

BUSINESS PAPER

ORDINARY MEETING

Thursday 20 April 2017 9.00 am 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 April 2017

Councillors

Dear Members

Ordinary Meeting of Council

Notice is hereby given that the next Ordinary Meeting of Council will take place on Thursday 20 April 2017 in the Council Chambers Crookwell commencing at 9.00 am.

Your presence is requested.

Yours faithfully

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.

1	APC	LOGIES AND LEAVE OF ABSENCE	
2	CITI 2.1	ZENSHIP CEREMONY Granting of Citizenship - Mr Joel and Mrs Brittany Lisonbee and Chloe, Ada and Ezra Lisonbee.	
3	DEC	LARATIONS OF INTEREST	
4	CON 4.1 4.2	Minutes of the Ordinary Meeting of Council of 16 March 2017 Minutes of the Extraordinary Meeting of Council of 10 April 2017	1 1 13 33
5	MAY	ORAL MINUTES	35
	5.1	Mayoral Minute - Mayoral Activities March/April 2017	36
6	PRE 6.1	SENTATIONS TO COUNCIL/PUBLIC Pedestrian Access Mobility Plan (PAMP) presentation by Consultant Ms Carly Prenzler of Ross Planning	
7	COF	RESPONDENCE	37
	7.1	Correspondence items for the month of April 2017	38
8	LAT	E CORRESPONDENCE	
REF	ORT	S FROM STAFF AND STANDING COMMITTEES	
9	ENV	IRONMENT AND PLANNING	97
	9.1	Monthly Weeds Activities Report	98
	9.2	Development Statistics for the Month of March 2017	102
	9.3	DRAFT Disability Inclusion Action Plan 2017 -2020	109
	9.4	Draft Floodplain Risk Management Plan and Study for the Villages of Crookwell, Gunning, Collector and Taralga	139
10	WOI	RKS AND OPERATIONS	.149
	10.1	Works In Progress - Construction & Maintenance	150
	10.2	Works In Progress - Technical & Managerial	154
	10.3	, ,	156
	10.4	•	158
	10.5	Kerheide Greenwaste Collection Feasibility	161

	10.6	Proposed Compulsory Acquisition of Crown Land for Road Widening Purposes South of Tuena on MR54 Junction Point Road	164
	10.7	Formal Expression of Interest to Purchase Crookwell Caravan Park.	195
	10.8	Proposed Compulsory Acquisition of Lot 7328 DP 1170559 Tuena Creek Bridge, Bell St, Tuena.	198
	10.9	Procedures for Maintenance of Parks.	214
	10.10	Creation of a Committee to Overview Opportunities of Relocating Council's Existing Crookwell Works Depot.	218
	10.11	Crown Lands within Upper Lachlan Shire	220
11	FINAN	CE AND ADMINISTRATION	253
	11.1	Investments for the month of March 2017	254
	11.2	Bank Balance and Reconciliation - 31 March 2017	258
	11.3	Rates and Charges Outstanding for the month of March 2017	260
	11.4	Integrated Planning and Reporting - Adoption of Draft Plans for Public Exhibition	263
	11.5	Library Quarterly Report	269
	11.6	Provision of Library Services - Service Level Agreement with Goulburn Mulwaree Council	275
	11.7	Fund Raising and Street Stall Policy	294
	11.8	Sporting Representation Donations Policy	300
	11.9	Service Delivery Policy	304
	11.10	Public Interest Disclosures - Internal Reporting Policy	317
	11.11	Purchasing – Acquisition of Goods and Services Policy	339
12	GENER	RAL MANAGER	359
	12.1	Staffing Matters	360
	12.2	Consultative Committee Meeting Minutes	362
	12.3	WHS Committee Minutes	366
	12.4	Council Meetings - Location Options	370
	12.5	Fire and Emergency Services Levy Bill (NSW) 2017	373
	12.6	Financial Assistance Grants Indexation Restoration Campaign	375
	12.7	Action Summary - Council Decisions	378
13	LATE F	REPORTS	
14		RTS FROM OTHER COMMITTEES, SECTION 355 COMMITTEES ELEGATES	.383
	14.1	Reports for the month of April 2017	384
15	BUSIN	ESS WITHOUT NOTICE	
16	NOTIC	ES OF MOTION	431
	16.1	Notice of Rescission Motion	432
	16.2	Notice of Motion - Mobile Telephones	434

17	QUES	TIONS WITH NOTICE	435
	17.1	Crookwell Waste Facilities	436
	17.2	Disabled Toilets	437
	17.3	Gunning Library	438
	17.4	Meeting with Premier	439
	17.5	Traffic Committee	441
	17.6	Access Committee	442
	17.7	Proposed New Council Facilities	444
	17.8	Civic Centre	447
	17.9	Green Waste Kerbside Service	448
	17.10	Retirement of The Hon Duncan Gay MLC (former Minister for Roads, Maritime and Freight)	449
	17.11	Streetscape Investigation	450
	17.12	Maintenance of Parks and Gardens for holiday periods/Special Events	451
18	CONF	IDENTIAL SESSION	457
	18.1	Purchase of Additional Land to Extend Gunning Cemetery.	
	18.2	Access Committee - Expressions of Interest	
	18.3	Proposal from Streetscape Consultants	
	18.4	Legal Advice - Council Road Maintenance Obligations	
	18.5	Staffing Matters	

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 Department of Local Government and,
 - 2. Non-pecuniary regulated by Codes of Conduct and policy, ICAC, Ombudsman, Department of Local Government (advice only).

THE TEST FOR CONFLICT OF INTEREST

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

IDENTIFYING PROBLEMS

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

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

AGENCY ADVICE

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

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

UPPER LACHLAN SHIRE COUNCIL COUNCILLORS DISCLOSURE OF A

PECUNIARY INTEREST

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

To the General Manager	
l,	
Declare a Conflict of Interest, being a PE	CUNIARY Interest.
COUNCI	L MEETING
Name of Meeting	
Date of Meeting	
Page Number	Item Number
Subject	
Reason for Interest	
OTHER THAN C	OUNCIL MEETINGS
Reason for Interest	
	-
Signature	Date

COUNCILLORS DISCLOSURE OF A

NON-PECUNIARY INTEREST

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

To the General Manager					
I,					
Declare a Conflict of Interest, being a NON-PECUNIARY Interest.					
	Significant	☐ Nor	n Significant		
	C	OUNCIL MEET	INGS		
Name of Meeting					
Date of Meeting					
Page Number		Item Nu	umber		
Subject					
Reason for Intere	st				
As a result of my	non-pecuniary inter	rest, my involver	ment in the meeting will be as follows:		
Option A – N	Make a declaration,	stay in the Char	mber, participate in the debate, and vote		
Option B – Note.	Make a declaration,	stay in the Char	mber, participate in the debate, but not		
Option C – Note the Chamber		stay in the Char	mber, participate in the debate, but leave		
Option D – N 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.					
Si	gnature	_	Date		

4	CONFIRMATION OF MINUTES
The	following minutes are submitted for confirmation -
4.1	Minutes of the Ordinary Meeting of Council of 16 March 201713



MINUTES OF THE

ORDINARY MEETING OF COUNCIL

HELD IN THE COUNCIL CHAMBERS

ON 16 MARCH 2017

PRESENT:

Mayor B McCormack (Chairperson), Clr P Culhane, Clr R Cummins, Clr P Kensit, Clr R Opie, Clr D O'Brien, Clr J Searl, Clr J Stafford, Clr J Wheelwright, Mr J Bell (General Manager), Mr P Newham (Director of Works and Operations), Mr A Croke (Director Finance and Administration), Mrs T Dodson (Director of Environment & Planning), Mr L Moloney (Manager of Operations), Mrs H Peterson (Executive Assistant) and Ms D Crosbie (Media Officer).

THE MAYOR DECLARED THE MEETING OPEN AT 6.00PM

SECTION 1: APOLOGIES & LEAVE OF ABSENCE

There were no apologies.

SECTION 2: CITIZENSHIP CEREMONY

Nil

SECTION 3: DECLARATIONS OF INTEREST

Nil

SECTION 4: CONFIRMATION OF MINUTES

40/17 RESOLVED by Clr Searl and Clr Wheelwright

That the minutes of the Ordinary Council Meeting held on 16

February 2017 be adopted.

MINUTES OF THE

ORDINARY MEETING OF COUNCIL

HELD IN THE COUNCIL CHAMBERS

ON 16 MARCH 2017

SECTION 5: MAYORAL MINUTES

41/17 MAYORAL MINUTE FEBRUARY - MARCH 2017

RESOLVED by CIr McCormack and CIr Searl that Council receive and note the activities attended by the Mayor in February/March

2017.

42/17 MAYORAL MINUTE – CONGRATULATION TO LIZ IKIN

RESOLVED by Clr McCormack and Clr Searl that on behalf of the Upper Lachlan Shire Council and Residents I would like to congratulate Liz Ikin on being named the "2017 Local Women of the Year" for the Goulburn electorate. Liz's contribution to the community is exceptional and it is wonderful to see that contribution recognised by this award.

SECTION 6: PRESENTATIONS TO COUNCIL/PUBLIC

Nil

SECTION 7: CORRESPONDENCE

ITEM 7.1 CORRESPONDENCE FOR THE MONTH OF MARCH 2017.

43/17 RESOLVED by Clr Searl and Clr Stafford

That Item 7.1 - Minutes of Committee/Correspondence/Information listed below be received:

- 1. David Fahey Crookwell Waste Facilities.
- 2. Taralga Public School Letter of thanks for annual contribution.
- 3. Barry Murphy Compliment and suggestions of tree types in Goulburn Street Crookwell.

MINUTES OF THE

ORDINARY MEETING OF COUNCIL

HELD IN THE COUNCIL CHAMBERS

ON 16 MARCH 2017

- 4. Gunning Golf Club Requesting Financial Assistance.
- 5. John Barilaro MP Media Release Regional Growth Environment Tourism Fund.

- CARRIED

SECTION 8: LATE CORRESPONDENCE

Nil

REPORTS FROM STAFF AND STANDING COMMITTEES

SECTION 9: ENVIRONMENT AND PLANNING

ITEM 9.1 MONTHLY WEEDS ACTIVITIES REPORT

44/17 RESOLVED by Clr O'Brien and Clr Searl

1. Council receives and notes the report as information.

Councillors who voted for:- Crs P Culhane, R Cummins, P

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

and J Wheelwright

Councillors who voted against: Nil

MINUTES OF THE

ORDINARY MEETING OF COUNCIL

HELD IN THE COUNCIL CHAMBERS

ON 16 MARCH 2017

ITEM 9.2 DEVELOPMENT STATISTICS FOR THE MONTH OF FEBRUARY

2017

45/17 RESOLVED by CIr Searl and CIr Culhane

1. Council receives and notes the report as information.

Councillors who voted for:- Crs P Culhane, R Cummins, P

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

and J Wheelwright

Councillors who voted against:- Nil

- CARRIED

SECTION 10: WORKS AND OPERATIONS

ITEM 10.1 WORKS IN PROGRESS - CONSTRUCTION & MAINTENANCE

46/17 RESOLVED by Clr Searl and Clr Kensit

1. Council receive the report and note the information.

- CARRIED

ITEM 10.2 WORKS IN PROGRESS - TECHNICAL & MANAGERIAL

47/17 RESOLVED by Clr Searl and Clr O'Brien

1. Council receive the report and note the information.

MINUTES OF THE

ORDINARY MEETING OF COUNCIL

HELD IN THE COUNCIL CHAMBERS

ON 16 MARCH 2017

ITEM 10.3 WATER AND SEWER UPDATE48/17 RESOLVED by Clr Searl and Clr O'Brien

1. Council receive the report and note the information.

- CARRIED

ITEM 10.4 ROAD CLOSURE APPLICATION - BOONGARRA ROAD

49/17 RESOLVED by Clr Searl and Clr Stafford

 Council transfer as compensation to the adjoining land owner, and confirm an easement is to be created over, the whole of Lot 6 DP 1200964 in favour of Lot 3 DP 1163350.

- CARRIED

ITEM 10.5 COMPULSORY ROAD ACQUISITION MOUNT HENRY BINDA ROAD

50/17 RESOLVED by Clr Searl and Clr Wheelwright

- 1. Council acquire Lot 1 in the Plan of Acquisition comprising 1.232 ha and being part of Lot 7006 DP 1032328 under the Land Acquisition (Just Terms) Compensation Act 1991.
- 2. Council seeks the consent of the Governor of NSW and Minister of Local Government to the compulsory acquisition of such land for the purposes of road widening under the Roads Act 1993.
- 3. The acquisition of this land is required to enable MR54 Binda Road continuity of access and meet a broader public purpose and

MINUTES OF THE

ORDINARY MEETING OF COUNCIL

HELD IN THE COUNCIL CHAMBERS

ON 16 MARCH 2017

community need.

- 4. The acquisition is completed in accordance with the Native title Act 1993.
- 5. The consent of both NSW Department of Industry Lands and Local Land Services to the acquisition be sought and that any compensation payable be in accordance with Section 55 of the Land Acquisition (Just Terms) Compensation Act.
- 6. Council authorise the Mayor and General Manager to sign and seal the documents relating to the transaction, as required.

- CARRIED

ITEM 10.6 FUNDING REQUEST FROM KIAMMA CREEK LANDCARE GROUP.

51/17 RESOLVED by Clr Wheelwright and Clr Searl

1. Council receive and note the report as information.

- CARRIED

ITEM 10.7 HEAVY VEHICLE INSPECTION STATION IN CROOKWELL.

SECOLUED by Clr Opie and Clr Stafford

1. That Council form a sub-committee to overview the opportunities of relocating the existing Works Depot with the possible inclusion of the Works Department on that site and establishing a possible Heavy Vehicle Inspection Station.

MINUTES OF THE

ORDINARY MEETING OF COUNCIL

HELD IN THE COUNCIL CHAMBERS

ON 16 MARCH 2017

ITEM 10.8 FENCING OPTIONS FOR CLIFTON PARK.

53/17 RESOLVED by Clr Searl and Clr Cummins

1. That Council request advice regarding the fencing of Clifton Park from its Traffic Committee with a preference for Option A, subject to the fence being extended past any future toilet block.

- CARRIED

ITEM 10.9 MAINTENANCE ON GULLEN FLATS ROAD

54/17 RESOLVED by Clr Searl and Clr Stafford

1. Council pay the full cost of the repairs to Gullen Flats Road (\$25,000.00) and that the work be funded from Council's Section 94 Contributions reserve.

- CARRIED

SECTION 11: FINANCE AND ADMINISTRATION

ITEM 11.1 INVESTMENTS FOR THE MONTH OF FEBRUARY 2017

55/17 RESOLVED by Clr Wheelwright and Clr Kensit

1. Council receive and note the report as information.

MINUTES OF THE

ORDINARY MEETING OF COUNCIL

HELD IN THE COUNCIL CHAMBERS

ON 16 MARCH 2017

ITEM 11.2 BANK BALANCE AND RECONCILIATION - 28 FEBRUARY 2017 56/17 RESOLVED by Clr Searl and Clr Stafford

1. Council receive and note the report as information.

- CARRIED

ITEM 11.3 RATES AND CHARGES OUTSTANDING FOR THE MONTH OF FEBRUARY 2017

57/17 RESOLVED by Clr Wheelwright and Clr Searl

1. Council receive and note the report as information.

- CARRIED

ITEM 11.4 COMMUNITY OUTREACH MEETINGS

58/17 RESOLVED by Clr Searl and Clr Cummins

1. Council receives the report as information and endorses Community Outreach Meeting locations and dates as listed:

Taralga – Wednesday, 3 May 2017 at 6.30pm at Taralga Masonic Hall;

Bigga – Wednesday, 17 May 2017, 6.30pm at Bigga Golf Club;

Gunning – Wednesday, 10 May 2017, 6.30pm at Gunning Council Chambers; and

Crookwell on a date to be advised and advertised.

MINUTES OF THE

ORDINARY MEETING OF COUNCIL

HELD IN THE COUNCIL CHAMBERS

ON 16 MARCH 2017

ITEM 11.5	SECTION 356 FINANCIAL ASSISTANCE POLICY
59/17	RESOLVED by Clr Searl and Clr O'Brien

1. Council adopt the reviewed Section 356 Financial Assistance Policy.

- CARRIED

ITEM 11.6 MOBILE TELEPHONE POLICY

60/17 RESOLVED by Clr Searl and Clr O'Brien

1. Council adopts the reviewed Mobile Telephone Policy.

- CARRIED

ITEM 11.7 SALARY SACRIFICE POLICY

61/17 RESOLVED by Clr Searl and Clr Stafford

1. Council adopts the reviewed Salary Sacrifice Policy.

MINUTES OF THE

ORDINARY MEETING OF COUNCIL

HELD IN THE COUNCIL CHAMBERS

ON 16 MARCH 2017

SECTION 12:	GENERAL MANAGER	
ITEM 12.1 62/17	STAFFING MATTERS RESOLVED by Clr Searl and Clr Stafford	
	Council receive and note the report as information.	
		- CARRIED
ITEM 12.2 63/17	PLANNED MEDIA ENGAGEMENT RESOLVED by Cir Searl and Cir Stafford	
	Council receive and note the report as information.	
		- CARRIED
ITEM 12.3 64/17	SOUTHERN PHONE RESOLVED by Clr Searl and Clr O'Brien	
	Council receive and note the report as information.	
		- CARRIED

MINUTES OF THE

ORDINARY MEETING OF COUNCIL

HELD IN THE COUNCIL CHAMBERS

ON 16 MARCH 2017

ITEM 12.4 CROOKWELL AIRSTRIP UPDATE

65/17 RESOLVED by Clr Searl and Clr Stafford

- 1. Council seek a current market valuation from an appropriate qualified property valuer for the 0.8 of a hectare of the available land that abuts the Crookwell Airstrip (being part lot 421, DP 275571); and
- Council contracts an appropriate legal firm to draw up the lease agreement for the use of the Crookwell Airstrip (being lot 417, DP 754115 and part lot 421, DP 257517), noting that exclusive possession is not included.

- CARRIED

ITEM 12.5 PROPOSED COMMUNITY AND CIVIC CENTRE

66/17 RESOLVED by Clr Searl and Clr Culhane

1. Council receive and note the report as information.

- CARRIED

A motion was moved by Clr Cummins and Clr Kensit that the Mayor investigates and determines if the General Manager at the Council Meeting on Thursday, 16 February 2017 acted in a manner that is considered to be contrary to Council's Charter and the Local Government Act 1993, Chapter 3 Section 8a, when he omitted to advise all the Councillors and the residents of the Shire of the information that was available to him prior to that meeting in regards to the new Civic Centre Project.

On being put to the meeting the motion was lost.

A division was called.

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

Opie and J Stafford

MINUTES OF THE

ORDINARY MEETING OF COUNCIL

HELD IN THE COUNCIL CHAMBERS

ON 16 MARCH 2017

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

Clr Opie foreshadowed a motion to withdraw the application from the Building Better Regions Fund.

A motion was moved by Clr Opie and Clr Stafford that Council withdraw the application from the Building Better Regions Fund in Round 1 and further, Council review the application in conjunction with community consultation and due diligence, and Council make a further application in Round 2 of the Building Better Regions Fund.

On being put to the meeting the motion was carried.

67/17 RESOLVED by Clr Opie and Clr Stafford

 That Council withdraw the application from the Building Better Regions Fund in Round 1 and further, Council review the application in conjunction with community consultation and due diligence, and Council make a further application in Round 2 of the Building Better Regions Fund.

- CARRIED

A division was called.

Councillors who voted for:- Clrs P Culhane, R Cummins, P

Kensit, R Opie, D O'Brien and J

Stafford

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

J Wheelwright

ITEM 12.6 ACTION SUMMARY - COUNCIL DECISIONS

68/17 RESOLVED by Clr Searl and Clr Stafford

1. Council receive and note the report as information.

MINUTES OF THE

ORDINARY MEETING OF COUNCIL

HELD IN THE COUNCIL CHAMBERS

ON 16 MARCH 2017

SECTION 13: LATE REPORTS

Nil

SECTION 14: REPORTS FROM OTHER COMMITTEES, SECTION 355

COMMITTEES AND DELEGATES

ITEM 14.1 REPORTS FOR THE MONTH OF MARCH 2017

69/17 RESOLVED by CIr Searl and CIr Stafford

That Item 14.1 - Minutes of Committee/Information listed below be received:

- Kiamma Creek Landcare Group Minutes from meeting held 16 November 2016.
- 2. Australia Day Committee Minutes from meeting held 28 November 2016.
- Tony Foley Memorial Community Centre s355 Committee Minutes from meeting held 6 December 2016.
- 4. Taralga historical Society Inc Newsletter 01 2017.
- 5. Economic Development Task Force Minutes from meeting held 7 February 2017.
- 6. Pye Cottage Precinct Committee Minutes from meeting held 10 February 2017.
- 7. CENTROC Mayoral Board Report 23 February 2017.
- 8. Upper Lachlan Tourist Association Minutes from meeting held 21 February 2017.

- CARRIED

SECTION 15: BUSINESS WITHOUT NOTICE

Nil

MINUTES OF THE

ORDINARY MEETING OF COUNCIL

HELD IN THE COUNCIL CHAMBERS

ON 16 MARCH 2017

SECTION 16: NOTICES OF MOTION

ITEM 16.1 NOTICE OF RESCISSION MOTION

We, Clr Cummins, Clr Opie and Clr Kensit move that part of Resolution 251/16, Performance Review Committee – General Manager is rescinded".

If that part of Resolution 251/16, Performance Review Committee – General Manager is rescinded, then it is proposed that:-

- (a) The Performance Review Committee General Manager, shall comprise of the Mayor, the Deputy Mayor, another Councillor nominated by Council and a Councillor nominated by the General Manager to the best practice requirements of the Division of Local Government, Department of Premier and Cabinet, Guidelines for the appointment and oversight of General Managers, July 2011, issued pursuant to S23A of the Local Government Act 1993.
- (b) That Councillor's nominate a Councillor to be a representative on the Performance Review committee General Manager.
- (c) That the General Manager nominates a Councillor to be a representative on the Performance Review Committee General Manager.

0

Clr R Cummins

Clr R Opie

Clr P Kensit

Date: 23/02/2017

MINUTES OF THE

ORDINARY MEETING OF COUNCIL

HELD IN THE COUNCIL CHAMBERS

ON 16 MARCH 2017

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

70/17 RESOLVED by Clr Cummins and Clr Kensit

- (a) That the Performance Review Committee General Manager, shall comprise of the Mayor, the Deputy Mayor, another Councillor nominated by Council and a Councillor nominated by the General Manager to the best practice requirements of the Division of Local Government, Department of Premier and Cabinet, Guidelines for the appointment and oversight of General Managers, July 2011, issued pursuant to S23A of the Local Government Act 1993.
- (b) That Councillor's nominate a Councillor to be a representative on the Performance Review committee General Manager.
- (c) That the General Manager nominates a Councillor to be a representative on the Performance Review Committee General Manager.

- CARRIED

A division was called.

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

Opie, D O'Brien, J Stafford and

J Wheelwright

Councillors who voted against:- Clrs P Culhane, B McCormack

and J Searl

SECTION 17: QUESTIONS WITH NOTICE

ITEM 17.1 PROPOSED CIVIC CENTRE

Refer to the Business Paper for 16 March 2017 Council Meeting for the General Managers comments.

MINUTES OF THE

ORDINARY MEETING OF COUNCIL

HELD IN THE COUNCIL CHAMBERS

ON 16 MARCH 2017

ITEM 17.2 COUNCIL CHAMBERS/CIVIC CENTRE

Refer to the Business Paper for 16 March 2017 Council Meeting for the General Managers comments.

ITEM 17.3 CROOKWELL TOWNSHIP MAINTENANCE

Refer to the Business Paper for 16 March 2017 Council Meeting for the General Managers comments.

Moved by Clr Cummins and Clr Opie that the General Manager introduces a proactive maintenance and works programme for councils buildings, towns, villages, parks and roads to take the place of the current reactive approach.

On being put to the meeting the motion was carried.

71/17 **RESOLVED** by Clr Cummins and Clr Opie

1. That the General Manager introduces a proactive maintenance and works programme for councils buildings, towns, villages, parks and roads to take the place of the current reactive approach.

- CARRIED

ITEM 17.4 FIT FOR THE FUTURE

Refer to the Business Paper for 16 March 2017 Council Meeting for the General Managers comments.

MINUTES OF THE

ORDINARY MEETING OF COUNCIL

HELD IN THE COUNCIL CHAMBERS

ON 16 MARCH 2017

ITEM 17.5 OUTSIDE BUSINESS OPPORTUNITIES

Refer to the Business Paper for 16 March 2017 Council Meeting for the General Managers comments.

ITEM 17.6 WORKPLACE HEALTH AND SAFETY ASSESSMENTS OF UPPER LACHLAN SHIRE COUNCILS ADMINISTRATION OFFICES / COUNCIL CHAMBERS IN CROOKWELL

Refer to the Business Paper for 16 March 2017 Council Meeting for the General Managers comments.

ITEM 17.7 MEDIA RELEASE - ACTION TEAMS TO TACKLE ICE

Refer to the Business Paper for 16 March 2017 Council Meeting for the General Managers comments.

ITEM 17.8 TRAFFIC COMMITTEE

Refer to the Business Paper for 16 March 2017 Council Meeting for the General Managers comments.

ITEM 17.9 ACCESS COMMITTEE

Refer to the Business Paper for 16 March 2017 Council Meeting for the General Managers comments.

MINUTES OF THE

ORDINARY MEETING OF COUNCIL

HELD IN THE COUNCIL CHAMBERS

ON 16 MARCH 2017

ITEM 17.10 BUDGET WORKSHOP - LIST OF GRANTS

Refer to the Business Paper for 16 March 2017 Council Meeting for the General Managers comments.

ITEM 17.11 NEW CIVIC CENTRE

Refer to the Business Paper for 16 March 2017 Council Meeting for the General Managers comments.

A motion was moved by Clr Opie and Clr Kensit that Council investigates alternate locations for Council Meetings.

On being put to the meeting the motion was carried.

72/17 RESOLVED by Clr Opie and Clr Kensit

1. That Council investigates alternate locations for Council Meetings.

- CARRIED

ITEM 17.12 FERAL CAT ERADICATION PROGRAMME

Refer to the Business Paper for 16 March 2017 Council Meeting for the General Managers comments.

ITEM 17.13 CRICKET NETS AT CLIFTON PARK

Refer to the Business Paper for 16 March 2017 Council Meeting for the General Managers comments.

Moved CIr Stafford seconded CIr O'Brien that the Clifton Park cricket nets be rehabilitated at an estimated cost of \$4,700.00 using sec 94 contributions, if required.

On being put to the meeting the motion was carried.

MINUTES OF THE

ORDINARY MEETING OF COUNCIL

HELD IN THE COUNCIL CHAMBERS

ON 16 MARCH 2017

73/17 RESOLVED by Clr Stafford and Clr O'Brien

1. That the Clifton Park cricket nets be rehabilitated at an estimated cost of \$4,700.00 using sec 94 contributions, if required.

- CARRIED

ITEM 17.14 NEW CIVIC CENTRE

Refer to the Business Paper for 16 March 2017 Council Meeting for the General Managers comments.

CLOSED COUNCIL ITEMS

Nil

THE MEETING CLOSED AT 9.00PM

Mayor	

Minutes confirmed 20 APRIL 2017

4.2	Minutes of the Extraordi	nary Meeting of Cou	ıncil of 10 April 2017	33

MINUTES OF THE

EXTRAORDINARY MEETING OF COUNCIL

HELD IN THE COUNCIL CHAMBERS

ON 10 APRIL 2017

PRESENT:

Mayor B McCormack (Chairperson), Clr P Culhane, Clr R Cummins, Clr P Kensit, Clr R Opie, Clr D O'Brien, Clr J Searl, Clr J Stafford, Clr J Wheelwright, Mr J Bell (General Manager), Mr P Newham (Director of Works and Operations), Mr A Croke (Director Finance and Administration), Mrs T Dodson (Director of Environment & Planning), Mrs H Peterson (Executive Assistant), Ms D Crosbie (Media Officer)

THE MAYOR DECLARED THE MEETING OPEN AT 6.00PM

SECTION 1: APOLOGIES & LEAVE OF ABSENCE

There were no apologies.

SECTION 2: PRESENTATIONS TO COUNCIL/PUBLIC

Mr Phil Waine made a presentation to the meeting.

Mr Tony Chappel made a presentation to the meeting.

SECTION 3: NOTICES OF MOTION

ITEM 3.1 NOTICE OF MOTION - DALTON GAS FIRED POWER STATION

74/17 RESOLVED by Clr Searl and Clr O'Brien

"Council, in response to the NSW Department of Planning's invitation to provide submissions on AGL's application for a two year extension to their approval to construct a gas fired power station at Dalton, submit an objection to such an extension on behalf of the residents in the nearby communities of Dalton and Gunning."

- CARRIED

THE MEETING CLOSED AT 6.45pm

Minutes confirmed 20 APRIL 2017
......
Mayor

5 MAYORAL MINUTES

The following item is submitted for consideration -

5.1 Mayoral Minute - Mayoral Activities March/April 2017

36

Mayoral Minutes - 20 April 2017

ITEM 5.1 Mayoral Minute - Mayoral Activities March/April 2017

FILE REFERENCE 117/174

<u>March</u>

16 March	Council Meeting
20 March	Budget Workshop
21 March	General Manager's Performance Review
23 March	Country Mayors Association meeting in Sydney
24 March	Country Mayors Association meeting in Sydney
27 March	Meeting with AGL re Dalton Power Station
27 March	Traffic Committee
28 March	Taralga Wind Farm Community Enhancement Program Meeting
29 March	Rye Park Wind Farm PAC Meeting in Yass
30 March	Meeting with Nathan McDonald President of the Rural Fire Service
	Association

<u>April</u>

2 April	Opening of the Crookwell Skate Park
5 April	Meeting with Andrew Thomson the Managing Director of Acciona
	Energy – Gunning Windfarm.
7 April	Opened Crystalbrook Art in the Garden
10 April	Extraordinary Ordinary Council Meeting

7 CORRESPONDENCE The following item is submitted for consideration 7.1 Correspondence items for the month of April 2017 38

Correspondence - 20 April 2017

ITEM 7.1

Correspondence items for the month of April 2017

RECOMMENDATION:

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

- 1. Local Government NSW Update of Fire & Emergency Levy (FESL).
- 2. Hudson & Kerri-Ann Pratley Service Station Complaint.
- 3. Crookwell Community Men's Shed Invitation to visit the Men's Shed.
- 4. Australian Local Government Association Investment on Tomorrow's Communities.
- 5. Eurobodalla Shire Council Balloon Release Ban Campaign.
- 6. Local Government NSW Media Release Feds must Fix FAGs.
- 7. Office of Local Government Circular 17-04 Topis for Local Government Performance Audit by Auditor General of NSW.
- 8. Rural Financial Counselling Service Provision of Services for Businesses within the Shire.
- 9. Hon Pru Goward MP Media Release New Board Members for Local Land Services.
- 10. Goulburn Mulwaree Council Rail Trail Project.
- 11. Minister for Indigenous Affairs National Reconciliation Week 2017 Grant.
- 12. Don Harwin Minister for Arts NSW Government 2016 -2017Public Library Infrastructure Grant Program.

ATTACHMENTS

1. ViewView	Local Government NSW (LGNSW) - Update on the Fire & Emergency Services Levy (FESL)	Attachment
2. ViewView	Hudson & Kerri-Ann Pratley - Service Station Complaint - D2016/4689	Attachment
3. <u>ViewView</u>	Crookwell Community Men's Shed Inc - Invitation to Visit Men's Shed	Attachment
4. ViewView	Australian Local Government Association (ALGA) - Investment in Tomorrow's Communities - Requesting Council Support & Advocacy	Attachment
5. <u>ViewView</u>	Eurobodalla Shire Council - Balloon Release Ban Campaign - Requesting Council Support	Attachment
6. <u>ViewView</u>	Local Government NSW - Media Release - Feds must Fix FAGs	Attachment
7. <u>ViewView</u>	NSW Government Office of Local Government - Council Circular 17-04 Topic for Local Government Performance Audit by Auditor-General of NSW	Attachment
8. <u>ViewView</u>	Rural Financial Counseling Service NSW Southern Region - Provision of Services for Businesses within the Shire	Attachment
9. <u>ViewView</u>	Hon Pru Goward MP - Media Release - New Board Members for Local Land Services	Attachment

Correspondence CORRESPONDENCE ITEMS FOR THE MONTH OF APRIL 2017 cont'd

10. View View	Goulburn Mulwaree Council - Rail Trail Project	Attachment
11. View View	Minister for Indigenous Affairs - National Reconciliation	Attachment
	Week 2017 Grant - Invitation to Apply	
12. View View	Don Harwin - Minister for the Arts - NSW Government -	Attachment
	2016 2017 Public Library Infrastructure Grant Program -	
	Approved \$33,507	

From: LGNSW
To: LGNSW

Subject: Update on the Fire and Emergency Services Levy (FESL)

Date: Thursday, 9 March 2017 6:31:42 PM

Attachments: image001.png

Dear Mayors, Administrators, General Managers, Councillors, Interim General Managers and Deputy-General Managers

Introduction

This week the Treasurer, the Hon Dominic Perrottet MP, tabled legislation in the NSW Parliament to establish the Fire and Emergency Services Levy (FESL - formerly the Emergency Services Property Levy or ESPL), to be collected by councils alongside council rates from 1 July 2017

As previously advised, the levy will have a significant impact on councils.

The Bill and Regulation as tabled in Parliament were sent to all councils by Treasury on 7 March 2017. The Treasury email included implementation advice as well as two extracts showing tracked changes between the draft redacted Bill and Regulation that was provided to councils in November 2016 and the tabled Bill and Regulation. I encourage you to closely examine the changes.

Differences in November draft and tabled Bill

There are a number of minor changes in the tabled Bill compared to the draft provided in November, none of which appear to be of concern to the sector.

Most notably, the Bill introduces hardship provisions that allow persons liable to pay the levy to apply to the Office of State Revenue (OSR) for a waiver or reduction of the levy payable. Councils will be required to give effect to an OSR decision by waiving or reducing the levy payable and writing off the amount waived or the amount of the reduction. This will not affect councils financially and is preferable to earlier options LGNSW commented on.

LGNSW's role and how we assisted councils

While dissatisfied with the NSW Government's failure to remove the 11.7% levy on councils, LGNSW has taken steps to help ensure that the introduction of the FESL proceeds smoothly and councils' concerns are addressed as far as possible.

Since March 2016 LGNSW has hosted an implementation working group which included representatives from councils, NSW Treasury and the NSW Government, to help protect councils' interests.

While the working group discussions were confidential and some government policy decisions non-negotiable, LGNSW chose to take the opportunity to be at the table and influence the legislation as it was being drafted. Strong and ongoing advocacy by LGNSW as well as representatives from councils and NSW Revenue Professionals on the working group resulted in numerous wins for the sector. We headed off significant issues.

We successfully achieved our priorities: securing full cost recovery for councils, requiring the FESL to be separately identified on rates notices and achieving a NSW Government commitment to clearly informing the public about the FESL in advance via a communications campaign making it clear that it was a NSW Government levy (not a council one).

Key outcomes of FESL negotiations

The following table outlines the key issues LGNSW pursued during confidential FESL negotiations with the NSW Government, and the outcomes, which can be largely seen in the legislation the NSW Government has now introduced into the NSW Parliament.

FESL: What LGNSW sought	Outcome	
Full cost recovery	Legislation states NSW Government must make collection	

FESL to be clearly identified as a NSW Government tax	 payments to councils (win) Legislation wording changed to "reimburse" councils rather than "defray" costs (win) Formula for ongoing collection payments to councils to be developed with LGNSW (win) LGNSW sought agreement on "cost heads" for reimbursement (to be finalised) The NSW Government rejected LGNSW's request for councils to be paid a fee – over and above cost recovery – for being a tax collection agent The levy must be separately listed on rates notices as the NSW Government's FESL (win) NSW Government will undertake a public information campaign, to minimise enquiries to councils (win)
Debt recovery of council rates should have higher priority than FESL debts	Councils will not have to remit FESL to Government where no payment is made (win) Councils can enter into a levy recovery arrangement with the Office of State Revenue (OSR) to have FESL debts for non-rateable land referred to, and recovered by, the OSR (win) The NSW Government rejected giving council rates and charges debts priority. Any payments will be apportioned equally to a council's rate and charges and the NSW Government's FESL (oldest debt paid first), consistent with other Australian states OSR responsible for hardship process (win)
No changes to current land valuation notification processes for FESL	Options to drastically change land valuation notification processes rejected on LGNSW advice (key win)
Clarification of definitions, processes etc	Majority of changes requested to simplify implementation for councils' benefit made (win) Harmonisation with the Local Government Act achieved wherever possible (win) While LGNSW requested council rating categories to be used for land classification, the range of categories settled on was smaller than proposed (win)
Support and training for councils	Up-front payment for land classification by 31 December 2016 (win) Government committed to, and already provided, ESPL training for councils (e.g. webinars) (win) NSW Government recognises remote councils may require tailored support (win) FESL council web portal with guidance material and support network established by NSW Government (win)
Sector-wide consultation required on FESL	LGNSW and council representatives on the implementation working group (win) Treasury did not agree to early full consultation with all councils and all discussions were under strict confidentiality agreements, however NSW Treasury held early webinars for councils, at LGNSW's request (win) Working group and LGNSW saw draft legislation, and secured revisions (win)

Next key date - FESL classification notification

The legislation requires that councils notify all landowners of their FESL classification by 30 April 2017. Notifications of FESL classifications should be provided to landowners in conjunction with councils' April rates instalment notices. If a landowner does not receive an April rates instalment notice, a standalone notice of FESL classification should be provided.

Treasury has also asked councils to conduct a final review of their land classifications, to ensure consistency with the Bill.

Next Steps

Please ensure your council closely examines the material sent by Treasury and is fully aware of the NSW Government's timetable, including what it is asking councils to do by when.

We understand that a public awareness campaign for the levy will begin once legislation is enacted, with digital, search and display advertising from March. The FESL website will be refreshed and updated from this time. A key aim of the campaign is to emphasise that the FESL is a NSW Government Levy designed to fund fire and emergency services paid alongside council rates. The advertising will comprise mainstream media as well as direct mail sent along with council rates notices. It will direct queries to the FESL website and call centre – rather than to council customer service centres.

Treasury advises that comprehensive FAQs will be posted to the FESL council portal very shortly. Further, Treasury will be posting a webinar geared toward customer service staff in early April 2017.

Councils should look at the format of their rate notices, and in addition to the separately listed FESL, should separately and clearly identify the 11.7% ESL in the general rates area wherever possible.

LGNSW will continue to be involved in implementation including the development of the methodology for reimbursement of ongoing costs.

We will, of course, continue to advocate for the removal of the 11.7% council contribution and more transparent funding for emergency services overall. We are continuing to represent councils on this issue. Please provide your feedback to LGNSW, so we can continue to advocate on your behalf.

Please send any comments to Shaun.McBride@lgnsw.org.au

Yours sincerely

Cr Keith Rhoades AFSM

LGNSW.ORG.AU



LGNSW DISCLAIMER: The information in this email is confidential and should be read only by the individual named. If you are not the addressee, you should not read, copy, redirect or forward this email. LGNSW cannot be held responsible for loss, direct or indirect, as a result of failure to comply with this notice. LGNSW advises that it is the responsibility of the recipient of this email to scan any attached files for viruses or other bugs and that, as such, they cannot be held liable for loss, direct or indirect, as a result of failure of recipients to comply with this. LGNSW also advises that email transmission cannot be guaranteed to be secure or error-free as information could be intercepted, corrupted, lost, destroyed or incomplete.

This email has been scanned by the Symantec Email Security.cloud service.

tem: 7.1	Attachment 1.: Local Government NSW ((LGNSW)-	Update on the	Fire & Emergency	Services
				Levy	(FESL

For more information please visit http://www.symanteccloud.com

Hudson & Kerri-ann Pratley 12 Carrington Street Crookwell NSW 2583 21 March 2017

Mr John Bell General Manager Upper Lachlan Shire Council Spring Street Crookwell NSW 2583

UPPER LACHLAN SHIRE COUNCIL		
CROOKWELL OFFICE		
2 2 MAR 2017		
File No:		

Dear Mr Bell,

Complaint re Mobil/Metro Service Station, Carrington Street, Crookwell

Environment and Planning Reference: D2016/4689

We are writing to express our disappointment with the response we have received to the serious environmental and health concerns we raised with Council in connection with the redevelopment of the Mobil/Metro Service Station at Carrington Street, Crookwell, which is adjacent to our home. This redevelopment led to a very significant intensification of use, including a dramatic increase in traffic, usage of the business and new 24-hour opening hours.

We wrote to the Council over ten months ago, on 13 May 2016 and again on 11 October 2016, conveying our serious concerns regarding noise, light, soil and water pollution. Following our second letter, a site inspection was arranged and attended by Councillor Ron Cummins, the Council's Director of Environment and Planning, Ms Tina Dodson, and local residents Hudson Pratley and Terry Howard on 14 October 2016. At that time we were reassured that Council understood our concerns and would take appropriate action. We received a letter dated 17 October (File Ref. F11/21-06) from Ms Dodson which included an apology on behalf of Council for the way this matter had been handled to date. This letter also stated that further action in accordance with State Environmental Planning Policy 55 – Remediation of Land would be undertaken by Council with the proprietors.

However, since that time little action has been taken by Council to seriously follow up these matters.

We understand that Council officers need to priorities their workload, are very busy and understaffed. However, as some of the issues we have raised come within the definition of "unlawful activity", relate to serious environmental issues and are affecting our health and wellbeing, we believe they require urgent attention. We note that Council's Enforcement Policy (adopted in 2009 and reviewed in 2013, File Reference F10/618-03) provides that complaints of serious pollution are to be actioned that day, and even cases of minor non-compliance action will be instigated within fifteen days. It does not appear to us that any appropriate enforcement action has yet been taken. In light of the disappointing response we have received to date, we are now writing separately to raise our concerns with all Upper Lachlan Shire Councillors and request that these issues are considered at a meeting of Council. A copy of our letter to the Councillors of the Upper Lachlan Shire is enclosed.

Our concerns have increased since we wrote to Council in May and October 2016. An update about our concerns is set out below.

Water and soil pollution

Of major concern is water and soil pollution due to the lack of any appropriate bunding or drainage around the bowsers or forecourt area of the service station. Therefore whenever it rains or there is runoff of any type, pollutants from these areas flow directly onto our soil or into the stormwater drain and thus into the Crookwell River. We have seen the service station staff regularly hose the forecourt area, washing surface contaminants over the edge of the concrete forecourt directly onto our soil and into the stormwater drains, even though we have asked them not to do this.

We have been advised by the Department of Environment and Climate Change NSW that this is a water pollution offence under Section 120 of the Protection of the Environment Operations Act 1997 and is subject to a substantial fine. We understand that responsibility for taking enforcement action rests with the Council, but no action appears to have been taken to date.

You will be aware that the Department of Environment and Climate Change NSW has published guidelines and regulations for service stations, which is

available at: http://www.epa.nsw.gov.au/resources/clm/2008552ServStations.pdf



We have enclosed a copy of Information Sheets 1 and 3 of this document, as well as information about priority actions. Information Sheet 3 clearly outlines the requirements for forecourt design, operation and maintenance. This explains that the 'forecourt' area of a service station is generally considered to be the fuel dispensing area and is the high-risk area of the service station in terms of environmental management. Preventing stormwater pollution and managing trade wastewater are the two most important environmental issues on the forecourt. The policy states that wastewater from the forecourt mostly contains fuel but could also contain oil, dust, detergents and other contaminants, and these "must not enter the stormwater system". In our view it is unarguable that the current forecourt area of the service station is in breach of this policy. There is currently no bunding or drainage of any kind and the pollutants run directly onto our soil and the stormwater drain. In these circumstances there appears to be a compelling case for the Council to use its powers to take enforcement action. We would like to be informed in writing of what actions the Council intends to take in response to this issue, in accordance with the Council's publicly available Enforcement Policy.

24 hour opening and noise pollution

The extension of the opening hours to allow 24 hour access has had a huge effect on the surrounding homes. These extended opening hours were undertaken by Metro with no development application to ULSC nor community consultation or notification.

Also of serious concern to us is the diesel pump, which has been relocated to close proximity to our common boundary fence. Large trucks enter the service station using the right hand entrance, drive around the back of the shop and then down between the bowser and our fence line to refuel. The high flow diesel pump in itself is extremely noisy when in use. Considerable noise is also generated from the release of air breaks, trucks idling and reversing. We can hear this at all times of the day and night with huge trucks regularly refuelling at all hours.



Photograph 2: The diesel fuel pump, which was originally located at the rear of the premises, has been relocated close to our boundary fence.

The noise issue has been exacerbated with the regular filling of the underground fuel tanks. This is often undertaken between the hours of 3:00am and 6:00am. The noise from the tanker's air breaks releasing, the continuous running of the engine of the tanker to run the associated pumps and the opening and closing of the underground tanks lasts for 30 to 45 minutes. Although our home is fitted with double glazed windows the resultant noise severely disrupts our sleep. During the summer months our windows are open, greatly increasing the level of this noise in our home. This is an area also covered in the above-mentioned Environmental Action for Service Stations (page 20, Offensive Noise.)

Air pollution

With the greatly increased usage of all fuel bowsers, and the new placement of the diesel bowser close to our common boundary fence, fuel vapours are very often noticeable on our property when the bowsers are in use. Once again this is a significant environmental issue which impacts on our wellbeing.

Light pollution

The issue of light pollution at the rear of the service station has been partially addressed by the proprietor, with the spotlights at the rear and side of the premises usually being turned off most weeknights when staff leave of an evening. Unfortunately these lights are regularly left on overnight on Saturdays and Sundays. Lights at the front of the property are illuminated 24 hours a day, greatly impacting on the front bedrooms of our home and neighbouring properties during the night.

General aesthetics

The proprietor appears to take little pride in the appearance of the business, its impact on the neighbourhood or the character of the town. As one small example; there are weeds growing over 1 metre high and garbage strewn around the premises. This garbage has been gradually added to over the past months and the premises generally have an unkempt appearance.

We ask that Council give further consideration to the matters set out above, bearing in mind that the zoning of our property and the neighbouring area is R2, which is low density residential.

In the light of recently receiving notification of the development application (DA15-2017) re replacement of signage at the Metro Service Station we are at a loss to understand why a development application to redevelop the business in 2016 was not necessary. We have been advised by Council staff that as a service station was already in existence the redevelopment of the property in early 2016, including its new 24 hour operation and

Photograph 3: Garbage and weeds along the left hand fence line of the Metro Service Station.

associated lighting installation, relocation of bowsers and installation of larger signage, required no development application to Council. Even if that is the case, and we would like this to be confirmed in writing, it does not permit development that is clearly contrary to published planning policies and we call upon the Council to take responsible enforcement action.

The issues we have raised are serious planning and environmental matters that require attention as a matter of urgency. They are causing us significant stress, which has been exacerbated by the lack of a proper response from Council. We ask that you please ensure that the questions we have raised are answered in writing.

Yours sincerely

Hudson Pratley

Andrew Park

Kerri-ann Pratley

21 March 2017

Hudson & Kerri-ann Pratley
12 Carrington Street
Crookwell NSW 2583
Mobile phone: 0429229903
Email: hudsonpratley@gmail.com

Councillor XXX Upper Lachlan Shire Council Spring Street Crookwell NSW 2583

Dear Councillor XXX,

Complaint re Mobil/Metro Service Station, Carrington Street, Crookwell

Environment and Planning Reference: D2016/4689

We are writing to make you aware of the serious environmental and health concerns we have raised with Council on several occasions in connection with the redevelopment of the Mobil/Metro Service Station at Carrington Street, Crookwell. We also request that these issues be placed on the agenda for discussion by Councillors and senior council staff at a meeting of the Upper Lachlan Shire Council (ULSC). This redevelopment, which is adjacent to our home, has led to a very significant intensification of use, resulting in a dramatic increase in traffic, usage of the business and new 24-hour opening hours.

We wrote to Mr Bell over ten months ago, on 13 May 2016 (File Ref. D2-16/4689) and again on 11 October 2016 (File Ref. F11/21-06), conveying our serious concerns about noise pollution, air pollution, water and soil pollution, light pollution, 24 hour opening, aesthetics and the lack of consultation. Most recently, we have written again on 21 March 2017, to express our sincere disappointment at the lack of any appropriate enforcement action. We enclose a copy of our letter of 21 March 2017 together with extracts from Service Station guidance published by the Department of Environment and Climate Change NSW.

We believe that the proprietors of the service station may be committing a water pollution offence under s.120 of the Protection of the Environment Operations Act 1997. In addition, aspects of the service station's design and operation appear to be "unlawful actions" requiring enforcement action to be taken in accordance with the Council's Enforcement Policy (File Ref: F10/618-03).

Our planning and environmental concerns are shared by a number of other residents, whose names and contact details are enclosed with this letter. The issues we have raised are serious matters and are causing us significant stress, which has been exacerbated by the lack of a proper response from Council. We look forward to hearing from you at your earliest convenience and trust that this matter will be placed on the agenda for discussion at an upcoming ULSC meeting.

Yours sincerely

Hudson Pratley

Kerri-ann Pratley

1

FOR THE ATTENTION OF THE COUNCILLORS, UPPER LACHLAN SHIRE COUNCIL

We have seen the correspondence sent by Hudson and Kerri-ann Pratley to the Upper Lachlan Shire Council dated 21 March 2017 outlining their ongoing concerns with the redevelopment of the service station in Carrington Street, Crookwell in early 2016. We share their concerns about the 24 hour opening hours, noise pollution, air pollution, water and soil pollution, light pollution, aesthetics and the lack of consultation prior to the redevelopment. We would like these issues to be addressed by Council as a matter of urgency.

NAME *	ADDRESS	SIGNATURE
GREG COOPER	BB CARRINGTUJ ST	Glaf
We have he are	BE CARRIMONAL ST	Rocks
£.	Cl Kennedy ST	mbull
	DY 25 CARRINGTO 57. 17 CARRINGTON ST	a remedy.
JANET PHILLIPS	IT CARRINGTED ST	see of hothers
III WILLIAM TA (CA)		: :
	; :	
		e ë
		§.
:		e.
4 4 3		

PRIORITY ACTIONS

FOR SERVICE STATIONS

1. FORECOURT DESIGN, MAINTENANCE AND OPERATION

- Design your forecourt so it complies with environmental legislation and prevents pollution
- Make sure stormwater drains near your forecourt receive rainwater ONLY
- Treat oily water through an oil/water separator before it is drained to the sewer or collected by a licensed contractor
- Ensure all fuel nozzles function properly
- Keep your premises and equipment clean and well-maintained

2. FUEL DELIVERIES

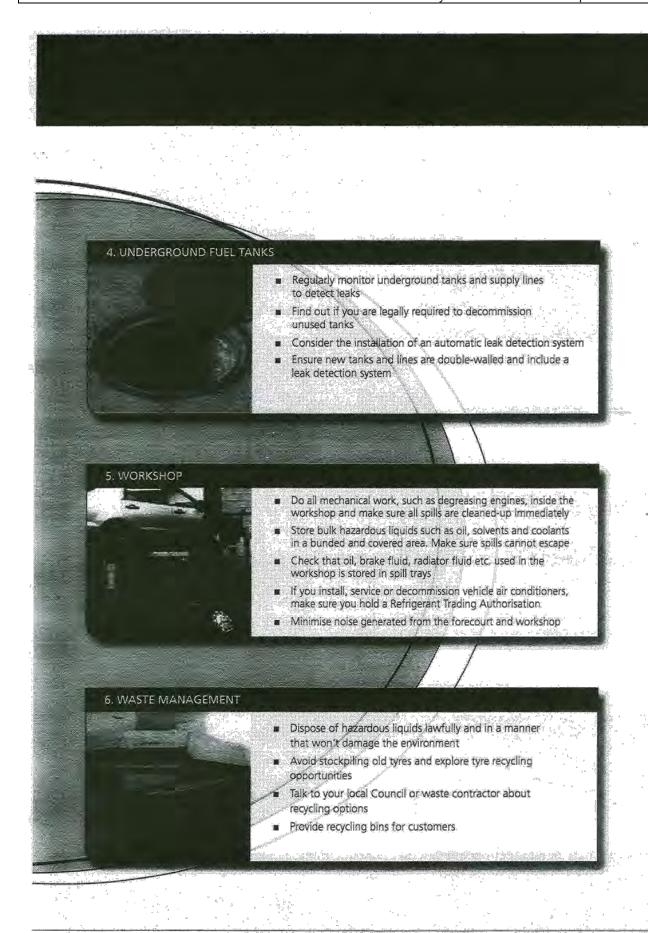
- Use vapour recovery equipment and techniques to avoid air pollution and minimise fuel loss
- Make sure fuel is delivered in the forecourt containment area, and can't contaminate stormwater or land
- Train fuel area staff in vapour recovery procedures

3. EMERGENCY FUEL SPILLS



- Prevent fuel spills: look at work practices, staff training, equipment and storage
- Develop emergency response procedures for dealing with spills
- Train staff to prevent and handle fuel spills
- Keep spill clean-up materials in a handy place clearly labelled and ready for use

2 www.environment.nsw.gov.au



INFORMATION SHEET 1

ENVIRONMENTAL COMPLIANCE — MEETING YOUR LEGAL RESPONSIBILITIES

NSW has a number of laws to help protect the environment and provide guidance to business.

The Protection of the Environment Operations Act 1997 (POEO Act) is the main piece of NSW environmental legislation covering water, land, air and noise pollution and waste management.

In some cases breaking environmental law carries serious penalties. If you break the law and end up in court, the prosecutor may not have to prove that you intended to cause the damage or pollution. Even accidents can result in prosecution and penalties.

Everyone involved in your business (including owners, managers, supervisors, operators, contractors and subcontractors) needs to be aware of environmental laws that apply to your operations. Individuals are required to minimise the risk of an environmental incident by implementing precautionary and control measures.

By gaining awareness of environmental laws, and how your business has the potential to affect the environment, you will be in a better position to manage risk in your business.

Managers and directors can be prosecuted for offences committed by their company, unless they can demonstrate that they exercised all due diligence to prevent the contravention of the POEO Act or that they could not influence the conduct of their company in relation to the contravention. They cannot use lack of knowledge about the contravention as a defence.

A comprehensive approach to addressing regulatory requirements includes:

- Developing a plan that incorporates environmental management
- Undertaking staff training and supervision
- Completing a self-assessment or independent audit.

These ideas are discussed in this guide.

WATER POLLUTION

Under section 120 of the POEO Act it is illegal to pollute or cause or permit pollution of waters.

Under the Act, 'water pollution' includes introducing litter, sediment, oil, grease, wash water, debris, and flammable liquids such as paint, etc. Into waters or placing such material where it is likely to be washed or blown into waters or the stormwater system or percolate into groundwater.

An individual guilty of water pollution under section 120 of the POEO Act may be fined up to \$250,000, plus up to \$60,000 per day for a continuing offence. A company committing the same offence may be fined up to \$1,000,000, plus up to \$120,000 per day for a continuing offence.

Alternatively, on-the-spot fines of \$750 for individuals and \$1500 for corporations may be issued for the same offence.







You should take all practicable steps to make sure that unforeseen events, such as spills or leaks, do not result in polluted water entering the stormwater system or groundwater. This means keeping chemicals in a properly maintain and operated bunded and covered storage area, having adequately stocked spill kits on hand and making sure staff know how to use them. Under no circumstances should you hose a chemical spill down the drain.

AIR POLLUTION

Air pollution means emitting any impurities into the air, including odours, volatile organic compounds (VOCs), smoke, dust, gases, fumes and solid particles of any kind.

Under the POEO Act (Sections 124-126), businesses must maintain and operate equipment and deal with materials in a proper and efficient manner to prevent air pollution at all times.

Under Section 129 of the POEO Act, businesses licensed by the EPA must not cause or permit the emission of any offensive odour from the premises.

LAND POLLUTION

Under section 142 of the POEO Act it is an offence to pollute land. Additionally, section 116 of the POEO Act makes it an offence to wilfully or negligently cause any substance to leak, spill or otherwise escape in a manner that harms or is likely to harm the environment.

HAZARDOUS MATERIALS AND WASTE

When handling hazardous materials and waste keep in mind that it is an offence to cause any substance to leak, spill or otherwise escape in a manner that harms or is likely to harm the environment (POEO Act section 116).

Make sure you're aware of the legal requirements before using, storing, transporting and disposing of hazardous materials (e.g. dangerous goods and chemicals). The laws relating to chemical storage vary depending on the amount that you are storing. For more information contact WorkCover NSW.

The movement of most hazardous waste must be tracked during its transport to a facility for treatment, recycling or disposal. Waste may be tracked online-for more information contact the DECC Environment Line on 131,555.

INFORMATION SHEET 1

The most effective way of dealing with hazardous materials is to:

- Avoid them by replacing them with less toxic materials
- Use work practices that minimise their use.

OFFENSIVE NOISE

By law (POEO Act sections 139 and 140), you must not allow noise from your premises to be generated as a result of the failure to maintain or operate machinery or deal with materials in a proper and efficient manner.

Regulatory authorities may also issue notices and directions requiring you reduce or cease noise from your premises that could be found offensive. 'Offensive noise' means that by reason of its level, nature, character, quality or the time at which it is made, or any other circumstance, the noise is harmful or interferes unreasonably with the comfort of people who are outside your premises.

WASTE

Under the POEO Act there are heavy penalties for unlawful disposal of waste. The owners of waste (as well as the transporters and receivers) have a responsibility to ensure their waste is managed, transported and disposed of appropriately.

The Waste Avoidance and Resource Recovery Act 2001 encourages the most efficient use of resources, to reduce environmental harm and to provide for an ongoing reduction in waste generation.

The following hierarchy for managing waste, from most desirable to least desirable, meets the objectives of the Act

- Avoid unnecessary resource consumption
- Recover resources (including reusing, reprocessing and recycling) and recover energy
- As a last resort, dispose of the material safely and lawfully







ENVIRONMENTAL COMPLIANCE - MEETING YOUR LEGAL RESPONSIBILITIES



WHO 'POLICES' **ENVIRONMENTAL LAW?**

Environmental laws are policed by the 'appropriate regulatory authority' - generally the EPA (part of the Department of Environment and Climate Change NSW) or the local Council.

The EPA regulates the activities listed in Schedule 1 of the POEO Act, usually large companies and industries that have the potential to seriously affect the environment. See 'Do you need an Environment Protection Licence?" on page 12.

Local Councils regulate other, usually smaller, businesses and industries through notices and prosecutions. They can also regulate using development consents.

The POEO Act gives the appropriate regulatory authority the power to enter and inspect premises and issue clean-up or prevention notices and onthe-spot fines. The regulatory authority can also prosecute a business where environmental laws have not been complied with.

You must report incidents that harm the environment

If a pollution incident occurs during an activity and it causes or threatens 'material harm' to the environment, by law you must tell the appropriate regulatory authority - either the local Council or the EPA.

You must contact them as soon as you can after you become aware of the incident. This 'duty to notify pollution incidents' extends to employers, the person carrying out the activity, employees, occupiers, contractors and agents.

For more information call the DECC Environment Line on 131 555.

You must report land contamination

You must notify the EPA of any land contamination that poses a significant risk of harm to human health or the environment (Contaminated Land Management Act 1997). This 'duty to notify contamination' falls on the owner of the property and on the person whose activities have caused the contamination.

INFORMATION SHEET 1

For more information call the DECC Environment Line on 131 555, or refer to Guidelines on the Significant Risk of Harm from Contaminated Land and the Duty to Report (1999). You can find these guidelines on the DECC website www.environment.nsw.gov.au.

What are the penalties for environmental offences?

The most serious offences (Tier 1 offences) are wilful breaches of the law that harm or are likely to harm the environment. These carry penalties of up to \$5 million for a company or \$1 million for an individual and/or seven years imprisonment.

Where breaches are negligent, the penalties for the most serious offences are up to \$2 million for a company or \$500,000 for an individual and/or four years imprisonment.

Most other offences (Tier 2 offences) carry penalties of up to \$1 million (plus a daily penalty of up to \$120,000 for continuing offences) for companies or \$250,000 (plus a daily penalty of up to \$60,000 for continuing offences) for individuals.

Less serious breaches can result in an 'on-the-spot' fine (penalty notice) with a penalty of \$750 for individuals and \$1500 for companies.

ENVIRONMENT PROTECTION **NOTICES**

Clean-up Notices

A Clean-up Notice may be issued by the EPA and Local Councils when a pollution incident has occurred or is occurring. Clean-up notices may direct an occupier of a premises or the polluter to take clean-up action as specified in the notice. An administration fee (currently \$320) is payable to the EPA or local Councils for the issuing of a cleanup notice. There is no right of appeal against a clean-up notice.



Prevention Notices

Prevention notices can be issued if an activity has been or is being carried out in an environmentally unsatisfactory manner. Prevention notices require that actions specified in the notice are carried out. Prevention notices can include directions - such as installing bunding around a chemical storage area to prevent spills. An administration fee (currently \$320) is payable to the EPA or local Council for the issuing of a prevention notice. There is a right of appeal against a prevention notice to the Land and Environment Court.

Noise Control Notices

Noise control notices can be issued to prohibit an activity, or the use of equipment, from emitting noise above a specified noise level. There is a right of appeal against a noise control notice to the Land and Environment Court.

LICENCES AND PERMITS

Do you need an Environment Protection Licence?

The EPA is the appropriate regulatory authority for activities listed in Schedule 1 of the POEO Act and is responsible for issuing Environment Protection Licences to conduct those activities.

ENVIRONMENTAL COMPLIANCE - MEETING YOUR LEGAL RESPONSIBILITIES

A licence may also be required if certain waste activities are carried on your facility, such as the storage or generation of certain hazardous wastes.

Small and medium size businesses generally do not require an Environmental Protection Licence. A licence is mainly required by larger businesses or in industries that have been identified as having potentially significant environmental impacts.

Licences are usually issued with conditions. These conditions may include requirements for pollution limits, monitoring, mandatory environmental audit programs, pollution studies, pollution reduction programs or financial assurances.

To find out if you require a licence:

- · Call the DECC Environment Line on 131 555, or
- Refer to Guide to Licensing under the POEO Act 1997 and check Schedule 1 of the POEO Act which can be downloaded from the DECC website www.environment.nsw.gov.au

Businesses that do not require a licence are still required to comply with environmental laws.

Trade waste permit or agreement

Generally, businesses must have a written agreement or permit to discharge trade wastewater to the sewer. You must negotiate a trade waste permit with your water authority - either Sydney Water, Hunter Water Corporation or your local council before discharging any trade waste to the sewer. The permit establishes the discharge conditions for the wastewater.

Dangerous goods

Dangerous goods include flammable, toxic or corrosive substances, such as solvents, which should be stored in containers displaying the relevant diamond-shaped label. Since 1 September 2005 businesses that store dangerous goods in their premises may have to notify WorkCover NSW the need to notify depends on the amount stored.

FURTHER INFORMATION

- DECC Environment Line phone 131 555 or www.environment.nsw.gov.au for: Guide to Licensing Under the POEO Act 1997 Recent significant changes to legislation administered by DECC Noise Guide for Local Government Local Government Air Quality Toolkit
- Your local Council
- Environmental Defender's Office phone (02) 9262 6989 or www.edo.org.au for: the Environmental Law Fact Sheets
- WorkCover NSW phone 13 10 50 or www.workcover.nsw.gov.au for: NSW Code of Practice for the storage and handling of Dangerous Goods Notification of Dangerous Goods on Premises
- Sydney Water phone 13 20 92 or www.sydneywater.com.au
- Hunter Water Corporation phone (02) 4979 9589 or www.hunterwater.com.au
- New South Wales Consolidated Acts text of all NSW Acts on line www.legislation.nsw.gov.au

INFORMATION SHEET 3

FORECOURT DESIGN, OPERATION AND MAINTENANCE

The 'forecourt' area of a service station is generally considered to be the fuel dispensing area. It is the high-risk area of the service station in terms of environmental management. A well designed and maintained forecourt will minimise the risk of stormwater and other pollution.

STORMWATER AND TRADE WASTEWATER

Preventing stormwater pollution and managing trade wastewater are the two most important environmental issues on the forecourt. The forecourt should be designed and operated to:

Prevent rainwater entering the forecourt by:

- Covering the fuel dispensing area with a roof that has an overhang of at least 10°.
- Directing uncontaminated rainwater away from the canopy and other roofed areas into stormwater drains.

Ensure contaminated water does not leave the forecourt and find its way into the stormwater system. This means:

- Ensuring stormwater drains are not located within the fuel dispensing area.
- Bunding the forecourt and installing a floor with a minimum slope of 2%.
- Surrounding the bunded area with sealed flexible strips or a grated drainage system - taking liquid wastes, contaminated water and spills to a covered collection pit.
- Installing a collection pit alarm that sounds when wastewater levels are high. When the alarm rings a pump is started, moving the contents of the pit to an oil/water separator.

- Regularly maintaining the oil/water separator and ensuring it is working efficiently.
- Locating inlets to underground storage tanks in a bunded area to contain any spills resulting from discharge of fuel from tankers.

Ensure contaminated water and other liquids are treated in an oil/water separator and:

 Discharged to sewer under a trade waste agreement with Sydney Water, Hunter Water or your local water authority.

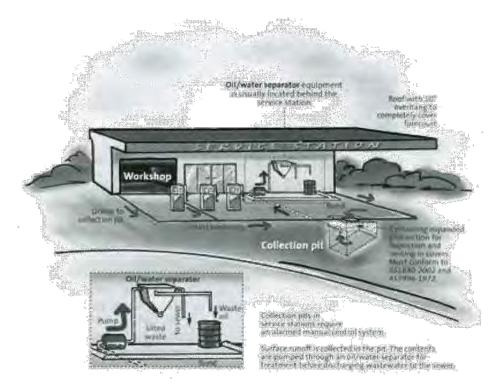
Or

Discharged to storage tanks for collection by a licensed contractor.



A collection pit alarm can prevent contaminated water finding its way into the stormwater system.





Essential forecourt features - with permission from Sydney Water

Other operational and maintenance procedures to prevent stormwater pollution, include:

- · Confining all cleaning and washing to a bunded area. In some cases it may be acceptable to use portable bunding around a wash area.
- Avoiding hosing the forecourt, particularly when water restrictions are in place. If hosing is unavoidable (and permitted) direct all wastewater to the collection pit. Alternative cleaning options include:
 - Sweeping or vacuuming the area.
 - Using absorbent material to remove most of the grime and then solvent on rags to remove the rest.

- Keeping your premises clean. As well as helping to prevent run-off entering the stormwater system, your customers and staff will appreciate a clean and tidy forecourt and work area.
- Inspecting the fuel dispensing area to check that stormwater from run-off or roof leaks is not entering the bunded area.
- · Checking the bund around the fuel dispensing area to make sure it's in good condition and would contain a fuel spill in an emergency.

Note: This information sheet replaces Surface Water Management on the Covered Forecourt Areas of Service Stations issued by the EPA in 1992.

INFORMATION SHEET 3

Trade wastewater – Discharging to the sewer

Trade wastewater is any water contaminated as a result of your business activity. Wastewater from the forecourt mostly contains fuel but could also contain oil, dust, detergents and other contaminants. They must not enter the stormwater system. If trade wastewater is discharged to the sewer you must have a trade waste agreement with your local water authority.

Some hazardous liquids, such as neat fuel or neat oil must not be drained to a pit that is pumped to sewer through an oil water separator.

STAFF TRAINING

Dedicate time to training staff and allocate responsibility for preventing water pollution. This could include:

- Training and regularly updating staff on all aspects of a Spill Management Plan, including emergency spill response.
- Making sure all staff know where the stormwater drains on or near your site are located.
- Stressing to staff that 'the drain is just for rain' – make sure they know that chemicals, including fuel, oil, solvents or other substances must not be poured on the ground or into stormwater drains.
- Allocating responsibility for keeping stormwater drains free of debris to avoid contaminating waterways.

AIR POLLUTION – HARMFUL EMISSIONS

To reduce the likelihood of pollution from fuel vapour, operators should:

- Minimise vapour leaks. This reduces the likelihood of air pollution and reduces the possibility of fire and odours. Limiting vapour losses also reduces fuel loss.
- Make sure fuel pump nozzles cut off automatically when the back-pressure reaches a certain level, indicating the tank is full.
- Make sure underground tank seals are kept in good condition and caps are appropriately sealed. 'Information sheet 4:.
 Fuel deliveries' contains more detail.

NOISE POLLUTION – OFFENSIVE NOISE

Forecourts can be noisy areas and every effort should be made to reduce all nuisance noise, especially during early mornings and late at night. This is particularly important if the station is close to a residential area. For example:

- Avoid loud telephone extension bells and background music that are clearly audible away from the forecourt.
- Bolt down drain grates to avoid noise caused by vehicles driving over them.
- If possible, avoid receiving fuel and other deliveries at night.

KEEPING COSTS DOWN

Energy efficient lighting can help you cut running costs. For example, you could use metal halide tubes in the forecourt area and workshop, and triphosphor tubes in the retail area. They should be fitted with reflectors and have no diffusers.

FORECOURT DESIGN, OPERATION AND MAINTENANCE



Make sure fuel pump nozzles cut off automatically when the tank is full.



Ensure contaminated water from the forecourt is disposed of legally.

WHAT THE LAW SAYS

Water pollution - contamination

Hosing wash water into the stormwater drain causes pollution and is illegal. The EPA or your local Council can issue on-the-spot penalty infringement notices (PINs) of up to \$1500.

Uncovered or unbunded bowsers could result in your business being issued with a Prevention Notice under section 96 of the POEO Act, specifying actions to be taken to ensure that

activities are carried out in an environmentally satisfactory manner. These actions could include preventing the use of the bowser, or ordering work to rectify the problem. It is an offence to fail to comply with a prevention notice.

For more information, refer to 'Information sheet 1: Environmental compliance'.

FURTHER INFORMATION

- DECC Environment Line phone 131 555 or www.environment.nsw.gov.au for:
 Contaminated Sites: Guidelines for Assessing Service Station Sites
 Information on Bunding and Spill Management
- Service Station Association phone (02) 9420 5599 or www.ssa.org.au
- Sydney Water phone 13 20 92 or www.sydneywater.com.au for:
 Trade Waste Motor Vehicle Industry – Service Station Forecourts fact sheet
- Hunter Water Corporation phone 1300 657 657 or www.hunterwater.com.au
- Your local Council



CROOKWELL COMMUNITY MENS'S SHED Inc.

7 Park Street, Crookwell, N.S.W. 2583

A.B.N. 20 788 169 643 Email: crookwellmensshed@gmail.com

Member Number; AMSA101016

Ron Browne. President UPPER LACHLAN SHIRE COUNCIL CROOKWELL OFFICE

_ 9 MAR 2017

Don Southwell Secretary 23rd February 2017

John Bell

General Manager

Upper Lachlan Shire Council

Re: Invitation to visit Men's Shed

Dear John,

On behalf of the members of the Crookwell Community Men's Shed I wish to extend an invitation for Councilors and Senior Staff to visit the Shed.

File No:

The Shed has now been operating almost two years in our own premises and we would be pleased demonstrate our activities and discuss future plans for what we regard as an essential addition to our community. Looking forward to a possible visit.

Don Southwell

Secretary.

Ph 48322076



AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION

7 March 2017

Upper Lachlan Shire Council PO Box 10 CROOKWELL NSW 2583

LPPER LACHLAN SHIRE COUNCIL
CROOKWELL OFFICE
1 U MAR 2017
File No:

To the Mayor, Councillors and CEO (please distribute accordingly)

I am writing to you to seek your assistance.

In January, ALGA provided its submission to the Commonwealth Government to assist in the development of the 2017-18 Federal Budget. I am now enclosing a copy of that submission to inform you of the key strategic priorities in which ALGA is urging the Commonwealth to invest - priorities which reflect the aspirations of your council and your state or territory local government association.

The submission is titled *Investment in Tomorrow's Communities* and the recommendations contained within are designed to support our councils and communities to grow and develop into the future.

ALGA's number one priority is to ensure that the Government keeps its commitment to restore indexation to Financial Assistance Grants (FAGs) in the 2017-18 Federal Budget. This is an issue that impacts on every council in the nation.

By the Government's own estimates, the 2014-15 freeze on indexation to FAGs will see councils miss out on around \$925 million in funding over the four years to 30 June 2018. This is funding that councils such as your own could have used to maintain local community infrastructure and fund crucial community services.

Although the 2016-17 Federal Budget indicated that the Government intends to restore indexation in the coming financial year, there are no guarantees and neither the local government sector, nor your council, should take this outcome for granted.

While I and the ALGA team are lobbying at the Federal level on your behalf, I urge you to give our campaign a local flavour and meet with your local Federal Parliamentary representative(s) to explain the impact the freeze has had on your community, and how much more you will be able to do if the freeze is ended in this year's Federal Budget.

You can also help our national advocacy efforts by contacting your Federal Parliamentary representatives through our online campaign website: www.endthefreeze.com

E Gells Doort Deakin ACT 2600 XEW 31 008-613 876 PROVE 02-6122 9400 FAR DZ 6722 9401 EMAIL algadalga: asn.au WEB WARLANGE SEN.AU

Your assistance at the local level is vital to ensuring every local Federal representative is able to speak on your behalf in their respective party rooms and budget discussions about the importance of this funding stream, its deterioration in recent years, and the fundamental need to restore indexation.

Your advocacy will complement and reinforce the lobbying ALGA is doing on your behalf with the Prime Minister, senior ministers, the Leader of the Opposition, shadow ministers, party leaders and officials. Your efforts will also ensure that Federal MPs and Senators know your council's experiences during the freeze first hand, and understand why restoring FAGs indexation will not only support your community, but the role of your community in the national economy.

In addition to this core issue there are a number of other strategic partnerships that ALGA is promoting on behalf of your community in its budget submission that will not only support local communities but could boost national GDP by \$5.5 billion and create more than 45,000 new jobs.

One of these proposals is ALGA's call for the Government to establish a Local Freight Productivity Investment Plan, to be funded at \$200 million per annum over the next five years. The plan is designed to ensure that first/last mile and freight connectivity issues are addressed to improve national productivity. This plan will directly unlock local and regional productivity improvements through investment that enhances access for freight vehicles and boosts connectivity between local roads and preferred state and national freight routes.

I encourage you to read the budget submission, where ALGA is calling on the Government to partner with the sector to:

- ensure the ongoing financial stability of Local Government;
- support local transport networks to aid economic growth;
- mitigate the risks of a changing climate and the impacts from natural disasters; and
- increase the liveability of our communities through improved local infrastructure.

Your support and advocacy at the local level for any of all the proposals put forward by ALGA will provide substantial leverage and help give the next Federal Budget the local focus that our communities need and deserve.

I encourage you to arrange a meeting with your local Federal representative(s) at your earliest opportunity, and preferably before the end of March which is the critical month for budget deliberations.

Yours Sincerely.

Mayor David O'Loughlin

ALGA President





AUSTRALIAN LOCAL
GOVERNMENT ASSOCIATION

Investment in tomorrow's communities

Finally, ALGA calls for additional investment in natural disaster mitigation to improve the resiliance of local communities and reduce the escalating relief and recovery costs of disaster events. This includes funding to help councils prepare their adaptation strategies to deal with the impacts of climate change and support work to ensure planning decisions are based on best evidence, as well as seeing the opportunity for collaboration and imposation in this space. The initiatives ALGA has proposed in this Submission are investments that not only support communities directly, but could boost Australia's economic monotificance.

The initiatives ALGA has proposed in this Submission are investments that not only support communities directly, but could boost Australia's economic competitiveness. ALGA has commissioned the National Institute of Economic and Industry Research [NIEIR] to model the economic and employment banefits of the proposals included in this document. The outcomes clearly demonstrate that there are strong benefits to the national economy from the initiatives proposed by ALGA.

The 2017-18 Budget should include a commitment to:

- Restore the restoration the indexation of the Financial Assistance Grants;
- Establish a Local Freight Productivity Investment Plan, funded at \$200 million per annum over the next five years, to ensure that first mile/last mile and freight connectivity issues are addressed to improve national productivity.
- Restore fairer roads funding for South Australia by reinstating the additional roads funding for South Australian councils of \$17.5 million per annum.
- Make the Bridges Renewal Program permanent;
- Fund community infrastructure at a cost of \$300 million per annum for the next four years to stimulate growth over the longer term and build community resilience; four years to support local governments' capaliness \$100 million over four years to support local governments' capaliness.
- Invest \$100 million over four years to support local governments' capacity to manage their own unique climate risks:
 Fund a targeted disaster mitigation program at a level of \$200 million
- Include betterment funding as a core element of Natural Disaster Relief and Recovery Arrangements (NDRRA).

Beyond 2017-18, the Federal Government should commit to:

- Returning the quantum of the Financial Assistance Grants to a level equal to at least 1 per cent of Commonwealth tax revenue and implementing a revised indexation methodology which better reflects the cost increases faced by councils.
- A permanent doubling of Roads to Recovery funding; and
- Reviewing the new arrangements for funding municipal services in indigenous communities by 2020 to ensure that services are meeting the needs to communities and that there has not been a shifting of responsibilities and costs on to local governments.

ALGA understands the fiscal challenges facing the Commonwealth, however, expenditure on priorities does not wait for a convenient moment. Indeed, ALGA would argue that in times of fiscal constraint governments should focus on community priorities and investment in productive infrastructure through the most efficient processes to deliver programs. The direct funding of Local Government to deliver infrastructure and services is appropriate in the current environment.

I commend this Budget submission to you.



SUBMISSION
TO THE
2017-18
FEDERAL
BUDGET
JANUARY 2017

JANUARY 2019 FEDERAL BUDGET 2017-18

SUBMISSION TO THE

agenda of boosting productivity, reducing red and green tape and investing in and the sustainability of local communities. ALGA supports the Government's support for essential community services, investment in infrastructure and Building a strong Budget surplus over the coming years will require difficult to Budget outcomes and forecasts in recent years. ALGA understands the international outlook remains fragile. This has been evidenced by adjustments lower, but stable, economic growth in China and European uncertainty, the easier to achieve if the Government's priorities include a complementary focus vital national infrastructure projects. ALGA believes that these goals will be initiatives that are vital to increase Australia's international competitiveness choices and discipline, but those constraints should not be at the expense of bring the Budget back to surplus budgetary pressures which the Government faces and its commitment to

In this Budget Submission, ALGA proposes some initiatives for the 2017-18 practices and using its own resources to drive local innovation, based on local Budget which reflect the immediate priorities of local government, and some The sector has a long history of early-adoption of new technologies and goal Government welcomes the Australian Government's focus on innovation

further initiatives for future years which the Government may consider as

an support for our communities.

The Australian economy is growing, albeit in an uneven manner. With

public services amenities; transport and communications; recreation and culture and general services across the nation. These services include: housing and community _ocal.Government's expenditure is directed towards the provision of local operational expenditure of around \$34 billion [2014-15], over 5 per cent of total 3.5 per cent of Australia's total taxation revenue per annum3 and has annual with an estimated written down value of \$385 billion [2014-15], raises around

10 per cent of the total public sector!" owns and manages non-tinancial assets

Local Government nationally employs just under 187,000 Australians jaround

Australians agree that local councils play an important role in their lives. Independent research commissioned by ALGA in 2012 shows that a majority of

DOAL GOVERN

of government closest to Australians. Local Government is aware of and across the community. Considerable local government funds are spent on vital additional work that relates to broad national issues. As the leve critical for these councils to be able to function in the best interests of their more reliant on external funding sources. Adequate grant levels are absolutely as their urban and larger regional counterparts and are consequently much its work white being more than 80 per cent self-funded. However, many rural and regional councils do not have the means to collect the same revenues It should be noted that at an aggregate level, local government undertakes residents and to equalise the availability of services and intrastructure

- ings, Public Sector, Australia 2014-15
- ABS/Cat No. 550k/J. Taxation Revenue secies ABS Cat No. 5512.0 Government Finance-Statistics, Australia
- ABS Bucke, 5512-0 Sovernment Finance Statistics; Australia

in tomorrow's communities nvestment

understands the myriad of challenges faced by local and regional communities environment. Local and regional communities require support to respond and as they live, work and interact in an increasingly complex domestic and global edapt to factors they cannot control, such as drought, natural disasters and sconomic upheavals.

new and unforeseen challenges and identify opportunities that can help build resilience and increase overall prosperity. overcome these types of challenges, enhance their capacity to respond to ocal Government strives, wherever possible, to assist communities to

to the diverse and emerging needs of communities across Australia. The Australian Government has also shown its commitment to working with that Local Government's strength lies in its capacity to identify and respond regional communities. ALGA looks forward to the Government continuing _ecal Government to achieve real and meaningful outcomes for local and The Australian Government has shown that it understands and appreciates

his important partnership.

