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PETITION FOR GREENWASTE SERVICE

We the undersigned would like to request that Upper Lachlan Shire Council consider introducing a Greenwaste service to the residents of Crookwell. The green waste service only needs to be operating during the spring, summer and autumn months. This service could be fortnightly and would occur on the alternate week to the recycling service. This service should be provided at no extra cost to the ratepayer.

Anne Jackson
Anne Cummins

Anne Jackson
Anne Cummins

| NAME | ADDRESS | SIGNATURE |
|---------------------|----------------------------|---------------------|
| R. Mc Donald | 6 Elizabeth St Cw | R. Mc Donald |
| Leena Pitt | Crookwell Place | Leena Pitt |
| Kevin Pitt | Crookwell Place | Kevin Pitt |
| S Carter | 510 one St, Goulburn | S Carter |
| Heidi Fitzell | Heidi Fitzell | Heidi Fitzell |
| Kate Duncombe | 10 Goulburn St Crookwell | Kate Duncombe |
| Ron Jeffery | 10 RICHARDSON ST CROOKWELL | Ron Jeffery |
| Dianna Norton | 2 Philip St Crookwell | Dianna Norton |
| Stefford Rodger | 21 Goulburn St Crookwell | Stefford Rodger |
| Alan Ingham | 36 NORTH ST CROOKWELL | Alan Ingham |
| Julie Eldridge | 18 Fendall St Crookwell | Julie Eldridge |
| ELLEN SSAMAN | 24 Elyah St Cw | ELLEN SSAMAN |
| Natelle Kennedy | 18 Marsden St Cw | Natelle Kennedy |
| Nala Conneran | 3 Elyah St Cw | Nala Conneran |
| Betty Evans | 73 Goulburn St Cw | Betty Evans |
| Carol Ann Colquhoun | 201 Goulburn St | Carol Ann Colquhoun |
| David Colquhoun | " " | David Colquhoun |
| BARRY KING | WOODBINE PARK WOOD | BARRY KING |
| Wendy Reeves | 19 Wade St. Cw | Wendy Reeves |
| Rosemary Seary | Fernleigh Rosby | Rosemary Seary |
| SUE WALKER | Drake St Goulburn | SUE WALKER |
| Murphy | Woodhouse and Lane | Murphy |
| Ascroft | Carlton Rd Goulburn | Ascroft |
| Vicki McDonald | 5 WHITE ST CROOKWELL | Vicki McDonald |
| Chloe Keane | 245 Goulburn St Crookwell | Chloe Keane |

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| NAME | ADDRESS | SIGNATURE |
|------------------|-----------------------------|------------------|
| BRYAN KENNEDY | 24 COLYER ST. CUL | Bryan Kennedy |
| DOROTHY KENNEDY | " | Dorothy Kennedy |
| J. Madden | 119 Queen St Binda | J. Madden |
| MARIE SENDEN | 44 NORTHCOOT ST. CROOKWELL | Marie Senden |
| Elizabeth Evans | 40 Mansden St | Elizabeth Evans |
| Elaine Plumb | 17 FINDHERN ST CUL | Elaine Plumb |
| Rochyn Fischer | 23 WARRIS CROOKWELL | Rochyn Fischer |
| Boyle Collins | 29 DENISON ST CROOKWELL | Boyle Collins |
| Rudney Warren | 11 Robertson St | Rudney Warren |
| JOANNE HILLAN | 10 SPRING ST | Joanne Hillan |
| Jenny Chalkel | 24 TAIT CROOKWELL | Jenny Chalkel |
| Mike McINTOSH | 7 BROOKMAN ST CROOKWELL | Mike McIntosh |
| L. Hart | 12 SALE YARDS CROOKWELL | L. Hart |
| Tracey Anderson | 223 Goulburn St CUL | Tracey Anderson |
| Anne Jackson | 45 Cowper Street | Anne Jackson |
| David Hugg | 15 FINESTON ST CROOKWELL | David Hugg |
| Yvonne O'Brien | 11 Mansden St Crookwell | Yvonne O'Brien |
| Beryl Smith | 83 Wade St Crookwell | Beryl Smith |
| Glenn Smith | 83 Wade St Crookwell | Glenn Smith |
| Neg McIntosh | 2721 Weatherwilde Rd Loggan | Neg McIntosh |
| Colleen O'Connor | 108 Loggan Rd Crookwell | Colleen O'Connor |
| Lisa Matthews | Arundale, Limerick | Lisa Matthews |
| Paula BRET | Hewitts Lane Gullen | Paula Brett |
| Janet Wray | 15 Findhern ST Crookwell | Janet Wray |
| JUDY PLUMB | 39 COLYER ST CROOKWELL | Judy Plumb |

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| NAME | ADDRESS | SIGNATURE |
|--------------------|-------------------------------|-------------------|
| BARBARA STEPHENSON | 23 PICKER ST. CROOKWELL | B. Stephenson |
| Leanne Gay | 57 Northcott St Crookwell | Leanne Gay |
| Debra Rees | Bic. Grab Grabben Gullen | Debra Rees |
| JOHNNY SPARKMAN | 3 Carr St Crookwell | Johnny Sparkman |
| SARAH DUNN | 3 Tait St CROOKWELL | Sarah Dunn |
| Colleen PRATTEN | 63 Wade St, CROOKWELL | Colleen Pratten |
| MITCHELL BILLOWS | CAMP PINE "MIMMY S" CROOKWELL | Mitchell Bilows |
| Brenda Scanlon | 33 Robertson St CROOKWELL | Brenda Scanlon |
| Anthony Chudleigh | 42 Tait St. Crookwell | Anthony Chudleigh |
| JOHN CURRY | 40 STEPHENSON ST CROOKWELL | John Curry |
| Ann Azzish | 102 Mary Rd | Ann Azzish |
| JULIE CROKER | GRABBIN GULLEN RD C.W.L | Julie Coker |
| STEPHEN GREENWOOD | 15 ROBERTSON ST CROOKWELL | Stephen Greenwood |
| Earl Green | 89 CAMPBELL RD CROOKWELL | Earl Green |
| TEOGAN CROKE | 8 camp st Grabben Gullen | Teogan Croke |
| mairee Warren | 101 Loggan Rd CROOKWELL | Mairee Warren |
| NATALIE CHUDLEIGH | 32 CARRINGTON ST CROOKWELL | Natalie Chudleigh |
| Erin Howard | 75 Spring St Crookwell | Erin Howard |
| Margaret Pratten | 63 Wade St C.W.L | Margaret Pratten |
| Anne Reeves | 9 Barry Place | Anne Reeves |
| Graham Reeves | 9 Barry Place | Graham Reeves |
| Natasha McCormack | 44 Colyer Street Crookwell | Natasha McCormack |
| Peter Blaffel | 70 Devon St | Peter Blaffel |
| Stephanie KNIGHT | 4 Somerset Place CROOKWELL | Stephanie Knight |
| Blair Knight | 4 Somerset Place CROOKWELL | Blair Knight |

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| NAME | ADDRESS | SIGNATURE |
|----------------|--------------------------|--------------|
| THEUMA A.J. | 5 KIALLA | F.T. |
| Y. Magwell | 1 NURA VILLAGE | Y. Magwell |
| B. P. STELL | 6 " " | B. P. STELL |
| Pam Bradley | Nura Village | P. Bradley |
| Nancy Medway | " " | N. Medway |
| T. THOMPSON | " " | T. Thompson |
| S. Waters | Nura Village | S. Waters |
| T. Withers | Nura Village | T. Withers |
| Marie Cronk | NURA VILLAGE | Marie Cronk |
| Jean McGrath | 4 McDONALD ST | J. McGrath |
| JULIE Cleland | 8 McDONALD ST | J. Cleland |
| E. ROYERSON | 23 KIALLA RD | E. Royerson |
| P. Jukes | 31 Kialla Rd. | P. Jukes |
| K Adams | 39 Kialla Rd | K. Adams |
| G. Adams | " " | G. Adams |
| Gammie Webster | 4 Churchill St Crookwell | G. Webster |
| KEN REEDY | 6 CHURCHILL ST CROOKWELL | K. Reedy |
| ANTHONY YARRIS | 6 JAMESON ST CROOKWELL | A. Yarris |
| K. V. Nees | 14 Barry Place | K. V. Nees |
| JOHN PHUMS | 10 BARRY PLACE | J. Phums |
| Alison Watt | 2 Barry Pl | A. Watt |
| Rhonda Connor | 24 Barry Pl Crookwell | R. Connor |
| M. Collins | 26 Barry place | M. Collins |
| N. CLOUTIER | 15 BARRY PLACE CROOKWELL | N. Cloutier |
| J HIGGINSON | 32 BARRY PLACE | J. Higginson |

TJ

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| NAME | ADDRESS | SIGNATURE |
|-------------------|--------------------------------|-------------|
| Tanya Della | 978 Kialla Rd CUL | [Signature] |
| Simon Loghe | 3 Calendaria St GARRA | [Signature] |
| Allan McDonald | 30 King Rd Crookwell | [Signature] |
| Therese McDonald | 30 King Rd Crookwell | [Signature] |
| Allison Picker | 81 Brooklands St Crookwell | [Signature] |
| Amy Kavanagh | 102 Goulburn St Crookwell | [Signature] |
| J. Shepherd | 102 Goulburn St Crookwell | [Signature] |
| R. Mayne | 1 Brooklands St Crookwell | [Signature] |
| Dave Page | 2 Redground Heights Rd | [Signature] |
| Kristy Page | 76 Wade St Crookwell | [Signature] |
| Dawn Webster | 18 Crown St Crookwell | [Signature] |
| Ashley Gilbert | Kings Vale 643 Hopper Rd Binda | [Signature] |
| Shane Brown | SUNSBURY GUNGE ROAD | [Signature] |
| Gweneth Rame | SUNSBURY GUNGE ROAD | [Signature] |
| Mich O'Brien | 27 WARD ST | [Signature] |
| Helena Warren | 1486 Binda Rd Binda | [Signature] |
| Rod Hoare | "Cadfr" Binda | [Signature] |
| Ken McGillem | 1533 Woodlath Rd Binda | [Signature] |
| Jennifer McCarthy | 15 LAVER PLACE Crookwell | [Signature] |
| James PURBURN | 50 Wade St | [Signature] |
| Alison McVAY | 50 Wade St | [Signature] |
| John GRANT | 61 Wade St | [Signature] |
| Casey Francis | 68 Wade Street | [Signature] |
| Kylie Schork | 68 Wade Street | [Signature] |

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| NAME | ADDRESS | SIGNATURE |
|-------------------|-----------------------------|-------------------|
| KEITH LEONARD | 91 WADE ST | Keith Leonard |
| Barry Roth | 72 Wade St | Barry Roth |
| Pamela Roth | " " " | P Roth |
| ALLAN WILLIS | 80 WADE ST CROOKWELL | ALLAN WILLIS |
| JANET WILLIS | " " " | JANET WILLIS |
| PAULINE RODDICK | 92 WADE ST | PAULINE RODDICK |
| R. Cummins | 104 WADE STREET | R. Cummins |
| R. Cummins | 104 WADE ST | R. Cummins |
| Daleport | 106 Wade St. | Daleport |
| M. Daleport | 106 Wade St. | M. Daleport |
| SEAN PROUDMAN | NORMANTON GLEN CROOKWELL | SEAN PROUDMAN |
| Dana White | 216 Colburns Rd Crookwell | Dana White |
| Norma Reynolds | 5 Short Street Crookwell | Norma Reynolds |
| Chalkie White | 216 Colburns Rd Crookwell | Chalkie White |
| Nendy Rogers | 2, CORCORAN PLACE CROOKWELL | Nendy Rogers |
| Kylie Treenan | 1, CORCORAN PLACE CROOKWELL | Kylie Treenan |
| Sarah Whittington | 64 Kialla Rd CROOKWELL | Sarah Whittington |
| AMY BUFFIER | 28 COLYER ST, CROOKWELL | AMY BUFFIER |
| Cherie Cummins | 32 Colyer St Crookwell | Cherie Cummins |
| Lois Cummins | 64 Kialla Rd Crookwell | Lois Cummins |
| Clare Nicholson | 32 Colyer St Crookwell | Clare Nicholson |
| KAY GAY | 36 COLYER ST CROOKWELL | KAY GAY |
| MARION BURGE | 68 SPZING ST CROOKWELL | MARION BURGE |
| Emma Burge | 44 Northcott St Crookwell | Emma Burge |

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| NAME | ADDRESS | SIGNATURE |
|------------------|-------------------------------|----------------|
| JAYDE COSTELLO | 98 Wade St Crookwell | J Costello |
| NOEL KITSON | 128 Wolsley no Crookwell | N Kitson |
| Wendy Reeves | 16 Wolsley Place CWL | W Reeves |
| Jayden Scobell | 6 Carr St Crookwell | J Scobell |
| Louise Durian | White Street Crookwell | L Durian |
| Jodie Cashen | 32 William St Goulburn | J Cashen |
| Libby Crowther | 249 Goulburn St Crookwell | Libby Crowther |
| Dagmar Cox | 101 Goulburn St Crookwell | D Cox |
| Gabrielle Atkins | 22 Waverley St Crookwell | G Atkins |
| Nicole Price | 880 Pejar Rd CWL | N Price |
| Virginia House | 646 Brindley Rd Crookwell | V House |
| Wendy Lucas | 23 Robertson St Crookwell | W Lucas |
| Sian Carroll | 2549 Laggan-Taragla Rd Laggan | S Carroll |
| FRAN MASCELS | 2554 GOSPIE RD LAGGAN | F Masceles |
| MONICA MASCELS | 2554 GOSPIE RD LAGGAN | M Masceles |
| Deb Woodwell | Range Rd Crookwell | D Woodwell |
| Cheryl Barker | LEWIS PERLWOOD RD LAGGAN | C Barker |
| Sally Wilson | Wilson 381 Peelwood Rd Laggan | S Wilson |
| Sarah Haynes | 11a Brooklands St CWL | S Haynes |
| Monica McIntosh | 81 Brooklands St CWL | M McIntosh |
| Carol Tilley | 195 Goulburn St Crookwell | C Tilley |
| Joe Johnson | 199 Goulburn St " | J Johnson |
| Barry Johnson | 199 Goulburn St " | B Johnson |
| Mr Toole | 3 Pleasant St | M Toole |
| Carol Green | 11 Tremaine Rd | C Green |

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Works and Operations - 21 December 2017

ITEM 10.6 **Extension of Scope - Crookwell Water Supply Upgrade**

FILE REFERENCE **I17/756**

AUTHOR **Manager of Operations**

ISSUE

Council have completed the Crookwell Water Supply Upgrade Project under budget - Infrastructure NSW have agreed to fund an increased project scope and extension in time to undertake some additional works.

RECOMMENDATION That -

1. Council adopts the revised project scope and time extension as offered by Infrastructure NSW;
2. Council include the proposed revised scope within the 2017/18 Operational Plan and adjust the December 2017 Quarterly Budget Review to reflect these changes;
3. Council authorise Manager Operations to implement Council resolution.

BACKGROUND

This report recommends that Council utilise \$500,000 in savings from the Crookwell Water Supply upgrade project to fund water supply upgrades in both Crookwell and Taralga instead of returning the funds to the NSW State Government.

Council is expected to have savings of over \$500,000 as a part of the Crookwell Water Supply Upgrade Project. As soon the savings were identified, Council notified Infrastructure NSW and have successfully negotiated enlargement of the scope of the works to fund additional projects within the Water area.

REPORT

Council has completed the Crookwell Waste Supply Upgrade Project in accordance with the deed of agreement. Total project costs to date, including outstanding commitments are \$6.5 M, leaving \$500,000 in project funds available for an extension of the scope.

Council has been able to meet its commitments with Infrastructure NSW and has delivered the project to a very high standard. In recognising this excellence in performance, Infrastructure NSW has agreed to a scope change to allow Council to undertake additional works to a total value of \$500,000 (thereby taking the project to its agreed value of \$7M). A time extension has been granted to the 30 June 2018.

The agreed change in project scope includes funds to undertake water mains renewals in Crookwell and funds to undertake improvements to the Taralga Water Treatment

Works and Operations

EXTENSION OF SCOPE - CROOKWELL WATER SUPPLY UPGRADE cont'd

Plant. These works (existing commitments in Council's budget) were recognised as having been consistent with the terms of the deed and original grant application. Council staff are able to deliver the works included in the project extension. It is recommended that Council accept the project scope change and time extension as offered by Infrastructure NSW.

POLICY IMPACT

Council staff have negotiated a revision in scope in order to maximise benefits to the community. The proposed recommendation, if approved by Council, will improve the reliability of water supply within the townships of Crookwell and Taralga.

OPTIONS

1. Council accept the scope change and time extension and maximise benefits to the Community.
2. Council decline the scope change and time extension and return the funds back to the NSW State Government.
3. Revise the scope consistent with the approved water supply project. This option will risk returning the funds back to the NSW State Government.

Option 1 is the recommended option.

FINANCIAL IMPACT OF RECOMMENDATIONS

Council has included this expenditure in its 2017/18 Capital Budget. The extension of scope allows for a reduction in future year capital expenses. There is net zero impact to the bottom line, however, there is a slight risk of over expenditure. Given there is an excellent record of delivery and savings, this risk of over expenditure is minimised.

RECOMMENDATION That -

1. Council adopts the revised project scope and time extension as offered by Infrastructure NSW;
2. Council include the proposed revised scope within the 2017/18 Operational Plan and adjust the December 2017 Quarterly Budget Review to reflect these changes;
3. Council authorise Manager Operations to implement Council resolution.

ATTACHMENTS

Nil

Works and Operations - 21 December 2017

ITEM 10.7 **Crookwell Landfill Upgrade Project**

FILE REFERENCE I17/755

AUTHOR **Manager of Operations**

ISSUE

An update of the progress of the Crookwell Landfill Upgrade Project design.

RECOMMENDATION That -

1. Council receive the report and note the information.

BACKGROUND

This report is intended to provide an update to the Council and the community regarding the proposed upgrade to the Crookwell Landfill Facility project.

The NSW EPA require Council to upgrade the Crookwell Landfill to comply with its *Environmental Guidelines, Solid Waste Landfills 2016*. The upgrade is necessary to ensure the ongoing availability of a waste facility to meets the needs of the Shire.

Council has engaged *GHD Pty Ltd* to complete a design for the upgrade of the Crookwell Landfill to meet the NSW EPA requirements.

REPORT

GHD has completed a design plan for the Crookwell landfill with a footprint that proposes construction activities on two sections of adjoining Crown land (Attached 'Plan A').

The NSW Department of Lands has indicated that the Crown land may not be available to Council for this purpose. While waiting for a formal outcome, as a backup, Council has asked GHD to prepare an alternative design with a footprint excluding the Crown land. (Attached 'Plan B').

Both Plan A and Plan B are based on the same design criteria of meeting the NSW EPA Guidelines. Plan A has a larger available volume for waste, and therefore longer life for landfilling waste.

Council is awaiting NSW Department of Lands determination on the availability of the Crown land in order to confirm its available option(s). A separate report will be presented to Council once a recommended option is chosen.

Works and Operations

CROOKWELL LANDFILL UPGRADE PROJECT cont'd

A suite of documentation is necessary to support the design and subsequent tendering and construction phases of the project. These documents are progressing with GHD recently submitting;

- Draft design drawings;
- Draft Specification;
- Draft Construction Quality Assurance Plan;
- Alternative cap design basis memorandum.

These documents are being finalised in consultation with GHD and NSW EPA. The draft documents are available for viewing on Council's website.

GHD and Council staff are currently completing:

- Construction bill of quantities;
- Pre-tender project estimate;
- Tender documents.

These documents are necessary for the tendering and construction phases of the project.

POLICY IMPACT

As a public authority Council must develop a compliant facility that meets the requirement of the regulatory agency and larger community expectations.

OPTIONS

Nil

FINANCIAL IMPACT OF RECOMMENDATIONS

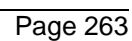
Nil

RECOMMENDATION That -

1. Council receive the report and note the information.

ATTACHMENTS

| | | |
|----------------------|----------------|------------|
| 1. ↓ | Plan A concept | Attachment |
| 2. ↓ | Plan B | Attachment |





PRELIMINA

| A | DATE | BY |
|---|----------|----------|
| 1 | 10/10/18 | 18/10/18 |

UPPER LACHLAN SHIRE COUNCIL
CROOKWELL LANDFILL
ALTERNATE ARRANGEMENT
SCENARIO 1 CONCEPT



0 10 20 30 40 50
METERS

Project No. 1777 Crookwell Landfill Alternate Arrangement Scenario 1 Concept
Site No. 1777 Crookwell Landfill Alternate Arrangement Scenario 1 Concept
Drawing No. 1777 Crookwell Landfill Alternate Arrangement Scenario 1 Concept

Scale: 1:1500 for A3 Job No. 21-25
date: SEPT 2017 rev no. A

Works and Operations - 21 December 2017

ITEM 10.8 **Traffic and Parking Arrangements in Laggan Road**

FILE REFERENCE **I17/744**

AUTHOR **Maintenance Support Officer**

ISSUE

Changes to the traffic and parking arrangements at the intersection of Laggan Road at Clifton Street.

RECOMMENDATION That –

1. Council introduce parking restrictions in Laggan Road to the southern side and 30m No Parking Zone to the northern side provided in the attached plan;
2. Council introduce one way entry to Viewhaven Lodge and the exit;
3. Council introduce appropriate signage to implement the proposed traffic and parking changes;
4. Council authorise Manager of Works to undertake the proposed works.

BACKGROUND

This report provides details based on further consultation regarding traffic and parking arrangement in Laggan Road at Clifton Street adjacent Viewhaven Lodge. Previously, Council resolved on the 16 November 2017:

1. That Council Consider “no stopping” restrictions along Viewhaven side of Laggan Road, based on swept paths and consider “no stopping” restrictions for 30 metres along Laggan Road on the Eastern side of the Clifton Street intersection subject to consultation with Viewhaven Lodge, and
2. Install holding line, 20 metre BB line and Give Way Sign at the intersection of Clifton Street and Laggan Road in accordance with applicable standards.

Council has now drawn these swept paths indicated in the Council resolution and have consulted with Viewhaven Lodge. Based on this additional information, staff have prepared parking arrangements that is referred to Council for consideration.

REPORT

After consultation with Viewhaven further details are added to the proposed parking plan (see Attachment 1). An email was sent to all Local Traffic Committee members with the new proposal attached and this plan became the new recommendation for the traffic and parking arrangements.

There is a slight change to the side of the road opposite Viewhaven Lodge and the intersection of Laggan Road at Clifton Street.

Works and Operations

TRAFFIC AND PARKING ARRANGEMENTS IN LAGGAN ROAD cont'd

Viewhaven Lodge have concerns that the proposed changes reduce parking spaces however, following the AS/NZS 2890.1:2004 standards Council were able to keep 23.3m of parking along the front of Viewhaven Lodge provided the two access points into the Viewhaven Lodge are "one way" only. Please see Attachment 1 for the details.

POLICY IMPACT

Council's role is to reduce risk of harm to the public and road users while preserving the availability of parking spaces. While there are no specific obligations to provide a certain number of public spaces, it must be noted that with the ageing population, Council may wish to encourage facilities supporting this growing section of the local society and aid largely a social agenda.

From a regulatory perspective, while chasing such a social agenda, the traffic and parking arrangements must be safe and meet relevant Australian Standards as a minimum without exposing to a risk of a liability claim. To minimise the likelihood of an accident at the intersection Council may wish to choose safety in this instance and improve safety for the staff, visitors and patients of Viewhaven Lodge.

Viewhaven Lodge requested Council to buy the land across the lodge and make it available for parking. It is wise that such requests are considered as the time when the development applications are lodged with Council.

OPTIONS

1. To adopt the changes and approve the new recommended parking arrangements along Laggan Road.
2. To keep the changes to the parking arrangements as adopted at the 16 November 2017 Council Meeting.

FINANCIAL IMPACT OF RECOMMENDATIONS

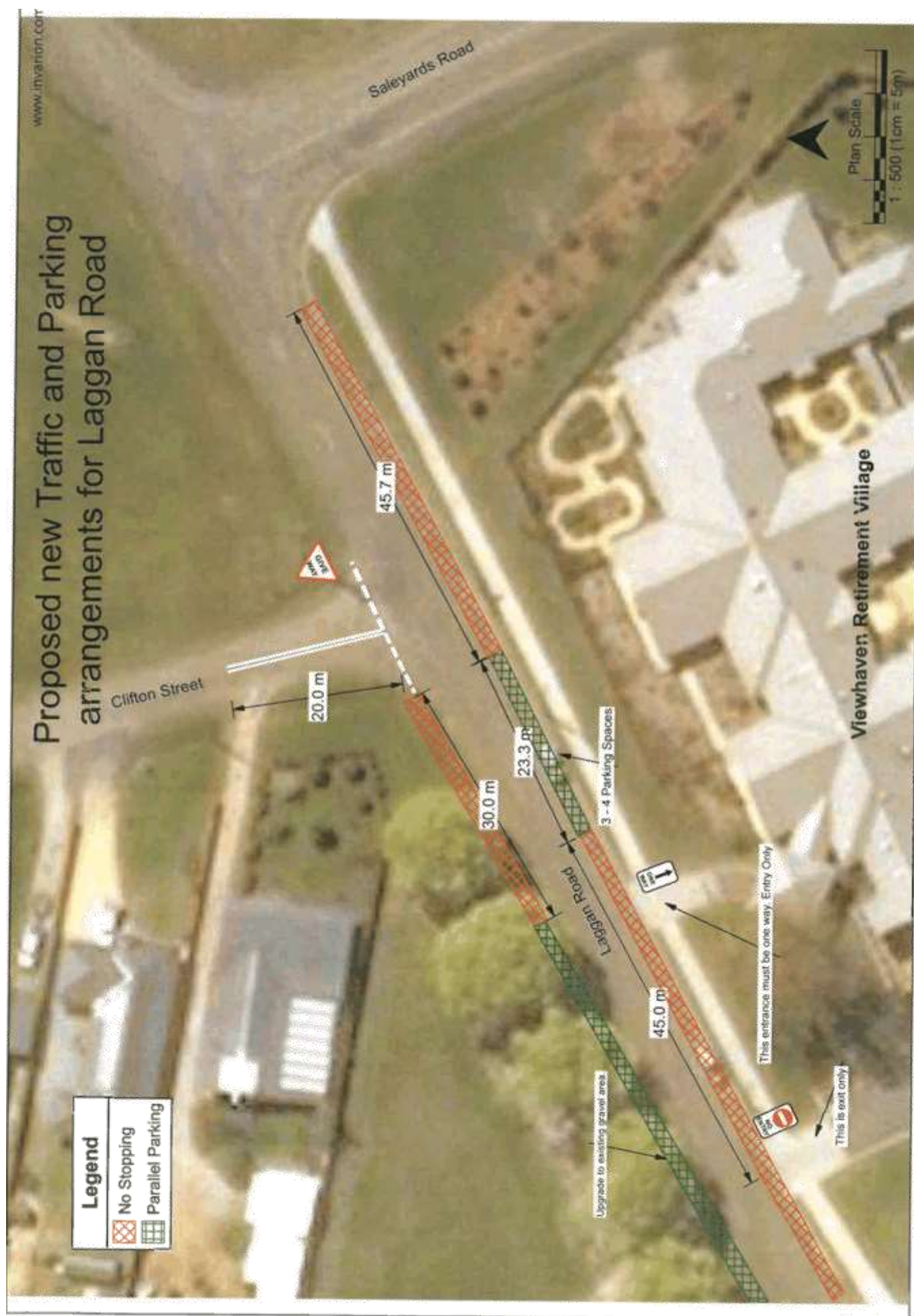
The proposed works are expected to cost \$500 and can be funded from the Traffic Facilities grant provided under Regional Road funding program from the NSW State Government.

RECOMMENDATION That –

1. Council introduce parking restrictions in Laggan Road to the southern side and 30m No Parking Zone to the northern side provided in the attached plan;
2. Council introduce one way entry to Viewhaven Lodge and the exit;
3. Council introduce appropriate signage to implement the proposed traffic and parking changes;
4. Council authorise Manager of Works to undertake the proposed works.

ATTACHMENTS

| | | |
|----------------------|---|------------|
| 1. 1 | Final Proposal for Traffic and Parking arrangements for Laggan Road - Clifton Street Intersection & Viewhaven | Attachment |
|----------------------|---|------------|



Works and Operations - 21 December 2017

ITEM 10.9 **Item from Traffic Committee - Horse Pleasure Carriage Event**

FILE REFERENCE **I17/745**

AUTHOR **Maintenance Support Officer**

ISSUE

Pleasure Carriage Driving Event proposed to be held on 27, 28 and 29 January 2018, requiring Council approval.

RECOMMENDATION That -

1. Council approve the Pleasure Carriage Driving Event and authorise the Director Works and Operations to implement Council's decision.

BACKGROUND

Council received a request from the Goulburn & District Horse Drawn Vehicle Club for approval to use various public roads for a pleasure carriage driving event in the Yalbraith area of the Upper Lachlan Shire Council from 27-29 January 2018.

As there is a traffic impact, requiring consideration by the Local Traffic Committee (LTC) before the formal meeting planned for early February 2018, Council staff referred this request to the Local Traffic Committee members for consideration and it was unanimously agreed to support the event. As the LTC does not make decisions, this request is now referred to Council for a decision.

REPORT

The event is proposed to be held on parts of Golspie Road, Leighwood Road, Carrabungla Road, Spicers Lane, Craigs Road, Mount Rae Road, Butcher Road, Strathaird Lane, Yalbraith Road, Cockatoo Road, Tyrl Tyrl Road, White Road, Snipe Flat Road and Wattle Lane. These roads have very low traffic volumes and majority are gravel roads.

It is expected that there will be up to 16 participants and 8 - 10 volunteers for the event. There are no proposed road closures and traffic is proposed to be managed by a Traffic Control Plan found on pages 5 & 6 of Attachment 1.

POLICY IMPACT

This event has previously been approved by Council and provides social vibrancy and economic benefits. The risk to community and road users are minimised by the use of a Traffic Control Plan, Emergency Plan and the clubs insurance policy.

Works and Operations

ITEM FROM TRAFFIC COMMITTEE - HORSE PLEASURE CARRIAGE EVENT cont'd

Section 144 of the Roads Act 1993 deals with approval of events and part of the traffic impact is managed through the Traffic Control Plan in order to meet the provisions of Part 8 Division 1 and 2 of the NSW Roads Act 1993.

Council may wish delegate its functions for events approval under Section 144 to the Director of Works and Operations, consistent with industry practice current in rural NSW.

OPTIONS

1. Approve the event;
2. Not approve the event.


FINANCIAL IMPACT OF RECOMMENDATIONS

The event is at no cost to Council, it should be economically beneficial for our Shire as the event participants may support our local businesses. The roads are low volume roads and the benefit to the community for holding event outweighs the cost of possible delays. It is recommended to support the event.

RECOMMENDATION That -

1. Council approve the Pleasure Carriage Driving Event and authorise the Director Works and Operations to implement Council's decision.

ATTACHMENTS

| | | |
|--|--|------------|
| 1.  | Horse & Carriage Drivng Event 2018 Application | Attachment |
|--|--|------------|

GOULBURN & District Horse Drawn Vehicle Club

16 East Street

Crookwell NSW 2583

Phone: (02) 4832 1860

Mobile: 0427 916 524

Email: robertallport@bigpond.com

| |
|-----------------------------|
| UPPER LACHLAN SHIRE COUNCIL |
| GUNNING OFFICE |
| 23 OCT 2017 |
| File No: |

Mr J K Bell

The General Manager

Upper Lachlan Shire Council

PO Box 42

Gunning NSW 2581

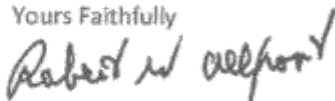
Dear Sir,

We wish to apply for approval from Council to conduct a pleasure carriage driving event in the Yalbraith area of the Shire, from 27th -29th January 2018.

The roads we would be travelling on would include parts of Golspie, Leighwood, Carrabungla, Spicer, Craig, MT Rae, Butcher, Strathaird, Yalbraith, Cockatoo, Tyrl Tyrl, White, Snipe Flat and Wattle Lane. Driving would commence at 7:30 am and conclude by 3:30pm on each of the days. As part of our safe carriage driving protocol, drivers wear high visibility vests and travel in the same direction as motor vehicles, we also have escort vehicles at the front and rear of the carriages with a warning sign and rotating beacon light to warn motor motorists of the carriages ahead. We would be camping on private property in Yalbraith Road for this event.

Our club is affiliated with the NSW Carriage Driving Society. Please find a copy of our insurance cover attached. Please find enclosed copy of the traffic Management and Traffic Control Plans.

Yours Faithfully



Robert Allport

Event Coordinator

16/10/2017.



CERTIFICATE OF CURRENCY

Combined General & Products Liability

This Certificate:

- Is issued as a matter of information only and confers no rights upon the holder.
- Does not amend, extend or alter the coverage afforded by the Policy(ies) listed.
- Is only a summary of the cover provided.
- Reference must be made to the current Policy wording for full details.
- Is current at the date of issue only

This Certificate confirms that the undermentioned Policy is effective in accordance with the details shown:

| | |
|-----------------------------|---|
| Policy Number: | 441837 |
| Insured: | Australian Carriage Driving Society Incorporated including members, volunteers, coaches/instructors, officials/directors and associated carriage clubs/committees. |
| Period of Insurance: | From: 29/05/2017 at 4.00pm local standard time To: 29/05/2018 at 4.00pm local standard time |
| Insured's Business: | Principally Equestrian Association acting as the principal body for the administration and conduct of carriage driving within Australia, responsible for the promotion and management of driving disciplines through clubs, events, competitions, meetings, fundraising and all other official/authorised Association activities including 24/7 extension for members of the Society for recreational, non-income earning equine activities where there are no other policies in place providing indemnity or where the policy limit/s are exhausted. |
| Limit of Indemnity: | AUD 20,000,000 any one Occurrence in respect of Public liability and in the aggregate during the Period of Insurance in respect of Product Liability. |

We trust you find the above in order, however, should you have any questions, please do not hesitate to contact the undersigned.

Yours faithfully,

Tony Webster
Affinity Insurance Brokers Pty Ltd
as an agent of Liberty International Underwriters

Date: 1 June 2017

Liberty International Underwriters is a trading name of Liberty Mutual Insurance Company
ABN 61 086 083 605, incorporated in Massachusetts, U.S.A (The liability of members is limited)

OT830076

Goulburn District Horse Drawn Vehicle Club

Traffic Management Plan

TRAFFIC MANAGEMENT BRIEFING: on the first day after veterinary check the participants will be given instructions by the chief steward about what is expected of them during the event. They will be instructed that they must obey the NSW road rules: This means that the public is not to be stopped, diverted or held up. Participants will be encouraged to use the verge where ever possible .Every evening there is a meeting where the next day's route is discussed and any risk that is identified will be mentioned and any relevant action that is needed to be put in place will be made clear to everyone. This includes the escort drivers. Because conditions can vary day to day, it is better to do this verbally at the nightly briefing /meeting

HOLDING POINTS: There are no holding points

TRAFFIC CONTROLLERS: As there are no holding points, traffic controllers are not required.

PROPERTY ACCESS: Will not be obstructed in any way

APPROVED CLOTHING: High Visibility clothing must be worn.

The escort vehicles, front and rear will have signs on their vehicles reading CAUTION HORSES AHEAD and Rotating Beacon Light.

Both Escort vehicles will have hazard lights working

EMERGENCY RESPONSE: The rear escort vehicle will carry a mobile phone and a list of the local emergency services.

ESCORT VEHICLES: The drivers of the escort vehicles are instructed that they are to travel where ever possible along the verge of the road, both vehicles to be 300m in the front and rear of the participants .Their purpose is to to carry signs alerting oncoming traffic .They are also instructed to assist if any unexpected problems arise .They are further instructed that they are not to stop traffic except in an emergency.

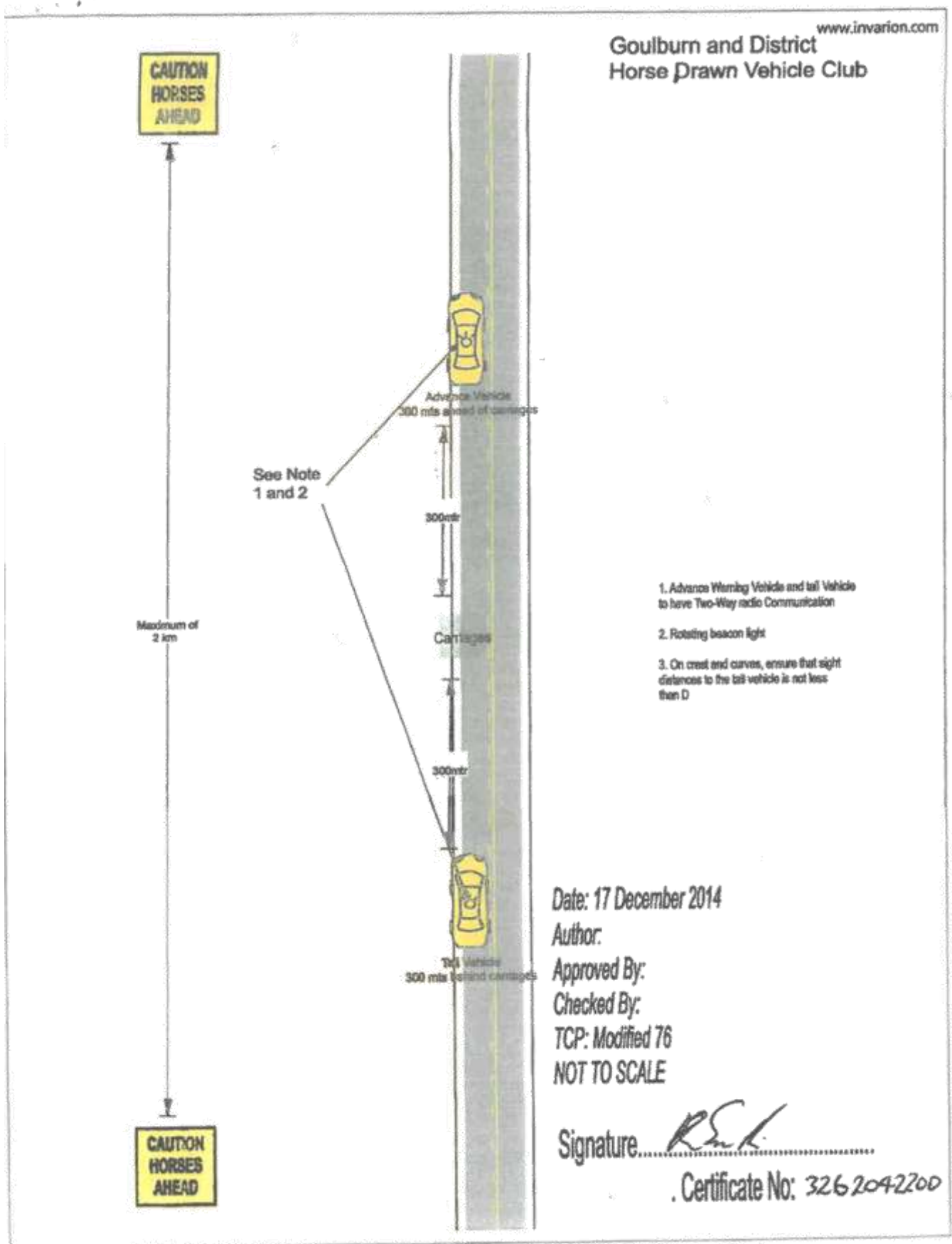
All carriage Drivers, Grooms and Escort Vehicle drivers to sign and accept this TMP. Please see page 2

Monitoring of Implementation

Monitoring of activities described in the Traffic Management Plan will be carried out by GDHDVC / SO or their nominated Representative.

ACCEPTANCE OF TMP:

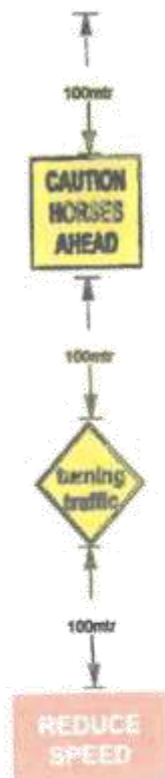
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Goulburn and District
Horse Drawn Vehicle Club
Traffic Control Plan for
access to camping area

1. Access to camping area
on private property

Camping Area



Date: 17 December 2014

Author:

Approved By:

Checked By:

TCP: Modified 195

NOT TO SCALE

Signature.....

. Certificate No: 3262042200



Risk Management Guideline Appendix G

Goulburn & District Horse Drawn Vehicle Club
Emergency Response Plan for: YALBATH PLEASURE DRIVE
27-29 JANUARY 2018
Accident, Serious Injury or Fire

In the event of an accident, serious injury or fire:

1. Do not rush into unsafe situations – you are of no help if you get injured as well.
2. Mobilise emergency services by telephoning **000**.

It is important to remain on the line and advise the operator of the following:

- Incident Location:
- Nature of incident
- Assistance required
- Any other relevant information the operator may request

3. Emergency Veterinary Services are contactable on: 0248 321977
4. Provide first aid if possible – do not attempt to move injured person/s or animals unless they are at immediate further risk by remaining where they are.
5. First Aid Kit is located at: 1 ASSEMBLY TENT 2 REAR ESCORT VEHICLE
6. If the incident is a fire, take steps to fight the fire if it is safe to do so and you are appropriately trained
7. Inform the Event Director or Technical Delegate of the situation.
8. If possible, send someone familiar with the venue to meet emergency services at the entrance and escort them to the site of the emergency.
9. Keep all non-essential personnel clear of the incident area.
10. Once Emergency Services arrive, provide any additional assistance they may request.
11. Once injured person/s or animals have been treated and removed from site, secure and preserve the incident scene for subsequent investigation.

Evacuation

In the event of an incident requiring the evacuation of part or all of the venue, the following process shall be adopted:

1. Event Director shall notify all personnel that an evacuation is required.
2. The means of notification shall be: VERBAL or UHF RADIO
3. Personnel shall move to designated Emergency Assembly Point (EAP), ENTRANCE GATE or alternative nominated point in the event that EAP is not accessible.
4. Event Director shall ascertain the presence of all personnel known to be on site by visual confirmation.
5. Personnel will be given further instructions by the Event Director.



Location: VALDRAITH CIVIC
ACDS Club: GOULDSBURN

[illegible]

* DOB is recorded for Insurance Policy purposes only



GOULBURN
DISTRICT
HORSE DRAWN
VEHICLE SOCIETY

PLEASURE DRIVE
2018

EMERGENCY PLAN
&
RISK
ASSESSMENT

First Issue

Issue Date 1.11.2017

EMERGENCY PLAN AND RISK ASSESSMENT

2018 PLEASURE DRIVE

APPROVALS

| | Name | Position | Signed | Date |
|------------|--------------------|------------|--------------------|---------|
| Originator | XXXXXXXXXXXXXXXXXX | XXXXXXXXXX | XXXXXXXXXXXXXXXXXX | XXXXXXX |
| Reviewed | XXXXXXXXXXXXXXXXXX | XXXXXXXXXX | XXXXXXXXXXXXXXXXXX | XXXXXXX |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

REVISIONS

| Rev | Date | Description | By | Chkd | Approved |
|------|------|-------------|----|------|----------|
| No.1 | | | | | |
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DISTRIBUTION

| Name | Draft | Rev 1 | Rev 2 | Rev 3 | Rev 4 | Rev 5 | Rev 6 | Rev 7 | Rev 8 |
|-----------|-------|-------|-------|-------|-------|-------|-------|-------|-------|
| Committee | | | | | | | | | |
| Council | | | | | | | | | |
| | | | | | | | | | |

EMERGENCY PLAN AND SPECIFIC PRINCIPAL HAZARD AND RISK ANALYSIS

2018 PLEASURE DRIVE

EMERGENCY PLAN AND RISK ASSESSMENT

2018 PLEASURE DRIVE

OBJECTIVE

Identified below are the principal hazard's that could give rise to fatalities or near misses during driving activities on this Event and how to deal with this Emergency. The purpose of identification is to understand when an event may happen and how it would happen so as a greater understanding of this hazard may be gained through subjective examination and Planned response to that Hazard or Incident.

The hazards once identified will be used to maintain awareness and strategies to manage these risks and assure their effectiveness in mitigating these risks to a level that is tolerable.

SCOPE OF ANALYSIS

A revision of risks associated with a driving event of this type and to implement control strategies to reduce risks to have a minimal impact to the Health & Safety of our People and Horses.

In order to achieve this, the associated objectives were to;

1. Define the risk (Principal Hazards those that could give rise to fatalities)
2. Identify the hazards with each risk.
3. Examine treatment controls measure re: their suitability in reducing risk to a tolerable level as determined by a review team and how to deal with this Emergency.

METHOD OF ANALYSIS

1. The risk analysis was limited to hazardous events that could give rise to High People Consequence. (Fatalities)
2. The absence of any controls was assumed when determining the measure of risk, a hazardous event presented.

