



# **BUSINESS PAPER**

## **ORDINARY MEETING**

Thursday 20 September 2018

6.00pm

Council Chambers, Crookwell

### **TABLELANDS REGIONAL COUNCIL'S VISION**

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

### **COUNCIL'S MISSION**

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

### **COUNCIL'S AIMS**

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

## **NOTICE OF MEETING**

11 September 2018

### **Councillors**

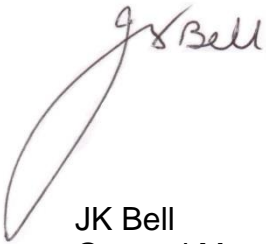
Dear Members

### **Ordinary Meeting of Council**

Notice is hereby given that the next Ordinary Meeting of Council will take place on **Thursday 20 September 2018** in the **Council Chambers, Crookwell** commencing at **6.00pm**.

Your presence is requested.

Yours faithfully

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

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

## **AGENDA**

### **ACKNOWLEDGEMENT OF COUNTRY**

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

<b>1</b>	<b>APOLOGIES AND LEAVE OF ABSENCE</b>	
<b>2</b>	<b>CITIZENSHIP CEREMONY</b>	
	Nil	
<b>3</b>	<b>DECLARATIONS OF INTEREST</b>	
<b>4</b>	<b>CONFIRMATION OF MINUTES.....</b>	<b>11</b>
4.1	Minutes of the Ordinary Meeting of Council of 16 August 2018	12
<b>5</b>	<b>MAYORAL MINUTES.....</b>	<b>29</b>
5.1	Mayoral Minute	30
<b>6</b>	<b>PRESENTATIONS TO COUNCIL/PUBLIC</b>	
	Nil	
<b>7</b>	<b>CORRESPONDENCE .....</b>	<b>31</b>
7.1	Correspondence for the month of September 2018	32
<b>8</b>	<b>LATE CORRESPONDENCE</b>	
<b>9</b>	<b>INFORMATION ONLY.....</b>	<b>67</b>
9.1	Monthly Weeds Activities Report	68
9.2	Development Statistics for the Month of August 2018	72
9.3	Investments for the month ending August 2018	79
9.4	Bank Balance and Reconciliation - 31 August 2018	83
9.5	Rates and Charges outstanding as at 31 August 2018	84
9.6	Action Summary - Council Decisions	87
9.7	Bushfire Committee Meeting in Yass	91
9.8	Grants Report	93
<b>REPORTS FROM STAFF AND STANDING COMMITTEES</b>		
<b>10</b>	<b>ENVIRONMENT AND PLANNING.....</b>	<b>99</b>
10.1	Upper Lachlan Development Control Plan 2010 Draft Amendment No 3 - Primary Production Subdivisions	100
<b>11</b>	<b>WORKS AND OPERATIONS.....</b>	<b>107</b>
11.1	Asbestos Register	108
11.2	Safety Concerns - Wheeo Road	110
11.3	Draft Public Gate and Bypass (Grid) Policy	122

11.4	Finalisation of community representatives for Streetscape Committee.	139
11.5	Gunning Pony Club - Request for Fee Waiver	150
11.6	Woodhouselee Road - Sealing an Unsealed Section	153
11.7	Acquisition of Land - Council Depot	156
<b>12</b>	<b>FINANCE AND ADMINISTRATION .....</b>	<b>171</b>
12.1	Referral for Audit - 2017/2018 Financial Statements	172
12.2	Review of Council Internet and Email Policy	175
12.3	Review of Council iPad Policy	188
12.4	Review of Council Social Media Policy	197
12.5	Customer Request Management Policy	204
<b>13</b>	<b>GENERAL MANAGER.....</b>	<b>213</b>
13.1	Election of Mayor (Section 225-230, Local Government Act, 1993)	214
13.2	Election of Deputy Mayor (Section 231, Local Government Act, 1993)	216
13.3	Council Agenda Format and Committees Structure	218
13.4	Payment of Expenses and Provision of Facilities Policy	243
13.5	Council Meetings - Times and Frequency	265
13.6	Disclosures by Councillors and Designated Persons Under Section 449, Local Government Act, 1993.	268
<b>14</b>	<b>LATE REPORTS</b>	
<b>15</b>	<b>REPORTS FROM OTHER COMMITTEES, SECTION 355 COMMITTEES AND DELEGATES .....</b>	<b>271</b>
15.1	Reports for the Month of September 2018	272
<b>16</b>	<b>BUSINESS WITHOUT NOTICE</b>	
<b>17</b>	<b>NOTICES OF MOTION.....</b>	<b>299</b>
17.1	Notice of Motion - Donation	300
<b>18</b>	<b>QUESTIONS WITH NOTICE .....</b>	<b>301</b>
	Nil	
<b>19</b>	<b>CONFIDENTIAL SESSION .....</b>	<b>307</b>
19.1	Crookwell Memorial Oval Community Sports Centre	
19.2	Expression of Interest Civic Centre	



**UPPER LACHLAN SHIRE COUNCIL**

**LEAVE OF ABSENCE**

General Manager  
Upper Lachlan Shire Council  
Spring Street  
CROOKWELL NSW 2583

Dear Sir

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

Date: .....

I will be absent for the following reason/s:

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

Yours faithfully

.....  
(Councillor Signature)

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

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

#### **ETHICAL DECISION MAKING**

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

#### **CONFLICT OF INTEREST**

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

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

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

#### **IDENTIFYING PROBLEMS**

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

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

## AGENCY ADVICE

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

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

**UPPER LACHLAN SHIRE COUNCIL**  
**COUNCILLORS DISCLOSURE OF A**

**PECUNIARY INTEREST**

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

To the General Manager

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

Declare a Conflict of Interest, being a PECUNIARY Interest.

**COUNCIL MEETING**

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

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

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

Subject \_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**OTHER THAN COUNCIL MEETINGS**

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

**UPPER LACHLAN SHIRE COUNCIL**  
**COUNCILLORS DISCLOSURE OF A**  
**NON-PECUNIARY INTEREST**

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

To the General Manager

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

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

☐ Significant

☐ 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



## **4            CONFIRMATION OF MINUTES**

The following minutes are submitted for confirmation -

4.1	Minutes of the Ordinary Meeting of Council of 16 August 2018 .....	12
-----	--	----

**UPPER LACHLAN SHIRE COUNCIL**  
**MINUTES OF THE**  
**ORDINARY MEETING OF COUNCIL**  
**HELD IN THE COUNCIL CHAMBERS**  
**ON 16 AUGUST 2018**

---

**PRESENT:** Mayor B McCormack (Chairperson), Clr P Culhane, Clr P Kensit, Clr R Opie, Clr D O'Brien, Clr J Stafford, Clr J Wheelwright, Clr R Cummins, Clr J Searl, Mr G Woodman (Acting General Manager), Mr A Croke (Director Finance and Administration), Mr M Shah (Director of Works and Operations), Mrs T Dodson (Director of Environment & Planning), Ms D Crosbie (Media Officer), Miss K Porter (Executive Assistant) and Ms S Pearman (Administration Officer).

---

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

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

There were no apologies.

**SECTION 2: CITIZENSHIP CEREMONY**

Nil

**SECTION 3: DECLARATIONS OF INTEREST**

Clr Richard Opie – Declared a Pecuniary Interest in Item 6 – Presentation – Mrs Susanne Hutton – as he had a business interest in the matter and will make the Declaration, leave the Chamber and not return until the matter is resolved.

Clr Richard Opie – Declared a Pecuniary Interest in Item 17.1 – Notice of Rescission Motion DA 126/2017 – as he had a business interest in the matter and will make the Declaration, leave the Chamber and not return until the matter is resolved.

**SECTION 4: CONFIRMATION OF MINUTES**

**221/18**      **RESOLVED** by Clr Searl and Clr Wheelwright that –

That the minutes of the Ordinary Council Meeting held on 19 July 2018 be adopted.

- CARRIED



**UPPER LACHLAN SHIRE COUNCIL**  
**MINUTES OF THE**  
**ORDINARY MEETING OF COUNCIL**  
**HELD IN THE COUNCIL CHAMBERS**  
**ON 16 AUGUST 2018**

---

**SECTION 5: MAYORAL MINUTES**

**ITEM 5.1 MAYORAL MINUTE**

**222/18** **RESOLVED** by Mayor McCormack and Clr Searl that –

That Council receive and note the activities attended by the Mayor for July/August 2018.

- CARRIED

A motion was moved by Clr Cummins and Clr Opie that Council arranges for enforcement action to be taken along Peelwood Road to ensure that truck drivers of heavy vehicles are using Council local roads legally and Council is keeping the safety of residents, tourists and the kids on the school bus as a priority.

On being put to the meeting the motion was lost.

Clr Cummins and Clr Opie called for a division.

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

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

*Clr Opie left the chamber in accordance with his Declaration the time being 6.15pm.*

**SECTION 6: PRESENTATIONS TO COUNCIL/PUBLIC**

**ITEM 6.1 Ms Susanne Hutton – DA 126/2017 – Roberts Street Crookwell**

A motion was moved by Clr Cummins and Clr Searl to bring item 17.1 forward.

On being put to the meeting the motion was carried.

**223/18** **RESOLVED** by Clr Cummins and Clr Searl to bring item 17.1 forward.

**UPPER LACHLAN SHIRE COUNCIL**  
**MINUTES OF THE**  
**ORDINARY MEETING OF COUNCIL**  
**HELD IN THE COUNCIL CHAMBERS**  
**ON 16 AUGUST 2018**

---

**ITEM 17.1                      NOTICE OF RESCISSION MOTION – DA126/2017**

**224/18                      RESOLVED** by Clr McCormack and Clr Cummins that –  
1. Council Resolution 158/18 is rescinded.

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

**Councillors who voted against:-**                      Clrs P Culhane and J  
Wheelwright

**225/18                      RESOLVED** by Clr McCormack and Clr Cummins that –

1. Council waive the S94 Contribution fee totalling \$13,062.00 and additionally waive the S64 Contribution fee totalling \$8,103.00 and the applicant be reimbursed for any payments made.

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

**Councillors who voted against:-**                      Clrs P Culhane and J  
Wheelwright

**- CARRIED**

*Clr Opie returned to the meeting the time being 6.43pm.*

**SECTION 7:                      CORRESPONDENCE**

**ITEM 7.1                      CORRESPONDENCE FOR THE MONTH OF JULY 2018**

**226/18                      RESOLVED** by Clr Searl and Clr Wheelwright that –

That Item 7.1 – [Correspondence/Information] listed below be received:

1. Department of Premier and Cabinet – Support for Goulburn to Crookwell Rail Trail.
2. Bega Valley Shire Council – Letter of thanks to Council – Tathra & District March 2018 Bushfire.

**UPPER LACHLAN SHIRE COUNCIL**  
**MINUTES OF THE**  
**ORDINARY MEETING OF COUNCIL**  
**HELD IN THE COUNCIL CHAMBERS**  
**ON 16 AUGUST 2018**

---

3. Mr Bryan Kennedy – Compliments to staff for work carried out on footpath at 169 Goulburn Street, Crookwell.
4. Robert Churchill – Thanks to Council staff for cleaning up Depot and keeping clean.
5. Grabben Gullen Community Progress Association – Mobile Black Spot Program – Request for Council support.

**227/18**

**RESOLVED** by Cllr Cummins and Cllr Searl that Council makes a submission to the Minister in support of the Grabben Gullen Community to have their blackspot considered under Round Four of the Mobile Blackspot Program.

- CARRIED

6. Crookwell & District Historical Society – Submission of support to reduce fees for DA 126/2017 – Stephenson's Mill, Roberts Street Crookwell.

- CARRIED

**SECTION 8: LATE CORRESPONDENCE**

Nil

**SECTION 9: INFORMATION ONLY**

**ITEM 9 INFORMATION ONLY**

**228/18**

**RESOLVED** by Cllr Searl and Cllr Stafford that –

1. Items 9.1, 9.2, 9.3, 9.5, 9.6, 9.7 and 9.8 be received and noted.

- CARRIED

The Mayor asked the Councillors to identify any items of business listed that they wish to speak on – Cllr Cummins indicated that he wished to speak on items 9.4, 9.9, 9.10, 9.11 and 9.12 and Cllr Opie indicated that he wished to speak on item 9.13 and Cllr Kensit indicated that she wished to speak on item 9.13.

**UPPER LACHLAN SHIRE COUNCIL**  
**MINUTES OF THE**  
**ORDINARY MEETING OF COUNCIL**  
**HELD IN THE COUNCIL CHAMBERS**  
**ON 16 AUGUST 2018**

---

**ITEM 9.4                    ASSET MANAGEMENT COMMITTEE**

**229/18                    RESOLVED by Clr Cummins and Opie that –**

1.     Council receives and notes the report as information.

- CARRIED

**ITEM 9.9                    WEBCASTING TECHNOLOGY USE FOR COUNCIL MEETINGS**

A motion was moved by Clr Cummins and Clr Opie that Council does not implement webcasting of Council Meetings until the Office of Local Government determines that webcasting of Council Meetings is mandatory, but Council approves the purchase and installation of audio recording equipment.

On being put to the meeting the motion was carried.

**230/18                    RESOLVED Clr Cummins and Clr Opie that –**

1.     Council does not implement webcasting of Council Meetings until the Office of Local Government determines that webcasting of Council Meetings is mandatory, but Council approves the purchase and installation of audio recording equipment.

- CARRIED

**ITEM 9.10                    MEETING WITH THE HONOURABLE ANGUS TAYLOR MP,  
FEDERAL MEMBER FOR HUME**

**231/18                    RESOLVED by Clr Opie and Clr Cummins that –**

1.     Council receives and notes the report as information.

- CARRIED

**UPPER LACHLAN SHIRE COUNCIL**  
**MINUTES OF THE**  
**ORDINARY MEETING OF COUNCIL**  
**HELD IN THE COUNCIL CHAMBERS**  
**ON 16 AUGUST 2018**

---

**ITEM 9.11            MEETING WITH THE HONOURABLE PRU GOWARD MP, MEMBER FOR HUME**

- 232/18                RESOLVED by Clr Cummins and Clr Opie that -**
1. Council receives and notes the report as information.
- CARRIED

**ITEM 9.12            GRANTS REPORT**

- 233/18                RESOLVED by Clr Cummins and Clr Opie that –**
1. Council receives and notes the report as information.
- CARRIED

**ITEM 9.13            ACTIONS SUMMARY – COUNCIL DECISIONS**

- 234/18                RESOLVED by Clr Wheelwright and Clr Searl that –**
1. Council receives and notes the report as information.
- CARRIED

**REPORTS FROM STAFF AND STANDING COMMITTEES**

**SECTION 10:        ENVIRONMENT AND PLANNING**

**ITEM 10.1            UPPER LACHLAN LOCAL ENVIRONMENTAL PLAN 2010 REVIEW**

- 235/18                RESOLVED by Clr Searl and Clr Wheelwright that -**
1. Council receive and note the report as information.
  2. Council give authority to the Director of Environment and Planning to prepare a Scoping Plan for the Housing Strategy and report back to Council.

**Councillors who voted for:-**

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

**UPPER LACHLAN SHIRE COUNCIL**  
**MINUTES OF THE**  
**ORDINARY MEETING OF COUNCIL**  
**HELD IN THE COUNCIL CHAMBERS**  
**ON 16 AUGUST 2018**

---

**Councillors who voted against:- Nil**

**- CARRIED**

**ITEM 10.2                    AMENDMENT TO UPPER LOCAL DEVELOPMENT CONTROL  
PLAN 2010 - ELECTRICITY**

**236/18                    RESOLVED by Cllr Opie and Cllr Culhane that -**

1. Council prepares an amendment to the Upper Lachlan Development Control Plan 2010 to update the planning controls to address alternative energy supply systems for subdivision in RU1 Primary Production Zone and RU2 Rural Landscape Zone.
2. Council adopts as an interim measure, the following requirements to be supplied with subdivision applications to enable Council to consider and assess alternative energy supply systems for rural subdivisions within the RU1 Primary Production and RU2 Rural Landscape zone:

**Electricity**

Council requires adequate arrangements to be made for connection to grid supplied electricity infrastructure or its equivalent for each allotment that has the potential for the erection of a future dwelling house.

Alternative electricity sources and arrangements may be considered by Council only for subdivision in RU1 Primary Production Zone and RU2 Rural Landscape Zone where the applicant:

- Can demonstrate the provision of reticulated services is prohibitive due to cost of connection; and,
- The alternative system proposed is sufficient to supply electricity to a dwelling house on the land; and,

**UPPER LACHLAN SHIRE COUNCIL**  
**MINUTES OF THE**  
**ORDINARY MEETING OF COUNCIL**  
**HELD IN THE COUNCIL CHAMBERS**  
**ON 16 AUGUST 2018**

---

- Has identified there is clear environmental benefit in not connecting to grid supplied electricity infrastructure (e.g. enabling use of renewable sources, avoiding the removal of vegetation); and,
- Has demonstrated the land is considered to be in a location where these services cannot be provided economically.

Where alternative electricity supply is proposed the applicant may, where practical, install the approved supply system prior to release of a Subdivision Certificate or where the alternative electricity supply is not provided to a lot a Section 88B Instrument under the Conveyancing Act 1919 must be provided advising electricity will not be available to the lot unless financial arrangements are made with the relevant electricity supplier or a stand-alone alternative electricity supply system is installed on the land.

**Councillors who voted for:-**

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

**Councillors who voted against:-** Nil

- CARRIED

**ITEM 10.3**  
**237/18**

**BIALA WIND FARM - VOLUNTARY PLANNING AGREEMENT**

**RESOLVED** by Clr Wheelwright and Clr O'Brien that -

1. Council amend the Draft Biala Wind Farm Voluntary Planning Agreement as detailed below and seek the consent of Beijing Jingneng Clean Energy Corporation Limited to the changes: -
  - Allow a host landowner to be eligible to be a Community Representative on the Committee.

**Councillors who voted for:-**

Clrs P Culhane, R Cummins, P Kensit, B McCormack, R Opie,

**UPPER LACHLAN SHIRE COUNCIL**  
**MINUTES OF THE**  
**ORDINARY MEETING OF COUNCIL**  
**HELD IN THE COUNCIL CHAMBERS**  
**ON 16 AUGUST 2018**

---

D O'Brien, J Searl, J Stafford  
and J Wheelwright

**Councillors who voted against:-** Nil

- CARRIED

*The meeting adjourned the time being 8.00pm*  
*The meeting resumed the time being 8.12pm*

**SECTION 11: WORKS AND OPERATIONS**

**ITEM 11.1 ACCESS COMMITTEE REPORT**

**238/18** **RESOLVED** by Clr Wheelwright and Clr O'Brien that -

1. Council adopts the recommendations of the Access Committee subject to additional consultation with the Local Traffic Committee, Streetscape Project Team and affected businesses.
2. Council use available funds for the proposed works as a part of the 2018/19 Operational Plan.

- CARRIED

**ITEM 11.2 DEDICATION OF PUBLIC ROAD**

**239/18** **RESOLVED** by Clr Searl and Clr Culhane that -

1. Council completes an application to open the parcel of land shown as Lot 5 to 9 of DP837406 as dedicated road under Section 10 of the NSW Roads Act 1993.
2. Council authorise the Mayor and General Manager to sign the documents relating to the transaction under seal or as required.

- CARRIED



**UPPER LACHLAN SHIRE COUNCIL**  
**MINUTES OF THE**  
**ORDINARY MEETING OF COUNCIL**  
**HELD IN THE COUNCIL CHAMBERS**  
**ON 16 AUGUST 2018**

---

**SECTION 12: FINANCE AND ADMINISTRATION**

**ITEM 12.1 2017/2018 BUDGET REVOTES TO CARRY FORWARD TO  
INTERNAL RESTRICTED RESERVE**

**240/18** **RESOLVED** by Clr Searl and Clr Wheelwright that -

1. Council receives the report and approves the 2017/2018 revote of uncompleted capital works expenditure projects and unspent budgeted expenditure projects totalling \$2,886,880 to the Council internal restricted reserve fund.
2. Council approves the transfer to the internal restricted reserve fund the NSW Grants Commission prepayment of two quarters of the 2018/2019 Financial Assistance Grant income allocation totalling \$2,289,207.

- CARRIED

**ITEM 12.2 DRAFT PLAN OF MANAGEMENT - POTENTIAL RV FRIENDLY  
TOWN OVERNIGHT PARKING SITE AT WILLIS PARK  
CROOKWELL**

A motion was moved by Clr Searl and Clr McCormack that Council do not proceed to public exhibition of the Draft Plan of Management – Public Reserve Number 71527, Willis Park in Hay Street Crookwell, noting unbudgeted project site capital works that are necessary to be completed to allow permissible use of the potential site.

On being put to the meeting the motion was lost.

A motion was moved by Clr Cummins and Clr Opie that the concept site plan be amended to locate the driveway entry to the RV area to the southwest corner of the site away from the existing residence and then the Draft Plan of Management – Public Reserve No. 71527, Willis Park at Hay Street Crookwell, be placed on public exhibition for a period of 28 days.

On being put to the meeting the motion was carried.

**UPPER LACHLAN SHIRE COUNCIL**  
**MINUTES OF THE**  
**ORDINARY MEETING OF COUNCIL**  
**HELD IN THE COUNCIL CHAMBERS**  
**ON 16 AUGUST 2018**

---

**241/18**

**RESOLVED** by Clr Cummins and Clr Opie that -

The concept site plan be amended to locate the driveway entry to the RV area to the southwest corner of the site away from the existing residence and then the Draft Plan of Management – Public Reserve No. 71527, Willis Park at Hay Street Crookwell, be placed on public exhibition for a period of 28 days.

- CARRIED

**ITEM 12.3**

**DIGITAL INFORMATION SECURITY POLICY**

**242/18**

**RESOLVED** by Clr O'Brien and Clr Stafford that -

1. Council adopts the reviewed Digital Information Security Policy.

- CARRIED

**SECTION 13: GENERAL MANAGER**

**ITEM 13.1**

**BUILDING BETTER REGIONS FUND COMMUNITY INVESTMENTS  
STREAM GRANT FOR FEASIBILITY AND BUSINESS CASE FOR  
CONNECTION OF GAS TO CROOKWELL AND GUNNING**

A motion was moved by Clr Searl and Clr Wheelwright that -

1. Council take no further action in relation to progressing any work concerning the feasibility and business case for connection of gas to Crookwell and Gunning due to the inability to currently economically sustain the investment required to bring a natural gas supply to the towns.

On being put to the meeting the motion was lost.

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

On being put to the meeting the motion was carried.

**UPPER LACHLAN SHIRE COUNCIL**  
**MINUTES OF THE**  
**ORDINARY MEETING OF COUNCIL**  
**HELD IN THE COUNCIL CHAMBERS**  
**ON 16 AUGUST 2018**

---

**243/18**

**RESOLVED** by Clr Cummins and Clr Opie that 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.

Clr Cummins and Clr Opie called for a division.

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

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

- CARRIED

**ITEM 13.2**

**PAYMENT OF EXPENSES AND PROVISION OF FACILITIES  
POLICY REVIEW**

**244/18**

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

1. Council, in accordance with Section 253, of the Local Government Act 1993, places the Payment of Expenses and Provision of Facilities Policy on public exhibition for 28 days.

- CARRIED

**ITEM 13.3**

**WHS COMMITTEE MINUTES**

**245/18**

**RESOLVED** by Clr Searl and Clr Culhane that -

1. Council receives and notes the WHS Committee Meeting Minutes as information.

- CARRIED

**UPPER LACHLAN SHIRE COUNCIL**  
**MINUTES OF THE**  
**ORDINARY MEETING OF COUNCIL**  
**HELD IN THE COUNCIL CHAMBERS**  
**ON 16 AUGUST 2018**

---

**ITEM 13.4**                      **CONSULTATIVE COMMITTEE MEETING MINUTES**  
**246/18**                      **RESOLVED** by Clr Searl and Clr Culhane that -

1. Council receives and notes the Consultative Committee Meeting Minutes as information and adopts the following recommendation contained within the Consultative Committee Meeting Minutes:

**Item 4.1            Human Resources Co-ordinators Report**  
That Council adopts the reviewed Drug and Alcohol Policy.

- CARRIED

**SECTION 14:        LATE REPORTS**

Nil

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

**ITEM 15.1**                      **REPORTS FOR THE MONTH OF AUGUST 2018**  
**247/18**                      **RESOLVED** by Clr Searl and Clr O'Brien

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

1. Collector Oval Committee – Minutes from meeting held 24 May 2018.
2. Goulburn Crookwell Rail Trail Incorporated – Minutes from Meeting held 25 June 2018.
3. Economic Development Task Force Committee – Minutes from meeting held 10 July 2018.

**Agenda item 5 – General Business**

**Recommendation:** That the General Manager and Economic Development Officer provide a report about how the agricultural industry in the Upper Lachlan Shire can partner with Pak Fresh Handling to export their product out of Canberra Airport.

**UPPER LACHLAN SHIRE COUNCIL**  
**MINUTES OF THE**  
**ORDINARY MEETING OF COUNCIL**  
**HELD IN THE COUNCIL CHAMBERS**  
**ON 16 AUGUST 2018**

---

- 248/18**                      **RESOLVED** by Clr Opie and Clr Searl that Item 5 General Business of the Economic Development Taskforce Committee be adopted.  
- CARRIED  
- CARRIED

**SECTION 16:        BUSINESS WITHOUT NOTICE**

Nil

**SECTION 17:        NOTICES OF MOTION**

- ITEM 17.1                NOTICE OF RESCISSION MOTION - DA126/2017**  
Dealt with earlier in the meeting.

**ITEM 17.2                NOTICE OF MOTION - DONATION**

A motion was moved by Clr Cummins and Clr Opie that Council note that Councillors Opie and Cummins will be donating their Councillors Remuneration increase in the amount of \$290 to the NSW Farmers Drought Relief Fund and that all other Councillors be requested to consider making a similar donation.

On being put to the meeting the motion was lost.

Clr Cummins and Clr Opie called for a division.

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

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

**UPPER LACHLAN SHIRE COUNCIL**  
**MINUTES OF THE**  
**ORDINARY MEETING OF COUNCIL**  
**HELD IN THE COUNCIL CHAMBERS**  
**ON 16 AUGUST 2018**

---

**ITEM 17.3                    NOTICE OF MOTION - BENCH SEATS**

A motion was moved by Clr Kensit and Clr O'Brien that -

Council adopt the design and make of the bench seat (BAB Aluminium Seat P/No S9206 – 1.8m bench seat with Backrest Western Red Cedar Decowood) already installed in the main street of Crookwell (to commemorate Mrs Lynam) or similar, as the standard bench seat type across the Shire and incorporate the bench seat into any Streetscape designs.

On being put to the meeting the motion was carried.

**249/18                    RESOLVED by Clr Kensit and Clr O'Brien that –**

Council adopt the design and make of the bench seat (BAB Aluminium Seat P/No S9206 – 1.8m bench seat with Backrest Western Red Cedar Decowood) already installed in the main street of Crookwell (to commemorate Mrs Lynam) or similar, as the standard bench seat type across the Shire and incorporate the bench seat into any Streetscape designs.

- CARRIED

**SECTION 18:            QUESTIONS WITH NOTICE**

Nil

**CLOSED COUNCIL ITEMS**

In accordance with the Local Government Act 1993 and the Local Government (General) Regulation 2005, in the opinion of the General Manager, the following business is of a kind as referred to in 10A (2) 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:

**UPPER LACHLAN SHIRE COUNCIL**  
**MINUTES OF THE**  
**ORDINARY MEETING OF COUNCIL**  
**HELD IN THE COUNCIL CHAMBERS**  
**ON 16 AUGUST 2018**

---

**250/18**                    **RESOLVED** by Clr Searl and Clr Stafford

1. That Council move into closed Council to consider business identified, together with any late reports tabled at the meeting.
2. That pursuant to 10A 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)(c) as outlined above.
3. That the report relevant to the subject business be withheld from access to the media and public as required by section 11(2) of the Local Government Act, 1993.

- CARRIED

*Council closed its meeting at 9:11pm and the public, staff and press left the chambers.*

**251/18**                    **RESOLVED** by Clr Searl and Clr O'Brien

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

- CARRIED

*Open Council resumed at 9:50pm.*

**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            PROPOSED SALE OF FORMER SALEYARDS SITE, LOT 3 DP  
1112816 LAGGAN ROAD, CROOKWELL**

**252/18**                    **RESOLVED** by Clr O'Brien and Clr Kensit that -

1. Council not participate in any joint venture arrangements in relation to provision of aged care and retirement facilities at this time.

**UPPER LACHLAN SHIRE COUNCIL**  
**MINUTES OF THE**  
**ORDINARY MEETING OF COUNCIL**  
**HELD IN THE COUNCIL CHAMBERS**  
**ON 16 AUGUST 2018**

---

2. The General Manager obtain a further valuation of the parcel of Lot 3 DP 1112816 Laggan Road on the basis of Options A, B and C where the use of the land is for retirement facilities and/or independent living facilities for a further report to Council before commencing negotiations with Crookwell Taralga Aged Care Inc.

- CARRIED

**ITEM 19.2                      ROAD MAINTENANCE COUNCIL CONTRACT (RMCC) PART  
HAND OVER TO GOULBURN MULWAREE COUNCIL**

**253/18                      RESOLVED by Cllr Searl and Cllr O'Brien that -**

1. Council authorise the Mayor and General Manager to make contact and representations to the Minister for Roads, Maritime and Freight and Local Member requesting that Upper Lachlan Shire Council retain the existing arrangements and road maintenance and works responsibilities under the Road Maintenance Council Contract (RMCC).

- CARRIED

**THE MEETING CLOSED AT 9:50pm**

Minutes confirmed 20 SEPTEMBER 2018

.....  
Mayor



## **5        MAYORAL MINUTES**

The following item is submitted for consideration -

5.1	Mayoral Minute	30
-----	----------------	----

---

## Mayoral Minutes - 20 September 2018

---

### ITEM 5.1                      Mayoral Minute

**FILE REFERENCE    I18/453**

#### **AUGUST**

- 10 Aug        Photoshoot and meeting with Angus Taylor regarding Devil's Elbow, Kiamma Creek Bridge and inspection of the Clifton Park Amenties.
- 16 Aug        Council Meeting
- 17 Aug        Met at Gunning with Goulburn Mulwaree and Yass Valley Councils to consider drought relief measures.
- 22 Aug        Attended farewell for Acting General Manager, Gary Woodman.

#### **SEPTEMBER**

- 3 Sept        Gunning Show Committee s355 – Annual meeting at Gunning.
- 4 Sept        CWA Morning Tea

## **7        CORRESPONDENCE**

The following item is submitted for consideration -

7.1	Correspondence for the month of September 2018	32
-----	--	----

---

## Correspondence - 20 September 2018

---

### ITEM 7.1

### Correspondence for the month of September 2018

#### RECOMMENDATION:

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

1. Gladys Berejiklian and Don Harwin – Media Release – Record Investment for Public Libraries.
2. Senator the Hon Bridget McKenzie – Response to letter – Mobile Blackspot Program Round 4.
3. Minister for the Environment Gabrielle Upton – Media Release – Tough New Behaviour Codes for Councillors.
4. Gunning District Community Health Service – Renovations to store room at Tony Foley Memorial Centre.
5. Crookwell Garden Festival – Request for Sponsorship of event.

#### ATTACHMENTS

1. <a href="#">↓</a>	Gladys Berejiklian and Don Harwin - Media Release - Record Investment for Public Libraries	Attachment
2. <a href="#">↓</a>	Senator the Hon Bridget McKenzie - Response to Letter Dated 2 August 2018 - Mobile Blackspot Program Round 4 - Contact Details & Community Consultation Guide	Attachment
3. <a href="#">↓</a>	NSW Government Minister for Environment Gabrielle Upton - Media Release - Tough New Behaviour Codes for Councillors	Attachment
4. <a href="#">↓</a>	Gunning District Community Health Service - Renovations to store room at the Tony Foley Centre	Attachment
5. <a href="#">↓</a>	Crookwell Garden Festival - Request for Sponsorship of event	Attachment



**Gladys Berejiklian**  
Premier of NSW

**Don Harwin**  
Minister for Resources, Energy and Utilities, and the Arts

## **MEDIA RELEASE**

Friday, 24 August 2018

### **RECORD INVESTMENT FOR PUBLIC LIBRARIES**

Public libraries in NSW will be able to expand their collections, carry out major upgrade work and extend their services thanks to a record \$60 million investment announced today by Premier Gladys Berejiklian and Minister for the Arts Don Harwin.

The funding will transform and modernise public libraries, especially those in regional areas, delivering key services and educational and cultural experiences across the entire State.

The money will be used to extend opening hours, expand book collections, deliver English lessons, provide HSC study help and classes and outreach programs for seniors.

It will also enable smaller libraries to expand and deliver mobile library services in remote locations, among other initiatives.

"This is a record investment in NSW's public libraries – the biggest single cash injection in their history," Ms Berejiklian said.

"I'm passionate about public libraries. They are at the heart of so many communities because they are so important to people of all ages, from children to the elderly.

"This historic investment will transform the way NSW's public libraries deliver much-needed services, especially in regional areas, enhancing customer experience and convenience."

Every one of NSW's more than 370 public libraries will benefit from the new investment.

In recognition of the evolving role of libraries as community hubs, Service NSW kiosks will be placed in more libraries on an 'opt-in' basis, and library staff trained, meaning communities have easier access to Government services.

The kiosks will help more people access important cost of living initiatives introduced by the NSW Liberals and Nationals, including green slip refunds and help finding a better deal on energy prices, along with other important services.

Liberal candidate for Wagga Wagga, Julia Ham said, "For Riverina locals, this is an investment in libraries that will provide for a wide range of community needs such as better access to collections, children's services, public IT, connectivity, events and programs."

Speaking in Wagga Wagga on Friday, Minister Harwin said this is a landmark occasion for NSW public libraries, ensuring they remain at the heart of every community.

"All Councils will receive an increase in annual library subsidy funding between 40 to 50 per cent by 2022-23. This significant investment demonstrates that our Government supports the hundreds of libraries across the state," Minister Harwin said.

"The funding will be particularly significant in areas such as Wagga, where populations are growing and library needs are evolving," he said.

"The funding will also support the roll out of more Service NSW self-serve kiosks at public libraries, which will allow everyone to access key government services."

Under the new investment, the per capita subsidy for public libraries will increase from \$1.85 per capita to \$2.85 per capita – the first time it has been increased in over twenty years.

While NSW Labor would only provide additional operational funding on a per capita basis, meaning many libraries in smaller communities would largely miss out, the NSW Liberals & Nationals will also provide a more than \$2 million annual boost in funding for libraries in disadvantaged and remote communities, to ensure these libraries receive their fair share of funding.

\$24 million for infrastructure grants will transform public libraries and ensure they can grow with and support their communities.

The state's most remote towns will also benefit from the major funding boost, with a 100 per cent funding increase for Broken Hill's Outback Letterbox Library, delivering important services to the Far West.

**MEDIA:**

**Miles Godfrey | Premier | 0447 183 692**  
**Emily Gunning | Minister Harwin | 0447 245 583**



## Senator the Hon Bridget McKenzie

Deputy Leader of The Nationals  
Minister for Rural Health  
Minister for Sport  
Minister for Regional Communications  
Senator for Victoria

Ref No: MC18-006988

Clr Brian McCormack OAM  
Mayor, Upper Lachlan Shire Council  
PO Box 42  
GUNNING NSW 2581

UPPER LACHLAN SHIRE COUNCIL
GUNNING OFFICE
31 AUG 2018
File No:

24 AUG 2018

Dear Mayor

Thank you for your letter of 2 August 2018 concerning the fourth round of the Mobile Black Spot Program (the Program).

While mobile carriers claim to provide coverage to 99 per cent of Australia's population, there are still many parts of Australia where there is no coverage, particularly in regional and remote locations. Expanding mobile coverage has clear economic and social benefits, as well as public safety benefits for people living, working and travelling in regional and remote areas of Australia.

As noted in your letter, on 10 June 2018, the Coalition Government announced it had committed \$25 million to a fourth round of the Program to address more black spot areas across regional Australia. This new round demonstrates the Coalition's commitment to improving communication services for those who live, work and travel through regional Australia.

Mobile network operators will have an opportunity later this year to apply for round four funding through a competitive tender process. Input will be sought from state, territory and local governments, as well as community organisations and emergency services to ensure black spot locations which provide strong economic or social benefits are considered. More information about this round of the Program is available at [www.communications.gov.au/mbasp](http://www.communications.gov.au/mbasp).

The Bigga and Curraweela communities and the Upper Lachlan Shire Council may find the Australian Communications Consumer Action Network's *Community Consultation Guide* useful. This guide has been written to help local communities develop a business case for improved mobile network coverage and to encourage the mobile network operators to seek funding to support these improvements. The contact details for each of the major carriers and a copy of the guide is included. The guide is also available for download from [www.accan.org.au/consumer-resources/community-consultation-guide](http://www.accan.org.au/consumer-resources/community-consultation-guide).

2

Thank you again for writing on this matter.

Yours sincerely

A handwritten signature in blue ink, appearing to read 'Bridget McKenzie', is written over the typed name. The signature is stylized with large loops and a prominent 'B'.

Bridget McKenzie

Encl (2)



**Carrier contact details****Telstra**

Contact: Mr Chris Taylor  
Position: Area General Manager,  
Telstra Country Wide  
Email address: TelstraACTStHNSW@team.telstra.com  
Website: [www.telstra.com.au](http://www.telstra.com.au)

**Optus**

Customer Service: 133 937  
Website: [www.optus.net.au](http://www.optus.net.au)

**Vodafone**

Contact: Ms Trudy Schmidt  
Position: National Community Relations Manager  
Telephone no: 1300 302 703  
Email address: [communityrelations@vodafone.com.au](mailto:communityrelations@vodafone.com.au)  
Website: [www.vodafone.com.au](http://www.vodafone.com.au)

**accan**

Australian Communications Consumer Action Network

# Community Consultation Guide

2<sup>nd</sup> Edition

*Tips to improve mobile connectivity in your community*



ENCOURAGE  
CO-INVESTMENT

DETERMINE  
ROAD BLOCKS

DEVELOP  
INITIATIVES

UTILISE TOOLS/  
STRATEGIES



# Contents

Introduction.....	3-4
Phase One: Is There a Problem?	
Stage One: Getting Started.....	6
Stage Two: Getting Established.....	7
Stage Three: Set up a Working Group or Committee.....	8
Phase Two: What is the Extent of the Problem?	
Developing a "Community Audit"	
Stage One: Coverage Audit.....	10-12
Stage Two: Usage and Benefits Audit.....	13
Stage Three: Community Awareness Campaign.....	14-16
Phase Three: Getting it Together and Getting in Touch	
Stage One: Community Business Case.....	18-19
Stage Two: Contacts.....	19-20
Acknowledgements.....	21



# Improving Your Mobile Connectivity

**Introduction:** why your community might want to partner with industry and where this guide comes in

Telecommunications services across Australia are provided through a mixture of fixed, wireless and satellite based networks operated by various licensed carriers, notably Telstra, Optus and Vodafone. While agreements exist to ensure Australians have access to fixed line telephones, this agreement does not extend to mobile phones.

Mobile phones are particularly important in rural and remote areas. Distance between towns and properties makes it neither safe nor practical to rely on a fixed line phone, so evidence shows mobile phones are becoming the preferred technology. Mobile coverage services are constantly being upgraded, refurbished or expanded into new locations, but the standard and capability depends on several defining factors, including:

- The scale, demand and nature of the local market.
- The complexity and challenges created by the local landscape and environment.
- The remoteness of the market and its distance from main roads or public transport.
- The level of corporate and government operations within or near the location.

These factors must be taken into account in any business case for future investment in upgrading telecommunications infrastructure, and for sustainable mobile service delivery. However, it is often a challenge for communities to persuade industry and government of the benefits of improving and increasing remote and regional services.

This guide sets out steps to help local communities develop the case for improving mobile network coverage by helping to identify opportunities for industry investment through partnerships with mobile network operators or corporate special interests (e.g. mining companies). While establishing contacts and a community business case is necessary, it is not guaranteed to secure investment. Having a strong idea of need and benefits may tip the balance in your favour and help secure valuable industry and government contacts useful to the future of infrastructure in your community.



**What is co-investment? What does it mean here?**

Co-investment is an agreement between parties, in this case community groups and industry and often government, to contribute to the 'cost' of an investment. This 'cost' is not limited to dollar amounts – it could be in-kind contributions such as access to land, or agreements on road and resource use.

**Principles for co-investment**

The principles of any co-investment exercise are:

1. Evidence of a need: many requests for investment start with anecdotal concerns which need proper exploration. Evidence of the scope of the problem, and an assessment of demand should be mapped out to build a case for future co-investment.
2. Government intervention: while there may be several government infrastructure programs available, reliance on government intervention as the only source of investment in mobile network development may not always result in the best outcomes for communities as there may not be enough funding available or priorities may be directed towards specific cases. Local communities should explore alternative ways of improving investment in local digital infrastructure.
3. Cost benefit: each option for co-investment should be supported by a sustainable business case showing that benefits outweigh costs. There should also be clear evidence of community support and consultation.

**What could your community do?**

Use this guide to develop a community co-investment plan. A community co-investment plan is a road map to increasing the viability of investment in communities. It has three major functions:

- 1) It provides communities with a guide to developing a needs assessment.
- 2) It is a useful tool to help communities develop a business case for investment.
- 3) It can be used to establish contacts with industry and government.

You can begin using this guide at any of the steps. The order given is a suggested flow for those who are at the earliest stages of the partnership seeking process.



**What is co-investment? What does it mean here?**

Co-investment is an agreement between parties, in this case community groups and industry and often government, to contribute to the 'cost' of an investment. This 'cost' is not limited to dollar amounts – it could be in-kind contributions such as access to land, or agreements on road and resource use.

**Principles for co-investment**

The principles of any co-investment exercise are:

1. Evidence of a need: many requests for investment start with anecdotal concerns which need proper exploration. Evidence of the scope of the problem, and an assessment of demand should be mapped out to build a case for future co-investment.
2. Government intervention: while there may be several government infrastructure programs available, reliance on government intervention as the only source of investment in mobile network development may not always result in the best outcomes for communities as there may not be enough funding available or priorities may be directed towards specific cases. Local communities should explore alternative ways of improving investment in local digital infrastructure.
3. Cost benefit: each option for co-investment should be supported by a sustainable business case showing that benefits outweigh costs. There should also be clear evidence of community support and consultation.

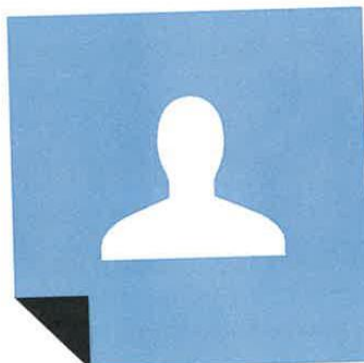
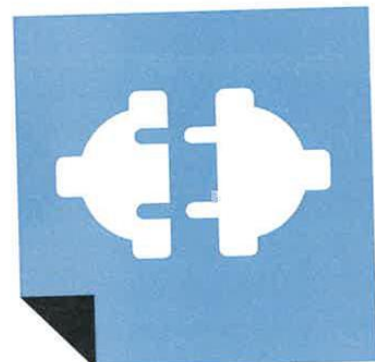
**What could your community do?**

Use this guide to develop a community co-investment plan. A community co-investment plan is a road map to increasing the viability of investment in communities. It has three major functions:

- 1) It provides communities with a guide to developing a needs assessment.
- 2) It is a useful tool to help communities develop a business case for investment.
- 3) It can be used to establish contacts with industry and government.

You can begin using this guide at any of the steps. The order given is a suggested flow for those who are at the earliest stages of the partnership seeking process.

# Phase One: Is There a Problem?







Get together to  
identify if the  
need exists and  
encourage  
involvement

## Stage One: Getting Started

A community should undertake a needs assessment to determine and address "gaps" between where it is at, and where it wants to get to. This first stage contains a needs assessment check list for use as a first step for communities wishing to identify and define local mobile service coverage issues.

Establishing if there is a large scale problem is step one in any needs assessment. To build a business case, mobile reception problems must be identified for a reasonable percentage of the community. There is no set scale as to what level of need will tip the balance in favour of future mobile network investment, but following this process allows a community to judge if further action should be taken.

### **Rally interested parties:**

You will need to build up a network of people in your area who are having similar mobile coverage problems. Use all your contacts to do this, and get them to call other locals they know who are sharing the same frustrations to enlist their support. One option to consider is a call out on social media. It's important to try and gain widespread community support early on to avoid any setbacks or conflicts later on.



## Stage Two: Getting Established

Once you have formed a group of interested people, you need hard information to get a clear idea of how far the problem goes. You will need more information and involvement from the wider community to get the ball rolling. Get the group together and agree on a time and place for a consultation meeting about mobile reception, open to all locals. Consider lining the first meeting up with a local event to help attract attention, and advertise the meeting through the local council, paper or community hub. The meeting doesn't need to be official. Hold it at home, in a community.

Consider involving the following key people/organisations:

### **Local emergency services:**

Your local emergency services will benefit from improved mobile coverage in critical situations.

### **Local government officials:**

Your local council will likely have communications or local business managers. Contact them and see if they could become involved or offer you information on getting started. It's important to get your Federal MP behind you as this will make success more likely.

### **Regional Development Australia:**

Regional Development Australia (RDA) is a national network of 55 committees made up of local leaders who work with all levels of government, business and community groups to support the development of their regions ([rda.gov.au](http://rda.gov.au))

As the regional development voice of their communities, RDA committees:

- consult and engage with communities
- promote and participate in regional programs and initiatives
- provide information and advice on their region to all levels of government, and support informed regional planning

### **Prominent local business and community groups or leaders:**

The Country Women's Association, local farmers/growers/small business interest groups, schools and Parents and Citizens associations are all groups that routinely involve themselves in community advocacy and action. Would they be interested in helping? Do they have a member or volunteer who works on communications issues? Do they have a space available for meetings?

### **Local experts:**

Establish who local experts are. These might be former or current technicians, radio engineers, tech experts or just tech savvy community members. Are they interested in the issue and would they like to help? Use your connections! Does a friend's son work for Telstra? Does your neighbour know a lot about mobile phone technology?

## Stage Three: Set up a Working Group or Committee

After your first meeting you might find the whole community is interested in taking part, or you may have a group of interested people. Either way, to progress you will need a core working group to organise materials and undertake actions on behalf of the community. At the start, a few logistical matters need to be taken care of by the working group to run effective public consultation meetings. During these public consultation meetings you can get a better understanding of how big the problem is and who could help.

Regular meetings will be needed to keep this work on track and focused. You may discover after one or two meetings that service issues appear to only be affecting a handful of local consumers. This does not reduce the importance of their concerns, but their specific issues may be dealt with in a more appropriate manner.

For example, solutions may be available on a more individual level. The ACCAN tip sheet 'Poor mobile reception: what can you do?' ([accan.org.au/tipsheets](http://accan.org.au/tipsheets)) is a useful guide. It contains information on contacting your provider for help and making a complaint about poor coverage. Information on approved mobile repeaters, which may be enough to fix a small scale mobile coverage problem, can be found on the Australian Communications and Media Authority's website ([acma.gov.au](http://acma.gov.au)).

You'll need to consider:

- 1) Planning for the meeting (who writes the agenda and goals?).
- 2) Setting up the meeting (logistics - where and when).
- 3) Running the meeting (who will be chairing/facilitating/taking minutes and recording action to follow up?).
- 4) Following up (after the meeting - who looks after the minutes and follows up on the action items?).

It's important to have these details hammered out before pursuing the next phase, which will include a bigger push for data on the extent of coverage issues.







A Community Audit identifies and collects information on the current connectivity, use and benefit of improved local mobile services. It helps examine and measure the extent of the problem, and identifies the benefits of resolution for a community. It's important to undertake this audit early so your community has all the relevant information when approaching potential investors.

## Stage One: Coverage Audit

Once you know the problem exists and the need to co-invest has been recognised, you can begin building a complete profile of the problem. You must be able to clearly identify local coverage deficiencies. Often the first sign of deficiency is regular complaints of poor or patchy services, so you would already be aware of anecdotal evidence of the issue. Another sign is existing services provided through a technology that is reaching its capacity and performing badly.

This is often the case for the following:

1. Mobile network wireless coverage in hilly areas, or where properties are located in and around dense foliage.
2. Communities where recent expansion extends away from existing mobile tower sites.
3. New subdivisions that develop outside town limits, particularly in undulating landscapes or near forests.

Assessing the deficiency in mobile networks can be particularly difficult. The following helpful steps are recommended before deciding to pursue further improvements to mobile coverage:

1. Consult existing mobile network operators (generally Telstra, Optus or Vodafone) to ascertain what they believe to be the standards of coverage in the area.
2. Review published coverage maps and compare these to "on the ground" circumstances to identify prospective barriers to coverage. Don't restrict yourself to coverage maps supplied by the mobile networks.



3. Look for areas prone to issues where there has been recent growth in population or phone users. Increased usage without upgraded transmission capacity can cause service deficiencies.

4. Survey the population (home owners and businesses) to gauge trouble spots.

#### **Suggested questions for a consumer coverage survey**

- Who is your provider?
- What brand of phone do you have?
- What model is it?
- Is it a 4G, 3G or 2G phone?
- The location you are providing feedback on (for example your home, farm, office, or a road or highway).
- How many signal bars do you get inside?
- How many signal bars do you get outside?
- Do your calls drop out at this location?
- Do you use an external antenna?
- Is this an ongoing problem? How long has it been as issue?
- Have you tried other providers?
- Is your issue with:
  - Coverage – bars on phone? OR
  - Performance – speed or consistency of speed when using a device to access Internet.
- Have you contacted your provider?
- An additional comments section should be included to capture any extra information.



Your community can also get a carrier-independent assessment of network performance in your area. For example, Digital Economy Group ([digitaleconomygroup.com.au](http://digitaleconomygroup.com.au)) - provides cost effective independent network performance testing for all three carriers at the same time. Detailed reports based on the testing are then used as the business case for new sites, upgrades and increasing local demand.





## Stage Two: Usage and Benefits Audit

A usage and benefits audit maps out community participation in existing mobile technology, and measures the extent it might be limited by the poor or limited mobile coverage footprint identified by the coverage audit. There are various areas where you might gather data to help your community demonstrate a need. Many are listed below, but this is not an exhaustive list. Consider how mobile services are used, or could be used, in your community and what might improve with better services.

### Uptake

- Number of devices in the community
- Where there is public WiFi access
- Use of social media

### Social Benefits

- Health
- Education
- Local Government
- Culture and arts
- Population

### Economic Benefits

- Business use
- New developments
- Retail investment
- Tourism & hospitality
- Primary production
- Resource investment

### Suggested Questions

You might choose to identify a number of points from case studies or testimonies from local experts to use in community surveys. This is a list of suggested questions that can provide insight into how coverage issues have affected your community's lifestyle:

- What are services like in the region?
- How have mobile coverage issues affected local business?
- How have coverage issues affected education?
- Are there sufficient Government and health services locally or are they a long way off?
- Would better mobile coverage attract people to your area?
- Have service professionals or visitors left or shortened their stay due to poor coverage?
- Are there existing services that would benefit from increased coverage? If so how?
- Is there new investment lined up for the area? If so what and when?
- Does the community host any major events?
- What does population growth look like for the region?
- Are there any business opportunities that could exist in your locality with better coverage that don't exist now?

## Stage Three: Community Awareness Campaign

As part of the final stage of Phase Two you may wish to undertake a community awareness campaign to seek further information, or update your community on the project's progress. Some form of continued public education or consultation would be useful to communicate the benefits of the project and to get the ongoing support of your local community for investment and participation in associated activities to ensure the best chance of success. Make sure your community is aware of the infrastructure and space required to build a new mobile tower, and what a new tower will look like. This will limit potential conflicts if your site is chosen.

### What can we offer?

#### Developing a Value Proposition

A value proposition highlights and explains how improved mobile coverage will deliver specific quantifiable value to your community. A value proposition for expanding mobile coverage in your area will be based on the Community Audit and usage and benefits audit. The value proposition can be used as part of a business case to attract the investment of mobile network operators, and is the companion to your needs assessment.