Funding of Local Government THE REPORM OF THURSAL GOVERNMENT

are supported by services that are stable and effective. arguments that ALGA will make in the coming years to ensure communities for advocacy and has adopted a set of principles to serve as the core of the These ALGA Board recognises the importance of a consistent framework

provision of infrastructure and delivery of services lies with the other levels an efficient way by the Australian Government but the responsibility for the In the Australian Federation, the majority of taxation revenue is collected in

and the main avenue through which the Australian Government provides governments to deliver vital local services and infrastructure. Funding is both on a tied and untied basis and provides irreptaceable support through a mix of ad hoc project funding and on-going program funding. rederal funding is essential for Local Government's financial sustainability or local governments and their communities. The funding allows local The Australian Government currently provides funding to Local Government

to improve the efficiency and cost effectiveness of the delivery of services and All levels of government agree on the need to better align funding with must be part of reforms to our intergovernmental relations infrastructure to Australians no matter where they live. Local Government revenue. The primary purpose of any reform of funding and roles should be esponsibility and on the need for a more effective mechanism to share tax

amount to approximately U.6 per cent.

in 1996 but have declined significantly over the past twenty years and now grants were equal to around 1 per cent of Commonwealth faxation revenue funding to Local Government is through Financial Assistance Grants. These

2017-18 FEDERAL BUDGET SUBMISSION TO THE

JANUARY 2017

MUMRY 2017

FEDERAL BUDGET 2017-18

SUBMISSION TO THE

In implementing reform, the ALGA is committed to the following principles

- All Australians, no matter where they live, should be entitled to a reasonable level of local services and intrastructure
- Local Governments require certainty of funding if they are to effectively
- Federal funding to Local Government should be provided primarily as untied grants but also, where appropriate, through tied grants.
- Financial Assistance Grants provided by the Australian Government to council recurrent expenditure. Local Government should remain united and solely for the purpose of

Additional Federal funding should be provided to councils to address

- In the long term, the level of funding provided to councils through united Financial Assistance Grants should be restored to an amount equal to infrastructure investment almed at improving national productivity. I per cent of Federal Taxation revenue.
- Funding should be indexed annually in line with movements in a local government cost index which reflects the changes in costs of delivering local government services; and

total Commonwealth funding provided to councils by the Australian

In the more immediate term:

- Any legal doubts about the ability of the Australian Government to directly fund Local Government to deliver services and infrastructure should be Government should not fall below 1 per cent of Federal Taxation revenue
- Any major reform of inter-governmental funding should include commitments by the Commonwealth and States to incorporate these principles

ASSISTANCE GRANTS FOR LOCAL GOVERNMENT THE INADEQUARY OF THE FINANCIAL

streams. General purpose grants, such as FAGs are increasingly important to is limited scope for local government to introduce new or additional revenue its maximum capacity to generate own-source revenues". This indicates there Over the last decade, Local Government has consistently raised more than 80 The Productivity Commission has made it clear that local government is near per cent of its total revenue from own sources. This is a fundamental point

opportunities. Funding certainty is critical to the long-term planning of local of local councils, particularly in rural and remote areas, will remain dependent and regional communities. costs and new challenges, whilst retaining sufficient flexibility to harness new funding, particularly FAGs, continues to be very important in ensuring local their own-source revenue raising capacity." This is why intergovernmental on grants from other spheres of government to meet current expenditure. councils and individual councils have differing abilities to raise revenue. The and regional communities are financially capable of meeting both day-to-day highly dependent on FAGs, notwithstanding they might have fully utilised The Commission further concluded that some councils will always remain Productivity Commission has previously confirmed that a significant number National Reports, averages can mask the true situation of specific local However, as the Australian Government has noted in the Local Government

\$300 million per annum, will impact most on vulnerable and grant-dependent permanently reduce estimated funding to councils into the future by more than The decision to freeze the indexation of FAGs until 2017-18, and therefore councils and their communities. As the responsibilities of councils and

Australian Government Vaccaul Local Government National Report 2009-09

in tomorrow's communities Investment

costs of delivering services increase, these reductions will have a real and

Australia's three levels of government." other hand, ABS statistics show that Local Government is the least taxing of that the Commonwealth should distribute a proportion of revenue to Local the greatest capacity to raise revenue relative to its responsibilities. On the The Local Government (Financial Assistance) Act 1995 embodies the principle

Government. FAGs are crucial to ensuring service delivery, particularly, for

regional and remote communities. In order to deliver services designed for

level of services and to increase the effectiveness and efficiency of Local

improve local government's capacity to provide communities with an equitable The FAGs, which are untied in the hands of local councils, are intended to

Government to support the building of resilient and prosperous communities

the needs of specific communities, these grants must remain untied

growing impact which undermines future service delivery. Of all the levels of government in Australia, the Australian Government has

through the GST more transparently reflects growth in the real economy the funds required by Local Government to meet increased demand for local to maintain the real value of the grants. Over the last decade in particular, by the same factors as the CPI, accordingly escalation by the CPI is inadequate the introduction of GST and real wages growth. Councils costs are not driven methodology is based on population growth and inflation and has remained unding provided from the Commonwealth to the states and territories community infrastructure and services. In contrast, the general-purpose the inadequate escalation methodology has contributed to a growing gap in unchanged for decades, despite significant changes in our economy such as The escalation methodology for the FAGs also requires revision. The

A BETTER FUNDING POOL AND MORE APPROPRIATE INDEXATION

to support functions, they have fallen over-time as a proportion of overall Commonwealth taxation revenue. Although FAGs are intended to supplement the ability of Local Government

of Commonwealth taxation revenue. services. The current base funding of approximately \$2.3 billion should be U 6 per cent. This dramatic and continuing decline in general purpose funding By 2013-14, FAGs amounted to around 0.67 per cent of total Commonwealth infrastructure and should be restored to a level equal to at least 1 per cent increased to better reflect the actual cost of local government services and has resulted in councils struggling to maintain appropriate local government FAGs until 2017-18 will see that proportion of revenue drop to approximately Commonwealth's taxation revenue. The decision to freeze the indexation of taxation revenue, continuing a long trend of FAGs falling as a proportion of the In 1996 FAGs were equal to about 1 per cent of Commonwealth tax revenue

2017-18 BUDGET SUBMISSION FEDERAL TO THE

JANUARY 2017

See ARS CatNo. 95120 Covernment Finance Statistics spries.

ij

IANUARY 2017 FEDERAL BUDGET

SUBMISSION 2017-18 TO THE

Australian Government general purpose grants to local government \widetilde{n} observed that the current level of FAGs is insufficient to achieve horizontal principles for the allocation of FAGs, the Productivity Commission has Although horizontal fiscal equalisation is one of seven federally legislated fiscal equalisation" and that "there is a case to review the provision of

purposes can only be achieved through an increase in the quantum of raise additional own-source revenue, adequate revenue growth for general Given the demands upon Local Government and its limited capacity to intergovernmental financial transfers.

prosperity in the future. 12 adequately for future challenges. Reform of these arrangements would help ALGA seeks a change to both the base funding for FAGs, and the indexation pace with demand for service delivery and intrastructure provision, locturn. to ensure a revenue stream for Local Government that will reasonably keep methodology, so that communities can have the certainty they need to plan better funding levels will boost community resilience and Australia's overal

on important national priorities being pursued at the Australian Government environmental needs of local and regional communities, whilst delivering community needs and fulfil the Communwealth's objectives as set out in the general purpose funding reform options that more adequately meet with the Australian Government by working together to identify constructive and COAG levels. Local Government (Financial Assistance) Act 1995. Such reforms would enable _ocal Government to more fully meet the diverse economic, social and _ocal Government would welcome the opportunity to further its partnership

REATER ETTORTO 5 マルロくロとコ

Government to meet the costs of the services it funding is withdrawn, of those other levels of government, it is unreasonable to expect Local A key driver of the increased demand on local government finances is its particularly, without any consultation. However, as Local Government has been providing those services on behalf the productive partnerships between all levels of government in Australia. Local Government remains committed to playing this role and continuing role as a major service provider of Commonwealth and state services

reform agenda. context of COAG discussions and future opportunities to develop a taxation the rates and responsibilities of each level of government continue in the A greater focus on cost shifting is especially relevant as discussions about

annually. The effects of cost shifting to Local Government from other levels of government (majory state governments) for which the sector remains areas formerly funded by other levels of government threat to the ongoing financial sustainability of the sector uncompensated, have magnified over recent years, and present a genuine estimated to have a negative impact on councils of up to \$1.1 billion importantly, it can erode the value of the FAGs and other federal funding of the service. This is cost shifting and a poor outcome for communities role exposes councils to community pressure to fund the continuation Withdrawal of funding once councils have accepted a service delivery Cost shifting by the Commonwealth and state governments has been provided to Local Government by forcing councils to divert resources into

Polypsych, opplied to alsow, finding å dyskevill, "Fabal Polips" – Note from juit a national budget (
sie speech by Trejskry Sepretary Dr. Ken Henry Mr., "Fabal Polips" – Note from juit a national budget (
sie speech by Trejskry Sepretary Dr. Ken Henry Mr., "Fabal Polips" – Note from juit a national budget (
sie speech by Trejskry Sepretary Dr. Beach of the Sepretary Sepret

10 4

Rouse of Representatives Stateding Committee on Recognifics. Finance and Public Administration, Rassocial Taxes and For State for Responsible Local Generalment, October 2003.

in tomorrow's communities Investment

the Northern Territory, have also increased opportunities to cost shift onto the recent years, coupled with state-prescribed responsibilities, for example in the transfer of roads. Compulsory amalgamations in some jurisdictions over community education, business development, management of certain land and increased emergency and disaster management, environmental programs, or directly, to assign additional responsibilities to councils. These include This is because other levels of government continue, whether indirectly ocal government sector.

this date, progress has been made between the jurisdictions to re-engage on the cost shifting that has occurred in the past. The IGA expired in 2011 and to establish an ongoing framework to address Juture cost shifting and prevent Government Matters (the IGA). The IGA outlines a set of principles designed to Agreement Establishing Principles Guiding Intergovernmental Relations on Local In April 2006, all Australian governments signed the Intergovernmental

prevent cost-shifting. Effective intergovernmental collaboration and processes ALGA is committed to good-faith discussions between the jurisdictions to

of progress impacts not only the long-term financial sustainability of local are important in avoiding and preventing cost shifting practices. This lack

the additional costs that come with new responsibilities

left for Local Government to increase own-source revenue in order to meet government, but impacts all jurisdictions. As noted above, there is little scope

OCAL TREIGHT PRODUCTIVITY

of freight is essential in a productive economy and targeted investment and productivity through investment in infrastructure. The efficient movement mode, whether by ship, rail, pipeline, air or road regulatory reform across the different transport modes are important to ALGA strongly supports the Australian Government's focus on improved ensure that our treight moves in a timely way and by the most appropriate

and connectivity between local roads and preferred state and national freight improvements through investment that improves access for freight vehicles the productivity equation. We must unlock local and regional productivity vital role. The issue of first and last mile access is an important factor in _ocal moads are a critical part of our transport infrastructure and play a

the existing system and capability: Heavy Vehicle National Law. The Plan would address the following gaps in Productivity Investment Plan to facilitate increased freight access on local supporting growth and national productivity. Local Government proposes a in providing a national transport network fit for purpose which is capable of access to an initial five-year funding grant program to effectively play its roll This is a national, state and industry matter and Local Government needs roads by addressing current barriers to effective implementation of the

system, including addressing the following systems gaps: Regulator and jurisdictions to enhance the heavy vehicle access permit Systems Gaps: Local Government must work with the National Heavy Vehicle

- all relevant route and vehicle information needs to be provided to local government road managers;
- local government staffing capacity and administrative systems need to

BUDGET FEDERA 2017-18 TO THE SUBMISSION

JANUKRY: 2017

SUBMISSION
TO THE 2017-18
FEDERAL BUDGET

adequate information on key road assets needs to be developed to inform council decisions;

- systems developed to share relevant information between neighbouring road managers to avoid discontinuity, and to inform investment decision-making:
- systems developed to reduce the administrative burden, in particular duplication of decision making.

Planning Gaps. Funding for five years to facilitate and support Regional Groups of Councils to finise with jurisdictions and industry to undertake demand for ecasting, initial route assessment and prioritisation and the development of Regional Freight Plans.

Knowledge Gaps. Funding for five years to undertake assessments of key local road assets including up to 24,000 strategic bridges on designated

Funding Gaps. Funding to address plinch points and improve vital infrastructure that limits capacity on designated freight routes.

ALGA is proposing this Plan be funded at \$200 million over five years.

ALGA's analysis shows this investment could unlock over \$1 billion in

reight routes

additional GDP and create up to 9,500 new jobs

BRIDGES

Permanent Doubling of Roads to Recovery

The maintenance of the local road system is one of Local Government's major tasks and in most councils, it is the single largest item of expenditure. Total expenditure on local roads by councils is estimated to be well in excess of \$4 billion. The Roads to Recovery Program is a true partnership between the Australian Government and Local Government. Recent Government announcements of one-off doubling of Roads to Recovery funding and allocating revenue from the fuel excise indexation recognises both the important role and the strength of that partnership.

However, the ALGA study released in 2010 into local road funding found that the funding shortfall to simply maintain, rather than improve, Australia's local roads to 2025 is around \$1.2 billion annually. The continued underinvestment in local roads hinders local and regional social and economic development and ultimately affects the development and productivity of the nation as a whole. Therefore, ALGA calls on all major political parties to commit to the permanent doubling of the Roads to Recovery funding.

Permanent Bridges program

The 2015 State of the Assets Report shows councils own \$1.71 billion timber bridges, 4 per cent of which are in poor or very poor condition, with many situated in councils which have little capacity to cover the costs of the

renewal program of \$300 million over five years, aimed at helping councils. manage this infrastructure, ALGA believes the Australian Government should timber bridges. However, given the magnitude of the task facing councils to address the very substantial problems affecting local bridges, especially necessary improvements. ALGA strongly welcomed the much-needed bridge to be realised look to make this program permanent to allow greater productivity benefits

Restoration of Fairer Roads Funding for South Australia

indexed annually in line with the indexation of the Financial Assistance Grants unchanged and ALGA believes that the Australian Government should this situation. The strong case and need for this additional funding remain Government, for South Australian councils previously provided to rectify the provision of \$17.5 million of local roads funding from the Australian In recognition of the manifestly unfair treatment of South Australia in reinstate a fairer funding lexel for South Australia, with additional funding The proposals will aid in ensuring Australia's road infrastructure is in the

COMMUNITY NEWNSTRUCTURE

community health and well-being, social cohesion and tolerance, building social capital and enabling broad-based education and learning. regional policy outcomes, including attraction and retention of skilled workers greater social inclusion. It also helps achieve other important social and focus in recent years on strategic asset management. Well-located, wellbetter quality outcomes for Australian communities as well as facilitating designed and properly maintained community intrastructure helps produce nfrastructure is in poor or very poor condition despite the sector's intensive billion. The 2015 State of the Assets Report concluded that 11 per cent of this down value of \$385 billion and an estimated replacement value of \$438 Local Government is responsible for community infrastructure with a written

all, including people with disability, women and older people la growing issue as our population ages). activities can be brought up to a standard which allows equitable access for resources to ensure that local community infrastructure across a range of cultural, educational, sporting and recreation facilities. There is a need for Local Government's community infrastructure includes a large range of arts,

by this proposal as \$1.4 billion and it creating 14,900 new jobs plan and deliver adequate and appropriate community infrastructure. ALGA Funding support for community infrastructure will assist all local councils to Infrastructure funding at the level of \$300 million per annum over the nex is urging political parties to commit to specific local government community four years. ALGA modelling shows the potential additional GDP generated

proposals could generate **over \$1.7 billion** in additional GDP as well as create continue to respond to the development and evolution of our economy. These best condition possible, will support the movement of goods and people and

6,500 new jobs

2017-18 TO THE BUDGET FEDERAL SUBMISSION

JANUARY 2017

TO THE 2017-18 FEDERAL BUDGET

SUBMISSION

Managing the effects of a changing climate requires effort by every level of government in Australia. The outcome of the Conference of Parties 21 (COP-21) held in Paris in December 2015 sets the scene for increased efforts to address climate change. ALGA strongly supports the Australian Government's commitment, through COP 21, to holding the increase in the global average temperature to well below 2°C above pre-industrial levels and to pursue efforts to limit the temperature increase to 1.5°C above pre-industrial levels, recognising that this would significantly reduce the risks and impacts of climate change.

While much can be done to reduce greenhouse gas emissions in all parts of Australia, ALGA welcomes COP21's acknowledgement of the importance of auth-national governments, including local governments, in addressing and responding to climate change. This is a partnership and opportunity for collaboration that local government is eager to engage with and hopes, in addition to funding to assist local activities, that the Government's Direct Action program can continue to be improved and refined to increase local government participation.

The role of cities is particularly important. As one of the most urbanised countries in the world, with over 80 per cent of Australia's population living in cities including large regional centres, the role of our cities and the role of councils within these cities in addressing climate change is hard to overstate. Local government in Australia has a proven track record in addressing climate change and our cities will play an important role in helping the Australian Government achieve internationally agreed climate change targets. Many councils have responded by adopting proactive climate change strategies to reduce emissions and to adapt to unavoidable climate change impacts. However, they need assistance to implement projects and other key aspects of these strategies. Local government, working in partnership with the

also greatly assist the community to be better prepared and better able to adapt to future climatic conditions. that can mitigate the production of greenhouse gas emissions in cities, and Australian Government, can deliver highly effective cumate change projects

For other, less prepared councils, particularly smaller councils in regional areas, small grants may also be needed. This will support them with such things as consulting with their community to undertake climate vulnerability assessments and develop adaptation plans as well as to fund their long-term management and implementation.

These steps will assist communities in guarding against the worst impacts of unavoidable climate change, provide opportunities for local development and increase local knowledge to contribute to the national response. ALGA's modelling shows that this proposal will boost national GDP by as much as \$453 million and create 4,700 new local jobs.

Local government is also seeking a commitment from the Commonwealth to work in partnership on the policy and implementation challenges of reducing emissions associated with street-lighting. In particular, local government needs a commitment from the Australian Covernment to work together to remove the economic disincentives of converting existing street lighting infrastructure to energy efficient technology. This would include working with the street light infrastructure owners, relevant prising regulators and, as necessary, the Australian Competition and Consumer Commission. In addition, ALGA is calling on the Commonwealth to renew funding to the National Climate Change Adaptation Research Facility (NCCARF). The work undertaken over the last three years has produced beneficial outcomes, including a comprehensive tool, information library and the establishment of a community of practice. It will be impossible to update these resources.

Investment in tomorrow's communities

AUSTRALIANS

Initiatives: almed at slosing the gap between indigenous and non-indigenous Australians in the areas of housing, health, early childhood development, education, economic participation and remote service delivery are vital if our nation is to overcome the economic and social costs of disadvantage being experienced disproportionately in our Indigenous communities.

Family-well-being is supported by Local Government in Indigenous communities and infrastructure. Appropriate resources must be provided for these services and infrastructure and it is important that the reforms in this area achieve the best outcomes for communities. Relevantly, the principle that thancial assistance allocated to councils should recognise the needs of Aboriginal peoples and Torres Strait Islanders within their boundaries, is also one of the principles

ALGA calls on the Australian Government to commit to a review of the new arrangements for funding municipal services in Indigenous communities, to ensure that services are meeting the needs to communities and that there has not been a shifting of responsibilities and costs on to local governments.

ALGA believes this Review should take place by 2020.

for the allocation of general purpose grants.

It is important that all parties commit to consult and work with elected local government indigenous councits on policies and programs aimed at meeting the needs of local communities including, where necessary the removal of barriers on land tenure for councils so they are better placed to provide services and maintain facilities and infrastructure in Indigenous communities. It is important that the Australian Government plays a key role in resolving this issue with the States and Land Councils so that Local Government is not hindered in performing these roles.

ALGA is also calling for the renewal of the National Partnership Agreement on Remote Indigenous Housing INPARIHE highlighting the need for increased local engagement and utilising local services and resources. This will increase the effectiveness of services delivery as well as the quality of those services.

NATURAL DISASTERS

and Recovery Arrangements INDRRAJ under which the costs of restoring and Recovery Arrangements INDRRAJ under which the costs of restoring government infrastructure are shared across the levels of government, with the Commonwealth committed to meeting up to 75 per cent of those costs. ALGA strongly supports maintaining the current level of support provided under the NDRRA and calls upon all parties to commit to this position.

ALGA believes the capacity of communities to identify, mitigate and respond to natural disasters is critical. In the face of an increase in extreme weather events, rebuilding infrastructure to its original specifications and condition is not sufficient. Betterment funding, or a small additional investment, will save millions of dollars in years to come by ensuring that infrastructure is rebuilt to withstand its new situation. ALGA is calling for political parties to commit to higher and more targeted mitigation funding, with betterment funding as a core element, to assist Local Government to strengthen the resilience of local communities. Specifically, ALGA is calling for a dedicated natural disaster mitigation program funded by the Commonwealth, state and local government on a 2:21 basis.

SUBMISSION TO THE 2017-18 FEDERAL BUDGET

JANUARY 2017

ä

ĸ

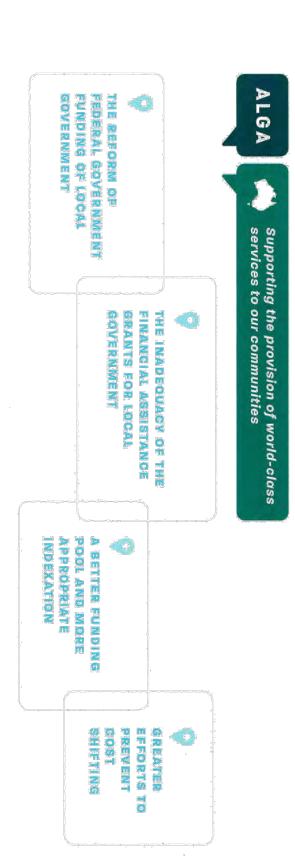
JANUARY 2017

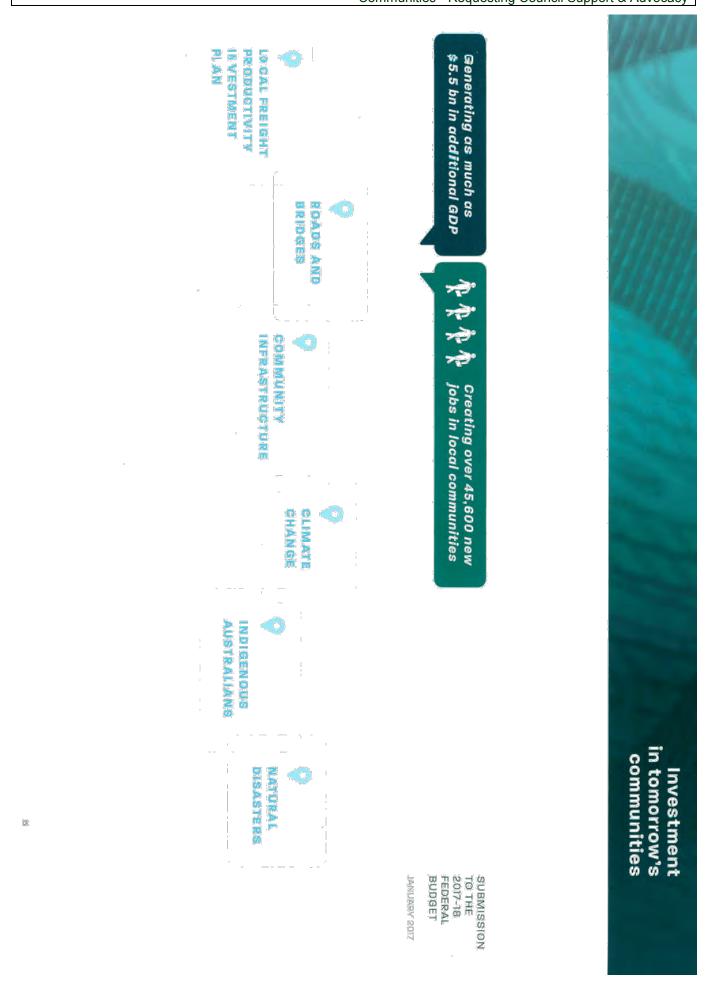
SUBMISSION BUDGET FEDERAL TO THE 2017-18

is also the time to start the discussion about the reality of the current funding response to community needs, is strong. The sector has delivered nearly achieving real results as a partner with other levels of government and in the crucial services all Australians require. Local Government's record in intrastructure and guarding against the world impacts of climate change. It but this is an ideal time to invest in roads and bridges, community We are facing a difficult and uncertain political and aconomic environment, 60,000 projects in partnership with the Commonwealth Government since constraints experienced by councils, and what needs to be done to safeguard

> continue that relationship and build on that record the creation of Roads to Recovery in 2001. Local Government stands ready to

as \$5.5 billion in additional GDP and create over 45,600 new jobs in local to not only support the provision of world-class services to our communities. especially for our most vulnerable, but many with clear economic benefits This submission has proposed a series of projects and programs designed for the nation. In fact, the proposals outlined here could generate as much









Our Ref: E17.1104

7 March 2017

To the Mayor Upper Lachlan Shire Council PO Box 42 GUNNING NSW 2581 UPPER LACHLAN SHIRE COUNCIL
GUNNING OFFICE

1 3 MAR 2017
File No:

To the Mayor

Re: Balloon release ban

I am writing to inform you about one of the steps Eurobodalla Shire Council has recently taken towards protecting our natural environment. I strongly encourage your Council to join us in this campaign and ban balloon releases in your region.

On 14 February 2017 I raised a Mayoral motion to ban balloon releases at Council events and in Council managed reserves. This was unanimously approved and has since received overwhelming support from the local community. Our Facebook post on this decision received well over 700 likes and reached over 20,000 people. It has been the second most popular story we've ever posted.

Unfortunately balloons can cause significant harm to the natural environment. Although some balloons are made from a natural latex and are marketed as an environmentally friendly option, these will still take months to break down and are known to harm and kill animals in both the marine environment and on land. The attached strings and clips on balloons will last much longer in the environment and go on to be eaten or entangle marine species.

Balloons can travel large distances once released, with balloons being found on Eurobodalla beaches from as far away as Sydney, Victoria and the Riverina. These balloons were identified by their logos.

The information about where the balloons were released was shared with the Australian Marine Debris Initiative who contacted the owners of the balloons to notify them of the distance their balloons had travelled and also to ask them to consider alternatives to their advertising.

We understand that in NSW under the *Protection of the Environment Operations Act 1997 – Amendment (Balloons) Act 2000* it is illegal to release 20 or more gas filled balloons at, or about, the same time.

89 vulcan street Moruya po box 99 moruya nsw 2537 t 02 4474 1000 | f 02 4474 1234



If smaller numbers of balloons are released the balloons should not have any attachments. On-the-spot fines can be given and penalties are much higher if over 100 balloons are released.

The New South Wales legislation is, however, largely not monitored or enforced with large releases of balloons happening across NSW and Australia. These releases often happen at times of difficulty or celebration for the community concerned. However, I believe that there are alternate ways to better commemorate these events than with balloons.

Banning balloon releases is a small but important step we can all take to help protect our local environment. I appreciate your support on this issue.

See our website www.esc.nsw.gov.au for more information or contact Council's Sustainability Coordinator Mark.Shorter@esc.nsw.gov.au or 02 4474 1037 for more information.

Yours sincerely

Councillor Liz Innes

Mayor

If this email does not display properly, view online





Media Release

Feds Must Fix FAGs

The NSW local government sector has called on Federal Treasurer Scott Morrison to restore indexation to Financial Assistance Grants (FAGs) when he hands down his second Budget on May 3.

Local Government NSW (LGNSW) President Keith Rhoades said the indexation freeze announced by the Abbott Government in 2014 had already ripped almost \$260 million from NSW councils over three years.

"These untied grants are a vital part of local government's revenue base, allowing the provision and maintenance of community infrastructure such as local roads, swimming pools and libraries," CIr Rhoades said.

"They are particularly critical to rural and regional councils, many of whom don't have the residential rating base, or revenue opportunities such as car parking, to fill the gaps.

"The three-year freeze has had a harsh impact on NSW councils - and that impact is ongoing, because the freeze has resulted in a permanent base reduction of around 13 per cent."

Cir Rhoades said the freeze had been particularly tough on NSW councils, which were being squeezed from all sides by rate-capping and cost-shifting by both the State and Federal Governments valued at roughly \$600 million per annum.

At the same time NSW councils have been asked to prove their financial fitness or face forcible amalgamation.

"It's exactly these sort of financial constraints that make it almost impossible for councils to get ahead," CIr Rhoades said.

"The significant financial losses sustained as a result of the FAGs indexation freeze cannot help but impact on the quality of local services and infrastructure councils currently provide."

"Local government was encouraged by indications in last year's budget that indexation would be restored, as promised, this year.

"But there's been no guarantee forthcoming, and councils in NSW and right across Australia are standing together to demand the Federal Government end this freeze now."

Media Enquiries

LGNSW President, Cr Keith Rhoades AFSM: 0408 256 405 Media Toni Allan: 0412 774 441

Cr Keith Rhoades AFSM President Local Government NSW

T: 02 9242 4000 | F: 02 9242 4111 | E: <u>Ignsw@lgnsw.org.au</u> | W: <u>www.lgnsw.org.au</u> GPO Box 7003, Sydney NSW 2001 | Level 8, 28 Margaret St; Sydney NSW 2000

Email Subscription

Subscribe to receive the Local Government Weekly and Media Releases directly by email on the LGNSW website <u>Ignsw.org.au/subscribe</u>. If you no longer wish to receive Local Government Weekly please <u>update</u> <u>your preferences</u>.

Emily Brooker

From: Office of Local Government [olg@olg.nsw.gov.au]

Sent: Friday, 24 March 2017 3:41 PM
To: Upper Lachlan Shire Council

Subject: Council Circular 17-04 Topics for local government performance audit by Auditor-General of

NSW



STRENGTHENING LOCAL GOVERNMENT <u>SUBSCRIBE</u> | <u>PRINT</u> | <u>FORWARD</u>

Council Circular

15 February 2017

17-04 TOPICS FOR LOCAL GOVERNMENT PERFORMANCE AUDIT BY AUDITOR-GENERAL OF NSW

Circular Details	Circular No 17-04 / 27 March 2017 / A537244
Previous Circular	16-35 Phase 1 amendments to the Local Government Act commenced by proclamation
Who should read this	Councillors / General Managers / Staff
Contact	Performance Team – 02 4428 4100
Action required	Information / Response to OLG / Council to Implement
PDF version of Circular	<u>त</u> ै <u>17-04 pdf</u>

What's new or changing

- The Auditor-General of NSW was given the mandate to conduct performance audits of a council, or the sector, as part of the Phase 1 amendments to the Local Government Act 1993
- After considering suggestions from stakeholders, the Auditor-General has decided on the following initial performance audit topics:
 - Council reporting on service delivery

- o Fraud control in local government
- o Shared services.

What this will mean for your council

- The topics have been selected to enable the Auditor-General to better understand the current performance of the local government sector, and to identify and promote good practice.
- Varying degrees of council involvement will be required on each audit, and the Audit Office will communicate its expectations to affected councils once each audit commences.

Key points

- The audits will aim to identify and promote good practice and make practical improvement suggestions.
- The audit of council reporting on service delivery will examine how well councils
 demonstrate service efficiency and effectiveness through their reporting under the
 Integrated Planning and Reporting Framework.
- The review of fraud control in local government will provide an analysis of fraud in local government based on a self-assessment by councils of their fraud controls against the Audit Office of NSW's Fraud Control Improvement Kit.
- The shared services audit will seek to identify key enablers and barriers to effective and
 efficient shared services arrangements. Such arrangements are likely to include corporate
 services but may also include customer services such as waste collection, road
 maintenance or libraries.
- Planning for the council reporting on service delivery audit has commenced, with the other two audits starting later in the calendar year.

Where to go for further information

 Further information on the Auditor-General's mandate for local government is available at www.audit.nsw.gov.au

Tim Hurst Acting Chief Executive

STRENGTHENING LOCAL GOVERNMENT

SUBSCRIBE | PRINT | FORWARD

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 | W www.olg.nsw.gov.au | ABN 44 913 630 046
Please click here to unsubscribe from our mail list.

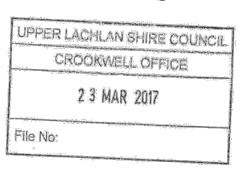
This email has been scanned by the Symantec Email Security.cloud service. For more information please visit http://www.symanteccloud.com



Rural Financial Counselling Service NSW Southern Region

22nd March 2017

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



Dear Mayor

We are seeking your collaboration in getting the word out to businesses in your shire who might be experiencing financial difficulty and have fallen on hard times.

The Rural Financial Counselling Service, funded by the State and Federal Governments, provides commercial farms and rural businesses experiencing financial difficulty with unbiased, independent, expert, confidential support - to determine the way forward for their operation. We are an experienced, independent, not-for-profit organisation, whose services are provided at no cost to the client - critical for helping those who are in financial stress.

Our staff are highly skilled business professionals with a deep appreciation of agricultural and rural businesses and the environment in which they operate. We assist clients to consider how best to take their business forward – perhaps refinancing a loan, considering new strategies or accessing government assistance. We can provide guidance at critical points such as during Farm Debt Mediation. Our only priority is our clients' needs.

There are a number of services we provide (some listed overleaf). Our abiding concern is that it is difficult to reach all those who might use and benefit from our services — hence this letter. Having been a LG Councillor myself (Yass Valley Council 2004-2016) I know it is not always easy to reach ratepayers, but we would appreciate if all Councillors could be provided with a copy of this letter and if the first three paragraphs could be read out at a public Council meeting.

On behalf of our clients we would like to thank you for your assistance.

Regards

HEAD OFFICE COOMA PO Box 761 COOMA 2630 T: 02 6452 5850

F: 02 6452 3766 BEGA 239 Carp St

239 Carp St BEGA 2550 T 02 6492 0700

COLEAMBALLY 39 Broiga Place COLEAMBALLY 2707 T: 02 6954 4179 F: 02 6954 4420

CROOKWELL PO Box 58 CROOKWELL 2583 T. 02 4832 0070 F. 02 4832 0071

DENILIQUIN PO Box 937 DENILIQUIN 2710 T: 03 5881 5766 F: 03 5881 3781

GANMAIN PO Box 65 GANMAIN 2702 T 02 6927 6622 F 02 6927 6633

GRIFFITH / LEETON PO Box 1182 GRIFFITH 2680 T 02 6962 3812 F: 02 6964 2409

HAY PO Box 224 HAY 2711 T: 02 6993 4130 F: 02 6993 4140

HILLSTON 180 High St HILLSTON 2675 M: 0416 235 759 T: 02 6967 1172

HUSKISSON M: 0418 606 382

WENTWORTH 42 Darling St WENTWORTH 2648 T: 03 5027 3175 M: 0447 283 688

YOUNG 27 Lynch St YOUNG 2594 T: 02 6382 5122 M:0427 935 823

David Needham Chair,

RFCS, NSW - Southern Region

t: (02) 6230 3118 m: 0417 468 655

e: david.needham3@gmail.com

w: rfcsnsw-sr.com.au

Helping rural people into the future...

"Supported by the Australian and the New South Wales Governments"



Rural Financial Counselling Service NSW Southern Region

TYPICAL RFCS SERVICES

Planning for a future in farming

We work with the family business to look at the current situation and to help determine the various options available so that informed decisions can be made.

Cash flows, budgeting and forecasting

Staff are highly skilled in this area. Once we've completed an analysis of your business, we can jointly build cash flows, forecasts and budgets so what lies ahead can be determined and decisions made.

Accessing Government assistance

We understand the latest government assistance measures, their eligibility criteria and application process. We help our eligible clients access this funding.

Working with banks

Often one of the first things we do to help is to review loans. By comparing different financial options clients can often make significant savings. Refinancing and comparing different bank offers is our core expertise. If a client decides to refinance, we can help. We know how the banks work, we know what they need and want from farmers, we know how to talk to banks and how to make acceptable submissions that have success.

Farm debt mediation

This can be a very difficult process and it is critical that clients know that they have our support - and they understand the process. We retain professionals who are experts in this area, and they assist all staff in getting the best result for our clients.

Access to other services

As a referral service, we have an extensive network of relevant contacts. We know to whom clients can be referred for best results. Because we are trusted, we can provide an introductory service that guarantees fast access

Helping rural people into the future...

"Supported by the Australian and the New South Wales Governments"



The Hon. Pru Goward MP

State Member for Goulburn

MEDIA RELEASE

Thursday 30 March 2017

NEW BOARD MEMBERS FOR LOCAL LAND SERVICES

The announcement of 45 new chairs and local board members across the state for Local Land Services brings new opportunities for community connections and local input.

Member for Goulburn Pru Goward and Minister for Primary Industries. Niall Blair said the appointments brought a balance of both new and experienced people to the 11 local boards.

"I am pleased to wel come David Mitchell to the role of Chair of the local board for South East Local Land Services," Ms Goward said.

"He brings a good understanding of what's needed in this region and what local landholders need in terms of the services provided by Local Land Services to improve primary production within healthy landscapes," Mr Blair said.

"David will be joined by board members Ken Baxter from Kangaloon, lan Denney from Grabben Gullen and Allison Harker from Yass," Ms Goward said.

"They bring a diverse range of experience to the board table and will work together with locallyelected board members to focus on the strategic direction of the organisation."

Every three years, the minister appoints three local board members and a chair to each region; all board, while ratepayers elect the remaining members.

The elections will take place in May this year and provide an opportunity for ratepayers to elect local representatives to their boards.

"I encourage ratepayers to look around their community and consider who might further bring value to the conversation by standing for election on the South East Region local board," Ms Goward said.

Ratepayers can nominate themselves or any person who might best represent their interests.

Nominations close on 10 April and the electoral roll closes on 31 March.

Enrolment forms are available from any Local Land Services office or online at www.lls.nsw.gov.au.

Ratepayers who enrolled before the 2014 election do not need to re-enrol, but should inform their nearest Local Land Services office if their contact details have changed.

ENDS

Media: Electorate Office 02 4822 6444

Susie Pearman

From:

John Bell

Sent:

Monday, 3 April 2017 12:32 PM

To: Subject: Susie Pearman FW: Rail Trail

Susie.

Please TRIM below email and include into Incoming Correspondence for 20 April 2017 Council Meeting.

Regards

John Bell

General Manager

Upper Lachlan Shire Council

P (02) 4830 1000 F (02) 4832 2066

PO Box 42

GUNNING NSW 2581

From: Warwick L Bennett

Sent: Thursday, 30 March 2017 9:38 AM To: John Bell < jbell.ulsc@live.com.au>

Subject: Rail Trail

Hi John

The Goulburn Mulwaree Council has recently re-affirmed its commitment to the Goulburn to Crookwell Rail trail. As you know this has been a joint project for over 2 years now with a working party having prepared a complex feasibility study.

To be successful for Government Grants in the future we are of the understanding that robust cost benefit analysis are often required. Although the working party undertook such a study – it was done by the working party themselves and I don't believe it would meet the scrutiny of Government Departments when grant applications are being assessed.

At the last meeting of this Council it was resolved that Council allocate \$10,000 for this cost benefit analysis. Early indications from a consultant is that to complete a robust cost/benefit the cost would be \$20,000. We are seeking the Upper Lachlan also allocate \$10,000 for this study. Of course if the cost is less then we will have our contributions reduced accordingly

The Working Party have used Mike Maher for advice during the process to date. He has recommended that we use a company call SGS (Melbourne) who have specialised in cost benefits for rail trails and walkways. We have used SGS before (albeit Canberra based) on our Performing Arts Centre and have been pleased with their efficiency and effectiveness

I look forward to your response

Cheers

Warwick L Bennett General Manager P; 02 4823 4486 | F: 02 4823 4456

Goulburn Mulwaree Council | Locked Bag 22 Goulburn NSW 2580

W: www.goulburn.nsw.gov.au | Find us on Facebook

Our Vision & Values - One team delivering with Passion Respect Innovation Dedication Excellence Our Mission - To be easy to do business with



A Please consider the environment before printing this email

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

John Bell

From:

John Bell

Sent:

Tuesday, 4 April 2017 8:54 AM

To: Subject: Susie Pearman FW: Rail Trail

Susie,

Please TRIM below email and include into incoming Correspondence for 20 April 2017 Council Meeting – include as part of the earlier email.

Regards

John Bell

General Manager

Upper Lachlan Shire Council

P (02) 4830 1000

F (02) 4832 2066

PO Box 42

GUNNING NSW 2581

From: Warwick L Bennett

Sent: Thursday, 30 March 2017 2:07 PM To: John Bell <jbell.ulsc@live.com.au>

Subject: FW: Rail Trail

Hi John

Further to my e mail this morning please find response from SGS. I have saved you \$2,500 already

Cheers

Warwick L Bennett General Manager

P: 02 4823 4486 | F: 02 4823 4456

Goulburn Mulwaree Council | Locked Bag 22 Goulburn NSW 2580

W: www.goulburn.nsw.gov.au | Find us on Facebook

Our Vision & Values - One team delivering with P assion R espect L Innovation D edication E xcellence Our Mission - To be easy to do business with



A Please consider the environment before printing this email

From: Andrew McDougall [mailto:AMcDougall@sgsep.com.au]

Sent: Thursday, 30 March 2017 1:28 PM

To: Warwick L Bennett < Warwick. Bennett@goulburn.nsw.gov.au >

Cc: Marcia Keegan < MKeegan@sgsep.com.au>; Jeremy Gill < JGill@sgsep.com.au>; Liz Mackevicius

<LMackevicius@sgsep.com.au>

Subject: RE: Rail Trail

Hi Warwick

Yes we have significant experience in undertaking cost benefit analysis of all type of projects, including rail trails.

To produce what you need, we would charge ~\$15,000 exc. GST.

This would include undertaking a:

- 1. Cost benefit assessment, which monetises an contrasts project related costs and benefits, and
- Regional economic impact assessment, which converts the direct economic injections, already scoped in your attachment, to total job and value creation in the local region.

I don't think we need much more that an annual staging of the project from a capex and a visitor generation perspective.

If this is in the ballpark, I can knock up a more detailed proposal for your review.

Kind regards

Andrew McDougall Principal & Partner

Principal & Partner +61 3 8616 0331



Independent insight.

WWW.sgsep.com.au
Offices in Canberra, Hobart, Melbourne and Sydney
Shaping policy and investment decisions to achieve sustainable places, communities and economies

The information transmitted is intended only for the person or entity to which it is addressed and may contain confidential and/or privileged material. Any review, retransmission, dissemination or other use of, or taking of any action in reliance upon, this information by persons or entities other than the intended recipient is prohibited. If you received this in error, please contact the sender and delete the material from any computer.

From: Warwick L Bennett [mailto:Warwick.Bennett@goulburn.nsw.gov.au]

Sent: Thursday, March 30, 2017 12:22 PM

To: Andrew McDougall < AMcDougall@sgsep.com.au>

Subject: Rail Trail

Hi Andrew

I recently met up with Mike Maher in Perth who has recommended you to undertake a cost benefit analysis on the Goulburn to Crookwell proposed rail trail

Please find attached a summary of this proposal

To obtain grant funding for major projects of this nature with either the NSW State Government or Federal Government a robust and credible benefit/cost analysis is essential. Mike stated to me the you have undertaken some similar studies on other rail trails and walking tracks.

Can you please provide me with an estimated cost of undertaking such an analysis. You of course may require further information.

Either list those in a e mail reply or give me a call on 0499 004 765

Regards

Warwick Bennett

Warwick L Bennett General Manager

P: 02 4823 4486 | F: 02 4823 4456

Goulburn Mulwaree Council | Locked Bag 22 Goulburn NSW 2580

W: www.goulburn.nsw.gov.au | II Find us on Facebook

Our Vision & Values - One team delivering with Passion Respect Innovation Dedication Excellence Our Mission - To be easy to do business with



A Please consider the environment before printing this email

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



MINISTER FOR INDIGENOUS AFFAIRS

Reference: MC17-001199

Cr Brian McCormack Mayor Upper Lachlan Shire Council

Email: council@upperlachlan.nsw.gov.au

Dear Mayor

I am writing to invite the Upper Lachlan Shire Council to be a part of activities and celebrations for the upcoming 50th anniversary of the 1967 Referendum. Your Council, along with your counterparts across the country, are being offered a grant of \$5,000 to mark the event during National Reconciliation Week 2017.

As you know, National Reconciliation Week begins with the anniversary of the Referendum on 27 May and concludes with Mabo Day on 3 June, which this year celebrates its 25th anniversary. These anniversaries commemorate and celebrate two significant events in our nation's history. One was to give effect to the hope of more than 90 per cent of Australians who, in 1967 overwhelmingly gave the Commonwealth a Constitutional role in relation to their fellow Aboriginal and Torres Strait Islander Australians, and the second anniversary created a new foundation for land law in Australia. These events form part of the national story of our country's amazing cultural, social and economic progress.

The grant provides your Council with the opportunity to celebrate these national milestones in a local and more personal way in partnership with Indigenous organisations, and in a way that appropriately serves the people of your local government area.

My Department will contact you shortly about accessing the grant. In the meantime, information will be available on the website of the Department of the Prime Minister and Cabinet at www.dpmc.gov.au or you can email the Department at NRW2017@pmc.gov.au. You can also speak with the Department's regional network office on 1800 079 098.

I wish you all the best with your community celebrations.

Yours sincerely

NIGEL SCULLION

6 April 2017

Parliament House CANBERRA ACT 2600



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

Dear Mr Bell

I am pleased to inform you that I have approved \$33,507 under the 2016/17 Public Library Infrastructure Grant program for your project entitled Installation of a new Library Management System - LIBERO - in Crookwell and Gunning Libraries.

I trust this funding will enable your council to continue to deliver excellent library services for your community.

Details of your council's funding and method of payment will be sent to you by the State Library of New South Wales. If you have any enquiries please contact Ms Philippa Scarf, A/Manager, Public Library Services on (02) 9273 1448, or email philippa.scarf@sl.nsw.gov.au.

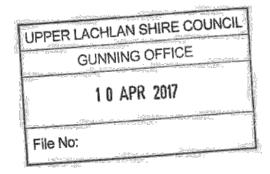
In the meantime, please accept my best wishes.

Herry

Yours sincerely

Don Harwin MLC Minister for the Arts

4 APR 2017



GPO Box 5341 Sydney NSW 2001 P: (02) 8574 7200 F: (02) 9339 5568 E: office@harwin.minister.nsw.gov.au

9 ENVIRONMENT AND PLANNING

The following items are submitted for consideration -

9.1	Monthly Weeds Activities Report	98
9.2	Development Statistics for the Month of March 2017	102
9.3	DRAFT Disability Inclusion Action Plan 2017 -2020	109
9.4	Draft Floodplain Risk Management Plan and Study for the Villages of Crookwell, Gunning, Collector and Taralga	139

Environment and Planning - 20 April 2017

ITEM 9.1 Monthly Weeds Activities Report

FILE REFERENCE 117/204

AUTHOR Manager of Noxious Weeds

ISSUE

Providing Council with a summary of weed control activities that have been conducted in the past month.

RECOMMENDATION That -

1. Council receives and notes the report as information.

BACKGROUND

Standard monthly report providing Council with a summary of the weed control activities that have been conducted in the month of March 2017.

REPORT

Property Inspections

Property	Weed	Parish	Road or Street	Date	Action	Degree
Lot 3 DP 1110114	S/T	Mundoonan	Berrabanglo	1/3/17	Notified	2
Lot 3 DP 1010928	S/T	Nelanglo	Berrabanglo	1/3/17	Routine	1
Lot 1 DP 1149248	S/T	Dixon	Gundaroo	1/3/17	Routine	1
Lot 2 DP 1174454	BB	Pomeroy	Prices Ln	2/3/17	Routine	1
Lot 7 DP 1219071	BB SJW	Gunning	Ryan PI	6/3/17	Notified	2
Lot 160 DP 754106	S/T	Bunton	Rye Park	6/3/17	Routine	1
Lot 178 DP 754125	S/T BB	Kildare	Blakney Ck Sth	6/3/17	Routine	2
Lot 25 DP 754101	S/T BB	Biala	Sapphire	10/3/17	Routine	2
Lot 13 DP 754139	S/T BB	Preston	Rugby	13/3/17	Notice	2
Lot 1 DP 583293	S/T BB	Cullarin	Cullarin	13/3/17	Routine	1
Lot 3 DP 598669	S/T	Cullarin	Cullarin	13/3/17	Routine	2
Lot 60 DP 134133	S/T ALG	Dixon	Gundaroo	14/3/17	Routine	1
Lot 4 DP 1193152	S/T BB	Mutmutbilly	Mullens Ck	15/3/17	Routine	1
Lot 89 DP 754122	S/T BB	Jerrawa	Broadway	15/3/17	Routine	1
Lot 51 DP 754111	S/T BB	Dalton	Jerrawa	21/3/17	Routine	1
Lot 1 DP 134005	S/T	Bunton	Rugby	21/3/17	Notified	2
Lot DP 1127327	S/T	Kildare	Rugby	21/3/17	Notified	2
Lot 34 DP 754126	BB	Lampton	Learys Ln	22/3/17	Notified	2
Lot 45 DP 754126	BB S/T	Lampton	Learys Ln	22/3/17	Routine	1
Lot 1 DP 539377	S/T	Bunton	Rye Park	22/3/17	Routine	2

Environment and Planning MONTHLY WEEDS ACTIVITIES REPORT cont'd

Lot 92 DP 794231	S/T	Biala	Abbey Collins	22/3/17	Routine	2
Lot 91 DP 754140	S/T	Preston	Maryvale	23/3/17	Routine	0
Lot 178 DP 754139	S/T	Preston	Maryvale	23/3/17	Routine	1
Lot 20 DP 133703	S/T	Kildare	Rugby	24/3/17	Routine	1
Lot 5 DP 1193152	S/T	Mutmutbilly	Mullens Ck	25/3/17	Routine	1
Lot 186 DP 754130	S/T	Mundoonan	Elms	27/3/17	Routine	1
Lot 42 DP 65115	S/T	Dalton	Jerrawa	27/3/17	Notified	2
Lot 25 DP 113328	BB	Jerrawa	Broadway	29/3/17	Routine	1
Lot 4 DP 132483	S/T	Mundoonan	Elms	29/3/17	Routine	1
Lot 1 DP 196909	S/T	Milbang	Old South	29/3/17	Routine	1
Lot 2 DP 877096	S/T BB	Belmore	Laggan	27/2/17	Notified	3, 2
Lot 4 DP 1009377	S/T	Belmore	Laggan	27/2/17	Notified	2
Lot 2 DP 240548	BB	Crookwell	Boobalaga	27/2/17	Notified	2
Lot 3 DP 651029	BB	Wangalo	Peelwood	28/2/17	Notified	3
Lot 1 DP 132091	S/T BB EB	Bolong	Fullerton	1/3/17	Notified	2, 3
Lot 21 DP 753021	S/T BB	Burridgee	Hogan	3/3/17	Notified	2, 3
Lot 2 DP 749820	S/T BB	Burridgee	Fullerton	7/3/17	Notified	2, 3
Lot 106 DP 753021	S/T BB	Burridgee	Fullerton	7/3/17	Notified	2, 3
Lot 1 DP 794104	S/T BB	Burridgee	Millsvale	7/3/17	Notified	2, 3
Lot 25 DP 1131738	BB	Binda	Julong	8/3/17	Notified	2
Lot 1 DP 114547	S/T	Belmore	Diamond	9/3/17	Notified	2
Lot 202 DP 753060	BB	Thalaba	Peelwood	9/3/17	Routine	2
Lot 89 DP 753060	BB		Peelwood	9/3/17	Notified	2
Lot 290 DP 42252	BB	Wangalo		9/3/17	Notified	
Lot 291 DP 42252		Wangalo	Peelwood			2
	BB C/T	Wangalo	Peelwood	9/3/17	Notified	2
Lot 154 DP 753060	S/T	Cuddyong	Peelwood	9/3/17	Notified	
Lot 11 DP 1917066	S/T	Bolong	Fullerton	14/3/17	Routine	1
Lot 1 DP 882195	S/T	Bolong	Fullerton	14/3/17	Routine	1
Lot 62 DP 753015	BB	Bolong	Fullerton	15/3/17	Routine	1
Lot 122 DP 753015 Lot 3 DP 882195	BB	Bolong	Fullerton Fullerton	15/3/17 15/3/17	Notified	2
	BB C/T DD	Bolong			Routine	1
Lot 69 DP 753010	S/T BB	Belmore	Peelwood	16/3/17	Notified	1, 2
Lot 80 DP 753010	S/T	Belmore	Peelwood	16/3/17	Routine	2
Lot 4 DP 848252	BB	Belmore	Peelwood	16/3/17	Notified	2
Lot 244 DP 754141	BB	Romner	Lost River	21/3/17	Routine	1
Lot 4 DP 754147	S/T BB	Romner	Lost River	21/3/17	Routine	1, 2
Lot 457 DP 754147	BB	Winduella	Lost River	22/3/17	Notified	2
Lot C DP 369029	S/T	Romner	Boorowa	22/3/17	Notified	2
Lot 251 DP 750052	Weed ID	Upper Tarlo	Woodhouselee	9/3/17	Routine	0
Lot 4 DP 1041408	S/T BB	Crookwell	Iron Mine	14/3/17	Notified	2, 3
Lot 1 DP 740722	HT	Guinecor	Taralga	27/3/17	Notified	1

Key for Weed Abbreviations

Weed ID Weed Identification

S/T Serrated Tussock

PC Paterson's Curse

EB English Broom

FW Fireweed

CG Coolatai Grass

CG Coolatai Grass

Go Gorse CG Coolatai Grass

Environment and Planning MONTHLY WEEDS ACTIVITIES REPORT cont'd

Key for Degree of Infestations

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

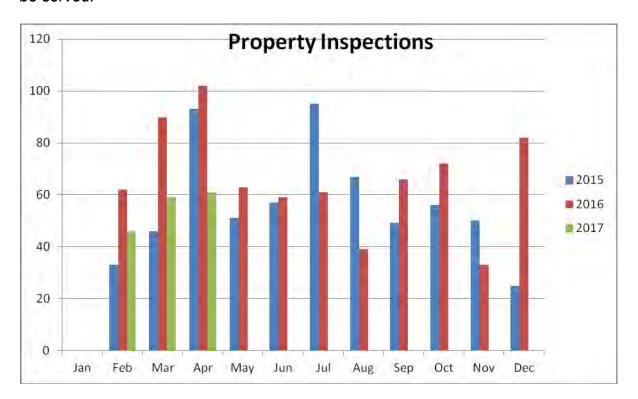
Key for Actions of Inspections

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

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

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

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



Roadside Weed Control

Roadside weed control work has continued to focus on woody weed control with noxious weeds such as Blackberry, Gorse, Broom and St John's Wort targeted. This control program will continue through until the end of April. The control program will then be directed towards the control of grass weeds including Serrated Tussock, African Lovegrass, Chilean Needle Grass and Coolatai Grass.

Environment and Planning MONTHLY WEEDS ACTIVITIES REPORT cont'd

Weeds and Pasture Workshop

On Thursday 2 March 2017 the Noxious Weeds Manager attended and spoke at the above workshop which was held at Bannister. The day was organised by the Upper Lachlan Landcare and South East Local Land Services as part of a project to conduct a number of weed control workshops throughout the region during 2017. The day was attended by about fifteen landholders.

Issues covered on the day include identification of new grass weeds, pasture improvement, using landscape maps to plan weed management and the implications of the new Biosecurity Legislation.

POL	ICV	INAD	A C7	г
PUL	.IC T		AU	ı

Nil

OPTIONS

Nil

FINANCIAL IMPACT OF RECOMMENDATIONS

Nil

RECOMMENDATION That -

1. Council receives and notes the report as information.

ATTACHMENTS

Nil

Environment and Planning - 20 April 2017

ITEM 9.2 Development Statistics for the Month of March 2017

FILE REFERENCE 117/199

AUTHOR Economic Development Officer

ISSUE

Providing Council with a summary of the development control activities that have occurred in the month of March 2017.

RECOMMENDATION That -

1. Council receives and notes the report as information.

BACKGROUND

Standard monthly report providing Council with a summary of the development control activities that have occurred in the month of March 2017.

REPORT

Development Status Report

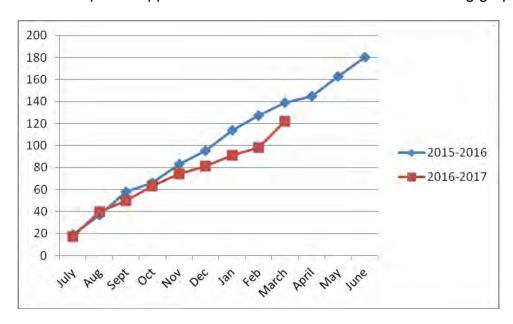
The following table outlines the type and value of new development.

	Statistics by Development Type									
	Current Year Last year									
DA Type	N	March 201	Year to Date 1/7/2016 to 30/6/2017 March 2016					r to date to 30/6/2016		
	Coun	t \$Va	lue	Count	\$	Value	Count	\$Value	Count	\$Value
Commercial	2	\$48	85,000	7		\$582,585	0	\$0	6	\$1,127,063
Residential	20	\$3,2	71,725	95	\$10	6,708,653	9	\$1,255,950	103	\$16,779,245
Industrial	1		\$0	1		\$0	0	\$0	0	\$0
Other	1	\$:	35,000	9		\$115,000	1	\$0	10	\$25,020,000
Total	23	\$3,79	91,725	112	\$1	7,406,238	10	\$1,255,950	119	\$42,926,308
Subdivision										
Type Count Lots		Lots	Cou	ınt	Lots	Count	Lots	Count	Lots	
Residential		0	0	4	4 78		0	0	4	10
Rural Residen	itial	0	0	3	}	9	0	0	7	53

Commercial	0	0	0	0	0	0	0	0
Industrial	0	0	0	0	0	0	0	0
Boundary Adjustment	0	0	0	0	0	0	0	0
Strata	0	0	0	0	0	0	0	0
Agricultural	0	0	3	8	0	0	5	16
Modification	1	7	2	13	2	38	3	0
Total	1	7	12	108	2	38	19	79

1. <u>Development Applications</u>

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



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

	DA	DAs	DA	DAs	DA
DAs under	modifications	received	modifications	determined	modifications
assessment	under	March	received	March	determined
	assessment	2017	March 2017	2017	March 2017
24	6	16	8	12	4

The average determination processing time is for the month of March was 32 days.

Determinations issued 1 March to 31 March 2017 are summarised in the following table:

Determinations Issued between 1 March 2017 to 31 March 2017							
DA No.	Proposal	Property					
81/2011 (Modification)	Dwelling	Lot 30 DP 866013 – Kialla Rd, Crookwell					

Deter	Determinations Issued between 1 March 2017 to 31 March 2017						
DA No.	Proposal	Property					
53/2014 (Modification)	Dwelling	Lot 1 DP1169255 – 2281 Woodhouselee Rd, Laggan					
116/2015	Alterations/Additions	Lot 2, DP 36154 – Roslyn Street, Crookwell					
25/2016 (Modification)	Transportable Dwelling	Lot 13 DP 1205245 – 8 Breadalbane Rd, Breadalbane					
42/2016 (Modification)	Subdivision	Lot 1, 2 & 3 DP 1013868 – 190 Old Macquarie Rd, Brayton					
47/2016	Dwelling	Lot 1 DP 873640 – Sylvia Vale Road, Binda					
62/2016	Subdivision	Lot 102 DP 1197091 – 12 Dalton Road, Gunning					
71/2016	Garage/Shed	Lot 29 DP 1065616 – 20 Barry Place, Crookwell					
118/2016	Alterations/Additions	Lot 104 DP 750035 – 254 Mullins Creek Rd, Breadalbane					
120/2016	Outdoor Gaming/Smoking Area	Lot 1 DP 658665 – RSL Goulburn St, Crookwell					
6/2017	Garage/Shed	Lot 1 Sec 20 DP 758110 – 61 Queen St, Binda					
7/2017	Access Ramp	Lot 112 DP 568697 – Wade St, Crookwell					
9/2017	Garage/Shed	Lot 20 Sec 4 DP 1809 – 34 North St, Crookwell					
11/2017	Transportable Dwelling	Lot 2 DP 855956 – 5 Chalkers Lane Wombeyan Caves					
16/2017	Dwelling	Lot 2 DP 1197318 – 1538 Breadalbane Rd, Breadalbane					
21/2017	Garage/Shed	Lot 50 DP 2474 – 3 John St, Crookwell					

The Development Applications outstanding as of 31 March 2017 are summarised in the following table:

	Outstanding Development Applications – March 2017						
Application No	Date Received	Proposal	Property	Reason			
33/2016	22/04/2016	Demolition & Fence/Wall	Church & Goulburn Street, Collector Lot 1 DP 256082 & Lots 2 & 3 DP 554640	Awaiting additional information from applicant			
67/2016	26/07/2016	Vineyard and Winery	1924 Towrang Road, Greenwich Park Lot 25 DP 1095649	Awaiting additional information from applicant			

	Outstanding I	Development App	lications - March 2017	
76/2016	4/08/2016	Dwelling alterations and additions	2791 Junction Point Rd, Binda Lot 33 DP 753038	Awaiting additional information from applicant
123/2016	22/11/2016	Alterations/Addi tions	Julong Rd, Binda Lot 6 DP 594709	Awaiting additional information from applicant
124/2016	28/11/2016	Alterations/Addi tions	169 Craigs Rd, Richlands Lot 1 DP 1222109	Awaiting additional information from applicant
2/2017	6/01/2017	Collector Pumpkin Festival	3 Brennan St, Collector Lot 10 DP 1046757	Awaiting additional information from the applicant
8/2017	31/01/2017	Intensive Ag Use	Greenmantle Rd, Bigga Lot 4 DP 742425	Awaiting additional information from the applicant
12/2017	17/02/2017	Change of Use – Commercial Premise	Goulburn St, Crookwell Lot 3 DP 661368	Awaiting additional information from the applicant
13/2017	21/02/2017	Community Event – Gunning Fireworks	Copeland St, Gunning Lot 7009 DP 94454	Awaiting additional information from the applicant
14/2017	21/02/2017	Subdivision	2392 Gurrundah Rd, Gurrundah Lot 10 DP 1214847	External referral
122/2016 (Modification)	21/02/2017	Alterations/Addi tions	46 Cooper St Taralga Lot 1 DP 900385	Awaiting additional information from the applicant
15/2017	3/3/2017	Signs	20 Carrington St Crookwell Lot 21 Sec 8 DP 2383	Under assessment
108/2015 (Modification)	8/3/2017	Commercial Use - Restaurant	2006 Cullerin Rd Gunning Lot 1 DP 133897	Under assessment

		Development App	plications – March 2017	
75/2016 (Modification)	8/3/2017	Dwelling	Wade St Crookwell Lot A DP 358283	Under assessment
17/2017	9/3/2017	Commercial Use – Commercial Premise	210 Goulburn St Crookwell Lot 1 DP 655209	Awaiting additional information from applicant
18/2017	10/3/2017	Garage/Shed	19 Martyn St Taralga Lot 19 DP 702495	Under assessment
128/2013 (Modification)	10/3/2017	Dwelling	Edward St, Binda Lot 7 Sec 14 DP 758110	Under assessment
19/2017	13/3/2017	Dwelling	1 Sommerset Place, Crookwell Lot 50 DP 1075643	Under assessment
20/2017	14/3/2017	Garage/Shed	12 Smith Rd Crookwell Lot 348 DP 754108	Under assessment
22/2017	16/3/2017	Shed	2883 Woodhouselee Rd Laggan Lot 3 DP 1194731	Under assessment
23/2017	17/3/2017	Garage/Shed	32 Tait St Crookwell Lot 96 DP 111842	Under assessment
24/2017	20/3/2017	Dwelling	High St, Crookwell Lot 2 DP 1228438	Under assessment
25/2017	21/3/2017	Transportable Dwelling	6 Bond St, Gunning Lot 41 DP 1159084	Under assessment
26/2017	27/3/2017	Dwelling	35 Redground Heights Rd Laggan Lot 1 DP 1085367	Under assessment
98/2016 (Modification)	29/3/2017	Dwelling	247 Tyrl Tyrl Rd Laggan Lot 3 DP 864795	Under assessment
27/2017	29/3/2017	Garage/Shed	1 Bishop St Binda Lot 28 Sec 23 DP 758110	Under assessment
28/2017	29/3/2017	Dwelling	40 Goulburn St Collector Lot 11 DP 1066071	Under assessment
29/2017	30/3/2017	Dwelling	115 Cobodong Rd, Curraweela Lot 3 DP 1083826	Under assessment
30/2017	30/3/2017	Dwelling	558 Redground Heights Rd, Laggan Lot 2 DP 1206394	To be reviewed and allocated

2. <u>Construction Certificates</u>

Construction Certificates Issued between 1 March 2017 & 31 March 2017			
CC No.	Proposal	Property	
3/2017	Alterations/Additions	Lot B DP 368621 – 242 Goulburn St, Crookwell	
8/2017	Alterations/Additions	Lot 2 DP 105298 – 19 Spring St, Crookwell	
10/2017	Garage/Shed	Lot 1 Sec 20 DP 758110 – 61 Queen St, Binda	
11/2017	Transportable Dwelling	Lot 13 DP 1066071 – 36 Goulburn St, Collector	
12/2017	Garage/Shed	Lot 29 DP 1065616 – 20 Barry Place, Crookwell	
13/2017	Dwelling	Lot 23 DP 1049294 – 576 Strathaird Lane, Taralga	
16/2017	Garage/Shed	Lot 20 Sec 4 DP 1809 – 34 North St, Crookwell	
19/2017	Garage/Shed	Lot 50 DP 2474 – 3 John St, Crookwell	
20/2017	Dwelling	Lot 2 DP 1197318 – 1538 Breadalbane Rd, Breadalbane	

Approved by Council		Approved by P	rivate Certifier
March 2017	Year to date	March 2017	Year to date
9	41	0	0

3. Occupation Certificates

Occupation Certificates Issued between 1 March 2017 and 31 March 2017			
OC No.	Proposal	Property	
24/2013	Dwelling	Lot 2 DP 343485 - 882 Peelwood Rd, Laggan	
14/2017	Garage/Shed	Lot 44 DP 1075643 – 14 Somerset Place, Crookwell	
15/2017	Dwelling	Lot 6 DP 1048691 – 35 Croker Place, Crookwell	
16/2017	Garage/Shed	Lot 6 DP 1048691 – 35 Croker Place, Crookwell	
17/2017	Alterations/Additions	Lot 12 DP 754127 – Collector Rd, Gunning	
19/2017	Dwelling	Lot 12 DP 1219071 – 139 Boureong Dve, Gunning	
20/2017	Garage/Shed	Lot 8 DP 32633 – Orchard St, Taralga	
21/2017	Garage/Shed	Lot 10 DP 1213731 – 31 McGaw Rd, Crookwell	
23/2017	Dwelling	Lot 2 DP 816409 – 8 Walsh St, Taralga	

Approved by Council		Approved by P	rivate Certifier
March 2017	Year to date	March 2017	Year to date
9	29	0	0

4. <u>Subdivision Certificates</u>

Subdivision Certificates Issued between 1 March 2017 & 31 March 2017		
SC No.	Proposal	Property
1/2017	Subdivision	Lot 14 DP 754106 – Flacknell Creek Rd, Rye Park

Approved by Council		Approved by P	rivate Certifier
March 2017	Year to date	March 2017	Year to date
1	20	0	0

5. Planning Certificates

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

Year	Number of Certificates Issued
1 July 2008 to 30 June 2009	383
1 July 2009 to 30 June 2010	464
1 July 2010 to 31 June 2011	535
1 July 2011 to 30 June 2012	426
1 July 2012 to 30 June 2013	408
1 July 2013 to 30 June 2014	457
1 July 2014 to 30 June 2015	426
1 July 2015 to 30 June 2016	481
1 July 2016 to 30 June 2017	318

POLICY IMPACT

Nil

OPTIONS

Nil

FINANCIAL IMPACT OF RECOMMENDATIONS

Nil

RECOMMENDATION That -

1. Council receives and notes the report as information.

ATTACHMENTS

Nil

Environment and Planning - 20 April 2017

ITEM 9.3 DRAFT Disability Inclusion Action Plan 2017 -2020

FILE REFERENCE 117/202

AUTHOR Director of Environment and Planning

ISSUE

Under the NSW Disability Inclusion Act 2014, NSW Councils are required to develop a Disability Inclusion Action Plan by 1 July 2017. This process must be in line with the Integrated Planning and Reporting framework cycle.

RECOMMENDATION That -

 Council place the Draft Disability Inclusion Action Plan 2017 – 2020 on public exhibition commencing Monday 24 April 2017 to Wednesday 24 May 2017 inclusive, with copies of each plan available for inspection on Council's website, links to Council's Facebook Page, available to view at the three Council Administration Offices at Crookwell, Taralga and Gunning, and at the Crookwell and Gunning Libraries.

BACKGROUND

Under the NSW Disability Inclusion Act 2014, NSW Councils are required to develop a Disability Inclusion Action Plan by 1 July 2017. This process must be in line with the Integrated Planning and Reporting framework cycle.

The action planning process needs to:

- Address the main principles of the Disability Inclusion Act (recognising the human rights of people with disability and promoting access and community inclusion);
- Align with the key focus areas of the NSW Disability Inclusion Action Plan (Attitudes and Behaviour, Liveable Communities, Employment, and Systems and Processes); and
- Engage people with disability in the development of the Plan.

REPORT

In August 2014 the NSW Disability Inclusion Act 2014 was passed and requires Council to develop a Disability Inclusion Action Plan to help remove barriers and enable people with a disability to participate fully in their communities.

Council's vision is for an inclusive and welcoming community where all residents and visitors enjoy a secure and friendly environment. Council's Disability Inclusion Action Plan will aim to provide better access to Council information, services and facilities ensuring people with disabilities can fully participate in their community.

Environment and Planning DRAFT DISABILITY INCLUSION ACTION PLAN 2017 -2020 cont'd

As part of the compilation of the Draft Disability Inclusion Action Plan 2017-2020, Council sought feedback through Community, Upper Lachlan Shire staff and Service Provider surveys. These surveys were available in both hard copy and electronic versions that were able to be accessed on Council's website, in all Council Offices and local Libraries and sent to relevant Service Providers and groups. A summary of the responses received are included in the attached Draft Disability Inclusion Action Plan 2017-2020.

POLICY IMPACT	PO	LICY	IMP	ACT
---------------	----	------	------------	-----

Nil

OPTIONS

Nil

FINANCIAL IMPACT OF RECOMMENDATIONS

Nil

RECOMMENDATION That -

 Council place the Draft Disability Inclusion Action Plan 2017 – 2020 on public exhibition commencing Monday 24 April 2017 to Wednesday 24 May 2017 inclusive, with copies of each plan available for inspection on Council's website, links to Council's Facebook Page, available to view at the three Council Administration Offices at Crookwell, Taralga and Gunning, and at the Crookwell and Gunning Libraries.

ATTACHMENTS

1. ViewView ULSC Disability Inclusion Action Plan 2017 -2020 - Draft Attachment



Disability Inclusion Action Plan 2017 – 2020

Public Exhibition Draft

Disability Inclusion Action Plan 2017-2020

Table of Contents

Message from the Mayor	3
Background	4
Legislation and Policy	5
Community Profile	8
People living with a disability	9
Age	10
Income	11
Living Arrangements	12
Carers	13
Indigenous status	13
English proficiency	13
Education	14
Employment	14
Mobility Parking Spaces	16
Community Consultation	17
Service Provider Survey responses	17
Upper Lachlan Shire Staff Survey responses	19
Community DIAP Survey responses	21
Summary of issues from community consultation in four disability inclusion focus a	ıreas23
Strategies and Actions	24
Monitoring and Evaluation	28
Monitoring	28
Reporting	28
Review	28
Acknowledgement	28

Disability Inclusion Action Plan 2017-2020

Message from the Mayor

It is with pleasure that I present Upper Lachlan Shire Council's Disability Inclusion Action Plan 2017-2020.

Council is working towards creating a Shire provides equal opportunity for people with disability, their carers and families to use and enjoy the public spaces and opportunities our Shire has to offer.

The Plan demonstrates Council's commitment to improving the quality of our services, facilities, systems and programs over a four year period. I would like to thank the community members, service providers and Council staff who participated in the consultation process which helped shape and inform the Plan.

Councillor Brian McCormack OAM Mayor Upper Lachlan Shire Council John K Bell General Manager Upper Lachlan Shire Council

Acknowledgement of Country

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

Disability Inclusion Action Plan 2017-2020

Background

In August 2014 the NSW Disability Inclusion Act 2014 was passed and requires Council to develop a Disability Inclusion Action Plan to help remove barriers and enable people with a disability to participate fully in their communities.

Council's vision is for an inclusive and welcoming community where all residents and visitors enjoy a secure and friendly environment. Council's Disability Inclusion Action Plan will aim to provide better access to Council information, services and facilities ensuring people with disabilities can fully participate in their community.

This Plan was developed through consultation which included community, service provider and Council staff surveys.

The plan was endorsed for public exhibition at Council's 20 April 2017 meeting.

The Plan was formally adopted at Council's *** 2017 meeting.

Disability Inclusion Action Plan 2017-2020

Legislation and Policy

International

The United Nations Convention on the Rights of Persons with Disabilities



Source: Disability Inclusion Action Planning Guidelines Local Government

The United Nations Convention on the Rights of Persons with Disabilities (UNCRPD) protects the rights of all people with a disability around the world. Australia was one of the first countries to sign the Convention when it was ratified in 2008. The convention acknowledges that people with disability have the same human rights as those without disability. This commits participating governments to ensure these rights can be exercised and that barriers are removed. The UNCRPD supports the social model of disability. This recognises that attitudes, practices and structures are disabling and can create barriers to people with disability from enjoying economic participation, social inclusion and equality which are not an inevitable outcome of their disability.

The Convention is guided by the following principles:

- respect for inherent dignity, individual autonomy including the freedom to make one's own choices and independence of persons;
- non-discrimination;
- full and effective participation and inclusion in society;
- respect for difference and acceptance of persons with disabilities as part of human diversity and humanity;
- equality of opportunity;
- accessibility;
- equality between men and women;
- respect for the evolving capacities of children with disabilities and respect for the right of children with disabilities to preserve their identities.

Disability Inclusion Action Plan 2017-2020

National

National Disability Strategy 2010-2020

The National Disability Strategy 2010-2020 (developed in partnership by the Commonwealth, State, Territory and Local Governments) sets out a national plan for improving life for Australians with disability, their families and carers, to support the commitment made to the UNCRPD.

National Disability Insurance Scheme

The National Disability Insurance Scheme (NDIS) is a major reform that will deliver a national system of disability support focused on the individual needs and choices of people with disability. The NDIS gives participants more choice and control over how, when and where supports are provided.

State

The *Disability Inclusion Act 2014 (NSW)* provides the legislative framework to guide state and local government disability inclusion and access planning. The Act supports people with disabilities to access:

- the same human rights as other members of the community and that governments and communities have a responsibility to facilitate the exercise of those rights;
- independence and social and economic inclusion within the community; and
- choice and control in the pursuit of their goals and the planning and delivery of their supports and services.

In meeting the requirements under the Act for disability inclusion and access planning, Council must:

- (a) Specify how it will incorporate the UN human rights disability principles into its dealings with matters relating to people with disabilities.
- (b) Include strategies to support people with disabilities, for example, strategies to:
 - i. provide access to buildings, events and facilities
 - ii. provide access to information
 - iii. accommodate the specific needs of people with disabilities
 - iv. support employment of people with disabilities
 - v. encourage and create opportunities for people with disabilities to access services and activities
- (c) Include details of its consultation about the plan with people with disabilities and
- (d) Explain how the plan supports the goals of the State Disability Inclusion Plan, (that is, strategies that support the four key DIAP areas).

The Act requires NSW government departments, local councils and some other public authorities to develop and implement a Disability Inclusion Action Plan. The plan must be consistent with the State Disability Inclusion Plan and include strategies to increase access and participation.

Disability Inclusion Action Plan 2017-2020

Local

The Tablelands Regional Community Strategic Plan 2016-2036 was created by the community and provides a long term vision for the Shire. The Tablelands Regional Community Strategic Plan informs Council's Delivery Program and Operational Plan, which set out Council's role in achieving the community's vision. Other Council plans and documents relevant to the Disability Inclusion Action Plan include:

- Delivery Program
- Operational Plan
- Workforce Plan
- Long-Term Financial Plan
- Infrastructure Plan
- Social and Community Plan
- Ageing Strategy
- Community Engagement Strategy and Communications Plan
- Tourism Strategic Plan
- Cultural Plan
- Upper Lachlan Local Environmental Plan 2010
- Climate Change Adaption Strategy
- Equal Employment Opportunity Plan
- Information Technology Strategic Plan
- Business Continuity Plan

Development of the Disability Inclusion Action Plan is supported by the Delivery Program aspirations as follows:

- A built environment enhancing the lifestyle of a diverse community
- Community liaison to preserve and enhance community facilities
- People attaining health and wellbeing
- Resilient and adaptable communities

Other legislation and standards informing Council's work

- Commonwealth Disability Discrimination Act 1992
- Commonwealth Disability (Access to Premises-Buildings) Standards 2010
- NSW Anti-Discrimination Act 1977
- Carers Recognition Act 2012
- Local Government Act 1993 and Local Government (General) Regulation 2005

Disability Inclusion Action Plan 2017-2020

Community Profile

The Disability Inclusion Act 2014 (DIA) defines disability as:

"The long-term physical, mental, intellectual or sensory impairment which in interaction with various barriers may hinder the full and effective participation in society on an equal basis with others."

The regional city of Goulburn, in neighbouring Goulburn-Mulwaree LGA had a population of 21,484 in 2011 (ABS 2012c). It is located 44 kilometres (33 minutes) from Crookwell. Taralga is approximately the same distance to Goulburn. Canberra city is approximately a 1.5 hour drive, 112 kilometres from Crookwell (Google Maps, 2016).

The population ('preliminary estimate') of the Upper Lachlan Local Government Area (LGA) in June 2015 was 7,876 (ABS 2016). The population of the LGA at the 2011 Census was 7,193 (ABS 2012a). Table 1 below shows the population of each of the urban areas, and the remaining rural area, at that time.

Table 1: Population, Upper Lachlan LGA, 2011

Geographic area*	Total population	Proportion of total population of LGA
Crookwell	2,014	28%
Gunning	483	7%
Dalton	107	1%
Taralga	284	4%
Remaining rural areas of the LGA	4,305	60%
Upper Lachlan LGA	7,193	

Note: * the geographic areas used for each of the towns are the ABS 2011 Census geographic areas of 'Urban Centre/Locality'. This classification is the closest approximation of the generally accepted 'built up urban area' of each location. Unfortunately the Shire's other built up areas of Bigga, Binda, Collector, Grabben Gullen, Laggan, and Tuena do not have their own separate urban classifications in the Census. Data for these areas in the Census includes not just the built up area but also the surrounding rural areas.

Source: Australian Bureau of Statistics 2011 Census of Population and Housing Basic Community Profiles Table B01

In 2011, 40% of the population resided in four 'urban' areas of the LGA (Crookwell, Gunning, Dalton and Taralga) with the remaining 60% living in the 'rural' areas, although these 'rural' areas also included the villages of Bigga, Binda, Collector, Grabben Gullen, Laggan, and Tuena. The reason for the urban classification of only some areas is given in the Note to Table 1.

The first results from the 2016 Census are due to be released in mid 2017.

Disability Inclusion Action Plan 2017-2020

People living with a disability

In NSW, there are over 1.3 million people living with disability. Disability may be acquired at birth or early in life, or may be the result of accident, illness or injury throughout life. Disability rates increase substantially as people age, with close to 40% of people having some form of disability by the time they are 70 years old. People experience a range of impacts due to disability, with over 6% of the population experiencing profound or severe disability. (NSW Government, 2015)

The 2011 Census identified that there were 382 people in the ULSC LGA who had 'need for assistance with core activities' (ABS, 2012a). This Census variable "measures the number of people with a profound or severe disability. People with a profound or severe disability are defined as those people needing help or assistance in one or more of the three core activity areas of self-care, mobility and communication, because of a disability, long term health condition (lasting six months or more) or old age". (ABS, 2011).

Of those 382 people with a profound or severe disability in the LGA in 2011:

- 183 were male
- 199 were female
- 159 (or 42%) resided in the Crookwell urban area
- 23 (or 6%) resided in the Gunning urban area
- 6 (or 2%) resided in the Dalton urban area
- 31 (or 8%) resided in the Taralga urban area
- 163 (or 43%) resided in the remaining rural areas of the LGA (ABS, 2012b)

The percentage of people needing assistance as a proportion of the total population in the ULSC LGA in 2011 was 5.3%. In comparison, the proportion in the region (Goulburn-Yass Statistical Area 3) was 5.5% and NSW 4.9% (ABS, 2012a). Goulburn-Yass Statistical Area 3 includes the LGAs of Upper Lachlan, Goulburn-Mulwaree, Boorowa, Young, Harden and Yass Valley.

In addition, there were 313 people in ULSC LGA in 2011 who did not state whether or not they 'needed assistance', so it is possible that the actual number and proportion of people with a profound or severe disability is higher than that stated above (ABS 2012a).

In comparison, in 2006, there were 324 people needing assistance in the ULSC LGA of a total population of 7,054 (4.6%), with an additional 393 people not stating whether or not they needed assistance (ABS, 2007).

Details of the total number of people with a disability – including those with a moderate or mild disability – are not available from the Census. Data modelled by the Public Health Information Development Unit (PHIDU, 2015) estimated that there were 838 people aged 18 years and over in the ULSC LGA in 2010 with profound/severe/moderate/mild core activity restriction. This number would presumably include the people counted above in the 2011 Census.

(PHIDU 2015, using data compiled by PHIDU based on modelled estimates from the 2010 General Social Survey, ABS (unpublished); and the ABS Estimated Resident Population, 30 June 2010).

Note: these modelled estimates do not represent data collected in administrative or other data sets. As such, they should be used with caution, and treated as indicative of the likely social dimensions present in an area.

Disability Inclusion Action Plan 2017-2020

Age

Table 2 below shows the number of people requiring assistance with core activities by age group in the LGA, and in the urban areas, in 2011.

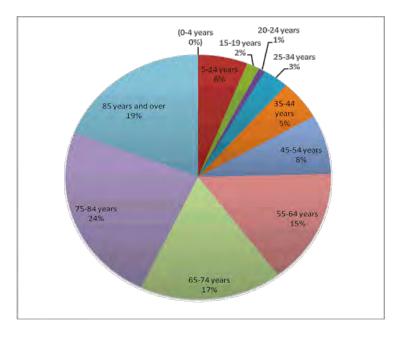
Table 2: Need for assistance with core activities by age, 2011

	Numb	er of people nee	ding assistance	with core activi	ties
Age	Crookwell	Gunning	Dalton	Taralga	ULSC LGA
0-4 years	0	0	0	0	0
5-14 years	9	0	0	0	23
15-19 years	0	3	0	0	6
20-24 years	3	0	0	0	3
25-34 years	3	0	0	0	12
35-44 years	4	0	0	0	20
45-54 years	8	3	3	0	30
55-64 years	24	6	0	0	58
65-74 years	27	8	0	9	66
75-84 years	41	3	0	10	91
85 years and over	40	0	3	12	73
Total people needing assistance	159	23	6	31	382
Total population	2,014	483	107	284	7,194

Source: ABS Census of Population and Housing 2011, Basic Community Profile Table B18

The following graph is extracted from Table 2 and shows the *proportions* of people needing assistance with core activities in the various age groups in the ULSC LGA in 2011.

Figure 1: ULSC LGA: Age groups of people needing assistance with core activities, 2011



Disability Inclusion Action Plan 2017-2020

Income

Data from the Australian Government shows the following recipients of Department of Social Security payments in the December 2015 quarter in the ULSC LGA (Australian Government Department of Social Services 2016a):

- Disability Support Pension 269
- Carer Allowance 209
- Carer Allowance (Child Health Care Card only) less than 20
- Carer Payment 79
- Commonwealth Seniors Health Card 201
- Age Pension 1,062
- Pensioner Concession Card 1,523

Notes: The following are descriptions of each of the allowances listed above:

- Disability Support Pension Financial support for people who have a physical, intellectual or psychiatric condition that stops them from working or people who are permanently blind
- Carer Allowance is a fortnightly income supplement for parents or carers providing additional daily care and attention to an
 adult or dependent child with disability or a medical condition, or to someone who is frail aged. Carer Allowance is not income
 and assets tested, is not taxable and can be paid in addition to wages, Carer Payment or any other income support payment.
- Carer Payment provides financial support to people who are unable to work in substantial paid employment because they
 provide full time daily care to someone with severe disability or medical condition, or to someone who is frail aged.
- Commonwealth Seniors Health Card assists eligible people who have reached the qualifying age for Age Pension with certain health and prescription costs
- Age Pension designed to provide income support to older Australians who need it, while encouraging pensioners to maximise
 their overall incomes. The Age Pension is paid to people who meet age and residency requirements, subject to a means test.
- Pensioner Concession Card assists pensioners and selected benefit recipients with certain living costs by allowing access to specific goods and services at a concessional rate. (Australian Government Department of Social Services 2016b).

In the 2011 Census, 295 people with a 'need for assistance for core activities' stated their weekly personal income. Of the 5,080 people without a 'need for assistance with core activities' stated their income. A comparison of the percentages in each income bracket is given in Table 3 below.

Table 3: Weekly personal income, ULSC LGA, 2011

Weekly personal income, 2011	Proportion of people who stated a need for assistance with core activities	Proportion of people who stated no need for assistance with core activities
Negative income	1.4%	0.9%
Nil income	5.4%	6.9%
\$1-\$199 (\$1-\$10,399)	7.1%	8.5%
\$200-\$299 (\$10,400-\$15,599)	25.4%	12.4%
\$300-\$399 (\$15,600-\$20,799)	35.6%	12.7%
\$400-\$599 (\$20,800-\$31,199)	15.9%	14.5%
\$600-\$799 (\$31,200-\$41,599)	4.1%	11.8%
\$800-\$999 (\$41,600-\$51,999)	2.0%	9.4%
\$1,000-\$1,249 (\$52,000-\$64,999)	1.4%	8.5%
\$1,250-\$1,499 (\$65,000-\$77,999)	0.0%	5.0%
\$1,500-\$1,999 (\$78,000-\$103,999)	1.7%	5.6%
\$2,000 or more (\$104,000 or more)	0.0%	3.9%
Total number of individuals with income stated	295	5,080

Source: ABS Census of Population and Housing 2011, Tablebuilder

Disability Inclusion Action Plan 2017-2020

Table 3 shows the discrepancy between in income levels between people who do and do not require assistance with core activities. While only 9 % of people requiring assistance had a weekly personal income of \$600 or more, 44 % of people *not* requiring assistance had an income of this level of higher.

The following graph (extract of Table 3) highlights the discrepancy in the spread of incomes between people with and people without a need for assistance in ULSC LGA in 2011.

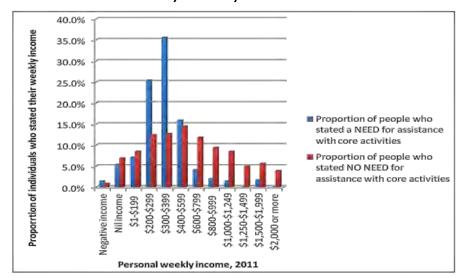


Figure 2: ULSC LGA Personal weekly income by need for assistance with core activities 2011

Living Arrangements

In ULSC LGA in 2011, of the 378 people with a profound or severe disability (needing core assistance), there were 310 people living in the community; and 68 living in living in long-term accommodation (ie long-term residential accommodation in nursing homes, accommodation for the retired or aged (not self-contained), hostels for the disabled and psychiatric hospitals.

Of the 155 people (41%) aged 0 to 64 years with a profound or severe disability, in 2011 there were 148 people living in the community; and 7 people living in long-term accommodation.

Of the 223 people (59%) aged 65 years and over with a profound or severe disability in 2011 there were 162 people living in the community; and 61 living in long-term accommodation (PHIDU, 2015)

People living in long-term accommodation are likely to be living in the following facilities:

- Taralga
 - Sunset Lodge (23 bed Ageing facility with high and low care) and Self care units
- Crookwell
 - View Haven Lodge (44 beds principally high care)
 - Self care units
 - Clifton Village (Uniting Care)
 - Nura Village (private aged housing)
- Gunning
 - Self care units (Lions Club)

Disability Inclusion Action Plan 2017-2020

Carers

A carer is anyone who provides informal care and support to a family member or friend who has a disability, mental illness, drug or alcohol dependency, chronic condition, terminal illness or who is frail. There are approximately 2.7 million carers in Australia, of whom more than 857,000 live in NSW ⁽¹⁾.

While not all people with disability have a carer, informal care is the main source of support for people with disability $^{(2)}$. The majority (81%) of people with disability who require assistance are supported by a carer, as defined above. People with disability who need help with self-care, mobility or communication are particularly likely (91%) to receive support from a carer. $^{(3)}$

(Carers NSW, 2014) citing:

- 1. Australian Bureau of Statistics (2014), Disability, Ageing and Carers, Australia: Summary of Findings, 2012, Catalogue no. 4430.0, Carer tables, Table 36.
- Productivity Commission (2011), Disability Care and Support, Report no. 54, Productivity Commission, Canberra, page 704.
- ABS (2014), Disability, Ageing and Carers, Australia: Summary of Findings, 2012, Disability tables, Table 15

In the ULSC LGA in 2011, there were 792 people aged 15 years and over providing assistance to persons with a disability, which was 13.5% of the population over 15 years of age. This compares with the following percentages for the region and NSW:

- Goulburn-Yass Statistical Area 3 12.5%
- NSW 11.4% (ABS, 2012c)

Notes: The 'Assistance to persons with a disability (unpaid)' variable records people who, in the two weeks prior to the 2011 Census Night, spent time providing unpaid care, help or assistance to family members or others because of a disability, a long-term illness (lasting six months or more) and/or problems related to older age. The data excludes the 8.5% of persons aged 15 years and over whose unpaid assistance to persons with a disability was not stated (the proportion excluded was calculated based on the Australian data). (PHIDU, 2015)

In addition, there were 448 people in the LGA in 2011 who did not state whether or not they 'provided assistance', so it is possible that the actual number and proportion of carers in the LGA is higher than that stated. (ABS, 2012b)

Indigenous status

At the 2011 Census, 121 people, or 1.7% of the total population of the ULSC LGA identified as indigenous, compared with 2.6% in Goulburn-Yass Statistical Area 3, and 2.5% across NSW (ABS, 2012c).

