



# BUSINESS PAPER

## ORDINARY MEETING

Thursday 19 March 2020

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**

11 March 2020

### **Councillors**

Dear Members

### **Ordinary Meeting of Council**

Notice is hereby given that the next Ordinary Meeting of Council will take place on **Thursday 19 March 2020** in the **Council Chambers Crookwell** commencing at **6.00pm**.

Your presence is requested.

Yours faithfully



Colleen Worthy  
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.

<b>1</b>	<b>NOTICE OF WEBCASTING/AUDIO RECORDING OF MEETING</b>	
<b>2</b>	<b>APOLOGIES AND LEAVE OF ABSENCE</b>	
<b>3</b>	<b>CITIZENSHIP CEREMONY</b>	
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	Nil	
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	Nil	
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**UPPER LACHLAN SHIRE COUNCIL**

**LEAVE OF ABSENCE**

General Manager  
Upper Lachlan Shire Council  
Spring Street  
CROOKWELL NSW 2583

Dear Sir

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

Date: .....

I will be absent for the following reason/s:

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

Yours faithfully

.....  
(Councillor Signature)

## **ETHICAL DECISION MAKING AND CONFLICTS OF INTEREST**

### **A GUIDING CHECKLIST FOR COUNCILLORS, OFFICERS AND COMMUNITY COMMITTEES**

#### **ETHICAL DECISION MAKING**

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

#### **CONFLICT OF INTEREST**

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

#### **THE TEST FOR CONFLICT OF INTEREST**

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

#### **IDENTIFYING PROBLEMS**

- 1<sup>st</sup> Do I have private interest affected by a matter I am officially involved in?
- 2<sup>nd</sup> Is my official role one of influence or perceived influence over the matter?
- 3<sup>rd</sup> 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	<a href="mailto:council@upperlachlan.nsw.gov.au">council@upperlachlan.nsw.gov.au</a>	<a href="http://www.upperlachlan.nsw.gov.au">www.upperlachlan.nsw.gov.au</a>
ICAC	(02)8281 5999 Toll Free 1800463909	<a href="mailto:icac@icac.nsw.gov.au">icac@icac.nsw.gov.au</a>	<a href="http://www.icac.nsw.gov.au">www.icac.nsw.gov.au</a>
Office of Local Government	(02) 4428 4100	<a href="mailto:olg@olg.nsw.gov.au">olg@olg.nsw.gov.au</a>	<a href="http://www.olg.nsw.gov.au">www.olg.nsw.gov.au</a>
NSW Ombudsman	(02) 9286 1000 Toll Free 1800451524	<a href="mailto:nswombo@ombo.nsw.gov.au">nswombo@ombo.nsw.gov.au</a>	<a href="http://www.ombo.nsw.gov.au">www.ombo.nsw.gov.au</a>

## UPPER LACHLAN SHIRE COUNCIL

### COUNCILLORS DISCLOSURE OF A PECUNIARY INTEREST

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

To the General Manager

I, \_\_\_\_\_

Declare a Conflict of Interest, being a PECUNIARY Interest.

**Name of Meeting:** Ordinary Meeting of Council

**Date of Meeting:**

**Page Number:**

**Item Number:**

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

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

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

to be held on the \_\_\_\_\_ day of \_\_\_\_\_ 20 .

#### Pecuniary interest

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

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

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

#### Matter giving rise to pecuniary interest<sup>1</sup>

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

*[Tick or cross one box]*

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

---

Current zone/planning control

---

---

*Proposed change of zone/planning control*

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---

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

☐ Appreciable financial gain

☐ Appreciable financial loss

---

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

Councillor's Signature:

Date:

## UPPER LACHLAN SHIRE COUNCIL

### COUNCILLORS DISCLOSURE OF A NON-PECUNIARY INTEREST

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

To the General Manager

I, \_\_\_\_\_

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

☐ Significant

☐ Non Significant

#### **COUNCIL MEETINGS**

Name of Meeting \_\_\_\_\_

Date of Meeting \_\_\_\_\_

Page Number \_\_\_\_\_ Item Number \_\_\_\_\_

Subject \_\_\_\_\_

Reason for Interest \_\_\_\_\_

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

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

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

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

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

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

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

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## **5 CONFIRMATION OF MINUTES**

The following minutes are submitted for confirmation -

5.1 Minutes of the Ordinary Meeting of Council of 20 February 2020 ..... 12

**UPPER LACHLAN SHIRE COUNCIL**  
**MINUTES OF THE**  
**ORDINARY MEETING OF COUNCIL**  
**HELD IN THE COUNCIL CHAMBERS**  
**ON 20 FEBRUARY 2020**

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**PRESENT:** Mayor J Stafford (Chairperson), Cr P Culhane, Cr R Cummins, Cr P Kensit, Cr R Opie, Cr D O'Brien, Cr J Searl, Cr J Wheelwright, Cr B McCormack, Ms C Worthy (General Manager), Mr A Croke (Director of Finance and Administration), Mr M Shah (Director of Infrastructure), Mrs T Dodson (Director of Environment & Planning), Mrs K Kennedy (Executive Assistant) and Mr C Gordon (Media Officer).

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**THE MAYOR DECLARED THE MEETING OPEN AT 6:00PM**

**SECTION 1: NOTICE OF WEBCASTING/AUDIO RECORDING OF MEETING**

*Mayor Stafford advised that the meeting is being webcast live and audio recorded in accordance with Council Code of Meeting Practice.*

**SECTION 2: APOLOGIES & LEAVE OF ABSENCE**

Nil

**SECTION 3: CITIZENSHIP CEREMONY**

Nil

**SECTION 4: DECLARATIONS OF INTEREST**

Cr Kensit declared a Non-Pecuniary Interest in Item 8.1 – NSW Rural Doctors Network – Bush Bursary Program 2020 as her daughter submitted the correspondence to Council, and will make the declaration, leave the Chamber upon making the declaration, and not return until the matter is resolved.

Cr McCormack declared a Non-Pecuniary Interest in Item 17.1 – Notice of Motion – Heavy Vehicles as he owns/is a partner in a transport business and will make the declaration, stay in the Chamber, not participate in the debate, but vote.



**UPPER LACHLAN SHIRE COUNCIL**  
**MINUTES OF THE**  
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**SECTION 5: CONFIRMATION OF MINUTES**

**01/20**                    **RESOLVED** by Cr Searl and Cr Wheelwright that: -

That the minutes of the Ordinary Council Meeting held on 19 December 2019 be adopted.

- CARRIED

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

**Councillors who voted against:-**    Nil

**02/20**                    **RESOLVED** by Cr Searl and Cr Wheelwright that: -

That the minutes of the Extraordinary Council Meeting held on 3 January 2020 be adopted.

- CARRIED

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

**Councillors who voted against:-**    Nil

**SECTION 6:            MAYORAL MINUTES**

**ITEM 6.1            MAYORAL MINUTE**

**03/20**                    **RESOLVED** by Mayor Stafford and Cr Searl that: -

That Council receive and note the activities attended by the Mayor for January 2020 and February 2020.

- CARRIED

**UPPER LACHLAN SHIRE COUNCIL**  
**MINUTES OF THE**  
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**ON 20 FEBRUARY 2020**

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

**Councillors who voted against:-** Nil

**ITEM 6.2 MAYORAL MINUTE**

**08/20** **RESOLVED** by Mayor Stafford and Cr Searl that: -

1. My deepest sympathies are conveyed to the directly affected communities by the disasters.
2. The Natural Disaster Declaration for the Green Wattle Creek Bushfire is noted and the Disaster Funding Recovery Assistance is available to Council and affected communities. The emergency response clean-up has commenced.
3. Council is awaiting the Natural Disaster Declaration for the ongoing flood event which commenced in February 2020. The emergency response clean-up has commenced.

- CARRIED

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

**Councillors who voted against:-** Nil

**SECTION 7: PRESENTATIONS TO COUNCIL/PUBLIC**

1. Canberra Region Joint Organisation (CRJO) Mayor, Cr Rowena Abbey – Activities Update
2. Malcolm Barlow – Chairperson of the Audit, Risk and Improvement Committee Presentation.

**UPPER LACHLAN SHIRE COUNCIL**  
**MINUTES OF THE**  
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**SECTION 8: CORRESPONDENCE**

**ITEM 8.1 CORRESPONDENCE ITEMS FOR THE MONTH OF FEBRUARY 2020**

**09/20** **RESOLVED** by Cr Searl and Cr McCormack that: -

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

1. Hon. Melinda Pavey MP – Planning for critical water shortages.
2. Crookwell Garden Festival – Letter of thanks for sponsorship for 2019 Festival.
3. Collector Oval Committee – Letter of thanks to Council for all their support in 2019.
4. Crookwell Car Club – Letter of thanks for defibrillator signage.
5. Gunning and District Historical Society – Letter of acknowledgement and donation of book.
6. Frank Startari and Christine and John Black – Curraweela Creek Crossing.

**10/20** **RESOLVED** by Cr Cummins and Cr Opie that: -

1. The Director of Infrastructure provide Council with a report detailing the discussions that are currently taking place to achieve funding to upgrade this dangerous section of MR256.

- CARRIED

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

**Councillors who voted against:-** Nil

7. Gunning Fish River Rural Fire Brigade – Letter of thanks for marking of hydrants.
8. Country Mayors Association – Letter of sympathy to all affected areas regarding Bushfire Disaster across NSW.

**UPPER LACHLAN SHIRE COUNCIL**  
**MINUTES OF THE**  
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**11/20**

9. Gunning Arts Festival – request to Council for financial contribution.

**RESOLVED** by Cr Kensit and Cr Searl that: -

1. Council provide sponsorship of \$1,000.00 to the Gunning Arts Festival Committee to produce festival promotion materials.

- CARRIED

**Councillors who voted for:-**

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

**Councillors who voted against:-** Nil

10. Media Release – Member for Goulburn, Wendy Tuckerman MP – Service NSW Customer Care for Bushfire Relief Affected Communities.
11. Media Release – Member for Goulburn, Wendy Tuckerman MP – \$1 Billion Dollar Announcement to help rebuild bushfire impacted communities.
12. Office of Emergency Management – Updated Notice of Natural Disaster Declaration for AGRN 871 now including 6 Local Government Areas.
13. Office of Local Government Council Circular 20-01 – 6 January 2020 - Recovery Information for Councils impacted by bushfires.
14. Office of Local Government Council Circular 20-02 – 16 January 2020 - Exemption for activities under Part 3, of the Commonwealth Environment Protection and Biodiversity Conservation Act 1999.
15. Office of Local Government Council Circular 20-03 - 24 January 2020 - Amendments to Local Government (General) Regulation to increase tendering exemption threshold for contracts for bushfire recovery and operations.
16. Office of Local Government - GIVIT to co-ordinate donations to bushfire - affected communities.

**UPPER LACHLAN SHIRE COUNCIL**  
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**12/20**

17. NSW Government Regional NSW – Bushfire Community Resilience and Economic Recovery Funds – Phase 1.

**RESOLVED** by Cr Searl and Cr Kensit that: -

1. Council apply for phase 1 of the Bushfire Community Resilience and Economic Recovery Fund Grant by 31 March 2020.

- CARRIED

**Councillors who voted for:-**

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

**Councillors who voted against:-** Nil

18. NSW Government Department of Planning Industry and Environment – Waiving government fees on development applications to rebuild and recover from the NSW bushfires.
19. NSW Deputy Premier Hon. John Barilaro MP and Minister for Local Government, Shelley Hancock MP Media Release – Council Rates Relief for bushfire affected communities.
20. Minister for Local Government, Hon. Shelley Hancock MP – Ministerial Advisory Group meeting in response to the current bushfire crisis.
21. NSW Rural Doctors Network Bush Bursary Program 2019-2020.

*Cr Kensit left the meeting in accordance with their Declaration of Interest, the time being 6:56pm*

**13/20**

**RESOLVED** by Cr Searl and Cr Opie that: -

1. Council participate in the 2020 Bush Bursary/Country Women's Association (NSW) Scholarship Program by providing sponsorship of \$3,000.00 (plus GST).

- CARRIED

**Councillors who voted for:-**

Crs P Culhane, R Cummins, R Opie, D O'Brien, J Searl and J Stafford

**UPPER LACHLAN SHIRE COUNCIL**  
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**Councillors who voted against:-** Crs B McCormack and J Wheelwright

**Abstained:-** Cr P Kensit

*Cr Kensit returned to the meeting, the time being 7:01pm*

22. Breadalbane Hall Committee – Thank you for coloured lights for Christmas.

- CARRIED

**SECTION 9: LATE CORRESPONDENCE**

Nil

**SECTION 10: INFORMATION ONLY**

**ITEMS 10.2 and 10.5-10.10 INFORMATION ONLY ITEMS**

**14/20**

**RESOLVED** by Cr Searl and Cr McCormack that: -

1. Council receive and notes items 10.2 and 10.5 – 10.10 as information.

- CARRIED

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

**Councillors who voted against:-** Nil

**ITEM 10.1 DEVELOPMENT STATISTICS FOR THE MONTHS OF DECEMBER 2019 AND JANUARY 2020**

**15/20**

**RESOLVED** by Cr Searl and Cr O'Brien that: -

1. Council receives and notes the report as information.

- CARRIED

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

**Councillors who voted against:-** Nil

**ITEM 10.3                      COSTINGS OF ACCESS RAMP AT HEALTH CARE CENTRE, CROOKWELL**

**16/20                      RESOLVED by Cr McCormack and Cr Wheelwright that: -**

1. The General Manager and Mayor consult with the Lessee's about access to the Health Care Centre, Crookwell.
2. Council receive a report from the Director of Environment and Planning as to the legal status of alternative access.
3. Council considers the question in the Director of Infrastructures report on whether the disability access is paid by the property users based on their proposed use or Council may consider a contribution based on community considerations.

- CARRIED

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

**Councillors who voted against:-** Nil

**ITEM 10.4                      UPDATE ON CONCEPT PLAN OFF LEASH DOG PARK AT GORDON PARK**

**17/20                      RESOLVED by Cr Cummins and Cr Kensit that: -**

1. That the Director of Infrastructure have further discussions with the Crookwell Neighbourhood Centre to ascertain if they would still be willing to fund the capital works for providing an off leash dog park in Gordon Street.

- CARRIED

**UPPER LACHLAN SHIRE COUNCIL**  
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**Councillors who voted for:-** Crs P Culhane, R Cummins, P Kensit, R Opie, D O'Brien, J Searl and J Wheelwright

**Councillors who voted against:-** Crs B McCormack and J Stafford

**ITEM 10.10**

**ACTION SUMMARY - COUNCIL DECISIONS**

**MOVED** by Cr Opie and Cr Cummins that: -

1. The Director of Infrastructure provide Council with a report detailing the negotiations that have taken place in trying to reach a commercial agreement with the parties interested in the Airport. Also provide a detailed summary of those parties that have an interest in the land adjacent to the Airport. Thirdly, the Director provide the format for the expression of interest for the remaining land of the Airport detailing the outcomes Council are looking for.

- LOST

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

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



**UPPER LACHLAN SHIRE COUNCIL**  
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**REPORTS FROM STAFF AND STANDING COMMITTEES**

**SECTION 11: ENVIRONMENT AND PLANNING**

**ITEM 11.1                    ADOPT THE COMMUNITY PARTICIPATION PLAN**  
**18/20                        RESOLVED by Cr Searl and Cr Culhane that: -**

1. Council adopt the Community Participation Plan and advise the NSW Government of the adoption.
2. Council Repeal Section 3.14 Notification in the Upper Lachlan Development Control Plan 2010.

- CARRIED

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

**Councillors who voted against:-**                    Nil

**SECTION 12: INFRASTRUCTURE DEPARTMENT**

**ITEM 12.1                    DRAFT INFRASTRUCTURE ASSETS NAMING POLICY**  
**19/20                        RESOLVED by Cr Searl and Cr Cummins that: -**

1. Council approves the attached draft Infrastructure Assets Naming Policy to be placed on public exhibition.

- CARRIED

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

**Councillors who voted against:-**                    Nil

<b>POLICY:-</b>
-----------------

**UPPER LACHLAN SHIRE COUNCIL**  
**MINUTES OF THE**  
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**ON 20 FEBRUARY 2020**

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Policy Title:	Infrastructure Assets Naming Policy
File reference:	F13/77-09
Date Policy was adopted by Council initially:	
Resolution Number:	
Other Review Dates:	N/A
Resolution Number:	
Current Policy adopted by Council:	
Resolution Number:	XX/20
Next Policy Review Date:	2022

<b>PROCEDURES/GUIDELINES:-</b>	
Date procedure/guideline was developed;	4 October 2019 Reviewed 9 February 2020
Procedure/guideline reference number:	

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

**UPPER LACHLAN SHIRE COUNCIL**  
**MINUTES OF THE**  
**ORDINARY MEETING OF COUNCIL**  
**HELD IN THE COUNCIL CHAMBERS**  
**ON 20 FEBRUARY 2020**

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ULSC Infrastructure Naming Policy  
Adopted: 17 October 2019

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**1. PURPOSE:**

To ensure a consistent and transparent approach to the naming of Council's existing and proposed infrastructure assets.

**2. SCOPE:**

This policy applies to infrastructure assets within the Upper Lachlan Shire Council Local Government Area.

Street and road Names are not included in this policy

**3. RELATED POLICIES:**

- Street and Road Naming Policy
- Geographical Names Board of NSW Policy – Place Naming
- ULSC Infrastructure Plan

**4. DEFINITIONS:**

To assist in interpretation, the following definitions apply:

**Council** means Upper Lachlan Shire Council (ULSC)

**GNB** Geographical Names Board of NSW

**Infrastructure Assets** means Infrastructure assets such as walkways, footbridges, parks, buildings and structures other than roads and other road related infrastructure under the control of Council.

**Road** has the meaning given under the NSW Roads Act 1993.

**Naming convention** means a standardised and unambiguous system used to name places, objects, installation and geographical features within Upper Lachlan Shire Council.

**Geographical features** means natural or environmental aspects of particular region or area.

**Dual naming** means a system of applying an additional name to geographical and environmental features where there is strong evidence or pre-existing Aboriginal place name.

**Public land** means a place open to the public and is under the care, management or ownership of Council, including parks, gardens, trails, habitats, reserves, waterways, sports grounds, community facilities, picnic shelters; may also be referred to as a Council assets.

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**5. POLICY STATEMENT:**

The naming of infrastructure assets provides an opportunity to honour individuals and groups for contributions and achievements that deserves recognition. It also presents an opportunity to emphasise important landmarks, geographical features or history.

Naming of infrastructure assets may arise either:

- At the instigation of Council, or the community for existing unnamed infrastructure assets; or
- As a result of new infrastructure assets being constructed as part of Council works or residential development.

This policy provides a consistent approach to the naming of infrastructure assets to ensure that:

- Public consultation is undertaken where necessary and nominations received from the public are assessed against pre-determined criteria to ensure transparency;
- Any new infrastructure asset name does not conflict with existing names presently in use; and

**5.1 Naming**

Names will be assessed for inclusion in the Approved Place Names Register against the following criteria:

- Diversity of place names within the local government area;
- In line with Geographical Names Board of NSW Policy – Place Naming
- Consists of less than 35 characters (including spaces and excluding infrastructure asset type;
- Propriety of the name;

Applications will not be considered where the name is:

- Of person still active in their service, position or community;
- Offensive or likely to give offence;
- Inappropriate sounding when pronounced;
- Considered as a commercial or company name;
- Deemed to be incongruous-out of place;
- A given name, except where it is necessary to identify an individual to avoid ambiguity; and

Applications will be assessed by Council with applicants notified in writing of the outcome of their application.

**5.2 Renaming**

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Renaming is discouraged however an infrastructure assets may be considered for renaming upon request if the name is:

- Not in line with Geographical Names Board of NSW Policy – Place Naming
- a person or body or entity after which the infrastructure asset was named has been discredited or dishonoured;
- a strong community desire (for example over 100 submissions) for a name change;
- duplicated elsewhere in the Council area;
- found that the information submitted regarding the naming of infrastructure assets is factually incorrect.

#### **5.3 Nominations**

If Council is instigating the naming of an infrastructure assets, a notice will be placed on Council's website and advertised in the local newspaper. Council may also seek specific input from community groups, property owners/residents or other representative bodies as deemed necessary to ensure that community consultation has taken place.

Members of the public may submit at any time, naming ideas, for consideration. Submissions should be sent to the General Manager in writing and should include the following information:

- Name/s selected to be in compliance with the GNB place naming policy;
- Type of infrastructure Asset to be named
- Exact location and/or locality of the infrastructure asset; and
- Any other relevant information pertaining to the suggested name/s in order to make a decision.

#### **5.4 Approving Nominations**

Council may adopt, alter or reject any recommendation presented. When naming or renaming a public infrastructure, Council must consider:

1. A public notice is published in a local newspaper seeking submissions within 28 days to request proposed infrastructure names;
2. Following 28 days, the response from the public, a review of the proposed names must be conducted using the principle of the GNB Place Naming Policy.
3. If Council receive several proposed names, a report is to be presented to Council setting out the basis of the request, the name or names proposed, details of the justification including historical or local significance of the name or names proposed. Any decision by the Council at this stage can only be that it is proposing a name of the infrastructure from the choices submitted.

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4. The public have the opportunity at the Council meeting with the infrastructure naming item listed to speak for or against any name proposed.
5. Following a resolution by Council on the proposed names or re-naming of infrastructure Council will:
  - a. Write to the party who lodged the request and any local residents who had responded and inform them of the Council's decision;
  - b. Publish a notice of the proposed name in a local newspaper inviting submissions, in writing to the Council, within 21 days
6. Council staff to install signage on the new infrastructure name
7. The Asset register shall be updated with new the infrastructure name:

#### **5.5 New Development**

Proposed names received by the developer will be assessed and approved by the Development Engineering unit as part of the Development Approval Process.

Property developers who wish to name an alternative name for the infrastructure assets, an application must be received in an approved form. Application must propose a name that complies with this policy.

#### **6. RESPONSIBILITY**

##### **Director of Infrastructure**

Provide Vision, Goals, Objective and Policy direction and resolves disputes with respect to this policy in line with direction from Council.

##### **Manager of Assets & Design**

Manager of Assets and Design is responsible for the processing of the infrastructure naming in this policy, monitor the budget for the naming of the infrastructure, review, advertise, approve the infrastructure names and help with the infrastructure naming register.

##### **Design Engineer**

Design Engineer is responsible for the review of the applications and provides any recommendations to the Manager of Asset and Design in consultation with the Coordinator Assets and Risk

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**Coordinator Assets and Risk**

Maintain and update the Asset register and review of this policy.

**7. REVIEW TIMELINES**

This policy will be reviewed when any of the following occurs:

- The related legislation or governing documents are amended or replaced; or
- Other circumstances as determined from time to time by Council; or
- Two years from date of adoption.

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**ITEM 12.2                      COMMITTEE FOR INVESTIGATION OF COMMUNITY WALK IN CROOKWELL**

**20/20                      RESOLVED by Cr Cummins and Cr Kensit that: -**

1. Council appoint a Councillor Representative to the Community Walk Committee and seek community members through advertisement.
2. Council appoint Cr Kensit to the Community Walk Committee.

- CARRIED

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

**Councillors who voted against:-**                      Nil

**ITEM 12.3                      WATER SECURITY IN ULSC**  
**RECOMMENDATION                      That –**

1. Council fund \$195,000 from the Crookwell water supply reserves to fund the investigation and construction of infrastructure outlined in the report.
2. Council fund \$120,000 from the Gunning water supply reserves to fund the investigation and construction of infrastructure outlined in the report.
3. Council fund \$160,000 from the Taralga water supply reserves to fund the investigation and construction of infrastructure outlined in the report.
4. Council fund \$80,000 from the water supply reserves to fund the investigation and construction of AVDATA infrastructure outlined in the report.
5. Council include \$514 per month to the Operational Plan to fund ongoing use of AVDATA system.

An amended motion was moved by Cr Kensit and Cr Wheelwright that:

1. Council defer the recommendations 1 to 5 of the Water Security in ULSC report.



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**21/20**

**RESOLVED** by Cr Kensit and Cr Wheelwright that: -

1. Council defer the recommendations 1 to 5 of the Water Security in ULSC report.

- CARRIED

**Councillors who voted for:-**

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

**Councillors who voted against:-** Nil

**ITEM 12.4**

**PRIVATE SEWER PUMP STATION POLICY**

**22/20**

**RESOLVED** by Cr Searl and Cr Wheelwright that: -

1. Council adopts the Private Sewer Pump Station Policy.

- CARRIED

**Councillors who voted for:-**

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

**Councillors who voted against:-** Nil

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<b>POLICY:-</b>	
Policy Title:	Private Sewer Pump Station Policy
File reference:	F10/618-08
Date Policy was adopted by Council initially:	21 November 2019
Resolution Number:	XX/19
Other Review Dates:	N/A
Resolution Number:	N/A
Current Policy adopted by Council:	21 November 2019
Resolution Number:	XX/19
Next Policy Review Date:	2022
<b>PROCEDURES/GUIDELINES:-</b>	
Date procedure/guideline was developed;	NA
Procedure/guideline reference number:	NA
<b>RESPONSIBILITY:-</b>	
Draft Policy Developed by:	Coordinator Assets Planning and Programming
Committee/s (if any) consulted in the development of this policy::	NA
Responsibility for implementation:	Manager Assets and Design
Responsibility for review of Policy:	Manager Assets and Design

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**1. OBJECTIVES:**

Council requires development within the urban areas to be connected to the reticulated sewerage treatment network. However, in isolated instances, if connection is not possible, Council can consider private sewer pump station as an exception.

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

**2. POLICY STATEMENT:**

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

- 2.1 Council will only permit private sewer pump stations to be installed and to discharge into Council sewerage system where:
  - a. All other opportunities to connect to Council sewer by gravity have been exhausted, and
  - b. A qualified designer demonstrates that a gravity connection is not possible, or
  - c. Where the pump station will have environmental or social benefits
  - d. Where there is no more than one block that requires private sewer pump station as a part of the subdivision of 5 lots or more located in a single road.
- 2.2 This Policy covers sewer pump stations, including all pipes and components required to operate the pump station and contained wholly within the premises that it serves up to the connection to the Council's public sewerage system. The connection point must be on the property. Council may consider an easement favouring Council in exceptional circumstances provided justification is provided.
- 2.3 Where a Private Sewage Pump Station is required, the proponent or property owner shall bear the full cost of all works, including construction, ongoing maintenance, replacement and administration of the system.
- 2.4 An application shall be submitted before carrying out any work for approval under Section 68 of the Local Government Act and any other applicable legislation when the Council determines a pump station is required.
- 2.5 Private Pump stations are not permitted in flood prone areas with ARI of 100 years or less.

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**3. REQUIREMENTS AND STANDARDS**

**DESIGN:**

- 3.1 The system must be designed that it is compliant with the industry standards e.g. WSAA04 & WSAA07 Pressure Sewerage Code of Australia.
- 3.2 Council will only approve designs submitted by a qualified 'engineer'.
- 3.3 Pressure Sewerage System shall be designed to be consistent with the optimum design for the entire catchment area with future extension of the system to be accommodated.
- 3.4 A Private sewer pump must include a grinder to minimise blockages in the pipe systems.

**CONSTRUCTION:**

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

**TESTING & COMMISSIONING:**

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

**OPERATION AND MAINTENANCE:**

- 3.9 The owner is solely responsible for the service, maintenance and repair of a private sewer pump station.
- 3.10 The pumping units operate automatically and do not require any specific input from the resident. The collection tank is to be sized to provide sufficient storage to cater for power outages as part of regular operation. The size of the pump could be stipulated to ensure overflows do not occur during a power outage. It is recommended to have 600 to 800 litre storage for onsite detention of sewer during a power outage to decrease the likelihood of overflow.
- 3.11 Owners/occupiers are not permitted to interfere with the electricals of the pump station. Access and repair to be undertaken only by licensed electricians. Council requires the pump station to be wired into the domestic switchboard in such a manner so as not to interfere with the standard electrical operation of the property, nor be accessible by the residents.

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- 3.12 The developer/landowner will supply a Home Owner's Manual to all owners of properties. The Manual will outline the operation and maintenance requirements of the pumping units. The Manual will at least include:
- a) Details on the operation of private sewer pump stations including appropriate contacts.
  - b) Details for further enquires.
  - c) Emergency contact phone number of the service agent.
  - d) What to do if the alarm sounds or flashes.
  - e) What to do in the case of a power failure.
  - f) What to do if going on holidays.
  - g) How to minimise wastewater production in the case of emergencies.
  - h) What can be safely discharged into the sewerage system.

**Maintaining the overflow relief gully:**

- 3.13 The property sanitary drain shall be connected to a controlled overflow mechanism such as an overflow relief gully trap identified on the property plan.
- 3.14 Land owners, residents and developers are not permitted, under any circumstances, to block any overflow relief gullies such that they are unable to perform their required operation.

**RELATED LEGISLATION, REGULATIONS AND GUIDELINES:**

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

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**ITEM 12.5**                      **ROAD CLASSIFICATION REVIEW TERMS OF REFERENCE**  
**23/20**                              **RESOLVED** by Cr Searl and Cr McCormack that: -

1. Council writes to the Roads Classification Review Panel recommending additional local roads are reclassified as Regional Roads and Upper Lachlan Shire is consulted before the implementation of the recommendation; and
2. Council writes to the Roads Classification Review Panel recommending any regional roads to be reclassified to State Roads after review by Council.
3. Council hold a workshop to discuss priority roads and the potential effects before any of the above communication.

- CARRIED

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

**Councillors who voted against:-**              Nil

**ITEM 12.6**                      **ALLOCATION OF DROUGHT FUNDING - ROADS TO RECOVERY**  
**24/20**                              **IN 2019/2020**  
**RESOLVED** by Cr Searl and Cr Wheelwright that: -

1. Council allocate \$600,596 additional Roads to Recovery Drought Funding for the road reconstruction and sealing works on Wheeo Road within the 2019/2020 Operational Plan.

- CARRIED

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

**Councillors who voted against:-**              Crs R Cummins and R Opie

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*A foreshadowed motion was moved by Cr Cummins and Cr Opie that:*

1. Council allocate \$600,596 additional Roads to Recovery Drought Funding for the road reconstruction and sealing works on Reids Flat Road within the 2019/2020 Operational Plan.

*The foreshadowed motion was not considered as the original motion was carried.*

*Council adjourned the meeting at 8:07pm*

*Council reconvened the meeting at 8:15pm*

**SECTION 13: FINANCE AND ADMINISTRATION**

**ITEM 13.1 QUARTERLY BUDGET REVIEW STATEMENTS - 2ND QUARTER 2019/2020**

**25/20** **RESOLVED** by Cr Searl and Cr Wheelwright that: -

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

- CARRIED

**Councillors who voted for:-**

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

**Councillors who voted against:-** Nil

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**SECTION 14: GENERAL MANAGER**

**ITEM 14.1 DELEGATIONS – GENERAL MANAGER**

**26/20**

**RESOLVED** by Cr Searl and Cr McCormack that: -

1. Council resolves to adopt the delegations for the General Manager and that Council affixes the common seal of the Upper Lachlan Shire Council to this delegation.

- CARRIED

**Councillors who voted for:-**

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

**Councillors who voted against:-** Nil

**ITEM 14.2 REQUEST FOR AN EXTENSION OF AN OPTION TO PURCHASE PART OF LOT 3 DP 1112816 SALEYARDS ROAD, CROOKWELL.**

**27/20**

**RESOLVED** by Cr McCormack and Cr Wheelwright that: -

1. Council agree to the request from Crookwell/Taralga Aged Care Ltd for a Deed of Option to purchase part Lot 3 DP 1112816, land area of 2,417 square metres, at Saleyards Road in Crookwell. The deed is to commence on 21 February 2020 for a two year period, for a purchase price of \$113,328.94 with addition of annual CPI increases from 2017.
2. Council authorises the signing and execution of the Deed of Option under the Common Seal of Council by the Council Mayor and General Manager for the agreement with Crookwell/Taralga Aged Care Ltd.