#### Understanding Industry Needs

It is important to identify and understand the interests of mobile network operators in order to gauge what will attract them to invest in your community and how their needs could line up with yours. This might be a good stage to organise or invite a guest speaker to meetings with experience in working with the industry, such as a local technician, Council person or a representative from a mobile network operator. Examples of potential triggers for mobile network operator investment that are useful to bear in mind are:

- Communities with significant populations and/or expected high population growth.
- Communities adjacent to a major industrial or resources based project.
- Communities with a concentration of public facilities (schools, hospitals, libraries, police stations, fire stations) not currently serviced by high capacity networks.
- A community aligned with a significant Federal/State Government development policy such as the Regional Centres Development Plan, known as the "Super Towns" project in Western Australia.
- Communities close to proposed new infrastructure corridors, highways and transport routes.
- A community served by an existing digital community hub or resource centre.





### Identifying Co-investment Sources in Your Community

Once your community and working group understands more about how industry investment priorities line up with community needs and features, you can begin to identify co-investment options for negotiation. Co-investment goes two ways and any benefits you can offer investors to help lower costs and streamline processes can help increase your chances of improving services. Co-investment in support of mobile infrastructure development takes various forms:

#### In-Kind Support:

Some communities may have funds, through local government, business associations or fund raising that they might wish to contribute toward the cost of building a base station in an area where the business case does not stack up, owing to the cost of construction or the ongoing costs. Other in-kind support can be offered such as access to land.

#### Cost Mitigation:

Direct cash contributions to the developer to pay for extra infrastructure, including financial contributions from Local Government, private businesses and not-for-profit bodies. Other assistance could involve the removal or amendment of physical or regulatory barriers to the deployment of digital infrastructure. Refer to Case Study One [on page 16].

#### What can you do to smooth the process and make success more likely?

- Local communities can help identify appropriate sites for mobile base stations that meet community needs in advance of them being required. Local Councils can ensure that the planning process is as easy as possible and sites are identified that meet requirements.
- Your community can also organise an assessment of appropriate sites for mobile towers with a consultant radio engineer or through Telstra.
- Ensure your community supports the chosen locations for a new mobile base station to avoid conflict further down the track.
- Gaining resource consents and sign-offs from local government can speed-up the process by as much as six months if your site is chosen for a new mobile base station.
- Granting access to services or facilities through shared resources or infrastructure co-location. For example allowing a developer to co-locate new digital infrastructure with existing infrastructure. Access to power is an important service. Base stations need access to power sources, and local communities and councils will have information about sites which have easy and ready access to power. Local communities can also lobby for reduced power concessions for base stations in regional areas where there is a social need to expand mobile coverage.
- Agreeing to the co-location of assets with other construction projects by State Governments, utilities, private companies and Local Councils such as underground power, street scape work, new bridges, roads, rail corridors, pipe lines and land developments. For an example, refer to Case Study Two [on page 16].

## Case Study One:

### **Jemalong Irrigation Company and Lachlan Shire community**

Jemalong Irrigation Limited employed two consultants to assist their advocacy efforts for two new mobile base station sites in the area near Forbes NSW. The consultants scoped out the best potential sites for the new base stations, and Jemalong worked with the Forbes and Lachlan Shire Councils to secure financial and in-kind support. Vodafone is building stations at the two selected sites under Round One of the Mobile Black Spot Programme.

#### **Things to think about:**

Even if you are unable to work with professional consultants like Jemalong, you can still work with your local council to identify the best spots for a new base station. Consider things like whether adequate and reliable power supply and backhaul are available to the site, and make sure you have community support for the locations you choose.

## Case Study Two:

### **Co-location in Glen Innes**

Under Round One of the Mobile Black Spot Programme, Vodafone committed to building a mobile base station near Glen Innes, NSW, with the support of the Inverell and Glen Innes Severn Shire Councils. An international wind power company offered to host the mobile antennas on one of its 90 metre tall wind turbines, meaning coverage was greatly improved and the base station now covers nine former mobile black spots.



# Phase Three: Getting it Together and Getting in Touch

---



Once the research stages are finished, your data needs to be analysed and edited. Not all information will be relevant, so it is important to review what has been gathered. From this information, your working group must decide on the community's most relevant needs, benefits and value points. It is also important to ensure your community agrees with what is decided, and that the research outcomes accurately reflect its needs.



## Stage One: Community Business Case

### What does the big picture look like?

A community business case is a summary outlining all the information your needs assessment and value proposition have collected. It is a simplified profile of the eventual document that can be presented to potential investors. In addition to defining the purpose and ownership of the co-investment project so far, it helps sell the project to the wider community and encourages further commitment and involvement.

#### **What is the purpose of the community business case?**

- To confirm priorities and objectives:

You must have a clear idea of the priority needs expressed by your community and how they are reinforced by your data. What areas are most in need of coverage improvement? Who will benefit most from increased coverage and how? Are there priority services or issues that would be enhanced with improved coverage?

Now that your working group has evidence of the issue and specific community needs, it can define a clear set of desired outcomes based on those needs. Having a clear set of objectives when approaching mobile network operators will help them understand how you can work together. It is also good to have some idea of how flexible those objectives are (i.e. what is or is not negotiable).

- To define your community value:

The community business case needs to determine the investment gap. This is where your value proposition will be most relevant. It is important to determine where your value is strongest. What can you offer and how do those features overlap to line up with industry concerns? How does your community plan help offset the costs of industry investment?



- To confirm and inform stakeholders:

The participation of community members and relevant stakeholders in the preparation and assessment of the completed business case is an important stage in the ownership process for the project. It also increases the confidence of the participants in their ability to identify and develop real solutions to their mobile coverage problems (or responses to opportunities). At this stage you should confirm and finalise any agreements with parties who might be facilitating or providing any of the services, funding or access outlined in your value proposition.

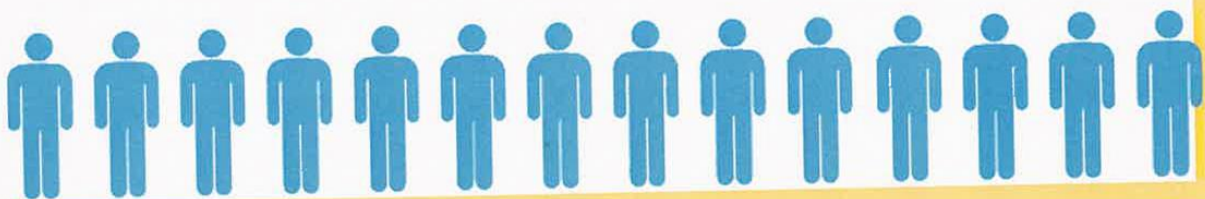
- To confirm the timetable:

Can you establish a time line for the tasks you have left? How long do you want to take attracting investors, compiling your data and when do you hope to achieve some of your outcomes?

## Stage Two: The Contacts

Now that you have all your information together you will need to look into making some industry contacts. This process is very fluid and hopefully by now you have been able to get the help of local council members, RDA committees or expert parties to get your proposal started.

Here we will provide some information on the three major mobile network providers and the best ways to get in touch with them. It's important to note that this will be most effective as the last step in your process. You want to maximise your chances by putting forward as detailed description of your needs as possible. Similarly these contacts should not be used in the case of an individual's service or billing issues. Details of customer care lines for these problems can be found on each provider's websites.



## Telstra

Telstra's Area General Managers (AGMs) are senior members of Telstra's regional management team and are the company's key contact in their regional area. They are accountable for customer experience, business and network performance, and community engagement, and are Telstra's contact point for network infrastructure and mobile phone coverage queries. Area General Managers report to Telstra Regional Directors, who are key members of Telstra Country Wide's senior leadership team.

Contact details for Telstra's AGMs can be found here:

<http://www.telstra.com.au/telstracountrywide/contact-us/index.htm>



## Optus

Optus has indicated that they are happy to accept and discuss submissions by communities for increasing mobile coverage in their local area in two ways:

- 1) If you're interested in the Australian Government Mobile Black Spots Programme and/or partnering with Optus as a community, please email: **[mobileblackspotprogramme@optus.com.au](mailto:mobileblackspotprogramme@optus.com.au)** with details of your submissions or proposals.
- 2) For all other matters, please call the customer switch board on 02 8082 7800 and ask to be put through to our community relations team.



## Vodafone

Vodafone has indicated community groups may contact the Head of Public Policy directly with their proposals via the following:

Tim McPhail  
**[tim.mcphail@vodafone.com.au](mailto:tim.mcphail@vodafone.com.au)**  
0487 323 333





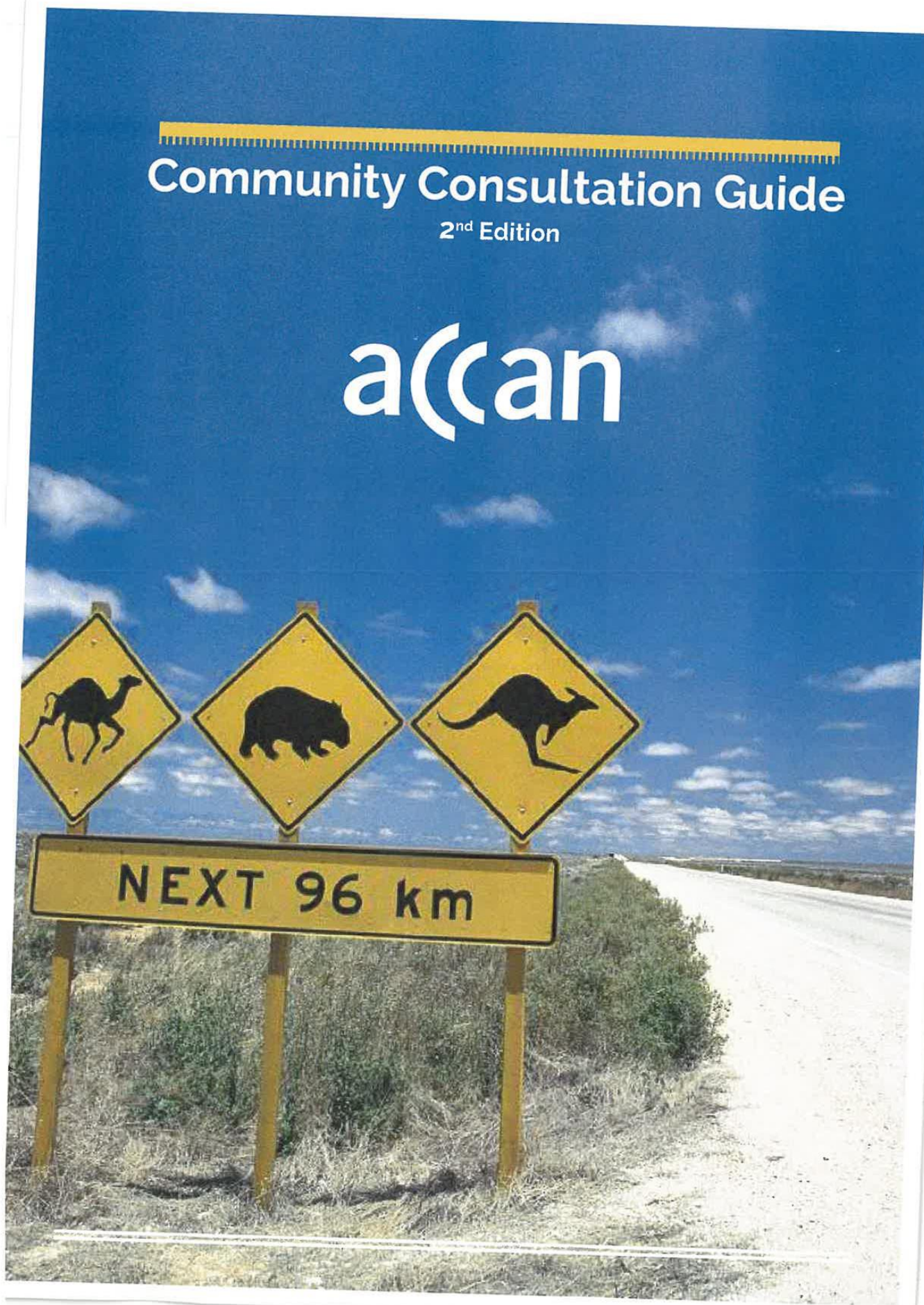
# Acknowledgements



ACCAN wishes to thank Mr Jim Wyatt of Optimi Digital for allowing ACCAN to adapt information from his organisation's co-investment tool kit and consultation service guidelines. You can read more about Optimi Digital's consultation services by following the link  
<http://www.optimidigital.com.au/>

We would also like to acknowledge the involvement and information provided by Michael Whereat, President of the Australian Smart Communities Association and representatives of Telstra, Optus and Vodafone.









**Gabrielle Upton**  
Minister for Local Government

## MEDIA RELEASE

Sunday, 2 September 2018

### TOUGH NEW BEHAVIOUR CODE FOR COUNCILLORS

Tough new codes of conduct for local councillors are coming into force that crack down on gifts and benefits and require formal training for councillors and Mayors.

Local Government Minister Gabrielle Upton said the reforms are needed to ensure the conduct of local councillors meets the expectations of the community.

"The new Model Code of Conduct stamps out the bad behaviour we have seen among a small number of councillors who have acted in self-interest rather than in the best interests of the community," Ms Upton said.

"For example the acceptance of lavish gifts is now a thing of the past – there is now a \$50 limit.

"There are also restrictions on access to council information, strict requirements for declaring interests, and the requirement Councillors must disclose whether they are a property developer or a close associate of one.

Ms Upton has released the new Model Code of Conduct and the Councillor Induction and Professional Development Guidelines.

"Any councillor who abuses public office for personal or financial gain is firmly in the sights of the new Model Code of Conduct.

Other new requirements include:

- Mandatory reporting of all gifts regardless of value in the council gift register
- Councillors prohibited from accessing information about matters they have pecuniary interests in unless it is otherwise publicly available
- Suspensions for pecuniary interest breaches will count towards the "three strikes and you're out" scheme introduced in 2015 where councillors face automatic disqualification when they are suspended three times for misconduct
- Councillors must declare new interests more regularly in official returns of interest lodged with their council
- New standards relating to discrimination and harassment, bullying, work health and safety, use of social media, access to information and maintenance of council records.

"Penalties for breaching the new code include censure, public findings of inappropriate conduct, suspension and disqualification from office," Ms Upton said.

NSW councils will have six months to adopt and implement codes of conduct that meet the new requirements.

New Councillor Induction and Professional Development Guidelines introduce mandatory training for all councillors and mayors in NSW, Ms Upton said.

“Councils will be required to deliver induction training to councillors within six months after an election and an ongoing professional development program over the term to help councillors acquire and maintain the knowledge and skills necessary to perform their roles,” she said.

“The training programs are designed to ensure mayors and councillors understand their responsibilities and are supported to perform their roles effectively.

Information about councillor participation in induction and professional development activities must be published in council annual reports.

## Examples of how the new code works

### Example 1 – gifts and benefits

*The Daily Telegraph* reported in April that councillors at large Sydney councils accepted gifts valued at \$100 to \$3,000. The old Model Code of Conduct banned gifts of “more than token value” but did not define a value.

*The new Model Code of Conduct more clearly defines gifts as being one or more gifts with a value that, taken together, exceed a value of \$50.*

### Example 2 – North Sydney Council

The Public Inquiry report into North Sydney Council found the inability of councillors to manage conflict resulted in dysfunction in the performance of their statutory functions. Councillors were too busy lodging code of conduct complaints to cause trouble for political rivals rather than doing their job.

*The new Model Code of Conduct more precisely identifies the types of interpersonal behaviours that are not appropriate and has tightened the definition of a code of conduct complaint to exclude complaints without merit.*

### Example 3 – former Murray Shire Council

The Public Inquiry into the former Murray Shire Council heard allegations of bullying and harassment of the general manager by some councillors.

*The new Model Code of Conduct clarifies councillors’ obligations under work, health and safety laws. It also includes new standards and definitions relating to bullying and harassment and makes bullying a breach of the code of conduct which can result in a councillor being suspended.*

### Example 4 – former Lithgow Councillor Martin Ticehurst

Councillor Martin Ticehurst swore at and abused the Mayor, refused to apologise and had inappropriate interaction with a member of the public following a council meeting. He was disqualified for five years under the three strikes and you’re out law which sees a councillor disqualified if they have been suspended for misconduct three times or more. Cr Ticehurst had previously been suspended on six occasions.

*The general conduct provisions of the Model Code of Conduct have been strengthened and there are new provisions relating to harassment, discrimination, bullying, work, health and safety obligations and behaviour at meetings. Breaches of the Code of Conduct can result in suspension of a councillor and ultimately disqualification from public office.*

**MEDIA:**  
**Alan Gale 0418 892 778**

**John Bell**

---

**From:** Julie Kennedy <julie.kennedy@gdchs.com.au>  
**Sent:** Wednesday, 5 September 2018 12:51 PM  
**To:** John Bell  
**Subject:** GDCHS query

Hi John,  
 Thank you for speaking to me this morning,

GDCHS is applying for a grant to revamp a room currently being used as storage. This is the room attached to the jail.

GDCHS is growing rather quickly and we are trying to accommodate additional services and enhancing the current services that we provide.

Services that we currently provide are

- Community Nursing
- Podiatrist
- Physiotherapist
- Community Counsellor
- Clinical Psychologist
- Women's health nurse
- Parent and baby health check
- Social support Group
- Men's group
- Hearing checks
- Dietician
- Pathology
- Doctor
- Practice nurse
- Home Care
  - Commonwealth home support
  - Veterans home care
  - NDIS
  - Brokerage
- Transport

We currently rent the Foley memorial centre and are in the process of changing the services using the centre to grow and improve the supports into a central area.

Changing the Foley Centre into a activity centre.

We have utilised an office space in the court rooms for our podiatrist/physio and counselling room.

We would now like to make use of a storage area at the back of the courthouse.

This is the room next to jail.

We would like to paint and put a floating laminate floor in as well as restore the existing plumbing (currently not working)

Enhance the electric capability, and install access for internet. (There is already power to this room)

This would be done at our expense if we receive a grant with appropriate qualified workers. ( the grant will need quotes from electricians, plumbers etc)

We are very mindful of the historic aspect of the courthouse, its rooms and adjoining buildings and would not alter the look of the building.

The room has been used as a storage area for many years and feel that we can enhance the services already provided by us and enhance the room by ensuring that it does not fall into further disrepair.

We are looking at changing this room into a quiet room for our counsellor, Clinical physiologist and community nursing.

Thank you for your time  
Kind regards Julie

*Julie Kennedy*  
*Operations Manager*  
*NDIS Plan Manager*  
*Gunning District and Community Health Services Inc.*  
[Julie.Kennedy@gdchs.com.au](mailto:Julie.Kennedy@gdchs.com.au)  
[www.gunningcommunitycare.com](http://www.gunningcommunitycare.com)

Ph (02) 48451166  
Fax (02) 48451542



*I pay respect to the Traditional Custodians of the land, past, present and future.*

*This email and attachments are intended for the person it's addressed to. If it wasn't meant for you, please let the sender know and delete it straight away. At Gunning Community Care we care about confidentiality and privacy and appreciate your respect and cooperation. Thanks for your help with this. P.S. Please consider the environment before deciding to press print.*

---

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

---

**John Bell**

---

**From:** Crookwell Garden Festival <crookwellgardenfestival@gmail.com>  
**Sent:** Monday, 10 September 2018 6:02 PM  
**To:** John Bell  
**Cc:** anita warlow  
**Subject:** Request for sponsorship of the 2018 Crookwell Garden Festival

Attention John Bell,  
General Manager  
Upper Lachlan Shire Council  
44 Spring Street  
Crookwell NSW 2583

Dear John,

The organising committee for the 2018 Crookwell Garden Festival would like to invite the Upper Lachlan Shire Council to sponsor this year's event.

This will be our fourth festival. The growth in popularity and support from locals, visitors (we have had a 50% increase each year, from 800 in 2015 to 1600 last year) and market stall holders over the past three festivals has been exciting. We are promoting the event through a range of mediums in the southern and central tablelands, southern highlands, ACT, Illawarra and beyond, and we are anticipating significantly more visitors this year.

We are producing a full colour A4 4-page brochure of the garden details and map for CGF visitors, and we would be delighted if the Council would consider contributing \$1,000 towards the printing of this. The ULS Council will be acknowledged as a major sponsor of the festival on the brochure as well as on our website, Facebook page and printed materials.

We look forward to your reply.

Yours sincerely,

Jan Pont  
President, Crookwell Garden Festival Inc.  
[www.crookwellgardenfestival.com](http://www.crookwellgardenfestival.com)



---

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

---



## **9 INFORMATION ONLY**

The following items are submitted for consideration -

9.1	Monthly Weeds Activities Report	68
9.2	Development Statistics for the Month of August 2018	72
9.3	Investments for the month ending August 2018	79
9.4	Bank Balance and Reconciliation - 31 August 2018	83
9.5	Rates and Charges outstanding as at 31 August 2018	84
9.6	Action Summary - Council Decisions	87
9.7	Bushfire Committee Meeting in Yass	91
9.8	Grants Report	93



---

## Information Only - 20 September 2018

---

### ITEM 9.1 Monthly Weeds Activities Report

**FILE REFERENCE** I18/477

**AUTHOR** Director of Environment and Planning

### ISSUE

Providing Council with a brief summary of weed control activities conducted in the past month.

**RECOMMENDATION** That -

1. Council receive and note the report as information.

---

### BACKGROUND

Standard monthly report providing Council with a summary of the weed control activities conducted in the month of August 2018.

### REPORT

#### Property Inspections

Weed	Parish	Road or Street	Date	Action	Degree
S/T BB	Glengarry	Alps	31/7/18	Notified	3
S/T BB	Glengarry	Alps	31/7/18	Routine	1, 2
S/T BB	Glengarry	Bigga	1/8/18	Routine	2
S/T BB	Keverstone	Reids Flat	2/8/18	Routine	1
S/T BB	Keverstone	Reids Flat	2/8/18	Routine	1, 2
S/T BB	Glengarry	Alps	7/8/18	Notified	1, 2
S/T BB	Glengarry	Alps	7/8/18	Routine	1
S/T BB	Glengarry	Alps	7/8/18	Routine	1, 2
S/T BB	Glengarry	Reids Flat	7/8/18	Routine	1
S/T BB	Yewrangara	Reids Flat	8/8/18	Notified	3, 2
S/T	Markdale	Bigga	27/8/18	Routine	1
S/T	Markdale	Bigga	27/8/18	Routine	1
S/T BB	Markdale	Bigga	28/8/18	Notified	3, 2
S/T BB	Markdale	Bigga	28/8/18	Notified	1, 2
S/T	Mundoonan	Hillgrove	10/8/18	Routine	2
S/T	Mundoonan	Berrabanglo	10/8/18	Notified	2
S/T	Cullarin	Cullarin	14/8/18	Routine	1
S/T	Gunning	Cullarin	14/8/18	Routine	1
S/T	Biala	Bully's Crossing	14/8/18	Notified	2
S/T	Collector	Short St	27/8/18	Routine	2
S/T	Collector	Baxter's Lane	27/8/18	Routine	1



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

S/T BB	Collector	Baxter's Lane	27/8/18	Routine	1
S/T	Lerida	Muller's Lane	27/8/18	Routine	1
S/T	Collector	Short St	27/8/18	Routine	1
S/T	Tarago	Baxter's Ln	28/8/18	Routine	1
S/T	Gunning	Yass St	28/8/18	Routine	1
S/T	Collector	Short St	28/8/18	Notified	2
S/T	Dalton	Bush's Ln	29/8/18	Routine	1
S/T	Collector	Breadalbane	29/8/18	Routine	1
S/T	Preston	Rugby	29/8/18	Routine	1
S/T	Lampton	Baxter's Ln	29/8/18	Routine	2
S/T BB	Kangaloolah	Rocky waterhole	1/8/18	Routine	1
S/T BB	Kangaloolah	Rocky waterhole	1/8/18	Routine	2
S/T BB	Kangaloolah	Rocky waterhole	1/8/18	Routine	1
S/T BB	Wangalo	Rocky waterhole	2/8/18	Notified	2
S/T BB	Wangalo	Rocky waterhole	2/8/18	Routine	1
BB	Kangaloolah	Rocky Waterhole	2/8/18	Routine	1
S/T BB	Kangaloolah	Rocky Waterhole	3/8/18	Routine	1
BB	Wangalo	Rocky Waterhole	8/8/18	Routine	1
BB SJW	Kangaloolah	Rocky Waterhole	8/8/18	Notified	1
S/T	Kangaloolah	Kangaloolah	9/8/18	Routine	2
CNG	Wangalo	Flowerburn	9/8/18	Routine	1
S/T BB	Kangaloolah	Peelwood	16/8/18	Routine	1
S/T	Kangaloolah	Kangaloolah	17/8/18	Notified	1
S/T	Kangaloolah	Kangaloolah	17/8/18	Notified	1
S/T BB	Yewrangara	Fogs Crossing	22/8/18	Notified	3
S/T BB	Yewrangara	Fogs Crossing	22/8/18	Notified	2
S/T BB	Yewrangara	Fogs Crossing	22/8/18	Notified	2
S/T CG	Yewrangara	Fogs Crossing	22/8/18	Notified	2
S/T CG	Yewrangara	Fogs Crossing	23/8/18	Notified	2
S/T	Yewrangara	Fogs Crossing	23/8/18	Routine	1
S/T BB	Lerida	Collector	22/8/18	Notified	3

**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.

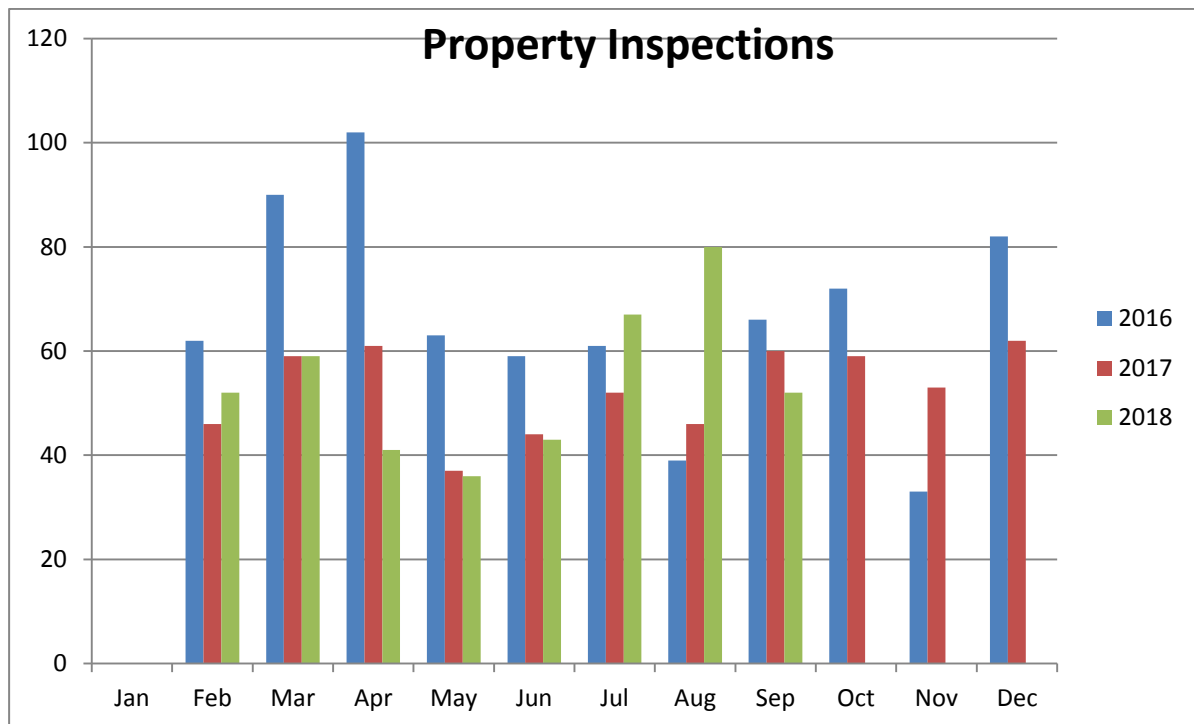
## Information Only

### MONTHLY WEEDS ACTIVITIES REPORT cont'd

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

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

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



### Roadside Weed Control

Roadside weed control programs are continuing to focus on the control of grass weeds including Serrated Tussock, African Lovegrass, Chilean Needle Grass and Coolatai Grass. Control work is also being conducted on Sifton Bush infestations, targeting areas where this plant is not widespread in the landscape.

### POLICY IMPACT

Nil

### OPTIONS

Nil

### FINANCIAL IMPACT OF RECOMMENDATIONS

Nil

***Information Only***

**MONTHLY WEEDS ACTIVITIES REPORT cont'd**

**RECOMMENDATION**      That -

1. Council receive and note the report as information.

**ATTACHMENTS**

Nil

---

## Information Only - 20 September 2018

---

### ITEM 9.2                      Development Statistics for the Month of August 2018

**FILE REFERENCE**    I18/479

**AUTHOR**                      Economic Development Officer

#### ISSUE

Providing Council with a brief summary of the development control activities that have occurred in the month of August 2018.

**RECOMMENDATION**      That -

1. Council receives and notes the report as information.

---

#### BACKGROUND

Standard monthly report providing Council with a summary of the development control activities that have occurred in the month of August 2018.

#### REPORT

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

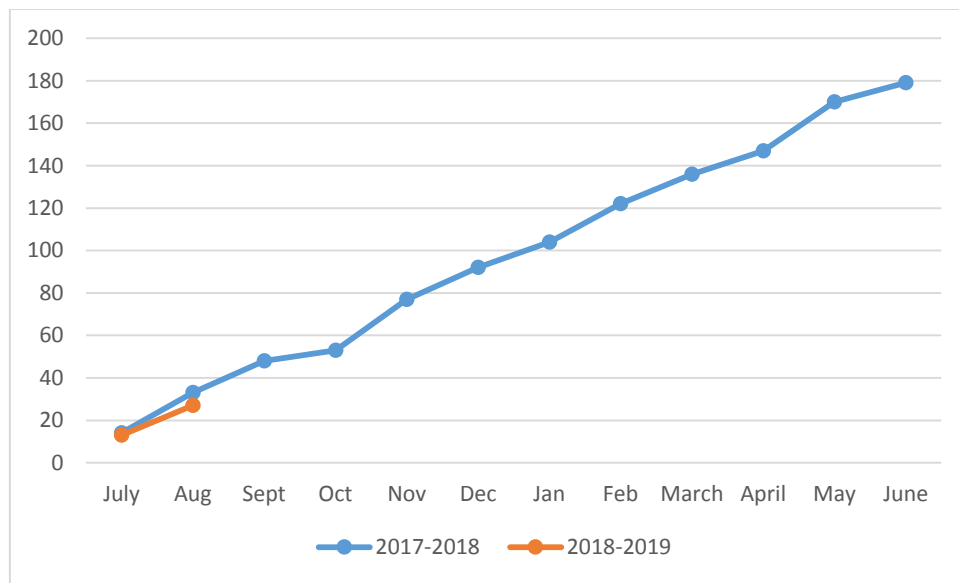
Statistics by Development Type								
Current Year					Last year			
DA Type	August 2018		Year to Date 1/7/2018 to 30/6/2019		August 2017		Year to date 1/7/2017 to 30/6/2018	
	Count	\$Value	Count	\$Value	Count	\$Value	Count	\$Value
Commercial	0	\$0	2	\$1,270,000	1	\$1,250,000	2	\$1,350,000
Residential	9	\$1,530,077	18	\$3,983,127	14	\$1,876,285	24	\$4,028,225
Industrial	0	\$0	0	\$0	0	\$0	0	\$0
Other	1	\$0	2	\$70,000	2	\$6,003,000	2	\$6,003,000
<b>Total</b>	<b>10</b>	<b>\$3,793,050</b>	<b>22</b>	<b>\$5,323,127</b>	<b>17</b>	<b>\$9,129,285</b>	<b>28</b>	<b>\$11,381,558</b>
Subdivision								
Type	Count	Lots	Count	Lots	Count	Lots	Count	Lots
Residential	0	0	0	0	0	0	0	0
Rural Residential	0	0	0	0	0	0	0	0
Commercial	0	0	0	0	1	0	1	0
Industrial	0	0	0	0	0	0	0	0

**Information Only****DEVELOPMENT STATISTICS FOR THE MONTH OF AUGUST 2018 cont'd**

Boundary Adjustment	0	0	0	0	0	0	0	0
Strata	0	0	0	0	0	0	0	0
Agricultural	4	9	5	11	1	0	1	0
Modification/Other	0	0	0	0	0	0	0	0
<b>Total</b>	<b>4</b>	<b>9</b>	<b>5</b>	<b>11</b>	<b>2</b>	<b>0</b>	<b>2</b>	<b>0</b>

**1. Development Applications**

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



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

<b>DAs under assessment</b>	<b>DA modifications under assessment</b>	<b>DAs received August 2018</b>	<b>DA modifications received Aug 2018</b>	<b>DAs determined Aug 2018</b>	<b>DA modifications determined Aug 2018</b>
23	6	10	4	13	2

The average determination processing time is for the month of August was 33 days.

Determinations issued 1 August to 31 August 2018 are summarised in the following table:

<b>Determinations Issued between 1 August 2018 to 31 August 2018</b>		
<b>DA No.</b>	<b>Proposal</b>	<b>Property</b>
33/2016	Fence/Wall	Church St, Collector Lot 1 DP 256082, Lot 2 & 3 DP 554640
5/2017 (Mod)	Dwelling	Murray St, Collector Lot 2, 3, 4 & 15 DP 1211033
117/2017 (Mod)	Subdivision	Collector Rd, Lerida Lot 112, 126, 133, 134, 158,



**Information Only****DEVELOPMENT STATISTICS FOR THE MONTH OF AUGUST 2018 cont'd**

<b>Determinations Issued between 1 August 2018 to 31 August 2018</b>		
<b>DA No.</b>	<b>Proposal</b>	<b>Property</b>
		159 & 172 DP 754127
24/2018	Change of Use – Shed to Dwelling	2646 Golspie Rd, Golspie Lot 2 DP 1045168 Lot 59 & 79 DP 753063
48/2018	Dwelling	171 Craigs Rd, Curraweela Lot 2 DP 1222109
51/2018	Transportable Dwelling	128 Collector Rd, Gunning Lot 4 DP 1185667
72/2018	Dwelling	21 Kialla Rd, Crookwell Lot 359 DP 754108
73/2018	Community Event	Copeland St, Gunning Lot 7009 DP 94454
74/2018	Transportable Dwelling	530 Bevandale Rd, Wheeo Lot 2 DP 1219022
79/2018	Dwelling	16 North St, Crookwell Lot 14 Sec 3 DP 1809
83/2018	Dwelling & Shed	14 Grabben Gullen Rd, Crookwell Lot 102 DP 1232773
84/2018	Transportable Dwelling	218 Reids Flat Rd, Bigga Lot 1 DP 1243725
85/2018	Shed	8 Howard Rd, Dalton Lot 2 Sec 8 DP 758335
86/2018	Shed	25 Gundungurra Dve, Gunning Lot 21 DP 1234849
91/2018	Awning	7 Park St, Crookwell Crookwell Men's Shed L#:213.3818

The Development Applications outstanding as of 31 August 2018 are summarised in the following table:

<b>Development Applications Outstanding on 31 August 2018 (In order of date submitted to Council)</b>				
<b>DA No.</b>	<b>Date Rec</b>	<b>Proposal</b>	<b>Property</b>	<b>Reason</b>
77/2017	15/8/2017	Dwelling	Towrang Rd, Greenwich Park Lot 22 DP 1095649	SCA Concurrence
122/2017	24/11/2017	Gullen Range Windfarm Substation & Underground Transmission Line	Gurrundah Area Lot 185,186,187,188,204 & 224 DP 754126, Lot 1 & 2 DP 877769, Lot 6 DP 1115749, Lot 1 & 2 DP 1115746, Lot 7,197,226,319 DP 754126, Lot 4 DP 1031856, Lot 100 DP 1026064, Lot 103 DP 750043, Lot 2 DP 1168750, Lot 101 DP 1083286	Under Assessment
124/2017	29/11/2017	Consolidation	Gurrundah Road, Gurrundah Lot 220 & 221 DP 750019	Awaiting Additional Information

**Information Only****DEVELOPMENT STATISTICS FOR THE MONTH OF AUGUST 2018 cont'd**

		<b>Development Applications Outstanding on 31 August 2018</b> (In order of date submitted to Council)		
<b>DA No.</b>	<b>Date Rec</b>	<b>Proposal</b>	<b>Property</b>	<b>Reason</b>
23/2018	26/2/2018	Dwelling	Gundaroo Rd, Bellmount Forest - Lot 1 DP 754573, Lot 148 & 197 DP 754113	Referred to Engineering
27/2018 (Mod)	12/3/2018	Poultry Farm	239 Learys Lane, Bannister Lot 101 DP 1083286	Awaiting Additional Information
33/2018	16/3/2018	Subdivision	Clements St, Crookwell Lot 25, 26, 27, 28, 29, 30, Sec 11 DP 2383 & Lot 1 DP 134469	Under Assessment
57/2018	10/5/2018	Dog Kennels	148 Bigga Rd, Crooked Corner Lot 4 DP 1052845	Under Assessment
58/2018	14/5/2018	Dog Kennels	120 Salisbury Rd, Bigga Lot 237 DP 753041	Under Assessment
62/2018	22/5/2018	Transportable Dwelling	Castle Hill Rd, Gunning Lot 607 DP 1086775	Awaiting Additional Information
70/2018	18/6/2018	Garage/Shed	13 Bray St, Crookwell Lot 2 DP 1231222	Awaiting Additional Information
71/2018	21/6/2018	Dwelling	189 Woodhouselee Rd, Laggan Lot 2 DP 1231222	Awaiting Concurrence
75/2018	28/6/2018	Dwelling	Grabben Gullen Rd, Gunning Lot 316 DP 754126	Awaiting Additional Information
78/2018	10/7/2018	Removal of Underground Tanks	217 Goulburn St, Crookwell Lot 2 DP 232587	On Exhibition
80/2018	17/7/2018	Dwelling	2 Gunning St, Dalton Lot 199 DP 754111	Referred to Engineering
81/2018	19/7/2018	Dwelling	388 Lucks Lane, Lerida Lot 2 DP 178524	Under Assessment
82/2018	23/7/2018	Dwelling	665 Bolong Rd, Laggan Lot 159 DP 753015	Under Assessment
72/2017 (Mod)	26/7/2018	Commercial Use	204 Goulburn St, Crookwell Lot 361 DP 754108	On Exhibition
117/2013 (Mod)	6/8/2018	Dwelling	95 Bigga Rd, Binda Lot 2 DP 1191756 & Lot 95 DP 753028	Under Assessment
87/2018	9/8/2018	Subdivision	Peelwood Rd, Laggan Lot 7 DP 1020135	Referred to Engineering
88/2018	10/8/2018	Subdivision	83 Macarthur St, Taralga Lot 1 DP 1072898	Referred to Engineering
89/2018	14/8/2018	Swimming Pool	595 Pejar Rd, Pejar Lot 2 DP 1011051	Awaiting Additional Information
90/2018	14/8/2018	Bed Breakfast &	99 Orchard St, Taralga Lot 54 Sec 8 DP 1011051	Under Assessment
92/2018	15/8/2018	Dwelling	57 Kialla Rd, Crookwell Lot 27 DP 1065616	Under Assessment

**Information Only****DEVELOPMENT STATISTICS FOR THE MONTH OF AUGUST 2018 cont'd**

		Development Applications Outstanding on 31 August 2018 (In order of date submitted to Council)			
DA No.	Date Rec	Proposal	Property	Reason	
59/2014 (Mod)	15/8/2018	Dwelling	72 Denison St, Crookwell Lot 1 DP 355192	Under Notification	
93/2018	17/8/2018	Dwelling	2929 Laggan Rd, Laggan Lot 4 DP 1238814	Under Assessment	
86/2017 (Mod)	21/8/2018	Dwelling	Strathaird Lane, Goulburn Lot 32 DP 1042610	Awaiting Additional Information	
136/2017 (Mod)	24/8/2018	Subdivision	Boongarra Rd, Laggan Lot 3 DP 1163350	Objector Notification	
94/2018	24/8/2018	Garage/Shed	33 Kialla Rd, Crookwell Lot E DP 420915	Under Assessment	
95/2018	29/8/2018	Subdivision	Junction Point Rd, Tuena Lot 1 DP 1223538	Under Assessment	

**2. Construction Certificates**

Construction Certificates Issued between 1 August 2018 & 31 August 2018		
CC No.	Proposal	Property
59/2018	Change of Use	19 Roberts St, Crookwell Lot 1 DP 800629
67/2018	Dwelling	16 North St, Crookwell Lot 14 Sec 3 DP 1809
77/2018	Shed	25 Gundungurra Dve, Gunning Lot 21 DP 1234849
79/2018	Awning	7 Park St, Crookwell Crookwell Mens Shed L#:213.3818

Approved by Council	
August 2018	Year to date
4	7

**3. Occupation Certificates**

Occupation Certificates Issued between 1 August 2018 and 31 August 2018		
OC No.	Proposal	Property
44/2018	Dwelling	247 Tyrl Tyrl Rd, Laggan Lot 3 DP 864795
46/2018	Dwelling	24 North St, Crookwell Lot 18 Sec 3 DP 1809

Approved by Council	
August 2018	Year to date
2	4

**Information Only****DEVELOPMENT STATISTICS FOR THE MONTH OF AUGUST 2018 cont'd****4. Subdivision Certificates**

<b>Subdivision Certificates Issued between 1 August 2018 and 31 August 2018</b>		
<b>SC No.</b>	<b>Proposal</b>	<b>Property</b>
14/2018	Subdivision	3931 Range Rd, Grabben Gullen Lot 363 DP 754115
15/2018	Subdivision	Tulloh St, Crookwell Lot 1 DP 1086372
18/2018	Subdivision	Snake Gully Rd, Curraweela Lot 7 DP 1054873
20/2018	Boundary Adjustment	Coolalie Rd, Gunning Lot 3 & 84 DP 754122 Lot 16 DP 132202
22/2018	Subdivision	468 Pudman Creek Rd, Blakney Creek Lot 144 & 203 DP 754102
23/2018	Subdivision	130 Woodward Lane, Crookwell Lot 5 DP 1048691

<b>Approved by Council</b>	
<b>August 2018</b>	<b>Year to date</b>
6	7

**5. Planning Certificates**

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

<b>Year</b>	<b>Number of Certificates Issued</b>
1 July 2008 to 30 June 2009	383
1 July 2009 to 30 June 2010	464
1 July 2010 to 31 June 2011	535
1 July 2011 to 30 June 2012	426
1 July 2012 to 30 June 2013	408
1 July 2013 to 30 June 2014	457
1 July 2014 to 30 June 2015	426
1 July 2015 to 30 June 2016	481
1 July 2016 to 30 June 2017	461
1 July 2017 to 30 June 2018	452
1 July 2018 to 30 June 2019	76

**POLICY IMPACT**

Nil

**OPTIONS**

Nil

**FINANCIAL IMPACT OF RECOMMENDATIONS**

Nil

***Information Only***

**DEVELOPMENT STATISTICS FOR THE MONTH OF AUGUST 2018 cont'd**

**RECOMMENDATION**      That -

1. Council receives and notes the report as information.

**ATTACHMENTS**

Nil



---

## Information Only - 20 September 2018

---

**ITEM 9.3**                      **Investments for the month ending August 2018**

**FILE REFERENCE**    **I18/451**

**AUTHOR**                      **Manager of Finance and Administration**

### **ISSUE**

Council Investment Portfolio Register as at 31 August 2018.

**RECOMMENDATION**      That -

1. Council receive and note the report as information.

---

### **BACKGROUND**

A schedule of the investment portfolio register and summary of available cash by fund as at 31 August 2018 is provided as information to Council.

### **REPORT**

#### **Investments to 31 August 2018**

Investment Institution	Type	Investment Face Value	Interest Rate	Term Days	Maturity Date	Interest Due
CBA	Call	\$1,500,000	1.45%	N/A	31-08-18	\$1,394.38
Bank of Qld	TD	\$800,000	2.60%	308	24-10-18	\$17,551.78
Bank of Qld	TD	\$800,000	2.70%	188	31-10-18	\$11,125.48
Bank of Qld	TD	\$1,000,000	2.65%	98	07-11-18	\$7,115.07
Bank of Qld	TD	\$700,000	2.75%	362	17-04-19	\$19,091.78
Bank of Qld	TD	\$1,200,000	3.00%	735	19-08-20	\$72,493.15
Bank of Qld	TD	\$1,000,000	3.15%	1097	25-08-21	\$94,672.60
Bankwest	TD	\$1,500,000	2.80%	89	19-09-18	\$10,241.10
Bankwest	TD	\$500,000	2.60%	364	26-09-18	\$12,964.38
Bankwest	TD	\$800,000	2.80%	91	03-10-18	\$5,584.66
Bankwest	TD	\$1,000,000	2.65%	84	14-11-18	\$6,098.63
Bankwest	TD	\$1,000,000	2.75%	196	27-02-19	\$14,767.12
Bendigo Bank	TD	\$600,000	2.40%	189	05-09-18	\$7,456.44
Bendigo Bank	TD	\$700,000	2.65%	147	16-01-19	\$7,470.82

**Information Only****INVESTMENTS FOR THE MONTH ENDING AUGUST 2018 cont'd**

Bendigo Bank	TD	\$1,000,000	2.60%	364	13-02-19	\$25,928.77
Bendigo Bank	TD	\$800,000	2.55%	357	13-02-19	\$19,952.88
Bendigo Bank	TD	\$1,200,000	2.75%	365	15-08-19	\$33,000.00
CBA	TD	\$1,000,000	2.62%	362	12-09-18	\$25,984.66
CBA	TD	\$1,000,000	2.71%	308	06-03-19	\$22,867.95
CBA	TD	\$1,000,000	2.68%	364	20-03-19	\$26,726.58
CBA	TD	\$1,000,000	2.71%	363	28-08-19	\$26,951.51
IMB	TD	\$1,000,000	2.70%	89	19-09-18	\$6,583.56
IMB	TD	\$500,000	2.55%	182	10-10-18	\$6,357.53
IMB	TD	\$1,000,000	2.50%	140	12-12-18	\$9,589.04
IMB	TD	\$1,300,000	2.75%	231	27-03-19	\$22,625.34
IMB	TD	\$900,000	2.70%	364	12-06-19	\$24,233.42
NAB	TD	\$1,500,000	2.71%	105	19-09-18	\$11,693.84
NAB	TD	\$800,000	2.70%	98	17-10-18	\$5,799.45
NAB	TD	\$1,100,000	2.51%	364	21-11-18	\$27,534.36
NAB	TD	\$1,400,000	2.76%	203	09-01-19	\$21,490.19
Westpac	TD	\$500,000	2.76%	364	26-04-19	\$13,762.19
		<b>\$30,100,000</b>				<b>\$619,108.66</b>

**COUNCIL INVESTMENT PERFORMANCE: -****BUDGET COMPARISON TO 31 AUGUST 2018**

Interest on Investments Received YTD	\$127,992
Annual budgeted amount for all funds	\$648,900
Percentage of Interest Received YTD	19.72%
Percentage of Year Elapsed	16.99%

**BBSW COMPARISON TO 31 AUGUST 2018**

Average market interest rate (90 day BBSW)	1.96%
Average return on all investments	2.70%

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.

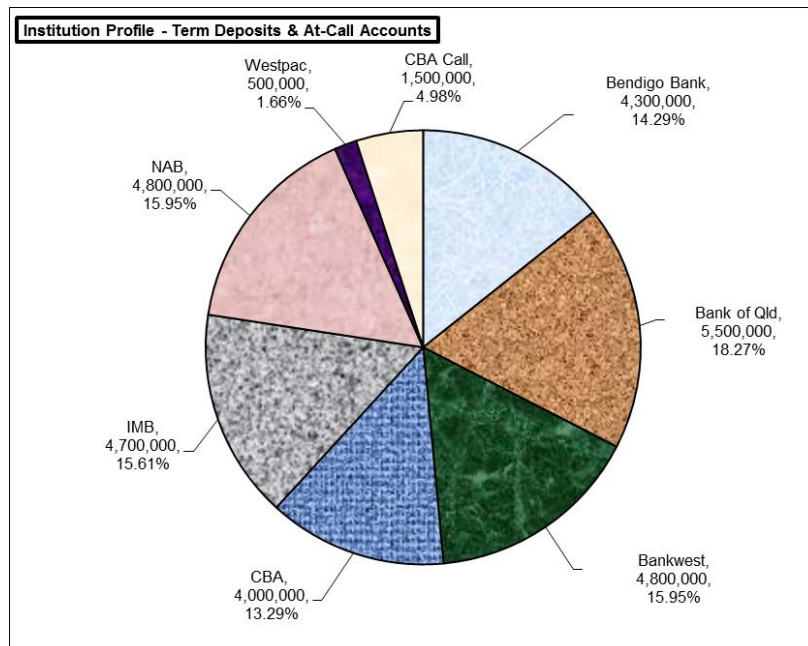
## Information Only

### INVESTMENTS FOR THE MONTH ENDING AUGUST 2018 cont'd

#### INVESTMENTS FINANCIAL INSTITUTION PROFILE AS AT 31 AUGUST 2018

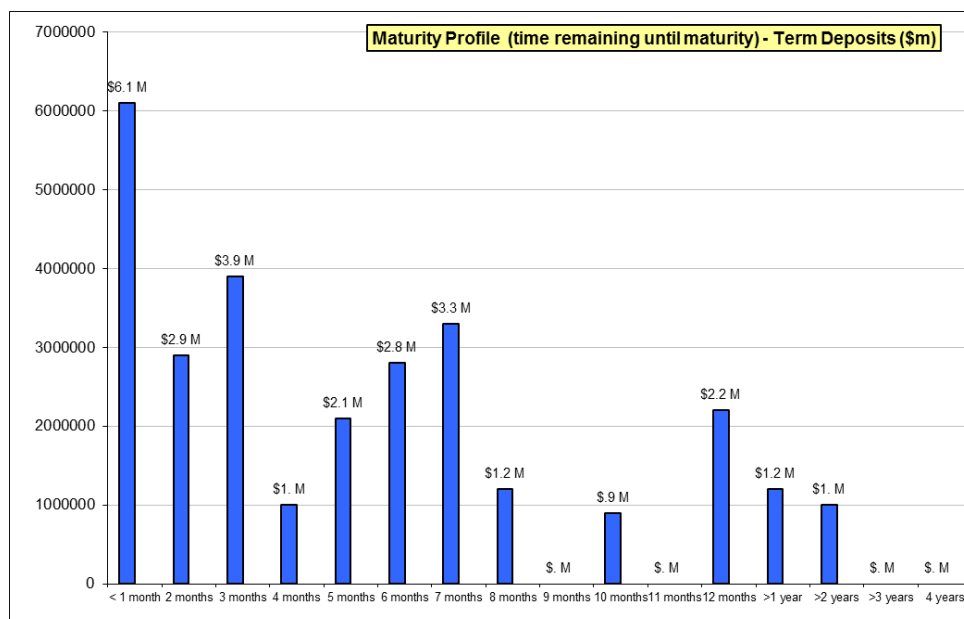
The following chart shows the current distribution of Council's investment portfolio between the authorised financial institutions used. The current distribution of funds between institutions complies with Council's Investment Policy which states:-

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



#### INVESTMENTS - MATURITY PROFILE AS AT 31 AUGUST 2018

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



**INVESTMENTS FOR THE MONTH ENDING AUGUST 2018 cont'd**

**TOTAL INVESTMENTS: - \$ 30,100,000.00**

General Fund Reserves	\$ 20,766,837.21
Water Supply Fund Reserves	\$ 2,568,425.33
Sewerage Fund Reserves	\$ 4,460,138.39
Domestic Waste Management Fund Reserves	\$ 2,299,017.68
Trust Fund Reserves	\$ 5,581.39

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

## Nil

## Nil

1. Council receive and note the report as information.

## Nil

---

## Information Only - 20 September 2018

---

### ITEM 9.4                      Bank Balance and Reconciliation - 31 August 2018

**FILE REFERENCE**    I18/450

**AUTHOR**                      Director of Finance and Administration

#### **ISSUE**

Statement of Bank Balance and Reconciliation – 31 August 2018.

