



# BUSINESS PAPER

## ORDINARY MEETING

Thursday 19 September 2019  
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 September 2019

### **Councillors**

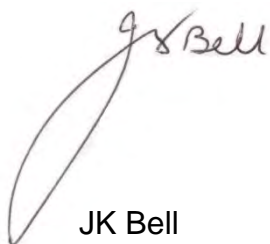
Dear Members

### **Ordinary Meeting of Council**

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

Your presence is requested.

Yours faithfully

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

JK Bell  
General Manager  
**Upper Lachlan Shire Council**



## **AGENDA**

### **ACKNOWLEDGEMENT OF COUNTRY**

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

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



---

Current zone/planning control

---

---

*Proposed change of zone/planning control*

---

---

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

☐ Appreciable financial gain

☐ Appreciable financial loss

---

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

Councillor's Signature:

Date:



## UPPER LACHLAN SHIRE COUNCIL

### COUNCILLORS DISCLOSURE OF A NON-PECUNIARY INTEREST

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

To the General Manager

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

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

☐ Significant

☐ Non Significant

#### **COUNCIL MEETINGS**

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

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

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

Subject \_\_\_\_\_

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

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

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

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

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

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

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

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

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



## **5 CONFIRMATION OF MINUTES**

The following minutes are submitted for confirmation -

5.1	Minutes of the Ordinary Meeting of Council of 15 August 2019 .....	12
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**UPPER LACHLAN SHIRE COUNCIL**  
**MINUTES OF THE**  
**ORDINARY MEETING OF COUNCIL**  
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**ON 15 AUGUST 2019**

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**PRESENT:** Mayor J Stafford (Chairperson), Clr P Kensit, Clr B McCormack, Clr R Opie, Clr D O'Brien, Clr J Searl, Clr J Wheelwright, Mr A Croke (Acting General Manager), Mr D Cooper (Acting Director Finance and Administration), Mr M Shah (Director of Infrastructure), Mrs T Dodson (Director of Environment & Planning), Ms D Crosbie (Media Officer), Ms S Pearman (Executive Assistant - Relief).

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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 Council Meeting is being webcast and audio recorded in accordance with Council Code of Meeting Practice.*

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

Clr Culhane was absent from the Council meeting.

An apology and Leave of Absence form was received from Clr Cummins.

**198/19**      **RESOLVED** by Clr Searl and Clr O'Brien that the apology from Clr Cummins be received and the leave of absence granted.

- CARRIED

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

**Councillors who voted against:-**      Nil

**SECTION 3: CITIZENSHIP CEREMONY**

Nil



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**SECTION 4:       DECLARATIONS OF INTEREST**

Clr McCormack declared a Pecuniary Interest in Item 12.3 Update on Council Local Bridge Load Limits as he is an owner of a transport company and will make the declaration, leave the Chamber upon making the declaration, and not return until the matter is resolved.

**SECTION 5:       CONFIRMATION OF MINUTES**

**199/19**

**RESOLVED** by Clr Searl and Clr Opie

1. That the minutes of the Ordinary Council Meeting held on 18 July 2019 be adopted.

- CARRIED

**Councillors who voted for:-**

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

**Councillors who voted against:-** Nil

A motion was moved by Clr Opie and Clr Kensit that:

1. The General Manager takes no action in relation to Part 4 of Council Resolution 179/19 until the General Manager has submitted a report to Council on the availability of funds for implementing Part 4 of Council Resolution 179/19 as adopted.

On being put to the meeting the motion was carried

**200/19**

**RESOLVED** by Clr Opie and Clr Kensit

1. That the General Manager takes no action in relation to Part 4 of Council Resolution 179/19 until the General Manager has submitted a report to Council on the availability of funds for implementing Part 4 of Council Resolution 179/19 as adopted.

- CARRIED

**Councillors who voted for:-**

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

**Councillors who voted against:-** Nil



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**SECTION 6: MAYORAL MINUTES**

**ITEM 6.1 MAYORAL MINUTE**

**201/19**

**RESOLVED** by Mayor Stafford and Clr Searl

1. That Council receive and note the activities attended by the Mayor for July 2019 and August 2019.

- CARRIED

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

**Councillors who voted against:-** Nil

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

Narelle Bulmer – President Peelwood Road Safety Development Association.

**SECTION 8: CORRESPONDENCE**

**ITEM 8.1 CORRESPONDENCE ITEMS FOR THE MONTH OF AUGUST 2019**

**202/19**

**RESOLVED** by Clr Wheelwright and Clr Searl

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

1. Peelwood Road Safety Development Association – Timber Bridges Load Limits.
2. Hon. Shelley Hancock MP, Minister for Local Government - Amendments to the Local Government Act 1993.
3. Office of Local Government (OLG) – Council Circular 19-14 – Amendments to Local Government Act 1993.
4. Samantha Stephens - Letter of Thanks – Taralga Toilet Facilities for Travellers.
5. Greg Warren MP - Interim Leader of the Opposition Hon Penny Sharpe MLC - Changes to Fire and Emergency Services Levy Contributions.
6. NSW Government, Hon. John Barilaro MP - \$4.2 Billion Snowy Hydro Legacy Fund.



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7. Moree Plains Shire Council - Media Release - Country Mayors demand accountability from Essential Energy CEO over proposed rural job cuts.

- CARRIED

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

**Councillors who voted against:-** Nil

**SECTION 9: LATE CORRESPONDENCE**

Nil

**SECTION 10: INFORMATION ONLY**

**ITEM 10.1 DEVELOPMENT STATISTICS FOR THE MONTH OF JULY 2019**

**203/19** **RESOLVED** by Clr Searl and Clr McCormack

1. Council receives and notes the reports as information.

- CARRIED

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

**Councillors who voted against:-** Nil



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**ITEMS 10.2 - 10.8      INFORMATION ONLY ITEMS**

**204/19      RESOLVED by Clr Searl and Clr McCormack**

1. Items 10.2 - 10.8, be received and noted.

- CARRIED

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

**Councillors who voted against:-**      Nil

**REPORTS FROM STAFF AND STANDING COMMITTEES**

**SECTION 11:      ENVIRONMENT AND PLANNING**

**ITEM 11.1      STRATEGIC PLANNING PROGRAM 2019-2021**  
**205/19      RESOLVED by Clr Searl and Clr O'Brien**

1. That Council receive and note the information.

- CARRIED

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

**Councillors who voted against:-**      Nil

**SECTION 12:      INFRASTRUCTURE DEPARTMENT**

**ITEM 12.1      PUBLIC SUBMISSIONS FOR NAMING FOOTBRIDGE IN PAT CULLEN RESERVE - KIAMMA CREEK CROOKWELL**  
Moved by Clr McCormack and Clr Searl

1. Council make a determination of the naming of the newly constructed footbridge over Kiamma Creek in Pat Cullen Reserve.

Foreshadowed Amendment was moved by Clr Kensit and Clr Wheelwright that:



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1. Council create a Policy to set out the processes which should be adopted when naming any public infrastructure.

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

**206/19**

**RESOLVED** Clr Kensit and Clr Wheelwright

1. That Council create a Policy to set out the processes which should be adopted when naming any public infrastructure.

- CARRIED

**Councillors who voted for:-**

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

**Councillors who voted against:-** Nil

**ITEM 12.2**

**"WALK OF FAME" PROPOSAL**

**Motion lapsed due to lack of Mover and Seconder in accordance with 10.1 of the Code of Meeting Practice.**

1. Council make a determination if they support a proposed "Walk of Fame" pedestrian walkway within Pat Cullen Reserve in Crookwell.

*Clr McCormack left the Chamber in accordance with his declaration the time being 7.12pm.*

**ITEM 12.3**

**UPDATED ON COUNCIL LOCAL BRIDGE LOAD LIMITS**

**207/19**

**RESOLVED** by Clr Searl and Clr Kensit

1. Council keep the community informed with progress on repairs and temporary solutions and timeframes for scheduling works for those bridges with temporary load limits, with regular media releases and information published on Council's website and other media channels;



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2. Council proceed with installation of bypass and other bridge alternative options as a matter of urgency based on each bridge site inspection and design specification;
3. A further report to Council be prepared detailing the costs associated with the installation of bypass and other bridge alternative options and will outline the source of funding available for that purpose.

- CARRIED

**Councillors who voted for:-** Cllrs P Kensit, R Opie, D O'Brien,  
J Searl, J Stafford and J  
Wheelwright

**Councillors who voted against:-** Nil

**Abstained:-** Cllr B McCormack

*Cllr McCormack returned to the meeting the time being 7.20pm.*

**ITEM 12.4                      SUBMISSION TO NAME NEW GYMNASIUM AT MEMORIAL OVAL CROOKWELL**

**Motion lapsed due to lack of Mover and Seconder in accordance with 10.1 of the Code of Meeting Practice.**

1. Council seek public submissions for the naming of the newly constructed gymnasium within the Crookwell Memorial Oval building.

**ITEM 12.5                      MAINTENANCE OF GIBRALTAR ROAD**

**208/19                      RESOLVED by Cllr Searl and Cllr Opie**

1. Council maintain 1.2 kilometres of Gibraltar Road Big Hill, after this road is transferred into Council's control as Public Road at no cost to the Council;



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2. Council include the maintenance 1.2 kilometres of Gibraltar Road as a part of the ongoing unsealed local roads maintenance program starting 1 July 2020;
3. Council allocate an additional \$5,000 for the ongoing maintenance of this road in the 2020/2021 Operational Plan.
4. Council will undertake one maintenance grade on this road annually of 1.2 kilometres.

- CARRIED

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

**Councillors who voted against:-** Nil

**SECTION 13: FINANCE AND ADMINISTRATION**

**ITEM 13.1 LIBRARY SPONSORSHIP POLICY REVIEW**

**209/19** **RESOLVED** by Clr Searl and Clr Kensit

1. Council adopts the reviewed Library Sponsorship Policy.

- CARRIED

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

**Councillors who voted against:-** Nil

<b>POLICY:-</b>	
Policy Title:	<b>LIBRARY SPONSORSHIP POLICY</b>
File Reference:	F10/618-09
Date Policy was adopted by Council initially:	24 October 2004



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Resolution Number:	266/04
Other Review Dates:	15 October 2009, 19 July 2012, 15 October 2015
Resolution Number:	434/09, 235/12 and 294/15
Current Policy adopted by Council:	15 August 2019
Resolution Number:	208/19
Next Policy Review Date:	2022

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

<b>RESPONSIBILITY:-</b>	
Draft Policy developed by:	Manager Library Services
Committee/s (if any) consulted in the development of this Policy:	N/A
Responsibility for implementation:	Manager Library Services
Responsibility for review of Policy:	Director of Finance and Administration

**OBJECTIVE**

This policy is designed to facilitate the receipt of sponsorship by the Council library service.

Council welcomes sponsorship from local business, corporations, community groups, families and individuals. The aim of sponsorship is to obtain funding or in-kind support to provide services and equipment that may not otherwise be available to the library branches.



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**POLICY STATEMENT**

The Upper Lachlan Shire Council libraries play an essential role in the quality of life of our community. Council supports, in principle, sponsorship by outside organisations or individuals provided that:-

1. The project, activity or collection to be sponsored fits within the Council's Code of Conduct, and other Council policies and practices;
2. The sponsorship is for a particular project, activity or collection which may otherwise be unsupported at the required level; i.e. not in Council's operational budget;
3. The sponsorship may be for a specified period and that the participants may withdraw from the program after giving due notice of the cessation of support;
4. The acknowledgement of sponsors is prominently featured unless the sponsor wishes otherwise.

**GUIDING PRINCIPLES**

The following principles will guide the library service in the solicitation and acceptance of sponsorship to enhance or develop library programs and services:-

- All sponsorships and/or support must further the library's mission, goals, objectives and priorities as detailed in Council's Integrated Planning and Reporting framework. They must not drive the library's agenda or priorities.
- All sponsorships must safeguard equity of access to library services. Sponsorship agreements must not give unfair advantage to, or cause discrimination against, sectors of the community.
- All sponsorships must protect the principle of intellectual freedom. Sponsors may not direct the selection of collections or require endorsement of products or services.
- All sponsorships must ensure the confidentiality of user records. The library will not sell or provide access to library records in exchange for gifts or support.
- All sponsorships must leave open the opportunity for other potential donors to have similar opportunities to provide support to the library.
- Gifts of books or other library materials will be accepted in accordance with the terms outlined in the Goulburn Mulwaree Council Library Collection Development Policy.



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**RECOGNITION AND ACKNOWLEDGEMENT**

The library service will ensure that each sponsor receives acknowledgement. The following guidelines will be used in providing acknowledgement to and recognition of sponsors:-

- A letter of acknowledgement for gifts of money and in-kind support will be sent to all sponsors and a copy will be placed on file. Any special recognition agreements will be stipulated in the letter.
- Public acknowledgement of sponsorship in the library's promotional materials will normally be restricted to a statement of the sponsor's name and a display of logo. Such acknowledgement will not take precedence or have prominence over the library's own logo or promotional material.
- For gifts and/or sponsorships valued at over \$1,000, the library may submit a press release to local newspapers and/or publish an article regarding the sponsorship in their own newsletter.

**APPROVAL**

Council reserves the right to make decisions regarding the acceptance, rejection, and/or implementation of library sponsorships. All sponsorships that have specific requirements and the solicitation of sponsorship by Library staff and/or Friends of the Library valued over \$1,000 must be approved by the Director of Finance and Administration.

**LEGISLATIVE PROVISIONS**

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

- Local Government Act 1993;
- Library Act 1939;
- Library Regulation 2010;
- Independent Commission against Corruption Act 1988 and ICAC Guidelines;
- Work Health and Safety Act 2011 and Regulations;
- Anti Discrimination Act 1977;
- Local Government (State) Award 2017;
- Government Information (Public Access) Act 2009;
- Privacy and Personal Information Protection Act 1998;
- State Records Act 1998;
- Code of Conduct for Councillors, staff and delegates of Council;
- Goulburn Mulwaree Council Collection Development Policy;



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- Council Library Membership and Access Policy;
- Council Bribes, Gifts and Benefits Policy;
- Council Purchasing Acquisition of Goods and Services Policy;
- Council Service Delivery Policy; and
- Council Fraud and Corruption Prevention Policy.

**VARIATION**

Council reserves the right to vary or revoke this policy.

**ITEM 13.2                      BORROWING AND LOANS POLICY REVIEW**  
**210/19                      RESOLVED by Cllr Searl and Cllr O'Brien**

1. Council adopts the reviewed Borrowings and Loans Policy.

- CARRIED

**Councillors who voted for:-**

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

**Councillors who voted against:-      Nil**

<b>POLICY:-</b>	
Policy Title:	Borrowings/Loans Policy
File Reference:	F10/618-03
Date Policy was adopted by Council initially:	27 September 2007
Resolution Number:	267/07
Other Review Dates:	16 September 2010 and 15 May 2013
Resolution Number:	355/10 and 136/13
Current Policy adopted by Council:	15 August 2019
Resolution Number:	209/19



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Next Policy Review Date:	2022
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<b>PROCEDURES/GUIDELINES:-</b>	
Date procedure/guideline was developed:	N/A
Procedure/guideline reference number:	N/A
<b>RESPONSIBILITY:-</b>	
Draft Policy developed by:	Director of Finance and Administration
Committee/s (if any) consulted in the development of this Policy:	N/A
Responsibility for implementation:	Director of Finance and Administration
Responsibility for review of Policy:	Director of Finance and Administration

**OBJECTIVE**

To borrow funds in accordance with relevant legislative requirements and to provide a structured and disciplined approach to the supplementary financing of Upper Lachlan Shire Council's capital infrastructure improvements and asset renewals program over time through the use of loan monies.

**POLICY STATEMENT**

That Council seeks to ensure that the borrowing policy and related procedures are publicly transparent and meet good business and best practice criteria including controls over identified risks.

This policy applies to all new and old money borrowings from external sources. Upper Lachlan Shire Council borrowings are subject to statutory legal requirements including Sections 621-624, of the Local Government Act 1993 and Ministerial Borrowing Order signed by the Minister for Local Government.

**PROCEDURAL GUIDELINES**

The Local Government Act 1993 sets out the overarching ability to borrow but refers to the ability of the Minister of Local Government to impose restrictions and for security to be in accordance with regulations. Division 9, Section 229-230, of the Local Government (General) Regulation 2005, stipulates that the General Manager is to notify the Director-General within seven days of any borrowings. The Regulations also



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specify that loans will be a charge on Council's income, loans may only be in Australian Currency and excludes offshore borrowing, and sets limits for placement fees.

It is an annual requirement that the Minister determines each NSW Local Government Council's Borrowing Limit in accordance with Section 624, of the Local Government Act 1993. This requirement stipulates that all borrowings are approved by the Minister for Local Government prior to the drawdown of loan funds.

All proposed borrowings shall be included in Council's Operational Plan, Delivery Program and Long Term Financial Plan, outlining what is the purpose of the borrowings, the amount to be borrowed and from which fund the loans will be financed.

The procedures to be implemented by Council staff will be as follows:-

1. Council's Manager of Finance and Administration is to call for and receive loan interest rate quotations from a minimum three financial institutions (Authorised Deposit Taking Institutions); including the provision of repayment schedules for interest and principal amounts, specifying the term of the loan, and any applicable fees;
2. Council senior management to recommend to the General Manager an approval of a loan;
3. All new borrowings are noted by a Council Resolution and where necessary affix the Seal of Council to the relevant loan documentation and be signed by the General Manager and Mayor as required; and
4. Council staff to ensure filing of all transactions, quotes and decisions for audit and review as specified in Council's Records Management Policy.

**CIRCUMSTANCES WHERE BORROWING WILL BE CONSIDERED**

The Council will give consideration to borrowing money for the acquisition or construction of an asset where:-

- The asset to be acquired is a new addition to Council's asset base or replaces an existing asset with one that is significantly upgraded and has an Economic Life of greater than 20 years; or
- All alternative financing options for undertaking the project without borrowing have been investigated and proven less advantageous to the Council; or
- The income stream from the asset to be acquired or constructed exceeds the cost of borrowing over the life of that asset; or
- Loan repayments will be met by a third party i.e. self supporting loans; or



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- The index of the cost of acquisition or construction is increasing at a rate that exceeds the cost of borrowing i.e. to “save” for the acquisition or construction will result in the actual cost being greater than the cost of borrowing the money and acquiring it today.

As a general rule the benefits received from undertaking the borrowing should be greater, over the life of the borrowing, than the costs of borrowing.

Where the cost of using external funds acquired through borrowing, is greater than the forgone investment earnings on these funds that are surplus to current requirements, such funds should be used prior to seeking external funds.

**POLICY GUIDELINES**

1. Council under their charter are to have regard to long term and cumulative effects of their decisions. Accordingly, Council must exercise reasonable care and diligence that a prudent person would exercise when borrowing funds.
2. The Council recognises that loan borrowings play an important part in the Local Government financial structure for financing infrastructure projects, capital asset renewals and expansions;
3. The Council also recognises that it is equitable to the ratepayers that the liability for the capital costs of infrastructure should be distributed over the period during which the people enjoy the benefits derived thereof. The principle of intergenerational equity may be applied;
4. The Council adopts the principle of using loan moneys as a resource to fund the replacement and creation of infrastructure assets that have a long life expectancy;
5. The use of loan moneys shall be limited to the construction and alteration of buildings, the acquisition of income producing assets and new infrastructure assets which have a life expectancy greater than twenty years. In particular debt may be used to fund capital expenditure that provides future service benefits. The principle of improving the valuation and pricing of social and ecological resources applies - the users of goods and services should pay prices based on the full life cycle costs, this particularly applies to the matching of debt profiles to infrastructure asset profiles;
6. In no circumstances shall Council borrow funds for recurrent expenditure or to fund operating budget expenditure maintenance activities;
7. Loan borrowings will be limited to a level where the ratio of net debt service costs (principal and interest) to operating income does not exceed 10%;
8. Council shall ensure there is appropriate working capital available to carry out its strategic plans as outlined in Council's Delivery Program and any related



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borrowings program will be included within Council's identified Long Term Financial Plan and align with the Infrastructure Plan – Asset Management Plans;

9. Borrowings are to be used in a manner consistent with competitive neutrality policy requirements;
10. Procedures and controls are to address risks and meet good business and best practice requirements;
11. The Council will only raise debt, by way of borrowings, after receiving the Minister for Local Government's approval, and after having first ascertained that there are no readily available uncommitted and unrestricted Council cash reserves;
12. Given the Council's preference for certainty, interest rate risk / exposure shall be managed by ensuring that the term of the loan will span at least three financial years with a preference for longer terms and varying the maturities so that no more than 15% of debt will mature in any one financial year;
13. Liquidity risk management refers to the timely availability of funds to the Council when needed without incurring penalty costs. Liquidity risk will be minimised by:-
  - Avoiding a concentration of debt maturity dates;
  - Adherence as far as possible to the adopted Council Community Strategic Plan, Delivery Program and Operational Plan; and
  - Maintaining an appropriate amount of accessible cash and investments or uncommitted credit lines to cover working capital requirements as they fall due;
14. The Council will ensure that debt is maintained at prudent levels in accordance with Ministerial Approvals and the funding principle of ensuring that the costs of any expenditure can be recovered at the time that the benefits of that expenditure accrue;
15. Where appropriate the General Manager may determine internal debt arrangements. Internal loans will normally only be in relation to expenditure of a capital (or one-off) nature related to any activity that would normally be funded by external loan. Internal debt may include borrowing against future Section 94, Section 94A and / or Section 64 Development Contributions Plans;
16. In no circumstances shall Council borrow funds from the Trust Fund;
17. The accounting for borrowings must be in accordance with the Local Government Code of Accounting Practice and Financial Reporting Guidelines. Costs of borrowing will be allocated to the specific funds to which the borrowing directly relates;



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18. Council is to adhere to the Local Government (General) Regulation 2005 which states that loans to Council are to be a charge on the Council's income. The repayment of money borrowed by a Council (whether by way of overdraft or otherwise), and the payment of any interest on that money, is a charge on the income of the Council.

**RELEVANT LEGISLATION AND COUNCIL POLICIES**

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

- Local Government Act 1993;
- Local Government (General) Regulation 2005;
- Independent Commission against Corruption Act 1988;
- Government Information (Public Access) Act 2009;
- State Records Act 1998;
- Ombudsman Act 1974;
- Public Interest Disclosures Act 1994;
- Ministerial Borrowing Order;
- Local Government Code of Accounting Practice and Financial Reporting;
- Australian Accounting Standards;
- Local Government (State) Award 2017;
- Australian Taxation Office legislation and determinations;
- Council Code of Conduct;
- Council Code of Meeting Practice;
- Council Long Term Financial Plan;
- Council Delivery Program;
- Council Operational Plan;
- Council Investment Policy;
- Council Internal Controls and Procedures Manual;
- Council Fraud and Corruption Prevention Policy;
- Council Delegations of Authority Policy; and
- Council Complaints Management Policy.

**VARIATION**

That Council reserves the right to vary the terms and conditions of this policy.



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**ITEM 13.3                    2018/2019 BUDGET REVOTES TO CARRY FORWARD TO  
INTERNAL RESTRICTED RESERVE**

**211/19                    RESOLVED by Clr McCormack and Clr Wheelwright**

1. Council receives the report and approves the 2018/2019 revote of uncompleted works expenditure projects totalling \$1,202,330 to the Council internal restricted reserve.
2. Council approves the 2018/2019 transfer to internal reserves totalling \$2,924,612.

- CARRIED

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

**Councillors who voted against:-**                    Nil

**ITEM 13.4                    SUBSIDISED USE OF PUBLIC HALLS POLICY REVIEW**

**212/19                    RESOLVED by Clr Searl and Clr O'Brien**

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

- CARRIED

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

**Councillors who voted against:-**                    Nil



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<b>POLICY:-</b>	
Policy Title:	Subsidised Use of Public Halls Policy
File Reference:	F10/618-05
Date Policy was adopted by Council initially:	25 May 2006
Resolution Number:	122/06
Other Review Dates:	20 September 2012, 16 July 2015
Resolution Number:	308/12 and 185/15
Current Policy adopted by Council:	15 August 2019
Resolution Number:	211/19
Next Policy Review Date:	2021

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

<b>RESPONSIBILITY:-</b>	
Draft Policy developed by:	Director of Finance and Administration
Committee/s (if any) consulted in the development of this Policy:	N/A
Responsibility for implementation:	Director of Finance and Administration
Responsibility for review of Policy:	Director of Finance and Administration



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**OBJECTIVE**

To provide a means by which community, charity and cultural organisations and groups conducting events and activities within the Upper Lachlan Shire Council area may seek Council assistance, through the waiving of fees for the use of Council buildings and facilities, outside of the normal timeframe for the management of Council's annual Section 356 Contributions/Donations Program.

**ELIGIBILITY**

Eligibility will be limited to small community based organisations operating for the direct benefit of the local community. Eligibility will not extend to major fund raising bodies, with a parent body located outside the Council area.

Organisations and groups must be not-for-profit and be based within the Upper Lachlan Shire Council local government area.

**POLICY**

1. Waiving of fees will apply to fees charged by Upper Lachlan Shire Council and/or the Hall Management Committees for the use of the public hall and other venues that are owned, and/or controlled, and operated facilities by Upper Lachlan Shire Council and/or a Section 355 Committee of Council.
2. Waiving of fees may not apply to requests from individuals or businesses.
3. It is recommended that all requests for the waiving of fees should be lodged on the appropriate application form at least one month prior to the date of the event taking place.
4. Community groups and other organisations may not apply more than once per financial year for fees to be waived, with the minimum amount of reimbursement each financial year being the equivalent of the nominal hall hire fee as per Council's adopted Operational Plan Fees and Charges Schedule.
5. In assessing applications for waiver of fees, consideration will be given to the following:-
  - Financial need for the subsidy and relationship to the viability of the event;
  - Contribution to the community and whether the work is in the public interest; and
  - Demonstration that no alternative funding sources are available.
6. Where an application requests assistance to support an activity wherein the proceeds will go to a charity, acknowledgment by the named charity shall be included in the application form.



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7. All subsidies are made on a one-off basis with no guarantees for on-going Council financial assistance in future years.
8. If approval is granted applicants must acknowledge Council's support in publicity for the event.
9. All applications are subject to payment of a Security Deposit/Bond, as set by Upper Lachlan Shire Council's Operational Plan Fees and Charges, 30 days prior to the function. This payment is insurance against damage to the hall and/or its facilities.
10. The General Manager of Upper Lachlan Shire Council will have the delegated authority to approve the waiving of fees, as and when applications are received.
11. Approvals given by the General Manager for waiving of hire fees will be reported at the end of the financial year in Council's Annual Report.

Upper Lachlan Shire Council is committed to both the development of the community and sound financial management. Due to the nature of the usage of the hall facilities it is not feasible to be cost neutral at this stage. Council also recognises that it has responsibilities under the National Competition Policy to ensure local competitors, such as hotels and clubs are not disadvantaged by Council's provision of a similar service at a reduced fee.

Upper Lachlan Shire Council greatly values the contribution of the fundraising, social and community groups and organisations the contribution and role they play in the Shire community.

#### **RELEVANT LEGISLATION**

The following Legislation effects the operation of this Policy:-

Local Government Act 1993;  
Local Government (General) Regulation 2005;  
Environmental Planning and Assessment Act 1979;  
Independent Commission against Corruption Act 1988;  
A New Tax System (Goods and Services Tax) Act 1999;  
NSW State Records Act 1988;  
Government Information (Public Access) Act 2009; and  
Privacy and Personal Information Protection Act 1998.

#### **RELATED COUNCIL POLICY AND PROCEDURES**

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



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Code of Conduct for Councillors, staff and delegates of Council;  
Operational Plan;  
Delivery Program;  
Tablelands Regional Community Strategic Plan 2016-2036;  
Social and Community Plan;  
Cultural Plan;  
Internal Controls and Procedures Manual;  
Plan of Management Crookwell Memorial Hall;  
Plan of Management Community Halls and Buildings;  
Purchasing and Acquisition of Goods Policy and Procedures;  
Delegations of Authority Procedure;  
Code of Business Practice;  
Service Delivery Policy;  
Cash Handling Policy;  
Records Management Policy;  
Bribes, Gifts and Benefits Policy;  
Complaints Management Policy; and  
Fraud and Corruption Prevention Policy.

**VARATION**

Council reserves the right to vary or revoke this policy.

**ITEM 13.5                      ELECTRONIC SECURITY SYSTEMS POLICY REVIEW**

**213/19                      RESOLVED by Cllr Searl and Cllr Wheelwright**

1. Council adopts the reviewed Electronic Security Systems Policy.

- CARRIED

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

**Councillors who voted against:-**                      Nil



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<b>POLICY:-</b>	
Policy Title:	Electronic Security Systems Policy
File Reference:	F10/618-09
Date Policy was adopted by Council initially:	18 February 2010
Resolution Number:	76/10
Other Review Dates:	21 March 2013
Resolution Number:	65/13
Current Policy adopted by Council:	15 August 2019
Resolution Number:	212/19
Next Policy Review Date:	2022

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

<b>RESPONSIBILITY:-</b>	
Draft Policy developed by:	Director of Finance and Administration
Committee/s (if any) consulted in the development of this Policy:	N/A
Responsibility for implementation:	Director of Finance and Administration
Responsibility for review of Policy:	Director of Finance and Administration



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**Objective**

The purpose of this policy is to provide a framework for the authorisation and control of the electronic security system for the Upper Lachlan Shire Council's Crookwell Administration Office buildings.

The Electronic Security Systems (ESS) is used to increase the general buildings security and limit the access to the Council Administration buildings. The ESS provides a high level of security for the designated buildings and is used as a tool to control, monitor and restrict the flow of persons to certain areas or buildings. This increases compliance with the work, health and safety requirements by providing staff with improved personal safety as well as enhancing the security of cash and equipment.

**Scope**

This policy applies to the Upper Lachlan Shire Council Administration Office building sites located at 44 Spring Street, Crookwell.

The security measures adopted include, but are not limited, to the following:-

- The security access control system is by security fob issued to individual Council employees and Councillors;
- The security access level and time period specific access is set for individuals, based on the respective position that employee holds with Council; and
- The Council's ESS allows the logging of all security access activity into the designated office buildings.

**Responsibilities**

**Systems Administration and Monitoring Responsibilities**

The approval and issuance of all ESS individual security access fobs to Council authorised personnel is the responsibility of the Information Systems Support Officer.

In the absence of the Information Systems Support Officer, the responsibility for the day-to-day building security access requirements will be the Manager of Finance and Administration.

The Information Systems Support Officer will be the electronic security system administrator for the Council buildings and is responsible for:-

- Remotely monitoring the system functions;
- Operate, administer and maintain perimeter entrance access controls for designated buildings;
- Issuing security fobs to individual Council personnel in conjunction with user requirements;



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- Validating a security fob for use;
- Maintaining a register or database of all security fob holders;
- Identification and matching of security fob with the person who was issued a fob;
- Cancelling or deactivation of any security fob reported as missing or lost immediately upon such notice;
- Deleting access of a security fob held by departing personnel when managing the register;
- All unused security fobs will be deactivated and securely stored at the Crookwell Office;
- Retrieving any security fob from the relevant Departmental Manager received from departing personnel; and
- All maintenance responses and liaison with the ESS contractor to correct access faults, register database errors, door lock errors, public holidays and emergency access related issues.

#### **Buildings Security Access**

The relevant Council Departmental Director controlling a building is responsible for providing the Information Systems Support Officer with all relevant details relating to security access for each individual employee. This includes:-

- Determining the areas of access within the building;
- Determining the times of access to the building;
- Supplying the Information Systems Support Officer with a detailed access list; and
- Conducting regular audits of security fob issues and returns.

#### **Security Access Levels**

The door access level allocated to individual Council personnel; i.e. providing the conditions under which that security fob can be used are created by the Information Systems Support Officer after authorisation from the relevant Departmental Director and / or Manager concerned. The level of access permitted to individual staff members will be as determined by senior management.

#### **Conditions of Usage**

The individual employee and individual Councillor are responsible for the safe storage of the security fob issued to them and are accountable for that fob at all times.

Security fobs are issued to the individual for their personal use only and are not to be lent or transferred to anyone else. Any staff member found to have allowed unauthorised use of their security fob will be subject to disciplinary action.

An individual is to immediately report to their Departmental Director if there is a security fob which is lost, missing or has been found. The Departmental Director is to



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immediately liaise with the Information Systems Support Officer to arrange deactivation or cancelling of a security fob.

If an individual employee wishes to amend their security fob access rights and conditions they must report to their Departmental Director. The access rights will be amended only after signed approval from the relevant Departmental Director.

Council Departmental Directors, Managers and Supervisors are responsible to ensure the continued understanding of the policy and its protocols by Council staff.

**Abuse or Misuse of Security Access**

Any user who, in the opinion of the Council's General Manager or by their delegated authority is considered to have abused or misused the security access fob to gain unlawful or improper access to Council facilities, assets and information will have their security access removed and disciplinary procedures shall be instigated. If the incident is deemed serious enough the matter will be referred to the NSW Police for investigation and / or the Independent Commission Against Corruption (ICAC) if necessary.

**Relevant Legislative Provisions and Council Policies**

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

- Industrial Relations / Workplace Surveillance Act 2005;
- Local Government Act 1993;
- Local Government (General) Regulation 2005;
- Work Health and Safety Act 2011;
- Local Government (State) Award 2017;
- Privacy and Personal Information Protection Act 1998;
- Government Information (Public Access) Act 2009;
- State Records Act 1998;
- Fair Work Act 2009;
- Independent Commission against Corruption Act 1988;
- Anti Discrimination Act 1977;
- Council's Code of Conduct;
- Council's Complaints Management Policy;
- Council's Internet and Email Policy;
- Council's Disciplinary Policy;
- Council's Fraud and Corruption Prevention Policy.

**Review of Policy**

Council reserves the right to review, vary or revoke this policy.



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**SECTION 14: GENERAL MANAGER**

**ITEM 14.1 CONSULTATIVE COMMITTEE MEETING MINUTES**  
**214/19 RESOLVED by Clr Searl and Clr O'Brien**

1. Council adopt the recommendations of the Consultative Committee Meeting Minutes held on 7 August 2019 and adopt the following policies:
  1. Time in lieu of Over time Policy
  2. Staff Training Policy
  3. Call Back Policy
  4. Employee Assistance Program Policy
  5. Higher Grade Pay Policy
  6. Disciplinary Policy

- CARRIED

**Councillors who voted for:-**

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

**Councillors who voted against:- Nil**

<b>POLICY:-</b>	
Policy Title:	Time in Lieu of Overtime Policy
File reference:	F10/618-09
Date Policy was adopted by Council initially:	22 September 2005
Resolution Number:	288/05
Other Review Dates:	21 April 2011, 21 August 2014
Resolution Number:	250/14
Current Policy adopted by Council:	15 August 2019
Resolution Number:	213/19
Next Policy Review Date:	2022



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

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

**OBJECTIVES:**

The aim of this procedure is to define the process for arranging and recording Time In Lieu of Overtime.

To enable the consistent application of arrangements for Time in Lieu of Overtime the following procedure is to be followed:

1. Time in lieu can be accrued and taken only with the prior approval of the General Manager or by their delegated authority.
2. Prior to working additional hours, "agreement" needs to be reached between the staff member and their supervisor on whether any time worked is to be paid at overtime rates or as Time in Lieu.
3. Where arrangements have been made for Time in Lieu to apply a record of same is to apply and is to be recorded as follows:
  - the attached form "Application for Time In Lieu of Overtime" is to be completed, approved and forwarded to the Payroll Officer.
  - the Payroll Officer will record the relevant information on Councils' payroll system (as part of leave balances).
4. Requests to take Time in Lieu hours are to be applied for and approved via the leave application process.
5. Employees that are on a Workers Compensation Return To Work Plan cannot accrue Time in Lieu.



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6. Time in Lieu due is to be taken prior to any annual leave that has been accumulated.
7. Time in Lieu due is to be taken prior and in conjunction with any long service leave that has been approved.
8. Employees who have accumulated 7 weeks annual leave cannot accrue Time in Lieu unless authorised by the General Manager
9. The accumulation of Time in Lieu hours is to be monitored by the Payroll Officer and no more than 34 hours are to be accrued at any one time.
10. Time in Lieu must be claimed within the current fortnight being worked or if not claimed then forfeited.

**Note:** Time in Lieu cannot be accumulated whilst staff are undertaking higher duties relief work.

**RELEVANT LEGISLATION AND COUNCIL POLICIES**

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

- Access to Information Policy;
- Australian Audit Standard AUS210 / ASA240;
- Anti Discrimination Act 1977;
- Bribes, Gifts and Benefits Policy;
- Cash Handling Policy
- Code of Business Practice;
- Code of Conduct for Councilors, staff and delegates of Council;
- Complaints Management Policy;
- Corporate Credit Card Policy;
- Council's Code of Meeting Practice;
- Crimes Act 1900;
- Delegations of Authority Procedure;
- Employee Assistance Program Policy
- Environmental Planning and Assessment Act 1979;
- Equal Employment Opportunity Act 1987;
- Equal Employment Opportunity (EEO) Management Plan;
- Fair Work Act 2009 (Cwth)
- Fraud and Corruption Prevention Policy
- Government Information (Public Access) Act 2009;
- Grievance Policy;
- Independent Commission against Corruption Act (ICAC) 1988;
- Industrial Relations Act 1996;
- Internal Reporting – Protected Disclosures Policy;
- Internet and Email Policy;
- Local Government Act 1993;



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- Local Government (State) Award 2017
- Local Government (General) Regulations 2005;
- Loss of Drivers License
- Mobile Phone Policy
- NSW Long Service Leave Act
- NSW State Records Act 1998;
- Paid Parental Leave Act 2010 (Cwth)
- Performance & Misconduct Policy
- Private Works (Projects and Plant Hire) Policy;
- Privacy and Personal Information Protection Act 1998.
- Public Access Policy;
- Public Interest Disclosures Act 1994;
- Purchasing and Acquisition of Goods Policy and Procedures;
- Recruitment and Selection Policy;
- Statement of Ethical Principles;
- Secondary Employment Policy;
- Service Delivery Policy;
- Standards Australia 8000 series;
- Trade Practices Act 1974;
- Trustees Act 1925;
- Workers Compensation Act 1987
- Work Health & Safety Policy
- Work Health & Safety Regulations 2011

**Variation:**

Council reserves the right to vary or revoke this policy.



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**APPLICATION FOR TIME IN LIEU OF OVERTIME**



File: Personnel

**UPPER LACHLAN SHIRE COUNCIL**  
**APPLICATION FOR TIME IN LIEU OF OVERTIME**

File -  
Personnel

DATE	START TIME	FINISH TIME	HOURS	REASON FOR WORKING UP TIME	ALLOCATION
			<b>Total</b>		

NAME

\_\_\_\_\_

SIGNATURE

\_\_\_\_\_

EMPLOYEE NO

\_\_\_\_\_

DATE

\_\_\_\_\_

APPROVED

Yes

No

Supervisor/Coordinator

\_\_\_\_\_

Department Director

\_\_\_\_\_

General Manager

\_\_\_\_\_



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<b>POLICY:-</b>	
Policy Title:	Staff Training
File reference:	
Date Policy was adopted by Council initially:	14 December 2006
Resolution Number:	390/06
Other Review Dates:	28 June 2007, 20 October 2011, 21 August 2014
Resolution Number:	194/07, 411/11, 250/14
Current Policy adopted by Council:	15 August 2019
Resolution Number:	213/19
Next Policy Review Date:	2022
<b>PROCEDURES/GUIDELINES:-</b>	
Date procedure/guideline was developed;	
Procedure/guideline reference number:	
<b>RESPONSIBILITY:-</b>	
Draft Policy Developed by:	Human Resources Coordinator
Committee/s (if any) consulted in the development of this policy::	Consultative Committee
Responsibility for implementation:	Director of Finance and Administration
Responsibility for review of Policy:	Director of Finance and Administration



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**AIM:**

Upper Lachlan Shire Council's Staff Training Policy is primarily designed to satisfy and maintain its needs for a workplace, which has the knowledge, skills and potential necessary for the effective and efficient functioning of the organisation. This policy is designed to assist Council to develop the competency of its people and to develop a more highly skilled and flexible workforce.

Competency is defined as the employee's skills, knowledge and attitudes and the fit of those to the requirements of the job. Both personal competence and job requirements are viewed as dynamic – they will evolve over time.

**OBJECTIVES:**

- \* To encourage employees in their personal and professional development and to assist them where necessary to maintain high levels of competence in their respective positions and vocations.
- \* To provide development opportunities via a range of sources including training conducted by recognised private providers, training/coaching in specific skills areas provided by designated staff, on the job training by managers and team leaders, and approved tertiary studies.
- \* To provide assistance to employees where a course of study can be demonstrated to enhance their competence, and is of demonstrable benefit to the Council's service provision, and the employee's ability to fulfil their position requirements.
- \* To facilitate the development of a Training Plan that will match training and development processes to the current and future skill requirements of Council and the career development needs of employees.
- \* To ensure that expenditure in training matters is used in an effective manner.
- \* To comply with Local Government (State) Award 2017 and other legislative and regulative provisions related to Council.

**POLICY:**

**1. Council Commitment**

- 1.1 Council shall develop a Training Plan consistent with the current and future skills relevant to Councils activities.



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- 1.2 Council shall provide for training and development purposes each year an amount equivalent to a minimum of 1.5% of its payroll (as adopted in the annual budget).
- 1.3 The individual training needs will be reviewed in conjunction with the annual performance review / appraisal process.

**2. Employees Responsibility**

- 2.1 Participation of employees in skills training activities is not always compulsory; however employees are expected to maintain their standard of competence in all areas, which form part of their current role.
- 2.2 Employees participating in skills training activities are to display a high degree of commitment.
- 2.3 Employees are expected to participate in and comply with training requirements in regard to Work Health and Safety and Risk Management training and the like. It is a requirement of the Work Health and Safety Regulation 2011 that employees must co-operate with employers in their efforts to comply with work health and safety requirements.

**3. Types of Training/Levels of Assistance**

Council shall provide assistance to employees engaged in training at varying levels subject to the type of training being undertaken.

The various degrees of assistance shall reflect not only the benefit to Council of such training but also the benefit to staff in that the training enhances their promotional aspects, job security, and value to an employer both within Council and/or the industry generally.

In the case of tertiary studies (leading to professional qualifications) and attendance of staff at annual conferences conducted by organisations of which they are members, specific assistance arrangements will be determined between Council and the employee prior to each stage of such studies/attendance at conferences. In that respect the levels of assistance outlined in this policy will be used as a guideline and factors such as the “balance” between applicability of the studies to Upper Lachlan Shire Council and / or the career development of the employee will be taken into account.

**3.1 Level 1 Training**

*This applies to those areas of training where an employee is required by Council to participate. It would generally include but not be limited to such training matters as:*



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- i. *Achievement of a specific formal qualification as may be required by the Position Description.*
- ii. *Be related to a "Work Health and Safety" matter and the like (e.g. First Aid).*
- iii. *Be considered a necessary "professional development" type training action to enable the employee to maintain competency in the position.*
- iv. *Be a "corporate" requirement such as induction training, familiarisation of relevant Council policies etc.*

**Level of Assistance**

Council to meet in general terms all costs associated with this type of training.

These costs include but are not limited to such matters as: -

1. Salary/Wages

- a. Where off the job instruction is required as part of the structured program then paid leave shall be granted subject to:-
  - Such time being within ordinary working hours.
  - A maximum of twenty (20) days off the job component over a twelve (12) month period. This covers the following areas only;
    - Leave with pay for examinations on the basis of one day of leave for each day of an examination.
    - For employees to undertake their final unit examination in a given semester to complete the subject
    - Where compulsory attendance at excursions is a course requirement and formal notification of such is received by the Manager from the University / College/TAFE involved, time off with pay may be granted.
    - A maximum of five (5) working days per semester will be available to attend Residential Schools or to undertake a Work Placement. Any further leave requested will be considered, and if approved by the Manager may be taken from the Apprentices, Trainees or Cadets leave entitlement.

Individual circumstances in excess of the above are to be determined by the General Manager and /or Director on an individual basis. Consideration will also be given to flexible work and study arrangements on a case-by-case basis.

It should be acknowledged that training is of mutual benefit to both Council and the employee. In recognition of this fact it is reasonable that both parties make a contribution towards achieving this goal.



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Where time is involved outside of ordinary working hours then the following circumstances apply:-

- a. Travelling Time (this is the time required to travel to the destination from your normal place of work)
  - Ordinary working day; time in lieu equivalent to the time outside normal working hours will be granted.
  - Other than ordinary working day; time in lieu equivalent to actual travel time will be granted.
- b. Attendance Time (this is the time when the structural format may extend beyond an employee's ordinary number of hours for that day, or occur on a day other than an ordinary working day).
  - Ordinary working day; time in lieu equivalent to the time outside normal working hours will be granted.
  - Other than ordinary working day; time in lieu equivalent to actual course time will be granted.

**2. Fees**

All registration fees, course fees, cost of permits etc to be paid by Council. This does not include drivers' licence or similar which require a regular payment to keep current.

Council's financial support is conditional on satisfactory completion of stages and subjects of the course. Repeats of subjects shall be carried out at the employee's cost.

A report or Course Documentation Results must be provided to Council at the end of each year by the employee detailing their progress in the course.

**3. Travelling Cost**

Council to either provide transport or reimburse in accordance with Council's Policy on "Payment of Expenses and Provision of Facilities".

**4. Sustenance Costs**

Where not included in training course fees and are required, Council shall meet the costs of accommodation and meals in accordance with Councils "Payment of Expenses and Provision of Facilities" Policy.



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**3.2 Level 2 Training**

Level 2 Training requires approval of the General Manager or their delegated authority.

*This applies to training matters where an employee may wish to undertake training generally consistent with a career path but not as a requirement of Council.*

*It may include such matters as:-*

- i. Achieving a “desirable or preferred” qualification as included in the Position Description.*
- ii. Participation in training closely related to current position requirements, areas where “relief duties” may be reasonably expected.*

**Level of Assistance**

Council recognises that an employee may wish to undertake training directly related to but not essential to their position.

A reduced level of assistance may be available in these instances and applies to permanent employees of Council only.

**1. Salary/Wages**

- i. Where off the job attendance is required as part of a structured program then:-
  - a. Paid Leave shall be granted for:-
    1. Examination time including reasonable travel time to and from the examination centre.
    2. A maximum of ten (10) days off the job component over a twelve (12) month period.
  - b. No payment for any hours worked (attendance or travelling) in excess of ordinary hours and/or on days other than ordinary workdays.
  - c. In the event that attendance is required on a Rostered Day off (RDO) then no payment or replacement will be made for this day. It will not however count towards the maximum ten (10) days component in clause (a) 2 above.
  - d. Leave without pay will be approved for any specific period in excess of (a) above.



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- e. Consideration will be given to flexible work and study arrangements on a case-by-case basis. E.g. one day training course attendance.

**2. Fees**

Council to pay 50% of course fees only (excludes accommodation and sustenance) upon confirmation and documentation of successful completion. This may be on a subject-by-subject and / or module basis for a staged qualification.

**3. Travelling Costs**

Council to either provide transport or reimburse in accordance with Council's "Payment of Expenses and Provision of Facilities" Policy when attending a training course within the maximum ten (10) days per annum period (see clause 1(i) (a) 2 above).

No other travel costs to be reimbursed.

**4. Sustenance Costs**

Council to meet the cost of accommodation in accordance with Council's "Payment of Expenses to Provisions of Facilities" Policy within the maximum ten (10) days per annum period (see Clause 1(i)(a) 2 above).

**3.3 Level 3 Training**

*This applies to areas of training that:-*

- i. Are not directly related to a position but may be of general benefit to both the employee and Council.*
- ii. Are determined to have an imprecise connection to the requirements of Council (eg employee personal interest or ambition).*
- iii. Are adequately covered by other personnel who are either qualified or "in-training" (eg. plant operators etc).*

**Levels of Assistance**

Council assistance for training in this area will be considered on a case-by-case basis.

It will in general terms be limited to consideration of such matters as: -

- i. Course fee, attendance time for mutually beneficial training.
- ii Examination leave – paid for time of exam only.
- iii Leave without pay – approval for leave without pay for attendance at the course.



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- iv. Access to plant or equipment only at Council's discretion.
- v. Flexible work and study arrangements only at Council's discretion.

### **3.4 Repeat Training**

When an employee is repeating a subject to obtain a pass then none of the levels of assistance as outlined in Clauses 3.1 to 3.3 inclusive apply unless so determined by the General Manager and / or Director.

## **4. Training Arrangements**

Note: Training/Development – indicates attendance at public course, seminars, and conferences like training.