How to analyse

| | |
|------------------------------------|--|
| Identify Hazards | (What can happen?) (How can it happen?) |
| Analyse Hazardous Events | (Determine Likelihood) (Determine Consequence) |
| | (Establish level of Risk) |
| Assess and Prioritise Risks | (Set Risk Priorities) |
| Treat Risks | (Identify Existing / Proposed Controls) |
| | (Evaluate Treatment Plans) |
| | (Implement Plan) |
| Monitor & Review | (review team) |

REVIEW TEAM

Table 1

| NAME | POSITION HELD |
|----------------|---|
| Trevor Mills | Goulburn District Horse Drawn Vehicle Society Safety Officer |
| Robert Allport | Event Director- Coordinator |

EMERGENCY PLAN AND RISK ASSESSMENT

2018 PLEASURE DRIVE

RISK SCORE

Table 2

Measures of probability used to describe the likelihood of an event taking place and measures of the consequences of an event taking place.

| P | PROBABILITY |
|---|---|
| E | - Rare: practically Impossible |
| D | - Unlikely: not likely to happen |
| C | - Moderate: possible, heard of so it might happen |
| B | - Likely to happen at some point |
| A | - Almost certain to happen |

| C | MAXIMUM REASONABLE CONSEQUENCES |
|---|--|
| 5 | Couldn't cause injury |
| 4 | Could cause 1 st Aid injury |
| 3 | Could cause typical LTI |
| 2 | Could cause major LTI |
| 1 | Could kill / could permanently disable |

RISK OF EVENT

Table 3

| | A | B | C | D | E |
|---|----|----|----|----|----|
| 1 | 1 | 2 | 4 | 7 | 11 |
| 2 | 3 | 5 | 8 | 12 | 16 |
| 3 | 6 | 9 | 13 | 17 | 21 |
| 4 | 10 | 14 | 18 | 22 | 26 |
| 5 | 15 | 19 | 23 | 27 | 31 |

| | | | | |
|-------|----|---|----|-----------|
| SCALE | 1 | - | 6 | HIGH RISK |
| | 7 | - | 15 | MEDIUM |
| | 16 | - | 25 | LOW RISK |

PRINCIPAL HAZARD

Table 4

| Reference Number | PRINCIPAL HAZARD |
|------------------|---|
| 1 | Driving on Main Roads and Bridges. |
| 2 | Overnight Camping Facilities |
| 3 | Horse Welfare |
| 4 | Condition of Carriages Vehicles and Harness |
| 5 | Welfare of Competitors |
| | |
| | |

Identifies Principal Hazards, high consequence, people, events – fatal

EMERGENCY PLAN AND RISK ASSESSMENT 2018 PLEASURE DRIVE

| Ref No | Hazards | Risk Score | | | Control Measures | Residual Score | | |
|--------|---|------------|---|----|--|----------------|---|----|
| | | P | C | R | | P | C | R |
| 1 | DRIVING ON MAIN ROADS AND BRIDGES. | | | | | | | |
| | ~ People unaware of hazards are exposed to potentially high risks that could result in high consequence outcomes | A | 1 | 1 | ~ Access to compete only to those who have attended Pre Start Meeting and signed off | C | 4 | 18 |
| | ~ Competitors struck by Road Traffic | E | 2 | 16 | ~ All Directions to be taken in good spirit Escort Vehicle to maintain control | D | 3 | 17 |
| | ~ Competitors falling into Voids or Drains | E | 3 | 20 | ~ No Competitor to pass Escort Vehicle without their approval | D | 3 | 17 |
| | ~ Unauthorised access to roads or areas Operating Traffic | D | 1 | 7 | ~ All Competitors to be aware of proposed course that is to driven. | E | 5 | 25 |
| | ~ Fenced perimeter around Drains and Poles Driving planned course | B | 1 | 2 | ~ Competitors are to be aware of all hazards Including Drains and Guy wires for Power | C | 4 | 18 |
| | ~ Impact from Traffic and potential noise Vehicles passing may have loose or Loads or Tarps including loose items | D | 1 | 7 | ~ Escort Vehicle to be fitted with UHF Radio to to advise Trucks etc that horses are in area Escort Truck to be fitted with Warning Sign | D | 5 | 21 |
| | ~ Escort Vehicle being placed in unsafe area Awareness of other road users | C | 1 | 4 | ~ Competitions are to be aware of potential noises that come from passing traffic | D | 4 | 21 |
| | | | | | ~ Escort Truck to be aware of were they are located on road Avoid Danger | C | 1 | 7 |
| | | | | | ~ Use radio for contact at all times Competitors to be made aware of Channel that Escort Vehicles are working on. | D | 4 | 21 |
| | | | | | ~ High visibility clothing | C | 4 | 18 |
| 2 | OVERNIGHT CAMPING FACILITIES | | | | | | | |
| | ~ Secure Horse and vehicles | A | 2 | 3 | ~ All Horses to be placed in secure yards Close main gate at all times | D | 3 | 17 |
| | ~ Safe Water for Horses | C | 4 | 18 | ~ Confirm Water Fit for Human and Horse Consumption | C | 4 | 18 |
| | ~ Confirm Location of closest Hospital | | | | ~ Fire's to be maintained in safe condition Fire Restrictions may be in place | C | 4 | 18 |
| | ~ Fire Pits and Fire Wood | | | | Fire to be left in Safe condition at end. | | | |
| | ~ Open Pits and Rubbish | B | 2 | 5 | ~ All Loose Tarps and Items to be secure in the event that wind rises thru the night | C | 5 | 22 |
| | ~ Loose Tarps and Camps site items | | | | | | | |

EMERGENCY PLAN AND RISK ASSESSMENT 2018 PLEASURE DRIVE

| Ref No | Hazards | Risk Score | | | Control Measures | Residual Score | | |
|--------|---|------------|---|----|---|----------------|---|----|
| | | P | C | R | | P | C | R |
| 3 | HORSE WELFARE | | | | | | | |
| | ~ Horses impact injury | C | 1 | 4 | ~ Horses to be reviewed and assessed daily | D | 1 | 7 |
| | ~ Horse Lameness and Hoof Injury | | | | ~ All drivers to be aware of horse condition. | E | 2 | 16 |
| | ~ Horse Drinking Water | D | 3 | 17 | ~ Water to be checked at each new location. | | | |
| | ~ Horse Gaules and Skin Condition | E | 2 | 16 | ~ Horse Welfare to be maintained at all times | E | 5 | 25 |
| | ~ General Welfare | C | 1 | 4 | ~ Club President or Committee may vet out Horse if deemed unfit to compete | | | |
| 4 | CARRIAGE, VEHICLE, HARNESS CONDITION | | | | | | | |
| | ~ Unsuitable Vehicle/Horse combination | B | 2 | 5 | ~ Vehicle to Heavy for Horse, SO to advise and committee to discuss with Driver is OK | B | 2 | 5 |
| | ~ Unsafe Vehicle | B | 2 | 5 | ~ Vehicles to be inspected by Committee for Safe and Sound condition | B | 2 | 5 |
| | ~ Harness not in good condituon UNSAFE | B | 2 | 5 | ~ Harness to be inspected. | B | 2 | 5 |
| | ~ General Welfare of Competitor | | | | ~ Overall Outfit to be reviewed and approved. | | | |
| 5 | WELFARE OF COMPETITORS | | | | | | | |
| | ~ Competitors becoming Unwell or injured | B | 4 | 14 | ~ Note were local Hospital and Medical Centres are located including Phone Number | | | |
| | ~ Supplying Safe Water and Food | | | | ~ Confirm Drinkng Water is Safe if not arrange for water to be boiled if required. | | | |
| | ~ Fatigue Management | | | | ~ All Competitors to be aware of their Fatigue and General Health | | | |
| | ~ General Welfare | | | | ~ Competitors to be Encouraged to rest if possible. | | | |

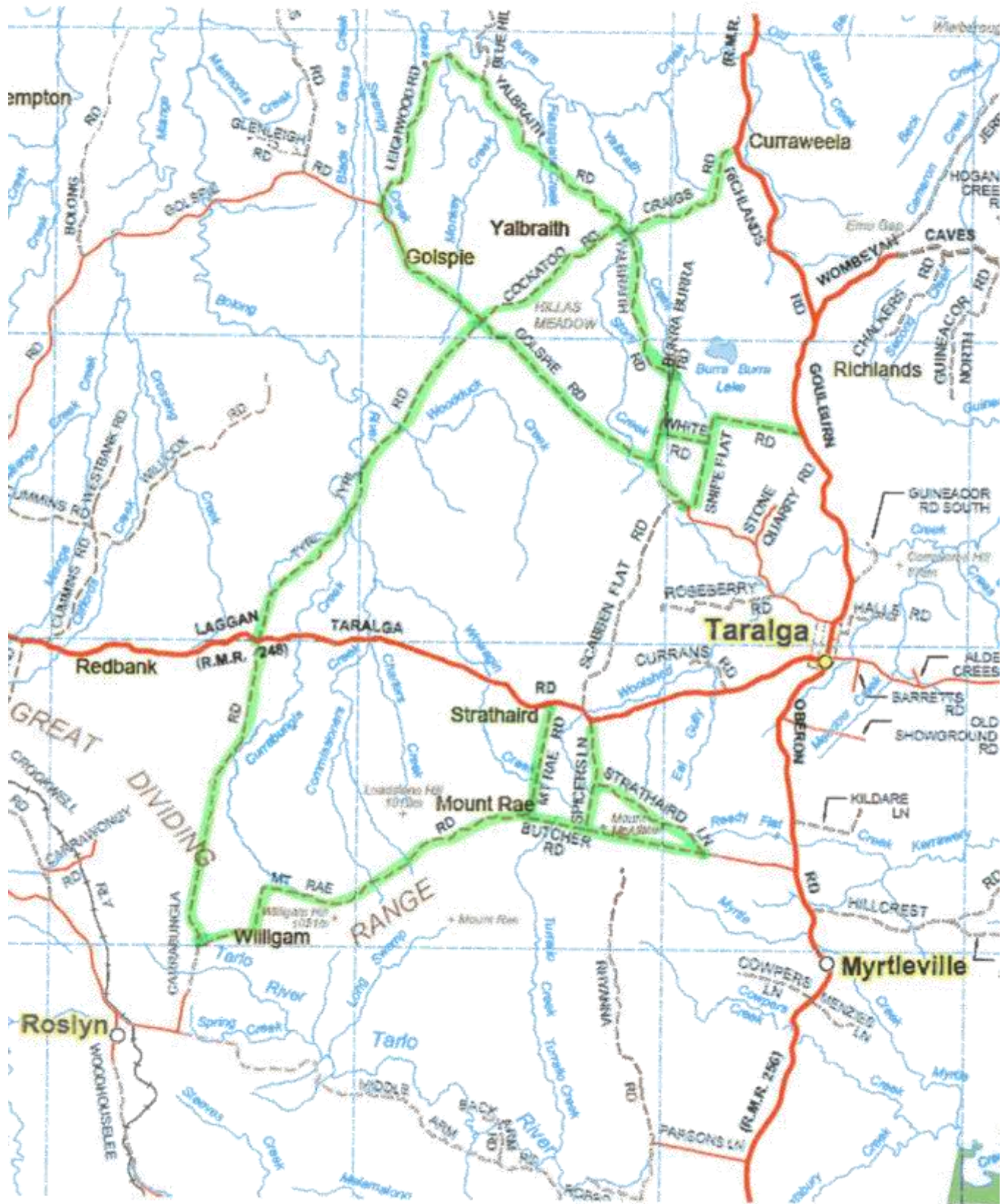
6 ADDITIONAL NOTES

EMERGENCY PLAN AND RISK ASSESSMENT

2018 PLEASURE DRIVE

7.0 ACCEPTANCE OF RISK ASSESSMENT: Pleasure Drive 2018

| | DRIVER NAME | SIGNATURE | ACCEPT YES/NO | NAME OF ACDS CLUB |
|----|-------------|-----------|------------------|-------------------|
| 1 | | | | |
| 2 | | | | |
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| 32 | | | | |
| 33 | | | | |



Works and Operations - 21 December 2017

ITEM 10.10 **Streetscape Project Report**

FILE REFERENCE **I17/708**

AUTHOR **Director of Works & Operations**

ISSUE

Fresh Landscapes has undertaken Streetscape Project works in accordance with the scope of works - copies of these reports are attached for information.

RECOMMENDATION That -

1. Council endorse the ULSC Streetscape Improvements - Community Engagement Report and the ULSC Streetscape Themes Guide, to be used as the basis for the development of the Streetscape designs.

BACKGROUND

Council has received a final report regarding the streetscape project. A copy of the final report is attached as Attachment 1 and copy of the theme's guide is attached as Attachment 2.

This report aims to update the Council on the progress of the project. Councillors may have already received a copy of the design brief, which will be used along with the attached report to request quotations for the design development in accordance with the Council resolution.

REPORT

It is intended to hold a Streetscape Committee meeting early in the new year to review submissions received and make a decision. It is further suggested that the concept designs are workshopped with Council at a suitable date. A communication plan is expected to be developed to enable effective communication with affected community members before consideration of funding and construction works.

POLICY IMPACT

It is one of the roles of the Council to consider streetscape and there is a growing trend in NSW to use it as an economic catalyst.

OPTIONS

It is imperative that Council continues to progress this project as soon as possible, however, within the available resources.

FINANCIAL IMPACT OF RECOMMENDATIONS

Funds are allocated for the project within the current Operational Plan and further funds will be required for construction activities.

RECOMMENDATION That -

1. Council endorse the ULSC Streetscape Improvements - Community Engagement Report and the ULSC Streetscape Themes Guide, to be used as the basis for the development of the Streetscape designs.

ATTACHMENTS

| | | |
|----------------------|-------------------------------|------------|
| 1. ↓ | Community engagement report | Attachment |
| 2. ↓ | ULSC Streetscape themes guide | Attachment |

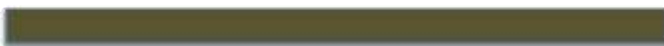


Upper Lachlan Shire Council



Streetscape Improvements – Community Engagement Report

September 2017



FRESH
landscape design



Contents

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|------------------------------------|----|
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| 2.2 Survey | 5 |
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| 3.6 Breadalbane | 19 |
| 3.7 Collector | 22 |
| 3.8 Crookwell | 27 |
| 3.9 Dalton | 41 |
| 3.10 Grabben Gullen | 45 |
| 3.11 Gunning | 49 |
| 3.12 Jerrawa | 60 |
| 3.13 Laggan | 62 |
| 3.14 Taralga | 66 |
| 3.15 Tuena | 72 |

Executive summary

This report presents the results of community engagement in August 2017 in 12 towns and villages in Upper Lachlan Shire with a focus on the main streets and town entries. The information in this report will be used to develop a Streetscape Themes Guide for Upper Lachlan that will guide future improvements to the streetscapes and entries of the towns and villages. This snapshot of community thought about how the physical environment is working in their towns and villages may also be valuable for other project and resource planning by Upper Lachlan Shire Council.

The information presented in this report was obtained from:

- existing reports and plans
- visits to each town and village to observe and photograph the existing conditions
- community meetings in all towns and villages except Jerrawa
- an online survey (with paper copies also available)
- Our Towns – an ideas competition conducted in local schools
- discussions with Local Aboriginal Land Councils.

While there were particular needs identified in each locality, the following themes were identified that are relevant to most towns and villages in the shire.

- More maintenance by council staff is needed to supplement the significant work that is done by local volunteers.
- Traffic calming is needed in the town and village centres to ensure that traffic keeps to the 50km/h speed limits and make the streets safer.
- Most towns and villages have multiple signs with the town or village name in close succession on the entry roads. Generally there was agreement that these signs should be removed and replaced with one sign with more visual impact at each entry.
- A footpath or shared path along the main road is needed in most of the small villages for safer pedestrian movement.
- Street trees in the towns and villages are highly valued and deciduous shade trees were often suggested as a way of improving the streetscape where trees do not exist in village centres.
- Parks associated with main streets provide amenities for travellers and work together with the main street to create the character of the town or village centre. The parks should be maintained and enhanced with attractive toilets, picnic tables, shelters and bins, along with parking for vehicles of various sizes.
- A common request was to have a heritage walk around the town or village with interpretative plaques/signs. There is an opportunity to include Aboriginal stories and interpretative material.
- Similarly, a frequent request was to have a town/village map highlighting the location of amenities and attractions.
- Many groups requested that a community blackboard be placed in a prominent location so that notices about community events could be easily shared. A digital noticeboard was suggested for Crookwell.

The body of the report contains a record of all meetings held with community groups and the content of all survey responses received.

1 Introduction

1.1 Purpose

This report presents the results of community engagement in 12 towns and villages in Upper Lachlan Shire with a focus on the main streets and town entries. The information in this report will be used to develop a Streetscape Themes Guide for Upper Lachlan which is intended to guide future improvements to the streetscapes and entries of the towns and villages.

This snapshot of community thought about how the physical environment is working in their towns may also be valuable for other project and resource planning by Upper Lachlan Shire Council.

1.2 Background

Upper Lachlan Shire Council (Council) resolved to investigate ways to improve the various streetscapes across Upper Lachlan Shire towns and villages. While each location has unique needs and a different starting point for what they have now, it is anticipated that an approach to streetscape enhancements can be developed that has a common theme across the shire while allowing the unique character of each location to be retained. Elements of the streetscape to be considered include:

- trees for town/village main streets
- town/village entries
- other signage
- seats
- waste bin enclosures and bollards
- street lighting
- paving palette.

Fresh Landscape Design was engaged by Council to undertake community engagement and develop a streetscape themes guide to meet these requirements with Jennie Curtis, a Registered Landscape Architect, as project lead. The towns and villages covered in this project are Bigga, Binda, Breadalbane, Collector, Crookwell, Dalton, Grabben Gullen, Gunning, Jerrawa, Laggan, Taralga and Tuena.

The first stage of the project was to undertake community engagement throughout the shire to collect current community values and ideas about the twelve town and village entries and streetscapes as well as making a photo record of existing streetscape and entry elements. This report contains the compiled results of this work.

2 Methodology

2.1 Methodology overview

The approach used to collect information and develop this community engagement report included the following steps.

| | |
|---|--|
| Review of existing documentation | <p>Plans and reports reviewed included:</p> <ul style="list-style-type: none"> • ULSC Draft Pedestrian Access and Mobility Plan (PAMP) and Bike Plan for Public Exhibition May 2017 • ULSC Community Heritage Study 2007-2008 • Taralga Tree Plan 2007 (also called Taralga Streetscape Plan in Council minutes) • design drawings for Goulburn Street, Crookwell 1997, 2007, 2009 • Gunning Main Street Study 1994 • Collector North Entrance and History Park Plan 2003 • Proposed Upgrades to Amenities, Collector Oval 2009 • Re-energising the Collector Community Precinct 2017-09-01 • Upper Lachlan Shire Social and Community Plan 2013-2018 • Upper Lachlan Strategy Plan – 2020 Vision (excerpts included in this report) |
| Site visits | Each town and village was visited and a photographic record was made of the town entries and main street or village centre. |
| Survey | A survey was used to collect comment and ideas about town entries and streetscapes from individuals across the shire. This provided an opportunity for all members of the community to provide input. |
| Meetings with community groups | Meetings were held with community associations, progress associations and other community groups associated with the towns and villages across the shire. |
| Schools competition | An ideas competition for the town and village streetscapes, was run for school students. |

2.2 Survey

A survey was used to collect comment and ideas about town entries and streetscapes from individuals across the shire. The online version of the survey was conducted using SurveyMonkey (surveymonkey.com). A paper version with the same questions was made available from the Council shopfronts and libraries. The survey provided an opportunity for all community members to provide input and was promoted through the Council website and Facebook page, the local media and through local community networks.

The survey ran from 14 July 2017 until 21 August 2017. A total of 136 survey responses were collected; 101 online and 35 as paper surveys. The design is shown below.

The data collected for questions 2, 3 and 4 of the survey is included in this report in the section for each town and village. Word clouds generated by SurveyMonkey for the online surveys have also been included to indicate general themes.

ULSC Streetscape Themes Project

Community Survey

Upper Lachlan Shire Council has engaged a consultant to develop a streetscape themes guide for the towns and villages of the shire. The guide will cover things commonly found in streets around the business areas such as paving, trees and other planting, seats, lights, bins and bollards. It will also look at the approaches to the towns and villages including town entry signs and tree planting.

We would like to hear from you about your ideas for improving the streetscapes of your town or village.

We value your time. This survey has six questions.

1. Which town or village do you want to tell us about? 

- ☐ Crookwell
- ☐ Gunning
- ☐ Teralpa
- ☐ Bigga
- ☐ Brinda
- ☐ Collector
- ☐ Dalton
- ☐ Grabben Gulien
- ☐ Tuna
- ☐ Jerrales
- ☐ Broadstone
- ☐ Laggan

2. What do you particularly like about the main street and road entries of this town or village? 

3. What do you think should be changed or added? 

4. For the changes you have listed above, what two things do you think the community would see as the highest priorities?



5. Which community groups do you think we should be talking to about this project for your town or village? 

6. Please provide your email address if you would like to receive email updates for this project. 

2.3 Meetings with community groups

Meetings with community groups were conducted during August 2017 in all of the towns and villages except Jerrawa where village representatives were not identified. These meetings were organised by the individual groups who decided who and how to invite attendees. The meeting format varied from workshop style discussions with larger groups to focused discussions with small groups and individuals.

Meetings were held with the following groups:

- Bigga Progress Association
- Breadalbane Hall and Park Committee
- Collector Community Association (supported by the Collector Village Pumpkin Festival, Collector Memorial Hall Inc, Collector Oval Committee and Collector Pot Black Club Inc)
- Crookwell Mens Shed
- Crookwell Progress Association
- Dalton community
- Grabben Gullen Community Progress Association
- Gunning District Association (involving representatives from various Gunning community groups)
- Gunning Garden Club
- Kiamma Creek Landcare Group
- Laggan community working group
- Onerwal Local Aboriginal Land Council
- Pejar Local Aboriginal Land Council
- Taralga Progress Association
- The Binda Progress Association
- Tuena community

Notes were taken at each meeting by the consultant and written up as a community brief which was provided to the group for comment. As is typical of community meetings, there are contradictions and unresolved discussions as well as clear directions and themes contained in the briefs. The community briefs are included in this report.

A summary of ideas from a group of young people from Gunning was provided as part of the meeting with the Gunning District Association. This information has been incorporated into the community brief for Gunning.

Other comments and ideas for Crookwell were received from individuals and these have been collated in an additional brief.

2.4 Schools competition

Our Towns, an ideas competition for the town and village streetscapes, was run for school students through the primary schools and high schools of the Upper Lachlan and surrounding areas. Students were asked to think up ideas for what would make their main street or village centre amazing. Ideas could be communicated using writing, drawing, models, digital methods or any other format that the students wanted.



After preliminary consultation with teachers about suitable competition formats and timing, an Our Towns competition kit was created and emailed to schools. An Our Towns website (our-towns.org) was also created to provide an alternative way for teachers, students and parents to read about the competition. The competition was also promoted through Council media releases and the Council Facebook page. Schools were asked to select up to three entries for judging by a panel of Councillors, staff and the consultant.

The Our Towns competition closed on 25 August 2017. Six schools (Crookwell High School, Crookwell Public School, Gunning Public School, Laggan Public School, St Mary's Primary School (Crookwell) and Taralga Public School) submitted entries with a total of 16 entries received. Images from some of the entries are shown below. A summary of the ideas for Crookwell, Gunning and Taralga from the entries is provided in this report.



3 Community comment and ideas

3.1 Common themes

While many comments and ideas received through the community engagement were specific to particular locations, most communities identified the following needs.

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| More maintenance needed | Many communities are undertaking maintenance for their entries, streetscapes and parks such as mowing, planting, weeding, pruning, cleaning and litter collection. Some commented that this is getting increasingly difficult as the volunteers age. There was a general wish for Council to provide an increased level of landscape maintenance in public areas and to organise road and path repairs and similar works that are a serious safety issue and beyond the capacity of the communities to do themselves. |
| Traffic calming | Although all towns and villages are signposted as 50km/h, it appears that there is a need to slow traffic travelling through the centre of the towns and villages. This issue has also been identified in other Upper Lachlan Shire Council studies and plans. |
| Town entries | Many towns and villages have multiple signs with the town name in close succession on the entry roads. Generally there was agreement that these signs should be removed and replaced with one sign with more visual impact at each entry. The stone walls found at some town entries are highly valued and are expected to be integrated into any new town entry sign. Planting avenues of trees along the entry roads leading into the towns and villages was seen as a useful way of marking the change from highway to town/village as well as enhancing the streets. |
| Footpath | The need for a footpath or shared path as a safe place to walk along busy roads and to get to key community gathering places was identified for all the small villages |
| Trees | Many towns already have street trees planted in the town/village centre and these are generally highly valued. Where trees do not exist in the village centre deciduous shade trees were often suggested as a way of improving the streetscape. An alternative view expressed by some was that these trees should be native. |
| Amenities for travellers | All the towns and villages have a park of some sort associated with their main street. These parks were seen to play a role in making travellers feel welcome and comfortable as well as being meeting places for the local community. Attractive toilets, picnic tables, shelters and bins were identified as priorities for the parks along with parking for vehicles of various sizes. |
| Sharing heritage information | A common request was to have a heritage walk around the town or village with interpretative plaques/signs. |

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| Wayfinding signage | Similarly, a frequent request was to have a town/village map highlighting the location of amenities and attractions. |
| Community blackboard | Many groups requested that a community blackboard be placed in a prominent location so that notices about community events could be easily shared. |

The *Upper Lachlan Strategy Plan – 2020 Vision* offers comments about vegetation across the shire based on community comment.

- Promote the use of locally relevant native trees and shrubs. New plantings should seek to enhance the overall amenity of the area and its visual context.
- Planting native tree species that naturally occur within Upper Lachlan would emphasise landscape character and increase community identity. Feature trees, including exotic species, could be used to highlight locations such as commercial areas (if required), important intersections and main roads.
- Structured tree plantings are currently a key feature within Taralga and add to the visual interest to the town. This form of planting may become a theme for future development within Taralga, which would encourage community and place identity.

3.2 Competition ideas

3.2.1 Student ideas for Crookwell

General

- Make Crookwell fun, healthy and a place that tourists will want to visit
- More paths for riding scooter including out to Laggan

Play

- Make the park adjacent to the pool more fun for kids and the whole community
- Include a sensory garden especially for young children and disabled and elderly people
- Add spider web adventure climbing equipment
- Build a botanic garden with flowers, natives and trees
- Add a community vegetable garden including fruit trees
- Have an adventure playground
- Add a rock climbing wall on the side of a building
- Build a skating rink (ice skating and roller skating)
- Make indoor/outdoor swimming pool
- Ninja Warrior course at the river
- Outdoor netball and basketball courses where anyone can play
- Hot air balloons
- A big slide

Signs

- A digital sign to display local information, the temperature, the time and local events
- A welcome sign with information and local history

Main street

- Make a fish pond in the roundabout
- Upgrade the amenities block

- Bike racks, bike hire and more bike paths
- More trees and gardens
- More seating and bins
- More outdoor café seating
- Water tank and drinking fountains
- Fruit trees
- Self-juicing machines (for the fruit from the fruit trees)
- Popcorn machines
- Disabled access to the shops
- More family friendly restaurants
- The Big Donut Chill and Chat – a big ring seat where you can meet friends with free drinking water
- “Spuds” potato restaurant
- A Crookwell radio station with speakers around town
- Paint shops
- Bike racks

Arts

- Artwork (by local students and artists)
- Potato statue
- Murals
- Sculptures
- Encourage buskers and street performers to use the main street
- Outdoor movie theatre or movies at the Crown Theatre

3.2.2 Student ideas for Gunning

- Improve the main street with more fruit trees (cherries, peaches, plums, apples) and vegetable gardens
- A park at Pye Cottage with swings, security cameras, speakers for blind kids and a lot less litter
- Welcome signs at the town entries with the word Gunning made of metal letters with symbols of the town and region in each letter – an opportunity for local artists

3.2.3 Student ideas for Taralga

Improvement of the main street with the addition of a variety of shops and community amenities including:

- A swimming pool with a diving board and waterslide
- A youth centre, a club and a young children’s centre
- Food shops – Tyler’s Tasty Lolly Shop, Lillyann’s Perfect Pizza, Cayden’s Colourful Ice-cream Shop, fish and chips, bakery, Josies Fat Cat Café and Olivia’s Sensational Supermarket
- Toy shops – Magic Mania and Wizard World
- My Horse Shop and Milly’s Precious Pets
- Scooter shop
- Music shop
- Activity centres – Laser World, Game World, Dino World
- ‘The Big Quoll’ (the school mascot) tourist attraction

The Upper Lachlan Shire is part of several Local Aboriginal Land Council Areas based on the natural boundaries formed by local rivers. Pejar Local Aboriginal Land Council (Goulburn) has responsibility for Crookwell, Taralga, Laggan, Tuena, Breadalbane, Collector and Binda; Onerwal Local Aboriginal Land Council (Yass) looks after Gunning, Dalton, Grabben Gullen and Jerrawa; and Cowra Local Aboriginal Land Council (Cowra) is responsible for Bigga.

The nations have totems that might provide inspiration for town and village signage. The Wiradjuri totem is the goanna. Totems are different from totem poles, which are not part of the traditional Aboriginal culture of this area.

While many of the stories and songlines of this area have been lost through the disruption of Aboriginal life by European settlement, some of the Wiradjuri dreaming stories including the making of the rivers by Garrangatch (or Gurangatch) are still known and can be told. These could add richness to the understanding of the landscape of the shire. Research into old records could uncover other stories about the places of the Upper Lachlan Shire.

Inclusion of elements in town and village streetscapes that recognise Aboriginal occupation would be appreciated. Many symbolic elements would be equally relevant for both Aboriginal and non-Aboriginal people. For example, design motifs referencing the rivers link to the farming heritage as well as Aboriginal understanding of country. Such a motif could become a design theme incorporated into entry signage and/or street furniture. An appropriate approach would be to consult with the relevant Local Aboriginal Land Council to identify an Aboriginal artist who could collaborate in the design process.

Painting a mural based on local Aboriginal stories would be a possibility.

The Pejar Local Aboriginal Land Council could help with identifying significant sites and providing interpretative material for places along the rivers and creeks for heritage walks.

3.3.2 Onerwal Local Aboriginal Land Council suggestions

- Use signage to welcome to country within the shire
- Include Aboriginal name for place or Aboriginal country on each town/village entry sign. This would be greatly appreciated as a symbol of recognition of the Aboriginal heritage of the area.
- Boulders and rocks are a significant element in the landscape - the skeleton of the country. Boulders to be disturbed by road works (eg Barton Highway duplication) could be reused to create entries. Stone used in entry signs would be a link between Aboriginal and European heritage.
- Town/village maps could include Aboriginal artwork
- Town/village maps could include places of Aboriginal significance [this is a key action in the Upper Lachlan Shire Council Social and Community Plan 2013-18]
- Interpretative signage for places of Aboriginal significance could be included in heritage walks
- Field trips with Elders could be used to identify places of significance and stories that can be told

3.4 Bigga



3.4.1 Existing conditions

The village centre is relatively small and located on both sides of a wide road with no street trees. The asphalt footpath is in poor condition with many holes and trip hazards. Parking is somewhat haphazard with few landscape cues to guide drivers. There is a strong Australian rural village character.

Street trees have been recently planted on the approaches to the village centre. There are multiple town entry signs at each entry with a variety of designs.

3.4.2 Community brief

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| Village entries | <ul style="list-style-type: none"> • Want different looking entry signs from current version • Like the idea of a common sign design with variation for each town • Bigga is a fine wool growing area • Wyangla Dam is the main reason people come through Bigga • Corrugated iron and timber sign with stencilled picture (theme could be water skiing and/or sheep) • Agapanthus planted around entry signs • Could have more tree planting roads near entries and replace dead trees. |
| Traffic and parking | <ul style="list-style-type: none"> • Speeding an issue – people speed heading downhill into the village but get slower going uphill to the general store • Parking in front of the general store and pub is important. Currently signposted as 45 degree rear to kerb but often people park parallel to the kerb because it is easy and also good for long vehicles/boat trailers and school bus. Parallel parking needed near amenities block. • Don't want line marking for parking spaces |
| Footpaths | <ul style="list-style-type: none"> • Asphalt footpath outside the hall, general store and park is uneven with trip hazards and urgently needs repair • Would prefer new path to be concrete – not asphalt and probably not pavers |

- Most foot traffic is between the shop, hall and park
 - A bit of concrete, some seating and some green would transform the village centre
 - Like what has been done in Boorowa
 - Have already done new street tree planting on approaches to village centre
 - Trees – 3 or 4 in the centre of the street in village centre. Will they fit? Need to keep intersection sightlines clear.
 - Trees in the centre of the street would need to be tall enough to clear the sheep trucks
 - Maybe could put planter boxes in the centre of the street between the trees but would still like to be able to do a U turn
 - Low Buddleia or other easily maintained shrubs could be in the planter boxes
 - Like the planter boxes in Cowra
 - Planter boxes would have to be quite low, could also be on the verges
 - Would like tree guards similar to photo provided (see image on right provided by Bigga community)
 - Don't want things you can't see and could reverse into
 - Garden beds with hedges and colourful flowers/foliage on the corners of the intersection could be used to mark arrival in the village centre
 - Maybe same treatment at the other end of village centre past bakery
 - What something to attract the eye – colour
 - Crab apples down the street to the north
 - Look at main street planting down to where street narrows (wide part is village centre)
- Trees and other planting**
- Street furniture**
- Want two seats in front of the hall with planter box between
 - Want nice seats – not a steel metropolitan seat that is uncomfortable in heat/cold and looks like it belongs in the city
 - Want picnic setting at the campground
 - Kids sit on the pub steps waiting for the bus (shelter from the wind), could move bus pickup location to near telephone box and install bus shelter
- Maintenance**
- Council is providing a worker one day a week to clean amenities block and do other landscape maintenance
 - Want dead tree in side street removed (it is big and very dead)
 - Remove existing tree near phone box and replace



3.4.3 Survey responses

No survey responses were received for Bigga.

3.5 Binda



3.5.1 Existing conditions

The small village centre is located either side of the wide main road with the shop on one side and a park with public toilets on the other. Street trees have been established in the village centre. Street furniture (tree guards, bollards, seats, shelters, picnic tables) exists but lacks a cohesive design theme. There are drainage and access issues on the verges.

The village entries feature a sequence of different town signs. The long distance from the town entries to the village centre is confusing with no sense that there will be a village centre ahead.

3.5.2 Community brief

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| Village entries | <ul style="list-style-type: none"> • Trucks and cars speed through town – need to slow them down • Confusing because the school is a long way from the shop so drivers don't know where the village is and tend to speed • Much tree planting has been done in the last 15 years, it is beautiful to drive through with lots of autumn colour • Could have signs to indicate the village centre/shop ahead to make people aware that there is more coming after the school • Need more street lights to signal to drivers that the area between the school and village centre is still part of the village • Verges in the 40 km/h zone around the school are uneven on both sides • Would more substantial entry signs made from stone slow vehicles down? • Could have more signage: pedestrian crossing signs, digital speed signs |
| Visitor attractions | <ul style="list-style-type: none"> • Attractive old stone buildings Mill, Cottage, Post Office, Rectory, Hillcrest House, Rose Cottage • European heritage: gold, Ben Hall bush ranger, pastoral • Many people going to Wyangala Dam – people stop at the shop on the way to the dam |

- Nothing for people to stop for
- Road to Bathurst will be sealed soon – expecting more use by people driving loop from Sydney to Canberra
- Local businesses developing facilities for weddings, corporate functions and accommodation
- Historic church attracts visitors (key at shop)
- Trees**
 - Trees planted along the west side of the road
- Pedestrians**
 - PAMP shows pedestrian refuge between park and shop as well as path to school which would be helpful
 - Greatest hazard is the school bus stop and children crossing the road
 - Children currently don't walk from school to the shop
 - Children walk from the bus stop to the nearby houses (infrequently)
 - Would like walking trail around village past old buildings with interpretive (heritage) signs
 - People walk home along the road after having a beer at the shop
 - Most people drive around the village – some walking but it is not very pedestrian friendly
 - Local school bus picks up all the kids in village and takes them to school
- Village centre**
 - Street light has yellow luminaire and is ugly
 - Area with ovals, toilets, general store
 - Road level was raised. This has created drainage problems (flooding into the shop) on the eastern verge and steep slopes on the western side
 - Wide verge on western side could be developed with improved levels and meandering gravel/granite path, trees and seats (across the road from the shop). Would like gas BBQ and picnic tables/shelters
 - Area behind the tennis courts has lovely trees and could be made into a recreation area with picnic facilities, toilet, camping area and place for parking (eg for shearers leaving cars during the day)
 - Could have Ben Hall sculpture
 - Could have mural/story on the toilet wall. Could also improve appearance of toilet block (eg add rural style awnings over entries)
 - Could have town map showing features
 - Want noticeboard with roof and chalkboard on the corner – could add history, map pictures of buildings
 - Fibreglass and metal picnic setting could be replaced
 - Some preference for contemporary rural style in street furniture
 - Rose Cottage verandah is on verge
 - The shop verandah is on verge – the back part is on the shop land
 - Retain 3 x 45° parking spaces outside the shop
 - Do not want more trees on the road near the shop
 - Red and yellow striped bollards near the toilets can be replaced – but some vehicle control needed in this area
 - Fence in front of cricket oval is old and needs replacement – white picket fence was suggested
 - Need signs for toilets
 - Tree guards in poor condition and need replacing – like unpainted chunky timber tree guards in Gundaroo

- Other**
- Town common (beside the old tip) – no current community use
 - Big Australia Day cricket match on oval
- Maintenance**
- Some street lights not working

3.5.3 Individual survey responses

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| Likes: | Tennis grounds, playground, cricket pitch |
| Changes: | Better seating around toilets and at tennis courts. Paving around seating areas. Amenities - need colour on walls, something that attracts. Binda history picture, wall art... |
| Priorities: | More inviting area, common garbage, displays signage, toilets amenities may need wall art, history art, more colour |
| Likes: | Trees, regular slashing |
| Changes: | More trees with slashing around young trees. Stakes and trees are regularly hit. Also greater care with poisoning. |
| Priorities: | Grass kept low for tidiness and fire protection |

3.6 Breadalbane



3.6.1 Existing conditions

The village is based around a T intersection in the roads and lacks an obvious village centre. Currently there are no retail or hospitality businesses operating along the old highway. The community hall offers some public rest facilities although this is not obvious. There are no organised street tree plantings or paths.

The village has four different designs for town entry signs, with all of them used in sequence on at least one town entry.

3.6.2 Community brief

Entries and signage

- Like "Headwaters of the Lachlan" tagline on the entry signs (was developed in previous consultation with community)
- There could be benefits in some consistency in entry signs across Upper Lachlan
- Visitors driving along the old highway experience Breadalbane as a street with no facilities/places to stop, they don't see that Breadalbane continues around the corner
- The main street is stretched out without any unifying element. It is hard to work out where the village starts and ends and where the 'centre of town' is. Building the community hall has given the village more definition.
- Used to have a general store and hotel on old highway – these are no longer functioning but visitors still try to stop there
- Need to slow traffic down "Hey people live here. Slow down"
- Need signs to hall on intersection on old highway
- Need to slow people down before they come over the rise to school, the speed limit is 100 before the subdivision – can it be 80?
- A small stone wall at either end of town or a short wooden fence either side of

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| | the road about 2 metres long would delineate the village and give a sense of arrival (town entry) |
| Village centre/hall | <ul style="list-style-type: none"> • The heart of the town is the community hall, which also has a playground and public toilets (rest stop for travellers) • Most traffic doesn't go to the hall (just straight down old highway) • Toilets are open all the time • Free short stay camping in the hall grounds • Streetlight needed outside the hall (already one there that doesn't put out much light). The hall is passive solar and environmentally friendly – would like energy efficient, possibly solar powered street lights • Cyclists on long trips stop at the hall or park at the hall then ride on to Gunning • No rubbish bins exist – would be useful at hall • Seat and table in park outside hall has been promised (in Council's budget) • Need replacement soft fall mulch in playground – Council built the playground but playground mulch not maintained • Plant a row of trees at the hall to provide shade for parking in the future – Chinese Pistachios suggested as a good size, spreading and with attractive autumn colour |
| Connections | <ul style="list-style-type: none"> • Breadalbane not included in draft PAMP report • There is a new road and 13 large block subdivision on the road in from Collector that will change the way the village works • Dangerous for walking and cycling to school, especially in the new subdivision – want a shared path from the new road to the school • People walk down the old highway for exercise • Could have a white line shoulder marking on road (old highway) to delineate space for cyclists and walkers |
| Trees | <ul style="list-style-type: none"> • Plant street trees (fire retardant) along the new subdivision road • Would like consistent street tree planting on highway and the road to the hall, but need to keep away from powerlines • Need street trees outside hall. Some people want natives – snow gums – but there are concerns with dropping leaves and limbs. Possibly something with fruit or nuts or Chinese Pistachios • Not too many trees because the distant views are attractive • Eucalypts leading up to town then deciduous trees in town • Tree planting along the roadside from the Breadalbane entry sign to the other end of town would enhance and delineate the town boundaries and give the village a unified look. This could include a section of the Collector Road as well. A suitable, tough drought resistant tree or (flowering) shrub could pull the look of the village together. • Concrete culvert on petrol station side of the old highway will limit tree planting options |
| Uses of the street | <ul style="list-style-type: none"> • Have two big cycling events each year bringing in hundreds of people and club cycling events too • Kids catch bus to Goulburn from the bus shelter near the old pub and another further on towards Goulburn. They are dropped off near the intersection in the afternoon. |

3.6.3 Individual survey responses

Likes: Rural atmosphere; tree lined road

Changes: Add cycle/footpath and native shrubs/trees

Change speed limit to 50km; culvert cleaned up; gutters cleaned out and maintained; the way the existing trees are pruned

Priorities: Clean and tidy entry into the village with more shrubs/trees and a cycle/foot path

3.7 Collector



3.7.1 Existing conditions

Collector has a range of town entry signs. The Church Street entry features a low stone wall with the village name, set amongst native plantings. There is a long green metal fence running along the top of the road cutting on Church Street that restricts views out from the road. The other entries are less clearly defined.

Sporting and community facilities and activities, including the Collector Pumpkin Festival, are focused on Bourke Street while the café and hotel are on the old highway (Murray Street, O'Sullivan Street and Church Street). The streets of Collector are wrapped around Mill Hill and there is no clear village centre. Roads in Collector are relatively narrow. There are no footpaths or kerbs and few street trees. Most of the larger trees (for example on Mill Hill) are local native species.

Part of O'Sullivan and Church Street has two roads running parallel with a significant level change between them.

A town map is provided in a layby in Church Street along with a bus shelter and community blackboard. Many of the Collector locations are identified with green and yellow signs.

3.7.2 Community brief

- Village entries**
- There is the opportunity for a park/entry space on the left of the north entry to town i.e. a tourist entry/stopping area
 - Replace the southern entry sign with a rock wall entry sign – council/community project – and tidy up the surrounding trees

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| Hall and oval | <ul style="list-style-type: none"> • Community precinct - oval and hall including church reserve and bushland trust - is a priority. • Community hall should be upgraded to make it more of a focal point • Asking for grant for replacement of the fencing with post and rail, a picnic shelter and bench seats at the oval. • Want the old pines removed and an improved connection with the town. Want planting at the entrance to enhance this connection (the trees to be inside fence so as not to be a barrier). Looking at putting in picnic tables. There are already toilets and occasional camping there, although this is limited by the septic system and wet ground • Visitors stop at the community hall • Need shelters (picnic facilities) at the oval. People currently eat out of the back of their cars • Want team events (football, cricket) and eventually tennis courts at the oval • The toilets at the oval need lights |
| Traffic and parking | <ul style="list-style-type: none"> • Need traffic calming – need a 50km/h Ahead sign where 50km/h sign is and a 50km/h sign at the bridge (entry from Canberra side) • People park along the bank which is dangerous |
| Pedestrians and footpaths | <ul style="list-style-type: none"> • Lack of paths is a safety issue for bikes and prams • Want a path loop connecting the oval, hall, shop and pub. To start the process, community is putting in a grant application for a path from the Church to the oval (playground) for Pumpkin Festival access and for connection to the school and pre-school throughout the year • People go from the pub to the sculpture building; there is a need to fix the steps down the embankment • Walkers with dogs walk along street from oval to hall • Don't want straight paths – use curves around seats and trees |
| Trees and other planting | <ul style="list-style-type: none"> • The trees in the area from the bridge to the highway need rejuvenating and tidying • The old pine trees at the oval were removed a few years ago and new trees are needed • Would like poplars (not Lombardy) along Murray Street to match trees at southern entry • Would like Crab Apples on Bourke Street since they are smaller trees to fit under powerlines • Eucalypts in Surrey Street and Breadalbane Road connected the reserve to the village (a green corridor) but the trees have been removed by the sub-division – can they be replaced • Need to take location of future water and sewer pipes into account when planning path and street tree locations • Need a big deciduous tree in front of the playground to provide summer shade (eg Liquidamber) |
| Visitors and attractions | <ul style="list-style-type: none"> • The map near the café needs updating • Working on map of town with a brief history, way finding for the new visitors layby in the north entrance • Mill Hill behind the school is a valuable piece of bushland. It is full of weeds and under-utilised. It needs to be maintained and is an arboretum in waiting that could be a picnic spot, bushwalking trail and interpretive walk |

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| Park | <ul style="list-style-type: none"> • There is a plan for a park on the blocks opposite the stone entry sign • Need a playground/skate park for older kids and an outdoor gym |
| Streets and signs | <ul style="list-style-type: none"> • There are too many town signs, for example there are four town entry signs on one entry road – need to review • There was a proposal for the pub road to be one way but it didn't progress • Kerbs and gutters wanted, the community is ready for them |
| Other | <ul style="list-style-type: none"> • Gunning Newsletter goes to Collector too so the best place to advertise meetings • Priorities are the entrances, café, pub, oval, hall and the school • Don't want to take away from the appearance of the pub • There is a nice view looking from the pub across the plain • Need an overall plan for the village streetscape • The Community Association is looking at options for screens to reduce the visual impact of the Colorbond fence at the Church Street entrance |
| Maintenance and infrastructure | <ul style="list-style-type: none"> • There are three piles of gravel in the closed street near the stone entry wall that should be removed • Collector is missing most of the infrastructure that small towns need (sewer, water, stormwater, footpaths) • Need improved water, sewerage and streetlights, a general store and roads wide enough for two cars to pass • On the corner of George and Lawn Streets there are building materials and rocks left on the verge, forcing people to walk on the road. This needs clearing up • All residents are on septic tanks and there are numerous bores. There is a risk of groundwater contamination and a need for sewerage • Need to fix drainage problems caused by Federal Highway • Ground near the bridge is subject to flooding |

3.7.3 Online survey response themes

Q2 What do you particularly like about the main street and road entries of this town or village?

Answered: 6 Skipped: 0

Northern Entry Entrance Wall Lovely Collector Trees

Q3 What do you think should be changed or added?

Answered: 6 Skipped: 0

Signage Removed Street Lights Entry
Bourke Street Colour Bond Fence

Q4 For the changes you have listed above, what two things do you think the community would see as the highest priorities?

Answered: 6 Skipped: 0

Southern Entrance Seating Street Plants Landscaped
Signage

3.7.4 Individual survey responses

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| Likes: | The entry road is good because it's got the long line of trees and signage. |
| Changes: | Street lights that don't turn off when you go near them More native flora along the roadside Art installations - people come to Collector to look at the big sleeping sculpture more sculptures would complement this and bring tourists More opportunities for business to open Foot paths |
| Priorities: | Footpaths Street lights or more native plants |
| Likes: | The northern entry sign wall area is lovely. But that's where it stops, there is nothing else that has been improved or managed |
| Changes: | Another entry sign wall on southern end and then street improvements are needed all the way through |
| Priorities: | Signage/aesthetics on southern end, some plants and attention through main thoroughfare |
| Likes: | Collector rock wall (North entrance) |
| Changes: | - Visitor information/village map sign - Landscaped picnic area with parking at North entrance (including tables and seating) - Bollards to stop people driving behind the Collector rock wall (it leaves ugly tracks and damages the grass) - Pave and landscape the gravel stopping area near the rock wall - Signage at both entrances providing directions to the Oval, Hall, Police Station and Churches. - Rock wall signage at the South entrance to match the North entrance |
| Priorities: | - Landscaped picnic area with parking at North entrance (including tables and seating) - Pave and landscape the gravel stopping area near the rock wall |
| Likes: | Stonewall at northern entrance |
| Changes: | The colorbond fence at north end should be removed - already got graffiti on it. |
| Priorities: | Would prefer to see Bourke St fixed up. Bike path and seating, etc. |
| Likes: | tree lined roads on one entry into collector |
| Changes: | Widening of the main road like Bourke Street with bike/foot path area would be nice for school aged children. |
| Priorities: | Children safety on the narrow roads |
| Likes: | Trees, old buildings |
| Changes: | Better heritage signage, gutters. |
| Priorities: | Signage |

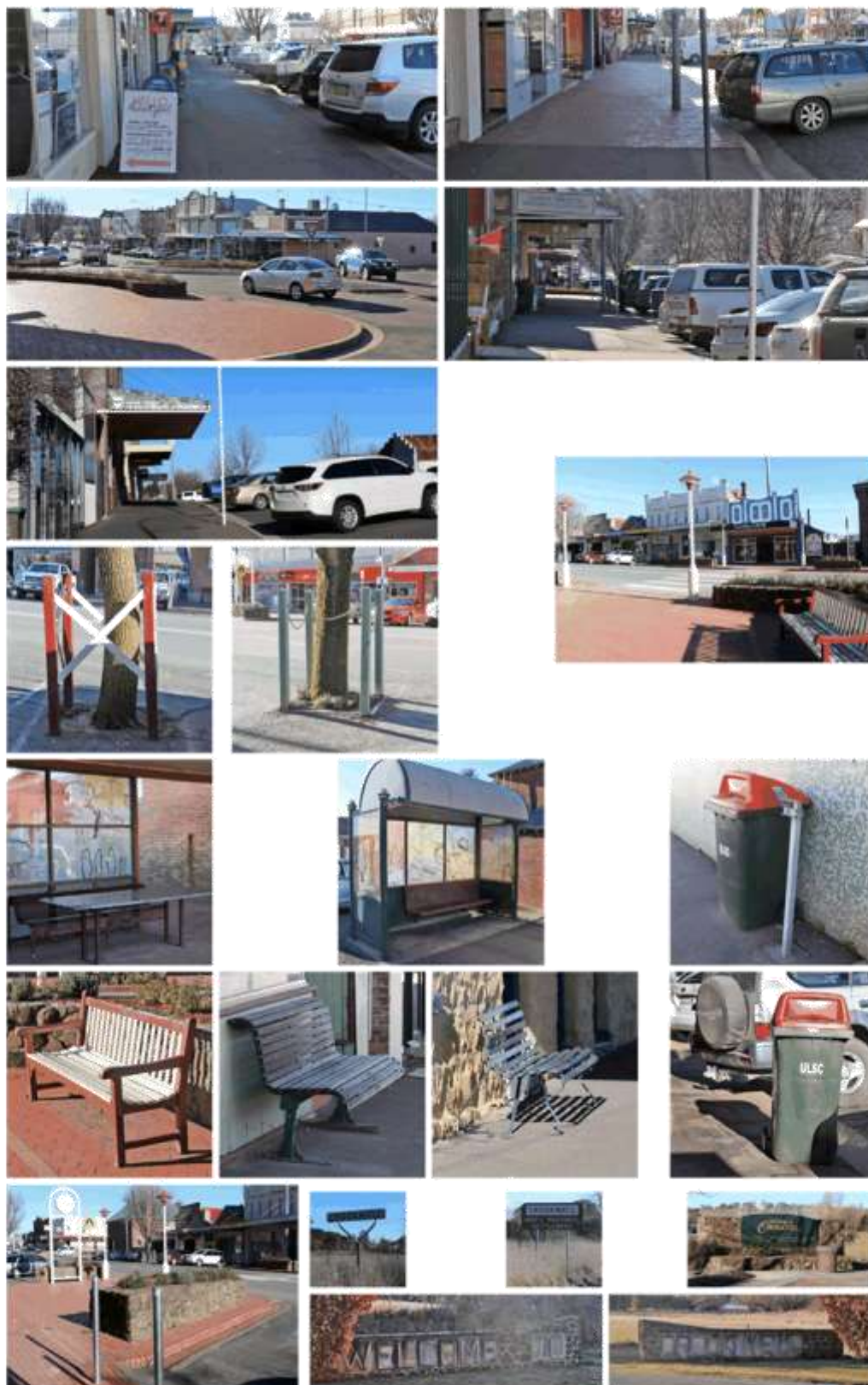
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| Likes: | The sweep and curve of the main road in and out of Collector is beautiful. The plane trees have been planted in some stretches of the road many years ago and are lovely. The road entries: The northern entry needs one side finished to match the other side (which is looking really good). The southern entry has a row of very old poplars, extreme weather conditions have affected them but they are still a great statement to the entry. |
| Changes: | The northern entry should have the colorbond fence surrounding a new land development replaced with something more sympathetic to the rural charm of the place. Landscaping at the fence line could be improved. The war memorial area in the centre of town could be improved with lighting and a seat and at the southern entrance, landscaping with stone wall and lettering to match the northern entrance would be good. Replacing current street lights to be in more of an historic style would be nice too. |
| Priorities: | The southern entrance landscaped and the lighting replaced. |
| Likes: | Stone wall at Church St and Surry St corner. |
| Changes: | Colorbond fence at Church St entrance is ugly and has graffiti - should be removed asap. Establish a camping and RV friendly parking area - vacant crown land in Church St would be appropriate. Bourke Street redevelopment - fix drainage, widen street, level grass verges. |
| Priorities: | Camping area and rebuild Bourke Street. |
| Likes: | The Pumpkin Festival signs are nice. |
| Changes: | What/which is the 'main street'? Lack of paths makes it scary to walk around. Proper signage and bins. Drainage needs sorting out... |
| Priorities: | Footpaths - particularly safety for school area. Drainage. |

3.7.5 Upper Lachlan Strategy Vision 2020 comments

The *Upper Lachlan Strategy Vision 2020* noted that some in the community at Collector considered that traffic calming and traffic management measures should be introduced to emphasise Collector's character and to improve safety.

