



BUSINESS PAPER

ORDINARY MEETING

Thursday 20 February 2020

6.00pm

Council Chambers Crookwell

TABLELANDS REGIONAL COUNCIL'S VISION

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

COUNCIL'S MISSION

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

COUNCIL'S AIMS

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

NOTICE OF MEETING

13 February 2020

Councillors

Dear Members

Ordinary Meeting of Council

Notice is hereby given that the next Ordinary Meeting of Council will take place on **Thursday 20 February 2020** in the **Council Chambers Crookwell** commencing at **6.00pm**.

Your presence is requested.

Yours faithfully



Colleen Worthy
General Manager
Upper Lachlan Shire Council

AGENDA

ACKNOWLEDGEMENT OF COUNTRY

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

1	NOTICE OF WEBCASTING/AUDIO RECORDING OF MEETING	
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	Nil	
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UPPER LACHLAN SHIRE COUNCIL

LEAVE OF ABSENCE

General Manager
Upper Lachlan Shire Council
Spring Street
CROOKWELL NSW 2583

Dear Sir

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

Date:

I will be absent for the following reason/s:

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

Yours faithfully

.....
(Councillor Signature)

ETHICAL DECISION MAKING AND CONFLICTS OF INTEREST

A GUIDING CHECKLIST FOR COUNCILLORS, OFFICERS AND COMMUNITY COMMITTEES

ETHICAL DECISION MAKING

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

CONFLICT OF INTEREST

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

THE TEST FOR CONFLICT OF INTEREST

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

IDENTIFYING PROBLEMS

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

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

AGENCY ADVICE

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

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

UPPER LACHLAN SHIRE COUNCIL

COUNCILLORS DISCLOSURE OF A PECUNIARY INTEREST

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

To the General Manager

I, _____

Declare a Conflict of Interest, being a PECUNIARY Interest.

Name of Meeting: Ordinary Meeting of Council

Date of Meeting:

Page Number:

Item Number:

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

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

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

to be held on the _____ day of _____ 20 .

Pecuniary interest

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

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

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

Matter giving rise to pecuniary interest¹

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

[Tick or cross one box]

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

Current zone/planning control

Proposed change of zone/planning control

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

☐ Appreciable financial gain

☐ Appreciable financial loss

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

Councillor's Signature:

Date:

UPPER LACHLAN SHIRE COUNCIL

COUNCILLORS DISCLOSURE OF A NON-PECUNIARY INTEREST

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

To the General Manager

I, _____

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

☐ Significant

☐ Non Significant

COUNCIL MEETINGS

Name of Meeting _____

Date of Meeting _____

Page Number _____ Item Number _____

Subject _____

Reason for Interest _____

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

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

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

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

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

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

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

Signature

Date

5 CONFIRMATION OF MINUTES

The following minutes are submitted for confirmation -

5.1 Minutes of the Ordinary Meeting of Council of 19 December 2019..... 12

UPPER LACHLAN SHIRE COUNCIL
MINUTES OF THE
ORDINARY MEETING OF COUNCIL
HELD IN THE COUNCIL CHAMBERS
ON 19 DECEMBER 2019

PRESENT: Mayor J Stafford (Chairperson), Clr P Culhane, Clr R Cummins, Clr P Kensit, Clr R Opie, Clr D O'Brien, Clr J Searl, Clr J Wheelwright, Clr B McCormack, Mr A Croke (Acting General Manager), Mr M Shah (Director of Infrastructure), Mrs T Dodson (Director of Environment & Planning), Mr C Gordon (Media Officer) and Ms S Pearman (Executive Assistant)

THE MAYOR DECLARED THE MEETING OPEN AT 6.00PM

SECTION 1: NOTICE OF WEBCASTING/AUDIO RECORDING OF MEETING

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

SECTION 2: APOLOGIES & LEAVE OF ABSENCE

There were no apologies.

SECTION 3: CITIZENSHIP CEREMONY

Nil

SECTION 4: DECLARATIONS OF INTEREST

Mr Andrew Croke declared a Pecuniary Interest in item 11.2 101 Golspie Road, Taralga Zone modification Lot A DP 413644 as he is a relative of the land holder and will make the declaration and leave the Chamber upon making the declaration and not return until the matter is resolved.

Clr Culhane declared a Non-Pecuniary Interest in item 11.1 Development Application 61/2019 light industrial warehouse section 8.2 review as unrelated business partner to one of the proponents and will make the declaration, stay in the Chamber, participate in the debate and vote.

Clr O'Brien declared a Non-Pecuniary Interest in item 11.1 Development Application 61/2019 light industrial warehouse section 8.2 review as he has a social interaction with the applicants and will make the declaration, stay in the Chamber, participate in the debate and vote.

UPPER LACHLAN SHIRE COUNCIL
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SECTION 5: CONFIRMATION OF MINUTES

353/19 **RESOLVED** by Clr Searl and Clr McCormack

That the minutes of the Ordinary Council Meeting held on 21 November 2019 be adopted.

- CARRIED

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

Councillors who voted against:- Nil

SECTION 6: MAYORAL MINUTES

ITEM 6.1 MAYORAL MINUTE

354/19 **RESOLVED** by Clr Searl and Clr McCormack

That Council receive and note the activities attended by the Mayor for November 2019 and December 2019.

- CARRIED

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

Councillors who voted against:- Nil

ITEM 6.2 MAYORAL MINUTE

355/19 **RESOLVED** by Clr Cummins and Clr Opie

That Council receive and note the Mayoral Minute in regard to use of Council's water access standpipes

- CARRIED

Councillors who voted for:- Clrs P Culhane, R Cummins, P
Kensit, R Opie, D O'Brien, B

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McCormack, J Searl, J Stafford
and J Wheelwright.

Councillors who voted against:- Nil

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

1. Council investigate installing measuring devices on standpipes and monitoring water table as a priority.
- On being put to the meeting the motion was carried.

356/19

RESOLVED by Clr Cummins and Clr Opie that:

1. Council investigate installing measuring devices on standpipes and monitoring water table as a priority.

- CARRIED

Councillors who voted for:-

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

Councillors who voted against:- Nil

SECTION 7: PRESENTATIONS TO COUNCIL/PUBLIC

Nil

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SECTION 8: CORRESPONDENCE

ITEM 8.1 CORRESPONDENCE ITEMS FOR THE MONTH OF DECEMBER 2019

357/19 **RESOLVED** by Cllr Searl and Cllr Wheelwright

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

1. The Hon. John Barilaro MP, Deputy Premier – Increase Wyangala Dam wall height.

358/19 **RESOLVED** by Cllr Cummins and Cllr Opie that:

1. Council writes to the Hon. John Barilaro MP and enquire as to when the detailed investigation and stakeholder engagement will commence in relation to the Wyangala Dam Wall Project.

- CARRIED

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

Councillors who voted against:- Nil

2. The Hon. David Littleproud MP, NSW Department of Infrastructure and Regional Development – Drought Communities Programme Extension.
3. The Hon. Shelley Hancock MP, Minister for Local Government – NSW Asbestos Waste Strategy 2019-21.
4. Office of Local Government – Complaint Statistics.
5. The Hon. Angus Taylor MP, Federal Member for Hume – Media Release Extra Roads to Recovery drought funding.
6. The Hon. Michael McCormack MP, Deputy Prime Minister – Building Better Regions Fund – Round 4.
7. New Dalton District and Community Association – Letter of Appreciation.
8. Ann Robertson – Hydrotherapy Pool Letter of Support.
9. Sharon Thearle – Hydrotherapy Pool Letter of Support.
10. Sharon Fahey – Hydrotherapy Pool Letter of Support.
11. Carolyn Hockley – Hydrotherapy Pool support letter.
12. Chloe Leonard – Hydrotherapy Pool support letter.
13. Angela Hockley - Hydrotherapy Pool support letter.

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14. Chris Chudleigh - Hydrotherapy Pool support letter.
15. Denise Selwyn - Hydrotherapy Pool support letter.
16. Jodie Anderson - Hydrotherapy Pool support letter.
17. Julie Weatherspoon - Hydrotherapy Pool support letter.
18. Lisa Leonard - Hydrotherapy Pool support letter.
19. Machallie McCormack - Hydrotherapy Pool support letter.
20. Nathaniel Hockley - Hydrotherapy Pool support letter.
21. P Woodmore - Hydrotherapy Pool support letter.
22. Robyn Smart - Hydrotherapy Pool support letter.

- CARRIED

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

Councillors who voted against:- Nil

359/19

RESOLVED by Clr Kensit and Clr Opie that -

1. Council bring forward item of business 17.1 – Rescission Motion.

- CARRIED

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

Councillors who voted against:- Nil

UPPER LACHLAN SHIRE COUNCIL
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SECTION 17: NOTICES OF MOTION

ITEM 17.1 NOTICE OF RESCISSION MOTION - 341/19

MOVED by Clr Cummins and Clr Opie

"We Clr Cummins, Clr Opie and Clr Kensit move that Council Resolution 341/19 is rescinded:

5. Council authorise the proceeds from sale of the Southern Phone Company to be held as unrestricted cash.

If Resolution 341/19, part 5 Southern Phone Company – Propose Acquisition by AGL Energy of all shares is rescinded, then it is proposed that:

5. Council authorise the proceeds from the sale of the Southern Phone Company to be placed in the Council internally restricted reserve fund for the Crookwell Heated Pool Project.

- LOST

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

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

SECTION 9: LATE CORRESPONDENCE

Nil

SECTION 10: INFORMATION ONLY

ITEM 10.4 – 10.10 INFORMATION ONLY ITEMS

360/19 RESOLVED by Clr Searl and Clr Kensit that -

1. Council receives and notes items 10.4 – 10.10 as information.

- CARRIED

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

Councillors who voted against:- Nil

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ITEM 10.1 DEVELOPMENT STATISTICS FOR THE MONTH OF NOVEMBER 2019

361/19 RESOLVED by Clr Searl and Clr Wheelwright

1. Council receives and notes the report as information.

- CARRIED

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

Councillors who voted against:- Nil

ITEM 10.2 MONTHLY WEEDS ACTIVITIES REPORT

362/19 RESOLVED by Clr Opie and Clr Kensit

1. Council receives and notes the report as information.
2. Environment and Planning Department report back to Council on the use of a drone to investigate inaccessible areas of weed infestation.

- CARRIED

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

Councillors who voted against:- Nil

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

1. Environment and Planning report on the infestation of Serrated Tussock in the Shire and approach the State Government to help contain infestation.

On being put to the meeting the motion was carried.

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363/19

RESOLVED by Clr Opie and Clr Cummins that:

1. Environment and Planning report on the infestation of Serrated Tussock in the Shire and approach the State Government to help contain infestation.

- CARRIED

Councillors who voted for:-

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

Councillors who voted against:- Nil

ITEM 10.3

UPDATE ON COUNCIL WASTE TRANSFER STATIONS

364/19

RESOLVED by Clr Opie and Clr Cummins

1. Council receive and note the report as information.
2. Council adds SP1 and SP2 land use zones to the current review of the draft planning proposal under the Environmental Planning and Assessment Act 1979 being discussed with the NSW Department of Planning and Environment.

- CARRIED

Councillors who voted for:-

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

Councillors who voted against:- Nil

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ITEM 10.11 ACTION SUMMARY - COUNCIL DECISIONS
365/19 RESOLVED by Clr Kensit and Clr Opie

1. Council receive and note the report as information.

- CARRIED

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

Councillors who voted against:- Nil

REPORTS FROM STAFF AND STANDING COMMITTEES

SECTION 11: ENVIRONMENT AND PLANNING

An address to Council by Mr Floyd Davies as the proponent for Development Application 61/2019 in relation to item 11.1.

**ITEM 11.1 DEVELOPMENT APPLICATION DA 61/2019 LIGHT INDUSTRIAL
WAREHOUSE SECTION 8.2 REVIEW**
Motion lapsed for want of a mover and seconder

1. Council advise the applicants that Condition 7 of DA 61/2019 not be amended.
2. Council advise the applicants that Condition 8 of DA 61/2019 not be amended.
3. Council advise the applicants that Condition 9 be amended to read as follows:-
Each lot shall connect to Council's water supply service. In this regard, a water supply service and meter shall be provided to each lot and comply with current water pressure guidelines. Council's Infrastructure Department can provide a fee quotation for the required service connection(s).
4. Council advise the applicants that Condition 13 of DA 61/2019 not be amended.
5. Council advise the applicants that Condition 33 of DA 61/2019 not be amended.

A foreshadowed Amendment was moved by Clr Cummins and Clr Opie that:

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1. As an incentive to attract industrial development to the Shire and thus increase employment opportunities that Council approve a 50% reduction to the Section 7.11 and Section 64 contributions for Development Application 61/2019, light industrial warehouse, 36-38 McIntosh Road Crookwell.
2. Council reviews its Section 7.11 Contribution Plan that provides for subsidised development within Upper Lachlan Shire Council particularly for employment generating development, small business proposals and infill residential housing in the towns and village zones.
3. Council advise the applicants that Condition 9 be amended to read as follows:-
Each lot shall connect to Council's water supply service. In this regard, a water supply service and meter shall be provided to each lot and comply with current water pressure guidelines. Council's Infrastructure Department can provide a fee quotation for the required service connection(s).
4. Council advise the applicants that Condition 13 of DA 61/2019 not be amended.
5. Council advise the applicants that Condition 33 of DA 61/2019 not be amended.

On being put to the meeting the Amendment was lost.

- LOST

Councillors who voted for:- Cllrs R Cummins, R Opie and D O'Brien, Kensit

Councillors who voted against:- Cllrs P Culhane, B McCormack, J Searl, J Stafford and J Wheelwright

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Mr Andrew Croke left the Chamber in accordance with his declaration the time being 7.54pm.

ITEM 11.2 101 GOLSPIE ROAD TARALGA ZONE MODIFICATION LOT A DP 413644

366/19 RESOLVED by Clr Searl and Clr Wheelwright

1. The planning proposal be endorsed by upper Lachlan Shire Council and forwarded to the Minister for Planning for a Gateway Determination in accordance with the Environmental Planning and Assessment Act 1979.
2. Council delegate to the General Manager authority to implement the Gateway Determination.

- CARRIED

Councillors who voted for:-

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

Councillors who voted against:- Nil

Mr Andrew Croke returned to the meeting the time being 7.56pm

ITEM 11.3 SUSTAINABLE COMMUNITIES UPPER LACHLAN SHIRE COUNCIL ENERGY MASTERPLAN

367/19 RESOLVED by Clr Searl and Clr McCormack

1. Council adopt the Sustainable Communities Energy Masterplan for the Upper Lachlan Shire.
2. Council consider priorities listed in the Energy Masterplan for inclusion in future years Council Operational Plan and Delivery Programs.

- CARRIED

Councillors who voted for:-

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

Councillors who voted against:- Nil

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SECTION 12: INFRASTRUCTURE DEPARTMENT

Nil

SECTION 13: FINANCE AND ADMINISTRATION

ITEM 13.1 DELIVERY PROGRAM BI-ANNUAL REVIEW 2019/2020
368/19 RESOLVED by Clr Searl and Clr McCormack

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 2019.

- CARRIED

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

Councillors who voted against:- Nil

ITEM 13.2 APPLICATION FOR WAIVER OF MULTIPLE RURAL WASTE
CHARGES

369/19 RESOLVED by Clr Searl and Clr McCormack

1. Council in accordance with Section 610E, of the Local Government Act 1993, waive the multiple Rural Waste Charge totalling \$201.30 (GST Inclusive).

- CARRIED

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

Councillors who voted against:- Nil

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ITEM 13.3 RV FRIENDLY PARK PROPOSAL - PARK STREET CROOKWELL
MOVED by Clr Searl and Clr McCormack

1. Council determine a suitable location for a RV Friendly Park within the town of Crookwell that will satisfy the Caravan, Camping and Motorhome Association (CMCA) requirements.

A Foreshadowed Amendment was moved by Clr Cummins and Clr Opie that:

1. Council investigates a suitable location for a RV Friendly Park within the town of Crookwell that will satisfy the Caravan, Camping and Motorhome Association (CMCA) requirements and is permitted under Councils Land Use Tables.

On being put to the meeting the motion was carried.

370/19 RESOLVED by Clr Cummins and Clr Opie that:

1. Council investigates a suitable location for a RV Friendly Park within the town of Crookwell that will satisfy the Caravan, Camping and Motorhome Association (CMCA) requirements and is permitted under Councils Land Use Tables.

- CARRIED

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

Councillors who voted against:- Clrs P Kensit, B McCormack and J Wheelwright

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SECTION 14: GENERAL MANAGER

ITEM 14.1 REVIEW OF THE NEW EMPLOYEES PRE PLACEMENT HEALTH ASSESSMENT POLICY AND PROCEDURE

371/19 **RESOLVED** by Cllr Searl and Cllr O'Brien

1. Council adopts the reviewed New Employees Pre Placement Health Assessment Policy and Procedure.

- CARRIED

Councillors who voted for:-

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

Councillors who voted against:- Nil

POLICY:-	
Policy Title:	New Employees Pre Placement Health Assessment Policy & Procedure
File reference:	F10/618-06
Date Policy was adopted by Council initially:	16 August 2012
Resolution Number:	282/12
Other Review Dates:	16 August 2012, 16 June 2016
Resolution Number:	282/12, 170/16
Current Policy adopted by Council:	19 December 2019
Resolution Number:	371/19
Next Policy Review Date:	2022

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PROCEDURES/GUIDELINES:-	
Date procedure/guideline was developed:	16 August 2012
Procedure/guideline reference number:	

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

PURPOSE/OBJECTIVES

The New Employees Pre Placement Health Assessment is part of Upper Lachlan Shire Council's recruitment process and aims to ensure that individuals are placed in positions that will not adversely affect their health and wellbeing, or place other persons in the workplace at risk of harm.

Upper Lachlan Shire Council as an Equal Employment Opportunity employer will, in all cases, endeavors to accommodate applicants with disabilities who, by way of merit, are successful in applying for any available position.

In order for Council to identify any possible and equitable work adjustments/needs, Council needs to be aware of the extent of any disabilities.

POLICY STATEMENT

The New Employees Pre Placement Health Assessment is a tool used by Council and forms part of the recruitment process. Applicants recommended for appointment to positions must be prepared to undertake the form of a New Employees Pre Placement Health Assessment, to provide all necessary health information to determine their capacity to undertake the inherent job requirements and job demands of the position, and to assist in determining any adjustment needs.

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A person must not be appointed to a position before their fitness to carry out the duties of the position has been confirmed by a New Employees Pre Placement Health Assessment.

When engaging staff through a recruitment agency, Council must ensure that a New Employees Pre Placement Health Assessment, which aligns with Council's specified requirements, has been carried out.

Fitness to carry out duties includes the ability to carry out those duties without endangering the health and safety of the public, or other people employed in the department and of the person concerned.

PRE-EMPLOYMENT MEDICAL ASSESSMENT

In addition, Council must fulfill its obligations:

- under the *Work Health and Safety Regulations 2011* to ensure the health, safety and welfare of their employees and other people in the workplace;
- under the *Anti-Discrimination Act 1977 (NSW)* and *Disability Discrimination Act 1992 (Commonwealth)* for agencies to provide a workplace and employment opportunities free from unlawful discrimination;
- under the *Privacy and Personal Information Protection Act 1998 (NSW)* to ensure that all information provided is only collected for the purpose of carrying out a Pre-employment Medical Assessment; and
- under the *State Records Act (NSW) GDA 39* to ensure information is stored, retained and destroyed.

Definitions

New Employees Pre Placement Health Assessment:

Comprehensive medical and physical examination and appropriate investigations undertaken by a doctor.

Inherent job requirements

The requirements that is fundamental or essential to the position. These requirements must be determined objectively and cannot depend on the attitude or operational methods of the employer.

Inherent job requirements carry with them associated job demands. Inherent job requirements can be located in the Position Description relating to the position under "*Essential*".

Reason for New Employees Pre Placement Health Assessment

The New Employees Pre Placement Health Assessment is conducted:

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- to determine the candidates ability to meet the physical requirements of the position applied for;
- to enable the best applicant to carry out the requirements of the job;
- to ensure senior management commitment to a healthy and safe workplace;
- to ensure employment by merit; and
- to ensure fair and transparent employment processes.

Results of New Employees Pre Placement Health Assessment

The results of all New Employees Pre Placement Health Assessment are confidential. The relevant medical practitioner will email/fax/mail the results through to the Human Resources Coordinator immediately after the assessment is completed.

The Human Resource Coordinator consults with the Department Manager and the WHS Coordinator to review the New Employees Pre Placement Health Assessment. The Human Resource Coordinator will then contact the Selection Panel Chairperson and advise them of the results.

Medical assessments of candidates are placed on the recruitment files. Once the applicant has been appointed, their recruitment details are then transferred to personal files. The personal files are kept in accordance with the NSW State Records Act 1998 – Local Government Records – GDA 39.

In the event that more than one Pre-Employment Medical Assessment is carried out for a position, the unsuccessful applicant(s) medical assessment(s) are placed on recruitment files and destroyed after a 6 months period as per the State Records Act 1998 – Local Government Records – GDA 39.

If Medical Assessments indicate an applicant is unfit to perform the duties of the position

If the medical practitioner determines that the duties of the position could present a risk to the applicant's work health, safety and welfare, or poses a risk to others, the following action is to be taken:

- Whenever necessary and within the bounds of privacy and confidentiality, Council's WHS Coordinator is to confer with the medical practitioner to clarify any specific concerns and whether modification of the duties, or the manner in which the duties are performed, is feasible in the professional opinion of the medical practitioner.
- The Supervisor/Manager is then to examine the job concerned and consider what reasonable modifications could be made to the duties of the position, the equipment used, the work environment etc. The results of this examination and the Supervisor/Manager's recommendations are to be recorded in writing and returned to Council's WHS Coordinator.

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- Council's WHS Coordinator will again confer with the medical practitioner to determine whether the proposed modifications would enable the employee to perform the duties of the position. If the medical practitioner concurs, then the job modifications are to be affected and the appointment is to proceed. A Return to Work Plan for the modification or permanent modifications to the position, will outline the requirements for the candidate to follow and will be drafted in consultation with the Managers and WHS Coordinator.
- If the medical practitioner determines that, despite the proposed modifications, the applicant would be unable to perform the duties of the position, the applicant is to be notified by the Human Resource Coordinator and the appointment, upon direction of the General Manager is to either be offered to the next most meritorious candidate (if appropriate) or to be re-advertised.

Action to be taken if the medical assessment indicates Industrial Deafness

If there is a level of 6% or higher binaural loss, the applicant must lodge a claim against their last noisy employer. (Refer to *"Workplace Injury Management Workers Compensation Act 1998 (No. 86, Section 65, No. 1)"*)

"If there is no entitlement to compensation under section 66 of the 1987 Act for a loss of hearing because of section 69A of the 1987 Act (No compensation for less than 6% hearing loss) notice of injury given in accordance with section 62 suffices (for the purposes of this section) as a claim for the compensation concerned".

Note: If the legislation changes, then the level of hearing loss will reflect the change.

If the medical practitioner determines, in their professional opinion, that a hearing loss is attributable to previous employment, then it will need to be a condition of employment that the job applicant lodge a claim for Workers Compensation with their last noisy employer within one month before becoming an employee of Upper Lachlan Shire Council.

The applicant would also need to submit evidence of claim/documentation indicating Workers Compensation claim had been lodged with last noisy employer prior to commence with Upper Lachlan Shire Council.

If the hearing loss is not associated with previous employment and it has been determined that the applicant could perform the duties required in the position, Council will provide services or facilities needed in order for that person to carry out the position.

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Disability

As part of the obligations under the *Anti-Discrimination Act 1997 (NSW)* and *Disability Discrimination Act 1992*, Council must ensure that any applicants with a disability are assessed using any service or facility they routinely use to perform the inherent job requirements and job demands of a position e.g. if an applicant uses a prosthesis, then the aid should be used during the assessment.

Council can use many forms of adjustments in the workplace to reduce or eliminate the effects of a disability upon a person's ability to carry out the requirements of the job.

The nature of the adjustments required needs to be determined in consultation with the person concerned and not be based on generalisations about particular disabilities. Such an approach acknowledges that there are variations between individuals with particular types of disability, as to the degree of disability experienced by them as well as other characteristics, such as skills, qualifications and experience.

Adjustments

If a health assessment determines that an applicant or employee is capable of performing the inherent job requirement and job demands of the position only if an adjustment is made to the way the duty is performed or by way of work related service or facility, Council will be informed of what adjustments are necessary to allow the person to be able to perform that particular inherent requirement.

A permanently modified Return to Work Plan will be drafted in accordance with the recommendations of the Doctor, in consultation with the Supervisor, Candidate and the WHS Coordinator.

Appeal Process

Where an applicant is dissatisfied with recommendations in respect to their capacity to perform the inherent job requirements and job demands of the position, with or without adjustments, an appeal may be lodged.

The applicant may wish to discuss the matter with the medical practitioner – Occupational Physician or seek another medical opinion from an Occupational Physician.

Where an applicant wishes to seek another medical opinion, this will be paid for by the applicant.

This process will need to be undertaken within 5 working days from the date the applicant was informed of the results of the first Pre-Employment Medical Assessment.

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RELEVANT LEGISLATION AND COUNCIL POLICIES

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

- Access to Information Policy;
- Australian Audit Standard AUS210 / ASA240;
- Anti-Discrimination Act 1977;
- Bribes, Gifts and Benefits Policy;
- Cash Handling Policy;
- Child Protection Policy;
- Civil Liabilities Act 2002;
- Code of Business Practice;
- Code of Conduct for Councillors, staff and delegates of Council;
- Complaints Management Policy;
- Corporate Credit Card Policy;
- Council's Code of Meeting Practice;
- Crimes Act 1900;
- Delegations of Authority Procedure;
- Disability Discrimination Act 1992 (Cwth)
- Disciplinary Policy;
- Drug & Alcohol Policy;
- Employee Assistance Program Policy;
- Employment and Retention Policy;
- Environmental Planning and Assessment Act 1979;
- Equal Employment Opportunity Act 1987;
- Equal Employment Opportunity (EEO) Management Plan;
- Fair Work Act 2009 (Cwth);
- First Aid Policy;
- Flexible Work Arrangements Policy & Procedure;
- Fraud and Corruption Prevention Policy;
- Government Information (Public Access) Act 2009;
- Grievance Policy;
- Harassment Policy;
- Higher Grade Pay Policy;
- Human Resource Training Plan;
- Human Resource Succession Plan;
- Independent Commission against Corruption Act (ICAC) 1988;
- Industrial Relations Act 1996;
- Injury Incident Management Procedures;
- Interaction between Councillors and Staff Policy;
- Internal Reporting – Protected Disclosures Policy;
- Internet and Email Policy;
- Local Government Act 1993;

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

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Variation

Council reserves the right to vary or revoke this policy.

Forms

Upper Lachlan Shire Council

New Employees Pre Placement Health Assessment

SECTION A – MEDICAL HISTORY

To be completed by employee and presented to Medical Examiner for Inspection along with Section B

Date:

Surname:.....Other Names:.....

Address:

Date of Birth: Place of Birth:

Proposed Occupation:

OCCUPATIONAL HISTORY

Previous Employers	Length of Employment	Industry Type	Position

Have you ever worked with (Please tick):-

Dust	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Heat	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Noise	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

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Radiation Yes ☐ No ☐

Have you ever had problems working with chemicals? Yes ☐ No ☐

Have you ever had trouble with wearing gloves or any other personal protective equipment? Yes ☐ No ☐

Are you being treated by any doctor for any illness? Yes ☐ No ☐

Are you taking any medicines, tablets or other treatment? Yes ☐ No ☐

Are you allergic to anything? Yes ☐ No ☐

Have you ever spent time in hospital (including operations)? Yes ☐ No ☐

Have you ever had a blood transfusion? Yes ☐ No ☐

Have you ever broken or fractured any bones? Yes ☐ No ☐

When was your last remembered tetanus injection: _____ years

Has your weight altered much in the last year? Yes ☐ No ☐

Have you, in the last 2 years, lost time from work because of illness or injury? Yes ☐ No ☐

Have you ever had a disease or injury at work? Yes ☐ No ☐

Do you suffer with your back or neck? Yes ☐ No ☐

Have you ever had lumbago, sciatica or fibrosis? Yes ☐ No ☐

Do you ever get aches or pains in your muscles? Yes ☐ No ☐

Do you suffer from or have you ever suffered from RSI, occupational overuse syndrome, tennis elbow or tenosynovitis? Yes ☐ No ☐

Do you smoke now? Yes ☐ No ☐

If no, were you a smoker Yes ☐ No ☐ How many years _____

Do you now or have you ever suffered:-

Tuberculosis	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Rheumatic Fever	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Hay Fever	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Wheezing/asthma	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Fits, Epilepsy	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Heart trouble, chest pain	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Palpitations or irregular heartbeats	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Blackouts, fainting attacks	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Frequent or migraine Headaches	Yes <input type="checkbox"/>	No <input type="checkbox"/>

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Diabetes	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Yellow Jaundice (Hepatitis)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Back pain, back injury, sciatica	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Heart Murmurs	Yes <input type="checkbox"/>	No <input type="checkbox"/>
High blood pressure	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Arthritis, painful joints	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Stomach/duodenal ulcers	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Passing or vomiting blood	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Hernia	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Earache or discharging ears	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Other joint injuries or conditions	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Dermatitis/eczema	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Head injury or concussion	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Foot trouble, difficulty wearing shoes	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Malaria, other tropical diseases	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Eye trouble	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Loss of hearing	Yes <input type="checkbox"/>	No <input type="checkbox"/>

I hereby certify that the foregoing particulars are to the best of my knowledge correct.
I authorise the examining doctor to release any information acquired from this history
and examination or other examinations to appropriate officers of the Company.

Signed: **Date:**

**THIS COMPLETED FORM MUST BE PRODUCED TO THE EXAMINING
PHYSICIAN AT YOUR MEDICAL EXAMINATION.**

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NEW EMPLOYEE PRE PLACEMENT HEALTH ASSESSMENT

Name:

.....

SECTION B - MEDICAL EXAMINATION
(To be completed by the Examining Physician)

Height: _____	Urine:	Protein	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Weight: _____		Blood	Yes <input type="checkbox"/>	No <input type="checkbox"/>
		Sugar	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Visual Activity

Aided:	Left <input type="checkbox"/>	Right <input type="checkbox"/>
With contact Lens/spectacles	Left <input type="checkbox"/>	Right <input type="checkbox"/>
Colour Vision (where applicable) Normal:	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Skin

Evidence eczema/dermatitis	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Other abnormality	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Respiratory System

Sinus abnormality	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Symmetrical chest expansion	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Abnormal sounds	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Cardiovascular System

Blood pressure - Normal	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Pulse- Normal	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Cardiac enlargement	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Heart sounds normal	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Peripheral pulses present	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Varicose veins	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Alimentary System

Hernia	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Mouth & pharynx	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Abnormality of Liver	Yes <input type="checkbox"/>	No <input type="checkbox"/>

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Spleen	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Kidney	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Audiometry

All new employees must undertake an Audiogram as part of their medical

Abnormal/noise loss/other cause/mixed loss/normal

Locomotor Nervous System

Spinal Scoliosis	Yes <input type="checkbox"/>	No <input type="checkbox"/>
SLR	Left <input type="checkbox"/>	Right <input type="checkbox"/>
Spinal Movements: Cervical		
Lumbar		
Co-ordination normal	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Muscle tone normal	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Joint movement - upper limbs normal	Yes <input type="checkbox"/>	No <input type="checkbox"/>
- lower limbs normal	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Specific joint abnormalities		
Reflexes normal	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Glandular - Lymph Glands

Enlarged lymph glands	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Thyroid abnormality	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Other		

Have you sighted Section A completed by the applicant?

Yes <input type="checkbox"/>	No <input type="checkbox"/>
------------------------------	-----------------------------

If yes, do you have any comment(s)

.....

.....

Placement Recommendations

The abovementioned is considered suited to the following duties:

1. Machinery operation	Yes <input type="checkbox"/>	No <input type="checkbox"/>
2. Heavy manual work	Yes <input type="checkbox"/>	No <input type="checkbox"/>
3. Light manual work	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4. Professional motor vehicle driving	Yes <input type="checkbox"/>	No <input type="checkbox"/>
5. Working in dusty conditions with adequate respiratory protection	Yes <input type="checkbox"/>	No <input type="checkbox"/>

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- | | | | |
|-----|--|------------------------------|-----------------------------|
| 6. | Working in noisy conditions (85db)
with adequate hearing protection | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 7. | Sedentary bench work | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 8. | Keyboard work | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 9. | Chemical handling with adequate
protection | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 10. | Administrative/Office Clerical Work | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

Any other comments?

.....

.....

.....

.....

.....

The examining doctor wishes it known that the purpose of this examination and the consequent opinions expressed are in the interest of prevention of industrial injury by the proper placement of employees in those positions best suited to their physical capabilities. This examination is not for the purpose of determining the success or otherwise of this person's application of employment.

Date: Signed:

Medical Examiner

Location of Medical Facility where examination performed:

.....

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ITEM 14.2 REVIEW OF THE SECONDARY EMPLOYMENT POLICY
372/19 RESOLVED by Clr Searl and Clr McCormack

1. Council adopts the reviewed Secondary Employment Policy.

- CARRIED

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

Councillors who voted against:- Nil

POLICY:-	
Policy Title:	Secondary Employment Policy
File reference:	F10/618-06
Date Policy was adopted by Council initially:	14 December 2006
Resolution Number:	390/06
Other Review Dates:	20 August 2009; 18 October 2012, 16 June 2016
Resolution Number:	338/09; 345/12, 170/16
Current Policy adopted by Council:	19 December 2019
Resolution Number:	372/19
Next Policy Review Date:	2022

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PROCEDURES/GUIDELINES:-	
Date procedure/guideline was developed:	N/A
Procedure/guideline reference number:	N/A
RESPONSIBILITY:-	
Draft Policy Developed by:	Human Resources Coordinator
Committee/s (if any) consulted in the development of this policy:	Consultative Committee
Responsibility for implementation:	Human Resources Coordinator
Responsibility for review of Policy:	Human Resources Coordinator

OBJECTIVE:

The aim of this policy is to provide the framework for identifying conflicts of interest that may arise from employees engaging in employment or business outside Council. The mechanisms for notifying, approving, prohibiting and reviewing secondary employment are detailed in this policy and the appeals process to be used if an employee wishes a prohibition to be reviewed.

POLICY STATEMENT:

The terms “work outside of Council” and “outside work” or “other work” refer to secondary employment for the purpose of this policy. All references to “paid work outside Council” or “paid outside work” in this policy are to be understood to mean private employment or contract work, for remuneration.

SCOPE:

This policy applies to all employees of Upper Lachlan Shire Council.

Other Work:

Section 353, of the Local Government Act 1993 states:-

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- (1) The General Manager must not engage, for remuneration, in private employment or contract work outside the service of the council without the approval of the council.
- (2) A member of staff must not engage, for remuneration, in private employment or contract work outside the service of the council that relates to the business of the council or that might conflict with the member's Council duties unless he or she has notified the General Manager in writing of the employment or work.
- (3) The General Manager may prohibit a member of staff from engaging, for remuneration, in private employment or contract work outside the service of the council that relates to the business of the council or that might conflict with the member's council duties.
- (4) A member of staff must not engage, for remuneration, in private employment or contract work outside the service of the council if prohibited from doing so under subsection (3).

Any staff engaging or wishing to engage in secondary employment must have the approval of the General Manager. Generally, the view will be taken that approval will be granted subject to the secondary employment not conflicting with Council duties in any way.

All Council employees must have ten (10) consecutive hours off duty from Council and/or their secondary employment, before they commence their next Council rostered shift as per section 18(v) of the Local Government (State) Award.

Employees who are considering entering into outside work should consider the following:

- ✎ Is the outside organisation, person or entity in, or entering into a contractual relationship with Council?
- ✎ Is Council in a regulatory relationship with the outside organisation, person or entity?
- ✎ Will the hours of work conflict in any way with his/her Council duties, or his/her health and safety?
- ✎ Will there be sufficient rest time away from both forms of work to enable the employee to present for work fit and alert and be able to work efficiently and to the standard required?
- ✎ Will the outside work involve him/her in litigation against another Council or directly in written or oral submission before another Council?
- ✎ Will performance of the outside work impact negatively on Council's image and credibility?

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- Will performance of the outside work require release of confidential information which is known to the employee, but not available to the general public?
- Is there any other conflict of interest, or potential conflict of interest, between the employee's Council duties and those involved in the outside work?

Answering "yes" to any of the above questions is likely to result in the General Manager prohibiting performance of the outside work.

Breaches of the Policy may result in counselling or disciplinary action which may ultimately result in dismissal, depending on the severity, scale and importance of the matter.

The more severe sanctions will ordinarily only apply when there is repeated and deliberate concealment of pertinent information, failure to disclose, or continuation of prohibited outside work.

The process of the application will be (as per the attachment Secondary Employment Notification Form):

- (i) Written application to the General Manager;
- (ii) Personal interview with the General Manager;
- (iii) Written advice from the General Manager on approval/disapproval.

In the event of disapproval the following steps may be followed:

- The member of staff may request a review of the decision and may be supported by other staff or the appropriate Union. Records of approval will be provided to the respective Directors.
- Approvals will be reviewed each twelve months or subject to change of circumstances which may affect the approval.

USE OF RESOURCES

Council employees are not permitted to use any of Council's resources or information, if granted approval for, or seeking, secondary employment.

Questions in relation to this Policy may be directed to the General Manager on 4830 1000.

The General Manager is the only delegated authority to approve secondary employment. All applications must be made to the General Manager.

Any approvals granted by others, whether in writing or not, are not official.

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RELEVANT LEGISLATION AND COUNCIL POLICIES

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

- Access to Information Policy;
- Anti-Discrimination Act 1977;
- Bribes, Gifts and Benefits Policy;
- Cash Handling Policy;
- Child Protection Policy;
- Civil Liabilities Act 2002;
- Code of Business Practice;
- Code of Conduct for Councilors, staff and delegates of Council;
- Complaints Management Policy;
- Corporate Credit Card Policy;
- Council's Code of Meeting Practice;
- Crimes Act 1900;
- Delegations of Authority Procedure;
- Disciplinary Policy;
- Drug & Alcohol Policy;
- Employee Assistance Program Policy;
- Employment and Retention Policy;
- Environmental Planning and Assessment Act 1979;
- Equal Employment Opportunity Act 1987;
- Equal Employment Opportunity (EEO) Management Plan;
- Fair Work Act 2009 (Cwth);
- First Aid Policy;
- Flexible Work Arrangements Policy & Procedure;
- Fraud and Corruption Prevention Policy;
- Government Information (Public Access) Act 2009;
- Grievance Policy;
- Harassment Policy;
- Higher Grade Pay Policy;
- Human Resource Succession Plan;
- Human Resource Training Plan;
- Independent Commission against Corruption Act (ICAC) 1988;
- Industrial Relations Act 1996;
- Injury Incident Management Procedures;
- Interaction between Councillors and Staff Policy;
- Internal Reporting – Protected Disclosures Policy;
- Internet and Email Policy;
- Local Government Act 1993;
- Local Government (General) Regulations 2005;
- Local Government (State) Award 2017;

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

VARIATION

Council reserves the right to vary or revoke this policy.

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Upper Lachlan Shire Council
Secondary Employment Notification Form



This is a request for prior approval to obtain 'other' employment.

Name:	Employee Number:
Address:	
Phone Number:	

Please list date of intended employment (From - To): _____

Company/Organisation:
Phone Number:
Address:
Brief job description:

My signature on this written statement certifies that I understand and agree to comply with the following:

As per the Local Government Act 1993, Section 353, states:

- (i) The General Manager must not engage, for remuneration, in private employment or contract work outside the service of the council without the approval of the council
- (ii) A member of staff must not engage, for remuneration, in private employment or contract work outside the service of the council that relates to the business of the council or that might conflict with the members of councils duties unless he or she has notified the General Manager in writing of the employment or work
- (iii) The General Manager may prohibit a member of staff from engaging, for remuneration, in private employment or contract work outside the service of the council that relates to the business of the council or that might conflict with the member's council duties.
- (iv) A member of staff must not engage, for remuneration, in private employment or contract work outside the service of the council if prohibited from doing so under subsection (3) of the Act:

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Breaches of this policy may result in counselling or disciplinary action which may ultimately result in dismissal.

Employee's signature: _____

Date: _____

General Manager's signature: _____

Date: _____

Approved / not approved

ITEM 14.3

REVIEW OF THE SEPARATION AND TERMINATION POLICY

373/19

RESOLVED by Clr Searl and Clr McCormack

1. Council adopts the reviewed Separation and Termination Policy and Procedure.

- CARRIED

Councillors who voted for:-

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

Councillors who voted against:- Nil

POLICY:-	
Policy Title:	Separation & Termination Policy and Procedure
File reference:	F10/618-06
Date Policy was adopted by Council initially:	22 February 2007
Resolution Number:	66/07
Other Review Dates:	17 June 2010; 16 August 2011; 19 June 2014; 16 June 2016

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Resolution Number:	243/10; 320/11; 180/14; 170/16
Current Policy adopted by Council:	19 December 2019
Resolution Number:	373/19
Next Policy Review Date:	2022

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

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

Policy

Upper Lachlan Shire Council has developed an environment that encourages retention of employees and seeks to minimise employee turnover.

In all cases of resignation, Upper Lachlan Shire Council will ensure that all entitlements are met and employees are treated fairly and equitably during the process.

An employee intending to resign from Upper Lachlan Shire Council is required to give notice in accordance with the Local Government Award or their contract of employment.

Separation and termination arise from resignation, retirement, involuntary termination and/or indefinite layoff. All terminations shall be handled in a fair and lawful manner.

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Responsibilities

*It is the responsibility of **Management** to ensure that:*

- all required documentation is completed and returned to the Human Resources Section;
- the employee is treated fairly during the period of notice;
- all Council property is accounted for at the completion of the notice period.

*It is the responsibility of the **Employee** to ensure that:*

- required notice provisions and procedures relating to resignation are complied with.

*It is the responsibility of the **Human Resources Section** to ensure that:*

- all cases of resignation are reviewed to ensure all beneficial learning is achieved and appropriate action is taken as a result of the learning;
- where appropriate, resignations are accompanied by an exit interview;
- all paperwork and documentation is completed to ensure terminated employees receive their correct entitlements as soon as possible after the termination has taken place.

RELEVANT LEGISLATION AND COUNCIL POLICIES

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

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

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- Flexible Work Arrangements Policy & Procedure;
- Fraud and Corruption Prevention Policy;
- Government Information (Public Access) Act 2009;
- Grievance Policy;
- Harassment Policy;
- Human Resource Training Plan;
- Human Resource Succession Plan;
- Independent Commission against Corruption Act (ICAC) 1988;
- Industrial Relations Act 1996;
- Injury Incident Management Procedures;
- Internal Reporting – Protected Disclosures Policy;
- Internet and Email Policy;
- Local Government Act 1993;
- Local Government (State) Award 2017;
- Local Government (General) Regulations 2005;
- Loss of Drivers Licence Policy & Procedure;
- Manual Handling Policy;
- Mobile Phone Policy;
- NSW Long Service Leave Act;
- NSW State Records Act 1998;
- Paid Parental Leave Act 2010 (Cwth);
- Payment of Expenses and Provision of Facilities Policy;
- Performance & Misconduct Policy;
- Private Works (Projects and Plant Hire) Policy;
- Privacy and Personal Information Protection Act 1998;
- Protective Clothing and Equipment Policy;
- Public Access Policy;
- Public Interest Disclosures Act 1994;
- Public Interest Disclosures Policy;
- Purchasing and Acquisition of Goods Policy and Procedures;
- Recruitment and Selection Policy;
- Rehabilitation Procedure and Practice Policy;
- Secondary Employment Policy;
- Service Delivery Policy;
- Standards Australia 8000 series;
- Statement of Ethical Principles;
- Sun Protection – Council Employees Policy;
- Time in Lieu of Overtime Policy;
- Trade Practices Act 1974;
- Trauma Management Policy;
- Trustees Act 1925;
- Upper Lachlan Shire Council Community Strategic Plan;
- Upper Lachlan Shire Council Resourcing Strategy documentation;

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- Upper Lachlan Shire Council Delivery Program and Operational Plan;
- Volunteers Policy;
- Workforce Plan 2016-2020
- Workers Compensation Act 1987;
- Work Health & Safety Policy;
- Work Health & Safety Act & Regulations 2011;
- Workplace Relations Act 2008.

VARIATION

Council reserves the right to vary or revoke this policy.

Procedure

An employee wishing to resign must write a signed letter of resignation stating their name, the date of the letter, and date of resignation. Council encourages the employee to state their reasons for resignation; they need only do so if they wish. The employee should give notice in accordance with their employment contract.

The employee should pass the letter of resignation to their Supervisor/Manager, who should note the time and date of receipt. The Director should confirm that the resignation is firm and may also ask for any reasons, if appropriate.

Discretion rests with the Director regarding any relaxation of the period of notice.

The Director should forward the letter of resignation to the Human Resources Section for inclusion in the individual's personnel file and processing. The Director must nominate on this form the date of the employee's last day of service.

There may be cases where the employee reconsiders their decision to resign. There is no obligation on Upper Lachlan Shire Council to accept a withdrawal of a resignation. However, each case should be treated on its merits. Consideration should be given to the employee's performance and experience, together with the importance of the position and potential difficulty in finding a suitable replacement. Withdrawal of a resignation is not possible after the notice period has expired.

Directors should ascertain the name of the employee's new employer. If it is believed that an individual is joining another Council employee entitlements may be transferred as per the Local Government (State) Award 2017.

It is preferable that once notice is given, accrued time in lieu hours must be taken prior to termination, subject to operational requirements.

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Termination Payments

The Human Resources Section will arrange for Payroll to prepare a final payment at the completion of the notice period.

Payment on termination will be in accordance with the terms of the individual's contract of employment. In the case of employees covered by an Award, provisions of the appropriate Award will apply.

In cases where the employer initiates the applicable notice period not to be worked out, payment is to be made in lieu. The payment must be in accordance with legislative and/or Award requirements. Where an employee requests early release from the notice period and it is agreed by the Director, payment is made only for the time worked.

No payment in lieu is to be made if the notice period is worked out.

Certificate of Service

As a rule, written references are not to be given to employees leaving Upper Lachlan Shire Council. However, a Certificate of Service can be prepared by the Human Resources Section, with a copy to be included in the employee's personal file. A draft Certificate of Service is attached as Appendix A.

Exit Interview

Feedback from employees leaving the organisation can provide valuable information on their perception of the Upper Lachlan Shire Council and the way it is managed. During the notice period Director (or their nominee) or the Human Resources Coordinator must arrange for the employee to attend an exit interview. Appendix B provides information on conducting an exit interview. Any information obtained from an exit interview should be forwarded in writing to the Human Resources Section.

The Manager and the employee must complete the Exit Checklist (Appendix D) detailing all Council property to be returned and other internal issues to be finalised.

On the satisfactory completion of the Exit Checklist, the Director (or their nominee) or the Human Resources Coordinator will pass on to the employee the letter outlining Termination Entitlements and Certificate of Service. It is the responsibility of the Director to ensure that all Council property has been returned before the employee receives their final payment.

All final documentation must be returned to the Human Resources Section for filing.

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Attachments

<u>Appendix A</u>	Certificate of Service
<u>Appendix B</u>	Conducting an Exit Interview
<u>Appendix C</u>	Exit Interview Form
<u>Appendix D</u>	Exit Check List

Appendix A

CERTIFICATE OF SERVICE

To whom it may concern,

This is to certify that _____ left the service of this Council on ____/____/____. He/She was in our employment from ____/____/____ and at the date of leaving was in the position of _____ .

It is the policy of the Upper Lachlan Shire Council not to issue any reference other than the above statement of service, but we shall be pleased to supply further information on request.

Yours faithfully,

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Appendix B

CONDUCTING AN EXIT INTERVIEW

The following guidelines should assist with conducting the interview:

- (a) The interview should be arranged as early as possible following the resignation. It should not be left to the last couple of days when an employee is pre-occupied with cleaning his/her desk and is winding down.
- (b) The interview should be conducted by a member of the Human Resource Section, unless the employee states another preference as in their immediate Supervisor, Department Director or the General Manager.
- (c) The ground rules for interviewing should be observed, i.e. use of a private office, no interruptions, and a friendly and informal atmosphere.
- (d) It is probably best in the early stages of the interview to use a non-directive line of questioning. It is also important to obtain early feedback on what the employee liked/disliked most about the position they occupied.
- (e) It is important to encourage a free flow of discussion and to resist the opportunity to be defensive or confronting. The purpose of the interview is to establish the employee's perception of how things have eventuated and why he or she is leaving Upper Lachlan Shire Council
- (f) The exit interview should not be used as an opportunity to "buy back" the employee with offers to increase salary, or the chance of a promotion.

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Appendix C

EXIT INTERVIEW FORM

Name:

Department:

Start Date:

Finish Date:

In Attendance:

.....

PLEASE INDICATE THE REASONS YOU ARE LEAVING UPPER LACHLAN SHIRE COUNCIL

Higher salary		More interesting work	
Better non-salary benefits		Better fit with workplace culture and values	
Career Opportunities		More convenient work location	
Flexible work practices		Bored	
Need a change		Ill health	
Didn't feel welcome		Didn't get along with Supervisor/Manager	
Didn't like job/tasks I was given		Didn't get along with other Department members	
Retirement		Other	

Comments

PLEASE COMMENT ON HOW SATISFIED YOU WERE WITH EACH OF THE FOLLOWING

OFFICE ENVIRONMENT	Highly satisfied	Satisfied	Dissatisfied	Highly Dissatisfied
Physical – heating, lighting, layout etc				
Parking facilities				
Working hours				
Availability of equipment and aids				

Comments

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PLEASE COMMENT ON HOW SATISFIED YOU WERE WITH EACH OF THE FOLLOWING

JOB ROLE	Highly satisfied	Satisfied	Dissatisfied	Highly Dissatisfied
Opportunities for advancement & development				
Workload				
Nature and content of work				
Performance Review and Development Process				
Your ability to provide input into issues that affect your work				

Comments

REMUNERATION AND BENEFITS	Highly satisfied	Satisfied	Dissatisfied	Highly Dissatisfied
Present remuneration and benefits in relation to responsibilities				
Other benefits				
Access to flexible working arrangements				

Comments

INTERPERSONAL RELATIONSHIPS	Highly Satisfied	Satisfied	Dissatisfied	Highly Dissatisfied
Relationship with immediate supervisor/manager				
Relationship with staff in your Department				
Relationship with staff in other Departments				

Comments

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PLEASE COMMENT ON HOW SATISFIED YOU WERE WITH EACH OF THE FOLLOWING

TRAINING AND DEVELOPMENT	Highly Satisfied	Satisfied	Dissatisfied	Highly Dissatisfied
Induction				
Initial training and development				
Knowledge of work you were required to do				
Access to additional training programs				

Comments

MANAGEMENT	Highly Satisfied	Satisfied	Dissatisfied	Highly Dissatisfied
Communication of company direction and policy				
Feedback on your annual performance review				
Communication of decisions and other issues affecting you				
Competence of your immediate supervisor/manager				

Comments

WORKPLACE CULTURE	YES	NO
Does the culture support all staff to develop and reach their potential?		
Is the culture supportive of the needs of individual groups?		
Does the culture respect individual difference?		
Is the workplace free of harassment and bullying?		

Comments

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WORKING AT UPPER LACHLAN SHIRE COUNCIL (ULSC)	YES	NO
Were you employed prior to working here?		
Is ULSC a better organisation to work for than others?		
Would you advise a friend to work for ULSC?		
Would you consider returning to work at ULSC?		

Comments

YOUR NEW JOB	YES	NO
Are you intending to continue working immediately?		
Does your new position offer higher remuneration?		
Does your new position offer greater career responsibility?		

Comments:

Conclusion:

Employee Name:_____Signature:_____

Date:_____

Interviewer Name:_____Signature:_____

Date:_____

Thank you for completing this information. Your responses will be treated with total confidence.

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Appendix D

EXIT CHECK LIST

The Supervisor of the member of staff leaving the Council must complete this form.

Staff Member: _____ Department: _____

Please discuss the following items with the above staff member and place a check in the box after each item has been returned. If particular item does not apply, write N/A to the left of the box.

Return of Keys/Card/Password

- | | | |
|---|---|--------------------------|
| 1 | All keys (Fob) belonging the ULSC Buildings | <input type="checkbox"/> |
| 2 | Staff name badge | <input type="checkbox"/> |
| 3 | Credit Card | <input type="checkbox"/> |
| 4 | Fuel Card | <input type="checkbox"/> |
| 5 | Vehicle keys & log book | <input type="checkbox"/> |
| 6 | Details of Pin Nos/Passwords/ | <input type="checkbox"/> |

Return of equipment

- | | | |
|---|---|--------------------------|
| 1 | Computer (s) | <input type="checkbox"/> |
| 2 | Software and manuals | <input type="checkbox"/> |
| 3 | Mobile Phone | <input type="checkbox"/> |
| 4 | Pager | <input type="checkbox"/> |
| 5 | Cancel password | <input type="checkbox"/> |
| 6 | Tools purchased by Council for Council use only | <input type="checkbox"/> |

Return of Materials

- | | | |
|---|--------------------------------------|--------------------------|
| 1 | Council Uniforms eg PPE | <input type="checkbox"/> |
| 2 | Council Diary | <input type="checkbox"/> |
| 3 | Relevant Council files and documents | <input type="checkbox"/> |
| 4 | Confidential Council files | <input type="checkbox"/> |

Notification

- | | | |
|---|--|--------------------------|
| 1 | All departments notified | <input type="checkbox"/> |
| 2 | Switchboard notified | <input type="checkbox"/> |
| 3 | Shutdown all relevant network accounts | <input type="checkbox"/> |
| 4 | IT notified of exit | <input type="checkbox"/> |

Director's/Managers/Supervisors signature when complete:

Date: _____

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It is essential that all Upper Lachlan Shire Council property be returned to the Council prior to departure date. Final payments will be delayed to employees until this form is completed and returned to the Human Resources Section

SECTION 15: LATE REPORTS

ITEM 15.1 DRAFT PLAN OF MANAGEMENT - CROOKWELL MEMORIAL OVAL COMPLEX

374/19 **RESOLVED** by Cllr Searl and Cllr McCormack

1. The Draft Plan of Management – Crookwell Memorial Oval Complex be placed on public exhibition for a minimum period of 28 days in January 2020.

- CARRIED

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

Councillors who voted against:- Nil

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

ITEM 16.1 REPORTS FOR THE MONTH OF DECEMBER 2019

375/19 RESOLVED by Clr Searl and Clr McCormack

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

1. Crookwell Potato Festival – Meeting Minutes 17 October 2019.

376/19 RESOLVED by Clr Searl and Clr Kensit:

- 1 That Mandy McDonald be appointed to the Crookwell Potato Festival Committee.

- CARRIED

Councillors who voted for:-

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

Councillors who voted against:- Nil

2. Canberra Region Joint Organisation Board – Extraordinary Meeting Minutes – 20 November 2019.
3. Canberra Region Joint Organisation Board – Meeting Minutes – 6 December 2019.
4. Crookwell Memorial Hall Committee – Meeting Minutes - 29 August 2019.
5. Crookwell Memorial Hall Committee – Annual General Meeting (AGM) Minutes - 29 August 2019.
6. Crookwell Memorial Hall Committee – Meeting Minutes – 28 November 2019.
7. Collector Oval Committee – Special Meeting Minutes 19 November 2019.

377/19 RESOLVED by Clr Searl and Clr McCormack that:

1. Council approve the installation and provide materials for a rabbit proof fence around the Collector Oval for a total of \$2,716.

- CARRIED

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

Councillors who voted against:- Nil

8. Tuena Hall and Recreation Area Committee – Extraordinary Meeting Minutes held 27 November 2019.
9. Gunning Shire Hall and Showground Advisory Committee – Meeting Minutes - 2 December 2019.
10. Upper Lachlan Tourist Association – Meeting Minutes - 3 December 2019.
11. Upper Lachlan Pool Review Committee – Meeting Minutes - 28 November 2019.

- CARRIED

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

Councillors who voted against:- Nil

SECTION 17: NOTICES OF MOTION

ITEM 17.1 NOTICE OF RESCISSION MOTION - 341/19

Dealt with earlier in the meeting.

SECTION 18: QUESTIONS WITH NOTICE

ITEM 18.1 DRAFT LOCAL STRATEGIC PLANNING STATEMENT

Refer to the Business Paper for 19 December 2019 Council meeting for the General Managers comments.

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ITEM 18.2 CROOKWELL 200 COMMUNITY COMMITTEE

378/19

RESOLVED by Clr Opie and Clr Cummins

1. That Council will provide \$1,000 upon the production of an invoice for the purchase of suitable trees for the Crookwell 200 Community tree project.

- CARRIED

Councillors who voted for:-

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

Councillors who voted against:- Nil

ITEM 18.3 BUILDING BETTER REGIONS AND DROUGHT COMMUNITIES PROGRAMME FUNDING

Refer to the Business Paper for 19 December 2019 Council meeting for the General Managers comments.

ITEM 18.4 DEVELOPMENT CONTRIBUTION PLANNING POLICY

379/19

RESOLVED by Clr Cummins and Clr Kensit

1. That Council review the development contributions planning framework to provide:-
 - An equitable charging regime.
 - Identification of priority infrastructure projects and locations.
 - A formula for the collection of revenue that is clear and linked to the development impact.

- CARRIED

Councillors who voted for:-

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

Councillors who voted against:- Nil

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ITEM 18.5 DEVELOPER CONTRIBUTIONS REVENUE

Refer to the Business Paper for 19 December 2019 Council meeting for the General Managers comments.

CLOSED COUNCIL ITEMS

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

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

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

380/19 RESOLVED by Clr Searl and Clr Kensit

1. That Council move into closed Council to consider business identified, together with any late reports tabled at the meeting.
2. That pursuant to of the Local Government Act 1993: the press and public be excluded from the meeting on the basis that the business to be considered is classified confidential under the provisions of section 10A (2)(d)(i) as outlined above.
3. That the report relevant to the subject business be withheld from access to the media and public as required by section 11(2) of the Local Government Act, 1993.

- CARRIED

Council closed its meeting at 8.39pm and the public, staff and press left the chambers.

381/19 RESOLVED by Clr Searl and Clr Kensit

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

- CARRIED

UPPER LACHLAN SHIRE COUNCIL
MINUTES OF THE
ORDINARY MEETING OF COUNCIL
HELD IN THE COUNCIL CHAMBERS
ON 19 DECEMBER 2019

Open Council resumed at 8.46pm.

Resolutions from the Closed Council Meeting

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

SECTION 19: CONFIDENTIAL SESSION

ITEM 19.1 TENDER FOR GENERAL WASTE TRANSFER SERVICE PROVIDER

382/19 **RESOLVED** by Cllr Searl and Cllr McCormack

1. Council accept the schedule of rates tender submitted by Cleanaway Pty Ltd for an approximated value of \$292,950.32 (Ex GST) for a 2 year period, with the option to extend for an additional 2 years.

- CARRIED

Councillors who voted for:-

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

Councillors who voted against:- Nil

THE MEETING CLOSED AT 8.46PM

Minutes confirmed 20 FEBRUARY 2020

.....
Mayor

5.2	Minutes of the Extraordinary Meeting of Council of 3 January 2020	66
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UPPER LACHLAN SHIRE COUNCIL
MINUTES OF THE
EXTRAORDINARY MEETING OF COUNCIL
HELD IN THE COUNCIL CHAMBERS
ON 3 JANUARY 2020

PRESENT: Mayor J Stafford (Chairperson), Clr R Cummins, Clr P Kensit, Clr R Opie, Clr J Searl, Clr J Wheelwright, Clr B McCormack, Mrs T Dodson (Acting General Manager) and Ms S Pearman (Executive Assistant).

THE MAYOR DECLARED THE MEETING OPEN AT 8.31AM

SECTION 1: APOLOGIES & LEAVE OF ABSENCE

An apology was received from Clr Culhane and Clr O'Brien.

01/20 **RESOLVED** by Clr Searl and Clr Kensit that the apologies be received and a leave of absence granted.

- CARRIED

Councillors who voted for:- Clrs R Cummins, P Kensit, R Opie, B McCormack, J Searl, J Stafford and J Wheelwright

Councillors who voted against:- Nil

CLOSED COUNCIL ITEMS

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

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

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

02/20 **RESOLVED** by Clr Searl and Clr McCormack

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

UPPER LACHLAN SHIRE COUNCIL
MINUTES OF THE
EXTRAORDINARY MEETING OF COUNCIL
HELD IN THE COUNCIL CHAMBERS
ON 3 JANUARY 2020

2. That pursuant to section 10A (2) 2a of the Local Government Act 1993: the press and public be excluded from the meeting on the basis that the business to be considered is classified confidential under the provisions of section 10A (2) as outlined above.
3. That the report relevant to the subject business be withheld from access to the media and public as required by section 11(2) of the Local Government Act, 1993.

- CARRIED

Councillors who voted for:- Clrs R Cummins, P Kensit, R Opie, B McCormack, J Searl, J Stafford and J Wheelwright

Councillors who voted against:- Nil

Council closed its meeting at 8.32am and the public, staff and press left the chambers.

03/20 **RESOLVED** by Clr Searl and Clr McCormack

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

- CARRIED

Councillors who voted for:- Clrs R Cummins, P Kensit, R Opie, B McCormack, J Searl, J Stafford and J Wheelwright

Councillors who voted against:- Nil

Open Council resumed at 9.02am.

Resolutions from the Closed Council Meeting

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

UPPER LACHLAN SHIRE COUNCIL
MINUTES OF THE
EXTRAORDINARY MEETING OF COUNCIL
HELD IN THE COUNCIL CHAMBERS
ON 3 JANUARY 2020

SECTION 2: CONFIDENTIAL SESSION

ITEM 1.1 APPOINTMENT OF THE GENERAL MANAGER
04/20 RESOLVED by Clr Searl and Clr McCormack

1. Council appoint Ms Colleen Worthy as the General Manager for Upper Lachlan Shire Council in accordance with Section 334 and 337 of the Local Government Act 1993, for a contract term of 3 years.

-

CARRIED

Councillors who voted for:- Clrs P Kensit, B McCormack, J Searl, J Stafford and J Wheelwright

Councillors who voted against:- Clrs R Cummins and R Opie

- CARRIED

THE MEETING CLOSED AT 9.03am

Minutes confirmed 20 FEBRUARY 2020

.....
Mayor

6 MAYORAL MINUTES

The following item is submitted for consideration -

6.1	Mayoral Minute	70
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Mayoral Minutes - 20 February 2020

ITEM 6.1 Mayoral Minute

FILE REFERENCE I20/24

January 2020

2 January 2020	2GN Interview.
9 January 2020	2GN Interview.
16 January 2020	2GN Interview.
17 January 2020	Meet and greet with Hannah Sparks (Crookwell Gazette).
19 January 2020	Attended the Crookwell RSL Sub-Branch Centennial Luncheon.
21 January 2020	Attended a meeting with Taralga Aged Care regarding the sale of the Saleyards site, Laggan Road.
23 January 2020	2GN Interview.
26 January 2020	Attended the Upper Lachlan Shire Australia Day Awards and Citizenship events held in Gunning, Crookwell and Taralga.
28 January 2020	Attended the Economic Development Taskforce Meeting.
29 January 2020	Attended a meeting with the Department of Planning regarding the Lachlan Regional Water Strategy.
30 January 2020	2GN Interview.

February 2020

6 February 2020	2GN Interview.
7 February 2020	Attended the presentation of grants to the Country Education Foundation Goulburn and District.
8 February 2020	Attended the official opening of the 2020 A P & H Crookwell Show and the official opening of the new lighting at the Crookwell Memorial Hall.
13 February 2020	2GN Interview.
14 February 2020	Attended a meeting with the Southern NSW Bushfire Recovery Coordinator, Dick Adams in relation to the Green Wattle Creek bushfire which has caused property loss and devastation within Upper Lachlan Shire.

Mayoral Minutes

MAYORAL MINUTE cont'd

18 February 2020 Attended a meeting with Local Member for Goulburn, Wendy Tuckerman MP, introducing Council's new General Manager, Colleen Worthy.

8 CORRESPONDENCE

The following item is submitted for consideration -

8.1	Correspondence items for the month of February 2020	74
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Correspondence - 20 February 2020

ITEM 8.1

Correspondence items for the month of February 2020

RECOMMENDATION:

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

1. Hon. Melinda Pavey MP – Planning for critical water shortages.
2. Crookwell Garden Festival – Letter of thanks for sponsorship for 2019 Festival.
3. Collector Oval Committee – Letter of thanks to Council for all their support in 2019.
4. Crookwell Car Club – Letter of thanks for defibrillator signage.
5. Gunning and District Historical Society – Letter of acknowledgement and donation of book.
6. Frank Startari and Christine and John Black – Curraweela Creek Crossing.
7. Gunning Fish River Rural Fire Brigade – Letter of thanks for marking of hydrants.
8. Country Mayors Association – Letter of sympathy to all affected areas regarding Bushfire Disaster across NSW.
9. Gunning Arts Festival – request to Council for financial contribution.
10. Media Release – Member for Goulburn, Wendy Tuckerman MP – Service NSW Customer Care for Bushfire Relief Affected Communities.
11. Media Release – Member for Goulburn, Wendy Tuckerman MP – \$1 Billion Dollar Announcement to help rebuild bushfire impacted communities.
12. Office of Emergency Management – Updated Notice of Natural Disaster Declaration for AGRN 871 now including 6 Local Government Areas.
13. Office of Local Government Council Circular 20-01 – 6 January 2020 - Recovery Information for Councils impacted by bushfires.
14. Office of Local Government Council Circular 20-02 – 16 January 2020 - Exemption for activities under Part 3, of the Commonwealth Environment Protection and Biodiversity Conservation Act 1999.
15. Office of Local Government Council Circular 20-03 - 24 January 2020 - Amendments to Local Government (General) Regulation to increase tendering exemption threshold for contracts for bushfire recovery and operations.
16. Office of Local Government - GIVIT to co-ordinate donations to bushfire-affected communities.
17. NSW Government Regional NSW – Bushfire Community Resilience and Economic Recovery Funds – Phase 1.
18. NSW Government Department of Planning Industry and Environment – Waiving government fees on development applications to rebuild and recover from the NSW bushfires.
19. NSW Deputy Premier Hon. John Barilaro MP and Minister for Local Government, Shelley Hancock MP Media Release – Council Rates Relief for bushfire affected communities.
20. Minister for Local Government, Hon. Shelley Hancock MP – Ministerial Advisory Group meeting in response to the current bushfire crisis.
21. NSW Rural Doctors Network Bush Bursary Program 2019-2020.
22. Breadalbane Hall Committee – Thank you for coloured lights for Christmas.

Correspondence**CORRESPONDENCE ITEMS FOR THE MONTH OF FEBRUARY 2020** cont'd**ATTACHMENTS**

1. ↓	Hon Melinda Pavey MP - Planning for Critical Water Shortages	Attachment
2. ↓	Crookwell Garden Festival - Thank you for sponsorship of Festival for 2019	Attachment
3. ↓	Collector Oval Committee - letter of thanks	Attachment
4. ↓	Crookwell Car Club - Letter of thanks ULSC re defibrillator signage	Attachment
5. ↓	Gunning & District Historical Society - Letter of acknowledgement and thanks for donation of book by John Searl	Attachment
6. ↓	Frank Startari - Curraweela Creek Crossing	Attachment
7. ↓	Gunning Fish River Rural Fire Brigade - Thank you letter - Marking of hydrants - 13 January 2020	Attachment
8. ↓	Country Mayors Association - Letter of sympathy on recent Bushfire Disaster to affected areas 15 January 2020	Attachment
9. ↓	Gunning Arts Festival - request to Council for financial contribution	Attachment
10. ↓	Media Release - Wendy Tuckerman MP - Service NSW Customer Care for Bushfire Affected Communities	Attachment
11. ↓	Member for Goulburn Wendy Tuckerman MP - \$1 Billion to help rebuild bushfire impacted communities	Attachment
12. ↓	Updated Notice of Natural Disaster Declaration for AGRN 871 now including 6 LGA's AGRN 871 2 January 2020	Attachment
13. ↓	Council Circular 20-01 - Recovery Information for Councils impacted by bushfires	Attachment
14. ↓	Council Circular 20-02 - Exemption for activities under Part 3 of the Commonwealth Environment Protection and Biodiversity Conservation Act 1999	Attachment
15. ↓	Council Circular 20-03 - 24 January 2020 - Amendments to the Local Government (General) Regulation 2005 to increase the tendering exemption threshold for contracts for bushfire recovery and operations	Attachment
16. ↓	NSW Government Office of Local Government - GIVIT to co-ordinate donations to bushfire-affected communities 16 January 2020	Attachment
17. ↓	NSW Government Regional NSW - Bushfire Community Resilience and Economic Recovery Funds - Phase 1 - Closes 31 March 2020	Attachment
18. ↓	NSW Government Department of Planning Industry and Environment - Waiving government fees on development to rebuild and recover from the NSW bushfires	Attachment
19. ↓	NSW Deputy Premier John Barilaro Shelley Hancock Media Release - Council rates relief for bushfire affected communities	Attachment
20. ↓	Minister for Local Government - Shelley Hancock MP - Ministerial Advisory Group meeting in response to the current bushfire crisis	Attachment
21. ↓	NSW Rural Doctors Network Bush Bursary Program - Information and Guidelines 2020	Attachment
22. ↓	Breadalbane Hall Committee - Thank you letter to Council	Attachment



The Hon. Melinda Pavey MP
Minister for Water, Property and Housing

OUT19/16394

5 December 2019

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

UPPER LACHLAN SHIRE COUNCIL
GUNNING OFFICE
13 DEC 2019
File No:

Email: council@upperlachlan.nsw.gov.au

Dear Clr Stafford and Mr Bell,

In June of this year, I wrote to all Councils in Regional NSW regarding planning for critical water shortages. I would like to thank you for your responses to this correspondence, the information provided has helped the NSW Government response to this drought. The responses have also provided me evidence of the tremendous actions underway across the state in response to this drought.

Since the start of this drought, the NSW Government has been able to commit more than \$200 million in funding to support the delivery of water infrastructure to drought impacted communities. This funding comes as part of the NSW Government's near \$3 billion funding this drought.

You do not need the NSW Government to tell you that this drought is one of the worst on record, you are experiencing it on the ground. Many areas are experiencing record low rainfall and record low river flows.

In the last six months, the impacts of this drought has spread to areas unfamiliar with severe drought. Like others, I have witnessed the deterioration of conditions across much of the North Coast, a situation many have not experienced before.

After a long year, we need to remain vigilant over summer to ensure that our communities receive the water services that they expect. There are some simple things that your Council can undertake this summer that might make a huge amount of difference to your water supplies.

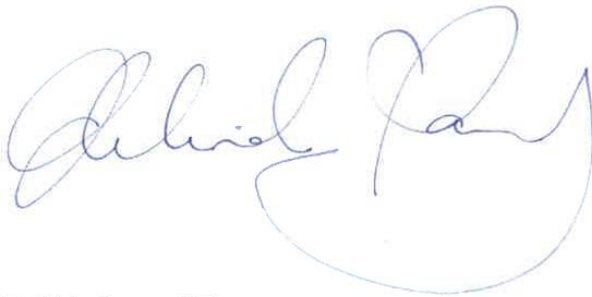
- Understand your system, your customers and your water usage
 - Will the warmer weather increase the demand on your system and the evaporation in your water supplies?
 - Will your system be impacted by summer holiday visitors?
- Implement, enforce and communicate your water restrictions
 - Do the conditions warrant the early introduction of water restrictions this summer?
 - Should you undertake a proactive campaign to inform visitors of their role in minimising water usage?
 - Do you need to be present in the community providing a demonstration of what good behaviours look like?

-2-

- Think about your community needs
 - What sacrifices might you have to make to ensure important social infrastructure remains open?
 - Are there other water users in your Council area that could benefit from your support?
- Think about what might be needed next
 - If the drought continues what are the next steps that Council will need to take to supplement water supplies?
 - Are there broader opportunities to recycle water throughout your communities?

Finally, I encourage you to continue your engagement with the Department of Planning, Industry and Environment – Water and James McTavish. Mr McTavish is available on james.mctavish@dpc.nsw.gov.au, or on 0438 105 426. Mr Peter Ledwos Regional Manager South from the Department's Water Utilities team is available on 0439 248 718 or peter.ledwos@dpi.nsw.gov.au.

Yours sincerely



Melinda Pavey MP
Minister for Water, Property and Housing



with James McTavish
NSW Regional Town Water Supply Coordinator



Andrew Croke
Acting General Manager
Upper Lachlan Shire Council
44 Spring St
Crookwell 2583

15 December 2019

Dear Andrew,

On behalf of the Crookwell Garden Festival Committee, I would like to thank you for your generous sponsorship of the 2019 event, our fifth garden festival. Though the weather was a bit disappointing the event still drew the crowds. The feedback about the quality of the gardens and market has been enthusiastic. The town was buzzing all weekend, accommodation was booked out, and many shops in the main street reported excellent sales.

The purpose of the weekend is twofold; to show off the many beautiful cold-climate gardens in and around the Crookwell area; and to introduce visitors to our wonderful town and community in the hope our region and businesses will benefit. We believe we achieve both aims.

Again, thank you for your support.

Yours sincerely,
Jan Pont
President, 2019 Crookwell Garden Festival Inc.

UPPER LACHLAN SHIRE COUNCIL
CROOKWELL OFFICE
15 JAN 2020
File No:

Susie Pearman

From: Mursaleen Shah
Sent: Monday, 13 January 2020 4:37 PM
To: Shelley Knight
Subject: Fwd: Collector Oval Committee

Can we please trim and add to the council agenda as correspondence in?

----- Forwarded message -----

From: Andrew/Jennifer Chiswell <ajchiswell@yahoo.com.au>
Date: 13 Jan. 2020 7:02 am
Subject: Collector Oval Committee
To: Mursaleen Shah <MShah@upperlachlan.nsw.gov.au>
Cc:

Mursaleen Shah
Director Works & Operations
Upper Lachlan Shire Council

Dear Mursaleen,

Thank you for your kind letter at the conclusion of 2019.

At the Collector Oval Committee we look forward to a happy and productive year in 2020 and thank you and your team for your support during 2019.

Kind Regards and Best Wishes,
Andrew Chiswell
President
Collector Oval Committee

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Iron Mine Cruisers

ironminecruisers@yahoo.com.au

Crookwell Car Club Inc 2017

18 Kialla Road
Crookwell NSW 2583

Mr Andrew Croke
Acting General Manager
Upper Lachlan Shire Council
Spring Street
Crookwell NSW 2583

Dear Andrew,

On behalf of the Crookwell Car Club I would like to thank you for Council's assistance in putting up three large information signs advertising the whereabouts of defibrillators in Crookwell's main street.

The Car Club was happy to be able to pay for the defibrillator and the associated signage with the help of a grant from the Gullen Range Wind Farm Community Fund.

The defibrillator is located near the front doors of Crookwell IGA, whose management agreed to house the unit and its stand, and staff have been instructed in its use.

The machine is automated and as soon as it is turned on voice prompts give instruction to the user on how to proceed.

Since the Laggan Car Show in March, the Crookwell Car Club has now contributed almost \$6000 to local groups. This amount includes the profits from the car show topped up from the Club's general funds.

The committee extends its thanks for the assistance given by Council and, in particular, Michael Jones, who put the signs up so efficiently.

Thank you for your cooperation which helped this project become a reality.

Kind regards,

Dianne Layden (Secretary)
18 Kialla Road
Crookwell NSW 2583

Phone: 0466996426

January 2, 2020



Gunning & District Historical Society Inc

ABN 49 772 450 681

Phone: 02 - 48456339

PO Box 3

Gunning, NSW, 2581

gunninghistory@gmail.com

Mr. Andrew Croke
Acting General Manager
Upper Lachlan Shire Council (ULSC)
PO Box 42
GUNNING NSW 2581

6th January 2020

Dear Andrew,

The Gunning & District Historical Society would like to acknowledge the donation of the 'Anzac Book' that was given to Councillor John Searl as a memento of the inaugural Anzac Day Service at Breadalbane by the Breadalbane Hall Committee. It is a lovely pictorial book of the day and we are pleased to add it to our Resource Library. We wish to thank the Upper Lachlan Shire Council for approving the donation made by the Deputy Mayor.

Kind Regards

Mrs. Leslie A Bush
President
Gunning & District Historical Society

www.gunninghistory.blogspot.com.au & <https://www.facebook.com/gunninghistory/>

Susie Pearman

From: Frank Startari <frankstartari@gmail.com>
Sent: Wednesday, 8 January 2020 4:22 PM
To: John & Chris Black; Upper Lachlan Shire Council; Mayor John Stafford
Cc: Steve Jasek; Mursaleen Shah
Subject: Re: Curraweela Creek Crossing - Main Road 256 - Email for Mr Andrew Croke

Hi John, Andrew and Musaleen,

I would like to echo Chris and John's sentiment – we are very appreciative that the work has been done and your staff did a great job ! They have also been extremely neat and carted away all the debris they removed. It will certainly help in reducing the impact of future floods as the water has a clear path under the culvert.

Going forward, can you please consider the raising and widening of the culvert, from one lane to two lanes wide in your works program ? We were advised this work would be undertaken about 20 years ago. I totally understand that it was a different council back then and work has to be assessed against priorities for a much bigger council now. If by some chance, you are successful in getting additional funding for upgrading rural roads, please consider the creek crossing upgrade as a priority piece of work. It is the only single lane crossing on the road from Oberon to Goulburn.

The local traffic is mostly fine, people give way to each other and allow one vehicle to cross safely. Unfortunately, the trucks, particularly the logging trucks have no regard for road rules or common courtesy and will proceed directly to the crossing regardless of other vehicles attempting to cross. There have been a few collisions in that immediate area.

Back in the days when it would rain, the creek would often flood and stupid people attempt the crossing, we have had to drag out many a person with tractors. On some occasions, we have had to accommodate those people in our houses till the water recedes and sometimes overnight.

Anyway, without labouring the issue too much more, we do very much appreciate the work yesterday and appreciate anything you can do for us.