In 2011, only 7 people who identified as indigenous in the LGA stated that they had a 'need for assistance with core activities' (ABS, 2012b).

Of the 792 people over 15 years 'providing assistance to people with a disability' in the LGA in 2011, 16 people (2%) identified as indigenous. (ABS, 2012b)

English proficiency

Of the 382 people 'needing assistance with core activities' in the ULSC LGA in 2011, negligible numbers spoke English 'not at all' or 'not very well' (there were not enough people in this category to provide any meaningful statistic). (ABS, 2012b). It is possible that there are people in this category but who did not answer the Census question as to whether they needed assistance.

Disability Inclusion Action Plan 2017-2020

Education

In 2011, the following number of people 'needing assistance with core activities' residing in the Upper Lachlan LGA attended the following educational institutions (not necessarily located in the LGA):

- Pre-school 0
- Infants/Primary Government 13
- Infants/Primary Catholic 4
- Infants/Primary Other Non Government 0
- Secondary Government 7
- Secondary Catholic or non-government 0
- Technical or Further Educational Institution (including TAFE Colleges) 3
- University or other Tertiary Institution 0

Employment

Table 4 below shows the employment status of people in the ULSC LGA in 2011 who needed assistance with core activities.

Table 4: Need for assistance with core activities by employment status, Upper Lachlan LGA, 2011

Employment status	No of people who need assistance with core activities
Employed, worked full-time	13
Employed, worked part-time	17
Employed, away from work	7
Unemployed, looking for full-time work	0
Unemployed, looking for part-time work	3
Proportion of labour force unemployed	7.5%
TOTAL LABOUR FORCE	40
Not in the labour force	306
Proportion of people not in the labour force	88.4%
Total	346

Notes: Count of people 15 years and over, some cells in this table were randomly adjusted in the Census data output to avoid the release of confidential data. No reliance should be placed on small cells.

Source: ABS Census of Population and Housing 2011, Tablebuilder

Table 4 shows that of people over 15 years in the LGA who needed assistance with core activities in 2011:

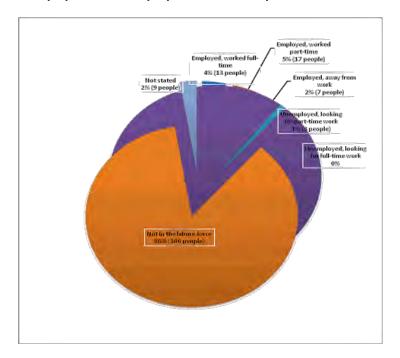
- 37 people were employed, the majority part-time
- Three people were unemployed and looking for part-time work
- Almost 90% were not in the labour force (even though they were over 15 and were eligible to be, if they were not enrolled in education – see further explanation below)

There were an additional 9 people who required assistance with core activities in the LGA who did not state their employment status.

Disability Inclusion Action Plan 2017-2020

Figure 3 is extracted from Table 4 and shows the employment status of people in the Upper Lachlan LGA in 2011 who needed assistance with core activities.

Figure 3: ULSC LGA - employment status of people over 15 who require assistance with core activities, 2011



Similar 2011 data was extracted for Crookwell, but because of the small number of respondents, the ABS randomly adjusts the Census data output to avoid the release of confidential data, therefore making meaningful analysis of Crookwell data impossible.

To put the employment numbers in the LGA in perspective, the total number of people in the labour force residing in the ULSC LGA at 2011 was 3,582, and the 40 people with a profound or severe disability represent 1.1% of that total number.

The most common reasons for being 'not in the labour force' in Australia are attending an educational institution, being retired or voluntarily inactive, having a long term health condition or disability, or performing home duties (ABS, 2014).

The data above only provides information about people with a profound or severe disability. The following is information about services supporting the LGA:

- Community Gateway was a case management service, which is now Service Co-ordination.
 Their role is to support people to develop and implement their NDIS plan once it has been approved. This assists with people having a choice of whoever they like for services and activities as we are independent of the other services in the region
- Endeavour industries, Goulburn currently employ 4 people from ULSC LGA

Disability Inclusion Action Plan 2017-2020

- Essential Employment and Training now has an office in Crookwell. They offer a day
 program and will be expanding services as people have their National Disability Insurance
 Scheme assessments and plans approved. They also do supported employment and
 transition to work programs with school leavers.
- Upper Lachlan Interagency operates out of Crookwell Hospital and it is a combination of services, both Government and Non-Government Organisation who provide support in the Upper Lachlan for Children, families, youth, aged, mental health, disabilities, transport, Allied Health.
- Upper Lachlan Community Care is the division of Crookwell/Taralga Aged Care that delivers community based services and services for people with a disability. This service compliments our residential aged care services.
- Upper Lachlan Shire Council Access Committee is currently being reviewed to provide improved service for the community.

Mobility Parking Spaces

The Roads and Maritime Services (RMS) has compiled data by Local Government Area on the number of Mobility Parking Spaces Upper Lachlan Shire. For the final quarter in 2016 the following permits were issued:

LGA	Total	ľ	APS permit class	
LGA	iotai	Individual	Organisation	Temporary
Upper Lachlan	449	423	16	10

The RMS data compiled by Postcode is not directly comparable to the Upper Lachlan as large locations outside the Shire (including Goulburn and Yass) share the same Postcode as some Upper Lachlan locations. The numbers of permit issued in Postcode 2583 are:

Postcode	Total	l	MPS permit class	
rositode		Individual	Organisation	Temporary
2583	318	305	8	5

The Mobility Parking permit classes are defined as:

- Individual Issued for a period of 5 years to eligible people with permanent disabilities affecting their mobility, who drive vehicles or who are passengers in vehicles
- Temporary Issued for up to six months to eligible people with temporary disabilities affecting their mobility, who drive vehicles or who are passengers in vehicles
- Organisation Issued to organisations that have been assessed by Roads and Maritime
 Services as meeting a genuine need to transport eligible people

Disability Inclusion Action Plan 2017-2020

Community Consultation

As part of this process Council sought feedback through Community, Upper Lachlan Shire Staff and Service Provider surveys. These surveys were available in both hard copy and electronic versions, able to be accessed on Council's website, in all Council Offices and Local Libraries and sent to relevant Service Providers and groups.

The following provides a Summary of the results of the Surveys.

Service Provider Survey responses

After making initial telephone and email contact to determine relevant Service Providers for the Shire the Survey was provided electronically with the Survey period from 14 November to 16 December 2016.

A total of 5 surveys were received.

- 1. Crookwell Hospital Acute Care State and Commonwealth funded
- 2. Upper Lachlan Community Care NDIS and Aged Care provider Commonwealth funded
- 3. Richmond Fellowship Community Mental Health Commonwealth funded
- 4. Gunning Community Care Aged and Disability Home Care Services State and Commonwealth funded and Voluntary Not for Profit
- 5. Valmar Support Service Community Transport State and Commonwealth funded

The following is a summary of survey responses:

Is the community is welcoming of people with disabilities

These comments are Service for the community not community (individuals) related.

- Accessibility to transport services a significant issue if disability support pension not available.
- Majority of businesses are accessible however certain businesses create problems for walkers and wheelchairs.
- Access to disabled toilets limited to key use in some areas.

Are Council's facilities accessible

- Limited access to disabled toilets due to need for a key.
- Swimming pools times to access pools is limited, earlier starts and later closing would benefit all.
- Some amenities are very small to be able to use wheelchairs /scooters.

Disability Inclusion Action Plan 2017-2020

Footpaths and parking around the main streets not easy to navigate.

Employment programs

Essential Employment and Training, with most not aware of any employment programs.

Access Committee

Generally not aware of the Committee and that it was active.

Council information publications

 All Council information publications are considered accessible and The Voice is a very important publication.

Additional comments

- Extra consideration required for services in Gunning, Tuena, Taralga and Bigga.
- Request hydrotherapy pool in Crookwell.
- Access Committee to be more visible especially with NDIS as many people with a disability will have greater access to the community.
- Significant gap and burden for individuals, families and services supporting young people <16
 with mental health. ILC funding set up alongside the NDIS designed to support communities
 who identify a gap. Set up to fund innovative initiatives.

Disability Inclusion Action Plan 2017-2020

Upper Lachlan Shire Staff Survey responses

This Survey was distributed to all staff and the Survey period was 14 November 2016 to 1 December 2016 with 33 surveys received and summarised as follows:

		63% - 36 to 55 years
1	Age	19% – 56 to 65 years
		16% – 26 to 35 years
	lada an an Outdon accounting	84% – Indoor
2	Indoor or Outdoor worker	21% – Outdoor (some both)
		91% – No
3	Have a disability	6% – Yes: Vision
		6% — Yes: Hearing
4	Any problems that prevent members of the public with a	36% – Yes
	disability accessing Council services	64% – No
5	Awareness of relevant Council policy or procedures	35% – Yes
	The state of the s	65% – No
		6% – Low
6(1)	Level of awareness of people with vision disabilities	79% – Fair-Good
		15% — Excellent
		3% – Low
6(2)	Level of awareness of people with hearing disabilities	82% — Fair-Good
		15% — Excellent
		6% – Low
6(3)	Level of awareness of people with mobility disabilities	79% – Fair-Good
		15% — Excellent
		6% – Low
6(4)	Level of awareness of people with intellectual disabilities	67% – Fair-Good
		9% – Excellent
	People with disabilities should be employed in special work	3% – Agree
7(1)	environments	85% – Disagree
		12% – Unsure
	People with disabilities have same rights as others including	91% – Agree
7(2)	the right to work	3% – Disagree
	the right to work	6% – Unsure
	Most people with disabilities are better placed in regular	67% – Agree
7(3)	workplaces rather than special training programs	9% – Disagree
	Tre triplaces tather than opening training programs	24% – Unsure
	Everyone benefits being part of a workplace that is inclusive	85% – Agree
7(4)	of people with disabilities	3% – Disagree
	o. posp.o men diodomeio	12% – Unsure
		3% – Agree
7(5)	Most people with a disability are unable to work	91% – Disagree
		6% – Unsure
	Comfortable if workplace/job changed because a co-workers	70% – Agree
7(6)	is a person with a disability	3% — Disagree
	To a porcon stren a alloadincy	27% – Unsure

Disability Inclusion Action Plan 2017-2020

In regard to the following questions, additional comments were provided:

Q3. Does disability affect work?

No

Q4. Any problems that prevent members of the public with a disability accessing Council services?

- Administration office, front glass doors entry, cramped reception area.
- Access through front doors for wheelchair and walker users
- Some access to buildings and facilities
- People with vision impairment may not be able to view media releases/news items published on Council website or published in print media
- Ensuring website is accessible for those with a disability
- Toilet facilities
- Access to public areas, eg Council Chambers

Q5. Awareness of relevant Council policy or procedures?

Staff cited Equal Employment Opportunity, Code of Conduct, Bullying and Harassment, MLAK facilities, Access in Planning, Disability Inclusion Action Act, Recruitment and Selection Policy, Access policy, Pedestrian Access Mobility Plan, Plan of Management.

Q8. Additional comments

- Have family members with a disability
- All workplaces can benefit from employing people with special needs.
- Depends on the level of disability.
- Unsure how I would feel until I know what changes would be made to my job.
- Working with someone with a disability is not an issue, losing job would be.
- People with a disability have the same rights as all other people, including the right to work.

Disability Inclusion Action Plan 2017-2020

Community DIAP Survey responses

The Community DIAP Survey was available online through Council's website and in print at all Council Administration Offices and Libraries (Crookwell, Gunning and Taralga). The Survey period was initially 24 November to 16 December 2016 and was then extended to 21 January 2017.

A total of 122 surveys were received (19 submitted online and 103 hard copy) and the following is a summary of those results:

	•	
1	 Age	63% – aged over 65 years
	, rige	17% – 55-64 years old
2	Gender	69% female and 31% male
3	Live in	80% reside in Crookwell, 7% in Gunning
4	Language	98% English
		28% – Carer
5	Carer or Person with a disability	44% – Person with a disability
		27% – Neither
		43% – Yes
	Community welcoming of people	54% – No *
6	with disabilities	* the No responses relate to access to buildings not to
		actual community members.
7	Council facilities accessible	45% – Yes
′	Council facilities accessible	55% – No
8	Assert of a manufast manufacture a	7% – Yes
°	Aware of employment initiatives	88% – No
9	Aware of Council's Access	28% – Yes
9	Committee	66% – No
		66% – Yes *
10	Council information publications	29% – No
10	accessible	* overwhelming Yes for The Voice as a number of
		respondents do not use the internet.

In regard to the following questions, additional comments were provided:

Q6. Do you think ULSC community is welcoming of people with disabilities?

- The responses to community attitude were positive with only one comment regarding attitudes, discrimination and lack of education.
- The majority of the comments relate to access to businesses and shops with some having good access and others having poor access with no ramps, poor wheelchair/pram access and too many steps.
- Disabled parking considered to be inadequately located and not enough spaces.
- Some footpath areas uneven and poor night lighting.
- Speed limit through Gunning Main Street too fast.
- Not aware of a fully fenced inclusive and accessible playground in the Shire.

Disability Inclusion Action Plan 2017-2020

Q7. Do you think ULSC facilities are accessible?

- Disabled toilets required an access key which has a fee.
- Poor access to public toilets from the rear car park (Crookwell).
- Indoor heated pool required for retirees.
- Required improved maintenance of roadside gutters and footpaths.
- Access to Council admin office and Gunning Hall difficult.
- Insufficient and poorly located disabled parking spaces.
- Disabled access required for swimming pools.
- Change rooms/areas required for people with a disability at Council facilities.
- The majority of the comments relate to access to businesses and shops with some having good access and others having poor access with no ramps, poor wheelchair/pram access and too many steps.

Q8. Aware of any employment programs/initiatives in ULSC?

- Of those that responded majority are aware of Essential Employment located in Crookwell.
- There were comments of discrimination in employment by Council of staff from outside the area and not employing someone with a disability.
- Also jobs in shops going to friends and relatives.

Q9. Aware of Council's Access Committee and what it does?

Majority of the respondents were not aware of the existence of an Access Committee or of its role. Most were interested in seeing this Committee become more active in the community.

Q10. Are Council's publication and website accessible?

Most people find Council's information publications accessible with overwhelming support for The Voice. Those that did not find the website accessible mainly related to the lack or no use of the internet as part of their lifestyle.

Perhaps include more community based news/information in The Voice and ensure the website contact information for community groups etc are kept up to date.

Q11. Additional comments

There were a number of additional comments provided by respondents and the issues relevant to the preparation of the DIAP are:

- Access.
- Access ramps into businesses.
- Disability parking (number, location).
- Parking in the main street.
- Footpaths (condition, vegetation overhanging).

Disability Inclusion Action Plan 2017-2020

- Walking track.
- Vision impaired assistance.

Summary of issues from community consultation in four disability inclusion focus areas

1. Attitudes and Behaviours

The community responses to attitude were positive with only one comment out of 122 expressing attitudes, discrimination and lack of education. There was general comment that more discussion is required within the community regarding the needs of disabled and the need for more awareness of the needs of people with disabilities. Timely to review and update Council's Access Committee to encourage inclusion of people with a disability.

2. Liveable communities

Access to facilities and services is important for all members of the community and was the main issue highlighted by the community in the survey responses. The issues associated with access were:

- Ramps into businesses.
- Disability parking (number, location).
- Parking in the main street.
- Footpaths (condition, vegetation overhanging).
- Walking track.
- Vision impaired assistance.

3. Employment

Opportunities for employment are important for all members of the community and the provision of local employment helps guarantee the future of rural local communities. There may be opportunities to collaborate with relevant employment agencies to promote employment within the area for people with a disability. Ensure that all Council employment recruitment processes do not discriminate people with a disability.

4. Systems and Processes

Majority of survey respondents find Council's information publications accessible with overwhelming support for The Voice. Those that did not find the website accessible mainly related to the lack or no use of the internet as part of their lifestyle.

Information may be improved by including more community based news/information in The Voice and ensuring the website contact information for community groups etc are kept up to date with links to the National Disability Insurance Scheme and other relevant agencies/resources.

	Promote positive attitudes and behaviour	Strategic Goal	Focus Area 1 – Attitudes and Behaviour
Adapt and distribute a "Missed Business Guide" to local businesses	Encourage inclusion of people with a disability in Council's Access Committee	Action	les and Behaviour
"Missed Business Guide" adapted to Council and distributed to local businesses	Increased number of members representing the interests and needs of people with a disability	Measurement	
Economic Development Officer	Council's Works and Operation Department	Responsibility	
December 2017	December 2017	Timeframe	
Strategy CO3 -Foster and encourage positive social behaviours to maintain our safe, healthy, and connected community.	Strategy CO1 - Facilitate and encourage equitable access to community infrastructure and services, such as health care, education and transport. Strategy CO2 -Encourage and facilitate active and creative participation in community life. Strategy CO3 - Foster and encourage positive social behaviours to maintain our safe, healthy, and connected community.	CSP Link	

Measurement Responsibility Timeframe	Focus Area 2 — Liveable Communities	le Communities				
Additional disphility Works and Like 2010	Strategic Goal	Action	Measurement	Responsibility	Timeframe	CSP Link
parking space/s parking space/s provided Department and Council's Traffic and Access ith identified and prioritised Council's Committees Traffic and Access Traffic and Access	Safe and accessible community facilities	Investigate existing locations and requirement for additional disabled parking spaces Investigate options for providing suitable access for people with vision impairment to key facilities	Additional disability parking space/s provided Vision impaired assistance options identified and implementation prioritised	Works and Operations Department and Council's Traffic and Access Committees Works and Operations Department and Council's Traffic and Access	July 2018 July 2018	Strategy CO1 -Facilitate and encourage equitable access to community infrastructure and services, such as health care, education and transport. Strategy CO2 - Encourage and facilitate active and creative participation in community life.

Focus Area 3 – Employment	/ment				
Strategic Goal	Action	Measurement	Responsibility	Timeframe	CSP Link
Supporting access to meaningful employment	Collaborate with relevant NDIS and employment organisations and agencies to promote employment within the local government area for people with a disability Review Council's recruitment process to ensure it does not discriminate people with a disability	Provision of information on Council's website supporting this action Council recruitment process updated and adopted by Council	Human Resources, Economic Development Officer Human Resources	July 2018 July 2018	Strategy EC5 - Encourage collaboration between businesses, government, and training providers to develop employment and training opportunities for young people in the region. Strategy EC5 - Encourage collaboration between businesses, government, and training providers to develop employment and training opportunities for young people in the region.

Focus Area 4 – Servio	Focus Area 4 — Services Systems and Processes	es S			
Strategic Goal	Action	Measurement	Responsibility	Timeframe	CSP Link
Improve access to	Review current communication methods to ensure compliance with accessibility standards	Council's communication mechanisms comply with accessibility standards	Finance and Administration Department	December 2017	Strategy CL1 - Effect resourceful and respectful leadership and attentive representation of the community. Strategy CO2 -Encourage and facilitate active and creative participation in community life. Strategy CO3 - Foster and encourage positive social behaviours to maintain our safe, healthy, and connected community.
services through better systems and processes	Develop plan for website content compliance with disability standards	Website content meets accessibility standards	Finance and Administration Department	December 2017	Strategy CL2 - Encourage and facilitate open and respectful communication between the community, the private sector, Council, and other government agencies.
	Develop and maintain Council website links to NDIS services and resources	Website updated and maintained	Environment and Planning and Finance and Administration Departments	July 2018	Strategy CL2 - Encourage and facilitate open and respectful communication between the community, the private sector, Council, and other government agencies.

Disability Inclusion Action Plan 2017-2020

Monitoring and Evaluation

Monitoring

The Disability Inclusion Action Plan includes timelines to guide the completion of the actions. The process will be monitored and evaluated through the Integrated Planning and Reporting cycle.

Implementation of the Plan will be undertaken by the responsible officers. Each action will be monitored and reported against for the periods 1 July - 31 December and 1 January - 30 June of each year.

The General Manager will monitor the overall implementation of the Plan and the integration of its actions into Council's new Delivery Program and annual Operational Plan.

Reporting

Outcomes and achievements will be reported in Council's Annual Report and six monthly report to the community. These reports will be available on Council's Website and at its Administration Building and Libraries.

A report will also be provided to the Department of Family and Community Services and the Minister for Disability Services.

Review

The Plan will be reviewed annually in line with the Integrated Planning and Reporting cycle.

An audit, evaluation and review of the Plan will be conducted at the end of its term.

Acknowledgement

Upper Lachlan Shire Council would like to thank the many community members, staff and Service Providers who contributed to the preparation of this Plan.

Environment and Planning - 20 April 2017

ITEM 9.4 Draft Floodplain Risk Management Plan and Study for the

Villages of Crookwell, Gunning, Collector and Taralga

FILE REFERENCE | 117/206

AUTHOR Director of Environment and Planning

ISSUE

Adoption of the Draft Floodplain Risk Management Plan and Study for the Villages of Crookwell, Gunning, Collector and Taralga.

RECOMMENDATION That -

- 1. Council adopt the Floodplain Risk Management Plan and Study for the villages of Crookwell, Gunning, Collector and Taralga.
- 2. Council adopt the Flood Policy incorporated in the Floodplain Risk Management Plan and Study for the villages of Crookwell, Gunning, Collector and Taralga.
- 3. Council prepares a planning proposal to amend the Upper Lachlan Local Environmental Plan 2010 in accordance with the Floodplain Risk Management Plan and Study for the villages of Crookwell, Gunning, Collector and Taralga.
- 4. Council prepares an amendment to the Upper Lachlan Development Control Plan 2010 in accordance with the Floodplain Risk Management Plan and Study for the villages of Crookwell, Gunning, Collector and Taralga.

BACKGROUND

On the 15 December 2016, Council resolved (338/16) to "publically exhibit the Draft Floodplain Risk Management Plan and Study for a minimum period of 60 days".

The Draft Floodplain Risk Management Plan and Study for the villages of Crookwell, Gunning, Taralga and Collector (DFRMPS) was publically exhibited from Thursday, 12 January 2017 till Friday, 3 March 2017.

The DFRMPS was exhibited at Council offices at Crookwell, Gunning and Taralga and at the "Some Café" and the "Bushranger Hotel" at Collector, as well as on Council's website.

A public forum was held on the 9 February 2017 at the Collector Memorial Hall and at the Crookwell Council Chambers.

Public exhibition of the documentation resulted in one submission being received. A copy of the submission is attached for Councillors information.

DRAFT FLOODPLAIN RISK MANAGEMENT PLAN AND STUDY FOR THE VILLAGES OF CROOKWELL, GUNNING, COLLECTOR AND TARALGA cont'd

REPORT

Council commissioned the FRMPS for the villages of Crookwell, Gunning, Collector and Taralga. The overall objectives of the FRMPS were to assess the impacts of flooding, review existing Council policies as they relate to development of land in flood liable areas, consider options for the management of flood affected land.

The activities undertaken in the FRMPS included:

- Review of flooding patters in the four villages for flood events up to the Probable Maximum Flood (PMF), as determined in *The Village of Crookwell Flood Study*, The Village of Gunning Flood Study, The Village of Taralga Flood Study and The Village of Collector Flood Study which were adopted by Council in December 2013.
- 2. Undertaking a consultation program over the course of the study to ensure that the Upper Lachlan Shire community was informed of the objectives, progress and outcomes over the course of the study.
- 3. Assessment of the economic impacts of flooding, including the numbers of affected properties and estimation of damages.
- 4. Review of current flood related planning controls for Upper Lachlan Shire and their compatibility with flooding conditions and preparation of a draft Flood Policy to guide future development in flood prone areas.
- 5. Strategic review of potential floodplain management works and measures aimed at reducing flood damages, including an economic assessment of the most promising measures.
- 6. Ranking of works and measures using a multi-objective scoring system which took into account economic, financial, environmental and planning considerations.

Summary of Flood Impacts

At Crookwell, 103 residential properties would be flood affected (i.e water has entered the allotment) at the 100 year ARI level of flooding. Fourteen of those properties would experience above-floor inundation up to 300mm in the event of a 100 year ARI flood, along with seven commercial and two public buildings. The total flood damages at Crookwell are \$1.91 Million for an event of a 100 year ARI.

At Gunning, 34 residential properties would be flood affected at the 100 year ARI level of flooding. Seven of those properties would experience above-floor inundation up to 200mm, while eight commercial properties and three public buildings would be flooded above floor level in the event of a 100 year ARI flood event. Total damages at Gunning are \$0.82 Million for an event of a 100 year ARI.

At Collector, four residential properties would be flood affected at the 100 year ARI level of flooding, of which none would experience above floor level inundation. One commercial property would be flooded above floor level at the 100 year ARI flood.

DRAFT FLOODPLAIN RISK MANAGEMENT PLAN AND STUDY FOR THE VILLAGES OF CROOKWELL, GUNNING, COLLECTOR AND TARALGA cont'd

No public buildings would be flooded at the event of a 100 year ARI flood. Total Flood damages at Collector are \$0.07 Million for an event of a 100 year ARI.

At Taralga, 14 residential properties would be flood affected, of which two would experience above-floor inundation up to 200mm in the event of a 100 year ARI flood. Once commercial property and one public building would be flooded above floor level in the event of a 100 year ARI flood. Total flood damages at Taralga are \$0.25 Million for an event of a 100 year ARI.

The "present worth value" of damages resulting from all floods up to the magnitude of the 100 year ARI at a seven per cent discount rate are \$3.64 Million (Crookwell), \$0.83 Million (Gunning), \$0.01 Million (Collector) and \$0.48 Million (Taralga) respectively.

These numbers represent the amount of capital spending which would be justified if a particular flood mitigation measure prevented flooding for all properties up to the 100 year ARI event in each village.

The Floodplain Risk Management Plan

The draft FRMP showing recommended flood management measures for the four villages is presented below. They have been given a provisional priority ranking, confirmed by the Floodplain Management Committee according to a range of economic, social, environmental and other criteria.

The draft FRMP includes three "non-structural" management measures of a planning nature which could be implemented by Council with the assistance of New South Wales State Emergency Service (**NSW SES**), using existing data and without requiring Government funding.

The measures are as follows:

- Measure 1 The application of the graded set of planning controls for future development that recognise the location of the development within the floodplain; to be applied through the draft Flood Policy for the four villages. Application of these controls by Council will ensure that future developments in flood liable areas in the four villages are compatible with the flood risk.
- Measures 2 and 3 Improvements in the NSW SES's emergency planning, including use of the flood related information contained in this study to assist with the finalisation of the Local Flood Plan for Upper Lachlan Shire. Information in this present report and in the Flood Studies which would be of assistance to NSW SES in the finalisation of the Local Flood Plan includes data on the nature and extent of flooding in the four villages, times of rise of floodwaters, duration and depth of inundation at major road crossings for a range of flood events and properties affected by flooding.

The fourth and fifth measures, which will need to be funded by Council, relate to the dissemination of severe weather warnings via SMS to occupiers of the floodplains at

DRAFT FLOODPLAIN RISK MANAGEMENT PLAN AND STUDY FOR THE VILLAGES OF CROOKWELL, GUNNING, COLLECTOR AND TARALGA cont'd

all four villages, as well as a broadcasting system altering occupiers of the floodplain at Gunning of rapidly rising water levels in Meadow Creek.

 Measure 4 - Scoping Study to assess requirements for the implementation of a location based severe weather warning alert system for all four villages, as well as the installation of a telemetered water level recorder and land-based broadcasting system for the village of Gunning.

It will be necessary to consult with the private sector to determine the range of services which can be provided in regard a location-based severe weather warning alert service for each of the villages.

A Brief will also need to be issued to Manly Hydraulic Laboratory who can advise of the costs associated with the installation and maintenance of a telemetered water level recorder in Meadow Creek at Gunning. The Brief will also need to include requirements for the installation and maintenance of a land-based broadcasting system for the village.

 Measure 5 - Depends on the results of the Scoping Study, Measures 4, and would comprise the implementation of a location-based severe weather warning alert system at each village, as well as a land-based flood warning system for the village of Gunning.

It would involve the commissioning of a private service provider who would develop and implement the location-based severe weather warning alert system at each village.

It would also involve the commissioning of Manly Hydraulics Laboratory who would install a telemetered water level recorder in Meadow Creek at Gunning, as well as a land-based broadcasting system in the village.

An Operations and Maintenance Manual would also need to be prepared which sets out features of the system such as the protocols that will govern the dissemination of alerts to occupiers of the floodplain, as well as maintenance requirements.

The sixth measure, which would be funded by Council, comprises the preparation of a submission to the NSW Dam Safety Committee (**DSC**) to confirm the preliminary findings of the *FRMS*, namely that the Todkill Park Dam on Kiamma Creek and the Cullen Street Dam on the Cullen Street Overland Flow Path at Crookwell have a "High C" Consequence Category and therefore should be prescribed under the Dams Safety Act 1978.

• Measure 6 – Preparation of a submission to the DSC which would include more detailed hydraulic studies of the impact a "Sunny Day" failure would have on flooding behavior in existing development, as well as the completion of DSC's D1 form. Supporting documentation would also need to be prepared setting out the methodology which was adopted in the assessment of the impact the failure of the earth embankments would have on flooding behaviour. A series of flood impact maps would also need to be prepared as part of the submission.

DRAFT FLOODPLAIN RISK MANAGEMENT PLAN AND STUDY FOR THE VILLAGES OF CROOKWELL, GUNNING, COLLECTOR AND TARALGA cont'd

The above measure has been given a **Priority 1** assessment and is considered to be an essential part of the *FRMP*.

The seventh measure, which is dependent on the outcome of **Measure 6**, comprises the preparation of *Dam Safety Emergency Plans (DSEP's)* for the Todkill Park and Cullen Street Dams. As the owner of the Todkill Park Dam, Council is required by the NSW Dam Safety Committee to prepare the *DSEP*, while Council will need to liaise with the owner of the Cullen Street Dam regarding the need to prepare a *DSEP* for the privately owned structure.

• Measure 7 is the preparation of DSEP's which will provide a detailed assessment of the likelihood and consequences of a dam-break failure of the Todkill Park and Cullen Street dams and will assist NSW SES in the development of evacuation procedures in the event of an emergency. It will require survey, geotechnical investigation and hydraulic modelling, and could contain a recommendation for instrumentation to allow Council to monitor storage levels and rainfall in the catchment.

The above measure has been given a **Priority 1** assessment and is considered to be an essential part of the *FRMP*.

Timing and Funding of FRMP Measures

The total estimated cost to implement the preferred floodplain management strategy is \$360,000.00 exclusive of Council and NSW SES staff costs. The timing of the measures will depend on Council's overall budgetary commitments and the availability of both Council and Government funds.

Assistance for funding qualifying projects included in the FRMP may be available upon application under the Commonwealth and State funded floodplain management programs, currently administered by Office of Environment and Heritage.

Flood Provisions – Upper Lachlan Local Environmental Plan 2010

Clause 6.1 of Upper Lachlan LEP 2010 entitled "Flood Planning" outlines its objectives in regard to development of flood prone land. It is similar to the standard Flood Planning Clause used in recently adopted LEPs in other NSW country centres and applies to land beneath the FPL.

The FPL referred to is the 100 year ARI flood plus an allowance for freeboard of 500 mm. The area encompassed by the FPL (i.e. the FPA) denotes the area subject to flood related development controls, such as locating development outside high hazard areas and setting minimum floor levels for future residential development. It is now standard practice for the residential FPL to be based on the 100 year ARI flood plus an appropriate freeboard unless exceptional circumstances apply.

Whilst appropriate for Main Stream flooding, the present clause 6.1 would have resulted in a large part of the urban areas of the four villages which are affected by shallow overland flow being subject to flood affectation notification on Planning Certificates issued under S149 of the EP&A Act. It would have also resulted in flood

DRAFT FLOODPLAIN RISK MANAGEMENT PLAN AND STUDY FOR THE VILLAGES OF CROOKWELL, GUNNING, COLLECTOR AND TARALGA cont'd

related development controls being applied to land which is presently rural in nature where the flood risk is very low.

It is recommended that clause 6.1 of Upper Lachlan LEP 2010 be amended to more accurately define the extent of land which clause 6.1(2)(b) applies. It is also recommended that the *Flood Planning Map* not be attached to the Upper Lachlan LEP 2010, as this way it can be updated without the need to update the LEP.

Upper Lachlan LEP 2010 would need to be supported by the *Flood Policy* in which sets out specific requirements for development in flood liable areas based on the flood extent and hazard mapping for the four villages.

Flood Policy

The Flood Policy provides information to assist people who want to develop or use land affected by potential flooding in Crookwell, Gunning, Collector and Taralga. The objectives of the Flood Policy are:

- (a) To provide detailed flood related development controls for the assessment of applications on land affected by floods in accordance with the provisions of Upper Lachlan LEP 2010 and the findings of *The Villages of Crookwell, Gunning, Collector and Taralga Floodplain Risk Management Study and Draft Plan, 2016.*
- (b) To alert the community to the hazard and extent of land affected by floods.
- (c) To inform the community of Council's policy in relation to the use and development of land affected by the potential floods in the four villages.
- (d) To reduce the risk to human life and damage to property caused by flooding through controlling development on land affected by floods.
- (e) To ensure new development is consistent with the flood response strategies adopted by the NSW State Emergency Service (NSW SES) and does not impose additional burdens on, or risk to its personnel during flood emergencies.

The Policy provides criteria which Council will use for the determination of development application in areas within the extent of the FPA in the four villages. The criteria recognize that different controls apply to different land uses and levels of potential flood inundation or hazard.

The DFRMPS should be regarded as a dynamic instrument requiring review and modification over time. The catalysts for change could include new flood events and experiences, legislative change, alternations in the availability of funding, reviews of Council's planning strategies and importantly, the outcome of some of the studies proposed as part of the Plan and Study.

Environment and Planning

DRAFT FLOODPLAIN RISK MANAGEMENT PLAN AND STUDY FOR THE VILLAGES OF CROOKWELL, GUNNING, COLLECTOR AND TARALGA cont'd

POLICY IMPACT

Adoption of the Floodplain Risk Management Plan and Study for the villages of Crookwell, Gunning, Collector and Taralga will require amendment to Clause 6.1 of the Upper Lachlan Local Environmental Plan 2010 and Section 4.5.1 of the Upper Lachlan Development Control Plan 2010.

OPTIONS

Nil

FINANCIAL IMPACT OF RECOMMENDATIONS

The total estimated cost to implement the preferred floodplain management strategy is \$360,000.00 exclusive of Council and NSW SES staff costs. The timing of the measures will depend on Council's overall budgetary commitments and the availability of both Council and Government funds.

RECOMMENDATION That -

- 1. Council adopt the Floodplain Risk Management Plan and Study for the villages of Crookwell, Gunning, Collector and Taralga.
- 2. Council adopt the Flood Policy incorporated in the Floodplain Risk Management Plan and Study for the villages of Crookwell, Gunning, Collector and Taralga.
- 3. Council prepares a planning proposal to amend the Upper Lachlan Local Environmental Plan 2010 in accordance with the Floodplain Risk Management Plan and Study for the villages of Crookwell, Gunning, Collector and Taralga.
- 4. Council prepares an amendment to the Upper Lachlan Development Control Plan 2010 in accordance with the Floodplain Risk Management Plan and Study for the villages of Crookwell, Gunning, Collector and Taralga.

ATTACHMENTS

1. View View	Submission - Draft Floodplain Risk Management Plan	Attachment
	and Study	
2. ViewView	Draft Floodplain Risk Management Plan and Study - Vol	Appendix
	1	
3. ViewView	Draft Floodplain Risk Management Plan and Study - Vol	Appendix
	2	

3/3/2017

Stephen Katen

Kato6901(a gmail.com

23 Murray st , Collector , NSW 2581

Submission

Upper Lachlan Shire Council

DRAFT Flood Risk Management Plan & Study

November 2016

To the General Manager

My submission is in regard to Collector only and in my opinion the study had a few flaws as in vol 1 p4, collectors population as 150, that is a figure from at least 25 yrs ago before subdivisions & many houses built, some of the figures in vol 2 don't seem to correspond and the study mainly concentrated on the flow of water from 67 h to the residential properties of George st & Bourke st.

The catchment and tributaries that run into Collector are far greater then that, from Watson Park, Fedra etc and Willow tree creek getting a good clean out last year (2016) to allow a free flow into Collector Village but a restrained flow out of the village.

The creek 25 yrs ago was in reasonable health and was home to redfin & other fish species, crayfish etc., Now it is a disgrace with Carp & Kio the only fish.

The major obstacles the creek has starts at the Murray st bridge being over grown with willow tree over the years has silted up the pond and now a very restricted flow through there (volume 2, Qo3, Qo4), once the flow has been slowed down to such an extent it will continually build with debris and silt till it can no longer flow through that point and has to find another path, this is why all our major rivers flowing into the ocean have walls built to maintain flow, stop crosson so as rivers don't find other paths.

The creek then is still restricted in flow to the No1 bridge which is fairly clear in that position due to the construction

of that bridge, the pond just to the east of the bridge could be excellent but again is silting up covering old cars etc that were dumped in it many years ago, that pond did have some nice fish in it as well & could be a very attractive spot.

The creek then heads south through fences etc to a spot where through farming practice, cattle collapsing the banks, rabbit warrens etc the creek is like a rapid when the village is in flood trying to flow through approximately a $1200 \times 800 \, \mathrm{mm}$ gutter (volume 2, Qob) see photo's.

The creek is continually hampered on it's travels with siltation and collapsed banks due to cattle and cropping till it meets the huge dam at the back of Winderadeen, it holds back more water than it needs by way of a large 3-4 m high bank pushed up to re-route the creek, there is a small (450mm) valve that can be opened to allow the waters to flow on it's normal path.

A feasible Flood Modification Measure would be to install a flood gate in this position or remove the dirt bank altogether to allow the creek to flow normally , reduce the amount of water held back there .

But before Winderadeen clean out the creek to allow flow, clean out the ponds to capture water for farming and preserving aquationish and bird life with planting of suitable vegetation to maintain banks and protect wildlife, reduce the willow tree clusters where they are causing a problem and make the creek healthy again.

None of this would be done over night. I'm talking about a $5\cdot 10^\circ$ program doing a section at a time. I'm sure community groups like Landcare etc would get behind it because it would beautify the village, reduce flooding to a minimum and benefit all who live in and around the village.

When looking through historic photos etc you can see flooding was not as severe as it is now so home were built in positions that would now not be suitable

Flook forward to your response and would be pleased to help with any further information or in any way I could be of more assistance:

Stephen Katen

0413648107

Kato6901/a gmail.com



10 WORKS AND OPERATIONS

The following items are submitted for consideration -

10.1	Works In Progress - Construction & Maintenance	150
10.2	Works In Progress - Technical & Managerial	154
10.3	Pedestrian Access Mobility Plan (PAMP) & Bike Plan	156
10.4	Water and Sewer Update	158
10.5	Kerbside Greenwaste Collection Feasibility	161
10.6	Proposed Compulsory Acquisition of Crown Land for Road Widening Purposes South of Tuena on MR54 Junction Point Road	164
10.7	Formal Expression of Interest to Purchase Crookwell Caravan Park.	195
10.8	Proposed Compulsory Acquisition of Lot 7328 DP 1170559 Tuena Creek Bridge, Bell St, Tuena.	198
10.9	Procedures for Maintenance of Parks.	214
10.10	Creation of a Committee to Overview Opportunities of Relocating Council's Existing Crookwell Works Depot.	218
10.11	Crown Lands within Upper Lachlan Shire	220

ITEM 10.1 Works In Progress - Construction & Maintenance

FILE REFERENCE 117/138

AUTHOR Manager of Works

0ISSUE

This report provides Council with details regarding the construction and maintenance work in progress.

RECOMMENDATION That -

1. Council receive the report and note the information.

BACKGROUND

Works and Operations Department construction and maintenance works in progress.

REPORT

Road service requests for grading maintenance, pothole repairs, drainage maintenance and vegetation maintenance are being received frequently. Works are being attended to in a priority order.

Details of the major current projects are set out below:-

1. <u>MR54 Segment 600, Junction Point Road reconstruction and initial sealing,</u> segment length 5.3km

Bitumen sealing of stages 1 and 2 is complete, a significant milestone representing 2.3km.

Culvert installations are now complete on stages 3 and 4 and one is remaining on stage 5. Once complete a total of 25 culvert structures of various sizes will be constructed as part of this project.

In addition to the substantial works on stages 1 and 2, Council is well advanced with earthworks on stage 3, a 1.05km section. This section is scheduled to be sealed in June 2017, weather permitting.

Once stage 3 is completed, the remaining 1.93km is scheduled to be completed in December 2017, weather permitting.

Works and Operations WORKS IN PROGRESS - CONSTRUCTION & MAINTENANCE cont'd

2. MR256 Abercrombie Bridge Replacement Project

This timber bridge replacement project is co-funded by Infrastructure NSW Restart NSW programme and the Department of Infrastructure and Regional Development Bridges Renewal program.

Delivery of part of the precast components did commence in early March 2017, with 15 precast units delivered.

The Aboriginal Heritage Impact Permit (AHIP) application process is continuing and this permit is to be issued by the Office of Environment and Heritage (OEH) to allow Council to impact on the artefacts.

In addition, the approach to the new bridge from the north requires an alteration off the existing carriageway. This carriageway is within the Abercrombie River National Park. Oberon Council, being the road authority, is still in consultation with National Parks and Wildlife Service regarding formalisation of the road reserve through the National Park. Oberon Council will advise through wording in the REF, the process to formalise the abovementioned road reserve.

Due the abovementioned AHIP process and the formalisation of the road reserve through the Abercrombie River National Park, it is estimated the final Review of Environmental Factors (REF) will now be available at the end of April 2017.

Dependent on water levels in the river and favourable weather conditions works will be able to commence on-site.

3. MR52 Gundaroo Road Rehabilitation "Tyrone Section" 8.9km to 10.5km South of Gunning.

Council has completed and sealed 850m at the southern end of the abovementioned section of road.

Council will now continue with the remaining 750m which includes formation and pavement widening shape correction and includes treatment through a large cutting.

Works are expected to be completed by late May 2017, weather permitting.

This project is stage two of the three stage project for the Gundaroo Road rehabilitation program and is co-funded by the RMS Regional Road Rehabilitation Program and Council.

The final stage three is a 1.7km section adjoining this year's section. This will be completed in 2017/2018 as part of the agreed Regional Road Rehabilitation Program.

Works and Operations WORKS IN PROGRESS - CONSTRUCTION & MAINTENANCE cont'd

4. Golspie Road Rehabilitation "Mianga Creek Section", 2.1 km

Council is commenced rehabilitation of this section of road. Works will consist of pavement rehabilitation and shape correction.

This project is funded by the Federal Government Roads to Recovery program.

Works are expected to be completed by mid April 2017.

Routine Grading Maintenance

Council is receiving regular service requests for maintenance grading. Council's staff is actively reviewing the conditions of the unsealed road network and this program is subject to change depending on road conditions and weather.

Council's proposed maintenance grading program for the upcoming month is as follows:-

Works in Progress

- 1. Foggs Crossing Road;
- 2. Big Hill Area;
- 3. Collector Road;
- 4. Rugby Road (Dalton to Bevendale).

Scheduled Works

- 1. Reids Flat Road;
- 2. Hillgrove and Berrabanglo Ck Roads;
- 3. Bannaby Area;
- 4. Side roads off Wombeyan Caves Road.

Other Construction and Maintenance Works

Other Works in Progress/scheduled

- 1. Storm restoration works on Salisbury Road;
- 2. Bitumen resealing on selected segments of Middle Arm including Carrabungla intersection, Strathaird Lane, Spicers Lane, Woodhouslee road and MR54 north of Crookwell:
- 3. Vegetation trimming on MR256, Abercrombie Hill;
- 4. Footpath maintenance near Crookwell Hospital:
- 5. Continuation of Review of Environmental Factors (REF) on MR52 "Devil's Elbow" and Kiamma Creek Bridge replacement;
- 6. Gravel re-sheeting on Mulgowrie, Greenmantle, Reids Flat Road, Elms, Berrebanglo, Iron Mines and Oolong Roads;
- 7. Village grass slashing in Collector and Breadalbane, Grabben Gullen and Binda;
- 8. Improvements to Bigga Recreation Ground amenities;
- 9. Currans Road causeway replacement. Box culverts ordered and awaiting delivery.

Works and Operations WORKS IN PROGRESS - CONSTRUCTION & MAINTENANCE cont'd

Works Completed

In addition to the major projects as detailed above, Council has also completed:-

- 1. Sealing of MR54 segment 600 stages 1 and 2. This represents 2.3km completed out of a total of 5.3km. In addition to the sealing, asphalt works were also completed over two heritage stone culverts. On stage 3 tree clearing is completed and earthworks is well advanced;
- 2. Montana Road causeway to provide vehicular access to residents cut off due to the July 2016 storm event;
- 3. Gurrundah Road Rehabilitation 1.14km, near Bannister Lane intersection;
- 4. Shoulder grading on MR54 between Binda and Bigga Road intersection;
- 5. Repair of damaged slippery dip in Clifton Park;
- 6. Completion of asphalt wearing surface over Green Creek bridge on Kangaloolah Road;
- 7. Gravel re-sheeting on Julong, Sylvia Vale, Salisbury Road, and Wick Wack (patching) Roads;
- 8. Improvements to irrigation systems in Memorial Oval and park, Todkill Ovals, Lin Cooper recreation area;
- 9. Removal of old cricket wicket from Gunning showground;
- 10. Inspections of playground equipment in village parks;
- 11. Bitumen reseal preparations on Strathaird and Spicers lanes;
- 12. Vegetation control on MR54, MR241, MR248 East, MR256 and MR52 and grass mowing in Dalton and Gunning:

POL	ICV	INAD	A C-	T
PUL	JU T		AL	

Nil

OPTIONS

Nil

FINANCIAL IMPACT OF RECOMMENDATIONS

Nil

RECOMMENDATION That -

Council receive the report and note the information.

ATTACHMENTS

Nil

ITEM 10.2 Works In Progress - Technical & Managerial

FILE REFERENCE 117/140

AUTHOR Director of Works and Operations

ISSUE

This report advises Council in regard to the technical and managerial activities of the Works and Operations Department during the previous month.

RECOMMENDATION That -

1. Council receive the report and note the information.

BACKGROUND

Advise Council in regard to the technical and managerial activities of the Works and Operations Department during the previous month.

REPORT

The Director of Works and Operations, Manager of Works and RMCC Co-ordinator attended a meeting with representatives of Oberon Council on 22 March 2017. The meeting was held in Oberon and was arranged to finalise some issues regarding the construction of the new Abercrombie Bridge.

Council's Mayor, General Manager, Director of Environment and Planning and Director of Works and Operations met the Planning Assessment Commission along with representatives of Yass Valley and Hilltops Councils on 29 March 2017. The meeting was held in Yass and related to the finalisation of the conditions of consent for the proposed Rye Park Windfarm development. The main focus of the meeting related to the use of and upgrading of roads that are proposed to be used for access to the development.

Council's Director of Environment and Planning, Design Engineer and Director of Works and Operations attended a Crown Lands Seminar on 30 March 2017. The seminar was held in Bungendore and provided information regarding the implementation of the new Crown Lands Management Act (which is planned for around mid 2018).

Council's General Manager, Director of Environment and Planning, Manager of Operations, Design Engineer and Director of Works and Operations met with landowners who own land that surrounds the Crookwell Waste Depot on 7 April 2017. The meeting was held on-site and the discussion mainly centred on the closure and tenure of several unformed roads that are adjacent to the waste depot.

Works and Operations WORKS IN PROGRESS - TECHNICAL & MANAGERIAL cont'd

The meeting was productive and has decided on a plan to move forward with the road closures.

POLICY IMPACT

Nil

OPTIONS

Nil

FINANCIAL IMPACT OF RECOMMENDATIONS

Nil

RECOMMENDATION That -

1. Council receive the report and note the information.

ATTACHMENTS

Nil

ITEM 10.3 Pedestrian Access Mobility Plan (PAMP) & Bike Plan

FILE REFERENCE 117/143

AUTHOR Manager of Works

ISSUE

Providing details regarding the adoption of Draft Pedestrian Access Mobility Plan (PAMP) & Bike Plan for public advertising and comment.

RECOMMENDATION That -

1. The Draft PAMP & Bike Plan be endorsed to proceed to a 28 day public exhibition period.

BACKGROUND

PAMPs are partnerships between State and Local Governments to co-ordinate investments on safe, convenient and coherent pedestrian infrastructure on key pedestrian routes.

Upper Lachlan Shire Council (ULSC) previously developed a PAMP study of Crookwell, and developed an overview of the villages of Bigga, Binda, Collector, Dalton, Laggan, Gunning, Taralga and Tuena which culminated in the Upper Lachlan Shire Council (ULSC) Pedestrian Access Mobility Plan (PAMP)& Bike Plan 2005 comprising:

- 1. A Pedestrian Access and Mobility Plan (PAMP) for Crookwell;
- 2. A Pedestrian Access and Mobility Plan "overview" for a number of villages in the Upper Lachlan Shire Council local government area; and
- 3. A Bike Plan for Crookwell.

Inherent within the PAMP & Bike Plan was the need for ongoing revision to maintain currency and relevance to all stakeholders. Significant changes are noted to have occurred in Local Government, NSW Road and Transport Strategies, demographics of the community, pedestrian and cycling trends and transport characteristics since the original 2005 report.

It was therefore prudent to review these plans in light of these changes and ULSC was successful in obtaining RMS Active Transport grant funding in 2016 for this purpose. ROSS Consulting was engaged through Council's standard procurement process to develop the PAMP & Bike Plan in accordance with RMS Guidelines.

REPORT

The successful Consultant was required to:

Works and Operations PEDESTRIAN ACCESS MOBILITY PLAN (PAMP) & BIKE PLAN cont'd

- Form a PAMP & Bike Plan Management Team;
- Define Plan's objectives and scope (Crookwell, Bigga, Binda, Collector, Dalton, Grabben Gullen, Gunning, Laggan, Taralga & Tuena);
- · Conduct Research and Literature review;
- · Conduct community and Council consultation;
- Conduct PAMP & Cycleway Route Audits & Development;
- Conduct Prioritisation of needs and facilities;
- Develop a Physical Works Schedule;
- Identify funding opportunities.

ROSS Consulting has completed these tasks in the development of the Draft PAMP & Bike Plan, which is presented to Council for initial endorsement and approval to proceed to 28 day public exhibition. At the completion of the public exhibition period the Draft PAMP & Bike Plan may be amended (subject to return comment) and/or adopted as final.

ROSS Consulting's lead consultant Ms Carly Prenzler has been requested to conduct a brief presentation on the Draft PAMP & Bike Plan for Councillors information.

POLICY IMPACT

Nil

OPTIONS

Nil

FINANCIAL IMPACT OF RECOMMENDATIONS

In accordance with future Management Plan deliberations.

RECOMMENDATION That -

1. The Draft PAMP & Bike Plan be endorsed to proceed to a 28 day public exhibition period.

ATTACHMENTS

1	. <u>View</u>	Pedestrian Access Mobility Plan (PAMP) & Bike Plan (Draft)	Appendix
\	/iew		

ITEM 10.4 Water and Sewer Update

FILE REFERENCE 117/141

AUTHOR Manager of Operations

ISSUE

An update on water supply and sewerage services.

RECOMMENDATION That -

1. Council receive the report and note the information.

BACKGROUND

Water supply and sewerage services update.

REPORT

Water Treatment and Consumption

Water supply usage data for Council's four serviced towns is presented in the following table.

Table 1 Water Usage

February 2017

Town	Total Usage	Average Daily Us	Storage Capacity	
	(ML)	(kL/day)	(kL/day)	%
Crookwell	26.7	953	-202	100
Gunning	12.9	460	+60	100
Dalton	1.9	68	-9	100
Taralga	5.6	200	-52	100

March 2017

Town	Total Usage	Average Daily Usa	Storage Capacity	
	(ML)	(kL/day)	(kL/day)	%
Crookwell	23.2	748	-205	100
Gunning	11.2	361	-99	100
Dalton	1.8	58	-10	100
Taralga	4.9	158	-42	100

Water consumption is declining with the change in the season. All water storages remain full to capacity.

Works and Operations WATER AND SEWER UPDATE cont'd

Routine bacteriological and chemical water tests undertaken at Crookwell, Gunning, Taralga and Dalton town water supplies are continuously meeting the requirements of the Australian Drinking Water Guidelines.

Water systems in the respective towns are operating well.

Wastewater Treatment and Production

Wastewater production data for Council's three serviced towns is presented in the following table.

<u>Table 2 Wastewater Production</u>

February 2017			
Towns	Total Flow (ML)	Average Daily Production kL/day	Trend kL/day
Crookwell	20.9	747	+18
Gunning	3.4	120	+5
Taralga	2.9	105	+8
March 2017			
Towns	Total Flow	Average Daily	Trend kL/day
	(ML)	Production kL/day	
Crookwell	27.0	871	+124
Gunning	4.0	130	+10
Taralga	3.5	113	+8

Wastewater flows are typical for this time of year.

The Crookwell, Gunning and Taralga Sewerage Treatment Plants are operating effectively with effluent quality produced at the respective plants complying with EPA requirements.

Maintenance Activities

Maintenance tasks undertaken include mains flushing, the repair of leaking water services and maintaining and servicing treatment and pumping equipment. The March water meter read is nearing completion.

Capital Projects

Crookwell Water Supply Upgrade

Laurie Curran Water is progressing construction of the new Crookwell Water Treatment Plant. The Water Treatment Plant building, incorporating electrical, machine, chemical and amenities rooms is up to the lock up stage. Raw water and clear water tanks are currently under construction. Mechanical and electrical fit outs are underway.

Work will continue on-site for the next 5 months. The new water system remains on track for commissioning prior to Spring 2017.

Works and Operations WATER AND SEWER UPDATE cont'd

Bidgee Pumps and Irrigation has completed the installation of new irrigation systems at Lin Cooper Recreation Area, Memorial Oval and Memorial Park.

These works are part of the \$7M Crookwell Water Supply Upgrade Project, funded by Council's Water Fund reserve and the NSW Governments Restart NSW Fund Water Security for Regions Program.

Gunning Sewer Extension - Grosvenor St Area

The new sewerage pumping station at Grosvenor St has been completed and is awaiting electricity supply from Essential Energy. Once electricity is supplied, Council will contact the benefitting residents to arrange the connection to sewer process.

POLICY IMPACT

Nil

OPTIONS

Nil

FINANCIAL IMPACT OF RECOMMENDATIONS

In accordance with 2016/17 Budget.

RECOMMENDATION That -

1. Council receive the report and note the information.

ATTACHMENTS

Nil

ITEM 10.5 Kerbside Greenwaste Collection Feasibility

FILE REFERENCE 117/205

AUTHOR Manager of Operations

ISSUE

Reporting on the feasibility of providing a green waste kerbside collection service.

RECOMMENDATION That -

1. Council receive the report and note the information

BACKGROUND

Council has requested staff investigate the feasibility of Council providing a kerbside green waste service. A flyer indicating that the service was being investigated was circulated to customers as requested by Council. The flyer was included with the November 2016 rates instalment notices.

Council previously considered the provision of a kerbside green waste collection service in March 2015. Council resolved not to proceed with a green waste service at that time.

This report outlines the logistics and costs of a kerbside green waste collection service.

REPORT

Kerbside Green Waste Collection Service

It is feasible for Council to provide a kerbside green waste collection service. The service could be undertaken utilising Council's existing kerbside waste collection trucks. The collection could be undertaken on days when waste and recycle collections are not undertaken (currently Mondays and Fridays). Additional staff hours would be required to undertake the collection. An additional bin would be required for each property participating in the service.

The green waste collected could be stockpiled at the Crookwell landfill and composted. The compost could be used to assist in the revegetation layer following progressive capping of the landfill (or other beneficial reuse opportunities that may arise). This service would form part of Council's Domestic Waste Management (DWM) function. The service would be funded from Council's DWM charges. The service would not offset any existing expenses incurred by the DWM function, and would therefore result in a net increase in the costs of providing the DWM function.

Works and Operations KERBSIDE GREENWASTE COLLECTION FEASIBILITY cont'd

The extent of the service across the Shire, and the frequency of the fixed collection are variables that would require finalisation following customer consultation.

Three scenarios have been modelled for the purpose of providing indicative costs of the service. These include a Crookwell only collection, a Crookwell, Gunning and Taralga collection, as well as a collection that includes all existing kerbside waste/recycle customers. The modelling has been based upon 15 collections per property per annum (fortnightly in spring and autumn, monthly in summer and no collections in winter).

	# c	of	Total collection	Cost per service/annum	Bin cost per service	Total bin cost
Crookwell only (1 x 10 hour day)	1100		\$22,000	\$20	\$52	\$57,200
Crookwell, Gunning and Taralga (2 x 10 hour days)	1500		\$44,000	\$30	\$52	\$78,000
All existing kerbside customers (3 x 10 hour days)	2200		\$66,000	\$30	\$52	\$114,400

Note, the per service cost is higher for the extended collections, given higher plant and labour costs per service. A uniform cost per property has been assumed.

Note, no allowance has been made in the 2017/2018 operational plan for the provision of a green waste service. It is understood further community consultation will be necessary to determine the need for the service and to gauge the willingness to pay.

The funding of the service also requires consideration together with potential Domestic Waste charge increases that may be necessary to assist in funding the Crookwell Landfill Upgrade from 2018/19.

Crookwell Landfill Upg	rade from 2018/19.	

Nil

OPTIONS

POLICY IMPACT

Nil

FINANCIAL IMPACT OF RECOMMENDATIONS

Nil

Works and Operations KERBSIDE GREENWASTE COLLECTION FEASIBILITY cont'd

RECOMMENDATION That -

1. Council receive the report and note the information

ATTACHMENTS

Nil

ITEM 10.6 Proposed Compulsory Acquisition of Crown Land for Road

Widening Purposes South of Tuena on MR54 Junction

Point Road

FILE REFERENCE 117/125

AUTHOR Director of Works and Operations

ISSUE

This report advises Council of a Proposed Compulsory Acquisition of Crown Land on MR54 Junction Point Road in the vicinity of Wren's Nest gravel pit on Segment 518. There are five parcels, shown as Lots 2, 3, 4, 5, & 6 in the Plan of Acquisition DP1228599, intended to be acquired for road purposes. These acquisitions are necessary to allow continuity of access along MR54 Junction Point Road.

This can be rectified by way of an acquisition under the Land Acquisition (Just Terms) Compensation Act 1991 for road purposes.

As part of the application process a Council resolution is required for the acquisition to proceed in connection with this matter.

RECOMMENDATION That –

- Council acquire Lots 2, 3, 4, 5 & 6 shown in the Plan of Acquisition registered as DP 1228599 under the Land Acquisition (Just Terms) Compensation Act 1991 for road purposes.
- 2) Council seeks the consent of the Governor of NSW and Minister of Local Government to the Compulsory Acquisition of such land for the purposes of road widening under the Roads Act 1993.
- 3) The acquisition of this land is required to enable MR54 Junction Point Road continuity of access.
- 4) The acquisition is completed in accordance with the Native Title Act 1993.
- 5) The consent of both NSW Department of Industry Lands and Local Land services be sought to the acquisition and that any compensation payable be in accordance with Section 55 of the Land Acquisition (Just Terms) Compensation Act.
- 6) Council authorise the Mayor and General Manager to sign the documents relating to the transaction, as required.

Works and Operations

PROPOSED COMPULSORY ACQUISITION OF CROWN LAND FOR ROAD WIDENING PURPOSES SOUTH OF TUENA ON MR54 JUNCTION POINT ROAD cont'd

BACKGROUND

Nil

REPORT

The current reconstructed MR54 Junction Point on Segment 518, in the vicinity of Wren's Nest gravel pit is constructed partially on Crown Land. These road widening acquisitions are shown on the attached Deposited plan DP 1228599 as Lots 2, 3, 4, 5 & 6 on attachment 1.

It is intended for Council acquire Lots 2, 3, 4, 5 & 6 shown in the Plan of Acquisition registered as DP 1228599 under the Land Acquisition (Just Terms) Compensation Act 1991 for road purposes.

The acquisition of this Crown Land is necessary to allow continuity of access along MR54 Junction Point Road and meet a broader public purpose and community need.

To precede with this Compulsory Acquisition a Council resolution is required together with a completed "Application for the Compulsory Acquisition of Land". This application will be lodged by Robert J McCarthy & Co on behalf of Upper Lachlan Shire Council.

POLICY IMPACT

The recommendations are consistent with Council's Land Acquisition Policy.

OPTIONS

Nil

FINANCIAL IMPACT OF RECOMMENDATIONS

Council has not budgeted to carry out this work.

RECOMMENDATION That –

- 1) Council acquire Lots 2, 3, 4, 5 & 6 shown in the Plan of Acquisition registered as DP 1228599 under the Land Acquisition (Just Terms) Compensation Act 1991 for road purposes.
- Council seeks the consent of the Governor of NSW and Minister of Local Government to the Compulsory Acquisition of such land for the purposes of road widening under the Roads Act 1993.
- 3) The acquisition of this land is required to enable MR54 Junction Point Road continuity of access.

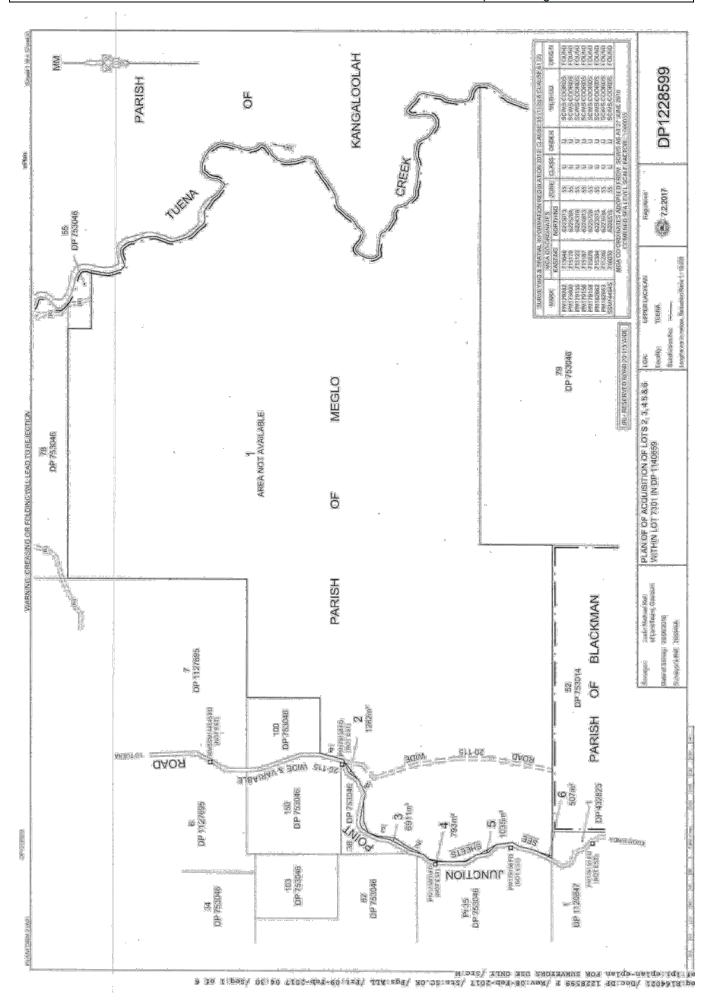
Works and Operations

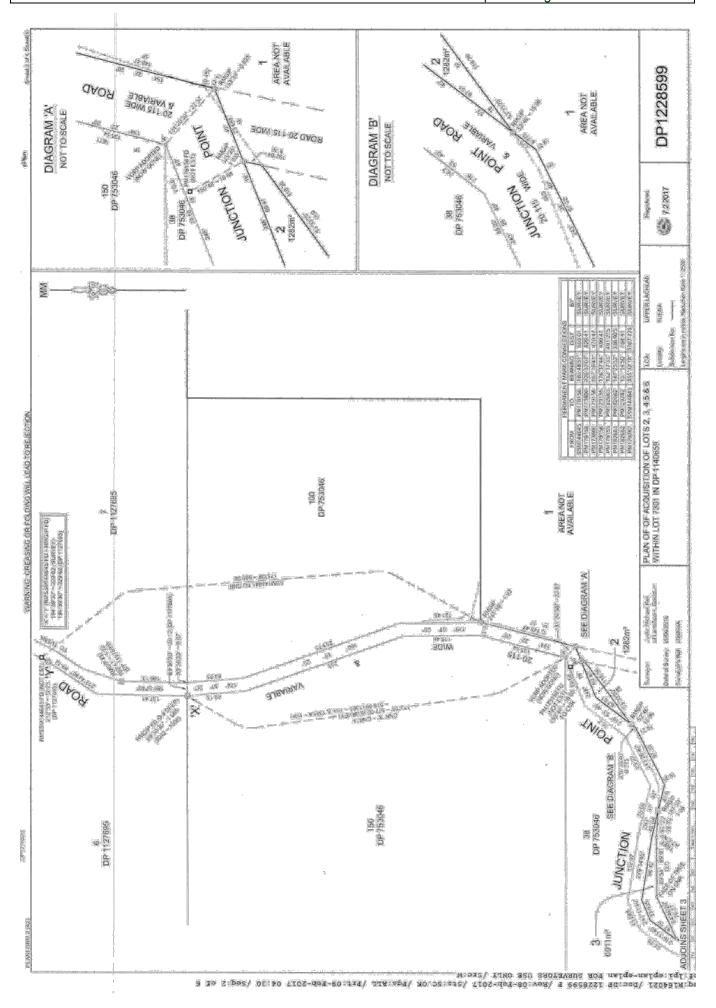
PROPOSED COMPULSORY ACQUISITION OF CROWN LAND FOR ROAD WIDENING PURPOSES SOUTH OF TUENA ON MR54 JUNCTION POINT ROAD cont'd

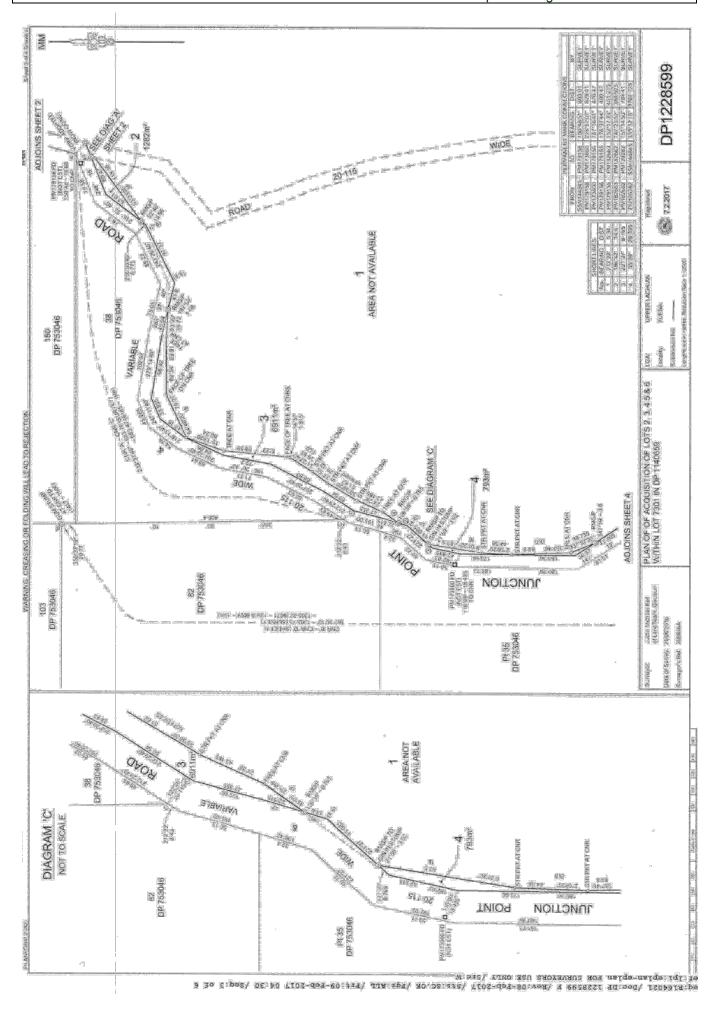
- 4) The acquisition is completed in accordance with the Native Title Act 1993.
- 5) The consent of both NSW Department of Industry Lands and Local Land services be sought to the acquisition and that any compensation payable be in accordance with Section 55 of the Land Acquisition (Just Terms) Compensation Act.
- 6) Council authorise the Mayor and General Manager to sign the documents relating to the transaction, as required.

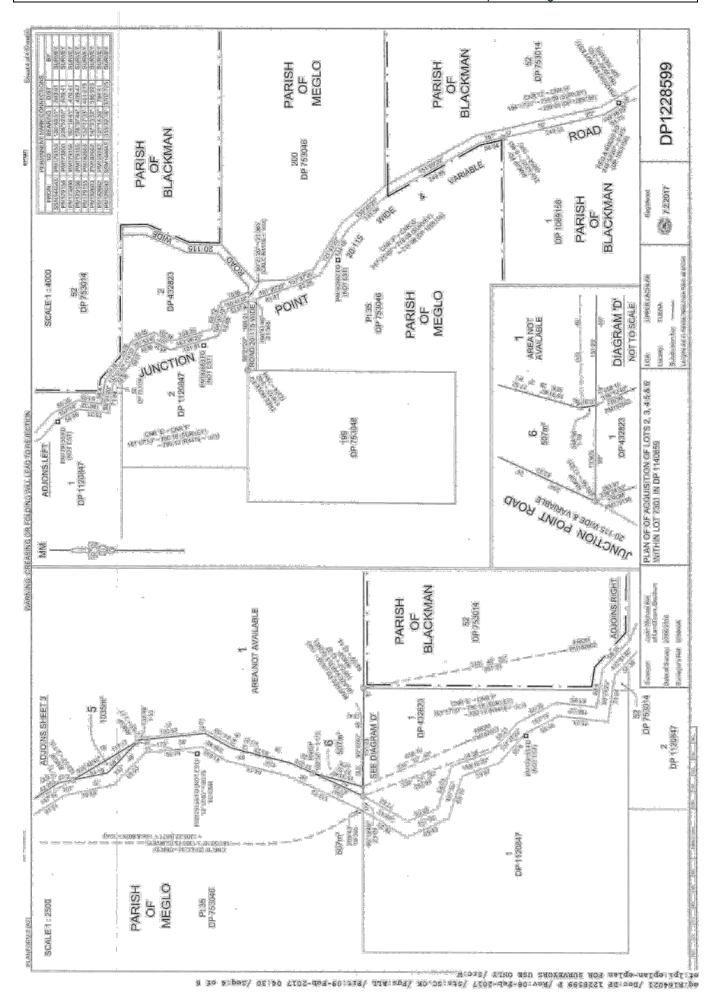
ATTACHMENTS

1. View View	Plan of Acquisition registered as DP 1228599	Attachment
2.ViewView	Correspondence from R J McCarthy & Co	Attachment









Reg: R164021 /Doc: DP 1228599 P /Rev: 08-Feb-2017 /Sts:SC.OK /Pgs:ALL / Ref: lpi:eplan-eplan FOR SURVEYORS USE ONLY /Src:W PLAN FORM 6 (2013) WARNING: Creasing or folding will lead to rejection ePlan

The said adding State and the said and the s	
DEPOSITED PLAN ADM	MINISTRATION SHEET Sheet 1 of 2 Sheet(s)
Registered: 7.2.2017 Office Use Only	Office Use Only
Title System: TORRENS	DP1228599
Purpose: ROADS ACT,1993	
PLAN OF ACQUISITION OF LOTS 2, 3, 4, 5 & 6 WITHIN LOT 7301 DP 1140659	LGA: UPPER LACHLAN
	Locality: TUENA Parish: MEGLO
	County: GEORGIANA
Crown Lands NSW/Western Lands Office Approval I,	Survey Certificate Justin Michael Kell of LandTeam, 36 Montague Street, Goulburn 2580 Ph: (02) 4821 1033 Fax: (02) 4821 7238 a surveyor registered under the Surveying and Spatial Information Act 2002, certify that: *(a) The land shown in the plan was surveyed in
Date:	accordance with the Surveying and Spatial Information Regulation 2012, is accurate and the survey was
File Number: 15/05369	completed on:
Office:	*(b) The part of the land shown in the plan (*being / *excluding-* Lots 2, 3, 4, 5 & 6 and connections
Subdivision Certificate I. Roland Jong *Authorised Person/*Ceneral Manager/*Averadited Certifier, certify that the provisions of s. 109J of the Environmental Planning and Assessment Act 1979 have been satisfied in relation to the proposed subdivision, new road or reserve set out herein.	was surveyed in accordance with the Surveying and Spatial Information Regulation 2012, is accurate and the survey was completed on, 20/06/2016 the part not surveyed was compiled in accordance with that Regulation. (c) The land shown in this plan was compiled in accordance with the Surveying and Spatial Information Regulation 2012.
Accreditation Number:	Signature: Mill Dated: 7/07/2016
Consent Authority: Upder Lachlan Shire County	Surveyor ID:
Date of Endorsement: 16 312 2016	Type: *Urban/*Rural
File Number: 5C Z6/2014 Exempt develop - *Strike through if inapplicable	The terrain is: *Level-Undulating / *Stoop-Mountainous * Strike through if inapplicable. * Specify the land actually surveyed or specify any land shown in the plan that is not the subject of the survey.
Statements of intention to dedicate public roads, create public reserves and drainage reserves, acquire/resume land. IT IS INTENDED TO ACQUIRE LOTS 2, 3, 4, 5 & 6 FOR ROAD PURPOSES	Plans used in the preparation of survey/compilation DP 44476
	* voteg 199
	If space is insufficient continue on PLAN FORM 6A
Signatures, Seals and Section 88B Statements should appear on PLAN FORM 6A	Surveyor's Reference: 208846A

Red-R164021 /Doc-DP 1228599 P /Rev-08-Feb-2017 /Sts:SC.OK /Pgs:ALL , Ref: Lpi:eplan-eplan FOR SURVEYORS USE ONLY /Src:W

PLAN FORM 6A (2012)

WARNING: Creasing or folding will lead to rejection

ePlan

DEPOSITED PLAN ADMINISTRATION SHEET

Sheet 2 of 2 Sheet(s)

Registered:



7.2.2017

Office Use Only

Office Use Only

PLAN OF ACQUISITION OF LOTS 2, 3, 4, 5 & 6 WITHIN LOT 7301 DP 1140659 DP1228599

This sheet is for the provision of the following information as required:

- A schedule of lots and addresses See 60(c) SSI Regulation 2012
- Statements of intention to create and release affecting interests in accordance with section 88B Conveyancing Act 1919
- Signatures and seals see 195D Conveyancing Act 1919
- · Any information which cannot fit in the appropriate panel of sheet 1 of the administration sheets.

Subdivision Certificate No. 26 12 2016 24/2016 Date of Endorsement: 16-12-2016

> By delegation pursuant to section 180 of the Crown Lands Act 1989 and with authority under section 13L of the Real Property Act 1900 from the Minister administering the Crown Lands Act 1989 on behalf of the state of New South Wales,

DAVID BABER

PROSECTS MANAGER REGIONAL PROJECTS WAST

CONNECT FOR THE PURPOSES OF THE REAL PROPERTY ACT 1900".

SURVEYING & SPATIAL INFORMATION REGULATION 2012 - CLAUSE 60(c) NOTE: STREET ADDRESSES OF ALL LOTS ARE NOT AVAILABLE

If space is insufficient use additional annexure sheet

Surveyor's Reference: 208846A

Item: 10.6

Robert J McCarthy & Co.

Solicitors

McCarthy Lawyers Pty Ltd ABN: 52 612 991 821 88-90 Goulburn Street , Crookwell PO Box 6 Crookwell NSW 2583

Telephone : (02) 48321055 Fax : (02) 48322194 Email: mail@rimac.com.au

PRINCIPAL Tim McCarthy B Com LLB

ASSOCIATE Dominic McCarthy LLB

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



Dear Sir

RE: Road Widening - Acquisition from Crown- Junction Point Rd NSW Department of Industry- Lands

Property: Junction Point Rd, Tuena

We refer to prior correspondence concerning the above matter and confirm that we are now in a position to proceed with the Compulsory Acquisition of the above lands.

We enclose herewith the Application for Compulsory Acquisition for Council's execution. Kindly note that when returning the enclosed Application for Compulsory Acquisition Council should provide the following:-

- 1. A copy of Council Minutes (with the date of the Council's Resolution) and which Resolution must address the following matters:
 - a. That the acquisition will proceed by way of compulsory process:
 - That the Resolution must authorise the making of the Compulsory Acquisition Application by the Minister and/or the Governor.
- A copy of Council's Report recommending that the matter proceed by way of Compulsory Acquisition (this is a requirement of the Department of Local Government).

We would be pleased if you would kindly provide the above information as soon as convenient together with the duly signed Compulsory Acquisition Application.

We note that we have attached to the Application the following correspondence and searches namely:-

A. The initial consent letter from Department of Industry - Lands dated 22/05/2015.

63759

Liability limited by a scheme approved under Professional Standards Legislation. Legal practitioners employed by McCarthy Lawyers Pty Ltd are members of the scheme

Item: 10.6

Upper Lachlan Shire Council

2

1/03/2017

- B. Further consent letter from Department of Industry Lands dated 08/02/2017.
- C. Search against Identifier 7301/1140659,
- D. Copy of DP1225899.
- E. Search from the Office of the Registrar dated 1 March 2017 under the Aboriginal Land Rights Act 1983 confirming that Lot 7301 DP 1140659 does not appear on the Registrar as being affected by an Aboriginal Land Claim.
- F. Search from the National Native Title Tribunal confirming that Lot 7301 DP 1140659 indicating that there are no Native Title Determination Applications, Determinations of Native Title or Indigenous Land Use Agreements over the identified land.

We note that the search indicates the following notation in the second schedule namely:-

The land above described is reserved under the National Parks and Wildlife Act 1974 as a State Conservation Area known as Nuggetty State Conservation Area. See Government Gazette dated 13-8-2010 Folio 3855, Erratum dated 27/8/2010 Folio 4290 and Erratum dated 17/9/2010 Folio 4571.

We will formally advise the National Parks and Wildlife Service of the acquisition procedures as part of the guidelines required to be complied with by Council under the Land Acquisition (Just Terms Compensation) Act.

We look forward to the return of the enclosed signed Acquisition Application and supporting documentation.

Yours faithfully

ROBERT J McCARTHY & CO

Tim McCarthy

Annexure 2

Application for the Compulsory Acquisition of Land

(Section 39 of the Land Acquisition (Just Terms Compensation) Act 1991)



It is your responsibility to ensure that documents required (as outlined in the Guidelines for the Compulsory Acquisition of Land by Councils, June 2006) are submitted with the application(s).

The processing of applications will only proceed once all of the required information is received by the Department of Local Government.

1.	Deta	ils of Council	
	1.1	Name of council: Upper Lachlan Shire Council	· (§)
	1.2	44 Spring St , Crookwell NSW 2583 Address:	ži)
		ESSISSISSISSISSISSISSISSISSISSISSISSISSI	
	1.3	Phone: 48301000	
	1.4	Contact person/position: Craig Smart	
2.	Cou	ncil's Resolution to Acquire Land	
	2.1	Date of resolution:	
	2.2	Does the resolution authorise acquisition by compulsory process? Yes/N	de
	2.3	Does the resolution authorise making an application to the Minister/Governor? Yes/N	۷c
	2.4	Copy of the official minutes recording the resolution provided? (attach) Yes/N	40
	2.5	Copy of the report recommending compulsory acquisition provided? Yes/N (attach)	lo
		(If No to 2.2, 2.3, 2.4 or 2.5 the application cannot proceed)	

3.	Leg	islative Provisions Allowing Acquisi	tion seed as 1 to 1 to 5 to 5 to 5 to 5 to 5 to 5 to
	1.1	Name of Act: Roads Act 1993	
	1.2	Relevant sections:177 and 178	######################################
	1.3	If under Roads Act, road widening order (attach copy(s))	and plan obtained? Yes/No
4.	Pur	pose of the Acquisition	
	(Clear	statement of the 'public purpose' for which the land is being	acquired)
	Th	ne acquisition of Lots 2 to 6 inclusive is requi	red for road widening purposes and to enable
	and	d enhance road safety measures as a result	of the road upgrade.
	V V O.		; +=;;m-q-=
	s a Marca de		, j, - 1, y = 3, y = 4,
	286 en en	# 라타스 레마마 라마마 램프로 플레팅 - 프랑테 + 프랑테 + 프랑크 + 플레랑 마니티라 # 루바스마이스 # * 하다 # CHE #	g
	8 V 22		
	-20% 64104		**************************************
5.	Lanc	I to be Acquired	
	5.1	Description of the land [no part lot number	ers]
	Lot:	2 to 6 inclusive	DP: 1228599
	Lot:		DP
	Lot:	h/fo = }- = = = = =	DP:(100-101-1010-), 1000
	Lot:.;;	######################################	$DP^*_{restr-concerned},_{concerned}$
			DP:
	(Attach	2 copies of the marked registered plan in A4 size)	

5.2	Date & formal copy of title search provided? (attach copy) 1322017	Yes/No
5.3	Is the land to be acquired a public road? (If No, go to 5.5)	Yes/No
	(If Yes, reason for not proceeding under the road closure provisions of the Roads Act	1993)
	. Say + + + + + + + + + + + + + + + + + + +	68.53333333333
	그리고 요.	যাৰ ৪ জঠৰ ক্ৰছত অক্তৰ্যকৰ দ

	201 01 8 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	# # # 3 # 8 # P P # \$ # C P P P # # # #
	\$ 4 > 1 > 1 + 4 + 4 + 4 + 4 + 4 + 4 + 4 + 4 + 4 +	ではおえての場合のかが場合のできま
	(If Yes, description of public consultation conducted)	
	. 医乳腺素素 化氯化甲基甲基甲基甲基甲基甲基甲基甲基甲基甲基甲基甲基甲基甲基甲基甲基甲基甲基甲	837 Å 8 8 9 9 8 90 9 8 90 9 8 9 9 8
	> 4/2 ***********************************	D 64 65 G 5 G 5 G 5 G 5 G 6 G 6 G 6 G 6 G 6
	·····································	医杂子氏征 医多次 医多次
	(4) 141 141 141 141 141 141 141 141 141 1	55 8 8 8 9 8 8 8 9 9 9 9 9 9 9 9 9 9 9 9
	1/22	nen u igu u menu a men umen n
	(If Yes, description of consultation with any Utility authorities occupying the road or roa	d reserve)
	and the control of th	BA D BEEN STORY BOWN B-4-4- C
	19 (元元元 マチ・4 * * * * * * * * * * * * * * * * * * *	6 N D 18 D 7 O TO THE SEC SEC SEC SEC SEC SEC SEC SEC SEC SE
	**************************************	D 8 8 50 3 6 00 50 70 50 50 50 50 50 50 50 50 50 50 50 50 50
	er er en	0 0 0 22 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0
	*** *** *** *** *** *** *** *** *** **	କୁଲଣ୍ୟ ଅନେଶ ହୁବନ ଓଡ଼ବ ଅଟନ୍
5.4	Is the land to be acquired a Crown road or an unformed council road? (If No, go to 5.7) (If Yes, go to 5.6)	Yee/Np
5.5	Is the land to be acquired Crown Land? (If No. go to 5.7)	Yes/No
5,6	Department of Lands/Crown Agency consent to council acquiring the land? (attach copy)	Yes/No
5.7	Any easements/leases/other interests affecting the land?	Yes/No

	5.8	Is the interest to continue after acquisition? (Description of easements to remain after acquisition)	lo
		Search shows part of land reserved as a State Conservation Area	18 8-0
		1000 100 200 100 100 100 100 100 100 100	000
		терия при при при при при при на при	890
		中国 多 銀	19 0 0
		\$\frac{1}{2}1	12 40 50
	5.9	Are minerals included in the acquisition? (If Yes, description of minerals to be acquired)	lo
		(M) to the control of	
		中中国中国中国中国中国中国中国中国中国中国中国中国中国中国中国中国中国中国中	908
			440
		en janakh hili kilika kila antunun 190 an 190 an 190 an 191 an 19	là o e
		\$ 15 P. 15 P	
	5.10	Is the acquisition ancillary to another acquisition? (attach statement) Yes/N	lo
6.			lo
5 .		(attach statement)	lo
6	Lanc	(attach statement)	io
6.	Lanc	(attach statement) lowners: Name(s) of landowner(s):	****
	Lanc	(attach statement) Owners	643
•	Lanc	(attach statement) Name(s) of landowner(s):	****
	Lanc	(attach statement) Name(s) of landowner(s):	****
6 .	Lanc 6.1	(attach statement) Name(s) of landowner(s): Open 20070	**************************************
6	Lanc 6.1	(attach statement) Name(s) of landowner(s): Address of landowner(s):	*****
6,	Lanc 6.1	(attach statement) Name(s) of landowner(s): Address of landowner(s):	

	U.U	AND OMIS MIST (ISSIG OF MISTERS III THE ISSIG)?		
		Land Lot 7301 DP1140659 Owner The State of	of NSW	င်းကာ <i>ကြုံ</i> ကားတော်သိတ် လေသော ၏ ။ ။ ကောက
		Land: Owner, Own		有有有 医医甲基苯甲基基 电流流流流 安面层
		Land: Owner.	ang ng n	ောင်းသုံးသြားသနာသနာသနာသည် တို့ပြုံမှု တွေးရ
		Land: Owner. Owner.	388848 <u>%</u> 38888884	
		Land: Owner: Owner:	ବଳ - ଜନ୍ମରମ ପର୍ମ୍ନ ବଳ ଦଳ	raffrancis e na
	6.4	History of contact with the land/interest owner(s) provided? (attach copy(s))		Yes/R.
	6.5	Is the acquisition owner-initiated? (If No. go to 8.8)		Y⊋s/No
	6.6	Is-owner-initiated request submitted by all-owners? (attach statement) (If Yes, go to 6.7)	MINISTOR A	YesiNo
	6.7	Has council made 'diligent inquiries' to identify all land owners? (attach copy(s)) (If No. application can not proceed unless 'due diligence' requirements also complied with)		Yes/No
	6.8	Has 'hardship' been established? (attach copies of all supporting documents)	MA	Yes/No
	6.9	Does the land or land interest owner(s) consent to acquisition? (attach copy)		Yes/No
	6.10	Has council tried to acquire the land by agreement? (attach statement)	NA	Yes/No
	6.11	Representations received from land or land interest owner(s)?	MIA	Yes/No
	6.12	Has council responded to the representations received? (attach copy(s))	414	Yes/No
7.	Nativ	TETILE : 10 II	8 -	
	7.1	Date & formal copy of Native Title Register search provided? (attach) NNTT SEARCH 27(2) 2017 PIPPLE of REGISTAR SEARCH		Yes/No
	7.2	Does council claim that native title has been extinguished?		Yes/No

	7.3	If Yes, legal or Department of Lands opinion obtained? (attach copy) (If the legal or Department of Lands opinion on the extinguishment of native title is not provided, the application cannot proceed)	Yes/No	
	7.4	If No, are all relevant notification requirements completed? (attach copy(s)) (See Part 3 and Annexure 1 of the Guidelines for the Compulsory Acquisition of Land by Councils, April 2006)	Yes/No	
8.	Com	pensation Payable (Acquisitions by Agreement)		
	8.1	Estimate of compensation payable:	A N	
9,	Re-s	ale		
	9.1	Does council intend to sell the land once the land is acquired? (If No. 90 to 8)	Yes/No	
	9.2	Any intervening activities by council (such as subdivision)? (attach statement)	Yes/No	
	9.3	Is the land to be re-sold Crown Land? (If No, go to 9,5)	Yes/No N	p
	9.4	Consent received from Department of Lands/other Agency for re-sale?	Yes/No	
	9.5	Diligent inquiry process or 'right to negotiate' regime undertaken to identify native title holders? (attach) (If No. application cannot proceed)	Yes/No	
	9.6	Date of fixing notice to the land:	ennancensus g'y	
	9.7	Date/name of newspaper containing public notice of the intention to compulsor acquire land (attach copy):	ry	
10.	Redu	iction of Notice Requirements		
	10.1	Is council applying for a reduction in the notice period (s.13)? (If No, go to 11)	Yes/No	
	10.2	Period of reduction requested (in days):	**************************************	

	10.3	State Valuation Office confirms that the valuation can be done in time? Yes (attach)	s/No
	10.4	Reasons for notice reduction: g	> ::a:::a::
		### ### ##############################	2 F74400
		# 前 中 中 中 日 日 日 中 日 日 日 介 月 日 日 日 日 日 日 日 日 日 日 日 日 日 日 日	
			1 447 185

		ED KIDAL ROLL KAR KOR DER MER MER MER MER MER MER BERTON DER STRESSEN DER MER MER MER MER MER MER MER MER MER M	
		THE STATE OF THE S	
page 1800			
11.	Urge	nt Processing of Application	
	11.1	Is council applying for urgent processing? (If No, go to 12) Yes	s/No
	11.2	Reasons:	30× 6363
		En Feno en e 150 a 150	ing/Sqr

		a Chara e a Mharaigh dea nga ang ang ang ang ang ang ang ang an) ခုချစ်တို့၏ အ
		च हिंदि अबबोरेक एउट मको चनव १४४ चन्द्र प्रसम्भाग न सहिद्यास सम्बद्धिक सम्बद्ध सम्बद्ध स्थल स्थल स्थल स्थल स्थल स्थल स्थल स्थल	000000
12.	Certi	fication	
	l certi	ify that the information provided is to the best of my knowledge, true and correct.	
	Name	** ■ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □	2000 sam
	Signa	ture: , ses mer sah uru ane end tib sun end ans dep sa Allikus serveren noon uru uru and	p op on a provent His
	Date:	######################################	nast na ti



Our Ref: 15/05369 (A/c 553168) Your Ref: TM:EH:10761 Date: 09/02/2017

Upper Lachlan Shire Council C/- Robert J McCarthy and Co PO BOX 6 CROOKWELL NSW 2583

Attention: Tim McCarthy

Proposed Compulsory Acquisition of Crown Land for Road Widening at Crooked Corner

I refer to the attached acquisition consent letter issued on 22/05/2015 and your recent email seeking an extension to the consent period.