**RECOMMENDATION**      That -

1. Council receive and note the report as information.

---

#### **BACKGROUND**

Nil

#### **REPORT**

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

\$

General Ledger Balance brought forward 31 July 2018	-171,905.33
Add: Receipts for August 2018	6,113,782.27
	<u>5,941,876.94</u>
Deduct: Payments for August 2018	5,427,205.07
<b>Balance as at 31 August 2018</b>	<b><u>514,671.87</u></b>
Balance as per Bank Statement 31 August 2018	1,151,992.73
Add: Outstanding Deposits	31,913.79
	<u>1,183,906.52</u>
Deduct: Unpresented Cheques / EFTs	669,234.65
<b>Balance as at 31 August 2018</b>	<b><u>514,671.87</u></b>

#### **POLICY IMPACT**

Nil

#### **OPTIONS**

Nil

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

Nil

**RECOMMENDATION**      That -

1. Council receive and note the report as information.

#### **ATTACHMENTS**

Nil



---

## Information Only - 20 September 2018

---

**ITEM 9.5**                      **Rates and Charges outstanding as at 31 August 2018**

**FILE REFERENCE**    **I18/449**

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

### **ISSUE**

Rates and Charges Outstanding Report 2018/2019.

**RECOMMENDATION**      That -

1. Council receive and note the report as information.

---

### **BACKGROUND**

Summary report of Rates and Charges outstanding at month end of August 2018 is detailed.

### **REPORT**

There is an attached report titled "Rate Collection Year 2019" for the 2018/2019 financial year. A comparison of the rates and charges outstanding percentage to previous financial years, as at 31 August 2018, is highlighted in the below table:-

<b>Description</b>	<b>31/08/2018</b>	<b>31/08/2017</b>	<b>31/08/2016</b>
Total % Rates and Charges Outstanding	64.60%	64.48%	63.56%
Total \$ Amount Rates and Charges Outstanding	\$7,438,855	\$7,418,987	\$6,906,394

### **POLICY IMPACT**

Nil

### **OPTIONS**

Nil

### **FINANCIAL IMPACT OF RECOMMENDATIONS**

Nil

**RECOMMENDATION**      That -

1. Council receive and note the report as information.

### **ATTACHMENTS**

1. <a href="#">↓</a>	Rate Collection Year - September 2018	Attachment
2. <a href="#">↓</a>	Arrears by Category - September 2018	Attachment

**Rate Collection 2019 Year**

<b>Rating Categories</b>	<b>Levy Raised to date</b>	<b>Rates Received to 4 September 2018</b>	<b>Rates Outstanding to 4 September 2018</b>	<b>% Rates Outstanding 4 September 2018</b>
<b>Farmland</b>	4,929,431.05	1,710,202.46	3,219,228.59	<b>65.31%</b>
<b>Residential</b>	1,219,618.24	408,334.22	811,284.02	<b>66.52%</b>
<b>Rural Residential</b>	669,073.65	257,046.20	412,027.45	<b>61.58%</b>
<b>Business</b>	281,605.63	158,525.79	123,079.84	<b>43.71%</b>
<b>Mining</b>	1,893.00	1,893.00	-	<b>0.00%</b>
<b>Water</b>	872,448.00	312,539.98	559,908.02	<b>64.18%</b>
<b>Sewerage</b>	1,404,625.16	492,289.43	912,335.73	<b>64.95%</b>
<b>Domestic &amp; Comm Waste</b>	1,138,782.56	405,356.05	733,426.51	<b>64.40%</b>
<b>Rural Waste</b>	617,465.84	230,781.57	386,684.27	<b>62.62%</b>
<b>Storm Water</b>	46,546.52	15,066.09	31,480.43	<b>67.63%</b>
<b>**Arrears</b>	333,221.86	83,821.53	249,400.33	<b>74.85%</b>
<b>Overall Total Rates</b>	<b>11,514,711.51</b>	<b>4,075,856.32</b>	<b>7,438,855.19</b>	<b>64.60%</b>

Prepared by Date 5/9/2018Authorised by Andrew G. GokeDate 5/9/2018

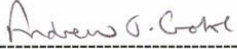
I:\2018-2019\Rates\Recs\%outst\_August 31-2018

**ARREARS OF RATES BY CATEGORY****4 September 2018**

<b>Category</b>	<b>Amount Outstanding</b>		<b>% of rates outstanding</b>
Farmland	\$62,897.93		25%
Residential	\$43,387.54		17%
Residential Non Urban	\$19,178.02		8%
Business	\$4,305.29		2%
Mining	-\$1,640.27		-1%
Water	\$23,659.52		9%
Sewerage	\$44,082.03		18%
Domestic & Commercial Waste	\$32,943.33		13%
Storm Water	\$1,418.11		1%
Rural Waste	\$19,168.83		8%
<b>Total Amount of Arrears</b>	<b>\$249,400.33</b>		<b>100%</b>

Prepared by 

Date 5/9/2018

Authorised by 

Date 5/9/2018

I:\2018-2019\Rates\Recs\Arrears of rates by category August 31 -2018

---

## Information Only - 20 September 2018

---

### ITEM 9.6                      Action Summary - Council Decisions

**FILE REFERENCE**    I18/489

**AUTHOR**                      General Manager

#### ISSUE

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

**RECOMMENDATION**      That -

1. Council receive and note the report as information.

---

#### BACKGROUND

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

#### REPORT

Summary sheet from the:-

##### **Council Meeting: 15 March 2018**

74/18	Council commissions a feasibility study/business plan with respect to the future use of the Crookwell Airstrip and the surrounding land.	DWO	Report to be placed before 20 December 2018 Council Meeting.
-------	--	-----	--

##### **Council Meeting: 21 June 2018**

162/18	Organise Workshop on options for waste transfer stations	MO	Workshop to be organised by November 2018.
--------	--	----	--

##### **Council Meeting: 19 July 2018**

193/18	The Director of Works & Operations to prepare a report to Council in relation to the outcome of the meeting with RMS HVIS on the scope, cost, and timing and impact on access roads to the Council works depot and the status of HVIS generally in the shire.	DWO	Report to be provided to the 18 October 2018 Council Meeting.
--------	---	-----	---

**Council Meeting: 16 August 2018**

227/18	That Council makes a submission to the Minister in support of the Grabben Gullen Community to have their blackspot considered under Round Four of the Mobile Blackspot Program.	AGM	Correspondence forwarded by 24 August 2018
230/18	Council does not implement webcasting of Council Meetings until the Office of Local Government determines that webcasting of Council Meetings is mandatory, but Council approves the purchase and installation of audio recording equipment.	DFA	Arrangements being implemented to have 21 February 2019 Council Meeting audio recorded.
235/18	Council give authority to the Director of Environment and Planning to prepare a Scoping Plan for the Housing Strategy and report back to Council.	DEP	Report to the Council Meeting to be held in 15 November 2018.
236/18	Council prepares an amendment to the Upper Lachlan Development Control Plan 2010 to update the planning controls to address alternative energy supply systems for subdivision in RU1 Primary Production Zone and RU2 Rural Landscape Zone.	DEP	Report to the Council Meeting to be held on 20 December 2018.
241/18	The concept site plan be amended to locate the driveway entry to the RV area to the southwest corner of the site away from the existing residence and then the Draft Plan of Management – Public Reserve No. 71527, Willis Park at Hay Street Crookwell, be placed on public exhibition for a period of 28 days.	DFA	Advertisement placed in local newspapers and on Council's website commencing 30 August 2018.
242/18	Council adopts the reviewed Digital Information Security Policy.	GM	Policy placed in register 31 August 2018



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

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.	GM	As required when suitable grants or funding is made available.
244/18	Council, in accordance with Section 253, of the Local Government Act 1993, places the Payment of Expenses and Provision of Facilities Policy on public exhibition for 28 days.	GM	Advertisement placed in local newspapers and on Council's website commencing 17 August 2018.
246/18	That Council adopts the reviewed Drug and Alcohol Policy.	GM	Policy placed in register 31 August 2018.
248/18	That the General Manager and Economic Development Officer provide a report about how the agricultural industry in the Upper Lachlan Shire can partner with Pak Fresh Handling to export their product out of Canberra Airport.	EDO	Watching brief with respect to Pak Fresh undertakings and Canberra Airport with a report to be provided as and where required.
249/18	That Council adopt the design and make of the bench seat (BAB Aluminium Seat P/No S9206 – 1.8m bench seat with Backrest Western Red Cedar Decowood) already installed in the main street of Crookwell (to commemorate Mrs Lynam) or similar, as the standard bench seat type across the Shire and incorporate the bench seat into any Streetscape designs.	DWO	Added to the Theme Guide allowing the use of the proposed bench for the Streetscape Project on 31 August 2018.
252/18	The General Manager obtain a further valuation of the parcel of Lot 3 DP 1112816 Laggan Road on the basis of Options A, B and C where the use of the land is for retirement facilities and/or independent living facilities for a further report to Council before commencing negotiations with Crookwell Taralga Aged Care Inc.	GM	A report to be provided to 18 October 2018 Council Meeting.

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

253/18	Council authorise the Mayor and General Manager to make contact and representations to the Minister for Roads, Maritime and Freight and Local Member requesting that Council retain the existing arrangements and road maintenance and works responsibilities under the RMCC.	GM	Arrangements expected to be made to meet the Minister in September 2018.
--------	---	----	--

**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 September 2018

---

**ITEM 9.7**                      **Bushfire Committee Meeting in Yass**

**FILE REFERENCE**    **I18/491**

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

### **ISSUE**

This report provides a brief account of the Bush Fire Committee meeting in Yass on Wednesday, 5 September 2018.

**RECOMMENDATION**      That -

1. Council receive and note the report as information.

---

### **BACKGROUND**

Bush Fire Committee coordinates the efforts of RFS and related agencies in order to plan for the bush fire season. These meetings are held at least twice a year and attended by Cllr Wheelwright and Director of Works and Operations on behalf of the Upper Lachlan Shire Council.

This report provides a brief account of the items discussed in the meeting.

### **REPORT**

The last Bush Fire Committee Meeting was held at the RFS Yass on Wednesday, 5 September 2018. The highlights of the meeting are as follows:

1. The Bush Fire risk period has been extended to include an additional month of September;
2. RFS is still reviewing arrangements with respect to the maintenance of fire trails.

On behalf of the Council, Councillor Wheelwright advised the Bush Fire Committee the introduction of green waste service at Upper Lachlan Shire Council, which was received well as it reduces “fuel” load in urban properties.

### **POLICY IMPACT**

Nil.

### **OPTIONS**

Nil

***Information Only***

**BUSHFIRE COMMITTEE MEETING IN YASS cont'd**

**FINANCIAL IMPACT OF RECOMMENDATIONS**

Nil

**RECOMMENDATION**      That -

1. Council receive and note the report as information.

**ATTACHMENTS**

Nil

---

## Information Only - 20 September 2018

---

**ITEM 9.8**                      **Grants Report**

**FILE REFERENCE**    **I18/501**

**AUTHOR**                      **General Manager**

### **ISSUE**

Advising Council of grants available, grant applications in progress, submitted or unsuccessful and Grant Projects funded.

**RECOMMENDATION**      That -

1. Council receive and note the report as information.

---

### **BACKGROUND**

Nil

### **REPORT**

The Grants Report is attached 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. <a href="#">Download</a>	Grants Report for Council - September 2018	Attachment
-----------------------------	--	------------



### Grants Report to Council - 20 September 2018

Grant Applications in progress/submitted/unsuccessful								
Grantee	Due/Submited	Project	Council Contrib.	Other Contribution	Amount Requested	Subtotal	Project Cost	Comment
Community Sports Infrastructure Grant Programme	14.09.18	Crookwell Memorial Community Sports Centre	\$425,113	\$926,500	\$ 221,294	\$1,572,907	\$ 1,572,907	Gap in funding between tender amount for Parts 1 and 2 and current funds - \$315,000 in 'other contribution' for SCCF2 has been added for the purposes of Project Cost
Stronger Country Communities Fund (Round 2)	01.05.18	Memorial Oval Fit Out	\$0	\$0	\$ 315,000	\$ 315,000	\$ 315,000	Allocated amount \$1,188,772 PAMP Priorities 2 project included in the case one of the first 5 projects is not successful - Letter from Premier and Cabinet saying all 6 through to next stage of assessment - Awaiting word on success.
		Active Villages Project	\$0	\$0	\$ 300,000	\$ 300,000	\$ 300,000	
		Lights Football Action	\$0	\$0	\$ 150,000	\$ 150,000	\$ 150,000	
		PAMP – 1 <sup>st</sup> priorities	\$0	\$0	\$ 356,772	\$ 356,772	\$ 356,772	
		Breadalbane Hall Pergola	\$0	\$0	\$ 67,000	\$ 67,000	\$ 67,000	
		PAMP – 2 <sup>nd</sup> priorities	\$0	0	\$ 449,983	\$ 449,983	\$ 449,983	
Waste Less Recycle More	27.06.18	Bin Audit and Education	\$0	\$0	\$ 70,000	\$ 70,000	\$ 70,000	Awaiting word on success
Local Sport Defibrillator Grant Program	05.09.18	Defibrillator for Memorial Oval Sports Centre	\$1,640	\$0	\$ 1,300	\$ 2,940	\$ 2,940	Application lodged

Grant Applications in progress/submitted/unsuccessful									
Grantee	Due/Submited	Project	Council Contrib.	Other Contribution	Amount Requested	Subtotal	Project Cost	Comment	
Community Building Partnerships Program	15.06.18	Gunning Library Roof Replacement	\$39,835	\$0	\$ 20,000	\$ 59,835	\$ 59,835	Awaiting word on success	
Regional Growth Environment and Tourism Fund	21.09.18	Wombeyan Caves Road Upgrade	\$100,000	\$0	\$3,395,700	\$3,495,700	\$3,495,700	Lodgement depends on success of GLEF	
Country Passenger Transport infrastructure Grant EOI	26.02.18	Taralga, Bigga and Binda Bus Stops	\$0	\$0	\$ 30,000	\$ 30,000	\$ 30,000	Awaiting ministers announcement. Round 1 undersubscribed so went in with Round 2 for approval.	
Stronger Communities Programme (Round 4)	EOI 28.8.18 Full App 11.10.18	Gym Fitout Crookwell Memorial Oval Community Sports Centre	\$20,000	\$0	\$ 20,000	\$ 40,000	\$ 40,000	Awaiting word on EOI success to progress to next application	
Growing Local Economies Fund	5.7.18	Grabine Road Upgrade	\$200,000	\$0	\$3,300,000	\$3,500,000	\$3,500,000	More information requested by Premier and Cabinet - have reduced Wombeyan scope to \$2.5M - Awaiting word on success	
		Wombeyan Caves Road Upgrade	\$100,000	\$0	\$2,428,118	\$2,528,118	\$2,528,118		
Grant Projects Funded									
Grantee	Submitted	Project	Council Contrib.	Other Contribution	Amount Received	Subtotal	Project Cost	Comment	
Veolia Mulwaree Trust	01.04.18	Bigga Hall Beautification	\$0	\$12,501	\$ 14,248	\$ 26,749	\$ 26,749	Completed acquittal	

Grant Projects Funded								
Grantee	Submitted	Project	Council Contrib.	Other Contribution	Amount Received	Subtotal	Project Cost	Comment
Stronger Country Communities Fund (Round 1)	12.09.17	PAMP	\$0	\$0	\$ 344,487	\$ 344,487	\$ 344,487	
		Pumpkin Festival Walkway	\$0	\$0	\$ 220,000	\$ 220,000	\$ 220,000	Costs being sought for external management of projects
		Kiamma Reserve Walkway	\$0	\$0	\$ 223,564	\$ 223,564	\$ 223,564	
		Clifton Park Walkway/BBQ	\$0	\$0	\$ 112,189	\$ 112,189	\$ 112,189	Walkway costed by Council for possible early start
		AP&H Improvement	\$0	\$0	\$ 275,141	\$ 275,141	\$ 275,141	Costs being sought for external management of project
Club Grants Category 3	10.02.17	Crookwell Memorial Community Sports Centre	\$425,113	\$11,500	\$ 600,000	\$1,036,613	\$ 1,036,613	Report to Council - tender information
Community Building Partnership Fund	08.08.17	Goodhew Park - Drainage, play equipment and toilet block	\$160,000	\$0	\$ 50,000	\$ 210,000	\$ 210,000	Drainage plan and placement of new toilet block being formulated
Veolia Mulwaree Trust	01.04.18	Breadalbane Hall Patio	\$0	\$11,782	\$ 7,855	\$ 19,637	\$ 19,637	Breadalbane Hall contributing \$11,782
Veolia Mulwaree Trust	28.03.18	Clifton Park Toilet Block	\$0	\$0	\$ 45,082	\$ 45,082	\$ 95,082	Toilet ordered, RFQ documentation disseminated to community
Stronger Communities Programme (Round 3)	14.09.17		\$0	\$30,000	\$ 20,000	\$ 50,000		

Grant Projects Funded									
Grantee	Submitted	Project	Council Contrib.	Other Contribution	Amount Received	Subtotal	Project Cost	Comment	
Veolia Mulwaree Trust	23.05.16	Tuena Campground Ablutions Block	\$45,051	\$0	\$ 45,000	\$ 90,051	\$ 90,051	Project Progressing	
Bridges Renewal (Round 3)	15.05.17	Kiamma Creek	\$81,260	\$0	\$ 450,000	\$ 531,260	\$ 1,062,460		
Fixing Country Roads 2015	02.05.16	Bridge Upgrade	\$0	\$0	\$ 531,230	\$ 531,230			
Bridges to Renewal (Round 1)	28.08.14	Replacement of	\$75,000	\$0	\$ 775,000	\$ 850,000	\$ 1,525,000		
Fixing Country Roads 2014	01.11.14	Abercrombie River Bridge	\$0	\$0	\$ 675,000	\$ 675,000			

**Grants Available:**

A list of grants available and ongoing grants is available on the September edition of Council's Web site

<https://www.upperlachlan.nsw.gov.au/community/grants>



## **10 ENVIRONMENT AND PLANNING**

The following item is submitted for consideration -

10.1	Upper Lachlan Development Control Plan 2010 Draft Amendment No 3 - Primary Production Subdivisions	100
------	---	-----



---

## Environment and Planning - 20 September 2018

---

**ITEM 10.1**                      **Upper Lachlan Development Control Plan 2010 Draft Amendment No 3 - Primary Production Subdivisions**

**FILE REFERENCE**    **I18/478**

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

### **ISSUE**

An amendment to the Upper Lachlan Development Control Plan 2010 to introduce appropriate planning controls to address subdivisions below the lot size for agricultural/primary production purposes.

**RECOMMENDATION**      That -

1. Council endorse Upper Lachlan Development Control Plan 2010 Draft Amendment No 3 – Primary Production Subdivisions.

---

### **BACKGROUND**

In accordance with Resolution No 59/18 Council was to prepare an amendment to the Upper Lachlan Development Control Plan 2010 to introduce appropriate planning controls to address subdivisions below the lot size for agricultural/primary production purposes.

### **REPORT**

At its meeting held on 15 March 2018, Council resolved (Minute No. 59/18) to amend DCP 2010, Section 8.2 Rural Development – Subdivision.

The Draft Amendment No 3 to the Upper Lachlan Development Control Plan 2010 was publically exhibited from the 12 July 2018 to 17 August 2018 at the Crookwell – Council's Environment and Planning Department, Gunning – Council Administration Office, Taralga – Post Office/Community Centre and Council's website. A copy of the amendment is attached for Councillors information.

A total of 1 submission regarding the amendment was received. A copy of the submission is also attached for Councillors information.

### **POLICY IMPACT**

Upper Lachlan Development Control Plan 2010

### **OPTIONS**

1. Endorse Draft Amendment No 3.
2. Not endorse Draft Amendment No 3.

***Environment and Planning***

**UPPER LACHLAN DEVELOPMENT CONTROL PLAN 2010 DRAFT AMENDMENT  
NO 3 - PRIMARY PRODUCTION SUBDIVISIONS cont'd**

3. Modify Draft Amendment No 3 and place on public exhibition.

**FINANCIAL IMPACT OF RECOMMENDATIONS**

Nil

**RECOMMENDATION** That -

1. Council endorse Upper Lachlan Development Control Plan 2010 Draft Amendment No 3 – Primary Production Subdivisions.

**ATTACHMENTS**

1. <a href="#">↓</a>	Upper Lachlan Development Control Plan 2010 - Draft Amendment No 3 - Primary Production Subdivisions	Attachment
2. <a href="#">↓</a>	Upper Lachlan Development Control Plan 2010 - Draft Amendment No 3 - Submission	Attachment

### **Upper Lachlan Development Control Plan 2010 Draft Amendment No. 3**

The proposal is to insert Section 8.2.1 Agriculture/Primary Production Subdivision (listed below) in Section 8 of the Upper Lachlan Development Control Plan 2010.

#### **Section 8.2.1 – Agriculture/Primary Production Subdivision**

The following information is to be provided in support / justification of your proposal for subdivisions below the minimum lot size for agricultural / primary production purposes:

- Details of the potential future use of the lots and the suitability of the land;
- Evidence that each of the proposed lot/s for primary production will be agriculturally viable and have the carrying capacity to support sustainable and productive agriculture;
- Evidence that demonstrates that the size, shape and location of the lots are suitable for primary production purposes and that the size of the proposed lot/s will be consistent with the size of lots used for primary production immediately surrounding the proposed subdivision;
- The demand for the lots and the need for the subdivision to facilitate farm adjustments including the transfer of farming land. This may include evidence of agreement to purchase the land by existing primary producers;
- Whether the lots created will support a new agricultural practice, rural industry or permitted employment generating industry;
- Whether financial assessment (e.g. business plan) of the subdivision is needed to support ongoing primary production;
- The location of, and the need for additional infrastructure, water and other factors that would facilitate primary production being carried out on the lots;
- When the primary production activity is to commence;
- Whether the proposed subdivision will result in the fragmentation of rural lands including creating lots separated from adjoining or adjacent lands under different ownership by a public Council road, will isolate fertile agricultural land, will prevent access to existing water supply including creeks, rivers, dams or bores and/or reduce existing water supply entitlements/licenses;
- The nature of surrounding land uses including location of existing dwelling houses to ensure the proposed subdivision will not create potential for land use conflicts; and
- Whether the land will be used according to sustainable land management practices.

## Upper Lachlan Development Control Plan 2010 Draft Amendment No. 3

### Submission on Section 8.2.1 – Agriculture/Primary Production Subdivision

---

Thank you for considering our submission on the proposed amendment (Section 8.2.1). We acknowledge that we are not authorities on planning provisions; however, we have research skills to identify how the relevant sections might work together. Most importantly, is that these instruments should be written in an accessible manner because they affect every current and prospective resident.

Our primary objection to the proposed amendment (Section 8.2.1) is that there may be a high risk of failure; that is, subdivisions are approved that are below the minimum lot size for primary production and don't meet the criteria stated in 8.2.1.

The amendment to the DCP does not influence or prevent the use of Clause 4.2. A subdivider need not apply under Section 8.2 of the DCP with these onerous information requirements when they can apply for subdivision under the LEP Part 4, Clause 4.2. Clause 4.2 which provides "flexibility ... to allow land owners a greater chance ... for development" of smaller lots for primary production. Another risk of failure of 8.2.1 is further subdivision after the initial subdivision is sold. Will there be a caveat to prevent further subdivision?

Other objections to the amendment include:

1. The DCP section 8.2 allows a dwelling with consent, the LEP Clause 4.2 stipulates that a "dwelling cannot be erected on the lot" regardless of the described "permitted with consent" for each zone. One would hope this second level of land use and zoning detail is clear to new purchasers on the Section 149 planning certificate!

Inconsistencies and incompatibility between the LEP and the Control Plan, mean that the latter has "no affect" under current legislation<sup>1</sup>. The EPAA Act 2012 (No. 93) should mean the Control Plan is given less weight in the DA decision-making process than the LEP<sup>2</sup>.

2. The amendment (8.2.1) requests information "in support/justification of your proposal for subdivision below the minimum lot size for agricultural and primary production" some of which is merely hypothetical when stated by the subdivider of the land. The purchaser of the land obviously decides the actual land use. For example, a financial assessment or business plan to "evidence ongoing primary production", infrastructure needs and commencement date of primary production, are all hypothetical until the

---

<sup>1</sup> [Environmental Planning and Assessment Amendment Act 2012 No 93 Schedule 1 Amendment of Environmental Planning and Assessment Act 1979 No 203](#)

<sup>2</sup> [Less complexity, more flexibility for NSW development: Development Control Plans' role to be reduced \(2012\)](#)

land ownership changes. Perhaps, some of the information should be gathered in support of a development application from the purchaser for permitted consent for their intended land use.

3. The potential impact on purchasers, neighbours and the environment. Too demonstrate the potential impact of the conflict between the planning instruments please consider the following scenario based on an approved rural subdivision allowed under LEP Part 4, Clause 4.2 in zones RU 1 and RU2.

**Scenario: Approved subdivision allowed under LEP Part 4 Clause 4.2 in zones RU1 and RU2**

A cluster of small lots were approved for development, without notification to any neighbours. The lots happen to be on a previously declared wetland conservation area about 1 kilometre upstream of the town drinking water supply and surrounded by Zone RU1 and 2 extensive agricultural lands. Purchasers buy the lots without dwelling consent and are told they could build a green shed and use it as accommodation for a maximum number of weeks per year. Without proper DA for a dwelling, water and waste may not be properly managed with potentially negative local affects.

In a perfect world, the small lots will be sold to people who were made fully aware of the limitations of land use and dwellings, and decide that the limitations fit with their goals. In a more likely scenario, a number of purchasers of the clustered small lots approach council for consent to undertake a mix of land uses such as intensive livestock agriculture, light industry, plant nurseries; that are all allowable with consent in zones RU1 and RU2. Over time, the cluster of development could potentially have a cumulative effect on the drinking water catchment, the rural character of the area, and the quality of life of neighbouring pre-existing permanent residents. Council's method to try to control the development through the development application process will disappoint some new owners. The lots may consequently be neglected and resold again and again.

If Council is to show leadership to have well-planned subdivision of agricultural land in the Upper Lachlan then we respectfully suggest the following changes to planning instruments:

- Rezoning to exclude subdivision in sensitive areas e.g. drinking water catchments or declared wetlands, to avoid cumulative effects both locally and on water quality more broadly.
- Allow the transfer of portions to neighbouring primary producers without needing hypothetical information to support the transfer.
- Stop the green shed fiasco and provide for well-planned dwelling developments with caveats for self-sufficiency to ensure serviced, clean and healthy subdivisions (possibly with some amendments to RU4).
- Amend the LEP (clarify 4.2) to enable subdivisions for both residential and rural land uses, with caveats to ensure self-sufficient water and waste services, a requirement to

notify neighbouring residents of the proposed subdivision and specify a minimum lot size determined by current research and best practice. The aims of this amendment are full disclosure to neighbours and prospective purchasers, and reduced risk land use conflicts. If people don't want to run the risk of being surrounded by nurseries and intensive agriculture they won't purchase the lot and existing residence will have the opportunity to lodge an objection!

Thank you for your time and consideration of our feedback. We wish the Council the very best in finding rational resolutions and encourage councillors to show leadership.

Kind regards

Sherryl and John Broderick  
3240 Laggan Rd, Crookwell, NSW 3240





## **11       WORKS AND OPERATIONS**

The following items are submitted for consideration -

11.1	Asbestos Register	108
11.2	Safety Concerns - Wheeo Road	110
11.3	Draft Public Gate and Bypass (Grid) Policy	122
11.4	Finalisation of community representatives for Streetscape Committee.	139
11.5	Gunning Pony Club - Request for Fee Waiver	150
11.6	Woodhouselee Road - Sealing an Unsealed Section	153
11.7	Acquisition of Land - Council Depot	156

---

## Works and Operations - 20 September 2018

---

**ITEM 11.1**                      **Asbestos Register**

**FILE REFERENCE**    **I18/456**

**AUTHOR**                      **WH&S Coordinator**

### **ISSUE**

This reports seeks Council's allocation of funds to develop Asbestos Register, prepare Asbestos Management Plan and establish health monitoring.

**RECOMMENDATION**      That -

1. Council allocate \$90,000.00 from the unrestricted cash reserve to fund the proposed asbestos related plans and documentation.

---

### **BACKGROUND**

Council is now required to have Asbestos Management Plan and an up to date Asbestos Register.

Council have requested quotations from two suitably qualified providers to assist Council to identify potential asbestos containing material (Council holds approximately 150 assets) and then develop Asbestos Registers and Asbestos Management Plans.

### **REPORT**

Council is required to undertake this work in order to comply with relevant legislation.

The estimated required funding amount is based on actual quotations and Council staff will undertake a transparent assessment process and will then make a decision in accordance with applicable Council policies.

### **POLICY IMPACT**

- Compliance with Councils Asbestos Policy available on Council's website.
- WHS Policy and
- Procurement of Goods and Service Policy.

### **OPTIONS**

Nil.

### **FINANCIAL IMPACT OF RECOMMENDATIONS**

\$90,000 be provided to cover the costs of this project - there are sufficient cash reserves available to fund this project.

***Works and Operations***

**ASBESTOS REGISTER** cont'd

**RECOMMENDATION** That -

1. Council allocate \$90,000.00 from the unrestricted cash reserve to fund the proposed asbestos related plans and documentation.

**ATTACHMENTS**

Nil

---

## Works and Operations - 20 September 2018

---

**ITEM 11.2**                      **Safety Concerns - Wheeo Road**

**FILE REFERENCE**    **I18/452**

**AUTHOR**                      **Assets & Risk Coordinator**

### **ISSUE**

Council has received a public submission for the sealing of Wheeo Road. This report provides a recommendations on the way forward.

**RECOMMENDATION**      That -

1. In accordance with the Council resolution No. 435/17, Council continues to promote Wheeo Road as one of the Council's priority road for sealing, and as such, Council also continues to seeking appropriate grants when available;
2. Council currently continues to maintain Wheeo Road as an unsealed road within the Council's available budget.

---

### **BACKGROUND**

Council have received a submission from the Grabben Gullen Community to seal a section of the Wheeo Road. Copy of this submission is attached as Attachment 1. Council has acknowledged this correspondence and copy of this response is attached as Attachment 2.

This report recommends that sealing of unsealed roads are considered under the Sealing of Unsealed Roads Program.

### **REPORT**

Council largely depends upon grants to seal currently unsealed roads. Council during its meeting on 21 December 2018 considered priorities for sealing of currently unsealed roads and resolved (435/17) to adopt Wheeo Road as one of the priority road for sealing through grants.

Council does not allocate funds to seal unsealed road, however it make contributions toward grants to secure funds in order to maximise benefits to the community. Council staff will continue to look for grants in accordance with the resolution 435/17.

It is worth noting, that Council have undertaken maintenance and have also undertaken capital works on this road in the recent past based on the record found within the Customer Request Management (CRM) System.

Council records indicate this road does not qualify for further funding under the National Blackspot Program due to lack of crash history.

## **Works and Operations**

### **SAFETY CONCERNS - WHEEO ROAD cont'd**

Previously, this section of Wheeo Road received and completed works under Black spot funding in 2015/2016 by installing guide posts, installing CAM on Curves, installing Curve warning signs, removing road side hazards and tree trimming over a 700m length.

Council have undertaken gravel re-sheeting on 1km of Wheeo road from chainage 0.7km to 1.7km origin MR248w Boorowa road at a cost of \$22,625.

Additionally, Council have undertaken heavy patching within the sealed section from Hawthorn tree in direction of Boorowa road, at a cost of \$129,474.00.

This road is a low volume road and traffic counts over several years suggest average daily count between 86 and 126 per day.

In summary there is no economic or safety reason to seal this road, however, given there is community support behind this project, it is recommended that Council pursue funding for the sealing of this road using external grants.

### **POLICY IMPACT**

Council is currently preparing new updated Asset Management Plans to review road conditions. This capability is being developed and going through the testing phase. It is hoped that new Asset Plans will be developed towards the end of the current financial year and will inform the Council to make evidence based decisions.

### **OPTIONS**

Nil

### **FINANCIAL IMPACT OF RECOMMENDATIONS**

The estimated cost of sealing an unsealed road is \$1m per km.

### **RECOMMENDATION**      That -

1. In accordance with the Council resolution No. 435/17, Council continues to promote Wheeo Road as one of the Council's priority road for sealing, and as such, Council also continues to seeking appropriate grants when available;
2. Council currently continues to maintain Wheeo Road as an unsealed road within the Council's available budget.

### **ATTACHMENTS**

1. <a href="#">↓</a>	Grabben Gullen Community Progress Association - Sealing of Wheeo Road Request & Petition - Request for Inclusion at Council Meeting	Attachment
2. <a href="#">↓</a>	Outgoing Letter to the Grabben Gullen Community Progress Association Inc ( GGCPA ) - Submission of Signed Community Petition - Ongoing Safety Concerns Wheeo Road	Attachment



## GRABBen GULLEN



*"Sapphire Capital of the Southern Tablelands"*

GRABBen GULLEN COMMUNITY PROGRESS ASSOCIATION INC.

ABN: 62855797612

Registered Address:

Gina L. Hill - Secretary

5 Britannia Street

Grabben Gullen NSW 2583

E: [ggcpa2014@gmail.com](mailto:ggcpa2014@gmail.com)

P: Secretary 0431 063 411

General Manager  
Upper Lachlan Shire Council  
Po Box 42  
Gunning NSW 2581

6 August, 2018

Dear Sir,

Re: Sealing of Wheeo Road

We ask this correspondence be included in correspondence for the attention of Councillors at your next shire meeting.

Our Association has been approached by members of the community about the state of disrepair of Wheeo Road and the ongoing concern of safety, largely due to its condition, but also to the increased number of heavy vehicles. i.e. livestock trucks now using this road. Based on this contact, we circulated a Petition to gauge the concern. This process confirmed the concern of over 100 individuals and not only from locals, but by other residents of the Shire and individuals who utilise the road either often or from time to time.

We are of the understanding there were funds earmarked for the sealing of the road in the not too distant past but believe those funds were taken and expended for other projects within the Shire. We ask this project be given serious consideration again and a priority given to sealing the road.

This road has long surpassed being used as a 'back road' with minimal traffic. The road is being used by the increased number of livestock trucks as one of the main routes to Yass Sale Yards and this increase of heavy vehicles raises a large safety concern for residents and tourists alike.

**GRABBen GULLEN**

*"Sapphire Capital of the Southern Tablelands"*

**GRABBen GULLEN COMMUNITY PROGRESS ASSOCIATION INC.**

ABN: 62855797612

Registered Address:

Gina L. Hill - Secretary

5 Britannia Street

Grabben Gullen NSW 2583

E: [ggcpa2014@gmail.com](mailto:ggcpa2014@gmail.com)

P: Secretary 0431 063 411

Along with the attached supporting petition, qualitative information was gathered which included:

- ☒ "McCormack's Hill is extremely dangerous in wet weather as there is no buffer on the camber between the road and drainage run off. So, in the wet or in gravel/ dirt, the vehicle gets pulled towards the edge of the road. This is often the situation when faced with oncoming vehicles especially heavy trucks".
- ☒ "The vegetation comes right to the side of the road and blocks any visibility of approaching vehicles, especially on bends".
- ☒ "The dust from the road is constant and never ending, especially now with so many more heavy vehicles".
- ☒ "No matter how much grading Council does, they are only taking it back to dirt and the trucks come along and destroy what was done anyway".

We ask for Council support in having this issue funded and addressed and look forward to a response providing information on how and when Council will address this issue so we can in turn relate this to the concerned community.

Regards,

On behalf of the GGCPA Inc.,

Scott Montgomery  
President

cc. John Searl



# Grabben Gullen



"Sapphire Capital of the Southern Tablelands"

GRABBen GULLEN COMMUNITY PROGRESS ASSOCIATION INC.

ggcpa2014@gmail.com

## Community Petition cont.. Sealing of Wheeo Road

Name	Address	Signature
MARK WINTHEAD	72 WHEEO RD GRABBen GULLEN	[Signature]
MICHELLE WINTHEAD	72 WHEEO RD GRABBen GULLEN	[Signature]
BALAN CASTLES	2947 GRABBen GULLEN RD	[Signature]
David Reeves	2615 Grabben Gullen rd	[Signature]
Wendy Todd	2615 Grabben Gullen rd	[Signature]
WILLIAM GREY	13 BRITANNIA ST GRABBen GULLEN	[Signature]
JAMES DIXON	13 BRITANNIA ST GRABBen GULLEN	[Signature]
CHARLE CASTLES	2947 GRABBen GULLEN RD	[Signature]
Deborah Pulis	3 BRITANNIA ST GRABBen GULLEN	[Signature]
Roy Pulis	" " "	[Signature]
ALEXIS SCHIEMER	97 QUIEN FLATS RD, BANNISTER	[Signature]
SAM PULIS	" " "	[Signature]
JOHN CURRY	WARRALONG GRABBen GULLEN	[Signature]
WARREN CURRY	" " "	[Signature]
Mary Curry	" " "	[Signature]
WILLIAM COLINS	DALEIGH WHEEO	[Signature]
PAUL O'BRIAN	2931- KANGAROO RD	[Signature]
JOE MATHIAS	50- WHEEO RD	[Signature]
HARVEY LEONARD	RANGE Rd 3695	[Signature]
ANDREW CASTLES	2947 GRABBen GULLEN RD	[Signature]
DAVID ROSSER	469 WHEEO RD GRABBen GULLEN	[Signature]
SEKUN NICHOLSON	11 COLLING ST GRABBen GULLEN	[Signature]
JOHN NICHOLSON	64 SPRING ST GRABBen GULLEN	[Signature]
Andrew Cramp	140 Jalong Rd Binda	[Signature]
VICKI HOSKINSON	88 WHEEO RD	[Signature]
ROBERT HOSKINSON	" " "	[Signature]
LINDSAY BENNETT	4 ROSE ST	[Signature]
DAVID TEMPLETON	3052 GRABBen GULLEN RD	[Signature]
BRIAN WATERS	DALEIGH RANGE BIALLA	[Signature]
GINA Hill	3 BRITANNIA ST GRABBen GULLEN	[Signature]

*Grabben Gullen**"Sapphire Capital of the Southern Tablelands"*

GRABBen GULLEN COMMUNITY PROGRESS ASSOCIATION INC.

[gscpa2014@gmail.com](mailto:gscpa2014@gmail.com)

## Community Petition

### Sealing of Wheeo Road

It is the intention of the Grabben Gullen Community Progress Association to submit the individual's details registered below to the Upper Lachlan Shire Council on behalf of, in support of and as a result of, repeated concerns raised by residents

**Specifically, the purpose of this record is to petition ULSC to have the section of Wheeo Road between Grabben Gullen Creek and Hawthorn Tree Road, widened, appropriately guttered and bitumen sealed.**

**The primary issue of concern is safety whilst travelling on this road, with the ever-increasing number of heavy vehicles using the route. No longer is this road a 'country back road' but a major transport thoroughfare from the Northern Hilltops local Council area to the south eastern end of the Upper Lachlan Shire and return.**

Concerned residents/individuals are asked to complete their details below in support of this petition to ULSC. You are also invited to also submit separate individually written concerns in support of this petition.

Name	Address	Signature
Ivan Collins	311 Bevendale RD	[Signature]
Heather Collins	311 Bevendale Road	[Signature]
Steven Collins	530 Bevendale Road	[Signature]
Kristie Collins	530 Bevendale Road	K Collins
KEVIN COLLINS	311 BEVENDALE ROAD	M L C
ROBYN COLLINS	788 Bevendale Rd	Robyn Collins
Malcolm Collins	788 Bevendale Rd	Malcolm Collins
DENISE MOORBY	713 JERRARD RD	[Signature]
WAYNE MOORBY	713 JERRARD RD	W J Moorbey
CHRIS COLLINS	788 BEVENDALE RD	[Signature]
KIRA MOORBY	713 JERRARD RD	K Moorbey
Aileen Fairbank	638 Jerrard Rd	Aileen Fairbank
Julian Fairbank	638 Jerrard Rd	J. Fairbank



# Grabben Gullen



"Sapphire Capital of the Southern Tablelands"

GRABBen GULLEN COMMUNITY PROGRESS ASSOCIATION INC.

ggcpa2014@gmail.com

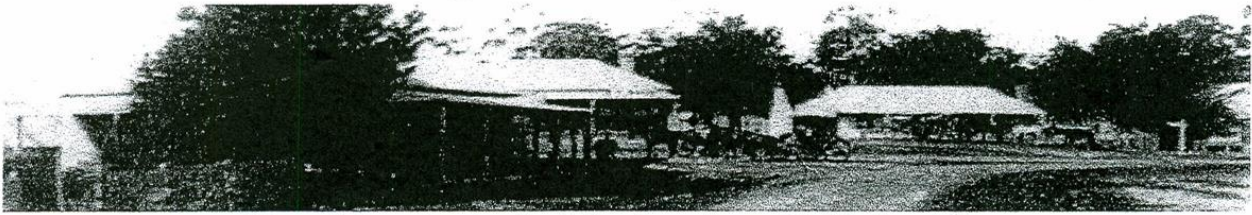
## Community Petition cont..

### Sealing of Wheeo Road

Name	Address	Signature
Catherine Wilkey	Woodbine Park wheeo.	C Wilkey
Dave Culley	Woodbine Park Wheeo	D Culley
John Culley	Woodbine Park wheeo	John Culley
Bj Culley	Woodbine Park wheeo	Bj Culley
M E Toole	Moorabinda Fish River Rd	M E Toole
Paul Bird	1149 Wheeo Rd Wheeo	P. G Bird
FRANCES Bird	1149 Wheeo Rd Wheeo	F Bird
K.W. COLLINS FAIRVIEW WHEEO		K.W. Collins
PAT COLLINS FAIRVIEW WHEEO		P Collins
NICOLE PRICE	880 PEJAR RD CROOKWAL	N Price
ANDREW O'BRIEN	434 ABBEY COLLINS RD	Andrew O'Brien
Jesse O'Brien	434 ABBEY COLLINS RD	J O'Brien
Daniel O'Brien	434 ABBEY COLLINS RD	Daniel O'Brien
Tracy O'Brien	434 Abbey Collins Rd	T O'Brien
Wendy Toole	2615 Grabben Gullen Rd	W Toole
Jackson Reeves	2615 Grabben Gullen Rd	J. Reeves
DON MCLEOD	61 KAVANGAL CCT, NGUNAWAL	D McLeod
Kirstine McLeod	61 Kavanagal cct Ngurnawal	K. McLeod
Monica Tadros	6 Ballanya Ave GOULBURN	M Tadros
A. HILEY COLLINS	1967 WHEEO RD	A-H COLLINS



# Grabben Gullen



*"Sapphire Capital of the Southern Tablelands"*

GRABBen GULLEN COMMUNITY PROGRESS ASSOCIATION INC.

[ggcpa2014@gmail.com](mailto:ggcpa2014@gmail.com)

## Community Petition Sealing of Wheeo Road

It is the intention of the Grabben Gullen Community Progress Association to submit the individual's details registered below to the Upper Lachlan Shire Council on behalf of, in support of and as a result of, repeated concerns raised by residents.

Specifically, the purpose of this record is to petition ULSC to have the section of Wheeo Road between Grabben Gullen Creek and Hawthorn Tree Road, widened, appropriately guttered and bitumen sealed.

The primary issue of concern is safety whilst travelling on this road, with the ever-increasing number of heavy vehicles using the route. No longer is this road a 'country back road' but a major transport thoroughfare from the Northern Hilltops local Council area to the south eastern end of the Upper Lachlan Shire and return.

Concerned residents/individuals are asked to complete their details below in support of this petition to ULSC. You are also invited to also submit separate individually written concerns in support of this petition.

Name	Address	Signature
Paul O'Brien	3931 Range Rd	P O'Brien
John Walsh	50 Woodville Rd	John Walsh
GREG FENTON	21 HOLBURY ST	G. FENTON
Orrie Skelley	187 Glenfern Rd	Orrie Skelley
THOMAS COONEY	1751 Wheeo Rd.	Thomas Cooney
John McEue	2535 Sapphires Rd Wheeo	John McEue
Orrie Skelley	" " "	Orrie Skelley
John Duncombe	247 Kennedy Rd	John Duncombe
Robyn Duncombe	247 Kennedy Rd	Robyn Duncombe
Orrie Skelley	2535 Sapphires Rd Wheeo	Orrie Skelley
Peter Selmes	5420 Boorowa Rd	Peter Selmes
Wayne Selmes	5420 Boorowa Rd	Wayne Selmes
Michael Walsh	783 Woodville Rd	Michael Walsh



# Grabben Gullen



*"Sapphire Capital of the Southern Tablelands"*

GRABBen GULLEN COMMUNITY PROGRESS ASSOCIATION INC.

[ggcpa2014@gmail.com](mailto:ggcpa2014@gmail.com)

## Community Petition Sealing of Wheeo Road

It is the intention of the Grabben Gullen Community Progress Association to submit the individual's details registered below to the Upper Lachlan Shire Council on behalf of, in support of and as a result of, repeated concerns raised by residents

**Specifically, the purpose of this record is to petition ULSC to have the section of Wheeo Road between Grabben Gullen Creek and Hawthorn Tree Road, widened, appropriately guttered and bitumen sealed.**

**The primary issue of concern is safety whilst travelling on this road, with the ever-increasing number of heavy vehicles using the route. No longer is this road a 'country back road' but a major transport thoroughfare from the Northern Hilltops local Council area to the south eastern end of the Upper Lachlan Shire and return.**

Concerned residents/individuals are asked to complete their details below in support of this petition to ULSC. You are also invited to also submit separate individually written concerns in support of this petition.

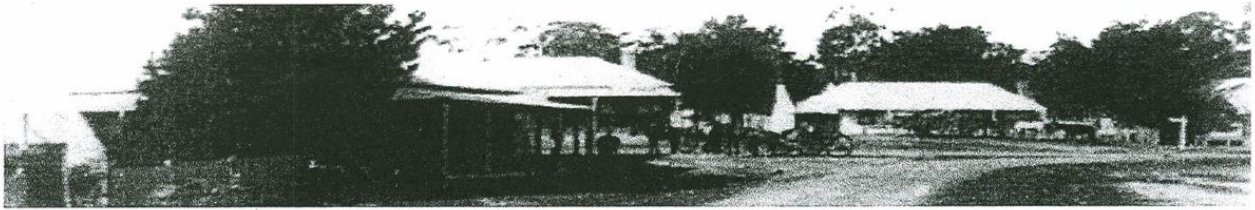
Name	Address	Signature
WAYNE LEONARD	3444 Range Rd Grabben Gullen	W.C. Leonard
OWEN SKELLY	187 GLENERIN RD	Owen Skelly
ADAM NIXON	738 Terrara rd Wheeo	Adam Nixon
Kym Nixons	738 Terrara rd Wheeo	Kym Nixons
Sheridan Riles	8 CALEDONIA ST, GABBY	Sheridan Riles
Tim Riles	8 CALEDONIA ST, GABBY	Tim Riles
Paul Howard	126 WHEEO RD GRABBE	Paul Howard
MORICE HALL-BENNETT	5 BATHURST ST G.G.	Morice Hall-Bennett
SCOTT MONTGOMERY	3504 PRAXE Rd, G.C.V.	Scott Montgomery
Daniel Hewitt	131 Clarevale Rd Wheeo	Daniel Hewitt
Fiona Chapman	86 POWERS ATTOLDS	Fiona Chapman
JAMES CHAPMAN	86 POWERS CIRC HOLDEN	James Chapman
KEITH FRANKLIN	15 SIERRA PL BULLHORN HILLS	Keith Franklin

GRABBen GULLEN COMMUNITY PROGRESS ASSOCIATION INC.

## Sealing of Wheeo Road

[illegible]



*Grabben Gullen**"Sapphire Capital of the Southern Tablelands"*

GRABBen GULLEN COMMUNITY PROGRESS ASSOCIATION INC.

ggcpa2014@gmail.com

## Community Petition

### Sealing of Wheeo Road

It is the intention of the Grabben Gullen Community Progress Association to submit the individual's details registered below to the Upper Lachlan Shire Council on behalf of, in support of and as a result of, repeated concerns raised by residents

Specifically, the purpose of this record is to petition ULSC to have the section of Wheeo Road between Grabben Gullen Creek and Hawthorn Tree Road, widened, appropriately guttered and bitumen sealed.

The primary issue of concern is safety whilst travelling on this road, with the ever-increasing number of heavy vehicles using the route. No longer is this road a 'country back road' but a major transport thoroughfare from the Northern Hilltops local Council area to the south eastern end of the Upper Lachlan Shire and return.

Concerned residents/individuals are asked to complete their details below in support of this petition to ULSC. You are also invited to also submit separate individually written concerns in support of this petition.

Name	Address	Signature
Denise Webster	14 Harris Lane Grabben Gullen	[Signature]
Michelle Hill-Bennett	5 Birkmore St G.G.	[Signature]
Rebecca McCormack	304 Wheeo Rd	[Signature]
Rich McCormack	304 wheeo rd	[Signature]
JOAN MCCORMACK	3225 RANGE RD BARRA	[Signature]
PAT MCCORMACK	3225 RANGE RD BARRA	[Signature]
MARY CURRY	381 WHEEO RD G.Gullen	[Signature]



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.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: SD2018/2650

16 August 2018

Mr Scott Montgomery

President

Grabben Gullen Community Progress Association Inc. (GGCPA Inc.)

*Via Gina L. Hill – Secretary*

5 Britannia Street

GRABBEN GULLEN NSW 2583

Dear Mr Montgomery,

Thank you for your submission and signed community petition from the Grabben Gullen Community Progress Association Inc. regarding the ongoing concerns of safety on the Wheeo Road.

I have determined the issue to be significant and a full report on the matter will be written to Council by the Director of Works and Operations to be included in the the 20<sup>th</sup> of September 2018, Council Meeting.

Council Meetings commence at 6.00pm and will be held at the Council Chambers, 44 Spring Street, Crookwell. We welcome you and the GGCPA Inc. to be present at the next Council Meeting when the matter is raised.

Yours faithfully,

Gary Woodman

Acting General Manager

---

## Works and Operations - 20 September 2018

---

**ITEM 11.3**                      **Draft Public Gate and Bypass (Grid) Policy**

**FILE REFERENCE**    **I18/480**

**AUTHOR**                      **Assets & Risk Coordinator**

### **ISSUE**

Providing details regarding the revised draft Public Gate and Bypass (Grid) Policy.

**RECOMMENDATION**      That -

1. Council adopts the Public Gate and Bypass (Grid) Policy.

---

### **BACKGROUND**

Council resolved to place the new Public Gate and Bypass (Grid) Policy on public exhibition during its meeting held on 21 June 2018.

In accordance with the Council resolution, the draft policy was placed on public display on 12 July 2018. This consultation closed on 9 August 2018. The Draft Policy was placed on public exhibition and Council received two (2) submission from the community.

This report recommends the adoption of the revised policy attached as Attachment 1 and incorporates the suggestion made in these submissions. The yellow highlighted areas show the changes based on the community feedback.

### **REPORT**

Council have considered the submissions and based on those submission, have made several changes to the draft policy. Copies of the two submissions are attached as Attachment 2 and Attachment 3.

As the respondents have not requested for their names to be withheld, the names are not redacted.

### **POLICY IMPACT**

The proposed adoption of the policy will help clarify and enforce the implementation of the requirements within the provisions of the NSW Roads Act 1993.

The policy also sets out the following to manage the associate risk to the Council and community members using these grids:

1. Set a Policy with a minimum construction standard;

## **Works and Operations**

### **DRAFT PUBLIC GATE AND BYPASS (GRID) POLICY cont'd**

2. Have a transition period to comply i.e. 2 years for public gates and bypasses (grids) already installed;
3. Investigate and write to any property owner where a public gate or bypass (grid) is reported as unsafe. Requesting repairs to the standard in a reasonable time frame;
4. Communicate the new compliance requirement for public gates and bypasses (grids) to the community by notices in the newspaper(s) and social media;
5. Arrange Community Consultation meeting if required;
6. Request property owners to apply for public gate and bypass (grid) permits to minimise administration work required by Council
7. Maintain a register of public gates and bypass (grid), using current information held, Road survey information and property owner permit requests;
8. Help remove public gates and bypass (grid) where not required for the intended purposed of stock control
9. Develop public gate and bypass (grid) procedure and permit form for use by landowners to request permits from Council.

### **OPTIONS**

1. Do nothing and Council accept liability risk
2. Adopt the draft Policy as recommended in order to manage the risk.

Option 2 is recommended.

### **FINANCIAL IMPACT OF RECOMMENDATIONS**

Request by the community to purchase new signs requirement from Council at Cost.