Cheers

Frank

From: [John Stafford](#)
Sent: Wednesday, January 08, 2020 1:38 PM
To: [John & Chris Black](#) ; council@upperlachlan.nsw.gov.au
Cc: [Frank Startari](#) ; [Steve Jasek](#) ; [Mursaleen Shah](#)
Subject: RE: Curraweela Creek Crossing - Main Road 256 - Email for Mr Andrew Croke

Hi Christine and John,
 Thank you for your kind words on the work our team have done. Much appreciated.
 Regards,
 John Stafford
 Mayor ULSC

Sent from [Mail](#) for Windows 10

From: [John & Chris Black](#)
Sent: Wednesday, 8 January 2020 11:21 AM
To: council@upperlachlan.nsw.gov.au; john_thesanctuary@bigpond.com
Cc: [Frank Startari](#); [Steve Jasek](#)
Subject: FW: Curraweela Creek Crossing - Main Road 256 - Email for Mr Andrew Croke

Hi Andrew Croke & Upper Lachlan Shire Council,

We would just like to say 'thank you' for the great clearing and cleaning out work done on the Curraweela Creek crossing yesterday. The approaches are now clear for the visibility of traffic coming through, and the silt and reeds cleaned out on both sides of the culvert will ensure better drainage of the water coming through from the big rains we are **hopefully** about to get.

Kind Regards,

Christine & John Black
"Mangrove Farm",
2 Old Station Creek Road,
Yalbraith. 2580
Ph: 02 48438182
Mob: 0429 707 404

From: Frank Startari [mailto:frankstartari@gmail.com]
Sent: Tuesday, 17 December 2019 3:03 PM
To: Upper lachlan shire <council@upperlachlan.nsw.gov.au>
Cc: John Stafford <john_thesanctuary@bigpond.com>; mangrovefarm@bigpond.com; Steve Jasek <rockytop@optusnet.com.au>
Subject: Curraweela Creek Crossing - Main Road 256 - Email for Mr Andrew Croke

Email for Mr Andrew Croke – General Manager

Dear Andrew,

There has been much press advising that Council has been successful in obtaining additional funds for the upgrade of major roads in the shire. The Crookwell Gazette reported yesterday that the council has made an application for the \$50m for the upgrade of country roads.

I refer you to the series of emails attached to this one where my neighbours Chris and John Black have been reporting the build up of silt, blocking the entry to the culverts at the Curraweela Creek. If you look back, they started reporting this in January 2019 and their most recent email is September 2019. Nothing has been done and the problem continues.

Main Road 256, also known as the Taralga / Oberon road is a major transport route linking the greater western districts through to Goulburn and beyond. The road is used by heavy haulage vehicles transporting livestock to the sales centres located at Carcoar and Yass. The road is also used by the logging industry and general heavy haulage vehicles. Its a very busy road and is also used by tourists and motorbike groups as it is part of the Tablelands Way and features on the NSW Tourist Road Scheme.

The Curraweela Creek crossing is the only section of the road that is single lane and extremely dangerous due to its location on a bend in the road. The creek crossing has not been upgraded in more than the 27 years I have been a resident in the area. It may have been sufficient some 30 to 50 years ago, but is clearly very inadequate and dangerous now. The heavy haulage vehicles do not realise or don't care that its a single lane crossing and will not give way to other vehicles approaching the crossing. The crossing is also subject to frequent floods (back when it used to rain) and many a vehicle have been washed off the culvert over the years.

Given the build up of debris at the inflow section of the culvert, if we do get a downpour, the creek has no option but to rise and flood the roadway. I have attached a photo of the road in flood and you will see the extent of the waters and danger to commuters. I have also attached a photo of an accident requiring an air rescue. There have been many incidents over the years.

The creek crossing culvert replacement is more than overdue and will facilitate the road being a dual roadway the entire length from Taralga to Oberon.

Can you please consider this matter and provide a response ?

Regards,

Frank

From: Shelley Knight [<mailto:ShKnight@upperlachlan.nsw.gov.au>]
Sent: Monday, 30 September 2019 10:31 AM
To: John & Chris Black <mangrovefarm@bigpond.com>
Subject: RE: Currueela Issues

Hello Chris,

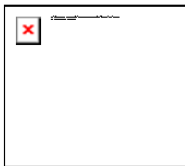
In response to your recent correspondence received 27 September 2019, Customer Request Number **4321/2019** has been created and forwarded to the relevant Officer of Council for investigation and response. I have also forwarded your photos of the crossing for reference

You will be contacted regarding this matter within 15 working days. We thank you for your cooperation and patience whilst we attend to your inquiry.

Should you wish to discuss this matter further please contact Council's Infrastructure Department on 02 4830 1000 during business hours. Please quote the above Customer Request Number for future contact regarding this request.

Kind Regards,
 Shelley Knight
Infrastructure Administration
Upper Lachlan Shire Council

P: 4830 1053 | PO Box 42 Gunning NSW 2581
W: www.upperlachlan.nsw.gov.au



You are requested to send your email correspondence to Council's email address council@upperlachlan.nsw.gov.au instead of individual Council staff. Community members are encouraged to use Council's email address for appropriate record keeping, and timely responses.

From: John & Chris Black [<mailto:mangrovefarm@bigpond.com>]
Sent: Friday, 27 September 2019 10:19 AM
To: Upper Lachlan Shire Council <council@upperlachlan.nsw.gov.au>
Subject: FW: Currueela Issues

To whom it may concern,
 Just wondering if anyone has had a look at this crossing yet? It has not improved and when we do get decent rain the road will very quickly, be closed. Or the culvert washed away....
 Regards,
 Chris Black

From: John & Chris Black [<mailto:mangrovefarm@bigpond.com>]
Sent: Thursday, 17 January 2019 3:03 PM
To: 'council@upperlachlan.nsw.gov.au' <council@upperlachlan.nsw.gov.au>
Subject: Currueela Issues

Works & Operations Road Dept,
 Thought I would send some photos I took last week of Currueela Creek crossing after that beautiful storm event. Not sure if anyone has seen this crossing yet.

The culvert has a considerable amount of silt in front of it on the upstream side.

Kind Regards,
Chris

Christine & John Black
SEWS Pty Ltd
T/as South Eastern Workplace Safety
2 Old Station Creek Road,
Yalbraith. 2580
Ph: 02 48438182
Mob: 0429 707 404

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NSW RURAL FIRE SERVICE

Gunning – Fish River Rural Fire Brigade

Upper Lachlan Shire Council

13/01/2020

To the Upper Lachlan Shire Council

RE: Thankyou for marking of Hydrants

Gunning Fish River Brigade would like to thank you for spending the time in marking out the Hydrants in town clearly with both paint markings and cat's eyes. On Christmas day the brigade attended a house fire on Grovenor Street, and we were able to easily identify the nearest hydrant. The highly visible markings enabled the crews to quickly find the nearest hydrant to assist in extinguishing the fire.

We would appreciate if you pass on our gratitude to your staff who assisted in the marking of the hydrants throughout the township. We hope that you continue these markings across the council shire as they are extremely vital to assisting us in our operations.

Kind Regards,

Stephanie Wise
Secretary

UPPER LACHLAN SHIRE COUNCIL
GUNNING OFFICE
14 JAN 2020
File No:

Postal address

Gunning Fish River NSW Rural
Fire Brigade
PO Box 18
GUNNING NSW 2581

Street address

Gunning Fish River NSW Rural
Fire Brigade
Nelanglo Street
GUNNING NSW 2581

www.rfs.nsw.gov.au

E gunningrfs@gmail.com



Country Mayors Association of NEW SOUTH WALES

Chairperson: Cr Katrina Humphries
PO Box 420 Moree, NSW 2400
02 6757 3222
ABN 92 803 490 533

15 January 2020

All Members
NSW Country Mayors Association

Dear Members,

On behalf of the NSW Country Mayors' Association, I would like to pass on our deep sorrow to everyone who has been affected by the ravaging fires across New South Wales.

As an organisation, we have always been there for each other and I would like to hear from Mayors in fire-affected areas if there is anything we can do for each other in these horrific times. Sadly, many of our councils remain drought affected and have limited resources, but I know there is a willingness amongst us to help wherever possible.

I propose a group email so that affected councils can advise us all as to what they need practically and we can then respond with what may be within our capacity to help with.

We are too positive to be doubtful, we are too optimistic to be fearful and we are too determined to be defeated.

Yours sincerely

Cr Katrina Humphries
Chairperson



23 January 2020

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

Dear Andrew

I am writing on behalf of the Section 355 committee for the Gunning Arts Festival to request assistance from Council.

The aims of the Gunning Arts Festival are to showcase the high quality arts in the Gunning region to increase participation in arts and crafts, to use high quality arts events to bring more visitors to the town to stimulate business, and to provide an uplifting event for residents in the region who are struggling in the face of both drought and bushfire. The Festival will be held on 17 - 18 April 2020.

The Gunning Arts Festival committee is well advanced with planning and coordination. We have a full schedule of events, with strong community support to help organise the Festival from the various cultural groups in town.

However, in these extraordinary times of drought and bushfires, it has proven very challenging to get grants or business sponsorship. Although we have received very positive feedback on our grant applications, we have been informed that the need in our area is not "as dire" as in other more disadvantaged regions to our west. And, after the recent horrific bushfires to our north, east and south, much donation money is naturally heading to assist in bushfire recovery. At the same time, the continuing drought in our immediate area continues to hit local businesses very hard, and many cannot afford to sponsor our local event.

Despite this very challenging environment, we have worked hard within the surrounding region to attract sponsorship and we are within \$1000 of the \$7,500 total we need to fully fund our planned Festival activities. Our list of sponsors is available on our website www.gunningartsfestival.com.

To ensure that we can bring full benefit to the community from the Festival, I would like to request that Council sponsor the Festival and provide us with an additional \$1000 so that we can deliver a strong fully-funded Festival and ensure its success. The additional funds are required for designing and producing posters, flyers and appropriate signage for the Festival.

I would very much appreciate the opportunity to discuss this request with you. Members of the committee would be happy to come and give a presentation to Council to outline our current progress towards delivery of an outstanding Arts Festival for Gunning.

Sincerely

Michelle Storey

Chair, Gunning Arts Festival committee

PO Box 83 Gunning NSW 2581 gunningartsfestival@gmail.com
The Gunning Arts Festival Committee is a Section 355 Committee of Upper Lachlan Shire Council



Wendy Tuckerman MP
Member for Goulburn

MEDIA RELEASE

Wednesday, 22 January 2020

NEW ONE-STOP SHOP CUSTOMER CARE SPECIALISTS FOR BUSHFIRE AFFECTED COMMUNITIES

Bushfire affected families and businesses can now access all available assistance being offered by local councils, the State Government and Federal Government, through the NSW Government's new Bushfire Customer Care program.

Member for Goulburn Wendy Tuckerman said the one-stop shop service, administered by Service NSW, would connect affected people with a Customer Care specialist, who can check their eligibility for assistance and help them access it.

"These bushfires have devastated communities and livelihoods. People's lives are already stressful enough, which is why we have created this new service that cuts through red tape and helps people access support as quickly as possible," Mrs Tuckerman said.

"Once a specialist has identified eligible assistance across all layers of government, they will then do the heavy lifting to make it happen.

"This service will also meet another emerging need, by matching people with the many charities which have raised money from generous Australians."

Service NSW is working in partnership with fellow state agencies, local government and the Australian Government.

The Customer Care specialists will operate like case managers and connect bushfire affected customers with services and support information including:

- Accommodation advice;
- Relevant charitable services;
- Mental health and wellbeing services;
- Support for businesses;
- Clean-up services;
- Financial assistance;
- Insurance and legal support;
- Replacing lost ID; and
- Volunteer RFS and SES payments.

Mrs Tuckerman said the specialists will also assist business owners who have been hit hard.

"Businesses are often the lifeblood of a community and we are here to help owners and operators get back on their feet," Mrs Tuckerman said.

To connect with a Customer Care specialist call Service NSW between 7am and 7pm on 13 77 88. The Contact Centre hours have been extended to include weekends while communities recover.

Information about the Customer Care service is also available in Service NSW Centres, NSW Recovery Centres and Mobile Service Centres in affected regions.

Further information is available at www.service.nsw.gov.au.

MEDIA: Electorate Office Paige Penning | 4822 6444



Wendy Tuckerman MP
Member for Goulburn

MEDIA RELEASE

Friday 17 January 2020

\$1 BILLION TO HELP REBUILD BUSHFIRE IMPACTED COMMUNITIES

Member for Goulburn Wendy Tuckerman today said \$1 billion in funding to repair key infrastructure across NSW impacted by bushfires could benefit local regions such as the Goulburn electorate.

"It is vital to start the recovery process as soon as possible, and a big part of that is ensuring we repair the state's infrastructure, which supports our local communities," Mrs Tuckerman said.

"This funding will ensure that work can begin as soon as possible to repair the infrastructure, and that in turn will benefit the local economy and employees working to repair the damage."

Premier Gladys Berejiklian and Treasurer Dominic Perrottet announced the \$1 billion funding over the next two years to rebuild bushfire impacted communities across NSW.

The funding will prioritise the repair and rebuilding of vital infrastructure, such as roads, rail-lines, bridges, schools, health facilities and communications facilities, which have been damaged or destroyed in the bushfire crisis.

Premier Gladys Berejiklian said: "This money will provide an immediate source of funding to ensure key infrastructure is restored so that communities can get back to on their feet as soon as possible.

"The bushfire season is far from over but we know how important it is for communities to start the recovery process."

NSW Treasurer Dominic Perrottet said: "With fires impacting communities all across the state, we know the task is enormous but the NSW Government will do whatever it takes to help repair the damage and rebuild communities."

This announcement is on top of the NSW Government's disaster assistance funding for this bushfire season of up to \$231 million already committed.

This includes;

- \$166 million to fight fires on top of the record 2019/20 RFS Budget.
- \$25 million to facilitate the clean-up of both insured and uninsured homes damaged or destroyed by the fires.
- \$23 million for grants of up to \$15,000 for primary producers and small businesses to assist with clean-up and the replacement of infrastructure.
- \$6 million for additional mental health services for individuals, community

MEDIA: Electorate Office Paige Penning | 4822 6444

- groups and emergency services personnel.
- \$11 million to fund the Economic Recovery and Community Resilience Grants Program.

Ms Berejiklian said following initial discussions with the Federal Government, it has been confirmed that the Federal Government contribution will focus on direct payments to individuals, small business and local councils.

"The NSW Government's focus will be to rebuild and where appropriate, improve the infrastructure," Ms Berejiklian said.

END




DOC052572-02

NOTICE OF NATURAL DISASTER DECLARATION

Notification Type	<input type="checkbox"/> Initial Notification <input checked="" type="checkbox"/> Updated
Name of disaster event	<p>NSW Bushfires – 31 August 2019 onwards</p> <p><u>Note:</u> The name of this event has been changed from “Northern NSW Bushfires” to “NSW Bushfires”.</p>
Australian Government Registration Number (AGRN)	<p>AGRN 871</p> <p><u>Note:</u> AGRN 875 has been integrated into AGRN 871. All references to AGRN 875 should be regarded as references to AGRN 871.</p>
Combat Agency event reference numbers	<p>NSW Rural Fire Service Event References:</p> <ul style="list-style-type: none"> • S44-19/20005 • S44-19/20006 • S44-19/20008 • S44-19/20009 • S44-19/20010 • S44-19/20011 (previously under AGRN 875) • S44-19/20012 (previously under AGRN 875) • S44-19/20013 • S44-19/20014 • S44-19/20015 • S44-19/20020 • S44-19/20021 • S44-19/20025 • S44-19/20026 • S44-19/20027 • S44-19/20028 • S44-19/20029 • S44-19/20030 • S44-19/20031 • S44-19/20032

	<ul style="list-style-type: none"> • S44-19/20033 • S44-19/20034 • S44-19/20035 • S44-19/20036 • S44-19/20037 • S44-19/20038 • S44-19/20039 • S44-19/20040 • S44-19/20041 • S44-19/20042 • S44-19/20043 <p>ICON Reference: 19102653090 (Eastbank fire, Coffs Harbour City)</p>
Date event started	31 August 2019
Local Government Areas included (full list)	<p><u>Initial declaration – 7 September 2019:</u></p> <ol style="list-style-type: none"> 1. Armidale Regional 2. Glen Innes Severn Shire 3. Inverell Shire 4. Tenterfield Shire 5. Uralla Shire 6. Walcha 7. Clarence Valley <p><u>Extension 1 – 11 September 2019:</u></p> <ol style="list-style-type: none"> 8. Bellingen <p><u>Extension 2 – 9 October 2019:</u></p> <ol style="list-style-type: none"> 9. Richmond Valley <p><u>Extension 3 – 9 November 2019 (previously referenced as AGRN 875)</u></p> <ol style="list-style-type: none"> 10. Coffs Harbour City 11. Kempsey Shire 12. Mid Coast 13. Nambucca Shire 14. Port Macquarie-Hastings <p><u>Extension 4 – 13 November 2019</u></p> <ol style="list-style-type: none"> 15. Ballina Shire 16. Byron Shire 17. Lismore City 18. Tweed Shire 19. Kyogle 20. Gwydir Shire 21. Narrabri Shire

	<p>22. Tamworth Regional 23. Cessnock City 24. Lake Macquarie City 25. Singleton Council 26. Hawkesbury City 27. Lithgow City 28. Oberon 29. Blue Mountains City 30. Ku-ring-gai 31. Penrith City 32. Sutherland Shire</p> <p><u>Extension 5 – 6 December 2019</u></p> <p>33. Central Coast 34. Shoalhaven 35. Eurobodalla 36. Mid-Western 37. Muswellbrook 38. Queanbeyan-Palerang 39. Upper Hunter 40. Wollondilly</p> <p><u>Extension 6 – 1 January 2020</u></p> <p>41. Bega Valley Shire 42. Greater Hume 43. Snowy Monaro Regional 44. Snowy Valleys 45. Upper Lachlan Shire 46. Wingecarribee Shire (announced on 22 December 2019)</p>
Date of Media Release for this event	1 January 2020
Media Release Attached	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
Additional Information	<p>AGRN 875 has been integrated into AGRN 871. All references to AGRN 875 should be regarded as references to AGRN 871.</p> <p>The name of this event has been changed from “Northern NSW Bushfires” to “NSW Bushfires”</p>
Prepared by	Dhayani Yogesvaran, Senior Project Officer
Authorised by (signed and dated)	 Adam Tran Senior Policy Manager Office of Emergency Management 2 JAN 2020



**THE HON DAVID LITTLEPROUD MP
MINISTER FOR WATER RESOURCES, DROUGHT, RURAL FINANCE, NATURAL
DISASTER AND EMERGENCY MANAGEMENT**

**THE HON ANTHONY ROBERTS MP
NEW SOUTH WALES ACTING MINISTER FOR POLICE AND EMERGENCY
SERVICES**

JOINT MEDIA RELEASE

1 January 2020

**EXTENSION OF RECOVERY ASSISTANCE FOR BUSHFIRE AFFECTED
COMMUNITIES IN NSW**

Disaster recovery assistance has been extended to the Bega Valley, Greater Hume, Snowy Monaro, Snowy Valleys and Upper Lachlan Local Government Areas.

This takes the total assistance provided through the jointly funded Commonwealth-State Disaster Recovery Funding Arrangements (DRFA) to \$64 million.

Minister for Natural Disaster and Emergency Management David Littleproud said this brought the number of areas eligible for assistance to 46.

"This will help people whose homes or belongings have been badly damaged," Minister Littleproud said.

"Practical assistance is also available to support ongoing firefighting operations and clean-up efforts.

"Bushfires have been burning for weeks and pose a threat to lives, properties and communities.

"We are monitoring the situation closely and will provide further assistance to communities as needed."

NSW Acting Minister for Police and Emergency Services Anthony Roberts said that these bushfires have burnt thousands of hectares across new fire grounds.

"Over 2,200 firefighters, incident management teams and more than 100 firefighting aircrafts have been deployed to NSW over the past weeks to combat these unprecedented fires," Minister Roberts said.

"I urge everyone in the vicinity of these fires to monitor the situation closely and follow any advice that is given by the Rural Fire Services."

Assistance measures available under the DRFA may include:

- help for eligible people whose homes or belongings have been damaged;
- support for affected local councils to help with the costs of cleaning up and restoring damaged essential public assets;
- concessional interest rate loans for small businesses, primary producers and non-profit organisations;
- freight subsidies for primary producers; and
- grants to eligible non-profit organisations.

For information on personal hardship and distress assistance, contact the Disaster Welfare Assistance Line on 1800 018 444. To apply for a concessional loan, grant or freight subsidy, contact the NSW Rural Assistance Authority on 1800 678 593 or visit www.raa.nsw.gov.au.

Further information on disaster assistance is available on the Australian Government's Disaster Assist website at disasterassist.gov.au and the NSW emergency information and response website at emergency.nsw.gov.au.

MEDIA CONTACTS:

Robert Herrick 0432 324 576 (Minister Littleproud)

Chris Spence 0408 436 969 (Minister Roberts)



Office of
Local Government

Circular to Councils

Circular Details	Circular No 20-01 / 6 January 2020 / A686940
Previous Circular	Nil
Who should read this	Councillors / General Managers / All council staff
Contact	Ms Karen Purser, Acting Director Policy and Sector Development olg@olg.nsw.gov.au
Action required	Council to Implement

Recovery Information for Councils impacted by bushfires in NSW

The Office of Local Government (OLG) has agreed to be the State coordinating agency between affected local councils seeking assistance and councils who have the capacity to assist. OLG has teamed up with the City of Sydney, Sydney Resilience Office and Local Government NSW to provide a disaster recovery council resource co-ordination service to assist councils impacted by the bushfire crisis.

What's new or changing

- This circular contains recovery information for council areas with residents recently impacted by bushfires in NSW.

What this will mean for your council

- Councils may become a go-to point for people recently impacted by bushfires who are seeking assistance.
- Council staff should make themselves familiar with recovery information sources available to the public.
- Councils may be called upon to help with clean-up activities and/or to waive tip fees for the disposal of material directly related to the recent fires.
- A councils helping councils resource sharing initiative called the **Local Government Bushfire Recovery Support Group** has been established by OLG, the City of Sydney, Sydney Resilience Office and Local Government NSW to enable unaffected councils to offer assistance, resource sharing and temporary deployment of relief staff to councils in need.
- The Office of Emergency Management convenes the State Recovery Committee. Two General Managers Working Groups have been established as part of the Recovery Committee process. The General Managers Working Groups will be the central point to establish priority needs of local councils with particular regard to the needs that could be met through the assistance of other councils. The General Managers Working Groups are meeting weekly with the State Recovery Coordinators to discuss recovery issues.

Key points

General

- A disaster welfare assistance line has been established on 1800 018 444.
- A number of grants have been made available, such as grants of up to \$15,000 for business owners directly affected by bushfires and grants of up to \$15,000 for bushfire affected primary producers.

Office of Local Government
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Locked Bag 3015 NOWRA NSW 2541
T 02 4428 4100 F 02 4428 4199 TTY 02 4428 4209
E olg@olg.nsw.gov.au W www.olg.nsw.gov.au ABN 44 913 630 046

- A number of allowances are available for individuals affected by recent fires, such as a one-off payment of \$1,000 per adult and \$400 per child for people who have lost their properties or whose properties have been severely damaged.
- Housing assistance is available to support people via temporary accommodation.
- A number of disaster welfare assistance points have been established.
- Free mental health telephone support is available 24/7 via the Mental Health Line, Lifeline, Mensline, Kids Helpline and Beyond Blue.

Waste disposal

- The NSW Government is waiving waste levy fees for residents disposing of bushfire-generated waste at nominated facilities.
- Councils should check whether the fees adopted for council operated tips already include a provision allowing council to waive fees in circumstances of a bushfire emergency.
- If there is no such provision councils may choose to explore the use of their power under section 356 of the Local Government Act 1993 to grant financial assistance to fire-affected persons.
- This could occur by way of free waste disposal vouchers. Alternatively, councils may resolve to grant a "tip fee" amnesty. To adopt either option council will need a resolution. The terms of the resolution would authorise the nature and terms of the amnesty.
- Whether public notice of 28 days would be required under section 356(2) will depend on the nature of the proposed amnesty. It could apply uniformly to all persons within the council's area or it could apply to a significant group of persons within the council's area.
- Councils must keep records of the total value of any amnesty or financial assistance provided for future financial reporting requirements. Councils should later ratify the loss in revenue due to the amnesty as an expense against the revenue budget.
- In establishing an amnesty councils should be guided by their own legal advice.

Where to go for further information

- For recovery information, information fact sheets and updates please visit the following useful sites:
 - www.emergency.nsw.gov.au
 - <https://www.emergency.nsw.gov.au/Pages/for-the-community/disaster-assistance/Northern-Fires-November-2019.aspx>
 - <https://www.emergency.nsw.gov.au/Documents/factsheets/community-recovery-information-november-northern-nsw-fires-2.pdf>
- **To offer resources** and/or specialist staff assistance, please contact the **Local Government Bushfire Recovery Support Group** on 02 9246 7709 or recovery@cityofsydney.nsw.gov.au.
- **Requests for assistance** can be directed to the Office of Emergency Management State Recovery Committee - General Managers Groups, or directly to the Office of Local Government on olg@olg.nsw.gov.au.

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Tim Hurst
Deputy Secretary Local Government, Planning and Policy.



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Office of
Local Government

Circular to Councils

Circular Details	Circular No 20-02 / 16 January 2019 / A687470
Previous Circular	N/A
Who should read this	Councillors / General Managers / All council staff
Contact	Council Engagement Team / 02 4428 4100 / olg@olg.nsw.gov.au
Action required	Information

Exemption for activities under Part 3 of the Commonwealth Environment Protection and Biodiversity Conservation Act 1999 (EPBC Act)

What's new or changing

- On 10 January 2020, the Commonwealth Minister for the Environment, the Hon Sussan Ley MP, granted an exemption for NSW State agencies and local councils from the application of all of the provisions of Part 3 of the EPBC Act (other than sections 21, 22A, 24D, 24E, 27B and 27C), in relation to the following actions:
"the taking of firefighting activities, fire prevention activities and fire recovery activities in New South Wales in response to any bushfires that occur or have occurred during the 2019/2020 bushfire season".
- These activities are defined in the decision as follows:
 - firefighting activities** means emergency actions taken to prevent bushfires damaging life, property or matters of national environmental significance.
 - fire prevention activities** means urgent preventative actions taken to prevent the spread or reduce the severity of fires. This includes back burning, clearance of vegetation and building of fire breaks.
 - fire recovery activities** means urgent actions taken in the recovery from damage from bushfires. This includes clearance of vegetation that has been damaged as a result of bushfires, and urgent repair or replacement of essential infrastructure damaged by bushfire.

What this will mean for your council

- This exemption means that councils can continue to undertake these necessary firefighting, prevention and recovery activities which would usually require approval from the Commonwealth without seeking and obtaining that approval.
- Councils are reminded that, in undertaking these activities they must continue to comply with all applicable State legislation and requirements of relevant NSW agencies (eg: obtaining a *Bush Fire Hazard Reduction certificate* from the NSW Rural Fire Service).

Key points

- The NSW Government recognises the critical role that local councils play in ensuring local communities are protected from the threat of bushfires and in recovering from bushfire.
- On 9 January 2020, the NSW Government made an application to Minister Ley seeking an exemption for local councils and State agencies under section 158 of the Commonwealth EPBC Act to undertake emergency works and recovery actions associated with the bushfires.
- In granting the exemption, Minister Ley determined that it was in the national interest and that the exemption will enable bushfire preparation, response and recovery activities to be undertaken by State agencies and local councils in a timely manner without needing approvals under the Commonwealth EPBC Act.

Where to go for further information

- Minister Ley's exemption decision and a statement of reasons can be accessed here:
<http://epbcnotices.environment.gov.au/exemptionnotices/exemptionnotice/?id=336751c4-4533-ea11-a115-005056842ad1>



Tim Hurst
Deputy Secretary
Local Government, Planning and Policy

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Office of
Local Government

Circular to Councils

Circular Details	Circular No 20-03 / 24 January 2020 / A688241
Previous Circular	N/A
Who should read this	Councillors / General Managers / Staff involved in bushfire recovery and procurement
Contact	Melissa Gibbs, Director Policy and Sector Development, olg@olg.nsw.gov.au
Action required	Council to Implement

Amendments to the *Local Government (General) Regulation 2005* to increase the tendering exemption threshold for contracts for bushfire recovery and operations

What's new or changing

- Section 55 of the *Local Government Act 1993* (the Act) requires councils to invite tenders before entering into a wide range of contracts. This section also specifies a number of exemptions to this requirement.
- Section 55(3)(n)(i) of the Act currently exempts from the tendering requirements a contract involving an estimated expenditure of an amount of less than \$250,000.
- The *Local Government (General) Amendment (Tendering) Regulation 2020* augments this by extending the exception where the contract is primarily for the purposes of bushfire response and recovery.
- The exception will be limited to contracts entered into during the period 17 January 2020 to 1 July 2020 where the contract involves an expenditure of an amount less than \$500,000.

What this will mean for your council

- The tendering requirements are designed to ensure probity in the letting of contracts. However, this involves the application of time and resources.
- Many councils are having to undertake urgent bushfire protection, recovery, and remediation operations to assist their communities.
- While the Act provides several exceptions to the tendering requirements, the Government has provided a specific exception targeted at the current bushfire crisis.
- This provision will provide affected councils with greater certainty as to the availability of an exception, while allowing them to undertake urgent bushfire protection, recovery and remediation operations to help their communities recover and rebuild.
- Notwithstanding these temporary arrangements, councils should still strive to achieve best value for money in the expenditure of public funds.

Key points

- The NSW Government is committed to helping local councils and their communities recover and rebuild in the wake of the recent bushfire emergencies including cutting red tape.
- Many councils are having to undertake urgent bushfire protection, recovery, and remediation operations to assist their communities.
- The specific exemption to tendering requirements for councils will save time and resources when undertaking bushfire-related works.

Where to go for further information

- Contact OLG's Council Engagement Team by phone on (02) 4428 4100 or by email at olg@olg.nsw.gov.au.



Tim Hurst
Deputy Secretary
Local Government, Planning and Policy

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Office of Local Government



Message from Minister Hancock

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16 January 2020



GIVIT to co-ordinate donations of goods and services to bushfire-affected communities

I am pleased to announce that the NSW Government, on behalf of all local councils, has commissioned national not-for-profit organisation GIVIT to co-ordinate the donation of much-needed goods and services in bushfire-affected communities across the State.

The State's 128 local councils and their nominated local charities now have free access to the proven online service to better co-ordinate and manage donations to those in need.

There is no doubt that the great Aussie spirit of giving has been shining throughout the current bushfire crisis, with councils and affected communities inundated with donations of cash, goods and services.

While this generosity is welcome, it has posed some logistical challenges for local councils and charities in storing, transporting, sorting and matching these donations to those in need.

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Minister's message GIVIT

Page 2 of 2

The Government funding will provide all NSW councils and their local charities access to GIVIT's donation management platform to co-ordinate donations of goods and services to bushfire-affected communities.

GIVIT boasts an innovative virtual warehouse which captures public and corporate pledges of assistance online.



The organisation then works with local councils, charities and community groups to match a donation to a recipient in need of that particular item or service.

This not only ensures those in need get exactly what they need when they need it most, it also eliminates the need for physical storage and sorting of donations and potential disposal of unwanted goods. This in turn reduces the financial and administrative burden for local councils, recovery agencies and charities.

The service also includes an online hub linking residents seeking assistance to trusted local support services.

All monetary donations received by GIVIT are used to buy essential items from local businesses to help generate local economic recovery.

GIVIT will shortly start contacting local councils to register them for the free service. The organisation will also provide local councils with a range of communication materials to promote the service in their local communities.

I encourage local councils to work closely with GIVIT to better co-ordinate the donation of goods and services to bushfire-affected communities.

GIVIT has previously assisted the NSW Government to co-ordinate donations for drought-affected communities. The organisation is also the official partner of the Queensland Government and co-ordinated offers of assistance after Tropical Cyclone Debbie in 2017, the 2018 fires and the 2019 floods in that State.

For further information about GIVIT visit www.givit.org.au

Councils can contact GIVIT by email: nsw@givit.org.au

Shelley Hancock
Minister for Local Government

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The Hon. John Barilaro MP
Deputy Premier
Minister for Regional New South Wales
Minister for Industry and Trade

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

Dear Clr Stafford

The bushfire crisis our State is facing is unprecedented; and requires an unprecedented response. My number one priority is assisting communities on the long road to recovery.

Over the last few months I have heard firsthand from hundreds of families, business owners, and volunteers all impacted in different ways by the devastating bushfires. I have observed the resilience, dedication and positive spirit that makes NSW an extraordinary place to live, visit and run a business.

As the Minister responsible for Disaster Recovery I am working closely with the Commonwealth Government to take action and secure funding that is necessary for the recovery effort. This includes:

- Setting up a one-stop-shop for bushfire assistance via service.nsw.gov.au or 13 77 88
- Agreeing with the Commonwealth to split clean-up and waste management costs 50:50
- Significantly increasing the number of school counsellors in bushfire affected communities
- Committing \$1 billion to repair and rebuild vital infrastructure, such as roads, rail-lines, bridges, schools, health facilities and communications facilities
- Establishing \$75,000 special disaster grants for primary producers and a \$50,000 recovery grant for small businesses to help with clean-up and reinstatement measures
- Loss of income payments for RFS and SES volunteers

I know that more needs to be done and that you need assistance urgently.

A key priority is to ensure resources are flowing to communities and I am pleased to advise that an immediate payment of up to \$100,000 is now available to Upper Lachlan Shire Council under the joint NSW and Commonwealth Government funded **Bushfire Community Resilience and Economic Recovery Funds: Phase 1**. Phase 1 funding is meant to be quick and flexible in order to meet the immediate recovery needs of local communities. Details of how your council can quickly access this funding is included in the Guidelines sent with this letter.

Under the joint Commonwealth-State Disaster Recovery Funding Arrangements, this small-scale funding is only one step in supporting your community as you recover from these bushfires. Further information on the next phase of support will be available in the coming weeks.

If council need support in the development or roll-out of any local project or initiative, please contact Rhonda Lawrie at rhonda.lawrie@dpc.nsw.gov.au or 0407 960 667.

Yours sincerely

A handwritten signature in blue ink, appearing to read 'J Barilaro'.

The Hon. John Barilaro MP
Deputy Premier
Minister for Regional New South Wales
Minister for Industry and Trade

Cc: John Bell, General Manager, Upper Lachlan Shire Council

GPO Box 5341 Sydney NSW 2001 ■ P: (02) 8574 5150 ■ F: (02) 9339 5530 ■ W: nsw.gov.au

Bushfire Community Resilience and Economic Recovery Fund

PHASE 1

GUIDELINES



Australian Government

Overview

The funding for the *Bushfire Community Resilience and Economic Recovery Fund* (BCRERF) is provided through the joint Commonwealth-State Disaster Recovery Funding Arrangements. Funding will be made available to bushfire affected Local Government Areas (LGAs) in New South Wales following unprecedented bushfires from August 2019 onwards.

Phase One of the BCRERF is focused on delivering immediate, small-scale funding to local councils that will start the community and economic recovery following the bushfires. The funds will deliver locally-led recovery activities led by councils in partnership with other organisations.

Phase Two of the BCRERF will be for larger-scale, regionally focused and more targeted projects that support the same objectives of Phase One. The design and delivery of the next Phase will be developed in consultation with councils and other key local stakeholders involved in the bushfire recovery process.

Funding will be administered by the NSW Department of Planning, Industry and Environment *Regional NSW Group* under an arrangement with NSW Office of Emergency Management, and in consultation with Emergency Management Australia.

Objective

The objective of Phase One of the BCRERF is to deliver quick, flexible, small-scale grants to local councils for immediate, locally led community and economic recovery activities. The purpose is to support local business recovery and assist communities overcome the economic and social impacts of the bushfires.

Funding

Phase One has immediate payments of a minimum \$100,000, up to a maximum \$250,000 available to eligible bushfire affected LGAs in NSW. Official Building Impact Assessment numbers (held by NSW Public Works Advisory) have been used to guide the funding amount offered to each council. This includes both damaged and destroyed residential and other properties.

Classification	Funding
> 100 damaged or destroyed buildings from official Building Impact Assessment	\$250,000
< 100 damaged or destroyed buildings from official Building Impact Assessment	\$100,000

Funding amounts for each council are subject to change pending further fire events; changes to Building Impact Assessment numbers; or in response to other clear and urgent community needs as they arise.

Funding will be available from late January 2020. Funding Deeds will be executed within 5 days and payments made shortly after. All required documentation needs to be complete and submitted before payment will be released.

Bushfire Community Resilience and Economic Recovery Fund

PHASE 1

GUIDELINES



Australian Government

Eligibility

Applicants

Local Government Areas in New South Wales that are natural disaster-declared relating to bushfires from 31 August 2019 onwards, and eligible for Category C funding assistance under the Commonwealth Disaster Recovery Funding Arrangements, will be offered funding. Local councils are the only organisation eligible for Phase One funding.

Projects and activities

Phase 1 funding is meant to be quick and flexible in order to meet the immediate recovery needs of local communities. Councils are asked to undertake activities in the two categories below:

- Economic Recovery – events or initiatives to support local business and industry recovery
- Community Resilience – events or initiatives to support community recovery and wellbeing

Projects will need to contribute to one or more of the following Disaster Recovery Outcomes:

- The needs of vulnerable groups are addressed in disaster recovery
- The community is aware of the disaster recovery processes
- The community can express its changing disaster recovery needs
- Community members are aware of the risks of future disasters
- The community has improved capacity and capability to respond to future disasters
- Business and not-for-profits have in place adequate mitigation practices for risks and threats
- Government, private sector and civil society and organisations are engaged in plans for mitigation and management of the recovery

Councils are encouraged to partner with Business Chambers and other local organisations to design and deliver local initiatives.

Where possible, the extension or leveraging of existing initiatives and events will be supported.

Example Projects

Ideas for funding could include, but are not limited to:

- Locally focused recovery support services for impacted small businesses such as business advice workshops
- Training and skills development for small business continuity/contingency planning to help individual businesses to survive in the short to medium term.
- Localised industry recovery events, planning and workshops
- Small projects that help with the recovery of the communities through capacity and resilience building to understand how to be better prepared for hazards into the future
- Neighbourhood and community strengthening activities that focus specifically on capacity building and planning for the future

Not eligible for funding

- Application that seek support for supplementing, increasing or continuing ongoing service delivery that is the core business of the council.
- Applications that request ongoing program funding

Bushfire Community Resilience and Economic Recovery Fund

PHASE 1

GUIDELINES



Australian Government

- Applications for projects and/or activities that are not related to the community or economic recovery attributed to the bushfire event.
- Covering existing debts or budget deficits.

How to Apply

Councils will be provided a link to fill in a simple [online application form](#) in SmartyGrants.

Information required includes:

- Basic Council details including Public Liability Insurance certificate
- Proposed activities and projects costs
- An invoice

Only one application is allowed per council. Multiple projects or activities may be included as part of an application.

Councils will need to enter into a simple legally binding grant agreement with the Department of Planning, Industry and Environment (NSW Government) to receive funding.

At the completion of the project(s), Councils will be asked to provide a brief summary of the activities that were funded and evidence of expenditure via the SmartyGrants portal.

Review Process and Timeframes

Applications will be reviewed to ensure:

- All required documentation is complete and submitted
- Proposed projects align with Fund objectives.

Funding Agreements will be executed within 5 days and payments released soon after.

Councils can begin spending the funding allocation and be reimbursed for suitable activities.

Councils are asked to submit the online form as soon as possible. Phase One funding will be open for council applications until 31 March 2020. Extensions may be granted upon request to the Department of Planning, Industry and Environment.

Councils are asked to complete funded projects by 30 June 2020. Extensions may be granted upon request to the Department of Planning, Industry and Environment.

A short completion report and evidence of expenditure will be required to be submitted within 2-months of project completion.

Contact

General enquires: For more information, please contact Regional NSW on 1300 679 673 or email Regionalsw.Business@dpc.nsw.gov.au

Public Acknowledgment

Under the Disaster Recovery Funding Arrangements, all initiatives under the BCRERF must appropriately acknowledge and recognise that it is jointly funded under the Commonwealth/State Disaster Recovery Funding Arrangements.

Councils must acknowledge the funding contributions of the Commonwealth and New South Wales Governments at any public events, in announcements, or any other promotional material or publicity relating to the projects or activities funded the BCRERF.

These publications must also include both the State and Commonwealth Government logos and the following disclaimer: 'Although funding for this product has been provided by both the Australian and

Bushfire Community Resilience and Economic Recovery Fund

PHASE 1

GUIDELINES



Australian Government

New South Wales Governments, the material contained herein does not necessarily represent the views of either Government'.

Governance

Record keeping

For expenditure under the BCRERF, eligible councils must keep an accurate audit trail for seven (7) years from the end of the financial year in which the expenditure is claimed, or until such time as the claim is acquitted by the Australian Government. This will require transaction listing of eligible expenditure that reconcile to the claimed amount, and support each transaction.

For assurance purposes, the Australian may at any time, through the NSW Office of Emergency Management request documentation from eligible councils to evidence the state's compliance under the Disaster Recovery Funding Agreements.

Assurance activities

The Australian Government may at any time undertake assurance activities to reconcile audited state claims either directly or via an independent advisor. Eligible councils may be required to provide documentation to support assurance activities.

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From: [Marcus Ray](#)
To: [Marcus Ray](#)
Subject: Attention to the General Manager : Waiving government fees on development applications to rebuild and recover from the NSW bushfires
Date: Friday, 31 January 2020 6:00:28 PM

Dear General Managers,

As you know, the Department of Planning, Industry and Environment (DPIE) has been working closely with bushfire-affected councils and communities on options to facilitate the recovery and rebuilding process.

This email is to confirm that the NSW Government has made the decision to waive applicable government fees, effective immediately, on all development applications related to dwellings damaged or destroyed in the recent bushfires.

The fees include the BASIX Certificate fee and the Planning Reform Fund fee.

This means councils are not required to collect the Planning Reform Fund fee when development applications are lodged.

Affected property owners can contact the Department to arrange for a BASIX Certificate to be issued free of charge. Councils can refer applicants to the dedicated BASIX bushfire recovery hotline. The contact number is 1300 054 464.

We will provide further information on the waiving of fees on the Department's bush fire recovery [webpage](#) next week.

Yours sincerely

Marcus Ray
Group Deputy Secretary
Planning & Assessment

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John Barilaro
Deputy Premier
Minister for Regional NSW, Industry and Trade
Shelley Hancock
Minister for Local Government

MEDIA RELEASE

Tuesday, 4 February 2020

COUNCIL RATES RELIEF FOR BUSHFIRE AFFECTED COMMUNITIES

The NSW Government has today announced six months of council rates relief to ease the burden for anyone who has lost their home or small business in the recent bush fires.

Deputy Premier and Minister responsible for Disaster Recovery John Barilaro and Minister for Local Government Shelley Hancock said the funding is part of the NSW Government's unwavering commitment to do all it can to help local communities recover and rebuild from the devastating bushfires.

"Bush fire affected communities will not have to pay rates on a home which has been lost in the fires," Mr Barilaro said.

"The last thing our communities need right now is more financial stress, which is why the NSW Government is doing everything to ease the burden by funding council rates and picking up the bill for the clean-up, at no cost to owners.

"Regional communities, emergency services, volunteers and our farmers have been outstanding throughout the fires, and we need to be as vigilant in recovery as they are in the face of disaster," he said.

Mrs Hancock said the NSW Government will cover the full cost of council rates for the third and fourth quarters of this financial year for residents and farmers who have lost their homes, and business owners whose properties have been destroyed beyond repair by bushfires.

"The impact of the bushfires is truly unprecedented with the tragic loss of more than 2,400 homes in NSW," Mrs Hancock said.

"It is simply unfair to expect somebody to go through the heartbreak of losing their home and then expect them to pay rates on a property they can no longer live in.

"That's why the Government will fund council rates relief for anyone who has lost their home or small business in the bushfire crisis."

Affected residents that have lost their homes and small businesses will soon be able to take their council rates notice to a Service NSW centre and the Government will cover the cost. Anyone who has already paid their rates will receive a refund.

"The NSW Government is committed to cutting red tape and reducing the financial burden for individuals who have lost their homes," Mrs Hancock said.

"We stand ready to do all we can to help bushfire-affected communities so they can recover and rebuild as quickly as possible."

**MEDIA: Georgina Kentwell | Deputy Premier | 0427 206 308
Nicholas Story | Minister Hancock | 0438 255 020**

From: [NSW Gov No Reply](#)
To: [Upper Lachlan Shire Council](#)
Subject: Ministerial Advisory Group meeting in response to the current bushfire crisis
Date: Friday, 31 January 2020 3:55:47 PM
Attachments: [image001.jpg](#)

31 January 2020

By email: council@upperlachlan.nsw.gov.au

Dear Cllr Stafford

Having experienced first-hand the terrible impact of this bushfire season in my own local community, I would firstly like to acknowledge the enormous and ongoing efforts of council staff and councillors across the State in responding to this emergency.

The NSW Government is committed to doing all we can to help local councils and their communities to recover and rebuild.

While we have already announced a raft of funding and other measures to assist, I am asking councils to let me and my Cabinet colleagues know what more the Government can do to help.

To that end, I have convened a meeting of the Local Government Ministerial Advisory Group to consider feedback gathered from councils across the state which identifies short, medium and long-term initiatives in response to the current bushfire crisis.

Ministers whose portfolios address bushfire recovery will be attending the meeting to discuss what they are doing in their respective portfolio areas and seeking your feedback on what more can be done.

I encourage you to share your thoughts with the Office of Local Government so that they can be considered for discussion at the Local Government Ministerial Advisory Group meeting on February 28.

Please send your feedback to Jodie Healy, Council Engagement Manager at the Office of Local Government. Ms Healy can be contacted at Jodie.Healy@olg.nsw.gov.au and 0428 753 162. Your feedback would be appreciated by February 20.

The NSW Government will stand with everyone affected by the bushfires over the long haul, ensuring they receive the support they need to rebuild their homes, their lives, and their communities.

It is important that we continue to recognise the strong relationship between State and Local Government, and work collaboratively to address areas of concern so that we continue to assist communities' recovery from this crisis.

I look forward to receiving your feedback. Your ongoing commitment to your communities at this difficult time is greatly appreciated by me and the Government.

Yours sincerely



The Hon. Shelley Hancock MP
Minister for Local Government

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

From: [Phillipa Kensit](#)
To: [Upper Lachlan Shire Council](#)
Subject: Attention: General Manager re. NSW RDN Bush Bursary Program
Date: Thursday, 16 January 2020 3:27:46 PM
Attachments: [image001.png](#)
[image002.png](#)
[image003.png](#)
[image004.png](#)
[image005.png](#)
[image006.png](#)
[image009.png](#)
[Upper Lachlan Shire Council Bush Bursary Invitation 2020.docx](#)
[Rural Council Bush Bursary Guidelines NSW RDN 2020.pdf](#)
[2020 Bush Bursary Sponsorship Confirmation Form.docx](#)

Dear Mr. Croke,

Following our recent communication to you inviting you to participate in the 2020 NSW Rural Doctor's Network Bush Bursary Program, please see attached Sponsorship Confirmation Form and documentation about the program. If you would like to discuss the program further, please feel free to call or email me on the contact details below.

One of our CWA Bush Bursary Scholars is currently undertaking her placement in Crookwell and having a wonderful time. I believe the paper is doing a small write up on her. If you would like further testimonials from her experience I am happy to share on the completion of her program as means of showcasing the value of such programs from both a future workforce and community point of view.

I look forward to hearing from you at your soonest convenience.

Kindest regards,

Phillipa Kensit
Program Lead
Work Days – Monday, Tuesday & Thursday

image001



image007



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10 February 2020

Upper Lachlan Shire Council
Acting General Manager
Mr. Andrew Croke
PO Box 42
Crookwell NSW 2583

Dear Mr. Croke,

Re: The 2020 Bush Bursary/Country Women's Association (NSW) Scholarship Program

I am writing to invite Mr. Croke on behalf of the Upper Lachlan Shire Council to participate in the Bush Bursary/Country Women's Association (NSW) Scholarship program in 2020.

What are the Bush Bursary and CWA (NSW) Scholarships?

The Bush Bursary and Country Women's Association (CWA) (NSW) Scholarships provide selected nursing, midwifery and medical students in NSW and the ACT with funding to assist with costs associated with their studies. In return, students spend two weeks on a rural placement in country NSW during their university holidays. Lachlan Shire Council initiated this scholarship in 1996 and the CWA of NSW first funded a student in 1997. Over the past two decades, the program has grown to be a well-respected initiative among those studying to pursue a rural health career.

How do the scholarships work?

The scholarships are offered annually to selected nursing, midwifery and medical students in NSW and the ACT and are financially supported by the rural councils of NSW, the CWA and NSW Rural Doctors Network (RDN). This scholarship will be the only opportunity of its type available to nursing and midwifery students in NSW. The Council investment is **\$3,000 plus GST**, for one or two students.

Why should the Upper Lachlan Shire Council be involved?

Over the past two decades, more than 350 students have participated in the Bush Bursary program. Our ability to place students is limited by the number of councils involved and the number of placements sponsored. In 2019, RDN received 125 applications for the program, our **highest number ever** – yet we only had 17 places on offer. With more placements available, there is more opportunity for RDN to expose the next generations of doctors, nurses and midwives to rural medical practice and lifestyle.

Please read the attached short information pack for more information about how the Upper Lachlan Shire Council can help promote rural NSW living to a future health professional by investing in a Bush Bursary Scholarship.

Page 1 of 4

I am more than happy to discuss this opportunity with you further if you need more information.

Yours sincerely,

A handwritten signature in black ink, appearing to be 'CR' or 'Chris Russell'.

Chris Russell
NSW Rural Doctors Network
Future Workforce Manager
students@nswrpn.com.au
02 8337 8100

Bush Bursary information pack 2020

Why is the Bush Bursary Scholarship important?

RDN is driven by a fundamental belief that access to quality healthcare is the right of every Australian, no matter where they live. To create a skilled and sustainable health and medical workforce in rural and regional towns, we work with the next generation of practitioners to encourage them to choose a career in country NSW. Our research shows that positive immersion experiences in rural health settings are known contributors to students choosing rural medical and health careers.

RDN and local councils work together to provide a positive Bush Bursary experience and showcase the incredible rural lifestyles available to students.

NSW Rural Doctors Network's role

- Advertising and promotion of the Bush Bursary Scholarships to eligible students studying at universities in NSW/ACT
- Recruitment and selection of Bush Bursary recipients
- Administration of funds from sponsoring councils to Bush Bursary recipients
- Matching recipients to sponsoring councils
- Organisation of placement for the sponsored Bush Bursary student, including liaising with local medical practitioners and community groups, accommodation and social aspects of the two-week placement.
- Ongoing support and information for recipients and councils throughout the year
- Distribution of research and evaluation about the Bush Bursary to stakeholders and interested parties

Upper Lachlan Shire Council role

- Investment of **\$3,000 (+GST)** for two sponsored students
- Nomination of contact person from within council or associated organisation
- Liaise with RDN and sponsored Bush Bursary student regarding placement arrangements
- Liaise with RDN, Bush Bursary recipients and local media (where appropriate) to promote the placements in your community
- Assist RDN in sourcing accommodation in the community for the students whilst they are on placement

In 2012 RDN completed a longitudinal study of scholarship recipients from 1996–2006 to track their career choice and practice locations. The study found:

- one-quarter of previous scholarship recipients were working in a rural or regional area when surveyed
- 41% of scholarship holders spent their first and second postgraduate years (PGY) in a non-metropolitan hospital
- 35% of PGY3 scholarship holders were in a non-metropolitan hospital.

These figures equate to 140 combined years spent in the rural and regional medical workforce and are significant as they indicate a high proportion of scholarship holders began their careers in a non-metropolitan area, spending two or three years as junior rural doctors.

Bush Bursary information pack 2020

Bush Bursary case study: Barham, NSW

Nicola Marshall is enrolled in a Doctor of Medicine and Surgery at the Australian National University and spent two weeks in Barham on the banks of the Murray River in southwest NSW during January 2019.

In her words:

"The **placement was incredibly educational**, mostly in terms of communication and learning a lot about how certain topics are addressed with patients through manner and techniques. I also learned a lot about the workplace and how the different services interact with each other and work together in a rural area.

"From a coursework perspective there were a lot of things that linked in with what I have studied so far, and I **had the opportunity to practice some practical skills**. I also got to see and learn about things we haven't covered yet at university, so it was good to get some level of familiarity with that.

"**The community was so welcoming**. Kerry organised a lot of people to get in touch while I was there, so I had numerous dinner invitations from different local families, tours of local farms and nearby towns, even a trip to see a Shakespeare performance on the banks of a nearby lake! My hosts also took me canoeing a couple of times, swimming in the river, and introduced me to a lot of people.

"I think if anything **the appeal of rural medicine has just strengthened** – I've definitely seen a lot of the challenges that it brings, but it also seems so rewarding and the kind of relationships I saw between doctors/nurses and patients is what I want from my career."

Nicola Marshall, Bush Bursary Scholarship recipient, January 2019

In the community's words:

"Just a note to let you know how much we appreciated having two such wonderful students in Barham. Both Nicola and Tim have been a delight and feedback from everyone involved in their social or clinical activities has been incredibly positive.

"From my point of view, both students were keen to get involved in anything on offer. They were polite, very pleasant, eager to learn and used their initiative. I think the clinical placements worked well ... and gave them an excellent insight into life as a rural health professional."

Kerry Stirling, Registered Nurse - Border Group; Secretary – Local Health Medical Trust, Barham

How to participate

Please complete the enclosed sponsorship form and return it via email or post. Contact details are included on the form.

Thank you for considering this opportunity to showcase country NSW to a future rural health professional. Your support is greatly appreciated.



Bush Bursaries and Country Women's Association Scholarships Program Rural Council Program Guidelines

2020

NSW Rural Doctors Network
PO Box 1111 Mascot NSW 1460

Supporting rural health in New South Wales

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1. Background

NSW Rural Doctors Network (RDN) Bush Bursaries and Country Women's Association of NSW (CWA of NSW) Scholarships provide selected medical, midwifery and nursing students in NSW/ACT with \$1,500 each to assist with costs associated with their studies. Recipients also spend two weeks on a rural placement in country NSW during their university holidays. The placement combines the enjoyable aspects of country life and rural medicine.

The Bush Bursaries are funded by individual NSW rural councils and scholarships are funded by the CWA of NSW. They are administered by RDN.

Placements are coordinated by the rural councils. Placement locations may differ each year due to the involvement of different councils.

The two-week placements are usually undertaken in December or January but can be at different times of the year.

Applicants must demonstrate:

- an interest in rural practice and lifestyle;
- an understanding of the realities of rural medical practice; and
- the motivation to undertake a placement in a rural area as part of the scheme.

Students not honouring their commitment to undertake a rural placement are required to pay back all money granted to them.

Note: Travel and accommodation costs incurred by undertaking placements must be covered by the scholarship payment.

2. Role of Council

Rural councils and council-assigned community contacts are encouraged to work collaboratively with RDN to facilitate placement programs. This may include:

- working with RDN and students to work out an appropriate time to undertake the placement, including confirming exact dates
- linking with health care providers and services within their shire/community to engage in the Bush Bursary Program
- collaborating with RDN and respective health services to develop a 14-day schedule for the placement
- linking with social and community groups to engage in the Bush Bursary Program and arrange time for students to meet respective groups and individuals to increase their social and community engagement
- organising accommodation for students while in the town. If payment is required, students are to pay for up to \$150 of their accommodation using their scholarship money. If non-council and non-health service accommodation is required, RDN is to pay the difference.
- ensuring the services, groups, accommodation and social/community engagement the student is engaged with are safe
- providing on the ground support and be the point of call within the community in unforeseen circumstances, for example, a student locking themselves out of their accommodation.

3. Role of healthcare facilities

Healthcare facilities and health care providers are encouraged to engage with the Bush Bursary students by:

- sharing his/her knowledge, skills, attitudes and experiences, and assist in the learning career development of the student.

Objectives and responsibilities to ensure this happens may include the following:

3.1 Objectives

- Providing clinical experience during placement that is appropriate to the student's levels of knowledge and competency.
- Creating opportunities for the student to interact with other health providers in the community.
- Providing information, guidance and constructive comments.
- Monitoring progress and providing feedback.

3.2 Responsibilities

- Clear communication regarding mentor availability and placement expectations.
- Maintaining confidentiality.
- Being accessible.
- Listening actively to your student.
- Promoting responsible decision making.
- Motivating and supporting your student to achieve their goals.
- Ensuring a professional relationship.
- Acting as a positive role model.

To ensure students receive an enriching and holistic experience, we encourage students to engage with a variety of clinicians, healthcare professionals and healthcare services within the town and wider community.

4. Role of RDN

RDN facilitates the Bush Bursary Program. This is achieved by overseeing student, council, legal and mentoring obligations to ensure the Program runs effectively.

RDN's role includes the following in relation to students and council/community contacts:

4.1 Students

- Interviewing and selecting students who show an interest in rural health and embody the qualities required to undertake a placement in a rural and remote location.
- Allocate students to specific rural locations and partner students who will undertake the placement simultaneously.
- Mentor and provide advice to students in the lead up to and during their clinical placement.
- Ensure all students are compliant and safe to walk into all healthcare services and facilities in an observational role.

4.2 Council

- Liaise with and support councils in allocating a council/community contact to arrange placement logistics on the ground in respective locations.
- Provide support in connecting council/community contact with a range of health services if required.
- Connect council/community contact with student/s.
- Ensure all parties involved are communicated with and aware of arrangements, including placement plan, accommodation, travel requirements and social/community activities.
- Assist with any concerns regarding placement logistics the students or council/community contact may have.

5. Placement details

5.1 Placement allocation

Students will be allocated to their placement location by RDN.

Students will engage with a diverse and wide range of rural clinical and social settings. Student preference regarding social and clinical interest will be considered, however cannot be assured, as rural health services and providers are often limited and unique to the specific needs and services provided to respective communities.

5.2 Nomination of contacts

Rural councils are contacted by RDN to engage with, and financially support the Bush Bursary Program. Councils willing to engage will assign their own council/community contact who will liaise with RDN to organise the Program.

The council/community contact will link students with health services and providers and create a placement program in collaboration with RDN. RDN oversees and supports the work of the council/community contact, providing support and advice in organising an immersive, diverse, engaging and safe placement program.

5.3 Length of placement

The Bush Bursary Program is a two-week placement.

5.4 Travel

Travel must be organised by the student.

It is recommended students drive to their placements to enable them to have transportation and be accessible to a wide range of social, community and clinical experiences that may be offered. Public transport services in many rural and remote settings are limited, therefore individual transport is beneficial.

Students will pay for their travel to and from their locations using their scholarship money.

5.5 Accommodation

Accommodation will be arranged by the council or community contact. Accommodation types may vary depending on location. If accommodation is not appropriate or in adequate conditions, students must contact RDN as soon as possible for other arrangements to be made.

Accommodation costs are to be covered by the scholarship money.

Types of accommodation:

- Host families and alternative accommodation.
- Hospital staff accommodation.
- Other council accommodation.
- Additional placement attendees.

- If you have family or friends visiting, you must inform RDN and other students who may be attending the placement with you.

5.6 Insurance

No student will be permitted to undertake their placement unless they have arranged medical indemnity insurance for the period of their placement. Students must provide a copy of the cover note of their medical indemnity policy specifically noting the dates of their placement. This must be attached to their submission on the self-service portal or the request will not be processed.

Students should also take a copy with them on placement as local health facilities may request it prior to facility entry.

6. During the placement

6.1 Clinical experiences

Students will engage with a diverse range of clinical services within the community. The Bush Bursary Program aims to enable students to engage with a variety of clinical settings within the multidisciplinary team. Experiences may be clinical and non-clinical. Students must note that they may be working in areas other than their own area of study or interest in order to see and experience the full realm of services working within a rural health setting.

6.2 Social and community engagement

The council/community contact, along with the students, will organise and engage with a range of social and community events within the community while the student is on placement. Social and community engagement may be formally arranged through an organisation or group whereby students may deliver a presentation or talk of their experience as a student health professional and their interest and future aspirations, for example, at a local council meeting.

Similarly, other social and community engagements may be more informal and involve the students being connected with various community members to attend events or opportunities while in the community. Informal engagement may include an invitation for a farm drive, a day at a sheep/cattle sale and/or other activities specific to the community. Students are expected to be proactive in seeking out and taking advantage of opportunities presented to them while on placement.

RDN aims to showcase, through formal and informal social and community engagement, what rural life is really like if a health care professional chooses to undertake a rural health career. Aside from clinical practice, the lifestyle aspects of rural life present positive indicators as to why healthcare professionals wish to work rurally.

6.3 Dress code

Smart casual professional attire. Students must wear appropriate footwear with closed in toes.

6.4 Student expectations

All students are expected to represent RDN in a proud, mature and engaging manner.

Students are encouraged to:

- engage with and ask questions of clinical mentors and health professionals regarding their clinical placement, their knowledge and experience, the rural community and scope of practise working as a rural health clinician/practitioner
- engage opportunities provided to interact with other health providers in the community
- uphold professionalism while on placement including punctuality, appropriate communication, professional dress and confidentiality
- embrace clinical and non-clinical opportunities with grace and enthusiasm
- be proactive in seeking out clinical, social and community involvement
- be receptive of information, guidance and constructive comments
- keep a diary while on placement
- respect all individuals and community groups in which they engage with.

Enquiries about this report can be directed to Phillipa Kensit, Program Lead, Future Workforce.

NSW Rural Doctors Network
PO Box 1111
Mascot NSW 1460

t 02 8337 8110
e pkensit@nswrdn.com.au
w nswrdn.com.au



2020 Bush Bursary Sponsorship Response Form

Your council is invited to participate in the Bush Bursary Scholarship program during 2020. Please complete the following details if you wish to participate or alternatively, if you wish to obtain further information please contact the Sydney office of the NSW Rural Doctors Network 02 8337 8100 or via e-mail: pkensit@nswrdn.com.au

Name of Council
Contact person name
Contact person position
How many students do you wish to sponsor? <div>Two students Four students I would like to discuss further</div>
Mailing address
Email address
Contact telephone

Thank you. We will follow up with a phone call after receiving your confirmation.

Please return this form to:

Pippa Kensit
Future Workforce Program Lead
PO Box 1111
Mascot NSW 1460
Email: mmichael@nswrdn.com.au

Upper Lachlan Shire Council
January 2020
PO Box 42
Gunning NSW 2581

Dear Upper Lachlan Shire Council,

On behalf of the Breadalbane Hall committee and all the Breadalbane community, I would like to sincerely thank you for giving us the 7 sets of outdoor coloured lights. The sets of lights arrived in time for us to install some in time for the Christmas period, making our little hall look very festive and cheerful. We will achieve the installation of all the sets into the trees and around the building now that the pergola extension to the building is virtually complete.

As you are no doubt aware, small communities such as ours work very hard with limited resources to maintain and try to improve the only facility that we have for all the community. We are lucky to be part of a small community that is cohesive and self-supporting in so many ways, but support such as yours makes a huge difference. The lights were a significant lift to the spirits of us all at a time when the community is significantly suffering the burdens of this prolonged and extensive drought.

You will see in these photos how lovely the lights did look at our Christmas party, taking into consideration the difficulty of night photography.

Thank you again,
Yours sincerely,



Sally McLean
Chair, Breadalbane Hall & Park Committee

10 INFORMATION ONLY

The following items are submitted for consideration -

10.1	Development Statistics for the months of December 2019 and January 2020	134
10.2	Monthly Weeds Activities Report	145
10.3	Costings of Access Ramp at Health Care Centre, Crookwell	150
10.4	Update on concept plan off leash dog park at Gordon Park	152
10.5	Investments for the month of December 2019 and January 2020	157
10.6	Bank Balance and Reconciliation - December 2019 and January 2020	162
10.7	Rates and Charges Outstanding for the month of December 2019 and January 2020	164
10.8	Library Services 2nd Quarter Report 2019/2020	168
10.9	Grants Report	174
10.10	Action Summary - Council Decisions	179

Information Only - 20 February 2020

ITEM 10.1 **Development Statistics for the months of December 2019 and January 2020**

FILE REFERENCE I20/16

AUTHOR **Economic Development Officer**

ISSUE

Providing Council with a brief summary of the development control activities that have occurred in the months of December 2019 and January 2020.

RECOMMENDATION That -

1. Council receives and notes the report as information.

BACKGROUND

A standard monthly report providing Council with a summary of the development control activities that have occurred in the month of December 2019 and January 2020.

REPORT

The following table outlines the type and value of new development in December 2019.

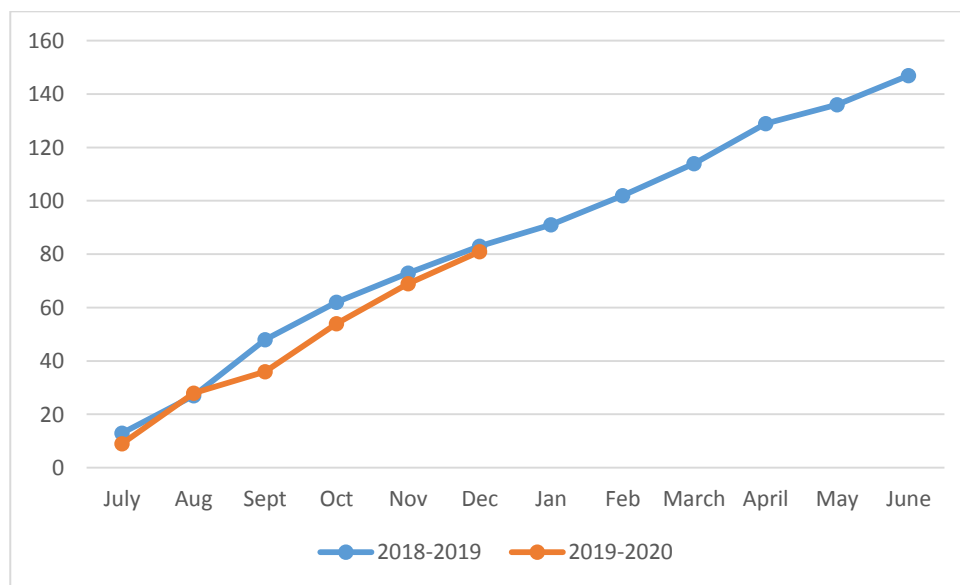
Statistics by Development Type								
Current Year					Last year			
DA Type	December 2019		Year to Date 1/7/19 to 31/12/19		December 2018		Year to date 1/7/17 to 31/12/18	
	Count	\$Value	Count	\$Value	Count	\$Value	Count	\$Value
Commercial	0	\$0	2	\$50,000	0	\$0	6	\$3,276,000
Residential	10	\$2,440,430	49	\$13,532,834	9	\$2,333,017	56	\$11,606,044
Industrial	0	\$0	1	\$795,000	0	\$0	0	\$0
Other	1	\$0	8	\$1,515,000	0	\$0	9	\$535,000
Total	11	\$2,440,430	60	\$15,892,834	9	\$2,333,017	71	\$15,417,044
Subdivision								
Type	Count	Lots	Count	Lots	Count	Lots	Count	Lots
Residential	0	0	2	5	0	0	2	51
Rural Residential	0	0	3	7	0	0	0	0
Commercial	0	0	0	0	0	0	0	0

Information Only**DEVELOPMENT STATISTICS FOR THE MONTHS OF DECEMBER 2019 AND JANUARY 2020 cont'd**

Industrial	0	0	0	0	0	0	0	0
Boundary Adjustment	0	0	0	0	0	0	0	0
Strata	0	0	0	0	0	0	0	0
Agricultural	1	3	1	3	0	0	7	17
Modification/Other	0	0	0	0	1	3	2	3
Total	1	3	6	15	1	3	11	71

1. Development Applications

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



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

DAs under assessment	DA modifications under assessment	DAs received Dec 2019	DA modifications received Dec 2019	DAs determined Dec 2019	DA modifications determined Dec 2019
18	4	9	3	10	1

The average determination processing time is for the month of December was 34 days.

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

Determinations Issued between 1 December to 31 December 2019		
DA No.	Proposal	Property
126/2017 (Mod)	Alterations & Additions	19 Roberts St, Crookwell Lot 1 DP 800629
69/2019	Community Event	1A Walsh St, Taralga Lot 251 DP 750017

Information Only**DEVELOPMENT STATISTICS FOR THE MONTHS OF DECEMBER 2019 AND JANUARY 2020** cont'd

Determinations Issued between 1 December to 31 December 2019		
DA No.	Proposal	Property
85/2019	Change of Use - Nursery	163 Goulburn St, Crookwell Lot A DP 33097
91/2019	Commercial Use	6 Anderson Lane, Crookwell Lot 2 DP 504589
98/2019	Subdivision	Wheeo Rd, Grabben Gullen Lot 2 DP 203470
102/2019	Dwelling	52 Dalton Rd, Gunning Lot 2 DP 1248579
104/2019	Garage & Carport	Goulburn St, Collector Lot 4 Sec 15 DP 758263
107/2019	Collector Pumpkin Festival	1 Brennan St, Collector Lot 11 DP 1046757
114/2019	Garage/Shed	9 Kialla Rd, Crookwell Lot 18 DP 858022
115/2019	Garage/Shed	35 Croker Place, Crookwell Lot 6 DP 1048691
121/2019	Garage/Shed	262 Goulburn St, Crookwell Lot 7 DP 720172

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

Development Applications Outstanding on 31 December 2019 (In order of date submitted to Council)				
DA No.	Date Rec	Proposal	Property	Reason
23/2018	26/2/2018	Dwelling	Gundaroo Rd, Bellmount Forest - Lot 1 DP 754573, Lot 148 & 197 DP 754113	Deferred to Applicant
66/2019	8/8/2019	Transportable Dwelling	Yass St, Gunning Lot 2 DP 1160954	Awaiting Additional Information
187/2004 (Mod)	1/10/2019	Subdivision	233 Holloways Rd, Tarlo Lot 1 DP 1152061	Awaiting Additional Information
93/2019	15/10/2019	Intensive Agriculture Use	595 Wangalo Rd, Peelwood Lot 93 & 94 DP 753021	Under Assessment
100/2019	25/10/2019	Subdivision	689 Woodhouselee Rd, Woodhouselee Lot 2 DP 803179	Awaiting Additional Information
108/2019	20/11/2019	Garage/Shed	121 Boureong Dve, Gunning Lot 10 DP 1219071	Deferred to Engineering
109/2019	26/11/2019	Dwelling	2 O'Sullivan St, Collector Lot 4 DP 1066071	Neighbour Notification
110/2019	27/11/2019	Subdivision	63 Cooper St, Taralga Lot 1 DP 1146520	Under Assessment

Information Only**DEVELOPMENT STATISTICS FOR THE MONTHS OF DECEMBER 2019 AND JANUARY 2020** cont'd

		Development Applications Outstanding on 31 December 2019 (In order of date submitted to Council)		
DA No.	Date Rec	Proposal	Property	Reason
111/2019	27/11/2019	Dwelling	Grabben Gullen Rd, Grabben Gullen Lot 403 & 406 DP 754115	Awaiting Additional Information
112/2019	27/11/2019	Crookwell AP&H Show	30 East St, Crookwell Lot 4 DP 524712	Under Assessment
113/2019	27/11/2019	Transportable Dwelling	4 Rose St, Grabben Gullen Lot 7 Sec 6 DP 758469	Awaiting Additional Information
116/2019	3/12/2019	Shed/ Workshop	197 Cullerin Rd, Breadalbane Lot 2 DP 733515	Awaiting Additional Information
43/2014 (Mod)	4/12/2019	Alterations/ Additions	54 Orchard St, Taralga Lot 1 DP 1180782	Under Assessment
117/2019	4/12/2019	Intensive Agricultural Use	5849 Gundaroo Rd, Gunning Lot 3 DP 1149248	Under Assessment
73/2010 (Mod)	10/12/2019	Dwelling	Kangaloolah Rd, Binda Lot 117 DP 753012	Awaiting Additional Information
118/2019	10/12/2019	Swimming Pool	Kangaloolah Rd, Binda Lot 117 DP 753012	Awaiting Additional Information
119/2019	10/12/2019	Dwelling	256 Lost River Rd Lost River Lot 3 DP 1145749	Under Assessment
120/2019	10/12/2019	Garage/Shed	13 Graham Cres, Crookwell Lot 31 DP 125454	Under Assessment
122/2019	11/12/2019	Subdivision	892 Sylvia Vale Rd, Binda Lot 101 DP 1244963	Deferred to RFS & Engineering
107/2015 (Mod)	19/12/2019	Alterations & Additions	Cullerin Rd, Gunning Lot 2 & 3 DP 743172	Under Assessment
123/2019	20/12/2019	Dwelling	12 McIntosh Rd, Crookwell Lot 8 DP 121974	Deferred to Engineering
124/2019	20/12/2019	Dwelling	1799 Towrang Rd, Greenwich Park Lot 12 DP 1095649	Deferred to Engineering

2. Construction Certificates

Construction Certificates Issued between 1 December to 31 December 2019		
CC No.	Proposal	Property
72/2019	Alterations/Additions	37 Laggan Rd, Laggan Lot 2 DP 700478
76/2019	Dwelling	Bishop St, Binda Lot 146 DP 753012

Information Only**DEVELOPMENT STATISTICS FOR THE MONTHS OF DECEMBER 2019 AND JANUARY 2020** cont'd

Construction Certificates Issued between 1 December to 31 December 2019		
CC No.	Proposal	Property
80/2019	Subdivision	63 Pejar Rd, Pejar - Lot 20, 87 & 169 DP 750042 & Lot 1 DP 863173
96/2019	Garage/Shed	121 Boureong Dve, Gunning Lot 10 DP 1219071
99/2019	Garage/Shed	26 Gordon St, Crookwell Lot 23 Sec 3 DP 1809
102/2019	Alterations/Additions	19 Roberts St, Crookwell Lot 1 DP 800629

Approved by Council	
December 2019	Year to date
6	48

3. Occupation Certificates

Occupation Certificates Issued between 1 December to 31 December 2019		
OC No.	Proposal	Property
76/2019	Dwelling	665 Bolong Rd, Laggan Lot 159 DP 753015

Approved by Council	
December 2019	Year to date
1	24

4. Subdivision Certificates

Subdivision Certificates Issued between 1 December to 31 December 2019		
SC No.	Proposal	Property

Approved by Council	
December 2019	Year to date
0	10

5. Planning Certificates

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

Year	Number of Certificates Issued
1 July 2008 to 30 June 2009	383
1 July 2009 to 30 June 2010	464
1 July 2010 to 31 June 2011	535
1 July 2011 to 30 June 2012	426

Information Only**DEVELOPMENT STATISTICS FOR THE MONTHS OF DECEMBER 2019 AND JANUARY 2020** cont'd

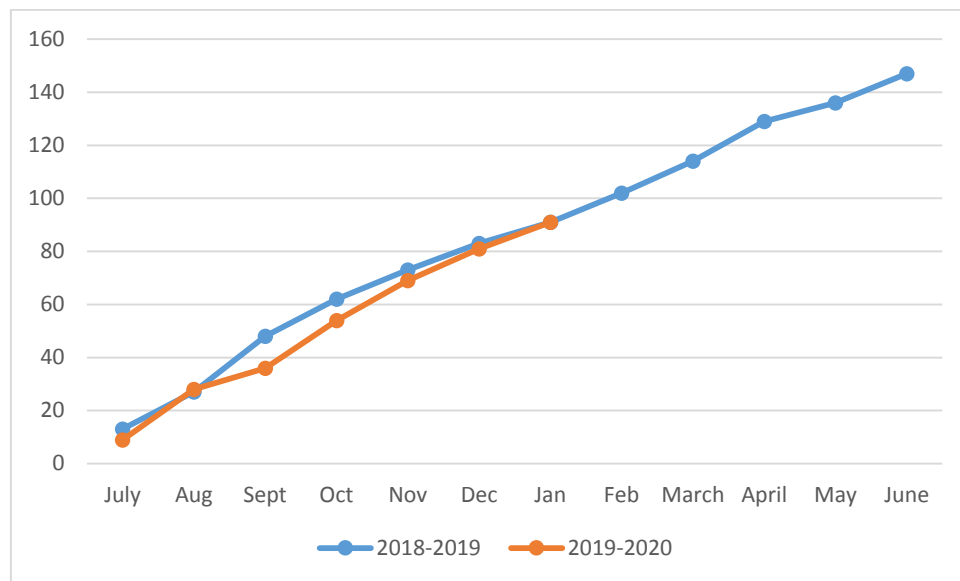
1 July 2012 to 30 June 2013	408
1 July 2013 to 30 June 2014	457
1 July 2014 to 30 June 2015	426
1 July 2015 to 30 June 2016	481
1 July 2016 to 30 June 2017	461
1 July 2017 to 30 June 2018	452
1 July 2018 to 30 June 2019	347
1 July 2019 to 31 December 2019	249

The following table outlines the type and value of new development in January 2020.

Statistics by Development Type								
Current Year					Last year			
DA Type	January 2020		Year to Date 1/7/19 to 31/01/20		January 2019		Year to date 1/7/17 to 31/01/19	
	Count	\$Value	Count	\$Value	Count	\$Value	Count	\$Value
Commercial	0	\$0	2	\$50,000	0	\$0	6	\$3,276,000
Residential	7	\$2,042,570	56	\$15,575,404	5	\$1,505,000	61	\$13,111,044
Industrial	0	\$0	1	\$795,000	0	\$0	0	\$0
Other	3	\$65,500	11	\$1,580,500	1	\$0	9	\$535,000
Total	10	\$2,108,070	70	\$18,000,904	6	\$1,505,000	76	\$16,922,044
Subdivision								
Type	Count	Lots	Count	Lots	Count	Lots	Count	Lots
Residential	0	0	2	5	0	0	2	51
Rural Residential	0	0	3	7	0	0	0	0
Commercial	0	0	0	0	0	0	0	0
Industrial	0	0	0	0	0	0	0	0
Boundary Adjustment	0	0	0	0	1	0	1	0
Strata	0	0	0	0	0	0	0	0
Agricultural	0	0	1	3	1	2	8	19
Modification/Other	0	0	0	0	0	0	2	3
Total	0	0	6	15	2	2	13	73

1. Development Applications

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

Information Only**DEVELOPMENT STATISTICS FOR THE MONTHS OF DECEMBER 2019 AND JANUARY 2020 cont'd**

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

DAs under assessment	DA modifications under assessment	DAs received Jan 2020	DA modifications received Jan 2020	DAs determined Jan 2020	DA modifications determined Jan 2020
20	5	9	1	7	0

The average determination processing time is for the month of January was 48 days.