Department of Industry Lands consents to a 12 month extension as requested and as such the Notice of Acquisition must now appear in the government gazette prior to the 08th February 2018.

The conditions outlined in the original consent apply.

Requests for extensions beyond this period will only be considered if you can evidence that the matter is actively progressing and likely to be completed within a short time frame.

Following gazettal please forward a copy of the gazette notice, the compensation determination and your cheque for the compensation amount. A tax invoice will then issue for the compensation payment plus any statutory interest that may be payable under Section 49 of the LAJTCA.

For any further enquiries please contact the Acquisitions Team on (02) 4937 9306 or email CL_acquisitions@crownland.nsw.gov.au

Regards,

Shaun Presland Commercial Officer 3/4 Acquisitions Team

Department of Industry Lands

Page 1 of 2



Our Ref: 15/05369 (Acc:553168)

Your Ref: F14/13 Date: 22/05/2015

Upper Lachlan Shire Council PO BOX 42 GUNNING NSW 2581

Attention: Craig Smart

Proposed Compulsory Acquisition of Crown Land for Road Widening at Crooked Corner

I refer to your letter dated 11/05/2015 regarding the proposed compulsory acquisition of part Lot 7301 DP 1140659 and Crown Road as shown on the attached diagrams.

NSW Trade & Investment - Crown Lands consents to the above acquisition proceeding under the provisions of the Land Acquisition (Just Terms Compensation) Act 1991 (LAJTCA) subject to:-

- Consent to acquire is valid for a period of 12 months from the date of this letter and as such the Notice of Acquisition must appear in the Government Gazette within this period;
- Should the acquisition not be finalised within 12 months from the date of this letter, you will need to reapply for consent and additional administration fees may apply;
- Until such time as the acquisition has been finalised entry upon or use of the Crown land for any purpose will require the written consent of Crown Lands;
- The amount of compensation payable will be that as defined in Section 55 of the ŁAJTCA and is to be determined by the Valuer General;
- The acquisition is to be completed in accordance with the Native Title Act 1993 and as such you will need to make your own enquiries to ensure full compliance with the respective requirements;
- Any current Aboriginal Land Claims identified by Crown Lands at the time of consent will be noted below, however you may wish to make your own enquiries with the Office of the Registrar, Aboriginal Land Rights Act 1983 (NSW) to ensure all current claims are identified and appropriately dealt with prior to the acquisition proceeding;

Cnr Newcastle Rd & Banks Street EAST MAITLAND NSW PO Box 2215 DANGAR NSW 2309

Page 2 of 2

If you agree, and have satisfied the above matters, acquisition may proceed under the provisions of Section 29(4) LAJTCA.

This letter is to be treated as a formal claim for compensation by the State of NSW under Section 39 of the LAJTCA.

Following gazettal please forward a copy of the gazette notice, the compensation determination and your cheque for the compensation amount. A tax invoice will then issue for the compensation payment plus any statutory interest that may be payable under Section 49 of the LAJTCA.

For any further enquiries please contact the Acquisitions Team on (02) 4937 9306 or email CL acquisitions@crownland.nsw.gov.au

Regards,

Shaun Presland

Commercial Officer 3/4

Acquisitions Team

Regional and Strategic Projects

Crown Lands, NSW Trade & Investment

InfoTrack An Approved LPI NSW Information Broker

Title Search



LAND AND PROPERTY INFORMATION NEW SOUTH WALES - TITLE SEARCH

FOLIO: 7301/1140659

-

SEARCH DATE TIME EDITION NO DATE

CERTIFICATE OF TITLE HAS NOT ISSUED

LAND

-

LOT 7301 IN DEPOSITED PLAN 1140659 AT TUENA LOCAL GOVERNMENT AREA UPPER LACHLI

LOCAL GOVERNMENT AREA UPPER LACHLAN SHIRE PARISH OF MEGLO COUNTY OF GEORGIANA TITLE DIAGRAM DP1140659

FIRST SCHEDULE

THE STATE OF NEW SOUTH WALES

(CA147996)

SECOND SCHEDULE (3 NOTIFICATIONS)

- * 1 LIMITED TITLE. LIMITATION PURSUANT TO SECTION 28T(4) OF THE REAL PROPERTY ACT, 1900. THE BOUNDARIES OF THE LAND COMPRISED HEREIN HAVE NOT BEEN INVESTIGATED BY THE REGISTRAR GENERAL.
- * 2 LAND EXCLUDES THE ROAD(S) SHOWN IN THE TITLE DIAGRAM
- * 3 THE LAND ABOVE DESCRIBED IS RESERVED UNDER THE NATIONAL PARKS AND WILDLIFE ACT 1974 AS A STATE CONSERVATION AREA KNOWN AS NUGGETTY STATE CONSERVATION AREA. SEE GOVERNMENT GAZETTE DATED 13-8-2010 FOLIO 3855, ERRATUM DATED 27-8-2010 FOLIO 4290 AND ERRATUM DATED 17-9-2010 FOLIO 4571

NOTATIONS

AF707704 NOTE: RESERVED AS NUGGETTY STATE CONSERVATION AREA. GAZ 13/8/2010 FOL 3855. ERRATUM GAZ 27/8/2010 FOL 4290. ERRATUM GAZ 17/9/2010 FOL 4571

THIS LAND MAY BE SUBJECT TO SUBSISTING INTERESTS THAT HAVE NOT BEEN RECORDED. BEFORE DEALING WITH THIS LAND INQUIRIES SHOULD BE MADE WITH NATIONAL PARKS AND WILDLIFE SERVICES

DP1228599 NOTE: PLAN OF ACQUISITION (ROADS ACT, 1993).

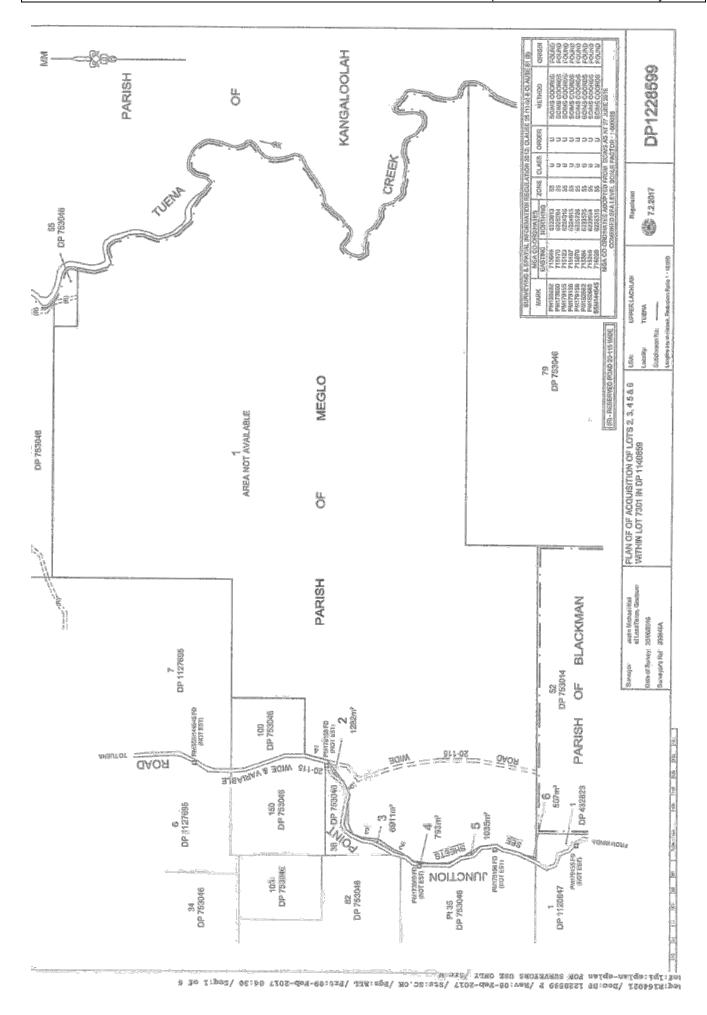
UNREGISTERED DEALINGS: NIL

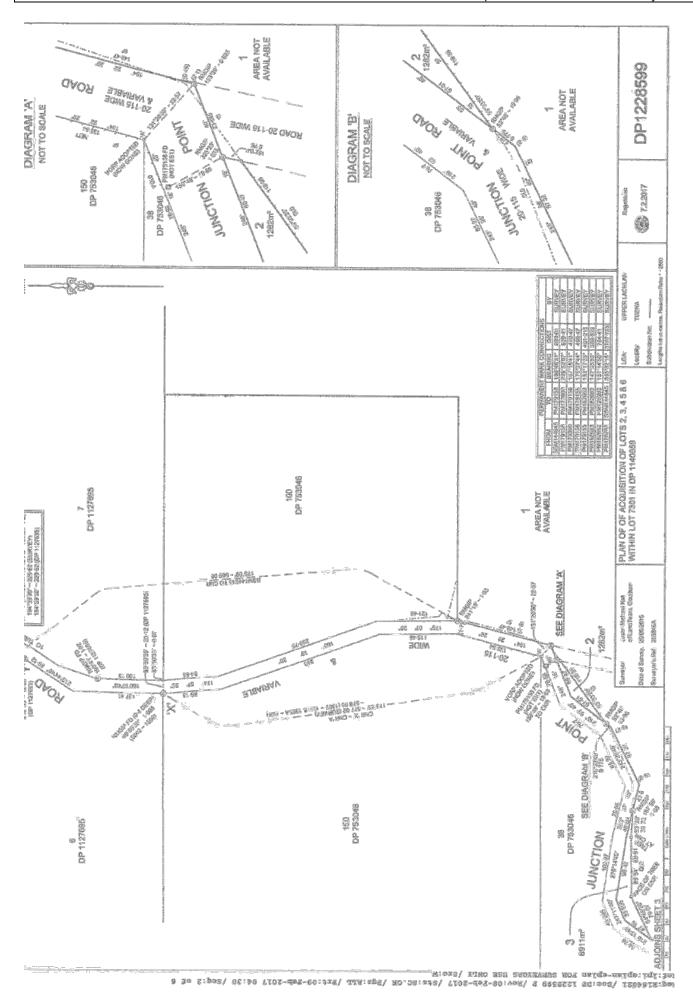
*** END OF SEARCH ***

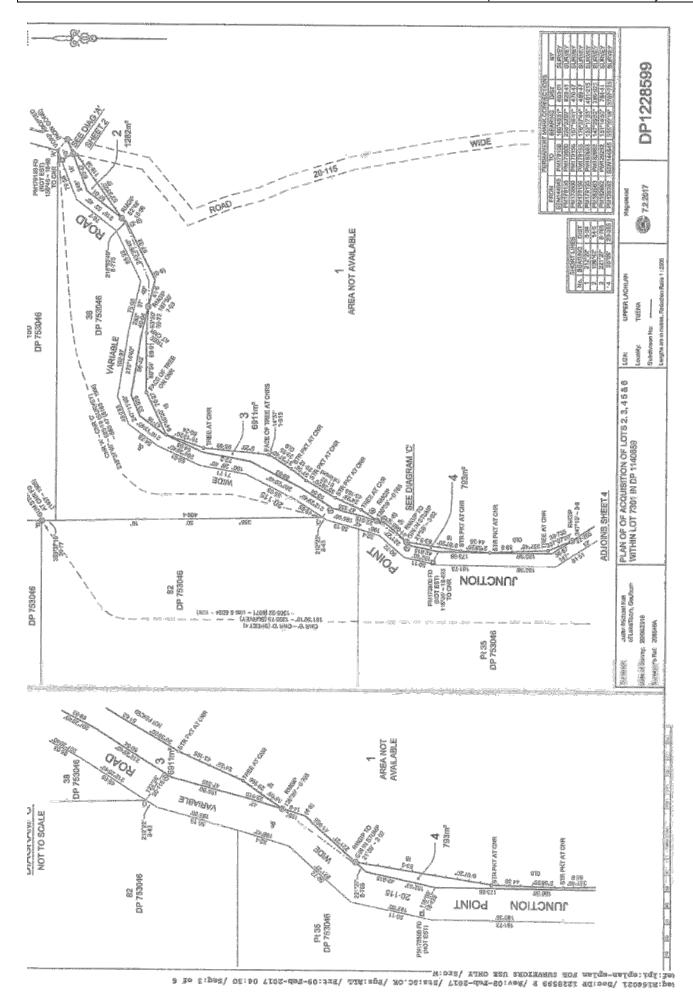
10761

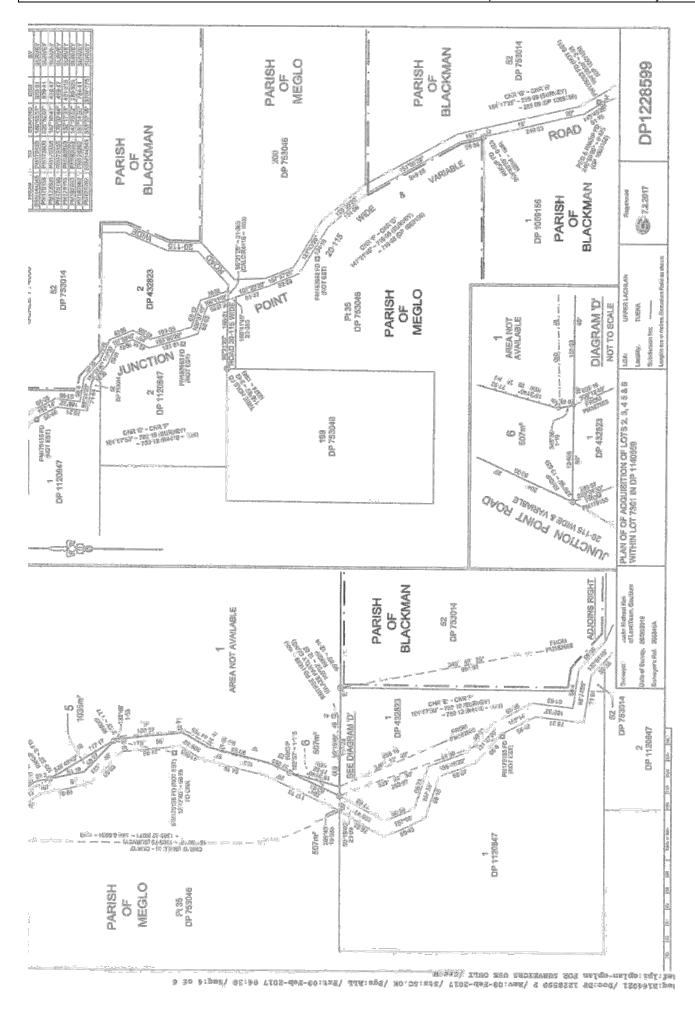
PRINTED ON 1/3/2017

^{*} Any entries preceded by an asterisk do not appear on the current edition of the Certificate of Title. Warning: the information appearing under notations has not been formally recorded in the Register. InfoTrack an approved NSW Information Broker hereby certifies that the information contained in this document has been provided electronically by the Registera General in accordance with Section 968(2) of the Real Property Act 1900.









T:R164021 /Doc:DP 1228599 P /Rev:08-Feb-2017 /Sts:SC.OK /Pgs:ALL / F:lpi:eplan-eplan FOR SURVEYORS USE ONLY /Src:W

ePlan PLAN FORM 6 (2013) WARNING: Creasing or folding will lead to rejection DEPOSITED PLAN ADMINISTRATION SHEET Sheet 1 of 2 Sheet(s) Office Use Only Office Use Only Registered: 7.2.2017 DP1228599 Title System: TORRENS Purpose: ROADS ACT, 1993 PLAN OF ACQUISITION OF LOTS 2, 3, LGA: UPPER LACHLAN 4, 5 & 6 WITHIN LOT 7301 DP 1140659 Locality: TUENA Parish: MEGLO County: **GEORGIANA** Survey Certificate Crown Lands NSW/Western Lands Office Approval Justin Michael Keil I, DAYID, BASER....... (Authorised Officer) in LandTeam, 36 Montague Street, Goulburn 2580 approving this plan certify that all necessary approvals in Ph: (02) 4821 1033 Fax: (02) 4821 7238 regard to the allocation of the land shown herein have been a surveyor registered under the Surveying and Spatial given. Information Act 2002, certify that: Signature: The land shown in the plan was surveyed in accordance with the Surveying and Spatial Information DECEMBER 2016 Regulation 2012, is accurate and the survey was completed on: Office: CATLAND (b) The part of the land shown in the plan (*being / zexeluding ^ Lots 2, 3, 4, 5 & 6 and connections Subdivision Certificate was surveyed in accordance with the Surveying and Kolend Wong Spatial Information Regulation 2012, is accurate and the *Authorised Person/*General Manager/*Accredited Cortifier, certify that the provisions of s. 109J of the Environmental survey was completed on, 20/06/2016 ... the part not surveyed was compiled in accordance with that Planning and Assessment Act 1979 have been satisfied in Regulation. relation to the proposed subdivision, new road or reserve set The land shown in this plan was compiled in out herein. accordance with the Surveying and Spatial Information Regulation 2012. Signature: Accreditation Number: Signature: 7108 Surveyor ID: Consent Authority: 4/0 Datum Line: 'X' ~ 'Y' (D.P. 1127695) Date of Endorsement: Type: "Urban/"Rural Subdivision Certificate Number: The terrain is: "Level-Undulating / "Steep Mountainous... File Number.: SC...Z Strike through if inapplicable. ment Specify the land actually surveyed or specify any land shown in the Strike through if inapplicable plan that is not the subject of the survey. Statements of intention to dedicate public roads, create Plans used in the preparation of survey/compilation public reserves and drainage reserves, acquire/resume DP 44476 1045~1506 6024~1506 R1920-1603 land. DP 432823 1385~1506 6071~1506 R4416~1603 DP 1069156 1385A~1506 6185-1506 IT IS INTENDED TO ACQUIRE LOTS 2, 3, 4, 5 & 6 FOR 1659~1506 DP 1120847 6535~1506 ROAD PURPOSES DP 1127695 2320~1506 6864~1506 DP 1440659 2374~1506 If space is insufficient continue on PLAN FORM 6A

Surveyor's Reference: 208846A

Signatures, Seals and Section 888 Statements should appear on

PLAN FORM 6A

E:lpi:eplan-eplan FOR SURVEYORS USE ONLY /Src:W

PLAN FORM 6A (2012)

WARNING: Creasing or folding will lead to rejection

ePlan

DEPOSITED PLAN ADMINISTRATION SHEET

Sheet 2 of 2 Sheet(s)

Registered:



7.2.2017

Office Use Only

Office Use Only

PLAN OF ACQUISITION OF LOTS 2, 3, 4, 5 & 6 WITHIN LOT 7301 DP 1140659

DP1228599

This sheet is for the provision of the following information as required:

 A schedule of lots and addresses - See 60(c) SSI Regulation 2012
 Statements of intention to create and release affecting interests in accordance with section 88B Conveyancing Act 1919

Signatures and seals - see 195D Conveyancing Act 1919

Any information which cannot fit in the appropriate panel of sheet
 1 of the administration sheets.

> By delegation pursuant in section 180 of the Crown Lands Act 1989 and with authority under section 131 of the Real Property Act 1900 from the Minister administering the Crown Lands Act 1989 on behalf of the state of New South Wales.

DAVID BABER

PROSECTS MANAGER REGIONAL PROSECTS WEST DEPARTMENT OF WOUSTRY - LANDS.

"CENTIFIED CONNECT FOR THE PUNDOLES OF THE REAL PADRENTY ACT 1900".

SURVEYING & SPATIAL INFORMATION REGULATION 2012 - CLAUSE 60(c) NOTE: STREET ADDRESSES OF ALL LOTS ARE NOT AVAILABLE

If space is insufficient use additional annexure sheet

Surveyor's Reference: 208846A



1 March 2017

11-13 Mansfield Street Glebe NSW 2037 PO Box 112, Glebe NSW 2037 II 02 9562 6327 II 02 9562 6350

Tim McCarthy Robert J McCarthy & Co PO Box 6 CROOKWELL NSW 2583

Dear Tim

Request - Search for Aboriginal Land Claim

I refer to your letter dated 20 February 2017 to search the Register of Aboriginal Land Claims database in relation to land described by you as:

Lot 1 to 6 DP 1228599 currently being part of Lot 7301 DP 1140659

Parish: Melgo

County: Georgiana

I have searched the Register of Aboriginal Land Claim database and the subject land described by you does not appear on the Register as being affected by an Aboriginal Land Claim in pursuant to sections 36 or 37 of the Aboriginal Land Rights Act 1983.

Regards

Tabatha Dantoine

Directorate Support Officer

Office of the Registrar, Aboriginal, Aboriginal Land Rights Act 1983 (NSW)

Please Note: 1. Search requests should not be made over privately owned land. Crown Land is the only land in NSW that is likely to be affected by an ALC under the Aboriginal Land Rights Act. If an ALC has been made over privately owned land it would be refused as soon as this is known.

2. Land across NSW with older land descriptors such as "portion, REF & TSR" have been allotted new descriptors over the last 10 years & many of these now have "Lot & DP" numbers. The ORALRA database lists the land descriptor at lodgement & may not include an updated land descriptor. If this may affect the land that you've described, we advise that you contact the Aboriginal Land Claims Investigation Unit on (02) 6883 3396.

im McCarthy

rom: Enquiries <Enquiries@nntt.gov.au>
ient: Monday, 27 February 2017 3:07 PM

'o: tim@rjmac,com.au

ubject: RE: 10761- ULSC Acquistion - SR2246

 MAILGUID:
 61549058524C4CBC95D27E9BC9622B02

 EAPEmailSubject:
 RE: 10761- ULSC Acquistion - SR2246

UNCLASSIFIED

lative title search - NSW Parcel
'our ref: ULSC17061 - Our ref: SR2246

lear Tim McCarthy,

hank you for your search request received on 27 February 2017 in relation to the above area,

lease note: Records held by the National Native Title Tribunal as at 27 February 2017 indicate that there are no lative Title Determination Applications, Determinations of Native Title, or Indigenous Land Use Agreements over he identified parcel.

earch Results

he results provided are based on the information you supplied and are derived from a search of the following ribunal databases:

- Schedule of Applications
- Register of Native Title Claims
- National Native Title Register
- Register of Indigenous Land Use Agreements
- Notified Indigenous Land Use Agreements

opies of the relevant register extracts are now available on our website here.

arcel/Tenement ID	Tribunal file	Name	Туре	Percent Selected
	number			Feature (approx)
301//D1140659	No overlap			0.00%

lease note: There may be a delay between a native title determination application being lodged in the Federal ourt and its transfer to the Tribunal. As a result, some native title determination applications recently filed with ne Federal Court may not appear on the Tribunal's databases.

he search results are based on analysis against external boundaries of applications only. Native title applications ommonly contain exclusions clauses which remove areas from within the external boundary. To determine the areas described are in fact subject to claim, you need to refer to the "Area covered by claim" section of the relevant Register Extract or Schedule Extract and any maps attached.

earch results and the existence of native title

lease note that the enclosed information from the Register of Native Title Claims and/or the Schedule of pplications is **not** confirmation of the existence of native title in this area. This cannot be confirmed until the ederal Court makes a determination that native title does or does not exist in relation to the area. Such eterminations are registered on the National Native Title Register_s

ribunal accepts no liability for reliance placed on enclosed information

he enclosed information has been provided in good faith. Use of this information is at your sole risk. The National lative Title Tribunal makes no representation, either express or implied, as to the accuracy or suitability of the nformation enclosed for any particular purpose and accepts no liability for use of the information or reliance placed ın it.

f you have any further queries, please do not hesitate to contact me on the number below or on the free call iumber 1800 640 501.

legards,

neuirles

lational Native Title Tribunal reecall 1800 640 501 mail enquiries@nntt.gov.au Vebsite www.nntt.gov.au hared country, shared future

rom: Tim McCarthy [mailto:tim@rjmac.com.au] ient: Saturday, 25 February 2017 11:19 AM

o: Enquiries

iubject: 10761- ULSC Acquistion

Our Ref: TM:10761

25 February 2017

E: Upper Lachlan Shire Council Purchase from NSW Department of Industry- Lands roperty: Junction Point Rd, Tuena

)ear Sirs

Ve enclose herewith a search against Lot 7301 on Plan 1140659 at Junction Point Rd, TUENA. Please process.

im McCarthy 'rincipal tobert J McCarthy & Co O Box 6 (88 Goulburn Street) crookwell NSW 2583 hone: 02 4832 1055 ax: 02 4832 2194

his email and any files transmitted with it are privileged and confidential information intended for the use of the addressee. Neither the onfidentiality of nor any privilege in the email is waived, lost or destroyed by reason that it has been transmitted other than to the addressee. If ou are not the intended recipient of this e-mail you are hereby notified that you must not disseminate, copy or take any action in reliance on it. you have received this e-mail in error please notify us immediately on 02 4832 1055 or by return e-mail to the sender. Please delete the riginal e-mail. We would be pleased to reimburse your reasonable costs of notifying us.

ay views expressed in this message are those of the individual sender, except where the sender specifically states them to be the views of obert J McCarthy & Co.

iability limited by a scheme approved under Professional Standards Legislation. Legal practitioners employed by McCarthy Lawyers Pty Ltd are iambers of the scheme

EAP Email Reference [F:1268001]M:10761[(Please do not delete)

Works and Operations - 20 April 2017

ITEM 10.7 Formal Expression of Interest to Purchase Crookwell

Caravan Park

FILE REFERENCE 117/126

AUTHOR Director of Works and Operations

ISSUE

Council has received an expression of interest to purchase the Crookwell Caravan Park.

RECOMMENDATION That -

 Council advise the potential purchaser that it does not wish to sell the Crookwell Caravan Park at present.

BACKGROUND

Council has received an expression of interest to purchase the Crookwell Caravan Park. The expression of interest is very preliminary (a copy of the letter is attached).

REPORT

The Crookwell Caravan Park is located on Crown Land. Council is unable to sell the Caravan Park at present and would not receive the funds that a lease would generate at present.

The new Crown Lands Management Act will probably change this arrangement. Council may wish to investigate the sale or lease of the Caravan Park when the new Crown Lands Management Act is enacted.

POLICY IMPACT

Nil

OPTIONS

- i) Retain ownership of the caravan park and continue to operate it.
- ii) Investigate selling the caravan park (including the method of sale).
- iii) Investigate leasing of the caravan park
- iv) Delay investigation of the sale/lease of the caravan park until the Crown Lands Management Act is enacted.

FINANCIAL IMPACT OF RECOMMENDATIONS

Nil

Works and Operations FORMAL EXPRESSION OF INTEREST TO PURCHASE CROOKWELL CARAVAN PARK. cont'd

RECOMMENDATION That -

1. Council advise the potential purchaser that it does not wish to sell the Crookwell Caravan Park at present.

ATTACHMENTS

1 ViewView	Formal EOI to purchase Crookwell Carvan Park	Attachment



7th March, 2017



Crookwell Caravan Park Laggan Road CROOKWELL NSW 2583

To the Owner,

FORMAL EXPRESSION OF INTEREST TO PURCHASE

We are a property investment and development firm based in Sydney with a mandate to purchase well located caravan and/or tourist parks throughout Australia.

As your asset is very well located, we would like to make an unsolicited offer to purchase and I hope you don't mind the direct nature of our approach.

Our terms are flexible and we are generally able to negotiate a deal in keeping with both your lifestyle and financial needs. Recent experience shows we can pay above market prices with sale terms acceptable to all parties.

Please find my contact details below for your reference. A response at your earliest convenience is greatly appreciated and we look forward to hearing from you in due course.

Yours sincerely,



Works and Operations - 20 April 2017

ITEM 10.8 Proposed Compulsory Acquisition of Lot 7328 DP 1170559

Tuena Creek Bridge, Bell St, Tuena.

FILE REFERENCE 117/127

AUTHOR Director of Works and Operations

ISSUE

This report advises Council of a Proposed Compulsory Acquisition of Crown Land identified as Lot 7328 DP 1170559 near Bell Street in Tuena. The Council owned Tuena Creek Suspension Bridge is located on this Crown Land.

The acquisition of Lot 7328 DP 1170559 is required to accommodate a council owned footbridge across Tuena Creek. This footbridge replaces a prior footbridge that was destroyed by floods at this same location.

This can be rectified by way of a Proposed Compulsory Acquisition under the Land Acquisition (Just Terms) Compensation Act 1991.

As part of the application process a Council resolution is required for the acquisition to proceed in connection with this matter.

RECOMMENDATION That –

- Council authorise the acquisition by compulsory process the acquisition of Lot 7328 DP 1170559 under the Land Acquisition (Just Terms) Compensation Act 1991.
- 2. Council seeks the consent of the Governor of NSW and/or Minister of Local Government to the Compulsory Acquisition of such land.
- 3. The acquisition of this land is required to enable continuity of access for a Council owned pedestrian bridge across Tuena Creek at Tuena.
- 4. Council authorise the Mayor and General Manager to sign the documents relating to this transaction.

BACKGROUND

As Council is aware, the Tuena Creek footbridge was severely damaged by floodwaters during the December 2010 storms. A replacement bridge that is longer and higher is located on the same site.

This bridge abutment is located on Crown Land adjacent to the Tuena Creek.

Works and Operations PROPOSED COMPULSORY ACQUISITION OF LOT 7328 DP 1170559 TUENA CREEK BRIDGE, BELL ST, TUENA. cont'd

REPORT

As Council is aware, the Tuena Creek footbridge was severely damaged by floodwaters during the December 2010 storms. The replacement bridge that is longer and higher is located on at the same site. The current replacement bridge adjacent to the Tuena Creek is constructed on Crown Land identified as Lot 7328 DP 1170559 as shown attachment 1.

It is intended for Council to acquire Lot 7328 DP 1170559 under the Land Acquisition (Just Terms) Compensation Act 1991 for road purposes. The acquisition of this Crown Land is necessary to allow continuity of access for the general public and meet a broader public purpose and community need.

To proceed with this Compulsory Acquisition a Council resolution is required together with a completed "Application for the Compulsory Acquisition of Land". This application will be lodged by Robert J McCarthy & Co on behalf of Upper Lachlan Shire Council.

POLICY IMPACT

The recommendations are consistent with Council's Land Acquisition Policy.

OPTIONS

Nil

FINANCIAL IMPACT OF RECOMMENDATIONS

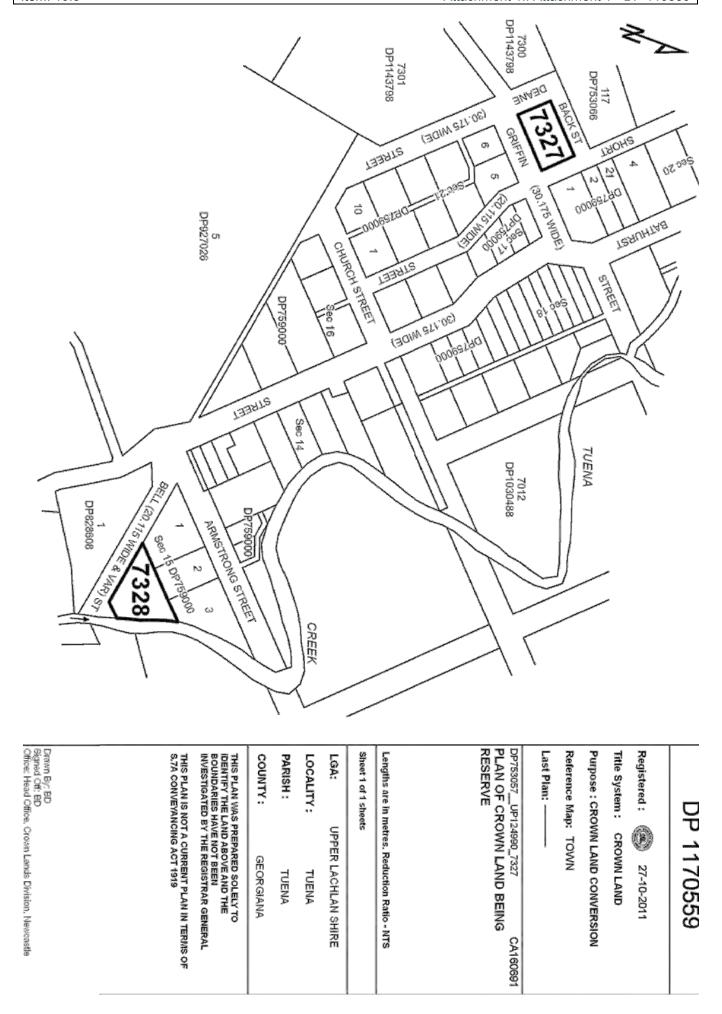
Council has not budgeted to carry out this work.

RECOMMENDATION That –

- Council authorise the acquisition by compulsory process the acquisition of Lot 7328 DP 1170559 under the Land Acquisition (Just Terms) Compensation Act 1991.
- 2. Council seeks the consent of the Governor of NSW and/or Minister of Local Government to the Compulsory Acquisition of such land.
- 3. The acquisition of this land is required to enable continuity of access for a Council owned pedestrian bridge across Tuena Creek at Tuena.
- 4. Council authorise the Mayor and General Manager to sign the documents relating to this transaction.

ATTACHMENTS

1. ViewView	Attachment 1 - DP 110559	Attachment
2.ViewView	Attachment 2 - Correspondence from R J McCarthy & Co	Attachment



wonerra micrarilly & Co.

Solicitors

McCarthy Lawyers Pty Ltd ABN: 52 612 991 821

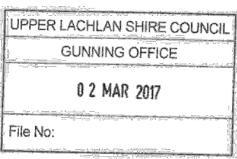
88-90 Goulburn Street, Crookwell PO Box 6 Crookwell NSW 2583

Telephone: (02) 48321055 Fax: (02) 48322194 Email: mail arimac.com.au

PRINCIPAL Tim McCarthy B Com LLB

ASSOCIATE Dominic McCarthy LLB

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



Our Ref: TM:GK:10897

27 February 2017

Dear Sir

RE: Upper Lachlan Shire Council - Proposed Acquisition Lot 7328 DP1170559 Property: Tuena Creek Bridge Armstrong St. Tuena

We refer to prior correspondence concerning the above matter and confirm that we are now in a position to proceed with the Compulsory Acquisition of the above lands.

We enclose herewith the **Application for Compulsory Acquisition** for Council's execution. Kindly note that when returning the enclosed Application for Compulsory Acquisition Council should provide the following:-

- A copy of Council Minutes (with the date of the Council's Resolution) and which Resolution must address the following matters:-
 - That the acquisition will proceed by way of compulsory process;
 - That the Resolution must authorise the making of the Compulsory Acquisition Application by the Minister and/or the Governor.
- 2. A copy of Council's Report recommending that the matter proceed by way of Compulsory Acquisition (this is a requirement of the Department of Local Government).

We would be pleased if you would kindly provide the above information as soon as convenient together with the duly signed Compulsory Acquisition Application.

We note that we have attached to the Application the following searches:-

A. Search from the Office of the Registrar under the Aboriginal Land Rights Act 1983 confirming that Lot 7328 DP 1170559 does not appear on the Registrar as being affected by an Aboriginal Land Claim.

63669

Liability limited by a scheme approved under Professional Standards Legislation. Legal practitioners employed by McCarthy Lawyers Pty Ltd are members of the scheme

B. Search from the National Native Title Tribunal confirming that Lot 7328 DP 1170559 indicating that there are no Native Title Determination Applications, Determinations of Native Title or Indigenous Land Use Agreements over the identified land.

We have applied for a formal extension from the Department of Industry – Lands to the lodgement of the Compulsory Acquisition Application and we will attach the appropriate consent from Lands to the Compulsory Acquisition Application once returned by you and executed by Council.

Yours faithfully

ROBERT J McCARTHY & CO

Tim McCarthy

Annexure 2

Application for the Compulsory Acquisition of Land

(Section 39 of the Land Acquisition (Just Terms Compensation) Act 1991)



It is your responsibility to ensure that documents required (as outlined in the Guidelines for the Compulsory Acquisition of Land by Councils, June 2006) are submitted with the application(s).

The processing of applications will only proceed once all of the required information is received by the Department of Local Government.

1.	Det	tails of Council	
	1.1	Name of council: UPPER LACHLAN SHIRE COUNCIL	
	1.2	Address: PO Box 42 GUNNING NSW 258	1
	1.3	Phone: (02) 4830 /000	
	1.4	Contact person/position: GRAIG SHART	* * * \ \\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\
2,	Cou	ncil's Resolution to Acquire Land	
	2.1	Date of resolution:	******
	2.2	Does the resolution authorise acquisition by compulsory process?	Yes/No
	2.3	Does the resolution authorise making an application to the Minister/Governor?	Yes/No
	2.4	Copy of the official minutes recording the resolution provided?	Yes/No
	2.5	Copy of the report recommending compulsory acquisition provided?	Yes/No
		(If No to 2.2, 2.3, 2.4 or 2.5 the application cannot proceed)	

3.	Legi	islative Provisions Allowing Acquisit		
	1.1	Name of Act: ROADS AC	T 1993	
	1.2	Relevant sections: 177 4	(78	**
	1.3	If under Roads Act, road widening order a (attach copy(s))	and plan obtained? Yes/No	٥
4.	Purp	oose of the Acquisition		7
	(Clear	statement of the 'public purpose' for which the land is being a	icquired)	£1
	The	Acous mod of Lot 73	28 DP1170559 IS REQUIRE	Þ
	50	AS TO ACCOMMODATE THE A	PPROACH AND RE-SITING OF	in ·
	A.F	FOOTBRIDGE ACROSS THE	THENA BREEK AND WHICH	
	70	OTBRIDGE IS CONSTRUCTE	ED FOR THE PURPOSES OF T	HE
	Rei	PLACEMENT OF A PRIOR TO	TIENA CREEK BRIDGE WHICH	
\$	WA	S DESTROYED BY PLOODS	8 	1 (58
	680 888 944		*;;;;;;;;;;;;;;;;;;;;;;;;;;;;;;;;;;;;;	ne.
5.	Land	to be Acquired		1)
	5.1	Description of the land [no part lot numbe	rs]	ş.
	Lot:	7,328	DP: 1170559	
	Lot:		DP:	
	Lot:	33 - 2650	DP:	,
	Lot:	······································	DP:	
			DP:	
	(Attach 2	copies of the marked registered plan in A4 size)		

5.2	Date & formal copy of title search provided? (attach copy)	Yes/No
5.3	Is the land to be acquired a public road? (If No, go to 5.5)	Yes/No
	(If Yes, reason for not proceeding under the road closure provisions of the Roads Act	1993)
	457 617 627 627 607 607 607 607 607 607 607 607 607 60	टलस्थलेक्टरेस _{जंबर} स्त्
	**************************************	***********
	**************************************	医蛋白蛋白医蛋白蛋 医白质染色素
		法执行命令 电相比 計 表示法规范据
	190 1 be early 100 100 100 100 100 100 100 100 100 10	*****************
	(If Yes, description of public consultation conducted)	
	101 104 100 104 104 104 104 104 104 104	

	**************************************	· · · · · · · · · · · · · · · · · · ·
	All Van dansining of south the state of the	**********
	(If Yes, description of consultation with any Utility authorities occupying the road or road	
	\$\frac{1}{2}\dagger_1	
	······································	
5.4	Is the land to be acquired a Crown road or an unformed council road? (If No, go to 5.7) (If Yes, go to 5.6)	Yes/No
5.5	Is the land to be acquired Crown Land? (If No, go to 5.7)	Yes/No.
5.6	Department of Lands/Crown Agency consent to council acquiring the land?	Yes/No
5.7	Any easements/leases/other interests affecting the land?	Ves/No

	0.0	(Description of easements to remain after acquisition)	Yes/No
		***************************************	********

		***************************************	18 N N N N N N N N N N N N N N N N N N N
		***************************************	· 电电子电子电阻 医电子电管电
			· * * * * * * * * * * * * * * * * * * *
	5.9	Are minerals included in the acquisition? (If Yes, description of minerals to be acquired)	Yes/No
		*** ***********************************	化化苯基甲基 医医海绵毒素
		<u>2</u> 2 - 2 - 2 - 2 - 2 - 2 - 2 - 2 - 2 -	

		***************************************	***********
	5.10	Is the acquisition ancillary to another acquisition?	
		(attach statement)	Yes/No
6.	Land		Yes/No
6.	· · · · · · · ·	(attach statement)	Yes/No
6.	Lanc 6.1	(attach statement) downers Name(s) of landowner(s):	Yes/No
6.	· · · · · · · ·	(attach statement)	
6.	· · · · · · · ·	(attach statement) downers Name(s) of landowner(s):	
6.	· · · · · · · ·	Idowners Name(s) of landowner(s): The Share of NSW	
6.	· · · · · · · ·	Idowners Name(s) of landowner(s): The Share of NSW	
6.	6.1	iowners Name(s) of landowner(s): The State of NSW	
6.	6.1	Address of landowner(s): Address of landowner(s): Address of landowner(s): Address of landowner(s):	
6.	6.1	Address of landowner(s):	
6.	6.1	Address of landowner(s): Address of landowner(s): Address of landowner(s): Address of landowner(s):	
6.	6.1	Address of landowner(s): Address of landowner(s): Address of landowner(s): ADDRAGNENT OF TAXASTRY - LANDS PO Box 22/5 DANCAR NSW 2309	

6	.3 Who owns what (land or interest in the land)?		
	Land: Lot 7328 DP 1170559 Owner: THE STATE &	= NSW	
	Land:Owner:	****	
	Land:Owner:		
	Land: Owner:		
	Land: Owner:	法表示竞争的证据 医原形 电电池 医电影 医血血	
6.4	4 History of contact with the land/interest owner(s) provided? [attach copy(s)]	Yes/No	
6.5	Is the acquisition owner-initiated? (If No, go to 6.8)	Yes/No	
6.6	Is owner-initiated request submitted by all owners? (attach statement) (If Yes, go to 6.7)	Yes/No	N la
6.7	Has council made 'diligent inquiries' to identify all land owners? (attach copy(s)) (If No, application can not proceed unless 'due diligence' requirements also complied with)	Yes/No	n In
6.8	Has 'hardship' been established? (attach copies of all supporting documents)	Yes/No	
6.9	Does the land or land interest owner(s) consent to acquisition?	Yes/No	
6.10	Has council tried to acquire the land by agreement?	¥8s/No	
6.11	Representations received from land or land interest owner(s)?	Yes/No	
6.12	Has council responded to the representations received?	Yes/No	
Nativ	ve Title	·	
7.1	Date & formal copy of Native Title Register search provided? (attach) NATT SEARCH 22 2 2 2017 OFFICE of REGISTRAL SEALON 17 2017	Yes/No	
7.2	Does council claim that native title has been extinguished?	Yes/No	

7.:	If Yes, legal or Department of Lands opinion obtained? (attach copy) (If the legal or Department of Lands opinion on the extinguishment of native title is not provided, the application cannot proceed)	(Yes/No
7.4	If No, are all relevant notification requirements completed? [attach copy[s]} (See Part 3 and Annexure 1 of the Guidelines for the Compulsory Acquisition of Land by Councils, April :	Yes/ N
8. Co	empensation Payable (Acquisitions by Agreement)	
8.1	Estimate of compensation payable:	NI
9. Re	sale	
9.1	Does council intend to sell the land once the land is acquired?	Yes/No
9.2	(attach statement)	Yes/No
9.3	Is the land to be re-sold Crown Land? (If No, go to 9.5)	Yes/No
9.4	Consent received from Department of Lands/other Agency for re-sale?	Yes/No
9.5	Diligent inquiry process or 'right to negotiate' regime undertaken to identify native title holders? (attach) (If No, application cannot proceed)	Yes/No
9.6	Date of fixing notice to the land:	
9.7	Date/name of newspaper containing public notice of the intention to compacquire land (attach copy):	lisory

). Redi	uction of Notice Requirements	
10.1	Is council applying for a reduction in the notice period (s.13)?	Yes/No
10.2	Period of reduction requested (in days):	2494 044 224 238 93 2 €0

10,3	State Valuation Office confirms that the valuation can be done in time?	Yes/No
10.4	Reasons for notice reduction:	Aria da Aliana

	, and and an	
	***************************************	化二甲基甲基甲基甲基甲基甲基甲基甲基甲基甲基甲基甲基甲基甲基甲基甲基甲基甲基甲基
11. Urge	nt Processing of Application	
11.1	Is council applying for urgent processing? (If No. go to 12)	Yes/No
11.2	Reasons:	

	*** ### 4.9 * ### 4.9 # ## 4.9 # ## 4.9 # ## \$\$\$ ## ### #####################	
٠	***************************************	化化甲基苯乙酰苯 化氯萘磺胺 化化二甲基
2. Certifi	cation	
! certify	that the information provided is to the best of my knowledge, true and con	rect.
Name:		
	fe:gt	
Date:	······································	*** *** *******************************



17 January 2017



11-13 Mansfield Street Glebe NSW 2037 PO Box 112, Glebe NSW 2037 1002 9562 6327 8 02 9562 6350

Timothy Robert McCarthy Robert J McCarthy & Co PO Box 6 CROOKWELL NSW 2583

Dear Timothy

Request - Search for Aboriginal Land Claim

I refer to your letter dated 21 December 2016 to search the Register of Aboriginal Land Claims database in relation to land described by you as:

Lot 7328 DP 1170559

Parish: Tuena County: Georgiana

I have searched the Register of Aboriginal Land Claim database and the subject land described by you does not appear on the Register as being affected by an Aboriginal Land Claim in pursuant to sections 36 or 37 of the Aboriginal Land Rights Act 1983.

Regards

Bianca Ceissman

Administration Officer

B. Cura

Office of the Registrar, Aboriginal Land Rights Act 1983 (NSW)

Please Note: 1. Search requests should not be made over privately owned land. Crown Land is the only land in NSW that is likely to be affected by an ALC under the Aboriginal Land Rights Act. If an ALC has been made over privately owned land it would be refused as soon as this is known.

2. Land across NSW with older land descriptors such as "portion, REF & TSR" have been allotted new descriptors over the last 10 years & many of these now have "Lot & DP" numbers. The ORALRA database lists the land descriptor at lodgement & may not include an updated land descriptor. If this may affect the land that you've described, we advise that you contact the Aboriginal Land Claims Investigation Unit on (02) 6883 3396.

Tim McCarthy

From: Enquiries <Enquiries@nntt.gov.au>
Sent: Thursday, 23 February 2017 8:07 PM

To: tim@rjmac.com.au

Subject: RE: 10897- Acquisition ULSC - SR2236

UNCLASSIFIED

Native title search - NSW Parcel Your ref: ULSC 10897 - Our ref: SR2236

Dear Tim McCarthy,

Thank you for your search request received on 23 February 2017 in relation to the above area.

Please note: Records held by the National Native Title Tribunal as at 23 February 2017 indicate that there are no Native Title Determination Applications, Determinations of Native Title, or Indigenous Land Use Agreements over the identified tenement.

Search Results

The results provided are based on the information you supplied and are derived from a search of the following Tribunal databases:

- Schedule of Applications
- Register of Native Title Claims
- National Native Title Register
- Register of Indigenous Land Use Agreements
- Notified Indigenous Land Use Agreements

Copies of the relevant register extracts are now available on our website here.

Parcel/Tenement ID	Tribunal file	Name	Туре	Percent Selected
7328//D1170559	No overlap			Feature (approx) 0.00%

Please note: There may be a delay between a native title determination application being lodged in the Federal Court and its transfer to the Tribunal. As a result, some native title determination applications recently filed with the Federal Court may not appear on the Tribunal's databases.

The search results are based on analysis against external boundaries of applications only. Native title applications commonly contain exclusions clauses which remove areas from within the external boundary. To determine whether the areas described are in fact subject to claim, you need to refer to the "Area covered by claim" section of the relevant Register Extract or Schedule Extract and any maps attached.

Search results and the existence of native title

Please note that the enclosed information from the Register of Native Title Claims and/or the Schedule of Applications is **not** confirmation of the existence of native title in this area. This cannot be confirmed until the

Federal Court makes a determination that native title does or does not exist in relation to the area. Such determinations are registered on the National Native Title Register.

Tribunal accepts no liability for reliance placed on enclosed information

The enclosed information has been provided in good faith. Use of this information is at your sole risk. The National Native Title Tribunal makes no representation, either express or implied, as to the accuracy or suitability of the information enclosed for any particular purpose and accepts no liability for use of the information or reliance placed on it.

If you have any further queries, please do not hesitate to contact me on the number below or on the free call number 1800 640 501.

Regards,
Inquiries
National Native Title Tribunal
Freecall 1800 640 501
Email enquiries antt gov.au
Website www.nntt.gov.au
Shared country, shared future

From: Tim McCarthy [mailto:tim@rimac.com.au]
Sent: Thursday, 23 February 2017 11:32 AM

To: Enquiries

Subject: 10897- Acquisition ULSC

Our Ref: TM:10897

23 February 2017

RE: Upper Lachlan Shire Council - Proposed Acquisition Lot 7328 DP1170559 Property: Tuena Crook Bridge Armstrong St. Tuena

Dear Sirs

We enclose a search application in the above matter and look forward to an early reply,

Tim McCarthy
Principal
Robert J McCarthy & Co
PO Box 6 (88 Goulburn Street)
Crookwell NSW 2583
Phone: 02 4832 1055

Fax: 02 4832 2194

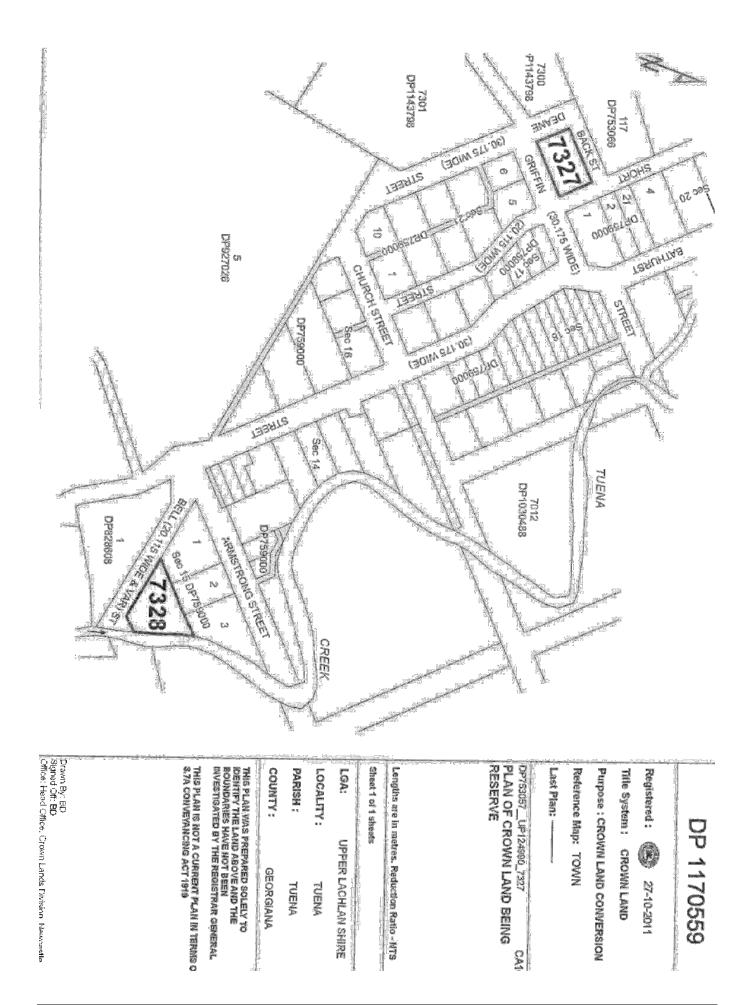
This email and any files transmitted with it are privileged and confidential information intended for the use of the addressee. Neither the confidentiality of nor any privilege in the email is waived, lost or destroyed by reason that it has been transmitted other than to the addressee. If you are not the intended recipient of this e-mail you are hereby notified that you must not disseminate, copy or take any action in reliance on it. If you have received this e-mail in error please notify us immediately on 02 4832 1055 or by return e-mail to the sender. Please delete the original e-mail. We would be pleased to reimburse your reasonable costs of notifying us.

Any views expressed in this message are those of the individual sender, except where the sender specifically states them to be the views of Robert J McCarthy & Co.

Liability limited by a scheme approved under Professional Standards Legislation. Legal practitioners employed by McCarthy Lawyers Pty Ltd are members of the scheme.

LEAP Email Reference |F:1268001|M:10897| (Please do not delete)

2



Works and Operations - 20 April 2017

ITEM 10.9 Procedures for Maintenance of Parks

FILE REFERENCE 117/209

AUTHOR Director of Works and Operations

ISSUE

This report provides Council with information regarding the maintenance of Parks and Gardens across the shire.

RECOMMENDATION That -

1. Council receive and note the report as information.

BACKGROUND

Cr Stafford requested that a procedure be developed that shows how Council staff would ensure that Parks and Gardens are presented in the best condition possible for weekends and special events.

REPORT

The attached information has been produced to show Council the procedures that are followed in maintaining the Parks and Gardens across the Shire.

It should also be noted that the following additional resources have been included in Council's draft 2017/18 budget to assist in providing improved level of service in this area as follows:

- i) The inclusion of funds to purchase an additional (spare) zero turn ride on mower. Mower breakdowns have caused several problems across the shire that has prevented staff mowing some key areas prior to special events.
- ii) The inclusion of additional funds to allow staff to work several hours overtime on special events weekends to ensure that toilets are clean and adequate garbage bins are available each day.

POLICY IMPACT

The procedure does not impact on any existing policies.

OPTIONS

Nil

Works and Operations PROCEDURES FOR MAINTENANCE OF PARKS. cont'd

FINANCIAL IMPACT OF RECOMMENDATIONS

The procedure provided is able to be implemented within the constraints of Council's draft 2017/16 budget. Further developments in the level of service provided in this area may require additional funding.

RECOMMENDATION That -

1. Council receive and note the report as information.

ATTACHMENTS

1.ViewView	Parks and Gardens Maintenance Schedule	Attachment

Item: 10.9 Attachment 1.: Parks and Gardens Maintenance Schedule

Upper Lachlan Village Parks, Gardens and Public Amenities Maintenance Schedule

Village	Park Areas	Gardens Areas	Sporting Fields	Amenities	Roadside
v iii oig o	Upper Limit of growth= 100mm				Mowing
	opport and of grounds and and and				Upper Limit of
					growth=
					250mm
Binda	Name: Adjacent to Tennis Court and Binda Oval	Nil	Name: Binda Oval	Name: Binda Oval	Selected areas 3
Diliua	When: As deemed necessary by Community	IVII	When: As deemed necessary by Community	When: Monday and Thursday/Friday	visits per annum
	Who: Community Mower		Who: Community Mower	Who: ULSC	and dependent on
	Wild. Community Mower		wild. Community Wower	Wild. OLSC	weather conditions
Bigga	Name: Memorial Park, Recreation Ground	Nil	Name: Recreation Ground Oval	Name: Memorial Park, Recreation Ground	Selected areas 3
Digga	When: Monday and Friday (only as required)	IVII	When: Only as required or on occasional sporting	When: Monday and Friday	visits per annum
	Who: ULSC Bigga Towns Person		visits	Who: ULSC Bigga Towns Person	and dependent on
	WIIO. OLSC BIgga TOWIIS PEISOII			WIIO. OLSC BIgga TOWIIS PEISOII	
Duna dalla ana	Name of December of Community (Indian	At:1	Who: ULSC Bigga Towns Person	N.C.	weather conditions
Breadalbane	Name: Breadalbane Community Hall	Nil	Nil	Nil	Selected areas 4
	When: As deemed necessary by Community				visits per annum
	Who: Community Mower				and dependent on
		l aud			weather conditions
Collector	Name: Collector Oval (Around amenities and Playground equipment	Nil	Name: Collector Oval	Name: Collector Oval	Selected areas 4
	only)		When: As deemed necessary by Community	When: Monday and Thursday/Friday	visits per annum
Note (i)	When: 4 Visits per annum		Who: Community Mower	Who: ULSC Gunning Towns Person	and dependent on
	Who: ULSC Gunning Towns Person				weather conditions
Crookwell	Name: Pat Cullen, *Coleman, *Memorial, *Caravan Pk, *Carrington St,	Name: Carrington Street, Crookwell Office,	Name: Lin Cooper, *Todkill, Memorial, Clifton,	Name: Lin Cooper, Todkill, Memorial, Pat Cullen,	Main Road at entry
	Willis Park (Dog off leash area), Apex, Bessie Ford Cl, Crown st, Hall	Round-a bout	*Soudan	Goulburn Street, Coleman, Caravan Pk	into town weekly if
Note (ii)	Cres, Parker St	When: As deemed necessary by P&G team	When: Thursday, Friday	When: Daily, including weekends	required (MR54,
	When: * = weekly if required, others fortnightly	Who: ULSC P&G Team, Crookwell	*=Todkill Wednesday during touch season	Who: ULSC P&G Team, Crookwell	MR52). Other
	Who: ULSC P&G Team, Crookwell		*= Soudan as required dependant on usage		selected areas 4
			Who: ULSC P&G Team, Crookwell		visits per annum
					and dependent on
					weather
					conditions.
					Combination of
					P&G team and
					Roadside Growth
					Control Team.
Dalton	Name: Dalton Park , Fossil Park	Nil	Name: Dalton Oval	Name: Dalton Park, Fossil Park	Selected areas 4
	When: Dalton Park as deemed necessary by Community		When: Only as required or on occasional sporting	When: Monday and Thursday/Friday	visits per annum
	Fossil Park 4 Visits per annum		visits e.g. cricket (minimal servicing in winter)	Who: ULSC Gunning Towns Person	and dependent on
	Who: Volunteer with assistance from ULSC Gunning Towns Person as		Who: ULSC Gunning Towns Person		weather conditions
	deemed necessary				
Grabben	Nil	Nil	Nil	Nil	Selected areas 3
Gullen					visits per annum
					and dependent on
					weather conditions
Gunning	Name: Endeavour Park (near Skate Park), Barbour, Coronation, Pye	Name: Gunning Office, War Memorial, Court	Name: Gunning Showground	Name: Gunning Showground, Barbour, Court	Selected areas 4
۵	Cottage	House	When: Only as required or on occasional sporting	House	visits per annum
Note (iii)	When: 4 Visits per annum	When: As deemed necessary	visits	When: Monday and Thursday/Friday	and dependent on
	Who: ULSC Gunning Towns Person	Who: ULSC Gunning Towns Person	Who: ULSC Gunning Towns Person, with addition	Who: ULSC Gunning Towns Person	weather conditions
	Time. 5255 Gaining Towns 1 Classic	Time. Olde Gamming Towns I croom	service by Football Club during winter	Times of the damning fowns i classif	catrici contaitions
			Service by 1 ootball club during willter		
Jerrawa	Nil	Nil	Nil	Nil	Nil

Item: 10.9 Attachment 1.: Parks and Gardens Maintenance Schedule

Village	Park Areas	Gardens Areas	Sporting Fields	Amenities	Roadside
	Upper Limit of growth= 100mm				Mowing
					Upper Limit of
					growth=
					250mm
Laggan	Name: Laggan	Nil	Name: Laggan Cricket Oval	Nil	Selected areas as
	When: As deemed necessary by Community		When: As deemed necessary by Community		deemed necessary
	Who: Community Mower		Who: Community Mower		by Community –
					Laggan Community
					Mower
Taralga	Name: Goodhew, Burge	Name: Rockery in Orchard Street	Name: Grey Park	Name: Goodhew, Memorial Hall	Selected areas 4
	When: Thursday or Friday	When: As deemed necessary	When: Thursday or Friday	When: Thursday or Friday	visits per annum
Note (iv)	Who: ULSC Towns Person	Who: ULSC Towns Person	Who: ULSC Towns Person	Who: ULSC Towns Person	and dependent on
					weather conditions
			Name: Rugby Oval within Taralga Showground		
			When: As required and requested by Taralga Rugby		
			Who: ULSC Towns Person		
Tuena	Nil	Nil	Name: Tuena Cricket Oval	Name: Tuena Camping and Recreation Reserve	Selected areas 2
			When: As deemed necessary by Community	When: Weekly	visits per annum
			Who: Community Mower	Who: Tuena Hall Committee	and dependent on
					weather
					conditions.
					Includes
					Abercrombie River
					reserve.

<u>Notes</u>

- (i) Additional service may be required for events such as Collector Pumpkin Festival, ANZAC Day
- (ii) Additional servicing may be required for events such as ANZAC Day, Australia Day, Potato Festival, Crookwell Show.
- (iii) Additional servicing may be required for events such as ANZAC Day, Australia Day, Gunning Show, Fireworks display and occasionally special events.
- (iv) Additional servicing may be required for events such as ANZAC Day, Australia Day/Taralga Rodeo, Taralga Show, Taralga Vintage Farm Field Day.

General Notes

Maintenance schedule is dependent on weather conditions and available resources.

Supervisory staff has discretion on frequency intervals when considering competing priorities and seasonal conditions.

Additional servicing of selected facilities will be considered by staff should events outside of those mentioned in the notes above warrant additional servicing.

Works and Operations - 20 April 2017

ITEM 10.10 Creation of a Committee to Overview Opportunities of

Relocating Council's Existing Crookwell Works Depot.

FILE REFERENCE 117/213

AUTHOR Director of Works and Operations

ISSUE

Council decided at its meeting held on 16 February to form a subcommittee to overview the opportunities of relocating Council's Crookwell Works Depot.

RECOMMENDATION That Council -

1. Receive and note this report as information.

BACKGROUND

Council's existing Crookwell Works Depot has long been recognised as being too small and having a number of buildings that are substandard and not suited to Council's current operations. The replacement of the depot has not proceeded in the past due to lack of available funds.

Another inhibiting factor related to this issue is that grant funds (in recent times) are seldom provided for Local Government operational infrastructure (such as works depots).

REPORT

The issues surrounding the relocation of the Crookwell Works Depot are set out and discussed below:

- i) Financing a new depot and finding a suitable site for the project.
- ii) Designing the new depot Council has a staff committee that has been investigating the construction of a new workshop inside the existing depot shed. This committee (with some additional staff members) will be able to design the layout for the new depot and instruct an architect to design buildings such as staff amenities, store sheds and workshop building.
- iii) Reuse of land that the depot is situated upon would need significant input from the community. There are a number of uses possible, some of which are:
 - a. Site for new Civic Centre (this may include reuse of the existing large store shed architectural advice would be needed in this instance).
 - b. Site for new self care accommodation for aged persons.
 - c. Medium density housing.

Works and Operations CREATION OF A COMMITTEE TO OVERVIEW OPPORTUNITIES OF RELOCATING COUNCIL'S EXISTING CROOKWELL WORKS DEPOT. cont'd

It also needs to be noted that a large portion of the land that the depot is built upon is Crown Land. The new Crown Lands Management Act (to be enacted in 2018) may provide Council with a simple means of transferring the crown land to Council.

iv) Construction of a new RMS Heavy Vehicle Inspection Station - Council has already identified the need for this project to proceed as soon as possible. Council has already set up a committee to expedite this matter - that committee consists of the Mayor, Cr Opie, General Manager, Mr Garry Kadwell, Mr Lester Price and the Director of Works and Operations.

This facility is likely to attract funding from the Australian Government "Heavy Vehicle Productivity and Safety Improvement Program". To include other issues in the project would most likely jeopardise the funding for this project and cause unnecessary delays. It is recommended that Council proceed with the RMS Inspection Station as separate stand alone project as soon as Expressions of Interest are invited for the Heavy Vehicle safety and Productivity Program.

POLICY IMPACT

Nil

OPTIONS

See above.

FINANCIAL IMPACT OF RECOMMENDATIONS

Dependent upon the option utilised.

RECOMMENDATION That Council -

1. Receive and note this report as information.

ATTACHMENTS

Nil

Works and Operations - 20 April 2017

ITEM 10.11 Crown Lands within Upper Lachlan Shire

FILE REFERENCE 117/216

AUTHOR Director of Works and Operations

ISSUE

Recently, Council requested information concerning Crown Lands within Upper Lachlan Shire.

RECOMMENDATION That -

1. Council receive and note the report as information.

BACKGROUND

There are a large number of parcels spread across Upper Lachlan Shire. The parcels are reserved for various reasons.

REPORT

The attached maps show the Crown Land parcels that Council is aware of – there may be others.

Should Councillors require further information about a particular parcel, please contact the Works and Operation Department for advice.

POLICY IMPACT

Nil

OPTIONS

Nil

FINANCIAL IMPACT OF RECOMMENDATIONS

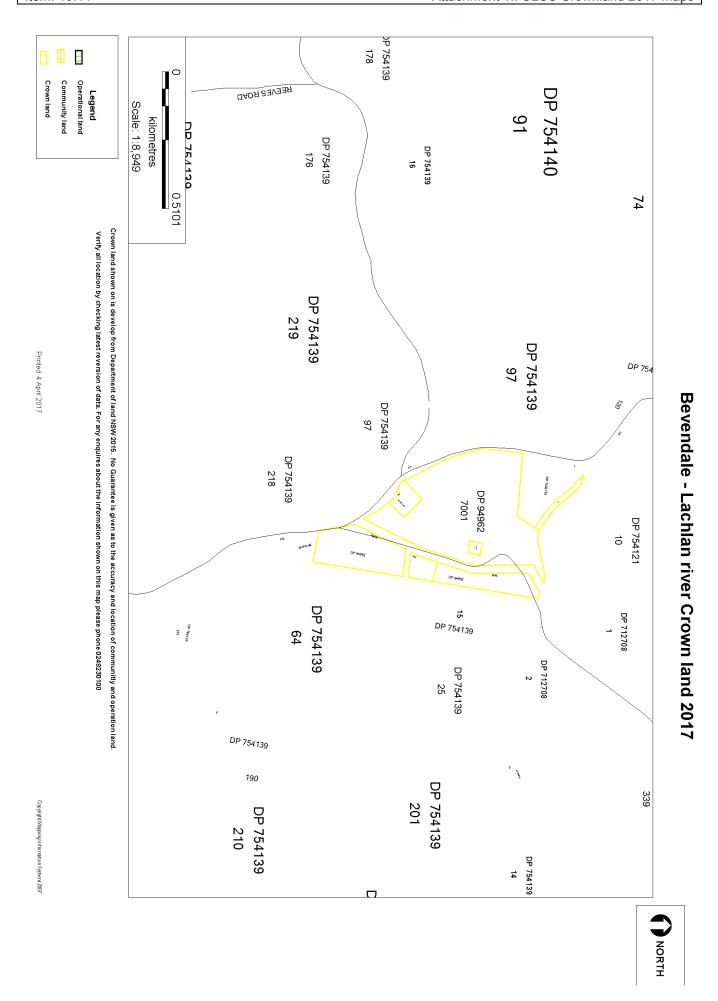
Nil

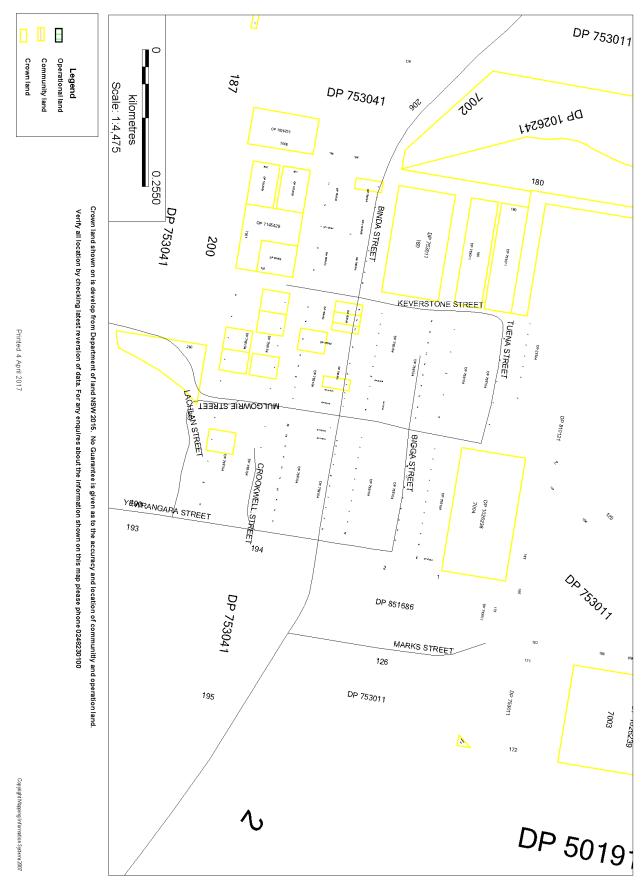
RECOMMENDATION That -

1. Council receive and note the report as information.

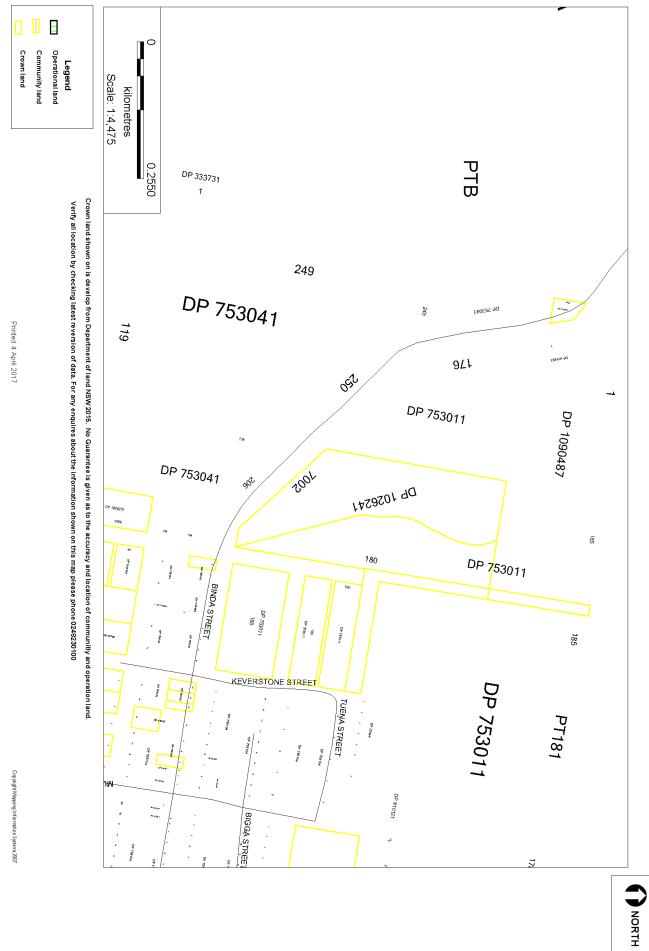
ATTACHMENTS

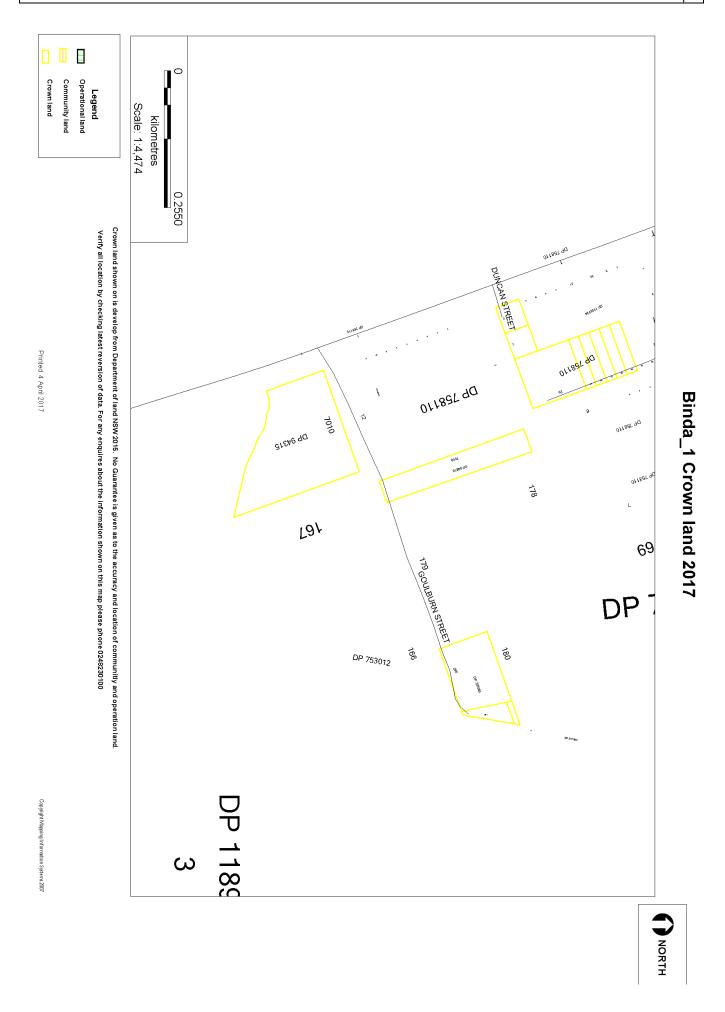
1.ViewView ULSC Crownland 2017 Maps Atta
--