1. Attendance at training is to be authorised by the respective Director and / or Manager (or in the case of Directors authorisation to be given by the General Manager) prior to training being arranged. The Staff Training Authority/Record form is to be used for this purpose and is to identify the level of training that is applicable. Priority is to be given to Level 1 training.
2. Travel arrangements are to be part of the approval process and are to be within the following guidelines:
  - \* Wherever possible Council vehicles shall be supplied and used for travelling purposes by the employee(s);
  - \* If Council vehicles are unavailable then an alternative means of transport such as private vehicle use and / or use of public transport is permissible and reimbursable. The payment of travel and sustenance expenses and the provision of facilities will be in accordance with Council's policy on the same;
  - \* When a conference/seminar/course commences after 10.00am and is within two and a half hours travel to the destination then Council will not recognise the previous night's accommodation for reimbursement;
  - \* When a conference/seminar/course commences after 8.30am and is within one and a half hours travel to the destination then Council will not meet the accommodation expenses for the night prior where it can be reasonably assumed that the employee(s) would not have to leave their home(s) prior to 7am;
  - \* When a conference/seminar/course is held over more than one-day (i.e. consecutive days or more), travelling to and from the venue on a daily basis may be considered a safety issue. Under these circumstances the General



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Manager and / or Director may instruct the employee(s) that overnight accommodation be taken at Council's expense;

- \* Other factors such as the course nature and travel route will also be considered. The determination of whether accommodation costs will be met will be made by the General Manager and / or Director in each circumstance.

3. Accommodation (when approved) and travelling arrangements are the responsibility of the employee and supervisor who is attending or arranging the training.

**5. Roles and Responsibilities**

**5.1 Consultative Committee:-**

- i. To be consulted in the process of establishment of Council's Training Plan.
- ii. To advise of areas of training they consider are needed within Councils' workforce in consultation with Human Resource Coordinator and Senior Management.

**5.2 Human Resources/Management:-**

- i. To identify areas of training needs especially in response to legislative and regulation changes.
- ii. To investigate appropriate means by which training may be accomplished.
- iii. Management to release wherever possible the staff to participate in training programs.
- iv. To prepare annual budgets in regard to training requirements as part of Council's Training Plan.
- v. To advise Council of training needs and the resources required to meet these needs.
- vi. To determine the category of training – Level 1, 2 or 3.
- vii. In conjunction with employees:-
  - preview the training and development objectives prior to attendance.
  - review the outcomes following attendance and at the next annual performance review.

**5.3 Employees:-**

- i. To participate in creation of their individual training plan.
- ii. To demonstrate a level of personal responsibility in regard to training matters.
- iii. To be aware of the increasing number of skills and competences being required in their position descriptions.



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- vi To advise the employer should any change occur to the status of any licence, permit, certificate and accreditation held by the employee and arrange for the same to be placed on their personnel file.
- v To participate in previews and review of development training and where required provide a written summary of attendance.

## **6. Training Plan**

The employees' training plan, developed as part of the annual performance review process, will identify immediate and medium term development needs (including renewal of competency certificates etc). Individual training plans will be aggregated into Council's organisational Training Plan for budgeting and scheduling purposes.

Whilst it is ideal that all training and development needs be programmed into individual training plans, there will still be a need for ad-hoc or "spontaneous" training requirements.

The development of Councils' Training Plan each year will include amounts allocated for Departmental training needs and individual training needs.

## **7. RELEVANT LEGISLATION AND COUNCIL POLICIES**

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

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



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- Independent Commission against Corruption Act (ICAC) 1988;
- Industrial Relations Act 1996;
- Internal Reporting – Protected Disclosures Policy;
- Internet and Email Policy;
- Local Government Act 1993;
- Local Government (State) Award 2017;
- Local Government (General) Regulations 2005;
- Loss of Drivers License;
- Mobile Phone Policy;
- NSW Long Service Leave Act;
- NSW State Records Act 1998;
- Paid Parental Leave Act 2010 (Cwth);
- Performance & Misconduct Policy;
- Private Works (Projects and Plant Hire) Policy;
- Privacy and Personal Information Protection Act 1998;
- Public Access Policy;
- Public Interest Disclosures Act 1994;
- Purchasing and Acquisition of Goods Policy and Procedures;
- Recruitment and Selection Policy;
- Statement of Ethical Principles;
- Secondary Employment Policy;
- Service Delivery Policy;
- Standards Australia 8000 series;
- Trade Practices Act 1974;
- Trustees Act 1925;
- Workers Compensation Act 1987;
- Work Health & Safety Policy;
- Work Health & Safety Regulations 2011.

**8. Variation**

Council reserves the right to vary or revoke this policy.

<b>POLICY:-</b>	
Policy Title:	Call Back Policy
File reference:	
Date Policy was adopted by Council initially:	28 June 2007
Resolution Number:	194/07



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Other Review Dates:	21 June 2012, 15 December 2016
Resolution Number:	198/12, 357/16
Current Policy adopted by Council:	15 August 2019
Resolution Number:	213/19
Next Policy Review Date:	2024

<b>PROCEDURES/GUIDELINES:-</b>	
Date procedure/guideline was developed;	28 June 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:	Consultative Committee
Responsibility for implementation:	General Manager
Responsibility for review of Policy:	Human Resource Coordinator

**POLICY OBJECTIVES:**

Council recognises that to help provide a high level of service to the people of the Upper Lachlan Shire Council it is necessary for employees or groups of employees to be available for call back to work, outside of normal working hours.

Employees who are called back to attend work during a period will receive payment as per the Local Government (State) Award 2017. Alternatively staff may choose to take time off in lieu.

This policy aims to ensure that the employees are compensated when called back and that there is uniformity in the way that employees are called back.

**Relevant Legislation:**

The following Legislation affects the operation of this Plan:-



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Time in Lieu of Overtime Policy  
Local Government Act 1993;  
Local Government (General) Regulations 2005;  
Local Government (State) Award 2017;  
Work Health and Safety Act 2011 and Regulations;  
Anti Discrimination Act 1977;  
Industrial Relations Act 1996;  
Independent Commission against Corruption Act 1988;  
Workplace Relations Act 2008;  
Fair Work Act 2009;  
Equal Employment Opportunity Act 1987;  
Government Information (Public Access) Act 2009  
Privacy and Personal Information Protection Act 1998;  
Civil Liabilities Act 2002;  
Environmental Planning and Assessment Act 1979;  
NSW State Records Act 1998;  
Trade Practices Act 1974;  
Public Interest Disclosures Act 1994; and  
Crimes Act 1900.

**Related Council Policies and Procedures**

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

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



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Manual Handling Policy;  
Child Protection Policy;  
Delegations of Authority Policy;  
Employee Assistance Program (EAP) Policy;  
Trauma Management Policy;  
Employment and Retention Policy;  
Higher Grade Pay Policy;  
Time in Lieu of Overtime Policy;  
First Aid Policy;  
Work Health and Safety Policy;  
Injury Incident Management Procedures;  
Protective Clothing and Equipment Policy;  
Mobile Telephone Policy;  
Smoking in the Workplace Policy;  
Salary Sacrificing Policy;  
Private Use of Council Motor Vehicles Policy;  
Sun Protection - Council Employees Policy;  
Volunteers Policy; and  
Payment of Expenses and Provision of Facilities Policy.

**Variation:**

Council reserves the right to vary or revoke this policy.

<b>POLICY:-</b>	
Policy Title:	Employee Assistance Program (EAP) Policy
File reference:	F10/618-05
Date Policy was adopted by Council initially:	19 February 2009.
Resolution Number:	46/09
Other Review Dates:	18 October 2012, 20 August 2015
Resolution Number:	345/12, 229/15
Current Policy adopted by Council:	15 August 2019
Resolution Number:	213/19



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Next Policy Review Date:	2022
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<b>PROCEDURES/GUIDELINES:-</b>	
Date procedure/guideline was developed;	
Procedure/guideline reference number:	

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

**Aim**

The Employee Assistance Program (EAP) provides employees with access to the help they need to identify and resolve problems influencing their wellbeing and effectiveness at work.

To provide appropriate, consistent, equitable assistance and support to all employees experiencing problems and/or difficulties be they personal or work related.

**Policy:**

Council has a long term interest in the welfare and wellbeing of its employees and recognises that solutions to employee problems can be assisted. It should also be recognised that the employee also has a role to play and cannot regard Council as the first medium of assistance and should only approach Council if the problem is beyond their capabilities to address.

**Scope:**

This policy applies to all permanent and permanent part time employees. Casual Employees are generally not eligible to access the EAP, however assistance will be considered in extenuating circumstances and will be reviewed on a case-by-case basis.

1. Confidential discussions with the Human Resource Coordinator will initially be offered to all employees seeking assistance.
2. If problems are of a complicated and/or specialised nature professional external assistance may be sought with the written approval of the employee.



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3. Problems may be personal or work related and may include but not limited to:
  - a. Physical illness
  - b. Alcohol and/or drug dependence
  - c. Emotional problems
  - d. Marriage and/or family problems
  - e. Financial and/or legal worries
  - f. Interpersonal conflicts
4. Support given will be determined on a case by case basis and reflect the needs of the individual and/or their situation.
5. In ALL cases the use of the program is VOLUNTARY.
6. Strict confidentiality will be observed.
7. No details of employee assistance will be made available without the WRITTEN AUTHORISATION of the employee involved.
8. The decision to seek employee assistance will not jeopardise the job security or status of the employee.
9. Council officers will, in accordance with this policy, endeavour to advise employees of the most appropriate way to organise their finance.
10. If an employee is seen to be abusing the assistance program the General Manager has the right to refuse any further assistance.

**Responsibility:**

1. Managers – of areas affected by critical incident stress
  - Notify Human Resources Coordinator as soon as a critical incident occurs which may result in an employee's need to use the Employee Assistance Program (EAP).
  - Ensure incident investigation is carried out as soon as possible after incident, as required.
  - Ensure incident report is filled out and sent through to Human Resources Section.
  - Monitor employees for several weeks following critical incident to detect adverse reactions that may require use of the (EAP).
  - Notify Human Resources Coordinator if in any doubt or if needing assistance with employees following critical incident.
2. Human Resources Coordinator
  - Ensure Council's Employee Assistance Program (EAP) is operating and effective to adequately manage critical incident events affecting employees, volunteers, sub-contractors (as per scope of this procedure).
  - Along with Manager of affected area, ensure Council's (EAP) is enacted in a timely manner and as required to deal with critical incident stress
  - Ensure Council's Workers Compensation process incorporates and manages critical incident response



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3. Employees, Volunteers, Sub-Contractors

- Report all incidents
- Look out for fellow workers
- Notify their section Manager or the Human Resources Coordinator if they suspect a fellow worker may be in need of assistance

**Travelling to counselling sessions:**

Travelling to counselling sessions will be at the employee's expense and in their own time. Council will not supply a vehicle for an employee to attend counselling sessions or pay a travelling allowance, or any accommodation costs.

**Counselling session limits:**

Employees are able to access the EAP for up to three (3) free one (1) hour sessions per financial year.

**Crisis and Helpline Providers (Free – call anytime):**

- *Access line: Ph. 1800 800 944*

Free and confidential service provided to those who are affected by alcohol and drug use. Available 24 hrs a day / 7 days a week.

- *Lifeline: Ph. 13 11 14*

Lifeline telephone counsellors are ready to talk and listen no matter how big or how small the problem might seem. They are trained to offer emotional support in times of crisis or when callers may be feeling down.

- *Mensline: Ph. 1300 78 99 78*

Mensline is a dedicated service for men with relationship and family concerns. When you feel like it's all getting too much, help is as close as the phone. All men, all relationships, Counselling, information and referral, Staffed by trained professionals, Confidential, Anonymous, Australia-wide, 24/7, Cost of a local call (mobiles excluded).

- *Quit line: 131 484 or 137 848*

Quitline is a telephone information and advice or counselling service for people who want to quit smoking. You can phone the Quitline on 131 848 confidentially from anywhere in Australia for the cost of a local call only.

- *Alcoholics Anonymous (A.A.): Neill - 0428 544 339, Jenny - 0407 494458*

A.A is a fellowship of men and women who share their experience, strength and hope with each other that they may solve their common problem and help others to recover from alcoholism. The only requirement for membership is a desire to stop drinking.



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- *G-Line: 1300 633 635*

G-line (NSW) is a 24-hour, 7 days a week, statewide telephone helpline offering crisis counselling for problem gamblers, their families, friends and others.

- *Beyond Blue: 1300 22 4636*

Beyond Blue is a 24-hour, 7 days a week statewide telephone helpline offering crisis counselling for all Anxiety and Depression

<https://www.beyondblue.org.au/get-support/national-help-lines-and-websites>

**COUNCIL EAP PROVIDER**

- Relationships Australia, CANBERRA. Ph. 6122 7100

Services: individual counselling services and workplace mediation.

Qualifications: Tertiary qualifications in psychology, social work or relevant social science fields.

<https://racr.org.au/locations/canberra>

**Definitions:**

Employee Assistance Program (EAP)

NSW State Emergency Management Plan (EMPLAN)

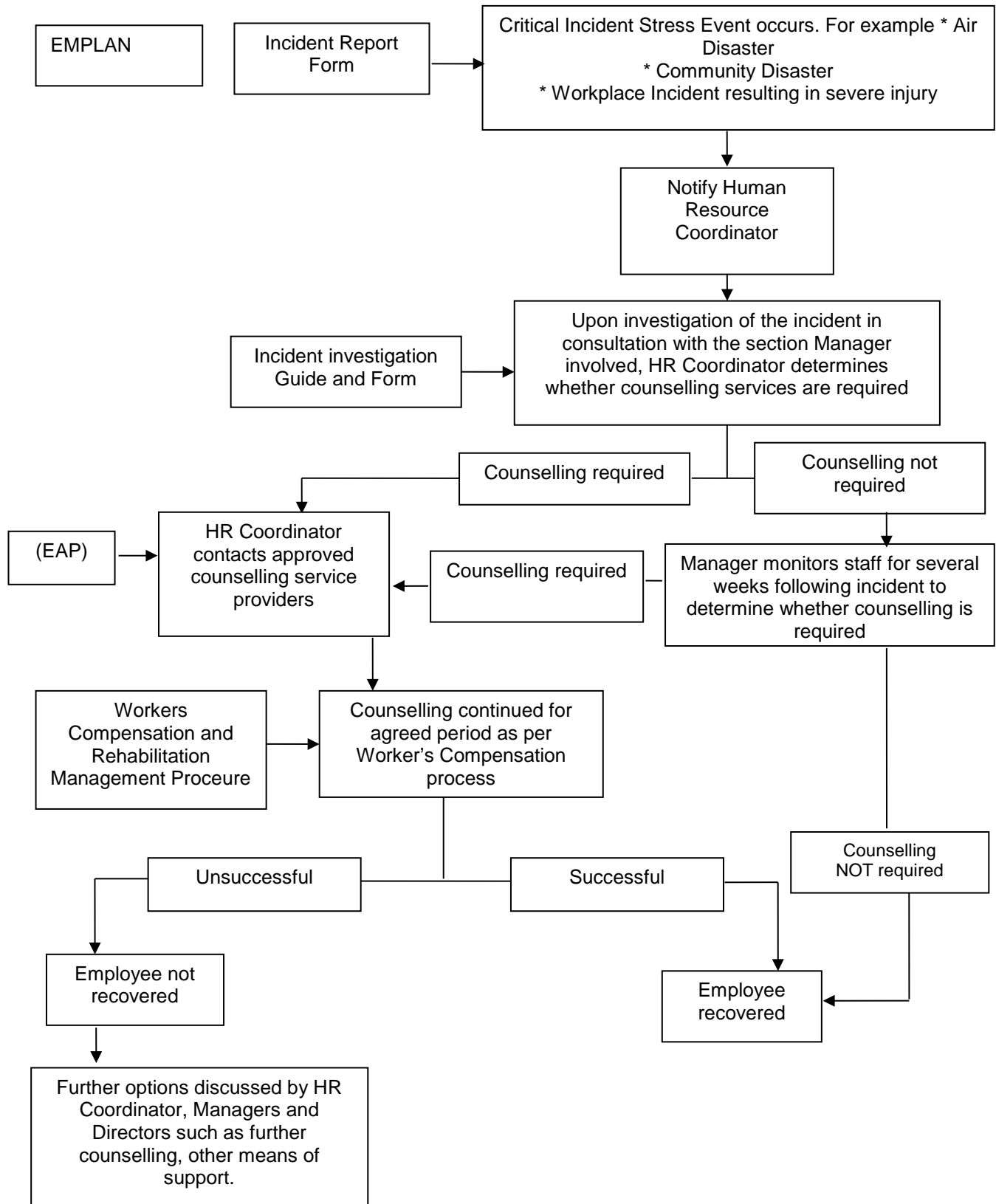
Alcoholics Anonymous (A.A.)



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**Procedure:**





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**Reference Documents:**

**Relevant Legislation**

The following Legislation affects the operation of this Plan:-

Local Government Act 1993;  
Local Government (General) Regulations 2005;  
Local Government (State) Award 2017;  
Work Health and Safety Act 2011 (NSW);  
Work Health and Safety Regulations 2011 (NSW);  
Anti-Discrimination Act 1977;  
Industrial Relations Act 1996;  
Independent Commission against Corruption Act 1988;  
Workplace Relations Act 2008;  
Fair Work Act 2009;  
Equal Employment Opportunity Act 1987;  
Government Information (Public Access) Act 2009  
Privacy and Personal Information Protection Act 1998;  
Civil Liabilities Act 2002;  
Environmental Planning and Assessment Act 1979;  
NSW State Records Act 1998;  
Trade Practices Act 1974;  
Public Interest Disclosures Act 1994; and  
Crimes Act 1900.

**Related Council Policies and Procedures**

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

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



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Interaction between Councillors and Staff Policy;  
Bribes, Gifts and Benefits Policy;  
Fraud and Corruption Prevention Policy;  
Purchasing and Acquisition of Goods Policy and Procedures;  
Drug and Alcohol Policy;  
Rehabilitation Procedure and Practice Policy;  
Time in Lieu of Overtime Policy;  
Manual Handling Policy;  
Child Protection Policy;  
Delegations of Authority Policy;  
Trauma Management Policy;  
Employment and Retention Policy;  
Higher Grade Pay Policy;  
First Aid Policy;  
Work Health and Safety Policy;  
Injury Incident Management Procedures;  
Protective Clothing and Equipment Policy;  
Mobile Telephone Policy;  
Smoking in the Workplace Policy;  
Salary Sacrificing Policy;  
Sun Protection - Council Employees Policy;  
Volunteers Policy;

**Variation:**

Council reserves the right to vary or revoke this policy.



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**Attachments:**

Employee Assistance Program Handout



**EMPLOYEE ASSISTANCE PROGRAM**

Council recognises that their staffs are important and that occasionally there are personal or work place issues that may impact on health and well-being of staff. These may be work related, health, family or emotional concerns.

The EAP targets the early identification and resolution of workplace or personal issues that may impact adversely on work performance, productivity and general well-being.

***What Is So Good About EAP?***

- It's Free
- Independent
- Strictly Confidential
- All counselling is conducted by registered psychologists
- You can choose between telephone counselling or face to face counselling during work hours.



***What to Expect***

- An initial response from a counsellor within 24 hours
- A meeting or phone counselling session to occur within 48 hours
- Quick and confidential assessment
- Short-term counselling and/or external referral if you require ongoing support

***How to Access the EAP***

EAP appointments can be made by simply telephoning your Manager/Supervisor or the Human Resources Coordinator. They may suggest the use of EAP but the decision is always voluntary.

You may use the EAP in your own time. In this case no one will know. You may request through your manager, to attend in work time or may just ask to take some sick leave. Remember, when taking leave during work hours please request approval from your manager/supervisor beforehand. You don't need to divulge the nature of the problem but you do need to get approval to take leave.

**Council contact for appointment:**

Kevin Kara  
Human Resource Coordinator  
0428 271 648



**COUNCIL EAP PROVIDER**

- Relationships Australia, CANBERRA. Ph. 6122 7100  
<https://racr.org.au/locations/canberra>



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<b>POLICY:-</b>	
Policy Title:	Higher Grade Pay Policy
File reference:	F10/618-06
Date Policy was adopted by Council initially:	16 April 2009
Resolution Number:	138/09
Other Review Dates:	19 August 2010, 15 August 2013, 15 December 2016
Resolution Number:	318/10, 255/13, 357/16
Current Policy adopted by Council:	15 August 2019
Resolution Number:	213/19
Next Policy Review Date:	2022

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

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



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**Aim**

This policy applies to all employees of Upper Lachlan Shire Council and has been prepared to ensure a consistent approach to the application of higher duties payments across all sections of Council.

**Policy**

Upper Lachlan Shire Council staff who are required to relieve another staff member classified at a higher grade in council's salary system are to be paid as per the attached procedures.

Higher Grade pay does not apply to staff on the same grade regardless of personal rates of pay.

The Council may direct the employee to carry out such duties that are within the limits of the employee's skill, competence and training. Council reserves the right to allocate duties in accordance with operational necessity and within budget.

Payment of higher grade duties in the absence of an employee is not automatic. The Directors and Managers of Council must assess relief positions in accordance with the provisions of the following procedure. The Directors and Manager have a duty to their employees to ensure that extra duties required to be performed by their employees during periods of staff absences are paid accordingly and that time allows during normal working hours for these extra duties to be performed.

**Procedure**

The aim of this procedure is to clearly define the process of payment to Upper Lachlan Shire Council employees when acting in a higher grade position other than their current classification. This procedure should be followed by all Departments within Council.

An employee who is assessed and is required to perform extra duties outside their normal daily duties or is required to relieve in a position which is at a higher grade in Council's Salary System, shall be paid for the time spent relieving in that position, with a minimum payment of one day.

At the commencement of each relieving "period" a determination will be made on whether the relief will be for a defined period of absence and/or if it is expected that the relieving employee will be acting as a replacement for the position being relieved. Alternatively the relief may be on an intermittent basis. In the case of a defined period of relief the Award provisions in regard to aggregation of a varying rate of pay will apply to annual leave.



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All claims for higher grade pay should be made within the current fortnightly pay period. The payment of higher grade duties is to be recorded on the appropriate Higher Duties Form and authorised by the relevant Director/Manager/Supervisor. Any claim for higher grade pay made after the current pay period will not be paid unless authorised by the General Manager.

The rate to be paid shall be determined by considering the skills/experience applied by the employee relieving in the position but shall be at least the minimum entry grade rate for that position and must be at least 5% more than the employee's normal hourly rate of pay, in accordance with the salary system except in the following two instances:-

- (a) Where the higher level skills have been taken into account within the salary of the relieving employee.
- (b) That the relieving employee cannot receive any payment higher than the maximum Step in the grade that they are relieving in.

**Long Term Higher Duties**

Where long term higher duties are undertaken by an employee a review of higher duties payment rates will be undertaken in conjunction with the annual review processes.

It should also be noted that a Present Occupant Position is excluded from the above procedure.

The Local Government State Award states as follows:-

***Refer to Clause 8 of the Award – “Use of Skills”.***

- (i) The parties are committed to improving skill levels and removing impediments to multi skilling and broadening the range of tasks that the employee is required to perform.
- (ii) The employer may direct the employee to carry out such duties that are within the limits of the employee's skill, competence and training.
- (iii) An employee shall be paid the salary system rate of pay that recognises the skills the employee is required to apply on the job.
- (iv) (a) The skills paid for shall not be limited to those prescribed by the job description and may, where appropriate, include skills possessed by the individual which are required by council to be used as an adjunct to the employee's normal duties.



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- (b) Subject to subclause (xii) and (xiii) of Clause 15, Allowances, Additional Payments and Expenses, employees who are required by the employer to use such additional skill(s) in the performance of their duties shall have the use of these skill(s) considered in the evaluation of the position.

As provided by the Award, Council may direct an employee to carry out such duties that are within the limits of the employee's skill, competence and training.

*Refer to Clause 10 of the Award – "Payment for Relief Duties/Work".*

- (i) An employee required to relieve in a position which is at a higher level within the salary system shall be paid for that relief. The rate to be paid shall be determined by considering the skills/experience applied by the employee relieving in the position but shall be at least the minimum rate for that position in accordance with the salary system except where the higher level skills have been taken into account within the salary of the relieving employee.
- (ii) Payment for use of skills relieving in a higher grade position shall be made for the time actually spent relieving in the higher position and is not payable when the relieving employee is absent on paid leave or an award holiday. An employee on annual leave may be entitled to a higher rate of pay in accordance with the provisions of Clause 21 D (ix) of this Award.
- (iii) An award employee who is required to relieve in a senior staff position, so designated under the Local Government Act 1993 (NSW), shall be paid an appropriate rate of pay commensurate with the duties and responsibilities of the relief work undertaken."

**Reference Documents:**

**Relevant Legislation**

The following Legislation affects the operation of this Plan:-

- Local Government Act 1993;
- Local Government (General) Regulations 2005;
- Local Government (State) Award 2017;
- Work Health and Safety Act 2011 and Regulations;
- Anti Discrimination Act 1977;
- Industrial Relations Act 1996;
- Independent Commission against Corruption Act 1988;
- Workplace Relations Act 2008;
- Fair Work Act 2009;
- Equal Employment Opportunity Act 1987;
- Government Information (Public Access) Act 2009
- Privacy and Personal Information Protection Act 1998;
- NSW State Records Act 1998;



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- Trade Practices Act 1974;
- Public Interest Disclosures Act 1994; and
- Crimes Act 1900.

**Related Council Policies and Procedures**

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

- Code of Conduct for Councillors, staff, contractors and delegates of Council;
- Upper Lachlan Shire Council Resourcing Strategy documentation;
- Human Resource Training Plan;
- Staff Training Policy;
- Human Resource Succession Plan;
- Equal Employment Opportunity (EEO) Management Plan;
- Public Interest Disclosures Policy;
- Recruitment and Selection Policy;
- Complaints Management Policy;
- Grievance Policy;
- Disciplinary Policy;
- Harassment Policy;
- Service Delivery Policy;
- Interaction between Councillors and Staff Policy;
- Bribes, Gifts and Benefits Policy;
- Fraud and Corruption Prevention Policy;
- Drug and Alcohol Policy;
- Rehabilitation Procedure and Practice Policy;
- Manual Handling Policy;
- Child Protection Policy;
- Employee Assistance Program (EAP) Policy;
- Trauma Management Policy;
- Employment and Retention Policy;
- Time in Lieu of Overtime Policy;
- Work Health and Safety Policy;
- Injury Incident Management Procedures;
- Protective Clothing and Equipment Policy;
- Mobile Telephone Policy;
- Smoking in the Workplace Policy;
- Salary Sacrificing Policy;
- Private Use of Council Motor Vehicles Policy;
- Volunteers Policy; and
- Payment of Expenses and Provision of Facilities Policy.
- ULSC Salary System Operating Procedure



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**VARIATION**

Council reserves the right to vary or revoke this policy.

The Local Government (State) Award continues to constitute the conditions of employment for all employees at Council.

POLICY:-	
Policy Title:	Disciplinary Policy
File reference:	F10/618-06
Date Policy was adopted by Council initially:	24 August 2006
Resolution Number:	238/06
Other Review Dates:	15 October 2009, 19 June 2014, 16 June 2016
Resolution Number:	439/09, 180/14, 170/16
Current Policy adopted by Council:	15 August 2019
Resolution Number:	213/19
Next Policy Review Date:	2022

PROCEDURES/GUIDELINES:-	
Date procedure/guideline was developed:	24 August 2006
Procedure/guideline reference number:	Included in Disciplinary Policy

RESPONSIBILITY:-	
Policy Developed by:	Human Resources Co-ordinator



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Committee/s (if any) consulted in the development of this policy:	Consultative Committee
Responsibility for implementation:	General Manager
Responsibility for review of Policy:	Human Resources Co-ordinator

**Objectives**

The aim of this policy is to establish a fair, equitable and consistent process for addressing unsatisfactory work performance and behaviour.

**Scope**

This policy applies to all employees of Council except the General Manager. Where this policy differs from the Grievance and Dispute Procedures set out in the Local Government (State) Award 2017, the Local Government (State) Award 2017 takes precedent.

**A. *Employee's Rights***

Notwithstanding procedures below, an employee shall:

- (i) Have access to their personal files and may take notes and/or obtain copies of the contents of the file;
- (ii) Be entitled to sight, note and/or respond to any information placed on their personal file which may be regarded as adverse;
- (iii) Be entitled to make application to delete or amend any disciplinary or other record mentioned on their personal file which the employee believes is incorrect, out-of-date, incomplete or misleading;
- (iv) Be entitled to request the presence of a representative and/or the involvement of their union at any stage;
- (v) Be entitled to make application for accrued leave for whole or part of any suspension during the investigation process.

(See the Local Government (State) Award 2017 Clause 36. Disciplinary Procedures, A. Employees Rights).

**B. *Employer's Rights and Obligations***

Notwithstanding the procedures contained in the Local Government (State) Award 2017 Clause 36. Disciplinary Procedures, B. Employers Rights and Obligations: Notwithstanding the procedures contained below, the employer shall:

- (i) Be entitled to suspend an employee with or without pay during the investigation process, provided that:



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- (a) The suspension shall not be for longer than is reasonably necessary to conduct a proper investigation.
  - (b) the suspension shall be limited to circumstances where suspected unsatisfactory work performance or conduct, if substantiated, would constitute a serious breach of the employer's code of conduct, policies, procedures, or the employee's contract of employment.
  - (c) suspension without pay during an investigation shall be for a period of not more than two weeks, except where the progress of the investigation is delayed due to the unavailability of the employee and/or their representative in which case the period of suspension without pay may be extended for a further period of up to 7 days or such greater period by agreement.
  - (d) if, after investigation, the reasons for the suspension are found to be inappropriate, the employee shall not suffer any loss of pay for the period under suspension;
  - (e) the suspension shall not affect the employee's continuity of service for the purposes of accruing leave entitlements;
  - (f) the employee shall not unreasonably refuse an application for paid leave under this provision;
  - (g) by agreement an employee may be transferred to another position or place of work;
- (ii) Be entitled to request the presence of an Association and/or union representative at any stage.

(See Local Government (State) Award 2017 Clause 36, Disciplinary Procedures, B. Employer's Rights and Obligations)

*C. Workplace Investigations*

- (i) The parties to the Award have agreed on guidelines ("guidelines") concerning workplace investigations.
- (ii) Failure to comply with the guidelines may be used as evidence that a person or employer has failed to properly conduct or speedily conclude a workplace investigation. However, a person or employer cannot be prosecuted only because of a failure to comply with the guidelines.
- (iii) Upon becoming aware of possible unsatisfactory work performance or conduct by an employee the employer may decide to investigate.
- (iv) Workplace investigations are a process by which employers gather information to assist the employer to make an informed decision. Workplace investigations typically involve enquiring, collecting information and ascertaining facts.
- (v) When deciding whether to investigate possible unsatisfactory work performance or conduct, factors that the employer should consider include:
  - The seriousness of the possible unsatisfactory work performance or conduct;
  - How recent the possible unsatisfactory work performance or conduct occurred;
  - Potential implications in not undertaking an investigation; and



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- Whether there are any mitigating factors (for example drug/alcohol dependency, health issues including mental health issues, or family/domestic violence issues).
- (vi) Employers shall properly conduct and speedily conclude workplace investigations concerning possible unsatisfactory work performance or conduct.  
(See Local Government (State) Award 2017 Clause 36, Disciplinary Procedures, C. Workplace Investigations)

**RELEVANT LEGISLATION AND COUNCIL POLICIES**

The following legislation and Council policies that are relevant to this Policy include but are not limited to:

- Access to Information Policy;
- Australian Audit Standard AUS210 / ASA240;
- Anti Discrimination Act 1977;
- Bribes, Gifts and Benefits Policy;
- Cash Handling Policy;
- Code of Business Practice;
- Code of Conduct for Councilors, staff and delegates of Council;
- Complaints Management Policy;
- Corporate Credit Card Policy;
- Council's Code of Meeting Practice;
- Crimes Act 1900;
- Delegations of Authority Procedure;
- Drug & Alcohol Policy;
- Employee Assistance Program Policy;
- Environmental Planning and Assessment Act 1979;
- Equal Employment Opportunity Act 1987;
- Equal Employment Opportunity (EEO) Management Plan;
- Fair Work Act 2009 (Cwth);
- Flexible Work Arrangements Policy & Procedure;
- Fraud and Corruption Prevention Policy;
- Government Information (Public Access) Act 2009;
- Grievance Policy;
- Harassment Policy;
- Human Resource Training Plan;
- Human Resource Succession Plan;
- Independent Commission against Corruption Act (ICAC) 1988;
- Industrial Relations Act 1996;
- Injury Incident Management Procedures;
- Internal Reporting – Protected Disclosures Policy;
- Internet and Email Policy;
- Local Government Act 1993;



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- Local Government (State) Award 2017;
- Local Government (General) Regulations 2005;
- Loss of Drivers Licence Policy & Procedure;
- Manual Handling Policy;
- Mobile Phone Policy;
- NSW Long Service Leave Act;
- NSW State Records Act 1998;
- Paid Parental Leave Act 2010 (Cwth);
- Payment of Expenses and Provision of Facilities Policy;
- Performance & Misconduct Policy;
- Private Works (Projects and Plant Hire) Policy;
- Privacy and Personal Information Protection Act 1998;
- Protective Clothing and Equipment Policy;
- Public Access Policy;
- Public Interest Disclosures Act 1994;
- Public Interest Disclosures Policy;
- Purchasing and Acquisition of Goods Policy and Procedures;
- Recruitment and Selection Policy;
- Rehabilitation Procedure and Practice Policy;
- Sun Protection – Council Employees Policy;
- Statement of Ethical Principles;
- Secondary Employment Policy;
- Service Delivery Policy;
- Standards Australia 8000 series;
- Time in Lieu of Overtime Policy;
- Trade Practices Act 1974;
- Trauma Management Policy;
- Trustees Act 1925;
- Upper Lachlan Shire Council Community Strategic Plan;
- Upper Lachlan Shire Council Resourcing Strategy documentation;
- Upper Lachlan Shire Council Delivery Program and Operational Plan;
- Volunteers Policy;
- Workforce Plan 2016-2020
- Workers Compensation Act 1987;
- Work Health & Safety Policy;
- Work Health & Safety Act & Regulations 2011;
- Workplace Relations Act 2008.

**Variation**

Council reserves the right to vary or revoke this policy.



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**Procedure**

Local Government (State) Award 2017 Clause 36 D Procedures states;

**PROCEDURES**

- (i) Where an employee's work performance or conduct is considered unsatisfactory, the employee shall be informed in the first instance of the nature of the unsatisfactory performance or conduct and of the required standard to be achieved, by the employee's immediate supervisor or other appropriate officer of the employer. The employer and employee will discuss the reason(s) for the unsatisfactory work performance or conduct including matters external to the workplace, and, where appropriate, measures to assist the employee to improve their work performance or conduct. Such measures may include, for example, training, counselling and provision of an Employee Assistance Program (EAP).
- (ii) Unsatisfactory work performance or conduct shall include, but not be limited to, neglect of duties, breach of discipline, absenteeism and non-compliance with safety standards. A written record shall be kept on the appropriate file of such initial warning. The employee shall be entitled to sight and sign such written record and add any notations regarding the contents of such record.
- (iii) Where there is re-occurrence of unsatisfactory work performance or conduct, the employee shall be warned formally in writing by the appropriate officer of council and counseled. Counselling should reinforce the standard of work or conduct expected and, where the employee is failing to meet these required standards, a suitable review period for monitoring the employee's performance; the severity of the situation; and whether disciplinary action will follow should the employee's work performance or conduct not improve. A written record shall be kept of such formal warning and counselling. The employee shall be entitled to sight and sign such written record and add any notations regarding the contents of such record.
- (iv) If the employee's unsatisfactory work performance or conduct continues or resumes following the formal warning and counselling, the employee shall be given a final warning in writing giving notice of disciplinary action should the unsatisfactory work performance or conduct not cease immediately.
- (v) If the employee's work performance or conduct does not improve after the final warning further disciplinary action may be taken.
- (vi) All formal warnings shall be in writing.
- (vii) Delegates shall be provided reasonable time without loss of pay, to represent members in disciplinary matters at the local level, provided prior approval is sought. Such approval shall not be unreasonably withheld.

**1. Reasons for disciplinary action**

Disciplinary action may be taken in a number of different circumstances.



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Normally the grounds for disciplinary action will relate to misconduct or a failure to perform tasks and requirements of the position to an acceptable standard.

Gross misconduct will normally lead to dismissal without notice for a first offence. This is a list of examples of conduct that will be treated as gross misconduct, but this list is not exhaustive:

- (a) Wilful omission of information or provision of false information to gain employment;
- (b) Infringement of statutory duties, for example loss of professional registration or driving license where required for employment;
- (c) Being unfit for duty because of misuse/consumption of drugs or alcohol;
- (d) Misuse/consumption of drugs during working hours or on work premises;
- (e) Consumption of alcohol during working hours or on work premises other than occasions when authorised by the General Manager or senior member of staff;
- (f) Physical/verbal abuse of members of the public, visitors or staff;
- (g) Incompetence, failure to apply sound professional judgment or neglect of duties resulting in serious, or potentially serious, consequences for the safety of visitors and staff, compromises the business or security of the Council, the functions within it or the reputation of the Council;
- (h) Theft, including unauthorised possession of property belonging to the Council, members of the public, visitors and staff;
- (i) Theft/fraud involving Council finances by the falsification of records or any other means;
- (j) Discrimination, harassment or bullying that contravenes the Council Equal Employment Opportunity Policy, or victimization of an employee who makes an informal or formal complaint of discrimination, bullying or harassment;
- (k) Wilful or neglectful disclosure of confidential information to unauthorized persons;
- (l) Wilful or neglectful contravention of the Council policies and procedures that results in serious or potentially serious consequences for the safety of visitors and staff, or compromises the business or security of the Council, or the functions within it;
- (m) Refusal to carry out a reasonable management instruction which is within the individual's capabilities and which would be seen to be in the interests of the Council;
- (n) Wilful damage to the Council property;



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**2. Suspension**

Suspension in itself is not a disciplinary act and does not prove that there has been any misconduct. It is a neutral act enabling the individual to be released from her/his place of work, pending an investigation of allegations made. If it is undesirable for the employee to remain on the premises in a case of serious misconduct, or other cause, e.g. health and safety, then she/he should be suspended.

Staff may be redeployed by mutual agreement, until the results of inquiries are known.

Normally the authority to suspend will be given only to those managers who have authority to dismiss, but during their absence the most senior manager on duty will have the authority to suspend an employee on full-pay in consultation with Human Resources Section wherever possible.

The suspension must be confirmed in writing to the employee or their nominated representative and the reason(s) for the suspension stated (see Appendix 2).

The suspended employee is not allowed to return to the Council premises without the prior authorisation of the suspending manager, and should also notify the manager prior to contacting any Council employees they intend to use as witnesses.

**3. Procedure for formal investigation**

The suspending manager should carry out the formal investigation. If the General Manager determines it is not appropriate for the suspending manager to carry out the formal investigation, an alternative manager may be appointed. This manager may involve others to assist with the investigation process (e.g. a Human Resources Coordinator). All the relevant facts should be gathered promptly as soon as is practicable.

If required, statements should be taken from the employee and witnesses at the earliest opportunity. All statements should be signed and dated. Any physical evidence should be retained if reasonable to do so.

The investigating manager should meet with the employee and all witnesses, and notes of these meetings should be taken. The employee and witnesses are entitled to be accompanied by a representative, union official or equivalent professional representative at these meetings. A representative from the Human Resources Section may accompany the investigating manager.

At the end of the investigation a report should be prepared that outlines the facts of the case and a chronology of the investigation. The report should outline the investigating manager's recommendations, which may be to:



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- a) Take no further action against the employee;
- b) Recommend counselling for the employee;
- c) Issue a verbal warning;
- d) Proceed to a disciplinary hearing where formal disciplinary action shall be considered. The investigating manager should meet with the employee to inform them of the outcome of the investigation. If a meeting were not possible, it would be acceptable to notify the employee in writing.

**4. Rights of employees at all formal stages**

The employee will have the right to be accompanied by a union representative or equivalent professional representative at all formal stages of the procedure.

An employee will be given the opportunity to state his/her case at a formal hearing, before any decision is made. They may do so with the assistance of a union representative or equivalent professional representative.

To ensure consistency, a member of the Human Resources Section may be present at all formal hearings.

**5. Police or legal proceedings**

The General Manager may report an employee to the police if it is felt that the misconduct is also potentially illegal.

Where the Council is aware of an employee being charged or convicted of a criminal offence and considers that the offence has a bearing on the employee's job, it may be necessary to instigate an investigation under this procedure. Convictions for offences not connected with employment, nor affecting the employee's ability to carry out his/her duties will not normally provide grounds for disciplinary action. If however, the employee is subsequently sentenced to a period of detention, this may be grounds for the termination of employment.

In the event that an employee is under police or legal proceedings the Council reserves the right to take appropriate action in accordance with Council procedures, prior to the outcome of those external proceedings being reached. This means that internal investigations may continue and where there is found to be a case to answer, disciplinary proceedings may be instigated and the appropriate disciplinary penalty imposed.

In some cases an employee's solicitor or legal adviser may advise not to answer any questions or provide statements for the internal investigation due to the matter being under police investigation. In this situation the Council reserves the right to follow its internal procedures, if necessary, in the absence of the employee. Any decision taken regarding the future employment of that employee would be based on the information



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available to the Council at that time. The employee will be kept informed of all meetings/hearings and given the opportunity to attend or, if this is not possible, to send a representative who is acceptable to the Council. The employee will be notified in writing of the outcome of the investigations and any disciplinary proceedings.

**6. Formal disciplinary hearings**

The employee and their union or professional representative should where possible receive a copy of the investigation report including witness statements at least five working days before the date of the hearing.

The relevant representative of the Human Resources Section should where possible receive the employee's response to the management statements at least two days before the hearing. It should also include details of any witnesses who will be called at the hearing and witness statements.

Every effort should be made to agree a mutually convenient date and time for the hearing. When a date has been arranged a request from the employee for the hearing to be adjourned will only be considered once and may lead to the hearing proceeding in the employee's absence.

At each stage of the procedure a formal hearing will be held. The appropriate manager, accompanied by a representative of the Human Resources Section, will chair the hearing. In cases that may lead to dismissal the appropriate manager will be a member of the Senior Management Team.

The formal disciplinary procedure consists of four stages.

**7. Stages within the procedure**

**7.1. Stage 1 – Verbal Warning**

A verbal warning is appropriate when it is necessary for the manager to take action against an employee for any minor failing or minor misconduct. The employee will be advised of the reason for the warning, the improvement required, that it is the first stage of the Disciplinary Procedure and the manager will confirm the fact that further disciplinary action may follow if there is no satisfactory improvement within an agreed timescale. The manager will keep a file note of the verbal warning.

**7.2 Stage 2 – First Written Warning**

A first written warning is appropriate when:



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- a) A verbal warning has not been heeded and the misconduct is either repeated or performance has not improved as previously agreed; or
- b) An offence is of a more serious nature for which a written warning is more appropriate.

The warning will give details of the improvement required and the timescale for review and the manager will confirm the fact that further disciplinary action may follow if there is no satisfactory improvement.

**7.3      *Stage 3 – Final Written Warning***

A final written warning is appropriate when:

- a) An employee's offence is of a serious nature falling short of one justifying dismissal; or
- b) An employee persists in the misconduct or performance that previously warranted a lesser warning.

The warning should give details of the complaint and warn that dismissal may result if there is no satisfactory improvement within a notified timescale. A copy of the final written warning will be kept on the employee's record of employment.

**7.4      *Stage 4 – Dismissal***

Dismissal is appropriate when:

- a) An employee's actions are considered to be gross misconduct.
- b) An employee's misconduct/performance has persisted, exhausting all other lines of disciplinary procedure.

**8.      *Rights of appeal***

An employee who wishes to appeal against formal disciplinary action should do so within ten working days of receiving details of the penalty in writing. The basis of an appeal should address why the resulting disciplinary action was inappropriate.

**Appendix 1**

**Suspension Guidelines**

**1.      *Introduction***

These guidelines have been produced for employees who have been suspended from work and aims to provide them with relevant information about the suspension and the support available to them.



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This document should be read in conjunction with the Council Disciplinary Policy and Procedure.

**2. What is suspension?**

Suspension is the temporary removal of an employee from his/her place of work. Staff can be suspended from duties for a variety of reasons, the most common being to allow an investigation to take place following an allegation of misconduct, usually of a very serious nature.

**3. Outline of Suspension Process**

An employee can be suspended at the outset of an investigation following receipt of an allegation, or during an investigation where it becomes apparent that the allegation is more serious than initially thought, or where the employee's presence is causing difficulty in the investigation being carried out effectively. Whatever the situation is which has resulted in the suspension, the following provides a guide to the process that should be followed.

At the suspension meeting the employee should have the opportunity to be accompanied by a union representative or equivalent professional representative. However, in an emergency where the immediate removal of the employee is required, this may not be possible.

If the employee has not already done so, they are advised to consult their representative from the union or professional body at the earliest opportunity.

The suspension will be confirmed in writing and should be sent to the employee within 3 days of the suspension taking place.

The employee will be given the opportunity to meet with the investigating manager to discuss the circumstances surrounding the allegation(s) and state their case. The investigating manager may also request that the employee submit a written statement confirming their version of events.

The employee will be expected to make themselves available to attend any investigation meeting that may take place and to co-operate in the investigation process whilst they are on suspension.

The employee will be notified, in writing, of the outcome of the investigation and any subsequent actions that are proposed.

The length of the suspension will be kept under regular review and the employee will be notified of any circumstances that may affect the continuation of the suspension.



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**4. Police involvement**

In the event that an employee is under police or legal proceedings the Council reserves the right to take appropriate action in accordance with Council procedures, prior to the outcome of those external proceedings being reached. This means that internal investigations may continue and where there is found to be a case to answer, disciplinary proceedings may be instigated and the appropriate disciplinary penalty imposed.

In some cases an employee's solicitor or legal adviser may advise not to answer any questions or provide statements for the internal investigation due to the matter being under police investigation. In this situation the Council reserves the right to follow our internal procedures, if necessary, in the absence of the employee. Any decision taken regarding the future employment of that employee would be based on the information available to the Council at that time. The employee will be kept informed of all meetings/hearings and given the opportunity to attend or, where this is not possible, to send a representative acceptable to the Council, and will be notified in writing of the outcome of the investigations and any disciplinary proceedings.

**5. Employee support & information services**

It is recognised that suspension can be a very stressful time for employees and the Council endeavours to provide employees with the necessary support and information required during this period. There are a number of sources from where you can obtain support or information. Council has an Employee Assistance Program Provider (EAP) that can be contacted through Council's Human Resource Section.

**5.1 *The Human Resources Department***

Where health problems are considered to be a contributing factor to difficulties with conduct this may result in a referral to the Human Resources Section. The Human Resources Coordinator will refer the employees to the Council's Doctor for an assessment of the extent of the health problems and any treatment used that may have contributed to the employee's behaviour or actions.

Where violent or abusive actions have been the circumstances that have resulted in the suspension, the Human Resources Section and Management will be notified at the earliest opportunity.

The employee should contact the Human Resources Coordinator if they have any queries regarding the procedure to be followed or the application of Council procedures.



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**5.2. Other External Contacts**

If the employee belongs to a union or professional organisation, it is advisable that the employee contact them at the earliest opportunity. Most unions/professional organisations have a range of support and advice services available to their members.

Further, Council has an adopted Employee Assistance Program (EAP) that also provides support and advice to all Council employees.

**Appendix 2**

**Suspension Letter**

**Private & Confidential**

Dear [**name**],

Council is writing to confirm the outcome of the disciplinary meeting of [**date**], attended by [**name, job title of each attendee**]. It was explained that disciplinary action was being taken regarding the following matters:

- (i)
- (ii)
- (iii)

***[following sentence is not applicable if meeting attended by representative, union official or equivalent professional representative]***

You were informed that you were entitled to be accompanied by a representative, union official or equivalent professional representative and you confirmed that you were willing to go ahead with the meeting without a representative.

This is a very serious matter and Council has decided that you should be suspended from duty with effect from [**date**], until an investigation has been carried out in accordance with Council Disciplinary Policy & Procedure, a copy of which was given to you at the meeting

Council would like to emphasise that suspension is not a disciplinary act and does not prove that there has been any misconduct. It is a neutral act enabling you to be released from your place of work, pending an investigation into an allegation made or an investigation into conduct that resulted in disciplinary action being instigated.



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Council reminds you that whilst on suspension you are not allowed to return to the Council premises without the prior authorisation of the suspending manager, and you should also notify the manager prior to contacting any Council employees you intend to use as witnesses.

As explained at our meeting, Council wants to ensure that this matter is resolved as quickly as possible and also that the ***[allegations/concerns raised]*** are thoroughly investigated.

You may therefore be required to attend an investigation meeting and Council will inform you of a date for this meeting and subsequently the outcome of the investigation at the earliest opportunity.

Your attention is directed to Clause 32 of the Local Government (State) Award 2017, which deals with Disciplinary Procedures, rights and obligations and penalties under the Award. The Local Government (State) Award 2017 applies in full and its application is not limited to the sections specifically referred to in this letter ***(optional)***

During your suspension, please feel free to contact Council's [insert officers position title and name] if you have any queries.

Alternatively you may contact [Council's EAP Provider] for basic support and guidance. The Human Resources Coordinator is also available to provide additional support.

Yours faithfully

***Manager's Name & Job Title***

***cc:*** All Attendees



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**Appendix 3**

**Incident Investigation Form**

Employee Name:

Date:

Department:

Venue:

Time:

In Attendance:

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Reason for attendance:

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Employer's statement:

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Supervisors Signature:

Employee's statement:

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Employees Signature:

Recommendations:

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Placed on personal file?

Yes	No
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Is there a suspension period established?

Yes	No
-----	----

Length of suspension period?

	Weeks / Months
--	-------------------

Is there to be a follow up review?

Yes	No
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Date of next review.