Collector does not have a natural town centre and this could be addressed by establishing a master plan focused on creating a sense of place and meeting places in the town centre.

3.8 Crookwell



3.8.1 Existing conditions

Crookwell is the largest town in the shire with a well-established main street precinct along Goulburn Street. Parking is 45° rear to kerb. Street trees (*Pyrus ussuriensis*) planted in the parking zones of the street are well established in most of this area. The trees are protected from vehicles by painted timber tree guards and bollards, which have sustained significant damage from vehicle collisions (like many other posts and poles in the street).

The posts for the street lights are located close to the kerb and protected by large (often crooked) steel bollards.

The pedestrian areas are finished mainly with asphalt. Feature clay pavers are used at the pedestrian crossing and roundabout along with raised beds with stone walls and groundcover roses, old lights and a clock. Steel bin posts for the plastic wheelie bins have been installed along the street but do not appear to be in use. Seats vary in style but are generally timber and often are also a memorial.

A variety of town entry signs are in use including several on stone walls.

3.8.2 Community brief from Crookwell Progress Association

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| Town entries | <ul style="list-style-type: none"> • Electronic 'Welcome to Crookwell' signs? • Highlight stone walls at entries – lights, flowers, planting |
| Traffic and parking | <ul style="list-style-type: none"> • Line marking for parking spaces – up for debate • Roundabout at the bottom of the hill (Roberts Street) with garden needed to slow cattle and logging trucks down • New roundabout proposed for intersection at eastern end of main street (Collier Street intersection) • Remove kerb from car park behind the amenities block and mark lines. This area is used for staff parking |
| Trees and other planting | <ul style="list-style-type: none"> • Install kerbs and planted areas around trees • Need street trees along Goulburn Street from Warne Street to Laggan Road • Plant deciduous street trees for autumn colour – not natives • Crookwell known for the entry with avenue of golden trees (golden ash and claret ash) • Lipstick maples have been planted in some parts of the town and have done well • Want tree lined entrances to Crookwell: maybe Japanese cherries, maples of different sizes • Should have a tree planting plan for the trees throughout town • Need a landscape committee to guide development • Planter boxes wanted in main street • Planting around trees – not planter boxes along the street • Make seating nooks with raised planter boxes • Roses are good in planter beds at roundabout, they keep kids and drinkers out • Can trees and light posts be located together (would need to replace existing trees)? • No attachment to current street trees; Manchurian Pears not a good choice, could start again with new trees • Used to be silver birches in front of the church – roots were a problem. Could have replacement planting there • Raised bricked kerbs around the tree space with bins, seats, signs and new |

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| | federation type lighting, keeping all services in that area. Removing old existing signs, lights would make a great difference in the verges and could put in plants boxes for colour |
| Street furniture | <ul style="list-style-type: none"> • New bins and tree guards are needed • Bin enclosures instead of free standing wheelie bins • Electronic community noticeboard • History posters are ready to be installed – but council won't do it/pay for it • Smoking bins – used to have them at the crossing but they were taken away, can they be brought back so smokers don't use plastic bins to extinguish cigarettes? • Are tree guards needed if kerb surrounds are installed around trees? • Current tree guards not needed now the trees are big • Need to protect trees and light poles from people backing into them |
| Pedestrians and footpaths | <ul style="list-style-type: none"> • Wombat crossing instead of a painted pedestrian crossing to slow traffic • No disabled access to the post office (privately owned). How can it be done in a way that enhances the street? • Would like pavers on footpath instead of asphalt |
| Visitor attractions | <ul style="list-style-type: none"> • People don't come for tourism – there's nothing to do – most visitors are day trippers or people with a connection to town • History – bushrangers, CWA started here • Update shopfronts in heritage colours • Road signage to mark historic locations – heritage walking trail |
| Maintenance | <ul style="list-style-type: none"> • Street cleaning could be more efficient with a machine instead of the current labour-intensive methods • Largest village in the shire – poorly looked after from a per capita basis |
| Other | <ul style="list-style-type: none"> • Want short and long term plan • "Top of the range" "Shire of villages" – previous council themes for signage • Rehabilitation project is happening in Kiamma Creek Park • Could have representation from each village on a streetscape committee for implementation of streetscape improvements • Want Crookwell to be a neat, tidy and inviting town |

3.8.3 Other community comments

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| Trees | <ul style="list-style-type: none"> • Add extensive tree planting along entry roads • Label the trees so that people can see what grows well in the climate • Get the school children to plant the trees – they are planting for their future • Many street trees have been cut down and should be replaced, infill planting needed to replace missing street trees • Need more street trees planted in Roberts Street – this street connects Goulburn Street to the Kiamma Creek reserve • Need more trees planted in Laggan Road to improve that town entry • Make tree entrance ways into town stronger • Plant 2020 colourful trees around Crookwell by 2020 • Add more trees in the main street from one end to the other • Low planting like Buxus down centre of road • Footpath plantings |
| Parking | <ul style="list-style-type: none"> • Too hard to park 45° rear to kerb in Goulburn Street – need to use two car parking spaces to do it |

- Could have centre parking in Roberts Street with parallel parking along the kerb for caravans and other long vehicles
- RV overnight parking should be at caravan park not in car park in Roberts Street
- Nose to kerb parking in Goulburn Street would be good
- Encourage staff to park behind the shops, not in the main street which should be available for customer parking
- Signs**
 - Would like solar powered community notice board (digital one listing what's on) near Visitor Information Centre
 - Put signs at entrances listing festivals and events
- Other**
 - Old Flour Mill would make a wonderful environmental centre – Upper Lachlan is the centre of renewal energy generation for NSW so make this a feature attraction
 - Kiamma Creek rehabilitation project is creating linear park/recreation area linked to main street with walking track, amenities, future shelter by Rotary and art projects
 - Paint buildings in interesting, contemporary colours, not just drab, heritage or old fashioned
 - Create area outside IGA and café for tables, chairs and umbrellas
 - Create historic and arts walks, giving people reason to explore
 - Encourage businesses to replace verandas/awnings
 - Memorial seat requested to be installed outside Arcadia

3.8.4 Online survey response themes



Q4 For the changes you have listed above, what two things do you think the community would see as the highest priorities?

Answered: 27 Skipped: 1

Bike Rack Outside IGA Road Clean Painting Trees
Beautification Main Street Planting Bins Toilets

3.8.5 Individual survey responses

Likes: The main street is wide with a most attractive outlook onto Wades Hill. This appearance is further enhanced by the Manchurian Pear trees each side, and by the Town Clock and the good seating areas nearby.

Changes: Roberts Street:
Another town map close to Tourist Office.
Bike racks in same area.
A novelty signpost to different areas of interest.

Spring Street: On perimeter fence of Council Yard - Shrub plantings along this fence particularly by concrete wall.
Signage at end of fence for Kiamma Reserve.

Kiamma Reserve (Pat Cullen):
Mass planting of bulbs and flowers at Spring Street entrance to reserve.
There is an area of stagnant water by board walk (used to have buttercups) and this could be improved with aquatic species such as yellow flag iris.

Another focal point in the reserve: on Marsden Street opposite the Uniting Church, housing a flower bed of bulbs and annual bedding plants to give all year colour. Maintenance could be sponsored by local business houses.

Findhorn and Colyer Street towards Railway Station (Tourist site): Plantings of deciduous trees with Spring blossom, autumn fruits and Autumn colour or landscape feature plantings similar to the attractive area of maples on corner of Park and Colyer Street

Townships in Shire: Retro street furniture such as gas lights where appropriate in an historic context; using existing milestones as a feature of historic trails eg Crookwell to Bathurst,

Entry points to townships: highlighted with focal plantings of deciduous trees of a single species as a 'leitmotif' or theme for the district or a single species of evergreen shrubs.

General comment: The emphasis on the choice of exotic rather than native species is because these deciduous plantings in both Spring and Autumn are not seen by many from the warmer districts and in the Blue Mountains, these plantings together with the flowers, were important features of the area as a tourist destination.

Priorities: Stagnant water in Kiamma Reserve and repair of Boardwalk.

Likes: The roundabout with floral garden and the tall lights.
The painted mural on the side of the Tourist Information Centre.
The skate park.

Changes: The painted orange wall that borders the pool facing Goulburn street looks boring. We think a mural representing the Crookwell area, including potato farming, sheep and cattle and wind farms could be painted there.
More bike racks at places like the skate park.
Clifton Park needs public toilets and water bubblers. Memorial Oval and the hockey and soccer

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| | fields need bubblers. Trees to be planted at the skate park and hockey fields to provide shade. Extend the walking/bike riding track beyond Viewhaven to the edge of Crookwell. |
| Priorities: | 1) Skate park toilets, bubblers and shade trees. 2) Public recycling bins and composting to reduce landfill. |
| Likes: | |
| Changes: | A pedestrian crossing in the bottom block of Crookwell to make it safe for children to cross the road there. Speed bumps along Laggan road near the skate park to slow down speeding cars. A mini road track with road signs for little children to safely ride their bikes, located at Clifton Park. Climbing wooden adventure playground with cubbyhouse at Clifton Park. Community vegetable garden with compost facilities so residents could take their food scraps and green waste there to reduce landfill. More yellow recycling bins in public areas to reduce landfill. Limit of two hours parking in the main street area of Crookwell (our parents often have trouble finding a car park!) |
| Priorities: | |
| Likes: | Welcome signs when you enter. Plantings such as gardens, flowers and trees. Tidy parks either side of the road as you enter. Green grass next to the road. Not much litter. Fancy lights. The garden changing on the roundabout. Christmas decorations. Shop participation in potato festival displays. Flag poles. Clock. Plenty of space. |
| Changes: | More trees. Different colours and a neater paint job for shopfronts and tree guards with more uniform colours. Bike rack outside IGA. Iconic display / object at the main town entrance More parking by removing lines Roundabout at intersection of Goulburn and Roberts streets. More displays in shop windows. More zebra crossings Stricter rules on how the fronts of empty shops are presented. |
| Priorities: | Bike rack outside IGA Removing parking lines |
| Likes: | We like the plants and flowers and the nature. We like that it is not too crowded and it is fairly safe. We like the stone flower beds near the IGA and foot crossing. We like the pool park and the fixed equipment. We like the welcome to Crookwell sign as you approach from Goulburn but we would like to see more flowers planted near the sign. We like the sporting fields on that approach. |
| Changes: | We would like more shop keepers encouraged to start up in the main street eg Target, Maccas, lolly shop, Kmart, a bookstore, Donut King. Start up a gymnastics club, maybe using the high school hall. Cheaper prices at the IGA. Renovate the amenities block. |

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| | <p>Clear signage for the sporting fields</p> <p>The other approaches to town need signage and decoration.</p> <p>The restaurant at the top of Crown Theatre opened.</p> <p>Play area in the main street for kids.</p> <p>Fixed equipment in the pool park for older children.</p> <p>Bike rack outside IGA.</p> <p>More seats in the main street.</p> <p>Kids club/meeting place with a food and drink shop suitable for children, like PCYC.</p> <p>Arcade area.</p> <p>Toilets at the skate park.</p> <p>Cycle track around town leading to the skate park.</p> |
| Priorities: | <p>More shops and greater variety of shops</p> <p>Bike rack outside IGA</p> |
| Likes: | <p>Stone welcome to Crookwell; lamp posts and lovely clock near the crossing; trees (but there is not enough)</p> |
| Changes: | <p>More trees in the main street (with brick borders eg see Goulburn for example) especially the western end of the town from the Court House leading out of town. Create a real Autumn scene with beautiful coloured deciduous trees. More evergreen plants on the roundabout and the stone borders near the roundabout as well as the stone walls near the crossing, less stone and cement as it looks so bare in Winter and harsh and dry in Summer. Blubs at both entrances to town for Spring display. History Walk with signs showing old buildings, giving history info to encourage people to stay and walk around the town. Extended walk could also include some of the lovely old homes in the side streets. Information board near the tourist centre promoting local activities in and around town as well as location of the Kiama park and bbq facilities, bathrooms, accommodation, etc (must be kept up-to-date). More attractive street lamps, garbage bins and bench seats. Attractive paving (see Goulburn for example) in main street. Heritage paint scheme for the shops and businesses, sensitive signage in keeping with lovely old buildings.</p> |
| Priorities: | <p>This will be determined by the responses received. The above are my and my husband's personal opinions.</p> |
| Likes: | <p>not much</p> |
| Changes: | <ol style="list-style-type: none"> 1. Welcome sign to Crookwell needs enhancing (maybe a mosaic mural over the letters) 2. round about needs more colour when roses are dormant 3. Stupid STAR that has been there for nearly 8 years needs to be removed 4. Signage at round about for direction: Council Chambers. Library. Art Gallery. Spring St???? 5. Line parking needs to be removed 6. Tree Guards need replacing 7. Street seats 8. Garbage Bins need updating 9. there are no smoking bins 10. Somewhere to hook dog leads onto 11. Street cleaning and pavement cleaning weekly 12. Flag Poles NEED MORE 13. Roundabout at cnr of Roberts/Robertson and Goulburn Rd |
| Priorities: | <p>Directional Signage</p> <p>Beautification of streetscape</p> |
| Likes: | <p>I like the street trees - they need to be continued either end of the main street. I like the stonework at the north/south entrances, the roundabout and at the crossing.</p> |
| Changes: | <p>I think the false retaining walls (just completed) in Carrington Street are appalling and the colour is dreadful. Why didn't you continue with the stone that had been used everywhere else?</p> <p>The historical photographs and plaques should be displayed down the main street.</p> |
| Priorities: | <p>Continuing the tree planting.</p> <p>The implementation of history artefacts</p> |

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| Likes: | Not much |
| Changes: | We need planter boxes, matching bins, seats. Kerb returns around street trees in line with lamp posts, decorative paving/footpaths, more deciduous trees. CBD should be from squash courts to Laggan Rd. Roundabout at Colyer St. An Historical Walk through our town. Better maintenance/cleaning of our footpaths. |
| Priorities: | Decent bins the ones we have are a health hazard. More deciduous trees after all we do have our open gardens weekend |
| Likes: | Nothing at present. |
| Changes: | Unified colouring of facades. Capacity for alfresco. On the sunny side of course. Attractive planting. Attractive signage that visually impacts the entrance to Crookwell. Development of Memorial. Park to entice visitors. Night lighting to enhance facades, planting and give a welcoming impression. |
| Priorities: | Planting, painting overhaul. |
| Likes: | The welcome sign on entry to the town, The flowers at front of Sock factory. |
| Changes: | Maybe a community Notice Board. Electronically advising of events, notices etc. |
| Priorities: | Local events and meetings. Beatification of the main street business houses. |
| Likes: | I love the fact that there are no traffic lights |
| Changes: | Bins need upgrading, green tree guards should be removed and do similar to Goulburn. add pots and flowers, roundabouts at Kialla turn off also visitor infoshop |
| Priorities: | All of them |
| Likes: | Has been improved at entrances and the trees in Main Street Love our roses |
| Changes: | Would love to see solar lights in trees Season flags to be used when street poles not in use One more pole in Main Street area Shop fronts cleaned up and painted I know this is not council's responsibility but could encourage businesses and maybe there are some grants available to help An attractive Main Street is so important The tree guards need to be kept attractive Again, I know cars backing into to them is issue |
| Priorities: | Update Street Clean streets and gutters |
| Likes: | Nothing. It is drab, bleak and uninviting. It gives visitors and residents the perception that we do not have any town spirit. |
| Changes: | 1. Colour, colour, colour: in the form of year-round colourful plants, flowers and garden beds at each town entry eg. Goulburn Rd, Laggan Rd, Grabben Gullen Rd, Kialla Rd, Wades Hill etc, and at the roundabout, pedestrian crossing (to include a raised "wombat" crossing for pedestrian safety), and significant intersections (in terms of size and traffic use). Examples can be provided via photos if required. 2. Tree guards: nice ones that would not be easily damaged if run into by vehicles eg like the ones in Goulburn made of steel and with brick edging to stop vehicles running into them. 3. Decorative bins (and several of them, more than the nine or so that we have in the main street) - like in nearly every other rural town. I can provide examples via photos if required. The wheelie bins we have are disgusting. 4. Murals: like the two in Robertson St outside the Tourist Information Centre. 5. Colourful Event Flags - for each recurring community event. The flag poles should be positioned away from trees so the flags would not be obstructed from view. 6. Improve signage to parks etc around the town. |

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| | 7. Building Wall Plaques for buildings etc of historic interest. 8. Paving to footpaths in the main CBD such as in the precincts of the pedestrian crossing. |
| Priorities: | Item (1) Colourful garden beds at town entries, pedestrian crossing, roundabout and significant intersections. These are the first impressions people will have of our town. Item (3) Decorative Bins. The wheelie bins we have are a disgrace. They look filthy and say nothing about town pride. |
| Likes: | The trees and the easy way we can park in the street. |
| Changes: | The veranda posts put back on the awnings of the shops and more things like planter boxers, water troughs, horse hitching posts etc. in the main street. Lights at the Welcome to Crookwell sign. The cement bridge on Carrington Street should have the original features replaced to make the bridge look grand again - the blue sewerage box hidden from this site. |
| Priorities: | That would all depend on where you sit in the community - To me as a business house, the main street beatification is very important but I doubt someone on an unsealed ungraded road would like to see money spent on making things pretty. |
| Likes: | Uncrowded, smooth roads, friendly atmosphere, planted trees and garden beds, roundabout. |
| Changes: | Some of the buildings need a fresh coat of paint, the walkways need to be smoother, more playing areas, update the plants, empty buildings or shops be filled with new businesses, more benches and railings for the elderly, fence around the river area, pot plants at the front of shops near the front doors, public toilets need to be upgraded. |
| Priorities: | *Painting and giving the businesses houses a modern look along with new plants. *Upgrading the public toilets/ amenities block area. |
| Likes: | Tree lined roads, flowers at the round-a-bout |
| Changes: | Paint colours should be more uniform. No bright blues or greens on the shop fronts. More paving rather than bitumen on the footpaths so the main street has a more village feel. Rubbish cleaned off the sides of the entry roads on a regular basis. The litter in the shire is the worst I have seen in my 60 years of residing in/visiting Crookwell. |
| Priorities: | Gentrifying the main street and regular removal of rubbish/litter on the entry roads (the main street lacks the visual appeal of other Australian country towns eg Mudgee, Albury, Boorowa) |
| Likes: | 1. Tree lined streets. |
| Changes: | 1. Commitment to an urban greening program to increase the number of trees not only in main thoroughfares but on side streets as well. 2. A distinguished universal signage theme for the towns and villages in Upper Lachlan shire. 3. More noticeable signage of streets, parking and amenities. 4. Wider array of public seating. |
| Priorities: | 3 & 4 |
| Likes: | The range of business houses |
| Changes: | New nice garbage bins, the main street pavement to be kept clean. The lights in the amenities car park to be repaired (not worked for twelve months). The bitumen removed from the sidewalks. The weeds kept down on the main street. The parking lines removed. The rose gardens lowered at the pedestrian crossing removed as cars cannot see people crossing the road; particularly children. Cigarette butt bins replaced. |
| Priorities: | Main street sidewalks kept clean New, nice garbage bins |
| Likes: | Established trees and stone wall.. |
| Changes: | More benches. Promotional banners. Welcoming signs on all the roads into Crookwell. Electronic map of the shire displayed. Easy access to shops. Signage in general |
| Priorities: | Easy access. |

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| Likes: | Stonework entrance to the town; flowerbeds; trees |
| Changes: | Solar fairy lights for the trees in the Main Street; more flower beds; more attractive litter bins; painting of shop frontages; seating; |
| Priorities: | Improvement to shop frontages; all-year round lights for trees; |
| Likes: | Not much. They are untidy and look neglected |
| Changes: | Rubbish should be picked up, plantings should be undertaken, signage should be updated |
| Priorities: | Clean and tidy entrances to the town |
| Likes: | Very rural entry to each end of town and the town itself has a nice feel to it. |
| Changes: | I would love to see the verandas returned to the front of the shops and a colour scheme to suit the era. |
| Priorities: | Probably the verandas returned. |
| Likes: | The welcome to Crookwell stone sign. The beautiful established trees as you drive in from Goulburn direction. |
| Changes: | The tree guards in the main street are an embarrassment to the town. They are damaged and decaying and take away from the country charm. The entrance to Crookwell from the Goulburn direction doesn't have much spark. The stone work is beautiful, then there is nothing but dead trees and shrubs, nothing looks maintained or planned. It could use some attention. |
| Priorities: | Both changes relate to beautification. Although not something that people deem as a high priority, I believe it is important to have pride in your community and to attract and boost the tourism industry. |
| Likes: | Entry is very welcoming: with the beautiful trees lining the road. |
| Changes: | The welcome to Crookwell sign is out-dated and difficult to read. The parking on the street is also a bit of a traffic issue as you pass the show grounds |
| Priorities: | |
| Likes: | The stone walls at the entrances to town from the east and west. The trees in the main street. |
| Changes: | Improvement is needed on the surface of Laggan Road and the entrance to town. |
| Priorities: | Laggan Road upgrade. |
| Likes: | The continued growth of the trees in the main street, the stone work at the roundabout, the recent footpath widening and landscaping near Nicholson's Farm Machinery |
| Changes: | Remove the cotoneasters etc along the main entry on Goulburn Rd from the 'Welcome to Crookwell' sign to Lin Cooper Fields and plant an avenue of shrubs/small trees with a lot of visual appeal. A new/improved footpath on Goulburn St running next to the showground with curb and guttering as well. Realign the intersection of Grange Rd and Goulburn St. |
| Priorities: | The footpath along the showground. Kids are always walking to the playing fields and would be well utilized. |
| Likes: | Trees, the clock in the Main Street. Nice cut grass. How clean the side of the roads are. |
| Changes: | The lights over the crossing near the IGA. Also raising the crossing to a speed hump. A roundabout on the corner with JD's and information centre. An information sign at the swimming pool park. The desperate painting of the swimming pool building. To continue the fencing around the cricket pitch and skate park to enclose the entire site also to add a path from skate park to play area so that younger children have a skating area. Accessibility for public buildings such as the post office. Changing the trees at the hockey fields with more size appropriate trees so they do not have to be so severely cut back along the side of the electricity wires. |
| Priorities: | Roundabout at the information centre corner. Access to public buildings such as the post office and toilets |

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| Likes: | Stone welcome sign Goulburn side of town and tidy mown grass areas. |
| Changes: | Messy trees/bushes removed or cleaned up coming into town from Goulburn, tree guards in main street look cheap and are always bent from cars backing into them, curb around them might stop this. Open road side drains around town could be covered storm water pipes eg along edges of Clifton and Apex parks. |
| Priorities: | Main street tree guards and messy open drains. |
| Likes: | It shows the value of Crookwell as you enter from Goulburn and the new work/new junctions are wonderful. More of the same and continued upgrade in main street CBD. |
| Changes: | An off lead dog park or area would be wonderful. |
| Priorities: | Greater access for recreation with pets. |
| Likes: | Entry from Goulburn rather boring and unremarkable.. Main street: trees benches parking everything nicely set out and inviting (to stop shop and linger). Entry from Binda inviting, informative, feels welcoming. |
| Changes: | Entry from Goulburn: Anything that enhances the plain stone wall & spells Crookwell not only in lettering but what we are about. Spring bulbs, bulbs are reasonably maintenance free, autumn colours, trees sculpture/mural. Entry from Binda: Make it even more inviting/ add some play equipment. Children are drawn t go over the bridge but just have picnic bench and seats. Perhaps even a toilet. We have a full view of the truckers that duck behind the shelter! |
| Priorities: | Entry from Goulburn beautified, entry from Binda play equipment. |
| Likes: | The country feel and the cleanliness. |
| Changes: | More bins, ashtrays replaced, more trees, more seating. |
| Priorities: | More bins. |
| Likes: | Roses in the main street and tree plantings. |
| Changes: | Historical plaques in the main streets of all the towns and villages. Pushing Bushranger theme throughout the shire - Ben Hall and others roamed the shire and we should make the most of it. Pavement of Crookwell's main street needs updating. Good tree guards (look at the ones in Goulburn). Better bins |
| Priorities: | Plaques in streets and Bushranger theme - both will promote tourism. |
| Likes: | I like the trees and stonework - roses etc. I like the clock, thanks for fixing it! The blossom trees - fantastic. |
| Changes: | Remove the stupid white parking lines. The showground fence should be beautified, as this is one of the first things in town that you see - maybe a flowering hedge. |
| Priorities: | Improved visual appeal when driving into town. |
| Likes: | Trees in main street. |
| Changes: | Pedestrian crossing at IGA, lights to get there. Busier all the time and dangerous to get there. |
| Priorities: | Flower pots on shops. |
| Likes: | Neat, uncluttered and well maintained - particularly the gardens |
| Changes: | A means to prevent drivers crossing the unbroken lines - perhaps a roundabout at the Information Centre corner to facilitate the cars not crossing double lines which is very dangerous! |
| Priorities: | |
| Likes: | Lack of straight signs. Lack of attention to detail cleanliness. Lack of well kept tree guards. Lack of nice seating. |
| Changes: | Signage, bench seats, nice bins, smokers bins, plants, planter boxes. |
| Priorities: | Signage, bench seats |

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| Likes: | Dislikes: outdated signage, rubbish along roads, main street dirty - cigarette butts, DIRTY BINS |
| Changes: | Regular maintenance, show some pride in town |
| Priorities: | Isn't this what the survey results are for? |
| Likes: | Simplicity (not confusing), old country town charm, we love the wind farms and solar installations |
| Changes: | More coverage on cell phone and data services. Keep going on the renewable energy installations. This town can be a shining example of renewable energy in Australia. More trees on the street would also be beneficial. More conservation of forests and animals. |
| Priorities: | Renewable energy, trees and conservation |
| Likes: | I particularly like the gardens in the roundabout and crossing. When in bloom look very pretty. The lovely entrances to Crookwell are also very nice. The street is usually kept clean and tidy. |
| Changes: | I find the footpaths need to be an important thing to be upgraded, plus nobody parks properly in the main street, often cars are over the top of the lines reducing available space and some owners of properties and buildings need brightening up. As a resident of Crookwell I have very serious concerns of all the footpaths in the streets of Crookwell. When walking I have found the tree roots of many trees have in some cases lifted over 1" to 2". From my home to the Catholic church I've counted 12 and I'm only around the corner. A couple of the worst - next door - are due to a large tree. This is typical of many down Colyer St. |
| Priorities: | Footpaths. Maintaining properties in main street. Parking. |
| Likes: | The country town atmosphere in the main street with the cafes/coffee shops, gift shops, etc.. The entries to the town from Goulburn Road and Binda Road are well presented. |
| Changes: | Paving of the main street (similar to that in front of the IGA, Chat-a-way Café) should be completed from corner of Colyer Street to corner of Roberts Street (Information Centre), a total of two blocks, both sides of Goulburn Street. Roundabouts on corners of Goulburn/Colyer Sts and Roberts/Goulburn Sts to slow down and improve traffic flow through the main street area. Business owners should be encouraged to paint and improve their premises to a well-presented condition. |
| Priorities: | Business premises being maintained and well presented and main street areas kept clean and tidy. Paved and clean footpaths and gutters. |
| Likes: | The leafy trees in the street providing shade and beauty to all. Also the shopfronts' variety give character to the town. |
| Changes: | More trees are needed in the forgotten end of Goulburn Street and in Roberts. There should be a solar lighted public notice board in the main street. |
| Priorities: | Trees are most important for the future including climate change |
| Likes: | The toilets are well maintained. The Goulburn entrance is good. The pullover area is good near the bridge. |
| Changes: | More flowers, attitudes, more seating and bins for cigarettes, the street sweepers are an embarrassment, stronger tree guards |
| Priorities: | Street sweeping being more productive and have an interest in the street. Talking to shop owners to get them all working together for the community. |
| Likes: | |
| Changes: | Pick up rubbish, mow grass, show some pride. |
| Priorities: | I can't speak for others |
| Likes: | I would like to see them free of roadside rubbish |
| Changes: | Remove all dead bushes and tree prunings |
| Priorities: | Ask the community |

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| Likes: | I like the entry to Crookwell from Goulburn |
| Changes: | I would like to see nice bin surrounds in the main street, new tree guards around trees in main street, nicer entries to Crookwell from other roads similar to the Goulburn end, shops painted that face into the main street, cigarette bins provided in main street and more seating and better signage |
| Priorities: | |
| Likes: | Trees |
| Changes: | To make it appeal to tourists with spring blooms, Xmas in July decorations |
| Priorities: | Beautifying the main street |
| Likes: | The trees |
| Changes: | Second roundabout outside information centre, an alternate site for advertising to the current use of the main roundabout |
| Priorities: | Roundabout |
| Likes: | Welcome signs, gardens/flowers |
| Changes: | Keep the street clear of cigarette butts, pedestrian crossing is difficult to use - visibility with high gardens is poor, have had some near misses with pedestrians and as a pedestrian myself |
| Priorities: | Pedestrian crossing. While I love the gardens they seem just a touch too high in that situation. |
| Likes: | New wide footpath/bike path in Carrington Street. Abandon the idea of eliminating more town parking (the Roberts St Goulburn Lane parking area) for use as overnight stay RV parking. The concept is fine but not in the town centre when parking is already becoming difficult. |
| Changes: | Footpaths cleaned regularly in town area. More rubbish bins and butt receptacles. Speed humps on approaches to pedestrian crossings. Dog tie points away from kerb edge in town centre. Another roundabout at Information Centre intersection. Nose to kerb parking. Complete the foot/bike path around Kiamma Creek so it makes a circuit back to town via Saleyards Road. Plant more shade trees in Pat Cullen Park. Eliminate horrible recycled road gravel drive which gives road access to the water's edge right through the picnic area - with the new disabled access in place the boom gate should be replaced and locked except for shire maintenance vehicles. Cover the unsightly concrete drains in that park with the large random rocks on the original park plan. |
| Priorities: | A second roundabout to prevent the dangerous U turns being executed in the main street. More attention to clean street footpaths and public areas; for example look into the space beside the steps up from the public toilets: it has been used as a garbage bin ever since it was created. |
| Likes: | The trees, although they should be pruned to an attractive shape |
| Changes: | Get rid of sea of rotting vehicles (behind Gay's garage). With lines painted, front in parking would be common sense. Fine all who throw cigarette butts out. |
| Priorities: | Front in parking in the main street |
| Likes: | Strip shopping on the main street. Friendly greetings for locals and visitors. IGA |
| Changes: | New clean rubbish bins, cleaning of footpaths regularly, more historic photos, advice (free) on colours when buildings are painted, maintain crossing (painted lines), a few more seats would be helpful |
| Priorities: | Clean and tidy main street |
| Likes: | The old historic aspect of the main street and tree-lined streets |
| Changes: | More trees especially down bottom of Goulburn Street |
| Priorities: | A community noticeboard controlled by the Information Centre |

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| Likes: | Would not alter leafy approaches but some more in the blank spaces |
| Changes: | Roundabouts necessary for traffic safety |
| Priorities: | Solar-lit community noticeboard in a prominent place in town. A treescape committee should be formed to advise council |

3.8.6 Upper Lachlan Strategy Vision 2020 comments

The *Upper Lachlan Strategy Vision 2020* recommended that improvements to the Crookwell main street should include general upgrades, such as street beautification, improving the degraded entrance into the town, fixing the clock, kerb and guttering and painting lines for designated car parks.

3.9 Dalton



3.9.1 Existing conditions

There are a variety of entry signs in use in Dalton, with multiple signs used on individual entry roads. Some of the signs are set in low gardens with a rock edge. Roadside vegetation leading to the entries is predominantly native. A town map sign is located on one of the entry roads.

The Dalton village centre is set around a cross intersection with most traffic turning at the intersection. The roads are wide and parking arrangements are relaxed. Footpaths exist in some places, with one section passing through an extensive roadside garden. There is no formal street tree planting.

3.9.2 Community brief

Entries and signage

- Dalton doesn't have a sign that says something about the place, unlike Breadalbane and Gunning. A suggestion is 'Dalton – Home of the Pygmy Perch'
- The approaches to the village are eyesores. The flowerbeds around the town signs are poorly maintained
- Sign with map that is near the bridge could be moved up the hill to the mound near Cathy and Bruce's place and augmented with a stopping area, seating, sculpture and information about the Pygmy Perch

Streets and safety

- A tag line for entry signs could be 'Home of the Pygmy Perch'
- There is no pedestrian access to the sportsground or cemetery
- The main street is OK for kids on bikes
- The 100km/h speed limit on the road to the showground is dangerous
- The traffic committee wants a 50km/h sign where there is a 50km/h ahead sign and this is where the entry sign should be
- Want traffic calming measures to make it safe for kids to ride their bikes eg. roundabout and speed humps

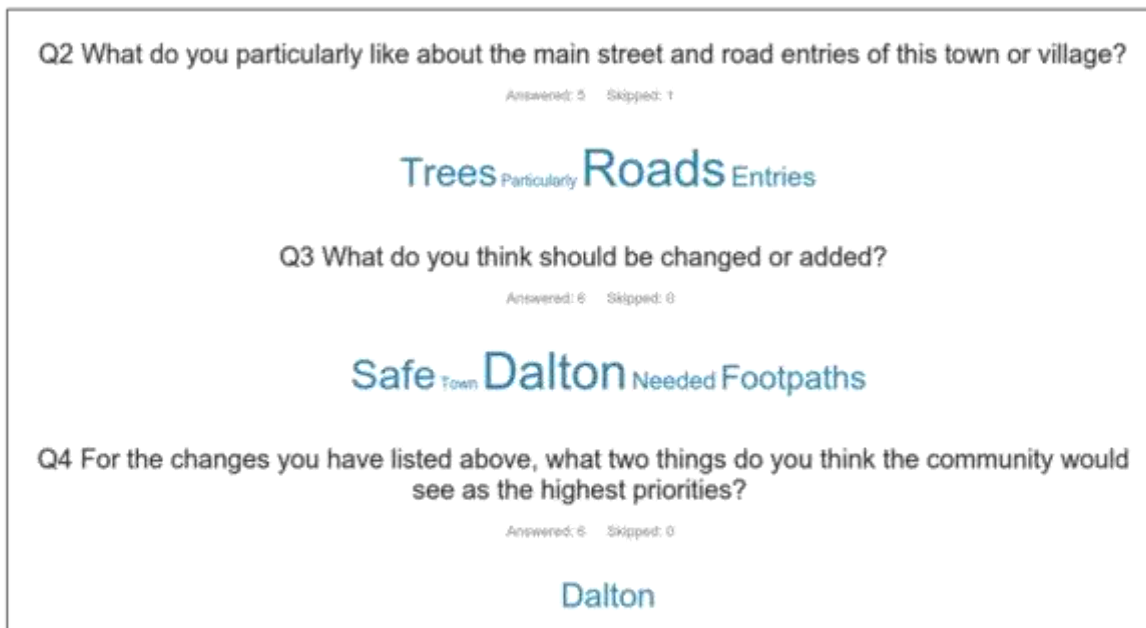
- People do walk around loop road, bush block and school
- Need better connectivity between the pub and the park – safety issue for kids crossing the road
- Need kerb blisters and pedestrian refuges to slow traffic in main street
- The low population density and the distance from dense population centres
- The friendly people and the community, the company in the pub
- The strong sense of community and interaction, small rural village with a bush feel, everyone knows each other, sense of having space but being connected.
- A strong sense of history with old buildings – used to be called Wesleyvale
- Landcare and being green
- The box woodland near the cemetery
- Oolong Creek has a population of southern pygmy perch and is protected
- Some people have showpiece gardens
- Need to protect the creek and woodland. A beautification project for the creek is underway
- Want to make it more interesting as you drive in, with trees like the street trees in Gunning
- Want shade trees (Planes?) all around the intersection for shade
- Plane trees as street trees in kerb surrounds
- Remove the poplars by the bridge (but some people like them because they are a village landmark)
- Remove the scrub from approaches on Howard Street and Rugby Road as they are a fire hazard
- Natives to be planted in corner park
- The roundabout to have planting in the middle
- The heart of the town is the pub and post office and, depending on the time of day, the park and sportsground
- Want some unification of the streetscape
- Want more about the history of Dalton and people's stories

Liked

Trees and landscaping

Connectivity

3.9.3 Online survey response themes



3.9.4 Individual survey responses

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| Likes: | There is nothing particularly appealing about the entries at this time. |
| Changes: | Footpaths from the edges of town, to the Boorowa end to link the school to the main cross streets. Tree plantings. |
| Priorities: | Footpaths |
| Likes: | Unfortunately there is nothing I particularly like about our entries, there are four roads in and out of Dalton. They need signs and the gardens need updating. Picnic tables at the showground and Olong Creek area, more gardens in these areas would be great. Footpaths to and from the showground/cemetery. |
| Changes: | New signage and garden features. Maybe some natives along the roads, trees trimmed and roadsides cropped back. Also needed is our town mudmap, which is out dated and still in the name of the Old Gunning Shire Council. Picnic tables at the showground and Oolong Creek area. Also the cemetery could do with a new fence and planting of garden areas with seats. |
| Priorities: | The signage gardens and Town mudmap. We have visitors coming through all the time, the site of the old mudmap has nowhere for people to stop and read. There are a lot of historical sites on the map and we have a dedicated local who is currently placing signs in various locations of old buildings that once held significance in Dalton example the original hotel, police station and currently working on the old mill. The cemetery could do with beautification. |
| Likes: | Trees lining the roads |
| Changes: | More trees, and footpaths |
| Priorities: | As above. There is currently no footpath to the school, which is the most important. |
| Likes: | Nothing |
| Changes: | The whole intersection of the Loop Rd and Dalton Rd is dangerous for cars, pedestrians, cyclists and horse riders. There is no safe access to the cemetery or the showground. There should be footpaths and a safe crossing point, and the 50 sign should be moved to slow the traffic down. |
| Priorities: | Paths and safe crossings. |

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| Likes: | I love the big plane trees on parts of the intersection of Gunning and Chapel Streets; and the wooded entrance to the village. |
| Changes: | Landscaping and beautification of the main street. More plane trees please. All along the Gunning Street side of the pub. They provide shade in summer (being deciduous) and as present there are only a few along Chapel Street. Also plane trees are needed all along the eastern side outside the Post Office. It is nose to curb, 45 degree parking and there is NO shade. The road is easily wide enough. At present it is wide, bare and ugly. |
| Priorities: | They would probably agree. |
| Likes: | |
| Changes: | Roads in and out of Dalton need to be looked at. Some are in very poor condition and need immediate attention. Rye Park - Dalton Road is in desperate need of permanent repair - not just a quick fix with a grader / roller once every 6 months. Heavy vehicles use this road every day and the short term work that gets done to it is not enough to keep it safe. It is a national road and should be treated as such. It is unsafe to drive on any part of this road other than down the centre due to loose gravel, potholes and corrugated texture. It is now a single lane road as two vehicles travelling in opposite directions can not use it at the same time. |
| Priorities: | Rye Park - Dalton Road needs to be sealed. |
| Likes: | Gravel pit t the entrance is an eyesore & the broken wooden ramp. |
| Changes: | Rubbish clean up along the roads especially between Dalton and Gunning. " Cover your load" signs to remind residents who take rubbish to the tip. More tree plantings to replace those washed away in the flood. |
| Priorities: | Less rubbish lying around - we need a "Tidy Town" or as the new comers call it " THEIR VILLAGE" perhaps the whole community could be invited to have a good clean up with the tip open to accommodate rubbish. |

3.10 Grabben Gullen



3.10.1 Existing conditions

Grabben Gullen village centre is located around a T intersection with the hotel and community hall as the focal points. The road is relatively wide. There are no paths. Small growing street trees have been planted along Camp Street and Britannia Street in the past (Washington Thorn and Prunus) and recently (*Prunus cerasus* 'JH Veitch'). Recent planting has also been done at the intersection of Range Road and Camp Street. Picnic seats are located in the grounds of the community hall.

3.10.2 Community brief

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| Village entries | <ul style="list-style-type: none"> • Want pretty colour and tree avenue as you drive in • New entry planting has been done by the community on the corner of roads from Goulburn and Gunning (Grabben Gullen and Range Roads) using deciduous trees, bulbs, Nandinas and Grevilleas. There will be a rock and plaque for the sponsors. This could be the site for a new entry sign • Plenty of rock is available for creating entry feature • Bombarded by signs when coming in on road from Goulburn - are they all needed? |
| Hall | <ul style="list-style-type: none"> • The hall is the logical community meeting place and stopping place for visitors. It is on crown land in the village and run by a trust • There are public toilets at the hall but mostly these are locked • There are picnic tables at the hall • RFS shed is co-located with the hall |
| Paths | <ul style="list-style-type: none"> • Need path between the pub and the hall, connecting to the path proposed in the PAMP |

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| Street furniture | <ul style="list-style-type: none"> • Need bins • Would like a public noticeboard – chalk board with roof |
| Trees and plantings | <ul style="list-style-type: none"> • Mainly want street tree planting. Want flowering trees e.g. crab apples and maybe fruit trees (apples and plums) except they might need too much maintenance. Better option might be ornamental deciduous trees • Plantings of Crataegus phaenopyrum (Washington Thorn) on Britannia Street are in poor condition and have big thorns that make mowing difficult. [This is an unusual plant in Australia but native to USA where it is freely available.] • All streetscape work needs to be low maintenance • Need regular mowing of the grass around the new ornamental cherries near the hall • Trees (plums and hawthorns) and grass on other side of the road are poorly maintained and unsightly — put in more ornamental cherries to match new plantings • Want verges mowed and cared for • Need to clear out rocks on verge under the pine trees on Crookwell road so this area can be mown • The trees on Crookwell road (Washington Thorn) should be removed • Entry planting is needed on all three roads • Clean up along Camp Street to Wheeo Road – there are saplings, wattles and other material in the gutter |
| Visitor attractions | <ul style="list-style-type: none"> • Sapphire Safaris used to be very popular with camping near the hall • Need somewhere for travellers to be able to stop – the hall is the most obvious location |

3.10.3 Online survey response themes

Q2 What do you particularly like about the main street and road entries of this town or village?

Answered: 5 Skipped: 0

Rural
Speed

Q3 What do you think should be changed or added?

Answered: 5 Skipped: 0

Assist
Road Council

Q4 For the changes you have listed above, what two things do you think the community would see as the highest priorities?

Answered: 5 Skipped: 0

Roads
Saplings

3.10.4 Individual survey responses

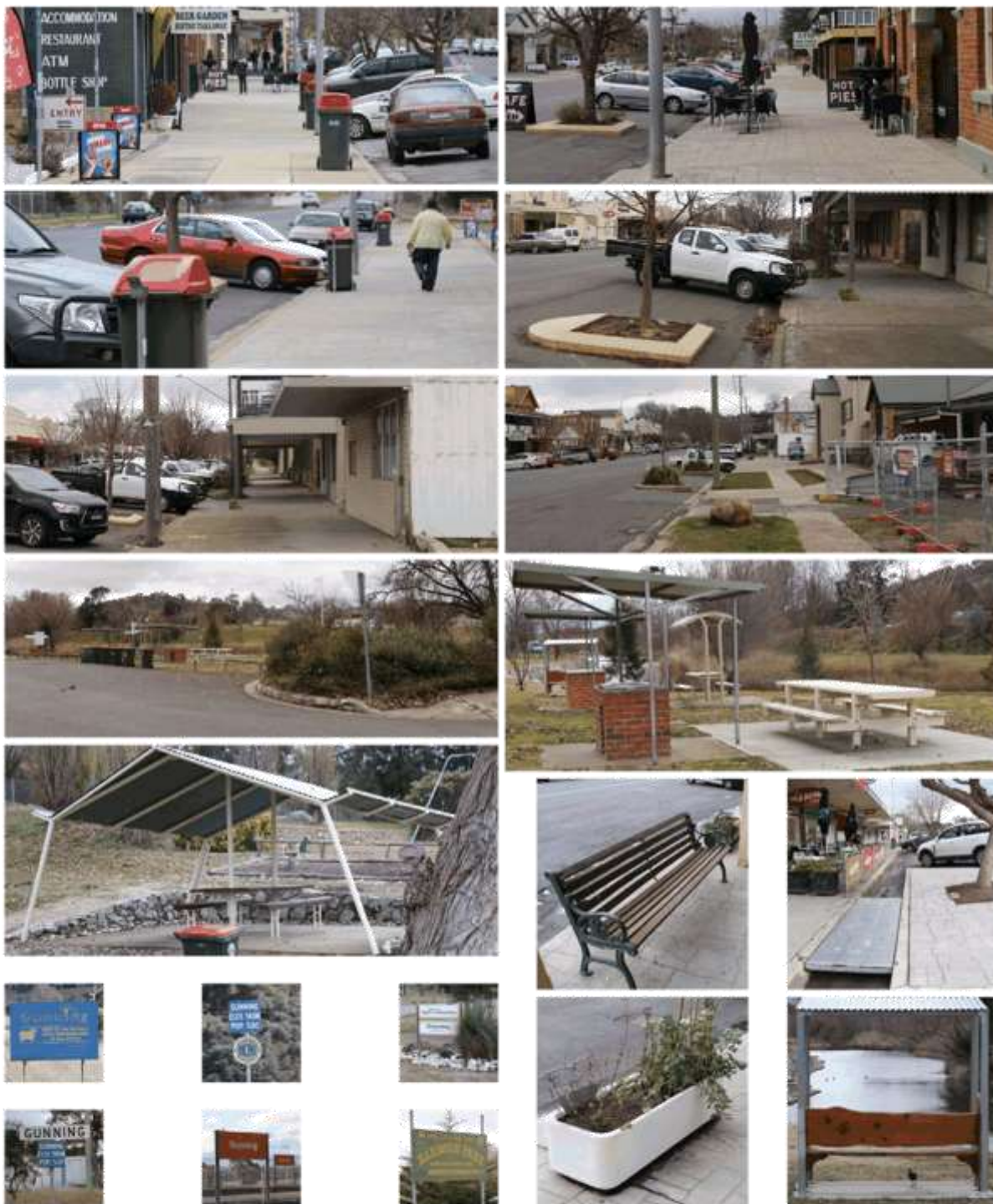
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| Likes: | The rural setting |
| Changes: | Regular maintenance e.g. council mowing would make a big improvement to the beauty of this village |
| Priorities: | "Regular mowing" and "regular mowing" |
| Likes: | Location of the speed limit signs. |
| Changes: | Vehicles parking at pub are a hazard. Provide outdoor seating. Consider making all villages in the shire RV friendly. |
| Priorities: | Pub is the focal point of the village. Can't miss it as it's on the rise of the hill and is at the intersection of roads. |
| Likes: | Nothing at all. These areas look disgusting, unkempt and uncared for. If anything is to like it is the avenue tree planting. |
| Changes: | These areas need a total overhaul. The areas are overgrown and make walking off the road impossible. The gutters are overgrown with saplings, weeds and noxious plants blocking water flow so that road flooding occurs. As there is no maintenance or mowing of these areas the entry to and the centre of the township looks a shamble and most uninviting. A coordinated planting of avenue trees in all access points would also assist in improving the appearance. Removing roadside litter would also improve the area. The increase in visible litter along roads in ULSC is totally out of hand and looks disgusting. This needs to be regularly monitored and cleaned up. Footpaths and/or cycle ways would be a great asset and assist in improving not only the aesthetics but assist in making it look as though there is care. A pedestrian crossing/safe hub for Britannia Street. |
| Priorities: | Streetscape planting together with the clearing out road gutters, removal of debris, noxious weeds, saplings, over growth and ongoing mowing and maintenance of same. This is one area of change. Secondly, footpaths and cycleways. There is nowhere to walk or cycle but on the roads. This is extremely dangerous and becoming more so with speeding heavy vehicle traffic increasing throughout the township with our roads becoming major thoroughfares for new large commercial operations. |
| Likes: | The rural & tranquility of the village. I like how the Albion Hotel, GG Hall, Historical monument and the school bus shelter are all central in the village. |
| Changes: | 1: Foot paths from Camp to Bus shelter then to Britannia St running along from northern end of houses to the southern end of GG Hall gates. 2: Pedestrian refuge across Camp St and also across Britannia St 3: Council needs to maintain the village by at least mowing, clearing drains of saplings, clearing up rocks old trees etc of which it does not do now despite calls by locals to assist |
| Priorities: | 2: Pedestrian crossings On Camps & Britannia Sts 3: Maintain mowing and clear drains of new scrubby saplings etc, |
| Likes: | Broad, with trees along the sides Entries towards Goulburn and Gunning have signage 50km/h speed zone |
| Changes: | Speed zone of 50 km/h should extend further on the Crookwell side, for safety on that side. Should continue to at least Hewitts Lane (as it did previously). Include footpaths beside the road on all sides. Should extend further down the road. Entry to village information on Crookwell side of the village, with a sign etc. |
| Priorities: | Safety Beauty |

Likes: We only have two signs entry and leaving (small, blink and you would miss it). The Grabben Gullen committee have started a garden on the corner of Range Road leaving Grabben Gullen.

Changes: At this point I suggest the consultant look carefully at the entry and exit points of Grabben Gullen - these are sadly neglected. With appropriate plantings around the signage,

Priorities:

3.11 Gunning



3.11.1 Existing conditions

Gunning has a variety of designs for town entry signs, with some entries having a sequence of signs. Low gardens bordered by rocks have been placed around some entry signs.

The main street is located either side of Yass Street which was part of the Hume Highway and is wide with deep gutters and a high crown. Parking is 45° nose to kerb with street trees (*Pistachia chinensis*) planted between parking spaces. Extensive use has been made of stencilled concrete (light grey) for the pavements and orange/brown for the tree surrounds. Most of the tree surrounds have been constructed at 90° to the kerb; the pedestrian refuge has been constructed with sides 45° to the kerb with steel bridging between the refuge and the main pavement.