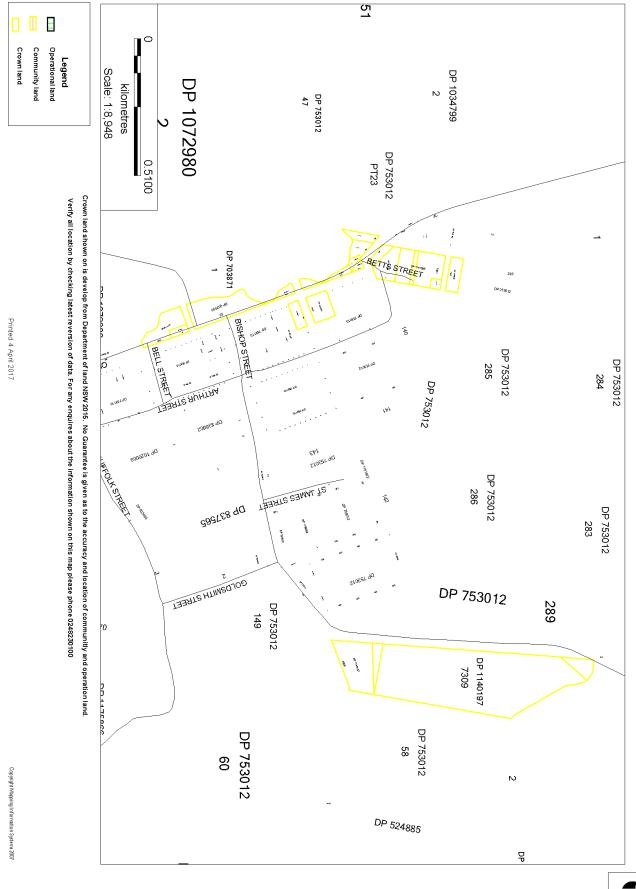


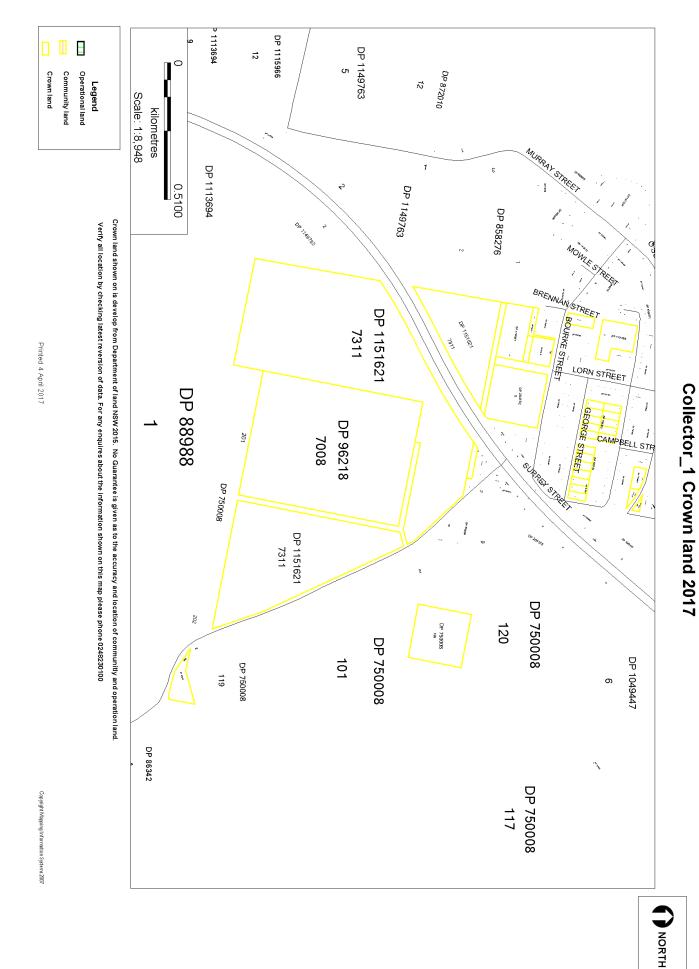


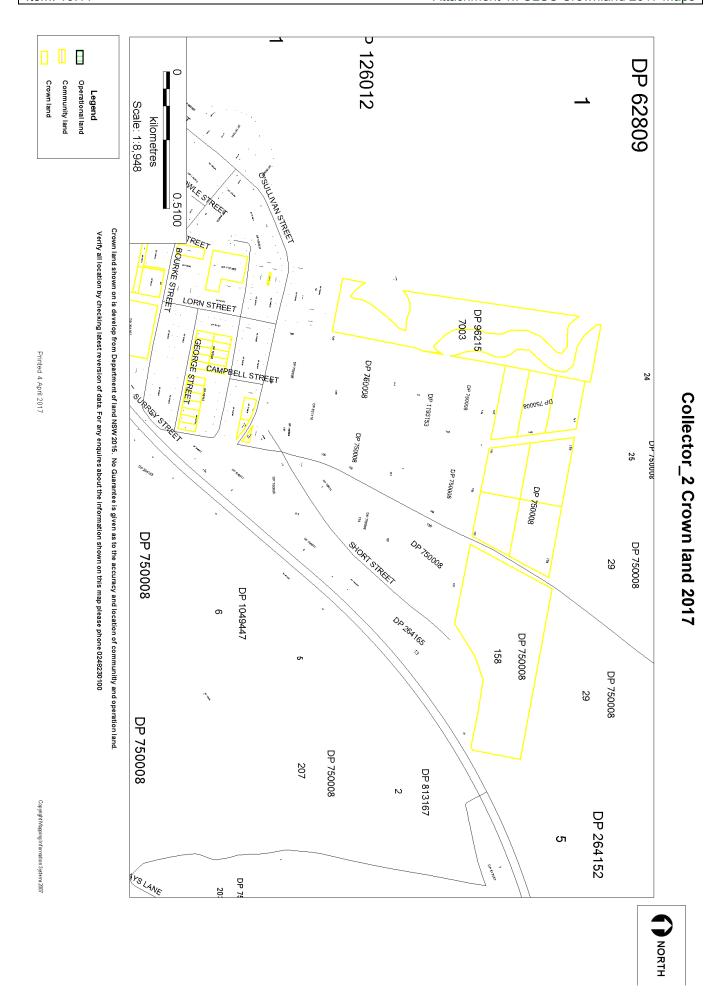




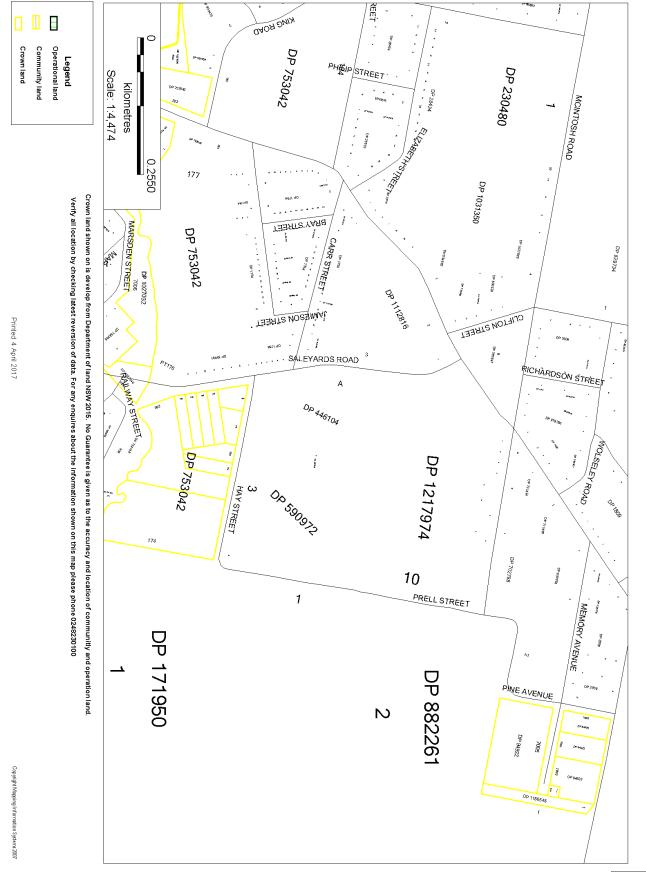


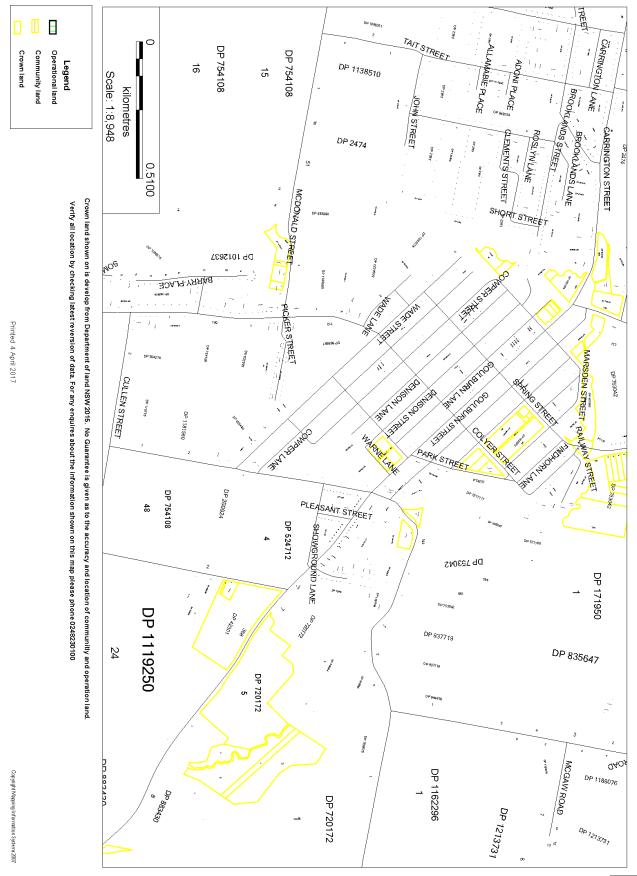




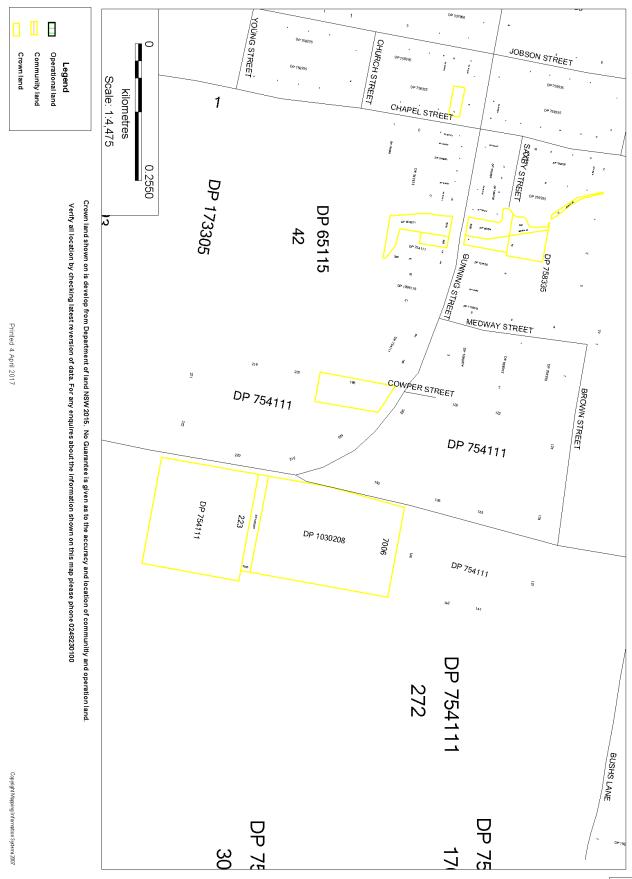


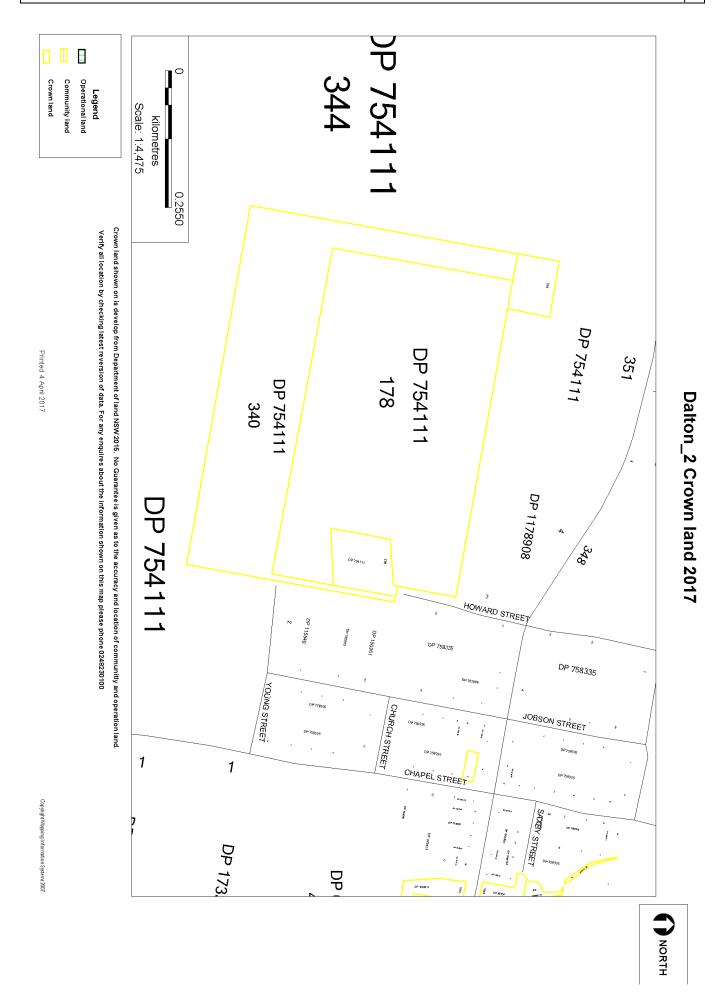






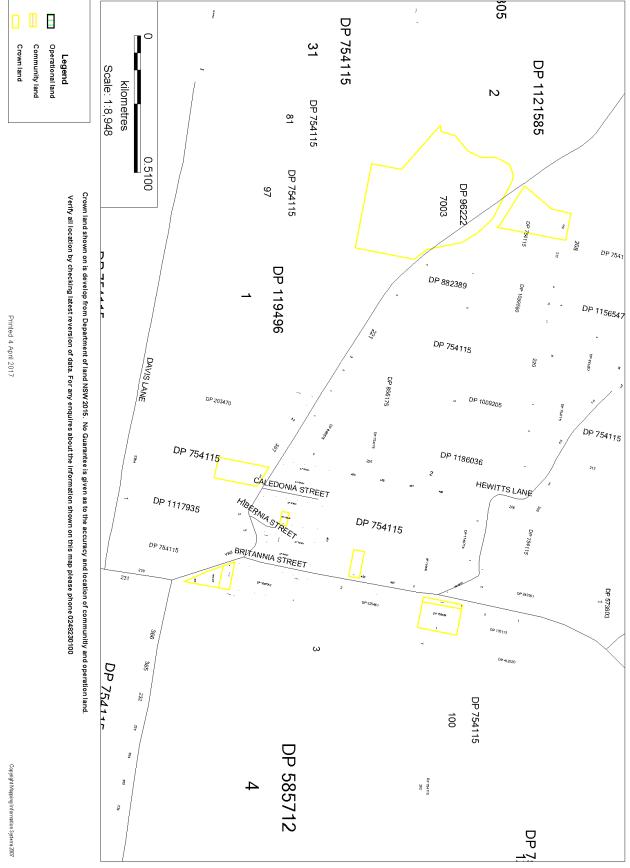


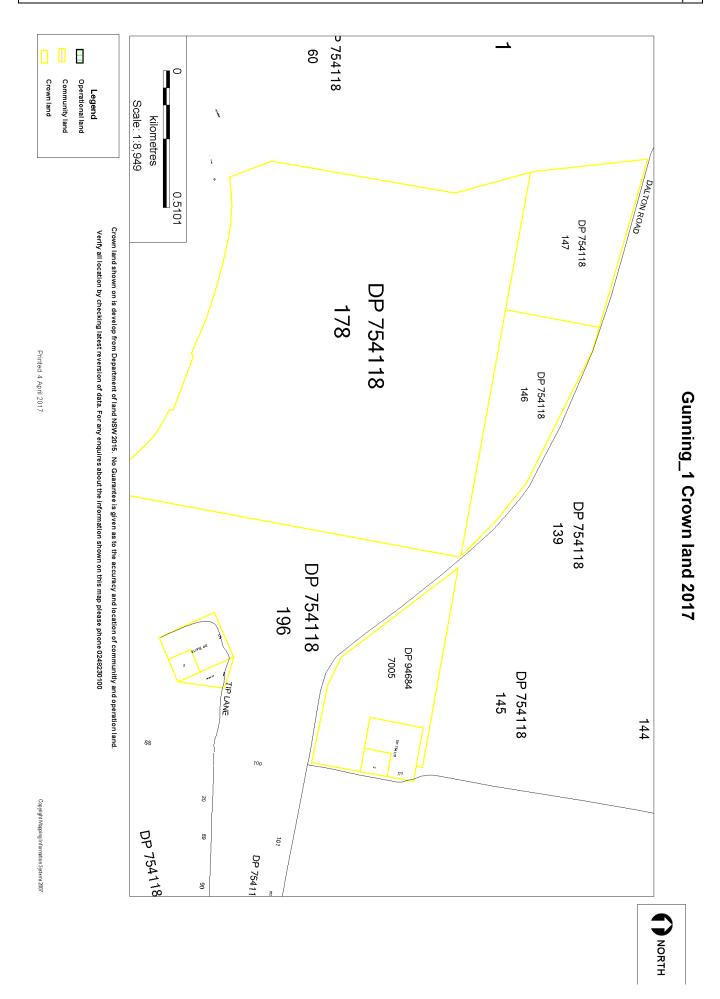


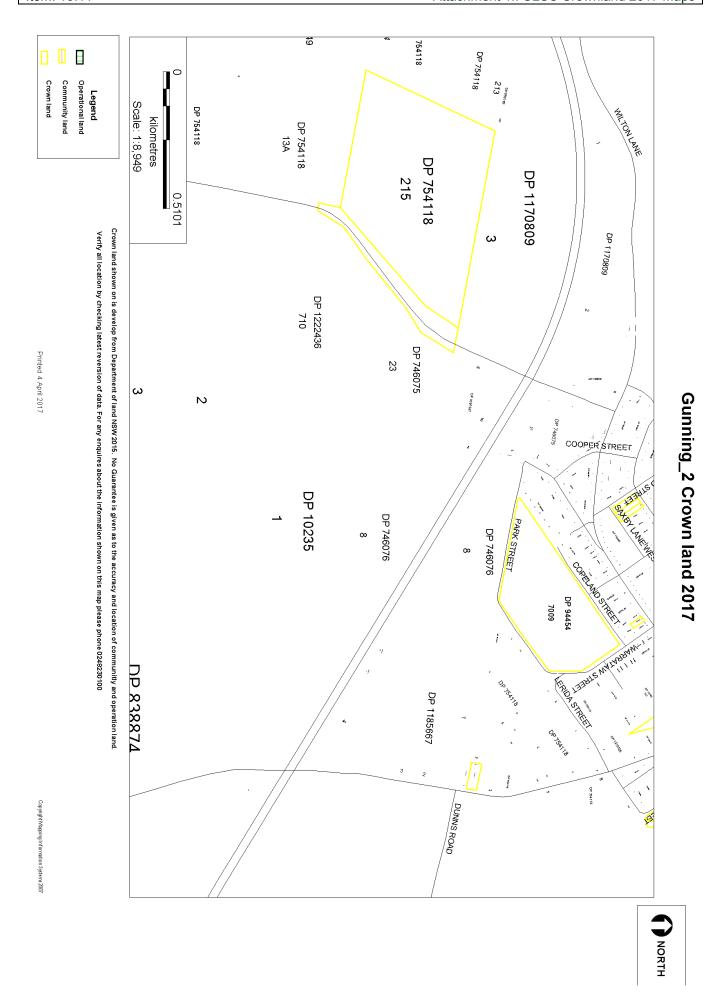




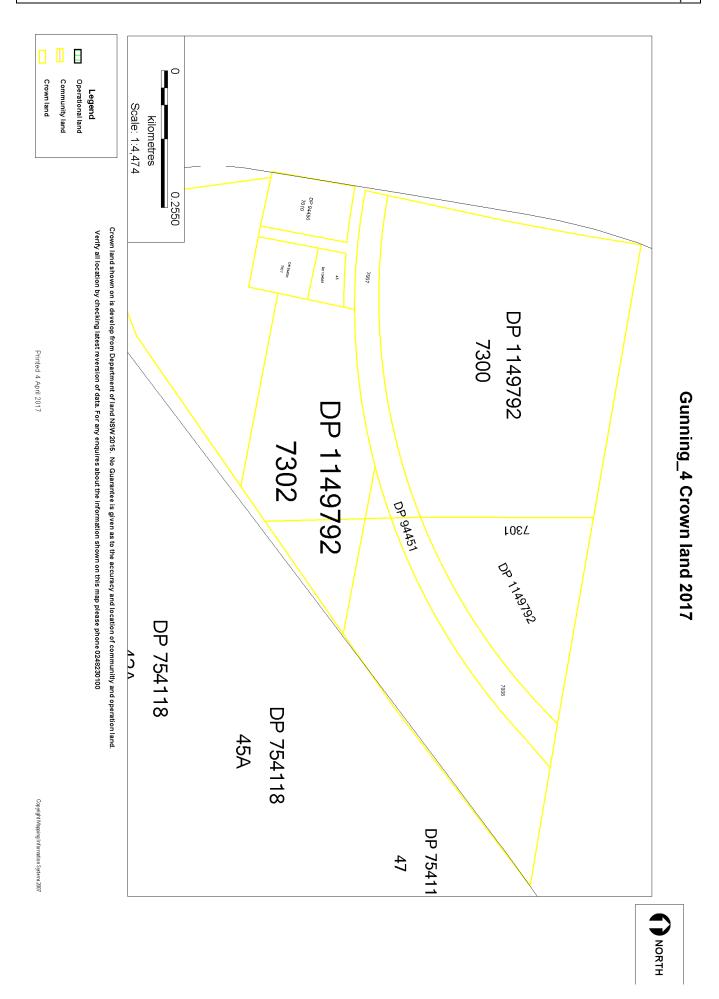
Grabben Gullen Crown land 2017

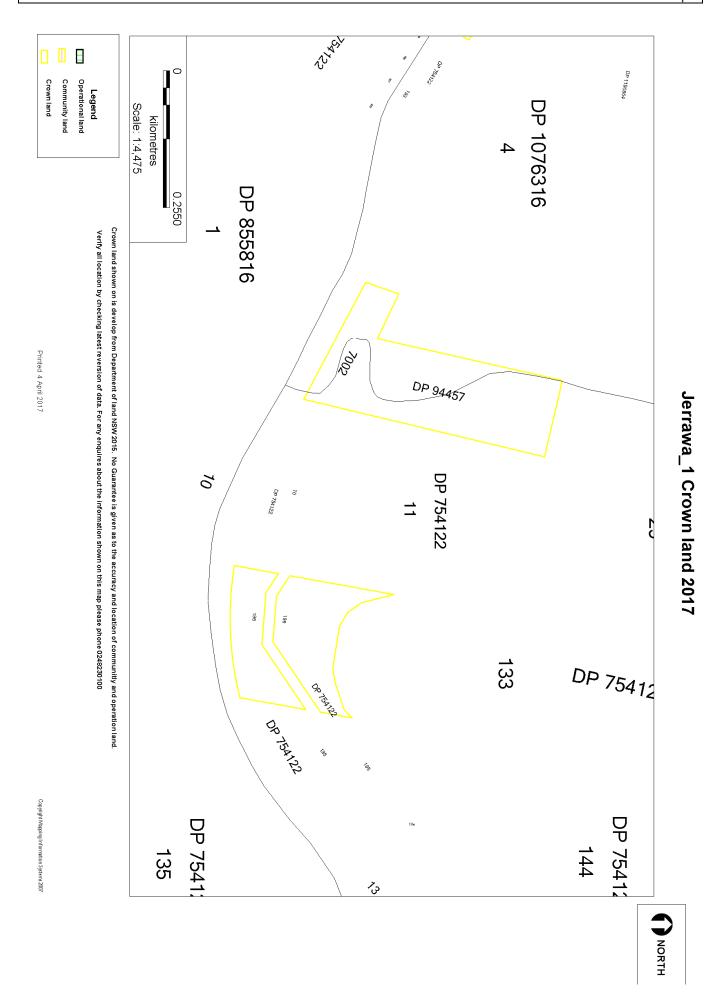


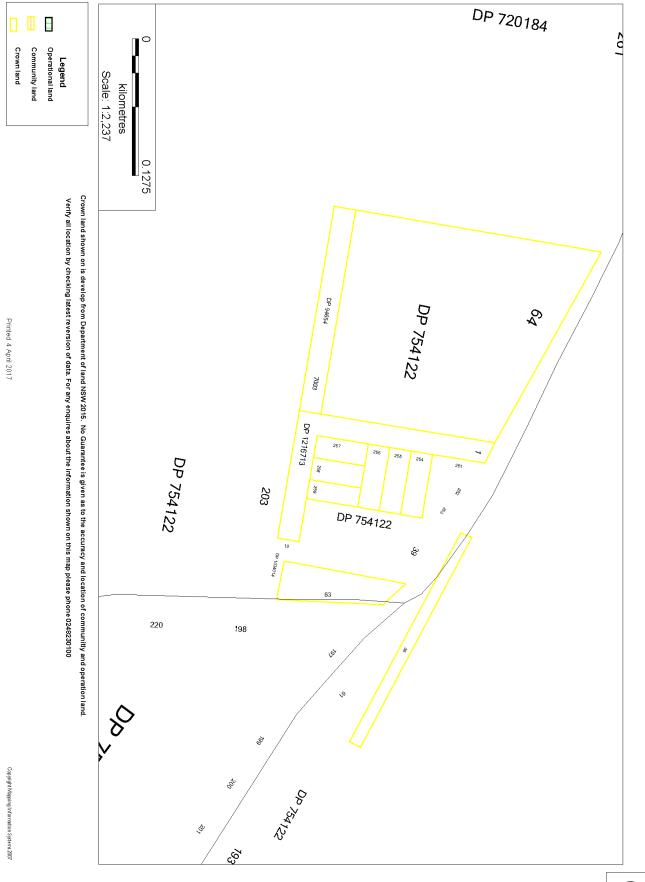


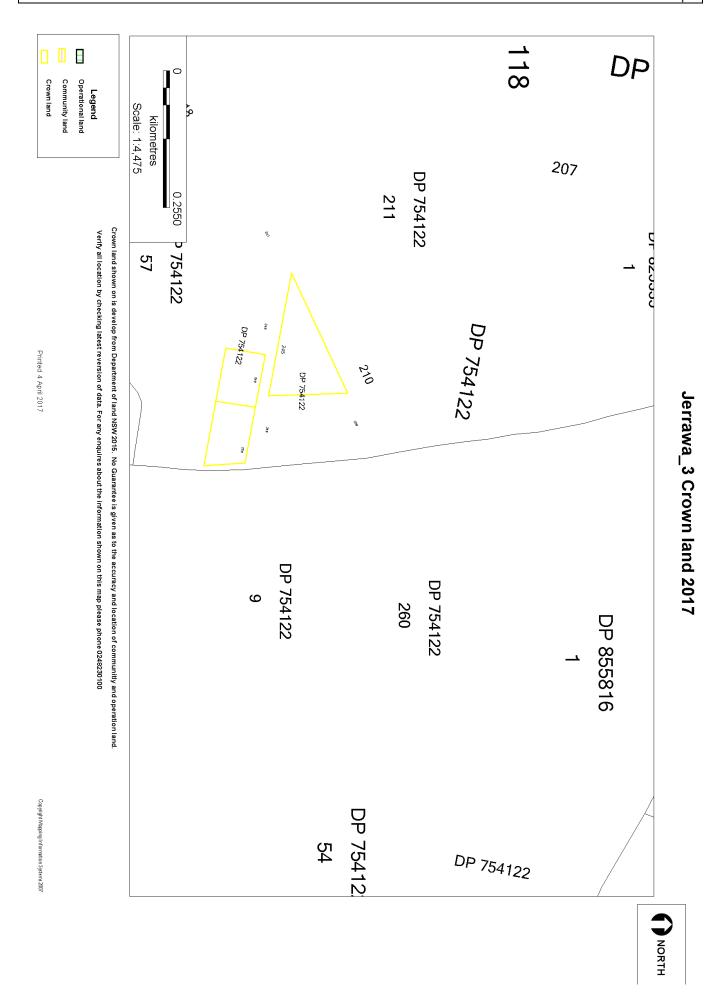


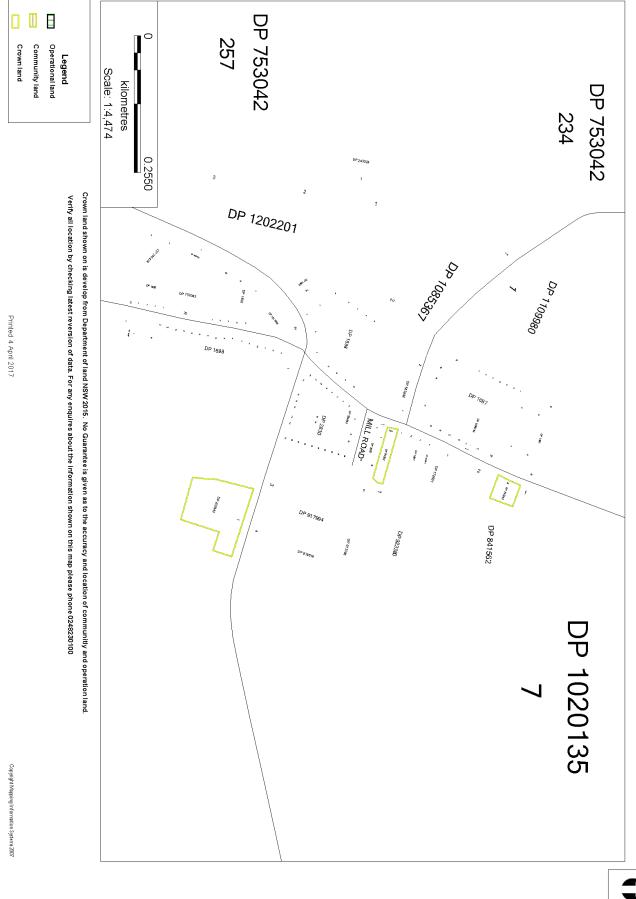


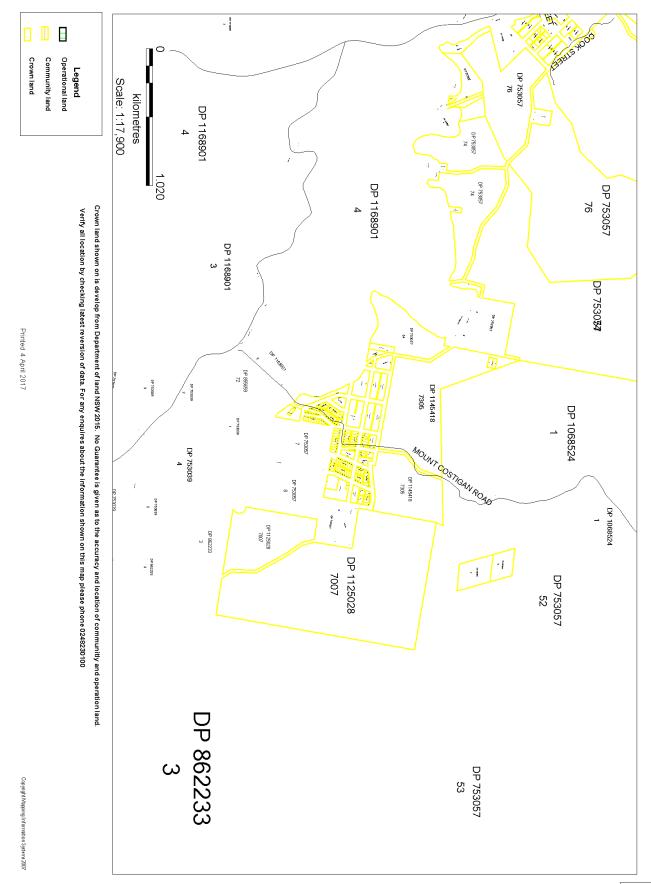




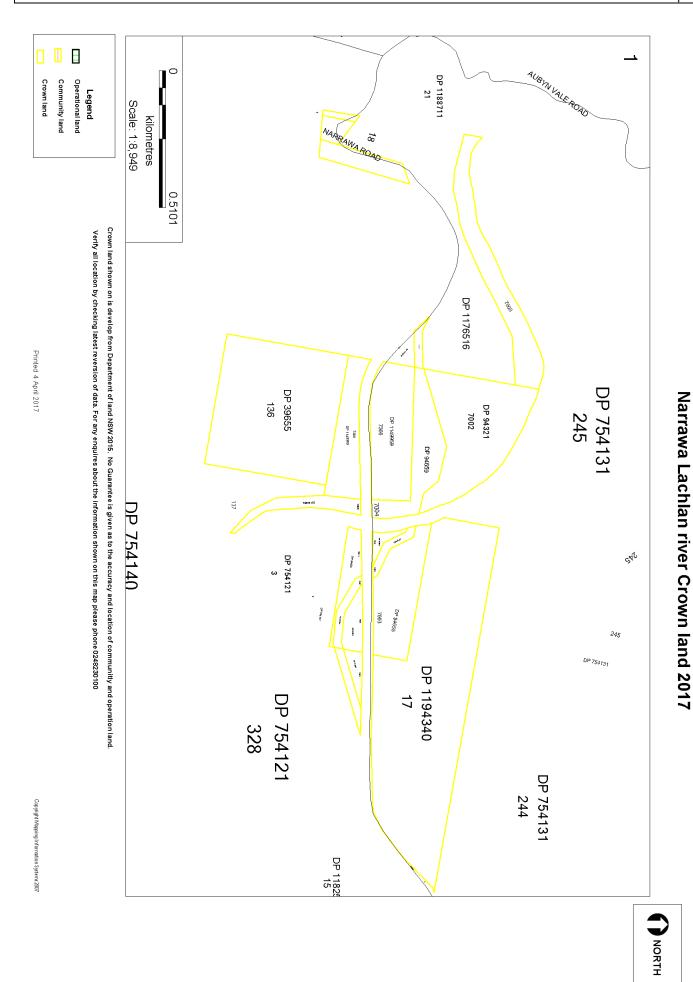


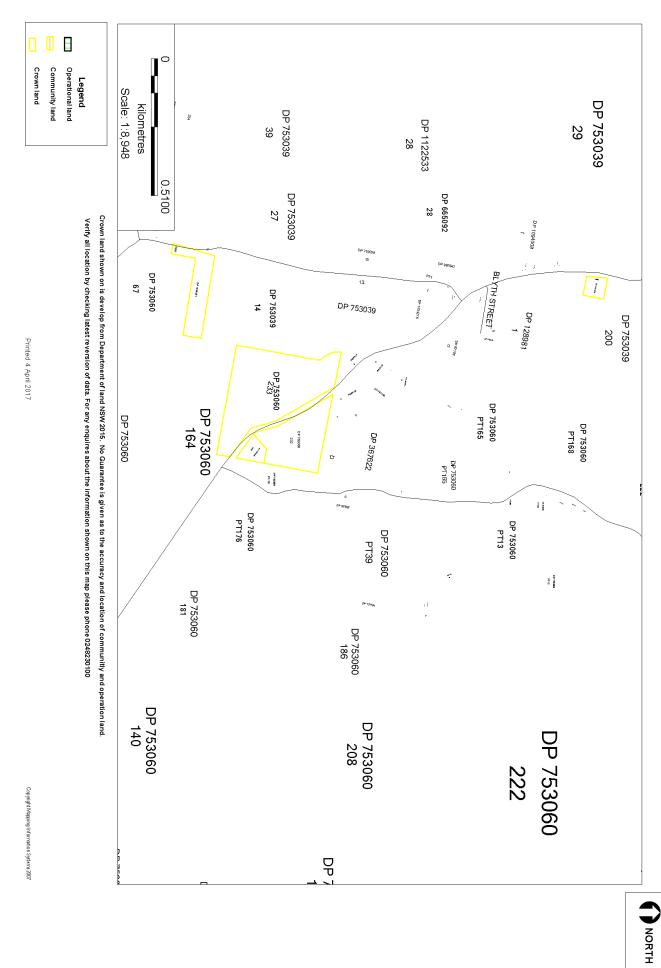


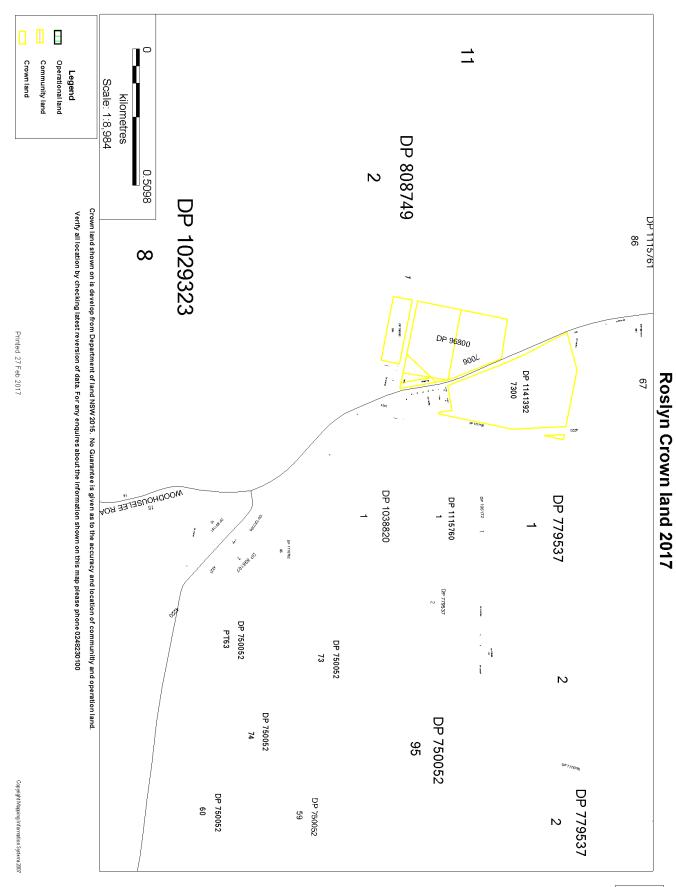




Mt Costigan Crown land 2017











Crown land shown on is develop from Department of land NSW 2015. No Guarantee is given as to the accuracy and location of community and operation land.

Verify all location by checking latest reversion of data. For any enquires about the information shown on this map please phone 0248230100

Printed 4 April 2017

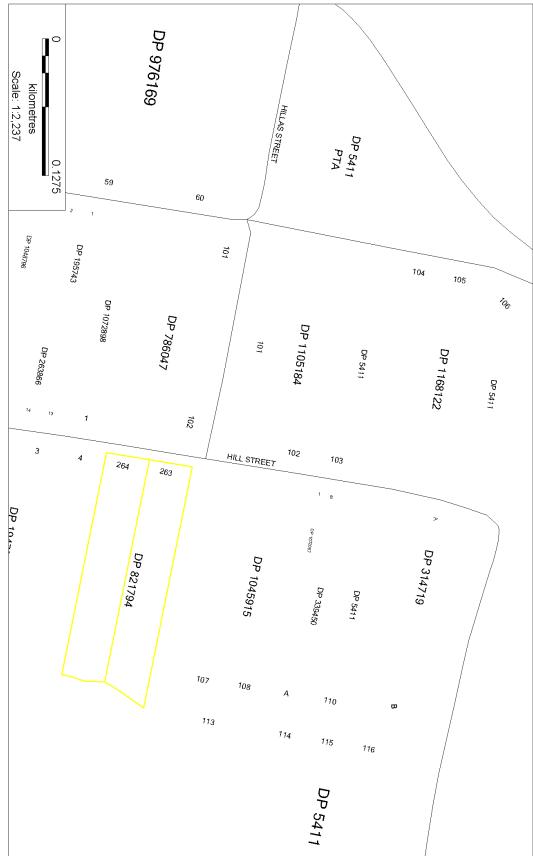
1098709 Scale: 1:4,473 kilometres 0.2550ORCHARD STREET DP 976169 MACARTHUR STREET 2 S422 DP 976169 DF 978189 DP 978189 100 DP 1055039 DP 750017 251 WALSH STREET 100 BUNNABY STREET COOPER STREET DP 1055039 DP 5411 DP 794812 Om 2544 DP 828288 2



Crown land shown on is develop from Department of land NSW 2015. No Guarantee is given as to the accuracy and location of communitly and operation land.

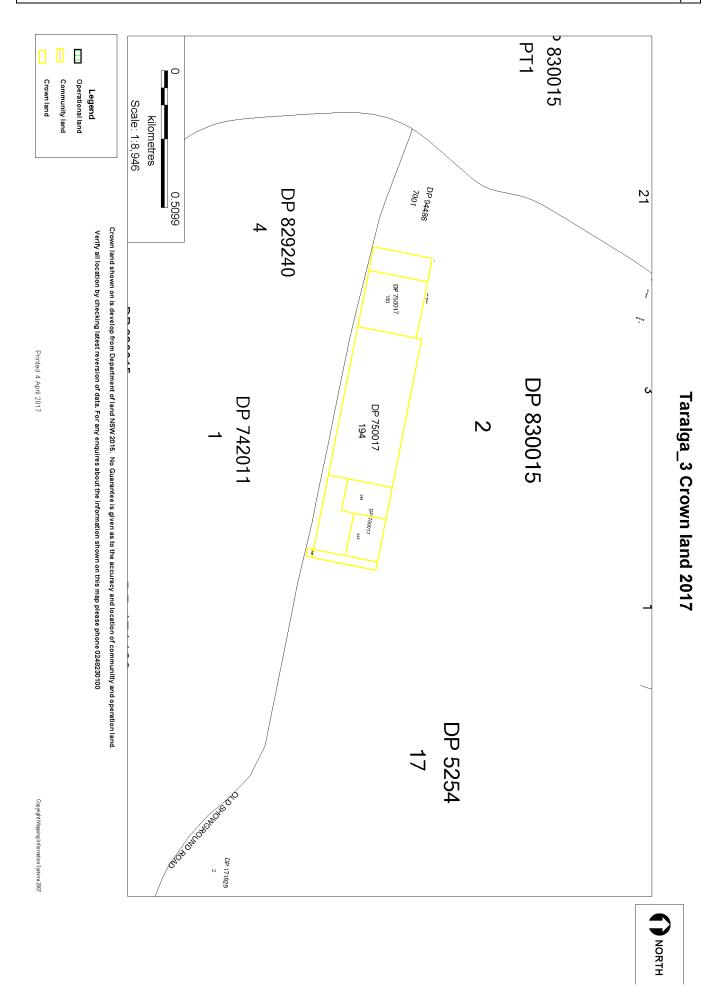
Verify all location by checking latest reversion of data. For any enquires about the information shown on this map please phone 0248230100

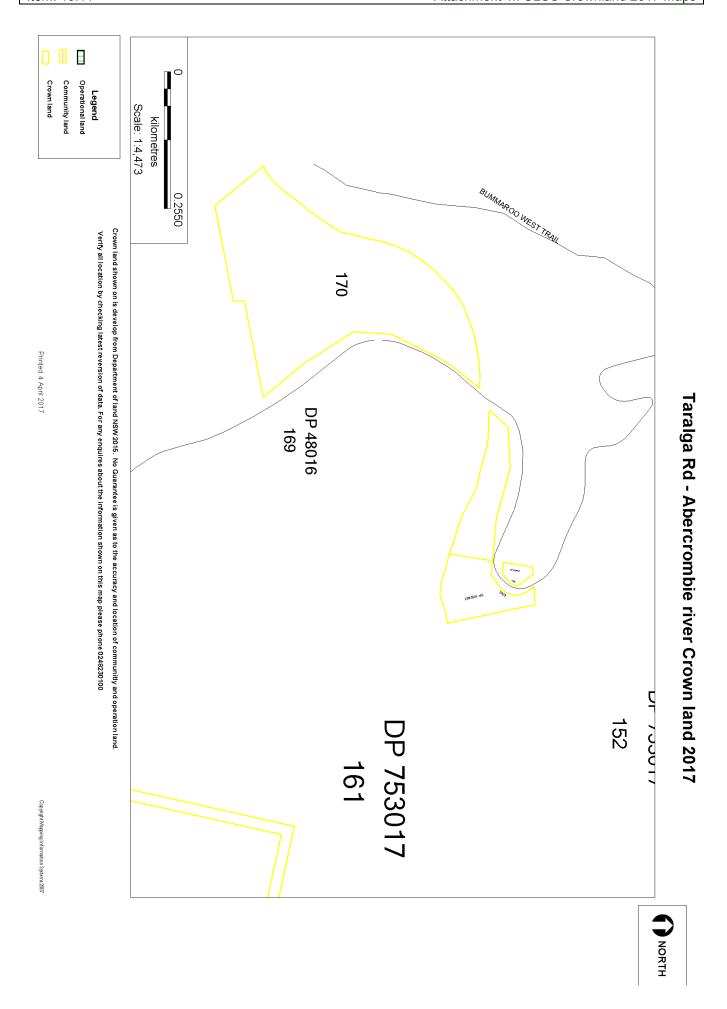
Printed 4 April 2017

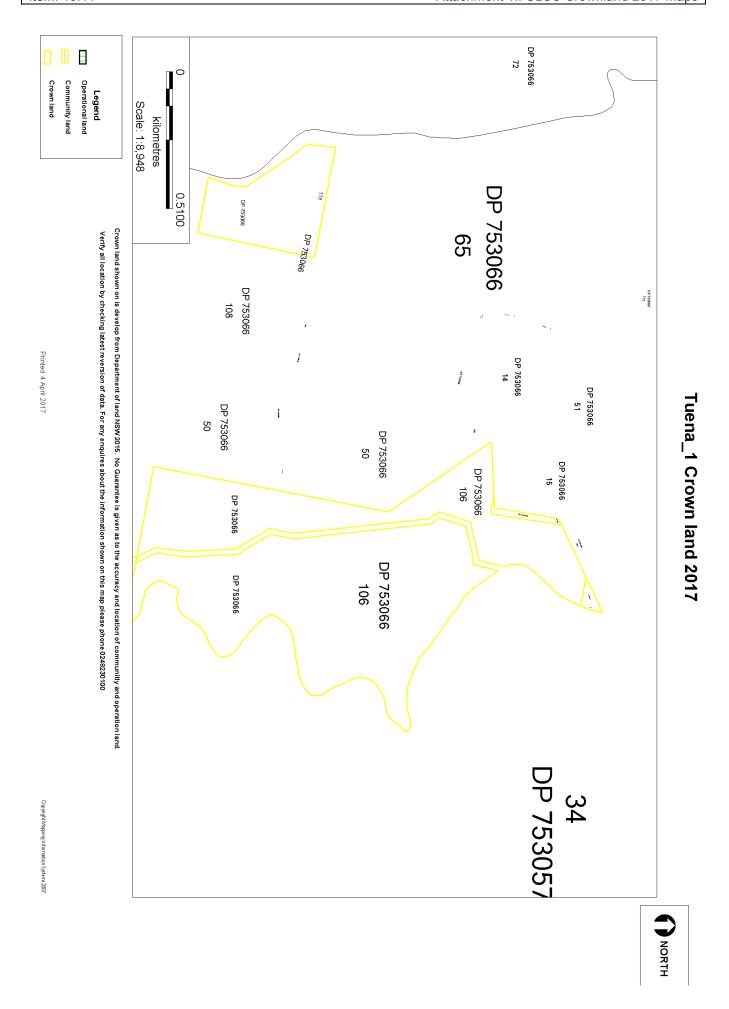


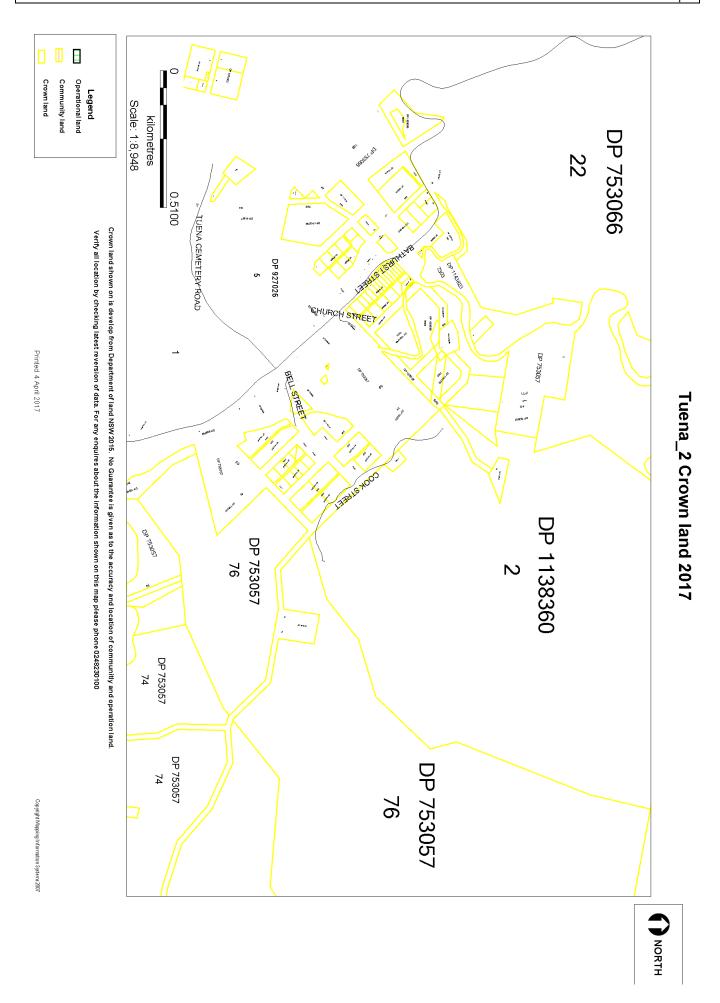


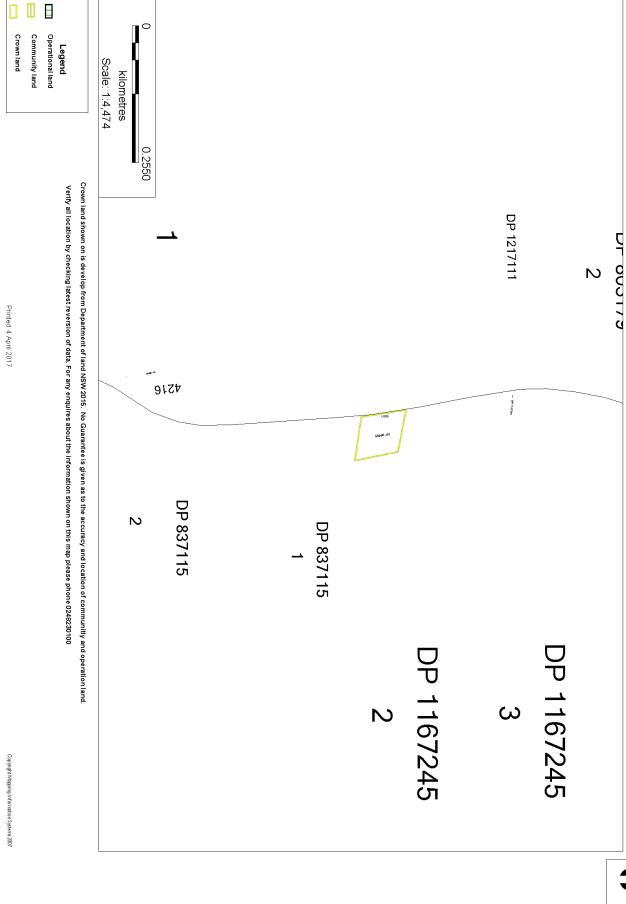
Copyright Mapping Information Systems 2007

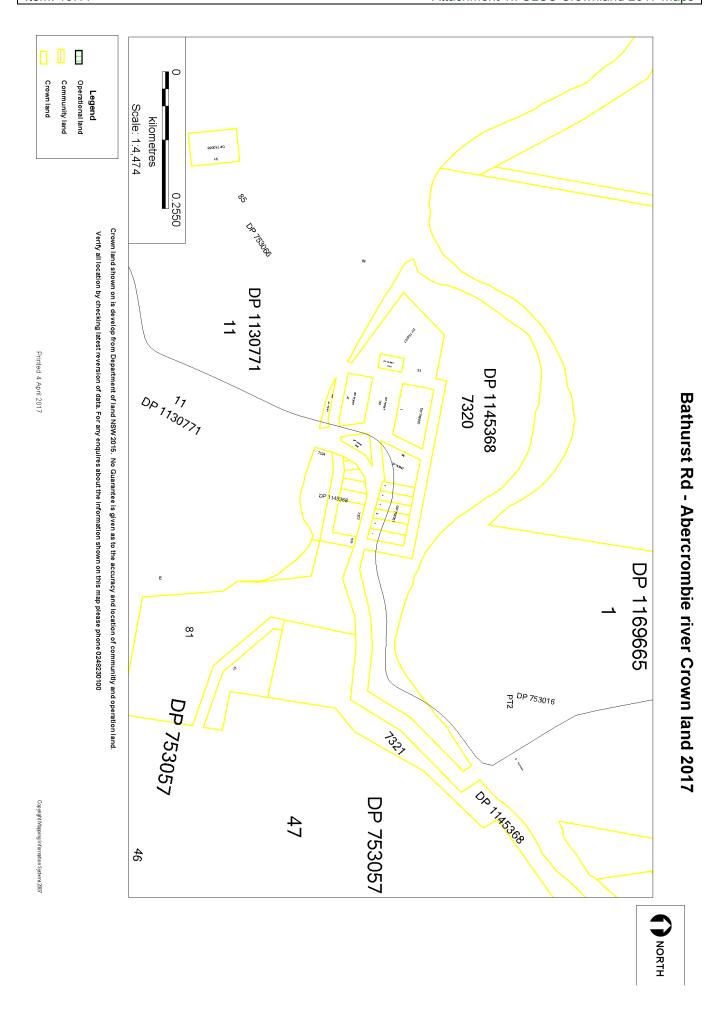












11 FINANCE AND ADMINISTRATION

The following items are submitted for consideration -

11.1	Investments for the month of March 2017	254
11.2	Bank Balance and Reconciliation - 31 March 2017	258
11.3	Rates and Charges Outstanding for the month of March 2017	260
11.4	Integrated Planning and Reporting - Adoption of Draft Plans for Public Exhibition	263
11.5	Library Quarterly Report	269
11.6	Provision of Library Services - Service Level Agreement with Goulburn Mulwaree Council	275
11.7	Fund Raising and Street Stall Policy	294
11.8	Sporting Representation Donations Policy	300
11.9	Service Delivery Policy	304
11.10	Public Interest Disclosures - Internal Reporting Policy	317
11.11	Purchasing – Acquisition of Goods and Services Policy	339

Finance and Administration - 20 April 2017

ITEM 11.1 Investments for the month of March 2017

FILE REFERENCE 117/154

AUTHOR Manager of Finance and Administration

ISSUE

Council Investment Portfolio Register as at 31 March 2017.

RECOMMENDATION That -

1. Council receive and note the report as information.

BACKGROUND

A schedule of the investment portfolio register and summary of available cash by fund as at 31 March 2017 is provided as information to Council.

REPORT

Investments to 31 March 2017

Investment Institution	Туре	Investment Face Value	Interest Rate	Term Days	Maturity Date	Interest Due
CBA	Call	\$950,000	1.45%	N/A	31-03-17	\$1,555.27
Bank of Qld	TD	\$800,000	2.60%	126	24-05-17	\$7,180.27
Bank of Qld	TD	\$600,000	2.80%	350	02-08-17	\$16,109.59
Bank of Qld	TD	\$900,000	2.65%	215	18-10-17	\$14,048.63
Bank of Qld	TD	\$1,000,000	2.65%	229	25-10-17	\$16,626.03
Bank of Qld	TD	\$1,000,000	2.75%	364	31-01-18	\$27,424.66
Bankwest	TD	\$700,000	2.50%	140	05-04-17	\$6,712.33
Bankwest	TD	\$400,000	2.62%	132	19-04-17	\$3,790.03
Bankwest	TD	\$1,300,000	2.50%	119	10-05-17	\$10,595.89
Bankwest	TD	\$800,000	2.50%	98	07-06-17	\$5,369.86
Bankwest	TD	\$900,000	2.45%	84	21-06-17	\$5,074.52
Bankwest	TD	\$800,000	2.55%	112	12-07-17	\$6,259.73
Bendigo Bank	TD	\$600,000	2.45%	140	26-04-17	\$5,638.36
Bendigo Bank	TD	\$1,200,000	2.70%	364	16-08-17	\$32,311.23

Finance and Administration INVESTMENTS FOR THE MONTH OF MARCH 2017 cont'd

	1				•	
Bendigo Bank	TD	\$1,000,000	2.50%	182	23-08-17	\$12,465.75
Bendigo Bank	TD	\$700,000	2.75%	364	30-08-17	\$19,197.26
Bendigo Bank	TD	\$800,000	2.70%	364	20-09-17	\$21,540.82
Bendigo Bank	TD	\$500,000	2.70%	364	29-11-17	\$13,463.01
IMB	TD	\$900,000	2.60%	119	03-05-17	\$7,629.04
IMB	TD	\$800,000	2.60%	126	31-05-17	\$7,180.27
IMB	TD	\$500,000	2.60%	105	31-05-17	\$3,739.73
IMB	TD	\$900,000	2.55%	98	14-06-17	\$6,161.92
IMB	TD	\$1,000,000	2.50%	223	05-07-17	\$15,273.97
IMB	TD	\$500,000	2.60%	182	30-08-17	\$6,482.19
IMB	TD	\$500,000	2.60%	180	30-08-17	\$6,410.96
NAB	TD	\$800,000	2.72%	182	12-04-17	\$10,850.19
NAB	TD	\$1,400,000	2.63%	119	17-05-17	\$12,004.33
NAB	TD	\$500,000	2.89%	364	28-06-17	\$14,410.41
NAB	TD	\$500,000	2.80%	366	10-11-17	\$14,038.36
NAB	TD	\$1,100,000	2.80%	364	22-11-17	\$30,715.62
Westpac	TD	\$500,000	2.85%	365	27-04-17	\$14,250.00
Westpac	TD	\$400,000	2.47%	364	18-08-17	\$9,852.93
Westpac	TD	\$800,000	2.50%	182	20-09-17	\$9,972.60
		\$26,050,000				\$394,335.76

COUNCIL INVESTMENT PERFORMANCE: -

BUDGET COMPARISON TO 31 MARCH 2017

Interest on Investments Received YTD	\$523,288
Annual budgeted amount for all funds	\$567,900
Percentage of Interest Received YTD	92.14%
Percentage of Year Elapsed	75.07%

BBSW COMPARISON TO 31 MARCH 2017

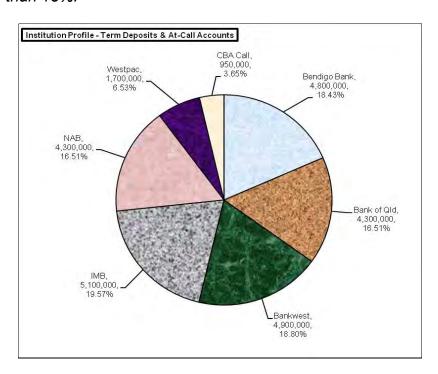
Average market interest rate (90 day BBSW)	1.83%
Average return on all investments	2.67%

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.

INVESTMENTS FINANCIAL INSTITUTION PROFILE AS AT 31 MARCH 2017

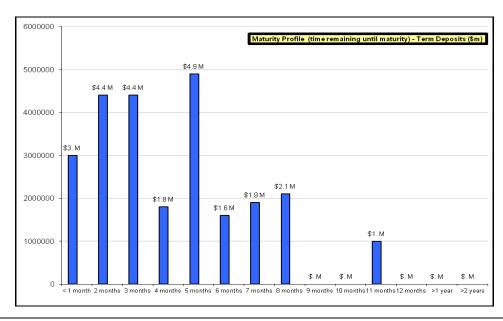
The following chart shows the current distribution of Council's investment portfolio between the authorised financial institutions used. The current distribution of funds between institutions complies with Council's Investment Policy which states:-

"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 MARCH 2017

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.



Finance and Administration INVESTMENTS FOR THE MONTH OF MARCH 2017 cont'd

SUMMARY OF AVAILABLE CASH AT 31 MARCH 2017

TOTAL INVESTMENTS: - \$ 26,050,000.00

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

General Fund Reserves	\$ 18,141,182.59
Water Supply Fund Reserves	\$ 2,027,496.33
Sewerage Fund Reserves	\$ 3,788,768.91
Domestic Waste Management Fund Reserves	\$ 2,064,284.72
Trust Fund Reserves	\$ 28,267.45

POLICY IMPACT

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

OPTIONS

Nil

FINANCIAL IMPACT OF RECOMMENDATIONS

Nil

RECOMMENDATION That -

1. Council receive and note the report as information.

ATTACHMENTS

Finance and Administration - 20 April 2017

ITEM 11.2 Bank Balance and Reconciliation - 31 March 2017

FILE REFERENCE 117/155

AUTHOR Director of Finance and Administration

ISSUE

Statement of Bank Balance and Reconciliation - 31 March 2017.

RECOMMENDATION That -

1. Council receive and note the report as information.

BACKGROUND

Nil

REPORT

31 MARCH 2017

STATEMENT OF BANK BALANCE & RECONCILIATION	\$
General Ledger balance brought forward 28 February 2017	548,645.41
Add: Receipts for March 2017	7,024,879.56
	7,573,524.97
Deduct: Payments for March 2017	7,702,297.55
Balance as at 31 March 2017	(128,772.58)
Balance as per Bank Statement 31 March 2017	674,962.93
Add: Outstanding Deposits	255.00
	675,217.93
Deduct: Unpresented Cheques / EFTs	803,990.51
Balance as at 31 March 2017	(128,772.58)

POLICY IMPACT

Nil

OPTIONS

Nil

FINANCIAL IMPACT OF RECOMMENDATIONS

Finance and Administration BANK BALANCE AND RECONCILIATION - 31 MARCH 2017 cont'd

RECOMMENDATION That -

1. Council receive and note the report as information.

ATTACHMENTS

Finance and Administration - 20 April 2017

ITEM 11.3 Rates and Charges Outstanding for the month of March

2017

FILE REFERENCE 117/156

AUTHOR Director of Finance and Administration

ISSUE

Rates and Charges 2016/2017 Outstanding Report as at 31 March 2017.

RECOMMENDATION That -

1. Council receive and note the report as information.

BACKGROUND

Summary report of Rates and Charges outstanding at month end March 2017 is detailed.

REPORT

There is an attachment titled "Rate Collection 2017 Year" for the 2016/2017 financial year. A comparison of the rates and charges outstanding percentage to previous financial years is highlighted in the below table:-

31 March 2017

Description	31/03/2017	31/03/2016	31/03/2015
Total % Rates and Charges Outstanding	22.07%	20.71%	20.86%
Total \$ Amount Rates and Charges Outstanding	\$2,398,487	\$2,192,675	\$2,209,472

POLICY IMPACT

Nil

OPTIONS

Nil

FINANCIAL IMPACT OF RECOMMENDATIONS

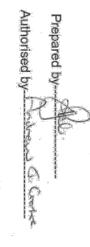
Finance and Administration RATES AND CHARGES OUTSTANDING FOR THE MONTH OF MARCH 2017 cont'd

RECOMMENDATION That -

1. Council receive and note the report as information.

ATTACHMENTS

	1.ViewView	Rate Collection Year - April 2017	Attachment
--	------------	-----------------------------------	------------



Date 414 20

Rate Collection 2017 Year

Rating Categories Farmland Residential Rural Residential	Levy Raised to date 4,724,121.30 1,145,261.47 611,389.22 285,004.53	Rates Received to 3 April 2017 3,691,791.49 864,046.35 474,512.55	Rates Received to Rates Outstanding to% Ra 3 April 2017 3 April 2017 3,691,791.49 1,032,329.81 864,046.35 281,215.12 474,512.55 136,876.67 274,700.31 70,304.22	
Residential	1,145,261.47	864,046.35	281,215.12	24.55%
Rural Residential	611,389.22	474,512.55	136,876.67	22.39%
Business	285,004.53	214,700.31	70,304.22	24.67%
Mining	2,978.03	2,978.03		0.00%
Water	851,760.00	654,930.46	196,829.54	23,11%
Sewerage	1,352,957.23	1,036,547.70	316,409.53	23.39%
Domestic & Comm Waste	1,046,714.14	806,485.77	240,228.37	22.95%
Rural Waste	564,409.60	439,936,80	124,472.80	22.05%
Storm Water	45,383.14	34,191.18	11,191.96	24.66%
**Arrears	239,837.31	184,719.74	55,117,57	22.98%
Credits			-66, 488, 69	
Overall Total Rates	10,869,815.97	8,404,840.38	2,398,486.90	22.07%

Finance and Administration - 20 April 2017

ITEM 11.4 Integrated Planning and Reporting - Adoption of Draft Plans

for Public Exhibition

FILE REFERENCE 117/157

AUTHOR Director of Finance and Administration

ISSUE

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

RECOMMENDATION That -

- Council, in accordance Sections 403-406, of the Local Government Act 1993, and Sections 8A-8C, of the Local Government Act 1993, and requirements of the Local Government Amendment (Governance and Planning) Act 2016, place on public exhibition the following suite of draft plans:-
 - Delivery Program 2017/2018 2020/2021;
 - Operational Plan 2017/2018;
 - Resource Strategy documents including:-
 - Long Term Financial Plan 2017 2026:
 - Infrastructure Plan 2017 2026;
 - Workforce Plan 2017/2018 2020/2021; and
 - Social and Community Plan 2013 2018.

The public exhibition period commences Monday, 24 April 2017 to Wednesday, 24 May 2017 inclusive, with copies of each plan available for inspection on Council's website, links to Council's Facebook Page, available to view at the three Council Administration Offices at Crookwell, Taralga and Gunning, and at the Crookwell and Gunning Libraries.

BACKGROUND

In accordance with NSW State Government Integrated Planning and Reporting requirements, provisions in Section 403 to 406, of the Local Government Act 1993, Council has prepared the 2017/2018 draft plans for public exhibition.

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

Finance and Administration INTEGRATED PLANNING AND REPORTING - ADOPTION OF DRAFT PLANS FOR PUBLIC EXHIBITION cont'd

REPORT

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

- 1. **Resource Strategy** in accordance with Section 403, of the Local Government Act 1993, contains the following:-
 - Long Term Financial Plan 2017 2026;
 - Workforce Plan 2017/2018 2020/2021; and
 - Infrastructure Plan 2017 2026.
- Delivery Program 2017/2018 2020/2021 (four year program and budget) Section 404, of the Local Government Act 1993;
- 3. **Operational Plan 2017/2018** (one year plan and budget contains the Fees and Charges and Revenue Policy) Section 405, of the Local Government Act 1993; and
- 4. Social and Community Plan 2013 2018.

A workshop was held on 20 March 2017 with the Mayor, Councillors and senior management attending. The workshop provided the opportunity for Councillors to give feedback with respect to the draft budget and Revenue Policy and for Councillors to give consideration to all pre-plan community submissions received. Councillors also participated in a roads tour of the Shire on 7-8 February 2017.

Each of the above-mentioned draft plans, are now to be placed on public exhibition to allow for a period of community consultation. The community is invited to make public submissions to the plans. The public submission period closes on 24 May 2017, and all submissions will be considered by Council at the 15 June 2017 Council Meeting.

In relation to the draft Operational Plan 2017/2018, a summary document has been prepared by Council to allow the community a snapshot of Council's Revenue Policy and major projects in the coming twelve month period.

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

Locality	Day	Date	Time	Venue
Crookwell	Wednesday	26 April 2017	6.30pm	Crookwell Council Chambers
Taralga	Wednesday	3 May 2017	6.30pm	Taralga Masonic Hall
Gunning	Wednesday	10 May 2017	6.30pm	Gunning Council Chambers
Bigga	Wednesday	17 May 2017	6.30pm	Bigga Golf Club

POLICY IMPACT

Finance and Administration INTEGRATED PLANNING AND REPORTING - ADOPTION OF DRAFT PLANS FOR PUBLIC EXHIBITION cont'd

OPTIONS

Nil

FINANCIAL IMPACT OF RECOMMENDATIONS

Council is to adopt the draft 2017/2018 Operational Plan; including the operational and capital works projects budget, Fees and Charges and Revenue Policy.

The 2017-2026 draft Long Term Financial Plan is on public exhibition.

RECOMMENDATION That -

- Council, in accordance Sections 403-406, of the Local Government Act 1993, and Sections 8A-8C, of the Local Government Act 1993, and requirements of the Local Government Amendment (Governance and Planning) Act 2016, place on public exhibition the following suite of draft plans:-
 - Delivery Program 2017/2018 2020/2021;
 - Operational Plan 2017/2018;
 - Resource Strategy documents including:-
 - Long Term Financial Plan 2017 2026;
 - Infrastructure Plan 2017 2026;
 - Workforce Plan 2017/2018 2020/2021; and
 - Social and Community Plan 2013 2018.

The public exhibition period commences Monday, 24 April 2017 to Wednesday, 24 May 2017 inclusive, with copies of each plan available for inspection on Council's website, links to Council's Facebook Page, available to view at the three Council Administration Offices at Crookwell, Taralga and Gunning, and at the Crookwell and Gunning Libraries.

ATTACHMENTS

1. ViewView	Operational Plan Mayoral Message - April 2017	Attachment
2. View View	Draft Delivery Program 2017-2018 to 2020-2021	Appendix
3. ViewView	Draft Operational Plan 2017-2018	Appendix
4. ViewView	Draft Long Term Financial Plan 2017-2026	Appendix
5. View View	Draft Infrastructure Plan 2017-2026	Appendix
6. View View	Draft Workforce Plan 2017/2018 to 2020/2021	Appendix
7. ViewView	Draft Social and Community Plan 2013-2018	Appendix

Draft 2017/18 Upper Lachlan Shire Council Operational Plan







As Mayor of the Upper Lachlan Shire, I am pleased to provide for public comment the draft 2017/2018

Operational Plan.

Public submissions to the draft Operational Plan close on 24 May 2017 and will be tabled and considered at the Council Meeting on 15 June 2017.

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

Location: Crookwell Council Chambers **Time/Date:** 6.30pm, Wednesday, 26 April 2017

Location: Taralga Masonic Hall

Time/Date: 6.30pm, Wednesday, 3 May 2017

Location: Gunning Council Chambers

Time/Date: 6.30pm, Wednesday, 10 May 2017

Location: Bigga Golf Club

Time/Date: 6.30pm, Wednesday, 17 May 2017

Operational Plan 2017/2018 – Council Infrastructure Works Big Spend

Upper Lachlan Shire Council has projected a consolidated operating budget surplus (before capital grants and contributions) of \$646,988, with a total net cash flow deficit of \$2.07 million with large infrastructure works program being in part funded by council unrestricted reserve funds.

Upper Lachlan Shire Council has prepared a comprehensive capital expenditure works program for the Shire totalling \$12.5 million in 2017/2018.

The capital works program for the next four years has



been scheduled to spend \$40 million on infrastructure improvement works including asset renewal and rehabilitation projects.

While not included in the 4 year program, a significant project is the new Crookwell water supply treatment plant works which are on schedule for completion by December 2017. The \$7 million project is in partnership with the State Government.

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



CIr Brian McCormack OAM, Mayor

Summary

Council has prepared a \$28 million operating budget. This table dissects the operational budget by individual fund.

INCOME STATEMENT	General	Domestic	Water Supply	_	THE RESERVE AND ADDRESS OF THE PERSON OF THE
REVENUE	Fund	Waste Fund	Fund	Fund	total
					Addisortion
Rates and Annual Charges	7,356,700	1,034,882	826,506	1,082,560	10,300,648
User Charges and Fees	6,155,601	1,500	970,501	257,211	7,384,813
Interest and Investment Revenue	406,900	41,800	52,600	112,000	613,300
Grants and Contributions provided for Operating Purposes	9,097,837	30,300	20,500	18,600	9,167,237
Net Gain from the Disposal of Assets	11,413	0	0	0	11,413
Other Revenues	526,100	1,000	0	0	527,100
Total Income from continuing operations	23,554,550	1,109,482	1,870,107	1,470,371	28,004,510
EXPENSES					
Employee Benefits and On-costs	10,011,275	180,789	457,071	310,270	10,959,405
Materials and Contracts	6,194,658	519,093	477,900	304,200	7,495,851
Borrowing Costs	127,480	0	50,900	20,260	198,640
Depreciation and Amortisation	4,904,401	120,000	544,315	479,625	6,048,341
Net Loss from the Disposal of Assets	0	0	0	0	0
•	1,991,885	289,600	240,000	133,800	2,655,285
Other Expenses		,		· ·	
Total Expenses from continuing operations	23,229,699		1,770,186	1,248,155	27,357,522
Net Operating Result for the year	324,852	0	99,921	222,216	646,988
(before Capital Grants and Contributions)					

Ordinary (General) Rates

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

Rates Description	Increase	Increased Income
Ordinary (General) Rates	1.50%*	\$102,000

*There is a general land revaluation this year and the \$ value increases will vary within each individual rating category.

Ordinary Rates (average increase)	Increase rates per Assessment
Residential property	\$30 per annum * #
Business property	\$24 per annum * #
Farmland property	\$18 per annum ^ #
Residential-Non Urban property	\$16 per annum ^ #

^{*} This increase does not include water access, domestic waste and sewerage annual charge price increases.

^ This increase does not include the rural waste charge

Sewerage Charges

Sewerage Charges	Increase		
Sewerage Access Annual	1.50% or \$12 increase per		
Charge for Residential	Assessment;		
Categories	\$764 per Residential property.		
	1.50% or \$8 increase per		
Access Charge for Residential	Assessment;		
Categories	\$501 per Residential property.		

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

Water Supply Charges



Water Charge	Increase
Water Supply Access Charge;	
and Water Supply Availability	Assessment; \$426 per annum
Charge	per connection.*
Water Usage Charge^	2.50% increase:
	*\$2.89 per kilolitre for water
	consumption less than 200
	kilolitres
	*\$3.83 for every kilolitre over
	200.

^{*} The Water Supply Access Charges and water consumption user-pays charges for the towns of Dalton, Crookwell, Gunning and Taralga are uniform.

Domestic Waste Management (Garbage) Charges



Domestic Waste Management Charge	Increase
Domestic Waste Management Charge* (For the Shire)	4% or \$17 increase. \$434 per annum per service.
Domestic Waste Availability Charge (All vacant properties in towns where the garbage service is available)	4% or \$7 increase. \$170 per Assessment.

*The Domestic Waste service will continue to be a weekly 120 litre bin pick up and a recycling fortnightly pick up of a 240 litre

Commercial Waste (Garbage) Charges

Commercial Waste Charge	Increase
Commercial Waste Charge	4% or \$20 increase.
(Business Rate Categories)	\$514 per annum per service.
Commercial Waste Availability	4% or \$7 increase.
Charge (All vacant business	\$170 per Assessment.
land in towns where the	
garbage service is available)	

Rural Waste Charges



Rural Waste Charge	Increase
Rural Waste Charge	4% or \$7.70 increase per
(Properties that do not have a	Assessment.*
Domestic Waste Service)	

* The Rural Waste Charge is subject to GST. The annual charge is \$187 per annum per service inclusive of GST with 1/11 of the waste charge being remitted to the ATO.

The Rural Waste Charge entitles ratepayers to dispose of one standard garbage bin (120 litre bin) of waste per week at no cost at any rubbish tip in the Shire. Disposal of sorted recyclable materials will be accepted free of charge at all rubbish tips.

Stormwater Charges

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

Loans

- There is a new loan forecast in 2017/2018 of \$531,000 for the Kiamma Creek, Crookwell timber bridge replacement project.
- There is no refinancing of existing loans.

increase.

[#] This increase does not include the new Fire and Emergency Services Levy.

[^] Note that NSW Office of Water regulations require 50% of all town water supplies income to be generated from the user pay charges.

Capital Works Expenditure Highlights - 2017/18 Total Program \$12.5 million

Project Description	Project Cost
Plant Replacements (including fleet vehicles) net purchase cost	\$978,300
Local Environmental Plan (LEP) Review	\$120,000
Footpath and Cycleway program (Lorn Street, Collector)	\$120,000
Crookwell Landfill (Waste Centre) upgrade/ remediation (two year project - \$3 million cost)	\$1,500,000
Public Toilet Amenities - Goodhew Park, Taralga	\$100,000
Stormwater drainage – Robertson Lane, Crookwell	\$160,000
Towns and villages streetscape program	\$200,000
Kerb and Guttering – Laggan Road to Oram Street, Crookwell	\$228,000
Binda Hall – building exterior painting	\$20,000
MR248E Kiamma Creek, Crookwell Timber Bridge Replacement	\$1,062,500
Roads capital budgeted expenditure is as follows:	
Gravel Resheeting on Local Roads (various roads throughout the Shire all programs)	\$671,175
Grabine Road, Bigga reconstruction (8 year program)	\$800,000
MR52 Gundaroo Road rehabilitation and resealing	\$865,000
Urban Road Pavement Rehabilitation – Bunnaby Street, Taralga	\$200,000
MR248W Crookwell-Boorowa Road - crash barrier installation	\$100,000
MR248W Crookwell-Boorowa Road 2016 road damage restoration	\$837,000
Pavement Rehabilitation and Bitumen resealing 2016 road damage restoration - Redground Road	\$352,000
Pavement Rehabilitation 2016 road damage restoration - Wheeo Road	\$121,000
Bannister Lane curve realignment and new bitumen sealing	\$350,000
Bitumen Resealing on Regional Roads, funded by RMS (throughout the Shire)	\$334,035
Bitumen Resealing - Urban Local Roads (throughout the Shire)	\$100,000
Bitumen Resealing - Rural Local Roads (throughout the Shire)	\$468,000
Pavement Rehabilitation and Bitumen resealing - Towrang Road	\$279,111
Pavement Rehabilitation and Bitumen resealing - Bevendale Road	\$269,880
Pavement Rehabilitation and Bitumen resealing - Breadalbane Road	\$150,000
Water Fund capital improvements includes the following:	
Crookwell Water Supply Treatment Plant project (total project cost of \$7 million)	\$1,000,000
4 Towns water supply mains replacements	\$290,000
Sewerage Fund capital improvements includes the following: 3 Towns sewerage mains replacements	\$140,000



Finance and Administration - 20 April 2017

ITEM 11.5 Library Quarterly Report

FILE REFERENCE 117/214

AUTHOR Director of Finance and Administration

ISSUE

A summary of the activities in the Upper Lachlan Shire Council libraries for the 3rd Quarter 2016/2017 is provided to Council.

RECOMMENDATION That -

 Council receives and notes the Library Services 2016/2017 – 3rd Quarter Report as information.

BACKGROUND

Nil

REPORT

Upper Lachlan Shire Library Services Quarterly Report: January - March 2017

LIBRARY USAGE:

	Crookwell	Gunning
Loans*	8,717	2,285
New Members	44	24
Internet Sessions	1,036	829
Visitors	6,168	2,773
Hours open per week	31.5	17

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

OVERVIEW:

The Libraries experienced consistent usage across all areas. This quarter the number of new members, visitors and Internet sessions increased at the Gunning Library compared to the same quarter in 2016. Whilst at the Crookwell Library the number of loans and new members increased compared to same quarter in 2016.

During the quarter a number of promotional events were held in our libraries attracting attendees who also used the library services. These events included a water bottle flipping challenge; Summer Reading Club; and Versailles Bus trip to Canberra at the Crookwell Library. At the Gunning Library events included a displaying photos workshop. The monthly scrabble and knitting groups; storytime and

school group visits returned for the year from February, attracting a large number of people through our libraries.

EVENTS AND PROMOTION:

Crookwell and Gunning Libraries:

- Promotional articles were published in the Crookwell Gazette, the Gunning Lions Newsletter, Crookwell Library Facebook site, and the Voice. These included 'How many villains are at your library?'; 'Library activities for children these holidays'; 'The library is a great place to be'; 'Share the love at your library'; 'Library busy times ahead'; and Gunning Library Activities' regular column in the Gunning Lions Newsletter.
- During the quarter, displays showcasing a selection of fiction and non-fiction items from all branches of the Southern Tablelands Library Co-operative (STLC) were displayed in prominent areas of the library. These items provided an interesting variety of items for loan with a different theme and show the breath of items in the collections. The Crookwell Library displayed items on the theme of reading for the holiday season; heroes and villains for the Summer Reading Club; folktales and fairytales; Australiana; steam punk; diesel punk; retro-futurism; Valentine's Day (to celebrate Library Lovers' Day which is also held on the 14 February 2017); space opera; history; musicals; and world of crime. Gunning Library displayed items on dyeing fabric and fibres; Australiana and Indigenous Display for Australia Day; photography; local history; Australia outback; Valentine's Day; animals; and knitting.

Gunning:

- This quarter the knitting circle was well attended even with the warmer weather. In total there were seventeen people who attended across two sessions.
- An afternoon tea was held on the 24 January 2017 to say thank you to Gunning Library's five storytime volunteers and Michael DePercy, who conducted the Trove workshop. The volunteers were presented with a small gift. Seven people attended the afternoon tea.
- To coincide with the Gunning Show a workshop explaining the correct way to exhibit photos was held at the Gunning library. Head Steward, Louise Duncan, from Dalton ran the workshop with six people in attendance. Feedback from participants was that the workshop was very worthwhile with one participant taking out Grand Champion Photo in the open section even though it was their first time in exhibiting.

Crookwell:

- This quarter the monthly scrabble afternoons were well attended, with a total of eleven people attending across two sessions. The Crookwell Library Friends continue to run the session and sponsor afternoon tea.
- A new brochure was created advertising the Crookwell Library for the new residents' pack compiled by the Crookwell Progress Association.
- The Crookwell Friends of the Library visited the Versailles exhibition in Canberra on 15 March 2017. Twenty people attended this event.

CHILDREN AND YOUNG PEOPLE:

Gunning:

- Gunning Public School visits to the library resumed in February. Classes from Kinder to Year 6 from Gunning Public School continue to visit once a week on a Tuesday, Wednesday, Thursday and Friday. In this quarter there were two hundred and forty-seven children attended the Library with their class.
- Gunning and District Before and After School Care OOSH continue to have a permanent booking of computers after school every when computers are available.
- Fortnightly storytime resumed in February and continues to be popular. The Gunning Early Child Centre is a part of the storytime sessions. In this quarter there were a total of fifty-nine children who attended storytime.
- Gunning supplied some cardboard pop-out animals for children's holiday activity in the summer holidays.

Crookwell:

- A colouring table with a hero and villain theme was set up for children at the Crookwell Library for the summer school holidays to coincide with the summer reading club theme of heroes and villains.
- A member of the community has provided a permanent loan to the Crookwell Library of five Australian animal dress-up costumes. The children have been making the use of the costumes.
- The Crookwell Library held a Water Bottle Flipping Challenge on 23 January 2017 from 2-3pm, with fourteen children in attendance. The Crookwell Friends of the Library sponsored this event.
- The Crookwell Library held the Summer Reading Club over the summer. This
 year's Summer Reading Club program theme was Heroes and Villains. The
 Summer Reading Club concluded on 25 January 2017. Twenty-nine children
 participated in the program. Although this was the same number as the previous
 year, there were some new children participating.
- Weekly storytime resumed in February and continues to be popular. Due to the storm damage in the library the SDN preschool did not attend any storytime sessions this quarter. Despite this, numbers at the storytime sessions have increased and are becoming more consistent. In this quarter there were a total of fifty-five children who attended Storytime.

COLLECTIONS, RESOURCES AND FACILITIES:

Collections

- During this quarter several collections and items were moved in the Gunning Library. These included:
 - The children's DVD and Board books were swapped around.
 - A two seater lounge which was donated to the library has been added to the children's room and is being used by both adults and children.
 - To give more space to borrowers the DVD's were moved down to the back wall
 of the library and the stack books and stands along the wall of the non-fiction
 books were also moved.

- To make room for the large print books the range of western large print books were moved to make it easier for borrowers to get the large print books off the shelves as they were very tightly stacked.
- During this quarter several collections and items were moved in the Crookwell Library. These included:-
 - The junior fiction titles were re-organised to make more space.
 - Crookwell Library weeded the board books on duplicate titles on the theme of ABC, shapes and colours as well as worn items. Some of these items have been sent to Gunning Library to boost their board book collection.
 - Some of the large print, non-fiction, biographies, DVDs and music were relocated in the library due to the storm damage.
- All magazines have been weeded at Crookwell and Gunning Libraries. The old stock have been taken off the shelf and deleted from the system.
- A number of DVDs were purchased in March for both Crookwell and Gunning Library collections. In addition a number of donated DVDs have also been added to the collections at both libraries.
- As time allowed Crookwell Library staff catalogued donated books.
- Staff started to weed the children's DVDs at the Crookwell Library as the DVDs are quite scratched.
- The Library Manager started sorting the pamphlets at Gunning Library. The pamphlets are outdated. Some pamphlets have been re-ordered. This will be an ongoing project over the next few months.
- Two new families to Crookwell have been asking about foreign language material.
 The Library Manager requested items from the NSW State Library multicultural unit free lending service. The material arrived in March for the customers.

Resources

- The Library Manager attended a meeting with the other STLC Library Managers in Gunning on 17 January 2017. Afterwards I visited the Gunning Library.
- The Library Manager completed information on the Library Management System for the SE Zone. The SE Zone is looking into a consortium for a Library Management System across the Zone libraries.
- The Council Media Officer and Library Manager have been discussing advertising and general media publicity options.
- This quarter, volunteers completed seventy-five hours of work in the Crookwell Library (seventeen of these hours were spent in assisting with assessing the damaged books from the February storm), and seven hours at the Gunning Library.
- The Crookwell Friends of the Library assisted with the clean-up after the storm by examining the books for damage. In total they spent seventeen hours assisting library staff.
- The Library Officer position at Gunning and Crookwell Library has been advertised and will close on 6 April 2017.

Buildings and Facilities

• The libraries computers and Wi-Fi facilities continue to be well used by patrons and people passing through. Computers were in high demand throughout January

at both libraries due to the school holidays and customers wanting to enjoy the air conditioning on the warmer days.

- The air conditioning units was serviced at Crookwell Library on 9 March and at Gunning Library on 16 March.
- The computers at Crookwell Library were very slow in March. Council's IT staff has been notified of the problem and have escalated the problems to Telstra. The problem with the slow speed is caused by too much congestion at the Telstra exchange.
- Three new PC's were purchased in March to replace older computers at Crookwell Library.
- Crookwell staff were kept busy in February and March from the storm that affected the library on 6 February 2017. The storm affected the main part of the library and also affected the children's area and the library shed. All items damaged in the storm have been scanned into a file and sent to the insurance company. Items are in boxes until further instruction is received from the insurance company. In total there were 1,334 items damaged, including 1,287 books (collections affected included large print, non-fiction, biography and westerns) and 47 DVD items. The library also lost a large section of carpet, two book/DVD cardboards, four storage/display cubes, the rug in the children's area and books in the library shed.
- The insurance company visited the Crookwell Library on 9 February 2017 to assess damage to the library from the February storm.
- The Library Manager obtained quotes from library (to replace damaged furniture) and carpet suppliers to replace the damaged items from the February storm. The current carpet in the Crookwell Library is unable to be sourced as the colour is no longer available.
- The quotes for the damaged furniture and fittings have been submitted to the insurance company.
- Roof repairs to the damaged area of the Crookwell Library have commenced. The flashing for the roof was installed in March, with further work still to be completed.
- A further leak occurred in the DVD section at the Crookwell Library on 21 March 2017.
- The framework of the Arch in the Gunning Library moved and crumbled in this
 quarter. Small pieces of plaster broke off and cracks on the walls and ceiling
 increased in size and opened further. Structural Engineer, Adam Gillett, Gilcon
 Structural Engineers inspected the building on 10 March 2017 and a report will be
 completed for Council management to consider options to address the situation.

Michaela Olde Manager, Library Services

POLICY IMPACT

Nil

OPTIONS

Nil

FINANCIAL IMPACT OF RECOMMENDATIONS

RECOMMENDATION That -

1. Council receives and notes the Library Services 2016/2017 – 3rd Quarter Report as information.

ATTACHMENTS

Finance and Administration - 20 April 2017

ITEM 11.6 Provision of Library Services - Service Level Agreement

with Goulburn Mulwaree Council

FILE REFERENCE 117/175

AUTHOR Director of Finance and Administration

ISSUE

Implementation of a Service Level Agreement for Provision of Library Services involving Upper Lachlan Shire Council and Goulburn Mulwaree Council to commence at the cessation of the Southern Tablelands Library Cooperative on 30 June 2017.

RECOMMENDATION That -

- 1. Council notes the Service Level Agreement for Provision of Library Services between Goulburn Mulwaree Council and Upper Lachlan Shire Council.
- 2. Council notes the commencement date of the Service Level Agreement for Provision of Library Services is 1 July 2017.

BACKGROUND

The Southern Tablelands Library Cooperative (STLC) consists of Upper Lachlan Shire Council, Yass Valley Council and Goulburn Mulwaree Council. At the Ordinary Meeting of Upper Lachlan Shire Council, 17 November 2016, it was noted that Goulburn Mulwaree Council confirmed in writing that the STLC will cease to operate on 30 June 2017.

At the Ordinary Meeting of Upper Lachlan Shire Council, 15 December 2016, in Resolution 352/16, the action was "That Council engage in further discussions with Goulburn Mulwaree Council regarding the negotiation of an interim agreement for provision library services for a 12 month period that covers the service levels and fee structure."

REPORT

Upper Lachlan Shire Council and Goulburn Mulwaree Council senior management have held discussions in relation to the cessation of the Southern Tablelands Library Cooperative. Meetings were held on 16 December 2016 and 24 January 2017.

The negotiations with Goulburn Mulwaree Council have been quite constructive and a Service Level Agreement for Provision of Library Services has been agreed upon by each party. The agreement is based on the foundation of the previous library service agreement prepared by Marsdens Law Group on behalf of the Councils.

Finance and Administration

PROVISION OF LIBRARY SERVICES - SERVICE LEVEL AGREEMENT WITH GOULBURN MULWAREE COUNCIL cont'd

The Service Level Agreement for Provision of Library Services has now been prepared and signed under delegation by each Council's General Manager. The Service Level Agreement will take effect on 1 July 2017 for a one year period, with a five year renewal option included.

Under the terms of the Service Level Agreement, Goulburn Mulwaree Council will provide 'fee for service' library charges which are outlined in Schedule 2 of the Agreement. Schedule 1, of the Service Level Agreement, provides the summary of services and Schedule 3 provides a summary of functions by each Council under the Agreement.

Each Council continues to retain autonomy of operations at their respective libraries, and retains ownership of buildings, books, DVDs and other physical assets at their respective libraries.

Included within the Service Level Agreement is the trial of a new library service to Upper Lachlan members, which is the mobile library van visitation to Taralga on a three weekly cycle.

POLICY IMPACT

Nil

OPTIONS

Nil

FINANCIAL IMPACT OF RECOMMENDATIONS

The amended fees and charges for services in Schedule 2, of the Service Level Agreement, have been incorporated into the 2017/2018 Council Operational Plan.

The library service fees budgeted to be paid to Goulburn Mulwaree Council in 2017/2018 total \$101,496. In 2016/2017 the library service fees totalled \$96,727.

RECOMMENDATION That -

- 1. Council notes the Service Level Agreement for Provision of Library Services between Goulburn Mulwaree Council and Upper Lachlan Shire Council.
- 2. Council notes the commencement date of the Service Level Agreement for Provision of Library Services is 1 July 2017.

ATTACHMENTS

1.ViewView	Provision of Library Services - Service Leve Agreement	Attachment

Provision of Library Services

Service Level Agreement

Between

Goulburn Mulwaree Council (The 'Service Provider')

and

Upper Lachlan Shire Council (The 'Customer')

1st July 2017 – 30th June 2018

Provision of Library Services Service Level Agreement

Table of Contents

Part 1	! – Service provision	.5
1	Responsibilities	. 5
2	Commencement Term and Expiry Date	. 5
Part 2	? — Assets, fees and charges	.6
3	Assets	. 6
4	Fees and Services	. 7
5	Annual Expenditure	. 7
6	Invoicing for services	. 9
7	Additional services and variations	. 9
8	GST	10
Part 3	3 – Failure to Meet Obligations and Dispute Resolution, Exit and Termination	10
9	Failure to meet obligations and dispute resolution	10
10	Exit and Termination	11
SCHE	DULE 1	12
SCHE	DULE 2	13
SCHE	DULE 3	14

Summary Sheet

Goulburn Mulwaree Council (the 'Service Provider'):

Name: Goulburn Mulwaree Council

ABN: 84 049 849 319

Address: Locked Bag 22, Goulburn NSW 2580

Telephone: (02) 4823 4436 Facsimile: (02) 4823 4456

Email: erin.williams@goulburn.nsw.gov.au and council@goulburn.nsw.gov.au

Representative: Erin Williams (Library Manager)

Upper Lachlan Shire Council (the 'Customer'):

Name: Upper Lachlan Shire Council

ABN: 81 011 241 552

Address: PO Box 42, Gunning NSW 2581

Telephone: (02) 4832 1048 (Library) and (02) 4830 1000 (Office)

Facsimile: as above and (02) 4832 2066 (Office)

Email: moble@upperlachlannswgovau and cound@upperlachlannswgovau
Representative: Mrs Michaela Olde (Manager Library Services)

Service Agreement

This document represents a formal service agreement between:

Goulburn Mulwaree Council (the 'Service Provider')

and

Upper Lachlan Shire Council (the 'Customer')

For the provision of Library Services.