Date	
------	--

Supervisor Signed: \_\_\_\_\_ Date: \_\_\_\_\_

I agree/disagree that the above content is an accurate reflection of all the issues that were discussed

Employee Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Director/General Manger Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Independent/H R Coordinator Signed: \_\_\_\_\_ Date: \_\_\_\_\_



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**ITEM 14.2**  
**215/19**

**WORK, HEALTH AND SAFETY COMMITTEE MEETING MINUTES**

**RESOLVED** by Cllr Searl and Cllr O'Brien

1. Council adopt recommendations 4.1 – 4.4 of the Work, Health and Safety Committee Meeting Minutes from 5 August 2019 as listed below.

**Item 4.1 Communication Issue, After Hours and Call Outs**

1. The WHS Committee recommends Council install a mobile phone system interfaced to Redground Heights hub repeater at the cost of \$6,000.
2. All Council vehicles be fitted with a two way radio that has the keypad attached.

**Item 4.2 Incident Report**

1. The Committee discuss workplace incidents and provide or approve recommendations for the future development of Council's procedures, policies and systems;
2. Committee members discuss and review current work practices within their work group(s) to ensure that reasonable, practicable controls are in place to prevent or minimise the risk of these incidents from re-occurring;
3. All incidents to remain open until controls have been implemented;
4. An inspection of the Crookwell Caravan Park be undertaken by Council staff and reported back to the Committee.

**Item 4.3 Correspondence**

1. The Committee receive and note that correspondence as information.

**Item 4.4 Action List**

1. The Committee receive and note the report as information.
2. The Committee organise training in regards to conducting internal incident occurrences investigations.
3. The Committee recommends to Council not to install dash cam in Council vehicles.

- CARRIED

**Councillors who voted for:-**

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

**Councillors who voted against:-** Nil



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**ITEM 14.3                      REVIEW OF COUNCIL'S MEDIA POLICY**  
**216/19                         RESOLVED by Clr Searl and Clr O'Brien**

1. Council adopts the reviewed Media Policy.

- CARRIED

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

**Councillors who voted against:-**              Clr Opie

<b>POLICY:-</b>	
Policy Title:	Media Policy
File Reference:	F10/618-06
Date Policy was adopted by Council initially:	25 May 2006
Resolution Number:	137/06
Other Review Dates:	20 August 2009, 16 December 2010, 16 May 2013
Resolution Number:	340/09, 486/10, 138/13
Current Policy adopted by Council:	15 August 2019
Resolution Number:	215/19
Next Policy Review Date:	2022
<b>PROCEDURES/GUIDELINES:-</b>	
Date procedure/guideline was developed:	25 May 2006
Procedure/guideline reference number:	N/A



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

**1 Purpose**

To establish protocols and consistent methods for managing communication between Council and the media, to ensure consistent, accurate and reliable information is provided to the community.

The purpose of this policy is to foster best practice by Upper Lachlan Shire Council in regards to media relations.

**2 Objective**

A key objective of this policy is to promote a positive, progressive and professional image of Council in line with its corporate objectives and mission statement through media interactions with internal and external stakeholders.

The key objective of the Media Policy is to ensure information is provided to the media in a coordinated and professional manner through the establishment of protocols for both Councillors and Council staff, to avoid confusion and misinformation within the community.

Upper Lachlan Shire Council encourages open communication with the community via the media.

This policy will ensure that comment made publicly is done so only by authorised spokespersons, ensuring information made public by Council is accurate, reliable and in accordance with necessary privacy provisions and confidentiality requirements. As such, there are limits on who can provide information, and the level of information those persons can provide.

Upper Lachlan Shire Council will respond to media enquiries in a timely manner, with all media enquiries to be directed to the General Manager and Media Officer. The Mayor and the General Manager are the Council's authorised spokespeople, unless otherwise determined by the General Manager.



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**3 Media Releases**

In regards to dealing with and preparing information for media the following guidelines must be adhered to:

- 3.1** The Media Officer has the key responsibility for writing, coordinating relevant fact checking and approvals, and distributing media releases on behalf of the Mayor and General Manager.
- 3.2** All media releases are to be written and distributed on the official Upper Lachlan Shire Council media release template.
- 3.3** All media releases are to be authorised by the General Manager prior to distribution via the Media Officer.
- 3.4** For media releases concerning matters of policy, the Mayor or General Manager are Council's official spokespersons, unless otherwise determined by the General Manager.
- 3.5** In media releases, which deal with matters of an administrative or operational nature the spokesperson will be the General Manager, unless otherwise determined by the General Manager.
- 3.6** All Councillors and Council staff, contacted by the media, in reference to a media release or any other matter concerning Council, should refer the media outlet to the General Manager and Media Officer and advise the General Manager and Media Officer about the enquiry via e-mail or phone.
- 3.7** Directors, Managers and Council staff are to be aware of potential media opportunities within their Department and notify the Media Officer in a timely manner.

**4. Statements to the Media**

- 4.1** Councillors are free to make personal comments to the media as private individuals but not to speak on behalf of Council or Council matters, and in doing so must ensure that their comments are not perceived as representing official Council position or policy.
- 4.2** Council employees may speak to the media as private individuals, with the following restrictions:
  - they do not comment on Council business or policy; and
  - they are identified as Council employees
  - they should specifically state that their comments are not representing



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the official Council position or policy and are presented to the General Manager for approval before publication.

- 4.3** All media statements issued by Council must be approved in writing by the General Manager, prior to issue.
- 4.4** Any Letters to the Editor generated from within the organisation which are determined necessary to inform the community on a particular matter, are to be issued through the Media Officer and subject to the approval of the General Manager.
- 4.5** All statistics and claims of fact contained in media statements **must be accurate and verifiable**.

**5. Media Enquiries**

All media enquiries received by Councillors and Council staff should be directed to the Media Officer and General Manager to ensure Council can provide a consistent, accurate and coordinated response, in a timely manner.

**6. Crisis Communication**

Council recognises that ill considered and uninformed comments can cause significant consequences and legal implications in the event of an emergency, disaster, crisis, or sensitive issue.

Accordingly, only the Mayor and General Manager are authorised to speak to the media on these occasions with the exception of the Local Emergency Management Officer (LEMO) in the event the emergency operation centre is raised. All media enquiries in these situations should be directed to the Council LEMO, General Manager and Media Officer.

**7. Breaches**

Unauthorised release of Council documents by employees or Councillors will be subject to disciplinary action in accordance with the adopted Code of Conduct.

**8. Variation**

Council reserves the right to vary or revoke this policy.

**9. Associated Legislation, Council Policies and Documents**

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



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- Council Code of Conduct;
- Access to Information Policy;
- Anti Discrimination Act 1977;
- Bribes, Gifts and Benefits Policy;
- Code of Business Practice;
- Complaints Management Policy;
- Corporate Credit Card Policy;
- Council's Code of Meeting Practice;
- Crimes Act 1900;
- Delegations of Authority Procedure;
- Employee Assistance Program Policy;
- Environmental Planning and Assessment Act 1979;
- Equal Employment Opportunity Act 1987;
- Equal Employment Opportunity (EEO) Management Plan;
- Fair Work Act 2009;
- Fraud and Corruption Prevention Policy;
- Government Information (Public Access) Act 2009;
- Government Information (Public Access) Amendment Act 2012;
- Government Information (Public Access) Policy;
- Government Information (Public Access) Regulation 2009;
- Grievance Policy;
- Harassment Policy;
- Independent Commission against Corruption Act (ICAC) 1988;
- Industrial Relations Act 1996;
- Injury Incident Management Procedures;
- Interaction between Councillors and Staff Policy;
- Internal Reporting – Public Interest Disclosures Policy;
- Internet and Email Policy;
- Local Government Act 1993;
- Local Government (General) Regulations 2005;
- State Records Act 1998;
- Payment of Expenses and Provision of Facilities Policy;
- Performance and Misconduct Policy;
- Privacy and Personal Information Protection Act 1998;
- Privacy Management Plan;
- Public Access Policy;
- Public Interest Disclosures Act 1994;
- Purchasing and Acquisition of Goods Policy and Procedures;
- Records Management Policy;
- Recruitment and Selection Policy;
- Service Delivery Policy;
- Trauma Management Policy;
- Upper Lachlan Shire Council Community Strategic Plan;



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- Upper Lachlan Shire Council Resourcing Strategy documentation;
- Upper Lachlan Shire Council Delivery Program and Operational Plan;
- Workers Compensation Act 1987;
- Work Health & Safety Policy;
- Work Health & Safety Act & Regulations 2011;
- Any other relevant legislation and guidelines as applicable.

**ITEM 14.4                      REVIEW OF ADVERTISING IN COUNCIL'S NEWSLETTER POLICY**  
**217/19                              RESOLVED by Clr Searl and Clr O'Brien**

1. Council adopts the reviewed Advertising in Council's Newsletter Policy.

- CARRIED

**Councillors who voted for:-**

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

**Councillors who voted against:-      Nil**

<b>POLICY:-</b>	
Policy Title:	Advertising in Council Newsletter Policy
File reference:	F10/618-03
Date Policy was adopted by Council initially:	10 July 2008
Resolution Number:	207/08
Other Review Dates:	18 June 2009, 16 December 2010, 16 May 2013,
Resolution Number:	230/09, 486/10, 139/13
Current Policy adopted by Council:	15 August 2019
Resolution Number:	216/19
Next Policy Review Date:	2022



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<b>PROCEDURES/GUIDELINES:-</b>	
Date procedure/guideline was developed;	N/A
Procedure/guideline reference number:	N/A
<b>RESPONSIBILITY:-</b>	
Draft Policy Developed by:	General Manager
Committee/s (if any) consulted in the development of this policy::	N/A
Responsibility for implementation:	General Manager
Responsibility for review of Policy:	General Manager

**OBJECTIVE**

To define the appropriate process for advertising within Council's newsletter.

**POLICY**

All businesses wishing to advertise in 'The Voice' must:

- (a) be a registered business within the Upper Lachlan Shire local government area, or
- (b) be a registered business wishing to do business within the Upper Lachlan Shire local government area, or
- (c) be a government agency wishing to inform the Upper Lachlan Shire community with respect to issues relevant to the Upper Lachlan Shire community.

Regardless of the location, all businesses wishing to advertise in 'The Voice' must supply an ABN number for invoicing purposes.

The advertisement must be directly related to the commercial activities of the business which is supplying the ABN number.

Council will include a disclaimer for advertisements that states the publisher accepts no responsibility for any of the advertisement notices. All such advertisements are published at the risk of the contributor who by forwarding advertisements agrees to indemnify the publisher and warrant that the information is accurate and is neither



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deceptive nor misleading, in breach of copyright, or in breach of any laws or regulations”.

The promotion of community events and information may be free, subject to the approval of the General Manager.

The acceptance of paid advertising is at the discretion of the General Manager.

**VARIATION**

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

**RELEVANT LEGISLATION AND COUNCIL POLICY AND PROCEDURES**

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

1. Government Information (Public Access) Regulation 2009;
2. Government Information (Public Access) Act 2009;
3. Government Information (Public Access) Amendment Act 2012;
4. Local Government Act 1993;
5. Local Government (General) Regulations 2005;
6. Government Information (Public Access) Policy;
7. Records Management Policy.
8. Code of Conduct for Councillors, staff and delegates of Council;
9. Service Delivery Policy and
10. Any other relevant legislation and guidelines as applicable.

**SECTION 15: LATE REPORTS**

Nil

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

**ITEM 16.1 REPORTS FOR THE MONTH OF AUGUST 2019**

**218/19** **RESOLVED** by Cllr Searl and Cllr McCormack

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

1. Economic Development Task Force – Minutes from Meeting held 8 July 2019.



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**219/19**

**RESOLVED** by Clr Wheelwright and Clr McCormack that:

1. The minutes from the Economic Development Task Force Committee meeting held 8 July 2019 be received and noted.

- CARRIED

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

**Councillors who voted against:-** Nil

**220/19**

**RESOLVED** by Clr Opie and Clr Kensit that:

Council receive a report from Environment & Planning detailing the opportunities for planting indigenous appropriate trees in single and larger developments across the Shire.

- CARRIED

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

**Councillors who voted against:-** Nil

**221/19**

**RESOLVED** by Clr Kensit and Clr Opie that:

Council receive a report from Environment & Planning detailing how Council can adopt a strategy for public open space within our Shire in larger developments.

- CARRIED

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

**Councillors who voted against:-** Nil

**222/19**

**RESOLVED** by Clr Opie and Clr Kensit that:

The EDTF supports the promotion of the 2020 commemoration with the planting of trees at the entrances of the towns and villages in the Crookwell district area- Crookwell, Binda, Laggan & Grabben Gullen



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and encourage Council to support this initiative across the whole shire in the format as proposed by the 2020 group.

- CARRIED

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

**Councillors who voted against:-** Nil

Motion was Moved Clr Opie and Clr Kensit that:

The Environment & Planning please provide a breakdown of development costs attributed to the Shire e.g. Section 94's and assoc. contributions for all developments?

Can they please advise whether this is the most appropriate model of changing to meet today's standards and to encourage Economic Development?

Can you provide a model that would make it more economically appealing to encourage development in our Shire?

- LOST

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

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

2. Pool Review Committee – Minutes from Meeting held 20 June 2019.
3. Crookwell District Arts Council (CDAC) – Minutes from Meeting held 27 June 2019.
4. Traffic Committee – Minutes from Meeting held 1 August 2019.

**223/19**

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

The recommendations 4.1- 4.4 listed below of the Traffic Committee minutes from meeting held 1 August 2019 be adopted.

**Item 4.1 Relocation of 50KPH signs on Grabben Gullen Road, Crookwell**

1. Council relocate 50km/h speed signs 2 metres from the pavement edge (lateral relocation);



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2. Council re-assess the safety concerns in this area in the future if needed.

**Item 4.2 Gunning Fireworks September 2019**

1. Council approve the event on the provision of a TMP and TCP be submitted and approved at least 2 weeks prior to the event.

**Item 4.3 Taralga 200 Celebrations October 2019**

1. Council approve the event subject to the provision of appropriate TMP and TCP be received and approved, at least 2 weeks prior to the event.

**Item 4.4 Saxby Lane and Nelanglo Street, Gunning**

1. Council not install a Give Way sign at the intersection of Saxby Lane West and Nelanglo Street Gunning.

- CARRIED

**Councillors who voted for:-**

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

**Councillors who voted against:-** Nil

5. Country Mayors Association of New South Wales - Minutes from Meeting held 2 August 2019.
6. Upper Lachlan Tourist Association – Minutes from meeting held 6 August 2019.

**224/19**

**RESOLVED** by Clr Searl and Clr Opie that:

The recommendation listed below of the Upper Lachlan Tourist Association minutes from meeting held 6 August 2019 be adopted.

**11. Cultural Grant Round**

The Upper Lachlan Tourist Association recommends to the Upper Lachlan Shire Council that the balance of funds from the Grant Round be retained for potential support of future cultural activities that align with the Cultural Policy's objective.

- CARRIED

**Councillors who voted for:-**

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

**Councillors who voted against:-** Nil



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7. Tony Foley Memorial Gunning and District Community Centre Committee – Minutes from meeting held 1 August 2019.

**225/19**

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

The recommendations listed below of the Tony Foley Memorial Gunning and District Community Centre Committee minutes from meeting held 1 August 2019 be adopted.

**Recommendation:**

That the Committee advises the Council that it supports the Gunning District Community and Health Service taking over the management of the Community Room in the Tony Foley Memorial Gunning and District Community Centre subject to the service continuing to make the Community Room available to community groups, and to any necessary transitional arrangements arising from the section 355 Committee set up to manage the Centre.

**Recommendation:**

That the Terms and Conditions document be adopted subject to inclusion of the Treasurer's name and contact details and some minor amendments.

- CARRIED

**Councillors who voted for:-**

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

**Councillors who voted against:-** Nil

8. Gunning Shire Hall and Showground Advisory Committee – Minutes from Extraordinary meeting held 25 July 2019.

- CARRIED

**SECTION 17: NOTICES OF MOTION**

**ITEM 17.1**

**ESSENTIAL ENERGY RESTRUCTURE**

**226/19**

**RESOLVED** by Cllr O'Brien and Cllr McCormack

1. That the Upper Lachlan Shire Council further clarify its priorities in writing to Essential Energy regarding its recently announced restructure and express concern in regards to loss of local employment in Crookwell and subsequent impacts this will then



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have on Essential Energy service level and response times to electricity outages in a large geographical service area. Council request Essential Energy to reconsider any local job losses earmarked for the Crookwell Depot as this will heavily impact the local economy and community.

- CARRIED

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

**Councillors who voted against:-** Nil

**SECTION 18: QUESTIONS WITH NOTICE**

**ITEM 18.1 LEP REVIEW AND LOCAL GOVERNMENT APPROVAL**

Refer to the Business Paper for 15 August 2019 Council Meeting for the General Managers comments.

**CLOSED COUNCIL ITEMS**

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

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

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

**227/19** **RESOLVED** by Clr Searl and Clr Kensit

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



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classified confidential under the provisions of section 10A (2) 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 8.26pm and the public and press left the chambers.

*The meeting adjourned for a short break the time being 8.26pm.*

*The meeting resumed the time being 8.39pm.*

**228/19**                      **RESOLVED** by Clr Searl and Clr Kensit

That Council move back into Closed Council after the adjournment.

- CARRIED

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

**Councillors who voted against:-**              Nil

**229/19**                      **RESOLVED** by Clr Searl and Clr Kensit

That Council move out of Closed Council and into Open Council.

- CARRIED

Open Council resumed at 8.49pm.

**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.



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**SECTION 19:      CONFIDENTIAL SESSION**

**ITEM 19.1            TENDER ASSESSMENT - HARLEY ROAD CROOKWELL BRIDGE  
DESIGN AND CONSTRUCTION**

**230/19                RESOLVED by Clr McCormack and Clr Wheelwright**

1. Council allocate an additional \$72,465 from Works Contingency Reserve to fund the replacement of Harley Road Bridge over the Kiamma Creek in Crookwell;
2. Council note the engagement of Bridging Australia Pty Ltd for the total project expenditure of \$272,465 (GST Exc.) based on quoted price to fund the replacement of Harley Road bridge over Kiamma Creek Crookwell;
3. Council note that Bridging Australia Pty Ltd has been engaged in accordance with the provisions of Section 55, of the Local Government Act 1993.

- CARRIED

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

**Councillors who voted against:-**      Nil

**ITEM 19.2            FINALISATION OF GENERAL MANAGERS KPI'S**

Refer to the Business Paper for 15 August 2019 Council Meeting for the General Managers comments.

**ITEM 19.3            RECRUITMENT OF GENERAL MANAGER**

Refer to the Business Paper for 15 August 2019 Council Meeting for the General Managers comments.



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**THE MEETING CLOSED AT 8.49pm.**

Minutes confirmed 19 SEPTEMBER 2019

.....  
Mayor



4.2	Minutes of the Extraordinary Meeting of Council of 29 August 2019.....	105
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**UPPER LACHLAN SHIRE COUNCIL**  
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**PRESENT:** Mayor J Stafford (Chairperson), Clr P Culhane, Clr P Kensit, Clr R Opie, Clr D O'Brien, Clr J Searl, Clr J Wheelwright, Mr A Croke (Acting General Manager), Mr M Shah (Director of Infrastructure) and Ms S Pearman (Executive Assistant - Relief)

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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 Extraordinary Council Meeting is being webcast and audio recorded in accordance with Council Code of Meeting Practice.*

*Mayor Stafford read a statement and observed a minutes silence to commemorate the passing of William O'Keefe (fondly known as Bill) a former long serving Council employee.*

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

An Apology and Leave of Absence form were received from Clr Cummins and Clr McCormack.

**231/19**      **RESOLVED** by Clr Searl and Clr Wheelwright that the apologies from Clr Cummins and Clr McCormack be received and leave of absence granted.

- CARRIED

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

**Councillors who voted against:-**      Nil



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**SECTION 3: INFRASTRUCTURE DEPARTMENT**

**ITEM 3.1 COUNCIL LOCAL BRIDGE LOAD LIMITS**

**232/19**

**RESOLVED** by Cllr Searl and Cllr Wheelwright

1. Council endorse the strategy of replacement of all timber bridges and provide temporary relief as outlined in this report;
2. Council allocate up to \$1.4 million from loan borrowings to fund the timber bridge replacements including the following six bridges; Arthursleigh Rd / Sandy Creek, Jeffreys Road / Bridgy Creek, Julong Road 1 / Crookwell River, Peelwood Road / unknown creek, Reids Flat Road 2 / Coates Creek and Willcox Rd / Clifford's Creek;
3. Council obtain permission from the Office of Local Government to increase the borrowing limit by an additional \$1.4 million to fund the replacement of the bridges referred to in Recommendation 2;
4. Council prepare designs and apply for grant funding for the permanent replacement of 5 timber bridges including; Bigga Road / Kangaroo Creek, Blue Hills Road / Monkey Creek, Cooksvale Road / Peelwood Creek, Julong Road 2 / Crookwell River and Peelwood Road / Peelwood Creek;
5. Council allocate \$856,000 from a combination of unrestricted cash reserves (\$346,000), works contingency reserve (\$310,000) and Section 94 Funds (\$200,000) to fund the construction of side track bypasses at 7 timber bridge sites including; Bigga Road/Kangaroo Creek, Blue Hills Road/Monkey Creek, Cooksvale Road/Peelwood Creek, Julong 1/Crookwell River, Julong Road 2/Crookwell River, Peelwood Road/Peelwood Creek, and Willcox Road/Clifford Creek.

- CARRIED

**Councillors who voted for:-**

Cllrs P Culhane, P Kensit, R Opie, D O'Brien, J Searl, J Stafford and J Wheelwright

**Councillors who voted against:-** Nil

**THE MEETING CLOSED AT 6.28PM**

Minutes confirmed 19 SEPTEMBER 2019

.....  
Mayor



## **6        MAYORAL MINUTES**

The following item is submitted for consideration -

6.1	Mayoral Minute	108
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## Mayoral Minutes - 19 September 2019

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### ITEM 6.1                      Mayoral Minute

**FILE REFERENCE    I19/543**

#### **AUGUST 2019**

20 August	Collector Wind Farm presentation at Community Civic Centre
22 August	2GN Interview
26 August	Community and Civic Centre Meeting Peter Mayoh
27 August	McArthur recruitment meeting
29 August	2GN Interview
29 August	Extraordinary Council Meeting

#### **September 2019**

2 September	Gunning Shire Hall Committee Meeting, Gunning Chambers
4 September	Meeting with Julong Road Bridges Action Group
5 September	2GN Interview
9 September	Collector Pumpkin Festival Committee Meeting
12 September	2GN Interview
13 September	St Mary's School Crookwell opening multi-purpose centre
19 September	Ordinary Council Meeting



## **8            CORRESPONDENCE**

The following item is submitted for consideration -

8.1	Correspondence items for the month of September 2019	110
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## Correspondence - 19 September 2019

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### ITEM 8.1

### Correspondence items for the month of September 2019

#### RECOMMENDATION:

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

1. Sally Galland – Thank you for sporting donation.
2. Local Government NSW – Emergency Services Levy.
3. Local Government NSW – Reverses its Emergency Services Levy Price.
4. Premier of NSW Gladys Berejiklian – Emergency Services Levy correspondence.
5. Office of Local Government – One year reprieve on Emergency Services Levy.
6. Wendy Tuckerman – Media Release – Emergency Services Levy.
7. Wendy Tuckerman – Response from Minister Toole – Local Bridges Load Limits.
8. Canberra Airport – Preliminary Draft 2020 Master Plan.
9. Hon Shelley Hancock MP – Joint Organisation Funding Guidelines.
10. Office of Local Government – Circular 19-17 – The appointment and dismissal of senior staff.
11. Office of Local Government – Revised Property Acquisition Standards.
12. Dame Mary Gilmore Society – Youth Showcase Invitation.
13. Malcolm Barlow – Pat Cullen Reserve – Naming suggestion.
14. Sandra Bill – Request for remaining monies from Christmas in the Park Committee to be forwarded to Crookwell Community Trust.

#### ATTACHMENTS

1.	Sally Galland -Thank you - Representative sporting donation	Attachment
2.	Local Government NSW ( LGNSW ) - Emergency Services Levy ( ESL ) - 20 August 2019	Attachment
3.	Local Government NSW - Reverses its Emergency Services Levy Price Hike on Councils for 2019	Attachment
4.	Premier of New South Wales - Gladys Berejiklian MP - Emergency Services Levy Correspondence - 23 August 2019	Attachment
5.	Office of Local Government - John Barilaro Shelley Hancock David Elliott media release - Oneyear reprieve for council emergency services levy	Attachment
6.	Wendy Tuckerman - Media Release - Emergency Services Levy - 13 August 2019	Attachment
7.	Wendy Tuckerman - Response from Minister Toole in regards to Local Bridges Load Limit issues	Attachment
8.	Canberra Airport - Canberra Airport Preliminary Draft 2020 Master Plan - 14 August 2019	Attachment
9.	Shelley Hancock - Joint Organisation Funding Guidelines - Updated	Attachment
10.	Office of Local Government - Council Circular 19-17 The appointment and dismissal of senior staff	Attachment
11.	Office of Local Government - Revised Property Acquisition Standards - Starting immediately	Attachment



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

12.	Dame Mary Gilmore Society - Youth Showcase Invitation - 26 and 27 October 2019	Attachment
13.	Malcolm Barlow - Pat Cullen Reserve - Naming Suggestion - September Council Meeting Submission	Attachment
14.	Request for the remaining monies from former Christmas in the Park Committee to go to Crookwell Community Trust - Sandra Bill - September 2019	Attachment



From: [Daniel Cooper](#)  
To: [Alison Searl](#)  
Subject: HPE CM: FW: Thank you - Representative sporting donation  
Date: Friday, 9 August 2019 4:39:59 PM

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Hi Alison,

Can you please place in Sept corro report.

Thanks

-----Original Message-----

From: Sally Galland [[mailto:sally\\_c\\_@hotmail.com](mailto:sally_c_@hotmail.com)]  
Sent: Thursday, 8 August 2019 9:03 PM  
To: Daniel Cooper <[DCooper@upperlachlan.nsw.gov.au](mailto:DCooper@upperlachlan.nsw.gov.au)>; Upper Lachlan Shire Council <[council@upperlachlan.nsw.gov.au](mailto:council@upperlachlan.nsw.gov.au)>  
Cc: Andrew Galland <[andrewgalland@hotmail.com](mailto:andrewgalland@hotmail.com)>  
Subject: Thank you - Representative sporting donation

Dear Daniel,

On behalf of my daughter Isabelle Galland & my family I would like to thank the Upper Lachlan Shire Council on their very generous donation to Isabelle for her upcoming trip to Bendigo to represent NSW PSSA in hockey.

Issy is very proud to represent her community in hockey.

Thanks once again

Sally Galland

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Our ref: R12/0060 Out-29462

20 August 2019

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

Dear Mayor Stafford

UPPER LACHLAN SHIRE COUNCIL
GUNNING OFFICE
23 AUG 2019
File No:

### Emergency Services Levy (ESL)

Thank you for your correspondence dated 22 May 2019 in relation to the proposed ESL increase.

LGNSW welcomed the NSW Government's decision to fund the first-year increase of the ESL for all councils to meet the cost of new workers' compensation arrangements for firefighters. This amounts to \$14 million.

We are pleased the Government has acknowledged that the additional costs presented challenges for councils, particularly those currently affected by the drought and that many councils had already developed their 2019-20 Budgets before the invoices for the increased Emergency Services Levy were issued.

The Government's decision to reverse the shock charge on councils and ratepayers was in no doubt the result of the months of intensive advocacy by LGNSW and councils. It demonstrates how unified action on strong grounds can bring about change.

I thank your council for its contribution to this advocacy. The collective efforts of councils in adopting the Mayoral Minute, writing to Ministers, meeting with local members and speaking to the media, clearly influenced the Government's change of heart.

LGNSW particularly commends Deputy Premier, John Barilaro MP and Local Government Minister, Shelley Hancock MP, for being receptive to the needs of local government.

While we have succeeded in gaining a reprieve on the immediate problem, other local government's issues around the funding of emergency services remain unaddressed. I would like to think that this decision indicates that the Government is more appreciative of local government's views and will enter into discussions on the long-term funding arrangements for emergency services.

We will continue to advocate on behalf of NSW councils in relation to this issue.

Yours sincerely

*Linda Scott*

Cr Linda Scott  
President

LOCAL GOVERNMENT NSW  
GPO BOX 7003 SYDNEY NSW 2001  
L6, 28 MARGARET ST SYDNEY NSW 2000  
T 02 9242 4000 F 02 9242 4111  
LGNSW.ORG.AU LGNSW@LGNSW.ORG.AU  
ABN 49 853 913 882



11/09/2019

WIN! Government Listens to LGNSW, Reverses its Emergency Services Levy Price Hike on Councils for 2019

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## BREAKING NEWS

Attention: Mayors, Councillors, General Managers

### WIN! Government Listens to LGNSW, Reverses its Emergency Services Levy Price Hike on Councils for 2019

Dear Colleagues,

I'm really pleased to let you know that today, after listening to Local Government NSW's extensive advocacy on your behalf, the NSW Government has announced councils will not have to pay the \$13.6 million spike in this year's Emergency Services Levy for 2019/20.

Acting Premier John Barilaro and Local Government Minister Shelley Hancock have just announced that the Government will cover levy price hikes in 2019/20 totalling \$13.6 million that will be not charged to NSW Councils this financial year.



The policy reversal removes levy increases of up to 25 per cent on local government to fund the extension of workers' compensation coverage to firefighters diagnosed with one of 12 specific work-related cancers.

**Local government strongly supports fairer workers' compensation for paid and volunteer fire fighters. In many areas of NSW, mayors, councillors and council staff are the core volunteers that make up our state's rural fire brigades.**

We welcome the NSW Government's commitment to ensuring eligible firefighters diagnosed with one of 12 cancers are automatically presumed to have acquired cancer because of their firefighting work, and will continued to be covered. However, we could not stand by and accept these large and unexpected increases, which were imposed without consultation – often during the period we were all finalising our Budgets for 2019/20, leaving many councils with no option but to cut funding for other areas such as infrastructure, maintenance or services.

Thank you to the great many councils that have passed our Mayoral Minute, while some even resolved to refuse to pay any increase beyond CPI. We could not have done this without you!

This announcement avoids that impasse, and I thank Mr Barilaro, Mrs Hancock, and other MPs such as Agriculture Minister Adam Marshall, who helped champion our cause. Minister Hancock was instrumental in securing this reversal for local government and we are deeply grateful.

#### NEXT STEPS

<https://mailchi.mp/0cc0d044c682/win-government-listens-to-lgnsw-reverses-its-emergency-services-levy-price-hike-on-councils-for-2019?e=d050...> 1/2



11/09/2019

WIN! Government Listens to LGNSW, Reverses its Emergency Services Levy Price Hike on Councils for 2019

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Our priority now is to sit down with the State Government and seek a better way forward. We need a fair, realistic and transparent process for the calculating the ESL and what it funds.

The ESL process is deeply flawed – as proved again by this recent billing impost - and we will strongly advocate for a longer-term, more transparent solution, so councils have a say and are protected from volatility in the future.

**Congratulations on your efforts to ensure councils' voices were heard and in securing this win for our communities.**

I will keep you advised of further progress.

Yours sincerely,



Cr Linda Scott  
President

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Ref: A3014506  
23 AUG 2019

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

UPPER LACHLAN SHIRE COUNCIL
GUNNING OFFICE
28 AUG 2019
File No:

Dear Mayor,

Thank you for your correspondence of 22 May 2019 regarding the impact of the Emergency Services Levy (ESL) on local councils.

The NSW Government acknowledges this additional cost presents challenges for councils who have already developed and approved their 2019-20 budgets. As a result, the NSW Government recently announced it will fund the 2019-20 increase in the ESL to meet the cost of new workers' compensation arrangements for firefighters for all local councils. This will enable firefighters with cancer, who have risked their lives to keep the community safe, to receive the care and support they deserve. A copy of the media release for this announcement is attached.

This investment totals \$13.6 million and will particularly assist councils in regional and rural areas badly affected by the drought.

We will also continue to consult with local councils to help them better manage the impacts of the ESL on annual budgeting cycles for 2020-21 onwards.

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

Yours faithfully,

A handwritten signature in blue ink, appearing to be 'G. Berejiklian', is written over a faint, larger blue ink signature.

**Gladys Berejiklian MP**  
**Premier**

CC: The Hon Shelley Hancock MP, Minister for Local Government  
Mrs Wendy Tuckerman MP, Member for Goulburn





**John Barilaro**  
Acting Premier

**Shelley Hancock**  
Minister for Local Government

## **MEDIA RELEASE**

Tuesday, 13 August 2019

### **ONE YEAR REPRIEVE FOR COUNCIL EMERGENCY SERVICES LEVY**

The NSW Government today announced it would fund the increase in the emergency services levy for NSW councils this financial year to meet the cost of new workers' compensation for firefighters.

Acting Premier and Minister for Regional NSW John Barilaro and the Minister for Local Government Shelley Hancock said the State's 128 councils would not have to pay the additional \$13.6 million this financial year.

"The NSW Government acknowledges that this additional cost presented challenges for councils, particularly those in regional and rural areas badly affected by the drought," Mr Barilaro said.

"That's why the Government will fund the \$13.6 million to cover the additional levy costs to support firefighters who develop cancer, to alleviate the immediate pressure on local councils.

"Our emergency services have long been funded through a cost sharing arrangement between insurers, councils and the Government. It's important that this continues and we look after the health and wellbeing of our frontline firefighters."

Mrs Hancock said the Government has listened to the concerns of local councils.

"We acknowledge that many councils had already developed and approved their 2019-20 Budgets before the invoices for the increased emergency services levy were issued and this has caused some angst," Mrs Hancock said.

"We will continue to consult with local councils to better manage the impacts of the emergency services levy especially on their annual budgeting cycles.

"It is clear that both State and local governments acknowledge the importance of providing support for those emergency service workers who have given so much to protect communities and I look forward to continuing to work with local councils to ensure this is the case."

Minister for Emergency Services David Elliott said firefighters risk their lives to keep the people of NSW safe every day and it's important they receive the full support of the communities they serve.

"The new laws enable eligible firefighters diagnosed with one of 12 cancers to automatically be presumed to have acquired that cancer because of their firefighting work," Mr Elliott said.

"These changes will ensure current and former firefighters – both volunteer and paid – who need care and support receive their entitlements immediately."



Mrs Hancock said the Government will continue to support local councils to deliver for their local communities.

“Since 2011, the NSW Government has provided more than \$9 billion to councils to deliver and improve local infrastructure, services and facilities for their communities,” Mrs Hancock said.

**MEDIA: James Jooste | Deputy Premier | 0429 978 036  
Jane Boag | Minister Hancock | 0419 417 514**





**Wendy Tuckerman MP**  
Member for Goulburn

## **MEDIA RELEASE**

Tuesday 13 August 2019

### **GOVERNMENT ASSISTS GOULBURN ELECTORATE COUNCILS TO PAY EMERGENCY SERVICES LEVY INCREASE**

The NSW Government will fund the increase in the emergency services levy for Councils in the Goulburn electorate to meet the cost of new workers' compensation for firefighters, Member for Goulburn Wendy Tuckerman said today.

Mrs Tuckerman said Councils in the Goulburn electorate would receive almost \$500,000 combined to assist them to pay the increase in the emergency services levy this financial year to help support firefighters with cancer.

"The Government acknowledges that this additional cost presented some challenges for our local councils," she said.

"We also acknowledge that our local councils had already set their 2019-20 Budgets before the invoices for the increased emergency services levy were issued and this has caused some angst.

"That's why the Government will provide council with funding this financial year to alleviate the immediate pressure on our local council/s.

"I am pleased that our councils are receiving this financial contribution which will help keep their 2019-20 Budget in check."

Minister for Local Government Shelley Hancock said the Government would provide \$13.6 million to the State's 128 councils to assist pay the increase in the emergency services levy to help fund workers' compensation for firefighters.

"Our emergency services have long been funded through a cost sharing arrangement between insurers, councils and the Government and it's important that this continues to ensure we look after the health and wellbeing of our frontline firefighters," Mrs Hancock said.

"We have listened to the concerns of local councils and will continue to consult with them to better manage the impacts of the emergency services levy especially on their annual budgeting cycles.

"It is clear that both State and local governments acknowledge the importance of providing support for those emergency services workers who have given so much to protect communities and I look forward to continuing to work with local councils to ensure this is the case."

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





**The Hon Paul Toole MP**  
Minister for Regional Transport and Roads

Our Ref: 00865388

Mrs Wendy Tuckerman MP  
Member for Goulburn  
PO Box 168  
GOULBURN NSW 2580

Dear Mrs Tuckerman

Thank you for your correspondence on behalf of Mr Andrew Croke, Acting General Manager of Upper Lachlan Shire Council, about the bridges in Council's local government area.

In general, local Councils in NSW are responsible for maintaining and replacing the bridges within its road network, when necessary.

I am advised Transport for NSW representatives met with council on 31 July 2019 to discuss this matter and is liaising directly with Council to determine the level of support and assistance which may be provided.

As Mr Croke may be aware, in February 2019, the NSW Government announced \$500 million for a Fixing Country Bridges program in recognition of the large costs that deteriorating timber bridges present to regional Councils.

Council may also submit applications for funding from the Australian Government through the Black Spot, Roads to Recovery, Bridge Renewal, Heavy Vehicle Safety and Productivity, and Building Better Regions programs. Further information about these programs is available at [www.investment.infrastructure.gov.au](http://www.investment.infrastructure.gov.au).

Should Mr Croke have any further questions, Ms Vanessa Wilson, Manager Local Government at Transport for NSW, would be pleased to take his call on (02) 4253 2618. I trust this information is of assistance.

Yours sincerely

13/08/2019

THE HON PAUL TOOLE MP

GPO Box 5341, Sydney NSW 2001



13 August 2019

Cr John Stafford  
Mayor  
Upper Lachlan Shire Council

Via email: [council@upperlachlan.nsw.gov.au](mailto:council@upperlachlan.nsw.gov.au)

Dear Cr Stafford

**Canberra Airport 2020 Preliminary Draft Master Plan**

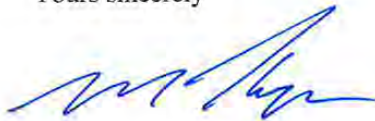
I'm writing to notify you of the release for consultation of the Canberra Airport Preliminary Draft 2020 Master Plan on Wednesday, 14 August 2019. The Preliminary Draft Master Plan can be downloaded from the Canberra Airport website at [www.canberraairport.com.au/masterplan](http://www.canberraairport.com.au/masterplan), and public consultation will run until Wednesday, 6 November 2019.

This Preliminary Draft Master Plan builds on the framework of previous Plans to now firmly establish Canberra Airport as a landmark transport hub for a population of around one million people living in Canberra and south-east NSW, and as the second international gateway and the only curfew-free airport in NSW.

Our focus over the coming years will be more international flights on more routes and the introduction of more low-cost carriers which will promote economic growth and prosperity for our community.

We hope to work closely with all levels of government and our community to further integrate Canberra Airport with surrounding urban and regional infrastructure.

Yours sincerely



Michael Thomson  
Head of Aviation



Level 4, 21 Terminal Avenue  
Plaza Offices - West  
Canberra Airport ACT 2609  
Phone: 02 6275 2222  
[www.canberraairport.com.au](http://www.canberraairport.com.au)



From: [NSW Gov No Reply](#)  
To: [Upper Lachlan Shire Council](#)  
Subject: Joint Organisation Funding Guidelines  
Date: Thursday, 22 August 2019 1:55:24 PM  
Attachments: [image001.png](#)  
[image002.png](#)



Dear Cllr Stafford

Since my appointment as Minister for Local Government, I have been working closely with Joint Organisations (JOs) to identify issues and areas of concern, ensuring the NSW Government best assists you in delivering for your communities. I am committed to the ongoing success of JOs and will continue to ensure that they deliver for our regions.

At the recent Joint Organisations meeting at Parliament House, I was pleased to announce that the NSW Government has established the *Joint Organisation Capacity Building Fund*. This fund will support the ongoing sustainability of Joint Organisations with an additional \$1.95 million to assist each JO to build additional capacity and deliver their strategic plans.

This funding is in addition to seed funding of \$4.3 million that the NSW Government has provided to JOs, and acknowledges that while JOs are now established with many looking to deliver projects and programs on behalf of their member councils and communities, JOs are at varying levels of capacity in terms of their ongoing sustainability.

\$150,000 will be made available to Canberra Region Joint Organisation to go towards a project or program designed to improve your ongoing sustainability. This can be an existing or an entirely new project, and must address one or more of the strategic priorities identified by the JO while delivering measurable outcomes towards its sustainability.

Funding guidelines have been developed by the Office of Local Government (OLG) and I invite you to submit a proposal for a project that meets the guidelines and has the support of member councils, and work closely with your OLG Council Engagement Manager to ensure your proposal satisfies the funding guidelines. The guidelines can be downloaded by clicking [here](#).

I am keen to work closely with you to ensure your ongoing success. Upon your suggestion at the last JO meeting in Parliament House, I will be establishing a *Joint Organisation Steering Committee* which will have the ongoing sustainability of Joint Organisations as its first order of business, and serve as an additional conduit to me and my office on a variety of matters.

I am looking forward to seeing the range of projects put forward in response to this funding, and following their progress through the *Joint Organisations Steering*



*Committee.* If you have any questions about the funding or the steering committee please don't hesitate to contact your OLG Council Engagement Manager.

Yours sincerely



**The Hon. Shelley Hancock MP**  
Minister for Local Government

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Office of  
Local Government

## Circular to Councils

Circular Details	Circular No 19-17 / 14 August 2019 / A646898
Previous Circular	N/A
Who should read this	General Managers/Councillors
Contact	Council Governance Team / 02 4428 4100 / olg@olg.nsw.gov.au
Action required	Information

## The appointment and dismissal of senior staff

### What's new or changing

- The purpose of this Circular is to remind councils of the requirements of the *Local Government Act 1993* (the Act) relating to the appointment and dismissal of senior staff other than the general manager.

### What this will mean for your council

- Under section 338 of the Act, only general managers and the holders of positions determined by the council by resolution to be "senior staff" positions, may be employed under fixed term contracts of employment based on those approved by the Chief Executive of the Office of Local Government (OLG) (senior staff contracts).
- Council staff must not be employed under a senior staff contract unless the council has **first** determined by resolution that the position the staff member has been appointed to, is a "senior staff" position for the purposes of section 332 of the Act.
- Under section 337 of the Act, general managers are also required to consult with the council **before** appointing or dismissing the holders of "senior staff" positions. While this need not necessarily occur at a formal council meeting, where consultation occurs outside of a council meeting, the requirement to consult with the "council" under section 337 necessarily requires that this be undertaken in a way that ensures that **all** members of the governing body are informed of the proposed decision and have the opportunity to provide comment.
- When consulting the council in making a decision to appoint or dismiss a senior staff member, the general manager should consider the views of councillors. However, the ultimate decision to appoint or dismiss senior staff rests with the general manager and not the governing body. It is therefore not open to the governing body of the council to direct the general manager on the appointment or dismissal of senior (and any other) staff.

### Key points

- Under section 332 of the Act, the governing body of a council may, in consultation with the general manager, determine positions within a council's organisation structure to be "senior staff" positions.



- Under section 332, a council may not determine a position to be a “senior staff” position unless:
  - the responsibilities, skills and accountabilities of the position are generally equivalent to those applicable to the Executive Band of the *Local Government (State) Award*, and
  - the total remuneration package payable with respect to the position is equal to or greater than the minimum remuneration package (within the meaning of Part 3B of the *Statutory and Other Offices Remuneration Act 1975*) payable with respect to senior executives whose positions are graded Band 1 under the *Government Sector Employment Act 2013*. As of 2018/19 this is \$187,900.

#### Where to go for further information

- For more information, contact the Council Governance Team by telephone 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, Planning and Policy

Office of Local Government  
5 O'Keefe Avenue NOWRA NSW 2541  
Locked Bag 3015 NOWRA NSW 2541  
T 02 4428 4100 F 02 4428 4199 TTY 02 4428 4209  
E [olg@olg.nsw.gov.au](mailto:olg@olg.nsw.gov.au) W [www.olg.nsw.gov.au](http://www.olg.nsw.gov.au) ABN 44 913 630 046





## Property Acquisition Standards

### Understanding the Property Acquisition Standards

This document sets out the standards for acquiring authorities that undertake acquisitions under the *Land Acquisition (Just Terms Compensation) Act 1991*.

The standards and minimum requirements have been developed together with the Office of the Customer Service Commissioner and acquiring authorities. They commit acquiring authorities to improving the experience of property owners, while ensuring that project objectives are delivered.

The standards continue the Government's commitment to improve the land acquisition process following the reviews by David Russell SC and Michael Pratt AM.

The standards are interconnected, interdependent and overlapping, and must be read together with the minimum requirements issued by the Centre for Property Acquisition. Acquiring authorities are expected to comply with minimum requirements, which are available on the Centre for Property Acquisition's website at [www.propertyacquisition.nsw.gov.au](http://www.propertyacquisition.nsw.gov.au).

### Scope

These standards apply to all acquiring authorities that acquire land under the *Land Acquisition (Just Terms Compensation) Act 1991*.

### Terminology

The following definitions are to be used for the purposes of this document:

"Property owner" is used to describe any person that has an interest in land as defined in section 4 of the *Land Acquisition (Just Terms Compensation) Act 1991*.

"Acquiring authority" is used to describe an authority authorised to acquire land by compulsory process as defined in section 4 of the *Land Acquisition (Just Terms Compensation) Act 1991*.

"Market value" is used consistent with the definition outlined in section 56 of the *Land Acquisition (Just Terms Compensation) Act 1991*.

### Review

The standards will be periodically reviewed jointly by the Department of Planning, Industry and Environment and the Centre for Property Acquisition to ensure their continuous improvement.

### Contact

For any questions relating to the standards or minimum requirements please contact [info@propertyacquisition.nsw.gov.au](mailto:info@propertyacquisition.nsw.gov.au).





## Property Acquisition Standards

- 1. Property owners will be treated fairly and with empathy and respect.**
  - a) During the statutory six month negotiation period, acquiring authorities must make a reasonable effort to meet face-to-face with impacted property owners.
  - b) In determining the compensation payable for market value, an acquiring authority must consider any applicable evidence supplied by the property owner. Where there is reasonable evidence to support it, an acquiring authority should resolve any minor discrepancies in market valuation in favour of the property owner.
- 2. Property owners will be provided with clear information about their rights.**
  - a) Prior to commencing negotiations, acquiring authorities must provide impacted property owners with clear and concise information about the acquisition process and their rights and obligations under the *Land Acquisition (Just Terms Compensation) Act 1991*.
  - b) Acquiring authorities must issue property owners with a letter advising of the acquiring authority's statutory obligation to make a genuine attempt to acquire the land by agreement, and that the minimum six month negotiation period commences when the property owner receives the letter.
- 3. Property owners will be supported throughout the acquisition process with assistance tailored to meet individual circumstances.**
  - a) Acquiring authorities must provide an appropriately trained primary point of contact to undertake the Personal Manager function by helping residential property owners navigate the acquisition process.
  - b) Acquiring authorities must provide an appropriately trained person to undertake the Community Place Manager function by providing timely and accurate information to the community on all relevant infrastructure projects that require property acquisitions.
  - c) Acquiring authorities must ensure that all personal or commercially sensitive information is managed safely and securely.
- 4. The acquisition process will be consistent across projects and acquiring authorities.**
  - a) Any valuation commissioned by an acquiring authority must be consistent with Valuation and Property Standards jointly issued by the Australian Property Institute and the Property Institute of New Zealand.
  - b) Acquiring authorities must exchange valuation reports with property owners as soon as practicable after both parties have received their final respective valuations, and where the property owner is willing to do so.
- 5. The Government will monitor and report publicly on the effectiveness of the land acquisition process.**
  - a) Acquiring authorities must capture and store accurate, comprehensive and current data for all property acquisition activity.
  - b) Acquiring authorities must report as required to the Centre for Property Acquisition on acquisition activity.
  - c) Acquiring authorities must invite property owners to participate in the acquisition feedback process managed by the Centre for Property Acquisition at a time and through a channel which is appropriate for the property owner.



**Upper Lachlan Dame Mary Gilmore Society**

**PO Box 163**

**CROOKWELL NSW 2583**

**26<sup>th</sup> August, 2019**

UPPER LACHLAN SHIRE COUNCIL

CROOKWELL OFFICE

27 AUG 2019

File No:

**Acting General Manager,**

**Andrew Croke**

**Upper Lachlan Shire Council**

**Spring Street**

**CROOKWELL NSW 2583**

**Dear Andrew,**

**We are very grateful to receive sponsorship money, \$48 for a Trophy for Crookwell Mary Gilmore Festival Trophies Competition, 2019. The Trophy will have the sponsorship name engraved on the plaque.**

**We have invited Councillor Mayor John Stafford to present the trophies at the Performing Youth Showcase on Saturday, 26<sup>th</sup> October and Councillor Brian McCormack to present the Adult trophies on Sunday, 27<sup>th</sup> October.**

**Thanking you,**

**Yours sincerely,**



**Trevene Mattox**

**President**



UPPER LACHLAN SHIRE COUNCIL
CROOKWELL OFFICE
03 SEP 2019
File No:

"Lacklands"  
619 Redground Rd  
Crookwell, 2583  
Saturday 31st Aug. '19

Dear Andrew

RE: Your Ref. F18/91

I thank you for your written reply to my submission (and no doubt my subsequent phone conversation with you) regarding Council's decision on naming the new footbridge in the Pat Cullen Reserve at its August meeting.