Seats in the main street are the Furphy Foundry Council Seat with cast metal frame and hardwood timber slats. Seats, picnic settings and shelters in Barbour Park use a wide range of designs and styles.

Plastic wheelie bins are used for rubbish and various prefabricated planters are located along the street.

3.11.2 Community brief from Gunning Garden Club

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|------------------------------|--|
| Town entries | <ul style="list-style-type: none"> • Three main town entries – Gundaroo Road, from Crookwell, from highway • Remove weeds along entry roads • Arrival from Canberra is unattractive – empty petrol station doesn't help • Could use sculpture as entry statement • Would like native trees at entry and sign • Like the grass trees planted at entry • Would like a row of trees used to mark entries |
| Access | <ul style="list-style-type: none"> • The deep kerbs make access from the road to the footpath difficult but the wider pavement areas around trees help • Many roads off the main street don't have footpaths which makes it hard to walk around • Need wheelchair access up kerb and across street • Need accessible parking |
| Seats | <ul style="list-style-type: none"> • Seats needed against shop frontages or along the kerb line, and spread along the main street • Shade the seats with trees • Tourists at weekends walk around with food – need more seats along street • Wanted to fund raise for seats but the seats required by council are too expensive |
| Trees | <ul style="list-style-type: none"> • Chinese Pistachios currently planted in main street • Need trees in front of service station but also leave places for long vehicles to park. |
| Landscape maintenance | <ul style="list-style-type: none"> • Gunning Garden Club does tasks like pruning roses, weeding around public buildings. Are struggling with maintaining some areas in Barbour Park and the caravan park is beyond the club's capacity. • Foley Centre garden beds are looked after by garden club but council needs to maintain the hedges (needs attention) • Planter boxes along main street are privately owned and maintained – level of maintenance is variable |

- Would like a council gardener to help maintain the public landscape – 1day/week or fortnight
- Would prefer a more uniform approach to planter boxes in main street.
- Barbour Park**
 - This has been a community meeting place including a swimming pool but the use has recently changed to RV camping
 - The park is used for Australia Day festivities
 - RV friendly town status of Gunning attracts vans to Barbour Park
 - Caravans spoil park
 - The pool, park and toilets are unattractive to visitors – a bit rubbishy not pretty
 - Row of bins near swimming pool is unattractive
 - Rubbish blows into gardens
 - Reeds from creek grow into garden and need ongoing maintenance
 - Caravans also park at showground and there may be a need for a formalised caravan park
- Other**
 - Many commuters from Crookwell to Canberra pass through Gunning
 - Growing fine wool is important to the town
 - History – Hume and Hovel, bush rangers, Pye Cottage (opportunity for enhancement)
 - Market day is held once per month at courthouse and along main street
 - Lots of prams used and school enrolments increasing
 - Access/erosion control needed at Hume and Hovel memorial 5km along Cullerin Rd
 - Need ramp up side of courthouse
 - Post Office corner – flag pole surrounds need improving, paving instead of gravel, add statue
 - Need way finding signage to say what's where – map, distances
 - Maybe need more trees and seats at showground (showgrounds run by committee)
 - A tree is blocking sign marking turn onto highway ramp to Yass so people get lost

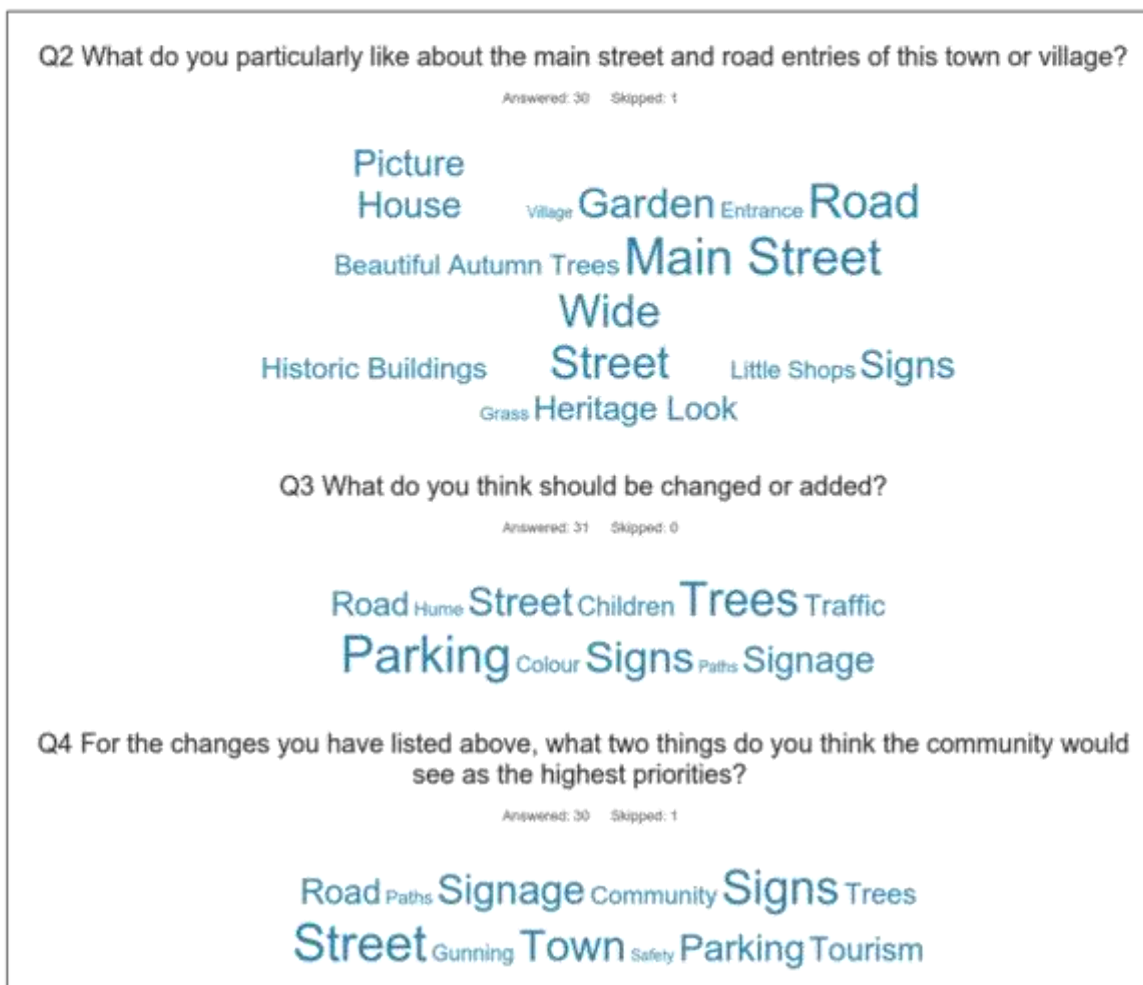
3.11.3 Community brief from Gunning District Association

- Village entries**
 - Want less litter at town entry
 - Approaches to town are ugly, not mown and the signs are inconsistent
 - Old service station, graffiti rock and rubbish at entries is ugly
 - For a new entry sign design: stone is good, maybe something by a blacksmith (one at Dalton) with wrought iron and steel
 - Like existing grass trees at entry signs
- Traffic and parking**
 - Like having easy and convenient parking
 - Like having a wide main street
 - Many of the tree surrounds have been built at the wrong angle (90° instead of 45°) so cars get parked in and some parking spaces cannot be used
 - Not enough car parks (a study 40 years ago showed 35 additional car parks needed)
 - Need disabled parking with easy access to verge
 - Need line marking for parking
 - Speeding is a problem especially early in the morning

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| Pedestrians/pa ths | <ul style="list-style-type: none"> • Electric vehicle charging stations would be useful • The pedestrian refuge on Yass Street should be a pedestrian crossing • There is no safe place to walk on either side of Collector Road • The kerbs are too high (needed for storm water management) and this makes walking from parked cars to the footpath difficult • We don't necessarily like stencilled concrete • More paths around the town would be helpful for jogging, walking mums, elderly • The courthouse steps are dangerous – the heights are wrong and there is no disabled access |
| Trees and plantings | <ul style="list-style-type: none"> • Existing trees in main street are valued • Deciduous trees need more maintenance (by Council) especially removing fallen leaves • The local businesses and garden club have planted in the planter boxes on the footpaths and there has been no guidance, planting is inconsistent – would prefer a more consistent approach • The street is a harsh environment for growing things • Do not want a lot of coloured flowers, especially at the town entries • More trees in main street |
| Street furniture | <ul style="list-style-type: none"> • Bins are revolting, bins at the pool are horrible • Steel covers over kerbs are slippery • Mismatched colours of the street tree surrounds should be changed • Suggestions for additional street furniture were: <ul style="list-style-type: none"> ○ Bike racks and covered racks for motor bikes ○ Banners across the street (and infrastructure to support them) ○ Seats including in side streets such as Waratah Street ○ Bubblers ○ Recycling bins in the main street ○ Bus shelters ○ Smokers bins (or ban smoking) - cigarette butts are a litter problem ○ Clock tower ○ Decorate the bins |
| Lighting | <ul style="list-style-type: none"> • Not enough lighting, need more street lights • Could use solar powered street lights • Need security cameras in main street and RV park |
| Signs and wayfinding | <ul style="list-style-type: none"> • Various suggestions for signs were made including: <ul style="list-style-type: none"> ○ Signs in the main street showing way to Sydney and Melbourne ○ Signs promoting what the town has to offer ○ Signs at both ends of town with history and maps of the town and surrounding region for visitors ○ Business directory sign for the main street to promote business and community groups ○ Marked bus zones ○ Dog signs ○ No U turn signs in main street • GPS thinks Grosvenor Street isn't blocked off (so visitors get lost) |
| RVs/visitors | <ul style="list-style-type: none"> • Cycle and motorbike clubs visit • Tourism is vital to the town |

- Parking locations and instructions for RV's not marked as suitable for RV (in an RV friendly town!)
- The RV camping location in Barbour Park is in the wrong place but it is a nice place to camp
- Caravans and tents are setting up in an area where people/children have to walk past to get to the pool. This is not safe for unaccompanied children
- There is nothing to stop RVs backing into creek by accident
- Maintenance**
 - Streetscape and town entries need more maintenance
 - The signs of the Hume highway need upgrading/maintenance including pruning branches that are obscuring signs
 - There is a drainage problem at the sign at the western entry
 - Bins at Barbour Park smell bad
 - Dalton Road/Barbour Park litter problem – litter everywhere a problem
- Valued elements of the streetscape**
 - History and heritage buildings with well preserved structures and facades
 - 1875 article – journalist described whole street, captures what the place is about
 - Friendly, welcoming people, sense of community
 - Fresh air
 - Meeting places for locals
 - Diversity
 - Open space
- Future look and feel**
 - Kids love the sense of community and space but sometimes this is limiting
 - Materials – not new and cheap (galvanised not colorbond) need to blend in with layers of the past
 - Meadow Creek is a feature of the town and should be included in the streetscape
 - Don't want it to look like a car park with a town around it
 - Sheep are still important to Gunning
 - Need to keep a link to the rural lifestyle
 - Corrugated iron
 - Want to wait for the good things e.g skate park rather than settling for dodgy stuff now
 - Would like street art, sculpture, murals
 - Free WiFi
 - Bright colours

3.11.4 Online survey response themes



3.11.5 Individual survey responses

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| Likes: | trees and sweeping road views up and down into village |
| Changes: | parking guards around trees, install indelible stencil |
| Priorities: | change guards to reflect angle parking the indelible stencil project has been sitting idle for 4 or more years - agree on a site and install |
| Likes: | The trees in main street, meadow creek and park area (Barbour Park) is a beautiful asset to the town for people to have bbq and Picnics. the garden and sign at entrance are nice but are very small. |
| Changes: | The recently installed concrete tree guards are not shaped for 45 degree parking the colour doesn't match any of the historic buildings, The caravan park should be moved from this area. Most Town's have to spend large amounts of money to create this type of natural environment Gunning is fortunate to have this area Naturally and the caravans are destroying the grass area's, they run generators after hours, there has been a decline in families and children using the Meadow creek area. Parents are concerned about the safety for your children. If the caravan park is not closed as a minimum bollards need to placed along creek edge, Pool parking and pool entrance to minimise the amount of caravans in the Park. |
| Priorities: | Fixing the tree guards would improve safety and colour change would greatly improve the look and feel of the main street. Closing of the free caravan parking at Barbour park |

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| Likes: | Main street has great variety of building types. It is good that there is no 'theme'. Entry signs need to be updated with population. |
| Changes: | Entry signs updated. |
| Priorities: | |
| Likes: | Heritage, views, old buildings, old road markers |
| Changes: | Better landscaping and tidy-up, better signage such as where to park one's RV, but all in a heritage style |
| Priorities: | Clean up road edges and nature strips |
| Likes: | 1 plantings, including deciduous and grass trees near village entrance signs and Landcare tree lines on some roadsides. |
| Changes: | 1 The decrepit garage on the Gundaroo Road entrance - tidy and/or screen by plantings of natives. 2 Look for opportunities for connectivity plantings between villages and individual habitats within villages 3 New housing estates are great opportunities to create excellent planned environments 4 Improve aquatic habitats. |
| Priorities: | Not sure - 1 and 3 possibly or even something else altogether |
| Likes: | I like the heritage buildings on main street |
| Changes: | - I would like to see an updated 'welcome to Gunning' sign with some tree plantings. - Nice trees to line all streets. - Improved appearance to approach to town (dilapidated homes, graffiti on rocks etc) |
| Priorities: | Trees and approach to town |
| Likes: | The herb boxes on the side walk. |
| Changes: | More walking paths and a community orchard. |
| Priorities: | Walking paths. |
| Likes: | Lack of advertising signs. Trees. Retaining its heritage look and feel. |
| Changes: | More street furniture sympathetic to the town. Change the plastic garbage bins to something more attractive. Continue with flower plantings. More commercial development opportunities, eg. change zoning from residential to commercial. |
| Priorities: | Street furniture. Commercial opportunities. |
| Likes: | The old buildings on the main street are beautiful. |
| Changes: | Entering Gunning from Gundaroo Rd is an eyesore. At the sign directing traffic into town there needs to be some trees or vegetative screen to hide the rubbish on the yard which is directly in sight. A CCTV camera needs to also be added due to the increase of theft in the area, I for one don't feel safe. On the way out of Gunning turning right, there is a house with a junk yard, that could also use some trees or screening. I would also recommend a CCTV security here also to catch any criminals going in and out of Gunning. Stock theft is a BIG one, along with several businesses and farms being robbed is increasing. |
| Priorities: | CCTV security cameras. Tidy up the properties on the main streets in and out of Gunning, as it destroys the town's image of a beautiful tidy community. |
| Likes: | The Footpath |
| Changes: | More footpath, and up grade the kids play equipment |
| Priorities: | The footpath |

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| Likes: | The autumn leaves on the trees in main street. |
| Changes: | Reduce the curb height by adding more bitumen to the road where people park as reversing is very difficult to see if a pedestrian is behind the vehicle and increase the number of gardens dotted down the angled parking section. |
| Priorities: | The aesthetics of the street and the functionality of the car parking. |
| Likes: | The cute little shops & garden beds |
| Changes: | Garden beds and just a bit of colour |
| Priorities: | Colour and vibrancy and just some new signs even |
| Likes: | Beautiful autumn trees lovely footpath. |
| Changes: | Nicer gardens on entry to town. Footpaths in main street completed. Roads along main street repaired. Parking in main street lined off. And no parking areas created near drive ways for safety reasons. |
| Priorities: | Main road repaired and footpaths completed. |
| Likes: | Beautiful long main street |
| Changes: | More signs, street art such as statues that herald our past. An information centre also. |
| Priorities: | Signs and street art |
| Likes: | I love the fact that is a nice wide street with trees and room to park (most of the time) |
| Changes: | I would love to see Gunning adopt the foodscape approach to tree plantings. Many of us already raid the fruit trees we can get to in people's yards but it would be fantastic as a way of promoting Gunning as a foodies and artistic heaven for tourists and locals |
| Priorities: | Promoting tourism which keeps small business alive and thriving |
| Likes: | The vintage feel |
| Changes: | Road should be smoothed and re guttered and pathways done as well as detailing on the historic shop fronts |
| Priorities: | Re beautify the main street in general |
| Likes: | The great little shops, cafes, butcher, pub, and the quirky stuff like the great look of Baileys garage and the Picture House. It reminds me of a Route 66 town just off the old high way. As someone said it's like Radiator Springs from the Cars movie. |
| Changes: | Perhaps just some tidying of the town and landscaping. Berrima is a great example but I believe Gunning has more to offer! The big need is Hume Highway advertising and updating the Gunning turn off, perhaps to a retro Route 66 theme. |
| | The parks also are in dire need of updating for families and can be a big draw card... also great for Gunning families. |
| Priorities: | Parks and highway advertisements. |
| Likes: | The Heritage Look |
| Changes: | Remove the highway street lights, more aesthetic rubbish bins and recycling, no more stencil-crete, paving and stone work is much nicer. |
| Priorities: | |

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| Likes: | The old buildings, cafes, Coronation Theatre / picture house, Baileys garage, school, etc all paint the picture of a lovely small town. |
| Changes: | The old sad and faded signs advertising Gunning and Gunning services, cafes, etc., on the freeway, need to be replaced. The welcome to Gunning signs are also faded and should be replaced. |
| Priorities: | Tourism, By updating and replacing these signs it should see more visitors to the town and more patronage of our cafes, etc. |
| Likes: | The charming architecture of the buildings, and the social activity that is evident. |
| Changes: | More informative signage about the town. Some more information, or graphics or sculpture about the wool history. Some pushbike parking would be useful. The ability to charge electric vehicles would also be an attraction. |
| Priorities: | More informative signage. |
| Likes: | The main street is quaint and easy to park in. |
| Changes: | Need somewhere to hang Christmas lights, banners, more adequate parking for disabled. Maybe a parking area off street for bicycles (bikes stands), they take up to many automobile parks the way it is now. Our trees are beautiful and are a focal point of the main street, however there are some placed in inappropriate areas that could be better utilised for parking. More signage. There are no decent town signs either in the town or entry or exit. We need something that gives a welcome to visitors. The southern end of Gunning coming off the highway is a disgrace, old building left to rot is not the first impression you want of the town. Same at other end of town, nothing but a rock covered in graffiti as you exit towards either Crookwell or the Cullerin Road. And going north towards the highway on the Collector Road there is nothing that says 'thanks for visiting, come back again soon'. And the train bridge heading to Dalton has also been attacked by graffiti and is falling apart, it looks appalling. |
| Priorities: | Town signs Beautification of the main street, exits of town, including everything listed above! |
| Likes: | The many historic buildings, and the efforts that has gone into maintaining the "Old town" look. |
| Changes: | The vacant blocks between the Telegraph and the Old Hume Cafe aren't a great look, nor is the wrinkled asphalt in front of the post office and library. |
| Priorities: | Both are relatively minor, although I think for the whole community, addressing the vacant blocks between the pub and the Old Hume Cafe would make the town prettier. |
| Likes: | |
| Changes: | Parking spaces should be clearly defined. And the concrete surrounds of the trees that have been stupidly laid at 90 degrees to the footpath should be re-laid to be at 45 degrees to match the parking spaces. |
| Priorities: | Seeing I have listed only two things then both of them. |
| Likes: | The footpaths and trees are good and inviting in main street. |
| Changes: | A lot of the signage is obscured or fading so that people who visit are not aware where a lot of the facilities are. Parks off main streets are neglected and paths to them need to be fixed. |
| Priorities: | Better street signs and town signs. Paths fixed leading to other parts of village. |
| Likes: | Its historic buildings. |
| Changes: | More landscaping. More "greenery" on the footpaths. Perhaps a line of shrubs in large planter boxes. Large colourful signage to indicate what shops and services are available in the town. |
| Priorities: | Water. Although plants that are drought resistant could be sourced. Signage: where they will be sited. |

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| Likes: | The footpaths that have been completed with stencilcrete, the beautiful autumn trees. |
| Changes: | The footpaths should be completed to ensure safety for pedestrians as they are broken and pose danger especially in front of the Service Station and Gunning Service Centre. The broken kerbing around trees. Lighting at the southern entrance. Lighting around town in general. |
| Priorities: | Safety of pedestrians. Lighting. |
| Likes: | Easy parking, wide street |
| Changes: | A way to slow traffic such as large trucks going through town. Considering the amount of human traffic including the elderly and small children and school the traffic goes through too quickly. Beatification of both entrances into Gunning |
| Priorities: | Slowing traffic |
| Likes: | Love the trees that are in the main street Road entries into Gunning need work Collector road, Gundaroo road, Grabben Gullen road and Dalton road There is absolutely nothing inviting people to the town Roadside are untidy littered with rubbish over grown grass |
| Changes: | Trees should be added new signs welcoming people to Gunning Maybe nice rock walls like Crookwell have Maintenance of grass mowing |
| Priorities: | Welcome sign to Gunning and trees planted |
| Likes: | The beautiful trees we have and the flowers the garden club maintains. |
| Changes: | Maybe a new signs and new plants for the Gunning sign as you come into Gunning from Gundaroo/Yass way and the Collector side. Updated lighting down at the showground main area/oval so that more events can be held down there at night. |
| Priorities: | Both of the above :) |
| Likes: | The wide main street and the mature trees |
| Changes: | It needs landscaping with the big picture in mind. To date, improvements have been patchy and mismatched. We need a holistic design that really shows off our beautiful buildings, has appropriate signage and information boards and entices people to explore our beautiful district. |
| Priorities: | Signage and landscaping |
| Likes: | Wide road, trees and roses, ease of parking generally. |
| Changes: | Sydney and Melbourne direction signs at Yass Street/Warrataw Street intersection and at town ends. Speed limit lowered to 40km/hr from Jack Shaw Bridge to ULSC offices and/or means to enforce the current 50km/hr limit. One or two disabled car parking bays. Better delineated parking spaces at 45o. |
| Priorities: | Improved signage. Better control of speed. |
| Likes: | The main street is a great meeting place for community members - the cafes are great and it's good to have more businesses establishing here. The trees are lovely in spring and autumn and Barbour Park has some nice features. |
| Changes: | The bins are ugly and there is no recycling. The islands around the trees are at the wrong angle and ugly (they don't match the grey cement). The parking needs lines and disabled spaces and there is nowhere handy for motorbikes and no pushbike stands. There is little colour and no art or water bubblers. Maps and guides and signage for tourists. |
| Priorities: | Fixing the tree/parking problem. The ugly bins. |

3.11.6 Upper Lachlan Strategy Vision 2020

The *Upper Lachlan Strategy Vision 2020* noted that the main street of Gunning needs a face lift, which may encourage services back to the town centre. The parking of large trucks should be restricted in the main street and more trees and landscaping are required in the town centre.

In addition to upgrading the town centre, a roundabout should be developed at the post office to better regulate the flow of local traffic.

3.12 Jerrawa



3.12.1 Existing conditions

The village is located at the intersection of Jerrawa Road and Coolalie Road and close to the railway line. There is no commercial activity but the space between the intersection and the railway appears to operate as a meeting/drop off area and the community hall is close by. There are no paths, street furniture or formal street tree plantings. The entry signs are relatively simple.

3.12.2 Community brief

Despite making various approaches, nobody was found who was willing to discuss the community's needs.

3.12.3 Individual survey responses

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| Likes: | <p>The 3 approaches to Jerrawa start with some appearance of a maintained village mainly due to the verges being able to be maintained by occupants but that soon evaporates because of the verges that are un-maintainable</p> <p>The public area/square at the intersection could be an attractive focal point</p> |
| Changes: | <p>The residents of Jerrawa should be able to walk or cycle in safety (not on the road) within the village area.</p> <p>Need safe paths around the intersection of Jerrawa Rd/Coolalie Rd</p> <p>Road verges should be pedestrian friendly, and if unable to be maintained by the council, easily mowed by residents</p> <p>Poor civil engineering is preventing proper utility and landscape improvement</p> |
| Priorities: | <p>Engineering done to allow more residents to easily maintain out-front of their properties and establish pedestrian pathways (not necessarily paved)</p> |

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| Likes: | The tree lined road from the highway. |
| Changes: | The roundabout outside the old post office could have a garden area. The intersection needs to be clearly line marked especially the stop sign line. The stop sign needs a median strip to control traffic cutting the corner. The showground entrance needs tidying up. The Hall needs a paint. The Jerrawa station sign needs restoration. |
| Priorities: | Hall needs a paint. Stop sign median strip and linemarking. |

3.12.4 Upper Lachlan Strategy Vision 2020

The *Upper Lachlan Strategy Vision 2020* noted that respondents in the Jerrawa community did not see any need for change in their area.

3.13 Laggan



3.13.1 Existing conditions

Four rural roads (Laggan Road, Woodhouselee Road, Laggan-Taralga Road and Peelwood Road) converge at the end of the village centre. The roads are marked with simple town signs but it is not obvious where to go to get to the village centre.

The Laggan village centre is located along Peelwood Road with the focus on the park, hotel and community hall area. There are fragments of paths and kerbs along the street while other verges are grassed from the edge of the road. Various deciduous street tree plantings are in place.

3.13.2 Community brief

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| Village character | <ul style="list-style-type: none"> • Australian quaintness, folding hills, distinct seasons, climate extremes • Diversity is the essence of village • Laggan is all about the people • Laggan: little village in a valley with beautiful trees • Want to retain country feel – not perfectly regimented kerbs, gutters and paths • Some feeling that kerbs and gutters would destroy the village character • People maintaining verges outside their houses is part of village atmosphere • Want to preserve village feel and vistas to the hills • History: bushrangers, farming of various types, mill |
| Entries and signs | <ul style="list-style-type: none"> • Fixing the intersection to make it safer is the highest priority for the community • Want sign with planting at each entry – all the same (existing signs done to Laggan by council) |

- Would like a consistent theme for Laggan
- Intersection – could have fences with street art to make people realise that they have arrived in Laggan and to provide way finding information
- Put roundabout with planting at intersection
- Example: Tirau (in NZ) has unified signage with corrugated iron to brand village
- Need sign pointing to the main part of Laggan at the intersection
- Capture history – historic walk – seating trees, paths, signs
- Bin is needed in park
- Diverse community group – many skills – get community involved in streetscape works
- Difficult to know what's on – would like a community blackboard at park
- Would like more street trees
- Locate new trees so they don't interfere with grass cutting
- Current trees often planted by community members – need plan developed to extend plantings and provide cohesion
- Need plan tree placement, consider powerlines, sightlines
- Existing street trees are Crab Apple, Golden Ash, Manchurian Pear
- Callistemon would be good at the park as a hedge
- Footpaths and traffic calming needed
- Safety – there is nowhere safe to walk
- Some areas beside the roads are boggy so you have to walk on the road when it is wet
- Need path between the pub and the hall
- Kerb and guttering – little bits and some more needed but it doesn't need to be for the whole street
- Would like plan for connecting existing bits of kerb, gutters, paths so coordinated work can happen
- Park is well used by children while their parents are at the pub (it was also suggested that there were no seats but there is at least one seat in the park)
- Need a place for visitors to be able to stop and sit
- Review where cars can and can't park at the park
- No public toilet in Laggan – toilet in the hall but not open when hall is not in use
- Would it work to move visitor area to where the toilet is behind the hall (hall is on Crown Land)?
- Lots of people walk dogs – would like a dog park
- Oval with cricket pitch (Crown land) could be dog park, general park, or campground with toilets (but it does get boggy)
- Safety is a problem, especially the intersection where it is unclear who has right of way and there is a problem with speeding.
- North entry – no warning before the 50 km/h sign (need 50 ahead sign)
- No point in doing beautification if basic safety infrastructure is not done
- Road is not wide enough and there is a big drop off on the side of the road at the back of the school
- Bypass Laggan
- Cattlegrid to slow traffic down
- Need to slow traffic

- Logging trucks come through
- Trees restrict vision of traffic at intersection of Taralga Road and Woodhouselee Road
- Parking needed for markets
- Possibly develop Taralga, Woodhouselee, Peelwood and Laggan Roads intersection as a roundabout with landscaping (see entries and signs above)
- Maintenance**
 - Tree debris on entry from Woodhouselee Road (Goulburn Road) needs to be removed
 - Speed signs on Woodhouselee Road knocked over in the snow and still down
 - Road conditions needs to be improved
 - Keep park clean and maintained
 - Repair the road – it is rough and breaking up

3.13.3 Individual survey responses

The survey responses for Laggan were all submitted on paper forms so there are no online response themes available.

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| Likes: | Historical & interesting buildings. The history of the village should be focused on Laggan Mill, old police station, churches |
| Changes: | Walk/bike paths from school to community hall, information signs re history of Laggan sites, street trees. A garden filled roundabout to slow down village traffic and make walk paths safe (at intersection of Taralga/Peelwood/Laggan/Woodhouselee Rd |
| Priorities: | Walking paths & garden filled roundabout |
| Likes: | Natural but All needs improving! |
| Changes: | Safe walking areas. Traffic jumps roundabout at intersection. Planting of trees, seats. Wicker statues. Flower baskets and barrel. Historic signage. Flower barrels |
| Priorities: | Safe walking areas/ walk ways Roundabout with flowers at intersection |
| Likes: | Nothing |
| Changes: | Footpath access Some way of slowing through traffic Fixing the dangerous intersection at the top of the village More tree planting and maintenance in main street |
| Priorities: | Footpath access Fixing intersection |
| Likes: | Grassy nature strips with minimal street guttering |
| Changes: | Laggan Village welcome signage. Local business signage. New kids play area fencing and play equipment update. Shoulder parking on Peelwood Rd at hall for market goers. Landscaping of that stretch of road. |
| Priorities: | Hall parking and kids playground |
| Likes: | The buildings, the borrowed landscape |
| Changes: | Traffic calming, footpaths, treescape, Laggan specific art |
| Priorities: | Traffic calming - it's dangerous to walk on the main street, traffic doesn't slow down and includes logging trucks; Footpaths to make it safe to walk through the village - there is no point in doing anything else until it is safe to walk in the main street |

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| Likes: | The 'quaintness' of the village - a number of houses surrounding the centre which is the Laggan Hotel. The trees and wide road add to this. |
| Changes: | A central place where 'what's on' in Laggan can be viewed - community notice board. Uniformity of tree plantings/colour plantings. Footpath from pub to hall. Something to slow traffic down at cross intersection. Dog park - fenced and central so community dog owners have somewhere safe to meet and walk dogs. |
| Priorities: | 1. Footpath 2. Fenced dog park as safety issue for walking dogs. |
| Likes: | The stunning country look |
| Changes: | 1) Maybe a welcoming sign. 2) Fix roads coming into the town. 3) More parking for when Laggan markets are on. |
| Priorities: | 1) Fixing the roads coming into town. 2) To make more parking for Laggan Markets, as it's quite dangerous as is. |
| Likes: | The relaxed 'country' look that would appeal to visitors |
| Changes: | 1. Sign welcoming visitors to Laggan. 2. Community garbage bins. 3. List of places to visit in Laggan. 4. Widening of the roads to allow more parking, especially when the Laggan markets are on. 5. Repair rough road on entry to Laggan. |
| Priorities: | 4 and 5 would be, to me, the most important priorities |

3.14 Taralga



3.14.1 Existing conditions

The main street of Taralga is located either side of Orchard Street with two commercial areas located in the higher parts of the street either side of the park in the low lying area. There are many stone buildings of heritage note.

The road has 45° nose to kerb parking and one set of pedestrian refuge style gardens in the road. Some driveways and paths have unusual kerb crossings that are collecting debris in the gutters. Street lighting is a combination of standard modern street lights and heritage style post lights.

The street is relatively hilly, with steep slopes across some parts of the verge. Concrete paths, mostly cast in a double row of squares, exist in many areas. The village has been extensively planted with street trees on the verges including a number of rows of Lombardy Poplars. Steel holding posts are provided for the plastic wheelie bins along the street but the bins are not attached. There are many styles of seating provided mostly by business operators.

A variety of picnic settings and shelters are located in the park along with memorials, playground, skate park and aging public toilets.

Existing signage includes town entries with stone walls and gardens, other free standing town entry signs, a village map sign, a community blackboard and a variety of interpretative signs in the park.

3.14.2 Community brief

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| Village entries | <ul style="list-style-type: none"> • There are five road entries to the town but most visitors come from the north and south • Entrances need to be more clearly defined and designed • Existing entry signs too low • Keep stone signs at entry (built by community volunteers) and add signs (not too big or too high) • Replace existing multiple entry signs with one that you can't miss • Perhaps behind the Taralga stone wall an attractive board listing community organisations and meeting dates • Existing signs are not in the right place for a main entry sign – should be further out • Stone wall sign looked lovely in Spring with pink rose climbing over it • Used to have flowering plums on the approach from the south but they were cut them down, some are suckering • Shire entry signs were replaced around five years ago • Light up road signs are an idea |
| Village centre – how does it work? | <ul style="list-style-type: none"> • Where is the heart of Taralga? <ul style="list-style-type: none"> ○ Shop and general store, hall, Post Office ○ Between hotel, the shop and past hall ○ Showground and sports club ○ Other hotel and café and arts centre is second centre • What is happening there? <ul style="list-style-type: none"> ○ Pay accounts at post office ○ Socialise at café ○ Shopping ○ Markets at hall once a month ○ Other shops open at the weekend ○ Main socialising is at hotel, post office and store |

- Take over main street on ANZAC Day
- School is another focus of activity
- Goodhew Park is central to the two centres and could be the link, need to integrate it into the streetscape
- Travellers stop at park and then leave – need to encourage them to move from the park to the two commercial areas
- Kids catch bus to school in Goulburn and Crookwell, no bus shelter so students wait in cars, on doorstep, pub veranda
- Main street is straight road and downhill at both ends – problems with speeding traffic
- Need traffic calming (not speed humps) in addition to existing planted areas
- Parking is inconsistent with people parking nose in, back in, parallel - need more signs
- Need disabled parking
- Don't want any roundabouts
- Mid block crossing needed between Post Office and aged care facility – could incorporate existing planted areas
- Footpath is dangerous in places e.g. outside Taralga Hotel, on the corner of Court and Orchard streets
- Footpaths not level
- Want nice footpaths and paving and benches (like Boorowa)
- Walk and drive between the two centres
- Too hilly to cycle
- Heritage – walks and plaques
- Start streetscape improvements at park - need plans for park in context of connecting two ends of town
- Upgrade the park and make it more attractive, currently has old, out-dated play equipment
- Council has budgeted \$100k for new toilet block and drainage - need professional advice for placement and design of toilet block in way that integrates into streetscape
- Toilet block design should make use of stone as feature element, possibly combined with steel/corrugated iron to reduce cost (toilet block in Goulburn with the bullock team mural looks good)
- Need more obvious sign for toilets and better lighting
- Council has plans to extend park and add more parking for short and long vehicles
- Needs improvements to drainage, trees, flowerbeds, shade structure over playground and picnic area Community has submitted a grant application for toilet block, drainage and seating in park
- Planter boxes with herbs eg Rosemary
- Deciduous trees, with Autumn foliage colours and flowers in Spring
- Could have planting on steep verges instead of trying to maintain grass on unmowable slopes
- Street needs colour - daffodils and jonquils look good when flowering but not at other times
- Existing poplars need replacing and infill planting (key part of town character)
- The Argyle Inn is planning to landscape their frontage with grapevines and/or

- Wisteria, the shop opposite has council approval to remove a tree and replace it with a similar grapevine
- Would like a garden around the hall
- Street furniture**
- More seating needed in main street – no seating now except at shop
 - Would like attractive bin enclosures
 - Need more bins at the park
 - Community blackboard needs a facelift, could be turned into a statement, jazzed up
 - Could also have a noticeboard for printed notices but this would need to be maintained/supervised
 - Painted electricity poles
 - Goodhew Park has more mature aged people visiting than children, need facilities/tables/seats that are attractive to this demographic
 - Need more picnic tables for Goodhew Park
 - Improve street lighting (better style and brighter)
- Materials/style**
- Stone is key element
 - Timber
 - Rustic
- Other**
- Tablelands Way tourist drive from Canberra though to Mudgee goes through Taralga and has separate signage
 - Could have murals on large buildings depicting history, sport, horses, tractors
 - Want to keep stone walls at showground
 - Drainage, kerb and gutter improvements needed on main street

3.14.3 Online survey response themes



3.14.4 Individual survey responses

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| Likes: | Historical character and buildings |
| Changes: | Streetscape improved (tree planting) linking both sections of the main street improved traffic flow possible roundabout at both ends of town and better alignment of the main street at the southern / Goulburn end of the main street |
| Priorities: | Streetscape improvements linking of the two ends of the main street |
| Likes: | Garden beds, signage Heritage in stone features |
| Changes: | Rubbish on roadside to get picked up routinely. Potted colour in beds would be nice |
| Priorities: | Rubbish Keeping with stone feature |
| Likes: | The main street is wide and uncontested. There is always somewhere to park. I have travelled through every State and Territory and believe that Taralga has the best main street in Australia. |
| Changes: | Nothing. Don't waste ratepayers' money trying to change perfection. |
| Priorities: | Exactly what I said. Use the money you have budgeted in a manner that can actually benefit the community. Or, better still, reduce our rates! |
| Likes: | Poplars lining the main street. Stone welcome signs at northern and southern entries. Goodhew Park, however skate park located at front has detracted from it. Gray Park has improved. Showground is another highlight of Taralga. |
| Changes: | Western entry from Crookwell needs improvement. Bannaby Street pavement needs urgent attention. Goodhew Park improvements. |
| Priorities: | Any 2 of 3 suggested. |
| Likes: | 1. Wide road 2. Quiet 3. Aesthetically pleasing 4. Little monuments around main street related to its history 5. The pubs 6. The people |
| Changes: | Upgrade stormwater runoffs along orchard street. Pipes around Orchard/Court streets should be directed on council land towards the nearest creek. This will vastly improve services in the precinct and attract further investments in the town. |
| Priorities: | Hopefully the community will agree. Upgrading stormwater will stop the park from future flooding and make the town more appealing to investors. |
| Likes: | What I don't like about the entrances to Taralga is the lack of maintenance, no whipper snipping etc and they look dreadfully untidy. Don't get me wrong, all the mowing & tidying around the town is fantastic but the entrances need some major work if only just whipper snipping the long grass. |
| Changes: | We could have an outside gym also except spotted around the village on a circuit for all the walkers we have in our town?? |
| Priorities: | Entrances to be beautified and make our little village more attractive & inviting. It's the one thing we notice in other towns how beautifully maintained they are and why isn't ours! We personally slashed, planted trees, made a rock garden around "the heritage in stone" sign and mow the western entrance to Taralga on Hillas Street - it's not that hard and not that expensive... |

| | |
|-------------|--|
| Likes: | I like the trees and stone entry signs at each end and the flowers, bulbs planted at the base. The main street is quaint and pleasant to visit. |
| Changes: | Planting around the base of the trees to create colour and interest. Sculptures to celebrate the areas emerging artists. Signage for the shops that is in keeping with the tone of the building |
| Priorities: | These are our personal preferences, however supporting local artists and shop signage to promote the great business in the village would be of interest to the community. |
| Likes: | Stone sign, Poplar trees, nose in parking |
| Changes: | More trees, colour - maybe garden beds, footpath |
| Priorities: | Colour - gardens, Trees |

3.14.5 Upper Lachlan Strategy Vision 2020

The *Upper Lachlan Strategy Vision 2020* noted that the Taralga main street is currently not very healthy and a theme for the main street needs to be promoted and established. It needs to be improved by encouraging the occupation of empty shops, paving of the area, landscaping, signage and introduction of a community notice board. Vehicles currently travel too fast down the main street, so the introduction of roundabouts would slow traffic down. A traffic calming device near the post office would be ideal and this would be used by residents of the Sunset Lodge. Council should also implement angle parking on both sides of the street, and access roads from surrounding villages should be sealed to improve access.

3.15 Tuena



3.15.1 Existing conditions

Tuena is located in a hilly setting surrounded by native bushland. The primary public focus in the village is along Bathurst Street with centres of activity at the store, camping ground, creek and picnic areas.

Access to the store is by a side road, which is in poor condition, has difficult sightlines for rejoining the main road and is the main stopping point for locals and visitors. Parking there is parallel with the edge of the road. There are no paths, kerbs or street trees.

The picnic and camping areas include a variety of shelters including contemporary designs.

The village entries are marked by a sequence of signs with various designs. Interpretative signs outlining the history of gold mining are also provided.

3.15.2 Community brief

| | |
|------------------------------|--|
| Village character | <ul style="list-style-type: none"> Heart of town is the shop and the hall, pub has closed Nine kids in the immediate district generally away at school |
| Entries and signs | <ul style="list-style-type: none"> Entries need to stand out – to attract interest, slow traffic down and make a statement ‘this is an interesting place’ Would like bigger ‘Welcome to Tuena- sign with more visual impact than the current sign Possible themes: gold nugget (but maybe a tricky shape), country heritage, gold panning, mud (wattle and daub buildings) Avenue of trees arching over the road at the town entries ie trees forming small tunnel Signs at old buildings as part of a heritage walk ‘Welcome to Wiradjuri Country’ sign at Abercrombie Bridge is faded and needs repainting Walk to swing bridge needs sign (visitors often ask how to get there) |
| Pedestrians | <ul style="list-style-type: none"> Can’t walk safely from the hall to the shop since there is a dangerous blind spot at the top of the hill where you have to walk on the road Need a safe walkway from first house at the Northern end to the shop/tennis courts (about 2km and not on PAMP) Cycle path could be useful Need paths along main road |
| Traffic and parking | <ul style="list-style-type: none"> Hard to drive from the shop onto the main road safely because of speeding traffic and poor sightlines Speed problems could get worse when the road from Bathurst is sealed since this is the main truck route between Goulburn and Bathurst Need traffic calming (eg chicane, roundabouts at each end) |
| Street furniture | <ul style="list-style-type: none"> Need more garbage bins Lighting – not much need Sculpture in the main street could add interest and slow traffic – local community have an interest in providing artwork Need more seats, picnic table and shelter at playground with BBQ |
| Landscaping and trees | <ul style="list-style-type: none"> Would like shrubs and more trees along the road, especially in the 200m section of road to the north (near campground) Terrace road embankment opposite shop and plant with hardy groundcovers to reduce maintenance and improve appearance of this focal point of the village (but don’t obscure views to shop from road) Would like native trees (wattle, bottlebrush, grevilleas, small eucalypts) with some deciduous flowering trees for variety (balance between deciduous and natives) Garden around playground (near hall) is currently just sleepers and woodchips but people stop there for lunch and more planting is needed Need low maintenance landscape Can temporary planters be installed in front of the old pub to soften views? |
| Maintenance | <ul style="list-style-type: none"> Small section of road in front of the shop has lots of holes and need repairs Burnt Hut Gully bend in road from Bathurst needs to be made safer (there were plans six years ago but it didn’t happen) The public toilets are run down – waiting on new waste management system |

promised by Council

- Need more slashing along roadsides to reduce the fire risk
- Clear up the tree debris at Burnt Hut Gully has been promised by Council
- Would like grass in avenue of existing trees to be maintained and trees mulched
- Need rubbish bins emptied regularly
- Steep road embankment outside shop is hard to maintain (see suggestions for change)
- Council slashes occasionally, about once a year
- Community does mowing (roadsides, sports oval)
- Public toilets and craft shop at hall – visitors stop here
- New waste water system will include a dump point for caravans/RV's and village will be RV friendly
- Cricket shed and camping area have already had trees planted

Other

3.15.3 Online survey response themes

Q2 What do you particularly like about the main street and road entries of this town or village?

Answered: 7 Skipped: 0

Main Street Tuena Village Scenic

Q3 What do you think should be changed or added?

Answered: 7 Skipped: 0

Seating and Tables Enhancement
Bookkeepers Cottage Outside Village
Swinging
Bridge

Q4 For the changes you have listed above, what two things do you think the community would see as the highest priorities?

Answered: 7 Skipped: 0

Road Village Path

3.15.4 Individual survey responses

| | |
|-------------|--|
| Likes: | The main street is quite bendy and scenic. |
| Changes: | There should be better signage for entering traffic from driveways. The road outside shop needs to be resealed and outside CofE church. Burnt Hut Gulley crossing needs to be widened. The sides of street needs to be slashed more often. |
| Priorities: | Burnt Hut crossing fixed and road outside shop resealed. |
| Likes: | The very rural atmosphere surrounding the village. |
| Changes: | Certainly better signage around the village, indicating our few historic buildings and bridge. |
| Priorities: | A pathway from the tennis and bowls courts to the road to Parsons Store. Landscaping below the pathway to facilitate easy mowing and improve the scruffy look of the eastern end of the camping ground below the children's playground which is the centre of the village. |
| Likes: | Picturesque views. |
| Changes: | Brighter, cheerful signage. Trees, bulbs...colour. More seating and tables and BBQ near the playground when the new toilet block and waste water system has been installed. Better signage for places of interest. eg. Bookkeepers cottage, swinging bridge . |
| Priorities: | All of them. |
| Likes: | It's not just a straight entry to the village from either direction; it winds and dips, and unfolds as you drive in. |
| Changes: | I think that a stand of ornamental trees at each entry would help signify arrival, and may help slow traffic too. There are plenty of spaces with no power lines along the main road for large deciduous trees. This enhancement would be beneficial for many reasons, including stabilisation of roadside banks, summer shade, birdlife, etc. We also need a safe pedestrian/bike path through the town - it's dangerous as it is, especially for the many campers in the warm months. Also, ornamental planting boxes outside the defunct hotel would enhance that space. Also, terracing and planting out the grassy banks along the shop lane would address current continuous slashing. Also, much more frequent slashing of the many large grassed areas in summer to reduce the fire hazard. |
| Priorities: | 1) The planting of street trees and plants 2) The bike and pedestrian path |
| Likes: | Very scenic, quaint, friendly, |
| Changes: | Enhancement to the road entries of the village. New village signposts and an avenue of trees on both sides of the road. eg poplars |
| Priorities: | New signs. Footpaths. More seating in the park area. More colour. |
| Likes: | The rural views coming into Tuena from the Binda direction and looking down into the village. |
| Changes: | A footpath would be a huge advantage for locals and visitors. It could start from near the tennis courts up to the road to the tip on the shop side of the road. It would make the area a lot safer and improve the look of the area. Improvement of road in front of the shop. Better signage for places of interest. eg. Bookkeepers cottage, swinging bridge. Landscaping and improving the visual appearance when visitors drive into Tuena. Perhaps some trees that would highlight that you are approaching a residential area and would also slow down traffic. Providing more ground cover on some of the verges to lessen the need for slashing of long grass. More seating and tables near the playground when the new toilet block and waste water system has been installed. Improve the landscape in front of Tuena Hotel which used to be a well known attraction and is now becoming an eyesore. Maybe get the owners of the hotel to clean it up or sell it. |
| Priorities: | The footpath. Improving the visual approach to Tuena to the north and south of the village. |

| | |
|-------------|---|
| Likes: | Other than three beautiful churches, what is there to like? unmaintained verges and driveways, a derelict hotel and neglected school. It would not be tolerated in Crookwell main street, why is it in Tuena? |
| Changes: | The approaches to the village are made ugly by unmaintained buildings, disused caravans and unlawful residences. |
| Priorities: | There is little the community can do, They have tried! |



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Executive summary

The Streetscape Themes Guide is part of a five to ten year plan by Upper Lachlan Shire Council to upgrade the main streets and entries of the towns and villages in the shire. The Guide is designed as a 'kit of parts' that can be applied to suit the individual requirements of the towns and villages. This includes proprietary and custom designed street furniture and signage and typical layouts for parts of streets. The design intent is to focus on the natural, heritage and rural character of the shire. The goal is to transform the streetscapes and entries over time to have a more consistent character while retaining the unique identity of each location.

The development of this Guide is underpinned by the results of an extensive process of community engagement (see *Streetscape Improvements – Community Engagement report, September 2017*) along with consideration of key design principles. These principles are design using durable items with lower maintenance requirements, compatibility with heritage and rural character while being forward looking, sustainability, the need to green our streets, accessibility and supporting social interaction.

The Guide is divided into two sections. In the first section, two streetscape design themes are outlined for the main streets. The first theme, Built Heritage, has an early European heritage flavour while the second theme, Farming Heritage, is a more contemporary approach inspired by the rural character of the shire. Street furniture elements common to both design themes and a list of suggested street trees are included at the end of the section. The second section of the Guide suggests, for each town and village, how the themes might be applied.

The two streetscape design themes are unified by a graphic motif reflecting the universal reliance of all people on water and in particular the Lachlan River for which the shire is named.

1 Introduction

1.1 Purpose

The Streetscape Themes Guide is part of a five to ten year plan by Upper Lachlan Shire Council to upgrade the main streets and entries of the towns and villages in the shire (Bigga, Binda, Breadalbane, Collector, Crookwell, Dalton, Grabben Gulien, Gunning, Jerrawa, Laggan, Tarauga and Tuena). The Guide is designed as a 'kit of parts' that can be applied to suit the requirements of the various towns and villages. It is expected that, as funds become available, the streetscapes and entries will gradually transform to have a more consistent character across the shire while retaining the unique identity of each location.

Elements of the streetscape considered in the Guide include:

- tree species for town/village main streets
- town/village entries
- other signage
- seats
- waste bin enclosures and bollards
- street lighting
- paving
- bike racks, drinking fountains and planters
- trees in on-road parking areas
- midblock crossings.

The Guide can be applied immediately in straightforward situations. For example, where an additional seat is required or where existing freestanding town entry signs are to be replaced with the new design. More complex situations such as refurbishment of main streets in the bigger towns or changes to parking arrangements will require further drawings to plan the location of these elements and to resolve engineering design (drainage, traffic, parking, crossings, lighting), planting design and incorporation of public art were appropriate. The Streetscape Themes Guide may also be applied in other public places such as the town and village parks.

