



BUSINESS PAPER

ORDINARY MEETING

Thursday 19 July 2018

6.00pm

Council Chambers, Crookwell

TABLELANDS REGIONAL COUNCIL'S VISION

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

COUNCIL'S MISSION

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

COUNCIL'S AIMS

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

NOTICE OF MEETING

10 July 2018

Councillors

Dear Members

Ordinary Meeting of Council

Notice is hereby given that the next Ordinary Meeting of Council will take place on **Thursday 19 July 2018** in the **Council Chambers, Crookwell** commencing at **6.00pm**.

Your presence is requested.

Yours faithfully



Gary Woodman
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	APOLOGIES AND LEAVE OF ABSENCE	
2	CITIZENSHIP CEREMONY	
	Nil	
3	DECLARATIONS OF INTEREST	
4	CONFIRMATION OF MINUTES.....	11
4.1	Minutes of the Ordinary Meeting of Council of 21 June 2018	12
5	MAYORAL MINUTES.....	39
5.1	Mayoral Minute	40
6	PRESENTATIONS TO COUNCIL/PUBLIC	
6.1	Peter Simpson - Crookwell Heritage Railway	
7	CORRESPONDENCE	41
7.1	Correspondence for the month of July 2018	42
8	LATE CORRESPONDENCE	
9	INFORMATION ONLY.....	69
9.1	Monthly Weeds Activities Report	70
9.2	Development Statistics for the Month of June 2018	74
9.3	Swimming Pool Report for 2017/2018	81
9.4	Investments for the month ending June 2018	84
9.5	Bank Balance and Reconciliation - 30 June 2018	88
9.6	Rates and Charges outstanding as at 30 June 2018	89
9.7	Service NSW Agency - Health Check Report	91
9.8	NSW Audit Office Performance Audit - Shared Services in Local Government	99
9.9	Library Services - 4th Quarter Report 2017/2018	133
9.10	NSW Audit Office Performance Audit - Fraud Controls in Local Councils	140
9.11	Action Summary - Council Decisions	180
9.12	Grants Report	187

REPORTS FROM STAFF AND STANDING COMMITTEES

10	ENVIRONMENT AND PLANNING	193
10.1	Development Application No. 2/2018 - Subdivision of Land and carrying out of works to create three (3) lots for the purpose of dwelling houses - Lot 8 DP 1213731 34 McGaw Road, Crookwell	194
11	WORKS AND OPERATIONS.....	217
11.1	Compulsory Acquisition of Lands at Commissioners Creek, Laggan Road Taralga	218
11.2	Proposed Road names in the Pinegrove Estate Subdivision McIntosh Road Crookwell	226
11.3	Request for Swing Equipment - Barbour Park Gunning	241
11.4	Request to enlarge the scope - Reconstruction and Initial Sealing of Bannister Lane	243
11.5	Streetscape Advisory Committee	245
11.6	Collector Stormwater Drainage Capital Budget 2018/2019	248
12	FINANCE AND ADMINISTRATION	251
12.1	Council Delivery Program Review 2017/2018	252
12.2	Review of the Corporate Credit Card Policy	273
13	GENERAL MANAGER.....	279
13.1	Mayoral and Councillors' Remuneration	280
13.2	Consultative Committee Meeting Minutes	305
13.3	Request for Donation/Sponsorship for the Inaugural Spring Sculpture Garden Festival	308
13.4	Canberra Region Joint Organisation - Inaugural Board Meeting	317
14	LATE REPORTS	
15	REPORTS FROM OTHER COMMITTEES, SECTION 355 COMMITTEES AND DELEGATES	397
15.1	Reports for the Month of July 2018	398
16	BUSINESS WITHOUT NOTICE	
17	NOTICES OF MOTION.....	455
	Nil	
18	QUESTIONS WITH NOTICE	457
18.1	Expenditure - Road Construction and Landfill	458
18.2	Local Road Classifications	459
18.3	Fire Safety Statements	460
18.4	Council Investment Fund	461
18.5	Effects of deferment of the traffic study	462
19	CONFIDENTIAL SESSION	467
19.1	Health Care Centre Crookwell - Lease Renewal	

UPPER LACHLAN SHIRE COUNCIL

LEAVE OF ABSENCE

General Manager
Upper Lachlan Shire Council
Spring Street
CROOKWELL NSW 2583

Dear Sir

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

Date:

I will be absent for the following reason/s:

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

Yours faithfully

.....
(Councillor Signature)

ETHICAL DECISION MAKING AND CONFLICTS OF INTEREST

A GUIDING CHECKLIST FOR COUNCILLORS, OFFICERS AND COMMUNITY COMMITTEES

ETHICAL DECISION MAKING

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

CONFLICT OF INTEREST

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

THE TEST FOR CONFLICT OF INTEREST

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

IDENTIFYING PROBLEMS

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

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

AGENCY ADVICE

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

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

UPPER LACHLAN SHIRE COUNCIL
COUNCILLORS DISCLOSURE OF A
PECUNIARY INTEREST

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

To the General Manager

I, _____

Declare a Conflict of Interest, being a PECUNIARY Interest.

COUNCIL MEETING

Name of Meeting _____

Date of Meeting _____

Page Number _____ Item Number _____

Subject _____

Reason for Interest _____

OTHER THAN COUNCIL MEETINGS

Reason for Interest _____

Signature

Date

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

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

To the General Manager

I, _____

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

☐ Significant

☐ Non Significant

COUNCIL MEETINGS

Name of Meeting _____

Date of Meeting _____

Page Number _____ Item Number _____

Subject _____

Reason for Interest _____

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

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

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

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

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

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

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

Signature

Date

4 CONFIRMATION OF MINUTES

The following minutes are submitted for confirmation -

4.1	Minutes of the Ordinary Meeting of Council of 21 June 2018	12
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UPPER LACHLAN SHIRE COUNCIL
MINUTES OF THE
ORDINARY MEETING OF COUNCIL
HELD IN THE COUNCIL CHAMBERS
ON 21 JUNE 2018

PRESENT: Mayor B McCormack (Chairperson), Clr P Culhane, Clr P Kensit, Clr R Opie, Clr D O'Brien, Clr J Stafford, Clr J Wheelwright, Clr R Cummins, Clr J Searl, Mr G Woodman (Acting General Manager), Mr A Croke (Director Finance and Administration), Mr M Shah (Director of Works and Operations), Mrs T Dodson (Director of Environment and Planning) and Mrs H Peterson (Executive Assistant).

THE MAYOR DECLARED THE MEETING OPEN AT 6.00PM

SECTION 1: APOLOGIES & LEAVE OF ABSENCE

There were no apologies.

SECTION 2: CITIZENSHIP CEREMONY

Nil

SECTION 3: DECLARATIONS OF INTEREST

Clr Richard Opie – Declared a Pecuniary Interest in Item 10.1 – Development Application No. 126/2017 due to a possible business interest and will make the declaration, leave the Chamber and not return until the matter is resolved.

Clr Richard Opie – Declared a Pecuniary Interest in Item 19.1 – Health Care Centre Crookwell – Lease Renewal due to a proposed development in the health field and will make the declaration, not participate in the debate and leave the Chamber and not return until the matter is resolved.

Clr Paul Culhane - Declared a Pecuniary Interest in Item 13.2 Crookwell Catholic Church as he is the Chairman of the Catholic Church of Crookwell Financial Committee (which is not a remunerated position) and will make the declaration, stay in the Chamber, participate in the debate and vote.

Clr John Searl – Declared a Non-Significant Pecuniary Interest in Item 15.1 as he is the Council Representative on the Gunning Shire Hall and Showground and a non-executive member of the Dalton Public Hall Trust and will make the declaration, not participate in the debate, leave the Chamber and not return until the matter is resolved.

UPPER LACHLAN SHIRE COUNCIL
MINUTES OF THE
ORDINARY MEETING OF COUNCIL
HELD IN THE COUNCIL CHAMBERS
ON 21 JUNE 2018

SECTION 4: CONFIRMATION OF MINUTES

152/18 **RESOLVED** by Cllr Searl and Cllr Kensit

That the minutes of the Ordinary Council Meeting held on 17 May 2018 be adopted.

- CARRIED

SECTION 5: MAYORAL MINUTES

ITEM 5.1 MAYORAL MINUTE

153/18 **RESOLVED** by Mayor McCormack and Cllr Searl

That Council receive and note the activities attended by the Mayor for May/June 2018.

- CARRIED

SECTION 6: PRESENTATIONS TO COUNCIL/PUBLIC

Shane O’Leary – Destination Southern NSW

SECTION 7: CORRESPONDENCE

ITEM 7.1 CORRESPONDENCE FOR THE MONTH OF JUNE 2018

154/18 **RESOLVED** by Cllr Searl and Cllr Culhane

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

1. Tuena Hall & Recreation Area Committee – Letter of thanks for sealing of Goulburn to Bathurst Road.
2. Gunning RSL Chapter – Letter of thanks for assistance of Anzac Day 2018 in Gunning.
3. Breadalbane Hall s355 Committee – Letter of Thanks for assistance with Stronger Country Communities Fund Round 2.

UPPER LACHLAN SHIRE COUNCIL
MINUTES OF THE
ORDINARY MEETING OF COUNCIL
HELD IN THE COUNCIL CHAMBERS
ON 21 JUNE 2018

4. Goulburn Crookwell Heritage Railway Inc – 2018/2019 Financial Assistance to Crookwell Heritage Railway Inc – Update on Progress.

Moved Clr Cummins and Clr Searl that Council writes to the Secretary, Crookwell Heritage Railway, and invites them to a future Council meeting to give a presentation on their current and planned activities.

On being put to the meeting the motion was carried.

155/18 **RESOLVED** by Clr Cummins and Clr Searl

That Council writes to the Secretary, Crookwell Heritage Railway, and invites them to a future Council meeting to give a presentation on their current and planned activities.

- CARRIED

SECTION 8: LATE CORRESPONDENCE

Nil

SECTION 9: INFORMATION ONLY

The Mayor asked Councillors to identify any items of business listed that they wish to speak on. Clr R Opie indicated he wished to speak on Items 9.2 and 9.3, Clr Cummins on Items 9.3 and 9.11 and Clr Culhane on Item 9.9.

ITEM 9 INFORMATION ONLY

156/18 **RESOLVED** by Clr Searl and Clr Stafford

1. Items 9.1, 9.2, 9.4, 9.5, 9.6, 9.7, 9.8, 9.9, 9.10, 9.11 and 9.12 be received and noted.

- CARRIED

UPPER LACHLAN SHIRE COUNCIL
MINUTES OF THE
ORDINARY MEETING OF COUNCIL
HELD IN THE COUNCIL CHAMBERS
ON 21 JUNE 2018

ITEM 9.3 BRIDGE INSPECTION AND CONDITION REPORTING PROGRAM - CENTROC

RECOMMENDATION That -

1. Council receive and note the report as information.

A motion was moved Clr Cummins and Clr Opie that the Director of Works and Operations be given authority to implement the targets of the National Harmonisation Project to investigate better heavy vehicle compliance, improved road safety for all road users, improved sustainability of road networks and reduced environmental impacts with the ultimate aim through proper education to stop the illegal use by heavy trucks of Council's local roads and bridges.

On being put to the meeting the motion was carried.

157/18 RESOLVED by Clr Cummins and Clr Opie

That the Director of Works and Operations be given authority to implement the targets of the National Harmonisation Project to investigate better heavy vehicle compliance, improved road safety for all road users, improved sustainability of road networks and reduced environmental impacts with the ultimate aim through proper education to stop the illegal use by heavy trucks of Council's local roads and bridges.

Moved Clr Cummins and Clr Opie that a division be called.

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

Councillors who voted against:- Cr J Wheelwright

- CARRIED

UPPER LACHLAN SHIRE COUNCIL
MINUTES OF THE
ORDINARY MEETING OF COUNCIL
HELD IN THE COUNCIL CHAMBERS
ON 21 JUNE 2018

REPORTS FROM STAFF AND STANDING COMMITTEES

SECTION 10: ENVIRONMENT AND PLANNING

The time being 7.15pm Clr Opie left the meeting in accordance with his Declaration of Interest.

ITEM 10.1 REQUEST TO REVIEW DETERMINATION OF DEVELOPMENT APPLICATION 126/2017 - DEVELOPMENT FOR THE PURPOSE OF CHANGE OF USE AND REQUEST TO REDUCE CONSTRUCTION CERTIFICATE APPLICATIONS FEES ASSOCIATED WITH DA 126/2017 - LOT 1 DP 800629 - 19 ROBERTS STREET, CROOKWELL

158/18 RESOLVED by Clr Searl and Clr Culhane

1. The Council, as a consequence of its review of its determination of Development Application 126/2017, confirm the determination without change.
2. The Council advise the applicant of Development Application 126/2017 that the request for the reduction of Construction Certificate application fees be refused.

Councillors who voted for:-

Crs P Culhane, B McCormack,
D O'Brien, J Searl and J
Wheelwright

Councillors who voted against:-

Crs R Cummins, P Kensit and J
Stafford

Abstained:-

Cr Clr R Opie

- CARRIED

The time being 7.22pm Clr Opie returned to the meeting.

UPPER LACHLAN SHIRE COUNCIL
MINUTES OF THE
ORDINARY MEETING OF COUNCIL
HELD IN THE COUNCIL CHAMBERS
ON 21 JUNE 2018

ITEM 10.2 **BIALA WIND FARM - VOLUNTARY PLANNING AGREEMENT**
159/18 **RESOLVED** by Clr Searl and Clr O'Brien

1. Council places on public exhibition the Draft Biala Wind Farm Voluntary Planning Agreement, allowing a period of 28 days to seek public comment / submissions.

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

Councillors who voted against:- Nil

- CARRIED

SECTION 11: WORKS AND OPERATIONS

ITEM 11.1 **DRAFT PUBLIC GATE AND BYPASS (GRID) POLICY**
160/18 **RESOLVED** by Clr Searl and Clr Wheelwright

1. Council approve the draft Public Gate and Bypass (Grid) Policy to be put on public exhibition for 28 days;
2. Council adopts the draft Policy, after the 28 days period if there are no submission(s) objecting to the introduction of the proposed Policy.

- CARRIED

UPPER LACHLAN SHIRE COUNCIL
MINUTES OF THE
ORDINARY MEETING OF COUNCIL
HELD IN THE COUNCIL CHAMBERS
ON 21 JUNE 2018

**ITEM 11.2 PETITION TO UPPER LACHLAN SHIRE COUNCIL - BIGGA
RECYCLING SERVICE**

161/18 RESOLVED by Cllr Searl and Cllr Culhane

1. Council provide a recycling service at the Bigga Waste Transfer Station consisting of 240L comingled recycling bins collected fortnightly;
2. Council provide a recycling service at the Tuena Waste Transfer Station consisting of 240L comingled recycling bins collected fortnightly;
3. Council allocate an additional \$35,000 to the waste centres to provide this service in its 2018/19 Operational Plan;
4. Council allocate an additional \$5,000 to the waste centres to provide this service in its 2018/19 Operational Plan to fund capital costs;
5. Council seek NSW Government support in extending the Return and Earn program to the Upper Lachlan Shire.

- CARRIED

ITEM 11.3 WASTE TRANSFER STATIONS

162/18 RESOLVED by Cllr Searl and Cllr Culhane

1. Council approve the holding of a workshop in order for staff to present detailed information regarding options for waste transfer stations.

- CARRIED

UPPER LACHLAN SHIRE COUNCIL
MINUTES OF THE
ORDINARY MEETING OF COUNCIL
HELD IN THE COUNCIL CHAMBERS
ON 21 JUNE 2018

ITEM 11.4 **DALTON WATER SUPPLY SERVICE RESERVOIR REVOTE**
163/18 **RESOLVED** by Clr Searl and Clr Kensit

1. Council allocate \$35,000 from the water fund reserve for repair of the Dalton service reservoir in the 2018/19 capital budget.

- CARRIED

ITEM 11.5 **ORGANICS COLLECTION GRANTS PROGRAM**
164/18 **RESOLVED** by Clr Searl and Clr Cummins

1. Council apply to the Organics Collection Grants Program for eligible activities.

- CARRIED

ITEM 11.6 **AIRPORT CONTRACT**
165/18 **RESOLVED** by Clr Searl and Clr Opie

1. Council receive and note the report as information.
2. Council authorises the Director of Works and Operations to undertake such commercial negotiation in relation to commercial use of Airstrip land.

- CARRIED

UPPER LACHLAN SHIRE COUNCIL
MINUTES OF THE
ORDINARY MEETING OF COUNCIL
HELD IN THE COUNCIL CHAMBERS
ON 21 JUNE 2018

SECTION 12: FINANCE AND ADMINISTRATION

ITEM 12.1 INTEGRATED PLANNING AND REPORTING - ADOPTION OF 2018/2019 COUNCIL PLANS

166/18 **RESOLVED** by Cllr Searl and Cllr Wheelwright

1. Council, in accordance with Sections 8A-8C and Sections 403-406, of the Local Government Act 1993 and requirements of the Local Government Amendment (Governance and Planning) Act 2016 resolve to adopt the following Strategic Plans:-
 1. Operational Plan 2018/2019;
 2. Delivery Program 2018/2019 – 2021/2022;
 3. Long Term Financial Plan 2018-2027;
 4. Infrastructure Plan 2018-2027; and
 5. Workforce Plan 2018/2019 – 2021/2022.
2. Council approves expenditure and votes money according to the integrated financial budget contained within Council's 2018/2019 Operational Plan with the following changes;
 - Defer the proposed Traffic and Parking Study and Investigations within the townships of Gunning, Crookwell and Taralga (Resolution 21/18 with a proposed Operating Expense allocation of \$60,000);
 - Defer the proposed Social, Economic and Environmental Impact Study of Gas Supply to the villages of Gunning and Crookwell (Resolution 22/18 with a proposed Operating Expense allocation of \$100,000);
 - Make an allocation of \$160,000 (Capital Expense) for stormwater drainage improvements in the village of Collector;
 - Allocate \$25,000 (Operating Expense) towards the Development of a Collector Village Master Plan subject to that amount being matched from another source.
3. Council make the Revenue Policy, including Fees and Charges, and operational and capital budget as outlined in the 2018/2019 Operational Plan. The net consolidated operating result is a budget surplus, before capital grants and contributions, totalling \$309,610 (*takes into account Resolutions 161/18 and 163/18*).

UPPER LACHLAN SHIRE COUNCIL
MINUTES OF THE
ORDINARY MEETING OF COUNCIL
HELD IN THE COUNCIL CHAMBERS
ON 21 JUNE 2018

4. Council in accordance with Section 506, of the Local Government Act 1993, and the Office of Local Government advice, and in accordance with the Independent Pricing and Regulatory Tribunal of NSW determination, hereby adopt a 2.30% permissible Ordinary (General) Rates Increase for 2018/2019.
5. Council in accordance with Section 566 (3), of the Local Government Act 1993, hereby resolves that the Interest Rate to apply for 2018/2019 to all overdue Rates and Charges be calculated at the maximum permissible Interest Rate of 7.50%, calculated on a daily basis, as determined by the Office of Local Government.
6. Under the Local Government Act 1993, pursuant to Sections 535, 537 and 543 (1), Council make a general ordinary rate Ad-Valorem of 0.0029912 for Farmland Rating Category inclusive of a Base Amount of \$370.00 per Assessment being 21% of the total amount payable for land categorised as Farmland, for the year 2018/2019.
7. Under the Local Government Act 1993, pursuant to Sections 535, 537 and 543 (1), Council make a general ordinary rate Ad-Valorem of 0.0036430 for the Residential Rating Category inclusive of a Base Amount of \$240.00 per Assessment being 42% of the total amount payable for land categorised as Residential, for the year 2018/2019.
8. Under the Local Government Act 1993, pursuant to Sections 535, 537 and 543 (1), Council make a general ordinary rate Ad-Valorem of 0.0032600 for the Residential – Non Urban Rating Category inclusive of a Base Amount of \$240.00 per Assessment being 35% of the total amount payable for land categorised as Residential – Non Urban, for the year 2018/2019.
9. Under the Local Government Act 1993, pursuant to Sections 535, 537 and 543 (1), Council make a general ordinary rate Ad-Valorem of 0.0095480 for the Business – Crookwell Rating Category inclusive of a Base Amount of \$240.00 per Assessment being 27% of the total amount payable for land categorised as Business - Crookwell, for the year 2018/2019.
10. Under the Local Government Act 1993, pursuant to Sections 535, 537 and 543 (1), Council make a general ordinary rate Ad-Valorem of 0.0065500 for the Business – Gunning Rating Category inclusive of the Base Amount of \$240.00 per

UPPER LACHLAN SHIRE COUNCIL
MINUTES OF THE
ORDINARY MEETING OF COUNCIL
HELD IN THE COUNCIL CHAMBERS
ON 21 JUNE 2018

Assessment being 35% of the total amount payable for land categorised as Business – Gunning for the year 2018/2019.

11. Under the Local Government Act 1993, pursuant to Sections 535, 537 and 543 (1), Council make a general ordinary rate Ad-Valorem of 0.0065500 for the Business – Taralga Rating Category inclusive of the Base Amount of \$240.00 per Assessment being 35% of the total amount payable for land categorised as Business – Taralga for the year 2018/2019.
12. Under the Local Government Act 1993, pursuant to Sections 535, 537 and 543 (1), Council make a general ordinary rate Ad-Valorem of 0.0269400 for the Business – General Rating Category inclusive of the Base Amount of \$240.00 per Assessment being 7% of the total amount payable for land categorised as Business – General for the year 2018/2019.
13. Under the Local Government Act 1993, pursuant to Sections 535, 537 and 543 (1), Council make a general ordinary rate Ad-Valorem of 0.0087000 for the Mining Rating Category inclusive of the Base Amount of \$240.00 per Assessment being 13% of the total amount payable for land categorised as Mining for the year 2018/2019.
14. Under the Local Government Act 1993, pursuant to Sections 535, 543 (1), 501 and 552, Council make a Crookwell Water Supply Annual Charge subject to a Water Access Fee of \$426.00 and a Water Availability Charge of \$426.00, for the year 2018/2019.
15. Under the Local Government Act 1993, pursuant to Sections 535, 543 (1), 501 and 552, Council make a Taralga Water Supply Annual Charge subject to a Water Access Fee of \$426.00 and a Water Availability Charge of \$426.00, for the year 2018/2019.
16. Under the Local Government Act 1993, pursuant to Sections 535, 543 (1), 501 and 552, Council make a Dalton Water Supply Annual Charge subject to a Water Access Fee of \$426.00 and a Water Availability Charge of \$426.00, for the year 2018/2019.
17. Under the Local Government Act 1993, pursuant to Sections 535, 543 (1), 501 and 552, Council make a Gunning Water Supply Annual Charge subject to a Water Access Fee of \$426.00 and a Water Availability Charge of \$426.00, for the year 2018/2019.

UPPER LACHLAN SHIRE COUNCIL
MINUTES OF THE
ORDINARY MEETING OF COUNCIL
HELD IN THE COUNCIL CHAMBERS
ON 21 JUNE 2018

18. Under the Local Government Act 1993, pursuant to Sections 535, 543 (1), 501 and 552, Council make a Gunning Sewerage Supply Access Charge of \$764.00 per Assessment categorised as Residential Occupied and an Access Charge of \$501.00 for Residential Unoccupied, for the year 2018/2019.
19. Under the Local Government Act 1993, pursuant to Sections 535, 543 (1), 501 and 552, Council make a Gunning Sewerage Supply Best Practice Pricing Access Charge per Assessment categorised as Non-Residential and Business of \$764.00, a Sewerage Discharge Factor of 0.77 and a Usage Charge of \$2.95, for the year 2018/2019.
20. Under the Local Government Act 1993, pursuant to Sections 535, 543 (1), 501 and 552, Council make a Gunning Sewerage Supply Best Practice Pricing Access Charge per Assessment categorised as Churches / Schools / Hospitals / Nursing Homes and Parks of \$764.00, a Sewerage Discharge Factor of 0.50 and a Usage Charge \$2.95, for the year 2018/2019.
21. Under the Local Government Act 1993, pursuant to Sections 535, 543 (1), 501 and 552, Council make a Gunning Sewerage Supply Best Practice Pricing Access Charge per Assessment categorised as Commercial of \$764.00, a Sewerage Discharge Factor of 0.60 and a Usage Charge of \$2.95, for the year 2018/2019.
22. Under the Local Government Act 1993, pursuant to Sections 535, 543 (1), 501 and 552, Council make a Crookwell Sewerage Supply Access Charge of \$764.00 per Assessment categorised as Residential Occupied and an Access Charge of \$501.00 for Residential Unoccupied, for the year 2018/2019.
23. Under the Local Government Act 1993, pursuant to Sections 535, 543 (1), 501 and 552, Council make a Crookwell Sewerage Supply Best Practice Pricing Access Charge per Assessment categorised as Commercial of \$764.00, a Sewerage Discharge Factor of 0.60 and a Usage Charge of \$2.95, for the year 2018/2019.
24. Under the Local Government Act 1993, pursuant to Sections 535, 543 (1), 501 and 552, Council make a Crookwell Sewerage Supply Best Practice Pricing Access Charge per Assessment categorised as Non-Residential and Business of \$764.00, a

UPPER LACHLAN SHIRE COUNCIL
MINUTES OF THE
ORDINARY MEETING OF COUNCIL
HELD IN THE COUNCIL CHAMBERS
ON 21 JUNE 2018

Sewerage Discharge Factor of 0.77 and a Usage Charge of \$2.95, for the year 2018/2019.

25. Under the Local Government Act 1993, pursuant to Sections, 535, 543 (1), 501 and 552, Council make a Crookwell Sewerage Supply Best Practice Pricing Access Charge per Assessment categorised as Churches / Schools / Hospitals / Nursing Homes and Parks of \$764.00, a Sewerage Discharge Factor of 0.50 and a Usage Charge of \$2.95, for the year 2018/2019.
26. Under the Local Government Act 1993, pursuant to Sections 535, 543 (1), 501 and 552, Council make a Taralga Sewerage Supply Access Charge of \$764.00 per Assessment categorised as Residential Occupied and an Access Charge of \$501.00 for Residential Unoccupied, for the year 2018/2019.
27. Under the Local Government Act 1993, pursuant to Sections 535, 543 (1), 501 and 552, Council make a Taralga Sewerage Supply Best Practice Pricing Access Charge per Assessment categorised as Non-Residential and Business of \$764.00, a Sewerage Discharge Factor of 0.77 and a Usage Charge of \$2.95, for the year 2018/2019.
28. Under the Local Government Act 1993, pursuant to Sections 535, 543 (1), 501 and 552, Council make a Taralga Sewerage Supply Best Practice Pricing Access Charge per Assessment categorised as Commercial of \$764.00, a Sewerage Discharge Factor of 0.60 and a Usage Charge of \$2.95, for the year 2018/2019.
29. Under the Local Government Act 1993, pursuant to Sections, 535, 543 (1), 501 and 552, Council make a Taralga Sewerage Supply Best Practice Pricing Access Charge per Assessment categorised as Churches / Schools / Hospitals / Nursing Homes and Parks of \$764.00, a Sewerage Discharge Factor of 0.50 and a Usage Charge of \$2.95, for the year 2018/2019.
30. Under the Local Government Act 1993, pursuant to Sections, 535, 543 (1), and 496, Council make a shire wide Domestic Waste Management Service Charge of \$443.00 per service for the year 2018/2019.
31. Under the Local Government Act 1993, pursuant to Sections, 535, 543 (1), and 496, Council make a shire wide Domestic Waste Management Availability Charge of \$174.00 per Rateable

UPPER LACHLAN SHIRE COUNCIL
MINUTES OF THE
ORDINARY MEETING OF COUNCIL
HELD IN THE COUNCIL CHAMBERS
ON 21 JUNE 2018

Assessment. This annual charge is for each vacant property that is categorised as Residential and is in the pickup service area, for the year 2018/2019.

32. Under the Local Government Act 1993, pursuant to Sections, 535, 543 (1), and 501, Council make a Commercial Waste Service Charge of \$525.00 per service for each rateable Assessment categorised as Business – Gunning, Business – Taralga and Business – Crookwell, for the year 2018/2019.
33. Under the Local Government Act 1993, pursuant to Sections 535, 543 (1) and 501, Council make a Commercial Waste Availability Charge of \$174.00 per Assessment for Rateable Assessments categorised as Business – Gunning, Business – Taralga and Business – Crookwell, for the year 2018/2019.
34. Under the Local Government Act 1993, pursuant to Sections 535, 543 (1) and 501, Council make a Rural Waste Annual Charge of \$191.40 per Rateable Assessment categorised as Farmland, Residential – Non Urban, and Residential, for properties that do not have a Domestic Waste Management Charge and do not have a Domestic Waste Management Availability Charge for the year 2018/2019.
35. Under the Local Government Act 1993, pursuant to Sections, 535, 543 (1), and 496A, Council make a Stormwater Management Annual Charge for the towns of Taralga, Crookwell, Gunning and Collector of \$25.00 per Rateable Assessment categorised as Residential, for the year 2018/2019.
36. Under the Local Government Act 1993, pursuant to Sections, 535, 543 (1), and 496A, Council make a Stormwater Management Annual Charge for the towns of Taralga, Crookwell, Gunning, and Collector of \$50.00 per Rateable Assessment categorised as Business – Gunning, Business – Taralga, and Business – Crookwell, for the year 2018/2019.
37. Under the Local Government Act 1993, pursuant to Section 502, Council make a Water Supply User Pay Consumption Charge for the towns of Taralga, Crookwell, Gunning and Dalton. The charge Tariff 1 - \$2.95 per kilolitre consumed up to a maximum of 200 kilolitres and charge for Tariff 2 - \$3.91 per kilolitre consumed above 200 kilolitres, for the year 2018/2019.

UPPER LACHLAN SHIRE COUNCIL
MINUTES OF THE
ORDINARY MEETING OF COUNCIL
HELD IN THE COUNCIL CHAMBERS
ON 21 JUNE 2018

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

Councillors who voted against:- Crs R Cummins, P Kensit, R
Opie and J Stafford

- CARRIED

ITEM 12.2 **REVIEW OF THE SECTION 355 COMMITTEE POLICY**
167/18 **RESOLVED** by Clr Searl and Clr Wheelwright

1. Council adopts the reviewed Section 355 Committee Policy.

- CARRIED

ITEM 12.3 **REVIEW OF THE BANK OVERDRAFT FACILITY POLICY**
168/18 **RESOLVED** by Clr Searl and Clr Wheelwright

1. Council adopts the reviewed Bank Overdraft Facility Policy.

- CARRIED

ITEM 12.4 **REVIEW OF THE CASH HANDLING POLICY**
169/18 **RESOLVED** by Clr Searl and Clr Wheelwright

1. Council adopts the reviewed Cash Handling Policy.

- CARRIED

UPPER LACHLAN SHIRE COUNCIL
MINUTES OF THE
ORDINARY MEETING OF COUNCIL
HELD IN THE COUNCIL CHAMBERS
ON 21 JUNE 2018

ITEM 12.5 **REVIEW OF THE SUBSIDISED USE OF PUBLIC HALLS POLICY**
170/18 **RESOLVED** by Clr Searl and Clr O'Brien

1. Council adopts the reviewed Subsidised Use of Public Halls Policy.

- CARRIED

SECTION 13: GENERAL MANAGER

ITEM 13.1 **REBATE FOR UNDETECTED WATER LEAK - SUNSET LODGE**
171/18 **RESOLVED** by Clr Searl and Clr Stafford

1. Council approves a write off of \$3,000 in water usage charges on account number 4843 being Sunset Lodge aged accommodation.

- CARRIED

ITEM 13.2 **REBATE FOR UNDETECTED WATER LEAK - CROOKWELL**
172/18 **CATHOLIC CHURCH**
RESOLVED by Clr O'Brien and Clr Kensit

1. Council approves a write off of \$3,000 in water usage charges on account number 1615 being the Crookwell Catholic Church.

- CARRIED

UPPER LACHLAN SHIRE COUNCIL
MINUTES OF THE
ORDINARY MEETING OF COUNCIL
HELD IN THE COUNCIL CHAMBERS
ON 21 JUNE 2018

ITEM 13.3 SISTER CITY RELATIONSHIP - BOZHOU MUNICIPAL GOVERNMENT

173/18 RESOLVED by Cllr O'Brien and Cllr Culhane

1. Upper Lachlan Shire Council endorse a sister city relationship with the Bozhou Municipal Government in China and invites delegates from the Bozhou Municipal Government to visit the Upper Lachlan Shire Council.

- CARRIED

ITEM 13.4 MEMORANDUM OF UNDERSTANDING FOR COLLABORATION BETWEEN UPPER LACHLAN SHIRE, GOULBURN MULWAREE AND YASS VALLEY COUNCILS

174/18 RESOLVED by Cllr Wheelwright and Cllr O'Brien

1. Upper Lachlan Shire Council indicates its endorsement of the Memorandum of Understanding between Upper Lachlan Shire Council, Goulburn Mulwaree Council and Yass Valley Council for Collaboration by authorising the signing of the attached document.

- CARRIED

UPPER LACHLAN SHIRE COUNCIL
MINUTES OF THE
ORDINARY MEETING OF COUNCIL
HELD IN THE COUNCIL CHAMBERS
ON 21 JUNE 2018

ITEM 13.5 **PRE MEETING BRIEFING SESSIONS (WORKSHOP OR BRIEFING)**
175/18 **RESOLVED** by Clr Searl and Clr Wheelwright

1. The General Manager instigate Pre Meeting Briefing Sessions (Workshop or Briefing) prior to Council Meetings or when required on matters deemed necessary by the General Manager to ensure that Councillors are fully conversant with relevant information.

Moved by Clr Cummins and Clr Opie that a division be called

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

Councillors who voted against:- Crs R Cummins, R Opie and J Stafford

- CARRIED

The meeting adjourned the time being 8.30pm
The meeting resumed the time being 8.37pm

ITEM 13.6 **WHS COMMITTEE MINUTES**
176/18 **RESOLVED** by Clr Searl and Clr Wheelwright

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

- CARRIED

SECTION 14: LATE REPORTS

Nil

UPPER LACHLAN SHIRE COUNCIL
MINUTES OF THE
ORDINARY MEETING OF COUNCIL
HELD IN THE COUNCIL CHAMBERS
ON 21 JUNE 2018

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

ITEM 15.1 REPORTS FOR THE MONTH OF JUNE 2018

177/18 RESOLVED by Cllr Searl and Cllr O'Brien

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

1. Pye Cottage Committee s355 – Minutes from meeting held 23 April 2018.
2. Australian Agricultural Centre – Minutes from meeting held 7 May 2018.
3. Tony Foley Memorial Centre s355 Committee – Minutes from meeting held 3 April 2018.
4. Tuena Hall & Recreation Area Committee – Minutes from Annual General Meeting held May 2018.
5. Tuena Hall & Recreation Area Committee – Minutes from meeting held May 2018.
6. Taralga Wind Farm Community Fund s355 Committee – Minutes from meeting held 8 May 2018.

**ITEM 4 – PRIORITISATION OF PROJECT SUBMISSIONS
RECEIVED FOR 2018/2019**

RECOMMENDATION: That the projects listed below be awarded funds as detailed

ORGANISATION	PROJECT	AMOUNT
Taralga Sports Club	Disabled Toilet facility	\$24,497.00
Taralga Sports Club	External Painting	\$5,995.00
Taralga Bowling Club	Shadex System (for bowling greens)	\$9,551.00
Taralga Memorial Hall Committee	Electric Doors and Floor restoration	\$28,410.00
Taralga AP&H Association	P A System Showground	\$14,698.00
Taralga Public School	Installation of motorized blinds around COLA	\$20,734.00
Crookwell/Taralga Aged Care -Sunset Lodge	Upgrade of Window Blinds	\$15,000.00
Taralga RFS Brigade	Purchase 2 portable PMR radios	\$3,713.00
Historical Society	Upgrade of the Wombie room to an archive and research room	\$4,902.00
Total		\$127,500.00

UPPER LACHLAN SHIRE COUNCIL
MINUTES OF THE
ORDINARY MEETING OF COUNCIL
HELD IN THE COUNCIL CHAMBERS
ON 21 JUNE 2018

178/18

RESOLVED by Clr Searl and O'Brien that Item 4 of the Taralga Wind Farm Community Fund s355 Committee be adopted.

7. Breadalbane Hall Committee – Minutes from meeting held 27 May 2018.
8. Cullerin Range Wind Farm s355 Committee – Minutes from meeting held 22 May 2018.

**ITEM 5 – PRIORITISATION OF PROJECT SUBMISSIONS
RECEIVED FOR 2018/2019**

RECOMMENDATION: That the projects listed below be awarded funds as detailed

NO	ORGANISATION	AMOUNT
1.	Gunning Shire Hall and, Showground Advisory Committee S355 / PA&I.	Approve \$2281.00 for the purchase of the refrigerator.
2.	Dalton Public Hall Reserve Trust	Approve part funding of the toilet block to an amount of \$15,484.98 on the basis that the approximately \$1,500.00 short fall is able to be covered by the Dalton Public Hall Reserve Trust to enable the project to realise completion within the 12 month period.
3.	Tony Foley Centre – Chairs	Approve an amount of \$2,185.00 for 30 chairs from Firths, Yass
4.	Gunning District Community Centre S355 Committee	Approve \$2,480.60 for the Security System

The time being 8.42pm Clr Searl left the meeting in accordance with his Declaration of Interest.

179/18

RESOLVED by Clr O'Brien and Clr Wheelwright that Item 5 of the Cullerin Range Wind Farm s355 Committee be adopted.

The time being 8.45pm Clr Searl returned to the meeting.

9. CBJRO – Minutes from meeting held 2 - 3 May 2018.

UPPER LACHLAN SHIRE COUNCIL
MINUTES OF THE
ORDINARY MEETING OF COUNCIL
HELD IN THE COUNCIL CHAMBERS
ON 21 JUNE 2018

10. Country Mayors Association – Minutes from meeting held 1 June 2018.
11. Taralga Historical Society – Newsletter 02/18.
12. CENTROC – Minutes of Board Meeting held 24 May 2018.
13. CENTROC – Minutes of Inaugural Central NSW Joint Organisation meeting held 24 May 2018.
14. Gullen Range Wind Farm Community Fund s355 Committee – Minutes from meeting held 31 May 2018.

ITEM 4 – PRIORITISATION OF PROJECT SUBMISSIONS RECEIVED FOR 2018/2019

RECOMMENDATION: That the projects listed below be awarded funds as detailed.

	<i>PROJECT</i>	<i>AMOUNT</i>
1	Kiamma Creek (Pat Cullen Reserve) Landcare	\$8000
2	Bannister District Hall	\$20000
3	Grabben Gullen Hall & Recreational Reserve Trust	\$15000
5	Crookwell CWA Day Branch	\$9960
6	Viewhaven Lodge	\$2750
8	Crookwell Neighbourhood Centre	\$12500
9	Crookwell View Club	\$2695

ITEM 5 – LATE ITEM – LIONS CLUB OF CROOKWELL REQUEST FOR EXTENSION OF COMPLETION DATE FOR CLIFTON PARK TOILET BLOCK

RECOMMENDED: That the request for an extension of completion date for Clifton Park Toilet Block be granted.

180/18

RESOLVED by Cllr O'Brien and Cllr Wheelwright that Items 4 and 5 of the Gullen Range Wind Farm Community Fund s355 Committee be adopted.

15. Economic Development Task Force – Minutes from meeting held 22 May 2018.

ITEM 4.1 AUSINDUSTRY ACT AND SOUTHERN NSW PRESENTATION

RECOMMENDED: that the Chair of the EDTF Committee, the Acting General Manager and the Economic Development Officer approach the Canberra Innovation Network to brief them on the Economic Development Revitalisation & Action Plan requesting them to provide an appropriate proposal to undertake the

UPPER LACHLAN SHIRE COUNCIL
MINUTES OF THE
ORDINARY MEETING OF COUNCIL
HELD IN THE COUNCIL CHAMBERS
ON 21 JUNE 2018

necessary action to develop a strategy/action plan encompassing the Aims, Objectives and Core Competencies of the Economic Development Revitalisation & Action Plan Brief.

ITEM 4.3 “EASY TO DO BUSINESS” PROGRAM

RECOMMENDED: that Council:

1. Delegate authority to the Acting General Manager to enter into a contract with Service NSW for the Easy to do Business initiative; and
2. Delegate authority to the Mayor and Acting General Manager to execute any necessary documents under the Common Seal of Council.

181/18

RESOLVED by Clr Opie and Clr Searl that Item 4.3 of the Economic Development Task Force Committee be adopted.

16. Access Committee – Minutes from meeting held 30 May 2018.

ITEM – ONSITE INSPECTION

RECOMMENDED: that Council organise an on-site meeting at the Health Care Centre with assistance from Jo Boyce (with one person in a push wheelchair) and Grant Kitchen in his electric wheelchair, to understand the needs of people with restricted mobility

ITEM - STREETSCAPE PROJECT - OFFER INCENTIVES

RECOMMENDED: That the Streetscape Project Control Group, consider incentives being offered for accessibility improvements to businesses in the main streets of towns and villages as a part of the Streetscape Project

ITEM – MEDIA RELEASE

RECOMMENDED: that Council put out a media release that highlight the benefits of accessibility at the shopfronts within Taralga, Gunning and Crookwell.

ITEM 4.1 CORRESPONDENCE – REQUEST TO JOIN COMMITTEE

RECOMMENDED: that Council accept Steven Hunt’s application and that the necessary adjustments be made to the constitution to allow Mr Hunt to be added as a member of the Access Committee.

182/18

RESOLVED by Clr Searl and Clr O’Brien that Item - Onsite Inspection, Item - Offer Incentives, Item – Media Release and Item 4.1 of the Access Committee be adopted.

UPPER LACHLAN SHIRE COUNCIL
MINUTES OF THE
ORDINARY MEETING OF COUNCIL
HELD IN THE COUNCIL CHAMBERS
ON 21 JUNE 2018

17. Traffic Committee – Minutes from meeting held 24 May 2018.

ITEM 4.1 – PARKING ARRANGEMENTS YASS STREET, GUNNING

RECOMMENDED: that Council

- 1) Introduce pick up and drop off zone between 8am-9:30am and 2:30pm-4pm for 23.6m on the west bound side of Yass Street Gunning NSW 2581 (in front of the Gunning Primary School on the Eastern side of the pedestrian refuge).
- 2) Install permanent bollard to restrict driveway access in front of the proposed pick up and drop off zone.
- 3) Change the current parallel parking on the Western side of the crossing to 45° 'nose to kerb' parking on both east and west bound sides of the road.
- 4) Construct one disabled parking space in Yass Street Gunning 35m from the centre of the pedestrian refuge.
- 5) Education to be provided to parents through school newsletter and Gunning District Association through noticeboard on Facebook etc.

ITEM 4.2 - BIGGA RV FRIENDLY SIGNAGE

RECOMMENDED: that the request for a Bigga RV Friendly sign be referred back to the Bigga Progress Association for further consideration.

ITEM 4.3 - INSTALLATION OF STOP SIGN AT ROBERTSON STREET & PARK STREET INTERSECTION

RECOMMENDED: that Council approves the installation of a Give Way sign and repair edge on Robertson Street at the Park Street intersection.

ITEM 4.4 - COLYER STREET & GOULBURN STREET INTERSECTION

RECOMMENDED:

1. Council install 'No Stopping' signage at all corners of the intersection for 10m as well as double barrier lines along Colyer Street for 50m either side of the intersection, and that consultation to be undertaken with the affected business owners prior to installation.
2. That the Traffic Committee recommends to Council to make further representations to the Roads and Maritime Services

UPPER LACHLAN SHIRE COUNCIL
MINUTES OF THE
ORDINARY MEETING OF COUNCIL
HELD IN THE COUNCIL CHAMBERS
ON 21 JUNE 2018

on the establishment of a roundabout at the intersection of
Colyer and Goulburn Streets.

ITEM 5.1 – GUNNING FILM REQUEST

RECOMMENDED: Council approve the request for filming of a commercial at Gunning subject to the standard conditions being met.

183/18

RESOLVED by Clr Searl and Clr Cummins that items 4.1, 4.2, 4.3, 4.4 and 5.1 of the Traffic Committee be adopted.

18. Upper Lachlan Tourist Association – Minutes from meeting held 5 June 2018.

ITEM 12 – COUNCIL POLICY REVIEW

RECOMMENDED: that the amended Public Art, Tourism Signage and Tourism Events Policies be adopted.

ITEM 14 – 2018/19 CULTURAL ACTIVITIES GRANT ROUND

RECOMMENDED: that the application from the Taralga District Progress Association be funded as requested in the amount of \$500 for workshops.

184/18

RESOLVED by Clr Searl and Clr Stafford that items 12 and 14 of the Upper Lachlan Tourist Association be adopted.

19. Collector Oval Committee – Minutes from Annual General Meetings held as below:
- 4 September 2015
 - 15 December 2016
 - 26 October 2017

In order to correct an oversight the Collector Oval Committee has provided Council with copies of the minutes from the Annual General Meetings held in 2015, 2016 and 2017.

185/18

RESOLVED by Clr Searl and Clr O'Brien that the Annual General Meeting Minutes be received and noted.

20. Collector Oval Committee – Minutes from meetings held as below:
- 14 October 2015
 - 14 April 2016
 - 8 September 2016
 - 15 December 2016

UPPER LACHLAN SHIRE COUNCIL
MINUTES OF THE
ORDINARY MEETING OF COUNCIL
HELD IN THE COUNCIL CHAMBERS
ON 21 JUNE 2018

- 23 March 2017
- 14 September 2017
- 26 October 2017
- 1 March 2018
- 19 April 2018

In order to correct an oversight the Collector Oval Committee has provided Council with copies of the minutes from the General Meetings held in 2015, 2016, 2017, 1 March and 19 April 2018.

186/18

RESOLVED by Clr Searl and Clr O'Brien that the minutes be received and noted.

- CARRIED

SECTION 16: BUSINESS WITHOUT NOTICE

Nil

SECTION 17: NOTICES OF MOTION

Nil

SECTION 18: QUESTIONS WITH NOTICE

Nil

CLOSED COUNCIL ITEMS

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

187/18

RESOLVED by Clr Searl and Clr O'Brien

1. That Council move into closed Council to consider business identified, together with any late reports tabled at the meeting.

UPPER LACHLAN SHIRE COUNCIL
MINUTES OF THE
ORDINARY MEETING OF COUNCIL
HELD IN THE COUNCIL CHAMBERS
ON 21 JUNE 2018

2. That pursuant to 10A 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) (c) 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 9.00pm and the public, staff and press left the chambers.

188/18 **RESOLVED** by Clr Searl and Clr Culhane

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

- CARRIED

Open Council resumed at 9.50pm.

Resolutions from the Closed Council Meeting

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

SECTION 19: CONFIDENTIAL SESSION

The time being 9.15pm Clr Opie left the meeting in accordance with his Declaration of Interest.

ITEM 19.1 HEALTH CARE CENTRE CROOKWELL - LEASE RENEWAL

189/18 **RESOLVED** by Clr Wheelwright and Clr Kensit

1. Council agrees to renew the lease for the Health Care Centre at 17 Kialla Road, Crookwell for a further 5 year period with an option to renew for further 5 year period and that the Mayor and General Manager sign the lease agreement under seal of Council with the initial annual lease cost of \$44,631 exclusive of GST with the lessee being responsible for all outgoings such as rates and council charges and utilities.

- CARRIED

UPPER LACHLAN SHIRE COUNCIL
MINUTES OF THE
ORDINARY MEETING OF COUNCIL
HELD IN THE COUNCIL CHAMBERS
ON 21 JUNE 2018

Clr Cummins moved a motion, which was accepted by the Mayor, to consider a matter of urgent business and discussions were held in relation to the Bank House.

The time being 9.40pm Clr Opie returned to the meeting.

THE MEETING CLOSED AT 9.55PM

Minutes confirmed 19 JULY 2018

.....
Mayor

5 MAYORAL MINUTES

The following item is submitted for consideration -

5.1	Mayoral Minute	40
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Mayoral Minutes - 19 July 2018

ITEM 5.1 Mayoral Minute

FILE REFERENCE I18/329

JUNE

14 June	Meeting at Laggan School regarding possible closure Presentation of Veolia Trust Grant Funding
17 June	Lions Changeover Dinner
19 June	Rotary Changeover Dinner
21 June	Council Meeting and presentation to Mrs Helen Peterson
22 June	Meeting with Goulburn Post Journalist– David Cole
26 June	Meeting with Hugh Johnson RMS HVIS
28 June	Interviews for position of Executive Assistant Citizenship Ceremony for Alice Lin Acting GM and Mayor inspected the Council Facilities at Gunning CBO Presentation and Dinner
29 June	CBO Inaugural Joint Organisation Board Meeting Inspection of Collector Village with Acting General Manager

JULY

4 July	Grabben Gullen Progress Association public meeting
5 July	Collector Wind Farm CCC meeting

7 CORRESPONDENCE

The following item is submitted for consideration -

7.1	Correspondence for the month of July 2018	42
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Correspondence - 19 July 2018

ITEM 7.1

Correspondence for the month of July 2018

RECOMMENDATION:

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

1. Department Planning & Environment – Snowy 2.0 Transmission Line Project.
2. NSW Public Libraries Association – Media Release – Public Libraries Appalled by NSW Government Funding Cuts.
3. Audit Office of NSW – Audit Arrangements for 2018/2019 & beyond.
4. Bigga Progress Association – Waste Transfer Station – Mobile Phone Coverage – Bigga Hall.
5. Frank Startari – Mobile Black Spot Program – MR 256 Taralga – Oberon Road.
6. Jo Marshall – Rap Up – Why it is great to be alive – Youth Council.

ATTACHMENTS

1. ↓	NSW Government Department Planning & Environment - Snowy 2.0 Transmission Line Project - Critical State Significant Infrastructure (CSSI) Declaration	Attachment
2. ↓	NSW Public Libraries Association (NSWPLA) - Media Release - Public Libraries Appalled by NSW Government Funding Cuts - 20 June 2018	Attachment
3. ↓	Audit Office of NSW - Audit Arrangements for 2018/2019 & Beyond - 25 June 2018	Attachment
4. ↓	Bigga Progress Association - Update after Recent Meeting - Waste Transfer Station - Mobile Phone Coverage - Bigga Hall	Attachment
5. ↓	Frank Startari - Mobile Black Spot Program - MR 256 Taralga - Oberon Road Curraweela - Request for Inclusion in Round Four Application	Attachment
6. ↓	Jo Marshall - Rap up of "Why its great to be alive" - Youth Council	Attachment

**Planning &
Environment**

**Planning Services
Resource Assessments**
Contact: Nicole Brewer
Phone: (02) 9274 6374
Email: nicole.brewer@planning.nsw.gov.au

Mr Gary Woodman
General Manager
Upper Lachlan Shire Council
PO Box 10
Crookwell NSW 2583

Dear Mr Woodman

**Snowy 2.0 and Transmission Project
Critical State Significant Infrastructure declaration**

As you may be aware, on 7 March 2018 the Minister for Planning, Hon Anthony Roberts MP, declared the Snowy 2.0 and Transmission Line Project to be "Critical State Significant Infrastructure" (CSSI) under Section 5.13 of the *Environmental Planning and Assessment Act 1979*.

The CSSI declaration includes a generation component proposed by Snowy Hydro Pty Ltd and a transmission component proposed by TransGrid comprising:

- *Snowy 2.0* - development of a 2000 MW underground pumped hydro power station including tunnels between Tantangara Reservoir and Talbingo Reservoir in the Kosciuszko National Park; and
- *Transmission Lines*:
 - a new transmission line and substation to connect Snowy 2.0 to the existing electricity transmission network west of the Kosciuszko National Park near Tumbarumba;
 - a new transmission line from the new substation to an existing substation at Bannaby, near Yass; and
 - a new transmission line between an existing substation at Khancoban and a location on the NSW-Victorian border generally south-west of Khancoban.

As the declaration applies to the development of transmission line infrastructure on land within the Upper Lachlan Shire Local Government Area (amongst others), I have attached a copy of the declaration for your records.

I have also attached a flow chart which outlines the key steps in the CSSI assessment process, noting that the Department has recently issued environmental assessment requirements to Snowy Hydro for the preparation of the Environmental Impact Statement (EIS) for the first stage of the project (i.e. Exploratory Works), which are located in the Kosciuszko National Park, Snowy Valleys and Snowy Monaro LGAs.

At this stage, the Department expects to receive the EIS for the Exploratory Works towards the middle of the year, and is not expecting to receive TransGrid's EIS for the transmission line infrastructure in your LGA until late 2019.

I wish to assure you that the Department will be closely consulting with Upper Lachlan Shire Council throughout the assessment process of the transmission lines to ensure the interests and concerns of Council and the local community are fully considered in the merit assessment of each stage of the project.

In the meantime, the Department would be happy to provide a briefing to your Council on the project and provide further details about the CSSI assessment process.

Nicole Brewer, Team Leader, Resource and Energy Assessments is the key point of contact for the Department on this project. If you have any questions or concerns or wish to make arrangements for a briefing, please feel free to contact Nicole on 02 9274 6374 or nicole.brewer@planning.nsw.gov.au.

Yours sincerely


Mike Young
Director
Resource and Energy Assessments

29/5/18.

Department of Planning and Environment
320 Pitt Street Sydney 2000 | GPO Box 39 Sydney 2001 | planning.nsw.gov.au

**Attachment 1 - Environmental Planning and Assessment Amendment (Snowy 2.0 and
Transmission Project) Order 2018**



New South Wales

Environmental Planning and Assessment Amendment (Snowy 2.0 and Transmission Project) Order 2018

under the

Environmental Planning and Assessment Act 1979

I, the Minister for Planning, in pursuance of sections 5.12 (4) and 5.13 of the *Environmental Planning and Assessment Act 1979*, make the following Order.

Dated, this 7th day of March 2018.

ANTHONY ROBERTS, MP
Minister for Planning

Explanatory note

The Snowy 2.0 and Transmission Project is a proposed program of works for the expansion of the generating capacity of the Snowy Mountains Hydroelectric Scheme. Development proposed to be carried out for the purposes of Snowy 2.0 includes exploratory works, the construction of a new hydroelectric power and pump station, the construction of a tunnel between Tantangara Reservoir and Talbingo Reservoir and the construction of additional electricity power lines and substations.

The object of this Order is to declare development for the purposes of the Snowy 2.0 and Transmission Project to be State significant infrastructure and critical State significant infrastructure.

This Order is made under sections 5.12 (4) and 5.13 of the *Environmental Planning and Assessment Act 1979*.

Published LW 9 March 2018 (2018 No 82)

Environmental Planning and Assessment Amendment (Snowy 2.0 and Transmission Project) Order 2018
[NSW]

Environmental Planning and Assessment Amendment (Snowy 2.0 and Transmission Project) Order 2018

under the

Environmental Planning and Assessment Act 1979

1 Name of Order

This Order is the *Environmental Planning and Assessment Amendment (Snowy 2.0 and Transmission Project) Order 2018*.

2 Commencement

This Order commences on the day on which it is published on the NSW legislation website.

Environmental Planning and Assessment Amendment (Snowy 2.0 and Transmission Project) Order 2018
[NSW]
Schedule 1 Amendment of State Environmental Planning Policy (State and Regional Development) 2011

Schedule 1 Amendment of State Environmental Planning Policy (State and Regional Development) 2011

Schedule 5 Critical State significant infrastructure

Insert at the end of the Schedule, with appropriate clause numbering:

Snowy 2.0 and Transmission Project

- (1) The Snowy 2.0 and Transmission Project is a proposed program of works for the expansion of the generating capacity of the Snowy Mountains Hydroelectric Scheme and for associated upgrades and additions to the electricity transmission network. The object of this clause is to declare development for the purposes of the Snowy 2.0 and Transmission Project that is set out in this clause to be State significant infrastructure and critical State significant infrastructure.
- (2) This clause applies to development on land in any of the following local government areas:
 - (a) Cootamundra-Gundagai Regional,
 - (b) Goulburn Mulwaree,
 - (c) Snowy Monaro Regional,
 - (d) Snowy Valleys,
 - (e) Upper Lachlan Shire,
 - (f) Yass Valley.

(3) Snowy 2.0

Development for the purpose of pumped hydro and generation works to be known as Snowy 2.0 on land between Tantangara Reservoir and Talbingo Reservoir that involves:

- (a) the carrying out of exploratory geotechnical works or engineering investigations, and
- (b) the construction and operation of an underground hydroelectric power and pump station capable of supplying approximately 2,000 megawatts of hydroelectric power, and
- (c) the construction of water and access tunnels, surge tank and intake and outlet structures at and between the two reservoirs.

(4) Transmission works

Development that involves:

- (a) the construction and operation of new electricity transmission lines and an electricity substation to the west of the Talbingo Reservoir to connect Snowy 2.0 to the existing electricity transmission network at Nurenmerenmong, east of Tumbarumba, and
- (b) the construction and operation of new electricity transmission lines between the new substation at Nurenmerenmong and an existing substation at Bannaby, north of Marulan, and
- (c) the construction and operation of new transmission lines between an existing substation at Khancoban and a location on the NSW-Victorian border generally south-west of Khancoban, and
- (d) the augmentation of the existing substation at Bannaby.

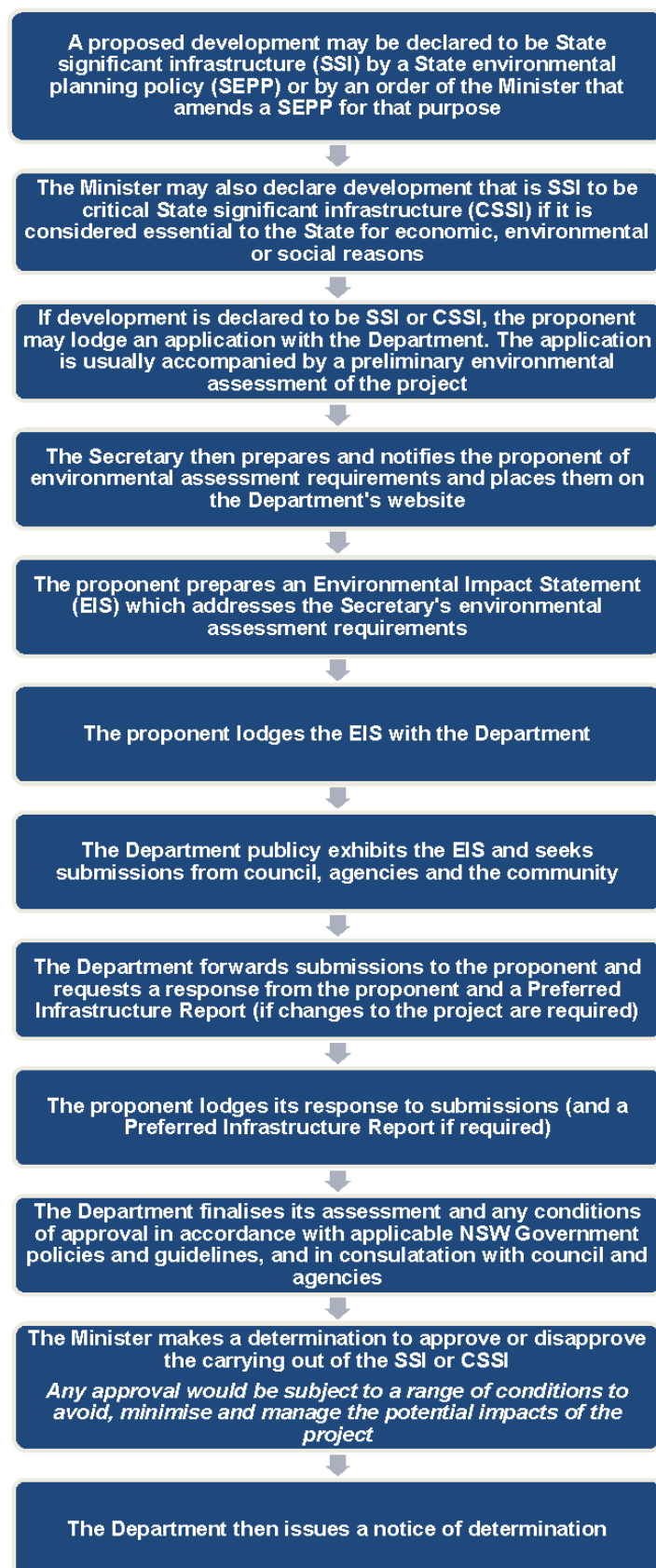
Environmental Planning and Assessment Amendment (Snowy 2.0 and Transmission Project) Order 2018
[NSW]

Schedule 1 Amendment of State Environmental Planning Policy (State and Regional Development) 2011

- (5) The development referred to in this clause does not include:
 - (a) the carrying out of surveys, sampling, environmental investigations, geotechnical borehole drilling, test drilling, test excavations, or other tests or investigations, for the purposes of feasibility assessment and the preliminary design of the Snowy 2.0 and Transmission Project, or
 - (b) the carrying out of works to upgrade or modify electricity transmission lines, works within existing switchyards, and the installation of communications infrastructure.
- (6) **Ancillary development**
Development that is ancillary to any other development in this clause, including the carrying out of works to upgrade or construct access roads, utilities infrastructure, construction accommodation, construction compounds and construction power supply.

Attachment 2 – Critical State Significant Infrastructure Flow Chart

SSI and CSSI - Assessment Pathway





MEDIA RELEASE – 20 JUNE 2018

PUBLIC LIBRARIES APPALLED BY NSW GOVERNMENT FUNDING CUTS

Public libraries across NSW were shocked and appalled by the NSW Government's decision to slash library funding by 18% in its recent State Budget and have already flagged that vital and much-loved services would be cut as a result.

Cr Dallas Tout, President of NSW Public Libraries Association (NSW PLA), representing a network of 368 public libraries across the State said that these new cuts constituted a major blow to library services that were highly valued by local communities.

"NSW public libraries receive over 35 million visits every year and these appalling funding cuts will result in shorter opening hours and cuts to programs that the community love, like the popular children's story times."

"We'll see reductions in staffing, smaller collections and cuts to important outreach services like mobile libraries."

"Unfortunately, many of our libraries will be forced to wind back services used by community members who are already marginalised, including young families, older people, refugees and migrant communities, and people without access to technology."

"For a government that claims to be committed to supporting education and improving children's literacy, this is a shameful act."

Mr Tout said that before this new funding cut, the NSW Government contribution to public library funding was already at historic lows.

"At just 7.8% of total funding, the NSW Government contribution to libraries was already the lowest of every state in Australia, and far behind Victoria (18%) and Queensland (12%)."

"This most recent budget cut further widens the gap, unfairly placing an additional funding burden onto local councils whose budgets are already stretched providing local infrastructure."

Mr Tout said that the \$23.5 million provided for public libraries in the 2018-19 Budget is the lowest state government contribution since 1999-2000 when the state contribution was \$17.9 million, effectively winding back the library funding clock by almost 20 years.

"I invite the NSW Minister for the Arts, the Hon. Don Harwin, to inform NSW Councils how he anticipates they will provide 2018 library service levels in an environment of increasing demand on a 20-year old budget allocation."

"This drastic budget cut also flies in the face of the recommendation of the NSW Government's very own expert panel, the Library Council of NSW which, in consultation with the State Library of NSW and the NSW Public Libraries Consultative Committee, recommended an increase in public library funding for 2018-19."

"It also stands in stark contrast to the NSW Labor policy released on 26 March 2018, which pledges to increase the overall funding for NSW public libraries by \$50 million in its first term of government."

"We call on the NSW Government not just to urgently reverse this decision, but to significantly increase funding to public libraries."

"Our network of 368 public libraries across metropolitan and regional NSW are vital infrastructure in supporting education, literacy and community engagement."

"We need an urgent increase in funding and a commitment to a sustainable funding model to make sure our libraries can continue to provide the services the community needs and to build the libraries of the future."

Cr Dallas Tout, President of NSW Public Libraries Association is available for comment and interview

Contact: Cr Dallas Tout - 0427 448525



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

Contact: Karen Taylor
Phone no: 9275 7311
Our ref: D1811804

25 June 2018

Dear Mr Bell

Audit Arrangements for 2018–19 and beyond
Upper Lachlan Shire Council

I am writing to inform you of my intention to continue to contract out the annual financial audit of Upper Lachlan Shire Council beyond the current 2017–18 audit cycle. The contracting arrangement with the current ASP, Intentus Pty Ltd / Intentus Chartered Accountants, ends at the end of the 2017–18 audit.

Starting in July 2018, my Office will conduct an open tender process to appoint a suitably qualified and experienced audit service provider (ASP) to perform the annual financial audit of your council for a period of *four* years, with an option to extend a further two years.

The audit of your council will be bundled with other local council audits in the same region into a single request for tender. The tenders will be assessed on a mix of qualitative and price criterion to ensure the provision of a high-quality audit service that maximise value for money and generate insights that challenge and inform government to improve outcomes for citizens. We will give your head of finance (or their delegate) an opportunity to review some parts of the tender responses before we appoint an ASP.

If you have any objections to us continuing to contract out the financial audit to an ASP, please call Karen Taylor on 9275 7311 or by email at Karen.Taylor@audit.nsw.gov.au

Yours sincerely

A handwritten signature in dark ink, appearing to read "Margaret Crawford".

Margaret Crawford
Auditor-General of NSW

Bigga Progress Association

Community Volunteers Since 1896

Director of Works & Councillors
Upper Lachlan Shire Council
44 Spring St
Crookwell NSW 2583

UPPER LACHLAN SHIRE COUNCIL
GUNNING OFFICE
- 2 JUL 2018
File No:

June 23, 2018

Dear Mursaleen,

Firstly I would like to extend our thanks on behalf of Bigga Progress Assoc to yourself and Councillor Wheelwright for attending our recent meeting.

As we mentioned at the meeting we have found the new garbage transfer station to be working well, the only issue we find in an aging community is for those having to lift their rubbish into the containers.

The financial support and assistance from council and funding through Southern Phone has proven to be a great investment, as we are seeing an increase in many happy visitors to our free camping site, with fantastic feedback for the upgrade. Thank you for supporting this project.

The mobile tower funding is coming around again. We ask council to please push our application once again. We are a remote community with several businesses that need the access to mobile to be efficient and effective, who currently have to return to the house, sit in the house and waste several hours just trying to communicate, rather than being productive. Bigga also has 1000's of visitors passing through the village every year holidaying at Grabine. This increase in our population, lack of police, services, and the ever increasing demand on digital communications, mobile access is an essential piece of infrastructure. We have already supplied many signatures and letters. Please put these forth again so we may be in contention once again. We were told the Golspie tower, or Peelwood Tower would cover Bigga... this has not helped our community at all.

After our recent success with grants and the financial assistance from council, the Bigga Hall will be painted internally, the front façade, and the floors will be sanded and laquered. Considering this remarkable transformation we will be employing a hall event manager as we aim to promote the hall for weddings and events. We are also looking to have a digital promotions officer for our village. We may be a small village but we continually work hard to increase visitor numbers, and the appearance of our village for our community and visitors.

Thank you to the council staff and councillors who continue to support the Bigga Community.

Kind Regards

Marshall

Jo Marshall
President

From: Frank Startari
 To: [Angus \(MP\) Taylor](#); [Pru Goward](#); [Chris Taylor](#); [Brian McCormack](#); [John Stafford](#); [John Bell](#); [mike.mrdak](#); [Lachlan Paterson](#); [Upper Lachlan Shire Council](#); [minister@communications.gov.au](#)
 Cc: [Mariam Koslay](#); [Russ Plummer](#); [Mark](#); [Steve Jasek](#); [R&L Denwent](#); [peter.horch@gmail.com](#); [tony Canas](#); [Dennis Workman](#); [mangrovefarm@bigpond.com](#); [John n Sue Faust](#); [Barry Davidson](#); [thad50@optusnet.com.au](#); [Tanjienong Cottages](#); [tony Canas](#); [gauntmobile@bigpond.com](#)
 Subject: Round Four Mobile Signal Black Spot Program - Mobile phone signal solution required for Main Road 256 (Taralga / Oberon Road) specifically the Curraweela District of the Upper Lachlan Shire
 Date: Thursday, 14 June 2018 12:43:39 AM
 Attachments: [Effectiveness of tower in question - Goulburn Post \(1\).pdf](#)
[Abercrombie River 27th August 2015 \(Medium\).jpg](#)
[curraweela creek 2 26th August 2015 \(Medium\).jpg](#)
[Accident main road 256.jpg](#)
[Curraweela District Main Road 256 Taralga Oberon Rd.jpg](#)

Dear all,

I refer to the article appearing in the Goulburn Post on the 13th June 2018 announcing round four of the Mobile Signal Black Spot Program.

<https://www.goulburnpost.com.au/story/5464866/extra-round-announced-for-black-spot-program/?cs=181>

We represent a group of residents from the Curraweela district in the Upper Lachlan Shire. We have written on many occasions over recent years seeking a mobile signal solution for the Curraweela section of Main Road 256, known as the Taralga / Oberon Road. We have been unsuccessful in getting a solution. The newly installed towers in the shire have failed to provide coverage to this district. Some of the feedback from the Department of Communications indicated that the district was not mentioned in applications for the previous funding rounds, albeit that the broader district and the Taralga / Oberon Road were mentioned in submissions and press announcements.

We are now seeking a funded solution specifically for the Curraweela section of Main Road 256 under Round Four of the Mobile Black Spot Program. I have summarised the main criteria below:

- Main Road 256 is an extremely busy road linking the towns Goulburn / Oberon / Bathurst. Thousands of travellers use this road on a weekly basis comprising of heavy haulage, emergency vehicles, tourists, commuters and residents. Map attached above.
- The Curraweela section of Main Road 256 is some 20 kms and a notorious stretch of road. The road is often cut off between the Curraweela Creek and the Abercrombie River due to flood waters. Residents and travellers along this section of the road are trapped in between until flood waters drop – this can often take 24 – 48 hours. They are unable to call for assistance, nor alert family and friends of their situation. Map and photos attached.
- The road is subject to blizzards and snow every winter. Vehicles are stranded with no mobile phone coverage and no ability to get help.
- Numerous accidents and breakdowns occur on this stretch of the road. I have attached a picture down at Curraweela Creek section of the road. The picture is one of the many air evacuations that we have experienced over the last few years.
- There have been many deaths on this road. The impacted people are unable to call for emergency services and are left wandering the road looking for residents to assist with communication facilities. The provision of mobile phone signal in an accident and emergency situation can be the difference between life and death.
- Due to the lack of signal, the residents are first respondents to provide assistance in accident, breakdown and emergency situations.
- There is high concentration of residents in the district due to recent subdivisions. Many of these residents operate businesses, but are unable to access mobile phone communications.
- There is a powered Telstra exchange in the Curraweela district adjacent to Main Road 256. This may be a cost effective and suitable site for a tower.

There has been a substantial amount of correspondence on this matter in the past. Quite a number of residents have also sent submissions to Angus Taylor and Pru Goward's offices. I am happy to forward copies of previous correspondence and resident submissions to interested parties.

We ask that you consider the above information and proceed with a submission for a funded solution under Round Four of the Mobile Black Spot Program.

Can you please include the people in the Copy section above on any correspondence.

We look forward to your response.

Regards,

Frank Startari on behalf of the Curraweela residents.

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

Effectiveness of tower in question

10 Jul 2017, 12:42 p.m.



A burning car on the side of Abercrombie Road on July 7. Residents believe the Golspie tower should cover areas along the Goulburn to Oberon road to increase safety in the region. Photo: supplied.

Curraweela residents are criticising the lack of coverage on the Goulburn to Oberon Road following the erection of a tower at Golspie and harbour fears it is a safety concern for the surrounding region.

Funded as part of the federal government's Mobile Black Spot Program, the Telstra tower reaches 122 dwellings in the Golspie area, a number Curraweela resident Frank Startari believes is far too low.

Under the program, mobile base stations deliver 3G as well as 4GX mobile broadband service. The 40-metre tower is located south of The Levels and Golspie Road intersection.

Mr Startari maintains Member for Hume Angus Taylor, who announced the initiative two years ago along with Telstra, did not follow through with the program's objectives.

"The benefit will be shared by many of us because coverage will extend along a number of roads and highway sections," Mr Taylor said in 2015.

Acknowledging not all areas would be covered by the program, the concerned resident of 24-years believed the Goulburn to Oberon Road, closest to the Golspie tower, should have received priority, and coverage.

He said the road has a high number of accidents, was subject to floods and snow left travellers stranded.

On Friday, about 12km from the tower, residents responded to a burning car along Abercrombie Road and were forced to make a call from a landline to contact emergency services.

Chifley Rural Fire Services operational officer Brett Taylor said the driver was lucky to gain access to a landline for the call.

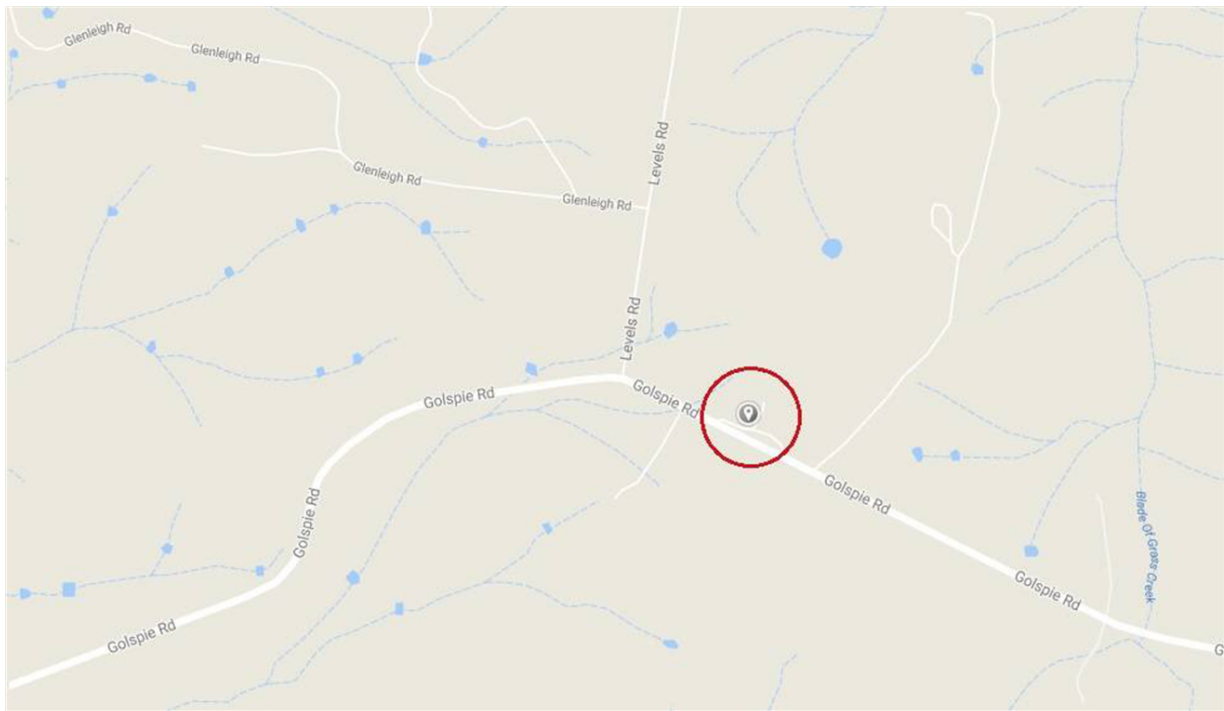
"They had an option, it was 122 residents, a lot of whom have access to the Crookwell tower or coverage to thousands of travellers who use the road," Mr Startari said.

"It's a very low-powered tower in the wrong location. It was the easiest and cheapest."



The Golspie tower under construction in early May before it was operational. Photo: supplied.

Optimum performance



Location of Golspie tower, south of the Levels and Golspie Road intersection.

Southern NSW Telstra area general manager Chris Taylor said further mobile base stations in Tarlo, Porters Retreat and Paling Yards were expected to come and would provide needed coverage to parts of the Goulburn to Oberon Road.

“That tower is performing at its optimum, we wouldn’t design a tower that wouldn’t perform at the optimum,” Mr Taylor said in reference to the Golspie tower.

“That tower design meets the coverage objective. It needs to integrate in the existing network so it doesn’t interfere with other towers such as the Crookwell tower in the vicinity.”

He said the tower at Golspie could not have covered the extra 10km to Curraweela, as some have argued.

“The terrain in these areas is a big limiting factor,” he said. “That area around the Golspie terrain has ridges between Crookwell and Oberon; the multiple valleys of those ridges are not practical.”

The criteria for the first two rounds of this project explore the number of premises covered, third party contributions and weigh up preferences for proposed sites.

He said the Member for Hume Angus Taylor stated preferences such as Golspie during the initial stages.

“I recognise 100 per cent of the coverage may not be reached,” he said.
“There will be broader coverage within those local designated communities. As a part of doing that, parts of those roads will benefit.”

Coverage fight

MP Angus Taylor said he was listening to the Curraweela community who raised valid concerns about the lack of coverage on the Goulburn to Oberon road.



Member for Hume Angus Taylor with the previous Parliamentary Secretary to the Minister for Communications Paul Fletcher after the announcement of the Black Spot Program in 2015. Photo: file.

“Further mobile black spot towers are planned for Tarlo, Porters Retreat and Paling Yards. I’ve asked Telstra to ensure these facilities are located

and equipped for maximum signal spread,” he said.

“I’ve been fighting for improved mobile and internet coverage across my electorate since I became the local member. We’ve made big steps forward, but I know there is more work to do.”

But for Mr Startari this is not enough.

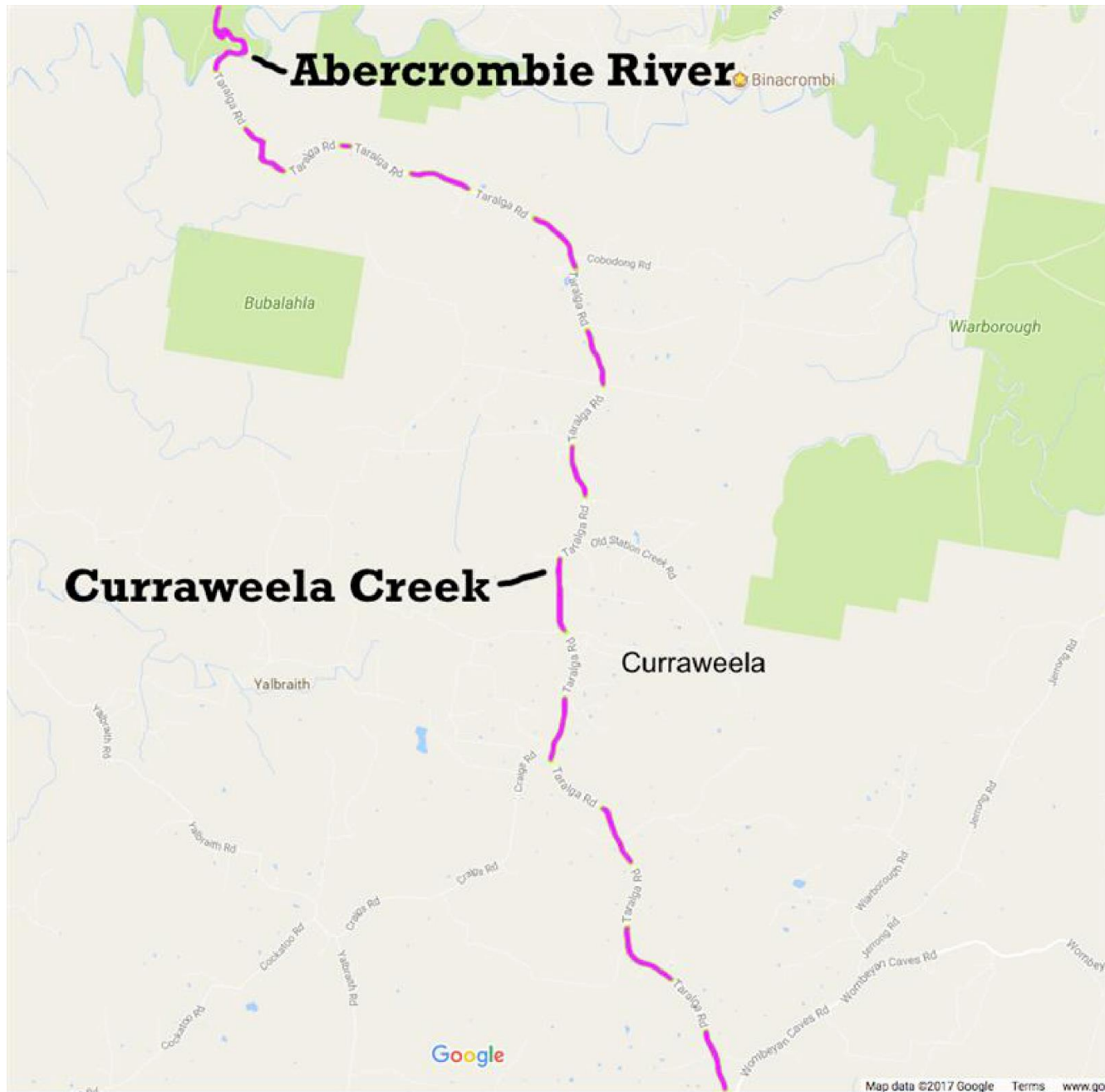
“The issue for us is we can’t turn someone away when they need assistance,” he said. “Individuals are at risk.”

Mr Startari is encouraging residents to contact Mr Taylor’s office and MP Pru Goward to share their connectivity concerns.









Joanne Marshall
PO Box 7
Binda NSW 2583

Email: jo.marshall8@me.com

July 9, 2018

Andrew Croke
Upper Lachlan Shire Council
PO Box
Gunning NSW 2583

Dear Andrew,

As you are aware the "Why it's great to be alive" project initiated by the Youth Council has been running for a number of years. This project aimed to raise enough money to pay for a youth mental health worker one day a week at the Wellness Centre to provide much needed mental health assistance for our youths. We hoped after the 12 months the case will be proven for the need in our shire and the service provider could be confident to continue the service for our community. The fund raising began with a book of poems and stories submitted by school age children in the Upper Lachlan Shire called "Why it's great to be alive". An FRRR grant supported the printing of the book. This book along with a number of fund raisers and donations has now raised enough money for the youth mental health worker for 12 months, \$10146.78.

Myself and Brenda Proudman from the Youth Council have signed an agreement with Ashkar & Co for the service as follows;

1. The psychological and counselling services will be provided by an outreach clinician who is a provisional psychologist who holds provisional registration with AHPRA. All sessions will be subject to clinical supervision with the provisional psychologists' supervisor, however, for the purposes of supervision, cases will be de-identified to maintain confidentiality laws.
2. The Service Providers agree that the amount raised is enough to send the outreach clinician to see six clients for 45 minute sessions at the Wellness Centre every Friday from mid-July 2018 until June 2019.
3. The Service Providers have a shut-down period over Christmas for four weeks and the outreach program will not run during this time.