As I discussed with you, I consider this decision (or really lack thereof) to be invalid, and it should be re-visited at the September meeting.

My reasoning is as follows.

1. Council Resolution 206/19 passed at the August Meeting can only apply after its substance (ie. a detailed written policy) is drawn up, agreed to, exhibited for 28 days, and then fine tuned and finally adopted - next November or even December.

As far as I can see, there is no retrospectivity in the Resolution so it should be applied to matters raised for decision only after its adoption.

2. Meantime, the issue of naming the new footbridge was presented to Council for decision in August after having followed the long-established practice of the Shire - Council offers a name, 28 days of public exhibition follows, then a



decision based upon feedback regarding the original suggestion is made.

I contend that the well-established practice had been followed after July, and a decision consistent with that practice should have been made in August after the 28-day exhibition period.

3. Thirdly, I submit that at its September meeting Council should make a decision on the naming of the footbridge that is based upon the existing practice which is in place until the new policy is finally adopted perhaps in November or even December.

Andrew, I would be happy for this letter to be included in the Business Papers for Council's September Meeting in order to bring on a motion to name the new footbridge:

(1) The "Dame Mary Gilmore Footbridge"  
or

(2) Some other name reflective of the public submissions that were received by Council

Yours faithfully  
Malcolm Barlow



166, Harley Road  
Crookwell 2583

Upper Lachlan Shire Acting General Manager  
Mr Andrew Croke

Dear Andrew

I am writing on behalf of the former Christmas in Park committee members as we have discussed our original request that the remaining monies from our organisation go to Upper Lachlan Foundation. After much discussion the members have realised that this would not be a good option as it would not be productive to anyone. Also after meeting with yourself, the Mayor and Cr Opie we realise to ask Council to distribute this money annually is not really a logistical option.

As stated before when this committee was started much of the monetary outlay came from members pockets and also from sponsorship from Crookwell businesses. Later on, we had some Corporate sponsorship and small grants.

So after much deliberation we have decided that we would like our remaining money to go to Crookwell Community Trust as they are an organisation who help local community members facing difficulties and this is close to members hearts. Monies raised and supported by our community will be given back in a very real way.

We are not sure if we have any say in this decision, but you did indicate that we would be consulted. So thank you for considering this request

Please do not hesitate to contact myself and any information will be handed on to the other former members, who have been engaged in this discussion.

I will send this correspondence to all Councillors, as well so they will know our wishes

Sincerely Yours

S Bill

Sandra Bill  
On behalf of CIP former members







## **10 INFORMATION ONLY**

The following items are submitted for consideration -

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## Information Only - 19 September 2019

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

**FILE REFERENCE**    I19/609

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

### ISSUE

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

**RECOMMENDATION**      That -

1. Council receives and notes the report as information.

---

### BACKGROUND

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

### REPORT

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

Statistics by Development Type								
Current Year					Last year			
DA Type	August 2019		Year to Date 1/8/2019 to 31/8/2019		August 2018		Year to date 1/8/2017 to 31/8/2018	
	Count	\$Value	Count	\$Value	Count	\$Value	Count	\$Value
Commercial	0	\$0	1	\$50,000	0	\$0	2	\$1,270,000
Residential	15	\$3,224,326	22	\$4,795,036	9	\$1,530,077	18	\$3,983,127
Industrial	0	\$0	1	\$795,000	0	\$0	0	\$0
Other	3	\$925,000	3	\$925,000	1	\$0	2	\$70,000
<b>Total</b>	<b>18</b>	<b>\$4,149,326</b>	<b>27</b>	<b>\$6,565,036</b>	<b>10</b>	<b>\$1,530,077</b>	<b>22</b>	<b>\$5,323,127</b>
Subdivision								
Type	Count	Lots	Count	Lots	Count	Lots	Count	Lots
Residential	1	3	1	3	0	0	0	0
Rural Residential	0	0	0	0	0	0	0	0
Commercial	0	0	0	0	0	0	0	0
Industrial	0	0	0	0	0	0	0	0

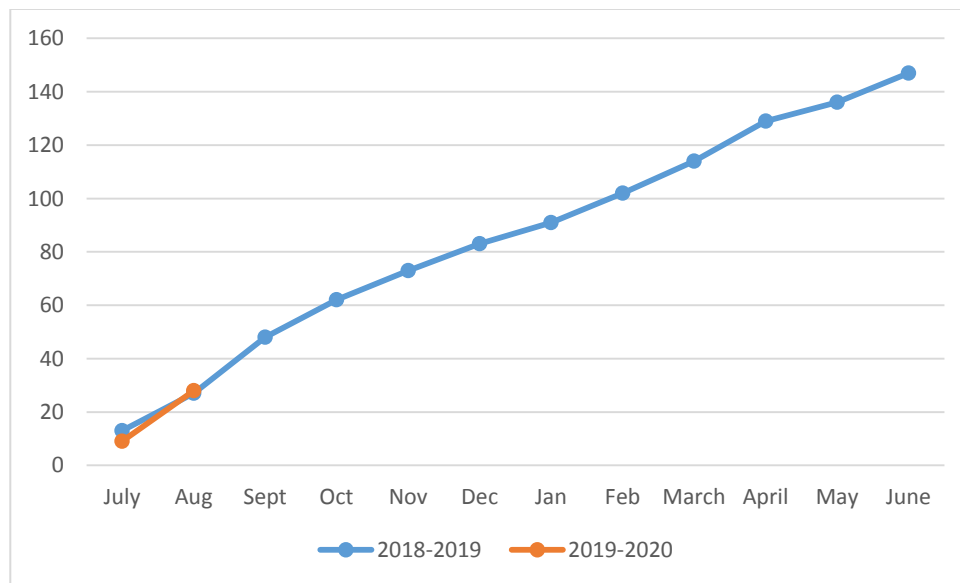


**Information Only****DEVELOPMENT STATISTICS FOR THE MONTH OF AUGUST 2019 cont'd**

Boundary Adjustment	0	0	0	0	0	0	0	0
Strata	0	0	0	0	0	0	0	0
Agricultural	0	0	0	0	4	9	5	11
Modification/Other	0	0	0	0	0	0	0	0
<b>Total</b>	<b>1</b>	<b>3</b>	<b>1</b>	<b>3</b>	<b>4</b>	<b>9</b>	<b>5</b>	<b>11</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 Aug 2019</b>	<b>DA modifications received Aug 2019</b>	<b>DAs determined Aug 2019</b>	<b>DA modifications determined Aug 2019</b>
23	1	19	0	16	1

The average determination processing time for the month of August was 30 days.

Determinations issued 1 August to 31 August 2019 are summarised in the following table:

<b>Determinations Issued between 1 August to 31 August 2019</b>		
<b>DA No.</b>	<b>Proposal</b>	<b>Property</b>
48/2018 (Mod)	Dwelling	171 Craigs Rd, Curraweela Lot 2 DP 1222109
4/2019	Alterations & Additions	Woodhouselee Rd, Laggan Lot 1, 2, 3, 4 & 5 Sec 9 DP 1698



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

<b>Determinations Issued between 1 August to 31 August 2019</b>		
<b>DA No.</b>	<b>Proposal</b>	<b>Property</b>
33/2019	Dwelling	44 Holloways Rd, Tarlo Lot 1 DP 804128
49/2019	Garage/Shed	1264 Mares Forest Rd, Taralga Lot 104 DP 872300
53/2019	Dwelling	26 Graham Cres, Crookwell Lot 28 & 29 DP 1253454
54/2019	Swimming Pool/Spa	87 Cowper St, Crookwell Lot 9 Sec 23 DP 1797
55/2019	Transportable Dwelling	157 Dawsons Creek Rd, Crookwell Lot 5 DP 834753
56/2019	Shed	7 Brennan St, Collector Lot 2 DP 858276
58/2019	Alterations & Additions	Middle Arm Rd, Roslyn Lot 1 DP 126801
59/2019	Dwelling	9 Graham Cres, Crookwell Lot 21 DP 1253454
60/2019	Dwelling	48 McDonald St, Crookwell Lot 52 DP 653880
63/2019	Dwelling	13 Graham Cres, Crookwell Lot 31 DP 1253454
65/2019	Swimming Pool	1136 Veterans Rd, Lade Vale Lot 4 DP 1089023
67/2019	Transportable Dwelling	3929 Range Rd, Grabben Gullen Lot 2 DP 1246922
70/2019	St. Mary's COLA	Wade St, Crookwell Lot 2 DP 531828
71/2019	Retaining Wall	2929 Laggan Rd, Laggan Lot 4 DP 1238814
72/2019	Alterations & Additions	1634 Wheeo Rd, Wheeo Lot 1 DP 1022201

The Development Applications outstanding as of 31 August 2019 are summarised in the following table:

<b>Development Applications Outstanding on 31 August 2019</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	Deferred to Applicant
2/2019	03/01/2019	Alterations & Additions	Rossi St, Collector Lot 2, 3, 4 & 15 DP 1211033	Under Assessment



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

		<b>Development Applications Outstanding on 31 August 2019</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>
5/2019	17/2/2019	Alterations & Additions	55 Northcott St Crookwell Lot 8 Sec 8 DP 2383	Under Assessment
32/2019	9/4/2019	Alterations & Additions	1093 Breadalbane Rd Breadalbane Lot 230 DP 750031	Awaiting Additional Information
35/2019	10/4/2019	Dwelling	9 Diamond Rd Crookwell Lot 1 DP 579446	Awaiting Additional Information
44/2019	21/5/2019	Garage/Shed	77 Brooklands St, Crookwell Lot 3 DP 576559	Deferred to Engineering
46/20/19	30/5/2019	Change of Use	385 Lost River Rd, Lost River Lot 6 DP 1145749	Awaiting Additional Information
57/2019	2/7/2019	Dwelling	19 Dalton Rd, Gunning Lot 1 DP 1024913	Awaiting Additional Information
61/2019	25/7/2019	Industrial Warehouse	38 McIntosh Rd, Crookwell Lot 11 & 12 DP 1031350	Awaiting Additional Information
62/2019	30/7/2019	Alterations & Additions	Spring St, Crookwell Lot 2 DP 984888	Awaiting Additional Information
105/2018 (Mod)	30/7/2019	Carport/Awning	5 Crown St, Crookwell Lot 7 DP 231957	Neighbour Notification
64/2019	5/8/2019	Shipping Container	19 Copeland St, Gunning Lot 21 DP 1200509	Under Assessment
66/2019	8/8/2019	Transportable Dwelling	Yass St, Gunning Lot 2 DP 1160954	Deferred to Engineering
68/2019	13/8/2019	Subdivision	4070 Grabben Gullen Rd, Crookwell Lot 100 DP 1232773	Deferred to RFS & Engineering
69/2019	13/8/2019	Community Event	1A Walsh St, Taralga Lot 251 DP 750017	Under Assessment
73/2019	23/8/2019	Dwelling	81 Povey Place, Breadalbane Lot 8 DP 1205245	Under Assessment
74/2019	23/8/2019	Alterations & Additions	37 Laggan Rd, Laggan Lot 2 DP 700478	Under Assessment
75/2019	26/8/2019	Dwelling	6 Graham Cres, Crookwell	Under Assessment



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

		<b>Development Applications Outstanding on 31 August 2019</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>
			Lot 18 DP 1253454	
76/2019	27/8/2019	Dwelling	1 Surrey St, Collector Lot 1 DP 1251680	Under Assessment
77/2019	27/8/2019	Dwelling	3 Surrey St, Collector Lot 2 DP 125680	Under Assessment
78/2019	27/8/2019	Dwelling	7 Surrey St, Collector Lot 4 DP 1251680	Under Assessment
79/2019	27/8/2019	Alterations & Additions	Woodhouselee Rd, Crookwell Lot 2 DP 808749	Under Assessment
80/2019	27/8/2019	Alterations & Additions	29 Denison St, Crookwell Lot 1 DP 1047009	Under Assessment
81/2019	30/8/2019	Swimming Pool/Spa	776 Kialla Rd, Crookwell Lot 104 DP 750042	Under Assessment

**2. Construction Certificates**

<b>Construction Certificates Issued between 1 August to 31 August 2019</b>		
<b>CC No.</b>	<b>Proposal</b>	<b>Property</b>
113/2018	Dwelling	171 Craigs Rd, Curraweela Lot 2 DP 1222109
30/2019	Garage, Studio & Pergola	Hay St, Crookwell Lot 3 DP 590972
31/2019	Subdivision	Gundaroo Rd, Gunning Lot 19, 20, 21 & 22 DP 746075 - Lot 1 & 3 DP 837871 – Lot 1 DP 856811
38/2019	Dwelling	24 Graham Cres, Crookwell Lot 26 DP 383923
40/2019	Signs – Free Standing	2 Robertson St, Crookwell Lot A DP 383923
41/2019	Amenities Block	30 East St, Crookwell Lot 4 DP 524712
42/2019	Alterations & Additions	30 East St, Crookwell Lot 4 DP 524712
49/2019	Garage/Shed	1264 Mares Forest Rd, Taralga Lot 104 DP 872300
52/2019	Swimming Pool/Spa	87 Cowper St, Crookwell Lot 9 Sec 23 DP 1797
53/2019	Dwelling	26 Graham Cres, Crookwell Lot 28 & 29 DP 1253454
54/2019	Shed	7 Brennan St, Collector Lot 2 DP 858276
58/2019	Dwelling	191 Greenridge Rd, Curraweela



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

<b>Construction Certificates Issued between 1 August to 31 August 2019</b>		
<b>CC No.</b>	<b>Proposal</b>	<b>Property</b>
		Lot 3 DP 1221640
59/2019	Retaining Wall	2929 Laggan Rd, Laggan Lot 4 DP 1238814

<b>Approved by Council</b>	
<b>August 2019</b>	<b>Year to date</b>
13	19

**3. Occupation Certificates**

<b>Occupation Certificates Issued between 1 August to 31 August 2019</b>		
<b>OC No.</b>	<b>Proposal</b>	<b>Property</b>
42/2019	Dwelling	298 Iron Mine Rd, Crookwell Lot 2 DP 1041408
43/2019	Alterations/Additions	483 Golspie Rd, Taralga Lot 40 DP 750017
44/2019	Dwelling	20 Cowper St, Crookwell Lot B DP 374812
46/2019	Alterations/Additions	2391 Peelwood Rd, Limerick Lot 46 DP 753025
47/2019	Dwelling & Garage	22 Yass St, Gunning Lot 5 Sec 22 DP 758493
48/2019	Dwelling	1720 Grabben Gullen Rd, Gurrundah Lot 316 DP 754126
49/2019	Dwelling	32 Brooklands St, Crookwell Lot 4 & 5 Sec 10 DP 2383
50/2019	Alterations/Additions	10 Spring St, Crookwell Lot 1 DP 982682
51/2019	Dwelling	2929 Laggan Rd, Laggan Lot 4 DP 1238814

<b>Approved by Council</b>	
<b>August 2019</b>	<b>Year to date</b>
9	9

**4. Subdivision Certificates**

<b>Subdivision Certificates Issued between 1 August to 31 August 2019</b>		
<b>SC No.</b>	<b>Proposal</b>	<b>Property</b>
9/2019	Subdivision	16 Grabben Gullen Rd, Crookwell Lot 101 DP 1232773
10/2019	Subdivision	1647 Coolalie Rd, Jerrawa Lot 1 DP 1227279 & Lot 3 DP 1217209



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

<b>Subdivision Certificates Issued between 1 August to 31 August 2019</b>		
<b>SC No.</b>	<b>Proposal</b>	<b>Property</b>
13/2019	Boundary Adjustment	Gurrundah Rd, Gurrundah Lot 133 DP 754126

<b>Approved by Council</b>	
<b>August 2019</b>	<b>Year to date</b>
3	5

**5. Planning Certificates**

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

<b>Year</b>	<b>Number of Certificates Issued</b>
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 31 August 2019	80

**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 September 2019

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### ITEM 10.2 Monthly Weeds Activities Report

**FILE REFERENCE** I19/582

**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 receive and note the report as information.

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### REPORT

Biosecurity staff continued to undertake property inspections throughout the shire with One hundred and twenty two (122) completed. One (1) Biosecurity Direction was issued for non-compliance with the Biosecurity Act 2015, whilst two (2) were rescinded for compliance.

At the end of the reporting period a total of sixteen (16) Biosecurity Directions are still out-standing for non-compliance with the Biosecurity Act 2015. Council Biosecurity Officers will continue to assist the recipients of the Direction to meet their obligations.

Biosecurity Officers will continue to inspect private land and educate land owners in regards to their Biosecurity Duty, with planning underway to establish a schedule for road side weed control for the upcoming weed spraying season.

### Inspections:

Weed	Parish	Road or Street	Date	Action	Degree
S/T	Pomeroy	Dawson's Creek	30/7/19	Routine	1
S/T	Pomeroy	Dawson's Creek	30/7/19	Routine	1
S/T	Pomeroy	Dawson's Creek	30/7/19	Routine	1
S/T	Pomeroy	Dawson's Creek	31/7/19	Routine	1
S/T	Pomeroy	Dawson's Creek	31/7/19	Notified	2
S/T	Pomeroy	Dawson's Creek	31/7/19	Routine	1
S/T	Pomeroy	Dawson's Creek	2/8/19	Routine	1
S/T	Pomeroy	Dawson's Creek	2/8/19	Routine	1
S/T	Pomeroy	Range Rd	6/8/19	Notified	2
S/T	Pomeroy	Range Rd	6/8/19	Notified	2
S/T	Pomeroy	Range Rd	7/8/19	Reinspec	1
S/T	Pomeroy	Range Rd	7/8/19	Notified	2
S/T	Pomeroy	Range Rd	7/8/19	Notified	2
S/T	Pomeroy	Range Rd	7/8/19	Routine	1



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

S/T	Pomeroy	Range Rd	8/8/19	Routine	1
S/T	Pomeroy	Range Rd	8/8/19	Routine	1
S/T	Pejar	Kialla Rd	13/08/1	Routine	1
S/T	Pejar	Kialla Rd	13/08/1	Routine	1
S/T	Pomeroy	Range Rd	14/8/19	Routine	1
S/T	Pomeroy	Range Rd	14/8/19	Routine	1
S/T	Pomeroy	Range Rd	14/8/19	Routine	1
S/T	Pejar	Kialla Rd	16/08/1	Routine	2
S/T	Pejar	Kialla Rd	16/08/1	Routine	1
S/T	Pejar	Kialla Rd	16/08/1	Routine	1
S/T	Pejar	Kialla Rd	16/08/1	Routine	1
S/T	Pejar	Church Ln	21/08/1	Routine	1
S/T	Pejar	Church Ln	21/08/1	Routine	1
S/T	Pejar	Church Ln	21/08/1	Routine	1
S/T-BB	Pejar	Price Ln	21/08/1	Notified	2
S/T	Pejar	Pejar Rd	21/08/1	Routine	1
S/T	Pejar	Pejar Rd	22/08/1	Routine	1
S/T	Pejar	Pejar Rd	22/08/1	Routine	1
S/T	Pejar	Pejar Rd	22/08/1	Routine	1
S/T	Pejar	Pejar Rd	30/08/1	Routine	1
S/T	Pejar	Pejar Rd	30/08/1	Routine	1
S/T	Pejar	Pejar Rd	30/08/1	Routine	1
S/T	Pejar	Pejar Rd	30/08/1	Routine	1
ST	Grabben	Grabben Gullen	31/7/19	Notified	2
ST	Grabben	Grabben Gullen	31/7/19	Notified	2
ST	Grabben	Grabben Gullen	31/7/19	Notified	1
ST	Grabben	Grabben Gullen	31/7/19	Notified	2
BB	Grabben	Grabben Gullen	31/7/19	Routine	1
ST	Grabben	Grabben Gullen	31/7/19	Routine	1
ST	Grabben	Grabben Gullen	31/7/19	Routine	1
ST	Grabben	Grabben Gullen	31/7/19	Notified	2
ST	Bouverie	Mares Forest	6/8/19	Notified	3
ST	Turrallo	Middle Arm	7/8/19	Routine	1
ST	Turrallo	Middle Arm	7/8/19	Notified	2
ST	Turrallo	Middle Arm	7/8/19	Notified	2
ST	Turrallo	Middle Arm	7/8/19	Notified	2
ST	Upper Tarlo	Middle Arm	7/8/19	Notified	2
ST	Upper Tarlo	Middle Arm	8/8/19	Notified	2
ST	Upper Tarlo	Middle Arm	8/8/19	Notified	2
ST	Upper Tarlo	Middle Arm	8/8/19	Notified	1
ST	Upper Tarlo	Middle Arm	8/8/19	Routine	1
ST	Upper Tarlo	Middle Arm	8/8/19	Routine	1
ST BB	Tarlo	Rhyanna	12/8/19	Routine	1 1
ST BB	Tarlo	Rhyanna	12/8/19	Routine	1 1
ST	Tarlo	Rhyanna	12/8/19	Routine	1
ST	Tarlo	Rhyanna	13/8/19	Routine	1
ST	Tarlo	Rhyanna	13/8/19	Routine	1
ST	Tarlo	Rhyanna	13/8/19	Routine	1
ST	Tarlo	Rhyanna	13/8/19	Notified	1
ST BB	Tarlo	Rhyanna	14/8/19	Notified	2 2



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

ST	Tarlo	Rhyanna	14/8/19	Routine	1
ST	Tarlo	Rhyanna	14/8/19	Routine	1
ST	Turrallo	Back Ck	15/8/19	Notified	3
ST BB	Turrallo	Middle Arm	15/8/19	Routine	2 1
ST	Burridgee	Millsvale	15/8/19	Notified	3
ST	Burridgee	Millsvale	15/8/19	Notified	3
ST	Tarlo	Middle Arm	20/8/19	Routine	1
ST	Tarlo	Middle Arm	20/8/19	Routine	1
ST BB	Tarlo	Middle Arm	20/8/19	Routine	1 1
ST	Tarlo	Rhyanna	21/8/19	Notified	2
ST	Tarlo	Rhyanna	21/8/19	Routine	1
ST	Tarlo	Rhyanna	21/8/19	Notified	2
ST	Tarlo	Rhyanna	22/8/19	Notified	3
ST	Tarlo	Rhyanna	22/9/19	Routine	1
ST	Tarlo	Rhyanna	22/8/19	Routine	1
ST BB	Tarlo	Rhyanna	22/8/19	Routine	2 1
ST	Mundoonen	Elms Road	29/07/19	Routine	1
ST	Mundoonen	Elms Road	29/07/19	Routine	1
ST	Mundoonen	Elms Road	29/07/19	Routine	1
ST	Mundoonen	Elms Road	05/08/19	Notified	2
-	Mundoonen	Elms Road	05/08/19	Routine	-
-	Mundoonen	Elms Road	05/08/19	Routine	-
ST	Mundoonen	Elms Road	05/08/19	Notified	2
ST	Mundoonen	Elms Road	06/08/19	Routine	1
ST	Mundoonen	Elms Road	06/08/19	Routine	1
-	Mundoonen	Elms Road	06/08/19	Routine	-
-	Mundoonen	Iron Mines Road	06/08/19	Routine	-
-	Mundoonen	Elms Road	07/08/19	Routine	-
ST	Mundoonen	Elms Road	07/08/19	Routine	1
-	Mundoonen	Elms Road	07/08/19	Routine	1
-	Mundoonen	Lade Vale Road	07/08/19	Routine	-
-	Mundoonen	Lade Vale Road	07/08/19		-
-	Mundoonen	Lade Vale Road	07/08/19	Routine	-
ST	Mundoonen	Lade Vale Road	08/08/19	Routine	1
-	Mundoonen	Lade Vale Road	08/08/19	Routine	1
ST	Mundoonen	Iron Mines Road	08/08/19	Routine	1
ST	Mundoonen	Lade Vale Road	12/08/19	Routine	1
ST	Mundoonen	Lade Vale Road	12/08/19	Routine	1
ST	Mundoonen	Iron Mines Road	12/08/19	Routine	1
ST	Lerida	Rock Lodge	13/08/19	Routine	1
-	Manton	Rock Lodge	13/08/19	Routine	-
ST	Mundoonen	Rock Lodge	13/08/19	Routine	1
-	Mundoonen	Rock Lodge	14/08/19	Routine	-
-	Manton	Rock Lodge	14/08/19	Routine	-
BB	Manton	Veterans Road	15/08/19	Routine	1
ST, BB	Manton	Rock Lodge	15/08/19	Routine	1, 1
ST	Manton	Veterans Road	15/08/19	Routine	1
ST	Manton	Veterans Road	15/08/19	Routine	1
BB	Manton	Veterans Road	16/08/19	Routine	1
ST	Manton	Hume Highway	16/08/19	Notified	2



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

ST	Manton	Hume Highway	16/08/19		2
ST	Mundoonen	Berrabanglo Ck	20/08/1	Routine	1
-	Dixon	Lade Vale Road	20/08/1	Routine	-
ST	Gunning	Gundaroo Rd	05/08/1	Reinsp	1
ST	Gunning	Collector Rd	05/08/1	Directio	2
ST	Mundoonen	Lade Vale Road	20/08/1	Directio	3
ST	Gunning	Collector Rd	30/08/1	Routine	2-3
ST,BB,GO	Blakney	Pudman Lane	30/08/1	Show	3,2,3

**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**

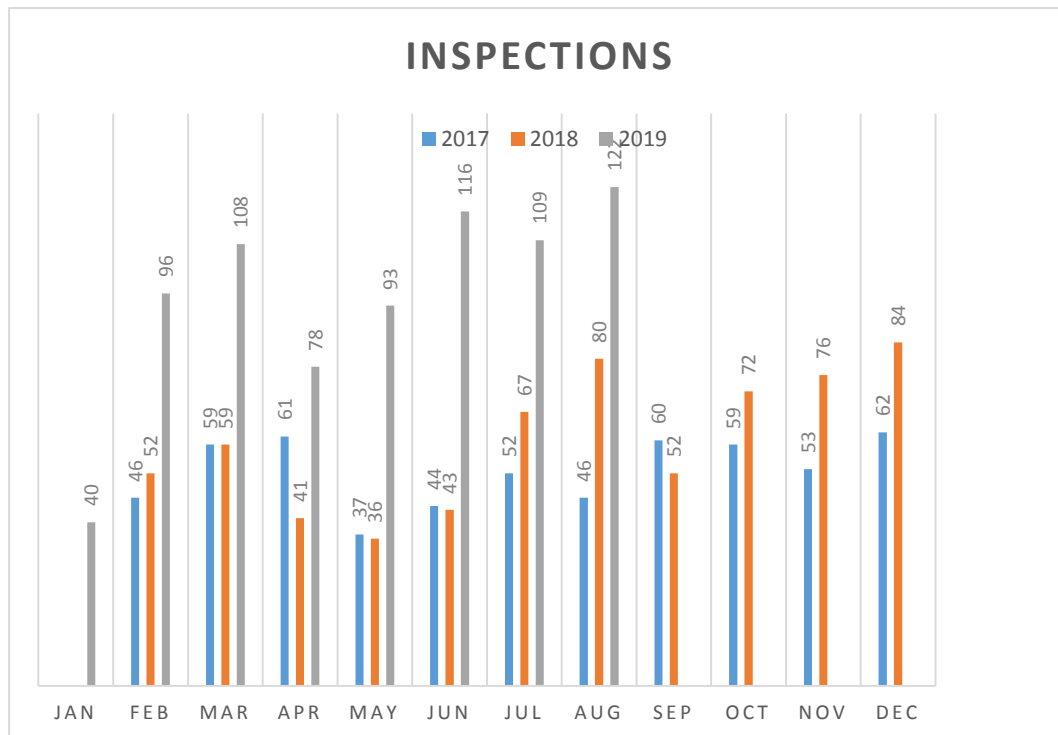
**Routine** – an inspection where the landowner has either provided adequate information or conducted adequate control work to fulfil their obligations to control weed infestations on their land.

**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.



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



**POLICY IMPACT**

Nil

**OPTIONS**

Nil

**FINANCIAL IMPACT OF RECOMMENDATIONS**

Nil

**RECOMMENDATION** That -

1. Council receive and note the report as information.

**ATTACHMENTS**



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## Information Only - 19 September 2019

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**ITEM 10.3**                      **Footpath along Collector Road Gunning**

**FILE REFERENCE**    **I19/465**

**AUTHOR**                      **Manager of Infrastructure Delivery**

### **ISSUE**

Address Council resolution 324/18 regarding pedestrian access.

**RECOMMENDATION**      That –

1. Council receives the report and notes information.

---

### **BACKGROUND**

Council previously resolved (min 324/18) to prepare a report on improving pedestrian access and safety for residents and visitors using the road between the Gunning Catholic Cemetery and Yass Street intersection.

This report addresses this Council resolution.

### **REPORT**

The location is shown in Attachment 1.

#### **Scope of the works**

Scope of the works is described below. The estimated width is 1.5m and estimated length is 500m. The finished surface can be unsealed, bitumen seal or concrete. Due to the proximity with the creek, it is recommended consideration be given to sealing in order to reduce risk of erosion and sedimentation.

The project is not identified in PAMP.

#### **Strategic costs**

There is no identified source of funds to fund the proposed scope. Should Council choose to fund, it may need to review another project.

The following costs are indicative and does not include contingencies. The cost of earthwork related to the construction is estimated as \$26,250 based on \$35 per square metre. The bitumen seal is estimated to cost an additional \$6,000. The culverts within the road pavement, if needed to be widened will add another \$15,000 to the costs per culvert. If the road culvert is collapsed, the total replacement of the culvert is estimated to require an additional \$50,000.



### ***Information Only***

## **FOOTPATH ALONG COLLECTOR ROAD GUNNING cont'd**

The road in the area is narrow and if road widening is undertaken, it can improve pedestrian access while trucks are using this road. As Collector Road is a Regional Road, it may require substantial works to widen it in order to add pedestrian facilities. Road widening costs are estimated to be \$19,800 based on 220m length assuming \$60 per square metre. Smaller sections will increase the unit rate costs.

If the footpath is constructed with a concrete finish, the estimated additional costs are \$56,250 excluding earthworks based on 150mm thickness at \$500 per m3 including formworks. If vehicles are using the drive, reinforcement may be required at additional cost.

An additional 30-50% contingency can be added before considering to fund this proposal based on the chosen finished surface of the footpath.

### **Schedule**

The estimated time to construct after commencement on site is 4 weeks. Preparation planning and ordering of material is required before commencement on site.

### **POLICY IMPACT**

Council can choose to vary the Operational Plan based on community needs.

### **OPTIONS**

Nil

### **FINANCIAL IMPACT OF RECOMMENDATIONS**

The financial impacts are outlined in the report.

### **RECOMMENDATION**      That –

1. Council receives the report and notes information.

### **ATTACHMENTS**

1.	Pedestrian Walkway along Collector Road Gunning NSW 2581	Attachment
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Google Maps

Gunning

Pedestrian walkway along Collector Road Gunning NSW 2581



Imagery ©2019 Google, Imagery ©2019 CNES / Airbus, Maxar Technologies, Map data ©2019 20 m





## Gunning

New South Wales 2581



Sunny · 1°C  
6:57 AM



Directions



Save



Nearby



Send to your  
phone



Share

## Photos



## Quick facts



Gunning is a town on the Old Hume Highway, between Goulburn and Yass in the Southern Tablelands of New South Wales, Australia, about 260 km south-west of Sydney and 75 km north of the national capital, Canberra. At the 2016 census, Gunning had a population of 659. The Shire of Gunning had a population of 2,280. [Wikipedia](#)

### Hotels

3-star averaging \$96 [View Hotels](#)

Measure distance  
Total distance: 502.17 m (1,647.55 ft)



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## Information Only - 19 September 2019

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**ITEM 10.4**                      **Access Committee Recommendations - September 2018 - Present**

**FILE REFERENCE**    I19/604

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

### **ISSUE**

Council passed a resolution requesting a report on the action items related to the access committee and this report provides a response to this resolution.

**RECOMMENDATION**      That -

1. Council receives and notes the report as information.

---

### **BACKGROUND**

Two members of the access committee have resigned. Subsequently Council resolved (min 151/19) requesting “what recommendations have been put forward since September 2018 by the Access Committee and what action has been taken”.

### **REPORT**

The list of action items and associated action is attached as provided in Attachment 1.

### **POLICY IMPACT**

Council staff implement the decisions of the Council and therefore the actions arising from the Access Committee after adoption by the Council.

### **OPTIONS**

Nil

### **FINANCIAL IMPACT OF RECOMMENDATIONS**

Nil

**RECOMMENDATION**      That -

1. Council receives and notes the report as information.

### **ATTACHMENTS**

1.	Access Committee Action List Tabled since September 2018	Attachment
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**ACTION LIST: Access Committee Meetings since September 2018**

Meeting in September was a Guest Speaker only

No other meeting until 7 February 2019

Date	Action	Responsible Person	Status
7 Feb 19	Disabled Parking Spaces - Health Care Centre <ul style="list-style-type: none"> <li>That the inspection of the pavement be undertaken and reported back to 5 April 2019 meeting, and that Health Care Centre staff be present during the inspection of the pavement to demonstrate the issues patients and staff are dealing with.</li> <li>That the report include measurements showing that the spaces comply with all Standards that apply to Disabled Parking specifically the gradient of the spaces.</li> </ul>	ULSC Design Engineer	Reported at June 2019 Meeting
7 Feb 19	Accessible Playgrounds <ul style="list-style-type: none"> <li>The Committee notes the attached report and that Cllr Searl communicate the Councils actions to the parent who raised the issue.</li> </ul>	Cllr Searl	No further action
7 Feb 19	The Health Care Centre – Uneven path - trip/fall of patient – Correspondence received by Committee Member in late 2018. <ul style="list-style-type: none"> <li>That Council staff as requested in correspondence by the Health Care Centre Practice Manager, Megan Williams meet to discuss the issue of the trip/fall incident that occurred at the Centre in December 2018.</li> </ul>	Infrastructure Admin	Cannot find a copy of correspondence in TRIM relating to this.
7 Feb 19	Greg and Ellen Seaman – list of hazardous footpaths in the Crookwell area. <ul style="list-style-type: none"> <li>M Lannan to advise G &amp; E Seaman to write to Council regarding this issue.</li> </ul>	Mrs M Lannan	No correspondence has been received by Council from Greg or Ellen Seaman to date
7 Feb 19	Access To Health Care Centre <ul style="list-style-type: none"> <li>That Council provide a report to the Access Committee regarding the ramp into the Health Care Centre, specifically the gradient of the ramp to make sure it applies to Australian Standards for disabled access as patients are experiencing issues.</li> </ul>	ULSC Design Engineer	Reported at April 2019 Meeting
5 Apr 19	The Access Committee recommends that Council undertake an assessment of the disabled access to the Health Care Centre, Crookwell. The assessment needs to include: <ol style="list-style-type: none"> <li>Ramp Angle and Landing platform at the main door (width)</li> <li>Suitability of the two Disabled Parking spaces immediately outside the Centre particularly the road camber and slope affecting the access to footpath from the vehicle.</li> <li>Footpath edge drop offs located between the Crookwell Hospital and the entry ramp to the Health Care Centre.</li> </ol>	Manager of Asset & Design – ULSC & Director of Environment & Planning	Reported at June 2019 Meeting
5 Apr 19	Report to the Access Committee with the proposed rectification measures	Manager of Asset & Design - ULSC	Reported at June 2019 Meeting



**ACTION LIST: Access Committee Meetings since September 2018**

Meeting in September was a Guest Speaker only

No other meeting until 7 February 2019

7 Jun 19	Disabled Access to Health Care Centre - Council consider road pavement and kerb & gutter upgrade works as a part of the future Operational and Delivery Plan.  That Council acknowledge the priority need for seeking appropriate funding to upgrade the access to current DDA standards.	Coordinator Asset and Risk	Council will consider upgrade works as part of the future Operational Plan and Delivery Program & Council acknowledge the priority need for seeking appropriate funding to upgrade the access to current DDA standards.
7 Jun 19	A customer request is created for Council staff to fix the footpath edge drop off between Hospital and Health Care Centre with topsoil in Action List dot point 3 from the 5 April Meeting.	Infrastructure ULSC	Work has been Completed
7 Jun 19	Day and times for Access Committee Meetings email to Jo Boyce, Committee Member.	Infrastructure ULSC	Email sent to Jo 14/6/2019 – reply was to stay the same day/time due to majority consensus at last meeting
7 Jun 19	Disabled Toilet Access sign and map of other disabled toilets in area. CRM to be raised for replacement of current sign that has faded. Would prefer sign to be bigger for vision impaired	Infrastructure ULSC	CRM 4097/2019 was raised. New A3 Maps have been printed for Goulburn St, Coleman Park, Clifton Park & Kiamma Creek. Installed by Parks & Gardens Staff 19 July 2019



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## Information Only - 19 September 2019

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**ITEM 10.5**                      **Investments for the month of August 2019**

**FILE REFERENCE**    **I19/545**

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

### **ISSUE**

Council Investment Portfolio Register as at 31 August 2019.

**RECOMMENDATION**      That -

1. Council receive and note the report as information.

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### **BACKGROUND**

The investment portfolio register as at 31 August 2019 is provided for the information of Council.

### **REPORT**

#### **Investments to 31 August 2019**

Investment Institution	Type	Investment Face Value	Interest Rate	Term Days	Maturity Date	Interest Due
CBA	Call	\$500,000	0.95%	N/A	31-08-19	\$1,369.86
Bank of Qld	TD	\$800,000	2.17%	105	04-09-19	\$4,993.97
Bank of Qld	TD	\$700,000	2.50%	182	16-10-19	\$8,726.03
Bank of Qld	TD	\$1,000,000	2.35%	175	06-11-19	\$11,267.12
Bank of Qld	TD	\$500,000	2.00%	189	08-01-20	\$5,178.08
Bank of Qld	TD	\$1,000,000	2.10%	215	29-01-20	\$12,369.86
Bank of Qld	TD	\$1,200,000	3.00%	735	19-08-20	\$72,493.15
Bank of Qld	TD	\$1,000,000	3.15%	1097	25-08-21	\$94,672.60
Bankwest	TD	\$1,500,000	1.95%	90	17-09-19	\$7,212.33
Bankwest	TD	\$500,000	2.15%	140	18-09-19	\$4,123.29
Bankwest	TD	\$1,000,000	1.63%	105	27-11-19	\$4,689.04
Bankwest	TD	\$1,000,000	1.85%	161	18-12-19	\$8,160.27
Bendigo Bank	TD	\$1,000,000	2.10%	119	25-09-19	\$6,846.58
Bendigo Bank	TD	\$800,000	2.15%	121	04-10-19	\$5,701.92
Bendigo Bank	TD	\$1,000,000	2.45%	182	23-10-19	\$12,216.44



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

Bendigo Bank	TD	\$1,000,000	1.60%	146	15-01-20	\$6,400.00
Bendigo Bank	TD	\$1,200,000	1.60%	210	18-03-20	\$11,046.58
CBA	TD	\$1,000,000	1.82%	90	24-09-19	\$4,487.67
CBA	TD	\$1,009,073	1.08%	120	14-11-19	\$3,582.90
CBA	TD	\$1,000,000	1.72%	120	21-11-19	\$5,654.79
CBA	TD	\$1,000,000	1.65%	90	26-11-19	\$4,068.49
CBA	TD	\$1,000,000	1.69%	119	04-12-19	\$5,509.86
IMB	TD	\$900,000	2.15%	90	10-09-19	\$4,771.23
IMB	TD	\$1,000,000	2.60%	203	02-10-19	\$14,460.27
IMB	TD	\$1,300,000	2.45%	91	30-10-19	\$7,940.68
IMB	TD	\$500,000	1.65%	99	11-12-19	\$2,237.67
IMB	TD	\$1,000,000	2.70%	364	19-02-20	\$26,926.03
NAB	TD	\$700,000	2.75%	362	11-09-19	\$19,091.78
NAB	TD	\$1,100,000	1.97%	105	09-10-19	\$6,233.84
NAB	TD	\$1,000,000	1.70%	153	22-01-20	\$7,126.03
NAB	TD	\$1,000,000	1.75%	365	05-08-20	\$17,500.00
		<b>\$29,209,073</b>				<b>\$407,058.38</b>

**COUNCIL INVESTMENT PERFORMANCE: -****BUDGET COMPARISON TO 31 AUGUST 2019**

Interest on Investments Received YTD	\$104,872
Annual budgeted amount for all funds	\$666,600
Percentage of Interest Received YTD	15.73%
Percentage of Year Elapsed	16.99%

**BBSW COMPARISON TO 31 AUGUST 2019**

Average market interest rate (90 day BBSW)	0.98%
Average return on all investments	2.30%

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



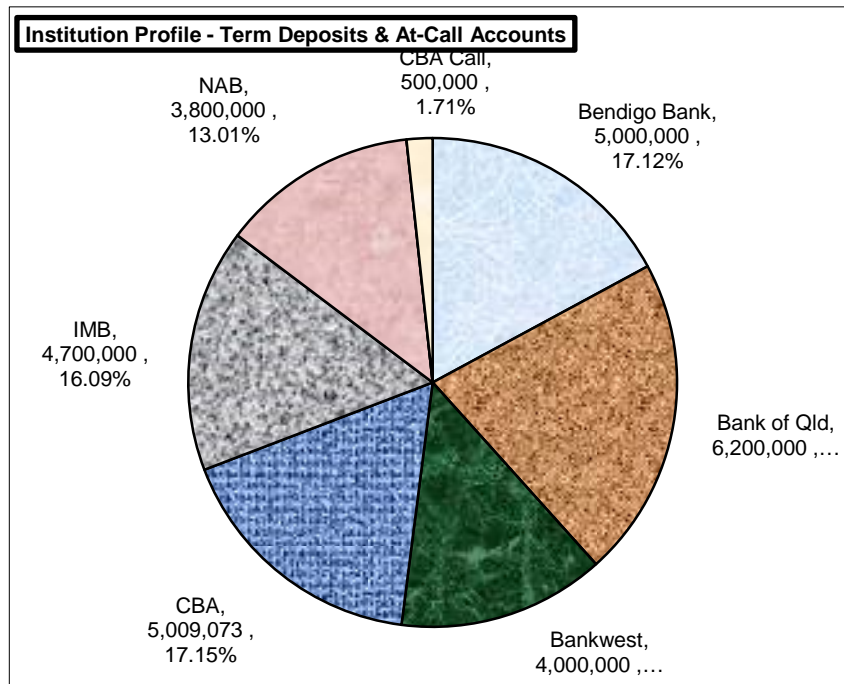
## Information Only

### INVESTMENTS FOR THE MONTH OF AUGUST 2019 cont'd

#### **FINANCIAL INSTITUTION INVESTMENTS PROFILE AS AT 31 AUGUST 2019**

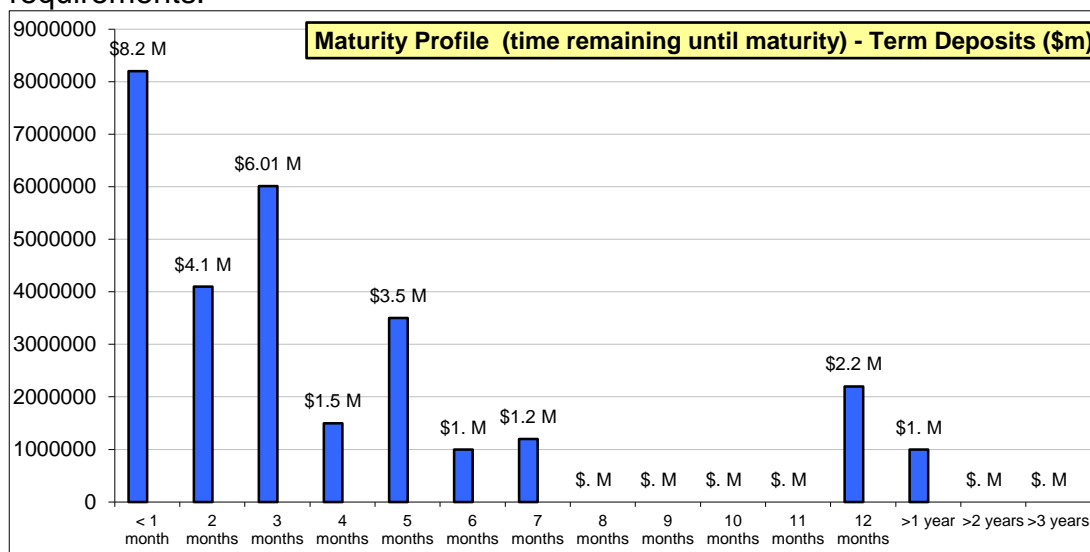
The following chart shows the current distribution of Council's investment portfolio between the authorised financial institutions used. The current distribution of funds between institutions complies with Council's Investment Policy which states:-

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



#### **INVESTMENTS - MATURITY PROFILE AS AT 31 AUGUST 2019**

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





**INVESTMENTS FOR THE MONTH OF AUGUST 2019** cont'd

**TOTAL INVESTMENTS: - \$ 29,209,073.15**

General Fund Reserves	\$ 19,436,912.85
Water Supply Fund Reserves	\$ 2,738,309.73
Sewerage Fund Reserves	\$ 5,192,474.04
Domestic Waste Management Fund Reserves	\$ 1,835,785.14
Trust Fund Reserves	\$ 5,591.39

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

## Nil

## Nil

1. Council receive and note the report as information.

## Nil



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## Information Only - 19 September 2019

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**ITEM 10.6**                      **Bank Balance and Reconciliation - 31 August 2019**

**FILE REFERENCE**    I19/546

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

### **ISSUE**

Statement of Bank Balance and Reconciliation as at 31 August 2019.

**RECOMMENDATION**      That –

1. Council receive and note the report as information.

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### **BACKGROUND**

Nil

### **REPORT**

#### **STATEMENT OF BANK BALANCE & RECONCILIATION**

\$

General Ledger balance brought forward 31 July 2019	1,475,587.70
Add: Receipts for August 2019	4,045,035.84
	<u>5,520,623.54</u>
Deduct: Payments for August 2019	4,809,696.74
<b>Balance as at 31 August 2019</b>	<b><u>710,926.80</u></b>
Balance as per Bank Statement 31 August 2019	860,595.07
Add: Outstanding Deposits	40,541.42
	<u>901,136.49</u>
Deduct: Unpresented Cheques / EFTs	190,209.69
<b>Balance as at 31 August 2019</b>	<b><u>710,926.80</u></b>

### **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 September 2019

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**ITEM 10.7**                      **Rates and Charges Outstanding for the month of August 2019**

**FILE REFERENCE**    I19/547

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

### **ISSUE**

Rates and Charges Outstanding Report to 31 August 2019.

**RECOMMENDATION**      That -

1. Council receive and note the report as information.

### **BACKGROUND**

Summary report of Rates and Charges outstanding at 31 August 2019 is detailed.

### **REPORT**

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

<b>Description</b>	<b>31/08/2019</b>	<b>31/08/2018</b>	<b>31/08/2017</b>
Total % Rates and Charges Outstanding	63.18%	64.60%	64.48%
Total \$ Amount Rates and Charges Outstanding	\$7.686million	\$7.439million	\$7.419million

### **POLICY IMPACT**

Nil

### **OPTIONS**

Nil

### **FINANCIAL IMPACT OF RECOMMENDATIONS**

Nil

**RECOMMENDATION**      That -

Council receive and note the report as information.

### **ATTACHMENTS**

1.	Rates Collection 2019/2020 - 31 August 2019	Attachment
2.	Rates by Category - 31 August 2019	Attachment



**Rate Collection 2020 Year**

<b>Rating Categories</b>	<b>Levy Raised to date</b>	<b>Rates Received to 4 September 2019</b>	<b>Rates Outstanding to 4 September 2019</b>	<b>% Rates Outstanding 4 September 2019</b>
<b>Farmland</b>	5,065,745.22	1,816,432.76	3,249,312.46	<b>64.14%</b>
<b>Residential</b>	1,278,500.58	442,437.11	836,063.47	<b>65.39%</b>
<b>Rural Residential</b>	696,891.40	267,499.15	429,392.25	<b>61.62%</b>
<b>Business</b>	287,023.35	133,430.36	153,592.99	<b>53.51%</b>
<b>Mining</b>	1,944.11	1,944.11	-	<b>0.00%</b>
<b>Water</b>	931,548.00	336,295.16	595,252.84	<b>63.90%</b>
<b>Sewerage</b>	1,522,028.84	546,221.44	975,807.40	<b>64.11%</b>
<b>Domestic &amp; Comm Waste</b>	1,211,369.66	432,223.31	779,146.35	<b>64.32%</b>
<b>Rural Waste</b>	661,652.20	249,286.89	412,365.31	<b>62.32%</b>
<b>Storm Water</b>	46,772.88	15,295.01	31,477.87	<b>67.30%</b>
<b>**Arrears</b>	460,396.84	237,169.37	223,227.47	<b>48.49%</b>
<b>Overall Total Rates</b>	<b>12,163,873.08</b>	<b>4,478,234.67</b>	<b>7,685,638.41</b>	<b>63.18%</b>

Prepared by M. ClementsDate 5/9/19Authorised by Andrew G. CrookDate 5/9/2019

I:\2019-2020\Rates\Recs%\outst\_August 31 -2019



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

<b>Category</b>	<b>Amount Outstanding</b>		<b>% of rates outstanding</b>
Farmland	\$57,549.83		26%
Residential	\$36,916.66		17%
Residential Non Urban	\$9,052.53		4%
Business	\$2,746.23		1%
Mining	\$0.00		0%
Water	\$25,157.89		11%
Sewerage	\$41,227.91		18%
Domestic & Commercial Waste	\$32,079.95		14%
Storm Water	\$1,356.30		1%
Rural Waste	\$17,140.17		8%
<b>Total Amount of Arrears</b>	<b>\$223,227.47</b>		<b>100%</b>

Prepared by M ClementsDate 5/9/19Authorised by Andrew G. GokeDate 5/9/2019

I:\2019-2020\Rates\Recs\Arrears of rates by category August 31 - 2019



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## Information Only - 19 September 2019

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**ITEM 10.8**                      **Clarification of changes to Council's Media Policy**

**FILE REFERENCE**    **I19/577**

**AUTHOR**                      **Acting General Manager**

### **ISSUE**

Clarification of changes to Council's Media Policy.

