



BUSINESS PAPER

ORDINARY MEETING

Thursday 21 November 2019
6:00PM
Gunning Council Chambers

TABLELANDS REGIONAL COUNCIL'S VISION

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

COUNCIL'S MISSION

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

COUNCIL'S AIMS

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

NOTICE OF MEETING

14 November 2019

Councillors

Dear Members

Ordinary Meeting of Council

Notice is hereby given that the next Ordinary Meeting of Council will take place on **Thursday 21 November 2019** in the **Gunning Council Chambers** commencing at **6:00PM**.

Your presence is requested.

Yours faithfully



Andrew Croke
Acting General Manager
Upper Lachlan Shire Council

AGENDA

ACKNOWLEDGEMENT OF COUNTRY

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

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	Nil	
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UPPER LACHLAN SHIRE COUNCIL

LEAVE OF ABSENCE

General Manager
Upper Lachlan Shire Council
Spring Street
CROOKWELL NSW 2583

Dear Sir

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

Date:

I will be absent for the following reason/s:

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

Yours faithfully

.....
(Councillor Signature)

ETHICAL DECISION MAKING AND CONFLICTS OF INTEREST

A GUIDING CHECKLIST FOR COUNCILLORS, OFFICERS AND COMMUNITY COMMITTEES

ETHICAL DECISION MAKING

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

CONFLICT OF INTEREST

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

THE TEST FOR CONFLICT OF INTEREST

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

IDENTIFYING PROBLEMS

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

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

AGENCY ADVICE

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

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

UPPER LACHLAN SHIRE COUNCIL

COUNCILLORS DISCLOSURE OF A PECUNIARY INTEREST

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

To the General Manager

I, _____

Declare a Conflict of Interest, being a PECUNIARY Interest.

Name of Meeting: Ordinary Meeting of Council

Date of Meeting:

Page Number:

Item Number:

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

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

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

to be held on the _____ day of _____ 20 .

Pecuniary interest

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

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

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

Matter giving rise to pecuniary interest¹

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

[Tick or cross one box]

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

Current zone/planning control

Proposed change of zone/planning control

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

☐ Appreciable financial gain

☐ Appreciable financial loss

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

Councillor's Signature:

Date:

UPPER LACHLAN SHIRE COUNCIL

COUNCILLORS DISCLOSURE OF A NON-PECUNIARY INTEREST

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

To the General Manager

I, _____

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

☐ Significant

☐ Non Significant

COUNCIL MEETINGS

Name of Meeting _____

Date of Meeting _____

Page Number _____ Item Number _____

Subject _____

Reason for Interest _____

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

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

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

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

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

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

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

Signature

Date

5 CONFIRMATION OF MINUTES

The following minutes are submitted for confirmation -

5.1 Minutes of the Ordinary Meeting of Council of 17 October 2019 12

UPPER LACHLAN SHIRE COUNCIL
MINUTES OF THE
ORDINARY MEETING OF COUNCIL
HELD IN THE COUNCIL CHAMBERS
ON 17 OCTOBER 2019

PRESENT: Mayor J Stafford (Chairperson), Clr P Culhane, Clr R Cummins, Clr P Kensit, Clr R Opie, Clr D O'Brien, Clr J Searl, Clr J Wheelwright, Clr B McCormack, Mr A Croke (Acting General Manager), Mr M Shah (Director of Infrastructure), Mr Vivian Straw (Acting Director of Environment & Planning) and Ms Susanne Pearman (Executive Assistant).

THE MAYOR DECLARED THE MEETING OPEN AT 6.05PM

SECTION 1: NOTICE OF WEBCASTING/AUDIO RECORDING OF MEETING

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

Mayor Stafford read a statement and observed a minutes silence to commemorate the passing of Theo Douven a long serving employee of the former Crookwell Shire Council.

SECTION 2: APOLOGIES & LEAVE OF ABSENCE

There were no apologies.

SECTION 3: CITIZENSHIP CEREMONY

Nil

SECTION 4: DECLARATIONS OF INTEREST

Nil

SECTION 5: CONFIRMATION OF MINUTES

ITEM 5.1 ORDINARY MINUTES

272/19

RESOLVED by Clr Searl and Clr Wheelwright

1. That the minutes of the Ordinary Council Meeting held on 19 September 2019 be adopted.

- CARRIED

Councillors who voted for:-

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

Councillors who voted against:- Nil

UPPER LACHLAN SHIRE COUNCIL
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ITEM 5.2
273/19

EXTRAORDINARY MINUTES

RESOLVED by Clr Searl and Clr McCormack

1. That the minutes of the Extraordinary Council Meeting held on 10 October 2019 be adopted.

- CARRIED

Councillors who voted for:-

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

Councillors who voted against:- Nil

SECTION 6: MAYORAL MINUTES

ITEM 6.1
274/19

MAYORAL MINUTE

RESOLVED by Mayor Stafford and Clr Searl

1. That Council receive and note the activities attended by the Mayor for September 2019 and October 2019.

- CARRIED

Councillors who voted for:-

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

Councillors who voted against:- Nil

UPPER LACHLAN SHIRE COUNCIL
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ITEM 6.2
275/19

MAYORAL MINUTE

RESOLVED by Mayor Stafford and Cllr O'Brien

1. That Council proceed with the installation of pavement marking signage, as outlined in the map, at the location of the pedestrian crossing in Goulburn Street, Crookwell, subject to approval from the Roads and Maritime Services, if required.

- CARRIED

Councillors who voted for:-

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

Councillors who voted against:- Nil

SECTION 7: PRESENTATIONS TO COUNCIL/PUBLIC

Mr Malcolm Barlow – Chairperson Audit, Risk and Improvement Committee.

SECTION 8: CORRESPONDENCE

ITEM 8.1
276/19

CORRESPONDENCE ITEMS FOR THE MONTH OF OCTOBER 2019

RESOLVED by Cllr Searl and Cllr McCormack

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

1. Wendy Tuckerman – Media Release – Region to benefit from Public Transport Boost.

277/19

RESOLVED by Cllr Culhane and Cllr McCormack that:

1. Council support the Bigga Community Bus Committee in the pursuit of funding for a community bus.

- CARRIED

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

Councillors who voted against:- Nil

2. Office of Local Government – Circular 19-20 – A new internal audit and risk management framework.
3. Office of Local Government – Launch of Your Council website.
4. Office of Local Government – Circular 19-21 – IPC Guidelines 1 Return of Interest.
5. Office of Local Government – Circular 19-22 – IPART Recommendations.
6. NSW Electoral Commission – Service Estimates for the conduct of the 2020 Local Government Elections.
7. NSW Government – IPART Final Response – Local Government Election Costs Review.
8. Office of Local Government – Circular 19-23 – Constitutional Referendums and Council Polls.
9. NSW Public Works Advisory – Guidelines for safe stormwater inlets.
10. Office of Local Government – Circular 19-25 – Penalties available to Council for Code of Conduct breaches by Councillors.

- CARRIED

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

Councillors who voted against:- Nil

Clr Kensit left the meeting the time being 6.55pm and did not return and was absent for the rest of the meeting.

SECTION 9: LATE CORRESPONDENCE

Nil

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SECTION 10: INFORMATION ONLY

ITEM 10.4, 10.5 INFORMATION ONLY ITEMS
and 10.7

278/19 RESOLVED by Clr Searl and Clr McCormack

1. Items 10.4, 10.5 and 10.7, be received and noted.

- CARRIED

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

Councillors who voted against:- Nil

ITEM 10.1 MONTHLY WEEDS ACTIVITIES REPORT

279/19 RESOLVED by Clr Cummins and Clr Opie

1. Council continues to closely monitor the use and research of
glyphosate.

- CARRIED

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

Councillors who voted against:- Nil

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ITEM 10.2 DEVELOPMENT STATISTICS FOR THE MONTH OF SEPTEMBER 2019

280/19 RESOLVED by Clr Searl and Clr Wheelwright

1. Council receives and notes the report as information.

- CARRIED

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

Councillors who voted against:- Nil

ITEM 10.3 NATURAL DISASTER 2016 EVENT PAYMENT CLAIMS

281/19 RESOLVED by Clr Wheelwright and Clr Searl

1. Council receive and notes the report as information.

- CARRIED

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

Councillors who voted against:- Nil

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ITEM 10.6 RATES AND CHARGES OUTSTANDING FOR THE MONTH OF SEPTEMBER 2019

282/19 RESOLVED by Clr Searl and Clr McCormack

1. Council receive and note the report as information.

- CARRIED

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

Councillors who voted against:- Nil

ITEM 10.8 ACTION SUMMARY - COUNCIL DECISIONS

283/19 RESOLVED by Clr Searl and Clr McCormack

1. Council receive and note the report as information.

- CARRIED

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

Councillors who voted against:- Nil

REPORTS FROM STAFF AND STANDING COMMITTEES

SECTION 11: ENVIRONMENT AND PLANNING

ITEM 11.1 2019/2020 LOCAL HERITAGE PLACES GRANT APPLICATIONS

284/19 RESOLVED by Clr Searl and Clr Wheelwright

1. Council notes the content of the report and endorses the proposed allocation of the following 2019/2020 Local Heritage Places Grant Program grants:-

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- BEST – Family Burial Vault – Gunning General Cemetery (Church of England Section) - \$3,000.00
- Uniting Church Collector – Lot 1 DP 194674 - \$3,000.00

2. Letters of Offer be sent to the successful applicants.

- CARRIED

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

Councillors who voted against:- Nil

ITEM 11.2 DRAFT SUSTAINABLE COMMUNITIES UPPER LACHLAN SHIRE COUNCIL ENERGY MASTERPLAN

285/19 RESOLVED by Clr Searl and Clr Opie

1. Council place the Draft Sustainable Communities Energy Masterplan for Upper Lachlan Shire Council on public exhibition for a period of 30 days.
2. Council consider priorities listed in the Draft Sustainable Communities Energy Masterplan for inclusion in future years Council Operational Plan and Delivery Programs.

- CARRIED

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

Councillors who voted against:- Nil

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SECTION 12: INFRASTRUCTURE DEPARTMENT

ITEM 12.1 INFRASTRUCTURE ASSETS NAMING POLICY

ds

RECOMMENDED

1. Council place the draft Infrastructure Assets Naming Policy on public exhibition for 28 days.

A foreshadowed motion was moved by Clr Searl and Clr McCormack that:

1. The Draft ULSC Infrastructure Naming Policy be withdrawn and the Council refer to the Geographical Names Board of NSW Policy on Place Naming for Procedural guidance on the naming of Council infrastructure assets.

On being put to the meeting the motion was carried.

286/19

RESOLVED by Clr Searl and Clr McCormack That

1. The Draft ULSC Infrastructure Naming Policy be withdrawn and the Council refer to the Geographical Names Board of NSW Policy on Place Naming for procedural guidance on the naming of Council infrastructure assets.

- CARRIED

Councillors who voted for:-

Clrs P Culhane, D O'Brien, B McCormack, J Searl, J Stafford and J Wheelwright

Councillors who voted against:-

Clrs Clr R Cummins and Clr R Opie

Abstained:-

Nil

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ITEM 12.2 **REQUEST FOR WAIVER OF SECTION 138 FEES**
287/19 **RESOLVED** by Clr Searl and Clr McCormack

1. Council does not waiver the Section 138 fee for owners of 2814 Grabben Gullen Road, Grabben Gullen and continue to charge \$490 as a processing fee.

- CARRIED

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

Councillors who voted against:- Nil

SECTION 13: FINANCE AND ADMINISTRATION

ITEM 13.1 **REVIEW OF COUNCIL LIBRARY COLLECTION DEVELOPMENT POLICY**
288/19 **RESOLVED** by Clr Searl and Clr O'Brien

1. Council adopts the reviewed Library Collection Development Policy.

- CARRIED

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

Councillors who voted against:- Nil

UPPER LACHLAN SHIRE COUNCIL

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POLICY:-	
Policy Title:	Library Collection Development Policy
File reference:	F10/618-05
Date Policy was adopted by Council initially:	17 October 2019
Resolution Number:	288/19
Other Review Dates:	N/A
Resolution Number:	
Current Policy adopted by Council:	17 October 2019
Resolution Number:	288/19
Next Policy Review Date:	2022

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:	Director of Finance and Administration
Responsibility for review of Policy:	Library Manager

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POLICY OBJECTIVE

This policy provides an outline for the development, acquisition, and maintenance of the library collections of Goulburn Mulwaree Library and Goulburn Mobile Library.

The Policy states how the Library will identify, select, and manage the collection materials and resources required to meet the ongoing needs of Library members.

Goulburn Mulwaree Library is committed to providing free, impartial, and equitable access to collections and resources that meet the cultural, informational, educational, research, and recreational needs and interests of Library members. This policy supports the development of a collection that:

- Is a balanced and up to date collection of popular and enduring works
- Is diverse, uncensored, and freely accessible to all Library members
- Promotes literacy and lifelong learning
- Is maintained in good condition
- Meets the needs of community demographic profiles as provided by the Australian Bureau of Statistics
- Meets the baseline standard of expenditure on library materials as stipulated by the State Library of New South Wales

LEGISLATIVE PROVISIONS

NSW Library Act 1939

NSW Library Regulation 2010

Classification (Publications, Films and Computer Games) Enforcement Act 1995 Copyright Act 1968

Copyright Amendment (Digital Agenda) Act 2000

Copyright Amendment (Disability Access and Other Measures) Act 2017

GUIDELINES

State Library of New South Wales (2015), Living learning libraries, standard and guidelines for NSW public libraries, 6th ed.

Australian Library and Information Association (2012, Standards and guidelines for Australian public libraries, 2nd ed.

POLICY STATEMENT

Definitions

“Library” refers to Goulburn Mulwaree Library and Goulburn Mobile Library collectively.

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Selection and de-selection responsibility

Selection of Library resources is undertaken by Goulburn Mulwaree Library staff for Goulburn Mulwaree Library and Goulburn Mobile Library.

Weeding and de-selection of Library resources is undertaken in accordance to the guidelines stipulated in this policy.

Library staff reserve the right to accept or refuse any addition to the Library collections, and to de- select and dispose of any collection materials, under the following guidelines.

Scope of the collection

The Library's collections will comprise a variety of materials suitable for children, young people, adults, and older people, with reading and learning abilities from birth to university entry level.

The following types of hard copy and electronic materials may be included in the Library's collections:

- Reference materials (e.g. dictionaries, encyclopaedias, language and study skills etc.)
- Fiction
- Non-fiction
- Biographies
- Audio books
- Newspapers and magazines
- DVDs and CDs
- Games
- Graphic novels
- Find Legal Answers and Drug Info, as stipulated by the State Library of New South Wales

The following types of materials are generally not included in the Library's collections

- Text books for formal courses of study
- Academic or specialist tests
- Curriculum materials
- Council documents
- Hardcopy reference materials where an online copy is available
- Fragile or easily damaged materials
- Second hand materials
- Materials that pose a risk to personal safety (e.g. small removable components etc.)
- Languages other than English

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Expenditure on Library collection materials

The State Library of New South Wales provides guidelines for expenditure on library collections and resources in *Living learning libraries: standards and guidelines for NSW public libraries, 6th ed.*

Goulburn Mulwaree Library will adhere to these guidelines and will meet the baseline standard for annual expenditure on library collections and resources per capita of Council's resident population as stipulated by the Australian Bureau of Statistics.

The Library will also make its greatest efforts to adhere to the standards suggested for number of acquisitions per capita, overall collection age, and stock turnover.

Selection criteria

The following criteria are used in evaluating material for inclusion in the Library collection:

- Popular interest or current demand
- Current reading trends
- Relevance and interest to Library members
- Creative, literary and technical quality
- Relevance and accuracy of content
- Currency and permanency
- Reputation, popularity, and significance of the author/publisher/genre/subject
- Actual or potential community need and usage
- Relevance of the subject area to the rest of the collection
- Suitability of the format (ease of use, ease of storage, durability)
- Availability of similar information online
- Australian and/or local perspectives
- Cost (including purchase price, processing requirements, ongoing fees etc.) For electronic resources, the following criteria are also applied:
 - Accessibility and ease of use
 - Vendor support
 - Hardware and software requirements

The Library will generally only purchase a single copy of each item, unless in very high demand or for book club use.

Library staff may use a variety of tools to assess and select collection materials, including but not limited to:

- Supplier selection profiles and standing orders
- Promotional literature and catalogues
- Reviews
- Suggestions for purchase and recommendations from Library members
- Personal knowledge and professional experience

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Electronic resources

Goulburn Mulwaree Library is a consortium member of the NSW Public Libraries Association South East Zone, and will participate in shared zone subscriptions and utilise the NSW.net suite of databases. Subscription to these resources is subject to consortia and licensing agreements.

Subscription to additional databases may also be undertaken as required.

Restricted materials

The Library will not purchase or accept into the collections any materials which have been refused classification, are banned, or are classified as R18+ and above by the Australian Classification Board.

Suggestions for purchase

Library members may make suggestions for the purchase of Library collection materials. Suggestions will be reviewed by Library staff to ensure they satisfy the guidelines stipulated in this policy, and may be purchased for the Library collection if they are deemed suitable. Library staff reserve the right to accept or decline suggestions as required.

General Donations

The Library may accept donations of books and other resources from Library members, provided the materials are:

- Not already held in the Library collection
- Less than two years old, or filling gaps in the collection
- In 'as new' condition with no wear or damage

Any materials donated to the Library become the sole property of the Library, and Library staff reserve the right to transfer, discard, sell, or otherwise dispose of materials as required. Terms and conditions cannot be stipulated by the donor.

Any materials donated to the Library that are not accepted into the collection will be sold or disposed of at the discretion of Library staff.

Weeding and de-selection

Library collections will be reviewed and weeded regularly to maintain the integrity and quality of the collection. Material may be chosen for de-selection under any of the following criteria:

- Factually inaccurate, or misleading content
- Aged and out-dated, or obsolete content
- Newer editions, online editions, more up to date, or superior works available
- Damaged or in poor physical condition
- Low usage and borrowing rates
- No longer relevant to the Library collection
- No longer relevant to user needs

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Disposal

Materials chosen for de-selection may be:

- Sold at library book sales
- Donated to other libraries, Government bodies, charities, community groups, or retirement homes
- Destroyed or otherwise disposed of

Magazine and hardcopy newspaper issues will be retained for a maximum of 12 months and then destroyed or otherwise disposed of.

Local Studies

Local studies collections are exempt from the general selection, donation, weeding, and de-selection criteria.

The collection is specifically for the use of local history and family history research, and is generally not available for loan. The collections will include current and historical resources relating to Goulburn Mulwaree Council's LGA, including resources about people, places, events, geography and natural history, industry, and administration of the area dating from pre-European settlement to the present day where possible.

Local Studies collections may also be supplemented by the collections of the:

- Goulburn and District Historical Society
- Goulburn District Family History Society
- State Archives and Records NSW

Local Studies collections are not limited by format, and may include both hard copy and electronic materials. Formats may include, but are not limited to:

- Published and unpublished monographs and indexes
- Newspapers, newsletters, and periodicals
- Pamphlets, ephemera, and objects
- Photographs
- Maps
- Sound and video recordings
- Microfilm and microfiche
- Electronic materials, both digitised and born digital

Materials may be added to the Local Studies collections by purchase, donation, or long term loan. Local studies staff will work in consultation with the governing body of the Library to select materials suitable for inclusion in the collections. Access conditions may be applied to unpublished donations or long-term loans at the time of their inclusion into the collections.

Local studies staff may also undertake digitisation activities to increase access and ease of use of particular collection materials. All copyright and other access conditions will be adhered to during any digitisation activities.

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Selection, donation, weeding, and de-selection activities may occur at any time at the discretion of Local Studies staff in each Library.

Version	Council Meeting Date	Resolution	Adoption Date	Effective From
1	12/12/2018	2017/514	12/12/2018	12/12/2018
All policies can be reviewed or revoked by resolution of Council at anytime.				

DIRECTORATE: Growth Strategy & Culture
BUSINESS UNIT: Library

ITEM 13.2 **REVIEW OF COUNCIL LIBRARY MEMBERSHIP AND ACCESS POLICY**
289/19 **RESOLVED** by Clr Searl and Clr O'Brien

1. Council adopts the reviewed Library Membership and Access Policy.

- CARRIED

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

Councillors who voted against:- Nil

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POLICY:-	
Policy Title:	Library Membership and Access Policy
File reference:	F10/618-05
Date Policy was adopted by Council initially:	17 October 219
Resolution Number:	289/19
Other Review Dates:	N/A
Resolution Number:	289/19
Current Policy adopted by Council:	17 October 2019
Resolution Number:	289/19
Next Policy Review Date:	2022

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:	Director of Finance and Administration
Responsibility for review of Policy:	Library Manager

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POLICY OBJECTIVE

This policy outlines the rights and responsibilities of members of Goulburn Mulwaree Library, and the rules governing provision of Library services to Library members. All registered Library members are entitled to access Library services under this policy at Goulburn Mulwaree Library and any library in a current library service level agreement with Goulburn Mulwaree Council.

LEGISLATIVE PROVISIONS

NSW Library Act 1939

NSW Library Regulation 2010

Privacy and Personal Information Protection Act 1998

Classification (Publications, Films and Computer Games) Enforcement Act 1995 Copyright Act 1968

Copyright Amendment (Digital Agenda) Act 2000

Copyright Amendment (Disability Access and Other Measures) Act 2017

POLICY STATEMENT

Definitions

“Library” refers to Goulburn Mulwaree Library and Goulburn Mobile Library.

“LSLA” refers to a current Library Service Level Agreement between Goulburn Mulwaree Council and any signatory Council to that agreement.

Membership

All members of the public may access Library buildings, use resources within the Library, and attend Library events.

Library membership entitles Library users to borrow collection materials, access Library computers and use the Internet on Library computers. Library membership is free to all residents and ratepayers of the Goulburn Mulwaree areas under the following provisions:

- A Membership Application Form must be completed and signed by the applicant.
- Applications by persons under the age of 18 must be signed by a parent or legal guardian. If a person under the age of 18 produces evidence to satisfy the Library that they are living independently, then they will be treated as an adult.
- Applications must be accompanied by valid personal identification confirming residency within the applicable Council areas.
- By becoming a member, patrons must agree to comply with all Library policies and procedures.
- A valid Library card or other identification must be presented to Library staff upon request.
- Members agree to notify the Library if their details, address, email or phone numbers change.

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- Membership is for a three year period, and can be renewed as required.

Membership for non-residents

Non-residents of the Goulburn Mulwaree Council area may be entitled to Library membership under the following provisions:

- Reciprocal membership
 - Members of other NSW and ACT public libraries are entitled to join if they have a current Library card for their own public Library, plus valid personal identification.
 - Reciprocal members have the same rights as resident members.
- Temporary membership
 - Temporary membership is available to people not eligible for resident or reciprocal membership, and who wish to use the Library for a period of up to 3 months.
 - Temporary membership will incur a non-refundable administrative fee.
 - Borrowing is restricted to two items at a time. Items may not be renewed.

Other types of membership

The Library may provide other types of membership, including but not limited to:

- Bulk loan membership
 - Available to teachers and staff of community groups or institutions for borrowing on behalf of their organisation. Bulk loan members have the same rights as resident members with the exclusion of some eResources.
- Book Group membership
 - Available to registered book groups and limited to borrowing Read & Connect Kits.
- Home Library membership
 - Available to people who, due to age, disability or illness, are unable to make their own selections at the Library. Library staff will select items as specified by the member's requirements, and items will be delivered to the member's home on a regular basis.

Cancellation of membership

Library members may cancel their membership at any time. All outstanding loans must be returned and outstanding fines or fees paid before membership can be cancelled.

The Library may refuse or cancel a membership if the person is not eligible for membership as outlined above, after two years of inactivity, if the person is deceased, or if the person has failed to comply with all Library policies and procedures.

Privacy

Goulburn Mulwaree Library abides by the privacy policies of Goulburn Mulwaree Council and the Privacy and Personal Information Protection Act 1998.

Personal information will be securely kept and only be used within Goulburn Mulwaree Council and any Council participating in an LSLA, or if otherwise required by law. Members

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have the right to request access to and/or correct any personal information held by the Library.

Loan Periods and Renewals

Library members may borrow collection items from the Library's lending collection only. Materials not available for loan may be accessed within the Library building only. Lending materials may be borrowed under the following provisions:

- Generally, members may borrow a maximum of thirty (30) items at any one time for a period of three (3) weeks, unless specified otherwise.
- Library members may borrow lending items from the collections of the Goulburn Mulwaree and Goulburn Mobile Libraries, and any Library part of a LSLA, and return items to any of these locations.
- Loans may be renewed twice unless specified otherwise or if reserved by another borrower.
- Items not renewed must be returned on or before the due date or they may incur overdue fines. Members will not be permitted to borrow or renew items if they have long overdue loans or if their fines total \$10 and over.

Reservations

Reservations may be placed on any lending collection materials of the Library and any Library part of an LSLA. Members may specify their preferred collection location for reserves. Members may reserve up to thirty (30) items, comprising 15 book and 15 non-book items at any one time, unless specified otherwise.

Members will be notified when reserved items are ready for collection, and will have 10 days to collect reservations. Any reservations not collected within 10 days will be void.

Fees and Charges

Fees may be charged to Library members, as per the applicable Council's Fees and Charges, including, but not limited to the following:

- Late returns of borrowed collection materials
- Lost or damaged collection materials
- Replacement Library cards
- Interlibrary loans

Fee disputes or requests for a fee reduction or waiver will be assessed by the governing body of the Library on a case by case basis.

Loan of Audio Visual Media

The Library does not accept any responsibility for damage caused to a member's personal equipment as a result of using borrowed media such as eBooks, DVDs, CDs, and console games, or as a result of using Library computers or equipment.

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Interlibrary Loans

Library members may request to borrow up to 15 items from other libraries in Australia through the National interlibrary loan system. Members requesting special needs materials (such as ESL or LOTE materials) may request up to 20 items.

Other libraries supplying items have the right to specify loan period or other conditions of loan. Any conditions or restrictions specified by the lending Library will be upheld. Fees may apply for interlibrary loans.

Access to Classified Library Resources

The Library exercises no censorship or limitation on access to publications classified 'unrestricted' under the *Classification (Publications, Films and Computer Games) Act 1995*.

Material rated as 'MA15+' or above by the Office of Film & Literature Classification will not knowingly be made available for loan to members under the age of 15 years.

Children and Young People

Library staff are not responsible for the care, safety or supervision of children under 18 years of age. Children must be in the care of a responsible adult at all times. Unattended children may be reported to Family and Community Services.

Library staff do not monitor information available online or in published works, and cannot be held responsible for their content. Restricting or monitoring access to collection materials and the Internet by children under 18 years of age is the responsibility of the parent or guardian.

Code of Conduct

- Users must not, without the consent of the governing body of the Library, use the Library for any purpose other than reading, studying, researching or engaging in Library programs.
- Users must not disrupt or otherwise interfere with other people using the Library.
- Users must not bring objects into the Library that may create an unsafe environment.
- Users must meet acceptable standards of personal hygiene and dress.
- Users must safeguard their own personal belongings. The Library is not responsible for any theft, loss or damage of personal belongings.
- Users must not take any animal into the Library other than an assistance or companion animal as defined under Section 9 of the *Disability Discrimination Act 1992*, unless by prior arrangement with the governing body of the Library.
- Users must not write on or otherwise damage any Library material or equipment in any way.
- Users must comply with the *Copyright Act 1968* and any other legislation or specifications related to the access, duplication, retention and use of Library collection materials.

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Directing users to leave the Library

A Library staff member may direct any person to leave the Library under the following circumstances:

- At closing time
- In an emergency
- If the user is conducting criminal behaviour
- If the user has contravened any of the Library's policies and procedures

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1	12/12/2017	2017/514	12/12/2017	12/12/2017

All policies can be reviewed or revoked by resolution of Council at anytime.

DIRECTORATE: Growth Strategy & Culture
BUSINESS UNIT: Library

SECTION 14: GENERAL MANAGER

ITEM 14.1 PREPARATION OF AGENDAS POLICY AND PROCEDURE REVIEW

290/19 **RESOLVED** by Clr Searl and Clr McCormack

1. Council adopts the reviewed Preparation of Agendas Policy and Procedure.

- CARRIED

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

Councillors who voted against:- Nil

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POLICY:-	
Policy Title:	Preparation of Agendas Policy and Procedure
File reference:	F10/618
Date Policy was adopted by Council initially:	22 December 2005
Resolution Number:	368/05
Other Review Dates:	15 October 2009, 21 June 2012, 16 April 2015
Resolution Number:	438/09, 191/12, 89/15
Current Policy adopted by Council:	17 October 2019
Resolution Number:	290/19
Next Policy Review Date:	2022

PROCEDURES/GUIDELINES:-	
Date procedure/guideline was developed:	22 December 2005
Procedure/guideline reference number:	N/A

RESPONSIBILITY:-	
Draft Policy Developed by:	General Manager
Committee/s (if any) consulted in the development of this policy:	N/A
Responsibility for implementation:	General Manager
Responsibility for review of Policy:	General Manager

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OBJECTIVE

The aim of this policy and procedure is to clearly define the process for preparing Agendas/Business Papers.

For this purpose the following differentiation applies:

- Type 1 Meeting/Reports are those that apply to Ordinary Meetings of Council;
- Type 2 Meeting/Reports are those that apply to other Committees (Consultative Committee, Work Health and Safety, etc).

1. Agenda Dispatch Deadlines.

Type 1 Agendas/Business Papers are to be forwarded at least 5 days prior to Committee Meetings and Ordinary Meetings.

Type 2 Agendas/Business Papers are to be forwarded at least 5 days prior to the meeting date.

2. Preparing Reports.

Staff should be aware of scheduled meeting dates for the Type 1 Meetings and also those Meetings from Type 2 with which they are involved.

For Type 1 Meetings draft reports are to be prepared on the following basis:

- i. Reports are to be in the Infocouncil report template (as part of the corporate system) and are to be submitted so that report is available for inclusion in the Business Paper by **4.30 pm on the Friday the week prior to dispatch**. (See ULSC Yearly Calendar for Report due dates).

For Type 2 Meetings:

- ii. Reports are to be in the Infocouncil report template (as part of the corporate system) and are to be submitted so that report is available for inclusion in Business Paper a minimum of 7 working days prior to meeting date.

The above requirements are achievable if those responsible for preparing reports do so progressively in the lead up to meetings and also by being aware and responsive to the agenda timetable deadlines. It would assist the process if staff preparing reports advise (in advance) the Administrative Assistant of any possible late or unusually lengthy reports. In the case of scheduled absences staff should arrange preparation of reports in advance.

There will be instances when correspondence and/or issues arise in the day(s) of Business Paper preparation. A determination will be made by the General Manager as to the inclusion

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or otherwise of those reports in the Agenda. Reports that are not included in the Business Paper, but are required to be submitted to the Council Meeting, may be done as late reports using the Infocouncil Late Report Template (subject to approval by General Manager). The distribution of such reports (whether prior to or at the meeting) will be determined on the basis of the circumstances involved.

3. Authorisation of Reports/Agendas.

All reports are to be checked and authorised in Infocouncil by the respective Department Director prior to the agenda being finalised.

When reports are authorised for the agenda at Director level they are then submitted to the General Manager for authorisation in Infocouncil (final proof) as follows:

- for Type 1 Agenda by 12 noon two days prior to dispatch;
- for Type 2 Agenda by 3.00pm two days prior to dispatch.

4. Report Format

The Infocouncil report template is the standard format that is to be used for Council/Committee meeting reports. The procedure for staff typing their reports is as follows:

- Staff should follow the Infocouncil Report Writing Manual to create a new report using the report template and then save the report into the current “meeting date” as listed in the Infocouncil system.
- Reports should be allocated to the correct Content Manager folder using the correct month date eg GOVERNANCE - MEETINGS - Council Business Paper February 2020

Summary

For Type 1 meetings the timetable is as follows:

WEEK PRIOR TO DISPATCH

Committee Reports

Friday: reports to be submitted by 4.30pm*

Monday: Authorisation by Directors and General Manager as per the Infocouncil system.

Ordinary Reports

Friday: reports to be submitted by 4.30pm*

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Monday: Authorisation by Directors and General Manager as per the Infocouncil system.

***NOTE: Reports can be submitted progressively and prior to these times and dates.**

VARIATION

Council reserves the right to vary or revoke this policy.

Other Related Documents

Local Government Act 1993;
Local Government (General) Regulation 2005;
Government Information (Public Access) Act 2009;
NSW State Records Act 1998;
Privacy and Personal Information Protection Act 1998;
Council Code of Conduct;
Council Code of Conduct Procedures;
Council Code of Business Practice;
Council Code of Meeting Practice
Council Section 355 Committee Policy;
Council Section 355 Committee Code of Meeting Practice;
Council Agenda Format and Committee Structure;
Council Service Delivery Policy;
Council Statement of Ethical Principles;
Delegations of Authority Policy;
Disclosure of Interests at Meetings Procedure;
Presentations to Council Policy;
Council Privacy Policy;
Council Privacy Management Plan; and
Questions With Notice Policy.

**ITEM 14.2 PRESENTATIONS TO COUNCIL POLICY AND PROCEDURE
REVIEW**

291/19 RESOLVED by Cllr Searl and Cllr O'Brien

1. Council adopt the reviewed Presentations to Council Policy and Procedure.

- CARRIED

Councillors who voted for:-

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

Councillors who voted against:- Nil

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POLICY:-	
Policy Title:	Presentations To Council Policy and Procedure
File reference:	F13/618-04
Date Policy was adopted by Council initially:	23 June 2005
Resolution Number:	162/05
Other Review Dates:	16 July 2009, 19 May 2011, 17 April 2014
Resolution Number:	271/09, 184/11, 100/14
Current Policy adopted by Council:	17 October 2019
Resolution Number:	291/19
Next Policy Review Date:	2022

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

RESPONSIBILITY:-	
Draft Policy Developed by:	General Manager
Committee/s (if any) consulted in the development of this policy:	N/A
Responsibility for implementation:	General Manager
Responsibility for review of Policy:	General Manager

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OBJECTIVES

To provide members of the community the opportunity to publicly express their views to Council by means of a presentation to Council.

POLICY STATEMENT

In accordance with Chapter 4 of the Local Government Act 1993 and Part 14 of the Code of Meeting Practice, Council has adopted a policy outlining ways in which members of the public may become involved in the policy making function of Council by means of a presentation to a Council or Committee Meeting.

Notice of Meetings

Ordinary Meetings of Council are conducted on the third Thursday of the month, commencing at 6.00pm, in the Council Chambers. Notices of extraordinary meetings are advertised in the Crookwell Gazette and Goulburn Post in the week prior to the meeting.

Agendas

Meeting agendas with confidential items excluded are made available to the public for perusal on the Friday preceding the meeting at the Administration offices in Crookwell and Gunning as well as at the Taralga Community Service Centre.

Other Access Available to the Public at Council Meetings

All meetings of Council and Committees are, as a general rule, open to the public except where the Council or Committee resolves into Confidential Session.

Individual Councillors may be directly approached by residents who believe they have an issue, grievance or a matter they wish Council to consider for the half hour preceding both the Ordinary and Committee Meetings which commence at 6.00pm.

Confidential Matters

Upper Lachlan Shire Council is committed to, and has fostered the practice of open local government. Some matters, however, are obviously of a sensitive nature and must be dealt with in Closed Session.

Whilst Section 10 (1) of the Local Government Act, 1993 requires that Council and Committee meetings be held open to the press and public, the Council or Committee is able to resolve that any item of business be dealt with in Closed Session, pursuant to Section 10 (A) of the Act.

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Section 10 (A) of the Local Government Act, 1993 and Part 14.1 of the Code of Meeting Practice both specify the grounds on which a meeting is closed to the public. This must be specified in the decision to close the meeting and recorded in the minutes of the meeting. Items considered to be of a confidential nature include the following:

- (a) personnel matters concerning particular individuals (other than councillors);
- (b) the personal hardship of any resident or ratepayer;
- (c) information that would, if disclosed, confer a commercial advantage on a person with whom the council is conducting (or proposes to conduct) business;
- (d) commercial information of a confidential nature that would, if disclosed:
 - (i) prejudice the commercial position of the person who supplied it, or
 - (ii) confer a commercial advantage on a competitor of the council; or
 - (iii) reveal a trade secret;
- (e) information that would, if disclosed, prejudice the maintenance of law;
- (f) matters affecting the security of the council, councillors, council staff or council property,
- (g) advice concerning litigation, or advice that would otherwise be privileged from production in legal proceedings on the ground of legal professional privilege; and
- (h) information concerning the nature and location of a place or an item of Aboriginal significance on community land.
- (i) alleged contraventions of any code of conduct requirements applicable under section 440.

Any reports, correspondence or documentation relating to such matters will be withheld from access by the press and public. The General Manager reports to the open Council meeting those resolutions made by the Council in Closed Session and such decisions are recorded in the Minutes of the Council Meeting.

Contacting Residents Involved

Every endeavor is made to inform persons who have a direct involvement in a matter, when the matter is to be considered by the Council. These persons are also advised of their right to peruse the meeting agenda, attend the meeting and apply to address the Council meeting.

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Addressing Council

Council is eager to provide access to Council by the public, but must maintain the rules and conventions set down in the Local Government Act, 1993 and Regulations and the Code of Meeting Practice. Accordingly, the following information is provided:-

- (a) The Mayor (or Chairman of the Meeting) has control of the meeting and of public presentations. The Mayor will provide directions for the person to address Council. Such directions may include the varying of any part of this policy and any part of the guidelines for public presentations to enable persons with a disability to make an effective presentation to the Council. The presentation will end when the Mayor so directs.
- (b) The Mayor retains the right to interrupt or close a presentation if it is believed that to continue would impinge on the laws of libel or defamation; if the matter is outside the guidelines, or if the matter contravenes the Act or Regulations. Accusations or allegations of wrong doing against members or staff will not be allowed in the presentation section. These matters are to be addressed formally in writing to the Mayor, to the General Manager, or to the other appropriate bodies.
- (c) The Mayor has the right to limit the number of presentations in total or the number of presentations on any one issue so that the presentation section does not unduly impinge on Council business or is not used for unnecessary repetition or duplication of points of view.
- (d) In relation to a specific development application, any applicants (or their representatives) and any persons who have made a submission (or their representatives) shall be entitled to seek approval to address Council when that development application is reported. Persons who have not made a submission and who wish to raise matters after the report to Council has been finalised shall be advised of their rights to make representations to individual Councillors but shall **not** be eligible for a public presentation.

GUIDELINES FOR PUBLIC PRESENTATIONS

1. APPLICATIONS

- a) **Content of Application** - Individuals wishing to make a presentation to Council will apply in writing, a minimum of 10 days prior to the date of the meeting where the presentation is proposed, outlining the name of the person(s) addressing Council, the reason for addressing Council, and a full copy of the topic/issue they will cover in their address.
- b) **Methods of Applying** - Applicants can apply by email, fax, or by letter, to the attention of the Executive Assistant.

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2. APPROVAL

The General Manager or his delegate must approve all applications for public presentations except under exceptional circumstances, as noted in clause 3 of this policy. The General Manager, in consultation with the Mayor, has absolute discretion as to whether the presentation will be accepted. Councillors are to be informed of all applications to make a presentation to Council, and the reason for any refusal to accept a presentation.

3. REFUSAL OF AN APPLICATION

The General Manager or his delegate can refuse an application if it does not meet the requirements of this policy. The Executive Assistant will advise both the applicant and the Councillors as to the reasons for the refusal.

4. RESPONSE TO APPLICATION

The Executive Assistant will advise all applicants of the outcome of their request for a public presentation.

- a) If approved, the Executive Assistant will advise the applicant of the date, time, and location they are to attend the Committee or Council meeting.
- b) If refused, the Executive Assistant will advise both the applicant and the Councillors of the reasons for any refusal to accept a presentation.

5. URGENT ACCESS

- a) The Council or Committee may consider an application for an urgent public presentation without the approval of the General Manager or his delegate, if they rule, by way of simple majority, that the matter is of great urgency.
- b) The Council or Committee may authorise an urgent request for a public presentation for the current meeting or a subsequent meeting.

6. NUMBER OF SPEAKERS

- a) **Speakers per Issue** - The number of speakers at anyone Council or Committee meeting is limited to one speaker for an issue and one speaker against an issue.
- b) **Speaking Once per Issue** - The General Manager or his delegate will not approve public access for the same person or their representative to address Council more than once on the same issue. An applicant may gain approval for a second public access address if it is deemed that the application/matter has changed significantly enough to warrant a further address.

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- c) **Number of Speakers per Council Meeting** - A maximum of three speakers in total may address a Council meeting.
- d) **Number of Speakers per Committee Meeting** - A maximum of three speakers in total may address a Committee meeting. In exceptional circumstances, this can increase to four.
- e) **Priority Speakers** - Requests for public presentations relating to items listed on the Committee's agenda, have priority over topics not listed on the agenda.

7. TIME LIMITS

- a) **Regular Time Limit** - Each address is limited to five minutes. Council's Executive Assistant will signal at the end of the five minutes by gong or other device.
- b) **Extension of Time Limit** - After five minutes, the Council or Committee may give the speaker an additional three minutes. A simple majority is required to grant the extension. There can only be one extension per public presentation. Council's Executive Assistant will signal the end of the additional three minutes.
- c) **Additional Speakers** - The time limits apply to one speaker addressing Council. Speakers must advise Council before the meeting, if they intend to have more than one speaker address Council. The time limit of five minutes, with a possible three-minute extension, applies regardless of the number of speakers.

8. QUESTIONS

Councillors and officers may ask questions of the speaker at the end of each address.

9. TERMS AND CONDITIONS

Council approves public presentation on the basis that:

- a) the speaker's address is limited to five minutes (including all speakers);
- b) the speaker provides 15 copies of any material they wish to distribute to Councillors and Officers before the meeting
- c) all presentations to Council Meetings will be accompanied by a written, preferably typed, full copy of the presentation and must be handed to the General Manager, or in his absence, the Mayor or Chairman of the meeting prior to the commencement of the presentation;
- d) the speaker is prepared to answer questions from Councillors and Officers;

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- e) the speaker agrees to comply with the general standards that apply in Council's Code of Conduct and Code of Meeting Practice and as such are applicable to any presentation made;
- f) the Council will keep a full copy of the presentation on record together with a copy of the official business papers of the Council meeting and will record a note of the presentation in the official minutes of Council;
- g) the speaker understands that the records of Council meetings are public documents and available to members of the community and the media;
- h) the speaker understands that anything said or published in their address, if defamatory, may result in legal proceedings against them;
- i) Council accepts no liability whatsoever in respect of the speaker's public presentation;
- j) the speaker's presentation to Council is not an opportunity to debate the issue, but is an opportunity to place their views before Council; and
- k) the speaker retires to the public gallery at the conclusion of their address and makes no further comment on the debate or discussion by Councillors.

RELEVANT LEGISLATION AND COUNCIL POLICIES

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

- Local Government Act 1993
- Local Government (General Regulation) 2005
- Government Information (Public Access) Act 2009
- Privacy and Personal Information Protection Act 1998
- State Records Act 1998
- Environmental Planning and Assessment (EPA) Act 1979
- Code of Conduct
- Code of Conduct Procedure
- Code of Meeting Practice
- Statement of Ethical Principles
- Harassment Policy
- Government Information (Public Access) Policy
- Interaction between Councillors and Staff Policy
- Complaints Management Policy
- NSW Ombudsman - Good Conduct and Administrative Practice (Guidelines for State and Local Government) June 2006

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VARIATION

Council reserves the right to vary or revoke this policy.

ITEM 14.3
292/19

CORPORATE UNIFORM POLICY REVIEW

RESOLVED by Clr Searl and Clr Wheelwright

1. Council adopts the reviewed Corporate Uniform Policy.

- CARRIED

Councillors who voted for:-

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

Councillors who voted against:- Nil

POLICY:-	
Policy Title:	Corporate Uniform Policy
File reference:	F10/618-03
Date Policy was adopted by Council initially:	16 December 2004
Resolution Number:	365/04
Other Review Dates:	26 July 2007, 15 April 2010, 2 March 2013, 17 March 2016
Resolution Number:	224/07, 152/10, 67/13, 64/16
Current Policy adopted by Council:	17 October 2019
Resolution Number:	292/19
Next Policy Review Date:	2022

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

RESPONSIBILITY:-	
Draft Policy Developed by:	General Manager
Committee/s (if any) consulted in the development of this policy:	N/A
Responsibility for implementation:	General Manager
Responsibility for review of Policy:	General Manager

Corporate Uniform Policy

The Corporate Uniform policy has the objective of projecting a unified and professional image of Council, by encouraging indoor staff to wear a corporate uniform.

The Policy:

1. Council originally implemented a corporate uniform arrangement for all “indoor” staff commencing on 1 July 2005.
2. A corporate wardrobe selected from either Goulburn Worklocker and/or Neat’N’Trim - Local Government Corporate Collection range of clothing will be available to indoor staff.
3. For staff participating and wearing the corporate uniform an allowance of \$300.00 per full-time employee per annum will be contributed by Council (part-time employees will receive a pro-rata allowance). Allowances not expended within a financial year will not accrue to the next financial year (unless prior arrangements have been made by an application to the General Manager).
4. The purchase of corporate wardrobe items will be funded by Council with sundry debtor provisions made available for staff for repayment of their uniform expenditure over and above the allowance. Repayment of the employees’ portion of costs will be structured so as to ensure that debts will be repaid within six months of purchase or at the time of any termination of employment with Council. Under certain circumstances the

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General Manager may authorise a special repayment schedule (application must be made to the General Manager by the staff member).

5. Where Goulburn Worklocker and/or Neat'N'Trim - Local Government Corporate Collection does not supply suitable sizing a staff member may apply to the General Manager for approval to purchase from another supplier, with suitable ULSC logo embroidery applied to the uniform garments.
6. The uniform allowance is available to staff once they have completed their probationary period of employment.
7. Uniform allowance for future years will not be available where an employee has outstanding debt from the previous financial year.
8. In conjunction with the corporate uniform, staff will wear a badge identifying Upper Lachlan Shire Council.
9. The cleaning and repair of corporate uniform items is the responsibility of the participating staff member.
10. Field Staff must read this policy in conjunction with the Protective Clothing and Equipment Policy.

Relevant Legislation and Council Policies

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

- Work Health and Safety Act 2011 (NSW);
- Work Health and Safety Regulations 2017 (NSW);
- Employment and Retention Policy;
- Human Resource Succession Plan;
- Human Resource Training Plan;
- Protective Clothing and Equipment Policy;
- Purchasing and Acquisition of Goods Policy and Procedures;
- Recruitment and Selection Policy;
- Staff Training Policy;
- Work Health and Safety Policy.

Variation

Council reserves the right to vary or revoke this policy.

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ITEM 14.4 DELEGATIONS OF AUTHORITY POLICY AND PROCEDURE REVIEW

293/19 RESOLVED by Clr Searl and Clr McCormack

1. Council adopt the reviewed Delegations of Authority Policy and Procedure.

- CARRIED

Councillors who voted for:-

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

Councillors who voted against:- Nil

POLICY:-	
Policy Title:	Delegations of Authority Policy and Procedure
File reference:	F10/618-06
Date Policy was adopted by Council initially:	27 October 2005
Resolution Number:	296/05
Other Review Dates:	21 May 2009, 19 May 2011, 20 March 2014, 17 March 2016
Resolution Number:	169/09, 178/11, 68/14, 63/16
Current Policy adopted by Council:	17 October 2019
Resolution Number:	293/19
Next Policy Review Date:	2022

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PROCEDURES/GUIDELINES:-	
Date procedure/guideline was developed:	19 May 2011
Procedure/guideline reference number:	

RESPONSIBILITY:-	
Draft Policy Developed by:	General Manager
Committee/s (if any) consulted in the development of this policy:	Nil
Responsibility for implementation:	General Manager
Responsibility for review of Policy:	General Manager

OBJECTIVE

To establish policy and procedure to ensure that Council complies with the provisions of Section 378(2) and 381 of the Local Government Act 1993 as amended, and other appropriate Acts and that staff are delegated the necessary authority to act on behalf of Council to ensure compliance with all relevant legislation.

