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## Environment and Planning - 20 December 2018

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<b>ITEM</b>	<b>Development Application 99/2018 - Demolition, alterations, additions and the carrying out of works for the purpose of a pub - Lot 2 DP 800629 - 34 Goulburn Street, Crookwell</b>
<b>FILE</b>	<b>I18/674</b>
<b>ZONING</b>	<b>B2 Local Centre</b>
<b>DATE OF LODGEMENT</b>	<b>7 September 2018</b>
<b>APPLICANT</b>	<b>Crookwell Hotel Pty Ltd – C/- Source Architects</b>
<b>OWNERS</b>	<b>Crookwell Hotel Pty Ltd</b>
<b>ESTIMATED VALUE</b>	<b>\$1,800,000.00</b>
<b>AUTHOR</b>	<b>Director of Environment and Planning</b>

### SUMMARY REPORT

This matter is reported to Council due to notification of the subject development application having attracted four public submissions.

Development Application No. 99/2018 proposes demolition, alterations, additions and the carrying out of works for the purpose of a pub. A copy of the proposed development drawings (Attachment 1) are attached for Councillors information.

The application has been considered with regard to the relevant provisions of applicable environmental planning instruments, development control plans and Council policies, including Upper Lachlan Local Environmental Plan 2010 and Upper Lachlan Development Control Plan 2010. The attached section 4.15 assessment report (Attachment 2) details the application's assessment.

The application was advertised and notified to surrounding land owners with a submission period from 18 September 2018 to 2 October 2018, attracting four submissions. The submissions raised concerns regarding:

- Preservation of heritage in Crookwell
- Addition to the rear of the building – unsympathetic to the heritage of the existing building and surrounding heritage buildings
- Settings and views of the Stephenson's Mill
- Proposed driveway and stormwater

***Environment and Planning*****DEVELOPMENT APPLICATION 99/2018 - DEMOLITION, ALTERATIONS, ADDITIONS AND THE CARRYING OUT OF WORKS FOR THE PURPOSE OF A PUB - LOT 2 DP 800629 - 34 GOULBURN STREET, CROOKWELL cont'd**

- Rear lane access

The matters raised by submissions are identified and addressed in the attached section 4.15 report.

**POLICY IMPACT**

Nil

**FINANCIAL IMPACT**









Nil

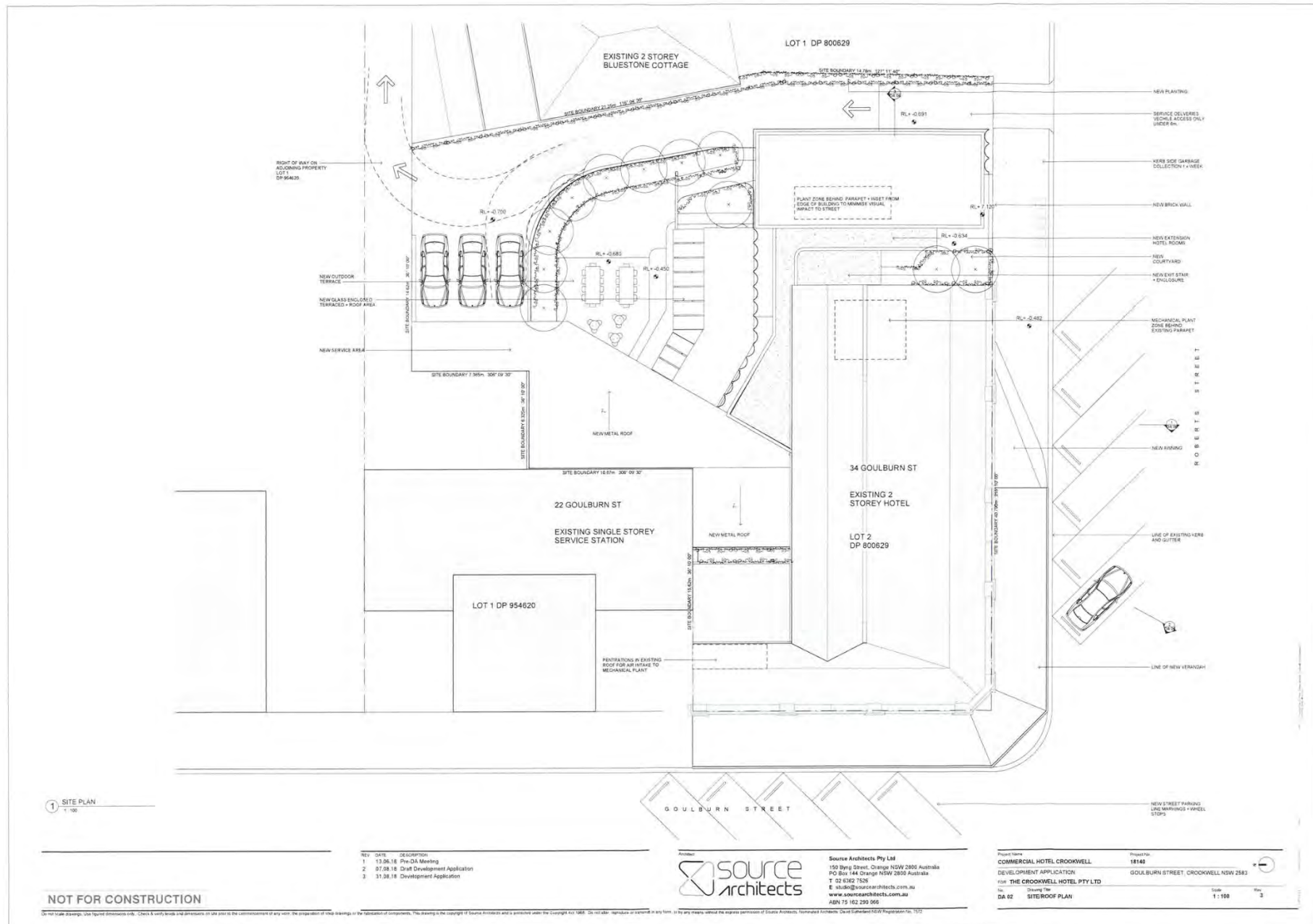
**RECOMMENDATION**

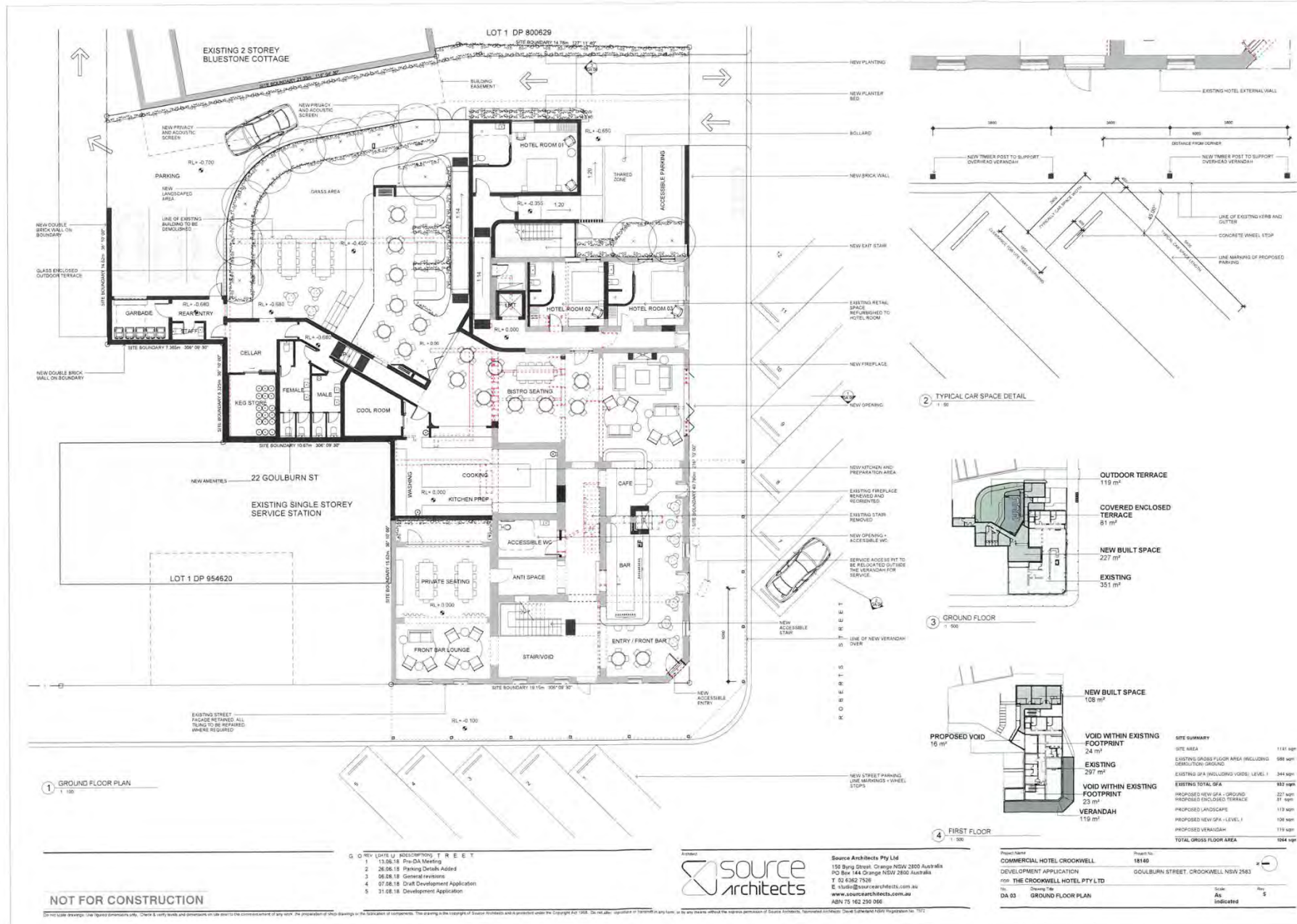
It is recommended that:

Council determine the application by granting consent, subject to the conditions listed in Attachment 3.

**ATTACHMENTS**

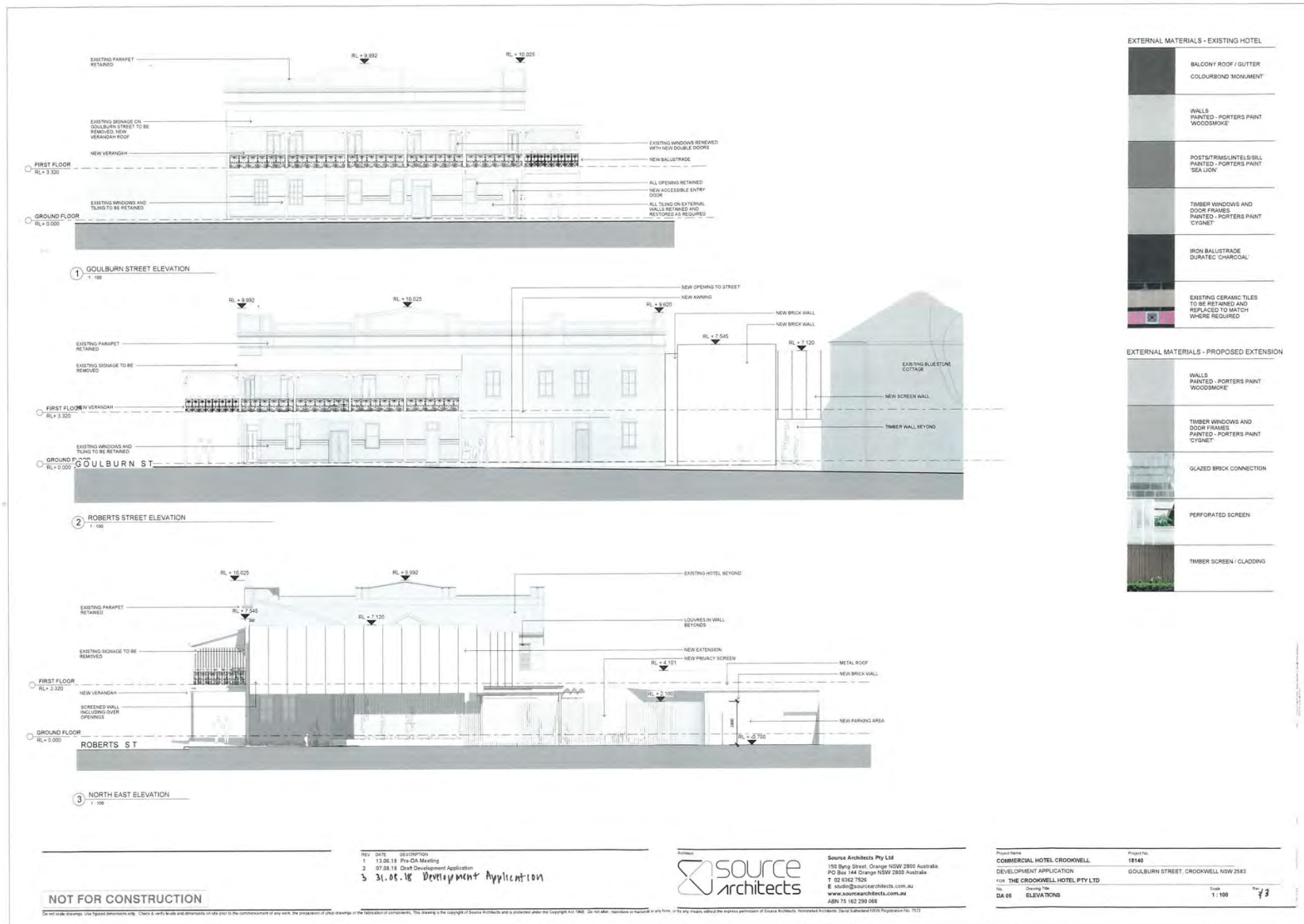
1. <a href="#"></a>	DA 99/2018 - Development drawings	Attachment
2. <a href="#"></a>	DA 99/2018 - Section 4.15 assessment report	Attachment
3. <a href="#"></a>	DA 99/2018 - Recommended Consent Conditions	Attachment
4. <a href="#"></a>	DA 99/2018 - Submission 1	Attachment
5. <a href="#"></a>	DA 99/2018 - Submission 2	Attachment
6. <a href="#"></a>	DA 99/2018 - Submission 3	Attachment
7. <a href="#"></a>	DA 99/2018 - Submission 4	Attachment
8. <a href="#"></a>	DA 99/2018 - Response to Submissions	Attachment

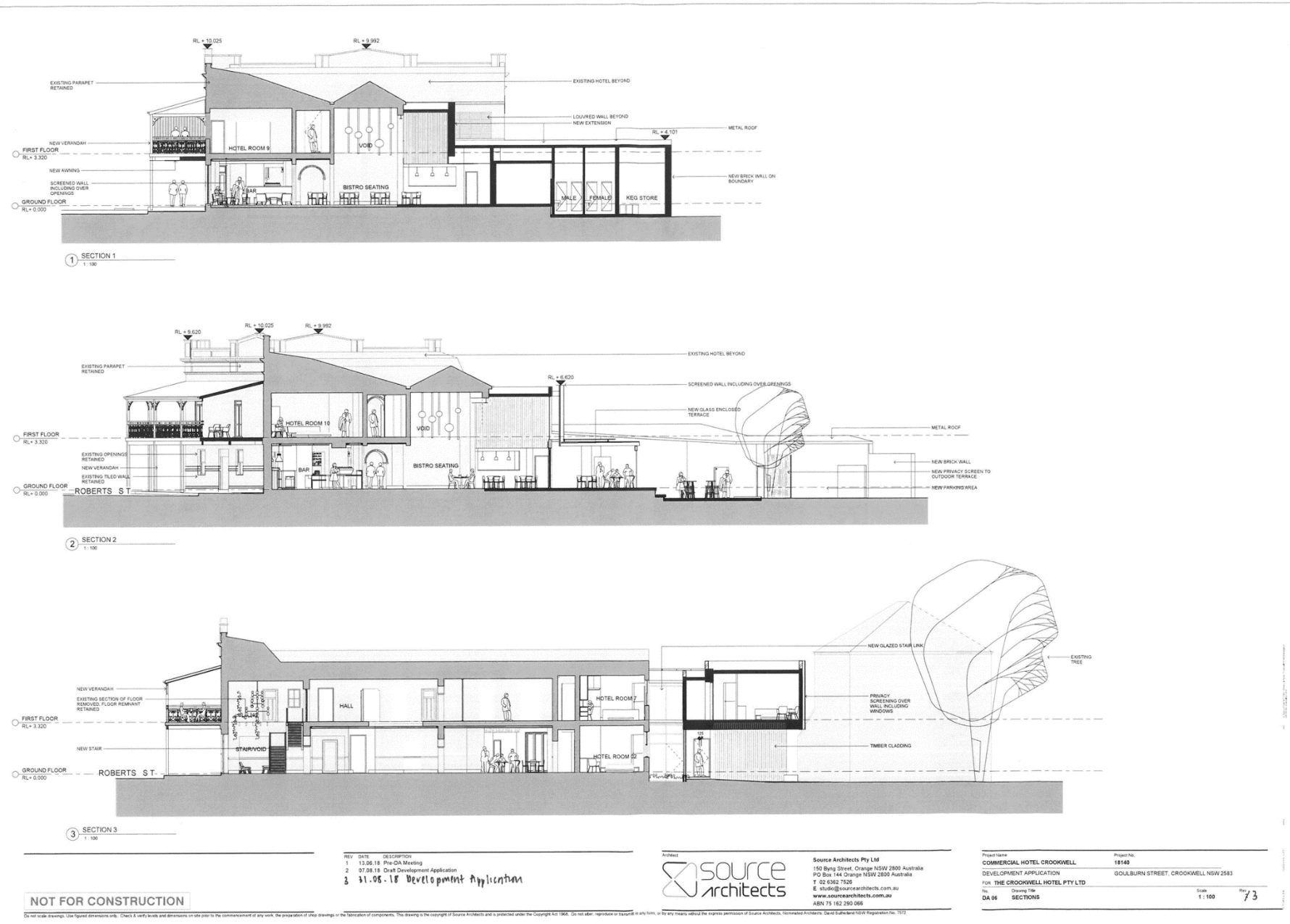




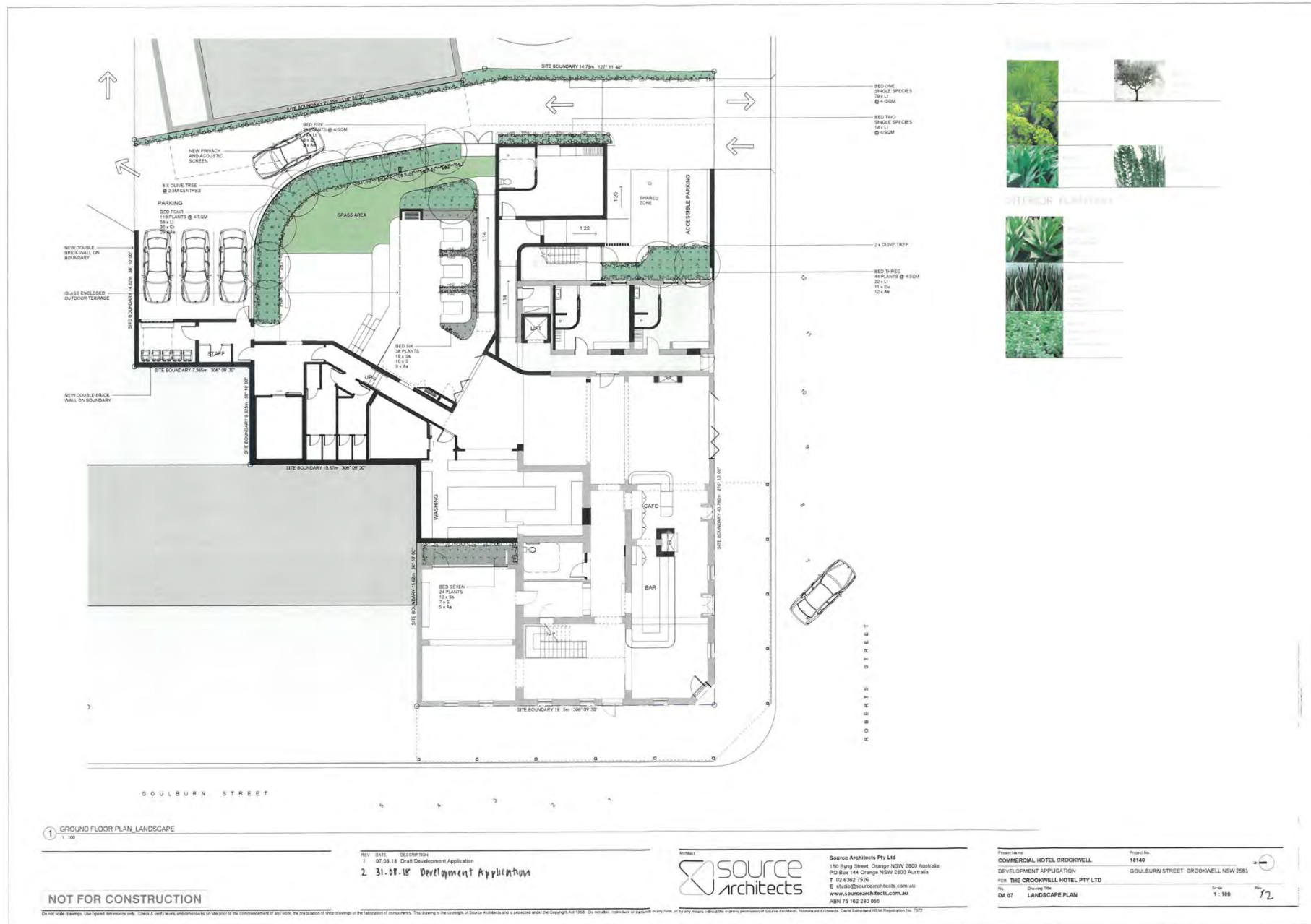












**EPA ACT 1979 – Section 4.15 Evaluation**

DA: 99/2018	Proposal: Demolition, alterations, additions and the carrying out of works for the purpose of a pub
Lot/Sec/DP: Lot: 2 DP: 800629	Property; 34 Goulburn Street, Crookwell
Site Inspection Date: 16 November 2018	Assessing Officer: Mrs Karinne Granger – Development Control Planner Peer Reviewed by: Mrs Tina Dodson – Director of Environment and Planning

**Site and locality description:**

The site is located on the corner of Goulburn Street and Roberts Street, Crookwell and is 1141sq. m. The site is identified in the following aerial map from Council's GIS Mapping system. The existing building has been used as a Pub with accommodation and drive through bottle shop. The surrounding uses of land uses include commercial and residential developments.

**Proposed development:**

The proposed development is for the purpose of demolition, alterations, additions and the carrying out of works for the purpose of a pub. Pursuant to Division 4.11 of the Environmental Planning and Assessment 1979, no development consent is necessary to resume lawful use of the land for the purpose of a pub.

**Referral Required:**

	N/A	Date Sent	Date Received
Internal			
Access (Councils Works Department)		11 September 2018	31 October 2018
W & S (Councils Works Department)		11 September 2018	21 September 2018
H & B (Council's Health and Building)		11 September 2018	5 December 2018
Heritage (Heritage advisor)		11 September 2018	13 September 2018
External			
SCA (Sydney Catchment Authority)	✓		
RTA (Roads and Maritime Services)	✓		
RFS (Rural Fire Services)	✓		
DECCW (Dpt Env. Climate Change & Water)	✓		



NSW Police	11 September 2018	No response received
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#### **Notification to Adjoining Property**

In accordance with clause 3.14.3 of the Upper Lachlan Development Control Plan 2010, the application was advertised and notified to adjoining to surrounding land owners with a submission period from 18 September 2018 – 2 October 2018. In response, Council received four submissions from members of the public within the submission period.

In summary the submissions raise the following concerns associated with the development proposal.

- Preservation of Heritage in Crookwell
- Addition to the rear of the building – unsympathetic to the heritage of the existing building and surrounding heritage buildings
- Setting and Views of the Stephenson Mill
- Proposed driveway and stormwater
- Rear lane access

The applicant has been provided the opportunity to respond the submissions received. A copy of the response dated 25 October 2018 is attached to the assessment report.

#### **S4.15(1)(d) Consideration of submissions made in accordance with the Act or the regulations.**

Preservation of Heritage in Crookwell	<p>As per comments received from Councils Heritage Advisor and the Statement of Heritage Impact report that the was submitted in support of the application, <i>'the proposed development will conserve the environmental heritage of the Upper Lachlan by retaining the historically and socially significant Commercial Hotel and sympathetically upgrading the building so that its historic functions continue to remain. Significant external and internal fabric is to be retained and conserved, while the reconstruction of the verandahs and first floor French windows will enhance the streetscape and the setting of heritage items in the vicinity of the hotel.'</i></p> <p>The building has not been operational for several years and the proposed alterations and additions are seen as positive in securing the ongoing use of the building whilst preserving and enhancing the heritage aspects of the building. The proposed reinstatement of the verandah on the top floor of the pub will further enhance the heritage details of the building and its surrounds.</p> <p>It is further noted that the Office of Environment and Heritage has granted heritage funding for the re-instatement of the verandah.</p>
Addition to the rear of the building	<p>Although the addition at the rear of is seen to be 'too modern' for the existing heritage building, the Statement of Heritage Impact prepared by Dr. Roy Lumby, Hericon Consulting, adequately addresses the required aspects relating to the existing heritage qualities and the proposed additions and alterations to the 'Commercial Hotel'.</p> <p>The Statement of Heritage Impact states that <i>'the proposed development will conserve the heritage significance of the Commercial Hotel by sympathetically modifying and extending the building to fulfil current hotel requirements.'</i></p> <p><i>The additions at the rear of the building, particularly on Roberts Street, are simple in form, massing and finish so that the character of the existing building is maintained and the additions do not detract from its significant architectural qualities'.</i></p>
Setting and view of the Stephenson Mill	<p>It is noted that the Stephenson Mill is significantly setback from Roberts Street and it is considered that the proposed alterations and additions will not adversely affect the view of the Stephenson Mill from Roberts Street.</p>

	<p><i>"The curtilage around the former Mill is altered by the removal of the structure on the pub site that abuts the Mill. Although part of the proposed development brings the pub closer to the Mill, this is offset by the additional open space adjacent to it. There is ample curtilage around the Mill to retain its heritage significance".</i></p> <p>The proposed alterations and additions comply with the objectives of Clause 6.1 of the Upper Lachlan Development Control Plan (See Clause 6.1 of this assessment).</p> <p>The existing streetscape within the locality is non-defined due to the varying uses of land in the vicinity. The Stephenson Mill is now a residential building and not a commercial premises.</p>
Proposed driveway and Stormwater	<p>The proposed driveway will be required to be constructed in accordance with Council Standard. The consent will be conditioned accordingly.</p> <p>In regards to the stormwater issues, this is required to be assessed as part of a Construction Certificate. A Construction Certificate has not been applied for and as such, a condition of consent requiring detailed plans of stormwater details shall be submitted to Council for assessment prior to the issue of a Construction Certificate.</p>
Rear lane access	<p>A legal right of carriageway was created in 2003, burdening lot 1 DP 954620 and benefiting Lot 2 DP 800629. A 1989 survey plan provided details that the base of the wall of the Mill is located approximately 325mm from the surveyed boundary of the registered right of carriageway. Therefore, the rear lane access can be utilised and will be required to be constructed to Council standard. Consent conditioned accordingly.</p> <p>It should be noted that the applicant is proposing cars and small delivery vehicles will be accessing the driveway via Roberts Street and exiting via Robertson Lane.</p>

**Desk Top Assessment**

Provisions prescribed by EP&A Regulations	Clause 92 (AS2601) - Demolition of Structures	Consent has been conditioned accordingly.
	Clause 93 Fire Safety Considerations (Change of use of an existing building):	N/A
	Clause 94 Fire Safety Considerations (rebuilding/altering/enlarging/extending existing building(s):	Consent has been conditioned accordingly.
<b>S4.15(1)(a)(i) any environmental planning instrument:</b>	<p>SEPP's Applicable: Nil</p> <p>REP's Applicable:</p> <p><i>South East and Tablelands Regional Plan 2036 – Upper Lachlan</i></p> <p><b>Priorities</b></p> <ul style="list-style-type: none"> <li>• Protect and enhance the area's high environmental value lands, waterways and water catchments.</li> <li>• Protect important agricultural lands as resources for food security.</li> <li>• Protect the area's valued heritage assets.</li> </ul> <p><b>Economy and employment</b></p> <ul style="list-style-type: none"> <li>• Capitalise on the area's proximity to Canberra and Sydney to attract industry and investment, including using advances in technology to create smart work opportunities.</li> <li>• Promote the area as a destination and attract visitors from Canberra and Sydney.</li> <li>• Leverage the area's existing expertise in renewable energy to foster innovative economic</li> </ul>	



	<p>development opportunities.</p> <ul style="list-style-type: none"> <li>• Diversify the agriculture industry, including opportunities for value-added activities and access to national and international markets.</li> </ul> <p><b>Housing</b></p> <ul style="list-style-type: none"> <li>• Support the rural lifestyle and the unique cultural and historic heritage of the area's villages.</li> <li>• Support a variety of housing options and land developments to cater for an ageing population.</li> </ul>
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#### LEPs - Upper Lachlan Local Environmental Plan 2010:

The application has been considered with regard to the relevant provisions of the ULLEP 2010 including:

#### Clause 1.2 Aims of Plan

Council is satisfied that the project can be managed in a manner that is consistent with the aims and objectives of the LEP.

#### Clause 1.4 Definition

**pub** means licensed premises under the *Liquor Act 2007* the principal purpose of which is the retail sale of liquor for consumption on the premises, whether or not the premises include hotel or motel accommodation and whether or not food is sold or entertainment is provided on the premises.

#### Clause 2.3 Zone objectives and Land Use Table

Council is satisfied that the project is permitted with consent within the B2 Local Centre zone and that the proposal is consistent with the objectives of the zone by providing a range of retail, business, entertainment and community uses that serve the needs of people of live in, work in and visit the local area.

#### Clause 2.7 Demolition requires development consent

The proposal requires demolition works, and as such, Council is satisfied that the submitted Statement of Heritage Impact addresses the issue that "... the loss of some early building fabric is ameliorated by conservation works to the building and by the upgrading of the hotel's amenities, which are intended to ensure that the hotel will be able to maintain its historic use." This will be achieved by the imposition of appropriate mitigation conditions relating demolition works having been included in conditions of consent.

#### Clause 5.10 Heritage conservation

The applicant has provided a Statement of Heritage Impact which adequately addresses the existing heritage qualities and the proposed alterations and additions to the Commercial Hotel. The statement concludes that the proposed development is supported on heritage grounds for several reasons.

The Statement of Heritage Impact was referred to Council to Heritage Advisor for comment and comments are as follows;

13<sup>th</sup> September 2018  
Ms. Karinne Granger  
Tramex Development Control Planner – Environment and Planning  
Upper Lachlan Shire Council

Dear Karinne,

**Re: Development Application: 99/2018 - Lot 2 - DP 800629, 34 Goulburn Street, Crookwell, NSW.**

Further to preliminary comments provided to Council, and my letter to the Office of Environment and Heritage NSW, supporting the successful application for considerable heritage funding for this particular project, I have now considered, in detail, the documents provided to Council in support of the Development Application.

It is evident that the demolitions / additions proposed are consistent with acknowledged 'best practice' for heritage buildings undergoing restoration / refurbishment. As such, the proposed work would be sympathetic to the original fabric and architectural style of the building. Heritage listed item in the vicinity of the Commercial Hotel, including the Stephenson's Mill building (referred to in the documents as 'Bluestone House'), should be positively enhanced as a result of this project. With the proposed reconstruction of the balcony verandahs, the facade of the Hotel would present a vibrant historical presence to Goulburn and Roberts streets and set a benchmark for other commercial building restorations in Upper Lachlan Shire. The Statement of Heritage Impact prepared by Dr. Roy Lumby, Hanco Consulting, adequately addresses the required aspects relating to the existing heritage qualities and the proposed additions and alterations to the Commercial Hotel.

I recommend that Council positively consider this DA and should any additional advice or comments be required, I would be pleased to assist.

Yours sincerely,  
Jennifer

DR JENNIFER LAMBERT TRACEY  
BA (ANT), M APP SC (H), PhD (H), MHA  
ARCHAEOLOGIST, HISTORIAN & HERITAGE CONSULTANT  
HERITAGE ADVISOR - UPPER LACHLAN SHIRE, NSW  
MEMBER - PROFESSIONAL HISTORIANS ASSOCIATION (QUT) INC  
E-Mail: jtracey@bestofarchaeology.com.au  
Tel: 0419011566

#### Clause 6.2 Biodiversity

The development is considered satisfactory and has no impact on Clause 6.2.

**Clause 6.4 Water**

The development is considered satisfactory and has no impact on Clause 6.4.

**Clause 6.5 Earthworks**

The proposal is not anticipated to have a detrimental impact on environmental functions and processes, neighbouring uses, cultural or heritage items or features of the surrounding land subject to the imposition of appropriate mitigation conditions having been included in conditions of consent.

**Clause 6.9 Essential services**

Should existing underground services be located within the vicinity of proposed new structural supports for the verandah, the imposition of appropriate mitigation conditions having been included in conditions of consent.

**Schedule 5 Environmental heritage**

The land in question is identified in Schedule 5 of the Upper Lachlan Local Environmental Plan 2010:

Crookwell	Commercial Hotel	34 Goulburn Street	Lot 2, DP 800629	Local	146
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 Trainee Development Control Planner – Environment and Planning  
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 Jennifer

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 BA (ANU), M APP, SC, (UC), PHD (UC), MPHA  
 ARCHAEOLOGIST, HISTORIAN & HERITAGE CONSULTANT  
 HERITAGE ADVISOR - UPPER LACHLAN SHIRE, NSW  
 MEMBER - PROFESSIONAL HISTORIANS ASSOCIATION (P.H.A.) INC.  
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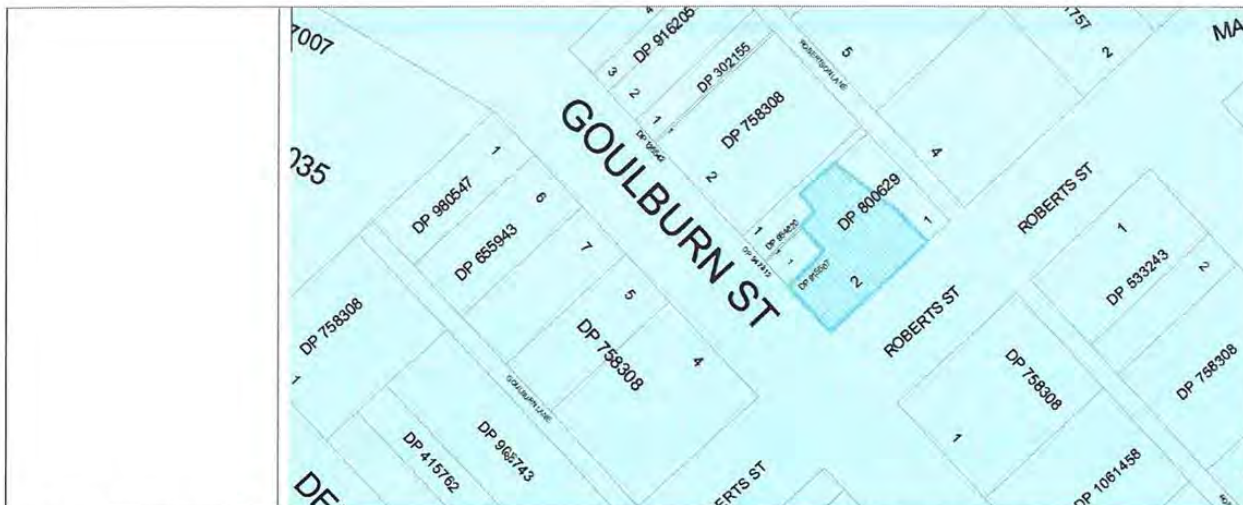
**Upper Lachlan Local Environmental Plan 2010:**

<b>ZONE:</b>	B2 Local Centre
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The map shows a section of Goulburn St and Roberts St. The green shaded area is located on the east side of Goulburn St, between Roberts St and the intersection with the street running diagonally from the top left to the bottom right. The green area is divided into two lots, 1 and 2, with DP numbers 800629 and 800630 respectively. Other lots shown include DP 916205, DP 302155, DP 758308, DP 880547, DP 655043, DP 758308, DP 962743, DP 415762, DP 533243, DP 758308, and DP 1061458. Lot numbers 1, 2, 3, 4, 5, 6, 7, and 8 are also visible.



	
Dwelling Permissibility: N/A	Objectives of the Zone: Satisfactory
Erection of Advertising Structure: No proposed signage has been applied for as part of the development application. Condition consent accordingly.	Development Near Boundary: Not applicable
Heritage Item: The existing building is of local Heritage significance. Referred to Heritage Advisor for comment and comments detailed in report.	BASIX: Not applicable
Proposed Water Supply: Existing, condition consent accordingly.	Proposed Sewer/Sewage: Existing, condition consent accordingly.
Proposed Power Supply: Existing, condition consent accordingly.	Proposed Stormwater: Existing, condition consent accordingly – Detailed stormwater plans to be submitted to Council for approval prior to the issue of a Construction Certificate.

**S4.15(1)(a)(ii) - Any proposed environmental planning instrument that has been subject to public consultation – (draft SEPPs/REPs/LEPs):**

Nil

**S4.15(1)(a)(iii) - Any planning agreement that has been entered into under section 7.4, or any draft planning agreement that a developer has offered to enter into under section 7.4:**

Nil

**S4.15(1)(a)(iii) - Any Development Control Plan (DCP) - Upper Lachlan Development Control Plan 2010:**

The application has been considered with regard to the following relevant provisions of the DCP including:

#### **4. General Development Controls**

##### **4.1 Matters for consideration**

The Proposal has been assessed and through the imposition of conditions reflects the objectives.

##### **4.3.2 Landscaping**

The proposed development includes new canopy trees and low level planting and grass to carreen parking areas and service areas. The DRAFT Upper Lachlan Streetscape Project has been considered and if endorsed, it will have a positive

impact on the proposed alterations and additions to the pub. The imposition of appropriate conditions ensures that walkways and entries are provided with lighting and limit intrusiveness to adjoining properties.

#### *4.3.3 Disability standards for access*

Disability access is proposed for all required areas including the bar, dining area, toilets, carpark, accommodation and outdoor dining areas, the submitted BCA Compliance Report is required to be assessed as part of a Construction Certificate application. Appropriate conditions regarding disability standards and access have been imposed.

#### *4.3.4 Crime Prevention through Environmental Design*

Through the imposition of appropriate conditions relating to security lighting and passive surveillance of areas the proposal will meet the objectives of crime prevention through environmental design.

#### *4.4 Heritage*

Statement of Heritage Impact Report has been provided and proposed has been referred to Council's Heritage Advisor for comments. Statement of Heritage Impact adequately addresses the existing heritage qualities and the proposed alterations and additions to the Commercial Hotel. The statement and Councils Heritage Advisor conclude that the proposed development is supported.

#### *4.5.2 Stormwater management*

To ensure the appropriate management of stormwater from the site is undertaken the imposition of a condition requiring a detailed stormwater drainage plans shall be submitted to Council for approval prior to the issue of a construction certificate.

#### *4.6.1 Vehicular access and parking*

Vehicular entry to the site is via Roberts Street as per existing provisions. It is proposed that the internal driveway will be entry only with the exit being via Robertson Lane. Four additional car parking spaces are provided on site with one being an accessible carpark and a further three spaces within the site which are not visible from Roberts Street. Unloading of deliveries has been accommodated by a service yard, allowing deliveries to be off street without impacting traffic or parking.

It is anticipated that the volume of traffic will remain unchanged.

#### *4.6.2 Roads and Traffic Authority (Roads and Maritime Services) controlled roads*

The proposed development was forwarded to Council's Traffic Committee Meeting and although Goulburn Street, Crookwell is a Roads and Maritime Services controlled road, the RMS advised that they maintain the central 7.2 metres of MR54 through Crookwell and anything outside of the 2 through lanes is the responsibility of Council which includes, the proposed wheel stops. Condition consent accordingly.

### **6. Commercial development**

#### **6.1 Commercial (B2 Local Centre and B4 Mixed Use Zones) – Crookwell**

##### Scale

The proposed development is consistent with the scale of the existing and surrounding buildings.

##### Built form edge

The proposed alterations and additions maintain the built edge of the Roberts Street streetscape.

##### Enhance

The proposed development enhances the character of its locality.

##### Access and carparking

Disabled car parking space is largely concealed from the street and an additional three car spaces are not visible from the street.

##### Street furniture

Not proposed

#### Elevation and material

The primary façade materials are rendered masonry, glass bricks and pre-finished perforated steel screens and are low maintenance materials, not highly reflective, and are complementary to the existing building.

#### Micro climate

The proposed new awning/verandah on the Roberts and Goulburn Streets facade will be re-instated.

#### Amenity

The proposal will have negligible impacts on the amenity or environmental quality.

#### Trade Waste

The proposal includes the construction of a grease trap to service the new commercial kitchen. Appropriate conditions have been imposed.

#### 6.2 Outdoor dining – footpath usage

No outdoor dining is proposed on footpath.

#### **S4.15 (1)(b)-Likely impacts of the development:**

CONTEXT & SETTING	Consistent with existing context and setting
ACCESS, TRANSPORT & TRAFFIC	Access to the building will be via Roberts Street and rear lane access via the right of carriageway to Robertson Laneway. Parking provided.
PUBLIC DOMAIN	Positive
LANDSCAPING / CLEARING	There is currently no vegetation on the property. Applicant proposes to landscape the rear of the property with canopy trees and low level planting and grass.
NOISE AND VIBRATION	The operational hours will be determined by the Independent Liquor and Gaming Authority – Liquor licence.
AIR QUALITY	Not relevant
WASTE	The disposal of waste is proposed to be managed by a private waste disposal company. All waste generated on site will be stored in the bin room, located with access to the loading area. Collection will take place twice a week and will be undertaken within the site, not visible from the street.
ENERGY	Not relevant
VIEWS	Consistent with existing
SAFETY, SECURITY & CRIME PREVENTION (NSW POLICE SERVICE CHECKLIST)	Application was referred to the NSW Police department and no comments were received. Hours of operation to be conditioned by Independent Liquor and Gaming Authority – Liquor licence, screening of outdoor terrace with plantings proposed. Recommended condition of consent requiring lighting.
SOCIAL IMPACT IN THE LOCALITY	Positive impact on the community and visitors
ECONOMIC IMPACT IN THE LOCALITY	Positive economic impact providing accommodation, restaurant facilities and employment.
SITE DESIGN & INTERNAL DESIGN	Satisfactory
FLORA & FAUNA	Not applicable
NATURAL HAZARDS	Not applicable
TECHNOLOGICAL HAZARDS	Not applicable
CONSTRUCTION	Satisfactory provided conditions of consent are complied with.

#### **S4.15 (1)(c) - The suitability of the site for the development**

☐ Does the proposal fit the locality: Yes



☐ Are the site attributes conducive to development: Yes

**S4.15 (1)(e) -The public interest**

Provided recommended conditions of consent are complied with, granting of consent to the proposal is not considered contrary to the public interest.

***S7.11 Contribution towards provision or improvement of amenities or services***

**Adopted S94 Contribution Plan**

Although the total ground floor area increases slightly, Section 7.11 Contributions are considered negligible due to the proposed additions containing storage area, sanitary facilities of which are exempt from calculations of the S94 Contributions Plan.

**S64 Contributions**

Not Applicable

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**Assessment Summary:**

The proposed development is for the purpose of demolition, alterations, additions and the carrying out of works for the purpose of a pub.

The application has been assessed in accordance with relevant plans and policies and development is recommended for approval subject to conditions.

**Recommendation:**

- ☐ Development Application 99/2018 be approved subject to conditions in accordance with the EP&A Act and regulations and Council practices.

Signature: \_\_\_\_\_

Date: 5 December 2018

Mrs Karinne Granger

Development Control Planner

Peer Reviewed by Mrs Tina Dodson – Director of Environment and Planning

**PART 1 - GENERAL CONDITIONS**

The following conditions have been applied to ensure that the use of the land and /or the building is carried out in such a manner that it is consistent with the aims and objectives of the planning instrument affecting the land.

For the purpose of these conditions, the term 'applicant' means any person who has the authority to act on the development consent.

- (1) Except where otherwise permitted or required by conditions of development consent, the development shall be carried out generally in accordance with the information submitted in support of the development application and the stamped approved development drawings including any notations or amendments marked by Council in red.