### **RECOMMENDATION** That -

1. Council adopts the Public Gate and Bypass (Grid) Policy.

### **ATTACHMENTS**

1. <a href="#">↓</a>	Public Gate and Bypass (Grid) Policy - September 2018	Attachment
2. <a href="#">↓</a>	Doug Branson - Draft Public gate and bypass Policy - submission	Attachment
3. <a href="#">↓</a>	Katrina Nixon - Draft Policy Public Gates & Bypasses - Submission	Attachment



<b>POLICY:-</b>	
Policy Title:	Public Gate and Bypass (Grid) Policy
File reference:	F10/618-08
Date Policy was adopted by Council initially:	21 June 2018
Resolution Number:	Xxx/18
Other Review Dates:	N/A
Resolution Number:	N/A
Current Policy adopted by Council:	21 June 2018
Resolution Number:	Xxx/18
Next Policy Review Date:	2020

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

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

## 1. Purpose and Objectives of this Policy

This policy complies with the Roads Act 1993 and Roads Regulation 2008. The purpose of the policy is to improve the safety of Council's rural roads network by setting out the responsibilities for **land**owners and Council in the installation, maintenance and removal of public gates and **bypass** (grids). This will be achieved by developing and maintaining a systematic approach to the approval, inspection, evaluation, maintenance and repair of public gates and **bypass** (grids).

The objectives of this Policy are:

- To document a transparent system covering all matters relating to the administration and management of public gates and grids.
- To document standards for the construction of public gates and grids.
- To define clearly the responsibilities of Permit holders for public gates and **bypass** (grids).
- To define clearly the registration and recording procedures for public gates and grids.
- To outline the legal framework through which the Policy can be enforced.
- To ensure that the location of public gates and **bypass** (grids) does not adversely affect road users **wishing to use Upper Lachlan Road Network.**

## 2. Policy Statement

**Public gates and bypass** (grids) are structures on a road for the purpose of controlling stock movements and as such are of benefit to the landowner **and neighbouring property owners who use the road for legal access.** They serve no other purpose than to control stock **between boundaries of neighbouring properties.** They have the potential to impact upon the safe and efficient passage of the **community** road user.

Being a structure across a road the **public gate and bypass** (grid) comes under the regulatory control of Council and as such necessitates being constructed and maintained to a standard acceptable to Council.

Ownership and responsibility of the structure and all associated items, including **20m** approaches and signs, shall be vested in the landowner or his successor in title, as per Roads Act 1993 Part 9 Division 2 and Clauses 73 to 76 of the Roads (General) Regulation 2008. Should no **land**owner for a structure be identified, Council shall be entitled to remove the structure.

## 3. Permits

The Roads Act requires that any **public gate and bypass** (grid) on a public road must have a permit from the Council.

In the transition **period of two (2) years** 2018 to 2020 Council will waive permits fees. **Fees costs shall be set in future revision of this document.**

Landowners of existing public gates and bypass (grids) must apply for a permit from Council to registered and check compliance to the minimum standard for public gates and bypass (grids)

Where a public gate and bypass gate are situated on the boundary between two properties and the road reserve is unfenced on both sides of the boundary, a joint application may be made by the landowners of the two properties. The standard permit application fee shall apply to joint applications.

Where Council does not grant a permit for an existing public gate and bypass (grid) due to refusal of an application for a permit, or no application being submitted by landowners, Council may order the removal of the existing public gate and bypass (grid).

Council will maintain a register of permits granted, locations and landowners of public gate and bypass (grid). This register will be available for inquiries from the public as to ownership details of grids and gates. To comply with relevant privacy legislation, the application form for a public gate and bypass (grid) permits will include a declaration that the applicant gives consent to Council disclosing their name to the public in response to inquiries about public gate and bypass (grid) ownership.

The permit number must be clearly displayed by the landowner on a notice erected at the public gate and bypass (grid).

Existing substandard public gate and bypass (grid) Council will require repairs or upgraded to comply with the Council's Specification before granting a permit.

Where Council grants a permit without requiring upgrading of an existing public gate and bypass (grid), the landowner remains responsible to make the public gate and bypass (grid) comply with Council's standards.

#### **4. New Grids**

No new public gate and bypass (grid) shall be approved for construction on roads under Council's control. Council's long term goal shall be for the fencing of all dedicated roads with a view to the ultimate elimination of grids/grids on dedicated public roads.

#### **5. Repairs & Replacement**

To be consistent with the Roads Act 1993 Part 9 Division 2, the landowner of the public gate and bypass (grid) or his/her successor in title is responsible for the satisfactory state of repair of the grid structure, for twenty (20) metres of roadway either side of the public gate and bypass (grid) and associated fencing including both gate and grid within the road reserve.

All maintenance of the public gate and bypass (grid) and associated items is the responsibility of the landowner. This includes contacting council or an

approved contractor if repairs are required. Contractors require consent by Council to work in, on or over the road service (Road Act s138 permit)

The landowner may request Council to undertake repairs and/or replacement of a public gate and bypass (grid) subject to an agreement being entered into by the Applicant and Council. Arrangements will be on the basis of costs being repaid to Council by agreement.

If a road inspection by Council identifies that works are required to the public gate and bypass (grid), Council will notify the owner in writing and the owner shall rectify any problems immediately. If the works are not carried out within thirty (30) days of the date of the letter then Council may perform the works or remove the public gate and bypass (grid) and bill the landowner/s.

Where an existing public gate and bypass (grid) is, in the opinion of Council's Engineer, in such a state of disrepair as to constitute a danger to traffic, it is to be removed or repaired immediately. Safety signage shall be installed at the landowners cost.

## **6. Routine Road Grading**

At routine road grading, the approaches to public gate and bypass (grid) maybe graded as part of the roadway at no cost to the landowner but any material pushed into the grid cavity by the grader shall not be removed by Council.

All maintenance work at public gate and bypass (grid) remains the responsibility of the landowners including grading approaches 20m each side of the public gate and bypass (grid).

## **7. Council Roadwork**

In the event of Council performing road construction at a public gate and bypass (grid) location, the public gate and bypass (grid) will be upgraded to meet Council specifications. The responsibilities in such a case are as follows:

### **7.1: Owner**

- To pay Council for the purchase of a grid and associated items meeting Council's
- To pay for the installation of the upgrading works to Council's standards
- Where applicable, supply materials for any gates and/or fencing
- To be responsible for ongoing maintenance of grid

### **7.2: Council**

- Where applicable remove the existing grid and abutments and deliver to a mutually agreeable location on the owner's property
- Transport of grid to site
- Installation of grid and grid signage

- Construct temporary side-track with appropriate signage for the duration of the works
- Complete associated roadworks

In respect of any structure which is re-located by the Council under the terms of this policy, the landowner/s concerned shall be responsible for all subsequent maintenance, including replacement when necessary.

## **8. Warning signs**

Warning signs and associated measures to increase the visibility of structures across public roads shall be erected on **both approaches** in such position as to be readily seen from a vehicle approaching the structure. Such safety measures shall be of the materials, height, size, design, and appearance prescribed in AS1742.2.

Warning signs and the maintenance costs will be the responsibility of the **landowner/s**.

## **9. Indemnity**

The landowner shall indemnify and keep indemnified the Council from and against all claims and demands, howsoever and whenever arising through any act or omission on the part of the occupant in and about the construction, reconstruction, repairs or failure to repair the said **public gate and bypass** (grid), fencing, or other associated items, whether arising out of any action or direction of the council, or its agents or otherwise.

The landowner shall at all times maintain public liability insurance cover over each **public gate and bypass** (grid) in an amount of not less than \$20 million. The landowner must provide evidence of current cover to Council at least annually.

## **10. Revoke permission**

Council at any time may revoke any permission granted by it under this policy for private structures on public roads and the person by whom the structure was erected or his successor in title shall within the time specified in the notice of revocation served on him by the council remove the structure and warning signs displayed in connection therewith and take such steps as the council may require to ensure the safety of persons using the road.

## **11. Working on Public Roads**

To address public and workplace safety issues, all maintenance and construction works at **public gate and bypass** (grid) on public roads shall only be performed by contractors working with a Section 138 certificate and approved by the Council.

The **landowner** may elect to use Council's workforce as private works jobs at the landowner's expense.

## 12. Subdivisions

Where rural properties are subdivided to create any additional lots that may **or may not** contain dwellings, Council will require the removal of existing public gates and **bypass** (grid) within the land being subdivided. Council will require road reserves in rural subdivisions to be fenced to control livestock.

In areas subject to significant subdivision development Council may require developers to remove existing **public gate and bypass** (grid) on roads leading to their subdivisions as part of providing an adequate standard of road access.

Council does not provide financial assistance for boundary fencing or **public gate and bypass** (grid) removal in association with subdivisions.

## 13. Minimum Acceptable Standards

All work is to be carried out in accordance with Council's Operational Plans, NSW Work Health & Safety requirements, the Road Act 1993, Roads Regulation 2008, industry standards, and applicable Australian Standards. Council will provide guidance if required. The applicant must provide design detail for the structure to cater for HS20-T44 loading and have the design certified by a Structural Engineer. A number of companies manufacture prefabricated cattle grid units. Subject to their design specification being referred to Council, such units will be approved for use.

Appendix A shows the applicable standards for a Public Gate, and Appendix B shows a diagrammatic representation of the construction of a public gate and bypass (grid)

### 13.1 Trafficable Width

The trafficable width of any public gate and bypass (grid) shall be the greater of the minimum standard trafficable width of the road class and the existing formation width, not less than 5 meters. Where an existing public gate and bypass has been constructed with a width less than this, the signage provided should include a **NO OVERTAKING OR PASSING** warning sign (R6-1A) on each approach

### 13.2: Public Gate

The public gate shall be made of resilient material of minimum width 3500mm wide and should be arranged to be free swinging and shall remain unlocked. The gate, and support structures, and fencing within the road reserve shall be painted white.

#### 13.2.1 Public Gate signage

- Minimum clear opening of 3.50 metres.
- Adequate sight distance must be available along each direction of approach.
- Gate and approaches must be arranged to allow practical use by stock and heavy vehicles.
- Gate must not be locked at any time.



- Gate must be painted white. (required by Roads (General) Regulation 2008)
- Reflectors shall be provided on each side of the gate, showing red on the left hand side and white on the right hand side for approaching traffic.
- A notice must be attached to both sides of the gate bearing the words "PUBLIC GATE" in letters at least 75 mm high.
- A stock grid must also be provided unless Council specifically authorises otherwise.

### **13.2.2 Public Gate - side track**

The bypass (grid) side track which services the public gate is to be constructed to a standard such that it is negotiable by normal two wheel drive vehicles in all weather.

### **13.3: Bypass (grid)**

Exiting bypass (grid) shall have a minimum clear width of 4.0 metres. The length (along the road) of the existing bypass (grid) is shall be between 1.7m to 2.1m. The landowner access the liability of stock jumping a bypass with a road length of less than 2.1m

Where existing grids are required by Council to be upgraded because of their poor condition, these grids shall be replaced with grids having a minimum clear width of 4.0 metres and fitting into the original foundation on road length not less than 1.7m.

Adequate sight distance must be available along each direction of approach.

The grid shall be located on a straight length of road, with the level of the top of the grid matching the level of the adjacent road pavement.

The cavity under the grid shall be drained.

#### **13.3.1 Bypass (grid) Signage**

- Reflectors shall be provided on each side of the grid, showing red on the left hand side and white on the right hand side for approaching traffic.
- A notice must be clearly displayed at each end of the stock grid bearing the words "MAX. LOAD 44 TONNES" in letters at least 75 mm high.
- The notices shall also state the Council permit number and grid owner's name in letters at least 75mm high.
- Standard "Grid" warning signs (W5-16B) and "One Lane " signs (W8 - 16B) shall be erected on galvanised steel posts at a distance of 100 metres from the grid on each approach. These signs shall be erected so that the bottom of the sign is 1.5 metres above the adjacent road centre-line.
- "No overtaking Or Passing" signs (R6-1A) are required at Grid approaches where the width between kerbs and vertical obstruction of less than 5m.

- A set of G9-206 (L) and G9-206 ('R) chevrons are required on either side of the structure.

## 14. Definitions

The Council:	Upper Lachlan Shire Council
The Landowner:	Any person in lawful possession of land, including occupants.
Stock grid:	Steel grid and associated support structures, barriers, Warning signs and fencing. Stock grid, stock grates have the same meaning.

Under this policy, the singular includes the plural and vice versa.

## 15. Implementation & Review

The Works and Operations Department is responsible for the implementation and ongoing review of this Policy.

## 16. Relevant Legislation and Reference

### Extracts from the Roads Act 1993 and Roads Regulation 2008

#### Roads Act 1993

#### Division 2 Public gates

##### 128 Roads authority may grant permit

- (1) A roads authority may permit the occupier of any land through which an unfenced public road passes to erect a gate across the road at any place at which the road intersects a boundary fence.
- (2) A permit may not be granted with respect to a classified road except with the concurrence of the RTA.
- (3) A roads authority must cause notice of the granting of the permit to be published in a local newspaper.
- (4) The occupier for the time being of the land to which a permit relates is taken to be the holder of the permit.

##### 129 Erection and maintenance of public gates

- (1) The holder of a public gate permit may, at any time after one month from the publication of the notice of the granting of the permit, erect a gate in accordance with the permit.
- (2) The holder of a public gate permit must ensure that:
  - (a) a notice is attached to both sides of the gate bearing the words "PUBLIC GATE" in letters at least 75 millimetres high, and
  - (b) both the gate and the notice are maintained in good condition.

Maximum penalty: 10 penalty units.

**130 Revocation of permit**

- (1) The roads authority may at any time revoke a public gate permit.
- (2) The occupier of the land the subject of a public gate permit that has been revoked must remove the gate within one month after notice of the revocation is served.  
Maximum penalty: 10 penalty units.

**131 Effect of permit**

While a public gate permit is in force, the public gate to which it relates is taken not to constitute a public nuisance and does not give rise to an offence against this or any other Act.

**132 Offences with respect to public gates**

- (1) A person must not cause any damage to a public gate or to any notice attached to the gate in accordance with this Division.  
Maximum penalty: 10 penalty units.
- (2) A person who opens a public gate must cause it to be closed again immediately after it has been used.  
Maximum penalty: 10 penalty units.
- (3) A person who fails to cause a public gate to be closed is liable for any loss or damage suffered by the occupier of the land adjoining the public road on which the gate is situated as a result of the gate having been left open.

**133 Construction of by-pass around road gate**

- (1) An occupier of land adjoining an unfenced public road across which a public gate is situated at the point where the road intersects a boundary fence:
  - (a) must not, unless the appropriate roads authority so permits, and
  - (b) must, if the appropriate roads authority so requires, construct a by-pass for vehicles at the intersection of the road with the boundary fence.  
Maximum penalty: 10 penalty units.
- (2) The roads authority may not permit or require the construction of a by-pass:
  - (a) if the by-pass is to be used in connection with a public gate across a main road, except with the concurrence of the RTA, and
  - (b) if the public gate is part of a rabbit proof, dog proof or marsupial proof fence, except with the concurrence of the local rural lands protection board.
- (3) A by-pass is to consist of:
  - (a) a ramp to allow vehicles to be driven over the top of the boundary fence, or
  - (b) a cattle grid or sheep grid located beside the gate, and must be constructed in accordance with such specifications as may be approved by the roads authority.
- (4) If the appropriate roads authority so requires, the person permitted or required to construct a by-pass:
  - (a) must construct the by-pass along the line of the road, and
  - (b) must re-locate the gate beside the by-pass.  
Maximum penalty: 10 penalty units.
- (5) The occupier for the time being of land to which a permit relates is taken to be the holder of the permit.

**134 Notice board to be erected at by-pass**

- (1) The occupier of land on which a by-pass is constructed must ensure that:
  - (a) a notice, in the form required by the appropriate roads authority, is exhibited on a conspicuous notice board near each end of the by-pass, and
  - (b) both the by-pass and the notice are maintained in good condition.  
Maximum penalty: 10 penalty units.
- (2) A notice may prohibit vehicles exceeding a specified laden weight from being driven over the by-pass.
- (3) If the appropriate roads authority requires a person to construct a by-pass, that authority may contribute to the cost of construction and erection of the notices.

### **135 Closing of by-pass**

- (1) A by-pass may be closed and the notices relating to the by-pass may be removed:
  - (a) if the public gate in connection with which the by-pass was constructed is removed, or
  - (b) if the fence of which the by-pass forms part is made rabbit proof, dog proof or marsupial proof.
- (2) A person who closes a by-pass:
  - (a) must give notice of the closure to the appropriate roads authority before or immediately after the closure, and
  - (b) must take such steps as the appropriate roads authority directs to ensure the safety of persons using the road.

### **136 Revocation of by-pass permit**

- (1) The roads authority may revoke a permit given with respect to a by-pass by means of a notice served on the holder of the permit.
- (2) The occupier of the land the subject of the permit must, within the time specified in the notice:
  - (a) remove the by-pass and its notices, and
  - (b) take such steps as are specified in the notice to ensure the safety of persons using the road.

Maximum penalty: 10 penalty units.

### **137 Offences**

- (1) A person must not:
  - (a) drive a vehicle over a by-pass in contravention of a notice displayed in connection with the by-pass, or
  - (b) wilfully damage or remove a notice displayed in connection with a by-pass, or
  - (c) wilfully obstruct or damage a by-pass.Maximum penalty: 10 penalty units.
- (2) A person who causes damage to a by-pass as a result of driving a vehicle over the by-pass in contravention of such a notice is liable for:
  - (a) the cost of any repairs to the by-pass necessary as a result of the contravention, and
  - (b) any loss or damage suffered by any other person as a result of the damage to the by-pass.

## **Roads Regulation 2008**

### **Part 6 Public gates**

#### **73 Consent of adjoining landowner to be obtained**

An application for a public gate permit that is made by a person who owns land on one side only of the road across which the proposed public gate is to be erected must be accompanied by the written consent of the owner or owners of the land on the other side of the road.

#### **74 Notice inviting objections**

Before determining an application for a public gate permit, the roads authority:

- (a) must cause notice of the proposal to erect a public gate (including particulars as to the proposed location of the gate) to be published in a local newspaper, and
- (b) must allow sufficient time (being not less than 28 days from the date of publication of the notice) for written submissions on the proposal to be made to the roads authority, and
- (c) must have due regard to any written submissions on the proposal that are made to the roads authority within that time.

#### **75 Maintenance of public gates**

The holder of a public gate permit must ensure that:

- (a) the gate is white, and
- (b) the posts on either side of the gate are fitted with reflectors facing along the road in each direction.

Maximum penalty: 10 penalty units.

#### **76 Road near gate**

The holder of a public gate permit must ensure that the road approaches to the gate are maintained in good condition for such distance (not exceeding 20 metres) from each side of the gate, and for such width, as the roads authority may determine when granting the permit.

Maximum penalty: 10 penalty units.



## Appendix A – Public Gate construction specification

W5-14 Warning Sign

### NOTES:

1. ALL TIMBER shall be an approved hardwood.
2. FIELD GATE CHS to be grade C350 to AS 1163 and gate hinges to manufacturer's specifications,
3. BOLTS, NUTS AND WASHERS to be hot-dip galvanized to AS 1214.
4. ALL STEELWORK AND FITTINGS to be hot-dip galvanized to AS/NZS 4680.
5. GALVANIZED FENCING WIRE to AS 2423.
6. DIMENSIONS are in millimetres, unless shown otherwise.
7. SIGNAGE is to be erected as per AS 1742.2. This requires a W5-14 warning sign on either side of the Public Gate between 50m to 200m from the structure. A "Public Gate" sign is also to be displayed on the gate clearly showing the Permit Number. A set of G9-206(L) and G9-206(R) chevrons are also required on either side of the structure.

### REFERENCED DOCUMENTS:

Australian Standards:

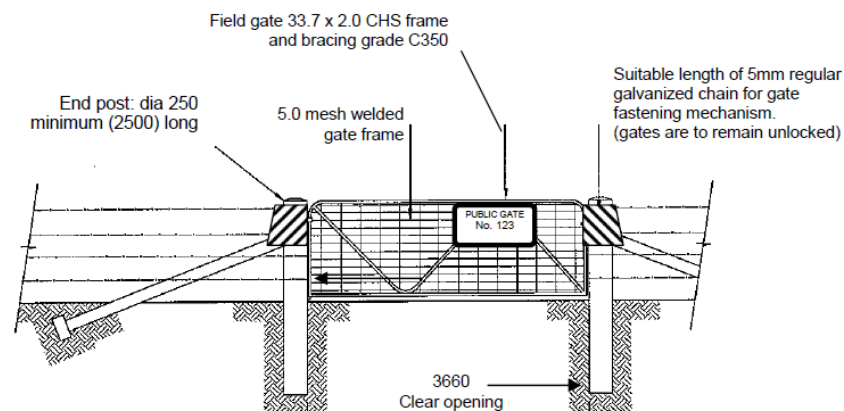
AS 1163 Structural Steel Hollow Sections

AS 1214 Hot-Dip Galvanized Coatings on Threaded Fasteners  
(ISO metric coarse thread series)

AS 2423 Galvanized Wire Fencing Products

AS/NZS 4680 Hot-Dip Galvanized (zinc) Coatings on Fabricated Ferrous Articles

AS 1742.2 Manual of uniform traffic control devices – Traffic control devices for general use



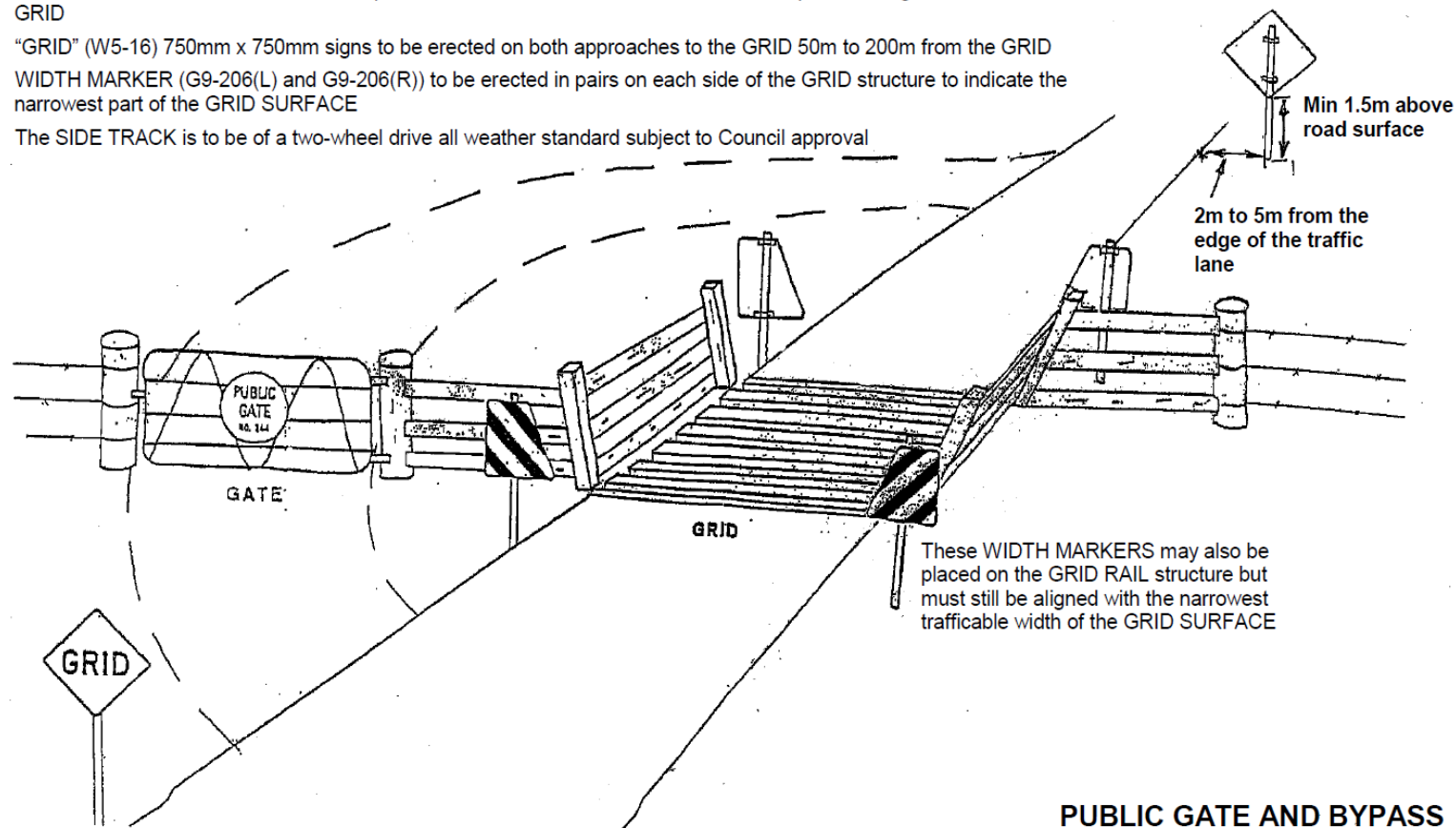
## PUBLIC GATES CONSTRUCTION SPECIFICATIONS



## Appendix B – Public gate and Bypass (grid) construction specification in combination

Notes:

- GRID SURFACE to be at a width specified by Council and a minimum 2.1m long along road
- GRID to have at least 300mm clearance underneath the entire GRID
- Where possible the roadside drainage should be directed under the GRID to aid in self cleaning of GRID
- PUBLIC GATE PERMIT HOLDER is responsible for the maintenance of the road for a specified length either side of the GRID
- "GRID" (W5-16) 750mm x 750mm signs to be erected on both approaches to the GRID 50m to 200m from the GRID
- WIDTH MARKER (G9-206(L) and G9-206(R)) to be erected in pairs on each side of the GRID structure to indicate the narrowest part of the GRID SURFACE
- The SIDE TRACK is to be of a two-wheel drive all weather standard subject to Council approval



**PUBLIC GATE AND BYPASS  
DIAGRAMATIC REPRESENTATION**



Proposal Diamond Rd.

26-July-18

Re Gate and Bypass (Grid) Policy

I am currently in the process of replacing the grid on the Diamond Rd, that has been severely damaged over time.

The concrete base that the grid sits in is undamaged and very solid. It's width in which the grid sits in is 1.87m, just shy of the 2.1m as stated in the draft policy. The bunker was built some time ago and would require road closures and major inconvenience to local traffic to replace it. The current grid has a clear width of 4.0m.

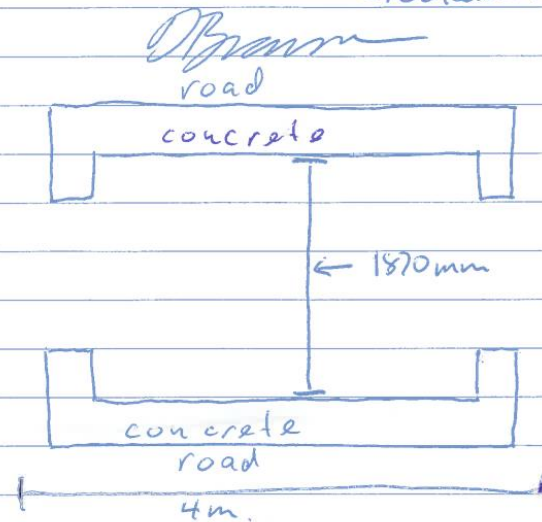
Designs for the replacement grid have been drawn up by Goulburn Engineering and will comply with weight & width issues. The grid

will also come with an Engineer's  
Certificate when completed

yours

Doug BRANSON

590 Diamond Rd  
Crookwell NSW



actual grid sider length  
3660m (12')

## Public Gate and Bypass (Grid) Policy Submission

### Policy Statement

“and as such are only to benefit to the landowner” Any good stock person knows that Grids are not 100% stock proof and landowners would prefer to have gates over grids. Therefore this statement is not correct; it is to benefit the road user.

There is no mention or recognition of existing Grids that were installed in the past at the direction of the Crookwell Shire Council.

The maintenance of Grids should not fall on the Landowner when the Road (and its grids) only provides access for other property owners.

### Permits

- What is the cost of the Grid and/or Public Gate permit application fee?
- Does the Landowner with a Grid also need to apply for a permit for the Public Gate too?
- Once a permit is granted, are there any more on going fees?

### Repairs & Replacement

- Does one assume, as the landowners are not mentioned, that the landowner may repair their own grid without an application to the Council?

### Routine Road Grading

- If the Council Grader pushes dirt into the grid cavity, why is it not Council's responsibility to remove it?

### Council Roadwork

- Why should the landowner be responsible for costs when the Council decides that is to be relocated?

### Warning Signs

- Are the signage requirements the same on “No Through Roads”, where public traffic is limited?
- We assume that landowners will be able to purchase said signage from the Council at cost?

### Working on Public Roads

- Will Landowners need to obtain a Section 138 Certificate if completing emergency repairs due to storm or vehicle damage?

### Minimum Acceptable Standards - Public Gate

- Having a gate labelled Public Gate (next to a Stock Grid) gives the general public a false impression that they are driving through public land? Could gates next to Grids be labelled Stock Gates to avoid confusion?

---

## Works and Operations - 20 September 2018

---

**ITEM 11.4**                      **Finalisation of community representatives for Streetscape Committee.**

**FILE REFERENCE**    I18/465

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

### **ISSUE**

The report recommends to Council the finalisation of the community representatives as a part of the proposed Streetscape Committee.

**RECOMMENDATION**      That -

1. Council appoints 3 applicants to the Streetscape Committee as Community representatives.

---

### **BACKGROUND**

Council earlier resolved (resolution no. 208/18) to create a Streetscape Committee. In accordance with the Council resolution, Council advertised for expressions of interest for the proposed Community representatives on the Streetscape Committee.

This report recommends that Council select 3 members from the list.

### **REPORT**

Council received 9 requests to be participate as Community Members of the Streetscape Committee. A copy of these EOI's are attached as Attachment 1 to 9. One representative (Michal Coley) has sent copy of his resume in support of his application.

It is wise to have representations from several towns, Council may choose to appoint one representative from each of the three major towns, namely Crookwell, Gunning and Taralga.

Council may choose to discount representation if Councillors are attending from the respective towns.

### **POLICY IMPACT**

Council have several 355 Committees and the purpose of this committee is to provide information to the community in accordance with the resolution of the Council and terms set out in the Council report dated 19 July 2018.

The committee have no operational involvement and will have no interaction with Council's appointed consultant.

## ***Works and Operations***

### **FINALISATION OF COMMUNITY REPRESENTATIVES FOR STREETSCAPE COMMITTEE. cont'd**

#### **OPTIONS**

Council can choose any or none of the members to the proposed committee.

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

Nil

#### **RECOMMENDATION**      That -

1. Council appoints 3 applicants to the Streetscape Committee as Community representatives.

#### **ATTACHMENTS**

1. <a href="#"><u>↓</u></a>	Michael Coley - Expression of Interest Streetscape Committee - Application as Member	Attachment
2. <a href="#"><u>↓</u></a>	Barry Murphy - Expression of Interest Streetscape Committee - Application as Member	Attachment
3. <a href="#"><u>↓</u></a>	Megan Skelly - Expression of Interest Streetscape Committee - Application as Member	Attachment
4. <a href="#"><u>↓</u></a>	Gavin Douglas - Expression of Interest Streetscape Committee - Application as Member	Attachment
5. <a href="#"><u>↓</u></a>	Don McKay - Expression of Interest Streetscape Committee - Application as Member	Attachment
6. <a href="#"><u>↓</u></a>	Dianne Layden - Expression of Interest Streetscape Committee - Application as Member	Attachment
7. <a href="#"><u>↓</u></a>	Margaret McPherson - Expression of Interest Streetscape Committee - Application as Member	Attachment
8. <a href="#"><u>↓</u></a>	Christopher Hinton - Expression of Interest Streetscape Committee - Application as Member	Attachment
9. <a href="#"><u>↓</u></a>	Margaret Carr - Expression of Interest Streetscape Committee - Application as Member	Attachment

**Susan Dicksbury**

---

**From:** Michael Coley <michael.coley@bigpond.com>  
**Sent:** Friday, 31 August 2018 4:11 PM  
**To:** Upper Lachlan Shire Council  
**Subject:** Gunning Streetscape Committee

Upper Lachlan Shire Council

I hereby express interest in joining the Gunning Streetscape Committee.

I have a long interest in community matters in Gunning; my relevant CV may be found in my application in April 2018 to join the Cullerin Windfarm Committee.

I have a particular interest in this committee as my house, Caxton House, is on Gunning's main street .

Michael Coley  
Mob. 0415 378 816

---

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

---



30.08.2018

TO THE GENERAL MANAGER UPPER LACHLAN SHIRE COUNCIL.

Dear Mr Bell -

I would be interested in becoming a representative on the upper lachlan streetscape committee.

However I believe Margaret Cair has nominated and believe she would be the best representative in this area.

I also believe that the other Villages should have a member to represent their towns if there were a vacancy in the future I would like to take an active part.

I have considerable experience in streetscape design and the proper use of tree vegetation and public furniture in public places

UPPER LACHLAN SHIRE COUNCIL
CROOKWELL OFFICE
30 AUG 2018
File No:

Thanking you

Barry Murphy

12 Gaulburn St

Crookwell 2583

PA 08321004

**Susan Dicksbury**

---

**From:** Megan Skelly <enquiries@toppaddockcrookwell.com.au>  
**Sent:** Thursday, 30 August 2018 11:52 AM  
**To:** Upper Lachlan Shire Council  
**Subject:** Application for Street Scape Committee

Attention: Works Department

To whom it may concern

My name is Megan Skelly and I am writing to put forward my application to be a part of the Street Scape Committee.

I have been a resident of Crookwell all my life, I also own a business in the main street of this beautiful town. I am currently standing on two active committees in our community. I am very passionate about our town and would like some input into making it a better place.

Please do not hesitate to contact me if I can assist you in anyway.

Kind Regards

Megan Skelly  
0408 213 472

---

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

---

**Susan Dicksbury**

---

**From:** Gavin Douglas <gav.douglas@hotmail.com>  
**Sent:** Monday, 27 August 2018 12:17 PM  
**To:** Asif Faisal  
**Cc:** Gunning District Association; Upper Lachlan Shire Council  
**Subject:** Expression of Interest for Streetscape Advisory Committee

Good morning Asif,

Please accept my expression of interest for the ULSC Streetscape Advisory Committee as a community representative. As an involved community member of Gunning, Secretary of Gunning District Association (GDA) and with my professional history, I believe I am well placed to undertake this role.

I am a proud father of four children; my family keep me well involved with community groups in the area including the Lions Club, school, karate club and soccer team. I would enjoy having the chance to work towards ensuring this region will continue to grow and develop for the benefit of my family; I see the Streetscape Project as an important way of improving our towns and villages in a cohesive way that will have many positive effects for the next decade and beyond.

Along with the rest of the GDA committee, I have shown an ability to maintain a district-wide focus. GDA has worked successfully on projects with Progress Associations and groups in Grabben Gullen, Collector, Breadalbane and Taralga, in addition to Section 355 committees in Gunning, The Gunning PA&I Show Committee, Gunning Fish River Rural Fire Brigade, Gunning & District Historical Society and, importantly, small business holders across the district. Also, GDA organised and hosted the Streetscape community engagement workshop in June this year and hopes to maintain our involvement in this project. It is the relationships created through this committee work that I would leverage upon to build further links and effectively communicate with the broader community about the Streetscape Project.

On a professional level, I have a 10 year history of working in Public Service and am currently the Assistant Director for Organisation Change with the Department of Veterans Affairs (in a part time capacity); I have also held roles in the Project Management Office at the Portfolio and Program levels and understand the value of building consensus and the principles of client centric design. It is especially important that stakeholders groups undertake the journey together and I would work to ensure I could support this wherever possible.

I thank you for taking the time to consider this application and am happy to answer any questions that might arise.

Kind Regards,  
Gavin Douglas  
Ph: 0423 245 470

---

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

---

**Susan Dicksbury**

---

**From:** Don McKay <thecodgers1@gmail.com>  
**Sent:** Monday, 27 August 2018 11:43 AM  
**To:** Upper Lachlan Shire Council  
**Subject:** Streetscape Advisory Committee

To Whom it May Concern

I hereby submit my expression of interest to be included as a community representative on Council's Streetscape Advisory Committee. I believe I have the necessary skills, experience and qualifications to be a worthwhile and active member of such a committee. Further details are available on request however a brief summary of my experience includes 15 years in local government as well as experience on Goulburn City Council. My academic resume includes university qualifications in Civil Engineering, Urban and Regional Planning as well as an MBA.

I hope the above meets with your approval and look forward to hearing from you. If there is any further information required please do not hesitate to contact me.

Yours Faithfully  
Don McKay

---

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

---

18 Kialla Road  
Crookwell NSW 2583

August 26, 2018

Upper Lachlan Shire Council Works Department  
Spring Street  
Crookwell NSW 2583

Re: Expression of Interest Streetscape Advisory Committee

As a fifth generation lifelong Crookwell resident with a strong interest in Crookwell's future development, I would like to apply to be part of the Streetscape Advisory Committee.

I was a member of the Crookwell Council's Landscape Advisory Committee from 1994-2004 until the committee was disbanded and was member of the selection panel which appointed Crookwell Council's first horticulturist.

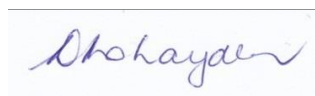
I am a member of the Crookwell Progress Association and have acted as secretary since its inception. Many of the issues included in the streetscape discussions have previously been raised by the Association.

Other involvement in local organisations include Crookwell Historical Society (secretary and treasurer for 25 years); Crookwell District Race Club (secretary/treasurer for 22 years). I am proud to have been named Crookwell's Australia Day Citizen of the Year in 2000.

I am familiar with the requirements of Section 355 committees through long association with the Landscape Advisory, Historical Society and Crookwell Country Weekend committees.

I would welcome the opportunity of liaising with local residents and business owners to give feedback to Council during the implementation of the streetscape plan.

Yours faithfully,



Dianne Layden  
Phone 0466996426  
Email: dlayden2@yahoo.com.au

**Susan Dicksbury**

---

**From:** Margie <margie.mac@bigpond.com>  
**Sent:** Tuesday, 21 August 2018 5:34 PM  
**To:** Upper Lachlan Shire Council  
**Subject:** Streetscape Committee

To whom it concern,

I wish to submit an expression of interest in the Streetscape Advisory Committee.

I own a small business in the main street of Gunning, I am a member of the Lions Club of Gunning and at present I am on the Tony Foley 355 Committee and also the Pye Cottage 355 Committee. I also am part of the Upper Lachlan Tourist Association.

Thank you for your time  
Margaret McPherson  
0408451446

Sent from [Mail](#) for Windows 10

---

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

---



**Susan Dicksbury**

---

**From:** Christopher Hinton <christopherbrett60@gmail.com>  
**Sent:** Saturday, 18 August 2018 8:58 PM  
**To:** Upper Lachlan Shire Council  
**Subject:** Interest in being on the streetscape committee

Hi there,  
Wishing to put forward my interest in being on the streetscape committee. I am a horticulturist with experience as a professional landscape designer and manager, my largest project being landscape manager of a 250 acre resort.

Regards

Chris Hinton  
0422865042

---

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

---

17<sup>th</sup> August, 2018

Works and Operations Department,  
Upper Lachlan Shire Council,  
Spring Street,  
CROOKWELL. N.S.W. 2583

EXPRESSION OF INTEREST STREETScape COMMITTEE.

I wish to lodge an expression of interest to become a member of the Upper Lachlan Shire Council Streetscape Committee.

I was the Shire's Horticulturist for almost 20 years until January 20<sup>th</sup>, 2016. As such I was heavily involved in all aspects of the town and village beautifications that occurred in that time.

I hold relevant qualifications in Horticulture which would help decision making on this Committee. I would look forward to seeing the streetscapes in the towns and villages move forward in a positive manner.

Margaret Carr.  
0428320052

---

## Works and Operations - 20 September 2018

---

**ITEM 11.5**                      **Gunning Pony Club - Request for Fee Waiver**

**FILE REFERENCE**    **I18/481**

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

### **ISSUE**

Council has received a request for waiver of Showground fees for use by the “Pony Club” in Gunning. This report provides a recommended way forward.

**RECOMMENDATION**      That -

1. Council make a one off contribution of \$1,800.00 to the Gunning Pony Club by waiving the Showground fees until 30 June 2019.
2. Council retains the “bond” for the proposed use by the Pony’s Club as per the standard practice.

---

### **BACKGROUND**

Council has received a request for waiver of the showground fees. A copy of the request is annexed as Attachment 1.

This report recommends the waiver of these fees for a maximum of 12 months based on usage until 30 June 2019.

### **REPORT**

Pony Club is an additional healthy activity within the township of Gunning. With limited opportunities for sporting facilities in country areas, it is wise Council support such activities to help the club get on its feet.

As the club is going through its formative phase, it does require support, however, Council must not support this club to create an ongoing liability for the entire community.

Council retains the bond for the use of the Showground. It is recommended that this bond is retained for the use by the Pony Club to ensure risk is managed.

### **POLICY IMPACT**

Councils have supported community groups in the past and this request is well within the role of the Council as a “Community Organisation.”

### **OPTIONS**

Council can chose to decline or accept the recommendation.

**FINANCIAL IMPACT OF RECOMMENDATIONS**

The estimated cost to Council is \$1,800. This waiver outside the budget can be seen as premise for other organisation to come forward and request waiver outside the budget process and create a management challenge for the organisation and community.

**RECOMMENDATION**      That -

1. Council make a one off contribution of \$1,800.00 to the Gunning Pony Club by waiving the Showground fees until 30 June 2019.
2. Council retains the “bond” for the proposed use by the Pony’s Club as per the standard practice.

**ATTACHMENTS**

1. <a href="#">↓</a>	Gunning Pony Club - Request for Use of Gunning Showground for Pony Club - Waiver of Fees Agreement Request	Attachment
----------------------	--	------------

From: Craig Hillier  
To: [Upper Lachlan Shire Council](#)  
Subject: Gunning Pony Club  
Date: Monday, 3 September 2018 7:47:54 PM

---

Dear Mursaleen Shah,

There is a committed group of people that have reformed the Gunning Pony Club after a 5 year hibernation. Pony Club is a fun activity for children and young adults up to the age of 25 where they can bring their own horse along and be taught about horsemanship.

Previously the Gunning Pony Club utilized the Gunning show grounds particularly the rodeo arena and cutting out yards. We have been informed that in the past Gunning Pony Club and the council had an agreement that the Council waviered the hire fees of the grounds as the Gunning pony club helped maintain the facilities. We are hoping that this agreement might still be standing.

As we are just kicking off again we have very limited money as we have a small amount of confirmed new members, which we are hoping this will increase over the coming years.

The membership fees that are paid go the the state pony club and they then pay for the insurance for our rally days which are held every second Sunday of the month.

We are hoping that we could come to an agreement the same or similar to before the pony club went into hibernation.

I look forward to discussing this further with you and await your reply.

Regards  
Craig Hillier  
President of Gunning Pony Club

Sent from my iPhone

---

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

---

---

## Works and Operations - 20 September 2018

---

**ITEM 11.6**                      **Woodhouselee Road - Sealing an Unsealed Section**

**FILE REFERENCE**    **I18/457**

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

### **ISSUE**

Council have stepped in to undertake the sealing of part of the unsealed section of Woodhouselee Road as a part of the Crookwell 2 Windfarm “Deed” signed with the proponent of the development - Council has accepted \$1,100,000 to undertake the proposed works.

**RECOMMENDATION**      That -

1. Council receive and note the report as information.

---

### **BACKGROUND**

Council agreed and signed a “Deed” with the proponents of the Crookwell 2 Windfarm development to seal the unsealed section of Woodhouselee Road. The “Deed” required the road to be sealed by May 2018. However, with the proponent failing to meet the deadline, Council have stepped in to undertake these works internally by Council staff.

This report provides information to Council of the acceptance and update on the Works Program.

### **REPORT**

The unsealed section in question is over 2 km long and Council’s internal estimate based upon the prepared design suggests that the proposed works can be undertaken by Council staff within the available funds.

There is a risk of cost over run, however, there is the guarantee that the works will definitely be undertaken within the provided time frames.

Timelines for this project are provided on Council’s website under the public works program. This program is being continually updated to keep the community informed regarding the progress of this report.

The scope of works include the sealing of the existing unsealed road within the existing alignment, using \$1,100,000 of the funds from the windfarm developers.

An invoice for \$1,100,000 has been issued to the windfarm for payment.



## ***Works and Operations***

### **WOODHOUSELEE ROAD - SEALING AN UNSEALED SECTION** cont'd

#### **POLICY IMPACT**

Council have previously undertaken such works for wind farm proponents. It is viable for Council to undertake the works using internal resources and will provide certainty to the community on the proposed agreed outcomes.

#### **OPTIONS**

Council can further negotiate for the works to be undertaken by the proponents of the windfarm, however, there are concerns related to the timing and there are no guarantees of the quality of the works delivered.

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

An additional income and expense of \$1,100,000 will be reflected in the Council accounts. The net anticipated cost to the community is nil.

#### **RECOMMENDATION**      That -

1. Council receive and note the report as information.

#### **ATTACHMENTS**

1. <a href="#">Download</a>	Global Power Generation - Acknowledge of Step-in - Crookwell II Windfarm-	Attachment
-----------------------------	---	------------



Canberra, 10<sup>th</sup> September 2018

Upper Lachlan Shire Council

CODE: 20180910-CR2-CDP-ULS-002

SUBJECT: Acknowledge if "Step in" notice

Dear Mursaleen Shah

In reply to your letter dated on the 24<sup>th</sup> August, we would like to confirm you that we acknowledge and agree the Council intend to "step in" in accordance with Clause 3 of the "Deed" and confirm the amount of \$ 1.1m plus GST.

In the same way, we confirm that the invoice is being processing and it will be paid this week. We will communicate to the CCC to be held on Wednesday 12th September that the funds have been transferred to the Council.

A handwritten signature in blue ink, appearing to read 'David Santo Tomas', with a stylized flourish underneath.

DAVID SANTO TOMAS  
Crookwell 2 Project Director

---

## Works and Operations - 20 September 2018

---

**ITEM 11.7**                      **Acquisition of Land - Council Depot**

**FILE REFERENCE**    **I18/500**

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

### **ISSUE**

Council is in the process of acquiring some land that is part of the Crookwell depot for the operational use of the Council. This report recommends to Council, that it proceeds with the proposed acquisition and retains the depot at its existing location.

**RECOMMENDATION**      That -

1. Council compulsory acquire Lot 7006 DP 1027032 and Lot 7009 DP 7027045 for the operational use of the Council depot;
2. Council retains the Crookwell depot at its existing location;
3. Council grants permission to the proposed acquisition as Trust Manager for lot 7006;
4. Council authorise the Mayor and the General Manager to sign and seal the proposed acquisition and make an application to the Minister for the Compulsory Acquisition of the proposed Lot 7006 DP 1027032 and Lot 709 DP 7027045.

---

### **BACKGROUND**

Council is in the process of acquiring a section of the land currently used by the Council as a part of the existing depot operations. Copy of the letter from Crown Lands and Council's solicitor is attached as Attachment 1. Before the acquisition can proceed, a resolution of the Council is required on the items mentioned in the letter from the NSW State Government.

This reports recommends to Council to proceed with the acquisition and authorise the Mayor and General Manager to undertake the necessary steps to implement Council resolution.

### **REPORT**

The existing depot of the Council is located on part of the Crown land. A copy of that part of the land is shown as Attachment 2.

Council is in the process of acquiring this land. The NSW State Government agreed to this transfer as indicated in the letter shown in Attachment 2.

As a Reserve Trust Manager for Lot 7006 for Public Recreation and Reserve 37557, Council must also grant permission to the proposed acquisition.

## **Works and Operations**

### **ACQUISITION OF LAND - COUNCIL DEPOT cont'd**

Further, Council has not located an alternative or suitable location for the depot. Council currently have WHS, Environmental and Operational needs to upgrade the depot. In the absence of an alternative location, it is recommended to retain the depot at its existing location.

The depot has been used by Council for several decades and given there are no immediate plans that affect this use, it is recommended that Council invest funds to bring the depot in line with the latest expectation of the staff and statutory requirements.

### **POLICY IMPACT**

Council must provide suitable WHS and amenity to the staff. In addition, the existing depot must be seen as complying with WHS and Environmental Standards of the day that require investment from Council. In the absence of an alternative location, the upgrade to the existing Depot location creates the most economical solution.

### **OPTIONS**

Council can choose to either make a decision to acquire the land or to refuse the offer. It is not recommended to delay the upgrade to the depot.

### **FINANCIAL IMPACT OF RECOMMENDATIONS**

The estimated costs for the acquisition can be funded within the existing Operational Plan.

### **RECOMMENDATION**      That -

1. Council compulsory acquire Lot 7006 DP 1027032 and Lot 7009 DP 7027045 for the operational use of the Council depot;
2. Council retains the Crookwell depot at its existing location;
3. Council grants permission to the proposed acquisition as Trust Manager for lot 7006;
4. Council authorise the Mayor and the General Manager to sign and seal the proposed acquisition and make an application to the Minister for the Compulsory Acquisition of the proposed Lot 7006 DP 1027032 and Lot 709 DP 7027045.

### **ATTACHMENTS**

1. <a href="#">↓</a>	Robert J McCarthy & Co - Application for Compulsory Acquisition Council Depot - NSW Department of Primary Industries Lands - Spring Street Crookwell	Attachment
2. <a href="#">↓</a>	Crookwell Depot - Crown Land Acquisition Plan	Attachment

# Robert J McCarthy & Co.

Solicitors

McCarthy Lawyers Pty Ltd  
ABN: 52 612 991 821

88-90 Goulburn Street, Crookwell  
PO Box 6 Crookwell NSW 2583

Telephone : (02) 48321055  
Fax : (02) 48322194  
Email: [mail@rjmac.com.au](mailto:mail@rjmac.com.au)

PRINCIPAL  
Tim McCarthy B Com LLB

ASSOCIATE  
Dominic McCarthy LLB

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

UPPER LACHLAN SHIRE COUNCIL
CROOKWELL OFFICE
5 SEP 2018
File No:

Our Ref: DM:11333

5 September 2018

Dear Sir

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

We refer to prior correspondence concerning the above matter and confirm that we are now in a position to proceed with the Compulsory Acquisition of the above lands.

We enclose herewith the **Application for Compulsory Acquisition** for Council's execution. Kindly note that when returning the enclosed Application for Compulsory Acquisition, Council should provide the following: -

1. A copy of Council Minutes (with the date of the Council's Resolution) and which Resolution must address the following matters:-
  - a. That the acquisition will proceed by way of compulsory process;
  - b. That the Resolution must authorise the making of the Compulsory Acquisition Application by the Minister and/or the Governor.
2. A copy of Council's Report recommending that the matter proceed by way of Compulsory Acquisition (this is a requirement of the Department of Local Government).

We would be pleased if you would kindly provide the above information as soon as convenient together with the duly signed Compulsory Acquisition Application.

We note that we have undertaken the necessary searches of the Office of the Registrar under the Aboriginal Land Rights Act 1983 and National Native Title Tribunal. We are awaiting the return of these searches and we will attach the necessary copies prior to lodgement of the application.

Yours faithfully  
**ROBERT J MCCARTHY & CO**

  
Dominic McCarthy

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

## Annexure 2

### Application for the Compulsory Acquisition of Land

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

(Department of Local Government to Complete)

Application linked to

It is your responsibility to ensure that documents required (as outlined in the *Guidelines for the Compulsory Acquisition of Land by Councils*, June 2006) are submitted with the application(s).

The processing of applications will only proceed once all of the required information is received by the Department of Local Government.

#### 1. Details of Council

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

#### 2. Council's Resolution to Acquire Land

- 2.1 Date of resolution:
- 2.2 Does the resolution authorise acquisition by compulsory process? Yes/No
- 2.3 Does the resolution authorise making an application to the Minister/Governor? Yes/No
- 2.4 Copy of the official minutes recording the resolution provided? Yes/No  
(attach)
- 2.5 Copy of the report recommending compulsory acquisition provided? Yes/No  
(attach)

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



### 3. Legislative Provisions Allowing Acquisition

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

### 4. Purpose of the Acquisition

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

The acquisition of Lots 7006 DP 1027032 and Lot 7009 DP 1027045 is required as the lands.....  
are currently utilised as the depot site for the Upper Lachlan Shire Council and to ensure that  
all ongoing Occupational Health and Safety requirements can be met.