**RECOMMENDATION**      That -

1. Council receive and note the report as information.

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### **BACKGROUND**

At the 15 August 2019 Ordinary Council Meeting the revised Media Policy was adopted by Council Resolution Number 216/19.

A question from Councillor Opie related to a request for a further report to Council providing further clarification as to why changes were required to the Media Policy.

### **REPORT**

A review of Council's Media Policy was undertaken by the Acting General Manager and Media Officer. All Council policies are required to be reviewed periodically generally at minimum every three years to ensure currency of the policy. The previous reviews were undertaken on 16 May 2013 and 16 December 2010.

Proactive and reactive media engagement, along with the practical application of the Media Policy, has evolved since the Media Policy was last reviewed in 2013. There has been a significant increase in the frequency with which media enquiries are received and media activities, including issuing media releases, are being undertaken.

For this reason, the Acting General Manager and Media Officer felt it necessary to condense the content within the Media Policy to reflect the current processes, which have evolved to accommodate the change in proactive and reactive media engagement activities. Namely:-

- All Council staff contacted by the media, should refer the media outlet to the General Manager and Media Officer and advise the General Manager and Media Officer about the enquiry via email or phone.
- The Mayor and General Manager are the Council's authorised spokespeople, unless otherwise determined by the General Manager.



### ***Information Only***

## **CLARIFICATION OF CHANGES TO COUNCIL'S MEDIA POLICY cont'd**

- Directors, Managers and staff are to be aware of potential media opportunities within their Department and notify the Media Officer in a timely manner.
- All media releases are to be authorised by the General Manager prior to distribution by the Media Officer.
- The Media Procedure Appendix which were 'how to' guides on writing media releases and media tips for staff were considered redundant because media releases are drafted by the Media Officer in conjunction with the Mayor and General Manager who are the Council's authorised spokespeople.

The purpose of these processes are to ensure that consistent, accurate and reliable information is provided by Council to the community via the media in a timely manner.

Under the revised Media Policy there were no changes to the media's access to information, or Council's accountability to the community. The Media Policy has simply been condensed to provide greater clarity. The format and information contained in the revised Media Policy are also consistent with neighboring councils, Goulburn Mulwaree Council and Yass Valley Council, and are considered to be consistent with best practice requirements.

## **POLICY IMPACT**

As outlined in the report.

## **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 September 2019

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**ITEM 10.9**                      **Grants Report**

**FILE REFERENCE**    I19/629

**AUTHOR**                      **General Manager**

### **ISSUE**

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

**RECOMMENDATION**      That -

1. Council receive and note the report as information.

---

### **BACKGROUND**

Nil

### **REPORT**

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

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

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

### **POLICY IMPACT**

Nil

### **OPTIONS**

Nil

### **FINANCIAL IMPACT OF RECOMMENDATIONS**

Nil

**RECOMMENDATION**      That -

1. Council receive and note the report as information.

### **ATTACHMENTS**

1.	Grants and Projects Report for Council - 19 September 2019	Attachment
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### Grants and Projects Report to Council - 19 September 2019

Grant Applications in progress									
Grantee	Due or Submitted	Project	Council Contrib.	Other Contribution	Amount Requested	Subtotal	Project Cost	Comment/Progress	
Drought Relief Heavy Vehicle Access Program	TBA	Wheeo Road	\$ -	\$ -	\$ 300,000	\$ 300,000	\$ 300,000	No detail for application at this date	
Fixing Country Roads	10-Oct-19	Kangaroo Creek Bridge - Bigga	\$965,000	\$ -	\$ 965,000	\$ 1,930,000	\$ 1,930,000	Determining detail for application	
Country Passenger Transport Infrastructure Grant	27.8.19	Gunning and Dalton Bus Stops	\$ 20,000		\$ 22,000	\$ 42,000	\$ 42,000	Submitted	
Stronger Country Communities Fund Round 3	18.9.19	Gunning Showground Amenities	\$ -	\$ -	\$ 750,000	\$ 750,000	\$ 750,000	Submitted	
My Community Project	15.5.19	Gunning Skate Park Lighting	\$ -	\$ 2,000	\$ 43,455	\$ 45,455	\$ 45,455	Unsuccessful	
Active Transport Walking and Cycling Program	14.12.18	Raised Zebra Crossing - Crookwell	\$ -	\$ -	\$ 750,000	\$ 750,000	\$ 750,000	Unsuccessful	
My Community Project	15.5.19	Gunning Inclusive Play	\$ -	\$ 1,500	\$ 103,500	\$ 105,000	\$ 105,000	Unsuccessful	
Grant Projects Funded									
Grantee	Submitted	Project	Council Contrib.	Other Contribution	Amount Received	Subtotal	Project Cost	Comment/Progress	
Building Better Regions Fund - Round 3	15.11.18	Wombeyan Caves Road Upgrade	\$100,000	\$ -	\$ 2,500,000	\$ 2,500,000	\$ 5,028,000		
Growing Local Economies Fund	05.07.18			\$ -	\$ 2,428,000	\$ 2,428,000			



Grant Projects Funded								
Grantee	Submitted	Project	Council Contrib.	Other Contribution	Amount Received	Subtotal	Project Cost	Comment/Progress
<b>Bridges to Renewal (Round 1)</b>	28.08.14	Replacement of Abercrombie River Bridge	\$ 75,000	\$ -	\$ 775,000	\$ 850,000	\$ 1,525,000	2nd seal and linemarking to be undertaken. Project close to completion.
<b>Fixing Country Roads 2014</b>	01.11.14		\$ -	\$ -	\$ 675,000	\$ 675,000		
<b>Bridges Renewal (Round 4)</b>	05.02.19	Crookwell River Bridge - Woodville Road	\$294,861	\$ -	\$ 294,860	\$ 589,721	\$ 589,721	
		Diamond Creek Bridge - Kangaloolah Road	\$561,007	\$ -	\$ 560,000	\$ 1,121,007	\$ 1,121,007	
<b>Waste Less Recycle More</b>	27.06.18	Bin Audit and Education	\$ -	\$ -	\$ 70,000	\$ 70,000	\$ 70,000	Project Progressing with Sue Hassett
<b>Club Grants Category 3</b>	10.02.17	Crookwell Memorial Community Sports Centre	\$425,113	\$ 11,500	\$ 600,000	\$1,036,613	\$ 1,036,613	Reporting to be undertaken
<b>Country Passenger Transport Infrastructure Grant EOI</b>	26.02.18	Taralga, Bigga and Binda Bus Stops	\$ -	\$ -	\$ 30,000	\$ 30,000	\$ 30,000	
<b>Community Building Partnership Fund</b>	08.08.17	Goodhew Park Upgrade	\$192,000	\$ -	\$ 50,000	\$ 242,000	\$ 242,000	Project completed. Opening Ceremony was 25 July 2019
<b>Growing Local Economies Fund</b>	05.07.18	Grabine Road Upgrade	\$200,000	\$ -	\$ 3,300,000	\$3,500,000	\$3,500,000	



Grant Projects Funded									
Grantee	Submitted	Project	Council Contrib.	Other Contribution	Amount Received	Subtotal	Project Cost	Comment/Progress	
Bridges Renewal (Round 3)	15.05.17	Kiamma Creek Bridge Upgrade	\$ 81,260	\$ -	\$ 450,000	\$ 531,260	\$ 1,062,460	Preparing for tender	
Fixing Country Roads 2015	02.05.16		\$ -	\$ -	\$ 531,230	\$ 531,230			
Stronger Country Communities Fund (Round 1)	12.09.17	PAMP Priorities	\$ -	\$ -	\$ 344,487	\$ 344,487	\$ 344,487	Hume Street Gunning pathway constructed, Nelanglo St and Showground to be constructed. Laggan awaiting construction.	
		Re-energising the Collector Community	\$ -	\$ -	\$ 220,000	\$ 220,000	\$ 220,000	Contract awarded - work starting September 2019	
		Pat Cullen Community Recreation area	\$ 81,000	\$ -	\$ 223,564	\$ 304,564	\$ 304,564	Solar lights installed. Completion on 20 September 2019	
		Clifton Park Community Connection & Pathway	\$ -	\$ -	\$ 112,189	\$ 112,189	\$ 112,189	Solar lights installed. Completed project. Undertaking final report.	
		Crookwell Showground Upgrade	\$ -	\$ -	\$ 275,141	\$ 275,141	\$ 275,141	Milestone 2 reporting being undertaken. Toilet/shower block ordered.	



Grant Projects Funded								
Grantee	Submitted	Project	Council Contrib.	Other Contribution	Amount Received	Subtotal	Project Cost	Comment/Progress
Stronger Country Communities Fund (Round 2)	01.05.18	Memorial Oval Fit Out	\$ -	\$ -	\$ 315,000	\$ 315,000	\$ 315,000	Awaiting security fly screens as last item before physical completion. Milestone 2 visit by Premier and Cabinet completed. Reporting being undertaken.
		Active Villages Project	\$ -	\$ -	\$ 300,000	\$ 300,000	\$ 300,000	Resolution to Council for award of contract
		Lights Football Action	\$ -	\$ -	\$ 150,000	\$ 150,000	\$ 150,000	Contract awarded to REES Electrical - expected installation in December
		PAMP – 1 <sup>st</sup> priorities	\$ -	\$ -	\$ 356,772	\$ 356,772	\$ 356,772	Design of Taralga shared path completed
		Breadalbane Hall Pergola	\$ -	\$ -	\$ 67,000	\$ 67,000	\$ 67,000	Pergola due to be completed in September



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## Information Only - 19 September 2019

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**ITEM 10.10**                      **Action Summary - Council Decisions**

**FILE REFERENCE**    **I19/573**

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

### **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: 18 October 2018**

299/18	Council staff investigates the potential of an area of land west of the Heritage Rail site and north of the Men's Shed within the John Holland railway corridor as an RV Friendly Town overnight parking site and prepare a further report to Council.	DFA	Report provided to 19 September 2019 Council Meeting.
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**Information Only****ACTION SUMMARY - COUNCIL DECISIONS cont'd****Council Meeting: 21 March 2019**

45/19	The Director of Infrastructure provides a report outlining all the stages to enable the completion of the airport project and timeline.	DOI	Report provided to 19 September 2019 Council Meeting.
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**Council Meeting: 16 May 2019**

119/19	This matter be deferred until an investigation into potential sources of contamination and the processes and procedures within the Crookwell Works Depot that could have adverse impacts on Kiamma Creek is submitted to Council.	DOI	Report to be provided to 17 October 2019 Council Meeting.
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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).	GM/DEP	Individual Councillors to make a decision in relation to Pecuniary Interest.
139/19	When Council receives the outcomes and statistics of the compliance action carried out by the RMS and Police, a further report is submitted to Council by the Director of Infrastructure. A report to be provided back to Council in relation to safety concerns related to the school bus on Wheeo and Peelwood Roads.	DOI	Report provided to 19 September 2019 Council Meeting.
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 reported to a future Council Meeting after the compulsory acquisition of land.



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

151/19	A report to be provided to Council as to what recommendations have been put forward since September 2018 by the Access Committee and what action has been taken.	DOI	Report provided to 19 September 2019 Council Meeting.
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	Quotations to be finalised and works to commence in September 2019.
161/19	The potential land sale be deferred to allow further discussions with Crookwell Taralga Aged Care after a Councillor workshop with a presentation from the Director of Environment and Planning on how the expansion of Crookwell Taralga Aged Care facility in Crookwell fits into the proposed Strategic Housing Plan.	GM/DEP	Councillor workshop to be held in October 2019.

**Council Meeting: 18 July 2019**

197/19	Council approach the Collector Pumpkin Festival Committee to provide a financial contribution towards portion 5 of the project.	GM	Collector Pumpkin Festival paid \$15,000 towards the project.
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**Council Meeting: 15 August 2019**

200/19	The General Manager takes no action in relation to Part 4 of Council Resolution 179/19 until the General Manager has submitted a report to Council on the availability of funds for implementing Part 4 of Council Resolution 179/19 as adopted.	DOI	Report provided to 19 September 2019 Council Meeting.
206/19	That Council create a Policy to set out the processes which should be adopted when naming any public infrastructure.	DOI	Report to be provided to 17 October 2019 Council Meeting.
207/19	Council keep the community informed with progress on repairs and temporary solutions and timeframes for scheduling works for those bridges with temporary load limits, with regular media releases and information published on Council's website and other media channels;	DOI	Media releases issued.



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

	A further report to Council be prepared detailing the costs associated with the installation of bypasses and other bridge alternative options and will outline the source of funding available for that purpose.		Report provided to Extraordinary Meeting of Council on 29 August 2019.
208/19	Council maintain 1.2 kilometres of Gibraltar Road Big Hill, after this road is transferred into Council's control as Public Road at no cost to the Council.	DOI	Correspondence forwarded to land owner on 23 August 2019.
209/19	Council adopts the reviewed Library Sponsorship Policy.	EA	Policy placed in Register and on Council's website 23 August 2019.
210/19	Council adopts the reviewed Borrowing and Loans Policy.	EA	Policy placed in Register and on Council's website 23 August 2019.
212/19	Council adopts the reviewed Subsidised Use of Public Halls Policy.	EA	Policy placed in Register and on Council's website 23 August 2019.
213/19	Council adopts the reviewed Electronic Security Systems Policy.	EA	Policy placed in Register and on Council's website 23 August 2019.
214/19	Council adopts the following policies: 1. Time in lieu of Overtime Policy 2. Staff Training Policy 3. Call Back Policy 4. Employee Assistance Program Policy 5. Higher Grade Pay Policy 6. Disciplinary Policy	EA	Policies placed in Register and on Council's website 23 August 2019.
216/19	Council adopts the reviewed Media Policy.	EA	Policy placed in Register and on Council's website 23 August 2019.
217/19	Council adopts the reviewed Advertising in Council's Newsletter Policy.	EA	Policy placed in Register and on Council's website 23 August 2019.



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

225/19	That the Committee advises the Council that it supports the Gunning District Community and Health Service taking over the management of the Community Room in the Tony Foley Memorial Gunning and District Community Centre subject to the service continuing to make the Community Room available to community groups, and to any necessary transitional arrangements arising from the section 355 Committee set up to manage the Centre.	DEP	Correspondence forwarded to the Tony Foley Centre Committee on 30 August 2019 and meeting held on 4 September 2019 for determination of transitional arrangements.
226/19	Council further clarify its priorities in writing to Essential Energy regarding its recently announced restructure and express concern in regards to loss of local employment in Crookwell and subsequent impacts this will then have on Essential Energy service level and response times to electricity outages in a large geographical service area. Council request Essential Energy to reconsider any local job losses earmarked for the Crookwell Depot as this will heavily impact the local economy and community.	GM	Correspondence forwarded on 31 July 2019.

**Extraordinary Council Meeting: 29 August 2019**

232/19	Council obtain permission from the Office of Local Government to increase the borrowing limit by an additional \$1.4 million to fund the replacement of the bridges.	DOI/DFA	OLG Borrowing Limit Return completed 16 September 2019.
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**POLICY IMPACT**

Nil

**OPTIONS**

Nil

**FINANCIAL IMPACT OF RECOMMENDATIONS**

Nil

**RECOMMENDATION** That -

1. Council receive and note the report as information.

**ATTACHMENTS**

Nil







## **11 ENVIRONMENT AND PLANNING**

The following items are submitted for consideration -

11.1	NSW Outdoor Dining Policy	176
11.2	Review of Council's Keeping Poultry (Residential Area) Policy	196
11.3	Review of Council's Pesticide Use Notification Policy	201
11.4	Local Strategic Planning Statements	217
11.5	LEP 2010 Land Use Table Review.	279



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## Environment and Planning - 19 September 2019

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**ITEM 11.1**                      **NSW Outdoor Dining Policy**

**FILE REFERENCE**    **I19/621**

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

### **ISSUE**

The NSW Outdoor Dining Policy is a policy that best supports local cafes, restaurants and other food-based businesses to take advantage of outdoor dining opportunities on Council footpaths.

**RECOMMENDATION**      That -

1. Council resolve to endorse the NSW Outdoor Dining Policy for the entire Local Government Area.
2. Council delegate to the General Manager the power to amend the Policy to align it with any subsequent modification of the model policy updated by the NSW Small Business Council.

---

### **BACKGROUND**

The model NSW Small Business Council (NSWSBC) Outdoor Dining Policy (the Policy) is part of the joint initiative of the Easy to do Business program, provided by Service NSW (SNSW), of which Council has a signed MOU with Service NSW to collaboratively help business owners open and grow a café, small bar or restaurant by providing a single online digital solution and personalised support.

The model policy offers a free, streamlined, digital application process supported by business guidance from Service NSW's Business Concierges.

The policy provides a fast two-day approval time for compliant applications that retains the legislative right of Councils to control footpath use, has been endorsed by the Disability Council of Australia and the Ministerial Council on Ageing.

### **REPORT**

To advise Council of the commencement of an Outdoor Dining Policy in partnership with the NSWSBC and SNSW and seek approval to adopt and implement the policy and related documentation developed by NSWSBC.

### **POLICY IMPACT**

The adoption of the NSWSBC Outdoor Dining Policy will rescind Council's Outdoor Dining Policy adopted on the 15 February 2018, Resolution No 08/18.



## **OPTIONS**

Adopt the model NSW SBC Outdoor Dining Policy or alternatively not adopt model NSW SBC Outdoor Dining Policy and Council's current Outdoor Dining Policy will remain.

## **FINANCIAL IMPACT OF RECOMMENDATIONS**

Nil

## **RECOMMENDATION**      That -

1. Council resolve to endorse the NSW Outdoor Dining Policy for the entire Local Government Area.
2. Council delegate to the General Manager the power to amend the Policy to align it with any subsequent modification of the model policy updated by the NSW Small Business Council.

## **ATTACHMENTS**

1.	NSW Outdoor Dining Policy	Attachment
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# NSW Outdoor Dining Policy

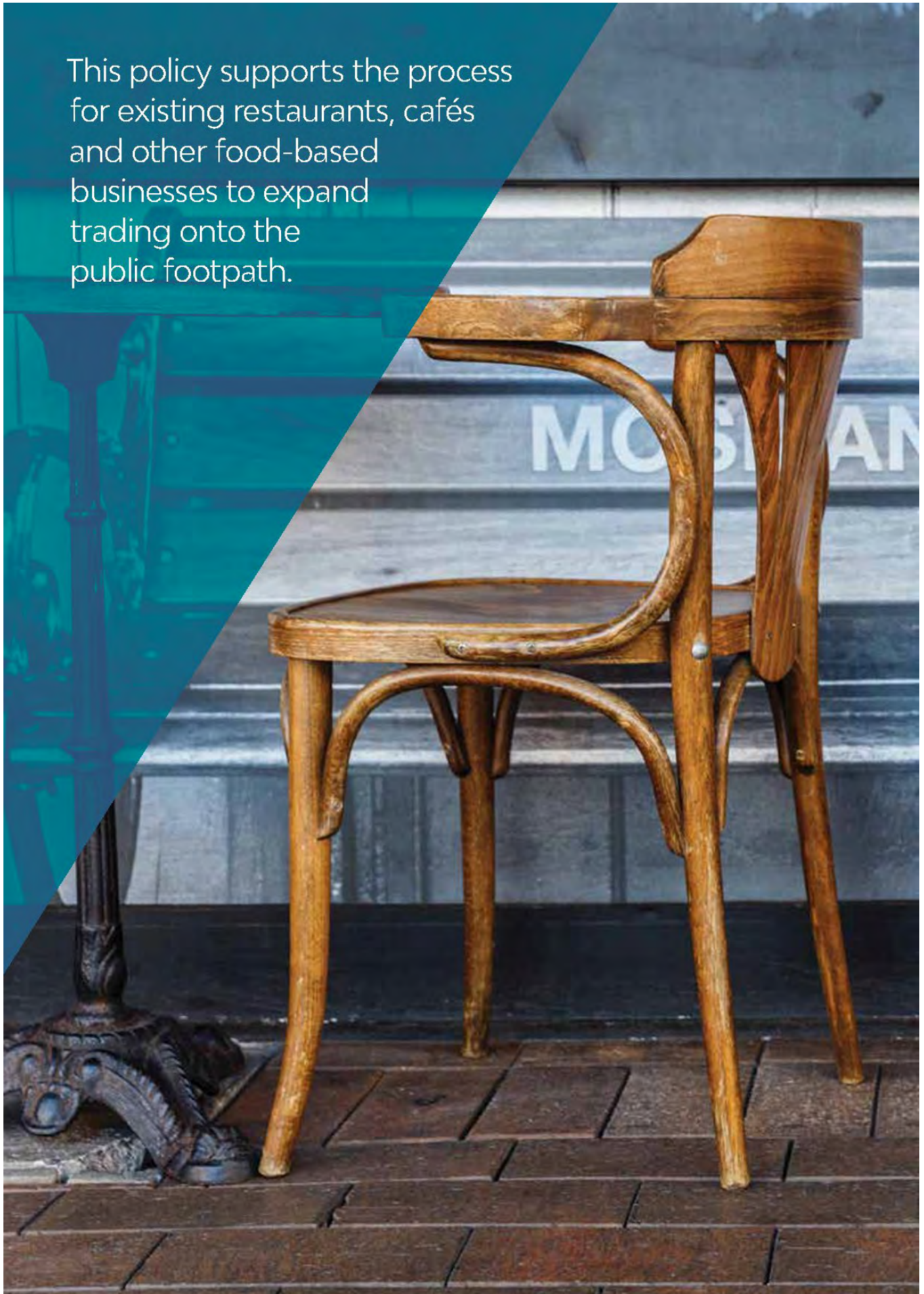
2019



Small  
Business  
Commissioner



This policy supports the process for existing restaurants, cafés and other food-based businesses to expand trading onto the public footpath.





# Contents

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Roles and responsibilities 13 ▶

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## Message from the NSW Small Business Commissioner



As the NSW Small Business Commissioner, my job is to make it easier for small businesses to get on with doing business.

My office works with small businesses to reduce burdens on their operations and strengthen local economies through regulatory reform and policy harmonisation.

The NSW Outdoor Dining Policy 2019 builds on the successful Easy to do Business program, run in partnership with Service NSW, to make it easy for retail food businesses to expand into outdoor dining activities.

Key benefits include:

- a streamlined and simplified approach for outdoor dining approvals
- cutting red tape for small businesses and local Councils
- user-friendly, online assessment and approval
- lower costs and compliance burdens on small businesses.

In developing this policy, we have consulted with many small businesses and Councils, and worked closely with our policy trial participants, the City of Parramatta, Canterbury-Bankstown, Snowy Valleys, Liverpool Plains Shire, Queanbeyan-Palerang Regional, Maitland City and Port Stephens Councils.

I thank these Councils for their willingness to be involved, their leadership and their commitment to improving the operating environment for our small business operators.

We look forward to seeing our small business sector thrive and our communities enjoy the wonderful social benefits of a vibrant outdoor dining culture.



**Robyn Hobbs OAM**  
NSW Small Business Commissioner



NSW Small Business Commissioner  
NSW Outdoor Dining Policy 2019

# The policy

## New South Wales outdoor dining

### 1. Purpose of this policy

The aim of the NSW Outdoor Dining Policy 2019 is to establish a framework to make it easy for food-based businesses to expand their existing dining activities outdoors onto public land adjacent to their existing premises.

The policy is designed to:

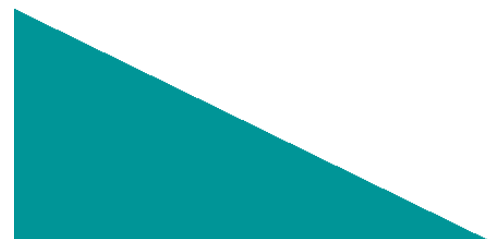
- provide a framework for establishing and operating an outdoor dining area, including:
  - determining the suitability of a site
  - managing public safety including road safety
  - ensuring operations do not detract from the visual appeal of an area
  - meeting ongoing operational requirements
  - meeting all necessary state and federal legislative requirements
- reduce the time and complexity of the approval process for businesses by outlining the steps a business must take to be granted an outdoor dining permit
- encourage the use of public places for outdoor dining as a means of stimulating business growth and development in NSW
- ensure any outdoor dining activities have minimal disruption to neighbours, pedestrians and other street users
- promote vibrancy, culture, vitality, amenity and ambience in the street environment of commercial areas while also protecting the existing local character of an area.

### 2. Scope

This policy only applies to existing, approved, food-based businesses located within the identified outdoor dining locations in participating local government areas that:

- have seating inside. A business cannot solely rely on outdoor seating on a public footway
- do not currently offer outdoor dining and would like to expand their existing dining activities outdoors and may increase their overall capacity by doing so
- meet all five permit requirements outlined within this policy
- meet the liquor requirements outlined within this policy (if required)
- do not require approval for any permanent structure
- meet the sanitary facilities requirements under the Building Code of Australia
- will not have their outdoor dining areas located on Crown land
- the dining area does not cause any impediment to road safety or traffic network efficiency
- if the dining area is adjacent to a state-managed road, the road has a speed zone (limit) of 50 km/h or less and has a defined kerb and guttering or other suitable delineation.

Where a permit is issued under this policy to a business operating on a state-managed road with a speed limit of 50 km/h or less, the permit is issued with the concurrence of Roads and Maritime Services or Transport for NSW, which has been delegated to Councils for outdoor dining applications made on the Easy to do Business platform. Businesses operating on state-managed roads with a speed limit in excess of 60 km/h should contact their Council to discuss the possibility of outdoor dining.





# The policy

## Outdoor dining permit requirements

Table 1. Overview of permit requirements

Category		Key considerations
1	<b>Location/site suitability</b> Facilitate the appropriate use of footpaths and public places for outdoor dining activities.	<ul style="list-style-type: none"> <li>• Minimum distances</li> <li>• Neighbours</li> </ul>
2	<b>Safety</b> Maintain an equitable and safe thoroughfare around outdoor dining areas for all users.	<ul style="list-style-type: none"> <li>• Public safety, including road safety</li> <li>• Accessibility</li> <li>• Line of sight</li> <li>• Management of animals</li> <li>• Engagement with public</li> </ul>
3	<b>Amenity</b> Facilitate improvement to the local character, street vitality and economic viability.	<ul style="list-style-type: none"> <li>• Local character</li> <li>• Attractiveness</li> <li>• Local vitality</li> </ul>
4	<b>Function</b> Ensure the design, furniture, fixtures and day-to-day requirements of the outdoor dining space reflect the local area.	<ul style="list-style-type: none"> <li>• Design of space</li> <li>• Furniture</li> <li>• Fixtures</li> <li>• Daily operations</li> </ul>
5	<b>Legal and compliance</b> Ensure that the management of outdoor dining activities avoids nuisance, endangerment or inconvenience to neighbours and the general public.  Address public liability and manage risks, and ensure compliance with state legislation including liquor laws.	<ul style="list-style-type: none"> <li>• Noise</li> <li>• Waste</li> <li>• Operational conditions</li> <li>• Council inspections</li> <li>• Insurance</li> <li>• Compliance with legislation</li> </ul>



NSW Small Business Commissioner  
NSW Outdoor Dining Policy 2019

### 3. Important information

Before making an application under this policy, businesses should read the *Outdoor Dining User Guide 2019*, referred to throughout this policy as the *User Guide*.

All businesses undertaking outdoor dining activities must have a valid permit. The relevant local Council will issue the permit once the outdoor dining application has been processed through the Easy to do Business online platform.

To be granted a permit for outdoor dining activities under this policy, a business must self-assess its proposed outdoor dining area against the five requirement areas outlined in Table 1 and ensure it meets all of the prerequisites detailed in the subsequent sections.

Once granted a permit, a business must maintain compliance with these requirements and the permit terms.

### 4. Permit requirements

#### 1: Location/site suitability

When using footpaths and other public places for outdoor dining activities, reasonable consideration should be given to the suitability of the site and all users of the location.

An outdoor dining area is only permitted where:

- a. the outdoor dining area is directly related to the operation of an existing food business and operates on the same basis as the existing food business
- b. the applicant is the owner or proprietor of that business premises
- c. the ground surface of the outdoor dining area has additional clearance widths to allow for easy movement by staff and customers. Pedestrians must not be forced onto the road by the outdoor dining area or other non-permanent items on the footpath
- d. the ground surface of the outdoor dining area is suitably constructed and sufficiently level to accommodate outdoor dining furniture and enable the area to be used safely and without inconvenience to pedestrians or vehicles
- e. the outdoor dining area presents no hazard to pedestrians, diners or vehicular traffic
- f. the outdoor dining operator calculates clearance widths of the outdoor dining area, taking into account pedestrian volumes and any existing or proposed landscaping, vegetation, garden beds or street furniture that may impact on the clearance
- g. the location and operation of the outdoor dining area has taken into consideration the amenity of neighbours and other users of the public space



- h. the service of alcohol is limited to the applicant's business frontage only
- i. the outdoor dining area is contained within the frontage of the business premises, with an allowable expansion of up to 50% of the adjoining businesses' frontages, subject to revocable Outdoor Dining Adjoining Business Permission from the adjoining business owner. It is a requirement that this permission can be revoked at any time without notice and any approval will automatically lapse on change of ownership of the adjoining businesses or the applicant business
- j. any relevant Local Street Guide issued by the appropriate local Council for the locality where the outdoor dining will take place is taken into consideration
- k. the outdoor dining area complies with AUSTROADS Guide to Road Design Part 6A – Paths for Walking and Cycling (Section 5 Design Criteria) and Australian Standard AS2890

**Permanent structures:** Separate local Council approval is needed to erect permanent structures in a public space, including awnings that are not defined as temporary. This policy does not cover approval for permanent structures.

For guidance, see the *User Guide*.

## 2: Safety

A food business expanding their premises to an outdoor dining area must ensure that an equitable and safe environment is maintained for all users.

An outdoor dining area is only permitted where:

- a. a suitable risk assessment has been undertaken to ensure the safety of diners, and that other vulnerable road users are appropriately considered and there is no detrimental impact for road safety. If the dining area is adjacent to a state-managed road, the road's speed zone must be 50 km/h or less the area must have defined kerb and guttering, or other suitable delineation to separate diners from vehicles
- b. an equitable, clear and safe thoroughway is maintained on footpaths for all pedestrians including those using mobility aids, prams and motorised scooters
- c. the outdoor dining area is integrated with existing streetscape, pedestrian circulation and traffic safety by maintaining adequate clearances. This is further outlined in the *User Guide*
- d. the safety and convenience of road users and cycleway users is not compromised. The line of sight at intersections must be maintained, so outdoor dining must be set back at a 45-degree angle from the corner of the building, equating to a three to five metre clearance from the corner to the edge of the outdoor dining area
- e. the number of tables and chairs in the outdoor dining area allows unobstructed access and circulation for patrons and staff
- f. if the business owner agrees that dogs are permitted, dogs are kept on leashes, suitably restrained and remain on the floor
- g. a high standard of public safety and amenity, including cleanliness, is established and maintained
- h. all furniture, including temporary bollards, is stored inside after hours

For further guidance see the *User Guide*.



NSW Small Business Commissioner  
NSW Outdoor Dining Policy 2019

### 3: Amenity

Improve the local character, street vitality, amenity and economic viability of the local/surrounding area/locality.

An outdoor dining area is only permitted where:

- a. it is attractive, inviting and contributes to the amenity of the locality
- b. it is compliant with any relevant Local Street Guide prepared by the Council
- c. the business owner has regard to the existing urban character, cultural significance and street quality, and whether other existing outdoor dining is located along the building line or kerbside.

A Council may specify whether outdoor dining should be placed kerbside or along the building line. An applicant should check if there is a local street guide provided for their area. If there is no specified requirement, any dining should be aligned with the placement of other existing outdoor dining in neighbouring areas, so that the thoroughfare is not obstructed. If the site adjoins reverse angle parking, any dining must meet clearance requirements specified in the *User Guide*. The kerbside parking lane may be included as part of the minimum clear zone where parking is permitted, provided that tables and chairs located kerbside are set back a minimum of one metre from the kerb.

#### Local Street Guide

A Council may develop a Local Street Guide to ensure outdoor dining activities reflect the local character, heritage, and environment of a particular commercial area or precinct in a local government area. Outdoor dining activities approved under this policy must comply with any Local Street Guide that is in effect at the time of their application. If a Council introduces a local street guide, businesses that already have an approved permit will be notified by the Council and have 12 months to comply with any new requirements.

For further guidance see the *User Guide*.

### 4: Function

A food business expanding their premises to an outdoor dining area must ensure that the design of the outdoor dining space, furniture, fixtures and day-to-day requirements reflect the local area, and that the outdoor dining area is kept clean.

An outdoor dining area is only permitted where:

- a. the outdoor dining area is compliant with the *User Guide* and relevant Local Street Guide in respect to the use of umbrellas, screens, planter boxes and gas heaters
- b. furniture and fixtures are easy to clean and maintain
- c. the outdoor dining operator is satisfied that furniture used is suitable and safe for outdoor dining
- d. the business owner ensures that their outdoor dining area is cleaned and maintained on a regular basis. This includes ensuring tables are promptly cleared, and that all waste generated by the business and its customers is picked up and disposed of regularly.

For further guidance see the *User Guide*.



### 5: Legal and compliance

A food business expanding their premises to an outdoor dining area must ensure management of outdoor dining activities avoids nuisance, endangerment or inconvenience and there is compliance with all requirements.

An outdoor dining area will only be considered where:

- a. outdoor dining activities operate no later than midnight Monday to Saturday and 10pm on Sunday
- b. noise and music are appropriately managed to not be a nuisance to patrons, surrounding businesses, pedestrians and motorists and follow the state noise pollution requirements
- c. the business meets the waste management requirements of the local Council
- d. the business owner complies with the conditions in this policy, and all other relevant local, state and federal requirements for food-based businesses
- e. the business owner has public liability insurance required by their local Council, usually \$20 million.

For restaurants and cafés provisionally approved to serve liquor, the sale of liquor in the outdoor area and the operation of that area must comply with the licence conditions under the *Liquor Act 2007* that apply in relation to a licensed restaurant.

For further guidance see the *User Guide*.

## The policy

# Applications for outdoor dining permits

### 5. How to apply

Businesses can apply for a permit through the Service NSW Easy to do Business Concierge Service at [mybusiness.service.nsw.gov.au/crsb/od](https://mybusiness.service.nsw.gov.au/crsb/od)

### 6. Application fees

Council and state government agency fees will be waived for businesses that obtain a permit under this policy.



## The policy

# Businesses with an on-premises (restaurant) licence

### 7. Criteria for change of boundary for on-premises liquor licence

Restaurants and cafés that have an existing on-premises liquor licence will need to meet the following criteria for their on-premises licence to extend their boundary to include the outdoor dining area:

- a. The restaurant or café has standard trading hours and is only authorised to serve liquor with meals, i.e. no extended trading authorisation (ETA) or primary service authorisation (PSA).
- b. Within the past 12 months, the premises has not been listed under Schedule 4 of the *Liquor Act 2007* as a violent venue, or has not incurred a strike under the Three Strikes scheme.
- c. The business provides consent for Service NSW to notify Liquor & Gaming NSW and the relevant local Council of its application to change liquor licence boundary.
- d. Where the above criteria are met, the restaurant or café will be provisionally approved to extend the licenced boundary to the outdoor dining area.
- e. Liquor & Gaming NSW will continue to assess the change of boundary application as per existing arrangements for expansion of liquor licence boundary.
- f. If no valid objections are received during consultation, Liquor & Gaming NSW will approve the change of boundary application. If Liquor & Gaming NSW refuses the application in accordance with its existing policies for change of liquor boundary, no alcohol may be consumed in the restaurant's or café's outdoor dining area.
- g. Any outdoor dining areas that fall within a designated alcohol-free zone must be cordoned off.
- h. Venues other than restaurants and cafés that have liquor licences that are not standard on-premises licences (including, on-premises with PSA or ETA, small bar or hotel) will still be able to apply for an outdoor dining permit under this policy. However, if/when approved, these businesses will not automatically be able to serve liquor on the footpath. They will need to apply to Liquor & Gaming NSW separately to extend their liquor licence boundary to include the footpath (please refer to the Liquor & Gaming NSW website ([www.liquorandgaming.nsw.gov.au](http://www.liquorandgaming.nsw.gov.au)) for instructions on how to extend a licence boundary).



## The policy

# Accessibility

Over 4 million people in Australia experience disability.<sup>1</sup> That's around 1 in 5 Australians. People with disability, as well as their friends, relations and colleagues, constitute a significant group of consumers.

- Consider how people with a disability may enter and maneuver around your outdoor dining area and ensure there is enough space for someone to sit comfortably at a table in a wheelchair or mobility scooter.
- Uneven pavers can create a trip hazard for those less able. You should contact your local Council have the issue fixed.
- Ensure you provide adequate lighting for those with vision impairment.
- Consider using large font sizes on menus.

Following these tips will not only reduce the likelihood of discrimination complaints against your business, but will also increase your access to the market, and benefit the community, through greater economic participation of people with disability.



<sup>1</sup>Australian Bureau of Statistics, *Disability, Ageing and Carers, Australia: Summary of Findings, 2012* ABS cat no 4430.0 (2013).



NSW Small Business Commissioner  
NSW Outdoor Dining Policy 2019

## The policy

# Conditions of approval

### 8. The outdoor dining permit

A permit will be issued to each applicant if they satisfy the requirements of this policy. The permit will detail the conditions of approval that apply to the business, its location and the outdoor dining activities.

The permit holder will be responsible for ensuring the outdoor dining area is operated in accordance with the requirements outlined in this policy and the *User Guide* and complies with details submitted as part of the application.

The permit must be displayed at the business to which the permit refers, or produced on request.

The application may be revoked or suspended at any time during the approval period if a government agency:

- determines that an unacceptable safety risk is created by the outdoor dining operation
- the agency's contractors
  - undertake works in the approved footway area, or
  - undertakes or propose to undertake works or an event that otherwise impacts access to adjoining footways, roadways, transport infrastructure, parks or public places.

Footway seating or structures are not to cover or impede access to public utilities and drainage pits. Access is to be made available at any time and at no cost, if required.

### 9. Commencement of a permit

The applicant will undertake a self-assessment to determine if their proposed outdoor dining activities meet the five permit requirements outlined in this policy, the *User Guide* and any Local Street Guide. If the applicant determines that all requirements are met and expected conditions of operations will be fulfilled, then they will provide a signed declaration, and a permit will be issued.

The permit holder can then operate the outdoor dining area in accordance with the conditions of the outdoor dining permit.

### 10. Permit period

The term of a permit will be seven years from the date of approval.

The permit is not transferrable. Outdoor dining approvals are given to the operator of a premises, not a business or location.

### 11. Compliance

Compliance is undertaken by the Council in the local government area where the business is conducting outdoor dining activities, in accordance with the relevant Council's compliance policies and processes.

Running an outdoor dining area without a permit or not in accordance with a permit is an offence and may result in the issue of an infringement notice or other regulatory action by the local Council including cancellation of the business' permit.



# The policy

## Roles and responsibilities

### 12. Dispute resolution

Any dispute about an outdoor dining area, except for disputes about liquor licences, will be handled by the relevant local council in accordance with its policies and processes. Disputes about liquor licences will be handled by Liquor & Gaming NSW through its policies and procedures.

### 13. Failing to remove and reinstate

In the event of the permit holder failing to remove furniture or other property from the outdoor dining area following the lapsing or cancellation of their permit, the Council may remove and dispose of such property at its discretion, if not claimed within 28 days of notification to the permit holder.

In the event of the permit holder failing to remove furniture and/or to reinstate the footpath to its original condition within 14 days from the date of expiration or cancellation of the permit, the Council may carry out the works at the permit holder's expense.

### 14. Terrorism

Applicants must comply with 'Australia's Strategy for Protecting Crowded Places from Terrorism', released in August 2017. This strategy and the supporting guidelines address a number of specific security risks for crowded places, including in relation to hostile vehicles. Documents are available at [www.nationalsecurity.gov.au](http://www.nationalsecurity.gov.au)

### 15. Who is responsible for what

- **Food-based businesses, including restaurants and cafés**, provide a significant contribution to the vibrancy and economy of local communities. Businesses are responsible for meeting permit approval and operating requirements during the term of an approved permit.
- **NSW Small Business Commission** has co-ordinated development of the policy in consultation with Councils, small businesses, and other government agencies.
- **Local Councils** have a key role in promoting economic development and the vibrancy of their local community. Under the policy, Councils retain responsibility for final approval and issuance of the outdoor dining permit, in accordance with section 125 of the *Roads Act 1993*. They are responsible for ensuring compliance with outdoor dining permit requirements, all relevant legislation and heritage restrictions, and for defining any Local Street Guide for cafés and restaurants within their local government area.
- **Service NSW** is an integral part of the state's Easy to do Business initiative. Service NSW is responsible for administering the approval process for permits using its Concierge Service. It is developing an online digital platform for outdoor dining applications.
- **Liquor & Gaming NSW** administers liquor licencing in NSW. It is responsible for issuing licences and ensuring compliance with license requirements.



NSW Small Business Commissioner  
NSW Outdoor Dining Policy 2019

## The policy

# Legislation

### 16. Compliance with legislation and regulations

This policy will be endorsed as an approved local policy by each participating local Council under section 68 and Part 3 of the *Local Government Act 1993*.

In so doing, permitting any outdoor dining activity that is an exempt development does not require development consent under the *Environmental Planning and Assessment Act 1979*.

The State Environment Planning Policy (Exempt and Complying Codes) 2008 makes footpath dining an exempt development if it is:

- not associated with a pub or a small bar, and is carried out in accordance with an approval granted under section 125 of the *Roads Act 1993*, including any hours of operation to which the approval is subject
- carried out in accordance with any approval granted under section 68 of the *Local Government Act 1993*.

The State Environment Planning Policy (Exempt and Complying Codes) 2008 also makes the installation of bollards 'exempt development' if a business has a liquor licence and is located within an alcohol-free zone. See subdivision 8A Bollards of the State Environment Planning Policy (Exempt and Complying Codes) 2008 for development standards.

Where a permit is issued under this policy to a business operating on a state-managed road with a speed limit of 50 km/h or less, the permit is issued with the concurrence of Transport for NSW, which has been delegated to Councils for outdoor dining applications made on the Easy to do Business platform. Businesses operating on state-managed roads with a speed limit in excess of 60 km/h should contact their Council to discuss the possibility of outdoor dining.

This policy does not apply to the following land types:

- Outdoor dining on Crown Land requires approval under the *Crown Lands Management Act 2016*.
- Outdoor dining that is located on private land (i.e. land that is not on the public footpath) will require the approval of the local Council that administers the land on which the activity is proposed.



# Policy

## Definitions

The following definitions apply to this policy document.

- **Outdoor dining area:** is limited to public footpaths, nature strips and any other council-managed public spaces used by an adjacent approved restaurant, café or food-based business for temporary commercial dining activities. These activities include the serving of food or beverages, and the erection of associated temporary furniture and signs.
- **Outdoor dining operator:** the permit holder that exercises management and control over an outdoor dining area.
- **Outdoor dining activities:** the provision of suitable seating and tables and the performance of other activities directed at the consumption of food and beverages in an outdoor dining area.
- **Outdoor dining permit:** a permit issued under this policy authorising outdoor dining in a particular area.
- **Outdoor furniture:** items such as tables and chairs to accommodate outdoor dining patrons.
- **Permanent structure:** any outdoor structure not intended to be moved around frequently and that would be difficult to move without mechanical or other assistance within a 24 hour period.
- **State-managed road:** any road classified as 'State Road' by Roads and Maritime Services, under the *Roads Act 1993* S163 (4). State Roads are managed and financed by Roads & Maritime Services.
- **Temporary structure:** any outdoor structure intended to be removed from an outdoor dining area or packed away when the area is not in use, including removable umbrellas, sign boards and other decorative features such as storage units.

© State of New South Wales through Department of Industry 2019 The information contained in this publication is based on knowledge and understanding at the time of writing (June 2019). However, because of advances in knowledge, users are reminded of the need to ensure that the information upon which they rely is up to date and to check the currency of the information with the appropriate officer of the Department of Industry or the user's independent adviser.





[smallbusiness.nsw.gov.au/outdoor-dining-trial](http://smallbusiness.nsw.gov.au/outdoor-dining-trial)

PUB19/138



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## Environment and Planning - 19 September 2019

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**ITEM 11.2**                      **Review of Council's Keeping Poultry (Residential Area) Policy**

**FILE REFERENCE**    I19/622

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

### **ISSUE**

Review of Council's Keeping Poultry (Residential Area) Policy.

**RECOMMENDATION**      That -

1. Council adopts the reviewed Keeping Poultry (Residential Area) Policy.

---

### **BACKGROUND**

Nil

### **REPORT**

This report details a review of Council's Keeping Poultry (Residential Area) Policy. The Keeping Poultry (Residential Area) Policy is attached with amendments highlighted in yellow, and deletions from Policy highlighted red for Council's review.

### **POLICY IMPACT**

This is a review of an existing Council Policy.

### **OPTIONS**

Nil

### **FINANCIAL IMPACT OF RECOMMENDATIONS**

Nil

**RECOMMENDATION**      That -

1. Council adopts the reviewed Keeping Poultry (Residential Area) Policy.

### **ATTACHMENTS**

1.	Keeping Poultry (Residential Area) Policy - Date Adopted 20 February 2014 - Resolution XX/14 - Review 2017	Attachment
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<b>POLICY:-</b>	
Policy Title:	Keeping of Poultry (Residential Areas)
File reference:	F10/618-04
Date Policy was adopted by Council initially:	21 April 2011
Resolution Number:	120/11
Other Review Dates:	21 April 2011
Resolution Number:	120/11
Current Policy adopted by Council:	20 February 2014
Resolution Number:	XX/14
Next Policy Review Date:	2017

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

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



## OBJECTIVE

The objective of this Policy is to maintain residential amenity and minimise the nuisance affects associated with the keeping of poultry in urban areas.

## GENERAL

The keeping of poultry, specifically in relation to the manner in which they are kept, can be subject of Orders pursuant to Section 124 of the Local Government Act 1993.

The Regulation to the Act (specifically Schedule 2 of the Local Government (General) Regulation 2005) includes standards for the keeping of specific birds or animals being poultry. These provisions must be read in connection with this Policy.

Certain animal shelters should not be erected or located at premises without prior approval of Council. **Please contact Council's Environment and Planning Department for further details.** Council will consider the circumstances of individual proposals and will normally consult with neighbours as provided for in Council's Development Control Plan.

## TABLE OF REQUIREMENTS

ANIMAL	MAXIMUM NUMBER	MINIMUM DISTANCE (from certain buildings)	ADVISORY NOTES
Hens	No maximum numbers	4.5 metres (or such greater distance as the Council may determine in a particular case) of a dwelling, public hall, school or premises used for the manufacture, preparation, sale of storage of food.	The keeping of poultry must not create a nuisance or be dangerous or injurious to health. Poultry yards must at all times be kept clean, free from rats and mice, and free from offensive odours at all times.
Roosters	Limited/Restricted	15 metres.	The keeping of roosters must not create a nuisance or be dangerous or injurious to health. Roosters should be housed within a properly constructed sound reduction shed.



			If an offending rooster continues to cause a noise problem within the neighbourhood Council may proceed with further action under the Protection of the Environment and Operations Act 1997. Poultry yards must at all times be kept clean, free from rats and mice, and free from offensive odours at all times.
Other poultry including ducks, geese, turkeys, peafowl and other pheasants	Maximum of five	15 metres.	The keeping of poultry must not create a nuisance or be dangerous or injurious to health. Poultry yards must at all times be kept clean, free from rats and mice, and free from offensive odours at all times.

## **COUNCIL'S POWER TO CONTROL AND REGULATE THE KEEPING OF ANIMALS**

Generally, Council's powers to control and regulate the keeping of animals are provided under Section 124 of the Local Government Act 1993 and the local Government (general) Regulation 2005.

**This Policy is intended to be used by Council to provide guidance about the criteria Council will use when determining whether to exercise its powers and issue an order when it becomes aware that animals are causing some form of undesirable impact on the community.**

**The** Council may, in appropriate circumstances, issue an Order to:

- Prohibit the keeping of various kinds of animals;
- Restrict the number of various kinds of animals to be kept at the premises; and
- Require that animals be kept in a specific manner.