Plan Details	Drawing Number	Dated	Prepared by
Cover Sheet	18140 - DA 01 (Rev3)	31/08/2018	Source Architects
Site/Roof Plan	18140 - DA 02 (Rev3)	31/08/2018	Source Architects
Ground Floor Plan	18140 - DA 03 (Rev5)	31/08/2018	Source Architects
First Floor Plan	18140 - DA 04 (Rev4)	31/08/2018	Source Architects
Elevations	18140 - DA 05 (Rev3)	31/08/2018	Source Architects
Section	18140 - DA 06 (Rev3)	31/08/2018	Source Architects
Landscape	18140 - DA 07 (Rev2)	31/08/2018	Source Architects
Statement of Environmental Effects	18150	Undated	Source Architects

- (2) All building work must be carried out in accordance with the provisions of the Building Code of Australia. A reference to the Building Code of Australia is a reference to that code as in force on the date the application for the relevant construction certificate is made.
- (3) This approval does not necessarily protect or guarantee against a possible claim of discrimination (intentional or unintentional) under the Disability Discrimination Act 1992, and the applicant/owner is therefore advised to investigate their liability under this Act.  
Note: Disability (Access to Premises - Buildings) Standards 2010 - As of 1 May 2011, if access is provided to the extent covered by this Standard, then such access cannot be viewed as unlawful under the Disability Discrimination Act 1992.
- (4) The construction and operation of the food premises shall comply with all applicable legislation/regulation and standards, including:
- The Food Act 2003
  - Food Regulation 2015
  - Food Standards Australia and New Zealand - Food Standards Code
  - Relevant Australian Standards for Design, Construction and Fit out of Food Premises AS4674-2004
  - Mechanical ventilation - Australian Standard 1668.2-2002



- (5) As Council is the authority responsible for water & sewerage, **48 hours notice** must be given to Council to permit inspection of:-
- a. Internal drainage, and
  - b. Hot & cold water; and
  - c. External drainage.

Bookings for inspections should be made through the Crookwell Office on 4830 1000.

*ADVISING - Any re-inspection or additional inspection will incur a fee in accordance with the current Management Plan for Upper Lachlan Shire Council. This fee must be paid prior to the release of the Occupation Certificate.*

- (6) This Development Consent does not constitute approval to carry out construction work. Construction work may only commence upon the issue of a Construction Certificate, appointment of a Principal Certifying Authority (PCA), and lodgement of Notice of Commencement.
- (7) Requirements of the approved Waste Management Plan shall be complied with during site preparation and throughout demolition and construction. Waste management and its storage must not pose a threat to public health or the environment.
- (8) The development consent does not permit erection or display of any signage not identified by an environmental planning instrument as exempt development or development permitted without development consent.
- (9) The development shall be conducted in a manner to ensure that the environment and amenity in the locality are not adversely affected, disturbed or disrupted, including by way of dust emissions, excessive noise and the like.
- (10) Adequate security lighting shall be provided to the site in accordance with the relevant Australian Standard and to not cause a nuisance to adjoining neighbouring properties.
- (11) Should existing underground services be located within the vicinity of proposed new structural supports for the verandah, the applicant will at their own cost, divert or relocate these services to the satisfaction of the relevant service authority.
- (12) Any proposed works that is to be carried out in the road reserve, shall obtain a Section 138 approval under the Roads Act 1993 from Council.
- (13) The verandah and posts must;
- Not restrict pedestrian access
  - Lighting design and construction underneath the verandah shall comply with AS1158.3.1 – 2005
  - Verandah posts must not affect any existing kerb ramps, and if need be, be relocated at no cost to Council.

## **PART 2 - PRIOR TO THE ISSUE OF A CONSTRUCTION CERTIFICATE**

**The following conditions of consent must be complied with prior to the issue of a construction certificate by the principal certifying authority. All necessary information to comply with the**

**following conditions of consent must be submitted with the application for a construction certificate.**

- (14) Council considers pursuant to clause 94 of the Regulation that it is appropriate to require the existing building to be upgraded to partial conformity with the Building Code of Australia (BCA).

The Construction Certificate plans and specification required to be submitted to the Certifying Authority pursuant to clause 139 of the Regulation must detail building upgrade works required by this condition.

The Certifying Authority must be satisfied that such work, to be implemented as part of the development, will upgrade the existing building to bring it into compliance with the following provisions of the BCA in force at the date of issue of the Construction Certificate:

- a. Fire resistance and stability - Part C1;
- b. Compartmentation and separation - Part C2;
- c. Protection of openings - Part C3;
- d. Provision for escape (access and egress) - Part D1;
- e. Construction of exits - Part D2;
- f. Fire fighting equipment - Part E1;
- g. Smoke hazard management - Part E2;
- h. Emergency lighting, exit signs and warning systems - Part E4;

**Note:** *The Certifying Authority issuing the Construction Certificate has no power to remove the requirement to upgrade the existing building as required by this condition. Where this condition specifies compliance with performance requirements of the BCA, the Certifying Authority (subject to their level of accreditation) may be satisfied as to such matters. Where this condition specifies compliance it cannot be varied unless this condition is reviewed under sections 8.2, 8.3, 8.4 & 8.5 or amended under section 4.55 of the Act.*

*(Reason: Fire Safety)*

- (15) Access for people with disabilities must be provided in accordance with the requirements of the Building Code of Australia, relevant Australian Standards and with regard to the Disability Discrimination Act 1992.

Prior to the issue of a Construction Certificate, the plans shall demonstrate compliance.

Note: Disability (Access to Premises - Buildings) Standards 2010 - As of 1 May 2011, if access is provided to the extent covered by this Standard, then such access cannot be viewed as unlawful under the Disability Discrimination Act 1992.

- (16) The premises is to be designed, constructed and operated in accordance with the Food Act 2003, Food Regulation 2015, Australia & New Zealand Food Standards Code and Australian Standard AS 4674-2004, Design, construction and fit-out of food premises.

Details of compliance are to be included in the documentation for the Construction Certificate to the satisfaction of the certifying authority.

- (17) Liquid trade waste is to be disposed of in accordance with the requirements of the 'Liquid Trade Waste Management Guidelines'. Prior to the issue of the construction certificate an Application under Section 68 of the Local Government Act shall be submitted to Council for Assessment and determination in regards to the sizing & placement of the proposed Grease trap.

*ADVISING – A minimum 1100L grease trap shall be located on the site. The grease trap shall be located external to the building.*

- (18) Prior to the issue of a Construction Certificate, detailed stormwater drainage plans shall be submitted to Council for approval.

#### **FOOD PREMISES CONDITIONS**

**The following conditions are applied to ensure compliance with the Food Act 2003 and to ensure public health and safety.**

- (19) Food safety practices and operation of the food premises must be in accordance with the *Food Act 2003, Food Regulation 2015, Food Standards Code* and Food Safety Standards at all times, including the requirements and provisions relating to:
- Food handling – skills, knowledge and controls.
  - Health and hygiene requirements.
  - Requirements for food handlers and businesses.
  - Cleaning, sanitising and maintenance.
  - Design and construction of food premises, fixtures, fitting and equipment.

A failure to comply with the relevant food safety requirements is an offence and may result in legal proceedings, service of notices and/or the issuing of on-the-spot penalty infringement notices.

- (20) The Proprietor of the food business and all staff carrying out food handling and food storage activities must have appropriate skills and knowledge in food safety and food hygiene matters, as required by the Food Safety Standards.
- (21) Adequate provisions are to be made within the premises for the storage, collection and disposal of trade/commercial waste and recyclable materials, to the satisfaction of Council.

#### **PART 3 - PRIOR TO COMMENCEMENT OF WORK**

**The following conditions of consent have been imposed to ensure that the administration and amenities relating to the proposed development comply with all relevant requirements. These conditions are to be complied with prior to the commencement of any work on site.**

- (22) Prior to commencing any building work, the following provisions of the Environmental Planning and Assessment Act 1979 (the 'Act') shall be complied with:
- (a) A Construction Certificate shall be obtained in accordance with Section 81A (2) (a) of the Act.
  - (b) A Principal Certifying Authority shall be appointed and Council is to be notified of the appointment in accordance with Section 81A (2) (b) and (b1) of the Act.
  - (c) Council shall be notified in writing, at least two days prior to the intention of commencing building work, in accordance with Section 81A (2) (c) of the Act.
- (23) A sign shall be erected on the development site, which shows the builders name and contact details, the details of the PCA and must include the words *"Unauthorised entry to the work site is prohibited"*. The sign shall be maintained while the building work, subdivision work or demolition work is being carried out, but shall be removed when the work has been completed.

- (24) Provision shall be made for temporary toilet accommodation on-site prior to the commencement of building works.
- (25) Run-off and erosion controls shall be implemented to prevent soil erosion, water pollution or the discharge of loose sediment on surrounding land as follows:
- Divert uncontaminated run-off around cleared or disturbed areas, and
  - Erect a silt fence to prevent debris escaping into drainage systems and waterways, and
  - Prevent tracking of sediment by vehicles onto roads, and
  - Stockpile topsoil, excavated material, construction and landscaping supplies and debris within the site.
- The controls shall remain in place until all disturbed ground surfaces are rehabilitated/vegetated and stabilised to prevent erosion or sediment loss.

#### **PART 4 - DURING CONSTRUCTION**

**The following conditions of consent have been imposed to ensure that the administration and amenities relating to the proposed development comply with all relevant requirements. These conditions are to be complied with during the construction of the development on site.**

- (26) That all construction work shall be carried out only between the hours of 7.00 a.m. and 6.00 p.m. Mondays to Fridays inclusive and on Saturdays between 7.00 a.m. and 1.00 p.m. if inaudible on residential premises, otherwise 8.00 a.m. to 1.00 p.m.

No construction work shall place on Sundays or Public holidays. A written application shall be made to Council if a variation of these hours is required. The application shall indicate the reasons for the variation. The Council shall, if it so desires, grant any variation in writing.

- (27) All work is to be undertaken in accordance with the documentation required and approved under this Consent.
- (28) All plumbing and drainage work must be completed and certified by a licensed plumber to be in accordance with the National Construction Code Series – Plumbing Code of Australia. The following documentation shall be submitted to Council prior to the issue of the Occupation Certificate:
- a. Notice of Work;
  - b. An accurately drawn sewer diagram;
  - c. Certificate of Compliance for Plumbing & Drainage Work.
- (29) Building material must not be deposited on Council roads, gutters and or footpaths, unless existing damage to infrastructure is notified in writing prior to commencement, the builder or land owner will be liable for the cost of repairs.
- (30) Roofwater must be discharged to the street gutter or stormwater system.

#### **PART 5 – DURING DEMOLITION**

**The following conditions of consent have been imposed to ensure that the demolition relating to the proposed development comply with all relevant requirements. These conditions are to be complied with during the demolition work occurring on site.**

- (31) Demolition works shall be carried out in accordance with the following:

- a. Prior to commencement of any works on the land, the demolition Contractor(s) license details must be provided to Council.
- b. The handling or removal of any asbestos product from the building/ site must be carried out in accordance with *Work Cover* provisions. A person/ contractor licensed for asbestos removal must carry out all work and a copy of their license shall be submitted to Council.
- c. An appropriate fence preventing public access to the lot site shall be erected for the duration of demolition works.
- d. Copies of the demolisher's current public liability/risk insurance policy indicating a minimum cover of \$10,000,000.00.
- e. Demolition works involving the removal and disposal of asbestos cement must only be undertaken by contractors who hold a current WorkCover - Demolition License and a current WorkCover - Class 2 (Restricted) Asbestos Licence.
- f. All demolition work shall comply with the *Australian Standard AS2601-2001 – The Demolition of Structures*.

- **ADVISING**

- All demolition work shall comply with the *Australian Standard AS2601-2001 – The Demolition of Structures*.
- Security fencing such as hoardings shall be provided around the perimeter of the demolition site prior to work commencing to prevent access by unauthorized persons at all times during the demolition period.
- Demolition must not be conducted in high winds to ensure dust does not spread beyond the site boundaries.
- All lead contaminated materials identified in the building must be handled and disposed of in accordance with the NSW Environment Protection Authority's requirements.
- Dust controls must be implemented on site prior to and during demolition.
- Should any asbestos be identified in the building, it must be removed and disposed of in accordance with the requirements of WorkCover Authority.
- All trucks/trailers entering or leaving the site must have their loads adequately covered. A sign indicating this must be placed at the entry to and exit from the site.
- Temporary toilet facilities must be provided on the site until all demolition work is completed.
- Demolition work on site must only occur between the following hours:

Monday to Friday	7.00am to 6.00pm
Saturday	8.00am to 1.00pm
Sunday & Public Holidays	No Work

These time restrictions are determined by the EPA and are designed to ensure that neighbouring property occupants are not unduly affected by noise.

- Sound pressure levels measured as LA10 15 minutes emanating from the site must not exceed the background levels at the nearest affected residence by the following criteria for the time interval specified:

20dB(A) (Demolition) period up to 4 weeks
10dB(A) (Demolition) period greater than 4 weeks and not exceeding 26 weeks
5dB(A) (Demolition) period exceeding 26 weeks

These are levels determined by the EPA and are designed to ensure that neighbouring property occupants are not unduly affected by noise.



#### **PART 6 - PRIOR TO ISSUE OF THE OCCUPATION CERTIFICATE**

**The following conditions of consent must be complied with prior to the issue of an occupation certificate by the principal certifying authority. All necessary information to comply with the following conditions of consent must be submitted with the application for an occupation certificate.**

- (32) A person must not commence occupation or use (*or change of use where an existing building*) of the whole or any part of a building (within the meaning of section 6.9 of the *Act*) unless an Occupation Certificate has been issued in relation to the building or part. The Principal Certifying Authority is required to be satisfied, amongst other things, that:
- a. All required inspections (including each applicable mandatory critical stage inspection) have been carried out; and
  - b. Any preconditions to the issue of the certificate required by a development consent have been met.
- (33) Upon completion of the work and prior to the issuing of an Occupation Certificate, the premises must be inspected by Council's Environmental Health Officer to ascertain compliance with relevant Food Safety Standards and the written approval of Council (being the relevant Food Authority for this food business) must be obtained prior to the operation of the food business.
- (34) Prior to an Occupation Certificate being issued, Council's Environmental & Planning Department must be notified that the premises is being used for the preparation, manufacture or storage of food for sale so that the premises can be registered on Council's food premises database.
- (35) A final Fire Safety Certificate shall be obtained in accordance with Part 9, Division 4 of the Environmental Planning and Assessment (Amendment) Regulation 2000, prior to the issue of the Final Occupation Certificate for the building.  
A copy of the Fire Safety Certificate and fire safety schedule shall be:-
- a. Forwarded to Upper Lachlan Shire Council;
  - b. Forwarded to the Commissioner of the New South Wales Fire Brigade; and
  - c. Prominently displayed in the building.
- (36) The Right of Carriageway shall be constructed with a 4.0 metre wide bitumen pavement and compacted thickness 150 mm thick with drainage structures designed in accordance with AUSTROADS specifications.
- (37) The wheel stops and proposed line marking shall be constructed in accordance with AS2890.5 – 1999 for on street parking and at no cost to Council.

*ADVISING – Wheel stops shall be setback a minimum of 900mm from the kerb face as per AS2890.5-1999*

#### **ON-GOING CONDITIONS**

- (38) Pursuant to Part 9, Division 5 of the Environmental Planning and Assessment Regulation (as amended) the owner of the building shall furnish Council with an Annual Fire Safety Statement from a competent person so as to certify the essential fire safety measures in the building.

The Annual Fire Safety Statement shall be within 12 months of the issue of the fire safety certificate, and then on an annual basis.

A copy of the Fire Safety Statement obtained and Fire Safety Schedule shall also be:-

- a. Forwarded to the Commissioner of the New South Wales Fire Brigade; and
- b. Prominently displayed in the building.

**AGENCY CONDITIONS**

nil

**ADDITIONAL NOTES/REQUIREMENTS AS YOUR PRINCIPAL CERTIFYING AUTHORITY (PCA)**

nil

I have studied the the DA 99/2018 proposed restorations and additions of the Commercial Hotel, Goulburn St and have the following comments.

The proposed exterior restorations of the Commercial Hotel fronting Goulburn St and the side of the building fronting Roberts Street are very pleasing and show the attention to detail and the will to restore this lovely old hotel to all of its original beauty and functionality.

The new extension at the rear of the original building with it's height and scale and ultra-modern appearance and with it's placement between the original heritage hotel, and the heritage Stephenson's Mill leaves me with concerns as follows.

- The heritage of this town and the heritage of the old buildings in the block where the hotel is situated, or those in Goulburn St nearby, are very important to this town. There is not only the two heritage buildings already noted but the old Spud Murphy's Inn (previously known as Mill Inn), A service station previously a blacksmith's and old workers cottages also within the vicinity.
- This modern two storey extension shows a wall of concrete painted white situated on the footpath to the rear of the hotel property.
- Point 5.10 (a) of the DA regulations state that the extension should be '*Sympathetic additions*' to a heritage building. **This extension is not a 'Sympathetic Addition'** to the heritage hotel. I acknowledge that the brick wall is designed to be a screen to the proposed parking and is designed to be in keeping with the brick facade of the old hotel, however it appears to be just a flat surface with none of the articulation of windows, parapets etc of the old portion of the building. It is not sympathetic to the heritage significance of the old hotel nor Stephenson's Mill but could be possibly redesigned to be less solid and to allow for views along Roberts Street to the Mill. The paint colour could also be reconsidered to be the same colour as the heritage hotel which would help to overcome the starkness of the very plain wall.
- Point 5.10 (b) of the DA regulations states '...to conserve the heritage significance with regard to *Settings and Views*. At present a view of old Stephenson's Mill is clearly seen from the corner of Goulburn St and Roberts St. With the proposed extension it is not possible to see a view of the heritage mill until a person walks along Roberts st to the north where the line of sight to the mill is restored. The preservation of the line of sight of the heritage mill is worth considering as a means of complying with Point 5.10 (b).
- The preservation of our heritage buildings and the settings in which they sit needs to be a priority of Council and the townspeople of this heritage town.



.../2

### Further matters

- **Previously used drive through bottle shop.** The demolition of the drive through bottleshop awning is a very positive feature of this DA, also the demolition of the garages and them being replaced with the driveway is a very positive aspect for my property as the outside seating is set away from my boundary and screened with planting and a timber screen. It would allow guests and diners to observe the lovely old stone work of the mill and to gain an appreciation of the history clearly seen in front of them.
- It would also allow daylight and air to come into the mill, ground floor, with the reinstating of the windows and doorway previously bricked up by the construction of the garages. This is very important for the future use of the ground floor of the mill.
- **Proposed driveway.** The driveway shown on this DA flows from the street entrance on Roberts street to the rear of the Hotel. One of the boundaries is the wall of Stephenson's Mill constructed of basalt stone with lime mortar. Storm water from the drive way could compromise the integrity of the stone wall and water could enter the building in the ground floor as the true floor level lies below the level of the driveway. I request that a **storm water plan** be submitted to Council for consideration of how the integrity of the stone wall of the mill can be preserved. Historically the water from the old drive way at the rear of the hotel entered the ground floor of the mill and a drain was made and stone removed from the north facing wall to allow for the water to pass to Robertson Lane. Could Council please request a **Storm Water Plan** be submitted to address this concern.
- **Rear lane access** for vehicles exiting the hotel property adjacent to the rear of my property. As no survey of the Hotel property has been submitted to Council, it appears that it is proposed that vehicles up to 8 m in length traverse the rear lane. My property extends into the lane approximately 2.5 meters from the rear stone wall. This proposed exit for vehicles would cross my boundary. I suggest that Council **request a survey** be undertaken to show the exact boundaries concerned. There are no documents at Council re 'right of way' or 'easement' previously registered.

### In conclusion

The proposed exterior restorations of the Commercial Hotel fronting Goulburn and the beginning of Roberts street are highly commendable.

I have very real concerns of the proposed extension in Roberts street as it does not respect heritage concerns as being a 'sympathetic addition' required for a DA to be approved.

I have concerns of the loss of 'Settings and Views' of Stephenson's Mill from the corner of Goulburn Street and Roberts Street.

A survey of the property is necessary to establish clear definition of boundaries and access to rear lane.

.../3

I request Council to ensure that a storm water plan is submitted prior to any decision made of the merits of the DA to protect the integrity of the boundary wall of Stephenson's Mill.

I would urge Councillors to make an inspection of the site and to gain personal insight of the proposed extension in Roberts street, and the rear lane access, as a adjunct to any decision on the merits or otherwise of this DA.

Yours

A handwritten signature in black ink, appearing to read 'S. Hutton'.

Susanne Hutton  
19 Roberts St  
Crookwell NSW 2583

27<sup>th</sup> September 2018



To General Manager  
Upper Lachlan Shire Council

BARRY MURPHY  
12 E AUBURN ST  
2-16-2018

UPPER LACHLAN SHIRE COUNCIL  
CROOKWELL OFFICE

DEV 99/2018

02 OCT 2018

Dear John,

Re Development Application 99/2018

I want to convey my thoughts on the Development.

POINT 5.10.A. I do not believe the addition on the East end of the extension is not a sympathetic addition to the heritage Hotel. I do not have time to give all my reasons for this & so I do not believe it is suitable for this valuable historic Parade.

I believe the land given to consider all the other matters and would ask for an extension for further consideration.

I fully support the Verandahs being restored and applaud the development overall.

Regards

Barry Murphy  
12/10/18 Sandburn SC  
B/M



ABN 61 011 241 552

## Upper Lachlan Shire Council

All correspondence addressed to the General Manager, PO Box 42, GUNNING NSW 2581

**Crookwell Office:** 44 Spring Street, Crookwell NSW 2583

p: 02 4830 1000 | f: 02 4832 2066 | e: council@upperlachlan.nsw.gov.au | www.upperlachlan.nsw.gov.au

**Gunning Office:** 123 Yass Street, Gunning NSW 2581

p: 02 4845 4100 | f: 02 4845 1426 | e: council@upperlachlan.nsw.gov.au

**Taralga Office:** Taralga Community Service Centre, Orchard Street, Taralga NSW 2580

p: 02 4840 2099 | f: 4840 2296 | e: taralgacsc@upperlachlan.nsw.gov.au

Environment and Planning Department

Reference: Development Application No. 99/2018

17 September 2018

Mr B A & Mrs D Murphy  
12 Goulburn Street  
CROOKWELL NSW 2583

Dear Sir/Madam

Council has received the following development application relating to land located near your property.

<b>Development application no:</b>	<b>99/2018</b>
<b>Property:</b>	<b>Lot 2 DP 800629 - 34 Goulburn Street Crookwell</b>
<b>Applicant's Name:</b>	<b>Crookwell Hotel Pty Limited</b>
<b>Proposed Development:</b>	<b>Demolition, alterations, additions and the carrying out of works for the purpose of a pub</b>
<b>Notification Period:</b>	<b>Tuesday 18 September 2018 - Tuesday 2 October 2018</b>

The application for development consent and accompanying documentation will be available for inspection at Council's Crookwell office between 9:00am and 4:00pm Monday-Friday, and on Council's website, throughout the notification period. During that period, any person may make a written submission in relation to the development application to Council. A submission by way of objection must set out the grounds of the objection.

Any submission made in regard to the development application may be accessed by third parties under the Government Information (Public Access) Act 2009 and/or Council policy, and may be publicly reproduced in Council reports or in Court proceedings.

Under the Environmental Planning Assessment Act, a person who makes a *public submission* to council in relation to a development application is required to disclose any reportable political donations and/or gifts (if any) made by the person making the submission, or any associate of that person, within the period commencing two years before the submission is made and ending when the application is determined. A notice about this matter and the Disclosure Form that is to be included with any submission are available on the Council's website at [www.upperlachlan.local-e.nsw.gov.au](http://www.upperlachlan.local-e.nsw.gov.au).

Thank you for your participation in this process. For any further enquiries regarding this application please contact Council's Environment and Planning Department during office hours on 02 4830 1000 or via Council's email [council@upperlachlan.nsw.gov.au](mailto:council@upperlachlan.nsw.gov.au).

Yours faithfully,

For

John Bell

General Manager

Upper Lachlan Shire Council



P.O. BOX 57

CROOKWELL 2583.

2.10.18.

Mr. John Bell,

General Manager, Upper Lachlan Shire Council,

44 Spring St.,

CROOKWELL 2583.

UPPER LACHLAN SHIRE COUNCIL
CROOKWELL OFFICE
02 OCT 2018
File No:

Dear Sir,

We have viewed the plans to refurbish and add to the Commercial Hotel in Crookwell.

The restoration of the verandah is a great suggestion, providing that Council is agreeable to verandah posts being installed on the Roberts street portion.

The proposed brick wall in Roberts Street would be a disgraceful disfigurement of the area.

Surely the Architect had some better suggestion than that!!

A screen of evergreen shrubs restricted to 2 metres would be an improvement on a plain brick wall.

We suggest Council returns the plans to the Architect for further consideration.

Yours Faithfully,

*Leon A Willis.*

*Mary Willis*

Leon & Mary Willis.



42 Marsden St

Crookwell 2583

1<sup>st</sup> October 2018

General Manager

Mr John Bell

Upper Lachlan Shire Council

Dear Mr Bell

I am writing to show my concern over the proposed development application 800629, 34 Goulburn St Crookwell.

While I am in favour of the development of this site, I do question the suitability of structure that is planned to be built at the north end of the main building. It appears to be a solid brick wall that will conceal parking spaces. This structure does not appear to be a sympathetic addition or in keeping with the heritage value of the hotel. I ask that you consider this matter in your decision making process.

As a small business owner and operator in Crookwell I applaud the developer for taking on such a massive project and know that Crookwell can only benefit from his investment, but I would hate to see that a small matter of a brick wall becomes a major eyesore in the streetscape.

Yours sincerely

Christine Seaman

Arcadia Crookwell



J: 18140  
R: DA99-2018 Response to  
Submissions 181025

25 October 2018

The General Manager  
Upper Lachlan Shire Council  
123 Yass Street  
Gunning, NSW 2581

**SUBJECT:** DA99/2018 – Applicant Response to Submissions

**JOB NO:** 18140

Dear Sir,

We write to provide responses to the submissions received regarding the proposed redevelopment of the Commercial Hotel (Lot 2, DP800629) being DA99/2018. Contained within the 4 submission received are a number of common points which are addressed as follow:

**Preservation of Heritage in Crookwell**

The applicant and their consultants hold the preservation of the Commercial Hotel at the core of the decision-making surround the proposed redevelopment. The Commercial Hotel has been left neglected for a number of years and much of it is in a dilapidated state and in need of significant remediation. The proposal seeks to restore and renew the historic building which will be undertaken at significant expense to the new owner, Mr Peter Griffiths. On top of the remediation and restoration of the existing building, it is proposed to re-instate the former 2 level verandah which will be a significant contribution to the Heritage and streetscape quality of Crookwell.

**Contemporary Addition on Roberts Street**

It is noted that a number of the submissions have criticized the proposed addition on Roberts Street as being unsympathetic, as it is modern in appearance.

The Australia ICOMOS Burra Charter, 2013 under which the Statement of Heritage Impact (SoHI) has been prepared, recommends that new work should be readily identifiable as such, and must respect and have minimal impact on the cultural significance of the place.

The proposed additions have been assessed as part of the Statement of Heritage Impact and the Heritage Consultant has found that: *"The additions at the rear of the building, particularly on Roberts Street, are simple in form, massing and finish so that the character of the existing building is maintained, and the additions do not detract from its significant architectural qualities"*

It is further noted that: *"The proposed alterations and additions are sympathetic to the heritage item because of their architectural design, which is contemporary in character. Their restrained detailing and selection of finishes and colours complements the existing building"*

It is noted that the proposed new element fronting Roberts Street has been designed with reference to the existing façade and picks up base and parapet datum lines to establish the building form and uses the rendered masonry finish seen on the original section of the hotel. These design decisions were taken to ensure that the new addition referenced the existing in a restrained contemporary manner but was subservient to the original. It is further noted that the new façade section employs 4 different materials in different planes, with the base referencing the adjacent existing base, the rendered masonry wall speaking to the adjacent rendered masonry wall, a vertical band of glass bricks (the same size and



proportion as a traditional brick) providing relief in the façade and clear separation between old and new, and a series of light perforated sculptural screens enclosing the upper level. This composition provides visual interest, light and shade and is viewed as appropriate. Please note that it is proposed that the rendered masonry wall will be painted in the same colour as the main section of the building.

#### Settings and Views of Stephenson Mill

A submission raises the concern that the proposed addition will block the view of Stephenson's Mill from the corner of Goulburn and Roberts Street. A portion of the southern façade of Stephenson's Mill is currently visible from the south east corner of Roberts and Goulburn Streets only. This view is under the existing Bottle Shop Awning with a small portion of the Mills roof visible above the awning. To obtain an unobstructed view of the South Façade of the Mill, one needs to walk down Roberts Street some distance.

This view was considered in the design of the proposed additions and played a part in informing the decision to have the ground level wall setback further from the boundary than the upper level wall. This setback allows a view of Stephenson's Mill for pedestrians and vehicles earlier than would have been achieved if the addition extended to the shared boundary as is permissible. Providing good separation between the proposed additions was of high importance in the proposal with the SoHI noting that: *"Although the envelope of the Commercial Hotel will be enlarged along Roberts Street, the open space between it and the Mill will ensure that the visual integrity of the Mill as a free-standing building is retained"*

Further, with the removal of the brick garages abutting the Mill, the SoHI notes that: *"Although part of the proposed development brings the hotel closer to the Mill, this is offset by the additional open space adjacent to it (Through removal of the garages). There is ample curtilage around the Mill to retain its heritage significance"*

We note that Stephenson's Mill is setback more than 16m from the Roberts Street Boundary and the front setback was until recently home to a number of large trees. Whilst the existing view was a pleasing (albeit obscured) incidental view of the Mill, it is suggested that the view from the corner is not a primary view which should limit the sensible development of the Commercial Hotel Site.

It is noted that boundary landscape screening is proposed as part of the development which will in time further restrict the view of the Mill from being viewed from Roberts Street. This screening has been proposed for the benefit of the residents of Stephenson's Mill. The applicant would be happy to discuss a cap on the height of this landscape screening.

#### Proposed Driveway

We note and appreciate the concern regarding water on the proposed driveway having the potential to damage, or to enter the basalt stone walls of the Mill. The applicant does not wish to do any damage to the Mill and will of course comply with conditions of consent that seek to effectively manage any water wholly on the Commercial Hotel site. The driveway and associated Stormwater system will be designed to inhibit water flowing towards the Mill and the stormwater system suitable sized to comply with the relevant Council Codes.

The applicant offers to work with Council and the owner of the Mill to ensure that any stormwater is effectively managed to the satisfaction of all parties.



**Rear Lane Access**

It is noted that only small vehicles (cars and small delivery vehicles) will be accessing the driveway and exiting to Robertson lane. Certainly, it is not proposed for vehicles of 8m in length will use the driveway.

Regarding the right of way to exit from the Commercial Hotel site to Robertson Lane, to clarify the situation we have attached advice from the applicants Solicitor along with plans showing the right of way that the Commercial Hotel enjoys to Robertson Lane.

As has been the case during the initial design stages of this proposal, we are happy to work with the Council to resolve any matters of concern that the Council or neighboring property owners hold. The applicant seeks to do the right thing by the site, the neighbors and Crookwell more broadly and would welcome the opportunity to discuss the matters further to seek a resolution that is in the interests of all parties.

Please contact the undersigned if any additional information is required

Kind Regards,

A handwritten signature in black ink, appearing to read 'David Sutherland', written over a horizontal line.

SOURCE ARCHITECTS PTY LTD

**David Sutherland**  
Director

B.SC (Arch) B.Arch (Hons 1, University Medal)  
NSW Architects Registration No. 7572  
NSW Nominated Architect

**From:** Stephanie Mayhew [mailto:s.mayhew@jdklegal.com.au] **On Behalf Of** John Miller  
**Sent:** Wednesday, 25 July 2018 11:50 AM  
**To:** Peter Griffiths  
**Subject:** 34 Goulburn Street, Crookwell

Dear Peter

I **attach** the two plans which I referred to during our telephone conversation on Tuesday. The first plan shows all of your site (Lot 2). It shows that there is a property next door which runs from Goulburn Street through to Robertson Lane with a handle at the rear running down beside your property and the rear property fronting Robertson Lane (Lot 1).

This plan was prepared in 1989.

Since then there has been a subdivision of the service station site so that it is the left hand side of the site, looking at the plan, which runs all the way through to Robertson Lane. That lot which is now Lot 1 is the lot which is shown on the second plan which was prepared in 2003. It was prepared to record in favour of the hotel that it has the right of way (proposed by the plan) over the area marked "Extent of proposed right of carriageway" I have hatched it on the plan so that it is very easy to identify.

So that it is clear, this handlebar area is part of Lot 1 but you have the right to come and go over it. The owner of the hotel paid \$11,000 plus GST for it in 2003.

The property at the rear (Lot 1 DP800629) . . . . . has no right to use that area.

How in all of this that right of way helped operate a bottle shop, I cannot see.

Kind regards

**John Miller**

-----  
**JDK Legal**

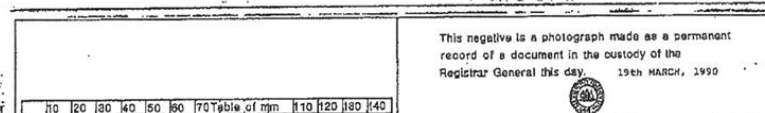
A: Level 5, 1 Castlereagh Street, Sydney NSW 2000 | GPO Box 3758, Sydney NSW 2001

P: 02 9236 8522 | F: 02 9236 8599 | E : [j.miller@jdklegal.com.au](mailto:j.miller@jdklegal.com.au)

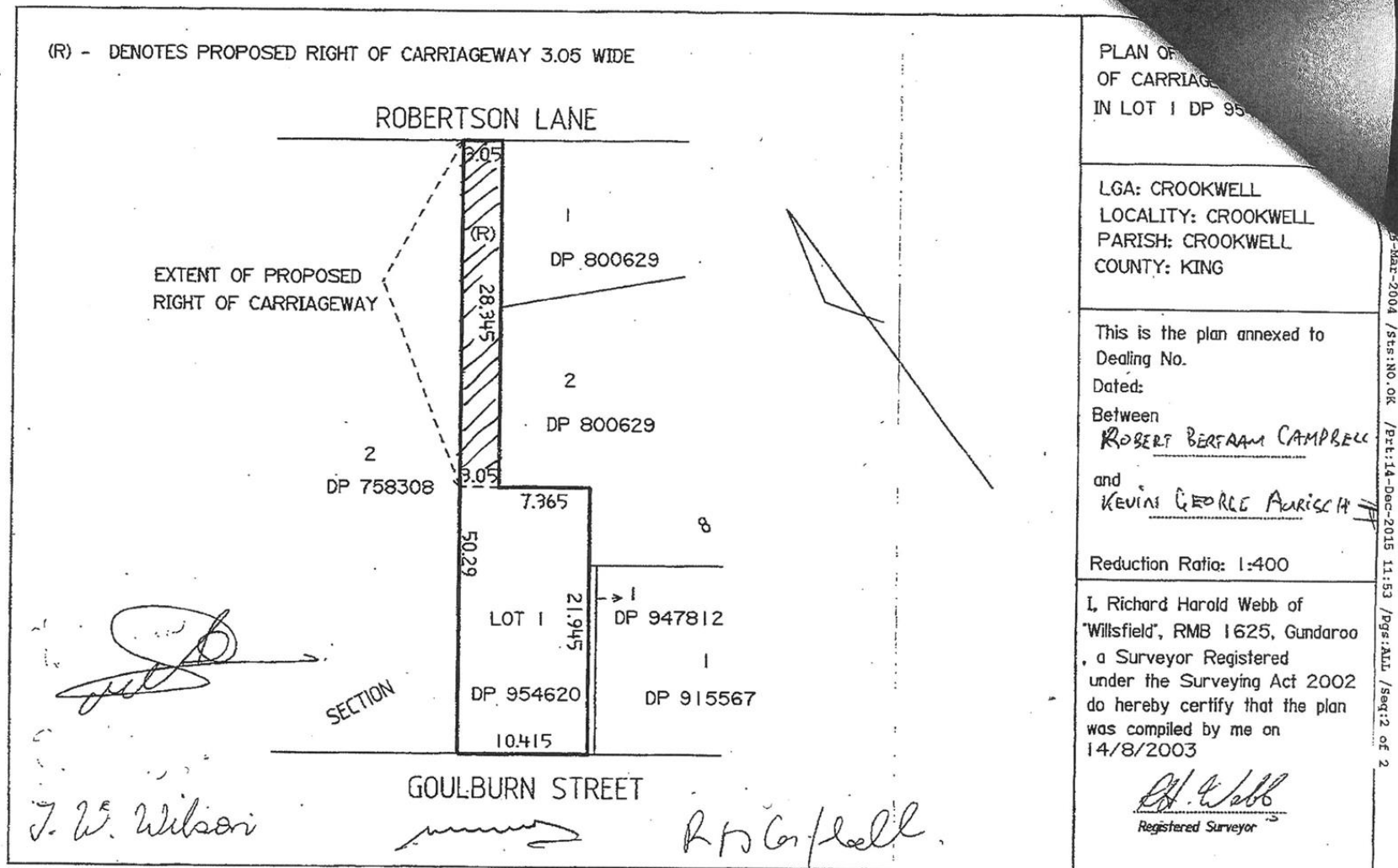
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## **11       WORKS AND OPERATIONS**

The following items are submitted for consideration -

11.1	Proposed Road names in the "Greens of Gunning" subdivision in Cooper Street Gunning	398
11.2	Crookwell Sewer Treatment and Taralga Water Supply - Funding of imperative works	406
11.3	Feasibility Study and Plan for Crookwell Aerodrome	409
11.4	Council Depot Land Acquisition - Land classification and Compensation	417
11.5	Southern Lights Project	434

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## Works and Operations - 20 December 2018

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**ITEM 11.1**                      **Proposed Road names in the "Greens of Gunning" subdivision in Cooper Street Gunning**

**FILE REFERENCE**    **I18/639**

**AUTHOR**                      **Design Engineer**

### **ISSUE**

Council has received a request for the endorsement of two proposed road names in a 46 lot subdivision in Gunning.

This report recommends the acceptance of the names as proposed.

**RECOMMENDATION**      That -

1. Council endorse the proposed road names as nominated by the developer, namely, "Green Avenue" and "Ambar Lane".

---

### **BACKGROUND**

Council has granted a development consent 172/2009.4 for the subdivision of land to create a 46 lot subdivision in Hume Street, Gunning. This subdivision has two unnamed roads.

This report proposes names for the consideration of the Council.

### **REPORT**

Council has received an email from the developer, nominating two proposed road names in the development.

The two proposed road names is "Green Avenue" and "Ambar Lane", as indicated on a Landscape masterplan provided by the developer in Attachment 1.

1. The reference of "Green" is the intention of the development to shade and give rural character to those living within the development.
2. Ambar Lane is to have planted Liquidambar trees and the reference is to the rural environment.

The two proposed road names are considered satisfactory with an initial reply from the Geographical Names Board, as provided in attachment 4.

Council will undertake the NSW online road naming system (NORNS) process through the Geographical Names Board portal. This is required and gives a further check from government agencies the ability to comment on this proposal, before final adoption of the names and Government Gazette notification.



### ***Works and Operations***

## **PROPOSED ROAD NAMES IN THE "GREENS OF GUNNING" SUBDIVISION IN COOPER STREET GUNNING cont'd**

### **POLICY IMPACT**

Council's Street and Road Naming Policy is attached for consideration. The policy is being reviewed for the consideration of the Council in February 2019.

### **OPTIONS**

The Council may decide to endorse the proposed road names, refuse endorsement, or defer its decision in the matter.





### **FINANCIAL IMPACT OF RECOMMENDATIONS**

Nil.

### **RECOMMENDATION**      That -

1. Council endorse the proposed road names as nominated by the developer, namely, "Green Avenue "and "Ambar Lane".

### **ATTACHMENTS**

1. <a href="#"></a>	1- Gunning Subdivision Plan	Attachment
2. <a href="#"></a>	2-PROPOSED STREET NAMES - Greens of Gunning	Attachment
3. <a href="#"></a>	3-Road Types	Attachment
4. <a href="#"></a>	Geographical Names Board e-mail reply- Two proposed Road Names in Gunning	Attachment



### PROPOSED STREET NAMES for "The Greens of Gunning"

The proponent of this development has a strong belief in the beauty and amenity that arises from living amongst well established planned tree plantings.

This boutique development will comprise of 2 roadways and 46 dwellings.

Although the development is being marketed as "The Greens of Gunning" it is not proposed to create permanent entrance signage. It is preferable that the development slowly morphs its way into the existing village landscape (rather than permanently announce itself as a latecomer/add on).

#### Road One

Proposed name : **GREENS AVENUE** or **GREEN AVENUE**

It is noted that an 'avenue' historically referred to a public way with trees on either side of it. We should like to use the term Greens Avenue for the main roadway within the development. The reference to the Green/Greens is to align with the intention of the development to shade and give rural character to those living within the Greens.



#### Road two

Proposed name : **AMBAR LANE** or **LACHLAN WAY**

The definition of a lane is "A narrow road often found in a rural area. We should like to use the term Ambar Lane for our second small roadway. This street is to be planted with 7 mature "Liquidambar" Trees and the reference is to the natural environment that will assist this road assimilate into its rural character. The alternate is a heritage reference to Lachlan Valley, the shire and river within the area in which the development sits.



## 6.10 Road Types

The following road types, derived from AS/NZS 4819:2011, shall be selected as applicable to open ended roads, cul-de-sac or pedestrian only roads.

Road Type	Abbreviation	Description	Open ended	Cul-de-sac	Pedestrian only
Alley	Ally	Usually narrow roadway in cities or towns, often through city blocks or squares.	✓	✓	
Approach	App	Roadway leading to an area of community interest (e.g. public open space, commercial area, beach etc.)	✓		
Arcade	Arc	Passage having an arched roof, or any covered passageway, especially one with shops along the sides.			✓
Avenue	Av	Broad roadway, usually planted on each side with trees.	✓		
Boardwalk	Bwlk	Promenade or path, especially of wooden planks, for pedestrians and sometimes vehicles, along or overlooking a beach or waterfront.			✓
Boulevard	Blvd	Wide roadway, well paved, usually ornamented with trees and grass plots.	✓		
Break	Brk	Vehicular access on a formed or unformed surface, which was originally prepared as a firebreak.	✓		
Bypass	Bypa	Alternative roadway constructed to enable through traffic to avoid congested areas or other obstructions to movement.	✓		
Carpark	Crpk	An area or building where cars or other vehicles may be left temporarily. Shops or residence may also be fronting the carpark.	✓		
Chase	Ch	Roadway leading down to a valley.	✓	✓	
Circuit	Cct	Roadway enclosing an area.	✓		
Close	Cl	Short, enclosed roadway.		✓	
Concourse	Con	Roadway that runs around a central area (e.g. public open space or commercial area).	✓		
Court	Ct	Short, enclosed roadway.		✓	
Crescent	Cr	Crescent-shaped thoroughfare, especially where both ends join the same thoroughfare.	✓		
Crest	Crst	Roadway running along the top or summit of a hill.	✓	✓	
Drive	Dr	Wide thoroughfare allowing a steady flow of traffic without many cross- streets.	✓		
Entrance	Ent	Roadway connecting other roads.	✓		

Road Type	Abbreviation	Description	Open ended	Cul-de-sac	Pedestrian only
Esplanade	Esp	Level roadway, often along the seaside, lake or a river.	✓		
Firetrail	Ftrl	Vehicular access on a formed or unformed surface, which was originally prepared as a firebreak.	✓		
Freeway	Fwy	Express, multi-lane highway, with limited or controlled access.	✓		
Glade	Glde	Roadway usually in a valley of trees.	✓	✓	
Grange	Gra	Roadway leading to a country estate, or focal point, public open space, shopping area etc.	✓		
Grove	Gr	Roadway that features a group of trees standing together.	✓	✓	
Highway	Hwy	Main road or thoroughfare, a main route.	✓		
Lane	Lane	Narrow way between walls, buildings or a narrow country or city roadway.	✓	✓	
Loop	Loop	Roadway that diverges from and rejoins the main thoroughfare.	✓		
Mall	Mall	Sheltered walk, promenade or shopping precinct.			✓
Mews	Mews	Roadway in a group of houses.		✓	
Parade	Pde	Public promenade or roadway that has good pedestrian facilities along the side.	✓		
Parkway	Pwy	Roadway through parklands or an open grassland area.	✓		
Passage	Psge	Narrow street for pedestrians.			✓
Path	Path	Roadway used only for pedestrian traffic.			✓
Place	Pl	Short, sometimes narrow, enclosed roadway.		✓	
Promenade	Prom	Roadway like an avenue with plenty of facilities for the public to take a leisurely walk, a public place for walking.	✓		
Quay	Qy	Roadway leading to a landing place alongside or projecting into water.	✓		
Ramp	Ramp	Access road to and from highways and freeways.	✓		
Retreat	Rtt	Roadway forming a place of seclusion.		✓	
Ridge	Rdge	Roadway along the top of a hill.	✓		
Rise	Rise	Roadway going to a higher place or position.	✓	✓	

Road Type	Abbreviation	Description	Open ended	Cul-de-sac	Pedestrian only
Road	Rd	Open way or public passage primarily for vehicles.	✓		
Steps	Stps	Route consisting mainly of steps.			✓
Street	St	Public roadway in a town, city or urban area, especially a paved thoroughfare with footpaths and buildings along one or both sides.	✓		
Subway	Sbwy	Underground passage or tunnel that pedestrians use for crossing under a road, railway, river etc.			✓
Terrace	Tce	Roadway usually with houses on either side raised above the road level.	✓	✓	
Track	Trk	Roadway with a single carriageway. A roadway through a natural bushland region. The interpretation for both Track and Trail is limited to roadways, whereas in many areas (e.g. Tasmania) these are often associated with walking rather than vehicular movement.	✓		
Trail	Trl	See 'Track'.	✓		
View	View	Roadway commanding a wide panoramic view across surrounding areas.	✓	✓	
Vista	Vsta	Roadway with a view or outlook.	✓	✓	
Walk	Walk	Thoroughfare with restricted access used mainly by pedestrians.			✓
Way	Way	Roadway affording passage from one place to another. Usually not as straight as an avenue or street.	✓		
Wharf	Whrf	A roadway on a wharf or pier.	✓	✓	✓



From: SSGNB  
To: Craig Smart  
Cc: SSGNB  
Subject: HPE CH; RE: HPE CH: FW: NORNS- Two proposed Road Names in Gunning  
Date: Tuesday, 4 December 2018 10:57:30 AM

Hi Craig

Both names are ok to use provided they are not named after a living person or construed to be supporting a business.