4. The Service Providers will not charge clients to access the outreach program – it will remain free for eligible clients.
5. Therapeutic services delivered in the outreach program will consist of low intensity psychological therapy tailored to the individual presentation.
6. A child or young person, aged between 5 and 17 years old who lives at an address within the Upper Lachlan Shire Council and requires low intensity psychological interventions.

The service will begin Friday 20th July at the Wellness Centre. I have organised a cheque, and I am coordinating with the Youth Council, Ashkar & Co, and Danielle to have a photo and press release done.

Thank you to council for supporting this project, providing a much needed service for our youth and our community.

Kind Regards

A handwritten signature in cursive script that reads "Marshall".

Jo Marshall

9 INFORMATION ONLY

The following items are submitted for consideration -

9.1	Monthly Weeds Activities Report	70
9.2	Development Statistics for the Month of June 2018	74
9.3	Swimming Pool Report for 2017/2018	81
9.4	Investments for the month ending June 2018	84
9.5	Bank Balance and Reconciliation - 30 June 2018	88
9.6	Rates and Charges outstanding as at 30 June 2018	89
9.7	Service NSW Agency - Health Check Report	91
9.8	NSW Audit Office Performance Audit - Shared Services in Local Government	99
9.9	Library Services - 4th Quarter Report 2017/2018	133
9.10	NSW Audit Office Performance Audit - Fraud Controls in Local Councils	140
9.11	Action Summary - Council Decisions	180
9.12	Grants Report	187

Information Only - 19 July 2018

ITEM 9.1 Monthly Weeds Activities Report

FILE REFERENCE I18/308

AUTHOR Biosecurity Weeds Manager

ISSUE

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

RECOMMENDATION That -

1. Council receives and notes the report as information.

BACKGROUND

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

REPORT

Property Inspections

Weed	Parish	Road or Street	Date	Action	Degree
S/T BB ALG	Gunning	Boureong Dr	19/6/18	Routine	1
S/T BB	Garway	Wheeo	19/6/18	Routine	2
S/T	Mundoonen	Lade Vale	19/6/18	Notified	3
S/T	Burridgee	Millsvale	6/6/18	Routine	2
S/T	Burridgee	Millsvale	6/6/18	Notified	3
S/T	Burridgee	Millsvale	6/6/18	Routine	1
S/T BB	Burridgee	Fullerton	7/6/18	Notified	2
S/T BB	Burridgee	Fullerton	7/6/18	Notified	2, 3
S/T	Burridgee	Fullerton	7/6/18	Notified	3
S/T	Burridgee	Fullerton	7/6/18	Routine	2
S/T	Burridgee	Fullerton	7/6/18	Notified	2
S/T	Burridgee	Millsvale	12/6/18	Routine	1
S/T	Burridgee	Millsvale	12/6/18	Routine	1
S/T	Burridgee	Millsvale	12/6/18	Notified	2
S/T	Burridgee	Millsvale	13/6/18	Notified	3
S/T	Burridgee	Millsvale	13/6/18	Routine	1
S/T	Burridgee	Millsvale	13/6/18	Notified	3
S/T	Burridgee	Millsvale	13/6/18	Notified	3
S/T	Burridgee	Millsvale	13/6/18	Notified	2
S/T	Burridgee	Millsvale	13/6/18	Routine	2

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

S/T	Burridgee	Millsvale	14/6/18	Notified	3
S/T	Grabben	Grabben gullen	19/6/18	Notified	2
S/T	Pejar	Pejar	19/6/18	Notified	3
BB	Gillindich	Salisbury	20/6/18	Notified	2
S/T BB	Markdale	Salisbury	20/6/18	Notified	1
S/T BB	Markdale	Salisbury	20/6/18	Notified	2, 3
S/T	Keverstone	Salisbury	21/6/18	Routine	1
S/T BB	Keverstone	Salisbury	21/6/18	Routine	1
S/T	Blackman	Bigga	21/6/18	Routine	1
S/T	Markdale	Bigga	21/6/18	Routine	1
S/T	Thalaba	Kangahloolah	31/5/18	Notified	1
S/T	Thalaba	Kangahloolah	31/5/18	Notified	1
S/T	Binda	Kangahloolah	6/6/18	Notified	1
S/T	Kangaloolah	Kangahloolah	6/6/18	Routine	1
S/T	Binda	Kangahloolah	6/6/18	Notified	1
S/T	Binda	Kangaloolah	7/6/18	Notified	1
S/T	Binda	Kangahloolah	7/6/18	Notified	1
S/T	Thalaba	Kangaloolah	8/6/18	Notified	1
S/T	Thalaba	Kangaloolah	12/6/18	Notified	1
S/T	Binda	Kangaloolah	12/6/18	Notified	1
S/T	Binda	Kangaloolah	12/6/18	Notified	1
S/T	Binda	Kangaloolah	12/6/18	Notified	1
S/T	Thalaba	Kangalooah	13/6/18	Notified	2
S/T BB	Thalaba	Cuddyong	14/6/18	Notified	2
S/T	Thalaba	Cuddyong	14/6/18	Notified	1
S/T	Thalaba	Cuddyong	14/6/18	Notified	1
S/T	Thalaba	Cuddyong	14/6/18	Notified	1
S/T	Kangaloolah	Kangaloola	18/6/18	Notified	1
S/T	Cuddyong	Cuddyong	20/6/18	Notified	2
S/T	Cuddyong	Kangaloolah	21/6/18	Routine	1
S/T	Cuddyong	Cuddyong	21/6/18	Notified	1
S/T	Jerrawa	Coolalie	5/6/18	Routine	1
S/T	Dalton	Hume Hwy	5/6/18	Routine	1
S/T	Milbang	Breadalbane	11/6/18	Routine	1
S/T	Blakney	Cooks Hill	12/6/18	Routine	1
S/T	Blakney	Cooks Hill	12/6/18	Routine	1
S/T	Gunning	Tip Ln	13/6/18	Notified	2
S/T	Jerrawa	Bush	15/6/18	Routine	2
S/T	Dalton	Felled Timber	15/6/18	Routine	1
S/T	Jerrawa	Bush	15/6/18	Routine	1
S/T	Lerida	Mullers Ln	15/6/18	Routine	2
S/T	Jerrawa	Broadway	18/6/18	Routine	1
-	Gunning	Dalton	18/6/18	Routine	0
S/T BB	Preston	Rugby	19/6/18	Notified	3
S/T	Garway	Saphire	20/6/18	Notified	1
S/T	Kildare	Rugby	20/6/18	Routine	2

Key for Weed Abbreviations*Weed ID Weed Identification*

Information Only

MONTHLY WEEDS ACTIVITIES REPORT cont'd

S/T Serrated Tussock

PC Paterson's Curse

EB English Broom

Go Gorse

BB Blackberry

Nth Nodding Thistle

FW Fireweed

CG Coolatai Grass

SJW St John's Wort

CNG Chilean Needle Grass

ALG African Lovegrass

Key for Degree of Infestations

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

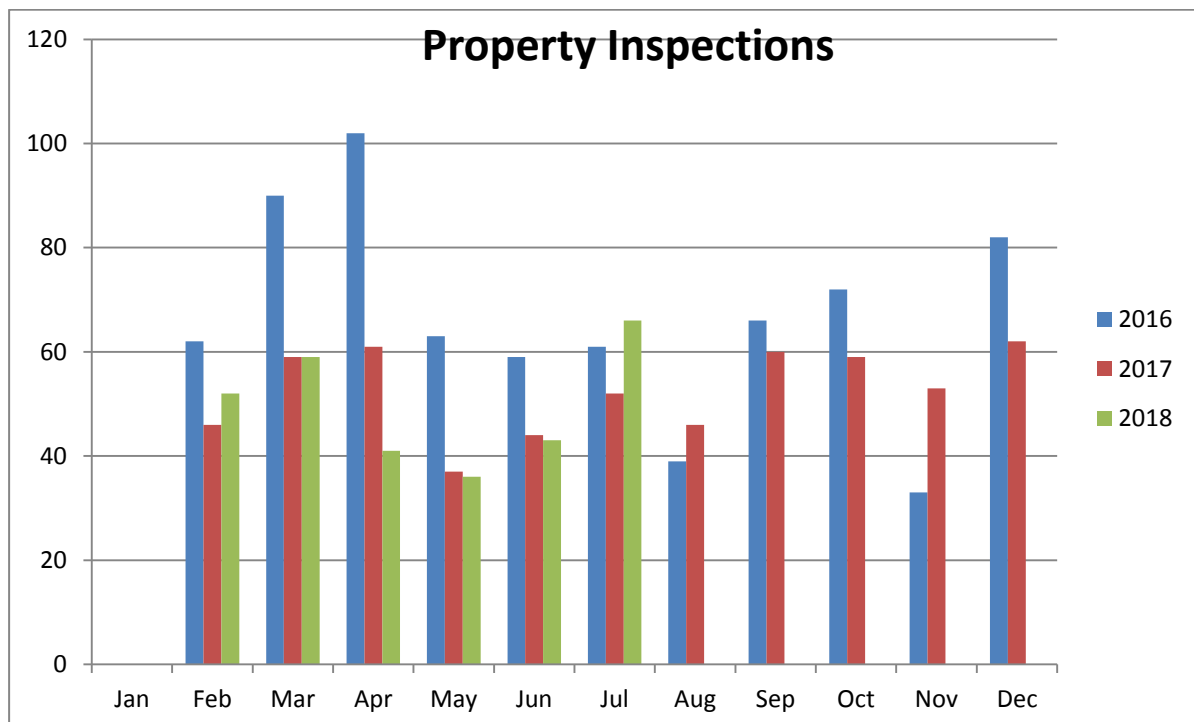
Key for Actions of Inspections

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

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

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

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



Information Only

MONTHLY WEEDS ACTIVITIES REPORT cont'd

Roadside Weed Control

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

POLICY IMPACT

Nil

OPTIONS

Nil

FINANCIAL IMPACT OF RECOMMENDATIONS

Nil

RECOMMENDATION That -

1. Council receives and notes the report as information.

ATTACHMENTS

Nil

Information Only - 19 July 2018

ITEM 9.2 Development Statistics for the Month of June 2018

FILE REFERENCE I18/330

AUTHOR Director of Environment and Planning

ISSUE

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

RECOMMENDATION That -

1. Council receives and notes the report as information.

BACKGROUND

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

REPORT

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

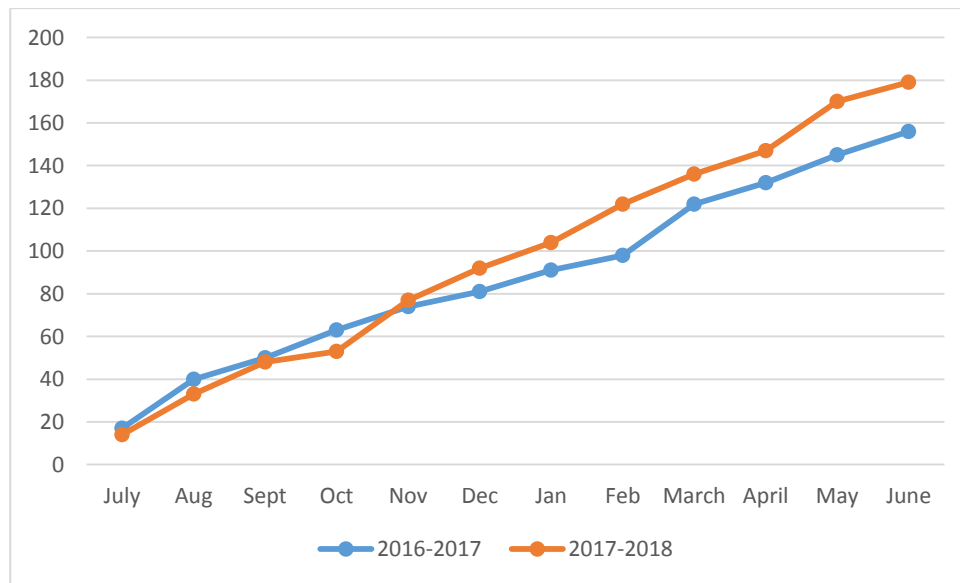
Statistics by Development Type								
Current Year					Last year			
DA Type	June 2018		Year to Date 1/7/2017 to 30/6/2018		June 2017		Year to date 1/7/2016 to 30/6/2017	
	Count	\$Value	Count	\$Value	Count	\$Value	Count	\$Value
Commercial	0	\$0	11	\$23,846,000	0	\$0	10	\$1,224,585
Residential	8	\$1,216,997	130	\$25,326,469	9	\$927,410	120	\$19,756,406
Industrial	0	\$0	0	\$0	0	\$0	1	\$0
Other	1	\$0	11	\$6,373,000	0	\$0	11	\$115,700
Total	9	\$1,216,997	152	\$55,545,469	9	\$927,410	142	\$21,096,691
Subdivision								
Type	Count	Lots	Count	Lots	Count	Lots	Count	Lots
Residential	0	0	3	17	0	0	4	78
Rural Residential	0	0	4	12	1	48	5	63
Commercial	0	0	1	0	0	0	0	0
Industrial	0	0	0	0	0	0	0	0

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

Boundary Adjustment	0	0	4	3	0	0	0	0
Strata	0	0	0	0	0	0	0	0
Agricultural	0	0	9	17	1	3	4	11
Modification/Other	0	0	1	53	0	0	2	13
Total	0	0	22	102	2	51	15	165

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 June 2018	DA modifications received June 2018	DAs determined June 2018	DA modifications determined June 2018
34	3	7	2	9	2

The average determination processing time is for the month of June was 42 days.

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

Determinations Issued between 1 June 2018 to 30 June 2018		
DA No.	Proposal	Property
109/2017 (Mod)	Dwelling	2524 Middle Arm Rd, Middle Arm Lot 5 DP 1121292
14/2018 (Mod)	Relocation of Dwelling	22 Bourke St, Collector Lot 11 DP 1211033
25/2018	Transportable Dwelling	Lot 1 DP 1239043 – 5 Cullivin St, Gunning
30/2018	Garage/Shed	187 Woodhouselee Rd, Wayo

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

Determinations Issued between 1 June 2018 to 30 June 2018		
DA No.	Proposal	Property
		Lot 142 DP 750054
31/2018	Garage/Shed	239 Woodhouselee Rd, Wayo Lot 79 DP 750054
32/2018	Garage/Shed	Woodhouselee Rd, Wayo Lot 63 DP 750054
47/2018	Garage/Shed	2 George St, Collector Lot 5 Sec 13 DP 758263
53/2018	Dwelling	Boorowa Rd, Lost River Lot 1 DP 1240856
60/2018	Transportable Dwelling	Dawson's Creek Rd, Crookwell Lot 1 DP 834753
64/2018	Dwelling	56 Gibraltar Rd, Big Hill Lot 129 DP 750014
65/2018	Garage/Shed	15 Holborrow St, Crookwell Lot 6 DP 848724

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

Development Applications Outstanding on 30 June 2018 (In order of date submitted to Council)				
DA No.	Date Rec	Proposal	Property	Reason
33/2016	22/4/2016	Fence/Wall	Lot 1 DP 256082 – Church Street, Collector	Awaiting additional information
77/2017	15/8/2017	Dwelling	Lot 22 DP 1095649 – Towrang Rd, Greenwich Park	Awaiting additional information
122/2017	24/11/2017	Gullen Range Windfarm Substation & Underground Transmission Line	Lot 185,186,187,188,204 & 224 DP 754126, Lot 1 & 2 DP 877769, Lot 6 DP 1115749, Lot 1 & 2 DP 1115746, Lot 7,197,226,319 DP 754126, Lot 4 DP 1031856, Lot 100 DP 1026064, Lot 103 DP 750043, Lot 2 DP 1168750, Lot 101 DP 1083286 – Gurrundah Area	Under Assessment
124/2017	29/11/2017	Consolidation	Lots 220 and 221 DP 750019 – Gurrundah Road, Gurrundah	Awaiting Additional Information
134/2017	14/12/2017	Subdivision	Lot 20 DP 1207639 & Lot 1,149 & 62 DP 753011 – 1593 Grabine Rd, Grabine	Awaiting Additional Information
2/2018	4/1/2018	Subdivision	Lot 8 DP 1213731 – 34 McGaw Rd, Crookwell	Going to Council 19/7/18
23/2018	26/2/2018	Dwelling	Lot 1 DP 754573, Lot 148 & 197 DP 754113 – Gundaroo Rd, Bellmount Forest	Awaiting Additional Information

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

		Development Applications Outstanding on 30 June 2018 (In order of date submitted to Council)			
DA No.	Date Rec	Proposal	Property	Reason	
24/2018	24/2/2018	Change of Use – Shed to Dwelling	Lot 2 DP 1045168 Lot 59 & 79 DP 753063 – 2646 Golspie Rd, Golspie	Awaiting Additional Information	
27/2018 (Mod)	12/3/2018	Poultry Farm	239 Learys Lane, Bannister Lot 101 DP 1083286	Awaiting Additional Information	
33/2018	16/3/2018	Subdivision	Clements St, Crookwell Lot 25, 26, 27, 28, 29, 30, Sec 11 DP 2383 & Lot 1 DP 134469	Awaiting Additional Information	
38/2018	6/4/2018	Dwelling	1707 Jerrawa Rd, Dalton Lot 2 DP 1209732	Awaiting Additional Information	
40/2018	13/4/2018	Alterations/ Additions	Chapmans Lane, Tarlo Lot 102 DP 750051	Awaiting Additional Information	
42/2018	16/4/2018	Change of Use – Shed to Dwelling	2375 Collector Rd, Collector Lot 1 DP 126042	Awaiting Additional Information	
45/2018	24/4/2018	Crookwell Potato Festival	30 East St, Crookwell Lot 4 DP 524712	Under Assessment	
48/2018	2/5/2018	Dwelling	171 Craigs Rd, Curraweela Lot 2 DP 1222109	Under Assessment	
49/2018	2/5/2018	Dwelling	1136 Veterans Rd, Lade Vale Lot 4 DP 1089023	Under Assessment	
51/2018	4/5/2018	Transportable Dwelling	128 Collector Rd, Gunning Lot 4 DP 1185667	Under Assessment	
52/2018	4/5/2018	Alterations/ Additions	2500 Golspie Rd, Golspie Lot 281 DP 720154	Under Assessment	
54/2018	8/5/2018	Alterations/ Additions	4987 Oberon Rd, Taralga Lot 1 DP 134284	Awaiting Additional Information	
55/2018	9/5/2018	Dwelling & Garage/Shed	67 McArthur St, Taralga Lot 2 DP 263866	Referred to Engineering	
57/2018	10/5/2018	Dog Kennels	148 Bigga Rd, Crooked Corner Lot 4 DP 1052845	Under Assessment	
58/2018	14/5/2018	Dog Kennels	120 Salisbury Rd, Bigga Lot 237 DP 753041	Under Assessment	
61/2018	18/5/2018	Alterations/ Additions	9 Elizabeth St, Crookwell Lot 31 DP 28434	Awaiting Additional Information	
62/2018	22/5/2018	Transportable Dwelling	Castle Hill Rd, Gunning Lot 607 DP 1086775	Under Assessment	
63/2018	23/5/2018	Dwelling	5947 Oberon Rd, Curraweela Lot 55 DP 865853	Under Assessment	
122/2016 (Mod)	25/5/2018	Dwelling Additions/ Alterations	46 Cooper St, Taralga	Awaiting Additional Information	
66/2018	29/5/2018	Dwelling	116 Collector Rd Gunning	Under Assessment	
67/2018	29/5/2018	Garage/Shed/ Carport	26 Carrington St, Crookwell	Under Assessment	
68/2018	30/5/2018	Dwelling	Grabben Gullen Rd, Grabben Gullen	Under Assessment	

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

		Development Applications Outstanding on 30 June 2018 (In order of date submitted to Council)		
DA No.	Date Rec	Proposal	Property	Reason
			Lot 404 DP 754115	
69/2018	1/6/2018	Alterations/ Additions	31 Robertson St, Crookwell Lot A DP 382294	Under Assessment
5/2017 (Mod)	8/6/2018	Dwelling	Rossi St, Collector Lot 2, 3, 4 & 15 DP 1211033	Under Assessment
70/2018	18/6/2018	Garage/Shed	13 Bray St, Crookwell Lot 2 DP 1231222	Under Assessment
71/2018	21/6/2018	Dwelling	189 Woodhouselee Rd, Laggan Lot 2 DP 1231222	Under Assessment
72/2018	25/6/2018	Dwelling	21 Kialla Rd, Crookwell Lot 359 DP 754108	Under Assessment
73/2018	26/6/2018	Community Event	Copeland St, Gunning Lot 7009 DP 94454	Under Assessment
74/2018	26/6/2018	Transportable Dwelling	530 Bevandale Rd, Wheeo Lot 2 DP 1219022	Under Assessment
75/2018	28/6/2018	Dwelling	Grabben Gullen Rd, Gunning Lot 316 DP 754126	Under Assessment

2. Construction Certificates

Construction Certificates Issued between 1 June 2018 & 30 June 2018		
CC No.	Proposal	Property
52/2017	Subdivision	Gundaroo Rd, Gunning Lot 19, 20, 21, 22 DP 746075 & Lot 1 & 3 DP 837871 & Lot 1 DP 856811
12/2018	Relocation of Dwelling	22 Bourke St, Collector Lot 11 DP 1211033
47/2018	Garage/Shed	15 Holborrow St, Crookwell Lot 6 DP 848724
53/2018	Garage/Shed	2 George St, Collector Lot 6 Sec 13 DP 758263
58/2018	Dwelling	Boorowa Rd, Lost River Lot 1 DP 1240856

Approved by Council	
June 2018	Year to date
5	74

3. Occupation Certificates

Occupation Certificates Issued between 1 June 2018 and 30 June 2018		
OC No.	Proposal	Property
35/2018	Alterations & Additions	918 Kialla Rd, Crookwell Lot 81 DP 754108

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

Approved by Council	
June 2018	Year to date
1	23

4. Subdivision Certificates

Subdivision Certificates Issued between 1 June 2018 and 30 June 2018		
SC No.	Proposal	Property
12/2018	Boundary Adjustment	Redground Heights Rd, Crookwell Lot 2 DP 1101492 & Lot 16 DP 753010
13/2018	Subdivision	892 Sylvia Vale Rd, Binda Lot 4 DP 1228621

Approved by Council	
June 2018	Year to date
2	46

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

POLICY IMPACT

Nil

OPTIONS

Nil

FINANCIAL IMPACT OF RECOMMENDATIONS

Nil

RECOMMENDATION That -

1. Council receives and notes the report as information.

Information Only

DEVELOPMENT STATISTICS FOR THE MONTH OF JUNE 2018 cont'd

ATTACHMENTS

Nil

Information Only - 19 July 2018

ITEM 9.3 **Swimming Pool Report for 2017/2018**

FILE REFERENCE **I18/337**

AUTHOR **Operations Engineering Assistant**

ISSUE

This report advises Council on the Swimming Pool Facilities at Crookwell and Gunning including usage and capital works activities for the 2017/2018 Financial Year.

RECOMMENDATION That –

1. Council receive and note the report as information.

BACKGROUND

This report advises Council on its Swimming Pool Facilities at Crookwell and Gunning including usage and capital works activities for the 2017/18 Financial Year.

REPORT

The 2017/18 Swimming Pool season concluded on 24 March and was another successful season. Attendance was down a little at both pools due to the cooler weather at either end of the season. Patronage in November and March is unpredictable.

The pools were staffed by one permanent employee and three casuals. On occasions, it was also necessary to obtain a lifeguard from Yass Valley Council, when staff were not available. This allowed for the pools to be open most days throughout the season.

Operating expenses rose a little on previous years due to increased prices for chemicals, freight and also wages. There were no major breakdowns or incidents this season.

The Pool Season Passes are proving to be popular with the users. Patrons are more likely to attend the pool, when they don't have the ongoing cost of entry.

School bookings were again very popular. This was attributed to the \$1 entry for school children to attend carnivals and swimming lessons. Department of Education continue to conduct their swim program for primary school children at both Gunning and Crookwell Pools.

At the Crookwell Pool a "Swim & Survive" program was conducted by NSW Government Sport and Recreation for 2 weeks in January which proved very popular. In the past it was carried out over 3 hours each day for 9 days but this season it was

Information Only**SWIMMING POOL REPORT FOR 2017/2018 cont'd**

extremely popular and it was necessary to run for 4 hours each day. The \$1 entry makes this important program more affordable for families.

A private instructor conducted swimming lessons at both Crookwell and Gunning Pools for an average of 4 hours per week. This was well utilised.

		2013/2014	2014/2015	2015/2016	2016/2017	2017/2018
CROOKWELL POOL	INCOME	\$20,467.11	\$17,120.92	\$19,919.12	\$23,450.38	\$22,578
	OPERATIONAL EXPENSES	\$150,921.6 9	\$107,516.4 9	\$125,428.44	\$112,970.43	\$135,127
	ATTENDANCE	11,883	9,647	10,303	12,907	11,275
	POOL PASSES ISSUED	49	43	40	38	53
GUNNING POOL	INCOME	\$9,527.14	\$9,670.92	\$8,960.91	\$9,981.82	\$9,795
	OPERATIONAL EXPENSES	\$57,783.71	\$42,162.78	\$54,643.64	\$59,047.01	\$67,879
	ATTENDANCE	5,338	5,003	4,641	4,054	3,874
	POOL PASSES ISSUED	28	36	28	24	30

Capital works were carried out at the Gunning Pool prior to the 2017 - 2018 season. This included a new amenities/first aid room, concrete paths and a new concrete pad under the shaded area. This shaded area is very popular with families, as it is located close to the pool, parents can remain near their children and be protected from the sun.

Currently at the Crookwell Pool, capital works are underway. The tiles on the toddler pool are being replaced, to provide a much safer surface. Tap timers and new shower heads are currently being fitted. This will allow patrons to shower prior to and after swimming in much improved facilities. The restoration and painting of the façade has commenced. The brick works are complete and is ready for painting in October, when the weather should be more suitable. All capital works will be complete prior to the 2018-2019 season.

POLICY IMPACT

Nil

OPTIONS

To accept the report for information only.

FINANCIAL IMPACT OF RECOMMENDATIONS

Capital works have been undertaken in accordance with budget. Council budget net operational cost for 2 swimming pools of \$174,169. Total net operational cost to Council for provision of 2 swimming pools in 2017/18 was \$170,633.

RECOMMENDATION That -

1. Council accept the report and note its contents for information only.

Information Only

SWIMMING POOL REPORT FOR 2017/2018 cont'd

ATTACHMENTS

Nil

Information Only - 19 July 2018

ITEM 9.4 Investments for the month ending June 2018

FILE REFERENCE I18/314

AUTHOR Manager of Finance and Administration

ISSUE

Council Investment Portfolio Register as at 30 June 2018.

RECOMMENDATION That -

1. Council receive and note the report as information.

BACKGROUND

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

REPORT

Investments to 30 June 2018

Investment Institution	Type	Investment Face Value	Interest Rate	Term Days	Maturity Date	Interest Due
CBA	Call	\$1,200,000	1.45%	N/A	30-06-18	\$3,014.65
Bank of Qld	TD	\$1,000,000	2.55%	182	01-08-18	\$12,715.07
Bank of Qld	TD	\$1,200,000	2.55%	84	15-08-18	\$7,042.19
Bank of Qld	TD	\$800,000	2.60%	308	24-10-18	\$17,551.78
Bank of Qld	TD	\$800,000	2.70%	188	31-10-18	\$11,125.48
Bank of Qld	TD	\$700,000	2.75%	362	17-04-19	\$19,091.78
Bankwest	TD	\$800,000	2.45%	112	04-07-18	\$6,014.25
Bankwest	TD	\$1,200,000	2.40%	70	18-07-18	\$5,523.29
Bankwest	TD	\$1,000,000	2.57%	84	22-08-18	\$5,914.52
Bankwest	TD	\$1,500,000	2.80%	89	19-09-18	\$10,241.10
Bankwest	TD	\$500,000	2.60%	364	26-09-18	\$12,964.38
Bendigo Bank	TD	\$1,200,000	2.55%	364	15-08-18	\$30,516.16
Bendigo Bank	TD	\$700,000	2.55%	84	22-08-18	\$4,107.95
Bendigo Bank	TD	\$600,000	2.40%	189	05-09-18	\$7,456.44

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

Bendigo Bank	TD	\$1,000,000	2.60%	364	13-02-19	\$25,928.77
Bendigo Bank	TD	\$800,000	2.55%	357	13-02-19	\$19,952.88
CBA	TD	\$1,000,000	2.47%	84	29-08-18	\$5,684.38
CBA	TD	\$1,000,000	2.62%	362	12-09-18	\$25,984.66
CBA	TD	\$1,000,000	2.71%	308	06-03-19	\$22,867.95
CBA	TD	\$1,000,000	2.68%	364	20-03-19	\$26,726.58
IMB	TD	\$1,000,000	2.50%	259	25-07-18	\$17,739.73
IMB	TD	\$1,300,000	2.55%	84	08-08-18	\$7,629.04
IMB	TD	\$1,000,000	2.70%	89	19-09-18	\$6,583.56
IMB	TD	\$500,000	2.55%	182	10-10-18	\$6,357.53
IMB	TD	\$900,000	2.70%	364	12-06-19	\$24,233.42
NAB	TD	\$800,000	2.58%	119	11-07-18	\$6,729.21
NAB	TD	\$1,500,000	2.71%	105	19-09-18	\$11,693.82
NAB	TD	\$1,100,000	2.51%	364	21-11-18	\$27,534.36
NAB	TD	\$1,400,000	2.76%	203	09-01-19	\$21,490.19
Westpac	TD	\$400,000	2.55%	365	21-08-18	\$10,200.00
Westpac	TD	\$500,000	2.76%	364	26-04-19	\$13,762.19
		\$29,400,000				\$434,377.31

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

Interest on Investments Received YTD	\$681,443
Annual budgeted amount for all funds	\$581,500
Percentage of Interest Received YTD	117.19%
Percentage of Year Elapsed	100.00%

BBSW COMPARISON TO 30 JUNE 2018

Average market interest rate (90 day BBSW)	1.83%
Average return on all investments	2.48%

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

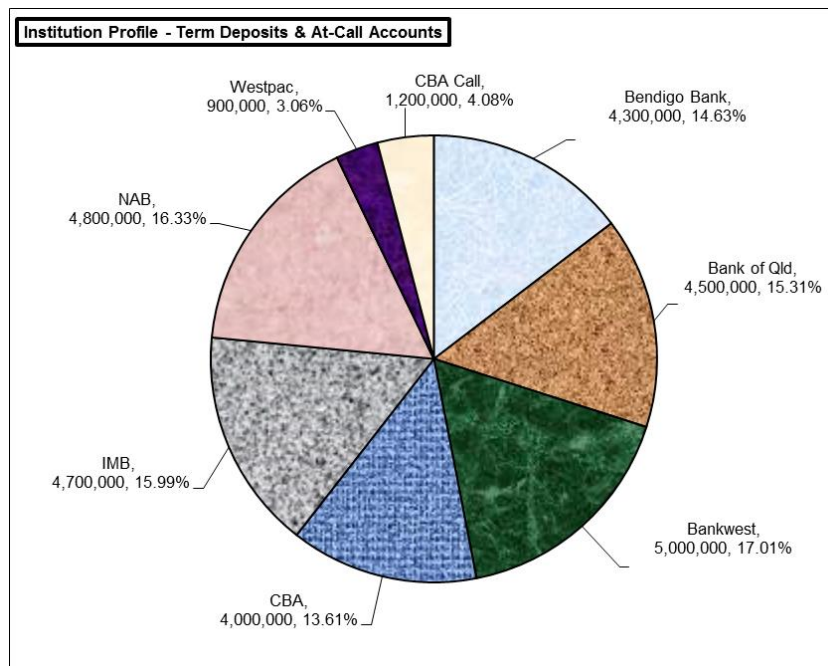
Information Only

INVESTMENTS FOR THE MONTH ENDING JUNE 2018 cont'd

INVESTMENTS FINANCIAL INSTITUTION PROFILE AS AT 30 JUNE 2018

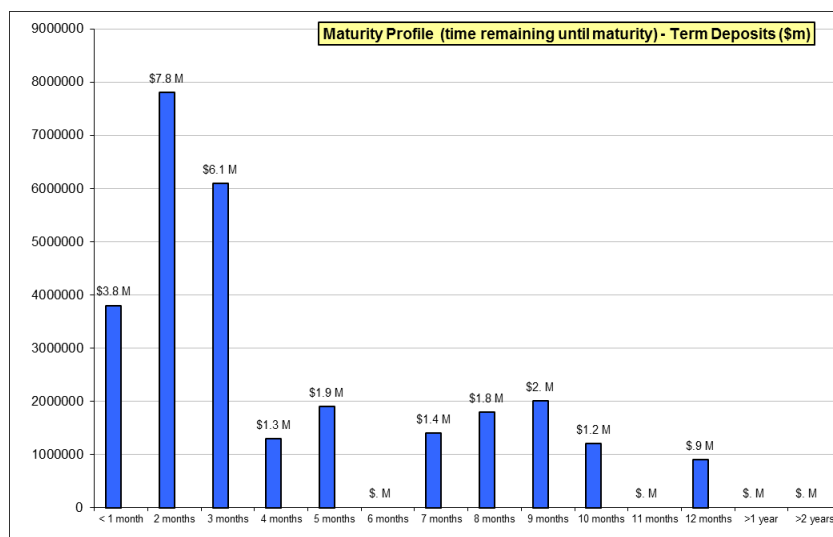
The following chart shows the current distribution of Council's investment portfolio between the authorised financial institutions used. The current distribution of funds between institutions complies with Council's Investment Policy which states:-

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



INVESTMENTS - MATURITY PROFILE AS AT 30 JUNE 2018

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



INVESTMENTS FOR THE MONTH ENDING JUNE 2018 cont'd

TOTAL INVESTMENTS: -

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

POLICY IMPACT

OPTIONS

FINANCIAL IMPACT OF RECOMMENDATIONS

RECOMMENDATION That -

- ## ATTACHMENTS

Nil

Information Only - 19 July 2018

ITEM 9.5 **Bank Balance and Reconciliation - 30 June 2018**

FILE REFERENCE I18/311

AUTHOR **Director of Finance and Administration**

ISSUE

Statement of Bank Balance and Reconciliation – 30 June 2018.

RECOMMENDATION That -

1. Council receive and note the report as information.

BACKGROUND

Nil

REPORT

STATEMENT OF BANK BALANCE & RECONCILIATION

\$

General Ledger Balance brought forward 31 May 2018	574,800.50
Add: Receipts for June 2018	5,769,298.50
	<u>6,344,099.00</u>
Deduct: Payments for June 2018	5,701,153.22
Balance as at 30 June 2018	<u>642,945.78</u>
Balance as per Bank Statement 30 June 2018	793,106.17
Add: Outstanding Deposits	143,710.77
	<u>936,816.94</u>
Deduct: Unpresented Cheques / EFTs	293,871.16
Balance as at 30 June 2018	<u>642,945.78</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 July 2018

ITEM 9.6 **Rates and Charges outstanding as at 30 June 2018**

FILE REFERENCE **I18/309**

AUTHOR **Director of Finance and Administration**

ISSUE

Rates and Charges Outstanding Report 2017/2018.

RECOMMENDATION That -

1. Council receive and note the report as information.

BACKGROUND

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

REPORT

There is an attached report titled "Rate Collection Year 2018" for the 2017/2018 financial year. A comparison of the rates and charges outstanding percentage to previous financial years, as at 30 June 2018, is highlighted in the below table:-

Description	30/06/2018	30/06/2017	30/06/2016
Total % Rates and Charges Outstanding	2.80%	3.35%	2.36%
Total \$ Amount Rates and Charges Outstanding	\$316,742	\$347,553	\$239,837

POLICY IMPACT

Nil

OPTIONS

Nil

FINANCIAL IMPACT OF RECOMMENDATIONS

Nil

RECOMMENDATION That -

1. Council receive and note the report as information.

ATTACHMENTS

1. ↓	Rate Collection Year - June 2018	Attachment
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Rate Collection 2018 Year

Rating Categories	Levy Raised to date	Rates Received to 30 June 2018	Rates Outstanding to 30 June 2018	% Rates Outstanding 30 June 2018
Farmland	4,807,978.85	4,661,418.70	146,560.15	3.05%
Residential	1,176,929.74	1,107,500.45	69,429.29	5.90%
Rural Residential	636,796.33	596,643.89	40,152.44	6.31%
Business	273,895.75	268,210.68	5,685.07	2.08%
Mining	1,767.10	1,767.10	-	0.00%
Water	868,151.82	826,515.03	41,636.79	4.80%
Sewerage	1,386,889.07	1,322,055.60	64,833.47	4.67%
Domestic & Comm Waste	1,106,122.31	1,053,633.30	52,489.01	4.75%
Rural Waste	595,719.48	565,003.03	30,716.45	5.16%
Storm Water	46,277.66	44,025.33	2,252.33	4.87%
**Arrears	397,399.09	348,012.08	49,387.01	12.43%
Credits		186,400.35	-186,400.35	
Overall Total Rates	11,297,927.20	10,981,185.54	316,741.66	2.80%

Prepared by Date 27/2018Authorised by Date 27/2018

I:\2017-2018\Rates\Recs\%outst_June 30-2018

Information Only - 19 July 2018

ITEM 9.7 **Service NSW Agency - Health Check Report**

FILE REFERENCE **I18/319**

AUTHOR **Manager of Finance and Administration**

ISSUE

Health Check Report of Service NSW Agency located in the Crookwell Administration Office.

RECOMMENDATION That -

1. Council receive and note the report as information.

BACKGROUND

Council operates a Service NSW Agency from the Crookwell Administration Office that offers a range of State Government services including motor vehicle licences and registration.

REPORT

The Crookwell Service NSW Agency provides a level of service to the local community that is not normally provided by Councils. Recently a "Health Check" audit of the Crookwell agency was conducted by Service NSW to assess if Council was meeting its obligations regarding the operation of the Agency.

Some excerpts from the report are as follows:-

"Operators were observed to be very competent and committed to providing a good customer experience...."

"Protection of personal information and documentation is secure and very well managed...."

"Excellent standards are maintained...."

The final summation states:-

"This is of no great surprise as Crookwell is one of our consistently compliant agencies. The operators should be very pleased with their efforts."

Council may be well pleased with the report from Service NSW that shows a high level of operator competency, customer service and compliance. Council's customer service officers are congratulated for their efforts in delivering this service to Crookwell and surrounding districts.

Information Only

SERVICE NSW AGENCY - HEALTH CHECK REPORT cont'd

POLICY IMPACT

Nil

OPTIONS

Nil


FINANCIAL IMPACT OF RECOMMENDATIONS

Nil, services are budgeted within the Council Operational Plan.

RECOMMENDATION That -

1. Council receive and note the report as information.

ATTACHMENTS

1. 	Service NSW report DOC180622-20180622150508	Attachment
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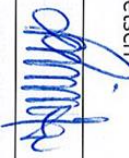





**Service
NSW**

Store in Store (Council Agency) Health Check

Council Agency Name:	Crookwell
Health Check Conducted by:	Jodie Dietsch
Date/s:	12 June 2018

Summary of activities

Activity	Date Due	Responsible Person/s	Date Completed
Health Check site inspection	30 June 2018	Jodie Dietsch	12 June 2018
Report	30 June 2018	Jodie Dietsch	22 June 2018
Response from Manager Alternate Channels	26 June 2018	David Finlayson	22 June 2018
Completion of action items	30 June 2018	Jodie Dietsch	Pending
Sign off from Manager Alternate Channels			22/6/18




Status	Definition
	Green – process/controls in place with risk/action being effectively managed
	Amber – process/controls in place with gaps resulting in non-compliance and/or low risk to the business
	Red – process/controls not in place and/or not followed resulting in a high risk to the business



**Service
NSW**

Store in Store (Council Agency) Health Check

Overview

Key Responsibility Area	Status	Comments
People		Operators were observed to be very competent and committed to providing a good customer experience. Office communication, dissemination of information and operational knowledge is excellent.
Customer		Protection of personal information and documentation is secure and very well managed however there is evidence of retention of old transactions and documentation. Paperwork for one incomplete transaction held on site awaiting customer return.
Organisation		Excellent standards maintained in tracking accountable items. Some old schedules from RTA items uncovered and operators were advised these are no longer required. MFD causing concern as it jams if multiple pages are scanned.

Comments:

Crookwell Council Agency transitioned to Service NSW late 2015. The agency processes approximately 11,000 transactions per annum. Given the reasonably low volume, operators do extremely well to maintain a high level of knowledge and understanding of the operating parameters regulated by each of the partner agencies. It is obvious the agency operators are very well suited to the delivery of an excellent customer service experience with genuine interest in both the business and their customers. This ownership was reflected in the organisation and maintenance of records which is conducive to great efficiency. This is of no great surprise as Crookwell is one of our consistently compliant agencies. The operators should be very well pleased with their efforts.



Store in Store (Council Agency) Health Check

People

Focus Area	Status	Comments/Observations	Actions
Skill audit/staff training/knowledge/communication	Green	<ul style="list-style-type: none"> ABC has not identified any specific skill deficiencies. Operators are very knowledgeable and have a solid understanding of the policies and processes. Operators are multi-skilled and attend to Council duties (rates, payments etc.) in conjunction with SNSW transactions. Although I was only able to observe a couple of customer transactions by operators Sandra Arnall and Michelle Selmes, both displayed extremely good communication skills and the service delivery was friendly, helpful and professional. Information is shared and communication is open and reliable 	Nil
Personal Brand	Green	<ul style="list-style-type: none"> Front counter area was neat and tidy. Operators wore Council uniforms without name badges. All customers welcomed with a friendly greeting and a smile. 	Nil

Customer

Version 1.1 17 Dec 2017



**Service
NSW**

Store in Store (Council Agency) Health Check

Focus Area	Status	Comments/Observations	Actions
Customer Feedback Processes	Green	<ul style="list-style-type: none">No evidence of outstanding customer feedback.	Nil
Error Follow Up	Green	<ul style="list-style-type: none">Local follow up procedures in placeFiles are reviewed regularly when TFUA's are issued. Operators assist one another in completion of outstanding follow ups.	Nil
Personal Information	Amber	<ul style="list-style-type: none">Some evidence of unnecessary retention of documentation (interstate fax checks, hard copy of BDM, FT & MT transactions, SNSW reconciliations) – all stored securely in strong roomOne current establish transaction retained onsite for a customer with extenuating circumstances – Advised operators to return paperwork to the customer for any transactions which cannot be finalisedA couple of old copies of customer transactions retained insecurely in RMS 'Month to Month' folder in main officeDaily work documentation secured overnight in strong roomNo files > 6 months old stored on G drive.	<ol style="list-style-type: none">Advised to securely destroy copies of old customer transactions and retained documentation (interstate fax checks, BDM, FT & MT transactions, SNSW reconciliations etc.)Customer returning Wed 13 June to complete establish registration for paperwork retained onsiteCopies of transactions contained within the RMS 'Month to Month' folder in main office to be securely destroyed
Office Presentation	Green	<ul style="list-style-type: none">Current SNSW branding as per transition agreement with Council.	Nil

Version 1.1 17 Dec 2017

4

Store in Store (Council Agency) Health Check

		<ul style="list-style-type: none"> Office presents as well maintained. Very neat and tidy with display material and brochures available for customers 	
--	--	--	--

Organisation

Focus Area	Status	Comments/Observations	Actions
Reconciliation Procedures	Green	<ul style="list-style-type: none"> Not witnessed at time of visit 	Nil
Site Management	Amber	<ul style="list-style-type: none"> Advised MFD consistently jams when scanning multiple pages of documentation – requested operators to log a call with the SD 	<ol style="list-style-type: none"> Actioned whilst on site
Risk Management	Amber	<ul style="list-style-type: none"> All accountable items secured in strongroom – very well organised Accountable items and stock control register in place – operating to expected standards. A couple of unsigned delivery dockets – raised with Sandy and Michelle during visit regarding correct procedure D/T folders and material secured in strong room 	<ol style="list-style-type: none"> Old schedules found in the blue 'RTA Register' folder to be securely destroyed (trade plates, CBA log books etc) Operators reminded of correct process to follow in receiving stores (signing of delivery dockets)
RMS processes	Green	<ul style="list-style-type: none"> A sample check of work completed at the ABC indicates work is of a good standard with no areas of concern 	Nil
BDM processes	Green	<ul style="list-style-type: none"> As per RMS 	Nil
Fair Trading processes	Green	<ul style="list-style-type: none"> As per RMS 	Nil
All other processes	Green	<ul style="list-style-type: none"> As per RMS 	Nil

Version 1.1 17 Dec 2017



**Service
NSW**

Store in Store (Council Agency) Health Check

Work Checking Compliance	Green	<ul style="list-style-type: none"> Family and Friends register maintained No evidence of non-compliance uncovered 	Nil

Version 1.1 17 Dec 2017

Information Only - 19 July 2018

ITEM 9.8 **NSW Audit Office Performance Audit - Shared Services in Local Government**

FILE REFERENCE **I18/342**

AUTHOR **Director of Finance and Administration**

ISSUE

Performance audits of local government are conducted by the NSW Audit Office. The Auditor General provides performance audit reports to the NSW Parliament. A performance audit has been undertaken in relation to Shared Services in Local Government.

RECOMMENDATION That -

1. Council receive and note the report as information.

BACKGROUND

The roles and responsibilities of the Auditor-General are set out in the *Public Finance and Audit Act 1983* and the *Local Government Act 1993*. The NSW Audit Office conduct performance audits of the NSW public sector and local government entities.

Performance audits examine whether an entity is carrying out its activities effectively and doing so economically and efficiently and in compliance with relevant laws. Audits may cover all or parts of an entity's operations, or consider particular issues across a number of entities.

Performance audits are reported by the Auditor-General to the NSW Parliament, under Section 421 (b), of the *Local Government Act 1993*.

REPORT

The performance audit was on Shared Services in Local Government. This audit assessed how efficiently and effectively councils engage in shared service arrangements. The report defines 'shared services' as two or more councils' jointly managing activities to deliver services to communities or perform back-office functions.

The information gathered for this audit included a survey of all general-purpose councils in NSW. In total 67 councils (52%) responded to the survey from 128 councils invited to participate. Upper Lachlan Shire Council completed the survey.

The report states that local councils need to properly assess the performance of their current services before considering whether to enter into arrangements with other councils to jointly manage back-office functions or services for their communities.

Information Only

NSW AUDIT OFFICE PERFORMANCE AUDIT - SHARED SERVICES IN LOCAL GOVERNMENT cont'd

The report concluded that most councils surveyed are not efficiently and effectively engaging in shared services. This is due to three main factors as outlined below:-

1. Councils do not always analyse their existing services nor build a sound business case before deciding to enter into shared service arrangements;
2. Governance models for sharing services should be fit for purpose, efficient, transparent and accountable;
3. Councils can seek support to build their capability.

NSW Auditor General Recommendations

The report details recommendations relating to Shared services in local government:

- Councils should base their decision to engage in shared services on a sound needs analysis, a review of service delivery models and a strong business case, which clearly identifies the expected costs and benefits. This should align with Council's Delivery Program and Community Strategic Plan.
- Councils should collect baseline information, monitor and evaluate services that will be shared. They should also ensure that services perform to expectations.
- Councils should ensure that the governance models they select to deliver shared services are fit for purpose. They should ensure clear roles, responsibilities, accountability and transparency of decisions.
- Councils should build the capability of Councillors and council staff in the areas of assessing and managing shared services, leading to better understanding of opportunities and management of risk.

POLICY IMPACT

Nil

OPTIONS

Nil

FINANCIAL IMPACT OF RECOMMENDATIONS

Nil

RECOMMENDATION That -

1. Council receive and note the report as information.

ATTACHMENTS

1. Download	FINAL REPORT - Shared services in local government 2018	Attachment
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Shared services in local government

21 JUNE 2018



NEW SOUTH WALES AUDITOR-GENERAL'S REPORT

PERFORMANCE AUDIT

THE ROLE OF THE AUDITOR-GENERAL

The roles and responsibilities of the Auditor-General, and hence the Audit Office, are set out in the *Public Finance and Audit Act 1983* and the *Local Government Act 1993*.

We conduct financial or 'attest' audits of State public sector and local government entities' financial statements. We also audit the Total State Sector Accounts, a consolidation of all agencies' accounts.

Financial audits are designed to add credibility to financial statements, enhancing their value to end-users. Also, the existence of such audits provides a constant stimulus to entities to ensure sound financial management.

Following a financial audit the Audit Office issues a variety of reports to entities and reports periodically to parliament. In combination these reports give opinions on the truth and fairness of financial statements, and comment on entity compliance with certain laws, regulations and government directives. They may comment on financial prudence, probity and waste, and recommend operational improvements.

We also conduct performance audits. These examine whether an entity is carrying out its activities effectively and doing so economically and efficiently and in compliance with relevant laws. Audits may cover all or parts of an entity's operations, or consider particular issues across a number of entities.

As well as financial and performance audits, the Auditor-General carries out special reviews and compliance engagements.

Performance audits are reported separately, with all other audits included in one of the regular volumes of the Auditor-General's Reports to Parliament – Financial Audits.



GPO Box 12
Sydney NSW 2001

The Legislative Assembly
Parliament House
Sydney NSW 2000

The Legislative Council
Parliament House
Sydney NSW 2000

In accordance with section 421B of the *Local Government Act 1993*, I present a report titled
'Shared Services in local government'.

Margaret Crawford
Auditor-General
21 June 2018

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contents

Shared services in local government

Section one – Shared services in local government

Executive summary	1
Introduction	4
How councils assess and evaluate shared service arrangements	7
How councils manage shared service arrangements	12

Section two – Appendices

Appendix one – Response from agency	23
Appendix two – Survey findings	24
Appendix three – About the audit	26
Appendix four – Performance auditing	28

Section one

Shared services in local government



Executive summary

Councils provide a range of services to meet the needs of their communities. It is important that they consider the most effective and efficient way to deliver them. Many councils work together to share knowledge, resources and services. When done well, councils can save money and improve access to services. This audit assessed how efficiently and effectively councils engage in shared service arrangements. We define 'shared services' as two or more councils jointly managing activities to deliver services to communities or perform back-office functions.

The information we gathered for this audit included a survey of all general-purpose councils in NSW. In total 67 councils (52 per cent) responded to the survey from 128 invited to participate. Appendix two outlines in more detail some of the results from our survey.



Conclusion

Most councils we surveyed are not efficiently and effectively engaging in shared services. This is due to three main factors.

First, not all surveyed councils are assessing the performance of their current services before deciding on the best service delivery model. Where they have decided that sharing services is the best way to deliver services, they do not always build a business case which outlines the costs, benefits and risks of the proposed shared service arrangement before entering into it.

Second, some governance models used by councils to share services affect the scope, management and effectiveness of their shared service operations. Not all models are subject to the same checks and balances applied to councils, risking transparency and accountability. Councils must comply with legislative obligations under the *Local Government Act 1993* (NSW), including principles for their day-to-day operations. When two or more councils decide to share services, they should choose the most suitable governance model in line with these obligations.

Third, some councils we surveyed and spoke to lack the capability required to establish and manage shared service arrangements. Identifying whether sharing is the best way to deliver council services involves analysing how services are currently being delivered and building a business case. Councils also need to negotiate with partner councils and determine which governance model is fit for purpose. Planning to establish a shared service arrangement involves strong project management. Evaluating the arrangements identifies whether they are delivering to the expected outcomes. All of these tasks need a specialised skillset that councils do not always have in-house. Resources are available to support councils and to build their capability, but not all councils are seeking this out or considering their capability needs before proceeding.



1. Key findings

Councils do not always analyse their existing services nor build a sound business case before deciding to enter into shared service arrangements

Not all surveyed councils are reviewing their current services before deciding whether sharing services will be beneficial. At a minimum, councils should assess:

- costs of service delivery
- resources needed to deliver them
- community needs and expectations
- possibility of cost savings and increased efficiency
- alternative service delivery models (e.g. outsourcing, shared services).

They are also not always building a sound business case for sharing services involving a formal assessment of costs and benefits. Councils should base their shared service arrangements on thorough assessments or evaluations of services, with a clear analysis of the costs, benefits and risks involved.

Governance models for sharing services should be fit for purpose, efficient, transparent and accountable

Each council is an independent, statutory body responsible for the administration of its local government area. Councils have specific responsibilities in providing services to their communities. The *Local Government Act 1993 (NSW)* includes principles to guide councils. For example, councils should:

- provide the best possible value for residents and ratepayers
- work cooperatively with other councils and the state to achieve desired outcomes for their local community
- ensure that their decision-making is transparent and decision-makers are accountable.

Councils should determine how to address these principles when sharing services.

Councils identified ineffective governance models as one of the main barriers to successful shared services. There are several governance models councils use to share services. These include:

- informal arrangements supported by memoranda of understanding
- committees of council under the *Local Government Act 1993*
- incorporated associations under the *Associations Incorporation Act 2009*
- council-owned companies under the *Corporations Act 2001*.

For each model, councils need to determine shared services membership, decision-making processes, reporting lines, and delegations. Some models are not subject to the standard checks and balances which are required under the *Local Government Act 1993* unless councils structure their shared service arrangements to include them. For example:

- incorporated associations and council-owned companies are not obliged to follow rules for public meetings or voting procedures, unless their constitutions specifically include these rules
- operations and decisions of incorporated associations and council-owned companies are not subject to Office of Local Government (OLG) inspections, Ombudsman and ICAC investigations or audits by the Auditor-General.

This results in risks to transparency and accountability of the use of public resources.

Councils can seek support to build their capability

Shared service arrangements can involve complex planning and negotiations to be successful. Professional associations, local government experts and councils we spoke to reported that councils' capability have an impact on the efficiency and effectiveness of their shared service arrangements. Councils do not always have the capability to identify which services to share, negotiate with partner councils, or plan and evaluate shared service arrangements.

We found that many councils do not seek out support or guidance for their shared service arrangements. Support for identifying, negotiating, planning and evaluating shared service arrangements is available through peer learning with other councils or by engaging with organisations such as regional organisations, peak bodies, professional associations, universities and the private sector.

Part of the role of OLG is to work with the sector on policy and programs intended to strengthen local government, including councils' service delivery. OLG does not provide specific support or guidance to councils about effectively sharing services, despite this being a widely used delivery model across the sector. Guidance or principles to help councils decide on effective and transparent governance models would benefit the sector.



2. Recommended practices for efficient and effective shared services

1. Councils should base their decision to engage in shared services on a sound needs analysis, a review of service delivery models and a strong business case, which clearly identifies the expected costs and benefits. This should align with councils' Delivery Program and Community Strategic Plan.
2. Councils should collect baseline information, monitor and evaluate services that will be shared. They should also ensure that services perform to expectations.
3. Councils should ensure that the governance models they select to deliver shared services are fit for purpose. They should ensure clear roles, responsibilities, accountability and transparency of decisions.
4. Councils should build the capability of councillors and council staff in the areas of assessing and managing shared services, leading to better understanding of opportunities and management of risk.



3. Recommendation

The Office of Local Government should, by April 2019:

Develop guidance which outlines the risks and opportunities of governance models that councils can use to share services. This should include advice on legal requirements, transparency in decisions, and accountability for effective use of public resources.



1. Introduction

1.1 Background

Councils in New South Wales deliver a range of services to their communities. Some of these services include planning, road maintenance, waste management, street lighting, aged care, environmental services and food regulation. Under the *Local Government Act 1993* (the Act), councils must comply with principles that guide how they deliver these services, including:

- provide the best value for residents and ratepayers
- plan for the delivery of efficient and effective services
- ensure that decision-making is transparent and decision-makers are accountable
- work cooperatively with the state government and other councils.

Sharing services is one way councils can meet the needs of their communities and further the principles of the Act.

In this report, we define 'shared services' as two or more councils jointly managing the delivery of:

- council services such as waste collection, water supply services and libraries
- council functions such as back-office services like procurement, human resources (HR), information technology (IT)¹.

Some services are more suitable to be shared than others. Areas of success in the local government sector and other jurisdictions include IT, HR, procurement and waste management. Services that are transactional in nature often involve less tailoring or customisation, resulting in lower costs and faster implementation.

Support to assist councils to identify, negotiate, plan, manage and evaluate shared services is available from several sources, including peak bodies, professional associations, universities and the private sector. Support includes training, reviews, networking and fee-based services.

Councils can achieve benefits from sharing services

Councils engage in shared services for many reasons, often to make more efficient use of their resources. They realise benefits such as:

- economies of scale - councils combining resources to reduce the cost of a service
- economies of scope - councils combining resources to provide a wider range of services
- regional benefits - shared service enables strategic regional responses, shared knowledge of service delivery practices, and the possibility of working with other levels of government.

Councils can work with Regional Organisations of Councils to deliver services

In addition to working together to deliver services, councils can also work with a Regional Organisation of Councils (ROC). ROCs are voluntary partnerships between councils on matters of common interest. They vary in structure and purpose. ROCs can undertake various activities for member councils including advocacy, regional strategic planning, service delivery, information sharing, and shared services.

¹ Our definition excludes services provided by county councils.

Councils engage in shared services through different governance models

Exhibit 1 outlines shared service arrangements used in NSW.

Exhibit 1: Models used for shared services in NSW

Model used for shared services	How it works
Committees of council	Under section 355 of the <i>Local Government Act 1993</i> (NSW) a function of a council may be delegated to a committee of the council.
Incorporated association	A not-for-profit and non-commercial entity established under the <i>Associations Incorporation Act 2009</i> (NSW).
Contracted joint ventures	Complex arrangement for high-cost activity between joint venture partners.
Council-owned company	Councils form a Company Limited by Guarantee or a Proprietary Limited Company with Minister's consent under section 358 of the <i>Local Government Act 1993</i> (NSW). It must comply with the <i>Corporations Act 2001</i> (Cth).
County council ²	A county council (sections 385–400) is a specialist council undertaking functions such as water, sewerage, noxious weed control or floodplain management.
Informal arrangement (i.e. no separate shared service entity or committee is established to govern the delivery of shared services)	Voluntary arrangement between councils or between councils and other levels of government to develop and/or manage a common initiative or service. Informal arrangements can be supported by memoranda of understanding, service-level agreements, and deed of agreements.

Source: Audit Office research 2018.

Changes to the Act have introduced Joint Organisations

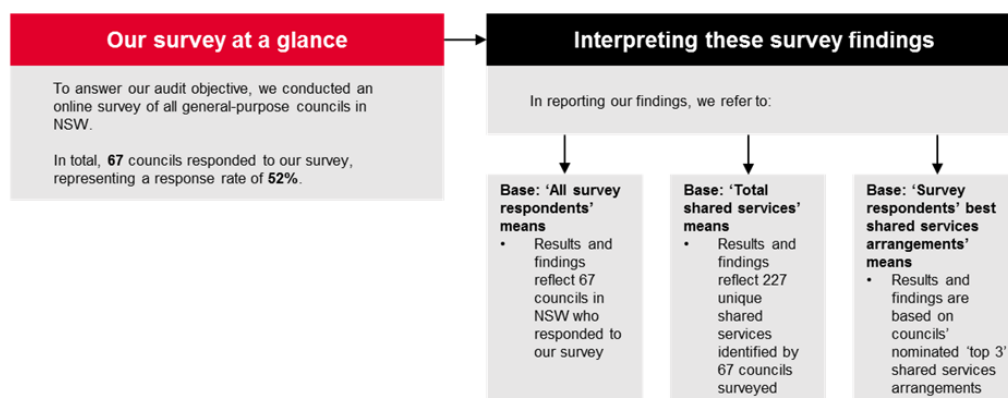
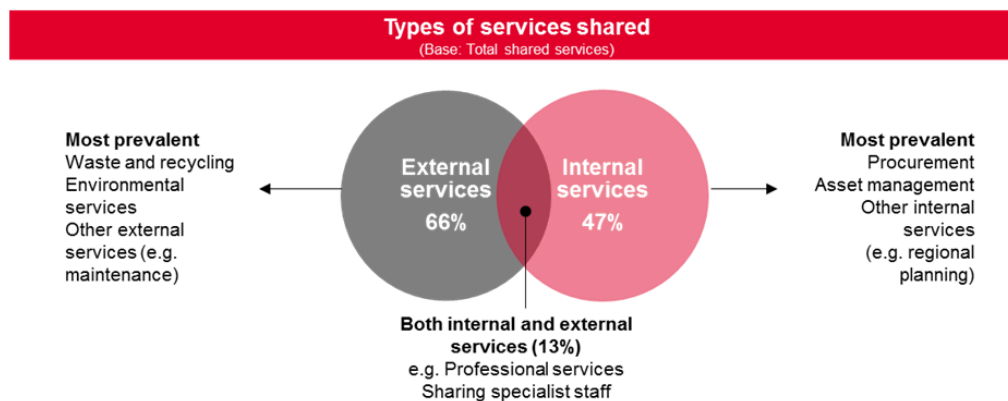
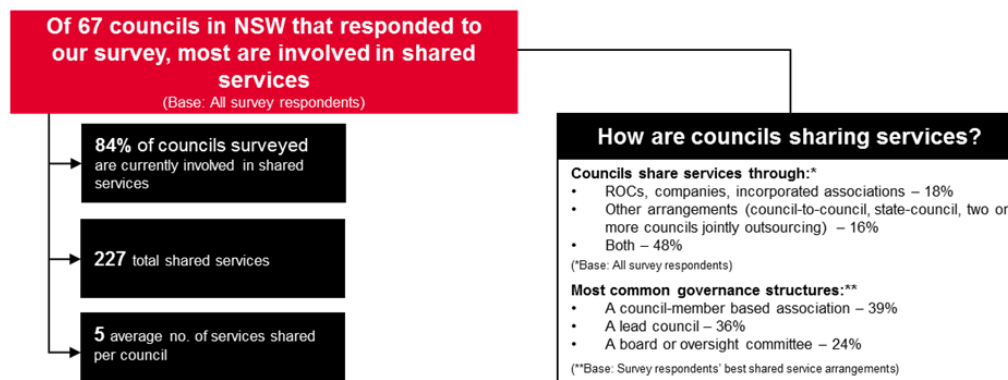
The NSW Government recently passed an amendment to the Act that allows councils in NSW to form Joint Organisations (JO). The core activities of JOs are regional strategic planning, regional advocacy, and collaboration with state and Australian Government. JOs can engage in shared services as an optional additional function to these core activities. JOs will begin in regional NSW in mid-2018. JOs are not part of the scope of this audit.

1.2 Snapshot of shared services across NSW Local Government

As part of this audit, we conducted a survey of all general-purpose councils in NSW. In total 67 councils (52 per cent) responded to the survey from 128 invited to participate. Appendix two outlines in more detail some of the results from our survey.

In addition, we identified some areas of better practice. These examples, displayed in exhibit boxes throughout this report, vary in size, location, type of services, and governance models. They are intended to inform councils of benefits and risks when engaging and managing shared service arrangements.

² Out of scope for this audit.

Exhibit 2: Snapshot of shared services in NSW

Source: Audit Office Shared Services Survey 2018.



2. How councils assess and evaluate shared service arrangements



Some councils are not clearly defining the expected costs and benefits of shared service arrangements. As a result, the benefits from these arrangements cannot be effectively evaluated.

Some councils are entering into shared service arrangements without formally assessing their costs and benefits or investigating alternative service delivery models. Some councils are also not evaluating shared services against baseline data or initial expectations. Councils should base their arrangements on a clear analysis of the costs, benefits and risks involved. They should evaluate performance against clearly defined outcomes.

The decision to share a service involves an assessment of financial and non-financial costs and benefits. Non-financial benefits include being able to deliver additional services, improve service quality, and deliver regional services across councils or levels of government.

When councils need support to assess and evaluate shared service arrangements, guidance is available through organisations or by peer learning with other councils.

2.1 Barriers and enablers to sharing services

Survey respondents identified the top reasons for entering into shared service arrangements. These include savings from economies of scale, regional collaboration and improved community outcomes. Lack of a strong business case, access to seed funding, and monitoring and evaluation are the top reasons reported by councils for not proceeding with, or withdrawing from shared services.

Exhibit 3: Examples of barriers and enablers to share services

Barriers	Enablers
<ul style="list-style-type: none"> • Uncertainty about costs and benefits, including cost overhead • Perceived risks to autonomy and local control • Resistance by staff and unions to change • Legislative complexity • Lack of community support, job losses • Politics and relationships • Change in council management • Resource commitments needed to establish or maintain shared service arrangements. 	<ul style="list-style-type: none"> • Appropriate governance models • Strong business case • Effective project management practices • Effective monitoring and evaluation • Support from staff and councillors.

Source: Audit Office research 2018.

Exhibit 4 shows examples of councils' responses to our survey on what they identified as barriers and enablers to engage in shared services.

Exhibit 4: Barriers and enablers to engage in shared services - what councils told us



Source: Audit Office Shared Services Survey 2018.

2.2 How councils initially assess their shared services

Shared services have the potential to offer financial and non-financial benefits, and both should be considered before proceeding

There are different drivers for councils to consider shared service arrangements, both financial and non-financial. For example, a small council may be unable to attract qualified labour, or only need a part-time employee who could be shared with another council. Some councils also need to address cross council boundary issues. For example, natural disaster prevention plans and water resource management require joint action or sharing of specialised staff.

Before councils decide to share services, they should consider potential savings and whether shared services may offer additional benefits such as:

- access to in-house expertise they would not be able to resource alone such as an internal auditor
- ready access to specialist contractors they may only have occasional need for such as planners
- delivery of services across council boundaries, for example waste management
- engagement in regional strategy and planning.

Exhibit 5 shows an example of the variety of benefits that councils can achieve by sharing services.

Exhibit 5: SSROC - Street Lighting Improvement Program

In 2003, SSROC carried out a review of street lighting in member councils, which identified challenges with obsolete technology, poor service levels and opportunities to reduce costs. SSROC identified that councils would benefit from a shared service model for street lighting due to lack of councils' expertise and financial resources. Having a regional approach would also help councils to negotiate with service providers and the NSW Government.

Based on the above, SSROC developed the Street Lighting Improvement Program (SLI Program), which now includes 30 councils in Northern Sydney, Central Coast and the Hunter, covering more than 40 per cent of street lighting in NSW.

The SLI Program aims to:

- secure improvements to technology that are of quality and are both energy and cost efficient
- secure a governance regime for public lighting in New South Wales
- ensure proper pricing and pricing oversight.

Some of the key achievements that SSROC reports are:

- savings of more than \$60.0 million in regulatory reviews
- savings of more than \$1.7 million/year through deployment of 33,000 Light Emitting Diode lights (LEDs)
- average repair times reduced by at least half
- clarification of rights and obligations between service providers and customers
- additional \$3–4 million a year in funding from the NSW Roads & Maritime Services.



Source: SSROC (unaudited); photo: SSROC Annual Report 2017.

Councils do not always analyse their existing services nor have a sound business case for shared services

Councils we surveyed do not always develop a sound business case nor analyse their existing services, prior to determining whether to engage in a shared service arrangement. We found that:

- only 38 per cent of surveyed councils always conduct an in-depth review of their existing services before entering into shared service arrangements
- 37 per cent of surveyed councils' best examples of shared services did not have a formal costs and benefits assessment.

At a minimum, councils should review their existing services by analysing:

- costs of service delivery
- resources needed to deliver them
- community needs and expectations
- possibility of cost savings and increased efficiency
- alternative service delivery models (e.g. outsourcing, shared services).

Without this, councils will not have a clear understanding of the best service delivery model to address community needs. Where they decide that sharing services is the best way to meet their service delivery needs, councils need to build a clear business case. This business case should include an assessment of the costs, benefits and potential risks.

2.3 How councils evaluate their shared services

Some shared services do not have clearly defined expected outcomes

While most surveyed councils reported that at least some of their shared services outcomes are being achieved, not all of them had a clear description of the expected outcomes. Without a clear description of the expected outcomes, monitoring and evaluation are ineffective as results are not tracked against initial expectations or baseline information.

When councils invest in shared services that had a formal assessment, they reported that costs are consistent with expectations, and benefits can be even higher than expected. Councils can achieve expected outcomes and achieve more benefits by having a better understanding of expected costs and benefits through an initial assessment.

Reporting on shared services performance should be transparent to the community

Given the complexity and risk involved in some shared service arrangements, councils should take particular care to be transparent about how effectively they are working to serve community interests. Most councils we surveyed reported that they monitor and evaluate at least some of their shared services, and that they primarily report the performance of their shared services through annual reports.

That said, our 2018 performance audit, 'Council reporting on service delivery', found that only a third of annual reports included information on service outcomes and less than 20 per cent reported on performance over time. Councils that report on the performance of their shared services primarily through their annual reports should ensure they include sufficient detail on the progress of these arrangements, and their costs and benefits.

2.4 Where councils can look for help with shared services

Councils can build their own capability by engaging with other councils and organisations

Local government sector organisations and councils we consulted highlighted the need to build staff and councillor capability, focusing on skills that will assist them to identify, negotiate, plan and evaluate different service delivery approaches for their communities. Several organisations provide resources that could assist councils to address these gaps, but not all councils are seeking out this support.

One possible way to build capability in the sector is by promoting peer learning, as councils are experts in their businesses. Exhibit 6 shows an example of councils collaborating to improve their capability and effectiveness.

Exhibit 6: Central NSW Councils (CENTROC) - Water Utilities Alliance

In 2008, CENTROC commissioned a water security study to forecast demand on water resources for the next 50 years for Central NSW. This study identified the need for councils to work cooperatively, resulting in the CENTROC Water Utilities Alliance (CWUA).

CWUA is a regional collaboration of 14 councils aimed to deliver best practice compliance, efficiencies, and cost savings across the region. CENTROC reported several achievements of CWUA such as:

- attracted over \$3.0 million of grant funding
- delivered Best Practice Management Plans
- established a working party that monitors regional compliance with Australian Drinking Water Guidelines
- developed and delivered training for water operators in partnership with NSW Health
- piloted a workforce development project with member councils for training in the water sector
- obtained NSW Health funding to develop Drinking Water Quality Management Plans for councils.

By bringing together council members, CENTROC staff reported that the Alliance delivered efficiencies beyond sharing services in the forms of training and compliance. It is also a forum to discuss common issues, resource share, standardise regional practices, and to lift the quality of drinking water in the region.

Source: CENTROC (unaudited).



3. How councils manage shared service arrangements



The governance models councils use for shared services can affect their scope and effectiveness. Some councils need to improve their project management practices to better manage issues, risks and reporting.

Shared services can operate under several possible governance models. Each governance model has different legal or administrative obligations, risks and benefits. Some arrangements can affect the scope and effectiveness of shared services. For example, some models do not allow councils to jointly manage services, requiring one council to take all risks and responsibilities. In addition, some models may reduce transparency and accountability to councils and their communities.

Regardless of these obligations and risks, councils can still improve how they manage their shared services operations by focusing on project management and better oversight. They would benefit from more guidance on shared service governance models to help them ensure they are fit for purpose.

Recommendation

The Office of Local Government should, by April 2019:

Develop guidance which outlines the risks and opportunities of governance models that councils can use to share services. This should include advice on legal requirements, transparency in decisions, and accountability for effective use of public resources.

3.1 How councils govern their shared services

Councils face challenges to choose governance models that are fit for purpose and meet the principles of the Act

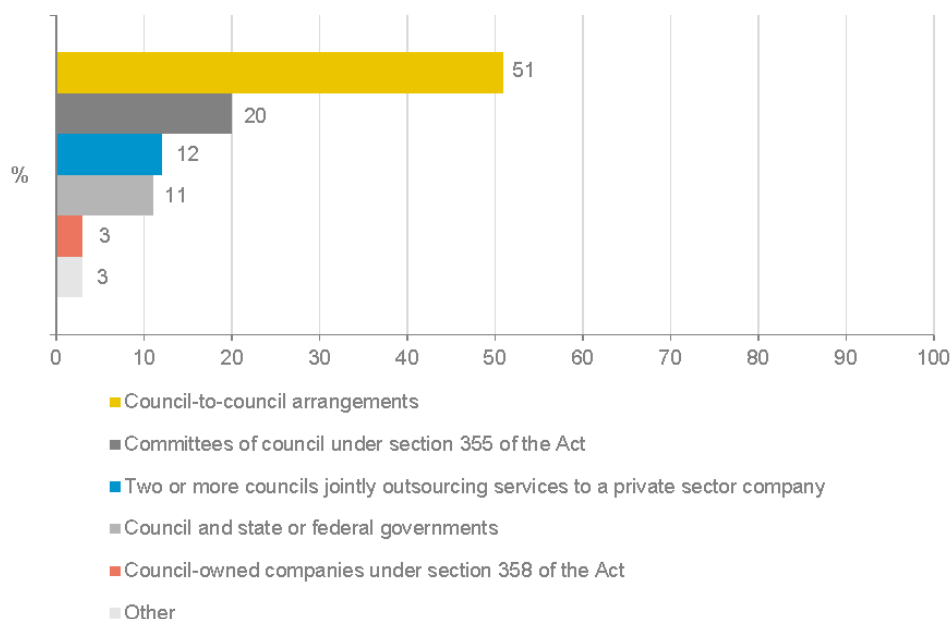
Each council is an independent, statutory body responsible for the administration of its local government area. Councils have a range of responsibilities and must comply with principles under the *Local Government Act 1993*. Councils are obliged to consider these principles whether they are delivering services through shared arrangements, or alone.

Shared services can operate under several possible governance models. Models vary from informal agreements to more complex models where councils opt to create an association, a committee or a company. These models include:

- informal arrangements supported by memoranda of understanding
- committees of council under the *Local Government Act 1993*
- incorporated associations under the *Associations Incorporation Act 2009*
- council-owned companies under the *Corporations Act 2001*.

We found that more than half of councils' shared services are council-to-council arrangements supported by a memoranda of understanding (refer to Exhibit 7). Only three per cent of shared service arrangements are operated under a separate council-owned company³.

³ Councils must obtain the consent of the Minister for Local Government to establish a company or have a controlling interest in a corporation (section 358, *Local Government Act 1993*).

Exhibit 7: Parties involved in current shared service arrangements

Note: Percentages calculated based on current shared services (n=227 shared services).

Source: Audit Office Shared Services Survey 2018.

Each governance model requires councils to consider membership, decision-making, reporting lines, and delegations. When analysing different governance models, councils should demonstrate which one is best suited to the proposed shared service arrangement.

Each model has different implementation costs. Costs should be carefully assessed against potential benefits to maximise gains from the shared service arrangement. When negotiating the arrangement, councils should agree on costs and benefits for all participating councils.

When councils choose a governance model, they must ensure the shared service arrangement is compliant with the principles and obligations under the Act and other relevant legislation. For example, councils must demonstrate how transparency, accountability and the needs of their community are met.

Exhibit 8 shows an example of councils sharing resources to address gaps by improving their access to skills.

Exhibit 8: SSROC - Sharing of internal auditor services

Some councils have established arrangements to share internal auditors. Since 2010, SSROC has made internal auditors available to member councils on a cost recovery basis. SSROC member councils requested this service due to the limited number of skilled individuals available and their relatively high-cost. Sharing of skilled professional resources such as internal auditors gives councils access to expertise and services on a part-time or program basis.

Being employed by SSROC means that shared internal auditors are accountable to the SSROC General Manager, strengthening their objectivity and independence. They can also facilitate collaboration and information sharing between councils. Some councils, however, prefer not to share internal auditors because of logistics, conflicting priorities and risks to confidentiality.

OLG issued an Internal Audit Guideline in 2010 suggesting that councils incorporate an internal audit function as a good governance framework for all councils. However, as recommended by our 'Report on Local Government 2017', OLG should update the guidelines and introduce the requirement for councils to establish internal audit functions as an important element of an effective governance framework.

Source: SSROC (unaudited).

Governance models affect how councils manage their shared services

Councils can form a committee of council, an incorporated association, or a company to share services. We found that the choice of option affects the management, scope and effectiveness of shared service arrangements, for example:

- committees of council require one 'host council' to take on the risks and liabilities for all participating councils. Councils indicated that in some circumstances they have opted out of shared service arrangements due to the risk this poses
- committees of council require one 'host council' to employ staff on behalf of the committee, taking on the industrial relation risks on behalf of participant councils
- incorporated associations have a financial cap on their operations, limiting their potential size and scope. Incorporated associations cannot operate with an income, assets or expenditure above \$2.0 million
- council-owned companies are private companies and operate as commercial entities. Potential conflict may arise between the commercial direction of a company and councils' consideration of their local community needs.

Councils must take into account the characteristics of each governance model, and have a clear understanding of how each model affects the shared services operation. Councils should then choose the most appropriate model for their shared service arrangement.

Councils recognise a lack of effective governance as a key area of concern and report that they would benefit from guidance in this area. Councils are also interested in sharing best practices and reviews of exiting shared services.

Part of the role of OLG is to work with the sector on policy and programs aimed to strengthen local government, including on service delivery. OLG does not provide specific guidance to councils about effectively sharing services, despite this being a widely used delivery model across the sector. Guidance materials to help councils decide on effective and transparent governance models would be of benefit to the sector.

Exhibit 9 shows how some governance models councils use to share services can affect the management, scope and effectiveness of shared service arrangements.

Exhibit 9: Legislative and governance models available for councils to share services

	Committees of Council (section 355 of the Act)	Incorporated Association	Council-owned Company (section 358 of the Act)
Operating under the <i>Local Government Act 1993</i>	✓ With limits on delegations (sections 377–381).	✗ <i>Associations Incorporation Act 2009</i> .	✗ <i>Corporations Act 2001 (Cth)</i> as per Ministerial approval (section 358).
Transparency Public meetings and Transparency of decisions	✓ May be public with public notice and meetings.	n/a Meetings as per Constitution, according to each association.	n/a Meetings as per Constitution, according to each company.
Tender Able to accept joint tender on behalf of council members	✗	✗	✗
Liability Representatives subject to OLG inspections (section 430), Ombudsman and ICAC investigations and audits by the Auditor-General of NSW	✓	✗ Offences can be enforced by NSW Fair Trading taking court proceedings against the association or its committee members.	✗ Failure of directors/officers to comply with some Corporations Act provisions can constitute civil/criminal offences.
Governance Separate legal entity	✗ One council ('host council') assumes the risks to employ staff, sign contracts, accept tenders. Reporting lines can be confusing.	✓	✓
Ceiling on income, assets and expenditures	n/a Inability to receive funding.	✓ \$2.0 million	✗

Source: OLG research 2018.

There are barriers to jointly procuring shared services

Councils face challenges to efficiently jointly procure because of legal restrictions in available governance models, as displayed in Exhibit 9. Recent amendments to the legislation allow councils to delegate the acceptance of tenders as long as these services are not currently provided by council staff. Where services are currently provided by council staff, councils can only accept tenders by resolution of the individual council. By doing so, the council's governing body is accountable for decisions that affect council staff.

However, these restrictions have operational implications for joint tendering. For example, an incorporated association cannot provide end-to-end shared procurement services for their members. By not being able to accept tenders on behalf of the council members, each participant council must individually accept a tender and individually sign a contract. Council meetings are held on different dates in different councils. This results in longer timelines to procure and increased complexity to manage multiple contracts.

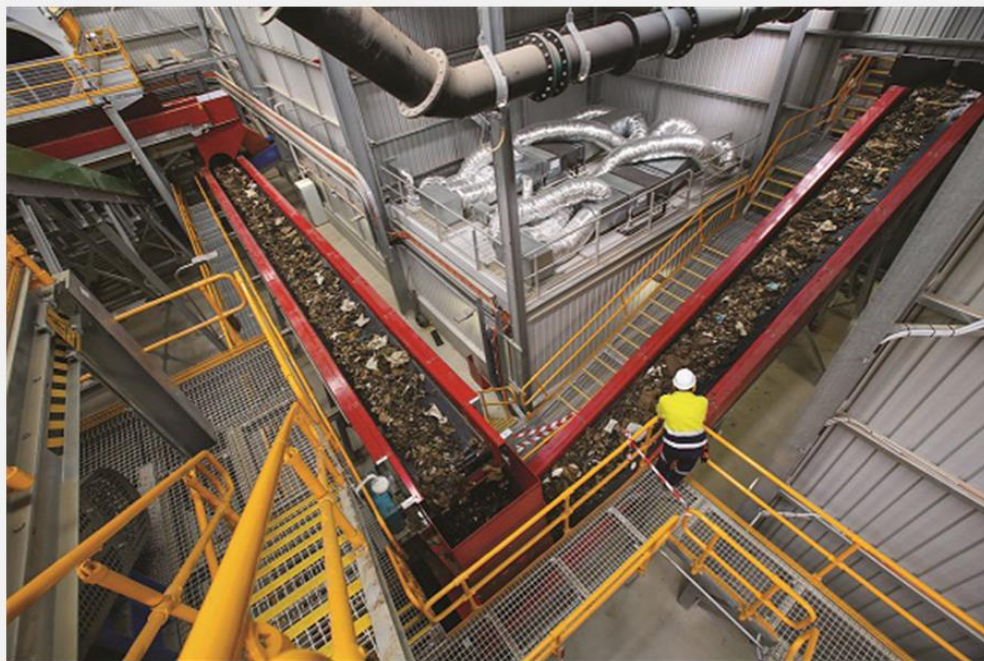
Despite these challenges, joint tendering arrangements can be very beneficial to councils. Some ROCs have been negotiating joint contracts for years to obtain a successful outcome. Exhibit 10 illustrates an example of joint procurement in advanced waste treatment services. Although the opportunity was identified in 2008, the contract was only signed in 2013.

Exhibit 10: SSROC - Advanced Waste Treatment Services project

In 2008, SSROC identified that some of its member councils' waste disposal contracts were ending in 2010. SSROC carried out an industry consultation on the best way to approach market services. Through discussions with council members, SSROC identified that the opportunity to combine waste volume of councils would provide the industry with incentive to invest in new infrastructure, reducing councils' costs with sending waste to landfill.

A group of eight councils entered into a joint agreement to contract the services of a private waste treatment company. The contract, signed in 2013, aimed to maximise resource recovery, protect local environment, minimise costs, and reduce waste to landfill. The contract also established a new transfer station⁴ in Banksmeadow (opened in 2016) and the Woodlawn mechanical biological treatment⁵ facility.

Because of negotiations and different end-of-contract timing, SSROC took more than nine years of planning, procurement and development to deliver this joint contract. With this project, instead of sending waste to landfill, some of the waste will be processed through the new plants that will separate out metal and produce organic compost. Councils will reduce the amount of landfill, potentially saving over \$9.5 million in the first year of operation.