### 5. Land to be Acquired

- 5.1 Description of the land [no part lot numbers]
- Lot: 7006 ..... DP: 1027032
- Lot: 7009 ..... DP: 1027045
- Lot: ..... DP: .....
- Lot: ..... DP: .....
- Lot: ..... DP: .....
- (Attach 2 copies of the marked registered plan in A4 size)

- 5.2 Date & formal copy of title search provided? Yes/~~No~~  
(attach copy) 16/1/2018
- 5.3 Is the land to be acquired a public road? ~~Yes~~/No  
(If No, go to 5.5)
- (If Yes, reason for not proceeding under the road closure provisions of the *Roads Act* 1993)
- .....
- .....
- .....
- .....
- (If Yes, description of public consultation conducted)
- .....
- .....
- .....
- .....
- (If Yes, description of consultation with any Utility authorities occupying the road or road reserve)
- .....
- .....
- .....
- .....
- 5.4 Is the land to be acquired a Crown road or an unformed council road? ~~Yes~~/No  
(If No, go to 5.7)  
(If Yes, go to 5.6)
- 5.5 Is the land to be acquired Crown Land? Yes/~~No~~  
(If No, go to 5.7)
- 5.6 Department of Lands/Crown Agency consent to council acquiring the land? Yes/~~No~~  
(attach copy)
- 5.7 Any easements/leases/other interests affecting the land? ~~Yes~~/No

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

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

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

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

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

## 6. Landowners

6.1    Name(s) of landowner(s):

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

6.2    Address of landowner(s):

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

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

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

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

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

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

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

6.4 History of contact with the land/interest owner(s) provided?  
(attach copy(s))

Yes/~~No~~

6.5 Is the acquisition owner-initiated?  
(If No, go to 6.8)

~~Yes~~/No

6.6 Is owner-initiated request submitted by all owners?  
(attach statement)  
(If Yes, go to 6.7)

Yes/No **N/A**

6.7 Has council made 'diligent inquiries' to identify all land owners?  
(attach copy(s))  
(If No, application can not proceed unless 'due diligence' requirements also complied with)

Yes/No **N/A**

6.8 Has 'hardship' been established?  
(attach copies of all supporting documents)

~~Yes~~/No

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

Yes/~~No~~

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

~~Yes~~/No

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

~~Yes~~/No

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

~~Yes~~/No

## 7. Native Title

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

Yes/~~No~~

7.2 Does council claim that native title has been extinguished?

~~Yes~~/No

7.3 If Yes, legal or Department of Lands opinion obtained? Yes/No  
(attach copy)  
(If the legal or Department of Lands opinion on the extinguishment of native title is not provided, the application cannot proceed)

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

## 8. Compensation Payable (Acquisitions by Agreement)

8.1 Estimate of compensation payable: N/A

## 9. Re-sale

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

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

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

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

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

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

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

## 10. Reduction of Notice Requirements

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

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

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

10.4 Reasons for notice reduction: .....

.....

.....

.....

.....

.....

#### 11. Urgent Processing of Application

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

11.2 Reasons: .....

.....

.....

.....

.....

#### 12. Certification

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

Name: .....

Signature: .....

Date: .....





LAND  
REGISTRY  
SERVICES

## Title Search



NEW SOUTH WALES LAND REGISTRY SERVICES - TITLE SEARCH

FOLIO: 7006/1027032

SEARCH DATE	TIME	EDITION NO	DATE
16/1/2018	9:54 AM	-	-

CERTIFICATE OF TITLE HAS NOT ISSUED

LAND

----

LOT 7006 IN DEPOSITED PLAN 1027032  
AT CROOKWELL  
LOCAL GOVERNMENT AREA UPPER LACHLAN SHIRE  
PARISH OF CROOKWELL COUNTY OF KING  
TITLE DIAGRAM DP1027032

FIRST SCHEDULE

-----

THE STATE OF NEW SOUTH WALES (CA131390)

SECOND SCHEDULE (3 NOTIFICATIONS)

-----

- \* 1 THE LAND IS A RESERVE WITHIN THE MEANING OF PART 5 OF THE CROWN LANDS ACT 1989 AND THERE ARE RESTRICTIONS ON TRANSFER AND OTHER DEALINGS IN THE LAND UNDER THAT ACT, WHICH MAY REQUIRE CONSENT OF THE MINISTER.
- \* 2 LIMITED TITLE. LIMITATION PURSUANT TO SECTION 28T(4) OF THE REAL PROPERTY ACT, 1900. THE BOUNDARIES OF THE LAND COMPRISED HEREIN HAVE NOT BEEN INVESTIGATED BY THE REGISTRAR GENERAL.
- \* 3 THE PLAN DEFINING THE LAND IN THIS FOLIO WHICH WAS PREPARED FOR IDENTIFICATION PURPOSES IS NOW SUITABLE FOR TITLE ISSUE. IT IS NOT A CURRENT PLAN IN TERMS OF SECTION 7A OF THE CONVEYANCING ACT 1919.

NOTATIONS

-----

UNREGISTERED DEALINGS: NIL

\*\*\* END OF SEARCH \*\*\*

11333

PRINTED ON 16/1/2018

\* Any entries preceded by an asterisk do not appear on the current edition of the Certificate of Title. Warning: the information appearing under notations has not been formally recorded in the Register. InfoTrack an approved NSW Information Broker hereby certifies that the information contained in this document has been provided electronically by the Registrar General in accordance with Section 96B(2) of the Real Property Act 1900.

Copyright © Office of the Registrar-General 2018

Received: 16/01/2018 09:54:13



LAND  
REGISTRY  
SERVICES

## Title Search



NEW SOUTH WALES LAND REGISTRY SERVICES - TITLE SEARCH

FOLIO: 7009/1027045

-----

SEARCH DATE	TIME	EDITION NO	DATE
-----	----	-----	----
16/1/2018	9:54 AM	-	-

CERTIFICATE OF TITLE HAS NOT ISSUED

LAND

-----

LOT 7009 IN DEPOSITED PLAN 1027045  
AT CROOKWELL  
LOCAL GOVERNMENT AREA UPPER LACHLAN SHIRE  
PARISH OF CROOKWELL COUNTY OF KING  
TITLE DIAGRAM DP1027045

FIRST SCHEDULE

-----

THE STATE OF NEW SOUTH WALES (CA131391)

SECOND SCHEDULE (3 NOTIFICATIONS)

-----

- \* 1 THE LAND IS A RESERVE WITHIN THE MEANING OF PART 5 OF THE CROWN LANDS ACT 1989 AND THERE ARE RESTRICTIONS ON TRANSFER AND OTHER DEALINGS IN THE LAND UNDER THAT ACT, WHICH MAY REQUIRE CONSENT OF THE MINISTER.
- \* 2 LIMITED TITLE. LIMITATION PURSUANT TO SECTION 28T(4) OF THE REAL PROPERTY ACT, 1900. THE BOUNDARIES OF THE LAND COMPRISED HEREIN HAVE NOT BEEN INVESTIGATED BY THE REGISTRAR GENERAL.
- \* 3 THE PLAN DEFINING THE LAND IN THIS FOLIO WHICH WAS PREPARED FOR IDENTIFICATION PURPOSES IS NOW SUITABLE FOR TITLE ISSUE. IT IS NOT A CURRENT PLAN IN TERMS OF SECTION 7A OF THE CONVEYANCING ACT 1919.

NOTATIONS

-----

UNREGISTERED DEALINGS: NIL

\*\*\* END OF SEARCH \*\*\*

11333

PRINTED ON 16/1/2018

\* Any entries preceded by an asterisk do not appear on the current edition of the Certificate of Title. Warning: the information appearing under notations has not been formally recorded in the Register. InfoTrack an approved NSW Information Broker hereby certifies that the information contained in this document has been provided electronically by the Registrar General in accordance with Section 96B(2) of the Real Property Act 1900.

Copyright © Office of the Registrar-General 2018

Received: 16/01/2018 09:54:13



Department  
of Industry

Our Ref: 17/07332 (Account: 587002)  
Your Ref:  
Date: 15 December 2017

Upper Lachlan Shire Council  
PO Box 42  
GUNNING NSW 2581

Attention: Craig Smart

**Proposed Compulsory Acquisition of Crown Land  
for Council Depot at Crookwell**

I refer to your letter dated 22 June 2017 regarding the proposed compulsory acquisition of *Part Lot 7006 DP 1027032 and Part Lot 7009 DP 1027045* as outlined on the attached diagram.

Department of Industry - Crown Lands and Water consents to the above acquisition proceeding under the provisions of the Land Acquisition (Just Terms Compensation) Act 1991 (LAJTCA) subject to:-

- Consent to acquire is valid for a period of 12 months from the date of this letter and as such the *Notice of Acquisition* must appear in the *Government Gazette* within this period;
- Should the acquisition not be finalised within 12 months from the date of this letter, you will need to reapply for consent and additional administration fees may apply;
- Until such time as the acquisition has been finalised entry upon or use of the Crown land for any purpose will require the written consent of the Department;
- The amount of compensation payable will be that as defined in Section 55 of the LAJTCA and is to be determined by the Valuer General;
- Concurrence of Lachlan Shire Council being the Reserve Trust Manager of Lot 7006 for Public Recreation and Reserve 37557 for Access must be obtained prior to the acquisition proceeding;
- The acquisition is to be completed in accordance with the Native Title Act 1993 and as such you will need to make your own enquiries to ensure full compliance with the respective requirements;

[CL\\_acquisitions@crowmland.nsw.gov.au](mailto:CL_acquisitions@crowmland.nsw.gov.au)  
[www.crowmland.nsw.gov.au](http://www.crowmland.nsw.gov.au)

2/437 Hunter Street  
NEWCASTLE NSW  
PO Box 2215 DANGAR NSW 2309

- Any current Aboriginal Land Claims identified by the Department at the time of consent will be noted below, however you may wish to make your own enquiries with the Office of the Registrar, Aboriginal Land Rights Act 1983 (NSW) to ensure all current claims are identified and appropriately dealt with prior to the acquisition proceeding;
- No Aboriginal Land Claims exists as at 15 December 2017

If you agree, and have satisfied the above matters, acquisition may proceed under the provisions of Section 29(4) LAJTCA.

This letter is to be treated as a formal claim for compensation by the State of NSW under Section 39 of the LAJTCA.

Following gazettal please forward a copy of the gazette notice, the compensation determination and your cheque for the compensation amount. A tax invoice will then issue for the compensation payment plus any statutory interest that may be payable under Section 49 of the LAJTCA.

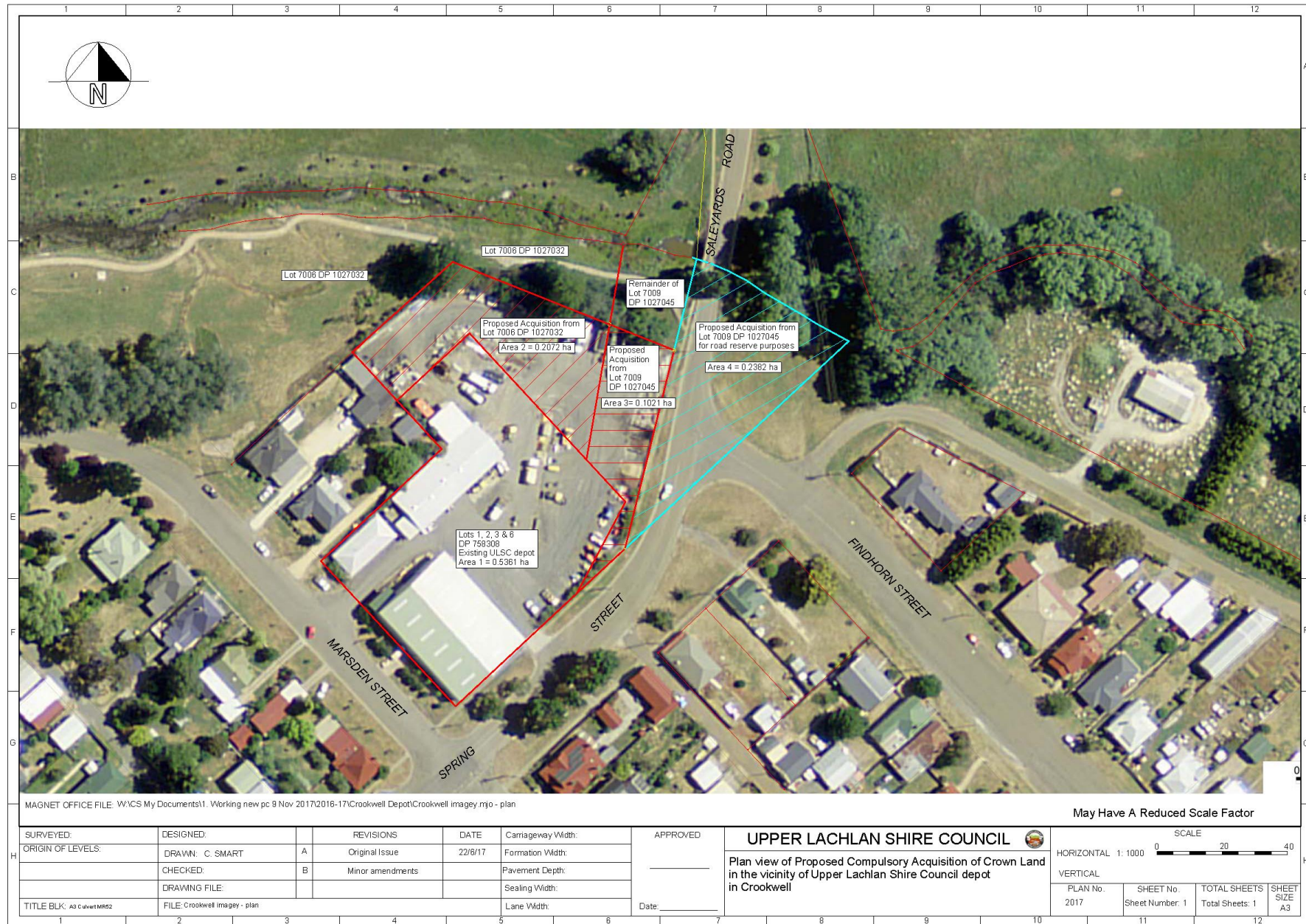
For any further enquiries please contact the Acquisitions Team on (02) 4937 9306 or email [CL.acquisitions@crowland.nsw.gov.au](mailto:CL.acquisitions@crowland.nsw.gov.au)

Regards,



Ashleigh De Bono  
Property Development Project Officer  
Acquisitions Team  
Department of Industry - Crown Lands and Water





## **12      FINANCE AND ADMINISTRATION**

The following items are submitted for consideration -

12.1	Referral for Audit - 2017/2018 Financial Statements	172
12.2	Review of Council Internet and Email Policy	175
12.3	Review of Council iPad Policy	188
12.4	Review of Council Social Media Policy	197
12.5	Customer Request Management Policy	204



---

## Finance and Administration - 20 September 2018

---

**ITEM 12.1**                      **Referral for Audit - 2017/2018 Financial Statements**

**FILE REFERENCE**    **I18/461**

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

### **ISSUE**

Upper Lachlan Shire Council's 2017/2018 Financial Statements are required to be referred to the Audit Office of NSW as Council's external auditor, to conduct the independent audit.

### **RECOMMENDATION**      That -

1. Council resolves that the 2017/2018 Financial Statements be referred for independent audit by external auditors, Audit Office of NSW;
2. The Mayor, Deputy Mayor, General Manager and the Manager of Finance and Administration sign the Statement by Councillors and Management for the General Purpose and Special Purpose 2017/2018 Financial Statements;
3. Council adopt the 2017/2018 Financial Statements for Council, containing the General Purpose and Special Purpose Financial Statements; and
4. The General Manager be delegated the authority to authorise the Council 2017/2018 Financial Statements for issue immediately upon receipt of the Auditors Report and delegated the authority to finalise the date at which the Auditor's Report and Financial Statements are presented to the public.

---

### **BACKGROUND**

It is a legislative requirement under Section 413 (1) and (2), of the Local Government Act 1993, for Upper Lachlan Shire Council to resolve that the annual Financial Statements be referred for independent audit, by Council's external auditors.

### **REPORT**

Council has prepared the draft pre-audited 2017/2018 Financial Statements ready to be referred to the Audit Office of NSW through contractor Intentus Chartered Accountants to complete their conduct of audit and audit report on the Council's annual General Purpose and Special Purpose Financial Statements for year ended 30 June 2018.

The audit of Council's Financial Statements is scheduled to be undertaken by Intentus Chartered Accounts on 2-4 October 2018. As required in accordance with Section 418 (1) (b), of the Local Government Act 1993, public notice will be given for the presentation of the Financial Statements to be undertaken upon receipt of the Auditor's Report.

## ***Finance and Administration***

### **REFERRAL FOR AUDIT - 2017/2018 FINANCIAL STATEMENTS** cont'd

The Auditor's Report in conjunction with the Council Financial Statements will be presented to the Ordinary Council Meeting, to be held on 15 November 2018. A representative from the Audit Office of NSW or Intentus Chartered Accountants will attend the Ordinary Council Meeting and address the Council with respect to the Auditor's Report for the Financial Statements for the period ending 30 June 2018.

The 2017/2018 Financial Statements have been prepared in compliance with:-

- The Local Government Act 1993 (as amended) and Regulations made there under;
- The Local Government Code 26 of Accounting Practice and Financial Reporting Guidelines; and
- The Australian Accounting Standards and professional pronouncements.

To the best of my knowledge and belief these Financial Statements:-

- Present fairly the Council's operating result and financial position for the year; and
- Accords with Council's accounting and other records.

The Auditor's Report will not be available until the November Council Meeting. A comprehensive overview report will be provided at that meeting detailing the financial performance and position of Council.

Section 420 (2), of the Local Government Act 1993, provides that a submission to the Financial Statements must be in writing and is required to be lodged with Council within seven days after the day on which the Financial Statements are presented to the public.

Therefore, any submissions received will be referred to Council's auditors for comment and/or action as necessary. If warranted, the matter will be responded to by Council at its next Ordinary Meeting.

#### **Financial Performance**

Upper Lachlan Shire Council has achieved a surplus Net Operating Result from all Council Activities (before capital grants and contributions) totalling \$1.4 million. Council is at present in a sound financial position to meet all provisions and liabilities. The Statement of Performance Measurement to the Financial Statements provides further information and associated graphs which outline the financial management and sound financial position of Council and comparison to previous year's results.

The Financial Statements contain information detailing there was the revaluation of Buildings, Other Structures and Operational Land asset classes "at fair value" as at 30 June 2018. The valuation was completed by Scott Fullarton Valuations Pty Ltd. The Office of Local Government specifies that the revaluation of Council individual asset classes is to be conducted at minimum once every five (5) years."

**Please Note: The 2017/2018 Financial Statements will be distributed to Councillors as a separate Appendix after the distribution of the Council Meeting business paper but prior to the Council Meeting.**

**POLICY IMPACT**

Nil

**OPTIONS**

Nil

**FINANCIAL IMPACT OF RECOMMENDATIONS**

The Financial Statements show the financial performance and financial position of Upper Lachlan Shire Council as at 30 June 2018.

**RECOMMENDATION** That -

1. Council resolves that the 2017/2018 Financial Statements be referred for independent audit by external auditors, Audit Office of NSW;
2. The Mayor, Deputy Mayor, General Manager and the Manager of Finance and Administration sign the Statement by Councillors and Management for the General Purpose and Special Purpose 2017/2018 Financial Statements;
3. Council adopt the 2017/2018 Financial Statements for Council, containing the General Purpose and Special Purpose Financial Statements; and
4. The General Manager be delegated the authority to authorise the Council 2017/2018 Financial Statements for issue immediately upon receipt of the Auditors Report and delegated the authority to finalise the date at which the Auditor's Report and Financial Statements are presented to the public.

**ATTACHMENTS**

1. ➡	Upper Lachlan Shire Council Financial Statements - 30 June 2018	Appendix
------	---	----------

---

## Finance and Administration - 20 September 2018

---

**ITEM 12.2**                      **Review of Council Internet and Email Policy**

**FILE REFERENCE**    I18/496

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

### **ISSUE**

A review of Council's Internet and Email Policy.

**RECOMMENDATION**      That -

1. Council adopts the reviewed Internet and Email Policy.

---

### **BACKGROUND**

Nil

### **REPORT**

Attached to this report is the Upper Lachlan Shire Council Internet and Email Policy.

### **POLICY IMPACT**

Review of an existing Council Policy.

### **OPTIONS**

Nil


### **FINANCIAL IMPACT OF RECOMMENDATIONS**

Nil

**RECOMMENDATION**      That -

1. Council adopts the reviewed Internet and Email Policy.

### **ATTACHMENTS**

1. <a href="#"></a>	Internet and Email Policy Adopted 17 December 2015 - Resolution xxx15 - Review 2018	Attachment
--	---	------------

<b>POLICY:-</b>	
Policy Title:	<b>Internet and Email Policy</b>
File Reference:	TRIM F10/618
Date Policy was adopted by Council initially:	21 October 2004
Resolution Number:	267/04
Other Review Dates:	19 March 2009, 21 June 2012 and 17 December 2015
Resolution Number:	117/09, 187/12 and 369/15
Current Policy adopted by Council:	20 September 2018
Resolution Number:	XXX/18
Next Policy Review Date:	2021

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

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

## **OBJECTIVE**

The objective of this policy is to identify the acceptable use of Council's Internet, email and mobile computing systems; i.e. laptops and Ipads.

## **POLICY STATEMENT**

The Upper Lachlan Shire Council recognises that email is a modern method of communication that utilises the Internet and enhances the timely sharing of information, improves staff productivity and increases customer accessibility to Council. Council identifies that the adoption of email systems will promote communication between Council and its community.

Upper Lachlan Council provides email to its employees for the purposes of facilitating the work of Council and supporting associated communication processes. The email system is also provided for the public, and people who deal with Council, as an additional avenue of communication to Council. Additionally, email has been adopted as a tool to support Council in facilitating on line service delivery to its community.

The email system and its contents remain the property of Council. It is acknowledged that email messages constitute organisational records. Council reserves the right to manage, store, records manage, maintain and repair the email system and its contents, and investigate illegal use or wrong doing. Misuse of email and Internet systems will result in disciplinary action and / or litigation if necessary.

Internal email use is to be restricted to the staff and Councillors of Upper Lachlan Shire Council and authorised persons as delegated by the General Manager. Email and Internet services are provided to Council staff for work related use. During business hours Council staff are to limit their personal use of Council's email and internet systems so as not to interfere with the business function or processes of Council. However, personal use of these systems is allowed outside business hours, as long as it is in accordance with this policy and not of an excessive nature.

Internal and outbound email use should conform to current legislation, and support Council's Operational Plan, vision, mission and strategic direction. Protocols for email use have been developed to support this policy.

## **BACKGROUND**

The Internet is a world-wide computer and communications network used by all sectors of the community for a variety of purposes.

The Internet is not a single network, but rather a collection of computer networks linked through well-defined interfaces. The lack of any central authority controlling or developing services presents certain drawbacks which staff should be aware of. Issues of concern, recognised within the Internet community, include:-



Confidentiality - The Internet should be regarded as an inherently insecure environment. Confidential information should not be transmitted on the Internet.

Data Protection - Do not publish or distribute personal information without the consent of the individuals concerned. The transmission of personal data of third parties should be avoided.

Copyright and Intellectual Property Rights must be observed.

Security Issues - The open nature of the Internet increases the risk of unauthorised access to networks and data. The maintenance of appropriate security measures is essential to ensure the confidentiality, integrity and availability of the Shire's data.

## **INTERNET GATEWAY MANAGEMENT**

The Information Technology section of the Finance and Administration Department is responsible for the management of all Internet gateway services, including the maintenance of security and firewall facilities.

The Internet gateway must be used for all LAN-based access to the Internet. No unauthorised access is allowed **this includes remote access via software such as TeamViewer,VNC ,VPN software.** All outgoing and incoming Internet traffic must be routed through the firewall and gateway facilities.

## **ADMINISTRATION OF INFORMATION SYSTEMS**

The Information Technology (IT) section of the Council's Finance and Administration Department is responsible to ensure the efficient use of Internet and email systems in accordance with this Policy. Council will ensure that email documents are properly managed for record keeping purposes. Directors and Managers are responsible to ensure the continued understanding of the policy and its protocols by Council staff.

Users need to be aware that under normal operations, all Internet traffic and web browsing is logged. All email traffic is logged and archived. This information is used to determine any major load or performance issues, and that during this process individual information may be viewed by Information Technology staff. If required, individual reports of email and Internet usage and copies of individual emails can be produced from these log and archive files.

All users are to have individual passwords to log onto the Council network for security purposes. All users are to maintain confidentiality of their login password.

The Council appointed Administrator is the Information Systems Coordinator. The Information Systems Coordinator and the IT Systems Support Officer will

have access rights to all user passwords. These designated IT Council Officers shall not disclose Council staff user passwords and will only use these details in their responsibility of administering corporate information systems.

## INTERNET AND EMAIL USAGE

Council fosters an environment where all staff are assured that the privacy of their communications will be respected as long as they abide by the organisation's stated policies.

While Council's information systems do allow the logging and screening of network activity in certain circumstances, the Council does not support pervasive and systematic surveillance of staff emails and web logs.

All users are to be conscious of the fact that improper use of email and Internet may pose a threat to Council information systems security and the legal liability of the Council organisation.

Access Restriction - Web browsers will be configured to screen and restrict access to sites that fall within specified prohibited categories.

Software - Use of non-standard Internet software is prohibited. Modification of standard Internet software to bypass security measures is prohibited.

All users are to be aware that large files and email attachments can have a detrimental effect on Council's computer systems performance. Where a business need for cloud based transfer of information is identified, Dropbox is Council's preferred software for the transfer of corporate files to and from relevant contacts. If Council employees require access to Dropbox, they must lodge a request to Information Technology staff who will confirm the business need and arrange approval from the relevant Departmental Manager.

## CONDITIONS OF USAGE

- The Internet and email system may be accessible to all Council staff.
- Internet use is limited to reasonable use that supports the Upper Lachlan Shire Council's business.
- The Internet may be used for web browsing for work related activities.
- The Internet is not to be used for games or for excessive personal use.
- The use and access to 'streaming' Internet sites is not allowed. These sites may include radio stations, media sites, Skype, music, sport and movie sites.
- Council staff may not use and access social media or social networking sites for personal use during working hours; i.e. Facebook, Pinterest, Twitter, Instagram and MySpace.
- Internet etiquette is to be observed at all times.

- Council staff may use Internet services for personal development and/or professional development, outside Council working hours, provided it is not used for personal financial gain.
- Users should not open attachments from emails where they do not recognise the sender as the file could potentially be malware. Any alert reported by the antivirus software or unusual computer activity should be reported to Information Technology staff immediately.
- For security reasons users who receive Council confidential or restricted information via email must not forward these Council email messages to their own personal third party web based email account unless authorised by the General Manager. In circumstances where it is necessary to transmit confidential or restricted information via email the sender must ensure the following checks are carried out prior to sending the information:
  - ♦ The name and address of the intended recipient(s) are correct; and
  - ♦ The email message is clearly marked as 'Private and Confidential'
- When employees go on leave, it is their responsibility to ensure an out of office reply has been set for their email account prior to their leave commencing.

## **ABUSE OF USAGE**

Any user who, in the opinion of the General Manager, is considered to have abused the Internet service and email facility will have their access to the service(s) removed and may lead to disciplinary procedures.

The accessing of websites that are not directly related to the completion of Council business, during working hours, is to be kept to a minimum. Personal emails, while available to all users during working hours, shall not interfere with the business operations of Council.

Council will revoke the use of Internet and email systems because of misuse or serious abuse of usage by Council staff as listed below:-

- The sending of unsolicited emails (i.e. SPAM, chain letters and junk mail).
- Conducting business other than Council business, (i.e. secondary employment) without the approval of the General Manager.
- Promotion of a personal or commercial benefit.
- Violation of a copyright.
- Sending of **malware including** viruses or other destructive content.
- Sending and/or disclosing of inappropriate content (i.e. illegal, immoral, offensive or obscene material, pornographic, erotic images, race or religious based material).
- Sending emails using offensive language.
- Sending, disclosing and/or distributing personal or confidential information held by Council.

- Sending, disclosing and/or distributing slanderous and/or defamatory material.
- Sending emails as a form of harassment, bullying or threatening behaviour.
- Any act that contravenes a law or is a criminal offence.
- Any act that may have a negative impact to Council.

## **CRIMINAL ACTIVITY**

Hacking and illegal use of the Internet and any related criminal activities will result in the matter being referred to the Police for investigation and / or ICAC if necessary.

## **STAFF ACCESS TO THE INTERNET**

Internet and email services are available to all staff. The downloading or receipt via email of executable or program files from LAN-based workstations is prohibited without permission from Council's General Manager.

## **VIRUS SCANNING**

Council's Information Technology section shall ensure current virus scanning software is integrated with Internet services and will monitor executable and program files on the network.

The use of unauthorised software is strictly prohibited. Unauthorised software may be deleted from workstations and user areas on network drives without warning.

## **EMAIL ETIQUETTE**

Email should not be regarded as a secure medium. Email messages transmitted over the Internet may pass through many computer systems as they are routed to their destination. Messages can be intercepted and scanned for keywords and interception is undetectable.

Private email can be used infrequently, providing it does not interfere with work. All personal outgoing emails must include the following standard disclaimer:-

\*\*\*\*\*

**This message is intended for the addressee named and may contain confidential information. If you are not the intended recipient, please delete it and notify the sender. Views expressed in this message are those of the individual sender, and are not necessarily the views of the Upper Lachlan Shire Council, unless otherwise stated.**

\*\*\*\*\*

Subscription to mailing lists, unless work related, by Council employees, is prohibited. Email traffic may be monitored by Council's Information Technology section.

Accessing, or attempting to access, the email messages of another employee is prohibited and shall invoke disciplinary procedures. Council will access email messages only at the instruction of the General Manager or Police if there is suspected illegal use or evidence of abuse by a Council user.

## **RESPONSIBILITIES**

### **General Manager, Directors and Managers**

1. Ensuring that Council staff are aware of and have an understanding of the Internet and Email Policy and received a copy of the same;
2. Ensuring that Council staff comply with the “Conditions of Usage” requirements of the Internet and Email Policy; and
3. Implementing disciplinary procedures, in accordance with Council’s Code of Conduct and Disciplinary Policy, where there is proven misuse or improper use of Council’s Internet and/or email systems by Council staff.

### **Information Systems (IT) Officers**

1. Implementation and network administration of access for Council staff to Internet and email services; and
2. Reporting misuse (as per “Abuse of Usage” clause) of Council Internet and email services to the General Manager and relevant Departmental Director.

### **Council Staff, Councillors, Contractors and Authorised Users**

1. Have read and understood the Council Internet and Email Policy;
2. Adhere to the “Conditions of Usage” requirements as detailed herein the Council Internet and Email Policy;
3. Ensure their use of the Internet and email is consistent with ethical behaviour under the Council Internet and Email Policy and Code of Conduct;
4. Ensure that Council’s Records Management Policy is adhered to and all relevant work related documents, such as emails, are registered into **HPE Content Manager** electronic document management system;
5. All staff are responsible to regularly review their email account, action emails, and reduce the size and content of their user account as this has the potential to impact on Council information systems; i.e. WAN speeds and available space on Council servers; and

6. Report to their Manager and Information Systems Coordinator the receipt of unacceptable material from internal or external sources to allow blocking.

## **LEGISLATIVE PROVISIONS**

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

- Local Government Act 1993;
- Local Government (General) Regulations 2005;
- Independent Commission against Corruption Act 1988 and ICAC Guidelines;
- Work Health and Safety Act 2011 and Regulations;
- Anti Discrimination Act 1977;
- Local Government (State) Award 2017;
- Fair Work Act 2009;
- Equal Employment Opportunity Act 1987;
- Government Information (Public Access) Act 2009;
- Privacy and Personal Information Protection Act 1998;
- Environmental Planning and Assessment Act 1979;
- NSW State Records Act 1998;
- Industrial Relations / Workplace Surveillance Act 2005.
- Code of Conduct for Councillors, staff and delegates of Council;
- Council Information Technology Strategic Plan;
- Council Records Management Policy;
- Council Internal Control and Procedures Manual;
- Council Bribes, Gifts and Benefits Policy;
- Council Complaints Management Policy;
- Council Government Information (Public Access) Policy;
- Council Service Delivery Policy;
- Council Fraud and Corruption Prevention Policy;
- Council Public Access Policy;
- Council Statement of Ethical Principles;
- Council Social Media Policy;
- Council Mobile Telephone Policy;
- Council Disciplinary Policy; and
- Council Information Services Guidelines (Appendix to this Policy).

## **REVIEW OF POLICY**

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



## **APPENDIX**

### **INFORMATION SERVICES GUIDELINES**

#### **One-to-One Communications**

One-to-one communications are those in which a person is communicating with another person as if face-to-face: a dialogue. In general, rules of common courtesy for interaction with people should be in force for any situation and on the Internet it's doubly important where, for example, body language and tone of voice must be inferred.

#### **User Guidelines**

- Unless you are using an encryption device (hardware or software), you should assume that mail on the Internet is not secure. Never put in a mail message anything you would not put on a postcard.
- Respect the copyright on material that you reproduce.
- If you are forwarding or re-posting a message you've received, do not change the wording. If the message was a personal message to you and you are reposting to a group, you should ask permission first. You may shorten the message and quote only relevant parts, but be sure you give proper attribution.
- **Never send chain letters via electronic mail.** Chain letters are forbidden on the Internet. Your network privileges will be revoked. Notify your system administrator if you ever receive one.
- A good rule of thumb: Be conservative in what you send and liberal in what you receive. You should not send heated messages even if you are provoked.
- In general, it's a good idea to at least check all your mail subjects before responding to a message. Sometimes a person who asks you for help (or clarification) will send another message which effectively says "Never Mind". Also make sure that any message you respond to was directed to you. You might be cc'd rather than the primary recipient.
- Make things easy for the recipient. Many mailers strip header information which includes your return address. In order to ensure that people know who you are, be sure to include a line or two at the end of your e-mail message with contact information. You can create this file ahead of time and add it to the end of your message.
- Be careful when addressing mail. There are addresses which may go to a group but the address looks like it is just one person. Know to whom you are sending.

- Watch cc's when replying. Do not continue to include people if the messages have become a 2-way conversation.
- Don't send unsolicited mail asking for information to people whose names you might have seen in documents or on mailing lists.
- Remember that people with whom you are communicating may be located across the globe. Allow time for the recipient to read mail, before assuming the mail didn't arrive or that they have not responded.
- Verify all addresses before initiating long or personal discourse.
- Know whom to contact for help. Usually you will have resources close at hand. Check locally for people who can help you with software and system problems. Also, know who to go to if you receive anything questionable or illegal. Most sites have a "Postmaster" aliased to a knowledgeable user, so you can send mail to this address.
- Remember that the recipient is a human being whose culture, language, and humour have different points of reference from your own. Remember that date formats, measurements, and idioms may not travel well. Be especially careful with sarcasm.
- Use mixed case. **UPPER CASE LOOKS AS IF YOU'RE SHOUTING.**
- Use symbols for emphasis. That *\*is\** what I mean. Use underscores for underlining. Be careful with slang and local acronyms.
- Be brief without being overly terse. When replying to a message, include enough original material to be understood but no more.
- Mail should have a subject heading which reflects the content of the message.
- If you include a signature keep it short. Rule of thumb is no longer than 4 lines. Remember that many people pay for connectivity by the minute, and the longer your message is, the more they pay.
- If you think the importance of a message justifies it, immediately reply briefly to an e-mail message to let the sender know you got it, even if you will send a longer reply later.
- Be aware of the size of a message you are sending. Including files such as postscript files or programs might make your message so large it cannot be delivered or at least consumes excessive resources.
- Do not send unsolicited information to people.

## **One-to-Many Communications Mailing Lists**

Any time you engage in one-to-many communications, all rules for e-mail should apply. After all, communicating with many people via one e-mail message is quite analogous to communicating with one person with the exception of possibly offending a great many more people than in on-to-one communication. Therefore, it is important to know as much as you can about the audience of your message.

### **User Guidelines**

#### **General Guidelines for mailing lists**

- Consider that a large audience will see your correspondence. Take care in what you write. Remember too, that mailing lists are frequently archived, and your words may be stored for a long period and many people may have access.
- Assume individuals speak for themselves, and what they say does not represent their organisation (unless stated explicitly).
- Remember that mail takes system resources. Pay attention to policies covering their uses.
- Messages and articles should be brief and to the point. Don't wander off the topic, don't ramble and don't send mail or post messages solely to point out other people's errors in typing or spelling.
- Subject lines should follow the conventions of the group.
- Forgeries and spoofing are not approved behaviour.
- Send of advertising material is prohibited.
- If you are sending a reply to a message or a posting be sure you summarise the original to give a context. This will make sure readers understand when they start to read your response. But, do not include the entire original.
- Be careful when you reply to messages. Frequently, replies are sent back to the address which originated the post - which in many cases is the address of the mailing list. You may accidentally send a personal response to a great many people, embarrassing all involved. It's best to type in the address instead of replying on "reply".
- If you find a personal message has been sent to a list or group, send an apology to the person and to the group.
- If you should find yourself in a disagreement with one person, make your responses to each other via e-mail, rather than continue to send

messages to the list. If you are debating a point on which the group might have some interest, you may summarise for them later.

- You should avoid disagreements by email correspondence. Neither post nor respond to incendiary material.
- Posting articles or sending messages to a group whose point of view is offensive to you simply to tell them they are offensive is not acceptable. Sexually and racially harassing messages will have legal implications.
- Send subscribe and unsubscribe messages to the appropriate addresses. It is your responsibility to learn how the lists work, and to send correct mail to the correct place. Be sure you know the conventions for subscribing and unsubscribing.
- In general, it is not possible to retrieve messages once you have sent them. Even your system administrator will not be able to get a message back once you have sent it. This means you must make sure you really want the message to go as you have written it.
- If you ask a question, be sure to post a summary. When doing so, truly summarise rather than send an accumulation of the messages you receive.
- Some mailing lists are private. Do not send mail to these lists uninvited. Do not repost e-mail from these lists to a wider audience.

---

## Finance and Administration - 20 September 2018

---

**ITEM 12.3**                      **Review of Council iPad Policy**

**FILE REFERENCE**    **I18/497**

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

### **ISSUE**

A review of Council's iPad Policy.

**RECOMMENDATION**      That -

1. Council adopts the reviewed iPad Policy.

---

### **BACKGROUND**

Nil

### **REPORT**

Attached to this report is the Upper Lachlan Shire Council iPad Policy.

### **POLICY IMPACT**

Review of an existing Council Policy.

### **OPTIONS**

Nil


### **FINANCIAL IMPACT OF RECOMMENDATIONS**

Nil

**RECOMMENDATION**      That -

1. Council adopts the reviewed iPad Policy.

### **ATTACHMENTS**

1. <a href="#"></a>	iPad Policy - Date Adopted 2012 - Resolution XX/15 - Review 2018	Attachment
--	--	------------

<b>POLICY:-</b>	
Policy Title:	<b>iPad Policy</b>
File Reference:	F10/618-05
Date Policy was adopted by Council initially:	20 December 2012
Resolution Number:	426/12
Other Review Dates:	17 December 2015
Resolution Number:	368/15
Current Policy adopted by Council:	20 September 2018
Resolution Number:	XXX/18
Next Policy Review Date:	2021

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

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



## OBJECTIVES

The objectives of this policy include:-

- To provide clear guidance on the issuing of Council owned iPads;
- To identify the acceptable use of Council owned iPads;
- To ensure the rules relating to Council owned iPads are applied consistently across the business; and
- To set out the standards of behaviour expected of iPad users, being the Councillors and Council staff, when making reference to Upper Lachlan Shire Council through various media platforms.

## BACKGROUND

The Upper Lachlan Shire Council recognises that a high proportion of the community either own or have access to iPads and that the use of these devices will promote communication between Council, Councillors, and its community. Additionally, iPads have been adopted as a tool to support Council in facilitating service delivery and productivity.

The iPad device will facilitate the electronic distribution of Upper Lachlan Shire Council meeting agendas, business papers and minutes. This device will allow reading, reviewing and/or commenting on large volumes of documents and will allow Councillors and senior management to perform these tasks in a paperless format.

The Apple iPad and similar devices are a line of tablet computers designed, developed and marketed as a platform for audio-visual media and web content. Such devices are not substitutes for more versatile laptop computers, and shall not be purchased as such.

Although this policy is stated as being for Apple iPads other brands of Council issued tablets, e.g. Samsung Tablets are also covered by this policy.

## POLICY STATEMENT

The provision of iPad devices is to Councillors of Upper Lachlan Shire Council, Council General Manager, Departmental Directors, Managers and operational staff as delegated by the General Manager. The iPad devices are provided to facilitate work related use.

The use of non-standard software and internet applications is prohibited; i.e. Skype, Pinterest, Facebook, Bebo, Friendster, Flickr, Twitter, Yahoo Groups, Google Groups, Whirlpool, and other similar sites. Modification of standard Internet software to bypass security measures is prohibited. The maintenance of appropriate security measures is essential to ensure the confidentiality and integrity of the Council's information.

## APPLICATION OF POLICY

This policy applies to Councillors and relevant Council senior management employees who are provided with access and usage of a Council owned iPad device.

Approval of an iPad purchase and associated data plan will be on a case-by-case basis at the discretion of the General Manager.

## ADMINISTRATION OF INFORMATION SYSTEMS

The General Manager and Departmental Directors are responsible to ensure the continued understanding of the policy and its protocols by relevant Council staff and elected Councillors.

All iPad users are to have individual passwords (pin number) for security purposes. All users are to maintain confidentiality of their login pin number.

The Council appointed Administrator is the **IT Systems Support Officer**. The Information Systems Coordinator and the IT Systems Support Officer will have access rights to all user passwords. These designated IT Council Officers shall not disclose Council staff user passwords and will only use these details in their responsibility of administering corporate information systems.

## TECHNICAL SUPPORT

The Information Technology section of the Finance and Administration Department is responsible for the management of information services and facilities; i.e. iPads, **tablets, smart phones**, laptops and computers.

**All Apple iOS updates are to be performed by Council IT staff.**

## EMAIL

Email should not be regarded as a secure medium. Messages can be intercepted and scanned for keywords and interception is undetectable.

Private email can be used infrequently, providing it does not interfere with work. All personal outgoing emails must include the following standard disclaimer:-

\*\*\*\*\*

**This message is intended for the addressee named and may contain confidential information. If you are not the intended recipient, please delete it and notify the sender. Views expressed in this message are those of the individual sender, and are not necessarily the views of the Upper Lachlan Shire Council, unless otherwise stated.**

\*\*\*\*\*

## **iPad USAGE**

Council fosters an environment where the privacy of communications will be respected as long as individuals abide by the organisation's stated policies.

While Council's information systems do allow the logging and screening of activity in certain circumstances, the Council does not support pervasive and systematic surveillance.

All users are to be conscious of the fact that improper use of iPad devices may pose a threat to Council information systems security and adversely impact on the potential legal liability exposure of the Council.

## **CONDITIONS OF USAGE**

- The iPad device is accessible to all Councillors, during their term of office.
- The iPad device is accessible to the General Manager, Departmental Directors, Managers and **selected operational staff**, during their employment at Council.
- iPad use is limited to reasonable use that supports the Upper Lachlan Shire Council's business.
- The iPad is to be used as the official means of electronic distribution of Upper Lachlan Shire Council Ordinary Meeting agendas, business papers and minutes of meeting.
- The iPad may be used as the means of electronic distribution of Committees of Council agendas, business papers and minutes of meeting.
- The iPad may be used for web browsing for work related activities.
- The use and access to 'streaming' Internet sites on the iPad is not allowed. These sites may include media sites, Skype, music, sport and movie sites.
- Council staff may not use and access social media or social networking sites for personal use during working hours; i.e. Facebook, Pinterest, and MySpace.
- Councillors and Council staff may not use the iPad to conduct business or secondary employment for personal financial gain.
- **Users are responsible for backing up the device, failure to do so may result in a loss of data.**

## **ABUSE OF USAGE**

Council will revoke the availability and use of an iPad because of misuse or serious abuse of usage as listed below:-

- Conducting business other than Council business, (i.e. secondary employment) without the approval of the General Manager.
- Promotion of a personal or commercial benefit.
- Violation of a copyright.

- Sending of viruses or other destructive content.
- Sending and/or disclosing of inappropriate content (i.e. illegal, immoral, offensive or obscene material, pornographic, erotic images, race or religious based material).
- Sending material that uses offensive language.
- Sending, disclosing and/or distributing personal or confidential information held by Council.
- Sending, disclosing and/or distributing slanderous and/or defamatory material.
- Sending emails as a form of harassment, bullying or threatening behaviour.
- Lending the iPad to a third party is strictly prohibited.
- Make disparaging or any adverse comment about Council, any policy or decision of Council or any of Council's related employees, contractors and other Councillors.
- Any act that contravenes a law or is a criminal offence.
- Any act that may have a negative impact to Council.

### **iPad OWNERSHIP**

The iPad device and associated accessories that have been issued by Council will at all times remain in the ownership of Council. If a Council employee resigns, retires or their employment is terminated for any reason that employee is required as part of the exit interview to return the iPad and accessories to Council.

If a Councillor resigns, retires or their election tenure finishes that Councillor is required to return the iPad and accessories to the General Manager.

Council issued iPads are not the personal property of Council officials or Council staff and may be reassigned or recalled if directed by the General Manager. Council reserves the right to require the return of the iPad at any time. If an iPad is requested to be returned it must be handed-in to the General Manager within 24 hours of the request being made.

### **ENFORCEMENT**

Users must comply with the requirements of this Policy. Any breach of this policy may result in disciplinary action which may include termination of employment (or, for Councillors referral to a Conduct Review Committee).

Other disciplinary action that may be taken includes, but is not limited to, issuing a warning, suspension or disconnection of access to Council's iPad either permanently or on a temporary basis.

## **CRIMINAL ACTIVITY**

Illegal use of an iPad device and any related criminal activities will result in the matter being referred to the Police for investigation and / or ICAC if necessary.

## **RESPONSIBILITIES**

### **Upper Lachlan Shire Council**

Council will be responsible for the payment of iPad expenses associated with:-

1. The purchase of all tablets including Apple iPad devices;
2. User licences for associated iPad use of Alive Dashboard;
3. Payment of monthly data plan and equipment charges, and review of the same;
4. Training and support charges;
5. The servicing and maintenance of the equipment; and
6. Repairs to the equipment.

### **General Manager**

1. Ensuring that Councillors and Council staff are aware of and have an understanding of the iPad Policy and received a copy of the same;
2. Ensuring that Councillors and Council staff comply with the “Conditions of Usage” requirements of the iPad Policy; and
3. Implementing disciplinary procedures, in accordance with Council’s Code of Conduct and Disciplinary Policy, where there is proven misuse or improper use of Council’s iPad.

### **Information Systems (IT) Officers**

1. Implementation, administration and technical support to all users of the iPad devices; and
2. Reporting misuse (as per “Abuse of Usage” clause) of Council iPad Policy to the General Manager.

### **Councillors and Authorised Users**

1. Have read and understood the iPad Policy;
2. Adhere to the “Conditions of Usage” requirements as detailed herein the Council iPad Policy;

3. Ensure their use of the iPad is consistent with ethical behaviour under the Council iPad Policy and Code of Conduct;
4. Ensure if an iPad is lost or stolen to immediately advise the General Manager; and
5. Ensure that Council's Records Management Policy is adhered to and all relevant work related emails are registered into TRIM document management system.

## **LEGISLATIVE PROVISIONS**

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

Local Government Act 1993;  
 Local Government (General) Regulation 2005;  
 Independent Commission against Corruption Act 1988 and ICAC uidelines;  
 Work Health and Safety Act 2011 and Regulations;  
 Anti Discrimination Act 1977;  
 Local Government (State) Award 2017;  
 Equal Employment Opportunity Act 1987;  
 Government Information (Public Access) Act 2009;  
 Privacy and Personal Information Protection Act 1998;  
 Environmental Planning and Assessment Act 1979;  
 NSW State Records Act 1998;  
 Industrial Relations / Workplace Surveillance Act 2005;  
 Code of Conduct for Councillors, staff and delegates of Council;  
 Council Information Technology Strategic Plan;  
 Council Internet and Email Policy;  
 Council Records Management Policy;  
 Council Internal Control and Procedures Manual;  
 Council Bribes, Gifts and Benefits Policy;  
 Council Complaints Management Policy;  
 Council Government Information (Public Access) Policy;  
 Council Service Delivery Policy;  
 Council Fraud and Corruption Prevention Policy;  
 Council Public Access Policy;  
 Council Statement of Ethical Principles;  
 Council Social Media Policy;  
 Council Mobile Telephone Policy; and  
 Council Disciplinary Policy.

## **REVIEW OF POLICY**

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



## USER ACKNOWLEDGEMENT

I ..... (The “Approved User”)  
acknowledge the following:-

1. That I have received, read and understood Council’s “iPad Policy”;
2. That I have been granted use of a Council iPad device in accordance with Council’s iPad Policy;
3. That I will comply with the requirements of this Policy and other related Council policies;
4. That I accept responsibility for and maintain security of the iPad device granted to me;
5. That I will reimburse Council for all data charges related to private and personal use made on the Council iPad;
6. That the iPad device, associated accessories and equipment must be returned upon my termination from Council’s employ or termination of Councillor election term, or at the direction of the General Manager;
7. The iPad device and other equipment identification allocated to me are:
  - a) iPad serial number .....
  - b) Mobile number.....
  - c) IMEI number .....
  - d) PIN number .....
  - e) Pin Lock number .....
  - f) Other equipment provided i.e. Leather case/ keyboard/ stylus Yes/No

Signed: (Councillor/Employee) \_\_\_\_\_

Date: \_\_\_\_\_

Approved: (General Manager) \_\_\_\_\_

Date: \_\_\_\_\_

---

## Finance and Administration - 20 September 2018

---

**ITEM 12.4**                      **Review of Council Social Media Policy**

**FILE REFERENCE**    **I18/498**

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

### **ISSUE**

A review of Council's Social Media Policy.

**RECOMMENDATION**      That -

1. Council adopts the reviewed Social Media Policy.

---

### **BACKGROUND**

Nil

### **REPORT**

Attached to this report is the Upper Lachlan Shire Council Social Media Policy.

### **POLICY IMPACT**

Review of an existing Council Policy.

### **OPTIONS**

Nil


### **FINANCIAL IMPACT OF RECOMMENDATIONS**

Nil

**RECOMMENDATION**      That -

1. Council adopts the reviewed Social Media Policy.

### **ATTACHMENTS**

1. <a href="#"></a>	Social Media Policy - 20 August 2015 - Resolution 220/15 - Review 2018	Attachment
--	--	------------

2.

<b>POLICY:-</b>	
Policy Title:	Social Media Policy
File Reference:	F10/618-05
Date Policy was adopted by Council initially:	21 June 2012
Resolution Number:	188/12
Other Review Dates:	20 August 2015
Resolution Number:	220/15
Current Policy adopted by Council:	20 September 2018
Resolution Number:	XXX/18
Next Policy Review Date:	2021

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

## 1. PURPOSE

This policy sets out the standards of behaviour expected of **Councillors**, Council staff and other associated users when making reference to Upper Lachlan Shire Council on social media platforms, including social networking sites when the person is using a computer or hand held device not owned or controlled by Council.

This policy also deals with acceptable use of the social media platforms for both Council social networking sites and non Council social networking sites.

## 2. APPLICATION OF POLICY

- 2.1 This policy applies to Council staff and Councillors who contribute to external blogs and sites including social networking sites who identify themselves as being associated with Council.
- 2.2 This policy applies to Council staff and Councillors who contribute to blogs on the Council social media and social networking sites.
- 2.3 This policy does not apply to personal use of social media platforms where the user makes no reference to Council or any of Council's employees, contractors, other Council Officials, related entities or any other person or organisation providing services to or on behalf of Council.