Yes the road type lane is acceptable for use in a cul-de-sac.

Regards  
Susan

From: Craig Smart <CSmart@upperlachlan.nsw.gov.au>  
Sent: Monday, 3 December 2018 3:54 PM  
To: SSGNB <SSGNB@finance.nsw.gov.au>  
Subject: FW: HPE CH: FW: NORNS- Two proposed Road Names in Gunning

Dear Sir/Madam

Upper Lachlan Shire Council LGA would like a check on two proposed road names in Gunning NSW for a subdivision of Lot21 DP 746075, before proceeding with the road naming process in NORNS.

Road Name 1: Green Avenue  
This is shown on the attached plan.

Road Name 2: Ambar Lane  
This is shown on the attached plan. I note that the developer has chosen Lane is this suitable for a cul-de-sac?

Can you provide a check on these two names for the township of Gunning before we commence the proposal ASAP.

Regards

Craig Smart  
Design Engineer

Upper Lachlan Shire Council  
PO Box 10, Crookwell, NSW, 2583

Ph: (02) 4830 1011  
Fax: (02) 4830 1055  
csmart@upperlachlan.nsw.gov.au

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## Works and Operations - 20 December 2018

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**ITEM 11.2**                      **Crookwell Sewer Treatment and Taralga Water Supply - Funding of imperative works**

**FILE REFERENCE**    **I18/671**

**AUTHOR**                      **Manager of Operations**

### **ISSUE**

Council has become aware of some pressing works to be undertaken at the Crookwell Sewerage Treatment Works and the Taralga Water Treatment Plant to ensure continuity of service.

**RECOMMENDATION**      That -

1. Council allocate \$16,000 from the reserves to fund the Crookwell Sewerage Treatment Works;
2. Council allocate \$270,000 from the Water Supply reserves to fund the Taralga Water Supply works.
3. Council include the proposed works within the 2018/19 Operational Plan and adjust the December 2018 Quarterly Budget Review to reflect these changes;
4. Council authorise the Manager of Operations to implement Council resolution.

---

### **BACKGROUND**

This report recommends that Council approve the transfer of available funds from the Sewer Reserve to enable urgent work to be undertaken at the Crookwell Sewerage Treatment Works and available funds from the Water Reserve to enable urgent works to be undertaken at the Taralga Water Supply to ensure continuity of service.

These issues were not known as crucial at the time of the draft Operational Plan (budget).

### **REPORT**

#### **Crookwell Sewerage Treatment Works**

Telemetry renewal works are urgently required at the Crookwell Sewerage Treatment Works to ensure effective ongoing system control.

The scope of the work includes supply and install of a new Server, installation and configuration of operating system and ClearSCADA server software and ClearSCADA Dongle Licencing. The estimated cost is \$16,000 based on the available quotes. It is a specialised area of service.

The requirement for this work to be undertaken has arisen unexpectedly, and it is proposed that the work be funded by way of a transfer from the Sewer Fund Reserve.

## ***Works and Operations***

### **CROOKWELL SEWER TREATMENT AND TARALGA WATER SUPPLY - FUNDING OF IMPERATIVE WORKS cont'd**

#### **Taralga Water Treatment Works**

Some works are required in the short term at the Taralga Water Treatment Plant to ensure continuity of supply, particularly during the warmer months of the year.

The scope of work includes investigation of off-river storage dam leakage, provision of algae control, upgrading of the raw water pumping off-take system at the off-river storage and augmentation of the existing water filtration, chemical dosing and chlorination system. These works are considered to be of an urgent nature. The total budget estimate for this work amounts to \$270,000. It is a specialised area of service and there are not many alternative suppliers.

Initially, it was planned to fund these works within the scope change resulting from projected savings relating to the Restart NSW Crookwell Water Supply program. This matter has been reported to Council previously. However this program is now finalised and all expected savings from the \$7 million project have been acquitted.

Accordingly, it is now proposed that the required funding be sourced from Council's reserves. Given the urgent nature of these works, most orders have been placed, some components are on site and the work will commence shortly.

#### **POLICY IMPACT**

The proposed recommendation, if approved by Council, will improve the reliability and security of water supply within the township of Taralga. If the work does not proceed, Taralga may face severe water restrictions or worse, supply failure over the coming months.

#### **OPTIONS**

1. Council commit the funds to undertake the necessary works.
2. Council not commit the funds. This option will result in high risk of failure of the Crookwell Sewerage Treatment Works and the Taralga Water Supply.

Option 1 is the recommended option.

#### **FINANCIAL IMPACT OF RECOMMENDATIONS**

There are adequate funds in both Council's Water Fund and Sewer Fund Reserves. There is a net zero impact to the bottom line, however, there is a slight risk of over-expenditure.

#### **RECOMMENDATION**      That -

1. Council allocate \$16,000 from the reserves to fund the Crookwell Sewerage Treatment Works;
2. Council allocate \$270,000 from the Water Supply reserves to fund the Taralga Water Supply works.
3. Council include the proposed works within the 2018/19 Operational Plan and adjust the December 2018 Quarterly Budget Review to reflect these changes;



***Works and Operations***

**CROOKWELL SEWER TREATMENT AND TARALGA WATER SUPPLY - FUNDING  
OF IMPERATIVE WORKS cont'd**

4. Council authorise the Manager of Operations to implement Council resolution.

**ATTACHMENTS**

Nil

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## Works and Operations - 20 December 2018

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**ITEM 11.3**                      **Feasibility Study and Plan for Crookwell Aerodrome**

**FILE REFERENCE**    **I18/515**

**AUTHOR**                      **Director of Works & Operations**

### **ISSUE**

This report provide options for the improved economic use of the Crookwell Aerodrome located at Kialla Road Crookwell.

**RECOMMENDATION**      That -

1. Council endorse the proposed use of the Crookwell Aerodrome;
2. Council allocate \$10,000 from unrestricted cash reserves to fund a planning proposal and associated contracts.

---

### **BACKGROUND**

Council resolved to investigate options for improved economic use of the Crookwell Airstrip (Minute 74/18) commonly known as Crookwell Aerodrome. The land is shown in Attachment 1.

Council staff have considered various options and this report recommends a way forward to increase economic use of the land.

### **REPORT**

Council controls land shown in Attachment 1, spread over two lots with a total area of 11.37 Hectares. The runway is unsealed and 980m long. Most of the land is flood prone, however it is not shown on the maps. The area is not shown on the fire prone land mapping.

The land is controlled by Council and Council is shown as the owner of the land based on mapping records.

Further additional technical information is provided in Attachment 2 for Councillors information.

The following options are provided for consideration and brief assessment.

1. **Flight Training School** – Council considered this option with a view that a commercial provider run the facility and take over the responsibility of the land and develop it for the current and future economic improvement of the area. This option has several benefits in increasing the economic output of the land, and providing regular use with minimal investment from Council. This option also has

disadvantages, as the site is small, the runway is unsealed and there is minimal existing infrastructure requiring substantial investment from the public sector.

2. **Recreation use** – This option can have two additional options based on the investment stream. If the facility is developed by Council using public funds, Council could commence charging for the use of the facility. This option is discounted as it requires initial public investment, building amenities, hangars and other facilities to start the development. As the land is flood prone, public investment requires further economic analysis and investigation.

The second option is to invite the public to make an investment, where Council provides initial planning showing location of hangars and other amenities such as fuel and toilets. Ultimately, minimal investment will be required from the public sector to make this option worthwhile. Council has received at least two requests for this potential useage.

3. **Alternative use** – The land could be used for purposes other than an Aerodrome. Additionally, the land could be used for uses other than the options explained above. This option requires further research before it can be evaluated.

The above summary assessment suggests that there is an unacceptable level of risk to the Rate of Return (IRR) on the investment into this flood prone land. It appears wiser that Council make a small investment aimed at making this land attractive for recreation use and invite potential users to hire out hangars in the immediate term (3-5 years).

### **The proposal**

A copy of a potential concept is provided in Attachment 3. Council understand that one of the neighbour's wishes to realign the hangar at 90 degree angle and another neighbour wishes to align it against the other fence. Based on the site survey, the proposed concept provides improved drainage outcome by constructing the hangars at the relatively higher ground reducing earthwork requirements.

It is proposed, that leases be offered to recreational users to hire out hangars based on the following:

1. Lesser (Council) offers 10 years contract with an option for additional 5 years;
2. Lessees pays Council weekly rental;
3. Council make investments to lodge a "planning proposal" in accordance with the plan shown in Attachment 3 and Attachment 4.
4. Insurance and maintenance costs for the hangars are born by Lessees;
5. Insurance and maintenance costs for the runway are born by Lesser (Council);
6. Council accumulates the income stream into a reserve for the future development and master plan of the aerodrome depending upon the progress and interest;

### **POLICY IMPACT**

Council have several businesses and aerodrome can be run as a business of the Council.

## ***Works and Operations***

### **FEASIBILITY STUDY AND PLAN FOR CROOKWELL AERODROME cont'd**

It is recommended to Council that the aerodrome is run as a business without increasing the rate impact arising from the cost of maintenance of the facility.

### **OPTIONS**

Council can consider the above options or alternatively, it may choose to commission social, economic and environmental analysis of the facility by allocating funds. An external study and analysis are expected to cost Council an additional \$25,000.

### **FINANCIAL IMPACT OF RECOMMENDATIONS**

The proposed recommendation is expected to cost Council an additional \$10,000.

### **RECOMMENDATION**      That -

1. Council endorse the proposed use of the Crookwell Aerodrome;
2. Council allocate \$10,000 from unrestricted cash reserves to fund a planning proposal and associated contracts.

### **ATTACHMENTS**

1. <a href="#">↓</a>	Crookwell Aerodrome Lot and DP for Council report	Attachment
2. <a href="#">↓</a>	Aerodrome Information Sheet & Update for Crookwell Aerodrome Kialla Road	Attachment
3. <a href="#">↓</a>	Draft Plan	Attachment
4. <a href="#">↓</a>	Alternative proposal for consideration	Attachment



12/9/2018

SIX Maps

## Crookwell Aerodrome

Kialla Road Crookwell NSW 2583



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1/1

# Upper Lachlan Council



PO Box 10, CROOKWELL NSW 2583  
44 Spring Street, CROOKWELL  
Tel: (02) 48301000, Fax: (02) 48322066

Website: <http://upperlachlan.local-e.nsw.gov.au>, E-mail: [council@upperlachlan.nsw.gov.au](mailto:council@upperlachlan.nsw.gov.au)

## Information sheet for

## CROOKWELL AERODROME – KIALLA ROAD

An aerodrome landing area for public use.

*It is the responsibility of the pilot in command to accept responsibility for and satisfy himself or herself as to the suitability of the aerodrome for the proposed operation.*

Council expressly *makes no warrants* as to the condition and state of maintenance of the aerodrome or of the suitability of the aerodrome for an operation.

Permission to use may be assumed by casual users. (Further approval and a contribution to maintenance is required for substantial routine operations).

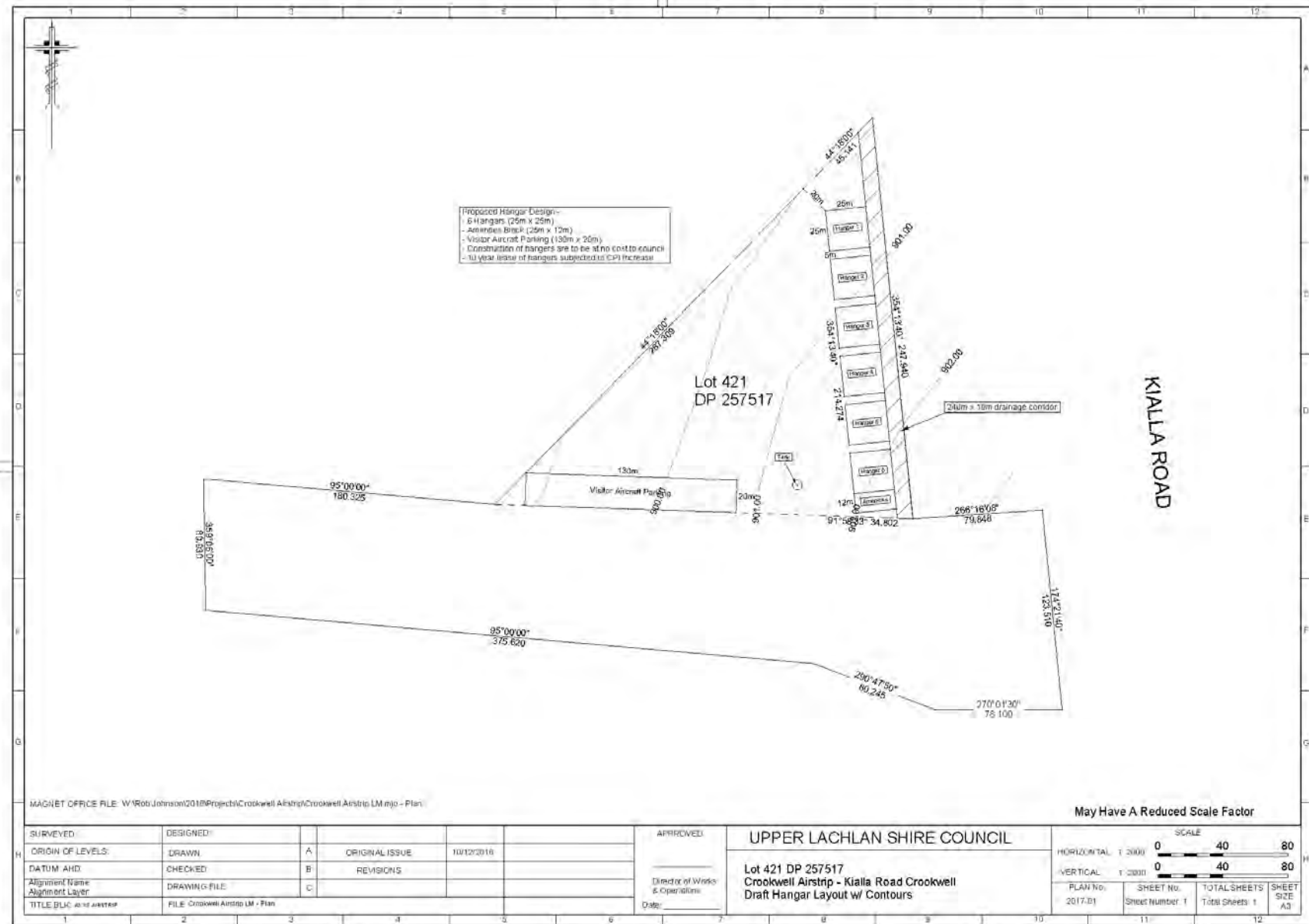
### Information:

- Location: See WAC. 4.85km (2.62 naut. mile) south from Crookwell shopping centre
- Length: 915m
- Orientation: East/west
- Slope: Downhill to west
- Surface: Grassed, compacted natural soil
- Height: 2950ft (900m) above sea level
- Socks: White (primary) at east end, yellow at west end
- Markers: 3 white painted roofing sheets attached to fence at each end of strip
- Cautions:
- Density altitude, aircraft performance
  - Down drafts over west end hills in westerly winds
  - West end hills may be higher than climb path
  - Power lines at east end (relocated back from strip end but relevant to abnormally low approach/climb paths)
  - NW Corner of strip may be boggy
  - Radio contact on ground may not be possible
  - No telephone (nearest public phone is at Crookwell District Hospital 4.2km)
  - Traffic on sealed road orientated north/south adjacent to east end of strip
- Parking: Grass (bring own tie downs)
- Inspection: Not regular
- Licence: Not licenced
- Fuels: Not routinely available (by advance arrangement K O'Brien (02) 4832 1242 may be able to assist)
- Repairs: Available at Goulburn. Goulburn Flight Centre 02 48 221 766 or 0428 483 173
- Taxi: No local Crookwell service. Available at Goulburn 02 48 320 111
- Town: Kialla Rd, Colyer Street, Goulburn St), 4.85km to shopping centre.



## Airfield Information Update Form

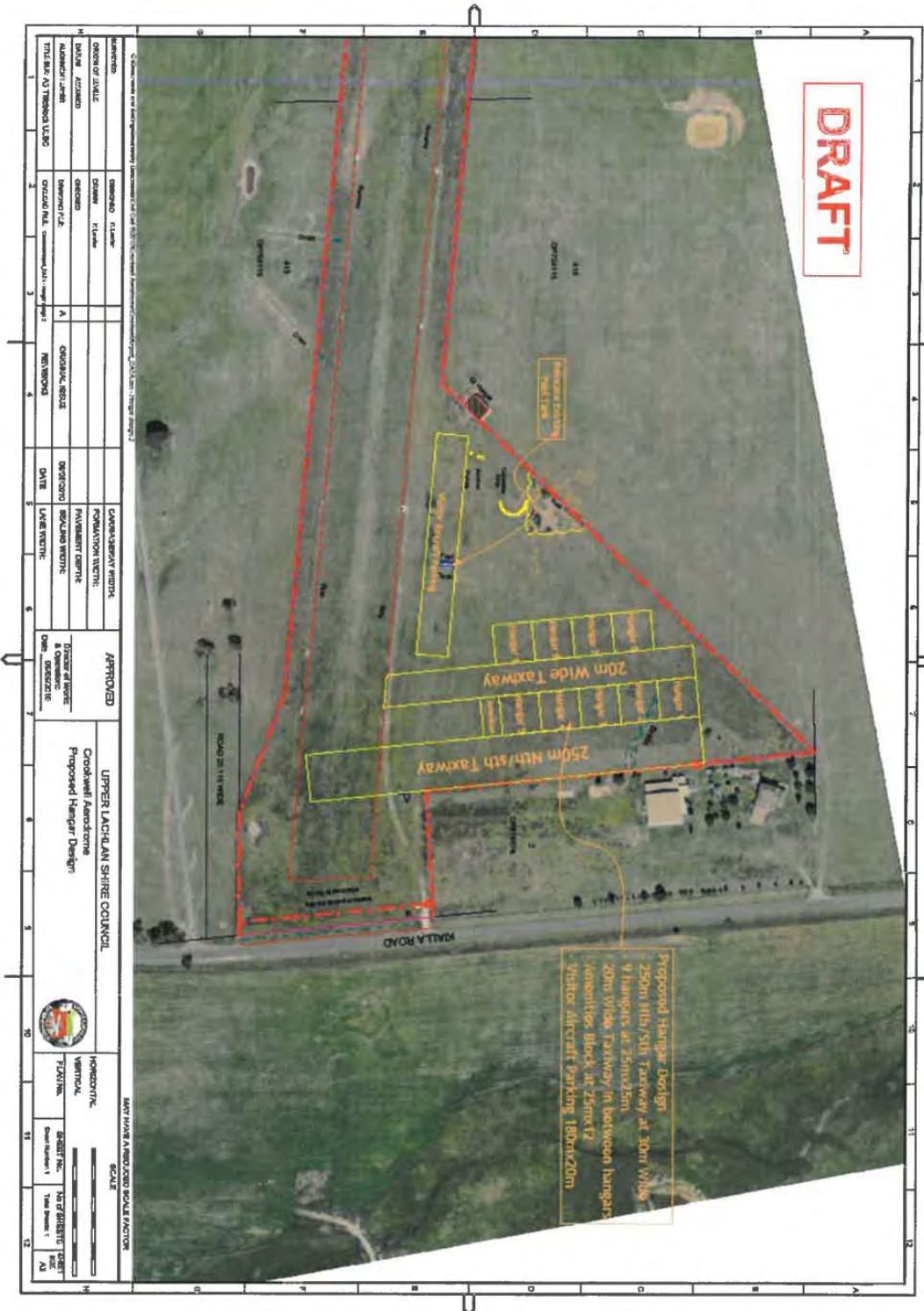
Information	Current listing	Correct Y/N	Updated Information
Airfield Identifier	CROOKWELL (YCRL)		
State	NSW		
Type of Airfield	Unlicensed		
Landing Permission	Not required		
Landing fees	Nil		
WAC Chart	3457		
Latitude	34°30'S		
Longitude	149°27'E		
Magnetic Var	12°E		
Elevation	2950ft		
AVFAX Code			
Operator	Upper Lachlan Shire Council PO Box 10 Crookwell, NSW, 2583		
Phone	02 4830 1000		
Fax	02 4832 2066		
Email	council@crookwell.nsw.gov.au		
Runways	09/27 grass 915m		
Lighting			
Comm Freq			
Nav aids			
Windsock	Both ends		
Spec Procedures	Strip markers painted white on fences at each end. Strip slopes down to W. Caution power lines E approach. Hills West approach.		
Fuel			
Facilities			
Services			
Toilets			
Public Phone			
Mobile Phone Coverage	Yes		
Nearest Town	Crookwell 3nm N		
Taxi			
Car Rental			
Accommodation	Commercial Hotel 02 4832 1003. Crookwell Hotel 02 4832 1016. Uplands Pasture Motel 02 4832 1999		
Local Attraction	Wombeyan Caves. Fishing. Windfarm. Grabine Recreational Area.		
Featured in Pilot Guide	False		





REPORTS TABLED AT THE ORDINARY MEETING OF UPPER LACHLAN SHIRE COUNCIL HELD THURSDAY, 15 JULY 2010 IN CROOKWELL

DW01



Mayor

B6

General Manager

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## Works and Operations - 20 December 2018

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**ITEM 11.4**                      **Council Depot Land Acquisition - Land classification and Compensation**

**FILE REFERENCE**    **I18/597**

**AUTHOR**                      **Director of Works & Operations**

### **ISSUE**

This report addresses the location of the Council depot in light of the Council resolution and associated land acquisition. The recommendation if adopted will replace part 1 to 3 of the Council resolution 270/18.

**RECOMMENDATION**        That -

1. Council considers the location of the depot at a future Council meeting;
2. Council compulsory acquire Lot 101 DP 1242155 being part of the land in Lot 7009 DP 1027045 and Lot 102 DP 1242155 being part of the land currently in Lot 7006 DP 1027032.
3. Council authorise the Mayor and the General Manager to sign and seal the proposed acquisition and make an application to the Minister for the Compulsory Acquisition of Lot 101 and Lot 102 DP 1242155, subject to the statutory requirements being complied with under the appropriate Legislation;
4. Council proceed to acquire Lot 100 for widening of road in Spring Street Crookwell.

---

### **BACKGROUND**

This report recommends a way forward to address the following two Council resolutions:

1. Council resolved (Min 270/18) that "A report is required to clarify the current classification of the subject land, and if it is classified as Community Land then Council's responsibilities under the Local Government Act to reclassify the land as Operational, the report should also clarify the amount of compensation that needs to be paid to acquire this land". This report is due by December 2018 Council meeting.
2. Council have also passed a resolution (Min 305/18) that "Council defers any decision on the future of the Crookwell Depot, either short term or long term until a further report is provided to Council by the Director of Works and Operations on the total cost of the proposed works as detailed in this report to upgrade the facilities in the Depot to comply with WH&S and Environmental requirements". This report is due by February 2019 Council meeting.

Location of the land is provided in Attachment 1. Additionally, Council's lawyers have suggested that a revised resolution is passed regarding the land acquisition. Copy of

## ***Works and Operations***

### **COUNCIL DEPOT LAND ACQUISITION - LAND CLASSIFICATION AND COMPENSATION cont'd**

this request from Council's lawyers is attached as Attachment 2.

#### **REPORT**

Both Council resolutions addresses the same land currently used as Council Depot and therefore it make sense to consider the entire information during the February 2019 Council meeting.

Council is yet to receive the valuation for the land in question. The information requested within the two resolutions is related to the issue whether to retain or move the existing Council Depot.

As previously advised, depot at a new location is expected to cost more than the cost of building at the existing location as there is an existing modern shed available at the existing location. Environmental and WHS improvements are required in addition to amenity upgrades in order to make the existing facility suitable for use. The cost of upgrades is the subject of a separate report in February 2018. It is wise that location of the depot are considered together when the evaluation and cost of upgrades are known.

As previously noted, that part of the land shown as red is community land. Should Council proceed with the acquisition, it will have to go through the community consultation. Additionally, the land can be changed to Operational Land, which allows Council to use as Depot. Council previously resolved (Min 270/18) to proceed with this acquisition in September 2018. However, the words in the resolution needs changes as indicated Attachment 2 and Attachment 3.

Council will separately write to the Crown requesting the transfer of Lot 100 from Crown to a Public Road after following appropriate statutory requirements are met.

#### **POLICY IMPACT**

Council must provide safer work place for its work force and must remain compliant with the environmental requirements. The sheer proximity to the river creates several environmental challenges that require adequate treatment, should Council decide to retain the depot at its current location.

#### **OPTIONS**

It is recommended that Council must proceed with the acquisition given there is a timeline limit on it.

However, Council can defer, delay to retain the decision to relocate the depot.

#### **FINANCIAL IMPACT OF RECOMMENDATIONS**

Cost of survey and legal costs are estimated to \$10,000.

#### **RECOMMENDATION**      That -





1. Council considers the location of the depot at a future Council meeting;

### ***Works and Operations***

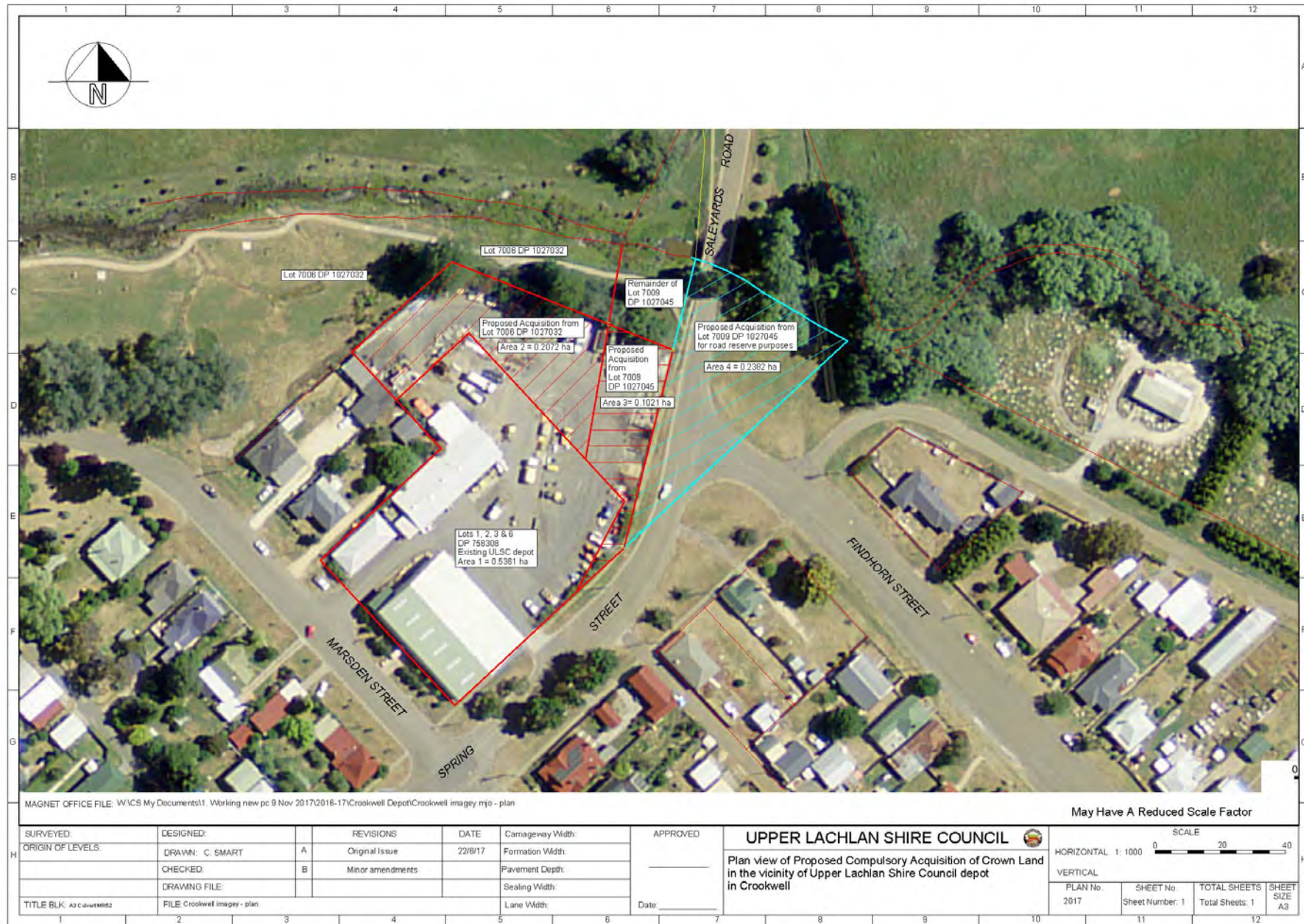
## **COUNCIL DEPOT LAND ACQUISITION - LAND CLASSIFICATION AND COMPENSATION cont'd**

2. Council compulsory acquire Lot 101 DP 1242155 being part of the land in Lot 7009 DP 1027045 and Lot 102 DP 1242155 being part of the land currently in Lot 7006 DP 1027032.
3. Council authorise the Mayor and the General Manager to sign and seal the proposed acquisition and make an application to the Minister for the Compulsory Acquisition of Lot 101 and Lot 102 DP 1242155, subject to the statutory requirements being complied with under the appropriate Legislation;
4. Council proceed to acquire Lot 100 for widening of road in Spring Street Crookwell.

### **ATTACHMENTS**

1. <a href="#"></a>	Plan View of Proposed Compulsory Acquisition of Crown Land in the Vicinity of Crookwell Depot - 22 June 2017	Attachment
2. <a href="#"></a>	Corrospodence from Robert J McCarthy & Co - Amended resolution required	Attachment
3. <a href="#"></a>	Amended Application	Attachment
4. <a href="#"></a>	Deposited Plan DP 1242155	Attachment





# 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@rjmac.com.au](mailto:mail@rjmac.com.au)

PRINCIPAL  
Tim McCarthy B Com LLB

ASSOCIATE  
Dominic McCarthy LLB

Our Ref: TM:EH:11333  
Your Ref: F13/252-08  
10 December 2018

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

Dear Sir

**RE: Upper Lachlan Shire Council - Acquisition Council Depot - NSW Department of  
Primary Industries- Lands  
Property: Spring St, Crookwell**

We refer to your letter of 29 October, 2018 and prior correspondence in connection with this matter.

Upon a review of the Minutes of Council Meeting of 20 September, 2018, we recommend that an Amended Resolution be passed by Council as the current Resolution makes notation of Council's wish to compulsory acquire Lot 7006 DP 1027032 and Lot 7009 DP 7027045. We believe that the correct description of the lands which are to be the subject of the Compulsory Acquisition Application is Lot 101 DP 1242155 and being part of the land within Lot 7009 DP 1027045 and Lot 102 DP 1242155 and being part of the land currently within Lot 7006 DP 1027032.

We would be pleased if Council could kindly pass the necessary Amended Resolution. With respect, we would suggest that it could read as follows:-

*"That Council compulsory acquire Lot 101 DP 1242155 being part of the land in Lot 7009 DP 1027045 and Lot 102 DP 1242155 being part of the land currently in Lot 7006 DP 1027032".*

We would also suggest that the appropriate amendments be made to Clause No. 3 of the Resolution 270/18.

We take the opportunity of returning herewith the Amended Application for the Compulsory Acquisition of Land. We ask that Council kindly sign such Application.

We also note that the land referred to as Lot 100 DP 1242155 is not included in the Compulsory Acquisition Application as an Application will be prepared and lodged with the Department of Industry – Lands for the transfer of such land to Council as it is part of Council's operational road system.

**Liability limited by a scheme approved under Professional Standards Legislation. Legal practitioners employed by McCarthy Lawyers Pty Ltd are members of the scheme**

Should you have any enquiries concerning the enclosed, please do not hesitate to contact the Writer.

Yours faithfully

**ROBERT J MCCARTHY & CO**



Timothy McCarthy  
Enc

*We wish you the  
compliments of the season  
and advise that our office  
will be closed from 1pm  
Friday 21<sup>st</sup> December, 2018  
to 9am Wednesday 9<sup>th</sup>  
January, 2019*





## Annexure 2

### Application for the Compulsory Acquisition of Land

(Section 39 of the *Land Acquisition (Just Terms Compensation) Act 1991*)

(Department of Local Government to Complete)

Application linked to

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. Details of Council

- 1.1 Name of council: Upper Lachlan Shire Council
- 1.2 Address: 44 Spring St Crookwell NSW 2583 ( PO Box 42 Gunning NSW 2580)
- 1.3 Phone: 0248301000
- 1.4 Contact person/position: Craig Smart - Assistant engineer

#### 2. Council'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  
(attach)
- 2.5 Copy of the report recommending compulsory acquisition provided? Yes/No  
(attach)

(If No to 2.2, 2.3, 2.4 or 2.5 the application cannot proceed)



**3. Legislative Provisions Allowing Acquisition**

- 1.1 Name of Act: Local Government Act 1993
- 1.2 Relevant sections: 186 & 187
- 1.3 If under *Roads Act*, road widening order and plan obtained? N/A Yes/No  
(attach copy(s))

**4. Purpose of the Acquisition**

(Clear statement of the 'public purpose' for which the land is being acquired)

The acquisition of Lots 101 and 102 DP 1242155 is required as the lands are currently utilised... as the depot site for the Upper Lachlan Shire Council and to ensure that all ongoing Occupational Health and Safety requirements can be met.

**5. Land to be Acquired**

- 5.1 Description of the land [no part lot numbers]

Lot: 101 DP: 1242155

Lot: 102 DP: 1242155

Lot: ..... DP: .....

Lot: ..... DP: .....

Lot: ..... DP: .....

(Attach 2 copies of the marked registered plan in A4 size)

5.2 Date & formal copy of title search provided? 16/1/2018 Yes/~~No~~  
(attach copy)

5.3 Is the land to be acquired a public road? Yes/~~No~~  
(If No, go to 5.5)

(If Yes, reason for not proceeding under the road closure provisions of the *Roads Act 1993*)

.....

.....

.....

.....

(If Yes, description of public consultation conducted)

.....

.....

.....

.....

(If Yes, description of consultation with any Utility authorities occupying the road or road reserve)

.....

.....

.....

.....

5.4 Is the land to be acquired a Crown road or an unformed council road? ~~Yes~~/No  
(If No, go to 5.7)  
(If Yes, go to 5.6)

5.5 Is the land to be acquired Crown Land? Yes/~~No~~  
(If No, go to 5.7)

5.6 Department of Lands/Crown Agency consent to council acquiring the land? Yes/~~No~~  
(attach copy)

5.7 Any easements/leases/other interests affecting the land? ~~Yes~~/No

5.8 Is the interest to continue after acquisition? N/A Yes/No  
 (Description of easements to remain after acquisition)

N/A.....  
 .....  
 .....  
 .....

5.9 Are minerals included in the acquisition? Yes/No  
 (If Yes, description of minerals to be acquired)

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

5.10 Is the acquisition ancillary to another acquisition? Yes/No  
 (attach statement)

## 6. Landowners

6.1 Name(s) of landowner(s):

The State of New South Wales.....  
 .....  
 .....  
 .....

6.2 Address of landowner(s):

C/- NSW Department of Industry - Lands.....  
 PO Box 2215.....  
 DANGAR NSW 2309.....  
 .....  
 .....

## 6.3 Who owns what (land or interest in the land)?

Land: 7006/1027032 ..... Owner: The State of New South Wales .....

Land: 7009/1027045 ..... Owner: The State of New South Wales .....

Land: ..... Owner: .....

Land: ..... Owner: .....

Land: ..... Owner: .....

6.4 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~~6.7 Has council made 'diligent inquiries' to identify all land owners?  
(attach copy(s))

Yes/No

~~(If No, application can not proceed unless 'due diligence' requirements also complied with)~~6.8 Has 'hardship' been established?  
(attach copies of all supporting documents)

N/A

Yes/No

6.9 Does the land or land interest owner(s) consent to acquisition?  
(attach copy)

N/A

Yes/No

6.10 Has council tried to acquire the land by agreement?  
(attach statement)

N/A

Yes/No

6.11 Representations received from land or land interest owner(s)?  
(attach copy(s))

N/A

Yes/No

6.12 Has council responded to the representations received?  
(attach copy(s))

N/A

Yes/No

**7. Native Title**7.1 Date & formal copy of Native Title Register search provided?  
(attach)

8/10/2018 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? **N/A** Yes/No  
 (attach copy)  
 (If the legal or Department of Lands opinion on the extinguishment of native title is not provided,  
 the application cannot proceed)

7.4 If No, are all relevant notification requirements completed? Yes/No  
 (attach copy(s))  
 (See Part 3 and Annexure 1 of the Guidelines for the Compulsory Acquisition of Land by Councils, April 2006)

## 8. Compensation Payable (Acquisitions by Agreement)

8.1 Estimate of compensation payable: N/A

## 9. Re-sale

9.1 Does council intend to sell the land once the land is acquired? Yes/No  
 (If No, go to 8)

9.2 Any intervening activities by council (such as subdivision)? Yes/No  
 (attach statement)

9.3 Is the land to be re-sold Crown Land? Yes/No  
 (If No, go to 9.5)

9.4 Consent received from Department of Lands/other Agency for re-sale? Yes/No  
 (attach) **N/A**

9.5 Diligent inquiry process or 'right to negotiate' regime undertaken to identify native title holders? Yes/No  
 (attach)  
 (If No, application cannot proceed)

9.6 Date of fixing notice to the land: .....

9.7 Date/name of newspaper containing public notice of the intention to compulsory acquire land  
 (attach copy):  
 .....  
 .....

## 10. Reduction of Notice Requirements

10.1 Is council applying for a reduction in the notice period (s.13)? Yes/No  
 (If No, go to 11)

10.2 Period of reduction requested (in days): .....

10.3 State Valuation Office confirms that the valuation can be done in time? Yes/No  
(attach)

10.4 Reasons for notice reduction: .....

.....

.....

.....

.....

.....

### 11. Urgent Processing of Application

11.1 Is council applying for urgent processing? Yes/No  
(If No, go to 12)

11.2 Reasons: .....

.....

.....

.....

.....

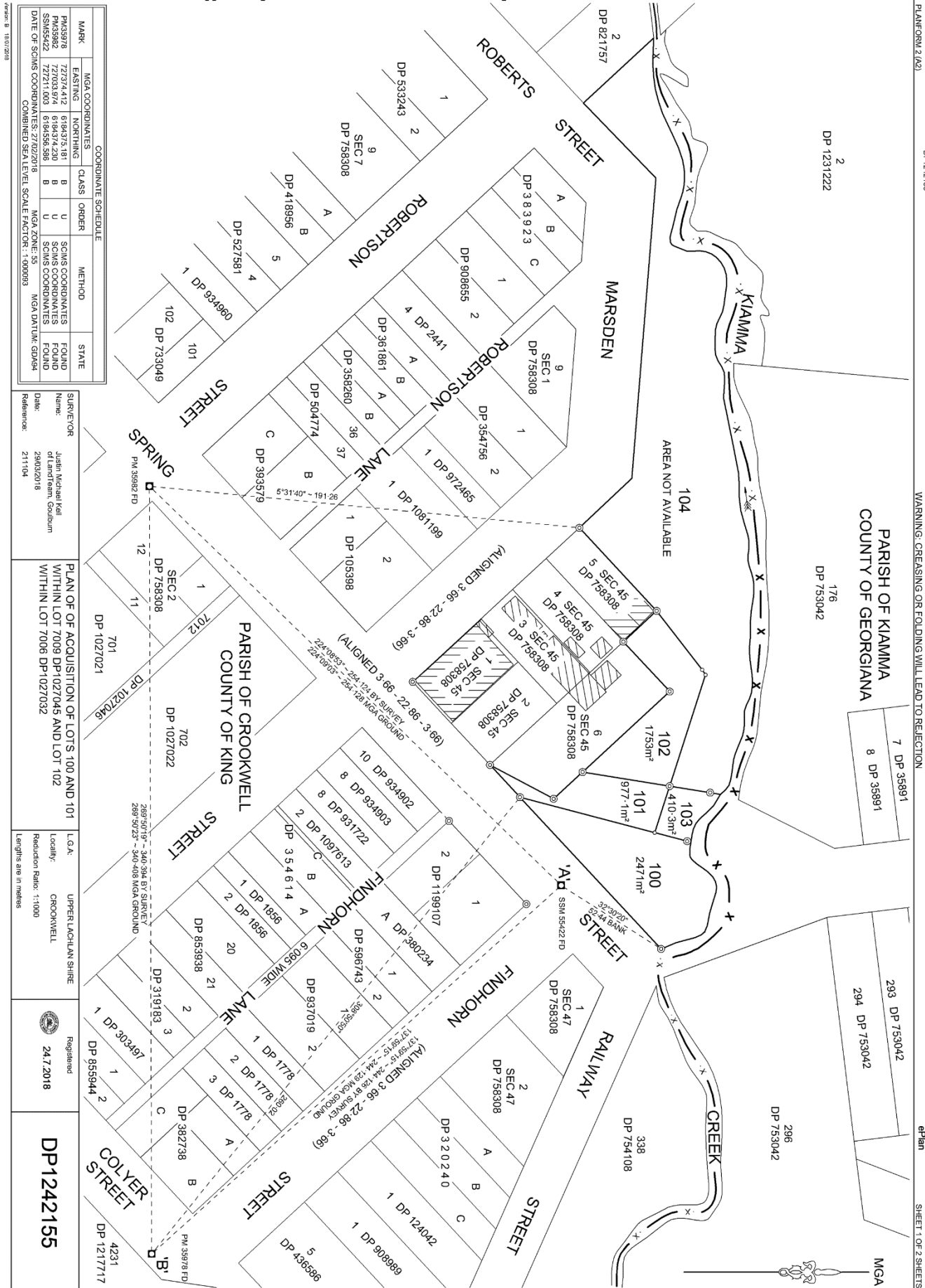
### 12. Certification

I certify that the information provided is to the best of my knowledge, true and correct.

Name: .....



Signature: .....

Date: .....