- CARRIED

**Councillors who voted for:-**

Crs P Culhane, B McCormack, J Searl, J Stafford and J Wheelwright

**Councillors who voted against:-**

Crs R Cummins, P Kensit, R Opie and D O'Brien



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*A foreshadowed amendment was moved by Cr Cummins and Cr Kensit that:*

1. This matter be deferred until the General Manager has an opportunity to investigate the possible future economic opportunities for this Council owned site.

*The foreshadowed amendment was not considered as the original motion was carried.*

**SECTION 15: LATE REPORTS**

Nil

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

**ITEM 16.1 REPORTS FOR THE MONTH OF FEBRUARY 2020**

**28/20** **RESOLVED** by Cr Searl and Cr McCormack that: -

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

1. Breadalbane Hall Committee – Minutes from meeting held 24 November 2019.
2. Gunning Arts Festival – Minuted from meeting held 27 August 2019.
3. Gunning Arts Festival – Minuted from meeting held 10 September 2019.
4. Gunning Arts Festival – Minuted from meeting held 22 September 2019.
5. Gunning Arts Festival – Minuted from meeting held 8 October 2019.
6. Gunning Arts Festival – Minuted from meeting held 19 November 2019.
7. Taralga Historical Society – Newsletter – December 2019.
8. Crookwell Potato Festival Committee – Minutes from meeting held on 21 November 2019.

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**29/20**

**RESOLVED** by Cr O'Brien and Cr Opie that: -

1. Council appoint the following nominations to the Crookwell Potato Festival s355 Committee:

<u>Community Members:</u>	Joyce Edwards, Beverley Houterman, Marcus Kolakides, Mike Walsh, Sandy Martin, Mandy McDonald and Darian Cameron.
<u>Council representatives:</u>	Cr Paul Culhane and Cr Richard Opie.
<u>Council support staff representative:</u>	Andrew Warren.
<u>Executive appointments:</u>	Chair – Joyce Edwards Treasurer – Beverley Houterman Secretary – Darian Cameron

- CARRIED

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

**Councillors who voted against:-** Nil

9. Audit, Risk and Improvement Committee – Minutes from meeting held on 18 December 2019.

**30/20**

**RESOLVED** by Cr Wheelwright and Cr Cummins Items 4.1 – 4.5 that:

**ITEM 4.1 COUNCIL INVESTMENTS PORTFOLIO TO 30  
NOVEMBER 2019**

1. The report on Council's investment portfolio is received and information noted.

**ITEM 4.2 INDEPENDENT AUDITOR'S REPORT AND  
PRESENTATION OF THE 2018/2019 COUNCIL  
FINANCIAL STATEMENTS**

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1. The Committee receive and note the Audit Office NSW Independent Auditor's Reports for the 2018/2019 Council Financial Statements.

**ITEM 4.3 SUBMISSION TO THE OFFICE OF LOCAL GOVERNMENT – A NEW RISK MANAGEMENT AND INTERNAL AUDIT FRAMEWORK FOR LOCAL COUNCILS IN NSW**

1. The committee endorse the submission to the Office of Local Government on the Risk Management and Internal Audit Framework for Local Councils in NSW.

**ITEM 4.4 INTERNAL AUDIT CHARTER FOR ADOPTION**

1. Council adopt the Internal Audit Charter.

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**Internal Audit Charter**  
**Upper Lachlan Shire Council**



1.0.0  
18 December 2019

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**1. Introduction and Vision**

The Internal Audit function is established by authority of the General Manager of the Upper Lachlan Shire Council (the Council), with its responsibilities defined in this Internal Audit Charter (Charter) approved by the General Manager on endorsement of the Audit, Risk and Improvement Committee.

This Charter provides the framework and authority for the performance of internal audit activities at the Council.

Chief Audit Executive describes the person in the senior position responsible for managing the Internal Audit Department of an organisation. At the Council, this is the shared services Manager Risk, Audit and Improvement.

The vision of the Internal Audit function is to embrace and operate in line with the relevant and recognised best practices of internal audit.

**2. Definition of internal auditing**

Internal auditing is an independent, objective assurance and consulting activity designed to add value and improve the Council's operations. It helps the Council accomplish its objectives by bringing a systematic, disciplined approach to evaluating and improving the effectiveness of risk management, control, and governance processes.

**3. Purpose**

The mission of internal audit is to enhance and protect the value the Councils delivers to rate payers by providing stakeholders with risk-based, objective and reliable assurance, advice and insight.

The Internal Audit function provides independent and objective assurance to:

- The Audit, Risk and Improvement Committee and the General Manager that financial and non-financial controls are operating in a compliant, efficient, effective, economical and ethical manner.
- Assist executive management and business managers to improve business performance.

**4. Independence**

The Internal Audit function is required to be independent and objective, with independence essential to its effectiveness. The Internal Audit function has no direct authority or responsibility for the activities it reviews. The Internal Audit function has no responsibility for the management of business activities, or for development or implementation of operational systems or procedures.

The strength of the Internal Audit function comes from it being independent of management.

Where the Chief Audit Executive may be responsible for a non-audit activity including risk management and business improvement, there are independence safeguards in place:

- When responsible for non-audit activities, the Chief Audit Executive is not performing internal audit duties when managing or performing those activities; and
- Review of non-audit activities must be managed and performed independently of the Chief Audit Executive and reported direct to the Audit, Risk and Improvement Committee.

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**5. Conflict of interest**

Conflict of interest is a situation in which an internal auditor, who is in a position of trust, has a competing professional or personal interest. Such competing interests can make it difficult to fulfil duties impartially. A conflict of interest exists even if no unethical or improper act results. A conflict of interest can create an appearance of impropriety that can undermine confidence in the internal auditor, the Internal Audit function, and the profession. A conflict of interest could impair an individual's ability to perform his or her duties and responsibilities objectively.

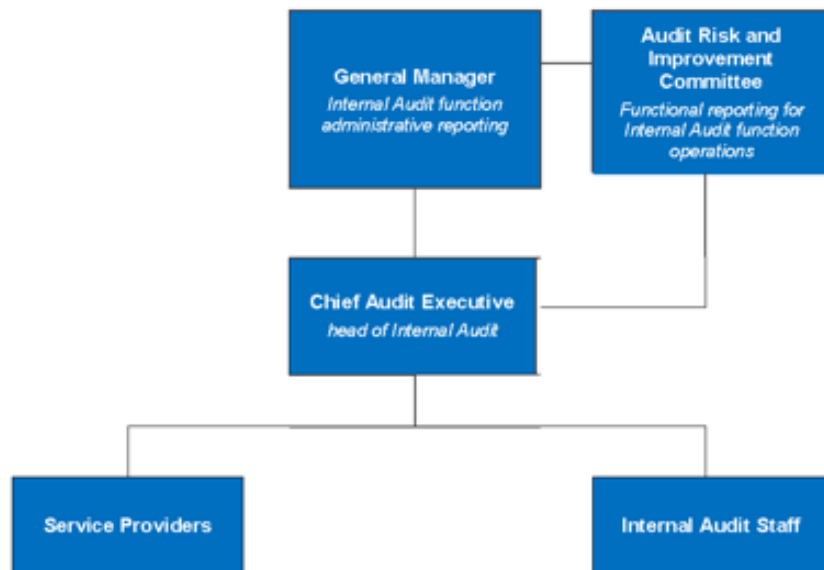
Internal auditors are not to provide audit services for work for which they may previously have been responsible. The Institute of Internal Auditors provides guidance on this point and suggests a period of one year, but each instance should be carefully assessed.

When engaging internal audit service providers, the Chief Audit Executive shall take steps to identify, evaluate the significance, and manage any perceived, potential or actual conflict of interest that may impinge upon internal audit work.

Instances of perceived, potential or actual conflict of interest by Internal function staff and service providers shall immediately be reported it to the Chief Audit Executive and the chair of the Audit Risk and Improvement Committee.

**6. Internal audit positioning**

Internal Audit is positioned within the Council is as follows:



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**7. Reporting arrangements**

All Internal Audit staff and service providers report to the Chief Audit Executive, who reports:

- Functionally for operations to the Audit Risk and Improvement Committee through the chair.
- Administratively to the General Manager.

Functional reporting involves the Audit Risk and Improvement Committee:

- Reviewing and approving the Internal Audit Charter.
- Approving decisions regarding appointment and removal of the Chief Audit Executive, including remuneration.
- Assessing performance of the Chief Audit Executive.
- Reviewing and approving the Internal Audit Plan, and any changes to the plan.
- Reviewing reports on the results of audits, audit-related activities, audit team capability, audit performance, and other important matters.
- Monitoring compliance with standards, together with quality and improvement arrangements.
- Meeting privately with the Chief Audit Executive at least once a year without the General Manager or other management present.
- Making enquiries of the Chief Audit Executive to determine any scope or budget limitations that may impede the execution of Internal Audit function responsibilities.

Administrative reporting to the General Manager includes:

- Internal Audit resources and annual budget.
- Provision of corporate services to the Internal Audit function including office accommodation, computers and equipment.
- Human resource administration.

The Chief Audit Executive will meet regularly with the General Manager, with meetings scheduled at least every two(2) months. Right of direct access by the Chief Audit Executive to the General Manager is preserved for any time the Chief Audit Executive believes it to be warranted.

**8. Authority and confidentiality**

All Internal Audit work is undertaken under the authority of the Audit Risk and Improvement Committee.

Internal Audit staff and service providers are authorised to have full, free and unrestricted access to all functions, premises, assets, personnel, records, and other documentation and information necessary to enable the Internal Audit function to fulfil its responsibilities in line with its approved internal audit plan.

All records, documentation and information accessed in the course of undertaking internal audit work are to be used solely for the performance of these activities. Internal Audit staff and service providers are responsible and accountable for maintaining the confidentiality of the information they receive during the course of their work.



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All internal audit documentation and work papers remain the property of the Council, including where internal audit services are provided by service providers under an outsourced or co-sourced model.

**9. Role**

In the performance of its activities, the Internal Audit function will play an active role in:

- Developing and maintaining a culture of accountability, integrity and adherence to high ethical standards.
- Facilitating the integration of controls and risk management into day-to-day business activities and processes.
- Promoting a culture of cost-consciousness and self-assessment.

The Internal Audit function will support the Council by:

- Reviewing achievement of objectives.
- Assessing if decisions are properly authorised.
- Evaluating the reliability and integrity of information.
- Ensuring assets are safeguarded.
- Assessing compliance with laws, regulations, policies and contracts.
- Considering the efficiency, effectiveness, economy and ethics of business activities.
- Reviewing opportunities for fraud and corruption.
- Following-up previous audits to assess if remedial action has been effectively implemented.
- Looking for better ways of doing things, and sharing these insights within the Council.

Management may request internal audit services in response to emerging business issues or risks. The Internal Audit function will attempt to satisfy these requests, subject to the assessed level of risk, availability of resources, and endorsement of the Audit, Risk and Improvement Committee.

**10. Reporting to the Audit Risk and Improvement Committee**

The Audit Risk and Improvement Committee supports the General Manager in exercising its governance responsibilities. The Chief Audit Executive will report to the Audit Risk and Improvement Committee on:

- Overall performance of the Internal Audit function, including key performance indicators agreed with the Audit Risk and Improvement Committee that are documented in a balanced scorecard report or similar.
- Internal audit work completed.
- Progress implementing the internal audit plan.
- Implementation status of internal audit, external audit, and other relevant external and regulatory body recommendations.
- Achievements via an annual report to summarise work and achievements for the year, to demonstrate value delivered, and to provide an opinion on the overall state of internal controls and any systemic issues identified.

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- Annual assertion on the work of the Internal Audit function and compliance with internal auditing standards.
- Annual statement of assurance.

**11. Nature and scope of work**

The scope of internal audit work embraces the wider concept of corporate governance and risk, recognising that controls exist in organisations to manage risks and promote effective and efficient governance and performance. Internal audit services may include:

- Assurance Services – objective examination of evidence for the purpose of providing an independent assessment of risk management, control and governance processes.
- Advisory Services – advisory and related client activities, the nature and scope of which are agreed upon with the client and which are intended to add value and improve business operations.

The Internal Audit function will offer a range of services, including:

- Audits with a compliance, financial or operational performance improvement focus.
- Management requested services where business areas may request internal audit services, usually in response to an issue or an emerging risk.
- Multi-stage audits at key project milestones.
- Continuous auditing of controls using technology.

The scope and coverage of Internal Audit work is not limited in any way, and may cover any Council activity, operations and programs, including those of associated organisations.

**12. Professional standards**

The Internal Audit function will govern itself by adherence to mandatory guidance contained in the 'International Professional Practices Framework' (IPPF) issued by the Institute of Internal Auditors (IIA):

- 'Core Principles for the Professional Practice of Internal Auditing'.
- 'Definition of Internal Auditing'.
- 'Code of Ethics'.
- 'International Standards for the Professional Practice of Internal Auditing'.

This mandatory guidance constitutes the fundamental requirements for the professional practice of internal auditing and the principles against which to evaluate the effectiveness of Internal Audit function performance. The Chief Audit Executive is responsible for maintaining an up-to-date risk-based internal audit methodology that aligns with good practices promoted by the internal audit profession.

The Internal Audit function, including service providers, will perform their work in accordance with the IPPF. While the IPPF will cover the majority of internal audits, technology audits may be performed using ISACA standards contained in the Information Technology Assurance Framework (ITAF).

**13. Resourcing**

The Audit Risk and Improvement Committee will be advised of any resource limitations to the ability of the Internal Audit function to fulfil its responsibilities. Any assessment of the Internal

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Audit operational budget is to be supported by appropriate and objective analysis and benchmarking.

Where an internal audit outsourced or co-sourced model is adopted, in consultation with the Audit Risk and Improvement Committee, the service provider will be selected through periodic market testing that applies good practice probity principles focused on competence, skills and knowledge against a set of pre-determined criteria that includes independence and objectivity. Service provider appointment will be approved by the Audit Risk and Improvement Committee.

**14. Responsibilities**

Internal Audit responsibilities include, but are not limited to:

Internal Audit

- Establish a 'best practice' Internal Audit function.

Internal Audit Plan

- Develop a risk-based internal audit plan that considers the Council's risks and issues, including those identified by management, and submit the plan to the Audit Risk and Improvement Committee for review and approval.
- Ensure changes to the internal audit plan are approved by the Audit Risk and Improvement Committee.

Internal Audit Engagements

- Perform internal audit work contained in the approved internal audit plan, and produce a written report for each audit containing improvement actions.
- Ensure management action plans to implement improvement actions are obtained from management and included in audit reports, including a responsible person and timetable for completion.
- Where management responses to any audit recommendation are not considered adequate, the Chief Audit Executive will consult with management of the area audited and attempt to reach a mutually agreeable resolution. If agreement is not reached, the Chief Audit Executive will refer the matter to the General Manager for resolution. If agreement is still not reached, the final arbiter will be the Audit Risk and Improvement Committee.
- Provide final audit reports to management of the area audited, General Manager, and the Audit Risk and Improvement Committee. Copies may be provided to management of other areas where relevant. Copies may be provided to the external auditor if requested.

Improvement Actions

- Establish a system to monitor progress by management to implement internal audit and external audit improvement actions, together with recommendations contained in reports by other relevant external and regulatory bodies.
- Ensure management provides updates to the Internal Audit function quarterly on progress to implement management action plans.
- Follow-up and obtain evidence that management action plans are effectively implemented by management before recommending closure to the Audit Risk and Improvement Committee.

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**15. Management and staff obligations**

An executive sponsor will be nominated for each audit.

Management and staff are obligated to professionally and constructively contribute to internal audit work, and the implementation of management action plans in response to improvement opportunities and recommendations contained in internal audit reports.

Management has maximum of 10 working days from when they receive a draft internal audit report to provide their management responses and action plans, which should contain:

- Agreed, partially agreed or not agreed.
- If not agreed, why not.
- Action to be taken – these do not need to include lengthy comments or explanations; the action to be taken is all that is required.
- Responsible person.
- Timing.
- Interim control arrangements to be relied upon where there is a long lead time, such as waiting to close-out an improvement action through implementation of a technology solution.

Where formal management responses and action plans have not been received within 10 working days, recommendations will be provided to the Audit Risk and Improvement Committee, with a timetable for implementation to be pursued separately through the General Manager.

Each quarter internal audit will request an update from management on progress of implementation for every improvement action and recommendation. Timing will align to Audit Risk and Improvement Committee meetings.

There is one opportunity for the executive sponsor to revise the implementation date should this be necessary due to unexpected delay.

Where an original implementation date is passed, whether approved or not, the audit recommendation cannot be rated to be on track.

Where an audit recommendation rated high or above is not implemented and closed-out by its due date, the executive sponsor will be required to attend the next Audit Risk and Improvement Committee meeting and present details on why the management action has not been fully implemented and the audit recommendation closed-out, and how the resulting risk is being addressed in the interim.

Where management seeks to accept a risk from an audit recommendation, they are required to complete a 'management acceptance of risk' form that considers approved risk appetite and risk tolerances, and have it approved by the Audit Risk and Improvement Committee.

**16. Quality assurance and improvement program**

The Chief Audit Executive is responsible for developing and maintaining a quality assurance and improvement program that includes:

- Ongoing internal assessments.
- Periodic internal assessments to be performed annually.
- Annual assertion to the Audit Committee on compliance with internal auditing standards.
- Independent external assessments performed at least once every five years by a qualified, independent assessor or assessment team from outside the Council.

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Internal audit is encouraged to develop and maintain mutually beneficial relations with counterparts in other organisations, thought leaders, relevant professional bodies and networks with a view to:

- Exchanging information on internal audit good practices.
- Exchanging information on emerging corporate governance, risk management and assurance issues.

**17. Evaluation of performance**

Internal Audit performance will be evaluated and results reported to the Audit Risk and Improvement Committee in a balanced scorecard or similar. This will include:

- Results of the quality assurance and improvement program.
- Results of Internal Audit performance measures previously approved by the Audit Risk and Improvement Committee.
- Feedback from management of areas where internal audit work has been performed.

Feedback on Internal Audit performance will be sought annually from members of the Audit Risk and Improvement Committee.

**18. Relationship with other assurance activities**

The Council uses the 3 lines of defence integrated assurance model to allocate responsibilities for risk management and control, recognising that:

- 1<sup>st</sup> line of defence – Management has ownership, responsibility and accountability for assessing, controlling and mitigating risks.
- 2<sup>nd</sup> line of defence – Risk management facilitates and monitors implementation of effective risk management practices by management, and assists risk owners in reporting adequate risk-related information up and down the organisation.
- 3<sup>rd</sup> line of defence – Internal audit will, through a risk-based approach, provide assurance to the Audit Risk and Improvement Committee and management, on how effectively the Council assesses and manages its risks, including the manner in which the first and second lines of defence operate. Internal audit does not absolve management and staff from any of their risk management and control responsibilities.

The Internal Audit function will establish and maintain an open relationship with the external auditor and other assurance providers. The Internal Audit function will plan its activities to ensure adequacy of overall assurance coverage, and to minimise duplication of assurance effort across the Council.

External audit has full and free access to all internal audit plans, work papers and reports.

**19. Review of the charter**

This Charter will be reviewed annually, with any changes endorsed by the Audit Risk and Improvement Committee and approved by the General Manager.

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**20. Approval of the charter**

Endorsed:

Audit Risk and Improvement Committee

*Resolution Number:*

18 December 2019

Approved:

General Manager

*Resolution Number:*

18 December 2019

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**ITEM 4.5 INTERNAL AUDIT IMPLEMENTATION STRATEGY**

1. Council adopt the Internal Audit Implementation Strategy.

**Councillors who voted for:-**

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

**Councillors who voted against:- Nil**

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***Manager Risk, Audit and  
Improvement***

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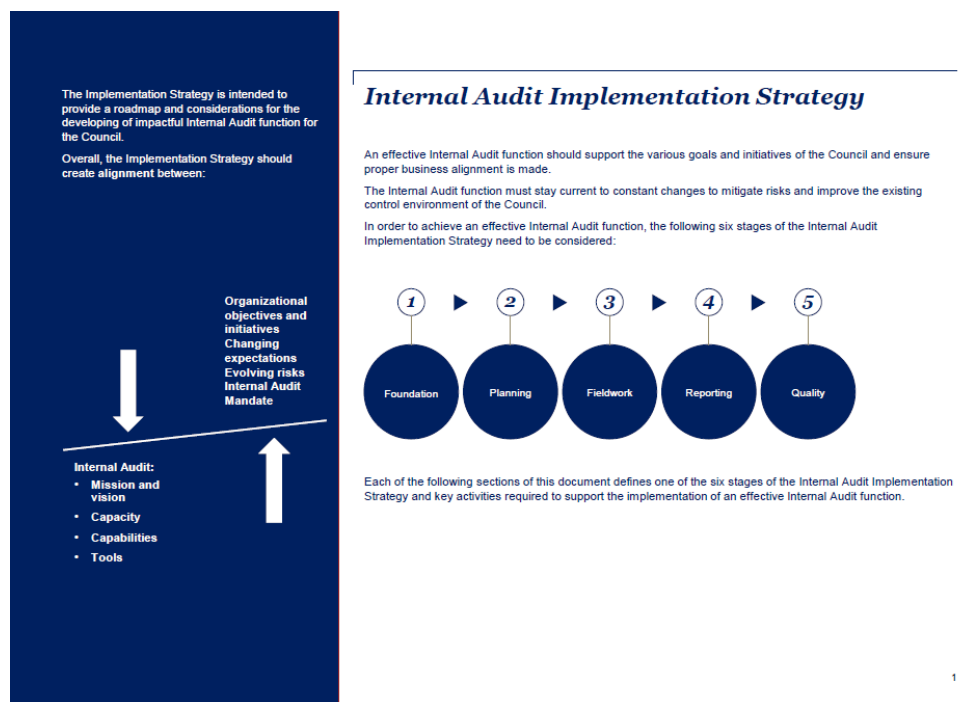
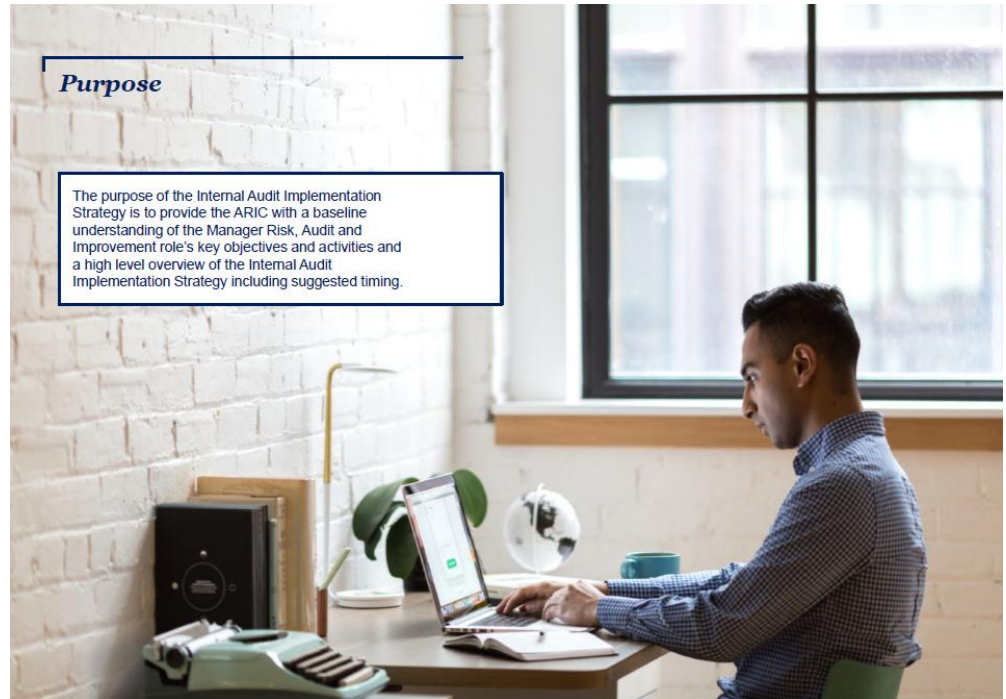
*December 2019*

**Internal Audit Implementation Strategy**



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**1**

**Foundations**

Objectives of the foundations implementation stage:

Identifying the needs and expectations of internal audit's stakeholders, then translating them into a clear mission and setting forth the objectives for the internal audit function as reflected in the Internal Audit Charter.

Key Activities	Considerations	Suggested Timing
1.1. Identify internal audit's stakeholder needs and expectations through discussions with the Audit Risk and Improvement Committee, General Manager, Directors, Section Managers other key stakeholders.	Aim to establish the value drivers for internal audit, considering the balance between value protection and value enhancement.  Techniques: <ul style="list-style-type: none"><li>Stakeholder Interviews</li><li>Stakeholder Expectations Surveys</li></ul>	To be completed in QTR 1 2020
1.2 Working with management, document the purpose, authority and responsibility of internal audit in an internal audit charter.	The charter should also make reference, if appropriate, to the mandatory nature of elements the Institute of Internal Auditor's (IIA's) professional practices framework, specifically the Definition of Internal Auditing, the Code of Ethics and the IIA Standards.  The internal audit charter should be the responsibility of management, approved by ARIC, and updated annually.	To be completed in QTR 1 2020
1.3 Develop internal audit goals and key performance metrics.	In addition to providing a roadmap for validating or updating the existing mission/charter/focus of internal audit, a strategic plan will also provide the internal audit manager a means to: <ul style="list-style-type: none"><li>Identify the nature and audit coverage for risks facing the council;</li><li>Identify resource requirements effectively deliver on the plan;</li><li>Establish how internal audit will present its value proposition within the Council to further develop its relationships with key stakeholders.</li></ul>	To be completed in QTR 1 2020
1.4 Other	<ul style="list-style-type: none"><li>Develop<ul style="list-style-type: none"><li>ARIC Committee Charter</li><li>Develop the ARIC Committee annual work plan</li></ul></li><li>Setup Code of Conduct for members of ARIC Committees</li><li>Setup Shared Services Management Committee<ul style="list-style-type: none"><li>SSCM Charter</li><li>Workplan</li></ul></li></ul>	To be completed in QTR 1 2020

**2**

**Planning**

Objective of the planning stage:

To develop an internal audit plan that addresses the needs and expectations of the stakeholders and the key risks of the Council.

Key Activities	Considerations	Suggested Timing
2.1 Gain an understanding of the Council's business objectives and identify which objectives are key to driving value within the organisation.	In developing an understanding of the Council's business, Manager Risk, Audit and Improvement will: <ul style="list-style-type: none"><li>Conduct interviews with the council's management and process management across functional areas.</li><li>Understand business objectives, emerging risks and uncertainties, concerns around inefficient or ineffective controls and areas for risk and process improvement opportunities from the interviewee's perspective.</li><li>Understand the organisational structure with regard to elements such as departments, reporting lines, operational processes, support processes, geographical spread, and in-house/outsourced functions.</li><li>Collect and review internal documents made available by the council, such as strategic plans, operating plans, business unit reviews, internal presentations, etc.</li><li>Obtain and review prior year risk assessment results and other assurance risk assessments</li><li>Identify key stakeholder measurements</li></ul>	To be completed in QTR 1 2020
2.2 Fraud Risk Assessment	A fraud risk assessment will be performed to determine if special focus should be applied to fraud risks.	To be completed in QTR 1 2020
2.3 Update the Organisational Risk Profile and Risk Register	The Organisational Risk Profile and Risk Register captures key enterprise risks from a strategic, operational, financial reporting and compliance perspective identified during the Understand Business Objectives phase (2.1). Each risk identified should then be ranked based on significant of impact and likelihood of occurrence.	To be completed in QTR 1 2020
2.4 Develop a Value Linkage Assessment	Certain value drivers will be more important in delivering value to the Council than others. In addition, the key risks facing the Council will impact different value drivers. It is important to understand the relative importance of each value driver and the risk associated with it to priorities those drivers which are critical to create 4-year Internal Audit Plan (FY2020-FY2023).	To be completed in QTR 2 2020

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**2**

*Planning (continued)*

Key Activities (continued)	Considerations (continued)	Suggested Timing
2.5 Develop 4-year Internal Audit Plan (FY2020-FY2023). The main purpose of an audit plan is to describe the audit work that will be performed.	The results of the Organizational Risk Profile and Value Linkage Assessment will be used to create the 4-year Internal Audit Plan (FY2020-FY2023). Other considerations in developing and 4-year Internal Audit Plan (FY2020-FY2023) include:  Previous audit results Instances of fraud High risk organisational activities with no prior assurance activity Controls designed to mitigate key risks Value enhancing audits over poor performing processes	To be completed in QTR 2 2020
2.6 Develop and update Budget	Internal Audit plan needs to fit within the management budget.	To be completed in QTR 2 2020
2.7 Prepare an operational plan for the Manager Risk, Audit and Improvement for reviews to be delivered across the Council on an annual basis.	The operational plan is a tactical schedule of projects derived from the approved audit plan, including any management requests that are to be completed during the period. The operational plan normally is a brief document comprising: <ul style="list-style-type: none"> <li>• A schedule of reviews</li> <li>• Review objectives</li> <li>• Budget of Time</li> <li>• Planned start and finish dates</li> </ul>	To be completed in QTR 2 2020
2.8 Obtain 4-year Internal Audit Plan (FY2020-FY2023) approval from ARIC	Once the proposed 4-year Internal Audit Plan (FY2020-FY2023) has been completed, the results should be assessed and endorsed by the ARIC and approved by the General Manager of the Council.	Annual audit plans to be approved by ARIC in QTR 2 2020

5

**2**

*Planning (continued)*

Key Activities (continued)	Considerations (continued)	Suggested Timing
2.9 Updating the Risk Assessment and Internal Audit plan.	Assess the major changes impacting the Council throughout the year and consider revisiting and updating the Risk Profile, Risk Register and the 4-year Internal Audit Plan (FY2020-FY2023).	Quarterly starting in QTR 3 2020
2.10 Issue RFQ's and select internal audit service delivery partners.	Depending on the approved 4-year Internal Audit Plan (FY2020 – FY2023) and Budget, determine the appropriate audit plan delivery model: <ul style="list-style-type: none"> <li>• Task force model</li> <li>• Co-source model</li> </ul>	To be completed in QTR 2 2020.

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**Fieldwork**

Objectives of fieldwork implementation stage:

Obtain sufficient evidence to achieve the objectives of the 4-year Internal Audit Plan. To be implemented through a Co-Source model.

Key Activities	Considerations	Suggested Timing
3.1 Understand the area under review per the 4-year Internal Audit Plan (FY2020 – FY2023)	Interview key process stakeholders to: <ul style="list-style-type: none"> <li>Gain an understanding of the process under audit in terms of organisation, current performance level, performance targets, and known issues</li> <li>Confirm process objectives in terms of strategy, operations, reporting, compliance with applicable laws and regulations, safeguarding of assets, etc.</li> <li>Understand changes that would affect the objectives and scope of the audit</li> </ul>	Starting QTR 3 2020
3.2 Determine the audit approach to be used during fieldwork, value protection or value enhancement, based on the overall audit objective(s) and nature of work to be performed.	In some cases, the review will be focused on assessing the design and operating effectiveness of controls and, therefore, the value protection approach should be followed.  In other cases, the review will focus on efficiency gains, process performance, and/or monetary savings and therefore the value enhancement approach should be followed.	Starting QTR 3 2020
3.3 Value Protection Approach	Key steps in this approach include: <ol style="list-style-type: none"> <li>Planning and scoping of audit review</li> <li>Execution of audit review</li> <li>Finalisation of audit review</li> </ol> Key outcomes for each step of the audit approach include: <p>Planning</p> <ul style="list-style-type: none"> <li>Risk and control matrix documenting the project level risk assessment</li> <li>Planning memorandum</li> <li>Resources and budget</li> <li>Work program</li> </ul> <p>Execute</p> <ul style="list-style-type: none"> <li>Opening meeting</li> <li>Control design evaluation</li> <li>Control testing evaluation</li> <li>Timing of testing to be performed</li> <li>Testing techniques (inquiry, observation, examination of evidence, and re-performance)</li> <li>Sampling technique and sample selection</li> <li>Root cause analysis for key control breakdowns</li> <li>Substantive testing</li> </ul>	Starting QTR 3 2020

**3**

**Fieldwork (continued)**

Key Activities	Considerations	Suggested Timing
3.3 Value Protection Approach (continued)	Key outcomes of each step include (continued): <p>Finalise audit review:</p> <ul style="list-style-type: none"> <li>Discussion on the accuracy of findings prior to existing the field</li> <li>Closing meeting with management</li> <li>Management action plan</li> </ul>	Starting QTR 3 2020
3.4 Value Enhancement Approach	For certain reviews, it may be necessary to conduct a review that will focus on efficiency gains, process performance, and/or monetary savings and, therefore, the value enhancement approach should be followed.  Key steps in this approach include: <ol style="list-style-type: none"> <li>Define</li> <li>Assess</li> <li>Analyse</li> <li>Recommend</li> </ol> Key outcomes for each step of the audit approach include: <p>Define:</p> <ul style="list-style-type: none"> <li>Understand objective of review and understand process</li> <li>Prepare a planning memo</li> <li>Determine resources and budget</li> <li>Hold opening meeting</li> </ul> <p>Assess:</p> <ul style="list-style-type: none"> <li>Prepare a data collection plan</li> <li>Collect data</li> </ul> <p>Analyse:</p> <ul style="list-style-type: none"> <li>Establish capability of the process</li> <li>Identify the root cause</li> </ul> <p>Recommend:</p> <ul style="list-style-type: none"> <li>Develop recommendations</li> <li>Aggregate root causes addressed by same recommendation</li> <li>Agree findings with management</li> </ul>	Starting QTR 3 2020

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**Reporting**

Objective of the reporting stage:

To report the internal audit results, including practical and value-added recommendations, clearly and concisely.