Source: SSROC (unaudited); photo: Mechanical Biological Treatment Facility in Woodlawn. SSROC Annual Report 2017.

⁴ Transfer stations are buildings or processing sites for the temporary deposition of waste by collection vehicles.

⁵ Mechanical biological treatment facility is a type of advanced waste technology facility in which residual waste is separated in its various components (gas cylinders, batteries, glass, metal, and plastics).

Some governance models risk reduced transparency and accountability

Councils can opt to share services through an incorporated association under the *Associations Incorporation Act 2009* or a council-owned company under the *Corporations Act 2001*. These two governance models are not subject to the standard checks and balances applied to councils. For example:

- they are not obliged to follow council rules for public meetings or voting procedures, unless their constitutions specifically include these rules
- their operations and decisions are not subject to OLG inspections, Ombudsman and ICAC investigations or audits by the Auditor-General.

OLG should develop guidance materials to help councils identify risks to transparency and accountability in some of the governance models.

Exhibit 11 shows an example of a council-owned company running shared services on behalf of councils.

Exhibit 11: Hunter Councils Inc. and Strategic Services Australia Ltd.

Councils in the Hunter region have two separate structures: an incorporated association (Hunter Councils Inc.) and a commercial council-owned corporation (SSA). Hunter Councils Inc. promotes regional advocacy and delivers shared services to member councils in the areas of environmental management and a regional film office. SSA provides shared services to councils (members and non-members) in the areas of aggregated procurement, training, consultancy services and legal services through a wholly owned legal firm. General Managers report on the performance of the company to the owners (Mayors) during bimonthly 'shareholder' meetings, when councils provide direction to the company. SSA is not allowed to issue dividends to member councils. SSA reinvests either in the company or at the regional level to Hunter Councils Inc.

Having a council-owned self-funding commercial entity allows councils to separate commercial shared service decisions from strategic regional planning and advocacy deliberations. Depending on the business case and the governance models, these entities may extend the reach of their services beyond the member council regions thus contributing to economies of scale and financial sustainability. A separate entity may also set clearer boundaries and rules in terms of contestability, pricing, governance and conflict of interest.

The Act restricts councils in forming or participating in the formation of a corporation or other entity without obtaining the consent of the Minister for Local Government. Considering that there is no 'one-size-fits-all' approach, several risks must be considered by councils prior to starting a council-owned company. For example, issues related to multi-council decision-making, governance models, reporting, planning, transparency, accountability, risk assessment and risk management. Councils must, therefore, have clear arrangements, measurable outputs, a robust governance model to ensure accountability and transparency, and strong leadership based on trust, evidence and mutual benefits for council members.

Source: Strategic Services Australia Ltd (unaudited).

3.2 How councils manage their shared services

Council weaknesses in resolving issues and managing risks

Councils reported that for their best shared service arrangements only around 60 per cent have formal project management practices in place for resolving issues and managing risks. Governance models that do not have clearly defined responsibilities of member councils can result in a reduced ability of councils to problem solve and effectively manage risks.

Annual reporting does not allow for timely management of issues

Most surveyed councils receive reports on shared services planning, budgeting, managing risks and performance on an annual basis. Annual reporting is not sufficient to discuss and promptly resolve issues. Yearly reporting should be primarily used to inform councils on shared services progress rather than as management tools to resolve issues.

3.3 Barriers and enablers for success in shared services

Realising benefits, good governance and support from internal stakeholders are key for successful shared services. Councils reported support from council staff and councillors, cost savings, agreement on objectives and good governance as their top reasons for successfully implementing shared services. When councils were asked about barriers to shared services implementation, they cited resource commitments, perceived risks to autonomy, politics and lack of effective governance. Uncertainty about the costs and benefits was also cited as a barrier.

Exhibit 12 shows examples of councils' responses to our survey on what they identified as barriers and enablers for success in shared services.

Exhibit 12: Barriers and enablers to successful shared services - what councils told us



Source: Audit Office Shared Services Survey 2018.

Exhibit 13 outlines where the barriers we have identified have an impact on the success of a shared service, including assessment and management.

Exhibit 13: New England Strategic Alliance of Councils (NESAC)

In 2003–04, the Vardon Report and the NSW Local Government Boundaries Commission recommended the amalgamation of Armidale Dumaresq, Guyra, Uralla and Walcha Councils into the New England Regional Council. As an alternative to council amalgamation, these councils proposed the New England Strategic Alliance of Councils (NESAC).

NESAC received Ministerial approval to trial the alliance for a 12 month period. The alliance carried out a review to identify potential areas for shared services. The Ministerial approval included a review of NESAC in 2005 that was only conducted in 2009.

Council staff reported that the threat of amalgamation was the key driver for the Alliance and that after the state decided that mergers would not proceed the Alliance soon ended. In 2009, Walcha Council withdrew from the Alliance and later that same year Uralla Shire Council resolved not to renew its membership, effectively ending the Alliance.

The reasons why NESAC ended were complex and interrelated. The key issues were the following:

Issues related to assessing shared services:

- councils failed to agree on the nature and extent of reform required at the outset of the Alliance
- lack of trust, fear of loss of autonomy and loss of control of core services and key staff
- NESAC was created as an alternative to amalgamation.

Issues related to managing shared services:

- failure to address important governance issues (e.g. legal liability, assets, and termination)
- no agreed timeline or targets to implement and measure shared arrangements
- convoluted decision-making processes
- lack of formal, well-structured service level agreements to provide accountability
- ineffective performance management arrangements
- complex and confusing organisational structure, lack of accountability
- absence of project and operational plans to guide the implementation of business cases.

Although NESAC ended in 2009, some of its arrangements continued either in the form of shared services or of service delivery to other councils. After Uralla and Walcha councils left NESAC, they continue to use the New England companion animal shelter to date. Armidale Dumaresq and Guyra Shire councils shared services for their back-office functions, including finance, IT, HR, stores, payroll, and plant and fleet until prior to amalgamation.

Source: Audit Office research 2018.


Section two

Appendices



Appendix one – Response from agency

Strengthening local government



**Office of
Local Government**

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

Our Reference: A599062
Your Reference: PA6604
Contact: Melissa Gibbs
Phone: 02 4428 4174

Mr Ian Goodwin
Deputy Auditor General of NSW
GPO Box 12
SYDNEY NSW 2001

By Email: mail@audit.nsw.gov.au

Dear Mr Goodwin

Thank you for your letter of 8 June 2018 and for the opportunity to respond to the Performance Audit Report on Shared Services in Local Government.


The Office of Local Government (OLG) welcomes the Audit Office's observations on strengthening local government performance in shared service delivery.

In particular, OLG notes and supports the report's recommended practices for councils to efficiently and effectively undertake shared services. Additionally, the recommendation that OLG develop guidance on the risks and opportunities of shared service governance models will provide valuable support to councils.

I am also pleased to advise that the Government has recently introduced a further initiative to support council collaboration and provide a robust governance framework for councils to undertake shared services. The establishment of 11 new Joint Organisations (JOs) provides new opportunities for councils in regional NSW to address existing challenges and improve their service delivery. This initiative is the result of four years of collaboration with the local government sector. The observations provided by the Audit Office will be of great assistance in supporting councils who choose to share services through JOs.

The Office of Local Government looks forward to working with the Audit Office to implement the findings of the report, as we continue to support local councils to deliver high quality, value for money services for their communities.


Yours sincerely



Tim Hurst
Acting Chief Executive
Office of Local Government

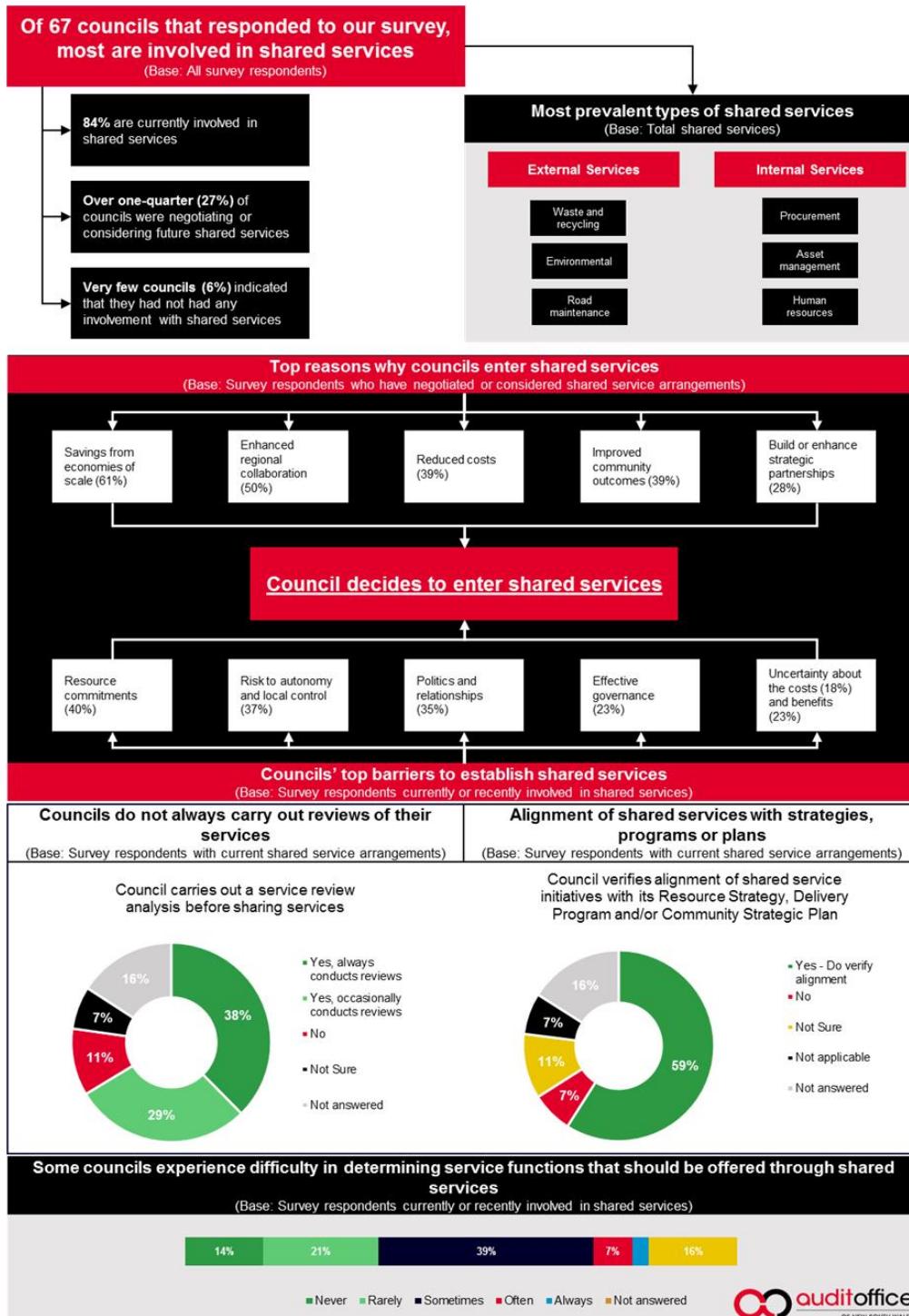
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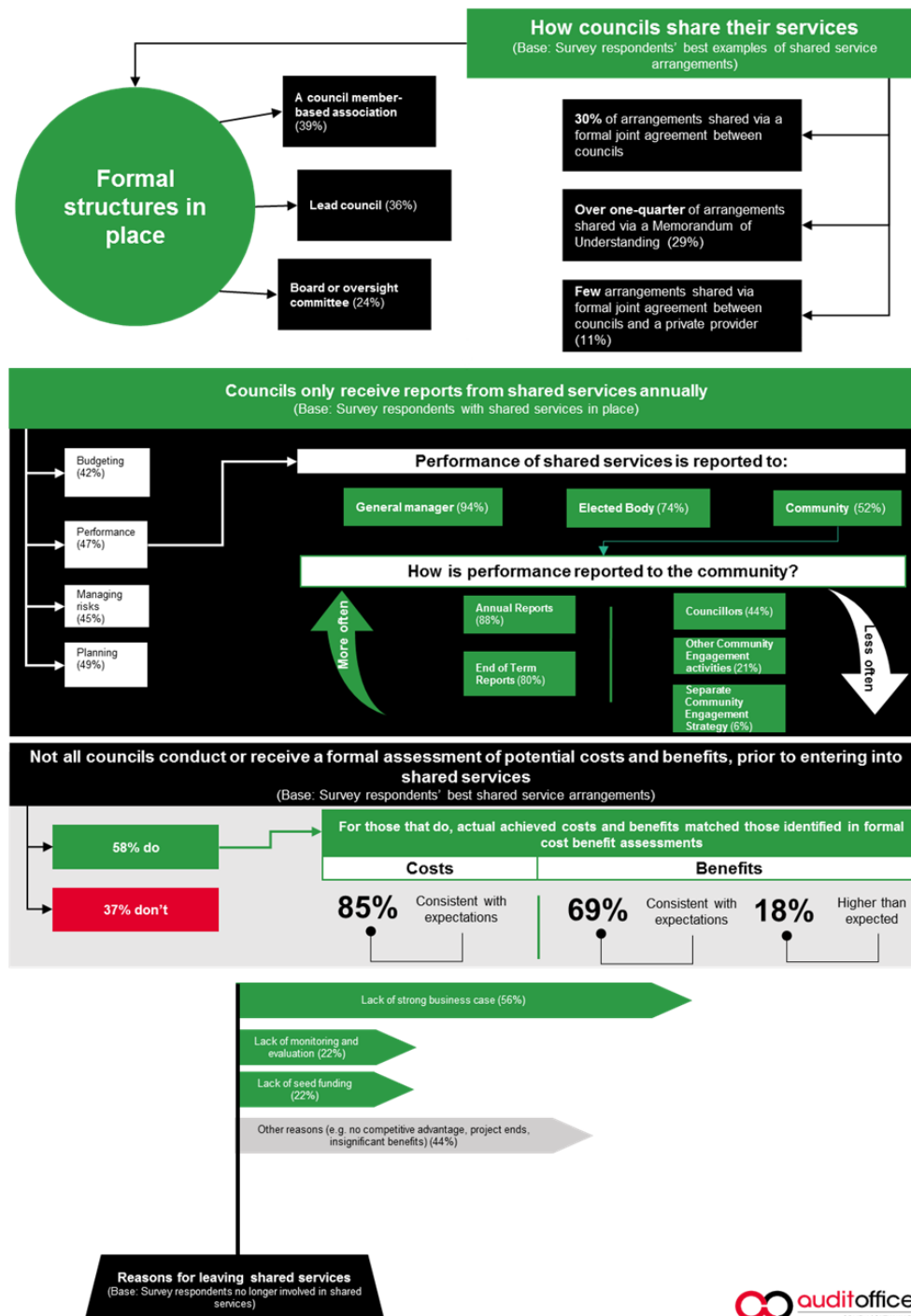




Appendix two – Survey findings



Source: Audit Office Shared Services Survey 2018.



Source: Audit Office Shared Services Survey 2018.



Appendix three – About the audit

Audit objective

To determine how efficiently and effectively councils engage in shared service arrangements.

Audit criteria

We addressed the audit objective with the following criteria:

Are local councils efficiently and effectively engaging in shared service arrangements?

1. Councils have a sound understanding of the benefits and costs of a shared service arrangement.
2. Shared service arrangements have good governance in place, including transparency and accountability in decision-making.
3. Shared service arrangements have effective project management practices, including planning, budgeting, scheduling, managing risks and resolving issues.
4. Councils have effective monitoring, evaluation and reporting to demonstrate the achievement of expected shared services outcomes.
5. Councils engage with organisations for support and guidance.

Audit scope and focus

In assessing the criteria, we carried out:

- interviews with the Office of Local Government and other NSW Government agencies involved in shared services
- interviews with relevant staff in NSW councils, Regional Organisations of Councils and a council-owned company
- survey of all general-purpose councils in NSW
- review of documents, best practices, relevant policies and procedures, interviews, and data analyses.

Audit exclusions

The audit did not assess:

- the amalgamation process
- in-depth assessment of Joint Organisations
- outsourcing of services by one council
- activities of a county council
- the effectiveness and efficiency of shared services in place
- public-private partnerships
- service delivery other than shared service arrangements.

Audit approach

Our procedures included:

- interviews with more than 100 stakeholders, including 48 current or former council staff, Office of Local Government staff and local government sector organisations
- 5 case studies of different shared service arrangements, including three Regional Organisation of Councils, one council and one company
- consultation with a group of eight selected councils in various locations of NSW
- data collected from survey of local councils (52 per cent of council participation rate)
- review and analysis of documents.

The audit approach was complemented by quality assurance processes within the Audit Office to ensure compliance with professional standards and technical advice from an expert consultant.

Audit methodology

Our performance audit methodology is designed to satisfy Australian Audit Standards ASAE 3500 on performance auditing. The Standard requires the audit team to comply with relevant ethical requirements and plan and perform the audit to obtain reasonable assurance and draw a conclusion on the audit objective. Our processes have also been designed to comply with the auditing requirements specified in the *Public Finance and Audit Act 1983*.

Acknowledgements

We gratefully acknowledge the co-operation and assistance provided by local councils, the Office of Local Government, Central NSW Councils, Southern Sydney Regional Organisation of Councils Inc., Strategic Services Australia, Armidale Regional Council, and others who participated in interviews and discussions held during the audit.

We would also like to thank other stakeholders that spoke with us and provided insights into the topic.

Audit cost

Including staff costs, travel and overheads, the estimated cost of the audit is \$501,000.



Appendix four – Performance auditing

What are performance audits?

Performance audits determine whether State or local government entities carry out their activities effectively, and do so economically and efficiently and in compliance with all relevant laws.

The activities examined by a performance audit may include a government program, all or part of an audited entity, or more than one entity. They can also consider particular issues which affect the whole public sector and/or the whole local government sector. They cannot question the merits of government policy objectives.

The Auditor-General's mandate to undertake performance audits is set out in the *Public Finance and Audit Act 1983* for State government entities, and in the *Local Government Act 1993* for local government entities.

Why do we conduct performance audits?

Performance audits provide independent assurance to the NSW Parliament and the public.

Through their recommendations, performance audits seek to improve the value for money the community receives from government services.

Performance audits are selected at the discretion of the Auditor-General who seeks input from parliamentarians, State and local government entities, other interested stakeholders and Audit Office research.

What happens during the phases of a performance audit?

Performance audits have three key phases: planning, fieldwork and report writing.

During the planning phase, the audit team develops an understanding of the audit topic and responsible entities and defines the objective and scope of the audit.

The planning phase also identifies the audit criteria. These are standards of performance against which the audited entity, program or activities are assessed. Criteria may be based on relevant legislation, internal policies and procedures, industry standards, best practice, government targets, benchmarks or published guidelines.

At the completion of fieldwork, the audit team meets with management representatives to discuss all significant matters arising out of the audit. Following this, a draft performance audit report is prepared.

The audit team then meets with management representatives to check that facts presented in the draft report are accurate and to seek input in developing practical recommendations on areas of improvement.

A final report is then provided to the head of the audited entity who is invited to formally respond to the report. The report presented to the NSW Parliament includes any response from the head of the audited entity. The relevant minister and the Treasurer are also provided with a copy of the final report. In performance audits that involve multiple entities, there may be responses from more than one audited entity or from a nominated coordinating entity.

Who checks to see if recommendations have been implemented?

After the report is presented to the NSW Parliament, it is usual for the entity's audit committee to monitor progress with the implementation of recommendations.

In addition, it is the practice of Parliament's Public Accounts Committee to conduct reviews or hold inquiries into matters raised in performance audit reports. The reviews and inquiries are usually held 12 months after the report received by the NSW Parliament. These reports are available on the NSW Parliament website.

Who audits the auditors?

Our performance audits are subject to internal and external quality reviews against relevant Australian and international standards.

The Public Accounts Committee appoints an independent reviewer to report on compliance with auditing practices and standards every four years. The reviewer's report is presented to the NSW Parliament and available on its website.

Periodic peer reviews by other Audit Offices test our activities against relevant standards and better practice.

Each audit is subject to internal review prior to its release.

Who pays for performance audits?

No fee is charged for performance audits. Our performance audit services are funded by the NSW Parliament.

Further information and copies of reports

For further information, including copies of performance audit reports and a list of audits currently in-progress, please see our website www.audit.nsw.gov.au or contact us on 9275 7100.

Professional people with purpose

OUR VISION

Our insights inform and challenge government to improve outcomes for citizens.

OUR PURPOSE

To help parliament hold government accountable for its use of public resources.

OUR VALUES

Purpose – we have an impact, are accountable, and work as a team.

People – we trust and respect others and have a balanced approach to work.

Professionalism – we are recognised for our independence and integrity and the value we deliver.

Information Only - 19 July 2018

ITEM 9.9 **Library Services - 4th Quarter Report 2017/2018**

FILE REFERENCE **I18/346**

AUTHOR **Library Manager**

ISSUE

A summary of the activities in the Upper Lachlan Shire Council libraries for the 4th Quarter 2017/2018.

RECOMMENDATION That -

1. Council receive and note the report as information.

BACKGROUND

Nil

REPORT

Upper Lachlan Shire Library Services Quarterly Report: April - June 2018

LIBRARY USAGE:

	Crookwell	Gunning	Taralga
Loans*	6,384	2,574	24
New Members	43	10	0
Internet Sessions	1,016	887	N/A
Visitors	7,209	3,062	N/A
Hours open per week	31.5	19	N/A**

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

**Taralga Mobile Library Service operated at Taralga once every three weeks.

OVERVIEW:

The libraries experienced consistent usage across all areas. Crookwell Library staff were kept busy this quarter with updating records on AMLIB from the new books received from the library supplier ALS, who have been replacing some of the items damaged in last years storm.

During the quarter a number of promotional events were held in our libraries attracting a number of attendees who also used the library services. These events included the Crookwell Friends of the Library book sale, author talk by Scott Whitaker, and Tech Savvy Seniors computer classes at the Crookwell Library. Whilst at the Gunning Library events included Prostate Cancer talk, book talks by Scott Whitaker and

Matthew Geddes, and Tech Savvy Seniors computer classes. The regular activities of scrabble, knitting, and Storytime continue to be well attended.

EVENTS AND PROMOTION:

Crookwell and Gunning Libraries:

- Promotional articles and promotion were published in the Crookwell Gazette, the Gunning Lions Newsletter, Goulburn Radio 2GN, Goulburn Post, Crookwell Library Facebook page, Council Website, Council's Facebook page, the Voice, Gunning Library Activities' regular column in the Gunning Lions Newsletter, and regular information on Council's Information page in the Crookwell Gazette.
- During the quarter, displays showcasing a selection of fiction and non-fiction items from the libraries were displayed in prominent areas of the library. These items provided an interesting variety of items for loan with a different theme and show the breadth of items in the collections. The Crookwell Library displayed items on the theme of Dickens; Anzac Day; westerns; world of discovery; BorrowBox; and Cracking Good Reads (new items from ALS). Gunning Library displayed items on cats; rocks; autumn; frogs; Anzac Day; winter warmers (food); audiobooks; ghosts; sports; dinosaurs; mermaids; horses; and BorrowBox. Again this quarter patrons borrowed from these different themed displays and discovered a range of interesting items from our collections. Each library also displayed new items acquired in a separate new book display.
- Activities and displays were held for Library and Information Week at both Libraries from the 21-27 May 2018.

Gunning:

- This quarter thirty-four people attended the knitting circle across six sessions.
- Author Scott Whitaker gave a talk on the Railway Hotels at Gunning Library on 17 April 2018. Five people attended the talk.
- Remembrance Poppies created by the Gunning Library patrons were delivered to the Australian War Memorial for a display on Remembrance Day 2018. Each poppy represents one life lost at war. Poppies from the Gunning Library were also placed around the Cenotaph at Gunning for the dawn and morning service.
- Gunning Library hosted the Biggest Morning Tea on 25 May 2018, with sixty people attending.
- The Life Program conducted by Grand Pacific Health in the Gunning Library finished its six week program in May 2018. Most weeks saw five people attending to participate in exercise, balance and information sessions. Positive comments were received from those that attended.
- Gunning Library held a 'Prostate Cancer: What You Need to Know' - talk by Jim Ryan, Prostate Cancer Foundation of Australia, on 2 June 2018. Twelve people attended this talk.
- Gunning Library held five free Tech Savvy Seniors classes in June 2018. These classes were on an introduction to computers, the internet and email. In total thirty people attended across the five classes. These classes were made possible by a grant from the NSW State Library.
- Gunning Library held a Sport in Australian Culture, book talk with local author and 2GN sports presenter, Matthew Geddes, on 6 June 2018. Three people attended this talk.

Crookwell:

- This quarter twenty-six people attended the monthly scrabble afternoons across three sessions. The Crookwell Library Friends continue to run the session and sponsor afternoon tea.
- The Crookwell Friends of the Library visited the Cartier Exhibition in Canberra on 9 April 2018. Eighteen people attended this event.
- The Crookwell Friends of the Library held their annual book sale in May 2018. The total amount raised from the book sale totalled \$2,332.45.
- Author Scott Whitaker gave a talk on the Railway Hotels at Crookwell Library on 17 April 2018. Eight people attended the talk at Crookwell Library.
- Crookwell Essential Services visited the Crookwell Library on 5 April 2018; 1, 9, 22, and 29 May 2018; 5, 7, 13, 18 and 25 June 2018. Sixty-six people attended the library with this group across the sessions.
- Crookwell Library held five free Tech Savvy Seniors classes in May and June 2018. These classes were on an introduction to computers, the internet and email. In total thirty people attended across the five classes. These classes were made possible by a grant from the NSW State Library. Across the ten sessions offered at our two libraries sixty seniors undertook the training. Positive comments were received from those that attended.
- Crookwell Library's kitchen facilities are well used by visitors and library members for quite reading and catch-ups.

CHILDREN AND YOUNG PEOPLE:

Gunning:

- Fortnightly Storytime continues to be popular, with the Gunning Early Learning Centre joining the Storytime sessions. In this quarter there were a total of fifty-nine children who attended Storytime.
- Gunning Library held an All about Frogs school holiday workshop on 27 April 2018. Twenty-four people attended this activity.
- National Simultaneous Storytime (NSS) was held at Gunning Library on 18 May 2018, with twenty-nine participating in the activities.
- Gunning and District Before and After School Care – OOSH continue to use the computers after school when computers are available. In this quarter thirty-nine people came with this group.

Crookwell:

- Weekly Storytime continues to be popular. In this quarter there were a total of one hundred and ten children who attended Storytime.
- Crookwell Library held a Mother's Day school holiday workshop on 19 April 2018, eleven people attended this activity.
- HSC students utilised the Crookwell Library for study in April 2018.
- Crookwell after school care utilised the Crookwell Library after school on 12 April 2018. Six people came with this group.
- Crookwell holiday care utilised the Crookwell Library on 23 April 2018. Six people attended in this group.

Information Only

LIBRARY SERVICES - 4TH QUARTER REPORT 2017/2018 cont'd

- Several children during the school holidays played games, completed puzzles and did some colouring-in around the kid's game activity table in the kitchen area at the Crookwell Library.
- National Simultaneous Storytime (NSS) was held at the Crookwell Library on 24 May 2018, with eleven participating in the activities.

COLLECTIONS, RESOURCES AND FACILITIES:

Collections

- Library staff at Crookwell Library completed weeding in the junior fiction and youth fiction collections. Library staff at Gunning Library weeded DVDs and magazines.
- Gunning and Crookwell Library staff continued cataloguing the audiobooks received from another public library. A small senior's grant helped to pay for the audiobooks.
- Library staff continued issuing new library cards to library members during this quarter.
- The CWA Evening Branch donated five books to the Crookwell Library on health, well-being and gardening. These books replaced some damaged items from the May 2017 storm that damaged about thirty books, not covered by insurance.
- Five books were ordered with the remaining Seniors Grant funding. These books will help seniors in Gunning with computers and other devices. They are replacing several books that were damaged with some rain that came in over the mantel piece in the Gunning Library. All of these books have been received and catalogued for the library's collection.
- Sixty-seven boxes of books were received from ALS in May and June 2018 to replace the damaged stock from the February 2017 storm. Library staff have been working through double checking the catalogue records and adding the cost of each book and barcode into each record.
- The Crookwell Friends of the Library renewed the Choice magazine subscription for a further two years.
- Council's Grant Officer donated books to the Crookwell Library on grants. These have been catalogued for the collection.
- The new BorrowBox platform for e-books and e-audiobooks went live for our library service in early May 2018.
- The Library Manager bought additional e-audiobook content from Bolinda for Borrowbox. This was funded through the State Library NSW additional funding for collaboration projects between libraries.
- The Library Manager bought additional content for e-books, e-audiobooks and e-magazines on the RB Digital product.
- The Library Manager ordered and processed twenty Italian books from the NSW State Library for a library member at Crookwell.

Resources

- This quarter, volunteers completed forty hours of work in the Crookwell Library and twenty-one hours at the Gunning Library. Volunteers helped this quarter at Crookwell Library with book displays, picking items from the daily reserve list and shelving. At Gunning Library volunteers assisted with school holiday activities and storytime.

Information Only

LIBRARY SERVICES - 4TH QUARTER REPORT 2017/2018 cont'd

- A new work experience student from Crookwell High School started on 22 June 2018. The student will work on Fridays from 10:30am -3pm.
- In this quarter the Library Manager:
 - Participated in phone meetings with book supplier Australian Library Services (ALS) in regards to the replacement of the damaged books and end-processing of these books
 - Participated in phone meetings with Goulburn Mulwaree Council Library on the end-processing and cataloguing requirements for AMLIB, to assist ALS with their workflows.
 - Sent end-processing supplies to ALS for completing the end-processing of the books for Crookwell Library.
 - Liaised with Libraries Australia for a user name and password to be set up linked to the Upper Lachlan Shire Library Service so that ALS can place the Crookwell Library holdings onto Libraries Australia as part of the end processing of books.
 - Completed the library's contribution for the May edition of the Voice.
 - Attended the Memorial Hall Committee Meeting on 24 May 2018 in the Crookwell Library.
 - Completed the new Upper Lachlan Shire Council Library Service Library Members brochure (previously there was separate library brochures for Gunning and Crookwell Libraries).
 - Changed the templates for the different library notices that are sent to library members to the new postal address for Council.
 - Provided Goulburn Library with the breakdown of the areas to spend our money for the 2018/2019 financial year.
 - Provided a summary of where we are up to with the insurance claim to Council.
 - Participated in a phone meeting with the Library Manager at Goulburn Library about the status of a new Library Management System (LMS). Goulburn won't know if they have any money for a new LMS until July. An update was then provided to the NSW State Library and they have extended Upper Lachlan Shire Library Service (potential) acquittal date for the 2016/2017 Public Library Infrastructure Grant to 31 December 2018.
 - Assisted Council's Grant Officer with a grant application for the Gunning Library roof.
 - Completed reporting for the Tech Savvy Seniors Grant training and printed certificates for participants.
 - Created a new Position Description and advertisement for the Gunning Library Assistant covering the Saturday shifts at Gunning Library. Conducted the interviews for the position on 28 June 2018.
 - Participated in the interview panel for the Administration Officer position at the Gunning Office on 28 June 2018.
 - Ordered and processed ten talking books and ten large print books in German from the NSW State Library for a new library member at Gunning.
 - Updated the Library's postal address on the Libraries Australia, other Library directories; library postal address labels used for Inter Library Loans; and the library website.
- The Crookwell Friends of the Library bought two pod chairs for the library. The chairs are very popular with children and adults.

Information Only

LIBRARY SERVICES - 4TH QUARTER REPORT 2017/2018 cont'd

- The Crookwell Friends of the Library bought lego for the new lego club, to be held from term three on Thursday afternoons in the Crookwell Library.
- The Big Read Bus made its last visit to Taralga on Friday 29 June 2018. The bus stopped outside Sunset Lodge for its final visit. A work around for supplying items for Sunset Lodge has been created so that the residents continue to receive a library service.

Facilities

- Our Libraries computers and Wi-Fi facilities continue to be well used by patrons.
- Council's IT fixed/repaired public computers at Crookwell and Gunning Libraries during this quarter.
- The network cupboard for the Crookwell Library was fixed to the wall in June.
- The AMLIB computer used for printing library notices to members wasn't working well early in this quarter. Goulburn Mulwaree Council IT fixed this issue.
- AMLIB computers at Crookwell and Gunning Libraries were fixed by Goulburn Mulwaree Council during the quarter as the computers were not connecting to the Goulburn system.
- The men's toilet air vent gauze and light have been fixed this month.
- The safety tape at the back door of the Crookwell Library alerting people to the step down onto the ground was replaced with new tape.
- Repairs were undertaken to the Crookwell Library roof on 18 June 2018 after the snow and rain over the weekend of the 16-17 June 2018. Fifteen of the new ALS books were water damaged, with three very badly damaged.
- The exit light in the Crookwell Memorial Hall foyer was fixed.
- The Crookwell Library bag storage cupboard was reattached to the wall in this quarter.
- The cracks in the building in the children's room at Gunning Library were inspected by Council in May 2018.
- The electricity meter was read at the Crookwell Library in this quarter.
- The fire extinguishers were serviced at both Crookwell and Gunning Libraries in this quarter.
- The automatic door was serviced at Crookwell Library on 12 June 2018. The door sensor inside the library has been altered due to the door starting to close on people before they leave.

POLICY IMPACT

Nil

OPTIONS

Nil

FINANCIAL IMPACT OF RECOMMENDATIONS

Nil

RECOMMENDATION That -

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

Information Only

LIBRARY SERVICES - 4TH QUARTER REPORT 2017/2018 cont'd

ATTACHMENTS

Nil

Information Only - 19 July 2018

ITEM 9.10 **NSW Audit Office Performance Audit - Fraud Controls in Local Councils**

FILE REFERENCE **I18/345**

AUTHOR **Director of Finance and Administration**

ISSUE

Performance audits of local government are conducted by the NSW Audit Office. The Auditor General provides performance audit reports to the NSW Parliament. A performance audit has been undertaken in relation to Fraud Controls in Local Councils.

RECOMMENDATION That -

1. Council receive and note the report as information.

BACKGROUND

The roles and responsibilities of the Auditor-General are set out in the *Public Finance and Audit Act 1983* and the *Local Government Act 1993*. The NSW Audit Office conduct performance audits of the NSW public sector and local government entities.

Performance audits examine whether an entity is carrying out its activities effectively and doing so economically and efficiently and in compliance with relevant laws. Audits may cover all or parts of an entity's operations, or consider particular issues across a number of entities.

Performance audits are reported by the Auditor-General to the NSW Parliament, under Section 421 (d), of the *Local Government Act 1993*.

REPORT

The performance audit was on Fraud Controls in Local Councils and looked at the extent to which councils have implemented fraud controls through a self-completed survey. The information gathered for this audit included a survey of all general-purpose councils in NSW. In total 83 councils (65%) responded to the survey from 128 councils invited to participate. Upper Lachlan Shire Council completed the survey.

The report highlights that councils often have fraud control procedures and systems in place, but are not ensuring people understand them and how they work. There is also significant variation between councils in the quality of their fraud controls.

Information Only

NSW AUDIT OFFICE PERFORMANCE AUDIT - FRAUD CONTROLS IN LOCAL COUNCILS cont'd

The Audit Office states that common weaknesses in councils' fraud controls include:-

- Not tailoring fraud control plans to their circumstances and specific risks;
- Not regularly reviewing their fraud control approach and keeping their fraud control plans up to date;
- Providing only limited information and training to staff on their responsibilities and how to report suspected frauds; and
- Providing limited information to the community on how they can report fraud in their councils.

NSW Auditor General Recommendations

The report details recommendations that the Office of Local Government should:-

- Work with councils to ensure they comply with the Public Interest Disclosure Act 1994; and
- Work with State entities and councils to develop a common approach to how fraud complaints and incidences are defined and categorised so that they can:-
 - (a) Better use data to provide a clearer picture of the level of fraud within councils.
 - (b) Measure the effectiveness of, and drive improvement in councils' fraud control systems.

POLICY IMPACT

Nil

OPTIONS

Nil

FINANCIAL IMPACT OF RECOMMENDATIONS

Nil

RECOMMENDATION That -

1. Council receive and note the report as information.

ATTACHMENTS

1. ↓	Audit Office Report - Fraud controls in local councils	Attachment
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Fraud controls in local councils

22 JUNE 2018



NEW SOUTH WALES AUDITOR-GENERAL'S REPORT

PERFORMANCE AUDIT

THE ROLE OF THE AUDITOR-GENERAL

The roles and responsibilities of the Auditor-General, and hence the Audit Office, are set out in the *Public Finance and Audit Act 1983* and the *Local Government Act 1993*.

We conduct financial or 'attest' audits of State public sector and local government entities' financial statements. We also audit the Total State Sector Accounts, a consolidation of all agencies' accounts.

Financial audits are designed to add credibility to financial statements, enhancing their value to end-users. Also, the existence of such audits provides a constant stimulus to entities to ensure sound financial management.

Following a financial audit the Audit Office issues a variety of reports to entities and reports periodically to parliament. In combination these reports give opinions on the truth and fairness of financial statements, and comment on entity compliance with certain laws, regulations and government directives. They may comment on financial prudence, probity and waste, and recommend operational improvements.

We also conduct performance audits. These examine whether an entity is carrying out its activities effectively and doing so economically and efficiently and in compliance with relevant laws. Audits may cover all or parts of an entity's operations, or consider particular issues across a number of entities.

As well as financial and performance audits, the Auditor-General carries out special reviews and compliance engagements.

Performance audits are reported separately, with all other audits included in one of the regular volumes of the Auditor-General's Reports to Parliament – Financial Audits.



GPO Box 12
Sydney NSW 2001

The Legislative Assembly
Parliament House
Sydney NSW 2000

The Legislative Council
Parliament House
Sydney NSW 2000

In accordance with section 421D of the *Local Government Act 1993*, I present a report titled

Auditor-General
22 June 2018

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contents

Fraud controls in local councils

Section one – Fraud controls in local councils

Executive summary	1
Introduction	4
Fraud control snapshot	6
Reporting of fraud in local councils	18

Section two – Appendices

Appendix one – Response from agency	23
Appendix two – Survey results	24
Appendix three – About the audit	31
Appendix four – Performance auditing	33

Section one

Fraud controls in local councils

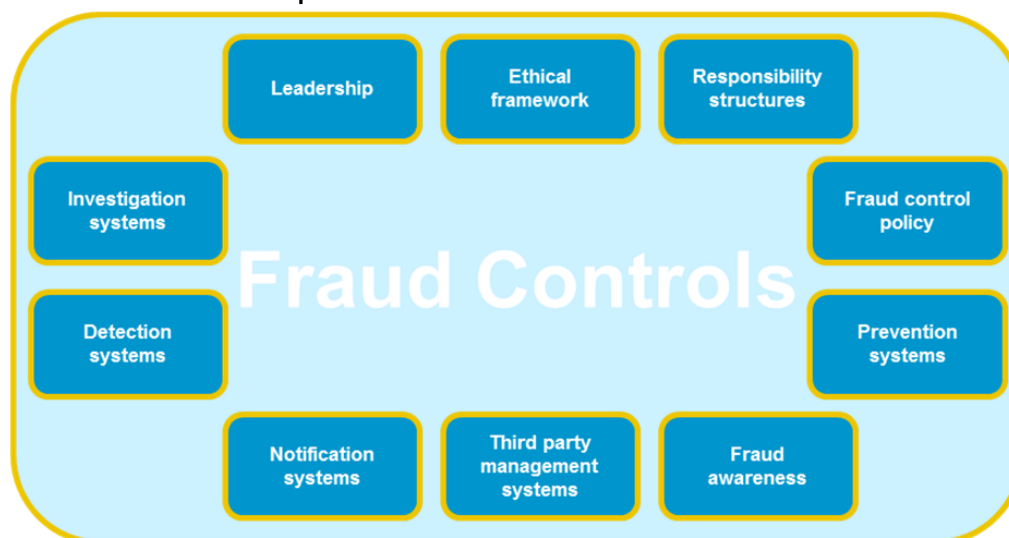


Executive summary

Fraud can directly influence councils' ability to deliver services, and undermine community confidence and trust. ICAC investigations, such as the recent Operation Ricco into the former City of Botany Bay Council, show the financial and reputational damage that major fraud can cause. Good fraud control practices are critical for councils and the community.

The Audit Office of New South Wales 2015 Fraud Control Improvement Kit (the Kit) aligns with the Fraud and Corruption Control Standard AS8001-2008 and identifies ten attributes of an effective fraud control system. This audit used the Kit to assess how councils manage the risk of fraud. It identifies areas where fraud control can improve.

Exhibit 1: Fraud control improvement kit attributes



Source: Audit Office Fraud Control Improvement Kit 2015.

We looked at the extent to which councils have implemented controls through a self-completed survey. Eighty-three of the 128 NSW local councils completed the survey. We also conducted research into fraud control elsewhere, held discussions with selected councils and fraud control experts, and incorporated relevant findings from our first year of financial audits.



Conclusion

The strength of fraud control systems varies significantly across New South Wales local councils, and our survey found that many need to improve significantly. Of the 83 councils that completed our survey:

- 5 have implemented most of the controls recommended by the kit
- a further 40 have implemented half or more of the recommended controls
- 38 have implemented less than half the recommended controls.

While 65 of the 83 councils that completed the audit survey have fraud control policies, 52 councils do not have fraud control plans that direct resources to address the specific fraud risks they face. In the last two years only 15 councils that completed the survey have assessed their fraud risks to identify a need for refreshing or improvement.

The audit also identified a pattern of councils putting in place a policy, procedures or systems but not ensuring people understand these or how they work. We found that less than one-third of surveyed councils:

- regularly train staff to identify and respond to suspected fraud
- tell staff or the public how to report suspected fraud and how they investigate these reports.

This increases the potential that staff may not adhere to specific fraud control practice requirements, contributing to the sector wide weaknesses in awareness and notification systems identified by the audit.

Despite several New South Wales state entities collecting data on suspected fraud, the cost, extent, and nature of fraud in local councils is not clear. Collaboration between state agencies and councils to address inconsistencies in data collection could provide a clearer picture to the public and councils on the incidence of fraud.



1. Key findings

Many councils have substantial room for improvement in their fraud control systems

The findings from the audit survey completed by 83 councils show that:

There is significant variation between councils in their fraud control systems

- 5 councils have implemented most of the controls recommended by the Kit
- a further 40 councils have implemented half or more of the recommended controls
- 38 councils have implemented less than half the recommended controls.

Councils do not conduct regular reviews to ensure their fraud control approach is appropriate to the fraud risks they face

- 52 councils do not have fraud control plans
- only 15 councils conducted any form of fraud risk assessment in the last two years
- 19 councils have conducted fraud control health checks in the last three years.

The lack of information and training of staff creates weaknesses in fraud awareness and notification systems

- 48 councils provide fraud awareness training or information to new staff, however only 29 provide regular training for existing staff
- 36 councils ask new staff to complete a conflict of interest declaration
- 67 councils ask new staff to sign a code of conduct, but only seven make this an annual requirement.

Councils provide limited information about fraud control to the public

Fifty-one of the councils that responded to our survey have their fraud control policy on their website. However:

- only six conduct community awareness or communication campaigns to make the public aware of their fraud control approach
- 34 have information on their website that tells the public how they can report suspected cases of fraud
- 14 report their fraud control activities in their annual reports.

Five of the surveyed councils did not have a Public Interest Disclosure (PID) policy

Five councils surveyed reported that they do not have a PID policy. PID policies are a requirement of the *Public Interest Disclosure Act 1994* (PID), and are an important component of councils' notification control systems. The purpose of a PID policy is to establish a reporting system for public officials to report allegations of impropriety without fear of reprisal. Organisational processes and procedures for reporting wrongdoing such as fraud are vital to good governance.

There is no clear picture of the overall level of fraud within councils

Councils and state entities collect extensive data on incidents of suspected fraud. Local communities have a limited view of whether their council has been the subject of complaints about suspected fraud, or the nature and outcome of such complaints.

Comparative performance reporting on fraud control practice may drive better practice in councils

The NSW Office of Local Government recently commenced work to develop a performance measurement framework for councils. Including performance measures for fraud control practice in this framework would help drive sector wide improvement.



2. Observations for the sector

The findings of this audit highlight areas where councils could improve their fraud control practice including:

1. tailoring fraud control plans to their circumstances and specific risks
2. systematically and regularly reviewing their fraud risks to keep their plans up-to-date
3. effectively communicating fraud risks, and how staff and the community can report suspected fraud
4. ensuring that they comply with the *Public Interest Disclosure Act 1994*.



3. Recommendations

That the Office of Local Government:

1. work with councils to ensure they comply with the *Public Interest Disclosure Act 1994*
2. work with state entities and councils to develop a common approach to how fraud complaints and incidences are defined and categorised so that they can:
 - better use data to provide a clearer picture of the level of fraud within councils
 - measure the effectiveness of, and drive improvement in councils' fraud control systems.



1. Introduction

Fraud can disrupt the delivery and quality of services and threaten the financial stability of councils.

Recent reviews of local government in Queensland and Victoria identify that councils are at risk of fraud because they purchase large quantities of goods and services using devolved decision-making arrangements. The Queensland Audit Office in its 2014–15 report 'Fraud Management in Local Government' found that 'Councils are exposed to high-risks of fraud and corruption because of the high volume of goods and services they procure, often from local suppliers; and because of the high degree of decision making vested in councils'. They also highlight some common problems faced by councils including the absence of fraud control plans and failure to conduct regular reviews of their internal controls. Also, in 2008 and 2012 the Victorian Auditor-General identified the importance of up-to-date fraud control planning, clearly documented related policies, training staff to identify fraud risks and the importance of controls such as third-party management.

Investigations into councils by the NSW Independent Commission Against Corruption (ICAC), such as the recent Operation Ricco, show the impact that fraud can have on councils. These impacts include significant financial loss, and negative public perceptions about how well councils manage fraud. The findings of these investigations also show the importance of good fraud controls for councils.

Operation Ricco

In its report on Operation Ricco, the ICAC found that the Chief Financial Officer (CFO) of the City of Botany Bay Council and others dishonestly exercised official functions to obtain financial benefits for themselves and others by causing fraudulent payments from the Council for their benefit. It also identified the CFO received inducements for favourable treatment of contractors.

The report noted that there were overwhelming failures in the council's procedures and governance framework that created significant opportunities for corruption, of which the CFO and others took advantage. It found weaknesses across a wide variety of governance processes and functions, including those involving the general manager, the internal audit function, external audit, and the operation of the audit committee.

Source: Published reports of ICAC investigations July 2017.

1.1 The regulatory framework

The NSW Local Government Act 1993 and Model Code of Conduct

The *Local Government Act 1993*, section 440 requires local councils to adopt a code of conduct that incorporates the provisions of the 'Model Code of Conduct for Local Councils in NSW, November 2015' (the Model Code).

The Model Code describes the expectations for ethical conduct in councils, including avoiding fraudulent behaviour. It sets out 'the minimum requirements of conduct for council officials in carrying out their functions'. The Model Code applies to elected councillors, staff, and contractors.

Councils' fraud control practice should reflect their compliance with the requirements of the Model Code.

Exhibit 2: Model Code of Conduct for Local Councils in NSW**Part 3 General Conduct Obligations**

3.1 You must not conduct yourself in carrying out your functions in a manner that is likely to bring the council or holders of civic office into disrepute. Specifically, you must not act in a way that:

- a) contravenes the Act, associated regulations, council's relevant administrative requirements and policies
- b) is detrimental to the pursuit of the charter of a council
- c) is improper or unethical
- d) is an abuse of power or otherwise amounts to misconduct
- e) causes, comprises or involves intimidation, harassment or verbal abuse
- f) causes, comprises or involves discrimination, disadvantage or adverse treatment in relation to employment
- g) causes, comprises or involves prejudice in the provision of a service to the community. (Schedule 6A)

3.2 You must act lawfully, honestly and exercise a reasonable degree of care and diligence in carrying out your functions under the Act or any other Act. (section 439)

3.3 You must treat others with respect at all times.

Source: Office of Local Government Model Code of Conduct for NSW Local Councils 2015.

1.2 About the audit

This audit provides a sector-wide snapshot of how local councils manage the risk of fraud. To understand this, we asked councils to complete a survey to assess their fraud controls against the ten fraud control attributes set out in our [Fraud Control Improvement Kit](#).

To identify risks and opportunities to improve fraud control practices we also:

- reviewed data collected by councils and New South Wales Government entities
- conducted workshops and interviews with councils
- conducted interviews with industry experts and other stakeholders.

We also considered relevant findings from our first year of financial audits of local councils.



2. Fraud control snapshot



The strength of fraud control systems varies significantly across New South Wales local councils, and many councils we surveyed need to improve significantly.

Most surveyed councils do not have fraud control plans that direct resources to mitigating the specific fraud risks they face. Few councils reported that they conduct regular risk assessments or health checks to ensure they respond effectively to the risks they identify.

There are sector wide weaknesses that impact on the strength of councils' fraud control practice. Less than one-third of councils that responded to the survey:

- communicate their expectations about ethical conduct and responsibility for fraud control to staff
- regularly train staff to identify and respond to suspected fraud
- inform staff or the wider community how to report suspected fraud and how reports made will be investigated.

The audit also identified a pattern of councils developing policies, procedures or systems without ensuring people understand them, or assessing that they work. This reduces the likelihood that staff will actually use them.

In general, metropolitan and regional councils surveyed have stronger fraud control systems than rural councils.

Newly amalgamated councils are operating with systems inherited from two or more pre-amalgamated councils. These councils are developing new systems for their changed circumstances.

Five councils surveyed reported that they did not comply with the *Public Interest Disclosure Act 1994*.

Observations for the sector:

Councils should improve their fraud controls by:

- tailoring fraud control plans to their circumstances and specific risks
- systematically and regularly reviewing their fraud risks and fraud control systems to keep their plans up-to-date
- effectively communicating fraud risks, and how staff and the community can report suspected fraud
- ensuring that they comply with the *Public Interest Disclosure Act 1994*.

Recommendation:

That the Office of Local Government:

- work with councils to ensure they comply with the *Public Interest Disclosure Act 1994*.

2.1 Fraud control survey

Our survey of councils provides a snapshot of fraud control in the sector

We asked all 128 New South Wales local councils to complete a survey to assess their fraud controls against the ten attributes set out in the Audit Office's Fraud Control Improvement Kit. Eighty-three councils, or 65 per cent, completed the survey.

Exhibits 3 and 4, show that most metropolitan and regional councils, and almost half of rural councils, participated in the survey. This is a high response rate for a voluntary survey and allows us to provide a snapshot of fraud controls in the sector. See Appendix two for a summary the survey data.

Exhibit 3: New South Wales regional and rural local councils that completed the fraud control survey

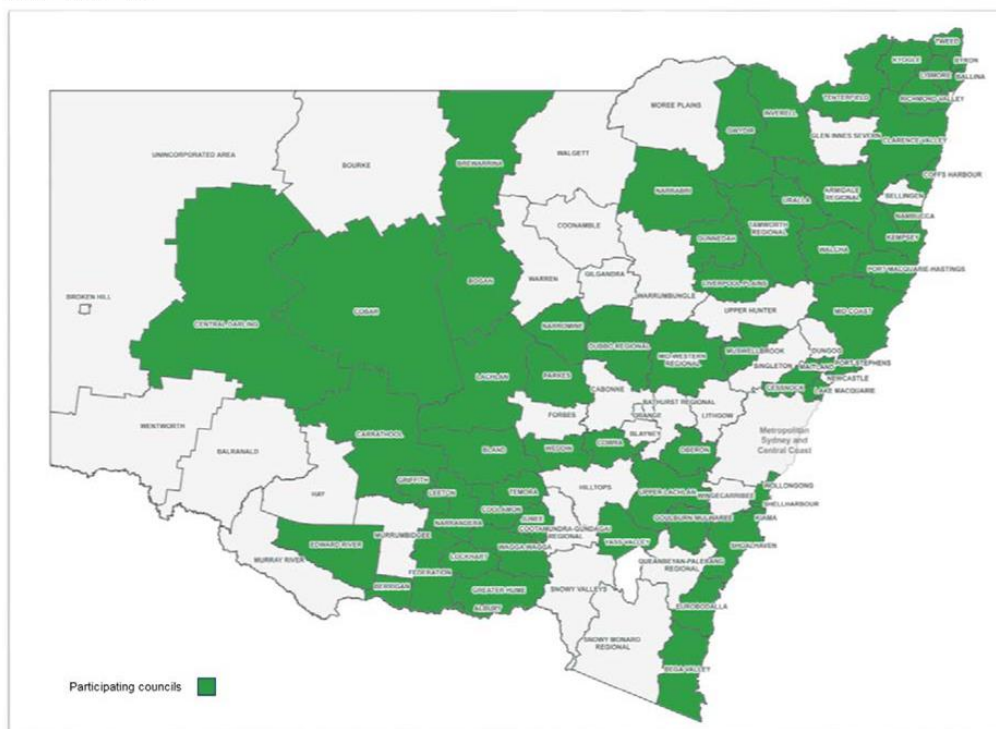
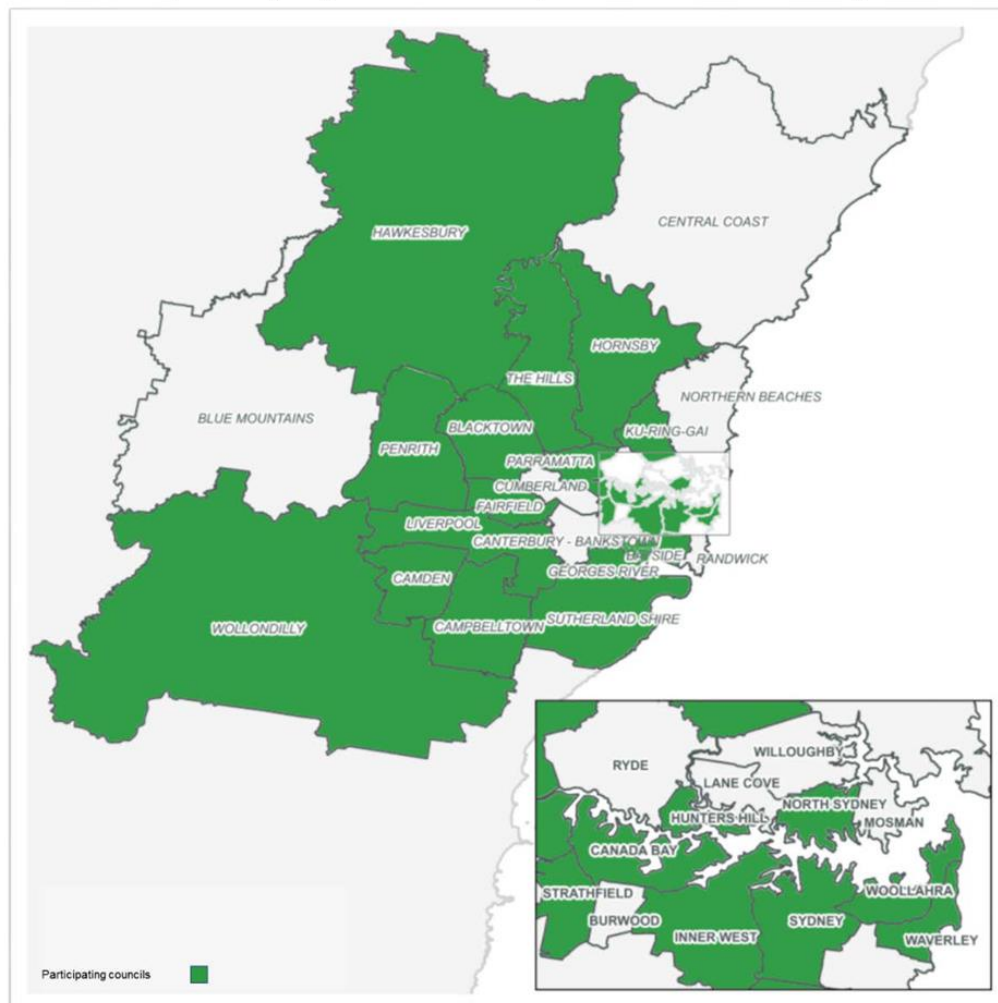


Exhibit 4: Metropolitan Sydney councils that completed the fraud control survey

Source: Audit Office research and analysis 2018.

2.2 Overall fraud control practice

The strength of fraud controls varies significantly across NSW local councils

Based on the responses to our survey, many councils need to significantly improve their fraud control systems. Of the 83 councils that completed our survey:

- 5 have implemented most of the controls recommended by the Kit
- a further 40 have half or more of the controls
- 38 have implemented less than half the controls.

Each council's fraud control approach needs to be appropriate to the fraud risks it faces. All surveyed councils have implemented some controls against each of the ten attributes listed in the Kit. However, there is substantial room for improvement in many councils.

Exhibit 5 shows a summary of coverage of fraud control attributes across the sector and by council type. All surveyed councils had only partial coverage on prevention systems, fraud awareness, and notification systems. Rural and regional councils also have partial coverage on responsibility structures. These councils should review these areas to identify opportunities for improvement.

Exhibit 5: Summary of fraud controls

	Metropolitan councils	Rural councils	Regional councils	Sector
1. Leadership				
2. Ethical framework				
3. Responsibility structures				
4. Fraud control policy				
5. Prevention systems				
6. Fraud awareness				
7. Third-party management systems				
8. Notification systems				
9. Detection systems				
10. Investigation systems				
<div>Level of controls in place</div> <div> <div>Low coverage</div> <div>Partial coverage</div> <div>Good coverage</div> </div>				

Notes:

- 1 Low coverage = less than one third of controls in place.
- 2 Partial coverage = less than two thirds of controls in place.
- 3 Good coverage = more than two thirds of controls in place.

Source: Audit Office research and analysis 2018.

There is a sector wide weakness in prevention systems in councils

Around two thirds of councils surveyed did not have fraud control plans and only 15 have conducted any form of risk assessment within the last two years, as recommended by the Kit.

The lack of fraud control plans in these councils is a significant gap in their fraud control practices. Councils without fraud control plans have no basis to assess whether their fraud strategies are sound, coordinated, purposely implemented and reviewed.

Rural councils told us that they have difficulty implementing some fraud controls because they lack resources and capability. That said, some rural councils reported that they have adopted approaches to address the challenges of their size, location and capabilities. For example, some have established partnerships with comparable size councils to share skilled staff to implement the required fraud control practices.

There are sector wide weaknesses in councils' notification and fraud awareness systems

Most councils surveyed need to improve their notification and fraud awareness systems.

Fraud awareness controls in the Kit involve activities to ensure that staff and others understand council's expectations of them in relation to fraud prevention. Notification systems controls are mechanisms to report suspected fraud and activities to ensure that staff and the public know how to report suspected fraud.

The risk that fraud will not be identified or reported increases when notification and fraud awareness controls are weak.

Fraud control health checks help identify improvement opportunities, but are not widely used

Only 32 of the 83 surveyed councils reported that they had undertaken a fraud control health check in the last five years. Fraud control health checks help to identify areas where fraud controls may need refreshing or improving. They are also a useful way to measure staff understanding of fraud control policy.

2.3 Fraud control practice by attribute

Senior management in councils is committed to effective fraud control

Leadership

Leadership that models ethical behaviour and communicates expectations regarding conduct is fundamental to fraud control. The Kit identifies two common elements of leadership namely:

- CEO and senior management commitment to fraud control
- clearly defined CEO and senior management accountability and responsibilities.

All surveyed councils report that senior management demonstrated the two elements for leadership identified in the Kit.

We also found that 60 councils conduct regular staff surveys of their organisational culture. These measure staff views on issues such as:

- how effectively council promotes ethical behaviour
- the commitment of council's leadership team to ethical conduct
- how safe staff feel reporting unethical conduct to their direct supervisor
- council's commitment to act in response to reports of unethical conduct.

Work currently underway by the Ethics Centre underlines the importance of leadership in fraud control and links this with organisational culture. Experts from the Ethics Centre told us that the absence of good leadership can undermine the most robust procedural framework.

ICAC's Operation Magnus illustrates the impact that a lack of senior management commitment to ethical conduct can have for councils.

Exhibit 6: Operation Magnus

The ICAC found the former General Manager of Burwood Council, and other council officers, engaged in corrupt conduct in the course of their administration of staff and use of Council resources. Amongst other things, the General Manager:

- failed to manage appropriately his conflict of interest in the recruitment to Council of his friend, and in the payment of \$41,400 above his friend's contracted remuneration
- procured work on units in which he had a personal interest from Council officers during Council time
- took adverse managerial action against four Council whistleblowers.

Source: Published reports of ICAC investigations April 2011.

The Model Code provides the ethical framework for councils

Ethical framework

An organisation's fraud control framework is part of a much bigger ethical framework that guides the values of the organisation and provides standards for behaviour and decision-making. The ethical framework sets the organisational culture that is fundamental to the success of a fraud control framework.

The Model Code provides the ethical framework for councils. All surveyed councils have measures that meet the requirements of the Model Code and most would also meet the requirements of the consultation draft Model Code released by the OLG in December 2017.

However, the Kit recommends that staff also sign both a code of conduct and a conflict of interest declaration as evidence of their commitment to ethical behaviour.

Of the 83 councils that completed our survey:

- 67 ask staff to sign a code of conduct when they commence employment, however only seven councils make this an annual requirement
- 63 councils have a policy relating to conflict of interest. Only 36 of these ask staff to complete a conflict of interest declaration on commencement of employment and only 29 make this an annual requirement.

Responsibility for fraud control oversight is not always clear

Responsibility structures

A comprehensive responsibility structure is required to implement an organisation's fraud control framework. Key elements of this structure include:

- management and all staff have clearly defined responsibilities for managing fraud
- integration of fraud management with core business
- resources allocated to managing fraud.

In 35 surveyed councils, the responsibility for oversight of fraud control is part of one or more senior managers' role descriptions. Rural and regional councils are less likely to include this in senior management role descriptions.

Of the 83 councils that completed our survey:

- 48 councils agreed that they had integrated fraud management with their core business
- 45 agreed that sufficient resources were allocated to the management of their fraud risks.

The Auditor-General's Report on Local Government 2017 reports on the 2016–17 financial audits of council financial statements. It notes that an effective audit, risk and improvement committee is an important part of good governance. While councils are not currently required to have an audit, risk and improvement committee, 53 councils do not have a functioning audit committee. Changes outlined in section 428A of the *Local Government Amendment (Governance and Planning) Act 2016* will require councils to establish an audit risk and improvement committee by March 2021. The report recommends that councils should early adopt the proposed requirement to establish an audit, risk and improvement committee. (p58)

Most councils have a fraud control policy

Fraud control policy

Organisations need to have policies, systems and procedures in place that minimise the risk of fraud throughout the organisation. These should include risk-based policies appropriate to the organisation that are holistic and integrated. Organisations need to review them regularly to ensure they remain current.

Sixty-five surveyed councils report they have a stand-alone fraud control policy which includes most of the characteristics listed in the Kit such as:

- a definition of fraud
- the organisation's commitment to investigating and prosecuting fraud
- employee responsibilities relating to fraud prevention
- how they will carry out investigations.

There were 18 councils surveyed reported that they did not have a fraud control policy. This is a significant gap in practice for these councils.

Only 42 surveyed councils have reviewed their policy in the last two years. Newly amalgamated councils are operating with systems inherited from two or more pre-amalgamated councils. The nine newly amalgamated councils that completed the survey report that they are establishing new stand-alone fraud control policies that will apply to their council.

Few councils have fraud control plans or undertake regular risk assessments

Prevention

Fraud prevention systems are a cost effective way to minimise fraud in an organisation. As with all aspects of the fraud control framework, the prevention strategies used by an organisation should be proportionate to the fraud risks involved. They should include:

- proactive and integrated risk assessments
- planning and follow up accountability mechanisms.

These should be reviewed after substantial change and at least every two years.

Of the 83 councils that completed the survey only:

- 31 have fraud control plans
- 15 have conducted any form of fraud risk assessment in the last two years.

Councils without fraud control plans have limited assurance that they are effectively mitigating the specific risks they face. Regular risk assessments help ensure the fraud controls remain contemporary and effective.

The Auditor-General's report on Local Government 2017 reinforces the survey results. This report found instances where councils could strengthen their risk management practice ([Section 5.2 of volume](#)).

The report on Local Government 2017 also found that just under half of the councils audited did not have an adequate information security policy. The Kit notes that a 'key element of a prevention system is a specific IT security strategy, which is aligned with the organisation's business strategy. This reflects the significant reliance on technology and the potentially serious consequences of a breach of IT security'.

In our survey, we asked councils to identify the top three control weaknesses found through their health checks. One of the common weaknesses in prevention systems was that no recent risk assessment had been completed.

Councils provide only limited training and information on fraud

Fraud awareness

Staff in an organisation are a prime source of information on suspected frauds. To make best use of this valuable resource, staff need to be aware of what fraud is, common types of fraud they may encounter, their responsibilities and how to report suspected frauds. Importantly, organisational culture must encourage reporting of suspected fraud.

Awareness of what fraud is, how to recognise it, and what to do in response is critical to controlling the incidence of fraud. Many councils do not ensure that their staff have good fraud awareness. Of the 83 councils that completed the survey only:

- 48 provide fraud awareness training or information to new staff
- 28 provide fraud awareness training or information to contracted-in staff
- 29 provide fraud awareness training for existing staff at regular intervals.

Councils have implemented most recommended controls on third party management

Third party management

Third party management systems include:

- targeted training and education for key staff
- due diligence and clear contractual obligations and accountabilities
- effective third party internal controls
- third party awareness and reporting
- staff disclosure of conflicts of interest and secondary employment.

Exhibit 7 shows that most councils have implemented controls relating to conflicts of interest, duplicate payments, consultants and contractors, and payment on confirmation of services received. More than half have implemented all the third-party management systems recommended in the Kit.

However, we identified some gaps in practice. For example, of the 83 councils who completed the survey:

- 26 do not have processes to manage phantom vendor fraud. Phantom vendor fraud occurs when an employee establishes a fictitious vendor and submits false invoices for payment or where an invoice does not exist to support payment
- 28 do not have processes to manage potential kickback or bribery. Kickback or bribery involves an employee misusing their position to award contracts to firms in return for personal gain such as payments of money, employment of family members outside proper recruitment processes, or other gratuities
- 37 do not have processes to manage potential bid rigging. Bid rigging is collusive price-fixing behaviour by firms to coordinate their bids on procurement or project contracts, including arranging the bidding process to guarantee selection of a vendor
- only 36 councils reported their contracts with third parties clearly set out accountabilities for managing fraud risk.

While 63 councils surveyed reported that their code of conduct or ethics applies to staff of consultants and contractors while engaged in providing services to the council, only 17 per cent said they provided fraud awareness information or training for these people on commencement of the contract.

Exhibit 7: Third-party management systems

Councils have procurement controls and processes to manage the following:	Yes	No
Conflicts of interest	75	8
Phantom vendor fraud	57	26
Split purchase orders/split orders	66	16
Kickbacks or bribery	54	28
Duplicate payments	69	13
Bid rigging	45	37
Tender splitting	61	22
Consultants and contractors	71	12
Payment on confirmation of services received provided by consultants or contractors	70	13

Note: Nil responses to some questions account for differing totals in this chart.

Source: Audit Office survey results 2017.

Several councils told us that successive ICAC investigations highlight the risks from, and possible responses to, gaps in third-party management practice. Operation Jarek, summarised in Exhibit 8, shows the impact that poor third-party management controls can have for councils.

Exhibit 8: ICAC Operation Jarek**Operation Jarek**

The ICAC found that staff and former staff from 14 local Councils engaged in corrupt conduct by accepting gift vouchers and other gifts from suppliers as an inducement to continue placing orders with their companies or as a reward for placing orders with the companies. It also found staff from supplier companies had engaged in corrupt conduct through their involvement in offering these gifts.

The Commission noted that agencies generally focused on having rules around the acceptance of gifts. However, they did not consider corruption risks in the broader relationship between buyer and supplier, or the opportunity for corruption in their procurement and inventory management systems.

Source: Published reports of ICAC investigations October 2012.

Common weaknesses in third-party systems identified through surveyed council health checks were:

- transparency in selection and supplier management
- conflicts of interest for procurement
- collusion and improper relationships
- absence of payroll audit trail.

Councils usually document notification systems but rarely communicate these to the public**Notification systems**

Organisations should encourage employees and external parties to report unethical behaviour, including fraud. Employees must understand that they can make reports without fear of reprisal and be confident that they will be taken seriously and acted upon.

While most surveyed councils have documented notification mechanisms for reporting fraud, they conduct very few activities to make sure that people are aware of those mechanisms.

The results shown in Exhibit 9 demonstrate that most surveyed councils do little to ensure that staff or the public are aware of their fraud notification systems. Of the 83 councils that completed the survey only around half undertake awareness activities to ensure that staff and the public know how they can report suspected fraud to council and only:

- 4 have community awareness campaigns that provide information to the public about how to report conduct that they suspect may be fraudulent
- 34 have information on their website to make customers and the public aware of how they can report suspected cases of fraud.

Exhibit 9: Notification systems

Council awareness raising activities on reporting suspected cases	Yes	No
Fraud awareness training on reporting suspected fraud	38	44
Internal communications such as newsletters, bulletins, all staff emails, or intranet posts	40	43
Information on council's website directed to staff	39	44
Community awareness campaigns for the wider public	4	78
Information on council's website directed to the public	34	49

Note: Nil responses to some questions account for differing totals in this chart.

Source: Audit Office survey results 2017.

Five surveyed councils do not comply with the *Public Interest Disclosure Act 1994* because they do not have a Public Interest Disclosure policy

Councils are public authorities and must have a Public Interest Disclosure (PID) policy that outlines their requirements to report potential fraud. Seventy-eight councils reported to us that they have these policies, however five reported they did not. These five councils do not comply with the *Public Interest Disclosure Act 1994*.

Organisational processes and procedures for reporting wrong doing are vital to good governance, according to the Griffith University report 'Whistleblowing Processes & Procedures - A New National Snapshot'. This research links the strength of reporting processes to community views of an organisation's integrity and the likely organisational response to a complaint about misconduct.

ICAC investigations also show that weak mechanisms to encourage fraud reporting can be factors in fraud perpetrated in councils. For example, Operation Churchill identified the failure of notification systems as one factor in the fraudulent conduct of a council officer that resulted in considerable damage to council's finances and reputation.

Exhibit 10: Operation Churchill

The ICAC found that a Willoughby City Council development officer engaged in corrupt conduct by exercising his official functions to favour various business owners. The ICAC found that Council's development assessment approval system enabled individual officers to expedite development approvals in return for benefits such as cash, gifts, free meals, free massages and sexual services.

The ICAC also found that the Council's culture of accepting gifts and benefits, and the lack of communication with its community, exacerbated the risk of fraud and corruption.

Source: Published reports of ICAC investigations June 2011.

While councils report good coverage of detection controls, our financial audits highlight a need for regular review in this area

Detection systems

It is important for an organisation to take ownership of its fraud risk and implement effective detection systems to mitigate these risks. An organisation should have:

- robust internal controls
- monitoring and review processes
- risk-based internal audit programs.

Exhibit 11 shows that most councils reported they have most of the detection controls recommended in the Kit. However, staff rotation in high-risk areas is a practice in only 12 councils.

Exhibit 11: Detection controls

	Yes	No
Segregation of duties in high-risk areas	82	1
Staff rotation in high-risk areas	12	71
Regular reviews and checks to detect irregularities in high-risk areas	68	15
Reconciliations	80	3
Analysis of management accounts and financial statements	81	2
Delegations manual	76	7
Systems and IT controls	82	1
Staff act in high-risk positions when permanent staff are on leave	71	7
Council's internal audit plan covers high-risk fraud areas	62	5

Note: Nil responses to some questions account for differing totals in this chart.

Source: Audit Office survey results 2017.

While the survey results indicate that councils say they have most of the controls recommended in the Kit, weaknesses identified in the financial audits and council's own health checks demonstrate the importance of regular review of controls to ensure they are effective.

The Auditor-General's Report on Local Government 2017 identified instances of weaknesses in detection controls ([Section 5.3 of volume](#)). These included weaknesses relating to:

- no review of changes to details in the payroll master file
- segregation of duties, such as manual journals not reviewed by an independent officer
- inadequate supporting documentation for manual journals posted
- delegations including staff with access to process manual journals beyond the requirements of their job.

While almost all councils we surveyed said they had system and IT controls, the Report on Local Government 2017 found weaknesses in IT access controls. These included:

- informally documented and inconsistently applied user access controls
- inappropriate privileged access, inadequate review and insufficient retention of access logs to monitor the activities of privileged system users
- user developed applications which allowed users to by pass access controls ([Section 6.2 of volume](#)).

Common weaknesses in detection systems identified through council health checks were:

- weak IT system controls including poor passwords, multiple privileged users
- risk of asset disposal or use for personal benefit
- collusion to lower asset value for personal gain during disposal/sale
- lack of review of vehicle log books
- poor controls to ensure effective and efficient maintenance
- insufficient segregation of duties in procurement, accounts payable, finance
- lack of monitoring of records and transactions, including incomplete reconciliations of funds.

Councils need to ensure they have formal processes to investigate suspected fraud

Investigation systems

Investigation is typically the last stage of the fraud control framework. Successful investigation systems document how the organisation will conduct fraud investigations and disciplinary procedures in relation to fraud perpetrators.

Of the 83 councils that completed the survey:

- 51 have documented policies and procedures in relation to fraud investigation
- 47 have documented disciplinary procedures for fraud perpetrators.

This is a significant gap in practice in those councils without these policies and procedures. Documenting policies and procedures in relation to fraud control increases the likelihood that staff and members of the community will report suspected fraud. As noted in the Griffith University report 'Whistleblowing Processes & Procedures - A New National Snapshot' people are less likely to report potential fraud if they do not believe that council will investigate this fairly.



3. Reporting of fraud in local councils



Despite several New South Wales state entities collecting data on suspected fraud, the cost, extent, and nature of fraud in local councils is not clear.

There are weaknesses in data collection and categorisation. Several state entities receive complaints about councils. These entities often do not separate complaints about fraud from other complaint data, do not separate local council data from other public-sector data, and do not separate complaints about council decisions or councillors from complaints about council staff conduct. Complaints about one incidence of suspected fraud can also be reported multiple times.

Collaboration between state entities and councils to address these weaknesses in data collection could provide a clearer picture to the public and councils on the incidence of suspected fraud. Better information may also help councils decide where to focus fraud control efforts and apply resources more effectively.

Including measures for fraud control strength and maturity in the OLG performance framework may also improve practice in councils. Further, OLG may want to consider how a revised Model Code could better drive fraud control practice in councils.

Recommendations

That the Office of Local Government:

- work with state entities and councils to develop a common approach to how fraud complaints and incidences are defined and categorised so that they can:
 - better use data to provide a clearer picture of the level of fraud within councils
 - measure the effectiveness of, and drive improvement in councils' fraud controls systems.

3.1 Current reporting of fraud in councils

There is no clear picture of the overall level of fraud within local councils

Councils and state entities collect extensive data on suspected fraud in local councils. However, the extent and incidence of fraud in councils is not clear. These entities do not generally differentiate complaints about fraud from corrupt or improper conduct in data they collect. The same complaint can be received by several entities, leading to multiple counting and reporting.

ICAC, the NSW Ombudsman, OLG and the NSW Police all report data on complaints about councils. The reports include complaints about suspected fraud. Most complaints about potential fraud are received by OLG, ICAC and the NSW Ombudsman. The data reported by these entities generally does not tell us whether a complaint is serious or if it relates to fraud.

Councils can resolve complaints relating to fraud that they receive directly and may report these in their annual reports. They also report serious complaints to the OLG as a breach of the Model Code of Conduct. The OLG compiles data on breaches of the Model Code and reports these in its annual reporting. For example, in 2015–16 the OLG received 1,926 complaints regarding alleged breaches of the Model Code. Of these 74 complaints were sufficiently serious to warrant formal investigation but OLG did not identify whether they related to suspected fraud.

Where state entities report only state-wide totals, local communities cannot see whether their council has been the subject of complaints about suspected fraud, the nature of those complaints or the result of the complaints. Along with the OLG, ICAC and the NSW Ombudsman report data on a sector wide basis.

3.2 Opportunities for improvement

There is limited collaboration among state entities on reporting of suspected fraud in councils

Feedback from our interviews with these state entities highlights an opportunity for better cooperation to deliver a clearer picture of the incidence of fraud in councils to the public. This data may also be useful for developing councils' fraud control practices and measuring effectiveness.

Existing barriers to data sharing reported to us include:

- no common definition of fraud
- entities do not differentiate complaints about fraud from other forms of corrupt or improper conduct
- entities do not report complaints about councillors, members of staff, contractors or volunteers separately
- the potential for duplication in data collection
- entities only reporting sector wide totals.

Comparative performance reporting on fraud control practice may drive better practice in councils

The OLG recently commenced work to develop a performance measurement framework for councils. Including performance measures for fraud control practice in this framework may be useful in driving sector wide practice improvement.


Section two

Appendices



Appendix one – Response from agency

Strengthening local government



**Office of
Local Government**

Our Reference: A598462
Your Reference:
Contact: Lana Hall
Phone: 02 4428 4189

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

Ms Margaret Crawford
Auditor-General of NSW
GPO Box 12
SYDNEY NSW 2001

Dear Ms Crawford

Thank you for your letter of 4 June 2018 providing a copy of the Performance Audit report on Fraud controls in Local Councils. The Office of Local Government (OLG) appreciates the opportunity to respond to the report and notes the findings and recommendations that have been made.

I would like to acknowledge the valuable work your Office has done to examine fraud controls within councils and to identify areas for improvement. OLG will encourage councils to examine their fraud controls in light of the audit outcomes and to assess their efficacy against the Audit Office's Fraud Control Improvement Kit.


OLG will shortly be releasing a discussion paper to consult on the proposed regulatory framework governing internal audit for councils. Once these provisions come into effect, councils' capacity to identify deficiencies in their fraud controls will be greatly enhanced with oversight by a mandatory audit, risk and improvement committee.

I have noted the recommendations you have made about OLG supporting councils to comply with the *Public Interest Disclosures Act 1994* (PID Act) and the better use of data to provide a clearer picture of the prevalence of fraud within councils, to measure the efficacy of councils' fraud control systems and to drive improvement. OLG will work with the sector to ensure that councils understand their obligations under the PID Act.

In relation to the collection of data on suspected fraud, OLG will pursue the need to develop a consistent approach to the collection and categorisation of council fraud complaints across the NSW public sector through the Local Government Liaison Committee, which includes representatives from your Office, OLG, the Independent Commission Against Corruption, the NSW Ombudsman and the Information and Privacy Commission.

Thank you once again for the opportunity to respond to the report and for engaging with OLG throughout the audit process.


Yours sincerely



Tim Hurst
Acting Chief Executive
Office of Local Government

14/6/18

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





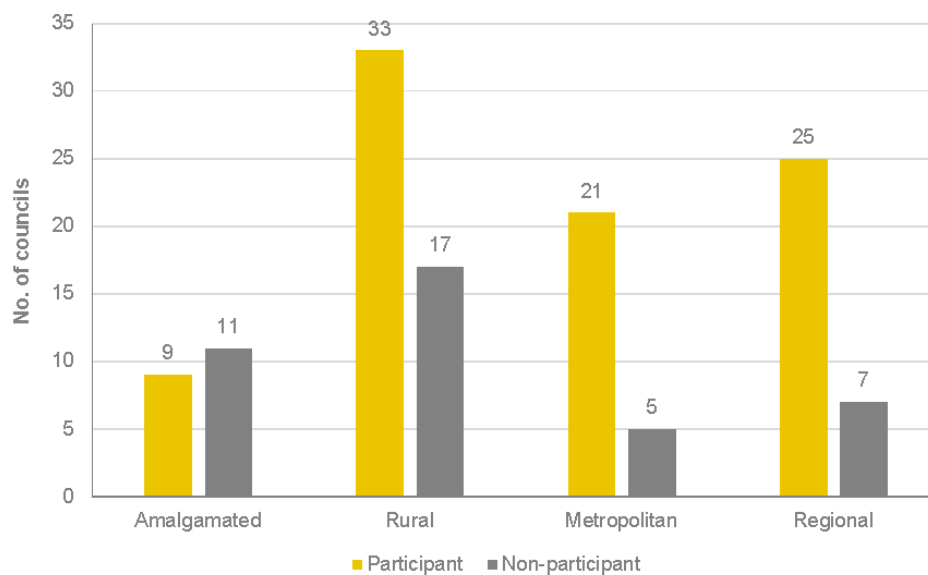
Appendix two – Survey results

The survey response

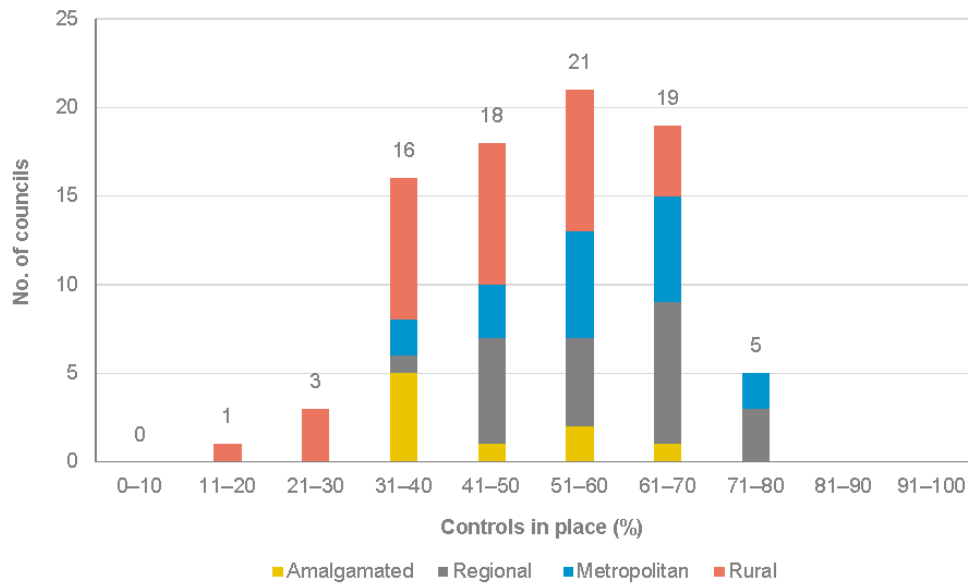
A total of 88 of the 128 local councils in New South Wales participated in the fraud control survey we conducted in 2017 as part of this audit. We excluded five incomplete survey responses from our detailed analysis. As shown in Chart 1, most metropolitan and regional councils, and two thirds of rural councils, participated in the survey.