PLAN FORM 6 (2017)	DEPOSITED PLAN ADMINISTRATION SHEET	Sheet 1 of 2 Sheet(s)
Registered:  24.7.2018 Title System: TORRENS	Office Use Only <div style="text-align: center; font-size: 2em; font-weight: bold;">DP1242155</div>	
PLAN OF OF ACQUISITION OF LOTS 100 AND 101 WITHIN LOT 7009 DP1027045 AND LOT 102 WITHIN LOT 7006 DP1027032	LGA: UPPER LACHLAN SHIRE Locality: CROOKWELL Parish: CROOKWELL County: KING	
<div style="text-align: center;">Survey Certificate</div> I, Justin Michael Kell of LandTeam, 36 Montague Street, Goulburn NSW 2580 Ph: (02) 4821 1033 Email: goulburn@landteam.com.au a surveyor registered under the Surveying and Spatial Information Act 2002, certify that: <del>*(a) The land shown in the plan was surveyed in</del> <del>accordance with the Surveying and Spatial Information</del> <del>Regulation 2017, is accurate and the survey was</del> <del>completed on: .....</del> , or *(b) The part of the land shown in the plan (*being / *excluding ** LOTS 100 - 103 .....) was surveyed in accordance with the Surveying and Spatial Information Regulation 2017, the part surveyed is accurate and the survey was completed on, 29/03/2018. the part not surveyed was compiled in accordance with that Regulation, or <del>*(c) The land shown in this plan was compiled in</del> <del>accordance with the Surveying and Spatial Information</del> <del>Regulation 2017.</del> Datum Line: SSM55422 "A" - PM35978 "B" Type: *Urban/* <del>Rural</del> The terrain is: *Level-Undulating / * <del>Steep Mountainous</del> Signature:  Dated: 10/04/2018 Surveyor Identification No: 108 Surveyor registered under the Surveying and Spatial Information Act 2002 * 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.	<div style="text-align: center;">Crown Lands NSW/Western Lands Office Approval</div> I, ..... (Authorised Officer) in approving this plan certify that all necessary approvals in regard to the allocation of the land shown herein have been given. Signature: ..... Date: ..... File Number: ..... Office: .....	
Plans used in the preparation of survey/compilation- 1.2581 11.1753 DP 855944 DP 119107 DP 1027032 DP 1027045.  PRIVATE SURVEY SN 15742	<div style="text-align: center;">Subdivision Certificate</div> I, ..... *Authorised Person/*General Manager/*Accredited 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. Signature: ..... Accreditation Number: ..... Consent Authority: ..... Date of Endorsement: ..... Subdivision Certificate Number: ..... File Number: ..... * Strike through if inapplicable	
Surveyor's Reference: 211104	Statements of intention to dedicate public roads, create public reserves and drainage reserves, acquire/resume land.  IT IS INTENDED TO ACQUIRE LOTS 100, 101 AND 102	
Signatures, Seals and Section 88B Statements should appear on PLAN FORM 6A		

Version: A 10/04/2018

Box:e-DeX /Doc:DP 1242155 P /Rev:24-Jul-2018 /Sts:OK.OK /Pgs:ALL /Prt:25-Jul-2018 01:41 /Seq:4 of 4  
 WARNING: Electronic Document Supplied by NSW LRS for Your Internal Use Only **erian**

<b>PLAN FORM 6 (2017)</b>	<b>DEPOSITED PLAN ADMINISTRATION SHEET</b>	Sheet 2 of 2 Sheet(s)
Registered:  <b>24.7.2018</b> PLAN OF OF ACQUISITION OF LOTS 100 AND 101 WITHIN LOT 7009 DP1027045 AND LOT 102 WITHIN LOT 7006 DP1027032 Subdivision Certificate No: ..... Date of Endorsement: .....	Office Use Only  <div style="font-size: 2em; font-weight: bold; margin: 20px 0;">DP1242155</div> <p style="font-size: 0.8em;">This sheet is for the provision of the following information as required:</p> <ul style="list-style-type: none"> <li>A schedule of lots and addresses - See 60(c) SSI Regulation 2017</li> <li>Statements of intention to create and release affecting interests in accordance with section 88B Conveyancing Act 1919</li> <li>Signatures and seals - see 195D Conveyancing Act 1919</li> <li>Any information which cannot fit in the appropriate panel of sheet 1 of the administration sheets.</li> </ul>	Office Use Only
<div style="border: 1px solid black; padding: 10px; margin: 0 auto; width: 80%;"> <p style="margin: 0;">STREET ADDRESS SCHEDULE</p> <p style="margin: 0;">NOTE: STREET ADDRESSES OF ALL LOTS ARE NOT AVAILABLE</p> </div> <p style="margin-top: 10px;">If space is insufficient use additional annexure sheet</p>		
Surveyor's Reference: 211104		

Version: A 10/04/2018

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## Works and Operations - 20 December 2018

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**ITEM 11.5**                      **Southern Lights Project**

**FILE REFERENCE**    **I18/681**

**AUTHOR**                      **Director of Works & Operations**

### **ISSUE**

Southern Lights Project for Street lighting.

**RECOMMENDATION**      That -

1. That Council support the business case for funding of the smart street lighting program by the NSW Government at a cost of \$61.4M and seek support for the project from the local member;
2. That Council support the rollout of LED lighting with smart technology capability for all street lights in the local government area

---

### **BACKGROUND**

The Southern Lights project proposed to deliver LED street lights and digital enabling infrastructure through 83,000 street lights across southern NSW. It will provide better, cheaper, more efficient, more reliable street lighting and digital connectivity that will be enabling infrastructure for smart community technologies. This infrastructure will be a 'smart technology deployment' to regional communities and will include opportunities for all types of digital monitoring for example ; security, traffic measurements, asset tracking, livestock location, water meter measurements, garbage bin sensors, parking sensors, pedestrian movements and noise monitoring. Southern Lights is seeking the program to be fully funded by the State Government for \$61.4M and implemented over the 3 years.

### **REPORT**

The Southern Light Project commenced in 2016 with a number of interested Councils and ROCs collaborating to drive the conversion of street lighting to LED lighting in order to save Councils up to 50% of the cost of their street lighting costs. The consortium of Councils is now represented by Riverina Eastern Regional Organisation of Councils (REROC), the Riverina and Murray Joint Organisation (RAMJO) the Canberra Region Joint Organisation and Broken Hill City Council.

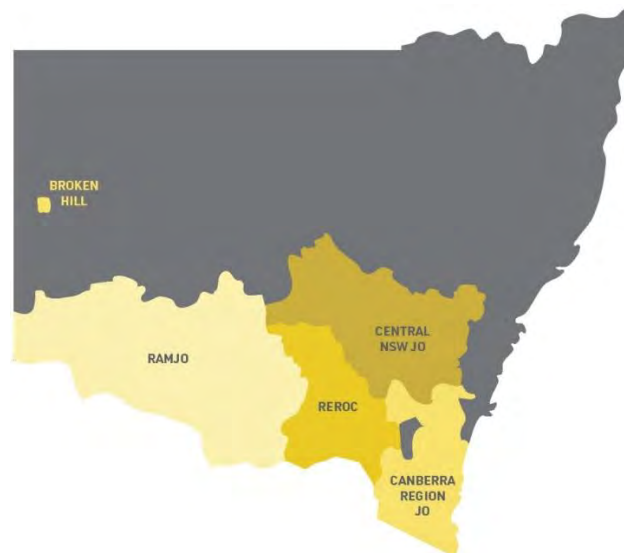
From the initial focus of LEDs, the project has grown to encompass smart street lighting with street lighting being the *vehicle* for smart controllers that will lead digital technology throughout regional NSW. The group engaged energy consultant NextEnergy to assist the preparation of the business case for the Southern Lights project. Essential Energy was recognised as a major stakeholder in the project being the provider of the majority

## **Works and Operations**

### **SOUTHERN LIGHTS PROJECT cont'd**

of street lighting across the area. The Council group has now been working closely with NextEnergy and Essential Energy to:

- develop a business case to convince the State Government it should be funding an immediate rollout of smart street lighting
- develop the specifications for the street lighting and associated smart technology



## **1. Benefits of the Project**

In summary the benefits are:

- *Reduced electricity costs to Council* ; up to 50% cost saving on traditional street lights
- *Improved service levels* ; smart technology will indicate any failed lights back to the maintenance authority
- *Lower maintenance costs* ; LEDs are more reliable, have a longer life and eliminate the need and maintenance is lower
- *Safer lighting* ; LED lighting levels can be adjusted for high security areas
- *Community enabling smart technology*; the streetlights are a vehicle for potentially hosting many other forms smart technology through the communication network connecting the street lights eg. for example ; security, traffic measurements, asset tracking, livestock location, water meter measurements, garbage bin sensors, parking sensors, pedestrian movements and noise monitoring.

## **2. Business Case**

Key Points from the Business Case roll out across the Southern Lights area are;

- The cost to implement the program across the 41 Councils \$71.2 M
- The program covers 83,000 lights
- Essential Energy will provide a rebate of \$9.8M
- The program (subject to funding) would be implemented over a 2-3 year time frame.
- The payback period is 8.8years
- Funding request to NSW Government is \$61.4M



**Works and Operations**  
**SOUTHERN LIGHTS PROJECT** cont'd

This Business Case was submitted to the NSW Government in November seeking funding for the project.

**3. What is needed now**

- a. Light suppliers** – it is proposed call tenders and establish a number of contracts for the supply of luminaire suppliers. The technical specification is in the process of being finalised and Essential Energy propose to call tenders in the near future.
- b. Smart Controllers and the Communication Backbone** - Tenders will be called for both the smart controllers and the 'communication backbone'. Smart controller must be compatible with the enabling communication network (low to medium band width). Tenders will be called for these components by Essential Energy in the near future as soon as specifications have been finalised.
- c. Agreement for access to smart controllers** – an agreement for access to data from the smart street lights needs to be resolved prior to installation of the lights. This agreement will be developed early in 2019 while tenders for the infrastructure are being processed.
- d. Funding and Support**– the project needs the NSW Government to commit to funding the rollout of the project across the 41 Southern Lights Councils and our local members need to be familiar with the benefits this project and support its funding by the NSW
- e. Council Commitment** - council commitment is needed for 'smart' street lighting and not just upgrading with LEDs. Existing street lighting can be replaced with LED lighting without being 'smart enabled' however such a strategy is considered to be very short sighted and ignores the opportunity for our regional communities to take advantage of current and future digital technology.

**POLICY IMPACT**

Council supports sustainable and saving in energy consumption

**OPTIONS**

Council can choose to participate and lobby or choose not to participate and not lobby.

**FINANCIAL IMPACT OF RECOMMENDATIONS**

There are savings expected in the future.

**RECOMMENDATION**      That -

1. That Council support the business case for funding of the smart street lighting program by the NSW Government at a cost of \$61.4M and seek support for the project from the local member;

***Works and Operations***

**SOUTHERN LIGHTS PROJECT cont'd**

2. That Council support the rollout of LED lighting with smart technology capability for all street lights in the local government area

**ATTACHMENTS**

Nil



## **12      FINANCE AND ADMINISTRATION**

The following items are submitted for consideration -

12.1	Application for waiver of multiple Rural Waste Charges	440
12.2	Delivery Program bi-annual review 2018/2019	443



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## Finance and Administration - 20 December 2018

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**ITEM 12.1**                      **Application for waiver of multiple Rural Waste Charges**

**FILE REFERENCE**    I18/633

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

### **ISSUE**

Council review of applications for waiver of multiple rural waste annual charges for the 2018/2019 financial year.

**RECOMMENDATION**      That -

1. Council in accordance with Section 610E, of the Local Government Act 1993, waive the multiple Rural Waste Charges totalling \$382.80 (GST Inclusive).

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### **BACKGROUND**

The Rural Waste Charge is levied on a per Rateable Assessment basis and applies to all properties that are not subject to a Domestic Waste Management Charge or a Commercial Waste Charge.

Application may be made to Council, in accordance with Section 610E, of the *Local Government Act 1993*, to waive multiple Rural Waste Charges on land where the owner of the land pays the charge on another Assessment.

### **REPORT**

Reference is made to Upper Lachlan Shire Council's 2018/2019 Operational Plan where Council determined to waive multiple Rural Waste Charges for ratepayers.

Upper Lachlan Shire Council is required to make decisions related to each individual application for waiver of multiple Rural Waste Charges. The waiver is to be made in accordance with Section 610E, of the *Local Government Act 1993*.

There is an attachment to this report with the recommendation of approval for the waiver of multiple Rural Waste Charges. The total number of Rural Waste Charges waived is 2 and is a write down in income totalling \$382.80 (GST Inclusive).

### **POLICY IMPACT**

Nil

### **OPTIONS**

Nil

**FINANCIAL IMPACT OF RECOMMENDATIONS**

The impact is an income write down totalling \$382.80 (GST Inclusive).

**RECOMMENDATION** That -

1. Council in accordance with Section 610E, of the Local Government Act 1993, waive the multiple Rural Waste Charges totalling \$382.80 (GST Inclusive).

**ATTACHMENTS**

1. <a href="#">↓</a>	Rural Waste Waiver 2018/2019	Attachment
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[illegible]

I:\2018-2019\Rates\Rural Waste\Council Decision RW Waiver

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## Finance and Administration - 20 December 2018

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**ITEM 12.2**                      **Delivery Program bi-annual review 2018/2019**

**FILE REFERENCE**    **I18/634**

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

### **ISSUE**

Delivery Program – Progress Review Report on Principal Activities and Program Actions for the first half of 2018/2019.

**RECOMMENDATION**      That -

1. Council adopt the Delivery Program Review and the Fit for the Future Action Plan Review Reports for the six month period ended 31 December 2018.

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### **BACKGROUND**

The Delivery Program is a four-year plan, accompanied by a complete four-year budget program of works that details what Council will do to implement the Regional Community Strategic Plan.

The Delivery Program will be reviewed and updated annually by Council, incorporating community submissions to the program and to ensure the program evolves and remains aligned to Council priorities.

### **REPORT**

Upper Lachlan Shire Council has implemented the Office of Local Government, Integrated Planning and Reporting (IP&R) legislation. Section 404 (5), of the Local Government Act 1993, states “The General Manager must ensure that progress reports are provided to the Council, with respect to the Principal Activities detailed in the Delivery Program, at least every 6 months.”

Attached to this report is a progress review report on Council's Delivery Program in accordance with the IP&R guidelines for the period of July to December 2018. In addition to above there is a progress review report on the Fit for the Future Council Action Plan.

### **POLICY IMPACT**

Nil

### **OPTIONS**

Nil





**FINANCIAL IMPACT OF RECOMMENDATIONS**

Nil

**RECOMMENDATION** That -

1. Council adopt the Delivery Program Review and the Fit for the Future Action Plan Review Reports for the six month period ended 31 December 2018.

**ATTACHMENTS**

1. <a href="#"></a>	Delivery Program December 2018 Report	Attachment
2. <a href="#"></a>	FFF Delivery Program Action Plan December 2018	Attachment

The Delivery Program Actions are integrated with the Tablelands Regional Community Strategic Plan (CSP) Strategies and referenced to a Community Aspiration. Each six month period the General Manager is to provide a progress report with respect to the Delivery Program Actions.

### **REGIONAL CSP STRATEGIC PILLAR NO.1 - COMMUNITY**

<b>Delivery Program Actions</b>	<b>Performance Measures</b>	<b>Responsibility</b>	<b>CSP Strategy and Aspiration</b>	<b>Progress Report</b>
1.1 - Support the retention of medical and health care facilities in the towns.	Support medical practitioners by providing available community buildings to facilitate health care service provision.	Director of Environment and Planning	Strategy CO1 - Facilitate and encourage equitable access to community infrastructure and services, such as health care, education and transport. 5. People attaining health and wellbeing.	Completed – community buildings are leased to facilitate health care services.
1.2 - Support provision of ageing population services and aged accommodation.	Liaise with government agencies and associated community groups in advocating for adequate aged care services and accommodation.	Director of Environment and Planning	Strategy CO1 - Facilitate and encourage equitable access to community infrastructure and services, such as health care, education and transport. 2. Community liaison to preserve and enhance community facilities.	Completed – ongoing liaison continued. Pending - Disability Inclusion Action Plan priorities are ongoing.
1.3 - Community services for young, aged, disabled, and people from diverse cultural backgrounds.	Number of actions of the Social and Community Plan, Cultural Plan and Ageing Strategy are implemented.	Directors of Environment and Planning & Finance and Administration	Strategy CO3 - Foster and encourage positive social behaviours to maintain our safe, healthy, and connected community. 6. Resilient and adaptable communities.	Completed - review of Social and Community Plan undertaken. Cultural Plan reviewed in June 2017 and cultural funding program implemented.

<b>Delivery Program Actions</b>	<b>Performance Measures</b>	<b>Responsibility</b>	<b>CSP Strategy and Aspiration</b>	<b>Progress Report</b>
1.4 - Retain the youth population demographic and provide appropriate facilities.	Number of consultations held with youth groups. Continue support of the Youth Committees.	Director of Environment and Planning	Strategy CO2 - Encourage and facilitate active and creative participation in community life. 2. Community liaison to preserve and enhance community facilities.	In Progress – YA'MAD meetings being held. Youth week activities will be undertaken in April 2019.
1.5 - Lobby for retention of education facilities.	Advocate for education facilities from pre-school to high school to be retained in the Shire's towns.	General Manager	Strategy CO1 - Facilitate and encourage equitable access to community infrastructure and services, such as health care, education and transport. 2. Community liaison to preserve and enhance community facilities.	Completed - continue advocacy to retain current education facilities and Council support to local schools and school activities by donations and work experience placements for school students.
1.6 - Protect significant heritage sites to preserve the diverse history of the Shire.	Number of heritage sites receiving funding over three year program.	Director of Environment and Planning	Strategy CO4 - Recognise and celebrate our diverse cultural identities, and protect and maintain our community's natural and built cultural heritage. 1. A built environment enhancing the lifestyle of a diverse community.	In Progress - 5 heritage projects received grant funding in 2017/2018.

<b>Delivery Program Actions</b>	<b>Performance Measures</b>	<b>Responsibility</b>	<b>CSP Strategy and Aspiration</b>	<b>Progress Report</b>
1.7 - Social inclusion for all disparate communities.	Provision of recreational opportunities and upgrade to existing public recreational facilities within the Shire towns.	Director of Works and Operations	Strategy CO5 - Maintain our rural lifestyle. 6. Resilient and adaptable communities.	In Progress – Clifton Park in Crookwell shared footpath and outdoor gymnasium project is now open for public use.
1.8 - Manage and upgrade Council's public buildings and community centres.	Regular communication and support of Section 355 Committees arrangements. Preparation and review Council buildings and prepare strategy on future arrangements.	Director of Environment and Planning	Strategy CO4 - Recognise and celebrate our diverse cultural identities, and protect and maintain our community's natural and built cultural heritage. 2. Community liaison to preserve and enhance community facilities.	In Progress - communication and support to Section 355 Committees is being provided. Pending - Building Plans of Management are being established and reviewed.
1.9 - Encourage recreational, cultural and leisure activities while maintaining public safety standards.	Provide funding for existing library and swimming pool facilities. Also, manage animal control and sporting grounds activities.	All three Council Department Directors	Strategy CO2 - Encourage and facilitate active and creative participation in community life. 2. Community liaison to preserve and enhance community facilities.	In Progress – “Active Villages” outdoor gymnasiums projects and lighting for soccer grounds in Crookwell to be commenced in 2019. The swimming pools repairs completed prior to commencement of season including timed hot water taps. Crookwell Pool building façade painted.



**REGIONAL CSP STRATEGIC PILLAR NO.2 - ENVIRONMENT**

<b>Delivery Actions</b>	<b>Program</b>	<b>Performance Measures</b>	<b>Responsibility</b>	<b>CSP Strategy and Aspiration</b>	<b>Progress Report</b>
2.1 - Address environmental degradation issues, i.e. noxious weeds control.		Review of long-term Noxious Weeds Management Strategy.	Director of Environment and Planning	Strategy EN2 - Adopt environmental sustainability practices. 3. A healthy natural environment.	Pending - review of policy and further consultation required implementation of the Biosecurity Act, Regional Plan and establish Local Plan.
2.2 - Promote environmentally sustainable developments (ESD).		Review, update and implementation of Upper Lachlan Local Environmental Plan (LEP) and Development Control Plans (DCP).	Director of Environment and Planning	Strategy EN4 - Maintain a balance between growth, development and environmental protection through sensible planning. 4. A prosperous economy with the balanced use of our land.	Pending – Upper Lachlan LEP Planning Proposals have been submitted to Department of Planning and Environment.
2.3 - Promote use of green and renewable energy.		Council promote alternate energy source initiatives. Implement Climate Change Adaption Strategy.	Director of Environment and Planning	Strategy EN5 - To investigate and implement approaches to reduce our carbon footprint. 3. A healthy natural environment.	In Progress - alternative energy sources are encouraged.
2.4 - Pursue Section 94A Development Contribution payments for all State Significant - Designated Developments.		Council is to manage and distribute the funds through a Section 355 Committee of Council.	Director of Environment and Planning	Strategy EN1 - Protect and enhance the existing natural environment, including flora and fauna native to the region. 1. A built environment enhancing the lifestyle of a diverse community.	In Progress - 3 Community Enhancement Funds are operating through Section 355 Committees of Council.
2.5 - Support land care initiatives to restore and beautify natural resources.		The waterways sustain natural ecosystems through the expansion of willow removal and catchment programs.	Director of Environment and Planning	Strategy EN3 - Protect and rehabilitate waterways and catchments. 2. Community liaison to preserve and enhance community facilities.	In Progress – support is provided for land care groups within the Shire.

**REGIONAL CSP STRATEGIC PILLAR NO. 3 - ECONOMY**

<b>Delivery Actions</b>	<b>Program</b>	<b>Performance Measures</b>	<b>Responsibility</b>	<b>CSP Strategy and Aspiration</b>	<b>Progress Report</b>
3.1 - Ensure financial viability of Council.		Long-term Financial Planning (LTFP) model implemented.  Fit for the Future Action Plan implemented in relation to sustainability.	Director of Finance and Administration	Strategy EC4 - Foster and develop a diverse, adaptive, and innovative agricultural industry. 7. Responsible and efficient use of resources.	Completed – new LTFP adopted by Council in June 2018. Achieved 6 of 7 Fit for Future program benchmarks in 2017/2018. Operating surplus result achieved in preceding 10 years.
3.2 – Prudent financial management.		Complete implementation of the Internal Audit Strategy and Plan. Achieve key financial benchmarks.	Director of Finance and Administration	Strategy CO5 - Maintain our rural lifestyle. 8. Transparent and accountable governance.	Pending – IT General Controls internal audit project to be completed by March 2019.
3.3 - Encourage sustainable population growth and provision of associated infrastructure.		Implementation of Southern Tablelands Regional Economic Development Strategy (REDS). Development of a local Business and Economic Development Strategic Plan into REDS priorities.	Director of Environment and Planning	Strategy EC1 - Capitalise on the region's close proximity to Canberra and its position as a convenient location to attract industry and investment. 4. A prosperous economy with the balanced use of our land.	In Progress – implementation of REDS. Completed – an Upper Lachlan Economic Development Strategy has been completed to compliment REDS.
3.4 - Assist facilitation of employment opportunities.		Number of contacts with existing businesses and grant application preparation resources provided to assist businesses.	Director of Finance and Administration	Strategy EC5 - Encourage collaboration between businesses, government, and training providers to develop employment and training opportunities for young people in the region. 7. Responsible and efficient use of resources.	In Progress – grant project report provided to Council meetings. Grants assistance provided to community groups seeking grants. EDTF Committee actively supporting local business promotion.

<b>Delivery Program Actions</b>	<b>Performance Measures</b>	<b>Responsibility</b>	<b>CSP Strategy and Aspiration</b>	<b>Progress Report</b>
3.5 - Encourage and support viable local businesses.	<p>Deliver on tourism member and non-member benefits program.</p> <p>Tourism section is to prepare two business promotions annually.</p>	Director of Finance and Administration	<p>Strategy EC3 - Support and foster conditions that enable local and small/home-based businesses to grow.</p> <p>4. A prosperous economy with the balanced use of our land.</p>	Completed - supporting local businesses by operating an accredited VIC, conducting ongoing co-operative marketing opportunities both online and offline, providing advice and industry links to enable business growth. Tourism membership scheme benefits and promotions are being delivered.
3.6 - Promote tourism opportunities and community events.	Marketing and promotion is timely, professional, informative and responsive to user needs. Capitalise on Canberra Region brand opportunities.	Director of Finance and Administration	<p>Strategy EC2 - Jointly develop appropriate tourism opportunities and promote the region as a destination.</p> <p>2. Community liaison to preserve and enhance community facilities.</p>	In Progress – ULTA is working with CRJO, Destination NSW and Tourism ACT to promote and develop the Canberra region and the Southern Tablelands through 7 priority projects identified in the Destination Southern NSW Destination Management Plan 2018-2020.

**REGIONAL CSP STRATEGIC PILLAR NO. 4 – INFRASTRUCTURE**

<b>Delivery Actions</b>	<b>Program</b>	<b>Performance Measures</b>	<b>Responsibility</b>	<b>CSP Strategy and Aspiration</b>	<b>Progress Report</b>
4.1 - Improve local road and regional road transport networks.		Manage road assets to ensure public safety. Road Hierarchy reviewed and reported to Council. Pavement rehabilitation of regional roads.	Director of Works and Operations	Strategy IN3 - Maintain and improve road infrastructure and connectivity. 7. Responsible and efficient use of resources.	In Progress – capital and maintenance works underway on Regional and Local Roads as per the schedule published on Council's website and historical level of service.
4.2 - Infrastructure Plan is implemented for new capital works, asset renewal and upgrades covering a 10 year period.		Asset Management Plans and Asset Strategies by each Asset Class are developed and recommendations implemented.	Director of Works and Operations	Strategy IN4 - Maintain and update existing community facilities, and support the development of new community infrastructure as needed. 2. Community liaison to preserve and enhance community facilities.	In Progress - Works program has been approved by Council. Further refinement of Asset Management Plan and improvement in assets registers to be completed starting with field data collection and update to the condition rating records. Asset Steering Committee has started to coordinate the Asset Management function of the Council.
4.3 - Bitumen seal all urban streets in towns.		Prepare 4 year road capital works program budget and review works priorities annually.	Director of Works and Operations	Strategy IN3 - Maintain and improve road infrastructure and connectivity. 1. A built environment enhancing the lifestyle of a diverse community.	In Progress - 4 year capital road works budget programmed and works have commenced and reviewed. Additional years will be available after the Asset Management Planning is progressed.

Delivery Actions	Program	Performance Measures	Responsibility	CSP Strategy and Aspiration	Progress Report
4.4 - Develop town main street and CBD beautification programs.		Town's main street beautification improvement programs and street cleaning. Streetscape Plan development and implementation in coordinated manner.	Director of Works and Operations	Strategy IN2 - Improve public transport links to connect towns within the region and increase access to major centres. 2. Community liaison to preserve and enhance community facilities.	In Progress - development of town and village streetscape program. Designs are going through the Streetscape Committee.
4.5 - Lobby for improved mobile telephone and broadband services.		To ensure regional and rural areas are included in the roll out of Federal Government technological initiatives.	Director of Works and Operations	Strategy IN7 - Secure improvements for, and future proof, telecommunications infrastructure. 1. A built environment enhancing the lifestyle of a diverse community.	In Progress – New towers lobbying for Snowy Mount and Grabben Gullen. NBN services now provided to Crookwell.
4.6 - Improve water supply and sewerage facilities to towns.		Implement town water supply and sewerage improvement programs.	Director of Works and Operations	Strategy IN5 - Ensure high quality water supply options for the towns in the region. 2. A healthy natural environment.	In progress - Additional sewer plant upgrades in Crookwell and water supply treatment upgrades for Taralga to be completed by June 2019.
4.7 - Provide waste pickup service for towns and villages and reduce the amount of waste going to landfills.		Council provide a strategy for future waste service provision. Implement improvement works to Crookwell landfill/waste centre and the village waste transfer stations to ensure compliance with EPA guidelines.	Director of Works and Operations	Strategy IN6 - Implement safe, accessible, and efficient management and recycling options for general waste, green waste, and sewage. 7. Responsible and efficient use of resources.	In Progress - village tips managed by Council have been converted to transfer stations. Crookwell landfill project to meet EPA requirements has commenced. Security upgrades and capping at transfer stations are yet to complete.



<b>Delivery Actions</b>	<b>Program</b>	<b>Performance Measures</b>	<b>Responsibility</b>	<b>CSP Strategy and Aspiration</b>	<b>Progress Report</b>
4.8 – Actively seek funding for the Goulburn to Crookwell Rail Trail concept.		Joint Goulburn Mulwaree and Upper Lachlan Shire Councils Committee formed. Feasibility Study to be completed. Project estimates to be completed. Council to pursue grant and other funding options to facilitate the development of a rail trail.	Director of Works and Operations	Strategy EC2 - Jointly develop appropriate tourism opportunities and promote the region as a destination. Strategy IN4 - Maintain and update existing community facilities, and support the development of new community infrastructure as needed. 4. A prosperous economy with the balanced use of our land.	In Progress - Committee formed. Regional Economic Impact Assessment completed.
4.9 - Develop new and upgrade existing footpaths and cycleway networks.		Implementation of the Pedestrian Access and Mobility Plan (PAMP) to create links to community services in conjunction with NSW Government Stronger Country Communities Fund program.	Director of Works and Operations	Strategy IN4 - Maintain and update existing community facilities, and support the development of new community infrastructure as needed. 1. A built environment enhancing the lifestyle of a diverse community.	In Progress - footpath works proceeding in accordance with current PAMP priorities. Stronger Country Communities Fund grant funding secured for footpath construction projects.
4.10 - Upgrade stormwater and kerb and guttering in towns.		Stormwater Management Plans created and recommendations progressively implemented in a 4 year capital works budget.	Director of Works and Operations	Strategy IN3 - Maintain and improve road infrastructure and connectivity. 2. A healthy natural environment.	In Progress - locations requiring improvements are identified in the Flood Risk Study includes projects and future budgets. Works planned in Collector in 2018/2019.
4.11 - Progressively replace timber bridges on local and regional roads.		Prepare and implement a 10 year bridge replacement program with funding model in Long Term Financial Plan (LTFP).	Director of Works and Operations	Strategy IN2 - Improve public transport links to connect towns within the region and increase access to major centres.	In Progress - Abercrombie River MR256 bridge replacement. National Parks license is secured to start construction works.

			7. Responsible and efficient use of resources.	Bridge assets assessment underway to prioritise works for future funding.
<b>Delivery Program Actions</b>	<b>Performance Measures</b>	<b>Responsibility</b>	<b>CSP Strategy and Aspiration</b>	<b>Progress Report</b>
4.12 - Flood Risk Management Plans created for Crookwell, Gunning, Taralga and Collector.	Implementation of Flood Risk Management Plan recommendations.	Director of Environment and Planning & Director of Works and Operations	Strategy EN4 - Maintain a balance between growth, development and environmental protection. 4. A prosperous economy with the balanced use of our land.	Completed - Flood Risk Management Plan and Study adopted by Council. Planning Proposal has been submitted to NSW Department of Planning and Environment.
4.13 - Transport link priority projects to State Parks including the Wombeyan Caves Road and Grabine Road reconstruction and upgrade to facilitate economic benefits to the region.	Pursue grant funding opportunities that deliver on the pursuit of regional economic growth benefits. Improve road infrastructure assets with potential to stimulate the local economy.	Director of Works and Operations	Strategy IN3 - Maintain and improve road infrastructure and connectivity. Strategy EC2 - Jointly develop appropriate tourism opportunities and promote the region as a destination. 4. A prosperous economy with the balanced use of our land.	In Progress – successfully lodged grant applications for Wombeyan Caves Road MR256 and Grabine Road reconstruction and sealing. Council was successful in securing grant funding to commence works in 2019/2020.
4.14 - Progressively bitumen seal all classified roads.	Reductions in classified roads gravel sections. Improvement in road network condition rating to ensure public safety.	Director of Works and Operations	Strategy IN3 - Maintain and improve road infrastructure and connectivity. 7. Responsible and efficient use of resources.	In Progress – applying for grant funding for Rye Park Road MR241 and additional grant funding for Wombeyan Caves Road MR258.

**REGIONAL CSP STRATEGIC PILLAR NO.5 – CIVIC LEADERSHIP**

<b>Delivery Actions</b>	<b>Program</b>	<b>Performance Measures</b>	<b>Responsibility</b>	<b>CSP Strategy and Aspiration</b>	<b>Progress Report</b>
5.1 - Participate in resource sharing initiatives.		Report projects to Council every year. Achieve annualised \$ savings through participation in Canberra Region Joint Organisation projects.	General Manager	Strategy CL3 - Collaborate and cooperate to achieve efficiencies and a greater voice in regional decision-making, and encourage similar cooperation across other sectors and community groups. 7. Responsible and efficient use of resources.	In Progress - participation in CRJO and Central West JO. In 2018/2019 continued savings being achieved.
5.2 - Lobby other levels of Government for increased share of funding distribution.		Review the intergovernmental Agreement. Grants Commission review and amendment to Financial Assistance Grants (FAG) distribution to rural councils.	General Manager	Strategy CL2 - Encourage and facilitate open and respectful communication between the community, the private sector, Council, and other government agencies. 8. Transparent and accountable governance.	In Progress - lobbying continuing through CRJO and Central West JO and meetings with Government Ministers.
5.3 - Promote community engagement and involvement in decision making processes.		Number of Community Outreach Meetings and program outcomes achieved. Community Survey undertaken every four years. The "Voice" Council newsletter publication distributed quarterly	General Manager	Strategy CL1 - Effect resourceful and respectful leadership and attentive representation of the community. 6. Resilient and adaptable communities.	In Progress - Four Community Outreach meetings scheduled for May 2019.  The "Voice" is produced quarterly.

<b>Delivery Actions</b>	<b>Program</b>	<b>Performance Measures</b>	<b>Responsibility</b>	<b>CSP Strategy and Aspiration</b>	<b>Progress Report</b>
5.4 - Leadership and commitment to integrated planning and reporting (IP&R).		Council's IP&R documents clearly articulate the Council's direction across all strategy platforms and performance management efficiency is evident to the community.	General Manager	Strategy CL1 - Effect resourceful and respectful leadership and attentive representation of the community. 8. Transparent and accountable governance.	Completed - IP&R documentation completed for 2018/2019.

**FIT FOR THE FUTURE – COUNCIL ACTION PLAN – 30 JUNE 2018**

<b>SUSTAINABILITY ACTION PLAN</b>				
<b>Objective</b>	<b>Strategies</b>	<b>Actions</b>	<b>Key milestones</b>	<b>Progress Report</b>
1. Secure additional revenue to keep Council's operating performance ratio well above the benchmark and ensure funding for renewal of road network assets	Implement Special Rate Variation in 2020/2021	<ol style="list-style-type: none"> <li>1. Notify community of intention to apply for SRV</li> <li>2. Community consultation and engagement</li> <li>3. Notify IPART of intention to apply</li> <li>4. Submit application to IPART</li> <li>5. Fund infrastructure renewal of its road network assets</li> </ol>	<p>Commencement in July 2019</p> <p>Community engagement and support for the proposal is achieved</p>	<i>No action – a Council Resolution is necessary for a Special Rate Variation application.</i>
2. Drive cost savings through procurement	Implementation of a Best Practice in Procurement Program	<ol style="list-style-type: none"> <li>1. Procurement Roadmap - Arc Blue</li> <li>2. Review Procurement Action Plan and policies</li> </ol>	<p>Procurement Committee recommendations to MANEX</p> <p>Utilisation of LGP Vendor Panel and TenderLink</p> <p>CR JO procurement working group committee reports to management</p>	<p><i>Contracts Register has been implemented in 2018.</i></p> <p><i>LGP vendor panel and TenderLink are utilised by Council.</i></p> <p><i>Canberra Region JO and Central NSW JO procurement meetings held and JO utilised for panel tenders and contracts preparation.</i></p>



Objective	Strategies	Actions	Key milestones	Progress Report
3. Maintain diverse income streams through state roads contract	Retention and provision of Roads and Maritime Services (RMS) Routine Maintenance Council Contract (RMCC)	<ol style="list-style-type: none"> <li>1. Maintain existing high standard rating for road works in Contractor Performance Report</li> <li>2. RMCC Benchmarking</li> </ol>	<p>RMS rating maintained satisfactory or better</p> <p>RMCC Commenced in 2008</p> <p>Contracted project completion date of 2018 for \$10 million scope of road works</p>	<p><i>RMS MR54 reconstruction and sealing project of \$10 million for unsealed sections was completed in January 2018.</i></p> <p><i>RMCC accreditation retained and Contractor Performance Reports are satisfactory.</i></p>
4. Maximise diverse income streams through private works	Provision of road reconstruction contracted private works for renewable energy developments	<ol style="list-style-type: none"> <li>1. Review pricing structures for private works which are in demand at profitable rates</li> <li>2. Cost of service is transparent and in accordance with the National Competition Policy Guidelines</li> </ol>	<p>Remain competitive with the private sector and to secure contract works for road reconstruction</p>	<p><i>No major private works contracts undertaken in 2017/2018 due to RMS road contract works commitments on State Road MR54 and backlog of road work grant funded projects.</i></p> <p><i>Council has commenced the Woodhouselee Road North unsealed road section upgrade as private works from condition of consent in Crookwell II Wind Farm development.</i></p> <p><i>Council is meeting all NCP Guidelines and private works rates incorporated into Council Revenue Policy.</i></p>

INFRASTRUCTURE AND SERVICE MANAGEMENT ACTION PLAN				
Objective	Strategies	Actions	Key milestones	Progress Report
1. Implement best practice asset management reporting	Asset Management Improvement Program	<ol style="list-style-type: none"> <li>Review Asset Management and Risk Plan, strategies and policies</li> <li>Review of Council Infrastructure Plan – define community service level set by Council for asset maintenance</li> </ol>	<p>Asset Management Plans identify asset service standards</p> <p>Infrastructure asset classes valuation at fair value</p> <p>Ensure asset condition standards are maintained above Condition 5</p>	<p><i>Infrastructure Plan reviewed and adopted by Council in June 2018.</i></p> <p><i>Scott Fullarton Valuations has completed the Operational Land, Buildings and Other Structures fair valuation at 30 June 2018.</i></p> <p><i>Asset Condition Rating System is to be further developed by Works and Operations Department in 2018/2019 to enable evidence based Asset Management Plans using ISO55000.</i></p>
2. Secure funding for asset renewals	Utilise borrowing capacity to invest in infrastructure renewal projects – Timber Bridge Replacement Program	<ol style="list-style-type: none"> <li>Review Council Borrowings/Loans Policy</li> <li>Council Long Term Financial Plan priority bridge replacement schedule</li> </ol>	<p>Commencing loan financing arrangements with Financial Institutions</p> <p>Application for State Government Local Infrastructure Renewal Scheme (LIRS) funding</p>	<p><i>Borrowings to be drawndown in the 3rd Quarter 2018/2019 for the Crookwell Memorial Oval Precinct project and the Woodville Road Crookwell River timber bridge replacement.</i></p> <p><i>Borrowings program for timber bridge replacements are incorporated into the Council Delivery Program. Council is now eligible for accessing the Treasury Corporation borrowing facility.</i></p>

Objective	Strategies	Actions	Key milestones	Progress Report
3. Minimise potential public liability incidents	Utilise Statewide Mutual Best Practice Guidelines and achieve industry benchmarks for risk management practices	<ol style="list-style-type: none"> <li>1. Review Risk Management Plan and Policy</li> <li>2. Review Safe Work Method Statements for high risk priorities</li> </ol>	<p>Risk Management Action Plan (RAMP) approved and adopted by Council annually by June</p> <p>Safe Work Method Statements (SWMS) reported to WH&amp;S Committee every 6 months</p>	<p><i>RAMP approved by Council management and reviewed by Statewide Mutual for 2017/2018. Actions identified for 2018/2019 with key focus areas of Footpaths and Tree and Tree Roots.</i></p> <p><i>SWMS progressively reviewed and reported to the Council WH&amp;S Committee.</i></p>
4. Maintain assets in satisfactory condition to meet community expectations	Evaluation of asset utilisation and rationalisation	<ol style="list-style-type: none"> <li>1. Review of Council Infrastructure Plan</li> <li>2. Recommendations from Grant Thornton Building and Asset internal audit.</li> </ol>	<p>Condition Report prepared for Council owned building assets and maintenance action plan approved by June 2018</p>	<p><i>Fair valuation of buildings was completed by external valuer.</i></p> <p><i>Building Maintenance Officer position has been recruited. The Building and Asset Management internal audit Action Plan is being implemented and was reported to Audit, Risk and Improvement Committee in September 2018.</i></p>

EFFICIENCY ACTION PLAN				
Objective	Strategies	Actions	Key milestones	Progress Report
1. Understand how the organisation is performing	Benchmark Upper Lachlan with other Councils Local Government Professionals Australia (LGPA) - Operational and Management Effectiveness Report	<ol style="list-style-type: none"> <li>1. Identify trend analysis of operational cost centres and functional service areas of Council</li> <li>2. Performance tool for benchmarking by senior management of operational efficiencies of individual cost centres</li> </ol>	Management Tool - annual benchmarking	<p><i>Benchmarking completed.</i></p> <p><i>The LGPA commissioned LG Performance Excellence Program Report for 2017/2018 was completed by Council and final report will be issued by LGPA to MANEX.</i></p>
2. Continue to collaborate regionally	Be an active partner in the Canberra Region Joint Organisation of Councils (CRJO)	<ol style="list-style-type: none"> <li>1. Development and implementation of a JO Strategic Plan</li> <li>2. JO Strategic Plan aligned with Quadruple Bottom Line principles</li> <li>3. Intergovernmental collaboration; i.e. ACT Government and State Government</li> </ol>	<p>Implementation after JO Pilots</p> <p>Formulation of an effective and efficient governance structure to oversee implementation, review and evaluation in CBR Region</p> <p>CBR branding to support tourism and economic development throughout the region</p>	<p><i>Office of Local Government Joint Organisation pilot program is completed and JOs are gazetted. Upper Lachlan Shire Council is within the Canberra Region Joint Organisation (CRJO)</i></p> <p><i>CRJO Strategic Plan is being developed.</i></p> <p><i>Intergovernmental collaboration is continuing with ACT Government.</i></p>

Objective	Strategies	Actions	Key milestones	Progress Report
3. Continuously improving the quality and efficiency of all of Council's services	Undertake four year rolling program of service reviews as part of Council's Delivery Program	<ol style="list-style-type: none"> <li>1. Develop four year program of service reviews, with a focus on those services of greatest cost to the organisation</li> <li>2. Update Delivery Program to incorporate the service review program</li> <li>3. Implement program annually</li> <li>4. Report outcomes through the 6 month Delivery Program report and update Long Term Financial Plan annually to reflect any changes</li> </ol>	<p>Program established and Delivery Program updated</p> <p>6 Monthly Delivery Program Report to include service review progress and outcomes</p> <p>Annual update of Council's Long Term Financial Plan</p> <p>Implementation of Internal Audit Plan by Grant Thornton Australia over 4 year period to 2019/2020</p>	<p><i>Delivery Program was approved by Council in June 2018.</i></p> <p><i>Delivery Program action report completed every six months.</i></p> <p><i>Long Term Financial Plan was approved by Council in June 2018.</i></p> <p><i>One internal audit project by Grant Thornton Australia is to be completed by March 2019 for IT General Controls.</i></p>
4. Improve efficiency through technological advancement	Provide innovative and leading technology interface	<ol style="list-style-type: none"> <li>1. Enhanced use of technology particularly in the area of staff remote and on-line customer access</li> <li>2. Implement a Unified Telecommunications solution</li> </ol>	<p>Establishment of Development Assessment (DA) Tool</p> <p>Implementation of Integrated Unified Telecommunications System</p>	<p><i>Pending.</i></p> <p><i>Microwave Communication project – ATI Australia P/L was completed in June 2018.</i></p> <p><i>New telephone system implemented in September 2018.</i></p>



## **13        GENERAL MANAGER**

The following items are submitted for consideration -

13.1	Collector Wind Farm Community Enhancement Program	464
13.2	Consultative Committee Meeting Minutes	488
13.3	Regional Growth Environment and Tourism Fund	502

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## General Manager - 20 December 2018

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**ITEM 13.1**                      **Collector Wind Farm Community Enhancement Program**

**FILE REFERENCE**    **I18/600**

**AUTHOR**                      **General Manager**

### **ISSUE**

Providing details regarding the Collector Wind Farm Community Enhancement Fund Voluntary Planning Agreement.

**RECOMMENDATION**        That –

1. Council adopts the Collector Wind Farm Community Enhancement Fund Voluntary Planning Agreement and authorises the General Manager to sign and seal the Collector Wind Farm Community Enhancement Fund Voluntary Planning Agreement on behalf of Council.