Key Activities	Considerations	Suggested Timing
4.1 Develop a draft internal audit report and obtain management comments	Audit reports to management will normally include: <ul style="list-style-type: none"> <li>• Addressee</li> <li>• Background and scope</li> <li>• Limitations and responsibilities</li> <li>• Findings and recommendations</li> </ul>	Per audit review
4.2 Confirm findings documented in the audit report have appropriate management action plans	Ensure all actions are agreed with Council's management prior to reporting.	Per audit review
4.3 Audit issue tracking	Perform audit issue follow up with management on a regular basis and develop a protocol with management to report overdue audit actions to the audit risk and improvement committee.	Quarterly starting QTR 1 2020
4.4 Audit Risk and Improvement Committee Reporting	Provide a summary of work performed and the results of reports to the audit risk and improvement committee on a periodic basis.  The report should contain the status of the audit plan, progress against plan, changes in the risk assessment as well as a reference to actual versus budget regarding financial aspects of the audit review.  In addition, the report should summarise the audits performed during the period since the last report and highlight high risk issues identified during the course of the work, especially where these appear to be systemic.  The report should also include a section detailing the status of open issues for which management has not yet implemented the agreed action. Ageing open issues gives the audit committee an indication of management's seriousness in addressing identified key risks and control weaknesses.	Quarterly starting QTR 1 2020

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**5**

**Quality**

Objective of the reporting stage:

Measure commitment to high levels of quality, continues evaluation and internal audit effectiveness

Key Activities	Considerations	Suggested Timing
5.1 Develop performance metrics. Compare actual performance to target performance and identify reasons for significant variations.	<ul style="list-style-type: none"> <li>• Number of audits scheduled</li> <li>• Number of audits completed</li> <li>• Audit efficiency (budget to actual)</li> <li>• Opportunities for cost reductions identified</li> <li>• Timeliness of audit notifications</li> <li>• Frequency of risk assessment updates</li> <li>• Annual risk assessment planning efficiency</li> </ul>	Quarterly starting QTR 1 2020
5.2 Obtain feedback from the stakeholder satisfaction surveys	Stakeholder satisfaction surveys should provide a basis for continues improvement,	Per audit review
5.3 Balanced Scorecard or similar	Use a balanced scorecard to provide a balanced view of the internal audit function's strategic objectives. This typically consists of four or five categories covering all aspects of the internal audit function such as people, adding value, effectiveness and communication.	Annually

10

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**ITEM 4.6          CHAIRPERSON DISCUSSION ITEM**

**MOVED** by Cr Kensit and Cr McCormack that:

1. Upper Lachlan Shire Council asks our local State Member to approach the State Government as the ultimate Consent Authority for State Significant Energy Projects to enact as a Condition of Consent for these locally impactful projects that:-

“Henceforth all State Significant Energy Projects, already operational or lately approved as a condition of their continued operation or future consent, will be required to contribute a total of 1% of their audited gross annual income towards the local shire in which their project is located.

In discussion with the shire about one-third of this annual amount will be a contribution to a local council committee to disburse to meet submissions and another two-thirds will be a direct payment to council to be used as it sees fit”.

- LOST

**Councillors who voted for:-**

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

**Councillors who voted against:-**

Crs P Culhane, R Cummins, R Opie, J Stafford and J Wheelwright

*A foreshadowed motion was moved by Cr Cummins and Cr Wheelwright that:*

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1. Council does not support the recommendation 4.6 of the Audit, Risk and Improvement Committee.

*On being put to the meeting the foreshadowed motion was carried.*

**31/20**

**RESOLVED** by Cr Cummins and Cr Wheelwright that:

1. Council does not support the recommendation 4.6 of the Audit, Risk and Improvement Committee.

- CARRIED

**Councillors who voted for:-**

Crs P Culhane, R Cummins, R Opie, J Stafford and J Wheelwright

**Councillors who voted against:-**

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

10. Local Traffic Committee Meeting Committee – Minutes from meeting held on 6 February 2020.

**32/20**

**RESOLVED** by Cr McCormack and Cr Searl that:

**ITEM 4.1 NSW OUTDOOR DINING POLICY**

1. Item be deferred to a future meeting after the completion of parking and traffic study so the outcome can be provided to LTC.

**ITEM 4.2 SAFETY CONCERNS ON DRIVEWAY AT 5520 TARALGA ROAD, CURRAWHEELA**

1. Council install concealed driveway signs at 250 metres north of the driveway at 5520 Taralga Road, Curraweela;
2. Council approve the trimming and removal of the

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trees on the west side of the road reserve (south approach).

**ITEM 4.3 DISABLED PARKING SPACE - TARALGA POST OFFICE**

1. Council install a disabled parking bay at the front of the Taralga Post Office, in Orchard Street Taralga, in accordance with the relevant standards.

**ITEM 4.4 TRAFFIC REPORT ON COLLECTOR ROAD, GUNNING FROM MR52 TO MURRAY STREET**

1. Council regrade the unsealed section on this road for better drainage and erosion control on the road surface as a part of the road grading program;
2. Council consider additional school bus bays into the new design when this road is due for re-construction in the future.

- CARRIED

**Councillors who voted for:-**

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

**Councillors who voted against:-** Nil

11. Economic Development Taskforce Committee - Minutes from meeting held on 28 January 2020.

**33/20**

**ITEM 6.5 TREE PRESERVATION**

**RESOLVED** by Cr Searl and Cr Kensit that -

1. That in principle Council supports Landcare Initiatives.

- CARRIED

**Councillors who voted for:-**

Crs P Culhane, R Cummins, P

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Kensit, R Opie, D  
O'Brien, B  
McCormack, J  
Searl, J Stafford  
and J Wheelwright

**Councillors who voted against:-** Nil

**SECTION 17: NOTICES OF MOTION**

**ITEM 17.1 NOTICE OF MOTION - HEAVY VEHICLES**

**MOVED** by Cr Cummins and Cr Opie

“That Council writes to the National Transport Commission and advises that Council does not support The Australian Livestock and Rural Transporters Association’s expectation that in 2020 a B-Double or a Road Train will get to every farm gate in the country, without appropriate funding being made available by both State and Federal Governments to repair and/or replace the ageing infrastructure within Councils local area which could be significantly damaged by these heavy vehicles”.

- LOST

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

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

**34/20**

*A motion was moved by Cr McCormack and Cr Kensit that the meeting extend to 9:30pm*

- CARRIED

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

**Councillors who voted against:-** Nil



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**SECTION 18:      QUESTIONS WITH NOTICE**

**ITEM 18.1            WOMBEYAN CAVES ROAD**

**MOVED** by Cr Cummins and Cr Opie that -

1. The General Manager prepare a report to Council outlining the economic and social connections between Crookwell and Gunning, Crookwell and Taralga, Crookwell and Collector to map a pathway moving forward that will create a Shire economy that is more resilient to economic, social and environmental shifts.

- LOST

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

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

**ITEM 18.2            CROOKWELL AND GUNNING SWIMMING POOLS**

Refer to the business paper for 20 February 2020 Council Meeting for the General Manager's comments.

**ITEM 18.3            CUSTOMER REQUEST MANAGEMENT SYSTEM (CRMS)**

Refer to the business paper for 20 February 2020 Council Meeting for the General Manager's comments.

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**ITEM 18.4            COUNCIL ROAD BRIDGES**

Refer to the business paper for 20 February 2020 Council Meeting for the General Manager's comments.

**ITEM 18.5            CROOKWELL TOWN WATER SUPPLY**

Refer to the business paper for 20 February 2020 Council Meeting for the General Manager's comments.

**ITEM 18.6            INDUSTRIAL DEVELOPMENT IN THE SHIRE**

Refer to the business paper for 20 February 2020 Council Meeting for the General Manager's comments.

**35/20**                      *A motion was moved by Cr McCormack and Cr Kensit that the meeting extend to 10:00pm*

- *CARRIED*

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

**Councillors who voted against:-**              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 (2a), 10A (2c) and 10A (2d(i)) of the Act and should be dealt with in a part of the meeting closed to the public and the media.

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**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:

**36/20**                      **RESOLVED** by Cr McCormack and Cr Searl: -

1. That Council move into closed Council to consider business identified, together with any late reports tabled at the meeting.
2. That pursuant to of the Local Government Act 1993: the press and public be excluded from the meeting on the basis that the business to be considered is classified confidential under the provisions of section 10A (2a), 10A (2c) and 10A (2d(i)) 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 9:25pm and the public, staff and press left the chambers.

**37/20**                      **RESOLVED** by Cr Searl and Cr Kensit that: -

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

- CARRIED

Open Council resumed at 9:55pm

**Resolutions from the Closed Council Meeting**

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

*A motion was moved by Cr McCormack and Cr Searl to bring items 19.2, 19.3 and 19.4 forward.*

*On being put to the meeting the motion was carried.*

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**38/20**      **RESOLVED** by Cr McCormack and Cr Searl to bring items 19.2, 19.3 and 19.4 forward.

- CARRIED

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

**Councillors who voted against:-** Nil

**SECTION 19:      CONFIDENTIAL SESSION**

**ITEM 19.1      NOTICE OF MOTION - NO CONFIDENCE**

**MOVED** by Cr Cummins and Cr Opie that -

1. A motion of no confidence in the Mayor. The motion of no confidence has arisen from the mismanagement of the recruitment process of the new General Manager.

- LOST

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

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

A foreshadowed motion was moved by Cr Wheelwright and Cr O'Brien that: -

1. Council has confidence in the process undertaken by the Mayor and the panel formed by Council to appoint the current General Manager.

On being put to the meeting the motion was carried.

**38/20**      **RESOLVED** By Cr Wheelwright and Cr O'brien that: -

1. Council has confidence in the process undertaken by the Mayor and the panel formed by Council to appoint the current General Manager.

- CARRIED

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**Councillors Who Voted For:-** Crs P Culhane, P Kensit, D O'Brien, B McCormack, J Searl, J Stafford And J Wheelwright.

**Councillors Who Voted Against:-** Crs R Cummins And R Opie

**ITEM 19.2                      POTENTIAL SALE OF FORMER SALEYARDS SITE, LAGGAN ROAD, CROOKWELL**

**39/20**

**RESOLVED** by Cr Searl and Cr McCormack that :-

1. Council accept the expression of interest from Crookwell/Taralga Aged Care Ltd for the land sale of part Lot 3 DP1112816, Laggan Road, Crookwell. The land sale price shall be in accordance with the Douglas Walker and Associates valuation report for Option B, land area of approximately 9,394 square metres. All contract costs shall be borne by the purchaser of the land. The Council Mayor and General Manager be authorised to sign and execute legal documentation associated with the land sale under the Common Seal of Council.
2. Council and Crookwell/Taralga Aged Care Ltd agree to the establishment of a right of carriageway and/or easement (minimum 20 metres in width) through aforesaid Option B land to allow Council to retain road frontage access from Laggan Road to the remaining parcel of land (2.55 hectares less Option B land area of 9,394 square metres) in part Lot 3 DP1112816, Laggan Road, Crookwell.
3. Upon the land sale agreement being endorsed, the General Manager authorise the preparation of all associated documents related to the land subdivision and land conveyancing for Option B, part Lot 3 DP1112816 Laggan Road, Crookwell. All associated costs shall be borne by the purchaser of the land.

- CARRIED

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

**Councillors who voted against:-** Nil

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**ITEM 19.3**                      **PROCUREMENT OF REPLACEMENT GRAVEL TRUCK**  
**40/20**                              **RESOLVED** by Cr O'Brien and Cr Wheelwright

1. Council purchase one Freightliner Coronado 114 from Hartwigs Queanbeyan for the sum of \$299,123 including GST
2. Sell existing truck (Plant 538) through auction.

- CARRIED

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

**Councillors who voted against:-**      Nil

**ITEM 19.4**                      **KIAMMA CREEK BRIDGE UPGRADE - ULSC 2019/30**  
**41/20**                              **RESOLVED** by Cr McCormack and Cr Wheelwright

1. Council accepts the tender from Bridging Australia Pty Ltd for the design and construction of a new bridge over the Kiamma Creek in Laggan Road Crookwell MR248E for a total price of \$339,306.00 (Inc. GST).

- CARRIED

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

**Councillors who voted against:-**      Nil

**THE MEETING CLOSED AT 9:55PM**

Minutes confirmed 19 MARCH 2020

.....  
Mayor

## **6 MAYORAL MINUTES**

The following item is submitted for consideration -

6.1	Mayoral Minute	68
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## Mayoral Minutes - 19 March 2020

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### ITEM 6.1                      Mayoral Minute

#### FILE REFERENCE    I20/102

#### February 2020

- 20 February 2020    2GN Interview.  
Attended the Ordinary Council Meeting at Crookwell Council Chambers.
- 25 February 2020    Meeting with the General Manager and NSW Police Inspector David Cowell and Local Officer Scott Hunter regarding local matters and de-brief on recent natural disasters.  
Meet and greet with the new CEO of Regional Development Australia, Southern Inland (RDASI) – Carisa Wells.  
Attended the Economic Development Taskforce Meeting.
- 26 February 2020    Attended the Canberra Region Joint Organisation (CRJO) Ministerial Meeting.
- 27 February 2020    2GN Interview  
Attended the Canberra Region Joint Organisation (CRJO) Board Meeting.
- 28 February 2020    Attended the Crookwell High School Leadership Assembly.

#### March 2020

- 5 March 2020            2GN Interview.  
  
Attended the Country Mayors Networking Dinner, introducing the General Manager to fellow Council Mayor's and General Manager's.
- 6 March 2020            Attended the Country Mayors Board Meeting at NSW Parliament House.
- 12 March 2020           2GN Interview.
- 14 March 2020           Attended the Official Opening of the Taralga Show 2020.  
  
Attended the Official Opening of the Breadalbane Pergola and Terrace and Bush Bash.
- 19 March 2020           2GN Interview.



## **8        CORRESPONDENCE**

The following item is submitted for consideration -

8.1	Correspondence items for the month of March 2020	70
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## Correspondence - 19 March 2020

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### ITEM 8.1

### Correspondence items for the month of March 2020

#### RECOMMENDATION:

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

1. Office of Local Government - Circular 20-05 - Release of Councillor superannuation discussion.
2. David Littleproud MP - Drought Communities Programme Extension Approved - Peelwood Bridge Replacement - Pedestrian Access and Mobility Upgrades Project.
3. Media Release - ULSC Stronger Country Communities Fund Round 3 Announcement 25 February 2020.
4. Letter of thanks from Marcia Medway, via Susan Medway – Councils response time to water issue.
5. Sue McGilvray - Thank you letter - Crookwell Pool Lifeguards - 5 March 2020.
6. NSW Public Works Advisory - Bushfire Recovery team - Thank you!
7. Australian Agriculture Centre – Community Invitation to STEM Connect 20 and 21 August 2020.

#### ATTACHMENTS

1. <a href="#">↓</a>	Office of Local Government - Circular 20-05 - Release of Councillor superannuation discussion	Attachment
2. <a href="#">↓</a>	David Littleproud MP - Drought Communities Programme Extension Approved - Peelwood Bridge Replacement - Pedestrian Access and Mobility Upgrades Project	Attachment
3. <a href="#">↓</a>	Media Release - ULSC Stronger Country Communities Fund Round 3 Announcement 25 February 2020	Attachment
4. <a href="#">↓</a>	Water Infrastructure - Thank you from Susan Medway	Attachment
5. <a href="#">↓</a>	Sue McGilvray - Thank you letter - Crookwell Pool Lifeguards - 5 March 2020	Attachment
6. <a href="#">↓</a>	NSW Public Works Advisory - Bushfire Recovery team - Thank you!	Attachment
7. <a href="#">↓</a>	Australian Agriculture Centre - Correspondence received 6 March 2020 regarding STEM Connect Invitation 20 and 21 August 2020	Attachment

04/03/2020

20-05



STRENGTHENING LOCAL GOVERNMENT

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## Council Circular

3 March 2020

## 20-05 Release of councillor superannuation discussion paper

Circular Details	Circular No 20-05 / 3 March 2020 / A692818
Who should read this	Councillors / General Managers / Council staff
Contact	Council Governance - (02) 4428 4100/ <a href="mailto:olg@olg.nsw.gov.au">olg@olg.nsw.gov.au</a>
Action required	Council to Implement
PDF Version of Circular	 20-05 Release of councillor superannuation discussion paper

### What's new or changing

- The Office of Local Government has issued a discussion paper to seek the views of councils and their local communities on whether councillors should receive superannuation payments.
- Under the *Commonwealth Superannuation Guarantee (Administration) Act 1993*, councils across Australia are not required to make superannuation contributions in relation to the fees they pay to mayors and councillors. This is because mayors and councillors are elected to a civic office in a council and are not employees of the council.
- The release of the discussion paper has been prompted by concerns raised by mayors and councillors that the ineligibility of councillors to receive superannuation payments is inequitable and is a deterrent to more women and younger people standing as candidates at council elections.
- The discussion paper is available on the Office of Local Government's (OLG) website at [www.olg.nsw.gov.au](http://www.olg.nsw.gov.au).

### What this will mean for your council

- The Office to Local Government is seeking the views of councils, councillors and council staff on this issue.
- Councils are also encouraged to inform their local communities about the discussion paper and to encourage members of the community to make submissions.
- Submissions may be made to [olg@olg.nsw.gov.au](mailto:olg@olg.nsw.gov.au), labelled 'Councillor Superannuation Consultation' and marked to the attention of OLG's Council Governance Team.
- Submissions should be made before COB **Friday 8 May 2020**.

[info.olg.nsw.gov.au/pub/pubType/EO/pubID/zzzz5e5debe49c34b522/print/1/](http://info.olg.nsw.gov.au/pub/pubType/EO/pubID/zzzz5e5debe49c34b522/print/1/)

1/2

04/03/2020

20-05

**Key points**

- The discussion paper seeks the views of councils and others on the following four options:
  - maintaining the status quo – mayors and councillors can continue to voluntarily contribute a portion of their fees to a complying superannuation fund of their choice
  - mandate the current voluntary situation – amend the Local Government Act 1993 (the Act) to make it compulsory for councils to pay a portion of the mayors' and councillors' fees equivalent to the superannuation guarantee amount into a complying superannuation fund nominated by the mayor and councillors
  - amend the Act to allow councils to voluntarily pay an amount equivalent to the superannuation guarantee into a complying superannuation fund nominated by the mayor and councillors in addition to the mayor's and councillors' fees – this means that the payment of councillor superannuation in addition to their fee would be at each council's discretion, allowing the council to take into account the council's resources and the local community's views, or
  - amend the Act to make it compulsory for councils to pay an amount equivalent to the superannuation guarantee into a complying superannuation fund nominated by the mayor and councillors in addition to the mayor's and councillors' fees.

**Where to go for further information**

- For further information please contact the Council Governance team on 02 4428 4100 or by email at [olg@olg.nsw.gov.au](mailto:olg@olg.nsw.gov.au).

**Tim Hurst**  
**Deputy Secretary**  
**Local Government, Policy and Planning**

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**The Hon. David Littleproud MP**  
**Minister for Agriculture, Drought and Emergency Management**  
**Deputy Leader of the Nationals**  
**Federal Member for Maranoa**

Ref: MS20-000186

Ms Colleen Worthy  
General Manager  
Upper Lachlan Shire Council  
PO Box 42  
GUNNING NSW 2581

UPPER LACHLAN SHIRE COUNCIL
GUNNING OFFICE
04 MAR 2020
File No:

Dear Ms Worthy

I am pleased to advise that funding of \$1 million has now been approved under the Drought Communities Programme (DCP) Extension to Upper Lachlan Shire Council (Council) for the Peelwood Bridge Replacement and Pedestrian Access and Mobility Upgrades project.

I am proud that in November 2019 the Australian Government boosted the DCP Extension by \$128 million, and that a further \$1 million is available to the Council to support your community during this severe drought event.

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

This is in addition to the \$7 billion worth of assistance and concessional loans the Government has previously committed to help drought-affected farmers and regional communities dealing with the challenges of drought.

Please note that you are required to acknowledge the Government in any public announcement in relation to this funding. In addition, should the Council choose to hold an event relating to the Peelwood Bridge Replacement and Pedestrian Access and Mobility Upgrades project, you are required to notify the AusIndustry Business Grants Hub, and provide an opportunity for me or a Government representative to attend. Details of these requirements will be outlined in your Grant Agreement.

I have written to the Hon Angus Taylor MP, Member for Hume, advising of the approval for the Peelwood Bridge Replacement and Pedestrian Access and Mobility Upgrades project.

I look forward to working with you on the project.

Yours sincerely



**DAVID LITTLEPROUD MP**



**Wendy Tuckerman MP**  
Member for Goulburn

## **MEDIA RELEASE**

Tuesday 25 February 2020

### **UPPER LACHLAN SHIRE STRONGER**

Residents of the Upper Lachlan Shire Community will be able to enjoy improved community infrastructure thanks to grant funding for multiple projects from the NSW Government, announced today by Member for Goulburn Wendy Tuckerman.

Mrs Tuckerman said the NSW Government's significant \$785,442 investment will assist construction and completion of three community infrastructure projects in the Goulburn area.

Upper Lachlan Shire Council has been allocated \$672,747 to assist with construction of the Gunning Showground's New Sports Amenities Block.

"This project will demolish the old, dilapidated toilet block and build a new amenities block, which includes change rooms and disabled facilities, canteen, storage and meeting room, at the Gunning Showground in Endeavour Park. This facility will service the skate park, children's playground, as well as the pedestrian, sporting and showground facilities nearby," Mrs Tuckerman said.

The Upper Lachlan Shire Council is also the recipient of \$58,695 to construct a picnic shelter and BBQ at the Pat Cullen Reserve.

"The Pat Cullen Reserve really needs a roofed picnic shelter and BBQ facilities. This grant will enable not only facilities to seat 16 but will also include an accessible dual electric BBQ, landscaping and pathways to enjoy the well-loved reserve.

Finally, Gunning District Association Inc. has been allocated \$54,000 to launch the Upper Lachlan Youth Social Inclusion Pilot.

"Gunning District Association will partner with a service delivery organisation to plan and deliver youth activities and events in the region. The pilot aims to boost referrals and engagement to the providers for youth in the nearby Goulburn Mulwaree and Yass Valley LGAs", Mrs Tuckerman said.

Deputy Premier and Minister for Regional NSW John Barilaro said \$100 million was being distributed across regional NSW, with over \$50 million to fund infrastructure and programs designed to directly benefit regional youth. To date, rounds one and two of the program have funded more than 1,000 projects.

"Locals across regional NSW are seeing the benefits of rounds one and two of the Fund, with projects making a big difference to everyday life, from new playgrounds loved by kids to light towers illuminating sporting fields," Mr Barilaro said.

"We are funding grassroots projects that make a real difference to each community, and we know how important it is to support our regional towns with new infrastructure and programs."

Minister for Regional Youth, Bronnie Taylor, said round 3 of the Stronger Country Communities Fund is putting young people front and centre, boosting job skills, providing the activities and infrastructure that make regional communities better places to live and work.

"This round of the Fund is supporting young people and giving them the opportunity to be the best versions of themselves, while also supporting infrastructure and programs in the town they love," Mrs Taylor said.

"The strength of regional communities is dependent on young people having the opportunity to thrive, while remaining at home in regional NSW.

**MEDIA: Electorate Office Paige Penning | 4822 6444**

"We are following through with our election commitment to spend \$50 million of the Fund on regional youth, and it will be exciting to see the benefit this has for our young people."

The \$400 million Stronger Country Communities Fund is part of the NSW Government's \$1.7 billion Regional Growth Fund, which is being invested in local programs and infrastructure that improve the lives of people living in regional NSW.

For more information, visit: [www.nsw.gov.au/strongercountrycommunities](http://www.nsw.gov.au/strongercountrycommunities).

END



**From:** [Susan](#)  
**To:** [Upper Lachlan Shire Council](#)  
**Subject:** Water Infrastructure - Thank you  
**Date:** Thursday, 13 February 2020 3:31:03 PM

---

Good afternoon.

Please pass on our best regards to Ritchie and Terry who visited Marcia Medway's property at 13 Hume Street Gunning, today, to replace a mains tap. We had been unable to isolate the water to the house.

We only reported the problem yesterday and appreciated the prompt response.

Ritchie & Terry's cheerful, friendly manner was welcomed.

Regards,  
Susan Medway,  
For Marcia Medway

0407 120 558

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From: [Sue McGilvray](#)  
To: [Upper Lachlan Shire Council](#)  
Subject: Crookwell Pool Lifeguards  
Date: Thursday, 5 March 2020 9:31:11 AM

---

I recently conducted the School Swimming and Water Safety program at Crookwell pool for the NSW Department of Education. The program was conducted over 10 days. I would to thank and congratulate your pool life guards for their professionalism and assistance during that time. Bella, Grace and Bailey went above and beyond in ensuring that students were comfortable in their learning environment by ensuring that the pool covers were on the pool each night and removed daily. This was not an easy task taking into consideration the weight and mobility of the cover roller. They also assisted in any other small but important ways.

Please convey my thanks to them once again.

Warm regards,  
Sue McGilvray  
0448891913

Many thanks to

Sent from my iPad

---

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**From:** [Susanne Cafe](#)  
**To:** [Shelley Knight](#)  
**Subject:** PWA Bushfire Recovery team - Thank you!  
**Date:** Thursday, 5 March 2020 3:58:17 PM  
**Attachments:** [image007.jpg](#)  
[image008.png](#)  
[image009.jpg](#)

---

Dear Shelley,

In January, the Public Works Advisory team contacted you to request assistance in relation to gathering information to support our work with the 2019/20 Bushfire Recovery.

I would like to thank you for the assistance you provided to our team, particularly given it was such a busy time for your team. We really appreciate your help.

You may already be aware that ServiceNSW continues to update their website with new information relating to the clean up <https://www.service.nsw.gov.au/transaction/nsw-bushfire-clean-register-now>. The site currently contains links to the NSW Bushfire clean-up information hub that provides details on the clean-up schedule, contact details for Laing O'Rourke and information on how property owners can request an asbestos certificate.

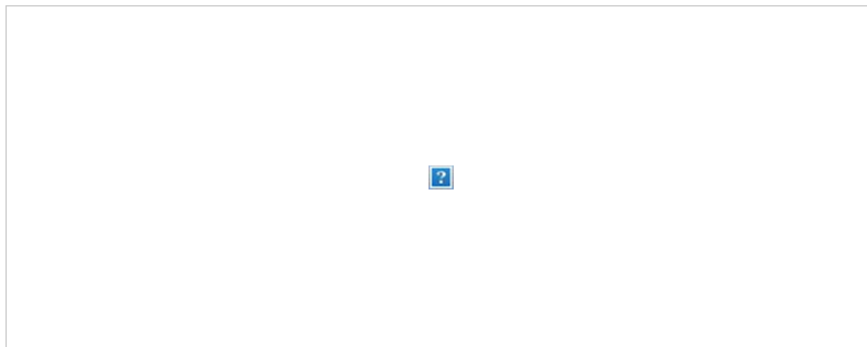
For the latest information on Laing O'Rourke's schedule, please visit their [NSW Bushfire clean-up information hub](#) or call [1800 007 539](tel:1800007539). If property owners are seeking an asbestos certificate for their property, they can now email [nswbushfirecleanup@laingorourke.com.au](mailto:nswbushfirecleanup@laingorourke.com.au). If the report has been completed and is available, Laing O'Rourke will email it back.

My thanks again to you and your team.

Best regards  
Susanne

**Susanne Cafe**  
**Client Relationship Manager | Hunter New England Region**

Public Works Advisory | Department of Planning, Industry and Environment  
**T** 02 4908 4960 | **M** 0411 593 842 | **E** [Susanne.cafe@finance.nsw.gov.au](mailto:Susanne.cafe@finance.nsw.gov.au)  
Level 2, 117 Bull Street, Newcastle West NSW 2302  
[www.publicworksadvisory.nsw.gov.au](http://www.publicworksadvisory.nsw.gov.au)



*The Department of Planning, Industry and Environment acknowledges that it stands on Aboriginal land. We acknowledge the traditional custodians of the land and we show our respect for elders past, present and emerging through thoughtful and collaborative approaches to our work, seeking to demonstrate our ongoing commitment to providing places in which Aboriginal people are included socially, culturally and economically.*

\*\*\*\*\*

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20TH & 21ST  
AUGUST 2020

Register your interest...  
@ [www.australianagriculturalcentre.com](http://www.australianagriculturalcentre.com)

**STEM Connect**

@ Australian Agriculture Centre  
**CROOKWELL NSW**

Innovative Discovery & Education  
of Science in Agriculture as part  
of National Science Week 2020.  
Programs for schools as well as  
the broader community.

- Chicken Maths
- Anemometers
- Animal Production Systems
- Insect Zapper Traps

*and much more...*

A formal program will be released in May. There are limited numbers, so registration for individual programs is essential.

**AMAZING PARTNERS MAKES AN AMAZING PROGRAM...**



# Aug'20

STEMConnect2020 @ AAC

THURSDAY 20TH AUGUST 4PM

DEMONSTRATIONS AT THE AAC SITE FROM XAG, AGERRIS, AGNOV8, SE LOCAL LAND SERVICES & ANL, INCLUDING SPRAY DRONES, AG ROBOTICS, AND RESULTS OF OUR OATS TEST PLOT.

TALK AT THE CROOKWELL RSL ON VERTICAL FARMING AND REGENERATIVE FARMING.

FRIDAY 21ST AUGUST 4PM

DEMONSTRATIONS AT THE AAC SITE FROM XAG, AGERRIS, AGNOV8, SE LOCAL LAND SERVICES & ANL, INCLUDING SPRAY DRONES, AG ROBOTICS, AND RESULTS OF OUR OATS TEST PLOT.