Determinations issued 1 January to 31 January 2020 are summarised in the following table:

Determinations Issued between 1 January to 31 January 2020		
DA No.	Proposal	Property
93/2019	Intensive Agriculture Use	595 Wangalo Rd, Peelwood Lot 93 & 94 DP 753021
109/2019	Dwelling	2 O'Sullivan St, Collector Lot 4 DP 1066071
110/2019	Subdivision	63 Cooper St, Taralga Lot 1 DP 1146520
112/2019	Crookwell AP&H Show	30 East St, Crookwell Lot 4 DP 524712
117/2019	Intensive Agricultural Use	5849 Gundaroo Rd, Gunning Lot 3 DP 1149248
119/2019	Dwelling	256 Lost River Rd Lost River Lot 3 DP 1145749
120/2019	Garage/Shed	13 Graham Cres, Crookwell Lot 31 DP 125454

Information Only**DEVELOPMENT STATISTICS FOR THE MONTHS OF DECEMBER 2019 AND JANUARY 2020** cont'd

The Development Applications outstanding as of 31 January 2020 are summarised in the following table:

		Development Applications Outstanding on 31 January 2020 (In order of date submitted to Council)			
DA No.	Date Rec	Proposal	Property	Reason	
23/2018	26/2/2018	Dwelling	Gundaroo Rd, Bellmount Forest - Lot 1 DP 754573, Lot 148 & 197 DP 754113	Deferred to Applicant	
66/2019	8/8/2019	Transportable Dwelling	Yass St, Gunning Lot 2 DP 1160954	Under Assessment	
187/2004 (Mod)	1/10/2019	Subdivision	233 Holloways Rd, Tarlo Lot 1 DP 1152061	Awaiting Additional Information	
100/2019	25/10/2019	Subdivision	689 Woodhouselee Rd, Woodhouselee Lot 2 DP 803179	Awaiting Additional Information	
108/2019	20/11/2019	Community Event	1 Brennan St, Collector Lot 11 DP 1046757	Deferred to Engineering	
111/2019	27/11/2019	Dwelling	3047 Grabben Gullen Rd, Grabben Gullen Lot 403 & 406 DP 754115	Awaiting Additional Information	
113/2019	27/11/2019	Transportable Dwelling	4 Rose St, Grabben Gullen Lot 7 Sec 6 DP 758469	Awaiting Additional Information	
116/2019	3/12/2019	Shed/ Workshop	197 Cullerin Rd, Breadalbane Lot 2 DP 733515	Deferred to Engineering	
43/2014 (Mod)	4/12/2019	Alterations/ Additions	54 Orchard St, Taralga Lot 1 DP 1180782	Under Assessment	
73/2010 (Mod)	10/12/2019	Dwelling	Kangaloolah Rd, Binda Lot 117 DP 753012	Awaiting Additional Information	
118/2019	10/12/2019	Swimming Pool	Kangaloolah Rd, Binda Lot 117 DP 753012	Awaiting Additional Information	
122/2019	11/12/2019	Subdivision	892 Sylvia Vale Rd, Binda Lot 101 DP 1244963	Deferred to RFS & Engineering	
107/2015 (Mod)	19/12/2019	Alterations & Additions	Cullerin Rd, Gunning Lot 2 & 3 DP 743172	Under Assessment	
123/2019	20/12/2019	Dwelling	12 McIntosh Rd, Crookwell Lot 8 DP 121974	Deferred to Engineering	
124/2019	20/12/2019	Dwelling	1799 Towrang Rd, Greenwich Park Lot 12 DP 1095649	Under Notification	
1/2020	3/01/2020	Dwelling	140 Greenridge Rd, Curraweela Lot 6 DP 1221640	Awaiting Additional Information	
2/2020	3/01/2020	Dwelling	7 Green Ave, Gunning Lot 115 DP 1250004	Deferred to Engineering	

Information Only**DEVELOPMENT STATISTICS FOR THE MONTHS OF DECEMBER 2019 AND JANUARY 2020** cont'd

		Development Applications Outstanding on 31 January 2020 (In order of date submitted to Council)			
DA No.	Date Rec	Proposal	Property	Reason	
3/2020	7/01/2020	Earth Works to Clear Land	940 Flacknell Creek Rd Jerrawa Lot 41 DP 1212213	Under Assessment	
4/2020	8/01/2020	Office Conversion to Dwelling	20 Findhorn St, Crookwell Lot 5 DP 1251680	Under Assessment	
5/2020	10/01/2020	Alterations & Additions	5 Surry St, Collector Lot 3 DP 1251680	Under Assessment	
6/2020	10/01/2020	Swimming Pool/Spa	2203 Wombeyan Caves Rd Wombeyan Caves Lot 11 DP 1069914	Under Assessment	
7/2020	10/01/2020	Temporary Use	71 Cooper St, Taralga Lot 1 DP 1247091	Under Assessment	
8/2020	28/01/2020	Transportable Dwelling	Range Rd, Bannister Lot 12 DP 1214448	Under Assessment	
112/2017 (Mod)	30/1/2020	Dwelling	1580 Breadalbane Rd, Breadalbane Lot 3 DP 1197318	Under Assessment	
9/2020	30/1/2020	Dwelling	2 Yass St, Gunning Lot 4 DP 878504	Under Assessment	

2. Construction Certificates

Construction Certificates Issued between 1 January to 31 January 2020		
CC No.	Proposal	Property
103/2019	Garage/Shed	13 Graham Cres, Crookwell Lot 31 DP 125454
4/2020	Garage/Shed	9 Kialla Rd, Crookwell Lot 18 DP 858022
5/2020	Garage/Shed	262 Goulburn St, Crookwell Lot 7 DP 720172

Approved by Council	
January 2020	Year to date
3	51

3. Occupation Certificates

Occupation Certificates Issued between 1 January to 31 January 2020		
OC No.	Proposal	Property
1/2020	Dwelling with Garage/Shed	6 Walsh St, Taralga

Information Only**DEVELOPMENT STATISTICS FOR THE MONTHS OF DECEMBER 2019 AND JANUARY 2020** cont'd

Occupation Certificates Issued between 1 January to 31 January 2020		
OC No.	Proposal	Property
		Lot 1 DP816409
3/2020	Amenities	30 East St, Crookwell Lot 4 DP 524712

Approved by Council	
January 2020	Year to date
2	26

4. Subdivision Certificates

Subdivision Certificates Issued between 1 January to 31 January 2020		
SC No.	Proposal	Property
17/2019	Boundary Adjustment	3975 Grabben Gullen Rd Crookwell - Lot 124 DP 754108 Lot 324 DP 455246
18/2019	Subdivision	628 Mulgowrie Rd, Crooked Corner Lot 71 DP 753045

Approved by Council	
January 2020	Year to date
2	12

5. Planning Certificates

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

Year	Number of Certificates Issued
1 July 2008 to 30 June 2009	383
1 July 2009 to 30 June 2010	464
1 July 2010 to 31 June 2011	535
1 July 2011 to 30 June 2012	426
1 July 2012 to 30 June 2013	408
1 July 2013 to 30 June 2014	457
1 July 2014 to 30 June 2015	426
1 July 2015 to 30 June 2016	481
1 July 2016 to 30 June 2017	461
1 July 2017 to 30 June 2018	452
1 July 2018 to 30 June 2019	347
1 July 2019 to 31 January 2020	279

POLICY IMPACT

Nil

Information Only

**DEVELOPMENT STATISTICS FOR THE MONTHS OF DECEMBER 2019 AND
JANUARY 2020 cont'd**

OPTIONS

Nil

FINANCIAL IMPACT OF RECOMMENDATIONS

Nil

RECOMMENDATION That -

1. Council receives and notes the report as information.

ATTACHMENTS

Nil

Information Only - 20 February 2020

ITEM 10.2 Monthly Weeds Activities Report

FILE REFERENCE I20/32

AUTHOR Manager of Regulatory and Biosecurity Services

ISSUE

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

RECOMMENDATION That -

1. Council receives and notes the report as information.

REPORT

Biosecurity staff undertook one hundred and one property inspections over December 2019 and January 2020. Currently eight Biosecurity Directions are outstanding with staff assisting the land owners to enable compliance to be achieved.

Roadside spraying operations continued to be hindered due to the extreme heat experienced throughout the Local Government Area as applicable weeds suffering from heat stress and are not accepting applied chemical to their full capacity. In addition to the adverse conditions, Biosecurity expressed manpower shortage due to staff absence throughout the month of December.

It is intended that the Biosecurity team will continue to provide ongoing educational support to land owners regarding their obligations under the Biosecurity Act, whilst monitoring weather and weed growth conditions.

In the event of a change in the weather conditions it is anticipated the Local Government Area will experience considerable weed growth throughout.

Inspections:

Weed	Parish	Road or Street	Date	Action	Degree
ST	Turrallo	Back Arm	2/12/19	Reinsp	2
ST BB	Turrallo	BackArm	2/12/19	Reinsp	3 2
ST	Mulgowrie	Mulgowrie	3/12/19	Notified	3
St	Mulgowrie	Mulgowrie	3/12/19	Routine	1
BB	Bouverie	Chalkers Ln	4/12/19	Reinsp	2
BB	Bouverie	Chalkers Ln	4/12/19	Reinsp	2
ST BB	Bouverie	Nth Guinecor	4/12/19	Reinsp	2 2
ST BB	Bouverie	Nth Guinecor	4/12/19	Reinsp	2 2
ST	Bouverie	Nth Guinecor	4/12/19	Reinsp	2
ST	Bouverie	Nth Guinecor	4/12/19	Reinsp	2

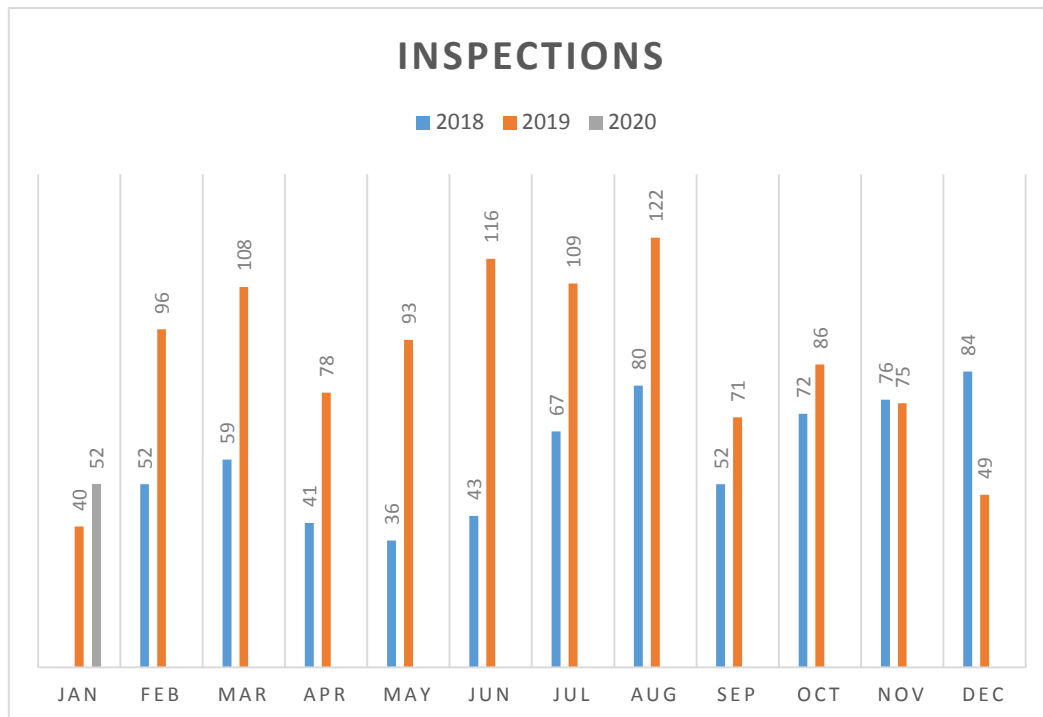
Information Only**MONTHLY WEEDS ACTIVITIES REPORT cont'd**

ST BB	Bouverie	Nth Guinecor	4/12/19	Reinsp	1 2
S T BB	Yalbriath	Craig Rd	5/12/19	Reinsp	2 2
ST	Yalbraith	Craig Rd	5/12/19	Reinsp	2
ST	Yalbraith	Oberon Rd	5/12/19	Reinsp	2
ST	Yalbraith	Oberon Rd	5/12/19	Reinsp	2
ST	Yalbraith	Jerong Rd	5/12/19	Reinsp	2
ST	Yalbraith	Jerong Rd	5/12/19	Reinsp	1
ST	Wiaborough	Jerong Rd	5/12/19	Reinsp	1
ST	Wiaborough	Jerong Rd	5/12/19	Reinsp	2
BB	Guinecor	Wombeyan	10/12/19	Reinsp	1
BB	Guinecor	Wombeyan	10/12/19	Reinsp	1
ST BB	Guinecor	Wombeyan	10/12/19	Reinsp	1 1
ST BB	Strathaird	Sth Guinecor	10/12/19	Reinsp	2 2
ST	Tarlo	Robbs Ln	7/1/20	Reinsp	3
ST BB	Tarlo	Robbs Ln	7/1/20	Reinsp	2 1
ST BB	Tarlo	Robbs Ln	7/1/20	Reinsp	3 2
ST BB	Leighwood	Leighwood Rd	8/1/20	Notified	3 3
ST BB	Leighwood	Leighwood Rd	8/1/20	Notified	2 3
ST BB	Hillas	Craig Rd	8/1/20	Routine	2 2
ST BB	Leighwood	Blue Hills	8/1/20	Routine	1 1
ST	Yalbraith	Craig Rd	8/1/20	Reinsp	2
ST BB	Bolong	Fullerton	9/1/20	Notified	2 1
BB	Crookwell	Iron Mine	9/1/20	Reinsp	2
ST BB	Crookwell	Iron Mine	9/1/20	Notified	2 3
ST	Winduella	Boorowa	9/1/20	Reinsp	2
BB	Winduella	Boorowa	9/1/20	Reinsp	2
ST BB	Bannaby	Swallow Tail	21/1/20	Notified	2 2
ST BB	Kerraway	Swallow Tail	21/1/20	Notified	3 2
ST BB	Kerraway	Swallow Tail	21/1/20	Notified	3 2
ST	Kerraway	Swallow Tail	21/1/20	Notified	3
ST	Kerraway	Swallow Tail	21/1/20	Notified	3
ST BB	Kerraway	Swallow Tail	21/1/20	Notified	1 3
ST BB	Bannaby	Bannaby Rd	21/1/20	Notified	3 2
ST,ALG	Mundoonen	Veterans Rd	02.12.19	Re-Inspe	1,1
ST	Lerida	Collector Rd	04.12.19	Routine	1-2
ST	Lerida	Collector Rd	05.12.19	Routine	1
ST	Lerida	Collector Rd	05.12.19	Routine	1-2
ST	Lerida	Collector Rd	05.12.19	Routine	1-2
ST	Mundoonen	Elms Rd	09.12.19	Re-Inspe	1
ST	Mundoonen	Elms Rd	09.12.19	Re-Inspe	1
ST	Dixon	Lade Vale Rd	10.12.19	Re-Inspe	1
ST, SJW,ALG	Dalton	Veterans Rd	12.12.19	Re-Inspe	1,1,1
ST	Lerida	Mullers Lane	12.12.19	Re-Inspe	2
ST	Dixon	Lade Vale Rd	16.12.19	Re-Inspe	1
ST	Lerida	Collector Rd	16.12.19	Routine	1
-	Lerida	Collector Rd	16.12.19	Routine	-
ST	Lerida	Collector Rd	16.12.19	Routine	1
ST	Lerida	Collector Rd	17.12.19	Routine	1-2
BB	Lerida	Collector Rd	17.12.19	Routine	1
ST	Lerida	Marked Tree Rd	17.12.19	Routine	1

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

-	Collector	Collector Rd	17.12.19	Routine	-
-	Lerida	Collector Rd	18.12.19	Routine	-
ST	Collector	Collector Rd	18.12.19	Routine	1-2
ST	Collector	Collector Rd	18.12.19	Routine	1-2
ST	Lerida	Collector Rd	18.12.19	Routine	1-2
ST	Lerida	Collector Rd	18.12.19	Routine	1-2
ST	Lerida	Collector Rd	18.12.19	Routine	1-2
ST	Lerida	Collector Rd	18.12.19	Routine	1-2
ST	Lerida	Collector Rd	19.12.19	Routine	2
ST	Lerida	Collector Rd	13.01.2020	Routine	1
-	Lerida	Collector Rd	13.01.2020	Routine	-
-	Lerida	Collector Rd	13.01.2020	Routine	-
ST,G,BB	Blakney	Pudman Lane	14.01.2020	Notified	2,2,2
ST	Lerida	Collector Rd	15.01.2020	Routine	1
ST	Lerida	Collector Rd	15.01.2020	Routine	1
BB	Collector	Bowera Rd	16.01.2020	Routine	1
ST,BB,SJW	Collector	Collector Rd	17.01.2020	Routine	1,2,1
BB	Collector	Collector Rd	17.01.2020	Routine	1
ST,BB	Collector	Bowera Rd	17.01.2020	Routine	1,1
ST,ALG,BB	Dixon	Gundaroo Rd	20.01.2020	Re-Inspection	1,1,1
SJW	Dixon	Gundaroo Rd	20.01.2020	Re-Inspection	1
ST	Lerida	Collector Rd	21.01.2020	Routine	1
-	Lerida	Pucketts Lane	21.01.2020	Routine	-
ST	Lerida	Collector Rd	21.01.2020	Re-Inspection	1
-	Collector	Collector Rd	22.01.2020	Routine	-
ST,BB	Collector	Collector Rd	22.01.2020	Routine	1,1
BB	Collector	Brennan St	23.01.2020	Routine	1
BB	Collector	Brennan St	23.01.2020	Routine	1
BB	Collector	Collector Rd	23.01.2020	Routine	1
G,BB	Collector	Breadalbane Rd	28.01.2020	Routine	2,1
ST	Dixon	Tyrone Rd	28.11.2020	Routine	1
ST,SJW	Dixon	Lade Vale Rd	28.01.2020	Re-Inspection	1
BB	Collector	Bowera Rd	29.01.2020	Routine	1
-	Collector	Breadalbane Rd	29.01.2020	Routine	-
-	Collector	Breadalbane Rd	29.01.2020	Routine	-
BB	Collector	Breadalbane Rd	29.01.2020	Routine	2
ST	Collector	Collector Rd	29.01.2020	Routine	1
BB	Collector	Breadalbane Rd	30.01.2020	Routine	1
-	Collector	Breadalbane Rd	30.01.2020	Routine	-
-	Collector	Breadalbane Rd	30.01.2020	Routine	-
-	Collector	Breadalbane Rd	30.01.2020	Routine	-

Information Only
MONTHLY WEEDS ACTIVITIES REPORT cont'd



Key for Weed Abbreviations

Weed ID Weed Identification

S/T Serrated Tussock

PC Paterson's Curse

EB English Broom

Go Gorse

BB Blackberry

Nth Nodding Thistle

FW Fireweed

CG Coolatai Grass

SJW St John's Wort

CNG Chilean Needle Grass

ALG African Lovegrass

Key for Degree of Infestations

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

Key for Actions of Inspections

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

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

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

Information Only

MONTHLY WEEDS ACTIVITIES REPORT cont'd

POLICY IMPACT

Nil

OPTIONS

Nil

FINANCIAL IMPACT OF RECOMMENDATIONS

Nil

RECOMMENDATION That -

1. Council receives and notes the report as information.

ATTACHMENTS

Nil

Information Only - 20 February 2020

ITEM 10.3 **Costings of Access Ramp at Health Care Centre, Crookwell**

FILE REFERENCE **I20/17**

AUTHOR **Director of Infrastructure**

ISSUE

This report provides a response to Council resolution 241/19.

RECOMMENDATION That -

1. Council receive and note this report as information.

BACKGROUND

Council resolved as per Resolution 241/19 that:

“Council receives and notes the report as information and a further report be provided to Council with respect to costings on the access ramp at the Health Care Centre, Crookwell”.

This report provides these costings.

REPORT

The scope of works include:

- Professional assessment for access requirements
- Engineering Designs
- Drainage and Kerb Works
- Ramps from the parking to the building
- Access within the building, entry and exit
- Commissioning

The estimates costs based on the above scope are as follows:

- Disability assessment works - \$3,000
- Engineering Designs - \$15,000
- Drainage works - \$25,000
- Ramps - \$35,000
- Buildings modification - \$10,000
- Contingency - \$5,000

Total estimated cost \$93,000.

Information Only

COSTINGS OF ACCESS RAMP AT HEALTH CARE CENTRE, CROOKWELL cont'd

Schedule

The estimated time to complete the design including consultation is 10 weeks. Construction time is estimated to be 4 weeks including earth and drainage works.

POLICY IMPACT

Disability access is paid by the property users based on their proposed use. Council may choose to consider a contribution based on community considerations.

OPTIONS

Nil

FINANCIAL IMPACT OF RECOMMENDATIONS

There is no funding contained within the 2019/2020 Operational Plan. There are financial consequences should Council choose to allocate funds for construction, noting community consideration also forms part of the funding decision.

RECOMMENDATION That -

1. Council receive and note this report as information.

ATTACHMENTS

Nil

Information Only - 20 February 2020

ITEM 10.4 **Update on concept plan off leash dog park at Gordon Park**

FILE REFERENCE **I20/49**

AUTHOR **Director of Infrastructure**

ISSUE

This report advises Council that the Crookwell Neighbourhood Centre has withdrawn its request for the relocation of the off leash dog park in Crookwell

RECOMMENDATION That -

1. Council receive and note this report as information.

BACKGROUND

Council resolved as per Resolution 319/19 that:

“Council works in conjunction with Crookwell Neighbourhood Centre and provide a report to Council for a concept plan for an off leash dog park at Gordon Park in Crookwell to enable community consultation”.

Council met the Crookwell Neighbourhood Centre on 7 January 2020 and agreed to develop a concept plan. Council subsequently received a request that the Crookwell Neighbourhood Centre has withdrawn their request for the dog park.

This report recommends to Council to withdraw and close out Council’s resolution 319/19.

REPORT

Council has received a letter for the withdrawal of the request for the relocation of the dog park. Copy of this request is included as an attachment to this report. Therefore, it is recommended that Council close this request and write back to the proponents advising that their request is closed.

POLICY IMPACT

Nil.

OPTIONS

Nil

Information Only

UPDATE ON CONCEPT PLAN OFF LEASH DOG PARK AT GORDON PARK cont'd



FINANCIAL IMPACT OF RECOMMENDATIONS

There are no financial consequences of this resolution.

RECOMMENDATION That -

1. Council receive and note this report as information.

ATTACHMENTS

1. 	Crookwell Neighbourhood Centre - Withdrawal of support - Off leash dog park at Gordon Park	Attachment
2. 	Jenny Readhead - Proposed Relocation of Off Leash Dog Park - Gordon Park	Attachment



48 Denison Street
Crookwell NSW 2583 [PO Box 59]
Tel: 4832 1953 Fax: 4832 1578
Email crookwellinc@yahoo.com.au
A.B.N. 17 677 860 390

General Manager
Upper Lachlan Shire

22nd January 2020.

Re- Proposed Relocation of the Off Leash Dog Park.

The Crookwell Neighbourhood Centre was approached by members of the community that currently use the existing Off Leash Dog Park Area at Willis Park in Hay Street.

They were seeking our assistance in presenting to Council a possible relocation of the Off-Leash Dog Park to Gordon Park, Gordon Street Crookwell.

On the 21st January we were advised that the support for this project is no longer required and the community would not be in favour of the project.

Please find attached a letter we received from Jenny Readhead outlining some of the concerns of the Dog Park users.

The Crookwell Neighbourhood Centre wishes to advise the council, we have withdrawn our assistance for this project.

We advised Jenny Readhead that the community members needed to form a group to act as one voice if they wished to approach Council on any concerns involving the existing Dog Park in the future.

The Crookwell Neighbourhood Centre would like to thank the council, Mursaleen Shah and his team for their assistance.

Kind Regards

A handwritten signature in black ink, appearing to read 'Linda Stephenson'.

Linda Stephenson
Community Hub Co-ordinator
Crookwell Neighbourhood Centre.

19/01/20

POSSIBILITY OF A NEW COUNCIL DOG PARK IN GORDON STREET, CROOKWELL

Hi Linda,

Since our last meeting I have been discussing the possibility of a new Gordon Street dog park with users of the current Willis Park off leash area in Hay St.

The initial response of most people was positive as we are all worried about the ongoing problem with snakes in the long grass during summer.

We realise that snakes are a possibility in any park but in Willis Park they are invisible and impossible to avoid.
Only regular mowing will solve this.

The current number of sheep borrowed from the adjoining farm are not sufficient to eat the grass down to a safe height.

In addition, soil erosion under the vehicle gate which provides pedestrian & dog access allows smaller dogs to escape under it to Hay Street traffic.

These problems have seen most dog park users cease to use it in favour of the Showground which is mowed.

This is not a good solution in spite of the Showground management kindly allowing us access.

The problem is insecure fencing.
I have personally experienced the tragedy of losing a dog when it ran through the permanently open East St gate and was hit by a car which did not bother to stop.

I now keep my dog on leash in the Showground which is very counter productive when trying to exercise rescued greyhounds.

There is no public properly fenced area in Crookwell where owners can safely let a dog off leash.

The Council reserves the right to fine people walking dogs off leash except in the dog park so we are in a no win situation.

Returning to the question of whether there would be support for the Gordon St Park, I have come to the following conclusion.

Unfortunately the amount of space available for dog exercise is much less than it appears on casual inspection.

First - the existing swale style drainage system surrounding the area will be fenced to Council specifications on all sides.
It is all excluded from proposed dog park space.

An area of land on the Laggan Road side of the park that we previously thought would be included will not be inside the fenced area.

In addition the strip of land between the drain & the neighbour's fence will be excluded.
This leaves insufficient useful space to exercise large or energetic dogs.

2

It would also make the future infrastructure upgrades & the unleashing yard we previously discussed a problem rather than a benefit. They would occupy more exercise space.

In view of all this I think the preferred choice of most dog park users would be to spend any grant funds raised or Council contributions to upgrade the larger park we already have.

- That would basically require regular mowing of part or all of the area.

This would probably be no more cost to council than the complicated new mowing pattern required to mow Gordon Street if it is to be fenced as proposed.

The main attraction of Gordon Street is that it is already reliably mowed.
The benefit appears to be cancelled out by losing so much space.

Gordon Street would require connection to town water.
Willis Park already has water connected although we would appreciate a better drinking station. The present plastic yoga container blows away & needs regular replacement.

A pedestrian gate, some more seating & a table would be welcomed.
A dog waste bag dispenser would bring us up to the standard of most council dog parks.

There is also plenty of space to divide off an area for small dogs & any other infrastructure should grant money become available in future.

- The current signage needs replacement at either venue.

The people I have spoken to are all regular dog park users.
Possibly when you open the discussion to the public you may get a different response.

Since discussions with Council about the projected change have not yet occurred I felt I should update you regarding level of support from me before they do.

It may also help to show this letter to Mursaleen Shah before your meeting as I imagine the subject of off leash areas is possibly not part of his usual agenda.

Regards

Jenny Readhead



Information Only - 20 February 2020

ITEM 10.5 **Investments for the month of December 2019 and January 2020**

FILE REFERENCE I20/11

AUTHOR **Manager of Finance and Administration**

ISSUE

Council Investment Portfolio Register as at 31 December 2019 and 31 January 2020.

RECOMMENDATION That -

1. Council receive and note the report as information.

BACKGROUND

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

REPORT

Investments to 31 December 2019

Investment Institution	Type	Investment Face Value	Interest Rate	Term Days	Maturity Date	Interest Due
CBA	Call	\$750,000	0.70%	N/A	31-12-19	\$513.01
Bank of Qld	TD	\$500,000	2.00%	189	08-01-20	\$5,178.08
Bank of Qld	TD	\$1,000,000	2.10%	215	29-01-20	\$12,369.86
Bank of Qld	TD	\$1,200,000	3.00%	735	19-08-20	\$72,493.15
Bank of Qld	TD	\$700,000	1.55%	363	14-10-20	\$10,790.55
Bank of Qld	TD	\$800,000	1.50%	364	02-12-20	\$11,967.12
Bank of Qld	TD	\$1,000,000	3.15%	1097	25-08-21	\$94,672.60
Bankwest	TD	\$1,500,000	1.60%	141	05-02-20	\$9,271.23
Bankwest	TD	\$1,000,000	1.29%	96	04-03-20	\$3,392.88
Bankwest	TD	\$1,000,000	1.25%	168	13-05-20	\$5,753.42
Bankwest	TD	\$500,000	1.50%	364	16-09-20	\$7,479.45
Bendigo Bank	TD	\$1,000,000	1.60%	146	15-01-20	\$6,400.00
Bendigo Bank	TD	\$1,200,000	1.60%	210	18-03-20	\$11,046.58
Bendigo Bank	TD	\$800,000	1.55%	180	01-04-20	\$6,115.07

Information Only**INVESTMENTS FOR THE MONTH OF DECEMBER 2019 AND JANUARY 2020**

cont'd

Bendigo Bank	TD	\$700,000	1.50%	182	22-04-20	\$5,235.62
Bendigo Bank	TD	\$1,000,000	1.55%	266	17-06-20	\$11,295.89
CBA	TD	\$1,000,000	1.53%	141	12-02-20	\$5,910.41
CBA	TD	\$1,000,000	1.35%	91	26-02-20	\$3,365.75
CBA	TD	\$1,000,000	1.35%	98	11-03-20	\$3,624.66
CBA	TD	\$1,000,000	1.40%	330	16-09-20	\$12,657.53
CBA	TD	\$1,000,000	1.40%	363	11-11-20	\$13,923.29
IMB	TD	\$1,000,000	2.70%	364	19-02-20	\$26,926.03
IMB	TD	\$1,400,000	1.55%	105	25-03-20	\$6,242.47
IMB	TD	\$1,300,000	1.45%	364	28-10-20	\$18,798.36
NAB	TD	\$1,000,000	1.70%	153	22-01-20	\$7,126.03
NAB	TD	\$1,100,000	1.56%	210	06-05-20	\$9,872.88
NAB	TD	\$1,000,000	1.75%	365	05-08-20	\$17,500.00
NAB	TD	\$700,000	1.67%	335	11-08-20	\$10,729.18
		\$27,150,000				\$410,651.09

Investments to 31 January 2020

Investment Institution	Type	Investment Face Value	Interest Rate	Term Days	Maturity Date	Interest Due
CBA	Call	\$810,000	0.70%	N/A	31-01-20	\$285.75
Bank of Qld	TD	\$700,000	1.55%	91	08-04-20	\$2,705.07
Bank of Qld	TD	\$1,200,000	3.00%	735	19-08-20	\$72,493.15
Bank of Qld	TD	\$700,000	1.55%	363	14-10-20	\$10,790.55
Bank of Qld	TD	\$800,000	1.50%	364	02-12-20	\$11,967.12
Bank of Qld	TD	\$1,000,000	3.15%	1097	25-08-21	\$94,672.60
Bankwest	TD	\$1,500,000	1.60%	141	05-02-20	\$9,271.23
Bankwest	TD	\$1,000,000	1.29%	96	04-03-20	\$3,392.88
Bankwest	TD	\$1,000,000	1.25%	168	13-05-20	\$5,753.42
Bankwest	TD	\$500,000	1.50%	364	16-09-20	\$7,479.45
Bendigo Bank	TD	\$1,200,000	1.60%	210	18-03-20	\$11,046.58
Bendigo Bank	TD	\$800,000	1.55%	180	01-04-20	\$6,115.07
Bendigo Bank	TD	\$1,000,000	1.45%	91	15-04-20	\$3,615.07
Bendigo Bank	TD	\$700,000	1.50%	182	22-04-20	\$5,235.62

Information Only**INVESTMENTS FOR THE MONTH OF DECEMBER 2019 AND JANUARY 2020**

cont'd

Bendigo Bank	TD	\$1,000,000	1.55%	266	17-06-20	\$11,295.89
CBA	TD	\$1,000,000	1.53%	141	12-02-20	\$5,910.41
CBA	TD	\$1,000,000	1.35%	91	26-02-20	\$3,365.75
CBA	TD	\$1,000,000	1.35%	98	11-03-20	\$3,624.66
CBA	TD	\$1,000,000	1.40%	330	16-09-20	\$12,657.53
CBA	TD	\$1,000,000	1.40%	363	11-11-20	\$13,923.29
IMB	TD	\$1,000,000	2.70%	364	19-02-20	\$26,926.03
IMB	TD	\$1,400,000	1.55%	105	25-03-20	\$6,242.47
IMB	TD	\$1,300,000	1.45%	364	28-10-20	\$18,798.36
NAB	TD	\$800,000	1.60%	98	29-04-20	\$3,436.71
NAB	TD	\$1,100,000	1.56%	210	06-05-20	\$9,872.88
NAB	TD	\$1,000,000	1.75%	365	05-08-20	\$17,500.00
NAB	TD	\$700,000	1.67%	335	11-08-20	\$10,729.18
		\$26,210,000				\$389,106.71

COUNCIL INVESTMENT PERFORMANCE: -**BUDGET COMPARISON TO 31 January 2020**

Interest on Investments Received YTD	\$309,800
Annual budgeted amount for all funds	\$666,600
Percentage of Interest Received YTD	46.47%
Percentage of Year Elapsed	58.90%

BBSW COMPARISON TO 31 January 2020

Average market interest rate (90 day BBSW)	1.05%
Average return on all investments	1.94%

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

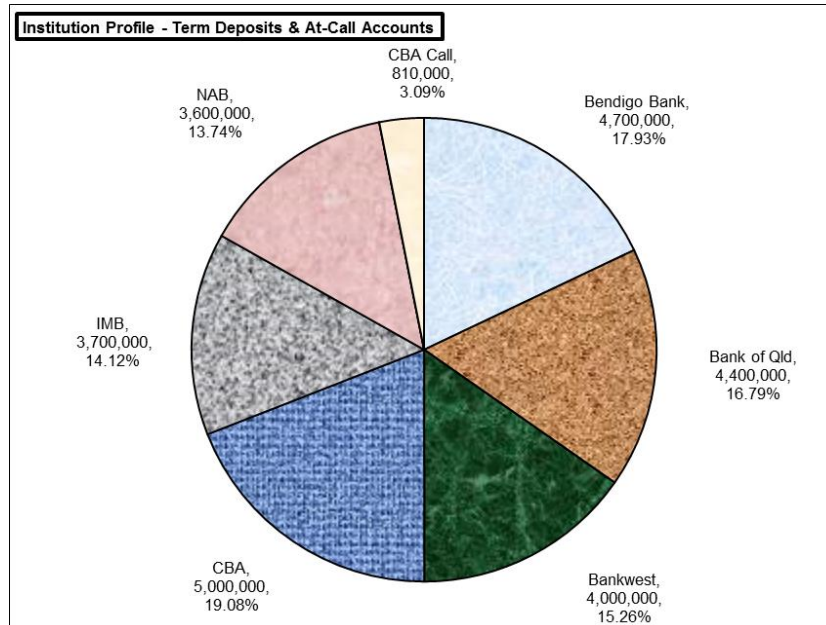
Information Only

INVESTMENTS FOR THE MONTH OF DECEMBER 2019 AND JANUARY 2020 cont'd

FINANCIAL INSTITUTION INVESTMENTS PROFILE AS AT 31 January 2020

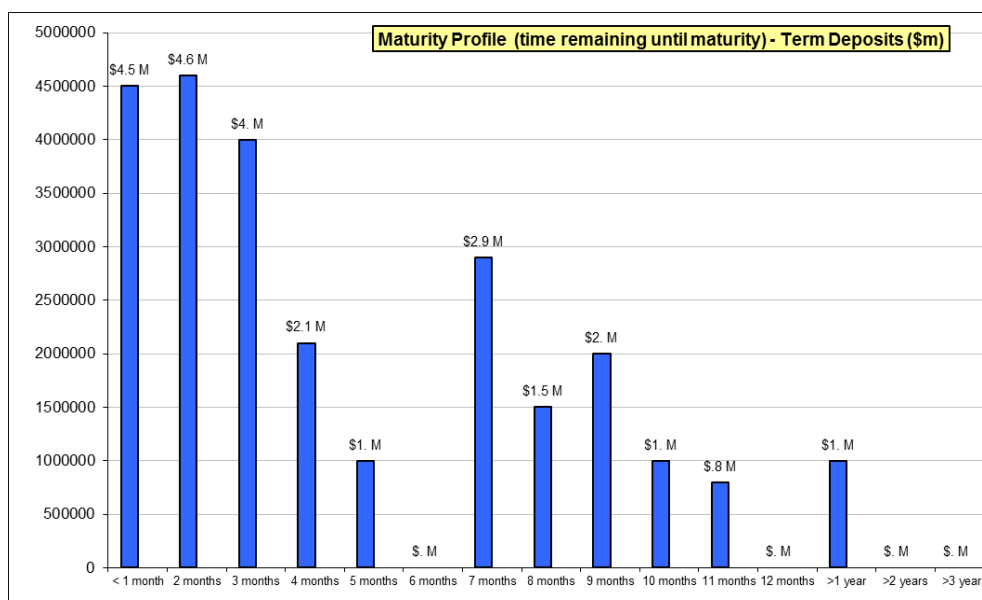
The following chart shows the current distribution of Council's investment portfolio between the authorised financial institutions used. The current distribution of funds between institutions complies with Council's Investment Policy which states:-

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



INVESTMENTS - MATURITY PROFILE AS AT 31 January 2020

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



Information Only

INVESTMENTS FOR THE MONTH OF DECEMBER 2019 AND JANUARY 2020
cont'd

SUMMARY OF AVAILABLE CASH AT 31 January 2020

TOTAL INVESTMENTS: - **\$ 26,210,000.00**

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

General Fund Reserves	\$ 16,244,757.31
Water Supply Fund Reserves	\$ 2,825,028.74
Sewerage Fund Reserves	\$ 5,336,664.18
Domestic Waste Management Fund Reserves	\$ 1,797,918.38
Trust Fund Reserves	\$ 5,631.39

POLICY IMPACT

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

OPTIONS

Nil

FINANCIAL IMPACT OF RECOMMENDATIONS

Nil

RECOMMENDATION That -

1. Council receive and note the report as information.

ATTACHMENTS

Nil

Information Only - 20 February 2020

ITEM 10.6 **Bank Balance and Reconciliation - December 2019 and January 2020**

FILE REFERENCE I20/12

AUTHOR **Director of Finance and Administration**

ISSUE

Statement of Bank Balance and Reconciliation as at 31 December 2019 and 31 January 2020.

RECOMMENDATION That -

1. Council receive and note the report as information.

BACKGROUND

Nil

REPORT

31 December 2019

STATEMENT OF BANK BALANCE & RECONCILIATION

General Ledger balance brought forward 30 November 2019	8,876.35
Add: Receipts for December 2019	4,179,260.54
	<u>4,188,136.89</u>
Deduct: Payments for December 2019	3,568,004.51
Balance as at 31st December 2019	<u>620,132.38</u>
Balance as per Bank Statement 31st December 2019	622,717.03
Add: Outstanding Deposits	(425.80)
	<u>622,291.23</u>
Deduct: Unpresented Cheques / EFTs	2,158.85
Balance as at 31st December 2019	<u>620,132.38</u>

Information Only

BANK BALANCE AND RECONCILIATION - DECEMBER 2019 AND JANUARY 2020 cont'd

31 January 2020

STATEMENT OF BANK BALANCE & RECONCILIATION

General Ledger balance brought forward 31 December 2019	620,132.38
Add: Receipts for January 2020	4,488,273.93
	<u>5,108,406.31</u>
Deduct: Payments for January 2020	3,772,794.41
Balance as at 31st January 2020	<u>1,335,611.90</u>
Balance as per Bank Statement 31st January 2020	1,594,409.84
Add: Outstanding Deposits	3,033.40
	<u>1,597,443.24</u>
Deduct: Unpresented Cheques / EFTs	261,831.34
Balance as at 31st January 2020	<u>1,335,611.90</u>

POLICY IMPACT

Nil

OPTIONS

Nil

FINANCIAL IMPACT OF RECOMMENDATIONS

Nil

RECOMMENDATION That -

1. Council receive and note the report as information.

ATTACHMENTS

Nil

Information Only - 20 February 2020

ITEM 10.7 **Rates and Charges Outstanding for the month of December 2019 and January 2020**

FILE REFERENCE I20/13

AUTHOR **Director of Finance and Administration**

ISSUE

Rates and Charges Outstanding Report to 31 December 2019 and 31 January 2020.

RECOMMENDATION That -

1. Council receive and note the report as information.

BACKGROUND

A Summary report of the Rates and Charges outstanding at 31 December 2019 and 31 January 2020 is detailed.

REPORT

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

Description	31/12/2019	31/12/2018	31/12/2017
Total % Rates and Charges Outstanding	39.03%	40.35%	41.02%
Total \$ Amount Rates and Charges Outstanding	\$4.751million	\$4.647million	\$4.720million

Description	31/01/2020	31/01/2019	31/01/2018
Total % Rates and Charges Outstanding	35.18%	37.37%	39.09%
Total \$ Amount Rates and Charges Outstanding	\$4.282million	\$4.304million	\$4.416million

POLICY IMPACT

Nil

OPTIONS

Nil

Information Only

**RATES AND CHARGES OUTSTANDING FOR THE MONTH OF DECEMBER 2019
AND JANUARY 2020** cont'd


FINANCIAL IMPACT OF RECOMMENDATIONS

Nil

RECOMMENDATION That -

1. Council receive and note the report as information.

ATTACHMENTS

1. 	Rates Collection Report for December 2019 and January 2020	Attachment
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Rate Collection 2020 Year

Rating Categories	Levy Raised to date	Rates Received to 4 February 2020	Rates Outstanding to 4 February 2020	% Rates Outstanding 4 February 2020
Farmland	5,071,769.00	3,222,325.31	1,849,443.69	36.47%
Residential	1,278,651.98	801,412.61	477,239.37	37.32%
Rural Residential	696,499.76	461,040.93	235,458.83	33.81%
Business	287,023.35	210,542.50	76,480.85	26.65%
Mining	1,944.11	1,944.11	-	0.00%
Water	932,494.52	588,952.30	343,542.22	36.84%
Sewerage	1,522,811.60	958,010.50	564,801.10	37.09%
Domestic & Comm Waste	1,212,926.83	761,749.25	451,177.58	37.20%
Rural Waste	661,629.65	429,466.31	232,163.34	35.09%
Storm Water	46,860.50	28,647.91	18,212.59	38.87%
**Arrears	460,396.84	426,918.48	33,478.36	7.27%
Overall Total Rates	12,173,008.14	7,891,010.21	4,281,997.93	35.18%

Prepared by M ClementsDate 5/2/20Authorised by Andrew S. CraneDate 5/2/2020

I:\2019-2020\Rates\Recs\%outst_January 31 -2020

Rate Collection 2020 Year

Rating Categories	Levy Raised to date	Rates Received to 2 January 2020	Rates Outstanding to 2 January 2020	% Rates Outstanding 2 January 2020
Farmland	5,071,769.00	3,031,119.12	2,040,649.88	40.24%
Residential	1,278,500.58	748,686.58	529,814.00	41.44%
Rural Residential	696,499.76	434,801.72	261,698.04	37.57%
Business	287,023.35	206,390.30	80,633.05	28.09%
Mining	1,944.11	1,944.11	-	0.00%
Water	932,494.52	552,664.68	379,829.84	40.73%
Sewerage	1,522,625.34	899,581.91	623,043.43	40.92%
Domestic & Comm Waste	1,212,803.33	714,780.52	498,022.81	41.06%
Rural Waste	661,518.55	405,318.97	256,199.58	38.73%
Storm Water	46,843.63	26,638.70	20,204.93	43.13%
**Arrears	460,396.84	399,140.95	61,255.89	13.31%
Overall Total Rates	12,172,419.01	7,421,067.56	4,751,351.45	39.03%

Prepared by M ClementsDate 6/01/20Authorised by Andrew G. CookDate 29/1/2020

I:\2019-2020\Rates\Recs\%outst_December 31 -2019

Information Only - 20 February 2020

ITEM 10.8 **Library Services 2nd Quarter Report 2019/2020**

FILE REFERENCE **I20/22**

AUTHOR **Library Manager**

ISSUE

This report provides a summary of the activities in the Upper Lachlan Shire Council libraries for the 2nd Quarter 2019/2020.

RECOMMENDATION That -

1. Council receive and note the library services report as information.

BACKGROUND

Nil

REPORT

LIBRARY USAGE:

	Crookwell	Gunning
Loans*	4,854	1,667
New Members	13	11
Internet Sessions	700	665^
Visitors	5,139	3,093
Hours open per week	31.5	19**

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

**In December the Gunning Library trialled extended library opening hours. This totalled an extra six hours for this quarter.

^Note: Gunning Internet Sessions are counted differently to Crookwell's.

OVERVIEW:

Gunning Library trialled extended opening hours on Tuesday and Thursday from 2 December and ending on 19 December. The library stayed open an extra hour from 5-6pm. During the extended opening hours forty-three items were issued to patrons and seven items returned. There were 142 visitors to the library during this period. As the trial was conducted at the end of the calendar year a further trial will be conducted in March 2020, after school has resumed, to compare the visitation numbers.

During the quarter a number of promotional events were held in the Libraries attracting a number of attendees who also used the library services. These events included a virtual reality school holiday activity; and a healthy waterways school holiday workshop at the Crookwell Library. Whilst at the Gunning Library events included a virtual reality school holiday activity; healthy waterways school holiday workshop; and a Christmas wonderland activity. The regular activities of scrabble, knitting, Storytime, Giggle and Wiggle and Lego Club continue to be well attended.

EVENTS AND PROMOTION:

Crookwell and Gunning Libraries:

- Promotional articles and promotion were published in the Crookwell Gazette, the Gunning Lions Newsletter, Radio 2GN, Goulburn Post, Crookwell Library Facebook page, Council Website, Council's Facebook page, the Voice, Gunning Library Activities' regular column in the Gunning Lions Newsletter, and regular information on Council's Information page in the Crookwell Gazette.
- During the quarter, displays showcasing a selection of fiction and non-fiction items from the libraries were displayed in prominent areas of the library. These items provided an interesting variety of items for loan with a different theme and show the breadth of items in the collections. The Crookwell Library displayed items on the theme of biography; Mary Gilmore and Australian literature; animal adventures; pink; HSC guides; BorrowBox; celebrating gardens; big words, little words; weather and climate; the big wide world; Christmas; paper, rock, scissors; and the Summer Reading Club. Gunning Library displayed items on old friends; short reads; gardening; snakes; fashion; spring jobs; Christmas; and the Summer Reading Club. Both libraries also displayed new library items in 'new book' displays throughout the library.

Gunning:

- This quarter seventeen people attended the knitting circle across four sessions.
- The Friends of Gunning Library AGM was held at the Gunning Library on 18 October. Nine people attended the AGM.

Crookwell:

- This quarter thirty-two people attended the monthly scrabble afternoons across three sessions. The Crookwell Library Friends continue to run the session and sponsor afternoon tea.
- The Crookwell Friends of the Library held their AGM and afternoon tea at the Crookwell Library on 1 October. Eighteen people attended the meeting and nineteen people attended the afternoon tea.
- Crookwell Library and the Crookwell Friends of the Library supported 'Pink Up October' month. Crookwell Library held a pink display of library items for the month. The Crookwell Friends of the Library wore pink for the AGM and bought pink food for the AGM afternoon tea.
- Nine HSC students used the Crookwell Library for studying during October.

Information Only

LIBRARY SERVICES 2ND QUARTER REPORT 2019/2020 cont'd

- The Crookwell Friends of the Library held a garden book sale at the Garden Markets at the Crookwell Showgrounds 9 November from 8:30am – 2:30pm. The book sale raised two hundred and forty six dollars.
- The volunteers from the Crookwell Friends of the Library attended a thank you lunch for assistance at the Crookwell Library during the year on Wednesday 13th November.
- The Crookwell Friends of the Library held an afternoon tea in the Crookwell Library on 3 December. Fourteen people attended the afternoon tea.
- The Crookwell and District Historical Society held an afternoon tea in the Crookwell Library on 12 December. Fifteen people attended the afternoon tea.

Taralga:

- Promotional articles and promotion on the activities being held at Crookwell and Gunning Libraries in the December - January holidays were published in the Taralga Public School newsletter. Posters advertising the school holiday activities were also sent to the Taralga Post Office to add to their noticeboard.
- Staff changes at Sunset Lodge have meant a break in the delivery of library items for library members at Sunset Lodge. The Library Manager has had several discussions with the new Recreation Officer at Sunset Lodge about getting this service up and running again for the residents of Sunset Lodge.

CHILDREN AND YOUNG PEOPLE:

Gunning:

- Fortnightly Storytime continues to be offered at Gunning Library. In this quarter there were a total of nine children who attended Storytime.
- In total seven children attended sessions of Giggle and Wiggle at the Gunning Library during this quarter.
- Gunning Library continued to offer Lego Club this quarter operating after school during the school term. In total eleven children participated in the Lego club this quarter.
- OzGrav conducted a school holiday workshop at Gunning Library on 4 October. The activity involved taking a trip out into the solar system with a virtual reality headset. Children and adults learnt about planets, stars, gravity and gravitational waves. Workshops were provided for free this year with thanks to OzGrav and Swinburne University of Technology. Twenty-three people attended the Gunning Library session.
- Gunning District Landcare hosted a healthy waterways school holiday workshop at Gunning Library on 10 October. The workshop were made possible through grant funding. Seventeen people attended the Gunning Library workshop.
- Gunning Library held a Christmas wonderland activity after school on 5 December 2019. Twenty-one people participated in this activity.

Crookwell:

- Fortnightly Storytime continues to be popular, with Crookwell SDN joining the Storytime sessions when they can. In this quarter there were a total of one hundred and seventy-six children who attended Storytime.
- Crookwell Library continued the popular Lego Club this quarter, operating after school during the school term. Seventy-four children participated in the Lego Club this quarter.
- OzGrav conducted a school holiday workshop at Crookwell Library on 4 October. The activity involved taking a trip out into the solar system with a virtual reality headset. Children and adults learnt about planets, stars, gravity and gravitational waves. Workshops were provided for free this year with thanks to OzGrav and Swinburne University of Technology. Twenty-five people attended the Crookwell Library session.
- Upper Lachlan Landcare hosted a healthy waterways workshop at Crookwell Library on 10 October. The workshop was made possible through grant funding. Eleven people attended the Crookwell Library workshop.

COLLECTIONS, RESOURCES AND FACILITIES:

Collections

- Crookwell Library staff weeded the youth collection during the quarter.
- The annual Fines Feast was run at Council's Libraries from 29 November until 20 December. Non-perishable food items and toiletries were given to local charities and groups to distribute to those in need in our community for Christmas.
- The Library Manager selected and ordered non-fiction book titles for the \$1000 Veolia Mulwaree Trust Donation. Titles were selected based on library member and library staff suggestions. When these items have been received the items will be catalogued for our collections.

Resources

- This quarter, volunteers completed thirty hours of work in the Crookwell Library and forty-two hours at the Gunning Library. Volunteers helped this quarter at Crookwell Library with book displays, picking items from the daily reserve list, and shelving. At Gunning Library volunteers assisted with shelving, weeding, Giggle and Wiggle and Storytime.
- Library staff attended Spydus cataloguing training at the Goulburn Library on 24 October.
- Library staff attended Copyright training on 7 November at Gunning Library.
- The Library Manager attended the Public Library Conference in Penrith on 19-22 November.
- Library staff attended a quarterly staff meeting at Crookwell Library on 12 December.
- In this quarter the Library Manager:
 - o Attended the South East Zone Library Managers meeting at Goulburn Library on 18 October.
 - o Reviewed job applications, prepared interview questions and conducted the interviews for the Library Assistant position at the Crookwell Library.

Information Only

LIBRARY SERVICES 2ND QUARTER REPORT 2019/2020 cont'd

- o Completed the Narrative Statement for Library Operations for the NSW State Library Annual Return.
- o Completed working alone forms for all library staff and buildings.
- o Attended meetings with Council's Grant Officer and Building Maintenance staff about a grant submission for the NSW Public Library Infrastructure grant round.
- o Completed the grant application for the NSW State Public Library Infrastructure Grant round.
- o Reviewed Service Level Agreement (SLA) with Goulburn Mulwaree Council for the provision of library services to Upper Lachlan Shire Council. The updated SLA has been signed by both councils.
- o Updated the Library Manager Position Description.
- o Completed the meeting minutes from the library staff quarterly meetings.
- o Completed the NSW State Library annual statistical return.
- o Completed the Library Financial reporting and subsidy application forms for the NSW State Library.
- o Visited Gunning Library on 5 November to meet with Carpet Court for a measure and quote for the Gunning Library for the grant application.
- o Completed the First Aid kit stock take.
- o Completed library's contribution for the November edition of the Voice.
- o Attended the Crookwell Memorial Hall Committee meeting on 28 November in the Crookwell Library.
- o Created activity booklets for children for the Summer Reading Club. Created promotional material, reading logs, instructions, party invitations, and packs for children registering for the Summer Reading Club.
- o Sent a letter to the CWA Evening Branch thanking them for the books that they bought for the Crookwell Library during the year.
- o Created promotional material and media release on summer holiday activities. These have been distributed to the schools, placed in our libraries, added to our libraries Facebook and website, noticeboards around town and Taralga.
- o Completed the manual handling forms for library tasks.
- o Prepared the emergency evacuation plan for our libraries.
- o Devised a spreadsheet for counting the number of people using the Gunning Library during the trial extended opening hours.
- o Created a document on the process of who to contact for Spydus issues and circulated to library staff for their reference.
- o Started working on the eSmart Library documentation.

Facilities

- Libraries computers and Wi-Fi facilities are well utilised. Library members from Goulburn Mulwaree Library used our library service this quarter due to no public Internet or Wi-Fi at Goulburn Mulwaree Library.
- A new modem was received from HiTech Support due to the faulty modem after the power outage on 30 September.
- The Library Manager worked with HiTech on the Internet reliability issues that have been occurring in the afternoons at the Crookwell Library. HiTech have completed some testing and haven't found anything. Crookwell Library staff are to report to HiTech any slowness with the Internet when they occur.
- HiTech completed a Firewall review at both Libraries during this quarter.

Information Only

LIBRARY SERVICES 2ND QUARTER REPORT 2019/2020 cont'd

- The backup power unit under the Library Manager's desk was replaced as the old one was faulty after the power blackout in November.
- A major catalogue issue in Spydus for our libraries was finally fixed in this quarter. Library staff have not been able to complete any original cataloguing which has meant that there was a backlog of items. Library staff have been busy catching up on the backlog. A new patch was deployed to Spydus in December fixing some of the bugs in the system.
- The new hot water system was installed at the Gunning Library.
- Council's Building Maintenance Officer fixed the Crookwell Memorial Hall door, replaced a number of lights, fixed a door latch, and inspected the backdoor emergency exit at the Crookwell Library. Further work will be required on the backdoor emergency exit at the Crookwell Library.
- Council's Building Maintenance Officer fixed the emergency exit light at Gunning.
- Shane Gann fixed the light switch in the kids' room at the Crookwell Library and removed the old wall heater in the kids' room at the Crookwell Library
- The automatic door was serviced at Crookwell Library during this quarter.
- The Crookwell Library had an unplanned power outage in November.
- The Crookwell Memorial Hall Complex fire alarm was activated in December due to the smoke and heat accumulating in the foyer. Advice has been received to leave the front Memorial Hall doors closed when the library is open to prevent the alarm from being reactivated. Signage placed on the doors to inform visitors to the library that the library is open.
- The Crookwell Friends of the Library bought a new open sign and book sale signs for the Crookwell Library.

POLICY IMPACT

Nil

OPTIONS

Nil

FINANCIAL IMPACT OF RECOMMENDATIONS

Nil

RECOMMENDATION That -

1. Council receive and note the library services report as information.

ATTACHMENTS

Nil

Information Only - 20 February 2020

ITEM 10.9 **Grants Report**

FILE REFERENCE **I20/54**

AUTHOR **Grants/Projects Officer**

ISSUE

This report advises Council of grants available, grant applications in progress, submitted or unsuccessful applications and grant projects funded.

RECOMMENDATION That -

1. Council receive and note the report as information.

BACKGROUND

Nil

REPORT

The Grants Report is an attachment to this report for Councillors information.

A list of grants available and ongoing grants listed on Council's website can be accessed by the following link:

<https://www.upperlachlan.nsw.gov.au/community/grants>

POLICY IMPACT

Nil

OPTIONS

Nil

FINANCIAL IMPACT OF RECOMMENDATIONS

Nil

RECOMMENDATION That -

1. Council receive and note the report as information.

ATTACHMENTS

1. Download	Grants and Projects Report for Council - 20 February 2020.pdf	Attachment
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Grants and Projects Report to Council - 20 February 2020

Grant Applications in progress								
Grantee	Due or Submitted	Project	Council Contrib.	Other Contribution	Amount Requested	Subtotal	Project Cost	Comment/Progress
Fixing Country Roads	19.12.19	Peelwood Road Upgrade	\$ 492,700	\$ -	\$ 1,478,100	\$ 1,970,800	\$ 1,970,800	Lodged
Fixing Country Roads	19.12.19	Wheeo Road Upgrade	\$ 658,288	\$ -	\$ 1,974,862	\$ 2,633,150	\$ 2,633,150	Lodged
Fixing Local Roads	02.12.19	Collector Road Upgrade	\$ 495,300	\$ -	\$ 1,485,900	\$ 1,981,200	\$ 1,981,200	Lodged
Building Better Regions Fund - Round 4	19.12.19	Wombeyan Caves Road Upgrade (2)	\$ 1,263,925	\$ -	\$ 1,263,925	\$ 2,527,850	\$ 2,527,850	Lodged
Drought Communities Programme	21.01.20	Peelwood Bridge Replacement	\$ 731,016	\$ -	\$ 1,000,000	\$ 1,731,016	\$ 1,731,016	Lodged: Peelwood Bridge \$1,448,850 Saleyards Road shared footpath \$206,782 Adam Street shared footpath
		PAMP						
State Library Infrastructure Grant	8.11.19	Gunning roof and repairs and Crookwell/Gunning furniture	\$ 15,000	\$ -	\$ 151,161.52	\$ 166,161.52	\$ 166,162.52	Awaiting news on success
Fixing Country Roads	10.10.19	Kangaroo Creek Bridge - Bigga	\$ 965,000	\$ -	\$ 965,000	\$ 1,930,000	\$ 1,930,000	Awaiting news on success
Country Passenger Transport Infrastructure Grant	27.8.19	Gunning and Dalton Bus Stops	\$ 20,000	\$ -	\$ 22,000	\$ 42,000	\$ 42,000	Awaiting news of success
Stronger Country Communities Fund Round 3	18.9.19	Gunning Showground Amenities	\$ -	\$ -	\$ 750,000	\$ 750,000	\$ 750,000	Awaiting news on success

Grant Projects Funded								
Grantee	Submitted	Project	Council Contrib.	Other Contribution	Amount Received	Subtotal	Project Cost	Comment/Progress
Waste Less Recycle More	27.06.18	Bin Audit and Education	\$ -	\$ -	\$ 70,000	\$ 70,000	\$ 70,000	Final report due
Building Better Regions Fund - Round 3	15.11.18	Wombeyan Caves Road Upgrade	\$ 100,000	\$ -	\$ 2,500,000	\$ 2,500,000	\$ 5,028,000	Infrastructure
Growing Local Economies Fund	05.07.18			\$ -	\$ 2,428,000	\$ 2,428,000		
Bridges to Renewal (Round 1)	28.08.14	Replacement of Abercrombie River Bridge	\$ 75,000	\$ -	\$ 775,000	\$ 850,000	\$ 1,525,000	Project completed. Opening ceremony being arranged
Fixing Country Roads 2014	01.11.14		\$ -	\$ -	\$ 675,000	\$ 675,000		
Bridges Renewal (Round 4)	05.02.19	Crookwell River Bridge - Woodville Road	\$ 294,861	\$ -	\$ 294,860	\$ 589,721	\$ 589,721	Infrastructure
		Diamond Creek Bridge - Kangaloolah Road	\$ 561,007	\$ -	\$ 560,000	\$ 1,121,007	\$ 1,121,007	
Bridges Renewal (Round 3)	15.05.17	Kiamma Creek Bridge Upgrade	\$ 81,260	\$ -	\$ 450,000	\$ 531,260	\$ 1,062,460	Infrastructure - Recommendation of contractor to Council
Fixing Country Roads 2015	02.05.16		\$ -	\$ -	\$ 531,230	\$ 531,230		
Growing Local Economies Fund	05.07.18	Grabine Road Upgrade	\$ 200,000	\$ -	\$ 3,300,000	\$ 3,500,000	\$ 3,500,000	Surveying being undertaken
Country Passenger Transport Infrastructure Grant EOI	26.02.18	Taralga, Bigga and Binda Bus Stops	\$ -	\$ -	\$ 30,000	\$ 30,000	\$ 30,000	Bigga and Binda installed. Taralga to be installed.

Grant Projects Funded								
Grantee	Submitted	Project	Council Contrib.	Other Contribution	Amount Received	Subtotal	Project Cost	Comment/Progress
Stronger Country Communities Fund (Round 1)	12.09.17	PAMP Priorities	\$ -	\$ -	\$ 344,487	\$ 344,487	\$ 344,487	Project almost completed - DPC inspection visit for Milestone 3 in February
		Re-energising the Collector Community	\$ -	\$ -	\$ 220,000	\$ 220,000	\$ 220,000	Project completed - DPC inspection visit for Milestone 3 in February
		Crookwell Showground Upgrade	\$ -	\$ -	\$ 275,141	\$ 275,141	\$ 275,141	Project Completed - DPC inspection visit for Milestone 3 in February - opening at Show 8 Feb
Stronger Country Communities Fund (Round 2)	01.05.18	Memorial Oval Fit Out	\$ -	\$ -	\$ 315,000	\$ 315,000	\$ 315,000	Project Completed. Awaiting approval of report. Opening ceremony date being determined.
		Active Villages Project	\$ -	\$ -	\$ 300,000	\$ 300,000	\$ 300,000	Preparation occurring Feb. Gunning installation 3rd Feb - 4 weeks for all sites to be completed.
		Lights Football Action	\$ -	\$ -	\$ 150,000	\$ 150,000	\$ 150,000	Project completed - DPC inspection visit for Milestone 3 in February
		PAMP – 1 st priorities	\$ -	\$ -	\$ 356,772	\$ 356,772	\$ 356,772	Design of Taralga, Bigga and Binda completed. Taralga on Bunnaby MacArthur and Walsh commenced.
		Breadalbane Hall Pergola	\$ -	\$ -	\$ 67,000	\$ 67,000	\$ 67,000	Project Completed - DPC inspection visit for Milestone 3 in February.

Gunning Pathways - PAMP Priorities - SCCF1 - Laggan Pathway



Crookwell Showground Toilet/Shower Block



Soccer Lighting Lin Cooper Field



Information Only - 20 February 2020

ITEM 10.10 Action Summary - Council Decisions

FILE REFERENCE I19/913

AUTHOR Director of Finance and Administration

ISSUE

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

RECOMMENDATION That -

1. Council receive and note the report as information.

BACKGROUND

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

REPORT

Summary sheet from the:-

Council Meeting: 16 August 2018

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

377/18	<ol style="list-style-type: none">1. Council continue the current s355 Committee to carry the project on to a full costing, feasibility and planning for a fit for purpose facility based on the findings of the current Committee;2. Council endorse and support the Committee Charter to provide a heated and hydrotherapy pool,	DOI	<p>Addressed as part of Council Resolution 336/19.</p> <p>Addressed as part of Council Resolution 336/19.</p>
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Information Only**ACTION SUMMARY - COUNCIL DECISIONS cont'd**

	<p>provided it is affordable for Council on an ongoing basis;</p> <p>3. Council consider funding all short-term recommendations for inclusion in the fiscal 2019-2020 Operational Plan;</p> <p>4. Council considers allocating \$10,000 within the 2018-2019 Operational Plan from unrestricted cash reserves to fund a Quantity Surveyor for the proposed heated and hydrotherapy pool.</p>		<p>Addressed as part of response to Question with Notice – Crookwell and Gunning Swimming Pool, 20 February 2020 Council Meeting.</p> <p>Addressed as part of Council Resolution 336/19 – allocation of \$40,000 for this purpose.</p>
378/18	<p>That Council include the following items to be costed for consideration of funding in the 2019/2020 Operational Plan or for grant application for:</p> <p>a) A roof over the new and old change rooms;</p> <p>b) The old change rooms to be renovated for a useful purpose as determined by the s355 Pool Review Committee; and</p> <p>c) The old change rooms be fitted out for that purpose.</p>	DOI	<p>Addressed as part of response to Question with Notice – Crookwell and Gunning Swimming Pool, 20 February 2020 Council Meeting.</p>

Council Meeting: 20 June 2019

137/19	<p>Council request the Minister of Local Government and the Office of Local Government grant an exemption for all the Councillors in relation to Pecuniary Interests under the Code of Conduct to deal with amendments and all matters associated with the Upper Lachlan Local Environmental Plan (LEP).</p>	DEP	<p>Individual Councillors to make a decision in relation to Pecuniary Interest.</p>
143/19	<p>Council considers the location of the Crookwell Works Depot at a future Council meeting following the matter being considered by the Building Review Committee.</p> <p>Council ensure that the proper processes have been undertaken in compliance with the Local Government Act 1993 and the Environment and Planning Assessment Act 1979 to reclassify the Community Land to Operational Land.</p>	DOI	<p>Report to be provided to a future Council Meeting after the compulsory acquisition of land.</p>

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

149/19	<p>1. That the EDTF recommends with the objective of moving Council from a net energy user to a net energy exporter that the Department of Infrastructure and Environment and Planning prepare a report as to the path forward to prepare business cases for street lighting, all waste management and energy generation.</p> <p>3. That the EDTF recommends the Department of Infrastructure and Environment and Planning prepare a recommendation in the next year 2019/20, detailing urban sustainability initiatives for on-site sewer systems in small villages and provide alternatives to specific tank disposal.</p> <p>4. That the EDTF recommends the Department of Infrastructure and Environment and Planning investigate the opportunity for solar powered cabins at the existing caravan park or alternate locations in Crookwell in conjunction with the Housing Strategy.</p>	DOI/DEP	<p>Report items 1, 3 and 4 were reported to EDTF Committee Meeting on 5 August 2019.</p> <p>All 3 report items will be addressed in the future review of the LEP.</p>
153/19	That the Streetscape Committee recommends to Council to purchase the models or types of seats (CPS18-TI-AR), bins (ABEH240-TI) and noticeboards (2PUN122-SM-NB) so that detailed engineering design can be completed and installation progress without further delay.	DOI	Procurement of equipment completed and delivery expected 7 February 2020. Quotations have been advertised on 30 January 2020 in relation to civil works for installation of equipment.
161/19	The potential land sale be deferred to allow further discussions with Crookwell Taralga Aged Care after a Councillor workshop with a presentation from the Director of Environment and Planning on how the expansion of Crookwell Taralga Aged Care facility in Crookwell fits into the proposed Strategic Housing Plan.	GM/DEP	Councillor workshop held on 29 October 2019. Mayor and Council staff met with CTAC Directors on 21 January 2020. A further report is provided to 20 February 2020 Council Meeting.

Council Meeting: 19 September 2019

241/19	Council receives and notes the report as information and a further report be provided to Council with respect to costings on the access ramp at the Health Care Centre, Crookwell.	DOI	Report to be provided to a future 2020 Council Meeting.
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Information Only**ACTION SUMMARY - COUNCIL DECISIONS cont'd**

243/19	Council submits a report to the Traffic Committee requesting consideration of the current parking in the main street of Crookwell and its impact on its feasibility of providing outdoor seating in the main street.	DOI	Report was provided to the Local Traffic Committee Meeting on 6 February 2020.
247/19	Council prepare a draft planning proposal under the Environmental Planning and Assessment Act 1979 for discussion with the NSW Department of Planning and Environment.	DEP	Planning proposal (Land Use) commenced and to be reported to a future Council Meeting.
262/19	<p>The Minutes of the Economic Development Task Force Committee meeting held 2 September 2019 be received and noted.</p> <p>Item 6.2 Review of the EDTF Charter</p> <p>That Council change the meeting composition to accommodate six (6) community representatives and the Economic Development Officer be included as the secretariat.</p> <p>Item 6.5 How important is water in the Strategic Planning of our town and villages</p> <p>That Council research and develop a water sensitive design policy for the Shire.</p> <p>Item 6.6 Collector RV Site suggestion</p> <p>That the Strategic Planning section of Council consider this proposed site in the upcoming LEP review.</p>	<p>DEP</p> <p>DEP</p> <p>DEP</p>	<p>Report to be prepared to a future EDTF Meeting.</p> <p>Proposal to be included in draft housing strategy.</p> <p>Consideration of the proposal as part of the upcoming LEP review.</p>
270/19	<p>1. Council enter negotiations with the two providers seeking a commercial return;</p> <p>2. Council advertise an EOI based of the concept plan B7 if the commercial negotiations fail.</p>	DOI	An EOI will be advertised in February 2020 after review by Council.

Council Meeting: 17 October 2019

275/19	That Council proceed with the installation of pavement marking signage, as outlined in the map, at the location of the pedestrian crossing in Goulburn Street, Crookwell, subject to approval from the Roads and Maritime Services, if required.	DOI	Council have advised the RMS that Council is proceeding with the recommendation as soon as practical.
301/19	That Council upon the appointment of the new General Manager give priority to a workshop to determine a path forward for exploring economic development opportunities to create independent income streams.	Mayor/GM	Report to be provided to a future Council Meeting.

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

303/19	That Council implements a workshop to review the relevance or purpose of all the existing committees as listed under schedule B of the Council agenda format and committee structure report presented to Council at the September 2019 Ordinary Council Meeting.	DFA	Workshop held on 29 October 2019 correspondence to be forwarded to Committees in February 2020.
307/19	<ol style="list-style-type: none">1. Council receive and note the Upper Lachlan Shire Council Crookwell Works Depot report from Coffey Services Australia Pty Ltd as information.2. Council implement the recommendations contained within the report subject to a further detailed Environmental Site Assessment from Coffey Services Australia Pty Ltd.<ul style="list-style-type: none">• Further targeted soil sampling within the north western part of the depot site to better define the extent of TRH soil concentrations neat the emulsion storage area.• One or two additional groundwater wells should be installed around the emulsion and bitumen cutter storage area in the north western portion of the site, to monitor for the presence of non-aqueous phase liquids (NAPL) / dissolved hydrocarbons in this area of the site and whether they may be affecting off site area including the adjacent residential properties to the west to south west.• Review the results of groundwater sampling and laboratory results of the three onsite well. If groundwater analysis has not occurred recently (i.e. last 12 months) undertake a sampling and assessment of groundwater. Inclusion of metals analysis as well as hydrocarbon compounds should be considered.• If a full assessment of the depot has not been undertaken then undertake a thorough assessment of the site in line with the NSW EPA sampling guidelines. AS well as the depot potential sources further assessment of the metals concentration identified in this	DOI	Coffey Services has been re-engaged and a further report is provided to the 19 March 2020 Council Meeting.

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

	assessment in both onsite and offsite areas should be considered based on further land uses for the depot and off site areas.		
	3. Council authorises a revote of expenditure of \$18,000 (GST Exc.) for a further detailed Environmental Site Assessment report at the Crookwell Works Depot and adjacent Kiamma Creek.		

Council Meeting: 21 November 2019

311/19	Council investigate the cost associated with implementing facilities for webcasting and audio recording of council meetings at both Gunning and Taralga.	DFA	Report to be provided to 19 March 2020 Council Meeting.
314/19	Council revise the draft Infrastructure Assets Naming Policy and when amended that a report be presented to Council prior to being placed on public exhibition for 28 days.	DOI	Report to be provided to a future Council Meeting.
319/19	That Council works in conjunction with Crookwell Neighbourhood Centre and provide a report to Council for a concept plan for an off leash dog park at Gordon Park in Crookwell to enable community consultation.	DOI	Report to be provided to 20 February 2020 Council Meeting.
320/19	That Council form a Committee to work in conjunction with the community to investigate the possibilities to develop a community walk in Crookwell.	DOI	Report to be provided to a future 2020 Council Meeting.
331/19	The draft Council Community Participation Plan be placed on public exhibition for a minimum period of 28 days.	DEP	Plan placed on public exhibition. Report provided to 20 February 2020 Council Meeting.
334/19	Council place the Private Sewer Pump Station Policy on public exhibition for 28 days.	DOI/EA	Policy placed on public exhibition. Report provided to 20 February 2020 Council Meeting.
335/19	<ol style="list-style-type: none"> 1. Council request an extension of time from Roads and Maritime Services to respond to the contract execution date. 2. Council accept the revised contract subject to favourable legal and professional assessment of the contract terms, prior to 29 February 2020. 3. Council delegate authority for the General Manager and Director of 	DOI	Letter of extension request forwarded on 8 November 2019. RMS agreed to extension until 30 June 2020.

	Infrastructure to negotiate contractual terms on Council's behalf in order to establish a viable Routine Maintenance Council Contract for Council's endorsement based on social, economic and community benefits prior to the contract termination date 29 February 2020.		
336/19	<ol style="list-style-type: none"> 1. Council approve in principle the proposed concept for the unheated outdoor Crookwell swimming pool (25 metre x 10 metre) upgrade of the existing swimming pool; 2. Council approve in principle the proposed concept of a (15 metre by 6 metre) new heated indoor pool in Crookwell with the preferred location to be based on technical consideration; 3. Council endorse the demolition of the existing unused Crookwell swimming pool change rooms and minor refunctioning of used changed rooms; 4. Council allocate \$40,000 from unrestricted cash reserves to fund architectural plans, engineering plans and associated costing for the potential Crookwell upgrade of the existing outdoor swimming pool, costings for a proposed heated indoor pool and change rooms and a design that is sympathetic to the possible future inclusion of a hydrotherapy pool. 	DOI	<p>Pool Review Committee meeting held on 28 November 2019.</p> <p>Quotations for architectural design to be advertised.</p> <p>Council revote of funds completed.</p>
345/19	That recommendations item 3.1, 4.1 to 4.9 excluding item 4.5 of the Traffic Committee Minutes from meeting held 7 November 2019 be adopted.	DOI	CRM's created for each recommendation and implementation is being tracked to the Local Traffic Committee Action List.

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

346/19	Item 4.5 Traffic report at the intersection of Woodhouselee Road, Peelwood Road and Laggan Road, Laggan	DOI	CRM's created for each recommendation and implementation is being tracked to the Local Traffic Committee Action List.
347/19	That a report be provided to Council on cost of works that are required to make the old bank building in Crookwell operational.	DEP	Report to be provided to a future 2020 Council Meeting.
349/19	That a report be provided to Council on the resources required to provide the Director of Environment and Planning to complete an investigation into the number of buildings in the towns and villages of the Upper Lachlan Shire that requires fire safety statements.	DEP	Report to be provided to a future 2020 Council Meeting.

Council Meeting: 19 December 2019

356/19	Council investigate installing measuring devices on standpipes and monitoring water table as a priority.	DOI	Council has ordered the Avdata systems and awaiting the electrical quotations.
358/19	Council writes to the Hon John Barilaro MP and enquire as to when the detailed investigation and stakeholder engagement will commence in relation to the Wyangala Dam Wall Project.	GM	Letter forwarded on 31 January 2020.
362/19	1. Council receives and notes the report as information. 2. Environment and Planning Department report back to Council on the use of a drone to investigate inaccessible areas of weed infestation.	DEP	Report to be provided to a future 2020 Council Meeting.
363/19	Environment and Planning report on the infestation of Serrated Tussock in the Shire and approach the State Government to help contain infestation.	DEP	Report to be provided to a future 2020 Council Meeting.
364/19	1. Council receive and note the report as information. 2. Council adds SP1 and SP2 land use zones to the current review of the draft planning proposal under the Environmental Planning and Assessment Act 1979 being discussed with the NSW Department of Planning and Environment.	DEP	To be addressed as part of the response to Council Resolution 247/19.
366/19	1. The planning proposal be endorsed by Upper Lachlan Shire Council and forwarded to the Minister for Planning for	DEP	Planning proposal has been forwarded to Department of Planning,

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

	<p>a Gateway Determination in accordance with the Environmental Planning and Assessment Act 1979.</p> <p>2. Council delegate to the General Manager authority to implement the Gateway Determination.</p>		Industry and Environment.
367/19	<p>1. Council adopt the Sustainable Communities Energy Masterplan for the Upper Lachlan Shire.</p> <p>2. Council consider priorities listed in the Energy Masterplan for inclusion in future years Council Operational Plan and Delivery Programs.</p>	DEP	<p>Placed on Council Website 30 January 2020.</p> <p>Priorities to be included in 2020/2021 budget workshop.</p>
368/19	Council adopt the Delivery Program Review and the Fit for the Future Action Plan Review Reports for the six month period ended 31 December 2019.	DFA	Completed on 20 December 2019.
369/19	Council in accordance with Section 610E, of the Local Government Act 1993, waive the multiple Rural Waste Charge totalling \$201.30 (GST Inclusive).	DFA	Waiver completed 20 December 2019.
370/19	Council investigates a suitable location for a RV Friendly Park within the town of Crookwell that will satisfy the Caravan, Camping and Motorhome Association (CMCA) requirements and is permitted under Councils Land Use Tables.	DFA/DEP	To be addressed as part of the response to Council resolution 247/19.
371/19	Council adopts the reviewed New Employees Pre Placement Health Assessment Policy and Procedure.	EA	Policy placed in register and on website 10 January 2020.
372/19	Council adopts the reviewed Secondary Employment Policy.	EA	Policy placed in register and on website 10 January 2020.
373/19	Council adopts the reviewed Separation and Termination Policy and Procedure.	EA	Policy placed in register and on website 10 January 2020.
374/19	The Draft Plan of Management – Crookwell Memorial Oval Complex be placed on public exhibition for a minimum period of 28 days in January 2020.	DEP	<p>Plan placed on public exhibition on 4 February 2020.</p> <p>To be reported to 19 March 2020 Council Meeting.</p>
376/19	That Mandy McDonald be appointed to the Crookwell Potato Festival Committee.	DFA	Letter sent confirming appointment on 23 January 2020.
377/19	Council approve the installation and provide materials for a rabbit proof fence around the Collector Oval for a total of \$2,716.	DOI	Correspondence forwarded on 3 January 2020. Materials were ordered and picked up 20 January 2020.

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

378/19	That Council will provide \$1,000 upon the production of an invoice for the purchase of suitable trees for the Crookwell 200 Community tree project.	DOI	Correspondence forwarded on 7 February 2020
379/19	That Council review the development contributions planning framework to provide:- <ul style="list-style-type: none"> • An equitable charging regime. • Identification of priority infrastructure projects and locations. • A formula for the collection of revenue that is clear and linked to the development impact. 	DEP	Council workshop to be scheduled in March 2020.
382/19	Council accept the schedule of rates tender submitted by Cleanaway Pty Ltd for an approximated value of \$292,950.32 (Ex GST) for a 2 year period, with the option to extend for an additional 2 years.	DOI	Letter of award was sent to Cleanaway 20 December 2019. Contract documents have been sent to Cleanaway. Contract commences on 2 March 2020.