Agreement objectives

Goulburn Mulwaree Council (Service Provider) to undertake the function of provision of specific library services for Upper Lachlan Shire Council (Customer) in accordance with this Agreement.

Under this Agreement, the aim for both parties is to ensure the provision of Library Services for the communities of Goulburn Mulwaree and Upper Lachlan for the benefit of the public. It is expected that both parties will work together in the spirit of this Agreement to resolve any issues that may arise.

As the Service Provider, Goulburn Mulwaree Council will endeavour to provide efficient and effective services to the Customer, Upper Lachlan Shire Council under the terms of this Agreement. Where delays or issues arise, the Parties agree to communicate openly and transparently to ensure that issues are dealt with promptly, and to ensure that the agreement is enacted in good faith.

This Agreement takes into consideration the collaboration and goodwill between the two Councils and aligns with the following strategies in the Tablelands Regional Community Strategic Plan 2016-2036:

Strategic Pillar	Strategy	Goal	
Our Civic Leadership	CL4	Actively investigate and communicate funding sources and	
		collaboration opportunities that can strengthen the region	
Our Community	C01	Facilitate and encourage equitable access to community	
		infrastructure and services, such as health care, education	
		and transport.	

Part 1 - Service provision

1 Responsibilities

- 1.1 The summary of library services provided under this agreement are as set out in Schedule One (1).
- 1.2 The fees associated with the provision of library services under this agreement are as set out in Schedule Two (2).
- 1.3 Each Council's responsibilities for the provision of Library services are as set out in accordance with Schedule Three (3).

2 Commencement Term and Expiry Date

- 2.1 The term of this Service Level Agreement commences on 1 July 2017 and expires on 30 June 2018, unless terminated earlier at the agreement of both the Customer and Service Provider.
- 2.2 No later than six (6) months before the Expiry Date of this Service Level Agreement, the Customer will notify the Service Provider in writing advising their intentions with regards to extending the Term of this Service Level Agreement for a further period of five (5) years. The commencement date of the option to renew is 1 July 2018 and expiry date of 30 June 2023.
- 2.3 No later than three (3) months, before the expiry date of the Service Level Agreement, the Service Provider shall advise in writing to the Customer if the Service Level Agreement is extended by the Service Provider for a further five (5) years.

Part 2 - Assets, fees and charges

3 Assets

- 3.1 This agreement is for the provision of Library Services only, and does not have any impact on the ownership, provision or maintenance of Library buildings and their associated rates, charges, taxes and other costs related to those premises.
- 3.2 All assets will remain the property of each individual Council.
- 3.3 Each Council is solely responsible for the maintenance and upkeep of its Assets.
- 3.4 Resources purchased and charged to the Customer under this agreement remain at all times the property of the Customer.
- 3.5 The customer acknowledges that while it elects to use the current Library Management System (LMS), that the LMS is the property of the Service Provider and will be managed by the Service Provider.
- 3.6 The Customer acknowledges that the Service Provider may elect to upgrade the current LMS as it sees fit in order to achieve a higher level of productivity, increase technological capability and to enable more efficient use of resources.
- 3.7 If the Service Provider changes the current LMS provider during the course of this agreement the cost of extracting and transferring the Customers' data will not be passed onto the Customer.
- 3.8 The Service Provider is responsible for the maintenance of the LMS and will respond to any outages on a best effort basis for the LMS equipment (e.g. printers) as outlined below.
- 3.9 The Service Provider will provide IT services on a best effort basis in line with the existing operations of the Service Provider. All IT equipment, regardless of the location (Goulburn, Crookwell or Gunning) will be treated equally and will be prioritised accordingly based on the urgency and system impact. There is no intent to change the IT service level from the existing arrangements.
- 3.10 During IT service desk operational hours (8.30am to 5pm Monday to Friday), the following estimated response times will apply:
 - (a) Initial response (communication with technical staff) will be typically less than four(4) hours.
 - (b) Critical (life threatening) incidents will have an immediate response, and should be notified by phone.
 - (c) After the initial response, the severity and priority of the request will be assessed.
 - Level one e.g. minor technical issues such as screen not working, mouse/keyboard problems, noisy printer. Expected response time – five (5) days.
 - Level two e.g. major technical issues such as Amlib not working as expected, communication link failure. Expected response time – technician to commence work within one (1) day in consultation with any external provider e.g. Telstra, Amlib, Microsoft.

- 3.11 The Customer acknowledges that it will accept the processing procedures for collection materials as set out by the Service Provider.
- 3.12 At the start of this agreement the Service Provider will provide the Customer with a copy of the processing procedures for the collection materials, which may change from time to time in consultation with the Customer

4 Fees and Services

- 4.1 The fees associated with the provision of services under this agreement are as set out in Schedule Two (2).
- 4.2 Both parties agree to a review of the fees and services prior to the end of the first twelve (12) months to ensure that they are an accurate reflection of the provision of services and meet the ongoing needs of both parties.
- 4.3 The Service Provider must maintain complete and accurate records of the services supplied to the Customer.
- 4.4 The Service Provider must ensure that the services are delivered in accordance with this agreement, as set out in the Schedules.

5 Annual Expenditure

- 5.1 The Customer will commit to an annual expenditure from its own funds for the purchase of library resources. This will be at a minimum level of the baseline standard for library materials expenditure per capita, per annum, as set out in the most recent edition of Library Council Standards and Guidelines for NSW Public Libraries.
- 5.2 In November of each year during the term of this agreement, the Service Provider will calculate the Library Resources of the Customer for the subsequent year in accordance with clause 5.1.
- 5.3 The parties acknowledge and agree that the latest population statistics for the Customer's local government area based on Australian Bureau of Statistics information will be used for the purposes of calculating the Customer's Annual Resource Budget.
- 5.4 By no later than December during the term of this agreement, the Service Provider will provide a copy of the following information in draft form to the Customer:
 - (a) Draft Service Charges;
 - (b) An estimate of the total Service Charges that will be incurred by the Customer for the subsequent financial year;
 - (c) Cost per item processing fee;
 - (d) Annual cost of the LMS software maintenance, management and support;
 - (e) Annual cost of communication lines and IT support;
 - (f) Annual costs for purchase, processing and management of e-Resources;
 - (g) Annual cost of provision of Mobile Library services;

7

- (h) Amount of funds to be spent on the purchase of Library Resources by the Service Provider on behalf of the Customer;
- (i) Cost per group for administering Book Groups;
- (j) Cost per item of sundry items supplied to the Customer;
- (k) Annual administration fee.
- 5.5 As indicated in Schedule Two (2), the latest population statistics for the Customer's local government area based on Australian Bureau of Statistics information will be used for the purposes of calculating:
 - (a) Maintenance/Management of LMS and associated costs, including Syndetics, Libraries Australia fee and Amlib system fee.
 - (b) Maintenance/Management of e-Resources
 - (c) Annual Administration Fee
- 5.6 Within thirty (30) business days of receiving the information noted in Clause 5.4, the Customer must give notice in writing to the Service Provider of any dispute in respect of the proposed charges.
- 5.7 By the end of February during this term of the agreement, the Customer must give notice in writing to the Service Provider either:
 - (a) Accepting and endorsing its commitment to the proposed budget, or
 - (b) Exercising their entitlement to withdraw from this agreement.
- 5.8 If the Customer does not serve a notice as required under Clause 5.7, the Customer is deemed to have endorsed the proposed budget.

6 Invoicing for services

- 6.1 During the term of this agreement, the Service Provider will issue tax invoices to the Customer setting out:
 - (a) The Service Charges payable by the Customer; and
 - (b) The cost of Library Resources purchased on behalf of the Customer,
 - (c) for each previous Quarter.
- 6.2 The Customer must attend to the payment of a tax invoice within thirty (30) days.
- 6.3 During the term of this agreement, the Service Provider cannot adjust or increase the Service Charges. If the Customer agrees to a further 5 year term any adjustment or increases to the Service Charges will be capped at the Consumer Price Index each financial year.
- 6.4 Despite clause 6.3, the Service Provider will adjust the staff costs related to the provision of Library Services as of 1 July each year, in accordance with the increases in the Local Government (State) Award 2014 and its successors.
- 6.5 The Customer acknowledges that Licence Agreement fees and vendor charges from external parties may change throughout the course of this agreement. The Service Provider will pass on these costs accordingly as documented in Schedule Two (2).

7 Additional services and variations

- 7.1 From time to time, the Service Provider may offer additional services (such as subscription to a new e-resource) to the Customer on a fee-for-service basis.
- 7.2 The Customer is not obligated to accept any offer for the provision of additional services.
- 7.3 From time to time, the Customer may request additional services over and above the terms of this agreement; the Customer and the Service Provider will negotiate terms and appropriate payment for these additional services.
- 7.4 The administration of, and invoicing for any additional services undertaken by the Customer will be undertaken as per the normal issue of tax invoices.
- 7.5 Variations to this agreement should be discussed and then recorded via an amendment to this agreement. Both parties to sign any amendments or new agreements.

8 GST

- 8.1 Any amount payable under this agreement is expressed as a GST exclusive amount.
- 8.2 The Customer must pay the Service Provider the amount of any GST payable in respect of a taxable supply made under this agreement at the same time as payment for the provision of the taxable supply.
- 8.3 The Service Provider must provide the Customer with a tax invoice complying with the requirements of the GST legislation for each taxable supply made by it under this agreement.

Part 3 – Failure to Meet Obligations and Dispute Resolution, Exit and Termination

9 Failure to meet obligations and dispute resolution

- 9.1 If the Customer is of the reasonable opinion that the Service Provider has failed to comply with the end-processing procedures or the IT service level agreement then the Customer will raise the issue with the Service Provider and will follow the steps below.
- 9.2 If in the first instance the Library staff representing the Service Provider and the Customer cannot resolve the issue, the General Managers of both parties are to meet in order to try and resolve the issue.
- 9.3 If the dispute between the parties to this agreement in respect of the Services cannot be resolved by the General Managers, then either party may within five (5) business days of that dispute arising, give written notice to the other party of the dispute. The notice must adequately identify and give details of the dispute.
- 9.4 Subject to Clause 9.3 within fifteen (15) business days of a party issuing a notice of dispute the parties must ensure that senior management of the parties meet in an attempt to resolve the dispute.
- 9.5 Both parties must attempt to resolve any differences amicably and in good faith prior to higher level dispute resolution measures being attempted.
- 9.6 If the dispute is not resolved within fifteen (15) business days of a party issuing a notice of dispute then the Library Council of New South Wales may be asked to arbitrate the dispute.

10 Exit and Termination

- 10.1 If either party wishes to exit this agreement, it must serve a notice on the other party notifying them of their desire to do so (Exit Notice). The exit from the agreement takes effect as and from the 30 June immediately following the service of that notice.
- 10.2 To be valid, an Exit Notice must be served no later than three (3) months before the effective date of the exit of either party.
- 10.3 Notwithstanding any withdrawal from this agreement, the Customer remains, or will be, liable for:
- (a) Payment of all Service Charges for the financial year within which the withdrawal occurred.
- (b) Any direct expenditure incurred by the Service Provider with respect to the withdrawal of the Customer. This will include but may not be limited to data extraction costs and staff costs in relation to the extraction.
- 10.4 If the Customer does not agree to a further 5 year term as the end of this 12 month agreement:
 - (a) The Customer is entitled to retain their then current collection of resources at the library premises within their local government area (including any items on loan to the Service Provider, which must be returned to the home branch of the Customer);
 - (b) The LMS will remain the property of the Service Provider.
 - (c) The Customer's records will be extracted and provided to the Customer in a mutually agreed format; and
 - (d) The Customer must pay the Service Provider's costs in data extraction and transfer of data to the participating Council. This will be charged on a time costed basis (staff hourly rate).
- 10.5 If at any time the conduct of either party becomes unlawful, then this agreement will terminate immediately.
- 10.6 If the agreement is terminated under Clause 10.5, clauses 10.1 to 10.4 still apply.
- 10.7 Each party to this agreement must sign, execute and deliver all deeds and documents and act reasonably to carry out and give full effect of this agreement.

SCHEDULE 1

Summary of services provided under this agreement

Service	Includes	Invoiced
Acquisitions and	Sourcing and processing new Library collection	Processing fees invoiced
Processing	materials. Includes set up and maintenance of yearly	quarterly on a per item
	standing orders, selection and purchase of one-off	basis.
	items, managing payments, cataloguing and shelf-ready	
	end-processing, and delivery of all new collection	!
	materials. Also includes supply of processing materials	
	such as barcodes, kit boxes, contact etc for the end	
	processing of new collection items	
Maintenance/	Management and maintenance of Library Management	Quarterly
Management of	System and OPAC. Includes liaison with vendors,	
Library	ongoing IT support and troubleshooting, maintenance of	
Management	software, Syndetics, and management of licence fees.	
System (LMS)		
Communication	Includes the supply and maintenance of MPLS lines,	Quarterly
Lines /IT Support	AMLIB printers, circulation and OPAC PCs, and ongoing	
,	IT support and troubleshooting.	
Maintenance /	Includes establishment and maintenance of annual	Individual licence fees
Management of	licences for subscription eResources, management of	will be charged annually
eResources	licence fees, liaison with vendors, ongoing IT support	as required, and
Chesources	and troubleshooting.	included as part of
		quarterly invoicing.
Mobile Library	Provision of Mobile Library services to Taralga. Includes	Quarterly
Services	one mobile library visit every 3 weeks, travel time, and	1
	staff time.	
Purchase of	Purchase of all Library collection items. Includes print,	Collection items
Collection Items	digital, books and AV materials.	invoiced quarterly on a
	Per capita contribution for purchases to be made as per	per item basis.
	the standards outlined in the latest edition of the State	
	Library of NSW 'Living, Learning, Libraries'. Population	
	figures to be based on the latest ERP figures outlined by	
	the Australian Bureau of Statistics.	
	 Living, Learning, Libraries - latest edition, 2014 (6th 	
	ed) - \$4.53 per capita	
	Latest ABS ERP figures - Upper Lachlan Shire	
	population is 7,761	D 1 C (1.11 11 11 11 11 11 11 11 11 11 11 11 11
Book Group	Management and provision of services to registered	Book Group fees will be
Administration	book groups. Includes yearly allocation and reserving of	charged annually in
	kits and liaison with book groups	January as required,
		and included as part of
<u> </u>	Country of control of the control of	quarterly invoicing. Quarterly
Supply of Sundry	Supply of sundry items as requested. Includes barcode	Quarterry
Items	sheets, audio book folders and pockets, and other items	
	as requested.	<u> </u>
Annual	Ongoing administration of shared services. Includes	Quarterly
Administrative	management and maintenance of collection	
Fees	development and membership access policies, and	
	preparation and provision of quarterly invoices.	

SCHEDULE 2

Upper Lachlan Shire Council Library Costs for Service Level Agreement 17/18 Financial Year

·	Schedule 2 - U	pper Lachian Shire Council Library Costs i	ar Sen	vice Level	Agreement						
							I	\Box			
sandre Letrang	istorie Task	farit Delaite	WIND	calculary character factor	Appear hear spiral	with a second	i ten bez	Add at Long	Rangel e es	retiff and	
				VIANT.							
Argusti Kall and Mortssall.						-	-				
Hindi co Herri casi rischer advan giverani.		State county in come of intending to don't		14.000	DEF SHIFE.						
	L ` `	grams y cho age stocker		- Mical	,	E Brasilio	Sign gen.				
		Diglorg with APA Lighters teather fair on Engine Line	i—	j — · · ·		I		I			
	Selection and content in time each can wanted greater	a.,mgaze sa sapgia		44.0.4	Shepara	C (C 15:>	440.000				
		HISDING OF DAYS ON HANDON LINE	=	_=:::	2	11.32					
		Termonologie, del Francia Cala	<u> </u>	<u> </u>							
	Meaning regard to the positions	i ravalle seggetions kanning malemak averable	<u> </u>	400	Ing La can	£ (cas. 13)	4 43 4, 3 tol. *				l————
		Interrupt mark mask over other Proping or ones you supplier other Committee of the Market of the Committee o	<u> </u>				_				
	·	region by the Principle									
XAME ON	Standard or good AAARS record		 - ,	11/359	fited by ran	THE POST OF	n Aportipus	-			
· · - · · · · ·	St. A Mark P. D. Ages		:	4600	ingeren ingeren ingeren	COLT IZ.	1007111				
	Service and Amile		1	. V [41]	let av ten	EMPHA.	1117				
	Part of Proof or at this Extraporation This is the stemp one time and		-	E GAIL	(* 4 ar per men	ENDING	*******				
welson ng	Peri maran	folias na fala as vasa as	Ε,	17101	25 more ten	D40777301					
	Ni Ada-da	Color Congress of C			tar sa ter	DACTYTURA	LOU				
Suspen process greatestry	Tapler not their particular and long to their			_				_ : <u> </u>			
inh septa ng	Nove that Bright	HARLE SOME PROPERTY.	١.	11771	'noberes	C-17	1700			' '	
· · ·	er se s	to at resulting man part the	1	Cont	A T - paran	4111	9.0				
France	Delance of one family, when observe	'a rae hon-	t				5	كيبه السابقة			L== -
and a special contract of the	io aldes		├-		⊢					\$ 75.00 \$ 77.00	CONTENTON ETT.
	parriedu .		<u> </u>	<u> </u>	<u> </u>		·	de person			
	'muc					Į	615	e the per stem			elang sea along on the the sea elang sea along on the the
	many document	Sent Contact Adv	 				119	D 15 per den			
	top on a distance in glassical gradual strong.		—			<u> </u>		per 14			E
	andronous a financia construction in general por ser in question in fill provide flags (princial)	#473-500-284	<u>l-</u>			1	19	(H-1		777	p# 1*
THOUGH I SHAREFARE MI OF LIA	a make a minute publishment become		F - ,			- -			5 20.74		Control or upto in the la
	Anthony Anto	Filterge or good or all effect read on pay defect. The least eigenfronts of represent to 8 Feet regree v		35477	Jahripa Antipa Parica			1 1191		4 2,39.34	Compressional Section 15: 5:5:11
	program (Proc. of Processor)	Appear 1211 to the co.		- 100	790 C	\vdash		1	25		Combination to all (163) 38 Combination to the pt (168) 38
			1	1				 -			
Arica piceličnia	Sendebrus appgrass change daniel and trus, year)	"Party Stoot trial websiter and all 64 The level mounts U.A.					1		_		Combres of North Nation 1997
	After an authorized televisional energy bened to the man	region are: 24 f. Mr. at the right. The fine and all projection of programming that	⇇				· —		Sets	د ب ب	graphed syrical feet project. Compress project feet project. Compress project feet fire and his
	make make for larger a charge based degree (e.g.)	state and prostation of the gas.	1				<u>L</u> _		1: 6:		Common of providing Signal Co.
								1			
CARADRICATION LINE OF LUMPORT	(Very Later)		ļ. '								
December Arrest test y ir 100-4181	, yeseeds with one will	Program continued and program conti	 	 		 		1	5 (atlega 5 17660 60	1 1000	
					l						
											· · · · · · · · · · · · · · · · · · ·
SALARE FRONCE SERVICE SALES OF THE LOCATION	dennie Later Pipt der Delt.	Company of the control of the property			ion sa	-	Τ		A par ow not distret:	and the same of the same	
SECURITY PROJECTION OF PUBLICA	PCF CB - BVT CLASH				Ver pa				\$ 74635 \$ 24935		
							-				
MORRE UBLINEY SERVICES	Protestion of the big Monte-traps and by Tark go	(hours private debute agree) - easy - 2 mile	-	177"	134151	1	-		3 23°4K	•	
		housewell regions I well of Light							1 711986	t Men	Throations the makes for CONTROL WOLLD'S AND AND
		' Heart, Mr. Laft Lake 11, 24	_	3761	(2-:1s			<u>. </u>			
		I Bibliot de des Dischilles Lighteper afront in free ni Lieffelt		27.00	Samps	1	1.2	!	5 (to 7)		this between the one
		This is the 's while Lampson's art have 1 that' this will also go to unknown the said.		9741 1740	(Serge		1.4	==			ifija newratowe w raw —
		I Now them 3 while Lightgerich on Times 1, staff they are not at the particular of t		27.00	Samps		11:95		5 (to 7)		iki w nesunaka we w na
PURCHASE OF FOLICITION TEMA	Mar capital control and partitions used to be asset, earling construction	Libbur Kriss State Composition From Schille Cognitional Charles Congress Cognition (CAS) And Congress Charles Cognition (CAS)		27.00	Silver		1178		5 (to 7)	به درس شا	ifig a tretum ella acce te ta come
		I Now them 3 while Lightgerich on Times 1, staff they are not at the particular of t		27.00	Samps		1.%		5 (to 7)		ifical tracum who use
PLACE OF COLUMN TENA	An extend conductivity is despitated. Was no to grown the model of the second conductivity and the second conductivity of the second conductivity.	Libbur Kriss State Composition From Schille Cognitional Charles Congress Cognition (CAS) And Congress Charles Cognition (CAS)		27.00	Silver		1196		\$ (19.77 \$ (29.84	به مرحد شا	this as the sum will discuss to the same of the same o
PLECKANI OF FOLICITION TOWA	Mar capital control and partitions used to be asset, earling construction	The principal special representation of the			Silver		11%		5 (to 7)		
PLACE OF COLUMN TENA	The course amountains as per linear upon to be bound and many and an extending property. The course are transmitted in the Conference of	Libbur Kriss State Composition From Schille Cognitional Charles Congress Cognition (CAS) And Congress Charles Cognition (CAS)			Silver		11-95		\$ (19.77 \$ (29.84	به مرحد شا	
PLE OLI SELLI CI ON II CLA	Marines and page to grade the large service and the service service service service service services s	APTION AND THE CONTRACTOR OF T			Saps		\$196		\$ (19.77 \$ (29.84	Marie description and	
PLANCE OF FOLICION FICHA	We need to continue the property and the stands along the party of the stands of the party of the stands of the st	The principal special representation of the			Steepe		1.26		\$ (19.77 \$ (29.84	Mind descript of earl	
PLE OLI SELLI CI ON II CLA	The control control to get force and the story designed any other sections of the story designed any other sections of the story designed and the story designed	APTION AND THE CONTRACTOR OF T			15.77 · or 2 · ord 1 · sp · or r · ord 1 · sp · ord 1 ·		5.%		\$ (19.77 \$ (29.84	Marie description and	
PARTY OF LANGE OF THE STATE OF THE STA	We need to continue the property and the stands along the party of the stands of the party of the stands of the st	The a first visit is a segment or the section of the sec			Steepe	_	51%		\$ (5) T (2) M	Mind descript of earl	
PART OF LARGE A LINE.	The state of the s	The print of the Company of the Comp		-	13X pp	_	5:8		5 (25 %) 2 (24 M) 2 (27 M) 2 (Mind descript of earl	
COOK COLONIA TO COOK T	We cannot come place to get to see any to story any or proper or to see any or to se	The analysis is the second of			STATE OF THE STATE	_	1:8		5 CO TO	Mind descript of earl	Contradornam 13.1274
PART OF LARGE A LINE.	The state of the s	The print of the Company of the Comp		-	13X pp		11.00		5 (25 %) 2 (24 M) 2 (27 M) 2 (Man description and	Contraction 0.1254
COLON DE L'ANGELLE COMPANIE CO	We cannot come place to get to see any to story any or proper or to see any or to se	The print of the Department of the Comments of			STATE PORT		1:30		5 CO TO	Man description and	Funtania (no. 13.1574)
COLON DE L'ANGELLE COMPANIE CO	We cannot come place to get to see any to story any or proper or to see any or to se	The print of the Department of the Comments of			STATE PORT		3196		5 CO TO	Altab para gricing	Control of the Contro
COLON DE L'ANGELLE COMPANIE CO	The control of the co	The print of the Department of the Comments of			STATE PORT		3196		5 CO TO	Man description and	Control of the Contro
COLON DE L'ANGELLE COMPANIE CO	We cannot come place to get to see any to story any or proper or to see any or to se	The print of the Department of the Comments of			STATE PORT		3196		5 CO TO	Make description and state of the state of t	Function 2 of the State of the
COLON DE L'ANGELLE COMPANIE CO	The control of the co	The print of the Department of the Comments of			STATE PORT		5178		5 CO TO	Make description and state of the state of t	Contraction on 11 PTC contraction on 12 PTC

SCHEDULE 3

Summary of functions for the Parties

Function	Goulburn Mulwaree Council (Service Provider)	Upper Lachlan Shire	
Dhysical	Council (Service Provider)	Council (Customer)	
Physical	GMC	ULSC	
Building Ownership/Maintenance	GIVIC	ULSC	
Computers associated with the LMS (ownership/maintenance)	GMC	GMC	
<u> </u>	GMC	GMC	
Library Management System (ownership)	divic	GIVIC	
Internet Service Provider and Public Internet Computers (ownership/ maintenance)	GMC	ULSC	
Refurbishment/Capital Works	GMC	ULSC	
Resources (ownership/maintenance)	GMC	ULSC	
Resources vote	GMC	ULSC	
Staffing	givic	ULSC	
	Г	i	
All aspects of staffing, including:			
Recruitment	GMC	ULSC	
• Training			
Performance management Core Services	<u> </u>	<u> </u>	
	CMC	I cuc	
Administer this Service Level Agreement	GMC	GMC	
Prepare quarterly invoices for charges and additional	CNC	CMC	
services provided on request to be received in Jan, Apr, Jul	GMC	GMC	
and Oct.	GMC	ULSC	
Library Grant and Subsidy applications	GMC	ULSC	
Reporting to State Library of NSW	GNIC	1 ULSC	
Collection and acquisition	E	T	
Creation of Collection Development Policy (CDP) – a new	i		
CDP will be established in the first year of operation to			
ensure there is a clear and consistent set of standards and procedures for the collection under this agreement. The	GMC	GMC	
development and implementation of the CDP will be in			
consultation with the Customer.			
Maintain and develop the collection in accordance with the			
Collection Development Policy and within the resources	GMC	GMC/ULSC	
budget as set by both parties	Sivie .	0,1110,0230	
Selection and purchase of library resources as required			
through the year.	GMC	GMC	
Some collection materials may be purchased individually by			
each Council as required.	GMC	ULSC	
Cataloguing	•	•	
Maintain and develop online catalogue	GMC	GMC	
Cataloguing/Libraries Australia/Freight for new materials			
Note: Collection materials purchased by each Council will	GMC	GMC	
be catalogued by the purchasing Council			
Library Management System	·	'	
Management and operation of the LMS	GMC	GMC	
Maintenance including upgrades, troubleshooting	GMC	GMC	
]		
	GMC	GMC	
(including assistance with LMS reporting) and assistance when the system goes down Development and implementation of Membership and Access Policy in consultation with the Customer. End processing			

Function	Goulburn Mulwaree	Upper Lachlan Shire
	Council (Service Provider)	Council (Customer)
Ensure all items are processed in accordance with		
specifications		
Items purchased as part of this agreement	GMC	GMC
Items purchased individually	GMC	ULSC
Donated items	GMC	ULSC
Delivery		
Regular delivery of new stock	GMC	GMC
Regular delivery of borrowed collection and reserved items	GMC	ULSC
Website and social media		
Development and maintenance of website and social media	GMC	11150
presence	GIVIC	ULSC
Other services		
Local studies and family history	GMC	ULSC
Opening hours	GMC	ULSC
Public programs and outreach services	GMC	ULSC
Public library directory entries	GMC	ULSC
Reporting to State Library of NSW	GMC	ULSC

Dated this $I_k^{P'}$ day of $I_k^{P'} R I_k$, $201\overline{I}_k^{P'}$

Executed on behalf of Goulburn Mulwaree Council (Service Provider)

Signed

Print

Mr Warwick Bennett

General Manager, Goulburn Mulwaree Council Office Held Executed on behalf of Upper Lachlan Shire Council (Customer)

Signed

Print / Mr John Bell

General Manager, Upper Lachlan Shire Council
Office Held

Finance and Administration - 20 April 2017

ITEM 11.7 Fund Raising and Street Stall Policy

FILE REFERENCE 117/191

AUTHOR Director of Finance and Administration

ISSUE

Review of Council's Fund Raising and Street Stall Policy.

RECOMMENDATION That -

Council adopts the reviewed Fund Raising and Street Stall Policy.

BACKGROUND

Nil

REPORT

POLICY:-				
Policy Title:	Fund Raising Activities and Street Stall Policy			
File Reference:	F10/618-04			
Date Policy was adopted by Council initially:	26 October 2006			
Resolution Number:	315/06			
Other Review Dates:	20 November 2008, 20 October 2011 and 17 July 2014			
Resolution Number:	366/08, 400/11 and 214/14			
Current Policy adopted by Council:	20 April 2017			
Resolution Number:	XXX/17			
Next Policy Review Date:	2020			

PROCI	EDURES/GUIDELINES:	;-
Date	procedure/guideline	was

developed:	
Procedure/guideline reference number:	
RESPONSIBILITY:-	
Draft Policy developed by:	Director of Finance and Administration
Committee/s (if any) consulted in the development of this Policy:	N/A
Responsibility for implementation:	Director of Finance and Administration

OBJECTIVES

 To monitor and control the use of street stalls, door knock appeals or other activities conducted by community organisations and/or other persons for fund raising activities.

Director of Finance and Administration

2. To monitor and control activities in public places under the control and/or management of Council (excluding public reserves / community land areas).

POLICY EXEMPTIONS

Responsibility for review of Policy:

- This policy only applies to public places under the control and/or management of Council and does not apply to public reserves / community land areas which are subject to separate arrangements or Plans of Management and/or approvals by Council.
- 2. Fundraising activity coordinated by non-profit organisations established externally outside the Upper Lachlan Shire Council are exempt from procedures in this policy. These non-profit organisations may have days allocated for street stalls that shall not conflict with bookings made by local Upper Lachlan Shire Council based organisations at the direction of Council's General Manager.
 - Examples include; Canteen Children's Foundation, Cancer Council of NSW, and Heart Foundation. However, these non-profit organisations must have public liability insurance of at minimum twenty million dollars (\$20,000,000) and a certified copy of the policy <u>must be</u> provided to Council.
- 3. Apart from the above there are no exemptions from the requirements to obtain Council approval for fund raising activities in public places within the Council area.

PROCEDURES RELATING TO APPROVALS

- Street stalls or other fund raising activities held on the footpaths within the central business district of Crookwell, Gunning, Taralga and other villages within Council's LGA require the approval of Council.
- 2. The following arrangements apply to fundraising activities:
 - a. In Crookwell, fund raising activities shall be conducted from the facility located in the Amenities Building, Goulburn Street.

In addition, an approved organisation may also have a small table and chair located on the footpath adjacent to the Newsagency and the IGA Supermarket subject to the following:-

- (i) The table location is only to be used for the selling of tickets;
- (ii) No product/items to be displayed at that location (including adjacent road way); and
- (iii) The table and chair shall be positioned so as not to obstruct use of the footpath, lines of sight, doorways and the like.

In Gunning, Taralga and the other villages fund raising activities shall be conducted from sites only by prior approval from the General Manager.

Note: the display of items / products associated with fundraising is subject to the liability of the approved organisation. In that respect the organisation must ensure compliance with other legislation (e.g. traffic regulations, health, work health and safety, etc).

- b. The fundraising activity must be conducted by non-profit organisations, which are represented by a Committee established in the Upper Lachlan Shire Council.
- c. The fundraising activity must clearly indicate the organisation they represent.
- d. Allocation of dates will be made by Council following the calling of applications in September / October each year. Applications are to be made on Council's prescribed form.
- e. Applications received other than through the annual process will be allocated vacant dates (if available).
- f. All applications must be approved by Council's General Manager prior to fundraising activities taking place.
- g. Only one (1) allocation will be made per day, except in the two (2) weeks prior to Christmas each year when multiple bookings will be permitted. In this case between the dates of 10 December to 24 December, first bookings with the Council will get preference to the amenities block, IGA and Newsagency. Second booking will be able to share with IGA and

Newsagency, (two (2) tables on either side of entry). Any further bookings will set up in other locations.

- h. The site is to be cleaned and left in a tidy manner at the completion of the fund raising activities.
- On community activity/festival days (e.g. Crookwell Potato Festival and Taralga Rodeo) the use of the street stall will be at the discretion of the organisers of those days (subject to bookings and approval being made in accordance with the provisions of this Policy).
- j. Fund raising activities must not affect pedestrian traffic movement and public safety.
- k. Fund raising organisations except those exempt under the Charitable Fund Raising Act 1991, must hold an authority from the Chief Secretary's Department to conduct fund raising activities.
- I. Collectors for charitable collections shall wear appropriate identification indicating the organisation they represent and must make documentation available for inspection at any time.
- m. The approval for a door knock appeal; i.e. Salvation Army Red Shield Appeal, shall include a requirement that the applicant suitably advertise the appeal prior to the event in a manner that will inform residents of the reasons for the appeal.
- n. The collection of money from the occupants of motor vehicles within the Council area is strictly prohibited.
- o. No amplified speech or noise is to be used for fund raising activities.
- p. Food items displayed and sold under this Policy must comply with the Food Act 2003 and the Food Regulation 2010.
- q. Councils' General Manager is delegated the authority to issue approvals in respect of Fund Raising Activities.
- r. Enforcement of above procedures will be in accordance with Council's Enforcement Policy adopted under Council Resolution Number 239/09.
- s. All organisations must have appropriate public liability insurance of at minimum ten million dollars (\$10,000,000) and a certified copy of the policy must be provided to Council with the application.

RELATED LEGISLATION AND COUNCIL POLICY AND PROCEDURES

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

Local Government Act 1993 (as amended);

- Food Act 2003;
- Food Regulation 2010;
- Environmental Planning and Assessment Act 1979;
- Local Government (General) Regulations 2005;
- Anti Discrimination Act 1977;
- NSW State Records Act 1998;
- Government Information (Public Access) Act 2009;
- Council's Community Strategic Plan;
- Council's Social and Community Plan;
- Council's Cultural Plan 2010-2015;
- Council's Complaints Policy and Procedure;
- Council's Code of Conduct;
- Council's Service Delivery Policy; and
- Council's Enforcement Policy.

VARIATION

Council reserves the right to vary or revoke this policy and its terms and conditions.

UPPER LACHLAN SHIRE COUNCIL

44 Spring Street CROOKWELL NSW 2583 **123 Yass Street**GUNNING NSW 2581

STREET STALL / DOOR-KNOCK ACTIVITIES

APPLICATION FORM

In accordance with Upper Lachlan Shire Council's Fund Raising Activities and Street Stall Policy.

NAME OF ORGANISATION:	
Is it a non-profit organisation?	YES / NO
Is it represented by a Committee established in the Upper Lachlan Shire Council?	YES / NO
Does the organisation have public liability insurance with a indemnity limit of \$10 million as a minimum?	n YES / NO
A certified copy of the public liability insurance policy is attached to this application?	YES / NO
(If the answer to all of the above is 'YES' proceed with the	application)
NAME OF PERSON IN CHARGE OF ORGANISATION:	
ADDRESS:	

PHONE NUMBER:
SITE LOCATION:
DATE OF EVENT:
TIME OF EVENT: FROM am / pm TO am / pm
SIGNATURE: DATE:
The provisions of Councils' Policy in regard to Fund-Raising Activities is acknowledged by the signature of the applicant
POLICY IMPACT
Review of an existing Council policy.
OPTIONS
Nil
FINANCIAL IMPACT OF RECOMMENDATIONS
Nil
RECOMMENDATION That - 1. Council adopts the reviewed Fund Raising and Street Stall Policy.
ATTACHMENTS
Nil

Finance and Administration - 20 April 2017

ITEM 11.8 Sporting Representation Donations Policy

FILE REFERENCE 117/192

AUTHOR Director of Finance and Administration

ISSUE

Review of the Council Sporting Representation Donations Policy.

RECOMMENDATION That -

1. Council adopts the reviewed Sporting Representation Donations Policy.

BACKGROUND

Nil

REPORT

POLICY:-	
Policy Title:	Sporting Representation Donations Policy
File Reference:	F10/618-04
Date Policy was adopted by Council initially:	24 July 2008
Resolution Number:	217/08
Other Review Dates:	16 August 2011 and 20 February 2014
Resolution Number:	308/11 and 22/14
Current Policy adopted by Council:	20 April 2017
Resolution Number:	XXX/17
Next Policy Review Date:	2020

PROCE	EDURES/GUIDELINES:	-
Date	procedure/guideline	was

Finance and Administration SPORTING REPRESENTATION DONATIONS POLICY cont'd

developed:		
Procedure/guideline number:	reference	

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

OBJECTIVE

That Upper Lachlan Shire Council maintains a consistent, open and equitable approach to the distribution of Council's sporting donations. To provide a means by which sports persons who achieve State/Capital Territory or National representative honours may receive Council financial assistance.

SCOPE

Council receives a number of financial assistance requests from individuals and sporting organisations. This policy will apply transparency and accountability to the community relating to requests for financial donations, contributions and/or sponsorships.

DEFINITION

The financial support that is provided by Council to any sports person or sports team representing their State/Capital Territory or National team will be in the form of a cash donation.

REPRESENTATIVE STATUS REQUIREMENT

State/Capital Territory Representation

- * For all persons selected in a State/Capital Territory team, financial assistance in the amount of \$250 is donated to each person who competes in a State/Capital Territory team.
- * For any team selected to represent a State/Capital Territory, a total amount of \$500 is to be donated to the team to represent the State/Capital Territory.

Finance and Administration SPORTING REPRESENTATION DONATIONS POLICY cont'd

National Representation

* For all persons selected in a National team, financial assistance in the amount of \$700 is to be donated to each person who competes in a National team.

ELIGIBILITY

Eligibility to financial assistance will be limited to the following sports person(s):-

- (a) The person is 10 years of age or above;
- (b) The person is either a resident or ratepayer of Upper Lachlan Shire Council or has some defined connection to the Upper Lachlan local government area;
- (c) The person is confirmed as a representative of a local sporting organisation by the Upper Lachlan Shire Council; and
- (d) The sport has either a state and/or national accreditation.

POLICY

- The sports person shall endeavour to make application for financial assistance under this policy prior to 28 days before the commencement of the representative game, tournament and/or event;
- 2. The sports person may not apply more than one category per financial year for financial assistance;
- 3. All financial contributions are made on a one-off basis with no guarantee of ongoing Council financial assistance in future years;
- 4. Council require written confirmation from the State or National sporting organisation documenting their selection in the State or National Team;
- 5. The person will be required to publicly acknowledge Council as a financial sponsor of their attendance at the State or National Titles:
- 6. The General Manager of Upper Lachlan Shire Council will have the delegated authority to approve the donations where a written application has been received;
- 7. The donations approved by the General Manager of Council will be included in Council's Annual Report at the end of the financial year for probity purposes; and
- 8. It is acknowledged that the applications for financial assistance under this policy may be outside of the normal time frame for the Council Operational Plan adoption of the annual Section 356 donations program.

Upper Lachlan Shire Council greatly values the contribution that sports persons and sporting organisations contribute and the role they play in the social cohesiveness of the Shire community.

Finance and Administration SPORTING REPRESENTATION DONATIONS POLICY cont'd

REFERENCE

This policy is in accordance with Section 356, of the Local Government Act 1993 (as amended).

RELATED LEGISLATION AND COUNCIL POLICY AND PROCEDURES

- Local Government Act 1993 (as amended);
- Local Government (General) Regulations 2005;
- Independent Commission against Corruption Act (ICAC) 1988;
- Anti Discrimination Act 1977;
- NSW State Records Act 1998;
- Environmental Planning and Assessment Act 1979;
- Government Information (Public Access) Act 2009;
- Privacy and Personal Information Protection Act 1998;
- Council's Code of Conduct for Councillors, staff and delegates of Council;
- Council's Code of Meeting Practice:
- Council's Code of Business Practice;
- Council's Integrated Plans; including Community Strategic Plan, Resourcing Strategy, Delivery Program and Operational Plan;
- Council's Section 355 Committee Policy;
- Purchasing and Acquisition of Goods Policy and Procedures;
- Council's Social and Community Plan 2013 2018; and
- Council's Section 356 Financial Assistance Policy.

VARATION

Council reserves the right to vary or revoke this policy.

POLICY IMPACT

Review of an existing Council policy.

OPTIONS

Nil

FINANCIAL IMPACT OF RECOMMENDATIONS

Nil

RECOMMENDATION That -

Council adopts the reviewed Sporting Representation Donations Policy.

ATTACHMENTS

Nil

Finance and Administration - 20 April 2017

ITEM 11.9 Service Delivery Policy

FILE REFERENCE 117/194

AUTHOR Director of Finance and Administration

ISSUE

Review of Council's Service Delivery Policy.

RECOMMENDATION That -

1. Council adopts the reviewed Service Delivery Policy.

BACKGROUND

Nil

REPORT

POLICY:-	
Policy Title:	Service Delivery Policy
File Reference:	F10/618-05
Date Policy was adopted by Council initially:	21 October 2004
Resolution Number:	262/04
Other Review Dates:	15 January 2009, 19 July 2012 and 15 October 2015
Resolution Number:	11/09, 236/12 and 293/15
Current Policy adopted by Council:	20 April 2017
Resolution Number:	XXX/17
Next Policy Review Date:	2020

PROCEDURES/GUIDELINES:-	
Date procedure / guideline v	was

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

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

OBJECTIVE

Upper Lachlan Shire Council strives to deliver standards of customer service at the highest level as reflected in our Community Strategic Plan.

The objective of this policy is to provide guidelines with respect to what Council expects from its employees in their everyday dealings with internal and external customers and ensure Council delivers the customer service as outlined in our Service Commitment Charter that provides a structure around responding to, recording, reporting and using feedback to improve service to customers.

PURPOSE

The Upper Lachlan Shire Council is a service delivery organisation. Employees must, in all of their dealings, maintain respect and courtesy and aim to build cooperative relationships.

DEFINITIONS

"Customer" means both external and internal customers and includes the following:-

- a) Members of the community of Upper Lachlan Shire Council LGA;
- b) Business interests located within the boundaries of the Council;
- c) Business interests located outside the boundaries of the Council:
- d) Users of any service or facility provided by the Council;
- e) A ratepayer of Upper Lachlan Shire Council;
- f) Tourists and visitors to the Council area;
- g) State and Federal Government Departments and Agencies;
- h) Any member of the public who has an interest in Upper Lachlan Shire Council.
- i) Councillors representing Upper Lachlan Shire Council;
- j) Media organisations;
- k) Non –profit and community service organisations;
- I) Any employee, volunteer or Committee member working for the Council on a permanent or temporary basis; and
- m) A consultant or contractor engaged by the Council.

POLICY

Introduction

This policy sets out to ensure that:-

- All customers are treated fairly and reasonably;
- Consistent and honest practices are used by both Council staff and Councillors when dealing with customers;
- Customer's enquiries are answered in an efficient and timely manner; and
- Customer safety, and public health and safety, are of paramount importance to Council and action will be taken as expediently as possible.

This policy provides guidance and procedures for Council staff and Councillors in dealing with customers.

SERVICE COMMITMENT CHARTER

Council staff shall strive to meet the needs of our customers in a professional and ethical manner with courteous and efficient service. Staff shall:-

- Treat all customers with courtesy, fairness, dignity and respect;
- Listen attentively to what customers have to say;
- Respond to customers enquiries promptly and efficiently;
- Strive to achieve high standards of professionalism and quality of advice;
- Take responsibility for providing answers to requests, to the best of the staff member's knowledge and skills.
- Be transparent and accountable;
- Demonstrate standards of conduct and ethics that maintain public confidence;
- Be fair, consistent and impartial in administering Council's legal obligations;
- Act with integrity and honesty when liaising with customers;
- Consult customers about service needs:
- Give firm but fair interpretation and application of law and policy when decisions are made on customers applications; and
- Not disclose any information about the customer without the customer's consent, except as permitted by law.

STANDARDS OF SERVICE

Council staff shall strive to respond to correspondence received from customers (written, faxed or emailed) within fifteen (15) working days. An acknowledgement letter shall be sent where investigations are such that more than 15 working days is required to enact a response or a report is required to be placed before a future Council Meeting regarding the issues raised in the correspondence.

Telephone calls to Council's switchboard shall be answered as quickly and efficiently as possible.

Council staff shall answer incoming calls by clearly stating their name and Section/Department. Unanswered calls shall divert to another member of staff or to voice mail.

Council staff making outgoing calls shall identify themselves by name and Council/Department/Section, as appropriate, and shall clearly outline the purpose of the call.

Reception area and customer service centre staff shall greet customers as quickly as possible and in a professional and helpful manner.

Council's Public Officer / Right to Information Officer is available to assist in providing information to the public and provide advice to customers on how they may obtain information or how they may make a complaint to Council.

LEGISLATIVE PROVISIONS

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

Local Government Act 1993:

Local Government (General) Regulations 2005;

Local Government Amendment (Governance and Planning) Act 2016;

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 2014;

Fair Work Act 2009;

Equal Employment Opportunity Act 1987;

Government Information (Public Access) Act 2009;

Privacy and Personal Information Protection Act 1998;

Environmental Planning and Assessment Act 1979;

NSW State Records Act 1998:

Public Interest Disclosures Act 1994;

Industrial Relations / Workplace Surveillance Act 2005:

Ombudsman Better Service and Communication – Guidelines for Local Government;

Ombudsman Unreasonable Complainant Conduct;

Code of Conduct for Councillors, staff, contractors and delegates of Council;

Council Community Strategic Plan;

Council Delivery Program:

Council Operational Plan;

Council Code of Meeting Practice;

Council Code of Business Practice:

Council Business Continuity and Disaster Recovery Policy;

Council Interaction between Councillors and Staff Policy;

Council Records Management Policy;

Council Digital Information Security Policy;

Council Privacy Management Plan;

Council Internal Control and Procedures Manual;

Council Purchasing and Acquisition of Goods Policy and Procedures;

Council Payment of Expenses and Provision of Facilities Policy;

Council Bribes, Gifts and Benefits Policy;

Council Complaints Management Policy;

Council Government Information (Public Access) Policy:

Council Fraud and Corruption Prevention Policy:

Council Public Access Policy;

Council Social Media Policy; Council Internet and Email Policy; Council iPad Policy; Council Grievance Policy; Council Mobile Telephone Policy; and Council Disciplinary Policy.

VARIATION

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

SERVICE DELIVERY PROCEDURES

Part 1 - Written Correspondence, Telephone, Email and Two-Way

When customers write to Council

- Council shall respond in writing with a full answer as soon as possible, but within 15 working days of receiving correspondence.
- If this is not possible, staff will advise the customer that Council has received their letter with an acknowledgement within 5 working days of receiving correspondence and try to follow up with an answer as soon as possible.
- Infrequently, more than 15 working days will be required to enact a response (most usually after a substantial investigation is necessary and/or a report on the matter is required to be placed before a Council Meeting regarding the issues raised in the correspondence).
- Correspondence will be written in a clear, concise and easy-to understand way.

Greeting telephone callers

The aim is to answer all calls within 4 rings. If the caller has been kept waiting start the call by saying 'Thank you for waiting'. Greet the caller with 'Good morning' or 'Good afternoon'. Identify the organisation (e.g. 'Upper Lachlan Shire Council' if answering the switchboard) or your section (e.g. 'Environmental Services') and then give your name. Listen carefully to the caller's query.

An appropriate greeting may be:-

- 'Good morning, Upper Lachlan Shire Council, this is Stephanie'
- 'Good afternoon, Environmental Services, Donna speaking'

Be aware of the language you are using, avoid the use of slang, jargon and acronyms. Treat all your callers with courtesy and respect.

Returning telephone calls

Ideally, whenever possible, all calls should be returned within 24 hours. If you have been away from your work area, check your message bank immediately upon your return for messages.

If you are unable to provide the information that the customer requests within 24 hours it is important to call them to update the progress of the matter and when you expect to have an answer. If you expect to be absent from your work area you need to make arrangements for a colleague to attend to the matter in your absence.

Taking and delivery of messages

It is always worth checking if another Council employee may be of assistance if the caller's first choice is unavailable. If not, a message will need to be taken.

All messages must be delivered as soon as possible to ensure that urgent matters can be dealt with quickly and efficiently. Messages are to be delivered using Council's email system or message pad for some outdoor staff workers. If you are aware of circumstances that would prohibit the recipient from accessing their email, it is appropriate to advise them that a message is waiting for them. Customer service requests must be logged in Council's Customer Request Management (CRM) system.

When taking a message from a customer ensure full details are obtained:-

- Date and time of call;
- Caller's name and organisation (if applicable);
- The caller's telephone number repeat these details back to the caller to ensure they are accurate;
- Obtain information regarding the caller's availability or the most appropriate time to respond;
- Brief details of what the call is regarding;
- Whether the call is urgent; and
- If you are aware of any delay that may prevent the call being returned within 24 hours notify the customer of same.

Vetting of telephone calls

It is normal Council procedure that telephone calls for each Department are transferred to the direct line for that section. The staff responsible for answering calls in those sections will vet calls as appropriate.

All calls may be put straight through to the appropriate employee after vetting.

Voice Message protocols

Voice message must only be used in periods of absence, not as a method of screening. Ensure that individual voice messages are welcoming and encourages the caller to leave a message.

Should you be absent from your desk for more than one day, your message should be altered to reflect this and arrangements made for your message bank to be monitored.

Sample wording:-

'You have reached the message bank of [INSERT YOUR FULL NAME], [INSERT YOUR TITLE] of the Upper Lachlan Shire Council. Please leave a brief message and I will return your call at the earliest opportunity. If the matter is urgent, dial "1" and you will be transferred to the switchboard.'

It is important that appropriate staff members in your work area are aware of your voice message access code so that they may monitor your messages if you are unexpectedly absent. As a default, voice message should be set to busy/no answer mode. For operating instructions please refer to the Council's Reception Section.

Call diversion and 'do not disturb' protocols

If you are moving away from your desk and have not activated voice messaging, you should divert your telephone to another appropriate person. Telephones should also be diverted during times of leave or rostered days off. Before taking this action it is vital that you ensure that the appropriate person is available to take your calls.

If there is a permanent arrangement for a specific person to take your calls on diversion, you should still notify that person of your intended time of return and provide instructions regarding any specific calls your may be expecting.

Use of the 'Do not disturb' function should be kept to a minimum.

Email

- Email tends to be of a more conversational style care must be taken to ensure the tone of the e-mail is appropriate, as it is easy to misinterpret the inflection of the written word when used in a conversational manner.
- In an on-line environment it should be remembered that the intended recipient may not be the only audience as the e-mail may be forwarded or transmitted to another party.
- Be aware that using capitals in e-mail is regarded as shouting and can be interpreted as being rude.
- Council will send an acknowledgement within 5 working days but occasionally, more than 15 working days will be required to enact a full response (most usually after a substantial investigation is necessary and/or a report on the matter is required to be placed before a Council Meeting regarding the issues raised in the correspondence).
- If the matter is urgent, Council will endeavour to respond faster, if possible.
- Staff will ensure council@upperlachlan.nsw.gov.au email box is checked at minimum twice a day during working hours.

Two-Way Radio

- Use accepted radio procedure.
- Be aware that the person you are talking to may not be the only person who can hear the conversation.
- Consider that the person you are calling may have their two-way on the loud speaker.

- Keep the conversation on a professional and business level.
- Be aware of your language, do not use slang or make personal comments.
- Follow accepted protocols.

Part 2 - Face-to-Face Contact

When dealing with customers in a face-to-face situation it is important to keep in mind and apply the procedures used in Part 1 of this Policy. There are however a few additional considerations when dealing with customers face-to-face.

Reception / Public Areas

First impressions count. When working at the reception counter or in public areas of Council premises it is important to be aware of the image that you are conveying. No food or drink should be consumed while serving at the reception counter.

Staff should also be aware of noise levels if their office/work space adjoins a reception area. Levels of inappropriate noise that are audible from the reception counter do not convey a professional image and may make answering the telephone difficult for reception staff.

Similarly, staff should always ensure that they display appropriate behaviour when passing through the reception area or any public area of Council premises.

Outdoor staff are also representatives of the Council and when approached by members of the public need to display appropriate levels of customer service.

Privacy and Personal Information

It is important to be aware of any privacy issues that may arise when serving customers. It is important to use discretion when dealing with sensitive issues such as outstanding monies and complaints. It is also vital to ensure that files and records are not left in public areas where they may be accessed by unauthorised persons; similarly the public access computer terminal on the front counter should not have private information left displayed on the monitor.

Greeting Customers

The way in which Council staff members greet customers and the language that staff members use is important in conveying a professional image. Staff should ensure that they are appropriately dressed for their work area.

Staff must always acknowledge the customer. If staff members are already serving another customer, make eye contact with the new customer to assure them that you will serve them shortly. When staff members are serving a customer and need to answer the telephone be sure to excuse yourself before doing so.

If it is necessary to refer the customer to another staff member ensure that you make appropriate introductions.

Part 3 – General Etiquette

Good service

Always keep the customer informed and let them know if you are unable to deliver on a promise. By giving customers realistic expectations and keeping customers advised of progress on their matter it will be possible to minimise customer dissatisfaction and enhance service delivery.

It is also important to remember to provide outstanding customer service to your internal customers as well as external customers. This means co-operating with your colleagues, timely attendance of meetings, workshops, etc.

Staff absences

When taking a call on behalf of a colleague whom is absent, advise the caller that the person required is not available and the time or date they will be available. Staff should qualify words such as 'unavailable' with positive information such as when the officer will be back and by asking questions such as 'May I help you?'

Do not advise that the person is 'having a day off', 'sick', 'on holidays', 'on a flexi/RDO' or give out any personal information. Simply advise the customer that the staff member is 'unavailable' and offer them the alternatives.

Remember:-

- Try to ascertain what the call is regarding;
- Ask if someone else can help or assist them;
- Be positive in your manner; and
- Explain absences in a manner that will enhance the Council's reputation for service and responsibility and preserves any employee's right to privacy and confidentiality.

When leaving the office, staff must notify the receptionist, providing details of the time frame that they will be out of the office and activate call diversion or message bank.

The staff movements' board must be completed to enable reception to track staff absences throughout the work day. An electronic staff roster is maintained daily.

Making appointments with customers

When making an appointment to meet with a customer you must ensure that the caller knows at which office/depot the meeting will take place and of the need to report to the reception counter. Staff should provide the address, telephone number and if providing written material, a map may be required.

Customers who cannot be satisfied

Customers who cannot be satisfied may include a member of the public or a group of people who by correspondence:-

- Do not accept that Council is unable to assist them;
- Who make unreasonable demands upon Council; or
- Persistently disagree with the action Council has taken in relation to their complaint or concern.

In such instances, counter enquiries and telephone calls are to be referred as follows (in order):-

- 1. To the professional staff member responsible for that work area;
- 2. To the Manager or Director responsible for that work area;
- 3. To the most senior available Council Officer in the appropriate section; or
- 4. If the matter cannot be resolved at that level, the person is to submit their matter in writing to the General Manager.

If in the opinion of the relevant Director, a customer is making unreasonable demands on Council and the customer continues to write, email, telephone and/or visit the agency the Director may write to the customer advising them of Council's concern and requesting that they limit and focus their requests and that if the customer continues to place unreasonable demands on the organisation Council may:-

- Not respond to future correspondence on an issue already determined, and only take action where, in the opinion of the relevant Director or General Manager the correspondence raises specific, substantial and serious issues; or
- ii. Only respond to a certain number of requests in a given period; or
- iii. The General Manager shall advise Councillors of any correspondence issued in accordance with this clause; or
- iv. If the customer continues to contact Council after being advised of Council's proposed course of action, the General Manager may, after considering any representations from the customer, advise the customer that either or both of points i) ii) above will now apply.

Customers who constantly raise the same issue with different staff

If in the opinion of the General Manager, in consultation with the relevant Departmental Director, a customer is constantly raising the same issues with different staff the following actions may be taken:-

- 1. The Director shall notify the customer that:
 - i. Only a nominated staff member will deal with them in future;
 - ii. They must make an appointment with that person if they wish to discuss their matter; or
 - iii. All future contact with Council must be in writing.
- 2. The General Manager shall advise Councillors of any notification issued.

3. The customer shall be given one opportunity to make representation to the General Manager on Council's proposed course of action.

Vexatious complaint

If a complaint is found to be frivolous or vexatious, Council will take no further action on the correspondence. A decision to take no further action will be made by the responsible Manager in conjunction with their Director and/or General Manager. In such a situation the person shall be advised in writing that Council will not enter into any further correspondence on the issues contained in the correspondence, and the reasons why the matter is considered frivolous or vexatious.

Customers who are rude, abusive or aggressive

Rude, abusive or aggressive behaviour may include rude or otherwise vulgar noises, expressions or gestures, verbal abuse of either personal or general nature, threatening or offensive behaviour, physical violence against property or physical violence against a person.

If in the opinion of any staff member rude, abusive or aggressive comments or statements are made in telephone conversations or interviews, the staff member may:-

- a) Warn the caller or customer that if the behaviour continues the conversation or interview will be terminated; or
- b) Terminate the conversation or interview if the rude, abusive or aggressive behaviour continues after a warning has been given.

Where a conversation or interview is terminated the staff member must notify the relevant Director of the details as soon as possible.

If in the opinion of the General Manager any correspondence to Council contains personal abuse, inflammatory statements or material clearly intended to intimidate, it will be returned to the sender and not otherwise acted upon.

Language differences

When dealing with a caller who does not speak English, try to establish what language the caller is using. Assistance may be available from multi-lingual staff, if available.

It may be appropriate to contact a Telephone Interpreter Service for assistance. The telephone number is 131450 and operates 24 hours per day.

Be tolerant; do not equate lack of language skills with lack of intelligence or deafness. Use simple words and sentences and speak slowly. Do not talk down and do not shout.

Cultural differences

Be aware of possible cultural differences. Avoid asking a caller for his/her 'Christian' name, it can be very offensive for a non-Christian. Ask instead for their 'first', 'last', 'given' or 'family' name.

Customer's rights

It is the customers right to expect that Council upholds the principles and standards of service mentioned above.

As a regulatory body, Council is required by Government to:-

- Administer various Acts and Regulations and uphold the law; and
- Safeguard the public interest.

These responsibilities may not always match the customer's expectations or wishes. Where there is a conflict, and where it cannot be resolved at staff or Manager Level, further avenues of appeal may exist.

Specific appeal rights may exist for some decisions made under the Environmental Planning and Assessment Act, Government Information (Public Access) Act, Privacy and Personal Information Protection Act, Local Government Act and Regulations.

If a customer is affected by a decision that provides a legislative entitlement to apply for a review, then the customer will be advised in writing when notified of the outcome of their application.

The NSW Ombudsman, Information and Privacy Commission and Office of Local Government may also review Council actions.

Customer's Responsibilities

To ensure that Council staff members are able to provide customers with the best possible levels of service it is the customer's responsibility to:-

- Provide all necessary information and documentation to support their application or enquiry;
- Being honest and accurate in information sought and supplied to Council;
- Working with Council staff to resolve problems;
- Treat Council staff with courtesy, fairness, and respect;
- Be aware of, and to understand, the need to refrain from treating Council staff in an unacceptable manner; and
- Respecting the rights of other customers.

General

In all of the situations referred to in this policy, adequate documentary records must be made and recorded on the appropriate Council customer request management system (CRMS) and/or TRIM electronic document management (Records) system.

A Customer Service Request is defined as a request for action to be taken in relation to a service. The CRMS is utilised to enable the logging, allocating, tracking and reporting of Customer Service Requests. The CRMS is utilised to measure Council's performance in the completion of service requests.

Records Management is defined as the discipline and organisational function of managing records to meet operational business needs, accountability requirements and community expectations. The TRIM electronic document management system is utilised to enable the recording, storing and disposing of records (including hardcopy and/or electronic records), while maintaining complete, accurate and reliable evidence of business transactions in the form of records information.

Council has a Complaints Policy and Procedure which deals with complaints made by members of the public, government agencies, Councillors, Council staff and other agencies about council services. Council staff grievances, code of conduct complaints, GIPA Access to Information requests, Privacy complaints and requests for information and Public Interest Disclosures are dealt with through separate legislation and Council policies.

Consistent with Council's Complaints Policy and Procedure an initial request for a service is not deemed a complaint, and the matter should only be considered a complaint where there has been an opportunity for Council to rectify a service issue or rectify an oversight where it has not been resolved.

Where the General Manager determines to limit a customer's access to Council in any of the ways specified in this policy and procedure, the General Manager must advise the Council as soon as possible of the relevant circumstances and the action taken and forward such advice, where appropriate, to the Independent Commission against Corruption (ICAC), Office of Local Government and the NSW Ombudsman for their information.

POLICY IMPACT

Review of an existing Council policy.

OPTIONS

Nil

FINANCIAL IMPACT OF RECOMMENDATIONS

Nil

RECOMMENDATION That -

Council adopts the reviewed Service Delivery Policy.

ATTACHMENTS

Nil

Finance and Administration - 20 April 2017

ITEM 11.10 Public Interest Disclosures - Internal Reporting Policy

FILE REFERENCE 117/215

AUTHOR Director of Finance and Administration

ISSUE

Review of the Council Public Interest Disclosures – Internal Reporting Policy.

RECOMMENDATION That -

1. Council adopts the reviewed Public Interest Disclosures – Internal Reporting Policy.

BACKGROUND

The Council Public Interest Disclosures – Internal Reporting Policy is being reviewed in accordance with the NSW Ombudsman model internal reporting policy for local government.

REPORT

POLICY:-	
Policy Title:	Public Interest Disclosures – Internal Reporting Policy
File Reference:	F13/618-04
Date Policy was adopted by Council initially:	24 March 2005
Resolution Number:	85/05
Other Review Dates:	23 August 2007, 28 August 2008, 20 August 2009, 19 August 2010, 17 November 2011 and 20 March 2014
Resolution Number:	257/07, 258/08, 333/09, 311/10, 444/11 and 64/14
Current Policy adopted by Council:	20 April 2017
Resolution Number:	XXX/17

Next Policy Review Date:	2020
PROCEDURES/GUIDELINES:-	
Date procedure/guideline was developed:	
Procedure/guideline reference number:	

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

OBJECTIVE:

The objective of this policy is to verify:-

- Those circumstances in which people making disclosures are entitled to the protection of the provisions of the *Public Interest Disclosures Act 1994*; and
- The procedure for making such disclosures.

ORGANISATIONAL COMMITMENT:

Upper Lachlan Shire Council strives to deliver on its Service Commitment Charter, desired community goals and strategic priorities as reflected in Council's Community Strategic Plan.

Under Section 6D, of the *Public Interest Disclosures Act 1994*, public authorities are required to have a policy and procedures for receiving, assessing and dealing with public interest disclosures.

Upper Lachlan Shire Council is committed to the aims and objectives of the *Public Interest Disclosures Act 1994*. It recognises the value and importance of staff contributions to enhance administrative and management practices and supports disclosures being made by staff or Councillors.

Upper Lachlan Shire Council will take all reasonable steps to provide protection to staff that makes such disclosures from any detrimental action in reprisal for the making of the disclosure.

1. POLICY:

Purpose of this Policy

The purpose of this policy is to establish an internal reporting system for staff and Councillors to report wrongdoing without fear of reprisal. The policy sets out who you can report wrongdoing to, what can be reported and how reports of wrongdoing will be dealt with by Council.

This policy is designed to complement normal communication channels between Supervisors and staff. Staff are encouraged to continue to raise appropriate matters at any time with their supervisors, but as an alternative have the option of making a Public Interest Disclosure in accordance with this policy and the *Public Interest Disclosures Act 1994*.

The internal reporting system established under this policy is not intended to be used for staff grievances, which should be raised through the Council Grievance Policy. If a staff member makes a report under this policy which is substantially a grievance, the matter will be dealt with in accordance with the Grievance Policy.

2. Object of the Public Interest Disclosures Act

The *Public Interest Disclosures Act 1994* commenced operation on 1 March 1995 and is commonly known as the "Whistleblowers Act". The purpose of the Act is to ensure that public officials who wish to make disclosures under the legislation receive protection from reprisals, and that the matters raised in the disclosures are properly investigated.

The *Public Interest Disclosures Act 1994* aims to encourage and facilitate the disclosure - in the public interest - of corrupt conduct, maladministration, serious and substantial waste in the public sector, breaches of the *Government Information (Public Access) Act 2009* and local government pecuniary interest contraventions.

This is achieved by:-

- Enhancing and augmenting established procedures for making disclosures concerning such matters;
- Protecting persons from reprisals that might otherwise be inflicted on them because of these disclosures; and
- Providing for those disclosures to be properly investigated and dealt with.

3. Who does this Policy apply to?

This policy will apply to:-

- Both Council staff and Councillors:
- Permanent employees, whether full-time or part-time;
- Temporary and casual employees;
- Consultants;
- Individual contractors working for Council;

- Employees of contractors providing services to Council;
- Other people who perform Council official functions whose conduct and activities could be investigated by an investigating authority, including volunteers.

This policy also applies to public officials of another Council or public authority who report wrongdoing relating to Upper Lachlan Shire Council.

4. Definitions of What Should be Reported

Reports about five categories of serious misconduct – corrupt conduct, maladministration, serious and substantial waste of public money, breach of the GIPA Act, and local government pecuniary interest contravention – which otherwise meet the criteria of a public interest disclosure, will be dealt with under the *Public Interest Disclosures Act 1994* and according to this policy.

Definitions of each category are outlined below:-

4.1 Corrupt Conduct

`Corrupt conduct' is defined in the Independent Commission Against Corruption Act 1988 (Section 8 and 9). The definition used in the Act is intentionally quite broad - corrupt conduct is the dishonest or partial exercise of official functions by a public official.

Corrupt conduct may include:-

- The improper use of knowledge, power or position for personal gain or the advantage of others;
- Acting dishonestly or unfairly, or breaching public trust; and
- A Council official being influenced by a member of public to use their position in a
 way that is dishonest, biased or breaches public trust. Some examples include;
 taking or offering bribes, public officials dishonestly using influence, blackmail,
 fraud and election bribery.

4.2 Maladministration

`Maladministration' is defined in the Public Interest Disclosures Act 1994 as conduct that involves action or inaction of a serious nature that is:-

- Contrary to law; or
- Unreasonable, unjust, oppressive or improperly discriminatory; or
- Based wholly or partly in improper motives (Section 11).

The conduct covered by these terms includes:-

- Contrary to law, including:-
- A decision or action contrary to law;
- A decision or action ultra vires (i.e. the decision-maker had no power to make the decision or to do the act);
- A decision or action contrary to lawful and reasonable orders from people or agencies with authority to make or give such orders;
- A breach of natural justice or procedural fairness;

Finance and Administration

PUBLIC INTEREST DISCLOSURES - INTERNAL REPORTING POLICY cont'd

- Improperly exercising a delegated power (e.g. a decision or action not authorised by a delegation or acting under the direction of another);
- Unauthorised disclosure of confidential information; or
- A decision or action induced or affected by fraud.

Unreasonable, including:-

- A decision or action inconsistent with adopted guidelines or policies or with a decision or action which involves similar facts or circumstances not justified by any evidence, or so unreasonable that no reasonable person could so decide or act (e.g. irrational);
- An arbitrary, partial, unfair or inequitable decision or action;
- A policy that is applied inflexibly and without regard to the merits of an individual case;
- A decision or action that does not take into account all relevant considerations or that takes into account irrelevant considerations;
- Serious delays in making a decision or taking action;
- Failing to give notice of rights;
- > Giving wrong, inaccurate or misleading advice leading to detriment;
- Failing to apply the law;
- Failing to rectify identified mistakes, errors, oversights or improprieties;
- A decision or action based on incorrect or misinterpreted information; or
- Failing to properly investigate.
- Unjust, including:-
- A decision or action not justified by any evidence or that is unreasonable; or
- A partial, unfair, inequitable or unconscionable decision or action.
- Oppressive, including:-
- An unconscionable decision or action;
- Where the means used are not reasonably proportional to the ends to be achieved; or
- An abuse of power, intimidation or harassment.
- Improperly discriminatory, including:-
- The inconsistent application of a law, policy or practices when there is no reasonable, justifiable or appropriate reason to do so; or
- Applying a distinction not authorised by law, or failing to make a distinction which is authorised or required by law.
- Based wholly or partly on improper motives, including:-
- A decision or action for a purpose other than that for which a power was conferred (i.e. in order to achieve a particular outcome);
- A conflict of interest:
- Bad faith or dishonesty;
- Seeking or accepting gifts or benefits in connection with performance of official duties or
- Misusing public property, official services or facilities.

4.3 Serious and Substantial Waste of Public Money

The term 'serious and substantial waste' is not defined in the *Public Interest Disclosures Act 1994*. The Auditor-General provides the following working definition:- Serious and substantial waste is the uneconomical, inefficient or ineffective use of resources that could result in losing or wasting public money. For example, this could include:-

- Not following a competitive tendering process for a large scale contract; or
- Having bad or no processes in place for a system involving large amounts of public funds.

In addressing any complaint of serious and substantial waste regard will be had, to the nature and materiality of the waste.

The following delineation of the definition of serious and substantial waste may be of assistance to public officials and/or public authorities:

Absolute

Serious and substantial waste might be regarded in absolute terms where the waste is regarded as significant.

Systemic

The waste indicates a pattern which results from a system weakness within public authorities.

Material

The serious and substantial waste is/was material in terms of the public authority's expenditure or a particular item of expenditure or is/was material to such an extent so as to affect a public authority's capacity to perform its primary functions.

Material By Nature Not Amount

The serious and substantial waste may not be material in financial terms but may be significant by nature. That is it may be improper or inappropriate. [alternatively; this type of waste may constitute `maladministration' as defined in the *Public Interest Disclosures Act 1994*].

Note: It is possible that in assessing the seriousness of waste or administrative conduct for the purposes of whether either is covered by the Act, differences in the size, budgets, responsibilities of agencies may be taken into account (what is serious for a small agency may not be so serious for a large agency).

Waste can take many forms, for example:-

- Misappropriation or misuse of public property;
- The purchase of unnecessary or inadequate goods and services;
- Too many personnel being employed in a particular area, incurring costs which might otherwise have been avoided;
- Personnel being remunerated for skills that they do not have, but are required to have under the terms or conditions of their employment; and
- Programs not achieving their objectives and therefore the costs being clearly ineffective and inefficient.

Waste can result from such things as:-

- The absence of appropriate safeguards to prevent the theft or misuse of public property;
- Purchasing procedures and practices which fail to ensure that goods and services are necessary and adequate for their intended purpose; and
- Purchasing practices where the lowest price is not obtained for comparable goods or services without adequate and appropriate justification.

4.4 Breach of the Government Information (Public Access) Act 2009

A breach of the *Government Information (Public Access) Act 2009* is a failure to properly fulfil functions under that Act. For example, this could include:-

- Destroying, concealing or altering records to prevent them from being released;
- Knowingly making decisions that are contrary to the legislation; and
- Directing another person to make a decision that is contrary to the legislation.

4.5 Local Government Pecuniary Interest Contravention

A local government pecuniary interest contravention is a failure to comply with requirements under the *Local Government Act 1993* relating to the management of pecuniary interests. These include obligations to lodge disclosure of interest's returns, disclose pecuniary interests at Council and Council Committee meetings and leave the meeting while the matter is being discussed.

A pecuniary interest is an interest that a person has in a matter because of a reasonable likelihood or expectation of appreciable financial gain or loss to the person. For example, this could include:-

- A senior Council staff member recommending a family member for a Council contract and not declaring the relationship;
- A Councillor participating in consideration of a Development Application (DA) for a property they or their family have an interest in.

5. When will a Report be treated as a Public Interest Disclosure

Council will treat a report as a public interest disclosure if it meets the criteria of a public interest disclosure under the *Public Interest Disclosures Act 1994*.

These requirements are:-

- The report must be about one of the following five categories of serious wrongdoing – corrupt conduct, maladministration, serious and substantial waste of public money, breach of the GIPA Act, or local government pecuniary interest contravention:
- The person making the disclosure must honestly believe on reasonable grounds that the information shows or tends to show wrongdoing;
- A report is in accordance with this Public Interest Disclosures Internal Reporting Policy; and

• The report has to be made to either the General Manager or, for reports about the General Manager to the Mayor, or to a position nominated in this policy, or to an investigating authority or in limited circumstances to an MP or journalist.

Reports by staff are not public interest disclosures if they:-

- Mostly question the merits of government policy; or
- Are made frivolously or vexatiously; or
- Are made with the sole or substantial motive of avoiding dismissal or other disciplinary action.

It is an offence to wilfully make a false or misleading statement when making a disclosure.

6. How to Make a Report under the Internal Reporting System

A report of wrongdoing may be in writing or verbally. You are encouraged to make a report in writing as this can help to avoid any confusion or misinterpretation. Council's Internal Report of Public Interest Disclosures form is also available for staff or Councillors to use to make a report.

If a report is made verbally, the person receiving the report will make a comprehensive record of the report and ask the person making the report to sign this record. The reporter should keep a copy of this record.

The persons or positions to which public interest disclosures can be made in accordance with this policy are:-

- The Nominated Disclosure Officer who is the Manager of Finance and Administration, located at Council's Administrative Building, 44 Spring St, Crookwell NSW 2583. (Ph 02 4830 1029);
- The Disclosure Coordinator (is the Complaints Coordinator in accordance with the Council Code of Conduct) who is the Director of Finance and Administration, located at Council's Administrative Building, 44 Spring St, Crookwell NSW 2583. (Ph 02 4830 1008);
- The General Manager, located at Council's Administrative Building, 44 Spring St, Crookwell NSW 2583. (Ph 02 4830 1010); or
- The Mayor (if the disclosure concerns or involves the General Manager or a Councillor), located at Council's Administrative Building, 44 Spring St, Crookwell NSW 2583. (Ph 02 4830 1007).

Council will send an acknowledgment of receipt of a disclosure and a copy of the Public Interest Disclosure Policy to each person who makes a public interest disclosure.

Persons contemplating making a disclosure may ring and request a meeting in a discreet location away from the workplace.

Can a Report be Anonymous?

There will be some situations where you may not want to identify yourself when you make a report. Although these reports will still be dealt with by Council, it is best if you identify yourself. This allows us to provide you with any necessary protection and support, as well as feedback about what action is to be taken or has been taken to deal with the issues raised in the report, or the outcome of any investigation.

It is important to realise that an anonymous disclosure may not prevent you from being identified by the subjects of the report or your colleagues. If we do not know who made the report, it is very difficult for us to prevent any reprisal should others identify you.

7. Assessment of Reports

All reports will be promptly and thoroughly assessed to determine what action will be taken to deal with the report and whether or not the report will be treated as a public interest disclosure.

The Disclosures Coordinator is responsible for assessing reports, in consultation with the General Manager where appropriate. All reports will be assessed on the information available to the Disclosures Coordinator at the time. It is up to the Disclosures Coordinator to decide whether an investigation should be carried out and how that investigation should be carried out. In assessing a report the Disclosures Coordinator may decide that the report should be referred elsewhere or that no action should be taken on the report.

8. Roles and Responsibilities

The Public Interest Disclosures - Internal Reporting Policy places responsibilities upon people at all levels within the Upper Lachlan Shire Council.

8.1 Role of Council Staff and Councillors

Council Staff and Councillors play an important role in contributing to a workplace where known or suspected wrongdoing is reported and dealt with appropriately. All Council staff and Councillors are obliged to:-

- Report all known or suspected wrongdoing and support those who have made reports of wrongdoing;
- If requested, assist those dealing with the report, including supplying information on request, cooperating with any investigation and maintaining confidentiality;
- Treat any staff member or person dealing with a report of wrongdoing with courtesy and respect;
- Respect the rights of any person the subject of reports.

Council Staff and Councillors must not:-

- Make false or misleading reports of wrongdoing;
- Victimise or harass anyone who has made a report.

Additionally, the behaviour of all Council staff and Councillors involved in the internal reporting process must adhere to the Council's Code of Conduct. A breach of the Code of Conduct may result in disciplinary action.

8.2 Role of Disclosures Officer

Disclosure Officers are responsible for receiving, forwarding and / or acting upon disclosures in accordance with the Public Interest Disclosures - Internal Reporting Policy. Disclosures Officers can provide advice about the system and this policy, receive reports of wrongdoing and assist staff and Councillors to make reports.

The Disclosures Officer has a responsibility to:-

- Document in writing any reports received verbally, and have the document signed and dated by the reporter. Clearly explain to persons making disclosures what will happen in relation to the information received;
- Make arrangements to ensure reporters can make reports privately and discreetly when requested, if necessary away from the workplace;
- Discuss with the reporter any concerns they may have about reprisal or workplace conflict; and
- Carry out a preliminary assessment and forward reports to the Disclosures Coordinator or General Manager for full assessment.

8.3 Role of the Disclosures Coordinator

The Disclosures Coordinator has a pivotal role in the Council's internal reporting system. The Disclosures Coordinator can receive and assess reports and is the primary point of contact in the Council for the reporter.

The Disclosures Coordinator has a responsibility to:-

- Assess reports to determine whether or not a report should be treated as a public interest disclosure, and to decide how each report will be dealt with (either under delegation or in consultation with the General Manager);
- Deal with reports made under the Council's Code of Conduct in accordance with the Council's adopted Code of Conduct Procedures;
- Coordinate the Council's response to a report. Be responsible for carrying out or coordinating any internal investigation arising out of a disclosure, subject to the direction of the General Manager in carrying out his/her functions;
- Acknowledge reports and provide updates and feedback to the reporter;
- Report to the General Manager on the findings of any investigation and recommended remedial action;
- Assess whether it is possible and appropriate to keep the reporter's identity confidential;
- Assess the risk of reprisal and workplace conflict related to or likely to arise out of a report, and develop strategies to manage any risk identified;

- Where required, provide or coordinate support to staff involved in the reporting or investigation process, including protecting the interests of any officer the subject of a report;
- Ensure the Council complies with the *Public Interest Disclosures Act 1994*; and
- Provide six-monthly reports to the NSW Ombudsman in accordance with Section 6CA, of the *Public Interest Disclosures Act 1994*.

8.4 Role of the General Manager

The General Manager has ultimate responsibility for maintaining the internal reporting system and workplace reporting culture, and ensuring the Council complies with the *Public Interest Disclosures Act 1994*.

The General Manager can receive reports from staff and Councillors and has a responsibility to:-

- Assess reports received by or referred to them, to determine whether or not the report should be treated as a public interest disclosure, and to decide how the report will be dealt with;
- Deal with reports made under the Council's Code of Conduct in accordance with Council's adopted Code of Conduct Procedures;
- Ensure there are strategies in place to support reporters, protect reporters from reprisal and manage workplace conflict that may arise in relation to a report;
- Make decisions following any investigation or appoint an appropriate decisionmaker; appropriate action to be taken includes the following:-
 - No action/decline:
 - The appropriate person to take responsibility for dealing with the disclosure:
 - Preliminary or informal investigation;
 - Formal investigation;
 - Prosecution or disciplinary action;
 - Referral to an investigating authority for investigation; or
 - Referral to the Police (if a criminal matter) or the ICAC (if corrupt conduct matter).
- Take appropriate remedial action where wrongdoing is substantiated or systemic problems are identified;
- Receive reports from the Disclosures Coordinator on the findings of any investigation and any recommendations for remedial action, and determine what action should be taken;
- Refer actual or suspected corrupt conduct to the Independent Commission Against Corruption (ICAC) under Section 11, of the ICAC Act 1988;
- Refer any evidence of a reprisal offence under Section 20, of the Public Interest Disclosures Act 1994 to the NSW Police or to ICAC.

8.5 Role of the Mayor

The Mayor can receive reports from staff and Councillors about the General Manager. Where the Mayor receives such reports, the Mayor has a responsibility to:-

- Assess the reports to determine whether or not they should be treated as a public interest disclosure, and to decide how they will be dealt with;
- Deal with reports made under the Council's Code of Conduct in accordance with the Council's adopted Code of Conduct Procedures;
- Refer reports to an investigating authority, were appropriate;
- Liaise with the Disclosures Coordinator to ensure there are strategies in place to support reporters, protect reporters from reprisal and manage workplace conflict that may arise in relation to a report;
- Refer actual or suspected corrupt conduct to the ICAC; and
- Refer any evidence of a reprisal offence under Section 20, of the *Public Interest Disclosures Act 1994* to the NSW Police or to ICAC.

8.6 Role of Managers and Supervisors

Managers and Supervisors play an important role in managing the immediate workplace of those involved in or affected by the internal reporting process. Managers and Supervisors should be aware of the Council Public Interest Disclosures - Internal Reporting Policy and are responsible for creating a local work environment where staff are comfortable and confident about reporting wrongdoing.

Managers and Supervisors have a responsibility to:-

- Encourage staff to report known or suspected wrongdoing within the organisation and support staff when they do;
- Identify reports made to them in the course of their work which could be public interest disclosures, and assist the staff member to make the report to an officer authorised to receive public interest disclosures under this policy;
- Implement local management strategies, in consultation with the Disclosures Coordinator, to minimise the risk of reprisal or workplace conflict in relation to a report; and
- Notify the Disclosures Coordinator or General Manager immediately if they believe a staff member is being subjected to reprisal as a result of reporting wrongdoing, or in the case of suspected reprisal by the General Manager, notify the Mayor.

9. Who can receive a report outside of Council?

Staff and Councillors are encouraged to report wrongdoing within the Council, but internal reporting is not your only option. You can also make a public interest disclosure to:-

An Investigating Authority.

 A Member of Parliament or a journalist, but only in the limited circumstances outlined below.

(a) An Investigating Authority

The *Public Interest Disclosures Act 1994* lists a number of investigating authorities in NSW that staff and councillors can report wrongdoing to and the type of wrongdoing each authority can deal with. In certain circumstances it may be preferable to make a report of wrongdoing to an investigating authority; for example a report about either the General Manager or the Mayor.

The relevant investigating authorities for the Council are:-

- The Independent Commission Against Corruption (ICAC) for reports about corrupt conduct;
- The NSW Ombudsman for reports about maladministration;
- The Information Commissioner for disclosures about a breach of the GIPA Act;
- The Office of Local Government for disclosures about local councils.

You should contact the relevant investigating authority for advice about how to make a disclosure to them. Contact details for each investigating authority are provided at the end of this policy.

You should be aware that the investigating authority may well discuss any such reports with the Council. We will make every effort to assist and cooperate with the investigating authority to ensure the matter is dealt with appropriately and there is a satisfactory outcome.

(b) Members of Parliament or Journalists

To have the protections of the *Public Interest Disclosures Act 1994*, staff reporting wrongdoing to a Member of Parliament (MP) or a journalist must have already made substantially the same report to one of the following:-

- The Council General Manager;
- A person nominated in this policy, including the Mayor for reports about the General Manager;
- An investigating authority.

Also, the Council or the investigating authority that received your initial report must have either:-

- Decided not to investigate the matter; or
- Decided to investigate the matter, but not completed the investigation within six months of the original report; or
- Investigated the matter but not recommended any action as a result; or
- Not told the person who made the report, within six months of the report being made, whether the matter will be investigated.

Most importantly, to be protected under the *Public Interest Disclosures Act 1994*, if

you report wrongdoing to an MP or a journalist you will need to be able to prove that you have reasonable grounds for believing that the disclosure is substantially true and that it is in fact substantially true.

10. Rights of Persons the Subject of a Report

The rights of persons the subject of disclosures will also be protected. Disclosures will be assessed and acted on impartially, fairly and reasonably. Disclosures will be investigated as discreetly as possible, with a strong emphasis on maintaining confidentiality as to the identity of the person's the subject of disclosures.

The Council is committed to ensuring staff or Councillors who are the subject of a report of wrongdoing are treated fairly and reasonably. This includes keeping the identity of any person the subject of a report confidential, where this is practical and appropriate.

If you are the subject of the report, you will be advised of the allegations made against you at an appropriate time and before any adverse findings. At this time you will be:-

- Advised of the details of the allegation;
- Advised of your rights and obligations under the relevant related policies and procedures;
- Kept informed about the progress of any investigation;
- Given a reasonable opportunity to respond to any allegation made against you;
- Told the outcome of any investigation, including any decision made about whether or not further action will be taken against you.

Where the reported allegations against the subject officer are clearly wrong, or have been investigated and unsubstantiated, the subject officer will be supported by Council. The fact of the allegations and any investigation will be kept confidential unless otherwise agreed to by the subject officer.

11. Protection Available Under the Public Interest Disclosures Act

11.1 Protection against Reprisals

Council will not tolerate any reprisal against staff or Councillors who report wrongdoing or are believed to have reported wrongdoing.

The *Public Interest Disclosures Act 1994* provides protection for staff and Councillors who have made a public interest disclosure by imposing penalties on anyone who takes detrimental action against another person substantially in reprisal for that person making a public interest disclosure. These penalties also apply to cases where a person takes detrimental action against another because they believe or suspect the other person has made or may have made a public interest disclosure, even if they did not.