REGISTER YOUR INTEREST @ [WWW.AUSTRALIANAGRICULTURALCENTRE.COM](http://WWW.AUSTRALIANAGRICULTURALCENTRE.COM)

**AUSTRALIAN AGRICULTURAL CENTRE**

WHAREKARORI, 3365 GOULBURN ROAD, CROOKWELL NSW 2583 MOBILE 0408 976 070





- ✓ AUSTRALIAN AGRICULTURE NOT REGIONALLY SPECIFIC
- ✓ AGRICULTURE ADVOCATE
- ✓ COLLABORATE TO SOLVE PROBLEMS
- ✓ FOOD SECURITY
- ✓ REGIONAL LIVEABILITY AND EMPLOYMENT
- ✓ APPRENTICESHIPS GENERATED – SKILLED LOCALLY/REGIONALLY
- ✓ REGIONAL INFRASTRUCTURE
- ✓ KEYSTONE ATTRACTION

INNOVATION	DEMONSTRATION FARM	ACCOMMODATION	MEMBERSHIP	TOURIST ENTRY	EDUCATIONAL ENTRY	GIFT SHOP	RENEWABLE	FORMAL EDUCATION CENTRE	INTERNATIONAL	Paddock to Plate Restaurant	BREWERY	CONFERENCE FACILITIES	COLLABORATIVE RESOURCE
<input type="checkbox"/> CIRCULAR ECONOMY <input type="checkbox"/> VERTICAL FARM - DEMONSTRATION - EXPORT SALES - BEE POLLINATION TECH - FODDER - SOCIAL PAYBACK <input type="checkbox"/> WASTE TO ENERGY - DEMONSTRATION - SUSTAINABILITY - WATER TO CROP <input type="checkbox"/> GREEN BREWERY - DEMONSTRATION - SALES - FODDER <input type="checkbox"/> CROPS - DEMONSTRATION - PROTECTED - YEAR ROUND RESEARCH <input type="checkbox"/> ARTIFICIAL STOCK MONITORING TECH	<input type="checkbox"/> TEST PLOTS <input type="checkbox"/> ECO TOURS - TRACTOR RIDES <input type="checkbox"/> SUSTAINABILITY - BUSINESS PRODUCTION - DROUGHT PROOFING <input type="checkbox"/> BEST PRACTICE - REGENERATIVE - TRADITIONAL <input type="checkbox"/> REGENERATIVE HABITAT - DEMONSTRATION - RESEARCH - LINKING CORRIDORS <input type="checkbox"/> WATER RETENTION <input type="checkbox"/> CAREER OPPORTUNITIES - TURF - BOUTIQUE ABATTOIR <input type="checkbox"/> INFORMATION DAYS <input type="checkbox"/> LARGE HERD INTERACTION <input type="checkbox"/> SOIL REGENERATION <input type="checkbox"/> PRODUCE SOLD <input type="checkbox"/> SITE RESEARCH <input type="checkbox"/> AG NARRATIVE <input type="checkbox"/> BROAD ACRE	<input type="checkbox"/> STUDENTS <input type="checkbox"/> TOURISTS <input type="checkbox"/> CONFERENCE <input type="checkbox"/> RURAL RETREAT <input type="checkbox"/> EXCURSIONS - URBAN - LOCAL - STAR GAZING <input type="checkbox"/> CATERING <input type="checkbox"/> REGENERATED HABITAT - BUILDING - REPURPOSING <input type="checkbox"/> TEACHER DEVELOPMENT WEEKENDS	<input type="checkbox"/> INDIVIDUAL <input type="checkbox"/> FAMILY <input type="checkbox"/> EDUCATIONAL <input type="checkbox"/> INDUSTRY <input type="checkbox"/> PARTNER <input type="checkbox"/> MONTHLY <input type="checkbox"/> YEARLY <input type="checkbox"/> ONLINE <input type="checkbox"/> VISITOR ENTRY	<input type="checkbox"/> FEE <input type="checkbox"/> GIFT SHOP SALES <input type="checkbox"/> CAFE <input type="checkbox"/> BREWERY <input type="checkbox"/> FARM PRODUCE <input type="checkbox"/> RESTAURANT <input type="checkbox"/> BIRTHDAY PARTIES <input type="checkbox"/> ANIMAL EXPERIENCE	<input type="checkbox"/> STAFF ASSISTANCE <input type="checkbox"/> TAILORED PROGRAM <input type="checkbox"/> PACKAGE <input type="checkbox"/> CAFE <input type="checkbox"/> SOUVENIR <input type="checkbox"/> FEE	<input type="checkbox"/> LOCAL/REGIONAL <input type="checkbox"/> AUSTRALIAN MADE <input type="checkbox"/> 'BFTB' <input type="checkbox"/> INFORMATION CENTRE	<input type="checkbox"/> DEMONSTRATIVE SECTIONS <input type="checkbox"/> GREEN SYSTEM <input type="checkbox"/> SUSTAINABILITY <input type="checkbox"/> CLIMATE WARRIORS <input type="checkbox"/> POWER SAVING <input type="checkbox"/> POWER STORAGE <input type="checkbox"/> SOLAR WATER DISTILLATION <input type="checkbox"/> WATER STORAGE <input type="checkbox"/> WATER COURSES <input type="checkbox"/> MATERIAL & FLOW DEMONSTRATION	<input type="checkbox"/> TERTIARY COURSES - COLLABORATION - PRACTICAL ASSISTANCE - REMOTE ACCESS - ENABLING FURTHER STUDIES/ NUMBERS <input type="checkbox"/> VOCATIONAL COURSES - COLLABORATION - PRACTICAL ASSISTANCE - DEMONSTRATION ACCESS <input type="checkbox"/> SPECIAL INTEREST - CANBERRA MARKET - HERBS - EQUINE - BOUTIQUE MICRO CREDENTIALING <input type="checkbox"/> INDUSTRY DEMONSTRATIONS - INNOVATION - TECHNOLOGY - BOTTOM LINE IMPACT <input type="checkbox"/> SCHOOL HOLIDAY INTERACTION <input type="checkbox"/> FIELD DAYS & TRAINING - LANDCARE <input type="checkbox"/> UPSKILLING & REFRESHER COURSES <input type="checkbox"/> TEACHER DEVELOPMENT <input type="checkbox"/> TASTER COURSES <input type="checkbox"/> WORKSHOPS - KOKEDAMAS ETC	<input type="checkbox"/> LEADING RESOURCE <input type="checkbox"/> STUDENTS <input type="checkbox"/> FARM INTERACTION & COLLABORATION <input type="checkbox"/> CATERING <input type="checkbox"/> LABORATORY ACCESS <input type="checkbox"/> SCHOLARSHIP PROGRAMS <input type="checkbox"/> LARGE HERD INTERACTION	<input type="checkbox"/> COMMERCIAL CATERING <input type="checkbox"/> LOCAL PRODUCE <input type="checkbox"/> TRADITIONAL FOODS <input type="checkbox"/> HOSPITALITY TRAINING <input type="checkbox"/> WINE TO MEAL EXPERIENCE	<input type="checkbox"/> TOURIST EXPERIENCE <input type="checkbox"/> DEMONSTRATION <input type="checkbox"/> TASTING PLATES <input type="checkbox"/> PRODUCT TAKEAWAY SALES <input type="checkbox"/> EXPORT	<input type="checkbox"/> RENTAL <input type="checkbox"/> DEMONSTRATIONS <input type="checkbox"/> TAILORED PROGRAM <input type="checkbox"/> CATERING <input type="checkbox"/> URBAN ESCAPE <input type="checkbox"/> PACKAGE	<input type="checkbox"/> AG IT RESOURCE CENTRE <input type="checkbox"/> ACTIVITY DATABASE - REAL FARM PROGRAM INVOLVEMENT <input type="checkbox"/> FIAL COLLABORATION - SOLVING AG ISSUES







## **10 INFORMATION ONLY**

The following items are submitted for consideration -

10.1	Development Statistics for the month of February 2020	86
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10.3	Regulatory and Biosecurity - Drone/Unmanned Aerial Vehicles (UAV)	96
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## Information Only - 19 March 2020

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**ITEM 10.1**                      **Development Statistics for the month of February 2020**

**FILE REFERENCE**    I20/111

**AUTHOR**                      **Economic Development Officer**

### ISSUE

Providing Council with a brief summary of the development control activities that have occurred in the month of February 2020.

**RECOMMENDATION**      That -

1. Council receives and notes the report as information.

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### BACKGROUND

A standard monthly report providing Council with a summary of the development control activities that have occurred in the month of February 2020.

### REPORT

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

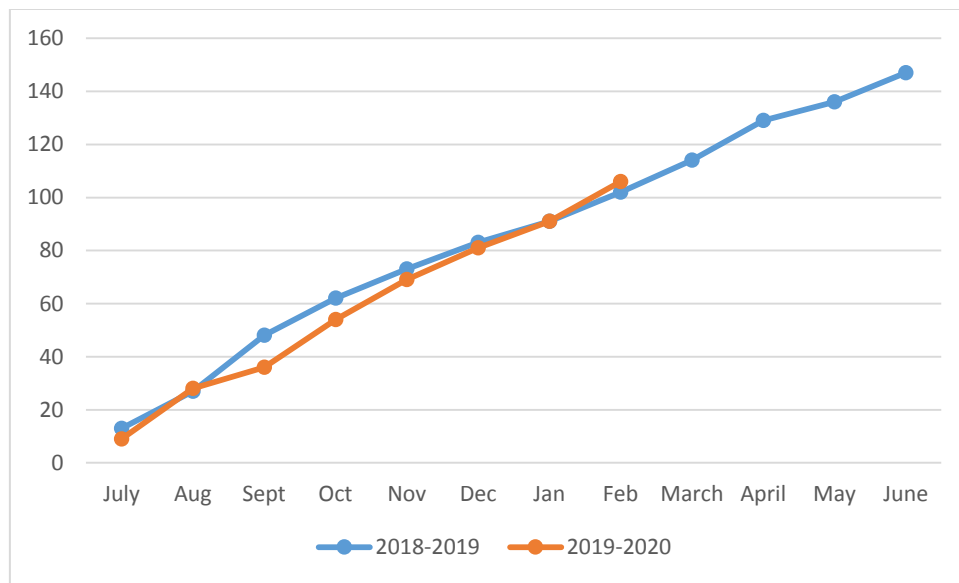
Statistics by Development Type								
Current Year					Last year			
DA Type	February 2020		Year to Date 1/7/19 to 29/02/20		February 2019		Year to date 1/7/17 to 28/02/19	
	Count	\$Value	Count	\$Value	Count	\$Value	Count	\$Value
Commercial	0	\$0	2	\$50,000	1	\$0	7	\$3,276,000
Residential	12	\$2,301,135	68	\$17,876,539	9	\$1,012,203	70	\$14,123,247
Industrial	0	\$0	1	\$795,000	0	\$0	0	\$0
Other	1	\$156,000	12	\$1,736,500	1	\$0	10	\$535,000
<b>Total</b>	<b>13</b>	<b>\$2,457,135</b>	<b>83</b>	<b>\$20,458,039</b>	<b>11</b>	<b>\$1,012,203</b>	<b>87</b>	<b>\$17,934,247</b>
Subdivision								
Type	Count	Lots	Count	Lots	Count	Lots	Count	Lots
Residential	2	11	4	16	0	0	2	51
Rural Residential	0	0	3	7	0	0	0	0
Commercial	0	0	0	0	0	0	0	0
Industrial	0	0	0	0	0	0	0	0

**Information Only****DEVELOPMENT STATISTICS FOR THE MONTH OF FEBRUARY 2020 cont'd**

Boundary Adjustment	0	0	0	0	1	0	1	0
Strata	0	0	0	0	0	0	0	0
Agricultural	0	0	1	3	0	0	8	19
Modification/Other	0	0	0	0	0	0	2	3
<b>Total</b>	<b>2</b>	<b>11</b>	<b>8</b>	<b>26</b>	<b>0</b>	<b>0</b>	<b>13</b>	<b>73</b>

**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:

<b>DAs under assessment</b>	<b>DA modifications under assessment</b>	<b>DAs received Feb 2020</b>	<b>DA modifications received Feb 2020</b>	<b>DAs determined Feb 2020</b>	<b>DA modifications determined Feb 2020</b>
27	6	13	2	5	1

The average determination processing time is for the month of February was 26 days.

Determinations issued 1 February to 29 February 2020 are summarised in the following table:

<b>Determinations Issued between 1 February to 29 February 2020</b>		
<b>DA No.</b>	<b>Proposal</b>	<b>Property</b>
44/2019 (Mod)	Garage/Shed	77 Brooklands St, Crookwell Lot 3 DP 576559
116/2019	Shed/Workshop	197 Cullerin Rd, Breadalbane Lot 2 DP 733515
2/2020	Dwelling	7 Green Ave, Gunning

**Information Only****DEVELOPMENT STATISTICS FOR THE MONTH OF FEBRUARY 2020** cont'd

<b>Determinations Issued between 1 February to 29 February 2020</b>		
<b>DA No.</b>	<b>Proposal</b>	<b>Property</b>
		Lot 115 DP 1250004
3/2020	Earth Works to Clear Land	940 Flacknell Creek Rd Jerrawa Lot 41 DP 1212213
5/2020	Alterations & Additions	5 Surry St, Collector Lot 3 DP 1251680
11/2020	Shed & Deck	2 Jobson St, Dalton Lot 1 Sec 1 DP 758335

The Development Applications outstanding as of 29 February 2020 are summarised in the following table:

		<b>Development Applications Outstanding on 29 February 2020</b> (In order of date submitted to Council)			
<b>DA No.</b>	<b>Date Rec</b>	<b>Proposal</b>	<b>Property</b>	<b>Reason</b>	
23/2018	26/2/2018	Dwelling	Gundaroo Rd, Bellmount Forest - Lot 1 DP 754573, Lot 148 & 197 DP 754113	Awaiting Additional Information	
66/2019	8/8/2019	Transportable Dwelling	Yass St, Gunning Lot 2 DP 1160954	Awaiting Additional Information	
187/2004 (Mod)	1/10/2019	Subdivision	233 Holloways Rd, Tarlo Lot 1 DP 1152061	Awaiting Additional Information	
100/2019	25/10/2019	Subdivision	689 Woodhouselee Rd, Woodhouselee Lot 2 DP 803179	Awaiting Additional Information	
108/2019	20/11/2019	Community Event	1 Brennan St, Collector Lot 11 DP 1046757	Awaiting Additional Information	
111/2019	27/11/2019	Dwelling	3047 Grabben Gullen Rd, Grabben Gullen Lot 403 & 406 DP 754115	Awaiting Additional Information	
113/2019	27/11/2019	Transportable Dwelling	4 Rose St, Grabben Gullen Lot 7 Sec 6 DP 758469	Awaiting Additional Information	
43/2014 (Mod)	4/12/2019	Alterations/ Additions	54 Orchard St, Taralga Lot 1 DP 1180782	Under Assessment	
73/2010 (Mod)	10/12/2019	Dwelling	Kangaloolah Rd, Binda Lot 117 DP 753012	Awaiting Additional Information	
118/2019	10/12/2019	Swimming Pool	Kangaloolah Rd, Binda Lot 117 DP 753012	Awaiting Additional Information	
122/2019	11/12/2019	Subdivision	892 Sylvia Vale Rd, Binda Lot 101 DP 1244963	Deferred to Engineering	
107/2015 (Mod)	19/12/2019	Alterations & Additions	Cullerin Rd, Gunning Lot 2 & 3 DP 743172	Under Assessment	

**Information Only****DEVELOPMENT STATISTICS FOR THE MONTH OF FEBRUARY 2020** cont'd

		<b>Development Applications Outstanding on 29 February 2020</b> (In order of date submitted to Council)		
<b>DA No.</b>	<b>Date Rec</b>	<b>Proposal</b>	<b>Property</b>	<b>Reason</b>
124/2019	20/12/2019	Dwelling	1799 Towrang Rd, Greenwich Park Lot 12 DP 1095649	Referred for Concurrence NSW Water
1/2020	3/01/2020	Dwelling	140 Greenridge Rd, Curraweela Lot 6 DP 1221640	Awaiting Additional Information
4/2020	8/01/2020	Office Conversion to Dwelling	20 Findhorn St, Crookwell Lot 5 DP 1251680	Awaiting Additional Information
6/2020	10/01/2020	Swimming Pool/Spa	2203 Wombeyan Caves Rd Wombeyan Caves Lot 11 DP 1069914	Under Assessment
7/2020	10/01/2020	Temporary Use	71 Cooper St, Taralga Lot 1 DP 1247091	Under Assessment
8/2020	28/01/2020	Transportable Dwelling	Range Rd, Bannister Lot 12 DP 1214448	Under Assessment
112/2017 (Mod)	30/1/2020	Dwelling	1580 Breadalbane Rd, Breadalbane Lot 3 DP 1197318	Under Assessment
9/2020	30/1/2020	Dwelling	2 Yass St, Gunning Lot 4 DP 878504	Awaiting Additional Information
10/2020	4/2/2020	Shed & Carport	98 Laggan Rd, Crookwell Lot 2 Dec 2 DP 1809	Under Assessment
45/2019 (Mod)	11/2/2020	Dwelling & Garage	6 Walsh St, Taralga Lot 1 DP 816409	Under Assessment
12/2020	11/2/2020	Subdivision	76 Brooklands St, Crookwell Lot 1 DP 620456	Under Assessment
13/2020	11/2/2020	Dwelling	1363 Rhyanna Rd, Middle Arm - Lot 2 DP 1054358	Under Assessment
14/2020	19/2/2020	Garage/Shed	31 East St, Crookwell Lot 2 Sec 14 DP 758308	Under Assessment
15/2020	19/2/2020	Subdivision	Macarthur St, Taralga Lot 4 DP 569885	Under Assessment
16/2020	20/2/2020	Transportable Dwelling	82 Boureong Dve, Gunning Lot 5 DP 1198749	Under Assessment
17/2020	24/2/2020	Fence/Wall	60 Biala St, Gunning Lot 17 Sec 8 DP 758493	Under Assessment
18/2020	25/2/2020	Dwelling & Shed	43 Povey Place, Breadalbane Lot 6 DP 1205245	Under Assessment
19/2020	26/2/2020	Garage/Shed	21 Graham Cres, Crookwell Lot 39 DP 1253454	Under Assessment
20/2020	26/2/2020	Garage/Shed	114 Yass St, Gunning Lot 100 DP 1260982	Under Assessment
21/2020	28/2/2020	Greenhouse	478 Tyrl Tyrl Rd, Laggan Lot 3 DP 1036827	Under Assessment

**Information Only****DEVELOPMENT STATISTICS FOR THE MONTH OF FEBRUARY 2020** cont'd

		<b>Development Applications Outstanding on 29 February 2020</b> (In order of date submitted to Council)		
<b>DA No.</b>	<b>Date Rec</b>	<b>Proposal</b>	<b>Property</b>	<b>Reason</b>
22/2020	28/2/2020	Dwelling	15 Graham Cres, Crookwell Lot 33 DP 1253454	Under Assessment

**2. Construction Certificates**

<b>Construction Certificates Issued between 1 February to 29 February 2020</b>		
<b>CC No.</b>	<b>Proposal</b>	<b>Property</b>
101/2019	Dwelling	122 Collector Rd Gunning Lot 3 DP 1185667
6/2020	Dwelling	Lower Greendale Rd, Broadway Lot 59 DP 754106
79/2019	Alterations/Additions	120 Salisbury Rd, Bigga Lot 237 DP 753041
16/2020	Garage/Shed	77 Brooklands St, Crookwell Lot 3 DP 576559

<b>Approved by Council</b>	
<b>February 2020</b>	<b>Year to date</b>
4	55

**3. Occupation Certificates**

<b>Occupation Certificates Issued between 1 February to 29 February 2020</b>		
<b>OC No.</b>	<b>Proposal</b>	<b>Property</b>
4/2020	Dwelling	6 Graham Cres, Crookwell Lot 18 DP 1253454
5/2020	Dwelling	12 Derwent St, Crookwell Lot 14 DP 1820 & Lot 1 DP 1218972
6/2020	Garage/Shed	82 Boureong Dve, Gunning Lot 5 DP 1198749
8/2020	Carport/Awning	5 Crown St, Crookwell Lot 7 DP 231957

<b>Approved by Council</b>	
<b>February 2020</b>	<b>Year to date</b>
4	30

**Information Only****DEVELOPMENT STATISTICS FOR THE MONTH OF FEBRUARY 2020 cont'd****4. Subdivision Certificates**

Subdivision Certificates Issued between 1 February to 29 February 2020		
SC No.	Proposal	Property

Approved by Council	
February 2020	Year to date
0	12

**5. Planning Certificates**

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

Year	Number of Certificates Issued
1 July 2008 to 30 June 2009	383
1 July 2009 to 30 June 2010	464
1 July 2010 to 31 June 2011	535
1 July 2011 to 30 June 2012	426
1 July 2012 to 30 June 2013	408
1 July 2013 to 30 June 2014	457
1 July 2014 to 30 June 2015	426
1 July 2015 to 30 June 2016	481
1 July 2016 to 30 June 2017	461
1 July 2017 to 30 June 2018	452
1 July 2018 to 30 June 2019	347
1 July 2019 to 29 February 2020	303

**POLICY IMPACT**

Nil

**OPTIONS**

Nil

**FINANCIAL IMPACT OF RECOMMENDATIONS**

Nil

**RECOMMENDATION** That -

1. Council receives and notes the report as information.

**ATTACHMENTS**

Nil

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## Information Only - 19 March 2020

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### ITEM 10.2 Monthly Weeds Activities Report

**FILE REFERENCE** I20/112

**AUTHOR** Manager of Regulatory and Biosecurity Services

#### ISSUE

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

**RECOMMENDATION** That -

1. Council receives and notes the report as information.

---

#### REPORT

Biosecurity staff undertook seventy six (76) property and fifteen (15) high risk pathway inspections over February 2020. Currently eight (8) Biosecurity Directions are outstanding with staff assisting the land owners to enable compliance to be achieved. It is anticipated that six (6) Directions will be rescinded in the month of March.

Councils Local Government Area (LGA) experienced a substantial rainfall event during the reporting period, this event resulted in increased weed germination with a decrease in the number of days available for the treatment of the weeds.

Inspections of Councils road verges by the Manager of Regulatory & Biosecurity revealed large concentrations of established Blackberry bushes in the Crookwell / Laggan areas. As a result of the detection, private property inspections will be reduced over the following month. This will enable Biosecurity team members including the Gunning based member to combat the emerging development on Council controlled land.

In addition to the application of chemical a dye will also be applied to all areas treated. This approach will assist the community in identifying areas that have been treated by Councils Biosecurity team.

As Council's Biosecurity team members will be engaged in the treating of weeds, Council's Ranger will be available to provide educational support to the community where Biosecurity (weeds) area concerned, until the situation improves.

#### Inspections:

Weed	Parish	Road or Street	Date	Action	Degree
ST	Tarlo	Hollaways Ln	3/2/20	Notified	2
ST	Tarlo	Holloways Ln	3/2/20	Notified	2
ST	Tarlo	Holloways Ln	3/2/20	Routine	1



**Information Only**

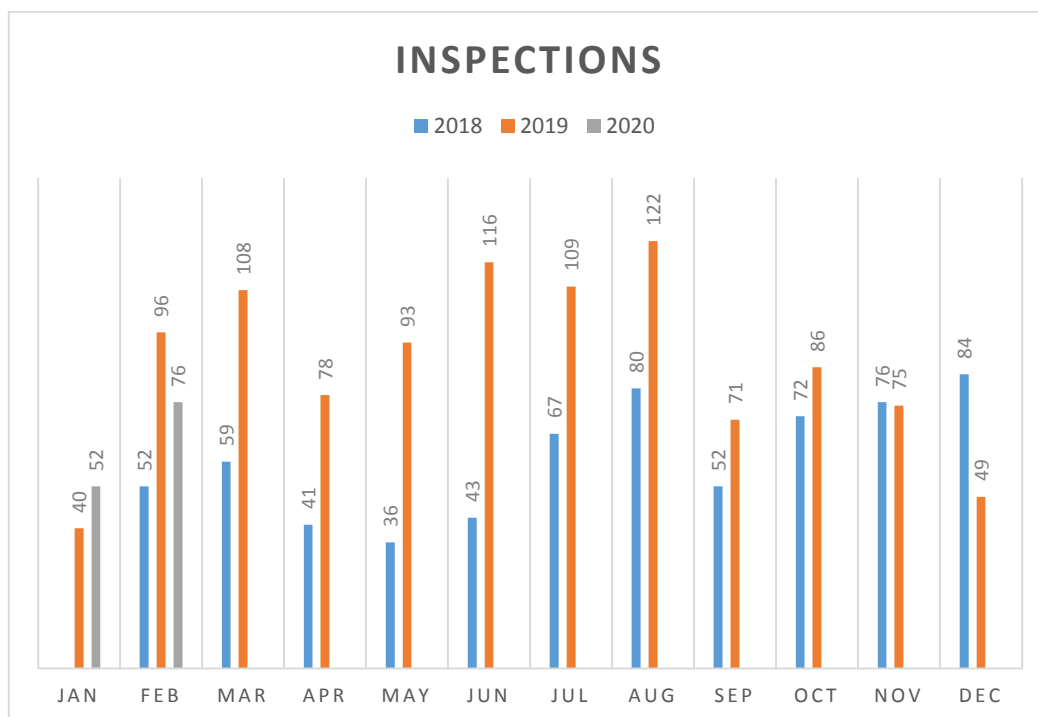
**MONTHLY WEEDS ACTIVITIES REPORT cont'd**

ST BB	Tarlo	Holloways Ln	3/2/20	Routine	1 1
ST	Tarlo	Holloways Ln	3/2/20	Notified	2
ST	Tarlo	Holloways Ln	3/2/20	Notified	2
ST	Tarlo	Holloways Ln	4/2/20	Routine	1
ST BB	Tarlo	Holloways Ln	4/2/20	Notified	2 1
ST	Tarlo	Holloways Ln	4/2/20	Routine	1
ST BB	Tarlo	Holloways Ln	4/2/20	Routine	1 1
ST	Tarlo	Holloways Ln	4/2/20	Routine	2
ST BB	Grabine	Grabine	5/2/20	Notified	3 3
ST	Grabine	Grabine	5/2/20	Notified	2
ST	Grabine	Grabine	5/2/20	Notified	?
ST	Bigga	Bigga	5/2/20	Routine	1
ST	Guinecor	Taralga	10/2/20	Routine	1
ST	Guinecor	Taralga	10/2/20	Routine	1
ST	Guinecor	Taralga	10/2/20	Routine	1
ST	Guinecor	Taralga	10/2/20	Routine	1
ST BB	Guinecor	Taralga	11/2/20	Routine	1 0
ST	Guinecor	Taralga	11/2/20	Notified	2
ST	Guinecor	Old Showground Rd	12/2/20	Routine	1
ST ALG	Guinecor	Taralga	12/2/20	Notified	2 2
ST	Guinecor	Taralga	12/2/20	Routine	1
ST	Guinecor	Taralga	12/2/20	Routine	0
ST BB	Guinecor	Taralga	13/2/20	Routine	1 1
ST BB	Guinecor	Taralga	13/2/20	Routine	0 1
ST	Guinecor	Taralga	13/2/20	Routine	1
ST	Guinecor	Taralga	17/2/20	Routine	1
ST	Guinecor	Taralga	17/2/20	Routine	0
ST BB	Guinecor	Taralga	17/2/20	Routine	1 1
ST	Strathaird	Kildare Ln	18/2/20	Routine	1
ST BB	Strathaird	Kildare Ln	18/2/20	Routine	1 1
ST	Strathaird	Old Showground	18/2/20	Routine	1
ST BB	Strathaird	Old Showground	19/2/20	Routine	1 2
ST BB	Strathaird	Old Showground	19/2/20	Notified	2 2
ST	Guinecor	Bannaby Rd	25/2/20	Routine	1
ST	Guinecor	Bannaby Rd	25/2/20	Routine	0
ST	Guinecor	Bannaby Rd	25/2/20	Routine	1
ST	Guinecor	Bannaby Rd	25/2/20	Routine	1
ST	Guinecor	Bannaby Rd	25/2/20	Routine	0
ST	Guinecor	Bannaby Rd	26/2/20	Routine	1
ST	Guinecor	Bannaby Rd	26/2/20	Routine	1
		Breadalbane Rd	04.02.20		1,1
ST,SJW	Collector	Breadalbane Rd	04.02.20	ROUTI	1,1
SJW,BB	Collector	Breadalbane Rd	04.02.20	ROUTI	1,1,1
-	Collector	Breadalbane Rd	04.02.20	ROUTI	-
-	Collector	Breadalbane Rd	04.02.20	ROUTI	-
ST	Collector	Breadalbane Rd	05.02.20	ROUTI	1
ST	Collector	Breadalbane Rd	05.02.20	ROUTI	1
ST	Collector	Breadalbane Rd	05.02.20	ROUTI	1
SJW	Collector	Short Street	06.02.20	ROUTI	1
-	Collector	Short Street	06.02.20	ROUTI	-

**Information Only**

**MONTHLY WEEDS ACTIVITIES REPORT cont'd**

ST,BB	Collector	Short Street	06.02.20	NOTIFI	2,1
ST	Collector	Short Street	06.02.20	ROUTI	1
ST	Collector	Short Street	06.02.20	ROUTI	1
ST	Collector	Breadalbane Rd	06.02.20	ROUTI	1
ST	Lerida	Mullers Lane	10.02.20	RE-	1
BB	Collector	Collector Rd	11.02.20	NOTIFI	2
BB	Collector	Collector Rd	11.02.20	NOTIFI	2
ST	Collector	Collector Rd	11.02.20	ROUTI	1
ST	Collector	Collector Rd	12.02.20	ROUTI	1
ST	Collector	Collector Rd	12.02.20	ROUTI	1
ST	Lerida	Collector Rd	12.02.20	ROUTI	1
ST,SJW	Tarago	Mays Lane	13.02.20	ROUTI	1
ST	Collector	Mays Lane	13.02.20	ROUTI	1
ST	Tarago	Federal Highway	18.02.20	ROUTI	1
-	Tarago	Federal Highway	18.02.20	ROUTI	-
-	Collector	Breadalbane Rd	19.02.20	ROUTI	-
-	Collector	Breadalbane Rd	19.02.20	ROUTI	-
SJW,ST	Collector	Breadalbane Rd	20.02.20	ROUTI	1,1
ST	Collector	Baxters Lane	20.02.20	ROUTI	1
-	Tarago	Baxters Lane	25.02.20	ROUTI	-
ST	Tarago	Baxters Lane	25.02.20	ROUTI	1
ST	Tarago	Baxters Lane	25.02.20	ROUTI	1
ST	Tarago	Baxters Lane	25.02.20	ROUTI	1
ST	Tarago	Baxters Lane	25.02.20	ROUTI	1
-	Tarago	Federal Highway	27.02.20	ROUTI	-
-	Tarago	Federal Highway	27.02.20	ROUTI	-
BB,ST,	Collector	Collector Rd	28.02.20	NOTIFI	2,2,2



## **Information Only**

### **MONTHLY WEEDS ACTIVITIES REPORT cont'd**

#### **Key for Weed Abbreviations**

Weed ID Weed Identification

S/T Serrated Tussock

BB Blackberry

SJW St John's Wort

PC Paterson's Curse

Nth Nodding Thistle

CNG Chilean Needle Grass

EB English Broom

FW Fireweed

ALG African Lovegrass

Go Gorse

CG Coolatai Grass

#### **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.

## **POLICY IMPACT**

Nil

## **OPTIONS**

Nil

## **FINANCIAL IMPACT OF RECOMMENDATIONS**

Nil

## **RECOMMENDATION** That -

1. Council receives and notes the report as information.

## **ATTACHMENTS**

Nil

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## Information Only - 19 March 2020

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**ITEM 10.3**                      **Regulatory and Biosecurity - Drone/Unmanned Aerial Vehicles (UAV)**

**FILE REFERENCE**    I20/113

**AUTHOR**                      **Manager of Regulatory and Biosecurity Services**

### **ISSUE**

Providing Council with a report as per Council Resolution 362/19 from the Council meeting held on 19 December 2019, concerning the use of Unmanned Aerial Vehicles (UAV) to inspect inaccessible area of weed infestation throughout the Local Government Area.

**RECOMMENDATION**        That -

1. Council receive and note the report as information.

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### **BACKGROUND**

Providing Council with a report as per Council Resolution 362/19 from the Council meeting held on 19 December 2019, concerning the use of Unmanned Aerial Vehicles (UAV) to inspect inaccessible area of weed infestation throughout the Local Government Area.

### **REPORT**

Councils Biosecurity Manager commenced preliminary enquiries into the viability of introducing Unmanned Aerial Vehicles (UAV) commonly referred to as Drones, for the purpose of measuring the levels of infestation of weeds, in inaccessible areas of the Local Government Area.

Those enquiries revealed that there are several restricting issues, regarding the use of Drones for weed inspections, contained within the Biosecurity, Surveillance Devices and the Evidence Acts.