Amalgamated councils were operating controls inherited from one or more previous pre-amalgamated councils. These results show the progress made by amalgamated councils in the implementation of new organisation-wide fraud controls.

Chart 1: Fraud survey participation



Source: Audit Office analysis of Fraud controls in local government survey results, 2017.

Chart 2: Fraud control improvement kit - Percentage of all controls in place by council type

Source: Audit Office analysis of Fraud controls in local government survey results, 2017.

Chart 2 illustrates the percentage of controls recommended by the Kit that councils reported having in place. Of the 83 councils that completed the survey, 45 councils reported having 51 per cent or more of controls. Eighteen councils reported having between 41 and 50 per cent of recommended controls. The remaining 20 councils, most of which were rural or amalgamated, had less than 40 per cent of the recommended controls.

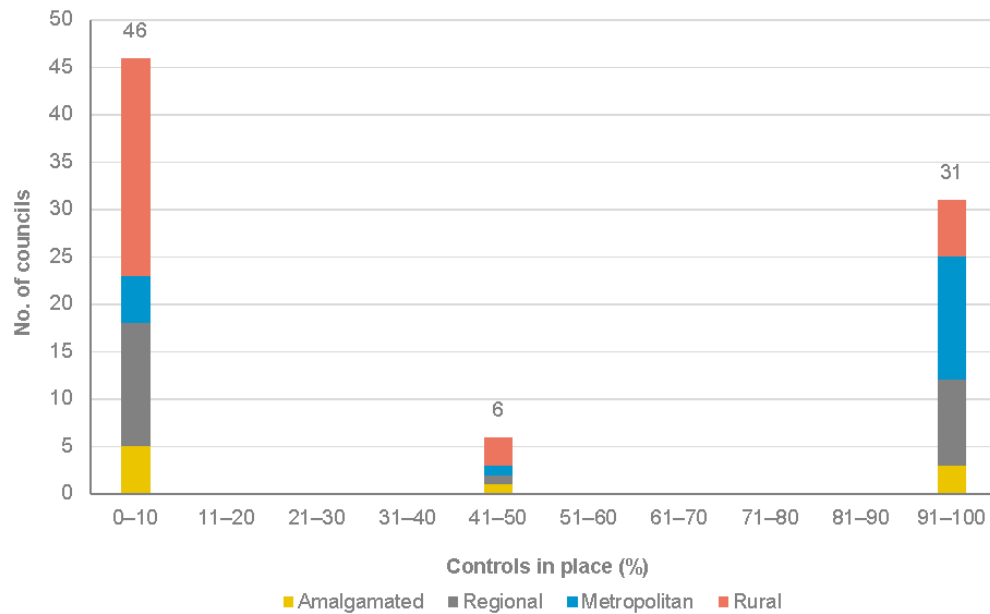
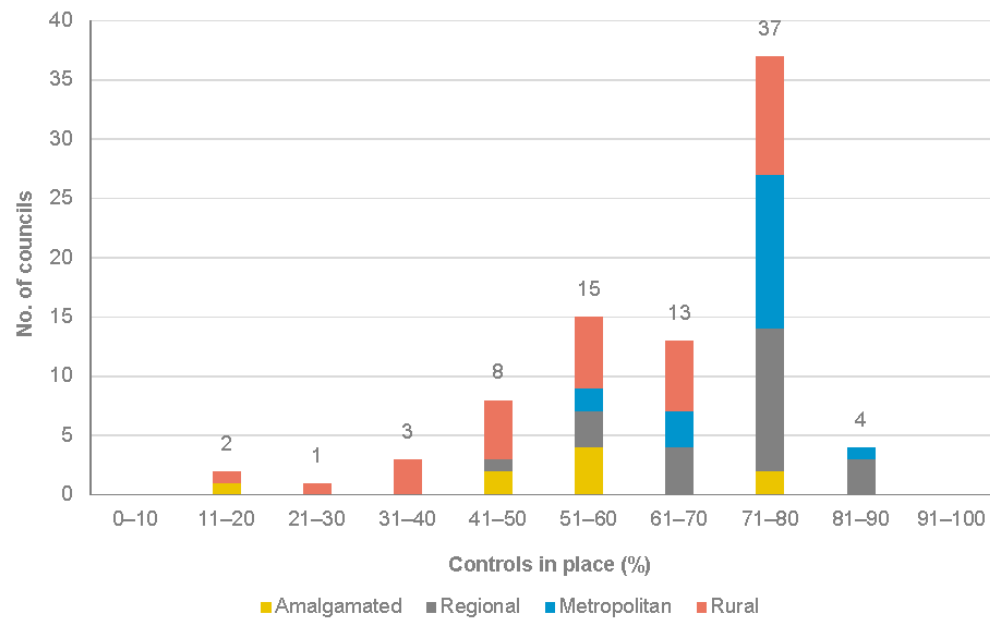
Chart 3: Percentage of leadership controls in place by council type**Chart 4: Percentage of ethical framework controls in place by council type**

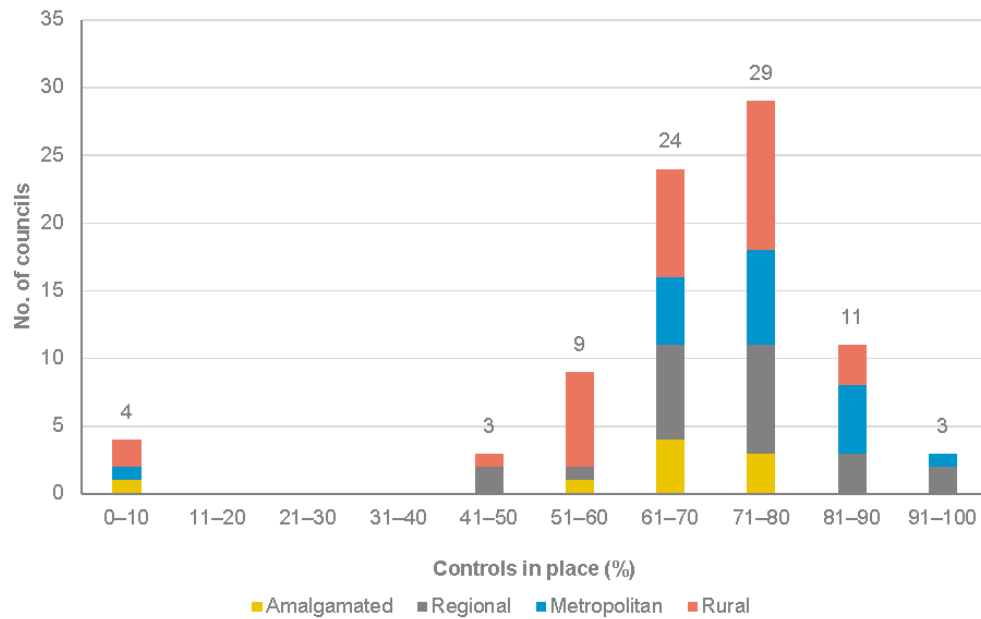
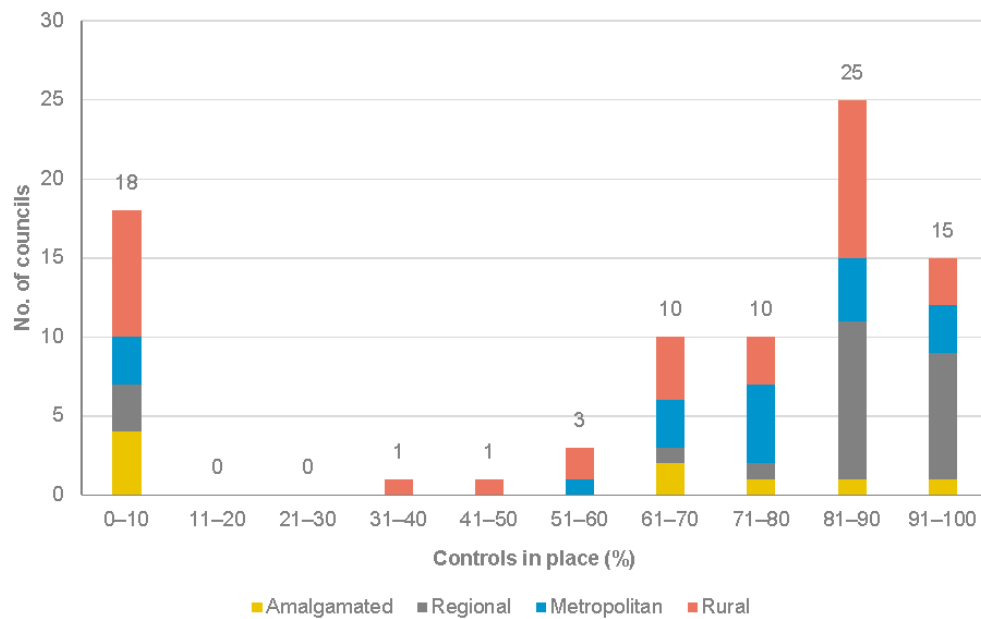
Chart 5: Percentage of responsibility structure controls in place by council type**Chart 6: Percentage of fraud control policies in place by council type**

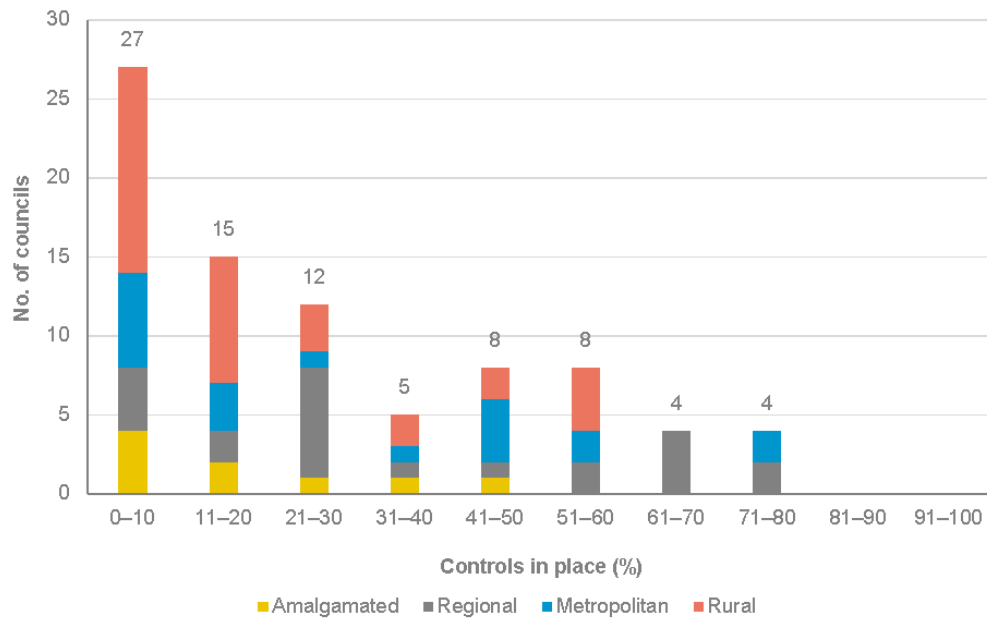
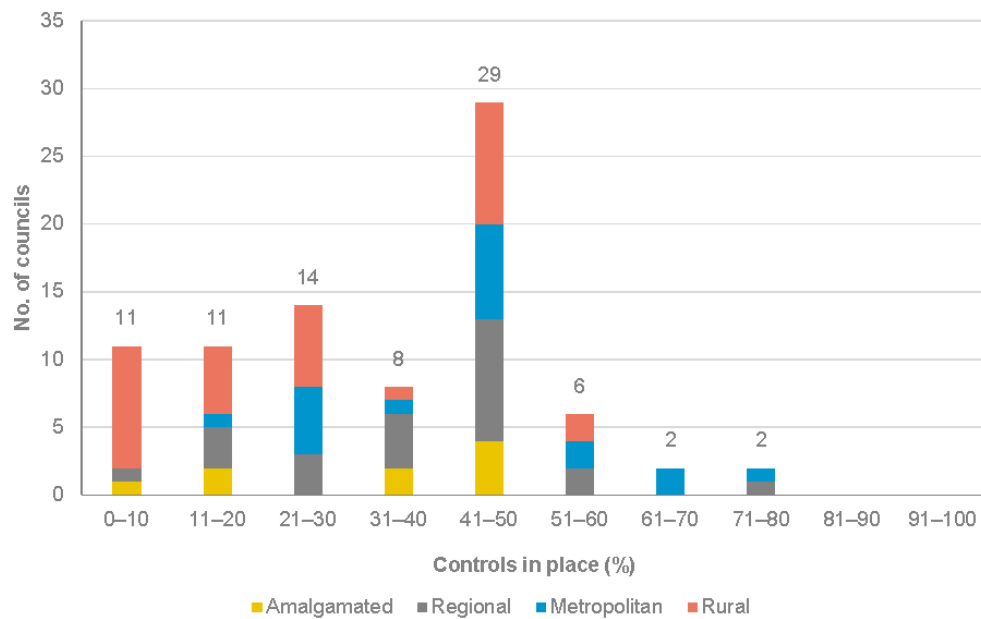
Chart 7: Percentage of prevention systems controls in place by council type**Chart 8: Percentage of fraud awareness controls in place by council type**

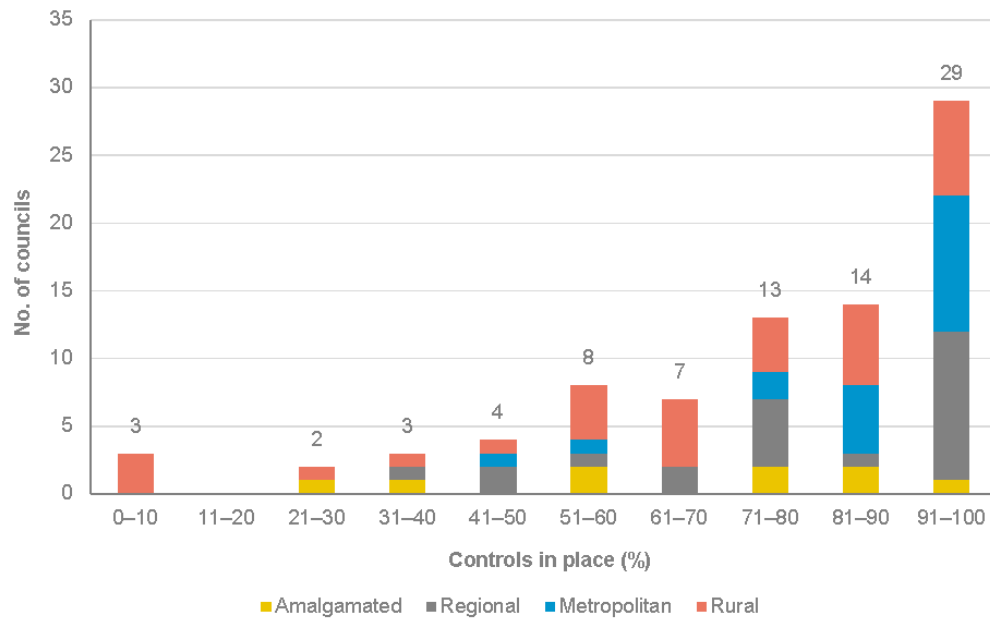
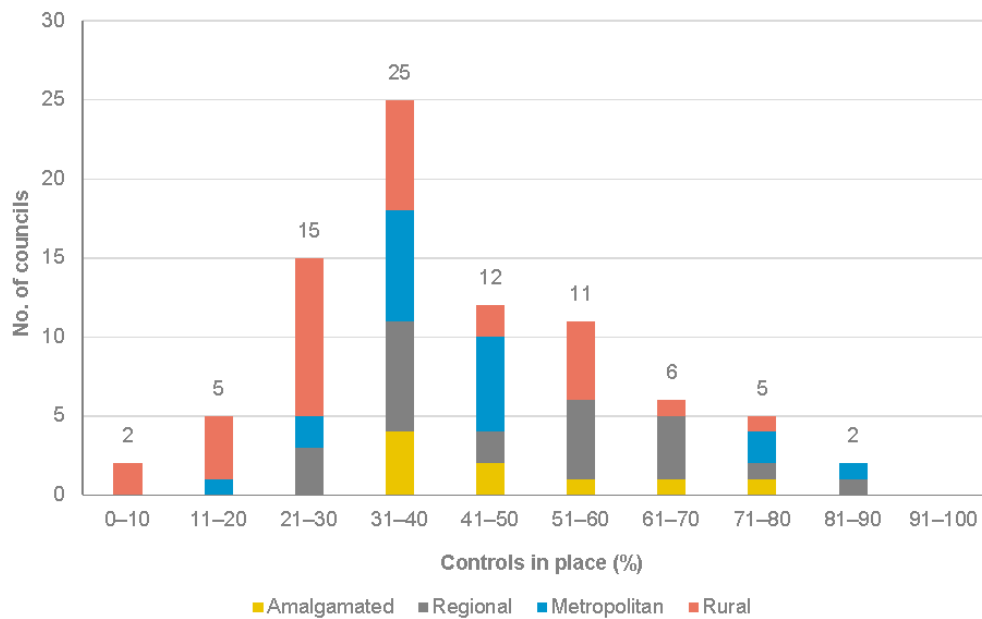
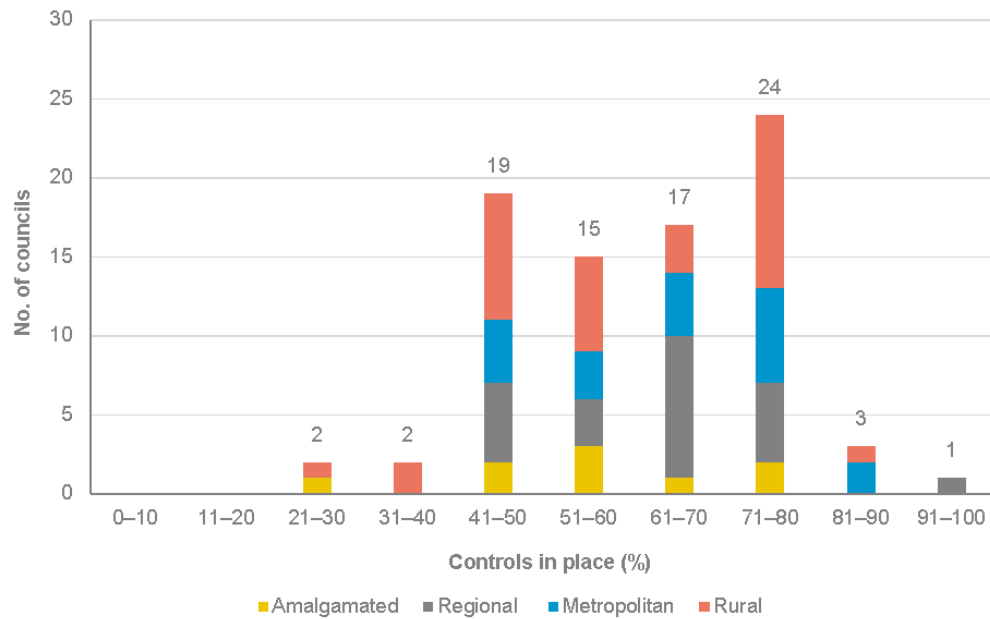
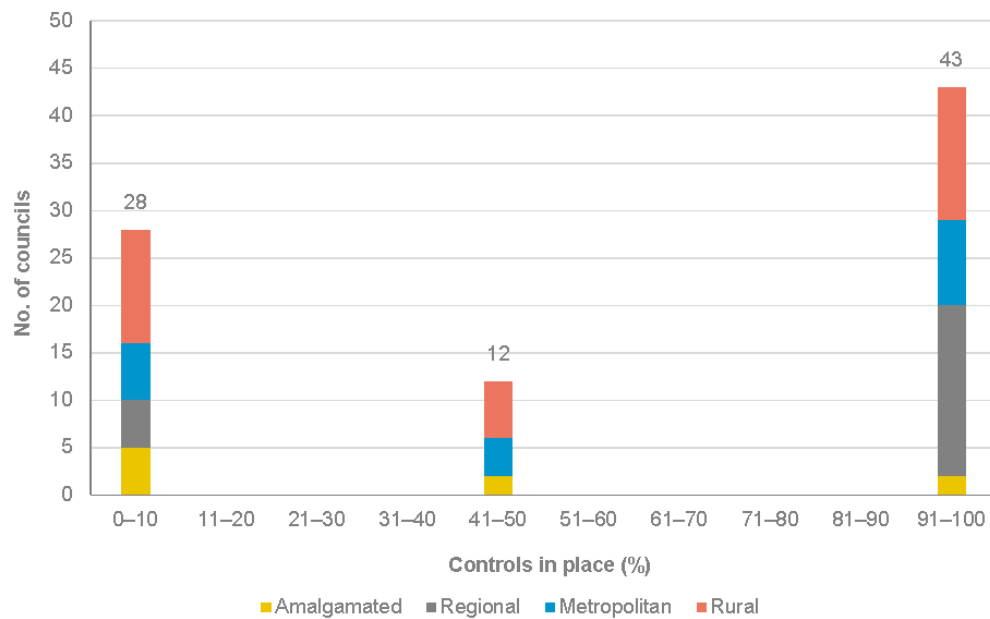
Chart 9: Percentage of third-party management controls in place by council type**Chart 10: Percentage of notification systems controls in place by council type**

Chart 11: Percentage of detection systems controls in place by council type**Chart 12: Percentage of investigation systems controls in place by council type**



Appendix three – About the audit

Audit objective

The objective of the audit was to obtain an indication of how effectively councils manage the risk of fraud.

Effectiveness of council fraud risk management was measured against the Audit Office Fraud Control Improvement Kit using a voluntary survey which was expanded from the survey previously conducted by the Audit Office with state agencies.

Audit criteria

The audit criteria were that councils:

- identify, analyse and assess their fraud risks regularly
- have good controls to prevent or detect fraud
- investigate suspected or alleged fraud
- monitor their fraud risks, controls and responses and use the results to improve their fraud risk management framework.

Audit scope and focus

This audit provides an overview of local council fraud controls against the Audit Office's [Fraud Control Improvement Kit](#).

Audit exclusions

The audit did not:

- set out to detect instances of fraud
- provide an in-depth analysis of fraud control practices in individual councils.

The audit relies on the results of the responses provided by those councils that participated voluntarily in the survey.

Audit approach

The audit approach included the following components:

- a survey of councils based on the Audit Office Fraud Control Improvement Kit
- stakeholder interviews
- analysis of data on the incidence of fraud in councils from public sources including; OLG, ICAC, BOCSAR and NSW Police Force
- findings from the Audit Office financial audits.

The audit approach was complemented by quality assurance processes within the Audit Office to ensure compliance with professional standards.

Audit methodology

Our performance audit methodology was designed to satisfy Australian Audit Standards ASAE 3500 Performance Engagements. The Standard requires the audit team to comply with relevant ethical requirements and plan and perform the audit to obtain reasonable assurance and draw a conclusion on the audit objective. Our processes have also been designed to comply with the auditing requirements specified in the *Public Finance and Audit Act 1983*.

Acknowledgements

We gratefully acknowledge the co-operation and assistance provided by the Office of Local Government and those councils who responded to the audit survey.

We also thank senior staff from Albury City Council, City of Griffith Council, Yass Valley Council, Cootamundra -Gundagai Regional Council and the City of Shoalhaven Council who participated in the fraud control workshops and provided advice.

Audit cost

The cost of the audit was approximately \$353,600 including overheads and travel costs.



Appendix four – Performance auditing

What are performance audits?

Performance audits determine whether State or local government entities carry out their activities effectively, and do so economically and efficiently and in compliance with all relevant laws.

The activities examined by a performance audit may include a government program, all or part of an audited entity, or more than one entity. They can also consider particular issues which affect the whole public sector and/or the whole local government sector. They cannot question the merits of government policy objectives.

The Auditor-General's mandate to undertake performance audits is set out in the *Public Finance and Audit Act 1983* for State government entities, and in the *Local Government Act 1993* for local government entities.

Why do we conduct performance audits?

Performance audits provide independent assurance to the NSW Parliament and the public.

Through their recommendations, performance audits seek to improve the value for money the community receives from government services.

Performance audits are selected at the discretion of the Auditor-General who seeks input from parliamentarians, State and local government entities, other interested stakeholders and Audit Office research.

What happens during the phases of a performance audit?

Performance audits have three key phases: planning, fieldwork and report writing.

During the planning phase, the audit team develops an understanding of the audit topic and responsible entities and defines the objective and scope of the audit.

The planning phase also identifies the audit criteria. These are standards of performance against which the audited entity, program or activities are assessed. Criteria may be based on relevant legislation, internal policies and procedures, industry standards, best practice, government targets, benchmarks or published guidelines.

At the completion of fieldwork, the audit team meets with management representatives to discuss all significant matters arising out of the audit. Following this, a draft performance audit report is prepared.

The audit team then meets with management representatives to check that facts presented in the draft report are accurate and to seek input in developing practical recommendations on areas of improvement.

A final report is then provided to the head of the audited entity who is invited to formally respond to the report. The report presented to the NSW Parliament includes any response from the head of the audited entity. The relevant minister and the Treasurer are also provided with a copy of the final report. In performance audits that involve multiple entities, there may be responses from more than one audited entity or from a nominated coordinating entity.

Who checks to see if recommendations have been implemented?

After the report is presented to the NSW Parliament, it is usual for the entity's audit committee to monitor progress with the implementation of recommendations.

In addition, it is the practice of Parliament's Public Accounts Committee to conduct reviews or hold inquiries into matters raised in performance audit reports. The reviews and inquiries are usually held 12 months after the report received by the NSW Parliament. These reports are available on the NSW Parliament website.

Who audits the auditors?

Our performance audits are subject to internal and external quality reviews against relevant Australian and international standards.

The Public Accounts Committee appoints an independent reviewer to report on compliance with auditing practices and standards every four years. The reviewer's report is presented to the NSW Parliament and available on its website.

Periodic peer reviews by other Audit Offices test our activities against relevant standards and better practice.

Each audit is subject to internal review prior to its release.

Who pays for performance audits?

No fee is charged for performance audits. Our performance audit services are funded by the NSW Parliament.

Further information and copies of reports

For further information, including copies of performance audit reports and a list of audits currently in-progress, please see our website www.audit.nsw.gov.au or contact us on 9275 7100.

Professional people with purpose

OUR VISION

Our insights inform and challenge government to improve outcomes for citizens.

OUR PURPOSE

To help parliament hold government accountable for its use of public resources.

OUR VALUES

Purpose – we have an impact, are accountable, and work as a team.

People – we trust and respect others and have a balanced approach to work.

Professionalism – we are recognised for our independence and integrity and the value we deliver.

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audit.nsw.gov.au

Information Only - 19 July 2018

ITEM 9.11 **Action Summary - Council Decisions**

FILE REFERENCE I18/340

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: 15 March 2018

59/18	Council prepares an amendment to the Upper Lachlan Development Control Plan 2010 to introduce appropriate planning controls to address subdivisions below the lot size for agricultural/primary production purposes.	DEP	Advertisement placed in the local media 12 July 2018
74/18	Council commissions a feasibility study/business plan with respect to the future use of the Crookwell Airstrip and the surrounding land.	DWO	Report detailing draft Study/business plan to be provided to 20 December 2018 Council Meeting.

Council Meeting: 19 April 2018

91/18	Council be provided with a report with respect to the steps required to undertake a full review of Council's current Upper Lachlan Local Environmental Plan 2010 and with specific reference to the Housing Strategy around the villages and towns.	DEP	Report to be placed before Council at 16 August 2018 Council Meeting.
92/18	Council undertake a road safety audit of the pedestrian crossing up to an amount of \$10,000 immediately, and forwards the audit and the petition to the Streetscape Project Control Group and the Traffic Committee to implement the project.	DWO	Road Safety Audit to be completed by RMS. Reports to be provided to the Streetscape Advisory Committee and Traffic Committee in August 2018.
114/18	Council agrees in principle to renew the lease for the Health Care Centre at 17 Kialla Road, Crookwell for a further 5 year period with an option to renew for further 5 year period and that the Mayor and General Manager sign the lease agreement under seal of Council.	AGM	Report provided to 19 July 2018 Council Meeting.

Council Meeting: 17 May 2018

124/18	Council prepare a report on the feasibility of recording/webcasting of Council Meetings.	DFA	Report to be placed before Council at 16 August 2018 Council Meeting.
132/18	RV Friendly Town Program - Council staff continue to investigate the potential of the site in Crookwell and prepare a further report to Council.	DWO	Report to be placed before Council at 16 August 2018 Council Meeting.

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

136/18	Council acquire Lot 1 in the Plan of Acquisition comprising 754 m2 DP 1232215 under the Land Acquisition (Just Terms) Compensation Act 1991. Council authorise the Mayor and Acting General Manager to sign and seal the documents relating to the transaction, as required.	AGM	Documents to be finalised by 19 August 2018.
142/18	Ensure registration of the Mayor or alternate delegate at the Annual Conference of Local Government NSW along with the General Manager as the Council's Observer.	AGM	Registration and voting delegate through online registration to be completed by 1 August 2018.
149/08	1. Council allocate \$70,000 to fund the proposed realignment of Works and Operations using unrestricted cash reserves.	DFA	Funds allocated.
149/18	3. Council authorise the Director of Works and Operations to implement the Council resolution.	DWO	Expect finalisation of realignment in December 2018.
151/18	The streetscape working party is renamed as Streetscape Project Control Group (PCG) with the addition of Project Manager as an additional member of the group.	DWO	Report provided to the 19 July 2018 Council Meeting.

Council Meeting: 21 June 2018			
155/18	Council writes to the Secretary, Crookwell Heritage Railway, and invites them to a future Council meeting to give a presentation on their current and planned activities	AGM	Correspondence forwarded on 27 June 2018 and presentation arranged for 19 July 2018 Council Meeting.
157/18	The Director of Works and Operations to implement the targets of the National Harmonisation Project	DWO	Investigations to be undertaken and report provided to the December 2018 Council Meeting.

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

158/18	The Council confirm Development Application 126/2017 determination without change and advise the applicant of Development Application 126/2017 that the request for the reduction of Construction Certificate application fees be refused.	DEP	Correspondence forwarded on 25 June 2018.
159/18	Council places on public exhibition the Draft Biala Wind Farm Voluntary Planning Agreement, allowing a period of 28 days to seek public comment / submissions.	DEP	Placed on exhibition, closing on 31 July 2018. Report to be provided to the 16 August 2018 Council Meeting.
160/18	The draft Public Gate and Bypass (Grid) Policy to be put on public exhibition for 28 days.	DWO	Placed on exhibition closing on 9 August 2018. If required a report will be provided to the 20 September 2018 Council Meeting.
161/18	Part 1, 2, 3 and 4 "(Bigga and Tuena Recycling) and 5 - Council seek NSW Government support in extending the Return and Earn program to the Upper Lachlan Shire.	MO	1,2,3,4, underway 5 Correspondence to be forwarded by 31 July 2018.
162/18	Organise Workshop on options for waste transfer stations.	MO	Workshop to be organised by November 2018
163/18	Council allocate \$35,000 from the water fund reserve for repair of the Dalton service reservoir in the 2018/19 capital budget	MO	Funds allocated in the capital budget 1 July 2018.
164/18	Organics Collection Grants Program	MO	Grant application submitted.
165/18	Council authorises the Director of Works and Operations to undertake such commercial negotiation in relation to commercial use of Airstrip land.	DWO	Ongoing and noted.
167/18	Council adopt the reviewed Section 355 Committee Policy	EA	Policy to be placed in register by 31 July 2018

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

168/18	Council adopt the reviewed Bank Overdraft Facility Policy	EA	Policy to be placed in register by 31 July 2018
169/18	Council adopt the reviewed Cash Handling Policy	EA	Policy to be placed in register by 31 July 2018
170/18	Council adopt the reviewed Subsidised use of Public Halls Policy	EA	Policy to be placed in register by 31 July 2018
171/18	Correspondence to Sunset Lodge - rebate for undetected water leak	AGM	Correspondence forwarded on 25 June 2018
172/18	Correspondence to Crookwell Catholic Church - rebate for undetected water leak	AGM	Correspondence forwarded on 25 June 2018
173/18	Correspondence to Bozhou Municipal Government inviting them to visit Upper Lachlan Shire	AGM	Correspondence forwarded on 9 July 2018
174/18	MOU for Collaboration signed	AGM	Completed MOU signed 29 June 2018 and staff provided information.
175/18	The General Manager instigate Pre Meeting Briefing Sessions (Workshop or Briefing) prior to Council Meetings or when required on matters deemed necessary by the General Manager to ensure that Councillors are fully conversant with relevant information	AGM	Immediately as necessary and noted.
178/18	That the recommendations from the Taralga Wind Farm Community Fund Sec355 Committee be adopted.	DEP	Correspondence to be forwarded by 31 July 2018.
179/18	That the recommendations from the Cullerin Range Wind Farm Community Fund Sec355 Committee be adopted.	DEP	Correspondence to be forwarded by 31 July 2018
180/18	That the recommendations from the Gullen Range Wind Farm Community Fund Sec355 Committee be adopted.	DEP	Correspondence to be forwarded by 31 July 2018

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

181/18	Item 4.3 of the EDTF Committee - Easy to do Business Program - 1. Delegate authority to the Acting General Manager to enter into a contract with Service NSW for the Easy to do Business initiative; and 2. Delegate authority to the Mayor and Acting General Manager to execute any necessary documents under the Common Seal of Council.	AGM	Documentation signed and forwarded on 9 July 2018.
182/18	Item - Onsite Inspection, Item - Offer Incentives, Item – Media Release and Item 4.1 of the Access Committee be adopted and the constitution be amended to allow additional members to join the committee	DWO	All items to be completed prior to Access Committee meeting to be held 25 July 2018
184/18	Council adopt the reviewed Public Art, Tourism Signage and Tourism Events Policies	EA	Policy to be placed in register by 31 July 2018
189/18	Council agrees to renew the lease for the Health Care Centre at 17 Kialla Road, Crookwell for a further 5 year period with an option to renew for further 5 year period and that the Mayor and General Manager sign the lease agreement under seal of Council with the initial annual lease cost of \$44,631 exclusive of GST with the lessee being responsible for all outgoings such as rates and council charges and utilities	AGM	Further report provided to 19 July 2018 Council Meeting.

POLICY IMPACT

Nil

OPTIONS

Nil

FINANCIAL IMPACT OF RECOMMENDATIONS

Nil

Information Only

ACTION SUMMARY - COUNCIL DECISIONS cont'd

RECOMMENDATION That -

1. Council receive and note the report as information.

ATTACHMENTS

Nil

Information Only - 19 July 2018

ITEM 9.12 **Grants Report**

FILE REFERENCE **I18/349**

AUTHOR **Acting General Manager**

ISSUE

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

RECOMMENDATION That -

1. Council receive and note the report as information.

BACKGROUND

Nil

REPORT

The Grants Report is attached to this report for Councillors information. A list of grants available and ongoing grants listed on Council's website can be accessed by the following link: <https://www.upperlachlan.nsw.gov.au/community/grants>

POLICY IMPACT

Nil

OPTIONS

Nil

FINANCIAL IMPACT OF RECOMMENDATIONS

Nil

RECOMMENDATION That -

1. Council receive and note the report as information.

ATTACHMENTS

1. ↓	Grant Applications Report - July 2018 Council Meeting	Attachment
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Grants Report to Council - July 2018

Grant Applications in progress/submitted/unsuccessful

Grantee	Due/Sub mitted	Project	Council Contrib.	Other Contribution	Amount Requested	Subtotal	Project Cost	Comment
Stronger Country Communities Fund (Round 2)	01.05.18	Memorial Oval Fit Out	\$0	\$0	\$ 315,000	\$ 315,000	\$ 315,000	Allocated amount \$1,188,772 PAMP Priorities 2 project included in the case one of the first 5 projects is not successful - Letter from Premier and Cabinet saying all 6 through to next stage of assessment - Will know success of projects in August.
		Active Villages Project	\$0	\$0	\$ 300,000	\$ 300,000	\$ 300,000	
		Lights Football Action	\$0	\$0	\$ 150,000	\$ 150,000	\$ 150,000	
		PAMP – 1 st priorities	\$0	\$0	\$ 356,772	\$ 356,772	\$ 356,772	
		Breadalbane Hall Pergola	\$0	\$0	\$ 67,000	\$ 67,000	\$ 67,000	
		PAMP – 2 nd priorities	\$0	0	\$ 449,983	\$ 449,983	\$ 449,983	
Community Building Partnerships Program	15.06.18	Gunning Library Roof Replacement	\$39,835	\$0	\$ 20,000	\$ 59,835	\$ 59,835	Submitted
Country Passenger Transport infrastructure Grant EOI	26.02.18	Taralga, Bigga and Binda Bus Stops		0	\$ 30,000			Currently being costed. Awaiting request for business plan
Growing Local Economies Fund	5.7.18	Grabine Road Upgrade	\$200,000	\$0	\$ 3,300,000	\$ 3,500,000	\$ 3,500,000	Submitted for 3 sections
		Wombeyan Caves Road Upgrade	\$100,000	\$0	\$ 3,395,700	\$ 3,495,700	\$ 3,495,700	Submitted

Grant Applications in progress/submitted/unsuccessful								
Grantee	Due/Sub mitted	Project	Council Contrib.	Other Contribution	Amount Requested	Subtotal	Project Cost	Comment
Building Better Regions Fund	14.12.17	Grabine Road Upgrade	\$0	\$0	\$ 1,995,000	\$ 1,995,000	\$ 1,995,000	Other 3 sections applied for under GLEF
		Walkability in the Shire (PAMP)	\$46,820	\$788,051	\$ 834,870	\$ 1,669,741	\$ 1,669,741	\$788,051 applied for under SCCF1
Waste Less Recycle More	27.06.18	Bin Audit and Education	\$0	\$0	\$ 70,000	\$ 70,000	\$ 70,000	Submitted
Grant Projects Funded								
Grantee	Submitted	Project	Council Contrib.	Other Contribution	Amount Received	Subtotal	Project Cost	Outcome & Progress
Veolia Mulwaree Trust	01.04.18	Breadalbane Hall Patio	\$0	\$11,782	\$ 7,855	\$ 19,637	\$ 19,637	Breadalbane Hall contributing \$11,782
Veolia Mulwaree Trust	01.04.18	Bigga Hall Beautification	\$0	\$12,501	\$ 14,248	\$ 26,749	\$ 26,749	Bigga Hall contributing \$12,500.80
Veolia Mulwaree Trust	28.03.18		\$0	\$0	\$ 45,082	\$ 45,082		Jnr Cricket Storage Addition S94 Funds if required and subject to reporting
Stronger Communities Programme (Round 3)	14.09.17	Clifton Park Toilet Block	\$0	\$30,000	\$ 20,000	\$ 50,000	\$ 95,082	Crookwell Lions Contributing \$30,000, Veolia contributing \$45,082 - Time and scope revised and approved

Community Building Partnership Fund	08.08.17	Goodhew Park - Drainage, play equipment and toilet block	\$160,000	\$0	\$ 50,000	\$ 210,000	\$ 210,000	Picnic shelters/BBQ not included
Grant Projects Funded								
Grantee	Submitted	Project	Council Contrib.	Other Contribution	Amount Received	Subtotal	Project Cost	Comment
Stronger Country Communities Fund (Round 1)	12.09.17	PAMP	\$0	\$0	\$ 344,487	\$ 344,487	\$ 344,487	Allocated amount \$1,175,381 - First milestone payments received.
		Pumpkin Festival Walkway	\$0	\$0	\$ 220,000	\$ 220,000	\$ 220,000	
		Kiamma Reserve Walkway	\$0	\$0	\$ 223,564	\$ 223,564	\$ 223,564	
		Clifton Park Walkway/BBQ	\$0	\$0	\$ 112,189	\$ 112,189	\$ 112,189	
		AP&H Improvement	\$0	\$0	\$ 275,141	\$ 275,141	\$ 275,141	
Club Grants Category 3	10.02.17	Crookwell Memorial Community Sports Centre	\$425,113	\$11,500	\$ 600,000	\$ 1,036,613	\$ 1,036,613	Sports/Community groups contributed \$11,500 - Project End date 10/05/19
Veolia Mulwaree Trust	23.05.16	Tuena Campground Ablutions Block	\$45,051	\$0	\$ 45,000	\$ 90,051	\$ 90,051	Project Progressing
Bridges Renewal (Round 3)	15.05.17	Kiamma Creek Bridge Upgrade	\$81,260	\$0	\$ 450,000	\$ 531,260	\$ 1,062,460	Fixing Country Roads \$531,200
Fixing Country Roads 2015	02.05.16		\$0	\$0	\$ 531,230	\$ 531,230		

National Reconciliation Week Funding	02.05.17	Art/Banners Competition	\$0	\$0	\$	5,000	\$	5,000	\$	5,000	Completed 2017 - \$2,343.30 still to spend in 2018
Grant Projects Funded											
Grantee	Submitted	Project	Council Contrib.	Other Contribution	Amount Received	Subtotal	Project Cost	Comment			
Bridges to Renewal (Round 1)	28.08.14	Replacement of Abercrombie River Bridge	\$75,000	\$0	\$	775,000	\$	850,000	Fixing Country Roads \$675,000		
							\$	1,525,000			
Fixing Country Roads 2014	01.11.14		\$0	\$0	\$	675,000	\$	675,000	Bridges Renewal \$775,000		

Grants Available:

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

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

There are no other grants specifically for Councils this month.

10 ENVIRONMENT AND PLANNING

The following item is submitted for consideration -

- 10.1 Development Application No. 2/2018 - Subdivision of Land and carrying out of works to create three (3) lots for the purpose of dwelling houses - Lot 8 DP 1213731 34 McGaw Road, Crookwell

194

Environment and Planning - 19 July 2018

ITEM	Development Application No. 2/2018 - Subdivision of Land and carrying out of works to create three (3) lots for the purpose of dwelling houses - Lot 8 DP 1213731 34 McGaw Road, Crookwell
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Enter Description

FILE	I18/333
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ZONING	Zone R5 Large Lot Residential under Upper Lachlan Local Environmental Plan 2010
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DATE OF LODGEMENT	4 January 2018
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APPLICANT	Josh Proudman
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OWNERS	Josh and Katrina Proudman
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ESTIMATED VALUE	\$0
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AUTHOR	Director of Environment and Planning
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SUMMARY REPORT

This matter is reported to Council because notification of the development application attracted two submissions from the public.

Development Application No. 2/2018 proposes the re-subdivision of Lot 8 into three (3) new allotments with access from the end of McGaw Road. A copy of the proposed subdivision layout is included in Attachment 1.

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

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

Due to the nature of the proposal and the existing surrounding development the application was notified to adjoining owners. In response two submissions were received. The issues raised by the submissions are listed below in no particular order, and has been addressed in detail in the attached Section 4.15 Evaluation report (Attachment 2):

- Privacy and dust impacts on adjoining land owners;
- Additional traffic generated on McGaw Road from the subdivision;
- Impacts on rural and visual amenity as well as property values.

Environment and Planning

DEVELOPMENT APPLICATION NO. 2/2018 - SUBDIVISION OF LAND AND CARRYING OUT OF WORKS TO CREATE THREE (3) LOTS FOR THE PURPOSE OF DWELLING HOUSES - LOT 8 DP 1213731 34 MCGAW ROAD, CROOKWELL cont'd

The key matters raised by the submissions have been addressed through suitable conditions of approval.

Modification of the subdivision layout was undertaken by the applicant in response to requirements for water supply, protection of Council's water supply easement that traverses the land and road access design. The applicant has also included additional restrictions on building location due to the need to protect Council's water supply infrastructure.

POLICY IMPACT

Nil

FINANCIAL IMPACT

Nil

RECOMMENDATION

It is recommended that Council determine Development Application No. 2/2018 by granting approval, subject to the following conditions:

PART 1 - GENERAL CONDITIONS

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

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

- (1) Except where otherwise required or permitted by conditions of development consent, the development shall be carried out generally in accordance with the information submitted in support of the development application and the following stamped approved development drawings, including any notations or amendments marked by Council in red.

- Plan of Proposed Subdivision – Lot 8 DP 1213731 34 McGaw Road Crookwell dated 6 October 2017 Job Reference 2976 prepared by DPS
- Plan of Proposed Driveway to Subdivision – Lot 8 DP 1213731 34 McGaw Road Crookwell dated 6 October 2017 Job Reference 2976 prepared by DPS
- Landscape plan and proposed water main supply 34 McGaw Road – Proposed 3 lot subdivision – dated 27 March 2018
- Plan showing approximate location of access within ROW – 34 McGaw Road dated 27 March 2018
- Letter to Upper Lachlan Shire Council dated 27 March 2018 with Statement of Commitments for screen tree planting and bitumen sealing of ROW

Environment and Planning

DEVELOPMENT APPLICATION NO. 2/2018 - SUBDIVISION OF LAND AND CARRYING OUT OF WORKS TO CREATE THREE (3) LOTS FOR THE PURPOSE OF DWELLING HOUSES - LOT 8 DP 1213731 34 MCGAW ROAD, CROOKWELL
cont'd

- (2) In accordance with the provisions of S7.11 of the *Environmental Planning and Assessment Act 1979* the following contributions are to be paid to Council for two (2) new allotments in accordance with section 7.11 of the *Environmental Planning and Assessment Act 1979* and Upper Lachlan Development Contributions Plan 2007:

Road	\$18,930.00
Waste Management	\$1,040.00
Open Space & Recreation	\$1,642.00
Community Facilities	\$2,846.00
Emergency Services	\$1,310.00
Plan Administration	\$356.00

TOTAL **\$26,124.00**

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

Note these contributions are to be adjusted for the 2018/2019 financial year

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

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

Water supply Charge: \$7,846.00

TOTAL: \$7,846.00

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

Note these contributions are to be adjusted for the 2018/2019 financial year

- (4) The proposed access between the end of McGaw Road and the property boundary is to be constructed to a minimum of 200mm compacted gravel thickness with a two coat bituminous seal.
- (5) The proposed internal Right –of – Way servicing proposed Lots 2 and 3 is to be constructed to a minimum 4 m wide formation with 150mm compacted gravel with a bituminous seal.

Environment and Planning

DEVELOPMENT APPLICATION NO. 2/2018 - SUBDIVISION OF LAND AND CARRYING OUT OF WORKS TO CREATE THREE (3) LOTS FOR THE PURPOSE OF DWELLING HOUSES - LOT 8 DP 1213731 34 MCGAW ROAD, CROOKWELL cont'd

- (6) A water main extension is required to service the lots. Engineering details of the proposed water reticulation system are to be submitted to Council for approval. Water main extensions works shall be carried out at no cost to Council. As the work involves work on Council owned infrastructure, only Council or Council approved contractor can undertake this work.

All work is to be completed to the Water Supply Code of Australia and to the satisfaction of Council as the water authority.

PART 2 - PRIOR TO THE ISSUE OF A CONSTRUCTION CERTIFICATE

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

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

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

PART 3 - PRIOR TO COMMENCEMENT OF WORK

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

- (10) No building or subdivision work in the development shall commence unless the following provisions of section 81A of the Environmental Planning and Assessment Act 1979 (the Act) have been complied with:

Environment and Planning

DEVELOPMENT APPLICATION NO. 2/2018 - SUBDIVISION OF LAND AND CARRYING OUT OF WORKS TO CREATE THREE (3) LOTS FOR THE PURPOSE OF DWELLING HOUSES - LOT 8 DP 1213731 34 MCGAW ROAD, CROOKWELL
cont'd

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

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

PART 4 - DURING CONSTRUCTION

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

- (13) Building, demolition and/or subdivision work in the development shall be carried out only:
- a) On Mondays to Fridays between 7:00 AM and 6:00 PM, and
 - b) On Saturdays between 7:00 AM and 1:00 PM if inaudible on residential premises, otherwise 8.00 AM to 1.00 PM.
 - c) No building, demolition and/or subdivision work in the development shall be carried out on Sundays or public holidays.
- (14) At least 48 hours notice shall be given to Council for inspection of any of the following works in the development:
- a) Roadworks
 - b) Sub-grade earthworks prior to gravel
 - c) Kerb & gutter completed

Environment and Planning

DEVELOPMENT APPLICATION NO. 2/2018 - SUBDIVISION OF LAND AND CARRYING OUT OF WORKS TO CREATE THREE (3) LOTS FOR THE PURPOSE OF DWELLING HOUSES - LOT 8 DP 1213731 34 MCGAW ROAD, CROOKWELL
cont'd

- d) Gravel test results available
- e) Compacted gravel base completed
- f) Sealing completed

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

- (15) All work is to be undertaken in accordance with the documentation required and approved under this Consent.
- (16) The developer is responsible for ensuring all erosion and sediment control measures are implemented in accordance with the approved plan.
- (17) Vehicles and equipment associated with the subdivision work in the development shall be located to minimise potential adverse impact on residential amenity in the locality.
- (18) Building, subdivision and other works shall be supervised by a suitably qualified and experienced Civil Engineer on a daily basis. The supervising engineer is to ensure compliance with the requirements of the specification, adherence to design plans and quality control of all works.
- (19) Alterations to natural surface contours shall not impede or divert natural surface water runoff so as to cause a nuisance to adjoining property owners or create an erosion or sediment problem.
- (20) Vehicles entering and leaving the premises that are carrying excavated dusty materials, including clays, sands and soils, shall be covered at all times when not loading or unloading.

PART 5 - PRIOR TO ISSUE OF THE SUBDIVISION CERTIFICATE

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

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

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

- (22) Any Subdivision Certificate application to Council shall be accompanied by:

Environment and Planning

DEVELOPMENT APPLICATION NO. 2/2018 - SUBDIVISION OF LAND AND CARRYING OUT OF WORKS TO CREATE THREE (3) LOTS FOR THE PURPOSE OF DWELLING HOUSES - LOT 8 DP 1213731 34 MCGAW ROAD, CROOKWELL
cont'd

- a) The original Final Plan of Subdivision, including indication of the locations of any easements and permanent improvements on one print, and
 - b) At least five (5) copies of the Final Plan of Subdivision, and
 - c) A corresponding Deposited Plan Administration Sheet ("Plan Form 6") including a schedule of addresses in accordance with clause 60 of the Surveying and Spatial Information Regulation 2012.
- (23) No Subdivision Certificate shall be granted for the development unless Council has been supplied with written evidence from Essential Energy or a suitably certified or accredited person that an electricity supply service has been made available to each lot.
- (24) No Subdivision Certificate shall be granted for the development unless Council's applicable "Works and Operations Inspection Fee Relating to a DA" has been paid to Council.
- (25) No subdivision certificate shall be granted for the development unless, if survey identifies that any public road encroaches on the land to be subdivided, the affected land is dedicated as public road.
- (26) At the conclusion of the construction works, works-as-executed (WAE) drawings must be submitted to Council. These drawings are required before the subdivision plans will be released. The preferred format for WAE drawings is on computer disk using Autocad software.
- (27) No subdivision certificate shall be granted for the development unless written evidence has been submitted to Council from Telstra, or a Telstra authorised contractor, including:
- a) A plan of the development area including current records of Telstra network and associated information relating to Telstra assets;
 - b) Written advice specific to any indicated Telstra assets within the property.
- (28) Under Clause 60 (c) of the *Surveying and Spatial Information Regulation 2012*, no subdivision certificate will be granted with respect to the development unless:
- (a) Application is made to Council for allocation of an address to each of the approved lots, and
 - (b) Council has allocated an address to each approved lot

The current 2018/19 financial year application fee for Council to allocate and provide an address number will apply.

PART 6 - ON-GOING

Nil



Environment and Planning

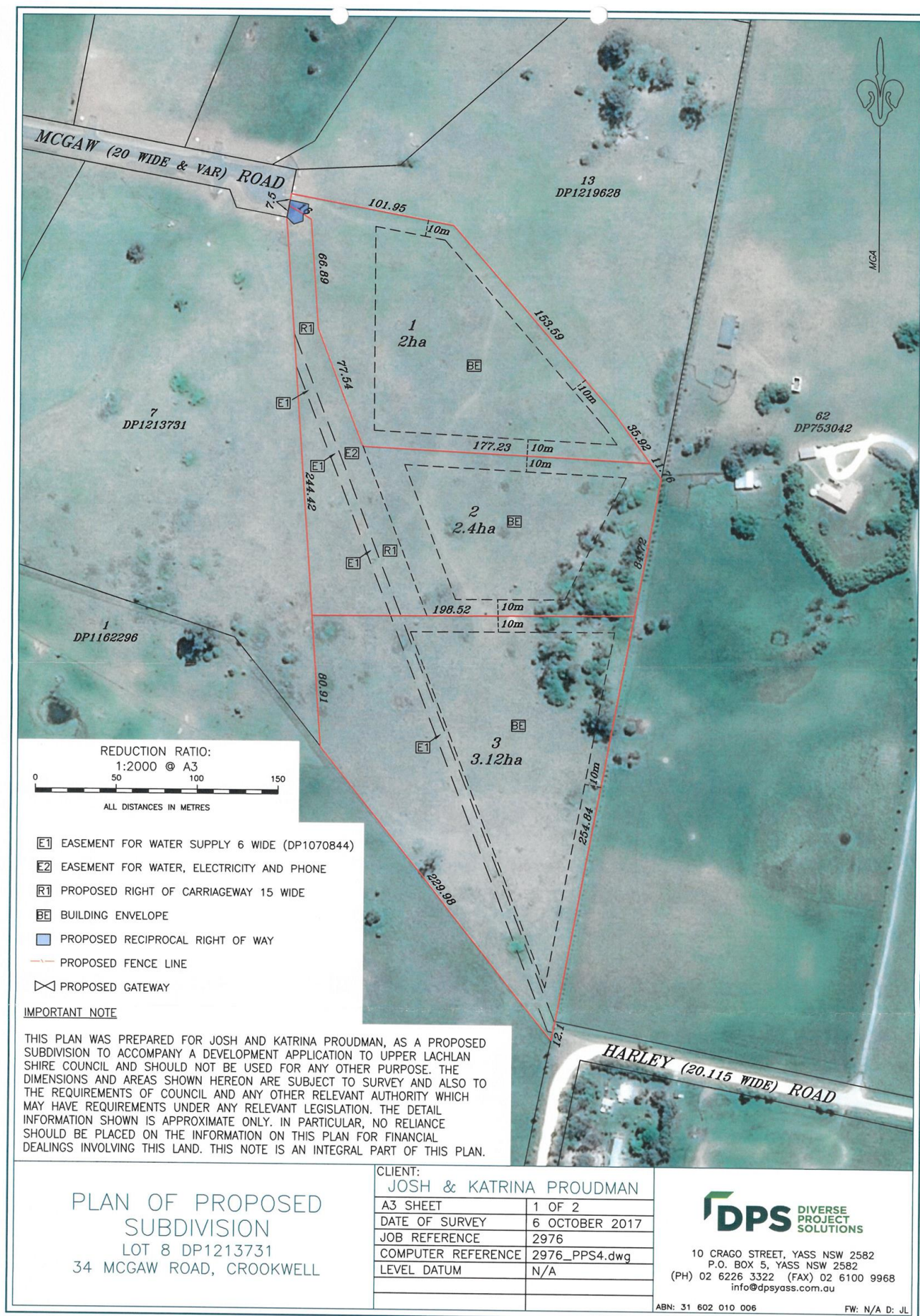
DEVELOPMENT APPLICATION NO. 2/2018 - SUBDIVISION OF LAND AND CARRYING OUT OF WORKS TO CREATE THREE (3) LOTS FOR THE PURPOSE OF DWELLING HOUSES - LOT 8 DP 1213731 34 MCGAW ROAD, CROOKWELL
cont'd

PART 7 - AGENCY CONDITIONS

Nil

ATTACHMENTS

1. 	Attachment 1 - plan of subdivision	Attachment
2. 	Attachment 2 - Section 4.15 Assessment	Attachment

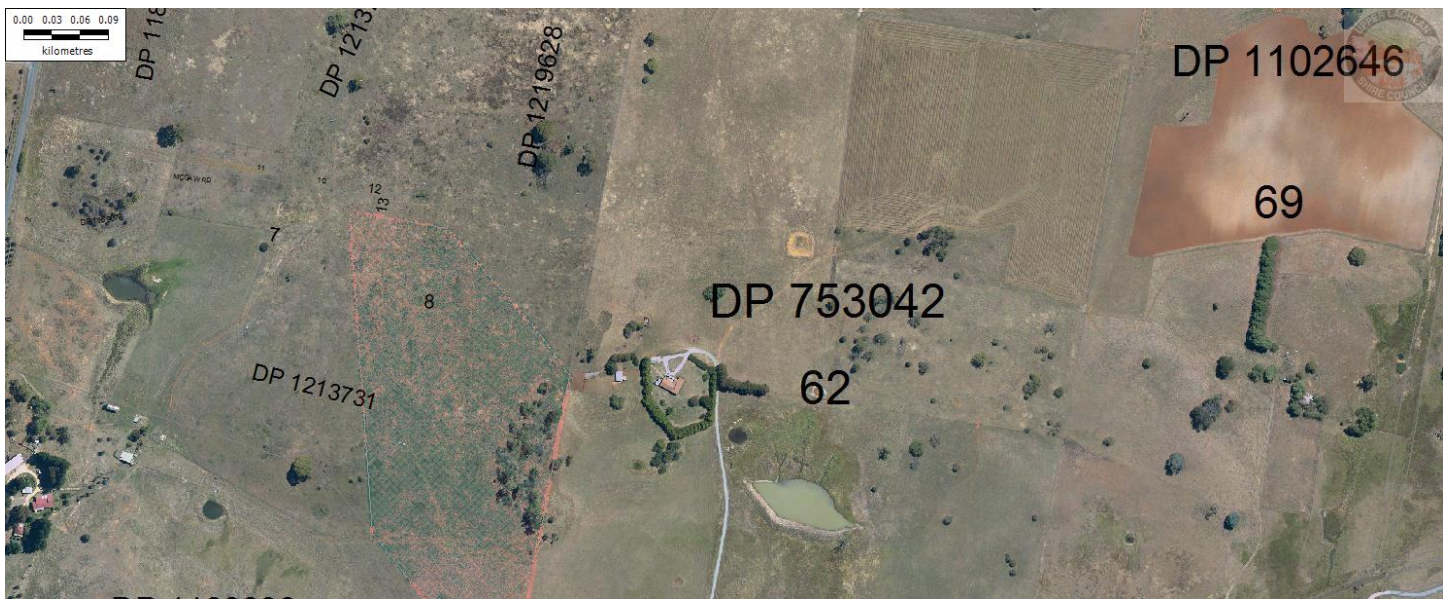


Section 4.15 evaluation **EPA Act 1979**

DA: 02/2018	Proposal: Subdivision of land and carrying out of works to create three (3) lots for the purpose of dwelling houses
Lot/Sec/DP: Lot: 8 DP 1213731	Property: 34 McGaw Road CROOKWELL
Site Inspection Date: 18 January 2018 and 21 February 2018	Assessing Officer: Daris Olsauskas

Site and Locality

Lot 8 DP 1213731 is located at the end of McGaw Road. The site is identified in the following aerial photo from Council's GIS. The site is vacant. There are adjoining dwellings on adjoining lots not identified on the aerial photograph.



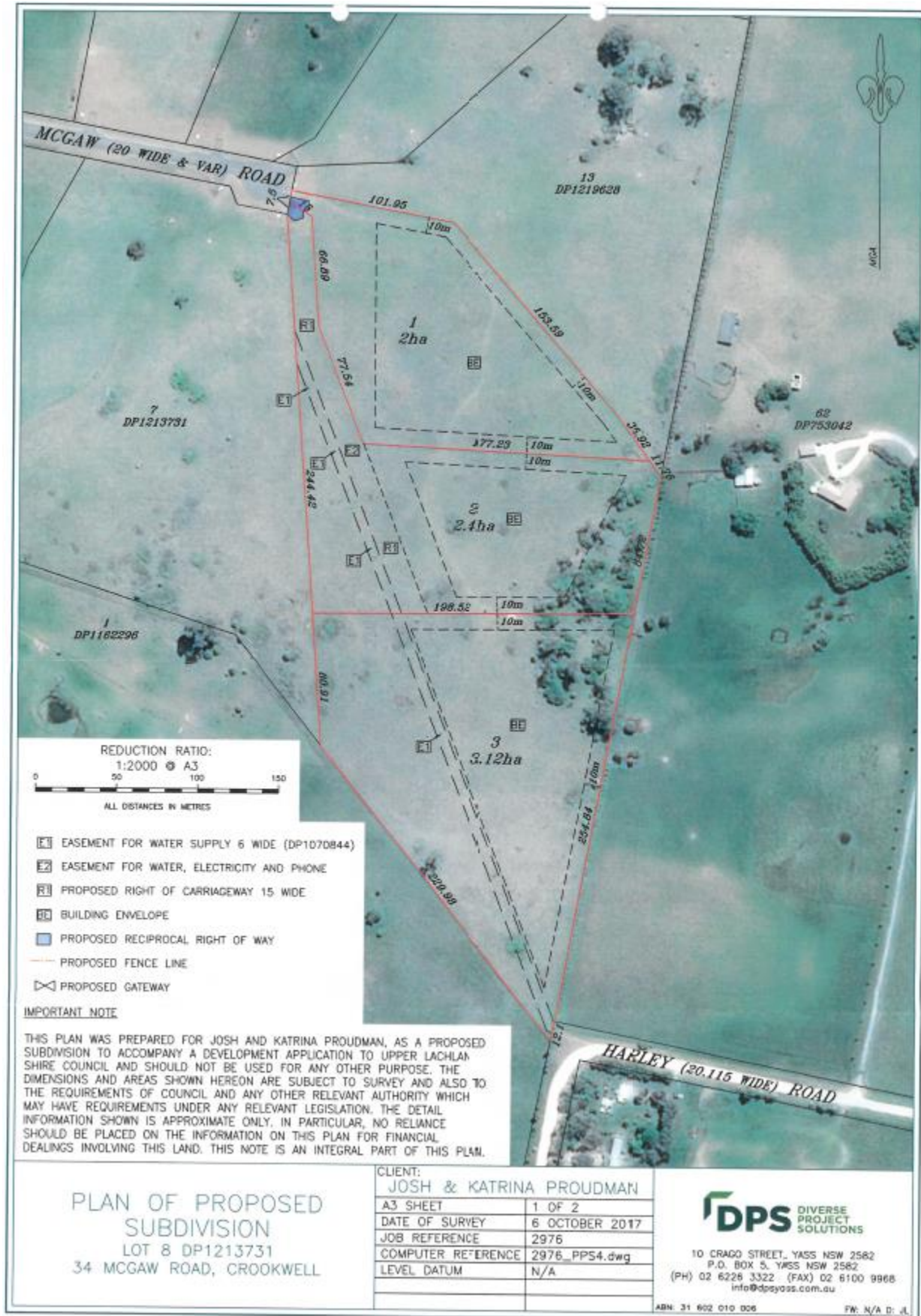
Proposed Development:

The proposed development is for a large lot residential subdivision (3 lots). Proposed Lot 1 having an area of 2ha, proposed Lot 2 having an area of 2ha and proposed Lot 3 having an area of 3.12ha.

A revised plan of subdivision was provided to Council on the 29 March 2018. This revised plan was in response to Council initial comments on impacts of the development on Council's water supply pipeline and easement. The revised plan also responds to submissions received by Council. This modified plan of subdivision is identified in **Figure 1** below.

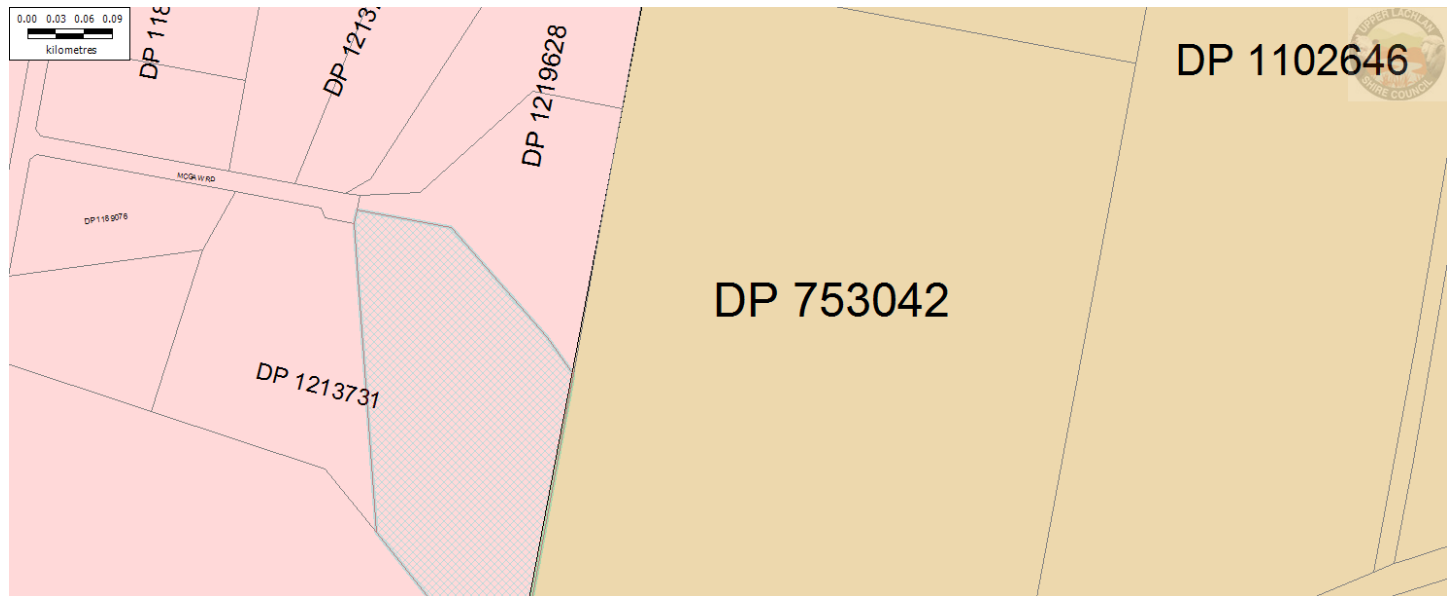
This plan identifies the location of allotments, building envelopes, access from McGaw Road and internal ROW servicing proposed Lot 2 and 3.

Figure 1 – Subdivision plan



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

Figure 2 – Land zoning



Referral Requirements:

	N/A	Date Sent	Date Received
Internal			
Access (Councils Works Department)		18 January 2018	Initial comments received - 5 February 2018 Revised comments received – 20 June 2018
W & S (Councils Works Department)		18 January 2018	5 and 27 February 2018
H & B (Council's Health and Building)	N/A		
External			
N/A			

Notification to Adjoining Property Owners

The initial Development Application and Subdivision Plan were notified to adjoining owners under Section 3.14.3 of the Upper Lachlan DCP 2010 from the 26 February 2018 to the 16 March 2018.

Two (2) submissions were received during the notification period.

In summary the submissions raise the following issues associated with the development proposal:

- Decrease in property values
- Increase in traffic
- Single access point onto McGaw Road
- Increased density of development
- Dust and increased noise
- Visual impacts
- Location of building envelopes

The applicant has been provided with the opportunity to respond to the submissions received. A copy of that response dated 27 March 2018 is summarised in this assessment report and included as Attachment 1 to this report.

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

Response to submissions

<i>Submission issue</i>	<i>Applicant's response</i>	<i>Council response</i>
Decrease in property values	The zoning of the land permits this style of subdivision and disagrees with assertion that proposal will reduce property values	There is no evidence provided with the submission that validates the decrease in property values. While Council is required to consider the broader economic impacts of this development this does not extend to considering an economic issue which is unsupported with valuation advice.
Increase in traffic	There will be minimal increase in traffic from two (2) additional dwelling houses.	The original subdivision road design catered for existing and future development. The local road network including Reservoir Road is sufficient to support additional traffic. The applicant specifically identifies that a parallel cul-de-sac Croker Place provides access to 10 dwellings and the proposal will only increase traffic on McGaw Road by 2 to a total of 8 dwellings. The applied road standards to Croker Place and McGaw Road are the same. The design of McGaw Road is capable of supporting this additional traffic.
Single access point onto McGaw Road	The access will be widened to accommodate single access to proposed Lot 1 and proposed Lot 2 and 3.	There are no particular standards in Council's DCP relating to internal access gateways other than meeting a minimum width of 4m. Revision of the access arrangements has been undertaken to address engineering comments on access. Engineering conditions have addressed the access to the subdivision from McGaw Road.
Increased density of development	The subdivision is consistent with current zoning of the land	Lot 8 was created as part of the initial subdivision as a larger lot. The potential to subdivide this allotment has always been permitted within the R5 zoning. While not realised with the original development the re-subdivision of land within McGaw Road has previously occurred with the adjoining land to the east of Lot 8 being re-subdivided (Lot 12 and 13 DP 1219628) The lot size of 2ha is the minimum permitted area which is proposed for Lot 1 and Lot 2 within the development. Proposed Lot 3 will have an area of 3.12ha.
Dust and increased noise	The proposed ROW will be sealed. The proposed ROW will be located further away from the western boundary to	The relocation of the proposed ROW has been made to avoid any crossings of Council's water supply easement and the subsequent engineering

<i>Submission issue</i>	<i>Applicant's response</i>	<i>Council response</i>
	avoid crossing the water supply easement. It is proposed to plant trees along the western boundary.	<p>design to protect the existing pipe in the easement.</p> <p>The first 72m of the ROW will traverse and adjoin the western boundary of the site before moving away from this boundary in an easterly direction running parallel to the water supply easement.</p> <p>The initial 72m in distance along the boundary will coincide with half the existing setback of the existing dwelling house and shed on Lot 7 (DA 125/2015 indicates an approved setback from McGaw Road of 172m). The combined setback of 20m to the house on Lot 7 and the amended position of the ROW which moves further away from the western boundary, as proposed, will assist to mitigate any impacts on this existing dwelling house.</p> <p>There is an existing dwelling house on Lot 13 DP 1219628 approved under DA 44/2017. The approved plans indicate that this dwelling house is setback 20m from the eastern boundary of Lot 8. The ROW is in excess of 100m from the eastern boundary of Lot 8 and this will assist to mitigate any impacts on this dwelling house.</p> <p>To address any dust the applicant proposes to bitumen seal the ROW and plant trees along the western boundary and these two actions are identified through recommended conditions of approval. Council also requires bitumen sealing between the edge of McGaw Road and the property boundary.</p> <p>There is no objection to sealing the entire length of the constructed ROW to mitigate dust impacts on adjoining properties and this is recommended as a condition of consent.</p>
Visual impacts	The visual impacts are limited to the impact on amenity of adjoining properties. The proposal is consistent with the objectives of the zoning.	The visual impacts of the development and future dwelling houses will be limited to immediate adjoining properties. This large lot residential area is nearly fully developed and given the lack of established vegetation the visual impacts of new buildings and structures will be short term until trees and vegetation are established within each property. The visual impacts of Lot 8 are to the immediate adjoining properties (Lot 7 and Lot 13) and these can be mitigated through the control of the siting of future buildings and setbacks to boundaries as proposed within the subdivision application.

<i>Submission issue</i>	<i>Applicant's response</i>	<i>Council response</i>
Location of building envelopes	Three restrictions on areas within each lot for building have been identified to minimise impacts on adjoining properties.	<p>The building envelopes have been identified to avoid any formal crossing of the water supply easement and impacts on the pipeline within that easement.</p> <p>The building envelopes also address the need to provide suitable building areas that minimise the impact on adjoining properties. It is noted that the building envelopes are setback 10m from external and internal boundaries and future dwellings will need to comply with the minimum setbacks to boundaries required by Council's DCP.</p>

It is considered that in response to submissions received suitable recommended conditions of consent will address the major concerns raised.

Desk Top Assessment

Provisions prescribed by EP&A Regulations	Clause 92 (AS2601) - Demolition of Structures	This clause does not apply
	Clause 93 Fire Safety Considerations (Change of use of an existing building):	This clause does not apply
	Clause 94 Fire Safety Considerations (rebuilding/altering/enlarging/extending existing building(s):	This clause does not apply
4.15 1(a) any environmental planning instrument:	State Environmental Planning Policies The application has been considered with regard to the relevant provision of applicable SEPPs including: <i>State Environmental Planning Policy No 55—Remediation of Land</i> <i>State Environmental Planning Policy (Vegetation in Non-Rural areas) 2017</i> The site has not been identified as contaminated land and the applicant has not undertaken a preliminary assessment under SEPP 55. Inspection of the site indicates that the land is used for grazing. Further investigations under SEPP 55 are not required. The new SEPP Vegetation in Non-Rural Areas applies. The site is affected by Clause 5(1) (b) of the SEPP. Part 3 of the SEPP requires separate approval from Council for the clearing of any native vegetation. The site is excluded from the Native Vegetation Regulatory (NVR) Map prepared by OEH under Part 5A of the amended Local Land Services Act 2013 (LLS Act) and supporting regulation.	
Upper Lachlan Local Environmental Plan 2010:		
The subject land is zoned R5 Large Lot Residential. The application has been considered having regard to the relevant provisions of the LEP including: Clause 1.2 Aims of the Plan Clause 1.4 Definitions		

Clause 2.3 Zone objectives and Land Use Table

Clause 4.1 Minimum Lot Size

Clause 5.10 Heritage Conservation

Clause 6.2 Biodiversity

Clause 6.4 Water

Clause 6.5 Earthworks

Clause 6.9 Essential Services

Clause 6.10 Erection of dwelling houses on land in certain rural and residential zones

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

In response to Clause 5.10 the site is not identified in Council's Heritage mapping.

In response to Clause 6.2 Biodiversity the site is not identified as "sensitive land" on the Natural Resource Sensitivity – Biodiversity Map.

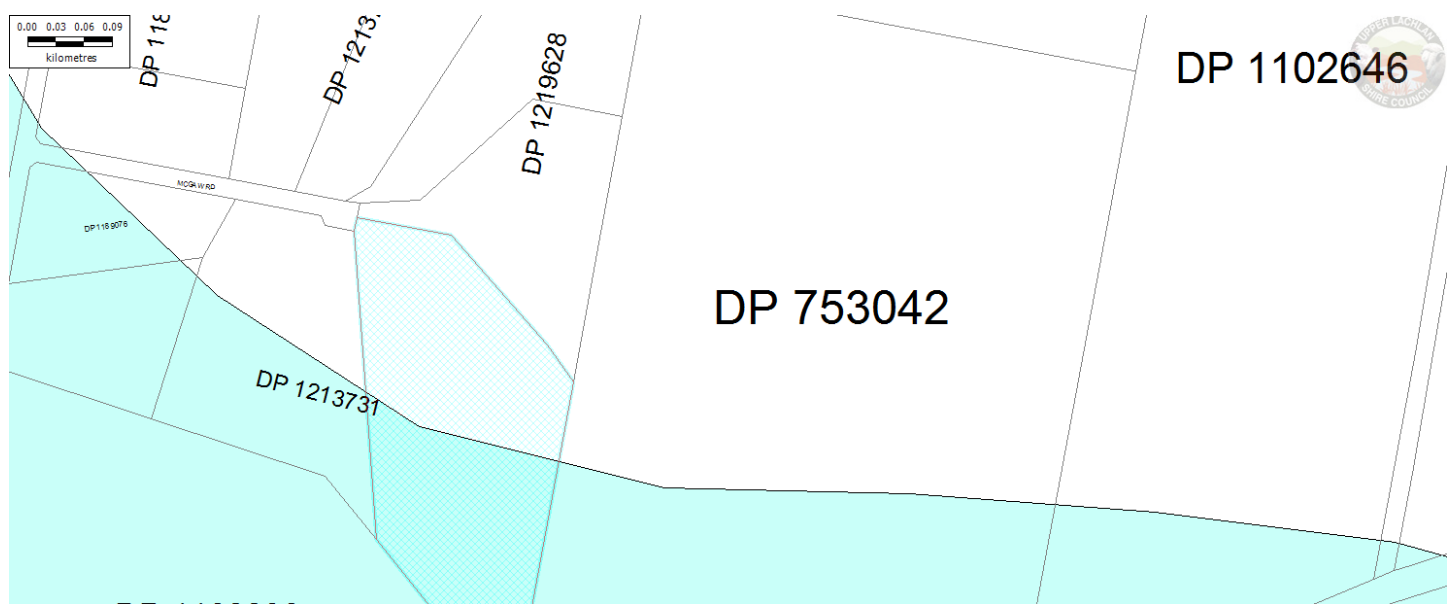
In response to Clause 6.4 Water part of the subject land is identified as "sensitive land" on the Natural Resource Sensitivity – Water Map – refer **Figure 3**.

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

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

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

Figure 3 – Sensitive Land - Water mapping



(b) Any draft environmental planning instrument: Nil

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

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

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

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

Residential development:

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

The proposed subdivision will create lots above the minimum lot size (2ha) which reflects the constraints of the site and the scale of residential development is appropriate for proposed lot sizes.

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

In response to Clause 10.2 Roads this clause requires that for Residential (Zones R2 and R5) and Village (Zone RU5) all proposed rights of carriageway will be required to be constructed to requirements in the DCP.

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

From this assessment:

- Council standards under Section 10.2 of the DCP apply for the construction for proposed Rights of Way (ROW) servicing proposed Lots 2 and 3

The applicant has indicated compliance with this standard and bitumen sealing of the proposed ROW.

Additional information was requested from the applicant on the 28 February 2018 to demonstrate:

- how the development will be serviced and supplied with reticulated water; and
- the impacts of construction of road access and potential wheel loadings over the water supply easement in DP 1070844

Water supply

Condition 4 and 20 on DA 17/2014 – the original subdivision plan required:

4. A water main extension is required to service the lots. Water main extensions works shall be carried out at no cost to Council. As the work involves work on Council owned infrastructure, only Council or Council approved contractor can undertake this work.
20. Prior to the release of a Subdivision Certificate you will be required to provide connections to Council's water supply. All work is to be completed to the Water Supply Code of Australia and to the satisfaction of Council as the water authority.

The additional information provided by the applicant provided an initial proposal for water supply connection. Full engineering details are required to be lodged with Council for approval.

Supply of reticulated water

The proposal includes the retention of an existing water holding tank for proposed Lot 1 and the installation of a new tanks to service proposed Lots 2 and 3 with reticulation to each lot from those tanks. Engineering comments on this proposal indicate support in principle for the proposal subject to full engineering details on proposed water reticulation being provided. This has been required as a condition of consent.

Impacts on water supply easement

The impacts of loading of vehicles including construction plant and general traffic on the water supply easement have been assessed by the applicant and the subdivision design modified to avoid any formal crossings of the easement. Combined with a restricted building envelope on each lot this will avoid impacting on the easement and existing water supply pipeline.

Impacts in the locality:

CONTEXT & SETTING	The proposed development is considered satisfactory with respect to the context and setting considerations.
ACCESS, TRANSPORT & TRAFFIC	The proposed development includes access from McGaw Road. The road is currently sealed and sufficient standard to support the proposed subdivision.
LANDSCAPING / CLEARING	The proposed development is not required to provide landscaping
NOISE	The proposed development will have minimal impact on noise and no significant long term noise impacts are expected.
SAFETY, SECURITY & CRIME PREVENTION (NSW POLICE SERVICE)	The proposed development is considered satisfactory with respect to the design criteria for Safety, Security and Crime Prevention.
ECONOMIC IMPACT IN THE LOCALITY	The proposed development is not expected to have any significant negative economic impacts in the locality.
SITE DESIGN & INTERNAL DESIGN	The proposed development is considered satisfactory with respect to the site and internal design.
FLORA & FAUNA	The issues associated with flora and fauna within the site are addressed within the SEE.
NATURAL HAZARDS	The proposed development is not expected to be significantly affected by, or to significantly influence, any natural hazards occurring in the immediate locality.
TECHNOLOGICAL HAZARDS	The proposed development is not expected to affect or be affected by any technological hazards.

CONSTRUCTION	The proposed development may affect adjoining land while subdivision and road construction works are being carried out and these impacts will need to be mitigated through the normal conditions regarding hours of operation, erosion and sediment control and dust control.
--------------	---

The suitability of the site for the development

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

The public interest

Approval of the proposal would not be considered contrary to the public interest.

Section 94 Contribution Plan

Contributions for Lot 8 were paid under Condition 21 of DA 17/2014 (Lot 8 was one of the approved 6 lots under this DA) and the land has a single credit for one (1) lot under Council's Section 94 Contributions Plan.

Section 7.11 Contributions (contributions per additional two (2) lots)

Roads	\$9,465 X 2
Waste Management	\$520 X 2
Open Space & Recreation	\$821 X 2
Community facilities	\$1,423 X 2
Emergency Services	\$655 X 2
Plan Administration	\$178 X 2
Total:	\$13,062 x 2 new lots = \$26,124

Note – these contribution rates will be updated effective for the 2018/2019 financial year and applied to the development consent

S64 Contributions

Section 64 Contributions for Lot 8 were paid under Condition 22 of DA 17/2014 (Lot 8 was one of the approved 6 lots under this DA) and the land has a single credit for one (1) lot under Council's Section 64 Contributions Plan.

Water Supply	\$3,923 x 2
Total:	\$3,923 x 2 new lots = \$7,846

Note – these contribution rates will be updated effective for the 2018/2019 financial year and applied to the development consent

Assessment Summary:

Provided recommended conditions of approval are complied with, the proposed development is considered to be acceptable. The application has been assessed under the relevant provisions of Council's planning controls and is not considered to have any significant negative impacts on the environment or the character and amenity of the local area.

Recommendation:

That Council determines development application 2/2018 by granting consent, subject to conditions in accordance with the EP&A Act and regulations and Council practices.

Assessing officer: (Daris Olsauskas)

Date: 6 July 2018

Reviewing officer: (Tina Dodson)

Date: 6 July 2018

Attachment 1 – Applicant's response

27/03/2018

Upper Lachlan Shire Council
Environment & Planning Department
Att: D Olsauskas
PO Box 42
Gunning NSW 2581

RE: DA 2/2018 – 3 Lot Subdivision at 34 McGaw Road Crookwell

Please find attached amended plans regarding the letter received on the 28th February and 20th March 2018. The amended plans and details below should clarify the questions raised from the Works and Operations department and the submissions made from adjoining property owners regarding our proposed development at 34 McGaw Road, Crookwell.