POLICY IMPACT

Nil

OPTIONS

Nil

FINANCIAL IMPACT OF RECOMMENDATIONS

Nil

RECOMMENDATION That -

1. Council receive and note the report as information.

ATTACHMENTS

Nil

11 ENVIRONMENT AND PLANNING

The following item is submitted for consideration -

11.1	Adopt the Community Participation Plan	190
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Environment and Planning - 20 February 2020

ITEM 11.1 **Adopt the Community Participation Plan**

FILE REFERENCE **I20/44**

AUTHOR **Manager of Environment and Planning**

ISSUE

Council has a statutory requirement to implement a Community Participation Plan. A draft Community Participation Plan has been completed to enable community feedback.

RECOMMENDATION That -

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

BACKGROUND

The Community Participation Plan is a statutory requirement. The date for adoption is December 2019. Councillors received a preliminary draft at the workshop held on 29 October 2019.

The plan is consistent with the Council's Community Engagement Plan and Strategy and will subsequently repeal Section 3.14 Notification of the Upper Lachlan Development Control Plan 2010.

The Community Participation Plan adds value to the expression of community views during the scoping and drafting process of land-use planning documents.

REPORT

The matter came to Council in November 2019 to advertise the draft CPP. The documentation was advertised and there were no submissions.

The objective of the Community Participation Plan is to provide transparency and accountability to strategic land use documentation through consultation in an appropriate manner and timeframe. Council already has a Community Engagement Plan and Strategy focused on communicating Council activities, management and leadership processes.

The Community Participation Plans focus on the community and the geographic implementation of social, environmental and economic activity across the LGA.

Environment and Planning

ADOPT THE COMMUNITY PARTICIPATION PLAN cont'd

The scope of the Community Engagement Plan excludes notifications concerning development applications and other related statutory notifications. The community engagement plan identifies two strategies. Strategy 1: consult on strategic plans, decisions, issues, priorities and projects. Strategy 2 inform: on governance and decision-making mechanisms.

The Community Participation Plan identifies three steps in the development of strategic land use plans.

Step one: engage with the community when we are scoping the scale, nature and likely impact of a proposal or project. Focussed scoping conversations on the intended area of concern will manage expectations.

Step two: consult with the community and invite them to provide their views and concerns on a proposal or a draft plan. Step two is generally the second stage of plan-making when we have a draft document that attempts to meet the objectives of the scoping phase. Council will adopt draft documents for consultation purposes. During the consultation process, Council will refer back to the concepts, ideas and directions identified at the scoping phase.

Step three: inform, we notify the community of proposals where relevant and decisions that the Council has made.

Council has a comprehensive contact list of stakeholders that will be used to identify who is involved at various times.

The plan was notified in local papers and on Council's web site in accordance with statutory requirements. No submissions were received.

POLICY IMPACT

Upper Lachlan Development Control Plan 2010 identifies Council's notification processes for development applications (Section 3.14). This section of the Development Control Plan will be superseded when Council adopts the Community Participation Plan.

OPTIONS

Council may amend its community engagement plan and strategy to meet the requirements of the Environment Planning and Assessment Act, however this is a cumbersome process. The two documents have different purposes.

FINANCIAL IMPACT OF RECOMMENDATIONS

The documentation is being written internally and there are no staffing impacts. The policy will need to be advertised and communicated to the community, the advertising costs are within Council's operating budget.

RECOMMENDATION That -


1. Council adopt the Community Participation Plan and advise the NSW Government of the adoption.

Environment and Planning

ADOPT THE COMMUNITY PARTICIPATION PLAN cont'd

2. Council Repeal Section 3.14 Notification in the Upper Lachlan Development Control Plan 2010.

ATTACHMENTS

1. 	Community Participation Plan Advertised	Attachment
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Upper Lachlan Shire Council Community Participation Plan

Upper Lachlan Shire Council



Community Participation Plan



Page 1

*Upper Lachlan Shire Council Community Participation Plan***Table of Contents**

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Introduction - Community Participation

Land use planning is a significant tool in achieving South East and Tablelands Regional Plan 2036 and Upper Lachlan Shire Council's Community Strategic Plan (CSP)

The Community Participation Plan (CPP) will set out how planning authorities will engage with the community across their statutory planning functions, i.e. (laws made by the NSW Government). While the plans must meet the minimum requirements for community participation that are set out in Schedule 1 to the Environmental Planning and Assessment Act 1979, Council can go beyond the minimum requirements if they decide it is appropriate.

The EP&A Act requires planning decision-makers (ULSC) to give and publicly notify reasons for their decisions, including how community views were considered, on critical planning matters.



Why have community participation?

Community participation in the Council's role and function in environmental planning for the Upper Lachlan local government area is to ensure:

- The plans are relevant,
- and appropriate to meet the community needs and expectations.
- Consistent with the strategies and aspirations of the NSW and South East and Tablelands region.
- Good community engagement will lead to:
 - better project and service delivery outcomes
 - improve the quality of policy
 - build a more resilient relationship with the community
 - enhanced reputation and check that Council is meeting local needs
 - increased understanding of community issues
 - better shared partnerships and networks
 - deal with complex problems and emerging issues
 - provide opportunities for a diversity of voices
 - enable communities to identify priorities for themselves and own the solutions

Who is the community?

The ULSC community is made up of a range of stakeholders, including individuals and interest groups that may, at some stage, be interested in participating in planning decisions.

A stakeholder is "an individual or group who has a direct interest in or can directly affect or be affected by the actions of Council concerning a specific issue." Council needs to engage with a different mix of stakeholders on various issues.

Key individuals include, but are not limited to:

- Applicant
- Landowner
- Neighbour
- Property developer
- Business owner
- Real estate agent
- Pejar Local Aboriginal Land Council
- Planning specialist or consultant
- Member of Parliament

Key interest groups include (but are not limited to): Community Directory on ULSC website.

Why have a Community Participation Plan (CPP)?

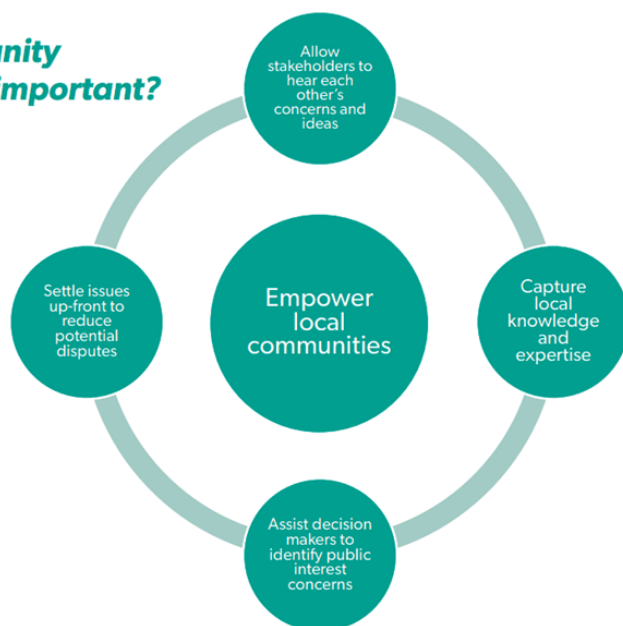
A Community Participation Plan, a mandatory legal requirement on all NSW councils under the provisions of the EP& Act 1979 2.6 and Schedule 1 of the EP&A Act and, applies to the exercise of planning functions by the ULSC.

Why is Community Participation Important?

- It builds community confidence in the planning system (State, Regional & Local ULSC)
- Community participation creates a shared sense of purpose, direction and understanding of the need to manage growth and change while preserving local character and values.
- It provides access to community knowledge, ideas and expertise for the betterment ULSC LGA

Why is community participation important?

It can:



*Upper Lachlan Shire Council Community Participation Plan***The Upper Lachlan Shire Council community area****What is community engagement?**

We have some ideas about land use and we need to know what you think about them.

Community engagement is a planned process with the specific purpose of working with identified groups of people, whether they are connected by geographi

c location, special interest, or affiliation or identify to address issues affecting their well-being. The linking of the term 'community' to 'engagement' serves to broaden the scope, shifting the focus from the individual to the collective, with the associated implications for inclusiveness to ensure consideration is made of the diversity that exists within any community.

Community Participation Principles 2.23 (2) of the EP&A Act):

<p>ULSC will have regard to these principles when preparing the COMMUNITY PARTICIPATION PLAN</p>	<p>The community has a right to be informed about planning matters that affect it.</p>
	<p>Planning authorities should encourage effective and on-going partnerships with the community to provide meaningful opportunities for community participation in planning.</p>
	<p>Planning information should be in plain language, easily accessible and in a form that facilitates community participation in planning.</p>
	<p>The community should be given opportunities to participate in strategic planning as early as possible to enable community views to be genuinely considered.</p>
	<p>Community participation should be inclusive and planning authorities should actively seek views that are representative of the community.</p>
	<p>Members of the community who are affected by proposed major development should be consulted by the proponent before an application for planning approval is made.</p>
	<p>Planning decisions should be made in an open and transparent way and the community should be provided with reasons for those decisions (including how community views have been taken into account).</p>
	<p>Community participation methods (and the reasons given for planning decisions) should be appropriate having regard to the significance and likely impact of the proposed development.</p>

Council's community objectives are...

Community Engagement Objectives

NOTE: The CPP must comply with the EP&A
Act 1979 Schedule 1

Community
participation is
open and
inclusive

Community
participation is
meaningful

Community
participation is
timely

Community
participation is
relevant

Community
participation is
easy

Limitations of Community Participation

This Community Participation Plan does not outline Council's engagement strategies for the delivery of other Council services, functions or infrastructure. Community engagement for these activities are developed considering the requirements of Council's Community Engagement Strategy.

Upper Lachlan Shire Council Community Participation Plan

How do we prepare the CPP?

Community Participation - our approach		
What	When	How
STEP 1: ENGAGE - community tells Council what they think about matters raised		
We identify the community's views by conducting targeted engagement to seek specific input reflecting the scale, nature and likely impact of the proposal sessions, workshops and engagement, NSW government agencies expert advisors, NGOs and Community Directory local groups and services.	During the early scoping of a proposal we inform you of the intent and seek feedback to shape the project's design. We then update you on the progress of a proposal as it makes its way through the planning system.	Public meetings and hearings, public halls, key sites, community reference groups, people's panels, feedback sessions, workshops and, NSW government agencies expert advisors, and letterbox drops or online processes.
STEP 2: CONSULT - formal invitation to comment, make submissions of development/proposal		
To check how we are going, we consult with the community and perceived stakeholders inviting them to provide their views and concerns on a proposal. At this stage planning documents may be in draft form or nearing completion.	We consult with the community and invite them to provide their views and concerns on a proposal. Once a proposal is designed we release a draft on exhibition to seek your views and concerns. We welcome feedback as a submission in a formal exhibition, or at any other time.	Public exhibition, online participation forum, meeting (on site, at Council Chambers), digital feedback, maps, open days, drop in sessions, onsite inspection, one-on-one engagement with project planners via the phone, email or letter, public hearings.
STEP 3: DECISION MADE - formal notice of decisions and reasons for it		
We notify the community of decisions on proposals and detail how their views were considered in reaching the recommendations or decisions	In reaching a decision we consider your views and concerns, notify you of the reasons for the decision and how community views were considered.	Updates to ULSC website, Facebook. Publication of submissions reports, exhibition reports, notice of decisions.
STEP 4: INFORM - keep the community informed about developments and decisions that affect them.		
We notify the community in general and perceived stakeholders of proposals, provide accurate and relevant information on the context of the proposal and update information of progress through the planning system.	Through submissions and feedback, we identify key issues and concerns and conduct targeted engagement activities to find solutions to determine the way forward.	Media releases, letter mail outs, our website, project websites, social media announcements, emails, newsletters, radio 1368 (2GN) public notices and advertisements, information sessions, technical reports and discussion papers.

Related Planning documents

A Planning Agreement (also known as a voluntary planning agreement) is an offer by a developer to Council to dedicate land, make monetary contributions, or provide any other material public benefit, to be used for or applied toward a public purpose.

Plans of Management (see Office of Local Government)

The Local Government Act 1993 Division 2 Use and management of community land requires that Councils must classify

Public Land as "operational" or community" and that Plans of Management must be prepared for Community Land.

Community land is required to be used and managed in accordance with the following:

- the plan of management applying to the land
- any law permitting the use of the land for a specified purpose or otherwise regulating the use of the land

38 Public notice of draft plans of management (Chapter 6 Part 2 Division 2 Section 38)

- (1) A council must give public notice of a draft plan of management.
- (2) The period of public exhibition of the draft plan must be not less than 28 days.
- (3) The public notice must also specify a period of not less than 42 days after the date on which the draft plan is placed on public exhibition during which submissions may be made to the council.
- (4) The council must, in accordance with its notice, publicly exhibit the draft plan together with any other matter which it considers appropriate or necessary to better enable the draft plan and its implications to be understood.

Reclassification of community land to operational (Chapter 6 Part 2 Division 1 Section 30)

(1) A local environmental plan that reclassifies community land as operational land may make provision to the effect that, on commencement of the plan, the land, if it is a public reserve, ceases to be a public reserve, and that the land is by operation of the plan discharged from any trusts, estates, interests, dedications, conditions, restrictions and covenants affecting the land or any part of the land, except for:

- (a) any reservations that except land out of a Crown grant relating to the land, and
 - (b) reservations of minerals (within the meaning of the Crown Land Management Act 2016).
- (2) A provision referred to in subsection (1) has effect according to its tenor, but only if the Governor has, before the making of the local environmental plan, approved of the provision.

Relationship to other NSW Acts Plans or Strategies

Social & community plan/Strategy Plan 2020 Vision/ Ageing Strategy/ Housing Strategy/ Economic Development Strategy /Bio Diversity framework????

Effective consultation

Effective Consultation for us does not necessarily mean that all interested parties will be satisfied with the outcome. Rather, it is about ensuring that a proposal has been fully explored, concerns identified and, where possible, alternatives considered.

Council's Engagement Goal

Council's Engagement Goal is to provide you with information that will enable you to consider development proposals together with the opportunity you express your views to enable your interests to be considered in processing /determining the application for the development proposal.

Consultation methods

Council will communicate opportunities for participation in the development assessment process using methods including:

- Newspaper notices
- Notices on the land (if required by the Regulations)
- Letters to stakeholders
- Council's website
- Council's DA Tracker website
- Facebook
- Crookwell, Gunning and Goulburn Libraries
- On site meetings
- Council meetings (Councillors and /or staff)
- Radio Station 2GN

Public Exhibition and Notification of Development Applications

The key method used to encourage participation in the development assessment process is by way of:

- Public exhibition or
- Notification of the application.

This section establishes the minimum level for neighbour and stakeholder notification for local development where Council is the consent authority.

The notice will:

- Describe the proposed development
- Where the application details can be viewed
- Specify the period of time within which submissions can be received by council for consideration in the determination

NOTE: There may be occasions when these minimum submission periods are increased at the discretion of the Council, considering the possible impacts of and interest in a development application. Council staff have delegated authority to administer the provisions of this Community Participation Plan.

Matters not requiring a notice in the newspaper - Public Notification

The notification period commences on the fourth day following the posting of the letter of notification. The conclusion of the notification period is based on the required number of consecutive working days (as outlined in this CPP), inclusive of weekends, following the commencement of the notification period.

NOTE: Public Holidays or Bank Holidays that apply to the State of NSW are excluded from the notification period. Public exhibition and/or notification periods over the traditional Christmas period will be extended so as not to include the period when council is closed.

How Council determines public notification time and type

Except as noted below, written notice of a notified Development Application will be given to the owners of land directly adjoining or adjacent to the land on which the development is intended to occur.

Council may consider wider notification depending the circumstances of the case and the perceived impacts and interest identified.

Exclusion of Christmas/New Year from the calculation of the exhibition.

Application	Days (min)	written notice to property owners	Site notice	Local paper	Council website
Development Application	14	yes	yes	yes	yes
Revised plans - before determination	14	yes	yes	yes	yes
Modifications section 4.55, 4.56	7 to 28	yes	yes	yes	yes
Draft Communities Participation Plans (CPP)	28	no	no	yes	yes
Draft Local Strategic Planning Statements (LSPS)	28	no	no	yes	yes
Local Environmental Plan	28 to 90	no	no	yes	yes
Planning Proposals	28	yes	no	yes	yes
Draft Developmental Control Plans	28	no	no	yes	yes
Draft Contribution Plans	28	no	no	yes	yes
Environmental Impact Statement	28	yes	yes	yes	yes
Designated Development	28	yes	yes	yes	yes
State Significant Development	30	yes	yes	yes	yes
Integrated Development	28	yes	yes	yes	yes
Regional or district plans	??	no	no	yes	yes
Roads Renaming (Roads Act)	90	yes	yes	yes	yes
Roads Renaming (GN Act S8)	30	yes	no	yes	yes
Exempt Development	Nil	no	no	yes	yes
Complying Development	Nil	no	no	yes	yes
Concept Development Application	14+	yes	yes	yes	yes

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Upper Lachlan Shire Council Community Participation Plan

NOTE: The CPP will set out how planning authorities will engage with their communities across their statutory planning functions. While the plans must meet the minimum requirements for community participation that are set out in Schedule 1 to the Environmental Planning and Assessment Act, planning authorities can go beyond the minimum requirements if they decide it is appropriate.

Notice to the owners of adjoining land means written advice of the making of a development application, including the time and location at which the documents may be inspected, forwarded by ordinary post to the owner of the adjoining property as identified in Council's property records at the time of lodgement of the development application.

With respect to amended applications, Council will give notice to those directly adjoining land considered to be materially adversely affected by the amended development application.

NOTE: In the case of the adjoining land being part of a strata plan, notification will be given to the Body Corporate only.

Notification to properties in adjoining local government areas

Where adjoining properties are considered by Council to be affected by development in the ULSC LGA, Council

When notification is NOT required

- (a) Exempt development (see Schedule 2 of the LEP)
- (b) Complying development (see Schedule 3 of the LEP)
- (c) Dwelling houses and additions to dwelling houses that:
 - (i) are consistent with the primary purpose of the zoning
 - (ii) are single storey
 - (iii) comply with Council's building line setbacks
 - (iv) comply with the National Construction Code (NCC), unless walls are built closer than 900 mm to the boundary, and
 - (v) have no other dwelling houses located on the same allotment
- (d) Proposals not considered by council to have a significant adverse effect on neighbours in terms of:
 - (i) the views to and the view from surrounding land
 - (ii) potential overshadowing of surrounding land
 - (iii) privacy of surrounding land
 - (iv) potential noise transmission to the surrounding land
 - (v) the likely visual impact of the proposed building in relation to the streetscape
 - (vi) the scale or bulk of the proposed building
 - (vii) proposed hours of use
 - (viii) potential light spillage or reflection
 - (ix) potential traffic generation, and
 - (x) means of vehicle access to and provision of parking on the application site

Development on the Shire Boundary

ULSC will notify the adjoining Council as if they were the property owner in accordance with this Community Participation Plan.

Submissions

Submission Period

The submission period is the stated exhibition or notification period, calculated as stated above.

Making a submission

Any person is entitled to make a submission which may object to or support a planning matter within the public exhibition or notification period, whether or not a notification letter has been forwarded to the person. Submissions must be made in writing and delivered to the Council either electronic mail or by post.

All submissions received within the public exhibition or notification period will be considered in the officer's assessment of the matter. The terms of any submissions will be summarised in the officer's assessment report. The officer's report will involve consideration of the merits of all relevant matters.

Submissions should include the following characteristics:

- The reasons for objection or support.
- Submissions must be in writing, be addressed to the General Manager, clearly indicating the names, addresses of the person(s) making the submission, quote the development application number (if relevant), the subject matter, and clearly state the address of the property.
- Submissions must include the postal address or e-mail of person(s) making submissions so they can be notified in advance if the matter is to be considered by Council at a Council meeting. This information will remain public and may be included in reports to Council.
- If persons who lodge submissions do not wish their personal information to be made public, the submission is to clearly make a statement to that effect, however their name and suburb (if available) will remain public.
- Council will consider making a submission confidential, however, the submission must make a statement to that effect and clearly outline the reasons the submission should be confidential.

Petitions

Where a petition is received in respect of a development application or strategic planning project, the head petitioner or, where not nominated, the first petitioner will be acknowledged for the purpose of future contact as to the progress of the application. Only the head petitioner, or first petitioner, will be advised of any related meeting times or receive written confirmation of the determination of an application or outcome of the matter.

Disclosure of submissions

Submissions may be accessed by the public by way of a GIPA request (fee payable) to Council. Also, if the proposal is reported to a Council meeting the issues raised in that submission will be summarised in the Council report and the submission will be attached to the report.

Consideration of Submissions

- (a) The Council will consider all submissions received within the notification period before determining the application.
- (b) Council will consider all relevant issues raised in submissions.
- (c) Council will give notice of the determination of the application, to each person or body who made a submission.
- (d) Council will provide reasons for the decision within the Notice of Determination for the development application considered.

Definitions

Strategic Planning

In essence it is deciding:

- **What** do we want our environment and lifestyle to look like in the future: globally, nationally, and regional in 10 to 20 years' time
- **Where** we are now environmentally (natural, built, cultural, social and economic) a basis for deciding what we need to do to arrive where we want to be in 2030 and 2040
- **When** we will need to do it to arrive where we want to be in 2030 and 2040?
- **Who** will do what?
- **How** they will do it?

Council develops a range of long-term plans and strategies for specific areas or development issues. Many of these plans and strategies will become Council policy after community consultation and will be implemented through Council's planning controls. Some Strategies and Plans also require endorsement from Government Agencies and support

In the [South East and Tablelands Regional Plan 2036](#), examples include Council's key land use strategies (Urban and Rural) and studies such as open space, heritage, traffic, transport, access and the like.

Local Strategic Planning Statements

A Local Strategic Planning Statement (LSPS) will set out the 20-year vision for land-use in the local area (South East and Tablelands), the special character and values that are to be preserved and how change will be managed into the future and support Council's Local Land Use Strategies and other studies that support the growth of the City.

The statements will implement actions in the regional and district plans, and the council's own priorities in the community strategic plan it prepares under local government legislation.

The statements will shape how the development controls in the local environmental plan (LEP) evolve over time to meet the community's needs, with the LEP the main tool to deliver the council and community's plan.

The Local Strategic Planning Statement must:

- identify the planning priorities for an area,
- explain how these priorities are to be delivered,
- demonstrate how Council will monitor and report on how the priorities will be implemented.

Local Environment Plan

Guides planning decisions for the ULSC LGA. It does this through zoning and development controls, which provide a framework for the way land can be used. The LEP is the main planning tool to shape the future of communities and ensure local development is achieved appropriately.

A planning proposal is required to amend the LEP. A planning proposal must demonstrate the strategic merit of the proposed LEP amendment. A planning proposal is submitted to the NSW Department of Planning and Environment for a Gateway Determination is issued by the NSW Department of Planning & Environment and will determine:

- whether or not to proceed with the planning proposal
- whether or not to impose conditions to the proposal
- the minimum public exhibition period Development control plans

*Upper Lachlan Shire Council Community Participation Plan***Development Control Plan**

A Development Control Plan (DCP) is prepared by Council and applies to specific types of development or areas of land and provides detailed development guidelines and controls. The DCP outlines specific controls and parameters that apply to development proposals in the SE & Tablelands Regional Plan 2036 and the Tablelands 2016-2036 Regional Community Strategy Plan.

Development Applications

A Development Application is a formal application for development that requires consent under the NSW Environmental Planning and Assessment Act 1979 (EP&A Act). It is usually made to Council and consists of standard application forms, supporting technical reports and plans.

What we want to achieve when consulting on Development Applications

- a) Provide a framework for the notification and advertisement of development applications, applications to modify development consents and the review of development determinations.
- b) Provide an opportunity for public participation in the development application process.
- c) Establish a clear process and expectations of how public views are considered in the development application process.
- d) Specify circumstances where notification and advertising of applications is not required.
- e) Identify development applications that will be notified and/or advertised and those persons who will be notified.
- f) Facilitate the efficient processing of applications without unreasonably compromising the opportunity for public participation.
- g) To ensure notification and advertisement is carried out in accordance with the Environmental Planning & Assessment Act 1979 and Regulation 2000.
- h) To outline other relevant procedures for development applications.
- i) ensure that there is consistency in the notification of similar applications.

Concept development applications (Div 4.4 EP&A Act 1979)

A concept development application is a development application that sets out concept proposals for the development of a site, and for which detailed proposals for the site or for separate parts of the site are to be the subject of a subsequent development application or applications.

Definitions relevant to notification adjoining land

Land that abuts other land or is separated from it only by a pathway, driveway or similar thoroughfare (including properties adjoining by a corner boundary) – as determined by Council from its property ownership records at the time of notification Council – Upper Lachlan Shire Council.

Height

- a vertical line measured from natural ground level to the ridge of the building land
 - includes any building or part of a building constructed on the land.
 - any land, other than adjoining land, which in the opinion of Council, may be detrimentally affected by a development proposal working day
 - a day in which Council offices are open for normal business single storey
 - construction that has an internal wall height (floor to ceiling) of no more than 3.0 metres and construction that has a maximum ridge height of 6.0 metres above natural ground level or finished ground level (whichever is the greater) two storey
 - includes construction that:
 - has no more than two floors directly above each other
 - that has internal wall heights of no more than 3.0 metres, and
 - that has a maximum ridge height of 8.5 metres above natural ground level or finished ground level whichever is the greater.

*Upper Lachlan Shire Council Community Participation Plan***ULSC Developer Contribution Plan**

Contributions plans allow Council to levy contributions on development consents issued for land within the ULSC LGA. These contributions assist the provision of community facilities or infrastructure to meet demand created by development. Council will periodically amend these Plans, reflecting revised population growth, rezoning of additional land, completion of works, or to amend the schedule of works to reflect Council's priorities.

Designated Development

Application for development consent for designated development 28 days

Development with high potential to harm the environment 30 days Designated Development Environmental Planning and Assessment Regulation 2000 Schedule 3 lists the types of development that are of concern. (Division 5 Public participation—designated development)

State Significant Development (Division 4.7)

State significant development is development that is declared under this the EP&A Act 1979 to be State significant development.

State Environmental Planning Policy (State Significant Precincts) 2005 has the purpose of facilitating:

- the development, redevelopment or protection of important urban, coastal and regional sites of economic, environmental or social significance to the State so as to facilitate the orderly use, development or conservation of those State significant precincts for the benefit of the State,
- service delivery outcomes for a range of public services and to provide for the development of major sites for a public purpose or redevelopment of major sites no longer appropriate or suitable for public purposes.

A number of sites have been declared see Schedule 3 State significant precincts

The planning system

*Upper Lachlan Shire Council Community Participation Plan***Integrated Development**

Integrated Development is development (not being State significant development or complying development) that, in order for it to be carried out, requires development consent and one or more of approvals required by other acts & authorities.

Act

Coal Mine Subsidence Compensation Act 2017
 Fisheries Management Act 1994
 Heritage Act 1977
 Mining Act 1992
 National Parks and Wildlife Act 1974
 Petroleum (Onshore) Act 1991
 Protection of the Environment Operations Act 1997
 Roads Act 1993
 Rural Fires Act 1997
 Water Management Act 2000 e Subsidence Compensation Act 2017
 Fisheries Management Act 1994
 Heritage Act 1977
 Mining Act 1992
 National Parks and Wildlife Act 1974
 Petroleum (Onshore) Act 1991
 Protection of the Environment Operations Act 1997
 Roads Act 1993
 Rural Fires Act 1997
 Water Management Act 2000

Regional or District Plans

Regional plans have been developed by the NSW Department of Planning and Environment to plan for our future population's needs for housing, jobs, infrastructure and a healthy environment.

Road naming

As per the Roads Regulation 2018 when a Local Government is required to name or rename a road that will affect the addresses of owner/occupiers - the proposal must be advertised in local papers or on the road authority's website. The Local Government may also wish to promote the proposal via electronic media and/or on the council website.

Owner/occupiers must be notified in writing of the proposed change, and a minimum period of **15 working days** allowed for feedback to the Local Government.

Following an endorsement by the Local Government, those affected by the proposal must be notified by writing within **10 working days**, and the community notified in newspapers and/or electronic media, informing them that the submission is being sent to the Geographical Names Board (information) for its approval.

S.8 of the Geographical Names Act states that:

'Whenever the board proposes to assign a geographical name to any place or to alter a recorded name or a geographical name it shall cause to be published in the Gazette and in a newspaper circulating in the neighbourhood of such place a notice of the proposal specifying the proposed name or alteration.'

The GNB is responsible for placing these advertisements and gazette notices. The notice and advertisement will allow for members of the public to submit feedback to the GNB **within 30 days** of the advertisement or gazette notice being published (whichever is the latter).

12 INFRASTRUCTURE DEPARTMENT

The following items are submitted for consideration -

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Infrastructure Department - 20 February 2020

ITEM 12.1 **Draft Infrastructure Assets Naming Policy**

FILE REFERENCE I20/18

AUTHOR **Director of Infrastructure**

ISSUE

This report is intended to address Council resolution 314/19.

RECOMMENDATION That -

1. Council approves the attached draft Infrastructure Naming Policy is placed on public exhibition.

BACKGROUND

Council resolved (min 314/19) that

“Council revise the draft Infrastructure Assets Naming Policy and when amended that a report be presented to Council prior to being placed on public exhibition for 28 days.”

This report addresses this Council resolution.

REPORT

A draft copy of the proposed revised Policy is attached as Attachment 1.

The policy has been reviewed in accordance with the NSW Geographic Names Board Place naming policy. Copy of the GNB Policy is attached as Attachment 2.

POLICY IMPACT

If adopted, the policy will provide clarity with respect to the naming of infrastructure and manage conflict of contested names.

OPTIONS

Council may choose to accept, reject or modify the recommendation. However, it is recommended that Council has a policy when naming infrastructure.



FINANCIAL IMPACT OF RECOMMENDATIONS

By adopting the recommendation, there is no direct financial impact.

RECOMMENDATION That -

1. Council approves the attached draft Infrastructure Naming Policy is placed on public exhibition.

ATTACHMENTS

1. 	Draft ULSC - Infrastructure Assets Naming Policy	Attachment
2. 	Geographical Names Board of NSW Policy Place Naming - July 2019	Attachment

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

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

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

1. PURPOSE:

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

2. SCOPE:

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

Street and road Names are not included in this policy

3. RELATED POLICIES:

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

4. DEFINITIONS:

To assist in interpretation, the following definitions apply:

Council means Upper Lachlan Shire Council (ULSC)

GNB Geographical Names Board of NSW

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

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

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

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

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

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

5. POLICY STATEMENT:

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

Naming of infrastructure assets may arise either:

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

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

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

5.1 Naming

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

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

Applications will not be considered where the name is:

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

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

5.2 Renaming

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

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

5.3 Nominations

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

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

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

5.4 Approving Nominations

Council may adopt, alter or reject any recommendation presented.

When naming or renaming a public infrastructure, Council must consider:

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

only be that it is proposing a name of the infrastructure from the choices submitted.

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

5.5 New Development

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

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

6. RESPONSIBILITY

Director of Infrastructure

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

Manager of Assets & Design

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

Design Engineer

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

Coordinator Assets and Risk

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

7. REVIEW TIMELINES

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

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



Geographical
Names Board

Geographical Names Board of NSW Policy

Place Naming

July 2019

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This information is correct at the date of publication; changes after the time of publication may impact upon the accuracy of the material.

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DCS P18/10/077

Document Control

Version and amendment table

Date	Version	Amendments	Authorised
23 April 15	1.0	First draft	B Hirst / B Goodchild
12 Nov 15	2.0	First circulation to members	B Hirst / B Goodchild
20 Dec 15	3.0	Amended based on GNB feedback	B Hirst / B Goodchild
8 March 16	3.1	Aboriginal policy updated based on feedback received.	B Hirst / B Goodchild
10 March 16	4.0	Formatted for document consistency	B Hirst / B Goodchild
18 March 16	5.0	Amended based on March GNB meeting	B Hirst / B Goodchild
19 April 16	5.1	Minor amendments and changes accepted	B Hirst / B Goodchild
2 May 16	6.0	Amendments based on Secretariat input	B Hirst / B Goodchild
6 May 16	6.1	New section on changing names	B Hirst / B Goodchild
May 17	6.2	Update to section 6.1 and 11.1	N Underwood
Sep 18	6.3	Update branding	N Underwood
4 Jul 19	6.4	Update to section 10.2	N Underwood

Repeals and Review

The policies identified in this document are consistent with national and international best practice. They repeal all existing Geographical Names Board of NSW (GNB) policies and guidelines in respect to geographical naming in NSW, apart from those included in the NSW Addressing User Manual, which are complementary to these policies. They do not apply retrospectively, and any arrangements that predate these rules are not necessarily subject to its terms.

Recognition of any existing NSW geographical name that does not conform to these policies does not establish a precedent for any future naming proposal.

This document is to be revised annually or as required. Where minor changes are required, the GNB must ensure the version number is updated. However, where changes in legislation or operating environment result in substantive rewriting of the document, the sponsor must create a new document and ensure it is entered into TRIM (electronic file management system). This will ensure the integrity of the original document.

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1 Scope

This policy applies to the operations of the GNB and its Secretariat.

2 Responsibilities

Geographical Names Board

The GNB is responsible for the governance of this policy.

Department of Customer Service (DCS)

DCS is responsible for the administrative management, technical support and promotion of the policy under the auspices of the GNB.

3 Glossary

Act	<i>Geographical Names Act 1966</i> No 13
CGNA / PCPN	Committee of Geographic Names of Australasia – now renamed the Permanent Committee on Place Names. Part of ICSM
GNB / Board	Geographical Names Board of NSW as constituted under the Act
DCS	Department of Customer Service
Gazetteer	List of geographical names. In NSW the Geographical names gazetteer is stored in the Geographical Names Register database.
Geographical name	The name of a place as determined by the provisions of the Act and been notified in the Gazette as a geographical name, but does not include a name which has ceased to be a geographical name under the Act.
GNB (the GNB)	Geographical Names Board as constituted under the Act
ICSM	Intergovernmental Committee on Surveying and Mapping
Place	Defined by the Act as ' <i>any geographical or topographical feature or any area, district, division, locality, region, city, town, village, settlement or railway station or any other place within the territories and waters of the State of New South Wales but does not include any road, any area (within the meaning of the Local Government Act 1993) or area of operations of a county council (within the meaning of that Act), any electoral district under the Parliamentary Electorates and Elections Act 1912, any school or any place or place within a class of places to which the provisions of this Act do not apply by virtue of the regulations.</i> '
Recorded name	Defined by the Act as ' <i>the name of a place as it appears on a Lands Department map or, where the name of a place appears differently on two or more such maps, the name of that place as it appears on whichever of those maps was published later than the other or others.</i> '
Road / Road Naming Authority	Road and Road Naming Authority are defined under the <i>Roads Act 1993</i> and summarised in section 5.3 of the <i>NSW Address policy</i>
Secretariat	GNB secretariat appointed in accordance with section 4 of the Act
Spatial Services	A division of the Department of Customer Service (DCS). Spatial Services is the government body responsible for the implementation of the Geographical Names Act.

4 Introduction

Consistent use of accurate place names is an essential element of effective communication worldwide, and supports socio-economic development, conservation and national infrastructure. (Permanent Committee on Place Names)

Department of Customer Service, Spatial Services and the GNB have statutory responsibility to establish, update, preserve and publicise place naming in New South Wales.

The *Geographical Names Act 1966* recognises the importance of unambiguous and official place names. Place names reflect the relationship between people and place and create a link that forms the basis for communication, location and addressing. Clear and unambiguous place names are essential for emergency services, postal and service delivery as well as professional and personal navigation.

The GNB is committed to recognising our Aboriginal cultural heritage by registering place names given by Aboriginal people so that they can be assigned as geographical names alone or used alongside existing non-Aboriginal names.

The GNB is committed to open and transparent practices and procedures in the selection of place names. This document brings together the policies adopted by the GNB and enables all interested parties to understand why specific names are selected.

The policies detailed in this document are consistent with national and international policies, guidelines and practices.

5 Legislation and Authority

As set out in the *Geographical Names Act 1966* (Section 5), the GNB has the following powers and functions:

- assign names to places
- approve that a recorded name of a place shall be its geographical name
- alter a recorded name or a geographical name
- determine whether the use of a recorded name or a geographical name shall be discontinued
- adopt rules of orthography, nomenclature and pronunciation with respect to geographical names
- investigate and determine the form, spelling, meaning, pronunciation, origin and history of any geographical name
- the application of any geographical name with regard to position, extent or otherwise
- compile and maintain a vocabulary of Aboriginal words used or suitable for use in geographical names and to record their meaning and origin
- compile and maintain a dictionary of geographical names with a record of their form, spelling, meaning, pronunciation, origin and history
- publish a gazetteer of geographical names
- inquire into and make recommendations on any matters relating to the names of places referred to it by the Minister

The GNB may compile, maintain and publish a list of road names.

6 Policy – Universal Naming Principles

The following principles shall apply for all new geographical names in New South Wales.

6.1 Language

- 1 Geographical names shall be written in standard Australian English or a recognised format of an Australian Aboriginal language local to the area of the geographical name.
- 2 Diacritical marks (symbols such as ´ in é, ¸ in ç or ð in ö) are not used in Australian English names, and shall be omitted from names drawn from languages that use such marks.
- 3 Geographical names shall be easy to pronounce, spell and write, and preferably not exceed three words (including any designated term) or 25 characters. An exception to this is in the use of Aboriginal names when it is accepted that a traditional name may at first appear to be complex but will, over time, become more familiar and accepted by the community.
- 4 The following types of punctuation as used in Australian English shall not be included as part of a geographical name: period (.), comma (,), colon (:), semi-colon (;), quotation marks (""), exclamation mark (!), question mark (?), ellipsis (...), hyphen (-), solidus (/) and parenthesis (). For surnames or other names that include a hyphen, the hyphen shall be omitted when used for a geographical name.
- 5 An apostrophe mark shall not be included in geographical names written with a final 's', and the possessive 's shall not be included e.g. Georges River not George's River. Apostrophes forming part of an eponymous name shall be included (e.g. O'Connell Plains).
- 6 A geographical name shall not include a preposition e.g. Avenue of the Allies.
- 7 Geographical names shall not include the definite article (the) as the sole name element of a place name e.g. The Reserve is not acceptable.
- 8 A geographical name shall not be abbreviated or contain an abbreviation, initial or acronym e.g. Point, not Pt except that St shall be used for Saint. An exception may be where an abbreviation may have become widely accepted by the community. Eg CWA for Country Women's Association.
- 9 For the purposes of consistency, names starting with Mc or Mac shall not have a space included between the Mc or Mac and the rest of the name.
- 10 A geographical name shall not include Arabic numerals e.g. 3 or 4th or Roman numerals e.g. IV or X. Where numbers are included in a geographical name they shall be written in full e.g. Fourth Top Ridge, Eleven Mile Creek.
- 11 A geographical name shall not include initials e.g. A F Wyatt Reserve.
- 12 The spelling of geographical names derived from the same source shall be uniform in spelling. e.g. Mount Kosciuszko is now spelt with z to be consistent with original spelling.
- 13 Postnominals and titles shall not be included in geographical names. eg John Smith not John Smith AO. An exception is the use of 'VC'.

Justification

The principles identified above ensure consistency thereby reducing the potential for confusion. These principles are consistently applied throughout Australia and commonly adopted internationally. They also facilitate reliable electronic searching essential for navigation systems, service delivery and public safety.

6.2 Form and Character of Names

Place names shall be recognisable words or acceptable combinations of words and shall be appropriate to community sensitivities.

Discriminatory or derogatory names are not acceptable. Such names are those perceived, at a given point in time, to be offensive, demeaning, or harmful to the reputation of individuals, or to social, ethnic, religious or other groups. It is recognised that the perception of 'discriminatory' or 'derogatory' may vary through time and from place to place. In response to requests from the public, the GNB will investigate the appropriate status of any names deemed to be discriminatory or derogatory.

Commercial and business names shall not be used for geographical names, particularly where the name can be construed to be promoting a business. However, business names no longer in use which promote the heritage of an area are acceptable.

Use of club, society, association or special interest group names is discouraged. Such association may change their focus or for some reason lose community support. Community based associations, particularly those philanthropic associations, may be acceptable (eg Rotary, Lions, Apex).

7 Policy - Commemorative Names

Commemorative names are those that commemorate a person, event or place. Acts of bravery, community service and exceptional accomplishments are typical grounds for this recognition. The name of persons who gave their lives in service for their country are often used as commemorative names.

The person commemorated should have contributed significantly to the area around the geographic feature or locality.

When such a name is applied, it shall be given posthumously, at least one year after the decease of the person. Names of living persons are by their nature subject to partisan perception and changes in community judgement and acceptance.

Commemorative names shall not be used to commemorate victims of, or mark the location of, accidents or tragedies. Ownership of land is not in itself grounds for the application of an owner's name. Names of persons holding public office shall not be used.

Personal names, including those of persons still living, may be used for built features e.g. pavilions and grandstands etc., however these features are not formally assigned by the GNB and are not covered by the Act.

7.1 Personal Names

The names of deceased persons are suitable for the naming of reserves. Such persons shall have had a long term association with the area, or have made a significant contribution to the area of the proposed park or reserve. To assist local governments in determining the suitability of a name the GNB offers the following guidelines regarding association or contribution:

- Two or more terms of office on the governing local government council.
- Twenty or more years association with a local community group or service club.
- Twenty or more years of association or service with a local or state government or organisation.

- Action by an individual to protect, restore, enhance or maintain an area that produces substantial long term improvements for the community.
- The death of a person within a place is not solely to be considered sufficient justification for commemoration.
- Local residents of note.

Justification

Using the name of a living person is unacceptable (nationally and internationally) as it may lead to favouritism and/or inappropriate naming. There are examples where people commemorated have later proven to be of poor character or otherwise thought to be unworthy.

8 Policy - Duplication of names

8.1 Duplication of place names

In accordance with the NSW Addressing User Manual (6.8.1 Uniqueness, Duplication), no new locality name shall be duplicated within NSW or any other state or territory in Australia.

Duplication includes identical or similar spelling and/or pronunciation.

8.2 Place names other than localities

Uniqueness is the most essential quality to be sought in proposing a new place name. Duplication should be avoided wherever possible, but new place names may be duplicated provided there is no duplication of the name within the local government or adjoining local government.

Place names with a different designation value are not considered to be duplications. For example, Jenolan River and Jenolan Caves are acceptable.

The GNB encourages efforts by local governments to change or modify duplicate names wherever ambiguity or confusion is likely to occur. Such name changes should be coordinated with the GNB.

Justification

The purpose of place names is primarily to provide unambiguous direction and reference to identify geographical entities. Duplication of locality names is to be avoided because of the confusion this will cause, particularly in the dispatch of emergency services, which is now often coordinated from call centres. Duplication of locality names used for addressing purposes can result in delays in arrival of essential services.

Duplication can also cause personal difficulties such as failed parcel and service delivery and difficulty for tourists and visitors.

Where duplication occurs inter State or Territory, the respective authorities should liaise in order to attempt to arrive at an acceptable solution.

9 Policy – Place Naming Process

9.1 General

This policy is for the application of place names within the territories and waters of New South Wales including reserves under the management of local government.

The Department of National Parks and Wildlife Services has a separate policy for the naming of national parks under its management.

- All proposals for place naming shall conform to the GNB's Naming Principles.
- All place name proposals shall include a map or diagram clearly defining the extent of the feature proposed to be named.
- Proposals for place naming shall be submitted to the GNB for consideration and formalisation process.
- Private ownership of the land on which a geographical or physical feature is located does not confer any naming right to the land owner or manager. This is also true in respect to land under the various forms of public management, including national parks and reserves.
- Place names (excluding localities) shall not be duplicated within the same LGA or locality or in an adjoining LGA or locality.

9.2 Selection of names

- Aboriginal names are encouraged as the name to be used for any feature that currently does not have a name recognised by the GNB.
- Names acknowledging the multicultural nature of NSW are encouraged.
- Names associated with the heritage of an area are encouraged, especially the names of early explorers, settlers, naturalists, events.
- A name suggested for any place that owes its origin to the peculiarity of the topographic feature designated such as shape, vegetation, animal life etc. may be accepted.
- Gender diversity in names is encouraged.
- The multiplication of names for different parts of the same topographical feature such as a stream or mountain range shall be avoided, and the one name applied to a stream or mountain range throughout its entire length. However, an Aboriginal name may apply to a limited section of a feature.
- The naming of forks, arms and branches of a river as North Branch and South Branch is not supported. Unique names shall be assigned to river branches.
- When a choice is offered between two or more names for the same place, locality or feature, all supported by local usage, the GNB may adopt one of such names as is considered appropriate in accordance with its principles and policies.
- The use of cardinal points of the compass as a prefix or suffix to an existing name shall not be used.
- The changing of long established place names is to be avoided except where necessary to avoid ambiguity or duplication.
- The GNB may approve a first or given name as part of a geographical name only where it is necessary to appropriately honour the person referred to or where it is necessary to avoid ambiguity.

9.3 Changing names

Where names have been changed or corrupted by long established local usage, it is not usually advisable to attempt to restore the original. Changes are discouraged unless the change has been deemed to be in the public interest or for safety reasons. Changing well established names can lead to address or location confusion, especially to electronic navigation services.

9.4 Correct designation values

The GNB has compiled a Glossary of Designation Values in the Geographical Names Register in order to assist in determining the correct designator to be applied to place names at the time of naming.

New names proposed for place names shall include the designation value appropriate to the nature of the feature.

The Glossary of Designation Values is attached as Appendix A.

9.5 Council resolutions to identify community support

When Council submit a naming proposal, it should be supported by a Council resolution. Council should also supply evidence that they have sought community feedback on the proposal. This could include advertising and inviting comment using:

- Local newspapers.
- Relevant web site.
- Local council facilities (eg offices, libraries etc).
- Notices to residents in the area surrounding the feature of the proposed name.
- Notices to local progress associations.

9.6 Naming of Cross Border Features

The name for any feature that crosses the State boundary shall be the same on both sides of that boundary. The basis for the selection of a name for such a feature should be the consensus between relevant authorities. Primary responsibility for obtaining consensus should rest with the authority within which the majority of the feature is located. Any matters regarding naming or renaming of features that cross the state border shall be referred to the Cross Border Commission.

9.7 Referring names to Local Government

Where a submission proposing a name is received by the Secretariat, that submission must be referred to the relevant Local Government and the submitter notified of this action.

9.8 Generic reserve names

The GNB has classified a number of reserve names as "generic", and when one of these names is proposed it shall also include the name of the locality within which the reserve is located. For example, Volunteer Park is a generic name, and if this name is proposed in Muswellbrook, it shall be proposed as Muswellbrook Volunteer Park.

The following park names have been classified as “generic” by the GNB

ACACIA PARK	ANZAC PARK
APEX PARK	BI-CENTENARY PARK
BI-CENTENNIAL PARK	CENTENARY PARK
CENTENNIAL PARK	CENTRAL PARK
CIVIC PARK	GALLIPOLI PARK
HERITAGE PARK	JUBILEE PARK
KINGS PARK	LIONESS PARK
LIONS PARK	MEMORIAL PARK
OLYMPIC PARK	PEACE PARK
PIONEER PARK	PRESIDENT PARK
PRINCE PARK	PRINCESS PARK
QUEENS PARK	QUOTA PARK
REMEMBRANCE PARK	RIVERSIDE PARK
ROTARY PARK	SESQUI CENTENARY PARK
SESQUI CENTENNIAL PARK	VOLUNTEER PARK
WAR MEMORIAL PARK	

9.9 Use of the name Anzac

The use of the name Anzac is protected by Commonwealth regulations, and may only be used for the naming of a road or park in which, there is situated a public memorial relating to the war which commenced on the fourth day of August 1914, or the war which commenced on the third day of September 1939. (Commonwealth 'Protection of the word 'Anzac' regulation.')

9.10 Naming of facilities within reserves

Facilities within an officially assigned reserve, such as a pavilion, grandstand, garden, buildings etc. may also be named according to this policy, but do not require the formal approval of the GNB. However, the GNB shall be notified of such names to ensure the name, position and origin is recorded in the Spatial Services' Digital Topographic Database and the name shown on maps, where relevant.

9.11 Renaming of reserves

Names chosen for reserves are expected to be enduring, and the renaming of these features is confusing and disruptive and is discouraged. If the renaming of a reserve is proposed, evidence of community support for the name change must be provided. The GNB will then evaluate the merits of the proposal before making a decision.

9.12 Naming of properties and homesteads

The GNB does not officially assign names of properties or homesteads. However names of properties and homesteads may be recorded in the NSW Digital Topographical Database (DTDB).

10 Policy – Recognition and use of Aboriginal names

10.1 Background

The names we give to places convey their significance through a sense of history, identity and connection between people and a place. The land is seamless with spirituality and identity for Aboriginal people. A key manifestation of this connection are the names given to features on the land that relate to the ancestors, histories, law and lore of its people.

For Aboriginal people connection with 'Country' is intrinsically connected to identity. Country is the area where an Aboriginal community is connected by language, cultural practices and long held relationships between people and the land. Countries are said to own people whereas for non-Aboriginal people land is owned through a range of legal titles. Country and people are inseparable for Aboriginal communities.

This policy is designed to encourage and promote recognition of Aboriginal place names and to foster the more frequent and official use of these names, particularly for places where the names have not been assigned as geographical names. The policy also provides, where it is possible, for the reinstatement of an Aboriginal place name through the dual naming process.

The NSW Government is committed to continuing the recognition of our Aboriginal cultural heritage by registering the original place names used by Aboriginal people to identify geographical features. Where a feature is identified by a non-Aboriginal name and that name is well established, an Aboriginal name put forward for the feature can be assigned as a dual name and sit alongside the existing non-Aboriginal name.

The GNB prefers the use of Aboriginal names for geographical features. Where a feature currently has a non-Aboriginal name, it may be considered for a dual name provided that documentary or oral evidence of the Aboriginal name is provided.

10.2 Recognition and use of Aboriginal names

- Aboriginal place names are preferred for the name of any place that does not have an assigned geographical name.
- Prior to submitting an Aboriginal name for consideration by the GNB, the proponent should consult the Local Aboriginal Land Council and Aboriginal communities on all matters concerning Aboriginal place names occurring in their area of current occupation and traditional association, in line with self-determination policies. This includes any proposals to assign new names, alter spellings of existing names or assign dual names.
- A name nominated by a Local Government Council will not be accepted by the GNB unless the Local Aboriginal Land Council and relevant Aboriginal communities have been consulted. The GNB Secretariat can provide guidance.
- Aboriginal place names which have been assigned as geographical names shall not be amended in form, spelling, extent or position without the consent of the relevant Local Aboriginal Land Council or Community.
- A dual naming system may be used for the naming of a physical and environmental place[s] of significance to the local Aboriginal Land Council or Community when a non-Aboriginal assigned geographical name already exists. Dual naming shall not apply to localities, towns or roads.

- A dual name can only be assigned where there is plausible historical evidence in the form of documentary or oral sources, that the feature has an existing Aboriginal name and that some authority or authenticity can be attributed to the source or sources for the form, origin, spelling, history and meaning of the name. The name cannot be a new name assigned for the purpose of a tribute etc.
- Signs or notices explaining the origins of Aboriginal place names should also identify the name of the language group from which the name originated. For example, the name '.../...' means '.....' from the '.../...' Aboriginal language group.
- The GNB endorses and supports the Permanent Committee on Place Names "Guidelines for the Use of Aboriginal and Torres Strait Islander Names" which is included in the PCPN's "Guidelines for the Consistent Use of Place Names".
- The GNB does not have a role in the determining naming, spelling or determination of boundaries of Aboriginal Countries or Nations.

11 Policy - Infrastructure

11.1 Railway Stations

Railway stations shall be named after its locality or area of interest unless to do so would lead to a duplicated station name. In these cases a name that identifies the area or location of the station should be used. For example Town Hall Station and Martin Place Station are situated in Sydney where multiple stations are in one locality.

Justification

Railway station names assist in location and navigation and are particularly important for visitors and other travellers.

11.2 Other infrastructure

The GNB does not have specific statutory responsibility for formally naming infrastructure (other than Railway Stations and Post Offices), schools, private estate names or building names.

Nevertheless, naming any prominent feature should follow the accepted practice for naming as detailed in this policy.

Justification

Infrastructure such as buildings and sporting facilities are generally not used for addressing purposes however there is a high likelihood that they may be used for location including emergency services. Unique names for all infrastructure will assist in ensuring their location for emergency services.

11.3 Bridge Naming

The GNB does not name bridges, however, it encourages all bridge naming to follow the guidelines as set out in this policy.

The naming of bridges and other structures on roads does not have a formal legislative basis. However, the same procedures for road naming applies to bridges and other road infrastructure:

- RMS is responsible for the naming of bridges and other structures on freeways.
- Local councils initiate the naming of bridges on local, regional and state roads (other than freeways). RMS to approve these proposals.

RMS will approve a naming proposal for a bridge or structure provided that:

- The name has wide community support.
- An Aboriginal name has the support of local Aboriginal groups.
- Consideration has been given to National and State commemorative initiatives involving the naming of new or key road infrastructure.
- The name is consistent with GNB place name criteria.
- The design of the name plaque accords with RMS requirements.

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Appendix A



**Geographical
Names Board**

Glossary of designation values in the Geographical Names Register

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ABORIGINAL RESERVE

Crown land set aside for Aborigines, where they may continue their traditional lifestyle away from the influence of white Australians and access to which is controlled by federal or state authorities or by Aboriginal Land Councils.

AERODROME

All licensed aerodromes and government aerodromes maintained by the Federal Airports Corporation, other than those designated 'airports'.

AIRFIELD

A landing or taking-off area for aircraft.

AIRPORT

An aerodrome that handles regular schedules of passengers and freight.

AMPHITHEATRE

Basin shaped hollow, particularly one having steep sides. Considerable variation in size.

ANABRANCH

A distributary of an anastomosing river which links up with other distributaries and sometimes with the parent stream.

ARM

A comparatively long, narrow and natural waterway extending from a larger body of water.

ARTESIAN BORE

A hole bored perpendicularly into strata, producing a constant supply of water at the surface without pumping.

BACKWATER

A body of stagnant water connected to a river.

BASIN

1. The tract of country drained by a river and its tributaries, or which drains into a particular lake or area.
2. A circumscribed formation in which the strata dip inward from all sides to the centre; the stratified deposit, especially of coal, lying in such a depression.
3. An area of water limited in extent and nearly enclosed by structures alongside which vessels can lie. A non-tidal basin is one closed by caisson of gates to shut off from open water, so that a constant level of water can be maintained in it. Also called a 'wet dock'. A tidal basin is one without gates in which the level of the water rises and falls with the tide. Sometimes called an 'Open Basin'.

BAY

A well-marked indentation made by the sea or a lake into a coastline, whose penetration is in such proportion to the width of its mouth as to contain land locked waters and constitutes more than a mere curvature of the coast.

BEACH

The sloping shore along a body of water that is periodically washed by waves or tides and is usually covered with sand or gravel.

BIGHT

A crescent-shaped indentation in the coastline usually of large extent and not more than a 90 degree sector of a circle. See 'Bay' and 'Gulf'.

BILLABONG

An efflux from a stream, usually an old bend in the stream, which has been cut off by erosion and deposition. When the fall of a stream is only a few centimetres per kilometre channel is usually incapable of clearing flood waters, which overflow into this efflux. As the water recede the efflux or billabong becomes a pool or a series of pools, which in dry periods may completely dry up.

BLUFF

A spur or ridge terminating in a steep, rocky face.

BORE

A deep vertical hole of a small diameter drilled to obtain water. Designation includes 'Artesian Bore'.

BOUNDARY

That which serves to indicate the limits of a particular area. Various types of boundaries which may be encountered are:

1. UNCLASSIFIED BOUNDARIES; those drawn by the compiler prior to classification to delineate a change in surface characteristics.
2. INTERNATIONAL BOUNDARIES; those defining the territorial sovereignty of a country.
3. STATE OR TERRITORY BOUNDARIES; those defining the major administrative or political divisions within a country.
4. ADMINISTRATIVE AREA BOUNDARIES; those defining areas of common local or regional administration.
5. PROHIBITED AREA BOUNDARIES; those defining the limits of an area into which entry is prohibited, without prior permission from a controlling authority, for security or safety reasons.

BREAKWATER

A natural or artificial structure along a coast capable of checking the force of the waves, thereby reducing beach erosion. The designation includes 'groyne', 'training wall' and 'levee'. The latter two are to restrict rivers to a defined course.

BROOK

A small stream or rivulet.

BUTTE

A small residual of a mesa. The level top being the upper surface of the hard stratum but little lowered by erosion. The slopes on all sides are escarpments and its maximum horizontal dimension in any one direction is about 400 metres.

BUTTRESS

A very steep spur projecting from a hill, mountain, plateau, range etc., having the appearance of supporting it.

CAMP

A place where tents, cabins, etc. are erected for the use of military troops, etc.

CANAL

A large artificial watercourse used for irrigation or navigation.

CANYON

A gorge, relatively narrow but of considerable size, bounded by steep slopes. It has often been formed by a river cutting through the soft rocks of an arid region; the scantiness of the rainfall prevents denudation of the canyon walls, and so maintains their steepness. The walls of a large canyon, however, rarely approach the vertical, and their irregularity of slope is due to inequalities in the hardness of the rock.

CAPE

A piece of land jutting into the sea; a projecting headland or promontory.

CATCHMENT AREA

The region which drains all the rain water that falls on it, apart from that removed by evaporation, into a river or stream, which then carries the water into the sea or a lake; it may thus coincide with the 'River Basin'. Its boundary is defined by the ridge beyond which water flows in the opposite direction - away from the basin.

CAUSEWAY

A raised roadway of solid structure built across low or wet ground or across a stretch of water.

CAVE

A hollowed-out chamber in the earth, especially a natural cavity with an opening to the surface.

CEMETERY

A place or area for burying the dead.

CHANNEL

1. An artificial watercourse used for drainage or irrigation purposes.
2. A comparatively deep and narrow waterway affording a passage for vessels. The waterway may be natural or dredged and can occur in a river, harbour or sea.

CHASM

A particularly narrow portion of a gorge or ravine where the width is notably exceeded by the depth and the sides are vertical or nearly so.

CITY

A centre of population, commerce and culture with all essential services; a town of significant size and importance, generally accorded the legal right to call itself a city under, either, the Local Government Act, the Crown Lands Act or other instruments put in place by government.

CIVIC PLACE

A pedestrian area or open space, especially a square or plaza, within an urban environment which is frequented by citizens for a variety of purposes including public activities. It may be a place of commemoration. It does not include areas specifically created for commercial or business purposes. It is not to be used in an official address.

CLEARING

An area of ground within a forest, where less than 15% of the ground is covered by trees or scrub. Clearings within areas of dense vegetation may be manmade or naturally occurring.

CLIFF

A perpendicular or steep face of rock considerable in height, either inland or along the coast.

COLLEGE

An establishment for technical or vocational education usually post secondary.

COMMON

A tract of land which belongs to the local community as a whole, and is open to common use.

COUNTY

Territorial division of the state for administrative purposes.

COVE

A small indentation in a coast, usually sheltered.

COWAL

A small lake or dam.

CRATER

A bowl shaped cavity, in particular, at the summit or on the side of a volcano. And from which smoke and steam may emanate if the volcano is active. Craters of extinct volcanoes may contain crater lakes. The word crater is applied to other depressions especially those caused by the fall of large meteorites onto the earth's surface. Volcanic craters are sometimes called calders.

CREEK

A natural watercourse that is usually a tributary of a river or another creek. It may be perennial or non-perennial and in some areas its course may become indefinite or even peter out.

CROSSING

A place where a street, railway, stream, etc., may be crossed.

CUTTING

An open excavation through high ground, generally for a transportation system.

DAM

1. A barrier built across a stream to impound its water for any purpose.
2. An earthen structure built to contain water for stock purposes.

DEPRESSION

A depressed or sunken place.

DESERT

An almost barren tract of land in which precipitation is so scanty or spasmodic that it will not adequately support vegetation.

DIP

A place for controlling ticks on cattle.

DISTRICT

1. Territory marked off for special administrative purposes.
2. A tract of country, up to about 1600 sq. kms in area, distinguished by certain common characteristics, natural or cultural.

DOCK

An artificial structure in which ships are built or repaired.

DRAIN

A channel, man made or natural, by which liquid is drained or gradually carried away.

DUNES

Mounds or ridges of sand formed, either in a desert or along the sea coast, through transportation by the wind.

ESCARPMENT

A more or less continuous line of cliffs or steep slopes terminating any generally level upland surface, and is due to erosion or faulting.

ESTUARY

The tidal mouth of a river, where the tide meets the current of fresh water; more commonly, an arm of the sea at the lower end of a river.

FALLS

A sudden, more or less perpendicular, descent of water over a natural step in the bed of a river or stream.

FAULT

A fracture in the earth's crust along which movement has taken place, and where the rock strata on the two sides therefore do not match.

FLAT

A relatively level piece of ground within an area of greater relief; a tract of country without hills and smaller than a plain. In river valleys they may be Valley or River Flats, along the foreshores and subject to tidal action they are Tidal Flats and according to the nature of the surface they may be Mud, Stony or Sandy Flats.

FLORA RESERVE

Crown land set aside for the protection of flora, and access to which is controlled by federal or state authorities.

FORD

The shallow part of a stream or other body of water, where it may be crossed by vehicle or by wading. The crossing may be natural or improved, but not by bridging.

FOREST

An area of land proclaimed to be a forest under a Forest Act.

GAOL

A place for the confinement of persons convicted and sentenced to imprisonment or of persons awaiting trial.

GAP

A low point or opening between hills or mountains or in a ridge or mountain range.

GLEN

A narrow, wooded valley with a stream flowing at its bottom. Its sides being generally steep.

GOLF COURSE

An area of ground laid out for the playing of golf.

GORGE

A valley deep in proportion to its width, usually with precipitous or very steep sides. Generally a feature of some magnitude, relative to the surrounding base.

GRADIENT

A noteworthy gradient inclination or slope of the surface of the ground on the side or end of an elevated relief feature.

GRAVEYARD

A place for graves; a burial ground, esp. a small one or one in a churchyard.

GULF

Large valleys in mountain ranges OR an area of sea partly enclosed by land; usually of larger extent, and greater relative penetration than a bay, that is, Gulf of Carpentaria.

GULLY

A natural watercourse formed in the earth's surface, especially a hillside, by the action of water. It only carries water after rain and its sides are generally steep. Usually one of the smallest branches of a drainage system, and often associated with erosive action.

HARBOUR

A natural or artificially improved stretch of water where vessels can anchor or secure to buoys or alongside wharves etc and obtain protection from sea and swell. The protection may be afforded by natural features or by artificial works. The place may be provided with terminal and transfer facilities for loading and discharging cargo or passengers.

HEAD

A comparatively high promontory of land projecting into the sea with a steep face. An un-named head is usually described as a 'Headland' when a specific name is assigned, it becomes a 'Head'.

HEADLAND

A narrow area of land jutting out into a sea, lake, etc.

HILL

A small portion of the earth's surface elevated above its surroundings, of lower altitude than a mountain. Generally its altitude is less than 300 metres above the surrounding country but this can change in areas of low relief.

HILLOCK

A small hill or mound.

HISTORIC AREA

An area or precinct containing no or minimum present activity, but which at one time was an area of recognised name and purpose.

HISTORIC SITE

A specific place or site which has at one time been the site of an event or purpose.

HISTORICAL LOCALITY

An area or precinct containing no or minimum present activity, but which at one time was an area of recognised name and purpose.

HISTORICAL RECONSTRUCTION

An area or precinct which at one time was an area of recognised name and purpose and has now been redeveloped to recognise its past.

HOLE

An area hollowed out in or an opening in the ground.

INLET

A narrow indentation in the coastline or in the lake or river by which the water penetrates into the land.

ISLAND

A piece of land usually completely surrounded by water.

ISLET

A comparatively small insular landmass. Smaller than an Island but larger than a Cay.

KNOB

Rounded projection from a surface.

KNOLL

A small rounded Hill.

LAGOON

An enclosed area of water separated from the open sea or from a stream by some more or less effective, but not complete, obstacle such as low sandbanks.

LAKE

An extensive sheet of fresh or saltwater, natural or artificial, enclosed or nearly enclosed by land. It may or may not have in and out-flowing water, and in dry areas may even dry up at times.

LAKE BED

The area of a lake which is under water or once was under water.

LANDING PLACE

The act of coming to land. A place of disembarkation.

LANDMARK

A prominent or well known object in or feature of a particular landscape. A boundary marker. A large continuous area of land, as opposed to seas or islands.

LANDSCAPE FEATURE

This designation is used for a feature of the landscape, whether natural or cultural, which does not fit comfortably in any other designation and the number (actual and expected) of such places in NSW does not warrant a specific separate designation.

LIGHTHOUSE

A distinctive structure on or off the Coast, exhibiting a major light designed to serve as an aid to navigation.

LOCALITY

A bounded area within the landscape that has a 'Rural' Character.

LOCK

A section of a canal or river that may be closed off by gates to control the water level and the raising and lowering of vessels that pass through it.

LOOKOUT

A natural scenic viewpoint on elevated ground. Works or structures within the immediate vicinity of the view point improving the safety, amenities or view may be evident.

LOOP

A railway branch line which leaves the main line and rejoins it after a short distance.

MARINA

A docking facility for yachts and other pleasure boats accessible for private patrons only.

MARSHES

Low poorly drained land that is sometimes flooded and often lies at the edge of lakes etc.

MESA

A flat table-like upland, which falls away steeply on all sides (escarpments). It is larger in area than a 'butte' but smaller than a 'plateau'.

MONOLITHS

Large block of stone or anything that resembles one in appearance, intractability, etc. A statue, obelisk, column, etc, cut from one block of stone. A large hollow foundation piece sunk as a caisson and filled with concrete.

MOOR

A tract of unenclosed ground, usually covered with heather, coarse grass, bracken, and moss.

MOUNT

A natural elevation of the earth's surface rising more or less abruptly from the surrounding level, and attaining an altitude which, relative to adjacent elevations, is impressive or notable. In general the elevation of a mountain is more than 300 metres from foot to summit, but this distinction is arbitrary. For reasons of euphony and local usage 'Mount' is usually used when the generic term precedes the specific term and 'Mountain' when it succeeds it.

MOUNTAIN

A large natural elevation of the earth's surface.

MOUNTAIN LAKES

A lake created by an extinct volcanic crater.

MOUNTAIN PEAK

A prominent point of a hill or mountain. The separately named summits on a range of hills or mountains.

MOUNTAIN RANGE

A series or line of mountain or hill ridges with or without peaks, in which the crests are relatively narrow. Its minimum length is about 16 kilometres.

NAVAL ESTABLISHMENT

An institution, pier or building specially designed and equipped for use by the Navy.

NECK

A narrow strip of land; peninsula or isthmus.

NEIGHBOURHOOD

The immediate environment; surroundings. A district where people live. The people in a particular area. Living or situated in and serving the needs of a local area.

OBSERVATORY

An institution or building specially designed and equipped for observing meteorological and astronomical phenomena. Any building or structure providing an extensive view of its surroundings.

OCEAN

A very large stretch of sea. The vast body of water on the surface of the globe that surrounds the land.

PARISH

Territorial division of the state for administrative purposes.

PASS

A depression or gap in a range of mountains or hills permitting easier passage from one side to the other.

PASSAGE

A comparatively deep and narrow waterway affording a passage for a vessel.

PEAK

A prominent point of a hill or mountain. The separately named summits on a range of hills or mountains.

PENINSULA

A piece of land almost surrounded by water, especially one connected with the mainland by only a narrow neck of land or isthmus.

PICNIC AREA

A location to which people bring food to be eaten in the open air.

PINNACLE

The highest point. A towering peak, as of a mountain.

PIT

A large usually deep opening in the ground.

PLAIN

A tract of country the general surface of which is comparatively flat or slightly undulating. In extent generally not less than 2,500 hectares and sparsely, if at all timbered.

PLATEAU

An elevated tract of comparatively flat or level land, having a large part of its total surface at or near the summit level. Its local relief may be very great in cases where it is cut by gorges, or it may have a small local relief like a plain in cases where erosion has not been severe. Its minimum horizontal dimension in any direction generally exceeds 1.6km.

POINT

A location, spot, or position. Point of land. A small promontory.

POND

A pool of still water, often artificially created.

POOL

A small body of still water, usually fresh. A deep part of a stream or river where the water runs very slowly.

PORT

A town or place alongside navigable water with facilities for the loading and unloading of ships.

POST OFFICE

A local office for receiving, distributing and transmitting mail, providing telecommunication services etc.

POWER STATION

An electrical generating station.

PRISON

A place to which persons are legally committed, either while awaiting trial or for punishment.

PUBLIC WATERING PLACE

An artificial waterhole.

RACECOURSE

A place which has been licensed by government for the holding of horse races.

RAILWAY

A permanent track composed of a line of parallel metal rails fixed to sleepers for transport of passengers and goods in trains.

RAILWAY CUTTING

An excavation in a piece of high land for a railway.

RAILWAY LOOP

A short branch off a railway track, often connected at both ends to the main track where trains can pass on a single line stretch of railway. In some cases freight may be handled at these sidings. This designation includes 'Railway Siding'.

RAILWAY SIDING

A short branch off a railway track, often connected at both ends to the main track where trains can pass on a single line stretch of railway. In some cases freight may be handled at these sidings. This designation includes 'Railway Loop'.

RAILWAY STATION

A structure beside a railway line with facilities for passengers and freight.

RAMP

An area set aside for the launching of small water craft, usually paved.

RANGE

A series or line of mountain or hill ridges with or without peaks, in which the crests are relatively narrow. Its minimum length is about 16 kilometres.

RAPIDS

Portions of a stream with accelerated current where it descends rapidly without a break in the slope of the bed sufficient to form a waterfall.

RAVINE

A deep narrow steep sided valley.

REACH

A comparatively straight part of a river or channel between two bends.

REEF

A ridge of rocks or coral lying near the surface of the sea, which may be visible at low tide, but is usually covered by water.

REGION

A region is a relatively large tract of land distinguished by certain common characteristics, natural or cultural. Natural unifying features could include same drainage basin, similar landforms, or climatic conditions, a special flora or fauna, or the like. Cultural determining features could include boundaries proclaimed for administrative purposes, common land use patterns etc.

REGULATOR

Any of various mechanisms or devices such as a governor valve, for controlling fluid flow, pressure, temperature, etc.

RESEARCH STATION

An institution, farm or building specially designed and equipped for carrying out agricultural research.

RESERVE

An area proclaimed to be a public reserve by government legislation.

RESERVOIR

An artificial lake or structure storing water for domestic or other uses.

RIDGE

A long and narrow stretch of elevated ground. It generally has a length less than 16 kilometres.

RIFLE RANGE

An area used for target practice with rifles.

RIVER

A major natural stream in a large catchment basin, carrying water to another river, a lake or the sea. Usually perennial, but not necessarily so in arid areas.

RIVER BEND

A curve in the course of a stream. This designation includes 'meander'.

RIVER CROSSING

A place where a river may be crossed.

RIVER FLAT

A relatively level piece of ground within an area of greater relief; a tract of country without hills and smaller than a plain, caused by the laying down of sediment by a river.

RIVER MOUTH

The area at which a river makes contact with the sea.

RIVULET

A small stream.

ROAD BEND

A bend in a road.

ROADS

An open way, usually surfaced with tarmac or concrete, providing passage from one place to another.

ROADSTEAD

An open anchorage for ships, which may be sufficiently sheltered to give protection from seas, usually by reefs, sandbanks, or islands.

ROCK

A prominent or isolated out crop of rock, or even a single large stone. This designation includes 'boulder' 'crag' 'needle' 'pillar' and 'tor'.

ROCK FACE

An area of exposed rock, generally in a vertical position.

RURAL PLACE

A place, site or precinct in a rural landscape, generally of small extent, the name of which is in current use.

SADDLE

A col or pass or any land form recalling in shape a saddle.

SANDBANK

A bank of sand in a sea or river that may be exposed at low tide.

SANDBAR

A ridge of sand in a river or sea, built up by the action of tides, currents, etc, and often exposed at low tide.

SANDHILL

A mound, ridge or hill of drifted sand either in a desert or along a sea coast, formed by the action of wind.

SANDRIDGE

Sand drifts in long ridges tending parallel to and elongating in the direction of the prevailing winds.

SCHOOL

An establishment for primary or secondary education created by the Education Act.

SCRUB

A vegetation consisting of stunted trees, bushes, and other plants growing in an arid area. An area of arid land covered with such vegetation.

SEA

One of the divisions of the oceans, especially if partly enclosed by land.

SHOAL

A ridge of sand or of rocks just below the surface of the sea or of a river and therefore dangerous to navigation.

SPORTSGROUND

A reserve used for sporting fixtures.

SPRING

A flow of water issuing naturally out of the ground, either continuously or intermittently.

SPUR

A minor linear projection off a range, ridge, mountain, tableland, hill or plateau being generally not more than 2 kilometres in length and decreasing in altitude from the parent feature.

STATE

A major administrative or political division within a country.

STATION

A structure beside a railway line with facilities for passengers and freight.

STEEPS

The very steep and deep sides of a mountain or high plateau.

STRAIT

A comparatively narrow passage connecting two seas or two large bodies of water.

STREAM

Small river, brook. Any steady flow of water or other fluid.

SUBURB

A bounded area within the landscape that has an 'Urban' Character.

SURF BREAK

A permanent obstruction such as a reef, bombora, rock or sandbar which causes waves to break thus making conditions conducive to surfing.

SWAMP

A tract of land normally saturated with water, having little or no drainage and characterised by a growth of grass or reeds. This designation includes 'marsh'.

SYPHON

A tube/pipe placed with one end at a certain level in a body of water and the other in a body of water below this level.

TABLELAND

An elevated tract of land with a generally level surface of considerable extent, generally with a minimum area of 2,500 hectares.

TANK

An artificial waterhole forming a reservoir for rainwater and adjacent run-off.

TERMINAL

A reception or departure building at the terminus of a bus, sea or air transport route.

TERRACE

A level or nearly level strip of land, usually narrow and bordering the sea, a lake or river, lying between a slope upwards to hills on one side and a slope, often abrupt, downwards on the other.

TOPS

The top of a hill

TOWER

A tall usually square or circular structure, sometimes part of a larger building and usually built for a specific purpose.

TOWN

A commercial nucleus offering a wide range of services and a large number of shops, often several of the same type. Depending on size, the residential area can be relatively compact or (in addition) dispersed in clusters on the periphery.

TRACK

A formed and/or marked track that is used by people either walking, cycling or riding a horse. This designation includes 'trails'.

TRAINING WALL

See 'Breakwater'.

TRIG. STATION

A point on the ground, the geographic position of which has been determined by geodetic survey.

TUNNEL

An underground passageway, esp. one for trains or cars. Any passage through or under something.

UNIVERSITY

An institution of higher education having authority to award bachelor and higher degrees, usually having research facilities.

URBAN LOCALITY

Not now recommended, see 'Urban Place'.

URBAN PLACE

A place, site or precinct in an urban landscape, the name of which is in current use, but the limits of which have not been defined under the address locality program.

URBAN VILLAGE

A cohesive populated place in an urban landscape, which may provide a limited range of services to the local area.

VALLEY

Long depression in the land surface, usually containing a river, formed by erosion or by movements in the earth's crust. Any elongated depression resembling a valley.

VILLAGE

A cohesive populated place in a rural landscape, which may provide a limited range of services to the local area. Residential subdivisions are in urban lot sizes.

WATER AERODROME

All licenced aerodromes and government aerodromes maintained by the Federal Airports Corporation, other than those designated 'airports' which have landing facilities on water for sea planes etc.

WATER FEATURE

A feature within water.

WATER SYPHON

See 'Syphon'

WATERFALL

A sudden descent of water over a step in the bed of a stream, the fall being much steeper than in the designation 'rapids'. In place names frequently shortened to 'Fall' or 'Falls'. This designation includes 'cascade' and 'cataract'.

WATERHOLE

A natural hole or hollow containing water, often in the dry bed of an intermittent river.

WEIR

A barrier, erected across a stream to impound and raise the water level for the purpose of maintaining it at the level required for irrigation or navigation purposes.

WELL

A hole or pit dug in the ground to obtain water.

WHARF

A platform alongside of which ships may be secured for loading or unloading cargo or passengers. This designation includes 'pier', 'quay', 'jetty', and 'marina' for those marinas that only have public access.

Infrastructure Department - 20 February 2020

ITEM 12.2 **Committee for investigation of Community Walk in Crookwell**

FILE REFERENCE **I20/20**

AUTHOR **Director of Infrastructure**

ISSUE

This report address Council resolution 320/19 that “Council form a Committee to work in conjunction with Community to investigate the possibilities to develop a community walk of fame”.

RECOMMENDATION That -

1. Council appoint a Councillor Representative to the Walk of Fame Committee and seek community members through advertisement.

BACKGROUND

Council resolved in November 2019, to form the Committee as per the Council resolution 320/19 in response to the presentation from Men’s Shed in Crookwell. Council wrote to the Men’s shed on 21 January 2020 advising of the Council resolution.

This report is to outline the process of forming the committee and seek councillor nominations for the committee.

REPORT

It is recommended that Council form the composition of the proposed committee:

1. Councillor(s)
2. Community member 3-5
3. Staff to attend in advisory capacity.

It is further recommended that 3 meetings are held in total with the following scope:

1. First meeting – Agree on scope of works
2. Second meeting – Concepts are presented
3. Concepts are agreed and reported to Council for consideration.

Community membership will be advertised in the local media and through liaison with the Men’s Shed members, who brought forward the idea for council Consideration. Council membership through council nomination. It is recommended that the terms of reference include that the Committee makes decisions by consensus and where consensus is not reached that dissenting views are also reported to the Council.

It is recommended that no more than 3 meetings are held, with a time and date to be agreed amongst the members. This will allow the project to proceed expeditiously and allow staff, who are struggling to attend the many 355 Committees, to undertake their other duties.

POLICY IMPACT

Council's Code of Meeting practice apply to the Committee.

OPTIONS

Council can choose to approve, reject or vary the recommendation.

FINANCIAL IMPACT OF RECOMMENDATIONS

There is no immediate financial impact of adopting the resolution. Planning, design and construction cost related to the walk of fame are yet to be determined.

RECOMMENDATION That -

1. Council appoint a Councillor Representative to the Walk of Fame Committee and seek community members through advertisement.