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### **BACKGROUND**

At the Council Meeting held on 18 October 2018 under resolution no. 308/18, Council resolved to place on public exhibition the draft Collector Wind Farm Community Enhancement Fund Voluntary Planning Agreement, allowing a period of 28 days to seek public comment / submissions.

### **REPORT**

In accordance with Council Resolution No. 308/18 advertisements were placed in local newspapers and on Council's website commencing on 23 October 2018 seeking public comment / submissions with respect to the draft Collector Wind Farm Community Enhancement Fund Voluntary Planning Agreement (VPA).

During the 28 day public exhibition period for the Collector Wind Farm Community Enhancement Fund VPA Council received nil submissions.

Council have previously indicated to Ratch-Australia Corporation Pty Ltd that to conclude due process in the completion of the Collector Wind Farm Community Enhancement Fund VPA, the Council endorsed copy of the Community Enhancement Fund VPA will now be forwarded to Ratch-Australia Corporation Pty Ltd for counter-party execution.

A copy of the Collector Wind Farm Community Enhancement Fund VPA between Upper Lachlan Shire Council and the Collector Wind Farm Pty Ltd is attached for Councillors information.

**POLICY IMPACT**

Nil

**OPTIONS**

Nil

**FINANCIAL IMPACT OF RECOMMENDATIONS**

Nil

**RECOMMENDATION**      That –

1. Council adopts the Collector Wind Farm Community Enhancement Fund Voluntary Planning Agreement and authorises the General Manager to sign and seal the Collector Wind Farm Community Enhancement Fund Voluntary Planning Agreement on behalf of Council.

**ATTACHMENTS**

1. <a href="#">Download</a>	Planning Agreement - Environmental Planning & Assessment Act 1919 - Collector Wind Farm - Community Enhancement Fund Deed - 18 September 2018	Attachment
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Planning Agreement  
*Environmental Planning and Assessment Act 1979 (NSW)*  
Collector Wind Farm

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## Community Enhancement Fund Deed

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The Upper Lachlan Shire Council A.B.N. 81 011 241 552 (**Council**)

Collector Wind Farm Pty Ltd A.C.N. 160 195 460 (**Company**)

## Table of contents

<b>1</b>	<b>Definitions and interpretation</b>	<b>5</b>
1.1	Definitions .....	5
1.2	Interpretation .....	8
<b>2</b>	<b>Planning agreement</b>	<b>8</b>
<b>3</b>	<b>Application of this Deed</b>	<b>8</b>
<b>4</b>	<b>Operation of this Deed</b>	<b>8</b>
<b>5</b>	<b>Payment of the Monetary Contribution</b>	<b>9</b>
5.1	The Monetary Contribution .....	9
5.2	General .....	10
<b>6</b>	<b>Community Enhancement Fund</b>	<b>10</b>
6.1	Establishment of the Community Enhancement Fund .....	10
6.2	The Committee .....	11
6.3	Call for Funding Applications .....	11
6.4	Notification to Company .....	11
6.5	Allocation of Funds .....	12
6.6	Public Recognition .....	12
6.7	Auditing .....	13
<b>7</b>	<b>Application of the EP&amp;A Act to the Collector Wind Farm</b>	<b>13</b>
<b>8</b>	<b>Disposal by the Company of its interest in the Collector Wind Farm</b>	<b>13</b>
<b>9</b>	<b>No fetter</b>	<b>14</b>
<b>10</b>	<b>Dispute resolution</b>	<b>14</b>
10.1	Notice of dispute .....	14
10.2	Response to notice .....	14
10.3	Negotiation .....	14
10.4	Further notice if not settled .....	14
10.5	Mediation .....	14
10.6	Litigation .....	15
10.7	Exchange of information .....	15
10.8	Continue to perform obligations .....	15
<b>11</b>	<b>GST</b>	<b>15</b>
11.1	Interpretation .....	15
11.2	Reimbursements .....	16
11.3	Additional amount of GST payable .....	16
11.4	Variation .....	16
<b>12</b>	<b>General</b>	<b>16</b>
12.1	Costs .....	16
12.2	Notices .....	17
12.3	Waiver .....	17
12.4	Governing law .....	17
12.5	Prior agreements superseded .....	17
12.6	Modification of Deed .....	17
12.7	Representations and warranties .....	18
12.8	Severability .....	18
12.9	Confidentiality, media releases and enquiries .....	18
12.10	Counterparts .....	18
12.11	No fiduciary relationship .....	18
12.12	Further acts .....	18
12.13	Enforcement .....	18



<b>Schedule 1: Notice details</b>	<b>19</b>
<b>Schedule 2: Geography</b>	<b>20</b>
<b>Execution page</b>	<b>22</b>

## Planning Agreement - Community Enhancement Fund Deed

Date

<b>Between the parties</b>	
	<p><b>The Upper Lachlan Shire Council</b>  A.B.N. 81 011 241 552  of 44 Spring Street, Crookwell NSW 2583  <b>(Council)</b></p>
	<p><b>Collector Wind Farm Pty Ltd</b>  A.C.N. 160 195 460  of Level 7, 111 Pacific Highway, North Sydney NSW 2060  <b>(Company)</b></p>
<b>Recitals</b>	<ol style="list-style-type: none"> <li>1. The Collector Development Consent was granted in relation to the Collector Wind Farm on 2 December 2013. The Company is entitled to act on the Collector Development Consent.</li> <li>2. The Company has agreed to pay Monetary Contributions in relation to the Collector Wind Farm to the Council's Community Enhancement Fund, and account to the Council for payments made to the Collector Fund, in accordance with the terms of this Deed.</li> <li>3. The Council agrees to be the custodian of the Monetary Contributions paid by the Company to the Community Enhancement Fund and to distribute and expend the funds in the Community Enhancement Fund in accordance with this Deed.</li> </ol>
The parties agree as follows:	

## 1 Definitions and interpretation

### 1.1 Definitions

The meanings of the terms used in this Deed are set out below.

<b>Approved Local Project</b>	means each Local Project approved for funding from the Community Enhancement Fund in accordance with this Deed and the Committee charter.
<b>Auditor</b>	means an appropriately qualified financial auditor appointed by the Council.
<b>Collector Development Consent</b>	means development consent granted by the Minister for Infrastructure and Planning under the EP&A Act on 2 December 2013, as modified from time to time.
<b>Collector Fund</b>	<p>means a fund established by the community of Collector which complies with Condition C2 of the Collector Development Consent, which while it continues to operate:</p> <ul style="list-style-type: none"> <li>to standards of administration and probity that are acceptable to the Company in its absolute discretion; and</li> <li>in compliance with Condition C2 of the Collector Development Consent,</li> </ul> <p>that may receive:</p> <ul style="list-style-type: none"> <li>a portion of the annual Monetary Contributions in accordance with clause 5.1(a)(2) of this Deed; and/or</li> <li>funding for Approved Local Projects as proposed by the community.</li> </ul>
<b>Collector Land</b>	<p>means:</p> <ul style="list-style-type: none"> <li>the land that is the subject of the Collector Development Consent, being the land used for the Collector Wind Farm project, and all associated and ancillary purposes specified in the Collector Development Consent; and</li> <li>all other land on which it is proposed that associated and ancillary infrastructure for the Collector Wind Farm will be located as specified in the Collector Development Consent.</li> </ul>
<b>Collector Wind Farm</b>	means the construction and operation of a wind energy facility to be known as the Collector Wind Farm, on the Collector Land consisting of wind turbines and associated infrastructure as authorised by the Collector Development Consent.

<b>Commissioning Milestone</b>	means the completion of energisation of the substation, post-testing, as evidenced by the date of the certificate of practical completion issued pursuant to a construction contract for the construction of the Collector Wind Farm.
<b>Community Enhancement Fund</b>	means the fund to be administered by the Council pursuant to the DCP, which is established by this Deed.
<b>Committee</b>	means the committee established to administer the Community Enhancement Fund in accordance with the DCP, pursuant to section 355 of the <i>Local Government Act 1993</i> (NSW) and, comprising: <ul style="list-style-type: none"> <li>• the Mayor or Councillor Delegate;</li> <li>• the General Manager or delegate of the Council;</li> <li>• two community representatives who do not own any of the Collector Land; and</li> <li>• a representative appointed by the Company.</li> </ul>
<b>Contribution Year</b>	means the 12 month period following the Commissioning Milestone, and every anniversary thereof for the operation of the Collector Wind Farm project.
<b>Costs</b>	includes costs, charges and expenses for the administration of the Community Enhancement Fund, payable to the Council out of the Monetary Contribution on an as needed basis and shall be no more than \$5000.00 per annum, indexed to the Index Number over the life of the Collector Wind Farm project
<b>Council Funding Notice</b>	means the notice provided to the Company by the Council in each Contribution Year, requesting and invoicing the Company for the payment of the Monetary Contribution that is due to the Council in that Contribution Year.
<b>DCP</b>	means the <i>Upper Lachlan Development Control Plan 2010</i> as amended from time to time.
<b>Deed</b>	means this deed, and all annexures and schedules to it.
<b>EP&amp;A Act</b>	means the <i>Environmental Planning and Assessment Act 1979</i> (NSW) as amended from time to time.

<b>Funding Application</b>	means an application submitted to the Committee in relation to the Community Enhancement Fund to fund a Local Project.
<b>Geography</b>	means the area defined in Schedule 2 being: <ul style="list-style-type: none"> <li>• an area from which the Committee may receive Local Project applications; and</li> <li>• which defines the extent of Local Projects that are eligible to receive funding from the Community Enhancement Fund.</li> </ul>
<b>Index Number</b>	means the consumer price index for Sydney (All Groups) number or equivalent index published from time to time by the Australian Bureau of Statistics.
<b>Local Projects</b>	means any project proposed to be carried out within the Geography which are aimed at: <ul style="list-style-type: none"> <li>• enhancing any aspect of the local environment including, but not limited to, ameliorating any impacts from the Collector Wind Farm;</li> <li>• providing any community service or facility or benefit; or</li> <li>• fulfilling the selection criteria described in the Committee's charter, as those criteria are amended by the Committee from time to time;</li> </ul> which may include: <ul style="list-style-type: none"> <li>• the building of a Strategic Fund.</li> </ul>
<b>Mediator</b>	means a person appointed as mediator under clause 10.5 of this Deed.
<b>Monetary Contribution</b>	means the amount of \$200,000.00 as adjusted for inflation against the Index Number in accordance with clause 5.1(e) of this Deed, which is paid and apportioned as between the Community Enhancement Fund and the Collector Fund in accordance with clause 5.1 of this Deed.
<b>Operating Turbine</b>	means each wind turbine constructed and commissioned as part of the Collector Wind Farm which generates electricity into the transmission network during any part of the relevant Contribution Year; a wind turbine ceases to be an Operating Turbine when it is deconstructed to ground level.
<b>Strategic Fund</b>	means an allocation of the Monetary Contribution to an Approved Local Project where money is held by the Council for the Community Enhancement Fund to develop a single or expensive prospective Local Project or an Approved Local Project that will require significant upfront investment or a multi-year investment commitment.



## **1.2 Interpretation**

- (a) Clause headings are for convenience only and will be ignored in the interpretation of this Deed.
- (b) References to a party include the successors and permitted assigns of that party.
- (c) Words importing the singular include the plural and words importing the plural include the singular.
- (d) Words importing a person include a corporation, firm or body corporate.
- (e) Nothing contained in this Deed will be deemed or construed as creating the relationship of partnership.
- (f) References to a month mean a calendar month and a reference to a year means a calendar year.
- (g) References to any document include any permitted amendment, supplement to or replacement or novation of the document.
- (h) References to any legislation or to any section or provision of any legislation includes any:
  - (1) statutory modification or re-enactment of or any statutory provision substituted for that legislation, section or provision; or
  - (2) ordinances, by-laws, regulations and other statutory provision substituted for that legislation, section or provision.
- (i) Other grammatical forms of defined words or expressions have corresponding meanings.
- (j) 'Including' and similar expressions are not words of limitation.

## **2 Planning agreement**

---

The parties agree that this Deed is a planning agreement governed by Subdivision 2 of Division 7.1 of Part 2 of the EP&A Act (previously Subdivision 2 of Division 6 of Part 4 of the EP&A Act).

## **3 Application of this Deed**

---

This Deed applies to the Collector Development Consent and evidences the parties agreement that the Company and the Collector Wind Farm are in compliance with Condition C2 of the Collector Development Consent.

## **4 Operation of this Deed**

---

The parties agree that this Deed will not operate or bind the parties unless and until the Company achieves the Commissioning Milestone described in the Collector Development Consent.

## 5 Payment of the Monetary Contribution

### 5.1 The Monetary Contribution

- (a) The Company must account to the Council for the Monetary Contribution by:
  - (1) paying the Community Enhancement Fund's part of the Monetary Contribution in advance to the Council within 20 business days of the Company's receipt of the Council Funding Notice in each Contribution Year, which shall be:
    - i. 80% of the Monetary Contribution in the first Contribution Year; and
    - ii. 90% of the Monetary Contribution in every subsequent Contribution Year;
  - (2) paying the Collector Fund's part of the Monetary Contribution within each Contribution Year, which shall be:
    - i. 20% of the Monetary Contribution in the first Contribution Year; and
    - ii. 10% of the Monetary Contribution in every subsequent Contribution Year.
- (b) If the Company determines in its absolute discretion that the Collector Fund, in any Contribution Year, has:
  - (1) failed to be constituted:
    - i. according to standards of administration and probity that are acceptable to the Company in its absolute discretion; or
    - ii. in compliance with Condition C2 of the Collector Development Consent;
  - (2) ceased to operate to standards of administration and probity that are acceptable to the Company in its absolute discretion; or
  - (3) ceased to operate in compliance with Condition C2 of the Collector Development Consent;
- (c) the Company shall notify the Council that the Collector Fund is in default of the Company's governance expectations (**Governance Default Notice**) and subsequently pay the whole Monetary Contribution to the Community Enhancement Fund in and from the Contribution Year that follows the Governance Default Notice.
- (d) If the Company gives the Council a Governance Default Notice pursuant to clause 5.1(b) of this Deed:
  - (1) the Company shall thereafter have no obligation to account to the Council for any payment to the Collector Fund pursuant to clause 5.1(a)(2) of this Deed; and
  - (2) the Council will provide the Company with a letter restating the representation in clause 3 of this Deed that the Company and the Collector Wind Farm will continue to be in compliance with Condition

C2 of the Collector Development Consent in directing the whole Monetary Contribution to the Community Enhancement Fund.

- (e) The parties agree that the Monetary Contribution will be reviewed on the anniversary of the Commissioning Milestone of each year in accordance with the following formula:

$$MC = \frac{A \times B}{C}$$

Where:

MC = the Monetary Contribution payable for the following Contribution Year;

A = the Monetary Contribution payable during the Contribution Year just ended;

B = the Index Number last published before the end of the Contribution Year just ended; and

C = the Index Number last published before the commencement of the Contribution Year just ended.

- (f) The monetary contribution is a taxable supply for GST in accordance with clause 11 of this Deed.

## 5.2 General

- (a) The obligation of the Company to pay any Monetary Contribution to the Community Enhancement Fund under this Deed, or to account to the Council for any payment to the Collector Fund, will cease on the date on which the last Operating Turbines is decommissioned. A wind turbine is decommissioned when it is deconstructed down to ground level.
- (b) The parties agree that the Monetary Contribution paid to the Community Enhancement Fund in accordance with this Deed will have the public purpose of facilitating Approved Local Projects.
- (c) The Company agrees to pay interest on any overdue part or whole of the Monetary Contribution payable to the Council pursuant to clause 5.1(a)(1) of this Deed from the date on which the overdue part or whole of the Monetary Contribution is due for payment until the date on which the overdue part or whole Monetary Contribution is paid, at the bank bill swap interest rate within Australia that is published by the Australian Financial Markets Association, during the relevant period when the relevant Monetary Contribution is overdue.

## 6 Community Enhancement Fund

### 6.1 Establishment of the Community Enhancement Fund

- (a) The Council must hold and apply Monetary Contributions received under clause 5.1(a)(1) of this Deed in accordance with clause 5.2(b) of this Deed.
- (b) For Monetary Contributions received by the Council which are not applied towards Approved Local Projects in a Contribution Year, the Council must invest all surplus Monetary Contributions in an interest bearing account held in

the name of the Council for the purpose of the Community Enhancement Fund in accordance with clause 5.2(b) of this Deed.

## **6.2 The Committee**

- (a) The Council must establish the Committee (and the applicable Committee charter) on or around the Commissioning Milestone, and in any case prior to the date on which the first Monetary Contribution is anticipated to be paid to the Council under this Deed. The Company agrees to keep the Council informed on progress to achieving the Commissioning Milestone.
- (b) The Company must always be represented by a company-nominated representative on the Committee.
- (c) The Council must procure that the role of the Committee includes:
  - (1) to determine the form in which Funding Applications for Local Projects are to be submitted;
  - (2) to recommend to the Council which Funding Applications for Local Projects should be an Approved Local Project in accordance with clause 6.5(a) of this Deed; and
  - (3) adherence to a Committee charter.

## **6.3 Call for Funding Applications**

During:

- (a) a period to be agreed between the parties prior to the Company's first Monetary Contribution to the Council under clause 5.1(a)(1) of this Deed; or
- (b) any further period determined by the Committee;

the Council must publicly advertise in the Council's Voice newsletter (or any periodic Council publication which replaces the Voice newsletter) and in the local newspapers the availability of funds in the Community Enhancement Fund and call for Funding Applications to be submitted to the Committee, in the form required by the Committee, from the public, community groups (including the Collector Fund) and individuals, for funding of Local Projects.

## **6.4 Notification to Company**

The Council must procure that the Committee:

- (a) notifies the Company of each Funding Application;
- (b) if requested by the Company, consult the Company in relation to Funding Applications;
- (c) notifies the Company of each Approved Local Project, including the amounts of any funding; and
- (d) procures an invitation for the Company to attend any event or opening for an Approved Local Project, when appropriate to the nature of the Approved Local Project.

## 6.5 Allocation of Funds

- (a) The Council must procure that the Committee makes recommendations to the Council as to which of the Funding Applications are eligible to be funded from the Community Enhancement Fund.
- (b) This Deed expressly authorises the Council to progressively or otherwise pool funds to create a Strategic Fund for prioritised prospective future Local Projects or Approved Local Projects, as recommended by the Committee.
- (c) This Deed expressly authorises the Council to grant funding from the Community Enhancement Fund to the Collector Fund.
- (d) The Council must:
  - (1) consider the funding recommendations of the Committee; and
  - (2) procure that full Council of Upper Lachlan Shire Council determines which Local Projects will be funded from the Community Enhancement Fund to become an Approved Local Project.
- (e) The Council should determine Approved Local Projects prior to 1 June in each Contribution Year, and notify the Company, by 1 June in each Contribution Year (or by a date agreed by the Parties), of each Approved Local Project (**Council Funding Approval**).
- (f) If the Council determines to partially fund or not to fund an Approved Local Project or an Approved Local Project Fund, contrary to the recommendations of the Committee, the Council must provide a detailed written statement of reasons for such determination to the Company by 1 June of the Contribution Year.
- (g) Upon receipt of a Council Funding Approval, if the Company reasonably determines that the Council has resolved to approve a Local Project that:
  - (1) has the potential to harm the corporate reputation of the Company or the reputation of the Collector Wind Farm; or
  - (2) may breach the Company's subjective standards of probity or corporate governance;

the Company may notify the Council in writing, and the parties must use reasonable endeavours to resolve the matter prior to the Council's proposed funding of the disputed project. If the parties cannot reach a resolution the provisions of clause 10 of this Deed shall apply, and the Council cannot proceed to pay funds for the Local Project in dispute until the dispute is resolved.
- (h) The Council must pay funds from the Community Enhancement Fund to each Approved Local Project, and may require each Approved Local Project to enter into a funding agreement where appropriate.

## 6.6 Public Recognition

- (a) The Council must publicly and positively acknowledge:
  - (1) the payment of the Monetary Contribution by the Company; and
  - (2) the Company's role in funding any Approved Local Projects via the Community Enhancement Fund.



- (b) The form of public acknowledgment required by clause 6.6(a) of this Deed is to be agreed by the Council and the Company (acting reasonably) but must include:
  - (1) the prominent inclusion of the Company's logo in any advertisement for Funding Applications or an announcement made in relation to the Approved Local Projects and funding determinations; and
  - (2) where appropriate for particular Approved Local Projects, a permanent sign recognising that the Approved Local Project was funded by the Company via the Community Enhancement Fund.

#### **6.7 Auditing**

- (a) During each year in which there are funds in the Community Enhancement Fund, the Council must appoint an Auditor to reconcile:
  - (1) the Monetary Contribution paid by the Company to the Council under clause 5 of this Deed;
  - (2) any payments made by the Council in accordance with clause 6.5 of this Deed;
  - (3) any money that is dedicated to a Strategic Fund to apply towards a specific Approved Local Project;
  - (4) income earned by the Community Enhancement Fund; and
  - (5) identify any corrective payments required.
- (b) The Company and the Council must make any corrective payments identified by the Auditor pursuant to clause 6.7(a) of this Deed as being necessary to reconcile the Community Enhancement Fund.
- (c) The costs of the Auditor are a cost of administering the Community Enhancement Fund and shall be paid out of the Costs component of the Community Enhancement Fund.

### **7 Application of the EP&A Act to the Collector Wind Farm**

---

- (a) The parties agree that this Deed excludes the application of sections 7.11 and 7.12 of the EP&A Act (previously sections 94 and 94A of the EP&A Act) in so far as they would otherwise relate to the Collector Wind Farm.
- (b) The parties agree that this Deed will not be registered against the title of the Collector Land pursuant to section 7.6 of the EP&A Act (previously section 93H of the EP&A Act).

### **8 Disposal by the Company of its interest in the Collector Wind Farm**

---

- (a) Prior to the Company disposing of any part of its interest in the Collector Wind Farm to any third party, the Company must procure entry by that third party into a Deed with the Council on the same terms and conditions as this Deed.
- (b) Subject to the Company complying with its obligations under clause 8(a) of this Deed, the Council will release the Company from any further obligation

under this Deed on and from the date on which the Company ceases to have any interest in the Collector Wind Farm.

## **9 No fetter**

---

Nothing in this Deed shall be construed as requiring the Council to do anything that would cause Council to be in breach of any of its obligations at law, and without limitation, nothing shall be construed as limiting or fettering in any way the exercise of any statutory discretion or duty.

## **10 Dispute resolution**

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### **10.1 Notice of dispute**

If a party claims that a dispute has arisen under this Deed (**Claimant**), it must give written notice to the other party (**Respondent**) stating the matters in dispute and designating as its representative a person to negotiate the dispute (**Claim Notice**).

### **10.2 Response to notice**

Within 20 business days of receiving the Claim Notice, the Respondent must notify the Claimant of its representative to negotiate the dispute.

### **10.3 Negotiation**

The nominated representatives must:

- (a) meet to discuss the matter in good faith within 10 business days after service by the Respondent of notice of its representative; and
- (b) use reasonable endeavours to settle or resolve the dispute within 15 business days after they have met.

### **10.4 Further notice if not settled**

If the dispute is not resolved within 15 business days after the nominated representatives have met, either party may give to the other a written notice calling for determination of the dispute (**Dispute Notice**).

### **10.5 Mediation**

The parties agree that a dispute shall be mediated if it is the subject of a Dispute Notice, in which case:

- (a) the parties must agree the terms of reference of the mediation within 5 business days of the receipt of the Dispute Notice (the terms shall include a requirement that the mediation rules of the Institute of Arbitrators and Mediators Australia (NSW Chapter) apply);
- (b) the appointment of a Mediator will be agreed between the parties, or failing agreement within 5 business days of receipt of the Dispute Notice, either party may request the President of the Institute of Arbitrators and Mediators Australia (NSW Chapter) apply to appoint a mediator;
- (c) the Mediator appointed pursuant to this clause 10.5 must:

- (1) have reasonable qualifications and practical experience in the area of the dispute; and
  - (2) have no interest or duty which conflicts or may conflict with his function as mediator, he being required to fully disclose any such interest or duty before his appointment;
- (d) the Mediator shall be required to undertake to keep confidential all matters coming to his knowledge by reason of his appointment and performance of their duties;
- (e) the parties must within 5 business days of receipt of the Dispute Notice notify each other of their representatives who will be involved in the mediation;
- (f) the parties agree to be bound by any mediation settlement and may only initiate judicial proceedings in respect of a dispute which is the subject of a mediation settlement for the purpose of enforcing that mediation settlement; and
- (g) in relation to costs and expenses:
  - (1) each party will bear their own professional and expert costs incurred in connection with the mediation; and
  - (2) the costs of the Mediator will be shared equally by the parties unless the Mediator determines a party has engaged in vexatious or unconscionable behaviour in which case the Mediator may require the full costs of the mediation to be borne by that party.

#### **10.6 Litigation**

If the dispute is not finally resolved in accordance with clause 10.5 of this Deed, either party is at liberty to litigate the dispute.

#### **10.7 Exchange of information**

The parties acknowledge that the purpose of any exchange of information or documents or the making of any offer of settlement pursuant to this clause is to attempt to settle the dispute between the parties. No party may use any information or documents obtained through the dispute resolution process established by this clause 10 for any purpose other than an attempt to settle a dispute between the parties.

#### **10.8 Continue to perform obligations**

Each party must continue to perform its obligations under this Deed, notwithstanding the existence of a dispute.

### **11 GST**

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#### **11.1 Interpretation**

- (a) Except where the context suggests otherwise, terms used in this clause 11 have the meanings given to those terms by the *A New Tax System (Goods and Services Tax) Act 1999* (as amended from time to time).
- (b) In this clause 11:

- (1) **"monetary consideration"** means any consideration expressed as an amount of money; and
- (2) **"non taxable supply"** means a supply that is not a taxable supply.
- (c) Any part of a supply that is treated as a separate supply for GST purposes (including attributing GST payable to tax periods) will be treated as a separate supply for the purposes of this clause.
- (d) A reference to something done (including a supply made) by a party includes a reference to something done by any entity through which that party acts.

## 11.2 Reimbursements

Any payment or reimbursement required to be made under this Deed that is calculated by reference to a cost, expense, or other amount paid or incurred will be limited to the total cost, expense or amount less the amount of any input tax credit to which an entity is entitled for the acquisition to which the cost, expense or amount relates.

## 11.3 Additional amount of GST payable

If GST becomes payable on any supply made by a party ("**Supplier**") under or in connection with this Deed:

- (a) any amount payable or consideration to be provided under any provision of this Deed (other than this clause), for that supply is exclusive of GST;
- (b) any party ("**Recipient**") that is required to provide consideration to the Supplier for that supply must pay an additional amount to the Supplier equal to the amount of the GST payable on that supply ("**GST Amount**") at the same time as any other consideration is to be first provided for that supply; and
- (c) the Supplier must provide a tax invoice to the Recipient for that supply, no later than the time at which the GST Amount for that supply is to be paid in accordance with this clause.

## 11.4 Variation

- (a) If the GST Amount properly payable in relation to a supply (as determined in accordance with clause 11.3 of this Deed), varies from the additional amount paid by the Recipient under clause 11.3 of this Deed, then the Supplier will provide a corresponding refund or credit to, or will be entitled to receive the amount of that variation from the Recipient.
- (b) The Supplier must issue an adjustment note to the Recipient in respect of any adjustment event occurring in relation to a supply made under or in connection with this Deed as soon as reasonably practicable after the Supplier becomes aware of the adjustment event.

## 12 General

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### 12.1 Costs

The parties agree to meet their own Costs in connection with:

- (a) the negotiation, preparation and execution of this Deed;
- (b) performing its obligations under this Deed; and

- (c) the advertising and exhibiting of this planning agreement in accordance with the EP&A Act.

## **12.2 Notices**

- (a) A party notifying or giving notice under this Deed must do so in writing addressed to that party in accordance with the details nominated in Schedule 1 (or any alternative details nominated to the sending party by notice).
- (b) A notice given in accordance with clause 12.2(a) of this Deed will be deemed to have been given and received:
  - (1) if hand delivered, upon receipt;
  - (2) if posted via registered post, three business days after posting;
  - (3) if sent by facsimile or electronic mail on confirmation of the correct transmission of the facsimile; and
  - (4) any notice received after 5.00 pm or on a day that is not a business day shall be deemed to have been received at 9.00 am on the next business day.

## **12.3 Waiver**

- (a) The fact that a party fails to do, or delays in doing, something the party is entitled to do under this Deed, does not amount to a waiver of any obligation of, or a breach of obligation by, another party.
- (b) A waiver by a party is only effective if it is in writing and signed by the party against whom the waiver is claimed.
- (c) A written waiver by a party is only effective in relation to the particular obligation or breach in respect of which it is given. It is not to be taken as an implied waiver of any other obligation or breach or as an implied waiver of that obligation or breach in relation to any other occasion.

## **12.4 Governing law**

This Deed is governed by New South Wales law and each party irrevocably submits to the exclusive jurisdiction of courts exercising jurisdiction in New South Wales and courts of appeal from them in respect of any proceedings arising out of or in connection with this Deed.

## **12.5 Prior agreements superseded**

This Deed:

- (a) wholly replaces and excludes all prior agreements, correspondence, negotiations, representations, explanations and statements between the parties covering or in connection with the matters covered by this Deed; and
- (b) is the entire agreement between the parties in respect of the matters covered by this Deed.

## **12.6 Modification of Deed**

No modification or alteration of any provision of this Deed will be valid unless it is in writing and signed by all parties to this Deed.



#### **12.7    Representations and warranties**

The parties represent and warrant that they have power to enter into this Deed and comply with their obligations under this Deed and that entry into this Deed will not result in the breach of any law.

#### **12.8    Severability**

- (a)    If any provision of this Deed is invalid under the law of any jurisdiction the provision is enforceable in that jurisdiction to the extent that it is not invalid, whether it is in severable terms or not.
- (b)    Clause 12.8(a) of this Deed does not apply where the provision to be severed would materially adversely affect the nature or extent of a parties obligations under this Deed.

#### **12.9    Confidentiality, media releases and enquiries**

- (a)    The parties agree that the terms of this executed Deed are not confidential and this Deed may be treated as a public document and exhibited or reported without restriction by any party.
- (b)    If requested by a party, the other party must not issue, publish or authorise any media release or advertisement concerning this Deed, without obtaining the other party's prior written approval (which approval may not be unreasonably withheld).

#### **12.10   Counterparts**

This Deed may be executed in any number of counterparts that together will constitute one instrument. A party may execute this Deed by signing any counterpart.

#### **12.11   No fiduciary relationship**

Nothing in this Deed will be construed or interpreted as constituting the relationship between the parties as that of a partnership, joint venture or any form of fiduciary relationship.

#### **12.12   Further acts**

Each party must promptly execute all documents and do all things reasonably required to effect, perfect or complete this Deed and all transactions incidental to it.

#### **12.13   Enforcement**

Subject to compliance with clause 10 of this Deed, this Deed may be enforced by any party in any court of competent jurisdiction.

## Schedule 1: Notice details

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### **The Upper Lachlan Shire Council**

Address	44 Spring Street, Crookwell NSW 2583
Attention	General Manager
Fax	02 4830 1045
Email	council@upperlachlan.nsw.gov.au

### **Collector Wind Farm Pty Ltd**

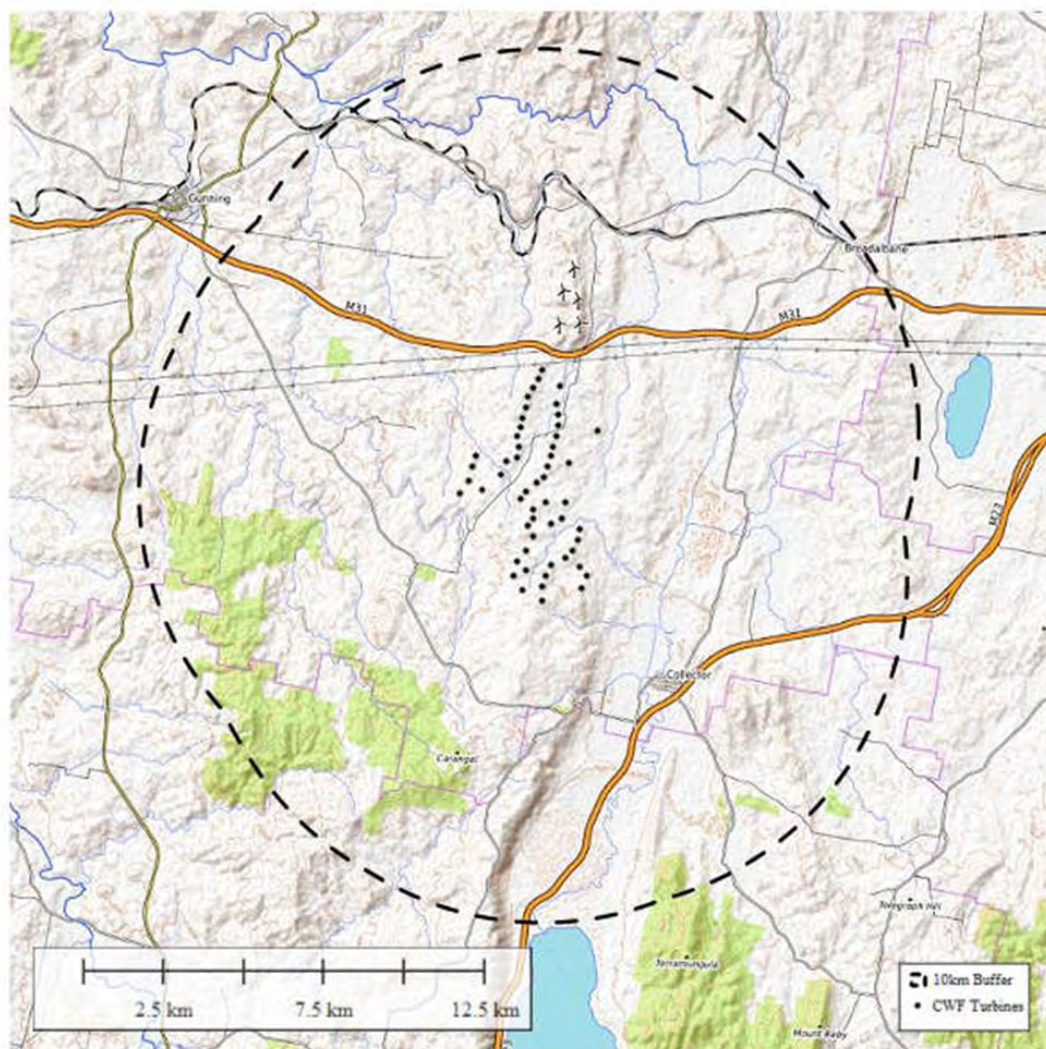
Address	Level 7, 111 Pacific Highway, North Sydney NSW 2060
Attention	Company Secretary
Email	notices@ratchaustalia.com

## **Schedule 2: Geography**

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The Geography mapped in this schedule represents an area:

- (a) where the Committee will aim to allocate funding to Local Projects in areas located within 10 kilometres of the Collector Wind Farm project, or to other projects greater than 10 kilometres, which are proposed as Local Projects, which will be considered on their merits;
- (b) from which the Committee may receive Local Project applications, which defines the extent and location of Local Projects that are eligible to receive funding from the Community Enhancement Fund;
- (c) which is an area described by a radius of 10 kilometres measured from the outer-most turbines in the Collector Wind Farm project; or
- (d) from which Local Projects will be assessed by the Committee to receive funding from the Community Enhancement Fund when the Committee makes funding recommendations to the Council in accordance with to clause 6.5 of this Deed.



## Execution page

### Executed as a deed

Signed sealed and delivered by **The Upper Lachlan Shire Council A.B.N. 81 011 241 552**, by its authorised delegate and I hereby certify that I have no notice of revocation of such delegation:

*sign here ►* \_\_\_\_\_

*print name* \_\_\_\_\_  
**Authorised Officer**

in the presence of:

*sign here ►* \_\_\_\_\_

*print name* \_\_\_\_\_  
**Witness**

(Date)  
\_\_\_\_\_

Signed sealed and delivered for **Collector Wind Farm Pty Ltd A.C.N. 160 195 460**, in accordance with Section 127(1) of the *Corporations Act 2001* (Cth)

*sign here ►* \_\_\_\_\_

*print name* \_\_\_\_\_  
**Director**

*sign here ►* \_\_\_\_\_

*print name* \_\_\_\_\_  
**Director/ Company Secretary**

(Date)  
\_\_\_\_\_



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## General Manager - 20 December 2018

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**ITEM 13.2**                      **Consultative Committee Meeting Minutes**

**FILE REFERENCE**    **I18/666**

**AUTHOR**                      **General Manager**

### **ISSUE**

Minutes from the October meeting of the Consultative Committee.

**RECOMMENDATION**      That –

1. Council receives and notes the Consultative Committee Meeting Minutes as information.
2. Council adopts the reviewed Phased Retirement Policy.

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### **BACKGROUND**

The minutes from the Consultative Committee meeting that was held on 3 December 2018 are attached including any recommendations that have been put forward by the Committee, to Council, for adoption.

### **REPORT**

Attached for Councillors information are the Minutes from the Consultative Committee meeting that was held on 3 December 2018.

### **POLICY IMPACT**

Nil

### **OPTIONS**

Nil



### **FINANCIAL IMPACT OF RECOMMENDATIONS**

Nil

**RECOMMENDATION**      That –

1. Council receives and notes the Consultative Committee Meeting Minutes as information.
2. Council adopts the reviewed Phased Retirement Policy.

**ATTACHMENTS**

1. <a href="#"></a>	Consultative Committee - 2018-12-03 - Minutes - Confidential - Attachments	Attachment
2. <a href="#"></a>	Phased in Retirement - Draft for review and adoption	Attachment

**PRESENT:** Mr D Scott (Chairperson), Mrs T Dodson (Director of Environment & Planning), Mr B Johnston (Manager of Finance and Administration), Mr M Shah (Director of Works and Operations) Mr K Kara, Mr R Stephenson, Mr B Smithers, Ms S Pearman, Mr M Wilson, Mr C Wray.

**Non-Voting:** Miss K Porter (Executive Assistant)

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**THE CHAIRPERSON DECLARED THE MEETING OPEN AT 11:30AM**

**SECTION 1: APOLOGIES & LEAVE OF ABSENCE**

Apologies were received from Mr J Bell (General Manager).

**RESOLVED** by Ms Pearman and Mr Stephenson that the apologies be received and noted.

- CARRIED

**SECTION 2: DECLARATIONS OF INTEREST**

Nil

**SECTION 3: CONFIRMATION OF MINUTES**

**ITEM 3.1** **RESOLVED** by Ms Pearman and Mr Stephenson

That the minutes of the Consultative Committee Meeting held on 8 October 2018 be adopted.

- CARRIED

## **SECTION 4: REPORTS**

### **ITEM 4.1 HUMAN RESOURCES COORDINATORS REPORT**

**RESOLVED** by Mr Kara and Mr Smithers

1. That the Human Resources activity report information is received and noted.
2. The Consultative Committee recommends that Council adopt the reviewed Phased Retirement Policy with an amendment to dot point 1 in the 'Eligibility Criteria' section of the document, to read 'The employee is a permanent employee'.

- CARRIED

### **ITEM 4.2 DEPARTMENT OF INFRASTRUCTURE RELIGNMENT - UPDATE**

**RESOLVED** by Mr Shah and Mr Stephenson

1. The Consultative Committee receive and note the information provided as confidential information.

- CARRIED

## **SECTION 5: ITEMS FOR DISCUSSION**

- Lung Screening:
  - o The next testing day is to be notified 4-6 weeks prior to day and a reminder be sent 2 weeks prior.
  - o The appointment day be scheduled midweek to ensure all nominated staff can attend.
  - o The communication is to be forwarded via email, payslips and staff noticeboards.
- It was noted the Consultative Committee Business Paper was distributed the day prior and the morning of the meeting, which is not in accordance with the Consultative Committee Constitution. The Chairperson noted the reports need to be

provided to the Secretary in time for Business Paper deliver within the appropriate timeframe.

- The next meeting is to be held on Monday, 4 February 2019 at 11:00am.

**THE MEETING CLOSED AT 12:30PM**

Minutes confirmed

.....  
Chairperson



<b>POLICY:-</b>	
Policy Title:	Phased Retirement Policy
File Reference:	F13/77-08
Date Policy was adopted by Council initially:	20 December 2018
Resolution Number:	XXX/18
Other Review Dates:	
Resolution Number:	
Current Policy adopted by Council:	
Resolution Number:	
Next Policy Review Date:	

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

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

**Introduction:**

As the Australian population ages, growth in the number of people of working age will slow, while the proportion of people of retirement age will increase. Sustained population ageing will lead to a decrease in labour supply. As a result, organisations need to take actions to address these issues.

The needs and attitudes of the workforce are changing. In the past, people simply made the decision to end their working careers by retiring. Today it is more common for people to wish to scale down their working careers and gradually transition into retirement. It is clear that it is in the best interest of Council to support staff in doing this in an effort to retain vital skills and knowledge.

**Purpose of Policy:**

In recognition of the ageing workforce in local government and the need to retain skills and experience within the industry, employers are encouraged to develop and promote flexible work and leave arrangements to enable their employees to better manage their transition into retirement.

The purpose of this policy is to provide a range of options for employees nearing retirement so that they may transition from full-time work to retirement without difficulty.

Council will also benefit from these options as it will enable them to better manage knowledge and skill transfers through succession planning, mentoring and workforce renewal. It will also assist in improving the retention of mature aged employees with key skills and knowledge gained over a longer term.

Phased retirement (PR) options may deliver a number of key benefits to mature aged employees and Council including:-

- Improved skill and knowledge retention;
- Improved productivity and efficiency;
- Improved capacity for succession planning and workforce planning for renewal;
- Improved continuity of service delivery;
- Improved work/life balance leading to retirement.

This policy will address the following:-

1. Criteria to be eligible to apply for a PR arrangement;
2. PR Options;
3. Combining existing arrangements with PR Options;
4. Issues to consider when a request for PR is submitted;
5. Impact on PR arrangements on Superannuation and financial planning;
6. This policy also includes an application form as Attachment 1.

## **1. Eligibility criteria**

To be eligible to be considered for a Phased Retirement (PR) option employees must meet all of the following criteria:

- The employee is a permanent employee;
- The employee would like to continue to work and has reached their [preservation age](#);
- The employee has attained a satisfactory Annual Performance Review for three consecutive years, preceding the application for PR;
- The employee's participation is voluntary;
- The employee is prepared to formalise the terms and conditions of the PR arrangement;
- The PR arrangement will not prevent the employee from undertaking the inherent requirements of position duties;
- The proposed arrangements meet the operational and business needs of the Council.
- The employee must provide the employer with their retirement date.

Parties to the PR arrangement are the employee and their Departmental Director and the Council General Manager.

## **2. Phased Retirement Options**

Phased retirement may involve an employee seeking access to one or more of the following options:

- Provision to work flexible work and leave arrangements, including:
  - Part-time work;
  - Leave without pay;
  - Job sharing arrangements;
  - Variations to ordinary hours and rosters;
  - Job redesign.
- For a maximum period of up to 3 years.
- PR enables eligible employees to apply to reduce their ordinary hours of work leading to their eventual retirement.
- The terms of a flexible work and leave arrangements shall be in writing and may be varied from time to time, by agreement, to suit the specific needs of either the

employer or the employee, *as per clause 23(iii) from the Local Government Award State 2017.*

### **3. Combining existing arrangements with Phased Retirement Options**

There are a number of existing provisions established through the Local Government State Award or Council policy, which employees can access to either complement a PR arrangement or even provide an alternative to PR. Existing provisions include:

- Part-time work;
- Leave without pay;
- Job sharing arrangements;
- Variations to ordinary hours and rosters;
- Job redesign.

### **4. Issues to consider when a request for PR is submitted**

Due consideration should be given to workload management, including the re-allocation of duties or position re-design to accommodate the reduction in hours. This process may also require consultation with other employees. Where consultation is required, the Departmental Director should balance the needs of the employee making the request with those of their co-workers. The PR arrangement must have identifiable and meaningful benefit to both Council and the employee.

PR arrangements need to satisfy the needs of both parties. Once agreed, the terms and conditions of the PR arrangement are to be formalised by the completion of a Phased Retirement application form that includes the following:-

- The commencement date and retirement date
- The hours of work and work pattern applicable during the relevant phase of the PR arrangement
- The applicable band, level and grade and salary
- The applicable performance management arrangements
- The procedure for the resolution of issues arising from the operation of the PR arrangement

An agreed Position Description will also be attached to the form.

The PR arrangement may be varied at any stage in consideration of operational factors following consultation with the employee and the employee's Departmental Director.