It is advised that Council can exercise further controls over animals under the following Acts:

- Protection of the Environmental Operations Act 1997;



- Environmental Planning and Assessment Act 1979
- Impounding Act 1993; and
- Food Act 2003

## **GIVING ORDERS BY COUNCIL**

Upon complaint, Council will inspect the premises and discuss any concerns with the owner/tenant of the premises in question. In addition, Council may liaise with community representatives with regard to solving the problem.

Where a problem is identified with the keeping of poultry and it cannot be resolved by consultation, the Council will proceed to issue notice of its intention to serve an Order.

Normally a person will be given the opportunity to make representations to Council prior to a formal Order being issued. In situations where urgency is required, an emergency Order may be issued without prior notice.

## **RELATED LEGISLATION AND COUNCIL POLICIES**

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

- Local Government Act 1993
- Local Government Regulations 2005
- Protection of the Environmental Operations Act 1997;
- Environmental Planning and Assessment Act 1979
- Impounding Act 1993; and
- Food Act 2003

## **VARIATION**

Council reserves the right to review, vary or revoke this policy.



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## Environment and Planning - 19 September 2019

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**ITEM 11.3**                      **Review of Council's Pesticide Use Notification Policy**

**FILE REFERENCE**    **I19/623**

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

### **ISSUE**

Review of Council's Pesticide Use Notification Policy.

**RECOMMENDATION**      That -

1. Council adopts the reviewed Pesticide Use Notification Policy.

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### **BACKGROUND**

Nil

### **REPORT**

This report details a review of Council's Pesticide Use Notification Policy. The Pesticide Use Notification Policy is attached with amendments highlighted in yellow, and deletions from Policy highlighted red for Council's review.

### **POLICY IMPACT**

This is a review of an existing Council Policy.

### **OPTIONS**

Nil

### **FINANCIAL IMPACT OF RECOMMENDATIONS**

Nil

**RECOMMENDATION**      That -

1. Council adopts the reviewed Pesticide Use Notification Policy.

### **ATTACHMENTS**

1.	Pesticide Use Notification Policy - Date Adopted 21 July 2011 Resolution 246/11 - Review 2019	Attachment
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<b>POLICY:-</b>	
Policy Title:	Pesticide Use Notification Policy
File reference:	F11/135
Date Policy was adopted by Council initially:	14 December 2006
Resolution Number:	398/06
Other Review Dates:	21 July 2011
Resolution Number:	246/11
Current Policy adopted by Council:	19 September 2019
Resolution Number:	XX/19
Next Policy Review Date:	2024
<b>PROCEDURES/GUIDELINES:-</b>	
Date procedure/guideline was developed;	
Procedure/guideline reference number:	
<b>RESPONSIBILITY:-</b>	
Draft Policy Developed by:	Director Environment and Planning
Committee/s (if any) consulted in the development of this policy:	Nil
Responsibility for implementation:	Director Environment and Planning
Responsibility for review of Policy:	Manager Regulatory and Biosecurity Services



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## PESTICIDE USE NOTIFICATION PLAN

### 1. INTRODUCTION

This pesticide use notification plan has been prepared in accordance with the requirements of the Pesticides Regulation 2009 2017 (the Regulation). The plan sets out how Upper Lachlan Shire Council will notify members of the community of the pesticide applications it makes or allows to be made to public places that it owns or controls.

The aim of this plan is to meet the community's general right to know about pesticide applications made to outdoor public places that are owned or controlled by public authorities. The plan allows members of the community to take action to avoid contact with pesticides, if they wish. Council ensures that pesticides are applied to public places in a safe, responsible manner, minimising harm to the community or the environment.

The plan describes:

- What public places are covered by the plan
- Who regularly uses these public places and an estimate of the level of use
- How and when Council will provide the community with information about its pesticide applications in public places (i.e. what notification arrangements will be used)
- How the community can access this plan and get more information about Council's notification arrangements
- How future reviews of the plan will be conducted
- Contact details for anyone wishing to discuss this plan with Council.

This plan states that Council only uses pesticides in public places when necessary to eliminate noxious weeds, to protect public property from pest damage and to protect the users of public places from nuisance or danger and for the beautification and maintenance of parks and reserves.

The majority of pesticide use consists of herbicides for noxious weed management and in parks and gardens maintenance. A small proportion of pesticide is used to control and manage insect infestations and rabbits.

Where council uses small quantities of pesticides that are available from retail outlets and are ordinarily used for domestic purposes, Council does not intend to provide notice for such pesticide applications other than those that have been described in this plan. This will apply to minor control of indoor and outdoor insect pests using baits or aerosol cans and spot weed control using a hand-held spray bottle.

Further information on pesticide use can be obtained by contacting the Upper Lachlan Shire Council WHS and Environment Coordinator Occupational Health and Safety Coordinator on 4830 1000 or Council's Noxious Weeds Manager on 4840 2099.



## 2. PUBLIC PLACES COVERED BY THIS PLAN

Upper Lachlan Shire proposes to use or allow the use of pesticides in the following categories of outdoor public places that it owns or controls:

- Public gardens
- Public parks, playgrounds and memorials
- Picnic areas
- Sporting fields and ovals
- Road verges and reserves
- Laneways and pathways
- Drains
- Golf courses
- Camping grounds and caravan parks
- Undeveloped reserves
- Swimming pools
- Cemeteries
- Tips
- Council administration buildings
- Council depots
- Council pounds
- Councils water and sewerage treatment works
- Street trees and gardens on nature strips
- Airfields
- Public Lands managed by Councils 355 Committees

This plan only covers regions within Upper Lachlan Shire Council *Appendix 1*.

Upper Lachlan Shire's estimate of the level of community use, regular user groups and types of pesticide use in each of these categories of public places are summarised in the following table.

Public places	Regular user groups	Level of use of public place	Type of pesticide use
Public gardens	Day visitors including children and families; employees and contractors	High use area	Spot herbicides Spot insecticides Broadscale selective herbicides Broadscale nonselective herbicides Broadscale insecticides Spray termiticides, wasps & ant control Bait termiticides, ant control Bait rabbit, bird control Fungicide



<b>Public places</b>	<b>Regular user groups</b>	<b>Level of use of public place</b>	<b>Type of pesticide use</b>
<b>Public parks, playgrounds and memorials</b>	Day visitors including Children and families; employees and contractors	Variable – low in remote areas as but often high in or near urban areas	Spot Herbicide Spot Insecticide Broad scale selective herbicide
<b>Picnic areas</b>	Day visitors including children and families; Employees and contractors	Variable – low in remote areas as but often high in or near urban areas	Spot herbicides Spot insecticides Broadscale selective herbicides Broadscale nonselective herbicides Broadscale insecticides Spray termiticides, wasps & ant control Bait termiticides, ant control Bait rabbit, bird control Fungicide
<b>Sporting fields and ovals</b>	Sporting clubs and associations School sports groups General recreational users (e.g.joggers, dogwalkers) Council Employees and contractors	Seasonal – medium to high during relevant sporting season	Spot herbicides Spot insecticides Broadscale selective herbicides Broadscale nonselective herbicides Broadscale insecticides Spray termiticides, wasps & ant control Bait termiticides, ant control Bait rabbit, bird control Fungicide
<b>Road verges and reserves</b>	Recreational users, motorists, employees and contractors, farmers with stock movements	Variable – low in remote areas but often high near urban areas	Spot herbicides Spot insecticides Broad scale selective herbicides Broad scale nonselective herbicides Broad scale insecticides Spray termiticides, wasps & ant control Bait termiticides, ant control Bait rabbit, bird control



<b>Laneways and pathways</b>	Recreational users, motorists, Trades and business personal employees and contractors,	Variable low – to high depending on town and location	Spot herbicides Spot insecticides Broad scale selective herbicides Broad scale nonselective
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<b>Public places</b>	<b>Regular user groups</b>	<b>Level of use of public place</b>	<b>Type of pesticide use</b>
	farmers with stock movements		herbicides Broad scale insecticides Spray termiticides, wasps & ant control Bait termiticides, ant control
<b>Drains</b>	Employees, contractors, recreational walkers	Low	Spot herbicides Spot insecticides Broad scale selective herbicides Broad scale nonselective herbicides Broad scale insecticides Spray termiticides, wasps & ant control Bait termiticides, ant control Bait rabbit, bird control
<b>Golf courses (owned or controlled by Council)</b>	Club members, recreational users and grounds staff	High use area on competition days low to medium use for the rest of the week	Spot herbicides Spot insecticides Broadscale selective herbicides Broadscale nonselective herbicides Broadscale insecticides Spray termiticides, wasps & ant control Bait termiticides, ant control Bait rabbit, bird control Fungicide



<b>Camping grounds and Caravan parks(owned or Controlled by Council)</b>	Individuals or groups staying for varying periods (days to weeks), employees and contractors	Variable and Seasonal i.e. low to very high use	Spot herbicides Spot insecticides Broadscale selective herbicides Broadscale nonselective herbicides Broadscale insecticides Spray termiticides, wasps & ant control Bait termiticides, ant control Bait rabbit, bird control Fungicide
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<b>Public places</b>	<b>Regular user groups</b>	<b>Level of use of public place</b>	<b>Type of pesticide use</b>
<b>Undeveloped Reserves</b>	Local residents , visitors, Council employees	Low	Spot herbicides Spot insecticides Broadscale selective herbicides Broadscale nonselective herbicides Broadscale insecticides Spray termiticides, wasps & ant control Bait termiticides, ant control Bait rabbit, bird control Fungicide
<b>Swimming pool Buildings and grounds</b>	Day visitors including Families, children, teenagers; employees and contractors	Variable and seasonal i.e . low to very high use	Spot Herbicide Spot Insecticide Broad scale selective Herbicide
<b>Cemeteries</b>	Day visitors including children and families; employees and contractors	Medium	Spot herbicides Spot insecticides Broadscale selective herbicides Broadscale nonselective herbicides Broadscale insecticides Spray termiticides, wasps & ant control Bait termiticides, ant control Bait rabbit, bird control Fungicide



<b>Council Tips and Transfer Stations</b>	General Public; employees and contractors	High use area	Spot herbicides Spot insecticides Broadscale selective herbicides Broadscale nonselective herbicides Broadscale insecticides Spray termiticides, wasps & ant control Bait termiticides, ant control Bait rabbit, bird control Fungicide
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<b>Public places</b>	<b>Regular user groups</b>	<b>Level of use of public place</b>	<b>Type of pesticide use</b>
<b>External gardens at Council administration buildings</b>	Day visitors including Shire residents, visitors; employees and contractors	High use area	Spot Herbicide Spot Insecticide Broad scale selective herbicide
<b>Council depots</b>	employees and contractors	Low	Spot Herbicide Spot Insecticide Broad scale selective herbicide
<b>Council pounds</b>	Staff and residents picking up animals	Low	Spot Herbicide Spot Insecticide Broad scale selective herbicide
<b>Councils Water and sewerage treatment works</b>	Council Staff and contractors School group excursions	Low	Spot Herbicide Spot Insecticide Broad scale selective herbicide
<b>Street trees and gardens on nature strips</b>	Local residents or visitors walking or driving on the road	Variable, depending on town and location	Spot Herbicide Spot Insecticide Broad scale selective herbicide Fungicide
<b>Airfields</b>	Aviators Visitors Emergency Services personnel	Low	Spot herbicides Spot insecticides Broad scale selective herbicides



	Ground maintenance staff		Broad scale nonselective herbicides Broad scale insecticides Spray termiticides, wasps & ant control Bait termiticides, ant control Bait rabbit, bird control
<b>Public Lands managed by Councils 355 Committees</b>	Visitors local residents, Council employees	Variable low to high depending on town and location	Spot Herbicide Spot Insecticide Broad scale selective herbicide Fungicide

### 3. NOTIFICATION ARRANGEMENTS

Upper Lachlan Shire Council will provide notification to the public of pesticide use in public places. This notification will involve the advertisements of Council's programs in local newspapers and newsletters and the placement of signage at and around the sites of application.

- **Advertisements**

Advertisements will be placed in appropriate newspapers and newsletters within the local area, advising of the approximate timing and purpose of programs and also providing a contact person and contact phone number where further information can be obtained or objections registered.

- **Signage**

Appropriate signage is to be displayed at the application site and also where practicable at sites to provide advance warning of the application site. These signs will provide information on the purpose of the application and the pesticide being used. The signs will include a contact person and contact phone number where further information can be obtained.

These notification arrangements are based on Council's assessment of;

- The level of use of the public place to be treated with pesticides
- Activities that could lead to direct contact with pesticides
- Type of pesticide used
- Signage at the application site

Notice of pesticide use will be provided by one or more of the following; Signage

- Advertisement in the local newspaper
- Information at Council administration buildings during business hours



- Door-knocking in emergency situations

The notification arrangements described below will apply to the following areas owned or controlled by Council;

- Public gardens
- Parks and playgrounds
- Picnic areas
- Sporting fields and ovals
- Swimming pools
- Sports stadium
- Cemeteries
- Shire Chambers
- Public lands managed by Councils 355 Committees

In these public areas information provided to the general public will be by signage and articles in local newspapers twice yearly which will specify the details of the proposed program. Signage will be in place during the application and persist for 24 hours after application of the following:

- Broadscale selective herbicides
- Broadscale non-selective herbicides
- Broadscale insecticides
- Broadscale fungicides

No notification will be given for the use of glyphosphate (roundup) other than the erection of signage for the duration of the application. Application will be by hand held spray bottle or knapsack, means suitable for the area. This will be at the discretion of the spray operator.

Sporting associations or other user groups that express an interest in the sporting fields and ovals, will be given 48 hours notification before application by fax email or other method such as telephone.

The notification arrangements described below will apply to the following areas owned or controlled by Council;

- Road verges and reserves
- Laneways and pathways
- Aerodrome
- Crown reserves controlled by Council
- Street Trees on Nature Strips
- Council Tips

For these public places, information about Councils work program for broadscale herbicide and insecticide application will be placed twice per year in the local newspapers, as broadscale application of herbicide and insecticide only occurs at appropriate times of the year.



- **Road verges and laneways**

It is recognised that the application of pesticides on roadsides and laneways is normally a mobile operation travelling substantial distances during programs and in Upper Lachlan Shire this is regularly conducted in remote areas. During these programs signage as described in the Notification Arrangements will be located on the mobile spray unit and the advance warning signage will either be located on an escort vehicle or on the roadside where practicable.

- **Emergency Pesticide Application**

For emergency application of pesticides in public areas for dangerous insects, locusts and rodents that pose an immediate danger or threat, Council will, where possible, post signs in the vicinity of the application.

- **Public places and pesticide uses where Council will not provide any notification**

Remote laneways or roads where spot application of herbicides is required to control **noxious** weeds, no notification will be required.

- **Pesticide Application Contractors and Lessees of Public Places**

Where contractors are used by Council to apply pesticides, Council will ensure notification is made in accordance with the notification requirements of this plan. Council requires the contractors to erect signage in accordance with the Pesticide Notification Plan.

Where persons or organisations hold an existing lease on Council land that remains a public place and if they use pesticides on this land, Council will request notification in accordance with the requirements of this plan. Council will not notify on their behalf. Council will request that signs will be erected by the organisations or persons holding the lease in accordance with this Pesticide Use Notification Plan.

#### **4. SPECIAL MEASURES FOR SENSITIVE PLACES**

**Clause 18 of the** Pesticides Regulation **2009** **2017** defines a sensitive place to be any:

- School or pre-school
- Kindergarten
- Childcare centre
- Hospital
- Community health centre
- Nursing home
- A place declared to be a sensitive place by the Environment Protection Authority (EPA) **now Office of Environment and Heritage.**

For non-emergency reactive pesticide use in outdoor public places next to sensitive places, Council will provide concurrent notice shortly before use to the occupier by



phone, email, door-knock or letterbox drop, depending upon what is practicable.

If a pesticide must be used to deal with an emergency in an outdoor public place that is adjacent to (or within 150 meters) of a sensitive place, Council will organise a door-knock in that sensitive place, preferably at least 30 minutes before, so people are aware that a pesticide is about to be used to deal with a dangerous or plague pest infestation.

Council has develop a register of sensitive places and shire residents wishing to have their details include in the sensitive areas register may do so but they must provide an adequate reason and proof as to why that area of land should be included.

*(See Appendix 2 for Sensitive places in the Upper Lachlan Shire area).*

## **5. HOW THE COMMUNITY WILL BE INFORMED**

Upper Lachlan Shire Council will advise residents of this plan and its contents by:

- Making a copy of the plan available for public viewing, free of charge, at Council offices at 44 Spring Street, Crookwell, 123 Yass Street, Gunning and the Taralga Post Office, Orchard Street, Taralga;
- Placing a copy of the Plan on the Council website;
- Placing a notice in Crookwell Gazette, Council News Letter, Goulburn Post, Lions Club of Gunning Notice board and the Yass Tribune.

## **6. FUTURE REVIEWS OF THE PLAN**

The notification plan will be reviewed every 5 years or as circumstances require. The review will include:

- A report on the progress of implementing the plan;
- Public consultation on the notification methods outlined in the plan; and
- Recommendation for alterations (if applicable) to the plan.

The next review of this document will take place in **2016. 2024**

## **7. CONTACT DETAILS**

Anyone wishing to contact Upper Lachlan Shire Council to discuss the notification plan or to obtain details of pesticide applications in public places should contact:

Ben Churchill  
WHS and Environment Coordinator  
44 Spring Street, Crookwell NSW 2583  
Ph: 02 4830 1000

**WarrickDunstan**  
**Manager REgulatoru and Biosecurity**  
**123 Yass Street Gunning NSW 2581**  
**Ph: 4830 1309**  
**Mobile: 0428 644 160**



*Appendix 1*  
*Map of Upper Lachlan Shire*





## **Appendix 2**

### **Sensitive Areas within Upper Lachlan Shire**

	<b>Sensitive Area</b>	<b>Address</b>	<b>Contact Name</b>	<b>Contact number</b>
1	Crookwell Hospital	Kialla Rd Crookwell 2583		4832 1300
2	Crookwell Public School	Denison St Crookwell 2583		4832 1213
3	Crookwell St Marys Primary School	Wade St Crookwell 2583		4832 1592
4	Crookwell High School	Crown St Crookwell 2583		4832 1421 4832 1422
5	Crookwell Pre School Kindergarten	Colyer St Crookwell 2583		4832 1083
6	The Health Care Centre	Kialla Rd Crookwell 2583		4843 2500
7	Doctor Surgery (Dr Thangavelu)	110 Goulburn St Crookwell 2583		4832 1006
8	Gunning and District Pre-School	37 Biala St, Gunning (PO Box 53) 2581		4845 1396
9	Gunning Primary School	Yass St Gunning 2581		4845 1129
10	Gunning District Community & Health Service	101 Yass St, Gunning (PO Box 50) 2581		4845 1166
11	Taralga Primary School	Orchard St Taralga 2580		4840 2047
12	Bigga Primary School	Binda St Bigga 2583		4835 2236
13	Binda Primary School	Queen St Binda 2583		4835 6052
14	Dalton Primary School	Jobson St Dalton 2581		4845 6210



15	Laggan Public School	Laggan Rd Laggan 2583		4837 3215
16	Trinity Grammar School	"Pine Bluff" Bigga 2583		4835 2231
17	Taralga Play Centre	Orchard St Taralga 2580		4840 2300
18	Taralga Children's Centre	76 Hillas St Taralga 2580		4840 2220
19	Country Kids	King Rd Crookwell 2583		48322591
20	Collector Primary School	Goulburn Street Collector		48480024
21	Breadalbane Primary School	Collector Rd Breadalban e		48442243
22	Viewhaven Lodge	Laggan Road Crookwell		48322437
23	Sunset Lodge	Bannaby Street Taralga		48402167
24	Taralga Medical Centre	Bannaby Street Taralga		



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## Environment and Planning - 19 September 2019

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**ITEM 11.4**                      **Local Strategic Planning Statements**

**FILE REFERENCE**    **I19/625**

**AUTHOR**                      **Manager of Environment and Planning**

### **ISSUE**

The NSW government requires rural councils to prepare local strategic planning statements by June 2020. The planning statements need to go through a community and Government consultation process. To achieve the timeline, and avoid consultation processes across the Christmas period, Council needs to approve the draft statements for consultation purposes in September 2019. This Draft is for consultation and engagement processes only. After the engagement process the Statements will be amended and returned to council for endorsement.

**RECOMMENDATION**      That -

1. Council endorse the draft Local Strategic Planning Statements for Community and Government Consultation.
2. Council develop a community engagement process prior to exhibiting the Draft Local Strategic Planning Statements.

---

### **BACKGROUND**

Changes to the State government planning framework include the introduction of regional plans, a review of Council's planning system every five years and to have prioritised strategic planning. Previously, state and local government relied more on development control processes. The intention is to clarify Council's strategy, align it with State government strategy and reduce the reliance on detailed development control documentation.

The local strategic planning statements contain: statements of intent, actions and objectives that will shape the next iteration of council's local environmental plan. There are several background documents including a housing strategy, planning review of some rural localities and master plans for some of Council's settlements.

The local strategic planning statements summarise these documents and provide succinct statements about Council's intentions. The statements rely on Council's existing policy of developing its villages, diversifying its economy and maintaining the Shire as an agricultural centre with a rich social and environmental heritage. Continued improvement of infrastructure to maintain liveability, introducing tourism and encouraging growth in the localities affected by Sydney and Canberra are the primary focus of the strategic statements.



## ***Environment and Planning***

### **LOCAL STRATEGIC PLANNING STATEMENTS cont'd**

This Planning Statement is a draft for discussion only and will be amended following engagement with Councillors the public and industry groups. It is important that the statements reflect the community's intentions and are reflective of the Council's values.

### **POLICY IMPACT**

As previously reported this documentation will change Council's local environmental planning policy significantly. The local strategic planning statements will lead to changes in the local environmental plans, it will also have a significant impact on Council's development control plans and introduce local character statements as the guiding principles for localities. The plan affects the strategic planning direction. The State government intends to rely more on strategic policy and less on development control procedures.

### **OPTIONS**

Council may wish to consult on planning strategies through government first, however the strategies should be Councils plans for its community with some community endorsement prior to going to government.

### **FINANCIAL IMPACT OF RECOMMENDATIONS**

There are no budget implications.

### **RECOMMENDATION**      That -

1. Council endorse the draft Local Strategic Planning Statements for Community and Government Consultation.
2. Council develop a community engagement process prior to exhibiting the Draft Local Strategic Planning Statements.

### **ATTACHMENTS**

1.	Draft Local Strategic Planning Statements	Attachment
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Upper Lachlan Local Strategic Planning Statements

## Upper Lachlan Shire Council



## Draft Local Strategic Planning Statement

September 2019



Draft Upper Lachlan LSPS September 2019 – p 1



## Upper Lachlan Local Strategic Planning Statements



### MAYOR'S MESSAGE

While we cannot be certain what may have happened by 2040, we can presume that the Upper Lachlan Shire will be different to now, and we must plan to accommodate those changes.

We have taken the opportunity to imagine what the Shire will look like two decades from now. The Local Strategic Planning Statement (LSPS) will provide the guiding principles for change.

The LSPS acknowledges the pride we have in our past and the hope we have for our future.

The plan will guide logistical, spatial and aesthetic solutions for the issues we face as we grow and change.

*-John Stafford, Mayor*



Upper Lachlan Local Strategic Planning Statements



Draft Upper Lachlan LSPS September 2019 – p 3



## Upper Lachlan Local Strategic Planning Statements

## Executive Summary

***Vision 2040: A district of villages in a beautiful tablelands landscape with a prosperous agricultural and energy economy connected to Sydney, Canberra and international markets.***

The Local Strategic Planning Statement (LSPS) identifies Upper Lachlan Shire Council's (ULSC) strategic vision for the next 20 years and outlines the planning priorities, principles, and actions to achieve that vision.

Council's planning priorities focus on housing, agriculture, economic diversity, tourism and infrastructure.

The priorities align with actions that facilitate the continuity of local identity and recognize the beauty of our local environment.



Upper Lachlan Local Strategic Planning Statements





## Upper Lachlan Local Strategic Planning Statements

Context

***Upper Lachlan Shire Council's planning priorities focus on housing, agriculture, economic diversity, tourism and infrastructure.***

A review of Council's planning system undertaken in 2019 identified key priorities: the development of communications, education and training facilities in the Shire.

Council's draft housing strategy, an analysis of the Local Environmental Plan, rural land use strategies, and scenario planning have also informed the LSPS.

The LSPS recognises a transformational international economy reliant on new technologies, shrinking geography, growing income inequality, and the role of aesthetics and amenity in attracting new investment.

Trends and opportunities that the community may wish to pursue are: rural villages set in an agricultural landscape, and the marketability of a diverse landscape.

A large proportion of rural land has rich soils, minerals and good rainfall in a cool temperate climate, making it ideal for farming and agriculture.

The Shire's topography, coupled with increased investment in renewable energy, also may provide further economic opportunities for the Upper Lachlan.



## Upper Lachlan Local Strategic Planning Statements

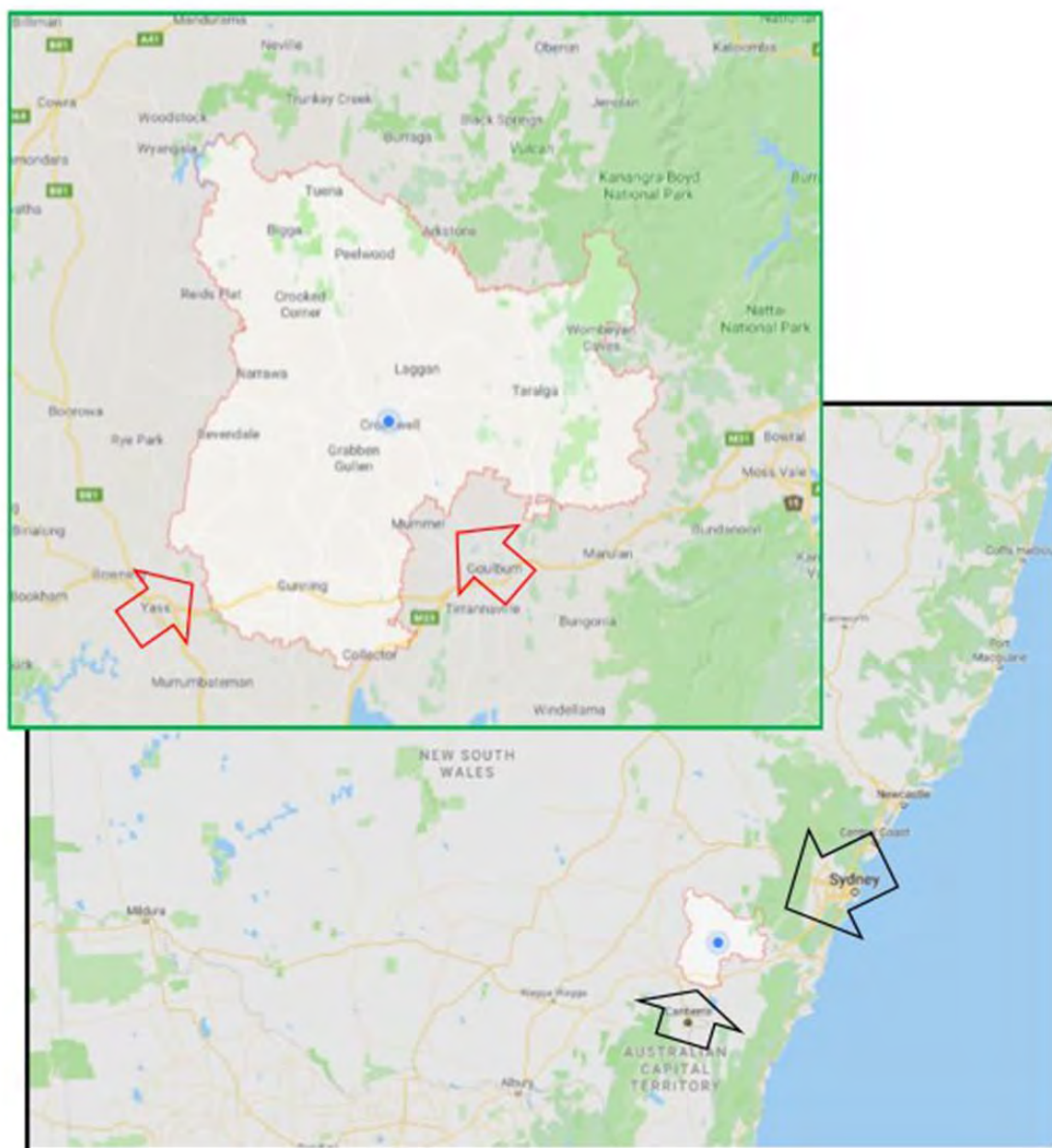


Figure 1 Location and directional growth pressure



## Upper Lachlan Local Strategic Planning Statements

## The Upper Lachlan

***Nestled in the Southern Tablelands, west of the Blue Mountains the Shire's rich soils and temperate climate provide an idealistic setting for its twelve villages.***

The Upper Lachlan Shire sits on the Great Dividing Range. The northern boundary is the Abercrombie River, and to the south are the Wollondilly and Lachlan Rivers.

Currently, the Shire has a population of 7,500. Most people live in Crookwell. Other villages include: Gunning, Collector, Taralga, Dalton, Binda, Tuena, Grabben Gullen, Laggan, Breadalbane, Jerrawa and Bigga.

Most services are at Crookwell and Gunning where health and medical services, a fire brigade, police, banking, a post office and retail provide for local needs.

The number of people over 65 is forecast to grow by 36 per cent by 2036. The most significant challenge for the Shire is the ageing population. The preeminent task is to accommodate services and facilities for these people and to replace the aging farming communities.

In the Shire, nearly 2,500 people are employed, predominantly in agriculture, a figure that is projected to grow slowly in the next decade.

Agriculture, mostly fine wool and potato production, continues to underscore the economic and social fabric of the villages.

Tourism is an emerging commercial driver.

Wind farms are a prominent element in the landscape.



Upper Lachlan Local Strategic Planning Statements

Gunning Dwelling





## Upper Lachlan Local Strategic Planning Statements

Local Strategy

*The LSPS will inform the planning of the spatial relationships of land use in the Upper Lachlan Shire.*

The LSPS identifies strengths, challenges and gaps where strategic planning will inform, shape and guide regional and local statutory and policy documents.

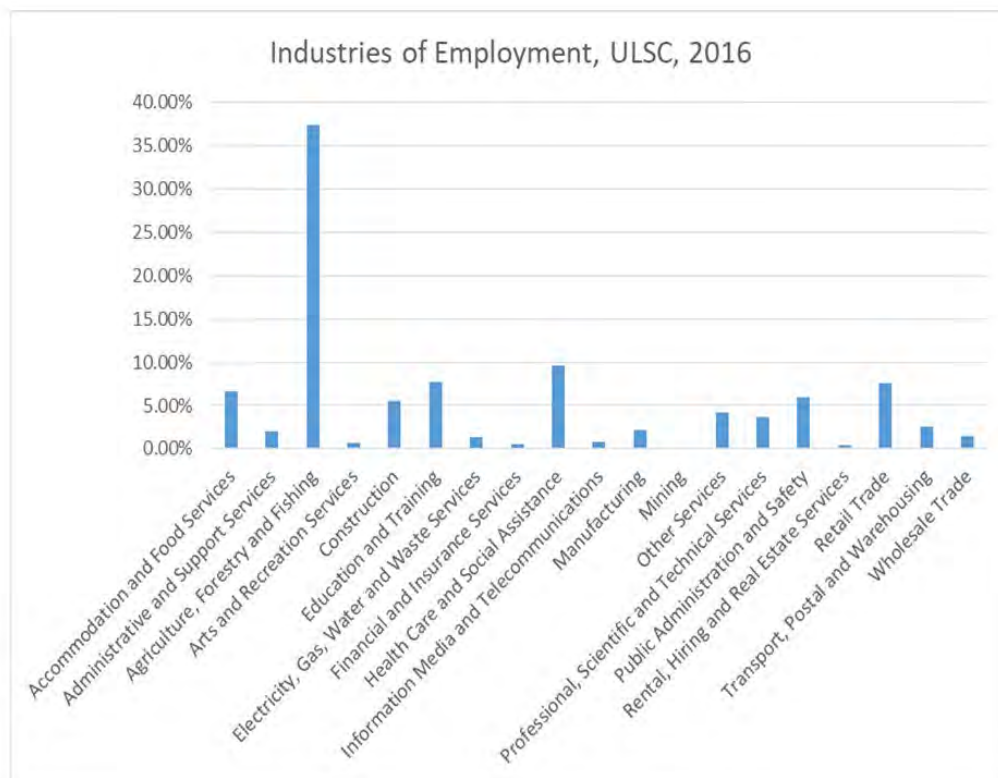
The LSPS addresses:

- Culture, context and background: **the basis for strategic planning.**
- Land use vision: to set **the structure plan** for villages including Crookwell, Gunning, Collector, Taralga and Laggan.
- **Planning priorities:** to be consistent with the Southern Tableland Regional Plan 2036.
- **The actions** required to achieve planning priorities; and
- **The Council's** processes to monitor and report on the **implementation of the plan.**

The document will be reviewed every seven years to accommodate changing priorities. The LSPS gives effect to the Southern Tableland Region Plan 2036 and Upper Lachlan Community Strategic Plan.



## Upper Lachlan Local Strategic Planning Statements





## Upper Lachlan Local Strategic Planning Statements

Local Opportunities

***There are untapped opportunities in agriculture, energy and housing. The Regional Plan and Housing Strategy both point to the need for change to facilitate investment.***

Gunning and Collector are in a growth corridor, because of their proximity to Canberra and lower agricultural productivity. They can meet commuter settlement demand generated by Canberra and provide affordable living options.

Agricultural endeavor is the mainstay of the economy and employment, however changes in local, and global economic trends are not being applied locally.

Upper Lachlan's proximity to Canberra and Sydney provides lots of potential for future development.

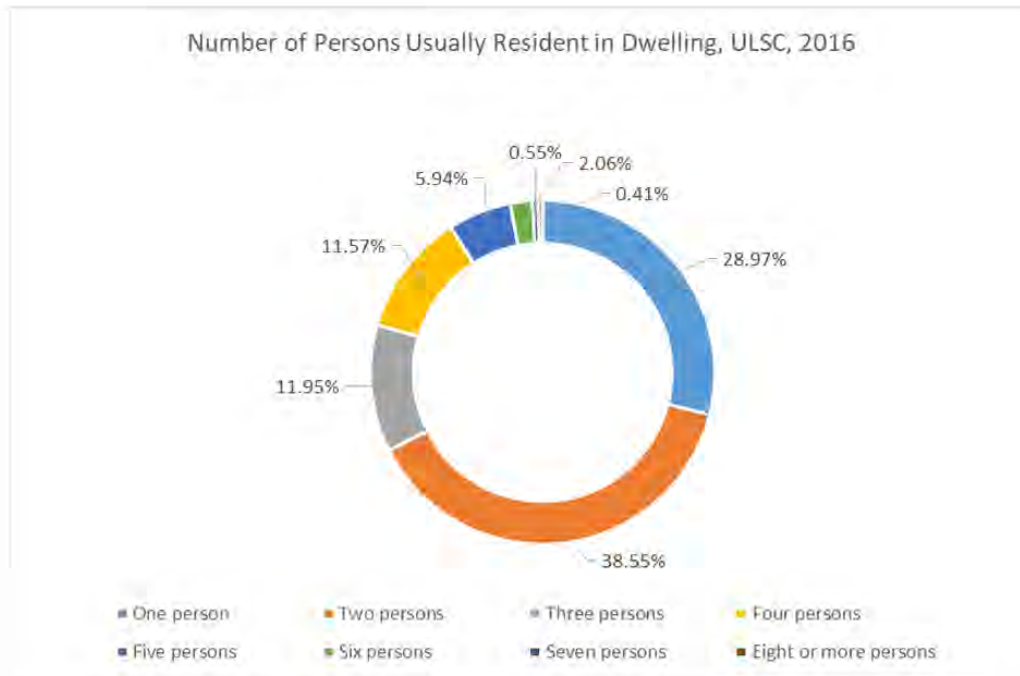
There is an untapped opportunity in the south to supply affordable housing for the capital region. However, due to the dual impact of restrictive land zoning and land banking, the recent trend has been residential decline and business fragmentation or loss, instead of transitioning to changing economic opportunities.

A small proportion of owners holds the majority of land holdings in the Shire. Many of which are undeveloped. Land banking in the villages is hindering the economy and employment opportunities in the Shire.

Sydney's housing market is expensive, giving the Shire a competitive advantage.



## Upper Lachlan Local Strategic Planning Statements



Male	Female	Total
3,913	3,778	7,694

HOUSEHOLD TYPES:	2011	2036
<b>Couple only</b>	1,100	1,200
<b>Couple with children</b>	850	750
<b>Single parent</b>	250	250
<b>Multiple-family households</b>	50	50
<b>Total family households</b>	2,200	2,250
<b>Lone person</b>	800	950
<b>Total non-family households</b>	800	1,000
<b>Total</b>	3,000	3,250



## Upper Lachlan Local Strategic Planning Statements

Local Constraints

***The Local Environmental Plan has highly restrictive provisions, compared to surrounding councils, becoming one of the main challenges regarding economic diversification and transition.***

Land use and zone provisions are a significant challenge in the Upper Lachlan Shire.

Most of the villages are zoned RU5 except Crookwell. RU5 is a rural village zone that provides a range of land uses, services and facilities associated with a rural community without differentiation. Other centres differentiate into commercial, industrial and residential areas.

Since the economy is not growing, there is a turnover of small businesses in the main streets, providing an opportunity for a residential incursion. Current zoning doesn't prohibit this change. To protect commercial activity, Council is proposing local centre B2 and mixed-use B4 in the main street of some villages.

Business zones would retain main street characteristics and help to protect investment value. Introducing more mixed-use options to some settlements may improve their drawing capacity.

The Local Environmental Plan has highly restrictive provisions, compared to surrounding councils, becoming one of the main challenges regarding economic diversification and transition. Minimum lot sizes work against agricultural development. The LEP's prohibited uses are currently under review by the strategic planning team.

Given its geographical location within the Shire and established population and services, it is proposed Crookwell remain the centre of the Shire and Gunning and Collector become growth nodes for residential and industrial development. Taralga, Bigga, Grabben Gullen and Laggan would be the tourism nodes for the Shire.



## Upper Lachlan Local Strategic Planning Statements

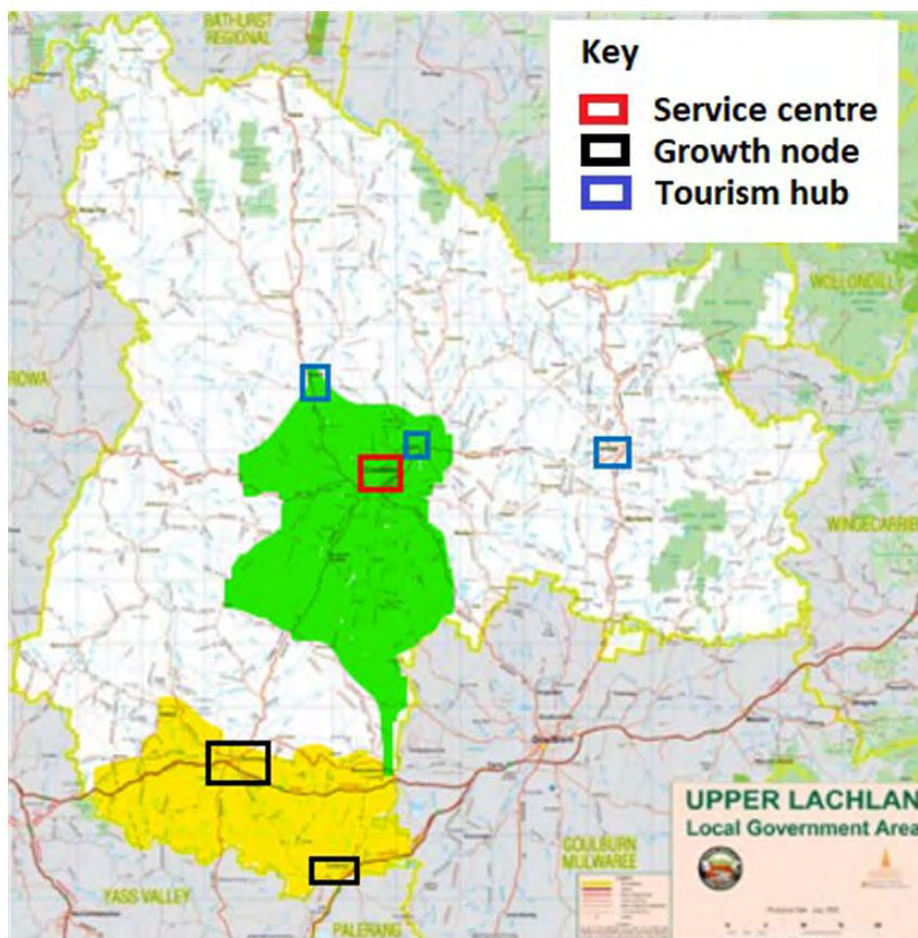


Figure 2 the thematic map showing the growth areas, service centre and tourism hubs



## Upper Lachlan Local Strategic Planning Statements

## Planning Themes

### **Population**

While population targets often focus on growth, there are other factors in the population that can bring healthy change to the community.

Diversity of ages is a focus of the LSPS as well as a population with skill sets that can deliver on the type of economy that we want for the future.

### **Economy**

Currently, the local economy is not diversified. It is heavily dependent on agricultural activity that is growing slowly and not keeping up with national growth trends. Marginal returns are narrowing, and value adding industry is disappearing. Agriculture is also dependent on an aging population.

***We have selected five planning themes. Each have four planning priorities that focus on the drivers of change to deliver the best opportunities for a sustainable and vibrant future.***

### **Housing**

The Shire is characterized by single houses on large lots. This housing pattern does not suit aging populations that are down-sizing and looking for alternatives.

### **Identity and Heritage**

The Upper Lachlan Shire has a unique identity and rich heritage that could be utilized to attract investment.

### **Infrastructure**

Planning for infrastructure is paramount to building capacity for growth and maintaining our community.



## Upper Lachlan Local Strategic Planning Statements

<b>Population Growth</b>	<b>Diversified Economy</b>	<b>Diversity of Housing Options</b>	<b>Local Identity, Heritage and Environment</b>	<b>Infrastructure and Services</b>
<i>1.1 Promote growth through attracting people with families</i>	<i>2.1 Promote a diversity in agriculture and succession</i>	<i>3.1 Deliver housing diversity to meet future demand</i>	<i>4.1 Protect and celebrate our unique natural and cultural heritage</i>	<i>5.1 Ensure local infrastructure delivery aligns with planned growth</i>
<i>1.2 Retain and attract youth to the shire</i>	<i>2.2 Promote transition to renewable energy as a strength of the ULSC</i>	<i>3.2 Deliver well planned rural residential housing</i>	<i>4.2 Conserve and adaptively re-use the heritage assets</i>	<i>5.2 Promote smart hubs through broad band connection</i>
<i>1.3 Attract new enterprise opportunities in health care, education, recreation</i>	<i>2.3 Promote tourism as an economic benefit</i>	<i>3.3 Provide new space to grow in future</i>	<i>4.3 Enhance areas of high environmental value and significance</i>	<i>5.3 Promote education and training facilities based on the local economy</i>
<i>1.4 Grow renewable energy employment</i>	<i>2.4 Encourage vertical integration of the rural economy</i>	<i>3.4 Zone for infill in existing villages</i>	<i>4.4 Manage and enhance the distinctive character of each village through DCP</i>	<i>5.4 Facilitate waste, water and energy business opportunities</i>

Table 1 Future directions for Upper Lachlan Shire Council



## Upper Lachlan Local Strategic Planning Statements

## Theme 1

### Population Growth

#### ***Our aim is to remedy population decline.***

While population targets often focus on growth, there are other factors in the population that can bring healthy change to the community. Diversity of ages is a focus of the LSPS, as well as a population with skill sets that can deliver on the type of economy that we want for the future.

Most growth in NSW is projected to occur in greater Sydney. At 30 June 2017, greater Sydney had 65% of the NSW population. This proportion could reach between 67% and 68% in 2027, and around 70% by 2042.

Population growth for the rest of NSW is slower, increasing from 2.7 million in 2017 to 3.0 million in 2027.

The key challenge in the Upper Lachlan Shire is the aging population, which is affecting the socio-economic profile. The Shire's economy is primarily agrarian, predominated by grazing. The challenge for Council is to diversify the agricultural economy. The farming community is aging faster than the town population.

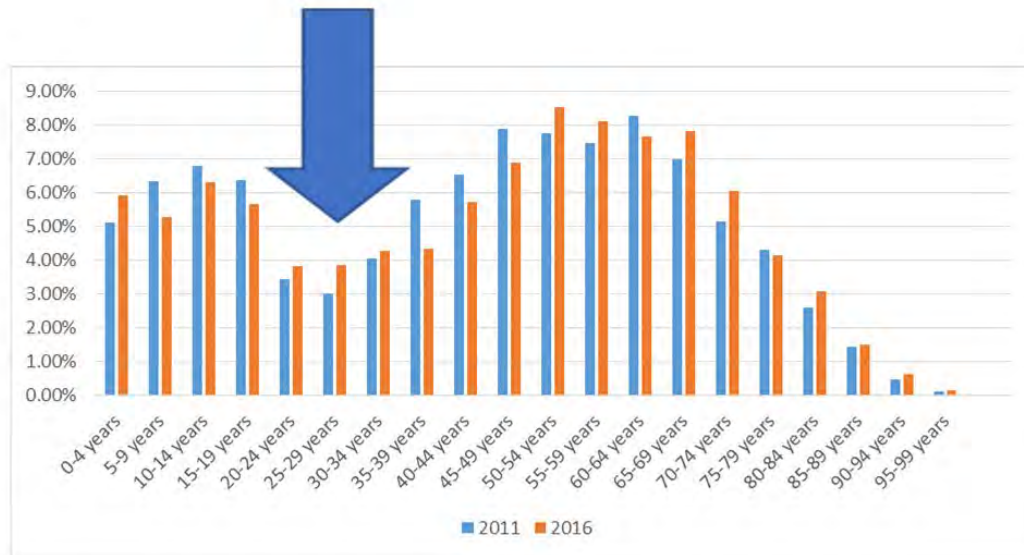
The income profile of the shire is medium and dominated by secondary school or diploma level education.

#### **Actions**

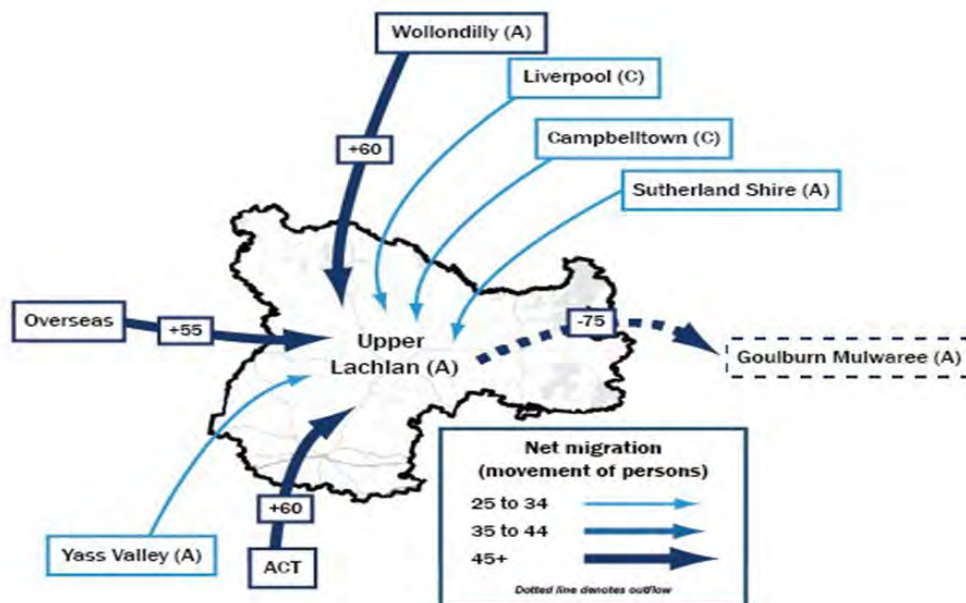
- Changing the rural employment base to target service related employment that brings families to the shire is a priority.
- Diversifying the village economies to support tourism and related service, technology hubs and agribusiness networks.
- Provision of aged care and health related services consolidated in Crookwell to support retention of health and medical services.
- Attracting 'out migration' from the major urban centres in NSW and the ACT focused on knowledge works and access to NBN smart hubs.
- Attracting immigration from Canberra and Sydney to the shire, especially in food and retail that supports and diversifies the village economies.
- Encouraging start ups in mechanical services , aviation technologies, knowledge workers, agricultural and health sector research to provide transitional employment.
- Reinforcing tourism and hospitality sector employment to provide youth and retail employment opportunities that enable transitions from rural sector dependency for the villages sustainability.



## Upper Lachlan Local Strategic Planning Statements



## migration flows, Upper Lachlan Shire, 2016-2011



household forecasts, 2016 to 2036, prepared by .id the population experts, October 2018.