In particular, that in order to undertake an inspection, it is a requirement that an operator must be physically located on the target property. There are also a number of unresolved issues regarding the use of visual capturing equipment, when entering the airspace over the target or surrounding properties.

Whilst the use of UAVs may be considered to be relevant in certain areas of Biosecurity (weed) control, it must be conceded that at this time, the legislation governing the entry of staff to the target property, image capture whilst in flight, the limitations conferred by the Civil Aviation Safety Authority, combined with the limited ability of technology to be able to adequately identify weeds, restrict the intended use of the UAV where weed inspections are concerned, to the point where their use is impractical.

***Information Only***

**REGULATORY AND BIOSECURITY - DRONE/UNMANNED AERIAL VEHICLES (UAV) cont'd**

Additionally, where weeds are identified growing in inaccessible areas, Councils Biosecurity staff or private land owners will not be able to access the area, to effectively control the infestation due to the nature of the land being inaccessible. It has been determined that infestations located in inaccessible areas, should be contained rather than combated directly, as it is recognised to be a more cost effective way of managing the risk of spread concerning weeds.

Council Biosecurity Manager will continue to monitor both technology advances and amendments to legislation around the use of UAVs and report to Council on any further developments.

**POLICY IMPACT**

Nil.

**OPTIONS**

Nil.

**FINANCIAL IMPACT OF RECOMMENDATIONS**

Nil.

**RECOMMENDATION**      That -

1. Council receive and note the report as information.

**ATTACHMENTS**

Nil

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## Information Only - 19 March 2020

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**ITEM 10.4**                      **Regulatory and Biosecurity - Serrated Tussock**

**FILE REFERENCE**    **I20/114**

**AUTHOR**                      **Manager of Regulatory and Biosecurity Services**

### **ISSUE**

Providing Council with a report as per Council Resolution 363/19 from the Council meeting held on 19 December 2019, the status of Serrated Tussock infestations throughout the Upper Lachlan Shire Local Government Area (LGA) and contributions from NSW State in response to weed control through the LGA.

**RECOMMENDATION**        That -

1. Council receive and note the report as information.

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### **BACKGROUND**

Providing Council with a report as per Council Resolution 363/19 from the Council meeting held on 19 December 2019, the status of Serrated Tussock infestations throughout the Upper Lachlan Shire Local Government Area (LGA) and contributions from NSW State in response to weed control through the LGA.

### **REPORT**

#### **SERRATED TUSSOCK**

Serrated Tussock (*Nasella trichotoma*) is a weed of National Significance. It is an extremely resilient plant with a great capacity for widespread distribution of weeds, which remain vital for approximately 15 years. A single plant can produce up to one hundred thousand seeds in a season which can be mechanically transferred, as well as by wind and water.

Serrated Tussock was first identified in Australia in 1935. It has little to no nutritional value for livestock and once established will tend to create a monoculture in pasture if left untreated.

#### **ULSC BIOSECURITY TEAM**

The staff dedicated to the control of all weeds of National Significance are as follows:  
The Manager of Regulatory & Biosecurity Services  
Senior Biosecurity Officer  
Biosecurity Officers (X2)

## **PRIVATE LAND**

Serrated Tussock is widespread throughout the Upper Lachlan Shire Local Government Area (LGA), however, the heaviest infestations on private land can be described as the northern and the eastern boundaries of the shire. This especially identifiable in the Abercrombie River Valley, Grabine, Canyonleigh and Bannaby regions, with isolated heavy infestations in northern area of Biala and Bulleys Crossing areas.

Upper Lachlan Shire Council Biosecurity staff conduct regular inspections on all properties and control of the weed is obtained through a combination of liaison, education and regulatory means.

Since February 2019, Councils Ranger has issued approximately forty Biosecurity Directions for the control of weeds on private property and has issued only two penalty notices for failing to comply with the direction. There are still 8 Directions outstanding. It is envisioned a further six will be rescinded in the month of March.

Overall, a marked increase in compliance was detected once the Directions were issued, with a number of long standing infestations being controlled. However, recent developments in legislation have placed a hiatus on the issuing of Biosecurity Directions and staff are awaiting information from the Department of Primary Industries to clarify the situation.

Many areas of heavy infestation are in areas of poor accessibility, which require the application of herbicide by aerial means. This is a cost impost to the landholder but often offers a better cost/benefit outcome. Where an area of private land has been deemed in accessible a boundary is required to be put in place around the infested area to reduce the risk of spread.

## **COUNCIL CONTROLLED LAND**

The infestation of Serrated Tussock on Council controlled land broadly reflects that of private land, however, the infestations are much lighter due to regular control from the Biosecurity Officers. It is attempted that all roads are inspected and controlled within a calendar year, given the constraints of weather events, seasonal susceptibility to poison and staffing issues.

The control of the weeds on Council controlled land is conducted in parallel by the same staff dealing with inspection and private landholders. Staff also conduct inspections of High Risk Pathways and townships. A marked improvement has been seen in southern areas of the shire.

## **NSW STATE GOVERNMENT CONTRIBUTIONS**

A great portion of the funding for the control of Serrated Tussock and all other weeds of National Significance is derived from grants from the NSW State Government, through the Department of Primary Industries and its liaison officers at Local Lands Services as well as budget contributions from the Council.

***Information Only***

**REGULATORY AND BIOSECURITY - SERRATED TUSSOCK cont'd**

The State Government also offers education programs by way of yearly and quarterly seminars for staff, and its liaison officers keep Biosecurity staff apprised of new developments and available grants.

**POLICY IMPACT**

Nil.

**OPTIONS**

Nil.

**FINANCIAL IMPACT OF RECOMMENDATIONS**

Nil.

**RECOMMENDATION**      That -

1. Council receive and note the report as information.

**ATTACHMENTS**

Nil



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## Information Only - 19 March 2020

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**ITEM 10.5**                      **Investments for the month of February 2020**

**FILE REFERENCE**    **I20/117**

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

### **ISSUE**

Council Investment Portfolio Register as at 29 February 2020.

**RECOMMENDATION**        That -

1. Council receive and note the report as information.

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### **BACKGROUND**

The investment portfolio register is provided for the information of Council.

### **REPORT**

#### **Investments to 29 February 2020**

Investment Institution	Type	Investment Face Value	Interest Rate	Term Days	Maturity Date	Interest Due
CBA	Call	\$1,810,000	0.70%	N/A	29-02-20	\$527.47
Bank of Qld	TD	\$700,000	1.55%	91	08-04-20	\$2,705.07
Bank of Qld	TD	\$1,200,000	3.00%	735	19-08-20	\$72,493.15
Bank of Qld	TD	\$700,000	1.55%	363	14-10-20	\$10,790.55
Bank of Qld	TD	\$800,000	1.50%	364	02-12-20	\$11,967.12
Bank of Qld	TD	\$1,000,000	3.15%	1097	25-08-21	\$94,672.60
Bank of Qld	TD	\$1,000,000	1.50%	105	20-05-20	\$4,315.07
Bankwest	TD	\$1,000,000	1.29%	96	04-03-20	\$3,392.88
Bankwest	TD	\$1,000,000	1.25%	168	13-05-20	\$5,753.42
Bankwest	TD	\$500,000	1.50%	364	16-09-20	\$7,479.45
Bendigo Bank	TD	\$1,200,000	1.60%	210	18-03-20	\$11,046.58
Bendigo Bank	TD	\$800,000	1.55%	180	01-04-20	\$6,115.07
Bendigo Bank	TD	\$1,000,000	1.45%	91	15-04-20	\$3,615.07
Bendigo Bank	TD	\$700,000	1.50%	182	22-04-20	\$5,235.62
Bendigo Bank	TD	\$1,000,000	1.55%	266	17-06-20	\$11,295.89

**Information Only****INVESTMENTS FOR THE MONTH OF FEBRUARY 2020 cont'd**

CBA	TD	\$1,000,000	1.48%	119	10-06-20	\$4,825.21
CBA	TD	\$1,000,000	1.35%	98	11-03-20	\$3,624.66
CBA	TD	\$1,000,000	1.40%	330	16-09-20	\$12,657.53
CBA	TD	\$1,000,000	1.40%	363	11-11-20	\$13,923.29
IMB	TD	\$1,000,000	1.50%	105	03-06-20	\$4,315.07
IMB	TD	\$1,000,000	1.45%	112	27-05-20	\$4,449.32
IMB	TD	\$1,400,000	1.55%	105	25-03-20	\$6,242.47
IMB	TD	\$1,300,000	1.45%	364	28-10-20	\$18,798.36
NAB	TD	\$800,000	1.60%	98	29-04-20	\$3,436.71
NAB	TD	\$1,100,000	1.56%	210	06-05-20	\$9,872.88
NAB	TD	\$1,000,000	1.75%	365	05-08-20	\$17,500.00
NAB	TD	\$700,000	1.67%	335	11-08-20	\$10,729.18
		<b>\$26,710,000</b>				<b>\$361,779.66</b>

**COUNCIL INVESTMENT PERFORMANCE: -****BUDGET COMPARISON TO 29 FEBRUARY 2020**

Interest on Investments Received YTD	\$444,488
Annual budgeted amount for all funds	\$666,600
Percentage of Interest Received YTD	66.68%
Percentage of Year Elapsed	66.66%

**BBSW COMPARISON TO 29 FEBRUARY 2020**

Average market interest rate (90 day BBSW)	1.03%
Average return on all investments	1.62%

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.

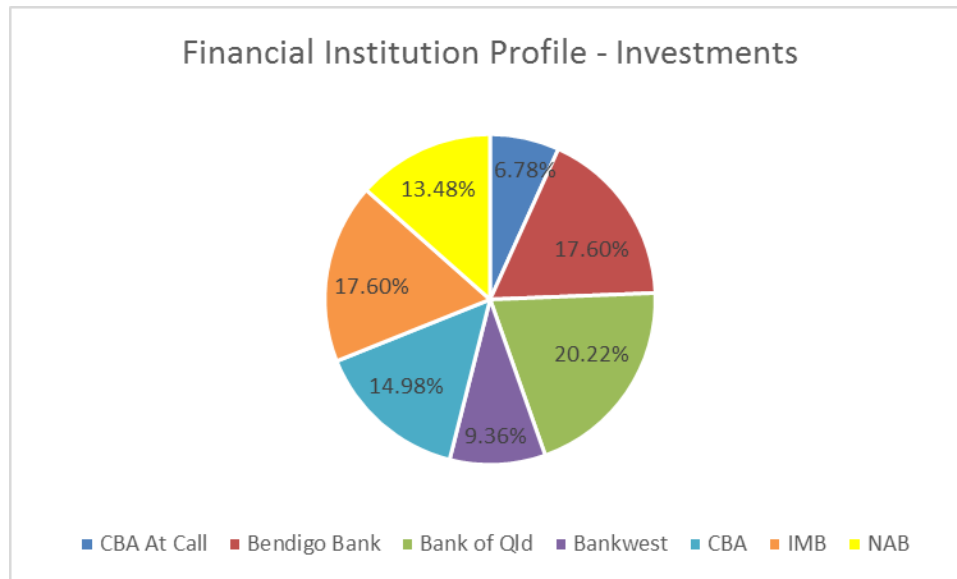
**FINANCIAL INSTITUTION INVESTMENTS PROFILE AS AT 29 FEBRUARY 2020**

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%."*

**Information Only**

**INVESTMENTS FOR THE MONTH OF FEBRUARY 2020 cont'd**



**SUMMARY OF AVAILABLE CASH AT 29 FEBRUARY 2020**

**TOTAL INVESTMENTS: -** **\$ 26,710,000.00**

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

General Fund Reserves	\$ 16,543,914.61
Water Supply Fund Reserves	\$ 2,814,663.00
Sewerage Fund Reserves	\$ 5,455,906.00
Domestic Waste Management Fund Reserves	\$ 1,889,845.00
Trust Fund Reserves	\$ 5,671.39

**POLICY IMPACT**

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

**OPTIONS**

Nil

**FINANCIAL IMPACT OF RECOMMENDATIONS**

Nil

**RECOMMENDATION** That -

1. Council receive and note the report as information.

**ATTACHMENTS**

Nil

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## Information Only - 19 March 2020

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**ITEM 10.6**                      **Bank Balance and Reconciliation - February 2020**

**FILE REFERENCE**    I20/116

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

### **ISSUE**

Statement of Bank Balance and Reconciliation as at 29 February 2020.

**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 January 2020	1,335,611.90
Add: Receipts for February 2020	4,006,907.50
	<hr/> 5,342,519.40
Deduct: Payments for February 2020	4,210,480.77
<b>Balance as at 29 February 2020</b>	<hr/> <b>1,132,038.63</b> <hr/>
Balance as per Bank Statement 29 February 2020	1,612,761.54
Add: Outstanding Deposits	32,471.15
	<hr/> 1,645,232.69
Deduct: Unpresented Cheques / EFTs	513,194.06
<b>Balance as at 29 February 2020</b>	<hr/> <b>1,132,038.63</b> <hr/>

### **POLICY IMPACT**

Nil

### **OPTIONS**

Nil

### **FINANCIAL IMPACT OF RECOMMENDATIONS**

Nil

**RECOMMENDATION**      That -

1. Council receive and note the report as information.

### **ATTACHMENTS**

Nil

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## Information Only - 19 March 2020

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**ITEM 10.7**                      **Rates and Charges Outstanding - 29 February 2020**

**FILE REFERENCE**    I20/115

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

### **ISSUE**

Rates and Charges Outstanding Report to 29 February 2020.

**RECOMMENDATION**      That -

1. Council receive and note the report as information.

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### **BACKGROUND**

A Summary report of Council Rates and Charges outstanding at 29 February 2020.

### **REPORT**

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

<b>Description</b>	<b>29/02/2020</b>	<b>28/02/2019</b>	<b>28/02/2018</b>
Total % Rates and Charges Outstanding	23.84%	23.69%	25.17%
Total \$ Amount Rates and Charges Outstanding	\$2.902million	\$2.729million	\$2.844million

### **POLICY IMPACT**

Nil

### **OPTIONS**

Nil

### **FINANCIAL IMPACT OF RECOMMENDATIONS**

Nil

**RECOMMENDATION**      That -

1. Council receive and note the report as information.

### **ATTACHMENTS**

1. <a href="#">Rates Collection Report - February 2020</a>	Attachment
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**Rate Collection 2020 Year**

<b>Rating Categories</b>	<b>Levy Raised to date</b>	<b>Rates Received to 3 March 2020</b>	<b>Rates Outstanding to 3 March 2020</b>	<b>% Rates Outstanding 3 March 2020</b>
Farmland	5,071,769.00	3,859,456.04	1,212,312.96	23.90%
Residential	1,278,651.98	937,280.33	341,371.65	26.70%
Rural Residential	696,499.76	524,140.84	172,358.92	24.75%
Business	287,023.35	237,519.53	49,503.82	17.25%
Mining	1,944.11	1,944.11	-	0.00%
Water	932,494.52	694,135.89	238,358.63	25.56%
Sewerage	1,522,811.60	1,130,930.99	391,880.61	25.73%
Domestic & Comm Waste	1,212,926.83	898,998.51	313,928.32	25.88%
Rural Waste	661,629.65	497,669.07	163,960.58	24.78%
Storm Water	46,860.50	34,045.93	12,814.57	27.35%
**Arrears	460,396.84	455,114.23	5,282.61	1.15%
<b>Overall Total Rates</b>	<b>12,173,008.14</b>	<b>9,271,235.47</b>	<b>2,901,772.67</b>	<b>23.84%</b>

Prepared by M. Clements  
 Authorised by Andrew G. Crooke

Date 4/3/20  
 Date 4/3/2020

I:\2019-2020\Rates\Recs\%outst\_February 29 -2020

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## Information Only - 19 March 2020

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### ITEM 10.8                      Action Summary - Council Decisions

**FILE REFERENCE**    I20/100

**AUTHOR**                      General Manager

#### ISSUE

Details are provided of action taken with respect to Council decisions.

**RECOMMENDATION**      That -

1. Council receive and note the report as information.

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#### BACKGROUND

Details are provided of action taken with respect to Council decisions.

#### REPORT

Summary sheet from the:-

##### **Council Meeting: 16 August 2018**

243/18	Council in compliance with the recommendation of the Southern Tablelands Regional Economic Development Strategy 2018-2022 and Council's Resolution 22/18 further explore the economic feasibility of and seeks funding support for Crookwell's and Gunning's connection to natural gas.	EDO/GO	As required when suitable grants or funding is made available.
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##### **Council Meeting: 20 December 2018**

378/18	That Council include the following items to be costed for consideration of funding in the 2019/2020 Operational Plan or for grant application for:  a) A roof over the new and old change rooms; b) The old change rooms to be renovated for a useful purpose as determined by the s355 Pool Review Committee; and	DOI	Consultant engaged to prepare a design for the heated swimming pool concept. A report is to be provided to the Pool Review Committee. The scope of works includes the consideration of the
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	c) The old change rooms be fitted out for that purpose.		upgrade to the change rooms.
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**Council Meeting: 20 June 2019**

137/19	Council request the Minister of Local Government and the Office of Local Government grant an exemption for all the Councillors in relation to Pecuniary Interests under the Code of Conduct to deal with amendments and all matters associated with the Upper Lachlan Local Environmental Plan (LEP).	DEP	Individual Councillors to make a decision in relation to Pecuniary Interest.
143/19	Council considers the location of the Crookwell Works Depot at a future Council meeting following the matter being considered by the Building Review Committee. Council ensure that the proper processes have been undertaken in compliance with the Local Government Act 1993 and the Environment and Planning Assessment Act 1979 to reclassify the Community Land to Operational Land.	DOI	Report to be provided to a future Council Meeting after the compulsory acquisition of land.
149/19	1. That the EDTF recommends with the objective of moving Council from a net energy user to a net energy exporter that the Department of Infrastructure and Environment and Planning prepare a report as to the path forward to prepare business cases for street lighting, all waste management and energy generation. 3. That the EDTF recommends the Department of Infrastructure and Environment and Planning prepare a recommendation in the next year 2019/20, detailing urban sustainability initiatives for on-site sewer systems in small villages and provide alternatives to specific tank disposal. 4. That the EDTF recommends the Department of Infrastructure and Environment and Planning investigate the opportunity for solar powered cabins at the existing caravan park or alternate locations in Crookwell in conjunction with the Housing Strategy.	DOI/DEP	Report items 1, 3 and 4 were reported to EDTF Committee Meeting on 5 August 2019.  All 3 report items will be addressed in the future review of the LEP.



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

153/19	That the Streetscape Committee recommends to Council to purchase the models or types of seats (CPS18-TI-AR), bins (ABEH240-TI) and noticeboards (2PUN122-SM-NB) so that detailed engineering design can be completed and installation progress without further delay.	DOI	Procurement of equipment completed. Contractor has been engaged for commencement in April 2020.
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**Council Meeting: 19 September 2019**

243/19	Council submits a report to the Traffic Committee requesting consideration of the current parking in the main street of Crookwell and its impact on its feasibility of providing outdoor seating in the main street.	DOI	See Council Resolution No. 32/20.
247/19	Council prepare a draft planning proposal under the Environmental Planning and Assessment Act 1979 for discussion with the NSW Department of Planning and Environment.	DEP	Planning proposal (Land Use) commenced and to be reported to a future Council Meeting.
262/19	<p>The Minutes of the Economic Development Task Force Committee meeting held 2 September 2019 be received and noted.</p> <p><b>Item 6.2 Review of the EDTF Charter</b></p> <p>That Council change the meeting composition to accommodate six (6) community representatives and the Economic Development Officer be included as the secretariat.</p> <p><b>Item 6.5 How important is water in the Strategic Planning of our town and villages</b></p> <p>That Council research and develop a water sensitive design policy for the Shire.</p> <p><b>Item 6.6 Collector RV Site suggestion</b></p> <p>That the Strategic Planning section of Council consider this proposed site in the upcoming LEP review.</p>	<p>DEP</p> <p>DEP</p> <p>DEP</p>	<p>Report to be prepared to a future EDTF Meeting.</p> <p>Proposal to be included in draft housing strategy.</p> <p>Consideration of the proposal as part of the upcoming LEP review.</p>
270/19	<p>1. Council enter negotiations with the two providers seeking a commercial return;</p> <p>2. Council advertise an EOI based of the concept plan B7 if the commercial negotiations fail.</p>	DOI	A draft EOI has been circulated to Councillors, awaiting feedback prior to public exhibition.

**Council Meeting: 17 October 2019**

275/19	That Council proceed with the installation of pavement marking signage, as outlined in the map, at the location of the pedestrian crossing in Goulburn Street, Crookwell, subject to approval from the Roads and Maritime Services, if required.	DOI	Council have advised the RMS that Council is proceeding with the recommendation as soon as practical.
301/19	That Council upon the appointment of the new General Manager give priority to a workshop to determine a path forward for exploring economic development opportunities to create independent income streams.	Mayor/GM	Report to be provided to a future Council Meeting.
307/19	<ol style="list-style-type: none"><li>1. Council receive and note the Upper Lachlan Shire Council Crookwell Works Depot report from Coffey Services Australia Pty Ltd as information.</li><li>2. Council implement the recommendations contained within the report subject to a further detailed Environmental Site Assessment from Coffey Services Australia Pty Ltd.<ul style="list-style-type: none"><li>• Further targeted soil sampling within the north western part of the depot site to better define the extent of TRH soil concentrations neat the emulsion storage area.</li><li>• One or two additional groundwater wells should be installed around the emulsion and bitumen cutter storage area in the north western portion of the site, to monitor for the presence of non-aqueous phase liquids (NAPL) / dissolved hydrocarbons in this area of the site and whether they may be affecting off site area including the adjacent residential properties to the west to south west.</li><li>• Review the results of groundwater sampling and laboratory results of the three onsite well. If groundwater analysis has not occurred recently (i.e. last 12 months) undertake a sampling and assessment of groundwater.</li></ul></li></ol>	DOI	Coffey Services has been re-engaged and a further report is provided to the 19 March 2020 Council Meeting.

	<p>Inclusion of metals analysis as well as hydrocarbon compounds should be considered.</p> <ul style="list-style-type: none"> <li>If a full assessment of the depot has not been undertaken then undertake a thorough assessment of the site in line with the NSW EPA sampling guidelines. AS well as the depot potential sources further assessment of the metals concentration identified in this assessment in both onsite and offsite areas should be considered based on further land uses for the depot and off site areas.</li> </ul> <p>3. Council authorises a revote of expenditure of \$18,000 (GST Exc.) for a further detailed Environmental Site Assessment report at the Crookwell Works Depot and adjacent Kiamma Creek.</p>		
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**Council Meeting: 21 November 2019**

311/19	Council investigate the cost associated with implementing facilities for webcasting and audio recording of council meetings at both Gunning and Taralga.	DFA	Report is provided to 19 March 2020 Council Meeting.
335/19	<ol style="list-style-type: none"> <li>Council request an extension of time from Roads and Maritime Services to respond to the contract execution date.</li> <li>Council accept the revised contract subject to favourable legal and professional assessment of the contract terms, prior to 29 February 2020.</li> <li>Council delegate authority for the General Manager and Director of Infrastructure to negotiate contractual terms on Council's behalf in order to establish a viable Routine Maintenance Council Contract for Council's endorsement based on social, economic and community benefits prior to the contract termination date 29 February 2020.</li> </ol>	DOI	Letter of extension request forwarded on 8 November 2019. RMS agreed to extension until 30 June 2020.
336/19	<ol style="list-style-type: none"> <li>Council approve in principle the proposed concept for the unheated outdoor Crookwell swimming pool</li> </ol>	DOI	Pool Review Committee

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

	<p>(25 metre x 10 metre) upgrade of the existing swimming pool;</p> <p>2. Council approve in principle the proposed concept of a (15 metre by 6 metre) new heated indoor pool in Crookwell with the preferred location to be based on technical consideration;</p> <p>3. Council endorse the demolition of the existing unused Crookwell swimming pool change rooms and minor refunctoning of used changed rooms;</p> <p>4. Council allocate \$40,000 from unrestricted cash reserves to fund architectural plans, engineering plans and associated costing for the potential Crookwell upgrade of the existing outdoor swimming pool, costings for a proposed heated indoor pool and change rooms and a design that is sympathetic to the possible future inclusion of a hydrotherapy pool.</p>		<p>meeting held on 28 November 2019.</p> <p>A Contractor has been engaged and have commenced work.</p> <p>This resolution addresses Council Resolution 377/18 from Pool Review Committee.</p> <p>Council revote of funds completed.</p>
345/19	That recommendations item 3.1, 4.1 to 4.9 excluding item 4.5 of the Traffic Committee Minutes from meeting held 7 November 2019 be adopted.	DOI	CRM's created for recommendations. Implementation is tracked by Local Traffic Committee Action List.
346/19	Item 4.5 Traffic report at the intersection of Woodhouselee Road, Peelwood Road and Laggan Road, Laggan	DOI	CRM's created for recommendation. Implementation is tracked by Local Traffic Committee Action List.
349/19	That a report be provided to Council on the resources required to provide the Director of Environment and Planning to complete an investigation into the number of buildings in the towns and villages of the Upper Lachlan Shire that requires fire safety statements.	DEP	Report to be provided to a future 2020 Council Meeting.

**Council Meeting: 19 December 2019**

356/19	Council investigate installing measuring devices on standpipes and monitoring water table as a priority.	DOI	1. Avdata systems have arrived and boxes have been made. Electrical and
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**Information Only****ACTION SUMMARY - COUNCIL DECISIONS cont'd**

			plumbing quotations received. Awaiting availability of plumber to install systems.
362/19	1. Council receives and notes the report as information. 2. Environment and Planning Department report back to Council on the use of a drone to investigate inaccessible areas of weed infestation.	DEP	Report is provided to 19 March 2020 Council Meeting.
363/19	Environment and Planning report on the infestation of Serrated Tussock in the Shire and approach the State Government to help contain infestation.	DEP	Report is provided to 19 March 2020 Council Meeting.
364/19	1. Council receive and note the report as information. 2. Council adds SP1 and SP2 land use zones to the current review of the draft planning proposal under the Environmental Planning and Assessment Act 1979 being discussed with the NSW Department of Planning and Environment.	DEP	To be addressed as part of the response to Council Resolution 247/19.
366/19	1. The planning proposal be endorsed by Upper Lachlan Shire Council and forwarded to the Minister for Planning for a Gateway Determination in accordance with the Environmental Planning and Assessment Act 1979. 2. Council delegate to the General Manager authority to implement the Gateway Determination.	DEP	Planning proposal has been forwarded to Department of Planning, Industry and Environment.
370/19	Council investigates a suitable location for a RV Friendly Park within the town of Crookwell that will satisfy the Caravan, Camping and Motorhome Association (CMCA) requirements and is permitted under Councils Land Use Tables.	DFA/DEP	To be addressed as part of the response to Council Resolution 247/19.
374/19	The Draft Plan of Management – Crookwell Memorial Oval Complex be placed on public exhibition for a minimum period of 28 days in January 2020.	DEP	Plan placed on public exhibition on 4 February 2020. Report to 19 March 2020 Council Meeting.
379/19	That Council review the development contributions planning framework to provide:- <ul style="list-style-type: none"> <li>• An equitable charging regime.</li> <li>• Identification of priority infrastructure projects and locations.</li> </ul>	DEP	Council workshop to be scheduled in March 2020.

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

	<ul style="list-style-type: none"> <li>A formula for the collection of revenue that is clear and linked to the development impact.</li> </ul>		
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**Council Meeting: 20 February 2020**

10/20	The Director of Infrastructure provide Council with a report detailing the discussions that are currently taking place to achieve funding to upgrade this dangerous section of MR256.	DOI	2. Report is provided to 19 March 2020 Council Meeting.
11/20	Council provide sponsorship of \$1,000.00 to the Gunning Arts Festival Committee to produce festival promotion materials.	DFA	Letter sent to Gunning Arts Festival Committee on 28 February 2020.
12/20	Council apply for phase 1 of the Bushfire Community Resilience and Economic Recovery Fund Grant by 31 March 2020.	Grants Officer/GM	Grant application submitted on 3 March 2020.
13/20	Council participate in the 2020 Bush Bursary/Country Women's Association (NSW) Scholarship Program by providing sponsorship of \$3,000.00 (plus GST).	DFA	Letter sent to NSW Rural Doctors Network on 28 February 2020.
16/20	<ol style="list-style-type: none"> <li>The General Manager and Mayor consult with the Lessee's about access to the Health Care Centre, Crookwell.</li> <li>Council receive a report from the Director of Environment and Planning as to the legal status of alternative access.</li> <li>Council considers the question in the Director of Infrastructures report on whether the disability access is paid by the property users based on their proposed use or Council may consider a contribution based on community considerations.</li> </ol>	GM/Mayor	Meeting arranged with Lessee of the Health Care Centre on 25 March 2020.
17/20	That the Director of Infrastructure have further discussions with the Crookwell Neighbourhood Centre to ascertain if they would still be willing to fund the capital works for providing an off leash dog park in Gordon Street.	DOI	Correspondence forwarded on 10 March 2020.
18/20	1. Council adopt the Community Participation Plan and advise the NSW Government of the adoption.	DEP	Completed and placed on Council's website on 13 March 2020.

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

	2. Council Repeal Section 3.14 Notification in the Upper Lachlan Development Control Plan 2010.		Completed on 13 March 2020.
19/20	Council approves the attached draft Infrastructure Assets Naming Policy to be placed on public exhibition.	DOI	Placed on public exhibition and advertised on 12 March 2020.
20/20	1. Council appoint a Councillor Representative to the Community Walk Committee and seek community members through advertisement. 2. Council appoint Cr Kensit to the Community Walk Committee.	DOI	Correspondence forwarded to the Crookwell Men's Shed advising Cr Kensit is Council Representative to the Committee.
21/20	Council defer the recommendations 1 to 5 of the Water Security in ULSC report.	GM/DOI	Report to be provided to a future Council Meeting.
22/20	Council adopts the Private Sewer Pump Station Policy.	EA	Placed on Council website 28 February 2020.
23/20	1. Council writes to the Roads Classification Review Panel recommending additional local roads are reclassified as Regional Roads and Upper Lachlan Shire is consulted before the implementation of the recommendation; and 2. Council writes to the Roads Classification Review Panel recommending any regional roads to be reclassified to State Roads after review by Council. 3. Council hold a workshop to discuss priority roads and the potential effects before any of the above communication.	DOI	Terms of Reference to be finalised by the Roads Classification Review Panel.  Workshop to be convened on a future date prior to June 2020.
24/20	Council allocate \$600,596 additional Roads to Recovery Drought Funding for the road reconstruction and sealing works on Wheeo Road within the 2019/2020 Operational Plan.	DOI	Roadworks will be finalised by 30 June 2020.
25/20	1. Council adopts the 2nd Quarter Budget Review Statements for 2019/2020 including revotes of income and expenditure to the Operational Plan; and 2. Council endorses the Operational Plan Performance Summary Report.	DFA	Council updated budget revotes in Civica Authority System on 26 February 2020.
26/20	Council resolves to adopt the delegations for the General Manager and that Council affixes the common seal of the Upper Lachlan Shire Council to this delegation.	GM/Mayor	Added to Delegations Register on 25 February 2020.

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

27/20	<ol style="list-style-type: none"> <li>1. Council agree to the request from Crookwell/Taralga Aged Care Ltd for a Deed of Option to purchase part Lot 3 DP 1112816, land area of 2,417 square metres, at Saleyards Road in Crookwell. The deed is to commence on 21 February 2020 for a two year period, for a purchase price of \$113,328.94 with addition of annual CPI increases from 2017.</li> <li>2. Council authorises the signing and execution of the Deed of Option under the Common Seal of Council by the Council Mayor and General Manager for the agreement with Crookwell/Taralga Aged Care Ltd.</li> </ol>	DFA/GM	Correspondence forwarded on 25 February 2020 including new Deed of Option to be executed.
29/20	<p>Council appoint the following nominations to the Crookwell Potato Festival s355 Committee:</p> <p><u>Community Members:</u> Joyce Edwards, Beverley Houterman, Marcus Kolakides, Mike Walsh, Sandy Martin, Mandy McDonald and Darian Cameron.</p> <p><u>Council representatives:</u> Cr Paul Culhane and Cr Richard Opie.</p> <p><u>Council support staff representative:</u> Andrew Warren.</p> <p><u>Executive appointments:</u> Chair – Joyce Edwards Treasurer – Beverley Houterman Secretary – Darian Cameron</p>	EA	Correspondence forwarded on 28 February 2020.
30/20	<ol style="list-style-type: none"> <li>1. The report on Council's investment portfolio is received and information noted.</li> <li>2. The Committee receive and note the Audit Office NSW Independent Auditor's Reports for the 2018/2019 Council Financial Statements.</li> <li>3. The committee endorse the submission to the Office of Local Government on the Risk Management and Internal Audit Framework for Local Councils in NSW.</li> <li>4. Council adopt the Internal Audit Charter.</li> <li>5. Council adopt the Internal Audit Implementation Strategy.</li> </ol>	DFA/EA	Internal Audit Charter and Internal Audit Implementation Strategy placed in Policy Register and added to Council website.