SCOPE

This policy and procedure relates to the responsibilities of the General Manager and all staff delegated to carry out certain duties.

RESPONSIBILITIES

General Manager.

DEFINITIONS

"Delegation of Authority" means a written authorisation issued by the General Manager giving authority to a suitably qualified staff member to carry out certain duties on behalf of Council.

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DELEGATIONS OF AUTHORITY POLICY STATEMENT AND PROCEDURE

1. When a new staff member is appointed to a position for which a previous “Delegation of Authority” had been issued it will be the responsibility of the relevant Director to ensure that the former staff member’s delegation is checked and corrected if need be and sent to the Executive Assistant to prepare it for the General Manager’s signature.
2. Following checking by the Director and signing by the General Manager, the original Delegation of Authority will be placed in the current “Delegations of Authority Register” maintained by the Executive Assistant.
3. A signed original of the Delegation of Authority will be supplied to the employee for use whilst carrying out their official duties. A copy will also be placed on the employee’s personnel file. Should the Director so require, a copy will also be supplied to the relevant Director to maintain records within the Division.
4. If a new responsibility is required to be added to a delegation, the same procedure is to be followed.
5. There is also an Archival Register of Delegations being maintained by the Executive Assistant and the Executive Assistant will need to replace the old delegation with the new one in the current Register and then file the previous delegation in the Archival Register. **It is essential that this process be undertaken as the Delegations of Authority can become evidence in Court cases, which often does not take place until several years later.**

Relevant Legislation and Council Policies

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

- Local Government Act 1993
- Local Government (General Regulation) 2005
- Government Information (Public Access) Act 2009
- Privacy and Personal Information Protection Act 1998
- State Records Act 1998
- Environmental Planning and Assessment (EPA) Act 1979
- Public Interest Disclosures Act 1994
- Independent Commission Against Corruption Act 1998
- Code of Conduct Policy
- Code of Conduct Procedure
- Code of Meeting Practice
- Statement of Ethical Principles
- Government Information (Public Access) Policy
- Corporate Credit Card Policy
- Purchasing and Acquisition of Goods and Services Policy
- Interaction between Councillors and Staff Policy
- Complaints Management Policy
- Public Interest Disclosures Policy

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- Local Government State Award

VARIATION

Council reserves the right to vary or revoke this policy.

ITEM 14.5 COUNCIL CODE OF BUSINESS PRACTICE REVIEW
294/19 RESOLVED by Clr Searl and Clr McCormack

1. Council adopts the reviewed Code of Business Practice.

- CARRIED

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

Councillors who voted against:- Nil

POLICY:-	
Policy Title:	Code of Business Practice
File reference:	F10/618 - 06
Date Policy was adopted by Council initially:	25 August 2005
Resolution Number:	249/05
Other Review Dates:	16 October 2008, 18 November 2010, 20 June 2013, 16 June 2016
Resolution Number:	301/08, 441/10, 181/13, 168/16
Current Policy adopted by Council:	17 October 2019
Resolution Number:	294/19
Next Policy Review Date:	2022

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

RESPONSIBILITY:-	
Draft Policy Developed by:	General Manager
Committee/s (if any) consulted in the development of this policy:	Nil
Responsibility for implementation:	General Manager
Responsibility for review of Policy:	General Manager

POLICY STATEMENT

Business dealings between the Upper Lachlan Shire Council and the private sector are extensive and may, on occasions, raise sensitive ethical issues. The policy sets out Council's position on business ethics and provides guidelines to Councillors, Council Officers, Contractors and people with whom they conduct business.

The policy also provides guidance on how Council will deal with the requirements of the National Competition Policy, including the management of competitive neutrality complaints.

1. APPLICATION

This policy applies to all Council's business activities as defined under the National Competition Policy, as well as to all pricing, buying and selling of goods and services.

It replaced Council's *Competitive Neutrality Policy* on 25 August 2005.

2. DEFINITIONS

Impartiality and Fairness: This is about being objective, even-handed and reasonable. An impartial person will try to objectively establish criteria for determining best value for money and will work hard to objectively assess each quotation, expression of interest or tender against criteria. A fair person would not, for example, change or introduce new selection criteria midway through the tendering process without advising all tenderers.

Value for Money: This is determined by considering all the factors that impact on benefits and costs e.g. reliability, quality, timeliness and service, initial and ongoing costs. Value for money does not necessarily mean the lowest price, but price is a major factor in determining value for money if the product or service meets other essentials as set out above.

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3. GENERAL PRINCIPLES

The Upper Lachlan Shire Council expects all its representatives, staff and Councillors to behave in accordance with the principles set out in its *Statement of Ethical Principles* (see Appendix 1), and its *Code of Conduct*. The Council also expects private industry and its representatives to maintain similar standards of ethical conduct in their dealings with Council as set out in Council's *Statement of Business Ethics*.

In line with the above Codes and Statements, and the principles of the National Competition Policy, Council will ensure:

- (a) that in its business transactions it will seek to get the best possible value for public money;
- (b) that it will demonstrate impartiality and fairness at all stages of the business process;
- (c) that Council's business does not intentionally or unwittingly prevent or constrain the entry of external service providers who have the capability or potential to deliver better quality or more efficient services;
- (d) the removal of regulations which intentionally or unwittingly prevent or constrain suitable business investment or activity in the Shire and thereby employment;
- (e) that it will better define the purpose of its services and remove any waste and inefficiency that may exist within its business activities as a consequence of being sheltered from competition;
- (f) that the prices of Council services represent value for money and are not excessive compared to other local government areas; and
- (g) the assessment and selection of service providers is not distorted by factors pertaining to ownership and are based upon the comparable efficiency of the service provider.

4. RESPONSIBILITIES

4.1 Councillors and Staff of the Upper Lachlan Shire Council

The Upper Lachlan Shire Council expects its Councillors and staff to:

- (a) respect and follow Council's policies and procedures;
- (b) treat all suppliers and potential suppliers of goods and services equitably;
- (c) promote fair and open competition while seeking best value for money;
- (d) protect confidential information;
- (e) meet or exceed public interest and accountability standards;
- (f) avoid situations where private interest could conflict with public duty;
- (g) never solicit or accept remuneration, gifts or other benefits from a supplier for the discharge of official duties;
- (h) respond promptly to reasonable requests for advice and information.

4.2 Suppliers of Goods and Services

The Upper Lachlan Shire Council requires all suppliers of goods and services to Council to:

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- (a) respect the conditions set out in documents supplied by Council;
- (b) respect the obligation of Council staff to abide by Council's *Purchasing – Acquisition of Goods and Services Policy*;
- (c) abstain from collusive practices;
- (d) prevent the unauthorised release of privileged information, including confidential Council information;
- (e) refrain from discussing Council dealings with the media, except with Council's consent;
- (f) refrain from offering Council employees or Councillors any financial or other inducement which may give any impression of unfair advantage;
- (g) assist the Council to prevent unethical practices in our business relationships.

Guidelines for suppliers are set out in Council's *Statement of Business Ethics*. (see Appendix 2)

5. THE IMPORTANCE OF COMPLIANCE

All suppliers of goods and services to the Council are required to comply with this Code and this compliance will not in any way disadvantage suppliers.

However, should suppliers not comply with these ethical requirements when doing business with Council, then such actions could lead to the following consequences:

- (a) termination of contracts;
- (b) loss of future work;
- (c) loss of reputation;
- (d) investigation for corruption;
- (e) matters being referred for criminal investigation.

6. THE NATIONAL COMPETITION POLICY

In June 1996 the NSW Government issued the "NSW Government Policy Statement on the application of National Competition Policy to Local Government". The following are the requirements placed upon Council by the National Competition Policy:

6.1 Competitive Neutrality

Council is required to implement competitive neutrality principles under the terms of the "Competition Principles Agreement".

"Competitive Neutrality" is the principle that government, whether Commonwealth, State or Local, should operate without net competitive advantages over other businesses as a result of their public ownership.

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6.2 Council's Business Activities

Council must identify its significant business activities.

Council's defined business activities are subject to the provisions of the National Competition Policy and Competitive Neutrality. The following guidelines will define what a *business activity* is:

- (a) a business activity will involve the supply of goods and services for a fee or charge;
- (b) a business activity is likely to be subject to competition by other providers;
- (c) if an activity is subject to competition, is significant to the people who are supplied by it and has an impact on the local, regional or broader economy, then there is likelihood that it is a business activity;
- (d) an activity which is intended by Council to make a profit may be regarded as a business activity;
- (e) any activity in which Council bids for external contracts should be regarded as a business activity.

Once Council has determined which of its activities may be classified as business activities, it must determine whether they are significant enough to be subject to the competitive neutrality principles. There are two categories of business activities:

- (a) Category 1 businesses (\$2M and above annual gross operating income), or
 - (b) Category 2 businesses (less than \$2M annual gross operating income)
- Council's significant business activities are identified in its Annual Report and Financial Statements each year.
- Note: Council operates three Category 2 businesses – water supply scheme, sewerage scheme and domestic waste management service.

7. PROCEDURES FOR IMPLEMENTING COMPETITIVE NEUTRALITY

7.1 Applying the Corporatisation Model

A Category 1 business must comply with corporatisation requirements set out in the *Policy Statement*. In particular, it must meet the following requirements:

- (a) it must be capable of being separately identified within the operations of Council;
- (b) it must have a separate internal accounting and reporting framework to Council;
- (c) it must apply full cost attribution including:
 - (i) tax equivalent regime payments,
 - (ii) debt guarantee fees, where businesses benefit from Council's borrowing position by comparison with commercial rates, and
 - (iii) return on capital invested;
- (d) it must make explicit any subsidies paid to the business activity;
- (e) it must operate within the same regulatory framework as private businesses.

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A Category 2 business has less stringent requirements. However, it must meet these requirements:

- (a) it must make explicit any subsidies paid to the business activity;
- (b) it must operate within the same regulatory framework as private businesses;
- (c) it should apply full cost attribution where practicable.

7.2 Applying Competitive Neutrality Pricing

Council is required to include private sector pricing factors within its business activity pricing. Council's *Revenue Policy* and *Pricing Policies* are advertised each year in Council's Operational Plan. The *Statement of Pricing Policy* sets out the basis upon which costs will be attributed and the principles upon which the decisions have been made. Council's Policy contains a mix of full cost pricing, return rate pricing, partial cost pricing and market/reference pricing.

- (a) Full cost pricing is the recovery of all direct and indirect costs involved in the provision of a service. It also involves the recovery of the financial cost of capital tied up with service provision (by incorporating depreciation of assets);
- (b) Return rate pricing is a situation where prices are set not only to recover all costs, but also to earn some profit;
- (c) Partial cost pricing is providing services at a price which recovers less than the full cost incurred in service delivery. In this situation Council seeks to recover only the direct costs involved in providing services so as to provide a benefit to the community. Any of these subsidies must be made explicit.
- (d) Market/reference pricing refers setting a pricing structure based on current market fee structures and may have little relationship to the cost of providing the service.

7.3 Competing for Tenders

Although Council does not competitively tender for its own contracts, it does occasionally tender to provide private works or services. Council should not utilise subsidies to enable it to win tenders against private businesses. Return rate pricing principles should normally be utilised when setting prices in these circumstances.

8. HANDLING COMPETITIVE NEUTRALITY COMPLAINTS

Council is required by the *Policy Statement* to establish a complaints handling system for competitive neutrality complaints. Council has the responsibility of resolving complaints in the first instance, with a review by the State Government where and when warranted.

8.1 What is a Competitive Neutrality Complaint?

A complaint regarding competitive neutrality is:

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- (a) a complaint that Council has not met its requirements under the *Policy Statement or Pricing and Costing for Council Businesses – A Guide to Competitive Neutrality*. This includes a concern that Council has not established an effective complaints handling mechanism;
- (b) a complaint that Council has not abided by the spirit of competitive neutrality in the conduct of a business activity.

A competitive neutrality complaint is not:

- (a) a complaint regarding the level of service provided by a business activity e.g. a mobile garbage bin not collected;
- (b) a complaint regarding the cost of the service, unless the Upper Lachlan Shire Council has not costed the service to take competitive neutrality into account;
- (c) a complaint regarding the trade practices laws and their application to the Upper Lachlan Shire Council.

8.2 How to Lodge a Competitive Neutrality Complaint

A competitive neutrality complaint should be made in writing, addressed to the General Manager, and should contain sufficient information about the alleged breach for Council to fully investigate the complaint.

Should a complainant wish to discuss their complaint prior to making a complaint in writing, they should contact Council's Public Officer on ph. (02) 4845 4105.

A complaint may be referred directly to one of the following bodies:

- (a) the Independent Commission Against Corruption (ICAC). Complaints can be provided in writing, by telephone or arranging an interview with an ICAC Officer. To provide information or make an enquiry:

Write to: ICAC, GPO Box 500, Sydney NSW 2001

Fax: (02) 9264 5364

Phone: (02) 8281 5999 or toll free 1800 463 909 (9am to 5pm)

Email: icac@icac.nsw.gov.au

Information explaining the role of the ICAC and how to report corrupt conduct is available on the ICAC website www.icac.nsw.gov.au

- (b) the NSW Ombudsman. To contact the NSW Ombudsman:

Write to: NSW Ombudsman, Level 24, 580 George St, Sydney, NSW 2000

Fax: (02) 9283 2911

Phone: (02) 9286 1000 or toll free 1800 451 524

Email: nswombo@ombo.nsw.gov.au

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Information concerning the role of the Ombudsman is available the NSW Ombudsman website www.ombo.nsw.gov.au

- (c) the Australian Competition and Consumer Commission (ACCC).

Write to: Chairman, Australian Competition and Consumer Commission
GPO Box 3648, Sydney, NSW 2001
Fax: (02) 9223 1092
Phone: (02) 9230 9133 or toll free 1300 302 502
ACCC website www.accc.gov.au

8.3 Time Limits

Complaints will be acknowledged within 7 days and responded to by Upper Lachlan Shire Council within 30 days of the receipt of the complaint.

If the complaint requires detailed investigation, the complainant will be informed of progress at regular intervals.

8.4 Remedies

If the investigation finds that Council has not met its requirements under the National Competition Policy, Council gives an undertaking that it will alter its business practices to ensure compliance and will offer a written apology to the complainant.

Should the complainant not be satisfied with the findings of the Council investigation, then they may refer the complaint to the bodies listed in clause 8.2 of this policy.

8.5 Confidentiality

All competitive neutrality complaints received will be determined by the Council in the strictest confidence.

9. COMMUNITY SERVICE OBLIGATIONS

Council recognises it's many important community, environmental and social obligations and that there is no intrinsic or philosophical conflict between these obligations and making Council's operations more competitive. In fact, competition principles will:

- (a) encourage better customer service for those who depend upon the services which meet these obligations;
- (b) reduce the costs of these services to users;
- (c) free up funds which might be redirected to community, environmental or social priorities;

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- (d) make environmental, social and community service obligations more transparent and thereby open to scrutiny and prioritisation.

However, pricing decisions will take into account Council's community service obligations, particularly in terms of equity. Ensuring that there is equitable access to Council services may mean that Council will choose to subsidise some of its services.

10. REVIEW & VARIATION

This policy will be reviewed regularly to ensure that it conforms to current legislation.

Council reserves the right to vary or revoke this policy.

11. RELEVANT LEGISLATION, COUNCIL POLICY AND PROCEDURES

The following Legislation and Council Policies and documents that are relevant to this Policy include:-

- Access to Information Policy;
- Australian Audit Standard AUS210 / ASA240;
- Anti Discrimination Act 1977;
- Bribes, Gifts and Benefits Policy;
- Child Protection Policy;
- Code of Conduct;
- Companion Animals Act 1998;
- Complaints Management Policy;
- Corporate Credit Card Policy;
- Council's Code of Meeting Practice;
- Crimes Act 1900;
- Delegations of Authority Procedure;
- Disciplinary Policy;
- Drug & Alcohol Policy;
- Employee Assistance Program Policy;
- Employment and Retention Policy;
- Environmental Planning and Assessment Act 1979;
- Equal Employment Opportunity Act 1987;
- Equal Employment Opportunity (EEO) Management Plan;
- Fair Work Act 2009 (Cwth);
- First Aid Policy;
- Flexible Work Arrangements Policy & Procedure;
- Fraud and Corruption Prevention Policy;
- Government Information (Public Access) Act 2009;
- Government Information (Public Access) Amendment Act 2012;
- Government Information (Public Access) Policy;

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- Government Information (Public Access) Regulation 2009;
- Grievance Policy;
- Harassment Policy;
- Health Records and Information Privacy Act 2002;
- Human Resource Training Plan;
- Human Resource Succession Plan;
- Independent Commission against Corruption Act (ICAC) 1988;
- Industrial Relations Act 1996;
- Injury Incident Management Procedures;
- Interaction between Councillors and Staff Policy;
- Internal Reporting – Protected Disclosures Policy;
- Internet and Email Policy;
- Local Government Act 1993;
- Local Government (General) Regulations 2005;
- Loss of Drivers Licence Policy & Procedure;
- Manual Handling Policy;
- Mobile Phone Policy;
- NSW State Records Act 1998;
- Payment of Expenses and Provision of Facilities Policy;
- Performance & Misconduct Policy;
- Privacy and Personal Information Protection Act 1998;
- Privacy Management Plan;
- Private Use of Council Motor Vehicles Policy;
- Private Works (Projects and Plant Hire) Policy;
- Protective Clothing and Equipment Policy;
- Public Access Policy;
- Public Interest Disclosures Act 1994;
- Public Interest Disclosures Policy;
- Purchasing and Acquisition of Goods Policy and Procedures;
- Records Management Policy;
- Recruitment and Selection Policy;
- Rehabilitation Procedure and Practice Policy;
- Secondary Employment Policy;
- Service Delivery Policy;
- Smoking in the Workplace Policy;
- Staff Training Policy;
- Standards Australia 8000 series;
- Statement of Business Ethics;
- Statement of Ethical Principles;
- Sun Protection – Council Employees Policy;
- Time in Lieu of Overtime Policy;
- Trade Practices Act 1974;
- Trauma Management Policy;

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- Upper Lachlan Shire Council Community Strategic Plan;
- Upper Lachlan Shire Council Resourcing Strategy documentation;
- Upper Lachlan Shire Council Delivery Program and Operational Plan;
- Workforce Plan 2016-2020
- Workers Compensation Act 1987;
- Work Health & Safety Policy;
- Work Health & Safety Act 2011;
- Work Health & Safety Regulations 2017;
- Workplace Relations Act 2008;
- Any other relevant legislation and guidelines as applicable.

APPENDIX 1: STATEMENT OF ETHICAL PRINCIPLES

All Councillors and staff of the Upper Lachlan Shire Council will be guided by the following principles:

Selflessness

- Serving public over private interests;
- Avoiding private gain at public expenses;
- Not accepting gifts and benefits of more than nominal value;
- Reporting all offers of inducement or suspected bribes.

Openness

- Giving and revealing reasons for decisions;
- Revealing other avenues available to the client or business;
- Offering all information not subject to legal or privacy restrictions;
- Communicating clearly.

Honesty

- Obeying the law;
- Following the letter and spirit of policies and procedures;
- Observing codes of conduct;
- Fully disclosing actual or potential conflicts of interest.

Accountability

- Recording reasons for decisions;
- Submitting to scrutiny;
- Keeping proper records and establishing audit trails;
- Maintaining confidentiality.

Objectivity

- Fairness to all;

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- Impartial assessment;
- Merit selection in recruitment and in purchase and sale of Council resources;
- Considering only relevant matters.

Courage

- Having the courage to uphold these principles;
- Reporting suspected wrongdoing;
- Embracing necessary change;
- Giving advice fearlessly and frankly.

Appendix 2: **STATEMENT OF BUSINESS ETHICS**

What you can expect from us

The Upper Lachlan Shire Council will ensure that all its policies, procedures and practices related to tendering, contracting and the purchase of goods and services are consistent with best practice and the highest standards of ethical conduct.

Council's staff is bound by Council's comprehensive *Code of Conduct for Councillors, staff and delegates of Council* and *Code of Business Practice*. When doing business with the private sector, Council staff are accountable for their actions and are expected to:

- Use public resources effectively and efficiently.
- Deal fairly, honestly and ethically with all individuals and organisations.
- Avoid any conflicts of interest (whether real or perceived).

In addition, all Council procurement activities are guided by the following core business principles:

- All potential suppliers will be treated with impartiality and fairness and given equal access to information and opportunities to submit bids.
- All procurement activities and decisions will be fully and clearly documented to provide an audit trail and to allow for effective performance review of contracts.
- Tenders will not be called unless Council has a firm intention to proceed to contract.
- The Council will not disclose confidential or proprietary information.

What we expect from you

Council requires that all private sector providers of goods and services observe the following principles when doing business with the Council:

- Act ethically, fairly and honestly in all dealings with the Council.
- Respect the conditions set out in documents supplied by Council.

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- Respect the obligation of Council staff to abide by Council's *Purchasing – Acquisition of Goods and Services Policy*.
- Abstain from collusive practices.
- Take all reasonable measures to prevent the disclosure of confidential Council information.
- Refrain from offering Council employees or Councillors any financial or other inducement which may give any impression of unfair advantage.
- Refrain from discussing Council business or dealings in the media, except with Council's consent.
- Assist the Council to prevent unethical practices in our business relationships.

Why you should comply with this Statement

You should be aware of the consequences of not complying with Council's ethical requirements when doing business with the Council. Demonstrated corrupt or unethical conduct could lead to:

- Termination of contracts;
- Loss of future work;
- Loss of reputation;
- Investigation for corruption;
- Matters being referred for criminal investigation.

Finding out more about Council's business practices

If you have any questions regarding this Statement or to provide information about suspected corrupt conduct, please contact Council's General Manager directly by letter, phone, fax or email at the contact details shown below.

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

Tel: (02) 4830 1000
Fax: (02) 4832 2066
Email: council@upperlachlan.nsw.gov.au

Many of Council's policies, including its *Code of Conduct*, *Code of Business Practice* and *Purchasing – Acquisition of Goods and Services Policy* are available for reading or download on Council's website at www.upperlachlan.nsw.gov.au

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ITEM 14.6 **LAND UNDER COUNCIL JURISDICTION POLICY REVIEW**
295/19 **RESOLVED** by Cllr Searl and Cllr McCormack

1. Council resolves to adopt the reviewed Land Under Council Jurisdiction Policy.

- CARRIED

Councillors who voted for:-

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

Councillors who voted against:- Nil

POLICY:-	
Policy Title:	Land Under Council Jurisdiction Policy
File reference:	F13/77-09
Date Policy was adopted by Council initially:	20 May 2010
Resolution Number:	196/10
Other Review Dates:	20 May 2010, 21 March 2013, 17 March 2016
Resolution Number:	196/10, 71/13, 65/16
Current Policy adopted by Council:	17 October 2019
Resolution Number:	295/19
Next Policy Review Date:	2022

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

RESPONSIBILITY:-	
Draft Policy Developed by:	General Manager
Committee/s (if any) consulted in the development of this policy:	N/A
Responsibility for implementation:	General Manager
Responsibility for review of Policy:	General Manager

Policy Objectives:

To ensure that public land is maintained and used safely for the amenity and benefit of the resident community, visitors and the environment.

Land Under Council Jurisdiction Policy:

Council will:

- Implement the guidelines that document the range of activities or uses that are subject to an approval or consent of Upper Lachlan Shire Council;
- Obtain appropriate rentals for the use of public land; and
- Apply the principles of consistency, transparency and accountability to the procedures relating to Council's leases and licenses in order to ensure appropriate use and management of Council controlled land.

Relevant Legislation and Council Policies

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

- Code of Business Practice;
- Code of Conduct;
- Code of Conduct Procedures;
- Complaints Management Policy;

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- Crown Land Management Act 2016;
- Disposal of Council Real Estate Policy;
- Environmental Planning and Assessment Act 1979;
- Environmental Planning and Assessment Act Regulations 2000;
- Footpath Policy;
- Fraud and Corruption Prevention Policy;
- Government Information (Public Access) Act 2009;
- Government Information (Public Access) Policy;
- Government Information (Public Access) Regulation 2018;
- Incoming Grants Management Policy;
- Independent Commission Against Corruption Act 1988;
- Internal Control and Procedures Manual;
- Leasing-Licensing of Council Properties Policy;
- Local Government Act 1993;
- Local Government (General) Regulations 2005;
- Management of Leases and Licences Procedure;
- Privacy and Personal Information Protection Act 1998;
- Privacy Management Plan;
- Plan of Management – Parks, Sporting Fields & General Reserves;
- Public Access Policy;
- Records Management Policy;
- Roads Act 1993;
- Statement of Ethical Principles;
- State Records Act 1998;
- Upper Lachlan Local Environmental Plan 2010;
- Upper Lachlan Development Control Plan 2010;

Variation

Council reserves the right to vary or revoke this policy.

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ITEM 14.7 **INCOMING GRANTS MANAGEMENT POLICY REVIEW**
296/19 **RESOLVED** by Cllr Searl and Cllr McCormack

1. Council adopts the Incoming Grants Management Policy.

- CARRIED

Councillors who voted for:-

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

Councillors who voted against:- Nil

POLICY:-	
Policy Title:	Incoming Grants Management Policy
File reference:	F13/77-09
Date Policy was adopted by Council initially:	20 February 2014
Resolution Number:	27/14
Other Review Dates:	N/A
Resolution Number:	N/A
Current Policy adopted by Council:	17 October 2019
Resolution Number:	296/19
Next Policy Review Date:	2024

PROCEDURES/GUIDELINES:-	
Date procedure/guideline was developed:	25 November 2013

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Procedure/guideline reference number:	
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RESPONSIBILITY:-	
Draft Policy Developed by:	Grants Officer
Committee/s (if any) consulted in the development of this policy:	N/A
Responsibility for implementation:	General Manager
Responsibility for review of Policy:	General Manager

Policy Objective

This policy is to assist Council to:

- Evaluate and manage offers of funding assistance to Council;
- Evaluate and assist/facilitate offers of funding assistance to all Section 355 Committees, all Community Groups, not-for-profit groups, charities, playgroups, pre-schools and all other similar groups within the Upper Lachlan Shire Council local government area;
- Identify and maximise opportunities for additional revenue to align with Councils strategic goals in an open and transparent manner;
- Adopt a best practice approach in the administration of grant and sponsorship funds;
- Effectively manage the information relating to new and existing grant programs to comply with auditing requirements;
- Establish a framework for the preparation and coordination of grant applications which maximises the role of staff managing the grant functions.

Policy Statement

1. Introduction:

Grant programs are becoming increasingly competitive with a particular focus on merit based applications, as well as having stringent reporting requirements. This Policy and related documents will enable Council to take a proactive approach towards financial and information management relating to grant funds.

2. Scope:

This policy applies to the grants and funding of events, facilities, activities or the functions of Council where appropriate.

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3. Definitions:

For the purpose of this policy:

- Grants are defined as funds, from government or private sources, available to Council on complying application, for specified uses to achieve agreed aims. Rigorous accounting for spending is required.

4. Grants Policy:

Council will actively seek additional resources through grants or funding to provide services or facilities to the community in keeping with Council's strategic goals, community needs and Council activities.

Council will prepare grant applications and assess grants offered in accordance with this policy and associated management procedures and criteria. Particular attention will be paid to the requirements from Council specifically to new assets (such as matching funding) or to maintain assets or services.

Where there are cost implications for Council outside the approved budget (including both direct and indirect costs that may be incurred), proposed submissions must be reported to Council for endorsement and consideration of budget variations.

The program or project for which grant assistance is sought must be aligned to Council's current Community Strategic Plan and Integrated Planning and Reporting suite of Plans. If new assets are to be acquired through grant funding, the life cycle cost of the asset/s must be considered prior to acceptance. The life cycle of each Council asset class is listed below:

Asset Class	Life cycle
Plant and Equipment <ul style="list-style-type: none">○ Plant and Equipment, Road marking equipment○ Office Equipment○ Furniture and Fittings○ Motor Vehicles	10 to 15 years 5 to 10 years 5 to 20 years 5 years
Buildings	45 to 75 years
Other Structures	15 to 50 years
Roads <ul style="list-style-type: none">○ Sealed Road – Surface○ Unsealed Road – pavement base○ Kerb & Gutter	25 years 30 years 80 years
Bridges <ul style="list-style-type: none">○ Concrete	100 years

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○ Timber	40 to 100 years
Footpaths	80 years
Stormwater and Flood control structures	100 years
Water Supply and Sewerage	
○ Reservoirs	100 years
○ Bores	25 to 50 years
○ Pump Stations	25 to 70 years
○ Pumps	25 years
Swimming Pools	50 years
Playground Equipment and Park Furniture	15 years

*Note asset management framework to be provided for Council review and adoption.

5. Review

This policy shall be reviewed regularly to ensure that it meets the requirements of legislation and the needs of Council.

6. Related Documents:

- Grants Administration Procedures;
- Purchasing – Acquisition of Goods and Services;
- Community Strategic Plan.

7. Related Legislation

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

- Crown Land Management Act 2016;
- Environmental Planning and Assessment Act 1979;
- Environmental Planning and Assessment Act Regulations 2000;
- Government Information (Public Access) Act 2009 ;
- Government Information (Public Access) Regulation 2018;
- Government Information (Public Access) Amendment Act 2012;
- Independent Commission Against Corruption Act 1988;
- Local Government Act 1993;
- Local Government (General) Regulation 2005;
- Privacy and Personal Information Protection Act 1998;
- State Records Act 1998;
- Code of Business Practice;
- Code of Conduct;
- Code of Conduct Procedures;
- Government Information (Public Access) Policy;

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- Lands under Council Jurisdiction Policy;
- Management of Leases and Licenses Procedure;
- Plan of Management – Parks, Sporting Fields & General Reserves;
- Privacy Management Plan;
- Records Management Policy;
- Statement of Ethical Principles; and
- Any other relevant legislation and guidelines as applicable.

8. VARIATION

Council reserves the right to vary or revoke this policy.

ITEM 14.8 LEASING-LICENSING OF COUNCIL PROPERTIES POLICY REVIEW

297/19 RESOLVED by Clr Searl and Clr McCormack

1. Council adopts the reviewed Leasing-Licensing of Council Properties Policy.

- CARRIED

Councillors who voted for:-

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

Councillors who voted against:- Nil

POLICY:-	
Policy Title:	Leasing/Licensing of Council Properties Policy
File reference:	F13/77-06
Date Policy was adopted by Council initially:	18 November 2010
Resolution Number:	439/10
Other Review Dates:	18 November 2010; 19 September 2013

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Resolution Number:	439/10; 299/13
Current Policy adopted by Council:	17 October 2019
Resolution Number:	297/19
Next Policy Review Date:	2024

PROCEDURES/GUIDELINES:-	
Date procedure / guideline was developed:	20 May 2010
Procedure/guideline reference number:	196/10

RESPONSIBILITY:-	
Draft Policy Developed by:	General Manager
Committee/s (if any) consulted in the development of this policy:	N/A
Responsibility for implementation:	General Manager
Responsibility for review of Policy:	General Manager

1. POLICY STATEMENT

Council has a number of properties that it rents or leases to auspiced services, businesses, community organisations, employees and private individuals. These properties may include office space, business premises, caravan parks, residences and public lands.

Council will implement guidelines that document the range of activities or uses that are subject to an approval or consent of Upper Lachlan Shire Council and will obtain appropriate rentals for the use of public land.

Council will apply the principles of consistency, transparency and accountability to the procedures relating to Council's leases and licenses in order to ensure appropriate use and management of Council controlled land.

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It is important that Council makes the best use of its properties and obtains the `best return available for the benefit of the whole community. It is also important that all aspects of the leasing/licensing process must be fair and honest and transparent.

2. APPLICATION

This policy applies to the leasing or licensing of Council-owned property/properties.

3. DEFINITIONS

3.1 Residential Property

A residential property is one that is used for the purpose of residential occupation.

3.2 Commercial Property

A commercial property is one that is used for commercial or other purpose other than as a dwelling.

3.3 Community Land

Community land is land classified by Council in the Upper Lachlan Shire Local Environmental Plan 2010, as amended (from time to time) that should be kept for use by the general public (community). It cannot be leased or licensed for more than 30 years [s46 (3) *Local Government Act 1993*] and may only be leased or licensed for more than 5 years if public notice of the proposed lease or licence is given and, in the event that an objection is made to the proposed lease or licence, the Minister for Local Government's consent is obtained. If the land proposed to be leased is crown land under Council control, the consent of the Minister for Lands is also required prior to the issue of a lease or licence. Public parks can be an example of community land.

3.4 Operational Land

Operational land would ordinarily comprise land held as a temporary asset or as an investment, land which facilitates the carrying out by Council of its functions or land which may not be open to the general public, such as the Works Depot or Council Water or Sewerage Treatment Plants. Such land may be leased without the restrictions applied to community land.

4. DECISION TO LEASE/LICENSE

When a Council property falls vacant, the following process will occur:

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- (a) The General Manager shall determine whether the property continues to be required for Council purposes;
- (b) Should the General Manager determine that the property should be retained for future Council purposes then the property can remain vacant or be offered for lease or licence;
- (c) If the property is deemed not required for Council purposes then the Council will resolve whether the property should be sold.

5. ADVERTISING VACANCIES

- (a) Should it be decided that a Council property is available for lease, then that property should be advertised in the local newspapers and /or by any other method that offers potential tenants an opportunity to apply;
- (b) Leases should be offered to suitable applicants who are able to meet Council's lease and rental requirements, on a first come first served basis;
- (c) Exceptions to this would be situations where Council's community service obligation requires that the property be offered to a suitable community organisation e.g., locations such as the Crookwell Health Care Centre or the Gunning Community Health Service, where the principle of co-location requires that the vacant spaces be made available to health related services.

6. SETTING OF RENTS

- (a) All rental shall be at market rental rate, assessed by a Registered Real Estate Valuer (rounded to the nearest dollar);
- (b) Rentals determined by special arrangements, such as at the Gunning Community Health Service, are exempted from Clause 6(a);
- (c) All residential rentals shall be valued in March each year and the review will be in accordance with the market trend of the previous year, i.e. CPI (Sydney - all groups) adjustment;
- (d) Commercial rentals will be reviewed annually in accordance with the terms of the respective lease;
- (e) All rents will be included in Council's Schedule of Fees and Charges each year.

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7. LEASES/LICENCES

- (a) All tenants, excepting community organisations that occupy Council properties by special arrangement, must enter into a lease/licence prior to taking occupancy of the property;
- (b) Community organisations occupying Council properties by special arrangement must sign a letter of agreement prior to taking occupancy.
- (c) Appropriate insurance provisions must be included indemnifying Council from claims for compensation.

8. DURATION OF LEASES/LICENCES

- (a) The normal duration for residential leases will be 3 years;
- (b) The normal duration of non-residential leases will be 3 to 5 years;
- (c) Where a property is classified as operational land it may be leased or licensed for a period longer than 5 years by mutual agreement;
- (d) Where a property is classified as community land it may be leased or licensed for between 5 and 30 years by agreement with Council only after public notice of the proposed lease or licence is given and, in the event that an objection is made to the proposed lease or licence, the Minister's consent is obtained;
- (e) No property classified as community land may be leased or licensed for more than 30 years.

9. SURETIES

- (a) All tenants, other than Council employees and community organisations that occupy Council properties by special arrangement, will be required to deposit a bond or security;
- (b) Employees need not deposit any bond or security, but will authorise a deduction from their salary/wages equal to the rent.
- (c) All tenants, other than Council employees, shall pay their rent in advance;

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10. TERMINATION OF LEASE

Notice of termination requirements will be set out in individual leases. If the tenant is a Council employee however, then:

- (a) If repairs are required to the premises upon termination of the lease, the cost of such repairs, to the maximum of 4 weeks rent as set out in Council's Schedule of Fees and Charges, after consultation with the employee, shall be garnished from any termination payment or salary payment made to the tenant, as an employee of the Council, after the premises have been vacated;
- (b) Should the tenant of a residential property cease to be an employee of the Council, the lease shall terminate, subject to the required notices being served.

11. GST

- (a) No GST will be applicable to the rental income for residential properties except where the property is defined as a commercial residential property;
- (b) GST is applicable to rental income from non-residential properties.

12. SPECIAL ARRANGEMENTS

On occasions Council may resolve to provide an individual or organisation with occupancy of a property on a non-commercial basis. This may involve subsidised rental, repayment of rental as a donation, or free rental as an in-kind contribution. In any of these situations the following will apply:

- (a) Rental shall be assessed by a Registered Real Estate Valuer;
- (b) All rents will be included as assessed in Council's Schedule of Fees and Charges each year;
- (c) The above information will be used to calculate the degree of subsidisation (foregone rental income) involved in the special arrangement;
- (d) All tenants entering special arrangements are required to sign a Letter of Agreement prior to taking up occupancy;
- (e) All existing tenants in special arrangements will be encouraged to sign a Letter of Agreement to formalise the occupancy arrangements.
- (f) Where the property is unfenced, a longer leasing term may be negotiated but fencing must be erected at the lessee's cost if stock are to be placed on the property.
- (g) Council will not be responsible for connecting water to leased properties, the connection of water will be at the lessee's cost, if required.

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13. DELEGATION

- (a) The General Manager is authorised to offer/accept a lease (or licence if applicable) agreement for any Real Estate of the Council not required for immediate use and obtain the best rental/licence fee having regard to, but not limited to, the assessment of market rent determined by a Registered Real Estate Valuer;
- (b) The Mayor and the General Manager are authorised to sign a lease/licence under seal of Council for any Council property covered under Clause 13(a) of this Policy.

14. NON-COMPLIANCE WITH THIS POLICY

Failure to comply with the terms of this policy may lead to disciplinary procedures being implemented against the responsible staff member.

Any instances of corrupt conduct can lead to dismissal and/or criminal prosecution.

15. REVIEW

This policy shall be reviewed regularly to ensure that it meets the requirements of legislation and the needs of Council.

16. RELEVANT LEGISLATION AND COUNCIL POLICIES

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

- 1. Code of Business Practice;
- 2. Code of Conduct;
- 3. Code of Conduct Procedures;
- 4. Complaints Management Policy;
- 5. Crown Lands Act 1989;
- 6. Disposal of Council Real Estate Policy;
- 7. Environmental Planning and Assessment (EPA) Act 1979;
- 8. Government Information (Public Access) Regulation 2009;
- 9. Government Information (Public Access) Act 2009;
- 10. Government Information (Public Access) Policy;
- 11. Government Information (Public Access) Amendment Act 2012;
- 12. Independent Commission against Corruption Act 1988;
- 13. Lands under Council Jurisdiction Policy
- 14. Local Government Act 1993;
- 15. Local Government (General) Regulations 2005;
- 16. Management of Leases and Licenses Procedure;
- 17. Plan of Management – Parks, Sporting Fields & General Reserves;

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18. Privacy and Personal Information Protection Act 1998;
19. Privacy Management Plan;
20. Records Management Policy;
21. State Records Act 1998;
22. Statement of Ethical Principles;
23. Any other relevant legislation and guidelines as applicable.

17. VARIATION

Council reserves the right to vary or revoke this policy.

The minute adjourned for a short break the time being 8.00pm.

The meeting resumed the time being 8.10pm

SECTION 15: LATE REPORTS

Nil

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

ITEM 16.1 REPORTS FOR THE MONTH OF SEPTEMBER 2019

298/19 **RESOLVED** by Clr Searl and Clr McCormack

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

1. Kiamma Creek Land Care Group – Minutes from Annual General meeting held 1 August 2019.
2. Collector Village Pumpkin Festival – Minutes from meeting held 12 August 2019.
3. Economic Development Task Force – Minutes from meeting held 30 September 2019.
4. Crookwell District Art Gallery – Minutes from meeting held 29 August 2019.
5. Audit, Risk and Improvement Committee – Minutes from meeting held 9 October 2019.

299/19 **RESOLVED** by Clr McCormack and Clr Cummins that:

The recommendations 4.1 - 4.7 listed below of the Audit, Risk and Improvement Committee minutes from meeting held 9 October 2019 be adopted.

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Item 4.1 Correspondence for the month of October 2019

That Item 4.1 Correspondence/Information listed below be received:

1. Office of Local Government – Your Council Website Launch.
2. Office of Local Government – Circular 19-20 – A new internal audit and risk management framework.

Item 4.2 Council Investments Portfolio to 31 August 2019

The report on Council's investment portfolio is received and information noted.

Item 4.3 Review of Audit, Risk and Improvement Committee Charter

1. Council adopts the reviewed Audit, Risk and Improvement Committee Charter.
2. The meeting fee be set at \$400 for the independent members of the Audit, Risk and Improvement Committee and \$500 for the Chairperson.

Item 4.4 2018/2019 Capital Budget Program Report

The 2018/2019 capital budget financial management reports are received and information noted.

Item 4.5 2018/2019 NSW Audit Office Interim Management Letter to Council

The NSW Audit Office Management Letter on the conduct of the interim audit for 2018/2019 has been received and Council Management responses are endorsed.

Item 4.6 2018/2019 Financial Statements

The 2018/2019 Council Financial Statements are received and endorsed by the Audit, Risk and Improvement Committee for the independent audit by the Audit Office of NSW.

Item 4.7 Committee Chairperson Report to Council

The Committee receive and note the report as information.

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Clr Cummins and Clr Culhane requested that their name be recorded as against the motion.

- CARRIED

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

Councillors who voted against:- Nil

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

1. The Acting General Manager prepares a report back to Council in response to the issues raised in the Audit, Risk and Improvement Committee Chairperson's report.

On being put to the meeting the motion was carried.

300/19

RESOLVED by Clr Cummins and Clr Opie that:

1. The Acting General Manager prepares a report back to Council in response to the issues raised in the Audit, Risk and Improvement Committee Chairperson's report.

- CARRIED

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

Councillors who voted against:- Nil

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SECTION 17: NOTICES OF MOTION

ITEM 17.1 NOTICE OF MOTION - BUSINESS CASES FOR CONTINUUM FINANCIAL BENEFIT

MOVED by Clr Cummins and Clr Opie

That the Acting General Manager prepares a report to Council detailing the options available to Council to prepare Business Cases for the establishment of:-

1. Aged Housing and Aged Independent Living Facility
2. Waste to Energy Facility
3. Transport Hub Facility
4. Waste reuse Crushed Glass to Road Base Facility

within the Shire, which will provide a continuum financial benefit to Council.

- LOST

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

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

A foreshadowed motion was moved by Clr Stafford and Clr McCormack that:

1. Council upon the appointment of the new General Manager give priority to a workshop to determine a path forward for exploring economic development opportunities to create independent income streams.

On being put to the meeting the motion was carried.

RESOLVED by Clr Stafford and Clr McCormack

301/19

1. Council upon the appointment of the new general manager give priority to a workshop to determine a path forward for exploring economic development opportunities to create independent income streams.

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

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J Searl, J Stafford and J
Wheelwright

Councillors who voted against:- Nil

ITEM 17.2 NOTICE OF MOTION - THE USE OF GRANT MONIES

Motion Withdrawn

That the Acting General Manager prepares a Policy for the use of Federal and State Grants

ITEM 17.3 NOTICE OF MOTION - APPOINTMENT OF GENERAL MANAGER

That in compliance with the McArthur Candidate Information Pack-General Manager, Upper Lachlan Shire Council; Council select three (3) Councillors to be Council's representatives with the McArthur Consultants on the selection and final interview panel to appoint a new General Manager.

A foreshadowed Amendment was moved by Clr Culhane and Clr Wheelwright that:

1. The existing Performance Review Committee with the exception of Clr O'Brien become the new appointed Selection Committee comprising of Mayor Clr Stafford, Deputy Mayor Clr Searl and Clr McCormack.

On being put to the meeting the motion was carried.

302/19

RESOLVED by Clr Culhane and Clr Wheelwright that:

2. The existing Performance Review Committee with the exception of Clr O'Brien become the new appointed Selection Committee comprising of Mayor Clr Stafford, Deputy Mayor Clr Searl and Clr McCormack.

- CARRIED

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

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

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ITEM 17.4 **NOTICE OF MOTION - REVIEW OF COMMITTEES**
303/19 **RESOLVED** by Clr Opie and Clr Cummins

That Council implements a workshop to review the relevance or purpose of all the existing committees as listed under schedule B of the Council agenda format and committee structure report presented to Council at the September 2019 Ordinary Council Meeting.

- CARRIED

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

Councillors who voted against:- Nil

304/19 **RESOLVED** by Clr Searl and Clr McCormack

1. That Council extend the meeting until 9.30pm

- CARRIED

SECTION 18: QUESTIONS WITH NOTICE

ITEM 18.1 CUSTOMER REQUEST MANAGEMENT SYSTEM (CRMS)

Refer to the Business Paper for 17 October 2019 Council Meeting for the General Managers comments.

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ITEM 18.2 EVENT APPROVALS

Refer to the Business Paper for 17 October 2019 Council Meeting for the General Managers comments.

CLOSED COUNCIL ITEMS

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

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

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

305/19 RESOLVED by Clr Searl and Clr Wheelwright

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

- CARRIED

Council closed its meeting at 9.15pm and the public, staff and press left the chambers.

306/19 RESOLVED by Clr Searl and Clr Culhane

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

- CARRIED

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Open Council resumed at 9.25pm.

Resolutions from the Closed Council Meeting

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

SECTION 19: CONFIDENTIAL SESSION

ITEM 19.1 OUTCOME OF THE ENVIRONMENTAL INVESTIGATION AT THE CROOKWELL DEPOT

307/19 RESOLVED by Cllr Searl and Cllr McCormack

1. Council receive and note the Upper Lachlan Shire Council Crookwell Works Depot report from Coffey Services Australia Pty Ltd as information.
2. Council implement the recommendations contained within the report subject to a further detailed Environmental Site Assessment from Coffey Services Australia Pty Ltd.
 - Further targeted soil sampling within the north western part of the depot site to better define the extent of TRH soil concentrations near the emulsion storage area.
 - One or two additional groundwater wells should be installed around the emulsion and bitumen cutter storage area in the north western portion of the site, to monitor for the presence of non-aqueous phase liquids (NAPL) / dissolved hydrocarbons in this area of the site and whether they may be affecting off site area including the adjacent residential properties to the west to south west.
 - Review the results of groundwater sampling and laboratory results of the three onsite well. If groundwater analysis has not occurred recently (i.e. last 12 months) undertake a sampling and assessment of groundwater. Inclusion of metals analysis as well as hydrocarbon compounds should be considered.
 - If a full assessment of the depot has not been undertaken then undertake a thorough assessment of the site in line with the NSW EPA sampling guidelines. As well as the depot potential sources further assessment of the metals concentration identified in this assessment in both onsite and offsite areas should be considered based on further land uses for the depot and off site areas.

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3. Council authorises a revote of expenditure of \$18,000 (GST Exc.) for a further detailed Environmental Site Assessment report at the Crookwell Works Depot and adjacent Kiamma Creek.