## 3. DEFINITIONS

### 3.1 In this policy:-

- (a) “**Blogging**” means the act of using web log or ‘blog’. ‘Blog’ is an abbreviated version of ‘weblog’ which is a term used to describe websites that maintain an ongoing chronicle of information. A blog is a frequently updated website featuring diary-style commentary, audio-visual material and links to articles on other websites.
- (b) “**Confidential Information**” includes but is not limited to trade secrets of Council; non-public information about the organisation and affairs of Council such as: pricing information such as internal cost and pricing rates, production scheduling software, special supply information; marketing or strategy plans; exclusive supply agreements or arrangements; commercial and business plans; contractual arrangements with third parties; tender policies and arrangements; financial information and data; training materials; technical data; schematics; proposals and intentions; designs; policies and procedures documents; concepts not reduced to material form; information which is personal information for the purposes of privacy law; and all other information obtained from Council or obtained in the course of working or providing services to Council that is by its nature confidential.
- (c) “**Computer**” includes all laptop computers and desktop computers.

6.

- (d) “**Council Official**” includes **Councillors**, Council employees, agents and contractors (including temporary contractors), administrators appointed under Section 256, of the Local Government Act 1993, members of Council Committees, conduct reviewers, delegates of Council, work experience employees and volunteers of the Council.
- (e) “**Hand held device**” includes all such devices which are used by users in the workplace of the Council (or a related corporation of the Council) or at any other place. Such devices include, but are not limited to; iPhones, tablets, Android devices, iPads, other handheld electronic devices, smart phones and similar products, and any other means of accessing social networking sites or a social media platform.
- (f) “**Intellectual Property**” means all forms of intellectual property rights throughout the world including copyright, patent, design, trade mark, trade name, and all Confidential Information and including know-how and trade secrets.
- (g) “**Person**” includes any natural person, company, partnership, association, trust, business, or other organisation or entity of any description and a person’s legal personal representative(s), successors, assigns or substitutes.
- (h) “**Social Networking Site**” and “**Social Media Platform**” includes; Facebook, Instagram, LinkedIn, Bebo, Friendster, Flickr, You Tube, Twitter, Yahoo Groups, Google Groups, Whirlpool, Skype, and other similar sites.

#### 4. USE OF SOCIAL NETWORKING SITES AND SOCIAL MEDIA PLATFORMS

- 4.1 When using Social Networking sites and Social Media Platforms, the Upper Lachlan Shire Council Code of Conduct and all other policies, procedures and guidelines must be followed by the User.
- 4.2 When contributing to a Social Networking Site or accessing a Social Media Platform, a user must not identify him or herself as representing Council or any of Council’s related entities unless specifically authorised to do so in writing by the Council’s General Manager.
- 4.3 As it may be possible for any user of an external site to conduct a search that will identify any comments about Council except where permitted in the policy otherwise, users must **not** publish any material which identifies themselves as being associated with Council or a related entity of Council.
- 4.4 A user must not disparage or make any adverse comment about Council, any policy or decision of Council or any of Council’s related entities, employees, contractors and other Council Officials or any other person or organisation providing services to or on behalf of Council.
- 4.5 A user must not harass, bully, intimidate or threaten another employee, contractor or other Council Official (or a person the User knows to be a relative

or associate of a Council Official) when contributing to a Social Networking Site or accessing a Social Media Platform.

- 4.6 A user may only disclose publicly available information and must not disclose or cause to be disclosed confidential or personal information held by Council.
- 4.7 A user must ensure that any information he or she posts about Council or a related entity of Council is informed, factually accurate and is approved for public viewing by the Council's General Manager.
- 4.8 A user must use a disclaimer when referring to Council or a related entity of the Council or a Council Official. Such a disclaimer is *"the views expressed in this post are mine only and do not necessarily reflect the views of Council"*.
- 4.9 A user must not transmit or send Council's documents or emails or text messages (in any format) to any external parties or organisations unless expressly authorised to do so.
- 4.10 If the user subsequently discovers a mistake in their blog or social networking entry, they are required to immediately take steps authorised by Council's General Manager to correct the mistake. All alterations should indicate the date on which the alteration was made. A user must monitor their relevant social media channels and make sure that they know what is being discussed and respond appropriately if issues arise.
- 4.11 Users must be aware of and adhere to Council's record management procedures. Council has regulatory and legal obligations to retain certain information as records. Users must ensure that all relevant information which will be interpreted as a Council position is captured and registered on Council's records management system. Online Council statements can be held to the same legal standing as traditional media communications.

#### **Use of Social Networking Sites and Social Media Platforms during ordinary work hours**

- 4.12 Council staff may not use and access Social Media or Social Networking sites for personal use during working hours. Council's ordinary work hours are generally 8am to 5pm.
- 4.13 Council staff are permitted to have access to Social Networking Sites and Social Media Platforms after ordinary work hours for personal use.
- 4.14 Using Social Networking Sites and Social Media Platforms for personal use must not impact upon Council resources or violate this Policy or any other Council Policy.
- 4.15 Users must not inappropriately use Social Networking Sites and Social Media Platforms. Inappropriate use includes but is not limited to:-



6.

- a) Using Social Networking Sites and Social Media Platforms to send, post or otherwise publish:-
  - i. Obscene messages or offensive language and content;
  - ii. Racially, religious and/or sexually harassing messages;
  - iii. Threatening, harassing or bullying messages;
  - iv. Information that is discriminatory in content;
  - v. Information that is unlawful or infringes on copyright;
  - vi. Slanderous and/or defamatory material; and
  - vii. Sexually explicit, pornographic material and/or erotic images.

## 5. REPRESENTATION

- 5.1 Users must not represent or indicate that they represent Council or any of its related entities unless specifically authorised to do so in writing by Council's General Manager.
- 5.2 If a user is authorised to represent the Council or any of its related entities, the user must disclose that he or she is an employee, contractor or other Council Official of the Council or a related entity and what the user's role and accountabilities are.

It is not appropriate to use corporate email addresses to create personal accounts in sites unrelated to Upper Lachlan Shire Council.

- 5.3 A user authorised to represent the Council or a related entity must ensure that:-
  - (a) Any content he or she publishes is factually accurate and complies with relevant policies of Council.
  - (b) He or she only comments on topics that fall within their area of responsibility at Council.
  - (c) He or she does not post material that is obscene, defamatory, threatening, harassing discriminatory or hateful to another person or entity or which causes (or could cause) insult, offence, intimidation or humiliation.
  - (d) He or she does not disclose another person's personal information.
  - (e) He or she respects copyright, privacy, financial disclosure, occupational health and safety employment or other applicable laws.
  - (f) He or she does not create and legal or contractual obligations in behalf of Council unless expressly authorised by Council.
  - (g) He or she does not send or cause to be sent chain or SPAM emails or text messages in any format.

## 6. WARNING

Apart from the potentially damaging effects a blog or social networking may have on the Council, inappropriate blogs on internal or external sites can also have adverse consequences for a user as the material remains widely and permanently accessible to other site users. Any posts on Council's Facebook page that violate Clause 14.15 (a) of this policy will be removed. Any posts that mentions Council staff by name or mentions confidential Council material will be removed immediately.

## **7. ENFORCEMENT**

- 7.1 Users must comply with the requirements of this Policy. Any breach of this policy may result in disciplinary action which may include termination of employment (or, for Persons other than employees, the termination or non-renewal of contractual arrangements).
- 7.2 Other disciplinary action that may be taken includes, but is not limited to, issuing a warning, suspension or disconnection of access to all or part of the Council's computer network whether permanently or on a temporary basis. If a breach of this policy is deemed serious enough Council make request a NSW Police investigation.

## **8. LEGISLATIVE PROVISIONS**

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

Local Government Act 1993;  
Local Government (General) Regulations 2005;  
Independent Commission against Corruption Act 1988 and ICAC Guidelines;  
Work Health and Safety Act 2011 and Regulations;  
Anti Discrimination Act 1977;  
Local Government (State) Award 2017;  
Fair Work Act 2009;  
Equal Employment Opportunity Act 1987;  
Government Information (Public Access) Act 2009;  
Privacy and Personal Information Protection Act 1998;  
Environmental Planning and Assessment Act 1979;  
Crimes Act 1900;  
State Records Act 1998;  
Industrial Relations / Workplace Surveillance Act 2005;  
Code of Conduct for Councillors, staff and delegates of Council;  
Council Information Technology Strategic Plan;  
Council Records Management Policy;  
Council Internal Control and Procedures Manual;  
Council Bribes, Gifts and Benefits Policy;  
Council Complaints Management Policy;  
Council Government Information (Public Access) Policy;  
Council Service Delivery Policy;  
Council Fraud and Corruption Prevention Policy;  
Council Internet and Email Policy;  
Council Mobile Telephone Policy; and  
Council Disciplinary Policy; and  
Council Facebook Comments Policy.

## **9. VARIATIONS**

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

---

## Finance and Administration - 20 September 2018

---

**ITEM 12.5**                      **Customer Request Management Policy**

**FILE REFERENCE**    I18/499

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

### **ISSUE**

Council is requested to adopt a new Customer Request Management Policy.

**RECOMMENDATION**      That -

1. Council adopts the new Customer Request Management Policy.

---

### **BACKGROUND**

Nil

### **REPORT**

Attached to this report is the Upper Lachlan Shire Council Customer Request Management Policy.

### **POLICY IMPACT**

Adoption of a new Council Policy.

### **OPTIONS**

Nil

### **FINANCIAL IMPACT OF RECOMMENDATIONS**

Nil

**RECOMMENDATION**      That -

1. Council adopts the new Customer Request Management Policy.

### **ATTACHMENTS**

1. <a href="#">Download</a>	Customer Request Management Policy - Date Adopted 2018	Attachment
-----------------------------	--	------------

<b>POLICY:-</b>	
Policy Title:	Customer Request Management (CRM) Policy
File Reference:	
Date Policy was adopted by Council initially:	20 September 2018
Resolution Number:	XXX/18
Other Review Dates:	N/A
Resolution Number:	N/A
Current Policy adopted by Council:	20 September 2018
Resolution Number:	XXX/18
Next Policy Review Date:	2021

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

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

## OBJECTIVE

This policy provides Council with a framework for assessing a customer service request and identifying the appropriate responses to customers, managing the service request for the duration of the action required to completion and recording the service request in Council's Customer Request Management (CRM) System.

This policy is to be read with other relevant Council policies, especially in making the distinction between; a service request or a complaint on a Council service or decision, and the proper management of Council's public records i.e. Council's Service Delivery Policy, Complaints Policy and Procedure and Records Management Policy.

## DEFINITIONS

**Act:** Means the Local Government Act 1993 (NSW)

**Business Day:** On a day where Council is normally open for business. i.e. Monday to Friday, excluding public holidays between 8.00am and 4.30pm each day.

**Community:** Means residents of, and all organisations within the Local Government Area of Upper Lachlan Shire Council.

**Complaint:** An expression of dissatisfaction or grievance with a Council service or asset including; policy, process, service or council officer.

Where Council has failed to meet the normal standards for service which has been, or should have been delivered, the Complaints Policy and associated procedures apply.

**Council:** The administration of Upper Lachlan Shire Council.

**Council Officer:** A current Council employee.

**Customer:** The people to whom a Council officer provides products and services, a customer can be internal or external to the Council. Internal parties include council staff, External persons/parties generally refers to ratepayers, residents, visitors, and business and community groups.

Elected Representatives representing themselves or external persons/parties are not considered to be a customer for the purposes of this policy.

**Customer Request Management (CRM) System:** is Council's management system for Customer Service Requests. Its purpose is to track workflow, record conversations with customers and the actions undertaken.

**Operational Area:** All Council departments and business units responsible for completing service requests.

**Service Request:** A request received by a Council officer to take some form of action to provide or improve a Council asset or service.

## **SCOPE**

- This policy applies to all Council Officers, particularly those who are responsible for logging, receiving and responding to Customer Service Requests.
- It is the responsibility of all managers/supervisors to ensure that staff are aware of the procedure to follow upon receiving a customer service request.
- This policy does not apply to matters that do not fall within Council's jurisdiction. These types of requests will however be referred to the appropriate external contact.
- Complaints and compliments that may be an expression of dissatisfaction or satisfaction about issues or services provided by Council are not service requests.
- The term customer request encapsulates:-
  - a. A situation whereby any external person or entity has communicated with Council in a manner that warrants a response or action.
  - b. A situation where a hazard has been identified or a significant internal request that requires follow-up by another Council Department.
  - c. A request for action that cannot be dealt with at the time the request is made.

## **PURPOSE**

- To address customer service requests in a consistent and structured manner which is transparent to customers.
- Provide guidance on what may constitute a reasonable service request or an improvement to service.
- Distinguish between service requests, complaints or complements to Council, and give direction of management of said requests.

## **BACKGROUND/SUPPORTING INFORMATION**

The Customer Request Management (CRM) system is a management module within Civica Pty Ltd's Authority software that provides an environment that manages all forms of communication between an organisation and its customers. It can be defined as:-

- A system that provides facilities to enable the management of the full lifecycle of a customer request from initiation through to finalisation.
- A system that enables organisations to manage verbal, paper based, email and electronic web based communications via the same set of business rules and workflows.



- A system that provides performance monitoring facilities across all organisations operations. Key features include; ease of use, browser based screens, category based definition of business rules by type of user, integration to document management applications, comprehensive and flexible workflow facilities, ease of administration, ease of interface to mobile and other external application and extensive reporting options.
- A system designed to meet the specific requirements of local government.

## **POLICY STATEMENT**

This policy prescribes the framework for the identification, creation, administration and management of customer service requests.

## **MANAGEMENT OF A CUSTOMER SERVICE REQUEST**

### **Types of requests for service**

The following types of requests are received by Council and should be processed through CRM:-

- Request for all services, internal or external;
- A request for Council to exercise it's regulatory or compliance functions.

## **PROCESSING A CUSTOMER SERVICE REQUEST**

Specific Council Officers are responsible for the logging and processing of a customer service requests, particularly those who are responsible for receiving and responding to customer requests, e.g. Council Department's customer service personnel.

### **Timeframes for response**

Council officers are provided with a level of authority to advise the customer of the likely timeframe to complete the action required. Where further evaluation is necessary before committing Council to undertake the work the customer will be informed accordingly. If a request cannot be fulfilled within the defined service standard, the customer will be advised, including an explanation of why this decision was taken.

In determining how to respond to a request for service Council will consider:

- Assessment of risk.
- Workplace Health and Safety factors.
- Statutory responsibilities.
- The content of Council's Operational Plan, Service Delivery Plan, Infrastructure Plan and Annual Works Program.
- Relevant Council policies and procedures.
- Service standards and response times for regular Council activities.
- If adequate operational resources are available to be diverted.

The circumstances of requests for service will vary greatly between customers. In the majority of cases requests will be processed promptly and the customer advised by the form of communication that they have requested.

Each operational area will have appropriate timeframes for communicating with customers. As a general guide;

- Responsible officers within the operational area will acknowledge customer service requests within five (5) working days.
- Each service request category will have its own completion target number of days.
- Responsible officers will provide the CRM reference number to the customer when lodging a service request. This can be done verbally and may be followed up in written correspondence (e-mail or letter) when requested by the customer.
- When a service request is lodged online the customer will receive a CRM reference number.
- Operational areas will complete the service request within the timeframe specified in the service request category.
- If the service request will not be completed within fifteen (15) working days the customer will be notified of the progress of their service request and the expected time frame.
- Proactive escalations will be enforced when service standards are not met.

### **Recording a service request**

A customer can make a request for service in a number of ways including:-

- Council's website
- Telephone
- E-mail
- Letter
- In person
- Any other form of contact Council makes available for its customers

All requests will be recorded in such a way that the operational areas of Council can complete their workflow process efficiently. The information will also be analysed for service improvement opportunities and statistical purposes for Council reporting. Documentation and forms associated with the request will be housed in the CRM system.

No distinction will be made between the methods of requesting a service and each will be given the same regard whether they are made remotely or in person. Requests made through the identified sources will be accepted, but depending on the seriousness or complexity of the service request, the customer may be requested to provide further information in a defined format.

For the sake of clarity, service requests made through an indirect channel, such as "blogs" or through social media directed to a third party, cannot reasonably be monitored and therefore cannot be accepted as a service request.

Customer Service Requests that are submitted without sufficient identifying customer details (anonymous persons) will not be actioned under the CRM System.

## **Process**

Each service activity in Council has been process-mapped and corresponding flowcharts developed with the following generic steps in mind;

1. Receipt and record the service request with the customer contact details into CRM.
2. Acknowledge the receipt of the service request.
3. Identify the appropriate council officer for the service request and distribute if necessary.
4. If the service request requires time to action, provide the customer with an explanation, approximate time of completion and the CRM reference number.
5. Record all responses and actions in CRM while the service request is unresolved.
6. At the completion of the service request, inform the customer, record the actions taken and close the CRM.
7. In the event that the service request is urgent i.e. tree over road, water main breakage, the customer service officer will contact the appropriate council officer or their supervisor immediately upon recording the request.

## **Customer Request Management System**

Council must maintain a customer request management system that records:

- Contact details of the customer.
- Details and date of the service request.
- Details of actions relating to the service request.
- Details of responses provided to the customer.
- The date the service request was completed or resolved.

## **ROLES AND RESPONSIBILITIES**

### **General Manager**

- To ensure the CRM system is available to capture these requests.
- To develop strategies for the improvement of service requests.
- To ensure compliance with this policy.

### **Directors and Managers**

- Proactive escalations are enforced when service standards are not met.
- All supervisors are to ensure their staff are aware of this policy and the procedure to follow upon receiving and processing a customer service request.

## **Council Officers**

- To read and understand the policies that address Customer Request Management.
- Delivery of predictable response times in accordance with defined services.
- Process customer request management as per the CRM procedure.

Examples of a valid customer service request includes:-

- Leaking water meter;
- Pot hole in a road;
- Dog barking;
- Supply of new garbage bin.

Examples of communications that are not a customer service request includes:-

- Rates enquiry where the information can be provided immediately or within a short time frame.
- Road closure information.
- Planning enquiry where information can be provided immediately or within a short time frame.
- Certificate applications (Section 603, Section 149, Section 64 Certificates).
- Permit applications (Section 138 Certificate, roadside grazing, and road closure).
- Government Information (Public) Access applications.

## **LEGISLATIVE PROVISIONS**

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

Local Government Act 1993;  
Local Government (General) Regulations 2005;  
Local Government Amendment (Governance and Planning) Act 2016;  
Independent Commission against Corruption Act 1988 and ICAC Guidelines;  
Work Health and Safety Act 2011 and Regulations;  
Anti Discrimination Act 1977;  
Local Government (State) Award 2017;  
Government Information (Public Access) Act 2009;  
Privacy and Personal Information Protection Act 1998;  
Environmental Planning and Assessment Act 1979;  
NSW State Records Act 1998;  
Public Interest Disclosures Act 1994;  
Ombudsman Better Service and Communication – Guidelines for Local Government;  
Ombudsman Unreasonable Complainant Conduct;  
Code of Conduct for Councillors, staff, contractors and delegates of Council;  
Council Community Strategic Plan;  
Council Delivery Program;  
Council Operational Plan;

Council Code of Meeting Practice;  
Council Code of Business Practice;  
Council Business Continuity and Disaster Recovery Policy;  
Council Interaction between Councillors and Staff Policy;  
Council Records Management Policy;  
Council Digital Information Security Policy;  
Council Privacy Management Plan;  
Council Internal Control and Procedures Manual;  
Council Bribes, Gifts and Benefits Policy;  
Council Complaints Management Policy;  
Council Government Information (Public Access) Policy;  
Council Grievance Policy; and  
Council Disciplinary Policy.

## **VARIATION**

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

## **13        GENERAL MANAGER**

The following items are submitted for consideration -

13.1	Election of Mayor (Section 225-230, Local Government Act, 1993)	214
13.2	Election of Deputy Mayor (Section 231, Local Government Act, 1993)	216
13.3	Council Agenda Format and Committees Structure	218
13.4	Payment of Expenses and Provision of Facilities Policy	243
13.5	Council Meetings - Times and Frequency	265
13.6	Disclosures by Councillors and Designated Persons Under Section 449, Local Government Act, 1993.	268



---

## General Manager - 20 September 2018

---

**ITEM 13.1**                      **Election of Mayor (Section 225-230, Local Government Act, 1993)**

**FILE REFERENCE**    **I18/232**

**AUTHOR**                      **General Manager**

### **ISSUE**

The election for the position of Mayor is to be undertaken in accordance with Schedule 7 of the Local Government (General) Regulation 2005.

**RECOMMENDATION**      That –

1. Council determine the method of election, being either by preferential ballot, by ordinary ballot or by open voting.
2. The General Manager declares the successful Councillor elected as Mayor, with that Councillor then to undertake the role of Meeting Chairperson.

---

### **BACKGROUND**

Under section 230(1) of the Local Government Act 1993, mayors elected by councillors now hold office for 2 years.

As Upper Lachlan Shire Council held its ordinary elections in September 2016, Council is now required to hold its mayoral election in September 2018, as the Mayor is elected by the Councillors.

### **REPORT**

Schedule 7 of the Local Government (General) Regulation 2005, provides details with respect to the election of Mayor by Councillors. Nominations are to be made to the General Manager and an election conducted, if necessary.

Council's Operational Plan has provided that the Mayor be paid an annual fee of \$25,880.00, which is paid in addition to the fee paid to the Mayor as a Councillor, a motor vehicle, a laptop or tablet and a mobile telephone are also supplied to be utilised in accordance with the position duties involved.

The General Manager (or a person appointed by the General Manager) is the Returning Officer for the election of Mayor.

A Councillor may be nominated without notice for election as Mayor and the nomination is to be made in writing by two or more Councillors, (one of whom may be the nominee). The nomination is not valid unless the nominee has indicated consent to the nomination in writing.

**General Manager**

**ELECTION OF MAYOR (SECTION 225-230, LOCAL GOVERNMENT ACT, 1993)**

cont'd

A nomination form has been provided to all Councillors and should be delivered or sent to the General Manager up until the time of the election to be held on Thursday, 20 September 2018 at approximately 6.00pm.

If only one Councillor is nominated, then that Councillor is elected.

If more than one Councillor is nominated, the Council is to resolve whether the election is to proceed by preferential ballot, by ordinary ballot or by open voting.

Clause 3 of Schedule 7 of the Local Government (General) Regulation 2005 also makes it clear that "ballot" has its normal meaning of secret ballot.

The following recommendation has been prepared on the basis that more than one Councillor is nominated for the position of Mayor.

**POLICY IMPACT**

Nil

**OPTIONS**

Nil

**FINANCIAL IMPACT OF RECOMMENDATIONS**

Nil

**RECOMMENDATION**      That –

1. Council determine the method of election, being either by preferential ballot, by ordinary ballot or by open voting.
2. The General Manager declares the successful Councillor elected as Mayor, with that Councillor then to undertake the role of Meeting Chairperson.

**ATTACHMENTS**

Nil

---

## General Manager - 20 September 2018

---

**ITEM 13.2**                      **Election of Deputy Mayor (Section 231, Local Government Act, 1993)**

**FILE REFERENCE**    **I18/233**

**AUTHOR**                      **General Manager**

### **ISSUE**

The election for the position of Deputy Mayor is to be undertaken in accordance with Schedule 7 of the Local Government (General) Regulation 2005.

**RECOMMENDATION**      That –

1. Council determine the method of election, being either by preferential ballot, by ordinary ballot or by open voting.
2. The Mayor declares the successful Councillor elected as Deputy Mayor.

---

### **BACKGROUND**

The annual election for the position of Deputy Mayor is to be undertaken in accordance with Schedule 7 of the Local Government (General) Regulation 2005.

### **REPORT**

A nomination form has been provided to all Councillors and should be delivered or sent to the General Manager up until the time of the election to be held on Thursday, 20 September 2018 at approximately 6.00pm.

If only one Councillor is nominated, then that Councillor is elected.

If more than one Councillor is nominated, the Council is to resolve whether the election is to proceed by preferential ballot, by ordinary ballot or by open voting.

Clause 3 of Schedule 7 of the Local Government (General) Regulation 2005 also makes it clear that “ballot” has its normal meaning of secret ballot.

The following recommendation has been prepared on the basis that more than one Councillor is nominated for the position of Deputy Mayor.

### **POLICY IMPACT**

Nil

***General Manager***

**ELECTION OF DEPUTY MAYOR (SECTION 231, LOCAL GOVERNMENT ACT, 1993) cont'd**

**OPTIONS**

Nil

**FINANCIAL IMPACT OF RECOMMENDATIONS**

Nil

**RECOMMENDATION**      That –

1. Council determine the method of election, being either by preferential ballot, by ordinary ballot or by open voting.
2. The Mayor declares the successful Councillor elected as Deputy Mayor.

**ATTACHMENTS**

Nil

---

## **General Manager - 20 September 2018**

---

**ITEM 13.3**                      **Council Agenda Format and Committees Structure**

**FILE REFERENCE**    **I17/604**

**AUTHOR**                      **General Manager**

### **ISSUE**

Providing details regarding a review of the existing Meeting Format, Committee Structures, the current Committee memberships and representations/delegations.

**RECOMMENDATION**      That –

1. Council adopts Schedule A as the Agenda for the business of the Ordinary Meeting of Council.
2. Council adopts Schedule B as being appropriate for the various Committee structures, current Committee memberships and appointment of representations/delegates.
3. Council appoints the below-mentioned Committees in accordance with Clause 260 of the Local Government (General) Regulation 2005.

---

### **BACKGROUND**

Providing details regarding a review of the existing Meeting Format, Committee Structures, the current Committee memberships and representations/delegations.

### **REPORT**

Clause 260 of the Local Government (General) Regulation 2005 provides details with respect to the appointment or election of Committees by the Council.

Council may also exercise its functions in accordance with Section 355(b) of the Local Government Act, 1993, by appointing a Committee of Council by the Council's powers of delegation in accordance with Section 377 of the Act.

Council is required to appoint delegates to various Committees and other community organisations and groups. Some of the Council appointments to the organisations are for the duration of the Council, whilst others are reviewed on an annual basis.

Council has previously appointed the below-mentioned Committees in accordance with Clause 260 of the Local Government (General) Regulation 2005.

Attached below are revised Schedules A and B in respect of Councils Code of Meeting Practice. These schedules have been prepared to include the existing Meeting Format, Committee Structure, the current Committee membership and representation/delegations.

To bring the Committee Structure and the current Committee membership up to date, there may well be changes to Council delegates to the various Committees that will be required and perhaps even the closure of any defunct Council Committee. Council will need to consider and resolve the same.

Council holds Community Outreach Meetings (on an as needs basis) in April/May each year, at community based locations, for residents within and surrounding the villages of Crookwell, Gunning, Taralga, Collector, Bigga and the locality of Big Hill, with an aim to obtaining information on items recommended for inclusion in the Draft Operational Plan, as part of the public consultation process. Council meets with the local community from 6.00pm till 8.00pm and discusses projects and issues pertinent to the local community.



**SCHEDULE A**

**AGENDA**

**Ordinary Council Meetings**

Ordinary meetings of Council shall normally be held on the third Thursday of each month (excluding January) commencing at 6.00pm (unless otherwise resolved by Council), adjourning for a meal break if necessary.

The business of the Ordinary Meeting of Council shall be:

1. Apologies and Leave of Absence
2. Citizenship Ceremony
3. Declarations of Interest
4. Confirmation of Ordinary Meeting Minutes
5. Mayoral Minutes
6. Presentations to Council/Public
7. Correspondence
8. Late Correspondence
9. Reports – Information Only
10. Reports from Environment & Planning
11. Reports from Works & Operations
12. Reports from Finance & Administration
13. Reports from the General Manager
14. Late Reports
15. Reports from Other Committees, Section 355 Committees and Delegates
16. Notices of Motion
17. Questions with Notice
18. Closed Council Reports.
19. Late Closed Council Reports

***General Manager***

**COUNCIL AGENDA FORMAT AND COMMITTEES STRUCTURE cont'd**

The correspondence reported to Council in the Business Paper shall generally be the cover sheet, introduction/precis of the matter, with the whole document tabled at such meeting.

**SCHEDULE B**

**COMMITTEES, STAFF AND COUNCILLOR MEMBERSHIP**

**Audit, Risk & Improvement Committee**

***Function:***

The Audit, Risk & Improvement Committee will act as an advisory Committee to Council. The primary role of the Committee is to assist Council in the effective operation of its responsibilities for financial reporting, risk management, investments, governance, to maintain and review the internal control systems and to facilitate the organisation's ethical development. The Audit, Risk & Improvement Committee will liaise with Council's external auditor and internal auditor to facilitate achieving the organisational goals and maintaining efficient work practices.

***Council Delegates:*** - **Clr Culhane, Clr Wheelwright and Clr Cummins.**

***Staff Representation (non-voting):*** - General Manager, Director of Finance & Administration, Manager of Finance & Administration and the Asset & Risks Coordinator (as required).

***Community Representation:*** Mr William Martin, Mr Malcolm Barlow and Mr Denis Marshall.

***Meets:*** Quarterly.

***Minute Secretary:*** Management Accountant.

**Code of Conduct Committee/Sole Conduct Reviewers**

***Function:***

The following are the objectives for the Code of Conduct Committee –

- Give consideration to any complaints that may be received by or from Council in respect to corrupt conduct, maladministration and waste of public resources.
- Investigate such complaints and then report upon the findings of such complaints.
- Maintain close liaison with the NSW Ombudsman and the Independent Commission Against Corruption.
- Advise any complainants of the outcome of such investigation.

In accordance with the "Procedures for the Administration of the Model Code of Conduct", Council must by resolution establish a panel of conduct reviewers. Council may by resolution, enter into an arrangement with one or more other Councils to share a panel of conduct reviewers.

At the Council Meeting held on 17 August 2017 under resolution no. 255/17 Council resolved that Council in accordance Clause 6.2 (b) of the Procedures for the Administration of the Model Code of Conduct for Local Councils in NSW, utilise the NSW Procurement Prequalification Scheme – Performance and Management

## **General Manager**

### **COUNCIL AGENDA FORMAT AND COMMITTEES STRUCTURE cont'd**

Services (Sub-category 4e Investigation Services) suppliers list as the appointed new panel of conduct reviewers.

**Panel of Conduct Reviewers/Sole Conduct Reviewer:** Selected from the NSW Procurement Prequalification Scheme – Performance and Management Services (Sub-category 4e Investigation Services) suppliers list, as required.

**Council Delegates:** Nil.

**Meets:** As and when required.

**Minute Secretary:** Executive Assistant.

### **Consultative Committee**

#### **Function:**

To provide a forum for consultation between Council and its employees to positively co-operate in the implementation of award restructuring and ensuing workplace reform to enhance the efficiency and productivity of the Council and to provide employees with access to career opportunities and more fulfilling, varied and better paid jobs.

In an advisory capacity only, to consider:

- Commitment to equal employment opportunity principles.
- New work function descriptions.
- Organisation structure.
- Personnel policies and practices and employment arrangements.
- Work and Management practices and employment arrangements.
- Skills audit and job analysis.
- Council competency standards for progression within the skills - based award.
- Multi-skilling opportunities.
- New career paths within the terms of the skills-based award.
- Council agreements which may include such items as:-
  - hours of work;
  - training;
  - performance;
  - local conditions;
  - salary points; and
  - work practices.

**Minute Secretary:** Executive Assistant

**Council Membership:** Cllr Searl - has observer status only as this is an operational committee (Cllr Cummins as alternate observer).

**Meets:** First Monday bi-monthly at 11.00am.

**Staff Representation:** David Scott (Chair), Susie Pearman, Chris Wray, Michael Wilson, Rodney Stephenson (LGEA), Brian Smithers (DEPA), General Manager, Director of Environment & Planning, Director of Works & Operations, Manager of Finance & Administration, Human Resource Coordinator (Management).

**Performance Review Committee - General Manager**

**Function:**

- To assess the performance of the General Manager against agreed objectives and performance criteria.
- Council is in compliance with Circular 07-52 from the Director General of the Department of Local Government directing that the whole process of performance management be delegated to a Performance Review Panel, including decisions about performance, any actions that should be taken, and the determination of the new performance agreement.
- Whilst the Council can undertake the performance management of its General Manager, it delegates this task to the Performance Review Panel.
- It is Council practice to enable Councillors not on the Panel to provide feedback to the Mayor in the week prior to each performance review.
- The Performance Review Panel provides a superior forum for constructive discussion and feedback.
- The result of the Performance Review will be reported to a closed meeting of Council.
- As per the Department of Local Government Circular 07-52 direction, the report in the closed meeting of Council is not to be an opportunity to debate the results, or re-enact the performance management of the General Manager.

**Council Delegates:** The Mayor, Deputy Mayor, Cllr O'Brien and **Cllr Searl.**

**Meets:** Annually (each February).

**Tenders Committee**

**Council Delegates:** - All Councillors (Mayor as Chair).

**Staff Representation:** - General Manager and the appropriate Directors.

**Meets:** As and when required.

**Minute Secretary:** Executive Assistant.

**Other Staff Involved:** Director of Works & Operations, Director of Environment & Planning, Director of Finance & Administration, Manager of Finance & Administration, Manager of Works, Manager of Operations, Plant Superintendent, Manager of Environment & Planning and Manager of Noxious Weeds (as required).

**Local Traffic Committee**

**Function:**

Primarily a technical review committee that advises Council on traffic related matters in the Upper Lachlan Shire Council area.

***Note:*** Where Council decides to act contrary to the Traffic Committee advice, written notification must be provided to the Roads and Maritime Service and to the NSW Police Force with no further action taken within 14 days from the date of written notification.

## **General Manager**

### **COUNCIL AGENDA FORMAT AND COMMITTEES STRUCTURE cont'd**

**Council Delegate:** Clr McCormack; (Clr Searl and Clr Cummins as alternate representatives).

**Meets:** Quarterly

**Minute Secretary:** Engineering Executive Assistant

**Other Representation:** RMS representative (1), Police Representative (1) and Local Members Representatives (2).

**Other Staff Involved:** Director of Works & Operations, Manager of Works, WHS Coordinator, and Assets & Risk Management Coordinator (as required).

### **Workplace Health and Safety Committee**

#### **Function:**

In an advisory capacity to:

- Keep under review the measures taken to ensure the health and safety of the persons at the place of work;
- Investigate any matter at the place of work which a member of the Committee or a person employed there at considers is not safe or is a risk to health, and which has been brought to the attention of the employer;
- Attempt to resolve any such matter but, if it is unable to do so, shall request an inspector under the associated work health and safety legislation to undertake an inspection of the place of work for the purpose;
- Assist in the development of an appropriate recording system of accidents and hazardous situations in respect of the place of work;
- Assist in the development of safe working environment and safe systems of work;
- Monitor the measures taken to ensure the proper use, maintenance and, if necessary, replacement of equipment considered likely to create hazardous situations;
- Make such recommendations as it thinks appropriate to ensure the health and safety of persons at that place of work.

**Council Membership:** Clr Cummins - has observer status only as this is an operational committee (Clr Culhane as alternate observer).

**Meets:** First Monday bi-monthly at 9.30am.

**Minutes Secretary:** Executive Assistant.

**Staff Representation:** M Wilson - Chair (Works Staff), S Poidevin (Works Staff), S Hassett (Engineering Assistant), S Roberts (Works Staff), S Bill (Noxious Weeds), P Cramp (Workshop), Vacant (Store), K Kara (Human Resources Coordinator), B Churchill (WH&S Coordinator), General Manager (Management) and Manager of Works (Management).



**SECTION 355 COMMITTEES**

**Access Committee**

**Functions of the Committee:** Provide input to Council on access issues and to assist with the ongoing development of the Disability Action Plan.

**Council Delegate:** Clr Searl, Clr Opie, Clr Kensit and Clr Wheelwright (as alternate representative).

**Minute Secretary:** Engineering Executive Assistant.

**Staff Representation:** Director of Works & Operations and Director of Environment & Planning (where required).

**Meets:** Quarterly

**Biala Wind Farm Community Enhancement Fund Committee**

**Function:** To provide recommendations to Council prioritising available project funding involving the Community Enhancement Program for the benefit of the eligible target community.

**Council Delegate:** Mayor or Clr ??? (as alternate representative).

**Staff Representation:** General Manager and Director of Environment & Planning (as alternate representative).

**Community Representation:** Two vacancies (EOI's yet to be advertised).

**Wind Farm Representation:** To be announced (Biala Wind Farm representative).

**Meets:** As required as per Upper Lachlan Shire Council Sec 355 Committee Policy.

**Bigga Memorial Hall Committee**

**Functions of the Committee:** The care, control and management of the Bigga Memorial Hall in accordance with the requirements of the Local Government Act and Regulations, 1993, Council policies and within the funds voted by Council.

**Council Delegate:** Clr Wheelwright.

**Staff Representation:** Director of Environment & Planning (as required).

**Meets:** As required as per Upper Lachlan Shire Council Sec 355 Committee Policy.

**Binda Cemetery Committee**

**Functions of the Committee:** The care control and management of the Binda Cemetery in accordance with the requirements of the Local Government Act and Regulations, 1993, Council policies and within the funds voted by Council.

**Council Delegate:** Cllr Wheelwright.

**Staff Representation:** Director of Works & Operations (as required).

**Meets:** As required as per Upper Lachlan Shire Council Sec 355 Committee Policy.

### **Binda Hall Committee**

**Functions of the Committee:** The care control and management of the Binda Hall in accordance with the requirements of the Local Government Act and Regulations, 1993, Council policies and within the funds voted by Council.

**Council Delegate:** Cllr Wheelwright.

**Staff Representation:** Director of Environment & Planning (as required).

**Meets:** As required as per Upper Lachlan Shire Council Sec 355 Committee Policy.

### **Breadalbane Community Hall Committee**

**Functions of the Committee:** The care, control, management and organisation of the Breadalbane Community Hall in accordance with the requirements of the Local Government Act and Regulations, 1993, Council policies and within any funds that may be voted by Council from time to time.

**Council Delegate:** Cllr Searl.

**Staff Representation:** Director of Environment & Planning (as required).

**Meets:** As required as per Upper Lachlan Shire Council Sec 355 Committee Policy.

### **Building Review Committee**

**Functions of the Committee:** To provide recommendations to Council on options for possible locations for a new Community and Civic Centre and the possible relocation of the Works Depot in accordance with the requirements of the Local Government Act and Regulations, 1993, Council policies and within any funds that may be voted by Council from time to time.

**Council Delegates:** Cllr Opie, Cllr Cummins and Cllr Kensit.

**Staff Representation:** - General Manager, Director of Works & Operations, Director of Environment & Planning and Director of Finance & Administration.

**Community Representation:** Mr Jerome Rowley, Vacant and Mr Sean Proudman.

**Meets:** As required as per Upper Lachlan Shire Council Sec 355 Committee Policy.

### **Collector Oval Committee**

**Functions of the Committee:** The care, control, management and organisation of the Collector Oval in accordance with the requirements of the Local Government Act and

## **General Manager**

### **COUNCIL AGENDA FORMAT AND COMMITTEES STRUCTURE cont'd**

Regulations, 1993, Council policies and within any funds that may be voted by Council from time to time.

**Council Delegate:** Cllr **Searl**.

**Staff Representation:** Director of Works & Operations (as required).

**Meets:** As required as per Upper Lachlan Shire Council Sec 355 Committee Policy.

#### **Collector Pumpkin Festival**

**Functions of the Committee:** The care, control, management and organisation of the Collector Pumpkin Festival in accordance with the requirements of the Local Government Act and Regulations, 1993, Council policies and within any funds that may be voted by Council from time to time.

**Council Delegate:** Cllr **Searl** and Cllr **Opie** (as alternate representative).

**Staff Representation:** Tourism Manager and Tourism Officer (as required).

**Meets:** As required as per Upper Lachlan Shire Council Sec 355 Committee Policy.

#### **Collector Wind Farm Community Enhancement Fund Committee**

**Function:** To provide recommendations to Council prioritising available project funding involving the Community Enhancement Program for the benefit of the eligible target community.

**Council Delegate:** Mayor and Cllr **Searl** (as alternate representative).

**Staff Representation:** General Manager and Director of Environment & Planning (as alternate representative).

**Community Representation:** Two vacancies (EOI's yet to be advertised).

**Wind Farm Representation:** To be announced (Collector Wind Farm representative).

**Meets:** As required as per Upper Lachlan Shire Council Sec 355 Committee Policy.

#### **Community Technology Centre Committee**

**Functions of the Committee:** The care, control, management and organisation of the Community Technology Centres in accordance with the requirements of the Local Government Act and Regulations, 1993, Council policies and within any funds that may be voted by Council from time to time.

**Council Delegate:** Cllr **Opie**.

**Staff Representation:** - Director of Finance & Administration.

**Meets:** As required as per Upper Lachlan Shire Council Sec 355 Committee Policy.

**Crookwell Christmas in the Park Committee**

**Functions of the Committee:** The care, control, management and organisation of the Crookwell Christmas in the Park function in accordance with the requirements of the Local Government Act and Regulations, 1993, Council policies and within any funds that may be voted by Council from time to time.

**Council Delegate:** Clr O'Brien and Clr Kensit.

**Staff Representation:** - Director of Finance & Administration (as required).

**Meets:** As required as per Upper Lachlan Shire Council Sec 355 Committee Policy.

**Crookwell & District Arts Council**

**Functions of the Committee:** The care, control, management and organisation of the Crookwell Arts Council in accordance with the requirements of the Local Government Act and Regulations, 1993, Council policies and within any funds that may be voted by Council from time to time.

**Council Delegate:** Clr Kensit.

**Staff Representation:** - Director of Finance & Administration (as required).

**Meets:** Monthly.

**Crookwell & District Historical Society**

**Functions of the Committee:** The care control and management of the history of the Crookwell portion of the area in accordance with the requirements of the Local Government Act and Regulations, 1993, Council policies and within the funds voted by Council.

**Council Delegate:** Clr Kensit and Clr Culhane (as alternate representative).

**Meets:** Second Thursday of each month.

**Crookwell II & III Wind Farms Community Enhancement Fund Committee**

**Function:** To provide recommendations to Council prioritising available project funding involving the Community Enhancement Program for the benefit of the eligible target community.

**Council Delegates:** Clr Culhane and Clr Cummins (as alternate representative).

**Staff Representation:** General Manager and Director of Environment & Planning (as alternate representative).

**Community Representation:** Two vacancies (EOI's yet to be advertised).

**Wind Farm Representation:** To be announced (Crookwell II Wind Farm representative).

**Meets:** As required as per Upper Lachlan Shire Council Sec 355 Committee Policy.

**Crookwell Potato Festival Committee**

**Functions of the Committee:** The care, control, management and organisation of the annual Crookwell Potato Festival in accordance with the requirements of the Local Government Act and Regulations, 1993, Council policies and within any budget that is voted by Council annually.

**Council Delegate:** Cllr **Opie**, Cllr **Kensit** and Cllr **Culhane** (as alternate representative).

**Staff Representation:** - Tourism Manager and Tourism Officer.

**Meets:** As required as per Upper Lachlan Shire Council Sec 355 Committee Policy.

**Crookwell Memorial Hall Committee**

**Functions of the Committee:** The care, control and management of the Crookwell Memorial Hall in accordance with the requirements of the Local Government Act and Regulations, 1993, Council policies and within the funds voted by Council. Responsibility for the care, control and management of the Crookwell Memorial Hall for a period of five years from 1 September 2008 in accordance with the Management arrangement with Council.

**Council Delegate:** Cllr **O'Brien**.

**Staff Representation:** - Director of Environment & Planning and Manager of Library Services (as required).

**Meets:** Bi-monthly

**Cullerin Wind Farm Community Enhancement Fund Committee**

**Function:** To provide recommendations to Council prioritising available project funding involving the Community Enhancement Program for the benefit of the eligible target community.

**Council Delegates:** Mayor and Cllr **Searl** (as alternate representative).

**Staff Representation:** General Manager and Director of Environment & Planning (as alternate representative).

**Community Representation:** Mrs J Boyce and Mr M Coley.

**Wind Farm Representation:** Ms Katrina Nelson (Cullerin Wind Farm representative) and Mrs Rachael Foley (as alternate representative).

**Meets:** As required as per Upper Lachlan Shire Council Sec 355 Committee Policy.

**Dalton Power Station Community Enhancement Fund Committee**

**Function:** To provide recommendations to Council prioritising available project funding involving the Community Enhancement Program for the benefit of the eligible target community.

**Council Delegate:** Mayor and Cllr Searl (as alternate representative).

**Staff Representation:** Director of Environment & Planning (where required).

**Meets:** As required as per Upper Lachlan Shire Council Sec 355 Committee Policy.

**Economic Development Task Force Committee**

**Function:** To consider and improve economic development strategies for the Upper Lachlan Shire, to act as an umbrella group for other organisations in the Shire with the Taskforce's aims being:

- To work closely with Shire staff and Council, especially the Environment and Planning Department via the Economic Development Officer.
- To develop and pursue strategies to improve the services, infrastructure and lifestyle of the shire.
- To increase the job opportunities in the Shire allowing existing businesses to be successful and expand.
- To increase the population of the shire in a controlled manner by promoting the residential qualities, relaxed lifestyle and attractiveness of the area.
- To identify, plan and attract professionals, businesses and light industry to the Shire.
- To build on the Shire's rural strengths.

**Council Delegates:** Cllr Opie (Chair), Cllr Stafford and Cllr Searl.

**Staff Representation:** Economic Development Officer and Director of Environment & Planning (where required).

**Community Representation:** Mr Andrew Linder and Ms Catherine Duff.

**Meets:** As required as per Upper Lachlan Shire Council Sec 355 Committee Policy.

**Gullen Range Wind Farm Community Enhancement Fund Committee**

**Function:** To provide recommendations to Council prioritising available project funding involving the Community Enhancement Program for the benefit of the eligible target community.

**Council Delegate:** Mayor or Cllr Culhane (as alternate representative).

**Staff Representation:** General Manager and Director of Environment & Planning (as alternate representative).

**Community Representation:** Mr Floyd Davies and Mr David Johnson.



**Goulburn Mulwaree Representation:** Mr Scott Martin.

**Wind Farm Representation:** Mr Derek Powell (Gullen Range Wind Farm representative).

**Meets:** As required as per Upper Lachlan Shire Council Sec 355 Committee Policy.

**Gunning Courthouse Management Committee**

**Functions of the Committee:** The care, control, management and organisation of the Gunning Courthouse Centre in accordance with the requirements of the Local Government Act and Regulations, 1993, Council policies and within any funds that may be voted by Council from time to time.

**Council Delegate:** Cllr **Searl**.

**Other Staff Involved:** Director of Environment & Planning (when required).

**Meets:** As required as per Upper Lachlan Shire Council Sec 355 Committee Policy.

**Gunning Golf Club Management Committee**

**Functions of the Committee:** The care, control, management and organisation of the Gunning Golf Club in accordance with the requirements of the Local Government Act and Regulations, 1993, Council policies and within any funds that may be voted by Council from time to time.

**Council Delegate:** Cllr **Searl**.

**Staff Representation:** Director of Works & Operations (where required).

**Meets:** As required as per Upper Lachlan Shire Council Sec 355 Committee Policy.

**Gunning Shire Hall and Showground Precinct Advisory Committee**

**Functions of the Committee:** To provide advice with respect to the care, control, management and organisation of the Gunning Shire Hall and Showground Precinct in accordance with the requirements of the Local Government Act and Regulations, 1993, Council policies and within any funds that may be voted by Council from time to time.

**Council Delegate:** Cllr **Searl**.

**Staff Representation:** Director of Works & Operations and Director of Environment & Planning (as required).

**Meets:** As required as per Upper Lachlan Shire Council Sec 355 Committee Policy.

**Pool Review Committee**

**Functions of the Committee:** To provide advice with respect to the investigation of a hydrotherapy pool, a heated pool and the performance and adequacy of the existing pools within the Upper Lachlan Shire Council local government area.

## **General Manager**

### **COUNCIL AGENDA FORMAT AND COMMITTEES STRUCTURE cont'd**

**Council Delegate:** Clr Culhane and Clr Kensit.

**Staff Representation:** Director of Works & Operations and Manager of Operations (as required).

**Community Representation:** Mr John Oke and Mrs Julie Simpson.

**Meets:** As required.

#### **Pye Cottage Precinct Committee**

**Functions of the Committee:** To provide advice with respect to the care, control, management and organisation of the Pye Cottage and Precinct in accordance with the requirements of the Local Government Act and Regulations, 1993, Council policies and within any funds that may be voted by Council from time to time.

**Council Delegate:** Clr Searl.

**Staff Representation:** Director of Works & Operations and Director of Environment & Planning (as required).

**Meets:** As required as per Upper Lachlan Shire Council Sec 355 Committee Policy.

#### **Rye Park Wind Farm Community Enhancement Fund Committee**

**Function:** To provide recommendations to Council prioritising available project funding involving the Community Enhancement Program for the benefit of the eligible target community.

**Council Delegate:** Mayor or Clr Wheelwright (as alternate representative).

**Staff Representation:** General Manager and Director of Environment & Planning (as alternate representative).

**Community Representation:** Two vacancies (EOI's yet to be advertised).

**Wind Farm Representation:** To be announced (Rye Park Wind Farm representative).

**Meets:** As required as per Upper Lachlan Shire Council Sec 355 Committee Policy.

#### **Sporting Fields Committee (Sport & Recreation Committee)**

**Function:** To advise Council on matters involving the use, maintenance and improvement of Sporting Fields and Recreational Facilities throughout the Upper Lachlan Shire.

**Council Delegates:** Clr Culhane (Chair), Clr O'Brien, Clr Stafford and Clr Opie.

**Minute Secretary:** Engineering Executive Assistant.

**Staff Representation:** Manager of Works, Parks & Gardens Supervisor and Director of Works & Operations (where required).

**Meets:** As required as per Upper Lachlan Shire Council Sec 355 Committee Policy.

**Stonequarry Cemetery Committee**

**Functions of the Committee:** The care control and management of the Stonequarry Cemetery in accordance with the requirements of the Local Government Act and Regulations, 1993, Council policies and within the funds voted by Council.

**Council Delegate:** Cllr **Stafford**.

**Staff Representation:** Director of Works & Operations (where required).

**Meets:** As required as per Upper Lachlan Shire Council Sec 355 Committee Policy.

**Streetscape Advisory Committee**

**Functions of the Committee:** To provide higher level guidance and advice (not on operational matters) in relation to the Streetscape Project to Council and to act as a conduit between the Community and Council's Project Control Group that is responsible for delivering the Streetscape Project in accordance with the requirements of the Local Government Act and Regulations, 1993, Council policies and within the funds voted by Council.

**Council Delegates:** Cllr **Cummins**, Cllr **Searl** and Cllr **Stafford**.

**Staff Representation:** Director of Works & Operations, Project Manager and General Manager (where required).

**Meets:** As required as per Upper Lachlan Shire Council Sec 355 Committee Policy.

**Taralga War Memorial Hall Committee**

**Functions of the Committee:** The care, control, management and organisation of the Taralga Memorial Hall in accordance with the requirements of the Local Government Act and Regulations, 1993, Council policies and within any funds that may be voted by Council from time to time.

**Council Delegate:** Cllr **Stafford**.

**Staff Representation:** Director of Environment & Planning (when required).

**Meets:** As required as per Upper Lachlan Shire Council Sec 355 Committee Policy.

**Taralga Wind Farm Community Enhancement Fund Committee**

**Function:** To provide recommendations to Council prioritising available project funding involving the Community Enhancement Program for the benefit of the eligible target community.

**Council Delegate:** Mayor or Cllr **Stafford** (as alternate representative).

**General Manager**

**COUNCIL AGENDA FORMAT AND COMMITTEES STRUCTURE cont'd**

**Staff Representation:** General Manager and Director of Environment & Planning (as alternate representative).

**Community Representation:** Mr Brian Moloney and Mr Craig Croker.

**Wind Farm Representation:** Mr Derek Dymond.

**Meets:** As required as per Upper Lachlan Shire Council Sec 355 Committee Policy.

**Tony Foley Memorial Gunning District Community Centre Committee**

**Functions of the Committee:** The care control and management of the Tony Foley Memorial Gunning District Community Centre in accordance with the requirements of the Local Government Act and Regulations, 1993, Council policies and within the funds voted by Council.

**Council Delegate:** Cllr **Searl**.

**Staff Representation:** Director of Environment & Planning (where required).

**Meets:** As required as per Upper Lachlan Shire Council Sec 355 Committee Policy.

**Tuena Hall and Recreation Area Committee**

**Functions of the Committee:** The care control and management of the Tuena Hall and Recreation Area in accordance with the requirements of the Local Government Act and Regulations, 1993, Council policies and within the funds voted by Council.