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

31/20	Council does not support the recommendation 4.6 of the Audit, Risk and Improvement Committee.	DFA	Chairperson advised on 26 February 2020.
32/20	<ol style="list-style-type: none"> <li>Item be deferred to a future meeting after the completion of parking and traffic study so the outcome can be provided to LTC.</li> <li>Council install concealed driveway signs at 250 metres north of the driveway at 5520 Taralga Road, Curraweela;</li> <li>Council approve the trimming and removal of the trees on the west side of the road reserve (south approach).</li> <li>Council install a disabled parking bay at the front of the Taralga Post Office, in Orchard Street Taralga, in accordance with the relevant standards.</li> <li>Council regrade the unsealed section on this road for better drainage and erosion control on the road surface as a part of the road grading program;</li> <li>Council consider additional school bus bays into the new design when this road is due for re-construction in the future.</li> </ol>	DOI	3. CRM has been created for items 2 - 6 and forwarded to Council staff for implementation 27 February 2020.
33/20	4. That in principle Council Supports Landcare initiatives.	DEP	Noted.
39/20	<ol style="list-style-type: none"> <li>Council accept the expression of interest from Crookwell/Taralga Aged Care Ltd for the land sale of part Lot 3 DP1112816, Laggan Road, Crookwell. The land sale price shall be in accordance with the Douglas Walker and Associates valuation report for Option B, land area of approximately 9,394 square metres. All contract costs shall be borne by the purchaser of the land. The Council Mayor and General Manager be authorised to sign and execute legal documentation associated with the land sale under the Common Seal of Council.</li> <li>Council and Crookwell/Taralga Aged Care Ltd agree to the establishment of a right of carriageway and/or easement (minimum 20 metres in width) through</li> </ol>	DFA/GM	Correspondence forwarded on 25 February 2020 await Crookwell/Taralga Aged Care board decision.

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

	<p>aforesaid Option B land to allow Council to retain road frontage access from Laggan Road to the remaining parcel of land (2.55 hectares less Option B land area of 9,394 square metres) in part Lot 3 DP1112816, Laggan Road, Crookwell.</p> <p>3. Upon the land sale agreement being endorsed, the General Manager authorise the preparation of all associated documents related to the land subdivision and land conveyancing for Option B, part Lot 3 DP1112816 Laggan Road, Crookwell. All associated costs shall be borne by the purchaser of the land.</p>		
40/20	<p>1. Council purchase one Freightliner Coronado 114 from Hartwigs Queanbeyan for the sum of \$299,123 including GST</p> <p>2. Sell existing truck (Plant 538) through auction.</p>	DOI/Plant Coordinator	5. Correspondence forwarded and purchase order created on 27 February 2020.
41/20	Council accepts the tender from Bridging Australia Pty Ltd for the design and construction of a new bridge over the Kiamma Creek in Laggan Road Crookwell MR248E for a total price of \$339,306.00 (Inc. GST).	DOI	6. Correspondence forwarded and purchase order created on 5 March 2020

**POLICY IMPACT**

Nil

**OPTIONS**

Nil

**FINANCIAL IMPACT OF RECOMMENDATIONS**

Nil

**RECOMMENDATION** That -

1. Council receive and note the report as information.

**ATTACHMENTS**

Nil

## **11 ENVIRONMENT AND PLANNING**

The following item is submitted for consideration -

11.1	Draft Plan of Management - Crookwell Memorial Oval Complex	120
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## Environment and Planning - 19 March 2020

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**ITEM 11.1**                      **Draft Plan of Management - Crookwell Memorial Oval Complex**

**FILE REFERENCE**    I20/125

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

### **ISSUE**

Providing details in relation to the Draft Plan of Management for the Crookwell Memorial Oval Complex that was placed on public exhibition.

**RECOMMENDATION**      That -

1. The Draft Plan of Management – Crookwell Memorial Oval Complex be adopted by Council.

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### **BACKGROUND**

The Crookwell Memorial Oval is managed by Council as the Crown Land Manager. With the finalisation of the refurbished Crookwell Memorial Oval building Council has an obligation to ensure that a Plan of Management is in place in accordance with the *Local Government Act 1993*.

### **REPORT**

In accordance with Resolution No 374/19 the Draft Plan of Management – Crookwell Memorial Oval Complex was placed on public exhibition from the 6 February 2020 to 4 March 2020 with the document being available for inspection at Council's Environment and Planning Department, 44 Spring Street, Council's Gunning Office, 123 Yass Street, Gunning, Taralga Post Office, Orchard Street, Taralga as well as being available on Council's website.

During the exhibition period a total of one (1) submission was received. A copy of the submission is attached for Councillors information.

The following is a summary of the issues raised in the submission:

- **Lease**  
The Draft Plan of Management enables a lease or leases to be entered into. Any future lease negotiations are not required to be included in the Plan of Management.
- **Access to toilets by gym users**  
Access to the toilets by "gym users" will be facilitated. This issue does not impact on the adoption of the Draft Plan of Management.
- **Improvements works**  
Any improvement works will require the consent of Council prior to commencement. This is addressed in the Draft Plan of Management

## ***Environment and Planning***

### **DRAFT PLAN OF MANAGEMENT - CROOKWELL MEMORIAL OVAL COMPLEX**

cont'd

- **Defibrillator access**

A defibrillator has been purchased for installation in the "gym area".

- **Internal access to toilet lock malfunctioning**

A CRM has been created to have this issue rectified.

- **Connection of the 000 phone line in the gym**

The building has the provision NBN Wi-Fi internet access at various points within the building. The installation of a land-line is subject to negotiation with potential lessees.

### **POLICY IMPACT**

Nil

### **OPTIONS**

1. Council adopt the Draft Plan of Management – Crookwell Memorial Oval Complex.
2. Council not adopt the Draft Plan of Management – Crookwell Memorial Oval Complex.
3. Council amend the Draft Plan of Management – Crookwell Memorial Oval Complex prior to adoption.

### **FINANCIAL IMPACT OF RECOMMENDATIONS**

Nil

### **RECOMMENDATION**      That -

1. The Draft Plan of Management – Crookwell Memorial Oval Complex be adopted by Council.

### **ATTACHMENTS**

1. <a href="#">↓</a>	Draft Plan of Management - Crookwell Memorial Oval Complex	Attachment
2. <a href="#">↓</a>	Crookwell Barbell Club - Submission	Attachment



**DRAFT PLAN OF MANAGEMENT  
FOR  
CROOKWELL MEMORIAL OVAL COMPLEX**

**Adopted: XX/XX/XXXX**

**Resolution No: XX/XX**

**CROOKWELL MEMORIAL OVAL COMPLEX****Contents****1. Introduction**

- 1.1 Land Summary
- 1.2 Plans of Management
- 1.3 Purpose of Plan of Management
- 1.4 Classification and Categorisation of Land

**2. Management**

- 2.1 Issues
- 2.2 Objectives

**3. Policy and Framework for Management**

- 3.1 General (Function and Use)
- 3.2 Maintenance
- 3.3 Upgrade/Improvements
- 3.4 Financial Resources

**4. Priorities and Performance****5. Variation****6. Relevant Legislation and Council Policy and Procedures****7. Schedules**

- One (1) – Action Priorities and Performance Management
- Two (2) – Plan of Complex
- Three (3) – Management Arrangement

**CROOKWELL MEMORIAL OVAL COMPLEX****1. Introduction**

The *Local Government Act 1993* ("the Act") requires that Councils must classify Public Land as "operational" or community" and that Plans of Management must be prepared for Community Land.

All of the land in this Plan of Management is located within the Upper Lachlan local government area. Upper Lachlan Shire Council is the Crown Land Manager and is responsible for the care, control and management of the Land.

The land has been classified Community Land.

The ways in which Community Land can be used and managed are strictly governed in accordance with the Plan of Management and any law permitting the use of the Land for a specified purpose or otherwise regulating the use of the Land.

A Plan of Management outlines how Council will manage Community Land in the years ahead.

This Plan of management is to provide a framework for the operational and strategic use and management of the Land. The Plan aims to define the values, use, management practices and directions of the Land and be consistent with its public purpose or categorisation.

**1.1 Land Summary****Name of Land and Location**

1. Crookwell Memorial Oval Complex – Lot 701 DP 1027021 – Robertson Street, Crookwell

**Owner / Crown Land Manager**

Upper Lachlan Shire Council

**Permissible Uses**

The land is zoned RE1 Public Recreation and the uses are permissible under the current zoning of the *Upper Lachlan Local Environmental Plan 2010* are consistent with this Plan of Management.

**Permissible Tenures**

Leases and Licences for any purpose consistent with the purpose of the Land or the core objectives as categorized under the *Local Government Act 1993*, and are permissible under this Plan of Management.



## CROOKWELL MEMORIAL OVAL COMPLEX

### 1.2 Plans of Management

The Act requires that Council prepare a Plan of Management to identify the important features of the Land, clarify how Council will manage it and how it may be used or developed.

These plans become the regulatory instruments, which bind the land owner and give statutory authority to other types of plans.

Following preparation/review, a Plan of Management for Community Lands needs to be placed on public exhibition for not less than twenty eight days. Public comments are taken into account before Council considers adopting the plan.

### 1.3 Purpose of the Plan of Management

Upper Lachlan Shire Council (ULSC) has prepared a Plan of Management for the Land to meet legislative requirements of the *Local Government Act 1993*, and to reinforce and conserve the Land's values and gain acceptance through public consultation for proposed works.

The Plan of Management is designed to provide clear guidelines for the effective management of Community Land within the Upper Lachlan Shire local government area – Sportsground Use.

The Plan of Management will identify the important features of the Land, clarify how Council will manage it and how it may be used or developed. This will result in clear and achievable management strategies that reflect the Council's and the community's expectations.

#### Specific objectives of the Plan are to:

- Identify the values of the Land to the community and values common to Community Land – Sportsground Use.
- Identify and address the key issues, including leases and licences, conflict between users, and the needs of the residents.
- Identify potential opportunities for sustainable future development of the Land based on community priorities and budgetary considerations.
- Recommend performance measures by which the objectives of the Plan shall be achieved, and the manner in which those measures are addressed.
- Prepare guidelines for future management, planning and the ongoing maintenance of the Land.
- This Plan of Management will provide a basis for assigning priorities in the programming of works and budgeting for new or upgraded facilities.

### 1.4 Classification and Categorisation of Land

The Act requires that Councils must classify Public Land as "operational" or "community" and that Plans of Management must be prepared for Community Land.

Pursuant to Section 36(4) of the *Local Government Act 1993* all Community Land must be categorised.

## CROOKWELL MEMORIAL OVAL COMPLEX

The Land included in this Plan is classified as "Community Land" under the *Local Government Act 1993*, (the Act).

Community Land is intended for public access and use. Community Land cannot be sold, and cannot be leased, licenced or any other estate granted in the land for more than thirty (30) years.

Further to Section 36(4) of the *Local Government Act 1993*, and pursuant to Section 36(F) of the *Local Government Act 1993* the Land is categorised as a "Sportsground".

## 2. Management

### 2.1 Issues

The following major issues have been identified as being relevant to the land:

1. **Use of Area:** it is necessary to determine the various users to be allocated use of the area (and the arrangements for same).
2. **Level of Maintenance:** this relates to the level of maintenance required to maintain the area to a standard satisfactory to users.
3. **Community/User Involvement:** Council has identified the need for community / user involvement in maintaining, preparing and contributing to the use of community land.
4. **Future Planning (including upgrading and improvements):** as is the case with all infrastructure, there is an ongoing need to maintain, upgrade and improve facilities.

### 2.2 Objectives

The objectives of this Plan of Management are to put into place strategies which will:-

1.
  - a. Provide a facility that is responsive to the demand and needs of the community;
  - b. Optimise the use of the facility; and
  - c. To ensure access and equity to community facilities for the use of Council's residents and ratepayers.
2. Establish a defined maintenance program for the area that is clear to both Council and the users of the facility;
3. Encourage the community and user groups to participate in the management of the facility;
4.
  - a. Provide for the progressive improvement of the quality and appearance of the area as funds become available; and
  - b. Form a component of Council's land management strategies, consistent with its other Plans of Management.
5. Comply with the requirements of the Local Government Act 1993 and other relevant statutes.

**CROOKWELL MEMORIAL OVAL COMPLEX****3. Policy and Framework for Management****3.1 General (Function and Use)**

As part of the function and use of the area, consideration will be given by Council to the lease/licence of part of the site.

The NSW Local Government Act, 1993, allows Council to grant leases, licences and other estates over all or part of community land. Leases and licences are a method of formalising the use of land and facilities. Leases and licences can be held by groups such as community organisations and schools, and by commercial organisations or individuals providing facilities and/or services for profit.

A lease will be typically required where exclusive use or control of all or part of a sportsground is desirable for effective management. A lease may also be required due to the scale of investment in facilities, the necessity for security measures, or where the relationship between a major user and facilities in the sportsground justifies such security of tenure.

This Plan of Management expressly authorises the lease, licence or grant of any other estate over the land and building located on the land specified, for community purposes for a term not exceeding five years.

Council can support leases or licences on community lands for periods exceeding five years, the maximum period under the Local Government Act 1993 is 30 years (including any period for which the lease or licence could be renewed by the exercise of an option) for purposes consistent with the categorisation and core objectives of the particular area of community land.

The use of the area is for the provision of community facilities that encourage the participation in sporting and recreational activities and as a venue for other activities approved by Council.

The complex is a focal point of the land. The area will be managed by Council for purpose of facilitating recreational pursuits in the community. Other identified users of the Memorial Oval complex include the following:-

- Occupation and use of a defined area by Crookwell Barbell Club, a subsequent lease is required (identified in green highlight);
- Occupation and use of a defined area by Crookwell Junior/Senior Green Devils Rugby League Club (all areas excluding gym identified in green);
- Occupation and use of a defined area by Crookwell Junior/Senior Rugby Union Club (all areas excluding gym identified in green) ;
- Occupation and use of defines areas by casual hirers for events such as workshops and functions (identified in red highlight);
- Public toilet facilities will only be accessible during scheduled events.

The plan included as part of Schedule 2 - Figure 2 indicates the areas referred to above.

### CROOKWELL MEMORIAL OVAL COMPLEX

The area will also be subject to use for other approved community activities. These additional ancillary uses will not be the predominant use of the area and will be subject to public notice as necessary.

All user groups recognise that the Memorial Oval Complex is a public facility and accordingly, from time to time, individual areas may be required for community use purposes. In such instances Council will discuss arrangements with the respective user groups.

The following operational arrangements apply to the complex and may be varied from time to time through consultation with user groups:-

- a. Council will coordinate the booking and issuing of keys so that each group can access relevant specific areas in the complex.
- b. User groups are responsible for the "management" arrangements of keys issued;
- c. It is the responsibility of each user group to secure areas / Complex after use. ***(Note: it is emphasised that items (assets / infrastructure) in the complex need to be "protected");***
- d. User groups are not to utilise areas of Complex other than their own unless prior arrangements have been made;
- e. The various user groups are responsible for day to day cleaning of their respective areas after use.

### 3.2 Maintenance

The Complex includes a variety of facilities; each are subject to specific and multiple uses.

Council, at its discretion, may enter into a lease/licence for all or part of the Complex. Such lease/licence will include arrangements for maintenance/operation of the Complex.

Individual user groups have the responsibility of the specific preparations for their events/functions, control of the events/functions and for the clean/tidy up following same. These conditions will apply unless alternative arrangements have been made with Council.

All use of the area is subject to approval and authorisation by Council and must be conducted within the rules and regulations and subject to the payment of charges as specified by Council.

The "core" maintenance of the Complex is regarded as being the provision of a clean, tidy and effective facility. The provision of same will be undertaken by means of funds allocated in Council's budget and arrangements through any management lease/licence of the area.

Schedule 3 of this document defines the maintenance to be carried out at the complex by Council.

## **CROOKWELL MEMORIAL OVAL COMPLEX**

It should be noted that maintenance costs are to be offset by proceeds of user fees, charges and management lease/licence payments where applicable. Fees and arrangements for same will be regulated by Council. Users and other members of the community have the right to make written submissions on the fees to be applied; such submissions will be invited as part of the preparation of Council's Operational Plan each year.

**Any improvement works proposed to be undertaken by user groups must have the prior approval of Council.**

### **3.3 Upgrade/Improvements**

Each year in conjunction with the preparation of Council's Operational Plan the community is invited to submit to Council details of projects that they wish to be considered for inclusion in Council's works programme for the following year. Such projects can be improvements to existing facilities, upgrade of existing facilities, construction and installation of new facilities. Operational Plan Submission forms are to be received by Council no later than the 15 December each year.

The proposed projects will be considered in conjunction with works that have been identified (i.e. by Council, other bodies) and will be prioritised by Council depending on funding available for community groups, grants and contributions etc.

Should opportunities or potential projects arise to increase the provisions of complex facilities these will be considered by Council with community consultation being undertaken.

### **3.4 Financial Resources**

- a. In conjunction with the preparation of Council's Operational Plan each year the "core" maintenance activities (and associated costs) will be identified by Council. Provision will be made in Council's Operational Plan and/or management agreements for the provision of same.
- b. Funds for capital upgrades and improvement works will be subject to financial assistance from user groups, funds that may be made available for specific works by Council, general allocations for improvements by Council, the availability of grants through Government Programs etc.

## **4. Priorities and Performance**

The action priorities and performance measurement for the Management Plan are as follows:-

See Schedule One.

## **5. Schedule of Land**

See Schedule Two.

## CROOKWELL MEMORIAL OVAL COMPLEX

## SCHEDULE ONE (1)

<b>Objectives</b>	<b>Performance Targets</b>	<b>Statement of Means (Actions)</b>	<b>Timing</b>	<b>Performance Assessment</b>
To provide a facility that is responsive to the demand and needs of the community.	Monitor use of facility and maintain awareness of facilities required by user groups.	Consult with user groups, review of existing facilities and program upgrades/improvements.	Ongoing	Level of user satisfaction.
To optimise use of the area.	Promote use of complex and maintain awareness of the availability of the facility with the community.	Advertising and improvement of facilities.	Ongoing	Increase in use of area.
To establish a defined maintenance Program.	To ensure that the role of Council and users is clearly defined and understood. A "core" level of maintenance is to be recognised.	Implementation of a maintenance programme which complements Council's responsibilities.	Ongoing	Level of user acceptance and understanding.
Encourage the community to participate in the operation / development of the facility.	Monitor participation by community/users in facility maintenance, improvements, development.	Response by Council to all requests; Council staff consult with users.	Ongoing	Levels of user/community input.
Plan for progressive improvement of the quality and appearance of the area (as funds become available).	Determine improvement work with associated costings on an annual basis.	Participation by users, community and Council in future development.	Ongoing	Level of community satisfaction.
To form a component of Council's Land Management strategies.	Consistent with other Plans of Management established by Council	Establishment of the Plan in conjunction with other Plans of Management.	Ongoing	Application of strategies.

**CROOKWELL MEMORIAL OVAL COMPLEX**

To comply with Local Government Act 1993 and other legislative requirements.	Develop and review Plan (5 year review).	Meet statutory requirements.	Every 5 years	Level of user satisfaction.
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**4. Variation**

Council reserves the right to reasonably vary the terms and conditions of this Plan to ensure it continues to meet Council's requirements.

**5. Relevant Legislation and Council Policy and Procedures**

The Following Legislation and Council Policies and documents that are relevant to this Plan include:

- Local Government Act 1993
- Local Government Amendment (Community Land Management) Act 1998
- Government Information (Public Access) Act 2009
- Upper Lachlan Local Environmental Plan 2010
- Upper Lachlan Shire Councils Integrated Planning and Reporting suite of documents
- Code of Conduct for Councillors, staff and delegates of Council
- Service Delivery Policy
- Interaction between Councillors and Staff
- Volunteers Policy
- Upper Lachlan Shire Council Code of Business Practice
- Any other relevant legislation and guidelines as applicable



**SCHEDULE TWO (2)**



**CROOKWELL MEMORIAL OVAL COMPLEX****SCHEDULE THREE (3)****Defined Maintenance Schedule**

This schedule has been prepared to define and identify the "maintenance" role of Council in managing the community land area(s) indicated.

<b>AREA(S):</b>	<b>Crookwell Memorial Oval Complex.</b>
<b>GENERAL MAINTENANCE:</b>	<p>Cleaning, caretaking and general maintenance undertaken (as necessary) coordinated by the Council.</p> <p>User groups are responsible for the day to day maintenance of their respective areas and for the cleaning/tidy-up of facilities following functions/activities conducted by their group. Should this not occur relevant costs will be recouped from the user group.</p>
<b>BUILDING MAINTENANCE:</b>	<p>As required. Any improvement/upgrade works are to be approved by Council. Funding for such works will be considered annually as part of Council's Operational Plan processes.</p>
<b>OTHER:</b>	<p>Specific arrangements made for functions / events are to be booked in advance by liaising with the Council.</p> <p>Should there be an accident or injury arising through the hirers use, the hirer must inform the Council, in writing, on the first working day after the incident.</p> <p>Council shall not be responsible for any loss or damage of any property belonging to the hirer or any person attending the facilities.</p> <p>Any unresolved disputes arising between the hirer shall be referred to Council whose decision shall be final.</p>

Ms Colleen Worthy  
The General Manager  
Upper Lachlan Shire Council  
PO Box 42  
Gunning, NSW, 2581

Dear Ms Worthy,

RE: Public exhibition of the Draft Management Plan for the Memorial Oval Complex

Firstly, congratulations on your new appointment to Crookwell. We look forward to working with you.

As you may be aware, we made a submission last November regarding the previous draft which we have attached for your convenience.

It is difficult to respond to this current draft when we don't know what the lease will entail. We have had no response to our two requests to view a blank/standard/pro forma lease and to start negotiation of the lease terms to expedite re-establishment of the gym. Therefore, we repeat what we have said in the past response: that we'll need a lease-free period equivalent of the time the gym hasn't operated to recoup lost fees, moving expenses and insurance premium, and assess whether the local community support in the new premises sustains the costs the Council seems intent on recouping from the gym. Largely, our revenue in the past has been reinvested in maintaining the safety of gym users and the standard of equipment. Please refer to the attached submission for more details about our financial situation.

We still contend that the Crookwell Barbell Club is being treated differently to other occupiers and users of the complex in Council's requirement of a lease. We note with interest that the areas outlined on the plan of "occupation and use" for the football clubs do not include the storage areas. Does this indicate that the clubs will not have exclusive use of the storage areas, and that other clubs or persons will have access to the equipment stored there?

Because the Barbell Clubs equipment is being permanently housed in the gym does not mean that the Club will be the only user or occupier of the area. The Crookwell Barbell Club has endeavoured to broaden the community's access to the gym by negotiating arrangements with personal trainers to use the gym equipment to run classes as a separate business to the Club. In preparation for the new facility, we have found a Masters qualified personal trainer with speciality in rehabilitation after surgery or injury. Also, there is a fitness business in Crookwell interested in a similar arrangement. In the past, we have successfully organised these arrangements to ensure the gym was not an exclusive club. We have successfully managed safe and responsible access to the gym equipment in the face of community expectations that there should be no barriers to entry. We now have an induction process and membership agreement which includes a code of conduct, a secure digital lock entry and CCTV. We take our responsibility for gym user's safety very seriously.

The Club cannot responsibly enter a lease agreement without understanding how the new facility will impact on the financial viability of the gym. The Club is willing to contribute to running costs of the gym area, once those costs can be assessed and we would expect full transparency to gain an understanding of our proportion of costs. The Club does not have a weekly drawcard and canteen or bar takings to raise additional funds. We rely on gym user's fees and their motivation to attend to

cover our cost, and we have received one grant for equipment that the general public can use safely. Again, seeking to broaden community access.

We cannot assume that committee members are able and willing to undertake extra-curricular fund-raising to cover rent. The committee already has the onerous task of administering and day-to-day management of the gym. There is a lot involved in maintaining safety and responsible use of the gym. If the new gym facility is viable and running smoothly, the Barbell Club is more likely to attract new committee members who may be willing to raise additional funds to subsidise the facility running costs. As previously mentioned it is not simply a matter of raising fees we need to remain competitive with other offerings (refer November submission for further details).

Other minor points we would like to draw your attention to include:

3.1 Access to toilets “only during scheduled events” – Does this include gym users?

3.2 “Any improvement works ... require prior approval” – Does this include putting Club paraphernalia and instructive posters on the walls?

Schedule 3: Groups are responsible for “day-to-day maintenance” – Does this include repairs for accidental damage?

Lastly, there are a few unresolved issues with the building itself that we haven’t heard any further about:

- the gym doesn’t have access to the defibrillator;
- the lock on the internal access to the toilets was malfunctioning; and
- connection of the “000” phonenumber in the gym.

Thank you for your time. Please contact us if you wish to discuss the Barbell Club’s use of the gym area.

Yours faithfully,

John Broderick

President, Crookwell Barbell Club

2<sup>nd</sup> March 2020

To: Councillors of the Upper Lachlan Shire

RE: Workshop in response to the Draft Plan of Management – Crookwell Memorial Oval Complex

### **History of Crookwell Barbell Club**

The Club was established more than 50 years ago with various premises over the years. About 25 years ago, a collaboration between the CBC and the football clubs resulted in the building of the old memorial oval clubrooms.

A dedicated core group of gym users have contributed as committee members, volunteered their time to maintain, repair and replace the gym equipment, manage access, membership induction and, upheld the expected safety codes and behaviour in the gym.

With the advent of increased litigation in the early 2000s, sporting clubs were required to become incorporated bodies and have public liability insurance.

In 2007/8, John Broderick succeeded Bruce Belford as President and with the help of his wife Sherryl, the CBC became incorporated and took out insurance. Since then a range of safety and management issues have been resolved through research and policies. Our policies are discussed and minuted at meetings and are incorporated in procedural documents. Policies have focussed on user safety and the Club's Duty of Care.

### ***You are welcome to request any of the following policy/procedure documents:***

- Checklist for Induction of gym users by certified trainer.
- Steps to sign up a new member by email and attachments, including junior/senior membership agreement and waiver, Safe and Considerate Use of Gym, Pre-exercise Screening Tool and Exercise Intensity Guide.
- Personal Trainer Agreement - for use of the gym equipment to run sessions.
- Safety and Maintenance Checklist – for the gym area and equipment.
- Security Policy, 20 July 2017
- Incident Report.

### ***Sources:***

- Department of Fair Trading guidelines
- Fitness.org.au
- FITTA.org.au - Fitness Training Academy, Safety and Maintenance Checklist
- Community Gyms a step by step guide
- NSW Fitness Industry Code of Practice
- Kids in Gyms Summary, CHISM (Sports Medicine at Westmead Hospital)
- NSW Civil Liability Act 2002
- Not-for-profit Law Guide, Duties Guide. Guide to the legal duties of not for profit committee members, directors and office holders, December 2016. Justice Connect. [nfpplaw.org.au](http://nfpplaw.org.au)
- <http://www.fitnessriskmanagement.com.au/pdf/The-Australian-Fitness-Industry-Risk-Management-Manual.pdf>
- Limiting or excluding liability in the Australian Fitness Industry. Fitness Australia. Joachim Dietrich 2012
- NSW Surveillance Devices Act 2007 No 64
- Local Government Act 1993 No 30 [olg.gov.au](http://olg.gov.au) accessed 21/11/2019



### Plan of Management for the Memorial Oval Complex

We look forward to opening the doors of the new gym to the broader community. Accumulating, then upgrading the equipment has taken decades of effort, and we see the new facility as the next evolution of the Club.

We appreciate the complexity of the regulatory framework that council has to implement. However, we are disappointed that this process was not commenced much earlier and that the community expectations of having access to the newly completed facility will be significantly delayed.

At the first meeting with the council staff (Andrew Croke and Tina Dodson) in September 2019, we (Sherryl and John Broderick) were informed that a Plan of Management needed to be approved by Councillors, that:

- i) a Lease would be required
- ii) content insurance would be a condition of the Lease
- iii) a rent-free period of 12 months would be arranged to assess baseline data and running costs before entering into a lease.

We took this as information to consider, and by no means “consultation” for the Plan of Management nor an agreed position for a Lease.

In the first instance, we question whether a lease should apply. Whilst the Club’s equipment will be located in the gym, it is not exclusively for the use of CBC members but also for other entities. By definition this is not *exclusive occupation or use by ‘any person’* (Local Government Act 1993, Section 47D). As always, the CBC works to broaden community access to the gym area; a Personal Trainer from Goulburn has confirmed her interest in taking specialised fitness sessions using CBC’s equipment and we also have confirmation from a Crookwell based fitness business to make similar arrangements. We are prepared to voluntarily manage the access of these other entities given our extensive experience. However, if council wishes to take on the management of other organisations access to the CBC equipment then that’s fine by us!

On the matter of contents insurance for the equipment, we have concerns about the cost and whether council can indeed specify this as a condition. A recent quote indicated a premium of nearly \$600 p.a. on equipment worth \$20 000, this represents 15% of average annual takings. We have operated for decades covering this risk of theft and damage internally and suggest we can continue to do so. Gym user’s willingness-to-pay for a new building is untested; see below for further discussion on this point.

The process of approving a Plan of Management and settling a Lease will take months: PoM Drafted via workshop, submitted to December Council meeting for approval, exhibited for 28 days, revised and submitted to council meeting in January, Lease negotiated directly with the Barbell Club (less than 5 years and no tender process), exhibited for 28 days and, if there are no objections, possibly granted sometime in March. We suggest that the Council approves a short -term occupation whilst this process is undertaken such as might be applicable under the Crown Land Management Regulations 2018 (*What tenure can Council grant pre-PoM? Council Crown Land Manager Fact Sheet; DOC 19/216495*).

We would like to add that if we enter a lease, council might offer a rent-free period sufficient to recoup lost income and expenses incurred by the Club, including removal and re-installation of the CCTV, new secure money box, another digital lock, shelving etc, equipment check and service, the loss of insurance premium. The total losses and costs stand at about \$6500 as at 1<sup>st</sup> December, 2019. We estimate lost income over the past 15 months (\$5000) plus expenses of \$1500. In addition to the loss of insurance premium of \$170 p.m. We restarted the insurance to cover the risk of moving the equipment, when we were told that the handover of the keys would be in September. The insurance broker informs us that we cannot pause the cover and cancellation would incur a financial loss.

In our opinion the following are critical management issues to the viability and sustainability of a not-for-profit gym at the Memorial Oval Complex:

1. Creating a **relationship** with Council that attracts willing volunteers to succeed the current Club leadership;
2. **Encourage** the district community to become **regular users with fees** they are willing-to-pay;
3. Maintain **secure access and precautions for safe use of gym** and acquire public liability insurance cover.

We address each of these management issues from the perspective of the CBC and the gym area only.

#### **1. Creating a collaborative relationship between Council and the Club**

**Objective:** A friendly and supportive relationship with Council to attract Club volunteers in the future, through open and frank communication.

**Rationale for objective:** Such a relationship enables the Club to make decisions in its' members best interests. This is 'fair process' and enables the Club committee to navigate change without significant stress, losses or disruption to the Club and its' members.

**Means of achieving objective 1:** We would expect to be given full information of the Council intentions now and in the future, **at the beginning** of any planned changes that affect the Club, its operation and management of the gym. Full information about Council procedures and processes that cause a delay or interruption to the operation of the gym need to be stated clearly at the beginning.