- CARRIED

Councillors who voted for:-

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

Councillors who voted against:- Nil

THE MEETING CLOSED AT 9.27pm

Minutes confirmed 21 NOVEMBER 2019

.....
Mayor

6 MAYORAL MINUTES

The following item is submitted for consideration -

6.1	Mayoral Minute	90
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Mayoral Minutes - 21 November 2019

ITEM 6.1 Mayoral Minute

FILE REFERENCE I19/775

October 2019

23 October	Crookwell High School STEM
24 October	2GN Interview
26 October	Dame Mary Gilmore Festival – Youth Concert
31 October	2GN Interview

November 2019

4 November	Flood Grant Announcement with Wendy Tuckerman
4 November	Clifton Park Crookwell - Opening with Wendy Tuckerman
4 November	Julong Road Bridge Action Group inspection and photo shoot
7 November	2GN Interview
7 November	Collector Oval Committee Meeting 7pm
9 November	Crookwell RSL Remembrance Day Dinner
11 November	Remembrance Day Service RSL – Crookwell Memorial Park
11 November	Gunning District Landcare Dinner
12 November	Shibetsu Dinner – Goulburn Council
14 November	2GN Interview
14 November	Collector Consultative Committee Meeting
16 November	Pat Cullen Reserve - Music in the Park and Ceremony
21 November	2GN Interview
21 November	Ordinary Council Meeting in Gunning

8 CORRESPONDENCE

The following item is submitted for consideration -

8.1	Correspondence items for the month of November 2019	92
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Correspondence - 21 November 2019

ITEM 8.1

Correspondence items for the month of November 2019

RECOMMENDATION:

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

1. Hon. Scott Morrison, Prime Minister – Media Release – Drought budget support.
2. NSW Government – Local Government Ministerial Advisory Group.
3. Shelley Hancock – Local Government Expenditure Caps – Committee Accepted Recommendation.
4. NSW Government – Response to impact of expenditure caps on LG election campaigns.
5. Shelley Hancock – Minister for Local Government – New Intergovernmental Agreement – 15 October 2019.
6. NSW Government – Local Government Remuneration Tribunal 2020 Annual Determination.
7. Wendy Tuckerman – Fixing Local Roads Program Media Release.
8. Roads and Maritime Services – Fixing Local Roads – Applications now open.
9. NSW Transport – Fixing Local Road Program Fact Sheet.
10. NSW Government – National Redress Scheme.
11. Essential Energy – Bushfire and Electrical Safety Risk Management.
12. Stonequarry Cemetery Committee – Letter request for funding and maintenance.
13. Upper Lachlan Small Business Association – Letter of Thanks Council support.
14. Bruce Barraclough – Congratulations to Council Staff.
15. Lynne Van Veen – Letter of Thanks – Mulch Donation to Crookwell Hospital.
16. Col and Anne Picker – Letter of Thanks – Greenmantle Road works.
17. Norelle Williams – Letter of Thanks – Julong Bridge Works.
18. Bob Love – Letter of Thanks - Julong Bridge Works.
19. John Culley – Letter of Recommendation – Bridge Load Limits.
20. Kathy Staples – Letter of Thanks – Sporting Donation.
21. Collector Road Action Group – Request to investigate safety and sealing of Collector Road.
22. Crookwell Neighbourhood Centre – Proposal for Relocation of Off Leash Dog Park.
23. Yvonne Hatch – Objection to Proposal for Short Term RV Park at Railway Park.
24. Dianne Layden – Objection to Council process taken in naming footbridge.
25. Kiamma Landcare Group – Petition regarding implementing naming of footbridge.
26. Yvonne Hatch – Letter of Objection naming of Kiamma Creek Footbridge.
27. Don Southwell on behalf of Crookwell Community Men's Shed – Proposal for Walk of Fame in Crookwell.
28. Marion Jordon – Objection to proposed Walk of Fame in Pat Cullen Reserve Crookwell.
29. Yvonne Hatch – Objection to dismissal of Walk of Fame proposal in Crookwell.

Correspondence**CORRESPONDENCE ITEMS FOR THE MONTH OF NOVEMBER 2019** cont'd**ATTACHMENTS**

1. ↓	Prime Minister - Joint Media Release - Step up in drought budget support - Thursday 7 November 2019	Attachment
2. ↓	NSW Government - Local Government Ministerial Advisory Group	Attachment
3. ↓	Shelley Hancock - Local Government Election Expenditure Caps - Committee Recommendation Accepted	Attachment
4. ↓	NSW Government - Response - impact expenditure caps for LG election campaigns	Attachment
5. ↓	Shelly Hancock - Minister for Local Government - New Intergovernmental Agreement - 15 October 2019	Attachment
6. ↓	NSW Government Local Government Remuneration Tribunal - 2020 Annual Determination - Submissions Due 1 May 2020	Attachment
7. ↓	Wendy Tuckerman - Media Release - Fixing Local Roads	Attachment
8. ↓	RMS - Fixing Country Roads - Applications now invited	Attachment
9. ↓	Transport NSW - FIXING LOCAL ROADS FACT SHEET	Attachment
10. ↓	National Redress Scheme FAQ	Attachment
11. ↓	Essential Energy - Bushfire & Electrical Safety Risk Management	Attachment
12. ↓	Stonequarry Cemetery Committee - Letter to ULSC for funding for maintenance of the cemetery	Attachment
13. ↓	Upper Lachlan Small Business Association - Letter of Thanks - 16 October 2019	Attachment
14. ↓	Bruce Barraclough - Congratulations to Council Staff	Attachment
15. ↓	Lynne Van Veen - Letter of Thanks - Mulch Donation - Crookwell Hospital	Attachment
16. ↓	CJ & AE Picker - Letter Of Thanks - 94 Blackman Creek Road	Attachment
17. ↓	Norelle Williams - Julong Road Bridge No 2 photo shoot	Attachment
18. ↓	Bob Love - Julong Road Bridge Bypass - Letter of Thanks	Attachment
19. ↓	John Culley - Bridge Load Limits - Letter of Recommendation (2)	Attachment
20. ↓	Kathy Staples - Letter of Thanks - Sporting Donation - Katelyn & Heidi Staples	Attachment
21. ↓	Collector Road Action Group - Safety and Sealing of Collector Road	Attachment
22. ↓	Crookwell Neighbourhood Centre - Relocation Off Leash Dog Park	Attachment
23. ↓	Yvonne Hatch - Proposal for Short Term RV Parking at the Railway Park	Attachment
24. ↓	Dianne Layden - Naming of Council Infrastructure Policy - Complaint	Attachment
25. ↓	Kiamma Creek Landcare Group - Petition for Footbridge naming	Attachment
26. ↓	Yvonne Hatch - Letter of Objection - Kiamma Creek Footbridge	Attachment
27. ↓	Crookwell Community Mens Shed - Recommendation for Crookwell Walk of Fame	Attachment
28. ↓	Marion Jordan - Walk of Fame Suggestion Letter	Attachment
29. ↓	Yvonne Hatch - Letter of Objection - Walk of Fame Submission	Attachment

UNOFFICIAL



The Hon. Scott Morrison MP

Prime Minister

The Hon. Michael McCormack MP

Deputy Prime Minister

Minister for Infrastructure, Transport and Regional Development

Senator The Hon. Bridget McKenzie
Minister for Agriculture

The Hon. David Littleproud MP
Minister for Water Resources, Drought, Rural Finance, Natural Disaster and Emergency
Management

JOINT MEDIA RELEASE

Thursday 7 November 2019

STEP UP IN DROUGHT BUDGET SUPPORT

Drought-hit farmers, small businesses and rural towns are set for an immediate cash injection to keep stock fed and watered, keep businesses open, keep locals in work and pump funds into local economies.

The Prime Minister said the Coalition Government's next step of measures to combat the drought's impact was ready to flow.

"We are stepping up our drought response once again to meet the increasing needs as the drought's effects also step up," the Prime Minister said.

"Since the budget we have already committed an additional \$355 million to step up our drought response. Today's announcement triples this to more than \$1 billion since the election, as well as more than \$1 billion in new interest free loans, to see people through.

"This is money into the pockets of all those farmers and graziers who know they have a future, but are currently struggling to keep their operations running as the crippling effects of this drought continue to bite that we've heard from out on the ground. They are backing themselves and we are backing them to make it through to the better days that will be ahead.

"It's not only farmers doing it tough in drought. Our next step in drought support also has an eye squarely on those communities feeling the strain as work dries up and spending in local stores slows down.

"There is no silver bullet to this drought. Each time we introduce further help we listen, we learn and we adjust our response because we know each community has different needs and priorities that need the resources and cooperation of every level of government."

Deputy Prime Minister and Minister for Infrastructure, Transport and Regional Development Michael McCormack said the Government's latest initiatives would deliver an extra \$709 million worth of direct support.

"Communities across Australia are suffering the effects of the prolonged dry spell and today's announcement is the next step in the measures to help ease the burden of the drought," the Deputy Prime Minister said.

"This suite of measures go to the heart of what matters to these communities. From small businesses to primary producers, we are working with communities to take the pressure off one of the worst droughts in history.

"Not only is the Government continuing to respond as the drought progresses, but we are working on measures to assist in the recovery when the rains come, which includes the Government's billion dollar investment in water infrastructure.

"By redirecting \$200 million from the Building Better Regions Fund into drought communities and an extra \$138.9 million into our Roads to Recovery initiative, we're getting local projects and infrastructure work underway to keep finance flowing, trades in work and money rolling through local stores."

Minister for Agriculture Bridget McKenzie said a new loans program for small businesses and making existing drought loans interest free for two years would deliver immediate support for everything from buying fodder to transporting stock and agisting cattle through to paying staff and purchasing new equipment. The Regional Investment Corporation's mandate sets its interest rate just to cover administration and borrowing costs.

"These loans mean farmers and small business owners can do what they need to, right now at zero cost," Minister McKenzie said.

"Farmers will not have to pay a cent for the next two years and we'll keep assessing the program if the drought runs longer than that to ensure repayments are affordable.

"With \$200 million worth of loans committed already, we estimate the new small business program and the changes to the Drought Loans for farms will see around \$1.2 billion issued over the next three years that they can put to their priorities."

Minister for Water Resources, Drought, Rural Finance, Natural Disaster and Emergency Management David Littleproud said as the drought escalates, so does the government's response.

"The package will boost local jobs and respond to individual community needs," Minister Littleproud said.

"We've had strong demand on the Drought Communities Extension Programme and we're extending it to six new areas.

"On top of the \$1 million we've delivered to 122 councils we'll make another \$1 million available for those still in need.

"We've also set up a \$50 million fund for council projects in drought-hit communities for things like community hall renovations and playground upgrades.

"This will boost rural economies with more jobs and more business for regional suppliers like the local hardware store."

Minister Littleproud said the Federal and South Australian Governments had also struck a deal to secure up to 100 gigalitres of water for farmers to grow fodder, silage and pasture at a discounted rate.

“100 gigalitres will produce up to 120,000 tonnes of feed for animals on farms in drought,” Minister Littleproud said.

“This will help farmers maintain their breeding stock during the drought so when it breaks farmers can recover faster.”

Minister Littleproud said the Government had also released the Drought Response, Resilience and Preparedness Plan. The plan draws on the Drought Co-ordinator Major General Stephen Day’s report and the Government’s response, which was also released today. The Plan, Report and the Government’s response are available at <http://www.agriculture.gov.au/ag-farm-food/drought/drought-policy>.

The Government will continue to listen to drought-affected Australia, respond and step up.

Further information on the support available for drought-affected farms and communities and how to access it is available at <http://www.agriculture.gov.au/drought/>

Summary of Federal Government support

Existing support	New support
<i>Looking after our farming families here and now</i>	
<ul style="list-style-type: none"> • Simplified and expanded access to the Farm Household Allowance and extended it to a 4 in 10 year payment. Households are eligible for around \$105,000 as well as an additional payment of \$13,000 for couples • \$3,000 cash payments for families under the Drought Communities Support Initiative • Built the National Drought Map so all data and support services are in one place • Invested \$25 million to help our farmers combat pests and weeds; \$2.7 million to improve regional weather and climate guides; and \$77.2 million for Bureau of Meteorology radars • \$2 billion available in concessional loans through the Regional Investment Corporation to help farmers and small businesses prepare for, manage through and recover from drought 	<ul style="list-style-type: none"> • Making new and existing drought loans for farmers interest free for two years so they purchase fodder, pay for freight and pay their farm hands. Years three to five will be interest only payment and years six to 10 will be interest and principal. Current scheme is the first five years are interest only payments, and interest and principal payments for the balance of the loan term • A new program for small businesses dependent on agriculture with loans worth up to \$500,000 that can be used to pay staff, buy equipment and refinance. It follows the same new payment scheme as the Drought Loans for farmers • \$10 million to support schools facing financial hardship as a result of ongoing drought conditions, including fee concessions for boarding students • \$5 million from the Community Child Care Fund will help assist centres that are

<ul style="list-style-type: none"> \$5 million for the Rural Financial Counselling Service 	<p>experiencing decreased demand and financial pressure due to families from drought-affected areas being unable to pay for child care</p>
<i>Supporting jobs and investment in local communities</i>	
<ul style="list-style-type: none"> \$1 million for 122 councils and shires in drought-affected areas to invest in projects that support jobs and business income \$30 million for targeted mental health support \$50 million funding for major charities to assist rural Australians in desperate need with up to \$3,000 in individual support payments 	<ul style="list-style-type: none"> An additional \$1 million for each of the 122 drought-affected councils and shires if they need it \$1 million each for new drought-affected councils and shires including Greater Hume, Hilltops, Lockhart and Upper Lachlan in NSW, and Kangaroo Island and Tatiara in SA \$50 million discretionary fund to support projects in Local Government Areas impacted by the drought Redirecting \$200 million into a Building Better Regions Fund drought round to support new projects that deliver social and economic benefits to drought-affected communities \$138.9 million additional Roads to Recovery funding in calendar year 2020 for the 128 Local Government Areas eligible for the Drought Communities Programme Extension
<i>Long term resilience</i>	
<ul style="list-style-type: none"> Future Drought Fund worth \$5 billion to be a sustainable source of funding to improve drought resilience and preparedness \$1.5 billion for 21 dams, irrigation projects and pipelines across Australia 	<ul style="list-style-type: none"> 100 gigalitres of water that will be used to grow up to 120,000 tonnes of fodder as well as silage and pasture to secure supplies for the months ahead.

[ENDS]

Contacts:

Press Office: (02) 6277 7744

The Hon. Scott Morrison MP, Sydney

Press Office of the Hon. Scott Morrison MP, Prime Minister, Canberra

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Alison Searl

From: NSW Gov No Reply <noreply@minister.nsw.gov.au>
Sent: Wednesday, 23 October 2019 2:06 PM
To: Upper Lachlan Shire Council
Subject: Local Government Ministerial Advisory Group



The Honourable Shelley Hancock MP
Minister for Local Government

Dear Cllr Stafford

This week the newly formed and restructured Local Government Ministerial Advisory Group (MAG) met to discuss ways to enable closer collaboration and engagement between the local government sector and the NSW Government.

The primary purpose of the MAG is to consolidate the views of key stakeholders and provide strategic advice on relevant issues. I will rely on the group to provide advice to me on issues such as financial sustainability of councils, new strategic initiatives, and legislative matters.

The MAG was originally designed to enable a frank exchange of ideas between the local government peak bodies and debate on issues of mutual importance. I look forward to this continuing.

I would like to warmly welcome the new chair of the MAG, Peter Duncan AM, and I look forward to working closely with him in his new role. As you may already know, Peter has had a distinguished 40-year career which has included many senior roles, most recently as Chief Executive of Roads and Maritime Services. Members of the MAG include representatives from Local Government NSW, the United Services Union and LG Professionals Australia (NSW).

Collaboration and engagement will underpin each and every decision I make and the MAG will play a crucial role to a stronger working relationship between us.

Over the past months I have held dozens of meetings with local government peak bodies, key stakeholders, mayors, councillors and general managers – and I will continue to do so. These meetings have been crucial to discussing how our two levels of government can best work together, and importantly, we will not only listen, but we will act on your feedback and concerns.

Your commitment to your communities is appreciated by me and the NSW Government.

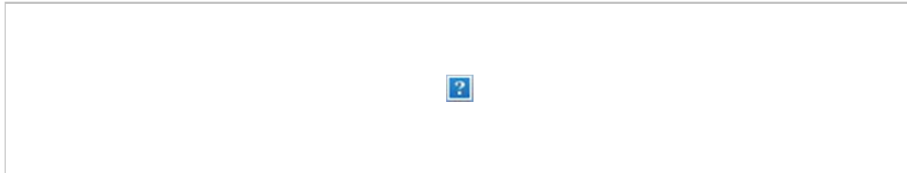
Yours sincerely

The Hon. Shelley Hancock MP
Minister for Local Government

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

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From: [NSW Gov No Reply](#)
To: [Upper Lachlan Shire Council](#)
Subject: Local Government Election Expenditure Caps
Date: Thursday, 17 October 2019 9:38:08 AM
Attachments: [image001.png](#)
[image002.png](#)



Dear Cllr Stafford

Yesterday the Government released its response to the NSW Parliament's Joint Standing Committee on Electoral Matters report into the impact of expenditure caps for local government election campaigns.

Following extensive consultation with the sector and having listened to your concerns about the need for clarity ahead of the 2020 local government elections, I am pleased to inform you that the Government has accepted each of the Committee's recommendations.

The bipartisan report contains nine recommendations for amendments to the expenditure caps outlined in sections 31(3)-(9) of the *Electoral Funding Act 2018*.

The Government has introduced the *Electoral Funding Amendment (Local Government Expenditure Caps) Bill 2019* into the Parliament to ensure that the Government's response is implemented well in advance of the 2020 elections. The amendments provide for a more transparent and fairer system that is ultimately easier to understand and follow.

A copy of the Government's response is available [here](#) and a copy of the Bill is available [here](#).

Please bring this letter to the attention of your fellow councillors.

Yours sincerely



The Hon. Shelley Hancock MP
Minister for Local Government

CC: Mr John Bell, General Manager

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**REPORT OF THE JOINT STANDING COMMITTEE ON ELECTORAL MATTERS –
INQUIRY INTO THE IMPACT OF EXPENDITURE CAPS FOR LOCAL GOVERNMENT
ELECTION CAMPAIGNS (REPORT 4/56 – OCTOBER 2018)**

GOVERNMENT RESPONSE

On 15 August 2018, following a referral from the Premier, the Joint Standing Committee on Electoral Matters (the **Committee**) adopted terms of reference to inquire into and report on the impact of expenditure caps for local government election campaigns.

The Committee's inquiry followed the debate on the Electoral Funding Bill 2018, in which the Government indicated that it would request the Committee to inquire into the impact of the expenditure caps introduced by the *Electoral Funding Act 2018* (the **Act**) on local government areas and wards with different populations.

The Committee tabled its report (the **Report**) on 26 October 2018. The Report contains nine recommendations for amendments to the expenditure caps outlined in sections 31(3)-(9) of the Act.

The Government accepts, or accepts in principle, each of the Committee's recommendations. Enclosed is a table which shows the Government's response to each of the Committee's recommendations.

The NSW Electoral Commission was consulted and its views considered in preparing this Government Response. In addition, representatives of the NSW Electoral Commission gave evidence to the Committee as part of its inquiry.

As noted in the Report, the next general local government elections are scheduled to take place in 2020. The NSW Government intends to introduce a bill in this session of Parliament to implement this Government Response well in advance of the 2020 local government elections.

COMMITTEE RECOMMENDATION	GOVERNMENT RESPONSE
1	The Committee recommends that the Government substantially amend the expenditure caps outlined in sections 31(3)-31(9) in the <i>Electoral Funding Act 2018</i> . Accept.
2	<p>The Committee recommends that the following expenditure caps be introduced:</p> <p>For a local government general election, the applicable cap for an ungrouped candidate or for a group of candidates is:</p> <ul style="list-style-type: none"> • \$6,000 where the number of enrolled electors for the local government area or ward is smaller than 5,001 • \$10,000 where the number of enrolled electors for the local government area or ward is larger than 5,000 and smaller than 10,001 • \$18,000 where the number of enrolled electors for the local government area or ward is larger than 10,000 and smaller than 20,001 • \$25,000 where the number of enrolled electors for the local government area or ward is larger than 20,000 and smaller than 30,001 • \$36,000 where the number of enrolled electors for the local government area or ward is larger than 30,000 and smaller than 50,001 • \$46,000 where the number of enrolled electors for the local government area or ward is larger than 50,000 and smaller than 75,001 • \$63,500 where the number of enrolled electors for the local government area or ward is larger than 75,000 and smaller than 125,001 • \$72,000 where the number of enrolled electors for the local government area or ward is larger than 125,000. <p>Accept.</p>
3	The Committee recommends that the model for expenditure caps outlined in Recommendation 2 applies equally to candidates, or groups of candidates, whether they are endorsed by a party or are independent. Accept.
4	The Committee recommends that when a political party incurs electoral expenditure for the purposes of the election in a particular local government area or ward, that expenditure be Accept.

COMMITTEE RECOMMENDATION		GOVERNMENT RESPONSE
	apportioned to any candidates endorsed by that party running in that local government area or ward.	
5	The Committee recommends that the population figure of enrolled electors on which to calculate expenditure caps is taken to be the number of enrolled electors in a ward or undivided local government area twelve months prior to the election.	Accept, as the recommendation relates to four yearly ordinary local council elections. For by-elections and other general elections, the Government proposes that population figures from the last previous general election be used.
6	The Committee recommends that the NSW Electoral Commission provide candidates with the number of enrolled electors in their electorate and the relevant expenditure cap that they will be subject to. This information should also be published on the NSW Electoral Commission website.	Accept.
7	The Committee recommends that expenditure caps for directly elected mayoral candidates, or groups containing a candidate for directly elected mayor, be set at: <ul style="list-style-type: none"> In multi-ward local government areas: <ul style="list-style-type: none"> where the mayoral candidate is also running for councillor, 100 per cent of the cap for the ward in which they are running, plus the sum of 25 per cent of each additional ward in that local government area. where the mayoral candidate is not running for councillor, 100 per cent of the cap for the largest ward in the local government area, plus the sum of 25 per cent of each additional ward in that local government area. In undivided local government areas: <ul style="list-style-type: none"> 100 per cent of the cap for councillors in that local government area, plus an additional 25 per cent of that cap. 	Accept.
8	The Committee recommends that expenditure caps for third-party campaigners be set at one-third of the relevant cap that applies to a candidate running in the ward or undivided local government area in which the expenditure occurs.	Accept.

COMMITTEE RECOMMENDATION	GOVERNMENT RESPONSE
9 The Committee recommends that non-residential voters are not counted when calculating the number of electors in a ward or undivided local government area, except where voting by non-residential voters is mandatory.	Accept.

Alison Searl

From: NSW Gov No Reply <noreply@minister.nsw.gov.au>
Sent: Monday, 14 October 2019 5:14 PM
To: Upper Lachlan Shire Council
Subject: New Intergovernmental Agreement



The Honourable Shelley Hancock MP
Minister for Local Government

Dear Cllr Stafford

Today I joined the Premier Gladys Berejiklian and Deputy Premier John Barilaro to sign a new Intergovernmental Agreement to guide relations on strategic partnerships between the NSW Government and the Local Government sector.

The signing of this agreement will lead to a new era of co-operation and support between the two levels of government that will benefit local communities right across the State.

Local Government is a vital partner for the State Government in delivering the services and infrastructure that our communities need, and this agreement reaffirms the Government's commitment to continuing to strengthen and grow this important relationship.

A copy of the new agreement is available on the [Office of Local Government website](#).

The new agreement, among other features:

- reaffirms the NSW Government's commitment to providing funding to assist local councils to deliver infrastructure and services to their communities;
- supports delivery of the Premier's priorities;
- ensures any potential impacts upon local government of State Government decisions are identified and appropriately considered; and
- reiterates the Government's policy of no more forced council mergers.

The signing of this new agreement affirms the NSW Government's commitment to strengthening collaboration and engagement with local councils and their communities.

Yours sincerely

The Hon. Shelley Hancock MP
Minister for Local Government

CC: Mr John Bell, General Manager

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



Local Government Remuneration Tribunal

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

UPPER LACHLAN SHIRE COUNCIL
GUNNING OFFICE
01 NOV 2019
File No:

Ref: A4374304

29 October 2019

Dear Mayor

I write to advise that the Local Government Remuneration Tribunal has commenced its review for the 2020 annual determination.

Pursuant to s. 241 of the *Local Government Act 1993* (LG Act), the Tribunal is required to make an annual determination, by no later than 1 May 2020, on the fees payable to Councillors and Mayors to take effect from 1 July 2020.

In accordance with the LG Act, and as foreshadowed in the 2019 Report and Determination, the Tribunal will undertake a review of the categories as part of the 2020 review. Section 239 of the LG Act requires the Tribunal to determine the categories of councils and mayoral offices at least once every 3 years.

The Tribunal last undertook a significant review of the categories and the allocation of councils into each of those categories in 2017. The review was prompted by the amalgamation of councils resulting in the creation of 20 new councils and an overall reduction in the number of councils in NSW from 152 to 128.

In reviewing the categories, the Tribunal examined a range of statistical and demographic data and considered the views of councils and Local Government NSW (LGNSW). Having regard to that information, the Tribunal determined a categorisation model which differentiates councils primarily on the basis of their geographic location. Other factors which differentiate councils for the purpose of categorisation include population, the sphere of the council's economic influence and the degree of regional servicing.

Existing categorisation

Each of the 128 councils is allocated into one of the following nine categories:

Metropolitan

- Principal CBD
- Major CBD
- Metropolitan Large
- Metropolitan Medium
- Metropolitan Small

Non-metropolitan

- Regional City
- Regional Strategic Area
- Regional Rural
- Rural

The criteria for each of the categories are outlined on pages 16 to 19 of the 2019 determination.

Level 4, 255 George Street, Sydney NSW 2000 ■ GPO Box 3988, Sydney NSW 2001
Tel: (02) 9272 6006 ■ www.remtribunals.nsw.gov.au

2020 review

The Tribunal foreshadowed in the 2019 Report and Determination that a case may exist to revise some categories and their applicable criteria:

"12. A few submissions have suggested alternative categorisation models. The Tribunal will consider this in detail in the 2020 review. The Tribunal intends to commence the 2020 annual review earlier than usual to ensure there is time to review the existing model and to examine alternatives. The Tribunal is of the preliminary view that a case may exist to revise the number of categories, and their applicable criteria, particularly for regional and rural councils."

The Tribunal has reviewed the existing model and proposes to create a new category for Non-Metropolitan councils. The new category, if determined, is proposed to be titled Regional Centre.

The Tribunal considers that changes to the categories and criteria applicable to Metropolitan councils and county councils are not warranted at this time.

The proposed categories and applicable criteria are outlined in **Attachment 1** and the proposed allocation of councils into each of those categories is outlined in **Attachment 2**.

Fees

The Tribunal will also determine the minimum and maximum fee levels for each category in the categorisation structure.

In accordance with section 242A of the LG Act the Tribunal is required to apply the Government's public sector wages policy to the determination of ranges of fees for Councillors and Mayors. The public sector wages policy currently provides for a cap on increases of 2.5 per cent.

Sub-sections (3) and (4) of section 242A makes it clear that the minimum and maximum fees applicable to the existing categories cannot be increased by more than 2.5 per cent. The Tribunal is however able to determine that a council can be placed in another category with a higher range of remuneration without breaching the government's wage policy.

The range of fees payable to the proposed new category of Regional Centre, if determined, will be between the ranges of fees currently paid to Regional Rural and Regional Strategic Centre.

Submissions

The Tribunal invites submissions from individual councils addressing the following four matters:

1. **Proposed classification model and criteria**
Comments on the proposed classification model outlined in **Attachment 1**, including the titles and criteria for each category.
2. **Allocation in the proposed classification model**
Comments on the appropriate allocation for their individual council in the proposed classification model outlined in **Attachment 2**, having regard to the proposed criteria for each category.
3. **Range of fees payable in the proposed classification model**
Comments on the ranges of fees for the proposed classification model, having regard to the Tribunal's obligations under section 242A of the LG Act as outlined above. Any recommendations in respect of the proposed new category of Regional Centre, if determined, should have regard to the capacity of their individual council to pay any increase in fees (**Attachment 2**).
4. **Other matters**
Councils may wish to address other matters within the Tribunal's jurisdiction under the LG Act.

Deadline and where to send submissions

The Tribunal has a limited period to undertake the annual review and the determination is required to be made before 1 May. For that reason, council submissions should be submitted as follows:

Deadline: No later than Friday 20 December 2019
Send to: catherine.power@psc.nsw.gov.au
(hard copies of submissions are not required)

Please note that any material provided to the Tribunal may be made available to any member of the public under the *Government Information (Public Access) Act 2009*.

As part of the annual review the Tribunal will seek to meet with LGNSW, as it does each year, to receive a sector wide view on local government in NSW.

If you require any further information, please email sarah.bradshaw@psc.nsw.gov.au or telephone on 02 9272 6006.

Yours sincerely



Dr Robert Lang
Local Government Remuneration Tribunal

Enclosed: Attachment 1 and Attachment 2

Attachment 1

Local Government Remuneration Tribunal – 2020 Annual Review - Proposed Classification Model**General Purpose Councils - Metropolitan**

No changes are proposed to the titles and criteria for Metropolitan Councils. The titles and criteria as determined in the 2019 Annual Determination are below.

Principal CBD

The Council of the City of Sydney (the City of Sydney) is the principal central business district (CBD) in the Sydney Metropolitan area. The City of Sydney is home to Sydney's primary commercial office district with the largest concentration of businesses and retailers in Sydney. The City of Sydney's sphere of economic influence is the greatest of any local government area in Australia.

The CBD is also host to some of the city's most significant transport infrastructure including Central Station, Circular Quay and International Overseas Passenger Terminal. Sydney is recognised globally with its iconic harbour setting and the City of Sydney is host to the city's historical, cultural and ceremonial precincts. The City of Sydney attracts significant visitor numbers and is home to 60 per cent of metropolitan Sydney's hotels.

The role of Lord Mayor of the City of Sydney has significant prominence reflecting the CBD's importance as home to the country's major business centres and public facilities of state and national importance. The Lord Mayor's responsibilities in developing and maintaining relationships with stakeholders, including other councils, state and federal governments, community and business groups, and the media are considered greater than other mayoral roles in NSW.

Major CBD

The Council of the City of Parramatta (City of Parramatta) is the economic capital of Greater Western Sydney and the geographic and demographic centre of Greater Sydney. Parramatta is the second largest economy in NSW (after Sydney CBD) and the sixth largest in Australia.

As a secondary CBD to metropolitan Sydney the Parramatta local government area is a major provider of business and government services with a significant number of organisations relocating their head offices to Parramatta. Public administration and safety has been a growth sector for Parramatta as the State Government has promoted a policy of moving government agencies westward to support economic development beyond the Sydney CBD.

The City of Parramatta provides a broad range of regional services across the Sydney Metropolitan area with a significant transport hub and hospital and educational facilities. The City of Parramatta is home to the Westmead Health and Medical Research precinct which represents the largest concentration of hospital and health services in Australia, servicing Western Sydney and providing other specialised services for the rest of NSW.

The City of Parramatta is also home to a significant number of cultural and sporting facilities (including Sydney Olympic Park) which draw significant domestic and international visitors to the region.

Attachment 1

Local Government Remuneration Tribunal – 2020 Annual Review - Proposed Classification Model**Metropolitan Large**

Councils categorised as Metropolitan Large will typically have a minimum population of 200,000.

Other features may include:

- total operating revenue exceeding \$200M per annum
- the provision of significant regional services to greater Sydney including, but not limited to, major education, health, retail, sports, other recreation and cultural facilities
- significant industrial, commercial and residential centres and development corridors
- high population growth.

Councils categorised as Metropolitan Large will have a sphere of economic influence and provide regional services considered to be greater than those of other metropolitan councils.

Metropolitan Medium

Councils categorised as Metropolitan Medium will typically have a minimum population of 100,000.

Other features may include:

- total operating revenue exceeding \$100M per annum
- services to greater Sydney including, but not limited to, major education, health, retail, sports, other recreation and cultural facilities
- industrial, commercial and residential centres and development corridors
- high population growth.

The sphere of economic influence, the scale of council operations and the extent of regional servicing would be below that of Metropolitan Large councils.

Metropolitan Small

Councils categorised as Metropolitan Small will typically have a population less than 100,000.

Other features which distinguish them from other metropolitan councils include:

- total operating revenue less than \$150M per annum.

While these councils may include some of the facilities and characteristics of both Metropolitan Large and Metropolitan Medium councils the overall sphere of economic influence, the scale of council operations and the extent of regional servicing would be below that of Metropolitan Medium councils.

Attachment 1

Local Government Remuneration Tribunal – 2020 Annual Review - Proposed Classification Model**General Purpose Councils - Non-Metropolitan**

A new category (Regional Centre) is proposed between Regional Strategic Area and Regional Rural. The existing category of Regional City is to be renamed Major Regional City. New and amended criteria are outlined below.

Major Regional City

Councils categorised as Major Regional City will typically have a population above 150,000.

These councils:

- are metropolitan in nature with major residential, commercial and industrial areas
- typically host government departments, major tertiary education and health facilities and incorporate high density commercial and residential development
- provide a full range of higher order services and activities along with arts, culture, recreation and entertainment facilities to service the wider community and broader region
- typically contain ventures which have a broader State and national focus which impact upon the operations of the council.

Newcastle City Council and Wollongong City Councils are categorised as Major Regional City.

Regional Strategic Area

Councils categorised as Regional Strategic Area are differentiated from councils in the Regional Centre category on the basis of their significant population and will typically have a population above 200,000.

These councils:

- contain a mix of urban and rural settlements
- provide a range of services and activities including business, office and retail uses, along with arts, culture, recreation and entertainment facilities to service the wider community
- host tertiary education campuses and health facilities.

While councils categorised as Regional Strategic Area may have populations which exceed those of Regional City, they would not typically provide the same range of regional services or have an equivalent sphere of economic influence.

Central Coast Council and Lake Macquarie Council are categorised as Regional Strategic Area.

Regional Centre

Councils categorised as Regional Centre will typically have a minimum population of 40,000.

Other features may include:

- a large city or town providing a significant proportion of the region's housing and employment
- health services, tertiary education services and major regional airports which service the surrounding and wider regional community
- a full range of high-order services including business, office and retail uses with arts, culture, recreation and entertainment centres
- total operating revenue exceeding \$100M per annum
- a degree of economic activity within the Council area characterised by a Gross State Product exceeding \$2B
- the highest rates of population growth in regional NSW
- significant visitor numbers to established tourism ventures and major events that attract state and national attention
- a proximity to Sydney which generates economic opportunities.

Councils in the category of Regional Centre are often considered the geographic centre of the region providing services to their immediate and wider catchment communities.

Attachment 1

Local Government Remuneration Tribunal – 2020 Annual Review - Proposed Classification Model**Regional Rural**

Councils categorised as Regional Rural will typically have a minimum population of 20,000.

Other features may include:

- a large urban population existing alongside a traditional farming sector, and are surrounded by smaller towns and villages
- health services, tertiary education services and regional airports which service a regional community
- a broad range of industries including agricultural, educational, health, professional, government and retail services
- large visitor numbers to established tourism ventures and events.

Councils in the category of Regional Rural provide a degree of regional servicing below that of a Regional Centre.

Rural

Councils categorised as Rural will typically have a population less than 20,000.

Other features may include:

- one or two significant townships combined with a considerable dispersed population spread over a large area and a long distance from a major regional centre
- a limited range of services, facilities and employment opportunities compared to Regional Rural councils
- local economies based on agricultural/resource industries.

Attachment 2

Local Government Remuneration Tribunal – 2020 Annual Review - Proposed Allocation of Councils
Proposed allocation of councils

Table 1: General Purpose Councils - Metropolitan

Principal CBD	Major CBD	Metropolitan Large	Metropolitan Medium	Metropolitan Small
Sydney	Parramatta	Blacktown	Bayside	Burwood
		Canterbury-Bankstown	Campbelltown	Camden
		Cumberland	Georges River	Canada Bay
		Fairfield	Hornsby	Hunters Hill
		Liverpool	Ku-ring-gai	Lane Cove
		Northern Beaches	Inner West	Mosman
		Penrith	Randwick	North Sydney
		Sutherland	Ryde	Strathfield
			The Hills	Waverley
				Willoughby
				Woollahra

Table 2: General Purpose Councils – Non-Metropolitan

Regional City	Regional Strategic Area	Regional Centre		Regional Rural
Newcastle	Central Coast	Albury	Mid-Coast	Bega
Wollongong	Lake Macquarie	Armidale	Orange	Broken Hill
		Ballina	Port Macquarie-Hastings	Byron
		Bathurst	Port Stephens	Eurobodalla
		Blue Mountains	Queanbeyan-Palerang	Goulburn Mulwaree
		Cessnock	Shellharbour	Griffith
		Clarence Valley	Shoalhaven	Kempsey
		Coffs Harbour	Tamworth	Kiama
		Dubbo	Tweed	Lithgow
		Hawkesbury	Wagga Wagga	Mid-Western
		Lismore	Wingecarribee	Richmond Valley Council
		Maitland	Wollondilly	Singleton
				Snowy Monaro

Rural			
Balranald	Cootamundra-Gundagai	June	Oberon
Bellingen	Cowra	Kyogle	Parkes
Berrigan	Dungog	Lachlan	Snowy Valleys
Bland	Edward River	Leeton	Temora
Blayney	Federation	Liverpool Plains	Tenterfield
Bogan	Forbes	Lockhart	Upper Hunter
Bourke	Gilgandra	Moree Plains	Upper Lachlan
Brewarrina	Glen Innes Severn	Murray River	Uralla
Cabonne	Greater Hume	Murrumbidgee	Walcha
Carrathool	Gunnedah	Muswellbrook	Walgett
Central Darling	Gwydir	Nambucca	Warren
Cobar	Hay	Narrabri	Warrumbungle
Coolamon	Hilltops	Narrandera	Weddin
Coonamble	Inverell	Narromine	Wentworth
			Yass

Table 3: County Councils

Water	Other
Central Tablelands	Castlereagh-Macquarie
Goldenfields Water	Central Murray
Riverina Water	Hawkesbury River
Rous	New England Tablelands
	Upper Hunter
	Upper Macquarie



Wendy Tuckerman MP
Member for Goulburn

MEDIA RELEASE

5th November 2019

FIRST CASH TO FLOW TO HELP FIX LOCAL ROADS

Regional communities are set to benefit from the first round of the NSW Government's \$500 million Fixing Local Roads program.

Liberal MP Wendy Tuckerman is encouraging councils in the Goulburn Electorate to apply for funding to repair, maintain or seal local roads.

"The NSW Liberals in Government went to the 2019 State Election committed to making important local roads safer and more efficient and today we deliver on that commitment," Mrs Tuckerman said.

"That's why I'm encouraging all councils in the Goulburn Electorate to nominate shovel ready projects they'd like to get off the ground.

"The first round of Fixing Local Roads is now open and will help councils with projects that are shovel-ready to get started, ensuring local communities are benefiting sooner."

Mrs Tuckerman said the investment would help keep communities connected and would boost economic and social development in the bush.

"More than 80 per cent of our state's road network is managed by councils, with many regions currently suffering extreme drought," Mrs Tuckerman said.

"Long periods of heat and lack of rain can take its toll on our roads and this funding boost will help them tackle the challenges these local communities are facing.

"By supporting councils to clear the maintenance backlog, we will be able to create more job opportunities in the bush, as well as delivering safe and reliable access to critical services such as hospitals and schools."

Applications under Round 1 of the Program will close on **2 December 2019**, with successful projects announced in early 2020.

The Fixing Local Roads Program is available to regional and rural councils, which will be able to apply for grants to repair priority local roads.

For more information go to rms.gov.au/fixinglocalroads

MEDIA: Electorate Office (02)4822 6444

Susie Pearman

From: Fiona Connell <Fiona.Connell@rms.nsw.gov.au> on behalf of Director Southern region <DirectorSouthernRegion@rms.nsw.gov.au>
Sent: Friday, 8 November 2019 3:39 PM
To: Upper Lachlan Shire Council
Cc: Vanessa Wilson
Subject: Fixing Local Roads Program - Applications now invited

Dear General Manager,

The NSW Government has launched the 'Fixing Local Roads Program' which has been specifically developed for regional and rural councils to carry out vital maintenance and repair work on local roads.

The Fixing Local Roads Program is a commitment of \$500 million over five years to assist councils in managing and maintaining their local road networks. This investment will aid in the reduction of council maintenance backlogs for local roads and assist in keeping communities connected, increasing economic and social development in regional and rural NSW.

Applications are now invited from eligible councils for the Fixing Local Roads funding and will be received up to 2nd December 2019. Councils are strongly encouraged to identify opportunities for funding and ensure they apply within the designated timeframe.

Eligible projects are required to be maintenance driven and include repairing pot holes on a key local road, sealing an unsealed road that will improve safety or improve access to services or industry or patching or repairing cracking on a key local road.

Further information is provided in the Program Guidelines. The guidelines, application form, contact details and other relevant information can be found at www.rms.nsw.gov.au/fixinglocalroads

Enquiries can be directed to fixinglocalroads@rms.nsw.gov.au

Regards

Sam

Sam Knight
Director, Southern Region
Regional & Outer Metropolitan Division
Roads & Maritime Services
Level 4, 90 Crown St, Wollongong, NSW, 2500



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Transport for NSW



Fixing Local Roads program

Fact sheet

What is the Fixing Local Roads program?

The Fixing Local Roads Program is a \$500 million NSW Government program over five years, to assist councils in reducing their local council roads maintenance backlog.

How does the program work?

Fixing Local Roads is a grant based program where councils can apply for funding to repair, patch, maintain and seal priority local council roads. Applications can be made for a 100 per cent contribution from the NSW Government for specific works. Councils are encouraged to co-contribute to any projects with funds or in-kind contributions.

What works can be funded?

Eligible projects are required to meet a series of criteria set out in the Program Guidelines. Projects must be:

- located on a local road managed by council
- identifiable as a priority or important local road for the local government area or region
- deliverable within 24 months of notification from Transport for NSW
- maintenance driven such as repairing, patching, maintaining or sealing existing roads.

What are ineligible projects?

Ineligible projects include:

- widening shoulders
- building new roads
- any project on the State or Regional road network or
- any project on private roads.



The total NSW road network is over 180,000km in length, with approximately 80% classified as Local Roads. Local councils are currently responsible for maintaining well over 85% of the total NSW road network (including regional and local roads)



More information on the Fixing Local Roads program is available online or via email

W www.rms.nsw.gov.au/fixinglocalroads

E fixinglocalroads@rms.nsw.gov.au

November 2019

Who is eligible for this funding?

The 93 councils listed on the Eligibility List are eligible to apply, as well as the Unincorporated Far West and Lord Howe Island.

How do councils apply for funding?

An application form and supporting documents can be obtained from the Fixing Local Roads webpage www.rms.nsw.gov.au/fixinglocalroads.

Relevant information around criteria, key dates and how to apply can be obtained from the Fixing Local Roads Program Guidelines.

Applications must be submitted online via the Fixing Local Roads Online Form which can be accessed at www.rms.nsw.gov.au/fixinglocalroads.

What is the deadline for completing works?

All works must be completed within two years of receiving funding to ensure local communities are benefiting sooner.

Shovel ready projects will be prioritised.

How will applications be assessed?

The Fixing Local Roads Program adopts a multi-criteria assessment as follows:

A suitably qualified assessment panel will be established by Transport for NSW. The assessment panel will assess each application and make recommendations to government on eligible ones.

Successful projects will be announced by the government. The decision of government will be final.

Reporting and payments

Councils will be required to report on the planning, progress and completion of projects and providing supporting information. Grant funding will be milestone based with an initial payment of 70 per cent at the start of the project and the remaining 30 per cent at the satisfactory completion of the project.

Contact details

Questions about Fixing Local Roads including eligibility and the application process can be emailed to fixinglocalroads@rms.nsw.gov.au

Criteria	Sub criteria
Local road function	Local road importance Typical Daily Traffic Volumes Heavy Vehicle Volumes
Local road condition	What is the condition of the road
Local road safety	Crash rate per kilometre/per annum Expected Road Safety Benefit
Council contribution	Co-contribution



More information on the Fixing Local Roads program is available online or via email

W www.rms.nsw.gov.au/fixinglocalroads

E fixinglocalroads@rms.nsw.gov.au

November 2019



Office of Local Government

5 O'Keefe Avenue NOWRA NSW 2541
Locked Bag 3015 NOWRA NSW 2541

Our Reference: A661950
Contact: Council Engagement Manager
Phone: 02 4428 4100

Mr Andrew Croke
General Manager
Upper Lachlan Shire Council
PO Box 42
GUNNING NSW 2581
By email: council@upperlachlan.nsw.gov.au

18 October 2019

Dear Mr Croke

Re: National Redress Scheme for Institutional Child Sexual Abuse – the inclusion of local councils in the scheme

I am writing to let you know about the inclusion of NSW councils in the National Redress Scheme which provides acknowledgment and support to people who experienced institutional child sexual abuse.

The National Redress Scheme was a key recommendation from the Royal Commission into Institutional Responses to Child Sexual Abuse. The scheme started on 1 July 2018 and will run for 10 years.

In May 2018, NSW was the first state to pass legislation referring powers to the Commonwealth to establish the Scheme. This meant that both government and non-government institutions in NSW could elect to join.

To ensure equal access for all survivors and a consistent approach across all participating institutions, the NSW Government has included councils as participating government institutions. The inclusion of NSW councils will be formalised by a Commonwealth declaration shortly.

The Royal Commission reported that around one third (32 per cent) of survivors who attended private sessions indicated they were abused in government institutions. Of these survivors, 1.2 per cent reported abuse in a local government institution. For these survivors to have access to redress, local councils must be participating institutions.

The NSW Government has agreed to accept financial liability for any redress recognition payments made against councils.

Processing of Redress applications

The Commonwealth Department of Social Services is responsible for operating the Scheme. Under the Scheme, redress includes a recognition payment of up to \$150,000, access to counselling and psychological services, and a direct personal response from the responsible institution(s).

The Office of Local Government (OLG) is the central contact point between councils and the scheme and will provide advice and support to councils subject to an

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



application. Where an application has been made, the council will be required to search its records to provide relevant documentation regarding that application as requested by the scheme.

Applications are formally assessed by Independent Decision Makers appointed under the scheme and the council will be notified of the outcome of the application via OLG.

Next Steps

For further information, please refer to the attached FAQ document and visit the National Redress Scheme website at <https://www.nationalredress.gov.au>.

Your Council Engagement Manager, Liz Dixon, will be your main contact for any questions or dealings with the National Redress Scheme and they will contact you in the next few days to discuss any questions or concerns you may have. Alternatively, you can send comments or questions to redress@olg.nsw.gov.au.

Yours sincerely



Tim Hurst
Deputy Secretary
Local Government, Planning and Policy

National Redress Scheme

For people who have experienced
institutional child sexual abuse



FAQs FOR NSW LOCAL COUNCILS

What is the National Redress Scheme?

The national Redress Scheme has been established in response to the Royal Commission into Institutional Response to Child Sexual Abuse.

How did the National Redress Scheme come about?

The Royal Commission into Institutional Responses to Child Sexual Abuse listened to thousands of people about the abuse they experienced as children.

The Royal Commission recommended that the Commonwealth Government establish a single national redress scheme for survivors of institutional child sexual abuse.

The scheme seeks to acknowledge the life-long impact of institutional child sexual abuse by providing eligible survivors with a redress payment of up to \$150,000, access to counselling and a Direct Personal Response (DPR) from the responsible participating institution.

When did the National Redress Scheme come into effect?

1 July 2018

How long will it run for?

Ten years

When will NSW local councils become part of the scheme?