**Council Delegate:** Cllr **Wheelwright**.

**Staff Representation:** Manager of Works (where required).

**Meets:** As required as per Upper Lachlan Shire Council Sec 355 Committee Policy.

**Upper Lachlan Australia Day Committee**

**Functions of the Committee:** The Australia Day Committee will be responsible for the co-ordination of the official Australia Day celebrations across the Upper Lachlan Shire. Subject to the Australia Day Guidelines the Committee's responsibilities in respect of this event are as follows:

- a) The Committee will: organise the Ambassador, provide recommendations to Council on the annual Australia Day Awards and be responsible for expenditure as per Operational Management plan allocation.
- b) The Council will: be responsible for any administrative assistance to the Committee and be responsible for funding as per the management plan for the current year

**Council Delegates:** Cllr **Kensit**, Cllr **Stafford**, Cllr **O'Brien** and Cllr **Searl** (as alternate representative).

**General Manager**

**COUNCIL AGENDA FORMAT AND COMMITTEES STRUCTURE cont'd**

**Minute Secretary:** Executive Assistant.

**Staff Representation:** - Director of Finance & Administration.

**Meets:** As required as per Upper Lachlan Shire Council Sec 355 Committee Policy.

**Upper Lachlan Tourist Association**

**Functions of the Committee:** The care control and management of the tourist function of the Upper Lachlan area in accordance with the requirements of the Local Government Act and Regulations, 1993, Council policies and within the funds voted by Council.

**Council Delegates:** Cllr Searl, Cllr Opie, Cllr Stafford and Cllr Kensit.

**Staff Representation:** Tourism Manager.

**Meet:** Second Monday bi-monthly at 1.00pm.

**Other Staff Involved:** Director of Finance & Administration and Manager of Finance and Administration (as alternate delegate).

**Youth Council (YA'MAD)**

**Functions of the Committee:** The care, control, management and organisation of the Upper Lachlan Shire Youth Council in accordance with the requirements of the Local Government Act and Regulations, 1993, Council policies and within any budget that is voted by Council annually.

**Council Delegate:** Cllr Kensit.

**Staff Representation:** - Economic Development Officer.

**Meets:** As required as per Upper Lachlan Shire Council Sec 355 Committee Policy.

**COUNCIL DELEGATES / REPRESENTATIONS (OTHER THAN COUNCIL COMMITTEES)**

**Canberra Region Joint Organisation (CRJO)**

**Objective:** To advocate on agreed regional positions and priorities for South East NSW whilst providing a forum for regional cooperation and resource sharing and nurturing investment and infrastructure development.

**Membership:** Bega Valley Shire Council, Eurobodalla Shire Council, Goulburn Mulwaree Council, Hilltops Council, Queanbeyan-Palerang Regional Council, Snowy Monaro Regional Council, Upper Lachlan Shire Council, Wingecarribee Shire Council, Yass Valley Council with associate members being the ACT Government, East Gippsland Shire Council, Snowy Valleys Council and Wagga Wagga City Council.

**Council Delegate:** Mayor

**Staff Representation:** General Manager

**Meets:** Quarterly

**Central NSW Joint Organisation**

**Objective:** To advocate on agreed regional positions and priorities for Central NSW whilst providing a forum for facilitating regional cooperation and sharing of knowledge, expertise and resources effectively nurturing sustainable investment and infrastructure development.

**Membership:** Bathurst Regional Council, Blayney Shire Council, Cabonne Council, Cowra Shire Council, Forbes Shire Council, Lachlan Shire Council, Lithgow City Council, Oberon Council, Orange City Council, Parkes Shire Council, Weddin Shire Council and Central Tableland Water County Council with associate membership for Hilltops Council and Upper Lachlan Shire Council.

**Council Delegate:** Mayor

**Staff Representation:** General Manager

**Meets:** Quarterly

**Collector Community Association**

**Council Delegate:** Cllr **Searl**.

**Meets:** Monthly

**Collector Wind Farm Community Consultative Committee**

**Council Delegate:** Mayor and Cllr **Searl** (as alternate representative).

**Meets:** As required.



**Country University Centre Committee**

**Council Delegate:** Clr **Kensit**

**Meets:** Monthly

**Crookwell Community Consultation Committee (Health)**

**Council Delegate:** Clr **Kensit** and Clr **Culhane** (as alternate representative).

**Meets:** Second Wednesday of the month at 10.30am

**Goulburn-Crookwell Rail Trail Working Party**

**Council Delegate:** Clr **Culhane**

**Staff Representative:** Director of Works & Operations, Economic Development Officer and Tourism Manager.

**Meets:** As required

**Gullen Range Wind Farm Community Consultative Committee**

**Council Delegate:** Clr **Culhane** and Clr **Wheelwright** (as alternate representative).

**Meets:** As required.

**Gunning District Association**

**Council Delegate:** Clr **Searl**.

**Meets:** Monthly

**Gunning District Community and Health Service Inc Management Committee**

**Council Delegate:** Vacant

**Meets:** Monthly

**Gunning & District Historical Society**

**Council Delegate:** Clr **Searl**.

**Meets:** Fourth Thursday of each month.

**Gunning Wind Farm Community Enhancement Program Advisory Group**

**Council Delegate:** Mayor.

**Staff Representation:** General Manager.

**Meets:** As required.

**Kiamma Creek Landcare Group**

**Council Delegate:** Clr Cummins

**Meets:** Quarterly

**Local Government NSW (LGNSW)**

**Objective:** To promote the interests of Metropolitan, Rural and Urban Councils at a divisional level.

**Membership:** All Councils in NSW.

**Council Delegate:** Mayor

**Staff Representation:** General Manager

**Meets:** As required.

**Recreational Fishing Working Party**

**Objective:** To develop a Recreational Fishing Strategy for the Wollondilly River (within the Goulburn City limits) and Pejar Dam.

**Council Delegate:** Clr O'Brien.

**Meets:** As required.

**Regional Hockey Centre Committee**

**Council Delegate:** Clr Culhane.

**Meets:** As required.

**Rye Park Wind Farm Community Consultative Committee**

**Council Delegate:** Clr Wheelwright and Clr Kensit (as alternate representative).

**Meets:** As required.

**South East Australian Transport Strategy Inc (SEATS)**

**Objective:** To stimulate and facilitate investment in transport and infrastructure in south eastern NSW, eastern Victoria and the ACT.

**Council Delegate:** Clr Wheelwright and Clr Opie (as alternate representative).

**Staff Representation:** Director of Works & Operations

**Meets:** Quarterly

**South East Sports Academy (SESA)**

***Council Delegate:*** Mayor

***Meets:*** Quarterly

**Southern Tablelands Bush Fire Management Committee**

***Council Delegate:*** Clr **Wheelwright** and Clr **Culhane** (as alternate representative).

***Meets:*** Quarterly

***Staff Representation:*** Manager of Operations.

***Note:*** *This Committee is a statutory Committee appointed under the Rural Fires Act.*

**Southern Tablelands Regional Arts Board**

***Council Delegates:*** Clr **Kensit** and Tourism Manager.

***Meets:*** Quarterly

**Southern Tablelands (Rural Fire Services) Zone Liaison Committee**

***Council Delegate:*** Clr **Wheelwright** and Clr **Culhane** (as alternate representative).

***Staff Representation:*** Manager of Operations

***Meets:*** Quarterly

**Taralga & District Historical Society**

***Functions of the Committee:*** The care control and management of the history of the Taralga portion of the area in accordance with the requirements of the Local Government Act and Regulations, 1993, Council policies and within the funds voted by Council.

***Council Delegate:*** Clr **Stafford**.

***Meets:*** As required

**Upper Lachlan Joint Regional Planning Panel**

***Function:*** To determine designated development applications and other development applications as prescribed.

***Council Delegate:*** Clr **Culhane** and Clr **Cummins**.

***Staff Delegate:*** Director of Environment & Planning.

***Meets:*** As required.

**Upper Lachlan Local Emergency Management Committee**

***Function:***

- To develop and maintain a Consequences Management Guide (CMG) for Upper Lachlan Shire.
- To review local emergency service organisational and functional area plans.
- Produce specific local hazard management plans if appropriate.
- Arrange emergency management training for individuals, including individuals employed in emergency service organisations and functional areas.
- Arrange the conduct of exercises to train individuals and agencies to test emergency management plans.
- Produce Standing Orders and instructions and standard operating procedures under the local CMG.
- Assist the District Emergency Management Committee as required in the preparation and review of the District CMG.

***Council Delegate:*** Cllr **Wheelwright** and Cllr **Searl** (as alternate representative)

***Council Membership:***

- Director of Works & Operations – (LEMC Chairman)
- Manager of Works – (LEMO)
- Design Engineer (Transport) (as required).
- Director of Environmental & Planning (Environment/Health) (as required).

***Meets:*** Quarterly

***Minute Secretary:*** Engineering Executive Assistant.

**Upper Lachlan Regional Catchment Management Committee**

***Council Delegates:*** Cllr Wheelwright.

***Meets:*** Bi-monthly

**POLICY IMPACT**

Nil

**OPTIONS**

Nil

**FINANCIAL IMPACT OF RECOMMENDATIONS**

Nil

**RECOMMENDATION**      That –

1. Council adopts Schedule A as the Agenda for the business of the Ordinary Meeting of Council.

2. Council adopts Schedule B as being appropriate for the various Committee structures, current Committee memberships and appointment of representations/delegates.
3. Council appoints the below-mentioned Committees in accordance with Clause 260 of the Local Government (General) Regulation 2005.

**ATTACHMENTS**

Nil

---

## General Manager - 20 September 2018

---

**ITEM 13.4**                      **Payment of Expenses and Provision of Facilities Policy**

**FILE REFERENCE**    **I18/466**

**AUTHOR**                      **General Manager**

### **ISSUE**

Providing details regarding the adoption of the Payment of Expenses and Provision of Facilities policy.

**RECOMMENDATION**      That -

1. Upper Lachlan Shire Council under s253 of the Local Government Act 1993, adopts the Payment of Expenses & Provision of Facilities Policy.

---

### **BACKGROUND**

Providing details of a review of the Payment of Expenses and Provision of Facilities policy following the statutory 28 days public exhibition period.

### **REPORT**

Under s252 of the Local Government Act 1993, a Council must adopt a Payment of Expenses & Provision of Facilities Policy.

As per s253 (1) of the Local Government Act 1993, Council gave public notice of the draft policy for 28 days which closed on Friday, 14 September 2018 of its intention to adopt the Payment of Expenses & Provision of Facilities Policy.

In accordance with s253 (2) Council requested that persons wishing to make a formal submission to Council regarding the intention to adopt the draft Upper Lachlan Shire Council Payment of Expenses & Provision of Facilities Policy, do so within the statutory 28 days from the publication of the notice on Friday, 17 August 2018, that is, by 4.00pm on Friday, 14 September 2018.

At the time of writing the report nil submissions were received. Should any submissions be received they will be tabled at the Council Meeting. As such, there is no requirement for Council to amend the draft Upper Lachlan Shire Council Payment of Expenses & Provision of Facilities Policy.

It is now appropriate that Council formally resolves to adopt the Upper Lachlan Shire Council Payment of Expenses & Provision of Facilities Policy under s253 of the Local Government Act 1993.



***General Manager***

**PAYMENT OF EXPENSES AND PROVISION OF FACILITIES POLICY cont'd**

**POLICY IMPACT**

Nil

**OPTIONS**

Nil


**FINANCIAL IMPACT OF RECOMMENDATIONS**

Nil

**RECOMMENDATION** That -

1. Upper Lachlan Shire Council under s253 of the Local Government Act 1993, adopts the Payment of Expenses & Provision of Facilities Policy.

**ATTACHMENTS**

1. <a href="#"></a>	Payment of Expenses and Provision of Facilities Policy - Date Adopted 21 September 2017 - Resolution 301/17	Attachment
--	---	------------

<b>POLICY:-</b>	
Policy Title:	Payment of Expenses and Provision of Facilities Policy
File reference:	F10/618-07
Date Policy was adopted by Council initially:	24 March 2005
Resolution Number:	67/05
Other Review Dates:	25 August 2005; 24 August 2006; 23 August 2007; 28 August 2008; 20 August 2009; 19 August 2010; 16 August 2011; 20 September 2012; 18 July 2013; 21 August 2014; 20 August 2015; 17 August 2017
Resolution Number:	231/05; 237/06; 258/07; 259/08; 334/09; 313/10; 315/11; 318/12; 226/13; 247/14; 227/15; 255/16; 259/17
Current Policy adopted by Council:	21 September 2017
Resolution No	301/17
Next Policy Review Date:	2018

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

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

## Contents

### Policy summary

#### Part A – Introduction

1. Introduction
2. Policy objectives
3. Principles
4. Private or political benefit

#### Part B – Expenses

5. General expenses
6. Specific expenses
7. Insurances
8. Legal assistance

#### Part C – Facilities

9. General facilities for Councillors
10. Additional facilities for the Mayor

#### Part D – Processes

11. Approval, payment and reimbursement arrangements
12. Disputes
13. Return or retention of facilities
14. Publication
15. Reporting
16. Auditing
17. Breaches

#### Part E – Appendix

Appendix I – Related legislation, guidance and policies

Appendix II – Definitions

ULSC Payment of Expenses and Provision of Facilities Policy  
Adopted: 21 September 2017

## Policy summary

This policy enables the reasonable and appropriate reimbursement of expenses and provision of facilities to councillors to help them undertake their civic duties.

It ensures accountability and transparency, and seeks to align councillor expenses and facilities with community expectations. Councillors must not obtain private or political benefit from any expense or facility provided under this policy.

The policy has been prepared in accordance with the *Local Government Act 1993* (the Act) and *Local Government (General) Regulation 2005* (the Regulation), and complies with the Office of Local Government's Guidelines for the payment of expenses and provision of facilities to Mayors and Councillors in NSW.

The policy sets out the maximum amounts council will pay for specific expenses and facilities. Expenses not explicitly addressed in this policy will not be paid or reimbursed.

The main expenses and facilities are summarised in the table below. All monetary amounts are exclusive of GST.

Expense or facility	Maximum amount	Frequency
General travel expenses	Councillors: Vehicles under 2.5 litres - \$0.68 per/km Vehicles over 2.5 litres - \$0.78 per/km As calculated on a per kilometre basis by the rate set by the Local Government (State) Award.	Per year
Accommodation and meals	As per the NSW Crown Employees (Public Service Conditions of Employment) Reviewed Award 2009, adjusted annually	
Sustenance (Meals) associated	\$110	Per day
Sustenance within Shire	\$100	Per day
Professional development	\$2040 per councillor	Per year
Conferences and seminars	\$102 per councillor	Per day
ICT expenses	\$82 per councillor	Per month
ICT expenses Mayor	\$82	Per month

ULSC Payment of Expenses and Provision of Facilities Policy  
Adopted: 21 September 2017

Expense or facility	Maximum amount	Frequency
Access to facilities in the Council Chambers	Provided to all councillors	Not relevant
Council vehicle and fuel card	Provided to the mayor	Not relevant
Reserved parking space at Council offices	Provided to the mayor	Not relevant
Furnished office (when available)	Provided to the mayor	Not relevant
Executive Assistant to support Mayor and Councillors	Provided to the mayor and councillors	Not relevant

Additional costs incurred by a councillor in excess of these limits are considered a personal expense that is the responsibility of the councillor.

Councillors must provide claims for reimbursement within three months of an expense being incurred. Claims made after this time cannot be approved.

Detailed reports on the provision of expenses and facilities to councillors will be publicly tabled at a council meeting every twelve months and published in full on council's website. These reports will include expenditure summarised by individual councillor and as a total for all councillors.

ULSC Payment of Expenses and Provision of Facilities Policy  
Adopted: 21 September 2017

---

## Part A - Introduction

### 1. Introduction

- 1.1. The provision of expenses and facilities enables councillors to fulfil their civic duties as the elected representatives of Upper Lachlan Shire Council.
- 1.2. The community is entitled to know the extent of expenses paid to councillors, as well as the facilities provided.
- 1.3. The purpose of this policy is to clearly state the facilities and support that are available to councillors to assist them in fulfilling their civic duties.
- 1.4. Council staff are empowered to question or refuse a request for payment from a councillor when it does not accord with this policy.
- 1.5. Expenses and facilities provided by this policy are in addition to fees paid to councillors. The minimum and maximum fees a council may pay each councillor are set by the Local Government Remuneration Tribunal as per Section 241 of the Act and reviewed annually. Council must adopt its annual fees within this set range.

### 2. Policy objectives

- 2.1. The objectives of this policy are to:
  - enable the reasonable and appropriate reimbursement of expenses incurred by councillors while undertaking their civic duties
  - enable facilities of a reasonable and appropriate standard to be provided to councillors to support them in undertaking their civic duties
  - ensure accountability and transparency in reimbursement of expenses and provision of facilities to councillors
  - ensure facilities and expenses provided to councillors meet community expectations
  - support a diversity of representation
  - fulfil the council's statutory responsibilities.

### 3. Principles

- 3.1. Council commits to the following principles:
  - **Proper conduct:** councillors and staff acting lawfully and honestly, exercising care and diligence in carrying out their functions
  - **Reasonable expenses:** providing for councillors to be reimbursed for expenses reasonably incurred as part of their role as councillor



ULSC Payment of Expenses and Provision of Facilities Policy  
Adopted: 17 August 2017

---

- **Participation and access:** enabling people from diverse backgrounds, underrepresented groups, those in carer roles and those with special needs to serve as a Councillor
- **Equity:** there must be equitable access to expenses and facilities for all councillors
- **Appropriate use of resources:** providing clear direction on the appropriate use of council resources in accordance with legal requirements and community expectations
- **Accountability and transparency:** clearly stating and reporting on the expenses and facilities provided to councillors.

#### 4. Private or political benefit

- 4.1. Councillors must not obtain private or political benefit from any expense or facility provided under this policy.
- 4.2. Private use of council equipment and facilities by councillors may occur from time to time. For example, telephoning home to advise that a council meeting will run later than expected.
- 4.3. Such incidental private use does not require a compensatory payment back to council.
- 4.4. Councillors should avoid obtaining any greater private benefit from Council than an incidental benefit. Where there are unavoidable circumstances and more substantial private use of council facilities does occur, councillors must reimburse the council.
- 4.5. Campaigns for re-election are considered to be a political benefit. The following are examples of what is considered to be a political interest during a re-election campaign:
  - production of election material
  - use of council resources and equipment for campaigning
  - use of official council letterhead, publications, websites or services for political benefit
  - fundraising activities of political parties or individuals, including political fundraising events

## Part B - Expenses

### 5. General expenses

- 5.1. All expenses provided under this policy will be for a purpose specific to the functions of holding civic office. Allowances for general expenses are not permitted under this policy.
- 5.2. Expenses not explicitly addressed in this policy will not be paid or reimbursed.

### 6. Specific expenses

#### General travel arrangements and expenses

- 6.1. All travel by councillors should be undertaken using the most direct route and the most practicable and economical mode of transport.
- 6.2. Each councillor may be reimbursed in accordance with their authorised expenditure per year, and the mayor may be reimbursed in accordance with his/her authorised expenditure per year, for travel expenses incurred while undertaking official business or professional development or attending approved conferences and seminars within NSW. This includes reimbursement:
  - for public transport fares
  - for the use of a private vehicle or hire car
  - for parking costs for Council and other meetings
  - for tolls
  - by Cabcharge card or equivalent
  - for documented ride-share programs, such as Uber, where tax invoices can be issued.
- 6.3. Allowances for the use of a private vehicle will be reimbursed by kilometre at the rate contained in the Local Government (State) Award.
- 6.4. Councillors seeking to be reimbursed for use of a private vehicle must keep a log book recording the date, distance and purpose of travel being claimed. Copies of the relevant log book contents must be provided with the claim.

#### Interstate, overseas and long distance intrastate travel expenses

- 6.5. Given Council's location near an interstate border, travel to the Australian Capital Territory will be considered as general travel.  
Arrangements and expenses for this travel will be governed by Clauses 6.1 - 6.4.

ULSC Payment of Expenses and Provision of Facilities Policy  
Adopted: 17 August 2017

---

- 6.6. In accordance with Section 4, Council will scrutinise the value and need for councillors to undertake overseas travel. Councils should avoid interstate, overseas and long distance intrastate trips unless direct and tangible benefits can be established for the council and the local community. This includes travel to sister and friendship cities.
- 6.7. Total interstate, overseas and long distance intrastate travel expenses for all councillors will be reimbursed by a resolution of Council only per year. An amount will be set aside in Council's annual budget.
- 6.8. Councillors seeking approval for any interstate and long distance intrastate travel must submit a case to, and obtain the approval of, the general manager prior to travel.
- 6.9. Councillors seeking approval for any overseas travel must submit a case to, and obtain the approval of, a full council meeting prior to travel.
- 6.10. The case should include:
- objectives to be achieved in travel, including an explanation of how the travel aligns with current council priorities and business, the community benefits which will accrue as a result, and its relevance to the exercise of the councillor's civic duties
  - who is to take part in the travel
  - duration and itinerary of travel
  - a detailed budget including a statement of any amounts expected to be reimbursed by the participant/s.
- 6.11. For interstate and long distance intrastate journeys by air of less than three hours, the class of air travel is to be economy class.
- 6.12. For interstate journeys by air of more than three hours, the class of air travel may be premium economy.
- 6.13. For international travel, the class of air travel is to be premium economy if available. Otherwise, the class of travel is to be economy.
- 6.14. Bookings for approved air travel are to be made through the general manager's office.
- 6.15. For air travel that is reimbursed as council business, councillors will not accrue points from the airline's frequent flyer program. This is considered a private benefit.

**Travel expenses not paid by Council**

- 6.16. Council will not pay any traffic or parking fines or administrative charges for road toll accounts.

**Accommodation and meals**

- 6.17. In circumstances where it would introduce undue risk for a councillor to travel to or from official business in the late evening or early morning, reimbursement of costs for accommodation and meals on the night before or after the meeting may be approved by the general manager. This

includes where a meeting finishes later than 9.00pm or starts earlier than 7.00am and the councillor lives more than 50 kilometres from the meeting location.

- 6.18. Council will reimburse costs for accommodation and meals while councillors are undertaking prior approved travel or professional development outside the Upper Lachlan Shire Council local government area.
- 6.19. The daily limits for accommodation and meal expenses within Australia are to be consistent with those set out in Part B Monetary Rates of the NSW Crown Employees (Public Service Conditions of Employment) Reviewed Award 2009, as adjusted annually.
- 6.20. The daily limits for accommodation and meal expenses outside Australia are to be determined in advance by the general manager, being mindful of Clause 6.19.
- 6.21. Councillors will not be reimbursed for alcoholic beverages.

#### **Refreshments for council related meetings**

- 6.22. Appropriate refreshments will be available for council meetings, council committee meetings, councillor briefings, approved meetings and engagements, and official council functions as approved by the general manager.
- 6.23. As an indicative guide for the standard of refreshments to be provided at council related meetings, the general manager must be mindful of Part B Monetary Rates of the NSW Crown Employees (Public Service Conditions of Employment) Reviewed Award 2009, as adjusted annually.

#### **Professional development**

- 6.24. Council will set aside \$2040.00 per councillor annually in its budget to facilitate professional development of councillors through programs, training, education courses and membership of professional bodies.
- 6.25. In the first year of a new council term, Council will provide a comprehensive induction program for all councillors which considers any guidelines issued by the Office of Local Government (OLG). The cost of the induction program will be in addition to the ongoing professional development funding.
- 6.26. Annual membership of professional bodies will only be covered where the membership is relevant to the exercise of the councillor's civic duties, the councillor actively participates in the body and the cost of membership is likely to be fully offset by savings from attending events as a member.
- 6.27. Approval for professional development activities is subject to a prior written request to the general manager outlining the:
  - details of the proposed professional development
  - relevance to council priorities and business
  - relevance to the exercise of the councillor's civic duties.



- 6.28. In assessing a councillor request for a professional development activity, the general manager must consider the factors set out in Clause 6.27, as well as the cost of the professional development in relation to the councillor's remaining budget.

#### **Conferences and seminars**

- 6.29. Council is committed to ensuring its councillors are up to date with contemporary issues facing council and the community, and local government in NSW.
- 6.30. Council will set aside a total amount of \$1020 annually, in its budget to facilitate councillor attendance at conferences and seminars. This allocation is for all councillors. The general manager will ensure that access to expenses relating to conferences and seminars is distributed equitably.
- 6.31. Approval to attend a conference or seminar is subject to a written request to the general manager. In assessing a councillor request, the general manager must consider factors including the:
- relevance of the topics and presenters to current council priorities and business and the exercise of the councillor's civic duties
  - cost of the conference or seminar in relation to the total remaining budget.
- 6.32. Council will meet the reasonable cost of registration fees, transportation and accommodation associated with attendance at conferences approved by the general manager. Council will also meet the reasonable cost of meals when they are not included in the conference fees. Reimbursement for accommodation and meals not included in the conference fees will be subject to Clauses 6.18 - 6.21.

#### **Information and communications technology (ICT) expenses**

- 6.33. Council will provide or reimburse councillors for expenses associated with appropriate ICT devices and services up to a limit of \$984 per annum for each councillor. This may include mobile phones and tablets, mobile phone and tablet services and data, and home internet costs.
- 6.34. Reimbursements will be made only for communications devices and services used for councillors to undertake their civic duties, such as:
- receiving and reading council business papers
  - relevant phone calls and correspondence
  - diary and appointment management.
- 6.35. Councillors may seek reimbursement for applications on their mobile electronic communication device that are directly related to their duties as a councillor, within the maximum limit.

#### **Special requirement and carer expenses**

- 6.36. Council encourages wide participation and interest in civic office. It will seek to ensure council premises and associated facilities are accessible, including provision for sight or hearing impaired councillors and those with other disabilities.

- 6.37. Transportation provisions outlined in this policy will also assist councillors who may be unable to drive a vehicle.
- 6.38. In addition to the provisions above, the general manager may authorise the provision of reasonable additional facilities and expenses in order to allow a councillor with a disability to perform their civic duties.
- 6.39. Councillors who are the principal carer of a child or other elderly, disabled and/or sick immediate family member will be entitled to reimbursement of reasonable carer's expenses for attendance at official business, plus reasonable travel from the principal place of residence.
- 6.40. Child care expenses may be claimed for children up to and including the age of 16 years where the carer is not a relative.
- 6.41. In the event of caring for an adult person, councillors will need to provide suitable evidence to the general manager that reimbursement is applicable. This may take the form of advice from a medical practitioner.

#### **Home office expenses**

- 6.42. Each councillor may be provided with minor items of consumable stationery for the maintenance of a home office, such as a ream of plain paper, on request and approval by the general manager.

## **7. Insurances**

- 7.1. In accordance with Section 382 of the Local Government Act, Council is insured against public liability and professional indemnity claims. Councillors are included as a named insured on this Policy.
- 7.2. Insurance protection is only provided if a claim arises out of or in connection with the councillor's performance of his or her civic duties, or exercise of his or her functions as a councillor. All insurances are subject to any limitations or conditions set out in the policies of insurance.
- 7.3. Council shall pay the insurance policy excess in respect of any claim accepted by council's insurers, whether defended or not.
- 7.4. Appropriate travel insurances will be provided for any councillors travelling on approved interstate and overseas travel on council business.

## **8. Legal assistance**

- 8.1. Council may, if requested, indemnify or reimburse the reasonable legal expenses of:
- a councillor defending an action arising from the performance in good faith of a function under the Local Government Act provided that the outcome of the legal proceedings is favourable to the councillor
  - a councillor defending an action in defamation, provided the statements complained of were made in good faith in the course of exercising a function under the Act and the outcome of the legal proceedings is favourable to the councillor



- a councillor for proceedings before an appropriate investigative or review body, provided the subject of the proceedings arises from the performance in good faith of a function under the Act and the matter has proceeded past any initial assessment phase to a formal investigation or review and the investigative or review body makes a finding substantially favourable to the councillor.
- 8.2. In the case of a code of conduct complaint made against a councillor, legal costs will only be made available where the matter has been referred by the general manager to a conduct reviewer and the conduct reviewer has commenced a formal investigation of the matter and makes a finding substantially favourable to the councillor.
- 8.3. Legal expenses incurred in relation to proceedings arising out of the performance by a councillor of his or her functions under the Act are distinguished from expenses incurred in relation to proceedings arising merely from something that a councillor has done during his or her term in office. For example, expenses arising from an investigation as to whether a councillor acted corruptly would not be covered by this section.
- 8.4. Council will not meet the legal costs:
- of legal proceedings initiated by a councillor under any circumstances
  - of a councillor seeking advice in respect of possible defamation, or in seeking a non-litigious remedy for possible defamation
  - for legal proceedings that do not involve a councillor performing their role as a councillor
- 8.5. Reimbursement of expenses for reasonable legal expenses must have Council approval by way of a resolution at a council meeting prior to costs being incurred.

## Part C - Facilities

### 9. General facilities for all councillors

#### Facilities

- 9.1. Council will provide the following facilities to councillors to assist them to effectively discharge their civic duties:
  - Use of the Council Chambers, when and where available, appropriately furnished to include telephone, desk and appropriate refreshments (excluding alcohol)
  - Postage of official correspondence – all mail is to be directed through the Council's own mailing system
  - Personal protective equipment for use during site visits
  - Use of a Council Lap Top Computer or Tablet, if required
  - Minor items of consumable stationery
  - A name badge which may be worn at official functions, indicating that the wearer holds the office of a councillor and/or mayor or deputy mayor.
- 9.2. Councillors may book meeting rooms for official business in a specified council building at no cost. Rooms may be booked through the Executive Assistant in the general manager's office or other specified staff member.
- 9.3. The provision of facilities will be of a standard deemed by the general manager as appropriate for the purpose.

#### Stationery

- 9.4. Council will provide the following stationery to councillors each year:
  - letterhead, to be used only for correspondence associated with civic duties
  - business cards

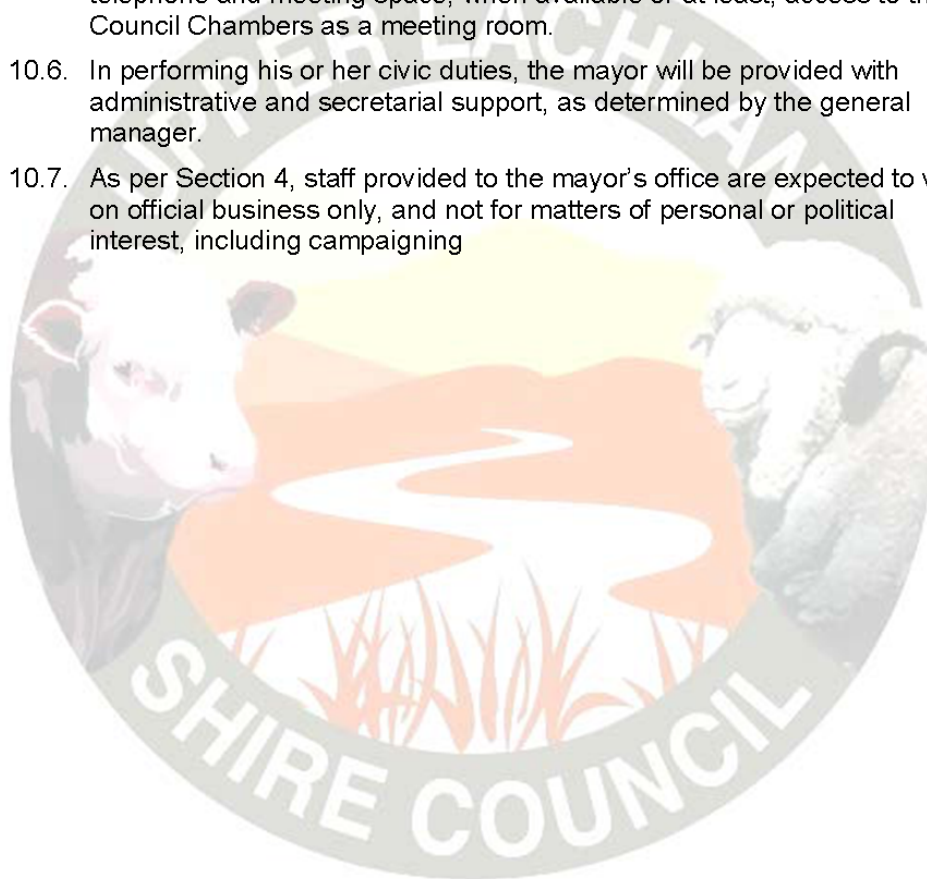
#### Administrative support

- 9.5. Council will provide administrative support to councillors to assist them with their civic duties only. Administrative support may be provided by a member of council's administrative staff as arranged by the general manager or their delegate.
- 9.6. As per Section 4, council staff are expected to assist councillors with civic duties only, and not assist with matters of personal or political interest, including campaigning.

### 10. Additional facilities for the mayor

- 10.1. Council will provide to the mayor a maintained vehicle to a similar standard of other council vehicles, with a fuel card. The vehicle will be supplied for use on business, professional development and attendance at the mayor's office.

- 10.2. The mayor must keep a log book setting out the date, distance and purpose of all travel. This must include any travel for private benefit. The log book must be submitted to council on a monthly basis.
- 10.3. The mayoral allowance will be reduced to cover the cost of any private travel recorded in the log book, calculated on a per kilometre basis by the rate set by the Local Government (State) Award.
- 10.4. A parking space at council's offices will be reserved for the mayor's council-issued vehicle for use on official business, professional development and attendance at the mayor's office.
- 10.5. Council will provide the mayor with a furnished office incorporating a computer configured to council's standard operating environment, telephone and meeting space, when available or at least, access to the Council Chambers as a meeting room.
- 10.6. In performing his or her civic duties, the mayor will be provided with administrative and secretarial support, as determined by the general manager.
- 10.7. As per Section 4, staff provided to the mayor's office are expected to work on official business only, and not for matters of personal or political interest, including campaigning



## Part D - Processes

### 11. Approval, payment and reimbursement arrangements

- 11.1. Expenses should only be incurred by councillors in accordance with the provisions of this policy.
- 11.2. Approval for incurring expenses, or for the reimbursement of such expenses, should be obtained before the expense is incurred.
- 11.3. Up to the maximum limits specified in this policy, approval for the following may be sought after the expense is incurred:
  - Local travel relating to the conduct of official business
  - Carer costs
  - ICT expenditure.
- 11.4. Final approval for payments made under this policy will be granted by the general manager or their delegate.

#### Direct payment

- 11.5. Council may approve and directly pay expenses. Requests for direct payment must be submitted to the General Manager for assessment against this policy using the prescribed form, with sufficient information and time to allow for the claim to be assessed and processed.

#### Reimbursement

- 11.6. All claims for reimbursement of expenses incurred must be made on the prescribed form, supported by appropriate receipts and/or tax invoices and be submitted to the Manager of Finance and Administration.

#### Advance payment

- 11.7. Council may pay a cash advance for councillors attending approved conferences, seminars or professional development.
- 11.8. The maximum value of a cash advance is \$102 per day of the conference, seminar or professional development.
- 11.9. Requests for advance payment must be submitted to the general manager for assessment against this policy with sufficient information and time to allow for the claim to be assessed and processed.
- 11.10. Councillors must fully reconcile all expenses against the cost of the advance within one month of incurring the cost and/or returning home. This includes providing to council:
  - a full reconciliation of all expenses including appropriate receipts and/or tax invoices
  - reimbursement of any amount of the advance payment not spent in attending to official business or professional development.

**Notification**

- 11.11. If a claim is approved, council will make payment directly or reimburse the councillor through accounts payable.
- 11.12. If a claim is refused, council will inform the councillor in writing that the claim has been refused and the reason for the refusal.

**Reimbursement to council**

- 11.13. If council has incurred an expense on behalf of a councillor that exceeds a maximum limit, exceeds reasonable incidental private use or is not provided for in this policy:
- council will invoice the councillor for the expense
  - the councillor will reimburse council for that expense within 14 days of the invoice date.
- 11.14. If the councillor cannot reimburse council within 14 days of the invoice date, they are to submit a written explanation to the general manager. The general manager may elect to deduct the amount from the councillor's allowance.

**Timeframe for reimbursement**

- 11.15. Unless otherwise specified in this policy, councillors must provide all claims for reimbursement within three months of an expense being incurred. Claims made after this time cannot be approved.

**12. Disputes**

- 12.1. If a councillor disputes a determination under this policy, the councillor should discuss the matter with the general manager.
- 12.2. If the councillor and the general manager cannot resolve the dispute, the councillor may submit a notice of motion to a council meeting seeking to have the dispute resolved.

**13. Return or retention of facilities**

- 13.1. All unexpended facilities or equipment supplied under this policy are to be relinquished immediately upon a councillor or mayor ceasing to hold office or at the cessation of their civic duties.
- 13.2. Should a councillor desire to keep any equipment allocated by council, then this policy enables the councillor to make application to the general manager to purchase any such equipment. The general manager will determine an agreed fair market price or written down value for the item of equipment.
- 13.3. The prices for all equipment purchased by councillors under Clause 13.2 will be recorded in Council's annual report.



## 14. Publication

- 14.1. This policy will be published on council's website.

## 15. Reporting

- 15.1. Council will report on the provision of expenses and facilities to councillors as required in the Act and Regulations.
- 15.2. Detailed reports on the provision of expenses and facilities to councillors will be publicly tabled at a council meeting every twelve months and published in full on council's website. These reports will include expenditure summarised by individual councillor and as a total for all councillors.

## 16. Auditing

- 16.1. The operation of this policy, including claims made under the policy, will be included in council's audit program and an audit undertaken at least annually.

## 17. Breaches

- 17.1. Suspected breaches of this policy are to be reported to the general manager.
- 17.2. Alleged breaches of this policy shall be dealt with by following the processes outlined for breaches of the Code of Conduct, as detailed in the Code and in the Procedures for the Administration of the Code.



## PART E - Appendices

### Appendix I: Related legislation, guidance and policies

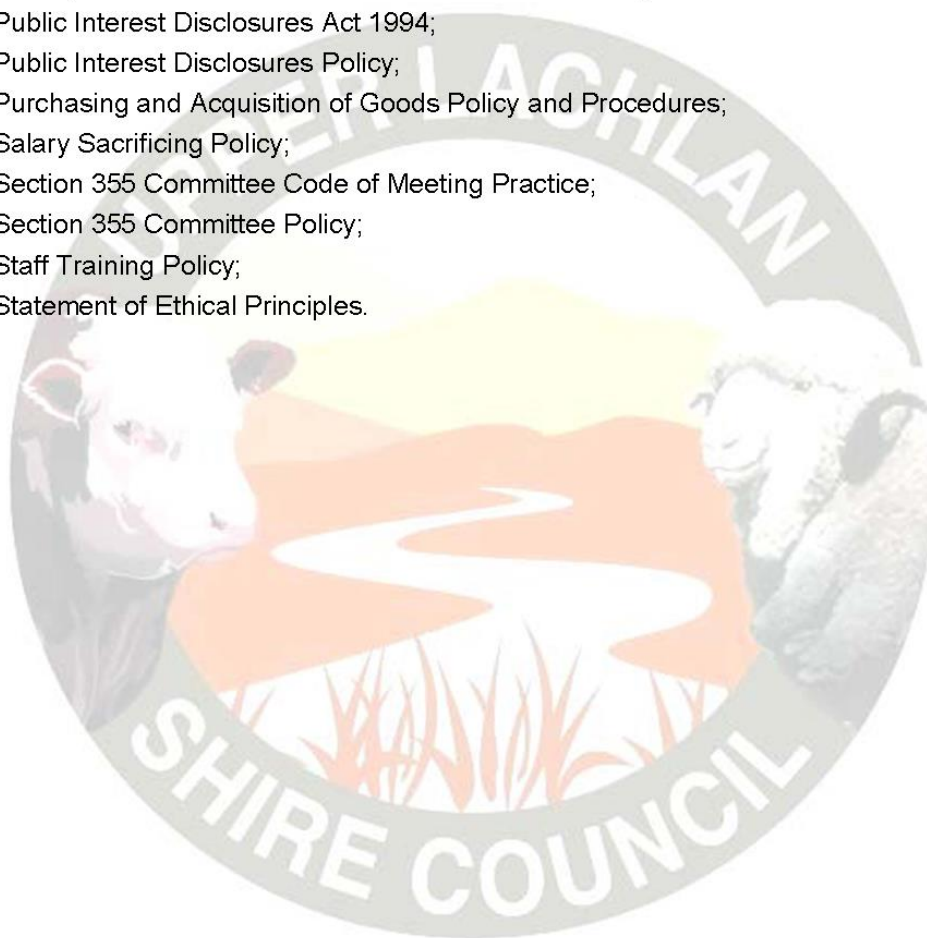
#### Relevant legislation and guidance:

- Local Government Act 1993, Sections 252 and 253
- Local Government (General) Regulation 2005, Clauses 217 and 403
- Guidelines for the payment of expenses and the provision of facilities for Mayors and Councillors in NSW, 2009
- Local Government Circular 09-36 Guidelines for Payment of Expenses and Facilities
- Local Government Circular 05-08 legal assistance for Councillors and Council Employees.

#### Related Council policies:

- A New Tax System (Goods and Services Tax) Act 1999;
- Access to Information Policy;
- Bribes, Gifts and Benefits Policy;
- Code of Business Practice;
- Code of Conduct for Councillors, staff and delegates of Council;
- Code of Meeting Practice;
- Complaints Management Policy;
- Corporate Credit Card Policy;
- Crimes Act 1900;
- Delegations of Authority Procedure;
- Office of Local Government – Model for the Payment of Expenses and the Provision of Facilities for Mayors and Councillors for Local Councils in NSW.
- Division of Local Government Circular No. 05-08: Legal Assistance for Councillors and Council Employees.
- Environmental Planning and Assessment (EPA) Act 1979;
- Fraud and Corruption Prevention Policy;
- Government Information (Public Access) Act 2009;
- Government Information (Public Access) Policy;
- Harassment Policy;
- ICAC publication “No Excuse for Misuse, preventing the misuse of council resources”;
- Independent Commission against Corruption Act (ICAC) 1988;
- Interaction between Councillors and Staff Policy;
- Internal Reporting – Protected Disclosures Policy;

- Internet and Email Policy;
- Local Government Act 1993;
- Local Government (General Regulation) 2005;
- Local Government (State) Award 2014;
- Mobile Phone Policy;
- NSW Ombudsman - Good Conduct and Administrative Practice (Guidelines for State and Local Government) June 2006;
- NSW State Records Act 1998;
- Privacy and Personal Information Protection Act 1998;
- Public Interest Disclosures Act 1994;
- Public Interest Disclosures Policy;
- Purchasing and Acquisition of Goods Policy and Procedures;
- Salary Sacrificing Policy;
- Section 355 Committee Code of Meeting Practice;
- Section 355 Committee Policy;
- Staff Training Policy;
- Statement of Ethical Principles.



## Appendix II: Definitions

The following definitions apply throughout this policy.

Term	Definition
accompanying person	Means a spouse, partner or de facto or other person who has a close personal relationship with or provides carer support to a councillor
appropriate refreshments	Means food and beverages, excluding alcohol, provided by council to support councillors undertaking official business
Act	Means the <i>Local Government Act 1993</i> (NSW)
clause	Unless stated otherwise, a reference to a clause is a reference to a clause of this policy
Code of Conduct	Means the Code of Conduct adopted by Council or the Model Code if none is adopted
Councillor	Means a person elected or appointed to civic office as a member of the governing body of council who is not suspended, including the mayor
General Manager	Means the general manager of Council and includes their delegate or authorised representative
incidental personal use	Means use that is infrequent and brief and use that does not breach this policy or the Code of Conduct
long distance intrastate travel	Means travel to other parts of NSW of more than three hours duration by private vehicle
maximum limit	Means the maximum limit for an expense or facility provided in the text and summarised in Appendix 1
NSW	New South Wales
official business	Means functions that the mayor or councillors are required or invited to attend to fulfil their legislated role and responsibilities for council or result in a direct benefit for council and/or for the local government area, and includes: <ul style="list-style-type: none"> <li>• meetings of council and committees of the whole</li> <li>• meetings of committees facilitated by council</li> <li>• civic receptions hosted or sponsored by council</li> <li>• meetings, functions, workshops and other events to which attendance by a councillor has been requested or approved by council</li> </ul>
professional development	Means a seminar, conference, training course or other development opportunity relevant to the role of a councillor or the mayor
Regulation	Means the Local Government (General) Regulation 2005 (NSW)
year	Means the financial year, that is the 12 month period commencing on 1 July each year

---

## General Manager - 20 September 2018

---

**ITEM 13.5**                      **Council Meetings - Times and Frequency**

**FILE REFERENCE**    **I18/487**

**AUTHOR**                      **General Manager**

### **ISSUE**

Providing details regarding Council Meeting times and frequency of Council Meetings.

**RECOMMENDATION**        That –

1. Ordinary Council Meetings are to be held on the third Thursday of the month at Crookwell (no meeting held in January) with the exception of the Ordinary Council Meeting on Thursday, 15 November 2018, to be held at Gunning, with all meetings to commence at 6.00pm, as per the following schedule of meeting times and dates:
  - Ordinary Council Meeting to be held at Crookwell on Thursday, 18 October 2018 commencing at 6.00pm.
  - Ordinary Council Meeting to be held at Gunning on Thursday, 15 November 2018 commencing at 6.00pm.
  - Ordinary Council Meeting to be held at Crookwell on Thursday, 20 December 2018 commencing at 6.00pm.
  - Ordinary Council Meeting to be held at Crookwell on Thursday, 21 February 2019 commencing at 6.00pm.
  - Ordinary Council Meeting to be held at Crookwell on Thursday, 21 March 2019 commencing at 6.00pm.
  - Ordinary Council Meeting to be held at Crookwell on Thursday, 18 April 2019 commencing at 6.00pm.
  - Ordinary Council Meeting to be held at Crookwell on Thursday, 16 May 2019 commencing at 6.00pm.
  - Ordinary Council Meeting to be held at Crookwell on Thursday, 20 June 2019 commencing at 6.00pm.
  - Ordinary Council Meeting to be held at Crookwell on Thursday, 18 July 2019 commencing at 6.00pm.
  - Ordinary Council Meeting to be held at Crookwell on Thursday, 15 August 2019 commencing at 6.00pm.
  - Ordinary Council Meeting to be held at Crookwell on Thursday, 19 September 2019 commencing at 6.00pm.

---

### **BACKGROUND**

Providing particulars with respect to Ordinary Council Meeting times and information regarding the frequency of Council Meetings, in accordance with Section 365 of the Local Government Act 1993.

**REPORT**

In accordance with Section 365 of the Local Government Act 1993, the Council is required to meet at least 10 times each year, each time in a different month.

Section 366 provides details with respect to the calling of an extraordinary meeting on request by Councillors and Section 367 provides details with respect to the requirements to provide notice of meetings.

Part 10 of the Local Government (General) Regulation 2005 provides details with respect to the convening and conduct of Council Meetings and Committees of Council.

Any variation to the time and date for the Ordinary Meeting or the Committee Meetings will require the General Manager to send to each Councillor, at least 3 days before the Meeting, a Notice specifying the Time and Place at which, and the Date on which, the Meeting is to be held and the business proposed to be transacted (Section 367 (1)).

For Extraordinary Meetings if the Mayor or General Manager receives a request in writing signed by at least 2 Councillors, a Meeting must be called as soon as practical but within 14 days after receiving the request (Section 366).

In the event of urgent business the Mayor or General Manager may call an Extraordinary Meeting, with the agreement of a majority of Councillors, subject to a minimum of 6 hours' notice being provided. Otherwise, a minimum of 3 days' notice is required (Section 367 (2)).

Further to the above, Council also has an adopted Code of Meeting Practice, which complements the Act and the Regulation.

Council's existing arrangements concerning meeting times and dates are included in the currently adopted Code of Meeting Practice and are as follows:

- Ordinary Meetings are held on the third Thursday of every month commencing at 6.00pm at Crookwell (ten meetings) and at Gunning (one meeting - to be held on Thursday, 15 November 2018);
- In accordance with industry practice, as both Councillors and the majority of staff members generally take annual leave during the month of January, Council have not scheduled a Council Meeting for January 2018.
- Tenders are dealt with in the Closed Section of the Ordinary Council Meeting by the full Council.
- Council holds Community Outreach Meetings (on an as required basis) in May each year, at community based locations, for residents within and surrounding the town/villages of Crookwell, Gunning, Taralga, Collector, Bigga and the locality of Big Hill, with an aim to obtaining information on items recommended for inclusion in the Draft Operational Plan, as part of the public consultation process. Council meets with the local community to discuss projects and issues pertinent to the local community.

## **General Manager**

### **COUNCIL MEETINGS - TIMES AND FREQUENCY cont'd**

All other procedural matters relating to Council Meetings are contained in the Code of Meeting Practice or the Act and Regulation.

#### **POLICY IMPACT**

Nil

#### **OPTIONS**

Nil

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

Nil

#### **RECOMMENDATION**      That –

1. Ordinary Council Meetings are to be held on the third Thursday of the month at Crookwell (no meeting held in January) with the exception of the Ordinary Council Meeting on Thursday, 15 November 2018, to be held at Gunning, with all meetings to commence at 6.00pm, as per the following schedule of meeting times and dates:
  - Ordinary Council Meeting to be held at Crookwell on Thursday, 18 October 2018 commencing at 6.00pm.
  - Ordinary Council Meeting to be held at Gunning on Thursday, 15 November 2018 commencing at 6.00pm.
  - Ordinary Council Meeting to be held at Crookwell on Thursday, 20 December 2018 commencing at 6.00pm.
  - Ordinary Council Meeting to be held at Crookwell on Thursday, 21 February 2019 commencing at 6.00pm.
  - Ordinary Council Meeting to be held at Crookwell on Thursday, 21 March 2019 commencing at 6.00pm.
  - Ordinary Council Meeting to be held at Crookwell on Thursday, 18 April 2019 commencing at 6.00pm.
  - Ordinary Council Meeting to be held at Crookwell on Thursday, 16 May 2019 commencing at 6.00pm.
  - Ordinary Council Meeting to be held at Crookwell on Thursday, 20 June 2019 commencing at 6.00pm.
  - Ordinary Council Meeting to be held at Crookwell on Thursday, 18 July 2019 commencing at 6.00pm.
  - Ordinary Council Meeting to be held at Crookwell on Thursday, 15 August 2019 commencing at 6.00pm.
  - Ordinary Council Meeting to be held at Crookwell on Thursday, 19 September 2019 commencing at 6.00pm.

#### **ATTACHMENTS**

Nil



---

## General Manager - 20 September 2018

---

**ITEM 13.6**                      **Disclosures by Councillors and Designated Persons Under Section 449, Local Government Act, 1993.**

**FILE REFERENCE**    **I18/488**

**AUTHOR**                      **General Manager**

### **ISSUE**

Providing for the tabling of the Disclosures by Councillors and Designated Person Returns in accordance with Section 449 of the Local Government Act, 1993.

**RECOMMENDATION**      That -

1. Council notes the tabling of the Disclosures by Councillors and Designated Person Returns and receives the report as information.

---

### **BACKGROUND**

To comply with Section 449 of the Local Government Act, 1993 Council is required to table the Disclosures of Pecuniary Interest Returns of Councillors.

### **REPORT**

In accordance with the Section 449 of the Local Government Act, 1993, Upper Lachlan Shire Council has received updated Disclosure by Councillors and Designated Person Returns from the following Councillors:

- ◆ Councillor Brian McCormack;
- ◆ Councillor John Stafford;
- ◆ Councillor James Wheelwright;
- ◆ Councillor Richard Opie;
- ◆ Councillor Ron Cummins;
- ◆ Councillor Pam Kensit;
- ◆ Councillor John Searl;
- ◆ Councillor Paul Culhane; and
- ◆ Councillor Darren O'Brien.

The Disclosures by Councillors and Designated Persons forms are available for inspection on request and will be tabled at the Council Meeting on 20 September 2018 in accordance with the requirements of Section 450A (2) of the Local Government Act, 1993.

### **POLICY IMPACT**

Nil

***General Manager***

**DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS UNDER  
SECTION 449, LOCAL GOVERNMENT ACT, 1993. cont'd**

**OPTIONS**

Nil

**FINANCIAL IMPACT OF RECOMMENDATIONS**

Ni

**RECOMMENDATION** That -

1. Council notes the tabling of the Disclosures by Councillors and Designated Person Returns and receives the report as information.