1.2 Context

A community engagement project was undertaken to identify the needs and wishes of the community in each town and village in relation to the main streets and town entries. The engagement involved an online survey, meetings with members of the community in each locality and a schools' competition. The results, available in the *Streetscape Improvements – Community Engagement Report* (September 2017), have guided the preparation of the Streetscape Themes Guide.

The information and ideas collected in the community engagement process are far broader than the scope of the Streetscape Themes Guide and are a useful resource for other Council and community projects. For example, a recurrent theme was the role of the town or village park in the operation of the main street and the need to integrate the design of both to create a public realm catering for the needs of residents and visitors. The schools competition also generated ideas that could be project catalysts: the design for a Gunning sign could form the basis for a playful artwork in the main street of Gunning or Barbour Park; edible plants could be grown in planter boxes on main streets by business owners or as a school project; a small pocket park with seats, drinking water and public artwork could be created in Crookwell as a place where young people can socialise; and public art projects by the community can be integrated into the streetscapes.

1.3 Assumptions

When selecting particular elements and layouts for the Streetscape Themes Guide, the following assumptions have been made:

- items with a sturdy design using durable, long lasting materials that require minimal maintenance are preferred over lower cost items that require more maintenance
- new planting should bring green into the streets at ground level and provide summer shade to increase comfort in the streets
- where possible, elements of the streetscape should serve multiple purposes
- the style of the streetscape themes should reflect the heritage character of the bigger towns and the rural character of the villages while looking forward to the future
- items with better sustainability credentials such as local manufacture, use of renewable energy, recycled or recyclable components and opportunities for refurbishment are preferred
- the main streets of the towns and villages are places where people interact socially as well as commercially and their design can assist in building civic pride, social cohesion and a sense of belonging.

1.4 Structure of guide

In the first section, two streetscape design themes are outlined for the main streets including a palette of street furniture (seats, tables, bin enclosures, bollards, street lights, bubblers) and typical configurations for corners, mid block crossings and street trees located in on-road parking. The first theme, Built Heritage, has an early European heritage flavour while the second theme, Farming Heritage, is a more contemporary approach inspired by the rural character of the shire. Some items including entry signage are common to both design themes and are included at the end of the section.

The two themes are unified by an overarching graphic motif applied to signage and as a decorative element. This motif reflects the universal reliance of all people on water in creeks and rivers and particularly the Lachlan River for which the shire is named. This graphic theme is derived from the Upper Lachlan Shire Council logo.

The second section of the Guide suggests, for each town and village, how the themes might be applied.



River graphic motif (left) and perforated design motif (centre) based on logo (right)

2 Streetscape themes

2.1 Theme 1 – Built Heritage

Looking forwards not backwards with a style compatible with the heritage architecture and existing heritage-style street furniture without replicating it, this streetscape theme responds to the wish expressed by communities in the bigger towns to value and highlight European heritage values.



2.1.1 Built Heritage – street furniture palette and specification



Above left: Bin enclosure (image supplied by Emerdyn)
Above right: Seat (image supplied by Commercial Systems Australia)



Above left: Picnic setting (image supplied by Commercial Systems Australia)
Above centre: Bollard (image supplied by Landmark Products)
Above right: Accessible drinking fountain (image supplied by Landmark Products)



Above left: Street light option 1 (image supplied by Saferoads)
Above right: Street light option 2 (image supplied by Vicpole)

| Type | Name and manufacturer | Specification |
|-------------------------------|---|---|
| Seat | Albert Park Seat TM4064 Commercial Systems Australia | 1930mm long frame with armrests powder coated Duratec Zeus Lunar Eclipse Satin 90087734, Enviroslat battens in Walnut. |
| Picnic setting | Albert Park Setting TM4116-15 Commercial Systems Australia | Powder coated Duratec Zeus Lunar Eclipse Satin 90087734 frame for bench seats and table, Enviroslat battens in Walnut on seats, 304 stainless steel table top. |
| Bin enclosure – recycling | Portsea 240L Bin Enclosure EM234 Emerdyn | Bin enclosure sized to accommodate standard 240L wheelie bin, galvanised steel frame powder coated Duratec Zeus Lunar Eclipse Satin 90087734 with Enviroslat battens in Walnut on body, signage about recycling by Council on front panel of bin. |
| Bin enclosure – general waste | Portsea 120L Bin Enclosure EM234 Emerdyn | Bin enclosure sized to accommodate standard 120L wheelie bin, galvanised steel frame powder coated Duratec Zeus Lunar Eclipse Satin 90087734 with Enviroslat battens in Walnut on body, signage about general waste by Council on front panel of bin. |
| Bollard | Furphy 140 Dome Top Bollard Landmark Products | Powder coated Duratec Zeus Lunar Eclipse Satin 90087734 with reflective strip approximately 100mm below top. |
| Drinking fountain | Furphy Cascade Drinking Fountain WCA Landmark Products | Bubbler, bowl and mesh cover in 316 stainless steel, with body powder coated Duratec Zeus Lunar Eclipse Satin 90087734. |
| Street light option 1 | Lincoln Street Light Pole with Bourke Hill LED Vicpole and Sylvania | Tapered round column and curved outreach, powder coated Duratec Zeus Lunar Eclipse Satin 90087734 with banner holders to suit 900 x 2400mm street flags where required, LED top entry luminaire to engineering lighting design. |
| Street light option 2 | Slimline Street Light Pole with Heritage LED streetlight CL-HPT-560-30L Vicpole and Colonial Lighting | Tapered round column with gooseneck, powder coated Duratec Zeus Lunar Eclipse Satin 90087734 with banner holders to suit 900 x 2400mm street flags where required, LED top entry luminaire to engineering lighting design. |

2.2 Theme 2 – Farming Heritage

This streetscape theme uses street furniture with design elements echoing farm machinery components combined with simple timber slat platforms reminiscent of the shearing shed. Discrete touches of bold colour bring fun and life. It reflects a more pragmatic desire in smaller villages for straightforward elements that get the job done without pretension.



2.2.1 Farming Heritage – street furniture palette and specification



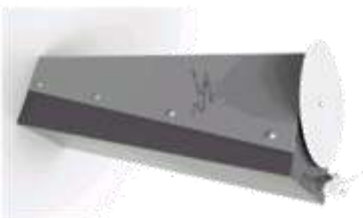
Above left: Bin enclosure (original image supplied by Commercial Systems Australia)
Above right: Seat (image supplied by Commercial Systems Australia)



Above left: Picnic setting (original image supplied by Commercial Systems Australia)



Above centre: Bollard (image supplied by Hayters Timber and Paving)



Above right: Drinking fountain (original image supplied by Commercial Systems Australia)









Above: Street light, solar version also possible
(image supplied by Vicpole)

| Type | Name and manufacturer | Specification |
|-------------------------------|--|--|
| Seat | Vivid Seat TM4610 Commercial Systems Australia | 1800mm long seat with armrests, top frame colour from Duratec range according to town colour theme, base frame and armrests in Duratec Zeus Lunar Eclipse Satin, Enviroslat battens in Walnut. |
| Picnic setting | Vivid Table TM4612 and two Vivid Benches TM4611 Commercial Systems Australia | Table and two benches, top frame colour from Duratec range according to town colour theme, base frame in Duratec Zeus Lunar Eclipse Satin, Enviroslat battens in Walnut. |
| Bin enclosure – recycling | Vivid 240L Bin Enclosure LR6600 modified Commercial Systems Australia | Bin enclosure to accommodate standard 240L wheellie bin, door and front side panels in Duratec Zeus Lunar Eclipse Satin, remainder in 316 stainless steel, custom perforated 'river' graphic on front side panels, recycling signage sticker on front panel. |
| Bin enclosure – general waste | Vivid 120L Bin Enclosure LR6600 Commercial Systems Australia | Bin enclosure to accommodate standard 120L wheellie bin, door and front side panels in Duratec Zeus Lunar Eclipse Satin, remainder in 316 stainless steel, custom perforated 'river' graphic on front side panels, signage sticker about general waste on front panel. |
| Bollard | Hardwood bollard Custom made | Hardwood flat top bollard minimum cross section 200 x 200mm, finished height 1000 above ground level, from salvaged bridge timber with hard wax coating, reflective disc on side facing road. |
| Drinking fountain | Vivid Drinking Fountain DFS100 Commercial Systems Australia | Bubbler, bowl and back panel in satin finished stainless steel, front panel powder coated in Duratec Zeus Lunar Eclipse Satin, custom perforated 'river' theme graphic on front panel. |
| Street light option 1 | Lincoln Street Light Pole with BLST-NOVA LED Vicpole and Bosco Lighting | Tapered round column and curved outreach, powder coated in Duratec Zeus Lunar Eclipse Satin with banner holders to suit 900 x 2400mm street flags where required, side entry LED luminaire to engineering lighting design. |
| Street light option 2 - solar | Lincoln Street Light Pole with Vertex solar light Vicpole and Orca Solar Lighting | Tapered round column and curved outreach, powder coated in Duratec Zeus Lunar Eclipse Satin with LED luminaire and separate solar panel to engineering lighting design. |

2.3 Elements used for both themes

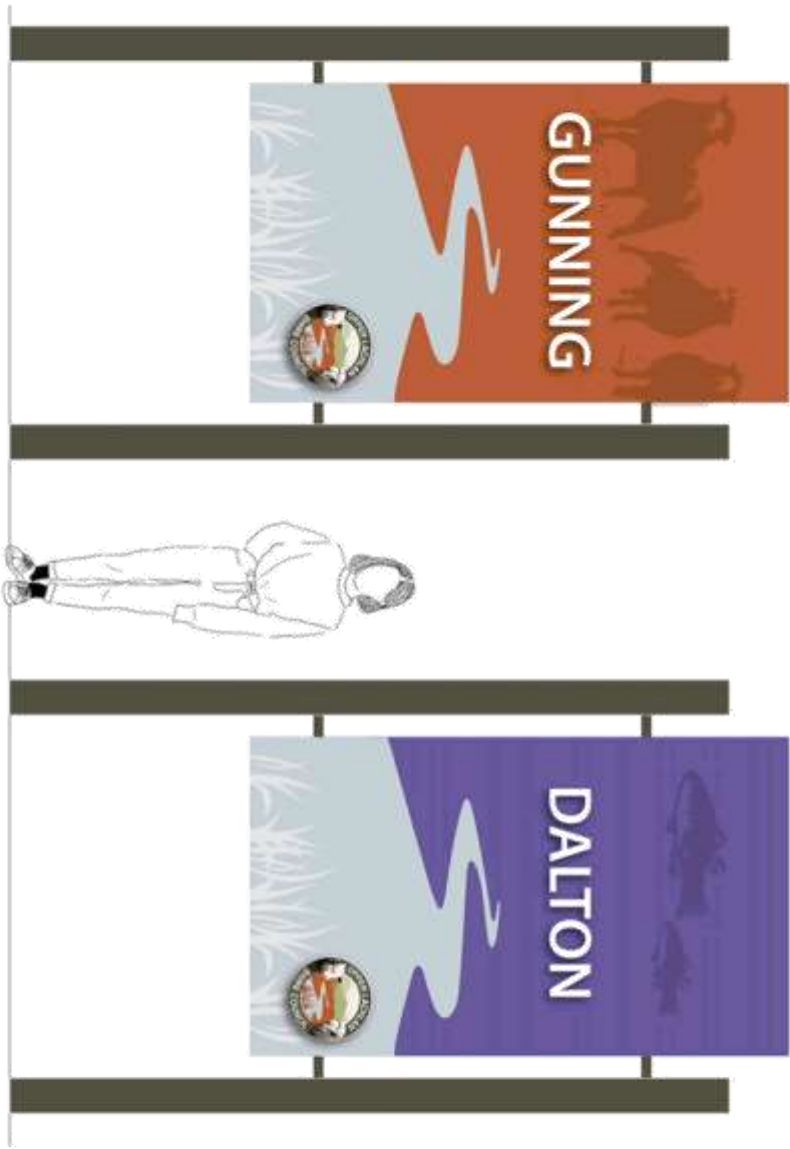
2.3.1 Proprietary items

| Type | Item and manufacturer | Specification |
|---|---|---|
|  <p>Cigarette bin</p> | <p>Ash Receptacle EM250 Emerdyn (image supplied by Emerdyn)</p> | <p>Stainless steel 316 fastened to side of waste bin enclosure.</p> |
|  <p>Bike rack option 1</p> | <p>Loop Bike Rack EM442 Emerdyn (image supplied by Emerdyn)</p> | <p>Stainless steel 316 finish, set out to Australian Standards.</p> |

| Type | Item and manufacturer | Specification |
|--|--|--|
| Bike rack option 2  | Hoop Bike Rack EM444 Emerdyn (image supplied by Emerdyn) | Stainless steel 316 finish, set out to Australian Standards. |
| Planter  | Custom Slat Planter Emerdyn (image supplied by Emerdyn) | 600 x 600 x 1800mm rectangular planter box with food grade finish insert and Enviroslat battens in Walnut. |
| Feature paving type 1  | Euro Stone 600 Adbri Masonry | 600 x 400 x 40mm shotblast concrete paver colour Zurich laid in stretcher bond pattern running perpendicular to kerb with 400mm wide header course of matching pavers laid end to end on concrete base. |
| Feature paving type 2  | Riverstone Textured Villastone | 495 x 495 x 40mm shotblast concrete pavers in colour Snow laid in stretcher bond pattern running perpendicular to kerb with 247mm wide header course in colour Bluestone laid end to end on concrete base. |

2.3.2 Custom design items

Town entry sign – free standing



Background colour and theme graphic varies for each town and village. River theme graphic from Council logo reflects the importance of water and the Lachlan River to the Shire. Refer to appendix for design details.

Town entry marker for existing walls



Entry markers and posts configured to suit each existing wall. In the Collector example the markers are held between two posts behind the wall. In the Taralga example, the markers are placed in sequence stepping back along the roadside from the wall, street trees would be added and other signs would be removed.



Street blades

Custom blades for street signs with river graphic. Blade length varies depending on name of street.



notices

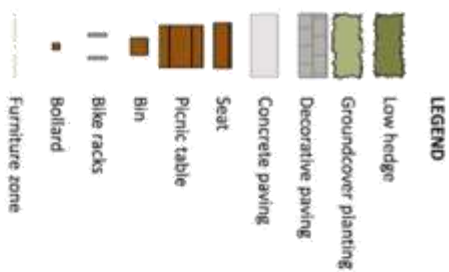
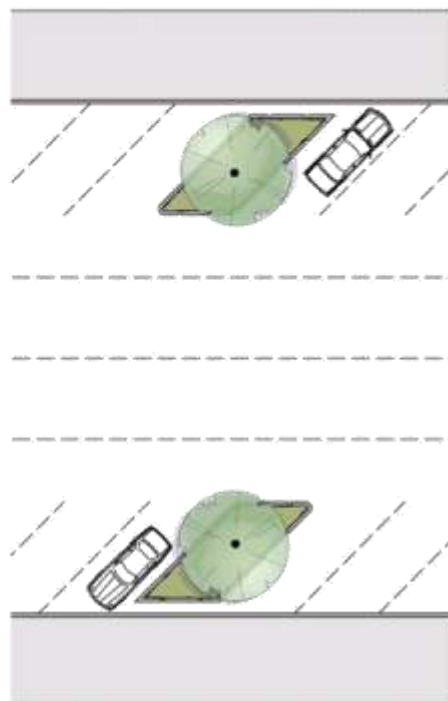
Collector's Cemetery, Grosset Point
Collector's Memorial Hall
The Board of Trustees
Commencing 20th
E 10th St, Grosset Point
E W A
SOLD CROSS
21 July 2011 11:30 AM
P. 100
HISTORICAL SOCIETY
GRAND CAMPUS
CATHOLIC CHURCH
PUBLIC LECTURE
WINTERING
The Grosset Point Cemetery
Grosset Point, SA 5008
www.grossetpointcemetery.com.au

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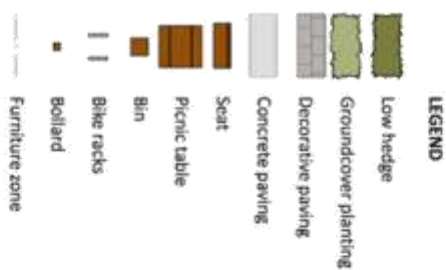
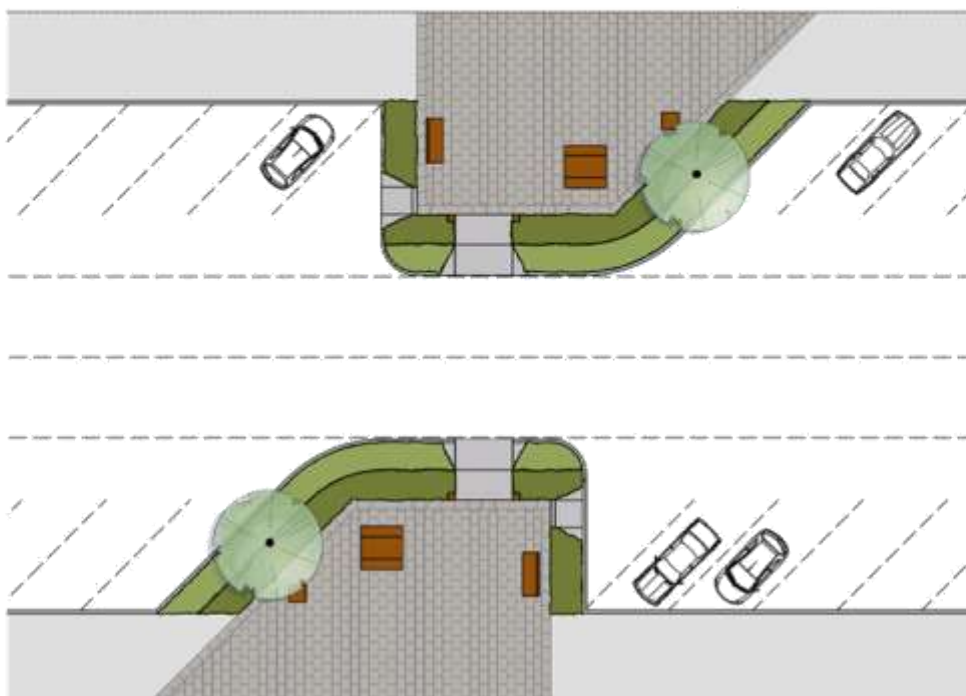
2.3.3 Typical configurations

Parking front to kerb

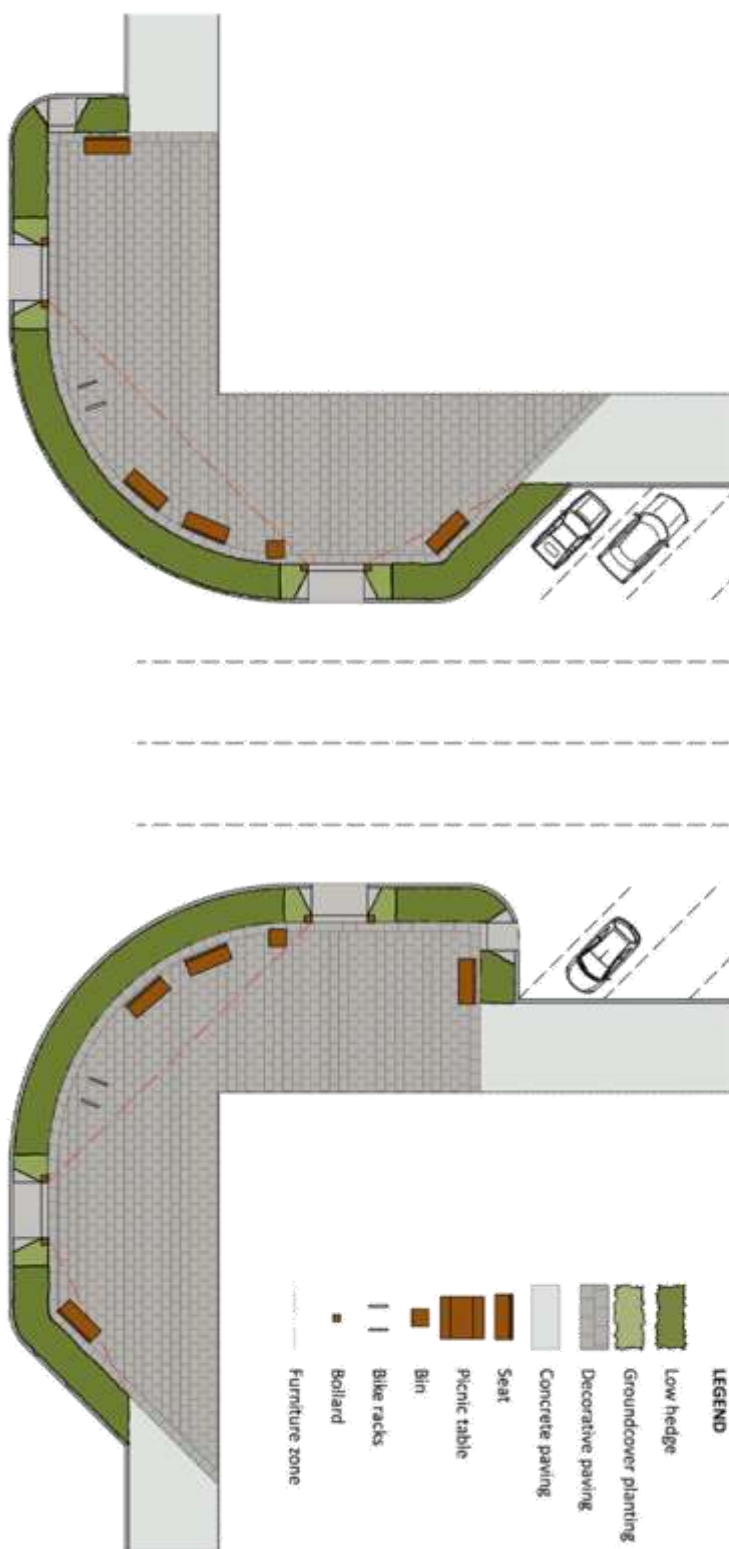
TREES IN ON-ROAD PARKING – 45° FRONT TO KERB
SCALE 1:300



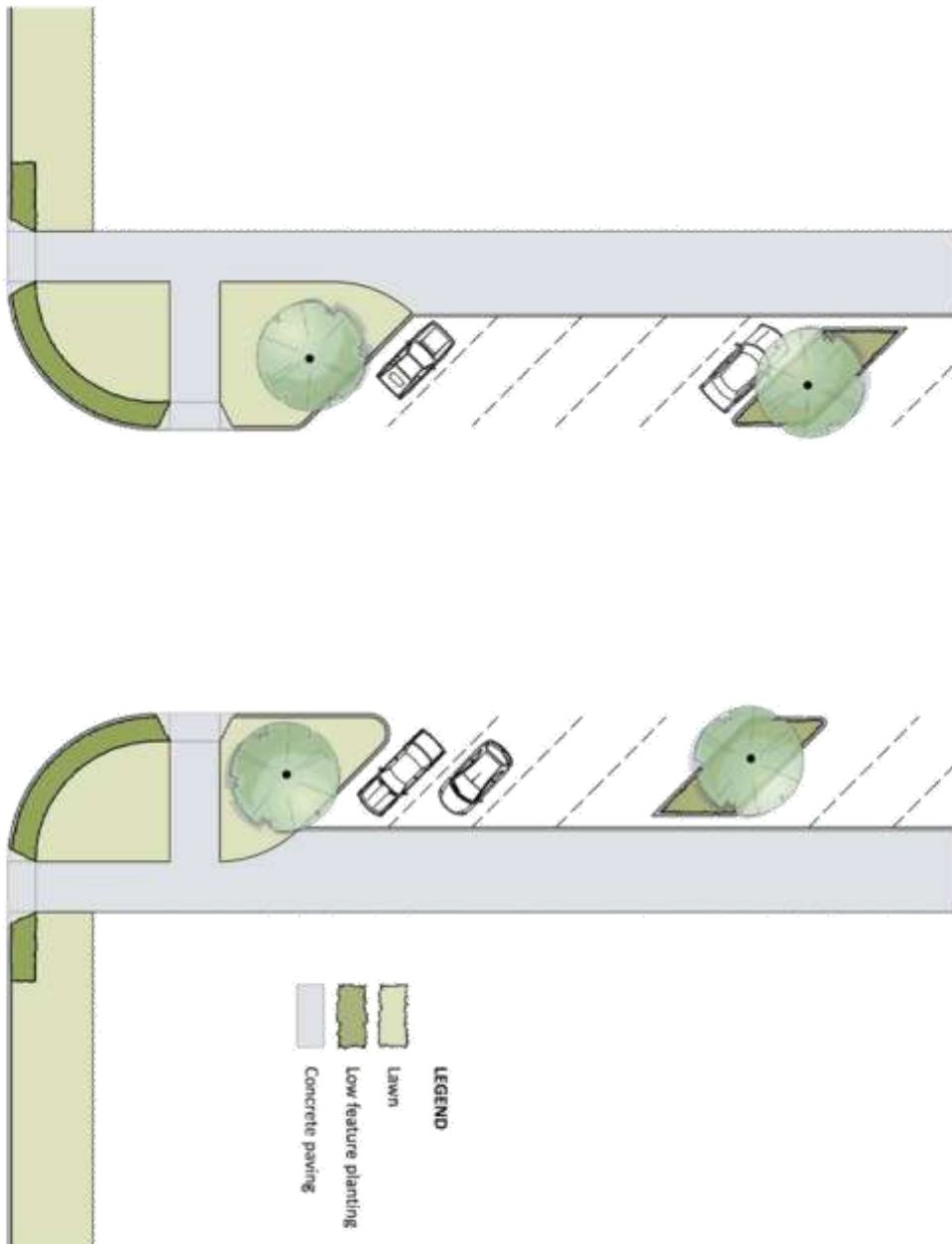
MID-BLOCK CROSSING – PARKING 45° FRONT TO KERB
SCALE 1:300



TOWN CORNER CROSSING – PARKING 45° FRONT TO KERB
SCALE 1:300

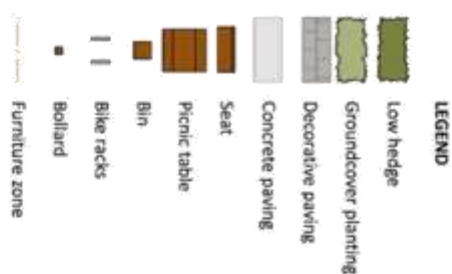
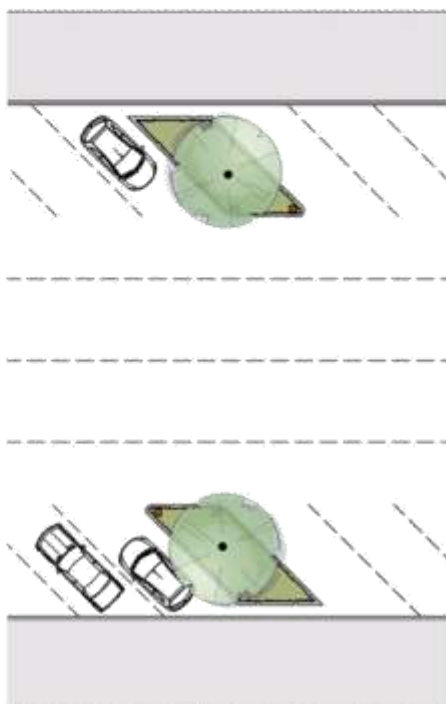


VILLAGE CORNER CROSSING – PARKING 45° FRONT TO KERB
SCALE 1:300

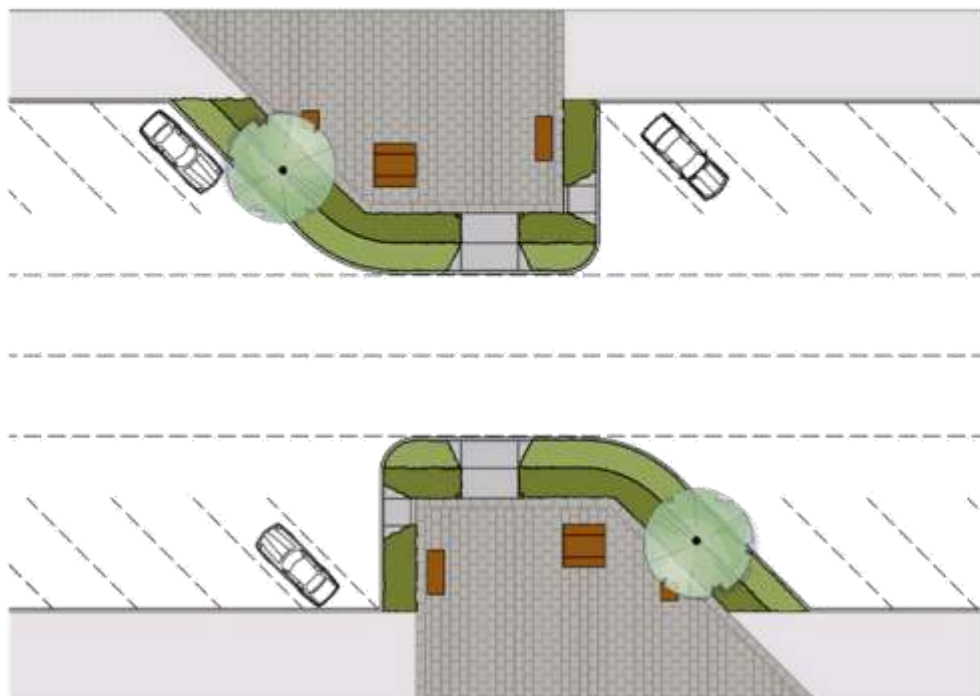


Parking rear to kerb

TREES IN ON-ROAD PARKING – 45° REAR TO KERB
SCALE 1:300

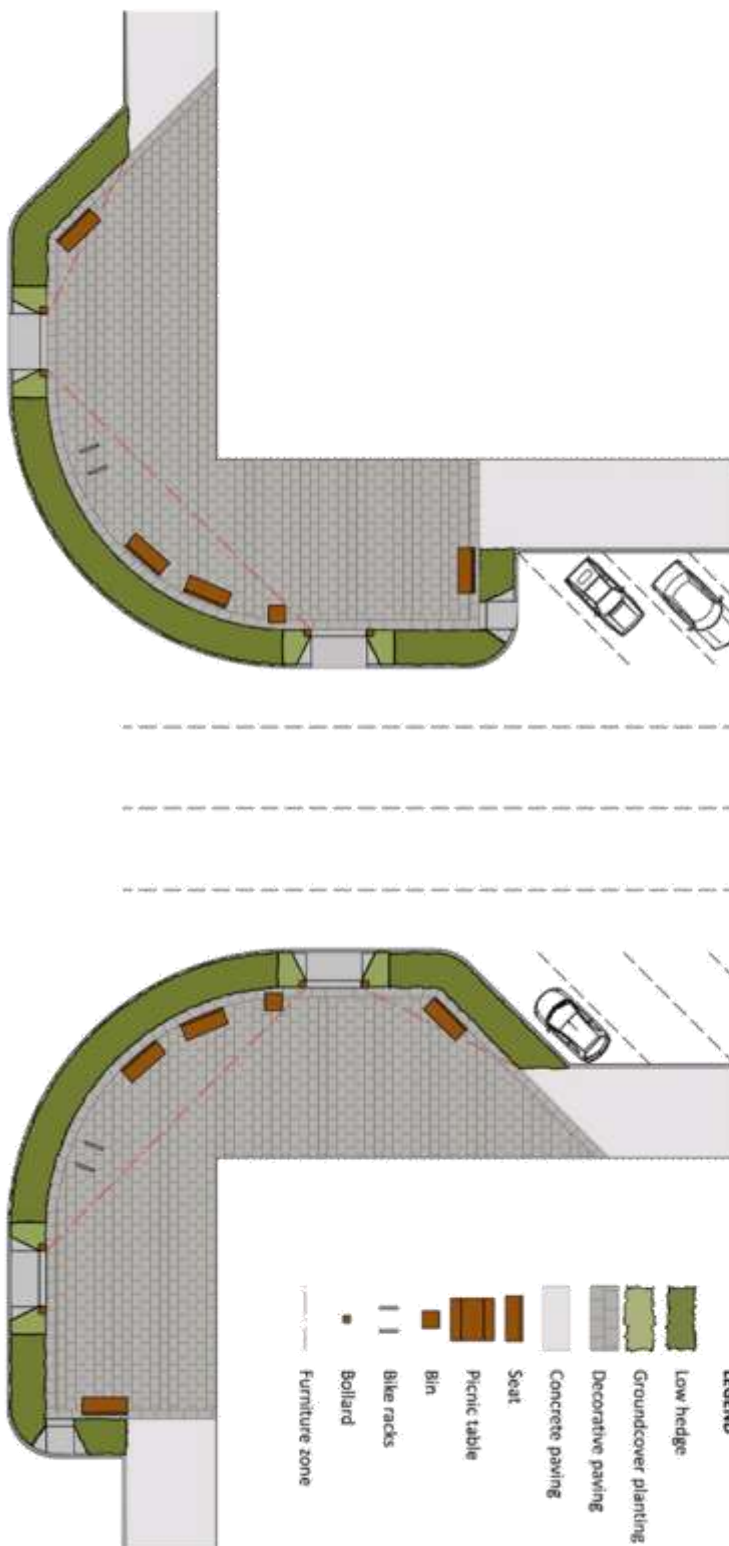


MID-BLOCK CROSSING – PARKING 45° REAR TO KERB
SCALE 1:300



- LEGEND**
- Low hedge
 - Groundcover planting
 - Decorative paving
 - Concrete paving
 - Seat
 - Picnic table
 - Bin
 - Bike racks
 - Bollard
 - Furniture zone

TOWN CORNER CROSSING – PARKING 45° REAR TO KERB
SCALE 1:300



2.3.4 Street tree species

Small flowering trees

| Botanical name | Height x width (m) | Common name | Notes |
|-----------------------------------|-----------------------|----------------------------|---|
| <i>Acer buergerianum</i> | 6x6 | Trident maple | Shade/sun. Prefers dry sites. Drought hardy. Red and yellow autumn foliage. |
| <i>Malus halliana</i> 'Parkmanii' | 4x4 | Parkman crab | Shade/sun. Low fruit production. Pink flowers. |
| <i>Malus ioensis</i> 'Plena' | 4x3 | Bechtel crab | Conspicuous pink flowers in late spring. Suitable near paving. Low fruit production. |
| <i>Malus spectabilis</i> | 8x4 | Chinese crab | Spectacular double pink flowers late in Spring. Suitable near paving. Low fruit production. |
| <i>Malus floribunda</i> | 6x4 | Japanese flowering crab | Conspicuous pink flowers. Small fruit. Low fruit production. |
| <i>Pistacia chinensis</i> | 6x4 | Chinese pistachio | Red/orange autumn colour. Female plant has sticky berries. Slow growing. |
| <i>Prunus amygdalus</i> | 5x5 | Almond | Pink flowers. |
| <i>Prunus campanulata</i> | 4x3 | Taiwan cherry | Upright growth. Pale purple leaves. Rose-pink flowers. |
| <i>Prunus mume</i> | 4x3 | Japanese flowering apricot | Earliest prunus to flower (August). Pink or white flowers. Fruit can be messy on paving. |
| <i>Prunus x biretiana</i> | 4x4 | Double cherry plum | Pale purple leaves. Pink early spring flowers. Multi-stemmed. |

Large shade trees







| Botanical name | Height x width (m) | Common name | Notes |
|--|--------------------|------------------|--|
| <i>Fraxinus excelsior</i> 'Aurea' | 8x8 | Golden ash | Yellow branches. Black buds in winter. Yellow autumn foliage. |
| <i>Gleditsia triacanthos</i> 'Shademaster' | 12x12 | Honey locust | Few seed pods. Dark green foliage. |
| <i>Gleditsia triacanthos</i> 'Sunburst' | 12x12 | Honey locust | Few seed pods. Golden/green foliage. |
| <i>Platanus orientalis</i> 'Digitata' | 18x10 | Plane | Cut leaf foliage. Resistant to anthracnose. |
| <i>Pyrus calleryana</i> 'Capital' | 11x1-3 | Callery pear | Narrow tree. White flowers. Small fruit. Orange/yellow autumn colour. |
| <i>Pyrus calleryana</i> 'Winter Glow' | 10x5 | Callery pear | Semi deciduous with brief period of dormancy. Flame red autumn colour. |
| <i>Ulmus parvifolia</i> 'VN Clone' | 12x10 | Chinese elm | Smooth, mottled bark. Weeping form. |
| <i>Ulmus parvifolia</i> (seedling form) | 12x10 | Chinese elm | Rough bark. Upright form. |
| <i>Zelkova serrata</i> | 12x8 | Japanese zelkova | Orange/ russet foliage in autumn. Shade tree. Graceful form. Possible replacement tree for elms. |

3 Application of themes to towns and villages

The two themes have been designed to be internally consistent in style. Generally it would not be advisable to mix and match items from the two themes together in the one streetscape. The elements used for both themes list can be used to select additional items as required.

The following section suggests ways in which the streetscape themes could be applied to the individual towns and villages. This list is not exhaustive but rather a starting point based on ideas proposed during the community engagement process.

Proposed colours for entry signs are listed below and referenced in the theme descriptions. The colour swatches below are only approximate and should not be used for matching. The colours may be subject to Roads and Maritime Services approval.

| | | |
|---|---|--|
|  |  |  |
| Pantone S 308-3 C 40 M 20 Y 100 K 30 | Pantone S 54-2 C 15 M 70 Y 90 K 15 | Pantone S 181-3 C 65 M 70 Y 0 K 10 |
|  |  |  |
| Pantone S 204-2 C 85 M 50 Y 0 K 10 | Pantone S 100-3 C 0 M 80 Y 60 K 35 | Pantone S 36-1 C 0 M 60 Y 100 K 0 |

3.1 Bigga

| | |
|----------------------|--|
| Streetscape theme | Farming Heritage |
| Village entries | Remove existing signs and install one freestanding sign at each entry using sheep or person water skiing as theme graphic. |
| Colour theme | Duratec Zeus Silver Grey as highlight colour on furniture Pantone S 204-2 (blue) on entry signs. |
| Street tree planting | <i>Zelkova serrata</i> in village centre block. |
| General comments | <ul style="list-style-type: none"> • Broom finished grey concrete for new pavement/paths on verges. • Provide seats near hall with a planter box between. • Change to 45° nose to kerb parking where possible, allowing for access to petrol bowser and parking for long vehicles. • Use trees in on-road parking configuration to introduce shade, delineate parking from traffic lanes and reduce perceived width of road. • Use village corner configuration at each end of village centre block with low plantings to delineate village centre. |

3.2 Binda

| | |
|-------------------|--|
| Streetscape theme | Built Heritage |
| Village entries | Remove existing signs and install one freestanding sign at each entry using bush ranger as theme graphic. |
| Colour theme | Pantone S100-3 (red brown) on entry signs. |
| Light poles | Built Heritage Street Light Option 1. |
| General comments | <ul style="list-style-type: none"> • Broom finished grey concrete for new pavement/paths on verges. • Add tree surrounds as for 'trees in on-road parking configuration' instead of tree guards to protect existing trees, delineate parking from traffic lanes and reduce perceived width of road. • Add mid block crossing between shop and park to improve access and slow traffic. • Past changes to road levels in the village centre have created drainage and access problems that need to be fixed before streetscape enhancements are done. • Existing red and yellow striped bollards are out of character. |

3.3 Breadalbane

| | |
|----------------------|---|
| Streetscape theme | Farming Heritage |
| Village entries | Remove existing entry signs and install one freestanding sign at each entry using eucalypts as theme graphic. |
| Colour theme | Duratec Zeus Silver Grey as highlight colour on furniture. Pantone S 308-3 (green) on entry signs. |
| Street lighting | Farming Heritage street light option 2 solar. |
| Street tree planting | <i>Pistacia chinensis</i> as street trees near community hall. <i>Zelkova serrata</i> along main street. |
| General comments | <ul style="list-style-type: none"> • Solar powered light near hall. • Picnic setting near hall. • Broom finished grey concrete for new pavement/paths on verges. |

3.4 Collector

| | |
|----------------------|--|
| Streetscape theme | Farming Heritage |
| Town entries | Add entry marker with pumpkin as theme graphic to existing stone wall on northern entry. Remove existing entry signs on southern entry and replace with wall and entry marker to match northern entry. |
| Colour theme | Duratec Intensity Desert (red brown) as highlight colour on furniture. Pantone S 36-1 (pumpkin) on entry signs. |
| Street tree planting | <i>Ulmus parvifolia</i> (upright form) along Murray Street. <i>Malus spectabilis</i> on Bourke Street. |
| General comments | <ul style="list-style-type: none"> • Broom finished grey concrete for new pavement/paths on verges. • Needs overall streetscape and precinct planning. • Appearance of Northern town entry compromised by long length of Colorbond fence. |

3.5 Crookwell

| | |
|----------------------|---|
| Streetscape theme | Built Heritage |
| Town entries | Add entry marker with echidna as theme graphic to existing stone walls on Goulburn Road entry. Retain wall in existing design on Carrington Street. Remove existing free standing entry signs on other town entries and replace with one freestanding sign at each entry with echidna as theme graphic. |
| Colour theme | Pantone S 100-3 (red brown) on entry markers. |
| Light poles | Built Heritage Street Light Option 2 with street flag holders. Existing heritage lights could be refurbished to suit theme colours and to use LED luminaires. |
| Street tree planting | Extend existing tree planting on Goulburn Street north to Laggan Road intersection. |
| General comments | <ul style="list-style-type: none"> Consider reconfiguring parking in main street to 45° nose to kerb to improve pedestrian amenity and reduce damage to street furniture, trees and poles with associated landscape and engineering planning. If rear to kerb parking is retained, install wheel stops to protect light poles from vehicle damage. Remove road pavement and add tree surrounds as for 'trees in on-road parking configuration' instead of tree guards to protect existing trees, delineate parking from traffic lanes and reduce perceived width of road. Add town corner configuration and mid block crossings to improve access and slow traffic with engineering design to suit. Add street furniture as needed. Existing red and yellow striped bollards are out of character. Broom finished grey concrete for new pavement on verges with feature paving at corners and mid block crossings. |

3.6 Dalton

| | |
|----------------------|---|
| Streetscape theme | Farming Heritage |
| Village entries | Remove existing signs and install one freestanding sign at each entry using Southern Pygmy Perch as theme graphic (retain town map and information signs). |
| Colour theme | Duratec Zeus Silver Grey as highlight colour on furniture. Pantone S 181-3 (purple) on entry signs. |
| Street tree planting | <i>Platanus orientalis</i> 'Digitata' or <i>Gleditsia triacanthos</i> 'Shademaster' along village centre on-road parking areas. |
| General comments | <ul style="list-style-type: none"> • Broom finished grey concrete for new pavement/paths on verges. • Use trees in on-road parking configuration to introduce shade, delineate parking from traffic lanes and reduce perceived width of road. • Use village corner configuration or similar at main intersection to delineate village centre, improve amenity and access and slow traffic. |

3.7 Grabben Gullen

| | |
|----------------------|---|
| Streetscape theme | Farming Heritage |
| Village entries | Remove existing entry signs and install one freestanding sign at each entry using eucalypts as theme graphic. |
| Colour theme | Duratec Intensity Reef (blue) as highlight colour on furniture. Pantone S 204-2 (blue) on entry signs. |
| Street tree planting | <i>Malus spectabilis</i> for new street tree planting on road verges in village centre and along entry roads. |
| General comments | <ul style="list-style-type: none"> • Broom finished grey concrete for new pavement/paths on verges. • Install street furniture as needed including community blackboard and bin enclosure. • Consider use of modified village corner crossings to mark start and finish of village centre. |

3.8 Gunning

| | |
|----------------------|--|
| Streetscape theme | Built Heritage |
| Town entries | Remove existing free standing entry signs and rock edges on town entry roads and replace with one freestanding sign at each entry with Merino sheep as theme graphic, plant with Xanthorrhoea sp (Australian Grass Trees). |
| Colour theme | Pantone S 54-2 (ochre) on entry signs. |
| Light poles | Built Heritage Street Light Option 1 with street flag holders. |
| Street tree planting | <i>Pistacia chinensis</i> as infill planting on main street. Extend native tree planting at entries. |
| General comments | <ul style="list-style-type: none"> • Reconstruct tree surrounds as for 'trees in on-road parking configuration' to protect existing trees, delineate parking from traffic lanes and reduce perceived width of road. • Add town corner configuration and mid block crossing to improve access and slow traffic with engineering design to suit. • Add street furniture as needed including bin enclosures (existing seats could be refurbished with new powdercoating and timber slats). • Add planter boxes along street with agreement of adjacent business owners but place most shrub planting in inground planting beds around trees, mid-block crossings and corners. • Use broom finished concrete for new pavement/paths on verges and feature paving on verge at crossings. • Requires further landscape and engineering planning. |

3.9 Jerrawa

| | |
|-------------------|---|
| Streetscape theme | Farming Heritage |
| Village entries | Install one freestanding sign at each entry using eucalypts as theme graphic. |
| Colour theme | Duratec Intensity Flame (red) as highlight colour on furniture. Pantone S 181-3 (purple) on entry signs. |
| General comments | <ul style="list-style-type: none"> • Broom finished grey concrete for new paths on verges. • Install street furniture as needed including seat. |

3.10 Laggan

| | |
|----------------------|--|
| Streetscape theme | Farming Heritage |
| Village entries | Remove existing entry signs and install one freestanding sign at each entry using hills/valley or old mill as theme graphic. |
| Colour theme | Duratec Intensity Leaf (green) as highlight colour on furniture. Pantone S 308-3 (green) on entry signs. |
| Street tree planting | <i>Malus floribunda</i> infill planting along Peelwood Road. |
| General comments | <ul style="list-style-type: none"> • Broom finished grey concrete for new pavement/paths on verges. • Install street furniture as needed including community blackboard. • Consider use of village corner crossings to mark start and finish of village centre. |

3.11 Tara|ga

| | |
|----------------------|--|
| Streetscape theme | Built Heritage |
| Town entries | Add entry marker with stone buildings as theme graphic to existing stone walls at entries and remove freestanding signs. |
| Colour theme | Pantone S 100-3 (red brown) on entry markers. |
| Light poles | Built Heritage Street Light Option 1 with street flag holders. Existing heritage lights could be refurbished to suit theme colours and to use LED luminaires. |
| Street tree planting | <i>Malus spectabilis</i> in massed plantings at entries. |
| General comments | <ul style="list-style-type: none"> • Add town corner configuration and mid block crossing to improve access, delineate parking and slow traffic with engineering design to suit. • Add street furniture as needed including seats and bin enclosures. • Explore options for inground planting of low shrubs and groundcovers on steep parts of verge. • Use broom finished concrete for new pavement/paths on verges and feature paving on verge at crossings and in front of buildings that attract gatherings of people such as the RSL hall. • Upgrading the street lighting to the new theme would significantly improve function and presentation. • Requires further landscape and engineering planning including improving drainage and kerb crossings for driveways. |

3.12 Tuena

| | |
|----------------------|---|
| Streetscape theme | Farming Heritage |
| Village entries | Remove existing signs and install one freestanding sign at each entry using miner panning for gold as theme graphic, add group of ornamental trees. |
| Colour theme | Duratec Intensity Sunshine (yellow) as highlight colour on furniture. Pantone S 336-1 (yellow) on entry signs. |
| Street tree planting | <i>Eucalyptus moorei</i> , <i>Eucalypts gregsoniana</i> , <i>Melaleuca linarifolia</i> , <i>Callistemon</i> 'Burgundy', <i>Callistemon</i> 'Harkness' planted in groups of one species along road and pruned to single trunk where sight lines need to be maintained <i>Morus floribunda</i> in cluster on embankment near shop where slope permits. |
| General comments | <ul style="list-style-type: none"> • Broom finished grey concrete for new paths on verges. • Main requirement for street furniture is bins, seats and picnic tables at playground. • Access, parking and landscape around shop needs further landscape and civil design. |

Appendix – Design details

FREESTANDING ENTRY SIGN



Specification

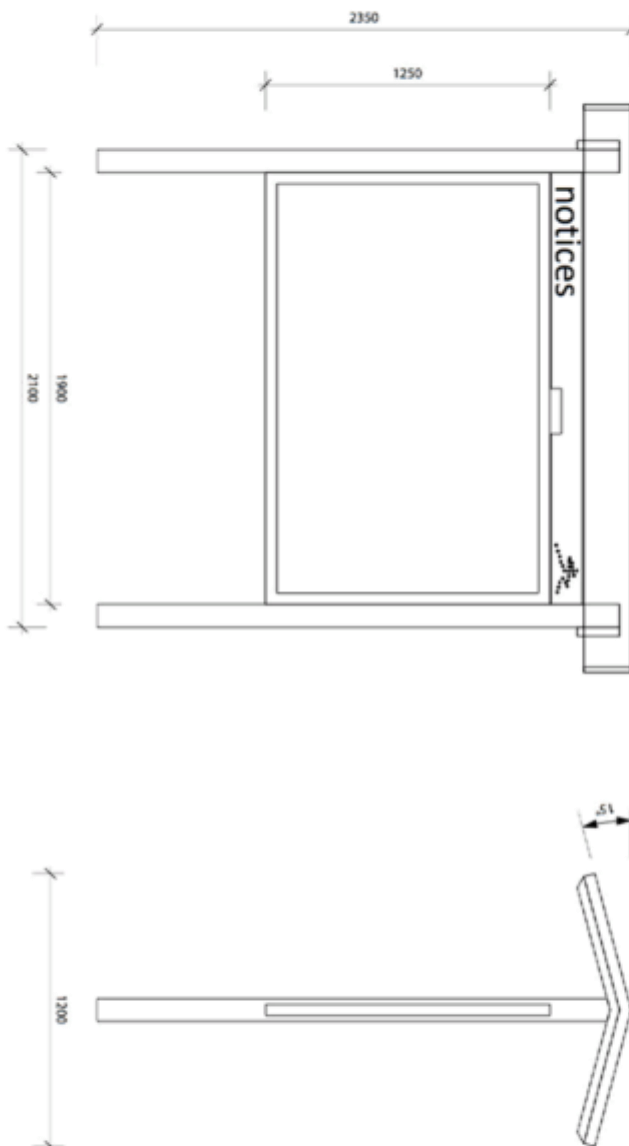
Sign frames fabricated from galvanised steel as per RMS requirements and powder coated with Duratec Zeus Lunar Eclipse Satin.