Once all NSW councils have been informed of their role in the National Redress Scheme, the Commonwealth Minister for Social Services will 'declare' the updated list of participating NSW government institutions in accordance with section 115(2) of the *National Redress Scheme for Institutional Child Sexual Abuse Act 2018*.

Why are NSW local councils involved?

It is likely that some instances of institutional abuse happened at council owned or run facilities. This has been the experience in other states, although so far, the numbers have been low.

What is the likely impact on local government?

The Royal Commission reported that around one third (32 per cent) of survivors nationally who attended private sessions, indicated that they were abused in government managed institutions. Of these, 1.2 per cent reported abuse in a local government institution.

Will there be any cost to councils?

As local councils are included by the NSW Government as participating institutions, the State Government will cover the costs of the redress payments and counselling. Councils will be asked to cover costs associated with a Direct Personal Response (apology) if that is requested by the survivor.

What is the process of the National Redress Scheme?

The National Redress Scheme reviews applications lodged by survivors, determining the jurisdiction it belongs to and sending through a Request for Information (RFI) to the coordination agency in each state. In the case of NSW the agency coordinating RFIs is Department of Communities and Justice – Victims Services. Once a completed RFI is received by the scheme, a Commonwealth appointed independent decision maker will determine the application.

What is the role of the Department of Communities and Justice – Victims Services?

The Central Coordination Team (CCT) within the Department of Communities and Justice - Victims Services receives the RFIs and allocates it to the appropriate institution. If it is determined that the RFI is related to a council, the CCT liaises with the NSW Office of Local Government (OLG). Department of Communities and Justice - Victims Services will also coordinate counselling services for redress recipients on behalf of a local council where redress is required.

What is the role of OLG in the process?

OLG will act as a central point of contact between nominated councils and the CCT, which will support OLG to assist councils in implementing the scheme.

What is the process for a council?

Once notified of an RFI for a local council by the CCT, OLG will contact the general manager of the council concerned to advise the receipt of an RFI and provide an information pack on the process as well as contact information for the CCT.

How does a council respond to an RFI?

Councils will need to act with discretion, in good faith and undertake their best endeavours to assist people applying for redress.

Councils will be asked to comprehensively search their records for information that may support or assist someone to establish their case. The general manager may take on this role themselves or nominate an officer to lead the process.

Whoever is responsible, councils will need to demonstrate that they have a process in place to ensure that the privacy of the survivor is secured at all times.

How far back do we have to go?

Applications may relate to events that have taken place up to 60 to 70 years ago, perhaps longer. Council is obliged to search their records as thoroughly as possible and this may extend to retrieving archived documents out of storage.

What if my council has been created since the alleged incident – for example the council in question no longer exists?

The council is required to conduct as thorough a search of the records as possible. OLG can advise on the appropriate steps to take in this instance.

What happens once we have completed the RFI?

Once the records have been searched and OLG is satisfied that the search was comprehensive, councils complete the RFI and return it to the CCT.

The independent decision maker will evaluate information provided by council as well as other information provided by the survivor and make a determination about whether an institution is primarily or equally responsible for the abuser having contact with the person.

If the Independent Decision Maker determines that there is a reasonable likelihood the person is eligible for redress, the application will be approved, and an offer of redress will be made. Redress includes a payment of up to \$150,000, counselling and a direct personal response from the responsible institution(s).

What is a Direct Personal Response (apology) and how does council provide one?

In a Direct Personal Response (DPR), a survivor can tell their story to a representative of the council and receive an apology and an explanation of what the council is doing to stop anyone else from being abused in the future.

A Direct Personal Response can be done in a variety of ways, such as:

- a face-to-face meeting between the survivor and a representative of the council
- a written letter from the council, or
- other arrangements, depending on the circumstances of the survivor.

The survivor will decide whether a Direct Personal Response is right for them. If the survivor requests a Direct Personal Response, the Mayor, on behalf of the council, may be asked to participate in a face-to-face meeting or write a letter of apology as part of the redress process. If a face-to-face meeting is requested councils will be required to pay for costs associated with the DPR.

For more information about the National Redress Scheme

<https://www.nationalredress.gov.au/> or email redress@olg.nsw.gov.au



11 October 2019

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

Via Email: council@upperlachlan.nsw.gov.au

Dear Mr Bell

As we advised members of State and Local Government in May 2018, to secure network safety Essential Energy has been reinforcing private network asset owners' responsibilities and ensuring legislated timeframes for defect rectification associated with these assets are adhered to by owners. This is particularly relevant as we start the bushfire season and in the midst of a drought; owners need to ensure their assets are in good working order, to minimise the risk of bushfires initiated by privately owned assets.

While, to date, complaints from owners have been below 1 per cent, I'm now writing in response to concerns raised recently in Parliament by the Member for Lismore that Essential Energy is gifting power poles to landholders. Please let me take this opportunity to clarify the facts around this for you and any of your residents who may raise similar concerns with you.

As background, Essential Energy is responsible for maintaining and repairing the electricity network to the customer connection point located on private land. Landholders are responsible for network maintenance beyond this point (as, similarly, all owners of home and business premises are responsible for internal wiring maintenance).

Determination of the connection point is based on the definition in the Service and Installation Rules of NSW – the industry standard for customer connection to the electricity distribution system, which reflects provisions under the *Electricity Supply Act 1995* (NSW).

Generally, private power poles and other network assets located beyond the connection point to the switchboard or meter were installed at the instigation of a landholder and have always been owned by them or by subsequent property owners. Unfortunately, confusion about ownership may have arisen when properties changed hands or were subdivided. In some cases, this has been compounded by Essential Energy undertaking maintenance or defect rectification work at its own expense to manage potential safety risks.

To resolve any past confusion and clearly indicate ownership going forward, Essential Energy Asset Inspectors are progressively ensuring that all power poles on a customer's property are appropriately labelled and recorded in its Asset Management System. We are not 'gifting' network assets beyond the connection point. They are already owned by the landholder.

Provisions under the *Electricity Supply Act 1995* require private asset owners to complete timely rectification of any network defects to mitigate risks to the safety of owners and occupiers, the broader community and the environment.

Following introduction of the Australian Energy Regulator's (AER's) Ring Fencing Guidelines in January 2018, Essential Energy is precluded from undertaking this type of rectification work at no cost to private network asset owners (unless, in rare circumstances, exceptions apply). Instead, owners are required to engage an appropriately qualified service provider and are responsible for associated costs.

PO Box 5730 Port Macquarie NSW 2444 | ABN 37 428 185 226
Telephone: (02) 6588 6161 | Interpreter Services 13 14 50 | essentialenergy.com.au

11 October 2019
Private Network Assets

Page 2 of 2

To help private asset owners better understand their responsibilities, Essential Energy provides a range of information on our website (www.essentialenergy.com.au/privateassets), including FAQs, examples of privately-owned network asset configurations, common overhead power pole and powerline defects and indicative rectification costs.

We are conscious that the rectification costs may be difficult for some of our customers to bear, particularly during the current drought. Flexible payment plans or other financial options may be available for those experiencing financial hardship, in accordance with Essential Energy's Customer Support Policy. Landowners can call 13 23 91 to discuss their individual circumstances and arrange an eligibility assessment.

I would welcome the opportunity to discuss this with you in more detail, and can be contacted either by phone, on 02 6588 6161, or e-mail luke.jenner@essentialenergy.com.au

Residents with questions about private asset ownership can call 13 23 91 and select option 5 discuss their individual circumstances with our Private Assets team.

Yours sincerely



Luke Jenner
General Manager Customer & Network Services

PO Box 5730 Port Macquarie NSW 2444 | ABN 37 428 185 226
Telephone: (02) 6588 6161 | Interpreter Services 13 14 50 | essentialenergy.com.au

L D Chalker
President
Stonequarry 355 Committee

Monday, October 28, 2019

General Manager
Upper Lachlan Shire Council
Attention : Andrew Croke

Dear Andrew

Re Stonequarry Cemetery

As they say, there is a light at the end of the tunnel and Stonequarry Cemetery is almost there.

We have been able to procure funding from both the Taralga Windfarm Community Trust for \$19000 and Veolia Mulwaree Trust for \$17755, which will cover the cost to purchase plaques for all the known unmarked graves.

With minimal work remaining to be completed – a coat of paint on some wrought iron fencing around 7 graves, lettering to be touched up on some marble headstones and 25 more headstones to be made – the project will be finished.

We would like to thank Council for your donation earlier this year of \$3000 that has enabled us to complete all of our outstanding tasks and will leave enough for the materials required to install the plaques when we receive them.

Wombat Corner, as it has become known, has now been completed Council staff and everyone is commenting on what an excellent job has been done by Eric and his team along with Ken. We would like you to pass on our appreciation to them for their work.

The gravelling that Council organized for Terry Bennet to do is a credit to both Council and the contractor who laid the gravel over a large area where continual weed spraying has caused a major problem with erosion. All involved in this work also should be congratulated. However there is a need for further gravelling to be done.

The Stonequarry 355 Committee would like to ask Council to consider making an allocation of approximately the same that has already been done over the next 2 budgets so this work can be completed.

In the meantime, the Committee will look to see if it can obtain further funding from grants where possible.

Once the plaques have been received and installed on the headstones, we will look at having a combined church service and a ceremony for all parties that have been involved in the project, including Veolia Mulwaree Trust, Upper Lachlan Shire Council, and Taralga Windfarm Community Trust and others to recognize all of the contributors to the project.

The Stonequarry 355 Committee hopes that Council can see its way clear to assist with funding to complete and continue to maintain the Stonequarry Heritage Listed Cemetery which has become a talking point throughout the community and is a credit to Council and its staff.

Yours faithfully

Laurie Chalker



October 15, 2019

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

Dear Andrew,

Re: Upper Lachlan Small Business EXPO October 11th/12th

On behalf of the Upper Lachlan Small Business Association, we extend our sincere thanks for the wonderful support offered by Council and the Economic Development Task Force to enable this highly successful event.

As part of Small Business Month, our Association was keen to participate and showcase the diverse and creative small businesses that reside in the Upper Lachlan Shire.

Upper Lachlan Shire Council was very responsive, via Brenda Proudman, to offer the Memorial Hall as the venue that would accommodate over 50 local businesses, free of charge, as part of Council's contribution toward Small Business Month. This generous display of support for small business has been most welcomed and appreciated.

This initiative has achieved considerable good will, injected positive energy into emerging and fledgling businesses and created an inclusive association that will grow across our villages.

We appreciated the time set aside by Mayor John Stafford to be part of the official opening with Hon Wendy Tuckerman, MP. Over 450 visitors were surprised and delighted to see so many differing businesses in their own backyard with the most common remark being, "I never knew". We are pleased to confirm that our exhibitors gained many prospects, sales, brand awareness and developed professional networks.

All the above from a single gesture from Council that has had a positive rippling effect across our community.

Thank you again, and please extend our thanks to Brenda Proudman for her energy, support and encouragement.

Kind regards,

Susan Reynolds
Susan Reynolds
Chairperson
Upper Lachlan Small Business Association



Alison Searl

From: Bruce Barraclough [mailto:bbarra@ozemail.com.au]

Sent: Thursday, 31 October 2019 3:07 PM

To:

Subject: Congratulations on a great effort by Council staff.

Dear Andrew,

I have been away for the past 2 weeks and it is marvellous to return and see the Julong Rd bypasses completed and being used for the movement of live-stock.

We have all been impressed by the effort your construction team have put in to complete these by-passes in good time for us to resume "business as usual" as requested. We have also been impressed by the well-constructed end result and the effort they have put in to make good any "wear and tear" on the road during construction.

Please congratulate your team for us and accept the grateful thanks of the "Julong Rd Bridges Action Group" for a job well done.

We will keep in touch as the Bridge replacement contracts progress.

Kind Regards,

Bruce Barraclough.

Alison Searl

From: lynnevanveen
Sent: Monday, 21 October 2019 10:17 AM
To: Upper Lachlan Shire Council
Subject: Thank you

For the attention of Mursaleen Shah

Dear Mr Shah,

Thank you for organising the donation of mulch for the volunteers of the Crookwell Hospital garden.

The donation is very much appreciated and your helpfulness in organising such a prompt delivery was wonderful.

The garden volunteers, staff and patients love the beautiful gardens and we can continue to have the gardens look good with such support.

Kind regards,
Lynne van Veen
CCC Member
Sent from my Samsung Galaxy smartphone.

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

C.J. & A.E. PICKER

BIGGA NSW 2583

27th October, 2019

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

UPPER LACHLAN SHIRE COUNCIL
CROOKWELL OFFICE
29 OCT 2019
File No:

Dear Andrew,

We would like to take this opportunity to thank Council for recent work carried out to gain access to our Shearing Shed.

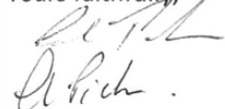
After years of grading along Greenmantle Road, past our shearing shed, access was blocked for large stock trucks loading sheep from the shed due to a deep cut occurring down to the road.

Col spoke briefly to you after the Bridge Meeting explaining the problem and asked if something could be done.

The next day the work gang, who was carrying out work near our shed at the time, constructed a drive way and said that when they were able to get a truck in via the Kangaroo Creek bypass, that some gravel would be delivered. This work was carried out approximately two weeks later.

We would like to thank Council for its quick action, the quality of the work and the Council Staff, who carried out the work, who were very helpful and kept us updated at all times.

Yours faithfully,



Col and Anne Picker

From: [Telstra Bigpond](#)
To: [Susie Pearman](#)
Subject: Re: Julong Road Bridge No 2 phot shoot
Date: Thursday, 31 October 2019 5:53:33 PM

Dear Susie,

I would like to join the others from Julong Rd in thanking the council for the excellent, timely work on the bridge. It is very much appreciated.
I will not be in Binda so not able to attend the photo shoot on Monday.

Kind regards,

Norelle Williams
Sent from my iPad

On 31 Oct 2019, at 5:22 pm, Susie Pearman

Good Afternoon,

An invitation is extended to attend a photo shoot at Julong Road Bridge No 2 on Monday 4 November 2019 commencing at 4pm in appreciation for the great effort done by Council.

Hope to see you there.

Thanks Susie

<image001.png>

*Ms Susanne Pearman
Executive Assistant
Upper Lachlan Shire Council
Ph: 48301007
Fax: 48322066*

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Please consider the environment before printing this email.

Alison Searl

From: Robert Love
Sent: Friday, 25 October 2019 11:23 AM
To: Andrew Croke
Subject: Julong Road bridge bypasses

Dear Sir

The two Julong Road bypasses have now been completed and we would like to thank you for the Council's timely response to this matter. As the dry weather continues we plan to move the first of our lambs out next week, prior to our previous plan of first week in November and appreciate being able to do so without delay.

We also would request that you pass on our thanks to the construction team for their consideration as we drove through their work site on a regular basis.

Sincerely,

Bob Love and Liz Thomas, "Julong"

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

0248 361237

Telephone: Grabben Gullen ~~367254~~

"Woodbine Park,"

Crookwell, N.S.W. ~~2583~~31st October, 2019

The Acting General Manager,
Upper Maclean Shire Council,
Crookwell.

Dear Sir,

I am writing re the bridge load limits recently ordered on the Wheelo Creek and Oldmangunah Creek cement bridges on MR 248 west by the consultants advising the U. S. C., which were later considered unnecessary by another inspecting body.

I believe Council should ask the consulting firm for full reimbursement of all costs incurred by Council advising of those load limits and forcefully remind the consulting firm of the physical and mental anguish and inconvenience caused to producers and road haulage carriers by those load limit orders.

Thanking you.

Yours faithfully,
John A. R. Culley

P.S Please table this letter at your next U.S.C. meeting.

Thanking you,
Yours faithfully
John A. R. Culley.

From: [Kathy Staples](#)
To: [Upper Lachlan Shire Council](#)
Subject: STAPLES - SPORTING DONATION
Date: Friday, 18 October 2019 10:44:19 AM
Attachments:

The General Manager,

Thank you so much for the Sporting Representation Donations for Katelyn and Heidi Staples to attend the 2019 Marcus Oldham Australian Interschool Equestrian Championships.

The 5 day championships were held 28 September to 3 October at Sydney International Equestrian Centre where 411 competitors from all over Australia and a team from New Zealand competed.

Heidi and Statford Delight competed in the combined training competition of dressage and showjumping at 95cm and placed a very credible 15th.

In the showjumping, Katelyn placed 14th, 4th & 7th on Can't Believe giving her an overall placing of 5th in the 90cm division. On her second horse, KC Spotabug she was 6th, 6th and 4th in the three rounds of competition giving her an overall 3rd place in the 1m showjumping. On the final night of competition at the closing ceremony, Katelyn was also named in the team of the top 4 NSW riders who won the Secondary Showjumping High Pointscore and won some beautiful rosettes and a nice new trophy rug for her horse!

Events like these are a fabulous introduction for aspiring young riders to experience national and international competition. Katelyn and Heidi would again like to thank Upper Lachlan Shire Council for their financial donation to assist them with their expenses to attend the championships.

Kathy Staples

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Susie Pearman

From: Gavin Douglas <collector.road@outlook.com>
Sent: Friday, 8 November 2019 12:02 PM
To: Upper Lachlan Shire Council
Cc: Susie Pearman
Subject: HPE CM: Request for Investigation Regarding the Safety and Sealing of Collector Road

Record Number: SD2019/003238

Dear Councillors,

It was promising to see a report regarding pedestrian safety on Collector Road, Gunning presented at the September 2019 Council Meeting and have it noted by Councillors. Thanks must be given to the Director of Infrastructure and his team for putting the report together and for taking follow up feedback regarding this. It is hoped Councillors and staff will indeed consider action for this in the 2020/2021 Operational Plan and Delivery Program.

At September 2019 Council Meeting, a report was also tabled (and noted by Councillors) regarding the Wheeo Road and Peelwood Road School Bus Routes - it was great to see such a comprehensive report about these priority roads and recommendations that Council consider sealing them. Given that Council has recently received the report about these two priority roads and that Collector Road has two school bus routes (Gunning to Collector for high school students and Collector to Gunning for primary school students), would Councillors please consider a similar report investigating safety concerns the community has raised about Collector Road?

It was most recently flagged at the November 2019 Council Meeting that residents remain concerned about the conditions of the road at Lerida, and we were reminded by you that Collector Road remains a priority road for Council. Following this, a submission was made to the draft 2019/2020 Operational Plan and Delivery Program asking Council to "Undertake a Road Safety Report for Collector Road at Lerida". This request outlined a number of serious concerns for the safety of Collector Road, including the intersection with Marked Tree Road and a number of significant bends in Collector Road; however, this request was unfortunately declined by Council.

While the grading program for Collector Road (and many other parts of the Shire) seems to be running well and Council can be congratulated for making recent improvements to road surfacing, please consider a more comprehensive plan for this vital route between Collector and Gunning.

Kind Regards,
Gavin Douglas
34 Collector Road, Gunning NSW 2581

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



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

Mr Andrew Croke

Acting General Manager
Upper Lachlan Shire

21st October 2019.

Dear Andrew,

Re- Proposed Relocation of the Off Leash Dog Park.

The Crookwell Neighbourhood Centre has been approached by members of the community that currently use the existing Off Leash Dog Park Area at Willis Park in Hay Street. They are seeking our assistance in presenting to council a possible relocation of the Off-Leash Dog Park to Gordon Park, Gordon Street Crookwell.

The community members have raised concerns in regard to the health and safety of themselves and their dogs at Willis Park. The main concern is the threat of snake bite for both the dogs and their owners. As the park is open to the creek and the large amount of reeds along the creek bed, the possibility of snakes is very high. There have already been three sightings of snakes this season.

Gordon Park has an old cricket pitch that has not been used for many years and has no other facilities at the site. It is a short walk to Clifton Park with the new public amenities, giving community members access to amenities as required.

Gordon Park is currently maintained by council but is a very under utilised community area. All ground infrastructure including fencing would need funding to create the new area.

We understand that there are many factors to be taken into consideration when changing the use of a community space. If Council chooses to consider giving the community an Off Leash Dog exercising area at Gordon Park the Crookwell Neighbourhood Centre would like to partner with Council and apply for funding to help establish what could be a new and exciting community gathering space.

We would appreciate this letter been tabled for the next council meeting for consideration, we look forward to hearing from you in regards to this proposal.

Kind Regards

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

Linda Stephenson
Community Hub
Crookwell Neighbourhood Centre

Ph: 02 48321953 Fax:02 48321578
Email: crookwellnc@yahoo.com.au

From: E.Y. Hatch,
Hillview, Prell Street,
Crookwell NSW 2583

6 November 2019

The Acting General Manager,
Upper Lachlan Shire Council,
(sent by email council@upperlachlan.nsw.gov.au)
6 November 2019)

Dear Sir,

Proposal for Short Term RV Parking at the Railway Park , Park Street, Crookwell
(as outlined under Item 13.1 Crookwell RV Friendly Park Proposal - Park Street, Crookwell, pages 330-334 Ordinary Meeting of Council held on 19 September 2019).

I should be grateful if this analysis of the above proposal be included in the Business Papers for the Ordinary Meeting of Council on 21 November 2019, for consideration by Councillors before any decisions on this matter are taken. I am concerned that proper procedures should be applied, and if Council continues with the Proposal, it must be placed on Public Exhibition for 28 days, bearing in mind that the next Ordinary Meeting of Council which could examine submissions would be 20th February 2020.

It is instructive to look back at the Willis Park proposal for a free short stay RV parking facility in 2018. Please see: *Director of Finance and Administration Summary p.207 Ordinary Meeting of Council held on 18 October 2018*

"The emphasis from the majority of submissions was against any RV park, and Council spending money badly needed elsewhere."

There were 23 points.

Points 1, 2, 3, 4, 10, 11, 15, 16, 17, are relevant to the Railway Park Proposal, and in particular the first point:

1. "Objection to Council funds being spent to benefit tourist and RV groups, should instead focus on ratepayers and residents and upgrade existing roads and community facilities. Waste of public money for the benefit of a few travellers."

Under **Summary**, however, the Director of finance and Administration made a substantive statement which goes to the very crux of the matter of the Railway Park Proposal:

"Before progressing with any further potential sites, Council should consider and be clear in its intent on whether the town and Crookwell community and businesses support the RV Friendly Town concept and contemplate if the benefits of any potential RV site outweigh the costs and concerns raised to date by the community within the attached public submissions and consider concerns already raised when the Roberts Street Car Park site was identified." (My italics)

1

Analysis of Railway Park proposal for low cost RV short stay parking for inclusion in Business Papers for 21 November 2019 Ordinary Meeting of ULS Council

One of the main concerns is definitely costs and the lack of full investigation into

- a) the full financial nuts and bolts of such a proposal,
- b) the lack of independent cost benefit analysis on the much vaunted '\$100.00 per day' that the RV tourists will spend in the town.

Costs – existing (Gunning and Bigga) and proposed (Railway Park and Collector) which are already and would be borne by the ratepayers of Upper Lachlan Shire

	<i>Existing Gunning & Bigga \$</i>	<i>Proposed Railway Park \$</i>	<i>Proposed Collector* \$</i>
<i>Setting up</i>	Not known	130,000	Not known
<i>Maintenance/Year</i>	27,000	12,000	Not Known
<i>Leasing/Year</i>	0	Not known	Not Known
<i>Administration</i>	No known	Not Known	Not Known

*** Collector**

See: P.109 Minutes of Ordinary Meeting of Council Held on 19 September 2019 confirmed 17 October 2019

Collector RV site suggestion

Item 6.6

That the Strategic Planning Section of Council consider this proposed site in the upcoming LEP review.

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

Councillors who voted against:- Nil

Income from low cost RV short term sites

This begs the question: *what is the definition of 'Low Cost'?*

The Campervan and Motorhome Club of Australia

It should be remembered that the CMCA is exactly that: a *private organisation*, a Club for owners of campervans and motorhomes.

And this is an organisation with *real* money behind it:

- The website of the CMCA states it has "over 70,000 members"
- Minimum annual income from yearly subscriptions - \$44.00 per year, plus a one-off joining fee of \$16.50
- 70,000 members x \$44.00 = \$3,080,000.00

70,000 members at \$44.00 per year = \$3,080,000 (three million eighty thousand dollars)

- CMCA **actually owns six** “low-cost, no-frills accommodation for CMCA members”: four in Queensland, one in Tasmania, and one in South Australia.
- So far none in NSW.

Question: what does ‘low-cost’ really mean?

On the CMCA owned sites, the charge is \$3.00 per person per van per night for members of CMCA – for non-members it is \$15.00 per person per night.. With the yearly income of \$3,080,000.00 , the CMCA can easily afford to subsidise low cost holidays: ratepayers of Upper Lachlan Shire cannot, nor do they wish to do so.

It *is* certainly ‘low-cost’ for the CMCA in its pursuit of the “RV Friendly Towns”. Their costs are for two small signs, each to be placed at the entrance to the town from north and south, together with mention of Crookwell on their web site and in the print publication “*The Wanderer*”.

“CMCA will promote the RV Friendly Town™ by dedicating one page to the town on the Club website, publishing a one-off article on the town in the Club’s monthly magazine, The Wanderer, and listing the town in each edition of the magazine

CMCA will also offer the council 2 x 600mm x 690mm roadside ‘RV Friendly’ signs free of charge. These signs will display the abbreviated ‘RV’ symbol, followed by the words ‘Friendly Town™’. (NB: according to the Concept Plan, “Some signage to be provided by CMCA RV Friendly Program – Council to install”

And yet CMCA appears to exert extraordinary influence, for a private club, viz:

“The Concept Plan was submitted to the Campervan and Motorhome Club of Australia Limited (CMCA) for advice and feedback. As with other overnight parking locations within the RV Friendly program, including Bigga and Gunning, there are no designated parking sites. This is not a requirement of the RV Friendly Town Program, *only the need to provide the plot of ground capable of taking large vehicles.* (My emphasis)

The CMCA have advised the site will be acceptable as the overnight parking facility *within an application to join the RV Friendly Town Program*. To apply to the program a town must demonstrate the ability to meet the following criteria:-

1. **Provision of appropriate parking within the town centre**, with access to a general shopping area for groceries and fresh produce.
2. Provision of short term, low cost overnight parking (24/48 hours) for self- contained recreational vehicles, as close as possible to the CBD.
3. Access to potable water.
4. Access to a free dump point at an appropriate location.
5. **The site must be on even ground and not be prone to bogging or flooding.**

The above criteria are deemed “**Essential**”. There are, however, “**Desirable Criteria**” which have significant implications for Upper Lachlan Shire residents and ratepayers, viz:

1. Provision of **long term parking for self-contained recreational vehicles.**
2. Access to medical facilities or an appropriate emergency service.
3. Access to a pharmacy or a procedure to obtain pharmaceutical products.
4. Visitor Information Centre (VIC) **with appropriate parking facilities.**
5. **VIC to provide a town map** showing essential facilities, such as short and long term parking areas, dump point and potable water.

3

Analysis of Railway Park proposal for low cost RV short stay parking for inclusion in Business Papers for 21 November 2019 Ordinary Meeting of ULS Council

6. RV Friendly Town™ signs to be erected within the town precinct.

And then, rather ominously in Orwellian mode:

“We also look at the general attitude of the council and the business people. After all, it is called the RV ‘Friendly’ Town™ program. These programs offer town business owners the opportunity to be innovative in meeting the needs of RV “

It is not clear what the rather opaque phrasing in the last sentence above actually *means*.

There are certainly significant numbers of RV Friendly Towns in NSW though. The majority of RVFTs, however, seem to be west of a line drawn between the existing RV sites in the Upper Lachlan Shire - Bigga and Gunning. And right next door the Yass Valley Council appears to have only one free RV parking site for its 4,000 square kilometres at the Joe O’Conner Park “next to the picturesque Yass River”.

There are **no** RVFT parking areas in Goulburn Mulwaree Council area, nor in the Wingecarribee Shire Council. Have Council determined why this is so? Perhaps Councillors might avail themselves of the opportunity to access <https://rvfriendly.cmca.net.au/content/rvfriendlymap.aspx> expanding it, and clicking on the areas which do have them. But of course:

- *ULSC already provides free RVFT sites in Gunning and Bigga.*
- *If the proposed Railway Park Site and the proposal for Collector come to fruition, this means that ULSC is offering super cheap short stay holiday accommodation at FOUR sites within the Upper Lachlan Shire. Particularly since Gunning and Bigga sites are free.*

Gunning

Short-term parking is located at Barbour Park for up to 48 hours. *At no cost parking is only available to self-contained vehicles* however access to bins showers toilets barbecue and water is available. A dump point is located on the corner of Yass and Gundaroo Streets and potable water is available at Barbour Park.

Bigga

Short-term parking is located at Bigga Recreation Ground on Mulgowrie Street and parking *is only available to those travelling in self-contained vehicles. At no charge vehicles can stay on site for up to 72 hours and access to bins showers toilets and water is available.* Both a dump point and potable water are located at the grounds.

It is not clear how many are like Bigga or Cootamundra where there are no charges at all for RV short, or not so long stays. But of course, there *are* maintenance costs for any RV site..

In 2018 ULSC reckoned for Bigga and Gunning (also a free RV Friendly Town) maintenance costs amounted to \$27,000 per year – this also took into account members of the public using some of the free public toilets.

What would be the potential income from the low cost fees for the proposed Railway Park RV short stay parking?

Nowhere does this seem to have been calculated. The following calculations have been based on:

- a) a low cost fee of \$3.00/head/per RV/per 24 hours;

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*Analysis of Railway Park proposal for low cost RV short stay parking for inclusion in Business Papers
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- b) an allowance of 15.5m width for each RV, which in turn is based on 155.5m length of the site from the Concept Map, allowing for ten RVs maximum at any given time;
- c) a minimum of two occupants for each RV;

then hypothetically :

- \$6.00 per RV x 10 = \$60/day x 7 = \$420 per week = \$21,840 per year (or \$59.83 collected *every day for a year*) and
- 70 RVs per week for 52 weeks = 3640

Not feasible, nor even logical. A better question might be: how much income would the proposed RV site have to accrue to meet

1. the (estimated) Maintenance Costs of \$12,000 per year
2. to pay the yearly lease on the site
3. to pay off the (estimated) \$130,000.00 establishment costs

Again, not feasible, nor logical, and it could be argued, not ethical, to weigh down ratepayers with such a continuing debt.

Prior costs to Railway Park

1. Lease from NSW Transport – questions:

- how will this be organized, what period of years,
- how can the lease be terminated either by the lessor or the lessee,
- and what penalties?

2. Surely the onus is on NSW Transport to clear the site of the old trees and stumps (falling of limbs from the old pine trees, flammability in the event of fire – compare for instance, Agistment Agreements)

3. Costs to make this suitable for a Low Cost RV short term park site for self-contained RVs include:

- Tree Removal
 - a) There are at least eight large old pines which would need to be cut down and removed.
 - b) Ten existing stumps ground down and dug out
 - c) Therefore a total of 18 large stumps.
 - d) Numerous small trees.

See: <https://www.gotreequotes.com.au/tree-removal-cost-guide/#Extra-large-tree-removal> for an idea of what is involved.

- Raising and levelling the site
- Is there any contamination of the site that would be brought to the surface in any excavation?

Flood Plain – *“Should not slope or be prone to bogging or flood”*

- 2017 flood survey and 2014 – have these been reviewed in relation to the Railway Park?
- Have these costs been factored into the “\$130,000 estimated costs?”

Raising the proposed site as the land slopes

- Opp. Findhorne Lane & Park Str. at elevation 893m
- Opp. Crn.Robertson Street, & Park Street, elevation of 890m

4. One more vital question needs to be answered: just what ***are the accumulated costs to date to Council*** (and of course ratepayers) for the administrative expenses spent on investigating the:

- Railway Park, site
- the 2018 Willis Park proposal,
- the Roberts Street Car park site,
- and the Collector RV site (of which there appears to be little information readily available?)

Potential Future Costs

Once any kind of facility is built, and funds spent to achieve this, it is almost impossible to admit it wasn't a bright idea. Efforts, inevitably involving expenditure, will be made to 'rectify problems'.

a) One might be the decision that public toilets need to put in. Of course, because the playing grounds (Memorial Oval) are close by potentially this could be accessed, either by arrangement or not. And perhaps free vegetables from the Community Garden, just across the Park Street.

b) the proposed FREE RV site is free ***only to the users***, certainly ***not*** to the ratepayers of Crookwell and the wider Shire. There will be ongoing maintenance of mowing, rubbish removal and water provision. Plus the maintenance costs with the dump site, and general administrative costs.

c) The 2014 Crookwell Flood survey examined the impact of increased rain events and flooding. In making the proposed area flood safe, allowances would surely have to be made to future flood planning.

d) the Concept Plan shows a 5m wide 'gravel pavement', but also mentions that the site "to be re-seeded with native grasses". RVs are not light weight vehicles, and their turning and manoeuvrings will not be conducive to maintaining the sown native grasses, nor to ensuring the surface is free of ruts and grooves. Such a scenario does not bode well for Council's mowers, possibly leading to repair costs to equipment.

e) The Concept Plan calls for the removal of all trees and the existing vegetation, and save for the re-seeded native grass, there appears to be no planning for any other vegetation: no shade trees, nor any shade at all in the 30 x 155.68m (4670.4 square metres) area. It will indeed look strangely barren.

f) It is not clear from the Concept Plan if any kerbing or guttering is incorporated into the proposed site.

g) It is not clear from the Concept Plan if additional storm water drainage needs to be incorporated into the proposed site.

Major Impact on local Residents

Residents in Marsden Street, especially those at the corners of Spring St and Colyer, Findhorn Lane, Findhorn Street and Robinson Street, will be impacted by increased traffic, particularly since there is no curfew on after dark arrivals, departures, nor monitoring of general noise levels. See next section which quotes from a "Grey Nomad".

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Analysis of Railway Park proposal for low cost RV short stay parking for inclusion in Business Papers for 21 November 2019 Ordinary Meeting of ULS Council

Increased Traffic on Colyer and Park Street

Both sides of Crookwell Pre-School, Crookwell Scout Hall and the Community Garden will face increased and potential dangerous heavier vehicles which require careful manoeuvring to negotiate ingress and egress into the proposed RV site.

Other Problems With The Proposed RV Low Cost Short Stay Railway Site.

See pages 207-211 on the Willis Park Off-Leash Dog Park October ULSC Business Papers – most of the same objections would be levelled at the Railway park, particularly concerns on grey water, human waste ,population, etc. In particular, see within our letter of objection pp280-281 (Att.17 on item 12.1) quoting a letter from a “Grey Nomad” with extensive camping experience about the problems of free camping areas...

“They pull into the free camp area, head for the bush and leave their mess and toilet paper behind them.....” and “If rubbish bins are supplied at free camping areas they are often overflowing and attract a large fly population. We often wondered how regularly the bins were emptied by councils.”

These are real and valid concerns given that the proposed Railway Park site will be not be supervised by Council – apart of course from :

“Council to install Rules/regulation signage as well as no littering signage.
Farewell sign also to be installed by Council”

Undeniably Ugly As it is presented in the Concept Map (Item 13.1 Att.1 19 September 2019) the proposed RV site resembles a distinctly un-inviting industrial site lock-up park, with its’ “full rural style perimeter fence to enclose the area”. And particularly as its location is incongruously just down from the main Goulburn – Crookwell Road, directly opposite the Memorial Oval, the Community Garden and the Pre-school. No trees, no shade, looking a stark and barren place.

(Query: what exactly does the description “full rural style perimeter fence” *mean* – chain link fencing? Stock fencing? What height will it be, and will the gates at the ingress and exit be ‘N’ gates as representative of ‘full rural style’.)

Compare this proposed site to Barbour Park in Gunning
(<https://www.visitnsw.com/destinations/country-nsw/goulburn-area/gunning/accommodation/barbour-park-rest-area>)

or Bigga Recreational Ground <https://www.visitnsw.com/destinations/country-nsw/goulburn-area/crookwell/accommodation/bigga-recreation-ground>

Two further points to consider are:

- how does such an unsightly proposed RV parking site enhance the rural character of the town, and
- how would any Councillor or Council staff feel about having such a ‘development’ sited next to their home?
why should neighbouring residents and ratepayers be so penalised and potentially see the value of their properties diminished?

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Potential other uses for the Railway Park

- Rail Bike Trail – entrance and exit to the Crookwell Goulburn proposed rail bike trail
- Expansion of the Crookwell Community Garden
- Park for visitors and spectators to events at the Memorial Oval, with picnic tables and benches
- A green and pleasant vista that is in keeping with our rural and regional character

POLICY IMPACT

On p.332 of the Ordinary Meeting of Council held on 19 September 2019, it states:

“The proposal is in accordance with the following documents:-

1. The Southern NSW Destination Management Plan 2018-2020 contains a Regional Drive Tourism Strategy that calls for the filling of gaps in infrastructure for the caravan and camping market including those seeking limited facility, low cost options.
2. The Upper Lachlan 2020 Tourism Strategic Plan identifies the niche market opportunity of the Caravan and Camping Market and calls for the ULTA to “Initiate and/or support projects to improve caravan and camping facilities”

I would submit that (1) above is already met with the free RV parking sites at Bigga and Gunning.

It is not clear why Council is even contemplating another low-cost/free short stay RV Parking Site at Collector – some 26.5 km from Gunning – according to Google Maps, a journey of only 25 minutes; and with Yass to Gunning, only 44.6 km and a journey of 29 minutes.

I would also suggest that (2), the 2020 Tourism Strategic Plan identifying the ‘niche market’ is overstating the reality of what is actually occurring.

Relevant excerpts from: *The Business of Caravanning & Camping in Australia*, No.09 (Caravan Industry Association of Australia), *Industry Insider* page 14. See Appendix 1, below, for full article together with map *Camping and Caravan Visitors to Australia*.

(NB: this relates to tourists who are more likely to stay in caravan parks than free or low cost RV parking sites.)

REGIONAL TOURISM Latest international visitor figures highlights growth of 7.6% in terms of the number of international visitors going caravan/camping in Australia *while nights spent caravan/camping declined by 2% in line with the rest of Regional Australia. Whilst these are somewhat solid results, Caravan Industry Association of Australia calls on the Federal Government to do more for regional Australia with latest research from Tourism Research Australia indicating 2018 was the lowest on record for the proportion of nights spent in regional Australia versus capital cities since data was first recorded.*

Back in 2005, visitors on average spent 22 nights in our cities and 16 nights in regional Australia. Jumping forward to 2018, visitors now spend on average 28 nights in a city versus 17 nights in regional Australia. So, although the tourism economy and cities have seen growth, *regional Australia is still struggling to attract visitors for any length of time.*

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Analysis of Railway Park proposal for low cost RV short stay parking for inclusion in Business Papers for 21 November 2019 Ordinary Meeting of ULS Council

In the past 12 months alone, nights spent in regional areas decreased by 900,000 while nights spent in Capital Cities and the Gold Coast increased by a staggering 11 million. Part of the reason for the disparity is the astronomical growth of our 'new' Asian markets which have a high preference for city stays and, in many instances, are still learning what regional experiences are on offer.

The matters relating to the proposed Railway Park as the site of another short stay RV Parking Site are applicable to *any* further suggestions, eg Collector.

I would suggest there should be a moratorium on any proposed additional low cost RV parking sites in the Upper Lachlan Shire, until such time as there has been a full and proper investigation, with research, based on sound economical principles, independent of any private caravan clubs.

And it is worth repeating the statement from page 1 of this letter:

"Before progressing with any further potential sites, Council should consider and be clear in its intent on whether the town and Crookwell community and businesses support the RV Friendly Town concept and contemplate if the benefits of any potential RV site outweigh the costs and concerns raised to date by the community within the attached public submissions and consider concerns already raised when the Roberts Street Car Park site was identified." (My italics)

Yours faithfully,

Yvonne Hatch,
Resident and Ratepayer of the Upper Lachlan Shire.
6th November 2019

Appendix 1: Full section + Map From: **Industry Insider: The Business of Caravanning & Camping in Australia**, No.09 (Caravan Industry Association of Australia), page 14

NB: this relates to tourists in more likely to stay in caravan parks than free or low cost RV parking sites.

REGIONAL TOURISM Latest international visitor figures highlights growth of 7.6% in terms of the number of international visitors going caravan/camping in Australia while nights spent caravan/camping declined by 2% in line with the rest of Regional Australia. Whilst these are somewhat solid results, Caravan Industry Association of Australia calls on the Federal Government to do more for regional Australia with latest research from Tourism Research Australia indicating 2018 was the lowest on record for the proportion of nights spent in regional Australia versus capital cities since data was first recorded.

Back in 2005, visitors on average spent 22 nights in our cities and 16 nights in regional Australia. Jumping forward to 2018, visitors now spend on average 28 nights in a city versus 17 nights in regional Australia. So, although the tourism economy and cities have seen growth, regional Australia is still struggling to attract visitors for any length of time.

In the past 12 months alone, nights spent in regional areas decreased by 900,000 while nights spent in Capital Cities and the Gold Coast increased by a staggering 11 million. Part of the reason for the disparity is the astronomical growth of our 'new' Asian markets which have a high preference for city stays and, in many instances, are still learning what regional experiences are on offer.

This is a problem for regional tourism economies when we consider that China accounts for 31% (\$11.7 billion) of all visitor expenditure however only 6% of their nights are spent in regional areas. The other reason is the tourism industry's failure to showcase regional Australia.

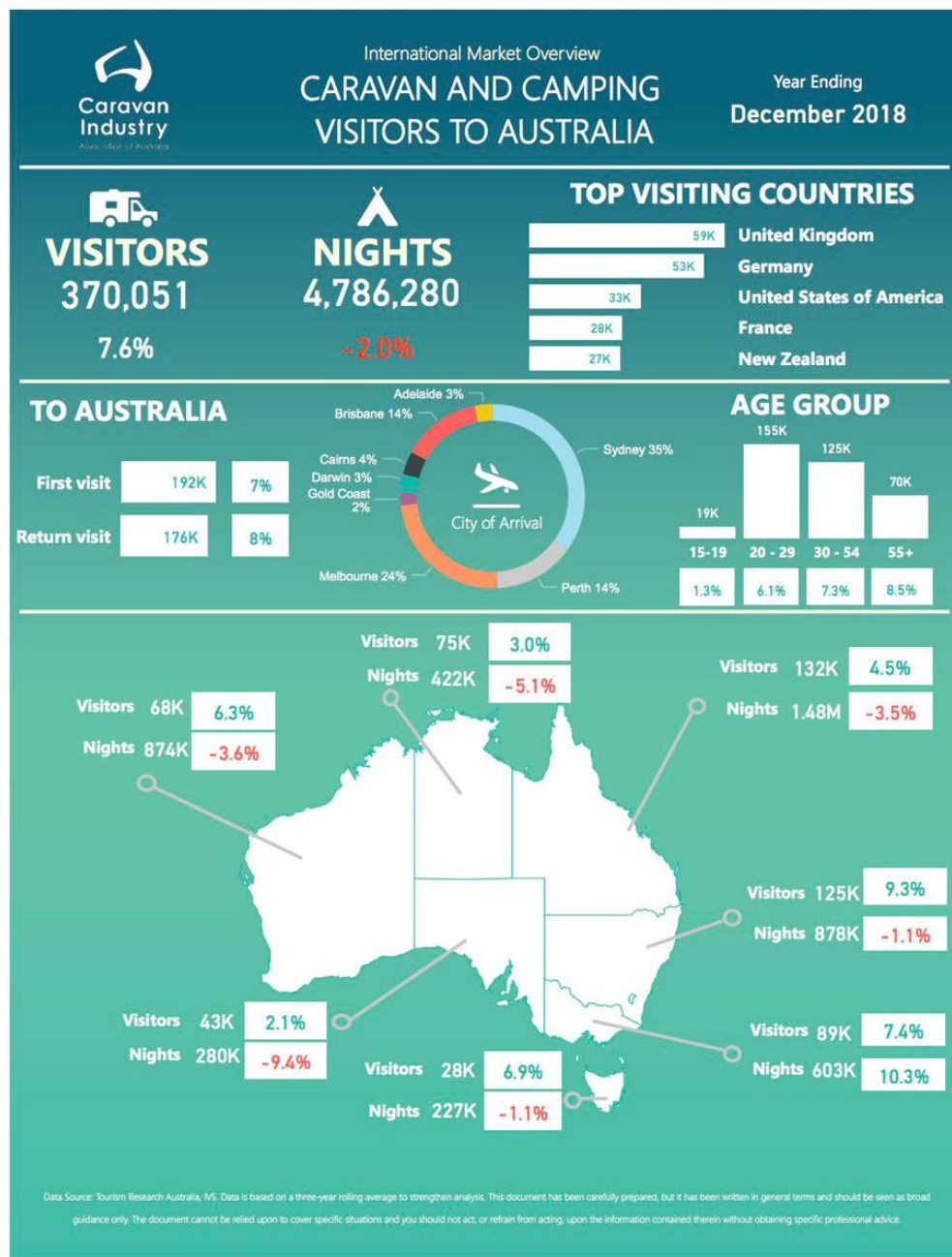
The Undiscover Australia campaign is a welcome addition to the promotional catalogue yet, it is still reliant on the honeypot destinations of Australia with regional Australia highlighted as "Iconic" and "Signature". For those of us that represent regional Australia, we are tired of being regarded as a niche product. We need to change our thinking as an industry where cities are the gateways to having a truly remarkable experience in regional Australia which is positioned first and foremost as the Australian experience instead of a niche add-on that you can do on your fourteenth trip.

Despite Regional Australia's wide array of world class product, there has been a clear lack of research as to how to keep international visitors in Australia longer and generate demand for journeys outside of major cities.

The core markets of regional Australia such as backpackers who spend approximately double the proportion of nights in regions than other travellers have been left by the wayside.

In order to prevent regional tourism from further declining, investment into digital and physical infrastructure would help improve regional Australia's share of international nights. For now, a beginning would be the setting of nation-wide targets centred around dispersal to Australia's regions in the next long-term tourism strategy and re-energising the marketing towards these segments.

Regional tourism provides a major boost to many towns, industries, and Australia as a whole, more than this, it is the reason visitors travel to our island, and with less than 34% of visitors even going to Regional Australia we are depriving them of lifetime experiences that will return and spread the good word about Australia's Main Event.



INDUSTRY INSIDER 15

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*Analysis of Railway Park proposal for low cost RV short stay parking for inclusion in Business Papers
for 21 November 2019 Ordinary Meeting of ULS Council*

18 Kialla Road
Crookwell NSW 2583

November 4, 2019

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

Dear Mr Croke,

I am writing to comment on Council's decision at the September meeting to name an item of infrastructure despite receiving a clear majority of submissions against the chosen name. In my view there should have been no name mentioned in the original notice that was put in the paper; Council should have simply asked for suggestions if they wanted a name for the bridge and then considered all the submissions equally.

At the August Council meeting a Foreshadowed Amendment was moved by Cllr Kensit and Cllr Wheelwright that "Council create a Policy to set out the processes which should be adopted when naming any public infrastructure" (page 5 of the Minutes of the August meeting). This procedure appeared in the October Council minutes (pages 263 to 267).

At the September meeting the motion to wait until a procedure had been put together by Council staff was disregarded and the name already chosen by Council was voted on with every councillor present voting in favour of adopting the first mentioned naming of the bridge.

The majority of submissions already received were against the chosen name, and other suggestions were not considered by Council.

At the October Council meeting the draft Infrastructure Assets Naming Policy was withdrawn (28/6/19).

I feel strongly that this matter has been handled very poorly by Council and the proposal needs to start again from scratch. Submissions should be considered on their merits and chosen names should reflect the strong connection of the nominee/s to the township of Crookwell.