ATTACHMENTS

Nil

Infrastructure Department - 20 February 2020

ITEM 12.3 **Water Security in ULSC**

FILE REFERENCE **I20/25**

AUTHOR **Manager of Infrastructure Delivery**

ISSUE

This report provides an update on the water situation within Upper Lachlan Shire Council

RECOMMENDATION That -

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

BACKGROUND

Upper Lachlan Shire Council has 3 water supply schemes that provides treated water to 4 townships namely as follows:

- Crookwell
- Taralga and
- Gunning that supplies water to Dalton

The water supply is at risk of failure due to the current drought situation. These water schemes are also relatively small when compared to the water sources in larger towns such as Goulburn. A smaller size in Upper Lachlan Shire puts these water supplies at greater risk of fluctuations as smaller changes can have larger consequences for the supply of water and vice versa a smaller increase in run off can fill our dams quicker.

Historically, Council has provided some of the treated water to the rural community outside the reticulated system. Upper Lachlan Shire Council is largely a rural community with sparsely populated villages when compared to Goulburn that has a large town centre and a smaller geographic area.

This report examines risks to water supplies in addition to the risks outlined above. This report also provides several recommendations to the Council to manage risks to

supply of treated water to the reticulated network (people connected to the water supply). The report also provides responses to the questions asked in the "Questions with Notice" from Cllr Richard Opie.

Please note the numbers provided in this report are strategic in nature and approximate in value provided for planning purposes.

REPORT

Treated Water Supply Schemes risks and vulnerabilities

This report outlines immediate and known vulnerabilities of the 3 water supply schemes and recommends measures to reduce the risk of failures.

1. CROOKWELL

The water supply network is restricted by the availability of water, capability of the treatment plant and capability of the supply network as outlined below.

Treatment Plant and Supply Network capability

The new treatment water plant was commissioned in 2018 and can produce a maximum of 4 ML (4,000,000 litre) per day assuming unlimited water supply from the dam. It is recommended that treated plant is run at 75% of the maximum design that is 3,000,000 ML per day for ongoing use assuming unlimited water supply.

The peak water usage observed in Crookwell is 2.5ML per day in summer. In winter, this usage reduces to 0.8ML per day or lower. Therefore, we can adopt 2.5ML as the rated capacity, for a population of 2,641 (2016 Census).

This leaves a growth capacity of approximately 0.4ML or roughly an additional 400 people in town on an ongoing basis. As this growth is not realized, Council has an excess capacity to treat water for an additional approximately 400 people.

As the plant can operate at 4ML, Council can supply an additional 1,000 people on an adhoc basis should the need arise. As the peak demand occurs seasonally, it is safe to assume that Council can treat water for an additional 1,400 people with a small risk. This risk of failure is further minimized given that Council stores part of the treated water in its water supply tank, which can smooth out peak demands on a hot day or two and allow Council to supply water in excess of 4ML per day.

The supply network is aging, however, based on the recent experiences on hot days, it can be assumed to have sufficient capability to supply in excess of 4 ML per day. There are risks of bursts and unexpected breakdowns given the age of infrastructure, however, this risk is reduced with a replacement program.

In summary, Council has no imminent risk of running out of capacity with respect to treatment plant or supply network in Crookwell except for the availability of water from the dam.

Availability of water

The Crookwell Dam supply water to the treatment plant before it supplied to the town from the water supply dam. Given there are no imminent risk to capability to treat and distribute, this leaves majority of the risks with the availability of water.

Council has set up dam levels that triggers the level of restrictions in accordance with industry practice. These restrictions are based on the industry guidelines and each water authority sets up these restriction separately. Council imposes various water restrictions when storage levels falls to 70%, 60% or below. For details please refer to the industry practice guidelines.

Upper Lachlan Shire Council has chosen to impose Level 2 Water Restrictions based on staff advice as the water level has dropped below 70%. The observed consumption before the restriction was 1.8 to 2ML per day. However, this usage has dropped to approximately 0.8ML per day after the restriction. This drop in use suggest that the Crookwell community has positively responded to the call for water saving measures.

Proposed measures to reduce risks of failure

As Council provides part of the treated water to rural residences, it is recommended that a modern standpipe is constructed for this purpose to supply water to vulnerable rural rate payers in times of need provided carters meet relevant statutory NSW Health guidelines and requirements.

Drinking water Standpipe:

The only existing potable water standpipe in Crookwell is located within the Spring Street Crookwell depot site. This location presents a number of problems from an operational and WHS point of view. The existing standpipe is not high enough to provide water to all potential water carrying vehicles and is in a location that requires the closure of the depot exit when being used.

A site has been identified at Councils McIntosh Rd Stockpile site at the intersection with Kensit St shown in the map below.



Infrastructure Department
WATER SECURITY IN ULSC cont'd

This will require the extension of an existing Water main along McIntosh Road from King Street to Kensit Street. The estimated cost of construction is \$30,000. Council has sufficient funds within Water Fund Reserves to fund this work.

Crookwell Dam Survey:

Council staff does not know the siltation level in the Crookwell Dam. Water storage is measured as height vs volume relationship. There is a risk that dam may have silt accumulated over a period of time. Therefore it is recommended that a survey is funded to ascertain the volume of water available.

With the Crookwell Dam currently approximately at 60% capacity based on previous calculation, it is opportune to carry out an updated survey of the dam to determine if the capacity has been reduced due to siltation. This will enable more accurate determination of when restriction levels should be increased/decreased. The estimated cost of this work is \$15,000.

Bore in the Vicinity of Lin Cooper Recreational Area

Council supplied water to the Lin Cooper field for irrigation purposes comes from the town water supply. In order to reduce this use for irrigation during dry spells, Council may choose to construct a new bore and reduce this use similar to the arrangement in Gunning Showground. Part of the use from town water may continue as it is the end of the line and used for pipe flushing (a routine cleaning of pipes).

This use also includes both the amenities block as well as field watering. There is an underground water available nearby at the golf course. Investigations indicate a likelihood of water directly adjacent to the Reserve. A bore could be sunk at this location and enable the amenities and ovals to be serviced from the bore rather than the treated town supply. The bore would supply a proposed 50,000 litre tank which would store water for use as required. The estimated cost of this work is \$50,000.

Bore in Vicinity of Crookwell Dam/Water Treatment Plant

Harley Road bore supplements water supply to the dam in Crookwell. There are several leakages in the pipe as the pipe is too far away to supply water to the Crookwell Dam. An additional bore, will allow an additional feed source for refilling Crookwell Dam or could be fed directly in to the water treatment plant as an emergency option. The estimated cost of this work is \$50,000.

Bore in the Vicinity of Jean Todkill Park

The Jean Todkill Park is currently serviced from a dam on Kiamma Creek adjacent to the ovals. The dam is currently at a very low level so watering of the fields has been cut back in area and frequency, so the limited resource will last longer. Investigations indicate a likelihood of the presence of water directly adjacent to the Park. A bore could be sunk at this location to feed a tank that would serve to provide additional watering capacity and provide relative drought proofing. The estimated cost of this work is \$50,000.

In summary, it is recommended that an additional \$195,000 is provided to fund the above measure and make the supply network more resilient. If Council decides to

conduct investigations, they may allocate funds from the reserves available for the Crookwell Water supply.

2. GUNNING

The township of Gunning and Dalton are at level 2 restrictions similar to Crookwell. There are several further risks with respect to the water supply scheme in Gunning that also supply water to the township of Dalton. The plant can supply 1ML of water per day. Summer peak time use is approximately 0.3 ML per day and winter time use could be as low as 0.15ML per day.

The water supply scheme can support a population of almost double the current population size of Gunning and Dalton if running at 75% capacity (0.75ML) per day. There is also an adhoc facility to support an additional population based on the additional 25% available for emergency use.

Available water is measured as Volume Height relationship. Water restrictions follow the same % levels based on the available water in the dam located within the treatment plant. This gives rise to a vulnerability as there is no account for water level in the river as Council do not monitor water levels in the water table in the river. Water levels have not improved in the river despite the recent rainfalls.

In summary, there was no imminent concerns with respect to the capability to treat and supply water to the town for now and into the future except the availability of sufficient water in the river that supplies the treatment plant. This water supply can support further population growth if needed provided there is sufficient run off available.

Drinking water Standpipe:

Council does not have efficient water supply point in Gunning. The only existing potable water standpipe in Gunning is located within the Nelanglo St depot site. This location presents a number of problems from an operational and WHS point of view. The existing standpipe is not high enough to provide water access to water carrying vehicles and is in a location that restricts access within the depot when being used.

A site has been identified at Gunning Showground for relocation of this standpipe. The estimated cost of this work is \$20,000.

Investigation of alternate Bore locations to supply to storage dam

It is recommended that Council investigate the installation of a bore in the vicinity of the WTP/Well or in the vicinity of the existing line between the two locations. This new bore could reduce vulnerabilities and making the bore relatively drought proof.

Backup Generator for Gunning WTP

At present Gunning WTP will not operate during a power outage. During an extended outage this may create problems with water supply to both Gunning and Dalton. The plant is also small, therefore making the plant more vulnerable to fluctuations.

Prices have been sought with expenditure in the vicinity of \$80k for the generator alone. It is recommended that \$100,000 is allocated to allow for the sourcing and installation of this backup generator.

3. TARALGA

The water supply in Taralga is designed to supply 0.1ML per day and most vulnerable when compared to the other two water supply schemes due to several factors. The water supply schemes is designed for 0.1ML per day, however the peak demand is 0.25ML per day far exceeding the capability of the plant.

Maintenance and repairs are costly as parts for the treatment plant are not readily available. There are concerns about the integrity of the storage dam.

In summary, Council is investigating the construction of a new water plant for Taralga with capacity at least exceeding the current demand for now and with capacity for growth into the future. It is recommended that Council apply for suitable grant funding for fund a new treatment plant and associated infrastructure to secure water and support growth in Taralga.

The measures below are recommended to reduce risk of failures.

Bore in McArthur Street to provide additional water source

There is an existing inspection bore located in McArthur Street Taralga. It is recommended to drill another bore at this location to enable access for supply to the WTP. This would enable a dedicated source of water for town supply as the existing showground bore is being shared for general use and does not have sufficient flow rate.

We would require a tank of approximately 80,000 litres and telemetry and associated electronics to monitor remotely. The estimated cost of this work is \$80,000.

Backup Generator at Taralga WTP

Water treatment stops in Taralga when the water goes out. The impact is immediate as the storage and treatment can't keep up with peak demands.

There is no backup power supply for the Taralga WTP. A backup generator that could supply the WTP. It is recommended to fund \$80,000.

New Water Treatment Plant

The existing WTP at Taralga is undersized and prone to a significant number of problems. There is constant maintenance required with alarms at all hours. The plant itself requires long running to supply the requirements of the town.

It is recommended that Council lodges a funding application for the upgrade to the water supply scheme in Taralga and include upgrade to water supply dam as a part of this design.

Infrastructure Department
WATER SECURITY IN ULSC cont'd

In summary, it is recommended that Council allocate \$160,000 to fund infrastructure and help reduce risk of failure to supply water to the community.

Potable water supply for rural resident

The water treatment plants are designed to supply water to the reticulated network. Given there is extra capability available, Upper Lachlan Shire Council has chosen to supply part of the available water to our rural community. This availability of water is based on the amount of water available at a point in time. Therefore, Council may choose to advise its rural community that availability of treated water is subject to availability.

The towns supplied with water are charged for this supply to water consumption as provided in the fees and charges. In addition, there is an annual water supply access charge of \$447 per Assessment charged on the rates notice.

Approved water carters that have met the NSW Health Guidelines can supply potable water supply within Upper Lachlan Shire Council fees and charges outlined per kl charge.

NON- POTABLE WATER

In addition to reticulated treated water supply, Council also provides access to a number of non-potable bores throughout the shire. These bores were constructed in 2008/2009 past and supplement water arrangements on rural properties. Currently, non-potable standpipes are located throughout the Shire at Binda, Bigga, Gunning, Dalton, Crookwell, Jerrawa, Breadalbane, Collector and Narrawa. These are available for rural residents free of charge.

Council recently received reports that some commercial businesses are taking unreasonable amount of water at the expense of other rural residents. In response, Council has enforced licensing requirements for commercial operators.

As advised during the Council meeting in December 2019, Council is introducing Avdata key systems that will be installed on these standpipes. It is expected that these keys will be operational by the end of February 2020, to monitor and control access. Keys will be provided to residents upon application and receipt of refundable deposit of \$35. Rural residents that do not have access to reticulated water supply can apply and receive water free of charge, however, this water cannot be sold.

Council has limited water level monitoring available. Should further restrictions be necessary, Council can introduce water quota limits for each key. Council also have other security measures.

The above key and monitoring system is expected to cost \$80,000. There is an addition \$514 per month charge (subject to increases) in addition to the above capital charge.

It is recommended that above is funded.

Response to the Question with Notice from the Councilor with respect to Crookwell Town Water Supply

The Crookwell Treatment Plant can supply 4ML per day at peak capacity sufficient to support approximately 4,000 people.

Crookwell has an assessed population of 2,641 (2016 Census) and supplying water to the entire township.

At 62% capacity, Council can support the existing population at the current water restriction levels for 6-12 months.

Council's water storage in the dam is a volume height relationship. The height is associated with a specific volume of water in the dam.

Bores are not included in the dam water volume.

Council do not know how much water is available underground to fill the dam. Council do monitor water level in the supply bore for variations.

Council do not monitor water table in the water bores that supply non potable water supply to the community.

Based on the recommendation from Council operational staff, the Director of Infrastructure provided recommendations to the Acting General Manager to introduce water restrictions for the reticulated water supply. These restrictions are for residents to obtain 5,000 litres of non-potable water, free of charge. Council charges \$1,000 access fee and a per kilolitre charge for commercial users after approval is granted. A Potable water supply of up to 12,000 litres is available to residents and licensed commercial operators from the Crookwell and Gunning Council Depots per day at a rate of \$8.50 per 1,000 litres

The imposition and enforcement of water restrictions is an operational decision based on the availability of water. Therefore Councilors were not advised prior to the implementation of water restrictions. Please refer to the numerous media releases regarding water level information published in the weekly wraps as regular information. The elected representatives are advised after the agreed threshold are reached. Should the Councilors wish to make those decisions, they will need to consider wider impact including the development of a policy, which the staff can and can't do.

Council circulated letters to affected property owners. Information to the community was provided via media releases, website, over the phone and response to letter when contacted. The Councilor may elaborate if additional measures of communication are recommended.

Council has commissioned a survey to help determine the extent of siltation.

Council do not control the operation and approval of Pejar Dam reservoir. This asset is under care, control and ownership of Goulburn Mulwaree Council.

POLICY IMPACT

NSW is in drought and Council may play its part by distributing the available water within its community in equitable manner and in accordance with industry practice.

OPTIONS

Council may choose to accept, reject or modify the recommendation.

FINANCIAL IMPACT OF RECOMMENDATIONS

By adopting the recommendation, Council is spending \$555,000 as one off spending and annual \$6,168 as ongoing, annual operational expenditure.

RECOMMENDATION That -

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

ATTACHMENTS

1. ↓	MEDIA RELEASE - Introduction of Water Restrictions in Taralga - Nov 2019	Attachment
2. ↓	MEDIA RELEASE - Detailed summary of Upper Lachlan Shire Council water restrictions	Attachment
3. ↓	MEDIA RELEASE - Water Restrictions update for Upper Lachlan Shire Council	Attachment



Approved for release by: Acting General Manager, Andrew Croke

Issued: 21/11/2019

MEDIA RELEASE

Introduction of Water Restrictions in Taralga

Council has introduced Level 2 Water restrictions within the township of Taralga effective Friday 22 November 2019 due to an escalated decrease in the town's water supply.

Taralga's dam level as at 21 November 2019 is at approximately 60% capacity.

Upper Lachlan Shire Council Acting General Manager said the water restrictions would be closely monitored and reassessed each week.

"As it stands now, when compared with 2018, the water level in the dam show it is considerably lower, establishing the need for water restrictions as we head into summer." Mr Croke said.

"Exacerbating the situation, the weather forecast for further rain is not encouraging and there is a lack of water flows in the Woolshed Creek which feeds into the water supply dam that supplies treated water to the township of Taralga."

Level 2 Water restrictions mean that the following are permitted:

- Water use by micro-sprays for 15 minutes and one hand held hose for 1 hour per day, (Times of usage: 7:00am to 8:00am or 6:30pm to 7:30pm.)

However, the following water uses are not permitted:

- Sprinklers and fixed hose usage is banned.
- No filling or topping up of private swimming pools.
- No washing cars by hose.
- No watering of stock from the town water supply.

Council will advise further should there be changes to the water situation. All other towns are not affected by these water restrictions.

There is no immediate risk of water carting and commercial, industrial and Institutional consumers can apply to Council's Infrastructure Department for an exemption, explaining their compelling circumstances.

ENDS

For media enquiries please contact Upper Lachlan Shire Council Acting General Manager, Andrew Croke on 4830 1000.



Approved for release by: Acting General Manager, Tina Dodson

Issued: 10/1/2020

MEDIA RELEASE

Detailed summary of Upper Lachlan Shire Council water restrictions

The Upper Lachlan Shire Council has received numerous enquiries regarding water restrictions.

On Monday January 6, Level 2 restrictions were brought in for Crookwell, Gunning and Dalton and Level 3 restrictions were brought in for Taralga.

Upper Lachlan Shire Council initially provided a summary of domestic restrictions, but in response to ratepayer queries, a more detailed summary of all restrictions has been compiled.

"We haven't had to impose water restrictions for a long while, and so understandably people may not be entirely familiar with the full range of restrictions," Acting General Manager, Tina Dodson said.

"The details Council provided initially explained the most common domestic restrictions, but to remove any confusion, we've put together detailed summaries for Level 2 and Level 3."

ENDS

For media enquiries please contact Upper Lachlan Shire Council Acting General Manager, Tina Dodson on 4830 1000.



Approved for release by: Acting General Manager, Tina Dodson

Issued: 2/1/2020

MEDIA RELEASE

Water Restrictions update for Upper Lachlan Shire Council

The Upper Lachlan Shire Council will be implementing Water Restrictions in the Crookwell, Gunning and Dalton areas, and upgrading the Water Restriction for Taralga.

As of January 6, 2020 the Crookwell, Gunning and Dalton townships will be placed on Level 2 water restrictions and Taralga's water restriction Level will be raised to Level 3.

POTABLE WATER

Taralga

Council is intending to use the bore in Taralga to replenish water levels into the townships water storage, however the use of bore water will not be sufficient to remove water restrictions.

Crookwell

Water storage level is at 72% and dropping in Crookwell. Council is imposing Level 2 Water restrictions in Crookwell starting Monday, January 6, 2020. The use of existing bores by Council will not remove the water restriction.

Gunning

Water storage level in Gunning is dropping and storage level stands at 70%. The usage in town has increased by approximately 30% in the last 10 days. Level 2 restrictions are indicated and will be imposed starting January 6, 2020.

NON POTABLE WATER

Standpipes

Council provides a network of standpipes throughout the shire for the use of the local community. This water is untreated and not suitable for drinking. Council expects the local community to exercise restraint in the accessing of the standpipes, with a limit of 5,000 litres per user. Commercial operators require license from Council before accessing these standpipes.

ENDS

For media enquiries please contact Upper Lachlan Shire Council Acting General Manager, Tina Dodson on 4830 1000.

Infrastructure Department - 20 February 2020

ITEM 12.4 **Private Sewer Pump Station Policy**

FILE REFERENCE I20/31

AUTHOR **Director of Infrastructure**

ISSUE

This report recommends that Council adopts the private sewer pump station policy

RECOMMENDATION That -

1. Council adopts the policy as attached as Attachment 1.

BACKGROUND

Council resolved (Min334/19) in November 2019 that

“Council place the Private Sewer Pump Station Policy on public exhibition for 28 days.”

In accordance with the Council resolution, the draft policy was placed on public exhibition for 28 days starting on 3 December 2019.

This report recommends that Council adopts and approves this policy effective 21 February 2020.

REPORT

Council did not receive any feedback from outside the organisation. Council consulted the Planning and Environment area and have added some small changes without changing the intent of the policy.

This revised policy with this additional feedback is attached to this report.

POLICY IMPACT

Council does not have a relevant policy. This policy allows marginal land to be made economically viable.

OPTIONS

Council can choose to adopt, defer or refuse to adopt the policy.

FINANCIAL IMPACT OF RECOMMENDATIONS

There are no direct impacts of adopting this Council policy.


Infrastructure Department

PRIVATE SEWER PUMP STATION POLICY cont'd

RECOMMENDATION That -

1. Council adopts the policy as attached as Attachment 1.

ATTACHMENTS

1. 	Draft- Private Sewer Pump Station Policy	Attachment
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POLICY:-	
Policy Title:	Private Sewer Pump Station Policy
File reference:	F10/618-08
Date Policy was adopted by Council initially:	21 November 2019
Resolution Number:	XX/19
Other Review Dates:	N/A
Resolution Number:	N/A
Current Policy adopted by Council:	21 November 2019
Resolution Number:	XX/19
Next Policy Review Date:	2022

PROCEDURES/GUIDELINES:-	
Date procedure/guideline was developed;	NA
Procedure/guideline reference number:	NA

RESPONSIBILITY:-	
Draft Policy Developed by:	Coordinator Assets Planning and Programming
Committee/s (if any) consulted in the development of this policy::	NA
Responsibility for implementation:	Manager Assets and Design
Responsibility for review of Policy:	Manager Assets and Design

1. OBJECTIVES:

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

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

2. POLICY STATEMENT:

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

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

3. REQUIREMENTS AND STANDARDS

DESIGN:

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

CONSTRUCTION:

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

TESTING & COMMISSIONING:

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

OPERATION AND MAINTENANCE:

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

- a) Details on the operation of private sewer pump stations including appropriate contacts.
- b) Details for further enquires.
- c) Emergency contact phone number of the service agent.
- d) What to do if the alarm sounds or flashes.
- e) What to do in the case of a power failure.
- f) What to do if going on holidays.
- g) How to minimise wastewater production in the case of emergencies.
- h) What can be safely discharged into the sewerage system.

Maintaining the overflow relief gully:

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

RELATED LEGISLATION, REGULATIONS AND GUIDELINES:

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

Infrastructure Department - 20 February 2020

ITEM 12.5 **Road Classification Review Terms of Reference**

FILE REFERENCE **I20/50**

AUTHOR **Director of Infrastructure**

ISSUE

This report recommends to Council a proposed action regarding the NSW State Government proposal to transfer Regional Road Transfer into the hands of the NSW State Government and undertake a review of the classification of roads

RECOMMENDATION That -

1. Council writes to the Roads Classification Review Panel recommending additional local roads are reclassified as Regional Roads and Upper Lachlan Shire is consulted before the implementation of the recommendation; and
2. Council writes to the Roads Classification Review Panel recommending any regional roads to be reclassified to State Roads after review by Council.

BACKGROUND

In February 2019, the NSW Government announced the transfer of up to 15,000 kilometres of regional roads to the State as part of a broader package of support for local councils to better manage and maintain the rural road network. This transfer is proposed to occur at the same time while a review is undertaken on the classification of local roads.

The following Council roads are affected by this proposed transfer:

1.	MR52	Gundaroo Road (Yass boundary to Crookwell)	- 57.37km
2.	MR241	Rye Park Road (Gunning towards Boorowa)	- 39.44 km
3.	MR248E	Taralga to Crookwell	- 37.01km
4.	MR248W	Boorowa to Crookwell Road	- 38.48km
5.	MR256	Goulburn to Oberon	- 54.7km
6.	MR258	Wombeyan Caves Road	- 22.36km
7.	MR7638	Off Ramp from Hume Hwy at Gunning	- 1.73km

If the status is changed, Council will lose control of a total 251.09km of its road network. Most of these Regional Roads are sealed except part of the Wombeyan Caves Road and Rye Park Road.

Council receives approximately \$1.7 m in direct funding for the maintenance of these roads and Council may potentially lose this amount.

There are workforce impacts as the changes could reduce the available work for Council's existing resources unless Council is formally engaged by the NSW State Government to undertake this work.

In addition to the transfer of regional roads to the State Government, it is proposed that a road reclassification review is undertaken by the NSW State Government. This review is a good opportunity for Council to include additional local roads to put on the list for inclusion.

This report recommends that additional roads are considered for reclassification as Regional Roads as they meet the functional classification.

REPORT

It is recommended that following roads are included for reclassification from local roads to Regional Roads:

- **Collector Road** - 27.5km Collector Road connects Yass Street Gunning with Federal Highway connecting the township of Gunning and Collector;
- **Reids Flat Road** - 48.7km connecting MR54 to boundary of the shire – Connecting the township of Crookwell with Bigga, Connecting the township of Bigga with Cowra;

It can be argued, that the above roads meets the basic “functional classification” as these road are connecting one town to the other and therefore recommended to be supported for reclassification.

Additionally, a case can be made for Woodhouselee Road and Peelwood Road as Laggan is connected to Goulburn and Laggan is connected to Tuena by these road. Similarly, a limited case can be made for the road between Binda and Laggan.

Council may choose to add additional roads such as Wheeo Road, however, it may need to provide justification.

In addition, to the reclassification, Council may also need to form a view given the significant financial, statutory, workforce implications it may have on our shire into the future.

If all 251.09 km of Regional Roads are taken over by the NSW State Government, similar to the model in Victoria, that could mean Transport for NSW either can carry out maintenance and upgrade works themselves or could engage Council to undertake this work through a contract similar to the contract for Goulburn to Bathurst Road. In any case, Council must consider this impact on availability of work.

There are additional benefits, however there are disadvantages. From financial perspective, this also means all Regional, REPAIR, Block Grant, Traffic Facilities and potentially 3x3 could be taken away and associated liability for the regional roads. Reduced liability provides wider benefits reducing financial risk.

From regulatory perspective, this also mean, Road Occupancy Licenses (ROL) and Speed Zone Authorisation (SZA) could be issued by Transport for NSW instead of Council in addition to the impact on land use planning where permission may need to be sought from the Transport for NSW instead of Council.

In summary, it is recommended to Council to consider these impact before making a decision. It is further recommended that Council writes to the panel and make representation to the relevant Minister requesting favourable consideration for the local community.

POLICY IMPACT

It will have impact on the Asset Management Planning and Council may remove Regional Roads from its classification.

OPTIONS

Nil

FINANCIAL IMPACT OF RECOMMENDATIONS

There is no direct financial consequence by adopting the recommendation.

RECOMMENDATION That -

1. Council writes to the Roads Classification Review Panel recommending additional local roads are reclassified as Regional Roads and Upper Lachlan Shire is consulted before the implementation of the recommendation; and
2. Council writes to the Roads Classification Review Panel recommending any regional roads to be reclassified to State Roads after review by Council.

ATTACHMENTS

1. ↓	NSW Government Transport for NSW - Regional Road Transfer and NSW Road Classification Review - Independent Panel	Attachment
2. ↓	Road Classification Review Terms of Reference - Sydney Morning Herald Article	Attachment
3. ↓	Road Classification Review Terms of Reference - Goulburn Post article	Attachment



Regional Road Transfer and NSW Road Classification Review – Independent Panel

Terms of Reference

1. Background/Context

In February 2019, the NSW Government announced the transfer of up to 15,000 kilometres of regional roads to the State as part of a broader package of support for local councils to better manage and maintain the rural road network.

Future Transport 2056 identifies the NSW Road Classification Review (Classification Review) as a key initiative to make adjustments to the classification policy framework and update the road network to align with the 'Hub and Spoke' Transport Network Model and the 'Movement and Place' Framework.

The last review was undertaken between 2003 and 2009, with implementation finalised in 2012.

Undertaking the transfer of regional roads in parallel with the Classification Review will ensure equity and transparency in all changes and support the development of an integrated Road Transport Network.

2. Purpose

The Independent Panel (the Panel) will be established to:

- provide advice on the process for the transfer of regional roads and the review of the road classification policy framework for the NSW road network;
- identify eligible roads that could be transferred to the NSW Government;
- provide advice and make recommendations to government on the prioritisation of any regional roads for transfer to the NSW Government;
- to consult with councils and other key stakeholders on the transfer of regional roads and the future road classification policy framework for the NSW road network;
- provide an analysis of the financial implications of recommended road transfers for both the NSW Government and local councils, particularly as to how this may affect grants and financial assistance councils currently receive;
- ensure consideration is given to maintaining local employment in roads maintenance works, such as through Roads Maintenance Council Contracts;
- ensure a balanced and logical approach to the allocation of state and regional roads; and,
- ensure recommendations in relation to the potential transfer of regional roads and the classification policy framework for the NSW road network are based on sound economic and planning principles that support the customer and network outcomes identified in *Future Transport 2056*.

3. Governance

The Panel governance arrangements are designed to ensure that appropriate mechanisms are in place to deliver an effective road classification review and regional road transfer.

i. Authority

The Panel will make recommendations for consideration by the NSW Government, with decisions on the Government's response to those recommendations to be made through the Cabinet process. The Panel is not authorised to take any decision on behalf of the NSW Government.

ii. Membership and Procedure

To achieve the strategic and operational objectives of the transfer of regional roads and Classification Review, the Panel will not include representatives of Transport for NSW.

The Panel will be comprised of six members:

- Ms Wendy Machin (Chair)
- Mr Peter Duncan AM
- Ms Jillian Kilby
- Mr Peter Tegart
- Mr John Roydhouse
- Mr Michael Kilgariff

An interdepartmental advisory group will be established to support the Panel in the extensive investigative work necessary to complete a thorough review of the NSW road network. The advisory group will comprise of representatives from NSW Department of Premier and Cabinet, NSW Treasury, NSW Department of Planning, Industry and Environment, and Transport for NSW. It will also provide the Panel with supportive analysis and advice on the wide-reaching implications of road classification for other areas of government policy. The advisory group will not have any decision-making authority and will act as directed by the Panel.

iii. Confidentiality and Dissemination of Information

Members of the Panel will not make public comment or issue media releases on behalf of the Panel or the Government, without prior approval from the Minister for Regional Transport and Roads.

The Panel members will undertake their role using due care, honesty and integrity. All work of the panel, including any reports prepared for government, will be treated as Cabinet-in-Confidence until the Government makes a decision for its public release.

The Chair of the Panel holds primary accountability for the dissemination of papers to members.

The Panel will remain in place until such time as is determined by the Minister.

iv. Secretariat

Secretariat support will be provided by Transport for NSW and will include but not limited to the following key functions:

- Coordination and distribution of the Panel meeting papers
- Recording minutes and meeting actions
- Development of a consultation paper
- Coordination and submission of advice and recommendations to the Minister.
- Support for stakeholder engagement and liaison with Council
- Development of a Communication Plan for review and approval
- The collection and recording of nominations for the Regional Road Classification Review
- Coordinating Gazettal changes based on the recommendations of the panel and approval of the minister.

v. Meeting Frequency

The Panel will meet as required, which is to be determined by the Chairperson in consultation with the Panel. Where a particular urgent issue dictates, every attempt will be made to provide at least five working days' notice of any meetings.

4. Reporting

The Panel will report to the Minister for Regional Transport and Roads, and provide him with a copy of all minutes and proceedings within a reasonable timeframe after each meeting.

The Panel will provide an interim report to the NSW Government through the Minister, advising on early findings and recommending a priority list of road transfers. This will occur at the Panel's discretion.

The Panel will provide a final report to the NSW Government through the Minister in accordance with the timeframe set out below. The Panel may seek a variation to the timeframes below but must put this request to the Minister in writing three weeks in advance of the milestone that it is requesting to amend.

5. Resources

The interdepartmental advisory group, coordinated through the Secretariat, will support the Panel.

Internal resources including meeting rooms will be used as far as practicable.

All resources used by the Panel will be organised through, and provided by, the Secretariat.

6. Deliverables

The following table provides a summary of the key steps and deliverables with indicative timeframes.

Key Steps	Timing
Panel appointed	January 2020
Draft Terms of Reference released for council feedback (four weeks)	January 2020
Terms of Reference established	February 2020
Panel releases background paper with policy principles and invites submissions on priority road transfers	March 2020
Deadline for council submissions on priority roads	June 2020
Provide interim report to the Minister for Regional Transport and Roads including a proposed priority list of roads to be transferred to state ownership	September 2020
Priority Road Transfer List (Round 1)	November 2020
Panel to provide further proposed road transfer lists to the Minister for Regional Transport and Roads	Ongoing (until complete in accordance with Panel's investigations)
Independent Panel delivers final report and recommendations through the Minister for Regional Transport and Roads for consideration by the NSW Government on the Regional Road Transfer and NSW Road Network Classification	July 2021*

*Subject to change due to consultation process. All timelines are indicative only.

TUESDAY, JANUARY 28, 2020 THE SYDNEY MORNING HERALD

Local Government **37**

State looks at taking on country roads

Megan Gorrey

The cost of maintaining up to 15,000 kilometres of country roads could be transferred from local councils to the NSW government, under a plan aimed at easing the financial burden on ratepayers.

Amid debate over cost-shifting to councils, the state government has set up an expert panel to review the classification of regional roads and recommend stretches that can be handed to the state.

But the length of the state's 180,000-kilometre road network and the complexity of the funding and maintenance schemes mean the review will not be completed until at least mid-2021.

Minister for Regional Transport and Roads Paul Toole said panellists faced a "monumental task", but the review would help ensure "a safe and modern road network for generations to come".

Mr Toole said that taking back



Vexed question of who should pay for rural roads. Photo: Rob Homer

the road maintenance costs for up to 15,000 kilometres of roads would "ease pressure on local councils and ratepayers".

Labor's rural roads spokesman was concerned the government would end up taking responsibility

for low-maintenance roads while cutting funds for other roads. "There is a real risk councils could end up further disadvantaged as a result of this, leaving them with high-cost roads and less funding to maintain them," Mick Veitch said.

"This is a big task and it is critical it's done well and with councils' interest at the heart of it."

Former NRMA president Wendy Machin will lead the independent panel, which is comprised of five members with experience and expertise in roads, transport, engineering and the local government sector.

Mr Toole said the members would provide advice to bureaucrats on which rural and regional roads should be transferred to the state government and how those roads should be prioritised.

Deputy Premier John Barilaro, who is the Minister for Regional NSW, said: "Everyone in a regional area has a story about a road that isn't up to scratch and turns their knuckles white when driving on it - and that isn't good enough."

"This project is even more important now, with the drought and bushfires heavily impacting regional councils. Road maintenance

is something they shouldn't have to manage on their own."

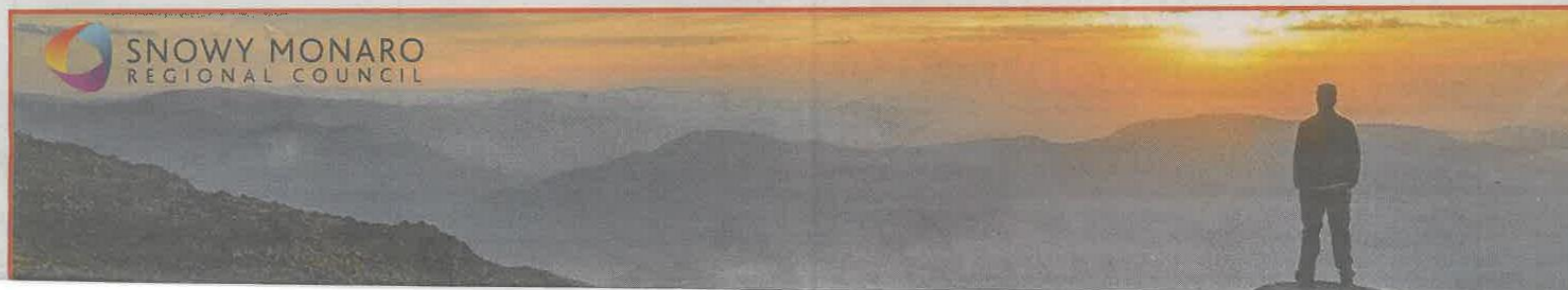
The panel is expected to meet in January. The members will prepare a discussion paper and consultation strategy that will then be released to the public.

'There is a real risk councils could end up further disadvantaged.'

Deputy Premier John Barilaro

The draft terms of reference will be distributed to local councils in rural and regional areas so that they can provide feedback.

Local Government NSW last year estimated the "escalating" cost-shifting burden placed on councils at more than \$6.2 billion over the past 10 years.



8 GOULBURN POST Friday January 31, 2020

goulburnpost.com.au

NEWS

Local view on state review

IN COUNCIL

BY LOUISE THROWER

GOULBURN Mulwaree Council will undoubtedly have its say on a state government road review aimed at easing the cost burden on communities, Mayor Bob Kirk says.

Deputy Premier and Minister for Regional NSW John Barilaro this week announced the establishment of an expert panel to identify up to 15,000 kilometres of council-managed roads in rural and regional areas to hand back to the state government.

"Everyone in a regional area has a story about a road that isn't up to scratch and turns their knuckles white when driving on it - and that isn't good enough," Mr Barilaro said.

"This project is even more important now, with the drought and bushfires heavily impacting regional councils. Road maintenance is something they shouldn't have to manage on their own."

The review, to be chaired by NRMA president Wendy Machin, will consider the road classification system, recommend and prioritise roads for transfer to the state government.

it more control over its main street, especially with beautification works, and formalise Sloane Street's use as a heavy vehicle route.

Cr Kirk said the thoroughfare had been used as such for many years, as opposed to the State's recognised route via Auburn Street.

But while the RMS has given in-principal approval, it previously baulked at the cost of what it said was a necessary upgrade for Sloane Street.

But Cr Kirk said the thoroughfare had stood up to heavy vehicles for many years.

"We're hoping to get RMS to see that they don't need to upgrade it and it's been doing the job. We don't seem to be able to get that across to them," he said. "... (Their reason is) a tick a box process to say why they can't take it on."

He and council general manager Warwick Bennett will meet with RMS again in February to discuss this and other matters, including funding for a roundabout at the Crookwell Road/Marys Mount Road intersection.

Cr Kirk said talks regarding the Auburn Street swap had been delayed by RMS senior management changes.

More widely, the mayor believed some other roads



ACTION NEEDED: Sloane Street is a prime candidate to hand over to the State Government given its heavy vehicle use, says Mayor Bob Kirk. **Photo:** Louise Thrower.

local roads but usage had greatly increased with residential growth.

"These are no longer just primary production routes, which was what they were originally designed for," he said.

"There are a whole lot of

said Goulburn Mulwaree would provide feedback.

Mr Toole said the panel would consult extensively with councils and key stakeholders and provide a report by July, 2021 at the earliest. Members will meet this

roads are changing. As we open up more regional centres and provide better connectivity across the State, it is vital that the system for managing and maintaining the network is supporting local communities, freight



Infrastructure Department - 20 February 2020

ITEM 12.6 **Allocation of drought funding - Roads to Recovery in 2019/2020**

FILE REFERENCE **I20/61**

AUTHOR **Director of Infrastructure**

ISSUE

This report provides advice to Council on the allocation of drought funding provided through the Roads to Recovery Program from the Commonwealth Government.

RECOMMENDATION That -

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

BACKGROUND

The Commonwealth Government has allocated an additional \$1.203 million to Upper Lachlan Shire Council to allocate towards Roads to Recovery eligible projects, as advised on 5 December 2019, in a media release from Federal Member for Hume, the Hon. Angus Taylor MP.

Subsequent to that advice, Council received an email dated 29 January 2020 advising that Upper Lachlan Shire Council is required to allocate 50% of the \$1.203 million in Roads to Recovery in the second quarter report to the Commonwealth Government in February 2020. The funding totalling \$600,596 is required to be expended by 30 June 2020. Extensions of time to complete works are not granted and funds are available for eligible projects such as roads and associated infrastructure.

This report recommends that Council spends these funds on Wheeo Road road reconstruction and upgrade.

REPORT

The additional funding is available for road and related infrastructure works including gravel re-sheeting of unsealed roads and sealing of unsealed roads. The Roads to Recovery Program legislation provides further details of project eligibility.

Council has several eligible potential projects. In December 2017 Council resolved (Council Resolution No. 435/17) to apply for grant funding for the upgrades of several strategic road hierarchy projects. These roads included:-

- Reconstruction and sealing of Grabine Road;

- Reconstruction and sealing of the unsealed sections of MR258 Wombeyan Caves Road;
- Reconstruction and sealing of 3kms of the Peelwood Road;
- Reconstruction of parts of 7kms of the Breadalbane Road.
- Reconstruction and sealing of 5km of Boiler Hill on Reids Flat Road.
- Reconstruction and sealing of 5kms of the Wheeo Road;
- Reconstruction and sealing of Gunning – Collector Road;
- Reconstruction and sealing of MR241 Dalton/Rye Park Road.

The sealing of Grabine Road is well advanced and has further grant funding to progress the road work. Also, Council has been successful in attaining grant funding on Wombeyan Caves Road. Council has also made grant applications for upgrade of sections of Gunning-Collector Road, Peelwood Road and Wheeo Road. Council has not been notified of the outcome of the grant application and noting that all these road projects require a Council contribution of 25% part funding of the project.

Re-sheeting lasts between 3 and 6 years depending upon the material used and mount rainfall received. Council maintains a network of approximately 1,200 km of unsealed road network that needs re-sheeting to retain gravel. Council receives funding for approximately 32 km of re-sheeting. This equates to re-sheeting frequency of approximately 37 years. This means majority of the unsealed road network is in stress and underfunded. Council may choose to allocate this funding to undertake gravel re-sheeting.

In addition to gravel re-sheeting, Council may elect to fund sealing of unsealed roads and improve the level of services for areas where regular damage occurs. The amount of \$600K will only fund the sealing of approximately 700 metres of unsealed road.

In addition to the sealing, Council can consider using these funds on the bridge repairs. Material repairs will take longer than the allocated time for the expenditure of these funds. Additionally, these funds are not enough to fund a complete bridge.

Council may consider funding other infrastructure such as traffic facilities, however, it will take a significant amount of time to design before it is delivered.

In summary, the most viable option for Council is to consider spending these funds on road reconstruction and sealing works. As the project delivery deadline is tight, 30 June 2020 (4 months), there is not adequate project delivery timeframe to split the works into various multiple smaller projects. It is therefore recommended that funds are utilised on a single project to minimise the risk of non-delivery of several road projects.

Wheeo Road is identified on the list of priorities where some sealing can be undertaken. There are insufficient funds to undertake meaningful sealing work within the rest of the roads identified on the priority list contained within Council Resolution No. 435/17.

The Reids Flat Road project at Boiler Hill is considered unsuitable as the estimated repair cost (approximately \$5 million) far exceeds the available funding amount. Also, Breadalbane Road has not had any funding allocated in the Council Delivery Program.

A large portion of the Council local road network has experienced storm and flood damages recently after the recent storms. Council is seeking a Natural Disaster Declaration for the damages arising from those events.

POLICY IMPACT

Council may allocate these funds based on provisions in the Roads to Recovery legislation.

OPTIONS

This report recommends allocating funding to Wheeo Road project, however Council may allocate the funding for any road related project being cognisant of a tight timeline for project delivery.

FINANCIAL IMPACT OF RECOMMENDATIONS

There is no need to make any additional allocation of funds, except the allocation of grant of \$600,596. This funding will be included as a third quarter revote of income and expense in the 2019/2020 Operational Plan.

It is noted the attachment states \$601,526 is to be allocated and expended in 2019/2020, this amount has been further clarified with the funding agency and is in fact \$600,596.

RECOMMENDATION That -

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

ATTACHMENTS

1. ↓	MEDIA RELEASE Angus Taylor - Extra Roads to Recovery drought funding for Upper Lachlan and Hilltops	Attachment
2. ↓	ULSC Roads to Recovery 2019-20 Unallocated funds	Attachment



5 December 2019

EXTRA ROADS TO RECOVERY DROUGHT FUNDING FOR UPPER LACHLAN AND HILLTOPS

Upper Lachlan Shire Council and Hilltops Council will receive extra funding to develop safer roads in the region under the Australian Government's *Roads to Recovery Program (R2R)*.

Federal Member for Hume Angus Taylor welcomed the additional funding for both councils.

"The extra funding announced will be on top of the *Roads to Recovery* funding allocated in the May Federal Budget for 2019/20-2023/24," Mr Taylor said.

"Upper Lachlan Shire Council will receive an additional \$1,203,048 and Hilltops an additional \$1,770,968 to put towards *Roads to Recovery* projects next year.

"This will take the total *Roads to Recovery* investment over the next four years to just over \$7 million for Upper Lachlan and \$10.6 million for Hilltops.

"This program is designed to allow road spending decisions to be based on local needs; both Hilltops and Upper Lachlan councils will nominate projects to make use of the additional funds.

"The extra roads funding will improve local infrastructure, improve safety and stimulate local economic activity, which is what regional communities need in times of drought."

The original *Roads to Recovery* allocation announced in the Federal Budget for Upper Lachlan Shire Council was \$6,015,241 and \$8,854,838 for Hilltops Council.

The extra funding is part of the additional \$138.9 million that has been allocated to drought-affected communities through the R2R program, and forms part of the Federal Government's recently announced drought response package.

Media Contact: Claire Medway – 0437 111 530 / Claire.medway@aph.gov.au

Authorised by Angus Taylor MP, Liberal Party of Australia, Ground Floor, 189 Auburn Street, Goulburn NSW 2580.

From: [Mursaleen Shah](#)
To: [Shelley Knight](#)
Subject: HPE CM: FW: R2R 2019-20 Unallocated funds [SEC=OFFICIAL]
Date: Tuesday, 11 February 2020 2:57:45 PM
Attachments: [unallocated 2019-20 funds.xlsx](#)

Hi Shelley

Can you please save into CM and send me the record number?

Regards

Mursaleen Shah
Director of Infrastructure
Upper Lachlan Shire Council
M: PO Box 42, Gunning, NSW, 2581
P: (02) 4830 1063
F: (02) 4832 1055
E: mshah@upperlachlan.nsw.gov.au
www.upperlachlan.nsw.gov.au

You are requested to send your email correspondence to Council's email address council@upperlachlan.nsw.gov.au instead of individual Council staff. Community members are encouraged to use Council's email address for appropriate record keeping, and timely responses.

From: CHISHOLM Allan [<mailto:Allan-g.Chisholm@infrastructure.gov.au>]
Sent: Wednesday, 29 January 2020 10:55 AM
Subject: R2R 2019-20 Unallocated funds [SEC=OFFICIAL]

OFFICIAL

Att: R2R Contact Officer (This is a generic reminder only please do not reply to this email)

Councils in bushfire affected areas need not action as we understand that your priorities lie elsewhere at this time. You have only been copied in for information only.

Councils are reminded that it is the Government's intention that its full 2019 allocation is budgeted and spent in this financial year. Additionally, Councils receiving the additional drought funding needs to budget to spend the normal annual allocation plus 50% of the drought funding by 30 June 2020.

The attached spreadsheet reflects your allocations with the un-allocated funds highlighted.

I would appreciate these funds being allocated prior to you lodging your January quarterly report.

As we anticipate a surplus of funds this financial year, due to the bushfire crisis. Non-affected

councils are encouraged to accelerate their R2R program and possibly bring forward projects. Accelerated funds will be made available subject to our appropriation.

Happy to discuss.

Please note that the R2R Team cannot assist you with login issues such as passwords etc. These must be referred directly to the IMS Help Team on 02 6274 6782 or by email IMSHelp@infrastructure.gov.au

Allan Chisholm
Roads to Recovery
National Subprograms | Infrastructure Investment
Department of Infrastructure, Transport, Cities and Regional Development
GPO Box 594, Canberra ACT 2601
t 02 6274 7466
e allan-g.chisholm@infrastructure.gov.au | w www.infrastructure.gov.au

OFFICIAL

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Sort Key		Life of Program Allocation	Annual Allocation	Allocated	Balance of 2019-2
Norfolk	ACT	\$ 414,644	\$ 82,929	\$ -	\$ 82,929
Armidale Regional	NSW	\$ 8,578,204	\$ 2,144,551	\$ 1,830,502	\$ 314,049
Bathurst	NSW	\$ 7,491,354	\$ 1,872,839	\$ 1,248,559	\$ 624,280
Bayside (NSW)	NSW	\$ 3,687,030	\$ 737,406	\$ 718,138	\$ 19,268
Bega Valley	NSW	\$ 7,331,897	\$ 1,832,974	\$ 1,635,983	\$ 196,991
Bland	NSW	\$ 11,098,963	\$ 2,774,741	\$ 1,945,209	\$ 829,532
Blayney	NSW	\$ 3,223,806	\$ 805,952	\$ 537,301	\$ 268,651
Bogan	NSW	\$ 5,469,143	\$ 1,367,286	\$ 911,524	\$ 455,762
Bourke	NSW	\$ 7,199,419	\$ 1,799,855	\$ 1,234,918	\$ 564,937
Central Darling	NSW	\$ 6,010,909	\$ 1,502,727	\$ 1,286,250	\$ 216,477
Cessnock	NSW	\$ 5,326,996	\$ 1,065,399	\$ 852,319	\$ 213,080
Clarence Valley	NSW	\$ 10,256,828	\$ 2,051,366	\$ 2,037,862	\$ 13,504
Cobar	NSW	\$ 6,511,265	\$ 1,627,816	\$ 315,209	\$ 1,312,607
Coolamon	NSW	\$ 4,634,670	\$ 1,158,668	\$ 1,147,585	\$ 11,083
Coonamble	NSW	\$ 5,578,908	\$ 1,394,727	\$ 1,341,799	\$ 52,928
Cowra	NSW	\$ 5,492,713	\$ 1,373,178	\$ 1,263,452	\$ 109,726
Dubbo Regional	NSW	\$ 12,878,986	\$ 3,219,747	\$ 2,146,498	\$ 1,073,249
Eurobodalla	NSW	\$ 5,196,461	\$ 1,039,292	\$ 692,818	\$ 346,474
Federation	NSW	\$ 8,379,193	\$ 2,084,898	\$ 2,078,298	\$ 6,600
Forbes	NSW	\$ 7,335,397	\$ 1,833,849	\$ 1,222,566	\$ 611,283
Gilgandra	NSW	\$ 5,270,664	\$ 1,317,666	\$ 878,444	\$ 439,222
Glen Innes Severn	NSW	\$ 5,234,573	\$ 1,308,643	\$ 872,429	\$ 436,214
Greater Hume	NSW	\$ 7,765,139	\$ 1,941,285	\$ 1,299,190	\$ 642,095
Gunnedah	NSW	\$ 6,043,320	\$ 1,510,830	\$ 763,962	\$ 746,868
Gwydir	NSW	\$ 7,093,343	\$ 1,773,336	\$ 1,182,223	\$ 591,113
Hilltops	NSW	\$ 10,625,806	\$ 2,656,452	\$ 1,770,968	\$ 885,484
Inverell	NSW	\$ 8,412,330	\$ 2,103,083	\$ 1,402,055	\$ 701,028
Lithgow	NSW	\$ 4,780,799	\$ 1,195,200	\$ 796,800	\$ 398,400
Liverpool	NSW	\$ 7,153,579	\$ 1,430,716	\$ 1,415,916	\$ 14,800
Liverpool Plains	NSW	\$ 5,200,632	\$ 1,300,158	\$ 432,500	\$ 867,658
Lockhart	NSW	\$ 5,079,366	\$ 1,269,842	\$ 846,561	\$ 423,281
Lord Howe	NSW	\$ 257,144	\$ 51,429	\$ 19,200	\$ 32,229
Mid-Coast	NSW	\$ 16,962,314	\$ 3,392,463	\$ 1,000,000	\$ 2,392,463
Mid-Western	NSW	\$ 9,155,593	\$ 2,288,898	\$ 1,504,848	\$ 784,050
Moree Plains	NSW	\$ 10,889,327	\$ 2,722,332	\$ 2,381,987	\$ 340,345
Muswellbrook	NSW	\$ 3,467,387	\$ 866,847	\$ 577,898	\$ 288,949
Narrabri	NSW	\$ 8,851,056	\$ 2,212,764	\$ 1,475,176	\$ 737,588
Narrandera	NSW	\$ 5,984,177	\$ 1,496,044	\$ 1,023,362	\$ 472,682
Narromine	NSW	\$ 5,458,138	\$ 1,364,535	\$ 909,690	\$ 454,845
Oberon	NSW	\$ 3,507,085	\$ 876,771	\$ 696,500	\$ 180,271
Parkes	NSW	\$ 8,025,677	\$ 2,006,419	\$ 1,070,000	\$ 936,419
Tamworth	NSW	\$ 15,915,198	\$ 3,978,800	\$ 3,944,323	\$ 34,477
Temora	NSW	\$ 4,955,809	\$ 1,238,952	\$ 951,820	\$ 287,132
Tenterfield	NSW	\$ 6,266,010	\$ 1,566,503	\$ 1,044,335	\$ 522,168
Upper Hunter	NSW	\$ 7,382,602	\$ 1,845,651	\$ 1,234,346	\$ 611,305
Upper Lachlan	NSW	\$ 7,218,289	\$ 1,804,572	\$ 1,203,046	\$ 601,526
Uralla	NSW	\$ 3,576,634	\$ 894,159	\$ 665,000	\$ 229,159
Walcha	NSW	\$ 3,550,778	\$ 887,694	\$ 573,898	\$ 313,796
Walgett	NSW	\$ 7,413,688	\$ 1,853,422	\$ 1,235,615	\$ 617,807
Warrumbungle	NSW	\$ 9,320,194	\$ 2,330,049	\$ 1,715,281	\$ 614,768
Wentworth	NSW	\$ 7,669,240	\$ 1,917,310	\$ 1,012,351	\$ 904,959
East Arnhem	NT	\$ 2,831,448	\$ 566,290	\$ 453,000	\$ 113,290
Victoria Daly	NT	\$ 1,591,213	\$ 318,243	\$ 240,000	\$ 78,243
Balonne	QLD	\$ 6,848,698	\$ 1,712,175	\$ 913,195	\$ 798,980
Barcaldine Regional	QLD	\$ 7,749,997	\$ 1,937,499	\$ 1,313,188	\$ 624,311

Blackall-Tambo	QLD	\$	4,850,076	\$	1,212,519	\$	923,058	\$	289,461
Boulia	QLD	\$	3,410,735	\$	852,684	\$	360,333	\$	492,351
Bulloo	QLD	\$	5,093,524	\$	1,273,381	\$	848,921	\$	424,460
Flinders Shire Council	QLD	\$	5,152,531	\$	1,288,132	\$	461,000	\$	827,132
Longreach Regional	QLD	\$	7,177,052	\$	1,794,262	\$	1,430,219	\$	364,043
Maranoa	QLD	\$	15,456,040	\$	3,864,010	\$	3,684,233	\$	179,777
Mareeba	QLD	\$	5,748,325	\$	1,149,665	\$	385,000	\$	764,665
Moreton Bay	QLD	\$	25,015,305	\$	5,003,061	\$	5,000,000	\$	3,061
North Burnett	QLD	\$	11,108,626	\$	2,777,157	\$	1,851,438	\$	925,719
Northern Peninsula	QLD	\$	887,211	\$	177,442	\$	80,000	\$	97,442
Paroo	QLD	\$	5,840,400	\$	1,460,100	\$	267,767	\$	1,192,333
Quilpie	QLD	\$	5,349,941	\$	1,337,485	\$	1,016,400	\$	321,085
Tablelands	QLD	\$	4,898,233	\$	979,647	\$	942,000	\$	37,647
Western Downs	QLD	\$	20,793,959	\$	5,198,490	\$	3,515,660	\$	1,682,830
Winton	QLD	\$	6,400,709	\$	1,600,177	\$	1,037,117	\$	563,060
Yarrabah	QLD	\$	226,249	\$	45,250	\$	25,176	\$	20,074
Adelaide Plains	SA	\$	1,580,183	\$	395,046	\$	263,364	\$	131,682
Alexandrina	SA	\$	3,622,949	\$	905,737	\$	603,825	\$	301,912
Barunga West	SA	\$	1,182,138	\$	295,535	\$	197,023	\$	98,512
Ceduna	SA	\$	2,683,870	\$	670,968	\$	447,312	\$	223,656
Clare and Gilbert	SA	\$	2,371,080	\$	592,770	\$	395,180	\$	197,590
Cleve	SA	\$	2,407,152	\$	601,788	\$	401,192	\$	200,596
Coorong	SA	\$	4,018,309	\$	1,004,577	\$	665,000	\$	339,577
Franklin Harbour	SA	\$	1,328,767	\$	332,192	\$	262,148	\$	70,044
Goyder	SA	\$	4,110,835	\$	1,027,709	\$	685,139	\$	342,570
Kangaroo Island	SA	\$	2,434,272	\$	608,568	\$	413,653	\$	194,915
Loxton Waikerie	SA	\$	4,461,118	\$	1,115,280	\$	743,520	\$	371,760
Mid Murray	SA	\$	3,981,904	\$	995,476	\$	663,651	\$	331,825
Mount Remarkable	SA	\$	2,230,620	\$	557,655	\$	371,770	\$	185,885
Nipapanha	SA	\$	101,043	\$	20,209	\$	-	\$	20,209
Northern Areas	SA	\$	2,446,524	\$	611,631	\$	407,754	\$	203,877
Orroroo/Carrieton	SA	\$	1,557,018	\$	389,255	\$	351,918	\$	37,337
Peterborough	SA	\$	1,488,724	\$	372,181	\$	353,990	\$	18,191
Port Pirie	SA	\$	2,841,815	\$	710,454	\$	473,636	\$	236,818
Renmark Paringa	SA	\$	1,352,377	\$	338,094	\$	226,000	\$	112,094
Streaky	SA	\$	2,817,678	\$	704,420	\$	479,247	\$	225,173
Transport SA	SA	\$	26,390,040	\$	6,597,510	\$	4,400,000	\$	2,197,510
Wakefield	SA	\$	3,222,286	\$	805,572	\$	537,048	\$	268,524
Yalata	SA	\$	219,410	\$	43,882	\$	28,320	\$	15,562
Break	TAS	\$	3,884,436	\$	971,109	\$	647,804	\$	323,305
Central Coast	TAS	\$	3,857,928	\$	771,586	\$	770,000	\$	1,586
Huon	TAS	\$	3,323,427	\$	664,685	\$	600,000	\$	64,685
Buloke	VIC	\$	9,598,578	\$	2,399,644	\$	2,248,350	\$	151,294
Gannawarra	VIC	\$	7,907,730	\$	1,976,932	\$	1,317,955	\$	658,977
Greater Bendigo	VIC	\$	11,229,580	\$	2,245,916	\$	1,790,000	\$	455,916
Greater Shepparton	VIC	\$	10,167,482	\$	2,033,496	\$	2,022,197	\$	11,299
Mitchell	VIC	\$	5,871,278	\$	1,174,256	\$	1,100,000	\$	74,256
Nillumbik	VIC	\$	3,695,753	\$	739,151	\$	581,800	\$	157,351
Pyrenees	VIC	\$	8,369,524	\$	2,092,381	\$	1,394,921	\$	697,460
Swan Hill	VIC	\$	8,604,946	\$	2,151,237	\$	1,434,158	\$	717,079
Towong	VIC	\$	5,831,161	\$	1,166,232	\$	801,382	\$	364,850
Wellington	VIC	\$	18,939,457	\$	4,734,864	\$	3,350,000	\$	1,384,864
Yarriambiack	VIC	\$	7,937,842	\$	1,984,461	\$	1,271,072	\$	713,389
Carnarvon	WA	\$	4,036,123	\$	807,225	\$	198,566	\$	608,659
Derby/West Kimberley	WA	\$	3,838,545	\$	743,014	\$	713,968	\$	29,046
South Perth	WA	\$	1,318,495	\$	263,699	\$	261,800	\$	1,899
Subiaco	WA	\$	611,818	\$	122,364	\$	117,500	\$	4,864
Wyalkatchem	WA	\$	1,419,585	\$	283,917	\$	282,844	\$	1,073

13 FINANCE AND ADMINISTRATION

The following item is submitted for consideration -

13.1	Quarterly Budget Review Statements - 2nd Quarter 2019/2020	284
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Finance and Administration - 20 February 2020

ITEM 13.1 **Quarterly Budget Review Statements - 2nd Quarter 2019/2020**

FILE REFERENCE **I20/41**

AUTHOR **Director of Finance and Administration**

ISSUE

A Financial Summary and Key Performance Indicators report is provided to Council for the 2nd Quarter Budget Review in 2019/2020.

RECOMMENDATION That -

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

BACKGROUND

This report details the financial summary and Key Performance Indicators for the 2nd Quarter Budget Review in 2019/2020.

REPORT

The Quarterly Budget Review Statements are prepared for Upper Lachlan Shire Council in accordance with the Office of Local Government guidelines. The quarterly review statements are comprehensive and should be read in conjunction with the Operational Plan performance summary report.

The Income and Expenses Budget Review Statement provides an overview of Council operations for the 2nd Quarter of the 2019/2020 financial year. The following is a financial summary of the data as at 31 December 2019 – see Attachment 3:-

1. Council has raised 60% of the operating budgeted income.
2. Council has expended 48% of the operating budgeted expenditure, (includes actual expenditure and creditor commitments).
3. Capital grants and contributions income received is 22% of the revised budgeted capital income.
4. Council has expended 34% of the revised budgeted capital expenditure (including actual capital expenditure and creditor commitments) on asset acquisitions and renewals.

Budget Revotes

Council resolved an original operating budget surplus, before capital grants and contributions, totalling \$698,588.

Since the original budget was adopted there are operational budget net revotes of expenditure for the 1st Quarter totalling \$81,675 and second quarter totalling \$690,160 net increase in income (Note: this includes sale of shares held in Southern Phone Company to AGL for \$785,714).

The revised net operating budget shows an increased surplus result forecast totalling \$1,307,071, before capital grants and contributions. The operational and capital budget revotes of income and expenditure and movements in transfer from reserves for the 2nd Quarter are detailed in Attachment 5.

Operational Budget Analysis

Council's operational budget analysis is outlined in Attachment 3. The year to date actual to budget operating income shows that total revenue received year to date is comparable to the anticipated budget forecast. Likewise the year to date actual to budget operating expense shows that total expenditure year to date is similar to that anticipated.

The Operating Budget Review Statement by Function gives further detail of Council services in Attachment 4. This document shows the net budgeted cost of each Council function and illustrates the cost to Council in providing a particular service.

Capital Budget Analysis

Total capital expenditure budget, for all funds, including accounts payable commitments is 34% complete at year to date as detailed in Attachment 7. This attachment provides details in regards to progress of each individual capital project.

The General Fund revised capital expenditure program is 36% completed at year to date. Major projects substantially commenced include the Roads to Recovery program on local road gravel re-sheeting projects and Grabine Road reconstruction project of \$400K and completion of carry over works on MR248E Laggan Road Stage 1 rehabilitation. The MR256 Abercrombie River Bridge replacement project on Oberon Road is now completed. The Crookwell Memorial Oval sporting complex project is completed and the Stronger Country Communities Fund projects are well advanced towards completion.

The General Fund actual capital expenditure work year to date is lower than anticipated principally due to delays in the MR248E Kiamma Creek Bridge replacement and delays in the Crookwell landfill project. In addition, the bridge bypasses emergency response works were prioritised by Council with funding allocated in August 2019. This funding was to allow heavy vehicle use, without load limit restrictions, to 12 affected timber bridges and 3 concrete bridges. The bridge bypass works has taken precedence over budgeted Operational Plan capital expenditure programmed works.

Cash flow

Council's projected short term liquidity financial position is satisfactory with the total cash and investments held as at 31 December 2019 totalling \$27.770 million.

The cash and investments held at 30 June 2019, totalled \$28.564 million. The Cash and Investments Quarterly Budget Review Statement (Attachment 6) details the unrestricted cash, internal reserve restrictions and external reserve restrictions both in total and movements to 31 December 2019.

POLICY IMPACT

Nil

OPTIONS

Nil

FINANCIAL IMPACT OF RECOMMENDATIONS

There are operational budget net revotes increase in income in the second quarter totalling \$690,160; therefore the projected operational budget surplus has been increased by that amount.

There are capital income and expenditure revotes detailed in Attachment 5 including transfers from internal and external restricted reserves for prior years carry over works and new grant projects.

RECOMMENDATION That -

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

ATTACHMENTS

1. ↓	Quarterly Budget Review Statement by Responsible Accounting Officer	Attachment
2. ↓	Contracts, Consultancy and Legal Expenses Budget Review Statement	Attachment
3. ↓	Income and Expenses Budget Review Statement	Attachment
4. ↓	Operating Budget Review Statement by Function-Activity	Attachment
5. ↓	Material Variations and Revotes Budget Review Statement	Attachment
6. ↓	Cash and Investments Budget Review Statement	Attachment
7. ↓	Capital Budget Summary Review Statements	Attachment
8. ↓	Capital Expenditure (Assets) Budget Review	Attachment
9. ↓	Capital Income (Grants and Contributions) Budget Review Statement	Attachment
10. ↓	Operational Plan KPI - 2nd Quarter 2019-2020	Attachment

UPPER LACHLAN SHIRE COUNCIL**Quarterly Budget Review Statement****For the 2nd Quarter 2019/2020, ended 31 December 2019****Report by Responsible Accounting Officer**

The following statement is made in accordance with Clause 202(2) of the Local Government (General) Regulations 2005.

It is my opinion that the Quarterly Budget Review Statement for Upper Lachlan Shire Council for the quarter ended 31 December 2019 indicates that Upper Lachlan Shire Council's projected financial position at 30 June 2020 will be satisfactory at year end, having regard to the projected estimates of income and expenditure and the original budgeted income expenditure.

Signed: Andrew S. Croke

Date: 5/2/2020

Andrew Croke
Director of Finance and Administration
Upper Lachlan Shire Council

UPPER LACHLAN SHIRE COUNCIL**Part A****Contracts Budget Review Statement - 2019/2020**

Budget Review for the quarter ended 31 December 2019

Contracts Listing - for contracts entered into during the quarter and have yet to be fully performed, excluding contractors that are on the Council's preferred suppliers list. Contracts for employment are not to be included. Minimum reporting level is \$50,000.

Contractor	Contract detail and purpose	Contract value (GST Inclusive)	Commence Date	Duration of Contract	Budgeted (Y/N)
AGL	Market contract for multi-site energy supply (electricity)	Consumption	1/01/2020	3 years	Y
NSW Electoral Commission	2020 Local Government Election	79,022.00	2/12/2019	termination post-2020 ordinary election	Y
NSW Government Roads & Maritime Services	State Roads Contract RMCC MR54 2019/2020	603,766.50	1/07/2019	1 year	Y
River Park Constructions [ULSC2019/37]	Community Services Upgrade - Footpath Construction at Peelwood Road, Laggan	62,950.00	21/11/2019	completion before 20 December 2019	Y
Veolia Woodlawn MBT	Extension of Service - Waste Transfer and Disposal	168,000 approx	4/11/2019	6/04/2020	Y

Part B**Consultancy and Legal Expenses Budget Review Statement - 2019/2020**

Budget Review for the quarter ended 31 December 2019

Expense	YTD (Actual + Commitments)	2019/2020 Budget	Budgeted (Y/N)
Legal Fees	\$18,320	\$77,000	Yes
Consultancies*	\$583,074	\$545,600	Partially

* Note: Consultant fees for Building Surveyor Services and Engineering Executive were not in the original budget and are partially funded by salaries and wages budgeted savings.

Definition of a consultant:

A consultant is a person or organisation engaged under contract on a temporary basis to provide recommendations or high level specialist or professional advice to assist decision making by management. Generally it is the advisory nature of the work that differentiates a consultant from other contractors.

Consult & Legal Exp

UPPER LACHLAN SHIRE COUNCIL**Income and Expenses Budget Review Statement - 2019/2020
Budget Review for the quarter ended 31 December 2019**

(Actual YTD figures include creditor commitments)

							Actual YTD Pay YTD	50.00% 46.77%
Operational Activities	Actual YTD	Original Budget	1st Quarter Revotes	2nd Quarter Revotes	3rd Quarter Revotes	Revised Budget	% YTD Actual to Revised Budget	Anticipated % Budget YTD
Employee Benefits and On-Costs	5,175,429	10,520,197				10,520,197	49.20%	46.77%
Borrowing Costs	42,801	211,830				211,830	20.21%	0.00%
Depreciation & Amortisation #	3,159,550	6,319,100				6,319,100	50.00%	50.00%
Materials & Contracts	2,862,098	8,011,123	90,037	76,167		8,024,993	35.66%	53.41%
Other Expenses	2,081,185	2,673,418		140,600		2,814,018	73.96%	64.03%
Loss on Disposal of Assets	0	0				0	0.00%	0.00%
Total Expenses from Continuing Operations	13,321,063	27,735,668	90,037	64,433		27,890,138	47.76%	50.80%
Rates & Annual Charges**	10,936,275	11,019,912				11,019,912	99.24%	100.00%
User Charges & Fees	1,881,061	7,567,911		31,121		7,536,790	24.96%	43.71%
Interest and Investment Revenue	366,769	702,900				702,900	52.18%	58.20%
Other Revenues	400,664	738,500				738,500	54.25%	49.74%
Non-Capital Operating Grants and Contributions	3,151,952	8,322,742	8,362			8,331,104	37.83%	36.52%
Gain on Disposal of Assets	785,714	82,289		785,714		868,003	90.52%	0.00%
Total Income from Continuing Operations	17,522,434	28,434,254	8,362	754,593		29,197,209	60.01%	62.11%
OPERATING SURPLUS BEFORE CAPITAL AMOUNTS	4,201,371	698,586	81,675	690,160		1,307,071		
Capital Grants and Contributions	1,847,800	6,236,077	1,919,598	262,307		8,417,982	21.95%	16.29%
NET RESULT FROM ALL ACTIVITIES	6,049,170	6,934,663	1,837,923	952,467		9,725,054		

Note: Depreciation expense is an estimate and has not been processed for year-to-date.