Both parties must give at least one month's notice of the intention to vary or terminate the PR arrangement.

Hours worked during a PR arrangement must be accurately recorded on a fortnightly timesheet and submitted for approval by the employee to the Departmental Manager.

## **5. Impact of PR arrangements on Superannuation and Financial Planning**

Employees are strongly encouraged to consider the impact of any proposed change in their work arrangements on their superannuation benefits and financial circumstances. To that end, employees are required to seek independent advice on superannuation and financial planning.

### **REFERENCE DOCUMENTS:**

#### **Relevant Legislation and Related Council Policies and Procedures:**

The following Legislation and Council Policy documents affect the operation of this Plan:-

- Local Government Act 1993;
- Local Government (General) Regulations 2005;
- Local Government (State) Award 2017;
- Work Health and Safety Act 2011 and Regulations;
- Privacy and Personal Information Protection Act 1998;
- NSW State Records Act 1998;
- Complaints Management Policy;
- Grievance Policy;
- Disciplinary Policy;
- Harassment Policy;
- Alcohol and Other Drugs Policy;
- Rehabilitation Procedure and Practice Policy;
- Manual Handling Policy;
- Employee Assistance Program (EAP) Policy;
- Trauma Management Policy;
- First Aid Policy;
- Work Health and Safety Policy;
- Injury Incident Management Procedures;
- Protective Clothing and Equipment Policy;
- Sun Protection - Council Employees Policy;
- Volunteers Policy;
- Fair Work Act 2009;
- EEO Act 1987;
- Anti-Discrimination Act 1977;
- Government Information (Public Access) Act 2009 (GIPA);
- GIPA Policy;
- Code of Conduct;
- Codes of Business Practice;
- EEO Management Plan;
- Performance and Misconduct Policy;
- Second Employment Policy;
- Service Delivery Policy;
- Time in Lieu of Overtime Policy;
- Staff Training Policy;
- Digital Information Security Policy; and



- [Australian Taxation Office – preservation age and accessing superannuation.](#)

## **Glossary**

**Preservation Age** *means the age of which the employee is eligible to access their superannuation, if they are retired. Individual preservation ages are dependent on the employees' date of birth, it is not the same as the employees' pension age.*

*The preservation age for employees who are still working, as at 1 July 2018, is age 65.*

*Additionally, the preservation age for retirement, or to access a transition to retirement income stream, is determined by the employee's date of birth in the table below:*

Date of birth	Preservation age for retirement
<i>Before 1 July 1960</i>	<i>55</i>
<i>1 July 1960 – 30 June 1961</i>	<i>56</i>
<i>1 July 1961 – 30 June 1962</i>	<i>57</i>
<i>1 July 1962 – 30 June 1963</i>	<i>58</i>
<i>1 July 1963 – 30 June 1964</i>	<i>59</i>
<i>From 1 July 1964</i>	<i>60</i>

# Upper Lachlan Shire Council

## Application for Phased Retirement

Details for existing staff member	
Employee's name:	
Position Title:	
Department:	
Current Band/Level/Grade:	
Manager's Name:	
Position Title:	
Date of Retirement:	
Commencement date:	
End date:	
Total fortnightly hours to be worked:	
Pattern of work: i.e. days/hours to be worked	
Other comments/details:	
Additional documentation attached?	<p style="text-align: center;"><b>Please circle appropriate response</b></p> <p style="text-align: center;"><b>Yes / No</b></p>

**Employee's responsibility regarding superannuation and financial advice**

In requesting this PR arrangement I have sought advice about the impact this arrangement will have on my salary and on my superannuation and I understand its effect on my employment and finances.

**Performance Management**

The employee and Supervisor/Manager will participate in Council's Employee Performance Review on an annual basis and abiding by Council's existing [Performance and Misconduct Policy](#).

**Variation or termination of the PR arrangement**

The terms of a flexible work and leave arrangements shall be in writing and may be varied from time to time, by agreement, to suit the specific needs of either the employer or the employee.

**Leave**

Unless otherwise provided by an Award or an Agreement employees working part-time are entitled to relevant leave entitlements on a pro-rata basis. The employee is only entitled to paid public holidays that occur on their usual working days.

**Resolution of issues and grievances**

Issues and grievances arising from the operation of the PR arrangement will in the first instance be dealt through discussion between the employee and their Departmental Director. If the issue cannot be resolved Council's Grievance Policy is to be followed.

<b>Employee's Signature:</b>	
<b>Date:</b>	

<b>Recommendations/Approvals</b>		
<b>Supervisor's Comments/details:</b>		
<b>Manager's Comments/details:</b> <b>Please provide details of workload management and consultation undertaken with co-workers.</b>		
<b>Recommendation by Departmental Director:</b>	<input type="checkbox"/> <b>Application supported</b>	<input type="checkbox"/> <b>Application not supported</b>
<b>Is a medical check required?</b>	<input type="checkbox"/> <b>Yes</b>	<input type="checkbox"/> <b>No</b>
<b>If so, has a medical check been completed?</b>	<input type="checkbox"/> <b>Yes</b>	<b>Date medical undertaken:</b>
<b>Advice provided to Human Resources Coordinator</b>	<input type="checkbox"/> <b>Yes</b>	
<b>General Manager Signature:</b>  _____  <b>Date:</b>  _____	<input type="checkbox"/> <b>Application approved</b>	<input type="checkbox"/> <b>Application declined</b>

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## General Manager - 20 December 2018

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**ITEM 13.3**                      **Regional Growth Environment and Tourism Fund**

**FILE REFERENCE**    **I18/678**

**AUTHOR**                      **General Manager**

### **ISSUE**

This report seeks Council's guidance regarding the \$3,495,700 funding application under the Restart NSW Regional Growth Environment and Tourism Fund (RGETF) for the Wombeyan Caves Road upgrade.

**RECOMMENDATION**      That -

1. Council proceeds with the approved GLEF funding allocation of \$2,428,000 in accordance with Council Resolution no. 335/18 to fund the 2.5km upgrade of Wombeyan Caves Road.
2. Council does not accept the RGETF funding allocation of \$2,796,560 (which is yet to be approved and offered), noting that the GLEF grant funding would be retracted should Council pursue this option.

---

### **BACKGROUND**

This report seeks guidance from Council whether to pursue \$3,495,700 under RGETF. This funding source requires a Council contribution of \$699,140 and funds a 3.5km section of Wombeyan Caves Road. A condition of this funding source is that Council will have to return \$2,428,000 approved under GLEF last month. The GLEF proposes to fund a concurrent 2.5km of the 3.5km proposed to be funded through REGTF.

The responsible State Agencies for GLEF and RGETF are not prepared to change the scope of the project requiring Council to choose between the two sources of funds. Council pursued its case with the Local Member and NSW Government bureaucrats, however without any success.

This report seeking advice from the Council on the way forward.

### **REPORT**

On 19 April 2017 Council made an application for the Wombeyan Caves Road Upgrade project, under the NSW Regional Growth Environment and Tourism Fund (RGETF).

Initially, the project proposed to reconstruct and seal 3.532 km out of the total 15.489km gravel section of the road and address safety at a key intersection with Mares Forest Road.

On Wednesday, 5 December 2018 the correspondence from NSW Regional Infrastructure in the Department of Premier and Cabinet noted that under RGETF,

**General Manager**

**REGIONAL GROWTH ENVIRONMENT AND TOURISM FUND cont'd**

Council's application for the Wombeyan Caves Road upgrade is likely to be recommended for funding to the Expenditure Review Committee (ERC), but was dependent on Council contributing the required co-contribution based on the following breakdown:

- Total Project Cost - \$3,495,700;
- RGETF Funding Requested - \$2,796,560; and
- Co-contribution by Council - \$699,140.

Earlier, as the Councillors are aware, Council received notification from the Hon Pru Goward MP, Member for Goulburn confirming the funding \$2,428,000 to seal 2.5km unsealed section of Wombeyan Caves Road under Growing Local Economies Fund (GLEF).

Council resolved to accept this funding in November 2018 as follows:

"Council accepts the letter of offer from the Department of Premier and Cabinet, regarding the following road upgrade projects, for the Restart NSW Growing Local Economies Fund, and that Council's General Manager be authorised to sign and seal the Statement of Acceptance of Funding, as required:

- Wombeyan Caves Road Upgrade - \$2,428,000;
- Grabine Road Upgrade - \$3,300,000."

Setting aside the Grabine Road upgrade project funding of \$3,300,000, an issue arises with respect to the timing of funding applications to the various funding streams for the Wombeyan Caves Road upgrade project. The GLEF funding of \$2,428,000 would fund 2.5kms of the Wombeyan Caves Road upgrade.

When Council's Grants Officer initially applied for RGETF Round 1 funding, an exemption form for the co-contribution was lodged. The co-contribution was a condition of the application for the 3.5km of the Wombeyan Caves Road upgrade. The full cost of the project was \$3,495,700.

The Round 1 RGETF application was unsuccessful.

Email correspondence received from Sam Malfroy, Senior Project Officer at NSW Regional Infrastructure in the Department of Premier and Cabinet on Wednesday, 5 December 2018 indicates that should Council accept the prospective RGETF Round 2 funding Council could complete 3.5km of Wombeyan Caves Road upgrade for \$3,495,700 and Council would have to provide \$699,140 (as a co-contribution).

This would mean RGETF's contribution would be \$2,796,560. GLEF funding from NSW Government would then be cancelled.

Otherwise under the GLEF, Council would undertake a 2.5km upgrade of Wombeyan Caves Road for \$2,528,000 with Council's co-contribution being \$100,000 and GLEF contributing \$2,428,000.

Council would be securing additional funding of \$368,560 from the RGETF funding body if Council proceeded with the RGETF option but Council would need to provide



## **General Manager**

### **REGIONAL GROWTH ENVIRONMENT AND TOURISM FUND cont'd**

an additional \$699,140 (Council had already allocated a contribution of \$100,000 to this project) to fund the extra 1km (actual \$599,140 shortfall).

### **POLICY IMPACT**

Nil

### **OPTIONS**

1. **GLEF** - Council proceeds with the approved GLEF funding allocation of \$2,428,000 in accordance with Council Resolution no. 335/18. Should Council accept this option, Council will not be able to pursue the \$3,495,700 funding (net amount is \$2,796,560). This option provides for \$100,000 contribution and does not require additional Council contribution.
2. **RGETF** - Council accept the RGETF funding allocation of \$2,796,560 (yet to be approved and offered). Should Council pursue this option, Council may have to forego the \$2,428,000 under GLEF. However, Council retains the option to apply for the next round under GLEF (if there is a Round 2 – currently not proposed). This option also requires Council contribution of \$699,140 (net \$599,140 as Council has already budgeted an allocation of \$100,000)

In summary, the \$2,428,000 GLEF is approved and available requiring only a \$100,000 Council contribution. If Council chooses Option 2, Council may accept \$3,495,560 now - there is no guarantee that Council would have the opportunity to apply to a future round of GLEF. Despite that Council may get an additional \$368,560 by contributing \$699,140 (net additional \$599,140).

### **FINANCIAL IMPACT OF RECOMMENDATIONS**

A funding allocation may be provided to Council for the Wombeyan Caves Road upgrade project from the Restart NSW Regional Growth Environment and Tourism Fund totalling \$2,796,560 – Council will need to budget for a co-contribution of \$699,140 (\$100,000 only already committed in the 2018/2019 budget).

### **RECOMMENDATION**      That -

1. Council proceeds with the approved GLEF funding allocation of \$2,428,000 in accordance with Council Resolution no. 335/18 to fund the 2.5km upgrade of Wombeyan Caves Road.
2. Council does not accept the RGETF funding allocation of \$2,796,560 (which is yet to be approved and offered), noting that the GLEF grant funding would be retracted should Council pursue this option.

### **ATTACHMENTS**

Nil

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

The following item is submitted for consideration -

15.1	Reports for the month of December 2018	506
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## Reports from Other Committees, Section 355 Committees and Delegates - 20 December 2018

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### ITEM 15.1

### Reports for the month of December 2018

#### RECOMMENDATION:



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

1. Collector Oval Committee – Minutes from Annual General Meeting held 11 October 2018.
2. Crookwell Potato Festival Committee – Minutes from meeting held 31 October 2018.
3. Upper Lachlan Shire Sports & Recreation Committee – Minutes from meeting held 5 November 2018.
4. Economic Development Task Force Committee – Minutes from meeting held 13 November 2018.
5. Economic Development Task Force Committee – Minutes from meeting held 3 December 2018.
6. Audit, Risk and Improvement Committee – Minutes from meeting held 21 November 2018.
7. Community Technology Centre – Minutes from Annual General Meeting held 22 November 2018.
8. Taralga Historical Society Inc – Newsletter 4 – December 2018.
9. Upper Lachlan Tourist Association – Minutes from meeting held 4 December 2018.
10. Pye Cottage Precinct Committee – Minutes from meeting held 5 December 2018 and letter to Council to dissolve Committee.
11. Pool Review s355 Committee – Report for Council consideration received 7 December 2018

#### ATTACHMENTS

1. <a href="#">↓</a>	Collector Oval Committee - Annual General Meeting & General Meeting Minutes - 11 October 2018	Attachment
2. <a href="#">↓</a>	Crookwell Potato Festival Committee - Meeting Minutes - 31 October 2018	Attachment
3. <a href="#">↓</a>	Upper Lachlan Shire Sports & Recreation Committee - Meeting Minutes - 5 November 2018	Attachment
4. <a href="#">↓</a>	Economic Development Task Force Committee - Minutes from meeting held 13 November 2018	Attachment
5. <a href="#">↓</a>	Economic Development Task Force - Minutes from meeting held 3 December 2018	Attachment
6. <a href="#">↓</a>	Audit, Risk and Improvement Committee - 2018-11-21 - Minutes - Attachments	Attachment
7. <a href="#">↓</a>	Community Technology Centre - AGM Minutes from meeting held 22 November 2018 and activity reports 2018	Attachment
8. <a href="#">↓</a>	Taralga Historical Society Inc - Newsletter 4 - December 2018	Attachment
9. <a href="#">↓</a>	Upper Lachlan Tourist Association - Minutes from meeting held 4 December 2018	Attachment

***Reports from Other Committees, Section 355 Committees and Delegates***  
**REPORTS FOR THE MONTH OF DECEMBER 2018** cont'd

10. <a href="#"></a>	Pye Cottage Precinct Committee - Minutes from meeting held 5 December 2018 and letter to Council to dissolve Committee	Attachment
11. <a href="#"></a>	Pool Review s355 Committee - Council Considerations Report 7 December 2018	Attachment

**COLLECTOR OVAL COMMITTEE****AGM**Thursday 11<sup>th</sup> October 2018**AGM Opened - 19.05****Attendance** - Andrew Chiswell, Trista Batchelor, John Searl, John Hoskins, Michael Duck, Gary Poile, John Stafford, Dan Cram, Terry Lovelock**Apologies** - Gary Stephenson, Damien Glass, Bob Carter

- **Outgoing President John Hoskins**

- Welcomed ULSC Mayor and Deputy Mayor to the meeting and thanked them for attending.
- Read minutes from previous AGM
  - GP/MD Carried

- **Treasurer Report**

- Deposits
  - Collector Village Pumpkin Festival (CVPF) \$500 chq
  - Pot Black Club \$350 chq
  - Banked \$817 as donation from Trista & Dan cash deposited
  - Raffle monies \$231.90 cash deposited
- Account Balances
  - General Acc Balance \$4219.90 ???
  - Grants Acc Balance \$53.52
  - Petty Cash Balance \$100
    - TB/JH Carried

- **Presidents Report**

- Cricket Matches have been well received and have raised quite a lot of money.
  - Special thanks to Dan for his fantastic efforts to keep the oval in good condition.
- Pumpkin Festival activities around the oval were a great success.
- Streetscape meetings have progressed
  - Footpaths
  - Picnic shelters
  - Outdoor fitness gym

- Possible skate park location
- Shed has been up graded with secure roller doors and now stores equipment.
- Goal posts soccer/football have been applied for through the CVPF.
- Special thanks to Trista for her considerable efforts during the year, in particular the reconciliation of accounts with ULSC.
  - JH/AC Carried
- **ULSC Rep, John Searl**
  - Thanked the outgoing committee for their efforts and declared all committee positions vacant.
  - He emphasised ULSC's appreciation for the community effort in running the oval and called for nominations for executive position
    - President – nominated John Hoskins – elected unopposed
    - Secretary – nominated Andrew Chiswell – elected unopposed
    - Treasurer – nominated Trista Batchelor – elected unopposed
    - General Members – Michael Duck, Gary Poile, John Stafford, Dan Cram, Terry Lovelock.
    - ULSC Rep – John Searl
  - John Searl handed meeting to new President John Hoskins
    - New President declared the AGM closed 19:35



## **COC General Meeting** - 11<sup>th</sup> October 2018

**General Meeting Opened** - 19:35

**Previous Minutes:**

- President read previous General Meeting minutes.
  - Correction, Terry Lovelock did not charge for installation. The amount noted was for materials only.
    - Proposed that the previous minutes be accepted with this correction.
      - GP/TL – Carried

**Business Arising from Minutes:**

- The Mayor spoke to;
  - The details and objectives of the Streetscape plan.
  - Encouraged the committee to think big in the future despite this year funds being limited.
  - Noted the importance of community infrastructure and in particular parks to enhance community liveability.

**Correspondence:**

- In
  - From ULSC
    - Noting John Searl as the ULSC rep for COC
- Out
  - To CVPF
    - Applying for funding for two sets of goal posts for the oval

**Presidents Report:**

- As per AGM Minutes

**Treasurers Report:**

- As per AGM Minutes

**General Business:**

- GP spoke to the correspondence and noted that at the moment the application for goal posts has not been successful because of risk details supporting the application.
  - The President asked that the CVPF detail in writing what would be needed for funding decision to be successful.
  - John Searl suggested a meeting specific to the ovals utilisation and in particular a risk assessment for the proposed activities.
    - Also suggested working with other community groups such as the Collector Primary School P&C.

- JH suggested that a specific meeting to discuss oval used be held.
  - Community Consultation Workshop Sunday 4<sup>th</sup> November 2pm.
    - To specifically discuss oval uses and risks.
      - JH/AC Carried
- TL raised with the Mayor issues around fire safety and risk at community facilities
  - John Stafford noted that the details of requirements are not clear at the moment and that the issue will become clearer in the near future.
- TL asked about a shade sail for the playground.
  - Suggested that this could be raised again at the Community Consultation Workshop.

**Meeting Closed** - 20:20

**Next Meeting** - 6<sup>th</sup> December, 1900 @ Oval Pavilion

### Minutes of 2018 Crookwell Potato Festival Committee AGM

Date & time	31 October 2018 – 3pm
Venue	3 Churchill Street Crookwell
Attended	<ul style="list-style-type: none"> <li>• Joyce Edwards (Chair)</li> <li>• Beverly Houterman (Treasurer)</li> <li>• Darian Cameron (Secretary)</li> <li>• Andrew Warren</li> <li>• Sandy Martin</li> <li>• Marcus Kollakides</li> <li>• Jan Pont</li> </ul>

- **Apologies:**

Ric Opie, Pam Kensit, Mike Walsh

- **Report from Chair:**

- Chair noted that although the weather was terrible on the day the 2018 potato festival was an overall success.
- Guests of honour – Costa from Gardening Australia, and the Irish Ambassador and his wife – joined in the festival with good humour and had a good time.
- Chair thanked all committee members for their hard work.
- The two outgoing members – Marg Anderson and Marguerite Walsh – were also thanked for their involvement over the last few years.

- **Treasurer's report:**

- Gate takings were very good considering the weather on the day.
- Audit of accounts was tabled.
- Closing balance shows a small profit of \$1,573.18 and stands at \$17,908.
- Monies are still to be collected from the Garden Festival committee for the hessian bags.

A vote of formal thanks to Bev for her work as Treasurer - proposed by MK, seconded JE.

- **Election of office bearers:**

All positions declared vacant.

Nominations/Election of position holders then followed:

- Community members: Joyce Edwards, Beverley Houterman, Marcus Kollakides, Mike Walsh, Jan Pont, Sandy Martin, and Darian Cameron.
- Council representatives: Pam Kensit and Richard Opie – moved JE, seconded JP.
- Council support staff representative: Andrew Warren - moved JE, seconded JP.
- Executive appointments: Chair – Joyce Edwards; Treasurer – Beverley Houterman; Secretary – Darian Cameron. All elected unopposed.

It is recommended to council that the above appointments for 2018/19 Potato Festival Committee be endorsed.

Meeting closed 3.15 pm.

Signed as a true and accurate record:



Date: 22.11.18

Upper Lachlan Shire Sports & Recreation Committee Meeting

Held 5 Nov 2018 7.00pm Crookwell Services Club

**Present:** Chris Wray, Paul Culhane(Chairman) and Marty Reynolds

**Apologies:** Ric Opie, Darren O'Brien, Mandi Smith, John Hanley

Meeting opened at 7.10

### **Field Managers Report**

CW noted that the dry conditions meant the Todkill Park dam was very low and keeping water up to the ovals may become an issue. The annual maintenance program has gone well with both Todkill and the Soccer Fields being dethatched and all field have been aerated, top dressed and seed added where necessary. A truck & dog of top soil was added to the memorial oval.

All marking has been done for the touch football completion.

The northern most field at Todkill is being rested for six months as grass has become patchy in places through over use. The fields at the southern end are in much better condition.

Wayne Monk is look after Gunning facilities while CW has done some work at both Taralga and Collector ovals.

CW urged all codes to provide information on their season start and end times and provide detailed draw as soon as it becomes available to allow staff to properly prepare

CW Also asked all codes to rotate the areas used for training to preserve the surface

### **Memorial Oval Complex**

MR raised a number of concerns noting that the junior league season was actually starting in April which is early and they had requested opening away games from ACT just to be sure.

MR also asked whether teams will still have access to the oval if the shed not being completely fitted out as it is not critical to junior league other than having access to their training and playing gear.

CW noted damage had been done to the ground in the past by having heavy machinery on it and he would be ensuring all entry of construction equipment did not cross the playing surface.

### **Next Meeting**

The next meeting to be advised but likely Mar 18 pre winter sports start meeting closed at 8.10pm

**MINUTES OF THE UPPER LACHLAN SHIRE COUNCIL EDTF COMMITTEE  
HELD  
TUESDAY 13 NOVEMBER 2018 AT CROOKWELL**

---

**Present:** Clr. John Searl, Andrew Lindner, Clr. Richard Opie, Catherine Duff

**Staff:** Brenda Proudman (Economic Development Officer)  
(Non Voting)

**Apologies:** Clr. John Stafford, Tina Dodson (Director of Environment & Planning) & John Bell (General Manager)

Meeting commenced at 4.30pm.

**Declaration of Interest:** Nil.

**Confirmation of Minutes:**

**Agenda Item 3.1**

Minutes from the 11 September 2018 were adopted as a true and correct record.

Moved – Clr John Searl & Catherine Duff.

CARRIED

**Correspondence:** Nil.

**Agenda Item 4.1 – Economic Development Revitalisation & Action Plan**

Clr Richard Opie explained the workshop outcomes. The draft was distributed to the committee to take away and read before the next EDTF meeting. The committee need to decide where to from here and how and when we release the ideas from the workshop to the community

**Agenda Item 4.2 – Connectivity throughout ULS**

Brenda Proudman distributed the Black Spot Funding map for 4G connectivity of Upper Lachlan Shire for the Round 4 funding.

**Agenda Item 4.3 – Welcome to new residents**

Brenda Proudman passed around the media release titled “Residents Encouraged to Reach Out to their Neighbour”. After much discussion Catherine Duff moved that Council consider funding community open days, this was seconded by Andrew Lindner.

**Recommendation:**

That Council facilitate a community open day by offering funding up to \$500 to each Progress Association or Community Group from each town and village interested in hosting a Community Open Day in the 2019-2020 financial year.

CARRIED

**Agenda Item 4.4 – Sustainable Councils and Community Program**

Brenda Proudman explained this program to the committee. (See attached email dated Friday 2/11/18 from Simon Wallace-Pannell from Office of Environment & Heritage. The following recommendation was moved by Brenda Proudman & Clr Richard Opie.

**Recommendation:**

That Council sign the acceptance form/MOU for this program.

CARRIED

**Agenda Item 4.5 – Outdoor Dining Fees**

The Small Business Commissioner has approached each Council involved with the Easy to do Business program asking them to consider a fee free process for Outdoor Dining. The following recommendation was moved by Cllr Richard Opie and Cllr John Searl.

**Recommendation:**

That Council waive the fees associated with Outdoor Dining as per the “Easy to do Business” initiative.

CARRIED

**Agenda Item 5.1 – General Business**

Andrew Lindner brought up the issue of people not using the yellow/red bins environmentally. The following motion was moved by Andrew Lindner and Catherine Duff.

**Recommendation:**

That Council provide yellow bins to the main streets of the Shire to support the recycling initiative and Council market a recycling awareness campaign for proper use of the yellow recycling bins through social media.

CARRIED

**Agenda Item 5.2 – General Business**

There was some discussion about the functionality of Council’s Website. The following recommendation was moved by Catherine Duff & Seconded by Andrew Lindner.

**Recommendation:**

The EDFT Committee request that Council, request the Media Committee to review the functionality of Council’s Website.

CARRIED

**Next Meeting** of the EDTF Committee Monday 3<sup>rd</sup> December, 2018 at 8.30am.

There being no further business, meeting closed at 6.00pm.



Simon Wallace-Pannell <Simon.WallacePannell@environment.nsw.gov.au>  
Sustainable Councils and Communities Program - Upper Lachlan Shire Council

Dear John and Brenda,

Thank you for generously spending time with Chris Flynn and I to discuss the Sustainable Councils and Communities Program being offered by the NSW Office of Environment and Heritage. The Sustainable Councils and Communities Program is a 4-year program focused on providing support for up to 18 Councils and Local Government Areas LGAs across NSW. The program will provide support and capacity to Councils to plan, prioritise, fund and implement resource efficiency projects in council facilities and operations, that save Council money.

The program will also look to fast-track the delivery of other energy efficiency support programs, to the residents of Upper Lachlan Shire.

From our discussion with you, we heard some of the challenges and opportunities facing Council and the community. Preliminary areas of interest include

- ☐ Crookwell Council Administration Building – Review lighting and heating options and work with Council staff to improve energy efficiency and reduce operational costs. We note that Council is looking to construct new building in future
- ☐ Heating of Crookwell Local Pool – Investigate possibility of enclosing and heating the pool enabling use for residents all year round. Potential health, social and economic benefits for Upper Lachlan community. We note that the community has highlighted hydrotherapy as a key opportunity for the pool

Other Councils have raised areas of opportunity such as library or admin centre Heating Ventilation and Cooling upgrades, depot lighting upgrades, Water and sewage treatment plant efficiencies, community solar initiatives and just general assistance with managing energy and utility data. These are all within the scope for this Program.

We are finalising our program flier, and a simple sign-up or acceptance form to join the Sustainable Councils program. We will be in touch with you in the next two weeks, and can discuss the next steps. Next steps could include: providing a briefing to a Council committee (if required), meeting with key Council staff to discuss priority areas, or designing a simple scope of works for a technical expert to identify opportunities.

Please feel free to call us at any time. And we are happy to meet again at your convenience.

Kind regards



**Simon Wallace-Pannell**

Senior Team Leader  
Sustainable Councils &  
Communities Program  
Communities & Greater  
Sydney Division

Level 1, 84 Crown St Wollongong  
PO Box 513, Wollongong, 2520  
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# Memorandum of Understanding

Sustainable Councils and  
Communities Program

**NSW Office of Environment and  
Heritage**

and

**UPPER LACHLAN Shire Council**

## Table of Contents

MOU Details .....	3
Signing page .....	4
1. Purpose .....	5
2. Term of the MOU .....	5
3. Introduction .....	5
4. Objectives of the Program .....	5
5. Key Principles of the MOU .....	6
6. OEH's Contributions under the MOU .....	6
7. Council's Contributions under the MOU .....	6
8. Privacy .....	6
9. Confidentiality .....	6
10. Probity .....	6
11. Contact Persons .....	7
12. Notices .....	7
13. Dispute Resolution .....	7
14. Legal Standing of the Memorandum of Understanding .....	7
15. General .....	7
Schedule A – OEH's Contributions .....	8
Schedule B – Council's Contributions .....	8

<b>MOU Details</b>		
<b>OEH</b>	<b>Name</b>	The Crown in right of the State of New South Wales acting through the Office of Environment and Heritage
	<b>ABN</b>	30 841 387 271
	<b>Address</b>	59-61 Goulburn Street, Sydney NSW 2000
<b>OEH Contact Person</b>		Name: Simon Wallace- Pannell Position: Senior Team Leader Telephone: (02) 4224 4175 Email: simon.wallacepannell@environment.nsw.gov.au
<b>Council</b>	<b>Name</b>	Upper Lachlan Shire Council
	<b>ABN</b>	81 011 241 552
	<b>Address</b>	PO Box 42 GUNNING, NSW 2581
<b>Council Contact Person</b>		Name: Position: Telephone: Email:
<b>Program</b>		Sustainable Councils and Communities Program
<b>Start Date of the MOU</b>		The date both parties sign the agreement.
<b>Schedules</b>		A. OEH's commitments B. Council's commitments

## Signing page

**Authority to Sign:** Each person who signs this MOU on behalf of a party warrants that he or she is duly authorised to sign this MOU.

SIGNED for and on behalf of the  
**OFFICE OF ENVIRONMENT AND  
HERITAGE** acting for and on behalf of  
the Crown in right of the State of New  
South Wales by its authorised delegate  
in the presence of:

\_\_\_\_\_  
Signature of witness

\_\_\_\_\_  
Name of witness

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name of authorised delegate

\_\_\_\_\_  
Position/Title

\_\_\_\_\_  
Date

SIGNED on behalf of **UPPER  
LACHLAN SHIRE COUNCIL** by its  
authorised delegate in the presence  
of:

\_\_\_\_\_  
Signature of witness

\_\_\_\_\_  
Name of witness

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name of authorised delegate

\_\_\_\_\_  
Position / Title

\_\_\_\_\_  
Date



## The parties agree as follows:

### 1. Purpose

- 1.1. The purpose of the Memorandum of Understanding (MOU) is to set out how the Office of Environment and Heritage (OEH) and UPPER LACHLAN Shire Council (**Council**) will work together for the Sustainable Councils and Communities Program (the **Program**).

### 2. Term of the MOU

- 2.1. This MOU starts on the date when both parties sign the agreement and continues until terminated by a party giving at least 3 months written notice to the other party.

### 3. Introduction

- 3.1. The Program is a four-year program to provide focused and fast-tracked NSW Government support to Council's Local Government Areas (LGA). The Program will identify and deliver a tailored package of energy and resource efficiency data analysis and project scoping. This will result in the Council being 'investment ready' for upgrade and efficiency works. It will also build the capacity of Council staff to implement additional upgrades and or efficiency projects.
- 3.2. The Program will service both the Council and its community and bring together all of the government resource efficiency programs from the Climate Change Fund (CCF), including business training, lighting upgrades, appliance replacement offers and upgrades to social housing. The Program will combine and tailor these programs to suit local needs and deliver significant savings to the Council and its communities and will also allow flexibility and integration of future CCF programs.
- 3.3. OEH will work closely with the Council and community to:
  - (a) access and analyse appropriate data; and
  - (b) plan and prioritise upgrade projects to facilities.

OEH will also assist the Council in identifying alternative funding sources for these upgrades such as the Clean Energy Finance Corporation (CEFC).

### 4. Objectives of the Program

- 4.1. The parties acknowledge the Program will have the following objectives:
  - ☐ Council will better understand its energy management and become 'investment ready' for priority energy reduction and efficiency projects.
  - ☐ Businesses, households and community groups will benefit from lower power bills, increased energy efficiency and reduced carbon emissions.
  - ☐ Improved access, participation and ownership of NSW resource efficiency programs that are flexible and tailored to meet the needs of the Council and its communities.

- ☐ Regional communities will have the knowledge and capability to lead and achieve local energy efficiency outcomes.

## 5. Key Principles of the MOU

### 5.1. The parties agree:

- ☐ to work cooperatively to deliver the agreed objectives for the Program;
- ☐ to work in a respectful manner where differing views occur;
- ☐ to work within their respective governance frameworks; and
- ☐ to act in a timely and transparent manner in all aspects of the delivery of the Program.

## 6. OEH's Contributions under the MOU

### 6.1. The parties agree that OEH will provide the support specified in Schedule A to Council.

## 7. Council's Contributions under the MOU

### 7.1. The parties agree that Council will provide the contributions specified in Schedule B to OEH.

## 8. Privacy

### 8.1. The parties must comply with all applicable privacy laws.

## 9. Confidentiality

### 9.1. A party must not disclose to third parties, or use for any purpose (other than under this MOU) any Confidential Information of the other party or any information about this MOU unless that disclosure or use:

- (a) is specifically authorised in writing by the other party;
- (b) is required by law; or
- (c) is to the party's legal advisers for the purpose of obtaining legal advice.

### 9.2. In this clause "Confidential Information" is any information not in the public domain (otherwise than through a breach of an obligation of confidence).

## 10. Probity

### 10.1. The parties must, at all times, adhere to appropriate probity and transparency requirements in accordance with existing legal and statutory requirements.

## 11. Contact Persons

- 11.1. The contact persons specified in the MOU details (on page 3) will be responsible for communications under this MOU on behalf of their respective parties.
- 11.2. Parties may replace their contact persons, and if they do this they must notify the other party within 7 days of any change.
- 11.3. The contact persons are authorised to act as the agents of the parties in exercising their rights and discretions under this MOU.

## 12. Notices

- 12.1. A notice, consent or other communication under this MOU is only effective if it is emailed from a party's contact person to the other party's contact person.
- 12.2. If a party receives an email:
  - (a) after 5.00pm; or
  - (b) on a day which is not a Business Day,it will be deemed the party received the email on the next Business Day.

## 13. Dispute Resolution

- 13.1. If a dispute arises in relation to this MOU, the parties will endeavour to resolve it in good faith by raising issues with reasonably senior representatives of the parties who will meet to resolve the dispute in good faith.

## 14. Legal Standing of the Memorandum of Understanding

- 14.1. The MOU is a statement of intent by each party to guide the relationship between them as they work together to deliver the Program.
- 14.2. The MOU is not legally binding.

## 15. General

- 15.1. Any variation to this MOU must be in writing and signed by both parties.
- 15.2. This MOU may consist of a number of copies each signed by one or more parties to the MOU. If so, the signed copies are treated as making up the one document.

## Schedule A – OEH’s Contributions

OEH will provide Council with services and assistance such as:

- ☐ Professional services to complete energy and resource efficiency assessments on agreed Council facilities.
- ☐ Energy audits on selected council facilities and a baseline emissions report across Council facilities.
- ☐ Support to develop a facility upgrade business case on selected facilities.
- ☐ Support to develop a Solar Power Purchase Agreement (this may include working with other councils in the Program as this improves the financial viability of such agreements).
- ☐ Capacity building for Council staff, networking and leadership development opportunities through events and special training.

## Schedule B – Council’s Contributions

[delete items that are not applicable]

Council will provide OEH the following:

- ☐ Historic energy data and future data projects for analysis and report preparation.
- ☐ Council officer time to support the Program – data preparation, project liaison and coordination at Council.
- ☐ Facilitating engagement with the other sections of the Council and community to progress energy efficiency projects and activities.
- ☐ Facilitating engagement with sections of the community and leading local community organisations and participate in activities (analysis, community project action planning, community capacity building, facilitating opportunities for integrating energy affordability program delivery into Council operations and communications).



## Frequently Asked Questions - Sustainable Councils and Communities Program

**What is the Sustainable Councils and Communities (SCC) program?**

The Sustainable Councils and Communities (SCC) Program aims to work with up to 18 resource constrained councils across NSW to improve the energy efficiency of council buildings and facilities. The program aims to help councils understand, prioritise and implement energy efficiency and renewable energy upgrades.

This program is funded by the NSW Climate Change Fund and delivered by the NSW Office of Environment and Heritage (OEH).

**What will the SCC program achieve?**

The Sustainable Councils and Communities Program aims to:

- ☐ Identify opportunities for councils to save energy, money and increase energy efficiency knowledge among council staff;
- ☐ Support councils in using energy data to develop business cases for efficiency or upgrade projects and become 'investment ready';
- ☐ Increase knowledge and capacity in LGAs through energy efficiency programs aimed at supporting households, businesses and communities.

**What problem is the SCC program trying to solve?**

This program is designed to overcome a number of barriers reported by smaller local governments in NSW.

Due to internal resource constraints such as a low rate payer base, and high operational costs from large road networks and aging infrastructure, many councils are unable to devote internal capacity to manage and implement energy savings projects. These barriers result in resource-constrained missing out on opportunities for financial savings and other co-benefits that can be achieved through improving the energy productivity of public facilities.

**What will OEH provide?**

OEH can provide:

- ☐ Professional services to identify and deliver a tailored package of support which may include energy efficiency data analysis, resource and energy plans, facilities audits, and project scopes and business cases
- ☐ Energy and sustainability diagnostics for council infrastructure
- ☐ Business cases to create 'investment ready' facility upgrade project proposals
- ☐ Support to develop and progress Solar Power Purchase Agreements
- ☐ Sustainability leadership development for council staff and communities
- ☐ Engagement, consultation and liaison with communities on sustainability and local energy efficiency initiatives and priorities
- ☐ Energy efficiency guides, advice and tools

**How long will the SCC program run for?**

The program is funded till June 2022 (4 years). There is funding to work with 18 Councils.

**Why are only some councils targeted?**

The program is designed to specifically target regional councils with comparatively small populations, high municipal expenses per head of population, and higher relative levels of social and economic disadvantage in the local community.

**How do eligible councils participate in the SCC program?**

Eligible councils will be directly invited to participate in the program and will sign a membership agreement with OEH. Councils should nominate a point of contact within their organisation for the purposes of ongoing communication.

The OEH SCC team will collaborate with member councils to identify energy efficiency priorities, opportunities and to plan and deliver projects. Council staff may be called upon to provide knowledge, information, insights and advice. OEH is mindful that council's core business activities take priority and therefore arrangements will be made during initial stages to identify suitable timelines and channels for communication with council staff involved.

**What will member councils need to provide OEH?**

For the purposes of identifying opportunities for councils to save energy, money and to support a better understanding of energy data, OEH may:

- ☐ Request council energy data for benchmarking and analysis purposes
- ☐ Request council officer time to support the program (to be agreed during initial set up stages)
- ☐ Engage with council and community to progress energy efficiency projects and activities that have been identified as priorities.

**How can communities participate in the SCC program?**

OEH has a suite of programs focused on supporting households, businesses and communities across NSW. These programs include:

- ☐ The Appliance Replacement Offer
- ☐ Solar housing upgrades for social housing
- ☐ Energy efficiency for businesses and households
- ☐ Community engagement, capacity building and leadership.

OEH will aim to connect communities to these programs and assist in driving energy efficiency and affordability for regions.

**What are the anticipated outcomes for member councils?**

It is anticipated that councils participating in the Sustainable Councils and Communities Program will:

- ☐ Deliver scoped, verified, and prioritised opportunities to save energy and money
- ☐ Develop business cases for potential energy efficiency infrastructure improvements
- ☐ Identify funding pathways and opportunities
- ☐ Have connected and empowered communities with increased knowledge and understanding of government energy efficiency and affordability programs

**What do I do if I have questions that aren't answered by this FAQ?**

If you have not yet met with a member of the OEH SCC Project team, please contact us at [scc@environment.nsw.gov.au](mailto:scc@environment.nsw.gov.au)



**MINUTES OF THE UPPER LACHLAN SHIRE COUNCIL EDTF COMMITTEE  
HELD  
TUESDAY 3 DECEMBER 2018 AT CROOKWELL**

---

**Present:** Clr. John Searl, Andrew Lindner, Clr. Richard Opie, Catherine Duff, Susan Reynolds & Doug McIntyre.

**Staff:** Brenda Proudman (Economic Development Officer)  
(Non Voting)

**Apologies:** Clr. John Stafford, Tina Dodson (Director of Environment & Planning) & John Bell (General Manager)

Meeting commenced at 8.50am.

**Declaration of Interest:** Nil.

**Confirmation of Minutes:**

**Agenda Item 3.1**

Minutes from the 13 November 2018 were adopted as a true and correct record.

Moved – Clr John Searl & seconded by Andrew Lindner.

CARRIED

**Correspondence:** Nil.

**Agenda Item 4.1 – Economic Development Revitalisation & Action Plan**

All of the committee were happy with the draft report, no changes to be made. Peter Mclean (Consultant) from Development Impacts Pty Ltd has offered to contact the 5 groups from the Workshop to see where they are up to. Brenda is to contact Peter Mclean to approve the draft version of the workshop and ask Peter to contact Clr Richard Opie about distributing the final document to the Workshop members. Moved - Clr Richard Opie and seconded by Catherine Duff that Brenda sends the final plan to Council for inclusion in the December meetings Business Papers.

CARRIED

**Agenda Item 5.1 – General Business**

Brenda is to organise Simon Wallace-Pannell to attend our next EDTF meeting to talk about the Sustainable Councils and Communities Program. Date and time to be confirmed.

**Agenda Item 5.2 – General Business**

Susan Reynold is to be appointed to the EDTF committee. Moved – Brenda Proudman & seconded by Clr Richard Opie.

CARRIED

**Agenda Item 6 – Guest Speaker – Susan Reynolds** See attached information about Crookwell Green Innovation Technology Hub.

The EDTF Committee would like to wish all the Shire's residents and businesses a very Merry Christmas and a Prosperous New Year!

**Next Meeting** of the EDTF Committee – Tuesday 5<sup>th</sup> Feb 2019 – Time TBA

There being no further business, meeting closed at 9.56am.



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## UPPER LACHLAN SHIRE

### ECONOMIC GROWTH AND DEVELOPMENT PLANNING

#### Preliminary Workshop Report

Prepared by: Peter Mclean, John Grace and Jane Robinson

Commercial in Confidence

(FINAL)

November 2018

*'A feedback report on the Innovation Workshop conducted on the  
15<sup>th</sup> October 2018 to assist the Upper Lachlan Shire Council's  
Economic Development Task Force to identify and plan actions that can be taken  
which will directly contribute to the growth of the Shire's economy.'*

## TABLE OF CONTENTS

<b>1.0</b>	<b>INTRODUCTION.....</b>	<b>3</b>
<b>2.0</b>	<b>WORKSHOP METHOD .....</b>	<b>3</b>
<b>3.0</b>	<b>WORKSHOP IDEA GENERATION .....</b>	<b>4</b>
<b>4.0</b>	<b>ECONOMIC DEVELOPMENT ACTIVITY PROJECT PRIORITIES – THE TOP FIVE .....</b>	<b>13</b>
4.1	CLEAN GREEN BUSINESS PARK .....	13
4.2	5G NETWORK.....	13
4.3	ACTIVE INDEPENDENT LIVING.....	15
4.4	REVIEW OF LEP.....	16
4.5	HILL CLIMB AND VINTAGE CAR MUSEUM.....	17
<b>5.0</b>	<b>IN SUMMARY .....</b>	<b>18</b>
	<b>APPENDIX ONE - 10 STEPS TO EFFECTIVE COLLABORATION – ROADMAP DETAIL.....</b>	<b>20</b>
	<b>APPENDIX TWO - INNOVATION WORKING GROUP LOGIC FRAMEWORK .....</b>	<b>23</b>

## 1.0 INTRODUCTION

On October 15<sup>th</sup> 2018, Upper Lachlan Shire, together with key stakeholders, committed themselves to identify economic growth opportunities for the shire.

Implementing a collaborative way of building economic growth and development is the way to create new value for the shire.

Leveraging the shire's knowledge capital was achieved by engaging a select group of leaders, entrepreneurs, business owners, educators, state government stakeholders and other organisational representatives.

The regional stakeholders were highly motivated to create an innovative approach to realising economic development opportunities across the shire.

This was evident by the generosity of spirit and the way that the attendees freely shared their ideas and interacted with each other on the day.

The objectives of the workshop were to:

1. Generate Ideas
2. Build on and harness capabilities from across the shire
3. Discover economic development opportunities and deliver projects
4. Create a knowledge network
5. Deliver an action planning platform

This action planning method delivered the processes, structure, identified the capabilities and capacity to deliver the economic growth projects that will ensure ongoing value in measurable results for the Upper Lachlan Shire.

This action planning exercise was conducted in keeping and aligned to the vision and was underpinned by the values of the Shire as it pertained to this workshop.