Yours faithfully,



Dianne Layden

Phone 0466 996 426
Email: dlayden2@yahoo.com.au

D2019/10584

KIAMMA CREEK (PAT CULLEN RESERVE) LANDCARE GROUP



Ph: 48-32-1004

Email:

c/- David Murphy Inn
12 Goulburn Street
Crookwell, 2583

The General Manager

I am the Chairperson of the above group.
If our request for Council to uphold and implement its September decision to name the new footbridge in the Pat Cullen Reserve after Dame Mary Gilmore comes up for discussion and debate at Council's November Meeting, then I request permission to address Council in support of its earlier decision.

Yours faithfully
Barry Murphy
(BARRY MURPHY)

KIAMMA CREEK (PAT CULLEN RESERVE) LANDCARE GROUP



Ph: 4832 1004

Email:

Of And Murphy Inn
12 Goulburn St
Crookwell, 2583

Dear Acting General Manager

Please include the attached petition signed by some 67 Crookwell residents supporting Council's September decision to name the new footbridge in the Pat Cullen Reserve after Dame Mary Gilmore.

We are asking for the decision to be implemented without further delay.

Please note that the signatories include:

1. The current owners of 'Maryvale' where the Dame was born.
2. At least two descendants.
3. An elderly lady who was taught by Dame Mary in primary school in Goulburn.
4. At least four local authors who are well aware of the quality of her literary work.
5. Three who have been awarded the prestigious O.A.M. Australian Honour.
6. And of course a range of Crookwellians who support the work of our group, and who recognise the debt we all owe to this grand lady.

Yours faithfully
 per Mr B arlow
 (BARRY MURPHY - CHAIRMAN)

KIAMMA CREEK (PAT CULLEN RESERVE) LANDCARE GROUP



Ph: 48-32-1004

Email:

Ct. Fred Murphy's Inn
12 Goulburn St
Crockwell, 2583
6th Nov., 2019

Mayor and Councillors,

At its September meeting, after the usual 28 days of public exhibition, Council unanimously (8:0) resolved to name the new foot bridge in the Pat Cullen Reserve after Dame Mary Gilmore.

We, the undersigned, now ask Council to implement this decision with some form of suitable signage, preferably at the eastern end of the bridge.

Malcolm Barlow
B. Barlow.

James Gay
Margaret A. Gay

Debra O'Brien

Kim Cawston

Anne Cawston

Kennedy
Deborah M. Kennedy

Alma Hunt

St Peter King

Ron PARKMAN

Lillian Marshall

Eric
B. Stephenson

Ru Selwy
Andrew Nixon

A. J. Moore

P. A. Small

B. W. Smeall

D. W. Marshall

R. J. Fenton

R. C. Beattie

Alma Hunt

Kim J. L. L. L.

KIAMMA CREEK (PAT CULLEN RESERVE) LANDCARE GROUP



Ph: 48.32.1004

Email:

C/- Fred Murphy's Inn
12 Goulburn St
Crockwell, 2583
6th Nov. 2019

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We, the undersigned, now ask Council to implement this decision with some form of suitable signage, preferably at the eastern end of the bridge.

NAME	SIGNATURE	ADDRESS
Juanita Anderson		13 Bray St, Crockwell NSW 2583
Eric Huron		21 Crown St Crockwell
Julie Deem		46 McDonald St CROOKWELL
Lana Bush		22 Saleyards Rd Crockwell
Ray Hagan		3/7 Clifton Village
Ken Burt		5/7 CLIFTON VILLAGE CROOKWELL
MARK MORTON		8/7 CLIFTON VILLAGE CROOKWELL
L.W. HARVEY		35 Spring St. Crockwell
ANNIE LEIGHTON		4-11 Marsden St. Crockwell
GWEN O'BRIEN		11 MARSDEN ST
KEN COOPER		5 MARSDEN ST CROOKWELL
Doris Colanhoum		GOULBURN ST CROOKWELL

12

Rosewood
371 Tyrl Tyrl Road
Laggan NSW 2583

The Acting General Manager
Mr Andrew Croke
44 Spring Street
Crookwell NSW 2583

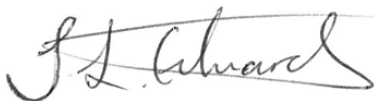
5h November 2019

Dear sir,

I support the Upper Lachlan government decision to name the footbridge, in the Pat Cullen Reserve after Dame Mary Gilmore.

I strongly urge Council to act on its decision and erect the plaque in her honour without delay. Not only would this be a memorial and tribute to Dame Mary Gilmore but it will also boost the tourist potential for the Crookwell township.

Yours faithfully

A handwritten signature in black ink, appearing to read 'J. Edwards', written in a cursive style.

Joanna Edwards

KIAMMA CREEK (PAT CULLEN RESERVE) LANDCARE GROUP

Ph: 48-32-1004

Email: Naz C 2019

4 And Murphy's Inn
12 Goulburn St
Crockwell, 2583

Mayor and Councillors,

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We, the undersigned, now ask Council to implement this decision with some form of suitable signage, preferably at the eastern end of the bridge.

NAME	SIGNATURE	ADDRESS
BARRY MURPHY	Barry Murphy	12 Goulburn St Crockwell
John Anderson	John Anderson	13 Gray St Crockwell
DAVE DALTON	D Dalton	88 McDONALD ST CROOKWELL
LORRAINE HART	L Hart	12 SALEYADS RD
Suzanne Hutton	S Hutton	19 Roberts St Crockwell
MATT FORD	Matt Ford	Elizabeth St Crockwell
JOANNE STAR	J Star	Unit 18 Nura Village
SHARON CATT	S-Catt	148 Goulburn St CROOKWELL
Brenda Perriss	B Perriss	92 Goulburn St Crockwell
Geoff & Vicki	G Wilboughy	31 MCGAW RD CROOKWELL
SANDY & KEN MARTIN	S. Martin	558 Redground Heights Rd, CROOKWELL
THARION JORDAN	M R Jordan	17 Elizabeth St CROOKWELL
John Brennan	John Brennan	Crooked Lane
Elizabeth Egan	E Egan	1216 Benda Rd Crockwell
Clare Egan	C Egan	228 Belwood Rd Egan

KIAMMA CREEK (PAT CULLEN RESERVE) LANDCARE GROUP

Ph: 48.32.1004

Email:

4 And Murphy's Inn
12 Goulburn St
Crookwell, 2583

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We, the undersigned, now ask Council to implement this decision with some form of suitable signage, preferably at the eastern end of the bridge.

~~Nessa Matton~~ Pauline Taylor Kathy ...

~~Nessa Matton~~

~~Nessa Matton~~

~~Nessa Matton~~

~~Nessa Matton~~

~~Nessa Matton~~

~~Nessa Matton~~

~~Nessa Matton~~

~~Nessa Matton~~

A horizontal illustration of a river scene. On the left, a brown bear is standing in the water. In the center, a black duck is swimming. On the right, a small fish is jumping out of the water. The river is blue with green grass patches along the banks. There are also some small white flowers and a small black object (possibly a log or rock) in the water.

C/o Stuart Murphy's
Inn
12 Goulburn St C/well
Nov 6th 2019

Mayor and Councillors
Upper Lachlan Shire Council

At its September meeting, after the usual 28 days of Public exhibition, Council unanimously (8-0) resolved to name the new Footbridge in the Pat Bullen Reserve after Dame Mary Gilmore. We, the undersigned, now ask Council to implement this decision with some form of suitable signage preferably at the Eastern end of the bridge.

[illegible]

Hillview,
Prell Street,
Crookwell NSW 2583

10 October 2019

Mr A. Croke,
The Acting General Manager
Upper Lachlan Shire Council

Dear Mr Croke,

**An objection to the “foreshadowed motion” on the naming of the footbridge in Kialla Creek Park
“Dame Mary Gilmore” which was carried as reported in Council Minutes of the 19th September 2019
pp 5&6**

I should be grateful if this letter could be included in the Business Papers for the next Ordinary Meeting of Council for October 2019

It has been disappointing to read in the Minutes of the 19th September 2019, the deliberations of Council over the naming of the footbridge in Kialla Park, given that community input by way of Public Submissions seems to have been ignored.

I would draw Councillors’ attention to the following:

From Page 191 Draft Minutes from 18 July 2019 Business Papers

ITEM 12.3 RECOMMENDATION TO PLACE THE REQUEST OF SUGGESTED NAME FOR FOOTBRIDGE IN PAT CULLEN RESERVE - KIAMMA CREEK ON PUBLIC EXHIBITION 144/19

RESOLVED by Clr McCormack and Clr Searl

1. Council endorse the public exhibition for the newly constructed footbridge over Kiamma Creek in Pat Cullen Reserve to be named as Dame Mary Gilmore Bridge.

2. If no public submissions are received Council proceed with the installation of the associated signage with the proposed name at the bridge approaches. –

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

Again it is mentioned in the August 2019 Business Papers, (144/19) p.106 .

P128, Item 12.1 Public Submissions for naming footbridge in Pat Cullen Reserve – Kiamma Creek Crookwell, with the Recommendation that

1. Council make a determination of the naming of the newly constructed footbridge over Kiamma Creek in Pat Cullen Reserve.

28 submissions received were received: eight for naming the footbridge Dame Mary Gilmore, and ***twenty against and/or for other names.***

And yet in the September 2019 Minutes, the majority of submissions received were ignored with:

A motion was moved by Clr Cummins and Clr Opie that

Letter to ULSC for October 2019 Business Papers from Yvonne Hatch 10 October 2019

1

1. Council reconsiders the report titled Public Submissions for naming the footbridge in Pat Cullen Reserve – Kiamma Creek Crookwell (File Ref 119/475) and make a determination on the submissions.

On being put to the meeting the motion was carried.

RESOLVED by Clr Cummins and Clr Opie that

1. Council reconsiders the report titled Public Submissions for naming the footbridge in Pat Cullen Reserve – Kiamma Creek Crookwell (File Ref 119/475) and make a determination on the submissions.

- CARRIED

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

Councillors who voted against:- Nil

A foreshadowed motion was moved by Clr Wheelwright and Clr McCormack that:

1. Council name the new footbridge in the Pat Cullen Reserve as the Dame Mary Gilmore Footbridge. On being put to the meeting the motion was carried

Due to the brevity of the Minutes, it is not clear:

1. what this "foreshadowed motion" actually is
 2. how does it override the more than 2:1 Public Submissions received for the Kiamma Creek footbridge *not* to be named after Dame Mary Gilmore?
- and
3. does this have anything to do with the letter received from Malcolm Barlow (Item 8.1 Attachment 13: Malcom Barlow – Pat Cullen Reserve – Naming Suggestion –September Council Meeting Submission, pp.129 – 130)

I would suggest that if it is the latter (letter from Malcolm Barlow), it is disappointing that Council did not seek a different solution to what sadly appears procedural devices rather than the aims, suggestions and *community centered* views of the majority of the submissions.

It should be noted that at least four of the eight submissions for the name 'Dame Mary Gilmore,' are members of the Dame Mary Gilmore Society, one of whom is Mr Malcolm Barlow, a previous ULSC Councillor, and thus familiar with procedural avenues. It would be interesting to know the numerical membership of the Crookwell Men's Shed whose Submission was signed on behalf by their Secretary. How many more 'votes' against the proposal for the name Dame Mary Gilmore would that amount to?

I respectfully suggest that Council reconsider and reevaluate the Submissions received on the naming of the Kialla Creek Footbridge. Surely there must be some procedural mechanism to cancel decisions that do not reflect the views of the majority of the the Public Submissions.

Yours sincerely,
Yvonne Hatch

3 Leila Mayoh Cl

Crookwell 2583

31/10/2019

Andrew Croke

Acting General Manager

Upper Lachlan Shire Council

Dear Andrew.

I refer to the previous submission from the Crookwell Community Men's Shed seeking Council's approval to establish a Crookwell Walk of Fame. Item 12.2 15th August 2019

Without changing other elements of the above submission but following discussions with other members of the Crookwell community I wish to submit a revised route for the proposed Walk of Fame that would link Coleman Park to Clifton Park, also with a deviation along Marsden Street rather than Findhorn Street to include the Soldiers Memorial.

I realize that various aspects of the proposed Walk of Fame need careful consideration including:- cost of works, practicality of the existing and proposed route, tourist implications, criteria for selection, design and location of display units.

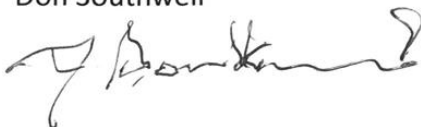
To address these issues and provide comprehensive information for public consultation it is recommended that Council refer the proposal to a select subcommittee to report back to Council on the feasibility of the proposed Walk of Fame.

It is further suggested that this committee be chaired by Greg Seaman OAM and comprise one representative from each of the following:- Council, Tourism, Infrastructure Department, Kiamma Creek Land Care Group, Crookwell Sub Branch RSL and Crookwell Community Men's Shed. (These being representative of groups having the greatest involvement in the proposed Walk of Fame)

As this is a major project for the Crookwell community I request permission to address Council to ensure all details are available for Council's consideration.

Yours sincerely,

Don Southwell





SUGGESTED REVISED ROUTE for CROOKWELL WALK of FAME

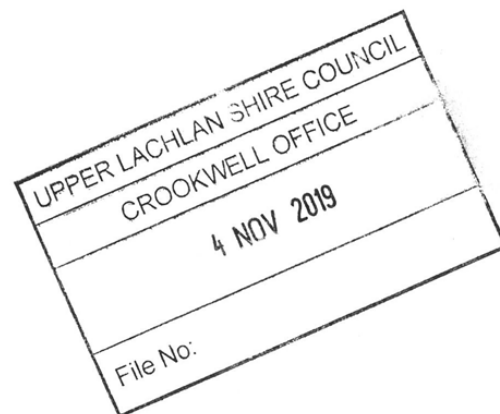
Mr Andrew Croke
Acting General Manager
ULSC

Hi Andrew,

Would you be good enough to ensure that the following two pages are included in the Business Papers for the next Council Meeting?

Many thanks,

Marion Jordan



17 Elizabeth Street
CROOKWELL 2583

1st November 2019

The General Manager
Upper Lachlan Shire Council
Spring Street
CROOKWELL 2583

Dear Sir

Re Suggested 'Walk of Fame'

I am writing to address the topic of the rumoured 'Walk of Fame' in the Pat Cullen Reserve.

As a resident of Crookwell for nearly 8 decades I have memories of significant flooding of this area on very many occasions. I am attaching photos which I took on 9 December 2010 during one such event when the water lapped the footpaths on both Laggan Road and Saleyards Road.

There is no doubt that future heavy rain will result in the same area being totally under water. Therefore, any installation which memorialises people would be at risk of damage.

With the opening of the Clifton Park footpath, I suggest that this would be a far better venue for such a 'Walk of Fame'. It is an area which is well-lit at night and close to the ever-growing nearby housing subdivision.

Our Memorial Park is also a perfect venue for a 'Wall of Fame', especially at the rear of the new gymnasium. Not only would an attractive wall be of benefit in hiding some of the cement wall, it would be situated in a place specifically set aside by our forefathers for relaxation and silent reflection. (See attached photo suggestion.)

In presuming that those people to be memorialised will also include sportspeople, then the positioning of the installation at Memorial Oval (near the gym and the football field) or Clifton Park (near the cricket nets and skate park) would be perfect.

As the Pat Cullen Reserve has always been a project lovingly tended by hardworking gardeners concerned with the natural environment, it might be prudent for Council to respect their voices when considering this topic. I believe they would want Pat Cullen Reserve to be an oasis of solitude.

Yours respectfully,



Marion Jordan

Correspondence to ULSC – from Marion Jordan, 1st Nov. 2019

- 2 -



9.12.10 Looking from Laggan Rd to Clifton Village



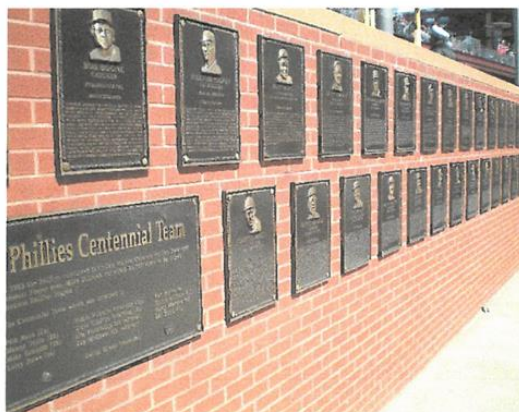
Towards Laggan Rd footbridge 9.12.2010



Water level with Saleyards Rd footbridge 9.12.10



Water at Laggan Rd. footbridge 9.12.2010



Suggestion for 'Wall of Fame' at Memorial Oval or Clifton Park

Hillview,
Prell Street,
Crookwell NSW 2583

10 October 2019

Mr A. Croke,
The Acting General Manager
Upper Lachlan Shire Council (via email council@upperlachlan.nsw.gov.au)

Dear Mr Croke,

Objection to the dismissal of the Walk of Fame proposal as recorded in the ULSC Minutes of the Ordinary Meeting of 15th August 2019

I would ask that this letter be included in the Business Papers for the Ordinary Meeting of the ULS Council 18th September 2019

In the Item 12.2 "Walk of Fame" Proposal, File Reference 119/532, the Report section states:

There is a separate report dealing with the potential naming of the footbridge located within Pat Cullen Reserve as Crookwell Bridge of Fame based on the submission from the representatives of the Crookwell Progress Association.

This proposal and in conjunction with the Crookwell Community Men's Shed is to establish a "walk of fame" in Kiamma Creek walkway that can be used to highlight the achievements of individuals and sportspersons from the Crookwell community forming a major feature and enjoying walk promoting healthy community in addition to providing historical information.

The proposal outlined above is in direct contrast to the alternative submission received from the Kiamma Creek Landcare Group. *It is worth noting the large number of voluntary hours their members have put in over 10 years to assist Council in developing the site and attracting funding to make this reserve a treasured community asset and place of passive public recreation. (My italics)*

The Crookwell Community Men's Shed concept has merit as the names have local relevance outlining achievements of the wider community instead of a single person or a section of a community.

In summary, Council need to consider if this concept conflicts with the original intention and development of the Pat Cullen Reserve and if this concept will detract from the passive recreation use and scenic focal point of Kiamma Creek.

To aid Councillors' deliberations, were two letters, one from the Crookwell Community Men's Shed – Crookwell Hall of Fame Walk: the other from Kiamma Creek Landcare Group – Opposing "Walk of Fame" proposal by Crookwell Men's Shed.

Might I suggest that Councillors take time to review both these submissions, and particularly on the italicized paragraph from the Report above, and the section which reads:

It is worth noting the large number of voluntary hours their members have put in over 10 years to assist Council

This is not to dispute the voluntary hours that the Land Care group has contributed to the Pat Cullen Reserve. What is disconcerting is the note of 'ownership' which the tone of the letter carries.

"Now, to our surprise (to put it mildly) another group, that has never contributed in any way to the development of the Reserve, and without any prior contact or discussion with us, has applied to Council virtually to take over our new walkway for a project of its own. (my italics)

Letter to ULSC: **Objection to the dismissal of the Walk of Fame proposal as recorded in the ULSC Minutes of the Ordinary Meeting of 15th August 2019**

Page 1

"Our new walkway"??? Surely the whole of the Pat Cullen Reserve is a *community* asset.

There is also a somewhat disparaging note and further "proprietary" inuendo, viz:

That group wants to convert the new pathway *into some sort of gallery called the "Walk of Fame",*
metal plaques every 25m or so and about 1m tall detailing the *achievements of a famous local*, and
also name the new footbridge funded from our grant the "Bridge of Fame".

The Upper Lachlan Shire and its towns and villages is blessed with a goodly number of volunteers who exemplify the definition of that term.

"a person who does something, especially helping other people, willingly and without being forced or paid to do it"

<https://dictionary.cambridge.org/dictionary/english/volunteer>

Volunteering Australia gives a definition of Volunteering as:

Volunteering is time willingly given for the common good and without financial gain

To paraphrase a well known Collect and Prayer:

".... to give and not to count the cost, to labour and not to ask for any reward.."

I would ask Council to consider that the Land Care group is definitely not alone in volunteering and working hard for what is the common good. Not only has the Men's Shed contributed to the community since its inception, but many of those individual members have been long term community supporters spread across many voluntary groups. Other volunteering groups within our community have sought and been successful in outside funding.

In my letter to Council Proposed Naming: Footbridge at Kiamma Creek (Pat Cullen Reserve) of 26 July 2019, I wrote:

"The restoration of Kiama Creek walkway and new bridge in Pat Cullen Reserve would seem an ideal opportunity to honour and preserve the memory of the people of Crookwell who constantly contributed so much to the making of the community down through the years that we recognise and cherish today.

This includes the pioneers and settlers, the farmers, the families, the sporting champions, the volunteers, who together evolved a settlement into what is actually a true community in the very best sense of the word. The Cambridge Dictionary defines '**community**' as:

The people **living in one particular area** or people **who are considered as a unit because of their common interests, social group or nationality."**

The Walk of Fame celebrates Community. The fact that its proposal appears to be so summarily dismissed is not just disappointing, but a dismissal of the views of the Community. I, and I suggest many others, also do not believe that:

"....concept conflicts with the original intention and development of the Pat Cullen Reserve and if this concept will detract from the passive recreation use and scenic focal point of Kiamma Creek.

I would urgently ask the Council to reconsider its decision.

Yours sincerely
Yvonne Hatch

Letter to ULSC: **Objection to the dismissal of the Walk of Fame proposal as recorded in the ULSC**
Minutes of the Ordinary Meeting of 15th August 2019
Page 2

10 INFORMATION ONLY

The following items are submitted for consideration -

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Information Only - 21 November 2019

ITEM 10.1 Monthly Weeds Activities Report

FILE REFERENCE I19/801

AUTHOR Manager of Regulatory and Biosecurity Services

ISSUE

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

RECOMMENDATION That -

1. Council receives and notes the report as information.

BACKGROUND

Biosecurity staff continued to undertake property inspections throughout the Shire with eighty six completed in addition to the rescinding of two Biosecurity Directions previously issued. There was not a requirement to issue any Biosecurity Directions in this reporting period.

The dry weather conditions have hampered the ability to identify and control certain weeds on council's roadsides. It is the intention of the Biosecurity team to focus on education of the Biosecurity Act 2015, in relation to property owner's responsibility concerning weeds of significance and where possible treat any roadside weeds that are identified.

Inspections:

Weed	Parish	Road or Street	Date	Action	Degree
ST BB	Turrallo	Back Arm	1/10/19	Routine	1 2
ST BB	Turrallo	Back Arm	1/10/19	Routine	1 2
ST BB	Turrallo	Back Arm	1/10/19	Routine	1 2
ST	Turrallo	Back Arm	1/10/19	Routine	1 1
ST	Turrallo	Back Arm	1/10/19	Routine	1
ST	Turrallo	Back Arm	1/10/19	Routine	1
ST BB	Burridgee	Fullerton	2/10/19	Notified	3 3
ST	Bouverie	Mares Forest	8/10/19	Re-Insp	2
ST	Bouverie	Mares Forest	8/10/19	Re-Insp	2
ST	Bouverie	Mares Forest	8/10/19	Re-Insp	1
ST	Bouverie	Mares Forest	8/10/19	Re-Insp	1
ST	Turrallo	Chapmans Ln	10/10/19	Re-Insp	1
ST	Turrallo	Chapmans Ln	10/10/19	Re-Insp	2
ST BB	Turrallo	Chapmans Ln	10/10/19	Re-Insp	2 2
ST	Turrallo	Chapmans Ln	10/10/19	Re-Insp	2
ST	Tarlo	Taralga	11/10/19	Notified	2

Information Only

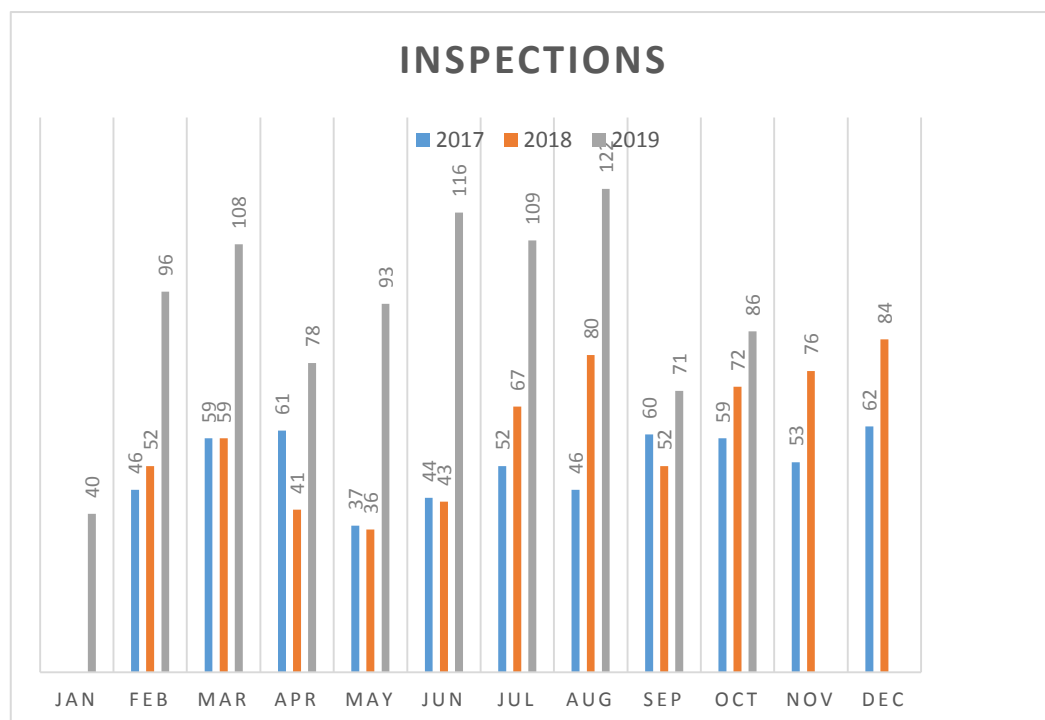
MONTHLY WEEDS ACTIVITIES REPORT cont'd

ST	Burridgee	Millsvale	15/10/19	Notified	2
ST	Burridgee	Millsvale	15/10/19	Routine	1
ST	Turrallo	Rhyanna	17/10/19	Routine	1
ST	Turrallo	Rhyanna	17/10/19	Routine	1
ST	Turrallo	Rhyanna	17/10/19	Routine	1
ST BB	Turrallo	Rhyanna	17/10/19	Notified	1 2
ST BB	Turrallo	Rhyanna	17/10/19	Notified	1 2
ST BB	Turrallo	Rhyanna	17/10/19	Routine	1 1
ST	Tarlo	Taralga	22/10/19	Notified	3
ST	Tarlo	Taralga	22/10/19	Notified	2
ST Gos	Tarlo	Taralga	23/10/19	Notified	1 2
ST ALG	Tarlo	Taralga	23/10/19	Routine	1 1
ST	Tarlo	Taralga	23/10/19	Routine	1
ST	Tarlo	Taralga	23/10/19	Routine	1
ST BB	Tarlo	Taralga	23/10/19	Routine	1 1
ST	Tarlo	Taralga	23/10/19	Routine	1
ST	Upper Tarlo	Middle Arm	28/10/19	Re-Insp	2
ST	Upper Tarlo	Middle Arm	28/10/19	Re-Insp	1
ST BB	Burridgee	Fullerton	28/10/19	Re-Insp	3 3
-	Laggan	Golspie Rd	27/09/19	Routine	-
S/T	Edan Forest	Towrang Rd	1/10/19	Reinspect	3
S/T	Edan Forest	Losbey Rd	1/10/19	Reinspect	3
S/W	Bigga	Mulgowrie St	10/10/19	Notified	2
S/W	Bigga	Mulgowrie St	10/10/19	Notified	2
S/T-S/W	Bigga	Mulgowrie St	10/10/19	Routine	1
-	Bigga	Mulgowrie St	10/10/19	Routine	-
S/T	Bolong	Peelwood Rd	17/10/19	Notified	2
S/T	Bolong	Peelwood Rd	17/10/19	Routine	1
S/T	Bolong	Peelwood Rd	17/10/19	Routine	1
S/T	Bolong	Peelwood Rd	17/10/19	Routine	1
S/T	Burridgee	Millsvale Rd	22/10/19	Notified	1
S/T	Burridgee	Millsvale Rd	22/10/19	Notified	2
S/T	Bolong	Peelwood Rd	23/10/19	Routine	1
S/T	Thalaba	Peelwood Rd	23/10/19	Routine	1
CHN	Thalaba	Peelwood Rd	23/10/19	Routine	1
S/T	Thalaba & Sherwood	Peelwood Rd	24/10/19	Routine	1
S/T	Cuddyong& Burridge	Peelwood Rd	24/10/19	Routine	1
S/T-CHN	Thalaba	Peelwood Rd	24/10/19	Routine	1
S/T	Pejar	Woodhouselee	29/10/19	Notified	2
ST	Mundoonen	Hume Highway	01/10/19	Routine	1
ST,BB	Mundoonen	Hume Highway	01/10/19	Routine	1,1
ST, ALG	Mundoonen	Veterans Rd	01/10/19	Notified	1,2
ST	Dixon	Gundaroo Rd	02/10/19	Routine	1
ST	Mundoonen	Elms Rd	03/10/19	Re-Insp	1-2
ST	Mundoonen	Elms Rd	03/10/19	Re-Insp	1
ST	Mundoonen	Elms Rd	03/10/19	Re-Insp	2
ST	Gunning	Gundaroo RD	03/10/19	Re-Insp	2-3
-	Mundoonen	Hillgrove Rd	08/10/19	Routine	-

Information Only

MONTHLY WEEDS ACTIVITIES REPORT cont'd

ST	Mundoonen	Hillgrove Rd	08/10/19	Routine	1
ST	Dalton	Veterans Rd	09/10/19	Routine	1-2
-	Mundoonen	Hillgrove Rd	09/10/19	Routine	-
ST	Mundoonen	Veterans Rd	09/10/19	Routine	1
ST,SJW	Mundoonen	Hillgrove Rd	10/10/19	Routine	1,1
-	Dalton	Veterans Rd	10/10/19	Routine	-
ST,SJW, ALG	Dalton	Veterans Rd	11/10/19	Notified	1,1,1
ST	Dixon	Baileys Lane	14/10/19	Routine	1
-	Dalton	Baileys Lane	14/10/19	Routine	-
BB,ALG,S	Mundoonen	Veterans lane	14/10/19	Notified	1,1,1
ST	Manton	Hume Highway	15/10/19	Re-Insp	1
ST	Manton	Hume Highway	15/10/19	Re-Insp	1
-	Dalton	Veterans Rd	22/10/19	Routine	-
ST	Dixon	Veterans Rd	22/10/19	Routine	1
ST	Dixon	Lade Vale Rd	21/10/19	Routine	1
-	Dixon	Tyrone Lane	23/10/19	Routine	-
ST	Dixon	Tyrone Lane	23/10/19	Routine	1
ST	Dixon	Tyrone Lane	23/10/19	Routine	1
ST	Dixon	Lade Vale Rd	29/10/19	Routine	1-2
ST,SJW	Dixon	Lade vale Rd	29/10/19	Notified	1,1
ST	Dixon	Lade Vale Rd	30/10/19	Routine	1
ST	Dixon	Lade vale Rd	30/10/19	Routine	1



Key for Weed Abbreviations

Weed ID Weed Identification

S/T Serrated Tussock

PC Paterson's Curse

BB Blackberry

Nth Nodding Thistle

SJW St John's Wort

CNG Chilean Needle Grass

Information Only

MONTHLY WEEDS ACTIVITIES REPORT cont'd

EB English Broom

FW Fireweed

ALG African Lovegrass

Go Gorse

CG Coolatai Grass

Key for Degree of Infestations

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

Key for Actions of Inspections

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

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

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

POLICY IMPACT

Nil

OPTIONS

Nil

FINANCIAL IMPACT OF RECOMMENDATIONS

Nil

RECOMMENDATION That -

1. Council receives and notes the report as information.

ATTACHMENTS

Nil

Information Only - 21 November 2019

ITEM 10.2 **Development Statistics for the month of October 2019**

FILE REFERENCE I19/783

AUTHOR **Director of Environment and Planning**

ISSUE

Providing Council with a brief summary of the development control activities that have occurred in the month of October 2019.

RECOMMENDATION That -

1. Council receives and notes the report as information.

BACKGROUND

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

REPORT

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

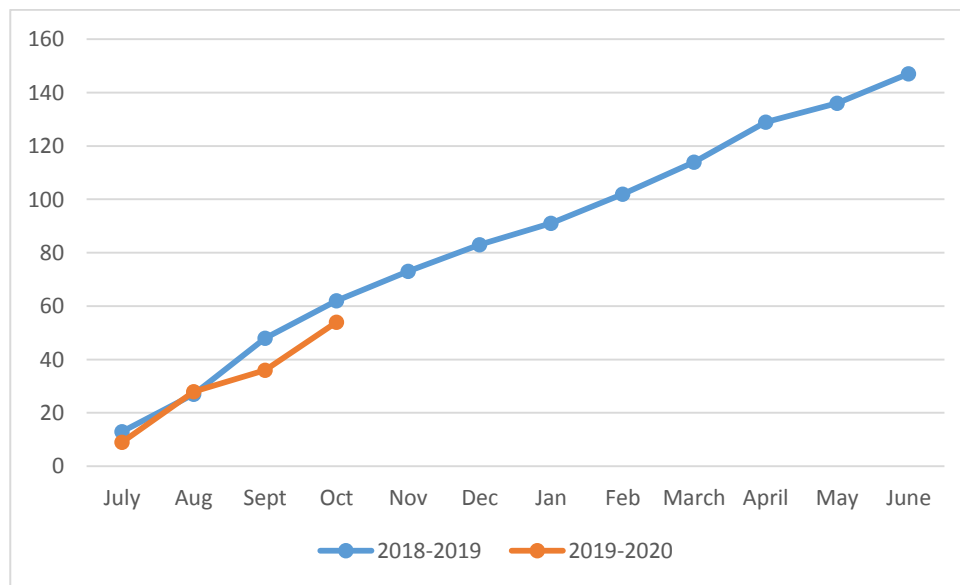
Statistics by Development Type								
Current Year					Last year			
DA Type	October 2019		Year to Date 1/7/19 to 31/10/19		October 2018		Year to date 1/7/17 to 31/10/18	
	Count	\$Value	Count	\$Value	Count	\$Value	Count	\$Value
Commercial	1	\$0	2	\$50,000	2	\$190,000	6	\$3,276,000
Residential	11	\$2,356,005	27	\$8,974,741	7	\$1,243,563	39	\$7,519,212
Industrial	0	\$0	1	\$795,000	0	\$0	0	\$0
Other	4	\$140,000	5	\$1,515,000	3	\$215,000	9	\$535,000
Total	16	\$2,496,005	35	\$11,334,741	12	\$1,648,563	54	\$11,330,212
Subdivision								
Type	Count	Lots	Count	Lots	Count	Lots	Count	Lots
Residential	0	0	1	3	2	51	2	51
Rural Residential	2	5	3	7	0	0	0	0
Commercial	0	0	0	0	0	0	0	0
Industrial	0	0	0	0	0	0	0	0

Information Only**DEVELOPMENT STATISTICS FOR THE MONTH OF OCTOBER 2019** cont'd

Boundary Adjustment	0	0	0	0	0	0	0	0
Strata	0	0	0	0	0	0	0	0
Agricultural	0	0	0	0	0	4	6	15
Modification/Other	1	5	0	0	0	0	0	0
Total	3	10	4	10	2	51	8	66

1. Development Applications

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



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

DAs under assessment	DA modifications under assessment	DAs received Oct 2019	DA modifications received Oct 2019	DAs determined Oct 2019	DA modifications determined Oct 2019
17	4	16	2	15	2

The average determination processing time is for the month of October was 37 days.

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

Determinations Issued between 1 October to 31 October 2019		
DA No.	Proposal	Property
58/2018 (Mod)	Dog Kennels	120 Salisbury Rd, Bigga Lot 237 DP 753041
46/20/19	Change of Use	385 Lost River Rd, Lost River Lot 6 DP 1145749
57/2019	Dwelling	19 Dalton Rd, Gunning

Information Only**DEVELOPMENT STATISTICS FOR THE MONTH OF OCTOBER 2019** cont'd

Determinations Issued between 1 October to 31 October 2019		
DA No.	Proposal	Property
		Lot 1 DP 1024913
62/2019	Alterations & Additions	Spring St, Crookwell Lot 2 DP 984888
64/2019	Shipping Container	19 Copeland St, Gunning Lot 21 DP 1200509
68/2019	Subdivision	4070 Grabben Gullen Rd, Crookwell Lot 100 DP 1232773
80/2019	Alterations & Additions	29 Denison St, Crookwell Lot 1 DP 1047009
81/2019	Swimming Pool/Spa	776 Kialla Rd, Crookwell Lot 104 DP 750042
82/2019	Garage/Shed	211 Roslyn Rd, Crookwell Lot 59 DP 753041
84/2019	Transportable Dwelling	60 Biala St, Gunning Lot 17 Sec 8 DP 758493
86/2019	Transportable Dwelling	4049 Taralga Rd, Myrtleville Lot 1 DP 1078579
88/2019	Shed	82 Boureong Dve, Gunning Lot 5 DP 1198749
89/2019	Dwelling	3 Graham Cres, Crookwell Lot 15 DP 1253454
92/2019	Dwelling	Woodhouselee Rd, Roslyn Lot 1 DP 863990
61/2019	Industrial Warehouse	38 McIntosh Rd, Crookwell Lot 11 & 12 DP 1031350
74/2019	Alterations & Additions	37 Laggan Rd, Crookwell Lot 2 DP 700478
87/2019	Dwelling	2883 Woodhouselee Rd, Laggan Lot 32 DP 1246818

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

		Development Applications Outstanding on 31 October 2019 (In order of date submitted to Council)			
DA No.	Date Rec	Proposal	Property	Reason	
23/2018 (Mod)	26/2/2018	Dwelling	Gundaroo Rd, Bellmount Forest - Lot 1 DP 754573, Lot 148 & 197 DP 754113	Deferred to Applicant	
32/2019	9/4/2019	Alterations & Additions	1093 Breadalbane Rd Breadalbane Lot 230 DP 750031	Awaiting Additional Information	

Information Only**DEVELOPMENT STATISTICS FOR THE MONTH OF OCTOBER 2019** cont'd

		Development Applications Outstanding on 31 October 2019 (In order of date submitted to Council)			
DA No.	Date Rec	Proposal	Property	Reason	
66/2019	8/8/2019	Transportable Dwelling	Yass St, Gunning Lot 2 DP 1160954	Awaiting Additional Information	
69/2019	13/8/2019	Community Event	1A Walsh St, Taralga Lot 251 DP 750017	Awaiting Additional Information	
95/2018 (Mod)	6/9/2019	Subdivision	Junction Point Rd, Tuena Lot 1 DP 1223538	Under Assessment	
85/2019	13/9/2019	Change of Use - Nursery	163 Goulburn St, Crookwell Lot A DP 33097	Deferred to Engineering	
187/2004 (Mod)	1/10/2019	Subdivision	233 Holloways Rd, Tarlo Lot 1 DP 1152061	Under Assessment	
90/2019	8/10/2019	Dwelling	Bishop St, Binda Lot 146 DP 753012	Under Notification	
91/2019	9/10/2019	Commercial Use	6 Anderson Lane, Crookwell Lot 2 DP 504589	Deferred to Engineering	
93/2019	15/10/2019	Intensive Agriculture Use	595 Wangalo Rd, Peelwood Lot 93 & 94 DP 753021	Under Assessment	
126/2017 (Mod)	15/10/2019	Alterations & Additions	19 Roberts St, Crookwell Lot 1 DP 800629	Under Assessment	
94/2019	15/10/2019	Temporary Structure	3 George St, Collector Lot 17 DP 727525	Under Assessment	
95/2019	18/10/2019	Alterations & Additions	120 Salisbury Rd, Bigga Lot 237 DP 753041	Under Assessment	
96/2019	21/10/2019	Garage/Shed	26 Gordon St, Crookwell Lot 23 Sec 3 DP 1809	Under Assessment	
97/2019	24/10/2019	Garage/Shed	3 Graham Cres, Crookwell Lot 15 DP 1253454	Under Assessment	
98/2019	24/10/2019	Subdivision	Wheeo Rd, Grabben Gullen Lot 2 DP 203470	Under Assessment	
99/2019	25/10/2019	Dwelling	74 Flacknell Creek Rd, Broadway Lot 1 DP 1230371	Under Assessment	
100/2019	25/10/2019	Subdivision	689 Woodhouselee Rd, Woodhouselee Lot 2 DP 803179	Under Assessment	
101/2019	28/10/2019	Dwelling	Reservoir Rd, Crookwell Lot 1 DP 835647	Under Assessment	
102/2019	28/10/2019	Dwelling	52 Dalton Rd, Gunning	Under Assessment	
103/2019	30/10/2019	Garage/Shed	89 Brooklands St, Crookwell Lot 4 Sec 1 DP 2383	Under Assessment	

Information Only**DEVELOPMENT STATISTICS FOR THE MONTH OF OCTOBER 2019 cont'd****2. Construction Certificates**

Construction Certificates Issued between 1 October to 31 October 2019		
CC No.	Proposal	Property
56/2019	Subdivision	Pomeroy Rd, Bannister Lot 1 DP 620598, Lot 3 & 212 DP 750043
65/2019	Swimming Pool	776 Kialla Rd, Crookwell Lot 104 DP 750042
75/2019	Garage/Shed	82 Boureong Drive, Gunning Lot 5 DP 1198749
78/2019	Dwelling	19 Dalton Rd, Gunning Lot 1 DP 1024913

Approved by Council	
October 2019	Year to date
4	34

3. Occupation Certificates

Occupation Certificates Issued between 1 October to 31 October 2019		
OC No.	Proposal	Property
61/2019	Alterations/Additions	30 East St, Crookwell Lot 4 DP 524712
63/2019	Dwelling	28A King Rd, Crookwell Lot 2 DP 1090730
64/2019	Garage/Shed	9 Kialla Rd, Crookwell Lot 18 DP 858022
67/2019	Garage/Shed	71A Kialla Rd, Crookwell Lot 55 DP 1075643

Approved by Council	
October 2019	Year to date
4	19

4. Subdivision Certificates

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

Approved by Council	
October 2019	Year to date
0	8

5. Planning Certificates

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

Year	Number of Certificates Issued
1 July 2008 to 30 June 2009	383
1 July 2009 to 30 June 2010	464
1 July 2010 to 31 June 2011	535
1 July 2011 to 30 June 2012	426
1 July 2012 to 30 June 2013	408
1 July 2013 to 30 June 2014	457
1 July 2014 to 30 June 2015	426
1 July 2015 to 30 June 2016	481
1 July 2016 to 30 June 2017	461
1 July 2017 to 30 June 2018	452
1 July 2018 to 30 June 2019	347
1 July 2019 to 31 October 2020	195

POLICY IMPACT

Nil

OPTIONS

Nil

FINANCIAL IMPACT OF RECOMMENDATIONS

Nil

RECOMMENDATION That -

1. Council receives and notes the report as information.

ATTACHMENTS

Nil

Information Only - 21 November 2019

ITEM 10.3 **Regional Digital Connectivity Program**

FILE REFERENCE **I19/799**

AUTHOR **Manager of Environment and Planning**

ISSUE

The New South Wales Government through the sale of the Snowy Hydro to the Federal Government has allocated \$400 million to bring a faster and more reliable digital networked regional New South Wales, to improve: mobile coverage, Internet and data, farm and water.

RECOMMENDATION That -

1. The report be received and noted as information.

BACKGROUND

The \$4.2 billion Snowy Hydro Legacy Fund delivers the Regional Digital Connectivity Program.

The objectives of the program are to:-

- Eliminate mobile blackspots where people live and work.
- Investigate new and emerging technologies to future proof regional New South Wales,
- Increase coverage of the connectivity needed for agribusiness to use AgTech,
- Support AgTech uptake to improve competitiveness, productivity and water management,
- Bring Metro level data speeds to regional New South Wales,
- Establish regional data hubs and invest in 'backbone' digital infrastructure.

REPORT

Two consultation events held in the Shire on Tuesday 4 November and Wednesday 5 November 2019 are part of the more extensive NSW consultation process. On 5 November 2019, the IT Systems Support Officer and Manager of Environment and Planning, attended a consultation event for the Regional Digital Connectivity Program at the Memorial Hall in Crookwell.

The consultation investigates the impact of isolation and changing from landline telephone communication to a VoIP protocol.

Maps attached indicated the limits to the NBN. Some of Crookwell is excluded from the NBN network. Residents will need to connect to a satellite system once the ADSL system is turned off.

Information Only

REGIONAL DIGITAL CONNECTIVITY PROGRAM cont'd

One person indicated that when the power goes out, so does the telephone, and that never used to happen. The old telephone lines had a separate power system.

Agriculture:

Succession planning in the agricultural industry is hampered by the inability of the next generation to move to high-tech operations. A lack of connectivity inhibits implementation of new technology that can provide data, enable cost savings and facilitate improved management processes.

Tourism:

A large part of the Shire have no Digital connectivity and discouraging travellers from Sydney, Canberra and other areas. It is difficult for rural tourist facilities to advertise and create visibility.

Existing villages:

There is no schedule for a number of our settlements including; Taralga, Bigga, Binda, Breadalbane, Collector and Gunning for further NBN upgrades. There is no clarity about who will manage the existing copper lines in these localities (NBN or Telstra) once the NBN has formally taken over the ownership of the infrastructure.

Council issues:

Some of Council's infrastructure is outside the range of the ADSL2 and NBN. Council's water and sewerage system is 250 metre beyond the reach of the NBN remaining on ADSL2.

Council's proposed growth corridors, including Gunning, will not have access to NBN. These areas will receive 4G mobile networks which are adequate for domestic use but not for businesses and can be expensive.

POLICY IMPACT

Nil

OPTIONS

Councillors and others can have their say on the website <https://tinyurl.com/ConnectRegional> or by completing a have your say questionnaire, available on the website. Copies are also available at Council. They may be posted.

FINANCIAL IMPACT OF RECOMMENDATIONS

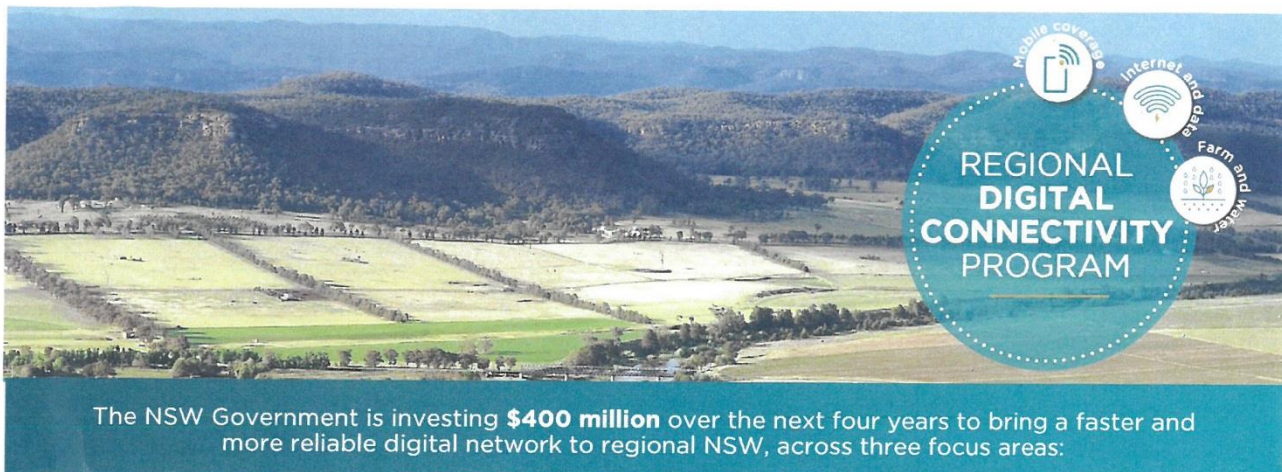
Nil

RECOMMENDATION That -

1. The report be received and noted as information.

ATTACHMENTS

1. 1.	Regional Digital Connectivity Program	Attachment
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MOBILE



INTERNET

ON-FARM
CONNECTIVITY

Have your say to help us prioritise what's needed.