Detrimental action means action causing, comprising or involving any of the following:-

- Injury, damage or loss;
- Intimidation or harassment;
- Discrimination, disadvantage or adverse treatment in relation to employment;
- · Dismissal from, or prejudice in, employment;
- Disciplinary proceedings.

A person who is found to have committed a reprisal offence may face criminal penalties such as imprisonment and/or fines, and may be required to pay the victim damages for any loss suffered as a result of the detrimental action.

Taking detrimental action in reprisal is also a breach of the Council's Code of Conduct which may result in disciplinary action. In the case of Councillors, such disciplinary action may be taken under the misconduct provisions of the *Local Government Act 1993* and may include suspension or disqualification from civic office.

It is important for staff and Councillors to understand the nature and limitations of the protection provided by the *Public Interest Disclosures Act 1994* as it protects reporters from detrimental action being taken against them because they have made, or are believed to have made, a public interest disclosure. It does not protect reporters from disciplinary or other management action where the Council has reasonable grounds to take such action.

11.2 Responding to Allegations of Reprisal

If you believe that detrimental action has been or is being taken against you or someone else in reprisal for reporting wrongdoing, you should tell your Supervisor, the Disclosures Coordinator or the General Manager immediately. In the case of an allegation of reprisal by the General Manager, you can alternatively report this to the Mayor.

If the Council becomes aware of or suspects that reprisal is being or has been taken against a person who has made a disclosure, Council will:-

- Assess the allegation of reprisal to decide whether the report should be treated as
 a public interest disclosure and whether the matter warrants investigation or if
 other action should be taken to resolve the issue;
- If the reprisal allegation warrants investigation, ensure this is conducted by a senior and experienced member of staff;
- If it is established that reprisal is occurring against someone who has made a report, take all steps possible to stop that activity and protect the reporter;
- Take appropriate disciplinary action against anyone proven to have taken or threatened any action in reprisal for making a disclosure;
- Refer any breach of Part 8 of the Council's Code of Conduct (reprisal action) by a Councillor or the General Manager to the Office of Local Government;
- Refer any evidence of an offence under Section 20, of the Public Interest Disclosures Act 1994 to ICAC or NSW Police.

If you allege reprisal, you will be kept informed of the progress and outcome of any investigation or other action taken in response to your allegation.

11.3 Protection against Legal Action

If you make a public interest disclosure in accordance with the *Public Interest Disclosures Act 1994*, you will not be subject to any liability, and no action, claim or demand can be taken against you for having made the public interest disclosure. You will not have breached any confidentiality or secrecy obligations and you will have the defence of absolute privilege in defamation.

12. **Confidentiality**

Council realises reporters may want their identity and the fact they have made a report to remain confidential. This can help to prevent any action being taken against them for reporting wrongdoing.

Where possible and appropriate Council will take steps to keep your identity, and the fact you have reported wrongdoing, confidential. We will discuss with you whether it is possible to keep your identity confidential.

If confidentiality cannot be maintained, Council will develop a plan to support and protect you from reprisal in consultation with you.

If you report wrongdoing, it is important that you only discuss your report with those responsible for dealing with it. This will include the Disclosures Coordinator and the General Manager, or in the case of a report about the General Manager, the Disclosures Coordinator and the Mayor. The fewer people who know about your report, before and after you make it, the more likely it will be that we can protect you from any reprisal.

Any staff or councillors involved in the investigation or handling of a report, including witnesses, are also required to maintain confidentiality and not disclose information about the process or allegations to any person except for those people responsible for handling the report.

The exceptions to the confidential requirement are where:-

- The person consents in writing to the disclosure of that information; or
- It is essential, having regard to the principles of natural justice that the identifying information be disclosed to a person whom the information provided by the disclosure may concern; or
- The investigating authority, public authority, officer or public official is of the opinion that disclosure of the identifying information is necessary to investigate the matter effectively; or
- Disclosure is otherwise in the public interest.

13. Notification of Action Taken or Proposed

Council staff and Councillors who report wrongdoing will be told what is happening in response to their report.

a. <u>Acknowledgement</u>

When you make a report, Council will contact you to confirm that your report has been received and to advise:-

- The timeframe within which you will receive further updates.
- The name and contact details of the people who can tell you what is happening or handle any concerns you may have.

After a decision is made about how your report will be dealt with, Council will send you an acknowledgment letter, providing:-

- Information about the action that will be taken in response to your report.
- The likely timeframes for any investigation or other action.
- Information about the internal and external resources or services available that you can access for support.

Council will provide an acknowledgement to you within ten working days from the date you make your report. Council will also advise you if we decide to treat your report as a public interest disclosure and provide you with a copy of this policy at that time, as required by the *Public Interest Disclosures Act 1994*.

Note: The *Public Interest Disclosures Act 1994* requires policies to advise that an acknowledgement and a copy of this policy is to be provided to a person reporting wrongdoing within 45 days of the report being made.

b. Progress updates

While your report is being dealt with, such as by investigation or making other enquiries, you will be given:-

- Information about the progress of the investigation or other enquiries and reasons for any delay;
- Advice of any decision by Council not to proceed with the matter;
- Advice if your identity needs to be disclosed for the purposes of investigating the matter or making enquiries, and an opportunity to talk about this beforehand.

c. Feedback

Once the matter has been finalised you will be given:-

- Enough information to show that adequate and appropriate action was taken and/or is proposed to be taken in response to your disclosure and any problem that was identified.
- Advice about whether you are likely to be called as a witness in any further matters, such as disciplinary or criminal proceedings.

14. Breaches and Sanctions

A breach of this policy will result in the commencement of disciplinary process under the Council's Disciplinary Policy and in accordance with the Council's Code of Conduct. Criminal action may be taken against any person found to be in breach of the *Public Interest Disclosures Act 1994*.

It is important all Council staff and Councillors are aware that it is a criminal offence under the *Public Interest Disclosures Act 1994* to wilfully make a false or misleading statement when reporting wrongdoing. Council will not support staff or Councillors who wilfully make false or misleading reports. Such conduct may also be a breach of the Code of Conduct resulting in disciplinary action. In the case of Councillors, disciplinary action may be taken under the misconduct provisions of the *Local Government Act 1993* and may include suspension or disqualification from civic office.

15. Reporting Requirements

In accordance with the *Public Interest Disclosures Act 1994*, all NSW Councils are required to report to the NSW Ombudsman. Council will report every six months to the NSW Ombudsman and provide an Annual Report. The reporting will detail the number of public interest disclosures received by Council during the reporting period, also the report will detail the type of public interest disclosures received.

The Disclosures Coordinator will be responsible for completing the Annual Report.

16. Related Legislation and Council Policies

- Public Interest Disclosures Act 1994;
- Public Interest Disclosures Regulation 2011;
- NSW Ombudsman Act 1974;
- NSW Ombudsman Public Interest Disclosures Guidelines;
- Independent Commission Against Corruption Act 1988 (ICAC Act 1988);
- Government Information (Public Access) Act 2009;
- Local Government Act 1993;
- Environmental Planning and Assessment Act 1979;
- Local Government (General) Regulations 2005;
- Work Health and Safety Act 2011 and Regulations;
- Anti Discrimination Act 1977;
- Fair Work Act 2009;
- Privacy and Personal Information Protection Act 1998;
- NSW State Records Act 1998:
- Equal Employment Opportunity Act 1987;
- Upper Lachlan Shire Council Disciplinary Policy;
- Upper Lachlan Shire Council Code of Conduct;
- Upper Lachlan Shire Council Complaints Management Policy;
- Upper Lachlan Shire Council Grievance Policy;
- Upper Lachlan Shire Council Code of Business Practice; and
- Office of the NSW Ombudsman Guidelines.

17. External Investigating Agency Resources

The contact details for external investigating authorities that staff can make a public interest disclosure to or seek advice from are listed below.

Disclosures about corrupt conduct:

Independent Commission Against NSW Ombudsman Corruption (ICAC)

Phone: 02 8281 5999 Toll free: 1800 463 909

Tel. typewriter (TTY): 02 8281 5773

Facsimile: 02 9264 5364 Email: icac@icac.nsw.gov.au Web: www.icac.nsw.gov.au

Address: Level 21, 133 Castlereagh Street,

Sydney NSW 2000

Disclosures about breaches of the GIPA

Act:

Information Commissioner Toll free: 1800 472 679 Facsimile: 02 8114 3756 Email: ipcinfo@ipc.nsw.gov.au Web: www.ipc.nsw.gov.au

Address: Level 11, 1 Castlereagh Street,

Sydney NSW 2000

Disclosures about maladministration:

Phone: 02 9286 1000

Toll free (outside Sydney metro): 1800 451

Tel. typewriter (TTY): 02 9264 8050

Facsimile: 02 9283 2911

Email: nswombo@ombo.nsw.gov.au

Web: www.ombo.nsw.gov.au

Address: Level 24, 580 George Street, Sydney NSW 2000

Disclosures about Council:

Office of Local Government Phone: 02 4428 4100

Tel. typewriter (TTY): 02 4428 4209

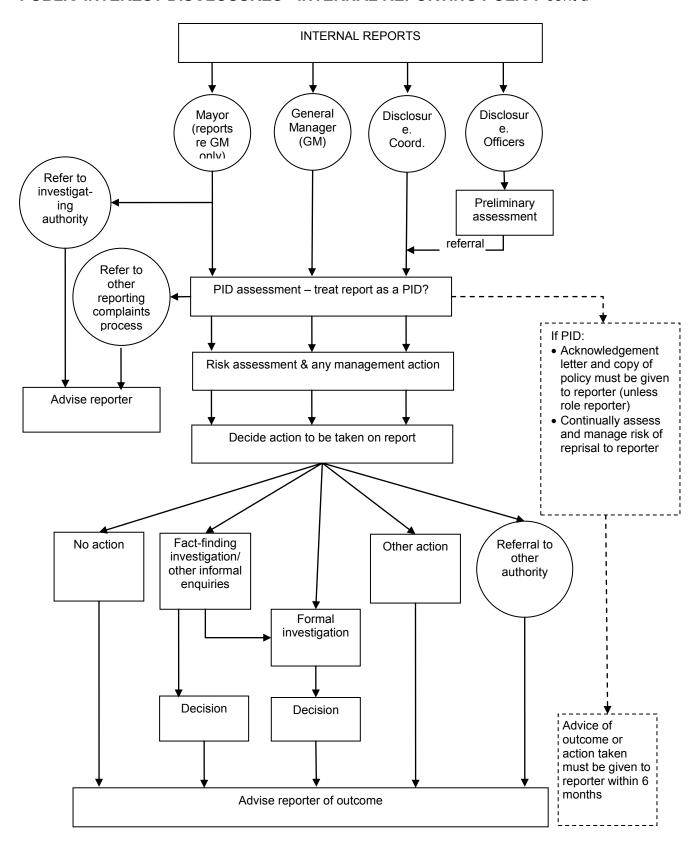
Facsimile: 02 4428 4199 Email: dlg@dlg.nsw.gov.au Web: www.dlg.nsw.gov.au

Address: 5 O'Keefe Avenue, Nowra, NSW

2541

18. Variation

Council reserves the right to vary or revoke this policy.



Upper Lachlan Shire Council

INTERNAL REPORT OF PUBLIC INTEREST DISCLOSURES

Date Received:
Name of Employee/Councillor:
Details of Disclosure:
Signature of Applicant:
Signature of Receiver:
Action Taken: (including discussions/referral of matter)
Result of Action: (including advice of action to Applicant)
Notice/Knowledge of any Remedial Action:
Signature of General Manager/Director of Finance and Administration:
Date
POLICY IMPACT
Review of an existing Council policy.
OPTIONS
Nil

FINANCIAL IMPACT OF RECOMMENDATIONS

Nil

RECOMMENDATION That -

 Council adopts the reviewed Public Interest Disclosures – Internal Reporting Policy.

ATTACHMENTS

Nil

Finance and Administration - 20 April 2017

ITEM 11.11 Purchasing – Acquisition of Goods and Services Policy

FILE REFERENCE 117/217

AUTHOR Director of Finance and Administration

ISSUE

Review of the Council Purchasing – Acquisition of Goods and Services Policy.

RECOMMENDATION That -

1. Council adopts the reviewed Purchasing – Acquisition of Goods and Services Policy.

BACKGROUND

Nil

REPORT

POLICY:-	
Policy Title:	Purchasing – Acquisition of Goods and Services Policy
File Reference:	F10/618-06
Date Policy was adopted by Council initially:	18 November 2004
Resolution Number:	319/04
Other Review Dates:	19 March 2009, 16 December 2010 and 15 December 2011
Resolution Number:	116/09, 472/10 and 489/11
Current Policy adopted by Council:	15 December 2011
Resolution Number:	XXX/17
Next Policy Review Date:	2020

PROCEDURES/GUIDELINES:-	

Date procedure/guideline was developed:	
Procedure/guideline reference number:	

RESPONSIBILITY:-	
Draft Policy developed by:	Director of Finance and Administration
Committee/s (if any) consulted in the development of this Policy:	Audit, Risk and Improvement Committee
Responsibility for implementation:	Director of Finance and Administration
Responsibility for review of Policy:	Director of Finance and Administration

OBJECTIVES

That Council staff when inviting tenders and / or expressions of interest for the carrying out of work, or the supply of goods and services for the Upper Lachlan Shire Council local government area will have regard to the following principles:-

- 1. Open and effective competition;
- 2. Value for money;
- 3. Ethical behaviour, honesty, fairness and probity in all procurement dealings;
- 4. Ensure the process is consistent with no conflict of interest or improper advantage to potential tenders and / or suppliers;
- 5. Maintain confidentiality of information obtained that relates to procurement activities: and
- 6. Accountability, transparency and observance of the *Local Government Act* 1993 together with other related statutory requirements and standards.

SUSTAINABLE PROCUREMENT

Sustainable procurement seeks to ensure that Council meets its needs for goods and services in a way that achieves value for money on a whole of life basis, generating organisational, social, environmental and economic benefits.

Sustainable procurement considers ensuring that products and services:-

- Are appropriate for their purpose to meet Council's needs in terms of quality, quantity, time and location;
- Are procured at the best possible total cost, wherever appropriate;
- Minimise damage to the environment and communities from resource extraction, manufacturing, production, transport, consumption, use and maintenance, recycling and disposal options; and
- Promote fair and open competition while minimising possible exposure to fraud and corruption.

POLICY STATEMENT

Purchasing (Procurement) is a function that is high risk in terms of corruption and it is subject to tight rules and processes. Successful procurement provides opportunities to use the community's money wisely and to deliver much needed goods and services in a sustainable way.

This policy is designed to provide clarity of accountabilities and guidance for Council officers engaged in purchasing, tendering, contract management, and supplier payments relating to the acquisition and use of goods and services.

Council's procurement procedures are designed to provide ethical business dealings and maintain a system of internal control to pass scrutiny from internal and external stakeholders.

Council will reinforce with its employees the requirement to understand and comply with all applicable procurement legislation and applicable Council policies and procedures.

LEGISLATIVE PROVISIONS

Section 55, of the *Local Government Act 1993*, outlines the requirements which relate to tendering when purchasing goods and contracting services. In addition, the *Local Government (General) Regulation 2005*, Part 7 – Tendering and Divisions 1-4 conditions apply.

The following legislation, Council policies, and other documents relevant to the operation of this policy include:-

- Local Government Act 1993;
- Local Government (General) Regulation 2005;
- Office of Local Government; Tendering Guidelines for NSW Local Government;
- NSW State Government Code of Practice for Procurement;
- Independent Commission against Corruption Act 1988 and ICAC Guidelines;
- NSW Ombudsman Act 1974 and Ombudsman Guidelines;
- Government Information (Public Access) Act 2009 (GIPA);
- A New Tax System (Goods and Services Tax) Act 1999;
- Anti Discrimination Act 1977;
- Industrial Relations Act 1996;
- Privacy and Personal Information Protection Act 1998;
- Environmental Planning and Assessment Act 1979;
- Work, Health and Safety Act 2011;
- Public Interest Disclosures Act 1994;
- NSW State Records Act 1998;
- Trade Practices Act 1974;
- Crimes Act 1900;
- Local Government (State) Award 2014;
- Council's Code of Conduct;
- Council's Code of Meeting Practice;

- Council's Code of Business Practice;
- Complaints Policy and Procedure;
- Grievance Policy;
- Public Interest Disclosures Policy;
- Disciplinary Policy;
- Work, Health and Safety (WH&S) Policy;
- Government Information (Public Access) (GIPA) Policy;
- Disposal of Council Assets Policy;
- Disposal of Council Real Estate Policy;
- Plant Replacement Policy;
- Staff Training Policy;
- Fraud and Corruption Prevention Policy;
- Delegations of Authority Policy;
- Corporate Credit Card Policy;
- Payment of Expenses and Provision of Facilities Policy; and
- Bribes, Gifts and Benefits Policy.

RISK MANAGEMENT

Managing risk is fundamental to effective procurement. Risk management is as much about identifying opportunities as avoiding and mitigating losses. Identification, analysis, assessment, treatment and monitoring of risk in procurement will contribute to successful outcomes.

Adverse consequences of poor procurement policies and practices can include budget overruns, delays in delivery or implementation, goods that don't meet quality or practical requirements, disruption to business, significant diversion of resources to investigate, and loss of reputation. The onus is on Council and senior management to have effective policies, responsibility systems, training, detection system, project management and review systems.

To reduce risk associated with procurement activities, Council staff must:-

- 1. Determine the level of risks associated with the acquisition when deciding on the method of purchase to be used;
- 2. Comply with Council procedures relating to procurement and WH&S;
- 3. Ensure segregation of duties in the requisitioning, approval and payment functions:
- 4. Use internal procurement services, Council Stores, State Government Contracts, Local Government Procurement Contracts, and CENTROC and Canberra Region Joint Organisation (CBRJO) contracts whenever possible;
- 5. Consider not just the purchase price but also the whole of life costs including those associated with acquisition, implementation, running, maintenance, depreciation, decommissioning and disposal;
- 6. Provide suppliers with Council's standard Purchase Order and/or Contract Number prior to supply; and

7. Maintain a contract register and procedures for contractor evaluation, including clear guidelines of expectations for contractor performance and maintenance by contractors of agreed insurance and liability coverage.

PURCHASING ETHICS

In the application of this policy it is expected that Council officers will display a high standard of ethics. All Council officers involved in procurement activities shall act in such a way as to be beyond reproach and always have their own integrity and that of Council in mind, in accordance with Council's Code of Conduct.

GOODS AND SERVICES TAX (GST)

All monetary values referred to in this policy are GST inclusive.

OVERVIEW OF PROCUREMENT PROCESS

A broad overview of the procurement process is as follows:-

- Establish a procurement policy framework;
- The identification of a genuine need to meet business objectives;
- The identification of available funding source to meet a business objective;
- The development of options to meet the need;
- The evaluation of options / selection of preferred method;
- The development and approval of the procurement concept;
- The development of a detailed procurement plan;
- The development of a specification;
- Determining whether to use a tender or quotation process;
- Sourcing offers from the market place and selecting according to the evaluation criteria;
- Obtaining approval and contract formation;
- Procurement / project management;
- Implementation or operating the asset; and
- Evaluating and reporting outcomes and lessons learnt.

TENDER PROCEDURES

The Local Government Act 1993 (specifically Section 23A), the Local Government (General) Regulation 2005, and Tendering Guidelines for NSW Local Government; must be taken into consideration for any tender and / or contract for the amount of \$150,000 or above.

A contract for the purposes of determining when a tender should be called is defined as the procurement of a service stream or supply of good(s) or service(s) that will be undertaken in either single or multiple purchases from the same supplier over any two year period or that exceeds \$150,000 in value.

Contracts involving expenditure exceeding \$150,000 shall be subject of a formal tender process and reported to Council for approval. In this instance all tenders for the contracting of goods and / or services will require Council officers to comply with the Tendering Assessment Checklist included at Appendix 2.

As a basic rule, a tender is required when either:-

- A contract requiring the payment of instalments by the Council over a period of two (2) or more years; or
- Where purchases have a value of \$150,000 or more, regardless of the timeframe.

Legislative provisions sets out two exceptions to the above rule, these being for:-

- Purchases made under an approved government contract; i.e. NSW State Contract and Local Government Procurement (LGP) Contract; and / or
- Purchases made from Council's preferred suppliers named on the Preferred Supplier List where suppliers have already been competitively selected via a tender process.

Formal public tenders are to be invited by the following means:-

- Open tendering method by way of a public advertisement in accordance with Section 55, of the Local Government Act 1993 and Part 7 – Tender under the Local Government (General) Regulation 2005; or
- From selective tendering method from persons short listed as a result of a public advertisement asking for expressions of interest (EOI); or
- From selective tendering method by inviting recognised contractors selected from a list prepared or adopted by the Council to tender for a contract.

Detailed tender documentation and tender specifications must be provided by the relevant Council officer and made available to all potential tenderers upon request. All communication and meetings with potential tenderers should be documented as part of tender selection process and entered into Council's electronic documentation management system. All briefings should avoid one on one communication.

Tenders are to be lodged in the Council tender box at the Gunning Offices. Tender submissions will not be received or accepted by facsimile and / or email. When the tender is closed the tender submissions will be opened by two Council officers one

being a records officer and the other being the officer responsible for the tender or their representative. After opening, all tenders will be immediately registered into Council's electronic documentation management system. Tender documentation will be released when the registration process has been completed.

Any official communication or documentation relating to the tender received after the closing of the tender must be entered into Council's electronic documentation management system by the recipient.

TENDER - SUPPLIER EVALUATION (ASSESSMENT) CRITERIA

When calling for tenders or expressions of interest there must be a predetermined criterion upon which Council can evaluate suppliers and award the contract and / or project. The assessment criteria can be either compliance (yes or no) or qualitative (subjectively assessed).

The Assessment Criteria that would most commonly be used are as follows:-

- a) Best value for money;
- b) The lump sum price and schedule of prices;
- Whole-of-life costs, including costs of disposal;
- d) Sustainability and value adding components such as economic, social and environmental development initiatives;
- e) Innovation / alternatives offered;
- f) Delivery times offered;
- g) Ability to meet service requirements;
- h) Compliance with Australian Standards;
- i) Quality offered (assurance);
- j) Previous performance of Tenderer;
- k) Demonstrated experience of Tenderer; including the personnel and plant and equipment proposed;
- I) Demonstrated capability and capacity of Tenderer, including technical, management, human resource, organisational and financial;
- m) Tenderer's WH&S management practices and performance, workplace and industrial relations management, environmental management and social impact and community relations practices and performance;
- n) Disaster recovery (business continuity); and

o) Conformity of Tender with requirements and specifications such as adequacy of insurances and workers compensation coverage.

The above Assessment Criteria will vary depending on the type of specification for each individual tender or project. The above criteria are not in order of priority nor are they exhaustive, and Council and senior management will determine what weight for each component is used in the evaluation.

CONTRACTS

It is necessary to consider during the planning stage which contractual arrangement will suit Council best. The choice will depend on such factors as:-

- a) Nature and duration of the requirement;
- b) Value of the business involved;
- c) Complexity of the marketplace;
- d) Degree of dependency on the commodity;
- e) Extent of competition; and
- f) The potential sustainability outcomes that could be generated through the supply, including potential innovation opportunities.

A contract can be simply defined as a legally binding agreement between two or more parties. For complex and high-cost procurement, specific performance targets and measures should be included in the terms and conditions of a contract.

In order to form a contract there are a number of elements which must be present. These include:-

- Offer and Acceptance an unconditional agreement to do certain things;
- An intent to create a legal relationship;
- Consideration the exchange of things of value;
- Legal capacity the power to legally enter the contract;
- Consent genuine and honest concurrence;
- Legality of objects the objectives intended must be proper and legal; and
- Certainty of terms agreement on the essential terms of the exchange.

The terms and conditions of any contract should ensure that Council obtains the value for money benefits it selected or which the supplier proposed. A contract should, where appropriate, seek to protect Council's interests.

All contracts entered into from a tender process and that are subject of a Council resolution must be signed by the supplier first and then is to have Council's Official Seal Affixed and the contract is to be signed by the General Manager and Mayor (where appropriate). The contract is then to be added to Council's Contract Register and all contract documentation must then be referred to the Records Management Officer to be registered as a legal document in TRIM.

EMERGENCY SITUATIONS

In terms of Section 55(3) of the *Local Government Act 1993*, when a situation has arisen, requiring immediate action to limit damages or prevent injury, Council must act immediately and take all reasonable and necessary action to mitigate any continuing risk associated with the situation. While procurement guidelines are to be followed as much as possible, normal tender / quotation procedures need not apply.

As soon as practicable, the Council purchase orders are to be approved by an appropriately delegated officer and issued. If the value of the works exceeds \$150,000 the action must be reported at the next Council Meeting. Remedial work following the emergency should follow normal procurement procedures.

Where, in the opinion, of the General Manager it is an emergency and there is not sufficient time to call tenders to rectify a situation the matter may be reported directly to Council and the "Tender Procedures" outlined in this policy shall not apply.

PROCUREMENT PROCEDURES

The aim of the following procedures is to clearly define the process followed by Council in the procurement of materials and, goods and services. All monetary amounts shown are GST inclusive.

- 1. For "transactions" that do not involve expenditure of \$150,000 or greater the following procedures shall apply (and must be undertaken by Council officers within their limits of delegations of authority):
 - a. **Transactions involving \$1 to \$100**; may be undertaken without a formal requisition order only where it is impractical for a purchase order to be transacted and the purchase is minor in amount and nature; i.e. limited travelling and sustenance expenses. For the majority of purchases a formal requisition order is necessary. However, the Council officer must have delegated authority to purchase goods and services to this nominal value and shall obtain a tax invoice or receipt of payment.
 - b. Orders / transactions involving \$100 to \$10,000; can be undertaken at the discretion of the Council officer on the basis that competitive pricing exists and a verbal quote is received from the supplier prior to a purchase. A purchase order is to be completed by the Purchasing Officer. Quotations may be obtained if deemed necessary by Department Manager.
 - c. Orders / transactions involving \$10,000 to \$50,000; a minimum of two written quotations are to be obtained by the Council officer under delegation of authority. Details of same to be retained as part of payment

authorisation and attached to the creditor batch file. A purchase order is to be completed by the Purchasing Officer.

d. **Orders / transactions involving \$50,000 to \$149,999**; a minimum of three written quotations must be provided. A purchase order is to be completed by the Purchasing Officer. Details of same to be retained as part of payment authorisation and attached to the creditor batch file.

For items greater than \$75,000 the process to be followed is completion of the Council Tender Assessment Checklist form. Decision is to be made if a tender is necessary by the relevant Council Manager. The Manager is to document the reasons why a tender was not required in Council's Procurement Plan. A purchase order is then to be approved by the Council Department Director.

- e. In circumstances where the above procedures cannot be implemented (i.e. only one suitable supplier) details are to be noted with procurement records by the Purchasing Officer and counter signed by the Department Director.
- 2. Formal tenders and / or expressions of interest **may** be invited for items of a lesser value than \$150,000. In such cases the tender process included in the *Local Government Act 1993* and *Local Government (General) Regulation 2005* will be followed and the tenders referred to Council for approval.
- 3. On a biennial basis (by advertisement) Council will call for the names and labour rates of tradespersons interested in being included in Councils' "trades' directory". Details in regard to licence and insurance (industry standard public liability, third party property and workers compensation) will be requested and a register updated and retained by Council's Purchasing Officer. The directory may be added to at any time.
- 4. Plant and motor vehicles items purchased under the Local Government Procurement Program (Contract) are not covered by this procedure. However, the acquisition of large plant and equipment items to a value of \$150,000 or greater will be subject to approval by the Council.
- 5. Contract Plant / Truck Hire; at two year intervals (by advertisement) Council will call for the names and rates of plant and truck contractors interested in being included in Councils' "trades' directory." Details in regard to plant / truck specifications, insurance (industry standard public liability, third party property and workers compensation), occupational health and safety and other necessary information will be requested. A register will be updated and retained by Council's Purchasing Officer. For specific projects the procedures in Clause 2 above may be applied.
- 6. When tenders, expressions of interest or quotations are called for by Council, there is no obligation on Council to accept the lowest tender price or quotation price. The lowest price does not automatically represent the best value for money.

- 7. Suppliers will be eliminated from all procurement processes if they are found to be lobbying Councillors or Council staff during the procurement and / or tender process. Suppliers that are found to be providing inducements, goods or services to Council staff will be eliminated from all future procurement processes.
- 8. All meetings with supplier representatives require two Council officers to attend the meeting. Council officers are prohibited from attending a meeting with a supplier representative over the course of a meal or drinks.
- 9. A Council officer who accepts an inducement and / or a gift will be subject to the provisions of Council's Code of Conduct. Disciplinary procedures may be instigated after a formal investigation is conducted either by Council and / or NSW Police if the matter is of a serious criminal and / or fraudulent nature.

PURCHASE OF GOODS AND SERVICES CHECKLIST

Prior to committing Council to the purchase of goods or contracting in of services, the following steps must be adhered to by all Council staff who have delegated authority to purchase goods and services:-

- Ensure there is a clear understanding of the product required, the purpose for which it will be used, quantities which will be consumed over a period of time, its shelf life:
- Identify a number of suppliers from whom competitive quotes may be obtained;
- As a minimum, quotations, expressions of interest (EOI), and tenders shall be evaluated on the following basis; price, quality of goods or service, warranties, contractual terms, reliability of supply, delivery schedules, payment terms and capacity of the person, including experience and track record;
- Purchase Orders for goods and services shall only to be initiated by an authorised Council officer within the delegated authority for that person;
- Purchase Orders for goods and services may only be transacted in Civica Purchasing module by the dedicated Council Purchasing Officer(s);
- Purchase Orders for goods and services may only be initiated where:-
 - The expenditure is covered by a specific provision in the approved operating and / or capital budget;
 - If Council approval has been obtained (when required).
- A tender evaluation team must be set up when considering and evaluating tenders – refer to Tendering Assessment Checklist at Appendix 2;
- All tender documentation, for each specific tender, must be filed electronically in Council's electronic document management system. The central repository for all hard file tender documentation is the Gunning File Storage Facility. The

relevant Department Manager and / or Director are to ensure all tender and EOI documentation is provided to the Senior Records Officer.

PROCUREMENT PLAN

The purposes of a Procurement Plan are as follows:-

- a) Establish a time frame and sequence for the procurement activity;
- b) Provide a framework against which we can monitor and evaluate progress and outcomes;
- c) Record the procurement method, the proposed contractual arrangements, the targets and performance measures; and
- d) Record project terms of reference, and accountabilities and responsibilities of the project manager and relevant Council Department.

Council senior management team (MANEX) are to conduct a formal analysis of procurement expenditure over the prior two year period by supplier and amount expended. Management are to evaluate the procurement method criteria in line with the intention of Section 55, of the *Local Government Act 1993* and recognised good practice.

Senior management may specifically identify those purchases and suppliers which should be subject to tender and incorporate this information into the annual Procurement Plan for Council.

The Council Procurement Plan will identify those major suppliers (materiality threshold of \$75,000 or greater purchased per annum) subject to tender and those major suppliers which are not subject to tender and the reasons for the decision. The Procurement Plan will be reported and approved by the General Manager every year.

PROCUREMENT REPORTING AND VALIDATION PROCESS

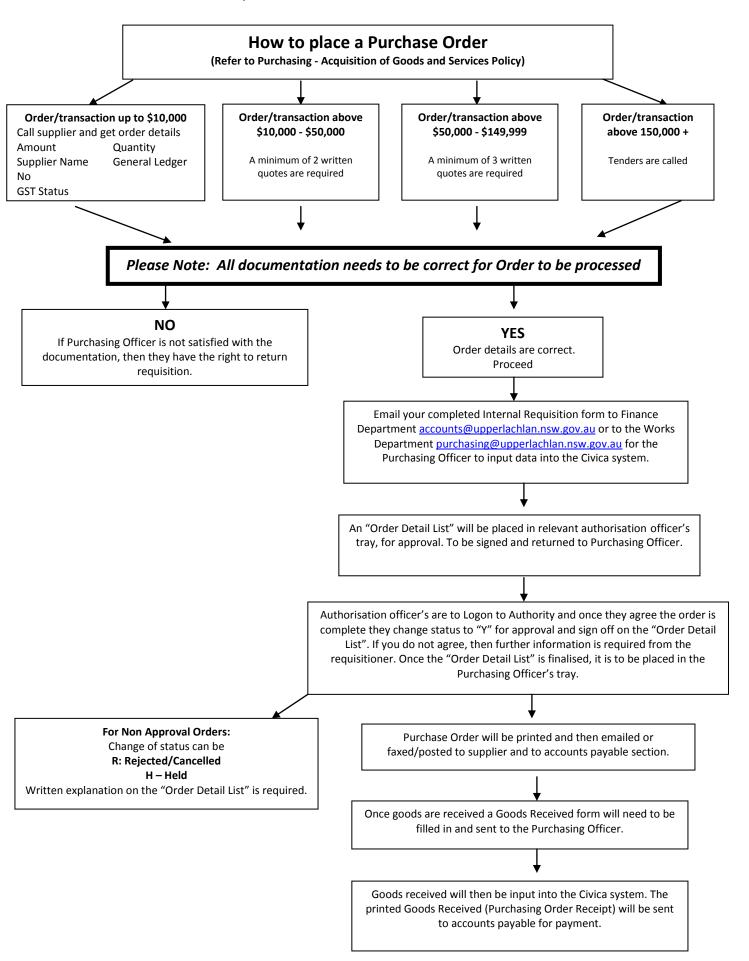
A monthly trial balance of Civica Purchasing Module subsidiary ledger to general ledger is to be processed each month by the Council Expenditure Officer and counter signed, checked and authorised by the Manager of Finance and Administration.

A monthly Purchase Order Variation report is to be reviewed by the Manager of Finance and Administration.

A monthly Purchase Order Exception report is to be reported to MANEX which highlights all purchase orders post dated or raised subsequent to receipt of a tax invoice.

REVIEW OF POLICY

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



APPENDIX 1 - PROCEDURES FOR THE ORDERING, RECEIVING AND PAYMENT OF GOODS AND SERVICES

Purchase Orders:-

- 1. Every request for goods or services must be accompanied by an official Council purchase order.
- 2. There must be funds available in the current financial year budget to cover the purchase of the required goods or services. The Council officer is to check the relevant ledger / costing number prior to proceeding with a purchase order.
- 3. Purchase orders are to be initiated by the Council officer requesting the goods or services prior to the delivery or supply of the goods or services.
- 4. All purchase orders are to be documented in Civica Purchasing module by the Purchasing Officer. All required information must be entered on the purchase order and must be accurate, clear and complete.

Purchase orders must:-

- Be dated and created prior to the delivery of goods.
- Clearly identify the suppliers name, address and contact details.
- Detail the goods and/or services in sufficient detail e.g.; type, quantity, to clearly identify the goods and/or services being ordered.
- Note the tender price or quoted, offered or estimated cost of the goods and/or services being ordered. Note the relevant ledger / costing number.
- Detail the Contract Number / Reference and contract schedule of rates should be verified, held on file and with creditor batch.
- Note the method of delivery required and expected delivery date (as appropriate).
- Note the location that the goods and/or services are to be delivered to.
- Be signed by an authorised Council officer with delegated authority from the General Manager to purchase goods and services on behalf of Council. The authorised officer will also ensure the value of the order does not exceed the monetary limit of their delegated authority.
- The Purchasing Officer and authorising officer will ensure the above details are complete in all respects and ascertain that the correct purchasing procedures have been followed before countersigning orders.
- 5. Suppliers who provide goods or services to Council will be advised that a purchase order must be obtained before the supply of any goods or services is made. Sup pliers who cannot produce a valid purchase order may have payment delayed or withheld.
- 6. The 'Purchasing Acquisition of Goods and Services' Policy and procedures does not apply to the payment of goods or services out of petty cash.
- 7. The following services are exempt from the above purchase order procedures; Rural Fire Services (RFS) expenditure, and Council telephone, electricity, gas, postage, rates, legal costs, taxation liabilities, insurances, workers

compensation, superannuation, freight charges, and similar regular recurring accounts.

8. The purchase / lease of land and property, and land acquisition / road resumption transactions are excluded from this procedure.

Emergency Purchase Orders

- 1. If there is a situation where goods are required urgently, written permission may be obtained from a Department Director with delegated authority to acquire the goods.
- 2. A purchase order must be made and given to the supplier as soon as practicable.
- 3. Where delivery is urgent, goods and services may be purchased from the supplier who can meet the deadlines specified.

Receiving Goods and Services

- Delivery dockets should be obtained with all goods received and are to be checked by the Purchasing Officer and/or by the Council officer receiving the goods to ensure:-
- That all goods on the delivery note/tax invoice have actually been delivered.
- That the goods delivered are actually those that were ordered.
- That the good delivered are in good condition and fit for the purpose for which they were purchased.
- The cost of the goods as shown on the invoice/delivery docket is correct.
- 2. Once the above checks have been made and the goods are acceptable the Purchasing Officer will complete a 'Goods Received Docket'. Goods Received dockets must:-
- Be completed and dated the day goods were received.
- Show the suppliers name.
- Show the purchase order number where the goods were ordered.
- Detail the goods and/or services in sufficient detail e.g.: type, quantity and any special features (or by reference to a detailed schedule attached or a tender or quotation received) to clearly identify the goods and/or services being received.
- Note the relevant ledger/costing number.
- Show the stores bin/item number where the received goods are to go into Council's stores.
- Be signed by the Council officer confirming receipt of the goods or services.

Incomplete Purchase Orders

No purchase orders will be created or processed by the Purchasing Officer(s) until all relevant documentation is provided to commence a purchase.

Quotations

It is the responsibility of all Council officers with delegated authority to comply with the Procurement Procedures as outlined in Council's Purchasing – Acquisition of Goods and Services Policy in regards to obtaining written quotations from suppliers. Materiality thresholds are to be adhered to.

As part of the purchase validation checks, the Purchasing Officer is to ensure the correct number of written quotations is obtained from potential suppliers prior to a purchase order being created by Council and prior to payment of a tax invoice to a supplier.

The quote number / reference must be recorded on the purchase order and copies of the quotations are to be retained by Accounts Payable section with the creditor batch.

It is the responsibility of the Purchasing Officer to ensure that written quotations are provided to the Accounts Payable section. If written quotations are not obtained the matter is to be reported directly to the General Manager.

Payment for Goods and Services

The Expenditure Officer is responsible for payment of accounts payable to creditors by the Council subject to the expenditure having been authorised in accordance with Council's policies and procedures.

- 1. All tax invoices are to be sent by the supplier to Council's accounts payable.
- 2. Full documentation of all acquisitions of goods and services (subject to the correct and complete supply of goods or services shown on a purchase order) should be received by the Expenditure Officer within five (5) working days of Council receiving the goods or services.
- 3. Tax Invoices are to be matched to purchase orders and goods received dockets (where available) by the Expenditure Clerk. Council will in most instances pay upon receipt of a Tax Invoice. In limited circumstances e.g. urgent matters a cheque, credit card and or EFT will be drawn based on the written authorisation of the General Manager and Council Director.
- 4. Costing details (estimates/quotes vs. actual costs charged, quantities ordered and received etc.) are to be checked. The Expenditure Officer is to ensure that prices / quotes and quantities are checked to the purchase order, quantities checked to the goods received docket and all computations are checked. Discounts are to be taken when appropriate.

- Any material variances in items or quantities received to that ordered will be referred to the Purchasing Officer for investigation and correction of the goods received docket as required.
- Any material variances or errors in prices (i.e. tax invoice calculation and GST errors) calculated will be investigated by the Expenditure Officer and amended tax invoices requested from the supplier as required.
- 5. All Tax Invoice payments (by cheques and electronic funds transfers) shall be prepared by the Expenditure Officer in compliance with Council's internal control procedures.
- 6. All calculations, documentation and data entered will be checked by the Expenditure Officer for accuracy and completeness and forwarded to the countersigning officers.
- 7. The countersigning officers to the payment authorisation shall examine the payments processed to ascertain their compliance with purchasing, receiving and costing procedures and, if satisfied that such procedures are correct, will authorise payment of the tax invoice for the goods and/or services provided.
- 8. For the release of EFT payments one of the countersigning officers must be the Director of Finance and Administration or Manager Finance and Administration to allow the release of funds. In the absence of either of these officers the Management Accountant will be permitted to allow the release of funds.
- 9. Progress or milestone payments required in terms of the provisions of a contract are to be detailed as separate lines on the purchase order so each can be receipted and paid as they become eligible for payment.



LIST OF TENDERS RECEIVED

(NAME OF TENDER)

(TENDER REFERENCE NUMBER)

Tender Closing Date and Time

No.	List of Tenderers	Opened By	Opened By	Scrutineer
1				
2				
3				
4				
5				
6				
7				

Opening of Tender Box	Date and Time	
Declaration of Conflict of Interest Y	Yes/No	
Declaration of Confidentiality	Yes/No	
Tender Panel Recommendation _		
		_
Tender Panel Signatures _		
Date _		

APPENDIX 2 - TENDERING ASSESSMENT CHECKLIST

Contract:			
0 1 1 0			
Contract Sum: 1. Evidence	Council colocted and a coloctive tandering mosthade	Vaa 🗆	No D
	Council selected open or selective tendering methods ether with reasons, recorded on file?	Yes □	No □
	advertisement for tender is on file?	Yes □	No □
	all documents provided to tenders on file?	Yes 🖵	No 🗖
	nts provided to tenderers include:		
	f work, facilities or services	Yes □	No □
	nce with Regulation cl.170(1)(e)(if appropriate)	Yes □	No □
Closing of	late and tender lodgement requirements	Yes □	No □
 Outline or 	f policies applicable to the procurement; i.e. Council's	Yes 🗆	No □
	and Council's Code of Business Practice		
	n criteria and methodology	Yes 🗆	No □
	ontact person	Yes □	No □
	formal tender documents are required and how to	V D	N. D
obtain the		Yes □	No □ No □
	on in obtaining copies of relevant Council policies	Yes □ Yes □	No □
	d terms and conditions of contract riteria on which tenders will be assessed	Yes 🗆	No 🗖
	ent that unethical or inappropriate conduct will result	Yes 🗆	No 🗖
	der being disqualified	103 🗖	110 🗖
	tenderers of steps to take if they suspect corrupt and	Yes □	No □
	n the Council will take if it suspects corrupt conduct		
	nformation on interaction between Council and	Yes □	No □
tenderers	s including prohibition on contacting Councillors		
	f all requests for tender documents on file?	Yes □	No □
	f staff involved in preparing and issuing tender	Yes □	No 🗆
documents on file			
	on of conflicts of interest for all staff involved on file?	Yes □	No □
	ecords of all communications between tenderers and	Yes □	No □
	le (including records of attendance and information		
provided at any b		V D	N D
	mentation of any changes made to tender	Yes □	No □
	cluding who made the change and why)? any changes to tendering specifications	Yes □	No □
	all tenderers or potential tenderers and that no	162	NO 🗖
	tial tenderer was disadvantaged on file?		
	of any variation to closing date (including reasons and	Yes □	No 🗆
identity of who m			
	Council took all reasonable steps to inform tenderers	Yes □	No □
	erers of the later closing date?		
13. All tende	r dates and times stamped?	Yes □	No □
14. Records	of tender opening carried out in accordance with	Yes □	No □
clause 175 of the	Regulation (two persons also present/members of the		
public able to atte			
	ntation recording the acceptance of any late tenders,	Yes □	No □
	eceived and why accepted?		
	nted tender assessment criteria on file?	Yes 🗆	No 🗆
	nted tender list in alphabetical order of amounts	Yes □	No 🗖
	played at Council as per clause 175 of the Tendering		
Regulation	nont documents	<u> </u>	
	nent documents f any non-complying tenders and why they were	Yes □	No □
assessed as non		165	140
	nted tender assessment matrix completed for every	Yes □	No □
member of asses		103 🗖	140
	ssessment panel members identified and include	Yes □	No □

declaration of conflicts interest?		
21. Records kept of all communication between potential tenderers	Yes □	No □
and panel members on file?		
22. Records of any variations to tenders under clause 176 including	Yes □	No 🗆
reasons why tender(s) varied and evidence all other tenders of same or		
similar characteristics were given the same opportunity?		
23. Recommendation for preferred tenderer is in line with	Yes □	No 🗖
assessment documents?		
24. Report to Council on the tender includes:		
Background information on the calling of tenders including	Yes □	No 🗖
history of decision to go to tender		
Background information of the performances of the previous	Yes 🖵	No 🗖
contractor, if any		
Advice on whether, for continuing contracts, the terms of the	Yes □	No 🗖
terms of contract have been reviewed		
A summary of the tender process	Yes □	No 🖵
 Details of tenders received and details of any non-complying 	Yes □	No 🗖
tenders		
 Financial analysis of the comparative tenders based on unit 	Yes □	No 🗖
price/service price/annual cost/total contract cost		
 Details of assessment criteria used together with weightings 	Yes □	No 🗖
 Details of post-tender communication with tenderers 	Yes □	No 🖵
 Compliance with Regulation cl. 178(1A)(if appropriate) 	Yes □	No 🖵
 Conclusion and recommendation based on analysis of 	Yes □	No 🗖
assessment criteria results		
If recommendation is not to accept any tender, the reasons for	Yes □	No 🗖
the recommendation		
25. Evidence contract entered by Council is in accordance with the	Yes □	No 🗖
tender?		
26. Where Council enters into negotiations with one or more	Yes □	No 🗖
unsuccessful tenderers, Council resolution includes reasons for that		
decision, including the choice of tenders with whom it negotiates?		
27. Evidence Council advised all tenderers of outcome of process	Yes □	No 🗖
and copy notice displayed at Council advising of outcome (clause 179 of		
the Regulation)?		

POLICY IMPACT

Review of an existing Council policy.

OPTIONS

Nil

FINANCIAL IMPACT OF RECOMMENDATIONS

Nil

RECOMMENDATION That -

1. Council adopts the reviewed Purchasing – Acquisition of Goods and Services Policy.

ATTACHMENTS

Nil

12 GENERAL MANAGER

The following items are submitted for consideration -

12.1	Staffing Matters	360
12.2	Consultative Committee Meeting Minutes	362
12.3	WHS Committee Minutes	366
12.4	Council Meetings - Location Options	370
12.5	Fire and Emergency Services Levy Bill (NSW) 2017	373
12.6	Financial Assistance Grants Indexation Restoration Campaign	375
12.7	Action Summary - Council Decisions	378

General Manager - 20 April 2017

ITEM 12.1 Staffing Matters

FILE REFERENCE 117/134

AUTHOR General Manager

ISSUE

Providing details in relation to current staffing matters for Councillors' information.

RECOMMENDATION That -

1. Council receive and note the report as information.

BACKGROUND

Providing information to Councillors in relation to current staffing matters, including recent resignations and appointments.

REPORT

The vacant position of Water and Sewer Operator based at Crookwell was advertised externally on Wednesday, 1 March 2017 with applications closing on Thursday, 23 March 2017. Council will be advised of the successful applicant in due course.

The vacant position of Revenue Officer based at Crookwell was re-advertised externally on Wednesday, 1 March 2017 with applications closing on Thursday, 23 March 2017. Council will be advised of the successful applicant in due course.

The vacant position of Bigga Townsperson (Casual) was advertised externally on Wednesday, 1 February 2017 with applications closing on Monday, 20 February 2017. Interviews were undertaken on Monday, 6 March 2017. Scott Fursey was offered and has accepted the position as Bigga Townsperson (Casual) with Council, and he commenced duties on Monday, 20 March 2017.

The vacant position of Project Coordinator (Casual) was advertised externally on Wednesday, 1 March 2017 with applications closing on Thursday, 23 March 2017. Ross Webster was offered and has accepted the position as Project Coordinator (Casual) with Council, and he commenced duties on Monday, 3 April 2017.

On Thursday, 16 February 2017 Council's Cadet Engineer, Kevin Lawler tendered his resignation from Council with his final working day being Friday, 10 March 2017. The vacant position of Cadet Engineer based at Crookwell was advertised externally on Thursday, 23 March 2017 with applications closing on Thursday, 6 April 2017. Council will be advised of the successful applicant in due course.

General Manager STAFFING MATTERS cont'd

On Thursday, 2 March 2017 Council's Ranger, Jason Impey tendered his resignation from Council with his final working day being Monday, 1 May 2017. The vacant position of Ranger based at Crookwell was advertised externally on Thursday, 23 March 2017 with applications closing on Thursday, 6 April 2017. Council will be advised of the successful applicant in due course.

The vacant position of Library Officer – Gunning and Crookwell was advertised externally on Thursday, 23 March 2017 with applications closing on Thursday, 6 April 2017. Council will be advised of the successful applicant in due course.

The vacant position of Destination Marketing Officer based at Crookwell was advertised externally on Thursday, 23 March 2017 with applications closing on Thursday, 6 April 2017. Council will be advised of the successful applicant in due course.

On Monday, 10 April 2017 Council's Director of Works and Operations, Phil Newham tendered his resignation from Council advising that he will be retiring with his final working day being Friday, 14 July 2017. The vacant position of Director of Works and Operations based at Crookwell will be advertised externally through McArthur Pty Ltd (local government employment specialists). Council will be advised of the successful applicant in due course.

Performance reviews for all staff members for 2016/2017 have recently been commenced with 2% of staff completed as at 7 April 2017.

POLICY IMPACT

Nil

OPTIONS

Nil

FINANCIAL IMPACT OF RECOMMENDATIONS

Nil

RECOMMENDATION That -

1. Council receive and note the report as information.

ATTACHMENTS

Nil

General Manager - 20 April 2017

ITEM 12.2 Consultative Committee Meeting Minutes

FILE REFERENCE 117/188

AUTHOR General Manager

ISSUE

Minutes from the April meeting of the Consultative Committee.

RECOMMENDATION That -

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

BACKGROUND

The minutes from the Consultative Committee meeting that was held on 3 April 2017 are attached including any recommendations that have been put forward by the Committee, to Council, for adoption.

REPORT

Attached for Councillors information are the Minutes from the Consultative Committee meeting that was held on 3 April 2017.

POLICY IMPACT

Nil

OPTIONS

Nil

FINANCIAL IMPACT OF RECOMMENDATIONS

Nil

RECOMMENDATION That -

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

ATTACHMENTS

1. View View	Consultative Committee - 2017-04-03 - Minutes -	Attachment
	Attachments	

General Manager CONSULTATIVE COMMITTEE MEETING MINUTES cont'd		

PRESENT: Mr D Scott, Mr J Bell (General Manager), Mr P Newham (Director of Works and Operations), Mr B Johnston (Manager of Finance and Administration), Mr K Kara, Mr R Stephenson, Ms S Pearman, Mr C Wray, Mrs H Peterson (Executive Assistant) and Clr J Searl (Observer).

THE CHAIRMAN DECLARED THE MEETING OPEN AT 11.00AM

SECTION 1: APOLOGIES & LEAVE OF ABSENCE

Apologies were received for the absence of M Wilson, B Smithers and T Dodson.

RESOLVED by Mr Bell and Ms Pearman

1. That the apologies be accepted and leave of absence granted.

- CARRIED

SECTION 2: DECLARATIONS OF INTEREST

Nil

CONFIRMATION OF MINUTES SECTION 3:

ITEM 3.1 RESOLVED by Mr Kara and Mr Stephenson

That the minutes of the Consultative Committee Meeting held on 6 February 2017 be adopted.

- CARRIED

SECTION 4: REPORTS

ITEM 4.1 HUMAN RESOURCE COORDINATORS REPORT

RESOLVED by Mr Johnston and Mr Newham

- 1. The Human Resource Activity report information is received and noted, and
- 2. The Destination Marketing Officer, Library Officer Gunning and Crookwell and Ranger positions descriptions be accepted and forwarded to Manex for adoption.

- CARRIED

SECTION 5: ITEMS FOR DISCUSSION

Nil

THE MEETING CLOSED AT 11.40AM

..... Mayor

Minutes confirmed 5 JUNE 2017

General Manager - 20 April 2017

ITEM 12.3 WHS Committee Minutes

FILE REFERENCE 117/189

AUTHOR General Manager

ISSUE

Minutes from the April meeting of the WHS Committee.

RECOMMENDATION That -

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

BACKGROUND

The minutes from the WHS Committee meeting that was held on 3 April 2017 are attached including any recommendations that have been put forward by the Committee, to Council, for adoption.

REPORT

Attached for Councillors information are the Minutes from the WHS Committee meeting that was held on 3 April 2017.

POLICY IMPACT

Nil

OPTIONS

Nil

FINANCIAL IMPACT OF RECOMMENDATIONS

Nil

RECOMMENDATION That -

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

ATTACHMENTS

1. View View	Work Health and Safety Committee - 2017-04-03 -	Attachment
	Minutes - Attachments	

PRESENT: Mr P Cramp, Mr J Bell (General Manager), Mr G Anable (Manager of

Works), Mr K Kara, Mr S Bill, Mr S Poidevin, Mr B Churchill, Mr S

Roberts, Mr T Besley and Mrs S Hassett.

Also present: Clr J Searl (Observer) and Mrs H Peterson (Executive

Assistant).

THE CHAIRMAN DECLARED THE MEETING OPEN AT 9.30AM

SECTION 1: APOLOGIES & LEAVE OF ABSENCE

An apology was received from M Wilson.

RESOLVED by Mr Anable and Mr Bell

1. That the apology be accepted and leave of absence granted

- CARRIED

SECTION 2: DECLARATIONS OF INTEREST

Nil

SECTION 3: CONFIRMATION OF MINUTES

ITEM 3.1 RESOLVED by Mr Bill and Mr Roberts

> 1. That the minutes of the Work Health and Safety Committee Meeting held on 6 February 2017 be adopted.

> > - CARRIED

SECTION 4: REPORTS

ITEM 4.1 INCIDENT REPORT

RESOLVED by Mr Roberts and Mr Besley

- 1. Mitigating actions/suggestions be discussed by the Committee, and be passed onto senior management for consideration; and
- Committee members discuss/review current work practices 2. within their work group/s to ensure that reasonable, practicable controls are in place to prevent / minimise the risk of these incidents from re-occurring.

- CARRIED

ITEM 4.2 CORRESPONDENCE

RESOLVED by Mr Roberts and Mr Churchill

- 1. The Safety Alert released by SafeWork NSW is disseminated to relevant areas of Council.
- 2. The documents be placed on relevant notice boards for employee information.
- 3. The Committee to investigate a new bucket attachment for deep grave excavation and review the SWMS for grave digging.

- CARRIED

ITEM 4.3 WORKPLACE INSPECTIONS

RESOLVED by Mr Anable and Mr Besley

1. The Work Health and Safety Committee adopt the inspection program with the addition of an inspection at Pye Cottage, Gunning and Crookwell Administration Offices.

- CARRIED

THE TIME BEING 10.00AM MR ANABLE LEFT THE MEETING.

ITEM 4.4 SUMMARY OF WHS STATISTICS

RESOLVED by Mr Bell and Mr Bill

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

- CARRIED

ITEM 4.5 WHS INSPECTION TEST AND MONITORING PROCEDURE

RESOLVED by Mr Churchill and Mr Besley

1. The WHS Committee recommend to MANEX the WHS Inspection, Testing and Monitoring Procedure be adopted.

- CARRIED

ITEM 4.6 UPDATE ON WHS ISSUES DISSCUSED AT SOUTH EASTERN NSW COUNCILS SAFETY GROUP AND CENTROC.

RESOLVED by Mr Churchill and Mr Roberts

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

- CARRIED

ITEM 4.7 ACTION LIST

RESOLVED by Mr Roberts and Mr Besley

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

- CARRIED

SECTION 5: ITEMS FOR DISCUSSION

1. PALLETS TO BE WEIGHT TESTED

ACTION: The Crookwell Storeman is to organise for pallet weight testing to be carried out as soon as possible.

THE MEETING CLOSED AT 10.40AM

General Manager - 20 April 2017

ITEM 12.4 Council Meetings - Location Options

FILE REFERENCE 117/196

AUTHOR General Manager

ISSUE

Providing details regarding possible alternative locations to hold Council Meetings in the future.

RECOMMENDATION That -

1. Council consider the available locations and provide appropriate direction to staff for investigation.

BACKGROUND

At the Council Meeting held on 16 March 2017 under resolution no. 72/17 it was moved by Clr Opie and Clr Kensit "that Council investigates alternate locations for Council Meetings".

REPORT

The current Council Chambers at Crookwell are inadequate in size and architecture to meet the current and future requirements of the Upper Lachlan Shire Council.

The size of the Council Chambers at Crookwell cannot adequately cater for the public gallery at Council meetings with numerous members of the public forced to stand around the outskirts of the Council Chambers, sit on the floor, or they are forced to listen from outside the Chambers in the carpark.

As background, in checking the bookings, the Council Chambers at Crookwell, over the 12 month period from 1 January 2016 until 31 December 2016, have been available for use for a total of 252 working days and have been used for Council Meetings, Committee Meetings, Councillor and staff workshops, Councillor and staff training, pre-lodgement development and developer meetings as well as staff/stakeholder/resident/recruitment interviews and meetings for a total of 189 meetings during that period. From 1 January 2017 until 31 March 2017 the current Council Chambers at Crookwell have been available for use for a total of 63 working days and have been used for a total of 47 meetings during that period.

Please note: Council currently utilises the software package Infocouncil to produce the Council Business papers and the minutes for both Council and Committee meetings (which interlinks with the TRIM records management system). Relocation of the Council Meetings to other possible locations presents significant problems with respect to the taking and saving of minutes.

General Manager COUNCIL MEETINGS - LOCATION OPTIONS cont'd

There are numerous options for Council to consider as alternate locations for future Council Meetings. The following is not an exhaustive list but some of the more obvious options:

1. Country Womens Association (CWA) rooms at Crookwell – enquiries were made regarding room hire at CWA for possible casual meetings and/or formal council meetings. Theatre style seating can accommodate up to 50 people comfortably. The CWA quoted a daily rate of \$80.00 (8 hours) or half day \$40.00 (4 hours) noting that they are flexible regarding hours. Cleaning cost would be \$25.00. Includes use of kitchen, utensils, fridge, bathrooms (one internal and one external), hot water, power, ceiling fans and lighting. Heating is not included they have 2 x gas coin operated heaters (additional cost would be \$4.00 per hour per heater). A portable data projector and audio visual system would need to be utilised and Council's wifi system would need to be extended to reach the CWA building.

A possible solution to the minute taking issues at the CWA would be to install network cables, an ADSL2 connection, a wifi router, a microwave link, a data projector and screen, a laptop (approximate cost: \$25,000.00 with monthly operational telecommunications expenses). In this instance Council would be paying for infrastructure in a building not owned by Council.

2. Crookwell Memorial Hall - discussions held with the President of the Memorial Hall Management Committee indicate that the Committee would welcome Council usage of the Hall. As Council owns the building there would be no fees applicable. A wifi system with a data projector and audio visual system would need to be installed as Council owns the building.

A possible solution to the minute taking issues at the Memorial Hall would be to install network cables, an ADSL2 connection, a wifi router, a data projector and screen, a laptop (approximate cost: \$12,000.00 with monthly operational telecommunications expenses).

3. Council Chambers at Gunning - a solution could be to utilise the Council Chambers at Gunning. Computer cabling is already in place (may require some renewal) - a wifi system with a data projector and audio visual system would need to be installed as Council owns the building.

A possible solution to the minute taking issues would be to install network cables, a wifi router, a data projector and screen, a laptop (approximate cost: \$25,000.00).

4. Former Fire Control Centre training room at Gunning – a further possible solution could be to utilise the training room at Gunning. Computer cabling is again in place (may require some renewal) - a wifi system with a data projector and audio visual system would need to be installed as Council owns the building.

A possible solution to the minute taking issues would be to install network cables, a wifi router, a data projector and screen, a laptop (approximate cost: \$25,000.00).

General Manager COUNCIL MEETINGS - LOCATION OPTIONS cont'd

- 5. Crookwell Fire Control Centre discussions held with the Crookwell Fire Control Officer which indicated that current Rural Fire Services policy dictates that the centre could not be used by Council for public meetings.
- 6. Crookwell Golf Club possibly inappropriate for public meetings as alcohol is served in the establishment. Closed Council Meeting become very problematic.
- Crookwell RSL possibly inappropriate for public meetings as alcohol is served in the establishment. Closed Council Meeting become very problematic.
- 8. Crookwell Bowling Club possibly inappropriate for public meetings as alcohol is served in the establishment. Closed Council Meeting become very problematic.
- 9. School Halls possible issues around public liability insurances.
- 10. Council Chambers remain as is in situ.

The abovementioned costs are approximate and indicative only at this point in time.

With respect to operational efficiencies, it is preferable for Council to occupy a Council owned facility to achieve productivity savings.

Councillors are requested to provide appropriate direction to staff to investigate either, a preferred alternative as per the above, or some further option.

POLICY IMPACT

Nil

OPTIONS

See above report for options.

FINANCIAL IMPACT OF RECOMMENDATIONS

Variable costs please see above report for approximated costs.

RECOMMENDATION That -

1. Council consider the available locations and provide appropriate direction to staff for investigation.

ATTACHMENTS

Nil

General Manager - 20 April 2017

ITEM 12.5 Fire and Emergency Services Levy Bill (NSW) 2017

FILE REFERENCE 117/197

AUTHOR General Manager

ISSUE

Providing details regarding the passing of the Fire and Emergency Services Levy Bill (NSW) 2017 in NSW Parliament.

RECOMMENDATION That -

1. Council receive and note the report as information.

BACKGROUND

The Fire and Emergency Services Levy Bill (NSW) 2017 was passed unamended by the NSW Parliament on 29 March 2017 and will come into effect on 1 July 2017.

REPORT

The Fire and Emergency Services Levy (FESL), formerly known as the Emergency Services Property Levy (ESPL) is a property value based levy which councils will collect alongside council rates.

The FESL will replace the current emergency services levy on insurance policies. The levy will be applied to most non-government properties to fund 81 per cent of the fire and emergency services budget requirements.

There are some differences to November 2016 draft legislation which was provided to all NSW Councils. Minor changes were made to the draft legislation, most notably, the incorporation of hardship provisions that allow persons liable to pay the levy to apply to the Office of State Revenue (OSR) for a waiver or reduction of the levy payable. This will not affect councils financially.

Further, councils are now liable for FESL on leased council property (and recover it from the lessee), consistent with rating of council leased properties under s560 of the *Local Government Act (NSW) 1993*. This amendment was requested by the local government sector.

The new legislation requires that all landowners are notified of their FESL classification by 30 April 2017 in conjunction with local councils' April rates instalment notices. In the absence of an April rates notice, councils are required to provide a standalone notice of FESL classification.

General Manager FIRE AND EMERGENCY SERVICES LEVY BILL (NSW) 2017 cont'd

A final review of land classifications must also be conducted by councils, as requested by Treasury, to ensure consistency with the final legislation.

The NSW Government FESL public communication campaign is understood to begin at the beginning of May 2017 and will include mainstream media advertising as well as direct mail (sent along with council rates notices). The campaign will be support by the FESL website and a call centre.

Treasury will continue to provide support to councils and has advised that comprehensive FAQs will be available on the FESL council portal shortly, along with an updated FESL manual.

Treasury will also be posting a webinar geared toward customer service staff in early April 2017. NSW Treasury FESL "flying squads" will continue to visit councils to trouble shoot and assist with implementation, focusing on customer service arrangements.

Local Government NSW (LGNSW), Council's peak body, will continue to be involved in implementation, including the development of the methodology for reimbursement of ongoing costs. They will also continue to advocate for the removal of the 11.7 per cent council contribution and more transparent funding for emergency services overall.

LGNSW has encouraged all councils to make it visible to ratepayers, on council rate notices, that council contribute 11.7 per cent to fire and emergency funding in addition to the FESL now required by landowners.

POLICY IMPACT

Nil

OPTIONS

Nil

FINANCIAL IMPACT OF RECOMMENDATIONS

Nil

RECOMMENDATION That -

1. Council receive and note the report as information.

ATTACHMENTS

Nil

General Manager - 20 April 2017

ITEM 12.6 Financial Assistance Grants Indexation Restoration

Campaign

FILE REFERENCE 117/200

AUTHOR General Manager

ISSUE

Providing details regarding a campaign to restore the indexation of Financial Assistance Grants.

RECOMMENDATION That -

 Council reiterates its position that the Federal Government restores the indexation of Financial Assistance Grants within the 2017-2018 Federal Budget by forwarding correspondence to the Member for Hume based upon the provisions in the report.

BACKGROUND

In the 2014/2015 Budget, the Federal Government implemented significant cuts to Financial Assistance Grants (FAGs).

The budget put a freeze on the indexation of FAGs over three years (2014/2015 to 2016/2017); i.e. FAGs are not increased in line with CPI and population increases.

The loss of indexation over the three year period means FAGs are to stay at \$2.287 billion per annum nationally until and including 2016/2017. Over the forward estimates (2014/2015 to 2017/2018) a total of \$925 million will be lost in FAGs nationally.

The impact will continue beyond the forward estimates as the base level of FAGs will be permanently reduced by more than 12%. In recent years, the value of FAGs has slipped to 0.7% of total federal taxation revenue (excluding GST). With the indexation freeze, this figure is to fall to 0.53% by 2017/2018.

The Australian Local Government Association (ALGA) and Local Government NSW (LGNSW) both advocate that FAGs need to be restored to a level equivalent to 1% of total federal taxation, the level they were at in 1996.

REPORT

The indexation freeze has had the heaviest impact on rural and regional councils which depend on federal grants for a large proportion of their income.

General Manager

FINANCIAL ASSISTANCE GRANTS INDEXATION RESTORATION CAMPAIGN cont'd

In NSW the FAGs indexation freeze will result in losses from the forgone increase of approximately \$287.7 million over the forward estimates (\$29.9 million in 2014/2015, \$62.2 million in 2015/2016, \$95.8 million in 2016/2017, and \$99.8 million in 2017/2018).

The ALGA and LGNSW are asking councils to support the 'thunderclap' phase of the campaign to end the freeze on financial assistance grants indexation in the May federal Budget.

ALGA is seeking to amplify its campaign to end the freeze on FAGs indexation with a scheduled thunderclap message (Bringing the Thunder) in social media.

The first phase of the ALGA "end the freeze" campaign generated a potent response from local government. Despite the campaign activity and ongoing advocacy, the Federal Government has not provided a firm guarantee that the indexation of FAGs will be restored from 2017/2018 in the upcoming Federal Budget.

Phase two of the "end the freeze" campaign encourages councils to increase pressure via their social media accounts.

With preparations for the 2017/2018 Federal Budget well underway, it is timely to remind the Australian Government of its commitments to local government. ALGA and LGNSW urge councils to actively support their national campaign.

Council can forward correspondence to the Member for Hume, Angus Taylor MP embedded in the following terms:

"Council writes to seek the Member for Hume's support in opposing any move to continue the freeze to Financial Assistance Grants (FAGs) indexation in the upcoming 2017-2018 Federal Budget.

FAGs are an important untied payment to councils from the Australian Government which are invested in essential community infrastructure and services for local residents. This funding allows councils such as Upper Lachlan Shire Council to maintain a range of infrastructure including local roads, bridges, parks, swimming pools, libraries and public halls as well as services to the young, the elderly and community groups.

FAGs payments ensure that, as far as possible, every citizen regardless of where they live, has equitable access to municipal services.

As a council in the Member for Hume's electorate, Upper Lachlan Shire Council were deeply concerned about the 2014 Federal Budget decision to freeze the indexation of FAGs. This had an impact not just on Upper Lachlan Shire Council, but on the local government sector nationally. By Government estimates, over the four years to 30 June 2018, the sector will have taken a \$925 million hit to the bottom line as a result of the freeze. This means that councils will have been deprived of nearly \$1 billion of vital funding to provide better infrastructure and better services for the local communities.

General Manager

FINANCIAL ASSISTANCE GRANTS INDEXATION RESTORATION CAMPAIGN cont'd

Upper Lachlan Shire Council is very concerned that the Federal Government will make the decision to continue the freeze to the indexation of FAGs in the upcoming 2017-2018 Federal budget. If the decision is not opposed, it will put a noticeable dent in Council's cash flow and impact on the quality of essential services and infrastructure that Council provides. Upper Lachlan Shire Council would be faced with some tough decisions as to what services to cut back to adjust to the reduced revenue levels.

Upper Lachlan Shire Council does its best as a council to meet the community's demand for services and provide the level of service that they deserve and any decision to continue the freeze to FAGs indexation will ultimately be felt by our communities - your community.

Council hopes you can understand our concerns on this important issue and will raise them in your party room.

We are seeking your urgent support to protect the essential community services provided by our Council by blocking any move to continue the freeze to the indexation of Financial Assistance Grants in the May 2017 budget."

DOI	$\Box \cap$	/ IN	AD.	$\wedge \cap \neg$	_
PUI	LIC)	r iiv	/12/	AC1	

Nil

OPTIONS

Nil

FINANCIAL IMPACT OF RECOMMENDATIONS

Nil

RECOMMENDATION That -

 Council reiterates its position that the Federal Government restores the indexation of Financial Assistance Grants within the 2017-2018 Federal Budget by forwarding correspondence to the Member for Hume based upon the provisions in the report.

ATTACHMENTS

Nil

General Manager - 20 April 2017

ITEM 12.7 Action Summary - Council Decisions

FILE REFERENCE 117/135

AUTHOR General Manager

ISSUE

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

RECOMMENDATION That -

1. Council receive and note the report as information.

BACKGROUND

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

REPORT

Summary sheet from the:-

Council Meeting: 21 November 2013

380/13	Council in cooperation and collaboration with the Rural Fire Service, SES, Police and other stakeholder emergency services develop and publish emergency plans on the Council website with links to relevant agencies.	DOW	Awaiting review of Upper Lachlan Shire Council Consequences Management Guide.
--------	--	-----	--

Council Meeting: 20 October 2016

293/16	Council proceed with the	DOW	Correspondence
	establishment of lease holdings for		forwarded on 1
	the hangaring of ultra-light aircraft.		November 2016.

Council Meeting: 17 November 2016

324/16	Upper Lachlan Shire Council urgently look towards developing 1 to 5 year plans to create revitalised streetscape/town centre plans for Gunning, Crookwell and Taralga and other villages within the Shire.	DOW	Workshop scheduled for 31 January 2017.
--------	--	-----	---

General Manager ACTION SUMMARY - COUNCIL DECISIONS cont'd

325/16	Council, as part of the streetscape/town-village master plan process creates a competition that invites the school children of these townships to submit designs of how they would like to see their township develop over the next 5 years with an appropriate award being presented to the winning designs and further that Council commences the streetscape/town-village master plan process as soon as possible and as such, provides sufficient funds to its current budget to facilitate this process.	DOW	Workshop scheduled for 31 January 2017.
--------	---	-----	---

Council Meeting: 16 February 2017

35/17	Council establish a set of protocols to ensure that the shires village street scapes (inclusive of parks, gardens and rubbish) are at their optimum for weekends and holiday periods.	DOW	Protocols developed and to be reported at 20 April 2017 Council Meeting.
-------	---	-----	---

Council Meeting: 16 March 2017

42/17	Congratulations to Liz Ikin on being named the "2017 Local Women of the Year" for the Goulburn electorate.	GM	Correspondence forwarded on 14 March 2017.
49/17	Boongarra Road - Council transfer as compensation to the adjoining land owner, and confirm an easement is to be created over, the whole of Lot 6 DP 1200964 in favour of Lot 3 DP 1163350.	DOW	Correspondence forwarded to Council's solicitors on 27 March 2017.
50/17	Mount Henry Binda Road - Council acquire Lot 1 in the Plan of Acquisition comprising 1.232 ha and being part of Lot 7006 DP 1032328 under the Land Acquisition (Just Terms) Compensation Act 1991.	DOW	Correspondence forwarded to Council's solicitors on 27 March 2017.

General Manager ACTION SUMMARY - COUNCIL DECISIONS cont'd

52/17	Council form a sub-committee to overview the opportunities of relocating the existing Works Depot with the possible inclusion of the Works Department on that site and establishing a possible Heavy Vehicle Inspection Station.	DOW	Report to 20 April 2017 Council Meeting.
53/17	Council request advice regarding the fencing of Clifton Park from its Traffic Committee with a preference for Option A, subject to the fence being extended past any future toilet block.	DOW	Placed on the agenda for the Traffic Committee meeting held on 27 March 2017.
59/17	Council adopt the reviewed Section 356 Financial Assistance Policy.	EA	Placed in Policy Register and on the Website on 31 March 2017.
60/17	Council adopts the reviewed Mobile Telephone Policy.	EA	Placed in Policy Register and on the Website on 31 March 2017.
61/17	Council adopts the reviewed Salary Sacrifice Policy.	EA	Placed in Policy Register and on the Website on 31 March 2017.
65/17	Council seek a current market valuation from an appropriate qualified property valuer for the 0.8 of a hectare of the available land that abuts the Crookwell Airstrip (being part lot 421, DP 275571).	GM	Valuation requested on 17 March 2017 from Opteon (ACT) Pty Ltd.
65/17	Council contracts an appropriate legal firm to draw up the lease agreement for the use of the Crookwell Airstrip (being lot 417, DP 754115 and part lot 421, DP 257517), noting that exclusive possession is not included.	GM	Correspondence forwarded on 23 March 2017.
67/17	Council withdraw the application from the Building Better Regions Fund in Round 1 and further, Council review the application in conjunction with community consultation and due diligence, and Council make a further application in Round 2 of the Building Better Regions Fund.	GO	Confirmation received on 21 March 2017 from AusIndustry – Business Services that application (BBRF-IS- 77) for the Building Better Regions Fund Infrastructure Stream has been withdrawn.

General Manager ACTION SUMMARY - COUNCIL DECISIONS cont'd

70/17	The Performance Review Committee – General Manager, shall comprise of the Mayor, the Deputy Mayor, another Councillor nominated by Council and a Councillor nominated by the General Manager.	EA	Performance Review Committee – General Manager committee composition adjustments made for Council Agenda and Committee Structure report for 21 September 2017.
71/17	The General Manager introduces a proactive maintenance and works programme for councils buildings, towns, villages, parks and roads to take the place of the current reactive approach.	DOW	Report to 20 July 2017 Council Meeting.
72/17	Council investigates alternate locations for Council Meetings.	GM	Report to 20 April 2017 Council Meeting.
73/17	Clifton Park cricket nets be rehabilitated at an estimated cost of \$4,700.00 using sec 94 contributions, if required.	DOW	Quotations sought awaiting receipt of EOI's.

\mathbf{D}	\neg		\sim	, ,	R A		Α.	\sim	г
Р(J	ᄔ	CY		IVI	М,	м	ایا	

Nil

OPTIONS

Nil

FINANCIAL IMPACT OF RECOMMENDATIONS

Nil

RECOMMENDATION That -

1. Council receive and note the report as information.

ATTACHMENTS

Nil

14	REPORTS FROM OTHER COMMITTEES, SECTIO 355 COMMITTEES AND DELEGATES	N
The follow	ving item is submitted for consideration -	
14.1	Reports for the month of April 2017	384

Reports from Other Committees, Section 355 Committees and Delegates - 20 April 2017

ITEM 14.1

Reports for the month of April 2017

RECOMMENDATION:

That Item 14.1 - Minutes of Committee/Information listed below be received:

- 1. Audit, Risk and improvement Committee Minutes from meeting held 15 March 2017.
- 2. Breadalbane Community Hall & Park Committee Minutes from meeting held 26 February 2017.
- 3. Crookwell Potato Festival Committee Minute from meeting held 21 March 2017.
- 4. Crookwell Potato Festival Committee Minutes from meeting held 23 March 2017.
- 5. Clr Ron Cummins 2017 Mayors Weekend Seminar.
- 6. Clr Ron Cummins Financial Issues Local Government Training Session.
- 7. Country Mayors Association Minutes from meeting held 24 March 2017.
- 8. Upper Lachlan Shire Traffic Committee Minutes from meeting held 27 March 2017.
- 9. Taralga Wind Farm Community Fund Committee Minutes from meeting held 28 March 2017.
- 10. Kiamma Creek Landcare Group Minutes from meeting held 30 March 2017.

ATTACHMENTS

1. View View	Audit, Risk & Improvement Committee - Minutes - meeting 15 March 2017	Attachment
2. ViewView	Breadalbane Community Hall Committee - Minutes from meeting held 26 February 2017	Attachment
3. ViewView	Crookwell Potato Festival Committee - Minutes from meeting held 21 March 2017	Attachment
4. ViewView	Crookwell Potato Festival - Minutes from meeting held 23 March 2017	Attachment
5. ViewView	Report - 2017 Mayors Weekend Seminar - Clr Cummins	Attachment
6. ViewView	Financial Issues in L G Training Session - Clr Ron Cummins	Attachment
7. ViewView	Country Mayors Association - Minutes from meeting held 24 March 2017	Attachment
8.ViewView	Traffic Committee - 2017-03-27 - Minutes	Attachment
9. ViewView	Minutes of the Taralga Wind Farm Community Fund S355 Committee meeting held 28 March 2017	Attachment
10. ViewView	Kiamma Creek Landcare Group (KCLG) - General Meeting - 30 March 2017	Attachment

MINUTES OF THE

MEETING OF THE AUDIT, RISK AND IMPROVEMENT COMMITTEE HELD IN THE COUNCIL CHAMBERS

ON 15 MARCH 2017

PRESENT: Mr M Barlow (Chairperson), Clr P Culhane, Clr J Searl, Clr J Wheelwright, Mr W Martin (Community Representative), Mr D Marshall (Community Representative)

> Mr J Bell (General Manager), Mr A Croke (Director Finance and Administration), Mr P Newham (Director of Works and Operations), Mr B Johnston (Manager of Finance and Administration), Mrs T Klem (Management Accountant) (Staff non-voting)

THE CHAIRPERSON DECLARED THE MEETING OPEN AT 8.30am

Teleconference

Presentations:

Audit Office of NSW and Intentus Chartered Accountants - In

regards to Item 4.2, 4.5 and Section 5

Grant Thornton Australia - In regards to Items 4.3 and 4.4

SECTION 1:

APOLOGIES & LEAVE OF ABSENCE

There were no apologies.

SECTION 2:

DECLARATIONS OF INTEREST

Nil

SECTION 3:

CONFIRMATION OF MINUTES

ITEM 3.1

RESOLVED by CIr Searl and Mr Martin

That the minutes of the Audit, Risk and Improvement Committee Meeting held on 14 December 2016 be adopted.

- CARRIED

This is page ONE of the Minutes of the MEETING OF THE AUDIT, RISK AND IMPROVEMENT COMMITTEE Held on 15 MARCH 2017

MINUTES OF THE

MEETING OF THE AUDIT, RISK AND IMPROVEMENT COMMITTEE HELD IN THE COUNCIL CHAMBERS

ON 15 MARCH 2017

SECTION 4:

REPORTS

ITEM 4.1

COUNCIL INVESTMENTS PORTFOLIO TO 28 FEBRUARY 2017

RESOLVED by Clr Wheelwright and Mr Martin

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

- CARRIED

ITEM 4.2

AUDIT OFFICE OF NSW - PRESENTATION OF CLIENT SERVICE PLAN FOR UPPER LACHLAN SHIRE COUNCIL

RESOLVED by Clr Wheelwright and Clr Culhane

- The Audit Office of NSW Client Service Plan for Upper Lachlan Shire Council for the year ending 30 June 2017 is endorsed by the Audit, Risk and Improvement Committee.
- The Client Service Plan for Upper Lachlan Shire Council including the Agreement of Terms for the external audit is signed by the General Manager.

- CARRIED

ITEM 4.3

GRANT THORNTON AUSTRALIA - INTERNAL AUDIT BUILDING AND ASSET MANAGEMENT

RESOLVED by Cir Searl and Cir Culhane

 The Grant Thornton Australia internal audit review report for Council on Building and Asset Management be received and the Action Plan endorsed and implemented by senior management.

- CARRIED

This is page TWO of the Minutes of the MEETING OF THE AUDIT, RISK AND IMPROVEMENT COMMITTEE
Held on 15 MARCH 2017

MINUTES OF THE

MEETING OF THE AUDIT, RISK AND IMPROVEMENT COMMITTEE HELD IN THE COUNCIL CHAMBERS

ON 15 MARCH 2017

ITEM 4.4 GRANT THORNTON AUSTRALIA - INTERNAL AUDIT WORK, HEALTH AND SAFETY REVIEW

RESOLVED by Cir Culhane and Mr Marshall

 The Grant Thornton Australia internal audit review report for Council on Work Health and Safety be received and the Action Plan endorsed by the Audit, Risk and Improvement Committee and implemented by senior management.

- CARRIED

ITEM 4.5 LOCAL GOVERNMENT ACCOUNTING CODE UPDATE 2016/2017 RESOLVED by Cir Culhane and Cir Searl

 The report on the Local Government Code of Accounting Practice and Financial Reporting Guidelines be received and the information noted.

- CARRIED

SECTION 5 ITEMS FOR DISCUSSION

RESOLVED by Cir Searl and Mr Marshall

- Receive and note the report from Council's Director of Works and Operations in relation to gravel stocktake and measurement. (Copy attached to minutes)
- Intentus Chartered Accountants and the Audit Office of NSW will
 discuss their requirements in relation to the amount that will be
 considered as material inventory of gravel stock and liaise with
 the Director of Works and Operations and the Director of
 Finance and Administration with their audit requirements.

- CARRIED

This is page THREE of the Minutes of the MEETING OF THE AUDIT, RISK AND IMPROVEMENT COMMITTEE
Held on 15 MARCH 2017

MINUTES OF THE

MEETING OF THE AUDIT, RISK AND IMPROVEMENT COMMITTEE HELD IN THE COUNCIL CHAMBERS ON 15 MARCH 2017

THE MEETING CLOSED AT 9.25 am

Minutes	confirme	d 15	MAR	CH 2017
28(96)	nyagan agandadjas erond aranom	iniminominomi	e prospejeje ortuge o	roms
	Chair	pers	on	

This is page FOUR of the Minutes of the MEETING OF THE AUDIT, RISK AND IMPROVEMENT COMMITTEE
Held on 15 MARCH 2017



Upper Lachlan Shire Council

To:

Audit & Risk Committee

From:

Phil Newham

Date:

09/03/2017

Re:

Report to the Audit & Risk Committee Regarding Gravel

The methods used to account for gravel have been the subject of a discussion with Council's auditors from time to time in the past. The discussion centred on two issues that have been resolved to the satisfaction of the auditors.

The issues are:-

- i) The stockholding of gravel has been excessive (sometimes around \$1M). Council staff have always agreed that gravel stocks should be around (or below \$500K). This figure was chosen as it allowed Council to have material on hand to respond to wet weather issues with its road network. For a number of years, it wasn't possible to reduce the stocks significantly as a large part of the inventory was comprised of gravel held in two quarries near Tuena. The gravel was processed by Council staff around nine years ago in anticipation of RMS proceeding with the MR 54 reconstruction project. RMS shelved the project not long after the gravel was processed. The project didn't proceed until about 2 years ago. The progress of the work has reduced the gravel stocks which were around \$360K at 30/06/2016. Stocks are currently around \$600K which have to be prepared for additional Roads to Recovery Work (which has been postponed to the 2017/2018 financial year) and also in preparation for \$2.4M of flood damage works that will proceed shortly. The gravel stocks will again be below \$500K by December 21017. The limit of \$500K is reasonable provided that the exceptions mentioned above will be considered
- The measurement of stockpiles.
 - a. Council's works staff were asked by Council's auditors to provide details of the methodology used to estimate the volume of the stockpile. Council staff provided the auditors with copies of documents that showed calculation methods and measurement diagrams. This information showed completely

how the volumes were arrived at and also showed that the calculations were easily checked. The auditors advised that they were satisfied with the material supplied at that time.

- Different methods of measuring have been discussed as follows:-
 - Engaging a Quantity Surveyor to measure the stockpiles and calculate the volumes. Consultation with the quantity surveyors who estimated the cost of the proposed Crookwell Civic Centre confirmed that quantity surveyors do not carry out such work.
 - ii) The stockpile sites can be measured by Land Surveyors. I have been involved with this process extensively in the past and advise that a land surveyor would use the same method as Council's staff to estimate the volume. Some surveyors may advise that they can carry out a survey of each stockpile and calculate the volumes using computer survey modeling, unfortunately (in my experience) this method is not effective for small stockpiles such as those that exist in Council's quarries. The costs associated with this would be expensive.
 - iii) Change from volumetric measurement to mass (weight) measurement. This can be accurate, however only in a very dry climate. The wet winters in Crookwell mean that the moisture content (and therefore mass) would change significantly. The costs associated with such a method are also significant (loader scales and or weighbridges).

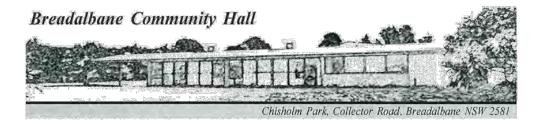
Whilst I understand the need to have an independent opinion provided for the volumes of the stockpiles, it concerns me greatly that the cost will impact on Councils already inadequate road maintenance budgets.

I hope that from the above information the committee can understand that however the stockpiles are measured the outcome of the process will still be an estimate.