### The Vision

*'Upper Lachlan – A flourishing, growing Shire economy'*

### The Values

Generate economic activities that:

1. Are useable and practical
2. Are Innovative
3. Can be implemented in the near future within available resources or with resources that can be acquired

## 2.0 WORKSHOP METHOD

The workshop consisted of 24 people working together in small groups of 4 – 6

people to generate ideas that were feasible.

These ideas were progressively developed and refined throughout the day and priorities were set.

### Results

28 - ideas were generated by the attendees

5 - Innovation Working Groups were established with nominated leaders who will drive the top 5 activities agreed upon as the priorities.

### 3.0 WORKSHOP IDEA GENERATION

The idea generation process involved the use of some background information and two tools that enabled the groups to focus on their ideas:

1. Idea generation Template<sup>1</sup>
2. Business Model Canvas<sup>2</sup>

What follows is the documentation of the ideas as captured by the attendees. There is some duplication and these ideas may be further processed, cross pollinated, expanded upon and incorporated into categories that can be leveraged to generate further economic development activities in consultation with the stakeholders for the Shire over the next 3 years.

In this initial workshop feed-back report, the data is recorded in its raw form, as it was presented by the attendees.

#### Idea - One

Communications platform: bringing communities together, local produce  
Promoting local businesses, social events, press/media, grants.

**Target Customers:** Upper Lachlan Shire, residents, businesses and council – involvement.

#### Benefits

Engagement, accelerated, paid rates? Council and self-generating value and Income.

<sup>1</sup> Idea generation Canvas© John Grace Regional Development Innovations 2018

<sup>2</sup> Alexander Osterwalder & Yves Pigneur

**Idea - Two**

Coordinating and promoting small acreage, opportunities (Close to airport – i.e. bulbs business).

**Target Customers:** Upper Lachlan Shire – Economic Development Officer, Jobs Department State Government DPI, any future business owners, zoning is an issue Realtors, field days and industry groups.

**Benefits**

Not articulated

**Idea - Three**

Australian Agricultural Centre (AAC)

Next generation of industry, tourism, experiential, , education, training, hospitality training, accommodation, renewable energy.

**Target Customers:** Broader population, Federal and State government, Private enterprise, agricultural local and regional. Upper Lachlan Shire – Economic Development Officer, Jobs Department State Government DPI, any future business owners, zoning is an issue.

**Benefits**

Not articulated

**Idea - Four**

Sporting Infrastructure – Tourism Excellence – cycling, hockey, flying, Wyangala Dam, cycling loop incorporating the rail trail.

**Target Customers:**

AIS, Sporting codes relevant to the centre – investment, State and Federal Government, sporting associations,, individual membership, accommodation, catering, Wyangala, Education, physios.

**Benefits**

Healthy foods, dieticians.

**Idea - Five**

Active Independent Living – Lifestyle Living, come to live and retire, versus staying in the cities to die, promote local activities and groups , provision of traditional arts and crafts (Artisans) – training opportunities.



**Target Customers:**

Developers, Health care providers, individual owners' payment and investment  
Maturing population

**Benefits**

Strengthens local economy  
Local training organisation for aged care

**Idea - Six**

LGA Marketing

**Target Customers:**

Upper Lachlan Shire, Destination NSW and associated areas

**Benefits – Value Proposition**

Coordination, collaboration, large resources pool

**Idea - Seven**

On site cabins, caravan park and low-cost accommodation to attract younger families

**Target Customers**

Upper Lachlan Shire, Destination NSW , Private companies

**Benefits – Value Proposition**

Affordable tourism and Family group options

**Idea - Eight**

New subdivision, - residential rural lifestyle, low cost accommodation to attract younger families, LEP

**Target Customers:**

Upper Lachlan Shire, Destination NSW, private companies

**Benefits – Value Proposition**

Population growth liveability, retain and bring young people

**Idea - Nine**

Regular ULSC events aligned

**Target Customers:**

Upper Lachlan Shire, Destination NSW, private companies

**Benefits – Value Proposition**

Sustainability maintain and increase scale and sustainability

**Idea - Ten**

ULSC app, platform development

**Target Customers:**

Private companies, Government, content providers, whoever participates

**Benefits – Value Proposition**

Locals, advertising, data generation, telecommunications, ULSC, community consultation

**Idea - Eleven**

Grow the economy – adventure active tours, eco-tourism, walking, hiking,, cycling, mountain biking, guided town touring (Person and Aps)

**Target Customers:**

Tourists - domestic and international – all ages (Payers)

Hosts – local businesses, entrepreneurs, transport, Council – signage, maps, interpretive boards, (Investors)

Local business – petrol food and beverage (strengthened)

**Benefits – Value Proposition**

Enhances experience, incremental business growth, drives employment, low capital to start rapid payback

**Idea - Twelve**

Grow the economy – Accommodation, retirement living, leisure, holiday visitors (How to convert current assets)

**Target Customers:**

Retirees, tourists, hunters, backpackers, family, weddings, glamping and corporate groups (Payers)

Hosts, local business, entrepreneurs, Government funding and NGO (Aged care), Whole of community (Strengthened)

**Benefits – Value Proposition**

Only 360 beds but of what quality

Can stay in ULSC and not in other areas

Make Money, capacity building – effective and efficient hospitality to meet market needs

**Idea - Thirteen**

Grow the economy – Connectivity – 5G – First Shire , fully funded by CCF, NGO, consultant support.

**Target Customers:**

Wind Farms, (Payers)

Telecommunication companies – community board (out of this room) (Investors)

Locals, transits, business, education institutes, everyone, (Strengthened)

**Benefits – Value Proposition**

Internet of Things – agricultural technology, stimulate entrepreneurs, external professionals relocate to ULSC

**Idea - Fourteen**

Grow the economy – Development Friendly Shire – Low rates, few regulations, incentivise council to get smaller.

**Target Customers:**

Rate Payers (Payers)

An enlightened council (Investors)

Rate - payers, new and expanding businesses (Strengthened)

**Benefits – Value Proposition**

Save Money, promote growth, fewer barriers to investment and development and attract innovative business to the area.

**Idea - Fifteen**

Grow the economy – Branding gastronomy, supply chain tours, farm visits, classes for visitors, awareness of local produce and origin of produce.

**Target Customers:**

Foodies, branding by business (Payers)

Host – local business, entrepreneurs (Investors)

Local producers, associated businesses, food and beverage businesses (Strengthened)

**Benefits – Value Proposition**

Enhance experience, Save duplication – band together

**Idea - Sixteen**

Innovation Hub – Energy, Renewables, solar, wind, geothermal, hydrogen, gas pipeline fusion with ANU and energy providers.

**Target Customers:**

Foodies, branding by business (Payers)  
Host – local business, entrepreneurs (Investors)  
Local producers, associated businesses, food and beverage businesses  
(Strengthened)

**Benefits – Value Proposition**

Enhance experience, Save duplication – band together

**Idea - Seventeen**

Clean Business Park – Gas Pipeline – Taralga Illawarra Highway Connection

**Target Customers:**

Light industrial food processing  
Blue mountains councils  
Port Kembla  
Tourism, residents, industry, roads and mills

**Benefits – Value Proposition**

Not articulated

**Idea - Eighteen**

Hospitality training for business – CHS – RSA and RSG to run courses

**Target Customers:**

Business, Trainees – students, Government – regional immigration qualifications

**Benefits – Value Proposition**

Number of baristas, food services, opening hours for tourism extended (e.g. Cafes rosters and Wi-Fi availability)

**Idea - Nineteen**

Walking Trail/horse trail/ rail trail corridor/ cycling trail/events/eco-tourism/Gem sapphire fossicking.

**Target Customers:**

Tourists/Hospitality/Business – accommodation, cafes, local businesses and landholders.

**Benefits – Value Proposition**

Not articulated

**Idea - Twenty**

Agriculture – niche markets, herbs / Chinese medicine.

Aged Care – mini village open planned with fishing pond and vegetable patch

**Target Customers:**

Small landholders, business and private aged care providers

**Benefits – Value Proposition**

Streamlined approval processes through Council, incentives for business

**Idea - Twenty-One**

Hill Climb

**Target Customers:**

Motoring community, spectators, sponsorship, concession sales, ancillary activity, all retail, pubs, motel, B&Bs etc.

**Benefits – Value Proposition**

Not articulated

**Idea - Twenty-Two**

LEP Review

**Target Customers:**

Council and State Govt.

**Benefits – Value Proposition**

Not articulated

**Idea - Twenty-Three**

Upper Lachlan Shire – MarCom (Marketing and Communications)  
Opera in the Tablelands

**Target Customers:**

Broader Community, music lovers, motoring community, spectators, ancillary activity, all retail, pubs, motel, B&Bs etc.

**Benefits – Value Proposition**

Not articulated

**Idea - Twenty-Four**

Bush Festival

**Target Customers:**

Campers, bush people/farm community and local business stakeholders

**Benefits – Value Proposition**

Not articulated

**Idea - Twenty-Five**

Industrial diversification

**Target Customers:**

Investors, government, Council

**Benefits – Value Proposition**

Not articulated

**Idea - Twenty-Six**

Greening the community  
Local Council grants for village planting/ seating etc.

**Target Customers:**

Council grants and communities

**Benefits – Value Proposition**

Not articulated



**Idea - Twenty-Seven**

Bike Tracks - Villages

**Target Customers:**

Council cooperation - development

**Benefits – Value Proposition**

Not articulated

**Idea - Twenty-Eight**

Vintage Car Museum/Open up

**Target Customers:**

Private investors and Council cooperation

**Benefits – Value Proposition**

Not articulated

#### 4.0 ECONOMIC DEVELOPMENT ACTIVITY PROJECT PRIORITIES – THE TOP FIVE

##### 4.1 Clean Green Business Park

**Synopsis:** Project to determine the feasibility of establishing a Clean Green Business Park in the Shire.

##### **Key Partners**

Renewable Energy sector  
University – ANU  
Specific industries that rely on green energy  
Zero emissions  
Cold Climate Agriculture  
IT Support  
BOM R  
Fast Communications  
RDA (ACT)  
South East Region of Energy Excellence (SEREE)  
Origin Energy  
ACT/ NSW Government

##### **Value Propositions**

Subsidy for Clean Energy businesses  
Lower costs of operation  
Lifestyle values such as clean air/living  
Lower cost of travel  
Access to Canberra & International Airport  
ANU – Knowledge pool

##### **Customer Relationships**

New Technologies  
Specific services  
Clean green Industry  
Ethical Business Organisations

##### **Customer Segments**

Innovative Businesses (Example: renewable energy such as wind, solar, hydrogen)  
Cold climate agriculture  
IT Communications  
Research partners  
Overseas skills such as consultants, re migration, visas etc.  
Students/ young graduates and apprenticeships

##### 4.2 5G Network

**Synopsis:** Joint Venture Project to build 5G infrastructure to provide fast broadband and mobile telephone coverage across the whole Shire.

**Key Partners**

Optus  
Telstra  
Regulatory Authorities  
Construction organisations  
Vodafone  
Huawei  
Windfarm Community Fund

**Key Activities**

Platform  
Problem Solving  
Aggregator of capital of community fund from wind farms

**Key Resources**

Competent Board

**Value Propositions**

Up to date instantaneous information on line  
Internet Connectivity  
Business opportunity not available elsewhere – competitive advantage  
Mobile and online access

**Customer Segments**

Residents  
Local Business  
Tourists and visitors  
Transit travellers  
Work from home professionals  
Smart Agriculture  
Students  
Entrepreneurs  
Government Organisations  
RFS  
Start-Ups (Example – Ag Tech Companies  
Schools

**Cost Structure**

Joint Venture with big partners sharing costs to build towers in strategic locations and to install 5G technology.

**Revenue Streams**

Telcos  
 User Pay % for maintenance  
 License fees – new business  
 Subsidy from Community Fund – Wind Farms as source to set up costs  
 Neighbouring councils  
 (Current = \$ 90 – 125 NBN per month)

**4.3 Active Independent Living**

**Synopsis:** Joint Venture Project to determine the design and development of a 'living well' precinct for retirees.

**Key Partners**

Developers / investors  
 Lifestyle providers  
 RTO – Aged Care  
 Council  
 Healthcare Professionals  
 Catering  
 Essential Health  
 State and Federal Governments  
 Estate Financial Planners  
 Grave Sites

**Key Activities**

Care/Health  
 Education  
 Training – Aged Care  
 Accommodation  
 Activity Training  
 IT – Telecommunications  
 Entertainment on and off site  
 Religious Representation

**Key Resources**

Crookwell, Goulburn Hospitals  
 Canberra/ Liverpool  
 Health professionals: Doctors, dentist, Physio, Podiatrist, Cardio and beauticians  
 Climate, water, soil  
 Residents  
 Community Group involvement

**Value Propositions**

Security  
 Health Professionals  
 Age appropriate facilities  
 Freedom  
 Healthy climate and environment

Freeing up capital  
Accessibility to opportunities, activities and services  
Third Age University  
Artisan training  
Arts crafts – education  
Mentoring and knowledge transfer  
Training Aged Care workers

**Customer Relationships**

Active programs  
Service  
Care  
Freedom  
Safety  
Space  
Security  
Convenience  
Opportunities  
Internet capability

**Channels to Market**

Real Estate  
Council  
TV- Media  
Health Professionals  
Life style living operators  
RSL  
CWA  
Word of mouth

**Customer Segments**

55 + aged group  
Independent Living  
Progressive Ageing

**Cost Structure**

Land availability  
Buildings availability  
Council fees

**Revenue Streams**

Asset owner – transferable  
Care program fees  
Individual guarantee and government co payments  
Capital Costs lower than cities – more attractive  
Ongoing Rental service fees  
Activity memberships  
Discretionary add on fees  
Trustee fees

**4.4 Review of LEP**

**Synopsis:** Project to work with Council and influence a review of the LEP boundary conditions and advocate for change.

**Key Partners**

Upper Lachlan Shire  
Community

**Key Activities**

Approvals  
Community Consultation  
Review of LEP – (Urgent)  
Better council relationship with the community

**Key Resources**

Council to drive process  
Service focussed mentality of local businesses

**Value Propositions**

Housing  
Housing affordability  
Increase population  
Employment growth  
People retention  
Incremental market value  
Broader revenue base  
Increase local services via trades and services

**Customer Relationships**

Community trust  
Transparency  
Collaboration  
'Open mindset'

**Channels to Market**

Direct to Upper Lachlan Shire  
Indirect and Direct to NSW government

**Customer Segments**

Current Community  
Future Community (Potential)

**Revenue Streams**

Increase of revenue base & Increase of local expenditure via increased population

**4.5 Hill Climb and Vintage Car Museum**

**Synopsis:** Event management and tourism project to work with Council to facilitate a regular event and the establishment of a car museum in the Shire

**Key Partners**

Benefactors  
Sydney Vintage Cars

Council

### **Key Activities**

Excitement  
Visual Feast  
Interaction/ participation

### **Key Resources**

Hill climb facilities, participants, organisations, money and promotion.

### **Value Propositions**

Enthusiast's venue  
Stunning spectator sports  
Experimental Simulations  
Pathos  
Satisfaction  
Wow!  
Amazing

### **Customer Relationships**

Creating the draw card

### **Channels to Market**

Targeted mediums

### **Customer Segments**

Car Enthusiasts  
Classical  
Modern  
Hot  
Customised  
Broad Tourist  
Amateur Participants  
Car Clubs  
Media (Example ' Drive' etc.)

### **Revenue Streams**

Spectators  
Participation – entry fees, self-funding  
Entrance fees

## **5.0 IN SUMMARY**

These five top priority areas and the working groups assigned to them will accelerate the economic development agenda for the Shire.

Each group has a leader in place who will recruit members and build knowledge networks in and around the projects being undertaken, as required. This approach will expand the influence across the Shire and engage additional community resources with the broader range of constituents.



The group leaders have been supplied with two frameworks<sup>3</sup> to assist them to develop their particular groups and support will be provided as required.

Other tools can be supplied as required.

A time frame of three months has been set at which time progress will be evaluated. This stage will culminate in the second workshop.

### Next Steps

#### Workshop 2 – Strategy Workshop

A successful follow-up Strategy Workshop will depend on participants from Workshop 1 being fully aware of progress on Action Plan activities since the first Workshop.

Introduction
<ul style="list-style-type: none"> <li>Facilitators provide a brief overview of the project so far;</li> <li>Participants are introduced to the evaluation framework and evaluation toolbox which will be used to measure the impacts of Action Plan activities on the regional economy.</li> </ul>
Session 1 - Review
<ul style="list-style-type: none"> <li>Teams from Workshop 1 are re-formed;</li> <li>Each team reviews the Action Plan activity it initiated in Workshop 1, using evaluation toolbox measures;</li> <li>Each team prepares a summary of the activity and progress made to date. To include: <ul style="list-style-type: none"> <li>Observations about the opportunities presented by the activity - what has been discovered about the value that can be created for the region;</li> <li>Has the activity developed into a project yet?</li> <li>Discoveries about barriers encountered and lessons learned.</li> </ul> </li> </ul>
Session 2 – Activities re-visited
<ul style="list-style-type: none"> <li>A spokesperson from each team presents an overview of progress made on the Action Plan activity to the whole group;</li> <li>While each presentation is being delivered participants are asked to think about ways in which additional value can be added to the activity, what resources could be added by building partnerships or alliances.</li> </ul>
Session 3 – Strategy for local economic development
<p>Facilitators present a refresher session on strategy:</p> <ul style="list-style-type: none"> <li>Examples of innovative local economic development strategy;</li> </ul>

<sup>3</sup> See Appendix One and Appendix Two

- Understanding who the customers are for the activities targeted by the Action Plan;
- Multiplying the value of assets;
- Who are the critical partners for each Action Plan activity?

#### **Session 4 – Strategy ‘Hackathon’**

- Each team works on another teams’ Action Plan idea;
- Each team takes the material presented by another team and works to generate new ideas that might contribute to successful implementation;
- Team members prepare a summary of their ideas about new implementation strategy;
- A spokesperson from the team moves to the team whose activity they have been working on and presents his/her team’s ideas.

#### **Session 5 – Discussion and ‘Call to Action’**

- The Workshop concludes with a facilitated discussion about the next steps towards Action Plan implementation;
- The value of collaboration and community ‘ownership’ of economic development is re-emphasised.

## **APPENDIX ONE - 10 STEPS TO EFFECTIVE COLLABORATION – ROADMAP DETAIL<sup>4</sup>**

### **STEP ONE: UNDERSTAND AND KNOW YOUR VALUE CHAIN**

- Customers and their value chain
- Suppliers and their value chain
- Partners and enablers and their value chains
- Competitors and their value chain

### **STEP TWO: MAKE THE RIGHT CONNECTIONS WITHIN YOUR VALUE CHAIN**

- Think Globally
- Talk Nationally
- Act Regionally
- Lead from where you are from within the distributed network

<sup>4</sup> Development Impacts Pty Ltd

**STEP THREE: BUILD THE RIGHT RELATIONSHIPS WITH THE RIGHT CONNECTIONS**

- Determine Purpose
- Determine Readiness
- Determine Feasibility
- Determine Compatibility and Complementary Synergies

**STEP FOUR: IDENTIFY AND ESTABLISH MUTUAL BENEFITS**

- Establish the mutual value proposition
- Understand Motivational elements
- Understand Capability elements
- Understand Opportunity elements

**STEP FIVE: CREATE THE RIGHT STRUCTURE**

- Establish a shared sense of Mission, Vision and Values
- Determine time frames
- Articulate business drivers
- Conduct market scope segmentation and geographic scope
- Analyse capabilities and develop capability matrix
- Analyse internal and external environmental factors and trends
- Develop Strategic Issues Agenda

**STEP SIX: DETERMINE LEADERSHIP AND GOVERNANCE MODELS**

- Mindset
- Ethics
- Values

**STEP SEVEN: AGREE ON RULES OF ENGAGEMENT**

- Conduct due diligence
- Articulate capability statement
- Document capability matrix

**STEP EIGHT: DOCUMENT STRATEGIC GOALS AND OBJECTIVES**

- Strategic Business Plan

**STEP NINE: MANAGE THE COLLABORATIVE ACTIVITY**

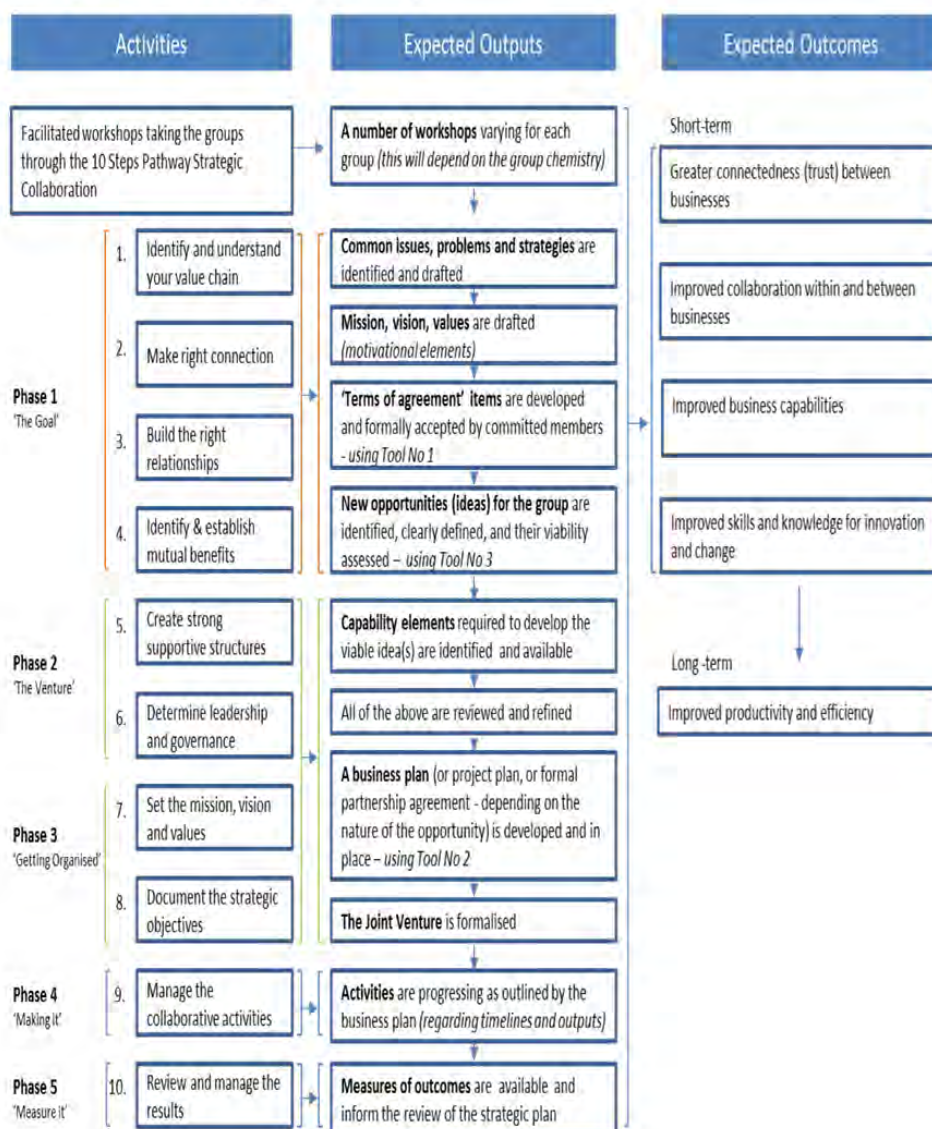
- Systems
- Meetings cycle
- Scope of responsibilities

**STEP TEN: MEASURE THE RESULTS**

- Evaluation Metrics
- Relationship Monitoring

APPENDIX TWO - INNOVATION WORKING GROUP LOGIC FRAMEWORK<sup>5</sup>

## IWG program matrix (logic framework)

<sup>5</sup> Development Impacts Pty Ltd

2/12/201



## CONCEPT



- ULS CURRENTLY HAS OVER 600 WIND TURBINES
- HARNESS GREEN ENERGY TO POWER GREEN SITE
- PROVIDE LOWER COST RENTAL AND OPERATION COSTS (ENERGY & WATER) TO ATTRACT "GREEN" TENANTS AND INVESTORS
- DEVELOP ENCLAVE OF SMART ENGINEERS, R&D, SOFTWARE DESIGNERS, ROBOTICS, AI, 3D PRINTING, START UPS AROUND RENEWABLES AND AGRICULTURE
- DEVELOP RELATIONSHIPS WITH ANU, WOLLONGONG FOR R&D AND SERREE FOR INDUSTRY SUPPORT AND INVESTMENT



2/12/2018

## BENEFITS



- LEVERAGE OFF 'STEM' FOCUS IN EDUCATION
- PROVIDE A CAREER PATHWAY FOR GRADUATES – REDUCE 'BRAIN DRAIN'
- ATTRACT HIGHER SALARIES INTO AREA
- PROVIDE EMPLOYMENT & RETAIL SPEND - ECONOMIC
- DEVELOP NEW, EMERGING AND RAPIDLY ADVANCING TECHNOLOGIES IN OUR REGION
- PROVIDE ADDITIONAL BUSINESS SECTOR TO OFFSET HIGHS & LOWS OF AGRICULTURE & TOURISM
- LEVERAGE OFF AAC DEVELOPMENT

## RESEARCH TO DATE



- CROOKWELL 1 – ENERGY TO GRID IN CROOKWELL
- LAND – SEVERAL SITE POSSIBILITIES NEED REZONING
- MET WITH PRU GOWARD – SUPPORTIVE, NEEDS MORE DETAIL – CONTACT IN PREMIER'S DEPT
- MET WITH GULLEN RANGE – INTERESTED TO SUPPORT R&D – PROVIDING CONTACTS *Isabel + Derek*
- MET WITH SOUTHERN REGIONAL DEVELOPMENT – EXCITED CONTACT WITH SERREE *Monica*
- COMMUNICATED WITH ONE LAND OWNER - OPEN
- PRELIMINARY CONCEPT DESIGNS WITH SOLAR PANELS, WATER TANKS, INDIGENOUS PLANTINGS

2/12/201

## NEXT STEPS



- PROJECT DEVELOPMENT TEAM REQUIRED WHO HAS AUTHORITY TO SPEAK WITH STAKEHOLDERS
- PROJECT PLAN
- PRODUCE FORMAL CONCEPT DOCUMENT & VIDEO
- STRATEGY TO ENGAGE WITH PARTIES, CROOKWELL I, PREMIERS DEPT, SOUTHERN REGIONAL DEV, SERREE, ANU, WOLLONGONG UNI - **IMPORTANT**
- ENGAGE WITH STATE/FEDERAL GOVERNMENT
- REZONING LAND IMPERATIVE
- ENGAGE WITH LOCAL EDUCATION & COMMUNITY
- QUANTIFY ECONOMIC BENEFITS TO OUR REGION

## THANK YOU

SUSAN REYNOLDS:

0414 464 206

(REYNOLDS.SUSAN031@GMAIL.COM)

DOUG MCINTYRE:

0439 815 670

(DOUGMACCA@GMAIL.COM)



## CROOKWELL INNOVATION HUB



Around the world communities and governments are building green innovation hubs as a way to attract business to their areas (see pics above for some examples).

Upper Lachlan Shire Council has almost 500 wind turbines in its border as well as solar farms. Geothermal is also being looked at.

Locally there exists the opportunity to capitalise on what we have here and build on the strength of these facilities and develop a **Green Energy Innovation Hub** focusing on research and development in alternate energy such as wind power, solar and others.

Additional opportunities exist for passive solar design, low cost power, off grid facilities, University R&D facilities, industry R&D, government decentralisation to regional areas etc.

A number of sites show potential as follows;



40 McIntosh Road CROOKWELL

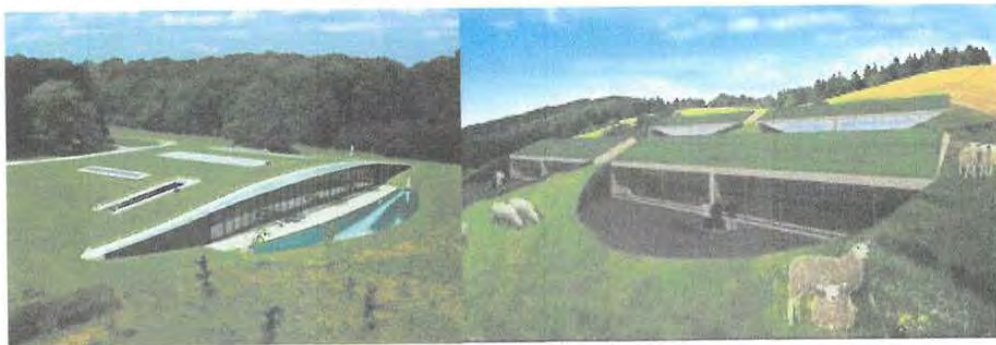
This site is well positioned close to town, Owned by Council, has industrial land adjoining.

It is just over 6 acres in size, plus the area occupied by the emergency services (2 acres). There is additional land adjoining for future redevelopment (2 acres).



#### **Crookwell 1 Wind Farm**

There is extensive land here for even a partially underground facility with offices set into the hills with south facing windows.



Dog Park in Hay St (16 acres), Crookwell Railway Station site (2 acres, probably too small).

**PRESENT:** Mr M Barlow (Chairperson), Clr P Culhane, Clr R Cummins, Clr J Wheelwright, Mr D Marshall (Community Representative) and Mr W Martin (Community Representative)

**STAFF:** Mr J Bell (General Manager), Mr A Croke (Director of Finance and  
(Non Voting) Administration) and Ms S Pearman (Administration Officer).

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**THE CHAIRPERSON DECLARED THE MEETING OPEN AT  
8.30AM**

**SECTION 1: APOLOGIES & LEAVE OF ABSENCE**

An apology was received from Mr B Johnston (Manager of Finance and Administration) and Mr J Amados (Management Accountant).

**RESOLVED** by Mr Marshall and Clr Culhane that the apologies be received and leave of absence granted.

**SECTION 2: DECLARATIONS OF INTEREST**

Nil

**SECTION 3: CONFIRMATION OF MINUTES**

**ITEM 3.1** **RESOLVED** by Clr Wheelwright and Mr Martin

That the minutes of the Audit, Risk and Improvement Committee Meeting held on 19 September 2018 be adopted.

- CARRIED

**SECTION 4: REPORTS**

**ITEM 4.1** **CORRESPONDENCE FOR THE MONTH OF AUGUST 2018**

**RESOLVED** by Mr Martin and Clr Culhane

That Item 4.1 - Correspondence/Information listed below be received:

1. Audit Office - Appointment of Deloitte as Audit Service Provider.

- CARRIED

**ITEM 4.2 COUNCIL INVESTMENTS PORTFOLIO TO 31 OCTOBER 2018**

**RESOLVED** by Mr Martin and Mr Marshall

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

- CARRIED

**ITEM 4.3 DISASTER RECOVERY FUNDING ARRANGEMENTS**

**RESOLVED** by Clr Wheelwright and Mr Marshall

1. The Committee recommend that Council accepts the revised co-contribution model arrangements of the NSW Government Department of Justice and authorise the General Manager to sign the agreement with the NSW Government.

- CARRIED

Phone conference with Leanne Smith from Intentus Chartered Accountants

**ITEM 4.4 2017/2018 NSW AUDIT OFFICE FINAL AUDIT MANAGEMENT LETTER**

**RESOLVED** by Clr Culhane and Clr Wheelwright

1. The Audit Office of NSW Final Management Letter on the conduct of the external audit for the year ended 30 June 2018 be received and the management response addressing the audit issues is endorsed.

- CARRIED



**ITEM 4.5**

**2017/2018 AUDIT OFFICE OF NSW - ENGAGEMENT CLOSING  
REPORT FOR UPPER LACHLAN SHIRE COUNCIL**

**RESOLVED** by Clr Culhane and Mr Martin

1. The Audit Office of NSW Engagement Closing Report for the external audit of Upper Lachlan Shire Council Financial Statements for the year ending 30 June 2018 is received and noted as information.

- CARRIED

**ITEM 4.6**

**2017/2018 FINANCIAL STATEMENTS AND AUDIT OFFICE OF NSW  
INDEPENDENT AUDITOR'S REPORT**

**RESOLVED** by Clr Wheelwright and Mr Martin

1. The Committee receive and note as information the Audit Office of NSW Independent Auditor's Report and Report on the Conduct of the Audit for the 2017/2018 Financial Statements, in addition this Committee wishes to commend management and staff in producing the increasingly large and detailed annual Financial Statements that once again have earned a positive Auditors Report.

- CARRIED

**SECTION 5: ITEMS FOR DISCUSSION**

Nil

**THE MEETING CLOSED AT 9.20AM**

Minutes confirmed

.....  
Chairperson

## **CTC Committee – Annual General Meeting Minutes**

At Crookwell Council Chambers – Thursday, 22 November 2018 (4.00 pm)

**Present:** Anne Picker, Cameron Picker, Joanne Marshall, Lucy Marshall, Bob Cowey, Jill Cowey and Andrew Croke (ULSC Director of Finance and Administration)

**Apologies:** Cllr Richard Opie, Emma Picker, David Zouch, Barbara Blankenzy and Beverley Hall

Moved – A Croke, seconded – A Picker. Carried

**Declaration of Pecuniary Interest – Nil.**

### **2017 AGM Minutes Confirmation: -**

CTC Annual General Meeting Minutes from 30 November 2017 were confirmed and adopted with no changes.

Moved – J Cowey, seconded – A Picker. Carried

Matters arising from the minutes: Nil.

### **Chairperson Report:-**

The Chairperson Report was tabled by Joanne Marshall (see attached report).

The report was received and accepted as information.

Moved – B Cowey, seconded A Croke. Carried

### **Activity Reports: -**

The Tuena CTC Activities Report by Bob Cowey was tabled (see attached report) the Bigga CTC Activities Report was tabled by Joanne Marshall (see attached report) was tabled.

All reports were received and accepted as information.

Moved – A Croke, seconded – A Picker. Carried

### **Treasurer's Report: -**

The annual Financial Statements for the financial year ended 30 June 2018 were tabled. The report outlined the CTC's bank statement balances of \$10,466, combined Income Statement and Balance Sheet was tabled, received and endorsed.

Moved – J Cowey, seconded – B Cowey. Carried

**Election of CTC Committee Members for 2019: -**

Nominations for CTC Committee accepted - Richard Opie (Council Representative), Andrew Croke, Cameron Picker, David Zouch, Bob Cowey, Jill Cowey, Beverley Hall and Barbara Blankenzee.

Moved – A Picker, seconded – J Cowey. Carried

**Election of Office Bearers: -**

Chairperson – Bob Cowey (unopposed)

Minute/Secretary – Andrew Croke (unopposed)

Moved – J Cowey, seconded – J Marshall. Carried

**General Business: -**

It was noted that Bigga CTC and Tuena CTC will not make a submission to Upper Lachlan Council's Operational Plan for a Section 356 contribution in 2019/2020.

**Action: -**

CTC Committee gave a vote of thanks for outgoing long serving CTC committee members – Anne Picker, Joanne Marshall, Lucy Marshall and Emma Picker.

Moved – B Cowey, seconded – J Cowey. Carried

**Next Meeting: -**

The next CTC Annual General Meeting will be held in November 2019 at Crookwell.

There being no further business, the Chairperson closed the meeting at 4.22 pm.



**ULSC CTC Committee**  
**Chairwoman's Report Nov 2018**

Bigga and Tuena continue to benefit from the availability and access to a community technology centre.

Both accounts look healthy enough to continue providing the service for 2019.

Bigga has updated their hardware and software this year, and has reliable access to 65gb data which continues to be enough for the centres demands. Bigga will have a new committee for 2019 and the outgoing committee wishes them well.

Tuena continues to be closely linked with Tuena Hall & Recreation Area Committee and the Tuena Craft Shop. The Tuena CTC is successful in being a social meeting place. It is also an important communication link when the land-line phone is down.

Both committees are committed in meeting the communities needs, to combat isolation and poor technology connectivity.

As Chairwoman I thank Council for continuing this committee for the benefit of our communities.

Jo Marshall  
Chairwoman

## **Bigga CTC**

### **Activities Report Nov 2018**

*The Bigga CTC acknowledges the assistance of Bigga Golf Club for their provision of the venue for the CTC, the cleaning, payment of electricity and gas, heating charges, and the staff to oversee the CTC usage. Also the Upper Lachlan Shire Council for its support.*

Bigga CTC is located in one of the largest social venues in Bigga. The CTC is utilised every fortnight by Bigga Day care, and regularly on Friday nights when the Bigga Golf Club is open.

The Bigga REC ground camping area continues to get busier. The Bigga CTC continues to be accessed by, and promoted to, short stay tourists to our area. This facility is important to tourists as Bigga is in a non mobile area and it enables them to contact friends and family and access their social network.

The Club continues to be an asset to our remote community. Our new members are Cameron Picker (Chairperson, Treasurer) David Zouch (Secretary).

With the current committee retiring we thank Anne for being secretary for 12 years, Jo, Lucy and Emma for 6 years.

### **Training**

Unfortunately due to our committees commitments we were unable to provide extra technology training for our community and school.

We will endeavour to source other interesting information sessions for our community.

### **Equipment**

The Equipment at the CTC Centre continues to be popular with the children and community members.

A HP Pavilion 24 Desktop Computer including Office 365 and a HP 6956 All in one printer were purchased from Goulburn Harvey Norman as the equipment was becoming old and too slow for up to date software. The old CTC computers had their software upgraded by Upper Lachlan Shire Council. The CTC may ask council when they next upgrade their computers if the CTC could have one of the discarded computers, which will be faster than our existing old one.

This is the last year the Bigga CTC will support our local Primary School.

~~This year for the Bigga Public School Technology Award 2018 we are looking to purchase STEM Technology resources. We would like approval from the joint committees to spend \$500 on this award.~~

In coordination with the Bigga Progress Assoc, we held a community meeting to hear a presentation from the internet provider WI-SKY. WI-SKY specialises in providing quality internet connections in regional areas. The Bigga Private internet network towers are up, making many local residents much happier, as the Satellite NBN has not been a good internet solution for many people in our community.

We will continue the CTC as a service to the community but will monitor its use and interest, and continue maintenance and promotion of the current facility and service.

## **Tuena CTC Activities Report Nov 2018**

Situated in Tuena Hall, the CTC can be used by members at any time. Access for tourists and visitors is made available in business hours via Parsons Store. The centre is staffed for maintenance and training on Wednesdays from 10am-4pm. The system is used for social networking email, on-line banking and purchasing.

The equipment consists of four desk top computers in the CTC room, with an A3 printer, an A4 Laser printer and a photo printer. Another computer is located on the Craft Shop counter. All are networked and have internet access.

The CTC now offers support in the way of internet searches and instruction to a growing number of ladies producing country craft items, these items are sold in the Tuena Craft Shop.

An honesty payment system covers the monthly costs of Sky Muster satellite connection (iiNet), free use is offered for homework and Skype voice over IP calls, this is important as landline reliability issues are still a problem in the Tuena area.

The monthly local news flyer "The Chat" is still produced by CTC members and distributed by email and Tuena Post Office.

Bob Cowey  
Manager



**Taralga Historical Society Inc**  
**83 Orchard Street**  
**Taralga NSW 2580**



**President: Michael Chalker 4843 5975**  
**Secretary: Graham Lambert 4843 8187**  
**Treasurer: Glennis Wright 4840 2215**

**Aim: To preserve history of Taralga & District for future generations**

**Newsletter No 4, 2018**

**Presidents Report December 2018:**

Well another year has come and gone and we appear to be progressing along quite nicely.

Since the last newsletter we have had a fairly busy time with the main event being the free open day in October, many visitors came through the gate to enjoy the facility. A sausage sizzle was enjoyed.

The seventies and over photo shoot was well attended, Graham Lambert was our official photographer, framed photos are available to be purchased from the society, please contact Graham. To complete the day, afternoon tea was enjoyed in the Masonic Hall and we were pleasantly entertained by the very talented Taralga Ukulele Group, a special thanks is extended to all the players.

We had a coach visit from the central coast early November, and a Goulburn School has booked in for early December.

General Saturday visitation is quite reasonable.

Society members supplied morning tea for the Tractor Trek at Golspie Hall, and members also combined with the Golf Club and local RFS to run the Heritage rally barbecue at the Showground on the weekend of seventeen/eighteen November. These events although hard work have proven to be financially successful for us.

A big thank you to those members who contributed their labour and expertise so unselfishly ensuring that the events were successful.

The next meeting will be the AGM on Saturday 9<sup>th</sup> February 2019.

I would like to take this opportunity to thank you all for the support and effort that you have all offered the Society over the past year, We will keep on keeping on!!!

I wish you all that you would wish yourselves, have a happy, holy and healthy Christmas.

Warmest regards

Merry Christmas

Mick

UPPER LACHLAN SHIRE COUNCIL
GUNNING OFFICE
05 DEC 2018
File No:



**GOULBURN EVENING PENNY POST Saturday 25 June 1898**  
**TARALGA**

**(From our Correspondent)**

**DEATH OF MR T. BARRY-** This gentleman, whose illness I recently reported, died at his residence, Brisbane Vale, Myrtleville on Tuesday night. Although his health had not been robust for some time, it was only recently Mr Barry had to lay up, and his death was due to a general breakup of the system. The deceased gentleman was 73 years of age, and was a very old and respected resident of the district. He is survived by a widow and several children, mostly grown up. Among the family is Mrs P.J.Maher of this town, and the late Mrs Kirkby of Goulburn, was a daughter of his. During his illness the deceased was attended by Dr Smythe of this place, and the Rev Father Carroll of Crookwell, was in attendance and performed the last rites of the church. Much sympathy will be felt for Mrs Barry and family in their trouble, as they only recently buried another member of the family. The funeral will take place today (Thursday). The remains will be interred in the R.C. cemetery at Stonequarry.



Thomas Barry Jnr 1824 - 1898

Grandfather of Thomasina (Barry) Craig  
 G.Gfather of Barry, Wilma and Dianne  
 This family lived at 'Barrymore' Myrtleville

*(Wilma & Dianne are Society members)*

**SCHOOL OF ARTS** - A special meeting of the committee and trustees of the above was held in Mr Whiting's office on Friday night last for the purpose of considering some business in regard to the proposed site for the School of Arts. The building under offer to the committee is what is known as Mrs James Burnett's property, and it was ultimately decided to instruct the trustees covenant to buy the property, provided some matters are satisfactorily cleared up. The Rev W.M. Martyn one of the trustees, presided at the meeting.



School of Arts  
 (In a neglected state)



W H Whiting Snr Store

*Vale*

**Reg Willoughby**  
**4.9.2018 aged 88 years**  
**Husband of Nita (dec)**  
**Father of**  
**Dale, Craig, Shayne, Scott, Todd**



**Michael Swan**  
**4.9.2018 aged 61 years**  
**Son of Kit & Ted**  
**Husband of Deborah**  
**Brother of**  
**Verlene, John & Donald(dec)**



**John Lang ("Choko")**  
**6.9.2018 aged 80 years**  
**Husband of Beverly**  
**Father of**  
**Deborah and Sharyn**



**Christopher Robertson**  
**19.10.2018**  
**Husband of Miranda**  
**Father of**  
**Chelsea, Bridie, Hannah**  
**Son of Denise and Allan**



**Tom Flood**  
**9.9.2018 aged 70 years**  
**Husband of Frances**

**Cousin of Mary (Keogh) Connor( dec)**

**Goulburn Evening Penny Post - Friday 2 December 1927****ONE HOME FOR 50 YEARS**

The late Mrs Taylor of Taralga who died recently was a native of Sutton Forest, but she came to Taralga at an early age, and resided in the same house for more than 50 years, her total residence here being over 70 years. Her late husband who died 13 years ago, was the first white child born in Taralga. She was the mother of 12 children, nine of whom survive her. The sons are: Messrs Frank (Canowindra), Fred (Parkesbourne) and Robert (Thirroul). The daughters are: Mesdames Muir (Sydney), Copp (Taralga), Sieler (Marulan), Poll (Crookwell), Rumble (Goulburn) and Stewart (British Columbia).

She has 62 grandchildren, 87 great grandchildren and two great-great-grandchildren.

For the past six years the old lady was bed-ridden, though she was in possession of all of her faculties to the last.

During the long period she was laid up she was devotedly nursed by her daughter, Mrs Copp, assisted for the past few months by Mrs Wallace Alders of Bannaby.

**Goulburn Evening Penny Post - Monday 7 September 1936****THE LATE MR WILLIAM CREE**

Mr William J. Cree, a well-known resident of "Green Hills" Taralga collapsed and died while working in the garden near his home on Friday afternoon. Mr Cree who was 62 years of age had not enjoyed good health for some years. Lately, however, he appeared to be considerably improved, and on Friday he left the homestead on horseback to look over some paddocks. It was also his intention to do work in a garden situated beyond a hill some distance from the house.