Return your completed survey to: Reply Paid 302, North Sydney, NSW 2059

1. So that we can best identify the location of any digital connectivity issues impacting you, please provide your residential address (if you are responding as a residential user) or your business address (if you are responding as a business user). Please note your information will remain confidential and will only be used to help us identify location with connectivity issues.

Street address _____

City/Town _____

State _____

Post code _____

Country _____

Email _____

2. What kinds of digital connectivity are most important to you? (Select all that are relevant).

- ☐ Internet
- ☐ Mobile
- ☐ Smart farm and water technologies
- ☐ Other (please specify, let us know in more detail why this is important to you and what the main issues are)
- _____
- _____

3. Are the services you selected in Q2 available where you live?

- ☐ Yes - I pay for service
- ☐ Yes - but I choose not to pay for service
- ☐ No - the service/s are not available where I live
- ☐ Other (please specify)
- _____
- _____

Information Only - 21 November 2019

ITEM 10.4 **RMS Road Maintenance Council Contract (RMCC) - Contractor Performance Report Quarter 3**

FILE REFERENCE **I19/740**

AUTHOR **Manager of Infrastructure Delivery**

ISSUE

Contractor Performance Report (CPR) for Roads and Maritime Services (RMS) Routine Maintenance Council Contract period Quarter 3 of 2019 for the information of Council.

RECOMMENDATION That -

1. Council receive and note the report as information.

BACKGROUND

Upper Lachlan Shire Council has been engaged through the single invitation Routine Maintenance Council Contract provisions (RMCC) of the NSW Government's Roads and Maritime Services (RMS) since 2008 to maintain Main Road 54 (MR54) from Goulburn (Auburn Street) through to the Abercrombie River (Shire boundary).

This report provides a copy of the most recent feedback on Council's performance under the RMCC contract.

REPORT

Council's routine activities under the RMCC include general surveillance, litter and debris collection, emergency and incident response, guardrail maintenance, sign and guide post repair, vegetation management, and minor pavement and drainage maintenance.

The RMCC Contract for the 2019/2020 Financial Year has a preliminary allocation of \$548,878 from the RMS which is utilised to directly offset Council's costs for both on ground works and administration and is the same approximate value to that provided 2018/2019 Financial Year .

It is Council's performance under the RMCC which provides the basis for prequalification in major road rehabilitation and refurbishment works along MR54 to include Bitumen Re-Sealing; Drainage/Culvert Re-Construction; Heavy Patching; Vegetation Management and Road Re-Construction.

These subordinate yet major projects generate income for Council to assist in sustaining and developing Council's service capabilities and ultimately contributes towards a safer driving environment for the community.

Information Only

RMS ROAD MAINTENANCE COUNCIL CONTRACT (RMCC) - CONTRACTOR PERFORMANCE REPORT QUARTER 3 cont'd

Current Situation

Under the RMCC, Council must meet a range of quality, safety, environmental, and value targets which is reported by the RMS on a quarterly basis. In reviewing the results of the latest Contractor Performance Report (CPR) for Quarter 3 (attached), Council is considered to be performing reasonably well, however improvement needs to occur in the development and implementation of its Integrated Management System.

Future

Council is required to meet the findings of the audit and address the Corrective Action Request Major (CARMA). This is a whole of the Council exercise and will have bearing on Industrial Relations (e.g. changes to role and responsibilities), Record keeping (e.g. Record Management Plan) and Policy Development (e.g. Project Management Policy) in addition to the way the corporate aspect of the business are managed within Council.

In summary, Council is required to implement R2 Pre-Qualification within 12 months that is by September 2020. The implementation of the systems associated with this pre-qualification will also help build community's confidence in Council's ability to deliver works to an agreed quality and within a specified budget and timeframe as per the industry's best practice.

POLICY IMPACT

Details of Council's intention to implement a Quality, Safety and Environmental Management System to bring it into line with the rest of industry was reported to the December 2018 Ordinary Council Meeting.

Council has developed an initial phase of the Council's System (System of Systems) based on the following elements:

1. Quality Assurance (QA) related to Water, Sewer, Roads, K&G, Footpath, Parks based on ISO55000;
2. WHS based on ISO45001 – Initial templates have been developed;
3. Environmental System based on ISO14001 – Templates are being developed;
4. Procurement system is being developed with exploring options;
5. Quarry Management System first cut is completed based on the regulator's requirement taking into account the 21 separate plans;
6. Fleet Management system is being investigated;
7. Risk Management is being developed based on ISO31000 and integrated into our other systems.

Item 1 to 7 will be "Systems" in their own right, therefore forming System of Systems for Upper Lachlan Shire Council. The records area has been asked to help with record management containers for development and monitoring of the system.

The system will primarily be based on INPUT-OUTPUT gates contain the following:-

1. System description;
2. Policy;
3. Process.

Information Only

RMS ROAD MAINTENANCE COUNCIL CONTRACT (RMCC) - CONTRACTOR PERFORMANCE REPORT QUARTER 3 cont'd

By implementing the system development, it will transform the organisation and strengthen corporate governance around the tracked elements contained within System of Systems.

OPTIONS

Nil


FINANCIAL IMPACT OF RECOMMENDATIONS

Long term there will be costs associated with upgrading Council's Quality, Safety and Environmental Management System to a higher accepted standard. An allocation has been made in the 2019/2020 Operational Plan for this purpose.

RECOMMENDATION That -

1. Council receive and note the report as information.

ATTACHMENTS

1. 	NSW Government Transport Roads & Maritime Services (RMS) - Contractor Performance Report - Road Maintenance Council Contracts (RMCC) - 08.2574.2120 - Q3 2019	Attachment
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Transport
Roads & Maritime
Services

ROADS AND MARITIME SERVICES

RMS Form No 517 (amended)
Catalogue No. 45062482
(October 2018)

Contractor Performance Report

Single Invitation Maintenance Contract

General Information

Contractor's Name

Upper Lachlan Shire Council

Trading as

ABN 81 011 241 552

Contract No. 08.2574.2120

Equip Contract No.

Contract Description

Upper Lachlan Shire Council RMCC

At Acceptance of Tender

Original Due date for

Contract Period (weeks) 195

Completion 2012-06-29 00:00:00

Date of Acceptance of Tender 03/10/2008

Original Contract Sum \$ 329,000.00

Reason for Report

Progress

Quarter 1

☐

Quarter 2

☐

Quarter 3

☒

Quarter 4

☐

Key Milestones

Defect Correction Period

☐

After construction
or call back

☐

Continuing unsatisfactory
Performance

☐

Termination of Contract

☐

Contract Sum as

Varied at Report Date \$ 0.00


Contractor's Performance

	Unsatisfactory	Marginal	Acceptable	Good	Superior	Rating
Collaboration - RMCC	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	7
Council's relationship with RMS is healthy and respectful. Council staff are always willing to attend meetings and discussion sessions and contribute to satisfactory outcomes.						
Community and Stakeholder Engagement - RMCC	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6
Council stakeholder engagement is satisfactory.						
Contract Management - RMCC	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	7
Council's contract management is good and thorough reviews of submissions and documentation are carried out.						
Environmental Management - RMCC	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	7
Council has a good understanding of the high standard set by RMS in relation to environmental management. The standard of work reflects the standard expected.						
People Management - RMCC	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	7
Council's people management is satisfactory						
Quality Management Systems - RMCC	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3
Council is yet to submit an up to date ONERMS Management Plan. This issue is ongoing and is yet to be addressed despite 2 audits that have indicated little progress has been made. Most of the major CARs are still outstanding.						
Standard of Work - RMCC - Maintenance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	7
MR54 is maintained to an adequate standard within the limitations of the allocated budget.						
Standard of Work 2 - RMCC - Minor Works	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	8



Transport
Roads & Maritime
Services

ULSC's standard of work for minor works is good, with safety, quality and environment all receiving focus. The most recent project was a shoulder grade and seal which was delivered well with council's work team putting in a big effort. There are a number of safety projects planned for MR54 over the next 3 years.						
Subcontractor Management - RMCC	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	7
Council's subcontractor management is adequate. Council could improve upon plant inspections prior to engagement.						
Time Management - RMCC	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	8
Council give RMCC projects priority and are always willing to resource these projects appropriately						
Traffic Management - RMCC	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	7
Traffic Management is adequate considering the relatively low traffic volumes, particularly west of Crookwell.						
Workplace Health and Safety Management - RMCC	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6
Council treats safety seriously and are continually working towards zero harm. ULSC has a very good safety record on RMCC projects, however are yet to submit their ONERMS safety management plan and COR plan.						
Workplace Relations Management - RMCC	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	7
Management of workplace relations appears to be satisfactory in relation to RMCC						
Performance Score	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	66%



Transport
Roads & Maritime
Services

Overall Comments *(Use separate report if necessary)*

Reporting Officer

In my opinion:

Council has performed well in maintaining MR54. Council has accepted additional funding to improve a number of assets on MR54 and has successfully completed these projects. It is very disappointing to learn that very little headway has been made in preparing the management plans. The second audit completed recently still indicated a serious number of major CPRs.

Carly Grima - on behalf of

Name: Stephen Edwards

Report Date: 03/10/2019

Phone:

Reviewing Officer:

In my opinion:

I concur with the above comments

The report has been forwarded to the Contractor **Yes** *(All reports are to be forwarded)*

Review Officer Name: Richard Heffernan

Review Date: 2019-10-10 00:00:00

Review Officer Phone:

Response from Contractor Received and report finalised: **No**

Quality Management Systems are currently being developed & implemented

Contractor Rep Name: Scott Parsons

Discussion Date:

Contractor Rep Phone:

Approving Officer

In my opinion:

I concur with the above comments

Name: Richard Heffernan

Report Date: 11/10/19

Phone:

Attachments:

Distribution:

1. Contractor's Representative
2. RMS's Representative

Information Only - 21 November 2019

ITEM 10.5 **Completion of Abercrombie River Bridge Replacement Project**

FILE REFERENCE **I19/746**

AUTHOR **Director of Infrastructure**

ISSUE

This report formally advises Council of the completion of the Abercrombie River Bridge replacement project on Oberon Road (Tablelands Way).

RECOMMENDATION That -

1. Council receive and note the report as information.

BACKGROUND

Council started this project back in 2015. However due to several delays this project could not be completed in timeframe originally envisaged. This report outlines the difficulties and innovative ways Council managed those challenges to deliver this project without a material change to the final project cost.

REPORT

The scope of the project was based on a box culvert and was delivered through funding from the NSW Government, Commonwealth Government and Council with the following breakdown:-

RESTART NSW	-	\$675,000
Commonwealth	-	\$762,000
Council	-	\$88,000

The total available funds are \$1,525,000. Despite delays, Council has delivered this project with approximately 1% cost over runs of \$15,317, with actual final project cost of \$1,540,317.

Physical works completed in August 2019, after agreements were reached with National Parks regarding the impact on the land located within the Abercrombie National Park on the Oberon side of the road.

This project faced many challenges including adequacy of the engineering design, coordination of work in and outside the local government area boundary, impact on the National Park, funding restrictions, capacity of the existing workforce and high environmental and Department of Fisheries concerns working within the Abercrombie River.

Information Only

COMPLETION OF ABERCROMBIE RIVER BRIDGE REPLACEMENT PROJECT cont'd

In summary, in response to those challenges, Council allocated this project for delivery using the newly created Major Projects Area. Council “peer reviewed” the engineering design to ensure the proposed bridge complies with relevant standards and industry practice. Council established lines of communication with Oberon Council to understand and incorporate their expectation for the section of the road located within Oberon local government area. Council after several rounds of negotiation and assistance from Oberon Council reached an agreed status regarding their expectation related to the road alignment located within the Oberon Council local government area.

As the existing workforce was busy delivering works elsewhere, this project was allocated to the Major Projects Area (This new area was created after the Organisation realignment). Council through an independent consultant, prepared a Review of the Environmental Factors in order to manage the impacts arising from the proposed construction and realignment.

The above challenges delayed this project by approximately 4 years. Due to this delay, the cost of the project increased, not only as increased in cost of services over time, but also cost of the additional elements of the work that were not included in the original estimate that was submitted for funding.

As such, there was an original shortfall of funding by approximately \$400,000 to fund the construction works, based on the tendered quote received. Council negotiated the construction of this work using the pooled resources within Oberon Council and Upper Lachlan Shire Council and have managed to deliver the project close to the original budget of \$1.525 million.

The road is now open, project delivered and largely without a material variation to original cost of the project. An Official Opening Ceremony will be arranged at a future time.

POLICY IMPACT

Nil

OPTIONS

Nil

FINANCIAL IMPACT OF RECOMMENDATIONS

The project shortfall of \$15,317 will be funded by the Regional Roads Block Grant funding program in 2019/2020.

RECOMMENDATION That -

1. Council receive and note the report as information.

ATTACHMENTS

Nil

Information Only - 21 November 2019

ITEM 10.6 **Investments for the month of October 2019**

FILE REFERENCE **I19/770**

AUTHOR **Acting Director of Finance and Administration**

ISSUE

Council Investment Portfolio Register as at 31 October 2019.

RECOMMENDATION That -

1. Council receive and note the report as information.

BACKGROUND

The investment portfolio register as at 31 October 2019 is provided for the information of Council.

REPORT

Investments to 31 October 2019

Investment Institution	Type	Investment Face Value	Interest Rate	Term Days	Maturity Date	Interest Due
CBA	Call	\$600,000	0.95%	N/A	31-10-19	\$354.79
Bank of Qld	TD	\$1,000,000	2.35%	175	06-11-19	\$11,267.12
Bank of Qld	TD	\$800,000	1.65%	90	03-12-19	\$3,254.79
Bank of Qld	TD	\$500,000	2.00%	189	08-01-20	\$5,178.08
Bank of Qld	TD	\$1,000,000	2.10%	215	29-01-20	\$12,369.86
Bank of Qld	TD	\$1,200,000	3.00%	735	19-08-20	\$72,493.15
Bank of Qld	TD	\$700,000	1.55%	363	14-10-20	\$10,790.55
Bank of Qld	TD	\$1,000,000	3.15%	1097	25-08-21	\$94,672.60
Bankwest	TD	\$1,000,000	1.63%	105	27-11-19	\$4,689.04
Bankwest	TD	\$1,000,000	1.85%	161	18-12-19	\$8,160.27
Bankwest	TD	\$1,500,000	1.60%	141	05-02-20	\$9,271.23
Bankwest	TD	\$500,000	1.50%	364	16-09-20	\$7,479.45
Bendigo Bank	TD	\$1,000,000	1.60%	146	15-01-20	\$6,400.00
Bendigo Bank	TD	\$1,200,000	1.60%	210	18-03-20	\$11,046.58

Information Only**INVESTMENTS FOR THE MONTH OF OCTOBER 2019** cont'd

Bendigo Bank	TD	\$800,000	1.55%	180	01-04-20	\$6,115.07
Bendigo Bank	TD	\$700,000	1.50%	182	22-04-20	\$5,235.62
Bendigo Bank	TD	\$1,000,000	1.55%	266	17-06-20	\$11,295.89
CBA	TD	\$1,009,073	1.08%	120	14-11-19	\$3,582.90
CBA	TD	\$1,000,000	1.65%	90	26-11-19	\$4,068.49
CBA	TD	\$1,000,000	1.69%	119	04-12-19	\$5,509.86
CBA	TD	\$1,000,000	1.53%	141	12-02-20	\$5,910.41
CBA	TD	\$1,000,000	1.40%	330	16-09-20	\$12,657.53
IMB	TD	\$500,000	1.65%	99	11-12-19	\$2,237.67
IMB	TD	\$900,000	1.65%	92	11-12-19	\$3,743.01
IMB	TD	\$1,000,000	2.70%	364	19-02-20	\$26,926.03
IMB	TD	\$1,300,000	1.45%	364	28-10-20	\$18,798.36
NAB	TD	\$1,000,000	1.70%	153	22-01-20	\$7,126.03
NAB	TD	\$1,100,000	1.56%	210	06-05-20	\$9,872.88
NAB	TD	\$1,000,000	1.75%	365	05-08-20	\$17,500.00
NAB	TD	\$700,000	1.67%	335	11-08-20	\$10,729.18
		\$28,009,073				\$408,736.46

COUNCIL INVESTMENT PERFORMANCE: -**BUDGET COMPARISON TO 31 OCTOBER 2019**

Interest on Investments Received YTD	\$184,240
Annual budgeted amount for all funds	\$666,600
Percentage of Interest Received YTD	27.64%
Percentage of Year Elapsed	33.33%

BBSW COMPARISON TO 31 OCTOBER 2019

Average market interest rate (90 day BBSW)	1.17%
Average return on all investments	1.99%

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

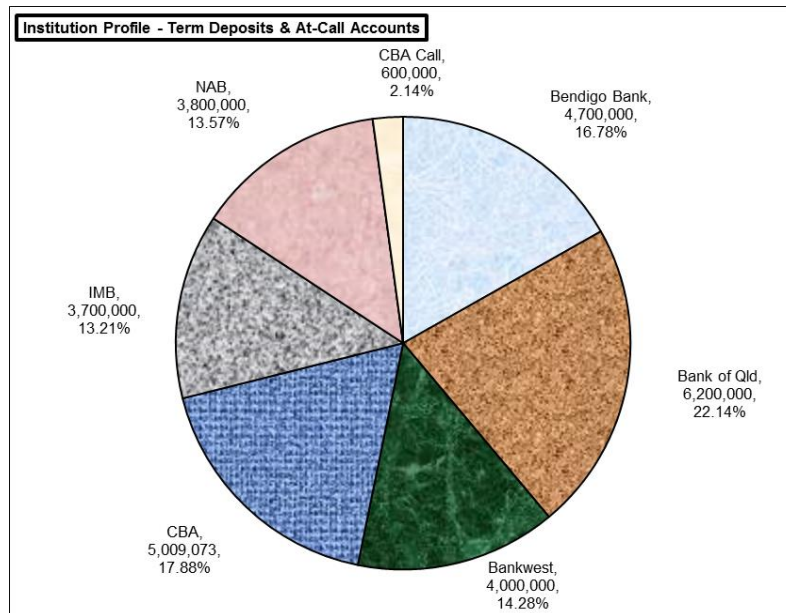
Information Only

INVESTMENTS FOR THE MONTH OF OCTOBER 2019 cont'd

FINANCIAL INSTITUTION INVESTMENTS PROFILE AS AT 31 OCTOBER 2019

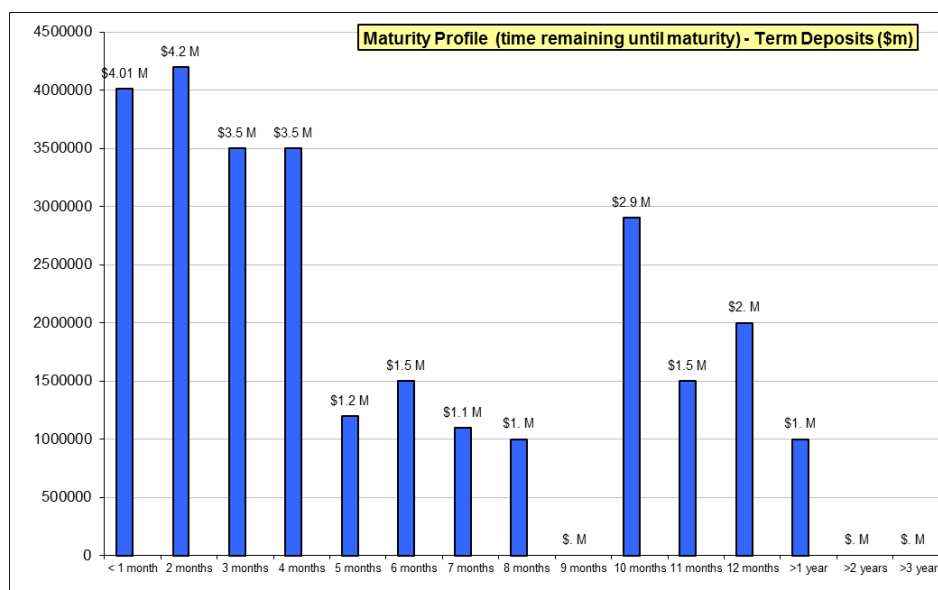
The following chart shows the current distribution of Council's investment portfolio between the authorised financial institutions used. The current distribution of funds between institutions complies with Council's Investment Policy which states:-

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



INVESTMENTS - MATURITY PROFILE AS AT 31 OCTOBER 2019

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



SUMMARY OF AVAILABLE CASH AT 31 OCTOBER 2019

TOTAL INVESTMENTS: - **\$ 28,009,073.15**

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

General Fund Reserves	\$ 18,058,661.19
Water Supply Fund Reserves	\$ 2,800,347.86
Sewerage Fund Reserves	\$ 5,277,947.03
Domestic Waste Management Fund Reserves	\$ 1,866,505.68
Trust Fund Reserves	\$ 5,611.39

POLICY IMPACT

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

OPTIONS

Nil

FINANCIAL IMPACT OF RECOMMENDATIONS

Nil

RECOMMENDATION That -

1. Council receive and note the report as information.

ATTACHMENTS

Information Only - 21 November 2019

ITEM 10.7 **Bank Balance and Reconciliation - 31 October 2019**

FILE REFERENCE I19/771

AUTHOR **Acting Director of Finance and Administration**

ISSUE

Statement of Bank Balance and Reconciliation as at 31 October 2019.

RECOMMENDATION That -

1. Council receive and note the report as information.

BACKGROUND

Nil

REPORT

<u>STATEMENT OF BANK BALANCE & RECONCILIATION</u>	
General Ledger Balance brought forward 30 September 2019	(366,223.36)
Add: Receipts for October 2019	3,794,736.30
	3,428,512.94
Deduct: Payments for October 2019	3,543,004.12
Balance as at 31 October 2019	(114,491.18)
Balance as per Bank Statement 31 October 2019	193,349.68
Add: Outstanding Deposits	1,866.15
	195,215.83
Deduct: Unpresented Cheques/ EFTs	309,707.01
Balance as at 31 October 2019	(114,491.18)

POLICY IMPACT

Nil

OPTIONS

Nil

FINANCIAL IMPACT OF RECOMMENDATIONS

Nil

RECOMMENDATION That -

1. Council receive and note the report as information.

ATTACHMENTS

Information Only - 21 November 2019

ITEM 10.8 **Rates and Charges Outstanding for the month of October 2019**

FILE REFERENCE I19/776

AUTHOR **Acting Director of Finance and Administration**

ISSUE

Rates and Charges Outstanding Report to 31 October 2019.

RECOMMENDATION That -

1. Council receive and note the report as information.

BACKGROUND

Summary report of Rates and Charges outstanding at 31 October 2019 is detailed.

REPORT

There is an attached report titled "Rate Collection Year 2020" for the 2019/2020 financial year. A comparison of the rates and charges outstanding percentage to previous financial years is highlighted in the below table:-

Description	31/10/2019	31/10/2018	31/10/2017
Total % Rates and Charges Outstanding	54.26%	57.70%	56.13%
Total \$ Amount Rates and Charges Outstanding	\$6.605million	\$6.645million	\$6.459million

POLICY IMPACT

Nil

OPTIONS

Nil

FINANCIAL IMPACT OF RECOMMENDATIONS

Nil

RECOMMENDATION That -

Council receive and note the report as information.

ATTACHMENTS

1. ↓	Rate Collection 2020 Year - October Report	Attachment
2. ↓	Arrears of Rates by Category - October 2019	Attachment

Rate Collection 2020 Year

Rating Categories	Levy Raised to date	Rates Received to 4 November 2019	Rates Outstanding to 4 November 2019	% Rates Outstanding 4 November 2019
Farmland	5,071,769.00	2,210,113.03	2,861,655.97	56.42%
Residential	1,278,500.58	559,822.10	718,678.48	56.21%
Rural Residential	696,499.76	340,386.83	356,112.93	51.13%
Business	287,023.35	163,194.22	123,829.13	43.14%
Mining	1,944.11	1,944.11	-	0.00%
Water	932,494.52	414,785.60	517,708.92	55.52%
Sewerage	1,522,625.34	673,688.42	848,936.92	55.75%
Domestic & Comm Waste	1,212,803.33	533,451.84	679,351.49	56.01%
Rural Waste	661,518.55	308,595.87	352,922.68	53.35%
Storm Water	46,843.63	19,512.27	27,331.36	58.35%
**Arrears	460,396.84	341,909.53	118,487.31	25.74%
Overall Total Rates	12,172,419.01	5,567,403.82	6,605,015.19	54.26%

Prepared by M Clements
 Authorised by [Signature]

Date 5/11/19
 Date 6/11/2019

I:\2019-2020\Rates\Recs\%outst_October 31 -2019

ARREARS OF RATES BY CATEGORY**4 November 2019**

Category	Amount Outstanding		% of rates outstanding
Farmland	\$27,371.69		23%
Residential	\$13,379.46		11%
Residential Non Urban	\$5,260.71		4%
Business	\$1,407.54		1%
Mining	\$0.00		0%
Water	\$15,129.64		13%
Sewerage	\$25,155.51		21%
Domestic & Commercial Waste	\$18,600.50		16%
Storm Water	\$829.28		1%
Rural Waste	\$11,352.98		10%
Total Amount of Arrears	\$118,487.31		100%

Prepared by M UlemontsDate 5/11/19Authorised by [Signature]Date 6/11/2019

I:\2019-2020\Rates\Recs\Arrears of rates by category October 31 - 2019

Information Only - 21 November 2019

ITEM 10.9 **Library Services 1st Quarter Report 2019/2020**

FILE REFERENCE **I19/725**

AUTHOR **Library Manager**

ISSUE

This report provides a summary of the activities in the Upper Lachlan Shire Council libraries for the 1st Quarter 2019/2020.

RECOMMENDATION That -

1. Council receive and note the library services report as information.

BACKGROUND

Nil

REPORT

LIBRARY USAGE:

	Crookwell	Gunning
Loans	6,555	1,944
New Members	26	4
Internet Sessions	767	796^
Visitors	5,775	2,499
Hours open per week	31.5	19

^Note: Gunning Internet Sessions are counted differently to Crookwell's.

OVERVIEW:

The libraries experienced consistent usage across all areas this quarter. The new Library Management System called Spydus went live on 3 July 2019. All milestone dates for the project were met. Library staff are to be congratulated on all their hard work in the transition to the new system.

During the quarter a number of promotional events were held in our Libraries attracting a number of attendees who also used the library services. These events included a Recognising and Preventing Strokes talk, a Snow Wonderland School Holiday Activity, and a Find out all about our Brilliant Bees workshop at the Crookwell Library. Whilst at the Gunning Library events included a Recognising and Preventing Strokes talk, a snake talk, and a Find out all about our Brilliant Bees workshop. The regular activities of scrabble, knitting, Storytime, Giggle and Wiggle and Lego Club continue to be well attended.

EVENTS AND PROMOTION:

Crookwell and Gunning Libraries:

- Promotional articles and promotion were published, as time allowed, in the Crookwell Gazette, the Gunning Lions Newsletter, Goulburn's 2GN, Goulburn Post, Crookwell Library Facebook page, Council Website, Council's Facebook page, the Voice, Gunning Library Activities' regular column in the Gunning Lions Newsletter, and regular information on Council's Information page in the Crookwell Gazette.
- During the quarter, displays showcasing a selection of fiction and non-fiction items from the libraries were displayed in prominent areas of the library. These items provided an interesting variety of items for loan with a different theme and show the breadth of items in the collections. The Crookwell Library displayed items on the theme of NAIDOC week; monarchy; large print; slow cooking; family history month; fashion; crime DVDs; biography; drugs; stroke; and DVDs. Gunning Library displayed items on thriller; life be in it; flying high; NAIDOC week; rainbows; women's voice; family history month; old friends; gardening; and snakes. Both libraries also displayed new library items in 'new book' displays throughout the library.

Gunning:

- This quarter thirty-three people attended the knitting circle across four sessions.
- The "Recognising and Preventing Strokes" talk by a National Stroke Foundation 'StrokeSafe' Ambassador, was held on 24 August, at the Gunning Library.
- The Gunning Library held a snake talk on 21 September. Seventeen people attended this talk.

Crookwell:

- This quarter twenty-four people attended the monthly scrabble afternoons across three sessions. The Crookwell Library Friends continue to run the session and sponsor afternoon tea.
- The Crookwell and District Historical Society held their AGM afternoon tea in the Crookwell Library on 8 August. Sixteen people attended the afternoon tea in the library.
- The "Recognising and Preventing Strokes" talk by a National Stroke Foundation 'StrokeSafe' Ambassador, was held on 5 September at the Crookwell Library. Nine people attended this talk. This talk was made possible by the Library Manager applying for a grant for a speaker.
- A Farewell afternoon tea was held for Annette Lindsay on 12 September 2019. Twenty people attended the afternoon tea.

Taralga:

- Promotional articles and promotion on the activities being held at Crookwell and Gunning Libraries were published in the Taralga Public School newsletter.
- The Crookwell Library continues to select items for library members as part of the Home Library Service to Sunset Lodge. These items are collected

fortnightly/monthly by Sunset Lodge staff and delivered to the library members at Sunset Lodge.

CHILDREN AND YOUNG PEOPLE:

Gunning:

- Fortnightly Storytime continues to be popular, with the Gunning Early Child Centre joining the Storytime sessions. In this quarter there were a total of one hundred and six children who attended Storytime.
- In total thirty-one children attended sessions of Giggle and Wiggle at the Gunning Library.
- Gunning Library continued the popular Lego Club this quarter operating after school during the school term. Eighty-five children participated in the Lego club this quarter.
- Gunning Library held a Find out all about our Brilliant Bees with Landcare workshop on 18 July. This was a free event as Gunning District Landcare sponsored this event. Twenty-nine people participated at the Gunning Library.

Crookwell:

- Fortnightly Storytime continues to be popular, with Crookwell SDN joining the Storytime sessions when they can. In this quarter there were a total of one hundred and sixty-one children who attended Storytime.
- Crookwell Library continued the popular Lego Club this quarter, operating after school during the school term. Ninety-four children participated in the Lego club this quarter.
- The Crookwell Library held a Snow Wonderland School Holiday Activity on 11 July. Children created a character from modelling clay. Sixteen children participated in this activity.
- Crookwell held a Find out all about our Brilliant Bees with Landcare workshop on 18 July. This was a free event as Upper Lachlan Landcare sponsored this event. Twenty-five people participated in this activity at the Crookwell Library.
- During the school holidays children visiting the Crookwell Library could undertake colouring in of NAIDOC week pictures. Five children participated in this activity, and a number of children also took the pictures home to colour in.
- Crookwell Library held a themed based Storytime and craft activity related to the school's curriculum for Infants classes from Crookwell Public School once a week during term 3. This is the third year of running this very successful program. In total two hundred and seventy-one people participated in this program.

COLLECTIONS, RESOURCES AND FACILITIES:

Collections

- Crookwell Library staff weeded the junior easy, junior fiction and board book collections.
- Gunning Library staff weeded the cooking book collection.
- The Friends of Gunning Library ordered \$450 worth of books for the Gunning Library Adult Fiction collection.

Resources

- This quarter, volunteers completed forty-four hours of work in the Crookwell Library and thirty-six hours at the Gunning Library. Volunteers helped this quarter at Crookwell Library with book displays, picking items from the daily reserve list, and shelving. At Gunning Library volunteers assisted with shelving, weeding, Giggle and Wiggle and Storytime.
- The library service was successful in obtaining a Veolia Mulwaree Trust grant of \$1,000 to refresh our libraries non-fiction collections.
- Upper Lachlan and Gunning District Landcare's grant application for the Gullen Range Wind Farm Community Grants for providing school holiday workshops was successful. Upper Lachlan Landcare and Gunning District Landcare will deliver energetic, interactive and engaging school holiday activities, one in each school holiday break for 2019/20. The format of each event will be a 2-3 hour planned session which would include a guest presenter, hands-on activities and a light snack. The Landcare groups will be organising the guest speaker and the activity. The sessions will focus on learning about our local plants, animals, and other natural resources. The activities will be held at the both libraries and the Crookwell CWA Evening Branch will cater for the children's snack at the Crookwell Library.
- Library staff completed in-house Spydus training and Council's Code of Conduct training.
- Library staff spent this quarter completing User Acceptance Testing (UAT); preparing for the transition to the new system; learning the new system; and fixing bugs and blockages in Spydus. In addition all staff trained library members how to access the Spydus OPAC (Catalogue) where members can search for items themselves and also manage their own library account. All milestone dates for the project were met and the Go Live date of Wednesday 3rd July was achieved.
- Library staff quarterly meeting held at the Crookwell Library on 19 September.
- All Library staff have completed their performance reviews.
- In this quarter the Library Manager:-
 - Completed the library's contribution to the Voice;
 - Updated information for members brochure with new fines information;
 - Updated fees and charges information signage around both libraries;
 - Completed the acquittal form for the Public Infrastructure Grant 2016/17 State Library of NSW;
 - Updated the State Library of NSW Directory of information on our library service;
 - Completed the Multicultural bulk loan reporting for State Library of NSW;
 - Created upcoming library events on Southern Tablelands Arts Directories;
 - Reviewed Library Sponsorship Policy, Collection Development Policy, and Library Access and Membership Policy;
 - Organised the books and a craft activities for the Crookwell Primary school visits which started on 30 July;

Information Only

LIBRARY SERVICES 1ST QUARTER REPORT 2019/2020 cont'd

- Created staff instructions on Spydus including how to add magazines to the system, how to print the notices, and how to add an inter-library loan to the system;
- Teleconference with Civica on the Upper Lachlan Spydus Implementation Project Closure;
- Selected titles for spending the Veolia Grant;
- Completed the Tech Savvy reporting paperwork;
- Contributed to the South East Zone Library Report for the NSW Public Library Association Annual Report;
- Completed the library's contribution to the Council's Annual Report;
- Reviewed the libraries fire evacuation plan with Council staff;
- Reviewed the Service Level Agreement with Goulburn Mulwaree Council for the provision of library services;
- Reviewed staff PDs after feedback during the staff appraisal discussions;

Facilities

- Council's IT Officer fixed computer issues at Crookwell Library. The library was unable to access Spydus on the Spydus PCs in July. An alternate DNS server has been created in case the preferred server isn't working.
- Council's IT Officer moved some computers at the Gunning Library.
- The new projector for our libraries was received during the quarter.
- Crookwell Library moved to the NBN voice service with TPG during the quarter.
- A new modem has been ordered from HiTech Support for the Crookwell Library as the current modem is faulty.
- Council's Building Maintenance Officer at the Crookwell Library fixed lights and filled the hole in the back yard driveway of the Crookwell Library; and at the Gunning Library removed gas bottles and old gas fittings, ordered a new hot water system and fixed a leaking tap.
- Gunning Library was affected by two power outages. The library was closed to patrons during this time. Library staff undertook book covering, shelf checking and weeding.
- The fire extinguishers and air conditioning units were serviced.
- The outside of both libraries were sprayed this month for pests.

Michaela Olde, Library Manager

POLICY IMPACT

Nil

OPTIONS

Nil

FINANCIAL IMPACT OF RECOMMENDATIONS

Nil

RECOMMENDATION That -

1. Council receive and note the library services report as information.

ATTACHMENTS

Nil

Information Only - 21 November 2019

ITEM 10.10 **Completion of Crookwell Memorial Oval Community Sports Centre**

FILE REFERENCE **I19/784**

AUTHOR **Grants/Projects Officer**

ISSUE

This report provides information on the completion of construction of the Community Sports Centre in Crookwell Memorial Oval.

RECOMMENDATION That -

1. Council receive and note the report as information.

BACKGROUND

This report provides information on the completion of construction of the Community Sports Centre in Crookwell Memorial Oval and the ensuing financial status of the project.

In August 2017 Council achieved \$600,000 funding for the Crookwell Memorial Oval upgrade project from NSW Club Grants (Office of Responsible Gambling). The project design concept was costed at \$1,036,613 in the application. As a result of a community engagement meeting in January 2017, \$11,500 was pledged from community and sporting groups towards the project and \$436,000 was allocated from Council and loan borrowing funds were to be utilised.

A second community engagement meeting was held on 5 February 2018 which discussed the concept plans in detail with stakeholder groups and gathered information on their requirements and other wish list items at the new centre.

A Council workshop was held to decide on projects to be submitted for the Stronger Country Communities Fund Round 2 (SCCF2). The stakeholder requirements and added project components were prioritised and \$315,000 was allocated to the SCCF2 application under Resolution 113/18 of Council. The grant application, lodged in May 2018, was successful and funding allocated in January 2019.

Stakeholder prioritised requirements and wish list items were included in the design process when Randall Dutailis Architects was commissioned to produce detailed designs and tender documents for the project. The tender was advertised in July 2018 and assessed in September 2018.

A grant application was lodged in September 2018 to the Community Sport Infrastructure Grants Program for \$221,294 to assist in with the gap in funding due to inclusion of the extra items. It was not successful.

Information Only

COMPLETION OF CROOKWELL MEMORIAL OVAL COMMUNITY SPORTS CENTRE cont'd

Council awarded the project construction contract to ARW Multigroup at a cost of \$1,521,806 (GST Exclusive) in November 2018. This was \$51,000 less than the Council resolution (287/18) due to negotiation with the approved contractor.

On 20 September 2018 (Resolution 287/18) Council resolved to obtain permission from the Office of Local Government to increase the borrowing limit by an additional \$300,000 to fund both Part 1 and Part 2 of the project.

REPORT

The total budget for the Crookwell Memorial Oval Community Sports Centre was \$1,651,613. Please refer to the Income and Expenditure Summary attached for a breakdown.

The project is now completed and everyone would agree is a fantastic facility, an Official Opening will be held at a future time. As of the 6 November 2019, \$1,675,064 had been expended on this project. The budget has been overspent by \$23,451 which equates to a variation of 1.41% to the budgeted project cost.

Reasons for the minor cost overrun includes:-

1. Asbestos was found buried as landfill. Safe extraction and disposal cost was \$42,618.50.
2. The resultant delay of asbestos removal impacted on the project timeline, pushing the construction timeline in to rugby league/union game season. Therefore, Council decided to hire two portable change rooms, two portable toilet blocks and provide electricity to the units at a cost of \$24,279.47.
3. Other minor variations to the project included:-
 - a. For aesthetic purposes, pool fencing replaced chain link fencing on the rear of the building at an extra cost of \$2,400.12.
 - b. Handrail was required on the northern end of the veranda due to the height of the veranda from the ground at an extra cost of \$2,243.74.
 - c. Vinyl flooring at the front of the club room and in the hallway was replaced with tiles to increase longevity of the flooring at an increased cost of \$2,772.64.
 - d. A grease trap for the canteen was not included in the tender document. This was an increased cost of \$17,263.35.
 - e. Gutter mesh was added to the project due to the possibility of debris from nearby trees clogging the stormwater system at an extra cost of \$5,438.40.
 - f. A stormwater pit, which had been installed directly behind the goal posts, was removed due to safety consequences at a cost of \$759.00.
 - g. A sewer/stormwater extension was required at a cost of \$5,878.46.

POLICY IMPACT

Council have used the Council's relevant procurement processes for the tender and Council's Procurement Officer has reviewed the paperwork and process for compliance.

1. Purchasing-Acquisition of Goods and Services Policy.

Information Only

COMPLETION OF CROOKWELL MEMORIAL OVAL COMMUNITY SPORTS CENTRE cont'd

OPTIONS

Nil

FINANCIAL IMPACT OF RECOMMENDATIONS

There is a financial impact on Council of \$23,451 to be funded from Council unrestricted cash reserves. Council has borrowed \$736,000 towards the project in 2018/2019 financial year.

RECOMMENDATION That -

1. Council receive and note the report as information.

ATTACHMENTS

1. ↓	Income and Expenditure Statement Crookwell Memorial Oval Community Sports Centre	Attachment
2. ↓	Project Photos - Crookwell Memorial Oval Community Sports Centre	Attachment



Income and Expenditure Statement

Crookwell Memorial Oval Community Sports Centre

Reporting Period: Completion - 6 November 2019

INCOME

Grants

Club Grants	\$600,000
Stronger Country Communities Fund Round 2	\$315,000

ULSC contribution

Upper Lachlan Shire Council	\$425,113
Upper Lachlan Shire Council	\$300,000

Other Income

Sporting and community groups	\$11,500
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TOTAL INCOME	\$1,651,613
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EXPENDITURE

Expenses

As per Council's ledger reports	\$1,675,064.69
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TOTAL EXPENDITURE	\$1,675,064.69
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Operating Surplus/(Deficit)

TOTAL	\$ 23,451.69
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Photos of Crookwell Memorial Oval Community Sports Centre - Completion Report November 2019

Setting up to demolish old toilets and gym



Taking off roof



Sub base



Floor construction



Plumbing

Tilt up panels



**Photos of Crookwell Memorial Oval Community Sports Centre -
Completion Report November 2019**



Delivering and installing tilt up panels



Panels Completed

**Photos of Crookwell Memorial Oval Community Sports Centre -
Completion Report November 2019**



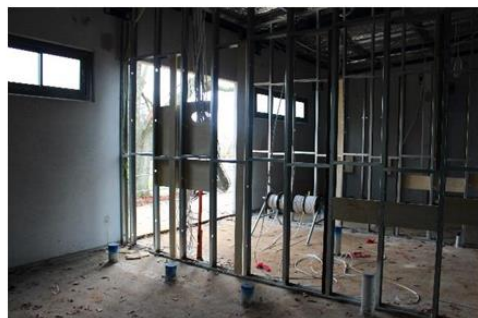
Veranda Concrete



Storm Water trench



Roofing in sub zero sleet

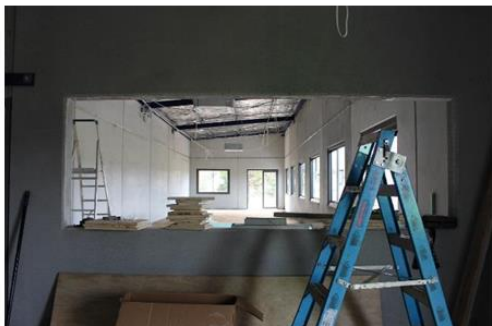


Internal walls (Change room to plant room)



Installation of windows

Photos of Crookwell Memorial Oval Community Sports Centre - Completion Report November 2019



Looking from canteen in to club room

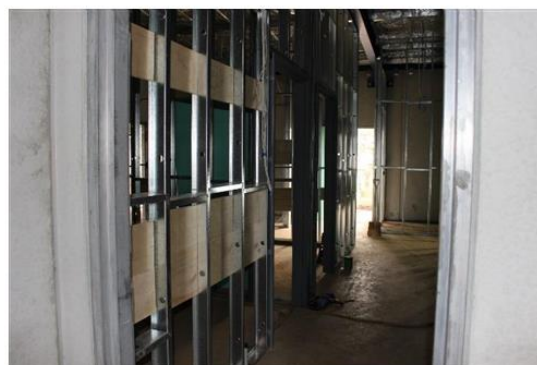
Roof and glass doors completed

Storage area (awaiting roller doors and cage divisions)



Hallway to club room with storage and disabled toilet

Veranda formwork and concrete



Storm water trenching



**Photos of Crookwell Memorial Oval Community Sports Centre -
Completion Report November 2019**



Wiring in plant room



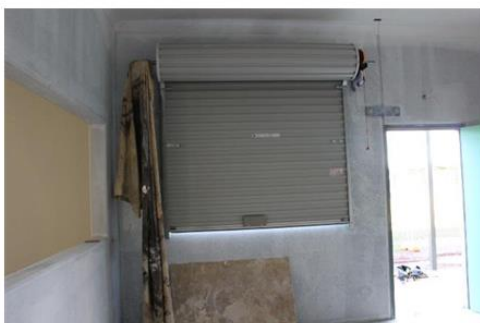
Panting choices external



Painting



Internal painting and waterproofing

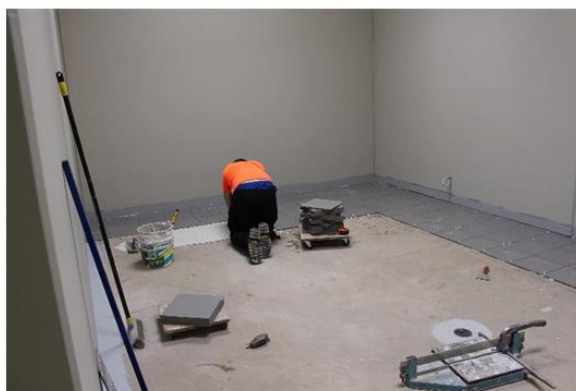


Photos of Crookwell Memorial Oval Community Sports Centre - Completion Report November 2019

Construction of Veranda



Tiling



**Photos of Crookwell Memorial Oval Community Sports Centre -
Completion Report November 2019**



Ducting and insulation



Wall finishes



starting Toilet, disabled bathroom and Change room fit out



Photos of Crookwell Memorial Oval Community Sports Centre - Completion Report November 2019



Starting kitchen fit out



Laying Flooring in club room and gym



**Photos of Crookwell Memorial Oval Community Sports Centre -
Completion Report November 2019**



Access driveway, fencing, spectator barrier and landscaping



Photos of Crookwell Memorial Oval Community Sports Centre - Completion Report November 2019

Completed Project

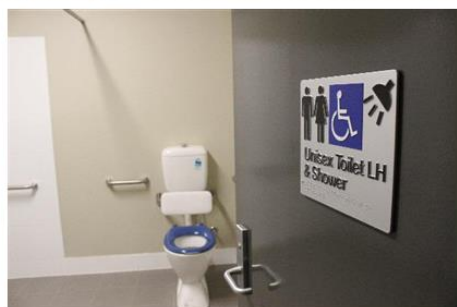
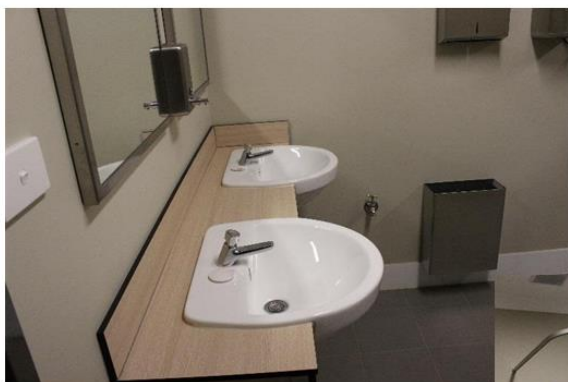
Changerooms



Toilets



Disability bathroom



**Photos of Crookwell Memorial Oval Community Sports Centre -
Completion Report November 2019**

Kitchen



**Photos of Crookwell Memorial Oval Community Sports Centre -
Completion Report November 2019**



Gymnasium



**Photos of Crookwell Memorial Oval Community Sports Centre -
Completion Report November 2019**

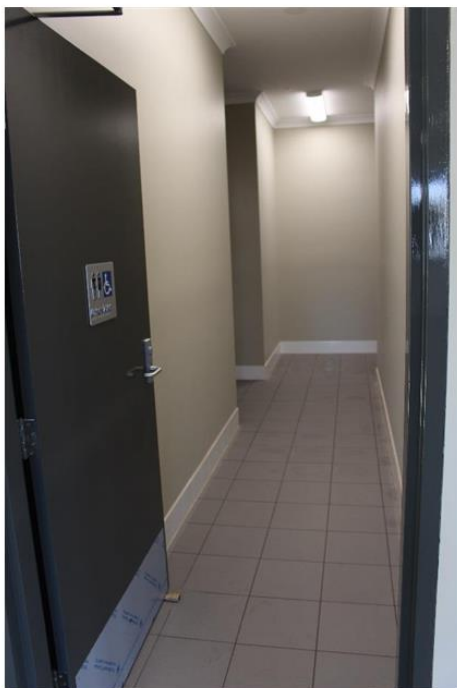


Club Room and hallway



Gym to toilets

Toilets to Clubroom



Photos of Crookwell Memorial Oval Community Sports Centre - Completion Report November 2019

Sports Storage



**Photos of Crookwell Memorial Oval Community Sports Centre -
Completion Report November 2019**



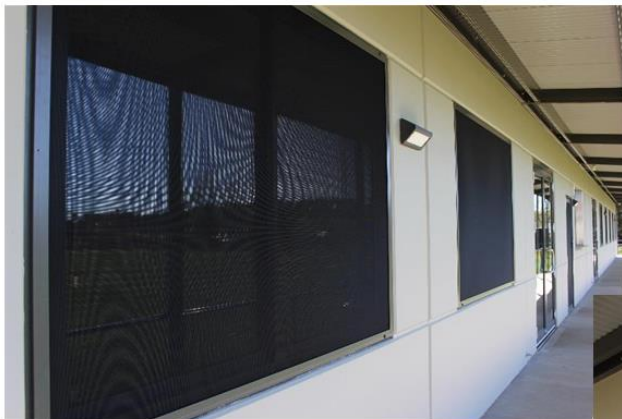
Plant room



Photos of Crookwell Memorial Oval Community Sports Centre - Completion Report November 2019



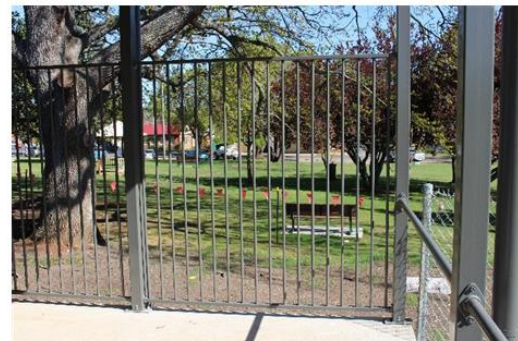
Security Screens



External Lights



Fencing



**Photos of Crookwell Memorial Oval Community Sports Centre -
Completion Report November 2019**



NSW Government Signage



Information Only - 21 November 2019

ITEM 10.11 **Grants Report**

FILE REFERENCE **I19/791**

AUTHOR **Grants/Projects Officer**

ISSUE

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

RECOMMENDATION That -

1. Council receive and note the report as information.

BACKGROUND

Nil

REPORT

The Grants Report is an attachment to this report for Councillors information.