**Assessment of performance:** The Club committee is satisfied with the service offered by council staff tasked with managing the facility.

#### **2. Encourage regular use with fees that gym users are willing to pay**

**Objective:** Encouraging the district community to become regular users by setting fees that cover costs, and are competitive and attractive.

**Rationale for Objective:** Affordability is crucial to encourage membership and most importantly regular attendance at the gym to realise positive weight and health outcomes for the local community.

**Means of achieving objective 2:** ULSC to **minimise costs** of operating the gym and take the advice of the Club committee regarding the financial viability of the gym fees.

From the beginning, we've stated clearly that the gym's capacity to pay rent/costs is very minimal, at best a contribution towards energy costs for the gym area. Any intention to charge rent above a proportion of running costs needs to be declared now and the basis for calculation specified.

Also, we would expect that other clubs are treated in the same manner as the CBC; that is, contributions towards maintenance and/or energy costs.

Our ability to increase income is very limited and the flexibility of gym fees very uncertain. We estimate the short-medium term income for the gym to be about \$4500 p.a. which should cover insurance, equipment maintenance and cleaning. This is based on: a minimal fee increase per visit, the income from steadfast users' fees over the past 5 years, and the estimated number of users after the initial enthusiasm of new members has fallen off, a commonly observed behaviour in all gyms.

We have recently re-assessed our fees by checking competitors and conclude that \$5 per visit is a reasonable fee that users would be willing-to-pay for the standard of equipment offered, and enables sessions by a Personal Trainer to be financially viable. This is comparable to the local, direct competition from Champagne Fitness and takes into account the convenience of not travelling to Goulburn for weights-based or resistance training.

The Club will promote the gym through social media, the newspaper and potentially Council website but only as the volunteers' time limits allow.

**Assessment of performance:** The committee will re-assess income and how fees are charged after the first 6 months; and will re-assess on an annual basis at the time of preparing financial statements. We could email lapsed gym users to ask what factors prohibited more regular use. An open question will elicit a range of responses and identify if cost was a factor.

### **3. Maintain secure access and precautions for safe use of the gym and, acquire public liability insurance cover.**

**Objective:** Maintain secure access and safe use of the gym and meet the conditions specified by public liability insurance underwriters.

**Rationale for objective:** The Club takes reasonable actions to reduce the risk of injury and harm for people entering a community gym with unsupervised access.

**Means of achieving objective 3: see below points**

#### Secure access

**Main entry on Robertson Street** – The Club can re-install a digital lock on this door then issue each authorised member/user with a digital code. The lock has a security key barrel and we have registered keys for office holders and council.

The **internal door** between the gym and the rest of the building may need a second digital lock to allow access from the gym to the bathrooms and defibrillator.

**Double-glass doors** on each side of the gym should be locked and the keys kept in the secured storage room to avoid being accidentally left open.

**Windows** have had security mesh installed and can provide ventilation when the gym is being used.

**Signs will remind** people to close and lock windows and doors when they leave the gym.

Users are required to **sign in and out** of the gym at each visit.

The Club owns a **CCTV system** from the previous building which can be installed in the gym area. The footage is kept for 3 months and for a minimum of 2 years where an incident has been reported. Users are required to report any injury immediately or within 3 months.

#### Safe use of the gym

**Induction** - People wishing to use to the gym undergo an induction with a Cert. 4 Personal Trainer, who will assess their fitness, provide an introduction to the safe use of the equipment, and workout program.

**Conditions of use** – Gym users sign a membership agreement outlining safe use of the gym, a code of conduct and risk waiver.



An **emergency 000 phone** is being installed in the gym and is a minimum requirement of public liability insurance cover.

**Maintenance of gym area** – A volunteer equipment/safety officer will conduct regular checks (see attached). Also, gym users are expected to place 'out of order' signs on faulty equipment and report it immediately.

We expect to have to pay a cleaner to clean the area regularly. The Club owns an industrial vacuum cleaner.

**Signage** - We are required to place signage on the internal walls to advise users of risks and appropriate exercise technique. We suggest blu-tac is the least damaging method to attach laminated signs to paintwork.

**Assessment of Performance:** The goals would be to have no permanent injuries, no breaches of security or unauthorised use of the gym. Over the past few years, the Club has reduced unauthorised use significantly and when a breach did occur we were able to identify the offenders and seek retribution in a fair and respectful way (we asked the youth to clean up his mess, suspended his membership for a period, then he re-joined the gym).

Thank you for the opportunity to have this input into the development of the PoM for the Memorial Oval Complex. There is one other important point to make.

The Club would like to recognise the founder, Bruce Belford with a few words of appreciation, framed and hung in the gym. We do not propose any public dedications, ceremonies or announcements; just a small gathering of members. Considering recent conflicts around naming public property in the Shire, and the dilemma this seems to present to council around naming of public property, we suggest the gym area remains un-named. However, we will not seek ANY further bureaucratic approvals and delays to recognise Bruce in the manner suggested.

Yours faithfully,

John Broderick  
President, Crookwell Barbell Club  
5 December 2019



## ATTACHMENT: Safety and Maintenance checklist for gym and equipment

### Check the following items

1. floor for tears and trip hazards
2. protective padding free of cuts and tears
3. non-functional or broken equipment removed or locked out of service
4. ensure all policy and safety signage is posted
5. disinfectant spray and cloths are stationed near padded benches
6. report any cleaning issues to the President for follow up

### Platform area

7. platforms are free of splinters, holes, protruding nails and screws
8. a perimeter space around lifting platform of at least 90cm
9. benches, chairs and boxes kept a safe distance from platforms
10. olympic bars rotate properly and are, maintained and lubricated and tightened
11. bent bars replaced, knurling free of debris and Collars are functioning
12. wrist straps, belts, knee wraps available and stored properly

### Free weight area

13. proper spacing of racks and weight standards to allow access at all times
14. securing bolts and apparatus parts tightly fastened

### Resistance machine area

13. Easy access to each workstation
14. Area free of loose bolts, screws, cables and chains
15. Proper pins used
16. Securing straps functional
17. All parts smooth functioning and lubricated regularly
18. Protective padding free of cracks or tears
19. No protruding screws, or parts that need tightening or removal
20. Belts, chains and cables aligned with machine parts
21. No worn parts (frayed cables, loose chains, worn belts, cracked joint screws)

### Cleaner's duties:

- Vacuum floor
- Disinfect padded surfaces
- Clean basin area
- Clean scuff marks on walls
- Clean inside of windows and dust sills
- Empty rubbish bins
- Report any issues

Suggested maintenance schedule: A5 lined notebook kept in storage room

Equipment check and service date, and by whom	Comments or reported faults	Follow up date and action
e.g. 29/10 Dan	Lubricated cables, No faults	
e.g. 11/12 Joe	Replaced pin on machine, ordered part	

## **12      INFRASTRUCTURE DEPARTMENT**

The following items are submitted for consideration -

12.1	Review of Plant Hire Policy	144
12.2	Proposed upgrades to Tablelands Way - Goulburn to Lithgow	152

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## Infrastructure Department - 19 March 2020

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**ITEM 12.1**                      **Review of Plant Hire Policy**

**FILE REFERENCE**    I20/30

**AUTHOR**                      **Director of Infrastructure**

### **ISSUE**

This report provides a revision to an existing Council policy used for Plant Hire

**RECOMMENDATION**      That -

1. Council place the attached Draft Policy on public display for at least 28 days;
2. Council adopt the policy if no submissions are received within the advertisement period.

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### **BACKGROUND**

This policy is due for review. Copy of the revised policy is attached as Attachment 1.

### **REPORT**

The key changes are that council permits hire of machinery or plant by a member of the community if hired with the operator. No hire of machinery or plant is available without the operator (dry hire). To prevent any perception of inappropriate use of equipment it is recommended that machinery or plant hire is unavailable to staff and councillors.

References to legislation and Council documentation is updated. It is recommended that the policy is placed on public exhibition for 28 days before it is adopted.

### **POLICY IMPACT**

Council is required to review its policies when due to renewal.

### **OPTIONS**

Nil

### **FINANCIAL IMPACT OF RECOMMENDATIONS**

Nil

**RECOMMENDATION**      That -


1. Council place the attached Draft Policy on public display for at least 28 days;

***Infrastructure Department***

**REVIEW OF PLANT HIRE POLICY** cont'd

2. Council adopt the policy if no submissions are received within the advertisement period.

**ATTACHMENTS**

1. <a href="#"></a>	Private Works & Plant Hire Policy - Date Adopted 20 March 2014 - Resolution 52/14 - Review 2019	Attachment
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<b>POLICY:-</b>	
Policy Title:	Private Works and Plant Hire Policy
File reference:	F13/16
Date Policy was adopted by Council initially:	26 July 2007
Resolution Number:	227/07
Other Review Dates:	28 February, 2008, 15 July 2010,
Resolution Number:	52/08, 262/10
Current Policy adopted by Council:	20 March 2014
Resolution Number:	xxxx
Next Policy Review Date:	2022

<b>PROCEDURES/GUIDELINES:-</b>	
Date procedure/guideline was developed:	26 July 2007
Procedure/guideline reference number:	

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

## **PRIVATE WORKS**

### **PROJECTS AND PLANT HIRE**

#### **1. DEFINITION**

Private work includes any work, undertaken upon agreement with a landowner, of a nature on private lands and / or public lands which lies outside the routine responsibility of Council for which a quotation or schedule of rates has been provided by Council.

Plant Hire includes using Council owned plant and equipment to carry out work that lies outside the responsibility of Council.

#### **2. CITATION**

This document may be cited as Upper Lachlan Shire Council Policy – Private Works (Projects and Plant Hire).

#### **3. APPLICATION OF POLICY - OBJECTIVE**

The purpose of this policy is to outline Council's requirements for the undertaking of these private works (projects and plant hire). The policy is designed to make the plant available to the community for work at cost and comply with Trades Practices Act 1974. The policy also aims to protect the integrity, security and reputation of the Council, Councilors and its staff and maintain a high level of services to the community.

All enquiries regarding this policy are to be directed to the Infrastructure Department of Council.

#### **4. REQUIREMENTS**

##### **4.1 PROJECTS**

- (i) No private works projects shall be undertaken until:
  - a. The person requesting such private works has accepted the quotation in writing;
  - b. Payment for the work has been received by Council. (Except for works meeting clause 4.2)
- (ii) Payment is to be in the form of cash, cheque or unconditional bank guarantee received in full at Council.
- (iii) At the request of an applicant, a quotation will be provided in writing by Council and prior to commencement of any works commencing, must be accepted by the applicant in writing.

- (iv) Private works projects of any value will not commence until a cash deposit or bond equivalent to 100% of total value of the private works is paid to Council.
- (v) Private Works to the value of \$500.00 or up to two (2) hours duration of grading (whichever is the greater) may be allowed as an exception to clause 4.1 b on the basis of payment after the work has been carried out.
- (vi) Private works to the value above \$50,000 must be referred to the Director of Infrastructure for consideration.

#### **4.2 PLANT HIRE**

- (i) Hire of plant is permitted when hired with the plant operator (wet hire);
- (ii) Plant hire without the operator is not permitted;
- (iii) Council provides supervisory functions when hired with the operator.
- (iv) The applicant is responsible to discuss with the operator the standard of work to be achieved or to terminate the plant operation at any time if the work does not meet the applicant's satisfaction.
- (iii) Works are completed with care and efficiency, but no responsibility is taken to meet the expectations of the completed works.
- (iv) Council is not responsible for any loss or damage incurred by recall or withdrawal of plant or staff from any works.
- (v) All plant travelling costs to and from the private works location is an additional charge to those hours actually worked on site. It is therefore required that the person wishing to hire such plant do so when that particular plant item is stationed in the nearby proximity thus minimizing travelling expenses.
- (vi) The applicant is responsible for identifying and clearly marking any underground or overhead services that may be affected by the proposed works. Council is not responsible for damage(s) to services whilst undertaking the works.
- (vii) The schedule of hire rates makes provision for two levels of hire, i.e.:
  - (a) Work completed during normal working hours;



- (b) Work completed after normal working hours as an overtime rate. Higher charges apply for the overtime and work outside normal hours.
- (viii) All private works requested will be at Council's convenience or as directed by Council's Manager of Infrastructure Delivery (or his representative) i.e. Council programmed works receive first priority over any private hire activities.
- (ix) Plant is to be operated by Council employees (wet hire).
- (x) Rates charged for hiring plant is fixed at full cost recovery by Council in the Annual Operational Plan; incorporating the Revenue Policy and Fees and Charges.
- (xi) Applicants wishing to hire plant are to sign Council's standard request form prior to hire commencing.
- (xii) All previous plant hire debtor accounts are to be paid prior to any additional works being undertaken by Council.
- (xiii) Plant is meant to include graders, backhoes, loaders, trucks, rollers and the like.
- (xiv) All materials will be charged at full cost recovery and risk margin.
- (xv) All equipment hired will be charged out for actual time on the job (not time used).
- (xvi) Council staff and Councilors are not permitted to hire Council plant and machinery. Plant hire is not permitted for activities benefiting Council staff and Councilors (either directly or indirectly).
- (xvii) Fix lump sum prices are not permitted and each project must be individually costed.

Council will undertake Private Work in accordance with adopted rates for the Hire of Plant & Equipment. Private Work however will only be carried out subject to the availability of Council Plant & Equipment and without significant disruption to existing work programs.

Weed Control activity deemed as Private Work will also be included, with arrangements to be approved by both the Coordinator Maintenance (or Coordinator Construction) and Manager Regulatory Compliance and Biodiversity Services.

## **5. INDEMNITY**

In requesting and authorising the Upper Lachlan Shire Council to carry out private works (projects or plant hire), the applicant shall indemnify the Upper Lachlan Shire Council against any claim, action or process for damage or injury which might arise during the progress of such works and shall keep indemnified the Upper Lachlan Shire Council against any claim, action or process for damage and/or injury which might arise from the existence of such works unless such damage and/or injury is due or contributed to by an act or omission of the Upper Lachlan Shire Council, its employees or agents.

## **6. COMPETITION**

Private work is not a core function of Council and is provided so as to supply a reasonable economical means of a landholder securing access to earthmoving plant. This work is “contestable” and Council does not wish to promote or seek any monopoly over these functions. As such, applicants may wish to seek alternative quotations or plant hire options through other earthmoving organisations. Council encourage applicants to seek alternative quotations from other providers.

In all cases written quotations will be issued, with acceptance by Signed Agreement required for all works and authorized by Coordinator Maintenance or Coordinator Construction.

Council will undertake private works with a risk margin of 20% being required to cover supervision and the preparation of the estimated cost. The Director of Infrastructure may alter this risk margin if deemed necessary to provide a competitive price for works in excess of \$50,000.00.

Council may provide a subsidy to community based or charitable organisations in respect of plant hire. All costs incurred by Council in respect to labour and materials are charged against the organisation concerned.

Private Works - General (section 67 of the Local Government Act 1993) are to be charged at cost price and will also include a percentage for administration, supervision etc. as shown in the fees and charges schedule of Council's Operational Plan plus GST where applicable.

## **7. PUBLIC PERCEPTION ON STAFF EQUIPMENT HIRE**

Hire of Council owned equipment by Council staff and Councilors are not permitted. Emergency works undertaken during Natural Disaster event to protect life and property are exempt from this provision.

## **8. NON-COMPLIANCE WITH THIS POLICY**

Failure to comply with the terms of this policy including private use of plant by staff may lead to disciplinary investigation of the responsible staff member. Any

instances of inappropriate conduct can lead to dismissal and / or criminal prosecution.

## **9. VARIATION**

Council reserves the right to vary or revoke this policy.

## **10. RELEVANT LEGISLATION**

- Local Government Act, 1993;
- Trades Practices Act 1974;
- Local Government (General) Regulations, 2005;
- Independent Commission against Corruption Act ,1988;
- Government Information (Public Access) Act 2009;
- Privacy and Personal Information Protection Act 1998;
- State Records Act 1998;
- Crimes Act 1900 (NSW);
- Code of Conduct Policy and Procedure;
- Complaints Management Policy;
- Upper Lachlan Shire Council Operational Plan Schedule of Fees and Charges;
- Code of Business Practice;
- Statement of Ethical Principles;
- Fraud and Corruption Prevention Policy;
- Procurement Policy;
- NSW Ombudsman - Good Conduct and Administrative Practice (Guidelines for State and Local Government) June 2006; and

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## Infrastructure Department - 19 March 2020

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**ITEM 12.2**                      **Proposed upgrades to Tablelands Way - Goulburn to Lithgow**

**FILE REFERENCE**    **I20/121**

**AUTHOR**                      **Director of Infrastructure**

### **ISSUE**

This report provides a brief background and update on the proposed upgrades to Tablelands Way – Goulburn to Lithgow

**RECOMMENDATION**      That -

1. Council receive and note this report as information.

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### **BACKGROUND**

Tablelands Way is a Regional Road and Classified Road within the provisions of the NSW Roads Act 1993. The maintenance on this road is funded by the NSW State Government through Regional Road funding program (Block Grant, REPAIR, Traffic and Line marking, 3x3). Council provides funding from time to time to supplement the Regional Road funding.

This road needed funding as the Regional Road funding was not enough to pay for the maintenance and upgrade of this road. The initial proposal was to request the reclassification of Tablelands Way as a State Road (similar to Goulburn to Bathurst Road). Upper Lachlan Shire Council agreed with Oberon Council to fund a proposed study and help make this case for the reclassification.

Oberon is coordinating the Expression Of Interest (EOI) for the proposed funding of upgrades. The scope of works includes, upgrade and widening of several sections located within Upper Lachlan, Oberon and Lithgow Council.

This report provides further information on this proposed project for the scope of works located within Upper Lachlan Shire Council.

### **REPORT**

As a part of the request for reclassification, Oberon Council requested key areas of the road that needed upgrade.

Council developed a scope of works based on the following two locations:

1. Upgrade to the last 5.6 km of the road leading into the bridge over the Abercrombie River Bridge; The scope of work is consists of widening of the road, assuming majority of the work can be undertaken without blasting;

2. Upgrade to the causeway and minor realignment of the road; The scope includes a small raised bridge joining the curves removing the need for giveaway;
3. Drainage improvement works including maintaining and constructing table drains and catch drains.
4. Design and installation of traffic signage including CAM signs, curve signs, advisory speed signage, road safety barriers and pavement line marking.

Council developed in house and probable costs based on the above scope. As there is no geotechnical investigation, assumptions have been made about the scope of works with the largest uncertainty in the downhill slope section. The estimated costs are \$6.6M assuming there is little to no blasting of rock.

Oberon has engaged an external consultant to help make a business case for the proposed upgrade. Upper Lachlan Shire Council is supporting this business case. The business case is yet to be completed before it is presented to the Department of Premier and Cabinet (DPC).

## **POLICY IMPACT**

Improved road access will bring socio economic benefits to the 3 Councils participating in this effort.

## **OPTIONS**

Nil

## **FINANCIAL IMPACT OF RECOMMENDATIONS**

Cost of the business case is unknown and will be split amongst the 3 participating Councils.

## **RECOMMENDATION**      That -

1. Council receive and note this report as information.

## **ATTACHMENTS**

Nil



## **13      FINANCE AND ADMINISTRATION**

The following items are submitted for consideration -

13.1	Community Outreach Meetings and Budget Workshop	156
13.2	Costs for installation and provision of webcasting at Gunning and Taralga venues	158

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## Finance and Administration - 19 March 2020

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**ITEM 13.1**                      **Community Outreach Meetings and Budget Workshop**

**FILE REFERENCE**    **I20/94**

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

### **ISSUE**

Determine the scheduling of Community Outreach Meeting dates in the Shire in May 2020 held in conjunction with the public exhibition period of Council integrated plans.

**RECOMMENDATION**        That -

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

<b>Locality</b>	<b>Day</b>	<b>Date</b>	<b>Time</b>	<b>Venue</b>
<b>Bigga</b>	Wednesday	27 May 2020	6pm	Bigga Golf Club
<b>Crookwell</b>	Wednesday	20 May 2020	6pm	Crookwell Council Chambers
<b>Gunning</b>	Wednesday	13 May 2020	6pm	Gunning Council Chambers
<b>Taralga</b>	Wednesday	6 May 2020	6pm	Taralga Masonic Hall

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### **BACKGROUND**

Council is preparing the draft 2020/2021 Operational Plan, Delivery Program and other suite of Council integrated planning and reporting documents for public exhibition. The Council budget workshop date is set for Tuesday, 31 March 2020.

Council meets with the communities in outlying villages (i.e. Collector, Bigga and Big Hill) in alternate years and annually meets in the three Shire towns during the consultation period of the public exhibition of Council integrated and planning reporting documents.

### **REPORT**

The integrated planning and reporting suite of draft plans will be placed on public exhibition the week commencing 27 April 2020 and public submission period closes on 28 May 2020.

Pre-plan public submissions to the above planning framework from the community closed in January 2020 and these submissions will be collated and considered by Council on 31 March 2020 at the budget workshop.

During the public exhibition period Council holds Community Outreach Meetings in the towns and villages within the Shire whereby the community can discuss issues, concerns, and contents of the draft Integrated Plans and localised issues.



**Finance and Administration****COMMUNITY OUTREACH MEETINGS AND BUDGET WORKSHOP** cont'd

The proposed dates for the Community Outreach Meetings are as follows:-

<b>Locality</b>	<b>Day</b>	<b>Date</b>	<b>Time</b>	<b>Venue</b>
<b>Bigga</b>	Wednesday	27 May 2020	6pm	Bigga Golf Club
<b>Crookwell</b>	Wednesday	20 May 2020	6pm	Crookwell Council Chambers
<b>Gunning</b>	Wednesday	13 May 2020	6pm	Gunning Council Chambers
<b>Taralga</b>	Wednesday	6 May 2020	6pm	Taralga Masonic Hall

**POLICY IMPACT**

The Community Outreach Meetings are conducted in accordance with Council's adopted Community Outreach Meetings Policy and Community Engagement Policy and Strategy.

**OPTIONS**

Nil

**FINANCIAL IMPACT OF RECOMMENDATIONS**

Nil

**RECOMMENDATION** That -

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

<b>Locality</b>	<b>Day</b>	<b>Date</b>	<b>Time</b>	<b>Venue</b>
<b>Bigga</b>	Wednesday	27 May 2020	6pm	Bigga Golf Club
<b>Crookwell</b>	Wednesday	20 May 2020	6pm	Crookwell Council Chambers
<b>Gunning</b>	Wednesday	13 May 2020	6pm	Gunning Council Chambers
<b>Taralga</b>	Wednesday	6 May 2020	6pm	Taralga Masonic Hall

**ATTACHMENTS**

Nil

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## Finance and Administration - 19 March 2020

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**ITEM 13.2**                      **Costs for installation and provision of webcasting at Gunning and Taralga venues**

**FILE REFERENCE**    I20/99

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

### **ISSUE**

This report provides information on the costs involved to install webcasting facilities in Taralga and Gunning.

**RECOMMENDATION**      That -

1. Council receive and note the report as information and do not proceed with the installation of webcasting equipment at Gunning and Taralga.

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### **BACKGROUND**

At the Ordinary Council Meeting held on 21 November 2019 the Mayoral Minute Council Resolution Number 311/19 stated as follows:-

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

### **REPORT**

The webcasting of video content to the internet requires a high speed NBN internet connection to ensure the quality is suitable for viewers to live stream the broadcast of Council Ordinary Meetings each month. There are issues that require consideration and the costs of a solution for each town are outlined in this report.

#### **Gunning webcast installation**

The Gunning township has only ADSL 2 internet connectivity speed and this is considered inadequate for webcasting video. The NBN network service is unavailable to the town. The solution is to reconfigure Council's firewall to allow the high speed internet connection to be delivered to the Gunning Administration Office by the Council owned microwave radio communication tower network. The internet connection would be drawing from the NBN service at the Crookwell Administration Office.

Total cost for installation in Gunning is estimated at \$57,000 (GST Inclusive) including:-

- Existing firewall configuration cost of \$2,000.
- The cost to install audio equipment (microphones), the data projector, procure webcasting unit and camera, data cabling, power supply and labour at a cost of \$35,000.
- Webcasting unit installation of \$20,000.

## ***Finance and Administration***

### **COSTS FOR INSTALLATION AND PROVISION OF WEBCASTING AT GUNNING AND TARALGA VENUES cont'd**

#### **Taralga webcast installation**

The Taralga township has only ADSL 1 internet connectivity and this speed is considered inadequate for webcasting video content. In addition, Taralga has only 4G mobile service which is also inadequate to facilitate the webcast. The NBN network service is unavailable to the town.

The technical solution to ensure suitable quality of a live streaming video webcast from Taralga is to build a microwave radio communication tower network to connect Taralga to the Crookwell Administration Office. The two Council owned facilities that may be considered appropriate venues to host the equipment are the Taralga Masonic Hall or the Taralga War Memorial Hall.

Total cost for installation in Taralga is estimated at \$158,000 (GST Inclusive) including:-

- The capital cost to build a high speed microwave radio communication network from Crookwell Administration Office to Taralga is \$96,000.
- In addition to the capital infrastructure cost of installing a microwave radio network is the cost to install an Audio system, data projector, webcasting unit, camera for Taralga including labour is approximately \$55,000. These costs are itemised as \$35,000 audio equipment (microphones), data projector, speakers, labour and \$20,000 for webcast unit including camera and data cabling and power supply.
- Add new Firewall and configuration at a cost of \$5,000.
- Wi-Fi access point installation cost of \$2,000.

If Council chooses to proceed with the installation of the webcasting equipment and the associated necessary infrastructure to facilitate the service delivery, there will be additional costs to those outlined above including; there will be ACMA licence fees, maintenance and support costs each year totalling \$7,260 for Taralga.

Council staff have also investigated utilising Satellite based NBN services, however this is not recommended as this service has high latency issues experienced with live streaming broadcasts and results in a poor experience for the viewer.

#### **POLICY IMPACT**

Nil

#### **OPTIONS**

Council may concur with the staff recommendation or alternatively look at including the cost estimates, provided in this report, into a future Council Operational Plan.

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

As outlined in the report.

***Finance and Administration***

**COSTS FOR INSTALLATION AND PROVISION OF WEBCASTING AT GUNNING  
AND TARALGA VENUES cont'd**

**RECOMMENDATION**      That -

1. Council receive and note the report as information and do not proceed with the installation of webcasting equipment at Gunning and Taralga.

**ATTACHMENTS**

Nil

## **14      GENERAL MANAGER**

There were no items submitted for this section at the time the Agenda was compiled.



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

The following item is submitted for consideration -

16.1	Reports for the month of March 2020	164
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## Reports from Other Committees, Section 355 Committees and Delegates - 19 March 2020

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### ITEM 16.1

### Reports for the month of March 2020

#### RECOMMENDATION:

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

1. Tuena Hall & Recreation Area Committee – Minutes from the AGM held 26 February 2020 – part 1.
2. Tuena Hall & Recreation Area Committee – Minutes from the AGM held 26 February 2020 – part 2.
3. Collector Village Pumpkin Festival Committee – Minutes from the meeting held on 24 February 2020 – with attachments.
4. Collector Community Association – Meeting Minutes from 17 February 2020.
5. Upper Lachlan Tourist Association – Minutes from meeting held 5 February 2020.
6. Economic Development Taskforce – Meeting Minutes from meeting held 25 February 2020.

#### ATTACHMENTS

1. <a href="#">↓</a>	Tuena Hall & Recreation Area Committee - Minutes from AGM 26 February 2020 part 1	Attachment
2. <a href="#">↓</a>	Tuena Hall & Recreation Area Committee - Minutes from AGM 26 February 2020 part 2	Attachment
3. <a href="#">↓</a>	Minutes of the Collector Pumpkin Festival Meeting held 24 Feb 2020 - including attachments	Attachment
4. <a href="#">↓</a>	Collector Community Association - Meeting Minutes from 17 February 2020	Attachment
5. <a href="#">↓</a>	Upper Lachlan Tourist Association - Minutes from Meeting held 5 February 2020	Attachment
6. <a href="#">↓</a>	Economic Development Taskforce Meeting Minutes 25 February 2020	Attachment



## Tuena Hall & Recreation Area Committee

Bathurst Street, Tuena NSW 2583    PH. 48345267

*A section 355 committee of Upper Lachlan Shire Council*

### Minutes of the Annual General Meeting

26<sup>th</sup> February 2020

Present:

Joy Collins, Vince Lonergan, June Lonergan, Robyn Hall, Lesley Hall, Jill Cowey,  
Bob Cowey, Gabrielle Saville, Jenelle Parsons, Craig Clulow, Dave McTaggart.

Apologies:

Barb Blankenzee, Bev Hall, Robyn Cartwright.

Meeting Opened:

1.55pm.

Minutes from the previous AGM were tabled.

Resolved: Robyn Hall, Joy Collins:

All position were declared vacant. Due process was followed.

Nominations were called for, seconded and unanimously agreed upon.

Positions were accepted.

#### 2020 Committee is:

President: Jill Cowey

Vice President: Robyn Hall

Secretary: Gabrielle Saville

Treasurer: Jenelle Parsons.

Committee Members:

Joy Collins, Vince Lonergan, June Lonergan, Robyn Hall, Lesley Hall, Jill Cowey,  
Bob Cowey, Gabrielle Saville, Jenelle Parsons, Craig Clulow, Dave McTaggart.  
Barb Blankenzee, Bev Hall, Robyn Cartwright.

Sub Committee: Ladies Craft Shop

Jill Cowey and Barb Blankenzee

Meeting Closed 2.10pm.

## Tuena Hall & Recreation Area Committee

Bathurst Street, Tuena NSW 2583 PH. 48345267

*A section 355 committee of Upper Lachlan Shire Council*

### Minutes of the General Meeting

26<sup>th</sup> February 2020

**Present:**

Joy Collins, Vince Lonergan, June Lonergan, Robyn Hall, Lesley Hall, Jill Cowey, Bob Cowey, Gabrielle Saville, Jenelle Parsons, Craig Clulow, Dave McTaggart. Councillor James Wheelwright, Streetscape Community Representative Gavin Douglas.

**Apologies:**

Barb Blankenzee, Bev Hall, Robyn Cartwright.

**Meeting Opened:**

2.15pm.

Minutes from the previous General Meeting were tabled.

Resolved: Jenelle Parsons & Lesley Hall.....Unanimously accepted.

**Treasures Report was tabled:**

Resolved: Joy Collins & June Lonergan..... Unanimously accepted.

**Correspondence:**

\*Letters to and From RMS: re: Road Signs in the Village and Issues with Burnt Hut Gully Crossing

\*Emails between myself as secretary and Mursaleen Shah from ULSC re the issue with Ron's Road (Lot 11 Church St, Tuena)

\* Letter to Mayor John Stafford re Streetscape

\* Quote from Apex furniture for new chairs for the Tuena Community Hall

\*Quote from Robert Pick for the refurbishment of two storage rooms in the Community Hall

\* Letter to ULSC council re Peelwood Road.

Correspondence was tabled.

Resolved: Dave McTaggart and Lesley Hall.....Unanimously accepted.

Business arising from Previous General meeting.

1. Dead Tree in the Camp ground needs removal.

Councillor James Wheelwright suggested a work request order be sent to Council for the removal of the dead tree in the camping area.

Resolved: Jill Cowey. Craig Clulow.....Unanimously accepted

2. New whipper snipper.

Council allocated \$500 to Tuena Village for the purchase of a new whipper snipper two years ago and as yet this has not been forthcoming.

**RESOLUTION.**

**The 355 Committee respectfully ask council to reallocate \$500 to Tuena Village for the purchase of a new whipper snipper to be used by the volunteers that kept the village tidy. Or to purchase a new whipper snipper from their preferred supplier and supply it to the Village.**

**Resolved: Dave McTaggart and Joy Collins.....Unanimously accepted**

3. Ride on Mower

We were successful in a grant application under the Community Volunteer Scheme and received the sum of \$5000 to be put towards the purchase of a new heavy duty ride on mower.

Councillor Wheelwright suggested we write to the Director of Finance at ULSC asking for the \$5000 to be transferred to council as our contribution to the proposed purchase of a new heavy duty mower and that council contribute the rest, and to have this letter tabled at the next council meeting.