** Rates and Annual Charges are net of internal/Council rates and annual charges expenses.

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UPPER LACHLAN SHIRE COUNCIL Operating Budget Review Statement by Function/Activity - 2019/2020 Budget Review for the quarter ended 31 December 2019								
1) Actual YTD figures includes creditor commitments 2) Budget figures include Q1 and Q2 revotes 3) Expenditure is inclusive of Council Rates and is eliminated on the Income Statement								
Function or Activity (Alternate Key 8 Report)	Expenditure to 31 Dec 2019 \$	Expenditure to 31 Dec 2019 %	Budgeted Expenses from continuing operations \$	Income to 31 Dec 2019 \$	Income to 31 Dec 2019 %	Budgeted Income from continuing operations \$	Actual YTD Operating Result to 31 Dec 2019 \$	50.00% Pay YTD 46.77% Budgeted Operating Result from continuing operations \$
* Note: Depreciation expense is excluded from cost centres								
COMMUNITY	1,372,855	59.35%	2,313,069	309,146	75.15%	411,362	(1,063,709)	(1,901,707)
Health Services, Medical Centres, Aged, Disabled & Community Services	134,547	43.01%	312,801	34,040	53.44%	63,700	(100,507)	(249,101)
Public Halls, Cultural Services, Community Services and Museums	155,149	84.64%	183,300	14,200	39.44%	36,000	(140,949)	(147,300)
Animal Control	39,543	47.23%	83,721	4,942	42.61%	11,600	(34,601)	(72,121)
Swimming Pools	88,381	41.62%	212,353	15,492	47.09%	32,900	(72,890)	(179,453)
Sporting Grounds and Parks and Gardens	322,362	54.48%	591,727	(214)	-0.71%	30,000	(322,576)	(561,727)
Public Libraries	212,653	54.40%	390,922	80,984	117.09%	69,162	(131,670)	(321,760)
Emergency Services and Fire Protection	420,219	78.07%	538,245	159,702	95.06%	168,000	(260,517)	(370,245)
ENVIRONMENT	973,051	54.57%	1,783,280	191,686	36.45%	525,825	(781,366)	(1,257,455)
Town Planning and Development Control	461,394	60.27%	765,537	93,569	44.88%	208,500	(367,825)	(557,037)
Building Control	231,925	52.19%	444,417	83,898	64.44%	130,200	(148,027)	(314,217)
Environmental Systems and Protection	40,023	39.24%	102,000	0	0.00%	0	(40,023)	(102,000)
Housing	19,541	82.10%	23,800	10,800	43.20%	25,000	(8,741)	1,200
Noxious Weeds Control	212,611	48.32%	440,026	1,280	0.81%	157,125	(211,331)	(282,901)
Food Control and Inspections	7,557	100.76%	7,500	2,139	42.78%	5,000	(5,418)	(2,500)
ECONOMY	2,935,599	36.76%	7,986,036	848,982	16.80%	5,052,214	(2,086,617)	(2,933,822)
Financial Services	444,551	49.88%	891,217	0	0.00%	0	(444,551)	(891,217)
Administration and Corporate Support	820,586	68.97%	1,189,726	384,488	104.34%	368,510	(436,098)	(821,216)
Information Technology	289,709	62.47%	463,777	0	0.00%	0	(289,709)	(463,777)
Workforce (Human Resources, Labour Oncosts and WH&S)	419,324	59.72%	702,185	0	0.00%	0	(419,324)	(702,185)
Caravan Parks	18,845	33.98%	55,461	29,233	44.97%	65,000	10,388	9,539
Tourism & Business (RMS State Rd, Service NSW Agency, Private Works, Bank House)	942,584	20.12%	4,683,670	435,262	9.42%	4,618,704	(507,322)	(64,966)
							0	0

UPPER LACHLAN SHIRE COUNCIL								
Operating Budget Review Statement by Function/Activity - 2019/2020								
Budget Review for the quarter ended 31 December 2019								
Function or Activity (Alternate Key 8 Report)	1) Actual YTD figures includes creditor commitments 2) Budget figures include Q1 and Q2 revotes 3) Expenditure is inclusive of Council Rates and is eliminated on the Income Statement							
	Expenditure to 31 Dec 2019 \$	Expenditure to 31 Dec 2019 %	Budgeted Expenses from continuing operations \$	Income to 31 Dec 2019 \$	Income to 31 Dec 2019 %	Budgeted Income from continuing operations \$	Actual YTD Pay YTD Operating Result to 31 Dec 2019 \$	50.00% 46.77% Budgeted Operating Result from continuing operations \$
* Note: Depreciation expense is excluded from cost centres								
INFRASTRUCTURE	4,614,166	53.53%	8,619,716	6,748,979	68.03%	9,921,121	2,134,813	1,301,405
Roads, Bridges, Cycleways, Footpaths and Kerb and Guttering	1,963,398	46.10%	4,258,700	1,443,561	48.76%	2,960,446	(519,837)	(1,298,254)
Water Supply Services	762,237	60.96%	1,250,489	1,347,081	69.34%	1,942,599	584,844	692,110
Sewerage Services	493,762	60.71%	813,363	1,512,510	95.50%	1,583,838	1,018,748	770,475
Stormwater and Drainage	0	0.00%	16,000	46,844	100.63%	46,550	46,844	30,550
Quarries and Gravel Pits	127,492	13.28%	960,300	363,233	34.39%	1,056,300	235,742	96,000
Domestic Waste Management	502,087	48.83%	1,028,232	1,194,037	97.22%	1,228,232	691,950	200,000
Waste Centres, Rubbish Tips and Street Cleaning	455,319	90.84%	501,255	654,274	90.47%	723,167	198,955	221,912
Public Conveniences and Amenities	113,640	53.50%	212,400	0	0.00%	0	(113,640)	(212,400)
Public Cemeteries	81,428	67.74%	120,200	41,897	40.40%	103,700	(39,531)	(16,500)
Engineering, Purchasing and Works Supervision	616,283	47.30%	1,302,911	145,541	75.02%	194,000	(470,743)	(1,108,911)
Plant and Equipment Operations (net excluding depreciation)	(501,481)	27.19%	(1,844,134)	0	0.00%	82,289	501,481	1,926,423
CIVIC LEADERSHIP	479,079	55.13%	868,937	786,627	99.48%	790,714	307,547	(78,223)
Governance and Real Estate Development	479,079	55.13%	868,937	786,627	99.48%	790,714	307,547	(78,223)
GENERAL PURPOSE REVENUES				8,850,252	70.82%	12,495,973	8,850,252	12,495,973
General Purpose Items and Rates				8,850,252	70.82%	12,495,973	8,850,252	12,495,973
DEPRECIATION EXPENSE	3,159,550	50.00%	6,319,100				(3,159,550)	(6,319,100)
Depreciation Operating Expense	3,159,550	50.00%	6,319,100				(3,159,550)	(6,319,100)
Note: Internal Rates and Charges are allocated to each cost centre	(213,237)		0	(213,237)		0	0	0
TOTAL SURPLUS / (DEFICIT) FROM ALL ACTIVITIES	13,321,063	47.76%	27,890,138	17,522,434	60.01%	29,197,209	4,201,371	1,307,071

UPPER LACHLAN SHIRE COUNCIL**Material Variations and Revotes Budget Review Statement - 2019/2020**

Budget Review for the quarter ended 31 December 2019

Budget Capital Income and Expenditure - 2nd Quarter Revotes			
Job Description	Adopted Budget 2019/2020	Revote net amendment	Revised Budget 2019/2020
Crookwell Swimming Pool upgrade + heated pool planning	0	40,000	40,000
Crookwell Swimming Pool upgrade + heated pool planning (Transfer from Reserves)	0	-40,000	-40,000
RFS Blakney Creek Fire Station Roller Doors - s94	0	5,136	5,136
RFS Blakney Creek Fire Station Roller Doors - s94 (Transfer from s94 Reserve)	0	-5,136	-5,136
RFS Gunning Bush Fire Brigade Assets - s94	0	3,882	3,882
RFS Gunning Bush Fire Brigade Assets - s94 (Transfer from s94 Reserve)	0	-3,882	-3,882
SCCF2 Lights Football Action	0	148,150	148,150
SCCF2 Lights Football Action (Transfer from Reserves - Unexpended Grants)	0	-148,150	-148,150
Administration Building - Improvements (Gunning)	0	16,000	16,000
Administration Building - Improvements (Gunning) (Transfer from Reserves)	0	-16,000	-16,000
IT - Civilcad + CRM implementation	0	15,000	15,000
IT - Civilcad + CRM implementation (Transfers from Reserves)	0	-15,000	-15,000
SCCF project - Pat Cullen Reserve footbridge	85,725	76,012	161,737
SCCF project - Pat Cullen Reserve footbridge (part s94 funded)	-85,725	-76,012	-161,737
SCCF1 Clifton Park Community Connections pathway	0	38,145	38,145
SCCF1 Clifton Park Community Connections pathway (Grant Funded)	0	-38,145	-38,145
Totals	0	0	0

UPPER LACHLAN SHIRE COUNCIL Budget Operating Income and Expenditure - 2nd Quarter Revotes			
Job Description	Adopted Budget 2019/2020	Revote net amendment	Revised Budget 2019/2020
MR54 State Road Maint - RMCC Contract - RMAP Planned Expenditure	580,000	-31,121	548,879
RMS Works State Roads/User Charges & Fees / State Roads RMCC (was SIMC)	-580,000	31,121	-548,879
Gunning Transfer Station - Collection of Skip Bins (Cleanaway)	78,000	-15,395	62,605
Taralga Transfer Station - Collection of Skip Bins (Cleanaway)	90,000	-17,763	72,237
Bigga Transfer Station - Collection of Skip Bins (Cleanaway)	12,000	-2,368	9,632
Tuena Transfer Station - Collection of Skip Bins (Cleanaway)	17,000	-3,355	13,645
Collector Transfer Station - Collection of Skip Bins (Cleanaway)	45,000	-8,881	36,119
Crookwell 200 Community Tree Project	0	1,000	1,000
Collector Oval installation of rabbit proof fence	0	2,716	2,716
Crookwell Water - Management - Consultancies/Quality Management Plan	0	4,182	4,182
Gunning Water - Management - Consultancies/Quality Management Plan	0	4,182	4,182
Taralga Water - Management - Consultancies/Quality Management Plan	0	3,936	3,936
Crookwell Sewer - Management - Consultancies/Quality Management Plan	0	4,182	4,182
Gunning Sewer - Management - Consultancies/Quality Management Plan	0	4,182	4,182
Taralga Sewer - Management - Consultancies/Quality Management Plan	0	3,936	3,936
Gain on Disposal of Assets - Sale of Shares in Southern Phone Company	0	-785,714	-785,714
Consultancies for Strategic Planning/Housing Strategy (Transfer from Reserves)	0	115,000	115,000
Totals	242,000	-690,160	-448,160

ORIGINAL - Operational Plan Budget Surplus 2019/2020

-698,586

- add Q1 Budget revotes

81,675

- add Q2 Budget revotes

-690,160

REVISED - Operational Plan Budget Surplus 2019/2020

-1,307,071

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Upper Lachlan Shire Council**Cash and Investments Budget Review Statement 2019/2020**

Budget review for the quarter ended 31 December 2019

	Original Budget (\$'000)	Opening Balance (\$'000)	Actual YTD Transfers to Restrictions (\$'000)	Actual YTD Transfers from Restrictions (\$'000)	2nd Quarter Closing Balance (\$'000)
TOTAL UNRESTRICTED	(62)	2,432		(750)	1,683
EXTERNAL RESTRICTIONS:					
Section 94 - Development Contributions Plan	535	3,426	856	(256)	4,026
Section 94A - Development Contributions Plan	0	0	0		0
Specific Purpose Unexpended Grants	0	780	529		1,309
Water Supplies	220	2,551	274		2,826
Sewerage Services	420	4,769	500		5,269
Domestic Waste Management Services	(243)	1,498	265		1,763
Stormwater Management	0	247	47	(0)	294
Wind Farms CEF Program	0	33	20		54
Trust Fund (Fund 8)	0	6	0		6
RMS Contributions	0	0		0	0
TOTAL EXTERNAL RESTRICTED	932	13,311	2,491	(256)	15,546
INTERNAL RESTRICTIONS:					
Employees' Leave Entitlements	100	2,018	80		2,098
Plant and Equipment Replacement	120	1,667			1,667
Buildings and Infrastructure Improvements	0	1,159		(4)	1,155
Council Houses capital works	0	63			63
Information Technology and Equipment	0	220		(15)	205
Public Halls and Community Projects	0	51			51
Gravel Pit Restoration	0	353			353
Rubbish Tips Remediation	0	1,500		(295)	1,205
Garbage / Waste Disposal	0	37			37
Library Services Cooperative distribution	0	71		0	71
Upper Lachlan Tourist Association (ULTA)	0	32	0		32
Financial Assistance Grants Payment in Advance	0	2,475		(1,237)	1,237
Deposits and Retentions (subdivision bonds)	0	282	21		303
State Road MR54 works contingencies	0	582		(292)	290
Unexpended Loans/Borrowing - Bridge	(264)	264		(264)	0
Uncompleted Carry-over Works	(493)	2,046		(272)	1,774
TOTAL INTERNAL RESTRICTED	(537)	12,821	101	(2,380)	10,541
TOTAL RESTRICTED	395	26,131	2,592	(2,636)	26,088
TOTAL CASH AND INVESTMENTS	333	28,564	2,592	(3,386)	27,770

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UPPER LACHLAN SHIRE COUNCIL**Capital Budget Summary Review Statement - 2019/2020****Budget Review for the quarter ended 31 December 2019**

(Actual YTD figures includes creditor commitments)

	Actual YTD	Original Budget	1st Quarter Net Revotes	2nd Quarter Net Revotes	3rd Quarter Net Revotes	Revised Budget	% YTD Actual to Revised Budget
<u>CAPITAL FUNDING</u>							
Rates and Other Untied Charges (General Fund)	956,117	4,458,950	370,958	15,000		4,844,908	20%
Operational Grants and Contributions (All Funds)	422,796	1,969,976				1,969,976	21%
Capital Grants and Contributions (All Funds)	2,272,504	5,701,577	2,148,056	38,145		7,887,778	29%
Internal Restrictions (General Fund)							
- renewals/new assets	3,323,371	493,000	3,060,337	204,150		3,757,487	88%
External Restrictions (excluding grants)							
- water supply							
- sewerage							
- domestic waste management (DWM)							
- stormwater							
- section 94	260,458	410,000	221,108	85,030		716,138	36%
Other Capital Funding Sources e.g.							
- loans	783,002	1,195,868	2,990,000			4,185,868	19%
Income from Sale of Assets							
- plant and equipment (general fund)							
- land and buildings							
TOTAL CAPITAL FUNDING	8,018,248	14,229,371	8,790,459	342,325		23,362,155	34%
<u>CAPITAL EXPENDITURE</u>							
New Assets							
- plant and equipment	629,399	879,600				879,600	72%
- land and buildings	1,181,648	112,000	997,182	148,150		1,257,332	94%
- Roads, Bridges, Footpaths	667,832	190,000	845,543	114,157		1,149,700	58%
- infrastructure	295,662	250,000	376,762			626,762	47%
- other new assets	78,928	473,850	57,000	15,000		545,850	14%
Renewals (Replacement)							
- plant and equipment	57,964	1,265,700				1,265,700	5%
- land and buildings	93,292	157,000	155,937	65,018		377,955	25%
- Roads, Bridges, Footpaths	4,381,570	10,493,421	4,812,648			15,306,069	29%
- infrastructure	496,278	85,000	1,500,387			1,585,387	31%
- other asset renewals	11,250		45,000			45,000	25%
Loan Repayments (Principal)							
- renewals	124,425	322,800				322,800	39%
- new assets							
TOTAL CAPITAL EXPENDITURE	8,018,248	14,229,371	8,790,459	342,325		23,362,155	34%

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UPPER LACHLAN SHIRE COUNCIL DELIVERY PROGRAM CAPITAL EXPENDITURE BUDGET - 2019/2020 Capital Expenditure - Acquisition/Renewal of Assets (Actual YTD figures includes creditor commitments)						
Job Description	Actual Expenditure	Original Budget Estimate 2019/2020	September Revotes & Reserves Transfers	December Revotes & Reserves Transfers	Revised Total Budget	Actual/ Revised Budget %
<u>GENERAL FUND</u>						
1.COMMUNITY						
<i>Emergency Services and Fire Protection</i>						
Crookwell RFS New Shed Construction - s94	445		3,500		3,500	13%
RFS Blakney Creek Fire Station Roller Doors - s94	5,136			5,136	5,136	100%
RFS Plant/Buildings/Land Capital Upgrade	6,100					
RFS Gunning Bush Fire Brigade Assets - s94	3,882			3,882	3,882	100%
<i>Animal Control</i>						
<i>Health Services, Medical Centres, Aged, Disabled and Community Services</i>						
<i>Public Libraries</i>						
Crookwell and Gunning Libraries - Computers and Printers		8,800			8,800	
Crookwell and Gunning Libraries - Laptop & Data Projector	3,625	5,000			5,000	73%
Crookwell and Gunning Libraries - Office Equipment, Furniture & Fittings		5,000			5,000	
Gunning Library - Roof Replacement and Structural Repairs		15,000	35,937		50,937	
Spydus NSW State Library grant expense	1,208					
<i>Public Halls, Cultural Services, Community Centres and Museums</i>						
Bigga Memorial Hall - Water Tank Replacement		4,000			4,000	
Gunning Court House - Disabled Access Ramp	11,337	40,000			40,000	28%
Pye Cottage Museum - Rewire Electrical System to Meet Australian Standards	2,250	8,000			8,000	28%
Tuena Hall Recreation Area - Access Ramp to Disabled Toilets	7,827	22,000			22,000	36%
Tony Foley Centre - Painting & Toilet Upgrade (transfer from reserve)			46,000		46,000	
SCCF2 Breadalbane Hall Pergola	20,392					
Taralga Masonic Hall - Path	2,913		3,500		3,500	83%

UPPER LACHLAN SHIRE COUNCIL DELIVERY PROGRAM CAPITAL EXPENDITURE BUDGET - 2019/2020 Capital Expenditure - Acquisition/Renewal of Assets (Actual YTD figures includes creditor commitments)						
Job Description	Actual Expenditure	Original Budget Estimate 2019/2020	September Revotes & Reserves Transfers	December Revotes & Reserves Transfers	Revised Total Budget	Actual/ Revised Budget %
<i>Swimming Pools</i>						
Crookwell & Gunning Swimming Pools Capital Plan (consultancy and Implementation)	2,500	30,000			30,000	8%
Gunning Swimming Pool step access to pool	7,750		25,000		25,000	31%
Crookwell Swimming Pool upgrade + heated pool planning				40,000	40,000	
<i>Sporting Grounds and Parks & Gardens</i>						
Memorial Oval Upgrade 2018/2019	712,112		684,182		684,182	104%
Goodhew Park Improvements/Upgrade	4,657					
Kiamma Cr/Pat Cullen Res Entrance Improvements	11,993		15,000		15,000	80%
SCCF2 Lights Football Action	133,498			148,150	148,150	90%
SCCF2 Active Village Projects	276,836		300,000		300,000	92%
Total Community Expenditure	1,214,461	137,800	1,113,119	197,168	1,448,087	84%

UPPER LACHLAN SHIRE COUNCIL DELIVERY PROGRAM CAPITAL EXPENDITURE BUDGET - 2019/2020 Capital Expenditure - Acquisition/Renewal of Assets (Actual YTD figures includes creditor commitments)						
Job Description	Actual Expenditure	Original Budget Estimate 2019/2020	September Revotes & Reserves Transfers	December Revotes & Reserves Transfers	Revised Total Budget	Actual/ Revised Budget %
<u>GENERAL FUND</u>						
2. ENVIRONMENT						
<i>Town Planning and Development Control</i>						
Gas Pipeline Feasibility Study		100,000			100,000	
Section 94 Plan Update s94	11,250		45,000		45,000	25%
<i>Housing</i>						
Staff Accommodation Capital Replacements/Improvements (3 Houses)		15,000			15,000	
<i>Environmental Systems and Protection</i>						
<i>Noxious Weeds Control</i>						
GPS Units	727	2,000			2,000	36%
Spray Pumps		8,000			8,000	
<i>Building Control</i>						
Administration Offices - Fob Keys and Software Upgrade		3,000			3,000	
Total Environment Expenditure	11,977	128,000	45,000		173,000	7%

UPPER LACHLAN SHIRE COUNCIL DELIVERY PROGRAM CAPITAL EXPENDITURE BUDGET - 2019/2020 Capital Expenditure - Acquisition/Renewal of Assets (Actual YTD figures includes creditor commitments)						
Job Description	Actual Expenditure	Original Budget Estimate 2019/2020	September Revotes & Reserves Transfers	December Revotes & Reserves Transfers	Revised Total Budget	Actual/ Revised Budget %
<u>GENERAL FUND</u>						
3. ECONOMY						
<i>Financial Services</i>						
Loans - Principal Reduction (Former Crookwell Loan 168 - Finalised 6/4/2021)	13,708	28,100			28,100	49%
Loans - Principal Reduction (Bridges Loan 172 - Finalised 23/12/2024)	53,993	110,300			110,300	49%
Loans - Principal Reduction - Future Loans		69,200			69,200	
<i>Administration and Corporate Support</i>						
Crookwell Administration Office - Disabled Ramp to Main Reception	7,837	50,000			50,000	16%
Administration Building - Improvements (Gunning)	15,912			16,000	16,000	99%
Crookwell Office carpark - seal	33,112		34,000		34,000	97%
New Council Chambers-Community& Civic Centre (Transfer from Reserves)	5,330					
<i>Information Technology</i>						
IT - Windows Office 2016 Upgrade		38,400			38,400	
IT - Software - (Acrobat & Antivirus, etc.)	6,979	12,200			12,200	57%
IT - Hardware 24 x PCs + 1 x Laptop + 2 x IT PCs	21,936	61,300			61,300	36%
IT - Replace (UPS) Equipment (incl Phones & Microwave units)		23,000			23,000	
IT - Replace Printers		5,300			5,300	
IT - Additional Monitors	1,409	3,000			3,000	47%
IT - Network Improvements	4,250	15,000			15,000	28%
IT - Network Improvements - Emergency Network Switch		32,000			32,000	
IT - Design Engineer & Trainees - PC for Civilcad + CRM implementation	20,124	5,200		15,000	20,200	100%
IT - Servers Replacement/Upgrade		25,000			25,000	
IT - Servers Memory Upgrades		5,000			5,000	
IT - VEEM Software		3,000			3,000	
IT - SAN - Storage for Production Virtual Server 22TB		55,000			55,000	
IT - Smart Phones (5) - iPhones - Management & Mayor		1,500			1,500	
IT - iPads Replacements		10,200			10,200	

UPPER LACHLAN SHIRE COUNCIL DELIVERY PROGRAM CAPITAL EXPENDITURE BUDGET - 2019/2020 Capital Expenditure - Acquisition/Renewal of Assets (Actual YTD figures includes creditor commitments)						
Job Description	Actual Expenditure	Original Budget Estimate 2019/2020	September Revotes & Reserves Transfers	December Revotes & Reserves Transfers	Revised Total Budget	Actual/ Revised Budget %
IT - Smart Phones - (12 Replacements 2021/2022)	2,680	20,250			20,250	13%
IT - Telephone System Handset Additions & Replacements		5,000			5,000	
IT - Hardware - A2 Printer/Scanner		15,700			15,700	
IT - Electronic Stamping Software for Online Lodgement		9,000			9,000	
Council Chambers Audiobility/Webcasting	8,891		11,000		11,000	81%
Microwave Communication Network Council Offices	7,099					
Redground Heights hub repeater - mobile phone system			6,000		6,000	
ePlanning Suite - Implementation & Integration			40,000		40,000	
<i>Caravan Parks</i>						
Crookwell - Renew Electrical Switchboard & Water Supply Upgrade		30,000			30,000	
<i>Tourism Promotion and Business</i>						
Christmas Deco Equip Install - Goulburn St Crookwell	3,123		6,000		6,000	52%
Total Economy Expenditure	206,382	632,650	97,000	31,000	760,650	27%

UPPER LACHLAN SHIRE COUNCIL DELIVERY PROGRAM CAPITAL EXPENDITURE BUDGET - 2019/2020 Capital Expenditure - Acquisition/Renewal of Assets (Actual YTD figures includes creditor commitments)						
Job Description	Actual Expenditure	Original Budget Estimate 2019/2020	September Revotes & Reserves Transfers	December Revotes & Reserves Transfers	Revised Total Budget	Actual/ Revised Budget %
<u>GENERAL FUND AND DWM FUND</u>						
4. INFRASTRUCTURE						
<i>Roads, Bridges, Cycleways, Footpaths and Kerb and Guttering</i>						
<i>Urban Local Roads</i>						
<u>Urban Unsealed Rd - Road Reconstruction and Sealing</u>						
Yass Street - (Park Street to Copeland Street) - Gunning	331	40,000			40,000	1%
<u>Urban Sealed Rd - Road Pavement Rehabilitation</u>						
Robertson Lane - (Park Street to East Street) - Crookwell		310,000			310,000	
Urban Sealed Roads - Bitumen Resealing	2,255	110,000			110,000	2%
<i>Roads to Recovery</i>						
2019/2020 Roads to Recovery Program \$1,203,046						
- Gravel Resheeting - \$733,046						
- Rural Sealed Roads - Pavement Rehabilitation & Reseal - \$270,000						
- Grabine Road - \$200,000						
- Timber Bridge Replacement - \$NIL						
New 5 year program from 1 July 2019 \$1,203,046 per annum.						

UPPER LACHLAN SHIRE COUNCIL DELIVERY PROGRAM CAPITAL EXPENDITURE BUDGET - 2019/2020 Capital Expenditure - Acquisition/Renewal of Assets (Actual YTD figures includes creditor commitments)						
Job Description	Actual Expenditure	Original Budget Estimate 2019/2020	September Revotes & Reserves Transfers	December Revotes & Reserves Transfers	Revised Total Budget	Actual/ Revised Budget %
Roads to Recovery - Local Roads Gravel Resheeting Program	358,208	733,046			733,046	49%
Brayton Road	36,700	27,000			27,000	
Castle Hill Rd		27,000			27,000	
Clarevale Rd	7,854	13,500			13,500	
Fish River Road	120	15,301			15,301	
Fullerton Road	13,323	27,000			27,000	
Glenerin Rd	24,824	29,359			29,359	
Gorham Lane	831	29,531			29,531	
Greenmantle Road		27,000			27,000	
Jerrong Road		1,499			1,499	
Julong Road		54,000			54,000	
Lost River Road	12,063	27,000			27,000	
Maryvale Rd		54,000			54,000	
Mt Rae Road		27,000			27,000	
Oolong Rd	33,669	40,500			40,500	
Pejar Road	34,910	27,000			27,000	
Pudman Ck Rd	15,816	27,000			27,000	
Redground Heights		14,555			14,555	
Redground Road		27,000			27,000	
Rhyanna Road	7,854	27,000			27,000	
Rugby Rd	48,211	48,211			48,211	
Sapphire Road	54,590	54,590			54,590	
Towrang Road	24,597	27,000			27,000	
Tyrl Tyrl Road	1,553	27,000			27,000	
Walkoms Lane	11,699	27,000			27,000	
Wheeo Road	29,595	27,000			27,000	

UPPER LACHLAN SHIRE COUNCIL DELIVERY PROGRAM CAPITAL EXPENDITURE BUDGET - 2019/2020 Capital Expenditure - Acquisition/Renewal of Assets (Actual YTD figures includes creditor commitments)						
Job Description	Actual Expenditure	Original Budget Estimate 2019/2020	September Revotes & Reserves Transfers	December Revotes & Reserves Transfers	Revised Total Budget	Actual/ Revised Budget %
<u>Roads to Recovery - Rural Sealed Road Pavement Rehabilitation</u> Sapphire Road (MR52 end)		270,000			270,000	
Grabine Road Construction	246,623	1,521,500			1,521,500	16%
Roads to Recovery - Grabine Road Construction - R2R Funding	5,868	200,000			200,000	
Rural Local Roads						
Grabine Road Construction - Total of \$1.6m over 4 Years (Tranche 2 Special Grant - 50% Funding \$800,000 2016/2017 to 2019/2020) (16/17 \$200k, 17/18 \$200k (deferred to 18/19), 18/19 \$200k, 19/20 \$200k)	200,000	200,000			200,000	
Grabine Road Construction - Total of \$3.5m over 2 years (Total \$3.5m - Growing Local Economy Fund Grant \$3.3m & ULSC \$200k)	40,755	1,121,500			1,121,500	

UPPER LACHLAN SHIRE COUNCIL DELIVERY PROGRAM CAPITAL EXPENDITURE BUDGET - 2019/2020 Capital Expenditure - Acquisition/Renewal of Assets (Actual YTD figures includes creditor commitments)						
Job Description	Actual Expenditure	Original Budget Estimate 2019/2020	September Revotes & Reserves Transfers	December Revotes & Reserves Transfers	Revised Total Budget	Actual/ Revised Budget %
<u>Gravel Resheeting Rural Local Roads (Transfer from Sec. 94 Reserve)</u>	154,021	400,000			400,000	39%
<u>Roads Scheduled for Gravel Resheeting</u>						
Bannister Lane	22,094	28,000			28,000	
Collector Rd	92,468	96,500			96,500	
East Street		15,265			15,265	
Fish River Road		11,699			11,699	
Glenerin Rd		11,141			11,141	
Harley Road		56,000			56,000	
Holloways Road		28,000			28,000	
Jerrara Road		28,250			28,250	
Jerrong Road		25,501			25,501	
Redground Heights		12,445			12,445	
Rugby Rd	34,206	46,289			46,289	
Sapphire Road	5,254	12,910			12,910	
Snipe Flat Road		28,000			28,000	
Rural Local Sealed Road - Bitumen Resealing (30 year cycle)	890	500,000			500,000	0%
Rural Local Road - Safety Improvements		25,000			25,000	

UPPER LACHLAN SHIRE COUNCIL DELIVERY PROGRAM CAPITAL EXPENDITURE BUDGET - 2019/2020 Capital Expenditure - Acquisition/Renewal of Assets (Actual YTD figures includes creditor commitments)						
Job Description	Actual Expenditure	Original Budget Estimate 2019/2020	September Revotes & Reserves Transfers	December Revotes & Reserves Transfers	Revised Total Budget	Actual/ Revised Budget %
Regional Roads						
Resealing Program (RMS Block Grant Funded)	58,720	427,000			427,000	14%
Boorowa Road MR248W - Shoulder Improvements & Guardrail (100% Grant Funded)		495,537			495,537	
Reconstruction - MR258 - Wombeyan Caves Road	70,243	1,278,000			1,278,000	5%
Total project cost \$5,028,000 / Growing Local Economies Fund Grant \$2,428,000 / Building Better Regions Fund Grant \$2,500,000 / Council \$100,000						
Rehabilitation - MR248E - Laggan Road (Part Grant Funded)	461,749	745,000	109,542		854,542	54%
(\$311,000 RMS REPAIR Grant Funded/\$311,000 Council Funded/\$123,000 RMS 3x3 Grant Funded)						
Higher Productivity Heavy Vehicles Network Enhancements (Block Grant Funded)		85,700			85,700	
Heavy Vehicle - Livestock Loading Access & Tree Trimming (Block Grant Funded)		50,000			50,000	
Grabben Gullen Rd MR52 - Blackspot Program	2,909	389,450			389,450	1%
Regional Roads Timber Bridge Replacement Program						
MR 248E - Timber Bridge Replacement - Kiamma Creek	6,813	1,062,460			1,062,460	1%
(Restart NSW Grant (State Govt.) \$531,230 / Federal Bridges Renewal Program Grant \$450,000 / Block Grant \$81,230)						
MR256 - Abercrombie Bridge Replacement (Grant funded)	350,310		585,183		585,183	60%
Bridge- MR248W Boorowa R/Wheeo Ck (Reg/Sld/Con) (RMS Block Grant funded)	5,743					
Bridge- MR248W Boorowa R/OM Gunyah Ck (Reg/Sld/Con) (RMS Block Grant funded)	3,017					

UPPER LACHLAN SHIRE COUNCIL DELIVERY PROGRAM CAPITAL EXPENDITURE BUDGET - 2019/2020 Capital Expenditure - Acquisition/Renewal of Assets (Actual YTD figures includes creditor commitments)						
Job Description	Actual Expenditure	Original Budget Estimate 2019/2020	September Revotes & Reserves Transfers	December Revotes & Reserves Transfers	Revised Total Budget	Actual/ Revised Budget %
Local Roads Bridge Program						
Bridge - Woodville Road/Crookwell Riv (Local/Uns/Tim) - replacement + bypass	166,071	589,721			589,721	28%
Bridge - Kangaloolah Rd/Diamond Ck (Local/Uns/Tim) - replacement + bypass	141,554	1,121,007			1,121,007	13%
Bridge - Julong Rd 1/Crookwell Riv (Local/Uns/Tim) - replacement + bypass	343,173	340,000	43,398		383,398	90%
Bridge - Peelwood Rd/unnamed Ck (Local/Uns/Tim) - replacement	198,958		189,296		189,296	105%
Harley Road Bridge over Kiamma Creek Replacement	292,510		272,465		272,465	107%
Bridge - Bigga Rd/Kangaroo Ck (Local/Sld/Tim) - replacement + bypass	143,648		2,023,533		2,023,533	7%
Bridge - Blue Hills Rd/Monkey Ck (Local/Uns/Tim) - bypass	85,351		96,421		96,421	89%
Bridge - Cooksvale Rd/Peelwood Ck (Local/Uns/Tim) - bypass	136,877		158,869		158,869	86%
Bridge - Jeffreys Rd/Bridgy Ck (Local/Uns/Tim) - replacement	226,162		241,888		241,888	93%
Bridge - Julong Rd 2/Crookwell Riv (Local/Uns/Tim) - bypass	123,411		139,303		139,303	89%
Bridge - Reids Flat Rd 2/Coates Ck (Local/Uns/Tim) - replacement	357,882		297,877		297,877	120%
Bridge - Willcox Rd/Clifford's Ck (Local/Uns/Tim) - replacement + bypass	269,111		322,664		322,664	83%
Bridge - Reids Flat Rd/Lachlan Riv (Loc/Uns/Con)	1,697					
Bridge - Peelwood Rd/Peelwood Ck (Local/Uns/Tim) - bypass	171,333		175,496		175,496	98%
Bridge - Arthursleigh Rd/Sandy Ck (Local/Uns/Tim) - replacement			156,711		156,711	
Footpaths and Cycleways						
Traffic & Transport Cycleway Program - Carrington Street Crookwell - Northcott St to		20,000			20,000	
Traffic & Transport Cycleway Program - Carrington Street Crookwell - Laggan Rd to		40,000			40,000	
Footpath/Cycleway Capital Renewal Program (100% ULSC Funded)		20,000			20,000	
Tuena Creek Foot Bridge	2,000					
Traffic & Transport Cycleway Prog Lorn St Collector	65,765		161,000		161,000	41%
SCCF project-PAMP footpath Gunning, Laggan, Taralga	237,921		298,559		298,559	80%
SCCF project- Re-energising Collector community	211,899		213,376		213,376	99%
SCCF project - Pat Cullen Reserve footbridge (part s94)	135,348		85,725	76,012	161,737	84%
SCCF projects - Clifton Park community pathway	16,769			38,145	38,145	44%
SCCF2 Pedestrian Access & Mobilty Plan 1st Priority	130					

UPPER LACHLAN SHIRE COUNCIL DELIVERY PROGRAM CAPITAL EXPENDITURE BUDGET - 2019/2020 Capital Expenditure - Acquisition/Renewal of Assets (Actual YTD figures includes creditor commitments)						
Job Description	Actual Expenditure	Original Budget Estimate 2019/2020	September Revotes & Reserves Transfers	December Revotes & Reserves Transfers	Revised Total Budget	Actual/ Revised Budget %
<i>Kerb and Guttering</i>						
Kerb & Gutter Design - King Rd - (Laggan Road to Crown Street)		60,000			60,000	
Kerb and Gutter Rehabilitation - Colyer Street (Memorial Oval to Wade Street)		50,000			50,000	
<i>Other Infrastructure</i>						
Towns & Villages Streetscape Investigation & Program	189,812	150,000	237,007		387,007	49%
School - Rural Bus Stops - (Grant Funded)		14,000			14,000	
Bus Stop - Rye Park Rd/Blakney Ck	9,804	16,000			16,000	61%
Traffic & Parking Study and Plan		60,000			60,000	
Bus Shelters in Gunning and Dalton			20,000		20,000	
Taralga RV Parking			53,000		53,000	
Bus Stop - Bigga	15,445		10,000		10,000	154%
Bus Stop - Taralga	8,926		10,000		10,000	89%
Bus Stop - Binda	12,785		10,000		10,000	128%
<i>Waste Centres, Rubbish Tips and Street Cleaning</i>						
Gunning Landfill Design & Investigation		50,000			50,000	
Gunning Transfer Station - New Attendant Hut		15,000			15,000	
Village Transfer Stations Upgrades		20,000			20,000	
Landfill Amenities Improvements	495,429		1,500,387		1,500,387	33%

UPPER LACHLAN SHIRE COUNCIL DELIVERY PROGRAM CAPITAL EXPENDITURE BUDGET - 2019/2020 Capital Expenditure - Acquisition/Renewal of Assets (Actual YTD figures includes creditor commitments)						
Job Description	Actual Expenditure	Original Budget Estimate 2019/2020	September Revotes & Reserves Transfers	December Revotes & Reserves Transfers	Revised Total Budget	Actual/ Revised Budget %
<i>Public Cemeteries</i>						
Stonequarry Cemetery - Columbarium		10,000			10,000	
Stonequarry - Heritage Unmarked Graves	32,764		36,755		36,755	89%
<i>Stormwater and Drainage</i>						
<i>Public Conveniences and Amenities</i>						
Bigga Recreation Area - Amenities Upgrade	848					
Clifton Park Toilet Block Construction	958					
<i>Engineering, Purchasing and Works Supervision</i>						
Depot Building Improvements	25,168					
<i>Plant and Equipment Operations</i>						
Total Plant Replacement Program	629,399	879,600			879,600	72%
Motor Vehicle Net Replacement Cost - (see Motor Vehicle Schedule)	629,399	222,600			222,600	
Heavy Plant Fleet Net Replacement Cost - (see Plant Schedule)		653,000			653,000	
Workshop Plant and Tools		4,000			4,000	
<i>Domestic Waste Management (DWM)</i>						
DWM Plant Net Replacement Cost - (see Plant Schedule)		493,000			493,000	
Total Infrastructure Expenditure	6,470,741	12,391,021	7,448,457	114,157	19,953,635	32%

UPPER LACHLAN SHIRE COUNCIL DELIVERY PROGRAM CAPITAL EXPENDITURE BUDGET - 2019/2020 Capital Expenditure - Acquisition/Renewal of Assets (Actual YTD figures includes creditor commitments)						
Job Description	Actual Expenditure	Original Budget Estimate 2019/2020	September Revotes & Reserves Transfers	December Revotes & Reserves Transfers	Revised Total Budget	Actual/ Revised Budget %
<u>WATER SUPPLY FUND</u>						
<i>Crookwell Water Supply Fund</i>						
Loan Principal Reduction (Former Crookwell Loan 163W - Finalised 24/4/2022)	29,676	60,400			60,400	49%
Mains Replacement - General		150,000			150,000	
Water Treatment Plant - Concrete Pavement	10,146	30,000			30,000	34%
Water Treatment Plant - Chlorine Storage Shed		10,000			10,000	
Water Quality Improvements		60,000			60,000	
<i>Gunning Water Supply Fund</i>						
Mains Replacement		60,000			60,000	
Storage Dam - Aeration System		57,000			57,000	
<i>Dalton Water Supply Fund</i>						
Mains Replacements		30,000			30,000	
<i>Taralga Water Supply Fund</i>						
Loan Principal Reduction (Loan 170 - Finalised 9/2/2037)	6,634	13,300			13,300	50%
Mains Replacements	7,441	50,000			50,000	15%
Emergency Backup Well Connections		20,000			20,000	
Taralga Water Supply Upgrade	23,912					
Total Water Supply Services Expenditure	77,809	540,700			540,700	14%

UPPER LACHLAN SHIRE COUNCIL DELIVERY PROGRAM CAPITAL EXPENDITURE BUDGET - 2019/2020 Capital Expenditure - Acquisition/Renewal of Assets (Actual YTD figures includes creditor commitments)						
Job Description	Actual Expenditure	Original Budget Estimate 2019/2020	September Revotes & Reserves Transfers	December Revotes & Reserves Transfers	Revised Total Budget	Actual/ Revised Budget %
<u>SEWERAGE FUND</u>						
<i>Crookwell Sewerage Fund</i>						
Loan Principal Reduction (Former Crookwell Loan 163S - Finalised 24/4/2022)	18,864	38,400			38,400	49%
Sewerage Pumping Station Upgrades/ pump replacements		10,000			10,000	
Mandatory EPA Audit Improvements		20,000			20,000	
Emergency Backup Generator		93,500			93,500	
Replacement of Baffle Wall in Maturation Pond		91,200			91,200	
Kennedy St Pump PLC Controller Update	15,371					
Sewerage Treatment Plant - Internal Roads			86,883		86,883	
<i>Gunning Sewerage Fund</i>						
Sewerage Treatment Plant - Odour Control System		47,000			47,000	
Sewerage Treatment Plant - Shipping Container & Location Pad	1,093	7,000			7,000	16%
Pump Stations - Replace Manhole Cover		12,000			12,000	
<i>Taralga Sewerage Fund</i>						
Loan Principal Reduction (Loan 170 - Finalised 9/2/2037)	1,549	3,100			3,100	50%
Sewerage Treatment Plant - Storage Shed		27,000			27,000	
Sewerage Treatment Plant - Land - Boundary Adjustment Acquisitions		25,000			25,000	
Sewerage Treatment Plant - Construct Sludge Lagoon		25,000			25,000	
Total Sewerage Services Expenditure	36,877	399,200	86,883		486,083	8%

<p style="text-align: center;">UPPER LACHLAN SHIRE COUNCIL DELIVERY PROGRAM CAPITAL EXPENDITURE BUDGET - 2019/2020 Capital Expenditure - Acquisition/Renewal of Assets (Actual YTD figures includes creditor commitments)</p>						
Job Description	Actual Expenditure	Original Budget Estimate 2019/2020	September Revotes & Reserves Transfers	December Revotes & Reserves Transfers	Revised Total Budget	Actual/ Revised Budget %
GENERAL FUND						
5. CIVIC LEADERSHIP						
<i>Real Estate Development</i>						
Total Civic Leadership Expenditure						
Total Capital Works Expenditure	8,018,248	14,229,371	8,790,459	342,325	23,362,155	34%
Capital Works Funding by Fund:-						
General Fund Expenditure	7,903,561	12,796,471	8,703,576	342,325	21,842,372	36%
DWM Fund Expenditure		493,000			493,000	
Water Supply Funds Expenditure	77,809	540,700			540,700	14%
Sewerage Funds Expenditure	36,877	399,200	86,883		486,083	8%
Total of All Funds Expenditure	8,018,248	14,229,371	8,790,459	342,325	23,362,155	34%
Capital Works Funding by Source:-						
Transfer from Reserves	3,323,371	493,000	3,060,337	204,150	3,757,487	88%
Section 94/64	260,458	410,000	221,108	85,030	716,138	36%
Grants and Contributions - Capital	2,272,504	5,701,577	2,148,056	38,145	7,887,778	29%
Loans and Borrowings	783,002	1,195,868	2,990,000		4,185,868	19%
Total Capital Works Funded by Capital Income	6,639,335	7,800,445	8,419,501	327,325	16,547,271	40%
Grants and Contributions - Operating	422,796	1,969,976			1,969,976	21%
Recurrent Revenue	956,117	4,458,950	370,958	15,000	4,844,908	20%
Total Capital Works Funding	8,018,248	14,229,371	8,790,459	342,325	23,362,155	34%

UPPER LACHLAN SHIRE COUNCIL DELIVERY PROGRAM CAPITAL INCOME BUDGET - 2019/2020 Grants and Contributions Provided for Capital Purposes						
Job Description	Actual Income	Original Budget Estimate 2019/2020	September Revotes & Reserves Transfers	December Revotes & Reserves Transfers	Revised Total Budget	Actual/ Revised Budget %
<u>GENERAL FUND</u>						
1.COMMUNITY						
<i>Emergency Services and Fire Protection</i>						
RFS Crookwell Brigade Equipment (Transfer from s94 Reserves)	\$445		\$3,500		\$3,500	13%
RFS Blakney Creek Fire Station Roller Doors (Transfer from s94 Reserves)	\$5,136			\$5,136	\$5,136	100%
RFS Gunning Bush Fire Brigade Assets (Transfer from s94 Reserves)	\$3,882			\$3,882	\$3,882	100%
<i>Animal Control</i>						
<i>Health Services, Medical Centres, Aged, Disabled and Community Services</i>						
<i>Public Libraries</i>						
Gunning Library Renovations (Transfer from Reserves)			\$35,937		\$35,937	
<i>Public Halls, Cultural Services, Community Centres and Museums</i>						
Tony Foley Centre - Capital Improvements (Transfer from Reserves)			\$46,000		\$46,000	
SCCF2 Breadalbane Hall Pergola	\$22,110					
<i>Sporting Grounds and Parks and Gardens</i>						
Crookwell Memorial Oval Contributions	\$1,000					
Memorial Oval Upgrade 2018/2019 (\$60K balance Grant funding)	\$60,000		\$370,000		\$370,000	16%
Kiamma Creek Landcare Group (partly Grant funded)	\$10,000		\$10,000		\$10,000	100%
SCCF2 Sportsgrounds: Lights Football Action and Crookwell Memorial Oval Fit-Out (Transfer from U	\$211,050			\$148,150	\$148,150	142%
SCCF2 Active Villages Project: Dalton, Collector, Gunning and Taralga (100% Grant funded)			\$300,000		\$300,000	
<i>Swimming Pools</i>						
Gunning Swimming Pool step access to pool (Transfer from Reserves)	\$7,750		\$25,000		\$25,000	31%
Crookwell Swimming Pool upgrade + heated pool planning (Transfer from Reserves)				\$40,000	\$40,000	
Total Community Income	\$321,373		\$790,437	\$197,168	\$987,605	33%

UPPER LACHLAN SHIRE COUNCIL DELIVERY PROGRAM CAPITAL INCOME BUDGET - 2019/2020 Grants and Contributions Provided for Capital Purposes						
Job Description	Actual Income	Original Budget Estimate 2019/2020	September Revotes & Reserves Transfers	December Revotes & Reserves Transfers	Revised Total Budget	Actual/ Revised Budget %
<u>GENERAL FUND</u>						
2. ENVIRONMENT						
<i>Town Planning and Development Control</i>						
Gas Pipeline Feasibility Study		\$100,000			\$100,000	
Section 94 Plan Update s94 (Transfer from Reserves)	\$11,250		\$45,000		\$45,000	25%
<i>Section 94 - Development Contributions</i>						
Open Space	\$33,882	\$25,100			\$25,100	135%
Bushfire	\$27,036	\$22,900			\$22,900	118%
Community Facilities/Amenities	\$58,695	\$45,900			\$45,900	128%
Roads/Traffic Construction	\$647,168	\$316,900			\$316,900	204%
Extractive Industries	\$10,171	\$10,000			\$10,000	102%
Plan Administration	\$7,801	\$5,600			\$5,600	139%
<i>Housing</i>						
<i>Environmental Systems and Protection</i>						
<i>Noxious Weeds Control</i>						
<i>Building Control</i>						
Total Environment Income	\$796,003	\$526,400	\$45,000		\$571,400	139%

UPPER LACHLAN SHIRE COUNCIL DELIVERY PROGRAM CAPITAL INCOME BUDGET - 2019/2020 Grants and Contributions Provided for Capital Purposes						
Job Description	Actual Income	Original Budget Estimate 2019/2020	September Revotes & Reserves Transfers	December Revotes & Reserves Transfers	Revised Total Budget	Actual/ Revised Budget %
<u>GENERAL FUND</u>						
3. ECONOMY						
<i>Financial Services</i>						
<i>Administration and Corporate Support</i>						
Crookwell Office carpark - seal (Transfer from Reserves)	\$33,112		\$34,000		\$34,000	97%
Administration Building - Improvements (Gunning) (Transfer from Reserves)	\$15,912			\$16,000	\$16,000	99%
<i>Information Technology</i>						
ePlanning Suite - Implementation & Integration (Transfer from Reserves)			\$40,000		\$40,000	
Council Chambers Audiobility/Webcasting (Transfers from Reserves)	\$8,891		\$11,000		\$11,000	81%
IT - Civilcad + CRM implementation (Transfers from Reserves)	\$15,000			\$15,000	\$15,000	100%
<i>Caravan Parks</i>						
<i>Tourism Promotion and Business</i>						
Christmas Deco Equip Install - Goulburn St Crookwell (Transfer from Reserves)	\$3,123		\$6,000		\$6,000	52%
Total Economy Income	\$76,037		\$91,000	\$31,000	\$122,000	62%

UPPER LACHLAN SHIRE COUNCIL DELIVERY PROGRAM CAPITAL INCOME BUDGET - 2019/2020 Grants and Contributions Provided for Capital Purposes						
Job Description	Actual Income	Original Budget Estimate 2019/2020	September Revotes & Reserves Transfers	December Revotes & Reserves Transfers	Revised Total Budget	Actual/ Revised Budget %
<u>GENERAL FUND AND DWM FUND</u>						
4. INFRASTRUCTURE						
<i>Roads, Bridges, Cycle ways, Footpaths and Kerb and Guttering</i>						
<i>Urban Local Roads</i>						
<i>Rural Local Roads</i>						
Grabine Road Construction - Total of \$1.6m over 4 Years (Tranche 2 Special Grant - 50% Funding)		\$200,000			\$200,000	
Grabine Road Construction - Total of \$3.5m over 3 Years (Total \$3.5m - Growing Local Economy Fund Grant \$3.3m & ULSC \$200k)		\$1,054,500			\$1,054,500	
Gravel Resheeting Roads (Transfer from Sec. 94 Reserve)	\$154,021	\$400,000			\$400,000	39%
<i>Regional Roads</i>						
Boorowa Road MR248W - Shoulder Improvements & Guardrail (100% NSW Safer Roads Program Grant)		\$495,537			\$495,537	
Reconstruction - MR258 - Wombeyan Caves Road Total project cost \$5,028,000 / Growing Local Economies Fund Grant \$2,428,000 / Building Better Regions Fund Grant \$2,500,000 / Council \$100,000		\$1,245,000			\$1,245,000	
Rehabilitation - MR248E - Laggan Road (Part REPAIR Grant Funded)		\$311,000			\$311,000	
Rehabilitation - MR248E - Laggan Road (Transfer from Reserves)	\$109,542		\$109,542		\$109,542	100%
Grabben Gullen Rd MR52 - Blackspot Program		\$389,450			\$389,450	
<i>Regional Roads Timber Bridge Replacement Program</i>						
MR 248E - Timber Bridge Replacement - Kiamma Creek (Restart NSW Grant (State Govt.) \$531,230 / Federal Bridges Renewal Program Grant \$450,000 / Block Grant \$81,230)		\$981,230			\$981,230	
(Federal Bridges Renewal Program Grant \$450,000) (Block Grant \$81,230)						
MR256 - Abercrombie Bridge Replacement (100% grant funded)	\$210,465		\$585,183		\$585,183	36%

UPPER LACHLAN SHIRE COUNCIL DELIVERY PROGRAM CAPITAL INCOME BUDGET - 2019/2020 Grants and Contributions Provided for Capital Purposes						
Job Description	Actual Income	Original Budget Estimate 2019/2020	September Revotes & Reserves Transfers	December Revotes & Reserves Transfers	Revised Total Budget	Actual/ Revised Budget %
Local Roads Bridge Program						
Crookwell River (Woodville Road) - 50% Bridge Renewal Grant portion		\$294,860			\$294,860	
Crookwell River (Woodville Road) - 50% Loan portion		\$294,861			\$294,861	
Diamond Creek Bridge (Kangaloolah Road) - 50% Bridge Renewal Grant portion		\$560,000			\$560,000	
Diamond Creek Bridge (Kangaloolah Road) - 50% Loan portion		\$561,007			\$561,007	
No.1 Crookwell River Bridge (Julong Road) (Loan funding re-allocated)		\$340,000	-\$340,000			
Bridge - Bigga Rd/Kangaroo Ck (Local/Sld/Tim) - replacement + bypass (100% loan funded)			\$1,930,000		\$1,930,000	
Harley Road Bridge over Kiamma Creek - replacement (Tfr from Works Contingency Reserve)	\$292,510		\$272,465		\$272,465	107%
Bridges - Sidetrack Bypasses (\$856K Res 232/19) (balance funding from unrestricted cash)						
(Transfer from Works Contingencies Reserve \$310K)	\$310,000		\$310,000		\$310,000	100%
(Transfer from s94 Reserve \$200K)	\$200,000		\$200,000		\$200,000	100%
Bridge - Willcox Rd/Clifford's Ck (Local/UnS/Tim) - bypass						
Bridge - Bigga Rd/Kangaroo Ck (Local/Sld/Tim) - replacement + bypass						
Bridge - Julong Rd 1/Crookwell Riv (Local/UnS/Tim) - bypass						
Bridge - Cooksvale Rd/Peelwood Ck (Local/UnS/Tim) - bypass						
Bridge - Peelwood Rd/Peelwood Ck (Local/UnS/Tim) - bypass						
Bridge - Blue Hills Rd/Monkey Ck (Local/UnS/Tim) - bypass						
Bridge - Julong Rd 2/Crookwell Riv (Local/UnS/Tim) - bypass						
Bridges - Replacements (Res 232/19) (New Loan \$1.4m)			\$1,400,000		\$1,400,000	
Bridge - Arthursleigh Rd/Sandy Ck (Local/UnS/Tim) - replacement			\$156,711		\$156,711	
Bridge - Jeffreys Rd/Bridgy Ck (Local/UnS/Tim) - replacement			\$241,888		\$241,888	
Bridge - Julong Rd 1/Crookwell Riv (Local/UnS/Tim) - replacement + bypass			\$252,314		\$252,314	
Bridge - Peelwood Rd/unnamed Ck (Local/UnS/Tim) - replacement			\$189,296		\$189,296	
Bridge - Reids Flat Rd 2/Coates Ck (Local/UnS/Tim) - replacement			\$297,877		\$297,877	
Bridge - Willcox Rd/Clifford's Ck (Local/UnS/Tim) - replacement + bypass			\$261,914		\$261,914	

UPPER LACHLAN SHIRE COUNCIL DELIVERY PROGRAM CAPITAL INCOME BUDGET - 2019/2020 Grants and Contributions Provided for Capital Purposes						
Job Description	Actual Income	Original Budget Estimate 2019/2020	September Revotes & Reserves Transfers	December Revotes & Reserves Transfers	Revised Total Budget	Actual/ Revised Budget %
Footpaths and Cycleways						
Traffic & Transport Cycleway Program - Carrington Street Crookwell - Laggan Rd to Crookwell River		\$40,000			\$40,000	
SCCF1 Crookwell Showground Upgrade (Grant funded, final payment)						
SCCF1 Clifton Park Community Connections pathway (Grant funded, final payment)	\$38,145			\$38,145	\$38,145	100%
SCCF1 project-PAMP footpath Gunning, Laggan, Taralga (100% grant funded)	\$113,680		\$298,559		\$298,559	38%
SCCF1 project- Re-energising Collector community (Grant funded portion)	\$72,600		\$147,400		\$147,400	49%
SCCF1 project- Re-energising Collector community (s94 Developer Cont funded portion)			\$50,976		\$50,976	
Pumpkin Festival Committee - Re-energising Collector community	\$15,000		\$15,000		\$15,000	100%
SCCF1 project - Pat Cullen Reserve footbridge (Grant and s94 funded)	\$76,012		\$85,725	\$76,012	\$161,737	47%
Traffic & Transport Cycleway Prog Lorn St Collector (Transfer from Reserves)			\$161,000		\$161,000	
Kerb and Guttering						
Other Infrastructure						
School - Rural Bus Stops - (Grant Funded)		\$30,000			\$30,000	
Towns & Villages Streetscape Investigation & Program	\$189,812		\$237,007		\$237,007	80%
Bus Shelters in Gunning & Dalton from Streetscape Project (CPTIG Grant)			\$20,000		\$20,000	
Taralga RV Parking (Transfer from Reserves)			\$53,000		\$53,000	
Bus Stop - Bigga (Transfer from Reserves)	\$15,445		\$10,000		\$10,000	154%
Bus Stop - Taralga (Transfer from Reserves)	\$8,926		\$10,000		\$10,000	89%
Bus Stop - Binda (Transfer from Reserves)	\$12,785		\$10,000		\$10,000	128%
Waste Centres, Rubbish Tips and Street Cleaning						
Crookwell Landfill Remediation - EPA Requirement (Tip Remediation Reserve)	\$495,429		\$1,500,387		\$1,500,387	33%

UPPER LACHLAN SHIRE COUNCIL DELIVERY PROGRAM CAPITAL INCOME BUDGET - 2019/2020 Grants and Contributions Provided for Capital Purposes						
Job Description	Actual Income	Original Budget Estimate 2019/2020	September Revotes & Reserves Transfers	December Revotes & Reserves Transfers	Revised Total Budget	Actual/ Revised Budget %
<i>Public Cemeteries</i> Stonequarry Cemetery - Columbarium (s94) Stonequarry - Heritage Unmarked Graves (100% Grant funded - Veolia Mulwaree + Taralga Windfarm CEP)	\$16,141	\$10,000	\$36,755		\$10,000 \$36,755	44%
<i>Stormwater and Drainage</i>						
<i>Public Conveniences and Amenities</i>						
<i>Engineering, Purchasing and Works Supervision</i>						
<i>Plant and Equipment Operations</i>						
<i>Domestic Waste Management (DWM)</i> Section 94 Contribution - Garbage Disposal and Facilities DWM Plant - Net Replacement Cost (Transfer from Reserve)	\$21,447	\$16,000 \$493,000			\$16,000 \$493,000	134%
Total Infrastructure Income	\$2,351,960	\$7,716,445	\$7,102,999	\$114,157	\$14,933,601	16%

UPPER LACHLAN SHIRE COUNCIL DELIVERY PROGRAM CAPITAL INCOME BUDGET - 2019/2020 Grants and Contributions Provided for Capital Purposes						
Job Description	Actual Income	Original Budget Estimate 2019/2020	September Revotes & Reserves Transfers	December Revotes & Reserves Transfers	Revised Total Budget	Actual/ Revised Budget %
WATER SUPPLY FUND						
<i>Crookwell Water Supply Fund</i>						
Water Section 64 Development Contributions	\$26,426	\$27,400			\$27,400	96%
<i>Gunning Water Supply Fund</i>						
Water Section 64 Development Contributions	\$72,278	\$16,200			\$16,200	446%
<i>Dalton Water Supply Fund</i>						
Water Section 64 Development Contributions		\$2,300			\$2,300	
<i>Taralga Water Supply Fund</i>						
Water Section 64 Development Contributions	\$4,075	\$9,900			\$9,900	41%
Total Water Supply Services Income	\$102,779	\$55,800			\$55,800	184%

UPPER LACHLAN SHIRE COUNCIL DELIVERY PROGRAM CAPITAL INCOME BUDGET - 2019/2020 Grants and Contributions Provided for Capital Purposes						
Job Description	Actual Income	Original Budget Estimate 2019/2020	September Revotes & Reserves Transfers	December Revotes & Reserves Transfers	Revised Total Budget	Actual/ Revised Budget %
SEWERAGE FUND						
<i>Crookwell Sewerage Fund</i>						
Sewerage Section 64 Development Contributions	\$15,613	\$21,800			\$21,800	72%
Sewerage Treatment Plant - Internal Roads (Transfer from Sec. 64 Reserve)			\$86,883		\$86,883	
<i>Gunning Sewerage Fund</i>						
Sewerage Section 64 Development Contributions	\$72,662	\$8,700			\$8,700	835%
<i>Taralga Sewerage Fund</i>						
Sewerage Section 64 Development Contributions	\$4,342	\$5,800			\$5,800	75%
Total Sewerage Services Income	\$92,617	\$36,300	\$86,883		\$123,183	75%
GENERAL FUND						
5. CIVIC LEADERSHIP						
<i>Real Estate Development</i>						
Total Civic Leadership Income						
Total Capital Grants and Contributions Income, Transfers from Reserves & Loans	\$3,740,770	\$8,334,945	\$8,116,319	\$342,325	\$16,793,590	22%

UPPER LACHLAN SHIRE COUNCIL DELIVERY PROGRAM CAPITAL INCOME BUDGET - 2019/2020 Grants and Contributions Provided for Capital Purposes						
Job Description	Actual Income	Original Budget Estimate 2019/2020	September Revotes & Reserves Transfers	December Revotes & Reserves Transfers	Revised Total Budget	Actual/ Revised Budget %
<u>Direct Funding Towards Capital Works</u>						
Total Transfers from Reserves	\$1,683,507	\$493,000	\$2,916,338	\$71,000	\$3,480,338	48%
Total Section 94/64 Transfers from Reserve	\$209,463	\$410,000	\$290,383	\$9,018	\$709,401	30%
Total Loans		\$1,195,868	\$2,990,000		\$4,185,868	
Total Capital Grants and Contributions Income	\$846,203	\$5,701,577	\$1,919,598	\$262,307	\$7,883,482	11%
Total Direct Funding Towards Capital Works	\$2,739,174	\$7,800,445	\$8,116,319	\$342,325	\$16,259,090	17%
Total Section 94/64 Contributions Received - Not Funding This Years Capital Works	\$1,001,596	\$534,500			\$534,500	187%
Total Capital Grants and Contributions Income, Transfers from Reserves & Loans	\$3,740,770	\$8,334,945	\$8,116,319	\$342,325	\$16,793,590	22%
<u>Capital Income as per Income Statement</u>						
Total General Fund Income	\$3,523,927	\$7,733,845	\$8,029,436	\$342,325	\$16,105,607	22%
Total DWM Fund Income	\$21,447	\$509,000			\$509,000	4%
Total Water Funds Income	\$102,779	\$55,800			\$55,800	184%
Total Sewer Funds Income	\$92,617	\$36,300	\$86,883		\$123,183	75%
Total Capital Income as per Income Statement	\$3,740,770	\$8,334,945	\$8,116,319	\$342,325	\$16,793,590	22%

UPPER LACHLAN SHIRE COUNCIL



2ND QUARTER REVIEW OPERATIONAL PLAN – KEY PERFORMANCE INDICATORS

2019/2020

31 DECEMBER 2019

PRINCIPAL ACTIVITIES - KEY PERFORMANCE INDICATORS (KPI)

<u>FUNCTION (SERVICE)</u>	<u>PAGE NUMBER</u>
COMMUNITY	
Health Services, Medical Centres, Community Services, Aged and Disabled Services	4
Public Halls, Cultural Services, Community Centres and Museums	4
Animal Control	5
Swimming Pools	6
Sporting Grounds and Parks and Gardens	7
Public Libraries	7
Emergency Services and Fire Protection	8
ENVIRONMENT	
Town Planning and Development Control	9
Building Control	9
Environmental Systems and Protection	10
Housing	10
Noxious Weeds Control	11
Food Control and Inspections	12
ECONOMY	
Financial Services	13
Administration and Corporate Support	14
General Purpose Revenue and Rates	15
Information Technology	15
Workforce (Human Resources and Work, Health and Safety)	16
Caravan Parks	18
Tourism Promotion and Business (Private Works, RMS State Road and Service NSW)	19
INFRASTRUCTURE	
Roads, Bridges, Footpaths, Cycleways, and Kerb and Guttering	20 - 21
Stormwater and Drainage	21 - 22
Quarries and Gravel Pits	22
Waste Centres, Rubbish Tips and Street Cleaning	23

PRINCIPAL ACTIVITIES - KEY PERFORMANCE INDICATORS (KPI) continued

<u>FUNCTION (SERVICE)</u>	<u>PAGE NUMBER</u>
Public Conveniences and Amenities	24
Public Cemeteries	24
Engineering, Purchasing and Works Supervision	25
Plant and Equipment Operations	26
Domestic Waste Management (DWM)	27
Water Supply Services	28
Sewerage Services	29
CIVIC LEADERSHIP	
Governance	30

**TABLELANDS REGIONAL CSP STRATEGIC PILLAR - COMMUNITY:
PRINCIPAL ACTIVITY - HEALTH SERVICES, MEDICAL CENTRES, AGED, DISABLED AND COMMUNITY SERVICES**

KPI	Performance Measure	Delivery Program Actions	Performance Status
Liaise with health care service providers within the Shire.	Facilitate leases for buildings.	1.1 - Support the retention of medical and health care facilities in the towns.	Achieved - Council owned building utilised for health care services in Crookwell and Gunning.
Support the Youth Council to promote youth engagement.	Report each year in the Annual Report.	1.4 - Retain the youth population demographic and provide appropriate facilities.	Being Achieved - reportable in June 2020.
Support the NSW Government rollout of the National Disability Insurance Scheme (NDIS).	Council review the Disability Inclusion Action Plan by December 2019.	1.3 - Community services for young, aged, disabled, and people from diverse cultural backgrounds.	Not Achieved – review pending.
Maintain a web based community directory.	Review annually.	1.7 - Social inclusion for all disparate communities.	Being achieved - annual review to be completed in January 2020.

**TABLELANDS REGIONAL CSP STRATEGIC PILLAR - COMMUNITY:
PRINCIPAL ACTIVITY - PUBLIC HALLS, CULTURAL SERVICES, COMMUNITY CENTRES AND MUSEUMS**

KPI	Performance Measure	Delivery Program Actions	Performance Status
Review the Social and Community Plan 2013-2018 and Council to readopt by December 2019.	Report on actions every year in the Annual Report.	1.2 - Support provision of ageing population services and aged accommodation.	Not Achieved – review pending.
Implement Cultural Plan for Council.	Report on actions every year in the Annual Report	1.3 - Community services for young, aged, disabled, and people from diverse cultural backgrounds.	Achieved - Cultural Plan 2017-2020 actions list reported in 2018/2019 Annual Report.

<u>KPI</u>	<u>Performance Measure</u>	<u>Delivery Program Actions</u>	<u>Performance Status</u>
		1.6 - Protect all significant heritage sites to preserve the diverse history of the Shire.	Achieved - Heritage grants endorsed by Council in October 2019.
Maintenance and management of Council public facilities.	Review Plan of Management for public buildings every five years.	1.8 - Manage and upgrade Council's public buildings and community centres.	Being Achieved - as per budget commitments. Plan of Managements are reviewed and completed, subsequent reviews are ongoing and reported to Council for endorsement.

**TABLELANDS REGIONAL CSP STRATEGIC PILLAR - COMMUNITY:
PRINCIPAL ACTIVITY - ANIMAL CONTROL**

<u>KPI</u>	<u>Performance Measure</u>	<u>Delivery Program Actions</u>	<u>Performance Status</u>
Registration of companion animals.	Monthly report to Office of Local Government.	1.9 - Encourage recreational and leisure activities while maintaining public safety standards.	Achieved - monthly reports submitted to the Office of Local Government.
Maintain a Complaint Handling Register.	Complaints investigated in accordance with Council's Enforcement Policy.	1.9 - Encourage recreational and leisure activities while maintaining public safety standards.	Being Achieved – complaints investigated.
Maintain an Impounding Register.	Statistics reported in Annual Report.	1.9 - Encourage recreational and leisure activities while maintaining public safety standards.	Achieved.

**TABLELANDS REGIONAL CSP STRATEGIC PILLAR - COMMUNITY:
PRINCIPAL ACTIVITY - SWIMMING POOLS**

<u>KPI</u>	<u>Performance Measure</u>	<u>Delivery Program Actions</u>	<u>Performance Status</u>
Swimming pool guidelines.	Annual review of guidelines.	1.9 - Encourage recreational and leisure activities while maintaining public safety standards.	Achieved – Council's Swimming Pool Operational Plan was updated prior to commencement of the season.
Water quality testing.	Daily testing and water sample compliance.	1.9 - Encourage recreational and leisure activities while maintaining public safety standards.	Being achieved – Water quality testing is undertaken prior to opening and during pool opening hours. Four (4) tests are completed at two hour intervals. Results are recorded, and corrective action taken, in compliance with Department of Health guidelines.
Swimming pool patronage numbers and financial report.	Report annually to Council.	1.3 - Community services for young, aged, disabled, and people from diverse cultural backgrounds.	Being achieved – Swim season commenced on 2 November 2019. Daily attendance records are maintained for both Swimming Pools. Income and expenditure reports, as well as patronage reports, are provided to Council in June 2020.

**TABLELANDS REGIONAL CSP STRATEGIC PILLAR - COMMUNITY:
PRINCIPAL ACTIVITY - SPORTING GROUNDS AND PARKS AND GARDENS**

<u>KPI</u>	<u>Performance Measure</u>	<u>Delivery Program Actions</u>	<u>Performance Status</u>
Sports field maintenance and Playing Fields Committee meetings.	Report to Council annually.	1.9 - Encourage recreational and leisure activities while maintaining public safety standards.	Being achieved – Within the allocation of funds.
Prepare Plans of Management for land where Council is the trustee.	Review Plans every five years.	1.9 - Encourage recreational and leisure activities while maintaining public safety standards.	Being achieved - Council is developing an Asset Register in consultation with the NSW Lands and prepare plans of management over 3 years.
Towns and villages streetscape improvement program.	Develop designs for main street streetscape works.	1.8 - Manage and upgrade Council's public buildings and community centres.	Being achieved – The plans are accepted by Streetscape Committee and a quotation is requested before commencement of work.
Towns and villages mowing and maintenance program and fire risk minimisation. Improve maintenance of public parks facilities on weekends of special or community events.	Implement town beautification initiatives.	1.9 - Encourage recreational and leisure activities while maintaining public safety standards.	Being achieved – Townspersons working in towns and village including, Bigga, Gunning and Taralga as per the allocation of funds.

**TABLELANDS REGIONAL CSP STRATEGIC PILLAR - COMMUNITY:
PRINCIPAL ACTIVITY - PUBLIC LIBRARIES**

<u>KPI</u>	<u>Performance Measure</u>	<u>Delivery Program Actions</u>	<u>Performance Status</u>
Quarterly Reports for library services to Council.	Report to Council by deadline.	1.9 - Encourage recreational and leisure activities while maintaining public safety	Being achieved – Quarterly Reports for both branch libraries are prepared within a month of the end of the quarter.

<u>KPI</u>	<u>Performance Measure</u>	<u>Delivery Program Actions</u>	<u>Performance Status</u>
Complete NSW State Library Return of Local Priority Grant Report and Statement of Library Operations.	Completed by State Library deadline.	standards. 1.9 - Encourage recreational and leisure activities while maintaining public safety standards.	Achieved – Library Return was completed and sent to NSW State Library in November 2019.
Increase membership and number of library loans.	Increase by 1% per annum.	1.3 - Community services for young, aged, disabled, and people from diverse cultural backgrounds.	Achieved – statistics prepared by Library Manager for the 2018/2019 Annual Report.
Develop policies and guidelines for user access and use of technology in the libraries.	Become an operational eSmart Library by December 2019.	1.3 - Community services for young, aged, disabled, and people from diverse cultural backgrounds.	Pending – work has commenced and is to be completed by June 2020.

**TABLELANDS REGIONAL CSP STRATEGIC PILLAR - COMMUNITY:
PRINCIPAL ACTIVITY - EMERGENCY SERVICES AND FIRE PROTECTION**

<u>KPI</u>	<u>Performance Measure</u>	<u>Delivery Program Actions</u>	<u>Performance Status</u>
Maintain Section 94 Register for each individual Bushfire Brigade.	Annual audit of Section 94 Register.	1.8 - Manage and upgrade Council's public buildings and community centres.	Being achieved – Section 94 Register audit completed in 2018/2019.
Complete review of DISPLAN and creation of Consequence Management Guides.	Report to Council every two years.	1.9 - Encourage recreational and leisure activities while maintaining public safety standards.	Achieved – EMPLAN (formerly known as DISPLAN) and Consequences Management Guide are completed and were reported to the Local Emergency Management Committee.
Complete review of RFS Service Level Agreement.	Council adoption in 2019/2020.	1.9 - Encourage recreational and leisure activities while maintaining public safety standards.	Not achieved – There is no current Service Level Agreement, discussions with RFS are yet to be finalised.

**TABLELANDS REGIONAL CSP STRATEGIC PILLAR - ENVIRONMENT:
PRINCIPAL ACTIVITY – TOWN PLANNING AND DEVELOPMENT CONTROL**

<u>KPI</u>	<u>Performance Measure</u>	<u>Delivery Program Actions</u>	<u>Performance Status</u>
Prepare LEP amendments and submit to Department of Planning and Environment.	LEP Amendments submitted to Department of Planning and Environment for gateway approval in 2018/2019.	2.2 - Promote environmentally sustainable developments (ESD).	Being Achieved.
Review and implementation of Section 94 and Section 94A Development Contributions Plans.	Review of Section 94 Plans by December 2018 and annual audit of Section 94 Register.	2.4 - Pursue Section 94A Development Contributions payments for all State Significant - Designated Developments.	Being Achieved – Review commenced and awaiting comments on draft report from consultant.
Section 355 Committees of Council commence operations to facilitate the Community Enhancement Fund (CEF).	CEF agreements signed. Funds distributed annually. Committees resourced to benefit target communities.	2.4 - Pursue Section 94A Development Contributions payments for all State Significant - Designated Developments.	Achieved – Gullen Range Wind Farm, Cullerin Range Wind Farm and Taralga Windfarm CEP project funding has been allocated for 2019/2020.
Completion and issue of Section 149 Certificates.	Complete within 7 days.	2.2 - Promote environmentally sustainable developments (ESD)	Achieved.

**TABLELANDS REGIONAL CSP STRATEGIC PILLAR - ENVIRONMENT:
PRINCIPAL ACTIVITY - BUILDING CONTROL**

<u>KPI</u>	<u>Performance Measure</u>	<u>Delivery Program Actions</u>	<u>Performance Status</u>
Ensure ongoing accreditation of Building Surveyors is maintained.	Minimum CPD points are obtained annually.	2.2 - Promote environmentally sustainable developments (ESD).	Achieved.
Construction Certificate (CC) assessment and determination	Determine 80% of CC's within 30 days.	2.2 - Promote environmentally sustainable developments (ESD).	Not achieved - 73% of CC's were determined within 30 days for the period of 1 October 2019 to 31 December 2019.
Council retain a Register of Fire Safety Statements for Class 2 to 9 buildings.	Annually review the Register for currency.	2.2 - Promote environmentally sustainable developments (ESD).	Achieved – annual review of register completed and follow up reminder letters sent 13 November 2019.
Development Application (DA) assessment and determination.	Determine 80% of DA's within 40 days.	2.2 - Promote environmentally sustainable developments (ESD).	Not achieved - 75% of DA's were determined within 40 days for the period of 1 October 2019 to 31 December 2019.

**TABLELANDS REGIONAL CSP STRATEGIC PILLAR - ENVIRONMENT:
PRINCIPAL ACTIVITY - ENVIRONMENTAL SYSTEMS AND PROTECTION**

<u>KPI</u>	<u>Performance Measure</u>	<u>Delivery Program Actions</u>	<u>Performance Status</u>
State of Environment Reporting.	Complete and include in Council Annual Report.	2.3 - Promote use of green and renewable energy.	Not achieved – to be reported in 2019/2020 Annual Report.
Investigate and report environmental complaints in accordance with legislation.	Deal with complaints in accordance with Service Delivery Policy.	2.1 - Address environmental degradation issues; i.e. noxious weeds control.	Being achieved – not all compliance action can be finalised within the 30 day timeframe.

<u>KPI</u>	<u>Performance Measure</u>	<u>Delivery Program Actions</u>	<u>Performance Status</u>
Assist community groups to seek grant funding for environmental initiatives for Council land and waterways.	Number of grants per annum.	2.5 - Support land care initiatives to restore and beautify natural resources.	Being achieved - Ongoing liaison with relevant government agencies in seeking funding for environmental initiatives.

**TABLELANDS REGIONAL CSP STRATEGIC PILLAR - ENVIRONMENT:
PRINCIPAL ACTIVITY - HOUSING**

<u>KPI</u>	<u>Performance Measure</u>	<u>Delivery Program Actions</u>	<u>Performance Status</u>
Regular inspection of housing by independent management agent.	House inspections each year.	2.2 - Promote environmentally sustainable developments (ESD).	Being Achieved.
Annual house maintenance and repair program derived from inspections.	Repairs completed within 30 days of notification.	2.2 - Promote environmentally sustainable developments (ESD).	Achieved.

**TABLELANDS REGIONAL CSP STRATEGIC PILLAR - ENVIRONMENT:
PRINCIPAL ACTIVITY - NOXIOUS WEEDS CONTROL**

<u>KPI</u>	<u>Performance Measure</u>	<u>Delivery Program Actions</u>	<u>Performance Status</u>
Property inspections - the type and density of noxious weed infestations to be recorded and reported to Council.	Inspection statistics reported to Council monthly.	2.1 - Address environmental degradation issues, i.e. noxious weeds control.	Being achieved – 210 property inspections have been undertaken during the period of 1 October 2019 to 31 December 2019.
Suppression of noxious plants on road reserves.	Roads to be surveyed annually and control work conducted.	2.1 - Address environmental degradation issues, i.e. noxious weeds control.	Being Achieved - monthly updates are included in the Council Business Paper.
Regular education programs (field days and press releases) for landowners on the most effective control methods.	3 programs per year.	2.5 - Support land care initiatives to restore and beautify natural resources.	Being Achieved - regular government and non-government meetings attended. Weed control information included in Council's information page and newsletters.

**TABLELANDS REGIONAL CSP STRATEGIC PILLAR - ENVIRONMENT:
PRINCIPAL ACTIVITY - FOOD CONTROL AND INSPECTIONS**

<u>KPI</u>	<u>Performance Measure</u>	<u>Delivery Program Actions</u>	<u>Performance Status</u>
Conduct food premise inspections of retailers and service providers.	Annual inspection of all food premises.	1.9 - Encourage recreational and leisure activities while maintaining public safety standards.	Not Achieved – pending inspections are scheduled for May 2020.
Re-inspection of food retailers issued with infringement notices.	Follow up within 90 days of notice.	1.9 - Encourage recreational and leisure activities while maintaining public safety standards.	Achieved - None identified for the period of the 1 October 2019 to 31 December 2019.
Swimming Pool register and inspection program.	Ensure Swimming Pool register is maintained.	1.9 - Encourage recreational and leisure activities while maintaining public safety standards.	Being achieved – compliant and ongoing.

**TABLELANDS REGIONAL CSP STRATEGIC PILLAR - ECONOMY:
PRINCIPAL ACTIVITY - FINANCIAL SERVICES**

KPI	Performance Measure	Delivery Program Actions	Performance Status
Council's Investment Policy and Investment Strategy.	Review biennially.	3.2 - Prudent financial management.	Achieved – Investment Policy was reviewed and adopted on 18 July 2019.
Maintain Employee Leave Entitlements (ELE) internal restricted cash reserves to fund leave as it becomes payable.	Minimum 40% cash reserve of total ELE expense.	3.1 - Ensure financial viability of Council.	Achieved – Council ELE cash reserve is 46% of total ELE expense as at 30 June 2019 based on age profile and accumulated leave entitlements accrued.
Implementation of Council's Strategic Internal Audit Plan and report actions to Audit, Risk and Improvement Committee.	Complete 2 internal audits annually.	3.2 - Prudent financial management.	Being achieved – Internal Audit and Risk Manager commenced on 4 November 2019 joint employment with Upper Lachlan Shire, Goulburn Mulwaree and Yass Valley Councils. Grant Thornton will conduct an internal audit in February 2020 on Council's Business Continuity Plan and disaster recovery plan.
Progressively complete Asset Fair Valuation for all asset classes.	Audited annually.	3.1 - Ensure financial viability of Council.	Pending - infrastructure asset classes including roads, bridges, footpaths and stormwater are due for revaluation by 30 June 2020.
Improve Long Term Financial Plan (LTFP) modelling.	10 year plan reviewed annually.	3.1 - Ensure financial viability of Council.	Achieved – Long Term Financial Plan was reviewed and adopted by Council on 20 June 2019.
Accurate and timely Council budget reporting and review.	Quarterly Reports.	3.2 - Prudent financial management.	Being achieved – provision of Quarterly Budget Review Statements and KPIs report to Council each quarter within 2 months of end of the quarter.

**TABLELANDS REGIONAL CSP STRATEGIC PILLAR - ECONOMY:
PRINCIPAL ACTIVITY - ADMINISTRATION AND CORPORATE SUPPORT**

KPI	Performance Measure	Delivery Program Actions	Performance Status
Manage Council's Accounts Payable and Purchasing systems.	90% of tax invoices are paid within credit terms.	3.1 - Ensure financial viability of Council.	Not achieved – 68% of tax invoices were paid by Council in accordance with credit terms in the second quarter of 2019/2020.
Manage Council's Accounts Receivable system.	90% of payments recovered within sixty days.	3.1 - Ensure financial viability of Council.	Achieved – 93.15% of sundry debtor invoices were recovered within 60 days of tax invoice date in the second quarter of 2019/2020.
Council electronic document records management system complies with State Records requirements.	Monthly records task assignee action report to management.	3.1 - Ensure financial viability of Council.	Being achieved - Monthly reports provided to management for outstanding task actions.
Participate in Canberra Region Joint Organisation (CRJO) advocacy and resource sharing projects.	Report annually to Council.	3.2 - Prudent financial management.	Being achieved – Council are participating in human resources, procurement, Tourism and Economic Development, Infrastructure and IT working groups in Canberra Region Joint Organisation.
Council Section 355 Committees adhere to Council policies related to meetings and financial audit requirements.	Report annually to Council.	3.2 - Prudent financial management.	Being achieved – Workshop held with Council on 29 October 2019. 2018/2019 audits commenced. Correspondence will be forwarded by Council in regard to compliance requirements to all Section 355 Committees.

**TABLELANDS REGIONAL CSP STRATEGIC PILLAR - ECONOMY:
PRINCIPAL ACTIVITY - GENERAL PURPOSE REVENUE AND RATES**

KPI	Performance Measure	Delivery Program Actions	Performance Status
Proportion of rates accounts outstanding at year end.	Less than 5% outstanding.	3.2 - Prudent financial management.	Achieved - 2.42% rates and charges outstanding percentage as at 30 June 2019.
Completion of statutory certificates i.e. Section 603 Certificates.	95% completion rate within 5 days.	3.2 - Prudent financial management.	Achieved – 100% completed within timeframe for the second quarter of 2019/2020. 72 Section 603 Certificate applications processed in second quarter of 2019/2020.
Completion and audit of Schedule - Permissible Rates Income Calculation.	Annual Completion by due date free of error.	3.2 - Prudent financial management.	Achieved – audit completed by the statutory deadline of 31 October 2019.
Process land revaluations and monthly supplementary land valuations from the Valuer Generals Office.	Monthly reconciliation and signoff by management.	3.2 - Prudent financial management.	Achieved – all reconciliations signed and authorised in second quarter of 2019/2020.

**TABLELANDS REGIONAL CSP STRATEGIC PILLAR - ECONOMY:
PRINCIPAL ACTIVITY - INFORMATION TECHNOLOGY**

KPI	Performance Measure	Delivery Program Actions	Performance Status
Council's Information Technology Strategic Plan and Business Continuity Plan to be reviewed and updated.	Implement actions within specified timeframes.	3.1 - Ensure financial viability of Council.	Being achieved - IT Strategic Plan reviewed and adopted at the 21 February 2019 Council Meeting. Business Continuity Plan to be reviewed in February 2020.
Implement Council PC (computers) replacement program on a four year rotational basis.	Annually install 100% of PC's scheduled.	3.1 - Ensure financial viability of Council.	Being achieved – computer replacement program commenced.
Review, upgrade and update Council's Website and	Updated on a weekly basis.	3.1 - Ensure financial viability of Council.	Being achieved - Council website and FaceBook page updated each week, timely

FaceBook page information.			media releases. E-newsletter and Post Weekly publications released each week.
Implementation of information technology capital works, i.e. new servers, software, databases and telecommunication upgrades.	Complete each year within budget estimate.	3.1 - Ensure financial viability of Council.	Being achieved – Authority upgrade completed. NBN services implemented at Council sites. Server upgrade, InfoCouncil update and CRM project are in progress.

**TABLELANDS REGIONAL CSP STRATEGIC PILLAR - ECONOMY:
PRINCIPAL ACTIVITY - WORKFORCE (HUMAN RESOURCES AND WORK HEALTH AND SAFETY)**

KPI	Performance Measure	Delivery Program Actions	Performance Status
Review and implement Council Succession Plan.	Review biennially.	3.4 - Assist facilitation of employment opportunities.	Pending – will be reviewed after the job evaluations and grading under Oosoft system.
Proportion of Council employee turnover per year.	Less than 10%.	5.4 - Ensure the retention and attraction of quality staff.	Not achieved - 19% employee turnover rate in 2018/2019.
Conduct annual performance reviews, reissue and sign-off for all employee's position descriptions and training plans.	Complete by 31 May each year.	3.4 - Assist facilitation of employment opportunities.	Not achieved – 70% of 2018/2019 staff performance reviews are completed.
Review and implement the human resources four year strategy in Council's Workforce Plan.	Review Annually.	3.4 - Assist facilitation of employment opportunities.	Achieved – the reviewed Workforce Plan was adopted by Council at 20 June 2019 Council Meeting.
Conduct on-site work safety inspections of works sites and offices. Information provided to Council WH&S Committee and management.	80% of worksites are audited each year by WH&S Committee.	3.4 - Assist facilitation of employment opportunities.	Achieved - Currently worksite inspection rate is increasing and stand at 80% this year.

KPI	Performance Measure	Delivery Program Actions	Performance Status
All new employees to attend Corporate Induction.	Attend corporate induction within two months of employment.	3.4 - Assist facilitation of employment opportunities.	Being achieved – induction program being updated and to be rolled out to new employees by March 2020.
Maintain a database of hazards and risk management of all Council activities.	Quarterly updated by Section Managers and reported annually by WH&S Coordinator.	5.4 - Ensure the retention and attraction of quality staff.	Being achieved - SWMS procedure developed and approved, investigating means of further integrating into Council's systems. Successfully completed the Asbestos Register, Asbestos Management Plan for the Council buildings and sites.
WHS risk to health and safety assessed, documented and reported to WHS Committee.	All WH&S issues including near misses are reported. 90% of the issues are addressed and closed out. Risk Registers are reviewed by each Department.	3.4 - Assist facilitation of employment opportunities.	Not achieved – WHS Committee action list detailed and followed up, however an estimated 70% of issues are closed out in time. Near misses reported and corrective actions where necessary. Risk registers are being requested and require finalisation.
Council officers and people managers are up to date in their WHS and organisational risk knowledge.	Reports contain WHS reports. 90% of meetings at which updates are discussed.	3.4 - Assist facilitation of employment opportunities.	Being achieved – further additional WHS days are being planned. A WHS day is being organised to coincide with the Safety Week.
Improve Council's WHS capability.	Develop corporate WHS and Environmental System for Council. Toolbox talks completed and recorded.	3.4 - Assist facilitation of employment opportunities.	Being achieved – Council is requesting quotations for the implementation of WHS and Environmental Systems and funded as a part of the 2019/2020 Operational Plan.