A list of grants available and ongoing grants listed on Council's website can be accessed by the following link:

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

POLICY IMPACT

Nil

OPTIONS

Nil

FINANCIAL IMPACT OF RECOMMENDATIONS

Nil

RECOMMENDATION That -

1. Council receive and note the report as information.

ATTACHMENTS

1. Download	Grants and Projects Report - November 2019	Attachment
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Grants and Projects Report to Council - 21 November 2019

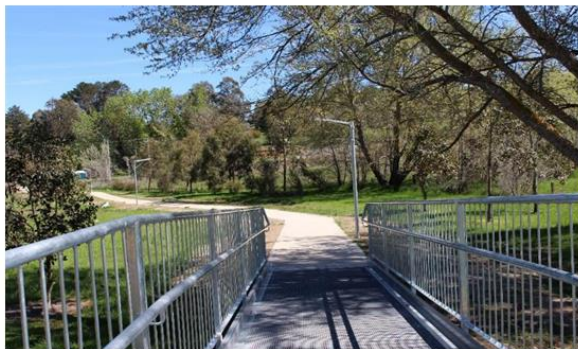
Grant Applications in progress									
Grantee	Due or Submitted	Project	Council Contrib.	Other Contribution	Amount Requested	Subtotal	Project Cost	Comment/Progress	
Fixing Country Roads	10.10.19	Kangaroo Creek Bridge - Bigga	\$965,000	\$ -	\$ 965,000	\$ 1,930,000	\$ 1,930,000	Awaiting news on success	
Fixing Country Roads	10.12.19	Peelwood Road Upgrade	\$	\$ -	\$	\$	TBA	Working on Application	
Fixing Country Roads	10.12.19	Wheeo Road Upgrade	\$	\$ -	\$	\$	TBA	Working on Application	
State Library Infrastructure Grant	8.11.19	Gunning roof and repairs and Crookwell/Gunning furniture	\$ 15,000	\$ -	\$ 151,161.52	\$ 166,161.52	\$ 166,162.52	Lodged	
Country Passenger Transport Infrastructure Grant	27.8.19	Gunning and Dalton Bus Stops	\$ 20,000	\$ -	\$ 22,000	\$ 42,000	\$ 42,000	Awaiting news of success	
Stronger Country Communities Fund Round 3	18.9.19	Gunning Showground Amenities	\$ -	\$ -	\$ 750,000	\$ 750,000	\$ 750,000	Awaiting news on success	
Grant Projects Funded									
Grantee	Submitted	Project	Council Contrib.	Other Contribution	Amount Received	Subtotal	Project Cost	Comment/Progress	
Building Better Regions Fund - Round 3	15.11.18			\$ -	\$ 2,500,000	\$ 2,500,000		Infrastructure	
		Wombeyan Caves Road Upgrade	\$100,000				\$ 5,028,000		
Growing Local Economies Fund	05.07.18			\$ -	\$ 2,428,000	\$2,428,000		Infrastructure	

Grant Projects Funded									
Grantee	Submitted	Project	Council Contrib.	Other Contribution	Amount Received	Subtotal	Project Cost	Comment/Progress	
Bridges to Renewal (Round 1)	28.08.14	Replacement of Abercrombie River Bridge	\$ 75,000	\$ -	\$ 775,000	\$ 850,000	\$ 1,525,000	Project completed. Completion report and opening ceremony	
Fixing Country Roads 2014	01.11.14		\$ -	\$ -	\$ 675,000	\$ 675,000			
Waste Less Recycle More	27.06.18	Bin Audit and Education	\$ -	\$ -	\$ 70,000	\$ 70,000	\$ 70,000	Infrastructure	
Bridges Renewal (Round 4)	05.02.19	Crookwell River Bridge - Woodville Road	\$294,861	\$ -	\$ 294,860	\$ 589,721	\$ 589,721	Infrastructure	
		Diamond Creek Bridge - Kangaloolah Road	\$561,007	\$ -	\$ 560,000	\$ 1,121,007	\$ 1,121,007		
Club Grants Category 3	10.02.17	Crookwell Memorial Community Sports Centre	\$425,113	\$ 11,500	\$ 600,000	\$1,036,613	\$ 1,036,613	Project completed. Completion report lodged and accepted. Organising opening ceremony. Viewing occurred 6 November.	
Country Passenger Transport Infrastructure Grant EOI	26.02.18	Taralga, Bigga and Binda Bus Stops	\$ -	\$ -	\$ 30,000	\$ 30,000	\$ 30,000	Infrastructure	
Bridges Renewal (Round 3)	15.05.17	Kiamma Creek Bridge Upgrade	\$ 81,260	\$ -	\$ 450,000	\$ 531,260	\$ 1,062,460	Infrastructure	
Fixing Country Roads 2015	02.05.16		\$ -	\$ -	\$ 531,230	\$ 531,230			
Growing Local Economies Fund	05.07.18	Grabine Road Upgrade	\$200,000	\$ -	\$ 3,300,000	\$3,500,000	\$3,500,000	Infrastructure	

Grant Projects Funded								
Grantee	Submitted	Project	Council Contrib.	Other Contribution	Amount Received	Subtotal	Project Cost	Comment/Progress
Stronger Country Communities Fund (Round 1)	12.09.17	PAMP Priorities	\$ -	\$ -	\$ 344,487	\$ 344,487	\$ 344,487	Hume Street Gunning pathway constructed, Nelanglo St and Showground starting 28 Oct. Laggan awaiting construction prior to 20 Jan 2020.
		Re-energising the Collector Community	\$ -	\$ -	\$ 220,000	\$ 220,000	\$ 220,000	River Park Constructions has installed boardwalk and started pathway on Bourke Street. Variation lodged to extend deed dates.
		Pat Cullen Community Recreation area	\$ 81,000	\$ -	\$ 223,564	\$ 304,564	\$ 304,564	Project Completed. Completion report lodged. Opening ceremony 16 November.
		Clifton Park Community Connection & Pathway	\$ -	\$ -	\$ 112,189	\$ 112,189	\$ 112,189	Project Completed. Ribbon cutting ceremony 4 November.
		Crookwell Showground Upgrade	\$ -	\$ -	\$ 275,141	\$ 275,141	\$ 275,141	2nd milestone payment received. Toilet/shower block awaiting delivery and construction.

Grant Projects Funded									
Grantee	Submitted	Project	Council Contrib.	Other Contribution	Amount Received	Subtotal	Project Cost	Comment/Progress	
Stronger Country Communities Fund (Round 2)	01.05.18	Memorial Oval Fit Out	\$ -	\$ -	\$ 315,000	\$ 315,000	\$ 315,000	Project Completed. 2nd milestone payment received. Completion report lodged. Viewing 6th occurred November.	
		Active Villages Project	\$ -	\$ -	\$ 300,000	\$ 300,000	\$ 300,000	Deposit sent to Imagination play to commence construction.	
		Lights Football Action	\$ -	\$ -	\$ 150,000	\$ 150,000	\$ 150,000	Trenching mid November, installation lights late December, handover mid January. Variation lodged to extend milestone dates.	
		PAMP – 1 st priorities	\$ -	\$ -	\$ 356,772	\$ 356,772	\$ 356,772	Design of Taralga shared path completed. Bigga to be designed. Variation for Binda being discussed.	
		Breadalbane Hall Pergola	\$ -	\$ -	\$ 67,000	\$ 67,000	\$ 67,000	Pergola due to be finished in November. Milestone 2 report lodged.	

Pat Cullen Reserve Community Recreation Area



Crookwell Memorial Oval Community Sports Centre



Information Only - 21 November 2019

ITEM 10.12 **Action Summary - Council Decisions**

FILE REFERENCE **I19/729**

AUTHOR **Acting General Manager**

ISSUE

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

RECOMMENDATION That -

1. Council receive and note the report as information.

BACKGROUND

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

REPORT

Summary sheet from the:-

Council Meeting: 16 August 2018

243/18	Council in compliance with the recommendation of the Southern Tablelands Regional Economic Development Strategy 2018-2022 and Council's Resolution 22/18 further explore the economic feasibility of and seeks funding support for Crookwell's and Gunning's connection to natural gas.	EDO/GO	As required when suitable grants or funding is made available.
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Council Meeting: 16 May 2019

119/19	This matter be deferred until an investigation into potential sources of contamination and the processes and procedures within the Crookwell Works Depot that could have adverse impacts on Kiamma Creek is submitted to Council.	DOI	Report provided to 17 October 2019 Council Meeting. A further report to be provided to a future meeting.
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Information Only**ACTION SUMMARY - COUNCIL DECISIONS cont'd****Council Meeting: 20 June 2019**

137/19	Council request the Minister of Local Government and the Office of Local Government grant an exemption for all the Councillors in relation to Pecuniary Interests under the Code of Conduct to deal with amendments and all matters associated with the Upper Lachlan Local Environmental Plan (LEP).	GM/DEP	Individual Councillors to make a decision in relation to Pecuniary Interest.
143/19	Council considers the location of the Crookwell Works Depot at a future Council meeting following the matter being considered by the Building Review Committee. Council ensure that the proper processes have been undertaken in compliance with the Local Government Act 1993 and the Environment and Planning Assessment Act 1979 to reclassify the Community Land to Operational Land.	DOI	Report to be provided to a future Council Meeting after the compulsory acquisition of land.
149/19	1. That the EDTF recommends with the objective of moving Council from a net energy user to a net energy exporter that the Department of Infrastructure and Environment and Planning prepare a report as to the path forward to prepare business cases for street lighting, all waste management and energy generation. 3. That the EDTF recommends the Department of Infrastructure and Environment and Planning prepare a recommendation in the next year 2019/20, detailing urban sustainability initiatives for on-site sewer systems in small villages and provide alternatives to specific tank disposal. 4. That the EDTF recommends the Department of Infrastructure and Environment and Planning investigate the opportunity for solar powered cabins at the existing caravan park or alternate locations in Crookwell in conjunction with the Housing Strategy.	DOI/DEP	Report items 1, 3 and 4 were reported to EDTF Committee Meeting on 5 August 2019. Items will be addressed in the future review of the LEP.
153/19	That the Streetscape Committee recommends to Council to purchase the models or types of seats (CPS18-TI-AR), bins (ABEH240-TI) and noticeboards (2PUN122-SM-NB) so that detailed engineering design can be completed and installation progress without further delay.	DOI	Request for quotations for the construction and installation by 15 November 2019. The equipment purchase order is completed.

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

161/19	The potential land sale be deferred to allow further discussions with Crookwell Taralga Aged Care after a Councillor workshop with a presentation from the Director of Environment and Planning on how the expansion of Crookwell Taralga Aged Care facility in Crookwell fits into the proposed Strategic Housing Plan.	GM/DEP	Councillor workshop held on 29 October 2019. A further report to a future Council Meeting.
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Council Meeting: 19 September 2019

237/19	Council name the new footbridge in the Pat Cullen Reserve as the Dame Mary Gilmore Footbridge.	DOI	Project CRM raised on 8 October 2019. Notice of Rescission Motion to be considered at Council Meeting on 21 November 2019.
241/19	Council receives and notes the report as information and a further report be provided to Council with respect to costings on the access ramp at the Health Care Centre, Crookwell.	DOI	Report to be provided 19 December 2019 Council Meeting.
243/19	Council submits a report to the Traffic Committee requesting consideration of the current parking in the main street of Crookwell and its impact on its feasibility of providing outdoor seating in the main street.	DOI	Report to be provided to a future Local Traffic Committee Meeting.
247/19	Council prepare a draft planning proposal under the Environmental Planning and Assessment Act 1979 for discussion with the NSW Department of Planning and Environment.	DEP	Planning proposal (Land Use) commenced and to be reported to a future Council Meeting.
248/19	<ol style="list-style-type: none"> 1. Council lodge a funding application for the sealing of the unsealed section of Wheeo Road from Boorowa Road to Grabben Gullen Road prioritising the section between Hawthorne Tree Road to Grabben Gullen. 2. Council lodge a funding application for the sealing of the unsealed section of Peelwood Road from Phil's River to Peelwood village prioritising the section from Phil's River to Flowerburn Road. 	DOI/GO	Scoping for work has commenced for the lodgement of grant applications under NSW Fixing Country Roads Program - Round 2.
250/19	1. Council make application and negotiate for the lease of land, Part Lot 4231 in DP 1217717, from Transport NSW for the site adjacent to the Crookwell Men's Shed, in Park Street Crookwell, to establish a RV Friendly Park.	DFA	Council staff to prepare lease application documentation and report to be provided to future Council meeting.

	2. Subject to negotiation of a lease with Transport NSW that have terms that are acceptable to Council; the expenditure estimate of \$130,000 be included in the Council 2020/2021 Operational Plan for the lease of Part Lot 4231 in DP 1217717, for the construction of the Crookwell RV Park.		
262/19	<p>The Minutes of the Economic Development Task Force Committee meeting held 2 September 2019 be received and noted.</p> <p>Item 6.1 Economic Growth & Development Planning Report That Council receive, note and adopt the Economic, Growth and Development Planning Report 2019.</p> <p>Item 6.2 Review of the EDTF Charter That Council change the meeting composition to accommodate six (6) community representatives and the Economic Development Officer be included as the secretariat.</p> <p>That Doug McIntyre, Susan Reynolds and Terry Lovelock be appointed to the EDTF Committee as a community representative.</p> <p>Item 6.3 Community Welcome Day Applications That Council move all applications for funding of \$500 each and that the two applications from Crookwell split the \$500 offered and receive \$250 each.</p> <p>Item 6.5 How important is water in the Strategic Planning of our town and villages That Council research and develop a water sensitive design policy for the Shire.</p> <p>Item 6.6 Collector RV Site suggestion That the Strategic Planning section of Council consider this proposed site in the upcoming LEP review.</p>	<p>EA</p> <p>DEP</p> <p>EA</p> <p>DEP</p> <p>DEP</p> <p>DEP</p>	<p>Plan placed on website 6 November 2019.</p> <p>Reported to EDTF Meeting on 30 September 2019 and matter deferred.</p> <p>Correspondence sent 30 September 2019.</p> <p>Payments were processed in October 2019.</p> <p>Proposal to be included in draft housing strategy.</p> <p>Consideration of the proposal as part of the upcoming LEP review.</p>
270/19	1. Council enter negotiations with the two providers seeking a commercial return;	DOI	An EOI will be advertised in January 2020.

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

	2. Council advertise an EOI based of the concept plan B7 if the commercial negotiations fail.		
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Council Meeting: 17 October 2019

275/19	That Council proceed with the installation of pavement marking signage, as outlined in the map, at the location of the pedestrian crossing in Goulburn Street, Crookwell, subject to approval from the Roads and Maritime Services, if required.	DOI	Engaged with RMS and correspondence sent on 8 November 2019.
277/19	Council support the Bigga Community Bus Committee in the pursuit of funding for a community bus.	DOI	Correspondence sent on 11 November 2019.
279/19	Council continues to closely monitor the use and research of glyphosate.	DEP/DOI	Council will monitor use and feedback from staff.
284/19	<p>1. Council notes the content of the report and endorses the proposed allocation of the following 2019/2020 Local Heritage Places Grant Program grants:-</p> <ul style="list-style-type: none"> BEST – Family Burial Vault – Gunning General Cemetery (Church of England Section) - \$3,000.00. Uniting Church Collector – Lot 1 DP 194674 - \$3,000.00. <p>2. Letters of offer be sent to the successful applicants.</p>	DEP	Letters of offer sent 23 October 2019.
285/19	<p>1. Council place the Draft Sustainable Communities Energy Masterplan for Upper Lachlan Shire Council on public exhibition for a period of 30 days.</p> <p>2. Council consider priorities listed in the Draft Sustainable Communities Energy Masterplan for inclusion in future years Council Operational Plan and Delivery Programs.</p>	DEP	Draft Sustainable Communities Energy Master Plan placed on exhibition on 7 November 2019.
286/19	The draft ULSC Infrastructure Naming Policy be withdrawn and the Council refer to the Geographical Names Board of NSW Policy on Place Naming for procedural guidance on the naming of Council Infrastructure assets.	DOI	Notice of Rescission Motion to be considered 21 November 2019 Council meeting.
287/19	Council does not waiver the Section 138 fee for owners of 2814 Grabben Gullen Road, Grabben Gullen and continue to charge \$490 as a processing fee.	DOI	Correspondence sent on 6 November 2019.

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

288/19	Council adopts the reviewed Library Collection Development Policy.	EA	Policy placed in register and on website 23 October 2019.
289/19	Council adopts the reviewed Library Membership and Access Policy.	EA	Policy placed in register and on website 23 October 2019.
290/19	Council adopts the reviewed Preparation of Agendas Policy and Procedure.	EA	Policy placed in register and on website 23 October 2019.
291/19	Council adopts the reviewed Presentations to Council Policy and Procedure.	EA	Policy placed in register and on website 23 October 2019.
292/19	Council adopts the reviewed Corporate Uniform Policy.	EA	Policy placed in register and on website 23 October 2019.
293/19	Council adopts the reviewed Delegations of Authority Policy and Procedure.	EA	Policy placed in register and on website 23 October 2019.
294/19	Council adopts the reviewed Code of Business Practice.	EA	Policy placed in register and on website 23 October 2019.
295/19	Council resolves to adopt the reviewed Land Under Council Jurisdiction Policy.	EA	Policy placed in register and on website 23 October 2019.
296/19	Council adopts the reviewed Incoming Grants Management Policy.	EA	Policy placed in register and on website 23 October 2019.
297/19	Council adopts the reviewed Leasing-Licencing of Council Properties Policy.	EA	Policy placed in register and on website 23 October 2019.
299/19	The recommendations 4.1 - 4.7 listed below of the Audit, Risk and Improvement Committee minutes from meeting held 9 October 2019 be adopted.		

	<p>Item 4.3 Review of Audit, Risk and Improvement Committee Charter</p> <p>1. Council adopts the reviewed Audit, Risk and Improvement Committee Charter.</p> <p>2. The meeting fee be set at \$400 for the independent members of the Audit, Risk and Improvement Committee and \$500 for the Chairperson.</p> <p>Item 4.5 2018/2019 NSW Audit Office Interim Management Letter to Council</p> <p>The NSW Audit Office Management Letter on the conduct of the interim audit for 2018/2019 has been received and Council Management responses are endorsed.</p> <p>Item 4.6 2018/2019 Financial Statements</p> <p>The 2018/2019 Council Financial Statements are received and endorsed by the Audit, Risk and Improvement Committee for the independent audit by the Audit Office of NSW.</p>		<p>Charter placed on website and in register 23 October 2019.</p> <p>Response provided to Audit Office.</p> <p>Presentation of Financial Statements and Auditors Report to the 21 November 2019 Council Meeting.</p>
300/19	The Acting General Manager prepares a report back to Council in response to the issues raised in the Audit, Risk and Improvement Committee Chairperson's report.	GM	Report to be provided to 19 December 2019 Council Meeting.
301/19	Council upon the appointment of the new General Manager give priority to a workshop to determine a path forward for exploring economic development opportunities to create independent income streams.	Mayor	Report to be provided to future Council Meeting.
302/19	The existing Performance Review Committee with the exception of Clr O'Brien become the new appointed Selection Committee comprising of Mayor Clr Stafford, Deputy Mayor Clr Searl and Clr McCormack.	Mayor	Interview panel to be convened in November 2019.
303/19	That Council implements a workshop to review the relevance or purpose of all the existing committees as listed under schedule B of the Council agenda format and committee structure report presented to Council at the September 2019 Ordinary Council Meeting.	DFA	Workshop held on 29 October 2019 correspondence to be forwarded to Committees by February 2020.

307/19	<ol style="list-style-type: none"> 1. Council receive and note the Upper Lachlan Shire Council Crookwell Works Depot report from Coffey Services Australia Pty Ltd as information. 2. Council implement the recommendations contained within the report subject to a further detailed Environmental Site Assessment from Coffey Services Australia Pty Ltd. <ul style="list-style-type: none"> • Further targeted soil sampling within the north western part of the depot site to better define the extent of TRH soil concentrations neat the emulsion storage area. • One or two additional groundwater wells should be installed around the emulsion and bitumen cutter storage area in the north western portion of the site, to monitor for the presence of non-aqueous phase liquids (NAPL) / dissolved hydrocarbons in this area of the site and whether they may be affecting off site area including the adjacent residential properties to the west to south west. • Review the results of groundwater sampling and laboratory results of the three onsite well. If groundwater analysis has not occurred recently (i.e. last 12 months) undertake a sampling and assessment of groundwater. Inclusion of metals analysis as well as hydrocarbon compounds should be considered. • If a full assessment of the depot has not been undertaken then undertake a thorough assessment of the site in line with the NSW EPA sampling guidelines. AS well as the depot potential sources further assessment of the metals concentration identified in this assessment in both onsite and offsite areas should be considered based on further land uses for the depot and off site areas. 3. Council authorises a revote of expenditure of \$18,000 (GST Exc.) for a 	DOI	Consultants Coffey Services has be re-engaged and Council awaits the report to be provided to a future Council Meeting.
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Information Only

ACTION SUMMARY - COUNCIL DECISIONS cont'd

	further detailed Environmental Site Assessment report at the Crookwell Works Depot and adjacent Kiamma Creek.		
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POLICY IMPACT

Nil

OPTIONS

Nil

FINANCIAL IMPACT OF RECOMMENDATIONS

Nil

RECOMMENDATION That -

1. Council receive and note the report as information.

ATTACHMENTS

Nil

11 ENVIRONMENT AND PLANNING

The following items are submitted for consideration -

11.1	Community Participation Plan	240
11.2	Draft Plan of Management - Crookwell Memorial Oval Complex	267

Environment and Planning - 21 November 2019

ITEM 11.1 **Community Participation Plan**

FILE REFERENCE **I19/800**

AUTHOR **Manager of Environment and Planning**

ISSUE

Council has a statutory requirement to implement a Community Participation Plan. A draft Community Participation Plan has been completed to enable community feedback.

RECOMMENDATION That -

1. The draft Council Community Participation Plan be placed on public exhibition for a minimum period of 28 days.

BACKGROUND

The Community Participation Plan is a statutory requirement. The date for adoption is December 2019. Councillors received a preliminary draft at the workshop held on 29 October 2019.

This resolution is to discuss the draft Plan with the community and NSW Government stakeholders.

The plan is consistent with the Council's Community Engagement Plan and Strategy and will subsequently repeal Section 3.14 Notification of the Upper Lachlan Development Control Plan 2010.

The Community Participation Plan adds value to the expression of community views during the scoping and drafting process of land-use planning documents.

REPORT

The objective of the Community Participation Plan is to provide transparency and accountability to strategic land use documentation through consultation in an appropriate manner and timeframe. Council already has a Community Engagement Plan and Strategy focused on communicating Council activities, management and leadership processes.

The Community Participation Plans focus on the community and the geographic implementation of social, environmental and economic activity across the LGA.

The scope of the Community Engagement Plan excludes notifications concerning development applications and other related statutory notifications. The community engagement plan identifies two strategies. Strategy 1: consult on strategic plans,

Environment and Planning

COMMUNITY PARTICIPATION PLAN cont'd

decisions, issues, priorities and projects. Strategy 2 inform: on governance and decision-making mechanisms.

The Community Participation Plan identifies three steps in the development of strategic land use plans.

Step one: engage with the community when we are scoping the scale, nature and likely impact of a proposal or project. Focussed scoping conversations on the intended area of concern will manage expectations.

Step two: consult with the community and invite them to provide their views and concerns on a proposal or a draft plan. Step two is generally the second stage of plan-making when we have a draft document that attempts to meet the objectives of the scoping phase. Council will adopt draft documents for consultation purposes. During the consultation process, Council will refer back to the concepts, ideas and directions identified at the scoping phase.

Step three: inform, we notify the community of proposals where relevant and decisions that the Council has made.

Council has a comprehensive contact list of stakeholders that will be used to identify who is involved at various times.

POLICY IMPACT

Upper Lachlan Development Control Plan 2010 identifies Council's notification processes for development applications (Section 3.14). This section of the Development Control Plan will be superseded when Council adopts the Community Participation Plan.

OPTIONS

Council may amend its community engagement plan and strategy to meet the requirements of the Environment Planning and Assessment Act, however this is a cumbersome process. The two documents have different purposes.

FINANCIAL IMPACT OF RECOMMENDATIONS

The documentation is being written internally and there are no staffing impacts. The policy will need to be advertised and communicated to the community, the advertising costs are within Council's operating budget.

RECOMMENDATION That -

1. The draft Council Community Participation Plan be placed on public exhibition for a minimum period of 28 days.

ATTACHMENTS

1. ↓	Community Participation Plan	Attachment
2. ↓	Email - Community Contact Information List	Attachment

Upper Lachlan Shire Council

DRAFT

COMMUNITY PARTICIPATION PLAN

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1. Introduction - Community participation
2. Why have community participation?
3. Who is the community?
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6. Why is community participation important?
7. What is community engagement?
8. Community Participation Principles
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18. How does Council determine who will be notified?
19. Table 1 Public Notice details of Planning Matters
20. Notification is not required in respect
21. Development on the Shire boundary
22. Submissions
23. Consideration of submissions

DEFINITIONS

LIST Definitions Strategic Planning

Introduction - Community participation

The Council's role in environmental planning for the Upper Lachlan local government area is to ensure:

- The plans are relevant;
- Appropriate to need the community needs and expectations; and
- Consistent with the strategic plans and aspirations of the NSW and South East and Tablelands region.

Land use planning is a significant tool in achieving South East and Tablelands Regional Plan 2036 and Upper Lachlan Shire Tablelands Regional Community Strategic Plan (CSP).

The Community Participation Plan (CPP) will set out how planning authorities will engage with the community across their statutory planning functions (laws made by the NSW Government). While the plans must meet the minimum requirements for community participation that are set out in Schedule 1 to the Environmental Planning and Assessment Act 1979, Council can go beyond the minimum requirements if they decide it is appropriate.

The EP&A Act requires planning decision-makers (ULSC) to give and publicly notify reasons for their decisions, including how community views were considered, on important planning matters.



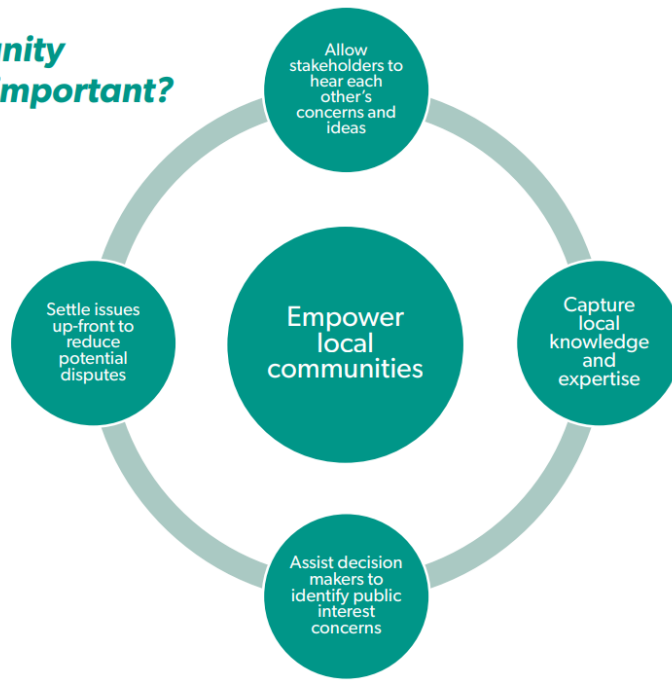
Why have community participation?

Good community engagement will lead to:

- better project and service delivery outcomes
- improve the quality of policy
- build a more resilient relationship with the community
- enhanced reputation and check that council is meeting local needs
- increased understanding of community issues
- better shared partnerships and networks
- deal with complexity and emerging issues
- opportunities for a diversity of voices
- communities being able to identify priorities for themselves and own the solutions

Why is community participation important?

It can:



Who is the community?

The ULSC community is made up of a range of stakeholders, including individuals and interest groups that may, at some stage, be interested in participating in planning decisions. A *stakeholder* is "an individual or group who has a direct interest in or can directly affect or be affected by the actions of the Council concerning a specific issue. Council needs to engage with a different mix of stakeholders on different issues."

Key individuals include, but are not limited to:

- Applicant
- Landowner
- Neighbour
- Property developer
- Business owner
- Real estate agent
- Pejar Local Aboriginal Land Council
- Planning specialist or consultant
- Member of Parliament
- Key interest groups include (but are not limited to): [Community Directory](#) on ULSC website

The ULSC community area



Why have a community participation plan (CCP)?

A Community Participation Plan, a mandatory legal requirement on all NSW councils under the provisions of the Environmental Planning and Assessment Act 1979. Clause 2.6 and Schedule 1 of the Environmental Planning and Assessment Act 1979, applies to the exercise of planning functions.

Why is community participation meaningful?

- It builds community confidence in the planning system (State, Regional and Local ULSC)

- Community participation creates a shared sense of purpose, direction and understanding of the need to manage growth and change while preserving local character and values.
- It provides access to community knowledge, ideas and expertise for the betterment of the community.

What is community engagement?

We have some ideas about land use, and we need to know what you think about them.
Community engagement is a planned process with the specific purpose of working with identified groups of people, who are connected by geographic location, particular interests, or affiliation or identify to address issues affecting their well-being.

The linking of the term 'community' to 'engagement' ***shifts the focus from the individual to the collective***, with associated implications for inclusiveness, ensuring consideration of the diversity makes a community.



Community Participation Principles

2.23 (2) of the EP&A Act):

ULSC will have regard to the following when preparing the community participation plan:

- The community has a right to be informed about planning matters that affect it.
- Planning authorities should encourage effective and on-going partnerships with the community to provide meaningful opportunities for community participation in planning.

- (c) Planning information should be in plain language, easily accessible and in a form that facilitates community participation in planning.
- (d) The community should be given opportunities to participate in strategic planning as early as possible to enable community views to be genuinely considered.
- (e) Community participation should be inclusive and planning authorities should actively seek views that are representative of the community.
- (f) Members of the community who are affected by proposed major development should be consulted by the proponent before an application for planning approval is made.
- (g) Planning decisions should be made in an open and transparent way and the community should be provided with reasons for those decisions (including how community views have been taken into account).
- (h) Community participation methods (and the reasons given for planning decisions) should be appropriate having regard to the significance and likely impact of the proposed development.

How do we prepare the CPP - Our Approach?

COMMUNITY PARTICIPATION – OUR APPROACH		
What	When	How
Step 1: Engage (tell Council what you are thinking about the matters raised)		
We respond to the community's views by conducting targeted engagement to seek specific input reflecting the scale, nature and likely impact of the proposal sessions, workshops and engagement, NSW government agencies expert advisors. NGOs and Community Directory local groups.	Through submissions and feedback, we identify key issues and concerns and conduct targeted engagement activities to find solutions to determine the way forward.	Public meetings and hearings, public halls, key sites, community reference groups, people's panels, feedback sessions, workshops and, NSW government agencies expert advisors.
Step 2 : Consult (formal invitation to comment , make submissions on development proposals)		
We consult with the community and perceived stakeholders inviting them to provide their views and concerns on a proposal.	We consult with the community and invite them to provide their views and concerns on a proposal. Once a proposal is designed we release a draft on exhibition to seek your views and concerns. We welcome feedback as a submission in a formal exhibition, or at any other time.	Public exhibition, online participation forum, meeting (on site, at Council Chambers), digital feedback, maps, open days, drop in sessions, onsite inspection, one-on-one engagement with project planners via the phone, email (community group listing) or letter, public hearings.
Step 3 Inform (keep you informed about development that affects you)		
We notify the community in general and perceived stakeholders of proposals, provide accurate and relevant information on the context of the proposal and update information as proposals progress through the planning system.	During the early scoping of a Proposal we inform you of the intent and seek feedback to shape the project's design. We then update you on the progress of a proposal as it makes its way through the planning system.	Media releases, letter mail outs, our website, project websites, social media announcements, emails, newsletters, community radio 1368 (2GN)/103.3, 93.5 and (ABC), public notices, advertisements, information sessions, technical reports and discussion papers.
Step 4: Decision made (formal notice of decision and reasons for it)		
We notify the community of decisions on proposals and detail how their views were considered in reaching the decisions.	In reaching a decision we consider your views and concerns, notify you of the reasons for the decision and how community views were considered.	Updates to ULSC website , Facebook , publication of submissions reports, exhibition reports, and notice of decisions.

NOTE:

Stakeholders; will be determined on a case by case basis by council prior to the "Engage" Step 1

Council's community engagement objectives are to:

- a) Enhance opportunities for all members of the community to participate in planning decisions to achieve better planning outcomes, in an open and transparent process;
- b) Ensure the community understands how they can participate in planning decisions;
- c) Identify the needs and concerns of the population address them wherever possible;
- d) Ensure our strategic planning reflects the aspirations of our community and partners;
and
- e) Ensure Council meets its legislative requirements in regards to community engagement.

*Community participation is
open and inclusive*

*Community participation
is easy*

*Community participation
is relevant*

*Community participation
is timely*

*Community participation
is meaningful*

*The CPP complies with
the
EP&A Act 1979 Schedule*

**Community engagement
objectives**

Limitations of the Community Participation

This Community Participation Plan does not outline **Council's engagement strategies** for the delivery of other Council services, functions or infrastructure. Community engagement for these activities are developed considering the requirements of Council's Community Engagement Strategy.

Other Related Planning Documents

A Planning Agreement (also known as a voluntary planning agreement) is an offer by a developer to Council to dedicate land, make monetary contributions, or provide any other material public benefit, to be used for or applied toward a public purpose.

Plans of Management Note: Council are Crown Land Managers

The Local Government Act 1993 Division 2 Use and management of community land requires that Councils must classify

Public Land as "operational" or community" and that Plans of Management must be prepared for Community Land.

Community land is required to be used and managed in accordance with the following:

- the plan of management applying to the land
- any law permitting the use of the land for a specified purpose or otherwise regulating the use of the land

38 Public notice of draft plans of management (Chapter 6 Part 2 Division 2 Section 38)

- (1) *A council must give public notice of a draft plan of management.*
- (2) *The period of public exhibition of the draft plan must be not less than 28 days.*
- (3) *The public notice must also specify a period of not less than 42 days after the date on which the draft plan is placed on public exhibition during which submissions may be made to the council.*
- (4) *The council must, in accordance with its notice, publicly exhibit the draft plan together with any other matter which it considers appropriate or necessary to better enable the draft plan and its implications to be understood.*

Reclassification of community land to operational (Chapter 6 Part 2 Division 1 Section 30)

- (1) A local environmental plan that reclassifies community land as operational land may make provision to the effect that, on commencement of the plan, the land, if it is a public reserve, ceases to be a public reserve, and that the land is by operation of the plan discharged from any trusts, estates, interests, dedications, conditions, restrictions and covenants affecting the land or any part of the land, except for:
 - (a) any reservations that except land out of a Crown grant relating to the land, and

(b) reservations of minerals (within the meaning of the Crown Land Management Act 2016).

(2) A provision referred to in subsection (1) has effect according to its tenor, but only if the Governor has, before the making of the local environmental plan, approved of the provision.

Relationship to other NSW Acts Plans or Strategies

The Community Participation Plan is aware of the of other plans, studies and strategic plans that also influence the outcomes of planning decisions that are directly or indirectly and can have an influence on the decisions made in respect of the use of land within the ULSC LGA.

The following is a list of some of the plans identified that are of interest to the CPP:

- **ULSC Tableland Regional Community Strategic Plan 2016-2036**
- **Infrastructure Strategy and Plan 2019 – 2028**
- **Regional Community Plan Community Engagement and Communications Strategy**
- **Biodiversity Planning Framework**
- **Community Heritage Study**
- **Strategy Plan 2020 Vision**
- **Availability of Upper Lachlan Strategy Documents**
- **Ageing Strategy 2013**
- **Biodiversity Planning Framework**
- **Disability Inclusion Action Plan**
- **Flood Study**
- **Floodplain Risk Management Study and Plan**
- **Section 64 Plan - Sewer**
- **Section 64 Plan - Water**
- **Section 94 Development Contributions Plan**
- **Section 94A Development Contributions Plan**
- **Social and Community Plan 2013-2018**
- **Southern Tablelands Regional Economic Development Strategy**
- **Upper Lachlan Development Control Plan 2010**
- **Upper Lachlan Local Environmental Plan 2010**

Effective Consultation

Effective Consultation for us does not necessarily mean that all interested parties will be satisfied with the outcome. Instead, it is about exploring, concerns and, where possible, considering alternatives.

Council's Engagement Goal

Council's Engagement Goal is to provide you with information that will enable you to considered development proposals together with the opportunity you express your views to enable your interests to be considered in processing /determining the application for the development proposal.

Consultation Methods

Council will communicate opportunities for participation in the development assessment process using methods including:

- Newspaper notices
- Notices on the land (if required by the Regulations)
- Letters to stakeholders
- Council's website
- Council's DA Tracker website
- Facebook
- Crookwell, Gunning and Goulburn Libraries
- On site meetings
- Council meetings (Councillors and /or staff)
- Radio Stations 103.3 Community/ 2GN / 93.5 ABC

Refer also to NSW DOPE [4.0 Toolkit – techniques and activities](#)

Public Exhibition and Notification of Development Applications

The key method used to encourage participation in the development assessment process is by way of:

- Public exhibition or
- Notification of the application.

This section establishes the minimum level for neighbour and stakeholder notification for local development where Council is the consent authority.

The notice will:

- Describe the proposed development
- Where the application details can be viewed
- Specify the period of time within which submissions can be received by council for consideration in the determination

NOTE: *There may be occasions when these minimum submission periods are increased at the discretion of the Council, considering the possible impacts of and interest in a development application. Council staff have delegated authority to administer the provisions of this Community Participation Plan.*

Matters NOT requiring a notice in a newspaper – Public Notification

The commencement of the notification period is taken to be the fourth day following the posting of the letter of notification. The conclusion of the notification period is based on the required number of consecutive working days (as outlined in this CPP), inclusive of weekends, following the commencement of the notification period.

NOTE: *Public Holidays or Bank Holidays that apply to the State of NSW are excluded from the notification period. Public exhibition and/or notification periods over the traditional Christmas period will be extended so as not to include the period when council is closed.*

How Council determines public notification time and type?

Except as noted below, written notice of a notified Development Application will be given to the owners of land directly adjoining or adjacent to the land on which the development is intended to occur.

Council may consider wider notification depending the circumstances of the case and the perceived impacts and interest identified.

Exclusion of Christmas/New Year from the calculation of the exhibition.

Table 1 PUBLIC NOTICE DETAILS OF PLANNING MATTERS

Application	Days (min)	Written Notice to property owners	Site Notice	Local Paper	Council website
Development Application for development consent (other than for complying development certificate, for designated development or for state significant development)	14	yes	no	yes	no
Revised plans-before determination	14	yes	no	yes	no
Modifications sections 4.55, 4.56	7 to 28	yes	no	yes	no
Draft Community Participation Plans (CPP)	28	no	no	yes	yes
Draft Local Strategic Planning Statements (LSPS)	28	no	no	yes	yes
Local Environmental plan	28 to 90	no	no	yes	yes
Planning Proposals	28	yes	no	yes	yes
Draft Development Control Plans	28	no	no	yes	yes
Draft Contribution Plans	28	no	no	yes	yes
Environmental Impact Statement under Division 5.1	28	yes	yes	yes	yes
Designated Development	28	yes	yes	yes	yes
State Significant Development under Division 5.2	28	yes	yes	yes	yes
Integrated Development	28	yes	yes	yes	yes
Regional or district plans	??	no	no	yes	yes
Roads Renaming Roads Act	90	yes	yes	yes	yes
Roads Renaming Geographical Names Act s8	30	yes	no	yes	yes
Exempt development	Nil	no	no	no	no
Complying development	Nil	no	no	no	no
Concept development application	14 +	yes	yes	no	no

NOTE: The CPP will set out how planning authorities will engage with their communities across their statutory planning functions. While the plans must meet the minimum requirements for community participation that are set out in Schedule 1 to the Environmental Planning and Assessment Act, planning authorities can go beyond the minimum requirements if they decide it is appropriate.

Notice to the owners of adjoining land means written advice of the making of a development application, including the time and location at which the documents may be inspected, forwarded by ordinary post to the owner of the adjoining property as identified in Council's property records at the time of lodgement of the development application.

With respect to amended applications, Council will give notice to those directly adjoining land considered to be materially adversely affected by the amended development application.

NOTE: In the case of the adjoining land being part of a strata plan, notification will be given to the Body Corporate only.

Notification to properties in adjoining local government areas

Where adjoining properties are considered by Council to be affected by development in the ULSC LGA, Council.

Notification is NOT required in respect to:

- (a) **Exempt development** (see Schedule 2 of the LEP)
- (b) **Complying development** (see Schedule 3 of the LEP)
- (c) **Dwelling houses and additions to dwelling houses that:**
 - are consistent with the primary purpose of the zoning
 - are single storey
 - comply with Council's building line setbacks
 - comply with the National Construction Code (NCC), unless walls are built closer than 900 mm to the boundary, and
 - have no other dwelling houses located on the same allotment
 - Proposals not considered by council to have a significant adverse effect on neighbours in terms of:
 - the views to and the view from surrounding land
 - potential overshadowing of surrounding land
 - privacy of surrounding land
 - potential noise transmission to the surrounding land
 - the likely visual impact of the proposed building in relation to the streetscape
 - the scale or bulk of the proposed building
 - proposed hours of use
 - potential light spillage or reflection
 - potential traffic generation, and
 - means of vehicle access to and provision of parking on the application site.

Development on the Shire boundary

ULSC will notify the adjoining Council as if they were the property owner in accordance with this Community Participation Plan.

Submissions

Submission Period

The submission period is the stated exhibition or notification period, calculated as stated above.

Making a submission

Any person is entitled to make a submission which may object to or support a planning matter within the public exhibition or notification period, whether or not a notification letter has been forwarded to the person. Submissions must be made in writing and delivered to the Council either electronic mail or by post.

All submissions received within the public exhibition or notification period will be considered in the officer's assessment of the matter. The terms of any submissions will be summarised in the officer's assessment report. The officer's report will involve consideration of the merits of all relevant matters.

Submissions should include the following characteristics:

- The reasons for objection or support.
- Submissions must be in writing, be addressed to the General Manager, clearly indicating the names, addresses of the person(s) making the submission, quote the development application number (if relevant), the subject matter, and clearly state the address of the property.
- Submissions must include the postal address or e-mail of person(s) making submissions so they can be notified in advance if the matter is to be considered by Council at a Council meeting.
- This information will remain public and may be included in reports to Council.
- If persons who lodge submissions do not wish their personal information to be made public, the submission is to clearly make a statement to that effect, however their name and suburb (if available) will remain public.
- Council will consider making a submission confidential, however, the submission must make a statement to that effect and clearly outline the reasons the submission should be confidential.

Petitions

Where a petition is received in respect of a development application or strategic planning project, the head petitioner or, where not nominated, the first petitioner will be acknowledged for the purpose of future contact as to the progress of the application. Only the head petitioner, or first petitioner, will be advised of any related meeting times or receive written confirmation of the determination of an application or outcome of the matter.

Disclosure of submissions

Submissions may be accessed by the public by way of a GIPA request (fee payable) to Council. Also, if the proposal is reported to a Council meeting the issues raised in that submission will be summarised in the Council report and the submission will be attached to the report.

Consideration of submissions

- (a) The Council will consider all submissions received within the notification period before determining the application.
- (b) Council will consider all relevant issues raised in submissions.
- (c) Council will give notice of the determination of the application, to each person or body who made a submission.
- (d) Council will provide reasons for the decision within the Notice of Determination for the development application considered.

DEFINITIONS

Strategic Planning

In essence it is deciding:

- **What** do we want our environment and lifestyle to look like in the future: globally, nationally, and regional in 10 to 20 years' time
- **Where** we are now environmentally (natural, built, cultural, social and economic) a basis for deciding what we need to do to arrive where we want to be in 2030 and 2040
- **When** we will need to do what has to be done to arrive where we want to be in 2030 and 2040?
- **Who** will do what?
- **How** they will do it?

Council develops a range of long-term plans and strategies for specific areas or development issues. Many of these plans and strategies will become Council policy after community consultation and will be implemented through Council's planning controls. Some Strategies and Plans also require endorsement from Government Agencies and support

[SOUTH EAST AND TABLELANDS REGIONAL PLAN 2036](#) Examples include Council's key land use strategies (Urban and Rural) and studies such as open space, heritage, traffic, transport, access and the like.

Local Strategic Planning Statements

The Local Strategic Planning Statement will set out the 20-year vision for land-use in the [SOUTH EAST AND TABLELANDS](#), the special character and values that are to be preserved and how change will be managed into the future. The Local Strategic Planning Statement will support Council's Local Land Use Strategies.