In regard to the Works and Operations letter, we provide the following information:

- It is intended to install two additional water storage tanks, within the easement located over Lot 2 at the front of the Lot (as shown on the amended plan). Sizing of the tanks shall be the same as the existing tanks installed with the original subdivision or in accordance with Councils requirements on sizing. A suitably sized pump will be required for each tank.
It is intended that the internal water line trench for Lot 2 & 3 will run along the eastern side of the easement to ensure adequate distance away from the existing water main easement on the lot. (NOTE: the ROW Easement is proposed to be 15m wide)
- The subdivision has been redesigned so that the ROW does not traverse over the existing water supply easement and pipeline.
- The ROW construction shall be in accordance with the DCP guidelines, being 4 meters wide formation with 150mm compacted gravel and appropriately located drainage structures.
It is intended to bitumen seal the ROW access.
- The access from McGaw Road into the property will be widened to allow for the two access'. Details are not available within the DCP on Councils requirements, however it is intended to widen the access to allow for the installation of two separate entrance gateways each being 4 meters wide to Lots 1 & 2. The gateways will be located within each lot and setback from the property boundary no less than 10m.
Should Council require an additional RCP to be installed within the road reserve, and all work will be undertaken in accordance with Councils Requirements and by a qualified and authorised Contractor.
- The amended plans have included Building Envelopes that are located on the eastern side of the existing easement and an 88B restriction shall be imposed on all lots in this regard. It is assumed that this will provide a higher probability that any internal vehicle access and vehicle loadings will not occur over the easement.

- The proposed location of the internal water reticulation pipeline, electricity supply and proposed trench location can be seen on the attached plan. The trench will be located on the eastern side of the proposed constructed access within the ROW, no less than 10m from the edge of the water main easement.

Regarding the submissions received as per the letter dated the 20th March 2018, the following response is made to each of the concerns raised:

- **Location of the ROW & Privacy**
The subdivision has been redesigned to satisfy the Works and Operations Department and as a result the ROW will predominantly not be adjoining the western boundary. Where the existing buildings are located on the adjoining property (noting that this owner chose to build with a minimum setback) the access formation within the ROW will be more than 20 meters away. It is intended to plant a tree line of conifers or similar along this boundary for privacy as per the attached plan.
- **Creation of Dust**
It should be noted that each of the access within the surrounding properties are gravel driveways with the one to the west being approximately 180m in length and the northern boundary approximately 50m in length. We note that the traffic over the ROW will be more that that of a single residence driveway and have proposed to bitumen seal the access within the ROW.
- **Building envelopes**
Building envelopes have been proposed on the amended plan and should satisfy the adjoining property owners with setbacks double those required within the DCP.
- **Decrease in Property Value**
We disagree with this statement. The proposed lots meet the minimum lot size within the R5 zoning and are similarly and larger in size to the lots created along Reservoir Road. The exact economic impact of the development can not be predicted without a detailed study of the individual circumstances, but there is a higher probability that the proposed development of large lot residential housing has the potential not only to benefit the owners of the land and their neighbours, but to improve the economy of the community via an increase in ratepayers, developer charges, increase in population and expenditure at business within the town.
- **Traffic Increase**
There will be a minimal increase in traffic, however we disagree that this increase, of two additional potential residences, will have a significant impact on the flow of traffic. Currently there are 6 residences that have access formed off McGaw Road and the proposal will increase this to 8. The parallel cul-de-sac, Croker Place, has 10 access locations and associated residences and we have not heard of any concerns in regard to the flow of traffic.
- **Large Lot Residential & Amenity**
The existing land located within the R5 zoning is made up of varying sized lots many of which are the minimum size of 2Ha. The proposed subdivision complies with the minimum lots size and are also in keeping with the objectives of the zone. Many of the lots within the McGaw Road

subdivision have the benefit of overlooking Rural land, however the land is zone 'Large Lot Residential' and I believe that the proposal meets the requirements of 'large lot residential'. Within McGaw road there is the potential for future subdivision of land that exceeds 4Ha in size on other lots. Or alternatively, this land has the potential to develop a dual occupancy in accordance with the Upper Lachlan Shire Council LEP and DCP.

I am of the opinion, that the proposed three lot subdivision of Lot 8 is not what will affect the amenity of the area, but rather, amenity is affected by the type of buildings that are constructed on the land and location of the buildings. We have provided an avenue to maintain the amenity by including building envelopes so that there is an increase in privacy on the proposed lots. It is also intended to impose an 88B restriction that requires the proposed residence to be constructed on site and not allowing any transportable or manufactured homes.

It could be argued that visual impact and amenity in the area was lost when adjoining property owners decided to construct their buildings with minimal setback from the boundaries.

We believe that the amendments made to the subdivision should satisfy the concerns raised by the adjoining property owners and have addressed the questions raised by the Works and Operations Department.

Regards

Josh & Katrina Proudman

The image shows two handwritten signatures in black ink. The signature on the left is 'Josh Proudman' and the signature on the right is 'Katrina Proudman'. Both signatures are written in a cursive, flowing style.

11 WORKS AND OPERATIONS

The following items are submitted for consideration -

11.1	Compulsory Acquisition of Lands at Commissioners Creek, Laggan Road Taralga	218
11.2	Proposed Road names in the Pinegrove Estate Subdivision McIntosh Road Crookwell	226
11.3	Request for Swing Equipment - Barbour Park Gunning	241
11.4	Request to enlarge the scope - Reconstruction and Initial Sealing of Bannister Lane	243
11.5	Streetscape Advisory Committee	245
11.6	Collector Stormwater Drainage Capital Budget 2018/2019	248

Works and Operations - 19 July 2018

ITEM 11.1 **Compulsory Acquisition of Lands at Commissioners Creek, Laggan Road Taralga**

FILE REFERENCE **I18/304**

AUTHOR **Design Engineer**

ISSUE

This report advises Council in relation to a compulsory Road Acquisition at Commissioners Creek on MR248 East. The acquisition of the land is required to enable continuity of access along the road known as MR248 East Laggan Road arising from the road works.

RECOMMENDATION That -

1. The acquisition be carried out by compulsory process in accordance with the Roads Act 1993, and;
2. Council seeks the consent of the Governor of NSW and Minister of Local Government to compulsory acquire Lots 6 – 8 (inclusive) DP1203896 in the Parish of Tyrl Tyrl for the purposes of road widening under the Roads Act 1993, and to pay compensation under the provisions of the Land Acquisition (Just Terms) Compensation Act 1991.
3. Council authorise the Mayor and General Manager to sign and affix the seal of Council to the documents relating to the transaction, as required.

BACKGROUND

The Office of Local Government has requested another resolution from Council for the land acquisition at Commissioners Creek as a part of the realignment of MR248E (Taralga Road).

Previously, Council resolved in May 2015 that

- “1. The acquisition be carried out by compulsory process in accordance with the Roads Act 1993, and;
2. Council seeks the consent of the Governor of NSW and Minister of Local Government to compulsory acquire Lots 6 – 8 (inclusive) DP1203896 in the Parish of Tyrl Tyrl for the purposes of road widening under the Roads Act 1993, and to pay compensation under the provisions of the Land Acquisition (Just Terms) Compensation Act 1991.
3. Council authorise the Mayor and General Manager to sign and affix the seal of Council to the documents relating to the transaction, as required.

This reports intends to seek the endorsement and adoption of the resolution before the proposed land acquisition can proceed.

Works and Operations

COMPULSORY ACQUISITION OF LANDS AT COMMISSIONERS CREEK, LAGGAN ROAD TARALGA cont'd

REPORT

As part of the reconstruction of MR248 East Laggan road it was necessary to acquire a section of land from Lots 6 - 8 (inclusive) DP1203896 in the Parish of Tyrl Tyrl held by the Crown.

A plan of survey has been registered as DP1203896 showing the Lots to be acquired for road widening purposes.

It is intended to acquire Lot 6 - 8 (inclusive) in DP1203896 under the Provisions of the Land Acquisition (Just Terms) Compensation Act 1991 for road widening purposes under the Roads Act 1993.

Council has a completed application and returned to Robert J McCarthy & Co who will lodge the application with the Office of Local Government on behalf of Upper Lachlan Shire Council.

POLICY IMPACT

The recommendations are consistent with Council's Land Acquisition Policy.

OPTIONS

Nil

FINANCIAL IMPACT OF RECOMMENDATIONS

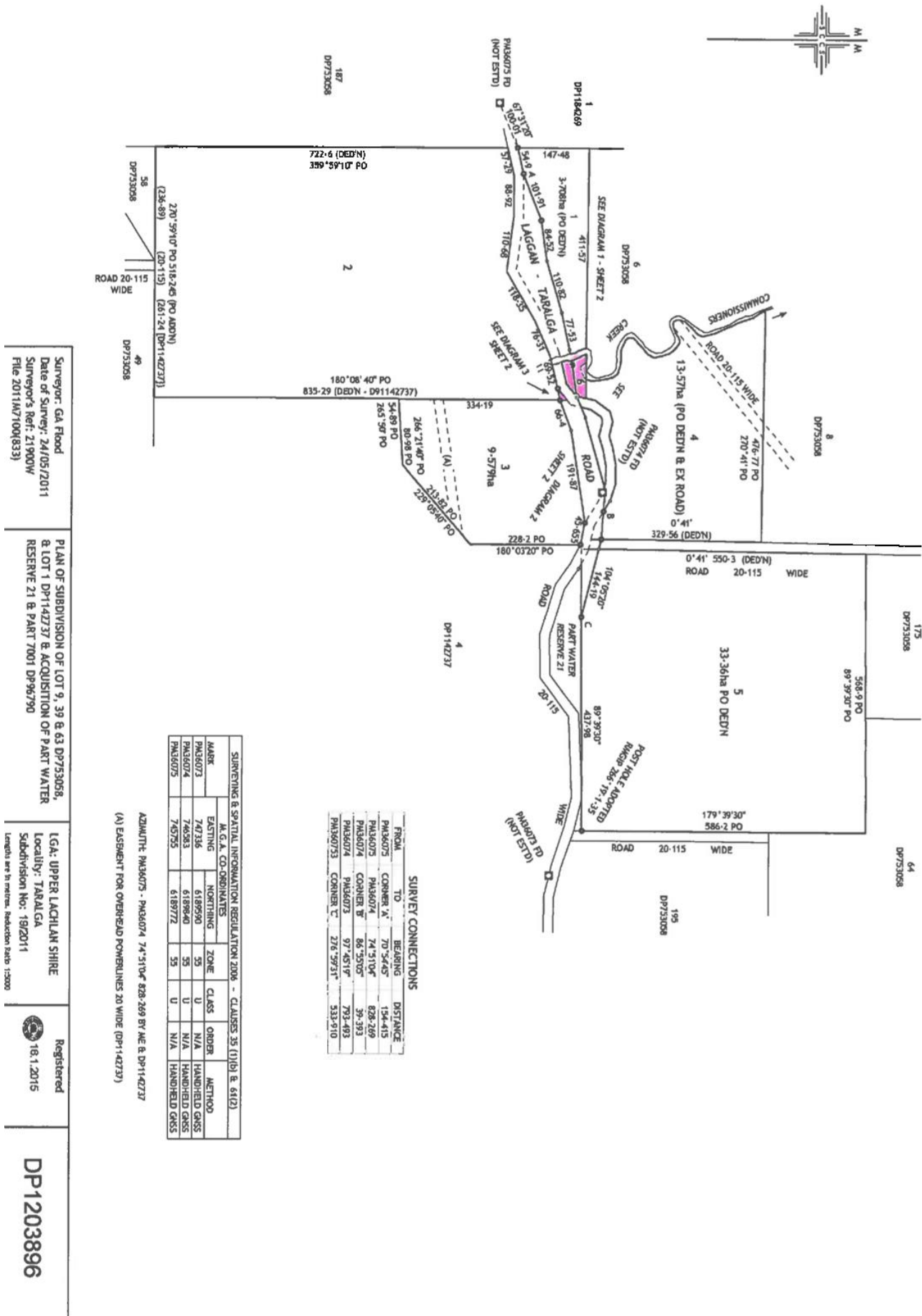
Road resumption costs will be met from the budget allocation for Main Road 248E.

RECOMMENDATION That -

1. The acquisition be carried out by compulsory process in accordance with the Roads Act 1993, and;
2. Council seeks the consent of the Governor of NSW and Minister of Local Government to compulsory acquire Lots 6 – 8 (inclusive) DP1203896 in the Parish of Tyrl Tyrl for the purposes of road widening under the Roads Act 1993, and to pay compensation under the provisions of the Land Acquisition (Just Terms) Compensation Act 1991.
3. Council authorise the Mayor and General Manager to sign and affix the seal of Council to the documents relating to the transaction, as required.

ATTACHMENTS

1. ↓	Plans - Commissioner Creek, Laggan Road, Taralga	Attachment
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PLAN FORM 6

WARNING: Creasing or folding will lead to rejection

ePlan

DEPOSITED PLAN ADMINISTRATION SHEET

Sheet 1 of 1 Sheet(s)

SIGNATURES, SEALS and STATEMENTS of intention to dedicate public roads, to create public reserves, drainage reserves, easements, restrictions on the use of land or positive covenants.

IT IS INTENDED TO DEDICATE ROAD WIDENING TO THE PUBLIC AS ROAD

IT IS INTENDED TO ACQUIRE LOTS 6, 7 AND 8 FOR ROAD

DP1203896

Registered:  16.1.2015

Title System: TORRENS & CROWN LAND

Purpose: SUBDIVISION

PLAN OF SUBDIVISION OF LOT 9, 39 & 63
DP753058, & LOT 1 DP1142737 &
ACQUISITION OF PART WATER RESERVE 21
& PART 7001 DP96790

LGA: UPPER LACHLAN SHIRE

Locality: TARALGA

Parish: TYRL TYRL

County: GEORGIANA

Survey Certificate

I, Gilbert Anthony Flood
of PO Box 142 Goulburn 2580

(Tel 02 4822 1366 Fax 02 4822 1365)

a surveyor registered under the Surveying & Spatial Information Act, 2002, certify that the survey represented on this plan is accurate, has been made in accordance with the Surveying & Spatial Information Regulation, 2006 and was completed on 24 May, 2011

The survey relates to parcels of road widening + connections
(specify the land actually surveyed or specify any land shown in the plan that is not the subject of the survey)

Signature:  Dated 26/05/2011

Surveyor registered under the Surveying & Spatial Information Act, 2002

Datum Line: PM36075-PM36074 (DP1142737)

Type: Rural

Subdivision Certificate

I certify that the provisions of s.109J of the Environmental Planning and Assessment Act 1979 have been satisfied in relation to:

the proposed SUBDIVISION set out herein
(Insert 'subdivision' or 'new road')


* Authorised Person General Manager / Accredited Certifier

Consent Authority: UPPER LACHLAN SHIRE COUNCILDate of Endorsement: 15 AUGUST 2011

Accreditation No:

Subdivision Certificate No: 19/2011File No: SC 19/2011

* Delete whichever is inapplicable

Plans used in the preparation of survey/compilation

19-2065	5306-1506
139-1506	6451-1506
1288-1506	R5590-1603
1289-1596	DP96790
3268-1506	DP664462
3555-1506	DP1142737
4846-1506	

(If insufficient space use Plan Form 6A annexure sheet)

SURVEYOR'S REFERENCE: 21900W [File 2011M7100(833)]

PLAN FORM 8 (AMENDMENT SHEET)

WARNING: Cleaving or folding will lead to rejection

ePlan

DEPOSITED PLAN ADMINISTRATION SHEET

Sheet 2 of 4 Sheet(s)

PLAN OF SUBDIVISION OF LOT 9, 39 & 63
DP753058, & LOT 1 DP1142737,
ACQUISITION OF PART WATER RESERVE 21
& PART 7001 DP96790

DP1203896

Registered:  16.1.2015


Subdivision Certificate No: 19/2011

Date of Endorsement: 15 AUGUST 2011



Signed at Sydney the 18th day of
November 2011 For Commonwealth
Bank Of Australia ABN 48 123 123 124 by its
Duly appointed Attorney under Power of
Attorney Book 4297 No 297



Witness




Payal Pandya

150 George Street Parramatta 2150


Jodie Franklyn-Smith

SURVEYOR'S REFERENCE: 21900W [File 2011M7100(833)]

PLAN FORM 0 (MILLIMETRE SHEET) TRANSFER OF CREATING OR FORMING WITH VIEW TO REGISTRATION ePlan	
DEPOSITED PLAN ADMINISTRATION SHEET Sheet <u>3</u> of <u>4</u> Sheet(s)	
PLAN OF SUBDIVISION OF LOT 9, 39 & 63 DP753058, & LOT 1 DP1142737 & ACQUISITION OF PART WATER RESERVE 21 & PART 7001 DP96790	DP1203896
Registered:  16.1.2015	
Subdivision Certificate No: <u>19/2011</u>	Date of Endorsement: <u>15 AUGUST 2011</u>
<p>Executed by Corymbia Investments Pty Ltd in accordance with s127 of the Corporations Act</p> <p></p> <p>Andrew Wood Sole Director/Secretary ACN 096 141 418</p>	
SURVEYOR'S REFERENCE: 21900W [File 2011M7100(833)]	

DEPOSITED PLAN ADMINISTRATION SHEET		ePlan
PLAN OF SUBDIVISION OF LOT 9, 39 & 63 DP753058, & LOT 1 DP1142737 & ACQUISITION OF PART WATER RESERVE 21 & PART 7001 DP96790	DP1203896	Sheet 4 of 4 Sheet(s)
	Registered:  16.1.2015	
Subdivision Certificate No: 19/2011 Date of Endorsement: 15 AUGUST 2011		
		
SURVEYOR'S REFERENCE: 21900W [File 2011M7100(833)]		

Works and Operations - 19 July 2018

ITEM 11.2 **Proposed Road names in the Pinegrove Estate Subdivision
McIntosh Road Crookwell**

FILE REFERENCE **I18/315**

AUTHOR **Design Engineer**

ISSUE

Council has received a request for endorsement of two proposed road names in the Pinegrove Estate Subdivision in Crookwell.

RECOMMENDATION That -

1. Council endorse the proposed road names as nominated by the developer in an email dated 19 June 2018, namely, "Graham Crescent" and "McGeechan Street".

BACKGROUND

On 15 December 2016, Council granted development consent 168/2004.3 for a sixty six lot subdivision of Lot 7 DP1054873 in McIntosh Road, Crookwell. This subdivision has two unnamed roads.

REPORT

Council has received an email from the developer, nominating two proposed names for the new roads in the development. A copy of this email is attached as Attachment 1.

The two proposed road names is "Graham Street" and "McGeechan Street", as indicated on a plan from Southern Cross Consulting Surveyors dated 18/6/18 Attachment 2. These two names are in memory of Graham Churchill and Phil McGeechan who both invested in Crookwell as described in an email from the developer in Attachment 1.

The two proposed road name is considered satisfactory with an initial reply from the Geographical Names Board, as Attachment 3 and the provisions of Council's Street and Road Naming Policy, in Attachment 4.

Council will undertake the online process through the Geographical Names Board for a further check that gives all government agencies the ability to object or agree after this Council report is adopted.

POLICY IMPACT

Council's Street and Road Naming Policy is attached for consideration. The Policy is being reviewed for the consideration of the Council.

Works and Operations

PROPOSED ROAD NAMES IN THE PINEGROVE ESTATE SUBDIVISION MCINTOSH ROAD CROOKWELL cont'd

OPTIONS

The Council may decide to endorse the proposed road names, refuse endorsement, or defer its decision in the matter.





FINANCIAL IMPACT OF RECOMMENDATIONS

Nil.

RECOMMENDATION That -

1. Council endorse the proposed road names as nominated by the developer in an email dated 19 June 2018, namely, "Graham Crescent" and "McGeechan Street".

ATTACHMENTS

1. 	Proposed Road Names from developer.	Attachment
2. 	Plan from Southern Cross Consulting Surveyors	Attachment
3. 	Email from Geographical Names Board	Attachment
4. 	Council's Street and Road Naming Policy	Attachment

From: Mark Herfoss
To: [Craig Smart](#)
Subject: Pine Grove
Date: Tuesday, 5 June 2018 9:56:13 PM

Hello Craig, with regard to the street names I've suggested . Graham Crescent would be in honour of Graham Churchill who was born and raised in Crookwell and moved to Wollongong to build a successful transport business. He then invested heavily back in Crookwell to create the Summerset Park subdivision and also Pine Grove. Graham passed away earlier this year.

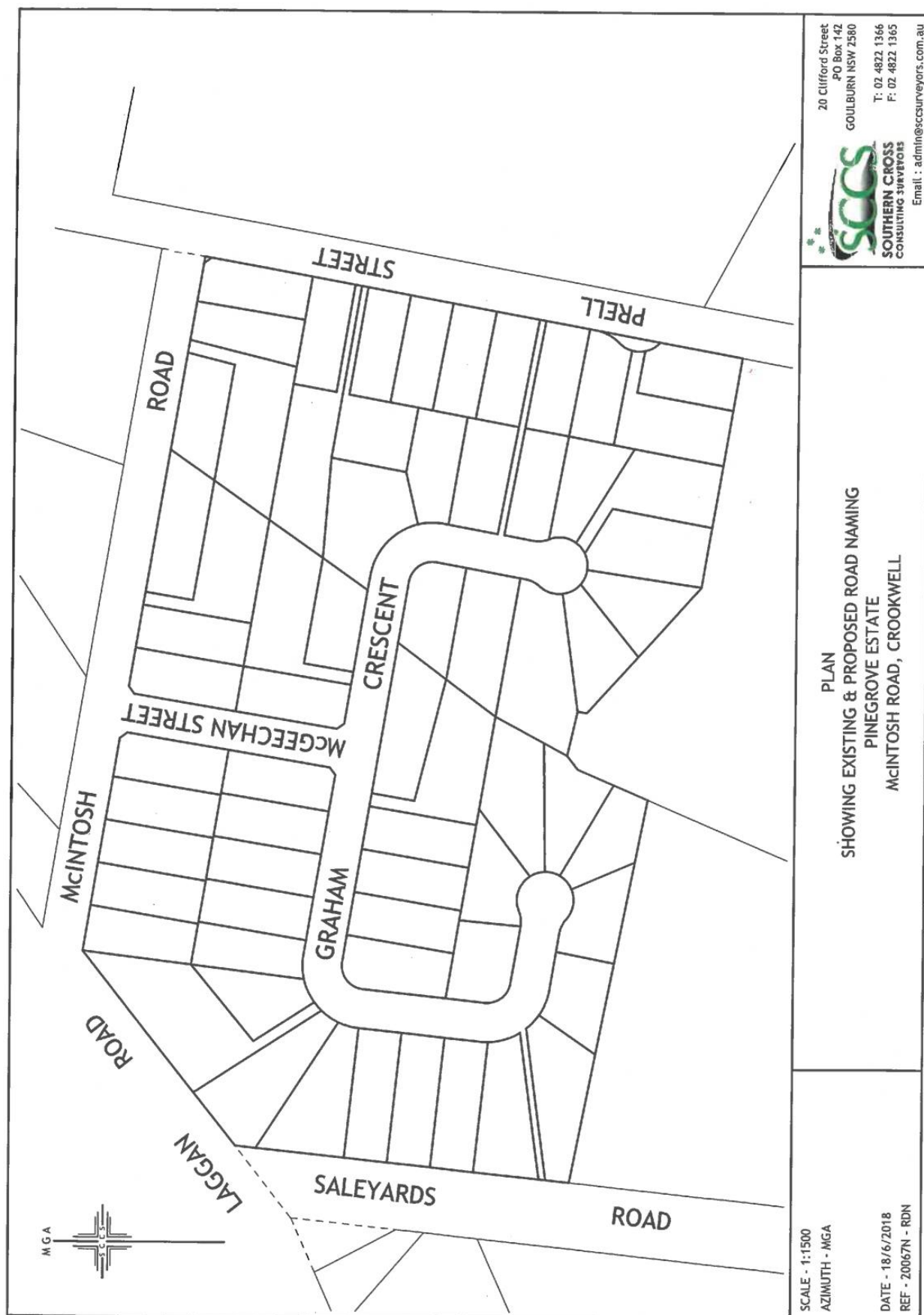
McGeechan St would be in honour of Phil McGeechan who created McGeechan farm supplies . He also invested heavily in Crookwell and local sporting activities. The business he created still thrives and helps keep local people employed. He passed away at just 56 years of age some time ago.

On another matter, condition 22 of the DA requires an 1800 high fence to be erected on the property boundaries along Saleyards Rd and Laggan Rd. What style of fence is required ?

I think it should be left to the property owners.

Regards, Mark Herfoss

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



From: [Craig Smart](#)
To: [Craig Smart](#)
Subject: FW: NORNS - Two proposed Road Names in Crookwell
Date: Friday, 29 June 2018 9:00:18 AM
Attachments: [image001.jpg](#)

From: SS GNB [<mailto:SS-GNB@finance.nsw.gov.au>]
Sent: Wednesday, 27 June 2018 10:37 AM
To: Craig Smart <CSmart@upperlachlan.nsw.gov.au>
Subject: RE: NORNS - Two proposed Road Names in Crookwell

Hi Craig,

No problem should be all ok.

Cheers,

Rhet

GNB email signature



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Please consider the environment before printing this email

From: Craig Smart <CSmart@upperlachlan.nsw.gov.au>
Sent: Wednesday, 27 June 2018 10:32 AM
To: SS GNB <SS-GNB@finance.nsw.gov.au>
Subject: RE: NORNS - Two proposed Road Names in Crookwell

Hi Rhet

Thanks for your email. These proposed names provided refer to **deceased** People from the Crookwell community.

I will arrange for a Council report and recommend these names before proceeding.

Regards

Craig Smart
Design Engineer

Upper Lachlan Shire Council
PO Box 10, Crookwell, NSW, 2583

Ph. (02) 4830 1011
Fax (02) 4830 1055
csmart@upperlachlan.nsw.gov.au

From: SS GNB [<mailto:SS-GNB@finance.nsw.gov.au>]
Sent: Wednesday, 27 June 2018 9:30 AM
To: Craig Smart <CSmart@upperlachlan.nsw.gov.au>
Subject: RE: NORNS - Two proposed Road Names in Crookwell

Hi Craig,

I have checked the names and should be ok provided they do not refer specifically to any living person.

Kind regards,

Rhet

GNB email signature



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From: Craig Smart <CSmart@upperlachlan.nsw.gov.au>
Sent: Friday, 15 June 2018 2:47 PM
To: SS GNB <SS-GNB@finance.nsw.gov.au>
Subject: RE: NORNS - Two proposed Road Names in Crookwell

Hi Rhet

Upper Lachlan Shire LGA would like two Road names proposed in a subdivision of Lot 10 DP 1217974 checked before proceeding with the road naming process.

Road Name 1: McGeechan Street

Road Name 2: Graham Crescent

Can you provide a check on these two names for the township of Crookwell before we

commence the proposal .

Regards

Craig Smart
Design Engineer

Upper Lachlan Shire Council
PO Box 10, Crookwell, NSW, 2583

Ph. (02) 4830 1011
Fax (02) 4830 1055
csmart@upperlachlan.nsw.gov.au

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P Please consider the environment before printing this email.

POLICY:-	
Policy Title:	Street and Road Naming Policy
File reference:	
Date Policy was adopted by Council initially:	28 August 2008
Resolution Number:	242/08
Other Review Dates:	21 November 2013
Resolution Number:	362/13
Current Policy adopted by Council:	20 March 2014
Resolution Number:	54/14
Next Policy Review Date:	2016

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

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

Objective

The objective of this document is to provide consistent format to be followed for the naming of public road in Upper Lachlan Local Government Area.

Definitions

Classified Road means any of the following:

- (a) a main road;
- (b) a state highway;
- (c) a freeway;
- (d) a controlled access road;
- (e) a secondary road;
- (f) a tourist road;
- (g) a tollway;
- (h) a state work.

Local Newsletter in relation to a particular locality, means a newspaper circulating in the locality at intervals of not more than 14 day.

Public Road means:

- (a) any road that is opened or dedicated as a public road, whether under the Roads Act 1993 or any other Act or law; and
- (b) any road that is declared to be a public road for the purposes of the Roads Act 1993.

Roads Authority means a person or body that is, by or under the Roads Act 1993, declared to be a roads authority and in relation to a particular public road, means the authority for that road.

- (a) The RMS is the roads authority for all freeways.
- (b) the minister is the roads authority for all Crown roads.
- (c) the regulations may declare that a specified public road, or for all public roads within a specified area, other than any freeway or Crown road.
- (d) the council of the local government area is the roads authority for all public roads within the area, other than:
 - i. any freeway or Crown road; and
 - ii. any public road for which some other public authority is declared by the regulations to be the roads authority.

A roads authority has such functions as are conferred on it by or under the Roads Act 1993 or any other Act or law.

RMS means the Roads and Maritime Service constituted under the Transport Administration Act 1988.

Road Names

Selection

1. Road names should be unique within local government areas and adjacent local government areas.
2. Roads crossing council boundaries should have a single and unique name.
3. Preferred sources for road names include:
 - a. Aboriginal names
 - b. local history
 - c. early explorers, pioneers, settlers and other eminent persons
 - d. war / casualty lists
 - e. thematic names such as flora, fauna or ships.
4. Names should be appropriate to the physical, historical or cultural character of the area concerned.
5. Names selected from Councils approved list should be chosen from the appropriate locality list.
6. The origin of each name should be clearly state and subsequently recorded.
7. The local Aboriginal Land Council should be consulted when choosing Aboriginal names unless council already has an agreed upon list of appropriate names.
8. Names of living persons should not be used.
9. Names which are characterised as followed are to be avoided
 - a. Offensive or likely to give offence
 - b. Incongruous – out of place
 - c. Commercial or company

Grammar

1. Names should be reasonably easy to read, spell and pronounce in order to assist both service providers and the travelling public.
2. Unduly long names and names composed of two or more words should be avoided.
3. A given name should only be included with a family name where it is essential to identify an individual or where it is necessary to avoid ambiguity. The use of given names should generally be avoided.
4. Whilst street and cul-de-sac names should only have one word it is recognised that some roads require a two word name because of their geographic relationship eg; New England Highway.

5. Roads with double destination names should be progressively renamed.
6. Where it is intended that a road have the same name as a place or feature with an approved geographical name, then particular care should be taken to ensure that the correct spelling is adopted. Place names shown on Central Mapping Authority topographic maps are approved names unless specifically excepted in the map legend or in exceptional circumstances where the name has been changed subsequent to the publication of the map.
7. Where names have changed or corrupted by long established local usage, it is not usually advisable to attempt to restore the original form; that spelling which is sanctioned by general usage should be adopted.
8. Generally road names proposed or approved should not contain abbreviations: eg the 'Creek' in Wallaby Creek Road must not be abbreviated.

Note: There is one exception to this: "ST" should always be used in place of "Saint".

9. The apostrophe mark' must be omitted in the possessive case eg. "Smith's Road" should be "Smiths Road".
10. It is further preferable to delete a possessive "S" unless the euphony becomes harsh eg. "Smith Road"
11. The use of hyphens should be avoided.

Road Type Suffix

1. Road names should contain an appropriate road type suffix.
2. Assistance to both the motoring and pedestrian public should be a consideration in making a suffix choice.
3. When a type of suffix with a geometric or geographic connotation is chosen ensure that it generally reflects the form of the road; for example: Crescent – a crescent or half moon, rejoining the road from which it starts: Esplanade – open level and often along the seaside or a river.
4. For a cul-de-sac use Place, Close, Court or a type suffix of similar connotation.
5. The use of a compass point prefix or an additional suffix such as "north" or "extension" should be avoided.

Road Naming Procedure

General

A roads authority may name and number all public roads for which it is the roads authority excluding any freeway or Crown road and any public road for which some other public authority is declared by the regulations to be roads authority (Refer to Appendix 1 for a flow diagram).

Notices

1. When naming or renaming a road, the roads authority must carry out the following (in accordance with Roads Act 1993 and Roads (General) Regulation 2000:
 - i. The Geographical Names Board must be given at least one month's notice of the proposed name.
 - ii. A notice of the proposal must be published in a local newspaper;
 - iii. A notice of the proposal must be served on:
 - Australia Post
 - The Registrar-General
 - The Surveyor-General
 - RMS (only in the case of a classified road)
2. The notice must state that written submissions on the proposed name may be made to the roads authority and must specify the address to which, and the date by which, any such submission should be made.
3. Any person may make a written submission to the roads authority on its proposal to name or rename a road.
4. If, after considering any submissions duly made to it, the roads authority decides to proceed with the proposed name, the roads authority must:
 - i. Publish notice of the new name in the Gazette and in a local newspaper, giving (in the case of a new road being named for the first time) a brief description of the location of the road; and
 - ii. Inform, by a notice including sufficient particulars to enable the road to be identified, the following:-
 - Australia Post
 - The Registrar-General
 - The Surveyor-General
 - RMS (only in the case of a classified road)

Objections

1. A roads authority may not proceed with a proposal to name or rename a road against an objection made by Australia Post, the Registrar-General,

the Surveyor-General, or (in the case of a classified road) the RMS, except with the approval of the Minister (s10 Roads (General Regulation) 2000).

2. Objections submitted by the public must be addressed.

Records Required

1. A roads authority must keep a record of the public roads for which it is the roads authority. This record must be available for inspection by members of the public, free of charge, during the normal business hours of the roads authority.
2. The record must contain the following for each public road (in accordance with s169 Roads Act 1993):
 - i. its location;
 - ii. the name and number (if any) given to it by the roads authority;
 - iii. the reference of any plan in accordance with which its boundaries or levels have been fixed or varied by the roads authority;
 - iv. such other particulars as may be prescribed by the regulations.

Road Naming by Dedication

1. Notwithstanding the above, roads may be named by a quicker method under s9 Roads Act 1993. A person may open and name a public road by causing a plan of subdivision or other plan that bears a statement of intention to dedicate specified land as a public road to be registered in the office of the Registrar-General. See diagram below.

On registration of the plan, the land is dedicated as a public road.

2. The applicant should must submit the road names to the roads authority for consideration prior to lodgement of the plan, to ensure the name is suitable. Council will approve the name to be used for the road.

RELEVANT LEGISLATION AND COUNCIL POLICY AND PROCEDURES

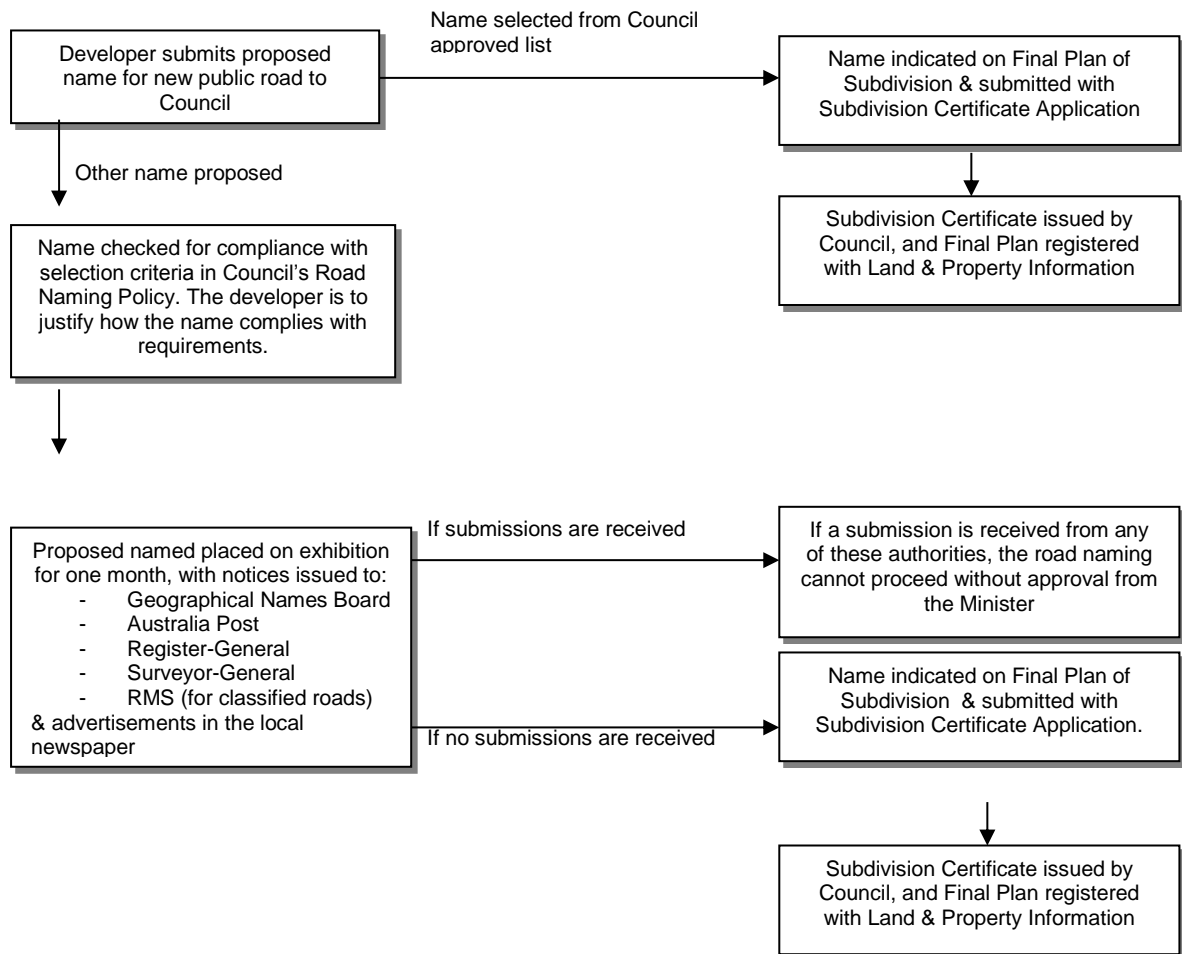
The following Legislation and Council Policies and documents that are relevant to this Policy include:-

Geographical Names Act 1966
Road Act 1993
Road (General) Regulation 2000
Crown Land Act
Environment & Plan Act 1979

Local Government Act 1993
Transport Administration Act 1988
Surveying & Spatial Information Act 2002
Surveying & Spatial Information Regulation 2012
Road Management Policy
Asset Management Policy
Rural Addressing Policy
Acquisition of land
Advertising in Council's Newsletter Policy
Release of Subdivision plans

APPENDIX 1 – FLOW CHART

FLOW CHART



Works and Operations - 19 July 2018

ITEM 11.3 **Request for Swing Equipment - Barbour Park Gunning**

FILE REFERENCE **I18/317**

AUTHOR **Manager of Works**

ISSUE

A request has been received from the Gunning District Association to install a Parent/Baby swing at Barbour Park, Gunning and this report recommends to increase the scope of the project to install a proper swing fit for the proposed location.

RECOMMENDATION That –

1. That Council allocates \$8,560 from S94 Open Space Restricted Reserve Gunning towards the purchase and installation costs towards the Parent/Baby Swing at Barbour Park, and;
2. That Council accepts the contribution from the Gunning District Association of \$1,500 towards the swing.

BACKGROUND

Council has received a request from the Gunning District Association to install a baby swing at Barbour Park, Gunning. As part of Council's 2017/2018 Operational Plan, an amount of \$1,000 was allocated for the construction of a swing in Barbour Park. The estimate was based on a basic swing, however, this swing was deemed deficient for this location based on the community feedback requiring a Parent/Child swing.

The Association has advised that they are able to contribute \$1,500 towards the swing to help fund the revised scope of works.

The estimated cost to install this swing is \$11,060 excluding GST leaving a shortfall of \$8,560. This report recommends to fund this shortfall.

REPORT

The quotation for the supply of a purpose built Parent/Child swing, including soft fall is \$6,660 and Council staff have estimated that the installations cost will be in the order of \$4,400, thus total cost to supply and install is \$11,060 +GST.

Council has allocated \$1,000 towards this swing in the 2017/2018 Management Plan and the Gunning District Association has offered a contribution of \$1,500.

Subject to the Gunning District Association contribution, Council will need to allocate an additional \$8,560 towards this project.

Works and Operations

REQUEST FOR SWING EQUIPMENT - BARBOUR PARK GUNNING cont'd

Barbour Park currently has one swing, however it is not a purpose built baby swing. Barbour Park is experiencing increased use and staff are confident that the proposed Parent/Baby swing will be well received by the Gunning community and visitors.

POLICY IMPACT

Nil

OPTIONS

Option 1 - Allocate an additional \$8,560 from the S94 Open Spaces Restricted Reserve Gunning towards this project. This is the preferred option;

Option 2 – Install a basic swing. Not suitable for the location. There is no community support for this option.

Option 1 is recommended as there are sufficient funds available to fund the proposed revised scope of the project.

FINANCIAL IMPACT OF RECOMMENDATIONS

The balance of the S94 Open Space Restricted Reserve Gunning is \$42,000, thus there are adequate funds in this restricted reserve to fund this project.

RECOMMENDATION That –

1. That Council allocates \$8,560 from S94 Open Space Restricted Reserve Gunning towards the purchase and installation costs towards the Parent/Baby Swing at Barbour Park, and;
2. That Council accepts the contribution from the Gunning District Association of \$1,500 towards the swing.

ATTACHMENTS

Nil

Works and Operations - 19 July 2018

ITEM 11.4 **Request to enlarge the scope - Reconstruction and Initial Sealing of Bannister Lane**

FILE REFERENCE **I18/318**

AUTHOR **Manager of Works**

ISSUE

Council has allocated in the 2017/2018 Operational Plan \$350,000 towards the reconstruction and initial sealing of Bannister Lane. Further funding is required if the complete length of Bannister Lane is to be sealed.

RECOMMENDATION That -

1. Council allocates an additional \$140,000 from the savings from the 2017/18 Operational Plan works on the Boorowa Road Project to fund the additional scope of works on the Bannister Lane Reconstruction and Initial Sealing Project.

BACKGROUND

As a part of Council's 2017/2018 Budget Meeting, held on 20 March 2017, an amount of \$350,000 was allocated for the reconstruction and initial sealing of part of Bannister Lane. The section identified was between Storrier's Lane and in the vicinity of Bannister Hall.

The project is funded by the Gullen Solar Farm S94A Development contributions (\$250,000) and S94 Development Contributions – Bannister Locality (\$100,000).

The above allocation of funds were based on the assumption that Council completes as much work as possible. If Council completes the funded scope of works, there will be approximately 500m of Bannister Lane that will remain unsealed in the middle of two sealed sections. It makes sense to enlarge the existing scope of works with additional funding to complete the sealing of Bannister Lane.

REPORT

Works have commenced on the reconstruction and initial sealing of part of Bannister Lane.

At the time of developing the 2017/2018 Operational Plan the scope of work was not clearly defined apart from "seal as much as possible from the right angle bend at the top of the hill and try to get past the Bannister Hall."

Council staff have completed the detailed design and estimate for the 1.6km from Storriers Lane Intersection which amounts to \$490,000.

Works and Operations

REQUEST TO ENLARGE THE SCOPE - RECONSTRUCTION AND INITIAL SEALING OF BANNISTER LANE cont'd

To remain within the current allocation of \$350,000 Council staff have defined the scope of works to include:

- Section 1 – CH 00 to 250m - Improve the intersection of Bannister Lane and Storriers lane to remove the cross road intersection configuration and complete vegetation clearing, earthworks, property acquisition and fencing, gravel and seal. Estimate of cost is \$90,000;
- Section 2 – CH 250 to 750 – can't be completed within current budget allocation, *The estimated cost to complete section 2 is \$140,000;*
- Section 3 CH 750 to 1600 – Complete vegetation clearing, earthworks, gravel and seal. Estimate of cost is \$260,000.

POLICY IMPACT

Nil

OPTIONS

Option 1 - Complete Sections 1 and 3 only and within current budget allocation. This is not a desirable option as the public will be disappointed that the middle 500m is not completed.

Option 2 - Complete Section 2 – CH 250 to 750 as well as Sections 1 and 3 – Council will need to allocate an additional \$140,000 and this will be a satisfactory outcome for the community. This is the preferred option.

Option 2 is recommended as there are sufficient funds to undertake the proposed works from the savings from works within the 2017/18 Operational Plan works on the Boorowa Road Project and the net savings reserve from works on MR54.

FINANCIAL IMPACT OF RECOMMENDATIONS

Council has savings within the 2017/18 Operational Plan from efficient completion of the Boorowa Road Project that are much more than the required \$140,000 for the Bannister Lane Project. Additionally, Council is expecting savings from the MR54 road works within the current financial year (2017/18). The accounts for financial year 2017/18 are yet to be finalised and the quantum of these savings are not known, however, anticipated to be in the order of \$100,000.

The above savings are sufficient to fund the additional proposed expenditure of \$140,000.

RECOMMENDATION That -

1. Council allocates an additional \$140,000 from the savings from the 2017/18 Operational Plan works on the Boorowa Road Project to fund the additional scope of works on the Bannister Lane Reconstruction and Initial Sealing Project.

ATTACHMENTS

Nil

Works and Operations - 19 July 2018

ITEM 11.5 **Streetscape Advisory Committee**

FILE REFERENCE **I18/310**

AUTHOR **Director of Works & Operations**

ISSUE

This report addresses a request from Councillors seeking the establishment of a Streetscape Advisory Committee.

RECOMMENDATION That –

1. Council creates a Streetscape Advisory Committee under Section 355 of the Local Government Act 1993 that consists of three Community Representatives from the Upper Lachlan Shire appointed by Council following appropriate expressions of interest, three Councillors and three Council staff (General Manager, Director Works and Operations and Project Manager);
2. The Streetscape Advisory Committee has the primary responsibility for higher level guidance not operational matters in relation to the Streetscape Project, to provide advice to Council and to act as a conduit between the Community and Council's Project Control Group that is responsible for delivering the Streetscape Project;
3. Council appoint three interested Councillors to the Streetscape Advisory Committee.

BACKGROUND

During the June 2018 Council meeting, Councillors requested a report on the creation of a formal "Streetscape Committee" of the Council. This report is intended to address this request.

Council has had an informal Streetscape "Committee" running. Council officers cannot find records of Council approval of the "Committee". In line with the proposed project methodology, the informal "Committee" was changed to a "Project Control Group" in order to help deliver the project.

REPORT

Council is progressing the Streetscape Project. Councillors have requested to progress this project through a "Committee" of the Council. Councils have previously used Section 355 of the Local Government Act 1993 to set up such committees of the Council with advisory functions only.

Works and Operations

STREETSCAPE ADVISORY COMMITTEE cont'd

Based on this prior experience, it is proposed that a Section 355 Streetscape Advisory Committee is created with primary responsibility to provide advice to Council and act as a conduit between the Community and Council's Project Control Group (PCG). It is proposed that the membership includes three Community Members from the Upper Lachlan Shire appointed by Council following appropriate expressions of interest, three Councillors and three Staff Members (General Manager, Director Works and Operations and the Project Manager). The meetings are proposed to happen as necessary for the life of the Streetscape project. All actions arising from the Committee are proposed to be reported to Council for decision. All decisions of the Council are implemented by the Project Champion (Director of Works and Operations) through assistance from the respective Project Manager responsible for this project.

It is proposed that the Committee will have interaction with Council's appointed consultants or contractors only through the Council's Project Manager. However, the Committee may request Council's appointed consultants or contractors to attend any of the proposed Streetscape Advisory Committee meeting(s) when requested. All Committee recommendations are proposed to be by consensus and any dissenting views must be reported to Council along with the majority recommendation.

POLICY IMPACT

It is quite consistent with industry practice to have Project Control Groups (PCGs) to help deliver projects. These PCGs consist of the Project Manager, Project Champion and Consultant and continue to deliver the project in accordance with the approved Council resolution(s).

The proposed Section 355 Committee is intended to consist of Community Representatives, Councillors and relevant Staff. The Committee is proposed to be responsible for higher level guidance and advice to Council regarding the delivery of the Streetscape project(s). There is no operational role envisaged for the proposed Streetscape Advisory Committee. Council at its discretion, can choose to allocate some or all of its functions to the proposed Streetscape Advisory Committee within the provisions of Section 355 of the NSW Local Government Act 1993.

OPTIONS

Council has the following viable options:

1. Establish a Streetscape Advisory Committee to help guide the Streetscape project;
2. Do not establish Streetscape Advisory Committee;

Option 1 is recommended.

FINANCIAL IMPACT OF RECOMMENDATIONS

Only two meetings with Council and staff are included within the current quote for streetscape community consultation and engineering design drawings preparation Consultant work approved by Council. Additional meetings including attendance at the proposed Streetscape Advisory Committee meetings by the Consultant will incur additional costs to Council.

Works and Operations

STREETSCAPE ADVISORY COMMITTEE cont'd

RECOMMENDATION That –

1. Council creates a Streetscape Advisory Committee under Section 355 of the Local Government Act 1993 that consists of three Community Representatives from the Upper Lachlan Shire appointed by Council following appropriate expressions of interest, three Councillors and three Council staff (General Manager, Director Works and Operations and Project Manager);
2. The Streetscape Advisory Committee has the primary responsibility for higher level guidance not operational matters in relation to the Streetscape Project, to provide advice to Council and to act as a conduit between the Community and Council's Project Control Group that is responsible for delivering the Streetscape Project;
3. Council appoint three interested Councillors to the Streetscape Advisory Committee.

ATTACHMENTS

Nil

Works and Operations - 19 July 2018

ITEM 11.6 **Collector Stormwater Drainage Capital Budget 2018/2019**

FILE REFERENCE **I18/335**

AUTHOR **Assets & Risk Coordinator**

ISSUE

Request to combine two projects related to stormwater drainage in the village of Collector.

RECOMMENDATION That -

1. Council fund stormwater drainage investigations, design and improvement works in the Village of Collector up to a total value of \$240,000 within the 2018/19 Operational Plan;

BACKGROUND

In 2016/17 a budget of \$80,000 was allocated to fund stormwater drainage works in Church Street opposite the Hotel. Council staff are not completely clear regarding the scope of this particular project.

Council resolved to fund an additional \$160,000 worth of stormwater drainage related works and investigation within the 2018/19 Operational Plan.

It makes sense to consider the stormwater drainage of the Village of Collector instead of considering the two projects separately.

REPORT

It is proposed to combine the two projects together and spend the money for a larger improvement of stormwater drainage facilities in the Village of Collector. The proposed scope is as follows for consideration:

1. Undertake investigations into the stormwater drainage service level in the Village of Collector;
2. Determine a stormwater drainage service level based on the “design storm” in consultation with the community;
3. Develop a stormwater drainage model for the Village of Collector;
4. Prioritise works and prepare minor engineering designs;
5. Undertake works that can be funded within the available budget of \$240,000.

The above scope of works is intended to clarify the scope for the Council staff and enable the progression of the works.

POLICY IMPACT

It is considered good practice to combine similar works located at the same or nearby locations and increase the value through economy of scale.

OPTIONS

Council has the following viable options:

1. Develop scope and keep the projects separate;
2. Develop scope and keep projects together.

Options 2 is preferred.

FINANCIAL IMPACT OF RECOMMENDATIONS

There is no net change to the Operational Plan if the recommendation is accepted.

Restricted Reserve - Stormwater and Drainage 2017 - Council has funds available for Church Street, Collector \$80,000 and additional allocation of \$160,000 as a part of the 2018/19 Operational Plan.

It is proposed that the two are combined as a part of the 2018/2019 Operational Plan as Collector Stormwater Drainage - \$240,000.

RECOMMENDATION That -

1. Council fund stormwater drainage investigations, design and improvement works in the Village of Collector up to a total value of \$240,000 within the 2018/19 Operational Plan;

ATTACHMENTS

Nil

12 FINANCE AND ADMINISTRATION

The following items are submitted for consideration -

12.1	Council Delivery Program Review 2017/2018	252
12.2	Review of the Corporate Credit Card Policy	273

Finance and Administration - 19 July 2018

ITEM 12.1 **Council Delivery Program Review 2017/2018**

FILE REFERENCE I18/316

AUTHOR **Director of Finance and Administration**

ISSUE

Delivery Program – Progress Review Report on principal activities and program actions for the 2017/2018 reporting period.

RECOMMENDATION That -

1. Council adopt the Delivery Program Review for 2017/2018, period ending 30 June 2018.

BACKGROUND

Council's 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 Community Strategic Plan. The Delivery Program will be reviewed and updated each year 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 regular progress reports are provided to the council reporting as to its progress with respect to the Principal Activities detailed in its Delivery Program. Progress Reports must be provided at least every 6 months."

This is the progress review report on implementation of Upper Lachlan Shire Council's Delivery Program in accordance with the IP&R guidelines and the Local Government Act 1993 for the period of 1 January 2018 to 30 June 2018.

POLICY IMPACT

Nil

OPTIONS

Nil



FINANCIAL IMPACT OF RECOMMENDATIONS

Nil

RECOMMENDATION That -

1. Council adopt the Delivery Program Review for 2017/2018, period ending 30 June 2018.

ATTACHMENTS

1. 	Delivery Program June 2018 Report	Attachment
2. 	Fit for the Future Action Plan - 30 June 2018	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.
1.3 - Community services for young, aged, disabled, and people from diverse cultural backgrounds.	Number of actions of the Social and Community Plan, Cultural Plan and Ageing Strategy are implemented.	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.	Completed - review of Social and Community Plan undertaken. Cultural Plan reviewed in June 2017 and cultural funding program 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.	Completed – YA'MAD meetings being held. Youth week activities undertaken in April 2018.
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.
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.	Completed - 2 heritage projects received grant funding in 2017/2018 and they have been acquitted.

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 Works and Operations	Strategy CO5 - Maintain our rural lifestyle. 6. Resilient and adaptable communities.	Completed - maintenance work on sportsgrounds is ongoing. New Crookwell Skate Park and outdoor gymnasium projects are now open for public use.
1.8 - Manage and upgrade Council's public buildings and community centres.	Regular communication and support of Section 355 Committees arrangements. Preparation and review Council buildings and prepare strategy on future arrangements.	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.	Completed - communication and support to S355 Committees is being provided. Pending - Building Plans of Management are being established and reviewed.
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.	Completed - Clifton Park and cricket pitch upgrade complete. Ongoing funding is provided for sportsgrounds maintenance activities.

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 long-term Noxious Weeds Management Strategy.	Director of Environment and Planning	Strategy EN2 - Adopt environmental sustainability practices. 3. A healthy natural environment.	Pending - review of policy and further 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 Proposal has been submitted to Department of Planning and Environment. Review process report to be provided to Council in August 2018.
2.3 - Promote use of green and renewable energy.		Council promote alternate energy source initiatives. Implement Climate Change Adaption Strategy.	Director of Environment and Planning	Strategy EN5 - To investigate and implement approaches to reduce our carbon footprint. 3. A healthy natural environment.	Completed - alternative energy sources are encouraged.
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.	In Progress - 3 Community Enhancement Funds are operating through Section 355 Committees of Council.
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.

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 – new LTFP adopted by Council in June 2018. Achieved 6 of 7 Fit for Future program benchmarks in 2017. Operating surplus result achieved in past 9 financial 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.	Completed - Strategic Internal Audit Strategy had two internal audit projects completed in February 2018.
3.3 - Encourage sustainable population growth and provision of associated infrastructure.		Implementation of the Economic Development Strategy 2015-2020 recommendations.	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 – draft Regional Economic Development Strategy 2018-2022 consultation has progressed. Scope prepared for Upper Lachlan Economic Development Strategy.
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.	Completed – grant project report provided to Council meetings. Grants Officer assistance provided to community groups seeking grants stated within that report.

Delivery Program Actions	Performance Measures	Responsibility	CSP Strategy and Aspiration	Progress Report
3.5 - Encourage and support viable local businesses.	Deliver on tourism member and non-member benefits program. Tourism section is to prepare two business promotions annually.	Director of Finance and Administration	Strategy EC3 - Support and foster conditions that enable local and small/home-based businesses to grow. 4. A prosperous economy with the balanced use of our land.	Completed - Tourism membership scheme benefits and promotions are being delivered on an ongoing basis with specific focus on consumer shows, social and print media, email and online marketing.
3.6 - Promote tourism opportunities and community events.	Marketing and promotion is timely, professional, informative and responsive to user needs. Capitalise on Canberra Region (CBR) brand opportunities.	Director of Finance and Administration	Strategy EC2 - Jointly develop appropriate tourism opportunities and promote the region as a destination. 2. Community liaison to preserve and enhance community facilities.	In Progress – Destination Southern NSW Destination Management Plan 2018-2020 is complete and will be used as the basis for a Southern Tablelands and Upper Lachlan Action Plan and a strategic partnership with Visit Canberra.

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 of regional roads.	Director of Works and Operations	Strategy IN3 - Maintain and improve road infrastructure and connectivity. 7. Responsible and efficient use of resources.	In Progress – capital and maintenance works underway on Regional and Local Roads. MR52 Devil's Elbow and Gundaroo Road rehabilitation and upgrade works are completed.
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 Works and Operations	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 - works program has been approved by Council. Further refinement of Asset Management Plan and improvement in assets registers to be completed starting with field data collection and update to the condition rating records. Asset Steering Committee has started to coordinate the Asset Management function of the Council.
4.3 - Bitumen seal all urban streets in towns.		Prepare 4 year road capital works program budget and review works priorities annually.	Director of Works and Operations	Strategy IN3 - Maintain and improve road infrastructure and connectivity. 1. A built environment enhancing the lifestyle of a diverse community.	In Progress - 4 year capital road works budget programmed and works have commenced and reviewed. Additional years will be available after the Asset Management Planning is progressed.

Delivery Actions	Program	Performance Measures	Responsibility	CSP Strategy and Aspiration	Progress Report
4.4 - Develop town main street and CBD beautification programs.		Town main street beautification improvement programs and street cleaning. Streetscape Plan development and implementation in coordinated manner.	Director of Works and Operations	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 - development of town and village streetscape program is budgeted with construction to be considered after the design phase is completed. Council has appointed Fresh Landscape Design to progress the designs for the streetscape and entry signs of our villages.
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 Works and Operations	Strategy IN7 - Secure improvements for, and future proof, telecommunications infrastructure. 1. A built environment enhancing the lifestyle of a diverse community.	Completed – new towers built for Dalton, Peelwood and Golspie. Myrtilville tower approved. Council is lobbying the Minister for Communications requesting improved telecommunication. Consultation has been undertaken with Telstra by the Mayor and AGM. NBN services now provided to Crookwell.
4.6 - Improve water supply and sewerage facilities to towns.		Implement town water supply and sewerage improvement programs. Complete construction of the Crookwell water treatment plant \$7 million project.	Director of Works and Operations	Strategy IN5 - Ensure high quality water supply options for the towns in the region. 2. A healthy natural environment.	Completed - construction work completed for Crookwell Water Filtration Plant. Additional water supply upgrades in Crookwell and Taralga to be complete by June 2018.

Delivery Actions	Program	Performance Measures	Responsibility	CSP Strategy and Aspiration	Progress Report
4.7 - Provide increased 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 waste centres and waste transfer stations that comply with EPA guidelines.	Director of Works and Operations	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 - village tips are being managed by Council and contractors to arrange and compact waste at each tip. Collector tip has been converted to a transfer station with further tips under consideration for conversion to transfer station.
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 Works and Operations	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. External funding application prepared by Goulburn Mulwaree Council was unsuccessful.
4.9 - Develop new and upgrade existing footpaths and cycleway networks.		Review and implement the Pedestrian Access and Mobility Plan (PAMP) to create links to community services.	Director of Works and Operations	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 - footpath works proceeding in accordance with current PAMP. Stronger County Communities Round 1 grant funding secured for footpath construction projects. Round 2 applications lodged for further footpath projects.

Delivery Program Actions	Performance Measures	Responsibility	CSP Strategy and Aspiration	Progress Report
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 Works and Operations	Strategy IN3 - Maintain and improve road infrastructure and connectivity. 2. A healthy natural environment.	In Progress - locations requiring improvements are identified in the Flood Risk Study includes projects and future budgets. Oram Street stormwater upgrade completed. Further works planned in Crookwell and Collector in 2018/2019.
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 (LTFP).	Director of Works and Operations	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. National Parks license is being secured to start construction works. Environmental clearances are complete. Project funding has been secured for Kiamma Creek bridge replacement. Bridges assessment to be completed for load and capacity to help develop a further works program.
4.12 - Flood Risk Management Plans created for Crookwell, Gunning, Taralga and Collector.	Preparation and implementation of Flood Risk Management Plan recommendations.	Director of Environment and Planning & Director of Works and Operations	Strategy EN4 - Maintain a balance between growth, development and environmental protection. 4. A prosperous economy with the balanced use of our land.	In Progress - Flood Risk Management Plan and Study adopted by Council. Planning Proposal has been submitted to NSW Department of Planning and Environment.

Delivery Program Actions	Performance Measures	Responsibility	CSP Strategy and Aspiration	Progress Report
4.13 - Transport link priority projects to State Parks including the Wombeyan Caves Road 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 Works and Operations	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 - request sent to Roads and Maritime Services to reclassify Taralga to Oberon Road MR256 as a State Road. Grant applications lodged for Wombeyan Caves Road MR256 and Grabine Road reconstruction and sealing.
4.14 - Progressively bitumen seal all classified roads.	Reductions in classified roads gravel sections. Improvement in road network condition rating to ensure public safety.	Director of Works and Operations	Strategy IN3 - Maintain and improve road infrastructure and connectivity. 7. Responsible and efficient use of resources.	In Progress – works in MR52 Section Gundaroo Road is complete. Sealing of State Road MR54 is complete.

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.	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 CBRJO and CENTROC. In 2017/2018 continued savings being achieved. Canberra Region Joint Organisation Proclaimed 9 May 2018. MOU for Collaboration with Yass Valley and Goulburn Mulwaree reported to June 2018 Council Meeting
5.2 - Lobby other levels of Government for increased share of funding distribution.		Review the intergovernmental Agreement. 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.	In Progress - lobbying continuing through CBRJO and CENTROC. Financial Assistance Grants indexation has been reinstated.
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.	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 in May 2018. The "Voice" is produced quarterly.

Delivery Actions	Program	Performance Measures	Responsibility	CSP Strategy and Aspiration	Progress Report
5.4 - Ensure the retention and attraction of quality staff.		Performance management efficiency and staff turnover of less than 10% every year.	General Manager	Strategy CL1 - Effect resourceful and respectful leadership and attentive representation of the community. 8. Transparent and accountable governance.	In Progress - recruitment and selection staff turnover is currently under 11%. A number of Environment and Planning directorate positions have been difficult to fill due to the local government planning staff skill shortage.

FIT FOR THE FUTURE – COUNCIL ACTION PLAN – 30 JUNE 2018

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	Implement Special Rate Variation in 2020/2021	<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 July 2019</p> <p>Community engagement and support for the proposal is achieved</p>	<p><i>No action – a Council Resolution is necessary for a Special Rate Variation application.</i></p> <p><i>Additional Roads to Recovery funding in 2017/2018 of \$840,000 utilised on Council local road network.</i></p>
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 	<p>Procurement Committee recommendations to MANEX</p> <p>Utilisation of LGP Vendor Panel and TenderLink</p> <p>CBRJO procurement working group committee reports to management</p>	<p><i>Standing item on MANEX agenda. Contracts Register has been implemented after review.</i></p> <p><i>LGP vendor panel and TenderLink are utilised by Council.</i></p> <p><i>CBRJO meetings held and CBRJO utilised for preparation of Legal Services Tender.</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>Contracted project completion date of 2018 for \$10 million scope of road works</p>	<p><i>RMS MR54 reconstruction and sealing project of \$10 million for unsealed sections was completed in January 2018. Additional upgrade and resurfacing of MR54 Goulburn Street Crookwell.</i></p> <p><i>RMCC Contractor Performance Reports are satisfactory.</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 	<p>Remain competitive with the private sector and to secure contract works for road reconstruction</p>	<p><i>No major private works contracts undertaken in 2016/2017 and 2017/2018 due to RMS road contract works commitments on State Road MR54 and backlog of road work grant funded projects.</i></p> <p><i>Council is meeting all NCP Guidelines and private works rates incorporated into Council Revenue Policy.</i></p>

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"> Review Asset Management and Risk Plan, strategies and policies 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 2018 and service levels defined.</i></p> <p><i>Scott Fullarton Valuations has completed the Operational Land, Buildings and Other Structures fair valuation at 30 June 2018.</i></p> <p><i>Asset Condition Rating System is to be further developed by Works and Operations Department in 2018/2019 to enable evidence based Asset Management Plans using ISO55000.</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"> Review Council Borrowings/Loans Policy Council Long Term Financial Plan priority bridge replacement schedule 	<p>Commencing loan financing arrangements with Financial Institutions</p> <p>Application for State Government Local Infrastructure Renewal Scheme (LIRS) funding</p>	<p><i>Borrowings of \$500,000 for Kiamma Creek Timber Bridge Replacement Program budgeted in 2017/2018 is not required as external grant funding is secured.</i></p> <p><i>Borrowings program for timber bridge replacements are incorporated into the Council Delivery Program. LIRS funding scheme replaced by Treasury Corporation borrowing facility and Council now eligible for accessing this borrowing facility.</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 2017/2018. Actions identified for 2018/2019 with key focus areas of Footpaths and Tree and Tree Roots.</i></p> <p><i>SWMS progressively reviewed and reported to the Council WH&S Committee. Phase 1 of SWMS updates were completed at 30 June 2018.</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. 	<p>Condition Report prepared for Council owned building assets and maintenance action plan approved by June 2018</p>	<p><i>Fair valuation of buildings was completed by external valuer.</i></p> <p><i>Building Maintenance Officer new position has been recruited.</i></p> <p><i>Building and Asset Management internal audit Action Plan to be implemented and will be reported to Audit, Risk and Improvement Committee in September 2018.</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) - Operational and Management Effectiveness 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	<p><i>Benchmarking completed annually.</i></p> <p><i>The LGPA Operational and Management Effectiveness Report for 2016/2017 completed by Council and final report issued by LGPA to MANEX.</i></p>
2. Continue to collaborate regionally	Be an active partner in the Canberra Region Joint Organisation of Councils (CBRJO)	<ol style="list-style-type: none"> 1. Development and implementation of a JO Strategic Plan 2. JO Strategic Plan aligned with Quadruple Bottom Line principles 3. Intergovernmental collaboration; i.e. ACT Government and State Government 	<p>Implementation after JO Pilots</p> <p>Formulation of an effective and efficient governance structure to oversee implementation, review and evaluation in CBR Region</p> <p>CBR branding to support tourism and economic development throughout the region</p>	<p><i>Council is participating in CBRJO and CENTROC.</i></p> <p><i>Office of Local Government Joint Organisation (JO) pilot program completed and JOs gazetted. Upper Lachlan Shire Council is within the Canberra Region Joint Organisation.</i></p> <p><i>Intergovernmental collaboration is continuing with ACT Government.</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 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 2018.</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 2018.</i></p> <p><i>Two internal audit projects by Grant Thornton Australia were completed in February 2018 for contracts and procurement management and stores and accounts payable.</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 	<p>Establishment of Development Assessment (DA) Tool</p> <p>Implementation of Integrated Unified Telecommunications System</p>	<p><i>Pending.</i></p> <p><i>Microwave Communication project – ATI Australia P/L tender accepted by Council in August 2017. Project completed in June 2018.</i></p> <p><i>New telephone system implementation by October 2018.</i></p>

Finance and Administration - 19 July 2018

ITEM 12.2 **Review of the Corporate Credit Card Policy**

FILE REFERENCE I18/343

AUTHOR **Director of Finance and Administration**

ISSUE

Providing details regarding a review of Council's Corporate Credit Card Policy.

RECOMMENDATION That -

1. Council adopts the reviewed Corporate Credit Card Policy.

BACKGROUND

Nil

REPORT

Providing details regarding a review of the Council's Corporate Credit Card Policy.

POLICY IMPACT

Review of an existing Council Policy.

OPTIONS

Nil


FINANCIAL IMPACT OF RECOMMENDATIONS

Nil

RECOMMENDATION That -

1. Council adopts the reviewed Corporate Credit Card Policy.

ATTACHMENTS

1. 	Corporate Credit Card Policy - 20 August 2015 - Resolution 224/15 - Review 2018	Attachment
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POLICY:-	
Policy Title:	Corporate Credit Card Policy
File Reference:	F10/618 -08
Date Policy was adopted by Council initially:	22 December 2005
Resolution Number:	357/05
Other Review Dates:	28 June 2007, 20 May 2010, 18 August 2011, 16 August 2012 and 20 August 2015
Resolution Number:	182/07, 191/10, 305/11, 279/12 and 224/15
Current Policy adopted by Council:	19 July 2018
Resolution Number:	XXX/18
Next Policy Review Date:	2021
PROCEDURES/GUIDELINES:-	
Date procedure/guideline was developed:	
Procedure/guideline reference number:	

RESPONSIBILITY:-	
Draft Policy developed by:	Director of Finance and Administration
Committee/s (if any) consulted in the development of this Policy:	N/A
Responsibility for implementation:	General Manager
Responsibility for review of Policy:	Director of Finance and Administration

Introduction

Corporate credit cards are a routine aspect of accounts payable management and procurement for local government councils and public sector organisations.

Corporate credit cards are a valuable tool for the efficient and effective operation of Council business and not as a benefit assigned to specific individuals. The use of corporate credit cards will create savings in staff administration time in matters such as arranging transport, accommodation and conference registration.

Credit cards must be subject to appropriate controls in order to protect council funds, maintain the integrity of governance processes and maintain public confidence in Council operations. All local government Councils are obliged to maintain an effective system of internal control, in accordance with the Local Government (General) Regulation 2005 to address the significant risks of fraud and misuse of corporate credit cards.

The use of credit cards is not intended to avoid or bypass established governance procurement procedures, but is to be used in accordance with the Policy Guidelines established to complement existing procurement and payment procedures.

Policy Conditions and Guidelines

The following will apply to the use of credit cards by Council employees:-

- Council will only use credit cards in circumstances where there is a clear business case to support their use (purchases from providers at which Council does not have account facilities where Council business expenditure is valid in accordance with Council policy and budget allocations).
- Corporate credit cards will only be provided to the following position holders in Council; the Mayor, General Manager and Departmental Directors.
- Credit limits on credit cards are to be a maximum of \$5,000 for Council Departmental Directors and the Mayor.
- The credit limit on a credit card is to a maximum of \$10,000 for the General Manager.
- Each individual credit limit must be strictly adhered to, each month, with no over expenditure.
- Credit cards are not to be used for cash advances.
- Council credit cards shall not be used for private or personal expenditure.
- Credit cards are to be maintained in a secure manner by the cardholder and guarded against improper use.
- The General Manager is to authorise the establishment of all Council corporate credit cards. Applications for credit cards are to include details of the need for the facility and proposed use of the credit card.
- Council employees will not be entitled to any rewards program or access to rewards that may be offered as part of Council incurring expenditure.
- Cardholders will be required to formally acknowledge policy conditions.

- Use of a corporate credit card for business purchases over the internet should be restricted to trusted secure sites.
- Corporate credit cards are to be used with a unique PIN for each card and the PIN is to remain confidential.
- Authorisation of monthly credit card bank statements is to include the signature of the relevant Director and counter signed by the General Manager approving payment. Each corporate credit card will be automatically debited to Council's General Fund bank account at the end of each month.
- Cardholders are to retain purchase documentation, tax invoices and reconcile with bank statements at the end of each month (including allocation of costing numbers to each transaction and authorisation of expenditure). Types of approved expenditure may include; accommodation, meals, petrol and other travel expenses, conference fees, and professional membership subscriptions.
- The Manager of Finance and Administration will review credit card limits, usage patterns, internal controls and risk management relating to credit card usage. A summary of the review will be reported to the General Manager.
- Lost, stolen and / or damaged cards are to be reported immediately to the financial institution and to the Manager of Finance and Administration.
- Credit cards will be returned to Council a minimum of two (2) weeks prior to the cessation of employment (of a cardholder) with Council. This will include a reconciliation of expenditure incurred on the card.
- The use of corporate credit cards is only to be in accordance with this policy and adherence to the financial institution's conditions of use.

Procurement Procedures and Format

- i. Council's credit card application form for the issuing of a corporate credit card is completed and signed by the applicant and authorised by General Manager.
- ii. Council's credit card application form for the issuing of a corporate credit card is completed and signed by the General Manager as the applicant and counter signed and delegated authority for use by the Mayor.
- iii. The financial institutions corporate credit card application is completed and has been signed by the applicant.
- iv. The Manager of Finance and Administration is to initial that the forms have been completed and that signatures have been checked.
- v. The bank's Corporate Credit Card application is completed (including the appropriate credit card facility number) and countersigned by two authorised signatories of the Council's General Fund bank account.
- vi. The Corporate Credit Card may be issued directly to the cardholder and / or forwarded to Council's Finance and Administration Department.
- vii. A copy of the signed and authorised 'Policy and Procedures for the Issue and Control of Corporate Credit Cards' is to be returned to the applicant and the original is placed on the individuals personnel file.

Applicant Statement for the issue of a Corporate Credit Card

I hereby apply for a corporate credit card for use on Council authorised expenses. The applicant acknowledges that they have read and will abide by the conditions of the policy and procedures for the issue and control of corporate credit cards, as stated within.

..... Signature – Applicant

..... Name – Applicant

..... Date

Authorisation for the issue of a Corporate Credit Card

I hereby authorise the person described above to be issued with a corporate credit card with a credit limit of \$.....

..... Signature - General Manager

..... Name – General Manager

..... Date

1. Tax Invoices

- (a) All documents (tax invoices, receipts and transaction slips) supporting transactions on the credit card must be returned to the Manager of Finance and Administration at the end of each month.
- (b) Cardholders must obtain a tax invoice for all purchases subject to Goods and Services Tax (GST).
- (c) Cardholders should be aware that if they do not obtain or are not able to provide a tax invoice for expenditure, Council would not be able to recover any GST that may be applicable on that expenditure.
- (d) In the event that GST is deemed payable by the cardholder, Council will issue a tax invoice to the cardholder equal to the amount of GST forfeited.

2. Fringe Benefits Tax

When the cardholder uses a Corporate Credit Card to provide food or drink at a social function or corporate lunch, the number of people attending and the number of those who are employees must be advised on the monthly documentation returned to the Manager of Finance and Administration.

3. Misuse of Credit Cards

Any misuse of credit cards will result in future use by the cardholder being withdrawn and / or reviewed. In addition, action in respect to Council's Code of Conduct and / or award provisions will be pursued.

Credit cards are issued to Council senior staff members that are in a position of trust in regard to the use of public funds. Improper use of the credit card facility may render the cardholder liable to disciplinary / legal action, and / or criminal prosecution if deemed appropriate.

4. Relevant Legislation

The following Legislation effects the operation of this Policy:-

- Local Government Act 1993;
- Local Government (General) Regulations 2005;
- Environmental Planning and Assessment Act 1979;
- Independent Commission against Corruption Act 1988;
- Local Government (State) Award 2017;
- Public Interest Disclosures Act 1994;
- Crimes Act 1900;
- Fringe Benefits Tax Assessment Act 1986;
- A New Tax System (Goods and Services Tax) Act 1999;
- NSW State Records Act 1998;
- Government Information (Public Access) Act 2009; and
- Privacy and Personal Information Protection Act 1998.

5. Related Council Policy and Procedures

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

- Code of Conduct for Councillors, staff and delegates of Council;
- Internal Controls and Procedures Manual;
- Purchasing and Acquisition of Goods Policy and Procedures;
- Delegations of Authority Procedure;
- Code of Business Practice;
- Records Management Policy;
- Internal Reporting – Public Interest Disclosures Policy;
- Bribes, Gifts and Benefits Policy;
- Complaints Management Policy;
- Grievance Policy;
- Fraud and Corruption Prevention Policy;
- Disciplinary Policy; and
- Government Information (Public Access) Policy.

6. Variation

Council reserves the right to vary the terms and conditions of this policy.

13 GENERAL MANAGER

The following items are submitted for consideration -

13.1	Mayoral and Councillors' Remuneration	280
13.2	Consultative Committee Meeting Minutes	305
13.3	Request for Donation/Sponsorship for the Inaugural Spring Sculpture Garden Festival	308
13.4	Canberra Region Joint Organisation - Inaugural Board Meeting	317

General Manager - 19 July 2018

ITEM 13.1 **Mayoral and Councillors' Remuneration**

FILE REFERENCE **I18/296**

AUTHOR **Acting General Manager**

ISSUE

Providing details on the Report and Determinations of the Local Government Remuneration Tribunal for Councillors and Mayors for Council's consideration and determination.

RECOMMENDATION That -

1. Council notes the determination of annual fees by the Local Remuneration Tribunal for Councillors and Mayors and resolves to set a fee structure for the period 2018/2019 being, Councillors Annual Fee of \$11,860.00 and a Mayoral Fee of \$25,880.00.

BACKGROUND

Attached is a copy of the Report and Determinations of the Local Government Remuneration Tribunal in respect of fees for Councillors and Mayors.

REPORT

Pursuant to Section 239 and 241 of the Local Government Act 1993, the Local Government Remuneration Tribunal has reported and determined the categories for councils, county councils and mayoral officers and the maximum and minimum amount of fees to be paid during the period 1 July 2018 to 30 June 2019, to mayors and councillors of councils, as well as chairpersons and members of county councils.

Upper Lachlan Shire Council remains a General Purpose Council – Non-metropolitan – Rural.

Sections 248 and 249 of the Local Government Act 1993 require councils to fix and pay an annual fee based on the Tribunal's determination for the 2018/19 financial year.

POLICY IMPACT

Nil

OPTIONS

Nil

FINANCIAL IMPACT OF RECOMMENDATIONS

The increase has been allowed for in the 2018/19 budget.

RECOMMENDATION That -

1. Council notes the determination of annual fees by the Local Remuneration Tribunal for Councillors and Mayors and resolves to set a fee structure for the period 2018/2019 being, Councillors Annual Fee of \$11,860.00 and a Mayoral Fee of \$25,880.00.

ATTACHMENTS

1. Download	Local Government Remuneration Tribunal Annual Report 2018	Attachment
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Local Government Remuneration Tribunal

Annual Report and Determination

*Annual report and determination under sections 239
and 241 of the Local Government Act 1993*

**17 April
2018**

[NSW Remuneration Tribunals website](#)

Local Government Remuneration Tribunal

Contents

Contents	1
Executive Summary	2
Section 1 Introduction	3
Section 2 2017 Determination	4
Section 3 2018 Review	5
Categorisation	6
Categorisation model	6
Allocation of councils into categories	6
Fees	11
Findings	12
Quantum of Fees	12
Other matters	12
Conclusion	13
Section 4 Determinations	15
Determination No. 1- Determination Pursuant to Section 239 of Categories of Councils and County Councils Effective From 1 July 2018	15
Table 1: General Purpose Councils - Metropolitan	15
Table 2: General Purpose Councils – Non-Metropolitan	16
Table 3: County Councils	17
Determination No. 2- Determination Pursuant to Section 241 of Fees for Councillors and Mayors	18
Table 4: Fees for General Purpose and County Councils	18
Appendices	19
Appendix 1 Criteria that apply to categories	19

Local Government Remuneration Tribunal

Executive Summary

The Local Government Remuneration Tribunal (the Tribunal) is required to report to the Minister for Local Government by 1 May each year as to its determination of categories of councils and the maximum and minimum amounts of fees to be paid to mayors, councillors, and chairpersons and members of county councils.

Categories

The Tribunal has reviewed the criteria that apply to the categories of councils and the allocation of councils into those categories. The Tribunal found that there was no strong case to change the criteria or the allocation of councils into categories at this time. The criteria applicable to each of the categories are published in Appendix 1 of the determination and are unchanged from 2017.

Fees

The Tribunal has determined that the minimum and maximum fees applicable to each category will be increased by 2.5 per cent which is consistent with the government's policy on wages.

Local Government Remuneration Tribunal

Section 1 Introduction

1. Section 239 of the *Local Government Act 1994* (the LG Act) provides for the Tribunal to determine the categories of councils and mayoral offices and to place each council and mayoral office into one of those categories. The categories are to be determined at least once every 3 years.
2. Section 241 of the LG Act provides for the Tribunal to determine, not later than 1 May in each year, for each of the categories determined under section 239, the maximum and minimum amount of fees to be paid to mayors and councillors of councils, as well as chairpersons and members of county councils.
3. In determining the maximum and minimum fees payable in each of the categories, the Tribunal is required, pursuant to section 242A (1) of the LG Act, to give effect to the same policies on increases in remuneration as those of the Industrial Relations Commission. The current policy on wages is that public sector wages cannot increase by more than 2.5 per cent, and this includes the maximum and minimum fees payable to councillors and mayors and chairpersons and members of county councils.
4. The Tribunal is however able to determine that a council can be placed in another existing or a new category with a higher range of fees without breaching the government's wage policy pursuant to section 242A (3) of the LG Act.
5. The Tribunal's determinations take effect from 1 July in each year.

Local Government Remuneration Tribunal

Section 2 2017 Determination

6. The Tribunal undertook a significant review of the categories and the allocation of councils into each of those categories. The review was prompted by the amalgamation of councils resulting in the creation of 20 new councils and an overall reduction in the number of councils in NSW from 152 to 128.
7. In reviewing the categories the Tribunal examined a range of statistical and demographic data and considered the views of councils and Local Government NSW (the LGNSW). Having regard to that information, the Tribunal determined a categorisation model which differentiates councils primarily on the basis of their geographic location. Other factors which differentiate councils for the purpose of categorisation include population, the sphere of the council's economic influence and the degree of regional servicing.
8. The Tribunal's 2017 Determination was made on 12 April 2017 and determined the categories of general purpose councils as follows:

Metropolitan

- Principal CBD
- Major CBD
- Metropolitan Large
- Metropolitan Medium
- Metropolitan Small

Non-metropolitan

- Regional City
- Regional Strategic Area
- Regional Rural
- Rural

9. The criteria for the categories were also determined and are now contained in Appendix 1. The Tribunal's determination also provided for each of the 128 Councils to be allocated into one of the above categories.
10. The 2017 Determination provided a general increase of 2.5 per cent which was consistent with the Government's policy on wages.

Local Government Remuneration Tribunal

Section 3 2018 Review

11. The Tribunal wrote to all mayors in November 2017 advising of the commencement of the 2018 Annual Review. In doing so the Tribunal noted that at the time of making the 2017 determination a number of further merger proposals were on hold as a consequence of legal action taken by councils covered by these proposals. On 27 July 2017 the Premier, the Hon Gladys Berejiklian MP, issued a media release which advised that due to the protracted nature of those legal challenges and the impact on ratepayers, that the following mergers would not proceed:
- Burwood, City of Canada Bay and Strathfield Municipal councils
 - Hornsby Shire and Ku-ring-gai councils
 - Hunter's Hill, Lane Cove and City of Ryde councils
 - Mosman Municipal , North Sydney and Willoughby councils
 - Randwick City, Waverley and Woollahra Municipal councils.
12. While the Tribunal is only required to review the categorisation every three years, given the changed circumstances, if requested, the Tribunal stated it would review the allocation of the above metropolitan councils into the existing categories.
13. In this respect, any requests for a review would need to be supported by evidence which would indicate that the council is more appropriately allocated into another category based on the criteria.
14. The Tribunal also stated that it does not intend to alter the groups or the criteria which apply unless there is a very strong case to do so.
15. The Tribunal also wrote to the President of LGNSW in similar terms, and subsequently met with the Chief Executive of LGNSW. The Tribunal wishes to place on record its appreciation to the Chief Executive for meeting with the Tribunal.
16. In response to this review the Tribunal received 13 submissions from individual councils and a submission from LGNSW. Those submissions addressed the categorisation model and criteria, the allocation of councils into those categories, and/or the fees. A summary of the matters raised and the Tribunal's consideration of those matters is outlined below.