When he failed to return for afternoon tea, Mrs Cree walked to the garden, where she saw her husband's horse cropping grass. Mr Cree's body was lying nearby. A doctor later certified the death due to heart failure.

Mr Cree was the only son of the late Mr and Mrs W. Cree who came to N.S.W., and settled at "Green Hills" more than 70 years ago. He had carried on grazing and dairying at Green Hills for many years, and also held a grazing property at Tallygang, Wombeyan Caves. In his younger years he took an active interest in all local affairs. He was a keen member of the A.P. & H. Association committee, and was also a member of the Catholic Church committee for many years.

He is survived by a widow, one son Mr Selby Cree (Wombeyan Caves), and two daughters Misses Jenny and Nelly Cree (Green Hills). Mrs P. Elliott (Newfoundland) is a sister.

The burial took place at the Roman Catholic cemetery, Stonequarry on Saturday afternoon, the cortege being one of the largest seen in the Taralga district. Rev Fr O'Sullivan officiated at the graveside.



**CONTINUED FROM LAST 2 NEWSLETTERS:****ADDRESS ON HISTORY OF THE TARALGA AREA***From Goulburn Evening Post 1955*

The following address on the early history of Taralga and other parts of the southern districts was read recently to Goulburn Historical Society by Mr Dave Mullaney of Taralga.

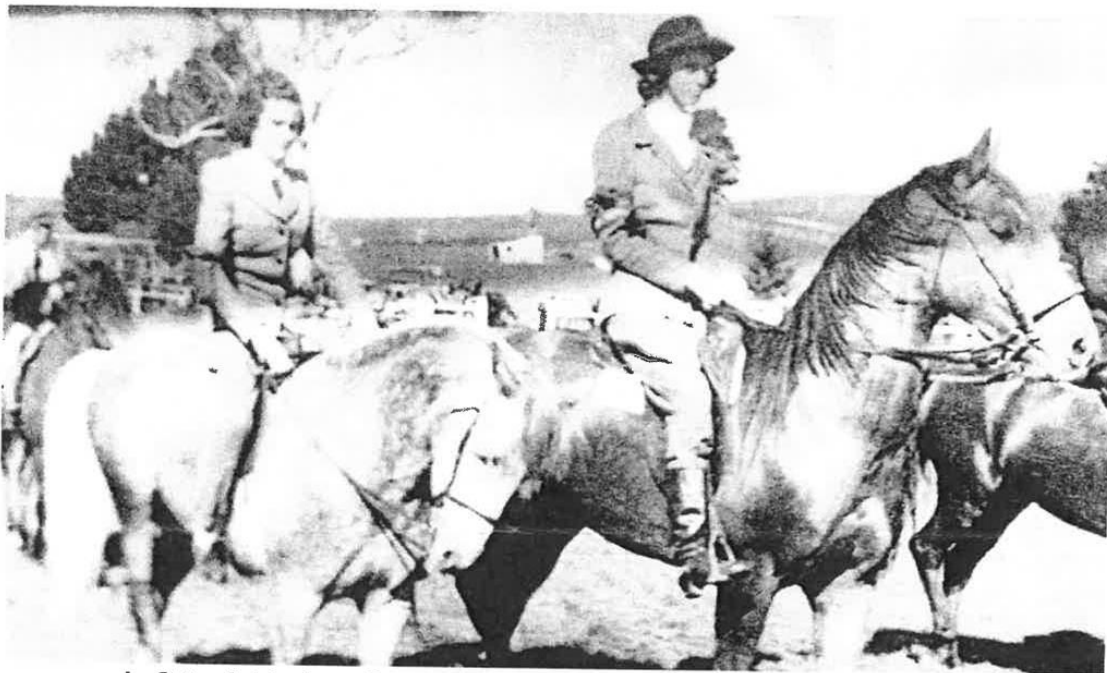
It was written by Miss Jean Findlay of Yalbraith as an essay eight years ago.

**About the Author:**

Robert Scott Craig b.1899 d.1968 was the twin brother of Murdoch, he married Iris Findlay who already had a daughter named Jean. Robert and Iris had one son, Keith Gillies who died aged 37. Robert and Iris had a home at 'Cobbodong'.

Jean was a devoted horsewomen. She moved to Sydney and married,

Jean Findlay-Gower died 8<sup>th</sup> September 2017 at 87 years and is buried at Stonequarry Cemetery with her Mother, Father and Keith.



**Left to right: Joan Scott and Jean Findlay at Taralga Show**

**Jean's Story:**

Before I pass onto bushranging I shall tell a little of a very well known old man who died some ten or twelve years ago. His name was "Barry's Black" and he was a native - short, fat and shiny black - and, so I am told, a fearful "fibber". He used to say he was an "American native" - and he hated to hear himself or any like him termed 'blackfelloe', but really he was an Australian one. Everyone knows of 'barry's black' and the famous yarns he used to tell.

*(Editor: Actually he was a Mauritian who at a very young age worked in the sewers of Sydney. He ran away and was on the road when William Connor was returning from transporting wool to Sydney for sale. He picked the poor fellow up and took him home to Bannaby, where he lived with the family. He was known as **Jack Williams**.*

*Years later he left Bannaby to live with the Barry family at Myrtleville.*

*Apparently he had a very funny sense of humour and would send up the Barry ladies. They took it all as good fun!! He was referred to as "Black Jack" by the locals)*

**He appears in this photo in the front row.**



**Pioneers of Taralga 1922**

Of the aborigines, Charles McAlister says a pillar should be erected, bearing these words: "We, the Australian aborigines are no more, civilisation killed us, and dug our grave: may a kindlier civilisation flourish o'er our bones."

#### THE BUSHRANGERS

There are a great many people today who carry on the trade of the old time bushrangers, and in a far more brazen manner. Their exploits however, for the most part lack most of the dash and colour associated with bushrangers. Fortunately too, they don't go in for wholesale murder as did some 'rangers.

In the pioneering and carrying days, the bushranging trade was able to flourish at the expense of the settlers and teamsters.

Dad's grandfather, Murdoch McKay, like most other pioneers, took his bullock wagon to Sydney at regular intervals, loaded with cheese, butter, bacon, ham, wheat etc., to sell on the ready market there. On the return journey he brought family supplies from the "city" as well as the money he received for his goods, so he was often chased and held up by the 'rangers. He said that the teamsters used to hide most of their money - sometimes in the collars of the horses or oxen, or in the woodwork of the wagon. They even used to hollow out the shaft poles and stuff their hard earned money in the cavities.



Usually however, the 'rangers did not rob the teamsters - often they were on very friendly terms with those continually "on the road", and often supped and slept with them. This is not hard to understand when one realises that the majority of these outlaws were quite good men with a dreadful grudge against society - especially soldiers and policemen or those responsible for their former sufferings. Against the hard working settlers themselves, they bore no grudge, nor the teamsters to them, as probably they themselves had seen the kind of treatment prisoners received, or had experienced some official "fencing in" and insults.

The majority of 'rangers operating in the argyle district were escaped convicts or "ticket-of-leave" men. There were others of course, who were "born" criminals and robbed for the sake of money etc., attached to robbery and plunder.

There are several notable bushrangers who had their "Stamping grounds" here, and others who just visited, so I shall write a little of those I know of:

#### LYNCH

Lynch was I think, one of the most murderous and cold blooded of all bushrangers. He was originally a convict, and until his term expired worked for Matt Hillas, on his property at Bannaby, or Bunnaby as it was then called. He has to his credit a total of nine murders that are known. He had a tomahawk with which he killed his victims - Indian style, and afterwards he usually burnt their bodies. Leaving little or no trace of the murder.

In this ghastly manner he murdered a whole family of four - the Mulligans, who lived near Berrima. They gave him a bed for the night, and the next day he cremated them on their potato patch. Other victims included passing teamsters he fell in with and luckless natives.

A Taralga identity, one John Chalker, and a policeman captured him on the Mulligan's farm (some time later of course) and he was hung at Berrima in 1844. Lynch's career was one of the most blood thirsty in the whole of the south.

#### PEISLEY, LOWRY, CROOKWELL AND VANE

These bushrangers spent most of their time in the Goulburn, Taralga and Abercrombie areas. They were not very bad men compared with others, certainly not like Lynch, and their careers were fairly short.

Peisley: Was a notorious horse stealer operating chiefly in the Abercrombie area. He shot a man in 1863, and "studied" his trade as an apprentice to that old master Gardiner.

Lowry: Was a "strapping and brave young native" who, it was related, became a 'ranger as the result of a practical joke. He was brave and intelligent and did little but some horse stealing, and one big robbery - that of the Mudgee mail. He was fatally shot in 1864 in a duel with the police at a hotel

Crookwell: Was another Abercrombie bushranger, very clever at "horse lifting", and he had local residents in a constant state of jitters during his two years' reign. In 1866, a traitor, supposed to be a friend of his, told the Taralga police where to find him on a certain night. He was surprised in bed in the Abercrombie on Christmas Day, and he and his mate, "Jack-The-Man" were captured. On his way to Darlinghurst Gaol, Crookwell tried to escape and during the scuffle he shot dead a trooper. For this he was hanged at Darlinghurst, "and so ended the reckless career of a most unfortunate and ill-governed creature"

Vane: Practised horse-lifting and stealing, but surrendered to a priest from Taralga, thus receiving a light sentence on the priest's recommendation for mercy.

There were many other bushrangers, but I have not time to write of any more.

I must add that the famous team of Ben Hall, Gilbert and Dunn paid many (for themselves) entertaining and enriching visits to Goulburn, Binda and surrounding districts. Their headquarters seemed to be about Collector, but they always seemed to be a thought and step ahead of the police, until that fateful day when the members of the gang were surprised during a meal and either shot or captured.

My sympathy always has, and always will be with Ben Hall, who was a misguided victim of circumstances. His good and peaceful nature strove to overcome his other embittered self and showed through the tough exterior in flashes - often to prevent his rougher associates doing some blood-spilling or injustice. His true story is sad reading.

In those days the only end for a bushranger, good or otherwise, was a hangman's noose. Often they had no choice but to become an outlaw, and certainly no say once they were caught.

#### TARALGA AND GOULBURN

Taralga is a very small town, and, I'm afraid, not very lively. Still it has an air of quiet but steady prosperity about it as it is the centre of a large area of thriving grazing and farming land. It has settled down now into a small town that looks dead, but is really very much alive as an important centre for the graziers.

In the early days it sprang up "mushroom style" and thrived so quickly that people thought it would become a large town. It has deteriorated and many say it will fade away. To illustrate this - there were once five hotels and now there are only two. Hotels are usually a sure indication as to the population and wealth.

I don't believe Taralga will fade for there are wealthy station owners in plenty, and the wool grown is of a very fine quality. Potatoes and oats also thrive. A goods train comes each Wednesday to our "metropolis", and it is connected to Goulburn by a twice-daily bus service. Mail arrives from Goulburn each day by mail car.

As I mentioned, it was originally called "Trial-Gang". The main street is called Orchard Street because Macarthur's private orchard occupied most of the present site of the township. The only other streets which have names (to my knowledge) are Macarthur (named after him), and Bannaby and Laggan, because they lead to small settlements of Bannaby and Laggan.

The best and most modern building in the town is the bank, which has two storeys, and was erected in 1938 or thereabouts. Also, there are two large general stores, several cafes, two two-storey hotels, a brick post office, school and four churches.

There is a very attractive show ring and a dirt racing track several miles out. Races are held once or twice every year by the R.S.L.

The ballroom caught fire and was burnt down several years ago and the show pavilion is being used at present. Plans are going ahead to erect a £7,000 War Memorial Hall which will combine ballroom, library, concert hall etc. It should be finished by the end of 1949.

Goulburn, Queen City of the South, was named after Mr Goulburn, Colonial Secretary in the British Government of Earl Grey. It is now a large, beautiful, well



laid out city with wide, tree-lined streets and rows of attractive brick cottages, beautiful imposing churches, a pretty park, and a showground which comprises race and trotting track, greyhound racing track and showground. It is well worth a visit.

Goulburn was actually once composed almost entirely of Jews, who, in the forties ran nearly every shop there. I haven't any doubt that this thrifty race put Goulburn on its feet, for they were very industrious and enterprising.

The first show was held in 1846, the first races in 1849 - the prize money totalled £10. In 1833 there were only about a dozen white women in the whole of Argyle, but by 1836 there were about 1929 people, of whom no less than 1106 were convicts.

To revert back to Goulburn - there is a population of approx. 12,000, and during the past few years several factories have been started, chiefly woollen goods factories. The largest is the Pacific Chenille.

#### AGRICULTURAL RECORDS

The men say "the seasons have changed", and I am inclined to believe them, for once wheat, corn and even tobacco was grown. Now, the only "safe" crops are oats and potatoes as the frosts nearly always blacken and kill the others.

In 1836, Argyle held the second place among the wheat growing districts of N.S.W. There were 3828 acres of wheat with an approximate yield of 90,000 bushels under cultivation, also 247 acres of oats which yielded 2012 bushels.

One hundred and twenty two tons of potatoes were produced and the grand total of 1½ tons of tobacco. Hundred of acres of oats is now grown and the district is now a very important potato centre.

People in the early days were almost entirely self-supporting, and in bad seasons they suffered like the natives. They ground their own flour from the wheat they grew, and in bad seasons they were so short of food that each took their share into the bedroom to eat it. The reason for this - if any travellers came along they would be too kind-hearted to refuse them a meal, and if they gave it to them they went without themselves. This is another hard to believe fact.

#### WOMBEGAN CAVES

These beautiful caves were discovered by Mick Chalker, the date being about 1837, for by 1839 only two caves had been fully explored.

Recently we went to the caves and explored the wonders of the most beautiful of all the caves, the Wollondilly. People who have seen there, and the Jenolan declare the Wombegyan to be equal, if not better than the Jenolan, and I heartily agree. I was spell bound.

The Wombegyan Caves could be a fine tourist attraction, but they are not publicised enough, and the two roads leading to them are very bad- especially the one from Mittagong. The state of the road, its narrowness, and "hairpin" bends is enough to make most people have jittery nerves for days. The scenery (if one is well enough to appreciate it) is some of the most breathtaking, wild and vivid anyone could wish to see.

Fine marble deposits have been discovered on the Taralga side and these are being developed rapidly. The marble is almost perfect in quality and is proving a

valuable asset to the district.

I have not been able to write all I wished to in my outline of the district's history. In conclusion, I hope it will prove to be interesting, and the information contained therein of some value. - c. 1947

**The Goulburn Herald and Chronicle - Saturday 19 February, 1876**

**VISIT TO THE WHOMBAYAN CAVES - BY ONE OF THE PARTY**

On Thursday morning last a large number of ladies and gentlemen, of whom the writer was one, started from Taralga to visit the Whombayan Caves. After travelling about twelve miles we reached the Mare's Forest, the property of Mr John Chalker, and after partaking of some refreshments we went on to the caves, about three miles distant. The first sight we had of them was grand in the extreme. Before us lay a mountain of limestone penetrated completely through by an immense archway about two hundred yards long, two hundred foot high, and about one hundred and fifty yards wide. After arranging for camping, we entered the cavern adjacent to the archway. The grandeur and majesty of those caverns baffle all description. No pen can give the reader any proper idea of their magnificence. The painter with all his art could not show one iota of the perfection of those wondrous works of nature. The vastness of the caverns, the yawning chasms, the snowy whiteness and beauty of the stalactites form a picture that once seen is never to be forgotten. We returned to camp at eight p.m., and after partaking of the really good things provided by the ladies, dancing and singing were kept up to the small hours when all retired to rest. On the following morning, after ample justice had been done to the good spread neatly arranged by the ladies, we made a start for the new caves about one mile distant. We arrived at the foot of a steep mountain, and after climbing about one hundred and fifty feet we found ourselves at the entrance to the caves, and by means of ropes and ladders we were enabled to overcome all difficulties; up and down the intricate passages, at one time through a small hole, at another time walking through immense caverns, vaulted roofs studded with beautiful, sparkling, and ever-occurring stalactites, and the floor and sides covered with other limestone deposits equally splendid. At length we arrive at what is called the ball-room, and after several sets of quadrilles had been gone through, and songs sung by some of the ladies and gentlemen, we made another start, and had not proceeded far when we found ourselves at what is termed the basins. This is the grandest part of the caves - the most magnificent scenery presenting itself in all its loveliness and grandeur, and as I think it useless to attempt to describe this spot, I will leave it in the hand of some person more able to do justice to the subject than myself. We returned to camp, and after satisfying the inner man, the party amused themselves with songs, dances, recitations and forfeits, after which the health of the ladies was proposed and very ably responded to by one of the gentlemen, who by his antics and mirth provoking powers, kept the whole of the party convulsed in laughter. I cannot conclude without bearing testimony to the very brave manner in which the ladies performed their parts in scaling ladders and climbing cliffs with the agility of cats. I must also mention the kindness of our worthy guide (Mr Robert Chalker) who was particularly attentive in assisting them through any rough place, and his willingness to show the party all that was to be seen in deserving of the greatest praise. Nothing occurred to mar the pleasure of the party, and each and all were highly delighted with their pleasant trip. As for myself, I only wish that I may soon again make one of such a jolly good - natured pleasant party.



### **Success Story For Taralga Pony Club**

*Goulburn Evening Post 1965*

The Taralga Pony Club was originally sponsored by the A.P. & H. Society in July 1959, when Society President Mr. Mick Chalker called a meeting to discuss the formation of a club.

Mr Don McKenzie was elected president, Mr Jim Duncan vice-president and Mrs Mary Mooney as secretary-treasurer.

A committee of eleven was agreed upon and duly elected.

From this inaugural meeting, the club has in six years progressed to outstanding achievements.

At the invitation of the A.P. & H. Society, the club proposed a schedule for the Spring Show and the Annual Show and each year the children have delighted patrons with their horsemanship and skill.

#### **AT THE ROYAL**

As well as competing at local shows, the club has been represented at all district shows and this year the distinction of having a club member being selected to represent this zone at the Royal Easter Show.

He is Ian Moloney, son of Mr and Mrs Les Moloney of Richlands.

To finance the trip, the club opened an appeal which resulted in £25/20/- being raised. Ian will shortly leave for Sydney and with him go the best wishes of all of his team mates.

In 1961, the club held an adult camp at Bannaby and six persons sat for certificates. The examination, an oral one, included points of a horse, mounting etc., natural aids to riding and the method of teaching children and their horse to jump.

#### **CHILDREN'S CAMP**

The first children's camp was held in 1963 and thirty youngsters attended.

This camp has become an annual event and eagerly awaited in the Christmas New Year period.

Periodically, the committee stages rallies and gymkhanas, particularly before the shows.

This enables the children to give their best performances before the visiting judges.

In 1963, John Corby won the Harry Douven Cup for the most successful junior rider at the Crookwell Show. This and other achievements have paved a path of success for the local club and the committee is confident of continued success in the future.

The original children's membership was 45, and at the present time, stands at 54.

Past presidents of the club have been Mr Don McKenzie, 1959-60-61; Mrs Joan McLennan, 1962, Mr D. McKenzie, 1963-64.

Mrs Mary Mooney has handled the secretarial duties during the past six years, and her untiring efforts have contributed largely to the club's success.



**PROGRAM****9<sup>th</sup> February 2019 - AGM 2.30PM AT THE MASONIC HALL**

**Taralga Historical Society Members Duty Roster**  
**Please note opening hours (unless otherwise advised) are**  
**10am to 2.30pm inclusive**

**December**

Saturday 1<sup>st</sup>: Annette & Mick Chalker, Helena Hopkins, Margaret McIntosh  
 Saturday 8<sup>th</sup> Ken & Joyce Fleming, Jim Dean  
 Saturday 15<sup>th</sup> Maureen Long, Joan Scott, Pat Murray  
 Saturday 22<sup>nd</sup> Judith Matthews, Graham Lambert, Tim Dowsley  
 Saturday 29<sup>th</sup> ANY VOLUNTEERS ?

**January**

Saturday 5<sup>th</sup> Graham & Sue Lambert, Tim Dowsley  
 Saturday 12<sup>th</sup> Peter & Margaret McAlister, Laurie Halpin  
 Saturday 19<sup>th</sup> Maureen Long, Joan Scott, Pat Murray  
 Saturday 26<sup>th</sup> RODEO WEEKEND - any volunteers?, please give me a call

**February**

Saturday 2<sup>nd</sup> Matt & Vicki Chalker, Alan Robertson, Judith Matthews  
 Saturday 9<sup>th</sup> Mick & Annette Chalker, Peter Davies - **AGM 2.30pm**  
 Saturday 16<sup>th</sup> Maureen Long, Joan Scott, Pat Murray  
 Saturday 23<sup>rd</sup> Ken & Joyce Fleming, Helena Hopkins, Margaret McIntosh

**March**

Saturday 2<sup>nd</sup> Bob Blay, Marcus Harstein, Nicola Young, Jimmy Dean  
 Saturday 9<sup>th</sup> Jeff & Judy Chalker, Brian Corby, Brian Kelly  
 Saturday 16<sup>th</sup> Maureen Long, Joan Scott, Pat Murray  
 Saturday 23<sup>rd</sup> Peter Davies, Ernie Stephenson, Geoff Sieler, Brian Moloney  
 Saturday 30<sup>th</sup> Annette & Mick Chalker, Robert Rabjohns

**Folks if your name hasn't been appearing on the roster or you would like to change days please let me know. Your attendance at the museum is always welcome, there is always something to do or research.**

**Please phone myself 4843 5975 or Graham 4843 8187 (Mick)**

*Editor Maureen Long*

## **Upper Lachlan Shire Council**

### **MINUTES OF THE UPPER LACHLAN TOURIST ASSOCIATION MEETING HELD ON TUESDAY, 4TH DECEMBER 2018, AT CROOKWELL VISITOR INFORMATION CENTRE.**

**Meeting commenced at 2.05 pm**

**Present:** Clr John Stafford, Clr John Searl, Clr Richard Opie, Margaret McPherson, Wentworth Hill, Cristy O'Sullivan, Lucy Lindner, Andrew Croke, Andrew Warren

**1. WELCOME** – John Stafford declared the meeting open.

#### **2. APOLOGIES**

Apologies were received from Jan Pont, Leslie Bush and Judith Basile

*Moved: J Searl, W Hill*

#### **3. DECLARATIONS OF INTEREST**

Nil

#### **4. MINUTES OF PREVIOUS MEETING**

Committee confirmed minutes as accurate without correction.

*Moved: J Searl, M McPherson*

#### **5. BUSINESS ARISING**

- **Taralga Dump Point** – NSW Government now offering funding for installation however installation guidelines require a new site to be selected. Works currently investigating options for consideration.
- **Taralga Wildlife Park Signage** – awaiting quotes from supplier.
- **Cycle Life HQ** – quote accepted at November council meeting. First project meeting booked for 22/1/19.
- **Crookwell RV Parking** – application made to John Holland for access to the railway land to allow surveys and designs to be undertaken.

#### **6. CORRESPONDENCE**

Correspondence Items (a) – (b) accepted as read.

*Moved: J Searl, W Hill*

- a. Destination Southern NSW – Newsletter
- b. Media Release – Regional Conferencing – Adam Marshall

#### **7. FINANCE REPORT**

The Upper Lachlan Tourist Association receives the report and notes the information.

*Moved: W Hill, M McPherson*

## **8. TOURISM ACTIVITY REPORT**

The Upper Lachlan Tourist Association receives the report and notes the information.

*Moved: R Opie, W Hill*

## **9. CANBERRA HOME SHOW**

The Upper Lachlan Tourist Association receives the report and notes the information.

*Moved: J Searl, R Opie*

## **10. AMERC CONFERENCE**

The Upper Lachlan Tourist Association receives the report and notes the information.

**TASK** – A Warren to write to AMERC to thank them for coming to Crookwell for their event.

*Moved: J Searl, R Opie*

## **12. STATISTICS**

The Upper Lachlan Tourist Association receives the report and notes the information.

*Moved: J Searl, A Croke*

## **13. GENERAL BUSINESS**

Nil

Meeting closed 2.45pm

**Next meeting will be on Tuesday 5th February 2019 at 2pm at Crookwell Visitor Information Centre.**

**Minutes of Special Meeting of 355 Pye Cottage Precinct Committee**  
held in the Meeting Room, GDHRC on Monday, 5 September, 2018

**Opening:** Deputy Chair, Graham Dyer opened the meeting at 7.00 pm by welcoming guests and by recapping progress (or lack of) to a Plan of Management.

**Present:** GD Dyer, J Searl, L Bush, R Spiller, L Cooke, G Murphy

**Apologies:** M MacPherson

**Minutes** of the previous General Meeting 3 September, 2018 had been circulated twice previously.

Moved that the Minutes be accepted, by John Searl, seconded Leslie Bush.

Carried

**Business Arising** from the previous meeting:

Agreed that Draft MOU from 355 PCPC to GDHS, Letter to Council from Deputy Chair and Deferral of AGM would be discussed in General Business, if necessary.

**Correspondence Out:**

Minutes of PCPC meeting of 3.09.18 forwarded to members and ULSC General Manager

Letter to Council from Deputy Chair, as discussed in meeting of 3.09.18.

Email to John Searl, from the Secretary, seeking clarification on making a Submission to 19-20 Draft Operational Plan, forwarded by John to Tina Dodson at ULSC.

**Correspondence In:**

Letter from Mayor Brian McCormack, advising that draft POM would go to 18.10.18 ULSC meeting and that the AGM would be deferred, 13.09.18

Letter from Council appointing Clr Searl to the Committee plus Policy documents, 2.10.18.

Moved that the Correspondence be accepted, by Rosemary Spiller, seconded Leslie Bush.

Carried

**Treasurer's Report** – Nil, no bank account.

**Motion on Notice:** proposed by Deputy Chair, Graham Dyer,

That the committee recommend to council that it dissolve the Pye Cottage Precinct 355 Committee and assume direct management of the site and buildings.

was amended by Graham Dyer, seconded by Greg Murphy,

That the committee recommend to Upper Lachlan Shire Council that it dissolve the Pye Cottage Precinct 355 Committee and that Council assumes direct management of the site and buildings.

Carried

**General Business:**

Moved that the outgoing committee members expressed their thanks to John Searl for working towards the fulfillment of their aspirations for the Pye Cottage site, by Graham Dyer, seconded Greg Murphy.

Carried

John expressed, on behalf of the Upper Lachlan Shire Council, thanks to the committee participants for their voluntary contribution to the history of the area.

**Close:** 7.30 pm

  
9/12/18  
G. DYER

  
9/12/18  
R. SPILLER

Mr John Stafford,  
Mayor,  
Upper Lachlan Shire Council,  
44 Spring Street,  
CROOKWELL NSW 2583

Dear John,

A Special Meeting of the 355 Pye Cottage Precinct Committee was held in the Meeting Room, Gunning District History Research Centre, on Monday, 5 September, 2018.

The motion, as amended, was put by Graham Dyer and seconded by Greg Murphy:

That the committee recommend to Upper Lachlan Shire Council that it dissolve the Pye Cottage Precinct 355 Committee and that Council assumes direct management of the site and buildings.

It was carried. I attach the Minutes of the Special Meeting.

The members of the committee feel that their productive discussions for the future of the site and its historical opportunities for Gunning Village and district and the wider Upper Lachlan community, will continue and be realised.

Yours sincerely,



GRAHAM DYER,  
DEPUTY CHAIRPERSON,  
355 Pye Cottage Precinct Committee,  
44 Bialla Street,  
GUNNING NSW 2581

Cc Mr John Bell, General Manager



## OVERVIEW

The Pool Review Committee's core function is to provide advice with respect to the investigation of a hydrotherapy pool, a heated pool and the performance and adequacy of the existing pools within the Upper Lachlan Shire Council local government area. The following information is a result of the investigations of the Committee for consideration by Council.

Council resolved to form the Pool Review Committee and this report provides information about the findings of the committee.

## REPORT

The Upper Lachlan Shire currently has older style outdoor pools in both Gunning and Crookwell. Both are about 70 years old whose scale is based on non-conventional imperial measurement. Despite our shire slowly growing in population usage has generally fallen.

The shire firstly needs to examine the issue of what type of facility, if any, our residents want and balance this against the existing facilities, financial limitations and other priorities.

The demographics of the shire indicate that we have a lower proportion of couples with school age children and a disproportionately high level of older residents and childless couples than the state average. This goes some way to explaining why there is lower usage of the traditional outdoor facilities and higher level of people seeking the swimming services they require elsewhere.

The first fundamental question posed to our committee was should the shire provide swimming pools? Like most if not all health and recreational facilities pools are typically loss making facilities that an economic rationalist would shy away from. Our committee believes that as an approved standalone shire, which is geographically large, our residents have an expectation that we will provide a reasonable spread of aquatic facilities to allow acceptable access for our residents to what is considered an almost essential service.

The second issue is to assess the appropriateness of our existing facilities to the needs and reasonable expectations of the community. Despite a falling attendance there is a clear health benefit to shire residents and families of having a pool and in a regional shire far from the coast it is an essential recreational facility in a community such as ours. The main purpose of this paper is to assess the existing facilities against the reasonable needs and expectations of our community and develop a plan regarding our existing facilities and any future proposed facility.

## Situational Analysis

### a) Why have attendances fallen?

Our sense is that there are reasons why less people are using our pools. Our residents are finding our facilities do not meet their needs. Users who seek swimming amenities beyond our current limited season, modern facilities, swimming lessons at different



times of the year all prefer facilities like Goulburn. The Upper Lachlan Shire has an aging community and older residents are looking for improved access, warmth and remedial characteristics available in hydrotherapy pools and heated pools. Our swimming club and trainers are hampered by both the non-conventional pool lengths and the short season.

#### **b) Our Existing Facilities**

Gunning is a pool that is of a size that is arguably appropriate for the current needs and usage of this small community. While Gunning and for that matter Taralga residents would understandable be just as supportive of some form of heated facility their communities are of a size presently that could not currently sustain such an upgrade. The existing pool is situated alongside the overnight rest area allowing sensible co-sharing of restrooms. Some issues with the pool seem to be:

- Not enough usage of the pool covers, restricting usage as water too cool
- Access to and from the pool is difficult for older and disable residents
- Exposed filtration facility open to birds and the elements and requires an upgrade
- Steep not very user friend embankment to the south of the pool

Crookwell pool has a very deep section as a result of it traditionally being a high diving area. Some of the issues are:

- 33m length is unusual and neither here nor there in terms of training
- Pool is showing its age and leakage necessitates constant topping up of water levels despite considerable maintenance work and repainting
- Abandoned old change rooms are an eye sore and buildings roofs and trimmings all in a poor state of repair.
- The maintenance costs are high because of the unnecessarily high water volume requirement due to increasing seepage of water which is increasing with age.

#### **Risks of Inaction**

If council does nothing there are a number of major risks. Firstly, the pools are assets like all of councils' assets that have a finite life and the likelihood of some form of complete failure increase with age. If our pool infrastructure got to the point that it was so out of date or disrepair that it was rendered suddenly unusable council may have a significant financial issue to deal with in the short term. As with all assets council should be monitoring the deterioration of its assets and preparing for their ultimate renewal.

The second major risk as the committee sees it is if council is seen to be sitting on its hands despite a ground swell of ratepayer support for upgraded facilities a community group may attempt to takeover organising the replacement of the facility. There is plenty of precedent for such occurrences and government have been known to give substantial financial support at times despite the process not being led by local council. Such a process can lead to a less robust facility that is suitable initially but required considerable additional capital investment in the medium to longer term. The other potential scenario is the community group only operating for a period and then handing over the facility to council to pick up the pieces. While council legally does not have to

take over the facility practically speaking there is usually little option. The new pool facility in progress at Robertson currently seems to be a case in point.

**In either of the above two scenarios the likely financial impost on council is considerably more than planning an orderly upgrade of robust facilities over time.**

### **What the public want**

There is a growing expectation from residents generally in all NSW inland shires that newer facilities be available and that they include a heated component in cooler climates particularly with a remedial component. Each shire surrounding Upper Lachlan either has a form of heated facility already or is in the process of building one or planning to build one. The push for a heated year round heated facility has received strong support back in 2013 and again in the last 12 months when the community believed there was a reasonable likelihood of success.

### **POLICY IMPACT**

Council is required to provide the community fit for purpose facilities. Council has a growing population that is aging. Heated and Hydrotherapy pool are most suitable facilities for an aging population.

### **OPTIONS**

#### **Short Term Recommendations**

Build up costings to be either implemented immediately or build into the next budget to address the following:

#### **Gunning**

- a) Install a permanent but moveable access steps at the shallow end;
- b) Arrange for sand filtration system to be maintained;
- c) Remove the low level fencing that seems to serve no purpose;
- d) Seek to enclose or find another solution to vermin and bird proof the filtration area;
- e) Arrange for easier access to pool blankets and ensure regular usage;
- f) Install better safety fencing around the toddlers' pool.

#### **Crookwell**

- a) Continue the painting project of the façade;
- b) Carry out basic maintenance works on the wooden fascia components in particular of the tired parts of the facility building exterior;
- c) Assist the swim club with installation of new lane ropes that are budgeted;
- d) Continue to improve enhancement of toilet and shower facilities.

It is recommended that the above works are costed and included for consideration as a part of the 2019/20 Operational Plan.

Additionally, it is recommended that council request quotes for a suitable consultant to cost and sense check the committees' medium to long term recommendations. The brief would be prepared by the pool committee and would be tightly specified with a

key aspect being recommended staging and prioritisation taking full account of community expectations and the acceptable cost to council.

**Medium term (subject to consultant report and council approval of the resultant feasibility)**

Build an estimated 12m by 4m heated pool in the existing Crookwell pool grounds with a 4.2m by 4.2m hydrotherapy facility alongside. The upgrade to include a multipurpose room and enclosure of change rooms.

Upgrade the water treatment facilities and piping facilities to more efficient, environmentally friendly systems.

Add a solar heating component to the existing Gunning outdoor pool to extend the season and engender greater usage.

**Long term**

Bed down the financial sustainability of the aqua facilities for the shire and continue to review their scope and appropriateness.

A Replace the Crookwell outdoor pool from 33m to 25m and reduce the depth to the minimum safe level with a low height diving board.

All pool facilities at Gunning & Crookwell continue to be periodically reappraised based on evolving community size and needs.

The above scenarios are considered as a part of the Asset Management Planning to ensure sustainability of service.

**FINANCIAL IMPACT OF RECOMMENDATIONS**

Once the shire has agreed to provide upgraded appropriate facilities it becomes an asset renewal and financial issue. Having an older facility is a catch 22 financial situation in some ways. People are reluctant to pay for annual passes or even the modest \$4 to \$5 casual entry when the aquatic experience they are receiving is substandard, uncomfortable, limited and does not include modern components sought by users. This means that not only do costs continue to climb but revenue actually falls as customers either do not participate or travel to other centres that cater for their needs. Ironically these same people who complain about the cost of a ULSC visit will happily pay considerable more for casual visit at a facility that provides a service that is of a standard in line with their expectations. The only way to get a long term improvement to the financial equation is to upgrade the facility to a level where usage both increases and is of a value that can sustain the running costs.

- The annual costs of running the pools are already very high and the shire cannot afford them to substantially increase, we need to target our existing cost infrastructure and encourage greater usage and hence revenue. If the facility is renewed partnerships are more likely to be formed with possibly Viewhaven, the hospital and also wind farm funding groups eager to be seen to be providing

community facilities. Engendering such relationships has the potential ultimately to reduce the contribution being contributed by council.

- The second key point is not to let the facility balloon out of control in terms of the components to be provided, if we focus on providing only what the public requires and recognise the other facilities around town, we believe it can be affordable. The process in 2013 involved a lot of community consultation which is of course essential but possibly with not enough hard decisions being made on what components were critical in the first instance.

Regarding the second point it is this committees view that while consultation is always important any upgrade needs to be fit for purpose and to only incorporate the key components missing in the shire and certainly not attempting to replicate non-core components that are often covered elsewhere.

Experience has shown that there are an increasing number of funding option for the upfront capital cost of the facility but of course future depreciation is a direct factor of the cost of the facility. The challenge is not getting the funding as other shires have shown but rather taking on a model that is no larger than it needs to be and has operating costs not dissimilar to the current pool budgets and to have the goal to actually reduce total ongoing net costs ultimately.

### Upper Lachlan Sport & Recreational Centre

	Aug-13
Stage 1	\$5,667,085
Stage 2	<u>\$1,474,800</u>
	\$7,141,885

ULSC

Actual Operating Income \$45,000

Costs \$165,290

Net loss \$-120,290

Components	Sport & Rec centre	Current Proposal
Heated pool 25m by 6 lanes	Yes	no
Heated lap pool 12m by 4.2m	no	yes
Water play area	Yes	no
Health & Fitness area	Yes	no
Multi-purpose room/kitchenette	Yes	Yes
Hydrotherapy pool 4.26m sq	No	Yes
administrative offices	Yes	no
kiosk/café	Yes	existing
meeting room	Yes	no
amenities	Yes	no
First aid	Yes	inbuilt
Kitchen	Yes	no
Plant & Operations room	Yes	existing
Indoor sports hall	later	no





## **17       NOTICES OF MOTION**

There were no items submitted for this section at the time the Agenda was compiled.



## **18        QUESTIONS WITH NOTICE**

The following item is submitted for consideration -

18.1	Service Delivery - Correspondence	590
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## Questions With Notice - 20 December 2018

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**ITEM 18.1**                      **Service Delivery - Correspondence**  
**AUTHOR**                      **Councillor Ron Cummins**

Over the last month I have been contacted by various residents and community groups complaining that Council is not responding to their correspondence.

Under Councils current Service Delivery Policy –

*“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 the correspondence and try to follow up with an answer as soon as possible.”*

It appears that on too many occasions this policy is not being adhered to.

With appropriate software can Council create a standard form of reply which could be automatically created and forwarded on the receipt of any correspondence? Even if the standard reply only states the receipt date of the correspondence, at least the customer will know that their letter is in the system. This standard reply should be forwarded within 24 hours of receipt of the customer’s correspondence.

Additionally, why is Councils mailing address at Gunning and not to the Administrative Centre at Crookwell? Can this be changed?

### **General Managers Comments:**

A generalised statement *“It appears that on too many occasions this policy is not being adhered to”* is not helpful without Councillor Cummins providing specific instances to the General Manager. If specific instances of Council staff non-compliance with Council’s Service Delivery Policy are provided I will investigate.

In light of reviewing and improving customer service practices, Council management has implemented an acknowledgement response system to customer enquiries, this took effect on 10 December 2018. Correspondence received which requires a response and is addressed to [council@upperlachlan.nsw.gov.au](mailto:council@upperlachlan.nsw.gov.au) or addressed directly to the General Manager at Council’s PO Box address will receive a confirmation. The following acknowledgement response will be forwarded in accordance with the Service Delivery Policy within a maximum response period of 5 working days from receipt of the correspondence or email.

Dear Customer,

Thank you for contacting Upper Lachlan Shire Council. Your correspondence has been received and forwarded to the relevant Council Department for action. Assisting you to resolve your customer service request is a high priority. A Council officer will respond as soon as possible, a reply to your request will be provided within 15 working days.

Regards;

Upper Lachlan Shire Council  
Phone: (02) 4845 4100

### **Questions With Notice**

#### **SERVICE DELIVERY - CORRESPONDENCE cont'd**

Council's mailing address for incoming correspondence is addressed to PO Box 42, Gunning NSW 2581, as that is where Council's records repository is situated and was an operational decision made by the General Manager. Note: the current address system to Gunning will not be changed for the following reasons:-

- There are no records repository storage facilities that meet State Records requirements available at the Crookwell Office.

A number of Finance and Administration staff work from the Gunning Office as there is no office space available in the Crookwell Office. The Senior Records Officer and the Administration Officer - Gunning are 2 principal staff members who administer Council's records systems and are both based in Gunning. •

Transporting mail from Crookwell to Gunning for registration and acknowledgement is inefficient and caused unnecessary delays. Mail received at Gunning is entered into Council's records management system the morning of being received and is then available to the General Manager immediately.

- Council Expenditure Officer is based at the Gunning Office and their role is payment of supplier creditor payments without undue delay. Delays were experienced in previous mailing system to Crookwell. Note: supplier tax invoices are referred to [accounts@upperlachlan.nsw.gov.au](mailto:accounts@upperlachlan.nsw.gov.au) email address.

### **ATTACHMENTS**

Nil





# **General Manager's Statement**

## **Confidentiality**

Councillors and staff are reminded of their obligations in respect to the need for confidentiality and not disclose or otherwise misuse the information which is about to be discussed, failure to do so could result in a reference to the Pecuniary Interest and Disciplinary Tribunal and/or result in a prosecution in accordance with Sec. 664 of the Act for which the maximum penalty is \$5,500.



## **CONFIDENTIAL SESSION**

Section 10A(2) of the Local Government Act, 1993 provides that Council may, by resolution, close to the public so much of its meeting as comprises the receipt or discussion of matters as listed in that section, or for any matter that arises during the course of business during the meeting that should be treated as confidential in accordance with Section 10(2) of the Act.

Council's Agenda for this meeting contains reports that meet the criteria specified in Section 10A(2) of the Act. To consider these reports in confidential session, Council can adopt the following recommendation:

### **RECOMMENDATION**

That, in accordance with Section 10A(2) of the Local Government Act, 1993, the Public and the Press be excluded from the meeting to enable Council to determine Item 19.1/19.2 in confidential session for the reasons indicated:

#### **Item 19.1 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.*

#### **Item 19.2 Heavy Patching Programme Contract**

*This report is considered to be confidential in accordance with Section 10A(2c) of the Local Government Act, 1993, as it relates to information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business.*

*This report is considered to be confidential in accordance with Section 10A(2d(i)) of the Local Government Act, 1993, as it relates to commercial information of a confidential nature that would, if disclosed, prejudice the commercial position of the person who supplied it.*

*This report is considered to be confidential in accordance with Section 10A(2d(iii)) of the Local Government Act, 1993, as it relates to commercial information of a confidential nature that would, if disclosed, reveal a trade secret.*

#### **Item 19.3 Design, Supply and Installation of Footbridge at Pat Cullen Reserve, Crookwell**

*This report is considered to be confidential in accordance with Section 10A(2c) of the Local Government Act, 1993, as it relates to information that would, if disclosed, confer a commercial advantage on a person*

*with whom the Council is conducting (or proposes to conduct) business.*

*This report is considered to be confidential in accordance with Section 10A(2d(i)) of the Local Government Act, 1993, as it relates to commercial information of a confidential nature that would, if disclosed, prejudice the commercial position of the person who supplied it.*

*This report is considered to be confidential in accordance with Section 10A(2d(ii)) of the Local Government Act, 1993, as it relates to commercial information of a confidential nature that would, if disclosed, confer a commercial advantage on a competitor of the council.*

#### Item 19.4 Abercrombie River Bridge Replacement

*This report is considered to be confidential in accordance with Section 10A(2c) of the Local Government Act, 1993, as it relates to information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business.*

*This report is considered to be confidential in accordance with Section 10A(2d(i)) of the Local Government Act, 1993, as it relates to commercial information of a confidential nature that would, if disclosed, prejudice the commercial position of the person who supplied it.*

*This report is considered to be confidential in accordance with Section 10A(2d(ii)) of the Local Government Act, 1993, as it relates to commercial information of a confidential nature that would, if disclosed, confer a commercial advantage on a competitor of the council.*

#### Item 19.5 Community Services Upgrade at Pat Cullen Reserve

*This report is considered to be confidential in accordance with Section 10A(2c) of the Local Government Act, 1993, as it relates to information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business.*

*This report is considered to be confidential in accordance with Section 10A(2d(i)) of the Local Government Act, 1993, as it relates to commercial information of a confidential nature that would, if disclosed, prejudice the commercial position of the person who supplied it.*

*This report is considered to be confidential in accordance with Section 10A(2d(ii)) of the Local Government Act, 1993, as it relates to commercial information of a confidential nature that would, if disclosed, confer a commercial advantage on a competitor of the council.*

## 19 CONFIDENTIAL SESSION

The following items are submitted for consideration -

19.1 Staffing Matters

19.2 Heavy Patching Programme Contract

*Note: Reports 19.3, 19.4 and 19.5 will be forwarded to Councillors on 19/12/2018 due to time needed to process Tenders and complete report*

19.3 Design, Supply and Installation of Footbridge at Pat Cullen Reserve, Crookwell

19.4 Abercrombie River Bridge Replacement

19.5 Community Services Upgrade at Pat Cullen Reserve