## Upper Lachlan Local Strategic Planning Statements

## Theme 2

### Our Diversified Economy

***Our vision for the community is one that welcomes new investment and encourages collaborative diversity.***

The *South East and Tablelands Regional Plan 2036* target is a connected and prosperous economy for the capital region.

Agriculture has the largest share of employment (37.39%) in the LGA, which is primarily in sheep and beef cattle farming. Of concern is the decline in the wool industries and the changing global economy.

#### **Actions**

- A sustainable future requires a diversified and agile economy.
- The priority growth sectors for focus on diversify in the economy are:
  - Tourism and hospitality
  - Agriculture and aquaculture
  - Freight and logistics
  - Health, disability and aged care
  - Public administration and defense
  - Education and training
  - Renewable energy
- Planning needs to respond to the specific needs of these sectors to generate economic growth.
- The primary focus for the shire in next 20 years will be agriculture, tourism, renewable energy, health, disability and aged care, and freight and logistics.
- An emphasis will be on the economic diversification of the rural economy including; agriculture, ecotourism, complimentary rural activity based tourism.
- The peri-urban edge of villages are an ideal location to promote economic greenbelts that accommodate artisan or niche market small scale intensive use of productive lands around the villages for apple, grape, olive, nuts, and other fresh vegetable production.
- Aviation technologies and related opportunities associated with the Crookwell airstrip.
- Smart hubs located in the Crookwell, Cuning, Taralga and Collector to leverage NBN connectivity and access knowledge workers and industries.



Upper Lachlan Local Strategic Planning Statements



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## Upper Lachlan Local Strategic Planning Statements

**Planning Priority 2.1****Promote a diverse  
agriculture based  
economy.**

***Building innovation and sustainability into the agricultural sector will improve the sector's adaptability and ability to maintain high quality, clean and green produce.***

***Digital technology creates efficiencies and cost competitiveness by improving productivity and quality of products or developing sustainable farm management practices.***

Council has identified some potential emerging industries for the area through *Economic Growth and Development Planning Final Report, 2019*.

Barriers identified in the report from community consultations include: and-use zoning, lack of stakeholder commitment, lack of capital, infrastructure limitations and lack of support from the community and council.

**Actions**

- Map agricultural land in the Shire to better inform strategic and local planning in association with NSW government.
- Develop profiles of leading agrarian Industries to guide future investment decisions.
- Promote commercial, tourism and recreational activities that support the agricultural sector.
- Encourage value-add agricultural opportunities through flexible planning provisions in local strategies and local environmental plans.
- Promote opportunities to connect the agrarian industry to export markets.



## Upper Lachlan Local Strategic Planning Statements

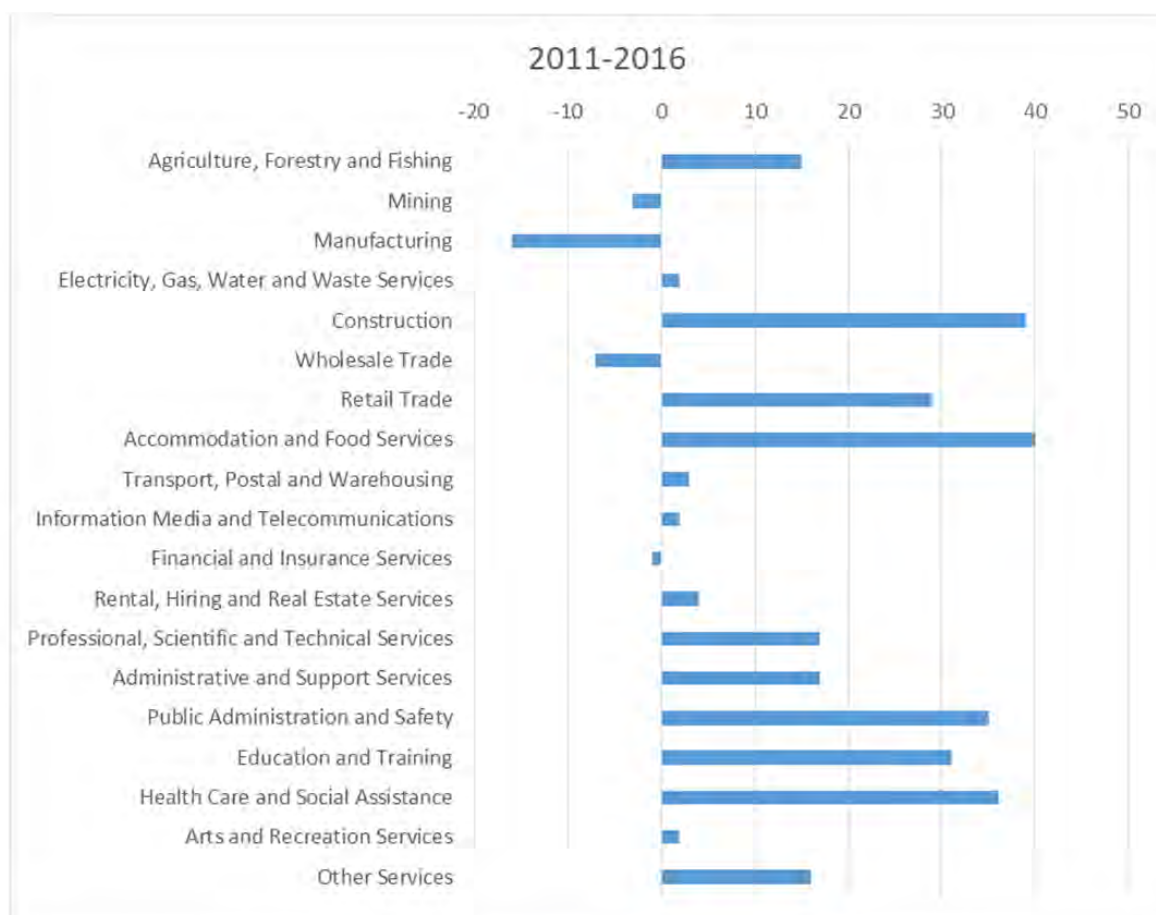
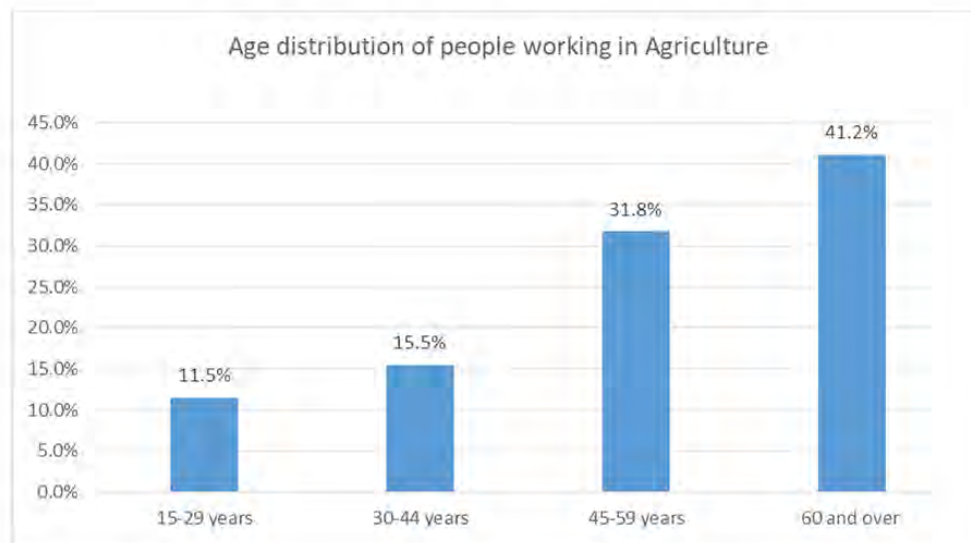


Figure 4 Change of Employment for the period of 2011-2016



## Upper Lachlan Local Strategic Planning Statements

**Planning Priority 2.2****Promote transition to renewable energy as a strength of the ULSC**

***Our vision is to position ULSC as a hub of renewable energy excellence.***

The region is a hub for renewable energy excellence with the Snowy Mountains Hydro-Electric Scheme, Gullen Range Wind Farm and Woodlawn Bioreactor. It is leading responses to the challenges of climate change, natural hazards and sustainable water supplies for settlements.

While there are several wind farms in the Upper Lachlan Shire, they are not stimulating the local economy. The next step is to explore local benefit options.

**Actions**

- Identify opportunities for renewable energy industries.
- Map large-scale renewable energy potential locations.
- Engage industry and community interests in renewable opportunities.
- Encourage the co-location of renewable energy projects to maximize Infrastructure, including corridors with access to the electricity network.
- Maximize community benefits from renewable energy projects.
- Look for synergies between renewables and agricultural endeavors to build new economies.
- Promote appropriate smaller-scale renewable energy projects using bioenergy, solar collectors, wind, small-scale hydro, geothermal, waste to energy or other innovative processes.



Upper Lachlan Local Strategic Planning Statements



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## Upper Lachlan Local Strategic Planning Statements

**Planning Priority 2.3****Promote tourism as a value add to the Shire**

The Shire has enormous untapped opportunities for tourism, but the current planning system is restrictive. The LSPS provides a window to explore options leading to changes to the LEP. A focus will be to identify destinations and attractions in the villages and rural locations.

There are several options for scenic drives, such as along the Crookwell road toward Goulburn, Grabben Gullen road towards Gunning and along the Abercrombie. Road infrastructure and furniture upgrades, beautification and landscaping are needed. **Figure x** highlights possible scenic drives and viewing platforms. There are opportunities for eco-tourism and farm-based activities. The shire has unidentified and untapped ecological and environmental assets. Some tentative locations are in **Figure X**.

An increase in visitor numbers requires better parking, public facilities, signage and boat launching facilities.

**Actions**

- Change the LEP to allow more tourist accommodation in the Shire.
- Protect and enhance the main streets, improving land uses to attract tourists to the area.
- Develop streetscapes through local character statements with the community.
- Review the LEP to enable tourist uses in the towns, villages and rural localities.
- Identify more mountain bike tracks, bike tourism infrastructure and private recreation and eco-tourism possibilities.
- Enhance opportunities for visitation and recreation on the ULSC by improving access and signage.
- Lobby State and Federal Governments for high-quality infrastructure, including electricity, gas and telecommunications.



Upper Lachlan Local Strategic Planning Statements



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## Upper Lachlan Local Strategic Planning Statements

## Theme 3

### Diversify housing options for the shire and the region

***Our vision is for an interconnected housing market for the region that delivers diversity and choice and more opportunities for affordable housing.***

The Shire has the highest per cent of stand-alone dwellings in the region at nearly 96%.

An influence on population growth and associated new homes is the lifestyle available within commuting distance of Canberra and Sydney. 70% of the region's population growth to 2036 projected to occur in the areas that share a border with the ACT. At least 28,500 new homes will be needed by 2036 to meet population growth and change in the Southern Tablelands region.

Many ACT and NSW residents own blocks of land in the Shire or move there once retired.

The provision of broader housing choice for our community can meet the housing needs of increasingly diverse residents and families (such as young families, students and retirees) throughout their life. The NSW-ACT cross-border relationship requires both jurisdictions to prepare for a growing population within their boundaries.

## Actions

- Housing diversity to encourage active lifestyles, increase the number of people living and working close to jobs, services and amenities as well as managing Greenfield growth pressures.
- Growth nodes to accommodate housing choice are to align with the ULSC housing strategy.
- Rural lifestyle subdivisions will be focused on small lot productive land areas adjacent to the villages. These will be required to substantiate economic viability.
- Rural consolidations will be encouraged to retain farm dwellings and consider farm building conversions for accommodation on the land. Investigation of the barn conversion and heritage restoration of former farm dwellings may be considered for rural lifestyle opportunities.
- Residential developments are to make the best and efficient use of existing Infrastructure and investment in planned infrastructure within the existing villages of the shire.
- Housing will be focused on existing settlements and scales appropriate to service capacity, and village footprint.
- A primary focus for housing choice will be on Crookwell as the main centre for growth.
- Investigation of a Transit Orientated Development hub at Gunning railway station is capable of accommodating significant future growth as the Shires second growth node.
- It is anticipated that the southern edge of the shire from Yass to Goulburn will be the main corridor of growth and is to be focused on the existing villages and the town of Gunning.

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## Upper Lachlan Local Strategic Planning Statements

**Planning Priority 3.1**

*Deliver housing diversity to suit future demand.*

**Actions**

- Provide of greater diversity in lot size and dwelling styles within the NSW planning framework

**Planning Priority 3.2**

*Deliver well planned rural residential housing and new village and hamlet opportunities.*

- Identify growth areas in the growth corridor and work with proponents and land holders to facilitate sustainable living options.
- Prepare guidelines for local housing strategies
- Prepare local housing strategies consistent with the settlement planning principles to provide a surplus supply of residential land to meet projected housing needs.

**Planning Priority 3.3**

*Provide new space to grow in future.*

- Promote increased housing choice, including townhouses, villas and apartments in strategic centres and locations close to existing services and jobs

**Planning Priority 3.4**

*Zone for infill in existing villages.*

- Promote opportunities for retirement villages, nursing homes and similar housing for seniors in local housing strategies



Upper Lachlan Local Strategic Planning Statements



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## Upper Lachlan Local Strategic Planning Statements

## Theme 4

### Local identity, heritage and environment

***Our vision is for a diverse environment interconnected by biodiversity corridors building on Indigenous and European heritage.***

The Upper Lachlan Shire has a rich environmental and social heritage that predated European settlement. However the European agricultural and urban development now dominates the landscape.

Agricultural and village landscapes are the language of the community. Our towns are rich in design, shape and form. Future development should respect the local heritage while building with new technology and concern for the climate and country.

The town of Taralga dates back to the 1820s and is noteworthy for its many beautiful historical buildings. Taralga is only a short drive from Goulburn and Crookwell and is on the main route from Goulburn to Oberon and the Blue Mountains.

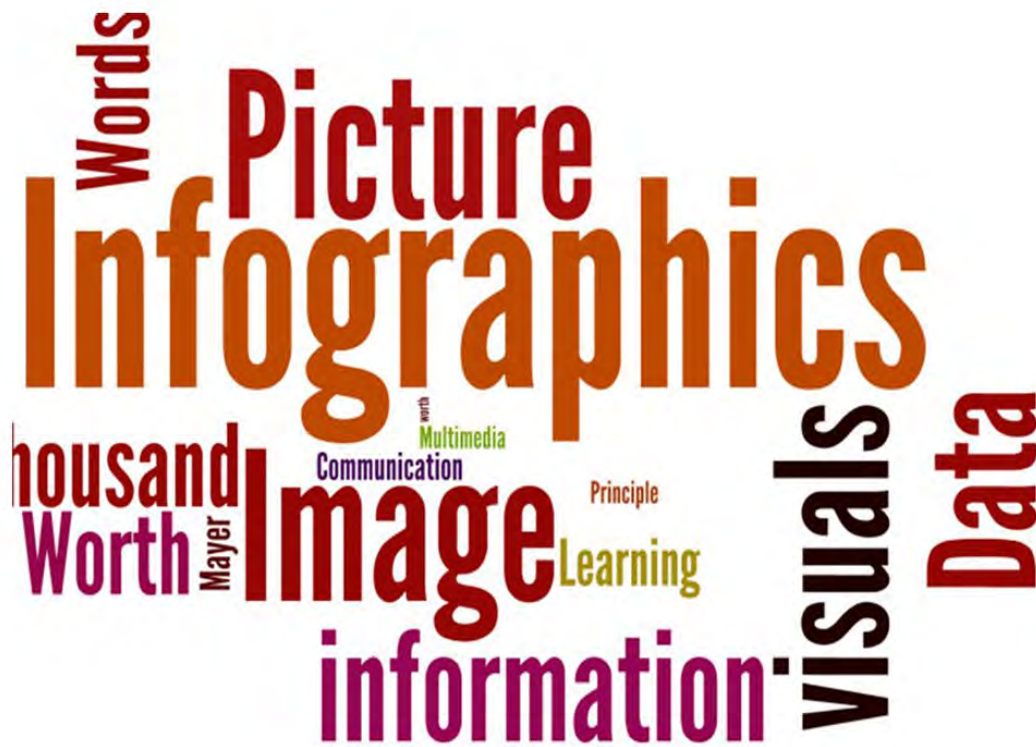
Crookwell and Gunning are the largest towns and are well structured with capacity to grow. Recent developments draw on the urban character of suburban Sydney and Canberra and rely on manufactured building processes. These urban layouts and housing designs are changing the character of the larger towns.

Laggan, Bigga, Binda and Dalton have numerous buildings of stone and iron construction and are all built on grid patterns that are functional and add to the beauty of the places that people call home.

Smaller localities also have a beauty and structure that is appealing. While some diversity of built infrastructure is needed, new buildings need to respect the rich local heritage and character.



Upper Lachlan Local Strategic Planning Statements





## Upper Lachlan Local Strategic Planning Statements

Theme 4Protect the regions  
heritage.Planning Priority 4.1*Protect and celebrate  
our unique natural and  
cultural heritage.*Planning Priority 4.2*Conserve and adaptively  
re-use the heritage  
assets.*Planning Priority 4.3*Enhance areas of high  
environmental value  
and significance.*Planning Priority 4.4*Manage and enhance  
the distinctive character  
of each village.***Actions**

- Council will undertake and implement heritage studies, including regional Aboriginal cultural heritage studies, to inform local strategies.
- The heritage assets of the shire already have incentives for their protection and reuse. These will be reviewed and where necessary buildings added to or deleted from the heritage register as appropriate.
- The natural environment plays an important role in the landscape setting and protection of biodiversity. It also enhances agricultural activity and adds to the aesthetic values of the LGA.
- A separate document to be delivered by Council is the Future Character Statements for the localities. These will provide more detail about the planning frameworks of the villages and the localities across the shire. However, Council has already identified that the heritage and village structure of the shire is a particular character of the LGA.

**Relationship to other plans and policies**

Planning priority principles along with *South East and Tablelands Regional Plan 2036*

Goal 2: A diverse environment interconnected by biodiversity corridors.

- *Protect the region's heritage.*
- *Enhance strategic transport links to support economic growth environment interconnected by biodiversity corridors .*
- *Protect important environmental assets.*
- *Enhance biodiversity connections.*
- *Mitigate and adapt to climate change.*
- *Secure water resources.*



Upper Lachlan Local Strategic Planning Statements



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## Upper Lachlan Local Strategic Planning Statements

## Theme 5

### Infrastructure and Services to Support the Growth

***Our vision is to encourage infrastructure growth to support our residents businesses and visitors***

The Shire's towns and villages are well connected through an ever-improving road network. Agriculture and tourism rely on the road network for transportation and communications.

Internet and communications technology lag behind other parts of the country and the region does not have a high profile at the state and Federal levels for road and telecommunications upgrades in the telecommunications industry.

Improving transport connections for the 20,000 people travelling into Canberra from NSW each day is essential. And the proximity of the LGA to access underutilized quality roads is a selling point.

Canberra Airport's international passenger and freight terminal is tourism and export-oriented. Canberra Airport will give producers access to growing Asian markets through various trade agreements. The region's high quality, niche, clean and green produce will underpin future growth gateway for the area.

Consistent advances in information technology; creating smart work opportunities that connect people physically and digitally within the Shire is essential.

Council will continue to lobby for better connectivity.

Access to the power grid and to wind and solar power has enabled the development of a renewable energy sector.

Access to water is a driving concern across Australia. The Shire is well endowed with water resources for its current needs. However, additional water to meet the needs of new industries and for growth requires more investigation.

Water sensitive design policies have been adopted across the Nation and will continue to reduce per-capita demand in the Shire.



Upper Lachlan Local Strategic Planning Statements



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## Upper Lachlan Local Strategic Planning Statements

**Planning Priority 5.1**

*Ensure local infrastructure delivery align with planned growth.*

**Actions**

- Investigating the potential to re-open non-operational rail lines to support connectivity to markets for passengers and freight.
- Deliver local and regional road projects that support the regional freight network.
- Improve the capacity of the regional freight network by investigating and prioritizing upgrades to narrow bridges, culverts, alignment, and lane and shoulder width that constrain restricted access vehicles.
- Investigate options to improve large vehicle rest areas appropriate for the demand.
- Look for more opportunities for increasing walking and cycling path
- Crookwell rail trail path, Gunning Transit Orientated Develop (TOD) hub.
- Lobby for improved electronics communications infrastructure.
- Look for investors in the development of smart places.

**Planning Priority 5.2**

*Promote smart hubs through broadband connection.*

**Planning Priority 5.3**

*Promote education and training facilities based on the local economy.*

Relationship to other plans and policies  
Planning priority principles along with *South East and Tablelands Regional Plan 2036*.

- *Enhance **strategic transport links to support economic growth.***
- *Promote **business activities in urban centres.***



## Upper Lachlan Local Strategic Planning Statements

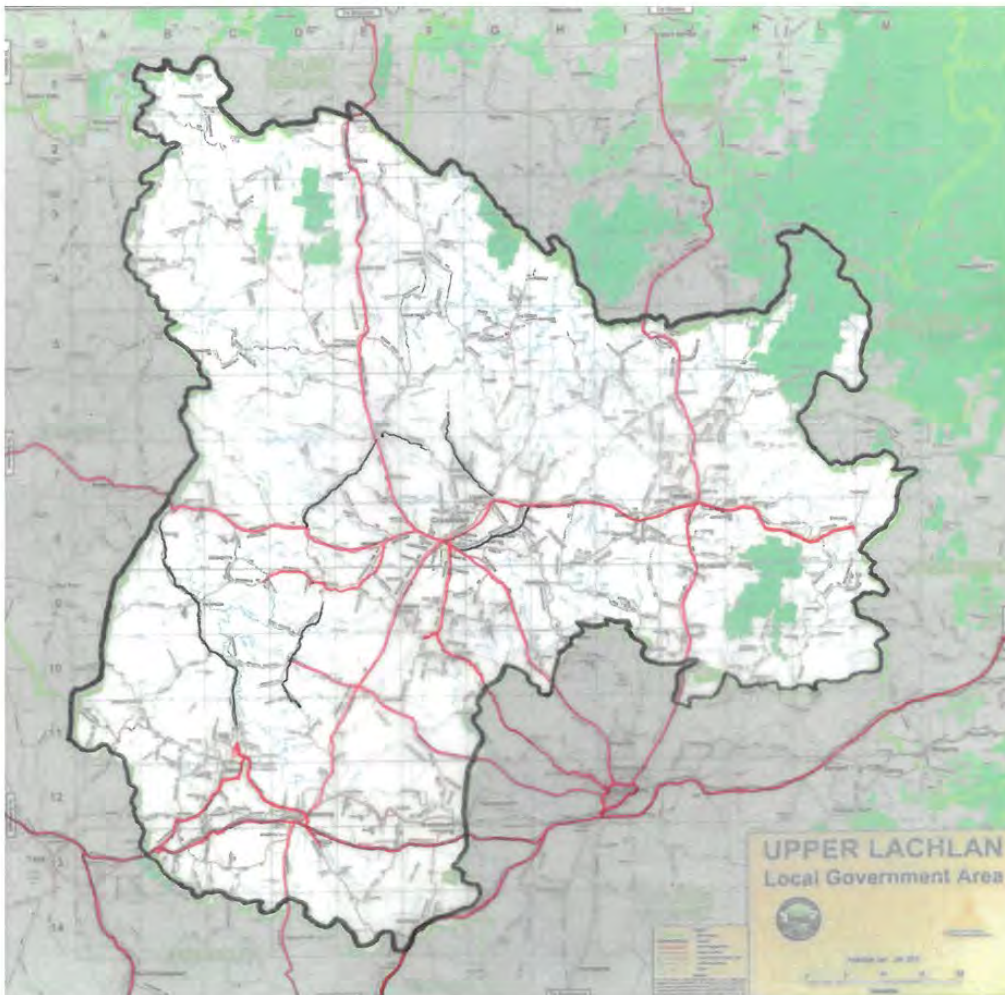


Figure 3 road network and connectivity



## Upper Lachlan Local Strategic Planning Statements

## Strategic spatial

## Structural plan

### ***Hierarchy of growth***

### **Shire of Villages**

The shire is to retain the village growth paradigm through establishing new villages through out the growth areas that connect in a linear fashion based on main road routes from Crookwell south to villages and towns as each supports the next as “peas in a pod”. These may be focused primarily in the south of the shire responding to the Yass, Canberra, Goulburn commuter corridor. A primary focus will be on developing the Collector, Breadlbane, Gunning corridor.

### ***Land banks and infill stimulation***

### **Service centre**

This understands the status of Crookwell as the administrative centre of the shire and largest town. However as with the other villages it is recognized that land banking has built capacity that is not being met by supply. The new growth areas are a strategic response to unlock the land bank and create conditions that encourage the release of land through new areas, infill and limited precinct densification.

### ***Commuter belt pressures***

### **Growth areas**

The growth areas in this strategy are a response to expansion within the existing centres to break the land bank nexus by encouraging growth supported by existing infrastructure capacity.

### ***Tourism***

### **Tourism hubs**

By retaining and enhancing the heritage precincts of Taralga, Laggan, and Binda along with Gunning, there is opportunity to encourage tourists to stop and enjoy our small characterful villages. Currently these villages do not have “visibility” because they lack places for people to stay linger or explore unless they have self contained facilities. The plan envisages changes to this pattern.



Upper Lachlan Local Strategic Planning Statements





## Upper Lachlan Local Strategic Planning Statements

## Localities

### Service Centre

### Crookwell

#### Objectives/Values

Crookwell is the location for central administration of the Shire. It is the hub of the shire and in a literal, with five main roads connecting the region to the town. It is the focus of connection to the 12 settlements and villages within the Shire. The towns main regional competition are Goulburn, Yass, Canberra and Sydney.

Crookwell has a natural advantage as the largest town and resident population to support employment opportunities. Located at the confluence of two Rivers the town enjoys access to waterfront passive recreation.

Consolidation of the commercial core is a key feature to reinforcing the identity and sustainability of business and the community in the town. Accordingly the culture and identity of the village will be retained, enhanced, and supported. Art Deco style and heritage buildings play a substantial role in establishing the identity and streetscape appeal of the main street.

There has been limited development of aged care facilities and education or training facilities and there is a notable absence of townhouse and apartments development to accommodate a transition in housing choice.

It is recognized that a significant portion of the existing urban footprint of the town is undeveloped, land banked or constrained. Accordingly new growth areas, infill areas and rationalization of existing areas form the main opportunity areas in addition to augment the existing opportunities.

The minimum lot sizes for residential land are adequate for the residential low density expectations of residents and those seeking to move to traditional 'quarter acre' lots.

Key infrastructure include the Crookwell Hospital, a local airstrip for aviation enthusiasts, primary through to high school facilities, and NBN services are provided in the town.

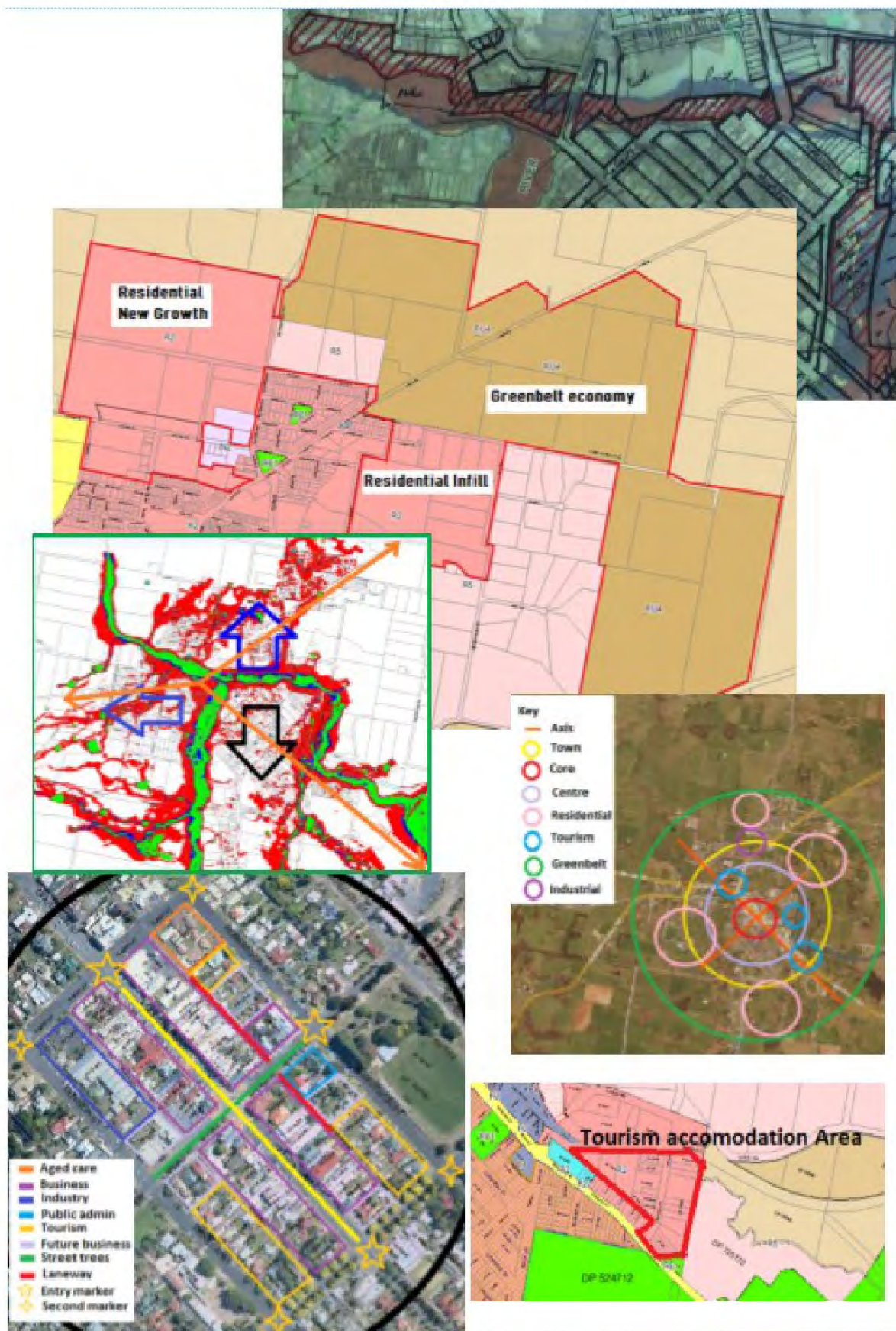
In addition to the town the Crookwell locality holds three satellite urban centres (Binda, Grabben Gullen and Laggan) that are considered tourism centres.

### **Opportunities**

- Small rural productive holdings close to town are envisaged as the basis from which to form an economic greenbelt of artisan agriculture and horticultural related opportunities for rural families.
- The town is well placed to establish a local smart hub to facilitate a regional, national and international footprint for business and rural sector connections and retain knowledge professionals and young agriculturalists to work locally and connect globally. Accessibility also assists in tourism development opportunities that utilize the rural experience.
- The town centre will expand along Spring Street to reinforce the existing "main street" commercial area of Goulburn Street. The "main street" will be consolidated between Robertson and Colyer Streets.
- The commercial centre of town is to be framed by three special amenity areas focused on tourist accommodation in close proximity to the main street. Each area is to be targeted towards a particular amenity being: aged care, traditional bed and breakfasts, and shop top town houses. These areas rely on maintaining their existing fabric and enhancing diversity of experience and distinct densities.



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## Upper Lachlan Local Strategic Planning Statements

- A portion of large lot residential adjacent to Prell Street and overlooking the town centre will be transitioned to small lot low density residential to provide for future infill residential development.
- The future urban growth area (see figure X) is to the north of the town and could contain both future low density residential development, a new and rationalized primary industrial park area, and a eastern edge green belt of small lot rural production area to protect and buffer the rural land between the town and Laggan.
- A new site for the Council Spring Street Depot is proposed for the industrial park will enable the residential land to be used for its intended purpose.
- The rural small lot production area to the south of the Town is recognized as being land banked at this time and will be retained to protect the valuable soils and greenbelt economic hub opportunity.
- The existing industrial sites on Denison Street will be recognized as a secondary industrial zone.
- The Kiamma Creek flood prone areas provide opportunity for RV and camp ground opportunity and connection from Crookwell caravan park to the Crookwell Railway station heritage area.
- A heavy vehicle by pass route north from Park Street, Findhorn Street and Saleyards Road should be protected for future use of an the industrial park.
- A linear recreation park and walking cycle trail area along Kiamma Creek from Pat Cullen reserve connecting to Willis Park and the Crookwell Railway station and Colyer Street provides passive and active recreation opportunities.
- Tourist motel opportunities that bookend the town could be considered for King Street adjacent to the caravan Park and Prospect street where there are already a number of Bed and Breakfast's.
- Shire wide aged care services development should be focused at Crookwell.
- The large lot residential minimum lot size of 2 hectares is proposed to be reduced to 1 ha to allow for low density lifestyle infill.



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Upper Lachlan Local Strategic Planning Statements

Crookwell Entry Statement



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## Upper Lachlan Local Strategic Planning Statements

LocalitiesGrowth CorridorGunning to CollectorObjectives /Values

Focus growth on our strengths of existing villages and towns.

Recognize the value of village lifestyle.

Infill urban localities and use existing infrastructure.

Maintain an clear town boundary to existing villages and protect the rural landscape.

Gunning and Collector are well located to benefit from the zone of influence for Canberra commuters and Goulburn residents seeking an alternative lifestyle.

The main cross border centres of Goulburn, Yass, Canberra and Sydney are themselves under growth pressures that result in out migration to areas that provide a quality of life away from urban pressures.

Both Gunning and Collector are located adjacent to Highways that facilitate easy commutes for employment to regional capitals

Councils surrounding Canberra have focused on rural residential development which is land hungry.

There is a market for small residential villages with access to service centres.

Gunning and Collector could bookend new developments with local services.

**Opportunities**

- Providing sustainable housing options for the Shire. Housing Strategies conducted in, 2019 will identify current conditions and investigate viable options.
- Develop existing villages and provide opportunities to stat new communities.
- The community consultation requested housing diversity to meet future needs: to include more apartments, medium density and retirement around the commercial core (Within walking distance).
- Retain the village rural lifestyle predominantly through the shire. Figure X maps the future area for growth between Gunning and Collector.
- The regional plan focuses on the capital region and requires more sustainable choices for housing.
- Gunning and Collector are the two villages closest distance to Canberra. There are already residents living in those villages and working in Canberra. The proposed land zone changes provide new opportunities for these two villages.
- Gunning to Collector is the growth corridor, considering the proximity to Canberra supporting the Southeast Tableland region plan.
- The type of housing available within an hour of Canberra is driven by the ACT market, particularly in Gunning and Collector, where people seek large blocks. These are available elsewhere.



## Upper Lachlan Local Strategic Planning Statements

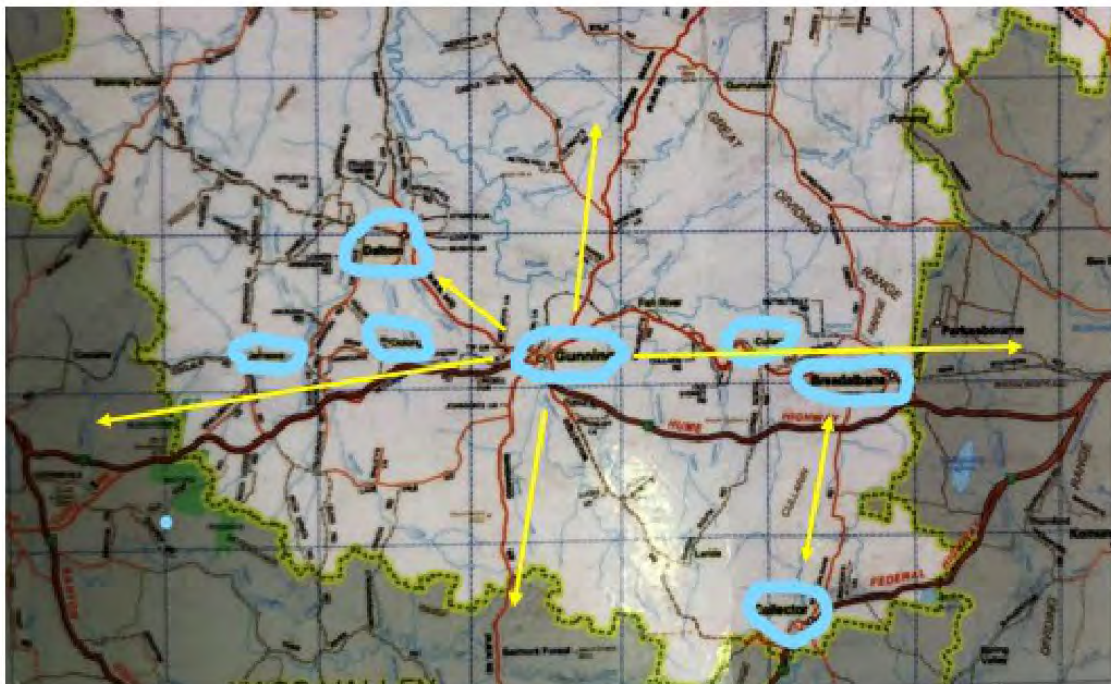


Figure 4 Gunning and Growth corridor connections



## Upper Lachlan Local Strategic Planning Statements

## Localities

### Growth Corridor

#### Gunning

##### *Objectives /Values*

Gunning is the second largest urban centre in the shire with a population of 659 (2016 ABS census). The existing rural village area of Gunning is 356ha with an additional 5.5ha west of the railway corridor.

Gunning has a strong heritage character to its main street that establishes its unique identity. It benefits from transport (road and rail) infrastructure, public utility (water and sewer) and NBN servicing to support incremental growth and function as a hub for the southern development of the shire.

Recognized as a dormitory or satellite residential commuter belt for Canberra, the town suffers the effect of “out of town weekdays”.

A University of Canberra study(2019) found several undeveloped residential areas in the village outside of the flood impact area are e.g. Bialla and Wombat Streets.

An industrial land supply investigation has identified links to the railway and access south of the Hume highway to take advantage of the Goulburn and Sydney connection.

There is sufficient land within the existing village to accommodate growth.

A significant constraint are the impacts of flood areas that limit the opportunity for the village to be developed in accordance with the LEP zoning. This contributes to the issue of land banking.

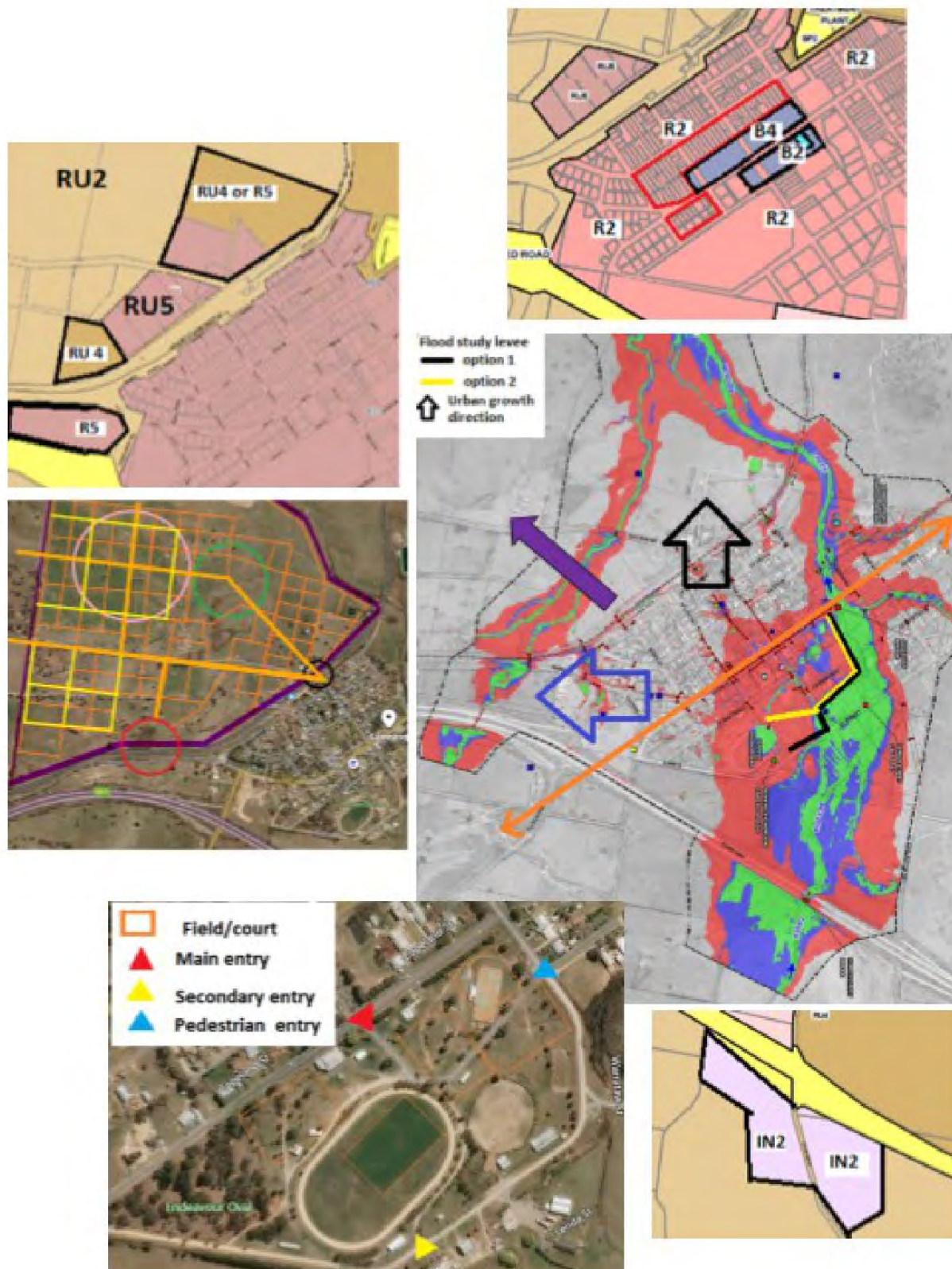
The existing sports oval service some of the local and regional sports and has adequate areas for redevelopment.

#### **Opportunities**

- Gunning can provide “town house/ apartments”, transitional housing opportunities not currently available to the rural community. The surrounding LGA’s provide a basis from which to position the growth corridor as a niche market distinct from the “Canberra style” .
- Gunning has a strong heritage character to its main street that establishes its unique identity as a rural township. This character should be reinforced to support a bed and breakfast precinct being established separate from the entertainment area located around the cafes and hotel.
- Growth at Gunning can provide a southern industrial base that takes account of the Hume highway connection to Sydney and Canberra.
- The large central recreation area provides a regional sports location opportunity that could be redesigned to upgrade and increase facilities. Nearby flood impact land could be developed to support this recreation function.
- While some infill opportunities remain Gunning has potential to significantly expand to a large commuter town of up to 6,000 residents centered on a *Transit Orientated Development* (TOD) hub. This would entail road, rail and bridge improvements to support the creation of a second “new town” centre separate from and while retaining and enhancing the heritage main street identity.
- Tourism related facilities and accommodation opportunities should be encouraged.
- Amending the LEP to support a stratification of purpose zones and land use functions would recognize the Town’s potential as a second growth node and distinct from the village scale developments that surround it.



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## Upper Lachlan Local Strategic Planning Statements

- Frame the “main street” with a bed and breakfast precinct and town house edge to the north to consolidate the importance of the “main street” character and appeal.
- Additional intensive rural areas maybe located to the west of Gunning and that these could facilitate intensive small lot rural uses that could support local market and farm gate sales.
- Flood protection works such as a levee should be considered to protect the main street.
- The heritage attributes of the main street should seek to be adaptive reuse for ground floor contemporary retail and commercial uses
- An expansion of the business/commercial area can be located behind the main street frontages.
- To assist in developing the main street a smart hub site leveraging the desirable heritage “main street” and NBN connectivity in the B4 zone should be Investigated.
- Gunning could provide a new industrial land supply that has potential to accommodate a range of uses with sites between 5,000m<sup>2</sup> and 2ha.
- In the absence of any identified Heavy industry (IN1) zone need within the shire an industrial park focus on Light Industry IN2 zones should be utilized .
- Developing a TOD would require underpinning with a polycentric town spatial strategy that supports a commercial area, new medical, education and recreation facilities . This provides opportunity to evaluate rationalizing the oval and showground site as future residential opportunity while establishing a purposefully designed larger sports hub to the west.
- Bridging of the railway line would increase the importance of Dalton Road and connection to Dalton as a significant satellite village to Gunning. A new southern ‘Winton Lane’ bridge could better connect Gunning in addition to a second access point to the Hume Highway at Veterans Road.



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## Upper Lachlan Local Strategic Planning Statements

LocalitiesGrowth CorridorCollectorObjectives /Values

Collector adjoins the Federal Highway and the road has played a significant role in the village development . The ideal location between Canberra and Sydney its an ideal commuter location with easy access for goods to major markets.

As a well connected village in a rural setting it has limited opportunity for residential growth and is in need of a focal point and some services.

The culture and identity of the village will need to be retained, enhanced, protected and supported.

Providing a village centre definition consolidating existing uses around a village market square.

Facilitate services and visitor activation within the village and reinforce a central spine.

Rezone land for intensive agricultural living and conserve environmental heritage areas of value on the parameter of the village.

Collector adjoins the Federal Highway. Ideally located between Canberra and Sydney Collector sits in the growth corridor with easy access to either capital. An absence of sewer and water limit redevelopment opportunities and challenges the sustainability of the area.

It is necessary to resolve the town square location. There is a need to identify possible economic growth and tourism attractors. Improving housing choice requires a transition to public infrastructure servicing of potable water and sewer.

A large lot productive rural frame and economic smaller scale economic greenbelt over western flood impact areas seeks to constrain the village to areas suitable for purely residential purposes .

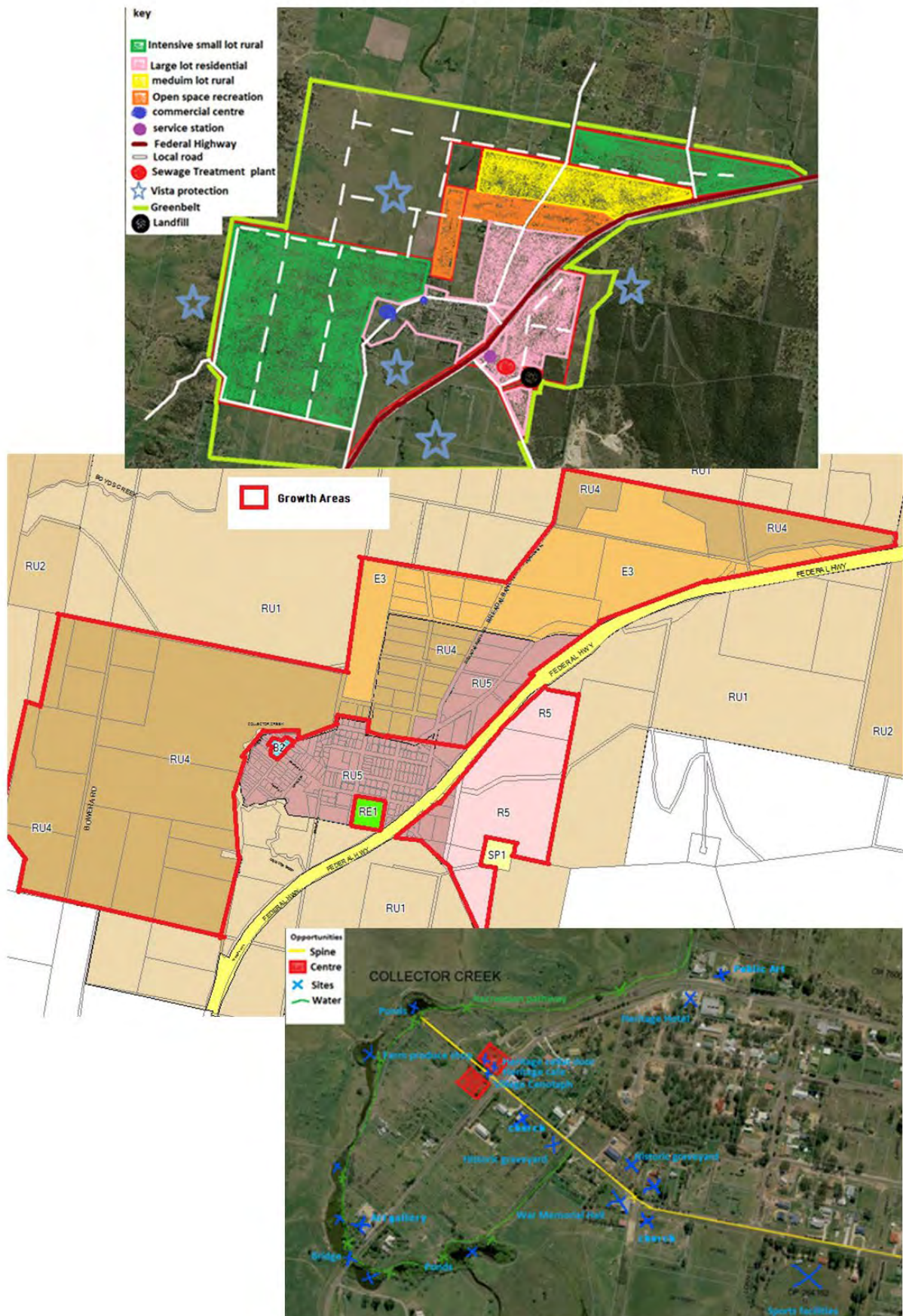
Community infrastructure is spatially unconnected though centrally located within the village. The absence of a clearly articulated commercial location to centre the village is compounded by low visibility of the school and other community buildings.