Post 80nb pipe (frangible) with fabricated covers to give square post effect. Cross support and sign support frame RHS 75x50x3mm fully welded.

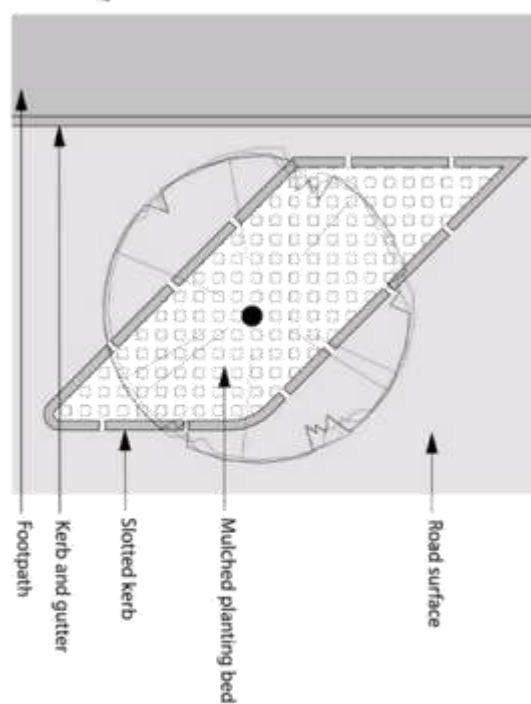
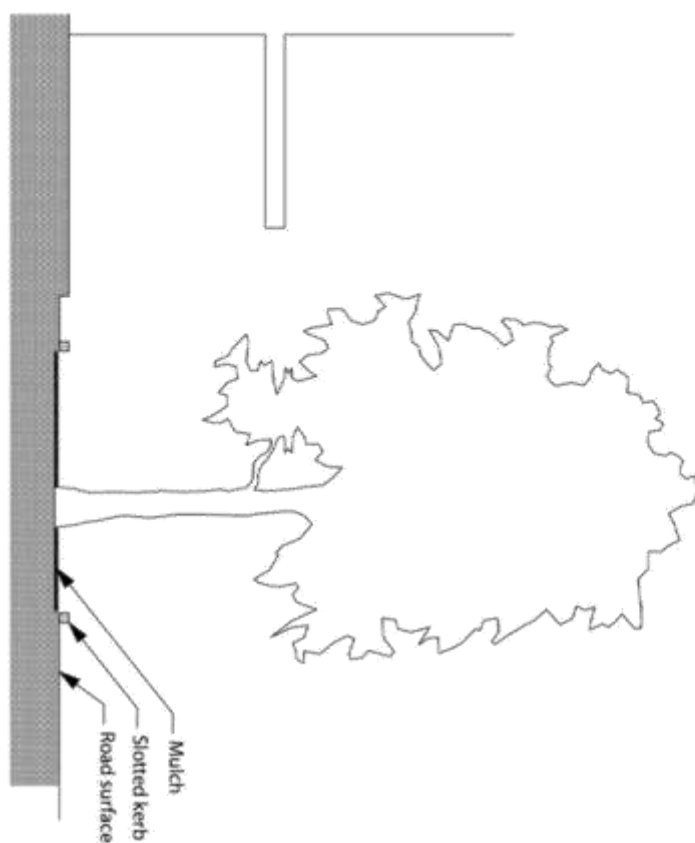
Graphic panel 4mm aluminium sheet finished with 2pk polyurethane anti-graffiti satin finish.

Option to have raised effect for town name and Council logo out of 10mm aluminium painted and printed and pin fixed.

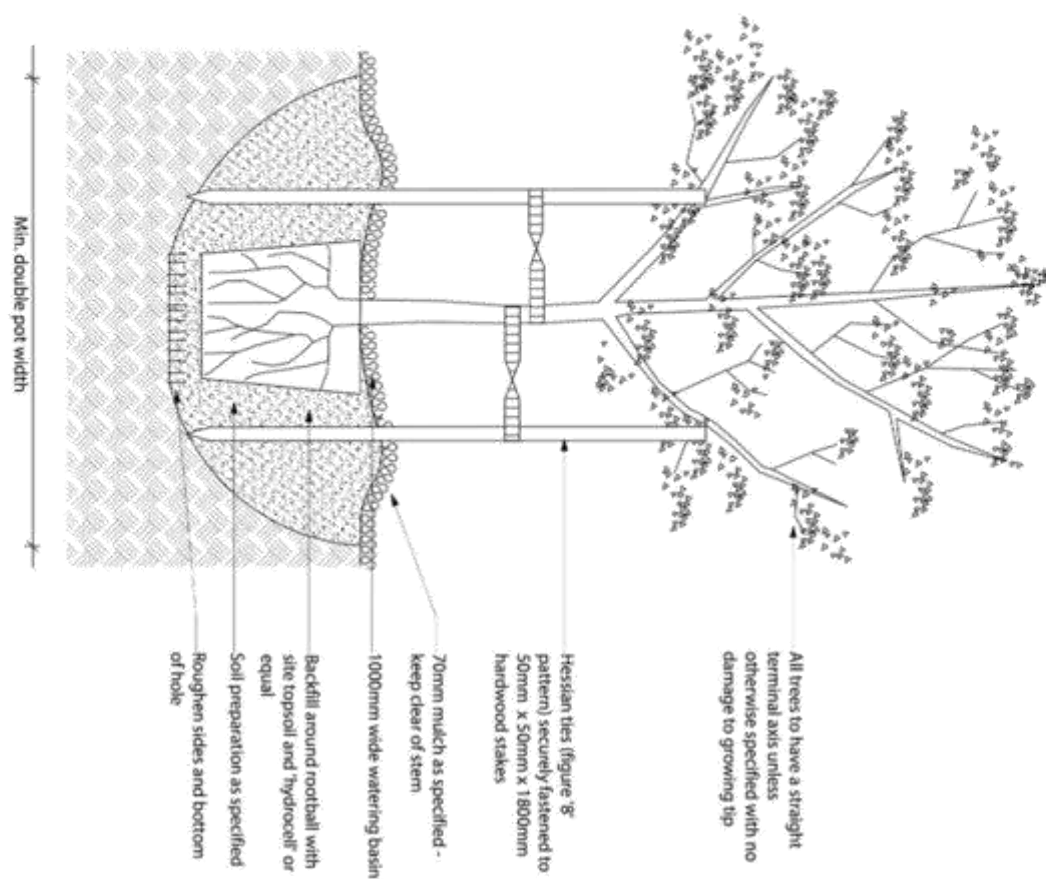
BLACKBOARD/MAGNETIC NOTICEBOARD



TREE IN ON-ROAD PARKING



TREE IN MULCH



Works and Operations - 21 December 2017

ITEM 10.11 **Report on gas supply to the township of Crookwell and Gunning**

FILE REFERENCE I17/711

AUTHOR **Director of Works & Operations**

ISSUE

The report summarises works undertaken to date on supply of commercial natural gas services to the townships of Crookwell and Gunning

RECOMMENDATION That -

1. Council continues to attract large commercial natural gas supply users in order to create demand.

BACKGROUND

A request was made in the previous Council meeting to make enquiries regarding the supply of natural gas to the townships of Crookwell and Gunning. This report summarises the outcome of the initial responses received.

In summary, natural gas supply relies upon the commercial decision of the supplier. Before making investment they may consider demand of commercial users in a locality. This commercial demand is used as basis to make an investment decision regarding infrastructure.

REPORT

Copy of the correspondence is attached as Attachment 1 that provides indicative costs of supply of natural gas to the townships of Crookwell and Gunning. Based on the correspondence, it appears a substantial amount of funds will be required to supply gas to the townships. It is unclear how the investment can be provided without a known demand of natural gas in an area.

Should there be further appetite to progress a case for the supply of natural gas to the two townships, Council may commission a further detailed business case. Such a business case study may focus on the social, economic and environmental impact of the proposal. In addition a financial assessment of the proposal may be required to determine direct costs to the community.

Obviously, major natural gas suppliers must be consulted if there is sufficient desire to service the area, in addition to major businesses in town are clearly identified that commit to use natural gas as commercial user.

Works and Operations

REPORT ON GAS SUPPLY TO THE TOWNSHIP OF CROOKWELL AND GUNNING

cont'd

POLICY IMPACT

Economic development is well within the domain of public sector and Council may drive a social agenda to justify investment. In this case, it appears on face value there is no business case without a detailed analysis. However, Council may wish to make an investment to drive a social agenda instead of a commercial case to justify such investment.

It is worth noting, that Upper Lachlan Shire Council is a small rural community and with small rural rating base that may find it hard to justify such a proportional large investment without a clear return on its investment.

OPTIONS

1. Council may choose to commission and fund a business case – It is not recommended based on the initial response. If larger commercial users are identified, this option may be worth further consideration.
2. Council may continue to facilitate and attract large commercial users and create a demand and write to the State and Commonwealth Governments to fund natural gas supply line – This appears most viable, as it would attract the attention of the commercial gas suppliers as well as make it worthwhile to invest and fund the natural gas supply line.
3. No action – Status quo. No change.

FINANCIAL IMPACT OF RECOMMENDATIONS

Funding a business case study is expected to cost Council. It is estimated to cost Council \$50,000 to fund a desktop exercise. Additional detailed estimate may cost more if consultation with commercial suppliers is added to the list.

RECOMMENDATION That -

1. Council continues to attract large commercial natural gas supply users in order to create demand.

ATTACHMENTS

| | | |
|----|--|-------------------------|
| 1. | Gas supply to Gunning and Crookwell, Upper Lachlan Shire - Estimated cost of service | Confidential Attachment |
|----|--|-------------------------|

Works and Operations - 21 December 2017

ITEM 10.12 **Priorities for grant funding - Roads and Bridges**

FILE REFERENCE **I17/725**

AUTHOR **Director of Works & Operations**

ISSUE

The report is intended to provide a priority list of road related projects for consideration of future grants.

RECOMMENDATION That -

1. Council adopts the following road priorities for future grant consideration:
 - Reconstruction and sealing of Grabine Road;
 - Reconstruction and sealing of the unsealed sections of MR258 Wombeyan Caves Road;
 - Reconstruction and sealing of 3kms of the Peelwood Road;
 - Reconstruction of parts of 7kms of the Breadalbane Road.
 - Reconstruction and sealing of 5km of Boiler Hill on Reids Flat Road.
 - Reconstruction and sealing of 5kms of the Wheeo Road;
 - Reconstruction and sealing of Gunning – Collector Road;
 - Reconstruction and sealing of MR 241 Dalton/Rye Park Road.
2. Council authorise Director of Works and Operations to implement Council decision.

BACKGROUND

This report is intended to set Council's priorities with respect to roads and bridges within the Upper Lachlan Shire until an improved Asset Management Plan(s) are in place in accordance with "Fit For The Future" Council Improvement Plan.

Previously, Council reviewed its road priorities in November 2015. Council resolved to set the following priorities:

1. Realignment of MR52 Grabben Gullen Road at "Devil's Elbow";
2. Reconstruction of MR248E Kiamma Creek Bridge on Laggan Road;
3. Reconstruction and sealing of the unsealed sections of MR258 Wombeyan Caves Road;
4. Reconstruction and sealing of 3kms of the Peelwood Road;
5. Reconstruction and sealing of 5kms of the Wheeo Road;
6. Reconstruction and sealing of parts of 7km Breadalbane Road;
7. Reconstruction and sealing of 5km on Reids Flat Road.

Works and Operations

PRIORITIES FOR GRANT FUNDING - ROADS AND BRIDGES cont'd

The first two projects of the list of priorities above are now funded and expected to be completed in the near future. It is wise to review this list which will continue to set clear direction for Council staff and community regarding future priorities for Upper Lachlan Shire Council.

REPORT

Upper Lachlan Shire Council like most rural councils in NSW does not have a fully developed Asset Management Plan(s) that could be used for preparing future infrastructure priorities. Recently Council has resourced the recording of Asset Condition rating that could be used as an ongoing update of the Asset Register.

The Asset Register can be used to develop Council's Asset Management Plan(s) that will define "Service Levels" and associated cost of these Service Levels. These cost estimates can be used to develop monies required to meet current and future needs on a sustainable level in accordance with the "Sustainability" value of the Upper Lachlan Shire Council. While this work is still 12 to 18 months away, it is wise to establish a clear list of infrastructure priorities in the interim.

With the imminent completion of "Devil's Elbow" and recently announced funding for the upgrade to Kiama Creek Bridge in Laggan Road, the remainder of the list looks like as follows:

1. Reconstruction and sealing of Grabine Road;
2. Reconstruction and sealing of the unsealed sections of MR258 Wombeyan Caves Road;
3. Reconstruction and sealing of 3kms of the Peelwood Road;
4. Reconstruction of parts of 7kms of the Breadalbane Road.
5. Reconstruction and sealing of 5km of Boiler Hill on Reids Flat Road.
6. Reconstruction and sealing of 5kms of the Wheeo Road;
7. Reconstruction and sealing of Gunning – Collector Road;
8. Reconstruction and sealing of MR 241 Dalton/Rye Park Road.

Grabine Road continues to receive support and it is wise to provide sealed access to the State owned park as it is a Regional Facility bringing tourists and visitors to the Local Government Area.

Wombeyan Caves Road is a Regional Road and provides the most viable access to a site of National significance and Council may wish to continue its upgrade.

Council has received recent representations from the community regarding the upgrade of Peelwood and Reids Flat Road and it is wise to fund sections of these two roads providing vital linkages within the transport network. The case for these two roads is supported by recent traffic counts.

Council has also received many recent representations from the community regarding Breadalbane Road which is a sealed road, however, there are two large sections which are regularly damaged by flooding and requires a road safety permanent solution. This road attracts more high speed traffic as it is currently sealed and as such would be considered a higher priority for the same reason.

Gunning – Collector Road is a Local Road and provides a viable access to the township of Gunning from Collector and Council may wish to continue its upgrade.

Works and Operations

PRIORITIES FOR GRANT FUNDING - ROADS AND BRIDGES cont'd

MR 241 Dalton/Rye Park Road is a Regional Road and provides the most viable access to the township of Boorowa and Council may wish to continue its upgrade.

The above list is a reasonable list of priorities based on the community feedback and represents a fair assessment based on the staff feedback and recommended for consideration for various grant funding.

It is worth noting that various grant applications can make some roads more suitable than others, as such, it is wise to leave that discretion to the staff to select the best options out of the listing, without specifying the above list as a rigid list of priorities for the Council.

POLICY IMPACT

By adopting the list, Council is making a policy decision to advise both the community and the various funding bodies, the highest list of road priorities that Council is seeking funding for, from the State and Commonwealth Government Agencies.

OPTIONS

A list of road priorities is consistent with good practice in Local Government in NSW.

FINANCIAL IMPACT OF RECOMMENDATIONS

Road grants may require contributions from Council. This contribution varies from time to time and these allocations may be brought to Council separately either as a part of the Operational Plan or through a separate Council report.

RECOMMENDATION That -

1. Council adopts the following road priorities for future grant consideration:
 - Reconstruction and sealing of Grabine Road;
 - Reconstruction and sealing of the unsealed sections of MR258 Wombeyan Caves Road;
 - Reconstruction and sealing of 3kms of the Peelwood Road;
 - Reconstruction of parts of 7kms of the Breadalbane Road.
 - Reconstruction and sealing of 5km of Boiler Hill on Reids Flat Road.
 - Reconstruction and sealing of 5kms of the Wheeo Road;
 - Reconstruction and sealing of Gunning – Collector Road;
 - Reconstruction and sealing of MR 241 Dalton/Rye Park Road.
2. Council authorise Director of Works and Operations to implement Council decision.

ATTACHMENTS

Nil

Works and Operations - 21 December 2017

ITEM 10.13 **Report on review of charges of Kerb and Gutter - Infill development**

FILE REFERENCE **I17/726**

AUTHOR **Director of Works & Operations**

ISSUE

The purpose of this report is to provide details as to why Council is imposing this fee and the implications of changing the requirements for imposing this fee.

RECOMMENDATION That -

1. Council continue with charging 50% of kerb and guttering consistent with existing practice within Upper Lachlan Shire Council;
2. Council authorise Director of Works and Operation to implement Council's policy and decision.

BACKGROUND

The purpose of this report is to review the charging arrangement for infill kerb and guttering within Upper Lachlan Shire Council.

Council's current requirement is for residents to be charged up to 50% of the construction cost for the provision of in-fill kerb and gutter across the frontage of their property. This charge has recently been reported as a source of concern and a suggestion has been made that proposes that Council fund the entire amount without charging a fee.

REPORT

Kerb and guttering upgrade works normally include upgrades to underground stormwater drainage accounting for a major portion of the costs. Council currently charges only for the kerb and guttering and do not charge for the stormwater pipes. This practice of charging 50% of the cost of kerb and guttering is consistent with other regional and rural councils in NSW.

Changes to this practice may reduce Council's revenue, however, it will also reduce contention at the time of recovering the costs of the portion of funds related to kerb and guttering.

The villages within Upper Lachlan Shire have a number of streets without proper kerb and guttering. With the removal of the contribution it would open a larger avenue for requests within the various villages. Whilst the financial impact is considered negligible for Council, the 50% cost is a substantial cost for individuals particularly the elderly and

Works and Operations

REPORT ON REVIEW OF CHARGES OF KERB AND GUTTER - INFILL DEVELOPMENT cont'd

aging population. As such, the financial impact on Council is considered “not material” as a percentage cost of the overall project.

If the charge is removed, requests for new kerb and guttering infill development would require a strategy to manage the possible requests that may be received. Additionally an argument would need to be prepared as to how to enforce kerb and guttering at the time when development applications are received.

POLICY IMPACT

Section 217 of the Roads Act 1993 provides for charging of cost associated with kerb and guttering. Most Councils charge this contribution at 50% of the charge for kerb and guttering.

The proposal to remove 50% charge for kerb and guttering is a departure from the Act and is not recommended. In the absence of a viable alternative, large quantities of outstanding locations requiring upgrades, lack of understanding regarding infrastructure service levels within the community and increasing rate of aging population, reducing rate base within the rural economy, along with fit for purpose sustainable service supports the continuation of the existing arrangement.

OPTIONS

1. Introduce infill funding of kerb and guttering at no cost to the community – This option is not sustainable and inconsistent with practice in other rural and regional councils.
2. Retain existing 50% charging for kerb and guttering – This option is recommended as it provides the best course of action to manage community expectations.

FINANCIAL IMPACT OF RECOMMENDATIONS

There is a small financial impact of the proposal equal to the 50% of the cost of construction for kerb and guttering.

RECOMMENDATION That -

1. Council continue with charging 50% of kerb and guttering consistent with existing practice within Upper Lachlan Shire Council;
2. Council authorise Director of Works and Operation to implement Council's policy and decision.

ATTACHMENTS

Nil

11 FINANCE AND ADMINISTRATION

The following items are submitted for consideration -

| | | |
|------|---|-----|
| 11.1 | Investments for the month of November 2017 | 416 |
| 11.2 | Bank Balance and Reconciliation - 30 November 2017 | 420 |
| 11.3 | Rates and Charges Outstanding at 30 November 2017 | 422 |
| 11.4 | Application for waiver of multiple Rural Waste Charges | 424 |
| 11.5 | Delivery Program bi-annual review 2017/2018 | 427 |
| 11.6 | Code of Conduct Complaints Report to the Office of Local Government | 447 |
| 11.7 | Records Management Policy | 455 |
| 11.8 | Microphone technology use for Council Meetings | 475 |

Finance and Administration - 21 December 2017

ITEM 11.1 **Investments for the month of November 2017**

FILE REFERENCE **I17/723**

AUTHOR **Manager of Finance and Administration**

ISSUE

Council Investment Portfolio Register as at 30 November 2017.

RECOMMENDATION That -

1. Council receive and note the investment report as information.

BACKGROUND

The Investment Portfolio Register and summary of available cash by fund as at 30 November 2017 is provided as information to Council.

REPORT

Investments to 30 November 2017

| Investment Institution | Type | Investment Face Value | Interest Rate | Term Days | Maturity Date | Interest Due |
|------------------------|------|-----------------------|---------------|-----------|---------------|--------------|
| CBA | Call | \$1,000,000 | 1.45% | N/A | 30-11-17 | \$1,110.34 |
| Bank of Qld | TD | \$800,000 | 2.35% | 121 | 20-12-17 | \$6,232.33 |
| Bank of Qld | TD | \$600,000 | 2.55% | 154 | 03-01-18 | \$6,455.34 |
| Bank of Qld | TD | \$1,000,000 | 2.75% | 364 | 31-01-18 | \$27,424.66 |
| Bank of Qld | TD | \$1,200,000 | 2.45% | 154 | 07-02-18 | \$12,404.38 |
| Bank of Qld | TD | \$900,000 | 2.60% | 182 | 18-04-18 | \$11,667.95 |
| Bank of Qld | TD | \$800,000 | 2.60% | 183 | 26-04-18 | \$10,428.49 |
| Bankwest | TD | \$900,000 | 2.45% | 168 | 06-12-17 | \$10,149.04 |
| Bankwest | TD | \$1,500,000 | 2.40% | 147 | 17-01-18 | \$14,498.63 |
| Bankwest | TD | \$800,000 | 2.45% | 119 | 14-03-18 | \$6,390.14 |
| Bankwest | TD | \$1,000,000 | 2.45% | 125 | 28-03-18 | \$8,390.41 |
| Bankwest | TD | \$500,000 | 2.60% | 364 | 26-09-18 | \$12,964.38 |
| Bendigo Bank | TD | \$1,000,000 | 2.40% | 175 | 14-02-18 | \$11,506.85 |
| Bendigo Bank | TD | \$800,000 | 2.40% | 154 | 21-02-18 | \$8,100.82 |

Finance and Administration

INVESTMENTS FOR THE MONTH OF NOVEMBER 2017 cont'd

| | | | | | | |
|--------------|----|---------------------|-------|-----|----------|---------------------|
| Bendigo Bank | TD | \$600,000 | 2.35% | 119 | 28-02-18 | \$4,596.99 |
| Bendigo Bank | TD | \$700,000 | 2.50% | 273 | 30-05-18 | \$13,089.04 |
| Bendigo Bank | TD | \$1,200,000 | 2.55% | 364 | 15-08-18 | \$30,516.16 |
| CBA | TD | \$1,000,000 | 2.48% | 181 | 21-03-18 | \$12,298.08 |
| CBA | TD | \$1,000,000 | 2.52% | 245 | 02-05-18 | \$16,915.07 |
| CBA | TD | \$1,000,000 | 2.53% | 307 | 06-06-18 | \$21,279.73 |
| CBA | TD | \$1,000,000 | 2.62% | 362 | 12-09-18 | \$25,984.66 |
| IMB | TD | \$900,000 | 2.40% | 91 | 13-12-17 | \$5,385.21 |
| IMB | TD | \$1,000,000 | 2.40% | 133 | 10-01-18 | \$8,745.21 |
| IMB | TD | \$1,300,000 | 2.40% | 154 | 24-01-18 | \$13,163.84 |
| IMB | TD | \$1,000,000 | 2.50% | 259 | 25-07-18 | \$17,739.73 |
| NAB | TD | \$1,400,000 | 2.45% | 126 | 13-12-17 | \$11,840.55 |
| NAB | TD | \$800,000 | 2.55% | 154 | 14-03-18 | \$8,607.12 |
| NAB | TD | \$1,500,000 | 2.53% | 362 | 06-06-18 | \$37,638.08 |
| NAB | TD | \$500,000 | 2.53% | 364 | 27-06-18 | \$12,615.34 |
| NAB | TD | \$1,100,000 | 2.51% | 364 | 21-11-18 | \$27,534.36 |
| Westpac | TD | \$500,000 | 2.51% | 365 | 27-04-18 | \$12,550.00 |
| Westpac | TD | \$400,000 | 2.55% | 365 | 21-08-18 | \$10,200.00 |
| | | \$29,700,000 | | | | \$438,422.92 |

COUNCIL INVESTMENT PERFORMANCE: -

BUDGET COMPARISON TO 30 NOVEMBER 2017

| | |
|--------------------------------------|-----------|
| Interest on Investments Received YTD | \$297,404 |
| Annual budgeted amount for all funds | \$581,500 |
| Percentage of Interest Received YTD | 51.14% |
| Percentage of Year Elapsed | 41.92% |

BBSW COMPARISON TO 30 NOVEMBER 2017

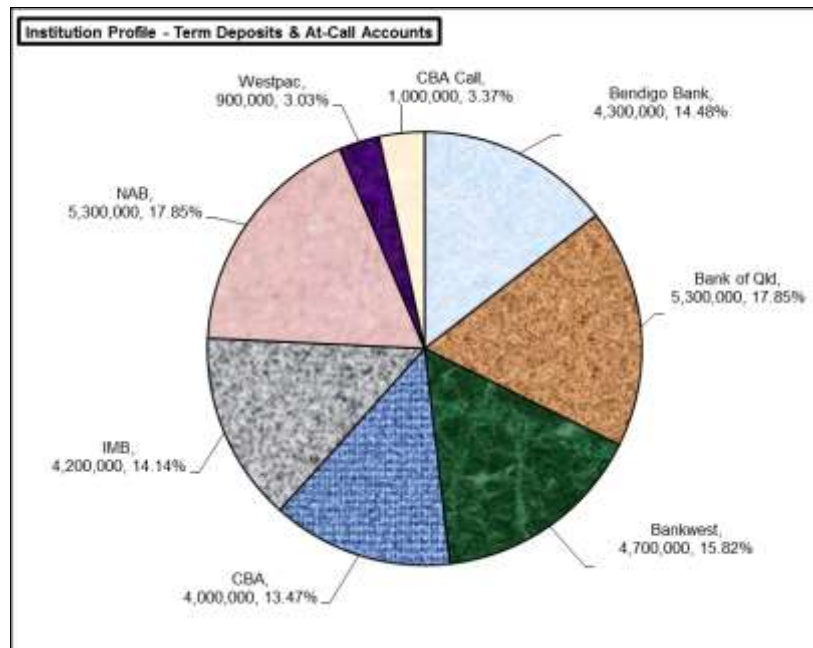
| | |
|--|-------|
| Average market interest rate (90 day BBSW) | 1.73% |
| Average return on all investments | 2.45% |

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

INVESTMENTS FINANCIAL INSTITUTION PROFILE AS AT 30 NOVEMBER 2017

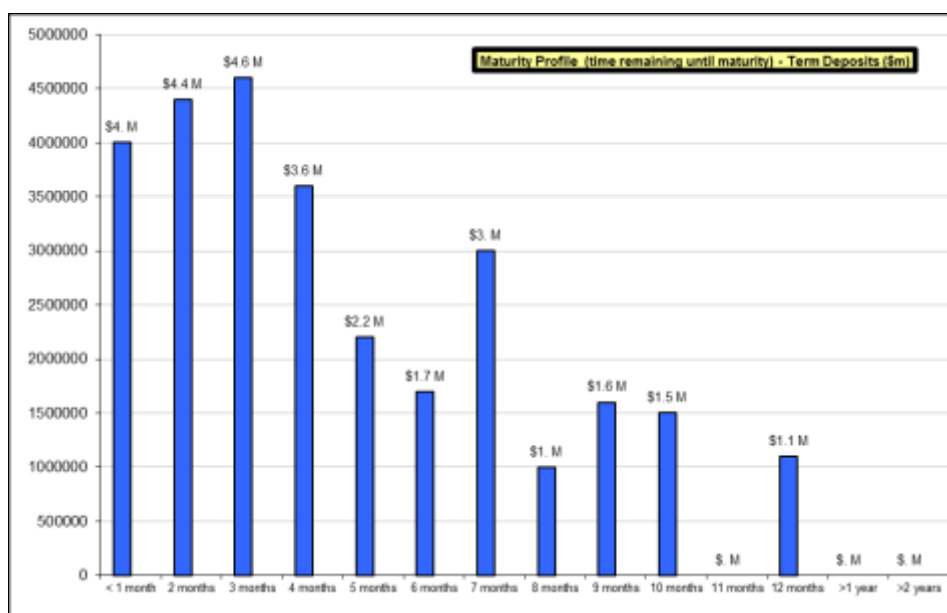
The following chart shows the current distribution of Council's investment portfolio between the authorised financial institutions used. The current distribution of funds between institutions complies with Council's Investment Policy which states:-

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



INVESTMENTS - MATURITY PROFILE AS AT 30 NOVEMBER 2017

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



INVESTMENTS FOR THE MONTH OF NOVEMBER 2017 cont'd

TOTAL INVESTMENTS: -

INVESTMENTS BY FUND (INCLUDES RESTRICTED AND UNRESTRICTED CASH): -

POLICY IMPACT

OPTIONS

FINANCIAL IMPACT OF RECOMMENDATIONS

RECOMMENDATION That -

- ## ATTACHMENTS

Nil

Finance and Administration - 21 December 2017

ITEM 11.2 **Bank Balance and Reconciliation - 30 November 2017**

FILE REFERENCE **I17/722**

AUTHOR **Director of Finance and Administration**

ISSUE

Statement of Bank Balance and Reconciliation – 30 November 2017.

RECOMMENDATION That -

1. Council receive and note the report as information.

BACKGROUND

Nil

REPORT

30 November 2017

| <u>STATEMENT OF BANK BALANCE & RECONCILIATION</u> | \$ |
|--|--------------------------|
| General Ledger balance brought forward 31 October 2017 | (177,769.83) |
| Add: Receipts for November 2017 | 6,113,852.75 |
| | <u>5,936,082.92</u> |
| Deduct: Payments for November 2017 | 5,354,052.21 |
| Balance as at 30 November 2017 | <u>582,030.71</u> |
| Balance as per Bank Statement 30 November 2017 | 1,106,496.89 |
| Add: Outstanding Deposits | 35,208.05 |
| | <u>1,141,704.94</u> |
| Deduct: Unpresented Cheques / EFTs | 559,674.23 |
| Balance as at 30 November 2017 | <u>582,030.71</u> |

POLICY IMPACT

Nil

OPTIONS

Nil

FINANCIAL IMPACT OF RECOMMENDATIONS

Nil

Finance and Administration

BANK BALANCE AND RECONCILIATION - 30 NOVEMBER 2017 cont'd

RECOMMENDATION That -

1. Council receive and note the report as information.

ATTACHMENTS

Nil

Finance and Administration - 21 December 2017

ITEM 11.3 **Rates and Charges Outstanding at 30 November 2017**

FILE REFERENCE **I17/721**

AUTHOR **Director of Finance and Administration**

ISSUE

Rates and Charges 2017/2018 Outstanding Report as at 30 November 2017.

RECOMMENDATION That -

1. Council receive and note the report as information.

BACKGROUND

Summary report of Rates and Charges outstanding at 30 November 2017 is detailed.

REPORT

The 2017/2018 financial year comparison to previous financial years for the rates and charges outstanding is highlighted in the below table as at 30 November 2017:-

| Description | 30/11/2017 | 30/11/2016 | 30/11/2015 |
|---|-------------------|-------------------|-------------------|
| Total % Rates and Charges Outstanding | 44.79% | 44.84% | 43.86% |
| Total \$ Amount Rates and Charges Outstanding | \$5,153,649 | \$4,871,200 | \$4,644,263 |

POLICY IMPACT

Nil

OPTIONS

Nil

FINANCIAL IMPACT OF RECOMMENDATIONS

Nil

RECOMMENDATION That -

1. Council receive and note the report as information.

ATTACHMENTS

| | | |
|----------------------|---|------------|
| 1. ↓ | Rate Collection by Year - December 2017 | Attachment |
|----------------------|---|------------|

Rate Collection 2018 Year

| Rating Categories | Levy Raised to date | Rates Received to 30 November 2017 | Rates Outstanding to 30 November 2017 | % Rates Outstanding 30 November 2017 |
|----------------------------|----------------------|------------------------------------|---------------------------------------|--------------------------------------|
| Farmland | 4,779,010.12 | 2,681,112.64 | 2,097,897.48 | 43.90% |
| Residential | 1,175,251.12 | 604,661.13 | 570,589.99 | 48.55% |
| Rural Residential | 637,148.69 | 364,926.50 | 272,222.19 | 42.73% |
| Business | 515,292.00 | 265,765.07 | 249,526.93 | 48.42% |
| Mining | 1,767.10 | 1,767.10 | - | 0.00% |
| Water | 867,725.82 | 464,731.80 | 402,994.02 | 46.44% |
| Sewerage | 1,386,513.17 | 735,656.22 | 650,856.95 | 46.94% |
| Domestic & Comm Waste | 1,104,070.66 | 597,406.82 | 506,663.84 | 45.89% |
| Rural Waste | 596,343.00 | 327,107.17 | 269,235.83 | 45.15% |
| Storm Water | 46,071.30 | 32,119.84 | 13,951.46 | 30.28% |
| **Arrears | 397,399.09 | 277,688.80 | 119,710.29 | 30.12% |
| Overall Total Rates | 11,506,592.07 | 6,352,943.09 | 5,153,648.98 | 44.79% |

Prepared by Date 6.12.2017Authorised by Andrew G. CarrDate 6/12/2017

I:\2017-2018\Rates\Recs\%outsl_November 30 2017

Finance and Administration - 21 December 2017

ITEM 11.4 **Application for waiver of multiple Rural Waste Charges**

FILE REFERENCE **I17/687**

AUTHOR **Director Finance and Administration**

ISSUE

Council review of applications for waiver of multiple rural waste annual charges for the 2017/2018 financial year.

RECOMMENDATION That -

1. Council in accordance with Section 610E, of the Local Government Act 1993, waive the multiple Rural Waste Charges totalling \$935.00 (GST Inclusive).

BACKGROUND

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

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

REPORT

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

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

There is an attachment to this report with the recommendation of approval for the waiver of multiple Rural Waste Charges. The total number of Rural Waste Charges waived is 5 and is a write down in income totalling \$935.00 (GST Inclusive).

POLICY IMPACT

Nil

OPTIONS

Nil

FINANCIAL IMPACT OF RECOMMENDATIONS

The impact is an income write down totalling \$935.00 (GST Inclusive).

RECOMMENDATION That -

1. Council in accordance with Section 610E, of the Local Government Act 1993, waive the multiple Rural Waste Charges totalling \$935.00 (GST Inclusive).

ATTACHMENTS

| | | |
|----------------------|------------------------------|------------|
| 1. ↓ | Rural Waste Waiver 2017/2018 | Attachment |
|----------------------|------------------------------|------------|

I:\2017-2018\Rates\Rural Waste\Council Decision RW Waiver\Council Decision RW Waiver

Finance and Administration - 21 December 2017

ITEM 11.5 **Delivery Program bi-annual review 2017/2018**

FILE REFERENCE **I17/688**

AUTHOR **Director of Finance and Administration**

ISSUE

Delivery Program – Progress Review Report on Principal Activities and Program Actions for the first half of 2017/2018.

RECOMMENDATION That -

1. Council adopt the Delivery Program Review and the Fit for the Future Action Plan Review Reports for the first six month period of 2017/2018.

BACKGROUND

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

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

REPORT

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

Attached to this report is a progress review report on Council's Delivery Program in accordance with the IP&R guidelines for the period of July to December 2017. In addition to above there is a progress review report on the Fit for the Future Council Action Plan.

POLICY IMPACT

Nil

OPTIONS

Nil



FINANCIAL IMPACT OF RECOMMENDATIONS

Nil

RECOMMENDATION That -

1. Council adopt the Delivery Program Review and the Fit for the Future Action Plan Review Reports for the first six month period of 2017/2018.

ATTACHMENTS

| | | |
|--|--|------------|
| 1.  | Delivery Program December 2017 Report | Attachment |
| 2.  | FFF Delivery Program Action Plan December 2017 | Attachment |

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

REGIONAL CSP STRATEGIC PILLAR NO.1 - COMMUNITY

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

| Delivery Program Actions | Performance Measures | Responsibility | CSP Strategy and Aspiration | Progress Report |
|--|---|--------------------------------------|---|--|
| 1.4 - Retain the youth population demographic and provide appropriate facilities. | Number of consultations held with youth groups. Continue support of the Youth Committees. | Director of Environment and Planning | Strategy CO2 - Encourage and facilitate active and creative participation in community life. 2. Community liaison to preserve and enhance community facilities. | In Progress – YA'MAD meetings being held. Youth week activities will be in April 2018. Gunning youth addressed Council and to make submission to Operational Plan. |
| 1.5 - Lobby for retention of education facilities. | Advocate for education facilities from pre-school to high school to be retained in the Shire's towns. | General Manager | Strategy CO1 - Facilitate and encourage equitable access to community infrastructure and services, such as health care, education and transport. 2. Community liaison to preserve and enhance community facilities. | Completed - continue advocacy to retain current education facilities and Council support to local schools by donations. |
| 1.6 - Protect significant heritage sites to preserve the diverse history of the Shire. | Number of heritage sites receiving funding over three year program. | Director of Environment and Planning | Strategy CO4 - Recognise and celebrate our diverse cultural identities, and protect and maintain our community's natural and built cultural heritage. 1. A built environment enhancing the lifestyle of a diverse community. | Completed - 3 heritage projects received grant funding in 2017/2018. |

| Delivery Program Actions | Performance Measures | Responsibility | CSP Strategy and Aspiration | Progress Report |
|--|---|--|---|--|
| 1.7 - Social inclusion for all disparate communities. | Provision of recreational opportunities and upgrade to existing public recreational facilities within the Shire towns. | Director of Works and Operations | Strategy CO5 - Maintain our rural lifestyle. 6. Resilient and adaptable communities. | Completed - maintenance work on sportsgrounds is ongoing. New Crookwell Skate Park and outdoor gymnasium projects are now open for public use. |
| 1.8 - Manage and upgrade Council's public buildings and community centres. | Regular communication and support of Section 355 Committees arrangements. Preparation and review Council buildings and prepare strategy on future arrangements. | Director of Environment and Planning | Strategy CO4 - Recognise and celebrate our diverse cultural identities, and protect and maintain our community's natural and built cultural heritage. 2. Community liaison to preserve and enhance community facilities. | Completed - communication and support to S355 Committees is being provided. Building Plans of Management are in place. |
| 1.9 - Encourage recreational, cultural and leisure activities while maintaining public safety standards. | Provide funding for existing library and swimming pool facilities. Also, manage animal control and sporting grounds activities. | All three Council Department Directors | Strategy CO2 - Encourage and facilitate active and creative participation in community life. 2. Community liaison to preserve and enhance community facilities. | In Progress - Clifton Park cricket pitch upgrade complete. Maintenance activities In Progress. |

REGIONAL CSP STRATEGIC PILLAR NO.2 - ENVIRONMENT

| Delivery Actions | Program | Performance Measures | Responsibility | CSP Strategy and Aspiration | Progress Report |
|---|----------------|--|--------------------------------------|--|--|
| 2.1 - Address environmental degradation issues, i.e. noxious weeds control. | | Review of long-term Noxious Weeds Management Strategy. | Director of Environment and Planning | Strategy EN2 - Adopt environmental sustainability practices. 3. A healthy natural environment. | Pending - review of policy and further consultation required implementation of the new Biosecurity Act and Regional Plan. |
| 2.2 - Promote environmentally sustainable developments (ESD). | | Review, update and implementation of Upper Lachlan Local Environmental Plan (LEP) and Development Control Plans (DCP). | Director of Environment and Planning | Strategy EN4 - Maintain a balance between growth, development and environmental protection through sensible planning. 4. A prosperous economy with the balanced use of our land. | Pending – Upper Lachlan LEP Planning Proposal 1 has been submitted to Department of Planning and Environment. DCP review not completed awaiting legislation changes from State Government. |
| 2.3 - Promote use of green and renewable energy. | | Council promote alternate energy source initiatives. Implement Climate Change Adaption Strategy. | Director of Environment and Planning | Strategy EN5 - To investigate and implement approaches to reduce our carbon footprint. 3. A healthy natural environment. | Completed - alternative energy sources are encouraged. |
| 2.4 - Pursue Section 94A Development Contribution payments for all State Significant - Designated Developments. | | Council is to manage and distribute the funds through a Section 355 Committee of Council. | Director of Environment and Planning | Strategy EN1 - Protect and enhance the existing natural environment, including flora and fauna native to the region. 1. A built environment enhancing the lifestyle of a diverse community. | In Progress - 3 Community Enhancement Funds are operating through S355 Committee of Council. |
| 2.5 - Support land care initiatives to restore and beautify natural resources. | | The waterways sustain natural ecosystems through the expansion of willow removal and catchment programs. | Director of Environment and Planning | Strategy EN3 - Protect and rehabilitate waterways and catchments. 2. Community liaison to preserve and enhance community facilities. | Completed – support is provided for land care groups within the Shire. |

REGIONAL CSP STRATEGIC PILLAR NO. 3 - ECONOMY

| Delivery Actions | Program | Performance Measures | Responsibility | CSP Strategy and Aspiration | Progress Report |
|---|----------------|---|--|--|---|
| 3.1 - Ensure financial viability of Council. | | Long-term Financial Planning (LTFP) model implemented. Fit for the Future Action Plan implemented in relation to sustainability. | Director of Finance and Administration | Strategy EC4 - Foster and develop a diverse, adaptive, and innovative agricultural industry. 7. Responsible and efficient use of resources. | Completed – new LTFP adopted by Council in June 2017. Achieved 6 of 7 Fit for Future program benchmarks in 2017. Operating surplus result achieved in past 9 financial years. |
| 3.2 – Prudent financial management. | | Complete implementation of the Internal Audit Strategy and Plan. Achieve key financial benchmarks. | Director of Finance and Administration | Strategy CO5 - Maintain our rural lifestyle. 8. Transparent and accountable governance. | In Progress - Strategic Internal Audit Strategy with 2 internal audit projects to be completed by March 2018. |
| 3.3 - Encourage sustainable population growth and provision of associated infrastructure. | | Implementation of the Economic Development Strategy 2015-2020 recommendations. | Director of Environment and Planning | Strategy EC1 - Capitalise on the region's close proximity to Canberra and its position as a convenient location to attract industry and investment. 4. A prosperous economy with the balanced use of our land. | Completed - Development Contributions 4 year expenditure program developed. |
| 3.4 - Assist facilitation of employment opportunities. | | Number of contacts with existing businesses and grant application preparation resources provided to assist businesses. | Director of Finance and Administration | Strategy EC5 - Encourage collaboration between businesses, government, and training providers to develop employment and training opportunities for young people in the region. 7. Responsible and efficient use of resources. | Completed – grant project report provided to December 2017 Council meeting. Grants Officer assistance provided to community groups seeking grants. |

| Delivery Program Actions | Performance Measures | Responsibility | CSP Strategy and Aspiration | Progress Report |
|---|---|--|---|--|
| 3.5 - Encourage and support viable local businesses. | Deliver on tourism member and non-member benefits program. Tourism section is to prepare two business promotions annually. | Director of Finance and Administration | Strategy EC3 - Support and foster conditions that enable local and small/home-based businesses to grow. 4. A prosperous economy with the balanced use of our land. | In Progress - Tourism membership scheme ongoing and business promotions being undertaken and marketing such as Canberra Home and Leisure Show. |
| 3.6 - Promote tourism opportunities and community events. | Marketing and promotion is timely, professional, informative and responsive to user needs. Capitalise on Canberra Region (CBR) brand opportunities. | Director of Finance and Administration | Strategy EC2 - Jointly develop appropriate tourism opportunities and promote the region as a destination. 2. Community liaison to preserve and enhance community facilities. | In Progress – CBRJO Destination Management Plan consultation undertaken and finalisation of Plan is pending. Upper Lachlan Destination Guide completed. |

REGIONAL CSP STRATEGIC PILLAR NO. 4 – INFRASTRUCTURE

| Delivery Actions | Program | Performance Measures | Responsibility | CSP Strategy and Aspiration | Progress Report |
|---|----------------|--|----------------------------------|--|---|
| 4.1 - Improve local road and regional road transport networks. | | Manage road assets to ensure public safety. Road Hierarchy reviewed and reported to Council. Pavement rehabilitation of regional roads. | Director of Works and Operations | Strategy IN3 - Maintain and improve road infrastructure and connectivity. 7. Responsible and efficient use of resources. | In Progress – Capital and maintenance works underway on Regional and Local Roads. |
| 4.2 - Infrastructure Plan is implemented for new capital works, asset renewal and upgrades covering a 10 year period. | | Asset Management Plans and Asset Strategies by each Asset Class are developed and recommendations implemented. | Director of Works and Operations | Strategy IN4 - Maintain and update existing community facilities, and support the development of new community infrastructure as needed. 2. Community liaison to preserve and enhance community facilities. | In Progress - works program has been approved by Council. Further refinement of Asset Management Plan and improvement in assets registers to be completed starting with field data collection and update to the condition rating records. |
| 4.3 - Bitumen seal all urban streets in towns. | | Prepare 4 year road capital works program budget and review works priorities annually. | Director of Works and Operations | Strategy IN3 - Maintain and improve road infrastructure and connectivity. 1. A built environment enhancing the lifestyle of a diverse community. | In Progress - 4 year capital road works budget programmed and works have commenced. |
| 4.4 - Develop town main street and CBD beautification programs. | | Town main street beautification improvement programs and street cleaning. Streetscape Plan development and implementation in coordinated manner. | Director of Works and Operations | Strategy IN2 - Improve public transport links to connect towns within the region and increase access to major centres. 2. Community liaison to preserve and enhance community facilities. | In Progress - development of Town and village Streetscape program is budgeted with construction to be considered after the design phase is completed. |

| Delivery Actions | Program | Performance Measures | Responsibility | CSP Strategy and Aspiration | Progress Report |
|--|----------------|--|----------------------------------|---|--|
| 4.5 - Lobby for improved mobile telephone and broadband services. | | To ensure regional and rural areas are included in the roll out of Federal Government technological initiatives. | Director of Works and Operations | Strategy IN7 - Secure improvements for, and future proof, telecommunications infrastructure. 1. A built environment enhancing the lifestyle of a diverse community. | Completed – new towers built for Dalton, Peelwood and Golspie. Council resolution; letter written to the Minister for Communications requesting improved telecommunication services within the shire. |
| 4.6 - Improve water supply and sewerage facilities to towns. | | Implement town water supply and sewerage improvement programs. Complete construction of the Crookwell water treatment plant \$7 million project. | Director of Works and Operations | Strategy IN5 - Ensure high quality water supply options for the towns in the region. 2. A healthy natural environment. | Completed - construction work completed for Crookwell Water Filtration Plant. Additional water supply upgrades in Crookwell and Taralga to be complete by June 2018. |
| 4.7 - Provide increased waste pickup service for towns and villages and reduce the amount of waste going to landfills. | | Council provide a strategy for future waste service provision. Implement improvement works to waste centres and waste transfer stations that comply with EPA guidelines. | Director of Works and Operations | Strategy IN6 - Implement safe, accessible, and efficient management and recycling options for general waste, green waste, and sewage. 7. Responsible and efficient use of resources. | In Progress - village tips are being managed by Council and contractors to arrange and compact waste at each tip. Collector tip has been converted to a transfer station with further tips under consideration for conversion to transfer station. |

| Delivery Actions | Program | Performance Measures | Responsibility | CSP Strategy and Aspiration | Progress Report |
|---|----------------|---|----------------------------------|---|--|
| 4.8 – Actively seek funding for the Goulburn to Crookwell Rail Trail concept. | | Joint Goulburn Mulwaree and Upper Lachlan Shire Councils Committee formed. Feasibility Study to be completed. Project estimates to be completed. Council to pursue grant and other funding options to facilitate the development of a rail trail. | Director of Works and Operations | Strategy EC2 - Jointly develop appropriate tourism opportunities and promote the region as a destination. Strategy IN4 - Maintain and update existing community facilities, and support the development of new community infrastructure as needed. 4. A prosperous economy with the balanced use of our land. | In Progress - Committee formed. Regional Economic Impact Assessment completed. External funding application prepared by Goulburn Mulwaree Council was unsuccessful. |
| 4.9 - Develop new and upgrade existing footpaths and cycleway networks. | | Review and implement the Pedestrian Access and Mobility Plan (PAMP) to create links to community services. | Director of Works and Operations | Strategy IN4 - Maintain and update existing community facilities, and support the development of new community infrastructure as needed. 1. A built environment enhancing the lifestyle of a diverse community. | In Progress - footpath works proceeding in accordance with current PAMP. PAMP updated and adopted. Grant funding applications lodged to secure footpath construction funds. |
| 4.10 - Upgrade stormwater and kerb and guttering in towns. | | Stormwater Management Plans created and recommendations progressively implemented in a 4 year capital works budget. | Director of Works and Operations | Strategy IN3 - Maintain and improve road infrastructure and connectivity. 2. A healthy natural environment. | In Progress - locations requiring improvements are identified in the Flood Risk Study includes projects in future budgets. Oram Street stormwater upgrade to be completed by 31 December 2017. |

| Delivery Program Actions | Performance Measures | Responsibility | CSP Strategy and Aspiration | Progress Report |
|---|--|---|--|---|
| 4.11 - Progressively replace timber bridges on local and regional roads. | Prepare and implement a 10 year bridge replacement program with funding model in Long Term Financial Plan (LTFP). | Director of Works and Operations | Strategy IN2 - Improve public transport links to connect towns within the region and increase access to major centres. 7. Responsible and efficient use of resources. | In Progress - 10 year plan included in works schedule. Work commenced on Abercrombie River MR256 bridge replacement. Environmental clearances are complete. Waiting for revocation of National Parks land to enable construction. Project funding has been secured for Kiamma Creek bridge replacement. |
| 4.12 - Flood Risk Management Plans created for Crookwell, Gunning, Taralga and Collector. | Preparation and implementation of Flood Risk Management Plan recommendations. | Director of Environment and Planning & Director of Works and Operations | Strategy EN4 - Maintain a balance between growth, development and environmental protection. 4. A prosperous economy with the balanced use of our land. | In Progress - Flood Risk Management Plan and Study adopted by Council. Planning Proposal has been submitted to NSW Department of Planning and Environment. |
| 4.13 - Transport link priority projects to State Parks including the Wombeyan Caves Road and Grabine Road reconstruction and upgrade to facilitate economic benefits to the region. | Pursue grant funding opportunities that deliver on the pursuit of regional economic growth benefits. Improve road infrastructure assets with potential to stimulate the local economy. | Director of Works and Operations | Strategy IN3 - Maintain and improve road infrastructure and connectivity. Strategy EC2 - Jointly develop appropriate tourism opportunities and promote the region as a destination. 4. A prosperous economy with the balanced use of our land. | In Progress - Request sent to Roads and Maritime Services to reclassify Taralga to Oberon Road MR256 as a State Road. Grant applications lodged for Wombeyan Caves Road MR256 and Grabine Road reconstruction and sealing. |

| Delivery Program Actions | Performance Measures | Responsibility | CSP Strategy and Aspiration | Progress Report |
|---|---|----------------------------------|---|--|
| 4.14 - Progressively bitumen seal all classified roads. | Reductions in classified roads gravel sections. Improvement in road network condition rating to ensure public safety. | Director of Works and Operations | Strategy IN3 - Maintain and improve road infrastructure and connectivity. 7. Responsible and efficient use of resources. | In Progress - MR52 Section 2 works on Gundaroo Road is complete. Section 3 project works is underway. Tree clearing and drainage works expected to be complete by 31 December 2017 with project expected to complete by April 2018. Sealing of State Road MR54 expected to complete by March 2018. |