Local Government Remuneration Tribunal

Categorisation

Categorisation model

17. The majority of submissions supported the categorisation model, suggested additional categories or made no comment. Concerns were largely based on the criteria and in particular the emphasis on population to determine appropriate categorisation.
18. One submission also requested that consideration be given to making the criteria for Principal CBD and Major CBD more general in nature.
19. Apart from requests for new categories, no case has been put to the Tribunal to adjust or change the categorisation model. The Tribunal is required to review the categories every three years. As the current model was introduced in 2017 the Tribunal will next consider the model and the allocation of councils into that model in 2020.
20. The Tribunal has reviewed the criteria which apply to the categories of Principal CBD and Major CBD. The criteria for Principal CBD and Major CBD are specific to the characteristics of councils within those categories. This is different to the other categories which have indicative population thresholds and general criteria which describe common features of councils in these groups.

Allocation of councils into categories

21. The criteria applicable to the categories are outlined in Appendix 1. The categories differentiate councils on the basis of their geographic location with councils grouped as either metropolitan or non-metropolitan. With the exception of Principal CBD and Major CBD, population is the predominant criterion to determine categorisation. Other common features of councils within those categories are also broadly described. These criteria have relevance when population alone does not adequately reflect the status of one council compared to others with similar characteristics. In some instances the additional criteria will be sufficient enough to warrant the categorisation of a council into a group with a higher indicative population range.
22. In respect of the request to reconsider the criteria for Principal CBD and Major CBD, the Tribunal notes that the current criteria are specific to the councils of Sydney City and Parramatta City respectively. Prior to the making of the 2017 determination Sydney City Council was a standalone category. Parramatta City Council was grouped with Newcastle

Local Government Remuneration Tribunal

City Council and Wollongong City Council. The Tribunal's 2017 review determined that Parramatta City Council would also be a standalone category within the group of metropolitan councils. Newcastle and Wollongong were placed in a separate category, Regional City.

23. The allocation of Sydney City Council and Parramatta City Council into unique categories reflects their status within the metropolitan area. These precincts have been identified by the NSW Government in its metropolitan planning policies¹ as "Metropolitan City Centres" and are the only local government precincts to be given this status. The Tribunal considers that Parramatta City Council is the only council which currently meets the criteria of Major CBD.
24. The Tribunal received ten requests for re-categorisation. Each of those requests was considered having regard to the case put forward and the criteria for each category. A multi variable approach was adopted in assessing each council against all the criteria (not only population) for the requested category and also the relativities within the categories. At the time of making the determination the Tribunal only had available to it population data as of 2016. The Australian Bureau of Statistics (ABS) has advised that more up to date population data will not be published until 24 April 2018 which is too late for consideration as part of this review. The Tribunal found that the current categorisation was appropriate, but noted that some of those councils seeking to be moved are likely to meet the criteria for re-categorisation in future determinations in the medium term. A summary of the Tribunal's findings for each of the applications is outlined in the following paragraphs.

Penrith

25. Penrith sought to be re-categorised to a new category (possibly Metropolitan Large – Growth Centre) to reflect expected population growth and development. The council submitted that the new category could have fees equivalent to Regional City. The submission also drew the Tribunal's attention to the regional servicing role of Penrith to Greater Western Sydney, the Blue Mountains and the Central West of NSW.

¹ Greater Sydney Commission's (GSC) Greater Sydney Regional Plan – *A metropolis of three cities – connecting people – March 2018* (GSR Plan); Transport for NSW's *Future Transport Strategy 2056, March 2018*; NSW Government's *The NSW State Infrastructure Strategy 2018-2038, 18 March 2018*.

Local Government Remuneration Tribunal

26. The Tribunal examined Penrith's submission in the context of other councils in the Metropolitan Large category. Penrith currently has the smallest population in this group of councils and the degree of population growth is comparable to other fringe metropolitan councils. While the council area is host to a range of regional facilities these are similar to those available in other council areas within this group. On the basis of the information available the Tribunal does not find there is a case to create a new category to accommodate Penrith.

Inner West

27. Inner West has sought to be re-categorised from Metropolitan Medium to Metropolitan Large. The council has a population of 190,500 (2016) which is substantially below the population of other Metropolitan Large councils. In considering this request the Tribunal has reviewed the additional factors which guide categorisation to both Metropolitan Large and Metropolitan Medium, as outlined in Appendix 1 of this determination. The Tribunal notes that while significant residential development is proposed for this council that development is influenced by a number of urban renewal and infrastructure projects which have either not commenced or are in their early stages. The Tribunal finds the council does not demonstrate a sufficient number of additional criteria to warrant re-categorisation as Metropolitan Large at this time. However, with expected population growth it is likely the council may be more comparable with other Metropolitan Large councils in the short to medium term.

Randwick

28. Randwick has sought to be re-categorised from Metropolitan Medium to Metropolitan Large principally on the basis of its regional servicing and facilities. The Tribunal notes that the council's population of 146,250 (2016) is squarely within the indicative range for this category of (100,000 to 200,000). In reviewing this request the Tribunal has also considered the degree of regional servicing and sphere of economic influence. Having regard to those factors the Tribunal does not find that the council can display additional criteria to a degree comparable to other councils in Metropolitan Large or that re-categorisation into this group is appropriate.

Canada Bay

Local Government Remuneration Tribunal

29. Canada Bay has sought to be re-categorised from Metropolitan Small to Metropolitan Medium. Canada Bay has a population 90,850 (2016) which is the largest of the councils in Metropolitan Small but still well below the indicative range of Metropolitan Medium councils. The council has put a case forward based on its growing regional influence with a large influx of workers, shoppers and visitors each day.
30. The Tribunal has compared the profile of Canada Bay to other councils in Metropolitan Medium and finds that the scale of its operations and degree of regional servicing are not sufficient to warrant re-categorisation. The Tribunal notes however, that similar to Inner West, expected population growth it is likely to make the council more comparable to those in Metropolitan Medium in the medium term.

Willoughby and North Sydney

31. Both Willoughby and North Sydney have sought to be re-categorised from Metropolitan Small to Metropolitan Medium. Under the new categorisation model these councils were allocated into a category with lower fees than those previously available under the former categorisation. The Tribunal finds that while some existing councillors may be receiving lower fees as a result of the revised categorisation, this is not a factor in the categorisation of councils into categories.
32. The categories have been developed to group councils with as many like characteristics as possible. The Tribunal has considered the characteristics of Willoughby and North Sydney in the context of those that apply to both Metropolitan Small and Metropolitan Medium.
33. Willoughby has a population of 77,950 (2016) and North Sydney 72,150 (2016). Willoughby has sought to be re-categorised having regard to additional criteria including its scale of operations and businesses and the regional significance of its centres. North Sydney has sought consideration of its regional services and facilities and high percentage of non-resident visitors and workers.
34. Both councils have sought recognition of the significant number and percentage of non-resident workers, however the available data from the ABS would suggest that many other metropolitan councils across all categories host a significant number of non-resident workers.
35. The Tribunal notes that the current population of both councils is within the indicative population range for Metropolitan Small councils and well below that of Metropolitan Medium. Having regard to the addition criteria that apply to Metropolitan Small and

Local Government Remuneration Tribunal

Metropolitan Medium, the Tribunal finds that the characteristics of Willoughby and North Sydney are more appropriately aligned with those of other Metropolitan Small councils and finds no case for them to be re-categorised at this time.

Port Macquarie

36. Port Macquarie has sought to be re-categorised from Regional Rural to Regional Strategic Area. Alternatively, it is requested that consideration be given to the creation of a new category for similar councils in the Regional Rural group.
37. Port Macquarie has a population of 79,650 (2016) which is significantly below the indicative population range of Regional Strategic Area councils. The Tribunal finds that Port Macquarie has not demonstrated the additional criteria to warrant inclusion into this group.
38. The Tribunal notes that there is a large population range of those councils included in the Regional Rural category. These councils are grouped together to reflect their like features such as having a major township which provides regional servicing to smaller rural communities and rural councils. The Tribunal does not propose to further differentiate this group at this time.

Maitland

39. Maitland has sought to be re-categorised from Regional Rural to Regional Strategic Area or that a new category be created between Regional Rural and Regional Strategic Area.
40. Maitland has a population of 78,200 (2016) which is significantly below the indicative population range of Regional Strategic Area councils. The Tribunal finds that Maitland has not demonstrated the additional criteria to warrant inclusion into this group. As outlined above the Tribunal does not propose to further differentiate this group at this time.

Hilltops

41. Hilltops Council has sought to be re-categorised from Rural to Regional Rural. The new Hilltops Council is an amalgamation of three former councils in the Rural category (Young, Boorowa and Harden). The submission states that the new council has increased complexity of business and should be recognised as Regional Rural.
42. The Tribunal notes that Hilltops has a population of 19,150 (2016) which is just below the indicative population range of Regional Rural councils. The category of Regional Rural currently includes one council – Broken Hill – which has a population similar to that of Hilltops. Broken Hill warrants categorisation as Regional Rural in recognition of the degree

Local Government Remuneration Tribunal

of regional servicing it provides to far western NSW. It is not considered that Hilltops provides the same degree of regional services and on that basis re-categorisation is not warranted at this time.

Leeton

43. Leeton has sought reconsideration of the criteria for eligibility to the categorisation of Regional Rural to take into account councils with populations of less than 20,000. Leeton has a population of 11,750 (2016).
44. Leeton has not sufficiently demonstrated that it meets the additional criteria for re-categorisation to Regional Rural level. The Tribunal does not propose to further differentiate this group at this time.

Fees

45. The LGNSW submission requested that the Tribunal increase fees by the allowable maximum of 2.5 per cent. The submission also reiterated its view that the current arrangement for setting fees is inappropriate and does not provide proper compensation for the significant workload and the range of responsibilities of mayors and councillors. Comparative information was presented in respect to board fees, fees paid to mayors and councillors of councils in Queensland and salaries for Members of Parliament. It was also suggested that when determining fees the Tribunal consider other matters, including the new induction and other professional development training requirements and the implementation of the NSW Local Government Capability Framework. The LGNSW submission also sought consideration of the non-payment of superannuation.
46. A number of submissions also sought an increase to the allowable maximum of 2.5 per cent and raised similar issues to LGNSW in respect to the current fees not being adequate compensation for the heavy or “full-time” workload and time commitment required to carry out mayoral and councillor duties.
47. One submission also raised the matter of fees for deputy mayors, submitting that an additional fee of \$200.00 per month be payable when the role of deputy mayor exists in a council.

Local Government Remuneration Tribunal

Findings

Quantum of Fees

48. The Tribunal has considered the submissions received and notes the comparisons drawn between the fees paid to councillors and mayors in NSW with those in other states, members of Parliament in NSW, and members of boards and committees. The Tribunal is mindful that the roles and responsibilities of councillors and mayors in NSW are outlined in the LG Act and notes that they are not necessarily comparable to the roles and responsibilities of councillors and mayors in other states, members of Parliament or members of boards and committees.
49. The Tribunal also notes that some of the other matters raised by submissions are more appropriately dealt with in the context of the current Local Government reform agenda and are outside the Tribunal's powers.
50. The Tribunal is required to have regard to the Government's wages policy when determining the increase to apply to the maximum and minimum fees that apply to councillors and mayors. The public sector wages policy currently provides for a cap on increases of 2.5 per cent.
51. The Tribunal has reviewed the key economic indicators, including the Consumer Price Index and Wage Price Index, and had regard to budgetary limitations imposed by the Government's policy of rate pegging, and finds that the full increase of 2.5 per cent is warranted. The 2.5 per cent increase will apply to the minimum and the maximum of the ranges for all existing categories.

Other matters

52. The Tribunal notes that the NSW Independent Local Government Review Panel made a number of recommendations in 2013 which addressed the role and remuneration of mayors and deputy mayors. The Tribunal understands that those recommendations have not yet been implemented or were supported by the Government in part only.
53. Should the Government's policies change with respect to remuneration the Tribunal would be willing to participate in any further review or consideration of this matter.
54. The matter of the non-payment of superannuation has been previously raised in submissions to the Tribunal and is not a matter for the Tribunal to determine. Section

Local Government Remuneration Tribunal

251 of the LG Act confirms that councillors are not employees of the council and the fee paid does not constitute a salary under the Act. The Tribunal notes that the Australian Tax Office has made a definitive ruling (ATO ID 2007/205) that allows councillors to redirect their annual fees into superannuation on a pre-tax basis and is a matter for councils (*Ref: Councillor Handbook, Oct 2017, Office of Local Government p.69*).

55. Councils have raised the matter of separate fees for deputy mayors on previous occasions and the Tribunal notes that it has previously determined that there is no provision in the LG Act to empower the Tribunal to determine a separate fee or fee increase for deputy mayors. The method for determining separate fees, if any, for a deputy mayor is provided in section 249 of the LG Act as follows:

249 Fixing and payment of annual fees for the mayor

- (1) *A council must pay the mayor an annual fee.*
- (2) *The annual fee must be paid in addition to the fee paid to the mayor as a councillor.*
- (3) *A council may fix the annual fee and, if it does so, it must fix the annual fee in accordance with the appropriate determination of the Remuneration Tribunal.*
- (4) *A council that does not fix the annual fee must pay the appropriate minimum fee determined by the Remuneration Tribunal.*
- (5) *A council may pay the deputy mayor (if there is one) a fee determined by the council for such time as the deputy mayor acts in the office of the mayor. The amount of the fee so paid must be deducted from the mayor's annual fee."*

Conclusion

56. The Tribunal's determinations have been made with the assistance of the two Assessors - Mr Ian Reynolds and Mr Tim Hurst. The allocation of councils into each of the categories, pursuant to section 239 of the LG Act, is outlined in Determination No. 1. The maximum and minimum fees paid to councillors and mayors and members and chairpersons of county councils, pursuant to section 241 of the LG Act, are outlined in Determination No. 2.

Local Government Remuneration Tribunal

The Local Government Remuneration Tribunal

Signed

Dr Robert Lang

Dated: 17 April 2018

Local Government Remuneration Tribunal

Section 4 Determinations

Determination No. 1- Determination Pursuant to Section 239 of Categories of Councils and County Councils Effective From 1 July 2018

Table 1: General Purpose Councils - Metropolitan

Principal CBD (1)	Major CBD (1)
Sydney	Parramatta
Metropolitan Large (8)	Metropolitan Medium (9)
Blacktown	Bayside
Canterbury-Bankstown	Campbelltown
Cumberland	Georges River
Fairfield	Hornsby
Liverpool	Ku-ring-gai
Northern Beaches	Inner West
Penrith	Randwick
Sutherland	Ryde
	The Hills
Metropolitan Small (11)	
Burwood	
Camden	
Canada Bay	
Hunters Hill	
Lane Cove	
Mosman	
North Sydney	
Strathfield	
Waverley	
Willoughby	
Woollahra	

Local Government Remuneration Tribunal

Table 2: General Purpose Councils – Non-Metropolitan

Regional City (2)		Regional Strategic Area (2)	
Newcastle		Central Coast	
Wollongong		Lake Macquarie	

Regional Rural (37)		Rural (57)	
Albury		Balranald	Kyogle
Armidale		Bellingen	Lachlan
Ballina		Berrigan	Leeton
Bathurst		Bland	Liverpool Plains
Bega		Blayney	Lockhart
Blue Mountains		Bogan	Moree Plains
Broken Hill		Bourke	Murray River
Byron		Brewarrina	Murrumbidgee
Cessnock		Cabonne	Muswellbrook
Clarence Valley		Carrathool	Nambucca
Coffs Harbour		Central Darling	Narrabri
Dubbo		Cobar	Narrandera
Eurobodalla		Coolamon	Narromine
Goulburn Mulwaree		Coonamble	Oberon
Griffith		Cootamundra-Gundagai	Parkes
Hawkesbury		Cowra	Snowy Valleys
Kempsey		Dungog	Temora
Kiama		Edward River	Tenterfield
Lismore		Federation	Upper Hunter
Lithgow		Forbes	Upper Lachlan
Maitland		Gilgandra	Uralla
Mid-Coast		Glen Innes Severn	Walcha
Mid-Western		Greater Hume	Walgett
Orange		Gunnedah	Warren
Port Macquarie-Hastings		Gwydir	Warrumbungle
Port Stephens		Hay	Weddin
Queanbeyan-Palerang		Hilltops	Wentworth
Richmond Valley		Inverell	Yass
Shellharbour		June	
Shoalhaven			
Singleton			
Snowy Monaro			
Tamworth			
Tweed			
Wagga Wagga			
Wingecarribee			
Wollondilly			

Local Government Remuneration Tribunal

Table 3: County Councils

Water (4)	Other (6)
Central Tablelands	Castlereagh-Macquarie
Goldenfields Water	Central Murray
Riverina Water	Hawkesbury River
Rous	New England Tablelands
	Upper Hunter
	Upper Macquarie

Local Government Remuneration Tribunal

Determination No. 2- Determination Pursuant to Section 241 of Fees for Councillors and Mayors

Pursuant to s.241 of the *Local Government Act 1993*, the annual fees to be paid in each of the categories to Councillors, Mayors, Members and Chairpersons of County Councils effective on and from 1 July 2018 are determined as follows:

Table 4: Fees for General Purpose and County Councils

Category		Councillor/Member Annual Fee		Mayor/Chairperson Additional Fee*	
		Minimum	Maximum	Minimum	Maximum
General Purpose Councils – Metropolitan	Principal CBD	26,970	39,540	164,980	217,080
	Major CBD	17,980	33,310	38,200	107,620
	Metropolitan Large	17,980	29,670	38,200	86,440
	Metropolitan Medium	13,480	25,160	28,640	66,860
	Metropolitan Small	8,970	19,790	19,100	43,150
General Purpose Councils – Non-metropolitan	Regional City	17,980	31,260	38,200	97,370
	Regional Strategic Area	17,980	29,670	38,200	86,440
	Regional Rural	8,970	19,790	19,100	43,170
	Rural	8,970	11,860	9,540	25,880
County Councils	Water	1,780	9,890	3,820	16,250
	Other	1,780	5,910	3,820	10,790

*This fee must be paid in addition to the fee paid to the Mayor/Chairperson as a Councillor/Member (s.249(2)).

The Local Government Remuneration Tribunal

Signed

Dr Robert Lang

Dated: 17 April 2018

Local Government Remuneration Tribunal

Appendices

Appendix 1 Criteria that apply to categories

Principal CBD

The Council of the City of Sydney (the City of Sydney) is the principal central business district (CBD) in the Sydney Metropolitan area. The City of Sydney is home to Sydney's primary commercial office district with the largest concentration of businesses and retailers in Sydney. The City of Sydney's sphere of economic influence is the greatest of any local government area in Australia.

The CBD is also host to some of the city's most significant transport infrastructure including Central Station, Circular Quay and International Overseas Passenger Terminal. Sydney is recognised globally with its iconic harbour setting and the City of Sydney is host to the city's historical, cultural and ceremonial precincts. The City of Sydney attracts significant visitor numbers and is home to 60 per cent of metropolitan Sydney's hotels.

The role of Lord Mayor of the City of Sydney has significant prominence reflecting the CBD's importance as home to the country's major business centres and public facilities of state and national importance. The Lord Mayor's responsibilities in developing and maintaining relationships with stakeholders, including other councils, state and federal governments, community and business groups, and the media are considered greater than other mayoral roles in NSW.

Major CBD

The Council of the City of Parramatta (City of Parramatta) is the economic capital of Greater Western Sydney and the geographic and demographic centre of Greater Sydney. Parramatta is the second largest economy in NSW (after Sydney CBD) and the sixth largest in Australia.

As a secondary CBD to metropolitan Sydney the Parramatta local government area is a major provider of business and government services with a significant number of organisations relocating their head offices to Parramatta. Public administration and safety has been a growth sector for Parramatta as the State Government has promoted a policy of moving government agencies westward to support economic development beyond the Sydney CBD.

The City of Parramatta provides a broad range of regional services across the Sydney Metropolitan area with a significant transport hub and hospital and educational facilities. The City of Parramatta is home to the Westmead Health and Medical Research precinct which represents the largest concentration of hospital and health services in Australia, servicing Western Sydney and providing other specialised services for the rest of NSW.

The City of Parramatta is also home to a significant number of cultural and sporting facilities (including Sydney Olympic Park) which draw significant domestic and international visitors to the region.

Local Government Remuneration Tribunal

Metropolitan Large

Councils categorised as Metropolitan Large will typically have a minimum population of 200,000.

Other features may include:

- total operating revenue exceeding \$200M per annum
- the provision of significant regional services to greater Sydney including, but not limited to, major education, health, retail, sports, other recreation and cultural facilities
- significant industrial, commercial and residential centres and development corridors
- high population growth.

Councils categorised as Metropolitan Large will have a sphere of economic influence and provide regional services considered to be greater than those of other metropolitan councils.

Metropolitan Medium

Councils categorised as Metropolitan Medium will typically have a minimum population of 100,000.

Other features may include:

- total operating revenue exceeding \$100M per annum
- services to greater Sydney including, but not limited to, major education, health, retail, sports, other recreation and cultural facilities
- industrial, commercial and residential centres and development corridors
- high population growth.

The sphere of economic influence, the scale of council operations and the extent of regional servicing would be below that of Metropolitan Large councils.

Metropolitan Small

Councils categorised as Metropolitan Small will typically have a population less than 100,000.

Other features which distinguish them from other metropolitan councils include:

- total operating revenue less than \$150M per annum.

While these councils may include some of the facilities and characteristics of both Metropolitan Large and Metropolitan Medium councils the overall sphere of economic influence, the scale of council operations and the extent of regional servicing would be below that of Metropolitan Medium councils.

Local Government Remuneration Tribunal

Regional City

Councils categorised as Regional City will typically have a population above 150,000. These councils are metropolitan in nature with major residential, commercial and industrial areas. These Councils typically host government departments, major tertiary education and health facilities and incorporate high density commercial and residential development.

These councils provide a full range of higher order services and activities along with arts, culture, recreation and entertainment facilities to service the wider community and broader region. These councils typically also contain ventures which have a broader State and national focus which impact upon the operations of the council.

Newcastle City Council and Wollongong City Councils are categorised as Regional City.

Regional Strategic Area

Councils categorised as Regional Strategic Area are differentiated from councils in the Regional Rural category on the basis of their significant population. Councils categorised as Regional Strategic Area will typically have a population above 200,000. These councils contain a mix of urban and rural settlements. They provide a range of services and activities including business, office and retail uses, along with arts, culture, recreation and entertainment facilities to service the wider community. These councils host tertiary education campuses and health facilities.

While councils categorised as Regional Strategic Area may have populations which exceed those of Regional City, they would not typically provide the same range of regional services or have an equivalent sphere of economic influence.

Central Coast Council and Lake Macquarie Council are categorised as Regional Strategic Area.

Regional Rural

Councils categorised as Regional Rural will typically have a minimum population of 20,000.

Other features which distinguish them from other non-metropolitan councils include:

- a major town or towns with the largest commercial component of any location in the surrounding area
- a significant urban population existing alongside a traditional farming sector, and are surrounded by smaller towns and villages or may be located on or close to the coast with high levels of population and tourist facilities
- provide a full range of higher-order services including business, office and retail uses with arts, culture, recreation and entertainment centres
- regional services to the wider community through principal referral hospitals, tertiary education services and major regional airports
- these councils may also attract large visitor numbers to established tourism ventures.

Local Government Remuneration Tribunal

Rural

Councils categorised as Rural will typically have a population below 20,000.

Other features which distinguish them from other non-metropolitan councils include:

- one or two significant townships combined with a considerable dispersed population spread over a large area and a long distance from a major regional centre
- a limited range of services, facilities and employment opportunities compared to Regional Rural councils
- local economies based on agricultural/resource industries.

County Councils - Water

County councils that provide water and/or sewerage functions with a joint approach in planning and installing large water reticulation and sewerage systems.

County Councils - Other

County councils that administer, control and eradicate declared noxious weeds as a specified Local Control Authority under the *Noxious Weeds Act 1993*.

General Manager - 19 July 2018

ITEM 13.2 **Consultative Committee Meeting Minutes**

FILE REFERENCE I18/307

AUTHOR **Acting General Manager**

ISSUE

Minutes from the April meeting of the Consultative Committee.

RECOMMENDATION That -

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

BACKGROUND

The minutes from the Consultative Committee meeting that was held on 18 June 2018 are attached including any recommendations that have been put forward by the Committee, to Council, for adoption.

REPORT

Attached for Councillors information are the Minutes from the Consultative Committee meeting that was held on 18 June 2018.

POLICY IMPACT

Nil

OPTIONS

Nil

FINANCIAL IMPACT OF RECOMMENDATIONS

Nil

RECOMMENDATION That -

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

ATTACHMENTS

1. Download	Consultative Committee - 2018-06-18 - Minutes - Attachments	Attachment
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PRESENT: Mr R Stephenson (Acting Chairperson), Mr B Smithers, Ms S Pearman, Mr M Wilson, Mr C Wray, Mr G Woodman (Acting General Manager), Mrs T Dodson (Director of Environment & Planning), Mr K Kara and Mr M Shah (Director of Works and Operations).

NON VOTING: Mrs H Peterson (Executive Assistant), Mr G Anable (Manager of Works), Cllr J Searl (Observer), Cllr R Cummins (Observer) and Mr S Blackadder and Ms J Charlton (Blackadder and Associates).

THE CHAIRMAN DECLARED THE MEETING OPEN AT 11.00AM

SECTION 1: APOLOGIES & LEAVE OF ABSENCE

Apologies were received for the absence of Mr D Scott and Mr B Johnston.

RESOLVED by Mrs Dodson and Mr Kara that the apologies be received and leave of absence granted.

- CARRIED

SECTION 2: DECLARATIONS OF INTEREST

Nil

SECTION 3: CONFIRMATION OF MINUTES

ITEM 3.1 **RESOLVED** by Mr Wilson and Mr Smithers

That the minutes of the Consultative Committee Meeting held on 9 April 2018 be adopted.

- CARRIED

SECTION 4: REPORTS

ITEM 4.1 HUMAN RESOURCES COODINATOR'S REPORT

RESOLVED by Mr Kara and Ms Pearman

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

- CARRIED

ITEM 4.2 REALIGNMENT OF WORKS AND OPERATIONS

RESOLVED by Mr Shah and Mr Kara

1. The proposed draft structure is approved for consultation with the staff, unions and other stakeholders for a 28 day period.

- CARRIED

SECTION 5: ITEMS FOR DISCUSSION

Nil

THE MEETING CLOSED AT 12.35pm

Minutes confirmed 6 AUGUST 2018

.....
Mayor

General Manager - 19 July 2018

ITEM 13.3 **Request for Donation/Sponsorship for the Inaugural Spring Sculpture Garden Festival**

FILE REFERENCE **I18/336**

AUTHOR **Acting General Manager**

ISSUE

For consideration of a donation/sponsorship request for the inaugural Spring Sculpture Garden Festival outside of the normal donations process contained within the Annual Operational Plan Submissions.

RECOMMENDATION That -

1. Council not accede to the request for a donation/sponsorship of the inaugural Spring Sculpture Garden Festival.

BACKGROUND

Attached is a copy of the request from the Event Coordinators of the inaugural Spring Sculpture Garden Festival for Council to be the lead sponsor (Gold Medal) in support of the festivals first prize winner in the amount of **\$12,000.00**. The acquisitive prize with the sculpture being displayed somewhere in the Shire, the Council banner displayed at the event, Council's logo on their catalogue, website, promotional material and special mention of the support on the night and after the event.

The event coordinators have also asked Council to consider annual sponsorship for the event. Council also needs to be aware that this event may be related to a previous event (Annual Spring Sculpture Garden Exhibition) and may not be inaugural (Spring Sculpture Garden Festival).

REPORT

This event or similar has been held in November at Willowtree Sculpture Garden since 2016. Each year the Upper Lachlan Tourist Association (ULTA) runs two grant rounds, one for New and Existing Events, the other for Cultural Activities. Event organisers go through a standard application process for both. This process of Event Grant Rounds was instigated in 2013 as prior to that requests were submitted throughout the year with no chance to objectively assess the merits of one over another during the decision making process.

In 2016 the ULTA awarded Willowtree with their New Event Grant (see attached) which provides \$1,500 for 2 consecutive years i.e \$3,000 total. The main aim of the grant is to provide seed funding that assists in getting a new event started on the road to self-sustainability.

General Manager

REQUEST FOR DONATION/SPONSORSHIP FOR THE INAUGURAL SPRING SCULPTURE GARDEN FESTIVAL cont'd

In 2017 Council agreed to be the major sponsor of the event in the amount of \$1,000 (see attached correspondence and motion).

In 2018 the ULTA awarded Willowtree Sculpture Garden one of their Existing Event Grants (see attached) which provides \$500. Willowtree also applied for the ULTA New Event grant to help cover the costs of an Artist in Residence during the event – this was deemed unsuccessful (see attached).

Willowtree were encouraged to apply to the 2018 Cultural Activities Grant Round as it was a better fit to their proposal however they declined to do so.

This application comes outside the appropriate process for donations.

POLICY IMPACT

The normal process is to receive donation requests that are considered for inclusion in the draft budget and providing any donation outside of this process could have far reaching consequences.

OPTIONS

1. Provide the requested donation of \$12,000 (not recommended)
2. Provide a smaller amount (not recommended)
3. Decline the donation request.

FINANCIAL IMPACT OF RECOMMENDATIONS

A \$12,000 request is a particularly large donation and could lead to uncontrolled and unaffordable donation requests from others outside the normal donations requests process. What both Council and the community of Upper Lachlan Shire would receive particularly economically also needs to be considered.

Events of this nature also need to be financially sustainable and not reliant on Council.

RECOMMENDATION That -

1. Council not accede to the request for a donation/sponsorship of the inaugural Spring Sculpture Garden Festival.

ATTACHMENTS

1. ↓	Anna Pye & Rachael Mayne - Inaugural Spring Sculpture Garden Festival - Request for Sponsorship	Attachment
2. ↓	Willowtree - request for donation background information	Attachment



2 Redground Heights Road, Laggan, 2583 NSW

Phone 02 48373046

Email: Annpye5@gmail.com

8th June 2018

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

Dear Manager

We are writing to you to invite the Upper Lachlan Shire Council to be our **Gold Medal Sponsor** in our inaugural Spring Sculpture Garden Festival. The Festival opening will be on the 10th of November 2018, 5.30-8.30pm and continues until November the 25th. We will be having one major Art exhibition each year to celebrate the artistic talent of our local and regional community artists. This year we intend to have performers during the festival period (music, poetry, artist residency demonstrating sculpture in progress to the community and involving members to participate, schools around the shire contributing art works and being part of the spring performance schedule)

Anna has been a resident of the Shire for over 17 years since moving to Laggan with the dream of opening a sculpture garden which is now a reality. The invitation to be our **Gold Medal sponsor** is related to the Upper Lachlan Shire's contribution to the Event and its invitation at the last Exhibition to consider annual sponsorship for the event from the council. The ruling at the council meeting where this proposal for annual sponsorship had been discussed was based on the members wanting to wait and see if we were consistent in having a successful event. We have demonstrated at the last event and since 2016 that 2,000 visitors attended the events. It brought tourists from outside the shire that brought economic benefits to the business community and the shire.

Council decided at the next Willowtree proposal for exhibition funding to then make a decision if the council will support annual funding for the event. This letter is asking for a consideration of the annual event funding to the Artists through acknowledging Art Excellence. Willowtree will not profit from this contribution as the money goes directly to the artist in supporting individual art excellence. This Event is therefore establishing an Arts cultural program with community contribution and council support towards Arts Appreciation, Arts Education and Art Development, the by product is that it brings economic benefits to the business community. Our Judge, Feyona van Stom, President of the Australian Sculptors Society, will select the winners for Awards and Prizes to promote and foster excellence. The Gold Medal Sponsorship being an acquisitive award will become part of the beautifying the shire project and can be displayed outdoors in the community at a site directed by the community such as: community garden, park in Laggan, roundabout in Crookwell anywhere at the council's discretion, Bronze medal sponsorship does not include erection of the sculpture as part of a possible streetscape beautification as the money goes directly to the artist.

Below are details concerning this year's sponsorship levels: Gold, Silver, Bronze and Platinum.

\$12,000 - Gold Medal: Upper Lachlan Council lead Sponsor in support of our **First Prize winner. Acquisitive Prize** with the sculpture being displayed somewhere in the shire, indoors or outdoors, company flag or banner displayed at the event, prominent logo on our catalogue, website, promotional material and special mention of the Council support on the night and after the event.

- **\$1,000 - Silver Medal:** Merlin & Family Fist Prize Art Excellence Award **non acquisitive**. Annual Sponsorship.
- **\$500 - Bronze Medal:** Chris Rowlands & Associates Pty. Second Prize Art Excellence Award. Annual Sponsorship.
- **\$200 - Willow Tree Sculpture Garden Award:** Third Prize Art Excellence Award. Annual Award.
- **\$200 - Platinum** The Sculptor Society Student Art Excellence Award in support of our First - Third High School and Primary Student Awards of Excellence Annual Award
- **People's choice Award:** Pam Kensit Patron of Willowtree Sculpture Garden Award annual Award

We await the council decision with anticipation, acknowledgement and thanks to the council for having so far demonstrated a commitment and support to our local artists through its contribution of funding supports to the event and to the artists directly since 2016.

Yours Sincerely
Event Coordinators: Anna Pye and Rachael Mayne

Upper Lachlan
the shire of villages

Upper Lachlan Tourist Association

ABN 97 712 325 363
36 Goulburn St, Crookwell NSW 2583
Ph (02) 4832 1988 Fax (02) 4832 0119
www.visitupperlachlan.com.au



... will take you there!

13 August 2016

Rachael Mayne and Anna Pye
Willowtree Sculpture Garden
2 Redground Heights Rd
Laggan NSW 2583

Dear Rachael and Anna,

Upper Lachlan Tourist Association Event Funding Program 2016/17

I am pleased to advise that the **Upper Lachlan Tourist Association (ULTA)** have approved a grant of **\$1500** for two years towards your project **Sculpture in the Village**.

You now need to send us some paperwork so that we can pay your grant.

You need to send us:

- 1) The signed and completed **Conditions for the Payment of New Event Funding** form (included with this letter). **READ THIS FIRST** - it outlines your legal obligations as a recipient under the ULTA Event Funding Program. If you do not follow these Conditions, legal action may be taken against you to recover grant monies.
- 2) An **Invoice or Tax Invoice** depending upon your GST status. **Please note that the invoice must be made out to – Upper Lachlan Shire Council – PO Box 303 Crookwell NSW 2583**
- 3) Proof of **current public liability insurance** (certificate of currency) for this project.

Your invoice will need to state your ABN and advise whether you are registered for GST. If your entity does not have an ABN we may be obliged to withhold 49% of the grant. If you **are** registered for GST you will need to forward a Tax Invoice for \$1650. If you are **not** registered for GST please forward an invoice for \$1500.

Please supply a second invoice for the 2017 after July 1st, 2017.

If there are any changes in the date or nature of the project, you must seek approval from the ULTA Committee. Call (02) 4832 1988 or email andrew.warren@visitupperlachlan.com.au.

Please accept our very best wishes for the success of this project.

Yours sincerely

Andrew Warren
Tourism Manager
Upper Lachlan Tourist Association



Upper Lachlan Tourist Association is a volunteer committee of Upper Lachlan Shire Council

Item: 7.1 Attachment 1.: Willowtree Sculpture Garden - Requesting Sponsorship - Annual Spring Sculpture Garden Exhibition - 11 November 2017



2 Redground Heights Road, Laggan, 2583 NSW

Phone 02 48373046 / 0469369481

Email: info@willowtreesculpturegarden.com

16th July 2017

Mayor: Brian McCormack

44 Spring Street

Crookwell NSW

Dear Brian

We are writing to you to invite The Upper Lachlan Council to be one of our Sponsors in our annual Spring Sculpture Garden Exhibition which will this year be on the 11th of November 2017, 5.30-8.30pm. We will be having one exhibition each year to celebrate the artistic talent of our local and regional community artists. The exhibition will run from the 11th-19th of November 2017.

Willowtree Sculpture Garden Exhibition will be the opening event for the 9 Gardens that will participate in the Crookwell Garden Festival that attracted over 1,600 visitors in 2016. Willowtree Sculpture Garden attracted in excess of 1,300 visitors to the Garden. Students from the local schools will again participate this year along with developing and experienced sculptors locally and regionally. The Conservatorium of Music usually participates, instead part of their Ukele Band will be performing in our Live Music Entertainment "Live Music at Sunset" on the opening night.

We would like to present a range of Awards and prizes to our exhibitors and an opportunity for our Local Council to be part of our marketing and promotional campaign to make this event a very successful community event celebrating and promoting local & regional talent. Our Judge, Feyona van Stom, President of the Australian Sculptors Society will select the winners for Awards and Prizes to promote and foster excellence. Our local State Member of Parliament Pru Goward will open the event.

Below are details concerning this year's proposed sponsorship levels, which I am happy to discuss with you and will contact you to arrange a convenient meeting time. We would like the Council to take part in the promotion and fostering of local and regional artists that will annually participate in the Sculpture Exhibition. We anticipate that the Upper Lachlan Council may consider the first prize award annually and be the Lead Sponsor. We will commit to promote The Upper Lachlan in our website and other promotional material as part of our contribution to Art and Culture in our region.

- **\$1,000-Upper Lachlan First Prize Art Award:** Lead Sponsor in support of our First Sculpture Prize winner. The Upper Lachlan banner displayed at the event, prominent logo on our catalogue, website, radio & media coverage and special mention of your support on the night and after the event. Mayor to deliver first prize to winning Artist at the Event
- **\$500 Pam Kenzit Second Adult Award:** in support of our Second Prize winner. Pam as our Patron will have coverage on our website and catalogue.
- **\$200 Willow Tree Sculpture Garden Third Prize Award:** in support of our Third Prize winner:
- **\$200 The Sculptor Society Student Prize:** in support of First - Third Prize Primary and Secondary School Student Award. Awards judged by the President of The Sculptor Society, prominent logo on our catalogue, website, media coverage.
- **\$100.00 Doug McIntyre Painting and Sculptural Wall Hanging Award:** Website and media coverage.

If the Upper Lachlan Council would like to participate in this year's event as one of our sponsors, please contact us to confirm your support. We could arrange a meeting to discuss this further, please let us know if this opportunity is of interest? You could contact either myself or Rachael Mayne on 0469369481 or by email to info@willowtreesculpturegarden.com

Thank you for your time and consideration.

Yours Sincerely

Item: 7.1 Attachment 1.: Willowtree Sculpture Garden - Requesting Sponsorship - Annual Spring Sculpture Garden Exhibition - 11 November 2017

Anna Pye and Rachael May

Willowtree Sculpture Garden

Nestled in the heart of the picturesque village of Laggan Willowtree Sculpture Garden offers you a peaceful sculpture walk displaying local and regional art with an annual sculpture exhibition, art workshops, weddings, music concerts, special occasions and retreats.

The Sculpture Garden is open to the public to enjoy an art and garden experience every 3rd Saturday of the month coinciding with the Laggan Markets or by appointment.

Willowtree Sculpture Garden presents 'Sculpture in the Village' an annual sculpture exhibition held during the month of November where established and upcoming sculptors locally and regionally exhibit their work.

'Music at Sunset' is a time to relax and enjoy a picnic in the garden while listening to live music with a concert program that includes a range of various genres Jazz, Soul, Folk and Classical. 'Music at Sunset' is offered every 2nd Saturday of the month during Summer, Spring and Autumn.

Our garden is a unique space to create your own special event to celebrate your relationship or a special occasion.

Our retreats provide opportunities for experiencing stillness, listening to nature and to be inspired to love self as a creative expression of our human potential.

Open: Every 3rd weekend of the month or by appointment

UPPER LACHLAN SHIRE COUNCIL
MINUTES OF THE
ORDINARY MEETING OF COUNCIL
HELD IN THE COUNCIL CHAMBERS
ON 17 AUGUST 2017

SECTION 6: PRESENTATIONS TO COUNCIL/PUBLIC

Nil

SECTION 7: CORRESPONDENCE

ITEM 7.1 CORRESPONDENCE ITEMS FOR THE MONTH OF AUGUST 2017
237/17 RESOLVED by Clr Searl and Clr O'Brien

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

1. Willowtree Sculpture Garden – Requesting Sponsorship for Annual Garden Exhibition.

Moved Clr Wheelwright and Clr Searl that Council provide a \$500 donation to the Spring Sculpture Garden Exhibition to be held 11 November 2017.

An amendment was moved by Clr Cummins and Clr Opie that Council provide a \$1000 sponsorship for the 2017 Spring Sculpture Garden exhibition on 11 November 2017 as the major sponsor of the event.

On being put to the meeting the amendment carried and became the motion.

238/17 RESOLVED by Clr Cummins and Clr Opie

1. That Council offer a \$1000 sponsorship for the 2017 Spring Sculpture Garden exhibition on 11 November 2017 as the major sponsor of the event.

- CARRIED

2. Local Government NSW – Media Release – Local Government recognises best council communications.
3. Hilltops Council – Opportunities for Road Improvements MR241.
4. NSW Environment Protection Authority (EPA) – State Wide Litter Enforcement & Education Campaign.

- CARRIED

This is page TWO of the Minutes of the ORDINARY MEETING OF COUNCIL
Held on 17 AUGUST 2017 Confirmed on 21 SEPTEMBER 2017

Upper Lachlan
the shire of villages

Upper Lachlan Tourist Association

ABN 97 712 325 363
36 Goulburn St, Crookwell NSW 2583
Ph (02) 4832 1988 Fax (02) 4832 0119
www.visitupperlachlan.com.au



... will take you there!

10 June 2018

Rachael Mayne and Anna Pye
Willowtree Sculpture Garden
2 Redground Heights Rd
Laggan NSW 2583

Dear Rachael and Anna,

Upper Lachlan Tourist Association Event Funding Program 2018/19

I am pleased to advise that the **Upper Lachlan Tourist Association (ULTA)** have approved a grant of **\$500** towards your project **Sculpture in the Village**.

You now need to send us some paperwork so that we can pay your grant.

You need to send us:

- 1) The signed and completed **Conditions for the Payment of Existing Events Funding** form (included with this letter). **READ THIS FIRST** - it outlines your obligations as a recipient of the ULTA Event Funding Program.
- 2) An **Invoice or Tax Invoice** depending upon your GST status. **Please note that the invoice must be made out to – Upper Lachlan Shire Council – PO Box 303 Crookwell NSW 2583**
- 3) Proof of **current public liability insurance** (certificate of currency) for this project.

Your invoice will need to state your ABN and advise whether you are registered for GST. If your group/business does not have an ABN we may be obliged to withhold 48.5% of the grant. If you **are** registered for GST you will need to forward a Tax Invoice for \$550. If you are **not** registered for GST please forward an Invoice for \$500.

If there are any changes in the date or nature of the project, you must seek approval from the ULTA Committee. Call (02) 4832 1988 or email andrew.warren@visitupperlachlan.com.au.

Please accept our very best wishes for the success of this project.

Yours sincerely

Andrew Warren
Tourism Manager
Upper Lachlan Tourist Association



Upper Lachlan Tourist Association is a volunteer committee of Upper Lachlan Shire Council

Upper Lachlan
the shire of villages

Upper Lachlan Tourist Association

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www.upperlachlantourism.com



... will take you there!

10 June 2018

Rachael Mayne and Anna Pye
Willowtree Sculpture Garden
2 Redground Heights Rd
Laggan NSW 2583

Dear Rachael and Anna,

Upper Lachlan Tourist Association Event Funding Program - 2018/19

I must unfortunately advise that your grant application for your project **Artist in Residency** has not been approved for the 2018/19 Events Grant Round – New Event Stream.

Please accept our very best wishes for the success of this project and we encourage you to apply for future grant rounds and also speak to Council's Grant's Officer – Linus Nesbitt-Hawes (Ph 4830 1000) regarding other potential funding sources.

Yours sincerely

Andrew Warren
Tourism Manager
Upper Lachlan Shire Council



Upper Lachlan Tourist Association is a volunteer committee of Upper Lachlan Shire Council

General Manager - 19 July 2018

ITEM 13.4 **Canberra Region Joint Organisation - Inaugural Board Meeting**

FILE REFERENCE **I18/341**

AUTHOR **Acting General Manager**

ISSUE

Consideration of the Minutes of the inaugural Board Meeting of the Canberra Region Joint Organisation held 29 June 2018 where Council has some actions to consider.

RECOMMENDATION That –

1. Council receive and note the information.
2. Councillors provide comments if required to the Acting General Manager by Wednesday, 8 August 2018 on the Canberra Region Joint Organisation draft Charter, draft Code of Meeting Practice and Policy Payment of Expenses, Provision of Facilities and Allowances to Board Members to allow provision of collated comments to the Interim Executive Officer of the Canberra Region Joint Organisation by close of business 10 August 2018.

BACKGROUND

The inaugural Board Meeting of the Canberra Region Joint Organisation was held at Queanbeyan on 29 June 2018. Attached are as follows:

1. Draft Board Minutes from the Inaugural meeting held on 29 June, 2018;
2. Draft Charter – version as presented to the Board Meeting;
3. Draft Charter – Updated and reformatted version including amendments from the Board meeting - **FOR COMMENT**;
4. Staff Delegations – adopted by the Board;
5. General Managers Advisory Committee Terms of Reference – adopted by the Board;
6. Draft Code of Meeting Practice – **FOR COMMENT**;
7. Policy Payment of Expenses, Provision of Facilities and Allowances to Board Members – updated to include provision for payment of remuneration to the chair - **FOR COMMENT**.

The draft Charter, draft Code of Meeting Practice and Policy Payment of Expenses, Provision of Facilities and Allowances to Board Members has been provided to each of the member council's to provide appropriate comments by close of business Friday, 10 August 2018. This would necessitate comments from individual Councillors to the Acting General Manager by Wednesday, 8 August 2018 to allow collation of those comments and provision to the Canberra Region Joint Organisation by the deadline.

Each of the matters to comment on are expanded on further in the report.

The Board appointed Ms Gabrielle Cusack as Interim Executive Officer until 31 July 2018 and appointed Mr David Rowe as the Executive Officer commencing 1 August 2018. The position will be named Chief Executive Officer. Mr Rowe is the current General Manager of Yass Valley Council and Chair of the General Managers Advisory Committee. On commencement of the Chief Executive Officer, Ms Cusack will be employed in the position of Director – Strategy and Government Relations.

REPORT

DRAFT CHARTER

The draft Charter is based on the model template provided by the Office of Local Government, with modifications being highlighted in yellow.

Key issues covered in the Charter are:

- Operating and Governance Principles;
- Associate Members;
- Contribution methodology;
- 75% majority required for decision making;
- Non- quorum decisions;
- Out-of session decision making;
- GMAC established as a formal committee;
- Position Titles – Chairperson changed to Chair and Executive Officer changed to Chief Executive Officer;
- Provision provided for remuneration of the Chair.

The Board also resolved to take the necessary action to admit Snowy Valleys Council as a full member of the Joint Organisation. Hopefully this will also involve the appropriate amendment of the NSW Planning Regional Boundary for the South East and Tablelands to include the Snowy Valleys Local Government Area. The Board also resolved that the annual remuneration for the Chair be set at \$10,000 for 2018/19.

DRAFT CODE OF MEETING PRACTICE

The Policy is to comply with the Local Government Act (1993) and the Local Government (General) Regulation (2005).

The main variations in this code to the protocols adopted by Councils are:

- CI 4 Attendance by Video Conferencing;
- CI 8 Quorum 75%;
- CI 9 Non- Quorum voting;
- CI26 Discussion by non-voting members;
- CI26.2 No limitation on number of speeches unless determined by the Chair;
- CI 28 Voting at Meetings;

- CI 36 Portable Electronic Device Protocol.

PAYMENT OF EXPENSES, PROVISION OF FACILITIES AND ALLOWANCES TO BOARD MEMBERS

It is a requirement that the Joint Organisation adopt a Policy Expenses, Provision of Facilities and Allowances to Board Members.

The draft Policy has been drafted with the expectation that individual Councils will cover much of the expenses in relation to ordinary meetings.

The draft Policy has been amended to include remuneration for the Chair but no other Board members.

COMMENTS

The Interim Executive Officer has requested that comments on the draft Charter, draft Code of Meeting Practice and Policy for the Payment of Expenses and Provision of Facilities be provided to her by close of business, Friday, 10 August 2018. To ensure that comments can be collated and provided by the deadline individual Councillors should provide those comments to the Acting General Manager by Wednesday, 8 August 2018.

OTHER MATTERS

The Board also resolved to adopt the Canberra Region Joint Organisation Regional Waste Strategy. I am aware that many of Upper Lachlan Shire Council Works and Operations current waste strategies are intertwined with this Regional Waste Strategy.

The Board also considered the NRL Community Well Being programs positively.

A new schedule of meeting dates has also been arranged.

The Board also will be requesting information from the NSW Local Government on how they will be implementing a skills based Board of Directors for Local Government Super. The Board has also requested Local Government NSW to substantiate their value for money for regional councils in regards to their membership contributions. Upper Lachlan Shire Council is not in a position to withhold the 2018/19 subscription to Local Government NSW as the subscription has already been paid.

The Board will also be advocating to Government for a 50% funding level for member councils to employ cadets, apprentices or trainees. The Canberra Region Joint Organisation will also participate in the NSW Local Government Skills Strategy.

The Board also resolved to support the Goulburn Mulwaree Council's motion on Local Government Superannuation to the Local Government NSW Conference in October 2018 and individual member Councils have been requested to consider a resolution of their Councils in support of the Goulburn Mulwaree motion. In this regard it is expected that a further report will be provided to Council.

General Manager

CANBERRA REGION JOINT ORGANISATION - INAUGURAL BOARD MEETING

cont'd

The Board will also be considering in the near future a report that will eventually be presented to the Premier, Deputy Premier, Minister for Local Government and Minister for Finance prosecuting the case for the NSW Government to fully subsidise the annual cost of pensioner rebates for general rates and water and sewer charges for local councils.

Also in relation to Local Government NSW the Board resolved as follows;

1. That a formal complaint be lodged with Local Government NSW in relation to recent emails from the President of the Local Government NSW executive canvassing Mayors for political purposes with copies to the Office of Local Government and the Deputy Premier and Minister for Local Government; and
2. That Local Government NSW initiate a full independent investigation into the circumstance surrounding the resignation of Cr Lindsay Brown from the Board of Local Government NSW, expressing its strong concern about this serious alleged breach of confidentiality from the Local Government NSW Board minutes and what appears to be a denial of natural justice. CRJO demand that a thorough and comprehensive independent investigation be undertaken and the JO be advised of the outcomes of the investigation.

If required I will explain this matter verbally at the Council Meeting.

POLICY IMPACT

Nil

OPTIONS

Nil








FINANCIAL IMPACT OF RECOMMENDATIONS

Councillors will note that the Board agreed to accept and execute the NSW Government Funding Deed which will allow a payment of \$300,000 to the new Joint Organisation to assist with set up costs.

RECOMMENDATION That –

1. Council receive and note the information.
2. Councillors provide comments if required to the Acting General Manager by Wednesday, 8 August 2018 on the Canberra Region Joint Organisation draft Charter, draft Code of Meeting Practice and Policy Payment of Expenses, Provision of Facilities and Allowances to Board Members to allow provision of collated comments to the Interim Executive Officer of the Canberra Region Joint Organisation by close of business 10 August 2018.

ATTACHMENTS

1. 	CBRJO Board Meeting Minutes 29 June 2018 update V1	Attachment
2. 	CRJO Draft Charter 15 June 2018	Attachment
3. 	Draft Charter 29 June 2018 updated and reformatted including amendments from the Board Meeting	Attachment
4. 	D. 2018 CRJO Staff Delegations 29.06.2018_.pdf	Attachment
5. 	CBJO GMAC Terms of Reference 29 June 2018	Attachment
6. 	CRJO Draft Meeting Code of Practice 29 June 2018	Attachment
7. 	CBJO Policy Payment of Expenses 29 June 2018	Attachment



Minutes of the Inaugural Board Meeting

29 June 2018

Presentations

The Hon John Barilaro, MP NSW Deputy Premier

The Deputy Premier outlined the NSW Government's direction regarding the Joint Organisation Framework and the focus for infrastructure improvement in regional areas. The NSW Deputy Premier took a number of questions from the Board.

CRJO Regional Infrastructure Framework – Ms Jillian Kilby: The Infrastructure Collaborative

Ms Jillian Kilby (Infrastructure Collaborative), provided an update to the CRJO Board on the Canberra Region infrastructure landscape including the outcomes of the Infrastructure Working Group workshop on 8 June 2018, development of a project framework for assessing the status of projects and identified the next steps in identifying key infrastructure priorities; aligning with the nine key themes of the CRJO.

Meeting Opened: 9.10am

1. Welcome and Apologies

Present

Bega Valley Shire Council	Cr Kristy McBain Ms Leanne Barnes
Eurobodalla Shire Council	Cr Liz Innes Dr Catherine Dale
Goulburn Mulwaree Council	Cr Bob Kirk Mr Warwick Bennett
Hilltops Council	Cr Brian Ingram Mr David Aber
Queanbeyan-Palerang Regional Council	Cr Tim Overall Mr Peter Tegart
Snowy Monaro Regional Council	Cr John Rooney Mr Joseph Vescio
Upper Lachlan Shire Council	Cr Brian McCormack OAM Mr Gary Woodman
Yass Valley Council	Cr Rowena Abbey (Chair) Mr David Rowe
ACT Government	Mr Sam Engele Mr David Clapham
Wingecarribee Shire Council	Cr Ken Halstead Mr Barry Paull
Snowy Valleys Council	Cr James Hayes OAM Mr Matthew Hyde
CRJO	Ms Gabrielle Cusack



Minutes of the Inaugural Board Meeting

29 June 2018

Department Attendance

Department of Premier and Cabinet	Ms Heidi Stratford Mr Steve Orr
Office of Local Government	Mr Chris Presland

Apologies

Wagga Wagga City Council	Cr Greg Conkey OAM Mr Peter Thompson
East Gippsland Shire Council	Cr Joe Rettino Mr Gary Gaffney
Department of Premier and Cabinet	Mr James McTavish

2. Returning Officer**RESOLUTION: 2018/1**

That the CRJO Board note that Mr Tim Hurst had delegated the calling of the meeting, the development of the Agenda and the role of the Returning Officer to Ms Leanne Barnes, General Manager of Bega Valley Shire Council.

QPRC/ULSC

3. Election of Chair and Deputy Chair

*One nomination received for the position of Chair – Cr Rowena Abbey
Cr R Abbey was declared elected to the role of Chair by the Returning Officer*

*One nomination received for the position of Deputy Chair - Cr K McBain
Cr K McBain – declared elected to the role of Deputy Chair by the Returning Officer*

4. Minutes of CBRJO Board Meeting held 2-3 May 2018**RESOLUTION: 2018/2**

That the minutes from the CBRJO Board meeting held 2-3 May 2018 were confirmed as a true and accurate record.

BVSC/GMC

5. Proclamation and Regulation**RESOLUTION: 2018/3**

That the Board note the Proclamation and Regulation effecting the Canberra Region Joint Organisation.

QPRC/ULSC



6. NSW Government Funding Deed with CRJO

RESOLUTION: 2018/4

1. That the CRJO Board agree to accept and execute the funding deed; and
2. That the Interim Executive Officer be authorised to execute the funding deed.

QPRC/SBVC

7 Recruitment of Executive Officer

RESOLUTION: 2018/5

That this item be considered CONFIDENTIAL in accordance with Section 10a(2)(a) of the Local Government Act 1993, which permits the meeting to be closed to the public for business related to personnel matters concerning particular individuals (other than Board members).

GMC/ULSC

8. Appointment of Interim Executive Officer

Ms G Cusack left the meeting the time being 9.36am

RESOLUTION: 2018/6

That Ms Gabrielle Cusack be appointed as Interim Executive Officer until 30 July 2018.

QPRC/ULSC

9. Director of Strategy and Government Relations

RESOLUTION: 2018/7

1. That it be noted by the Board, that on the commencement of the Chief Executive Officer, Ms G Cusack, will be employed in the position of Director – Strategy and Government Relations; and
2. That it be noted by the Board that an independent recruitment process for the position of Director Strategy and Government Relations was undertaken

QPRC/GMC

Ms Cusack returned to the meeting the time being 9.42am



Minutes of the Inaugural Board Meeting

29 June 2018

10. Remuneration for the Chair**RESOLUTION: 2018/8**

1. *That the Remuneration for the Chair be provided for in the Charter; and*
2. *That the annual remuneration for the Chair be set at \$10,000 for 2018/19*

QPRC/GMC**11. Charter**

Snowy Valley left the meeting 10.08am

RESOLUTION: 2018/9

1. *That the draft Charter be referred to members for a period of 42 days seeking feedback;*
2. *That a report be brought back to the next meeting detailing members' feedback for the Board's consideration;*
3. *That the CRJO write to the Minister for Planning to request that the NSW Planning Region Boundary for the South East and Tablelands be amended to include the Snowy Valleys Local Government Area.*
4. *That the CRJO write to the Premier, Deputy Premier and Minister for Local Government to request that Snowy Valleys Council be included as a full member of the CRJO.*

GMC/ULSC

Snowy Valley returned to the meeting the time being 10.16am

12. Staff Delegations**RESOLUTION: 2018/10**

1. *That the Chief Executive Officer be provided with the delegations listed in the attached delegation register;*
2. *That Interim Executive Officer be delegated the delegations of the Executive Officer in the attached delegations register; and*
3. *That all relevant documents be updated to reflect a consistent title for the role of Secretary/Executive Officer as determined by the Board when considering the of appointment of the role.*

GMC/BVSC

Note: Minutes have been amended for clarity renaming Secretary/Executive Officer to Chief Executive Officer as per resolution 2018/23

Page 4 of 9

**13. General Managers Advisory Committee Terms of Reference****RESOLUTION: 2018/11**

That the term of reference for the General Managers Advisory Committee be adopted.

ESC/QPRC**14. Policy – Payment of Expenses and Provision of Facilities****RESOLUTION: 2018/12**

- 1. That the draft policy for the payment of expenses and the provision of facilities be referred to members of a period of 42 days seeking feedback; and*
- 2. That a report be brought back to the next meeting detailing member's feedback for the Board's consideration.*

SMRC/ULSC**15. Code of Meeting Practice****RESOLUTION: 2018/13**

- 1. That the draft Code of Meeting Practice be referred to members of a period of 42 days seek feedback; and*
- 2. That a report be brought back to the next meeting detailing member's feedback for the Board's consideration.*

SMRC/GMC**16. Joint Organisation – Establishment of Activity Timeline****RESOLUTION: 2018/14**

- 1. That the Board note the timeline for the implementation of the JO; and*
- 2. That the Interim Executive Officer be delegated to:*
 - a) Open a bank account in the name of the CRJO*
 - b) Obtain an ABN; and*
 - c) Nominate signatories*

USLC/ESC



17. CBRJO Regional Waste Strategy

RESOLUTION: 2018/15

That CRJO Board adopt the CRJO Regional Waste Strategy

QPRC/SMRC

18. Infrastructure Framework Update

RESOLUTION: 2018/16

That the Board note the update on work in the infrastructure projects

GMC/QPRC

19. NRL Community Well Being Programs

RESOLUTION: 2018/17

1. *That the CRJO continue to work with the National Rugby League (NRL) on scoping out the opportunities for the JO membership to partner with the delivery of their Community Wellbeing Programs as a whole-of-region project;*
2. *That the CRJO consider the inclusion of the NRL initiatives in the CRJO Statement of Regional Priorities; and*
3. *That the Board advocate on behalf of the NRL for ongoing support for the delivery of the programs across South East NSW and the Riverina.*

SMRC/ERC

20. SCHEDULE OF MEETING DATES

RESOLUTION: 2018/18

That the CRJO Board to note:

1. (a) *The Regional Infrastructure Projects Meeting in Wagga on 6 July 2018*
 (b) *The JO Network in Sydney 15-16 August 2018*
2. *That the following Board Meeting Dates be adopted for 2018-2019*

2018 MONTH	DATES (Thursday and Friday)
September	13 and 14 Canberra
December	6 and 7 Bega Valley (t)
2019 MONTH	DATES (Thursday and Friday)
February	21 and 22 Queanbeyan
May	16 and 17 Sydney (t)
September	12 and 13 Jindabyne
December	5 and 6 Canberra

BVSC/ULSC

Page 6 of 9



Minutes of the Inaugural Board Meeting

29 June 2018

21. LGNSW Matters**RESOLUTION: 2018/19**

1. That LGNSW be requested to substantiate claims that the organisation is providing value for money to regional councils in regards to their membership contributions;
2. That the JO seeks details from LGNSW as to how they plan to implement a 'skills based' Board of Directors for LG Super;
3. That points 3 and 4 of the report be considered **CONFIDENTIAL** in accordance with Section 10a(2)(a) of the Local Government Act 1993, which permits the meeting to be closed to the public for business related to personnel matters concerning particular individuals (other than Board members); and
4. that all Councils in the Canberra Region consider withholding their 2018/19 subscriptions until LGNSW provides satisfactory answers to the issues raised in this report.

ESC/GMC**22. Workforce Strategy: Cadets, Apprenticeships and Trainees****RESOLUTION: 2018/20**

1. That the CRJO Board advocate to the Government for 50% funding for member councils to employ cadets, apprentices or trainees;
2. that CRJO Participate in the NSW Local Government Skills Strategy;
3. That the CRJO support advocacy to TSNSW to provide study; and
4. That the CRJO prepare media to promote this initiative.

QPRC/WSC**23. Motion to Local Government NSW Conference****RESOLUTION: 2018/21**

1. that the CRJO Board support the Goulburn Mulwaree Councils motion on Local Government Superannuation to the Local Government NSW Conference in Albury in October 2018;
2. that individual member Councils be requested to consider a resolution of their Councils in support of the Goulburn Mulwaree Council motion on Local Government Superannuation to the Local Government NSW Conference in Albury in October 2018; and
3. That the CRJO prepare a paper to consider a motion to put to the LGNSW Conference seeking membership of Joint Organisations of LGNSW to be considered out of session.

GMC/SMRC**RESOLUTION: 2018/22**

Page 7 of 9



Minutes of the Inaugural Board Meeting

29 June 2018

That the CRJO Board move into Closed Council

BVSC/ULSC

Mr D Rowe and Ms G Cusack left the meeting the time being 12.08pm

23.1 Appointment of Executive Officer – Confidential**RESOLUTION: 2018/23**

1. *That the report from the Executive Officer Recruitment Group on the interview process for the Executive Officer be received;*
2. *That it be noted by the Board that external employment consultants were used to manage and administer the recruitment process;*
3. *That the position of Executive Officer of Joint Organisation as defined in the Local Government Act be known as Chief Executive Officer when relating to the Canberra Region Joint Organisation;*
4. *That the position identified in the staff structure as "Strategy and Government Relations Officer" be renamed "Director – Strategy and Government Relations";*
5. *That Mr David Rowe, be appointed as Chief Executive Officer of the Canberra Region Joint Organisation, for the period of 1 August 2018 until the 30th June 2021;*
6. *The total remuneration package (TRP) of the Chief Executive Officer be set at \$200,000.00 consisting of the unrestricted use of a vehicle, superannuation and salary. The vehicle to be valued in the TRP at \$15,000. The vehicle to be purchased by CRJO at a value of \$45,000 inclusive of GST;*
7. *The Deputy Chair of CRJO (Mayor Kristy McBain) and the Deputy Chair of GMAC (Mrs Leanne Barnes) be delegated authority to undertake all contractual and employment matters to complete Mr Rowe's appointment including the finalisation of the commencement date;*
8. *That the Board create a Chief Executive Officer Performance Agreement Committee for the setting and determination of the annual performance agreement required by the Local Government Act and delegate responsibility of the annual performance of the Chief Executive Officer to that Committee; and*
9. *That the Chief Executive Officer Performance Review Committee consist of the Board Chair, Deputy Chair, GMAC Chair and Deputy Chair.*

ULSC/QPRC



23.2 LGNSW Matters – Confidential

RESOLUTION: 2018/24

1. That a formal complaint be lodged with LGNSW in relation to recent emails from the President of the LGNSW executive canvassing Mayors for political purposes with copies to the Office of Local Government and the Deputy Premier and Minister for Local Government; and
2. That LGNSW initiate a full independent investigation into the circumstance surrounding the resignation of Cr Lindsay Brown from the Board of LGNSW, expressing its strong concern about this serious alleged breach of confidentiality from the LGNSW Board minutes and what appears to be a denial of natural justice. CRJO demand that a thorough and comprehensive independent investigation be undertaken and the JO be advised of the outcomes of the investigation.

BVSC/WSC

RESOLUTION: 2018/25

That the CRJO Board move out of Closed Meeting

GMC/QPRC

RESOLUTION: 2018/26

That the resolutions from Closed Meeting be adopted in Open Meeting

WSC/ULSC

24.0 Urgent Matters - Annual Cost of Pension Rebates

RESOLUTION: 2018/27

That the CRJO prepare a paper for consideration out of session to present to the Premier, Deputy Premier, Minister for Local Government and Minister of Finance prosecuting the case for the NSW Government to fully subsidise the annual cost of pension rebates for general rates and water and sewer charges for local councils.

QPRC/SMRC

Meeting Closed: 12.40pm



Charter

THE CANBERRA REGION JOINT ORGANISATION CHARTER

[Friday 29 June 2018]

[Member council logos]

Contact Details

[Director and Interim EO: Gabrielle Cusack]



Prescribed elements of the Charter

Under the Local Government Act 1993 (the Act) and Local Government (General) Regulation 2008 the prescribed requirements for the Charter are as follows:

- the board is to prepare and adopt a Charter containing (but not limited to):
 - operational principles for the joint organisation
 - governance principles for the joint organisation
- the Charter is to contain the methodology for determining annual financial contributions to the joint organisation by member councils
- a Charter may adopt requirements that are additional or supplementary to, or more significant than, requirements made by or under the Act but cannot adopt requirements that:
 - are less stringent than requirements made by or under the Act
 - are inconsistent with or contravene regulations under the Act relating to Charters
- the Charter must be made publicly available on a website administered by the joint organisation within 30 days of adoption of the Charter.

Optional elements of the Charter

Each joint organisation can determine the content of its own Charter, provided it includes the prescribed information above. Please refer to the supporting Preparing charter template guidance document for further additional information.

[NAME OF JOINT ORGANISATION] CHARTER

Contents

1. INTRODUCTION

- 1.1. PREAMBLE
- 1.2. NAME AND LEGAL STATUS
- 1.3. INTERPRETATION
- 1.4. DEFINITIONS
- 1.5. ADOPTING THE CHARTER
- 1.6. AMENDING THE CHARTER

2. ESTABLISHMENT

- 2.1. VISION
- 2.2. PRINCIPLES
- 2.3. PRINCIPAL FUNCTIONS
- 2.4. OTHER FUNCTIONS

3. MEMBERSHIP

- 3.1. VOTING MEMBERS
- 3.2. NON-VOTING MEMBERS
- 3.3. CHANGES IN MEMBERSHIP
- 3.4. FINANCIAL CONTRIBUTIONS
- 3.5. DECISION RESOLUTION
- 3.6. DISPUTE RESOLUTION

4. THE BOARD

- 4.1. GOVERNING BOARD AND ROLE
- 4.2. CHAIR AND ROLE
- 4.3. ALTERNATES
- 4.4. ADVISORY COMMITTEES AND WORKING GROUPS

5. MEETINGS

- 5.1. MEETING FREQUENCY
- 5.2. PARTICIPATION AND QUORUM
- 5.3. VOTING AND DECISION MAKING
- 5.4. ANNUAL GENERAL MEETINGS

6. OTHER MATTERS

- 6.1. CONSULTATION AND PUBLICATION
- 6.2. RECORDS
- 6.3. INSURANCE
- 6.4. INDEMNITY
- 6.5. POLICIES
- 6.6. CODE OF CONDUCT PANEL OF REVIEWERS
- 6.7. TRANSITIONAL ARRANGEMENTS
- 6.8. ORGANISATIONAL STRUCTURE

[NAME OF JOINT ORGANISATION] CHARTER

1. Introduction

1.1 Preamble

The operation of and governance principles for the Canberra Region Joint Organisation is guided by this Charter, which has been adopted by resolution of the board.

1.2 Name and legal status

The name of the joint organisation is the **Canberra Region Joint Organisation (CRJO)**

The Canberra Region Joint Organisation is a body corporate proclaimed under the *Local Government Act 1993* (the Act) with the legal capacity and powers of an individual. See the proclamation forming this joint organisation at <https://legislation.nsw.gov.au/regulations/2018-192.pdf> for further information about the membership and functions of the Canberra Region Joint Organisation and other key matters.

While the principal functions of the joint organisation are provided for in the Act and through this Charter, powers are also conferred on the joint organisation as a statutory corporation under section 50 of the *Interpretation Act 1987*. Other functions may be conferred on a joint organisation by legislation and may be delegated to a joint organisation by one or more member councils.

1.3 Interpretation

This Charter is to be interpreted in accordance with the *Local Government Act 1993* and *Local Government (General) Regulation 2005* and the *Interpretation Act 1987*.

1.4 Definitions

In this Charter, the following terms are used as below. **Act** means **Act** - the *Local Government Act 1993*.

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

Board means the joint organisation board, consisting of the mayors of each member council, any additional voting representatives of these member councils appointed under section 400T of the Act and any other non-voting representatives who may attend, but are not entitled to vote at a meeting.

Charter means this document, outlining the operational and governance principles for the joint organisation and any other agreed matters, consistent with the Act and other laws.

Chair means the person, who is a mayor, elected to the office of chairperson by the voting representatives on the board from among the voting representatives who are mayor.

Councillor means a person elected or appointed to civic office and includes a mayor.

Secretary means the person employed by the joint organisation to conduct the day-to-day management of the joint organisation in accordance with strategic regional priorities and other plans, programs, strategies and policies of the joint organisation and to implement without delay the lawful decisions of the joint organisation. **The Secretary has the role and functions of the Executive Officer as defined under the Act.**

General manager means the person employed by a council to conduct the day-to-day management of the council in accordance with strategic plans, programs, strategies and policies of the council and to implement without delay the lawful decisions of the council.

Joint organisation means an organisation established under Part 7 Chapter 12 of the *Local Government Act 1993*

Member council means those councils proclaimed under the Act to be part of the Canberra Region Joint Organisation.

Mayor means a person elected or appointed to civic office, who is the leader of the council.

Non-voting member means those councils and other organisations or individuals that are members of the joint organisation but do not have the right to vote.

Non-voting representative means the chosen representative of a non-voting member of the board (sometimes called an 'associate member'). This includes:

- an employee of the public service nominated by the Secretary, Department of Premier and Cabinet
- any other individual or representative of a council or other organisation invited by the board to represent a non-voting member of the board
- any other person or a member of a class of persons prescribed by the Regulation.

Voting representative means a representative of a member council on the board.

Majority – means 75% of voting members

1.5 Adopting the Charter

This Charter was formally adopted The Canberra Region Joint Organisation on Friday 29 June 2018.

This Charter will be made publicly available via the following website administered by the joint organisation
www.crjo.nsw.gov.au

1. Introduction

1.6 Amending the Charter

This Charter will be reviewed every two years at the time of the election of the Chair or at any other time by resolution of the board.

2.1 Vision

1. Vision - the Canberra Region Joint Organisation is the regional leader advocating for strong regional partnerships that delivers improved outcomes to our regional communities.

2.2 Principles

The CRJO commits to applying the following operating and governance principles in all its activities:

Operating Principles

- a) **Cohesive:** speaking with one voice on regional issues and valuing equal representation.
- b) **Collaborative:** by working transparently and in the spirit of trust across member councils, communities, governments, and with a wide range of partners.
- c) **Aligned:** with consistency between member councils and NSW Government on regional strategies and policies.
- d) **Efficient:** by avoiding duplication and using resources within and available to member Councils wherever possible.
- e) **Evidenced based:** when introducing or transitioning programs and shared services.
- f) **Educative:** Challenging and improving as a sector and sharing information and opportunities between participating councils and the ACT.
- g) **Flexible:** Opportunities to operate at the sub-regional as well as regional level. Principles to opt in/opt out when deemed appropriate.
- h) **Effective:** Delivering real outcomes for the region through collaboration and shared delivery

Governance Principles

- a) **Understanding** the Role of the JO in assisting Councils and the State Government deliver outcomes
- b) **Ethics and Integrity** are embedded in operations and decision making
- c) **Accountability** – there are clear lines of responsibility and delegations
- d) **Finance Sustainability**
- e) **Communication** – is open responsive and transparent for all parties
- f) **A Governance Framework** comprising :
 - **Policies** - Policies adopted by the Board and those policies that are outward looking or affect the Board
 - **Protocols** - Staff policies adopted by GMAC decision.

- **Procedures** - Operational procedures to implemented by the Secretary in consultation with GMAC.

2.3 Principal functions

The principal functions of the Canberra Region Joint Organisation joint organisation will be to:

- establish strategic regional priorities for the joint organisation area and develop strategies and plans for delivering these priorities
- provide regional leadership for the joint organisation area and to be an advocate for strategic regional priorities
- identify and take up opportunities for intergovernmental cooperation on matters relating to the joint organisation area.
-

2.4 Other functions

The other services, functions or types of functions The Canberra Region Joint Organisation will undertake are:

- Joint Procurement where agreed between parties
- Collaboration between to achieve outcomes for the region or individual members
- Provide the key regional linkage to Destination Southern NSW
- Employment of a Waste Resources and Recycling Officer (subject to EPA funding) to deliver regional initiatives in waste and recycling
- Employment of a Biodiversity Officer (subject to OEH funding) to deliver training and expert advice across CRJO and Illawarra-Shoalhaven JO

The board may, from time to time, determine whether and how to undertake any other functions.

3. Membership

3.1 Voting Members

The following are 'member councils' of the Canberra Region Joint Organisation

1. Bega Valley Shire Council
2. Eurobodalla Shire Council
3. Goulburn Mulwaree Council
4. Hilltops Councils
5. Queanbeyan-Palerang Regional Council
6. Snowy Monaro Regional Council
7. Upper Lachlan Shire Council
8. Wingecarribee Shire Council
9. Yass Valley Council

The voting member will be the Mayor or designated alternate who is an elected member of that Council

3.2 Non-voting members

The following are non-voting members of the CRJO:

1. The NSW Government, as represented by a nominee of the Secretary of the Department of Premier and Cabinet, currently the Regional Director South East NSW.

2. Representatives of Associate members organisations:

- ACT Government
- Snowy Valleys Council
- Wagga Wagga City Council
- East Gippsland Shire Council

3. General Managers of member Councils

3.3 Changes in membership

A proclamation is required for a joint organisation to change voting members.

Any voting member proposing to withdraw from the joint organisation must give 12 months written notice to the Board.

This Charter may be amended to change non-voting members of the board. In deciding whether to propose or support a change in membership, the CRJO will:

- at the request of a member, consider a draft resolution seeking membership change, and
- following a resolution in support, amend this Charter as set out section 1.6 to change membership as set out at section 3.2.

3.4 Financial contributions

1. Annual Member Contributions

Each member council is to contribute an annual monetary payment or equivalent contribution based on the following methodology:

- a. A flat Fee of \$7200
- b. A population fee of 70 cents per head
- c. Both the above fee components being increased annually in accordance with the rate peg unless otherwise determined by the Board

NB: the population being based on the most recent Estimated Resident Population (ERP) of the Local Government Area of the member Council by the Australian Bureau of Statistics

2. Associate Member Contributions

Contributions to be as follows unless otherwise determined by the Board:

- 75% of the calculated member contribution fee for councils located in NSW
- 25% of the calculated member contribution fee for councils outside NSW (East Gippsland)
- Associate membership fees of other entities determined by the Board on a case by case basis
- That the ACT contribution determined via the development and review of an MOU between CRJO and the ACT Government

Member councils will be consulted about proposed contributions by:

- The Board resolving a draft schedule of fees for the upcoming financial year
- Seeking feedback from member Councils on the draft schedule of fees
- The Board determining the final schedule of fees by resolution following consideration of feedback from member Councils

3. Other Contributions

Contributions for other projects /activities shall be at the discretion of the individual member. Members may choose to be a voluntary participant in the project/activity unless the Board has determined that it is a critical matter for the CRJO. Refer Cl 3.5

3. Membership

3.5 Decision resolution

In the event of a *critical* matter to be determined by the board the resolution is lost. The mechanism for the board to move critical decisions forward is as follows:

Step 1 – internal resolution using one or more of the following:

- Take into account board member views and rework the proposal.
- Establish a specific sub-committee to review and rework the proposal.
- Set aside time for the board to discuss the proposal prior to the next board meeting.
- Obtain and present to the board advice from an expert or an independent report.

Step 2 – independent mediation (may include using any of the processes outlined in Step 1):

- Board resolves to work with an independent mediator to support board to resolve the decision.
- Where a mediator cannot be agreed, the board request the OLG to appoint a mediator.

Step 3 – appoint an independent arbitrator

- Board resolves to appoint an independent arbitrator to support board to resolve the decision.
- Where the arbitrator cannot be agreed, the board request the OLG to appoint an arbitrator.

Critical matters to be determined by the board include:

- adoption of a Statement of Strategic Regional Priorities
- adoption of the Annual Performance Statement and Financial Statements
- a project/ activity may be deemed by the Board to be a *critical matter* as it will require a financial contributions from all member councils

3.6 Dispute resolution

In the event of a dispute between board members that arises from or relates to the Canberra Region Joint Organisation, the following steps will be taken to resolve that dispute:

- relevant members will advise the joint organisation prior to taking legal action
- relevant members will give notice to board members specifying the nature of the dispute
- on receipt of notice, member councils must endeavour in good faith to resolve the dispute promptly using informal dispute resolution techniques such as mediation, expert evaluation or determination or similar techniques, as agreed by those members
- members that are parties to the dispute will pay the mediator's costs

4. The Board

4.1 Governing board and role

The board of the Canberra Region Joint Organisation consists of:

- the mayors of each member council
- any alternate elected member appointed as an alternate in the absence of Mayor
- a representative of the NSW Government, nominated by the Secretary of the Department of Premier and Cabinet, who is Regional Director South East NSW
- Representatives (non-voting) of associate members
- General Managers of member Councils (non-voting)
- Secretary and Director (non-voting)

The role of the board is to direct and control the affairs of the joint organisation.

4.2 Chair and role

The Chair is responsible for the conduct of meetings and is to be elected by the voting representatives of the board from one of the mayoral representatives. In the absence of the Chair, a person elected by the voting representatives at the meeting of the board is to preside at the meeting. The Chair does not have a casting vote.

The Chair is the joint organisation's spokesperson on strategic matters and will represent the joint organisation at regional forums where possible. On specific issues, the Chair may elect to delegate the spokesperson to be the Deputy Chair or the Mayor of a member Council.

4.3 Alternates

Member councils that choose to appoint an alternate representative must notify the joint organisation of that person's name and position.

4.4 Advisory committees and working groups

The Canberra Region Joint Organisation establishes the General Managers Advisory Committee, otherwise known as GMAC, as a formal committee to provide recommendations to the Board at each Ordinary Meeting of the Board.

GMAC is delegated by the Board to create working groups and networks as required to assist the delivery of the functions of CRJO.

Working Groups shall report through GMAC to the Board, however in special circumstances may be approved by GMAC to report directly to the Board.

Working Groups may include (but not limited to) key strategic and operational areas such as: Economic Development, Tourism, Infrastructure, Planning (land use), Strategic Planning, Waste and Resource Recovery, Human Resources, procurement and Information Technology

Committees and advisory groups may also be established from time to time by board resolution.

GMAC is also delegated by the Board to oversee the performance of the Secretary (aka Executive Officer)

5. Meetings

5.1 Meeting frequency

The board will meet a minimum four (4) times each year preferable in each quarter. The location and timing to be determined on an annual basis with a minimum notice of 3 months.

Meetings will be conducted in accordance with the Code of Meeting Practice adopted by the board from time to time.

Where necessary, the Chair may call extraordinary meetings meetings.

5.2 Participation and quorum

1. Quorum

The quorum for a meeting is a majority of 75% of the voting Members who hold office for the time being and are not suspended from office.

For the purpose of determining a quorum, those voting Members who are attending meeting via electronic means are to be considered as present.

If the calculation of 75% of eligible voting members does not result in a whole number, the result is to be round d up.

Note: As an example, 75% of 10 eligible voting members is 7.5, so the quorum for a meeting would be 8 eligible voting members.

2. Non-Quorum Meeting

A non-quorum meeting of the Board may be held if greater than 50% of voting members are in attendance.

Business may be transacted at such a meeting subject to the requirements of section 5.3

5.3 Voting and decision making

1 Board Decisions

All Board decisions shall require 75% majority from the 9 voting members. Put simply, this means that any 3 members voting against a motion will see the motion defeated.

To cover the instance where absences could result in not achieving a quorum, provision has been made for both quorum and non-quorum decision making with the proviso that at least 50% of members are in attendance.

2. Out of Session Decisions

Decisions that are required in between meetings may be determined by 75% majority written response to an email from the Chair.

Any out of session decision will be voided unless ratified by the Board at its next meeting

2 Quorum Decisions

Decisions shall be reached in accordance with the CRJO Code of Meeting Practice which includes:

- Each voting Member is entitled to one vote.
- Non-voting members are not entitled to vote.
- The Chair DOES NOT have a second or casting vote.
- For a vote to be carried it must be supported by at least 75% of the board members eligible to vote.

Note: This means 75% of voting members, not simply 75% of the voting members present at the meeting.

3 Non-Quorum Decisions

Decisions of non-quorum meetings must have registered 75% of voting members 'in favour' within 7 days of the circulating the minutes.

Failure to comply with the above will void any non-quorum decision

A motion is taken to be defeated in the event there is a failure of 75% of votes in favour. The Chair, or person presiding at a meeting of the board, does not have a casting vote.

5. Meetings

5.4 Annual Report

The Canberra Region Joint Organisation will present the annual report, Audited Financial Statements at its 4th quarter ordinary meeting

6. Other Matters

6.1 Consultation and publication

The Canberra Region Joint Organisation joint organisation will consult with all members in preparing the following documents required under the Act and will publish the adopted versions on the joint organisation website www.crjo.nsw.gov.au

- statement of Strategic Regional Priorities
- annual revenue statement
- audited financial reports.