Phil Newham

Director of Works & Operations

Page 2



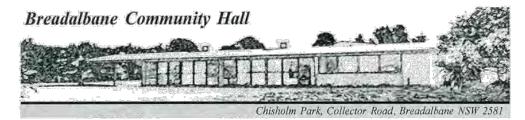
Breadalbane Hall General Meeting

Sun 26th Feb 2017, commenced 4pm

MINUTES

- Present: Vanessa Edwards, Libby Webster, John Searle, Sally McLean Apologies: Chrissie McLean, Sarah Kilby, Sue & Tony Morrison, Jen & Rod Edwards
- 2. Minutes from 27 Nov 2016 General Meeting unanimously endorsed
- 3. Treasurer's Report not submitted due to Treasurer not available, Treasurer advised no significant change to accounts as reported at Nov 2016 meeting. Chairman submitted a table showing current status of received Special Purpose Grants with expenditure and remaining funds, as per at the end of these minutes. NOTE table to be checked and confirmed by Treasurer.
- 4. Correspondence submission to DSS Strengthening Communities Program for commercial dishwasher; letters of thanks to Gullen Range Windfarm Community Fund (with report on conclusion of grant), DSS for 2015 grant funding, Essential Energy for maintenance fund grant, Shlomi Bonet for building the stone wall; correspondence with ULSC re-building leaks (see later in these minutes); notice to ULSC re-purchase of new mower for inclusion in newsletter and social media
 - 5. General Business
 - i) Social Working Group
 - (a) Report on current activity and progress discussion held re options to establish a cleaning routine. Past 2 years cleaning has been covered by Chrissie and Vanessa as they cleaned before and after they held their monthly High Tea events. They are no longer holding the High Teas, so regular cleaning needs to be organised. Suggestion to 1. link the cleaning in with the mowing roster so couples could achieve lawn mowing and a good clean each month, and 2. Have a group clean of facilities including windows at the conclusion of each quarterly meeting. The Hall is hired quite regularly so it is important the Hall is clean for these occasions, and that this task is not just left to Chrissie and Vanessa each time.

2015 Chairman: Sally McLean p: 02:4844 2211 2015 Treasurer: Christine McLean p: 02:4845 1323 2015 Hall Manager: Vanessa Edwards p: 02:4844 2285



- (b) Report on Hall hire, Christmas Gathering and Bush Bash planning the Hall is already booked well ahead, at least 1 occasion each month up until June. Last year's Christmas gathering was reported as another very successful evening although it was felt that numbers were lower than previous years. Bush Bash 2017 planning is well under way details to be further discussed after the conclusion of this meeting. It was suggested that the 2017 Christmas gathering be planned well in advance ie at the August meeting as the November meeting is too late, and that the date be tentatively set at the first weekend in December.
 - (c) Planning of future community events for 2016 -
- (i) Sarah Kilby corresponded with a suggestion for a fundraiser of a High Tea morning tea during Women's Health Week in Sept., with guest speakers. She suggested the purpose would be to raise funds to purchase a defibrillator which could be kept at the Hall for community use and for use by those who book the Hall. The meeting supported this proposal and offered to assist Sarah as required.
- (ii) Suggestion for Breadalbane to hold a Spring Fair on the 2nd weekend in October. The fair could have a vintage theme including invitations to Vintage Car Clubs and Vintage Motorcycle Clubs, offer vintage games to play (lucky dip, maypole, sack races, egg & spoon races, coconut shye), sell tea & coffee with scones with jam & cream and cucumber sandwiches, have produce plant and cake stalls, and a vintage dress competition. A special meeting to plan this will be held in April, after the Bush Bash is over.
- ii) Heritage Working Group
 - (a) Report on current activity and progress
 - (i) History Group first meeting successful first meeting held. Confirmed collaboration with and support from Gunning District Historical Society. To be confirmed if Hall membership in the GDHS Association would be conflicting with the 355 Committee of ULSC status.

2015 Chairman: Sally McLean p: 02-4844-2211 2015 Treasurer: Christine McLean p: 02-4845-1323 2015 Hall Manager: Vanessa Edwards p: 02-4844-2285

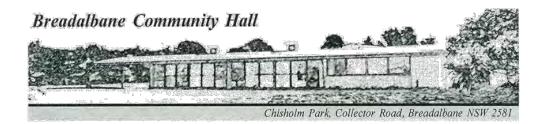


- (ii) Progress on plaques for Memorial Wall research has commenced on the names of those who served in WWII. Quote has been received to produce plaques for Header panel and WWI names panel. Overall costs to be considered.
- (b) Anzac Day event to open Memorial Wall preference is to hold a small event this year on Anzac Day, as a practice for an event on Anzac Day 2018 to officially open the wall and would then invite officials from the organisations who granted funds. Discussion suggested a dawn service with breakfast to follow, invitations to ULSC Mayor and General Manager, contact RSL to request advice and support, suggestions made of local contacts who could advise re order of service and essential requirements for a service.
- iii) Landscaping / Building Working Group
 - (a) Report on current activity and progress
 - (i) Pergola update on progress of DA and builder's quotes DA has been approved, 2 local builders have been given the construction plans and engineers plans but quotes have not come in yet. Letters of support have been received and more are in progress, to be included in a submission to Veolia. Documentation is not yet sufficiently complete to allow a submission to the current round of Veolia grants applications. Next round is Aug/Sept 2017.
 - (ii) UESC support for rectification of roof leaks --current status ULSC have advised the building is beyond the standard building guarantee period. ULSC have offered to rectify the problems after consideration of quotes from 2 builders. Attainment of these quotes is in progress.
 - (iii) Follow up ULSC offer for Bench and Picnic Table in 2016/2017 Operational Plan budget Chairman to contact ULSC to discuss process and timing for provision of Bench and Picnic Table & Bench as offered in 2016/17 Operational Plan.

Meeting Close 6.00pm

Next meetings: 28 May 2017, 27 August 2017, 26 November 2017 and AGM

2015 Chairman: Sally McLean p. 02 4844 2211 2015 Treasurer: Christine McLean p: 02 4845 1323 2015 Hall Manager; Vanessa Edwards p: 02 4844 2285



Special Funding grants to Breadalbane Hall

Provider	Date granted	Grant amount	Spend 1 Date	Spend 2 Date	Spend 3 Date	Spend 4 Date	Tie	otal spend		Balance
Dept Vets Affairs for Memorial plaques	06-Jul-15	\$ 4,000.00					35	#O	\$	4,000.00
FRRR - CATCH 2015 for memorial wall	29-Sep-15	5 3,000.00 ex GST	\$ 237.90 30-May-16 Sand				5	237.90	\$	2,762.10
ULSC 2016/17 Op Plan for Bench & Picnic table	76	in kind								
Dept Social Services for Mower & consumables	Advised: May 16 Rec'd: 7/6/16	\$ 5,000.00	\$ 1,750.00 02-Apr-16 Part pay't mow	er			\$	1,750.00	5	3,250.00
Gullen Range Windfarm Comms, for Mower	Advised: 28/4/16 Rec'd: 15/11/16	\$ 4,500.00 inc GST	\$ 4,500.00 02-Apr-16 Part pay't mow	er.	Paris - 2000 - 40	4	\$	4,500.00	\$	
									S	10,012.10
Hall Cheque a/c balance Hall Reward Saver a/c balance Total Hall funds Less Special Grants allocated for Hall funds available for general p	N 02			\$ 2,475,00 \$ 1,760,00 \$ 1,760,00 \$ 14,997,07	due to pay to be paid	now for Eng	ineeri Instruc	tion for final		

Hall funds raised from annual BBB for Pergola?? ie add all BBB funds raised since 2014 to make allocation in this list

2015 Chairman: Sally McLean p: 02 4844 2211 2015 Treasurer: Christine McLean p: 02 4845 1323 2015 Hall Manager: Vanessa Edwards p: 02 4844 2285

Minutes of 2017 Crookwell Potato Festival Committee

Date & time	2 March, 2017 - meeting commenced at 3.10 pm				
Venue	Visitors Information Centre, Crookwell				
Attended	Joyce Edwards (Chair)				
	Marg Anderson (Secretary)				
	• Jan Pont				
	Marguerite Walsh				
	Andrew Warren				
	Bev Hatch				

1. APOLOGIES:

• Richard Opie (Council Rep), Bron Haynes, Beverly Houterman, Marcus Kollakides

2. ACCEPTANCE OF PREVIOUS MINUTES:

• Proposed – BH, Second – MW, passed.

3. BUSINESS ARISING (shaded items complete)

Meeting	Action items	Who	Outcome
11.11.16	Enquire re cost and issues related to having a liquor licence for the festival	Bron	Spoke to Phil Anderson – said he will chase it up
11.11.16	Approach Bendigo Bank re sponsorship	Joyce	Given us \$500 for Kids Fest and may be able to supply volunteers for the day
29.11.16	Marketing team to meet and present a plan to committee	Andrew, Bron, Ric, Marcus	Andrew, Ric and Marcus met. Need to map out components of the event and prepare a plan. Lot of Likes on Facebook.
29.11.16	Approach Rob Long re coordinating children's activities	Joyce	Still to speak to him but possibly only needed to assist if St Barts take on the kid's program.
29.11.16	Speak to Potato Association re their involvement this year	Joyce	Still to talk to Audrey, admin person.
29.11.16	Investigate how we request a reduced fee for showground	Joyce	Letter will be sent this today
29.11.16	Contact Donna at High School re musical performance on stage	Marguerite & Joyce	To be done
29.11.16	Talk to Barry Jameson re whether cars will parade down main street at end of the day	Bev Hatch	Done. Depends on car people.
29.11.16	Prepare a draft entertainment program	Marguerite & Andrew	Meeting on 3 March
29.11.16	Ask Karen Blackwell if she would organise children's activities and possibly spruik for entertainment	Jan	Happy to spruik, but not do kids program. Will need a megaphone and bell. Andrew will organise
29.11.16	Investigate possibility of petting zoo	Andrew	Not possible.
29.11.16	Work out what signs we need, advise committee and then liaise with DEE to produce	Bev Hatch	Has been in touch with DEE re what we need. Waiting to hear back from them.
29.11.16	Approach wind farms re sponsorship	Ric/Marcus	Joyce gave Marcus letters from last year.
06.02.17	Work out conditions and promo of potato salad comp	Andrew	To be done
06.02.17	Establish a Commbiz account with two authorisations as per current	Beverly/ Andrew	Andrew checked with Council – happy for us to do this. No report

Item: 14.1 Attachment 3.: Crookwell Potato Festival Committee - Minutes from meeting held 21 March 2017

Meeting	Action items	Who	Outcome
	signatories		from Beverly today.
06.02.17	Send Joyce list of last year's sponsors, and send to Marcus	Marg	Done
06.02.17	Discuss sponsorship prospectus with Andrew	Marcus	Discussed, too late to rework prospectus
06.02.17	Advertise String Family on FB page	Ric/Henry	To be done
06.02.17	Explore CPF car/bumper stickers	Mktg team	To be done
06.02.17	Send message to Andrew Drummond doe Marguerite	Marg	Done
06.02.17	Contact Mandy Hollis re jumping castle (via Facebook)	Marguerite	Done – Mandy's Jumping Castle has a hole. Looking at alternatives now.
06.02.17	Contact alpaca burger seller	Ric	No report
06.02.17	Discuss face painting options	Jan/ Marguerite	To be done
06.02.17	Talk to Pat's Plants re flowers for street	Jan/Marg	Done – plants will be collected a month ahead of time
06.02.17	Write to Rotary to request \$500 donation again	Joyce	Letter being sent today
02.03.17	St Barts might take on the kid's activities – follow up with Wayne Landford	Joyce	
02.03.17	Ask for quote from Damian Collins, Smurf Entertainment, re Jumping Castle and other possibilities	Marguerite & Andrew	
02.03.17	Remember to send minutes to Council	Marg	
02.03.17	Let Jan know if Andrew Allen's (Knock-em-downs) jumping castle needed	Marguerite	
02.03.17	Develop booking form for produce pavilion stalls	Jan	
02.03.17	Prepare plan for stage and busking entertainment	Marguerite & Andrew	

4. CORRESPONDENCE:

DEE have sent a 'quote' re actual costs of what they provide (~\$37k), and a plan of what they propose to deliver.

5. FINANCES:

No report

6. REPORTS:

- **Sponsorship** (Joyce/Marcus)
 - Andrew asked council if we could change the name of the festival if we happened to get a major sponsor who wanted naming rights. They didn't think it would be a problem, but would have to be formally presented and considered if it happened (unlikely).
 - o Joyce said we have already been given over \$2k in sponsorship. Still chasing/following up some people.
 - o Raffles have raised \$281 so far.
- Marketing and promotions (Andrew, Bron, Marcus, Henry Opie)
 - o Group has met but no plan yet.

o DEE want potato sacks to make a chandelier, and make a potato wall. Gary happy to provide sacks and liaising with DEE re potatoes.

• **Entertainment** (Marguerite/Joyce)

- Buskers in front of the amenities block (Elaine & Mike Delaney and co. all day), Uniting Church, around outdoor stalls and/or near bar and/or near cars. Difficult/impossible to get bands in the street, so leave all bands in showground. Could start at 9am. Stage acts from 10am.
- Liverpool Brass Band are expecting to play. Some of the musicians play in the Camden Band.
- o Mess Ups have confirmed.
- o A few options for jumping castles. Need to explore cost.

Market Stalls (Jan)

- o 40 stalls booked. 19 want to be outside.
- o DEE plan shows 34 stalls in basketball court (could fit more), 15 in local product pavilion.
- Megan who was going to run the kitchen has changed her mind and just wants to sell her products.
- Tracey Marks and Crookwell High students will do a demo and have a kitchen in Patata Cafe.

• Children's activities

- o Jan approached Rev John Barnes, St Barts Anglican Church, re church organising the kid's program. He is keen on the idea. To be confirmed.
- Currently booked: Climbing wall, jumping castle, Mess Ups, Bubble Man, Rainbow Faces, library reading.
- Car display (Bev Hatch)
 - o Has sent out invitations, waiting to hear back.
- Food/local products (Jan/Ric)
 - o 4 booked so far. Jan keeping in touch with Denise at Lost River.
- Bus tour company liaison (Jo Manson, VIC)
 - o Some coaches are coming.
- Mini trots (Ric)
 - o No report.
- **Event program** (Andrew)
 - Meeting with Marguerite tomorrow to prepare a plan for entertainment on stage and busking.
- **Showground layout and liaison** (Andrew)
 - Still trying to get an accurate layout.
- Merchandise (Andrew)
 - No report
- **Logistics** (Andrew)
 - o Working on this ongoing.
- Competition 'Potato people' (Bron)
 - No report
- Patata Café/pop up kitchen (Joyce/Sylvia Cullen)
 - No report
- **Signage** (Bev Hatch)
 - Waiting to hear back from DEE

7. GENERAL BUSINESS

- Marcus is related to Costa from ABC Gardening Australia and asked if he would come to the CPF next year. He has agreed to. Letter sent to him today confirming this.
- Joyce contacted 2GN today has an interview next week.

8.	Next	meeting

Meeting closed 4.20pm.

Signed as a true and accurate record:	Date:	

Minutes of 2017 Crookwell Potato Festival Committee

Date & time	23 March, 2017 - meeting commenced at 3.10 pm	
Venue	Visitors Information Centre, Crookwell	
Attended	 Joyce Edwards (Chair) Marg Anderson (Secretary) Jan Pont 	
	 Marguerite Walsh Andrew Warren Bev Hatch Beverly Houterman Marcus Kollakides 	
	Guests to discuss children's activities: Wayne and Fiona Landford Rob Long	

1. APOLOGIES:

Richard Opie (Council Rep)

2. CHILDREN'S ACTIVITIES - Rob., Wayne and Fiona participated in this discussion

- Marguerite gave a report re what already planned a jumping castle (to be finalised). Bubble Man, The Mess Ups puppet show, Base Zero rock climbing wall, Knock-em-downs, face painting and tatoos.
- Library won't be doing story telling this year they said their target market was local kids and felt there were mainly out-of-towners last year.
- Gillian McCann has some of her students performing, and High School kids.
- Tim's marquee available, Rob will bring another gazebo for shelter.
- Prizes ticket system worked well last year (more tickets the kids win, the bigger the prize when they 'cash' them in).
- Rock climbing wall \$10 for a wrist band for all-day climbing 3-sided structure manned by the company but they don't handle cash, so we have to supply a volunteer if we want to charge for single use.
- We may charge for jumping castle depending on cost to hire.
- Landfords and Rob will organise volunteers, and let Andrew know who they are a week ahead.
- Budget for kid's activities (prizes etc) \$400.

Rob. Wayne and Fiona left at this point.

3. ACCEPTANCE OF PREVIOUS MINUTES:

Proposed – B Houterman, Second – JP, passed.

4. BUSINESS ARISING (shaded items complete)

	Action Hema	Who	- Outcome
11.11.16	Enquire re cost and issues related to having a liquor licence for the festival	Andrew	We need at least 10 primary producers to apply for a licence. Not enough at this stage, but could apply within 2 weeks of the festival if the numbers increased. Will cost about \$400.
29.11.16	Speak to Potato Association re their involvement this year	Joyce	Speaking to Audrey fomorrow
29.11.16	Work out what signs we need, advise committee and then liaise with DEE to produce	Bev Hatch	4 signs along roads put up before Picnic Races weekend. Has another 2, will put them up soon.
29.11.16	Approach wind farms re sponsarship	Ric/Marcus	No report

Minutes Crookwell Potato Festival Committee meeting 23.03.17

Meeting	Action items	Who	Outcome
06.02.17	Work out conditions and promo of potato salad comp	Andrew	To be done
06.02.17	Establish a Commbiz account with two authorisations as per current signatories	Andrew	Online application process.
06.02.17	Advertise String Family on FB page	Ric/Henry	To be done. (Need more posts.)
06.02.17	Explore CPF car/bumper stickers	Mktg team	To be done – won't take long to organise
02.03.17	Ask for quote from Damian Collins, Smurf Entertainment, re Jumping Castle and other possibilities	Marguerite & Andrew	Marguerite waiting for response from Smurf. Rob will follow up (will see him tomorrow).
02.03.17	Let Jan know if Andrew Allen's (Knock-em-downs) jumping castle needed	Marguerite	Not needed.
02.03.17	Prepare plan for stage and busking entertainment	Marguerite & Andrew	Done
23.03.2017	Advise Landfords and Rob the program of kid's entertainment when finalised	Andrew	
23.03.2017	Approach Metro fuel station re sponsorship	Marcus	
23.03.2017	Design poster/flyers and distribute	Andrew	
23.03.2017	Advise Knock-em-downs don't need their jumping castle	Jan	
23.03.2017	Prepare a plan for stall layouts.	Jan & Andrew	
23.03.2017	Organise printing of 6 new banners, and check permission to position them	Andrew	
23.03.2017	Erect banners	Bev & Marcus	
23.03.2017	Place ads in Canberra Weekly (request discount)	Ric	
23.03.2017	Explore an extra person to look after FB posts	Andrew	
23.03.2017	Contact Norm Fountain re Lions* involvement in festival (gates)	Joyce	
23.03.2017	See if The Snake Man would be interested in coming	Marguerite	
23.03.2017	Order more stubby holders	Andrew	

5. CORRESPONDENCE:

- Letters related to cars, stalls and money received and passed on to relevant people.
- · Letter sent to president of showground asking for reduction in fee. No response yet.

6. FINANCES:

Beverley Houterman presented a financial report.

7. REPORTS:

- Sponsorship (Joyce/Marcus)
 - Joyce \$4,370 in sponsorship, Jan wanted thanks noted to Joyce for her efforts in raising this amazing amount.
 - Andrew said Achmea Rural Insurance have pledged \$1500, and \$1000 from a private donor.
 - o Raffle money over \$600 already raised, last raffle sales tomorrow.
- Marketing and promotions (Andrew, Bron, Marcus, Henry Opie)

Minutes Crookwell Potato Festival Committee meeting 23.03.17

- Henry briefed on flyers/posters he's commenced work on the design draft design v. busy, Andrew proposed we use the design from last year as we need to get these out ASAP.
- Entertainment (Marguerite/Joyce)
 - Rough program prepared for stage and buskers.
- Market Stalls (Jan)
 - 55 stalls booked: 18 indoor stalls 22 outdoor 11 food stalls.
 - Only 4 fresh food stalls so far Lost River, relishes etc, chilli person. Waiting to hear from salami maker in Canberra, Poile's Honey, olive oil.
- Children's activities
 - o See above.
- Car display (Bev Hatch)
 - Has about 50 cars so far and a handful of bikes. Expects a lot of last minute takers.
- Food/local products (Jan/Ric)
 - o 4 booked so far. Jan keeping in touch with Denise at Lost River.
- Bus tour company liaison (Jo Manson, VIC)
 - Some coaches are coming.
- Mini trots (Ric)
 - o No report.
 - Event program (Andrew)
 - Draft program developed.
- Showground layout and liaison (Andrew)
 - o DA has to be in within 2 weeks. Lot of work to be done.
- Merchandise (Andrew)
 - Need more stubby holders with new date. Andrew will organise.
 - Decided not to go ahead with microwave potato bags (Joyce was making these)
- Logistics (Andrew)
 - Working on this.
- Patata Café/pop up kitchen (Sylvia Cullen & Judy Case)
 - o No report.
- Signage (Bev Hatch)
 - o 4 signs are now up at each end of town.

8. GENERAL BUSINESS

- 2GN will be offering the same as usual for \$2000. Joyce has done an interview.
- A young person is happy to dress up as Mr Potato this year and walk ground the showground.
- We will have 3 buses this year to shuffle people around town and to potato farm.
- Advertising
 - More sponsorship than expected so could spend more than \$3k in our budget on advertising.
 - Long street banners will be put up in the next couple of weeks.
 - Need more signage outside Crookwell. Good to have banners at southern and northern entries to Goulburn, some around Gunning, along showground fence. Only about \$70 each.
 - Advertise in ACT publications? Marg said Canberra Weekly drew a fair number to the garden festival.
 - If Henry doesn't have time to post to FB, need to find someone who can.
- Lions ask if they would man the gates for no charge.

9.	Next	meet	ing

Thursday 6th April, 3pm at VIC

Meeting closed 4.40pm.

Signed as a true and accurate record: ______ Date: _____

Minutes Crookwell Potato Festival Committee meeting 23,03.17

Item: Attachment 5.: Report - 2017 Mayors Weekend Seminar - Clr Cummins 14.1

Item THE MAYORS WEEKEND SEMINAR

18-19 MARCH 2017

Author Clr Ron Cummins

Issue This report provides Council with details regarding the

Mayors Weekend Seminar

Recommendation That -

1. Council receive and note the report as information.

Background

Local Government NSW, Learning Solutions, conducted a two day program of specialized professional development for Mayors, Deputy Mayors and Councillors over the weekend of 18 -19 March, 2017.

Report

Mayors are the face of local government. The role is an important and demanding one. Residents expect mayors to provide the leadership required for Councils to work effectively and address community priorities. Recent changes to the Local Government Act highlighted the need to clarify responsibilities of Mayors and to ensure they have the skills and support required.

As such, the seminar focused on the key challenges facing Councils and communities and explored three broad aspects of the work of Mayors in today's local government environment:

- The Mayor as community leader
- The Mayor as Council leader
- The mayor and General Manager

The recent changes to the Local Government Act that directly impacts on the Mayor's responsibilities and performance and have also expanded the role of the Mayor, are:

- Chapter 3 principles replace Council's charter
- New principles for financial management and IP&R

- - Changes to the prescribed roles of Mayors, Councillors and **General Managers**
 - Changes to the way in which ethical standards are prescribed and enforced
 - A requirement for Councils to have a comprehensive community engagement strategy
 - Internal audit will be mandated and scope broadened
 - External audit (financial and sector performance) now conducted/overseen by the Auditor General
 - Performance management framework for Council

As the Mayors relationships have been redefined the seminar then focused on a Toolkit designed to help Mayors achieve their objectives.

In broad terms the Toolkit was separated into 8 boxes and then each box was further explored. The Toolkit consisted of:

- 1. Wider role, 2 year term, chapter 3 principles
- 2. Essential knowledge and skills
- 3. Integrated planning and reporting
- 4. Community engagement
- 5. Stakeholder relations, partnerships
- 6. Meetings, Councillors relations, delegations
- 7. Organisation structure, performance, auditing
- 8. General manager relationship and contracts

In conclusion, it was emphaised that the Mayor must place an absolute priority on valuing the integrity of their public office appointment and always take the high ground and place the good name of their Council and the community they represent and service as their number 1 consideration.

The weekend was really worthwhile and very instructive.

Attendees:

- Mayor Bathurst
- Mayor + 2 councillors Brewarrina
- Mayor + Deputy Mayor Coffs Harbour
- Deputy Mayor Kempsey
- Mayor Narrandera
- Deputy Mayor Ryde

Item:	Attachment 5.: Report - 2017 Mayors Weekend Seminar - Clr Cummins
14.1	

- Mayor Singleton
- Mayor Wagga Wagga
- 2 Councillors Upper Lachlan

Presenters:

- Graham Sampson: Former Director UTS
- Glenn Inglis: Former General Manager Tamworth
- Tim Rogers: Former Deputy Director General OLG
- Maire Sheehan: Former Mayor Leichhardt Council
- Sarah Artist: LGNSW
- Narayan van de Graaf: LGNSW

Item:	Attachment 6.: Financial Issues in L G Training Session - Clr Ron Cummins
14.1	

Item FINANCIAL ISSUES IN LOCAL GOVERNMENT

29th MARCH 2017

Author Clr Ron Cummins

Issue This report provides Council with details regarding the

training session - Financial Issues in Local Government

Recommendation That -

1. Council receive the report and note the information

Background

Local Government NSW, Learning Solutions, conducted a one day training program on Wednesday the 29th March, 2017, for councillors on how to make decisions about financial issues in Local Government.

Report

The objectives of the training session was to ensure that those attending gained practical skills, knowledge and confidence in discharging the financial duties of a councillor. The training session provided participants with a range of basic tools to understand, interpret, develop, plan and more effectively manage the financial resources of their council, as well as inform councillor of their duties and responsibilities in regard to the financial management of their council.

Councillors are ultimately responsible for the financial viability and sustainability of their council. Councillors are equivalent to a board of directors but generally do not have the experience or the skills of directors, nor do they get the quality of information that directors receive.

Councillors must ensure they understand all aspects of the budget and need to ask as many questions as necessary to confirm this understanding and to continually challenge management over budget items.

The key topics covered were:-

- 1. Key responsibilities of councillors
- 2. Basic accounting concepts
- 3. How to read Quarterly Reviews
- 4. Strategic planning
- 5. Annual Budget
- 6. How to interpret council financial statements
- 7. How depreciation impacts on council finances
- 8. How do finances link to planning
- 9. How does risk fit into financial management
- 10. How are councillors linked to the audit process

In conclusion councillors need to be involved in the integrated planning, budget and annual financial statements of council and ask whatever questions they need to obtain the confidence required to sign off on those documents. A successful council is one where the councillors set good strategic direction and manage effectively and efficiently to implement that direction.

Financial issues and statements can never be fully understood unless you have had years of training and experience, but the best that councillor can hope for is to have enough understanding to ask the questions that count.

The training session provided the necessary tools to give councillors the confidence to ask those questions.

Councillors attending the training session were from:-

- Inverell (2)
- Kiama (1)
- Lachlan (1)
- Bankstown (1)
- Hills (Mayor)
- Upper Lachlan (1)

Facilitator: Dennis Banicevic from Pricewaterhouse Coopers



Country Mayors Association of NEW SOUTH WALES

Chairperson: Cr Katrina Humphries
PO Box 420 Moree NSW 2400
02 6757 3222
ABN 92 803 490 533

MINUTES

GENERAL MEETING

FRIDAY, 24 MARCH 2017, JUBILEE ROOM, PARLIAMENT HOUSE, SYDNEY

The meeting opened at 9.30 a.m.

1. ATTENDANCE:

Armidale Regional Council, Mr Peter Dennis, Acting General Manager Bega Valley Shire Council, Cr Kristy McBain, Mayor Bellingen Shire Council, Cr Dominic King, Mayor Berrigan Shire Council, Cr Matthew Hannan, Mayor Bland Shire Council, Cr Tony Lord, Mayor Bland Shire Council, Mr Ray Smith, General Manager Blayney Shire Council, Cr Scott Ferguson, Mayor Blayney Shire Council, Ms Rebecca Ryan, General Manager Carrathool Shire Council, Cr Peter Laird, Mayor Carrathool Shire Council, Mr Ken Murphy, Acting General Manager Coffs Harbour City Council, Cr Denise Knight, Mayor Coolamon Shire Council, Cr John Seymour, Mayor Coolamon Shire Council, Mr Tony Donoghue, General Manager Coonamble Shire Council, Cr Michael Webb, Mayor Eurobodalla Shire Council, Ms Cath Dale, General Manager Federation Council, Mr Chris Gillard, Acting General Manager Forbes Shire Council, Cr Graeme Miller, Mayor Forbes Shire Council, Mr Danny Green, General Manager Gilgandra Shire Council, Cr Doug Batten, Mayor Gilgandra Shire Council, Mr David Neeves, General Manager Griffith City Council, Cr John Dal Broi, Mayor Griffith City Council, Mr Max Turner, Acting General Manager Gwydir Shire Council, Cr John Coulton, Mayor Gwydir Shire Council, Mr Max Eastcott, General Manager Hilltops Council, Ms Wendy Tuckerman, Administrator Inverell Shire Council, Cr Paul Harmon, Mayor Kempsey Shire Council, Cr Liz Campbell, Mayor Kempsey Shire Council, Mr David Rawlings, General Manager Leeton Shire Council, Cr Paul Maytom, Mayor

Leeton Shire Council, Ms Jackie Kruger, General Manager

Liverpool Plains Shire Council, Cr Andrew Hope, Mayor

Lockhart Shire Council, Cr Roger Schirmer, Mayor

Lockhart Shire Council, Mr Peter Veneris, General Manager

Mid Western/Mudgee Regional Council, Cr Des Kennedy, Mayor

Mid Western/Mudgee Regional Council, Mr Brad Cam, General Manager

Moree Plains Shire Council, Cr Katrina Humphries, Mayor

Moree Plains Shire Council, Mr Lester Rogers, General Manager

Moree Plains Shire Council, Ms Alice Cobran, Governance Project Officer

Murrumbidgee Council, Mr Andrew Crakanthorp, Acting General Manager

Narrabri Shire Council, Cr Catherine Redding, Mayor

Oberon Shire Council, Cr Kathy Sajowitz, Mayor

Oberon Shire Council, Ms Lynette Safranek, Acting General Manager

Parkes Shire Council, Cr Barbara Newton, Deputy Mayor

Shoalhaven City Council, Cr Amanda Findley, Mayor

Snowy Monaro Regional Council, Mr Joe Vescio, Acting General Manager

Temora Shire Council, Cr Rick Firman, Mayor

Temora Shire Council, Mr Gary Lavelle, General Manager

Tenterfield Shire Council, Cr Peter Petty, Mayor

Upper Lachlan Shire Council, Cr Brian McCormack, Mayor

Upper Lachlan Shire Council, Mr John Bell, General Manager

Uralla Shire Council, Cr Michael Pearce, Mayor

Walcha Council, Cr Eric Noakes, Mayor

Warrumbungle Shire Council, Cr Peter Shinton, Mayor

Warrumbungle Shire Council, Mr Steve Loane, General Manager

Yass Valley Council, Cr Rowena Abbey, Mayor

Yass Valley Council, Mr David Rowe, General Manager

LGNSW, Cr Keith Rhoades, President

LGNSW, Cr Lindsay Brown, Vice President

Premier and Cabinet, Mr Ken Gillespie, Regional Infrastructure Coordinator

APOLOGIES:

As submitted

SPECIAL GUESTS:

Mr Ian Dinham, President, Floodplain Management Australia

Hon Melinda Pavey MP, Minister for Roads, and Maritime and Freight

Mr Gary White, Chief Planner, Department of Planning

Hon Gabrielle Upton MP, Minister for the Environment, Minister for Local Government, and Minister for Heritage

2. Adoption of Minutes of Previous Meeting:

RESOLVED that the minutes of the General Meeting held on 4 November 2016 be accepted as a true and accurate record (Inverell Shire Council).

3. Matters Arising from the Minutes

4. Mr Ian Dinham, President, Floodplain Management Australia

Floodplain management Australia has been the peak body since 1961 and is the national network in every state in Australia. The Flood Management Plan is being reviewed by the Floodplain Risk Management Committee. Current issues are very long process, reduction in staff, grant funding not being spent due to staff shortages, and inadequate funding. Flood damage in Australia is estimated to be \$560 million per annum estimated to increase to \$33billion by 2050. Ninety percent is spent on restoration and ten percent on mitigation. Many things are not eligible for funding a major one being reimbursement of Council staff costs are not eligible for work undertaken during normal working hours. Currently Commonwealth Assistance for the States is based on

- 50% up to first threshold \$73.3 million to individuals
- 50 % between 1st and 2nd threshold \$164.9 million for essential public assets
- 75% above second threshold \$288.6 Million

Funding thresholds for individuals and Councils needs to be made simplier and that is what the review is doing. The new agreement between the Commonwealth and States needs to make it more favourable for Councils

RESOLVED That the Country Mayors Association support the review of the NDRRA to both Minister Keenan, appropriate State Government Departments and ALGA particularily in respect to having State guidelines match Commonwealth guidelines (Warrumbungle Shire Council/ Yass Valley Council)

5. Membership

RESOLVED ThatGoulburn Mulwaree Council be admitted as a member of the Association (Warrumbungle Shire Council/Yass Valley Council)

6. CORRESPONDENCE

Outward

- (a) Mr Justin Bear, Bluemont Pty Ltd, thanking him for his presentation at the 4 November meeting
- (b) Mr Gary White, Chief Planner, NSW Department of Planning and Environment, thanking him for his presentation at the 4 November meeting
- (c) To member Mayors, urging members to write to the Premier, Treasurer, Minister for Local Government and IPART expressing complete dissatisfaction of the 2017-18 rate peg increase
- (d) The Hon Mike Baird MP, Premier, The Hon Gladys Berejiklian MP, Treasurer, The Hon Paul Toole MP, Minister for Local Government, Independent Pricing and Regulation Tribunal, expressing complete dissatisfaction of the 2017-18 rate peg increase
- (e) To country Members of Parliament advising the election of Chairman 2017 and the Executive and inviting close working relations ships between country MP's and the Country Mayors Association

Inward

(a) Darryl Maguire MP, member for Wagga Wagga, passing on congratulations to the Executive

- (b) Chris Gulaptis MP, member for Clarence, looking forward to working with Country Mayors in the future
- (c) Shelly Hankock MP, member for South Coast suggesting a meeting with our Chairperson in the new year
- (d) Robert Brown MLC, (Shooters Fishers and Farmers Party) looking forward to assisting Country Mayors
- (e) Hon Mark Speakman MP, Minister for Environment, Re Flying Fox Camp Management
- (f) Hon John Barilaro MP, Deputy Premier, Minister for Regional Development, Minister for Skills, and Minister for Small Business, advising he is looking forward to working with the Association

NOTED

7. FINANCIAL REPORT

RESOLVED That the financial reports for the last quarter were tabled and accepted (Moree Plains Shire Council / Temora Shire Council)

8. MR KEN GILLESPIE, REGIONAL INFRASTRUCTURE COORDINATOR, NSW PREMIER AND CABINET

Mr Gillespie recently appointed to the position outlined his background and explained that he was looking at ways of enhancing the outflow for infrastructure in Rural NSW. The approvals process currently is not fast enough and his unit was trying to free this up

9. Hon Melinda Pavey MP, Minister for Roads, and Maritime and Freight

The Government is endeavouring to work together and listen to Regional NSW. Currently the Government is playing catchup and planning for the future. Current programs include Fixing Country Roads \$500 million, Fixing Country Rail \$400 million, Bridges for the Bush \$200 million, Regional Road Projects \$250 million, Fixing Country Truck Wash Program \$10 million, and NSW Boating Now Projects \$21 million. In 2016 the road toll was 384 killed. The road safety challenges in Rural NSW are higher than in the city that is why the Government is endeavouring to have shared safety goals with Local Government through the Councils Roads Safety Program. It is up to stakeholders to work with the State Government to produce solutions.

10. General Business

- (a) Appointment of External Auditors for Council by Auditor General Appears to be a done deal. Local; Government may need to request a review if problems over costs continue. LGNSW has agreed to highlight any problems and inconsistencies in their weekly newsletter.
- (b) Business Relocation Incentives

RESOLVED That the Country Mayors Association write a letter to Minister of Regional Development, The Hon. John Barilaro strongly supporting a Business Relocation Incentive policy for those businesses based in the Sydney basin that have to relocate their business to Regional NSW because of development pressures in Sydney (Bega Valley Shire Council/ Yass Valley Council)

(c) Disaster Welfare Assistance

Asbestos is a significant risk to public health particularly when fibers get released by other factors such as fire. Warrumbungle Shire Council to submit a motion to the next meeting

(d) Sir Ivan Fire

NOTED

11. Mr Gary White, Chief Planner, Department of Planning

Megatrends is a major shift in environment, social and economic conditions. Megatrends will drive the world and have impacts on locations and communities. Megatrends in Australia include More for Less, Protection of Biodiversity, Economic Growth, An Aging Population, Digital Technology, Rise of the Individual Consumer and Technological Advancement Smart Technology is the new Green but to be smart Councils must still consider the employment and housing of citizens. Megatrends influence Technological change and are determinants for government decisions. Multiple Megatrends means changes are occurring at a faster rate than previously predicted and we are moving from a Linear Economy where you loose value to a Circular Economy where you retain value Opportunities bought about by Megatrends include new information technology, consumers becoming empowered with choice, increases in efficiency and productivity, connectivity and General Principles for successful towns and regions include entrepreneurism. organization structure, distinctive identity, continuity and connectivity, convenience, comfort and universal access and quality Develop a competitive edge in agriculture, freight and logistics, tourism and health and education.

12. Hon Gabrielle Upton MP, Minister for the Environment, Minister for Local Government, and Minister for Heritage

The Minister thanked Councils for the work they undertake as they make a difference on the ground. Thirty percent of gross product comes from the Regions. Recent discussions have been on the creation of new councils and the decision not to proceed with proposed mergers. Councils not now affected by mergers now have certainty and can carry on governing. Under Fit For the Future there have been changes and the Office of Local Government is working through the other reforms. The Office of Local Government is working with non fit Councils (based on scale and capacity).

13. Duncan Gay

RESOLVED That the Country Mayors Association write to the former Minister for Roads expressing its appreciation for his assistance, cooperation and close working relationship with Local Government during his tenure as Minister for Roads (Upper Lachlan Shire Council/ Moree Plains Shire Council)

There being no further business the meeting closed at 1.25pm.

Cr Katrina Humphries Chair – Country Mayor's Association of NSW

COUNTRY MAYORS ASSOCIATION

MEETING 24 MARCH 2017

Introduction

Today I'll briefly talk about three things:

- 1. The upcoming review of the NSW Floodplain Management Program administered by the Office of Environment and Heritage
- Apparent difficulties for Councils with in Natural Disaster Relief and Recovery
 Arrangements (NDRRA) and how it may effect those Councils who have experienced
 flooding in NSW during the past 12 months
- The Productivity Commission's Inquiry into natural disaster funding with a view to mitigating damages

Floodplain Management Program

As many of you know, following some controversial flood mapping in western Sydney during the 1980's, the NSW Government transferred the responsibility for Floodplain Management to local Councils in NSW and this is enshrined in the LG Act 1993.

To assist Council's with floodplain management, grant funding and some technical advice is available to Councils through OEH.

Also, a Floodplain Development Manual provides guidelines for the management process.

Whilst the program and process is sound in theory, some of the issues include:-

- Very lengthy process several years
- Reductions in the number of OEH technical staff to provide advice and assistance to Councils across the state of NSW
- Difficulties for Councils due to their own lack of expertise and staff resources which adds to delays
- Grant funds not spent on time due to delays
- Inadequate funding when compared to flood damage costs each year
- The catch 22 where there are insufficient grant funds but too few Council staff to spend the available funds anyway

For some time now, the program has seen delays with many funded projects unfinished and well behind schedule.

Meanwhile, over time, the cost to the Australian Government of natural disaster damage in Australia has been growing and has been estimated by Deloittes from The Australian Business Roundtable for Disaster Resilience & Safer Communities to be over \$560m per year when averaged out year on year.

Deloittes estimated that the true cost, including the social costs, of natural disasters which occurred in 2015 alone, amounted to \$9 billion, and the average annual true cost is predicted to be growing to \$33b by 2050 (which is unaffordable). Flood damage makes up about half of all natural disaster costs.

QLD has jumped ahead of NSW since the 2011 floods with less "red tape" and establishment of QRA

FMA will continue to advocate for more government guidance and technical assistance for Councils to get things done.

To the credit of OEH, a review of the Floodplain Management Program is imminent and FMA has been invited to participate in that review on your behalf.

We all look forward to the outcomes from that review.

NDRRA

Australia spends over 90% of flood funding on restoration after an event and less than 10% on mitigation measures to reduce damage beforehand.

In view of the difficulties in achieving "betterment", it's been necessary for Council's to sit back and put up with flooding knowing that NDRRA funding will restore things afterwards.

However, NDRRA funding has become much tighter in recent years through more stringent application of the "rules".

The following is a list of what we have been advised is ineligible:

- Work performed by usual salary / wage staff within normal operating hours;
- · Internal plant hire charges;
- · Internal administration costs;
- Works to restore assets to a condition above the pre-disaster condition, as defined by current asset management plans. Assets in "very poor" condition are ineligible, and assets in "poor" or "average" condition require Council funding increments to bring the asset condition back to a "good" condition before assistance is available;
- Insured assets and insurance excesses;
- Trading undertakings, such as water and sewerage services, saleyards, airfields, that recover greater than 50% of their costs;
- Debris removal from private property, including roadside clean-ups;
- Silt removal or damage to natural channels;
- Damage to reserves, parks, sporting fields or recreational equipment (e.g. playgrounds, barbeques, boat ramps);
- Tip fees:
- Betterment assets have to put back to pre-disaster condition, or Council pays the incremental cost;
- · Works in progress;
- Damage wholly or partially attributable to inadequate design, maintenance or construction:

- Damage to waterways, lakes, beaches, stream banks, including debris removal;
- Damage to fire trails and walking tracks;
- Landslips;
- Proactive or preventative work closing roads, laying sand bags etc;
- Removal of green waste from roads;
- Items of recurring damage Councils cannot claim if they have fixed a flood damaged road asset before.

While the financial pressures on the Commonwealth Government from repeated natural disaster claims are understood (and the basis of FMA's ongoing campaign for governments to invest more in flood mitigation rather than recovery), the above ineligibility criteria severely impact on a Council's ability to act responsibly in the flood recovery phase - being swift, pragmatic and compassionate.

Because we can't claim day labour costs during ordinary hours, we are bound to using contractors or staff during overtime hours.

Having to engage private consultants and external contractors to reinstate vital road and other infrastructure links in order for them to be eligible for NDRRA funding can add significantly to the overall costs for recovery, as well as prolonging interruption timeframes for our communities and industries. Floods and other natural disasters severely impact on a Council's routine maintenance schedules and resourcing, but this is not recognised under the current system.

Anecdotally, local officers from state agencies have lost much of their discretionary power to approve recovery works under the NDRRA, and are being over-ruled by their head offices and Treasury. No one wants a situation where decisions by engineers and repair crews are being influenced by dollar considerations at the expense of community needs.

Our research has also indicated that there are differences between the states as to how the NDRRA rules are applied.

For example, FMA has received advice from the Federal Minister, that he has offered an exemption for labour costs incurred for restoration work carried out during ordinary operating hours but the only state to take up that offer so far is QLD.

Discussions with QRA in QLD indicate a more proactive approach to seeking federal assistance under NDRRA than NSW.

Under the NDRRA, the Commonwealth pays the majority share of Natural Disaster funding after specified thresholds are met so it is difficult to understand why NSW would not want to help Councils as much as possible.

One example in recent times was Clarence Valley Council where riverbank collapse as a result of a declared natural disaster had jeopardised the stability of a flood levee which protected South Grafton.

NSW Public Works rejected that Council's claim on the basis that riverbank erosion is not eligible. This, despite the Council having an independent geotechnical report advising that the levee was at risk due to the riverbank collapse.

Furthermore, previous occurrences where a levee or other man-made asset was threatened due to riverbank collapse HAD been funded for that same Council. Inconsistency seems to exist between states and within our own state of NSW.

I have recently written to the new Minister for Finance, Services and Property, The Hon. Victor Dominello in NSW seeking a meeting to discuss the seeming differences in applying the rules of NDRRA.

I fear that those Councils currently seeking NDRRA funding following recent flooding in the south of the state, such as the Forbes area, are in for a rude shock.

PRODUCTIVITY COMMISSION - MITIGATION MEASURES

We applaud Federal Minister Keenan's efforts following the Productivity Commission Report on Natural Disaster Funding Arrangements to redirect funding to mitigation so that savings in flood damage can be made, and that is the long term goal that FMA shares with Deloittes. In the meantime, local Councils are the lowest level of Government and the least able to afford to maintain their assets, let alone fix them after natural disasters.

FMA is at one with The Australian Business Roundtable for Disaster Resilience & Safer Communities in emphasising the need to address natural disasters before the cost becomes unaffordable for our nation. As Minister Keenan said during our first meeting with him in 2014, "it's a no brainer".

The Productivity Commission Report prepared in 2014 for the Federal Attorney General proposed more investment in mitigation measures funded by a percentage of the NDRRA funding after a declared event together with a new funding formula based on a 50:50 split with the states.

However, the states have not agreed to the proposed arrangements.

Minister Keenan has advised FMA that the Australian Government is currently working on new disaster recovery funding arrangements.

The Minister said, "The proposed new arrangements will provide a greater level of flexibility for state and local governments to spend recovery funding in a manner most suitable to local needs. This will include removing restrictions around day labour and plant and equipment, and providing greater flexibility for damaged assets to be rebuilt to a more resilient standard."

I have written again to Minister Keenan seeking to meet again and discuss the needs of local Councils in the review of NDRRA.

Conclusion

If Australia is ever going to reduce the cost of flood damage, the state and federal governments need to:

- 1. Streamline the NSW FM Program so that Councils can get mitigation measures completed in a more timely manner and thereby reduce the damage.
- 2. Make it simpler and fairer for Councils to achieve betterment under the NDRRA which will reduce flood damage and associated costs
- 3. Commit to investing in mitigation measures to reduce damage

At present we have a federal Minister who is trying to achieve that. We just need commitment from the states

If not we'll continue to waste \$560m every year and growing.

Many of you here today are members of FMA and may I say we would like to hear from you if you have any examples of such issues with either the Floodplain Management Program or the NDRRA program.

For those of you who aren't members, let me quickly explain that FMA has been the peak body for floodplain management networking and advocacy since 1961.

FMA is a low cost non-profit Association and our membership comes from NSW, ACT, QLD, Victoria, Tasmania, South Australia, Western Australia, The Netherlands and the United States of America and it includes Councils, individual professionals, consultancies and government agencies.

I have distributed some brochures for you and would welcome your interest particularly from all Councillors.

Councillors have been at the forefront of FMA for 56 years and I hope to see more of you at the National FMA Conference in Newcastle on 16 May this year.

Thank you very i	much.		

Extract from RMS Website:

http://www.rms.nsw.gov.au/business-industry/partnerssuppliers/lgr/documents/nat disaster arrangments.pdf

Assistance will be provided at 75% of the assessed cost up to \$116,000 (the total all combined assessed cost for repairing damage to roads and bridges) and 100% thereafter.

Note: The 25% Council contribution for Local Roads restoration up to the first \$116,000 (commonly referred to as the 'excess') is required in addition to any other contribution required for other Council assets. There is a \$58,000 per financial year cap on the combined contribution which a Council pays to RMS and the Department of Finance and Services (NSW Public Works). This may change in line with the Consumer Price Index.

*Bicycle facilities which are separate from the road formation are treated as local roads for natural disaster purposes.

Crown Roads

Assistance will be provided at 100% of the assessed value of work.

Natural Disaster

7 Ineligible Works

Whilst, in some instances, assistance may be available from another government department or agency, the following are **not** eligible for inclusion with the Declared Natural Disaster assistance administered by RMS:

- (a) Damage to any construction job, or separable part, unless a Certificate of Practical Completion was issued before the damage was sustained.
- (b) The costs of delay (eg, prolongation costs) to direct control construction or contract works.
- (c) Damage to pavements and subgrades which is caused by prolonged wet weather. This type of deterioration is considered to be a normal maintenance liability.
- (d) Repairs to boundary fencing, other than Controlled Access Road fencing.
- (e) Removal of debris from streams, beyond that caught against bridge structures.
- (f) Clear-up of 'Green Litter'.
 - Note: Councils should submit to the Department of Finance and Services (NSW Public Works) their claims for the costs of removing Green and Black litter, from Councilmanaged State Roads and from Regional, Local or Crown roads. RMS will continue to manage claims for removal and emergency clean-up of such litter, from RMS-managed State Roads. Council claims for assistance should clearly separate these aspects.
- (g) Grading or channelling of stream beds, unless necessary to ensure the structural adequacy of the road formation.
- (h) Pedestrian facilities other than: pedestrian grade separation structures; and facilities which are shared cycleways and within the road shoulder.
- (i) Assets other than roads (roads include bicycle facilities), bridges or traffic facility devices.
- (j) Items of recurring damage. Where permanent restoration can be effected economically, a once only contribution, equivalent to the estimated restoration cost, may be made towards permanent rectification works.
- (k) Where there is evidence that damage occurred wholly or partly as the result of the lack of proper maintenance, or where previous restoration works were not completed satisfactorily, that part of the damage considered to arise from the lack of maintenance or unsatisfactory work is not eligible for assistance.
- (I) Saturation damage where:

Water fills the table drain and is unable to drain away because of poor construction or a lack of proper maintenance;

Extensive ruts, cracks, pot holes and heave were in evidence prior to the natural disaster event;

Saturation is due to diversion of water from adjacent land or irrigation canals.

(m) Salaries or other on-going administrative type expenditure which would have been incurred even if no damage had been sustained. This restriction is included to satisfy the requirements of the Natural Disaster Relief and Recovery Arrangements (NDRRA).

Extract from Australian Government Website

https://www.disasterassist.gov.au/Pages/related-links/Natural-Disaster-Relief-and-Recovery-Arrangements.aspx

NDRRA-Determination-2012-v-2

RATES OF ASSISTANCE BY CATEGORY OR MEASURE 6.2.3

The rate of Commonwealth assistance that may be payable in a financial year on Category A and Category B state expenditure (excluding betterment) is calculated as:

- a) if state expenditure does not exceed the state's first threshold, then:
- i. Category A: 50 per cent; and
- ii. Category B: zero; or
- b) if state expenditure exceeds the state's first threshold, then:
- i. Categories A and B: 50 per cent between a state's first and second threshold; plus 75 per cent of state expenditure above the state's second threshold; and
- ii. Category B betterment: 50 per cent (for which relevant state expenditure may be capped).

PRESENT: Mayor Clr Brian McCormack, Clr Richard Opie, Clr John Searl, Clr Ron

Cummins, Phil Downes (Police), Kelly Cherry (RMS), Graham Croker,

Phil Newham (ULSC), Susan Ducksbury (ULSC)

ELECTION OF CHAIRPERSON

Nominations for the position of chairperson were called for from the floor.

The Mayor was nominated by Graham Croker, seconded by Phil Newham. The Mayor accepted the nomination.

There being no further nominations a voted was not held. The Mayor was elected chairperson of the Local Traffic Committee.

- CARRIED

THE MAYOR DECLARED THE MEETING OPEN AT 1:10pm

SECTION 1: APOLOGIES & LEAVE OF ABSENCE

Nil

SECTION 2: DECLARATIONS OF INTEREST

Nil

SECTION 3: CONFIRMATION OF MINUTES

ITEM 4.1 RECOMMENDATION: That -

1. The minutes of the Traffic Committee Meeting held on 1 September 2015 be adopted.

Moved Graham Croker seconded Phil Newham

- CARRIED

Phil Newham requested that the matter relating to Taralga Pedestrian facilities be dealt with first as Don Mackay President of the Taralga & District Progress Association was in attendance for discussion of this matter.

SECTION 4: REPORTS

ITEM 4.1 PEDESTRIAN FACILITIES, ORCHARD STREET - TARALGA

RECOMMENDATION That -

1. The Traffic Committee recommend that Council proceed with the design, securing of funding and construction of a new Pedestrian Refuge in Orchard Street Taralga (based on that now in place at Crookwell hospital).

Moved Graham Croker seconded Phil Downes

- CARRIED

ITEM 4.2 FENCING OPTIONS FOR CLIFTON PARK RECOMMENDATION That -

1. The Option A (partial fencing of the area around the playground as shown in attached photo) be put forward to Council as the preferred option.

Moved Graham Croker seconded Phil Downes

- CARRIED

ITEM 4.3 STOP SIGN FOR CROOKWELL HIGH SCHOOL RECOMMENDATION That -

1. A "STOP" sign be installed (for training purposes) on the driveway that is used for access by driver training vehicles at Crookwell High School.

Moved Kelly Cherry seconded Phil Newham

CARRIED

ITEM 4.4 SPEED LIMITS ON COLLECTOR ROAD RECOMMENDATION That -

- The statutory 100km per hour speed restrictions remain on Collector Road.
- 2. Drive to conditions signs be erected either side of the accident zone.

Moved Graham Croker seconded Phil Newham

- CARRIED

TRAFFIC CONTROL (UPPER & LOWER) PRELL STREET, CROOKWELL RECOMMENDATION That -

 Council close Prell Street to through traffic at the location described in conditions of consent for DA 168/2004.3 as soon as possible.

Moved Phil Downes seconded Phil Newham

CARRIED

ITEM 4.6 REQUEST FOR SPEED LIMIT CHANGES -BINDA PUBLIC SCHOOL RECOMMENDATION That:

1. Council request RMS to carry out a review of the School Zone at Binda Public School.

Moved Graham Croker seconded Kelly Cherry

CARRIED

TRAFFIC CONTROL AT THE INTERSECTION OF BANNISTER LANE, STORRIERS LANE AND WALKOMS LANE. RECOMMENDATION That -

 Council relocate the "Give Way " signs at the Bannister Lane, Storriers Lane and Walkoms Lane intersection to make Bannister Lane (from Range Road to the intersection) and Storriers Lane the priority roads. This arrangement will be more consistent with accepted intersection design practice.

Moved Phil Downes seconded Phil Newham

CARRIED

ITEM 4.8 GOULBURN CYCLE CLUB ROAD RACING APPROVAL 2017 RECOMMENDATION That -

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

Moved Graham Croker seconded Phil Newham

- CARRIED

SECTION 5: ITEMS FOR DISCUSSION

DOUBLE CENTRE LINE IN GOULBURN STREET CROOKWELL

Traffic crossing to enter and exit driveways (permissible)
Traffic making u turns across centre line (illegal)
Education and Enforcement on this issue is required

SECTION 6: ITEMS FOR NEXT MEETING

Items to be forwarded in preparation for agenda for next meeting.

No Road Safety Officer - Looking for support for Bike and Scooter Safety Program.

Some discussion re: Helmets requirements for scooters, skateboards and skates, also whether scooters, skateboards and skates are permitted on footpath.

Discussion re: Pumpkin Festival at Collector. Phil Downes enquired about this. Previously traffic regulation has been provided under User Pays. Phil Newham to get info from P & D and advise Phil Downes. (has been sent)

SECTION 7: FUTURE MEETINGS

That these be scheduled every 4 months

Next meeting Monday 24th July at 11 am

ACTION LIST: LTC 27 March 2017

Date	Action	Responsible Officer	Due
27/3/17	Pedestrian Refuge at Taralga be constructed	ULSC	24/7/17
27/3/17	Option A for fencing Clifton Park be recommended to Council.	ULSC	20/4/17
27/3/17	Drive to conditions signs be erected on appropriate section of Collector / Gunning Road	ULSC	24/7/17
27/3/17	Erection of barriers, advice to residents on closure of Prell Street to through traffic.	ULSC	24/7/17
27/3/17	RMS conduct a review of speed zones around Binda School	Kelly Cherry	24/7/17
27/3/17	Council relocate the "Give Way" signs at the Bannister Lane, Storriers Lane and Walkoms Lane intersection to make Bannister Lane (from Range Road to the intersection) and Storriers Lane the priority roads to make this a consistent with standard cross intersection.	ULSC	20/4/17
27/3/17	Education program be undertaken re: crossing double centre lines in Goulburn Street Crookwell	ULSC	24/7/17
27/3/17	Enforcement be conducted in conjunction with planned school zone enforcement program.	Phil Downes	24/7/17
27/3/17	Road Safety Program Contacts to be provided	Kelly Cherry	24/7/17
27/3/17	Pumpkin Festival info re traffic control to Phil Downes	ULSC	Done
27/3/17	Stop sign to be installed at Crookwell High School.	ULSC	24/7/17

THE MEETING CLOSED AT 3:10pm

Minutes confirmed
Mayor



Item:	Attachment 9.: Minutes of the Taralga Wind Farm Community Fund S355 Committee
14.1	meeting held 28 March 2017

PRESENT: Clr Brian McCormack (Upper Lachlan Shire Council), Mr Brian Moloney

(Community Representative), Mr Craig Croker (Community Representative), Mr John Bell (Upper Lachlan Shire Council), Ms Krista

Kim (Pacific Hydro).

Also present: Mrs Tina Dodson and Mrs Helen Peterson (Minute Secretary).

1. Welcome

The Mayor opened the meeting at 2.00pm and welcomed those present.

2. Apologies

Nil

3. Minutes of the meeting held on 12 December 2017

Recommended:

That the minutes of the meeting be adopted.

Moved: John Bell Seconded: Krista Kim CARRIED

4. Prioritisation of Project Submissions Received for 2017/2018

\$129,667.50 is the funding amount provided by Hydro Pacific (less an amount of \$5,000 to cover administration costs as per the Community Enhancement Program) leaving a total of \$124.667.50. Any funds not allocated will remain available for the next round of funding.

Recommended:

That the amount of the grant, if it includes GST, will be paid directly to the applicant.

Moved: Krista Kim Seconded: Brian McCormack CARRIED

Recommended:

That the projects listed below be awarded funds as listed.

Moved: Krista Kim Seconded: Brian Moloney CARRIED

ORGANISATION	PROJECT	AMOUNT
Taralga War Memorial Hall	Heating	\$43,700
Taralga Bowling Club	Turf Aerator and scarifier	\$16,380
Taralga Community Medical	Refurbishment and repairs to	\$6,200
Association	medical centre	
Taralga Anglican Parish	Regeneration of wooden floor	\$9,812
	of Jamieson Hall	
Golspie Progress Association	Upgrade of Golspie Hall	\$10,000
Taralga Cooperative	Upgrade of amenities at	\$20,000
	Taralga Showground	

Item:	Attachment 9.: Minutes of the Taralga Wind Farm Community Fund S355 Committee
14.1	meeting held 28 March 2017

Total		\$124,592
Taralga AP&H Society	Food Service Benches	\$9,250
Committee	Fencing	
Taralga Australia Day	Taralga Showground Front	\$9,250

5. General Business

Recommended:

That the Project guidelines be amended to reflect that grant recipients must fully acquit a grant prior to receiving any further grant funding.

Moved: Krista Kim Seconded: C Croker CARRIED

The next meeting will be held 7 November 2017 with the time to be confirmed.

Meeting closed the time being 3.10pm

UPPER LACHLAN SHIRE COUNCIL!
CROOKWELL OFFICE

8 APR 2017

KIAMMA CREEK LANDCARE (Pat Cullen Reserve) LANDCARE GROUP File No:

GENERAL MEETING HELD IN THE COUNCIL CHAMBERS ON 30th MARCH 2017

THE MEETING OPENED AT 11am

Chairman Barry Murphy welcomed members to the meeting.

PRESENT

Barry Murphy, Trevor Howard, Mark Kerrigan, Tracy Anderson, Tony Gosling, Malcolm Barlow, Clr Ron Cummins, Jo Star, Jacquie Anderson, Ross Higginson, Trevor Gay

APOLOGIES

Margaret Gay, Jim Gay, John Bowering, Sylvia Bowering, Louise Stokes, Ruth Ayeyard

Apologies accepted and carried.

Minutes of the previous meeting held on the 16th November, 2016 read and received. Moved by Malcolm Barlow seconded by Jo Star

Business arising from previous minutes:-

Ramp and pathway needs to be done by the 30th June, 2017 to preserve \$20,000 as per February 2016 grant.

Applied to Council for \$10,000 for entry to park but Council only approved \$5,000, subject to Landcare group obtaining a further \$5,000 grant from other sources.

Malcolm Barlow to ask Council regarding grates on drains.

Landcare \$20 million insurance okay.

Check on prisoners to work in Kiamma Creek Park, this is to be clarified with Council if permissible. Barry Murphy and Malcolm Barlow to action.

MEETING CLOSED AT 12.30pm

1 . 2 2 2 1 2 3 0 . 5

3

16 NOTICES OF MOTION

The following items are submitted for consideration -

16.1	Notice of Rescission Motion	432
16.2	Notice of Motion - Mobile Telephones	434

Notices of Motion - 20 April 2017

ITEM 16.1 Notice of Rescission Motion

I, Councillor Ron Cummins hereby give notice that at the next Ordinary Meeting of Council I will move the following motion:-

"We Clr Cummins, Clr Opie and Clr Kensit move that Council Resolution 252/16, Council Meetings – Times and Frequency is rescinded"

If resolution 252/16, Council Meetings – Times and Frequency is rescinded, then it is proposed that:- "All the remaining meetings on the schedule will commence at 6.00pm."

Clr RO

Clr R Cummins

Clr P Kensit

Dated 27/03/2017

BACKGROUND

In accordance with the adopted Code of Meeting Practice under:

PART 2 - CONVENING OF, AND ATTENDANCE AT, COUNCIL MEETINGS

Frequency of meeting of the Council

- 5. (1) The Council is required to meet at least 10 times each year, each time in a different month. (LGA S 365)
 - (2) (a) Council adopts an Annual Schedule for meetings of Council and its Committees, including cycle times between meetings.
 - (b) The General Manager will give notice of each Council and Committee meeting, its time, location, and agenda at least 3 days in advance.
 - (3) The Council may in special circumstances by resolution vary the times and dates of ordinary Functional Committees and Ordinary Council Meetings from the adopted calendar.

GENERAL MANAGER'S COMMENT

Resolution no. 252/16 of 22 September 2016 is minuted as follows:

ITEM 13.3 COUNCIL MEETINGS - TIMES AND FREQUENCY

01/16 RESOLVED by Clr Cummins and Clr Opie

- Ordinary Council Meetings are to be held on the third Thursday of the month at Crookwell (no meeting held in January) with the exception of the Ordinary Council Meeting on Thursday, 17 November 2016, to be held at Gunning, with all meetings to commence at 9.00am, except for the meetings to be held on 16 February 2017 and 16 March 2017 which will commence at 6.00pm as per the following schedule for meeting dates and times:
 - Ordinary Council Meeting to be held at Crookwell on Thursday, 20 October 2016 commencing at 9.00am.
 - Ordinary Council Meeting to be held at Gunning on Thursday,
 17 November 2016 commencing at 9.00am.
 - Ordinary Council Meeting to be held at Crookwell on Thursday,
 15 December 2016 commencing at 9.00am.
 - Ordinary Council Meeting to be held at Crookwell on Thursday, 16 February 2017 commencing at 6.00pm.
 - Ordinary Council Meeting to be held at Crookwell on Thursday, 16 March 2017 commencing at 6.00pm.
 - Ordinary Council Meeting to be held at Crookwell on Thursday, 20 April 2017 commencing at 9.00am.
 - Ordinary Council Meeting to be held at Crookwell on Thursday, 18 May 2017 commencing at 9.00am.
 - Ordinary Council Meeting to be held at Crookwell on Thursday,
 15 June 2017 commencing at 9.00am.
 - Ordinary Council Meeting to be held at Crookwell on Thursday, 20 July 2017 commencing at 9.00am.
 - Ordinary Council Meeting to be held at Crookwell on Thursday,
 17 August 2017 commencing at 9.00am.
 - Ordinary Council Meeting to be held at Crookwell on Thursday, 21 September 2017 commencing at 9.00am.

- CARRIED

Any alteration to the schedule of Council Meeting times is a decision for Council to consider and resolve accordingly.

Notices of Motion - 20 April 2017

ITEM 16.2 Notice of Motion - Mobile Telephones

I, Councillor Pam Kensit hereby give notice that at the next Ordinary Meeting of Council I will move the following motion:-

"That all Councillors and Staff put their mobile phones on silent and remove them from view at all Council meetings, community meetings and workshops."

BACKGROUND

Nil

GENERAL MANAGER'S COMMENT

It is appropriate meeting etiquette to place mobile telephone ringer tones on silent for the duration of Council meetings, community meetings and workshops.

17 QUESTIONS WITH NOTICE

The following items are submitted for consideration -

17.1	Crookwell Waste Facilities	436
17.2	Disabled Toilets	437
17.3	Gunning Library	438
17.4	Meeting with Premier	439
17.5	Traffic Committee	441
17.6	Access Committee	442
17.7	Proposed New Council Facilities	444
17.8	Civic Centre	447
17.9	Green Waste Kerbside Service	448
17.10	Retirement of The Hon Duncan Gay MLC (former Minister for Roads, Maritime and Freight)	449
17.11	Streetscape Investigation	450
17.12	Maintenance of Parks and Gardens for holiday periods/Special Events	451

ITEM 17.1 Crookwell Waste Facilities AUTHOR Councillor Richard Opie

- 1. Can the General Manager report on the outcome of the meeting between the Council and the adjoining property owners to the Crookwell Rubbish dump and the topics covered?
- 2. Has the Council received any correspondence since the 13 March 2017 from the EPA in relation to the Crookwell rubbish dump?

If correspondence has been received can it please be attached to the correspondence for the April meeting?

General Managers Comments

 Council's General Manager, Director of Environment and Planning, Manager of Operations, Design Engineer and Director of Works and Operations met with landowners who own the land that surrounds the Crookwell Waste Depot on Friday, 7 April 2017.

The purpose of the meeting was to discuss possible road closures through NSW Crown Lands that could involve up to three respective properties. This meeting followed on from recent discussions with the respective neighbours.

The meeting was held on-site and the discussion mainly centred on the closure and tenure of several unformed roads that are adjacent to the waste depot. The meeting was productive and has decided on a plan and process to move forward with the road closures.

Council has also scheduled a meeting for 9.00am on Tuesday, 2 May 2017 to provide the opportunity to further discuss the Crookwell Landfill Upgrade Project. Councils design consultant GHD Pty Ltd will present drawings and design documents to inform discussions regarding the upgrade. The intention of the design is to meet the requirements of the NSW EPA's Solid Waste Landfill Guidelines 2016.

Council's two adjoining property owners, together with Councillors, the NSW EPA and Council staff have been invited to the meeting. Neighbours have been contacted by phone and official letter regarding their invitation to the meeting, and have confirmed their availability to attend. The outcomes of the meeting and topics discussed will be available within the minutes of the meeting.

 Council has received one item of correspondence from the NSW EPA since 13 March 2017 regarding the Crookwell Landfill. That correspondence being an internal email from Julian Thompson confirming NSW EPA availability to attend the proposed Crookwell Landfill meeting proposed for 9.00am Tuesday, 2 May 2017.

ITEM 17.2 Disabled Toilets

AUTHOR Councillor Richard Opie

Can the General Manager please confirm if the Disabled toilets located in Crookwell's main street have been unlocked for the same hours as the other amenities in the same block since Council's meeting in March 2017?

General Managers Comments

Council's Parks and Gardens staff were directed to unlock the disabled toilets on 20 March 2017.

Several checks made since then have indicated that the toilets have been unlocked.

ITEM 17.3 Gunning Library

AUTHOR Councillor Richard Opie

Can the General Manager please confirm he has discussed the issue of extended opening hours for the Gunning library with the Gunning library representative and any outcome?

General Manager's Comments

The Gunning District Association conducted a survey including a question about the opportunity to extend library hours at Gunning Library. Extending library hours was ranked very highly in their survey with the majority of respondents requesting the Gunning library be open on Saturday mornings. The Gunning District Association prepared a submission to Upper Lachlan Shire Council's draft Operational Plan on that basis.

I can confirm that after consideration of the submission at Council's budget workshop held 20 March 2017, the Director of Finance and Administration has discussed the issue of extended opening hours with the Manager of Library Services, and the Gunning and Crookwell library employees. In addition the Director of Finance and Administration liaised with Mrs Peta Luck, from the Gunning District Association, in relation to the Operational Plan Submission.

Council senior management are preparing budget costs for the extended opening hours at the Gunning Library on each Saturday morning for two hours, 10.00am to 12.00 noon, which is in line with Crookwell Library opening hours.

Further details will be provided to Council at the conclusion of the Operational Plan public exhibition period.

ITEM 17.4 Meeting with Premier

AUTHOR Councillor Richard Opie

Can the General Manager please advise if he has or any other representative of the Upper Lachlan Shire organised any meetings with the new Premier of NSW or any Ministers of the NSW parliament?

General Managers Comments

At this point in time Council has not met with the recently elected NSW Premier Hon Gladys Berejiklian MP.

Other meetings with members of the Federal and State Parliament are listed below for your information.

4 October 2016 Meeting with Angus Taylor re MR52 Devil's Elbow Road Works Project;

10 October 2016 Met with Pru Goward re Crookwell Neighbourhood Centre outdoor Gym funding;

12 October 2016 CBRJO Board Meeting at Parliament House Canberra with:

- 1. Senator Zed Seselja (Assistant Minister for Social Services and Multicultural Affairs):
- 2. Hon Steve Ciobo MP Minister for Tourism, Trade and Investment;
- 3. Hon Luke Hartsukyer MP Assistant Minister to Deputy Prime Minister;
- 4. Hon Angus Taylor MP Assistant Minister for Cities & Digital Transformation:
- 5. Senator Fiona Nash Minister for Local Government and Territories, Regional Development and Regional Communications:
- 6. Hon Michael McCormack Minister for Small Business; and 7. Hon David Gillespie Assistant Minister for Rural Health.
- 4 November 2016 Meeting with Hon Pru Goward MP Minister for Minister for Family and Community Services, Minister for Social Housing, and Minister for the Prevention of Domestic Violence and Sexual Assault regarding Crookwell Water Filtration Plant.
- 24 November 2016 CENTROC Board Meeting at Parliament House Canberra with:
 - 1. Hon Susan Ley MP Minister for Health and Aged Care;
 - 2. Hon Luke Hartsukyer MP Assistant Minister to Deputy Prime Minister:
 - 3. Hon Darren Chester MP Minister for Infrastructure and Transport;

Questions With Notice MEETING WITH PREMIER cont'd

- 4. Hon Angus Taylor MP Assistant Minister for Cities & Digital Transformation:
- 5. Hon Michael McCormack Minister for Small Business:
- 6. Senator Fiona Nash Minister for Local Government and Territories, Regional Development and Regional Communications;

25 November 2016

Meeting with Hon Pru Goward MP – Minister for Minister for Family and Community Services, Minister for Social Housing, and Minister for the Prevention of Domestic Violence and Sexual Assault. This meeting was at Crookwell with Councillors McCormack, Stafford, Cummins, Kensit, Searl and Wheelwright attending.

17 January 2017

Meeting with Hon Pru Goward MP – Minister for Minister for Family and Community Services, Minister for Social Housing, and Minister for the Prevention of Domestic Violence and Sexual Assault. (Crookwell Water Treatment Plant and Skate Park photo shoot).

3 March 2017

Hon Angus Taylor MP Member for Hume (Andrew and Anne Basnett funeral).

6 March 2017

Meeting with Hon Pru Goward MP – Minister for Minister for Family and Community Services, Minister for Social Housing, and Minister for the Prevention of Domestic Violence and Sexual Assault re Crookwell Water Treatment Plant.

24 March 2017

Country Mayors Association Meeting at NSW Parliament House with:

- 1. Hon Melinda Pavey MP NSW Minister for Roads, Maritime and Freight:
- 2. Hon Gabrielle Upton MP Minister for Environment, Minister for Local Government and Minister for Heritage.

2 April 2017

Hon Pru Goward MP – Member for Goulburn – Crookwell Skate Park opening.

ITEM 17.5 Traffic Committee

AUTHOR Councillor Richard Opie

Can the General Manager please provide an update of the proposed meeting of the Road Traffic Committee and a list of the agenda items for the meeting?

General Managers Comments

Council's Traffic Committee met on 27 March 2017. A copy of the agenda list is attached and the minutes of the meeting are in the 20 April 2017 business paper for Council to consider.

The next meeting of the committee is scheduled for 24 July 2017 at 11.00am.

AGENDA

ORDER OF BUSINESS

ELECTION OF CHAIRPERSON

The Meeting will commence with the election of a new chairperson for the committee. Phil Newham will call for nominations from the floor.

- 1 APOLOGIES AND LEAVE OF ABSENCE
- 2 DECLARATIONS OF INTEREST
- 3 CONFIRMATION OF MINUTES
- 4 REPORTS
- 4.1 Fencing Options for Clifton Park
- 4.2 Pedestrian Facilities, Orchard Street Taralga
- 4.3 Stop Sign for Crookwell High School
- 4.4 Speed Limits on Collector Road
- 4.5 Traffic Control (Upper & Lower) Prell Street, Crookwell
- 4.6 Request for Speed limit changes -Binda Public School
- 4.7 Traffic Control at the intersection of Bannister Lane, Storriers Lane and Walkoms Lane
- 4.8 Goulburn Cycle Club Road Racing Approval 2017
- 5 ITEMS FOR DISCUSSION

Nil

- **6 QUESTIONS FOR NEXT MEETING**
- 7 DATE FOR NEXT MEETING

ITEM 17.6 Access Committee

AUTHOR Councillor Richard Opie

Can the General Manager please provide advise if Council, will make appointments to the Access Committee at the April 2017 Council meeting?

General Managers Comments

Council has received a number of expressions of interest from people interested in joining Council's Access Committee.

A report regarding the expressions of interest has been included in the Closed Council part of the 20 April 2017 business paper to enable Council to make the appropriate appointments to the Access Committee.

Questions With Notice ACCESS COMMITTEE cont'd



Access Committee

Upper Lachlan Shire Council would like to invite expressions of interest from persons who would like to become a member of the ULSC Access Committee.

The ULSC Access Committee provides advice to Council on access in and around the Council Area to the Benefit of people with a disability or with mobility problems.

The Committee meets every three months to discuss access matters facing the residents within Upper Lachlan Shire Council.

Expressions of interest and further inquiries regarding the committee can be registered with the Works & Operations Department on (02)48301053 or by email to council@upperlachlan.nsw.gov.au prior to Wednesday 5th April 2017.

J.K. Bell <u>General Manager</u> 2581 PO Box 42 GUNNING NSW

ITEM 17.7 Proposed New Council Facilities

AUTHOR Councillor Richard Opie

As provided to the General Manager in very rough draft form on the 22 March 2017, would the General Manager support a proposal that Council appoint an independent chair to a Council appointed Committee to oversee a review of all options for any proposed new Council facilities?

General Managers Comments

In accordance with the Code of Meeting Practice under Section 50(1) the chairperson of each committee of Council must be:

- (a) the Mayor; or
- (b) if the Mayor does not wish to be the chairperson of the committee a member of the committee elected by the Council; or
- (c) if the Council does not elect such a member a member of the committee elected by the committee (Reg Cl 267(1)).

Further, Council's adopted Section 355 Committee policy states that "The Mayor is to remain ex-officio Chairperson of each committee".

For Councillors information please see below a copy of the rough draft form provided by Councillor Opie regarding the proposal that Council appoint an independent chair to a Council appointed Committee to oversee a review of all options for any proposed new Council facilities.

ATTACHMENTS

Ī	1. View View	Proposal from Clr Opie regarding structure of a	Attachment
		Committee to review council accommodations	

PROPOSAL FOR ASSESING AND COMMUNITY INVOLMENT IN THE ESTABLISHMENROF, NEW COUNCIL ACCOMMODATION.

SF Fin, FAICD

Deputy Chairman and Non-Executive Director

Director since 22 March 2007. Mr Rowley has been a career banker since the early 1970s with Citigroup, Morgan Grenfell and ABN Amro. From 1992 until 2002, he served as Managing Director and CEO of ABN Amro. Australia and Head of Relationship Management and Structured Finance for ABN Amro, Asia Pacific. He has been active in both wholesale and investment banking domestically and internationally. During his career, Mr Rowley devoted considerable effort towards the recognition, understanding and management of risk as a means of profit optimization. Of particular significance was his involvement in advising and funding including debt, equity and hybrids, of infrastructure projects in both Australia and Asia Pacific. Resident of Sydney.

Responsibilities

Deputy Chairman of the Board, Non-Executive Director, Chairman of Risk Management Committee, Member of Audit Committee, Member of Investments Committee, Member of Nominations Committee, Directorships held in other listed entities:

A committee established to represent the community and the council Proposed structure could follow the below outline

Chairperson: Mr. Jerome Rowley (details above)

Representatives from the councilors

A representative from the EDTF

Representatives from the shire's progress association

Representative from planning department and other council staff as deemed appropriate

Other options

Form a strategy / plan to meet councils 10 principles of community engagement.

- 1) Inform the community using plain English;
- 2) Talk to the community before decisions are made, and if a decision has been made inform the community of the reasons why the decision has been made;
- Being clear about Councils intentions, the outcome council needs, how Council intends to achieve it and to be open about the issues Council is facing;
- 4) Always have a transparent process;
- Communicate regularly to keep the communities informed on project process;
- 6) Council and Council staff have specialist knowledge and expertise, and the community also has knowledge and views which will be included in the process;
- Council will provide feedback to the community after consulting with them;

PROPOSAL FOR ASSESING AND COMMUNITY INVOLMENT IN THE ESTABLISHMENT OF NEW COUNCIL ACCOMODATION.

- Council will evaluate the process to see what it did well and / or what things could be improved in the future;
- 9) Council will not over-consult and will try to manage expectations, engagement can raise unrealistic expectations of both the council and the community; and
- 10) Council and senior management aim for active participation to involve a representative sample of the various local communities Develop a marketing strategy to inform the community

Form a list of requirements and desired outcomes.

Detail any special requirements, layout, number of departments and number of staff in each department.

Part of the charter will be to find suitable locations. Size and make up of layout.

The location options will include but are not limited to, the existing council site, the site next to Viewhaven on Laggan Road, the splitting of the departments between Gunning, Crookwell and Taralga. It will also include assessment of any other proposed location put forward after community consultation.

The opportunity and or need to involve other uses in the Chambers/Civic Centre.

The option of a new works depot site combined with Heavy vehicle inspection site and works department will also need to be explored during this process.

Assess the development opportunities that would present if the works Depot site, the Laggan Road site and existing council chambers were vacated.

ITEM 17.8 Civic Centre

AUTHOR Councillor Ron Cummins

As the design and location of the proposed Civic Centre is back on the table can the General Manager detail the program to be instigated by Council that will be inclusive of the community to discuss, consider and resolve the best outcome for this important project?

General Managers Comments

Council will establish a s355 Committee of Council with appropriate terms of reference.

The s355 Committee of Council would address topics such as:

- a) Location;
- b) Size of land;
- c) Existing built items;
- d) Services available;
- e) Heritage items;
- f) Contamination and latent conditions;
- g) Costs;
- h) Growth ability for the facility (i.e. spare land);
- i) Co-ordination with Council's current land uses (i.e. moving out to do building work);
- j) Any other relevant items.

Council's architect, Andrew Randall from Dutaillis Architects, has undertaken to assist in any community consultation for a master planning exercise and assist with feasibility studies of proposed sites.

Community input and feedback on the design and location of the proposed Community and Civic Centre will be undertaken in accordance with Council's Community Engagement Policy and Strategy via community meetings, local media, social media and Council's other communication channels.

Once the project is well scoped and approved by Council, an appropriate application for funding can take place.

ITEM 17.9 Green Waste Kerbside Service

AUTHOR Councillor Ron Cummins

By resolution 238/16 at the Council meeting on the 22 September, 2016 it was moved that the rate instalment notice in November, 2016 would include a brochure that explained that Council is currently investigating the feasibility of introducing fortnightly kerbside green waste and annual hard rubbish collection for households that currently receive kerbside general waste and recycling collection services. Ratepayers will be advised of the outcomes shortly.

Can the General Manager advise when a report from staff will be tabled for Council consideration. It has now 5 months since residents were informed that they would be advised of the outcome shortly.

General Manager Comments

As requested by Clr Cummins a flyer providing information on a range of waste issues, including advising of an investigation into the feasibility of kerbside green waste and bulky waste services was included in the November 2016 rates instalment notice issue.

A report regarding the feasibility of these services is included in the 20 April 2017 business paper.

ITEM 17.10 Retirement of The Hon Duncan Gay MLC (former Minister for

Roads, Maritime and Freight)

AUTHOR Councillor Ron Cummins

Can the General Manager advise Councillors if on the announcement of Duncan Gay's retirement, as he is a resident of Crookwell, was he forwarded a letter of thanks from the Upper Lachlan Shire Council for all the assistance he gave Council over many years and if a morning tea/lunch presentation will be arranged for him on his retirement?

General Managers comments

The Hon Duncan Gay MLC, has been contacted and congratulated regarding his multitude of achievements as the former Minister for Roads, Maritime and Freight, and most especially for the assistance he has continued to provide to Upper Lachlan Shire Council over many years.

Further, please note, at the Country Mayors meeting held at NSW Parliament House Clr McCormack moved the following motion to provide a thank you from regional and rural councils to Duncan Gay, (which was adopted unanimously):

RESOLVED "That the Country Mayors Association write to the former Minister for Roads expressing its appreciation for his assistance, cooperation and close working relationship with Local Government during his tenure as Minister for Roads (Upper Lachlan Shire Council/ Moree Plains Shire Council)".

Further, Council invited Duncan to a morning tea to take place during the April 2017 school holidays when he would be back in Crookwell. Duncan indicated that the school holidays timeframe meant that he would be back in Crookwell visiting family and he would be very happy to attend a morning tea at that time.

The Hon Duncan Gay MLC confirmed on Friday, 7 April 2017 that he would be available to attend morning tea with Council on Thursday, 20 April 2017 at 10.15am in Crookwell.

ITEM 17.11 Streetscape Investigation
AUTHOR Councillor John Stafford

- 1. Has a consultant been engaged to carry out the initial streetscape investigation?
- 2. Who is that person and could a copy of the brief given that person be provided to Council?
- 3. What are the next steps in the process?

General Managers Comments

There is a report regarding this matter included in the closed Council part of the business paper. It should be noted that the funds for this project are included in Councils 2017/2018 draft budget and will not be available before 1 July 2017.

- 1. A preferred consultant has been selected by Council staff.
- 2. That consultant is identified in the Closed Council report within the 20 April 2017 business paper. The consultant has provided Council with a reverse brief for Council's consideration.
- 3. The next step in the process is for Council to review the proposal received and either engage the consultant or seek the services of another consultant.

ITEM 17.12 Maintenance of Parks and Gardens for holiday

periods/Special Events
Councillor John Stafford

At Council's February meeting the Director of Works stated that it would take 2 months to prepare a set of protocols to ensure our parks and gardens were at their optimum each weekend with particular emphasis around holiday periods and special events?

Has that been finalised and what does the plan look like?

General Managers Comments

AUTHOR

A procedure document has been prepared by the Manager of Works.

The Procedures for the Maintenance of Parks document is included under the Works & Operations section of the 20 April 2017 business paper.

General Manager's Statement Confidentiality

Councillors and staff are reminded of their obligations in respect to the need for confidentiality and not disclose or otherwise misuse the information which is about to be discussed, failure to do so could result in a reference to the Pecuniary Interest and Disciplinary Tribunal and/or result in a prosecution in accordance with Sec. 664 of the Act for which the maximum penalty is \$5,500.

CONFIDENTIAL SESSION

Section 10A(2) of the Local Government Act, 1993 provides that Council may, by resolution, close to the public so much of its meeting as comprises the receipt or discussion of matters as listed in that section, or for any matter that arises during the course of business during the meeting that should be treated as confidential in accordance with Section 10(2) of the Act.

Council's Agenda for this meeting contains reports that meet the criteria specified in Section 10A(2) of the Act. To consider these reports in confidential session, Council can adopt the following recommendation:

RECOMMENDATION

That, in accordance with Section 10A(2) of the Local Government Act, 1993, the Public and the Press be excluded from the meeting to enable Council to determine Item18.118.218.318.418.5 in confidential session for the reasons indicated:

Item 18.1 Purchase of Additional Land to Extend Gunning Cemetery.

This report is considered to be confidential in accordance with Section 10A(2c) of the Local Government Act, 1993, as it relates to information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business.

Item 18.2 Access Committee - Expressions of Interest

This report is considered to be confidential in accordance with Section 10A(2a) of the Local Government Act, 1993, as it relates to personnel matters concerning particular individuals.

Item 18.3 Proposal from Streetscape Consultants

This report is considered to be confidential in accordance with Section 10A(2d(i)) of the Local Government Act, 1993, as it relates to commercial information of a confidential nature that would, if disclosed, prejudice the commercial position of the person who supplied it.

Item 18.4 Legal Advice - Council Road Maintenance Obligations

This report is considered to be confidential in accordance with Section 10A(2g) of the Local Government Act, 1993, as it relates to advice concerning litigation, or advice that would otherwise be privileged from production in legal proceedings on the ground of legal professional privilege.

Item	18.5	Staffing Matters This report is considered to be confidential in accordance with Section 10A(2a) of the Local Government Act, 1993, as it relates to personnel matters concerning particular individuals.			

18 CONFIDENTIAL SESSION

The following items are submitted for consideration -

Staffing Matters

18.5

18.1 Purchase of Additional Land to Extend Gunning C	Cemetery
18.2 Access Committee - Expressions of Interest	
18.3 Proposal from Streetscape Consultants	
18.4 Legal Advice - Council Road Maintenance Obliga	tions