REGIONAL CSP STRATEGIC PILLAR NO.5 – CIVIC LEADERSHIP

| Delivery Actions | Program | Performance Measures | Responsibility | CSP Strategy and Aspiration | Progress Report |
|---|----------------|--|-----------------------|--|---|
| 5.1 - Participate in resource sharing initiatives. | | Report projects to Council every year. Achieve annualised \$ savings through participation in Canberra Region Joint Organisation projects. | General Manager | Strategy CL3 - Collaborate and cooperate to achieve efficiencies and a greater voice in regional decision-making, and encourage similar cooperation across other sectors and community groups. 7. Responsible and efficient use of resources. | In Progress - participation in CBRJO and CENTROC. In 2017/2018 continued savings being achieved. New JO position paper released by Office of Local Government. |
| 5.2 - Lobby other levels of Government for increased share of funding distribution. | | Review the intergovernmental Agreement. Grants Commission review and amendment to Financial Assistance Grants (FAG) distribution to rural councils. | General Manager | Strategy CL2 - Encourage and facilitate open and respectful communication between the community, the private sector, Council, and other government agencies. 8. Transparent and accountable governance. | In Progress - lobbying continuing through CBRJO and CENTROC – Financial Assistance Grants indexation has been reinstated. |
| 5.3 - Promote community engagement and involvement in decision making processes. | | Number of Community Outreach Meetings and program outcomes achieved. Community Survey undertaken every four years. The "Voice" Council newsletter publication distributed. | General Manager | Strategy CL1 - Effect resourceful and respectful leadership and attentive representation of the community. 6. Resilient and adaptable communities. | Completed - 4 Community Outreach meetings in 2017. Community Survey was completed and "Voice" quarterly. |
| 5.4 - Ensure the retention and attraction of quality staff. | | Performance management efficiency and staff turnover of less than 10% every year. | General Manager | Strategy CL1 - Effect resourceful and respectful leadership and attentive representation of the community. 8. Transparent and accountable governance. | In Progress - recruitment and selection staff turnover is currently under 2% in 2017/2018. |

FIT FOR THE FUTURE – COUNCIL ACTION PLAN – 31 DECEMBER 2017

| SUSTAINABILITY ACTION PLAN | | | | |
|---|--|---|--|--|
| Objective | Strategies | Actions | Key milestones | Progress Report |
| 1. Secure additional revenue to keep Council's operating performance ratio well above the benchmark and ensure funding for renewal of road network assets | Implement Special Rate Variation in 2020/2021 | <ol style="list-style-type: none"> 1. Notify community of intention to apply for SRV 2. Community consultation and engagement 3. Notify IPART of intention to apply 4. Submit application to IPART 5. Fund infrastructure renewal of its road network assets | <p>Commencement in July 2019</p> <p>Community engagement and support for the proposal is achieved</p> | <p>No action – a Council Resolution is necessary for a Special Rate Variation application.</p> <p>Additional Roads to Recovery funding in 2017/2018 of \$840,000 utilised on Council local road network.</p> <p>In 2017/2018, \$950,000 budgeted for road works related to the Natural Disaster Recovery Program - July 2016 storm damage.</p> |
| 2. Drive cost savings through procurement | Implementation of a Best Practice in Procurement Program | <ol style="list-style-type: none"> 1. Procurement Roadmap - Arc Blue 2. Review Procurement Action Plan and policies | <p>Procurement Committee recommendations to MANEX</p> <p>Utilisation of LGP Vendor Panel and TenderLink</p> <p>CBRJO procurement working group</p> | <p>Standing item on MANEX agenda. Contracts Register review is in progress.</p> <p>LGP vendor panel and TenderLink are utilised by Council.</p> <p>CBRJO meetings held and CBRJO utilised for</p> |

| | | | committee reports to management | preparation of Legal Services Tender. |
|---|--|---|--|--|
| Objective | Strategies | Actions | Key milestones | Progress Report |
| 3. Maintain diverse income streams through state roads contract | Retention and provision of Roads and Maritime Services (RMS) Routine Maintenance Council Contract (RMCC) | <ol style="list-style-type: none"> 1. Maintain existing high standard rating for road works in Contractor Performance Report 2. RMCC Benchmarking | <p>RMS rating maintained satisfactory or better</p> <p>RMCC Commenced in 2008</p> <p>Contracted project completion date of 2018 for \$10 million scope of road works</p> | <p>RMS MR54 reconstruction and sealing project anticipated completion of final section is January 2018.</p> <p>RMCC Contractor Performance Reports are satisfactory.</p> |
| 4. Maximise diverse income streams through private works | Provision of road reconstruction contracted private works for renewable energy developments | <ol style="list-style-type: none"> 1. Review pricing structures for private works which are in demand at profitable rates 2. Cost of service is transparent and in accordance with the National Competition Policy Guidelines | Remain competitive with the private sector and to secure contract works for road reconstruction | <p>No major private works contracts undertaken in 2016/2017 and 2017/2018 due to RMS road contract works commitments on State Road MR54 and backlog of road work grant funded projects.</p> <p>Council is meeting all NCP Guidelines and private works rates incorporated into Council Revenue Policy.</p> |

| INFRASTRUCTURE AND SERVICE MANAGEMENT ACTION PLAN | | | | |
|---|---|---|---|--|
| Objective | Strategies | Actions | Key milestones | Progress Report |
| 1. Implement best practice asset management reporting | Asset Management Improvement Program | <ol style="list-style-type: none"> 1. Review Asset Management and Risk Plan, strategies and policies 2. Review of Council Infrastructure Plan – define community service level set by Council for asset maintenance | <p>Asset Management Plans identify asset service standards</p> <p>Infrastructure asset classes valuation at fair value</p> <p>Ensure asset condition standards are maintained above Condition 5</p> | <p>Infrastructure Plan reviewed and adopted by Council June 2017 and service levels defined.</p> <p>Scott Fullarton Valuations will complete the Operational Land and Buildings fair valuation by 30 June 2018.</p> <p>Asset Condition Rating System is to be further developed to enable development of evidence based Asset Management Plans using ISO55000.</p> |
| 2. Secure funding for asset renewals | Utilise borrowing capacity to invest in infrastructure renewal projects – Timber Bridge Replacement Program | <ol style="list-style-type: none"> 1. Review Council Borrowings/Loans Policy 2. Council Long Term Financial Plan priority bridge replacement schedule | <p>Commencing loan financing arrangements with Financial Institutions</p> <p>Application for State Government Local Infrastructure Renewal Scheme (LIRS) funding</p> | <p>Borrowings of \$500,000 for Kiamma Creek Timber Bridge Replacement Program budgeted in 2017/2018 is not required as external grant funding is secured.</p> <p>Borrowings program for timber bridge replacements are incorporated into the Council Delivery Program. LIRS funding scheme replaced by Treasury Corporation borrowing facility and Council now eligible for accessing this borrowing facility.</p> |

| Objective | Strategies | Actions | Key milestones | Progress Report |
|---|---|---|--|---|
| 3. Minimise potential public liability incidents | Utilise Statewide Mutual Best Practice Guidelines and achieve industry benchmarks for risk management practices | <ol style="list-style-type: none"> 1. Review Risk Management Plan and Policy 2. Review Safe Work Method Statements for high risk priorities | <p>Risk Management Action Plan (RAMP) approved and adopted by Council annually by June</p> <p>Safe Work Method Statements (SWMS) reported to WH&S Committee every 6 months</p> | <p>RAMP approved by Council management and by Statewide Mutual for 2017/2018.</p> <p>Risk Management Plan and Policy will be reviewed by 31 March 2018.</p> <p>SWMS progressively reviewed and reported to the Council WH&S Committee. Phase 1 of SWMS updates are expected to be completed by June 2018.</p> |
| 4. Maintain assets in satisfactory condition to meet community expectations | Evaluation of asset utilisation and rationalisation | <ol style="list-style-type: none"> 1. Review of Council Infrastructure Plan 2. Recommendations from Grant Thornton Building and Asset internal audit. | <p>Condition Report prepared for Council owned building assets and maintenance action plan approved by June 2018</p> | <p>Fair valuation of buildings and operational land assets to be completed by external valuer by 30 June 2018.</p> <p>Building and Asset Management internal audit Action Plan to be implemented by June 2018.</p> |

| EFFICIENCY ACTION PLAN | | | | |
|--|---|--|--|--|
| Objective | Strategies | Actions | Key milestones | Progress Report |
| 1. Understand how the organisation is performing | Benchmark Upper Lachlan with other Councils Local Government Professionals Australia (LGPA) - Operational and Management Effectiveness Report | <ol style="list-style-type: none"> 1. Identify trend analysis of operational cost centres and functional service areas of Council 2. Performance tool for benchmarking by senior management of operational efficiencies of individual cost centres | Management Tool - annual benchmarking | <p>Benchmarking completed annually.</p> <p>The LGPA Operational and Management Effectiveness Report for 2016/2017; data return completed by Council and final report issued by LGPA to MANEX in early 2018.</p> |
| 2. Continue to collaborate regionally | Be an active partner in the Canberra Region Joint Organisation of Councils (CBRJO) | <ol style="list-style-type: none"> 1. Development and implementation of a JO Strategic Plan 2. JO Strategic Plan aligned with Quadruple Bottom Line principles 3. Intergovernmental collaboration; i.e. ACT Government and State Government | <p>Implementation after JO Pilots</p> <p>Formulation of an effective and efficient governance structure to oversee implementation, review and evaluation in CBR Region</p> <p>CBR branding to support tourism and economic development throughout the region</p> | <p>Council is participating in CBRJO and CENTROC at present.</p> <p>Office of Local Government Joint Organisation (JO) pilot program completed and funding to be provided to establish a JO. Upper Lachlan will remain within the CBRJO.</p> <p>Intergovernmental collaboration is continuing with ACT Government.</p> |

| Objective | Strategies | Actions | Key milestones | Progress Report |
|---|--|---|--|---|
| 3. Continuously improving the quality and efficiency of all of Council's services | Undertake four year rolling program of service reviews as part of Council's Delivery Program | <ol style="list-style-type: none"> 1. Develop four year program of service reviews, with a focus on those services of greatest cost to the organisation 2. Update Delivery Program to incorporate the service review program 3. Implement program annually 4. Report outcomes through the 6 month Delivery Program report and update Long Term Financial Plan annually to reflect any changes | <p>Program established and Delivery Program updated</p> <p>6 Monthly Delivery Program Report to include service review progress and outcomes</p> <p>Annual update of Council's Long Term Financial Plan</p> <p>Implementation of Internal Audit Plan by Grant Thornton Australia over 4 year period to 2019/2020</p> | <p>Delivery Program was approved by Council in June 2017.</p> <p>Delivery Program action report completed every six months.</p> <p>Long Term Financial Plan was approved by Council in June 2017.</p> <p>Two internal audit projects by Grant Thornton Australia to be completed by March 2018 for contracts and procurement management, stores and accounts payable.</p> |
| 4. Improve efficiency through technological advancement | Provide innovative and leading technology interface | <ol style="list-style-type: none"> 1. Enhanced use of technology particularly in the area of staff remote and on-line customer access 2. Implement a Unified Telecommunications solution | <p>Establishment of Development Assessment (DA) Tool</p> <p>Implementation of Integrated Unified Telecommunications System</p> | <p>Pending.</p> <p>Microwave Communication project – ATI Australia P/L tender accepted by Council in August 2017. Project to be completed by April 2018. New telephone system implementation by June 2018.</p> |

Finance and Administration - 21 December 2017

ITEM 11.6 **Code of Conduct Complaints Report to the Office of Local Government**

FILE REFERENCE I17/689

AUTHOR **Director of Finance and Administration**

ISSUE

The Office of Local Government has a reporting requirement for each Council to provide a Code of Conduct Complaints Report each year.

RECOMMENDATION That -

1. Council receive and note the report as information.

BACKGROUND

Nil

REPORT

The Office of Local Government has a reporting requirement for each Council to annually provide a Code of Conduct Complaints Report for the twelve month period of 1 September to 31 August. The report is to be lodged within three months of the end of September.

Attachments to this report include the Office of Local Government Circular Number 17/36 and the completed and lodged return by Upper Lachlan Shire Council of the Code of Conduct Complaints Report from 1 September 2016 to 31 August 2017. There were a total of three code of conduct complaints about Councillors and/or the General Manager during the stated reporting period. All three code of conduct complaints were finalised in the reporting period with a determination of no breach.

Note: information about code of conduct complaints is treated as confidential and is not available for public disclosure except where specifically permitted under the Code of Conduct Procedures.

POLICY IMPACT

This report is prepared in accordance Council's Code of Conduct Procedure, Part 12 Reporting on Complaints Statistics.

OPTIONS

Nil

Finance and Administration

CODE OF CONDUCT COMPLAINTS REPORT TO THE OFFICE OF LOCAL GOVERNMENT cont'd

FINANCIAL IMPACT OF RECOMMENDATIONS

A total expense for dealing with the code of conduct complaints during the twelve month period was \$9,245, this was funded from unrestricted cash.

RECOMMENDATION That -

1. Council receive and note the report as information.

ATTACHMENTS

| | | |
|----------------------|---|------------|
| 1. ↓ | Office of Local Government - Circular 17-36 - Annual Code of Conduct Complaints Reporting | Attachment |
| 2. ↓ | Office of Local Government Code of Conduct Complaints Statistics Report 2016/2017 | Attachment |



Office of
Local Government

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Council Circular

9 November 2017

17-36 Annual Code of Conduct Complaints Reporting

| | |
|-------------------------|---|
| Circular Details | Circular No 17-36 / 9 November 2017 / A569234 |
| Previous Circular | 16-41 Annual Code of Conduct Complaints Reporting |
| Who should read this | General Managers / Complaints Coordinators |
| Contact | Performance Team / 02 4428 4100 |
| Action required | Council to Implement |
| PDF Version of Circular | 17-36 Annual Code of Conduct Complaints Reporting |

What's new or changing

- Under the Model Code of Conduct Procedures, each council's complaints coordinator must report annually on a range of complaint statistics to their council and to the Office of Local Government within three months of the end of September.

What this will mean for your council

- To assist with the compilation of the Time Series Data Publication, councils are asked to **return the collection form by 30 November 2017.**

Key points

- The updated collection form has been emailed to all General Managers for completion by the complaints coordinator.
- The collection form should be returned electronically to the Office of Local Government at codeofconduct@olg.nsw.gov.au. Instructions are included in an email to General Managers.
- The Office intends to publish this data.

Where to go for further information

- The Model Code of Conduct Procedures is available on the Office's website at www.olg.nsw.gov.au.

- For further information, contact the Office's Performance Team on (02) 4428 4100.

Tim Hurst
Acting Chief Executive

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Office of Local Government
5 O'Keefe Avenue NOWRA NSW 2541
Locked Bag 3015 NOWRA NSW 2541
T 02 4428 4100 F 02 4428 4199 TTY 02 4428 4209
E olg@olg.nsw.gov.au | W www.olg.nsw.gov.au | ABN 44 913 630 046
Please click here to [unsubscribe](#) from our mail list.

Office of Local Government**Model Code of Conduct
Complaints Statistics**

Reporting Period: 1 September 2016 - 31 August 2017.

Date Due: 31 December 2017

To assist with the compilation of the Time Series Data Publication it would be appreciated if councils could return this survey by 30 November 2017.

Survey return email address: codeofconduct@olg.nsw.gov.au

| | |
|----------------------|------------------------------------|
| Council Name: | Upper Lachlan Shire Council |
|----------------------|------------------------------------|

| | |
|--------------------------|---|
| Contact Name: | Andrew Croke |
| Contact Phone: | (02) 4830 1008 |
| Contact Position: | Director of Finance and Administration |
| Contact Email: | council@upperlachlan.nsw.gov.au |

All responses to be numeric.

Where there is a zero value, please enter 0.

Enquiries: Performance Team
Office of Local Government
Phone: (02) 4428 4100
Enquiry email: olg@olg.nsw.gov.au

| Model Code of Conduct Complaints Statistics Upper Lachlan Shire Council | | |
|--|---|-------|
| Number of Complaints | | |
| 1 | a The total number of complaints received in the period about councillors and the General Manager (GM) under the code of conduct | 3 |
| | b The total number of complaints finalised in the period about councillors and the GM under the code of conduct | 3 |
| Overview of Complaints and Cost | | |
| 2 | a The number of complaints finalised at the outset by alternative means by the GM or Mayor | 1 |
| | b The number of complaints referred to the Office of Local Government under a special complaints management arrangement | 0 |
| | c The number of code of conduct complaints referred to a conduct reviewer | 1 |
| | d The number of code of conduct complaints finalised at preliminary assessment by conduct reviewer | 0 |
| | e The number of code of conduct complaints referred back to GM or Mayor for resolution after preliminary assessment by conduct reviewer | 0 |
| | f The number of finalised code of conduct complaints investigated by a conduct reviewer | 1 |
| | g The number of finalised code of conduct complaints investigated by a conduct review committee | 0 |
| | h The number of finalised complaints investigated where there was found to be no breach | 3 |
| | i The number of finalised complaints investigated where there was found to be a breach | 0 |
| | j The number of complaints referred by the GM or Mayor to another agency or body such as the ICAC, the NSW Ombudsman, the Office or the Police | 1 |
| | k The number of complaints being investigated that are not yet finalised | 0 |
| | l The total cost of dealing with code of conduct complaints within the period made about councillors and the GM including staff costs | 9,245 |

Preliminary Assessment Statistics

3 The number of complaints determined by the conduct reviewer at the preliminary assessment stage by each of the following actions:

| | |
|---|---|
| a To take no action | 0 |
| b To resolve the complaint by alternative and appropriate strategies | 0 |
| c To refer the matter back to the GM or the Mayor, for resolution by alternative and appropriate strategies | 0 |
| d To refer the matter to another agency or body such as the ICAC, the NSW Ombudsman, the Office or the Police | 0 |
| e To investigate the matter | 1 |
| f To recommend that the complaints coordinator convene a conduct review committee to investigate the matter | 0 |

Investigation Statistics

4 The number of investigated complaints resulting in a determination that there was **no breach**, in which the following recommendations were made:

| | |
|--|---|
| a That the council revise its policies or procedures | 0 |
| b That a person or persons undertake training or other education | 0 |

5 The number of investigated complaints resulting in a determination that there **was a breach** in which the following recommendations were made:

| | |
|--|---|
| a That the council revise any of its policies or procedures | 0 |
| b That the subject person undertake any training or other education relevant to the conduct giving rise to the breach | 0 |
| c That the subject person be counselled for their conduct | 0 |
| d That the subject person apologise to any person or organisation affected by the breach | 0 |
| e That findings of inappropriate conduct be made public | 0 |
| f In the case of a breach by the GM, that action be taken under the GM's contract for the breach | 0 |
| g In the case of a breach by a councillor, that the councillor be formally censured for the breach under section 440G of the Local Government Act 1993 | 0 |
| h In the case of a breach by a councillor, that the matter be referred to the Office for further action | 0 |

| | |
|--|---|
| 6 Matter referred or resolved after commencement of an investigation under clause 8.20 of the Procedures | 0 |
|--|---|

Categories of misconduct

7 The number of investigated complaints resulting in a determination that there was a breach with respect to each of the following categories of conduct:

a General conduct (Part 3)

b Conflict of interest (Part 4)

c Personal benefit (Part 5)

d Relationship between council officials (Part 6)

e Access to information and resources (Part 7)

Outcome of determinations

8 The number of investigated complaints resulting in a determination that there was a breach in which the council failed to adopt the conduct reviewers recommendation

9 The number of investigated complaints resulting in a determination that there was a breach in which the council's decision was overturned following a review by the Office

Finance and Administration - 21 December 2017

ITEM 11.7 **Records Management Policy**

FILE REFERENCE **I17/747**

AUTHOR **Director of Finance and Administration**

ISSUE

A review of the existing Council Records Management Policy.

RECOMMENDATION That -

1. Council adopts the reviewed Records Management Policy.

BACKGROUND

Nil

REPORT

The Records Management Policy is an attachment to this report.

POLICY IMPACT

Review of the existing Council policy.

OPTIONS

Nil


FINANCIAL IMPACT OF RECOMMENDATIONS

Nil

RECOMMENDATION That -

1. Council adopts the reviewed Records Management Policy.

ATTACHMENTS

| | | |
|--|---|------------|
| 1.  | Records Management Policy - Date Adopted 21 August 2014 - Resolution 244/14 - Review 2017 | Attachment |
|--|---|------------|

| POLICY:- | |
|---|-------------------------------------|
| Policy Title: | Records Management Policy |
| File Reference: | F10/618-04 |
| Date Policy was adopted by Council initially: | 13 December 2007 |
| Resolution Number: | 386/07 |
| Other Review Dates: | 17 November 2011 and 21 August 2014 |
| Resolution Number: | 439/11 and 244/14 |
| Current Policy adopted by Council: | 21 December 2017 |
| Resolution Number: | XXX/17 |
| Next Policy Review Date: | 2020 |

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

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

Records Management Policy

OBJECTIVES

To establish a framework and accountability process for the creation and maintenance of Council records and information processes; and to comply with the requirements of the NSW State Records Act 1998 for the recording, storing and disposing of all records, including paper (hardcopy) and electronic records.

The implementation of a records management system to ensure an outcome that Council's information resources and recordkeeping program provide timely and comprehensive information to meet operational business needs, accountability requirements and community expectations.

The policy will enhance effective information management and retrieval in Council and highlights the responsibilities and accountabilities of staff in complying with the State Records Act 1998.

INTRODUCTION

Under NSW State Records legislation local government authorities are required to establish and maintain a records management program in conformity with standards and codes of best practice. This policy is applicable to all records media in both physical and electronic formats and requires Council to document business transactions fully and accurately in compliant recordkeeping systems.

The NSW State Records Act 1998 requires local government authorities to, make and keep full and accurate records of their activities. Records are a corporate asset and form the corporate memory, support accountability and provide information evidence to internal and external users and Government bodies. Information and records contribute to informed decision making, better performance and accountability for Council's business activities (functions), improved customer service and risk management practices.

Upper Lachlan Shire Council has selected **HPE Content Manager** for the Electronic Document Management System (EDMS) as the corporate software management system. The EDMS functionality will enhance effective records management and retrieval in Council.

For evidential and accountability purposes Council needs to identify and control their records. A systematic approach to records management is vital to protect the information contained in records. Regulation of records management practices assures that all records are protected and that information can be readily retrieved owing to a standard form of identification and retrieval procedures.

The establishment of an effective and efficient record keeping environment ensures standardised protection and retrieval of information, improving the level of customer service. The Council's records are a vital asset for effective daily functions and operations. The records provide documentation of Council's transactions. These transactions satisfy the necessary legal, administrative and audit requirements.

Records Management Policy

POLICY STATEMENT

Upper Lachlan Shire Council is committed to meeting its responsibilities under the NSW State Records Act 1998 and implementing best practice information practices and procedures. Council is committed to maintaining a records management program that meets its business needs and accountability requirements, whilst ensuring records of continuing value form part of the States cultural heritage.

The purpose of this policy is to establish a framework for the implementation of a records management program at Upper Lachlan Shire Council. This policy is to be implemented to ensure there is a records management program that meets Council's business operations needs, accountability requirements and community expectations.

This policy applies to all Council business unit operations. The policy relates to records, which are created, collected, processed, used, stored and disposed of in the conduct of official business. Electronic messages (e-mail) which are relevant to the information gathering, policy formulation and decision making processes of Council are part of the scope of this policy. Not all electronic messages are relevant to information gathering therefore they do not require capturing, these are of short-term value or personal messages.

The effective management of the information Council holds in both physical and electronic formats in accordance with statutory requirements; is to ensure effective and uniform information management, retrieval and protection of records for the organisation.

The records management policy will entrench formalised standards, procedures, systems and controls for the Council. An effective records management system will support business operations and enable statutory requirements to be met.

The basis of records management is that information is a resource which must be managed if it is to be used effectively. Effective records management is of key importance to good organisational management. Records are a vital ingredient in the support of Council's ongoing business activities. The effective management and preservation of Council's corporate memory is intrinsic to both the decision making process and productivity within Council.

All procedures and records management systems are to be consistent with this policy.

Records Management Policy

DEFINITIONS

In many official documents, such as legislation, bills and standards, the term 'record' is used to mean 'document'. For the purpose of this policy a record is any information captured in a reproducible form which is capable of transmitting; meaning from one user to another user.

- **Records management** also known as records and information management is the professional practice of managing the records of an organisation throughout their life cycle, from the time they are created to their eventual disposal. This includes identifying, classifying, storing, securing, retrieving, tracking and destroying or permanently preserving records. Records are vital in the support of Council's ongoing business activities. Effective management and preservation of Council's corporate memory is intrinsic to both the decision making process and productivity within Council.
- **Image management** focuses on the management of electronic images of documents, scanning of documents, drawings and pictures.
- **Image document** in its broadest meaning, a document is any single logical item of information being managed, uniquely named and numbered.
- **Physical records** are documents which are grouped and stored in files which are identified and used within the records management system.
- **Electronic records** are documents held in folders collated according to Council's thesaurus guidelines on the file server and retrieval through the established EDMS protocol.

PRACTICES AND PROCEDURES

Records Management Program

The NSW State Records Act 1998, Section 12 (2), requires that Council maintain a Records Management Program. This program (function) is an organisation wide program that covers the full range of the organisation's information records. The Records Management function is within Council's Finance and Administration Department and provides a corporate records and information management service to internal and external users.

The objectives to be achieved through the records management function include:-

1. To have complete information and records of all Council operations to support ongoing business activities and customer services, meeting accountability requirements and reasonable expectations;
2. To ensure that information, documents and records are accessible and useable;

Records Management Policy

3. To have information management systems and practices that complies with external requirements and standards;
4. To develop a Business Continuity Plan for Council's records and information;
5. To regularly monitor information management activities to evaluate performance and collect relevant statistics to support the performance indicators for a program.

RESPONSIBILITIES AND ACCOUNTABILITIES

This policy applies to all Upper Lachlan Shire Council employees.

(i) General Manager

Under the NSW State Records Act 1998 (Part 2-10) the General Manager is responsible for ensuring that Upper Lachlan Shire Council complies with regulations and requirements of the Act.

(ii) Director of Finance and Administration

The Director of Finance and Administration and /or his delegate (the Manager of Finance and Administration) has the responsibility and authority to set and issue corporate standards, develop policies and procedures and to monitor audit compliance with those standards throughout Council.

The records management system will establish and maintain physical and intellectual control over Council's records. Audit shall include measuring the efficiency of operation of the records management system; that all records can be accounted for and identifying / resolving any anomalies found in the system.

The Director of Finance and Administration is Council's corporate records manager and is responsible for making and administering arrangements for the monitoring program by State Records in that role, in accordance with Section 12 (3) of the NSW State Records Act 1998.

(iii) Manager of Finance and Administration

The Manager of Finance and Administration manages and co-ordinates Council's administrative function including policy implementation and oversee and monitor Council's records management function.

The Manager of Finance and Administration and records management staff is to provide a strategic focus for record keeping throughout Council. The Manager of Finance and Administration is responsible for:-

- Developing corporate standards for record keeping and records management;
- Developing corporate electronic records management strategies;

Records Management Policy

- Overseeing the disposal of physical and electronic records in accordance with legislative requirements;
- Working with other Managers within Council to ensure standard implementation of records management strategies across the organisation to ensure that record keeping systems support organisational and public accountability.

(iv) **Senior Records Officer**

The **Senior Records Officer** is responsible for:-

- Coordinating the day to day activities and administer Council's Electronic Document Management System (EDMS) in accordance with Council's legal responsibilities according to obligations under the State Records Act 1998;
- Attending to inquiries (counter and telephone) relating to file identification, movements and locations;
- All activities of the records section function, such as:-
 - Collection of mail,
 - Opening of mail,
 - Date stamping,
 - Sorting,
 - Scanning,
 - Registering,
 - Movement of hard copy files,
 - Archiving/storage of hard copy files,
 - Email distribution.
- Disposal of incoming mail documentation as per administrative procedures and day boxing schedule;
- Maintaining an accurate and complete file tracking register;
- Assist in development and maintenance of physical and intellectual control of Council records;
- Promotion of routine recordkeeping and develop a clear understanding of Council related functions and activities in order to successfully undertake all aspects of the role;
- Provide advice and recommendations to the Director/Manager of Finance and Administration on the Records Management requirements of Council;
- Provide EDMS education and maintain a training program including the creation of user documentation for all Council staff;
- Maintain EDMS security, classifications, schedules, record types, locations, disposition and part files;
- Make recommendations regarding policy, procedures and guidelines to enable Council's records to comply with legislative requirements in particular the State Records Act 1998, including storage, retrieval, sentencing and disposal of all Council's records; and

Records Management Policy

- Provide maintenance of Council's EDMS by daily auditing of the system to ensure correct procedures are being followed to provide and maintain effective, efficient, accurate and relevant records information.

(v) Administration Officer

The Administration Officer is responsible for:-

- Able to undertake all activities of the records section function, such as:-
 - Collection of mail,
 - Opening of mail,
 - Date stamping,
 - Sorting,
 - Scanning,
 - Registering,
 - Movement of hard copy files,
 - Archiving/storage of hard copy files,
 - Email distribution.
- Despatch e-mail transmissions as required; and
- Internal mail delivery.

(vi) Directors and Managers

Each Council Director and Manager is responsible for ensuring that their staff respond to correspondence and action requests in a timely manner and that the task information is recorded in the EDMS in accordance with this policy and procedures developed by the Council's Finance and Administration Department. Audits are to be undertaken by Directors and Managers in conjunction with the **Senior Records Officer** on a quarterly basis.

(vii) Information Technology Services Staff

The information technology services staff is responsible for **EDMS** software support and providing appropriate advice and assistance to records management and other Council staff in planning, programming, training coordination, developing and implementing the EDMS database.

(viii) Council Staff

As public sector employees, all Council staff are to be aware of record keeping requirements that affect the performance of their duties. The NSW State Records Act 1998 requires public officials to 'make and keep full and accurate records' of their business activities. All staff are accountable to their supervisors for compliance with this policy and related procedures and records management standards.

All Council staff has the following basic obligations:-

- Be aware of Council's records management policy and operational procedures;

Records Management Policy

- Create documents and records to support the conduct of their business activities and implementation of Council decisions;
- Create documents, records and capture information in the EDMS, including capturing and storing all work related emails and response to work related emails;
- Ensure that hardcopy records are forwarded to the **Senior Records Officer** to be scanned and registered into the electronic record keeping systems, EDMS;
- Learn how and where records are kept within Council and to access records effectively;
- Not to destroy, damage or relinquish control over Council records without authority from the **Senior Records Officer**;
- Not to lose records;
- Not to remove hardcopy documents / Council records from the storage facility without the consent of the **Senior Records Officer**;
- To be responsible for the return of physical hardcopy records that were issued to them; and
- Contact the **Senior Records Officer** for clarification and / or assistance should any problems or uncertainties arise concerning these obligations.

Where some departments hold active physical records and some inactive records accessed within the department, nominated clerical staff located within the relevant department will provide routine records management services by indexing and filing the records as required under this policy, for example; cemetery records, public registers, development applications.

ACCESS TO INFORMATION

1. Where applicable, access to information by Councillors (where deemed appropriate), employees of Council and members of the public will be guided by relevant legislation and adopted Council policies.
2. The Director of Finance and Administration and the **Senior Records Officer** are deemed responsible for the keeping of full and accurate records, compliance with external record keeping standards and internal practices.
3. The Director of Finance and Administration and the **Senior Records Officer** (who is the Public Officer and Right to Information Officer) is deemed responsible for determination of whether to authorise access or withhold information, but particularly where access to records may prejudice the Council's interests in threatened or pending litigation, the General Manager will be the responsible officer.
4. Use by the public of original records will be under the control of the Director of Finance and Administration who may refuse to grant access to such records.
5. Copying of records will be subject to legislative requirements, payment of fees as per Council's Fees and Charges and copyright restrictions.

Records Management Policy

6. The public shall not be permitted access to the file archive / storage room and staff work site areas / offices.
7. Original material must be viewed in a suitably defined area and must not be removed, destroyed, defaced or damaged by the public for any purpose.
8. Some records may be restricted to protect the privacy of individuals or because they are fragile and require conservation.
9. Some records will be restricted by the EDMS security caveats which restrict access to legal files and other sensitive file information, i.e. workers compensation case files, to authorised Council officers.
10. No record of Upper Lachlan Shire Council is to be removed or temporarily removed by any Councillor or staff member excepting those required for the site inspections, without having first obtained the consent of the General Manager, Director of Finance and Administration or **Senior Records Officer**, unless the record is required in the normal course of duty.
11. In respect to staff personnel files, the following persons have access:- General Manager, Human Resources Co-ordinator and Payroll Officers, for the purposes of personnel system administration. Departmental Directors and Managers in relation to staff within their Departments and individual employees in respect of their own files, (with permission and accompanied by one of the abovementioned employees).
12. The **Senior Records Officer** is to be notified whenever any physical files or records are being sent outside the organisation, i.e. to Council's solicitors.
13. The Ombudsman Act provides for access to Council records associated with an investigation by the Ombudsman in relation to a complaint against the Council – such requests are to be referred immediately to the General Manager and Council's Complaints Coordinator upon receipt and registration.

The Government Information (Public Access) Act establishes four ways for the public to access information held by Council including:-

- Publishing open access government information on the Council website and information made available at Council Offices.
- Proactively release government information on Council's website.
- Informal release of government information where there is no third party personal information and consent involved.
- If information cannot be accessed through any of the above ways, a formal GIPA Act Access Application for release of government information is required with an accompanied \$30 fee.

Records Management Policy

DOCUMENTS WHICH CAN NOT BE ACCESSED

Access cannot be given to the public or unauthorised employees for the following information / documents:-

- Personnel matters concerning particular individuals, for example, employee wages information or individual workers compensation claims;
- Personal matters that may cause hardship for any resident or ratepayer, for example, complaint forms showing either written or verbal complaints;
- Objection letters where the objector requests confidentiality;
- Requests for rating owners and address confidentiality details;
- Trade secrets or commercial in-confidence information, for example, where the information to be released would be likely to prejudice the commercial position of the person who supplied it, or it would reveal a trade secret;
- Constitute an offence against an Act, for example, tender documents and any associated documents may not be disclosed without the permission of the tenderer under the Local Government (General) Regulation 2005;
- Any records, or part thereof, that contain information protected under Privacy and Personal Information Act 1998;
- Matters involved in legal proceedings where a case is proceeding or commencing in the near future and information contained is subject to legal privilege;
- Any development and building application plans relating to residential use that are accessed must only show height and external configuration;
- A GIPA Act Access Application that Council determined to refuse access on the basis that there is conclusive presumption of an overriding public interest against the disclosure of information requested.

Subpoenas for access to Council records are to be referred to the Public Officer upon receipt and registration of the document and immediately sent to the General Manager.

RISK MANAGEMENT

Records which are integral to the conduct of business of the Council require measures to protect this information from damage and / or destruction. Council's **Senior Records Officer** will, in conjunction with the Manager of Finance and Administration undertake an annual risk assessment audit of Council's records by:-

- Identifying the essential records required for the operation of Council;
- Identifying records which have archival value and cannot be replaced;
- Evaluating the likelihood and probable source and nature of threat to the safe keeping of Council records including accident and natural disasters;
- Evaluating and upgrading where necessary the existing arrangements for the protection of records, i.e. review of storage room in relation to State Records compliance requirements;
- Clearly identifying and securing all records.

Records Management Policy

VALUE OF RECORDS AS A CORPORATE ASSET

The records of Council are an extremely important information resource. They are a unique and vital asset and often they cannot be easily reconstructed or replaced. These records show valuable precedents and document courses of action, without which knowledge the Council cannot function. The records exist for a variety of administrative, functional, historical and legal reasons and their existence protects Council's interests, and the interests of the community Council serves.

LEGISLATIVE FRAMEWORK FOR RECORD KEEPING

Council's records management and record keeping practices are to comply with relevant Acts, Regulations and Standards relating to records management.

Council under the NSW State Records Act 1998 manages the following:-

- Keep full and accurate records, managed in accordance with the codes of best practice developed by the State Records Authority;
- Prevent unauthorised alteration, loss or destruction of records and recover any records which have strayed from official custody;
- Consult with the authorities on existing records management programs and on new information systems to prevent loss of information in records;
- Allow officers of the relevant Authorities and Government bodies to access Council records;
- Transfer records no longer required by Council after 25 years unless other arrangements are made;
- Provide public access to historical societies to records more than 25 years old which have historical significance.

PROCEDURES RELATING TO RECORDS MANAGEMENT FUNCTIONS:

(i) File creation – (classification)

All Staff must create records which adequately document the business activities in which they take part and ensure that information and processing systems which support business activities create appropriate records.

(ii) Document registration

Inward and outward correspondence (letters, faxes, e-mails) must be registered into the EDMS system with assistance where required from the **Senior Records Officer** based on legal, evidential and accountability requirements.

A unique identifier is assigned to each record and a date stamp affixed to all correspondence. Metadata is captured at the point of registration with details

Records Management Policy

such as précis of contents, author, date created and date registered, associated Council file reference, location the document will be sent to relevant officer. This registration process provides evidence that a record has been created in the record keeping system and enables the tracking and task responsibility allocation for the document throughout Council.

(iii) Tracking

Council staff are required to notify the records section of file movements where the record is not sent via the records section, alternately staff can update the current location of a record using the EDMS system.

(iv) Appraisal and disposal of records

Records staff appraises records on receipt in accordance with business activities, evidential and accountability requirements. Once it is decided to capture the record into the EDMS system, the document passes through registration, indexing, tracking and eventual disposal / archival phases.

Hardcopy documents that are not considered worthy of retention in their original format will be entered in the EDMS and the original retained for a period of 3 months. At the end of this period the original will be destroyed and the electronic image of the document captured in the EDMS will be subject to the relevant retention requirements and disposal processes.

The decision on what information to capture is taken in conjunction with the functional area responsible for the activity.

The record is destroyed or retained in accordance with the Local Government Records General Retention and Disposal Authority (GA39) and consultation with the record users. If files have been classified as State Archives they are transferred to the State Records Authority in accordance with relevant guidelines such as open or closed access provisions.

A record must be kept detailing the date and means by which the documents were destroyed. The records disposal schedule is to be reported to Council for approval prior to destruction of archival records.

(v) Records security

Unauthorised alteration, removal, distribution or destruction of Council records is prohibited. The security of all Council records is crucial as records provide evidence of business transactions, support management decisions and ensure public accountability requirements are met. Records in all formats should be stored securely to prevent unauthorised access, destruction, alteration or removal.

Council staff are responsible for the safe custody of all files and documents that are booked out to them, sensitive or confidential information should be placed in a secure storage area when not in use. All old hardcopy records are to be securely housed in the file storage area.

When the action has been completed the file / document should be returned to the records section for storage (if hard copy) or checked into EDMS Home Location Container (if electronic record).

Records Management Policy

The file storage area should be locked at all times to prevent unauthorised access; this reduces the possibility of damage by water or fire in the event of a disaster. Council records are not to be stored at home or left in cars unattended as they could be lost or damaged. Confidential records should be stored in locked storage cabinets or stored in EDMS appropriate legal documents container.

Legal documents are to be scanned and stored electronically in the EDMS system. The original legal document is to be filed in the file storage area.

(vi) File census

Records staff will periodically conduct a file census verifying that files are physically located at the current location recorded by the EDMS system. Council staff are to return files / documents to the records section as soon as action on the files / documents is completed.

(vii) Location and movement of records

The location of all records is by electronic files in the EDMS system. The hardcopy records created prior to implementation of the EDMS will be located at the Gunning storage room repository.

The **Senior Records Officer** will assess all requests for the release of hardcopy files. Hardcopy files will only be released to appropriately delegated Council employees and all requests require a Request for Records form to be completed. The Council employee who lodges the request will be considered responsible for the return of the file. A detailed register will be retained for tracking all physical records released by the **Senior Records Officer**

Minimum requirements for Record Tracking Register are as follows:-

- The name and file number of the hardcopy file released,
- The name of the Council employee to whom the file was released,
- The date the file was released,
- The name of the **Senior Records Officer** (or their delegate) who released the file,
- The method of dispatching the file,
- The due date for the return of the file,
- The return date the file was received by the **Senior Records Officer**,
- The name of the **Senior Records Officer** (or their delegate) who received the returned file.

All hardcopy files not returned by the due date will be reported to the General Manager on a quarterly basis.

The records of a confidential or restricted nature shall be distributed by a secure classification through the EDMS system to prevent unauthorised access.

Records Management Policy

RELATED LEGISLATION AND COUNCIL POLICY AND PROCEDURES

- NSW State Records Act 1998;
- State Records General Retention and Disposal Authority (GA39);
- Privacy and Personal Information Protection Act 1998;
- Government Information (Public Access) Act 2009;
- Australian Standard AS 4390 Records Management;
- Local Government Act 1993;
- Local Government (General) Regulation 2005;
- Environmental Planning and Assessment Act 1979;
- Independent Commission against Corruption Act 1988;
- Work Health and Safety Act 2011;
- Public Interest Disclosures Act 1994;
- NSW Crimes Act 1900;
- Evidence Act 1996;
- Code of Conduct for Councillors, staff, contractors and delegates of Council;
- Council's Code of Meeting Practice;
- Complaints Management Policy;
- Government Information (Public Access) Policy;
- Service Delivery Policy; and
- Internet and Email Policy.

Variation:

Council reserves the right to vary or revoke this policy.

Records Management Policy

APPENDIX 1:

STANDARD ON RECORDS MANAGEMENT PROGRAMS

Principle 1: Identifiable

Requires each public office to establish and maintain a records management program for performing a range of activities. The program should be identifiable from other corporate programs through policy statements, the allocation of resources and the assignment of responsibility.

Principle 2: Supported by Policy

Requires each public office to develop and implement a records management policy that is documented, authorised and promulgated to all employees. The policy should encompass all aspects of record keeping and records management and identify a senior management delegate with defined authorities for compliance with external record keeping standards and internal practices.

Principle 3: Planned

Requires that the records management program be planned, managed and monitored. It should have its own documented short-term and long-term strategic plans developed in accordance with standard operating requirements. The program should also be represented in corporate planning documentation as a result area.

Principle 4: Assigned

Requires public offices to assign formal responsibilities for the records management program to an appropriate senior management delegate. The Manager of Finance and Administration will perform the role of the Council's Corporate Records Manager, who has specific responsibilities and duties (outlined in the standard).

Principle 5: Located

Requires that the records management program be appropriately located in the organisational structure to support the key objectives of the program and to perform its organisational wide role effectively.

Principle 6: Organised

Requires each public office to determine the most suitable model for the organisation of its records management operations and services. The chosen model should be documented and communicated to staff.

Principle 7: Staffed

Requires public offices to have the pool of skills necessary to achieve the records management program's key objectives. Suitably skilled staff should be appointed to records management positions and skills of existing staff should be developed.

Principle 8: Implemented

Requires that public offices implement their records management program systematically under the direction of a manager assigned the responsibility. There should be a review of the implementation process.

Records Management Policy

Principle 9: Measured

This indicates that the records management program should be regularly measured to ensure that it is effective and meets external reporting requirements. Each public office should also arrange to report to State Records on the implementation of the program and should arrange for the monitoring by State Records of the public office's records management program.

APPENDIX 2:

GLOSSARY OF TERMS AND PROCEDURES

Accountability

The principle that individuals and the community are required to account to others for their actions. Organisations and their employees must be able to account to the appropriate regulatory authorities, (to shareholders or members) and to the public to meet statutory obligations, audit requirements, relevant standards and codes of practice and community expectations.

Adequate

Records should be adequate for the purposes for which they are kept. Thus, a major initiative will be extensively documented, while a routine administrative action can be documented with an identifiable minimum of information. There should be adequate evidence of the conduct of business activity to be able to account for that conduct.

Administrative records

These records include all aspects of the organisation's internal administration, including budget and finance matters, general correspondence, staff matters, information systems and the organisation's agendas, minutes and business papers.

Appraisal

The process of evaluating business activities to determine which records need to be captured and how long the records need to be kept, to meet business needs, the requirements of organisational accountability and community expectations.

Archive

Those records which are no longer required for current use, but have been selected for permanent retention because of their evidential or information value. These records are sometimes called the 'corporate memory'.

Business activity

The umbrella term covering all the functions, processes, activities and transactions of an organisation and its employees (AS 4390 Part 1 – clause 4.6). This includes public administration as well as commercial business operations.

Capture

A definite action which results in the registration of a record into a record keeping system. For certain business activities, this action may be (designed into) electronic so that the capture of records is concurrent with the creation of records.

Records Management Policy

Classification

The process of devising and applying schemes based on the business activities which generate records, whereby they are categorised in systematic and consistent ways to facilitate their capture, retrieval, maintenance and disposal. Classification includes determining document or file naming conventions, user permissions and security restrictions on records.

Disposal authority

A systematic listing instrument that defines the retention periods and consequent disposal action authorised for classes of records which are described in it. The disposal, deletion, retention or destruction of records in or from record keeping systems.

Documents

Structured units of recorded information, published or unpublished in hard copy or electronic form and managed as discrete units in information systems.

Electronic mail (E-mail)

E-mail is a computer-based message sent over a communication network to one or more recipients. It may be transmitted with attachments such as electronic files containing text, graphics, images and video or computer programs.

Electronic records

Records communicated and maintained by means of electronic equipment.

Evidential Value

The value of providing evidence of the structure, function, policies and operations of a Council or person that created records. Not limited to the legal sense of the word.

File

Files are a collection of documents on a specific subject, located within a file cover, which show organisational activities through an identifiable sequence of transactions. Documents are arranged in chronological order.

Functional records

Records that relate to the functional business units activities for the Council.

Indexing

The process of establishing and applying terms or codes to records, to be used to retrieve them and to search for and analyse information in records across classifications.

Legal Document

Original legal documents; i.e. contracts, leases, service level agreements (SLA), Memorandum of Understandings (MOU), licences, deeds, certificates of title.

Records Management Policy

Record keeping

Making and maintaining complete, accurate and reliable evidence of business transactions in the form of records information.

Record

Means any document or other source of information compiled, recorded or stored in written form or on film, or by electronic process or in any other manner or by any other means. Recorded information in any form, including data in computer systems created or received and maintained by an organisation or person in the transaction of business or the conduct of affairs and kept as evidence of such activity.

Records continuum

The whole extent of a record's existence. Refers to a consistent and coherent regime of management processes from the time of the creation of records (and before creation, in the design of record keeping systems), through to the preservation and use of records as archives.

Records management

The discipline and organisational function of managing records to meet operational business needs, accountability requirements and community expectations.

Registration

The act of giving a record a unique identity in a record keeping system.

State Record

Means any record made or kept, or received and kept, by any person in the course of the exercise of official functions in a public office, or for any purpose of a public office or for the use of a public office, whether before or after the commencement of this NSW State Records Act 1998.

Storage

The function of storing records for future retrieval and use.

Tracking

Capturing and maintaining information about the movement and uses of records.

User permissions

Privileges allocated to employees determining the extent of access to records and authority to author / organise, add, alter and dispose of records in a record keeping system

Finance and Administration - 21 December 2017

ITEM 11.8 **Microphone technology use for Council Meetings**

FILE REFERENCE **I17/749**

AUTHOR **Director of Finance and Administration**

ISSUE

Investigation into procurement and installation of microphone technology for use at Council Meetings in Crookwell Council Chambers.