**TABLELANDS REGIONAL CSP STRATEGIC PILLAR - ECONOMY:
PRINCIPAL ACTIVITY - CARAVAN PARKS**

KPI	Performance Measure	Delivery Program Actions	Performance Status
Implement Crookwell caravan park user charges.	Cost neutral facility.	3.5 - Encourage and support viable local businesses.	Being Achieved – There is an increase in overnight visitation and bookings consistently in past 5 years. This increase is expected to achieve at least cost neutral facility.
Implement Plans of Management for all Council controlled caravan parks and camping areas.	Review and update every 2 years.	3.3 - Encourage sustainable population growth and provision of associated infrastructure.	Not achieved – Review of the Plan is pending.
Provide improvements to Crookwell caravan park facilities.	Continue to promote facility and seek external grant funding.	3.3 - Encourage sustainable population growth and provision of associated infrastructure.	Being achieved – Crookwell caravan park promotion ongoing.

**TABLELANDS REGIONAL CSP STRATEGIC PILLAR - ECONOMY:
PRINCIPAL ACTIVITY - TOURISM PROMOTION AND BUSINESS**

KPI	Performance Measure	Delivery Program Actions	Performance Status
Upper Lachlan Tourist Association to implement Tourism Strategic Plan.	Review annually.	3.5 - Encourage and support viable local businesses.	Being achieved – revised tourism marketing and industry development and updated the Tourism Strategic Plan after review in 2019.
Coordinate the Crookwell Potato Festival event.	Provide annual event summary.	3.6 - Promote tourism opportunities and community events.	Pending – the event is scheduled for May 2020.
Presentation of tourism function statistics each quarter.	Present to Tourist Association.	3.6 - Promote tourism opportunities and community events.	Achieved – in 2018/2019.
CRJO inform the Destination Management Plan 2018-2020 for	Complete the new plans by 30 June	3.5 - Encourage and support viable local	Being achieved – Destination Southern NSW is working with councils to prepare a

<u>KPI</u>	<u>Performance Measure</u>	<u>Delivery Program Actions</u>	<u>Performance Status</u>
Destination Southern NSW. Council to prepare a Destination Action Plan, Industry Development Plan and Marketing Communications Plan.	2020.	businesses. 3.6 - Promote tourism opportunities and community events.	Tablelands Destination Development project workshops to be held with Council and industry stakeholders in February 2020.
Annually coordinate the tourism grants, events and cultural funding programs.	Increase visitation and \$ spend.	3.6 - Promote tourism opportunities and community events.	Achieved – the 2018/2019 Cultural Funding Program and Events Funding program have been completed.
Prepare and distribute tourism publications; i.e. Destination Guide.	Distribution within program deadlines.	3.6 - Promote tourism opportunities and community events.	Being achieved – media publications completed and the new Upper Lachlan Destination Guide is completed, What's On and calendar of events completed.
Facilitate provision of RV Friendly Town program in towns within the Shire.	Investigate sites for Taralga and Crookwell.	3.6 - Promote tourism opportunities and community events.	Works in Progress – further investigations for a RV Friendly Town camping site in Crookwell and Taralga to be undertaken. Matter reported to Council in December 2019.
Business activity of the State Road MR54 RMCC contract and work orders to retain RMS accreditation.	Generate profit in accordance with contract limits.	3.2 - Prudent financial management.	Being Achieved - RMCC and works orders being completed in accordance with contract. New RMCC contract to be implemented by June 2020 after review and legal advice on changes.

**TABLELANDS REGIONAL CSP STRATEGIC PILLAR - INFRASTRUCTURE:
PRINCIPAL ACTIVITY - ROADS, BRIDGES, FOOTPATHS, CYCLEWAYS, AND KERB AND GUTTERING**

KPI	Performance Measure	Delivery Program Actions	Performance Status
Implement Roads Hierarchy Classification in strategic planning of forward road programs.	Review Road Hierarchy annually.	4.3 – Bitumen sealing all urban streets in towns.	Being achieved – Roads Hierarchy completed and asset condition assessment data to be collated as a part of the Asset Management Plan and revaluation of infrastructure assets.
Completion of annual capital works expenditure program in accordance with budget allocation.	Complete 90% of works program annually.	4.2 – Infrastructure Plan is implemented for new capital works, asset renewal and upgrades covering a 10 year period.	Being achieved – the 2019/2020 works program is behind due to the bridge bypasses priority works and lack of availability of water to undertake construction works.
Reconstruction and upgrade of Grabine Road as part of the Special Grant program with Transport for NSW.	Complete Final Stage within budget allocation in 2019/2020.	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.	Achieved – One stage remains to be completed and works commenced in November 2019.
Reconstruction of Grabine Road Stage 1 of the Growing Local Economies Program.	Complete Stage 1 within budget allocation in 2019/2020.		The Restart NSW Growing Local Economies Fund grant application was successful and will commence works in 2020 subject to availability of water.
Call and evaluate tenders for civil works contract plant and labour hire, and capital works projects.	To review tenders every two years.	4.1 - Improve local road and regional road transport networks.	Being achieved – Bitumen Sealing contract in place, contract plant and equipment tenders to be called in near future.
Gravel resheeting programme submitted to and adopted by Council in June each year.	Resheet every road in a 30 year cycle.	4.1 - Improve local road and regional road transport networks.	Being achieved – Gravel re-sheeting program has commenced for Section 94 (39% completed) and Roads to Recovery (49% completed) projects.
Prepare Asset Management Plans for Roads, Stormwater, Footpaths and Kerb and	Complete by 30 June 2020.	4.2 – Infrastructure Plan is implemented for new capital works, asset	Being achieved – Ten year Capital and Maintenance Program will be developed as a part of the Asset Management Planning.

Guttering asset classes.		renewal and upgrades covering a 10 year period.	
Review footpath replacement program.	Complete within budget allocation.	4.9 - Develop new and upgrade existing footpaths and cycleway networks.	Being achieved - ongoing projects being completed regularly.
Bridge program reviewed and updated.	Annual Review.	4.11 - Progressively replace timber bridges on local and regional roads.	Being achieved – Bridge assessment completed, bridge bypasses construction completed and Harley Road bridge replacement completed.
Complete the replacement of the timber bridges replacement program in accordance with budget.	Complete by 30 June 2020.	4.11 - Progressively replace timber bridges on local and regional roads.	Being achieved – Abercrombie River Bridge replacement project was completed on 27 August 2019. Kiamma Creek bridge replacement to commence mid-2020.
Complete Stage 1 of the Wombeyan Caves Road MR258 reconstruction project.	Complete within budget by 30 June 2020.	4.14 Progressively bitumen seal all classified road; i.e. MR241 Rye Park-Dalton Road.	Not achieved – Project commencement delayed due to a bushfire in the Wombeyan Caves area.
Regional road repair and pavement reconstruction program on MR248E Crookwell to Laggan Road – Stage 2.	Complete within budget and finalisation report completed.	4.2 – Infrastructure Plan is implemented for new capital works, asset renewal and upgrades covering a 10 year period.	Being achieved – Stage 1 completed, Stage 2 MR248E Laggan Road reconstruction works are in progress.

**TABLELANDS REGIONAL CSP STRATEGIC PILLAR - INFRASTRUCTURE:
PRINCIPAL ACTIVITY - STORMWATER AND DRAINAGE**

KPI	Performance Measure	Delivery Program Actions	Performance Status
Stormwater Levy for all towns to assist in funding capital works improvements in the Shire towns	Maintain an external restricted cash reserve.	4.10 - Upgrade stormwater and kerb and guttering in towns.	Being achieved – Works program is included in Operational Plan.
Creation of Floodplain Risk Management Study and Plans.	Implement projects outlined in the Plan.	4.12 - Flood Risk Management Plans created for Crookwell, Gunning, Taralga and Collector.	Being achieved. Funding approved for investigation into a flood warning system for Taralga, Crookwell and Gunning.

Implement Stormwater Management Plan.	Implement Stormwater works outlined in Plan.	4.10 - Upgrade stormwater and kerb and guttering in towns.	Being achieved - Included in the public works program as published on the Council's website.
TABLELANDS REGIONAL CSP STRATEGIC PILLAR - INFRASTRUCTURE: PRINCIPAL ACTIVITY - QUARRIES AND GRAVEL PITS			
KPI	Performance Measure	Delivery Program Actions	Performance Status
Prepare annual stocktake of gravel pits stock held and movements. Review quantity of gravel stock held for each gravel pit/quarry.	Complete by June each year.	4.2 – Infrastructure Plan is implemented for new capital works, asset renewal and upgrades covering a 10 year period.	Being achieved - Gravel stocktakes completed in 2018/2019.
Maintain a gravel pit rehabilitation cash reserve in accordance with gravel restoration liability requirements.	Review cash reserve annually.	4.2 – Infrastructure Plan is implemented for new capital works, asset renewal and upgrades covering a 10 year period.	Achieved – Rehabilitation reserve created and funds being credited to reserve.
Review gravel royalty payment pricing model and internal charge rate and procedures.	Review and update gravel royalty payment annually.	4.2 – Infrastructure Plan is implemented for new capital works, asset renewal and upgrades covering a 10 year period.	Being achieved – internal gravel charge reviewed and updated.
Erect signage as warning of potential hazard at quarries where Council have Quarry Management agreements.	Install signage as remote supervision.	4.2 – Infrastructure Plan is implemented for new capital works, asset renewal and upgrades covering a 10 year period.	Being achieved – Signs erected. Quarry management plans are being created.

**TABLELANDS REGIONAL CSP STRATEGIC PILLAR - INFRASTRUCTURE:
PRINCIPAL ACTIVITY - WASTE CENTRES, RUBBISH TIPS AND STREET CLEANING**

KPI	Performance Measure	Delivery Program Actions	Performance Status
Implement strategy for the Crookwell Waste Centre.	Remediation works project in accordance with EPA requirement.	4.2 – Infrastructure Plan is implemented for new capital works, asset renewal and upgrades covering a 10 year period.	Being achieved – Council has resolved to transform the Crookwell landfill into a transfer station, remediation work has commenced.
Waste transfer station design development and construction for Taralga, Collector, Tuena and Bigga, including closure plans for existing landfills.	Remediation works project in accordance with EPA requirement.	4.2 – Infrastructure Plan is implemented for new capital works, asset renewal and upgrades covering a 10 year period.	Being Achieved – Upgrade works have been carried out at Taralga Transfer Station and Transfer Stations have been established at Collector and Gunning. Additionally, Tuena and Bigga are also operational as transfer stations. All waste from these facilities is transferred to Crookwell Transfer Station for disposal. Closure Plans are not complete are being developed.
Ensure compliance with DECCW licence for Crookwell waste centre (landfill).	No non-compliance incidents.	4.7 - Provide waste pickup service for towns and villages, and reduce the amount of waste going to landfills.	Being achieved – DECCW annual return for Crookwell landfill completed and submitted. The landfill is being transformed into a transfer station.

**TABLELANDS REGIONAL CSP STRATEGIC PILLAR - INFRASTRUCTURE:
PRINCIPAL ACTIVITY - PUBLIC CONVENIENCES AND AMENITIES**

KPI	Performance Measure	Delivery Program Actions	Performance Status
Maintain public toilet facilities according to health requirements.	Weekly maintenance schedule undertaken.	4.4 - Develop town main street and CBD beautification programs.	Being achieved – weekly maintenance and cleaning.

**TABLELANDS REGIONAL CSP STRATEGIC PILLAR - INFRASTRUCTURE:
PRINCIPAL ACTIVITY - PUBLIC CEMETERIES**

KPI	Performance Measure	Delivery Program Actions	Performance Status
Prepare Plans of Management for all Council controlled cemeteries.	Review every five years.	4.2 – Infrastructure Plan is implemented for new capital works, asset renewal and upgrades covering a 10 year period.	Not achieved – Pending until the land register and crown land identification process is finalised. The crown land register is being reviewed.
Gunning cemetery expansion of existing site to cater for future requirements.	Negotiate land acquisition with surrounding land owner.	4.2 – Infrastructure Plan is implemented for new capital works, asset renewal and upgrades covering a 10 year period.	Not achieved - negotiations have stalled for purchase of additional land for the expansion of Gunning Cemetery.
Columbarium construction program for Dalton cemetery.	Create a new columbarium.	4.2 – Infrastructure Plan is implemented for new capital works, asset renewal and upgrades covering a 10 year period.	Being achieved – Columbarium in Dalton is complete. Columbarium planned for Taralga.
Undertake maintenance activities according to the adopted works schedule.	Within 5% of budget allocation.	4.2 – Infrastructure Plan is implemented for new capital works, asset renewal and upgrades covering a 10 year period.	Being achieved – Maintenance activities according to annual program and budget allocation and appears to be on track.

**TABLELANDS REGIONAL CSP STRATEGIC PILLAR - INFRASTRUCTURE:
PRINCIPAL ACTIVITY - ENGINEERING, PURCHASING AND WORKS SUPERVISION**

KPI	Performance Measure	Delivery Program Actions	Performance Status
Implementation and review of Asset Management Plan. Complete Special Schedule 7. Annual asset inspection and condition reporting program.	Assets reporting in accordance with OLG requirements.	4.2 – Infrastructure Plan is implemented for new capital works, asset renewal and upgrades covering a 10 year period.	Pending – OLG yet to mandate audit requirements for Financial Statements asset condition Special Schedule.
Six monthly Stores Stocktakes with a proportion and value of Stores stock control bin errors being minimised.	Less than \$500 stock write down from a stocktake.	4.2 – Infrastructure Plan is implemented for new capital works, asset renewal and upgrades covering a 10 year period.	Being achieved - General stores re-organisation ongoing. Stores stocktakes are conducted in December and June each year.
Implement Statewide Mutual Public Liability audit verification requirements.	Complete annually within allocated deadline.	4.2 – Infrastructure Plan is implemented for new capital works, asset renewal and upgrades covering a 10 year period.	Pending – 2019/2020 RAMP with benchmarking of liability infrastructure risk and two improvement items is to be completed.
Review Risk Management Assessment Plan and Risk Management Policy.	Review and update by December 2019.	4.2 – Infrastructure Plan is implemented for new capital works, asset renewal and upgrades covering a 10 year period.	Not achieved - Infrastructure Department to further develop risk framework to control infrastructure liability risks.
Review Council Underground Petroleum Storage (UPS) systems; including diesel and petrol bowzers.	Comply with EPA regulations.	4.2 – Infrastructure Plan is implemented for new capital works, asset renewal and upgrades covering a 10 year period.	Not achieved – contaminated land changes which devolve responsibilities for registers to Council.

**TABLELANDS REGIONAL CSP STRATEGIC PILLAR - INFRASTRUCTURE:
PRINCIPAL ACTIVITY - PLANT AND EQUIPMENT OPERATIONS**

KPI	Performance Measure	Delivery Program Actions	Performance Status
Prepare a plant and equipment 10 year forward plan.	Review and update annually.	4.2 – Infrastructure Plan is implemented for new capital works, asset renewal and upgrades covering a 10 year period.	Being achieved – Plant and Motor Vehicle Replacement Schedule has been prepared and reviewed annually.
Annual Plant Replacement schedule.	Replacement cost is within 5% of budget allocation.	4.2 – Infrastructure Plan is implemented for new capital works, asset renewal and upgrades covering a 10 year period.	Being achieved - Plant replacements are proceeding in accordance with Plant Replacement Schedule in the 2019/2020 Operational Plan.
Maintain a plant replacement cash reserve and achieve plant hire surplus each year.	Review annually adopted plant hire rates.	4.1 - Improve local road and regional road transport networks.	Being achieved – Plant hire rates were reviewed.
Management of Council employee motor vehicle leaseback program.	Review annually.	4.1 - Improve local road and regional road transport networks.	Being achieved – Leaseback program and agreement reviewed regularly.

**TABLELANDS REGIONAL CSP STRATEGIC PILLAR - INFRASTRUCTURE:
PRINCIPAL ACTIVITY - DOMESTIC WASTE MANAGEMENT (DWM)**

KPI	Performance Measure	Delivery Program Actions	Performance Status
DWM service charge includes a disposal cost as a costed entity as part of the annual DWM reasonable cost calculation.	Establish Fund and review annually.	4.7 - Provide waste pickup service for towns and villages, and reduce the amount of waste going to landfills.	Being achieved – DWM makes a disposal cost contribution to landfill generally in accordance with volume of waste disposed.
Average number of garbage bin service collections missed per month and number of complaints received.	Less than 2% of weekly pickups.	4.7 - Provide waste pickup service for towns and villages, and reduce the amount of waste going to landfills.	Being achieved – Experienced staff and reliable trucks have assisted in a significant reduction in missed bin complaints.
Review effectiveness of the kerbside pickup of organic green waste collection service (during Spring, Summer and Autumn).	Review and report to Council by October 2019.	4.7 - Provide waste pickup service for towns and villages, and reduce the amount of waste going to landfills.	Being achieved – Service commenced in 2018. Currently bins are being collected once a fortnight in accordance with the approved “service levels”.
Prepare and review DWM long-term plant replacement schedule.	Reviewed annually.	4.2 – Infrastructure Plan is implemented for new capital works, asset renewal and upgrades covering a 10 year period.	Being achieved – Council's waste and recycle collection fleet consisting of three side loading compactor trucks being replaced on a staggered rotation.

**TABLELANDS REGIONAL CSP STRATEGIC PILLAR - INFRASTRUCTURE:
PRINCIPAL ACTIVITY - WATER SUPPLY SERVICES**

KPI	Performance Measure	Delivery Program Actions	Performance Status
Carry out weekly water quality standard testing.	Complying water quality test samples.	4.6 - Improve water supply and sewerage facilities to towns.	Being achieved – daily water quality testing undertaken for the Crookwell, Taralga, Gunning and Dalton systems.
Implement user pay best practice pricing water charges in accordance with State Government Guidelines.	50% water supply income from user pay charges.	4.6 - Improve water supply and sewerage facilities to towns.	Achieved – user pay water charges implemented. A further review is planned in the future.
Integrated Water Cycle Management (IWCM) Strategy for the town water supplies.	Complete IWCM strategy by June 2020.	4.2 – Infrastructure Plan is implemented for new capital works, asset renewal and upgrades covering a 10 year period.	Being achieved - Review of the Integrated Water Cycle Management (IWCM) Strategy has started with request for quotation from Public Works Advisory.
Maintain Section 64 Development Contributions Plan Register.	Audited annually.	4.6 - Improve water supply and sewerage facilities to towns.	Being achieved – Section 64 Register plan is being reviewed and updated for Council adoption in 2020.
Surplus Water Fund operating result.	Within 10% of budget.	4.6 - Improve water supply and sewerage facilities to towns.	Being achieved – water supply fund in 2018/2019 had a minor operating deficit. Previous 8 years were surplus operating results.

**TABLELANDS REGIONAL CSP STRATEGIC PILLAR - INFRASTRUCTURE:
PRINCIPAL ACTIVITY - SEWERAGE SERVICES**

KPI	Performance Measure	Delivery Program Actions	Performance Status
Number of sewer chokes per month per five kilometres of mains.	Less than 5 per month.	4.6 - Improve water supply and sewerage facilities to towns.	Being achieved – Problem sewer main areas in Crookwell and Gunning are being relined.
Review Policy and implement Trade Waste Charges.	Consider charges in 2020/2021.	4.2 – Infrastructure Plan is implemented for new capital works, asset renewal and upgrades covering a 10 year period.	Not achieved – Charges are included in the fees and charges. The policy is overdue to be reviewed.
Surplus Sewerage Fund operating result.	Within 10% of budget.	4.6 - Improve water supply and sewerage facilities to towns.	Being achieved – Operating result surplus in 2018/2019 provides for future infrastructure replacement needs.
Maintain Section 64 Development Contributions Plan Register.	Audited annually.	4.6 - Improve water supply and sewerage facilities to towns.	Being achieved – Section 64 Register plan is being reviewed and updated for Council adoption in 2020.
Sewerage Treatment Plants comply with EPA conditions.	Satisfactory report from NSW EPA.	4.6 - Improve water supply and sewerage facilities to towns.	Being achieved – EPA Annual Return completed for financial year 2018/2019.

**TABLELANDS REGIONAL CSP STRATEGIC PILLAR – CIVIC LEADERSHIP:
PRINCIPAL ACTIVITY – GOVERNANCE**

KPI	Performance Measure	Delivery Program Actions	Performance Status
Implement organisation structure in accordance with Local Government Act requirements.	Reviewed regularly and after local government elections.	5.4 – Leadership and commitment to integrated planning and reporting.	Achieved.
Council Policy development and review.	Continual policy review and upgrade each year.	5.3 - Promote community engagement and involvement in decision making processes.	Achieved – KPI achieved in second quarter continual policy development and reviews undertaken.
Council Meeting Business Paper creation and distribution.	Released one week prior to meeting date.	5.3 - Promote community engagement and involvement in decision making processes.	Being Achieved – Provision of iPads to Councillors, agenda distribution within required timeframes.
Complaint handling and service delivery.	Complete service requests within 15 business days.	5.4 – Leadership and commitment to integrated planning and reporting.	Being achieved - achieving target of 15 days in most instances.
Complete Council Annual Report.	Completed and sent to OLG by 30 November every year.	5.3 - Promote community engagement and involvement in decision making processes.	Achieved – URL link provided to Office of Local Government on 22 November 2019.
Implement the Office of Local Government (OLG) “Fit for the Future” Council Improvement Proposal and Action Plan.	4 year Action Plan incorporated in Delivery Program.	5.1 - Participate in resource sharing initiatives.	Achieved – actions were reported to Council as part of Delivery Program review report in December 2019.
Compliance with Office of Local Government Circulars and compliance with legislative and statutory amendments.	Circulars to be reviewed monthly.	5.2 - Lobby other levels of Government for increased share of funding distribution.	Being achieved – circulars complied with and placed before Council as requested by the Office of Local Government.
Upper Lachlan Shire Council to remain sustainable in the long term.	Meet all Fit for the Future benchmarks.	5.4 – Leadership and commitment to integrated planning and reporting.	Achieved - in 2018/2019 benchmarks achieved.

14 GENERAL MANAGER

The following items are submitted for consideration -

14.1	Delegations – General Manager	352
14.2	Request for an extension of an option to purchase part of Lot 3 DP 1112816 Saleyards Road, Crookwell.	360

General Manager - 20 February 2020

ITEM 14.1 **Delegations – General Manager**

FILE REFERENCE I20/29

AUTHOR **General Manager**

ISSUE

Providing an update of the Upper Lachlan Shire Council's current delegations for the General Manager for adoption.

RECOMMENDATION That -

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

BACKGROUND

Section 377 of the Local Government Act 1993, dictates that Council, by resolution, delegate to the General Manager any of the functions of Council under this or any other Act.

REPORT

At the Extraordinary Council Meeting held on 3 January 2020, Council appointed Colleen Worthy to the role of General Manager for the Upper Lachlan Shire Council.

Under section 378 of the Local Government Act 1993 the General Manager issues delegations to the Directors, Managers and other staff as required.

Council, by resolution, will delegate to the General Manager any of the functions of Council under this or any other Act.



UPPER LACHLAN SHIRE COUNCIL

INSTRUMENT OF DELEGATION

LOCAL GOVERNMENT ACT 1993

DELEGATION OF FUNCTIONS TO GENERAL MANAGER

Upper Lachlan Shire Council, pursuant to section 377, of the *Local Government Act 1993* and a resolution passed at a duly convened meeting of the Council held on 20 February 2020:

- (a) revokes all delegations previously given by the governing body of the Council to the General Manager, and
- (b) delegates to the General Manager, in accordance with this instrument of delegation, the Functions specified or described in Schedule 1 subject to:-
 - (i) the exceptions specified or described in Schedule 2,
 - (ii) the conditions and limitations specified or described in Schedule 3, and
 - (iii) the limitations to delegate in accordance with items specified in section 377 (1) (a) to (u), of the *Local Government Act 1993*.

.....
Signature

Mayor

Dated:

General Manager
DELEGATIONS – GENERAL MANAGER cont'd

Definitions

1.1. In this instrument:

Act means the *Local Government Act 1993*.

Application means an application for an Approval made to the Council.

Approval means approval, consent, licence, permission or any authorisation.

EPA Act means the *Environmental Planning and Assessment Act 1979*.

Function means a function of the Council within the meaning of the Act, and for the avoidance of doubt excludes:

- (a) the functions of the General Manager referred to in s335(1), (2) and (3) of the Act,
- (b) the role of the governing body referred to in s223 of the Act,
- (c) the role of the Mayor referred to in s226 of the Act.

General Manager means the person appointed by the Council pursuant to s334 of the Act to the position of General Manager, and a person appointed by the Council pursuant to s336 of the Act to act in the vacant position of general manager.

Minister means a Minister of the Crown in right of the Commonwealth or New South Wales.

Commencement

1.2. The delegations conferred on the General Manager by this instrument of delegation commence on 20 February 2020.

ACKNOWLEDGEMENT

I, Colleen Ainsley Worthy, acknowledge receipt of, and understand, the terms of this instrument of delegation.

.....
Signature

GENERAL MANAGER

Dated:

SCHEDULE 1

FUNCTIONS DELEGATED

All Functions of the Council capable of being lawfully delegated under section 377, of the *Local Government Act 1993*.

Note: This Schedule must be read in conjunction with Schedules 2 and 3.

SCHEDULE 2

FUNCTIONS NOT DELEGATED

1. A Function for the time being delegated by the Council to any other person or body.
2. Adopting or varying a policy, plan, program, practice, strategy or the like adopted or approved by resolution of the Council.
3. Creating a committee of the Council of which all of the members are councillors.
4. Adopting or varying any of the following adopted or approved by resolution of the Council:
 - 4.1. a planning proposal,
 - 4.2. a development control plan,
 - 4.3. a contributions plan,
 - 4.4. a local approvals policy,
 - 4.5. a local orders policy.
5. Adopting, varying or supplementing the Council's:
 - 5.1. the code of conduct,
 - 5.2. the code of meeting practice,
 - 5.3. community strategic plan,
 - 5.4. resourcing strategy,
 - 5.5. delivery program,
 - 5.6. community engagement strategy,
 - 5.7. annual report.
6. Deciding to decline to accept any tenders after a full assessment of all tenders has been undertaken for the purpose of determining whether any tender should be accepted by the Council.
7. Making an application, written proposal, representation, or submission to the Governor or a Minister or public authority on behalf of the Council which is not made by reference to policies, plans, programs, practices, strategies or the like adopted or approved by resolution of the Council.
8. Commencing and maintaining proceedings in any court or tribunal against any Minister or public authority.
9. Giving a notice, direction, order or the like to, or taking action to enforce any law against, a Minister or public authority.
10. Deciding to take a poll of electors for the purposes of holding a constitutional referendum.
11. Fixing of annual fees to be paid to the Mayor and the Councillors.
12. Determining:
 - 12.1. the senior staff positions within the organisation structure of the council without consultation with the Council,

General Manager

DELEGATIONS – GENERAL MANAGER cont'd

- 12.2. the roles and reporting lines (for other senior staff) of holders of senior staff positions,
 - 12.3. the resources to be allocated towards the employment of staff.
 - 13. Entering into a public-private partnership on behalf of the Council in the absence of a resolution of the Council to do so.
 - 14. Entering into a voluntary Regional Organisation of Councils.
 - 15. Appointing or terminating the appointment of the Council's auditor.
 - 16. Except in accordance with established policies or practices of the Council:
 - 16.1. deciding to dedicate land as a public road
 - 16.2. deciding whether a public road should be closed,
 - 16.3. preparing a proposal to fix or vary the levels of a public road or widen or realign a public road.
 - 17. Ordering or consenting to the imposition of covenants or restrictions on the use of land vested in the Council.
 - 18. Adding fluorine to any public water supply under the control of the Council.
 - 19. Entering into or modifying an agreement or arrangement referred to in ss12 or 12A of the *Library Act 1939*.
 - 20. Adopting a program for the inspection of swimming pools under s22B of the *Swimming Pools Act 1992*.
 - 21. Exhibiting a draft coastal zone management plan under the *Coastal Protection Act 1979*.
 - 22. Adopting an agency information guide under the *Government Information (Public Access) Act 2009*.
 - 23. Making an interim heritage order for a place, building, work, relic, moveable object or precinct in the Council's area under s25 of the *Heritage Act 1977*.
 - 24. Agreeing to combine the emergency management arrangements of Council with another council under s27 of the *State Emergency and Rescue Management Act 1989*.
-

SCHEDULE 3

CONDITIONS & LIMITATIONS APPLYING TO DELEGATED FUNCTIONS

1. The Functions delegated must be exercised lawfully.
2. The Functions delegated must be exercised consistently with adopted policies of the Council.
3. A Function may not be exercised under delegation if the matter in respect of which the Function would otherwise be exercised under delegation:
 - 3.1. is called-up to the governing body in accordance with an adopted policy of the Council, and
 - 3.2. written notice is given to the General Manager of the matter being called-up before the Function delegated is exercised.
4. A function may not be exercised under delegation in relation to a matter if the General Manager has a pecuniary or significant non-pecuniary conflict of interests in relation to the matter.
5. A Function may not be exercised under delegation if it involves incurring expenditure on behalf of the Council that is not within a vote of money for expenditure by the Council in an amount exceeding \$75,000.00.
6. A Function may not be exercised under delegation if it involves incurring a cost (other than by means of expenditure) to the Council (including foregoing monies otherwise due to the Council) in an amount exceeding **\$250,000.00** or for any reason inconsistent with established policies or practices of the Council.
7. A Function may not be exercised under delegation if it involves writing-off a debt owing to the Council in an amount exceeding \$3,000.00.
8. A Function may not be exercised under delegation if it involves deciding to provide goods, services or facilities to any person or group of persons which have not been previously provided by the Council to any person.
9. A Function may not be exercised under delegation if it involves deciding to vary, suspend or terminate the provision of goods, services or facilities to any person or group of persons except in accordance with a contract between the Council and the person.
10. A Function may not be exercised under delegation if it involves determining an Application:
 - 10.1. which the Council has resolved is to be determined by resolution of the Council
 - 10.2. in breach of a development standard applying to the carrying out of development the subject of the Application,
 - 10.3. in respect of which more than 3 submissions by way of objection have been made to the subject-matter of the Application,
 - 10.4. in a manner that is inconsistent with the purpose, objectives or intended outcomes of any policy adopted or approved by resolution of the Council applying to the Application.

General Manager

DELEGATIONS – GENERAL MANAGER cont'd

11. A Function may not be exercised under delegation if it involves granting an Approval that is at variance with any requirement or standard fixed or specified by or under any law or any adopted policy of the Council.
12. A Function may not be exercised under delegation if it involves deciding to carry out an activity or granting an Approval in relation to an activity for the purposes of Part 5 of the EPA Act where an environmental impact statement is required in connection with the activity.
13. Except as authorised by resolution of the Council, a Function may not be exercised under delegation if it involves entering into or amending or revoking a voluntary planning agreement or works-in-kind agreement entered into pursuant to a resolution of the Council.
14. A Function may not be exercised under delegation if it involves modifying or revoking an order given to a person by resolution of the Council.

The Common Seal of the Upper Lachlan Shire Council was hereunto affixed this 20th day of February 2020 in pursuance of Resolution No. XX/20 of Council dated the 20th day of February 2020	<div data-bbox="726 952 1316 996" style="text-align: right;">..... Mayor</div> <div data-bbox="726 1019 1316 1064" style="text-align: right;">..... General Manager</div>
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POLICY IMPACT

Nil

OPTIONS

Nil

FINANCIAL IMPACT OF RECOMMENDATIONS

Nil

RECOMMENDATION That -

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

ATTACHMENTS

Nil

General Manager - 20 February 2020

ITEM 14.2 **Request for an extension of an option to purchase part of Lot 3 DP 1112816 Saleyards Road, Crookwell.**

FILE REFERENCE I20/39

AUTHOR **Director of Finance and Administration**

ISSUE

Providing details in relation to a request for an extension of an option to purchase part of Lot 3 DP 1112816 Saleyards Road, Crookwell by Crookwell/Taralga Aged Care Ltd.

RECOMMENDATION That -

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

BACKGROUND

Council have received a request for an extension of an option to purchase part of Lot 3 DP 1112816 Saleyards Road, Crookwell by Crookwell/Taralga Aged Care Ltd.

At the Ordinary Council Meeting on 15 December 2016 under Resolution No. 360/16 Council resolved as follows:-

“Council offers an extension of a further two year option agreement from 1 January 2017 to 31 December 2018 inclusive, for a current purchase price of \$113,328.94 with the addition of any relevant CPI increases, to Crookwell/Taralga Aged Care Ltd to purchase the requested part of Lot 3 DP 1112816 totalling approximately 2,417 square metres.”

REPORT

On 29 January 2020 Council received correspondence from Crookwell/Taralga Aged Care Ltd requesting a further extension to the Deed of Option agreement to purchase adjoining land to the Viewhaven site in Crookwell.

The Crookwell/Taralga Aged Care Ltd are seeking an extension to their previous option to purchase part of Lot 3 DP1112816 approximate land area of 2,417 square metres.

General Manager**REQUEST FOR AN EXTENSION OF AN OPTION TO PURCHASE PART OF LOT 3 DP 1112816 SALEYARDS ROAD, CROOKWELL. cont'd**

Council may now determine if an extension of the Deed of Option is acceptable and on what terms. Should Council resolve to offer a new Deed of Option, it is recommended that it commence on 21 February 2020 for a further two year period. Please see an attachment to this report the now lapsed Deed of Option signed on 21 February 2017.

Council may consider whether the nominated market value of \$113,328.94 remains acceptable to Council as the sale price. Council should continue to index the nominated market value by CPI increases as Council have forgone the opportunity of investing the potential sale proceeds.

POLICY IMPACT

Nil

OPTIONS

It is recommended by management that Council enter into a new Deed of Option for sale of part Lot 3 DP1112816, Saleyards Road in Crookwell.

FINANCIAL IMPACT OF RECOMMENDATIONS

As outlined in this report.

RECOMMENDATION That -

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

ATTACHMENTS

1. ↓	Crookwell/Taralga Aged Care letter to Council - Deed of Option	Attachment
2. ↓	Crookwell/Taralga Aged Care - Deed of Option Variation - 21 February 2017	Attachment



Crookwell/Taralga Aged Care Ltd. ABN: 49 129 121 259

Viewhaven Lodge
71 Laggan Rd (P O Box 302)
Crookwell NSW 2583
P: 02 4832 2437
F: 02 4832 1203
E: ctac@ctac.org.au

Upper Lachlan Community Care
49 Goulburn St (P O Box 302)
Crookwell NSW 2583
P: 02 4832 2399
F: 02 4832 1203
E: community@ctac.org.au

Phillip Chalker Sunset Lodge
49 -53 Bunnaby Street
Taralga NSW 2580
P: 02 4840 2167
F: 02 4840 2082
E: ctac@ctac.org.au

29 January 2020

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

Dear John,

Re: Deed of Call Option (Variation)
Property: Part of Lot 3 in DP 1112816 Saleyards Road, Crookwell
2,417 square metres

Following on from the discussion at our meeting on 21.01.2020, Crookwell/Taralga Aged has resolved to move forward with the following proposal:

Crookwell/Taralga Aged Care Ltd. is aware that the Deed of Call Option Variation which it had in place with Council on Part of Lot 3 in DP 1112816 Saleyards Road, Crookwell 2,417 square metres has lapsed and seeks Council support and direction to have this reinstated with any relevant CPI increases (see Attachment 2).

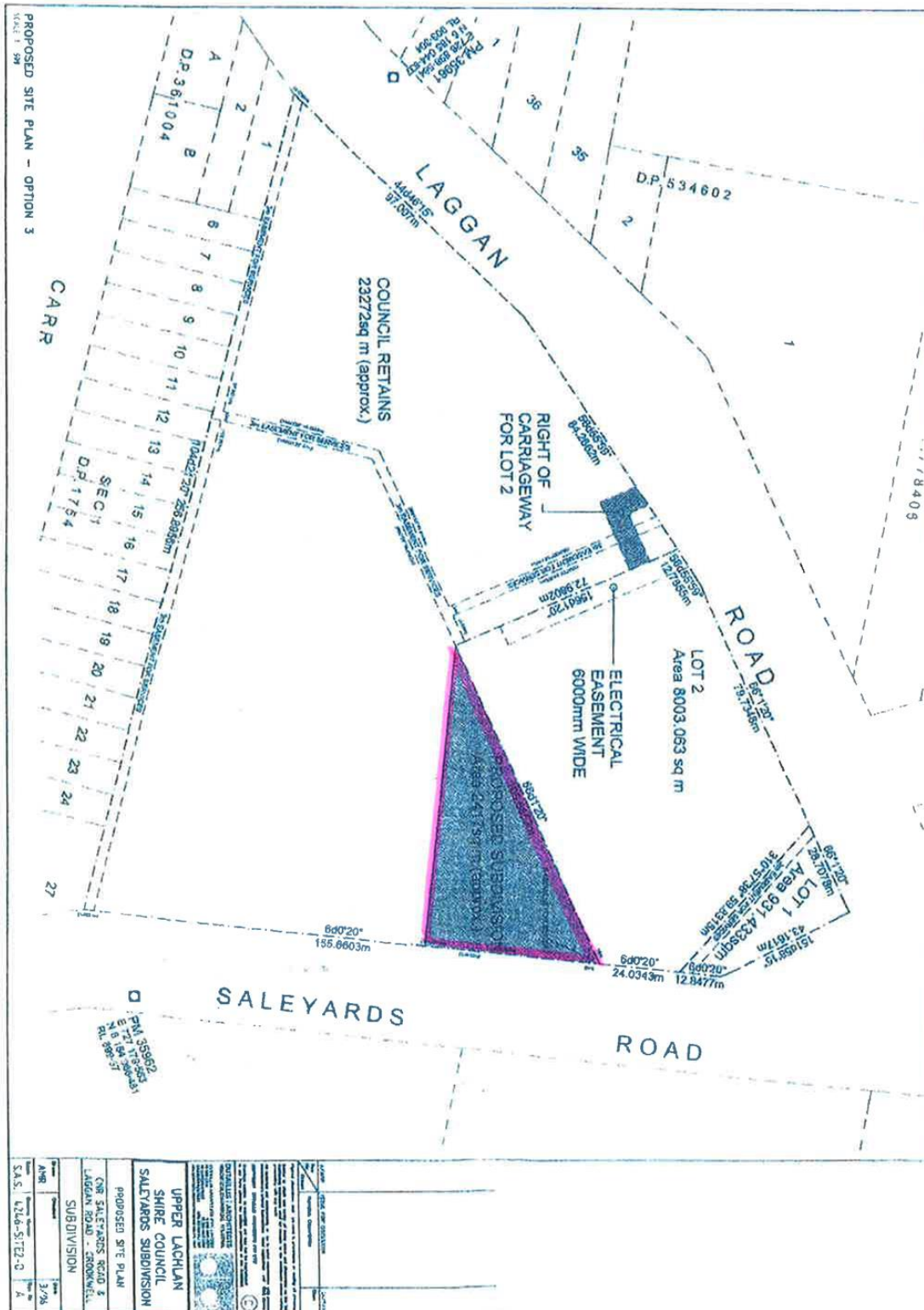
Crookwell/Taralga Aged Care Ltd. will then pursue the purchase of Part of Lot 3 in DP 1112816 Saleyards Road, Crookwell for the purpose of future expansion of its Viewhaven Lodge residential aged care facility.

I look forward to your response in this matter.

Kind Regards

J. Boyce
Jo Boyce
CEO

Attachment 2



DEED OF OPTION VARIATION

PARTIES

UPPER LACHLAN SHIRE COUNCIL
(Grantor)

AND

CROOKWELL TARALGA AGED CARE LTD
(Grantee)

DATED

21/02/2017

Robert J McCarthy & Co
PO Box 6
Crookwell NSW 2583
Ph: 48321055
Fax: 48322194
Ref: TM:EH: 10244

THIS DEED dated

21st FEBRUARY

2017

PARTIES: UPPER LACHLAN SHIRE COUNCIL (ABN 80 011 241 552) Spring St
Crookwell, NSW (*Grantor*)

CROOKWELL TARALGA AGED CARE LTD (ABN 49 129 121 259) of
PO Box 113 Crookwell NSW, (*Grantee*)

INTRODUCTION

- A. The parties executed a Deed of Call Option dated 18/3/2011 (*the Option Deed*) with respect to land located at Saleyards Rd Crookwell.
- B. The Option Deed was expressed to expire on 31st December 2012.
- C. The parties executed a Deed of Option Variation on the 25th February, 2013 (*the 1st Variation Deed*).
- D. The option under the 1st Variation Deed was expressed to expire on 31st December 2014.
- E. The parties executed a Deed of Option Variation on the 26th June, 2015 (*the 2nd Variation Deed*).
- F. The Option under the 2nd Variation Deed was expressed to expire on 31st December 2016.
- G. The parties have agreed to extend the expiry date of the Option Deed on the terms herein set out.

IT IS AGREED

1. AMENDMENT TO OPTION DEED

- a. Pursuant to this Deed, the Option Period as defined in the Option Deed is extended so as to lapse on the 31st December 2018.
- b. The Purchase Price as defined in the Option Deed is varied to the sum of \$113,328.94 as at the 1st January, 2017 indexed in line with the CPI to the date of exercise of the Option.

2. FURTHER ASSURANCE

Each party will from time to time do all things (including executing all documents) necessary or desirable to give full effect to this Deed.

3. COUNTERPARTS

This Deed may be executed in any number of counterparts each of which will be an original but such counterparts together will constitute one and the same instrument and the date of the Deed will be the date on which it is executed by the last party.

EXECUTED AS A DEED.

THE COMMON SEAL of **UPPER LACHLAN SHIRE COUNCIL** is affixed hereto:



B. W. McCormack
Signature of authorised person

B. W. McCORMACK
Name of authorised person

MAYOR
Office held

J. Bell
Signature of authorised person

JOHN BELL
Name of authorised person

GENERAL MANAGER
Office held

EXECUTED for and on behalf of **CROOKWELL TARALGA AGED CARE LTD** in accordance with Section 127(1) of the *Corporations Act 2001*:

Max Keith
Signature of Director

DAVID MAXWELL KEITH
Name of Director

J. Boyle
Signature of Director/Secretary

JOANNE BOYLE
Name of Director/Secretary



ABN 81 011 241 552

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.local-e.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@ceinternet.com.au

Our Ref:F10/211-04

JKB:HSP

19 February 2015

Ms J Boyce
Crookwell Taralga Aged Care
P O Box 302
CROOKWELL NSW 2583

Dear Jo

At the Council meeting held on 19 February 2015, Crookwell/Taralga Aged Care's request for an extension of an option to purchase land adjoining the Viewhaven lodge site was considered.

Council resolved as follows:

22/15 **RESOLVED** by Clr Searl and Clr McCormack

1. Council offers an extension of a further two year option agreement from 1 January 2015 to 31 December 2016 inclusive, for a current purchase price of \$110,221.20 with the addition of any relevant CPI increases, to Crookwell/Taralga Aged Care Ltd to purchase the requested part of Lot 3 DP 1112816 totalling approximately 2,417 square metres.

Council will have an option agreement prepared and these documents will then be forwarded to you for signature to complete the agreement.

I trust these details are of assistance, however if you have any queries with regard to this matter, please don't hesitate to contact me.

Yours faithfully

JK Bell
General Manager



ABN 81 011 241 552

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.local-e.nsw.gov.au

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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@ceinternet.com.au

Our Ref:F10/211

JKB:HSP

21 December 2012

Mr Dennis Marshall
Crookwell Taralga Aged Care
P O Box 302
CROOKWELL NSW 2583

Dear Dennis

At the Council meeting held on 20 December 2012, Crookwell/Taralga Aged Care Ltd's request for an extension of an option to purchase land adjoining the Viewhaven lodge site was considered.

Council resolved as follows:

435/12 **RESOLVED** by Clr McCormack and Clr Marshall that Council offers an extension of a further two year option agreement from 1 January 2013 to 31 December 2014 inclusive, for a purchase price of \$105,456.00 with the addition of the relevant CPI increases, to Crookwell/Taralga Aged Care Ltd to purchase the requested part of Lot 3 DP 1112816 totalling approximately 2,417 square metres.

Council will have an option agreement prepared and these documents will then be forwarded to you for signature to complete the agreement.

Please be advised that as per the resolution of Council:

Original agreed value	\$96,000.00
Cumulative CPI from 30/9/2009 to 30/9/2012	109.85%

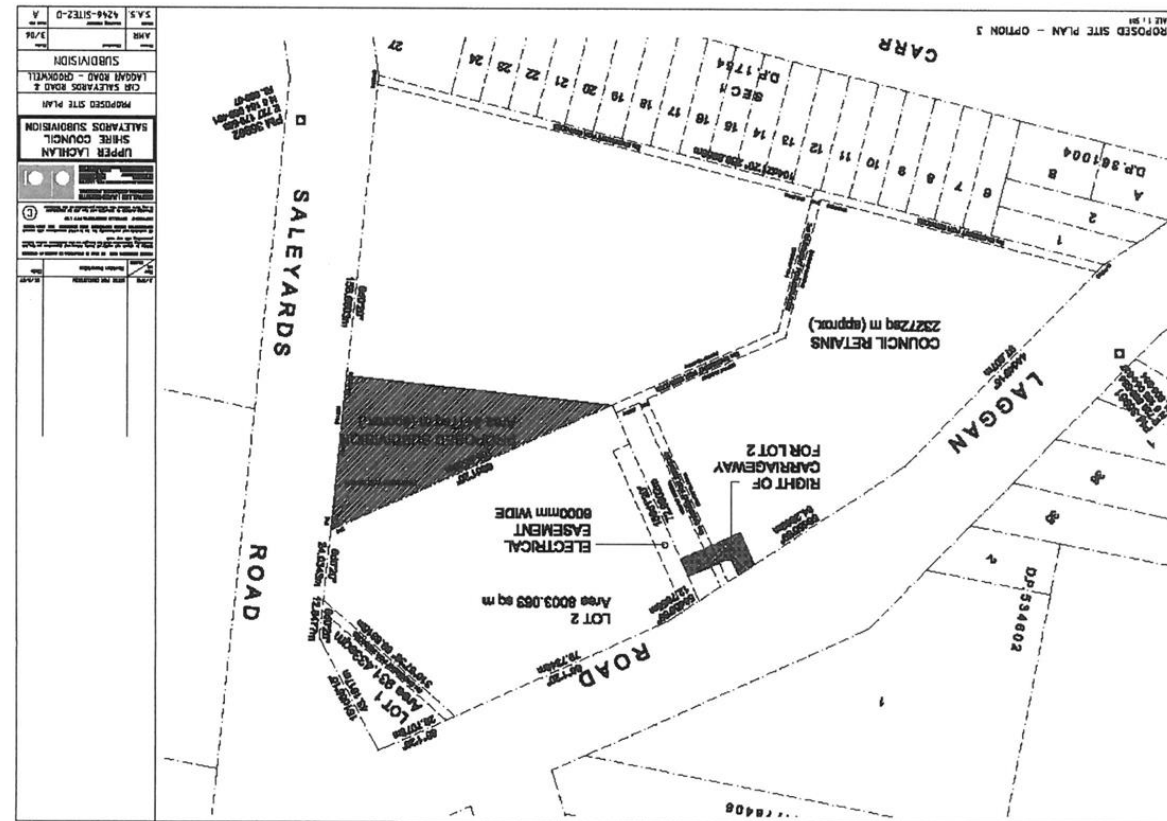
Revised Option Value December 2012	\$105,456.00
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CPI = Capital cities weighted average.

I trust these details are of assistance, however if you have any queries with regard to this matter, please don't hesitate to contact me.

Yours faithfully

JK Bell
General Manager



16 REPORTS FROM OTHER COMMITTEES, SECTION 355 COMMITTEES AND DELEGATES

The following item is submitted for consideration -

16.1	Reports for the month of February 2020	372
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Reports from Other Committees, Section 355 Committees and Delegates - 20 February 2020

ITEM 16.1

Reports for the month of February 2020

RECOMMENDATION:

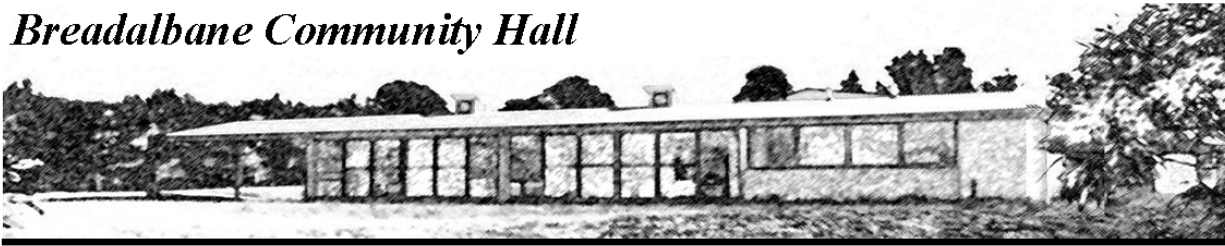
That Item - [Minutes of Committee/Information] listed below be received:

1. Breadalbane Hall Committee – Minutes from meeting held 24 November 2019.
2. Gunning Arts Festival – Minuted from meeting held 27 August 2019.
3. Gunning Arts Festival – Minuted from meeting held 10 September 2019.
4. Gunning Arts Festival – Minuted from meeting held 22 September 2019.
5. Gunning Arts Festival – Minuted from meeting held 8 October 2019.
6. Gunning Arts Festival – Minuted from meeting held 19 November 2019.
7. Taralga Historical Society – Newsletter – December 2019.
8. Crookwell Potato Festival Committee – Minutes from meeting held on 21 November 2019.
9. Audit, Risk and Improvement Committee – Minutes from meeting held on 18 December 2019.
10. Local Traffic Committee Meeting Committee – Minutes from meeting held on 6 February 2020.
11. Economic Development Taskforce Committee - Minutes from meeting held on 28 January 2020.

ATTACHMENTS

1. ↓	Breadalbane Hall Committee - Minutes from meeting held 24th November 2019	Attachment
2. ↓	Gunning Arts Festival - Minutes from meeting held 27 August 2019	Attachment
3. ↓	Gunning Arts Festival - Minutes from meeting held 10 September 2019	Attachment
4. ↓	Gunning Arts Festival - Minutes from meeting held 22 September 2019	Attachment
5. ↓	Gunning Arts Festival - Minutes from meeting held 8 October 2019	Attachment
6. ↓	Gunning Arts Festival - Minutes from meeting held 19 November 2019	Attachment
7. ↓	Taralga Historical Society - Newsletter No 4 - December 2019	Attachment
8. ↓	Crookwell Potato Festival Committee - Minutes - 21 November 2019	Attachment
9. ↓	Audit, Risk and Improvement Committee - 2019-12-18 - Minutes - Attachments	Attachment
10. ↓	Local Traffic Committee Minutes 6 February 2020	Attachment
11. ↓	Economic Development Taskforce Committee Meeting Minutes 28 January 2020	Attachment

Breadalbane Community Hall



Chisholm Park, Collector Road, Breadalbane NSW 2581

Breadalbane Hall Annual General Meeting

Sunday 24th November 2019, commenced 4.15pm

Minutes

1. Sally opened the AGM and welcomed everyone present
2. **Present:** Sally McLean Christine McLean, John Searle, Sylvie Hayles, Vanessa Edwards, Deb Macpherson & Gayle White
Apologies: Marion Schumacher, Ingrid Schumacher, Sue Morrison, Tony Morrison, Sally Hoskins & ULSC Mayor John Stafford who sent his abject apologies
3. **Minutes** from 27th October 2019 general meeting were read and endorsed unanimously
Minutes from 18th November 2018 AGM were read and endorsed unanimously
4. Sally read her Chairperson's report which was a wonderful overview of all our community events, the construction progress of the pergola and the fundraising which has been undertaken. It was unanimously accepted.

5. Treasurer's Report

IMB Everyday Cheque Account No. 20051579 Balance \$	1, 862.84
Investment Account No. 200809838	\$19, 752.90
Rewards Account No. 2006388492	\$ 50.22
Total:	\$ 21, 665.96
Less Special Grants	\$ 207.21
Outstanding Payment	\$ 474.90
Approximate Fund For Pergola	\$ 12, 000.00
Total:	\$ 12, 682.11
TOTAL FUNDS AVAILABLE:	\$ 8, 983.85

Chrissie sent another email to Jean Hailes Assoc. It was suggested that another email be sent stating that in order to comply with Council regulations we need this settled as soon as possible.

2019 Chair: Sally McLean p: 0408993966

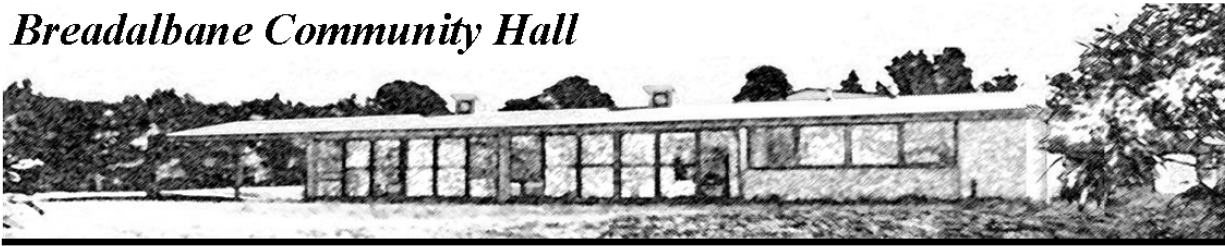
2019 Treasurer: Christine McLean p: 02 4845 1323

2019 Hall Manager: Vanessa Edwards p: 02 4844 2285

2019 Deputy Chair: Marion Schumacher p: 0404690385

2019 Secretary: Gayle White p: 0425356481

Breadalbane Community Hall



Chisholm Park, Collector Road, Breadalbane NSW 2581

Chrissie checking if the cheque which the organisation stated was lost is now void due to the time frame to prevent bank fees in cancelling the lost cheque.

6. Correspondence

No Correspondence

7. **Nomination and Election of Office Bearers for 2019**

- Chairperson - Sally McLean Nom. Gayle, seconded Chrissie
- Deputy Chairman - Marion Schumacher Nom. Sally, seconded Gayle
- Secretary - Gayle White Nom. Libby, seconded Vanessa
- Treasurer - Christine McLean Nom. Sylvie, seconded Gayle
- Hall Manager - Vanessa Edwards Nom. Libby, seconded Sally
- Committee Members - John Searle (ULSC representative), Deb Macpherson, Ingrid Schumacher, Libby Webster, Sue Morrison, Tony Morrison, Sylvie Hayles, Rod Edwards, Jen Bell, Sally Hoskins

8. **General Business**

- Pergola Progress

Sally discussed the budget. Excluding GST

\$68,070.00 - building structure & cupboards

\$ 6, 200.00 - left over as the painting was not required

\$ 698.50 - plumbing

\$ 3, 500.00 - contingency money allowed for price increase

There is approximately \$5, 000 left over. Sally will speak with Linus who is the Grants & Special Project Officer ULSC to discuss options to make best use of the full budget of funds, such as to purchase outdoor blinds. Funding deadline is 31 Dec. 2019

- Community Carols & Christmas Party Sunday 15th December, 2019

James will play the organ and the Carols begin at 6 pm

Hall to provide the ham

Sally will bring the Christmas Tree & Gayle the decorations

2019 Chair: Sally McLean p: 0408993966

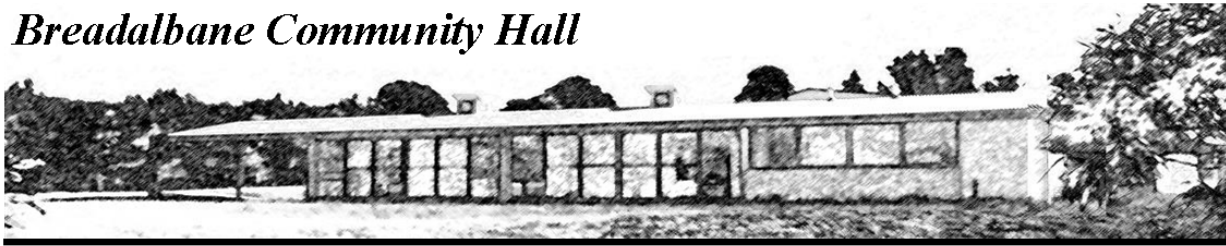
2019 Deputy Chair: Marion Schumacher p: 0404690385

2019 Treasurer: Christine McLean p: 02 4845 1323

2019 Secretary: Gayle White p: 0425356481

2019 Hall Manager: Vanessa Edwards p: 02 4844 2285

Breadalbane Community Hall



Chisholm Park, Collector Road, Breadalbane NSW 2581

Advertising: Facebook, Lions Gazette, Flyer - Gayle to speak to Marion regarding last years and changes.

People organised for letterbox drop

Marion to amend 2018 flyer & email to Gayle. Gayle to print off 40 & leave in hall. Must send flyer to Ros at Lions Gazette by deadline Friday 29th November.

- War Memorial Wall

An anonymous donor has graciously said they would pay for the additional plaque needed which will cost over \$2,200. We are all incredibly grateful to our anonymous donor for this very thoughtful & generous donation.

Shlomi will attach the plaque to the wall.

- ANZAC DAY

Deb mentioned a further extension of the flags idea as she saw in Port Arthur, Tasmania

- Hall Grounds Maintenance

Craig Hunt from Parkesbourne passed on a contact from Dep. Of Justice Community Service who approached Sally regarding areas of the community which may require routine maintenance. They take people to various locations to complete whipper snipping & hand mowing on a regular basis & a roster is provided. The pros & cons of this was discussed by all as a couple of concerns were raised.

As it would be ideal for both Breadalbane Hall and the cemetery Sally will speak to the Council to ensure that it is within Council regulations.

Vanessa will investigate an option for provision of soil for landscaping beside the pergola to eliminate the drop off between the concrete & the ground. Approximately 30 cubic metres would be needed.

- ULSC

A BIG Thank You to John for organising the loads of mulch for under the trees & also the softfall material for the playground area!

ULSC allocated \$250 per village for Christmas decorations & John ensured that

Breadalbane received a share of that as well. We are now very fortunate in having 7 sets

2019 Chair: Sally McLean p: 0408993966

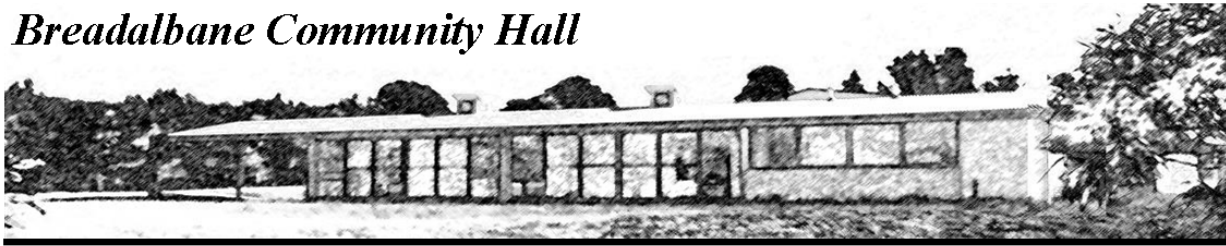
2019 Treasurer: Christine McLean p: 02 4845 1323

2019 Hall Manager: Vanessa Edwards p: 02 4844 2285

2019 Deputy Chair: Marion Schumacher p: 0404690385

2019 Secretary: Gayle White p: 0425356481

Breadalbane Community Hall



Chisholm Park, Collector Road, Breadalbane NSW 2581

of 600 LED solar powered lights each 30 metres in length to decorate around Breadalbane Hall just in time for our Christmas party.

- ULSC Draft Operational Service Delivery Plan

We can apply for money & the meeting decided that wedges for the door entries to provide wheelchair access would be an excellent item to have funded. Sally to complete the submission due 17 Jan 2020.

- PLAN

Office Works Chairs - \$30 each or like current chairs - \$9 each

Bunnings Chairs - like current chairs - \$8 each

40 @ \$8 = \$320

Bunnings Tressle Tables - \$59

4 @ \$59 = \$236

Total = \$556

Follow up through Council to check if we can obtain them at a better price through them.

Gayle to check with Bunnings to get their best price or if wish list set up is still available.

KMART

SIDE PLATES, DINNER PLATES & BOWLS ARE ALL \$0.75 EACH

To upgrade to 120 sets we need to purchase;

48 side plates

49 dinner plates

63 bowls

Total = \$144.25 Chrissie purchasing cutlery & crockery from Kmart

Future Purchases

Vanessa suggested a Dyson Stick vacuum for the hall

Chair Holder trolleys & Table Holder trolleys

- Breadalbane BUSH BASH, Community Welcome Day with Terrace & Pergola Opening Event

John believes that this magnificent event will be a working example highlighting how the Breadalbane community works hand in hand with Council by creatively utilising Council funds to realise Council's objectives.

2019 Chair: Sally McLean p: 0408993966

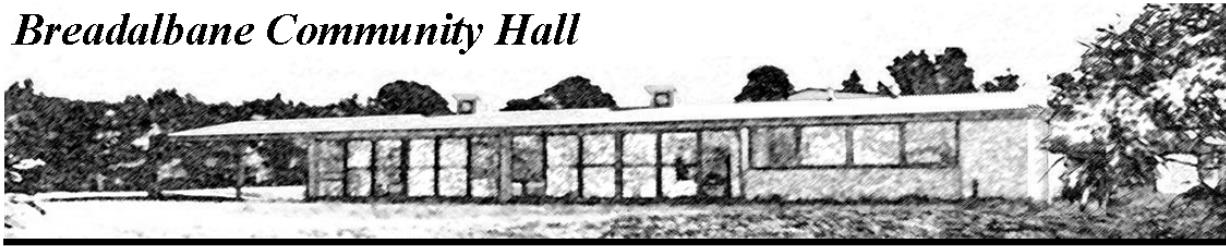
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Breadalbane Community Hall



Chisholm Park, Collector Road, Breadalbane NSW 2581

CATERING -

NIBBLES

CHICKEN MARBELLA

GREEN SALAD

BABY POTATOES

VEGETARIAN OPTION

CHEESECAKES - LEMON & BERRYJUS (frozen strawberries from Cosco - blended)

TEA & COFFEE

INVITATION; - JANUARY 2020

TABLES OF 8

CHILDREN UNDER 12 FREE - SEPARATE CHILDRENS' TABLE

\$20 per ticket due to ULSC's Community Welcome Day Funding of \$500

GUEST LIST

Sally to start sending out informal invitations & finalise in January

Start Time - January meeting

Wine Raffle - same as last year - donate the wine to raffle off

Auction Items - Annie donated a beautiful crochet rug

Meeting Closed: 7.15pm

Next Meeting 19th January 2020

12.30 - New Year get together - LUNCH BYO - REFRESHMENTS & FOOD

1.30 - 3.30 HALL GROUNDS WORKING BEE - loppers, rakes wheelbarrows, garden carts ?

Remember sunscreen, hats, covered shoes & gloves

4pm - HALL MEETING

2019 Chair: Sally McLean p: 0408993966

2019 Treasurer: Christine McLean p: 02 4845 1323

2019 Hall Manager: Vanessa Edwards p: 02 4844 2285

2019 Deputy Chair: Marion Schumacher p: 0404690385

2019 Secretary: Gayle White p: 0425356481

Breadalbane Hall Chair's Report Nov. 2019

Thank you all for attending the AGM today. It is great to see you all here.

A special welcome and thank you for coming to ULSC Deputy Mayor and Breadalbane representative John Searl.

In this report I want to explain the year's activities of the Breadalbane Hall and its committee.

The aim of the Breadalbane Hall Committee is to manage maintenance and improvements to the Hall and Chisholm Park grounds for the benefit of the community, and to provide support to our community.

A major ongoing project has been the building of the concrete slab, and the Pergola. As you can see out the windows, we are now in the final stages of building, having completed the concrete slab and the steel structure works. Building construction is due for completion in the next couple of weeks. The builder is just trying to find a day or two that are not blowing a gale so that the the main central gutter and the roof sheeting can be installed! Then the slats between the existing and new roofs, and the wind protecting storage cupboard at the western end, and finally the plumbing and electrical works will be completed, all done by the end of the year. We extend sincere thanks to Veolia Mulwaree Trust for assistance in building the slab, and to the NSW Government and Upper Lachlan Shire Council for assistance to build the Pergola through the Stronger Country Communities Grant Round 2 program.

The slab was completed in time to be enjoyed at the Breadalbane Bush Bash in March this year. In fact it was so successful it was lovingly and aptly named The Terrace, particularly as we enjoyed drinks on a balmy autumn evening watching the sunset on The Terrace. Those sitting at outside tables through the dinner were delighted with the space and atmosphere, and all enjoyed the dissipation of the noise reverberation with all the glass doors wide open. The Bush Bash was again highly successful – both as a community event supporting residents both new and long time and their friends, and as a fundraising event. A profit for the night of \$5,677.41 was a wonderful result, and deserves special thanks to the committee for organising and putting on such a great evening.

Another successful fundraising event was held in January when we ran the Bunnings BBQ for the day on Australia Day, 26th January. Although it was a record hot temperature day, not ideal for cooking and selling sausages!, we made a profit of \$598.76. Special thanks to Gayle White for organising and taking on the lion's share of work, and to all those who were able to help on the day.

The Hall has been used regularly throughout the year. It has been hired for private functions 9 times, it has hosted 8 different community events, and been a respite stop for Cycling clubs 5 times. The Breadalbane Book Club meets here every month, and of course the Hall meetings are held every second month.

The community events held included the Breadalbane Bush Bash fundraising dinner and dance in March, a farewell dinner for a local family moving away from the district, our annual Christmas Party combining with St Silas Church group for twilight carol singing, and Landcare meetings. One of the private functions was a community craft workshop, enthusiastically attended by many.

For the second year we held another very successful Anzac Day commemoration ceremony, with our own special and local emphasis on proceedings. The 100+ guests enjoyed the free BBQ breakfast put on by the Hall committee.

Just this week we received wonderful news that leads us to be again humbled by the contributions of our community. An anonymous donor has committed to funding in full the production of a supplementary plaque to complete our Breadalbane Memorial Wall. This project has been evolving over the past couple of years, and this news means we can now complete the final stage and have a comprehensive and accurate memorial to Breadalbane's service men and women. Thank you to this very generous donor.

As chair of the Breadalbane Hall committee I would like to express my gratitude to Chrissie McLean as treasurer and Vanessa Edwards as Hall Manager – they do invaluable work in not only in their designated roles but also in so much more and for many years now. They are major force in the success of Breadalbane Hall. I would also like to thank Gayle White as Secretary and Marion Schumacher is Deputy Chair for their wonderful assistance over the year, and to all The Hall committee members who so willingly and ably work on all our functions. On behalf of all the committee I particularly would like to express our appreciation to Upper Lachlan Shire Deputy Mayor John Searl for his dedication and support. His wise counsel and pro-active approach has pointed us in the right direction many times, and always with that grin! Finally I would like to express my appreciation of the support provided by Linus Nesbitt-Hawes in her role as Grants Officer at ULSC. Linus has given great assistance in both managing the building works and in searching out and submitting applications for various grant applications.

I would like to point out that Breadalbane Hall is a wonderful example of community involvement not only for the fun works but also for the necessary hum drum of cleaning and mowing. We have a roster of helpers who have volunteered to clean the Hall or mow the lawns. So many people have volunteered that each person has only one duty rostered on one occasion per year.

We have recently met with representatives from the NSW Justice Dept Community Corrections, Community Service Project Bus, who have committed to assisting with the grounds maintenance at Chisholm Park, the Anglican Cemetery on Old South Rd, and St Brigid's Church. These people who are serving out their community service orders imposed by the courts, will conduct clean ups, brushcutting or whipper snipping, and hand mower operation to all 3 locations on a regular and ongoing basis. What a wonderful contribution to our community this will be. Thank you to the Community Corrections team.

Thank you to all our wonderful community minded people – we couldn't do it without you. Breadalbane is only a small village and community, but we are strong and active and good friends. As my mother used to say, good things come in small parcels!

Gunning Arts Festival**Gunning Arts Festival Section 355 Meeting no. 7
Minutes**

Tuesday 27th August 2019 3.30 – 5.00 pm

Attendees: Margarita Georgiadis, Margaret Hindley (Minutes), Michelle Storey, Michael Coley, Celia Barlow, Lesley Bush (Tourism), Darryl Tonks.

Apologies: Pam Kensit, John Searl

Business arising from minutes Committee meeting no. 5:

Upper Lachlan Shire Council Tourist Association event funding was applied for but GAF missed out. MS to find out if GAF could be a member of the Tourist Association and what they offer.

Local businesses should be informed about GAF. **Action MH.**

Business arising from minutes Committee meeting no. 6 (with event organisers) will be covered other agenda items.

Moved minutes from Meetings 5 & 6 be accepted by MH, 2nd MS. Carried.

Banking:

An NAB Community Saver account has been established. Account operators are Michelle Storey, Margaret Hindley. **Darryl Tonks** yet to sign on to be third operator. A deposit book and cheque book have been received. Two to sign. Internet banking is available.

Correspondence in and out:

Create NSW. Michelle Storey and Margaret Hindley attended a seminar about Create NSW's grant application process. An application is being put together. Support letters for Create NSW grant application have been received and a copy of the application has been sent to Susan Conroy at STARTS for comment before it is finalised. STARTS may do a support letter too - MS to enquire. Currently referees are Max Cullen, Margarita Georgiadis, and Dianna Nixon. Suggest swap Max for Susan Conroy if Susan can be a referee. Create NSW grant will be known in December.

Upper Lachlan Tourist Association event funding request was unsuccessful. Leslie to follow up and find the geographic distribution of grant recipients of the Tourist Association grants.

Lions Club of Gunning sent an invoice showing cost of publicity items in the Gunning Noticeboard. The Lions Club will be donating the cost to GAF as their contribution.

Leanne Kelly from Binda would like to participate in the Festival. She works with wire. **MG to contact to explore opportunities.**

Letter from Focus Group. They will organise one event.

General Business:

Update on Dinner arrangements Friday Night opening.

- **Catering:** options explored included fully catered for meal to bring a plate. As GAF wants this event to be good and it is proving difficult to find a local group to do it as a fund raiser it was decided to ask Melinda Medway at the Stables to cater. She has offered a price range of \$30 to \$50 a head for a grazing table. What GAF may afford will depend on funds available from sponsorship and grants. \$45 was suggested as a suitable ticket price to include food and entertainment. BYO drinks is possible. **MS to contact Melinda Medway.**
- **Entertainment:** George Washingmachine has quoted \$1200 to play at the opening.
- **Welcome to Country** could be performed by Joel Bulger and he is willing to do so, maybe if more people can assist he will do a smoking ceremony and didgeridoo performance. Cost to Australia Day committee was \$350. **Leslie Bush to confirm** date is suitable for him and cost. Celia Barlow to work with Leslie and Joel to organise the Welcome to Country event for GAF.
- GAF committee will take on organising dinner with Melinda Medway, and **ticket sales**, both directly through Creative Gunning shop and online through Eventbrite (sic) or another system, eg the one used by Gunning Patchwork Weekend. **MG will investigate options, including asking Margaret Jenkinson for details.**

Logo and Poster Designs:

The committee viewed four draft logo designs from Dean Mounsey (sic). The fourth design was preferred and it was suggested the background colour could be changed according to the theme of each festival with green/gold/brown best reflecting "Celebrating Nature". **MG is to continue liaising with Dean.**

Dean is doing artwork for the poster and needs content. (see below Social Media)

Logo use Policy:

Logo policy for the Gunning Arts Festival 355 committee:

The GAF logo:

The GAF committee will use the GAF logo on official GAF committee documents, including letters, media releases, and Minutes of meeting.

Event organisers can use the GAF logo on documentation promoting their event for the

Gunning Arts Festival if:

* they have submitted a copy of the proposed use to the GAF committee and obtained approval in writing from the GAF Committee Chair

* the logo is reproduced without alteration or modification, including to colours and/or fonts.

The elements of the design and text must be clearly visible.

The GAF logo remains the property of the GAF Committee.

The Upper Lachlan Shire Council logo

The GAF Committee will include the ULSC logo on official paper GAF documents. The GAF Committee will seek advice from the ULSC media officer before using the ULSC logo on documents.

MS to Forward copy of the Logo policy to ULSC Danielle Crosby is the contact.

Sponsorships:

MS has drafted a letter to go to event organisers about sponsorship requesting to ensure no conflicts arise.

Draft sponsorship levels \$100, \$500 and \$1000. **MG to write up details of benefits of sponsorship.**

Sponsorship directly from ULSC could be sought and it was suggested we ask if we could attend the Council's October meeting to talk about GAF to seek funds, eg for welcoming ceremony. **MS to draft a letter to Andrew Croke. MS and MG to do presentation. MS and MG to attend Shire Hall Committee meeting on Monday Sept 2 to update on GAF.**

GAF was reminded about Council's usual offer of one free hire per year for each community group. **MS to explore whether Creative Gunning has sought this, including for the Friday night hire of the Shire Hall. MS to follow up with Council.**

Risk register:

MS has added two items to the risk register.

Any other business:

Leslie Bush reported that Gunning and District Historical Society plan to do something for the Gunning Arts Festival.

Food during festival:

It may be possible to organise Food vans (Lions and Dalton Food Van (Meagan Vickers)) Other NFP's willing to provide food could be canvassed. Gunning Public School P&C suggested. Need to determine who will follow up with possible food providers.

Social Media:

MG will start preparatory planning work on webpage late September. Cost will be \$1200 if grant comes through or in kind. MG will also do the facebook page and will begin preparatory work when appropriate. **MG to contact groups** for content and for poster for Dean M.

Next meetings:

GAF Committee Tuesday 10th September 3.30 pm

GAF Committee and event organisers, tentatively Sunday September 22nd. MS to explore whether this suits events organisers.

Gunning Arts Festival

Gunning Arts Festival Section 355 Meeting no. 8 Minutes

Tuesday 10th September 2019 3.30 – 4.30 pm

Attendees: Margarita Georgiadis, Margaret Hindley (Minutes), Michelle Storey, Michael Coley

Apologies: Pam Kensit, John Searl, Darryl Tonks

Minutes of previous meeting accepted. Moved MC, 2nd MS

Business arising:

Local businesses informed about GAF – continuing, MH.

Darryl Tonks has been to the bank on 28th August and can now sign cheques, but we need to go and authorise internet access for him. He will then need to go and be signed up for it.

Nothing has been heard from granting bodies.

MG. has information about Leanne Kelly and will follow up about what she can offer.

Lions Club donation will equate to \$350 worth of advertising in the Gunning News.

Dinner arrangements for Friday night opening: Melinda Medway at the Stables has been contacted by MS about catering for \$30 per head provided the cost can be reduced by a grant.

Lesley Bush has confirmed Joel Bolger is able to do a Welcome to country \$350. A smoking ceremony will be an extra \$350 and a didgeridoo performance another \$350. To be confirmed Celia Barlow to organise.

Dinner tickets sales could be sold through Try Booking used by Gunning Patchwork Weekend and Warren Faye. It has lowest commission. MG to continue investigations.

Logos are still being worked on by Dean Mounsey. MG to follow up. Logo policy to be forwarded to Danielle Crosby at ULSC by MS.

Sponsorships.

MS and MG attended a meeting of the Shire Hall 355 committee which will keep GAF in their meeting agendas. MG tabled a draft letter to businesses asking for sponsorship. M C. suggested a few changes. It is to go out under MS signature as Chair with the address given as PO Box 83, Gunning which is MG's box. A copy of the letter to be given to ULSC for approval before distributing. MC to businesses. MC to compile a list, including not just retail. Individual sponsors are possible and MC to ask Kelly Dowling (Show committee) for advice. There will be both letter and email, possibly by end of September.

Suggestion that MS and MG attend ULSC meeting in October was deferred in favour of asking Andrew Warren, from the ULSC Tourism Association to come and talk with GAF.

Creative Gunning are not proposing to apply for sponsorships and neither will the Focus Group.

Hire of Shire Hall will be free for Creative Gunning for the four days it is booked but there will be a bond to pay. (GAF Committee may need to pay extra for alcohol to be consumed).

Social media planning will be assisted by information about the participants events which will be progressed at the next event organiser's meeting. Needed for posters as well.

Any other Business:

Dianna Nixon wished to talk to the Committee about sponsorship strategy. A meeting is suggested for Wednesday 18th at 4.30. pm. MS, MG and MH to attend.

Next meetings:

Committee and event organisers: Sunday 22nd November at 4.30. pm. To be advertised on Gunning Community Announcements and Events with RSVP requested.

Committee meeting: Tuesday 8th October 3.30 pm.

Meeting closed 4.30 pm.

Correspondence: ??No correspondence to report.

Gunning Arts Festival

Gunning Arts Festival Section 355 Meeting no. 9 Minutes

Sunday 22nd September 2019 4.30 - 6.15 pm

Attendees: Margarita Georgiadis, Margaret Hindley (Minutes), Michelle Storey, Michael Coley, Celia Barlow, Ros McLoughlin, Dianna Nixon, Greg Baines, Helen Vooren

Apologies: Pam Kensit, John Searl, Darryl Tonks, Leslie Bush

Update from event organisers:

Focus Group (MC) Mad Kelpie Play Date group has been confirmed and will need about 2 hours in addition to set up etc.

Greg Baines confirmed book reading in PHG theatre reading from the Nail House. May need one and half to two hours for reading, questions, book signing and sale. Ad about the book launch on 10th October can be in next GAF ad in Lions Notice Board – **MS to reword ad.**

Dianna Nixon's Millicent Armstrong play reading. Will be ticketed but price will depend on funding, there is still much to be sorted out including copyright, so is not certain, but should know by February. We can include it in the schedule and publicity in the meantime. May require two and half hours including introductions, interval. If funding and/or permissions fail she may do something else.

Picture House Gallery (MG) is putting on an Art Exhibition, some local artists invited and a general invitation to exhibit with 4 categories. Selection process will be done electronically. Entry fee of \$20, exhibition will run to end of April. Prize will be by peoples' choice, with prize of solo exhibition. We can place an Ad in GAF Lions Noticeboard ad.

Creative Gunning event will be in the Shire Hall over two days (Hall is booked for 4 for set up and clean up). There will be a Wearable art (includes jewelry, and millinery), display and parades (the latter organized by Vanessa Bell), participatory art installation, two felting workshops, Art of shopping decorated shopping bag competition with Gunning District Landcare, up to 6 vendor stall and a raffle. Entry will be by gold coin donation.

Expressions of interest for the wearable art will be due in in about January and information about it will go out about mid October and GAF can include some information about it for the Lions NoticeBoard.

Gunning and District Historical Society will open Pye Cottage, possibly with a display of an historical dressmaker's shop. Leslie Bush is the contact. Pye Cottage may also be useful as the venue for a photoshoot/publicity for one of Millicent Armstrong's plays.

Scheduling

It was decided to avoid overlaps between individual events if possible, and preferably not running into Sunday.

Creative Gunning is not concerned with clashes with the parades of wearable art which will run both Saturday and Sunday.
It was raised that people who wish to attend both the Mad Kelpie Playdate performance and the Millicent Armstrong play readings may also want to have lunch sometime, and it may be important to not have the literary performances back to back without a break. Greg, Mike and Dianna indicated that their events could possibly be shortened to enable a better schedule, and Margarita indicated that the art exhibition opening could be moved back. It was decided to continue the scheduling discussion amongst a smaller group following the meeting.