## Agenda Items:

1. Ron's Road, 11 Church Street Tuena.

This has been an ongoing issue since Easter 2019 and needs to be resolved. Below is a copy of the resolution passed at an extraordinary meeting of this 355 Committee. And a copy of an email sent to Mursaleen Shah.

To date there has been no response to our request to Council to help resolve this matter. The minutes of the Extraordinary Meeting of the Tuena Hall and Recreation Area Committee held on 27<sup>th</sup> Nov 2019 and a subsequent letter to council are tabled in the USLC December minutes and in the business

paper but no action was recommended. This resolution was sent on 29<sup>th</sup> November 2019.

## Tuena Hall & Recreation Area Committee

Bathurst Street, Tuena NSW 2583    PH. 02 48345267

*A section 355 committee of Upper Lachlan Shire Council*

**29<sup>th</sup> November 2019.**

### **Resolution.**

**The 3.55 Committee (known as the Tuena Hall and Recreation Committee) request Upper Lachlan Shire Council write to Mr Ron Ellem of Lot 11 Church Street, Tuena NSW 2583 asking him to:**

- 1. Remove the temporary fence he has erected adjacent to his property until such time he can provide proof of ownership of this land by way of a survey.**
- 2. Erect any future fence on surveyed boundary lines.**

On being put to the Extraordinary meeting of the Tuena Hall & Recreation Area Committee held on Wednesday 27<sup>th</sup> November 2109 the motion was carried and became the resolution.

RESOLVED by June Lonergan and Joy Collins

Voted for:

Bev Hall, Lesley Hall, Robyn Hall, Robyn Cartwright, Molly Mapes, Bob Cowey, June Lonergan, Vince Lonergan, Joy Collins, Jenelle Parsons, Geoff Maine, Jill Cowey, Greg Andrews, Gabrielle Saville.

Voted against:

Nil

Abstained:

Joanne Sweeten

AND from me after I had informed council that Mr Ellem appeared to have had his property surveyed (pegs placed in ground) and was asked if we still wanted council to help.

**Gabrielle Saville** <[1gai2play@gmail.com](mailto:1gai2play@gmail.com)>

to Jill, Mursaleen

Hi Mursaleen,

Yes. The committee feels that a letter is still necessary.

Although there are surveyors pegs around we have not seen a report and the temporary fence appears to encompass land he owns but is not on Mr Ellem's boundary.

Suggest you include

Temporary fence be removed (????immediately)

Survey report be supplied to Council

Notice given to Council when he decides to erect a boundary fence stating materials to be used. (as per the Act..1 month)

That under the Dividing Fences Act Council DO NOT have to contribute to the fence that he erects on the boundary with Crown Land

That the Tuena Hall Committee will share the cost of the fence erected on **that** common boundary.

A time frame for work to be completed.

~~If you do not get some sort of commitment it will stay as it is for an indefinite period~~

An email will be sent to the new General Manager and **cc** to all Councillors outlining this issue. It will include a history of the problem and all our efforts to seek assistance and the outcome we wish to achieve.

Resolved: Gai Saville, June Lonergan.....unanimously accepted

**2. Refurbishment of the store rooms:**

We accept the quote from Mr Robert Pick for the refurbishment of the two storage areas in the Community Hall. The Hall Committee will pay for this project and work will commence after Easter.

Resolved: Craig Clulow, Jenelle Parsons.....unanimously accepted.

**3. Purchase of new chairs for the Community Hall:**

This has been put on hold. We missed the deadline for Rd 1 on the Veolia Trust Grant Applications but will pursue this again in Round 2.

**4. Streetscape**

Gavin Douglas, a community member on the Streetscape Committee, gave us an update.

\*He apologised on behalf of the Committee for the lack of communication from the committee.

- \* informed us of the bench seat and the notice board soon to be installed
- \*advised us that the next development would be Village signage and he will keep us informed of progress and ask for our input when appropriate.
- \* suggested we write to Linus Nesbitt at ULSC touching base as to when Tuena will be considered for the Pedestrian Access Mobility Plan.

**5. Peelwood Road**

- \*Councillor Wheelwright informed us  
.... that the Peelwood Rd bridge was scheduled to be replaced in the immediate future.  
....An Application has been submitted for \$1.4m to tar the Peelwood Road to the school House and this would also be happening in the not too distant future.

**6. Easter**

- As in previous years there will be an Easter Mini Market on Sat 10<sup>th</sup> April following the same format as previous years.  
A letter will be written to ULSC Tourism Department asking if this event can be included in the “What’s On” section of the council website.  
Resolved: Joy Collins, June Lonergan .....unanimously agreed

**7. Roads in the camping ground.**

- Proposal: We employ Andrew Parsons to carry out earthworks fixing the roads in and around the camping area. The Hall Committee will pay for this project.  
Resolved: Robyn Hall, Dave McTaggart.....unanimously agreed.

**8. Disabled toilets in Community Hall**

- A work request will be sent to Council asking for the doors of the toilets to be assessed. We have one resident who is in a wheelchair and she cannot independently gain access to the toilets.  
Resolved: Bob Cowey, Joy Collins.....unanimously agreed.

Next meeting: June 2020

Meeting Closed:



**Minutes of the Collector Village Pumpkin Festival Committee Meeting  
held Mon 24 Feb 2020  
(Extra – ordinary meeting)**

**Present:**

Tracy Byron  
Greg Akhurst  
Tony Hyams  
Brett Byron  
James O'Brien

Cr Searl  
Jeanette Sheridan  
Rev Ken King  
Gemma Bartlett  
Michael Duck  
Kate Drain

**Apologies:**

Gary & Felicity Poile  
Terry Lovelock

**Meeting Opened 7:05 pm**

Tracy Byron opened the meeting explaining that an extraordinary meeting had been called to address additional agenda items. The proposals that needed discussing were circulated via email prior to this meeting.

**Collector Wines Proposal**

Collector Wines have asked for more involvement in the Festival by offering glass sales of wine, cooking demonstrations and potentially holding a pumpkin ball.

A general discussion was held regarding the pros and cons of the proposal and how it would fit with the Festival (refer attachment 1). Concerns were raised regarding the late stage at which the proposal had been received (3 months prior to the Festival), our existing D.A requirements/expectations and operational requirements that would need to be catered for should alcohol sales take place (RSA Marshalls/security, exclusion zones and waste removal services).

**Motion:** Brett Byron moved a motion that the committee approve part of the proposal (a stall and cooking demonstration). Seconded Greg Akhurst and Gemma Bartlett

Classification: Restricted

*Carried*

The Pumpkin Ball element of the proposal (suggested for Friday 1 May) is not something that the CVPF committee could support as a Section 355 sub-committee of Council. The hall is used extensively in setting up for the festival. Suggested the week before or after as a private function – needs to be run as a private event hosted by Collector Wines. The name would need to change so there is no perception that the event has been arranged by the CVPF organising committee.

**Motion:** Greg Akhurst put forward a motion that the CVPF committee not support the conduct of a ball on days adjacent to the Pumpkin Festival – (the hall is already booked for pumpkin festival) or associated naming of the event linking it to the Festival. Seconded by Brett Byron.

*Carried*

**Action:** Kate and Tracy draft letter to Collector Wines – Gary to approve.

#### **Uniting Church Request for Funding**

Tracy has emailed the committee re: The Uniting Church request for funds of \$1290 to make up for a shortfall for an invoice received for headstone repair.

Cr Searl advised that we shouldn't be looking at adhoc grants during the year until after the finances of the festival are wrapped up. Brett believed that the MOU is clear that the amount was towards the cost of repairs.

**Action:** Kate Drain to advise the Uniting Church that we are not accepting applications at this time, they are requested to please put forward an application in June 2020 and it will be assessed.

#### **Newsletter**

A draft CVPF newsletter was circulated, any ideas or changes should be provided to Tracy and she will feed back to Gary. The newsletter will be distributed through Facebook and a letterbox drop with a focus on the main streets effected. **Action:** Brett Byron will look at volunteering Australia to see what the requirements are.

#### **Advertising**

ATW approved the festival with Collector Postcode, our ad is live. Paid advertising that filters out to LinkedIn.

#### **Stallholders**

Notices went out last night, 130 stallholders – most are single stalls. Good mix of people, lots of new people. Tracy is drafting an email to the stallholders with, wording around fire/hail/recent natural disasters in our region.

#### **Traffic control**

Bus company will operate from 9:30am – 3:30, the loop will be – paddock parking, hwy, past pub and Some Café. Need well posted signage point for the pickup. Considerations around wet weather conditions in Jeanette's paddock and bogging need to be made. We have an option to cancel the buses with 24 hours' notice. **Action: Tracy get new quote for approval.**

Classification: Restricted



The Dawes family have withdrawn permission to utilise the paddock for disabled parking. ULSC Traffic committee need to review and comment on the proposal – refer to Council’s engineers. Tracy will push through. Tracy to cc John in future communications so he is aware.

**Financial statements:**

Message received from Director of Finance and Admin, a catch up is to be done on financial audits. Greg to discuss with Council. All committee members to help Greg and Gemma with pulling together the information and get the info back on track. There was a delay in getting access to the bank accounts with Westpac. **Action:** John Searl will respond on behalf of the committee about the committee’s intentions to rectify the situation.

**Treasurer’s report**

Pumpkin Festival grants process – clear and present issue was a lack of a formal signed off terms of reference to establish grants activity.

GA presented a scope, draft terms of reference. This document will outline the specific purpose of what the Festival is about and purpose of the organising committee.

See attachment 2 – Draft Terms of Reference

**Action:** All committee members to provide feedback on the ToR by Thursday 27 Feb.

Recommend for ULSC to review and endorse by way of resolution.

Cr Searl happy to take forward as is to Andrew Croke. **Action:** GS send draft to Cr Searl to be included in Council Business Papers.

**Other Business**

The horse will be removed from the church paddock.

Jeanette needs a key to the shipping container.

Toilet - Planner and electrician have not finished their work, hopeful that the disabled toilet will be ready for the festival.

Cr Searl – will chase up new GM and Mayor for Festival attendance.

Brett will build the pumpkin racer.

Pathway and gym – rock climbing wall can’t get into position for 9am, suggested to put it on Bourke St next to the scarecrows. Tracy will check if the position will work.

Gemma suggested a display of weird pumpkin paraphernalia

**Meeting closed 8:47 pm**

Classification: Restricted

## Attachment 1

**Collector Wines****2020 Pumpkin Festival Expression of Interest****Overview**

Collector Wines would like to get more involved with the Collector Pumpkin festival in 2020, and to build an ongoing relationship.

We feel well placed to contribute in two ways:

- Collector Wines Pumpkin Festival Ball
- Collector Wines food and wine stall at the Pumpkin Festival

Usually the festival is hot on the tails of vintage and the Canberra District Harvest festival in April. A ridiculously busy time of year, this has impeded us making more of a contribution at the Pumpkin Festival in past years. However due to the bushfires which have affected many of our, and our grower vineyards, we are this year going to have a dramatically reduced vintage and will be able to allocate the time required to become involved and potentially set a blueprint for the event we would then be able to take into future years.

Two of Collector Wines full time employees were chefs in their past lives and have catered for us in all our events and functions including the previous Harvest festival and Truffle festival dinners that were held at Some Cafe.

We would like to explore the possibility of selling wine by the glass on the Festival day, and we understand we would need to provide the liquor licencing for this event. Logistics might be a little tricky to get this all together but are willing to put in the person hours to see if we can get us over the line and create another dimension to the festival and support you and the Pumpkin Festival brand.

**Snapshot our proposal***Collector Wines Pumpkin Festival Ball (Friday 1<sup>st</sup> May)*

- Fun community gathering to kick off the pumpkin festival weekend
- Event held at the Collector Memorial Hall
- 120 - 150 guests
- Stand up canapes event
- Band, dancing, socialising, semi-formal, but relaxed evening
- Menu tied into the festival feel, including pumpkin dishes and as much local produce as possible.
- Delivered more-or-less lock, stock and barrel by Collector Wines

*Collector Wines food and wine stall at the Pumpkin Festival (Sunday 3<sup>rd</sup> May)*

- Food and Collector Wine Stall
- Gourmet food stall with trailer mounted reverse flow offset smoker
- Rustic bar setup with hay bale seating, limited wine, beer and non-alcoholic beverages for sale
- Hot & cold menu items highlighting local produce.

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## Attachment 2

### COLLECTOR VILLAGE PUMPKIN FESTIVAL COMMITTEE - TERMS OF REFERENCE

#### Committee Name

1. Collector Village Pumpkin Festival (CVPF) Committee

#### Type

2. Permanent authorised Section 355 committee under the approval of Upper Lachlan Shire Council (ULSC).

#### Purpose

3. The purpose of the CVPF Committee is to plan and conduct the annual Collector Village Pumpkin Festival to raise funds for endorsed village improvement projects.

#### Scope

4. In the planning and execution of the festival the committee must:
  - a. Plan for innovative development of the festival in a three year strategic plan;
  - b. Maintain the culture and intent of the village festival;
  - c. Comply with all relevant government and constabulary policy, guidance and direction;
  - d. Plan the layout and content of each annual festival;
  - e. Balance the allocation and location of stalls, activities and events;
  - f. Maintain complete financial records;

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- g. Coordinate and manage the distribution of funds to endorsed Collector Village organisations as per the prioritisation process at Annex A;
- h. Coordinate the conduct of the festival with Collector Village organisations; and
- i. Deconflict the festival dates with neighbouring regions.

## Authority

- 5. The committee has the authority to:
  - a. Decide
    - i. the date for future festivals;
    - ii. the makeup and balance of stalls, activities and events for each festival;
    - iii. evolution of the festival over the three year strategic plan; and
    - iv. Changes to the CVPF Committee ToR
  - b. Approve;
    - i. Changes to the CVPF ordinary member structure.
    - ii. Changes to the CVPF Committee ToR;
    - iii. Budgets for each festival;
    - iv. Expenditure to support the conduct of each festival;
    - v. The amount of funding available for distribution to Collector Village organisations; and
    - vi. The allocation of funds to each funding request.
  - c. Recommend:
    - i. Changes to the CVPF Committee membership; and
    - ii. Coordination and collaboration with other Collector Village organisations.

## Membership

- 6. The CVPF Committee is made up of four executive positions, a minimum of five and up to 11 ordinary committee members.

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7. Executive positions are spilled and voted for at each Annual General Meeting (AGM). An AGM requires a quorum of 9 committee members and must be witnessed by an executive of the ULSC.
8. CVPF Committee Executive Positions:
  - a. Chair;
  - b. Secretary; (Need an assistant Secretary?)
  - c. Treasurer;
  - d. Assistant Treasurer.
9. Ordinary meetings of the CVPF Committee between Jun – Dec are to be held on the second Tuesday of each month. Meetings of the CVPF Committee between Jan-May will be at a minimum be held on the second Tuesday of each month. Extraordinary meetings each fortnight between Jan-May will be held as required.
10. The Secretary is responsible for developing and distributing the meeting agendas for any CVPF Meeting. The Secretary is responsible for taking and distributing Minutes of all ordinary, extraordinary and AGMs. Minutes are to be posted on the CVPF Committee Facebook page and emailed to those unable to be present on social media.
11. The Secretary and Treasurer are responsible for maintaining an archive of CVPF Committee documents. These may be stored for any given Festival year on personal data storage and downloaded to the CVPF Committee stand-alone hard-drive prior to each AGM.
12. Decisions on planning and expenditure at ordinary and extraordinary meetings require a formal move, second and approve process to approve the decision with a minimum quorum of five (including proxy votes) committee members.

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13. Between meeting communications are through the CVFP Committee Facebook page and email. These become official records of communication.
14. All Committee members may allocate their proxy vote to any other member through the use of email or facebook page prior to any planned CVPF Committee meeting. No member may hold more than two (?) additional proxy votes for any given decision.

## Reporting

15. The CVPF Committee reports to the ULSC on its annual operations. The Committee provides a detailed annual financial statement to the ULSC.

## Resources and budget

16. The CVPF Committee will coordinate access to Collector Village assets by agreement with those organisations who manage;
  - a. The Memorial Hall;
  - b. The Village oval;
  - c. Local churches, yards and facilities.
17. As a Section 355 Committee the CVFP Committee has access to public funds in the CVFP public and management bank accounts. These are to be audited post each AGM.

## Deliverables

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18. The CVFP Committee produces the following deliverables:
- Minutes of each committee meeting;
  - Documented decision process for allocation of stalls, activities and events for each festival;
  - Annual lessons learned for each festival;
  - AGM reports and annual financial reports;
  - Documented decision process for village funding.

## Review

19. This ToR should be reviewed prior to each AGM.

ANNEX A TO  
CVPF ToR

## Pumpkin Festival Funding Endorsement Priorities

### Organisation Recognition

In order to apply for Pumpkin Festival activity/event funding an organisation must demonstrate:

- The provenance of the organisation in terms of contribution to the Collector Village in one or more of the following areas;
  - Regional history;
  - Communal village asset improvement;
  - Cultural and artistic development;
  - Physical, mental or emotional health; and
  - Comparable funding to Government or Commercial funded projects.

### Project Maturity

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In order to be approved for Pumpkin Festival funding a submission must demonstrate a project plan which details:

- Aim: The specific aim of this project;
- Scope: The limits of the scope of this project;
- Schedule: a detailed schedule for the project plan and execution;
- Budget: Detail the quality of the budget assessment ie: ROM, Initial quote, firm quote, invoice;
- Local project resources (people) available to ensure the project will be pursued.

**Project Priority**

In order to achieve higher priority a submission should consider detailing the following priority issues:

- Community Safety;
- Community Health;
- Regional history;
- Additional funding sources;
- Recent funding history.

**Statement of Importance**

A short (500 word) statement of importance of the project for the current festival year funding.

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## Collector Community Association Inc.

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Brennan Street, Collector NSW 2581

4 March 2020

The Upper Lachlan Shire Council,

Via email to [council@upperlachlan.nsw.gov.au](mailto:council@upperlachlan.nsw.gov.au)

Copied to: Mayor, Deputy Mayor, Councillors.

RE:

- ITEM 12.1, INTEGRATED PLANNING AND REPORTING – ADOPTION OF 2018/2019 COUNCIL PLANS, para 2; dot point 4.<sup>1</sup>
- ITEM 11.6, COLLECTOR STORMWATER DRAINAGE CAPITAL BUDGET 2018/2019, para 1.<sup>2</sup>
- CROWN LAND MANAGEMENT, COLLECTOR VILLAGE ZONE
- RECENT FLOODING, REPAIRS TO BREADALBANE ROAD

**Attention: The Mayor, Deputy Mayor, Upper Lachlan Shire Councillors, Ms Colleen Worthy, General Manager, Upper Lachlan Shire Council**

Dear Mayor, Deputy Mayor, Councillors, and General Manager,

We write in reference to a number of items raised at the recent Collector Community Association (CCA) meeting held on Monday 17<sup>th</sup> February 2020 (the **CCA meeting**). Our next meeting is scheduled for Monday 20<sup>th</sup> April, so we would appreciate Council working to respond to the items raised in this correspondence prior to that date.

The first two items relate to motions passed at the Ordinary Meetings of Council on 21 June 2018 and 19 July 2018 respectively:

- Allocate \$25,000 (Operating Expense) towards the Development of a Collector Village Master Plan subject to that amount being matched from another source.' [the **Master Plan Allocation**].<sup>3</sup>
- That 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 [the **Stormwater Allocation**].<sup>4</sup>

<sup>1</sup> Page 9, Minutes of the ORDINARY MEETING OF COUNCIL Held on 21 JUNE 2018, confirmed on 19 JULY 2018

<sup>2</sup> Page 16, Minutes of the ORDINARY MEETING OF COUNCIL Held on 19 JULY 2018, confirmed on 16 AUGUST 2018

<sup>3</sup> 21 JUNE 2018 Meeting, p9

<sup>4</sup> 19 JULY 2018 Meeting, p16

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The two other items reference additional matters raised at the CCA meeting:

- Council to provide the CCA with an update on Council’s responsibilities regarding the management of Crown Land within the Collector Village Zone [**Collector Crown Land Management**]
- Council to prioritise the repair of Breadalbane Road following the recent flooding event in early February [**Breadalbane Road Repairs**].

All of these items are expanded on below.

### 1. MASTER PLAN ALLOCATION

Since the allocation of funding in the 2018/19 Council Plan of Management towards the Development of a Collector Village Master Plan Motion, the CCA worked hard to obtain the matched funding required under the allocation, including but not limited to lobbying Collector’s State and Federal MPs and enquiring with other funding sources such as the Veolia Mulwaree Trust.

Unfortunately, such efforts proved fruitless, principally due to the fact that many funding programs require as a threshold eligibility criteria the need to have the equivalent of a ‘shovel-ready’ project in order to be eligible.

Notwithstanding these attempts, the CCA remained committed to working towards achieving the outcome. Throughout 2019, the CCA communicated broadly within the community and developed two draft plans, a **Draft Sustainability Plan** and a **Draft Master Plan**. These activities were conducted entirely through the voluntary dedication of time, effort and expertise of many of the CCA executive and membership, along with contributions and feedback from the broader community.

Further, in early 2020, the newly elected CCA Executive presented a **Draft Strategic Framework** for the consideration of the CCA membership.

In short, much of the work towards achieving a Master Plan has been done.

However, for the plan to obtain legitimacy and broad community buy-in and acceptance, the CCA recognises the value that an external party, experienced in community consultation, facilitation and town planning can bring to the outcome. Finalisation and delivery of this Plan is a key focus for the CCA over the coming months.

To that end, at the recent CCA meeting on the 17<sup>th</sup> February 2020, a motion was put and unanimously carried for the CCA to write to Council and **request the recognition the value of the work done by the community to date as the equivalent to the ‘matched funding’ specified in the original Council motion in June 2018.**

Assuming the above to be a sensible and agreeable proposal, that the Council **engage further with the CCA to undertake the necessary procurement of the consultant.** To that end, the

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CCA Executive have prepared a draft Scope of Work (attached to this correspondence).

We look forward to your careful consideration of this matter, and to your timely response.

### 2. STORMWATER ALLOCATION

The recent flooding rains in the district, along with the flash flooding experienced in Collector Village, sharpened the minds of the CCA membership to recollect an allocation of \$240,000 that was set aside by Council in the 2018/19 Operational Plan for ‘stormwater drainage investigations, design and improvement works in the Village of Collector’.

A motion was put and carried for the CCA to write to Council requesting an **update on the outcome of the drainage investigations, along with a specified schedule of works for completion and a breakdown of the expenditure (to date and forecast) of activities intending to fulfill the capital allocation.**

We look forward to your response.

### 3. CROWN LAND MANAGEMENT

A key input into the Master Plan will be an understanding of Council’s current and future plans for the management of Crown Lands within the Collector Village and immediate surrounds. The CCA further notes, that under the (relatively new) **Crown Land Management Act 2016**, Councils, as Crown land managers, are required to:

- Comply with a **Community Engagement Strategy**<sup>5</sup> published by the Minister with respect to dealings in Crown land under Council management; and
- to ensure that a compliant **plan of management** be adopted for all Crown land managed by Council as community land within three years of the commencement of the Act (the commenced on 1 July 2018).

In light of the two coinciding goals ((1) from the CCA to deliver a Master Plan; and (2) Council’s obligations as Crown land managers under the recently passed Act), the CCA meeting put and carried a motion to write to Council seeking:

1. a **listing of all the Crown lands under Council management** within the Collector Village and surrounding area (reference: Upper Lachlan Local Environmental Plan 2010 – Land Zoning Map – Sheets LZN\_006Aa and LZN\_006); and
2. an **update on Council’s compliance** with the **Community Engagement Strategy** and **plan of management** obligations in respect of the land identified at 1) above.

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<sup>5</sup> See <https://www.industry.nsw.gov.au/lands/public/community-engagement-strategy>

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### 4. BREADALBANE ROAD REPAIRS

The CCA meeting further discussed the recent flooding in the Collector area (also referred to in Item 2 above). It was noted that Emergency Management Australia has proscribed the **NSW Storms and Floods: 15 January 2020 onwards**<sup>6</sup> as an event triggering assistance available under The joint Australian, state and territory governments' Disaster Recovery Funding Arrangements (DRFA).

Under those funding arrangements, one of the assistance measures provides an opportunity for Local Government Authorities to access assistance measures for the **restoration of essential public assets**<sup>7</sup>.

The meeting resolved that the CCA write Council to **access this funding mechanism to make repairs to Breadalbane Road** damaged as a result of the recent flooding a top priority based on high traffic volumes the road receives on weekdays and the lack of alternative access available to residents who live on the road.

As outlined at the start of this correspondence, we trust that we have provided Council with sufficient time to address and respond to each of these four items in advance of our next meeting currently scheduled for Monday 20<sup>th</sup> April, and look forward to our continuing collaborative engagement into the future.

Yours sincerely,

**The Executive of the CCA -**

President – Terry Lovelock

Vice President – James McKay

Secretary – Ed Geishofer

Treasurer – Gary Daw

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<sup>6</sup> See <https://www.disasterassist.gov.au/Pages/disasters/current-disasters/New-South-Wales/nsw-storms-floods-01022020-onwards.aspx>

<sup>7</sup> See <https://www.disasterassist.gov.au/Documents/Natural-Disaster-Relief-and-Recovery-Arrangements/drfa-2018-guideline-1-an-essential-public-asset.pdf>

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### Request for Quote

Specialist Community Development, Consultation and Facilitation services to support delivery a Strategic Master Plan for the community of Collector NSW.

### Background

The Collector Community Association (CCA) in November 2017 unanimously endorsed a proposal to seek funding from the Upper Lachlan Shire Council for ‘the creation of a Collector Village Master Plan to provide a broad based and long term blueprint for development controls and the planning of facilities and infrastructure for our village over the next ten to twenty year period.’<sup>1</sup>

In June 2018, the Council approved an allocation of funds towards the Development of a Collector Village Master Plan, subject to the allocated amount being matched from another source.

The CCA sought additional funding sources, however, funding to support strategic planning activities has proved unobtainable.

In the alternative, the CCA undertook to develop a Strategic Framework, along with a draft Master and Sustainability Plans from within its own resources.

It is from this starting point that Council requests a quote from a suitably qualified consultancy to consult and communicate with the Collector community to further develop and validate:

- The definition and establishment a set of shared community values
- The development of outcome statements that will support those values
- The identification and prioritisation of any planning or development controls, and project that will assist the achievement of those outcomes

### Statement of Work/Deliverables

The consultant will:

- Develop and deliver a brief Consultation and Communication Plan
- Implement the Consultation and Communication Plan
- Prepare a final draft:
  - Community Values Statement
  - Shared Outcomes Statement
  - Strategic Master Plan, incorporating proposed and prioritised planning and development controls and project.

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<sup>1</sup> Collector Community Association, Submission to Upper Lachlan Shire Council Management Plan, 11 December 2017

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It is expected that the work will be commenced and completed over a three – four month timeframe.

DRAFT

**Upper Lachlan Shire Council**

**MINUTES OF THE UPPER LACHLAN TOURIST ASSOCIATION MEETING  
HELD ON WEDNESDAY, 5TH FEBRUARY 2020, AT CROOKWELL VISITOR  
INFORMATION CENTRE.**

**Meeting commenced at 2.05 pm**

**Present:** Clr John Searl, Judith Basile, Clr Ric Opie, Wentworth Hill, Cristy O'Sullivan, Lucy Lindner, Andrew Warren

**1. WELCOME** – Clr Searl declared the meeting open.

**2. APOLOGIES**

Apologies were received from Andrew Croke, Margaret McPherson and Leslie Bush  
*Moved: J. Basile, C.O'Sullivan*

**3. DECLARATIONS OF INTEREST**

Nil

**4. MINUTES OF PREVIOUS MEETING**

Committee confirmed minutes as accurate without correction.  
*Moved: J.Basile, L.Lindner*

**5. BUSINESS ARISING**

Nil

**6. CORRESPONDENCE**

Correspondence Items (a)  
*Moved: J.Basile, R.Opie*

- a. DSNSW – Bushfire Recovery

**7. FINANCE REPORT**

The Upper Lachlan Tourist Association receives the report and notes the information.  
*Moved: C.O'Sullivan, J.Basile*

**8. 2020/21 ULTA BUDGET**

The Upper Lachlan Tourist Association endorses the draft budget as amended for submission to the ULSC 2020/21 Operational Budget.  
*Moved: C.O'Sullivan, L.Lindner*

**8. TOURISM ACTIVITY REPORT**

The Upper Lachlan Tourist Association receives the report and notes the information.

*Moved: W.Hill, R.Opie*

**10. TOURISM STATISTICS**

The Upper Lachlan Tourist Association receives the report and notes the information.

*Moved: L.Lindner, J.Basile*

**11. GENERAL BUSINESS**

Nil

Meeting closed 2.35pm

**Next meeting will be on Tuesday 7<sup>th</sup> April 2020 at 2pm at the Crookwell Visitor Information Centre.**

DRAFT



**MINUTES OF THE UPPER LACHLAN SHIRE COUNCIL EDTF COMMITTEE  
HELD  
TUESDAY 25 FEBRUARY 2020 AT CROOKWELL**

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**Present:** Mayor John Stafford, Cllr. John Searl, Cllr. Ron Cummins, Cllr Pam Kensit, Cllr James Wheelwright, Susan Reynolds, Terry Lovelock & Gavin Douglas.

**Staff:** Brenda Proudman (Economic Development Officer), Tina Dodson (Director of Environment & Planning), Colleen Worthy (General Manager)  
(Non Voting)

**Apologies:** Catherine Duff, Doug McIntyre & Andrew Lindner

Meeting commenced at 5.02pm.

**Declaration of Interest:** Nil.

**Confirmation of Minutes:**

**Agenda Item 3.1**

Minutes from the 28 January 2020 were moved Cllr John Searl & seconded by Cllr P Kensit.  
CARRIED

**Correspondence:** Nil.

**Agenda Item 5 – General Business**

**Agenda Item 5.1 – Confirmation of EDTF Charter**

Deferred to next meeting.

**Agenda Item 5.2 – ULSC powered by Renewable Energy**

Information was received and noted.

B Proudman to talk to some of the Windfarm Companies to see if electricity could be generated locally using windpower via a microgrid.

**Agenda Item 6 – General Business**

- There was much discussion about Economic Development Projects for the EDTF to pursue.

There being no further business, meeting closed at 6.00pm

**Next Meeting** of the EDTF Committee – Tuesday 24<sup>th</sup> March 2020 at 5pm.



## **17       NOTICES OF MOTION**

There were no items submitted for this section at the time the Agenda was compiled.



## **18        QUESTIONS WITH NOTICE**

There were no items submitted for this section at the time the Agenda was compiled.



# **General Manager's Statement**

## **Confidentiality**

Councillors and staff are reminded of their obligations in respect to the need for confidentiality and not disclose or otherwise misuse the information which is about to be discussed, failure to do so could result in a reference to the Pecuniary Interest and Disciplinary Tribunal and/or result in a prosecution in accordance with Sec. 664 of the Act for which the maximum penalty is \$5,500.





## **CONFIDENTIAL SESSION**

Section 10A(2) of the Local Government Act, 1993 provides that Council may, by resolution, close to the public so much of its meeting as comprises the receipt or discussion of matters as listed in that section, or for any matter that arises during the course of business during the meeting that should be treated as confidential in accordance with Section 10(2) of the Act.

Council's Agenda for this meeting contains reports that meet the criteria specified in Section 10A(2) of the Act. To consider these reports in confidential session, Council can adopt the following recommendation:

### **RECOMMENDATION**

That, in accordance with Section 10A(2) of the Local Government Act, 1993, the Public and the Press be excluded from the meeting to enable Council to determine Item 19.1 in confidential session for the reasons indicated:

#### **Item 19.1 Procurement of new Roller**

*This report is considered to be confidential in accordance with Section 10A(2c) of the Local Government Act, 1993, as it relates to information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business.*

*This report is considered to be confidential in accordance with Section 10A(2d(i)) of the Local Government Act, 1993, as it relates to commercial information of a confidential nature that would, if disclosed, prejudice the commercial position of the person who supplied it.*



## **19        CONFIDENTIAL SESSION**

The following item is submitted for consideration -

19.1        Procurement of new Roller