The Canberra Region Joint Organisation joint organisation will also publish an annual performance statement on its website

6.2 Records

The joint organisation will keep records and provide access to relevant information in accordance with the following legislation:

- State Records Act 1998
- Government Information (Public Access) Act 2009

The public officer of the Canberra Region Joint Organisation is the **Secretary** who may be contacted via the website www.crjo.nsw.gov.au

6.3 Insurance

The Canberra Region Joint Organisation joint organisation will ensure that appropriate insurance is taken out to indemnify all Board members and staff members, to provide workers compensation cover and public liability cover.

6.4 Indemnity

Representatives of members of the board and staff of The Canberra Region Joint Organisation joint organisation are protected from liability for functions and duties carried out or omitted honestly, in good faith and with due care and diligence.

6.5 Policies

The Canberra Region Joint Organisation joint organisation has adopted the following policies:

- Expenses and facilities policy
- Code of Meeting Practice,
- Code of Conduct being the OLG Model Code of Conduct

Further policies will be adopted by the board from time to time and will be published on The Canberra Region Joint Organisation joint organisation's website at www.crjo.nsw.gov.au

6.6 Code of Conduct Reviewers Panel

1 Code of Conduct

The Code of Conduct shall apply to all voting and non-voting members of the Board and all members of any committees and working groups or network groups of the CRJO

2 Code of Conduct Reviewer s Panel

Code of Conduct Reviewers will selected from list of approved investigation service suppliers listed under the NSW Government Prequalification Scheme for Performance and Management Services, administered by NSW Procurement.

6.7 Transitional Arrangements

Until Federal legislation declares joint organisations not to be a national system employer for the purposes of the Commonwealth Fair Work Act 2009, the CRJO will employ staff through the Queanbeyan-Palerang Regional Council as the Host Council.

An interim Executive Officer will be appointed on a short term contract basis until such time as the appointed Secretary (EO) can assume duties.

6.8 Organisational Structure

The Board approves the following positions of:

Secretary - fulfilling the role of the executive officer as defined by the Act and Regulations, reporting to the Board with the performance being overseen by GMAC

Director - primary roles to develop and maintain strategic network of partnerships, coordinate the development of regional strategies, develop advocacy strategies to NSW and Federal Governments

Other staff of the CRJO will be appointed by the Secretary in consultation with GMAC to meet operational and strategic requirements

6.9 Returns Disclosing Interests

A register of all Returns will be kept by the Secretary of all Council representatives who are Councillors or designated persons and the location of the disclosures they have completed at their Council.

Returns shall not be required to be lodged by non-voting members. Designated persons that are employed by the CRJO shall complete a disclosure within 3 months and the Secretary table the return at the next meeting of the Board.

6.10 Seal

Recognising that the Executive Officer has the authority to authenticate documents under Sec 683 LG Act 1993, the CRJO chooses not to create a seal for document certification.

5. Meetings









Contents	Page No.
1. Introduction.....	2
1.1 Preamble.....	2
1.2 Name and legal status.....	2
1.3 Interpretation	2
1.4 Definitions.....	2
1.5 Adopting the Charter	3
1.6 Amending the Charter	3
2 Establishment.....	4
2.1 Vision	4
2.2 Principles.....	4
2.3 Principal Functions.....	4
2.4 Other Functions.....	4
3 Membership	6
3.1 Voting Members.....	6
3.2 Non-voting members.....	6
3.3 Changes in membership	6
3.4 Financial contributions.....	6
3.5 Decision resolution	7
3.6 Dispute resolution	7
4 The Board.....	8
4.1 Governing board and role.....	8
4.2 Chair and role.....	8
4.3 Alternates.....	8
4.4 Advisory committees and working groups.....	8
5 Meetings.....	9
5.1 Meeting frequency	9
5.2 Participation and quorum.....	9
5.3 Voting and decision making	9
5.4 Annual Report.....	10
6 Other Matters.....	11
6.1 Consultation and publication.....	11
6.2 Records	11
6.3 Insurance	11
6.4 Indemnity.....	11
6.5 Policies	11
6.6 Code of Conduct Reviewers Panel	11
6.7 Organisational Structure.....	12
6.8 Returns Disclosing Interests.....	12
6.9 Seal	12

1. Introduction

1.1 Preamble

The operation of and governance principles for the Canberra Region Joint Organisation is guided by this Charter, which has been adopted by resolution of the board.

1.2 Name and legal status

- a. The name of the joint organisation is the **Canberra Region Joint Organisation (CRJO)**.
- b. The Canberra Region Joint Organisation is a body corporate proclaimed under the Local Government Act 1993 (the Act) with the legal capacity and powers of an individual. See the proclamation forming this joint organisation at <https://legislation.nsw.gov.au/regulations/2018-192.pdf> for further information about the membership and functions of the Canberra Region Joint Organisation and other key matters.
- c. While the principal functions of the joint organisation are provided for in the Act and through this Charter, powers are also conferred on the joint organisation as a statutory corporation under section 50 of the Interpretation Act 1987. Other functions may be conferred on a joint organisation by legislation and may be delegated to a joint organisation by one or more member councils.

1.3 Interpretation

This Charter is to be interpreted in accordance with the Local Government Act 1993 and Local Government (General) Regulation 2005 and the Interpretation Act 1987.

1.4 Definitions

In this Charter, the following terms are used as below. Act means Act - the Local Government Act 1993.

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

Board means the joint organisation board, consisting of the mayors of each member council, any additional voting representatives of these member councils appointed under section 400T of the Act and any other non-voting representatives who may attend, but are not entitled to vote at, a meeting.

Charter means this document, outlining the operational and governance principles for the joint organisation and any other agreed matters, consistent with the Act and other laws.

Chair means the person, who is a mayor, elected to the office of chairperson by the voting representatives on the board from among the voting representatives who are mayor.

Councillor means a person elected or appointed to civic office and includes a mayor.

Chief Executive Officer means the person employed by the joint organisation to conduct the day-to-day management of the joint organisation in accordance with strategic regional priorities and other plans, programs, strategies and policies of the joint organisation and to implement without delay the lawful decisions of the joint organisation. **The Chief Executive Officer has the role and functions of the Executive Officer as defined under the Act.**

General Manager means the person employed by a council to conduct the day-to-day management of the council in accordance with strategic plans, programs, strategies and policies of the council and to implement without delay the lawful decisions of the council.

Joint organisation means an organisation established under Part 7 Chapter 12 of the *Local Government Act 1993*

Member council means those councils proclaimed under the Act to be part of the Canberra Region Joint Organisation.

Mayor means a person elected or appointed to civic office, who is the leader of the council.

Non-voting member means those councils and other organisations or individuals that are members of the joint organisation but do not have the right to vote.

Non-voting representative means the chosen representative of a non-voting member of the board (sometimes called an 'associate member'). This includes:

- an employee of the public service nominated by the Secretary, Department of Premier and Cabinet
- any other individual or representative of a council or other organisation invited by the board to represent a non-voting member of the board
- any other person or a member of a class of persons prescribed by the Regulation.

Voting representative means a representative of a member council on the board.

Majority – means 75% of voting members

1.5 Adopting the Charter

- This Draft Charter was formally considered by the Canberra Region Joint Organisation at its inaugural Board meeting held on Friday 29 June 2018. The Board resolved to refer the document to member Councils for a period of 42 days with a report to be brought back to the next Board meeting with the member's feedback.
- This Charter will be made publicly available via the following website administered by the joint organisation www.crjo.nsw.gov.au.

1.6 Amending the Charter

This Charter will be reviewed every two years at the time of the election of the Chair or at any other time by resolution of the board.

2 Establishment

2.1 Vision

Vision - the Canberra Region Joint Organisation is the regional leader advocating for strong regional partnerships that delivers improved outcomes to our regional communities.

2.2 Principles

The CRJO commits to applying the following operating and governance principles in all its activities:

a. Operating Principles

- i. Cohesive: speaking with one voice on regional issues and valuing equal representation.
- ii. Collaborative: by working transparently and in the spirit of trust across member councils, communities, governments, and with a wide range of partners.
- iii. Aligned: with consistency between member councils and NSW Government on regional strategies and policies.
- iv. Efficient: by avoiding duplication and using resources within and available to member Councils wherever possible.
- v. Evidenced based: when introducing or transitioning programs and shared services.
- vi. Educative: Challenging and improving as a sector and sharing information and opportunities between participating councils and the ACT.
- vii. Flexible: Opportunities to operate at the sub-regional as well as regional level. Principles to opt in/opt out when deemed appropriate.
- viii. Effective: Delivering real outcomes for the region through collaboration and shared delivery

b. Governance Principles

- i. Understanding the Role of the JO in assisting Councils and the State Government deliver outcomes
- ii. Ethics and Integrity are embedded in operations and decision making
- iii. Accountability – there are clear lines of responsibility and delegations
- iv. Finance Sustainability
- v. Communication – is open responsive and transparent for all parties
- vi. A Governance Framework comprising :
 - Policies - Policies adopted by the Board and those policies that are outward looking or affect the Board
 - Protocols - Staff policies adopted by GMAC decision.
 - Procedures - Operational procedures to implemented by the Chief Executive Officer in consultation with GMAC.

2.3 Principal Functions

The principal functions of the Canberra Region Joint Organisation joint organisation will be to:

- a. establish strategic regional priorities for the joint organisation area and develop strategies and plans for delivering these priorities.
- b. provide regional leadership for the joint organisation area and to be an advocate for strategic regional priorities.
- c. identify and take up opportunities for intergovernmental cooperation on matters relating to the joint organisation area.

2.4 Other Functions

- a. The other services, functions or types of functions The Canberra Region Joint Organisation will undertake are:
 - i. Joint Procurement where agreed between parties
 - ii. Collaboration between to achieve outcomes for the region or individual members
 - iii. Provide the key regional linkage to Destination Southern NSW
 - iv. Employment of a Waste Resources and Recycling Officer (subject to EPA funding) to deliver regional initiatives in waste and recycling

v. Employment of a Biodiversity Officer (subject to OEH funding) to deliver training and expert advice across CRJO and Illawarra-Shoalhaven JO

- b. The board may, from time to time, determine whether and how to undertake any other functions.

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3 Membership

3.1 Voting Members

- a. The following are 'member councils' of the Canberra Region Joint Organisation
 - Bega Valley Shire Council
 - Eurobodalla Shire Council
 - Goulburn Mulwaree Council
 - Hilltops Councils
 - Queanbeyan-Palerang Regional Council
 - Snowy Monaro Regional Council
 - Upper Lachlan Shire Council
 - Wingecarribee Shire Council
 - Yass Valley Council
- b. The voting member will be the Mayor or designated alternate who is an elected member of that Council

3.2 Non-voting members

- a. The following are non-voting members of the CRJO:
 - i. The NSW Government, as represented by a nominee of the Secretary of the Department of Premier and Cabinet, currently the Regional Director South East NSW.
 - ii. Representatives of Associate members organisations:
 - ACT Government
 - Snowy Valleys Council
 - Wagga Wagga City Council
 - East Gippsland Shire Council
 - iii. General Managers of member Councils

3.3 Changes in membership

- a. A proclamation is required for a joint organisation to change voting members.
- b. Any voting member proposing to withdraw from the joint organisation must give 12 months written notice to the Board.
- c. This Charter may be amended to change non-voting members of the board. In deciding whether to propose or support a change in membership, the CRJO will:
 - at the request of a member, consider a draft resolution seeking membership change, and
 - following a resolution in support, amend this Charter as set out section 1.6 to change membership as set out at section 3.2.

3.4 Financial contributions

- a. Annual Member Contributions

Each member council is to contribute an annual monetary payment or equivalent contribution based on the following methodology:

 - i. A flat Fee of \$7200
 - ii. A population fee of 70 cents per head
 - iii. Both the above fee components being increased annually in accordance with the rate peg unless otherwise determined by the Board

NB: the population being based on the most recent Estimated Resident Population (ERP) of the Local Government Area of the member Council by the Australian Bureau of Statistics

b. Associate Member Contributions

Contributions to be as follows unless otherwise determined by the Board:

- 75% of the calculated member contribution fee for councils located in NSW
- 25% of the calculated member contribution fee for councils outside NSW (East Gippsland)
- Associate membership fees of other entities determined by the Board on a case by case basis
- That the ACT contribution determined via the development and review of an MOU between CRJO and the ACT Government

Member councils will be consulted about proposed contributions by:

- The Board resolving a draft schedule of fees for the upcoming financial year
- Seeking feedback from member Councils on the draft schedule of fees
- The Board determining the final schedule of fees by resolution following consideration of feedback from member Councils

c. Other Contributions

Contributions for other projects /activities shall be at the discretion of the individual member. Members may choose to be a voluntary participant in the project/activity unless the Board has determined that it is a *critical matter* for the CRJO. Refer CI 3.5

3.5 Decision resolution

- a. In the event of a critical matter to be determined by the board the resolution is lost. The mechanism for the board to move critical decisions forward is as follows:

Step 1– internal resolution using one or more of the following:

- Take into account board member views and rework the proposal.
- Establish a specific sub-committee to review and rework the proposal.
- Set aside time for the board to discuss the proposal prior to the next board meeting.
- Obtain and present to the board advice from an expert or an independent report.

Step 2 – independent mediation (may include using any of the processes outlined in Step 1):

- Board resolves to work with an independent mediator to support board to resolve the decision.
- Where a mediator cannot be agreed, the board request the OLG to appoint a mediator.

Step 3 – appoint an independent arbitrator

- Board resolves to appoint an independent arbitrator to support board to resolve the decision.
- Where the arbitrator cannot be agreed, the board request the OLG to appoint an arbitrator.

- b. Critical matters to be determined by the board include:

- i. adoption of a Statement of Strategic Regional Priorities
- ii. adoption of the Annual Performance Statement and Financial Statements
- iii. a project/ activity may be deemed by the Board to be a *critical matter* as it will require a financial contributions from all member councils

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- b. The Chair is the joint organisation's spokesperson on strategic matters and will represent the joint organisation at regional forums where possible. On specific issues, the Chair may elect to delegate the spokesperson to be the Deputy Chair or the Mayor of a member Council.
- c. An annual remuneration shall be paid to the Chair with the fixed amount to be determined by the Board for each financial year

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- c. Working Groups shall report through GMAC to the Board, however in special circumstances may be approved by GMAC to report directly to the Board.
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- e. Committees and advisory groups may also be established from time to time by board resolution.
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- a. The board will meet a minimum four (4) times each year preferable in each quarter. The location and timing to be determined on an annual basis with a minimum notice of 3 months.
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- a. **Code of Conduct**

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Code of Conduct Reviewers will selected from list of approved *investigation service suppliers* listed under the NSW Government Prequalification Scheme for Performance and Management Services, administered by NSW Procurement.

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**Canberra
Region**
JOINT ORGANISATION

**REGISTER
of
DELEGATIONS
to
STAFF**

**Adopted by CRJO 29 June 2018
Minute No. 2018/10**

INSTRUMENT OF DELEGATION

PURSUANT to sections 335 and 377 of the *Local Government Act 1993 (NSW)*, the Canberra Region Joint Organisation DOES HEREBY DELEGATE to its CEO those powers, authorities, duties and functions that are contained in this Delegations Register excluding:

- (a) the appointment of an executive officer,
- b) the fixing of a fee,
- (c) the borrowing of money,
- (d) the voting of money for expenditure on its works, services or operations, (
- e) the purchase, sale, exchange or surrender of any land or other property (but not including the sale of items of plant or equipment),
- (f) the acceptance of tenders to provide services currently provided by members of staff of the joint organisation,
- (g) the fixing of an amount for the carrying out by the joint organisation of work on private land,
- (h) the power of the joint organisation to authorise the use of reasonable force for the purpose of gaining entry to premises under section 194 of the Act,
- (i) a decision under section 356 of the Act to contribute money or otherwise grant financial assistance to persons,
- (j) the making of an application, or the giving of a notice, to the Governor or Minister,
- (k) any function under this or any other Act that is expressly required to be exercised by resolution of the joint organisation,
- (l) the power of delegation conferred by section 400ZE (1) of the Act,
- (m) any function under clause 397H, 397I or 397J.

Dated this 29th day of June 2018

CRJO Resolution Number: 2018/10

.....
Rowena Abbey, Chair

PURSUANT to section 378 of the *Local Government Act 1993 (NSW)*, the Chief Executive Officer HEREBY DELEGATES to relevant staff holding the mentioned positions in a permanent or acting capacity, those powers, authorities, duties and functions that are contained in this Delegations Register.

Dated this ____ day of _____ 2018

.....
David Rowe , Chief Executive Officer (CEO)

CONTENTS

Advice	4
Authorisation of Action	4
Authorised, designated or prescribed persons	4
Board Meeting Attendees	4
Business Papers	4
Complaints	4
Contracts and Agreements	4
Correspondence	5
Credit Card	5
Delegations	5
Expenditure	5
Finance	5
Finance- signatories	5
Higher Grade Duties	7
Information	7
Insurance	7
Investment of Funds	7
Legal - Advice	7
Legal - Representation	7
Legal - Service	7
Legal – Terms of Settlement	7
Opening of Tenders	7
Payment of expenses and provision of facilities to	
Councillors	7
Payroll	7
Plant and equipment	7
Press Releases	7
Public Officer	7
Staff – Casual temporary	8
Staff Conditions - leave	8
Staff Conditions – time sheets and overtime or	8
Staff Employment	8
Staff Employment - resignation	8

Controlled Copy - Page 3 of 9

CANBERRA REGION JOINT ORGANISATION DELEGATIONS – SECTIONS 377 & 378 of the <i>LOCAL GOVERNMENT ACT 1993 (NSW)</i>		
DELEGATION	DESCRIPTION	STAFF POSITION
Advice	Subject to the limitations of the Local Government Act 1993, authority to give advice to Mayors Councillors, corporations, members of the public, state government, federal government or CRJO employees on any issue within the area of responsibility.	CEO Director Biodiversity Officer Waste Resource & Recovery Officer
Authorisation of Action	<ol style="list-style-type: none"> To authorise action to be taken by the Executive Officer of the JO to ensure compliance with any policy or code of the CRJO or any provision of the Local Government Act, 1993, the regulations thereunder or any other law, statutory or otherwise, rule or regulation, affecting the Council. To carry on the regular services and operations of the JO within the sums voted by the JO for expenditure thereon and in accordance with any resolution of the JO 	<ol style="list-style-type: none"> CEO CEO Director
Authorised, designated or prescribed persons	To appoint any employee or other person as an 'authorised, designated or prescribed person or officer' for the purposes of any Act or regulation subject to such qualifications as may be required of the individual to be authorised.	CEO
Board Meeting Attendees	To determine in consultation with the Chair and GMAC as to any group or individual should be invited to attend or address the Board meeting	CEO Director
Business Papers	To determine whether matters are to be included in the Board business papers following consultation with GMAC	CEO
Complaints	To be the complaints coordinator as designated under the Model Code of Conduct	Goulburn Mulwaree Governance Business Manager
Contracts and Agreements	Subject to Section 377 of the LGA and consultation with GMAC enter into binding contracts/funding agreements/brokerage	CEO

CANBERRA REGION JOINT ORGANISATION DELEGATIONS – SECTIONS 377 & 378 of the <i>LOCAL GOVERNMENT ACT 1993 (NSW)</i>		
DELEGATION	DESCRIPTION	STAFF POSITION
Correspondence	<p>Sign correspondence on behalf of JO within area of responsibility:</p> <ol style="list-style-type: none"> 1. Acknowledgement letters 2. General correspondence 3. Correspondence to government departments 4. Correspondence to general managers, the Ombudsman, ICAC Commissioner 5. Correspondence to parliamentarians, mayors, Ministers of the Crown should only if approved by the Chair <p>5 Sign on behalf of CEO where correspondence relates to current policy/position of the JO</p>	<p>1, 2 & 3 All staff</p> <p>4. CEO Director</p> <p>5. CEO Director</p> <p>6 Director Biodiversity Officer Waste Resource and Recovery Officer</p>
Credit Card	Authorise the use of expenditure against JO purchasing cards within the card limit.	Refer to Delegations – Expenditure table
Delegations	Authority to amend the Delegation Register of Council, from time to time with the exception of any delegation to the CEO	
Expenditure	Authority to procure goods and services, sign purchase orders and authorise payment for the carrying out of all works, programs and provision of services within the framework of CRJO Policy, the delegate's approved budgets and the laws of the State, to the JO to carry out its operations	Refer to Delegations – Expenditure table
Finance	<ol style="list-style-type: none"> 1. Authority to affix the relevant signatures to the 'Statement by the Joint Organisation' in relation to the Financial Statements, as required by Section 413 (2) (c) of the Local Government Act 1993 and Clause 2 of the Local Government (Financial Management) Regulation 1999. 2. Payment of all charges, taxes and levies imposed on CRJO by relevant legislation. 3. Authority to write off accounts below \$1000 4. Authority to designate a responsible accounting officer. 	CEO
Finance- signatories	<p>Countersign:</p> <ol style="list-style-type: none"> 1. Cheques 2. electronic funds transfers 3. investment Fund transfers 4. all fund transfers 	<p>CEO Director WRRO Biodiversity Officer</p>

CANBERRA REGION JOINT ORGANISATION
DELEGATIONS – SECTIONS 377 & 378 of the *LOCAL GOVERNMENT ACT 1993 (NSW)*

DELEGATION	DESCRIPTION	STAFF POSITION
Government Information (Public Access) Act 2009 (GIPA)	<p>To be Council's designated Right to Information Officer in accordance with the provisions of the Local Government Act 1993 and the Government Information (Public Access) Act 2009.</p> <p>To determine applications under the Government Information (Public Access) Act 2009 and under Council's policy, for access to the records of the CRJO subject to compliance with the provisions of:</p> <ul style="list-style-type: none"> ▪ GIPA Act 2009 ▪ Council's Policy on Access to Information ▪ Privacy and Personnel Information Protection Act 1998 ▪ CRJO's Privacy Management Plan 	CEO

CANBERRA REGION JOINT ORGANISATION DELEGATIONS – SECTIONS 377 & 378 of the <i>LOCAL GOVERNMENT ACT 1993 (NSW)</i>		
DELEGATION	DESCRIPTION	STAFF POSITION
Higher Grade Duties	Authority to approve higher grade duties where the period of relief does not exceed twelve months.	CEO
Information	Exercise the JO functions in relation to the release of information pursuant to Section 8 of the Government Information (Public Access) Act 2009 within the position holder's area of operation.	All Staff
Insurance	Make arrangements for JO adequate insurance in consultation with GMAC.	CEO
Investment of Funds	Investment of funds in accordance with any policy adopted by JO	CEO
Legal - Advice	Obtain legal advice on any aspect of JO business following consultation with GMAC	CEO
Legal - Representation	To represent JO in legal proceedings: 1. In any Court, Commission or Tribunal. 2. In conciliation, negotiation or arbitration hearings.	CEO
Legal - Service	Accept the service of legal documents on behalf of Council.	CEO
Legal – Terms of Settlement	Negotiation terms of settlement in Court or other legal hearings (within financial delegation) following consultation with GMAC	CEO
Opening of Tenders	Authority to open tender box, remove tenders, open tenders and record the amounts of the tenders submitted. (At least two designated persons, including one Manager, must be present in accordance with Local Government (General) Regulation 2005 Cl 175.)	All Directors
Payment of expenses and provision of facilities to Councillors	Authority to approve payment and/or reimbursement of expenses and provision of facilities for Councillors in accordance with Council's policy adopted under Section 252 of the Local Government Act 1993.	CEO Director
Payroll	1. Authority to process JO payroll for all staff each fortnight in accordance with relevant Awards, taxation and superannuation 2. Authorise payment of JO payroll each fortnight	CEO Director
Plant and equipment	Authority to purchase motor vehicles and minor plant and equipment within budgetary provisions	CEO Director
Press Releases	To approve the issuing of press releases and public notices where those statements are within the Delegate's area of responsibility as defined by position description	CEO Director
Public Officer	To perform the function of Public Officer under Section 343 of the Local Government Act 1993.	CEO

CANBERRA REGION JOINT ORGANISATION DELEGATIONS – SECTIONS 377 & 378 of the <i>LOCAL GOVERNMENT ACT 1993 (NSW)</i>		
DELEGATION	DESCRIPTION	STAFF POSITION
Staff – Casual temporary	Authorise the employment of casual and temporary staff to carry out functional duties within the Delegate's area of responsibility subject to approved budget allocations	CEO Director
Staff Conditions - leave	Approve sick leave, annual leave and long service leave carers leave or other award leave 1. Greater than 4 weeks 2. Less than 4 weeks	1.CEO 2. Director
Staff Conditions – time sheets and overtime or	1.Approve timesheets 2.overtime 3.time in lieu and rostered days off for staff	CEO Director
Staff Employment	1. Appoint staff in accordance with the organisation 2. Direct and dismiss staff 3. Authorise position descriptions, work re-design proposals and position classification recommendations from a job evaluation panel. 4. Authorise commencement of recruitment process. 5. Confirm appointment as part of the probation process for new external appointees. 6. Authorise letters of offer.	CEO
Staff Employment - resignation	Formally accept resignations from staff	CEO

CANBERRA REGION JOINT ORGANISATION**DELEGATIONS – Expenditure Table**

Authorise general expenditure and enter into binding contracts to the value indicated (inclusive of GST), where funds are available in the budget, as follows:

(a)	\$150,000	(d)	\$25,000	(g)	\$2,500	(j)	\$500
(b)	\$100,000	(e)	\$10,000	(h)	\$2,000		
(c)	\$ 50,000	(f)	\$ 5,000	(i)	\$1,000		

General Delegation

CEO	(b)
Director	(c)
Biodiversity Officer	(e)
Waste Resources and Recovery Officer	(c)
Administration Officer	(f)

Restricted Delegation for use of Credit Cards

CEO	(d)
Director	(e)
Biodiversity Officer	(f)
Waste Resources and Recovery Officer	(f)
Administration Officer	(g)

CANBERRA REGION JOINT ORGANISATION

Terms of Reference – General Managers Advisory Committee

1	Name	General Managers Advisory Committee (GMAC)
2	Functions delegated	<ul style="list-style-type: none"> a) To provide advice and support to Chief Executive Officer / Director b) Oversee the activities of the Chief Executive Officer c) Oversee the strategic and financial performance of the organization and provide 6 monthly reviews to the Board d) Provide recommendations to the Board e) Authorise expenditure up to \$150k in accordance within approved budgets f) Authorise expenditure above \$150K where it is accordance with the a decision of the Board g) Provide prior review and validation of any Chief Executive Officer Reports to the Board that involve matters which are strategic, policy or may operationally affect a member Council. h) The committee Chair be delegated to authorize any report to the Board from a staff member than is considered to be urgent
3	Membership	<ul style="list-style-type: none"> a) General Managers or representatives from Member and Associate member organisations b) Representative of the Department of Premier and Cabinet c) At the discretion of GMAC, organisations may have more than one member in attendance
6	Voting	<ul style="list-style-type: none"> a) Each member and associate member Council present at the meeting is entitled to one vote b) Attendance at a meeting can be via videoconferencing where facilities are available c) GMAC decisions to be via consensus OR where consensus is not possible by a 75% majority of voting members in attendance at the meeting d) Where urgent decisions are required <i>out of session</i> decisions may be undertaken via email through the Chief Executive Officer OR Chair with such decisions being : <ul style="list-style-type: none"> (i) in a accordance with a 75% majority of respondents (ii) respondents being given a specified timeframe to reply not normally less than 7 days
7	Chair	<ul style="list-style-type: none"> a) The chair is to be elected every two years or following a casual vacancy b) The Chair shall rotate every two years unless otherwise determined by GMAC c) Eligible candidates are General Managers of Councils that are voting members of the Board . d) A deputy chair shall be elected similarly to the Chair
8	Meeting Frequency	As required – minimum 6 per year



**Canberra
Region**
JOINT ORGANISATION

DRAFT
CODE OF MEETING PRACTICE

29 June 2018

CODE OF MEETING PRACTICE



Table of Contents

Table of Contents	1
PART 1 - PRELIMINARY	3
1. Definitions	3
2. Act and Regulation	3
PART 2 - CONVENING OF, AND ATTENDANCE AT, CRJO BOARD MEETINGS	4
3. Frequency, venue and timing of meetings of the Board	4
4. Electronic Attendance	4
5. Extraordinary meetings	4
6. Public Notice of Meetings	4
7. Notice of meetings to Members	4
8. Quorum	5
9. What happens when a quorum is not present	5
PART 3 - PROCEDURE FOR THE CONDUCT OF CRJO MEETINGS	6
10. Chair of CRJO meetings	6
11. Chair to have precedence	6
12. Chair's duty with respect to motions	6
13. Minutes	6
14. Order of business	7
15. Agenda for CRJO meetings	7
16. Giving notice of business	8
17. Agenda for extraordinary meeting	8
18. Chair Minute	9
19. Notice of motion - absence of mover	9
20. Motions to be seconded	9
21. How subsequent amendments may be moved	9
22. Motions of dissent	10
23. Notices of censure	10
24. Members's Questions	10
25. Mode of address	10
26. Limitation as to number of speeches	10
27. Motions put without debate	11
28. Voting at CRJO meetings	11
29. Resolutions passed at closed meetings to be made public	12
30. Decisions of the Board	12

Page 1

CODE OF MEETING PRACTICE



31. Motions of adjournment	13
PART 4 - KEEPING ORDER AT MEETINGS	14
32. Questions of order	14
33. Acts of disorder	14
34. How disorder at a meeting may be dealt with	14
35. Power to remove persons from a meeting	15
36. Portable Electronic Device Protocol	15
PART 5 - COMMITTEES	16
37. Committee of the whole	16
38. CRJO may establish committees	16
39. General Managers Advisory Committee	16
40. Functions of committees	16
41. Notice of committee meetings to be given	16
42. Non-members entitled to attend committee meetings	16
43. Procedure in committees	17
44. Committees to keep minutes	17
45. Chair and deputy Chair of committees	17
46. Absence from committee meetings	17
47. Reports of committees	18
48. Disorder in committee meetings	18
49. Committee may expel certain persons from its meetings	18
PART 6 – PECUNIARY AND NON-PECUNIARY INTERESTS	19
50. Pecuniary and Non-Pecuniary Interest	19
PART 7 - PRESS AND PUBLIC	20
51. Public notice of meetings	20
52. Public Attendance at meetings of the Board	20
PART 8 - MISCELLANEOUS	21
53. Recording of CRJO meetings and Briefing Sessions	21
54. Certain circumstances do not invalidate CRJO Board decisions	21
55. Member Briefing Sessions	21
56. Amendment of Code	21
SCHEDULE 1	22
General Order of Business at Ordinary Meetings	22

CODE OF MEETING PRACTICE



PART 1 - PRELIMINARY

1. Definitions

In this Code:

- 1.1. **amendment** in relation to an original motion, means a motion moving an amendment to that motion
- 1.2. **board** means the Board of the Canberra Region Joint Organisation comprising voting and non-voting members as determined by the Board Charter
- 1.3. **Chair:**
 - 1.3.1. in relation to a meeting of the Board - means the person presiding at the meeting as provided by section 369 of the Act; and
 - 1.3.2. in relation to a meeting of a committee - means the person presiding at the meeting as provided by clause 45 of this Code
- 1.4. **committee** means a committee established under clause 38, or the Board when it has resolved itself into a committee of the whole
- 1.5. **member** means both voting and non-voting members of the Board (as determined by CRJO's Charter) unless the context specifies otherwise, but only voting members may move and vote on motions
- 1.6. **relative**, in relation to a person, means any of the following:
 - 1.6.1. the parent, grandparent, brother, sister, uncle, aunt, nephew, niece, lineal descendant or adopted child of the person or of the person's spouse;
 - 1.6.2. the spouse or the de facto partner of the person or of a person referred to in paragraph above
- 1.7. **the Act** means the Local Government Act 1993
- 1.8. **the Code** means the CRJO Code of Meeting Practice 2018
- 1.9. **the Regulation** means the Local Government (General) Regulation 2005.
- 1.10. Except as otherwise provided, expressions used in this Code which are defined in the dictionary at the end of the Act have the meanings set out in the dictionary.

2. Act and Regulation

- 2.1. This Code is made pursuant to section 360(2) of the Act.
- 2.2. In the event of any inconsistency between the Code and the Act or the Regulation, the Act or the Regulation (as the case may be) prevails to the extent of the inconsistency.

NOTE: This Code will be required to be revised when the OLG adopts a standard Code of Meeting practice which at the time of preparation of this code is currently in draft form

CODE OF MEETING PRACTICE



PART 2 - CONVENING OF, AND ATTENDANCE AT, CRJO BOARD MEETINGS

3. Frequency, venue and timing of meetings of the Board

- 3.1. The Board is required to meet at least 4 times each year, each time in a different month.
- 3.2. The Board shall, by resolution, set the time, date and place of ordinary meetings of the Board.
- 3.3. In selecting a venue, CRJO should ensure that is a convenient location for the majority of members, however there may be occasions when CRJO may set the time and place of a meeting to suit the location of particular items of business which have particular impact upon specific areas of the Board Region.

4. Electronic Attendance

- 4.1. Voting and non-voting Board members may participate in board meetings via video-conferencing subject to :
 - 4.1.1. All meeting participants can adequately hear all other participants;
 - 4.1.2. Voting members have full access to all material provided to voting members physically attending the meeting, including being able to see and hear any presentation given to the meeting;
 - 4.1.3. The Chair is satisfied that they will be able to adequately determine the outcome of any vote.

5. Extraordinary meetings

- 5.1. At least two Members, one of whom may be the Chair, and the Executive Officer can make a written request to the Chair to hold an extraordinary CRJO meeting.
- 5.2. The Chair may not call extraordinary meetings by themselves without having a written request with another Member's signature.
- 5.3. The Chair and the Executive Officer must call the extraordinary meeting which is to be held as soon as practical, but within 14 days after the request is made.
- 5.4. Extraordinary meetings are usually held to deal with special business or where there is so much business to be dealt with that an additional meeting is required.

6. Public Notice of Meetings

- 6.1. Notice must be given to the public of the times and places of its Board Meetings (Sec 9 . LG Act) A notice of a meeting of CRJO or of a committee must be published in a newspaper circulating in the area before the meeting takes place.
- 6.2. The notice must specify the time and place of the meeting.
- 6.3. Notice of more than one meeting may be given in the same notice.
- 6.4. Times and places will of meetings will be posted to the portion of the CRJO website available to the public
- 6.5. This clause does not apply to an extraordinary meeting of CRJO or committee.

7. Notice of meetings to Members

- 7.1. Members must be sent, at least three days before each meeting of the Board, a notice specifying the time and place at which and the date on which the meeting is to be held and the business proposed to be transacted at the meeting.
- 7.2. Notice of less than three days may be given of an extraordinary meeting called in an

Page 4

CODE OF MEETING PRACTICE



emergency, but in no case shall notice of less than one day be given.

- 7.3. Notices of meetings shall be either by postage to the last known address, email, other electronic means or by means as agreed to with individual Members.
- 7.4. Any notice of meeting is also to be sent to the General Manager of member councils.

8. Quorum

- 8.1. The quorum for a meeting of the Board is 75% the voting Members who hold office for the time being and are not suspended from office.
- 8.2. For the purpose of determining a quorum, those voting Members who are attending meeting via electronic means (see Section 4 Electronic Attendance) are to be considered as present.
- 8.3. If the calculation of 75% of eligible voting members does not result in a whole number, the result is to be round up.

Note: As an example, 75% of 10 eligible voting members is 7.5, so the quorum for a meeting would be 8 eligible voting members.

9. What happens when a quorum is not present

- 9.1. A non-quorum meeting of the Board may be held if greater than 50% of voting members are in attendance.
- 9.2. Meeting must be adjourned if at any time less than 50% of voting members are present within half an hour after the time designated for the holding of the meeting; or
- 9.3. Non-quorum decisions ;
 - 9.3.1. Decisions of non-quorum meetings must have registered 75% of voting members 'in favour' within 7 days of the circulating the minutes.
 - 9.3.2. Failure to comply with the above will void any non-quorum decision
 - 9.3.3. Minutes shall be appended to record any votes recorded post meeting but within the 7 days since of circulation
- 9.4. The Board's minutes must record the circumstances relating to the absence of a quorum (including the reasons for the absence of a quorum) at or arising during a meeting of the Board, together with the names of the Members present.

CODE OF MEETING PRACTICE



PART 3 - PROCEDURE FOR THE CONDUCT OF CRJO MEETINGS

10. Chair of CRJO meetings

- 10.1. The Chair or, at the request of or in the absence of the Chair, the Deputy Chair presides at meetings of the Board.
- 10.2. If the Chair and the Deputy Chair are absent, a voting Member elected to chair the meeting by the voting Members present presides at a meeting of the Board.
- 10.3. If no Chair is present at a meeting of the Board at the time designated for the holding of the meeting, the first business of the meeting must be the election of a Chair to preside at the meeting.

Note: Section 369(2) of the Act provides for a Member to be elected to chair a meeting of CRJO when the Chair and Deputy Chair are absent.

- 10.4. The election must be conducted:
 - 10.4.1. by the Executive Officer, or in the absence of the Executive Officer, an employee designated by the Executive Officer to conduct the election; or
 - 10.4.2. if neither of them is present at the meeting or there is no Executive Officer or designated employee - by the person who called the meeting or a person acting on their behalf.
- 10.5. When two or more candidates receive an equal highest number of votes at the election of Chair, the Chair is chosen by lot.
- 10.6. For the purposes of clause 10.5, the method of conducting the choosing by lot is described in Schedule 7 of the Regulation

11. Chair to have precedence

- 11.1. When the Chair rises or speaks during a meeting of the Board:
 - 11.1.1. any Member or any other person then speaking or seeking to speak must immediately resume their seat; and
 - 11.1.2. every Member or any other person present must be silent to enable the Chair to be heard without interruption.

12. Chair's duty with respect to motions

- 12.1. It is the duty of the Chair at a meeting of the Board to receive and put to the meeting any lawful motion that is brought before the meeting.
- 12.2. The Chair must rule out of order any motion that is unlawful or the implementation of which would be unlawful.
- 12.3. Any motion, amendment or other matter that the Chair has ruled out of order is taken to have been rejected.
- 12.4. A motion, or amendment to a motion, can only be put by a voting Member.

13. Minutes

- 13.1. The Executive Officer must ensure that full and accurate minutes are kept of the proceedings of each meeting of CRJO.
- 13.2. In adopting the minutes of previous meetings, CRJO should confine its consideration of the minutes to the question of whether they accurately reflect the decision making proceedings of that meeting.

Page 6

CODE OF MEETING PRACTICE



- 13.3. The minutes must, when they have been confirmed at a subsequent meeting of CRJO, be signed by the Chair of that subsequent meeting. [Sec 375 LG Act].
- 13.4. The Executive Officer must ensure that the minutes of CRJO meetings record:
 - 13.4.1. all successful and unsuccessful motions and resolutions (including the grounds on which a meeting is closed to the public);
 - 13.4.2. successful and unsuccessful amendments;
 - 13.4.3. attendance of Members at the meeting;
 - 13.4.4. declarations of pecuniary interest and conflicts of interest by Members;
 - 13.4.5. votes on motions, amendments, contrary motions and divisions;
 - 13.4.6. circumstances relating to the absence of a quorum at or arising during a meeting, together with the names of the Members present;
 - 13.4.7. the names of the mover and the seconder of a motion and/or amendment; the names of all Members who voted in favour or against a motion or an amendment when it is not unanimous;
 - 13.4.8. procedural matters during the meeting, such as moving in and out of committee;
 - 13.4.9. points of order raised and their rulings.
- 13.5. Any entries in the minutes found to be incorrect, must not be altered or erased. Any mistake or omission will be the subject of a resolution at, and recorded in the minutes of, a subsequent meeting.
- 13.6. Any consideration of the minutes of a previous meeting does not permit a matter to be the subject of further resolutions at that meeting.
- 13.7. Each sheet of a Board minute book shall record the nature of the meeting, the date of the meeting and page number
- 13.8. A recommendation made in a minute of the Chair or in a report made by a CRJO employee is, so far as adopted by the Board, a resolution of the Board.

14. Order of business

- 14.1. At a meeting of the Board (other than an extraordinary meeting), the general order of business is (except as provided by this Code) shall be in accordance with Schedule 1 of this Code unless otherwise determined by resolution of the Board.
- 14.2. A motion to effect a change in the order of business can be moved without notice
- 14.3. Only the mover of a such a motion may speak to the motion before it is put.

15. Agenda for CRJO meetings

- 15.1. The Executive Officer, or in the absence of the Executive Officer, an employee designated by the Executive Officer must ensure that the agenda for a meeting of the Board states:
 - 15.1.1. all matters to be dealt with arising out of the proceedings of former meetings of the Board; and
 - 15.1.2. Any business that the Chair may decide to put before the meeting without notice; and
 - 15.1.3. any business of which due notice has been given.
- 15.2. Business, which in the opinion of the Executive Officer, is a kind of business referred to in

Page 7

CODE OF MEETING PRACTICE



section 10(a) of the Act, the business should be included in a confidential agenda in a CLOSED meeting of the Board. All other business to be transacted at the meeting must be included in an ordinary agenda in the OPEN meeting.

- 15.3. If a confidential agenda is prepared for a CLOSED meeting, the business must be referred to in the ordinary agenda of the OPEN meeting.
- 15.4. If notice has been given of an item of business on the agenda and subsequently needs to be removed or deferred, CRJO can only remove that item by way of resolution at the meeting to defer the business to another meeting or to not consider the business, depending on the circumstances.

16. Giving notice of business

- 16.1. The Board must not transact business at a meeting:
 - 16.1.1. unless a Member has given notice of the business in writing at least seven days preceding the meeting; and
 - 16.1.2. unless notice of business has been sent to the Members at least three working days before the meeting, or, in the event of an extraordinary meeting called in an emergency, at least one day.
- 16.2. Clause 16.1 does not apply to:
 - 16.2.1. reports of committees of the Board;
 - 16.2.2. reports from officers which in the opinion of the Chair or the Executive Officer are urgent; and
 - 16.2.3. reports from officers placed on the business pursuant to a decision of a committee that additional information be provided to the Board in relation to a matter before the committee.
 - 16.2.4. business that is already before (or directly relates to a matter that is already before) the Board.
 - 16.2.5. the election of a Chair.
 - 16.2.6. a Chair Minute.
- 16.3. Notwithstanding, clause 16.1, business may be transacted at a meeting of the Board when due notice of the business has not been given if:
 - 16.3.1. a motion is passed to have the business transacted at the meeting; and
 - 16.3.2. the motion is one that can be moved without notice where the Chair rules it to be of great urgency;
- 16.4. Only the mover of a motion referred to in clause 16.3 can speak to the motion before it is put.

17. Agenda for extraordinary meeting

- 17.1. The Executive Officer, or in the absence of the Executive Officer, an employee designated by the Executive Officer must ensure that the agenda for an extraordinary Board meeting deals only with the matters stated in the notice of the meeting.
- 17.2. Notwithstanding, clause 17.1, business may be transacted at an extraordinary meeting of CRJO even though due notice of the business has not been given to the Members. However this can happen only if:
 - 17.2.1. a motion is passed to have the business transacted at the meeting, and

CODE OF MEETING PRACTICE



- 17.2.2. the business proposed to be brought forward is ruled by the Chair to be of great urgency.

Note: Such a motion can be moved without notice but only after the business notified in the agenda for the meeting has been disposed of.

- 17.3. Only the mover of a motion referred to in clause 17.1 can speak to the motion before it is put.

18. Chair Minute

- 18.1. The Chair is entitled to put to the meeting any matter or topic that is within the jurisdiction of the Board or of which the Board has official knowledge.
- 18.2. Such a minute, when put to the meeting, takes precedence over all business on the Board's agenda for the meeting. The Chair may move the adoption of the minute without the motion being seconded.
- 18.2.1. is subsequently available for the information of Members at all reasonable times.

19. Notice of motion - absence of mover

- 19.1. In the absence of a Member who has placed a notice of motion on the agenda for a meeting of the Board:
- 19.1.1. any other voting Member may move the motion at the meeting; OR
- 19.1.2. the Chair may defer the motion until the next meeting of the Board at which the motion can be considered.

20. Motions to be seconded

- 20.1. A motion or an amendment cannot be debated unless or until it has been seconded. However, the mover of a motion may be allowed by the Chair to speak to the motion before calling for the motion to be seconded.
- 20.2. The seconder of a motion or of an amendment may reserve the right to speak later in the debate.
- 20.3. The Chair may allow questions to be asked on the subject matter before accepting a motion and in the case of the adoption of committee minutes, questions will be taken on any recommendation prior to a motion.
- 20.4. Motions to accept committee minutes may be modified by individual members requesting specific recommendations to be withdrawn if the member intends to move a motion which is different from the recommendation from the committee.

21. How subsequent amendments may be moved

- 21.1. If an amendment has been accepted or rejected, a further amendment can be moved to the motion in its original or amended form (as the case may be), and so on, but no more than one motion and one proposed amendment can be before the Board at any one time.
- 21.2. It is permissible to debate the motion and an amendment concurrently.
- 21.3. It is permissible during the debate on an amendment for a further amendment to be foreshadowed. However, any such foreshadowed amendment shall not be moved and debated until the amendment is dealt with.
- 21.4. An intention by a voting Member to substantially alter the purpose of a motion on the table may be foreshadowed during debate as a contrary motion and shall only be formally moved as a motion and considered if the original motion or an amendment to it is lost.

CODE OF MEETING PRACTICE



22. Motions of dissent

- 22.1. A voting Member can, without notice, move to dissent from the ruling of the Chair on a point of order. If that happens, the Chair must suspend the business before the meeting until a decision is made on the motion of dissent.
- 22.2. If a motion of dissent is carried, the Chair must proceed with the suspended business as though the ruling dissented from had not been given. If, as a result of the ruling, any motion or business has been discharged as out of order, the Chair must restore the motion or business to the agenda and proceed with it in due course.
- 22.3. Despite clause 30, only the mover of a motion of dissent and the Chair can speak to the motion before it is put. The mover of the motion does not have a right of general reply.

23. Notices of censure

- 23.1. The Board may by resolution at a meeting formally censure a Member for misbehaviour.
- 23.2. A formal censure resolution may not be passed except by a motion to that effect of which notice has been duly given.

24. Members's Questions

- 24.1. At all ordinary CRJO meetings, each Member may ask questions for the next CRJO meeting under the section of the business paper designated for that purpose.
- 24.2. There is no limit to the number of questions that may be placed on notice by a Member at a meeting.
- 24.3. Members may not make statements in the item of business known as "Members' questions".
- 24.4. Questions for the next meeting should relate to questions concerning items not on the business paper of the meeting where the question is raised.
- 24.5. While questions asked in accordance with Clause 28.1 are done so on the understanding that the answers will be provided at the following meeting, the Chair or Chair may permit an answer, but no debate, being given straight away, if it makes sense to do so.
- 24.6. Members' question for the next meeting and responses shall be included in the next meeting's business paper, or if this is not possible, the one following the next, or an explanation given as to the reasons for delay and anticipated time of final response.
- 24.7. These questions and subsequent reports responding to the questions are not subject to discussion, debate or public address at the meeting asked and/or answered.
- 24.8. This clause does not apply to an extraordinary meeting of CRJO.
- 24.9. Nothing in this clause affects questions being asked, with the leave of the Chair or Chair, relevant to any matter under discussion at a meeting.

25. Mode of address

- 25.1. When addressing a meeting of CRJO, a Member must, unless the Chair states otherwise, direct their address through the Chair.

26. Limitation as to number of speeches

- 26.1. Non-voting members may participate in debates on motions once the motions have been moved and seconded by voting members.
- 26.2. Unless otherwise determined by the Chair during the course of a meeting, that the meeting

CODE OF MEETING PRACTICE



shall return to operation under the standard meeting format by 'limiting the number and duration of speeches' all Board meetings shall be conducted without the provision of limiting the number and duration of speeches.

- 26.3. A Member who, during a debate at a meeting of the Board, moves an original motion has the right of general reply to all observations that are made by another Member during the debate in relation to the motion and to any amendment to it, as well as the right to speak on any such amendment.
- 26.4. A Member, other than the mover of an original motion, has the right to speak once on the motion and once on each amendment to it.
- 26.5. A Member must not, without the consent of Board, speak more than once on a motion or an amendment, or for longer than five minutes at any one time. However, the Chair may permit a Member who claims to have been misrepresented or misunderstood to speak more than once on a motion or an amendment, and for longer than five minutes on that motion or amendment to enable the Member to make a statement limited to explaining the misrepresentation or misunderstanding.
- 26.6. A voting Member may move that a motion or an amendment be now put if:
 - 26.6.1. the mover of the motion or amendment has spoken in favour of it and no other Member expresses an intention to speak against it, or
 - 26.6.2. at least two Members have spoken in favour of a motion or amendment and at least two Members have spoken against it.
- 26.7. The Chair must immediately put to the vote, without debate, a motion moved under subclause 26.6. A seconder is not required for such a motion.
- 26.8. If a motion that the original motion or an amendment be now put is passed, the Chair must, without further debate, put the original motion or amendment to the vote immediately after the mover of the motion has exercised their right of reply.
- 26.9. If a motion that the original motion or amendment be now put is rejected, the Chair must allow the debate on the original motion or amendment to be resumed.

27. Motions put without debate

- 27.1. Any motion or recommendation before the Board may be put to the vote if the mover of a motion or amendment has spoken in favour and no voting Member indicates a wish to speak against.

28. Voting at CRJO meetings

- 28.1. Each voting Member is entitled to one vote.
- 28.2. Non-voting members are not entitled to vote.
- 28.3. The Chair DOES NOT have, in the event of an equality of votes, a second or casting vote.
- 28.4. For a vote to be carried it must be supported by at least 75% of the board members eligible to vote.
Note: This means 75% of voting members, not simply 75% of the voting members present at the meeting.
- 28.5. A Member who is present at a meeting of the Board but who fails to vote on a motion put to the meeting is taken to have voted against the motion.
Note: This subclause does not apply to a Member who does not vote because they have declared a pecuniary interest in the subject matter of the motion.

Page 11

CODE OF MEETING PRACTICE



- 28.6. The decision of the Chair as to the result of a vote is final, unless:
- 27.1.1. in the case where a vote has been declared on the voices, a voting Member immediately requests a show of hands, or
 - 27.1.2. the decision is immediately challenged and not fewer than two voting Members demand a division.
- 28.7. When a division on a motion is demanded, the Chair must ensure that the division takes place immediately. The minutes shall record the names of those who vote for the motion and those who vote against it are respectively recorded in the Board's minutes.
- 28.8. Voting at a CRJO Board meeting, including voting in any election at such a meeting, is to be by open means (such as on the voices or by show of hands). However, the Board may resolve that the voting in any election by voting Members for Chair or Deputy Chair is to be by secret ballot.
- 29. Resolutions passed at closed meetings to be made public**
- 29.1. If the Board passes a resolution that is in a section of the meeting that is closed to the public, the Chair must make the resolution public as soon as practicable after the meeting.
- 30. Decisions of the Board**
- 30.1. Decisions must be supported by at least 75% of board members eligible to vote, refer CI 28.4
 - 30.2. Non-quorum meeting decisions can be implemented subject to the requirements of CI 8
 - 30.3. A resolution passed by the Board may not be altered or rescinded except by a motion to that effect of which notice has been duly given in accordance with CI 16. Note: Due notice would not apply for minor alterations that if carried, did not affect the nature of the original motion
 - 30.4. If it is proposed to move a further motion if a rescission motion is carried, the required notice must also be given of the proposed further motion.
 - 30.5. If a notice of motion to rescind or alter a resolution is given:
 - 27.1.3. at the meeting at which the resolution is carried, the resolution must not be carried into effect until the motion of rescission or alteration has been dealt with; or
 - 27.1.4. at any time after the meeting at which the resolution is carried, no further action to carry the resolution into effect may be taken after receipt of the notice of motion until the motion of rescission or alteration has been dealt with.
 - 30.6. If a motion has been negatived by the Board, a motion having the same effect must not be considered unless notice of it has duly been given in accordance with CI 16.
 - 30.7. A notice of motion to alter or rescind a resolution, and a notice of motion which has the same effect as a motion which has been negatived by the Board, must be signed by at least three Members if less than three months has elapsed since the resolution was passed, or the motion was negatived, as the case may be.
 - 30.8. If a motion to alter or rescind a resolution has been negatived, or if a motion which has the same effect as a previously negatived motion, is negatived, no similar motion may be brought forward within three months. This subclause may not be evaded by substituting a motion differently worded, but in principle the same.
 - 30.9. A motion to which this clause applies may be moved on the report of a committee of the Board and any such report must be recorded in the minutes.
 - 30.10. The provisions of this clause concerning negatived motions do not apply to motions of adjournment.

CODE OF MEETING PRACTICE



30.11. Notices of motions of rescission are to be dealt with prior to notices of motion at all meetings of CRJO.

31. Motions of adjournment

- 31.1. Debate shall not be permitted on any motion for adjournment of a meeting of the Board.
- 31.2. If a motion for adjournment is negated, the business of the meeting shall proceed, and it shall not be in order for any Member to again move a motion for adjournment within half an hour of the previous motion for adjournment being negated.
- 31.3. A motion for adjournment may specify the time, date and place of the adjourned meeting; however, if a motion for adjournment is carried but does not specify the time, date and place of the adjourned meeting, the Chair shall make a determination with respect to whichever of these has not been specified.

CODE OF MEETING PRACTICE



PART 4 - KEEPING ORDER AT MEETINGS

32. Questions of order

- 32.1. The Chair, without the intervention of any other Member, may call any Member to order whenever, in the opinion of the Chair, it is necessary to do so.
- 32.2. A Member who claims that another Member has committed an act of disorder, or is out of order, may call the attention of the Chair to the matter.
- 32.3. The Chair must rule on a question of order immediately after it is raised but, before doing so, may invite the opinion of the Board.
- 32.4. The Chair's ruling must be obeyed unless a motion dissenting from the ruling is passed.

33. Acts of disorder

- 33.1. A Member commits an act of disorder if the Member, at a meeting of the Board or a committee of the Board:
 - 33.1.1. contravenes the Act, any regulation in force under the Act or this Code; or
 - 33.1.2. assaults or threatens to assault another Member or person present at the meeting; or
 - 33.1.3. moves or attempts to move a motion or an amendment that has an unlawful purpose or that deals with a matter that is outside the jurisdiction of the Board or committee, or addresses or attempts to address the Board or committee on such a motion, amendment or matter; or
 - 33.1.4. insults or makes personal reflections on or imputes improper motives to any other Member; or
 - 33.1.5. says or does anything that is inconsistent with maintaining order at the meeting or is likely to bring the Board or committee into contempt; or
 - 33.1.6. reads at length from any correspondence, report or other document, without the leave of the Board.
- 33.2. The Chair may require a Member:
 - 33.2.1. to apologise without reservation for an act of disorder OR
 - 33.2.2. to withdraw a motion or an amendment referred and, where appropriate, to apologise without reservation; OR
 - 33.2.3. to retract and apologise without reservation for an act of disorder
- 33.3. A Member may, as provided by section 10(2)(a) or (b) of the Act, be expelled from a meeting of a CRJO for having failed to comply with a requirement of the Chair. The expulsion of a Member under this subclause does not prevent any other action from being taken against the Member for the act of disorder concerned.

34. How disorder at a meeting may be dealt with

- 34.1. If disorder occurs at a meeting of the Board or committee of the Board, the Chair may adjourn the meeting for a period of not more than 15 minutes and leave the chair. The Board, on reassembling, must, on a question put from the chair, decide without debate whether the business is to be proceeded with or not. This subclause applies to disorder arising from the conduct of members of the public as well a disorder arising from the conduct of Members.

Page 14

CODE OF MEETING PRACTICE



- 34.2. A member of the public may, as provided by section 10(2)(a) or (b) of the Act, be expelled from a meeting of CRJO for engaging in or has, at the meeting, engaged in disorderly conduct.

35. Power to remove persons from a meeting

- 35.1. If a meeting of the Board or committee of the Board resolves to expel from the meeting a Member for failing to comply with a requirement made under clause 34 or a member of the public for disorderly conduct and the Member or member of the public fails to leave the meeting immediately after the resolution is passed, a police officer, or any person authorised by the Board or committee for the purpose, may remove the person from the meeting and, if necessary, restrain the person from re- entering the place where the meeting is being held.

36. Portable Electronic Device Protocol

- 36.1. It is acknowledged that some members may be dealing with important matters and may need to be contacted during a meeting
- 36.2. Phones and other electronic devices such as tablets shall be switched to 'silent' as soon as the meeting is opened.
- 36.3. No phone calls should be taken or made at the meeting table ie move to the back of the room or preferably outside the meeting room
- 36.4. Similarly to phone calls, responding to messages and emails via phones, tablets or laptops should not be undertaken at the meeting table. If this is deemed necessary then the member should wait until there is an official break in the meeting OR move to the back of the room OR preferably relocate outside the meeting room to send the message

CODE OF MEETING PRACTICE



PART 5 - COMMITTEES

37. Committee of the whole

- 37.1. The Board may choose to resolve itself into a committee of the whole to consider any matter before the Board, if the Chair has previously determined that the speeches and number times speaking shall be limited, refer CI 26.2
- 37.2. All the provisions of this Code relating to meetings of the Board, so far as they are applicable, extend to and govern the proceedings of a committee of the whole, except the provision of limiting the number and duration of speeches.

38. CRJO may establish committees

- 38.1. CRJO may, by resolution, establish such committees as it considers necessary.
- 38.2. A committee is to consist of the Chair and such other Members as are elected by the Members or appointed by the Board.
- 38.3. The quorum for a meeting of a committee is to be:
 - 38.3.1. such number of members as the Board decides, or
 - 38.3.2. if the Board has not decided a number - a majority of the members of the committee.

39. General Managers Advisory Committee

- 39.1. The General Managers Advisory Committee, otherwise known as GMAC, is formal committee of the CRJO and provides recommendations to the Board.
- 39.2. GMAC will provide reports and recommendations to each Ordinary meeting of the Board, refer Schedule 1.

40. Functions of committees

- 40.1. The Board must specify the functions the functions and delegation of each of its committees when the committee is established but may from time to time amend those functions.

41. Notice of committee meetings to be given

- 41.1. The Executive Officer, or in the absence of the Executive Officer, an employee designated by the Executive Officer of the Board must send to each committee member at least three days before each meeting of the committee, a notice specifying:
 - 41.1.1. the time and place at which and the date on which the meeting is to be held; and
 - 41.1.2. the business proposed to be transacted at the meeting.
- 41.2. However, notice of less than three days may be given of a committee meeting called in an emergency.
- 41.3. The provisions of clause 16 "notice of business" apply to the agenda of committee meetings in the same manner as they apply to the agenda of meetings of the Board.

42. Non-members entitled to attend committee meetings

- 42.1. A Member who is not a member of a committee of the Board is entitled to attend and speak at a meeting of the committee.
- 42.2. However, the Member is not entitled to:
 - 42.2.1. give notice of business for inclusion in the agenda for the meeting, or
 - 42.2.2. move or second a motion at the meeting, or

CODE OF MEETING PRACTICE



42.2.3. vote at the meeting.

43. Procedure in committees

- 43.1. Subject to clause 46.3, each committee of the Board may regulate its own functions.
- 43.2. Without limiting clause 46.1, a committee of the Board may decide that, whenever the voting on a motion put to a meeting of the committee is equal, the Chair of the committee is to have a casting vote as well as an original vote.
- 43.3. Voting at a committee meeting is to be by open hands means (such as on the voices or by show of hands).

44. Committees to keep minutes

- 44.1. Each Board committee must ensure that full and accurate minutes of the proceedings of its meetings are kept.
- 44.2. The Executive Officer, or in the absence of the Executive Officer, an employee designated by the Executive Officer must ensure that the following matters are recorded in the committee's minutes:
 - 44.2.1. Details of each motion moved at a committee meeting and of any amendments moved to it;
 - 44.2.2. The names of the mover and seconder of the motion or amendment;
 - 44.2.3. Whether the motion or amendment is passed or lost.
- 44.3. As soon as the minutes of an earlier meeting of a committee of the Board have been confirmed at a later meeting of the committee, the person presiding at the later meeting must sign the minutes of the earlier meeting.

45. Chair and deputy Chair of committees

- 45.1. The Chair of each Board committee must be:
 - 45.1.1. the Chair; or
 - 45.1.2. if the Chair does not wish to be the Chair of a committee - a member of the committee elected by the Board; or
 - 45.1.3. if the Board does not elect such a member - a member of the committee elected by the committee.
- 45.2. The Board may elect a member of a committee of the Board as deputy Chair of the committee. If the Board does not elect a deputy Chair of such a committee, the committee may elect a deputy Chair.
- 45.3. If neither the Chair nor the deputy Chair of a committee of the Board is able or willing to preside at a meeting of the committee, the committee must elect a member of the committee to be acting Chair of the committee.
- 45.4. The Chair is to preside at a meeting of a committee of the Board. If the Chair is unable or unwilling to preside, the deputy Chair (if any) is to preside at the meeting, but if neither the Chair nor the deputy Chair is able or willing to preside, the acting Chair is to preside at the meeting.

46. Absence from committee meetings

- 46.1. A member ceases to be a member of a committee if the member (other than the Chair):
 - 46.1.1. has been absent from three consecutive meetings of the committee without having

Page 17

CODE OF MEETING PRACTICE



given reasons acceptable to the committee for the member's absences; or

- 46.1.2. has been absent from at least half of the meetings of the committee held during the immediately preceding year without having given to the committee acceptable reasons for the member's absences.

46.2. Clause 49.1 does not apply if all members of the Board are members of the committee.

Note: The term "year" means the period beginning 1 July and ending the following 30 June. See the dictionary to the Act.

47. Reports of committees

- 47.1. If, in a report of a committee of the Board, distinct recommendations are made, the decision of the Board may be made separately on each recommendation.
- 47.2. The recommendations of a committee of the Board are, so far as adopted by the Board, resolutions of the Board.
- 47.3. If a committee of CRJO passes a resolution, or makes a recommendation, during a meeting, or part of a meeting, that is closed to the public, the Chair must:
 - 47.3.1. make the resolution or recommendation public as soon as practicable after the meeting or part of the meeting has ended, and
 - 47.3.2. report the resolution or recommendation to the next meeting of CRJO.

48. Disorder in committee meetings

- 48.1. The provisions of the Act, the Regulation and this Code relating to the maintenance of order in CRJO meetings apply to meetings of committees of the Board in the same way as they apply to meetings of the Board.

49. Committee may expel certain persons from its meetings

- 49.1. If a meeting or part of a meeting of a committee of the Board is closed to the public in accordance with clause 61, the committee may, by resolution, expel from the place where the meeting is being held any person who is not a Member.
- 49.2. If any such person, after being notified of such a resolution, fails to leave the place where the meeting is being held, a police officer, or any person authorised by the Board for the purpose, may remove the person from, and, if necessary, restrain the person from re- entering, that place.

CODE OF MEETING PRACTICE



PART 6 – PECUNIARY AND NON-PECUNIARY INTERESTS

50. Pecuniary and Non-Pecuniary Interest

- 50.1. Pecuniary and non-pecuniary interests need to be declared prior to the meeting and determined in accordance with the requirements of the Model Code of Conduct
- 50.2. A disclosure made at a meeting of the Board or Board committee must be recorded in the minutes of the meeting.

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CODE OF MEETING PRACTICE



PART 7 - PRESS AND PUBLIC

51. Public notice of meetings

- 51.1. The Board must give notice to the media and public of the times, dates and places of its meetings and meetings of those of its committees of which all the members are Members.
- 51.2. The copies of the agenda are to be available to the media and public as follows:
 - 51.2.1. for inspection, as nearly as possible to the time they are available to Members
 - 51.2.2. for taking away, at the meeting of CRJO or such committee.
- 51.3. The copies of the agenda are to be available free of charge.
- 51.4. Copies of the agenda will be available on CRJO's website.

52. Public Attendance at meetings of the Board

- 52.1. The media and public are entitled to attend a meeting of the Board except meetings that are CLOSED to public in accordance with the requirement of Sec 10A(2) of LG Act
- 52.2. The media and members of the public are not entitled to make presentations to the Board

CODE OF MEETING PRACTICE



PART 8 - MISCELLANEOUS

53. Recording of CRJO meetings and Briefing Sessions

- 53.1. The Board may live stream its ordinary, extraordinary and committee of the whole meetings.
- 53.2. Members of the public may only with the permission of the Chair use any device to record the proceedings of ordinary, extraordinary and committee meetings.

54. Certain circumstances do not invalidate CRJO Board decisions

- 54.1. Proceedings at a meeting of the Board or a CRJO committee are not invalidated because of:
 - 54.1.1. a vacancy in a civic office; or
 - 54.1.2. a failure to give notice of the meeting to any Member or a committee member; or
 - 54.1.3. any defect in the election or appointment of a Member or a committee member; or
 - 54.1.4. a failure of a Member or a committee member to disclose a pecuniary interest at a CRJO or a committee meeting; or
 - 54.1.5. a failure to comply with this Code.

55. Member Briefing Sessions

- 55.1. CRJO may hold Member Briefing Sessions as required for the purpose of providing background information on issues before the Board.
- 55.2. The role of Briefing Sessions is to provide participants with information and the opportunity for questions which will help with the development of CRJO's formal decision-making process. An Information Session is not a decision-making forum. **Anything said at an Information Session does not constitute an official CRJO position nor necessarily the final opinion of a Member.**
- 55.3. These Briefing Sessions are not open to the public.
- 55.4. Briefing papers must not contain recommendations about any issue.
- 55.5. No decisions, recommendations or agreements about any issues raised are to be made at the sessions.

56. Amendment of Code

- 56.1. This Code may be amended only in accordance with the provisions of Division 1 of Part 2 of Chapter 12 of the Act.

CODE OF MEETING PRACTICE



SCHEDULE 1

General Order of Business at Ordinary Meetings

1. Opening
2. Apologies
3. Disclosures of Interest
4. Urgent Business
5. Confirmation of minutes
6. Chair minute
7. Notices of motions of rescission
8. Notices of motions
9. GMAC Recommendations and Updates
10. Members Reports
11. CRJO Staff Reports
12. GMAC Action List
13. Closure

CANBERRA REGION JOINT ORGANISATION



POLICY 1.01 Payment of Expenses, Provision of Facilities and Allowances to Board Members

1. Purpose

The objective of the policy is to ensure that there is accountability and transparency in the reimbursement of expenses incurred by Board Members and staff. The policy also ensures that the facilities provided to assist Board Members to carry out their duties are reasonable.

2. Scope

This details the type and level of expenses that the organisation will in relation to the business of Board members and staff delegates to Board meetings

3. Definitions

Board Members – for the purpose of this policy shall include elected representatives staff delegated to attend Board meetings by member Councils and associate members.

Member Organisation – includes voting and non-voting organisations on the Board

4. Legislation and Related Documents

Local Government Act 1993

Local Government (General) Amendment (Regional Joint Organisations) Regulation 2018

Joint Organisation Implementation Guide – OLG - May 2018

Guidelines for the Payment of Expenses and the Provision of Facilities for Mayors and Councillors in NSW (DLG Oct 2009)

27/11 Findings from the Review of Councillor Expenses and Facilities Policies

Canberra Region Joint Organisation Charter

Local Government Remuneration Tribunal Annual Determination

5. Policy Statement

5.1 Travelling expenses

With all travel arrangements, due consideration is to be given to the physical capacity of the Board Member and any variation to these arrangements be with the approval of the Board Chair and the Executive Officer. All travel by Board Members will be undertaken by utilising the most practicable and economical mode of transport. Applicable expenses will be covered by where they are not covered by the member organisation.

5.1.1 Board Meetings

Member councils are responsible for all expenses incurred by their representatives at Ordinary Board meetings.

5.1.2 Other Authorised Meetings and Activities

Within the CBRJO Area

Board Members will be entitled to be reimbursed for travel from their home whilst on Board business at the rate per kilometre as set out in the Local Government State Award.

The travelling expense is payable for events such as formal and social functions when representing Board, consultation with the Board Chair, Executive Officer, or staff or other meetings on behalf of CBRJO and where attendance is approved for the purpose of this policy by the Board Chair or Executive Officer.

CANBERRA REGION JOINT ORGANISATION



Outside the Local Government Area

Board Members will be entitled to travel to official engagements at Board's expense by the most practical method, i.e. aircraft, Board vehicle or private vehicle. Board Members, when travelling by air, will travel Economy Class or as determined by the Executive Officer.

A Board Member who travels in his/her own vehicle will be reimbursed at the appropriate per kilometre rate or airfare whichever is the lower.

Interstate

Interstate travel must be approved by resolution of the Board following receipt of a written report. Board will not assist with overseas travel expenses unless direct and tangible benefits to furthering CBRJO's objectives.

5.2 Attendance at Conferences, Seminars and Functions

Board Members may attend conferences, seminars or functions where these are considered by the Board to be the business of the joint organisation. Professional development expenses are the responsibility of the member organisation and will not be covered.

5.2.1 Expenses incurred at conferences, seminars and functions

The following costs will be paid for by Board in advance or reimbursement for attendance at conferences, seminars and courses by Board Members:

Registration

Including official luncheons, dinners and tours relevant to the Conference.

Travel

Travel expenses will be funded as per Section 5.1 above.

Accommodation

Accommodation for other Board business will be as follows:

- (i) At a standard of up to four-star rating;
- (ii) Booked and paid for by Board in advance or, where this is not possible, a claim for reimbursement made not later than three months after the expenses were incurred and submitted on the standard claim form, with receipts attached.

5.2.2 Meals and other expenses

Reasonable costs (including sustenance, telephone charges, taxi fares and incidental expenses) including the night before and after the conference where necessary to be met by the Board and submitted on the standard claim form, with receipts attached. Costs of meals not included in the costs of the registration for the conference, seminar or course will be reimbursed in accordance with the most recent Australian

5.3 Costs of Board Members' spouses, partners and accompanying persons

The Board will not meet the costs of Board Members' spouses, partners and accompanying persons. Such persons may share travel or accommodation arrangements with the Board member however any additional cost will not be borne by the joint organisation.

5.4 Provision of Facilities

It is anticipated that Board members will have the basic facilities provided by their own organisation. The joint organisation will, if required, supplement those facilities to ensure that all Board members have equal access to

CANBERRA REGION JOINT ORGANISATION



relevant information.

Members will have use of any Board meeting rooms and the administrative area of any office of the joint organisation.

Identification badge and business cards will be provided as required

5.5 Legal expenses

The joint organisation may consider reimbursement of a Board Member's legal costs under certain circumstances with prior approval of the Board.

5.6 Insurance

Section 382 of the Act requires a Board to make arrangements for its adequate insurance against public liability and professional liability and Board Members are to receive the benefit of insurance cover for:

- Public liability (for matters arising from a Board Members' performance of their Board duties and/or exercise of their Board functions).
- Professional indemnity (for matters arising from Board Members' performance of their civic duties and/or exercise of their Board functions).
- Personal injury while on Board business. (This cover does not cover workers' compensation payments or arrangements.)

5.7 General

- Light meals and/or refreshments are to be provided to Board Members in conjunction with Board/Committee Meetings and other functions/meetings, where considered appropriate by the Executive Officer.
- Child care costs will be reimbursed when provided by a registered provider if a Board Member is required to arrange such care while on Board business.
- Reasonable Out of Pocket expenses incurred whilst conducting Board business will be reimbursed, subject to prior approval of the Chair or Executive Officer

5.8 Allowances to Board Members

- The CRJO Charter provides that remuneration be paid to the Chair but no other Board member.
- In accordance with the Board resolution 2018/8, the 2018/2019 annual remuneration for the Chair is \$10,000.
- The annual fee for Chair shall be increased in accordance with the annual percentage increase determined by the Local Government Remuneration Tribunal each year

6. Policy Version Control

**CANBERRA REGION
JOINT ORGANISATION**

Policy title	
Policy No.:	1.01
Directorate	Administration
Responsible Officer	Executive Officer
Version	1
Adopted	Draft
Review Period	By the Board every 2 years
Next revision	

DRAFT

15 REPORTS FROM OTHER COMMITTEES, SECTION 355 COMMITTEES AND DELEGATES

The following item is submitted for consideration -

15.1	Reports for the Month of July 2018	398
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Reports from Other Committees, Section 355 Committees and Delegates - 19 July 2018

ITEM 15.1

Reports for the Month of July 2018

RECOMMENDATION:

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

1. Pye Cottage Committee – Minutes from meeting held 21 May 2018
2. Collector Oval Committee – Minutes from meeting held 24 May 2018.
3. Audit, Risk and Improvement Committee – Minutes from meeting held 20 June 2018.
4. South East Australian Transport Strategy Inc (SEATS) – Minutes from meeting held 17 – 18 May 2018.
5. Local Emergency Management Committee – Minutes from meeting held 5 July 2018.

ATTACHMENTS

1. ↓	Pye Cottage Committee - Committee Meeting Minutes - 21 May 2018	Attachment
2. ↓	Collector Oval Committee - Minutes from meeting held 24 May 2018	Attachment
3. ↓	Audit, Risk and Improvement Committee - 2018-06-20 - Minutes - Attachments	Attachment
4. ↓	South East Australian Transport Strategy Inc (SEATS) - Ordinary Meeting Minutes - 17 & 18 May 2018	Attachment
5. ↓	Local Emergency Management Committee - 2018-07-05 - Minutes - Attachments	Attachment

Minutes of General Meeting of Pye Cottage Precinct Committee

held in the Meeting Room, GDHRC on Monday, 21 May, 2018

Opening: Dep Chair, Graham Dyer, opened the meeting at 6.58 pm.
Present: G Dyer, G Murphy, M McPherson, R Spiller, J Searl, L Bush, K Brown
Apologies: Cass Sava, Michael de Percy

Minutes of the previous General Meeting 23 April, 2018 had been circulated, copies were tabled.

Moved R Spiller, seconded M McPherson, that the minutes be accepted.

Carried

Business Arising from the previous minutes:

- Precinct POM (Plan of Management) had not been placed on Council Meeting Agenda (Thursday 17 May).
- Minutes of PCPC meeting of 28 March had been included in Council Correspondence.

Correspondence:

Minutes of PCPC meeting of 23 April had been forwarded to the General Manager, 9 May 2018

Moved R Spiller, seconded L Bush, that the Correspondence be accepted.

Carried

Treasurer's Report – Nil, no bank account.

General Business

1. *Draft MOU* with GDHS

Agreed that

- The Secretary circulate with the minor amendments suggested;
- Each member check the second draft before the next meeting ie on the Agenda.

2. *Potential conflict of interest* between 355PCPC and GDHS membership was noted. Councillor Searl suggested that members consult the Code of Conduct for managing it.

3. *Discussion of "vision" for the Precinct*, continued – attached document records comments.

Next Meeting: to be advised by the Secretary

Close: 9.10 pm

COLLECTOR OVAL COMMITTEE MEETING

CE 2018/2101

Thursday 24th May 2018

Meeting opened; 19.10

Attendance:

- Andrew Chiswell, Trista Batchelor, John Searle, John Hoskins, Michael Duck, Gary Poile

Apologies:

- Dan Cram

Previous Minutes:

- Proposed that the previous minutes be accepted
 - TB/JH – Carried
 - Note that the motion moved by Gary Poile at March meeting should have read ‘GP/JH Moved that the Collector scouts be allowed use of the Pavilion for twelve months free of charge.
 - Carried

Business Arising From Minutes:

- See General Business

Correspondence:

- In
 - From John Levien
 - Code of Meeting Practice
 - Committee 355 Committee Details
 - 355 Committee Policy
- Out
 - Correspondence to John Levien asking for assistance in assessing WH&S of the Collector Oval.

Chair Report:

- The President commended the Pumpkin Festival stating it was very well presented and received and a credit to the CVPF committee.
 - Noted that the toilets at the oval were used intensely
 - Commendation again to Trista and Dan for yet again another terrific stall at the Pumpkin Festival.

Treasurers Report:

- Cheque and Deposit books have been returned via Gunning
- Call with John Levien
 - Treasurer responded to Mr Levien queries satisfactorily.
- Received from CVPF a donation of \$500
- Otherwise financial position is unchanged as access to accounts has been restricted due to cheque and deposit books held by ULSC for more than 3 months.

General Business:

- Meeting would like to note that the meeting with Mr Levien has not progressed the WH&S audit of the oval.
- Trista and Dan have donated \$817
- JH asked where the footpaths were up to
 - no advice was available

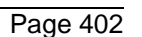
General Business (cont)

- GP noted that a funding request is likely to be made by the Collector Village Pumpkin Festival committee for community projects around July this year.
 - GP advised that a fence may be an option and asked that the COC consider this option and develop a position.
- GP asked where the COC stands on overnight camping and that there was likely funding available for a dump point if the COC wanted to proceed with this facility.
 - GP advised that the economic benefit to the Gunning community that provides such a service was substantial.
 - JS noted that the administration of camping can be difficult.
 - JH added that there have been logistical issues in the past when overnight campers have used the oval precinct.
 - JH added that he would like to meet with ULSC to seek advice and to consider this issue further. He foreshadowed further discussion at a future meeting

Meeting Closed, 20:32

Next Meeting

- Thursday 26th July 16:30
 - This Special Meeting is to specifically further the development of the Oval Precinct Plan.
 - Mursaleen Shah be invited to this meeting.
 - AC to action



PRESENT: Mr M Barlow (Chairperson), Cllr P Culhane, Cllr R Cummins, Mr D Marshall (Community Representative), Mr W Martin (Community Representative).

STAFF: Mr G Woodman (Acting General Manager), Mr A Croke (Director of Finance and Administration) and Mr B Johnston (Manager of Finance and Administration) and Mr J Amandos (Management Accountant).
(Non Voting)

THE CHAIRPERSON DECLARED THE MEETING OPEN AT 8.30AM.

Teleconference – 8.30am to 9.10am – Mrs Leanne Smith, Intentus Chartered Accountants

Teleconference – 8.30am to 9.00am – Ms Karen Taylor, NSW Audit Office

SECTION 1: APOLOGIES & LEAVE OF ABSENCE

An apology was received from Cllr J Wheelwright.

RESOLVED by Cllr Culhane and Mr W Martin that the apology be received and a leave of absence granted.

SECTION 2: DECLARATIONS OF INTEREST

Nil

SECTION 3: CONFIRMATION OF MINUTES

ITEM 4.1 **RESOLVED** by Mr Martin and Mr Marshall

That the minutes of the Audit, Risk and Improvement Committee Meeting held on 21 March 2018 be adopted.

- CARRIED

SECTION 4: REPORTS

ITEM 4.1 COUNCIL INVESTMENTS PORTFOLIO TO 31 MAY 2018

RESOLVED by Mr Marshall and Mr Martin

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

- CARRIED

ITEM 4.2 NSW AUDIT OFFICE FINANCIAL AUDIT - REPORT ON LOCAL GOVERNMENT 2017

RESOLVED by Clr Culhane and Mr Marshall

1. The NSW Audit Office Report on Local Government 2017 for financial audits is received and information noted.

- CARRIED

ITEM 4.3 2017/2018 NSW AUDIT OFFICE INTERIM MANAGEMENT LETTER TO COUNCIL

RESOLVED by Mr Martin and Clr Culhane

1. The NSW Audit Office Management Letter on the conduct of the interim audit for the year ended 30 June 2018 be received and Council management responses be endorsed.

- CARRIED

ITEM 4.4 LOCAL GOVERNMENT ACCOUNTING CODE UPDATE 2017/2018

RESOLVED by Clr Culhane and Mr Marshall

1. The report on the Local Government Code of Accounting Practice and Financial Reporting Guidelines be received and the information noted.

- CARRIED

Moved by Clr Culhane and Mr W Martin that the meeting move into Committee of the Whole to discuss Item 4.5 the time being 9.15am.

ITEM 4.5 ITEMS FOR DISCUSSION BY CHAIRPERSON

RESOLVED by Clr Culhane and Mr Martin

1. The Audit, Risk and Improvement Committee Chairperson report be received and noted as information.

- CARRIED

Moved by Clr Culhane and Mr W Martin that the meeting move out of Committee of the Whole the time being 9.35am.

SECTION 5: ITEMS FOR DISCUSSION

Nil

THE MEETING CLOSED AT 9.36am

Minutes confirmed 19 SEPTEMBER 2018

.....
Mayor



SOUTH EAST AUSTRALIAN TRANSPORT STRATEGY INC.

ORDINARY MEETING MINUTES

Thursday 17th and Friday 18th May 2018
Shellharbour Civic Centre
Cnr College and Cygnet Ave, Shellharbour, NSW
Hosted by Shellharbour City Council

Contents

Day 1 – Thursday 17 th May 2018	3
1) Welcome and Attendance	3
2) Minutes of the Previous Meeting	5
3) Business Arising from the Previous Minutes	5
4) Chair's Report – Cr Patricia White.....	5
5) Executive Officer's Report – Sue Whelan OAM	5
6) Financial Report – Cr Graeme Middlemiss.....	7
7) Fix the Princes Highway Campaign Update	10
8) Presentations	12
a) Albion Park Rail bypass – Road network benefits presented by Peter Hawkins, Project Development Manager, NSW RMS.....	12
b) Election Policies and Priority Projects	14
9) RMS Southern NSW – Paul Vecovski	19
a) Shellharbour City Council Virtual tour – Kevin James, Trevor James and Dianne Johnston	20
Day 2 Friday 18 th May 2018	21
10) Transport for Victoria and VicRoads Report – Harvey Dinelli.....	22
11) Members Reports.....	24
a) Bega Valley Shire Council – Anthony McMahon	24
b) Eurobodalla Shire Council - Warren Sharpe OAM	24
c) Shoalhaven City Council - Greg Pullen	25
d) Goulburn Mulwaree Council – Cr Denzil Sturgiss	26
e) Queanbeyan Palerang Regional Council – report from Phil Oxley, presented by Warwick Bennett	26
f) East Gippsland Shire Council – Cr Marianne Pelz	27
12) Presentations II	28

a) NSW Ports - Planning for Container Growth - Jason McGregor.....	28
13) Members reports II	30
a) MU Group – Brad Turner and Matt Murphy.....	30
b) Shellharbour City Council – Cr Marianne Saliba and Trevor James	30
Presentations III	32
a) Transport for NSW update on the draft Freight and Ports Plan - Nick Angelos, Nick Berry and Jason Clifford.....	32
Members Reports III	34
a) Bass Coast Shire Council - Cr Clare Le Serve.....	34
b) Baw Baw Shire Council - Cr Keith Cook and David Dunstan	37
c) Wollongong City Council - Mike Dowd	38
d) Latrobe City Council - Cr Graeme Middlemiss	38
e) South Gippsland Shire Council - Cr Jeremy Rich.....	39
14) General business	40

Day 1 – Thursday 17th May 2018

Meeting opened – 12.59pm

1) WELCOME AND ATTENDANCE

Attendees - Thursday 17th May 2018

NAME	ORGANISATION
Anthony McMahon	Bega Valley Shire Council
Brad Turner	MU Group
Cr Anthony Mayne	Eurobodalla Shire Council
Cr Clare Le Serve	Bass Coast Shire Council
Cr Denzil Sturgiss	Goulburn Mulwaree Shire Council
Cr Graeme Middlemiss	Latrobe City Council
Cr Jeremy Rich	South Gippsland Shire Council
Cr Keith Cook	Baw Baw Shire Council
Cr Marianne Pelz	East Gippsland Shire Council
Cr Marianne Saliba	Shellharbour City Council
Cr Mithra Cox	Wollongong City Council
Cr Patricia White (Chair)	Shoalhaven City Council
David Dunstan	Baw Baw Shire Council
Graham McCabe	GHD
Grant Shultz	Fairfax media
Greg Pullen	Shoalhaven City Council
Harvey Dinelli	Transport for Victoria
Matt Murphy	MU Group
Mike Dowd	Wollongong City Council
Paul Vecovski	RMS Southern
Sue Whelan OAM	SEATS Executive Officer (Interim)
Trevor James	Shellharbour City Council
Warren Sharpe OAM	Eurobodalla Shire Council
Warwick Bennett	Goulburn Mulwaree

Apologies:

NAME	ORGANISATION
Mark Burnett	East Gippsland Shire Council
Barry McDonald	RDA Southern Inland
Felicity Sist	Bass Coast Shire Council
Fiona Hatcher	RDA Far South Coast
Gordon Charles	Gordon Charles Consulting
Laurie Jeremiah	Transport for Victoria
Michael Lamperd	Bega Chees
Pas Monacella	VicRoads

Reid Mather	Rail Alliance
Scott Lawrence	VicRoads

Cr Patricia White opened the meeting and welcomed all the members to the SEATS meeting at Shellharbour.