**Opportunities**

- The village zone has the potential for expansion northward towards Breadalbane and adjacent to the Federal highway.
- Much of the land is for large lot residential lifestyle rather than productive agricultural purposes.
- Recognizing the constraints of access east of the Federal highway large lot residential sites can provide commuter based lifestyle housing options.
- To support the village market small scale artisan and intensive rural production areas are required to provide a greenbelt economic growth opportunity on flood impact areas west of the village.
- Extending the village zone north allows for density and growth that supports the network infrastructure transition costs.
- This environmental zone change is to recognize the locality is extensively river and riparian corridor suitable for recreational water activity and riverbank restoration.



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## Upper Lachlan Local Strategic Planning Statements

## Localities

### Tourism

#### *Taralga, Laggan and Binda*

#### *Objectives /Values*

Beautiful villages in picturesque settings, the villages of the shire all have strong and unique heritage streetscapes and cultural identity that harness visitor attention. Of these only Gunning , Crookwell and Taralga feature on Visit NSW as tourist destinations.

A report (2017) by Fresh Design identified two key themes for the villages: built or farm heritage. However the near absence of tourist accommodation, bed and breakfast facilities and short stay accommodation , farms stays etc limits the market appeal of many of these villages.

Taralga stands out as predominantly a tourist site, Binda and Laggan provide satellite centres of interest in close proximity to Crookwell.

An upgraded infrastructure plan is needed for this area to connect it to existing urban areas and to provide for short term visitor accommodation.

All villages can accommodate additional people and dwellings though the scale and character requires that this occur within the existing zoned village areas. Tourism is likely to be a significant contributor for employment in the villages and essential to retaining families as rural production continues to industrialize and adopt technologies that disrupt traditional rural employment opportunities.

### **Opportunities**

- Repositioning the tourism attributes to be accompanied by a economic green belt seeks to develop artisan and niche intensive uses that support market town appeal and provide tourism and hospitality employment opportunities close to the villages.
- While some residential lifestyle land is available to meet housing choice nearby historic and derelict farm buildings are a potential source of conversion to lifestyle and artisan home occupations that are complimentary to rural activity.
- Additional tourist accommodation facilities in the village and on surrounding rural land will encourage overnight stops and improve visitor spending in towns and villages.
- A Smart hub in Taralga that leverages NBN connectivity will further enhance the lifestyle opportunity for knowledge worker relocation to the area.
- It is essential to the character of Binda and Laggan that residential lifestyle sprawl be contained and the scale of the villages should retain the aesthetic values and scale of development.
- The current land use of Taralga village area zoned as rural village to provide for a range of activities and lifestyle opportunities. Rural uses should be removed from dominating the “main streets” and character and cultural identity statement developed for these villages that guide future design responses to growth.
- Marketing these villages as a tourist visitation opportunities will help with local economic development, retention of family's and provide alternative employment opportunities.



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## Upper Lachlan Local Strategic Planning Statements

## Localities

### Tourism

#### Taralga

#### *Objectives /Values*

Taralga with a current population of 467 (ABS 2016) is the third most populous centre in the shire with strong road connections east to Goulburn and west to Laggan and Crookwell and is on the tourist route north to Bathurst. It is a popular area for cyclists motorcyclists, RV's and campers travelling through the shire to other destinations.

Taralga is seen as a potential tourism node in its own right. It has a number of heritage buildings along the main street.

Taralga has strong heritage streetscape that harnesses visitor attention, however the near absence of tourist accommodation, bed and breakfast facilities and short stay accommodation, farms stays etc is a constraint.

The village main street is divided by a central flood impact area resulting in two distinct parts; northern Taralga and southern Taralga. Flood study work (2014) suggests the issues can be managed and the village reconnected as one.

Local businesses provide quality culinary services catering to tourist and weekend visitors and the village is service with public utilities and NBN.

Taralga is the only other village with an aged care facility in the shire.

As with other villages, consolidation and economic greenbelts are considered appropriate responses to protect rural productive lands, contain growth, and refocus it on village attributes and tourism.

There are a large number of vacant sites and large lots suitable for residential subdivision that suggest land banking issues. Noting the oversupply of residential capacity and overall lack of definition in the village structure the tipping point for stratification of zoning is not met.

Taralga does not have a formal garden park area comparable to Crookwell. Such formal garden style parks such as the botanical garden in Goulburn provide a passive tourism site and location for community gatherings that underpin social cohesion and a sense of place.

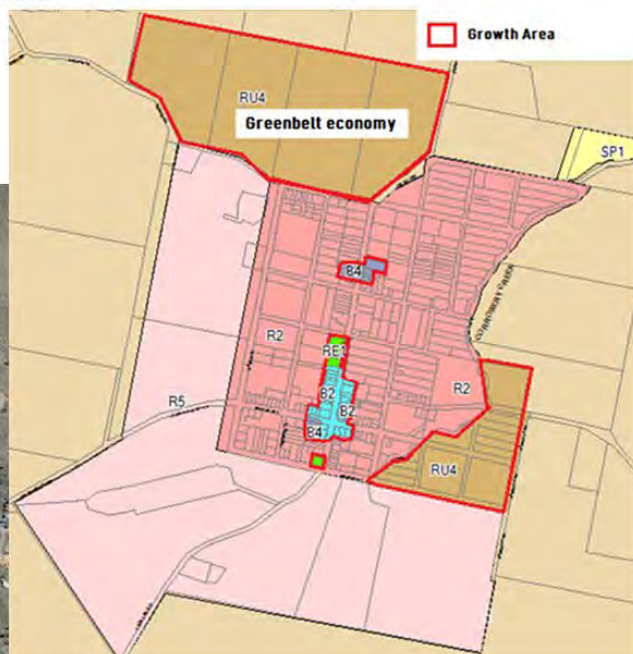
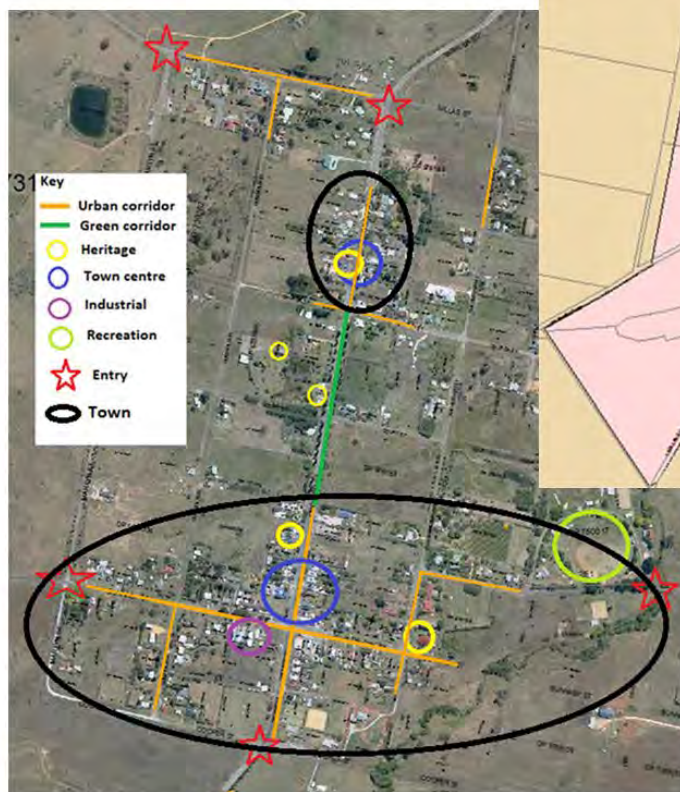
#### **Opportunities**

- Tourism is likely to be a significant contributor for employment in the villages and essential to retaining families as rural production continues to industrialize and adopt technologies that disrupt traditional rural employment opportunities.
- Critical to changing the service sectors within the villages is provision of options for short stay accommodation. This requires the LEP to be changed.
- Opportunity for rural land owners to diversify into supportive enterprises to the primary rural uses of land should be encouraged.
- Additional tourist accommodation facilities in the village and on surrounding rural land will encourage overnight stops and improve economic sustainability.
- A technology smart and internet connected hub could be established in the main center with proximity to the tourism center.
- A new formal town park could reflect the character of the village, attract tourist and use to formalize the park as a garden setting drawing on the heritage and architectural styles of the period.



## Upper Lachlan Local Strategic Planning Statements

- The aesthetic identity is a mix of heritage stone and agricultural building materials that should feature in future design brief in any master-planned development.
- The two village centres are needing hierarchy, rationalization, consolidation and strong linear connectivity that focuses around the tourism sites of the southern village centre.
- No further commercial activity should be encouraged in the northern part of the town until an adequate connection to the southern town centre is established.
- The main truck route corridor of Orchard Street should provide minimal parallel long vehicle parking outside of the town café dining areas. The angle parking provides a uniquely rural identity that should be retained where practical.





## Upper Lachlan Local Strategic Planning Statements

## Localities

### Tourism

#### Laggan

#### *Objectives /Values*

Families escaping the cities are seeking rural lifestyles and rural experiences and a growth market is the rural wedding sector another is the eco-tourism and weekend nature experiences.

Laggan has a unique food and culture opportunity through the concerted efforts of a few key businesses. These activities are fragile and need support and encouragement to diversify the local economy and value add to the shires reputation as a place of unique rural and residential values and character.

Located within a bowl the land form, waterways and linear structure of the village with two intersections bisecting the main road play a significant role in the potential growth and development of the village.

Opportunity for adjacent rural land owners to diversify into supportive enterprises to those in the village while retaining the primacy of rural land uses provide for growth and innovation opportunities .

Local identity and culture are compatible with rural events, tourism and hospitality orientation at a small scale. However increasing popularity of the event can be constrained by infrastructure capacity. These have usually focused on the heritage hotel at the centre of the village.

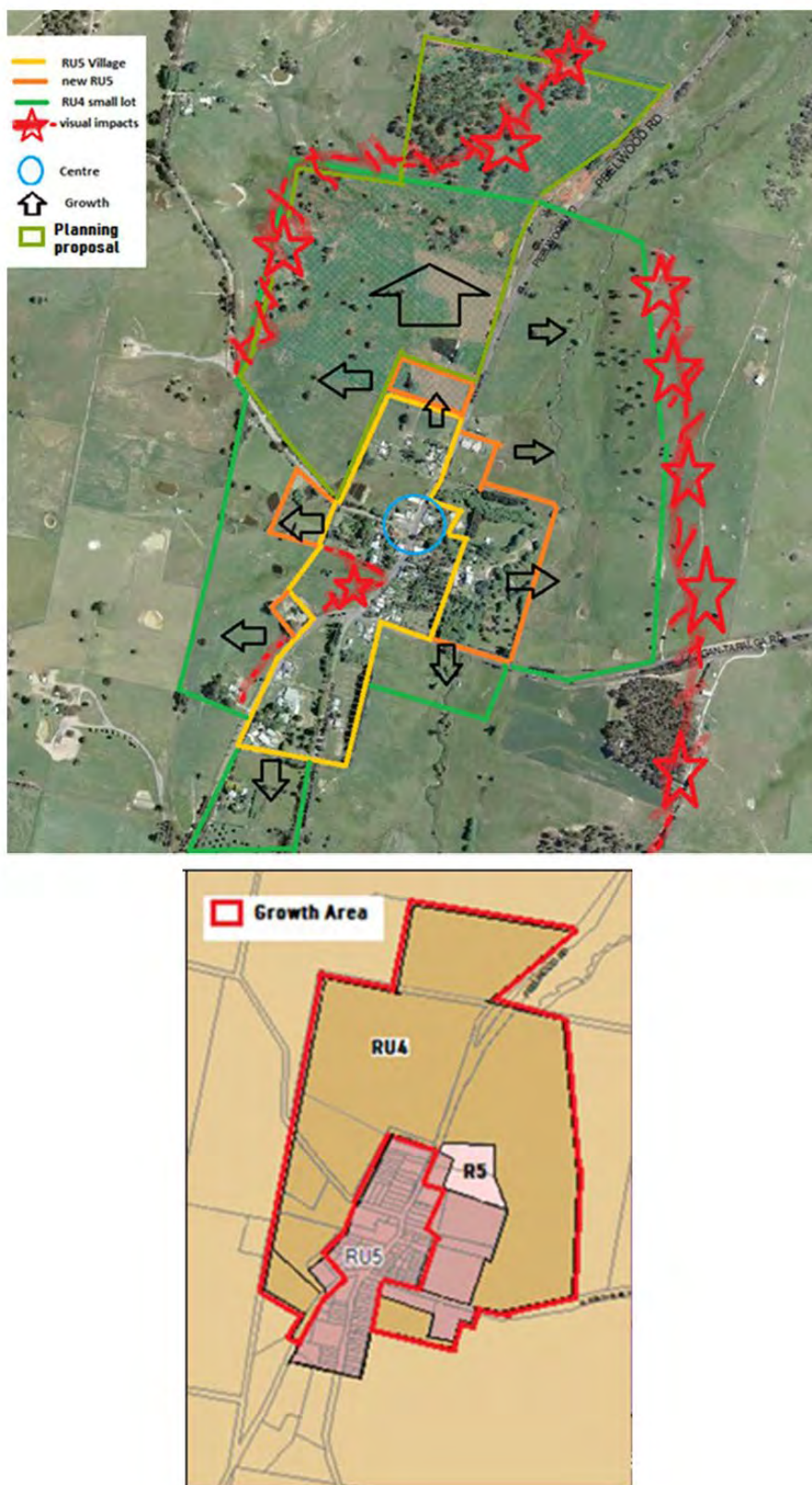
The Mill House wedding venue, Sculpture garden, Pantry fine dining and brewery are integral uses in support of the hotel and heritage attributes of the village.

### **Opportunities**

- Laggan has sufficient land to provide for residential growth in close to the village centre were the land to be released. Some small scale releases will help maintain current growth while land remains banked.
- The scale and size of Laggan suits small scale expansion and incremental residential growth of the village.
- The village eastern and western edge developments and road connections back to the linear spine would consolidate the village.
- Laggan sits within a valley and the ridgelines surrounding the village provide vistas that should be protected from any buildings. These ridgelines, rather than lot boundaries, should be the basis for LEP and DCP changes.
- Reedy creek and surrounding rural lands at the base of the valley provide opportunity to intensify rural productive uses that could diversify the local economy and provide employment beyond traditional farming practices.
- The main land use reorientation could be achieved using a RU4 strategy rather than large lot residential zoning to maintain the rural character and productive uses.
- There are sufficient sites available to cater for business activities supportive of an overall event and tourism focus on weekend business.
- The close proximity to Crookwell suggests that it could function as an ancillary commercial feature of Crookwell such as a weekend resort or mid-week night time economy experience.



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## Environment and Planning - 19 September 2019

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**ITEM 11.5**                      **LEP 2010 Land Use Table Review.**

**FILE REFERENCE**    **I19/633**

**AUTHOR**                      **Manager of Environment and Planning**

### **ISSUE**

A full review for the Upper Lachlan Local Environmental Plan is underway, however changes can be made through amendments to the zone table. Most of the table is constructed as an open table allowing applications for matters that are not prohibited. Reducing the list of prohibited items will facilitate applications for more activities and for dynamic change which might include some growth.

**RECOMMENDATION**        That -

1. Council prepare a draft planning proposal under the Environmental Planning and Assessment Act 1979 for discussion with the NSW Department of Planning and Environment.

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### **BACKGROUND**

The recommendations in this report provide Council with an opportunity to create a more flexible planning framework for the Shire; support economic development by proposing a minor amendment to the Upper Lachlan Local Environmental Plan 2010 (LEP).

Following a recent planning proposal to remove “storage premises” from the prohibited use items of IN2 a more comprehensive review of the prohibited land uses in all zones has been carried out by the Council’s Environment and Planning strategic planners.

The review identified some attainable changes that will positively impact on the potential for change while other planning projects are underway. The positive gains achieved by this straight forward amendment will avoid delays that inevitably arise during the more detailed strategic planning process.

### **REPORT**

At a council briefing on the Housing Strategy, LSPS process and Local Environmental Plan update on 8 May 2019 Council staff proposed that an improvement to the plans flexibility would result from reviewing the list of prohibited land uses. This work would remove impediments, provide greater flexibility and reposition the Upper Lachlan Local Environmental Plan 2010 as a planning framework supportive of the Regional strategic planning and economic development strategies of the Council and the NSW Government.



**Environment and Planning**  
**LEP 2010 LAND USE TABLE REVIEW. cont'd**

The initial planning proposal to remove 'storage premises' highlighted that there are inconsistencies between the Upper Lachlan Local Environmental Plan 2010 and other non-metropolitan Council Local Environmental Plans. These inconsistencies position the Shire's plan as a disincentive to development rather than encouraging economic activity and innovation that will be necessary to combat foreseeable and emerging challenges affecting the rural economy and the local community.

The *Environmental Planning and Assessment Act 1979* allows Council to structure zones as either open or closed. In open zones, anything not prohibited can seek approval. In Closed zones, only items listed as permissible can seek consent. Most zones in the Upper Lachlan Local Environmental Plan 2010 follow the principle of open zones. There are a small number of land uses that are prohibited by inclusion in the 'closed' zone approach in E2 Environment Conservation and E3 Environment Management. Some unlisted uses are potentially compatible with the zone objectives but are prohibited. The new land uses will be added to the E2 and E3 zones, permissible use column, as part of the prohibited land use review.

This report seeks a Council resolution to discuss potential changes to the land use table.

#### **POLICY IMPACT**

A further report will be prepared for council following discussions with the department.

#### **OPTIONS**

Options will be considered following discussions with the NSW Department of Planning and Environment.

The decision of Council will need to be worked up into a gateway application and submitted to the NSW Department of Planning and Environment for processing.

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

This planning proposal will be undertaken using existing council resources. There are no additional budget impacts.

#### **RECOMMENDATION**      That -

1. Council prepare a draft planning proposal under the Environmental Planning and Assessment Act 1979 for discussion with the NSW Department of Planning and Environment.

#### **ATTACHMENTS**

1.	Proposed Prohibited Land Use Table	Attachment
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## Prohibited land use table review

Nb 1: Prohibited use deductions only, it is not proposed to add uses to those zones from which deductions are made.

Nb 2: For the Environment Zone 3 and 4 applying the same rationale for prohibited uses requires those uses to be stated.

Zone	Existing prohibited Uses	Proposed to be Deleted	Prohibited uses table as amended	Reason for deletion
<b>RU1 Primary Production</b>	Amusement centres; Boat building and repair facilities; <del>Boat launching ramps;</del> <del>Boat sheds;</del> Camping grounds; <del>Car parks;</del> Caravan parks; Charter and tourism boating facilities; Centre-based child care facilities; Commercial premises; <del>Correctional centres;</del> Crematoria; <del>Eco-tourist facilities;</del> Entertainment facilities; Exhibition homes; Exhibition villages; Freight transport facilities; <del>Function centres;</del> Health services facilities; Heavy industrial storage establishments; <del>Home occupations (sex services);</del> Industrial retail outlets; Industrial training facilities; Industries; <del>Jetties;</del> <del>Marinas;</del> <del>Mooring pens;</del> <del>Moorings;</del> Mortuaries; Passenger transport facilities; Public administration	<b>Boat launching ramps;</b> <b>Boat sheds;</b> <b>Carparks;</b> <b>Correctional Facilities;</b> <b>Eco-tourist facilities;</b> <b>Function centres</b> <b>Home occupations (sex services);</b> <b>Jetties;</b> <b>Marinas;</b> <b>Mooring pens;</b> <b>Moorings;</b> <b>Respite day care centres;</b> <b>Tourist and visitor accommodation;</b> <b>Water recreation structures;</b> <b>Wharf or boating facilities.</b>	Amusement centres; Boat building and repair facilities; Camping grounds; Caravan parks; Charter and tourism boating facilities; Centre-based child care facilities; Commercial premises; Crematoria; Entertainment facilities; Exhibition homes; Exhibition villages; Freight transport facilities; Health services facilities; Heavy industrial storage establishments; Industrial retail outlets; Industrial training facilities; Industries; Mortuaries; Passenger transport facilities; Public administration buildings; Recreation facilities (indoor); Registered clubs; Residential accommodation; Restricted premises; Service stations; Sex services premises; Storage premises; Truck depots; Vehicle body repair workshops; Vehicle repair stations; Warehouse or	<b>Open Zone</b>  There are no facilities of this nature or the facilities are compatible uses within the rural area or benefit from a rural setting.  Some uses would require State significant considerations or are State responsible uses and unlikely to occur without Ministerial direction.



	buildings; Recreation facilities (indoor); Registered clubs; Residential accommodation; <del>Respite day care centres</del> ; Restricted premises; Service stations; Sex services premises; Storage premises; <del>Tourist and visitor accommodation</del> ; Truck depots; Vehicle body repair workshops; Vehicle repair stations; Warehouse or distribution centres; <del>Water recreation structures</del> ; <del>Wharf or boating facilities</del> ; Wholesale supplies		distribution centres; Wholesale supplies	
<b>RU2 Rural Landscape</b>	Amusement centres; Boat building and repair facilities; <del>Boat launching ramps</del> ; <del>Boat sheds</del> ; <del>Camping grounds</del> ; <del>Car parks</del> ; <del>Caravan parks</del> ; <del>Charter and tourism boating facilities</del> ; <del>Centre-based child care facilities</del> ; <del>Commercial premises</del> ; <del>Crematoria</del> ; <del>Eco-tourist facilities</del> ; <del>Entertainment facilities</del> ; <del>Exhibition homes</del> ; <del>Exhibition villages</del> ; <del>Freight transport facilities</del> ; <del>Function centres</del> ; <del>Health services facilities</del> ; <del>Heavy industrial storage</del>	<b>Boat launching ramps</b> ; <b>Boat sheds</b> ; <b>Camping grounds</b> ; <b>Car parks</b> ; <b>Caravan parks</b> ; <b>Charter and tourism boating facilities</b> ; <b>Commercial premises</b> ; <b>Crematoria</b> ; <b>Eco-tourist facilities</b> ; <b>Entertainment facilities</b> ; <b>Exhibition homes</b> ; <b>Exhibition villages</b> ; <b>Freight transport facilities</b> ; <b>Function centres</b> ; <b>Health services facilities</b> ; <b>Heavy industrial storage establishments</b>	Amusement centres; Boat building and repair facilities; Industrial retail outlets; Passenger transport facilities; Recreation facilities (indoor); Registered clubs; Residential accommodation; Vehicle body repair workshops; Vehicle repair stations; Wholesale supplies	<b>Open Zone</b>  There are no facilities of this nature or the facilities are compatible uses within the rural area that encourage alternative and sympathetic use of land, or benefit from a rural location.  While some uses may generate potential land use conflicts the appropriate vehicle to resolve any adverse effects is through the DA process including public consultation and supporting assessment of effects.



	<del>establishments;</del> <del>Home occupations</del> <del>(sex services);</del> Industrial retail outlets; <del>Industrial training facilities;</del> Industries; <del>Jetties;</del> <del>Marinas;</del> <del>Mooring pens;</del> <del>Moorings;</del> <del>Mortuaries;</del> Passenger transport facilities; <del>Public administration buildings;</del> Recreation facilities (indoor); Registered clubs; Residential accommodation; <del>Respite day care centres;</del> <del>Restricted premises;</del> <del>Service stations;</del> <del>Sex services premises;</del> <del>Storage premises;</del> <del>Tourist and visitor accommodation;</del> <del>Truck depots;</del> Vehicle body repair workshops; Vehicle repair stations; <del>Warehouse or distribution centres;</del> <del>Water recreation structures;</del> <del>Wharf or boating facilities;</del> Wholesale supplies	Industrial training facilities; Jetties; Marinas; Mooring pens; Moorings; Mortuaries; Public administration buildings; Respite day care centres; Restricted premises Sex services premises; Storage premises; Tourist and visitor accommodation; Truck depots Warehouse or distribution centres; Water recreation structures; Wharf or boating facilities		
RU3 Forestry	Any development not specified in item 2 or 3	No change		<b>Closed zone</b>
RU4 Primary Production Small Lots	<del>Air transport facilities;</del> <del>Airstrips;</del> Amusement centres; <del>Animal boarding or training establishments;</del> <del>Aquaculture;</del> Boat building and repair facilities; <del>Boat</del>	Air transport facilities; Airstrips; Animal boarding or training establishments; Aquaculture Boat launching ramps; Boat sheds	Amusement centres; Boat building and repair facilities; Depots; Entertainment facilities; Freight transport facilities; Heavy industrial storage establishments; Highway service	<b>Open Zone</b> The primary use of the zone is for rural production small lots and in order to subdivide to create a lot a business plan for implementing the rural use is required. Any DA must meet the zone



<p> <b>launching ramps;</b>  <b>Boat sheds;</b>  <b>Camping grounds;</b>  <b>Car parks; Caravan parks; Centre-based child care facilities;</b>  <b>Commercial premises</b>  <b>Crematoria;</b>  Depots; <b>Eco-tourist facilities;</b>  Entertainment facilities; <b>Exhibition homes; Exhibition villages; Forestry;</b>  Freight transport facilities; <b>Function centres;</b> Heavy industrial storage establishments; <b>Helipads;</b> Highway service centres; <b>Home occupations (sex services);</b> Industrial retail outlets; Industrial training facilities; Industries; <b>Information and education facilities;</b> <b>Intensive livestock agriculture; Jetties;</b> <b>Marinas; Mooring pens; Moorings;</b> <b>Mortuaries;</b> <b>Passenger transport facilities;</b> <b>Places of public worship; Public administration buildings;</b> <b>Recreation areas; Recreation facilities (indoor);</b> Recreation facilities (major); Recreation facilities (outdoor); <b>Registered clubs;</b> <b>Research stations;</b> Residential </p>	<p> <b>Camping grounds;</b>  <b>Car parks; Caravan parks; Centre-based child care facilities</b>  <b>Cemeteries;</b>  <b>Charter and tourism boating facilities</b>  <b>Commercial premises</b>  <b>Crematoria</b>  <b>Eco-tourist facilities</b>  <b>Exhibition homes;</b>  <b>Exhibition villages;</b>  <b>Forestry</b>  <b>Function centres;</b>  <b>Helipads;</b>  <b>Home occupations (sex services)</b>  <b>Information and education facilities;</b>  <b>Intensive livestock agriculture;</b>  <b>Jetties;</b>  <b>Marinas;</b>  <b>Mooring pens;</b>  <b>Moorings</b>  <b>Mortuaries;</b>  <b>Passenger transport facilities</b>  <b>Places of public worship;</b>  <b>Public administration buildings;</b>  <b>Recreation areas</b>  <b>Recreation facilities (indoor)</b>  <b>Registered clubs;</b>  <b>Research stations</b>  <b>Respite day care centres;</b>  <b>Restricted premises;</b> Rural industries; <b>Sex services premises;</b> <b>Storage premises;</b> <b>Tourist</b> </p>	<p> centres; Industrial retail outlets; Industrial training facilities; Industries; Recreation facilities (major); Recreation facilities (outdoor); Residential accommodation; Service stations; Transport depots; Truck depots; Vehicle body repair workshops; Vehicle repair stations; Warehouse or distribution centres; Waste or resource management facilities; Wholesale supplies </p>	<p> objectives that would preclude many of the potential uses being able to be approved were an application to be made to change use. </p> <p> There are no facilities of this nature or the facilities are compatible uses within the rural area that encourage intensive use of land, benefit from a rural location. </p> <p> While some uses may generate potential land use conflicts the appropriate vehicle to resolve any adverse effects is through the DA process including public consultation and supporting assessment of effects. </p>
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	accommodation; <del>Respite day care centres; Restricted premises;</del> Rural industries; Service stations; <del>Sex services premises; Storage premises; Tourist and visitor accommodation;</del> Transport depots; Truck depots; Vehicle body repair workshops; Vehicle repair stations; <del>Veterinary hospitals;</del> Warehouse or distribution centres; Waste or resource management facilities; <del>Water recreation structures; Wharf or boating facilities;</del> Wholesale supplies	and visitor accommodation; Veterinary hospitals; Water recreation structures; Wharf or boating facilities;		
<b>RU5 Village</b>	Agriculture; <del>Air transport facilities;</del> <del>Airstrips;</del> Amusement centres; Animal boarding or training establishments; Boat building and repair facilities; Boat launching ramps; Boat sheds; Cellar door premises; Charter and tourism boating facilities; Correctional centres; Crematoria; Eco-tourist facilities; Electricity generating works; Extractive	Amusement centres; Animal boarding or training establishments; Boat building and repair facilities; Boat launching ramps; Boat sheds; Cellar door premises; Charter and tourism boating facilities; Correctional centres; Crematoria; Eco-tourist facilities; Electricity generating works; Farm buildings;	Agriculture; Extractive industries; Forestry; Heavy industrial storage establishments; Open cut mining;	<b>Open Zone</b>  There are no facilities of this nature or the activity is unable to be contained within the lot size, location or is not known to occur.  The use are compatible uses within the rural economy and encourage diversity and investment opportunities within the villages and benefit from a rural location.  While some uses may generate potential land use conflicts the appropriate means to resolve any adverse



	<del>industries; Farm buildings; Forestry; Freight transport facilities; Funeral homes; Heavy industrial storage establishments; Helipads; Highway service centres; Home occupations (sex services); Industrial training facilities; Industries; Jetties; Marinas; Mooring; Mooring pens; Mortuaries; Open cut mining; Passenger transport facilities; Pond-based aquaculture; Recreation facilities (major); Research stations; Residential accommodation; Restricted premises; Roadside stalls; Rural industries; Sex services premises; Sewerage systems; Storage premises; Tourist and visitor accommodation; Transport depots; Truck depots; Warehouse or distribution centres; Waste or resource management facilities; Water recreation structures; Water supply systems; Wharf or boating facilities</del>	<b>Freight transport facilities; Funeral homes Helipads; Highway service centres; Home occupations (sex services); Industrial training facilities; Industries; Jetties; Marinas; Mooring; Mooring pens; Mortuaries; Passenger transport facilities; Pond-based aquaculture; Recreation facilities (major); Research stations; Residential accommodation; Restricted premises; Roadside stalls; Rural industries; Sex services premises; Sewerage systems; Storage premises; Tourist and visitor accommodation; Transport depots; Truck depots; Warehouse or distribution centres; Waste or resource management facilities; Water recreation structures; Water supply systems; Wharf or boating facilities</b>		effects is through the DA process including public consultation and supporting assessment of effects.
R2	Agriculture; Air transport facilities;	Airstrips; Boat launching ramps;	Agriculture; Air transport facilities;	Open Zone



<b>Low Density Residential</b>	<del>Airstrips;</del> Amusement centres; Animal boarding or training establishments; Boat building and repair facilities; <del>Boat launching ramps; Boat sheds;</del> <del>Car parks;</del> Cemeteries; Charter and tourism boating facilities; Commercial premises; Correctional centres; Crematoria; Depots; Eco-tourist facilities; Electricity generating works; Entertainment facilities; Exhibition villages; Extractive industries; Farm buildings; Forestry; Freight transport facilities; Function centres; Heavy industrial storage establishments; Helipads; Highway service centres; Home occupations (sex services); Hospitals; Industrial retail outlets; Industrial training facilities; Industries; <del>Jetties; Marinas; Mooring pens; Moorings;</del> Mortuaries; Open cut mining; Passenger transport facilities; <del>Public administration buildings;</del> Recreation facilities (indoor); Recreation facilities (major);	<del>Boat sheds;</del> <b>Car parks</b> <del>Jetties;</del> <b>Marinas;</b> <b>Mooring pens;</b> <b>Moorings</b> <b>Public administration buildings;</b> <b>Registered clubs;</b> <b>Research stations;</b> <b>Residential accommodation</b> <b>Tourist and visitor accommodation</b> <b>Water recreation structures;</b> <b>Water supply systems;</b> <b>Wharf or boating facilities;</b>	Amusement centres; Animal boarding or training establishments; Boat building and repair facilities; Cemeteries; Charter and tourism boating facilities; Commercial premises; Correctional centres; Crematoria; Depots; Eco-tourist facilities; Electricity generating works; Entertainment facilities; Exhibition villages; Extractive industries; Farm buildings; Forestry; Freight transport facilities; Function centres; Heavy industrial storage establishments; Helipads; Highway service centres; Home occupations (sex services); Hospitals; Industrial retail outlets; Industrial training facilities; Industries; Mortuaries; Open cut mining; Passenger transport facilities; Recreation facilities (indoor); Recreation facilities (major); Recreation facilities (outdoor); Restricted premises; Rural industries; Service stations; Sewerage systems; Sex services premises; Storage premises; Transport depots; Truck depots; Vehicle body repair workshops; Vehicle repair stations; Veterinary hospitals; Warehouse or	<p>The uses are unable to or are not known or able to occur within the lot size and location.</p> <p>The facilities are compatible uses within the residential environs or supportive infrastructure for residential development.</p> <p>While some uses were they to be sought may generate potential land use conflicts the appropriate means to resolve any adverse effects is through the DA process including public consultation and supporting assessment of effects.</p>
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	Recreation facilities (outdoor); <del>Registered clubs;</del> <del>Research stations;</del> <del>Residential accommodation;</del> Restricted premises; Rural industries; Service stations; Sewerage systems; Sex services premises; Storage premises; <del>Tourist and visitor accommodation;</del> Transport depots; Truck depots; Vehicle body repair workshops; Vehicle repair stations; Veterinary hospitals; Warehouse or distribution centres; Waste or resource management facilities; <del>Water recreation structures;</del> <del>Water supply systems;</del> <del>Wharf or boating facilities;</del> Wholesale supplies		distribution centres; Waste or resource management facilities; Wholesale supplies	
<b>R5 Large Lot Residential</b>	<del>Agriculture;</del> <del>Air transport facilities;</del> <del>Airstrips;</del> Amusement centres; <del>Animal boarding or training establishments;</del> <del>Boat building and repair facilities;</del> <del>Boat launching ramps;</del> <del>Boat sheds;</del> <del>Camping grounds;</del> <del>Car parks;</del> <del>Caravan parks;</del> <del>Cemeteries;</del> <del>Charter and tourism boating</del>	Agriculture; Airstrips; Air transport facilities; Animal boarding or training establishments; Boat building and repair facilities; Boat launching ramps; Boat sheds; Camping grounds; Car parks; Caravan parks; Cemeteries;	Amusement centres; Commercial premises; Extractive industries; Heavy industrial storage establishments; Industries; Open cut mining; Recreation facilities (major); Recreation facilities (outdoor); Restricted premises; Transport depots; Truck depots; Vehicle body repair workshops; Vehicle repair stations;	<b>Open Zone</b>  There are uses that are appropriate to larger lots and are either of rural village or residential character or supportive of the rural economy.  There are no facilities of this nature.  The facilities uses are compatible uses that benefit from a peri-urban location.



<p>facilities; Commercial premises; <del>Correctional centres;</del> <del>Crematoria;</del> <del>Depots;</del> <del>Eco-tourist facilities;</del> <del>Electricity generating works;</del> <del>Entertainment facilities;</del> <del>Exhibition homes;</del> <del>Exhibition villages;</del> Extractive industries; <del>Farm buildings;</del> <del>Forestry;</del> <del>Freight transport facilities;</del> <del>Function centres;</del> Heavy industrial storage establishments; <del>Highway service centres;</del> <del>Helipads;</del> <del>Home occupations (sex services);</del> Industrial retail outlets; <del>Industrial training facilities;</del> Industries; <del>Information and education facilities;</del> <del>Jetties;</del> <del>Marinas;</del> <del>Mooring pens;</del> <del>Moorings;</del> <del>Mortuaries;</del> Open cut mining; <del>Passenger transport facilities;</del> <del>Places of public worship;</del> <del>Public administration buildings;</del> <del>Recreation facilities (indoor);</del> Recreation facilities (major); Recreation facilities (outdoor); <del>Registered clubs;</del> <del>Research stations;</del> <del>Residential accommodation;</del> Restricted</p>	<p>Charter and tourism boating facilities Correctional centres; Crematoria Eco-tourist facilities; Electricity generating works; Entertainment facilities; Exhibition homes; Exhibition villages; Farm buildings; Forestry; Freight transport facilities; Function centres; Highway service centres; Helipads; Home occupations (sex services) Industrial training facilities Information and education facilities; Jetties; Marinas; Mooring pens; Moorings; Mortuaries Passenger transport facilities; Places of public worship; Public administration buildings; Recreation facilities (indoor); Registered clubs; Research stations; Residential accommodation Rural industries; Service stations; Sewerage systems; Sex services premises;</p>	<p>While some uses may generate potential land use conflicts the appropriate vehicle to resolve any adverse effects is through the DA process including public consultation and supporting assessment of effects</p>
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	<del>premises; Rural industries; Service stations; Sewerage systems; Sex services premises; Storage premises; Tourist and visitor accommodation; Transport depots; Truck depots; Vehicle body repair workshops; Vehicle repair stations; Veterinary hospitals; Warehouse or distribution centres; Waste or resource management facilities; Water recreation structures; Water supply systems; Wharf or boating facilities; Wholesale supplies</del>	Storage premises; Tourist and visitor accommodation Veterinary hospitals; Warehouse or distribution centres; Waste or resource management facilities; Water recreation structures; Water supply systems; Wharf or boating facilities; Wholesale supplies		
<b>B2 Local Centre</b>	Agriculture; <del>Air transport facilities; Airstrips; Amusement centres; Animal boarding or training establishments; Boat building and repair facilities; Boat launching ramps; Boat sheds; Camping grounds; Caravan parks; Cemeteries; Charter and tourism boating facilities; Correctional centres; Crematoria; Depots; Eco-tourist facilities; Electricity generating works;</del>	Air transport facilities; Airstrips; Amusement centres; Animal boarding or training establishments; Boat building and repair facilities; Boat launching ramps; Boat sheds; Camping grounds; Caravan parks; Charter and tourism boating facilities; Correctional centres; Crematoria; Depots; Eco-tourist facilities;	Agriculture; Cemeteries; Extractive industries; Open cut mining; Rural industries; Transport depots; Truck depots;	<b>Open Zone</b>  The uses are appropriate to the Commercial activity areas or would create supportive economic diversity or are commercial related activities or supportive infrastructure.  There are no facilities of this nature or the activity is unable to be contained within the lot size, location or is not known to occur.  While some uses may generate potential land use conflicts the appropriate vehicle to resolve any adverse



	<del>Exhibition homes;</del> <del>Exhibition villages;</del> <del>Extractive industries;</del> <del>Farm buildings;</del> <del>Forestry;</del> <del>Freight transport facilities;</del> <del>Heavy industrial storage establishments;</del> <del>Helipads;</del> <del>Highway service centres;</del> <del>Home occupations (sex services);</del> <del>Industrial training facilities;</del> <del>Industries;</del> <del>Jetties;</del> <del>Marinas;</del> <del>Mooring pens;</del> <del>Moorings;</del> <del>Mortuaries;</del> <del>Open cut mining;</del> <del>Places of public worship;</del> <del>Pond-based aquaculture;</del> <del>Recreation areas;</del> <del>Recreation facilities (major);</del> <del>Recreation facilities (outdoor);</del> <del>Research stations;</del> <del>Residential accommodation;</del> <del>Restricted premises;</del> <del>Rural industries;</del> <del>Sewerage systems;</del> <del>Sex services premises;</del> <del>Storage premises;</del> <del>Transport depots;</del> <del>Truck depots;</del> <del>Veterinary hospitals;</del> <del>Warehouse or distribution centres;</del> <del>Waste or resource management facilities;</del> <del>Water recreation structures;</del> <del>Water supply systems;</del> <del>Wharf or boating</del>	Electricity generating works; Exhibition homes; Exhibition villages Farm buildings; Forestry; Freight transport facilities; Heavy industrial storage establishments; Helipads; Highway service centres; Home occupations (sex services); Industrial training facilities; Industries; Jetties; Marinas; Mooring pens; Moorings; Mortuaries Places of public worship; Pond-based aquaculture; Recreation areas; Recreation facilities (major); Recreation facilities (outdoor); Research stations; Residential accommodation; Restricted premises Rural industries; Sewerage systems; Sex services premises; Storage premises Transport depots; Truck depots; Veterinary hospitals; Warehouse or distribution centres; Waste or resource management facilities; Water recreation structures; Water supply systems;		effects is through the DA process including public consultation and supporting assessment of effects
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	<del>facilities;</del> <del>Wholesale supplies</del>	Wharf or boating facilities; Wholesale supplies		
<b>B4 Mixed Use</b>	<del>Agriculture; Air transport facilities; Airstrips; Amusement centres; Animal boarding or training establishments; Boat building and repair facilities; Boat launching ramps; Boat sheds; Charter and tourism boating facilities; Crematoria; Depots; Eco-tourist facilities; Electricity generating works; Exhibition homes; Exhibition villages; Extractive industries; Farm buildings; Forestry; Freight transport facilities; Heavy industrial storage establishments; Helipads; Highway service centres; Home occupations (sex services); Industrial training facilities; Industries; Jetties; Marinas; Mooring;</del>	<del>Agriculture; Air transport facilities; Airstrips; Amusement centres; Boat building and repair facilities; Boat launching ramps; Boat sheds; Charter and tourism boating facilities; Crematoria; Depots; Eco-tourist facilities; Electricity generating works; Farm buildings; Forestry; Helipads; Highway service centres; Industrial training facilities; Industries; Jetties; Marinas; Mooring;</del>	Animal boarding or training establishments; Camping grounds; Caravan parks; Cemeteries; Exhibition homes; Exhibition villages; Extractive industries; Freight transport facilities; Heavy industrial storage establishments; Home occupations (sex services); Open cut mining;	<b>Open Zone</b>  There are no facilities of this nature or the activity is unable to be contained within the lot size, location or is not known to occur.  While some uses may generate potential land use conflicts the appropriate vehicle to resolve any adverse effects is through the DA process including public consultation and supporting assessment of effects



	<del>Mooring pens;</del> <del>Open cut mining;</del> <del>Places of public worship;</del> <del>Pond-based aquaculture;</del> <del>Recreation areas;</del> <del>Recreation facilities (major);</del> <del>Recreation facilities (outdoor);</del> <del>Research stations;</del> <del>Residential accommodation;</del> <del>Restricted premises;</del> <del>Rural industries;</del> <del>Sewerage systems;</del> <del>Sex services premises;</del> <del>Storage premises;</del> <del>Tourist and visitor accommodation;</del> <del>Transport depots;</del> <del>Truck depots;</del> <del>Warehouse or distribution centres;</del> <del>Waste or resource management facilities;</del> <del>Water recreation structures;</del> <del>Water supply systems;</del> <del>Wharf or boating facilities;</del> <del>Wholesale supplies</del>	Restricted premises Rural industries; Sewerage systems; Sex services premises; Storage premises; Tourist and visitor accommodation; Transport depots; Truck depots; Warehouse or distribution centres; Waste or resource management facilities; Water recreation structures; Water supply systems; Wharf or boating facilities; Wholesale supplies		
IN2 Light Industrial	<del>Agriculture;</del> <del>Air transport facilities;</del> <del>Airstrips;</del> <del>Amusement centres;</del> <del>Animal boarding or training establishments;</del> <del>Boat launching ramps;</del> <del>Boat sheds;</del> Camping grounds; Caravan parks; Cemeteries; <del>Charter and tourism boating facilities;</del> Centre-	Agriculture; Air transport facilities; Airstrips; Amusement centres; Animal boarding or training establishments; Boat launching ramps; Boat sheds; Cemeteries; Charter and tourism boating facilities;	Camping grounds; Caravan parks; Cemeteries; Centre-based child care facilities; Eco-tourist facilities; Home-based child care; Home occupations; Residential accommodation; Respite day care centres; Tourist and visitor accommodation.	<b>Open Zone</b>  Primarily this is the zone for Council to provide for uses that are intrinsically nonresidential in nature. Some uses are interchangeable within commercial or industrial or heavy rural activity. Or are generators of adverse effects and would benefit with colocation with other



	based child care facilities; <del>Commercial premises;</del> <del>Community facilities;</del> <del>Correctional centres;</del> <del>Crematoria;</del> Eco-tourist facilities; <del>Educational establishments;</del> <del>Electricity generating works;</del> <del>Entertainment facilities;</del> Exhibition homes; Exhibition villages; Farm buildings; Forestry; <del>Freight transport facilities;</del> Function centres; Health services facilities; <del>Heavy industrial storage establishments;</del> <del>Highway service centres;</del> Home-based child care; <del>Home businesses;</del> Home occupations; <del>Home occupations (sex services);</del> Industries; <del>Information and education facilities;</del> Jetties; Marinas; <del>Mooring pens;</del> Moorings; <del>Mortuaries;</del> Passenger transport facilities; <del>Pond-based aquaculture;</del> Public administration buildings; <del>Recreation areas;</del> Recreation facilities (major); Recreation facilities (outdoor); <del>Registered clubs;</del>	Commercial premises Community facilities; Correctional centres; Crematoria; Educational establishments; Electricity generating works; Entertainment facilities; Exhibition homes; Exhibition villages; Farm buildings; Forestry; Freight transport facilities; Function centres; Health services facilities; Heavy industrial storage establishments; Highway service centres; Home businesses Home occupations (sex services); Industries; Information and education facilities; Jetties; Marinas; Mooring pens; Moorings; Mortuaries; Passenger transport facilities; Pond-based aquaculture; Public administration buildings; Recreation areas; Recreation facilities (major); Recreation facilities (outdoor); Registered clubs;	uses of a similar adverse generating impact.  There are no facilities of this nature or the activity is unable to be contained within the lot size, location or is not known to occur.  While some uses may generate potential land use conflicts the appropriate vehicle to resolve any adverse effects is through the DA process including public consultation and supporting assessment of effects Child care centre locations are subject to a SEPP
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	<del>Research stations;</del> Residential accommodation; Respite day care centres; Tourist and visitor accommodation; <del>Transport depots;</del> <del>Truck depots;</del> <del>Veterinary hospitals;</del> <del>Waste or resource management facilities;</del> <del>Water recreation structures;</del> <del>Water supply systems;</del> <del>Wharf or boating facilities;</del> <del>Wholesale supplies</del>	Research stations Restricted premises; Rural industries; Service stations; Sewerage systems; Storage premises; Transport depots; Truck depots; Veterinary hospitals; Waste or resource management facilities; Water recreation structures; Water supply systems; Wharf or boating facilities; Wholesale supplies		
<b>RE1 Public Recreation</b>	Any development not specified in item 2 or 3	No change,  Add to <b>3 Permitted with consent:</b>  Boat launching ramps; Boat sheds; Jetties; Marinas; Mooring; Mooring pens Recreation facilities (major); Recreation facilities (outdoor); Water recreation structures Wharf or boating facilities	No change	<b>Closed zone</b>  These additional uses are recreational in nature and supportive of community recreation. PE land is Council owned and those recreation facilities on the land are likely owned and administered in the public good.  While some uses may generate potential land use conflicts the appropriate vehicle to resolve any adverse effects is through the DA process including public consultation and supporting assessment of effects
<b>E1 National Parks and Nature Reserves</b>	Any development not specified in item 2 or 3	No change	No change	<b>Closed zone</b>
<b>E2 Environmental Conservation</b>	Business premises; Hotel or motel accommodation;	<b>Tank-based aquaculture;</b>	No change	<b>Closed Zone</b>



	Industries; Multi dwelling housing; <del>Pond-based aquaculture</del> ; Recreation facilities (major); Residential flat buildings; Restricted premises; Retail premises; Seniors housing; Service stations; <del>Tank-based aquaculture</del> ; Warehouse or distribution centres; Any other development not specified in item 2 or 3	<p>Add to <b>3 Permitted with consent :</b></p> <p><b>Community facilities;</b>  <b>Farm building;</b>  <b>Eco-tourist facilities;</b>  <b>Educational establishments;</b>  <b>Jetties;</b>  <b>Marinas;</b>  <b>Mooring pens;</b>  <b>Moorings;</b>  <b>Recreation facilities (outdoor);</b>  <b>Tourist and visitor accommodation</b>  <b>Water recreation structures</b>  <b>Water supply systems</b></p>		<p>While some uses may generate potential land use conflicts the appropriate vehicle to resolve any adverse effects is through the DA process including public consultation and supporting assessment of effects.</p> <p>This addresses the inconsistency of farms having farms buildings being prohibited.</p>
<b>E3 Environmental Management</b>	Industries; Multi dwelling housing; Residential flat buildings; Retail premises; Seniors housing; Service stations; Warehouse or distribution centres; Any other development not specified in item 2 or 3	<p>Add to <b>3 Permitted with consent :</b></p> <p><b>Farm building</b>  <b>Community facilities</b>  <b>Eco-tourist facilities;</b>  <b>Educational establishments;</b>  <b>Jetties;</b>  <b>Marinas;</b>  <b>Mooring pens;</b>  <b>Moorings;</b>  <b>Recreation facilities (outdoor);</b>  <b>Tourist and visitor accommodation</b>  <b>Water recreation structures</b>  <b>Water supply systems</b></p>	No change	<p><b>Closed zone</b></p> <p>While some uses may generate potential land use conflicts the appropriate vehicle to resolve any adverse effects is through the DA process including public consultation and supporting assessment of effects.</p> <p>This addresses the inconsistency of farms having farms buildings being prohibited.</p>