Grant applications

Applications (FRRR and Tourism Association) have so far been unsuccessful. Have had useful positive feedback, but the feeling is that further grant applications are unlikely to be successful owing to needier towns affected by drought. Feedback indicated that other areas had a "more dire" need.

Sponsorship letter has been finalized. MC is compiling a list of businesses to approach. Andrew Warren is coming to the next GAF Committee meeting.

Opening Ceremony

Food and entertainment (George Washingmachine) will be dependent on sponsorship, which could be targeted.

Indigenous Welcome to Country also dependent on sponsorship. Celia Barlow to contact Leslie to progress discussions. May be too dark and cold for a smoking ceremony which would have to be held outdoors.

Will be ticketed event but tickets (no more than \$45) will not cover cost.

Creative Gunning have assured GAF there will be room for the function. They will be finished setting up by 4.00 pm. The kitchen will be clear.

Alternative low cost function could be held in the PHG if sponsorship fails.

The logo is not finalised so could not be shown to the group and the decision was therefore made to defer discussion of the logo use policy to a future meeting.

Any other business:

Publicity:

MG would like some information/promotion items for the website and facebook pages soon.

There will need to be a schedule of publicity for events for the Lions noticeboard.

The Webpage for the GAF will include links to individual events ticketing sites.

Next meeting is GAF committee meeting on Tuesday 8th October 3.30 pm PHG.

Gunning Arts Festival

Gunning Arts Festival Section 355 Meeting no 10 Minutes

Tuesday 8th October 2019 3.30 – 4.30 pm

Attendees: Margarita Georgiadis, Margaret Hindley (Minutes), Michelle Storey, Michael Coley, John Searl, Celia Barlow, Andrew Warren (Tourism Association Upper Lachlan Shire Council), Dianna Nixon

Apologies: Pam Kensit, Darryl Tonks

Andrew Warren was asked to address the meeting about the management strategies and promotion of tourism in the Upper Lachlan Shire Council area and how it could benefit the Gunning Arts Festival.

Andrew explained the structure of tourism management in the New South Wales government body Destination NSW, the six regions, of which ours is the Southern NSW which in turn is divided into four regions, South Coast, Alpine, Canberra Region and Tablelands, which includes the Upper Lachlan Shire Council. There are four priorities for investment within these structures: Remarkable Journeys, Food and Wine, History and Heritage and Nature. Funds have been cut for tourism grants across NSW. Some very large projects may be funded provided there are matching funds in place.

The ULSC tourism strategy was determined some years ago with 7 priorities, but tourism support is changing in government and shire council. At present events fit into the current strategy but applications for funds will not be sought by the ULSC Tourism 355 Committee until May next year.

ULSC Tourism can however provide support for promotion through the Australian Tourism Data Warehouse, a government run repository of tourism information which provides data storage and automatic updating of websites including Visit NSW, ULSC, Southern Regional Tablelands. ATDA has no cost but for \$100 per year Andrew Warren's group will facilitate access and use of it for us, also Facebook, Instagram.. They need good quality images and videos. Andrew recommended work commence on this soon. **Action MG.** We need a ADGW product listing ID.

Andrew outlined the functions and staff responsibilities at the Crookwell Tourism information office. Brian Faulkner bfaulkner@ulsc.nsw.gov.au (not sure of spelling) looks after events marketing, listings with ADGW, fridge magnet lists, what's on and newspaper ads. Amy Crago does destination marketing, Jo Manson does front of house tourism information and Andrew Warren does regional and Council work.

Logos. Andrew Warren confirmed individual event organisers should not use the ULSC logo. The Council would not be concerned about the use of our own logo.

Andrew Warren and Dianna Nixon left the meeting.

Minutes of Meetings 8 and 9 acceptance moved Michael Coley seconded Margarita Georgiadis. Agreed. Minutes should be sent to the ULSC after each meeting. Recommendations to Council should be flagged. **MH to action.**

Business arising:

Sponsorship. Michael Coley is compiling a list of likely sponsors. The request letter has been finalised. **MC to send MS the list so far**, so letters can be sent out.

Logo has been finalised. MG to ask Dean Mounsey for the version which includes "April 2020" which can be used where there is space.

There is a need to work out a schedule of notices for the Gunning Noticeboard and copies need to be sent to Brian Faulkner, cc to Andrew Warren.

Correspondence:

Letter from ULSC 25/9/19 notifying us that the Council Representative on the Gunning Arts Festival 355 Committee would change from Pam Kensit to John Searl. John Searl explained that the change was subsequently reversed and current arrangements would continue.

A letter supporting Dianna Nixon's application for grant money to support the Millicent Armstrong project was drawn up and tabled.

Other Business:

A website organisation meeting is needed, soon but a date was not set.

It was suggested our minutes could be sent to the Gunning District Association.

Next Committee meeting Tuesday 22nd October at 3.30.

Meeting closed 5.00 pm.

Gunning Arts Festival

Gunning Arts Festival Section 355 Committee Meeting no 11 Minutes

3.30 pm, Tuesday 19TH November 2019

Attendees: Margarita Georgiadis, Margaret Hindley (Minutes), Michelle Storey, John Searl, Celia Barlow,

Apologies: Pam Kensit, Darryl Tonks

Minutes of meeting no. 10, 8th October 2019. Accepted.

Business arising:

MG has used the Tourism database and found it satisfactory

MC and Ros McLoughlin looked at and completed the list of sponsors.

Correspondence In and Out:

1. Invoice from Deans Designs for logo design received and paid
2. FRRR grant to Tackling tough Time Together program submitted and acknowledgement from FRRR received
3. Sponsorship letters sent out to 23 businesses. Responses received from Bailey's Garage becoming gold sponsors and Fireworks Australia offering to start process to provide \$300 sponsorship
4. Emails from Leslie Bush on the Heritage Festival and Industry Development Workshop. The latter could not be attended. Canberra Heritage Festival which runs for over the time of GAF was noted. It was decided not to participate in the Festival, but individual events are welcome to do so.

Sponsorship:

Other options for sponsorship could be The Greens real estate development, Gunning Solar Farm, John Searl to ask Peter O'Brien how they get sponsorship for the horse carriage event held Sunday 24th November which lists a number of local sponsors. More advice could come from the Show Society or the Gunning District Association (President Vanessa MacKay)

Database of text and images update:

MG has asked for details of individual events, but no response other than from Creative Gunning. MG will ask for images at next event organizing meeting and do an article for the Gunning News.

Indigenous Welcome:

CB to meet with Joel Bulger We have opted for Welcome to Country only unless we can afford more.

Any other business:

1. Gunning District Historical Society now have possession of the old Gunning Gaol. We will encourage them to open it during GAF.
2. Invitations for the opening event need to be considered soon, especially who will do the opening. Options are Wendy Tuckerman (State MP for our area), Mayor or Deputy Mayor, Max or Margarita, Ms to draft letter to invite dignitaries.
3. Banking still not sorted out for Darryl Tonks as Treasurer. MS will see to it next week.
4. Next meeting is an event organisers meeting at a date to be chosen by doodle poll.

Meeting closed 4.30 pm



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, 2019

Presidents Report December 2019

Well, hello again folks. Taralga can be very proud of the way the celebration of two hundred years of European settlement of the Taralga district turned out.

A committee of energetic folk were elected some eighteen months ago to organise an event to be titled T200 (a taste of Taralga) event, and it turned out to be absolutely huge. Two plaques were unveiled in the grounds of the Historical Society to acknowledge the occasion. I am sure that you have already heard about the record crowds lining the streets and attending the festival. Ken Vaughan has produced an excellent video of the whole event which can be purchased in DVD form from the society, or Graham Lambert phone 4843 8187 or email grahamlambert51@hotmail.com and he will post one to you.

In light of the monetary success of the weekend, a donation of \$3,000 will be presented to the Historical Society. This donation is to be used specifically to enlarge and fit out the machinery shed.

Congratulations to all involved in the organisation and running of this spectacular and unforgettable event,

We had the pleasure of a visit of nine Japanese delegates from Shibetsu, Goulburn's sister city. They were led by Goulburn Mayor Cr Bob Kirk, our local Mayor Cr John Stafford as well as several councillors and interpreters. The visitors were thrilled with the shearing and sheepdog demonstrations presented by our member Brian Corby. The group also visited the Taralga Wildlife Park.

Other visitations included a bus group from the northern suburbs of Sydney who enjoyed morning tea and a tour of the complex.

Members of the Society in conjunction with the Golf Club and the Rural Fire Service catered for the Heritage Machinery Rally, hard work for all, however, a tidy return for each organisation.

Excavation for the machinery shed extension has been completed.

Our next meeting will be the AGM which will be held on Sunday 16th February 2020.

Have a happy and healthy Christmas.

Mick Chalker

UPPER LACHLAN SHIRE COUNCIL
GUNNING OFFICE
19 DEC 2019
File No: 1

Vale



John Alders
29.8.2019 aged 67 years
 son of Alice & Ron
 Brother of Bill, Julie and Robyn
 Father of Chris & Rebecca



Tony Boys
25.9.2019 aged 76 years
 son of Ettie & John
 Brother of Katherine. Judy
 Trish, Gerard, Pauline, Helen
 Father of Sheena

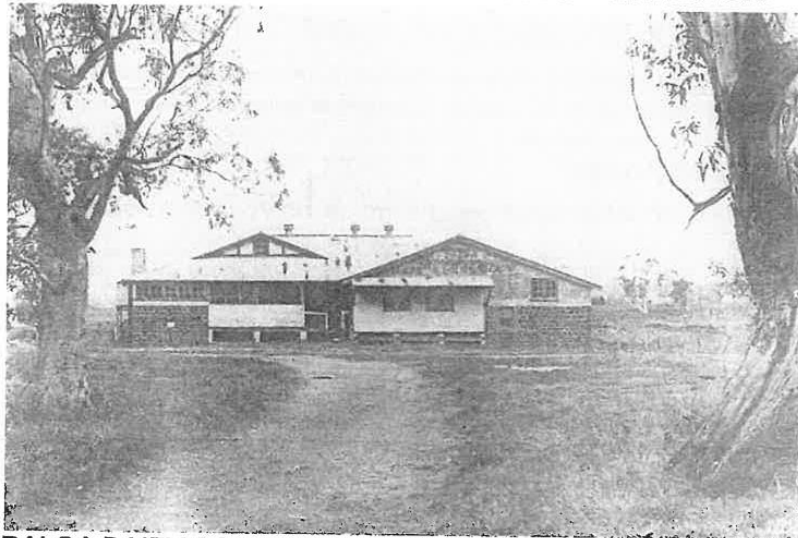


Valance Lang
10.9.2019 aged 85 years
 Son of Donald & Alma Lang
 Brother of Bruce, Cecil, Gloria
 Willie and Veronica
 Husband, Father & Grandfather
 Lived at Mudgee



Ann (Chalker) Bloomfield
4.9.19 aged 49 years (DOB: 5.11.70)
 Wife of John
 Mother of Lachlan and Kiera
 Mother in law of Maddy
 Daughter of Laurence and Lynette
 Sister of Nicholas

DAIRY PRODUCTION AROUND TARALGA



TARALGA DAIRY COMPANY LTD - BUTTER FACTORY OPENED 1924

By Pat Williamson for the Taralga Historical Society c1980

From the earliest days of settlement in the Taralga district dairy products supplemented farmers' income. Research by Mr. Ian Ross shows that the earliest cheese-maker in the area was probably **Thomas Howe**, formerly of Campbelltown. Howe received a grant of 600 acres dated 6th Sept, 1828, and the area he selected joined the northern boundary of Macarthur's 'Richlands' estate. Howe is reported to have resided on this grant near Burra Burra Lake, making cheese there. This block was later purchased by Edward Macarthur and he subsequently built Richlands homestead and allied buildings there.

Another early cheese-maker was **Lachlan Ross** Senior of 'Rossville'. In July 1869 he sold 800 lbs. of cheese through Commission Agent C.H. Whitton of 66 Sussex St., Sydney. The Cherry's Patent No 1 Butter churn pictured was used by Mr Ross in his dairy at 'Rossville', which is in the Myrtleville area.



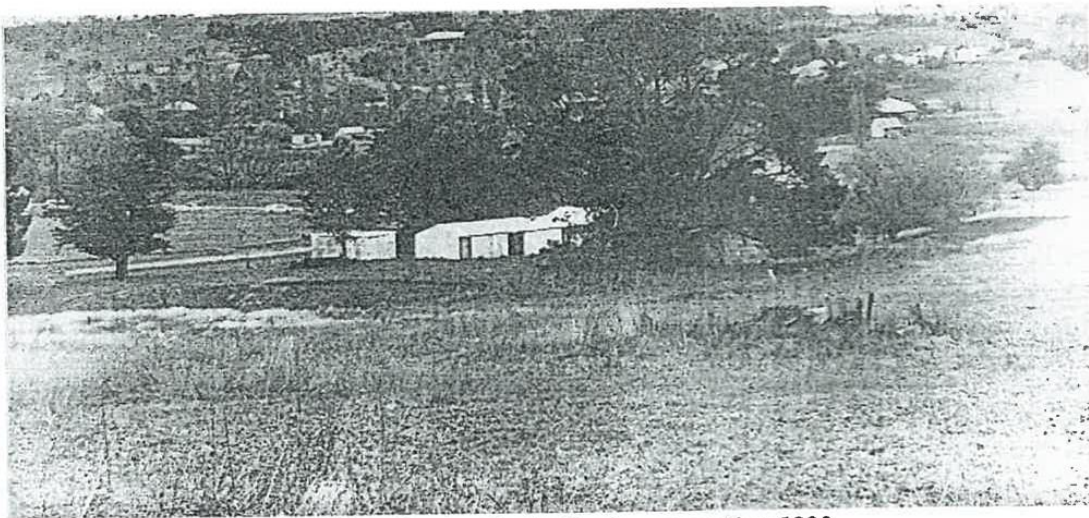
During the development years of the dairy industry in the country many novel types of separators, churns and butter presses made brief appearances, each in its turn becoming obsolete as better equipment was invented and patented.

Large bottles of liquid rennet for cheese making were available commercially, and metal parts for cheese presses were imported, the timber frames being constructed from local timber and fitted with the imported metal parts to make very efficient presses for a relatively small financial outlay.

Cheese-making was a widespread occupation, at Yorkborough the **Baxters** of 'Gowen Brae' made one ton of cheese in six weeks. Cheese was made on the individual properties in those days and was carried by bullock wagons to be sold through various commission agents in Sydney, the price depending on the quality of the cheese. One farmer sent a large consignment which was so mouldy by the time it reached Sydney that it was worth nothing.

Around 1890 cheese-making became more centralised, and a farmer who had good cheese-making equipment, or a large separator would buy milk from his neighbours and concentrate on cheese and butter making while they put their effort into increased milk production. Soon the butter and cheese 'factories' became more mechanised, some purchasing steam engines to drive the machinery.

By 1893 the first Co-operative butter factory was operating just east of the present showground. The pile of rubble in the right foreground of the photograph below is all that now remains of the factory, the building is believed to be the one that originally housed John Miller's flour mill but at the present time we have no positive proof of this.



Site of first Taralga Butter Factory, operating 1893

This photo was taken from the Bannaby Road looking over the northern end of the showground with the Anglican Rectory roof plainly visible in the centre background. The Anglican Church can be seen towards left background and the Historical Society Museum in a similar position on the right.

Under the name of 'The Taralga Dairy Company' the shareholders appointed a manager and met regularly to allot dividends, and attend to other business. The shareholders were suppliers of milk, but a supplier was not necessarily a shareholder. At this factory

milk was separated, butter was churned, and unconfirmed reports state that cheese was also made there. There were up to fifty farmers supplying milk in 1894 which appears to have been the most productive year. Managers were A. Black 1893; S. Rothwell 1894; H. Bassington in 1895; Arthur Hall 1896; and Thos. Fitzgibbon from 1897 to close.

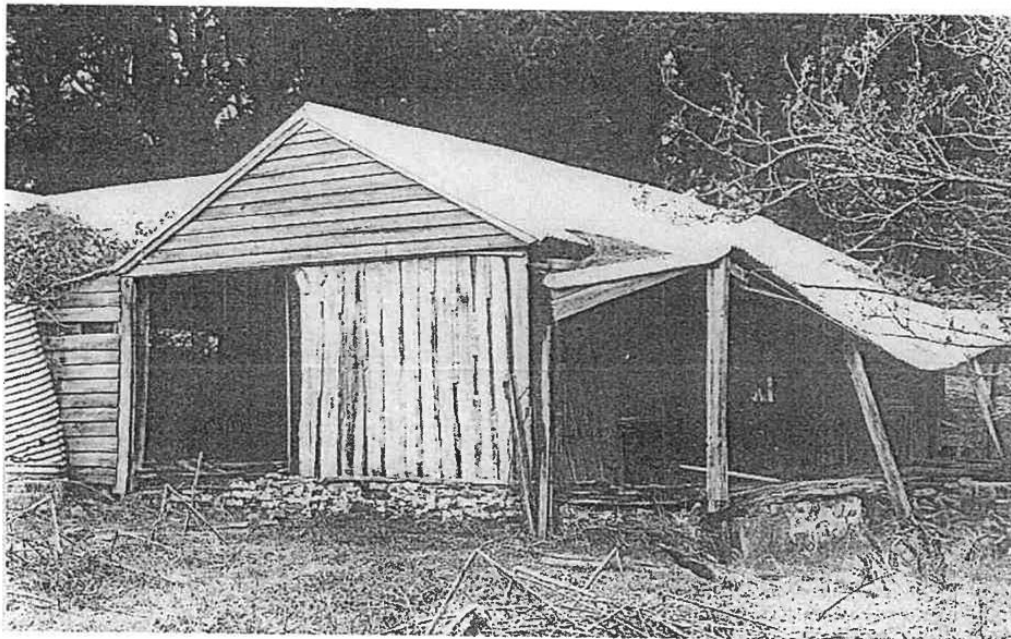
Thomas Taylor carried the butter to the railway at Goulburn, monthly averages were from 3 tons to 13 tons. Thomas received from 35/- to 36/- per ton for the cartage.

The manager was also the engineer for the machinery (steam driven) and a second man was employed to assist him. Amongst these were Ernest Munn, Maurice Kindon, and Thomas Fitzgibbon had been an assistant before he became manager. L. McLean had a contract to supply wood for approximately 60/- per month, John Bergin also supplied wood for the steam engine.

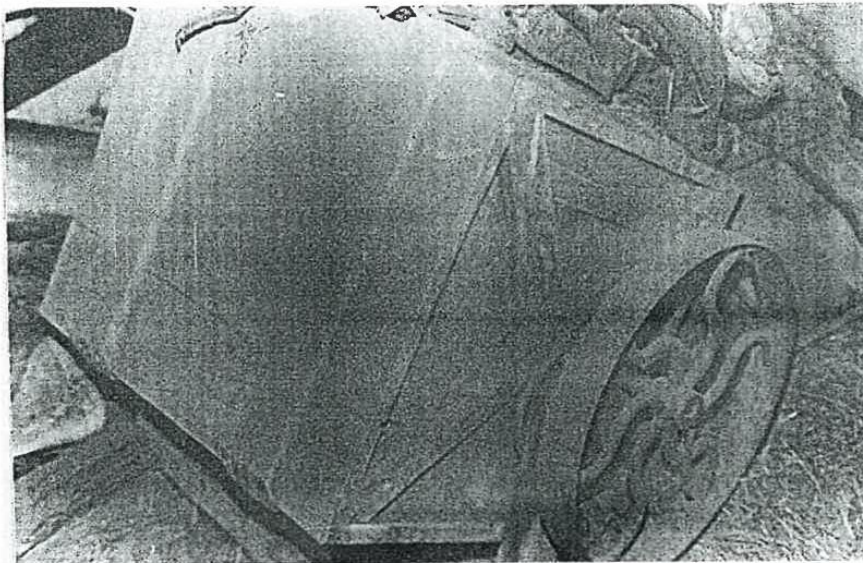
Suppliers brought from 200 gals. to 4,000 gals. of milk in each month, and depending on the 'test' on the milk and the current price of butter, they received from 1 5/8 pence to 4 3/8 pence per gallon. Some purchased the skim milk back at 1/2d. or 1d. per can to feed poddy calves and pigs. The price of butter varied from 8d. to 9 1/2d. per pound.

The first 'Taralga Dairy Company' factory apparently ceased operating in 1901.

Joseph Spicer of Bright Hill near Mt. McAlister south-west of Taralga had his own small butter factory for a time but when the Myrtleville Butter Factory commenced production Joseph took his milk there to be processed.

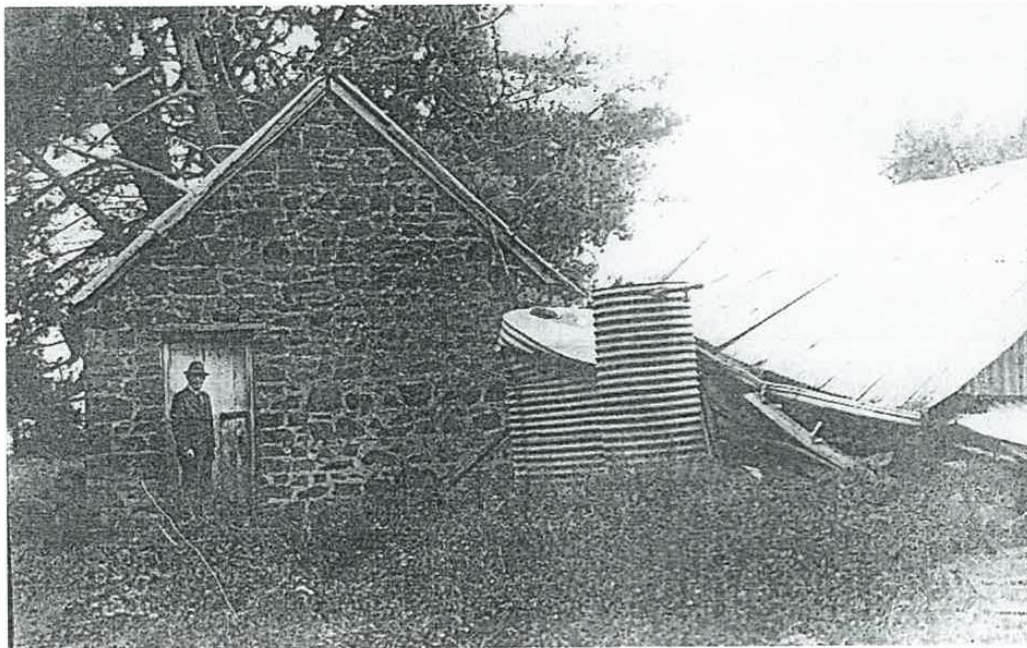


Remains of Joseph Spicer's Bright Hill Home

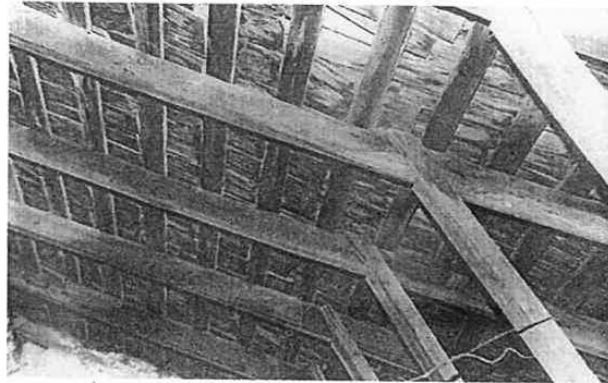


Old Butter Churn laying under collapsed building of Cptn. Drury's Factory

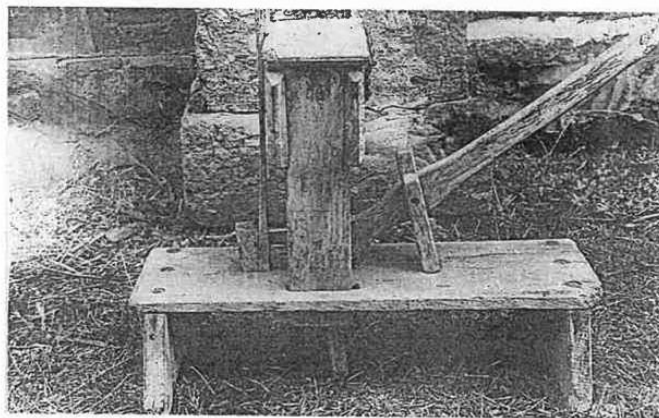
On the property now owned by Mr. Aub Johns at Myrtleville, before the turn of the century a retired Ferry Boat Captain (**Captain Drury**) owned the farm, and had a large herd of cows. He had a steam engine to drive the separator and churn for the milk he produced. Later he supplied the Myrtleville Butter Factory and his property was later purchased by Mr. Edwin Johns who continued producing milk.



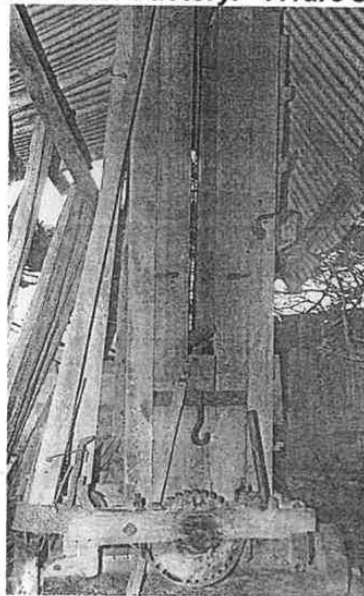
Mr Aub Johns standing at the door of Captain Drury's coolroom, and to the right is the collapsed building which housed the machinery.



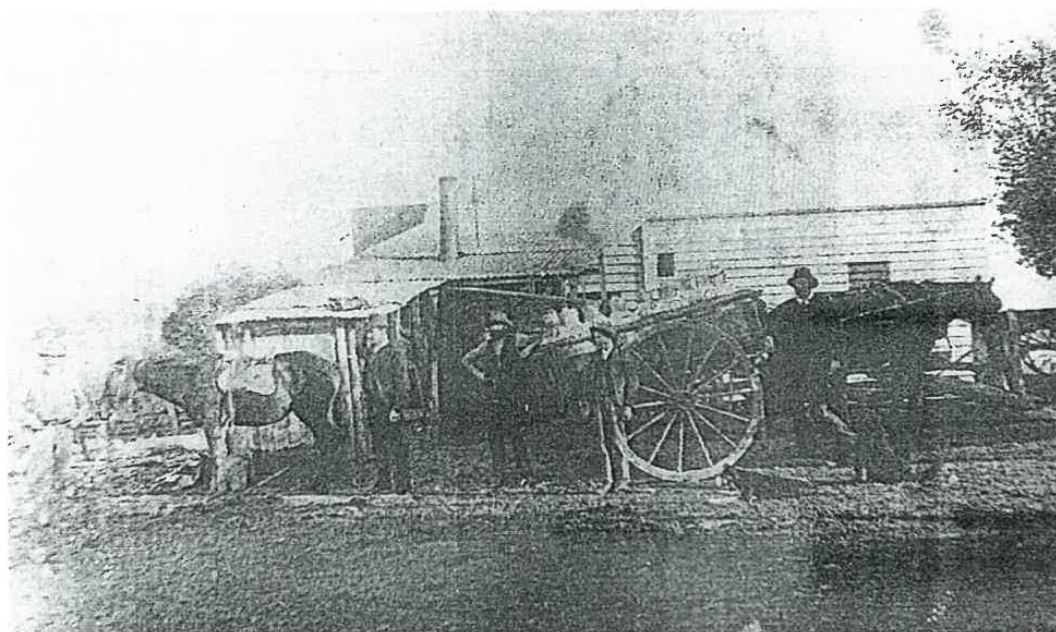
Shingle roof on Drury's coolroom, now covered with iron



Butter Press formerly used to shape the pounds of butter produced in the Myrtleville Butter Factory. A rare specimen.



Wooden type hay-press which pressed the hay to feed milking cows on Mr. Johns' farm



The **Myrtleville Butter Factory** was a weatherboard building with an iron roof, situated 80 yards east of Joseph Boardman's house on his property. The photo above was taken in the early 1900's, the man on extreme left is unknown, second from left is Joseph Boardman, centre with hand on hip is James Bee, and the boy near the back of the wheel is Harmony Blay. Man leaning in dray far right is also unknown.

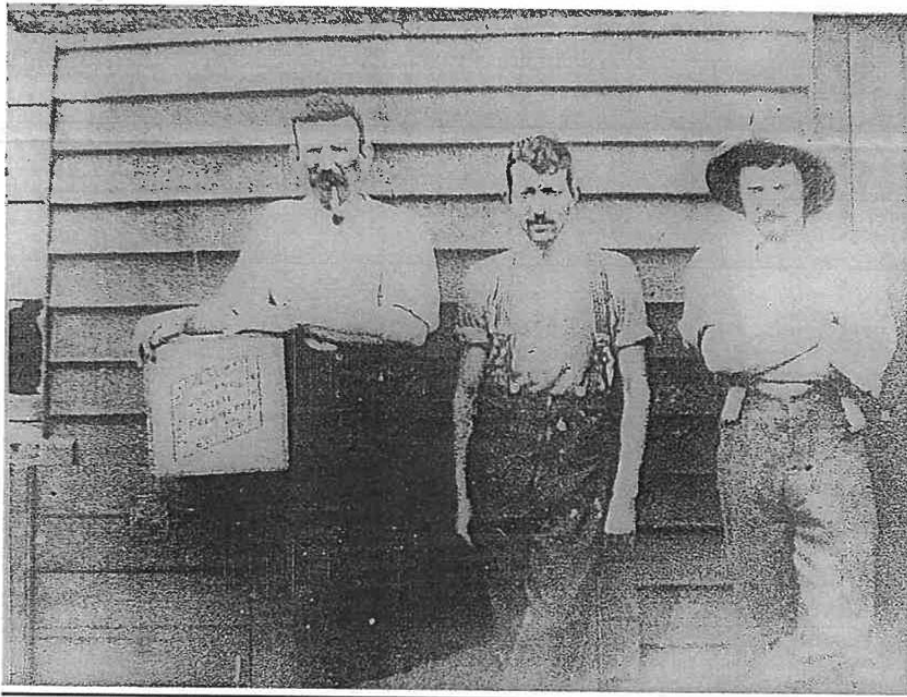
The factory was built around 1892 by Mr. Boardman and his brother-in-law, Mr. Dengate. It had three rooms - one for the engine, one for separating and one for churning. A steam engine provided the power to drive the machinery. Another brother-in-law, Mr. Dobson, also helped with the work, and they sought help from Mr. Bee of the Yalbraith factory if there were problems with the machinery.

Farmers who supplied milk to the Myrtleville factory were **Barry, Blay, Miskelly, McAlister, Baxter, Little, Staunton, Chalker, Cooper, Price, McDonald, Dobson, and Spicer**. Joseph Lenane and Pat McAlister were employed at times. Prices paid for milk varied up to 6d. per gallon, and the skimmed milk could be bought back to feed pigs etc., for 1d. per 10 gallon can. Mr Boardman had a van pulled by two horses to take the butter to Goulburn. During the drought of 1902 production fell off, but the factory kept working and did not close until about 1910 when many people had their own separators and sent cream to Goulburn. About 1975 a violent storm blew down the old building which had been used as a shed since the steam engine and machinery were sold to someone in Goulburn.

The **Yalbraith Butter Factory** was situated near Howlett's home, the cement floor still remains there. This factory was owned by surrounding farmers on a co-operative basis, and they employed Mr. Jim Bee to manage the factory and make the butter. Mr. Bee, who was the grandfather of John McLean of 'Glencoe' was skilled with machinery of the type used for butter factories, and other factories had to call on him when their machinery broke down. The Yalbraith Butter Factory closed about 1900, and the machinery was moved to the Richlands Butter Factory. The farmers who supplied the milk also transferred their business to Richlands.



Members of Taralga Historical Society stand on foundations of old Yalbraith Butter Factory looking for relics. The Howlett home is in the background to the west.



Richlands Butter Factory c1910. Note Butter Box. Men from left 1. Dick? Cusack, 2. Barry Gordon who was Manager 3. ? Rook

The **Richlands Estate Butter Factory** was not far to the north-west of Richlands homestead. It belonged to the Macarthur-Onslow family, and they paid their tenant farmers and others for the milk they brought in. It was separated at the factory and the cream was churned. Separated milk and butter milk flowed through a pipe to the pig paddock below the factory.

The Richlands Factory was an interesting building of three storeys which was destroyed by fire during the Second World War (about 1943), from 1910 it had only been used as a storage shed because the factory ceased operating when the Richlands Estate was cut up and sold. One farmer who had supplied milk was Mr. William Price Senior, he was paid threepence per gallon for whole milk.

Mr. William Webb carried the butter from Richlands to Goulburn by horse transport, and after the Richlands Butter Factory closed another contractor took cream from various properties to Goulburn.



Dairy Farmers at Stonequarry or Yalbraith before 1910

Standing in front are from left:

1. Dick ? Cusack, Harry? Cusack, 3. ? Rook

About 1917 Mr. Webb won the contract to carry the cream from more than eighty district farms to Goulburn in the truck he then owned. The farmers delivered the cream to centrally situated places and Mr. Webb picked it up from these boxes. Loads went on Mondays, Wednesdays, Fridays and sometimes on Saturdays. This continued until the new butter factory opened in 1924 one mile south of Taralga on the Goulburn Road.

The **Taralga Dairy Company Ltd.** Was the name chosen for the company formed in 1921 on 5th December with Mr. C. Keith as chairman. Shares were issued to interested people and those serving on the Committee and later the Board of Directors included W. McPaul, W.J.Cree, J.J.Francis, Owen Maher, J.J.Walsh, S. Craig, J.Lynch, R.Keith, C.C.Bradbury and Patrick E. McAlister, later G.C.Goodhew.

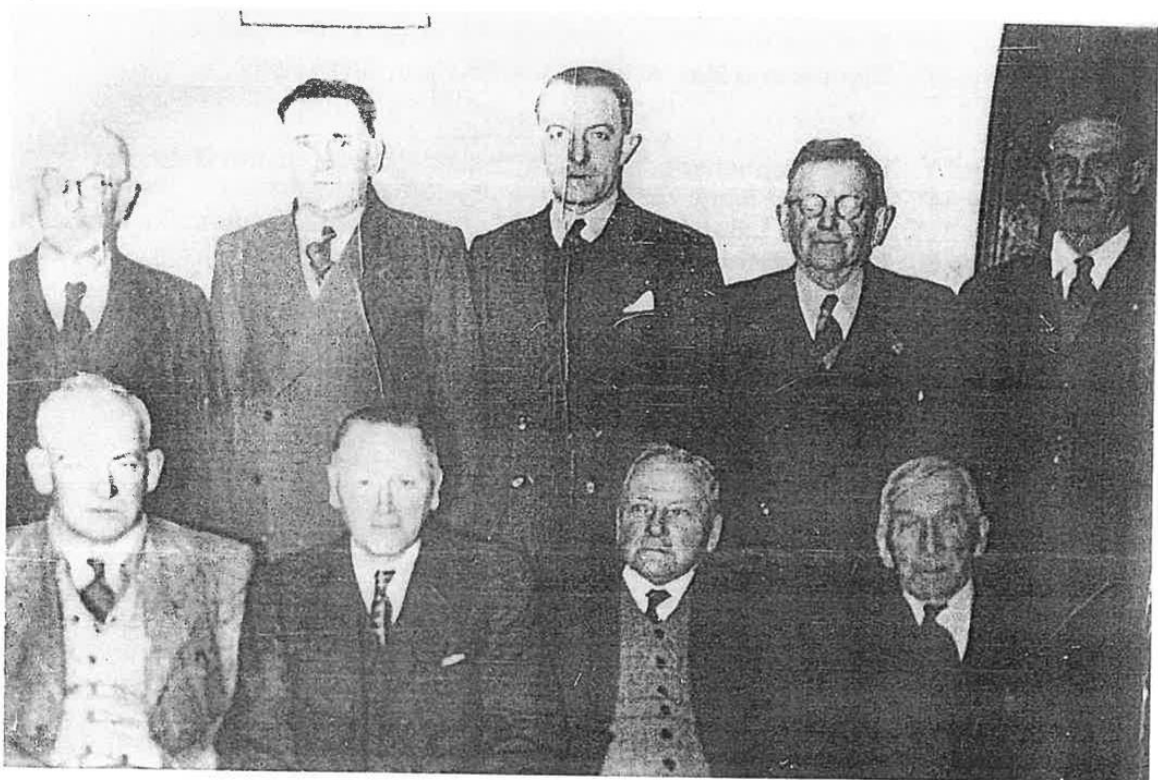
Secretary W.M.Fitzgibbon was appointed and Mr. Manfred was engaged as solicitor, Mr May was consulting Engineering to build the factory. Tenders were accepted from Wildridge & Sinclair (£721.5.0) for machinery, Hornsby's (£825) for Engine and Gas Producer, and Lindsay (£414) for Pastureiser. Mr. Morduant engaged to sink the well.

Mr. Phemister was appointed manager in 1923, later managers being Mr. Faulkner and Mr. George Gerathy. Other men who worked there were Joe Cooper (engineer), Carl Alders (accountant), Reg Fitzgibbon, Gordon Francis, Mr. Wilkins and Mr. Mick Fitzgibbon who had been appointed as secretary when the Company was formed. Around 1938 the Co-op, bought another factory in Goulburn but continued to operate the Taralga one until 1949 when all operations moved to Goulburn.

Originally the emphasis was on butter production and eighty or more farmers supplied cream two or three times weekly in good seasons. They were paid according to the freshness of the cream and its butter fat content, up to 1/6d. per pound. The butter milk was used to feed pigs on the property attached to the factory at that time. The brand on the butter was 'Talga', and a resident who travelled to London reported having seen Talga brand butter on sale there.

By June 1943 the Milk Trading Account showed a much better profit than the Butter A/C and from then on the Milk Sales provided the bulk of the income.

After 1949 when the Taralga Butter Factory ceased operations, many farmers continued to supply both whole milk and cream to the Dairy Farmers' Factory in Goulburn, brining their cans of milk and cream to central points where a truck came each morning from Goulburn; in the heat of summer it sometimes made a trip in the evening also. Eventually the farmers found it uneconomical to supply the Goulburn factory, and most ceased milk production. There are only a few dairy farms now who still provide whole milk which is transported by refrigerated tanker to supply the factory at Moss Vale.



FINAL MEETING OF TARALGA BUTTER FACTORY DIRECTORS

Back Row L to R:

**1. Jim Duncan, 2. George Gerathy, 3. Carl Alders, 4. Paddy McAlister,
5. William McPaul**

Front Row: 1. Ross Keith, 2. George Goodhew, 3. Joe Francis, 4. J.J. Walsh

Taralga Historical Society Members Duty Roster
Please note opening hours (unless otherwise advised) are
10am to 2.30pm inclusive

December

Saturday 7th Judith Matthews, Matt and Vicki Chalker, Alan Robertson
Saturday 14th Mick and Annette Chalker, Peter Davies, Tim Dowsley
Saturday 21st Maureen Long, Joan Scott, Pat Murray, Elaine Connor, Tim Dowsley,
Saturday 28th Peter and Margaret McAlister, Jim Dean, Robert Rabjohns

January

Saturday 4th Graham and Sue Lambert, Tim Dowsley
Saturday 11th Jeff and Judy Chalker, Brian Moloney
Saturday 18th Maureen Long, Joan Scott, Pat Murray, Elaine Connor
Saturday 25th Mick and Annette Chalker, Chris Ainsworth

February

Saturday 1st Mick and Annette Chalker, Helena Hopkins, Margaret McIntosh
Saturday 8th Tim Dowsley, Peter Davies, Laurie Halpin
Saturday 15th Maureen Long, Joan Scott, Pat Murray, Elaine Connor
Saturday 22nd Matt and Vicki Chalker, Alan Robertson
Saturday 29th Glennis and Max Wright, Mick Chalker, Brian Kelly

March

Saturday 7th Ernie Stephenson, Geoff Sieler, Brian Corby, Judith Matthews
Saturday 14th Peter and Margaret McAlister, Jim Dean
Saturday 21st Maureen Long, Joan Scott, Pat Murray, Elaine Connor, Tim Dowsley
Saturday 28 Mick and Annette Chalker, Tim Dowsley



Editor - Maureen Long

If your name hasn't been appearing on the roster or you would like to do more, or less, please let me know. Please feel free to come along at any time. As well as dealing with our visitors, we undertake research, cleaning of the exhibits and maintenance of the grounds and infrastructure - we all have skills to share

Phone Mick Chalker 4843 5975 or Graham Lambert 4843 8187

Minutes of 2019 Crookwell Potato Festival Committee

Date & time	21 November 2019 – 11.00 am
Venue	3 Churchill Street Crookwell
Attended	<ul style="list-style-type: none"> • Joyce Edwards (Chair) • Darian Cameron (Secretary) • Beverly Houterman (Treasurer) • Sandy Martin • Ric Opie • Marcus Kollakides • Jan Pont • Mandy McDonald • Judy Case

- **APOLOGIES:**
 - Andrew Warren, Pam Kensit, Mike Walsh
- **CORRESPONDENCE:**
 - **Out:** Email to Decorative Events
 - **In:** Response from Decorative Events.
- **ACCEPTANCE OF PREVIOUS MINUTES** – Moved SM, Seconded MK
- **BUSINESS ARISING (shaded items complete)**

Meeting	Action items	Who	Outcome
22.8.19	Committee lunch at Kadwell's	MK	TBA when weather permits Looking at February
22.8.19	Seek information re working dog display/competition	MK	Marcus to research
22.8.19	New merchandise ideas	All	In Progress Decision to be made at next meeting on commemorative shirts for committee
19.9.19	Business Support Package	AW	
19.9.19	Contact Paul Anderson re container	JE	
19.9.19	Contact Decorative Events	DC	Done
21.11.19	Contact Australia All Over	DC	
21.11.19	Relevant Section 355 requirements for committee members	DC	

- **TREASURER'S REPORT:**
 - Treasurer noted submission of 2018/19 reports for Council will be completed and submitted in the next couple of weeks.
- **2020 FESTIVAL**
 - Sponsorship – To continue in the new year
 - Marketing – More business cards to be printed
 - Stalls – Open for booking on 1 December
 - Entertainment – In progress
 - Catering – (Judy C) – seeking participants for the cooking displays and to promote 'paddock to plate'. Each dish to include potatoes! Local producers to be approached (4).

- **GENERAL BUSINESS**

- Moved MK, Seconded DC that committee shirts should celebrate 100 years of potatoes in the district rather than the 10 years of the festival.
- 2020 gala dinner being held in April is not being hosted by the festival committee and will be held at the RSL.

Raffle –


30 Nov –	8.30-10.30	JE and MK
	10.30-12.30	BH and Tony

14 Dec –	8.30-10.30	DC and MK
	10.30-12.30	BH and Tony

With	1 st Prize –	Ham – \$50.00
	2 nd –	\$50.00 – Voucher Shoe Shop
	3 rd –	To be confirmed at Harts

Meeting closed 12.05am

- **Next meeting 10 am 6 January 2020**

 .
Signed as a true and accurate record: _____ Date: _____

Crookwell Potato Festival Committee AGM

Date & time	September/October 2019
Venue	3 Churchill Street Crookwell
Attended	<ul style="list-style-type: none"> • Joyce Edwards (Chair) • Darian Cameron (Secretary) • Andrew Warren • Sandy Martin • Marcus Kollakides • Jan Pont • Ric Opie • Mandy McDonald

• **Apologies:**

Ric Opie, Pam Kensit, Mike Walsh, Beverly Houterman (Treasurer)

Note: The 2019 AGM of the Potato Festival Committee was held over two committee meetings in September and October 2019.

• **Report from Chair:**

- Chair noted that although the weather was only slightly better than the previous year, the 2019 potato festival was an overall success.
- The festival continues to receive valued support from sponsors, volunteers and visitors. The number of stall holders had noticeably increased over the last two years.
- Guests of honour – The Deputy Head of Mission from the Irish Embassy, Mr Eamonn Robinson and his wife Sara Milne – joined in the festival with good humour and had a good time indicating they would like to return.
- Chair thanked all committee members for their hard work.
- Jan Pont has noted she will be retiring from the committee.

• **Treasurer's report:**

- Balance of accounts was tabled with the balance standing at \$22,148.94.
- Final audit and documents are being prepared for submission to Council in December.


• **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, Sandy Martin, and Darian Cameron.
- Council representatives: Pam Kensit and Richard Opie.
- Council support staff representative: Andrew Warren.
- Executive appointments: Chair – Joyce Edwards; Treasurer – Beverley Houterman; Secretary – Darian Cameron. All elected unopposed.

It is recommended to council that the above appointments for 2019/20 Potato Festival Committee be endorsed.

Signed as a true and accurate record:  Date: _____

UPPER LACHLAN SHIRE COUNCIL
MINUTES OF THE
MEETING OF THE AUDIT, RISK AND IMPROVEMENT COMMITTEE
HELD IN THE COUNCIL CHAMBERS
ON 18 DECEMBER 2019

PRESENT: Mr M Barlow (Chairperson), Cllr R Cummins, Cllr P Culhane, Cllr J Wheelwright, Mr D Marshall (Community Representative) and Mr W Martin (Community Representative).

STAFF: Mr A Croke (Acting General Manager), Mr Jovan Pejic (Manager
(Non-Voting) Risk, Audit and Improvement), Mr Bruce Johnston (Manager Finance and Administration) and Ms S Pearman (Executive Assistant).

THE CHAIRPERSON DECLARED THE MEETING OPEN AT 8.30AM

SECTION 1: APOLOGIES & LEAVE OF ABSENCE

There were no apologies.

SECTION 2: DECLARATIONS OF INTEREST

Nil

SECTION 3: CONFIRMATION OF MINUTES

ITEM 3.1 **RESOLVED** by Mr Martin and Cllr Wheelwright

That the minutes of the Audit, Risk and Improvement Committee Meeting held on 9 October 2019 be adopted.

- CARRIED

SECTION 4: REPORTS

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

RESOLVED by Cllr Culhane and Mr Marshall

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

- CARRIED

This is page ONE of the Minutes of the MEETING OF THE AUDIT, RISK AND IMPROVEMENT
COMMITTEE

Held on 18 DECEMBER 2019 Confirmed on 18 MARCH 2020

UPPER LACHLAN SHIRE COUNCIL
MINUTES OF THE
MEETING OF THE AUDIT, RISK AND IMPROVEMENT COMMITTEE
HELD IN THE COUNCIL CHAMBERS
ON 18 DECEMBER 2019

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

RESOLVED by Mr Martin and Mr Marshall

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

- CARRIED

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

RESOLVED by Clr Wheelwright and Mr Marshall

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

- CARRIED

ITEM 4.4 **INTERNAL AUDIT CHARTER FOR ADOPTION**

RESOLVED by Clr Culhane and Mr Martin

1. Council adopt the Internal Audit Charter.

- CARRIED

This is page TWO of the Minutes of the MEETING OF THE AUDIT, RISK AND IMPROVEMENT
COMMITTEE

Held on 18 DECEMBER 2019 Confirmed on 18 MARCH 2020

UPPER LACHLAN SHIRE COUNCIL
MINUTES OF THE
MEETING OF THE AUDIT, RISK AND IMPROVEMENT COMMITTEE
HELD IN THE COUNCIL CHAMBERS
ON 18 DECEMBER 2019

Internal Audit Charter

Upper Lachlan Shire Council



1.0.0
18 December 2019

This is page **THREE** of the Minutes of the **MEETING OF THE AUDIT, RISK AND IMPROVEMENT COMMITTEE**
Held on **18 DECEMBER 2019** Confirmed on **18 MARCH 2020**

UPPER LACHLAN SHIRE COUNCIL
MINUTES OF THE
MEETING OF THE AUDIT, RISK AND IMPROVEMENT COMMITTEE
HELD IN THE COUNCIL CHAMBERS
ON 18 DECEMBER 2019

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3.	Purpose	- 3 -
4.	Independence	- 3 -
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7.	Reporting arrangements	- 5 -
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10.	Reporting to the Audit Risk and Improvement Committee	- 6 -
11.	Nature and scope of work	- 7 -
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COMMITTEE
Held on 18 DECEMBER 2019 Confirmed on 18 MARCH 2020

UPPER LACHLAN SHIRE COUNCIL
MINUTES OF THE
MEETING OF THE AUDIT, RISK AND IMPROVEMENT COMMITTEE
HELD IN THE COUNCIL CHAMBERS
ON 18 DECEMBER 2019

1. Introduction and Vision

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

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

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

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

2. Definition of internal auditing

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

3. Purpose

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

The Internal Audit function provides independent and objective assurance to:

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

4. Independence

The Internal Audit function is required to be independent and objective, with independence essential to its effectiveness. The Internal Audit function has no direct authority or responsibility for the activities it reviews. The Internal Audit

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UPPER LACHLAN SHIRE COUNCIL
MINUTES OF THE
MEETING OF THE AUDIT, RISK AND IMPROVEMENT COMMITTEE
HELD IN THE COUNCIL CHAMBERS
ON 18 DECEMBER 2019

function has no responsibility for the management of business activities, or for development or implementation of operational systems or procedures.

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

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

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

5. Conflict of interest

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

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

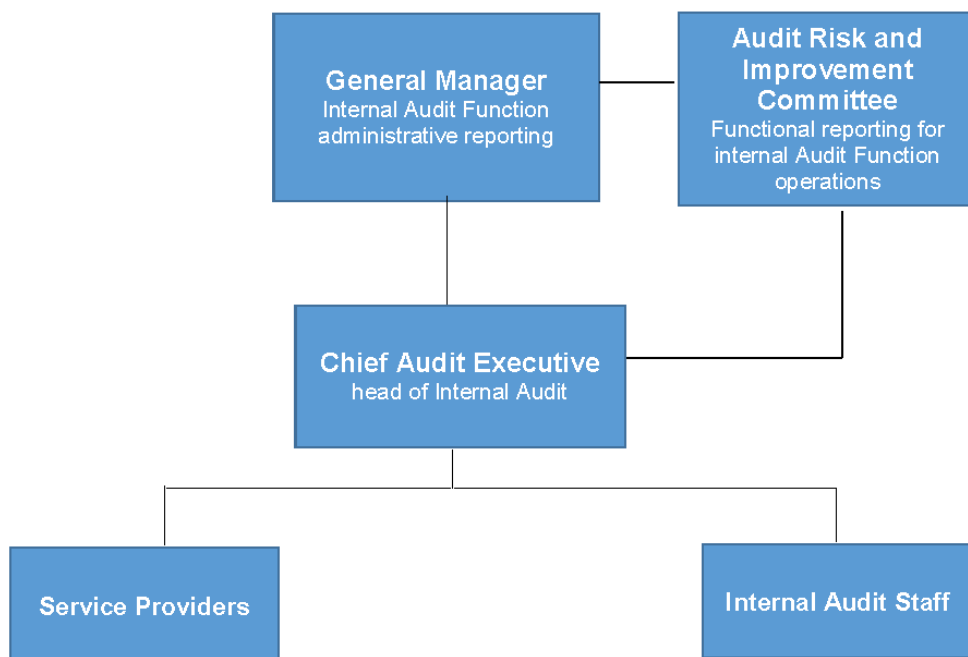
When engaging internal audit service providers, the Chief Audit Executive shall take steps to identify, evaluate the significance, and manage any perceived, potential or actual conflict of interest that may impinge upon internal audit work. Instances of perceived, potential or actual conflict of interest by Internal function staff and service providers shall immediately be reported to the Chief Audit Executive and the chair of the Audit Risk and Improvement Committee.

This is page SIX of the Minutes of the **MEETING OF THE AUDIT, RISK AND IMPROVEMENT COMMITTEE**
Held on 18 DECEMBER 2019 Confirmed on 18 MARCH 2020

UPPER LACHLAN SHIRE COUNCIL
MINUTES OF THE
MEETING OF THE AUDIT, RISK AND IMPROVEMENT COMMITTEE
HELD IN THE COUNCIL CHAMBERS
ON 18 DECEMBER 2019

6. Internal audit positioning

Internal Audit is positioned within the Council is as follows:



7. Reporting arrangements

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

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

Functional reporting involves the Audit Risk and Improvement Committee:

- Reviewing and approving the Internal Audit Charter.
- Approving decisions regarding appointment and removal of the Chief Audit Executive, including remuneration.
- Assessing performance of the Chief Audit Executive.
- Reviewing and approving the Internal Audit Plan, and any changes to the plan.
- Reviewing reports on the results of audits, audit-related activities, audit team

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UPPER LACHLAN SHIRE COUNCIL
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- capability, audit performance, and other important matters.
- Monitoring compliance with standards, together with quality and improvement arrangements.
 - Meeting privately with the Chief Audit Executive at least once a year without the General Manager or other management present.
 - Making enquiries of the Chief Audit Executive to determine any scope or budget limitations that may impede the execution of Internal Audit function responsibilities.

Administrative reporting to the General Manager includes:

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

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

8. Authority and confidentiality

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

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

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

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

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9. Role

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

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

The Internal Audit function will support the Council by:

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

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

10. Reporting to the Audit Risk and Improvement Committee

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

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

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

11. Nature and scope of work

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

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

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

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

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

12. Professional standards

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

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

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

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methodology that aligns with good practices promoted by the internal audit profession.

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

13. Resourcing

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

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

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

14. Responsibilities

Internal Audit responsibilities include, but are not limited to:

Internal Audit

- Establish a 'best practice' Internal Audit function.

Internal Audit Plan

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

Internal Audit Engagements

- Perform internal audit work contained in the approved internal audit plan, and produce a written report for each audit containing improvement actions.
- Ensure management action plans to implement improvement actions are obtained from management and included in audit reports, including a responsible person and timetable for completion.
- Where management responses to any audit recommendation are not

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considered adequate, the Chief Audit Executive will consult with management of the area audited and attempt to reach a mutually agreeable resolution. If agreement is not reached, the Chief Audit Executive will refer the matter to the General Manager for resolution. If agreement is still not reached, the final arbiter will be the Audit Risk and Improvement Committee.

- Provide final audit reports to management of the area audited, General Manager, and the Audit Risk and Improvement Committee. Copies may be provided to management of other areas where relevant. Copies may be provided to the external auditor if requested.

Improvement Actions

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

15. Management and staff obligations

An executive sponsor will be nominated for each audit.

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

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

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

Where formal management responses and action plans have not been received within 10 working days, recommendations will be provided to the Audit Risk and

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Improvement Committee, with a timetable for implementation to be pursued separately through the General Manager.

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

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

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

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

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

16. Quality assurance and improvement program

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

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

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

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

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17. Evaluation of performance

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

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

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

18. Relationship with other assurance activities

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

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

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

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

19. Review of the charter

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

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20. Approval of the charter

Endorsed:
Audit Risk and Improvement Committee

Resolution
Number: 18
December
2019

Approved:
General
Manager
Resolution
Number: 18
December
2019

ITEM 4.5 INTERNAL AUDIT IMPLEMENTATION STRATEGY

RESOLVED by Mr Martin and Clr Culhane

1. Council adopt the Internal Audit Implementation Strategy.

- CARRIED

ITEM 4.6 CHAIRPERSON DISCUSSION ITEM

RESOLVED by Mr Barlow and Mr Marshall

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

"Henceforth all State Significant Energy Projects, already operational or lately approved as a condition of their continued operation or future consent, will be required to contribute a total

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of 1% of their audited gross annual income towards the local shire in which their project is located.

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

- CARRIED

Members who voted for:- M Barlow, W Martin, D Marshall,

Members who voted against:- Ctrs P Culhane, J Wheelwright
and R Cummins

SECTION 5: ITEMS FOR DISCUSSION

Nil

THE MEETING CLOSED AT 9.32AM.

Minutes confirmed 18 MARCH 2020

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Chairperson

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UPPER LACHLAN SHIRE COUNCIL
MINUTES OF THE
MEETING OF THE TRAFFIC COMMITTEE
HELD IN THE COUNCIL CHAMBERS
ON 6 FEBRUARY 2020

PRESENT: Clr B McCormack (Chairperson) and Mrs J Marsh (RMS)

NON-VOTING: Mr C Xiong (Road Safety, Traffic and Assets Officer), Mr M Shah (Director of Infrastructure) Mr D Shahu (Acting Manager of Asset and Design), Clr R Cummins, Clr J Searl and Ms S Knight (Minutes Secretary)

THE CHAIRPERSON DECLARED THE MEETING OPEN AT 10:38AM

SECTION 1: APOLOGIES & LEAVE OF ABSENCE

There were no apologies.

SECTION 2: DECLARATIONS OF INTEREST

NIL

SECTION 3: CONFIRMATION OF MINUTES

RECOMMENDATION:

That the minutes of the Traffic Committee Meeting held on 7 November 2019 be adopted.

Council approved the amended minutes. Council staff did not address item 4.7.3 as staff did not have sufficient information to prepare a report for the LTC meeting in February 2020 as per the Council resolution.

SECTION 4: REPORTS

**ITEM 4.1 NSW OUTDOOR DINNING POLICY
RECOMMENDATION** That –

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

This is page **ONE** of the Minutes of the **MEETING OF THE TRAFFIC COMMITTEE**
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ITEM 4.2 SAFETY CONCERNS ON DRIVEWAY AT 5520 TARALGA ROAD, CURRAWHEELA

RESOLVED as unanimously supported by the committee

1. Council install concealed driveway signs at 250 metres north of the driveway at 5520 Taralga Road, Curraweela;
2. Council approve the trimming and removal of the trees on the west side of the road reserve (south approach).

- CARRIED

ITEM 4.3 DISABLED PARKING SPACE - TARALGA POST OFFICE

RESOLVED as unanimously supported by the committee

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

- CARRIED

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

RESOLVED as unanimously supported by the committee

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

- CARRIED

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ACTION LIST: LTC 7 November 2019

Date	Action	Responsible Officer	Status
6 June 2019	St. Mary's Primary School, Crookwell - Proposal of Pedestrian Crossing in Wade Street	Road Safety, Traffic and Assets Officer	Deferred to future LTC Meeting. Submission made for flashing lights on Wade Street. Children's crossing & supervisor to be followed up with RMS. Consultation with Church & School regarding changing parking.
6 June 2019	Park Street and Robertson Street, Crookwell, NSW	Road Safety, Traffic and Assets Officer, Supervisor Building Maintenance, Overseer Construction & Overseer Maintenance	Pavement markings are being organized and estimated to be completed by April 2020.
6 June 2019	Parking on Yass Street, Gunning, NSW 2581	Road Safety, Traffic and Assets Officer & Supervisor Building Maintenance	Pavement markings are being organized and estimated to be completed by April 2020.
6 June 2019	School Bus Stop Location on Rye Park Road near Blakney Creek North Road, Blakney Creek, NSW 2581	Road Safety, Traffic and Assets Officer & Overseer Construction	Infrastructure Delivery team is expected to complete this work by June 2020
6 June 2019	Proposed School Bus Stops at Brayton Road and Gibraltar Road, Brayton, NSW 2579	Road Safety, Traffic and Assets Officer & Overseer Construction	Infrastructure Delivery team is expected to complete this work by June 2020
7 November 2019	Regulatory signage on Inglewood Bridge, Grabben Gullen Road	Coordinator Asset & Risk	Completed
7 November 2019	Jerrawa Road & Coolalie Road Intersection changes	Road Safety, Traffic and Assets Officer & Maintenance Overseer	Maintenance crew advised of changes required. Yet to be implemented
7 November 2019	Concealed driveway signs at Old Schoolyard Driveway, Jerrawa	Road Safety, Traffic and Assets Officer & Supervisor Building Maintenance	Organise installation of signs. Yet to be implemented
7 November 2019	Loading and parking areas for Collector Primary School	ULSC Admin & Asset and Design Team	Letter sent to Customer advising

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			outcome 10 December 2019.
7 November 2019	Intersection of Hume Street with Yass Street, Gunning	Road Safety, Traffic and Assets Officer	Consultation to be undertaken with affected residents
7 November 2019	Dalton Road at Railway Bridge, Gunning	Road Safety, Traffic and Assets Officer & Supervisor Building Maintenance	Letter sent to Customer advising outcome 10 December 2019. Further review of location pending
7 November 2019	Potential truck un-coupling site in Crookwell	Road Safety, Traffic and Assets Officer	Consultation to be undertaken with Livestock, Bulk and Rural Carriers Association.
7 November 2019	Safety concerns at the intersection of Carrabungla Road and Mt Rae Road, Roslyn	Road Safety, Traffic and Assets Officer & Maintenance Overseer & Asset and Design Team	Letter sent to Customer advising outcome 10 December 2019.
7 November 2019	Intersection of Woodhouselee Road, Peelwood Road and Laggan Road, Laggan	Road Safety, Traffic and Assets Officer & Maintenance Overseer & Asset and Design Team	Maintenance crew advised of changes required. Yet to be implemented

SECTION 5: ITEMS FOR DISCUSSION

Mr Gavin Douglas is nominated as the new State Members Community Representative for future Local Traffic Committee Meetings.

A letter to be written to Mr Graham Croker thanking him for his contribution to the Local Traffic Committee for a number of years.

THE MEETING CLOSED AT 11:59am

Minutes confirmed 14 MAY 2020

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 Chairperson

This is page **FOUR** of the Minutes of the **MEETING OF THE TRAFFIC COMMITTEE**
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**MINUTES OF THE UPPER LACHLAN SHIRE COUNCIL EDTF COMMITTEE
HELD
MONDAY 28 JANUARY 2020 AT CROOKWELL**

Present: Mayor John Stafford, Clr. John Searl, Clr. Ron Cummins, Clr Pam Kensit, Susan Reynolds, Doug McIntyre, Andrew Lindner, Terry Lovelock & Gavin Douglas.

Staff: Brenda Proudman (Economic Development Officer) & Tina Dodson (Director of Environment & Planning)
(Non Voting)

Apologies: Clr Richard Opie, Clr Darren O'Brien & Catherine Duff.

Meeting commenced at 5.02pm.

Declaration of Interest: Nil.

Confirmation of Minutes:

Agenda Item 3.1

Minutes from the 30 September 2019 were moved Clr John Searl & seconded by Andrew Lindner.

CARRIED

Correspondence: Email from Gavin Douglas requesting EDTF Membership. There is currently a vacant position for a Community Representative. It was moved by Clr John Searl and seconded by Susan Reynolds that the position be advertised by Council.

CARRIED

Agenda Item 6 – General Business

Agenda Item 6.1 – Youth Involvement in Council

After some discussion it was decided that the Youth Council should not be connected to the EDTF at this time.

Agenda Item 6.2 - EDTF Charter

It was moved by Clr John Searl and seconded by Terry Lovelock to refer the matter back to the Director to see how the current Charter fits with other 355 committees.

CARRIED

Agenda Item 6.3 – Energy Security & Energy Affordability

Susan Reynolds tabled "The Land" article establishing Lockhart as Australia's first town powered wholly by renewable energy. Brenda Proudman is to speak to Lockhart Council and investigate with Council's Grants Officer if there is funding available to carry out a feasibility study to see if Upper Lachlan Shire would be in a position to offer reliable/green power to the Shire.

Agenda item 6.4 – Social & Affordable Housing

Susan Reynolds tabled "My Best Life" presentation. There was some discussion about crisis housing etc. Susan Reynolds asked that Council consider Social & Affordable Housing when updating the LEP.

Agenda Item 6.5 – Tree Preservation

Susan Reynolds tabled "Common Trees & Shrub Species in the Upper Lachlan Shire". Susan felt that it would be advantageous to have this information available for residents that are building new homes.

The following recommendation was moved by Susan Reynolds and seconded by Andrew Lindner.

RECOMMENDATION: That in principle Council supports Landcare Initiatives.

Agenda Item 7 – General Business

- Susan Reynold asked that the EDTF have frequent meetings.
- Andrew Lindner asked if Council has a Water Usage Plan.

Next Meeting of the EDTF Committee – Tuesday 25th February 2020 at 5pm.
There being no further business, meeting closed at 6.00pm.

17 NOTICES OF MOTION

The following item is submitted for consideration -

17.1	Notice of Motion - Heavy Vehicles	430
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Notices of Motion - 20 February 2020

ITEM 17.1

Notice of Motion - Heavy Vehicles

I, Councillor Ron Cummins hereby give notice that at the next Ordinary Meeting of Council I will move the following motion:-

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

BACKGROUND

In the edition of the Town and Country magazine of Tuesday 14th January, 2020, an article titled “108 ways to overhaul our heavy vehicle laws” reported that “The Australian Livestock and Rural Transporters Association has provided more than 100 recommendations as the National Transport Commission looks to overhaul the Heavy Vehicle National Law. The NTC launched a review of the VHNL in November 2018, calling for stakeholders to provide feedback before new legislation is drafted in November 2020.”

The executive officer of the ALRTA, Mr Mathew Munro, stated in the article, “We believe that in 2020 you should be able to get a B-Double or a Road Train to every farm gate in the country. In most cases you can but you may need to get a permit.”

However, there is nothing in the article that considers the damage that these heavy vehicles could be causing on the ageing infrastructure in Rural Local Government areas nor who is going to fund the repairs and/or replacement of this infrastructure.

As Council is an important stakeholder in the Heavy Vehicle industry Council should make a submission to the National Transport Commission expressing its concerns on the damage that could be caused by heavy vehicles to its ageing infrastructure and the lack of funding being made available to councils to repair this damage.

ATTACHMENTS

Nil

18 QUESTIONS WITH NOTICE

The following items are submitted for consideration -

18.1	Wombeyan Caves Road	432
18.2	Crookwell and Gunning Swimming Pools	435
18.3	Customer Request Management System (CRMS)	436
18.4	Council Road Bridges	437
18.5	Crookwell Town Water Supply	438
18.6	Industrial Development in the Shire	439

Questions With Notice - 20 February 2020

ITEM 18.1 **Wombeyan Caves Road**
AUTHOR **Councillor Ron Cummins**

At the Council meeting on the 19 December, 2019 Council voted that a further \$2,527,850 will be allocated to the upgrade of Wombeyan Caves Road.

This will bring the total funding, over the next twelve months, for the upgrade of Wombeyan Caves Road to \$7,555,850.

1. Taralga is the closest village to Wombeyan Caves Road. How many and what types of small business will directly benefit socially and economically by the expenditure of \$7,555,850 on this upgrade?
2. Conversely, Crookwell as the business centre of the Shire, currently has fourteen (14) empty small businesses in the main street. It is obvious the town is showing strong signs of economic stress. What direct social and economic benefits will the small businesses of Crookwell gain from the expenditure of \$7,555,850 on Wombeyan Caves Road?

GENERAL MANAGER'S COMMENTS

At the Ordinary Council Meeting on 21 December 2017 Council adopted the reconstruction and sealing of the unsealed sections of MR258 Wombeyan Caves Road as a road priority for future grant consideration.

Growing Local Economies Fund (GLEF) offered an opportunity for Council to improve access to the two most significant tourism attractions in the Upper Lachlan Shire, Grabine Lakeside Holiday Park and Wombeyan Caves. Building Better Regions Fund complemented the tourism based applications. Council successfully secured funding for the Wombeyan Caves Road reconstruction of 6.1km as follows:-

1. Growing Local Economies Fund - \$2.428 million, with a \$100,000 Council contribution to project;
2. Building Better Regions (Round 3) (BBRF) - \$2.5 million, \$0 Council contribution to project.

Of the total project cost of \$5.028 million Council is contributing 2% to the project which is 98% grant funded. This represents a cost effective opportunity to dramatically improve a significant regional road.

To complement and build on the previous funding, the Acting General Manager advised, at the 19 December 2019 Ordinary Council Meeting, that a grant funding application was prepared by Council to the Federal Government's Building Better Regions Fund (Round 4) for the Wombeyan Caves Road MR258 road reconstruction of 3 kilometres. The grant application has been prepared for a \$2.527 million total project cost, requiring 50% matching funding by Council. Therefore, if the application is successful Council will fund \$1.264 million in future year's Council Operational Plan.

Questions With Notice

WOMBEYAN CAVES ROAD cont'd

Should an appropriate State Government grant become available, Council will apply for the gap in funding to lower Council's contribution.

The outcome of the Building Better Regions Fund (Round 4) application is currently unknown. Council has given an undertaking, but not voted, that matching funding will be provided should the application be successful.

The Upper Lachlan Shire has limited large tourist attractions but hosts a multitude of smaller supporting destinations, which could be maximised as a packaged 'Visitor Experience' to potential tourists. Taralga, on the way to the Wombeyan Caves, has historical pubs and cafes, historical society museum, a host of support businesses and Goodhew Park which offers extensive playground facilities, Skate Park, disabled toilets, BBQ and picnic facilities and outdoor gymnasium. Specific examples of businesses in Taralga that will benefit from increased visitation to Wombeyan Caves include, but are not limited to:-

- The Tangled Vine Cafe
- Grand Etti Café
- The Argyle Inn
- Taralga Hotel
- Taralga Gifts and Goodies
- Eclectopia
- Taralga Rural
- Taralga Sports Club
- Taralga General Store and Tearooms
- Lilac Cottage
- Charlie's on Church
- The Sanctuary Farmhouse
- Taralga Wildlife Park
- Laggan Pantry
- Laggan Hotel

Applications to GLEF and BBRF for Wombeyan Caves Road offered the opportunity to ensure the Shire of Villages lives up to its name by directing expenditure beyond Crookwell with the increase in visitors to Wombeyan Caves (approximately 30,000 visitors annually) expected to support economic growth and job creation in the whole Upper Lachlan LGA. A key to creating economic diversity in a Shire whose population is heavily reliant on Agriculture (36.9%), is to grow the Tourism sector which only directly employs 4.7% of the Shires workers. This would create a Shire economy that is more resilient to economic, social and environmental shifts particularly in the agricultural sector whilst still supporting it. Sealing of the road would economically assist farmers on the road to access markets at Yass and Carcoar livestock exchange.

Examples of eligible infrastructure projects for Growing Local Economies include:

- service infrastructure (e.g. water, sewer, electricity, gas) to unlock potential for new or existing employment areas
- road or rail upgrades
- multi-user/shared research and development facilities
- expansion or upgrading of multi-user, open access facilities

Questions With Notice

WOMBEYAN CAVES ROAD cont'd

- telecommunication infrastructure that enables economic growth or increases productivity for multiple businesses.

To be eligible for Building Better Regions our project must:

- be for new infrastructure or the upgrade or extension of existing infrastructure
- include eligible activities and eligible expenditure.
- not have started construction
- be ready to commence shortly after executing the grant agreement.
- Your project should be investment-ready
- have confirmed all funding contributions
- have identified all required regulatory and/or development approval
- can demonstrate robust planning
- if successful, are able to commence their project soon after the execution of a grant agreement with the Commonwealth.

Whilst it is expected there may be marginal benefits to Crookwell the direct social and economic benefits for businesses of Crookwell from this project have not been quantified as part of this project.

ATTACHMENTS

Nil

Questions With Notice - 20 February 2020

ITEM 18.2 **Crookwell and Gunning Swimming Pools**
AUTHOR **Councillor Ron Cummins**

At Councils meeting on the 18th December, 2018 Council moved resolutions 377/18 and 378/18.

Under the Local Government Act 1993 – Sect 335, Functions of General Manager, it states in part:

The General Manager of a Council has the following functions: -

(b) To implement, without undue delay, lawful decisions of the Council.

Over the last twelve months there has been no actions taken by the General Manager to implement the decisions by Council under these two resolutions.

When will costings be completed and appropriate funding be made available in the 2019-2020 Operational Plan for all those works recommended to be carried out under resolutions 377/18 and 378/18?

GENERAL MANAGER'S COMMENTS

In relation to Council Resolution 377/18, the Pool Review s355 Committee considered these items. The Committee's final finding was the hydrotherapy pool was not affordable at this time. In relation to Council Resolution 336/19, quotations for a heated swimming pool architectural design will be advertised. Council has revoted funds of \$40,000 for this purpose.

In relation to Council Resolution 378/18, these items were discussed at the Pool Review s355 Committee meetings and the consultant advised that these major repairs should be considered as a part of the overall upgrade of the proposed upgraded facility. The following items will be included and costed as a part of the architectural design:

- a) A roof over the new and old change rooms;
- b) The old change rooms to be renovated for a useful purpose as determined by the s355 Pool Review Committee; and
- c) The old change rooms be fitted out for that purpose.

ATTACHMENTS

Nil

Questions With Notice - 20 February 2020

ITEM 18.3 **Customer Request Management System (CRMS)**
AUTHOR **Councillor Ron Cummins**

1. When is the new CRMS going to be implemented in Council?
2. What reporting criteria and escalation process will the system contain?
3. Why has it taken over 12 months for the new system to be introduced?

GENERAL MANAGER'S COMMENTS

1. The CRM system is a module of software application vendor, Civica, a corporate e-services system - Authority. The scheduled CRM go live date is 2 March 2020.
2. Added features of upgraded CRM system includes; on-line service request lodgement form that includes ability for the public to upload photos of the issue and an Actus App on smart devices for staff in the field to facilitate real time service request actions. The CRM system will include customised reporting to senior management and supervisors to review progress on actions of service requests that remain open or are overdue or are completed and closed-off.
3. Regrettably there have been delays that have been experienced in delivery of the new CRM system with a number of circumstances beyond the control of Council staff. Issues experienced includes; technical issues with the ability to upload attachments and photos while entering a CRM, key user staff turnover, training dates cancelled at short notice by Civica, CRM system configuration and Authority software integration issues identified during the implementation.

It was considered prudent to delay the CRM system going live until the technical integration and attachments issues were resolved.

ATTACHMENTS

Nil

Questions With Notice - 20 February 2020

ITEM 18.4 **Council Road Bridges**
AUTHOR **Councillor Richard Opie**

Further to Questions with notice 18.2 Councils road bridges page 442 of the 18 July 2019, I asked that we are provided with the bridge inspections and maintenance schedules of all the bridges within the shire.

Council was advised by the Acting General Manager that this was an unnecessary diversion of operational resources to gather records dating back to 2004, especially in light of internal resources already allocated to urgent bridge condition assessment work to address Pitt and Sherry reported bridge defects.

Can council now be provided with a report detailing the previous maintenance records of all the bridges outside of the Pitt and Sherry report and which of these bridges need further consideration to their safety and load limits?

GENERAL MANAGER'S COMMENTS

All bridges are visually inspected and by March this year Council will have photographic and other written records of this visual inspection available as part of our asset condition rating.

Based on these inspections the bridges have no visual defects and they are deemed fit for their design capacity. Truck loads have increased over a period of time and the laws require permits for loads that exceed certain capacity. These bridges are suitable where no permits are required. The responsibility rests with the truck owners and drivers/operators to undertake an assessment of the suitability of the infrastructure for their proposed load. Permits are lodged with the National Heavy Vehicle Regulator.

ATTACHMENTS

Nil

Questions With Notice - 20 February 2020

ITEM 18.5 **Crookwell Town Water Supply**
AUTHOR **Councillor Richard Opie**

With 100 % capacity of water storage and treatment facilities how many households in Crookwell can be supported?

How many households are we currently supplying?

At 62% capacity how many households can be supported?

How is our water storage measured?

What is included in this calculation?

Do we use or put into these calculations the bores?

Do we know how much water is available to top up the town water supply from the bores?

Do we know how much water is available in the bores for non-potable water?

Who gave the direction to go onto level 2 restrictions in Crookwell and restrict the amount of water available to each resident from the bores both potable and non-potable?

Why weren't councillors consulted on the implementation of water restrictions?

The community has criticized the communication of the restrictions. Could this process have been implemented in a more informative and inclusive manner?

Do we have a maintenance schedule for the cleaning and de-silting of the dams for our water supply? Are we aware of when they were last maintained?

In relation to Pejar dam is there any way water can be used from this source in our shire for our residents and or Council?

GENERAL MANAGER'S COMMENTS

Please refer to the Council Report – Water Security in ULSC for the 20 February 2020 Council Meeting for details.

ATTACHMENTS

Nil

Questions With Notice - 20 February 2020

ITEM 18.6 **Industrial Development in the Shire**
AUTHOR **Councillor Richard Opie**

Can council offer an incentive to attract and support industrial development within the Shire and therefore create further employment opportunities, support population growth and support our local economy?

GENERAL MANAGER'S COMMENTS

The draft Local Strategic Planning Statements (LSPS) identifies elements for our strategic vision and these will form the basis of our consultation with our community to ensure that the strategic vision reflects our community's aspirations for the next 20 years. The draft LSPS outlines but is not limited to a set of planning priorities and actions to achieve the outcomes of the plan.

This document once adopted will facilitate innovative ways to attract complementary and comparable new industries to broaden the shires economic base. One of those approaches may be development incentives (in-kind and monetary).

Determining incentives at this stage may be pre-emptive without the draft LSPS. However a workshop to further discuss and consider incentives will be scheduled and this workshop will include the analysis of incentives, which will allow council to determine the best incentives for the community as a whole.

Whilst standards relating to health and safety are unable to be changed other standards relating to aesthetics, financial contributions and locational relationships to other developments can be moderated. Council can provide incentives to industry but council should be clear about what outcome the incentive is achieving.

It is worth noting that development contributions were developed by state government to ensure that the rate payer did not pay for the additional costs associated with a development, such as water connection costs, infrastructure costs and in significant subdivisions/ developments the pressure and costs on other existing infrastructure needs such as parks, or open spaces. This also allowed Council to generate future planning for infrastructure. Simply removing development contributions can shift the cost to the community, sometimes without any real benefit to the community. That is why, how and what incentives Council considers is preferably done with the LSPS at a workshop to consider and analyse the value and outcome of each incentive.

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 19.3 19.4 in confidential session for the reasons indicated:

Item 19.1 Notice of Motion - No Confidence

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 Potential sale of former Saleyards Site, Laggan Road, 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.

Item 19.3 Procurement of replacement Gravel Truck

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.

Item 19.4 Kiamma Creek Bridge Upgrade - ULSC 2019/30

This report is considered to be confidential in accordance with Section 10A(2c) of the Local Government Act, 1993, as it relates to information that would, if disclosed, confer a commercial advantage on

a person with whom the Council is conducting (or proposes to conduct) business.

This report is considered to be confidential in accordance with Section 10A(2d(i)) of the Local Government Act, 1993, as it relates to commercial information of a confidential nature that would, if disclosed, prejudice the commercial position of the person who supplied it.

19 CONFIDENTIAL SESSION

The following items are submitted for consideration -

- 19.1 Notice of Motion - No Confidence
- 19.2 Potential sale of former Saleyards Site, Laggan Road,
Crookwell
- 19.3 Procurement of replacement Gravel Truck
- 19.4 Kiamma Creek Bridge Upgrade - ULSC 2019/30