Cr Patricia White acknowledged the traditional owners of the area

Cr Patricia White introduced observer Grant Shultz from Fairfax Media. Fairfax Media's South Coast newspapers have launched a "Fix it now" campaign focused on upgrading the Princes Highway south of Nowra to the Victorian border.

Cr Patricia White introduced new members Matt Murphy and Brad Turner from MU Group to SEATS.

Cr Marianne Saliba, Mayor of Shellharbour City Council, welcomed members to the SEATS meeting.

- Shellharbour City Council is the third oldest municipality in NSW but one of the youngest cities officially becoming a city in 1997.
- The city is home to a lot of young people and also has an aging population. Our aim is to meet the needs of our young people while catering for the older population
- A lot of development in the area e.g. Shell Cove and Marina, Calderwood Estate
- Council previously implemented a large rate increase (47% over 5 years). This was to ensure that Shellharbour City Council had enough money to renew assets.
- Council are looking ways to generate income through operation of some businesses e.g Links Shell Cove (current) and Tavern at Shell Cove (future plans)
- JETGO are operating out of the Illawarra Regional Airport located at Albion Park and in the Shellharbour LGA. The service has been doing really well e.g. at 91% full service capacity between Illawarra and Essendon. JETGO are looking to increase services.
- Shell Cove
 - are building the marina and would like for Council to run the marina to provide Council with another income stream
 - \$75M to come back to Council at today's figures but will be more than that. Want to invest this into a futures fund
- Looking for income generation opportunities to take pressure off of ratepayers
- The new Council administration centre was a \$57M project. Resulted in a gem for the community. It is a magnificent building and the bulk of the ground floor is for community use

Shellharbour City Council are happy to be hosting SEATS and hope we have a productive meeting.

2) MINUTES OF THE PREVIOUS MEETING**MOTION:**

That the minutes of the SEATS Ordinary Meeting held on Thursday 15th and Friday 16th February 2018 at RACV Resort, Inverloch, Victoria, be accepted as a true and accurate record.

Moved: Cr Graeme Middlemiss

Seconded: Cr Denzil Sturgiss

Carried

3) BUSINESS ARISING FROM THE PREVIOUS MINUTES

No business arising from the previous minutes.

MOTION:

That there is no business arising from the previous minutes.

Moved: Cr Patricia White

Seconded: Greg Pullen

Carried

4) CHAIR'S REPORT – CR PATRICIA WHITE

The SEATS Executive Officer contract expired in February 2018 and coincided with the end of the previous SEATS meeting held in Victoria.

- The Executive Committee entered into negotiation with the previous Executive Officer but were unable come to any suitable arrangements
- The position of Executive Officer was then vacant and SEATS had to find someone to perform the EO duties
- The Executive Committee then decided to engage Sue Whelan OAM on a temporary basis
- This morning the Executive Committee decided to engage Sue Whelan into the role for 12 months. This is because the federal election and two state government elections are imminent and SEATS needs someone who understands SEATS's aims and needs at this time. The next 12 months will be hectic and we need someone now who knows the needs of SEATS.
- The Executive Officer position will go out to EOI in the first half of 2019

Action 18.7: All SEATS members to forward current email contact details including email contact details of all Councillors to the Executive Officer

5) EXECUTIVE OFFICER'S REPORT – SUE WHELAN OAM

The written report has been circulated

As submitted.

EXECUTIVE OFFICER'S REPORT
MAY 2018.

I commenced work as SEATS Interim Executive Officer on 29th March 2018. The following is a summary of my activity since then as well as information for members.

Meetings

2 meetings with the Chair Cr Patricia White to discuss various issues with regards to the position.

Newsletter.

Newsletter was distributed to SEATS Members, Members of Parliament, State and Federal and Industry.

Website.

Discussions were held with the website provider Aaron Kennedy and a proposal was provided to update the website. This proposal was circulated to Executive members and I recommend that it be accepted.

Banners.

After discussion with the Chair I provided her with a design and obtained quotes. I hope to have the banners at the Shellharbour meeting.

Administration.

I have commenced updating Members Lists and Contact Lists. I have had discussions with La Trobe Council staff in relation to authorisation of payments of invoices. We have also discussed a Membership Register and overdue notices have been sent out. Emails and phone conversations with a number of organisations and people with regard to SEATS Matters. Election policy discussion paper will be circulated prior to the meeting. Discussions with potential new member who is attending this meeting as an observer.

Correspondence

Emails to and from SEATS Members and other contacts with regard to quotes for banners etc. I will provide a folder at each meeting with a hard copy of all correspondence other than emails. The correspondence for this meeting is a letter to the Hon Darren Chester M.P. with regard to the tabling in Parliament of our petition. SEATS General Meetings.

Discussions with Shellharbour Council with regard to the May meeting have gone well and I thank Joanne and Trevor for their support.

I have had preliminary discussions with Baw Baw Shire Council in regard to the August meeting.

Conferences.

NSW Roads Congress will be held in Sydney on 4th June with NSW Roads Minister Melinda Pavey addressing the Conference.

2018 Rail Futures Conference will be held in Melbourne on 27th June.

It is recommended that SEATS send a representative to both Conferences.

Federal and State Budgets.

The Federal and Victorian Governments have handed down their Budgets. A separate report will be circulated prior to the meeting. The NSW Budget will be handed down on the 19th June. A report on that Budget will be circulated then.

- Future reports will be concise
- Website needs updating and SEATS will be seeking two quotes in addition to the quote that has already been received.
 - The online application form has not been working. Concerned about how many members may have been lost because the website wasn't working.
- Banners – will be available at the next meeting
- Correspondence – A letter was sent to the Hon Darren Chester MP concerning the petition about improving the Princes Highway. In the process of arranging meetings with the aim for the petition to be tabled in parliament
- There are two state government elections coming up and the Federal election can occur any time after 4th August 2018.

Questions

Cr Patricia White

Please note the conferences that are coming up.

- 2018 NSW Local Roads Congress, 'Roads as Critical Infrastructure' on the 4th June 2018 at the Hotel InterContinental Sydney (Cr Patricia White attending)
- 2018 Rail Futures Conference on the 27th June 2018 at the Park Hyatt, Melbourne (Cr Graeme Middlemiss, Cr Marianne Pelz and Cr Keith Cook attending)

MOTION:

That the Chair's Report and the Executive Officer's report be accepted.

Moved: Cr Graeme Middlemiss

Seconded: Warren Sharpe OAM

Carried

6) FINANCIAL REPORT – CR GRAEME MIDDLEMISS

Latrobe City Council has just taken over as Treasurer

- Will be reviewing the layout of the financial reports
- \$15K up with two months to go until the end of financial year which result in a tiny surplus.

South East Australia Transport Strategy Inc

BALANCE SHEET

As of April 30, 2018

	TOTAL
Assets	
Current Assets	
National Australia bank - Savin	125,301.73
National Australia Bank - Trans	21,736.49
Total Current Assets	A\$147,038.22
Long-term assets	
Sound system and microphone	1,254.55
Total long-term assets	1,254.55
Total Assets	A\$148,292.77
Liabilities and shareholder's equity	
Current liabilities:	
BAS Liabilities Payable	-800.89
BAS Suspense	0.00
Tax Payable	0.00
Total current liabilities	A\$ -800.89
Shareholders' equity:	
Net Income	15,144.87
Retained Earning	178,125.09
Retained Earnings	-44,176.30
Total shareholders' equity	A\$149,093.66
Total liabilities and equity	A\$148,292.77

South East Australia Transport Strategy Inc

PROFIT AND LOSS

July 2017 - April 2018

	TOTAL
Income	
Interest Income	402.03
Memberships	
Councils	77,772.73
Other	8,490.91
Total Memberships	86,263.64
Sponsorship	559.09
Total Income	A\$87,224.76
GROSS PROFIT	A\$87,224.76
Expenses	
Accommodation	1,227.09
Administration	6,597.62
Bank charges	20.00
Conferences	1,846.58
Consulting	
EO John Duscher Consulting	53,186.09
Total Consulting	53,186.09
Newsletter & Website	8,177.82
Travel	812.78
Total Expenses	A\$71,867.98
Other Expenses	
BAS Roundoff Gain or Loss	-0.68
Other Expense	212.60
Total Other Expenses	A\$211.92
NET EARNINGS	A\$15,144.86

Questions

Cr Marianne Pelz

What are the retained earnings on the balance sheet?

Action 18.8: Cr Graeme Middlemiss to review “Retained Earnings” as referred to in the SEATS Balance Sheet as at April 30, 2018 and provide a report to SEATS.

MOTION:

That the Financial Reports, subject to report on “retained Earnings”, for the period up to 30th April 2018 for the 2017/2018 Financial Year be accepted.

Moved: Cr Graeme Middlemiss

Seconded: Cr Keith Cook

Carried

Cr Graeme Middlemiss (information received later in the meeting).

- The balance sheet divided into two blocks
- The top one is Assets which totals \$148,292.77

- We are using Quickbooks. Quickbooks states that SEATS has \$149K in retained earnings based on income from the previous ten years.
- The accountant trying to rejig the layout so that it does not cause confusion in the future.

7) FIX THE PRINCES HIGHWAY CAMPAIGN UPDATE

Cr Patricia White

- Cr Patricia White met with the Hon Darren Chester and spoke about the need for the upgrade of the Princes Highway for freight and tourism
- Latest figures show that 3.5 million people visit the Shoalhaven where there is very limited public transport
- The Pacific Highway will be completed in 2019
 - Which leaves **\$9B** available for other works
- Cr Patricia White subsequently went to the Local Government Conference where the Hon Melinda Pavey spoke about the same thing (as above re \$9B)
- Ann Sudmalis, Federal Member for Gilmore, and some other members got together with Darren Chester. Darren Chester agreed to provide \$5M to develop a strategy document on the highway from Wollongong to Adelaide.
- Imperative that SEATS have input into that document
- Over the Christmas period between Nowra and Ulladulla there were 7 people killed within 3 weeks
- This brought about Fairfax Media's involvement (via the South Coast Register) and then looked at the bigger issue being that the Princes Highway goes from Wollongong to Melbourne
 - A meeting was called and included people affected by car accidents, politicians, and other stakeholders such as police, ambulance personnel and RFS personnel
 - Cr Patricia White raised a number of issues at that meeting
 - In a fatality the road can be closed for 8-10 hours. This has the greatest impacts on trucks that have to stay on the highway for extended periods (with no access to food or amenities)
 - Raised the impact on emergency services staff
- When talking about the Princes Highway SEATS members need to be mindful to talk about the whole length of the Princes Highway into Melbourne
- Also need to be mindful of the link roads such as the Monaro Highway, Kings Highway, Snowy Mountains Highway
- It is a tragedy that we need tragedies on Princes Highway to get things to happen
- ALGA released a document about how much money each state will get. (See Attachment 1: *ALGA Fact Sheet 2 – Transport – A local government perspective* for more information). Ann Sudmalis has requested funding for the Princes Highway for the section South Nowra to Ulladulla.
- SEATS need to identify the major sections of the Princes Highway that need to be completed now. SEATS need to work with VicRoads and the RMS to identify projects which can then be put forward for funding.
- There needs to be a strategic plan created for the whole stretch

- Ultimately the road needs to be dual carriageway all the way but initially we need to identify the most urgent areas.
- Not requesting money – SEATS are looking for a percentage commitment from the federal and state government so both levels of government know what they are up for. E.g. 80:20, 50:50
- The Hume Highway is the main highway and the national highway. The Bruce and Pacific Highways are not national highways yet have received funding.
- The Princes Highway is a major feeder road and it needs funding.
- Once we know the percentage split then we will know what work that we need to do in the future

Cr Graeme Middlemiss

- What are the new Minister's views on this project?

Cr Patricia White

- Trying to make arrangements to meet with the Infrastructure Minister
- SEATS need to take a political approach and see all key people from all parties

Sue Whelan

- This is why we need to have our election policies really clear
- The SEATS newsletter will be sent to all Upper House members
- The SEATS newsletter will be sent to all Lower House members when the candidates are determined
- SEATS needs to get information to all candidates for state and federal elections

Action 18.9: Each member Council to send through the names and contacts of all candidates to Sue Whelan

Cr Mithra Cox

- Is rail part of any election strategy?

Cr Patricia White

Not yet but it will. Rail was in the 2016 election information. SEATS is all about rail, road, air and sea/ports transport. It's all about moving freight and people around. We need people in the transport industry to tell us what they want in the documents. There will be election promises and grant funding and we need to identify projects and attract funding.

Warren Sharpe OAM

- The Princes Highway corridor strategy is an excellent document but you need to drill into the numbers
- There is a need for more collaboration as some Council's may inadvertently be approving developments that might be counterproductive in future highway upgrades
- Strategies should be aligned at a state level - needs to be included in REDS (NSW Regional Economic Development Strategies)

- SEATS should advocate for a four lane road from Nowra to the Victorian border
- Need some work around route alignment – eg horrible bridges
 - SEATS needs to back transport operators on those issues

Cr Patricia White

- Governments are moving to BCR based assessments of projects
- We will need to demonstrate the economic benefit of projects in the SEATS priority documents

Brad Turner

- Suggested that SEATS adopt a matrix approach
- Need to be able to mount an economic argument through the costings of road tolls, economic impact statements, road time improvements
- These are better arguments than focusing on whether the Princes Highway is part of the National Highway or not. The Pacific Highway was funded because of the fatality rate.

Cr Marianne Pelz

- Still think that it is beneficial for the Princes Highway to receive federal recognition from Melbourne to Wollongong.
- RACV provided SEATS with statistics but because we aren't on the national network we aren't included in the numbers/statistics

Cr Marianne Saliba

Welcomed the Traffic Management Committee to this SEATS meeting. The Committee is Chaired Cr Kellie Marsh. Other committee members include police and state representatives.

8) PRESENTATIONS

a) Albion Park Rail bypass – Road network benefits presented by Peter Hawkins, Project Development Manager, NSW RMS

(Attachment 2)

Background

- Wollongong City Council and Shellharbour City Council are key partners to the project
- Albion Park is about 20km south of Wollongong
- This is an urbanised part of network characterised by
 - Low speeds (50kmph/60kmph)
 - Residential development
 - Commercial development
 - Immediately north and south of Albion Park has a 100km speed limit
 - Albion Park is the missing link in the network
- Existing traffic conditions
 - Speed limit is down to 60kmph
 - Very large traffic volumes of 50K-60K vehicles per day

- There are 6 sets of signals including a signalised roundabout
- Once a road is close to capacity delays in travel time go up exponentially
- The road only used to have issues on Fridays and in holiday times. This is now a weekday and weekend problem.
- Future land use – there is a lot of ongoing and proposed development surrounding this location
 - West Dapto – with 20K homes
 - Calderwood
 - Tullimbar, Tallawarra, Haywards Bay and Shellharbour
- Key traffic movements
 - Predominant movements are north-south
 - Albion Park along Illawarra highway
 - Movement into Shellharbour
 - East-west movement also has quite a large component of traffic
- The road is subject to flooding
 - Illawarra Highway has 7 flood incidents per year
 - Princes Highway has 3 flood incidents per year

Road Project Benefits

- With bypass there will be reduced travel time, operating costs, and road safety
 - Bypass is 2.2km longer than existing route but will result in reduced vehicle operating costs – even though longer there will be no stopping and starting and other adverse impacts
- There are currently a lot of low severity crashes – e.g. rear enders and other types of crashes that reflect the urbanised environment.
- There is one crash every 6 days
- The system has reduced reliability
- And there will be benefits in terms of access with reduced flooding

Economic benefits

- Reduced travel time
- Reduced VOC (vehicle operating costs)
- Improved safety
- Improved flood access
- BCR 2.6 – substantial for a road project (residual value is based on P50 cost estimate)

The BCR is very conservative and would be significantly higher if other benefits were captured.

Other benefits not captured

- Community cohesion
- Reconfiguration of sporting facilities
- Amenity benefits
- Increased business opportunities (improved access to existing businesses)

Next steps

- Award design and construct – mid 2018
- Early 2019 start construction

- 2022 open to traffic

Questions

Greg Pullen

Trucks currently allow half an hour to get through Albion Park in peak times. This will be a significant time saving for freight and has positive implications for further afield.

Cr Marianne Saliba

- Thank you for the presentation. It was very informative.
- Albion Park is overdue to have the bypass
- Still concerned about exits
- Concerned about Tongarra Road and impacts on businesses at Albion Park.

Peter Hawkins

- The RMS are aware of some issues and will be looking into that.
- Have also looked at ways in the future to connect to Tripoli Way.
- The RMS also have a bit of work going on about the performance of the M1 motorway and are working closely with Wollongong City Council. Also looking at pinch points and any issues with creating pinch points in other areas.
- RMS are funding the rebuilding of the sporting complexes.
- Will take a staged approach to the Albion Park Bypass and that will alleviate connectivity issues
- West Dapto has northerly access which is less of an issue than heading south.

b) Election Policies and Priority Projects

Sue Whelan has distributed a Discussion Paper on Regional Priorities (included below).

Discussion Paper: Priorities for Federal, Victorian and NSW Elections.

Victorian State Elections will be held in November this year, NSW Elections in March 2019 and the federal Elections can be held any time after the 4th of August this year.

SEATS has the responsibility to provide all major political parties which may be involved in those elections with some clear and definitive requests which our communities would like to see addressed as part of the election promises made by each of these political parties. SEATS will ensure that every political party is lobbied with copies of our requests for transport infrastructure in the south east region of Australia. All individual candidates in each electorate relevant to SEATS will be given a copy of our requests and will be asked to endorse those policies applicable to their particular electorate.

The Chairman, Deputy Chairman, Executive and the Executive Officer will present the transport infrastructure proposals to the political parties in the

coming months. We will endeavour to speak with the relevant Minister's, Shadow Minister's and spokespeople as well as the candidates for election in the relevant electorates. I am starting a list of candidates as they come to hand and would appreciate as part of this process if members would inform me when they hear of candidates. While the major parties are important we also need to inform minor parties and independents as well as senate candidates. Copies of our requests will also be sent to State and national party secretariats.

Our current priority projects are (from our 2016 Strategic Transport Network document).

Road Projects :

- Princes Freeway Interchange, Longwarry at Sand Rd(work in progress),
- Princes Highway Duplication from Traralgon to Sale (some sections completed and further work in progress),
- Princes Highway, Traralgon Bypass planning,
- Princes Highway East, upgrades to NSW border (Road safety treatments),
- Princes Highway, Freight Rest Area and Roundabout Cann River,
- Leongatha Heavy Vehicle Alternative Route (Route identified),
- Strzelecki Highway Upgrades,
- South Gippsland Highway, Black Spur realignment,
- South Gippsland Highway, upgrade through Korumburra CBD,
- Bass Highway, intersection with Korumburra-Wonthaggi Rd, Bass Highway,
- Anderson to Leongatha upgrade,
- Phillip Island Road upgrade,
- Wonthaggi Alternative Heavy Vehicle Route,
- Sale Alternative Heavy Vehicle Route,
- Bairnsdale Heavy Vehicle Bypass,
- Princes Highway South Connection, Highway extension,
- Princes Highway B-double access, Eurobodalla Shire, Bridge Structure and Road alignment upgrades,
- Princes Highway, Yallah to Nowra (5 projects),
- Princes Highway, Burrill Lake entrance Bridge replacement (work in progress),
- Princes Highway, Batemans Bay to Mogo (5 projects),
- Princes Highway, Narooma Bridge, new structure to provide for B-double access,
- Princes Highway, Upgrade at Termeil Creek (work in progress),
- Princes Highway, Dignams Creek,
- Picton Road safety improvements,
- Albion Park Bypass (Tripoli Way extension),
- South Nowra Heavy Vehicle Freight Corridor – Flinders Road,
- Kings Highway, Batemans Bay to Braidwood (12 projects),
- MR92 beyond Nerriga, MR92 Nerriga to Braidwood sealing (funding has now been allocated for this project and work has commenced) and

- Gocup Road.

Intermodal Projects:

- Gippsland Logistics Precinct and adjacent Intermodal Freight Terminal at Morwell. (Note- Precinct 2 has now been funded in the Victorian Government Budget),
- Canberra Airport – international connections (Note- International flights now operating at Canberra Airport).

Rail Projects ;

- Future proofing Rail Access from Gippsland (5 projects).

Airport Projects;

- Moruya Regional Airport redevelopment and Illawarra Regional Airport development.

Seaport Projects;

- Port Kembla Expansion and
- Port of Hastings Development and Access.

We also have some encouraged projects;

- Drouin Southern Bypass,
- Tyers Road, replacement of Bridge (funded),
- Princes Highway Milton Ulladulla Bypass, Princes Highway,
- Link Road Batemans Bay (I understand there will be some discussion and recommendations on this project coming to the meeting),
- Polo Flat Road, Cooma (heavy Vehicle Route, road realignment and upgrade and Imlay Street,
- Princes Highway to Eden Port.

Rail Projects

- Very Fast Train (study completed)

Seaport Projects;

- Barry Beach, Esso, Port Authority.

I note in some of these priorities a number of projects are indicated. Part of our discussion should tease these out and determine if we should be advocating for some or all of these items.

I would appreciate if members could look at the list and determine which are in their Electorates, State and Federal and also which ones they would like to be considered as part of our submissions. There may also be other projects that align with RMS or Vic Roads priorities that have not been considered by SEATS before.

Out of this process I would like to have the basis of submissions that I can then compile and start the lobbying of politicians.

The process as I see it is that we make a decision on our priorities, I work them into a submission, circulate to members and get it signed off as I do not believe that we can wait until the August meeting, unless that is the wish of the membership.

I hope this assists members in making decisions to undertake what is one of the most important aspects of SEATS charter.

Sue Whelan OAM
Interim Executive Officer SEATS

Discussion:

- Kastan Consultation created Position Papers for the 2016 state elections
- Need feedback on the format of the documents
- Perhaps set up a working party to be given the authority to compile the document
- Need feedback now – this project is urgent
- Need to identify key projects and develop business cases
 - Eg do we mention rail, escarpment crossing
- Some example projects include the Moruya airport redevelopments, Port of Eden, Port Hastings etc. Councils need to bring these projects to SEATS for inclusion in the document.

Mike Dowd

- Many of the member Councils would have made submissions to the *NSW Freight and Ports Strategy* and the *Future Transport Strategy 2056*.
- Focus on road freight access - rail freight access to Port Kembla
- Councils should provide these submission to SEATS

Some potential policy positions could be that

- All state Highways be HML compliant
- There are adequate rest areas so that drivers are able to take their mandatory breaks
- All rail sidings/passing loops be 1200m minimum
- All rail lines in the SEATS Region be Class 1 in capacity.

Anthony McMahon

- Comparative feasibility? eg Imlay Road may be better to upgrade than the Snowy Highway

Cr Anthony Mayne

- The Link Road is a priority. We just need intersection to be sorted and built and this will open up economic opportunities for region

Representatives of the SEATS Executive Committee should arrange to meet with all the Councillors of our member Councils to explain what SEATS does and how it looks at the whole network.

Warwick Bennett

- Wants to promote the Nowra/Nerriga/Oallan Ford/Windellama/Goulburn route which would establish an east west freight link.
- This is a freight issue and a key link. Bringing in Tourism to the argument has confused the issue.
- Asking SEATS to support this project.
- Let's get back to the basics – what was the key purpose of this route.

Questions

Greg Pullen

- Worked with Goulburn Mulwaree and Palerang Councils to lodge an application to the NSW Fixing Country Roads program and the federal heavy Vehicle Safety Productivity Program.
- We supplied estimated tonnages but we hadn't articulated who the companies were and the exact tonnages

SEATS needs to lead an application through the Growing Local Economies Fund.

Greg Pullen

- Roads of Strategic Importance funding might be the better avenue
- The road would generate massive savings in terms of time and fuel and will take pressure off of Picton Road.
- The lower south coast (of NSW) needs to access the Hume Highway.

Warwick Bennett

Queanbeyan/Palerang do not agree with this route. However the cost of Queanbeyan/Palerang's preferred route will be cost prohibitive and Canberra will not want a number of stock trucks moving through their city. And its 63km further.

Cr Clare Le Serve

How are we going to prioritise the projects?

Cr Patricia White

Once this document is compiled it will go back to the members for review. You will be able to make changes that you need. We also need for our members to highlight any potential conflicts etc in terms of preferred projects.

Need to take into consideration projects that are priorities for VicRoads and TNSW/RMS.

Cr Mithra Cox

What is the decision making procedure?

Where councils projects are in conflict the executive will have the final say on the priority projects.

Harvey Dinelli

SEATS need to outline the economic benefits of the projects in terms of safety, VOC. The government wants to know the economic benefit and that it is all about job creation.

The priority projects need to be easy to find – on website

Warren Sharpe OAM

SEATS need to structure what information we provide. We need to advocate for what we need in a nice simple format.

9) RMS SOUTHERN NSW – PAUL VECOVSKI

Presented a summary of the report. The report can be found as Attachment 3 – SEATS Report - RMS Southern, NSW

Picton to Bulli – M1

- Split into two stages and is progressing well

Mount Ousley

- Priority job
- Improving safety and relieving congestion into Wollongong University and Wollongong City Centre

Greg Pullen

The heavy Vehicle Rest Area at the top of Mount Ousley is very good. The truck drivers are very happy. Would like something developed on the other side.

Brad Turner

Issues with arrester beds – they now are inadequate for modern trucks – perhaps these could be looked at as part of this project.

Dignams Creek

- There have been a number of fatalities
- This is a very worthwhile project and will have some significant safety improvements

Greg Pullen

This was identified in 1997 as a SEATS priority projects

Nelligen Bridge

- The deck will be raised
- There will be improved flood immunity and improved approaches
- Has been the site of a number of fatalities
- Driven by asset replacement but are addressing safety issues

Charleyong Bridge

- The new bridge will be upstream but not far from existing structure. Improving approaches.

Questions

None

a) Shellharbour City Council Virtual tour – Kevin James, Trevor James and Dianne Johnston

Shell Cove and The Waterfront – Kevin James

- Largest tourism related infrastructure project in the state
- Shellharbour Grown more than the state average
- Residential development is considerable and contributing to our growth rate.
- LGA of usual work
 - Many people work out of area and are heavily reliant on car travel

Dianne Johnston Tourism Manager

- Funded through Council
- Based here at Council and have two staff
- Have a visitor information centre in Shellharbour Village
- Small – one permanent staff member and two casuals on the weekend
- \$128M per year- important economic driver
- HARS
 - Over 500 volunteers
 - More than 40 aircraft on exhibition
 - Building a replica of the Southern Cross
 - Introduced Wing Walks on the Qantas plane
 - Wings over Illawarra – is becoming one of the largest air shows in Australia
- Killalea State Park
 - National Surfing reserve
- Bushrangers Bay at Bass Point reserve
- Macquarie Pass National Park
- Scenic Flights
- Two golf courses
- Extensive cycleways

Questions

RE: The Waterfront

Environmental

The development has been well designed including drainage with high water quality in the system. There are a range of environmental issues that were needed to be addressed.

Management

A Development Board was established.

Trust account

Seawall

- We developed a design and created a scale model. We then worked with University of New South Wales to undertake wave modelling. UNSW set up a variety of wave climates and directions to determine any erosion issues for the real breakwall.

- Sand movements were also investigated and modelling has determined that any sand removal won't be necessary for at least 50 years.
- Flume testing was undertaken for rocks.
- Proper design will ensure that you don't have to continually rebuild the seawall with rock over and over again.

Marina

- Capacity for boat with 4.5m keel
- Early studies showed that there were a lot more yachties but now more motorised and bigger boats.
- 12m boat can fit in dry stack.

Meeting adjourned

Day 2 Friday 18th May 2018

Meeting returned – 8.37am

Attendees – 18th May 2018

NAME	ORGANISATION
Anthony McMahon	Bega Valley Shire Council
Brad Turner	MU Group
Cr Anthony Mayne	Eurobodalla Shire Council
Cr Clare Le Serve	Bass Coast Shire Council
Cr Denzil Sturgiss	Goulburn Mulwaree Shire Council
Cr Graeme Middlemiss	Latrobe City Council
Cr Jeremy Rich	South Gippsland Shire Council
Cr Keith Cook	Baw Baw Shire Council
Cr Marianne Pelz	East Gippsland Shire Council
Cr Marianne Saliba	Shellharbour City Council
Cr Mithra Cox	Wollongong City Council
Cr Patricia White (Chair)	Shoalhaven City Council
Cr Pete Harrison	Queanbeyan-Palerang Regional Council
David Dunstan	Baw Baw Shire Council
Greg Pullen	Shoalhaven City Council
Harvey Dinelli	Transport for Victoria
Matt Murphy	MU Group
Michael Hastings	GHD
Mike Dowd	Wollongong City Council
Sue Whelan OAM	SEATS Executive Officer (Interim)
Trevor James	Shellharbour City Council
Warren Sharpe OAM	Eurobodalla Shire Council

Cr Patricia White

Thank you to Shellharbour City Council for a wonderful dinner and for the excellent talk given by Bob Delahunty from HARS (Historical Aircraft Restoration Society)

10) TRANSPORT FOR VICTORIA AND VICROADS REPORT – HARVEY DINELLI

- Corner Inlet update
 - A lot of work done over the years
 - 10 years ago talk about 50 million tonnes of coal to be sent out through Corner Inlet
 - At that time we did some extensive studies on the land side issue
 - Fully aware of what is needed if there is major development
 - More than happy to work with anyone who is serious about developing/investing in the area
 - Have undertaken feasibility studies (2009)
 - Happy to have a meeting in Victoria and discuss this and priority projects for a half or full day

Action 18.10: Cr Marianne Pelz to organise a day to review priority projects and Corner Inlet opportunities – to be scheduled after the June long weekend (2018)

Transport for Victoria Report (Attachment 4)

- Doing work on supply chain with hard rock and sand
- State and local government are the biggest users of this product
- Traditional supplies have come from the west of Melbourne however this supply is running out. This means that South Gippsland and Bass Coast may become the largest supplier of hard rock and sand.
- \$530M for Gippsland rail works with large part of project being duplication and construction of passing loops. Construction to commence in 12 months.
- Avon River Bridge is one of the priorities – \$95M has been allocated to this project (out of the \$530M)
- The \$4.8M spur line to the Australian Paper Mill has been opened. This project has economic outcomes with more than 1000 people employed directly. The project is also open to third parties and third party freight. A very good outcome.

VicRoads (Attachment 5)

- In regards to the budget there will be proportionally more money going into road maintenance
- Fixing Country Roads is a recently announced program for local roads especially the first and last mile
 - The program will run for 2 years with \$50M allocated per year
 - Local roads have traditionally not been funded by the state government
- Freight operators – now are concerned about first and last mile issues
- A new division called Regional Roads Victoria is to be created and will sit within VicRoads

- VicRoads has a strong regional structure with strong major project teams. Regional Roads Victoria will be a division focused on improvements in the regional road network. Other divisions include the Level Crossing Removal Authority, Melbourne Metro Rail Authority, the North East Link Authority. Strategic Planning already removed to Transport for Victoria – allowing everyone to concentrate on their core activities.

Warren Sharpe OAM

How are you going to manage this in Victoria. RMS is challenged by its structure and silos within RMS

- Creation of Transport for Victoria was about integrating all the various aspects of transport – roads, public transport, active transport etc
- Found that it is sometimes good to have planning separated from delivery
- Structure enables more focus on planning and results in improved project delivery

Brad Turner

Transport for NSW's CBD Coordination Office coordinated planning for all transport nodes and is very delivery focused.

- There is good communication between the departments that sit within TfNSW. There are good connections between VicRoads and planning etc. Good project management and communication is key to making this work
- Projects
 - \$132M federal govt commitment (80% project cost) to fund the duplication of the highway between Traralgon and Sale.
- Planning our Future projects
 - VicRoads has secured money (\$1.4M) for planning on the Traralgon Bypass and has been working hard on developing the business case
 - Issues include that potential route is close to coal mines
 - \$500K for Warragul Drouin. Plan looks at the whole area. This is a fast growing area with a 2.3% per year growth rate and is the 3rd quickest growth area in Victoria. Planning includes looking at placemaking.
 - Working in towns is not just about amenity but for economic stimulus
 - \$300K realignment project on the South Gippsland Highway. The speed limit in this area has been reduced from 100kmph to 60kmph due to safety issues. This is not good for freight movement but this project will address this.
 - \$500K for extensive planning for the short term and longer term (Bass Highway corridor). The population is increasing in this area. Was once a tourist location but now people are moving there to live.

Cr Clare Le Serve

The consultation from VicRoads has been fantastic.

Cr Marianne Pelz

The website and the interactive tool is really good. Consultation has improved and is very good.

- \$450K will benefit East Gippsland industry. The upgrades will be B-double rated. The final project will probably cost around \$50M and will include upgrading bridges and intersections and an alternate truck route
- \$450K Bairnsdale Princes Highway project planning. There are a number of pinch points and there are a number of things that need to be done in town.

Questions

Cr Patricia White

We need to align our projects with VicRoads and TfNSW

11) MEMBERS REPORTS

a) Bega Valley Shire Council – Anthony McMahon

- This is Anthony McMahon's first SEATS meeting. Anthony McMahon is the Director Assets & Operations.
- Have submitted grant applications for funding the upgrade of connections between the Prince Highway and Eden Port
- Key projects include the revitalisation of the port and a key link from the Port to the Prince Highway.
- Looking at the broader east west connections
- Merimbula airport remains a key focus with investments in runway extensions and terminal upgrades
 - This is a major piece of transport infrastructure for our region
 - There are two parts to the upgrade – the extension of runway to cater for increased capacity and then resurfacing.

b) Eurobodalla Shire Council - Warren Sharpe OAM

(Submitted report is included as Attachment 6)

- The 2018 NSW Local Roads Congress is in June and it is important to have elected people there
- Councillors are free when attending with paying staff members
- The Congress influences local outcomes.
- Link Road
 - In the final phase of roundabout construction
 - The Impasse is the connection to the Princes Highway
 - Request that SEATS write to various parties to highlight this issue
 - Information about this is condensed to two page flyer
- Fix it Now campaign
 - Recommendation attached to report but makes more sense for SEATS to formulate a strategic position e.g. duplication from Nowra and highlight key pinch points and bridge
 - Politically not a good move to talk about Ulladulla bypass before Nowra is bypassed. We need to have a strategy that addresses the needs of the electorates

- Kings Highway
 - There is no route plan for west of Nelligan
 - There is direct conflict with where the route is planned vs the building of houses on small rural housing
 - There is a gap between corridor strategy work and route planning. This work is crucial and there needs to be money for route planning
- Moruya Airport development is going really well
 - Received approval to commence work in April, 2018
 - \$10M to be spent on upgrading airport
 - The main runway is 1523m long. The surface will be strengthened.
- Have replaced Runnyford Bridge with a timber bridge. The bridge is 130m long and was replaced by our day labour crew
- The NSW Government has released their Road Safety Plan 2021. Local government is included in the document. NSW 90% road network managed by local government.
(<http://www.towardszero.nsw.gov.au/sites/default/files/2018-02/road-safety-plan.PDF>)
- Previously advocated for funding for road safety auditors. This is now funded
- All Councils should have Road Safety Plans in place. Currently only 17% of Councils have a Road Safety Plan
- Only 53% of Councils have infrastructure engineers on staff. We need people on the ground. Every Council needs to look at getting cadets on board.

c) Shoalhaven City Council - Greg Pullen

- The old Nowra Bridge cannot handle HML vehicles. Heading into Nowra the trucks have to be empty to use on the old bridge. Are able to travel north fully laden over the 'new' concrete bridge
- A higher weighted vehicle or a longer vehicle will have to travel south on the concrete ('new') via a contra flow. However our local police have decided that they don't want to provide for this on a Friday. The police are under the mistaken impression that they don't get paid to do this. This crossing is part of the state highway network and not some back road. Police supply contra flow for free but they believe that they don't have enough staff
- Keep Nowra Moving
 - The RMS have formed a working party with Council consisting of technical people
 - They are almost ready to go to Treasury to request funding for upgrades and construction that is needed prior to the bridge replacement
 - FCRail – have supported 6 projects submitted by Manildra and ARTC totalling about \$30M in 6 LGS's being, Shoalhaven, Kiama, Wingecarribee, Shellharbour, Wollongong and Cabonne
 - All projects need to happen to get a benefit.
- HMAS albatross
 - HATS operational (helicopter training schools)
 - 150 trainers and trainees

- Operated by Boeing
- Economy
 - \$25M in DA for new factories, hangers and industrial buildings
 - \$17M to be invested by Council for subdivisional works in Council's industrial estates

d) Goulburn Mulwaree Council – Cr Denzil Sturgiss

- Still waiting on Lansdowne Bridge to be completed
- Finished the bridge across Nadgigomar on Nerriga road
- Council still wants to pursue MR92 to Goulburn – priority is for Nerriga to Sandy Point to be upgraded.
- Priority is for Nerriga to Sandy point and then decide final stage route at a later date. Might have to go to Tarago because of future increase freight needs.

Greg Pullen

Should push forward with an application being Stage 1 to Sandy Point. We will need more detail in application. Shoalhaven City Council will have a future problem with waste transport. Our Council adjoins Goulburn Mulwaree Shire and are looking at taking our waste west.

e) Queanbeyan Palerang Regional Council – report from Phil Oxley, presented by Warwick Bennett

- Council is continuing work toward the replacement of Charleyong bridge. The project will enable HV access and improved alignments. This will be complete by 2020
- Ellerton Drive extension has commenced with earthworks and drainage works
 - Preparation for bridge works
 - Will include noise attenuation
 - Expected to be complete late 2019
- Old Cooma Road Stage 2
 - Provides access for residents to Googong township
 - Want to duplicate the road into Queanbeyan
- Roundabout proposed for Bungendore on the Kings Highway at the intersections of Malbon Street and Molonglo Street.
- Undertaking some major work on MR 79 – Braidwood Road

Braidwood is a heritage listed town and this impacts what types of works can be undertaken. Pedestrian crossings in Braidwood don't really make too much of an impact as cars are driving really slow anyway and people are able to cross safely.

MOTION:

That Harvey Dinelli make a presentation at the next SEATS meeting about movement and place.

Moved: Brad Turner

Seconded: Harvey Dinelli

Carried

Action 18.11: Harvey Dinelli to talk to Mike Dowd, Wollongong City Council, regarding linking corridor strategies with local place access movement strategies.

The RMS may also be able to contribute from a Wollongong perspective.

f) East Gippsland Shire Council – Cr Marianne Pelz

- East Gippsland are continuing to work with VicRoads on the Cann River streetscape
- Drainage issues needed to be resolved prior to streetscape works
- Probably most used toilet block in region
- Community rapt with outcome
- Cann River is a little town but a significant town
- Glenaladale Bridge was opened by the Hon Darren Chester last week
- Giles Street Bairnsdale received HVSP Round 5 part funding. The project is about 30% complete
 - The upgrade means that trucks can access the saleyards via back streets rather than having to go through the township. The route through the town includes school crossings and 40kmph zones

Proposed Motion – Cr Marianne Pelz

That we undertake a road safety audit for the SEATS region.

Warren Sharpe OAM

A road safety audit is a formal and expensive process. You could get an overview of the NSW context for the SEATS region from the NSW Centre of Road Safety. NSW's view is that each Council should look very closely at their own Road Safety Plan. This is to make the Councils focus on their own roads. There is a push to put new lens (safety) into local government; resulting in a cultural shift. The previous guidelines were written around the engagement of a Road Safety Officer but we are trying to change it to be around the 4 systems road safety approach (being Safe roads, Safe speeds, Safe vehicles and Safe people; page 10 NSW Road Safety Plan 2021).

Guidelines will be developed and the NSW government will roll out training about how to develop Council's own road safety plan. Part of this process will be to look at you own road network through a safety lens.

Cr Marianne Pelz

Collectively as a region we don't have any statistics – funding would be better backed up with road safety statistics.

Warren Sharpe OAM

The Road Safety review. Have looked at a level below what's in the document – then pull out the sections that jump out at you.

David Dunston

Each council (in Victoria) has effectively developed their own road safety strategy.
The stats are there they just need to be collated.

Harvey Dinelli

Funding is being extended to local roads for reviews.

Each council needs a good plan – then talk to VicRoads on how to address identified issues

Cr Anthony Mayne

Focusing on existing data is one part.

Timing – we should be advocating for more funding for road safety audits

Funding is evidence based on the past but there is a big gap between improvements without accident history.

We need a more comprehensively funded road safety audit review

Brad Turner

We can come back in year and show that SEATs members are committed to developed of audits at their own councils

Warren Sharpe OAM

Network safety needs to be proactive – not reactive

Its about making the network safer as well as targeting the black spot areas.

Action 18.12: – The topic of “The development of road safety strategies” to be included in the next SEATS next agenda

12) PRESENTATIONS II

a) NSW Ports - Planning for Container Growth - Jason McGregor

(Presentation included as Attachment 7)

The Role and Challenges of the port of Port Kembla.

NSW ports – Planning for container growth

- NSW Ports are a private organisation and are separate from the Port Authority
- Have a 99 lease on Port Botany, Port Kembla and Enfield and Cooks River Intermodal terminals
- Key investors – Industry Funds Management, Australian Super, Q Super and Tawreed.
- Port Botany is a container port and bulk liquid
- Port Kembla is a bulk port and is the largest import of motor vehicles
- Enfield intermodal terminal ensures that we get more cargo onto rail with subsequent growth in the container market.

Botany

- Import dominated port
- 70% imports, 30% exports
- Bulk exports from regional NSW and are predominately agricultural products
- Dedicated rail to dock

- A focus to get more cargo onto rail especially on the inbound side
- 12km from the CBD and close to M5
- Ships
 - Berth boxes are deep enough to cater for big ships. And ships are getting bigger.
 - Asia and Europe ships are getting bigger.
 - When catering for up to a 10000 TEU vessel you need to ensure that you have the correct depth in Botany
 - 15.5 draft – 15m draft on a 10000 TEU
 - Not more ships just bigger ships and we need to make sure that we can cater for these ships
- Container growth
 - Related to the inbound side with population growth being the driver
 - 42% of all items in NSW households comes through Port Botany
 - Need to get cargo onto rail because this growth will choke the road network
 - Strength of the economy and population growth are both drivers of increasing numbers of containers
 - Health of the economy is reflected on the activity on the port (Currently 9% up on the previous year)
 - Government trade policies make a big difference to import and export trade

Population growth – where is it?

- Western Sydney and South Western Sydney – both of which are well connected to Kembla and Botany
- 81% of containers are destined within 40km of the port e.g. to distribution centres etc

Exports

- 30% is exports
- Bulk coming into Botany by rail
- Going directly to the terminal
- Don't need to go to an intermodal
- 86% of exports are on rail

Botany is connected well by rail

- Current mode share is almost 20% and our target is to get to 3M TEU by rail over a thirty year period. But to do this we need the right intermodals around NSW
- There are dedicated freight lines to Botany
- Rail line duplication at Botany will increase capacity at Port to handle more rail freight.

Kembla

- Will grow Kembla when Botany reaches capacity. Botany still has lots of latent capacity
- 4% growth rate – more containers
- Road and rail network is quite good
- Western NSW coal to Kembla by rail
- Have approvals in place to build a container terminal that can take 1.2M TEU but want to build that up to 3M TEU
- All the planning for future expansion is occurring now

Maldon-Dombarton

- Will connect western and south western Sydney to Kembla

Ports

- Are well positioned for growth
- Have significant capacity to expand
- Kembla is well connected by road and rail
- Investigating the potential of a dry bulk facility

Mike Dowd

Do you have an advocacy role for rail connectivity – competition between freight rail and passenger?

- Botany has some issues with train windows and are we looking into that. We would also look at doing that at Kembla if needed.

13) MEMBERS REPORTS II

a) MU Group – Brad Turner and Matt Murphy

- New members of SEATS
- Thank you for accepting our application to be part of SEATS
- Impressed with this forum and with all of the different agencies and Council staff

b) Shellharbour City Council – Cr Marianne Saliba and Trevor James

Cr Marianne Saliba

- The Albion Park bypass is a vital piece of infrastructure for our community but will create significant problems for other parts of the network. Shellharbour will continue to pursue that with the RMS.
- Many of the SEATS attendees came up with JETGO. It's an excellent service and we are keen maintain it. Currently the flight to Essendon is at 91% capacity. We are looking at other carriers to also use the airport. The airport is bringing a return to Council

Trevor James

- A report has been submitted (included below).
- Relative dissatisfaction with the negotiations that are continuing with the RMS. We still need on and off ramps that were committed to years ago
- The big rocks at breakwall were placed using GPS coordinates. Each rock was recorded and placed in a way so they fit together. The big rocks are 20-30 tonnes each. If you do it right the first place you will minimise long term maintenance. This is the benefit of planning prior to construction.
- Southern NSW Marine Tourism Strategy is being finalised at the moment as is the NSW Destination Management Plan – Sydney South and Surrounds.
- Airport: We are still receiving inquiries for commercial space to be located at the airport.
- Last night we heard about the importance that HARS has in attracting business to the airport

- Looking for funding to extend the airport and to cater for commercial businesses.
- Wings over Illawarra – around 30000 people attended – capturing postcodes through ticket sales

As submitted

Albion Park Rail Bypass

- The Albion Park Rail Bypass (M1 Extension) has received formal planning approval by the NSW Department of Planning and Environment;
- RMS has commenced re-configuration of Croome Sporting Complex, including: re-location of cricket/AFL oval and associated amenities; re-location of grass netball courts; re-configuration of junior rugby fields; and re-location of junior rugby league amenities building; and associated car-parking and landscaping;
- Construction of a new access road will follow;
- Construction of M1 extension is expected to commence in 2019;
- Council has successfully negotiated the land acquisitions that are required for the project;
- Council is progressing planning of an extension of Tripoli Way which will provide a further east-west road option for residents and travellers, hence ease traffic congestion through Albion Park after the bypass is opened;
- Council continues to negotiate with the RMS regarding what components will be included in the project at this time and what components are proposed to be delayed for completion sometime in the future;
- Council is concerned that if appropriate on/off ramps at Albion Park and the interchange at Yallah are not included in the current project, the bypass will not realise the full benefit of the Tripoli Way extension nor adequately serve the needs of residents in both the Shellharbour and Wollongong LGAs; and
- Traffic modelling also demonstrates that further mitigation measures, separate to Tripoli Way, will be essential by 2026 for acceptable traffic performance in the Albion Park town centre.

Maritime

- Construction of the Shell Cove boatharbour and The Waterfront precinct is continuing, including the new Town Centre;
- The foundation layers of the breakwater and groyne reached their end limits into the ocean and their huge protective heads are now completed. Work has now started on building the required height of 5-6 meters above mean sea level;
- Over 10,000 people took advantage of the opportunity to access the harbour before it begins to fill with water during the 'Bottom of the Harbour Walk' event held in February;
- The harbour is planned to be opened to the sea in late 2019;
- Planning continues for the provision of infrastructure to enable the location of a full range of marine-related industries at the harbour;
- The Waterfront precinct and boatharbour will be central to the Southern NSW Marine Tourism Strategy currently being developed by the NSW Government; and
- The Waterfront precinct and boatharbour is also a key element of the Sydney Surrounds South Destination Management Plan.

Illawarra Regional Airport

- Patronage on Regular Passenger Services provided by JetGo at the Illawarra Regional Airport continues to increase;
- Council is continuing discussions with the NSW Government regarding possible support for airport developments, including a new permanent terminal;
- Demand for commercial space at the airport remains constant as its attractiveness as a location for aviation-related enterprises grows; and
- The *Wings Over Illawarra* air show to be held on 5-6 May is expected to draw record crowds to the Illawarra Regional Airport due to its growing reputation as a major event in NSW and the predicted good weather.

PRESENTATIONS III**a) Transport for NSW update on the draft Freight and Ports Plan - Nick Angelos, Nick Berry and Jason Clifford**

- Industry engagement is a key priority for Transport for NSW
- The draft plan was released in December 2017
- The focus is on linking priority actions with the outcomes E.g. What do we need to do to improve the freight task?
- What we are trying to achieve?
 - "Moving good in an efficient, safe and environmentally sustainable manner, providing successful outcomes for communities and industry"
- Would like to work closely with Council

Drivers

- Population growth is a driver – movement of people and subsequent growth of freight
- Port of Eden will be a driver of tourism so what opportunities will this bring and how will the freight industry address this?
- Port Kembla coal terminal
 - Is not performing at its peak due to gap issues in mines, contractual issues
 - It is expected to bounce back with major providers predicting growth
 - Movement of coal creates significant revenue for the region but also creates its own issues
- Rail – NSW has an objective to grow rail movements particularly in and out of the ports
- There is a bit of excess in capacity due to the drop in coal movements
- Kembla
 - Looking to create a dedicated freight line
 - Working with Manildra to access funds to work towards increasing capacity in rail
- There is a working group/optimisation group, including industry and transport representatives, looking at the movement of freight in and out of Port Botany.

The aim is to improve coordination between all players – stevedores, ships, rail etc

- FCRail Round 1 is currently being assessed

Outcomes of the plan

- Economy
- Efficiency
- Capacity
- Access
- Safety
- Sustainability
 - Increasing rail share will also result in a safety outcome in terms of less trucks on the road.

Capacity on rail

- There is capacity on the Illawarra line – for additional trains due to cycle times and other aspects
- Also it is not standard practice to allocate all paths on network (for emergency purposes)
- Manildra – needs to line up all the pieces of network for access

Passenger vs freight

- Balancing the demand of passengers with freight demands
- Current capacity will meet the needs of the medium term

Internal mechanism

- There has been a heavy reliance on data so that we have the evidence base for business case development
- Previously relied on population growth statistics but now Planning are taking the lead and work out demand from population growth and economic needs.
- Big part of this are that agencies work together including NSW Treasury and the NSW Department of Premier and Cabinet.
- A project that looks at an overall mode solution rather than a single mode

Mt Ousley

- Freight on Mt Ousley includes goods to supermarkets, new cars... These are things that will not transfer to the rail network
- There are big grades on the Maldon-Dombarton line and this is a big disincentive for operators as steep inclines will incur significant costs. The only beneficiary is Tahmoor colliery
- We acknowledge that Mt Ousley is an issue but increases in freight rail won't make a difference
- There is no facility in Sydney to unload cars and would need private investment in sidings. Moving a car by rail costs more than a car on a truck for short trips. In addition the height of cars has changed and can't double stack due to some train tunnels
- Local government is part of the discussion.

Mike Dowd

The University of Wollongong and SMART (Simulation, Modelling Analysis, Research and Teaching Infrastructure Facility) have developed a number of proposals on the benefits of SWIRL (the South West Illawarra Rail Link). Freight and passenger needs have to be integrated before saying that Maldon-Dombarton is not required for another 20 years.

- Integration is the intent of Future Transport
- Keen to have Maldon-Dombarton delivered but we have to consider all modes eg on demand buses, etc for passenger movement. We can't rely only on rail
- Also dealing with the Cross Border Commission to address cross border issues e.g.
 - Harmonisation of fares
 - Improved HV access
- The intent is to align future planning of the Freight and Ports Plan to the National Supply Chain Strategy

Next steps

Plan due to be released in the next financial year.

- Release plan
- Undertake stakeholder engagement
 - Who – industry and govt
 - What – clarify linkages and priorities/outcomes, initiatives, targets/benefits.
- Implement and report
 - Partnership with industry and government

Cr Marianne Saliba

SEATS would like Transport for NSW at these meetings. Our focus is the movement of freight.

- The Freight Industry branch is only two years old. I would encourage SEATS to formally invite TfNSW to SEATS meeting and membership.
- Key contact is Clare Gardiner-Barnes

MEMBERS REPORTS III

a) Bass Coast Shire Council - Cr Clare Le Serve

- Bass Coast have received money from the State government - \$9.7M in addition to \$6M for roundabouts.
- There is significant funding for the Phillip Island road network
- \$60M is for the Penguin Parade Visitor Centre
- Kernot Bridge replacement is shovel ready
- Also granted \$15M for hospital and will be granted a new secondary school

As submitted

Phillip Island Road upgrade

Council has worked in partnership with VicRoads and the Phillip Island Integrated Transport Study (PIITS) Community Reference Group in relation to key intersection upgrades and community engagement. The May State budget saw \$9.7M allocated to the Phillip Island Road - Back Beach Road roundabout at Sunderland Bay. This is in addition to the \$6.7M funding for a roundabout at the intersection of Woolamai Beach Road – Phillip Island Road in Cape Woolamai and the \$3.2M of funding for planning activities for the Phillip Island Road corridor between Anderson and Cowes. Consultation is continuing with Surf Beach, Sunderland Bay, Newhaven and San Remo in developing concepts for each of these areas.

A related project that Council has recently completed is Phillip Island and San Remo Visitor Economy Strategy 2035. Information shows that Phillip Island can expect an additional 4,300 visitors per day by 2035. 35% of international visitors that come to Victoria visit Phillip Island, and Phillip Island is the second most visitor reliant economy in Australia behind Uluru.

Some other exciting developments approved for this corridor recently were the state funding announcement for the \$60M redevelopment of the Phillip Island Penguin Parade visitor centre and the approval of a \$10.5M hot springs development similar to Mornington Peninsula, which is expected to bring 500 visitors a day.

Melbourne South East Region Freight Strategy

The South East Metropolitan Transport Group recently completed a Freight Strategy. Bass Coast Shire Council is a member of the Group and provided input to the Freight Strategy. The Key Directions and initiatives of the strategy were to:

- Upgrade first and 'last mile' connections to key industrial locations
- Promote longer term network connections
- Improve data feedback links with the NHVR
- Promote rail links to the PoM & local intermodal terminals
- Support ongoing grade separations
- Promote greater awareness of freight costs & potential savings measures for local manufacturers

Priority road projects were identified as key transport network initiatives needed to support freight in the SE Melbourne Region. For Bass Coast Shire the initiatives identified included, Phillip Island Road upgrade, Kemot Bridge Replacement, Bass Highway Anderson to Inverloch upgrade and Wonthaggi Alternative Heavy Vehicle Route.

South East Melbourne Transport Strategy

The South East Integrated Transport Group including the Municipalities of Bass Coast, Cardinia, Casey, Frankston, Greater Dandenong, Kingston, Mornington Peninsula and Yarra Ranges are currently working to develop a new South East Transport Strategy. With a goal of supporting growth, managing the shifting policy and the significant commitments since the last strategy was completed in 2010, the Strategy will be a key tool in the advocacy between the region and the state government.

Kernot Bridge replacement over Bass River

Council is advancing planning in order to have the project shovel ready for funding opportunities. Planning was completed in late 2017. Further local community consultation will be undertaken in future and is dependent on future funding opportunities.

Background

Construct a new 75m bridge over the Bass River at Kernot. The current bridge at Stewarts Road spans the Bass River. It is a one lane aging timber composite structure that is load limited to 20 tons. The bridge services local traffic although is no longer able to service local industry requiring heavy vehicle access. Higher productivity vehicles are increasingly utilising the local network.

The current bridge is a pinch point in the local road network for the dairy, agriculture and extraction industries. A new bridge would allow for economic benefit through freight efficiencies gained and access for high productivity vehicles. A feasibility study conducted by Council has determined that realigning the existing road and locating a new bridge at an alternative crossing point would also service land that is currently accessed by the Schiers Road Bridge which is limited to 12 tons and in poor condition. By utilising this alignment two older bridges could be decommissioned from current service and maintained for future pedestrian and cyclist links.

Bass Highway, Anderson to Leongatha upgrade

\$500,000 of State funding has been allocated to examine potential upgrades along the Bass Highway between Anderson and Leongatha to boost traffic flow, local road access and safety. Council and VicRoads have worked to identify key priorities along the network and Investment Logic Mapping (ILM) has been undertaken to prioritise these actions. VicRoads has now commenced with community consultation.

Background

The Bass Highway provides access for local agriculture and forms part of the Melbourne/Sydney coastal tourist route. It also provides connectivity between the towns of Leongatha, Inverloch, Wonthaggi and other small towns to the Anderson turnoff to Phillip Island.

The duplication of the Bass Highway between Lang Lang and Anderson is now complete with Stage 7, the final stage, opened to traffic in late December 2013. The balance of the highway from Anderson to Leongatha is proposed as 2 lanes

with improvements to, road pavement, widening to B road standard, sealed shoulders at some locations, provision of overtaking opportunities and safety improvements including upgrade to narrow alignment at Powlett River culverts at Dalyston.

Wonthaggi Alternative Heavy Vehicle Route

Bass Coast Shire Council has commenced preparing a Precinct Structure Plan for Wonthaggi North East development area. The plan will identify a road network including an alternative heavy vehicle route and other infrastructure.

Background

The Bass Highway is the main highway that passes through the Wonthaggi region. It connects Wonthaggi with other regional centres including Phillip Island, Inverloch and Leongatha. During the peak holiday periods this highway experiences significantly higher traffic volumes resulting in large queue lengths through Wonthaggi.

In 2011 Bass Coast Shire Council commissioned The Wonthaggi CBD Traffic Impact Study which found that if no action is taken the existing road network will soon be operating at capacity with unacceptable queue lengths.

Bass Highway – Korumburra Road Traffic Lights

Construction is well underway on this project with land acquisition and earthworks being well underway. This project will significantly improve safety and access to the industrial area in Wonthaggi as well as for the turning vehicles onto Korumburra Road. This project is funded by Federal and State Government with significant Council contributions.

Background

The Bass Highway and Korumburra-Wonthaggi Road intersection has been the cause of congestion and frustration for drivers as well as safety risks to pedestrians crossing the busy highway which has resulted in three people seriously injured in the past 10 years.

Long delays are causing drivers to take risks and cross into oncoming traffic, creating the potential for accidents.

b) Baw Baw Shire Council - Cr Keith Cook and David Dunstan

Cr Keith Cook

- There is a lot of growth in the Baw Baw area
- Drouin has grown as had the Eastern suburbs and peri urban area of Melbourne
- Hard to push freight onto the rail network
- Should be looking at 9 carriage trains

David Dunstan

- Capital works program has 114 projects nearing completion

- 36% about roads and transport
- Local Roads to Market funding program
 - 1:2 funding (2 parts council)
 - This is another opportunity to look at freight to market
- Labertouche Road – 7km sealed
- \$2.67M project to do the worst parts of Old Sale Road
- Future Transport in Warragul and Drouin
 - Data been gathered
 - In conjunction with the \$4M Warragul streetscape project
 - Will get freight out of the town centre

c) Wollongong City Council - Mike Dowd

- Council submission with various strategies and focusing on connectivity to Western Sydney and South Western Sydney
- 5 officers have received road safety audit training and started working on the road safety plan
- \$400M in the 4 year capital works program
- About to finish \$90M Fowlers Road extension (stage 1)
- Sought funding through the Regional Growth Fund for Cleveland Road and working with state government on the state government contributions for roads
- Forward program – footpath improvements supporting Grand Pacific Walk
- Tunnel project – to test feasibility of using 1.8km Sydney train tunnel at Otford. The tunnel is heritage listed and there could be environmental impacts.
- Another focus – Access and Movement Strategy for Wollongong CBD
 - Looking for partnership funding for this
 - Will tie in with Harvey Dinelli and place making.
 - Linking road hierarchy to intention of use of space

d) Latrobe City Council - Cr Graeme Middlemiss

- \$7.5M to bring up the axle limit standards on the Maryvale Spur line
- Bypass around Traralgon
 - VicRoads is proceeding with consultation
 - There are a number of problems
 - A large coal mine on one side
 - Only area that the town can grow is toward the mine
 - Proposed route goes across coal field which won't be needed for 100 years
 - Bypass is problematic
- Higher productive vehicles
 - Lost a multinational company who would love to relocate but the Planning people told them you can't get a B-double into this town and so the company left with the jobs.

Action 18.13: SEATS to arrange for a speaker to address the next meeting to provide information to SEATS members about issues concerning super A and B-Double access in Victoria including information about A Double routes.

- Freight Strategy people – might be able to do something about this
- NHVR may be able to give a presentation

e) South Gippsland Shire Council - Cr Jeremy Rich

- Upgrade works on the South Gippsland Highway
- Consultation on Bass Highway has been completed. Now working on project planning and development of the business case
- Working on a Regional Integrated Transport Plan with neighbouring shires to look at public transport and other issues.

As submitted

Leongatha Business Precinct Project

The Leongatha Business Precinct Project has four key components:

- The Leongatha Heavy Vehicle Alternate Route is now completed and open.
- The final master plan for the renewal of the main street of Leongatha (Bair Street) has been adopted by Council. The civil design based on this master plan is substantially complete. Council is currently seeking funding from the Victorian Government to complete this \$4.5 million project.
- Council is undertaking a review of the Leongatha Railway Precinct land to determine future uses. It is working with the land managers, VicTrack and has established a local stakeholder group. A consultant is currently being engaged to develop preliminary designs for the bridge connection to Bair Street and the proposed future rail trail crossing of Routhead Street within this precinct.
- Upgrade works for the Melbourne entry section of the South Gippsland Highway (Anderson Street) at Leongatha have recently been completed.

South Gippsland Highway - Black Spur/Koonwarra Bends

Council is working with VicRoads on the improvement of the South Gippsland Highway at Black Spur near Koonwarra. This \$50 million project will remove a series of dangerous bends along a 3.4 kilometre section of the Shire's main highway. . Assessment of cultural heritage and native vegetation issues have required additional planning work. Three companies have been shortlisted by VicRoads for the construction contract which is currently in the tender phase.

Foster Streetscape Project

The Foster streetscape works were recently completed, with the exception of the development of the adjacent Laneway. Works commenced in April 2018.

Korumburra Town Centre Streetscape

A streetscape masterplan was adopted by Council in May 2016 following extensive consultation with VicRoads and the local community. This project

includes improvement works along Commercial Street (South Gippsland Highway) and allowances have been made for detailed design and construction in future budgets.

Vic Roads are currently carrying out improvement works on the South Gippsland Highway between Bridge Street and Mine Road.

South Gippsland Highway - Korumburra

Council is working with VicRoads on planning for a future budget bid for an upgrade to the South Gippsland Highway, south of Korumburra adjacent the Coal Creek Heritage Village. This project is designed to improve safety and freight access through several dangerous bends and has an estimated cost of \$35 million. VicRoads has commenced work on a business case for this project.

Bass Highway

VicRoads are undertaking a Planning Study on upgrades to the Bass Highway from Anderson to Leongatha. Council is participating with Bass Coast Shire on the planning and business case for the project. Community consultation has recently been completed.

Bridges Renewal Project

Council was successful in its application for the Bena-Kongwak road-over-rail bridge under the Federal Government's Bridges Renewal Program. Works commenced on site in early April 2018 for this \$2.1 million project.

Local Roads to Market Program

Council were successful with an application for the reconstruction of the Powneys Road Bridge, Tarwin Lower under the Department of Economic Development, Jobs, Transport and Resources (DEDJTR) Local Roads to Market Program. The project is worth \$320,000. A contract was awarded for this project and works commenced in April 2018.

Council has also submitted an application for the replacement of the Ruby Arawata Road Bridge over Coalition Creek under this same program. The project is worth \$470,000.

Protecting Communities and Victoria's Resources

Council is working with State Government on a study to identify and protect sand, gravel and hard rock resources within the Shire. South Gippsland Shire is ranked the most critical quarry resource location in the state.

An important consideration of the project will include the identification and provision of adequate transport linkages to provide orderly supply and movement of material in the greater Melbourne context.

14) GENERAL BUSINESS

Potential Press Release

There was some discussion at the end of the meeting about the timing of press releases. No actions arising.

Cr Patricia White thanked Trevor James and Joanne for setting up of the meeting. Their help was greatly appreciated.

All members are to make changes to Strategy Document in red so that we can see what changes you would like made to the document.

What about the Australia Trucking Association – for an industry perspective to provide a highlight truck sizes.

The next meeting will be the last meeting before the Victorian election. Sue Whelan OAM is looking to do a political panel and will liaise with Cr Marianne Pelz and Cr Keith Cook to work out format of this for the next meeting

Thank you for all coming to this SEATS meeting.

Next meeting:
Baw Baw Shire Council
16th and 17th August

Meeting closed 12.26pm.

Attachment List

- 1) ALGA - Fact Sheet 2 – Transport – A local government perspective
- 2) RMS Presentation – Albion Park Bypass
- 3) RMS Southern Report
- 4) Transport for Victoria Report
- 5) VicRoads Report
- 6) Eurobodalla Member Report
- 7) NSW Ports Presentation

Attachment 1: Fact Sheet 2 – Transport – A local government perspective(Source: <https://alga.asn.au/?ID=16599>)**Fact Sheet 2 - Transport - A local government perspective****Key Points:**

- Budget includes \$24.5b in funding for new major transport project;
- This forms part of the Government's \$75b transport infrastructure investment over the next decade;
- The Government is establishing the \$3.5b Roads of Strategic Importance Initiative to upgrade key freight routes to improve road safety and better connect key sectors;
- A \$1b Urban Congestion Fund will be established to address congestion in cities;
- \$250m will be provided to a newly established Major Project Business Case Fund for development and planning of nationally significant projects; and
- \$160m to upgrade sections of the Outback Way.

Commonwealth funding for Local Roads in 2018-19Roads to Recovery: \$364.5 millionIdentified Local Road Grants: \$377.7 millionBlack Spots: \$85 millionBridges Renewal: \$85 million

Total road funding allocation for councils by State/Territory in 2018-19 is set out in the table below:

State	Roads to Recovery \$m	Bridges Renewal (competitive) \$m	Identified Local Roads Grants \$m	Black Spots \$m	Supplementary SA roads \$m	Total \$m
New South Wales	85.4	35.7	109.6	25.5		256.2
Victoria	75.5	8.5	77.9	19.3		181.2
Queensland	85.8	23.4	70.8	17.6		197.6
Western Australia	63.3	8.3	57.8	10.6		140.0
South Australia	32.6	2.9	20.8	6.2	20.0	82.5
Tasmania	11.2	2.6	20.0	2.6		36.4
Australian Capital Territory	1.5	1.2	12.1	1.4		16.2
Northern Territory	9.3	2.3	8.8	1.8		22.2
Total:	364.6	84.9	377.8	85.0	20.0	932.3

Note: sum of the components may not add to the total due to rounding and do not include local roads grants from 2018-19, being paid in 2017-18. \$1.2b on Financial Assistance Grants will be bought forward from 2018-19.

KEY ANNOUNCEMENTS BY JURISDICTION

The Federal Government has allocated funding to the following projects in 2018-19. Note that many announcements are related to components of previously announced projects.

NSW

- \$50m Business Case for first stage of North South Rail Link
- \$5.3b Western Sydney Airport
- \$2.9b Road linkages for Western Sydney
- \$971m Coffs Harbour Bypass
- \$400m duplication Port Botany Rail Line
- \$155m new bridge Nowra

VIC

- \$3B commitment to East West link
- \$5b Airport Rail link
- \$1.75b North East Link
- \$475m better public transport Monash
- \$225m Frankston Rail Line electrification
- \$140m urban congestion
- \$132m duplication from Traralgon to Sale
- \$50m duplication Geelong Rail line between South Geelong and Waun Ponds
- \$20m international services Avalon Airport

QLD

- \$3.3b additional for Bruce highway
- \$1b M1 Pacific Highway
- \$390m duplicate North Coast rail line
- \$300m Brisbane metro project
- \$170m Cunningham Highway
- \$1.5b as part of Roads of Strategic Importance Fund

WA

- \$1.05b additional to Metronet
- \$944m Perth congestion package
- \$560m Bunbury Outer Ring
- \$220m for Great Northern Highway Bindoon Bypass
- \$1.5b as part of Roads of Strategic Importance Fund

SA

- \$1.4b additional to North South Corridor
- \$220m Gawler Rail line
- \$160m Joy Baluch Bridge

TAS

- \$461m Bridgewater Bridge Replacement
- \$400m Roads of Strategic Importance
- \$59.8m Tas Freight Rail revitalisation

ACT

- \$100m Monaro Highway upgrade
- \$100m Roads of Strategic Importance

NT

- \$180m Central Arnhem Road Upgrade
- \$100m Buntine Highway Upgrade
- \$1.5B Roads of Strategic Importance Fund

OTHER RELATED TRANSPORT FUNDING

- Funding received by NSW and Vic for their share of Snowy Hydro (\$4.2b and \$2.1b) will be invested in infrastructure in these states; and
- \$28.3m over 4 years to provide a further three funding rounds for the Remote Airstrip Upgrade component of the Regional Aviation Access Program

PRESENT

Voting : Ian Kennerley (RFS), Joanne Humphries (SES), Jodie Marshall (REMO Police), Tracey Gooch (LEOCON, Police) Mursaleen Shah (ULSC), Cllr James Wheelwright, Jason Moroney (LLS) and Ben Lynch (SES)

Non-Voting: John McCall (Transgrid), David Cullen (AGCOM), Kendall Johnson (GE), David Santo Thomas (GPG), Nigel Hicks (GPG), Peter Theodore (GE), Neil Jenkin (GE) and Susan Ducksbury (ULSC)

The meeting was opened at 2pm by the Chairman, Mursaleen Shah.

SECTION 1: APOLOGIES & LEAVE OF ABSENCE

Martin Cutler, Rick Newman (NSW Ambulance), Luke Unsworth & Graham Jarrett (Fire NSW) Peter Alley (RFS) , N Orchard (SES advises Ben Lynch now in this position), Aaron Smith & Matt McNaughton (LLS Jason Moroney to attend instead), Martin Rudge & Ahmed Sharpar (Transgrid), Ann Muir (DPI), Scott Hunter (NSW Police)

SECTION 2: DECLARATIONS OF INTEREST

Nil

SECTION 3: CONFIRMATION OF MINUTES

ITEM 4.1 **RESOLVED** by Tracey Gooch and James Kennedy

That the minutes of the Local Emergency Management Committee Meeting held on 16 April 2018 be adopted.

- CARRIED

SECTION 4: MATTERS ARISING FROM THE MINUTES

Nil

SECTION 5: VERBAL REPORTS FROM THOSE ORGANISATIONS ATTENDING

- Upper Lachlan Shire Council
- Local Land Services
- State Emergency Services
- Rural Fire Service
- Police

SECTION 6: GENERAL BUSINESS

Nil

SECTION 7: ACTION LIST

Date	Action	Responsible Agency	Due
5/7/18	Copy of emergency information from the windfarm to be circulated to LEMC. Windfarm to send the information to ULSC. ULSC to circulate.	Windfarm (Global Power Generation Australia)	September 2018
5/7/18	Meeting to organised to discuss evacuation arrangements for Viewhaven. ULSC to request a meeting invite to Ambulance, Fire, SES, Hospital RFS+ Viewhaven Management	ULSC	September 2018
5/7/18	Reminder re removal of emergency worker food rubbish from emergency sites. A memorandum to be circulated to LEMC prepared by ULSC	ULSC	September 2018
5/7/18	Final of Flood Report on website	ULSC	September 2018

	(currently published is annotated Draft). Director Planning and Environment to provide a response.		
16/4/17	LEMO has discussed Emergency Services Careers Day with Stephanie Needham (Careers Officer Crookwell High). A date to be nominated and circulated to the LEMC.	ULSC	September 2018
16/4/17	Coffee with a cop day in local area to be progressed. Maintenance Support Officer to contact NSW Police and Centre for Road Safety and Roads and Maritime for funding and organisation	ULSC	September 2018
14/12/17	Purchase of sand storage unit be investigated for SES site. ULSC to book meeting with SES and determine their needs.	ULSC	September 2018
6/10/17	Possibility of a joint exercise to be considered.	REMO	Members to advise REMO of any issues they would like to cover.

SECTION 8: NEXT MEETING DATE

The next meeting of the Local Emergency Management Committee is scheduled for **THURSDAY, 27 SEPTEMBER 2018 at 2pm** at the Rural Fire Service Centre, McIntosh Road, Crookwell.

There being no further business, the meeting closed at 2:45pm and reverted to a rescue meeting with the briefing from the wind farm to follow.

Mursaleen Shah
Director of Works & Operations

17 NOTICES OF MOTION

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

18 QUESTIONS WITH NOTICE

The following items are submitted for consideration -

18.1	Expenditure - Road Construction and Landfill	458
18.2	Local Road Classifications	459
18.3	Fire Safety Statements	460
18.4	Council Investment Fund	461
18.5	Effects of deferment of the traffic study	462

Questions With Notice - 19 July 2018

ITEM 18.1 **Expenditure - Road Construction and Landfill**
AUTHOR **Councillor Richard Opie**

- a) Can the General Manager please provide an explanation for Councillors on where the additional finances were found to cover the over expenditure of \$800,851.00 for road construction?
- b) Also where the finances will be allocated from for the upgrade of the Crookwell landfill project (\$3.9 million dollars)?
- c) What impact do these allocations have on Councils bottom line for 2018/2019 and Councils net operational budget surplus?

General Manager Comments:

- a) Regarding the question on over expenditure on road construction capital works; at the 21 December 2017 Council Ordinary Meeting, the Council Resolution Number 425/17 states:

“That Council fund the \$800,851.00 over expenditure on Council projects using Section 94 Contributions, Roads and Maritime Services Block Grant allocation and Road Maintenance Council Contract internally restricted MR54 works contingency”.

- b) Regarding the Crookwell landfill project the capital works expenditures are funded as follows:

DWM External Restricted Reserve	\$1,500,000
Tip Remediation Internal Restricted Reserve	\$102,000
Unrestricted Cash Reserves	\$2,358,000
Total Project	\$3,960,000

- c) Regarding the impact the above expenditures will have on the 2018/2019 Operational Plan net operational budget surplus; there will be no impact from either as these works are capital expenditure projects and are not operating expenses. However, there are cash outflow movements from the Council held restricted reserve funds (as stated in (a)) and also cash outflow from unrestricted cash.

ATTACHMENTS

Nil

Questions With Notice - 19 July 2018

ITEM 18.2 **Local Road Classifications**
AUTHOR **Councillor Richard Opie**

Can the General Manager advise Council how long Council has been aware that the local trucking industry required Council to take action in relation to the classification of local roads for B-Double trucks and height limitations on heavy vehicles for the use of local roads?

General Managers Comments:

Council is planning to capture condition rating records starting July 2018 as a part of the Asset Management planning that will help gather information that could be used for heavy vehicle assessment. Council is intending to assess Council public roads against the Roads and Maritime Route Assessment Guide. Council currently does not have these assessment records.

Council is also reviewing several roads including sealed Regional Roads that have come up for renewal. These roads were previously gazetted as B Double approved roads. Council is assessing these roads against the Roads and Maritime Route Assessment Guidelines before a decision is made whether to renew the gazettal.

Council is not aware that it is specifically required to instigate any action that allows the heavy vehicle (B Double and over height) operators to use local roads. It is the responsibility of the heavy vehicle operators to lodge application(s) through the National Heavy Vehicle Regulator (NHVR) requesting approvals of their journey/ies. Council undertakes assessment of roads (not the journey) and provides a response to the NHVR when applications are referred to Council. NHVR provides a decision to the applicant after receiving feedback from Council or without feedback from Council when the road is already gazetted. The NHVR started on 10 February 2014 and this process has undergone several changes since the start and is being continually upgraded.

ATTACHMENTS

Nil

Questions With Notice - 19 July 2018

ITEM 18.3 **Fire Safety Statements**
AUTHOR **Councillor Ron Cummins**

Fire Safety Statements

Can the Acting General Manager advise if Council has a register of all Class 2-9 Buildings in the Shire to be able to ensure that the Annual Fire Safety Statements required for this class of building are submitted to Council as required under the Environmental Planning and Assessment Regulations 2000?

If Council does not have this system in place to check if the required Fire Safety Statements are submitted to Council by the owner of the property can the Acting General Manager advise Council what liability Council could be subject to if there is a fire causing death resulting in a coronial inquiry?

General Managers Comments:

Council has a Fire Safety Certificate/Statement Register, which contains submitted Fire Safety Certificates. Clause 175 of the *Environmental Planning and Assessment Regulation 2000*, states that: “an annual Fire Safety Statement is a statement issued by or on behalf of the owner of a building...”, as such, it cannot be confirmed that all Class 2-9 buildings in the Shire have been submitted to Council.

Compliance is relevant to the resources provided by the Council. Council cannot predict the liability of Council in the event of a coronial inquiry based upon a hypothetical question.

ATTACHMENTS

Nil

Questions With Notice - 19 July 2018

ITEM 18.4 **Council Investment Fund**
AUTHOR **Councillor Ron Cummins**

Council Investment Fund

Can the Acting General Manager advise of the positive/negative of transferring money from Council's Investment Fund, which currently has a balance of \$26,950,000 with an average return of 2.48%, to improve the net operational surplus and to continue to fund the existing projects included in the 2018/2019 Operational Plan?

Currently Council has a line item in Councils Investment Portfolio of \$750,000 on-call earning an interest rate of 1.45% and returning \$1,255 per year. Do we need to have such a large sum on-call or can this amount be reduced?

If the on-call investment cannot be reduced, are there other investments in Councils Investment Portfolio that can be reduced?

General Managers Comments:

- (a) Transferring funds from Council's investment portfolio (\$26,950,000 held at 31 May 2018) to fund operational activities or maintenance projects will adversely impact the net operational result of Council. Conversely, transferring funds from Council's investment portfolio to fund capital projects will not impact the net operational result of Council, however will increase the cash flow deficit and reduce the total balance of funds held in the Investment Portfolio.
- (b) At 31 May 2018, Council held \$750,000 in the Commonwealth Bank At Call Account with an interest rate return of 1.45% earning interest of \$1,255 for a one month period. Interest received from the Investment Portfolio is classified as operational income and assists to fund operational activities.

The balance held in the At Call Account will vary as Council's short term liquidity requirements fluctuate on a daily basis. The At Call Account ensures a suitable quantity of cash is available to cover cash outflow fluctuations; i.e. accounts receivable payment outlays, payroll, plant and stores requirements for grant funded projects with varying milestone payment terms.

- (c) Funds may be transferred out of the Investment Portfolio if there is an identified purpose to use these funds as resolved by Council. It is important to note that the cash flow deficit projected in the 2018/2019 Operational Plan is \$3.5 million. This means \$3.5 million is the projected reduction in the Investment Portfolio of Upper Lachlan Shire Council as at 30 June 2019.

ATTACHMENTS

Nil

Questions With Notice - 19 July 2018

ITEM 18.5 **Effects of deferment of the traffic study**
AUTHOR **Councillor John Stafford**

Can the General Manager please explain the effect that the deferment of the Traffic and Parking Study for Taralga, Crookwell and Gunning (budget \$60,000) will have on the Streetscape Plans already underway and if the Streetscape Committee can be formalised as 355 committee.

General Managers Comments:

The deferment of the Local Traffic and Parking Study will affect decisions regarding the following:

1. Access for pedestrians and vehicles;
2. Parking for heavy vehicles and light vehicles;
3. Determination of any required traffic diversions to help cater for through and local use.

In the absence of an informed and professional report, Council will be required to make decisions with limited information on the above items. Crookwell and Gunning are not large towns and Taralga is a village and reasonable judgements can be made based on community intelligence and staff knowledge, however, it will require staff resources to undertake this work.

Accordingly it is believed that the deferment of the Traffic and Parking Study will not severely affect progress of the Streetscape Project.

An appropriate report has been provided to the 19 July 2018 Council Meeting for Council to consider the setting up of a Streetscape Advisory Committee as a Section 355 Committee of Council.

ATTACHMENTS

Nil

General Manager's Statement

Confidentiality

Councillors and staff are reminded of their obligations in respect to the need for confidentiality and not disclose or otherwise misuse the information which is about to be discussed, failure to do so could result in a reference to the Pecuniary Interest and Disciplinary Tribunal and/or result in a prosecution in accordance with Sec. 664 of the Act for which the maximum penalty is \$5,500.

CONFIDENTIAL SESSION

Section 10A(2) of the Local Government Act, 1993 provides that Council may, by resolution, close to the public so much of its meeting as comprises the receipt or discussion of matters as listed in that section, or for any matter that arises during the course of business during the meeting that should be treated as confidential in accordance with Section 10(2) of the Act.

Council's Agenda for this meeting contains reports that meet the criteria specified in Section 10A(2) of the Act. To consider these reports in confidential session, Council can adopt the following recommendation:

RECOMMENDATION

That, in accordance with Section 10A(2) of the Local Government Act, 1993, the Public and the Press be excluded from the meeting to enable Council to determine Item 19.1 in confidential session for the reasons indicated:

Item 19.1 Health Care Centre Crookwell - Lease Renewal

This report is considered to be confidential in accordance with Section 10A(2c) of the Local Government Act, 1993, as it relates to information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business.

19 CONFIDENTIAL SESSION

The following item is submitted for consideration -

19.1 Health Care Centre Crookwell - Lease Renewal