**ATTACHMENTS**

Nil



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

The following item is submitted for consideration -

15.1	Reports for the Month of September 2018	272
------	---	-----

---

## Reports from Other Committees, Section 355 Committees and Delegates - 20 September 2018

---

### ITEM 15.1

### Reports for the Month of September 2018

#### RECOMMENDATION:

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

1. Crookwell and District Historical Society – Minutes from Annual General Meeting held 9 July 2018.
2. Collector Community Oval – Minutes of Special Meeting held 26 July 2018.
3. Tony Foley Memorial Community Centre s355 Committee – Minutes from Special Meeting held 2 August 2018.
4. Economic Development Task Force Committee – Minutes from meeting held 7 August 2018.
5. Building Review Committee – Minutes from meeting held 21 August 2018.
6. Taralga Historical Society Inc – Newsletter 3 – 2018.
7. Goulburn Mulwaree Council – Recreational Fishing Party – Action List – 20 June 2018.
8. Goulburn Mulwaree Council – Recreational Fishing Party – Action List – 11 July 2018.
9. Goulburn Mulwaree Council – Recreational Fishing Party – Action List – 8 August 2018.
10. Goulburn Mulwaree Council – Recreational Fishing Party – Action List – 5 September 2018.

#### ATTACHMENTS

1. <a href="#">↓</a>	Crookwell & District Historical Society - Annual General Meeting ( AGM ) - Minutes - 9 July 2018	Attachment
2. <a href="#">↓</a>	Collector Oval Committee ( COC ) - Special Meeting Minutes - 26 July 2018	Attachment
3. <a href="#">↓</a>	Tony Foley Memorial Community Centre S355 Committee - Meeting Minutes - 2 August 2018	Attachment
4. <a href="#">↓</a>	Economic Development Task Force ( EDTF ) - Meeting Minutes - 7 August 2018	Attachment
5. <a href="#">↓</a>	Building Review Committee - 2018-08-21 - Minutes - Attachments	Attachment
6. <a href="#">↓</a>	Taralga Historical Society Inc - Newsletter 3 - 2018	Attachment
7. <a href="#">↓</a>	Recreational Fishing Working Party Discussion Items Action List 20 June 2018	Attachment
8. <a href="#">↓</a>	Recreational Fishing Working Party Discussion Items Action List 11 July 2018	Attachment
9. <a href="#">↓</a>	Recreational Fishing Working Party Discussion Items Action List 8 August 2018	Attachment
10. <a href="#">↓</a>	Recreational Fishing Working Party Discussion Items Action List 5 September 2018	Attachment

# CROOKWELL & DISTRICT HISTORICAL SOCIETY

## ANNUAL GENERAL MEETING 2018

### MINUTES 9/7/2018

PRESENT; Bryan Kennedy, Ian Laverty, Jenny Painter, Peter Painter, Monica Croke, Muriel Redfern, Glen Millar, Marion Brace, Austin Cummins, Joe Kensit, Mike Harrop, Lynda Treacy, Dianne Ball, Pam Kensitt (councillor), Keith Brown

APOLOGIES; Pam Reeves, Marion Harrop, Mary Willis, Ollie Carter, Joy Collins, Wally Redfern, Paul Culhane (councillor)

Moved 2017 AGM minutes: Peter Painter; Seconded: Ian Laverty

TREASURERS REPORT: Book sales up significantly this year. Village Focus \$2,514 Arcadia book sales going well. Bank balance @ June 30<sup>th</sup> : \$18,551.34, including \$12,000 in a term deposit for 8 months @2.6%pa.

Pam Kensit will make enquiries whether we should be paying for "contents and theft" insurance. Pam suggested we enquire whether Arcadia will accept taking 10%. Letter to council to upgrade the Archives, ie. Patching holes and painting walls and doors. Monica mentioned an adjustment to the constitution:

Members need to be financial for 12 months before being nominated as a committee member.

Presidents Report: Bryan Kennedy

Secretary's Report: Jenny Painter

ELECTIONS: Conducted by Lynda Treacy

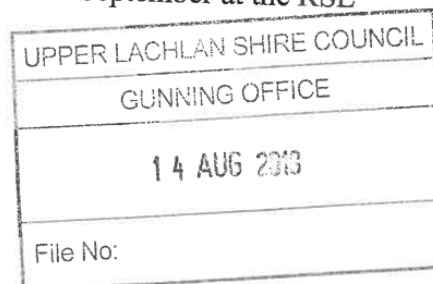
President: Bryan Kennedy; Vice President: Ian Laverty; Treasurer: Glen Millar; Public Officer & Researcher: Monica Croke; Office Manager & Secretary: Jenny Painter; Archivist: Joy Collins; Member Secretary: Karene Millar; Minute Secretary & Research Officer: Dianne Ball; Research Officer: Marion Brace

Keith Brown gave a talk on writing a book about the Churches of The Upper Lachlan Shire. He has discovered through his research that there are/were 65 churches, some demolished, some defunct. Very interesting, and enjoyed by all.

Pam Kensit will be launching her war book on the 29<sup>th</sup> September at the RSL

Meeting closed at 2.45pm.

Afternoon tea in the library





## COLLECTOR OVAL COMMITTEE MINUTES

Thursday 26<sup>th</sup> July 2018

Special Meeting Open: 4.30 pm

Special Meeting with Council representatives looking at how proposed streetscape plan should be implemented at the Collector Oval.

1. **Attendance:** John Hoskins, Andrew Chiswell, Gary Poile, John Searle, Terry Lovelock
2. **Apologies:** Mursaleen Shah, Trista Batchelor, Dan Cram, Michael Duck
3. **Previous Minutes**
  - a. Moved JS/GP previous minutes be accepted. Carried
4. **Business From Previous Minutes**
  - a. Nil
5. **Correspondence**
  - a. In
    - From TL.
      1. Invoice detailing costings of recent upgrade to BBQ shed
        - a. \$433 Installation materials
          - i. Moved JH/GP that a chq be drawn and paid to TL for this amount.
    - From GP
      1. Email from CVPF advertising funding round for local projects closing 3/8/18
      2. Street Scape plan.
6. **Treasurer Report**
  - No Treasurer Report,
7. **Presidents Report**
  - No President report
8. **Special Business**

Meeting discussed the Collector Oval Precinct Plan in terms of the Street Scape plan presented by GP

  - The allocated Street Scape space for a possible skate park was accepted as a good location for such an amenity.
  - Allocated space for Picnic shelters was accepted as a good location although
    - Moved TL/AC That 2 small and one large shelters be erected. Carried
  - Allocated space for car park was accepted as a good location.
  - Allocated space for Outdoor Gym. Preferred spot is swapped with one of the picnic shelter and closer to Bourke St.

- Moved JS/JH That TL be commended for the work done on roller doors.`
- Following ideas for Collector Village Pumpkin Festival funding was discussed
  - Combination football/soccer goal posts,
    - GP to source and cost
  - Front fence,
  - Landscaping,
  - BBQ
- *Due to pressing timeframes it was determined by telephone between executives JH/AC/TB post this special meeting and after goal post costing were available that the COC would apply for CVPF funding for combination goal posts.*

#### Declarations of Interest

- GP also CVPF
- JS Council Committee Member

#### 9. Next Meeting

- AGM 11<sup>th</sup> Oct 2018
  - Followed by a general meeting

#### 10. Meeting Closed

- 18.15

Meeting opened at 4.30pm

2<sup>ND</sup> August 2018

1. Present:

Roslyn McLoughlin, Kelly Dowling, John Searl, Norman Hindley, Margaret Dougall, Margaret McPherson, Julie Kennedy

2. Apologies:

Tina Dodson

3. Declaration of Interest. Nil

4. Minutes of previous meeting, Read by Julie Kennedy,

Moved John Searl, seconded Margaret Mcpherson. Carried with amendments with correction of date (April to May), and adding that Ros Mcloughlin would like to thank Julie Kennedy and Vanesa Mackay for submitting grant application for purchasing chairs.

5. Business arising from Minutes

- General business Item 2, Ros McLoughlin will investigate on procedures and information relation to new members.
- Maintenance
  - Adam Warby from ULSC has visited the Foley Centre to view the area needing repairs and upgrades; he identified additional concerns and has added them to his list of maintenance. Adam stated that the work to be done and will be attended to as soon as ULSC is able.
- Grant
  - The grant for the purchasing of 40 chairs has been approved but we have not received official notification. The grant was approved for 30 chairs to be purchased from Firth Furniture. A general conversation regarding purchasing additional chairs was rejected. Moved by John Searl seconded by Margaret McPherson. Carried

6. Correspondence: IN:

NIL

7. Financial report. Read by Norman Hindley

Moved Norman Hindley, seconded Kelly Dowling. Carried.

8. General Business

- AGM date set for 1Novemeber 2018 @4.30 followed by the general meeting, notification for AGM to be advertised and information of meeting to be forwarded to ULSC with minimum of two weeks' notice.

- Fee restructures to be discussed at next meeting. John Searl requested that the details of all bookings and the amounts charged for each to be provided to assist in the review of fees. Ros McLoughlin to provide this information.

9. Next Meeting 1<sup>st</sup> November 4.45pm

10. Meeting closed @ 5.15pm

## **MINUTES OF THE UPPER LACHLAN SHIRE COUNCIL EDTF COMMITTEE HELD TUESDAY 7 AUGUST 2018 AT CROOKWELL**

---

**Present:** Clr. John Searl, Andrew Lindner, Clr. Richard Opie, Catherine Duff & Clr. John Stafford & Garry Kadwell

**Staff:** Acting General Manager Gary Woodman & Brenda Proudman (Economic Development Officer)  
(Non Voting)

**Apologies:** Tina Dodson (Director of Environment & Planning)

Meeting commenced at 5.05pm.

**Declaration of Interest:** Nil.

### **Confirmation of Minutes:**

#### **Agenda Item 3.1**

Minutes from the 10 July 2018 were adopted as a true and correct record. Moved – Clr John Searl & seconded Catherine Duff.

CARRIED

### **Correspondence:**

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

The proposal from Development Impacts Pty Ltd has been accepted to carry out the Workshop and Plan. We are now working on the list of 25 names to attend the workshop. The Mayor, General Manager, Economic Development Officer, Tourism Manager and EDTF Chair will attend the meeting as observers only.

#### **Agenda Item 4.2 – Southern Tablelands REDS – Relevant Actions for ULSC**

Copies of these were distributed. Can everyone please have a good look at these documents so we can discuss at the next meeting.

#### **Agenda Item 4.3 – Meet the Locals Night**

Brenda Proudman is to provide a report at the next meeting.

#### **Agenda Item 5 - General Business**

Brenda Proudman said that Council has now signed up to the Easy to do Business Program and Service NSW will launch Upper Lachlan Shire Council on Friday 17<sup>th</sup> August.

Garry Woodman distributed the 20 Year Economic Development Vision for Regional NSW.

#### **Agenda Item 6 – Guest Speaker – Garry Kadwell sharing is vision for ULS**

- Aged Care – Particularly “In Home Care” is a particulate focus for Crookwell/Taragla Aged Care Ltd. They have increased staff from 2 to 10 to cope with the demand.
- Upgrading the Landfill - Garry would like to see a joint venture between Council and Private Enterprise to look at composting green waste.
- Rural Industry has changed and we need to look at where this change is going to take us and grab hold of it. It is obvious with these changes that we are going to become a lifestyle area and Garry thinks the Goulburn/Crookwell Rail trail is an excellent idea and would create an enormous economic development impact.
- Garry would like to see some training created for Rural Industries because there is not many young people taking on these roles.

- Garry also mentioned the enormous demand in Agricultural Tourism, Carbon Credits, Freight Efficiencies and Streamlining Productivity.

**Next Meeting** of the EDTF Committee Tuesday 11<sup>th</sup> September, 2018 at 4.30pm.

There being no further business, meeting closed at 6.40pm.



**PRESENT:** Mr J Rowley (Chairman), Mr S Proudman, Cllr R Opie, Cllr P Kensit, Cllr R Cummins, Mr G Woodman (Acting General Manager), Mr A Croke (Director Finance and Administration), Mrs T Dodson (Director of Environment & Planning), Mr M Shah (Director of Works and Operations) and Miss K Porter (Executive Assistant)

---

**THE CHAIR DECLARED THE MEETING OPEN AT 11.15AM**

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

An apology was received for the absence of Mr J Bell.

**ITEM 1.1** **RESOLVED** by Cllr Opie and Mr S Proudman

That the apology from Mr J Bell be received and leave of absence granted.

- CARRIED

**SECTION 2: DECLARATIONS OF INTEREST**

Nil

**SECTION 3: CONFIRMATION OF MINUTES**

**ITEM 3.1** **RESOLVED** by Cllr Opie and Cllr Cummins that -

The minutes of the Building Review Committee Meeting held on 16 May 2018 be adopted.

- CARRIED

## **SECTION 4:       REPORTS**

### **ITEM 4.1           PROJECT UPDATE - CIVIC AND COMMUNITY CENTRE UPGRADE**

**RESOLVED** by Cllr Kensit and Cllr Opie that the Committee recommends to Council that -

1.   The information be received and noted.
2.   The General Manager be authorised to seek legal clarification in the ability to engage in commercial negotiation with unsuccessful tenderers to acquire Intellectual Property contained within their tenders for the investigation and design of the proposed Civic and Community Centre, should the need arise.

- CARRIED

### **ITEM 4.2           PROPOSED COMMUNITY AND CIVIC CENTRE - GRANTS AND TIMING**

**RESOLVED** by Cllr Kensit and Mr Proudman that the Committee recommends to Council that -

1.   The information be received and noted.

- CARRIED

### **ITEM 4.3           BUILDING REVIEW S355 COMMITTEE MEMBERSHIP, PURPOSE AND PROGRESS.**

**RESOLVED** by Mr Rowley and Mr Proudman that the Committee recommends to Council that -

1.   Council note that currently there have been no expressions of interest from the Community to join the Building Review

Committee and that a further round of advertising will be undertaken for the vacant position.

2. Council expands the present Charter and Terms of Reference of the Building Review Committee to continue providing input and advice on all the stages of the development of the proposed Civic and Community Centre and suitability of the Council Works Depot in Crookwell at its current location, investigation of site locations for potential relocation, and development if required.

- CARRIED

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

Nil

**THE MEETING CLOSED AT 1.40PM**

Minutes confirmed

.....  
Chair



**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 3, 2018**

**Presidents Report September 2018:**

Hello once again, it's been a cold and dry winter, I trust we will have received substantial rainfall by the time you receive this newsletter.

Visitation through the complex has been steady, book sales are also providing a steady flow of income thanks to the Taralga Store and also Gifts and Goodies.

We have been successful with our grant application for funding from the Windfarm, the forthcoming funding will enable us to commence the much needed upgrade of the archives room.

**LONG WEEKEND OF OCTOBER:**

**Sat 29<sup>th</sup>, Sun 30<sup>th</sup> SEPTEMBER (and Mon 1<sup>st</sup> OCTOBER)**

Long Weekend program:

***The complex will be open both Saturday and Sunday 10am to 2.30pm. Sunday will be a free day, although we will accept Gold Coin Donations.***

**Sunday:**

**11am until 1pm:** A Sausage sizzle will be held

**1.30pm:** It has been a few years since the last 'over seventies' photo shoot, so there are a few more of us who now fit into the category. It is planned to do a new photograph at 1.30pm. We ask your help in getting the word out to non-members who fit the category i.e. anyone who resides in the district and also those who previously lived in the district and have since moved away.

Our Museum formerly the Methodist Church, was built in 1868 and so celebrates 150 years in Taralga. There will be a recognition of this after the photo.

Afternoon tea will be available in the hall, and maybe some light entertainment will follow. Folks, a plate or a packet of biscuits will be much appreciated.

The Museum and grounds are open Saturdays 10am to 2pm or alternatively by appointment.

The next meeting of the society will be 2pm on Saturday 13<sup>th</sup> October in the Masonic Hall

*Kind regards*  
*Mick*

UPPER LACHLAN COUNCIL
GUNNING OFFICE
- 7 SEP 2018
File No:

### THE GOULBURN EVENING PENNY POST - Friday 3 March 1939

#### In March 1939, Taralga held a 'BACK TO TARALGA' CARNIVAL

Festivities to commence next Sunday. Special Church services on Sunday morning followed by a drive to the Abercrombie River in the afternoon, will mark the commencement of the "Back to Taralga" week celebrations.

The official opening will be performed on Monday at 11am by Cr Walsh, an old and highly esteemed identity of Taralga, who has always manifested a keen interest in public affairs. He has been a member of the Show Committee for more than 50 years. Mondays historical pageant will depict the arrival of Captain McAlister, W. Macarthur and Lethbridge, guided by Mulwaree Tommie, chief of the Cookmai natives, whose brass plate will be worn.

On an original bullock dray will travel descendants of early settlers. The first mailman who ran the mail to Goulburn barefooted, will be characterised by one of his great grand-sons. The first trial of the Spanish Merino sheep away from Camden Park was made at Richlands, but the sheep did not flourish and they were driven to Gundagai. This historic event will be reproduced by a great grand-son driving a mob of sheep, followed by Mr Owen Maher and Tom Fitzgibbon, sons of the original drovers, Nurse Baxter, Taralga's old maternity nurse: Mrs Baxter who weighed 22 stone, will be seen on her slide drawn by two bullocks. The sword presented to John Chalker for capturing the murderer Lynch will be paraded with an escort of pipes.

One of the wooden ploughs will form another interesting exhibit. Lady Macarthur's visit in 1840 will be portrayed and a stage coach will be "stuck up" in traditional manner. School styles of 1839 and 1939 will form an interesting contrast and there will be floats showing the products of the district: potatoes, marble, eucalyptus, wool and butter. The queen candidates will give displays. The newly-formed Troop of Light Horse will parade and there will be some attractive trade displays.

Back to School on Tuesday: there will be a back to school half-hour at the public school at 11am, and at the Convent at 12.30. Old pupils will be given a chance to renew acquaintances with the three Sisters who started the convent school at Taralga.

Wednesday will be devoted to sport. A clay pigeon shoot will be held in the morning, with a race in the afternoon. Record entries have been received and horses from Melbourne and Sydney will compete. An excellent variety entertainment is to be given by members of the Goulburn Liedertafel in the evening.

Taralga's annual show will open on Thursday and, in spite of the droughty period; there will be a very fine display of fat stock. Record entries have been received for the horse events, and the pavilion will be up to its usual standard.

On Friday the Show Ball will be held, and this year special efforts have been put forward to make this an outstanding success.

Saturday will be the last day of the Show, and a very good rodeo, a special exhibition by Mr Ted Mooney and his trick horse will be combined. A clay pigeon shoot will be held for the "also rans" and in the evening something special in the way of concerts will be held and will culminate in the Crowning of the Queen. This being made a special effort, as the ladies who have worked so hard for the A.P. & H. Society deserve great credit for their public spirit in their efforts to raise funds. Mr Matt Chateris and Taralga generally issue a warm invitation to all to come, especially all old residents of the district, as old friends are waiting here to welcome them.

## Vale



Christopher Benedict (Ben) Cummins  
13.7.2018 Aged 51 years  
Son of  
Greg and Joan Cummins (both dec)  
Brother of:  
Dan, Lea, Shay, Julia, Joe, Dominic



Bill Hedley  
21.7.2018 aged 86 years  
Husband of Rowena  
Father of  
Meika, Bill, Alison, Michael  
Former Licensee of  
Argyle Hotel, Taralga



Peggy Kramer  
3.8.2018 Aged 87 years  
Wife of John  
Sister of Beryl McKenzie (dec)



Doreen Saville  
8.8.2018 Aged 93 years  
Wife of Lloyd (dec)  
Mother of  
Eric, Cheryl Chalker  
Martin & Freddy





## EUROPEAN SETTLEMENT OF TARALGA

One of the earliest journeys of importance was that made by explorers Wilson, Barrack and Roe January, 1795. They set out from Camden and explored the country west of Mittagong as far as Wollondilly River, terminating somewhere in the vicinity of Bullio. This expedition brought the explorers within about 17 miles ENE of the present township of Taralga, though it would be impossible to cross such rough country in anything like a direct line.

Following the expedition of Blaxland, Wentworth and Lawson in 1813, when they successfully crossed the barrier ranges of the Blue Mountains, the rich grazing pastures around and beyond Bathurst became the envy of all. An access road, built with convict labour was quickly constructed, convicts at this stage vastly outnumbering free settlers - but the country in ranges through which no road passed was so hazardous, that the discovery of a new stock route, traversing more accessible country was essential for the proper development of new grazing lands to the west.

In 1802 a very ambitious man arrived in the new colony. Charles Throsby, Surgeon on board the 'Coromandel 1' was to play his part in the development of New South Wales. By 1809 Charles Throsby had resigned his position as Assistant Colonial Surgeon and had given himself to pastoral pursuits. He made several expeditions into the country south of Cow Pastures, notably one to Jervis Bay in 1818. He offered himself to Governor Macquarie for this new desired work of finding an alternative route to the western grazing lands.

Charles Throsby and his two servants, Joseph Wild and John Wait, accompanied by John Rowley and three native trackers, Cookoogong, Dual and Bian, left the Cow Pastures on April 25 1819. After reaching what is now known as the Moss Vale district, they turned west, crossed Paddys River, near its junction with the Wollondilly, and then made their way into the Cookbundoon range.

*On May 2, Throsby recorded -*

*"In very thick fog and rain, our native guide mistook the range he intended to have gone, persuaded him to take a straight direction to regain our track. This brought us into rather broken country".*

That night they reached the Cookbundoon River, or Tarlo River as it is more frequently called today. On May 3, the weather continuing wet, they ascended the range on the west side of the river for about two and a half miles through very stony country. From this position Throsby remarked -

*"Country west clear and good and in easy sight of the Cookbundoon".*

Throsby's journal does not give the route in any detail but it is assumed that he crossed the Tarlo River a few miles above its junction with the Myrtle Creek and his camp on the night of May 3 was somewhere in the vicinity of Chatsbury. Therefore on the morning of May 4, 1819, Charles Throsby and his companions were almost certainly the first white men to behold the Myrtleville grazing lands of the Taralga district.

*On May 4, Throsby continued -*

*"At daylight, weather fine, wind west, we set out through beautiful forest country, very thin of timber, over several small runs into the western river. This country is admirably adapted for either grazing or agriculture".*

### EUROPEAN SETTLEMENT OF TARALGA



*Map showing Throsby's approximate route.*

This statement by Throsby bears true to the present day as this area is still recognised as a pastoral region with a safe rainfall. Throsby continued on his journey and by early afternoon passed close by where the town of Taralga now stands. It is interesting to note that somewhere between Myrtleville and Taralga, Throsby remarked that the pastures appeared to be damaged by caterpillars, a problem that affects pastoralists to this day. Surely then, it would seem unfair to blame Europeans for the introduction of this pest which must evidently be native to our land.

After passing by the present town site of Taralga, Throsby and his party came upon a very extensive expanse of water, several miles in circumference, with great numbers of water birds of every description. This, no doubt is what is known today as Burra Lake. Here the party camped on the night of May 4. Throsby then proceeded northward, crossed the river now known as the Abercrombie, and so reached Mr Lawson's establishment on the Campbell's river, in the vicinity of Bathurst, on the afternoon of May 9, 1819.

Thus ended an epic journey of outstanding achievement traversed in a remarkably short period of time.

After Throsby's success in finding a more accessible route across the ranges, the next journey of importance was that undertaken by explorer Oxley the following year.

Oxley and his party were to cover the same route as was taken by Throsby, but in an opposite direction. Oxley's journey is of particular interest because he left more exact notes - giving fuller particulars than Throsby, also some of the men who accompanied Oxley were later involved with the settlement of the area.

In his report on Agriculture and Trade, Commissioner Bigge stated the importance of the proposed expedition to Oxley,

*"With a view to examine the communication that had been discovered by Mr.*

## EUROPEAN SETTLEMENT OF TARALGA

*Throsby between the Cow Pastures and Bathurst and to verify the description that had been given to the lakes and country around them by the person who first discovered them".*

The party, comprising John Oxley, Surveyor General; John Thos. Bigge, Commissioner of Enquiry Thos. Hobbs Scott, Secretary to the Commissioner; William Cordeaux; Dr Hill; Charles Frazer Colonial Botanist; and a large retinue, left Bathurst on October 17, 1820. John Rowley, who had previously accompanied Throsby over the same route, acted as guide.

The first week's journey brought the party through mountainous country of rough terrain to a "considerable stream". The Commissioner named it the Abercrombie River.

The following day, October 23 they came in sight of a large lagoon, called by the natives Burra Burra, the same lagoon as that noted by Throsby on May 4, the previous year. The year 1820 was evidently a wet time, as Oxley described the lands in the vicinity of Taralga as "poor, wet forest lands and flats", unlike Throsby's account of the pastures in 1819.

The party proceeded southward towards Myrtleville, passing about half a mile west of the present boundary of the town of Taralga. On October 24 they crossed Myrtle Creek, "*waters running easterly through a narrow rocky valley, country very indifferent, but grassy*".

After leaving the Myrtleville area they continued in a southward direction, passing through Chatsbury, with the Cookbundoon range eastward about five miles. A few miles further on they crossed the Tarlo River and continued to the Goulburn Plains. The next day they reached Lake Bathurst, their destination point.

As a reward for his journey of discovery, Charles Throsby was granted one thousand acres "in any part of the country he discovered". Rowley, two thousand acres in the same country, Wild and Wait, one hundred acres each. Rowley was later granted an extra fifty acres for his part in the second expedition.

Throsby suggested to Macquarie that Cookoogong should be designated chief of the Burra Burra tribe of which he was a member. This was done, and merit-plates were also given to the other two natives as rewards for their services.

After these journeys of exploration and the discovery of suitable grazing lands west of the Cookbundoon ranges, settlers soon began to move towards the new area.

It is interesting to note here that "Myrtle Creek" had superstitious association for the natives who referred to it as 'Mucki win Nombin' meaning 'Ghost'.

Myrtleville was the name given to the surrounding district, also the small village that was established there many years later by Sir Charles Cowper.



**CONTINUED FROM LAST NEWSLETTER:**

## **ADDRESS ON HISTORY OF THE TARALGA AREA**

*From Goulburn Evening Post 1955*

The following address on the early history of Taralga and other parts of the southern districts was read recently to Goulburn Historical Society by Mr Dave Mullaney of Taralga.

It was written by Miss Jean Findlay of Yalbraith as an essay eight years ago.

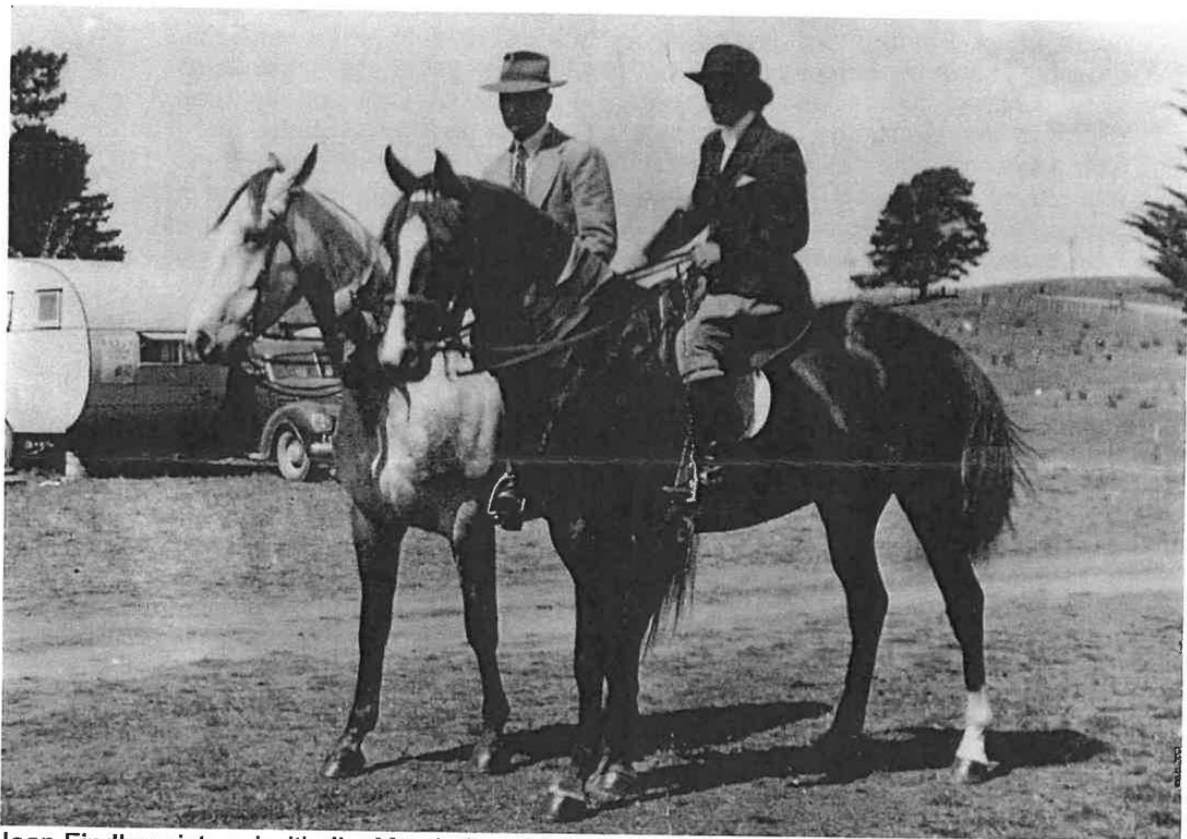
### **About the Author:**

Robert Scott Craig b.1899 d.1968 was the twin brother of Murdoch, he married Iris Findlay who already had a daughter named Jean. Robert and Iris had one son, Keith Gillies who died aged 37. Robert and Iris had a home at 'Cobbodong'.

Jean was a devoted horsewomen. She moved to Sydney and married,

Jean Findlay-Gower died 8<sup>th</sup> September 2017 at 87 years and is buried at Stonequarry Cemetery with her Mother, Father and Keith.

She wrote this article in 1947 when she was around 17 years of age)



Jean Findlay pictured with Jim Marshall at the Taralga Show

While on the subject of convicts, I shall tell a little of the facts that I have learned about districts near Taralga. One of the largest penal camps in the south was at Towrang, some six miles from Goulburn. It was formed between 1833-46, during which time it grew to be the chief and most notorious convict camp. No less than 200 convicts of all types were kept there.

The first head officer was Lieut. Darley, succeeded in 1836 by Lieut. Waddy, who, in riding his own horse, won the first hurdle race at Homebush in 1841. Convicts wore a black and yellow garb and here were divided into two classes, the seven-years and under men, and the iron-gang man. Work commenced at daybreak, ended at five, and at night the iron-gang convicts were herded together like sheep - made to sleep in pairs in cold rough "sleeping boxes", with one blanket each, and often still in their chains.

Although some of the officers were humane, they all believed in discipline - for they were soldiers. The men under them would receive anything from 15 to 75 lashes from the cat-o-nine tails for quite small offences.

The "flogger-in-chief" was a tiny tough Irishman, one Billy O'Rourke, who it is said, used to say to his victims before each flogging, "Heavy weather, boys; heavy weather; but aisy now, sure it might be worse". He could be said to have revelled in his work.

At Goulburn too, there were large numbers of convicts and the flogger was a negro, Black Francis, who lashed savagely from 1838-41 when someone, probably one of his former victims, shot him. Several years ago, I saw some instruments of torture and old bushranging relics at Collector, between Canberra and Goulburn. These were in a very old and historic hotel, and I have never seen any other such relics, nor has any place ever haunted me and stayed in my mind as did this one. The very place seemed to have a strange atmosphere about it, as though haunted by the spirits of men who died from cruelty, and had come back to curse the things that had helped to, if not actually, kill them. I fully expected any moment for a wild convict with rattling chains to appear, or a fierce and bearded bushranger.

#### FLOGGINGS

The era in which these lived seemed only yesterday. Among the many exhibits was a worn cat-o-nine tails. How horrible it seemed when we realised it had been worn out on the soft flesh of men's backs. There was a smooth, sloping wooden bench the surface of which was worn and tarnished with faded drops and splashes of blood still discernible. The convicts were strapped onto this to be flogged.

Another instrument was a heavy stone bench with a hollow in the top of it like a wash-basin. Victims for this particular torture were partly starved and given very little water for several days before hand, then were taken and chained under the stone basin. The basin was filled with water and they were tied in such a manner that their foreheads were under a tiny hole in the basin. Water seeped through this hole in drops and fell upon the foreheads of the convicts, who could not move to reach them.

They were left there and given no water for certain periods, hit often before the time set had expired, the thirsty men were insane. This was the idea, as insane convicts could be termed "dangerous to the community" and shot.



This is hard to believe, but it is true.

In glass cases were old pistols, Dunn's boot (with the toe out), various other guns and sword used by bushrangers and some of their old clothes. The place used to be a store and in a day-to-day ledger were accounts of goods the 'rangers had bought' and never paid for, Dunn had a particular weakness for sardines. It was in this place that the tragic shooting of the young and brave Constable Nelson by Dunn occurred. This place was a favourite haunt of the bushranging team of Dunn, Gilbert and Ben Hall. I think Dunne was drunk and Nelson had tried to arrest him when the shooting happened. It is to Ben Hall's credit that he tried to stop it.

A large memorial has been erected over the grave of Constable Nelson beside the hotel, so that all will know of him and honour and respect his name. Although only about eleven at the time of my visit, I shall remember everything very clearly and have been unable to rid myself of the picture and the fiendish methods brought to mind. With even the small proof above, no one can say that dreadful, often unknown cruelty was not exercised upon the hapless toilers of the early settlements.

#### ABORIGINES

The three different tribes of natives which once had possession of the Argyle districts have long since disappeared and I doubt whether there is one living descendant of them.

The names of the tribes were respectively Tarlo (Tarlo Hill and Tarlo Creek are named after them), Mulwaree (Shire of Mulwaree) and Burra Burra. The last named were very fierce and war-like and proved the most antagonistic to the white settlers, often they speared good stock and scattered herds. They lived, or rather, I should say their hunting grounds, comprised the Abercrombie Ranges, Taralga and Carrabungla areas. It is little wonder they were so wild when they lived in such rough, wild bush.

Often natives from the Lachlan area came "visiting" to the Goulburn and Taralga districts but these visits usually ended in a fight for the Lachlans "made off" with some of the Argyle's lubras. This was a most serious crime in their eyes and they would set out in great haste after the offending Lachlans. If they failed to retake their lubras in the clash they would raid some unsuspecting camp and help themselves to the most beautiful of their lubras.

*Editor: Lubra is an aboriginal girl or woman.*

The natives of Argyle were usually big, fine people, especially the men, but they deteriorated rapidly after the coming of the settlers who encouraged them to drink "firewater", which generally "tamed" - but degraded most.

#### BROUGHT RUIN

It seems a pity that the settlers (invaders in the native sense) should have brought about the gradual ruin of respected tribes of good-living people.

The custom of the Burras and Wollondillys (a tribe hunting near Goulburn) was to try the accused black before all the warriors and elders of the tribe. If found guilty of a very bad crime, after a thorough trial, he was painted white and clubbed to death. If he refused to appear for trial, he was outlawed, and if he escaped, his brother, or nearest male relative was punished instead. Thus it is seen that they gave their accused a fair chance.



Some of the older and better known chiefs were: Yarringinny (chief of the Wollondillys), Mulwarrie Tommy (chief of the Mulwaree), Miranda (chief of the Burras) and one Hugolgong.

All these chiefs were given bronze half-moons by the "big fell'Gub'mint" (as they were noted chiefs) and these were very much prized amongst them.

In his youth Miranda was a fearless and famous warrior, and was supposed to be among those natives who murdered several people near Bathurst and committed many other crimes against the "invaders" during 1830-32.

He died in 1949 and was buried by a lamenting tribe in an ant-hill about a mile and a half from the Paling Yards, Abercrombie.

#### THEIR GRAVES

On "Cobbodong" there are several blackfellows' graves. Most people know how they were buried, but a brief word may not go amiss.

After death the body was laid on a couch for about two days whilst the tribe did mourning rituals and prepared the grave. Then the body was placed between two large strips of bark, a long straight hole (something like a post hole) was dug and he was put into it - standing up. The bark was bound by skin thongs and usually the body was wrapped in possum and kangaroo skin. Into the grave, too, went his spears and other personal belongings.

This was, I believe the authentic method, but probably different tribes used different methods.

Some put the bodies in a kneeling position, for it was believed that if they "kneeled down blackfellow, jump up white fellow". That's how it was that William Buckley was so readily accepted into that Victorian Tribe. He evidently bore a resemblance to their chief, who had recently died, and they believed that he had come back in the form of a white man.

The "blacks" often acted as trackers for the police, and two from Goulburn tribes were sent to Tasmania to hunt the famous 'ranger "Jacky-Jacky" and other bushrangers.

Through them, too, the police often learned of some murder that had been committed in the bush somewhere, or the whereabouts of escaped convicts.

For weapons, the Argyle natives favoured barbed spears, boomerangs, knulla-knullas and the woomerah method of spear throwing

Many of the stations and towns about here have aboriginal names. For instance Cobodong means "moon on the water", wombeyan means "big kangaroo", wollondilly "water trickling over rocks", Taralga "centre of the springs", Mulwarrie "long water", Yulong "a timbered hill", Gullen "a swamp", Currabungla "a stone in the water", Kerang "gum tree", Cobbawn "good" or "large, Nerang "small", Nagery "to camp".

The locality called Jerong, which is actually Mt. Jerong, is supposed to be an aboriginal word too, but I do not know the translation. Mt. Werong has a story attached to it. It is said a party of explorers climbed the mountain to see where they were and found they were on the wrong route. They therefore named the mountain "We're wrong", which was gradually shortened to Werong.

*To be continued next newsletter*



**One of the great Taralga sides. In 1931, they held the Cooper Cup, Roche Cup, Lands and Mines Dept. Cup and KB Lager Cup. BACK: R. Foord (treasurer), G. Cusack, J. Maloney, J. McLennan, J. O'Brien, S. Bradbury, R. Gordon (secretary). CENTRE: J. Cooper(donor), G. Gerathy (vice president), L. Croke, J. Byrne, J. Webb, L. Kelly, L. Maloney, K. Ward, C. P. Goodhew (President). FRONT: R. Issac, H. Bradbury, J. Matterson (coach), F. Lee, C. Quinn.**



**Taralga Tigers Cheer Squad 1980**

**Standing: Jillian Calvert, Michelle Lang**

**From Left: Penny Robertson, Rebecca James, Sonia Corby, Lisa Croke, Kathy Chalker, Kate Moloney, Meegan Robertson, Debbie Lang, Sharon Lang, Melissa Monaghan, Rebecca Trichter.**

**Taralga Historical Society Members Duty Roster October to December 2018****Please note opening hours (unless otherwise advised) are 10am to 2pm inclusive****September****LONG WEEKEND**

Saturday 29<sup>th</sup> Graham & Sue Lambert, Alan Robertson

Sunday 30<sup>th</sup> Annette & Mick Chalker, Graham Lambert, Peter Davies,  
Peter & Margaret McAlister

Monday 1<sup>st</sup> Oct PUBLIC HOLIDAY

**October**

Saturday 6<sup>th</sup> Judy & Jeff Chalker, Brian Corby, Brian Moloney

Saturday 13<sup>th</sup> Annette & Mick Chalker, Tim Dowsley - **MEETING 2PM**

Saturday 20<sup>th</sup> Margaret Lang, Ken Fleming, Laurie Halpin  
Marcus Hartstein, Nicola Young

Saturday 27<sup>th</sup> Bob Blay, Helena Hopkins, Margaret McIntosh

**November**

Saturday 3<sup>rd</sup> Graham & Sue Lambert, Robert Rabjohns, Brian Kelly

Saturday 10<sup>th</sup> Matt & Vicki Chalker, Alan Robertson

Saturday 17<sup>th</sup> Maureen Long, Joan Scott, Pat Murray

Saturday 25<sup>th</sup> Judith Matthews, Ernie Stephenson, Geoff Sieler,  
Peter Davies

**December**

Saturday 1<sup>st</sup> Annette & Mick Chalker, Helena Hopkins, Margaret McIntosh

Saturday 8<sup>th</sup> Ken & Joyce Fleming, Jim Dean

Saturday 15<sup>th</sup> Maureen Long, Joan Scott, Pat Murray

Saturday 22<sup>nd</sup> Judith Matthews, Graham Lambert, Tim Dowsley

Saturday 29<sup>th</sup> ANY VOLUNTEERS???????

**Folks: if your name hasn't been appearing on the roster or if you would like to change days, please let us know, or just turn up there is plenty to do.**

<b>MICK 4843 5975 or GRAHAM 4843 8187</b>
---

*Editor Maureen Long*

## Recreational Fishing Working Party Working Party Discussion Items & Action List

### Meeting Details

Wednesday, 20 June 2018 at 5:30pm  
Council Chambers

### Attendees

Councillors - Cr Andrew Banfield, Cr Peter Walker, Cr Darren O'Brien (Upper Lachlan Council)  
Working Party Members - Bianca Coombs, Ben Croker, Paul Croker, Josh Lambert, Daniel Lewis  
Staff - Marina Hollands

### Discussion Items

- Cr Andrew Banfield was elected as the Chair of the Working Party
- Ryan Morris has advised he has withdrawn from this working party.
- The group is looking at the area including Pejar Dam down the Wollondilly River to Kenmore and the Mulwaree River from Lansdowne Bridge through Goulburn.
- Discussed approaching Upper Lachlan Council for support at Pejar Dam as there are combined benefits to both Councils in attracting additional visitors to the area.
- Discussed making fishing areas along the river more accessible for families.
- Funding may be available for fishing facilities that promote disability access.
- Initially interested in fishing at Pejar Dam, along the Walking track and potentially near Lansdowne Bridge.
- Key issues include: access points for kayaks/boats for fishing on the river; weed control; stocking bass and trout at Pejar Dam; eradication programs and facilities to promote fishing access eg a jetty with wheelchair accessibility upgrade to the boat ramp at Copford reach.
- The working party to split into two groups to develop separate strategies for Pejar Dam and for the river.
- Fishing Competition at Pejar Dam will be held on 14 October 2018.

### Action List

No	Description	Responsible Person	Target Date	Completion Date
1	All members to walk the Wollondilly walking track between Marsden Weir and the Queen Street Bridge to assess fishing options	All	11/7/18	
2	All members to be sent a copy of the Walking Trail Infrastructure layout design.	Marina Hollands	11/7/18	
3	All members to be sent a schematic of the Lansdowne Bridge area.	Marina Hollands	11/7/18	
4	Determine the requirements to apply for a DPI fish stocking permit	Marina Hollands	11/7/18	

Meeting closed: 6:29pm



## Recreational Fishing Working Party Working Party Discussion Items & Action List

### Meeting Details

Wednesday, 11 July 2018 at 5:30pm  
Bungonia Room

### Attendees

Councillors - Cr Andrew Banfield

Working Party Members - Ben Croker, Paul Croker, Josh Lambert, Daniel Lewis

Staff - Marina Hollands

Apologies: Cr Peter Walker, Cr Darren O'Brien, Bianca Coombs

### Discussion Items

- Fish stocking – confirmed stocking in 2018/19 will be 1,000 Rainbow Trout and 1,000 Brown Trout at Marden Weir and 2,000 Australian Bass, 10,000 Rainbow Trout and 5,000 Brown Trout at Pejar Dam. This is a good start however more fish are required at both sites.
- The group reviewed the regional stocking data on the Department of Primary Industries Website. It was felt that the locations for stocking locally could be improved to increase public benefit.
- Cr Banfield and Josh Lambert to talk to their contacts about stocking options outside the current DPI program.
- Following investigations on the walking track, some potential fishing areas identified include Marsden Weir, Albert Street, Gibson Street and near the PCYC. The PCYC may have space for a small carpark and wheelchair access.
- Ideas for Pejar Dam include fishing near St Stephens Road, replacement of signage, new toilet block, picnic tables, and replacement of fire places with gas BBQs. Also need to consider camping options.

### Action List

No	Description	Responsible Person	Target Date	Completion Date
1	Determine further fish stocking options outside the current DPI stocking program.	Cr Banfield and Josh Lambert	8/8/18	
2	Write to the landowner near St Stephens Road to gauge interest in potential recreational ideas.	Marina Hollands	8/8/18	
3	Determine whether it would be possible to create a carpark and road for disabled access to the River near the PCYC?	Marina Hollands	8/8/18	
4	Determine ownership and current lease arrangements for the Pejar Dam Reserve.	Marina Hollands	8/8/18	
5	Obtain prices for a toilet block, picnic tables, signs and gas BBQ's based on other Council works.	Marina Hollands	8/8/18	
6	Investigate gas options for BBQ's.	Josh Lambert	8/8/18	

Meeting closed: 6:50pm

Next Meeting: 5:30pm 8 August 2018

## Recreational Fishing Working Party Working Party Discussion Items & Action List

### Meeting Details

Wednesday, 5:30pm 8 August 2018  
Council Chambers

### Attendees

Councillors - Cr Andrew Banfield, Cr Peter Walker

Working Party Members - Paul Croker, Josh Lambert, Daniel Lewis, Josh Burns

Staff - Marina Hollands

Apologies: Cr Darren O'Brien, Bianca Coombs, Ben Croker

### Discussion Items

- Cr Banfield has arranged for the release of 100 brood stock trout for Pejar Dam on 15 August through Department of Primary Industry - Fishing.
- Josh Burns from the Goulburn Acclimatisation Society attended the meeting for discussion on stocking locations and numbers. The group questioned the locations of stocking and whether there would be interest in modifying these locations for greater community benefit. It was requested that discussion be held between the two groups about locations prior to the releases being made. It was also asked whether additional stocking could occur at Marden Weir and Pejar Dam if there is additional stock.
- Josh Burns also advised that the Crookwell Acclimatisation Society are no longer continuing with Bass stocking of Pejar Dam through the dollar for dollar funding. The group felt it was important to continue this stocking and will divert any profits from the Pejar fishing competition into bass stocking.
- The group is working on plan for disabled fishing locations. Preferred locations in Goulburn are on the walking track near the PCYC and near the walking bridge close to Albert Street. The group to meet on site and develop ideas for these sites.
- Discussed Pejar Dam opportunities and the group is looking to develop one option for the link between St Stephens Road and the current amenities area. Need to obtain further details on Council Land ownership for next meeting.

### Action List

No	Description	Responsible Person	Target Date	Completion Date
1	Further discussion on stocking locations with Acclimatisation society prior to stocking.	Cr Banfield and Josh Lambert	30/11/18	
2	Group to meet at the preferred Goulburn disabled fishing sites to develop a strategy for these sites.	Marina Hollands	5/9/18	
3	Investigate Council ownership details between St Stephens Road and the amenities area at Pejar Dam.	Cr Banfield	5/9/18	
4	Investigate insurance requirements for Pejar fishing competition and update last poster.	Marina Hollands	5/9/18	

Meeting closed: 6:40pm

Next Meeting: 5:30pm 5 September 2018



## Recreational Fishing Working Party Working Party Discussion Items & Action List

### Meeting Details

Wednesday, 5:30pm 5 September 2018  
Council Chambers

### Attendees

Councillors - Cr Andrew Banfield, Cr Peter Walker, Cr Darren O'Brien (Upper Lachlan Council)

Working Party Members - Josh Lambert, Daniel Lewis, Ben Croker

Staff - Marina Hollands

Apologies: Bianca Coombs, Paul Croker

### Discussion Items

- 100 brood stock trout were released into Pejar Dam on 15 August by Department of Primary Industry - Fishing. Confirmation has been received on the stocking allocation for Pejar Dam 2018/19 with 2,000 bass, 5,000 brown trout and 10,000 rainbow trout. Actual numbers received will depend on total availability.
- Members inspected the river near Roberts Park (near the PCYC) to develop as a fishing location. In the area downstream of the gym – seek grant funding to develop an elevated platform for disabled fishing. Further upstream – create an area for kayak/canoe launching, complete weed removal, target weed regrowth for the recently treated section and turn to grass to outcompete weed regrowth. Also include a disabled, unisex toilet and BBQ area. Need to determine future Council plans to assist in finalising fishing area ideas.
- Tackleworld have extended their insurance for the Pejar Fishing competition with the additional cost of insurance to be paid through the money raised by the fishing competition.
- Further information for Pejar Dam – supergas can supply gas for BBQ's to Pejar dam and can refill cylinders on route to Crookwell. Cylinders would require protective surrounds. Electric BBQ's may be an easier option. Need to consider new toilet block with hot water (if possible) and new picnic tables.
- Group discussed weed growth throughout the river. The group requested a letter be written to The Hon Niall Blair MLC seeking weed control assistance for the river. Also asked whether future stages of the walking track construction could include weed removal.
- Discussed the expressions for interests received by Council for river use in regards to proposed fishing locations

### Action List

No	Description	Responsible Person	Target Date	Completion Date
1	Determine any future Council plans for Roberts Park	Marina Hollands	3/10/18	
2	Arrange a letter to be sent to The Hon Niall Blair MLC regarding weed control in the river	Marina Hollands	3/10/18	
3	Send working party action lists to Upper Lachlan Council	Marina Hollands	3/10/18	
4	Look for any grant opportunities available to support options for fishing for disabled people	Marina Hollands	3/10/18	
5	Suggest that future walking track works include river clearing works	Marina Hollands	3/10/18	

Meeting closed: 6:15pm

Next Meeting: 5:30pm, 3 October 2018

## **17       NOTICES OF MOTION**

The following item is submitted for consideration -

17.1	Notice of Motion - Donation	300
------	-----------------------------	-----

---

## Notices of Motion - 20 September 2018

---

### ITEM 17.1

### Notice of Motion - Donation

I, Councillor Paul Culhane hereby give notice that at the next Ordinary Meeting of Council I will move the following motion:-

"I, Councillor Culhane move that the Upper Lachlan Shire Council donate \$10,000 to the Buy a Bale Foundation. Our Council is a rural Council who has been the recipient of assistance from other areas in the past and I know our ratepayers would support their Local Government demonstrating our willingness to help communities whose current needs are desperate due to severe and ongoing drought conditions."



Signed:

Clr Paul Culhane

5/9/2018



Signed:

Clr Darren O'Brien

5/9/2018

### BACKGROUND

Nil

### GENERAL MANAGER'S COMMENT

Nil

### ATTACHMENTS

Nil

## **18        QUESTIONS WITH NOTICE**

There were no items submitted for this section at the time the Agenda was compiled.



# **General Manager's Statement**

## **Confidentiality**

Councillors and staff are reminded of their obligations in respect to the need for confidentiality and not disclose or otherwise misuse the information which is about to be discussed, failure to do so could result in a reference to the Pecuniary Interest and Disciplinary Tribunal and/or result in a prosecution in accordance with Sec. 664 of the Act for which the maximum penalty is \$5,500.





## CONFIDENTIAL SESSION

Section 10A(2) of the Local Government Act, 1993 provides that Council may, by resolution, close to the public so much of its meeting as comprises the receipt or discussion of matters as listed in that section, or for any matter that arises during the course of business during the meeting that should be treated as confidential in accordance with Section 10(2) of the Act.

Council's Agenda for this meeting contains reports that meet the criteria specified in Section 10A(2) of the Act. To consider these reports in confidential session, Council can adopt the following recommendation:

### RECOMMENDATION

That, in accordance with Section 10A(2) of the Local Government Act, 1993, the Public and the Press be excluded from the meeting to enable Council to determine Item 19.1/19.2 in confidential session for the reasons indicated:

#### Item 19.1 Crookwell Memorial Oval Community Sports Centre

*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 19.2 Expression of Interest Civic Centre

*This report is considered to be confidential in accordance with Section 10A(2c) of the Local Government Act, 1993, as it relates to information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business.*

*This report is considered to be confidential in accordance with Section 10A(2d(i)) of the Local Government Act, 1993, as it relates to commercial information of a confidential nature that would, if disclosed, prejudice the commercial position of the person who supplied it.*

*This report is considered to be confidential in accordance with Section 10A(2d(ii)) of the Local Government Act, 1993, as it relates to commercial information of a confidential nature that would, if disclosed, confer a commercial advantage on a competitor of the council.*



## **19        CONFIDENTIAL SESSION**

The following items are submitted for consideration -

19.1        Crookwell Memorial Oval Community Sports Centre

19.2        Expression of Interest Civic Centre