RECOMMENDATION That -

1. Council proceed with the supply and installation of the microphone technology in the Crookwell Council Chambers, in accordance with the quotation, at a cost of \$23,024 (GST Exclusive) - the purchase is funded from the Information Technology internally restricted reserve.

BACKGROUND

Nil

REPORT

At the Ordinary Council Meeting held on 21 September 2017 Council resolved Resolution Number 309/17 as follows:-

“RESOLVED by Cllr Culhane and Cllr Stafford that the option for Council to use microphones or any other measure to improve audibility at Ordinary Council meetings be investigated.”

Council staff prepared a Request for Quotation (RFQ) and advertised for quotations utilising the Local Government Procurement IT&C Vendor Panel for supply and installation of wireless table gooseneck microphones, wireless receivers, amplifiers and wall mounted speakers to improve audibility in the Crookwell Council Chambers. As the services to be provided are below the threshold of \$150,000 a tender process under Section 55, of the Local Government Act 1993, was not necessary.

Unfortunately there was only one quotation received, therefore not allowing staff to compare and evaluate competitive market pricing. However, the quotation received was from a reputable company with expertise as a supplier of electrical, data network, audio visual and communication systems. The company has done numerous installations for government agencies, large corporations and councils; including Goulburn Mulwaree Council and Queanbeyan Palerang Council.

The commercial in confidence quotation met all quality assurance, insurance and work, health and safety requirements. The quotation was \$23,024 (GST Exclusive).

POLICY IMPACT

Nil

OPTIONS

1. Do not purchase the equipment, no financial impact to Council.
2. Purchase and install microphone equipment as per the quotation.

FINANCIAL IMPACT OF RECOMMENDATIONS

The quotation cost is detailed in the report as \$23,024 (GST Exclusive). The Information Technology internally restricted reserve has sufficient funds to meet the cost of this project.

RECOMMENDATION That -

1. Council proceed with the supply and installation of the microphone technology in the Crookwell Council Chambers, in accordance with the quotation, at a cost of \$23,024 (GST Exclusive) - the purchase is funded from the Information Technology internally restricted reserve.

ATTACHMENTS

Nil

12 GENERAL MANAGER

The following items are submitted for consideration -

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General Manager - 21 December 2017

ITEM 12.1 **Staffing Matters**

FILE REFERENCE I17/690

AUTHOR **General Manager**

ISSUE

Providing details in relation to current staffing matters for Councillors' information.

RECOMMENDATION That -

1. Council receive and note the report as information.

BACKGROUND

Providing information to Councillors in relation to current staffing matters, including recent resignations and appointments.

REPORT

The vacant position of Student Development Control Planner – Maternity Relief based at Crookwell was advertised externally on Tuesday, 31 October 2017 with applications closing on Friday, 17 November 2017. Interviews have been undertaken on Wednesday, 29 November 2017. Council will be advised of the successful applicant in due course.

POLICY IMPACT

Nil

OPTIONS

Nil

FINANCIAL IMPACT OF RECOMMENDATIONS

Nil

RECOMMENDATION That -

1. Council receive and note the report as information.

ATTACHMENTS

Nil

General Manager - 21 December 2017

ITEM 12.2 **CBRJO Annual Report 2017**

FILE REFERENCE **I17/608**

AUTHOR **General Manager**

ISSUE

Providing details regarding the presentation of the Canberra Region Joint Organisation (CBRJO) Annual Report for 2017.

RECOMMENDATION That –

1. Council receive and note the report as information.

BACKGROUND

Providing details regarding the presentation of the CBRJO Annual Report for 2017.

REPORT

At the CBRJO Annual General Meeting on Thursday, 30 November 2017 in Batemans Bay, the Annual Report for 2017 was presented to all member Councils.

At the CBRJO AGM the following CBRJO Board Chair and Deputy Chair were elected:

- Cr Rowena Abbey (Mayor, Yass Valley Council) as Chair; and
- Cr Kristy McBain (Mayor, Bega Valley Shire Council) as Deputy Chair.

Further, the General Managers from the Councils of the appointed CBRJO Board Chair and Deputy Chair must then become the CBRJO General Managers Advisory Council (GMAC) Chair and Deputy Chair.

At the CBRJO AGM the following GMAC Board Chair and Deputy Chair were also welcomed and congratulated:

- Mr David Rowe (General Manager, Yass Valley Council) as Chair of CBRJO GMAC; and
- Mrs Leanne Barnes (General Manager, Bega Valley Shire Council) as Deputy Chair of CBRJO GMAC.

A copy of the 2017 CBRJO Annual Report is attached as an annexure for Councillors information.

POLICY IMPACT

Nil

OPTIONS

Nil

FINANCIAL IMPACT OF RECOMMENDATIONS

Nil Impact

RECOMMENDATION That –

1. Council receive and note the report as information.

ATTACHMENTS

| | | |
|--|-------------------------------|------------|
| 1.  | CBRJO Annual Report 2016 - 17 | Attachment |
|--|-------------------------------|------------|



Bega Valley | Eurobodalla | Goulburn Mulwaree | Hilltops | Queanbeyan-Palerang | Snowy
Monaro | Upper Lachlan | Yass | ACT Government

ANNUAL REPORT 2016-2017



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ANNUAL REPORT - 13 October 2016 to 30 November 2017



REPORT FROM THE CHAIR

It gives me great pleasure to present this annual report which covers the timeframe 13 October 2016 – 1 December 2017. This past year has seen the CBRJO moving from its fledgling SEROC days to a maturing regional organisation that provides a strong voice to government and industry on issues across the region.

The recent passing of the Local Government Amendment (Regional Joint Organisations) Act 2017 provides a new and exciting chapter for the CBRJO as from the 1 July 2018 when, as a joint organisation, we will become an official legal entity under the Local Government Act 1993.

We commenced our positive approach to the regional component of the local government reform process by renaming our organisation to the Canberra Region Joint Organisation back in June 2014.

The cooperation, collaboration and collective representation from all our member Councils and the ACT is demonstrated in our achievements across the region and should not be underestimated in the role of influencing the decision of the State Government to proceed with the legislation of joint organisations despite clear opposition in other sections of the state. I would like to thank our local State politicians The Hon. Andrew Constance MP, The Hon. Pru Goward MP, The Hon. John Barilaro MP and The Hon. Bronnie Taylor MLC who have been strong supporters of the CBRJO and have been able to see the benefits of joint organisations through our activities.

The new legislation identifies the key role of joint organisations to: establish regional strategic priorities; provide regional leadership to achieve these regional priorities and strengthen intergovernmental relationships for regional benefits.

In 2017 we have further strengthened our partnership with the ACT Government and through the Cross Border Commissioner, James McTavish and the Department of Premier and Cabinet we now have an MOU that links priorities across the JO with those of the ACT and the State Government's South East and Tablelands Regional Plan. The work of our southern members, Bega Valley and Snowy Monaro has led to us establishing a new relationship with our Victorian neighbours, East Gippsland.

Eight councils (now three councils) in our region have been going through the local government merger processes and I thank those Administrators, Tim Overall, Dean Lynch and Wendy Tuckerman for continuing to be active participants in the CBRJO through this time. Following on from the September local government elections I take this opportunity to welcome to the Board the elected Mayors Tim Overall (Queanbeyan-Palerang), Brian Ingram (Hilltops) and John Rooney (Snowy Monaro).

Over the past 12 months, the CBRJO has demonstrated its commitment to the local government reform process, becoming a more cohesive and collaborative team, developed stronger advocacy linkages and supported initiatives that will economically benefit the region even though at first glance they may not seem to be core activities of local government such as the expansion of the Country Universities framework and development of a regional Rugby League Centre of Excellence which will both provide ongoing and long term benefits to our younger community.

When people ask me how we operate as the CBRJO, I describe it as "an extremely cohesive group of Mayors and General Managers across the region that operate with the mantra of NO BORDERS, ensuring that the individual communities we represent as well as our whole regional community will be beneficiaries of our work". I would therefore like to extend my sincere thanks and appreciation to all the Mayors and General Managers, their Councils, the Chief Minister, Andrew Barr MLA and the ACT Government for the support of commitment over the past year in working together for our region.

I commend this Annual Report to you all.

Cr Rowena Abbey

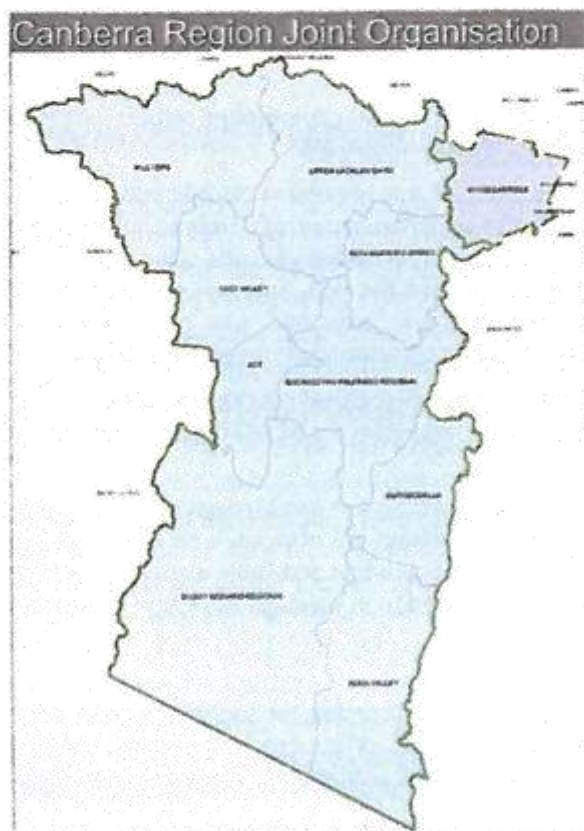
Chair

THE CANBERRA REGION JOINT ORGANISATION (CBRJO)

ORGANISATION AND STRUCTURE

Following the proclamation in May 2016 the CBRJO now comprises the NSW Local Government Areas of Bega Valley, Eurobodalla, Goulburn Mulwaree, Hilltops (formerly Boorowa, Harden and Young), Queanbeyan-Palerang (formerly Queanbeyan and Palerang), Snowy Monaro (formerly Bombala, Snowy River and Cooma Monaro), Upper Lachlan and Yass Valley. The ACT Government is an Associate member. A map of the region is presented below.

Map 1: The geographical area covered by CBRJO



The region is a diverse geographic area which stretches from the south-western slopes, Alpine and Snowy Mountains to the vast wilderness of the far south coast including the Sapphire Coast. It is strategically located providing easy access to Sydney, Melbourne and the national capital of Canberra. It is diverse with a rich natural environment and high quality coastal, urban, city and rural lifestyles.

The region produces and supports a wide range of primary industries to support food based production, high quality meats, fine wool, dairy, horticulture, fishing and forestry, cool climate wines and historic towns and villages.

Other attributes include a strong tourism industry, a major centre for the renewable energy sector and vibrant regional economics.

Canberra is at the centre of the region and intrinsically connected to the entire South East Region of NSW through transport hubs, education institutions, tertiary health services, retailing, research and knowledge-based institutions (ACT Government Economic Development Directorate, 2012).

Canberra's role as the hub of the region and the future growth of its economy is inexorably linked to the development of many important issues, including the

delivery of health and education services, transport, water and energy. It is crucial to view the region's issues holistically as the relevance of most issues extend across the border. Supporting this view, in 2011 the ACT and NSW Governments established a MoU for Regional Collaboration. The aim was to strengthen collaboration between the two jurisdictions to optimise regional outcomes and service delivery for the people of the ACT and surrounding region. Closer collaboration has allowed for a regional approach in the areas of health, education, transport, emergency services, justice, tourism, planning, infrastructure and economic development. In 2016, the MoU was updated and signed by the NSW Premier and ACT Chief Minister. As part of the MoU, an agreed work plan was prepared which outlined the key milestones in the cross-border collaboration between NSW and the ACT. The work plan is overseen by the NSW Cross-Border Commissioner; for details see **Attachment A**.

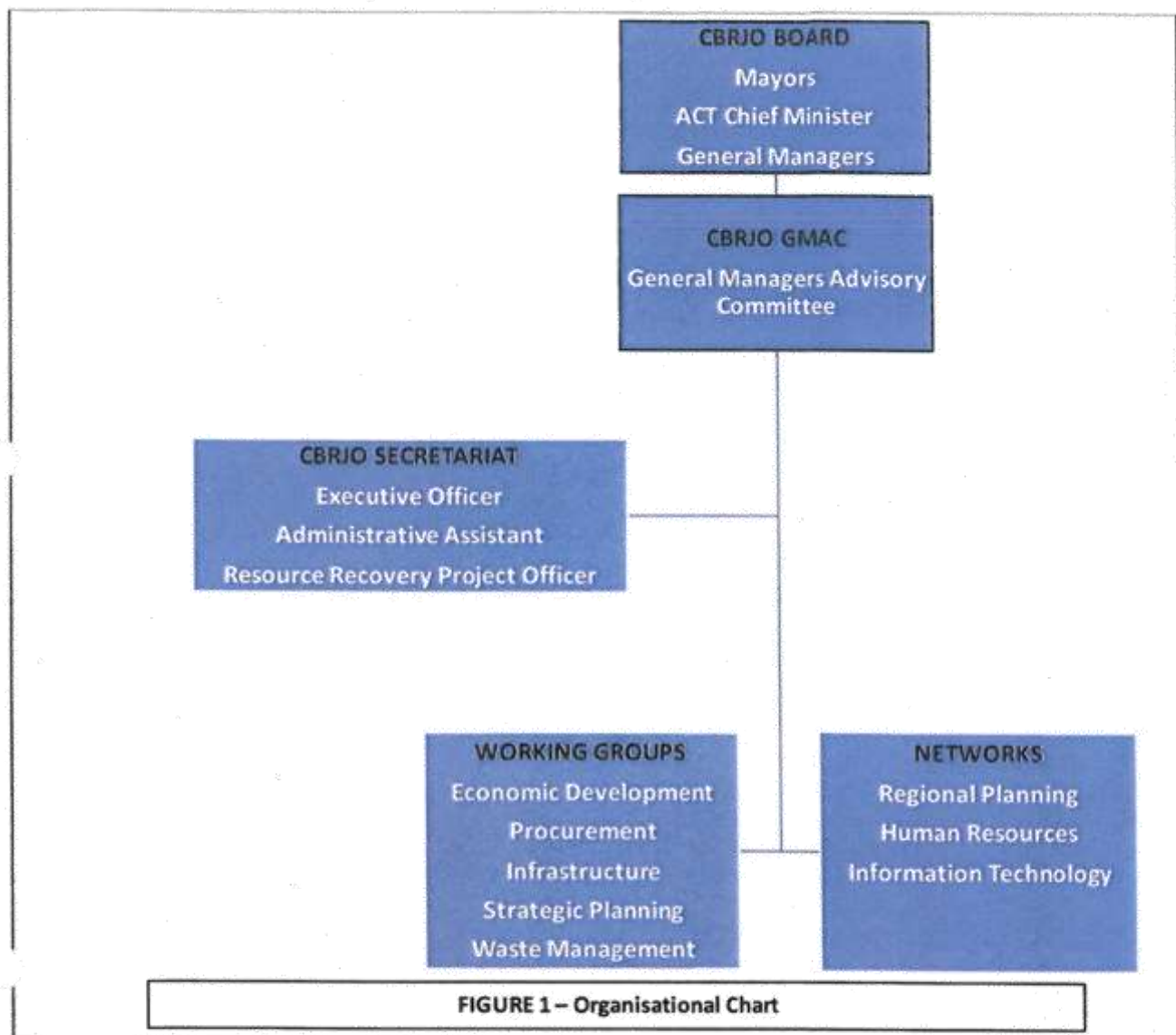
The CBRJO Board comprises all Mayors and General Managers of each council as well as the ACT Chief Minister and an appropriate Senior Executive within the ACT Public Service.

The General Managers Advisory Committee (GMAC) comprises all General Managers of each local government area and a senior officer within the ACT Government and provides advice to the Board on issues of regional significance.

The Chair of the CBRJO is a Mayor and is elected for 12 months but under new legislation commencing 1 July 2018 this will be extended to 2 years. The chair is elected by the voting members at the Annual General meeting. In 2016-2017 Cr Rowena Abbey, Mayor of Yass Valley Council was elected Chair of the CBRJO.

The current constitution provides that the Chair of the General Managers Advisory Committee (GMAC) defaults to the General Manager of the member Council of the Mayor (i.e. Yass Valley for 2016/17).

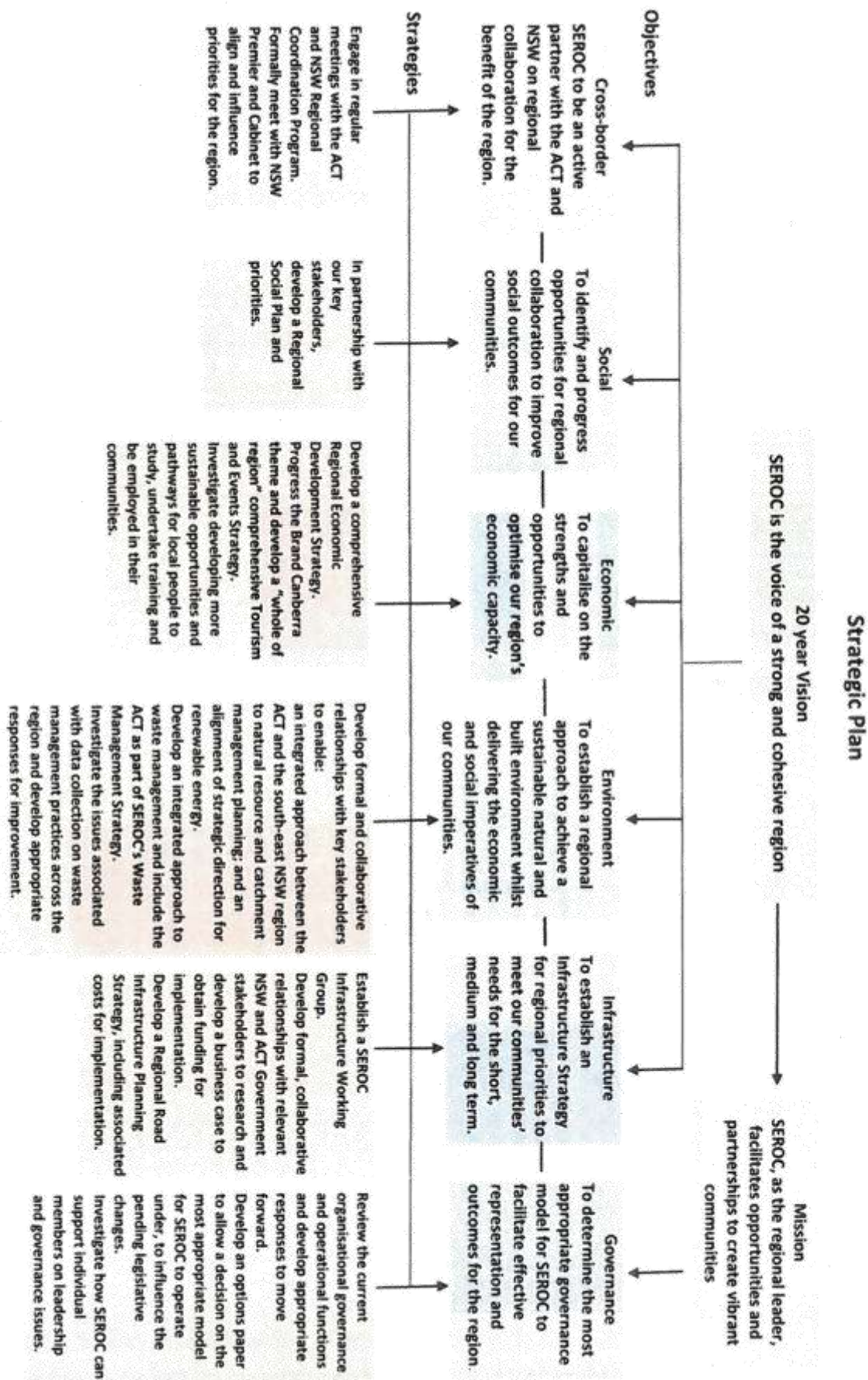
The governance structure for the organisation is outlined in Figure 1.



STRATEGIC FRAMEWORK

The following diagram presents CBRJO's strategic framework that was developed as part of the strategic plan in 2014. It was agreed until such time the legislation relating to the Joint Organisation is part of the Local Government Act, the CBRJO would continue to use this framework to underpin future activities and aspirations.

Further information can be found on CBRJO's website at www.canberraregion.org.au.



ADVOCACY

In early 2017, the Chair of the CBRJO, Cr Rowena Abbey met with the NSW Deputy Premier, The Hon. John Barilaro MP, the ACT Chief Minister Mr Andrew Barr MLA and NSW Parliamentary Secretary to the Deputy Premier and Southern NSW, The Hon. Bronnie Taylor MLC.

The CBRJO recognise the importance of cross-border engagement with both the State Government and ACT Government. The purpose of the meeting was to discuss opportunities for the Canberra region and reaffirmed the commitment to work in partnership to strengthen the footprint across the ACT and South East NSW, realising the potential of the region and ACT working more strategically; focussing on cross-border collaboration, particularly economic development and tourism as well as regional education opportunities.

In March, the Chair met with the Minister for Local Government, The Hon. Gabrielle Upton MP advocating the benefits of joint organisations; the Minister for Roads, Maritime and Freight, The Hon. Melinda Pavey MP on a number of road matters including the need for Roads and Maritime Services to consider duplication of the Barton Highway with the \$50M Federal Grant funding that had been provided; the Minister for Education, The Hon. Rob Stokes MP on a number of cross border education issues and the concept of expanding the Country Universities model that has been established in Cooma.

In May 2017 the CBRJO held a number of meetings with Minister's at Parliament House in Sydney. The opportunity to speak to and discuss issues that directly impact the South East of NSW with Ministers and their respective portfolios was extremely beneficial.

Advocacy is one of the key strengths of the CBRJO – the leadership is effective and strategic in their approach to meeting Ministers at both the State and Federal level. The process is clearly thought out and a brief is prepared to ensure the meeting is outcome focussed.

The CBRJO has also worked with Councils on an individual basis in organising meetings with Parliamentarians and senior bureaucrats in the NSW Government, as well as the Commonwealth. As part of the process, the CBRJO has developed a template for briefing notes, outlining the core issues and proposed way forward. This has worked to the advantage of the region as it provided the respective Minister/senior bureaucrat with key details that enabled a more informed decision and outcome.



Chair of CBRJO Cr Rowena Abbey (second from right), meeting with the NSW Deputy Premier, The Hon. John Barilaro MP, the ACT Chief Minister Mr Andrew Barr MLA and NSW Parliamentary Secretary to the Deputy Premier and Southern NSW, The Hon. Bronnie Taylor MLC.



Cr Rowena Abbey (front row, second from right), meeting with members of the Association of Spouses of Heads of Mission.

Tourism – Destination Southern NSW

Destination Southern NSW Ltd is one of six (6) Destination Networks established across NSW. The Destination Networks have been created as a result of a review of Regional Tourism Organisations undertaken in 2015-16 by the NSW Government. A responsibility of all Destination Networks is to support growth of the visitor economy and help achieve the State's overnight expenditure goal by 2020.

The Destination Southern NSW region is the same footprint as the CBRJO and a firm partnership has been established that will see Destination Southern NSW participate in CBRJO activities and forums including Board, the General Managers Advisory Committee (GMAC) and Economic Development and Tourism Working Group meetings. Destination Southern NSW recognises the important role local government plays in funding, promoting and supporting tourism and visitor services and has commenced the process of developing a regional destination plan.

Canberra Airport

The CBRJO continues to strengthen its relationship with Canberra Airport. With the announcement of international flights, the CBRJO recognises the importance of Canberra Airport as an anchor for tourism and trade across South East NSW.

The CBRJO participates as a panel member on the Canberra Airport Co-ordination Forum which is chaired by Mr Stephen Byron, Managing Director of Canberra Airport. This forum enables the panel members to be provided with a regional report that provides up to date information on the activities of the CBRJO; particularly in the space of regional tourism and economic development.

Diplomatic Community Engagement

Following the launch of the Canberra Region website, the Chair of the CBRJO, Cr Rowena Abbey and the Executive Officer of the CBRJO met with members of the Diplomatic community. The diplomatic community expressed interest in doing regional visits and promoting the region across the 109 Embassies and High Commissions that are located in Canberra.

The Spouses Association of the Diplomatic Corp had visited Eurobodalla Shire Council and spent time in Narooma. This was a very successful visit and was a catalyst to the meeting and attendance at the Canberra Region website launch.

It is recognised that this regional connectedness with the diplomatic community would be a significant tourism opportunity.

Canberra & District Rugby League

The CBRJO has been working closely with the Canberra & District Rugby League on a regional opportunity to foster cross-regional and cross-border collaboration with the sport of rugby league in relation to the proposed Regional Centre of Excellence. Canberra and District Rugby League are leaders in fostering not only the Canberra Raiders, but also reaching across regional communities of South East NSW and the Riverina to strengthen the connectedness of playing sport in the regions. The Canberra and District Rugby League has built a strong base of women's rugby league teams along with League Tag, coaching clinics, mentoring and fostering leadership and sportsmanship.

As part of the cross regional collaboration, the Board of the Canberra Raiders decided to hold regional board meetings across South East NSW and the Riverina as part of their regional engagement agenda. Their first Board meeting was held in Boorowa on 20 October. This board

meeting also coincided with the Boorowa Netball/Touch Football Carnival; which has 4,500 players on the day competing.

Members of the Board will be in Bega in early December to meet with Bega Valley Shire Council and inspect the proposed upgrade of the Bega Sporting precinct, as there will be a trial game in 2018 at Bega.

Country Universities Centre (CUC)

The CBRJO continues to strengthen its relationship with the Country Universities Centre. Over the past 12 months, the CUC has progressed in replicating the model in Cooma and will be opening a Centre in Goulburn in 2018. It is anticipated that there will be a CUC based in the Hilltops LGA in Young in 2019.

Education is a key priority for regional communities across the CBRJO and the CUC model is a value – add opportunity for the region. The CBRJO will continue to work with the CUC on ensuring remote tertiary education opportunities are available to all those that live in the Canberra region.

GENERAL MANAGERS ADVISORY COMMITTEE REPORT

The General Managers' Advisory Committee (GMAC) advises the Board on a range of matters including policy, planning, administrative and any other matters referred from the Board, working groups, networks and other levels of government.

Over the past year, the group has strengthened its commitment to co-operation focused regional outcomes and strategic directions. Examples such as the tripartite Community Strategic Plan developed and adopted by Goulburn Mulwaree Council, Upper Lachlan Shire Council and Yass Valley Council and the MoU between Eurobodalla Council and Bega Valley Shire Council that has embedded core activities with shared outcomes.

Given the nature of the cross-regional collaboration and the transition of the Joint Organisation incorporated into the Local Government Act; the CBRJO has taken a proactive approach to ensure the shared projects and initiatives benefit all regions and communities.

Throughout the year, GMAC met on five occasions and the format has now been changed to include presentations to keep General Managers up to date on many current issues. A summary of those presentations are listed in the following table:

TABLE – PRESENTATIONS TO GMAC 2016/17

| MEETING | MONTH | PRESENTATION | PRESENTER |
|---------|-----------|---|--|
| 1 | March | Introduction of new Sports Academy for South East NSW | Office of Sport |
| 2 | May | Update – Superannuation Smart Cities, Smart Regions Canberra Region Website | Local Government Super Del Dobos ACT Government |
| 3 | July | Procurement Planning (Workshop) South East Academy of Sport Introduction NSW Tourism network | Local Government Procurement Office of Sport Destination Southern NSW |
| 4 | September | Reform Program Reforms – LG Auditor Case Study – Shared Services | SafeWork NSW NSW Audit Office East Gippsland Shire Council |
| 5 | November | Destination Management Plan – Southern NSW Southern Lights Project International Engagement Tourism & ED opportunities | Destination Southern NSW NEXT Energy ACT Commissioner for International Engagement |

As the CBRJO matures, the working and network groups have evolved to become valuable extensions to GMAC that utilise the expertise of Council to again seek regional solutions to issues.

The success of CBRJO's achievements relies heavily on input from General Managers and staff of all Councils and the CBRJO's executive team currently comprised of: Executive Officer - Gabrielle Cusack, Administrative Assistant - Davinia Hamilton and Resource Recovery Project Officer - Sophie Lloyd Jones.

EVENTS

Launch – South East & Tablelands Regional Plan

In July 2017, the Minister for Planning, the Hon. Anthony Roberts MP launched the South East and Tablelands Regional Plan at Eden. The Regional Plan sets out four goals for the South East and Tablelands region:

- A connected and prosperous economy;
- A diverse environment interconnected by biodiversity corridors;
- Healthy and connected communities; and
- Environmentally sustainable housing choices.

The Regional Planners network worked very closely with the NSW Government to ensure the Plan truly reflected the needs of the region; now and into the future.

The CBRJO is represented on the Implementation Committee by the General Manager of Bega Valley Shire Council and the Chair of the Regional Planners Network.



Mr Gary White, NSW Chief Planner, Cr Kristy McBain, Mayor Bega Valley Shire Council and CBRJO, The Hon. Anthony Roberts MP, Minister for Planning, The Hon. Andrew Constance, Member for Bega, and Cr Tim Overall Queanbeyan-Palerang Regional Council.

Launch – Canberra Region Website

The Canberra Airport was the venue for the launch of the Canberra Region website. The website was officially launched by the NSW Deputy Premier, the Hon. John Barilaro MP, ACT Chief Minister Mr Andrew Barr MLA and Cr Kristy McBain, Mayor of Bega Valley Shire Council and representative of the CBRJO.

The CBRJO invited members of the Diplomatic community, local parliamentarians from the region and industry leaders.

As part of promoting the region, there were a number of regional champions who attended and displayed their product and produce.

It was an incredibly successful event and the CBRJO would like to recognise the generosity of the Canberra Airport and support for launching the website.

The website is: www.canberraregion.com.au



Mr Stephen Byron, Managing Director Canberra Airport, The Hon. John Barilaro MP, Deputy Premier NSW, Mr Patrick Davis, Principle Demondrille Merino Stud Harden (Hilltops LGA), Mr Andrew Barr MLA.

WORKING GROUPS REPORTS

There are five working groups within the CBRJO:

- Economic Development
- Procurement
- Infrastructure
- Strategic Planning
- Waste Management

Network Groups are formed on an operational needs basis and currently include:

- Regional Planning
- Human Resources
- Information Technology

The working groups meet on a quarterly basis with the networks meeting on an as need basis. GMAC meets every eight weeks.

In broad terms, the role of the working group is to:

- Support the strategic directions of CBRJO
- Develop and encourage regional relationships and communications at the officer level
- Identify and promote robust discussion on strategies relevant to the CBRJO region, and

- Share information on projects and operational issues including opportunities for resource and cost sharing.

CBRJO WORKING GROUPS - GENERAL MANAGER SPONSORS

| Working Group | 1 st Nominated GM | Alternative GM/Rep |
|----------------------|------------------------------|--------------------|
| Economic Development | Peter Tegart | Sara Burns |
| Procurement | Warwick Bennett | John Bell |
| Infrastructure | Anthony McMahon | David Rowe |
| Strategic Planning | Leanne Barnes | Catherine Dale |
| Waste Management | David Rowe | Anthony McMahon |

ECONOMIC DEVELOPMENT

The Economic Development WG (EDWG) has worked together on a number of initiatives which have been very successful. As a collective the EDWG have undertaken promotional activities and participated in events that have showcased the Canberra Region.

The Regional Champions Marketing Promotion Campaign

In Partnership with the NSW government Regional Growth Marketing and Promotion Fund, the CBRJO jointly funded a campaign to design an integrated content development and digital advertising campaign to showcase successful businesses across the Canberra region.

The aims of this campaign are to:

- Improve awareness of the Canberra Region amongst business owners to develop local pride in the business community.
- Highlight the Canberra Region as a viable and functional place to do business and attract skilled workers and contribute to the effort of attracting out of area businesses to move to the Canberra Region and invest in jobs and the economy.
- Help to establish the brand of the region using high quality imagery, content and information.

The campaign will highlight their inter-region key points of difference, with the overarching message being a whole of region coordinated 'sell'. The aim is to help reduce cross LGA border confusion from potential investors and business owners, and increase the strength of the of the Canberra Region message to the target audience.

Canberra Home & Leisure Show

The Canberra Home & Leisure Show is an annual event held in Canberra each year. In 2017 the CBRJO organised a Canberra Region display which involved Councils from across the region. There were a number of enquiries regarding events, living in the region and lifestyle questions. This event is a vehicle to promote the region and highlight what the region has to offer.

Canberra Region Website – canberraregion.com.au

The EDWG were responsible for content generation and collation to assist the development of the Canberra Region website – a live|work|invest consumer focussed facing site promoting the

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Canberra Region. The EDWG were instrumental in organising the regional champions for the launch of the Canberra Region website. The event which included representation from various embassies has been the catalyst for future promotional opportunities focusing on the Diplomatic Community.

Regional Meeting & Site Visit

In September, the EDWG held a meeting at Batemans Bay, as part of its regional program. The purpose of the regional visit was a platform for cross regional engagement and to look at opportunities and ideas that could be replicated in other local government areas of the CBRJO membership as well as the ACT.

The meeting incorporated two site visits to an oyster farm and a farmers market. There were also presentations by Destination Southern NSW and Regional Development Australia (RDA) Southern Inland.

Canberra Region Economic Development Strategy – CREDS

The CBRJO has, as a collective agreed to develop a strategy that will identify the key areas to encourage investment, tourism and families to come and live.

The Canberra Region Economic Development Strategy (CREDS) will capture, inter alia:

- The strategic relationships across the CBR Region;
- The export business champions that promote the CBR brand;
- The clusters of business that are integral to export supply chains;
- The industry groupings that generate greatest economic and employment multipliers

The CBRJO contracted the Regional Australia Institute and Mr David Trebeck to facilitate the first part of the process in identifying the opportunities and outlining the process to drive economic growth and regional development for the Canberra Region.

It is proposed the CREDS will be completed by late 2018. The strategy has been held over to 2018 as the NSW Government commissioned a series of sub-regional economic development strategies (REDS). With the REDS due for release in late December 2017; it is critical that the CREDS stitch together the data and information from the REDS priorities and incorporate the ACT economic development priorities; ensuring the CREDS will be the main source of truth for the region.

PROCUREMENT

The agreement with Local Government Procurement was signed in April 2015 with all Councils committing to work as a collective on procurement opportunities. This was the impetus to revisit discussions with ArcBlue to progress the regional roadmap to identify opportunities for cost savings and collaboration regarding procurement and highlight areas where expenditure is excessive.

The CBRJO appointed a Procurement Officer to build on the work presented by ArcBlue. The Procurement working group agreed to identify a number of areas for collaboration and focus on the delivery of those that provided a significant return for the Joint Organisation.

One main activity was the execution of contracts relating to the Legal Services Panel.

INFRASTRUCTURE

In early 2017, the CBRJO member councils met with the Regional Infrastructure Coordinator, Lt General Ken Gillespie, to outline the key infrastructure priorities for the region. It became clear that

as a region the CBRJO would have a better opportunity of taking advantage of any upcoming regional funding programs if the JO was able to identify priority projects across the region.

The CBRJO had already recognised the need to develop a priority list and had already made the decision to adopt the format of the CENTROC infrastructure matrix. Through a series of meetings and a workshop the CBRJO identified 230 projects across the region. The process was led by the CBRJO Infrastructure Working Group.

As part of the discussion with the various Ministers and working with the NSW Regional Infrastructure Coordinator, there were a total of 44 priority projects identified.

INFRASTRUCTURE MATRIX – Projects Listed in Priority Ranking 17 May 2017

| Rank | Project Description | \$ M | LGA |
|------|--|----------|---------------------|
| 1 | Blayney to Demondrille Rail link | \$40.00 | Hilltops |
| 2 | East West Link - Brown Mountain / Imlay Road | \$0.50 | Bega Valley |
| 3 | Barton Highway Duplication | \$900.00 | Yass Valley |
| 4 | Dual water and Gas supply security between Boorowa and Harden | \$50.00 | Hilltops |
| 5 | Princes Highway South Batemans Bay | \$30.00 | Eurobodalla |
| 6 | Kings Highway Corridor Strategy | \$7.00 | Eurobodalla |
| 7 | Performing Arts Centre | \$13.00 | Goulburn Mulwaree |
| 8 | MR241 West- Boorowa/Young Road | \$9.50 | Hilltops |
| 9 | Yass to Murrumbateman Pipeline | \$14.00 | Yass Valley |
| 10 | Bega Innovation Hub - health, education, industry and research | \$10.00 | Bega Valley |
| 11 | Rocky Hill War Memorial Museum | \$3.50 | Goulburn Mulwaree |
| 12 | Nerriga to Federal Highway via MR92 – MR92 Stage 1 | \$4.51 | Queanbeyan-Palerang |
| 13 | Nerriga to Federal Highway via MR92 – Bungendore Road Stage 1 | \$1.79 | Queanbeyan-Palerang |
| 14 | Bombala Wastewater Treatment Replacement | \$8.25 | Snowy Monaro |
| 15 | Hilltops Education and Community Hub (including regional library) | \$4.50 | Hilltops |
| 16 | Victoria Park Health and Wellbeing Precinct | \$50.50 | Goulburn Mulwaree |
| 17 | Goulburn to Crookwell Rail trail | \$15.50 | Goulburn Mulwaree |
| 18 | Reconstruction and sealing of the Dalton /Rye Park Rd (MR241) | \$11.00 | Upper Lachlan |
| 19 | Reconstruction and sealing of parts of Grabbine Rd | \$7.00 | Upper Lachlan |
| 20 | Jugiong Road | \$8.20 | Hilltops |
| 21 | Reconstruction and Sealing of Wombeyan Caves Rd (MR 258) | \$32.50 | Upper Lachlan |
| 22 | Coastal Trail (Batemans Bay) | \$4.00 | Eurobodalla |
| 23 | Corrigans Inclusive Playground (Batemans Bay) | \$1.34 | Eurobodalla |
| 24 | Eurobodalla Southern Water Storage | \$85.00 | Eurobodalla |
| 25 | Fairlight Road upgrade remaining unsealed section (2.5Km) | \$1.30 | Yass Valley |
| 26 | Regional Road Widening : Range, Gurrundah, Windellema and Bungonia Roads | \$30.00 | Goulburn Mulwaree |
| 27 | Stage 2 Old Cooma Road - Duplication | \$31.00 | Queanbeyan-Palerang |
| 28 | Bungendore Recreation Grounds - Stage 1 | \$3.00 | Queanbeyan-Palerang |

| | | | |
|----|---|---------|---------------------|
| | | | Palerang |
| 29 | Tathra Wharf Upgrade | \$3.00 | Bega Valley |
| 30 | MacKay Park Sporting & Cultural Precinct | \$30.00 | Eurobodalla |
| 31 | Delegate Water Supply Upgrade | \$1.60 | Snowy Monaro |
| 32 | Construction of a new amenities building at Memorial Park, Crookwell. | \$1.04 | Upper Lachlan |
| 33 | Delegate Wastewater Treatment Plant | \$0.26 | Snowy Monaro |
| 34 | Eden Port to Eden CBD (Albert Terrace) | \$2.00 | Bega Valley |
| 35 | Bega Valley Water Treatment Facilities | \$63.00 | Bega Valley |
| 36 | Regional Sports Facility | \$25.00 | Queanbeyan-Palerang |
| 37 | Mulligans Flat Road upgrade remaining unsealed section (2Km + bridge) | \$1.30 | Yass Valley |
| 38 | Yass Valley LGA Oval and Facilities Upgrade Program | \$6.40 | Yass Valley |
| 39 | Murrumbateman Equestrian Facilities & Community Hall | \$5.60 | Yass Valley |
| 40 | Cooma Livestock Selling Centre-Upgrade Stage 2 (Truckwash upgrade) | \$0.98 | Snowy Monaro |
| 41 | Heavy vehicle inspection station at Crookwell. | \$0.50 | Upper Lachlan |
| 42 | Shared pathway Lion Park to Murrumbidgee River Reserve (Snowy) | \$1.60 | Snowy Monaro |
| 43 | Goulburn Business and University Hub | \$2.00 | Goulburn Mulwaree |
| 44 | Bega Valley Regional Sports Facility | \$10.00 | Bega Valley |

TRANCH – Freight Logistics and Transport

| Rank | Project Description | LGA |
|------|--|---------------------|
| 1 | Blayney to Demondrille Rail link | Hilltops |
| 2 | East West Link - Brown Mountain / Imlay Road | Bega Valley |
| 3 | Barton Highway Duplication | Yass Valley |
| 4 | Princes Highway South Batemans Bay | Eurobodalla |
| 5 | Kings Highway Corridor Strategy | Eurobodalla |
| 6 | MR241 West- Boorowa/Young Road | Hilltops |
| 7 | Nerriga to Federal Highway via MR92 – MR92 Stage 1 | Queanbeyan-Palerang |
| 8 | Nerriga to Federal Highway via MR92 – Bungendore Road Stage 1 | Queanbeyan-Palerang |
| 9 | Reconstruction and sealing of the Dalton /Rye Park Rd (MR241) | Upper Lachlan |
| 10 | Reconstruction and sealing of parts of Grabbine Rd | Upper Lachlan |
| 11 | Jugiong Road | Hilltops |
| 12 | Reconstruction and Sealing of Wombeyan Caves Rd (MR 258) | Upper Lachlan |
| 13 | Fairlight Road upgrade remaining unsealed section (2.5Km) | Yass Valley |
| 14 | Regional Road Widening : Range, Gurrundah, Windellema and Bungonia Roads | Goulburn Mulwaree |
| 15 | Stage 2 Old Cooma Road - Duplication | Queanbeyan-Palerang |
| 16 | Eden Port to Eden CBD (Albert Terrace) | Bega Valley |
| 17 | Mulligans Flat Road upgrade remaining unsealed section (2Km + bridge) | Yass Valley |
| 18 | Cooma Livestock Selling Centre - Upgrade Stage 2 (Truckwash upgrade) | Snowy Monaro |
| 19 | Heavy vehicle inspection station at Crookwell | Upper Lachlan |

TRANCH – Water and Sewerage

| Rank | Project Description | LGA |
|------|---|--------------|
| 1 | Dual water and Gas supply security between Boorowa and Harden | Hilltops |
| 2 | Yass to Murrumbateman Pipeline | Yass Valley |
| 3 | Bombala Wastewater Treatment Replacement | Snowy Monaro |
| 4 | Eurobodalla Southern Water Storage | Eurobodalla |
| 5 | Delegate Water Supply Upgrade | Snowy Monaro |
| 6 | Delegate Wastewater Treatment Plant | Snowy Monaro |
| 7 | Bega Valley Water Treatment Facilities | Bega Valley |

TRANCH – Sporting and Cultural

| Rank | Project Description | LGA |
|------|---|-------------------------|
| 1 | Performing Arts Centre | Goulburn Mulwaree |
| 2 | Rocky Hill War Memorial Museum | Goulburn Mulwaree |
| 3 | Hilltops Education and Community Hub (including regional library) | Hilltops |
| 4 | Victoria Park Health and Wellbeing Precinct | Goulburn Mulwaree |
| 5 | Goulburn to Crookwell Rail trail | Goulburn Mulwaree |
| 6 | Coastal Trail (Batemans Bay) | Eurobodalla |
| 7 | Corrigans Inclusive Playground (Batemans Bay) | Eurobodalla |
| 8 | Bungendore Recreation Grounds - Stage 1 | Queanbeyan- Palerang |
| 9 | Tathra Wharf Upgrade | Bega Valley |
| 10 | MacKay Park Sporting & Cultural Precinct | Eurobodalla |
| 11 | Construction of a new amenities building at Memorial Park, Crookwell. | Upper Lachlan |
| 12 | Regional Sports Facility: | Queanbeyan- Palerang |
| 13 | Yass Valley LGA Oval and Facilities Upgrade Program | Yass Valley |
| 14 | Murrumbateman Equestrian Facilities & Community Hall | Yass Valley |
| 15 | Shared pathway Lion Park to Murrumbidgee River Reserve (Snowy) | Snowy Monaro |
| 16 | Bega Valley Regional Sports Facility | Bega Valley |

TRANCH – Education and Health

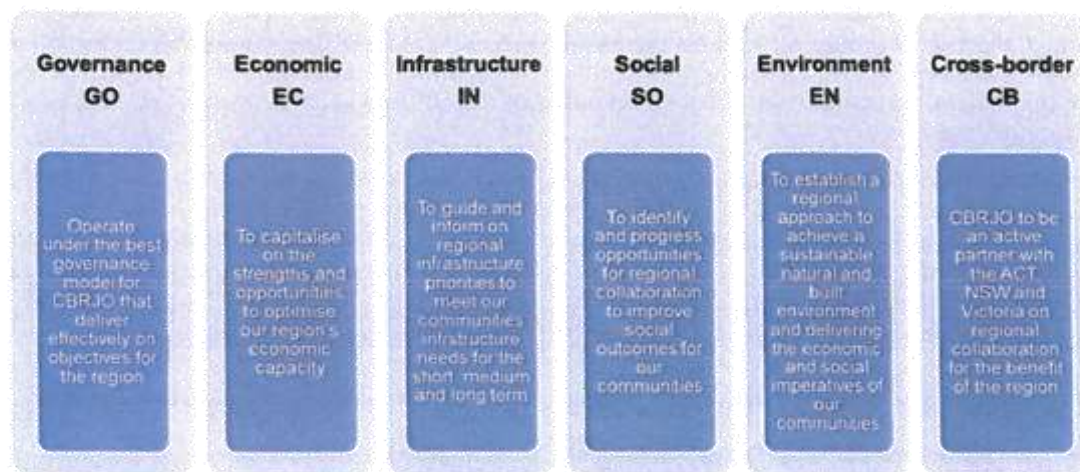
| Rank | Project Description | LGA |
|------|--|----------------------|
| 1 | Bega Innovation Hub - health, education, industry and research | Bega Valley |
| 2 | Goulburn Business and University Hub | Goulburn Mulwaree |

The matrix will be refined in 2018 by the Infrastructure Working Group. There will be an inclusion of a tourism component to capture the infrastructure needs relating to tourism activities.

STRATEGIC PLANNING

The strategic planning group comprises of the General Managers. In late 2016, the General Managers developed an interim action plan. The interim action plan is underpinned by the six key pillars of the CBRJO. Below provides an outline of each pillar.

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The strategic planning initiatives are in readiness for the legislation to incorporate Joint Organisations. The operating principles of the CBRJO include:

- **Cohesive:** speaking with one voice on regional issues and valuing equal representation.
- **Collaborative:** by working transparently and in the spirit of trust across member councils, communities, governments, and with a wide range of partners.
- **Aligned:** with consistency between member councils and NSW Government on regional strategies and policies.
- **Efficient:** by avoiding duplication and using resources within and available to member Councils wherever possible.
- **Evidenced based:** when introducing or transitioning programs and shared services.
- **Educative:** Challenging and improving as a sector and sharing information and opportunities between participating councils and the ACT.
- **Flexible:** Opportunities to operate at the sub-regional as well as regional level. Principles to opt in/opt out when deemed appropriate.
- **Effective:** Delivering real outcomes for the region through collaboration and shared delivery.

WASTE MANAGEMENT

The activities of Waste Management are funded under a number of programs of the Environmental Protection Authority (EPA).

In September 2014, the then SEROC was awarded the RENEW NSW Voluntary Regional Waste Strategy Grant of \$1,021,626.000 over three years by the EPA. The main purpose of this program was to fund a resource to be the coordinator and deliver the Waste Less, Recycle More EPA initiative, this program concluded in June 2017. The EPA has continued to fund this program for another two years, with \$447,020 being available to undertake regional activities. Each quarter the eight regional members of the RENEW NSW group attend a two day meeting, enabling discussion of Waste issues arising around the state, EPA legislative proposals and networking. These meetings are of great benefit with many of the regional coordinators being in the role a number of years.

As per the contractual arrangements with the EPA, the CBRJO is undertaking a review of the Regional Strategic Waste Management Plan. It is anticipated that this plan will be finalised in early

2018 with key milestones and deliverables as part of the plan in order to drive the regional agenda on Waste Less, Recycle More. This strategy document will also include an Action Plan outlining how the CBRJO waste groups will achieve the desired outcomes. A large part of the strategy document will focus on community education; this was identified as a priority area for all member councils. The CBRJO will work closely with member councils and the ACT Government to deliver targeted education agendas.

The CBRJO is working more closely with the ACT Government to further identify cross-border opportunities relating to waste minimisation. The ACT Government has undertaken a comprehensive plan of reducing waste and recovering resources to achieve a sustainable, carbon-neutral Canberra. This plan is to 2025 and it is envisaged that the local government areas would benefit from the learnings from the initiatives and research being undertaken by the ACT regarding waste diversion and recycling programs and initiatives that will benefit future generations.

The CBRJO has also facilitated a number of grants on behalf of the member Councils. These include:

| | |
|---|-----------|
| • Household Chemical Collection Program | \$150,000 |
| • Container Deposit Awareness Campaign | \$50,000 |
| • CRC Education and Communication plan | \$50,000 |
| • 'Hey Tosser' Litter Campaign | \$42,000 |

FINANCE

The Annual Financial Statement for CBRJO for the year 1st July 2016 to 30th June 2017 is presented below and on the following pages.

As at 30 June 2017, there are retained earnings of **\$811,132.00**.