The Local Strategic Planning Statement will implement actions from the SOUTH EAST AND TABLELANDS REGIONAL PLAN 2036, as well as Council's own priorities identified in [THE TABLELANDS 2016-2036 REGIONAL COMMUNITY STRATEGIC PLAN](#), its land use strategies and other studies that support the growth of the City.

The Local Strategic Planning Statement must:

- identify the **Planning Priorities** for an area,
- explain how these priorities are to be delivered,
- prepare an **Action Plan** to demonstrate how Council will monitor and report on how the priorities as well as an
- prepare a **Implementation Plan** to deliver the priorities identified.

The statement will shape how the aims and objectives and development standards will be required in the Upper Lachlan Local Environmental Plan (LEP) and Development Control Plan to meet the community's needs and aspirations. The LEP the main land use planning tool to deliver Council's and the [Community's Strategic Plan Vision 2023](#)

The Local Environmental Plan (LEP) guides planning decisions for the ULSC LGA. It does this through zoning and development controls, which provide a framework for the way land can be used. The [UPPER LACHLAN LEP 2010](#) is the main planning tool to shape the future of communities and ensure local development is achieved appropriately.

A planning proposal is required to amend the LEP. A planning proposal must demonstrate the strategic merit of the proposed LEP amendment. A planning proposal is submitted to the NSW Department of Planning and Environment for a Gateway Determination is issued by the NSW Department of Planning & Environment and will determine:

- whether or not to proceed with the planning proposal
- whether or not to impose conditions to the proposal
- the minimum public exhibition period Development Control Plans (DCP)

Note

Local Environment Plans (LEPs) start with a planning proposal for a development. In most cases this is done by Upper Lachlan Shire Council. Proposals are then assessed by Department of Environment. This is called the '[Gateway](#)' process.

A Development Control Plan (DCP) is prepared by Council and applies to specific types of development or areas of land and provides detailed development guidelines and controls. The [UPPER LACHLAN DCP 2010](#) outlines specific controls and parameters that apply to

development proposals in the SOUTH EAST AND TABLELANDS REGIONAL PLAN 2036 [and THE TABLELANDS 2016-2030 REGIONAL COMMUNITY STRATEGIC PLAN](#)

Development Applications

A Development Application is a formal application for development that requires consent under the NSW Environmental Planning and Assessment Act 1979 (EP&A Act). It is usually made to Council who is the consent authority and consists of standard application form, supporting technical reports and plans.

What we want to achieve when consulting on Development Applications

- a) Provide a framework for the notification and advertisement of development applications, applications to modify development consents and the review of development determinations.
- b) Provide an opportunity for public participation in the development application process.
- c) Establish a clear process and expectations of how public views are considered in the development application process.
- d) Specify circumstances where notification and advertising of applications is not required.
- e) Identify development applications that will be notified and/or advertised and those persons who will be notified.
- f) Facilitate the efficient processing of applications without unreasonably compromising the opportunity for public participation.
- g) To ensure notification and advertisement is carried out in accordance with the Environmental Planning & Assessment Act 1979 and Regulation 2000.
- h) To outline other relevant procedures for development applications.
- i) ensure that there is consistency in the notification of similar applications

[Development assessment and consent](#) (*Environmental Planning and Assessment Act 1979*

Part 4)

Concept development applications (Div. 4.4 EP&A ACT 1979)

A concept development application is a development application that sets out concept proposals for the development of a site, and for which detailed proposals for the site or for separate parts of the site are to be the subject of a subsequent development application or applications.

Definitions relevant to notification adjoining land –

Land that abuts other land or is separated from it only by a pathway, driveway or similar thoroughfare (including properties adjoining by a corner boundary) owners – as determined by Council from its property ownership records at the time of notification Council – Upper Lachlan Shire Council.

Height

A vertical line measured from natural ground level to the ridge of the building land – includes any building or part of a building constructed on the land.

Neighbouring land

- any land, other than adjoining land, which in the opinion of Council, may be detrimentally affected by a development proposal working day.
- a day in which Council offices are open for normal business single storey construction that has an internal wall height (floor to ceiling) of no more than 3.0 metres and construction that has a maximum ridge height of 6.0 metres above natural ground level or finished ground level (whichever is the greater) two storey
 - includes construction that:
 - has no more than two floors directly above each other
 - that has internal wall heights of no more than 3.0 metres, and
 - that has a maximum ridge height of 8.5 metres above natural ground level or finished ground level whichever is the greater.

ULSC Developer Contribution Plan

[*ULSC Developer Contribution Plan*](#) and [*Section 94A Development Contributions Plan*](#)

Contributions plans allow Council to levy contributions on development consents issued for land within the ULSC LGA. These contributions assist the provision of community facilities or infrastructure to meet demand created by development. Council will periodically amend these Plan, reflecting revised population growth, rezoning of additional land, completion of works, or to amend the schedule of works to reflect Council's priorities.

Designated Development

Application for development consent for designated development **28 days**

Development with high potential to harm the environment **30 days** [*Designated Development Environmental Planning and Assessment Regulation 2000 Schedule 3*](#) lists the types of development that are of concern. (Division 5 Public participation—designated development)

State Significant Development (Division 4.7)

NOTE: No *Precincts have been declared in the ULSC LGA*

State significant development is development that is declared under this the EP&A Act 1979 to be State significant development.

State Environmental Planning Policy (State Significant Precincts) 2005 has the purpose of facilitating:

- the development, redevelopment or protection of important urban, coastal and regional sites of economic, environmental or social significance to the State so as to facilitate the orderly use, development or conservation of those State significant precincts for the benefit of the State,
- service delivery outcomes for a range of public services and to provide for the development of major sites for a public purpose or redevelopment of major sites no longer appropriate or suitable for public purposes.

A number of sites have been declared see [*Schedule 3 State significant precincts*](#)

The planning system



Integrated Development

Integrated Development is development (not being State significant development or complying development) that, in order for it to be carried out, requires development consent and one or more of approvals required by **other acts & authorities**.

- Coal Mine Subsidence Compensation Act 2017
- Fisheries Management Act 1994
- Heritage Act 1977
- Mining Act 1992
- National Parks and Wildlife Act 1974
- Petroleum (Onshore) Act 1991
- Protection of the Environment Operations Act 1997
- Roads Act 1993
- Rural Fires Act 1997
- Water Management Act 2000

Strategic Planning

A [Local Strategic Planning Statement \(LSPS\)](#) will set out the 20-year vision for land-use in the local area, the special character and values that are to be preserved and how change will be managed into the future.

The statements will implement actions in the regional and district plans, and the council's own priorities in the community strategic plan it prepares under local government legislation.

The statements will shape how the development controls in the local environmental plan (LEP) evolve over time to meet the community's needs, with the LEP the main tool to deliver the council and community's plan.

Regional or District Plans

Regional plans have been developed by the NSW Department of Planning and Environment to plan for our future population's needs for housing, jobs, infrastructure and a healthy environment. [SOUTH EAST AND TABLELANDS REGIONAL PLAN 2036](#)

Road Naming ([Road naming](#))

As per the Roads Regulation 2018 when a Local Government is required to name or rename a road that will affect the addresses of owner/occupiers - the proposal must be advertised in local papers or on the road authority's website. The Local Government may also wish to promote the proposal via electronic media and/or on the council website.

Owner/occupiers must be notified in writing of the proposed change, and a minimum period of **15 working days** allowed for feedback to the Local Government.

Following an endorsement by the Local Government, those affected by the proposal must be notified by writing within **10 working days**, and the community notified in newspapers and/or electronic media, informing them that the submission is being sent to the Geographical Names Board (GNB) (information) for its approval.

S.8 of the [Geographical Names Act 1966](#) states that:

'Whenever the board proposes to assign a geographical name to any place or to alter a recorded name or a geographical name it shall cause to be published in the Gazette and in a newspaper circulating in the neighbourhood of such place a notice of the proposal specifying the proposed name or alteration.'

The GNB is responsible for placing these advertisements and gazette notices.

The notice and advertisement will allow for members of the public to submit feedback to the GNB **within 30 days** of the advertisement or gazette notice being published (whichever is the latter).



Email Contact Information List
Australian Agricultural Centre
Crookwell AP&H Society
Bannister District Hall Association
Biala Bush Fire Brigade
Bigga Community Technology Centre Committee
Bigga Memorial Hall Committee
Bigga Progress Association
Bigga Public School
Binda Cemetery Committee
Binda War Memorial Hall Committee
Binda Public School
Breadalbane Community Hall Committee
Breadalbane Public School
Collector Oval Committee
Collector Public School
Collector Pumpkin Festival
Crookwell Country Womens Association
Crookwell & District Arts Council
Crookwell & District Historical Society
Crookwell Amateur Dramatic Society
Crookwell Golf Club
Crookwell High School
Crookwell Library
Crookwell Lions
Crookwell Memorial Hall Management Committee
Crookwell Mens Shed
Crookwell Neighbourhood Centre
Crookwell Potato Festival Committee
Crookwell Primary School
Crookwell Progress Association
Crookwell Rotary Group
Crookwell Senior Citizens Club
Crookwell Services Club
Crookwell Swimming Club
Crookwell/ Taralga Aged Care Ltd
Dalton District Archers Inc

Dalton Public School
Economic Development Task Committee
Golspie Progress Association
Grabben Gullen Community Progress Association Inc
Gunning - Fish River Rural Fire Service Brigade
Gunning & District Historical Society
Gunning and District Community Health Service
Gunning Courthouse Management Committee
Gunning District Association
Gunning Focus Group
Gunning Golf Club Management Committee
Gunning Public School
Gunning Shire Hall and Showground Precinct Advisory Group
Gunning Showground Camp Draft
Laggan Hall Committee
Laggan Public School
Lions Club of Gunning
Collector Pumpkin Festival
Southern Tablelands Arts
Sporting Fields Committee
St Mary's Primary Crookwell
Stonequarry Cemetery Committee (Taralga)
Taralga Public School
Taralga War Memorial Hall Management Committee
Taralga Progress Association
Tea Guild of Australia
Tuena Community Technology Centre Committee
Tuena Hall & Recreational Area Committee
Upper Lachlan Foundation
Upper Lachlan Landcare
Upper Lachlan Tourist Association
Collector Community Association
Dalton Community and District Association
Collector SES
Crookwell St Marys School
Crookwell RFS
Crookwell SES
Gunning Lions Club
Gunning PA&I Society

Environment and Planning - 21 November 2019

ITEM 11.2 **Draft Plan of Management - Crookwell Memorial Oval Complex**

FILE REFERENCE I19/796

AUTHOR **Director of Environment and Planning**

ISSUE

Providing details in relation to the Draft Plan of Management for Crookwell Memorial Oval Complex.

RECOMMENDATION That -

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

BACKGROUND

The Crookwell Memorial Oval precinct is managed by Council as the Crown Land Manager. With the finalisation of the refurbished Crookwell Memorial Oval building complete, Council has an obligation to ensure a Plan of Management is in place in accordance with the *Local Government Act 1993*.

REPORT

An initial Draft Plan of Management has been completed for the Crookwell Memorial Oval Complex in order to comply with the requirements of the *Local Government Act 1993* and clarify how Council will manage the site.

By placing the Draft Plan of Management – Crookwell Memorial Oval Complex on public exhibition, this allows for community feedback from relevant users of the complex, nearby residents, members of the public and community groups to ensure the use of this land meets community and Council expectations.

The Draft Plan of Management will be advertised and placed on public exhibition for a minimum period of 28 days and reported back to Council.

POLICY IMPACT

Nil

OPTIONS

Nil


FINANCIAL IMPACT OF RECOMMENDATIONS

Nil

RECOMMENDATION That -

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

ATTACHMENTS

1. 	Draft Plan of Management - Crookwell Memorial Oval Complex	Attachment
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**DRAFT PLAN OF MANAGEMENT
FOR
CROOKWELL MEMORIAL OVAL COMPLEX**

Adopted: **XX/XX/XXXX**

Resolution No: XX/XX

CROOKWELL MEMORIAL OVAL COMPLEX**Contents****1. Introduction**

- 1.1 Land Summary
- 1.2 Plans of Management
- 1.3 Purpose of Plan of Management
- 1.4 Classification and Categorisation of Land

2. Management

- 2.1 Issues
- 2.2 Objectives

3. Policy and Framework for Management

- 3.1 General (Function and Use)
- 3.2 Maintenance
- 3.3 Upgrade/Improvements
- 3.4 Financial Resources

4. Priorities and Performance**5. Variation****6. Relevant Legislation and Council Policy and Procedures****7. Schedules**

- One (1) – Action Priorities and Performance Management
- Two (2) – Plan of Complex
- Three (3) – Management Arrangement

CROOKWELL MEMORIAL OVAL COMPLEX

1. Introduction

The *Local Government Act 1993* ("the Act") requires that Councils must classify Public Land as "operational" or community" and that Plans of Management must be prepared for Community Land.

All of the land in this Plan of Management is located within the Upper Lachlan local government area. Upper Lachlan Shire Council is the Crown Land Manager and is responsible for the care, control and management of the Land.

The land has been classified Community Land.

The ways in which Community Land can be used and managed are strictly governed in accordance with the Plan of Management and any law permitting the use of the Land for a specified purpose or otherwise regulating the use of the Land.

A Plan of Management outlines how Council will manage Community Land in the years ahead.

This Plan of management is to provide a framework for the operational and strategic use and management of the Land. The Plan aims to define the values, use, management practices and directions of the Land and be consistent with its public purpose or categorisation.

1.1 Land Summary

Name of Land and Location

1. Crookwell Memorial Oval Complex – Lot 701 DP 1027021 – Robertson Street, Crookwell

Owner / Crown Land Manager

Upper Lachlan Shire Council

Permissible Uses

The land is zoned RE1 Public Recreation and the uses are permissible under the current zoning of the *Upper Lachlan Local Environmental Plan 2010* are consistent with this Plan of Management.

Permissible Tenures

Leases and Licences for any purpose consistent with the purpose of the Land or the core objectives as categorized under the *Local Government Act 1993*, and are permissible under this Plan of Management.

CROOKWELL MEMORIAL OVAL COMPLEX

1.2 Plans of Management

The Act requires that Council prepare a Plan of Management to identify the important features of the Land, clarify how Council will manage it and how it may be used or developed.

These plans become the regulatory instruments, which bind the land owner and give statutory authority to other types of plans.

Following preparation/review, a Plan of Management for Community Lands needs to be placed on public exhibition for not less than twenty eight days. Public comments are taken into account before Council considers adopting the plan.

1.3 Purpose of the Plan of Management

Upper Lachlan Shire Council (ULSC) has prepared a Plan of Management for the Land to meet legislative requirements of the *Local Government Act 1993*, and to reinforce and conserve the Land's values and gain acceptance through public consultation for proposed works.

The Plan of Management is designed to provide clear guidelines for the effective management of Community Land within the Upper Lachlan Shire local government area – Sportsground Use.

The Plan of Management will identify the important features of the Land, clarify how Council will manage it and how it may be used or developed. This will result in clear and achievable management strategies that reflect the Council's and the community's expectations.

Specific objectives of the Plan are to:

- Identify the values of the Land to the community and values common to Community Land – Sportsground Use.
- Identify and address the key issues, including leases and licences, conflict between users, and the needs of the residents.
- Identify potential opportunities for sustainable future development of the Land based on community priorities and budgetary considerations.
- Recommend performance measures by which the objectives of the Plan shall be achieved, and the manner in which those measures are addressed.
- Prepare guidelines for future management, planning and the ongoing maintenance of the Land.
- This Plan of Management will provide a basis for assigning priorities in the programming of works and budgeting for new or upgraded facilities.

1.4 Classification and Categorisation of Land

The Act requires that Councils must classify Public Land as "operational" or "community" and that Plans of Management must be prepared for Community Land.

Pursuant to Section 36(4) of the *Local Government Act 1993* all Community Land must be categorised.

CROOKWELL MEMORIAL OVAL COMPLEX

The Land included in this Plan is classified as "Community Land" under the *Local Government Act 1993*, (the Act).

Community Land is intended for public access and use. Community Land cannot be sold, and cannot be leased, licenced or any other estate granted in the land for more than thirty (30) years.

Further to Section 36(4) of the *Local Government Act 1993*, and pursuant to Section 36(F) of the *Local Government Act 1993* the Land is categorised as a "Sportsground".

2. Management

2.1 Issues

The following major issues have been identified as being relevant to the land:

1. **Use of Area:** it is necessary to determine the various users to be allocated use of the area (and the arrangements for same).
2. **Level of Maintenance:** this relates to the level of maintenance required to maintain the area to a standard satisfactory to users.
3. **Community/User Involvement:** Council has identified the need for community / user involvement in maintaining, preparing and contributing to the use of community land.
4. **Future Planning (including upgrading and improvements):** as is the case with all infrastructure, there is an ongoing need to maintain, upgrade and improve facilities.

2.2 Objectives

The objectives of this Plan of Management are to put into place strategies which will:-

1.
 - a. Provide a facility that is responsive to the demand and needs of the community;
 - b. Optimise the use of the facility; and
 - c. To ensure access and equity to community facilities for the use of Council's residents and ratepayers.
2. Establish a defined maintenance program for the area that is clear to both Council and the users of the facility;
3. Encourage the community and user groups to participate in the management of the facility;
4.
 - a. Provide for the progressive improvement of the quality and appearance of the area as funds become available; and
 - b. Form a component of Council's land management strategies, consistent with its other Plans of Management.
5. Comply with the requirements of the Local Government Act 1993 and other relevant statutes.

CROOKWELL MEMORIAL OVAL COMPLEX**3. Policy and Framework for Management****3.1 General (Function and Use)**

As part of the function and use of the area, consideration will be given by Council to the lease/licence of part of the site.

The NSW Local Government Act, 1993, allows Council to grant leases, licences and other estates over all or part of community land. Leases and licences are a method of formalising the use of land and facilities. Leases and licences can be held by groups such as community organisations and schools, and by commercial organisations or individuals providing facilities and/or services for profit.

A lease will be typically required where exclusive use or control of all or part of a sportsground is desirable for effective management. A lease may also be required due to the scale of investment in facilities, the necessity for security measures, or where the relationship between a major user and facilities in the sportsground justifies such security of tenure.

This Plan of Management expressly authorises the lease, licence or grant of any other estate over the land and building located on the land specified, for community purposes for a term not exceeding five years.

Council can support leases or licences on community lands for periods exceeding five years, the maximum period under the Local Government Act 1993 is 30 years (including any period for which the lease or licence could be renewed by the exercise of an option) for purposes consistent with the categorisation and core objectives of the particular area of community land.

The use of the area is for the provision of community facilities that encourage the participation in sporting and recreational activities and as a venue for other activities approved by Council.

The complex is a focal point of the land. The area will be managed by Council for purpose of facilitating recreational pursuits in the community. Other identified users of the Memorial Oval complex include the following:-

- Occupation and use of a defined area by Crookwell Barbell Club, a subsequent lease is required;
- Occupation and use of a defined area by Crookwell Junior/Senior Green Devils Rugby League Club;
- Occupation and use of a defined area by Crookwell Junior/Senior Rugby Union Club.

The plan included as part of Schedule 2 indicates the areas referred to above.

The area will also be subject to use for other approved community activities. These additional ancillary uses will not be the predominant use of the area and will be subject to public notice as necessary.

CROOKWELL MEMORIAL OVAL COMPLEX

All user groups recognise that the Memorial Oval Complex is a public facility and accordingly, from time to time, individual areas may be required for community use purposes. In such instances Council will discuss arrangements with the respective user groups.

The following operational arrangements apply to the complex and may be varied from time to time through consultation with user groups:-

- a. Council will coordinate the booking and issuing of keys so that each group can access relevant specific areas in the complex.
- b. User groups are responsible for the "management" arrangements of keys issued;
- c. It is the responsibility of each user group to secure areas / Complex after use. ***(Note: it is emphasised that items (assets / infrastructure) in the complex need to be "protected");***
- d. User groups are not to utilise areas of Complex other than their own unless prior arrangements have been made;
- e. The various user groups are responsible for day to day cleaning of their respective areas after use.

3.2 Maintenance

The Complex includes a variety of facilities; each are subject to specific and multiple uses.

Council, at its discretion, may enter into a lease/licence for all or part of the Complex. Such lease/licence will include arrangements for maintenance/operation of the Complex.

Individual user groups have the responsibility of the specific preparations for their events/functions, control of the events/functions and for the clean/tidy up following same. These conditions will apply unless alternative arrangements have been made with Council.

All use of the area is subject to approval and authorisation by Council and must be conducted within the rules and regulations and subject to the payment of charges as specified by Council.

The "core" maintenance of the Complex is regarded as being the provision of a clean, tidy and effective facility. The provision of same will be undertaken by means of funds allocated in Council's budget and arrangements through any management lease/licence of the area.

Schedule 3 of this document defines the maintenance to be carried out at the complex by Council.

It should be noted that maintenance costs are to be offset by proceeds of user fees, charges and management lease/licence payments where applicable. Fees and arrangements for same will be regulated by Council. Users and other members of the community have the right to make written submissions on the fees to be applied;

CROOKWELL MEMORIAL OVAL COMPLEX

such submissions will be invited as part of the preparation of Council's Operational Plan each year.

Any improvement works proposed to be undertaken by user groups must have the prior approval of Council.

3.3 Upgrade/Improvements

Each year in conjunction with the preparation of Council's Operational Plan the community is invited to submit to Council details of projects that they wish to be considered for inclusion in Council's works programme for the following year. Such projects can be improvements to existing facilities, upgrade of existing facilities, construction and installation of new facilities. Operational Plan Submission forms are to be received by Council no later than the 15 December each year.

The proposed projects will be considered in conjunction with works that have been identified (i.e. by Council, other bodies) and will be prioritised by Council depending on funding available for community groups, grants and contributions etc.

Should opportunities or potential projects arise to increase the provisions of complex facilities these will be considered by Council with community consultation being undertaken.

3.4 Financial Resources

- a. In conjunction with the preparation of Council's Operational Plan each year the "core" maintenance activities (and associated costs) will be identified by Council. Provision will be made in Council's Operational Plan and/or management agreements for the provision of same.
- b. Funds for capital upgrades and improvement works will be subject to financial assistance from user groups, funds that may be made available for specific works by Council, general allocations for improvements by Council, the availability of grants through Government Programs etc.

4. Priorities and Performance

The action priorities and performance measurement for the Management Plan are as follows:-

See Schedule One.

5. Schedule of Land

See Schedule Two.

CROOKWELL MEMORIAL OVAL COMPLEX

SCHEDULE ONE (1)

Objectives	Performance Targets	Statement of Means (Actions)	Timing	Performance Assessment
To provide a facility that is responsive to the demand and needs of the community.	Monitor use of facility and maintain awareness of facilities required by user groups.	Consult with user groups, review of existing facilities and program upgrades/improvements.	Ongoing	Level of user satisfaction.
To optimise use of the area.	Promote use of complex and maintain awareness of the availability of the facility with the community.	Advertising and improvement of facilities.	Ongoing	Increase in use of area.
To establish a defined maintenance. Program.	To ensure that the role of Council and users is clearly defined and understood. A "core" level of maintenance is to be recognised.	Implementation of a maintenance programme which complements Council's responsibilities.	Ongoing	Level of user acceptance and understanding.
Encourage the community to participate in the operation / development of the facility.	Monitor participation by community/users in facility maintenance, improvements, development.	Response by Council to all requests; Council staff consult with users.	Ongoing	Levels of user/community input.
Plan for progressive improvement of the quality and appearance of the area (as funds become available).	Determine improvement work with associated costings on an annual basis.	Participation by users, community and Council in future development.	Ongoing	Level of community satisfaction.
To form a component of Council's Land Management strategies.	Consistent with other Plans of Management established by Council	Establishment of the Plan in conjunction with other Plans of Management.	Ongoing	Application of strategies.

CROOKWELL MEMORIAL OVAL COMPLEX

To comply with Local Government Act 1993 and other legislative requirements.	Develop and review Plan (5 year review).	Meet statutory requirements.	Every 5 years	Level of user satisfaction.
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4. Variation

Council reserves the right to reasonably vary the terms and conditions of this Plan to ensure it continues to meet Council's requirements.

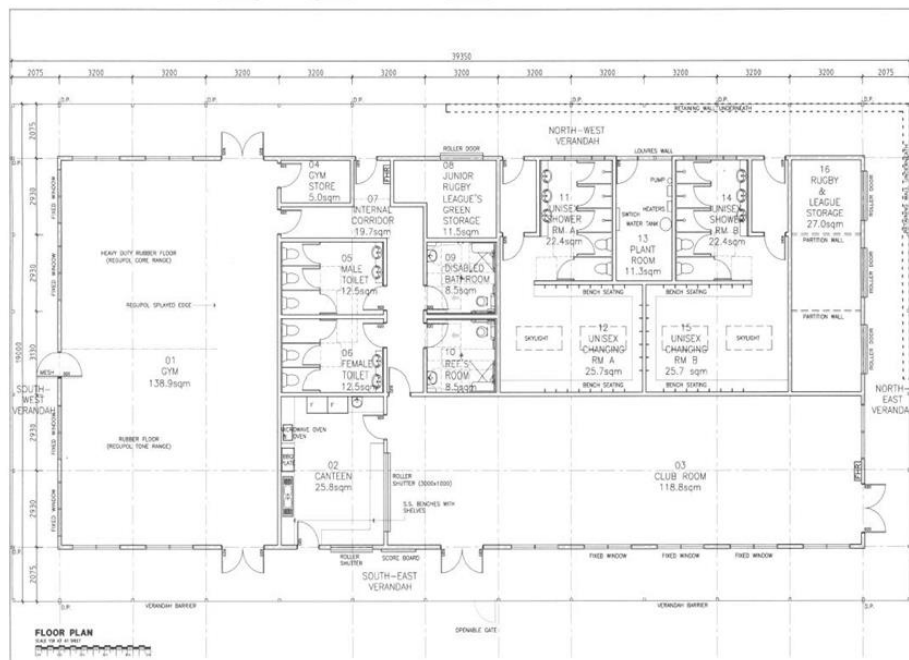
5. Relevant Legislation and Council Policy and Procedures

The Following Legislation and Council Policies and documents that are relevant to this Plan include:

- Local Government Act 1993
- Local Government Amendment (Community Land Management) Act 1998
- Government Information (Public Access) Act 2009
- Upper Lachlan Local Environmental Plan 2010
- Upper Lachlan Shire Councils Integrated Planning and Reporting suite of documents
- Code of Conduct for Councillors, staff and delegates of Council
- Service Delivery Policy
- Interaction between Councillors and Staff
- Volunteers Policy
- Upper Lachlan Shire Council Code of Business Practice
- Any other relevant legislation and guidelines as applicable

CROOKWELL MEMORIAL OVAL COMPLEX

SCHEDULE TWO (2)



CROOKWELL MEMORIAL OVAL COMPLEX**SCHEDULE THREE (3)****Defined Maintenance Schedule**

This schedule has been prepared to define and identify the "maintenance" role of Council in managing the community land area(s) indicated.

AREA(S):	Crookwell Memorial Oval Complex.
GENERAL MAINTENANCE:	<p>Cleaning, caretaking and general maintenance undertaken (as necessary) coordinated by the Council.</p> <p>User groups are responsible for the day to day maintenance of their respective areas and for the cleaning/tidy-up of facilities following functions/activities conducted by their group. Should this not occur relevant costs will be recouped from the user group.</p>
BUILDING MAINTENANCE:	As required. Any improvement/upgrade works are to be approved by Council. Funding for such works will be considered annually as part of Council's Operational Plan processes.
OTHER:	<p>Specific arrangements made for functions / events are to be booked in advance by liaising with the Council.</p> <p>Should there be an accident or injury arising through the hirers use, the hirer must inform the Council, in writing, on the first working day after the incident.</p> <p>Council shall not be responsible for any loss or damage of any property belonging to the hirer or any person attending the facilities.</p> <p>Any unresolved disputes arising between the hirer shall be referred to Council whose decision shall be final.</p>

12 INFRASTRUCTURE DEPARTMENT

The following items are submitted for consideration -

12.1	Appointment of Council Native Title Manager	282
12.2	Proposed Road Closure at 7272 Oberon Road -Taralga	286
12.3	Private Sewer Pump Station Policy	322
12.4	Roads and Maritime Services RMCC Contract Renewal	328
12.5	Swimming Pool Review Committee	334

Infrastructure Department - 21 November 2019

ITEM 12.1 **Appointment of Council Native Title Manager**

FILE REFERENCE **I19/757**

AUTHOR **Design Engineer**

ISSUE

Council is required to have a Native Title Manager and require a formal resolution of the Council as per the request form NSW Department of Planning and Environment – Crown Lands.

RECOMMENDATION That -

1. The Design Engineer is appointed as the Native Title Manager for Upper Lachlan Shire Council.

BACKGROUND

NSW Department of Planning and Environment Crown Lands requires each Council to have a Native Title Manager. The appointment requires a Council resolution before the appointment can be made. Council's Design Engineer, Craig Smart, has been operating in this capacity for the last 2 years. This report formalises the appointment of this role as the Native Title Manager for Upper Lachlan Shire Council.

REPORT

Section 8.8, of the *Crown Land Management (CLM) Act 2016*, requires each Council to give notice to the Minister for Water, Property and Housing of the name of Council's Native Title Manager. It is necessary to obtain a Council resolution to formally notify the Minister.

It is further advised should the Design Engineer be unavailable, the Manager of Assets and Design will fulfil the role in the absence of the Design Engineer.

POLICY IMPACT

This is a requirement under Section 8.8 of the *Crown Land Management (CLM) Act 2016*.

OPTIONS

Nil


FINANCIAL IMPACT OF RECOMMENDATIONS

Nil

RECOMMENDATION That -

1. The Design Engineer is appointed as the Native Title Manager for Upper Lachlan Shire Council.

ATTACHMENTS

1. 	Email from NSW Planning & Industry - Crown Lands	Attachment
2. 	Correspondence to NSW Crown Lands	Attachment

Shelley Knight

From: Glen Colley <Glen.Colley@olg.nsw.gov.au>
Sent: Monday, 14 October 2019 2:50 PM
To: Glen Colley
Cc: Carl Malmberg; Council CLM
Subject: Reminder - Upcoming Crown Land Management reporting requirements
Importance: High

Good afternoon,

This is a quick reminder about two upcoming reporting requirements for Council Crown Land Managers.

1. Native title manager notification (to Department of Planning, Industry and Environment – Crown Lands by 31 October 2019)

Section 8.8 of the Crown Land Management (CLM) Act 2016 requires each council to give notice to the Minister for Water, Property and Housing of the name and contact details of any person the council has engaged or employed as a native title manager. The notice must be given as soon as practicable after 30 June (**but not later than 31 October**) of each year.

We have previously advised (Council Crown Land Manager newsletter – 26 October 2018) that it is necessary to obtain a council resolution to formally notify the Minister. However, to expedite the process DPIE – Crown Lands has indicated that it will accept a notification directly by way of an email from your council to council.clm@crowland.nsw.gov.au.

2. Plan of Management funding annual expenditure report (to Office of Local Government by 30 November 2019)

As set out in the Plan of Management Funding agreement that your Council entered into with OLG, there is an annual reporting requirement with regard to the expenditure of the funds. The first annual report must be provided to OLG by 30 November 2019.

There is no specific format for the report. However, it is suggested that the following be used (accompanied by a covering letter from your Council's General Manager). This should be emailed to OLG at councilcrowland@olg.nsw.gov.au.

(INSERT NAME) COUNCIL PROGRESS REPORT – 30 NOVEMBER 2019 – Plans of Management Funding Support Program				
Total Reserves classified "Community"	Adopted PoMs	PoMs in development	No of Reserves with no PoM	Amount of grant funding expended
No.	No.	No.	No.	No.

Thank you to those councils that have already provided the above-mentioned reports.

Please don't hesitate to contact me if you require any further information.

Note: This message has been sent to the Council Crown Land Management electronic mailing list. Please check if other relevant council staff have also received this message and ensure that your council provides only one response for each of the above-mentioned reports.



ABN 61 011 241 552

Upper Lachlan Shire Council

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

Crookwell Office: 44 Spring Street, Crookwell NSW 2583

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

Gunning Office: 123 Yass Street, Gunning NSW 2581

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

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

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

Our reference: F11/106-09

14 June 2019

NSW Department of Industry – Crown Lands
Land and Water Division
PO Box 2185
DANGAR NSW 2309
council.clm@crowland.nsw.gov.au

Dear Council Crown Land Management Team,

Re: Native Title Manager at Upper Lachlan Shire Council

We refer to your email dated 14 June 2019 regarding the Native Title Manager at Upper Lachlan Shire Council.

Council confirms that Design Engineer Mr Craig Smart is appointed and the current Native Title Manager for the Upper Lachlan Shire Council.

Should you wish to discuss this matter further please contact Council's Director of Infrastructure on 02 4830 1000 during business hours.

Yours faithfully

Mursaleen Shah
Director of Infrastructure

CC: Design Engineer
General Manager
Manager of Assets and Design

Infrastructure Department - 21 November 2019

ITEM 12.2 **Proposed Road Closure at 7272 Oberon Road -Taralga**

FILE REFERENCE **I19/780**

AUTHOR **Design Engineer**

ISSUE

There is a section of disused Public Road Reserve at 7272 Oberon Road Taralga that the adjoining property owners wish to purchase.

RECOMMENDATION That -

1. Council approve the closure of the disused section of Oberon Road in Taralga as a public road pursuant to Division 3 – Closing of Council Public Roads by Council under the Roads Act 1993 and noting the road identified highlighted yellow on a map prepared by CPC Land Development Consultants Pty Ltd dated 20 December 2017.
2. All costs associated with this road closure are at no cost to Council.
3. Council lodge an application with NSW State Government requesting closure of the road reserve highlighted in Attachment 1.
4. Council General Manager be authorised to sign the Agreement for Road Closure.

BACKGROUND

In 1966 there was a road deviation in the former Mulwaree Shire Council LGA on Oberon Road, at the time a section of disused road was never closed. The current owners of property adjacent to this road at Lot 1 DP 801046 have requested to purchase this portion of road to proceed with a development application.

It is noted that the existing road has buildings constructed in the road reserve identified and shown in a map provided in Attachment 1.

REPORT

The section of road highlighted on the Plan prepared by CPC Land Development Consultants Pty Ltd has a total area of 3.3 Ha. Previously the owners of this land consulted with NSW Crown Lands in the purchase of this parcel of land.

The owners previously had an application for this road closure with NSW Department of Industry Lands however the application was not processed as councils are now responsible for Council road closures under the Roads Act 1993 since July 2018.

Attached is a supporting correspondence and road closure application from the applicant.

Infrastructure Department**PROPOSED ROAD CLOSURE AT 7272 OBERON ROAD -TARALGA cont'd**

Council has now formalised an “Agreement for Road Closure” with Council’s solicitor, and this shall to be completed and signed by both parties.

POLICY IMPACT

The recommendations are consistent with Council’s Land Acquisition Policy.

OPTIONS

Council can close a public road or accept the risk of retaining the land as public road.




FINANCIAL IMPACT OF RECOMMENDATIONS

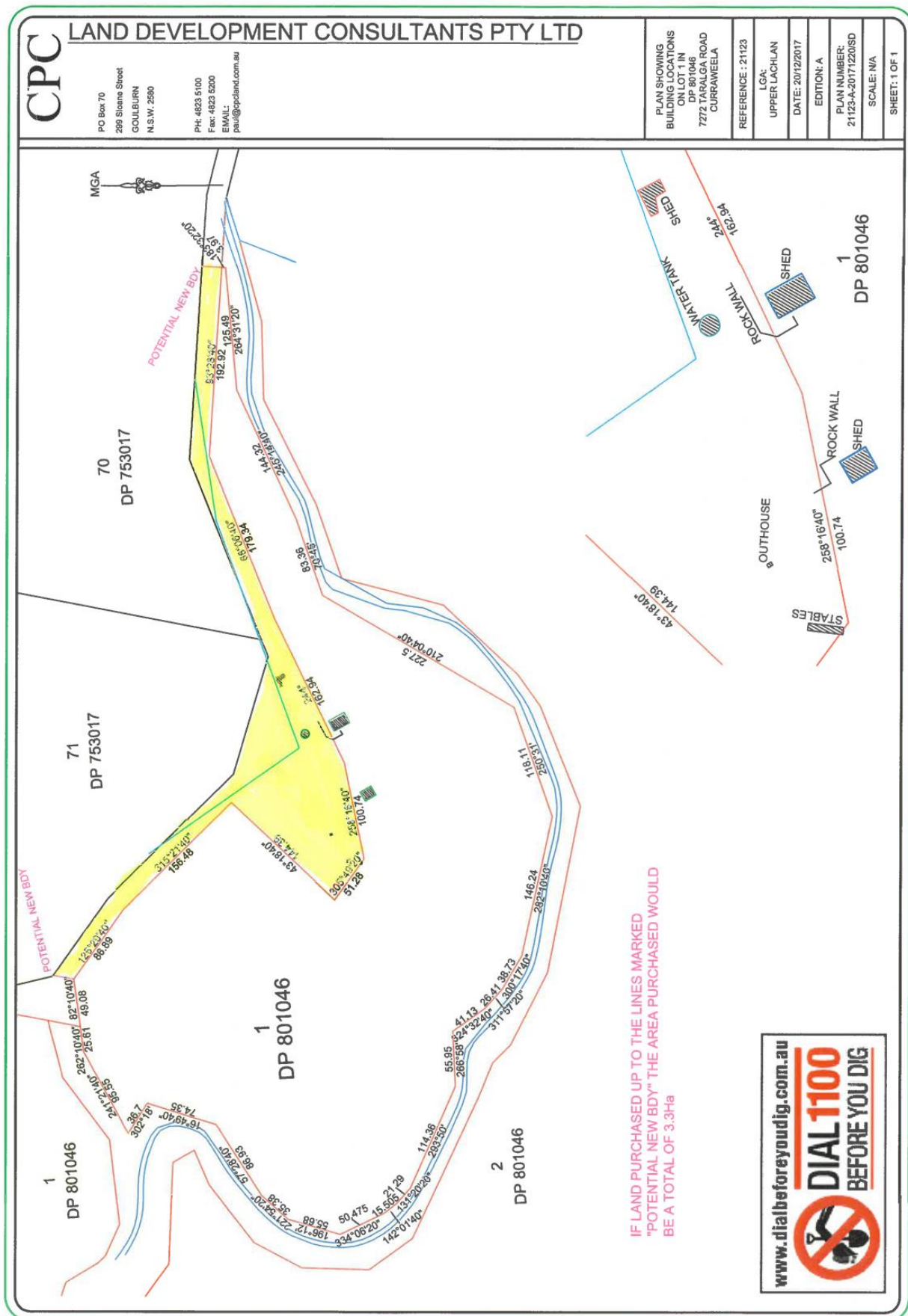
Nil all fees and charges are to be paid by the adjoining property owner applicant.

RECOMMENDATION That -

1. Council approve the closure of the disused section of Oberon Road in Taralga as a public road pursuant to Division 3 – Closing of Council Public Roads by Council under the Roads Act 1993 and noting the road identified highlighted yellow on a map prepared by CPC Land Development Consultants Pty Ltd dated 20 December 2017.
2. All costs associated with this road closure are at no cost to Council.
3. Council lodge an application with NSW State Government requesting closure of the road reserve highlighted in Attachment 1.
4. Council General Manager be authorised to sign the Agreement for Road Closure.

ATTACHMENTS

1. 	Plan showing proposed road closure highlighted yellow	Attachment
2. 	Application for Road Closure	Attachment
3. 	Proposed Agreement for Road Closure	Attachment



Upper Lachlan Shire Council Road Closure Application



Application for the closure of a Council public road (*Section 34 Roads Act 1993*)

APPLICANT INFORMATION

Name of Applicant/s
RUSSELL PLUMMER & MARK MEAKLIM

Applicant Address
7272 TARALGA ROAD CURRAWHEELA NSW 2580

Postal Address (if different from above)
11 FITZGERALD STREET NEWTOWN NSW 2042

Phone Number/s
(Russ) 0405632009 / (Mark) 0408029064

Email
RUSS_PLUMMER@LIVE.COM.AU

CHECK LIST

Note: This information checklist is to be completed and must be lodged with every Application for the closure of a council public road.

All information on road closure form has been completed	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Site plan sketch attached drawn at or reduced to A4 size	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Agreement from adjoining owner/s in writing attached	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Application Fee paid (Refer to Council's Fees and Charges)	<input type="checkbox"/> Yes	<input type="checkbox"/> No

OFFICE USE ONLY

FEE DETAILS –

Date Paid	Receipt No	Fee \$

SITE PLAN

Attach - Please attach a site plan and any relevant photos

The site plan shall include the following:

1. The location, boundary dimensions, site area and North point of the land;
2. The existing public utilities on the land;
3. The location and uses of any buildings or structures encroaching on the land;
4. The location and uses of buildings on sites adjoining the land

PROPERTY DETAILS

Please include all Lots / Sections / Deposited Plans / Strata Plans involved:

(SEE ATTACHED TO THIS APPLICATION FORM)

Name of the road(s) applied to be closed:

PRIOR TO THE DEVIATION OPENING IN 1966 IT WAS CALLED "BOMAROO FORD ROAD"
(NOW CALLED TARALGA ROAD) (See sixth edition public gazette attached)

Description of the road(s) applied to be closed:

3.3 HECTARES OF LAND THAT HAS NOT BEEN USED SINCE THE DEVIATION WAS
OPENED ON 30.9.1966 (See detailed site map by CPC Land Development Consultants Pty Ltd)

Purpose for closure and intended future use:

AS OWNERS OF THIS PROPERTY, IT WAS UNDERSTOOD AT THE TIME OF PURCHASE IN 2012 THAT THIS LAND WAS PART OF OUR CONTRACT OF SALE, HOWEVER IT WAS BROUGHT TO OUR ATTENTION IN 2017 THAT IT WASN'T. (Please see supporting documentation for more information of the history of this land and the long process of communications between crown and council to have this road closed).

SIGNATURE

I understand and acknowledge responsibility of costs I am likely to incur with this road closure application as outlined on the following Road Closure Fact Sheet.

RUSSELL PLUMMER & MARK MEAKLIM

Applicant Name

[Signature]

Signature of applicant

1 October 2019

Date

Privacy Notification (Privacy and Personal Information Protection Act 1998 – Section 10) - Personal information collected in this application is considered personal or health information for the purposes of the Privacy and Personal Information Protection Act 1998 (PPIPA). Information provided will only be used for the purpose for which it is collected. The intended recipients of the personal information are Council officers and may extend to any person wishing to inspect the application in accordance with the Local Government Act 1993 or the Government Information (Public Access) Act 2009. The supply of this information is voluntary, however if you do not wish to provide all details requested, Council may be unable or limited in dealing with your request. You may make application to access, amend or suppress your personal information which Council will consider in accordance with the PPIPA.

Russ Plummer and Mark Meaklim
Abercrombie Ridge
7272 Taralga Rd, Curraweela NSW 2580
Lot 1, DP 801046

1 October 2019

To: Mr Craig Smart or Mr Atheer Al-Saoudi
Upper Lachlan Shire Council
44 Spring Street Crookwell,
NSW 2583

Re: Crown Road Closure within Lot 1, DP 801046 – 7272 Taralga Road Curraweela NSW 2580

To whom it may concern,

This letter was originally submitted to Department of Industry – Lands on 16th January 2018.

We, Russell Neil Plummer and Mark Alexander Meaklim own the property Abercrombie Ridge, located at Lot 1 DP 801046.

We purchased this property back in November 2012 and until recently when we approached Upper Lachlan Shire Council to get some information about submitting a Development Application, we were told by Council that our buildings were located what appeared to be on Crown Land.

We were also told by Council that until the crown land issue has been resolved, we were unable to proceed with any development application.

Upon finding out this information, we contacted our solicitors who completed our conveyancing for us. And also they too were not aware of any crown land within the boundaries of the property that they assisted in purchasing for us. So, it came to a surprise to both of us that there was crown land within the boundaries of our property and no information of this was made available to us at the time of purchase.

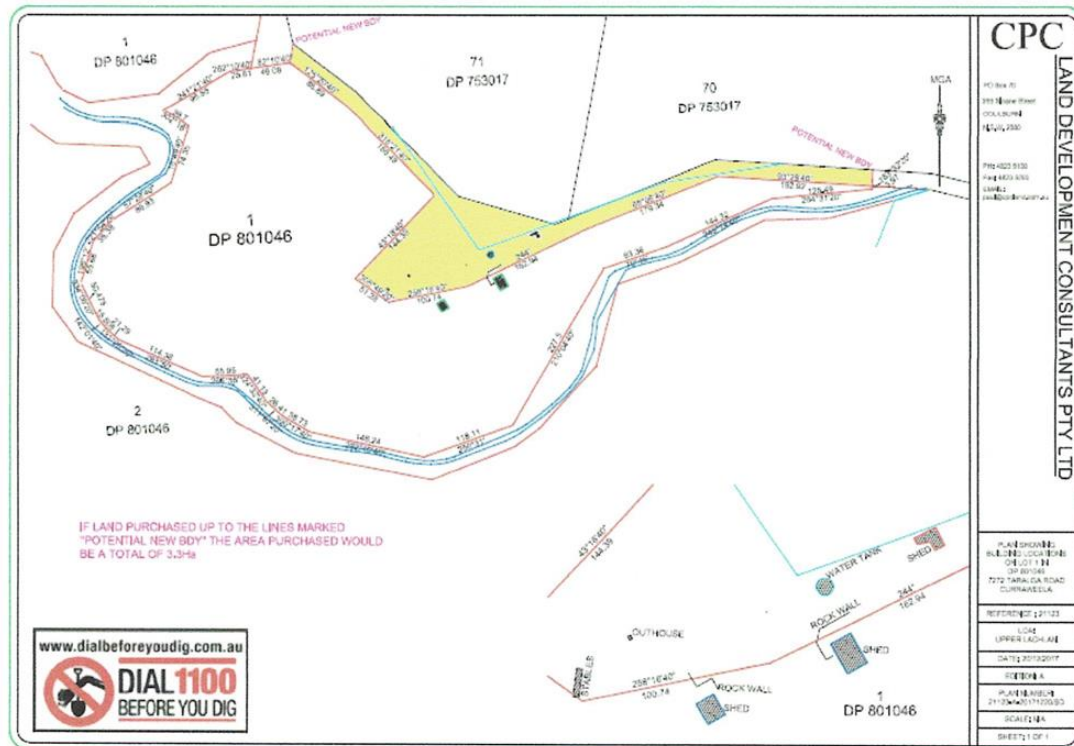
To move forward 8 years, we now find ourselves in a situation where we now must submit an application to purchase the crown land. And after completing a recent survey, we are pleased to provide an updated survey map of the property (see below) and we have marked out the crown land we're looking to purchase by the yellow area in the following map.

Upon looking at the files supplied by Council, it is interesting that the location of the buildings have been signed off as approved by a Goulburn Mulwaree Inspector on the 11th of December 2002. So, once again, it appears that the buildings were in fact approved and in the right location, however are now apparently on crown land, for which we are having to now purchase land that we thought we already owned.

To assist with helping the application process in moving swiftly, also supporting our application to purchase the crown land, is a consent from our nearest neighbour Mr David Kingsford who does not object to us purchasing this crown land, nor does he wish to lay claim too or purchase the crown land himself.

David is in absolute support of us applying for the closure of the crown land which boundaries his property and for us to purchase the crown land at the nominated closure points (see marked on the above map).

At additional cost to us, we appointed surveyors to complete a recent boundary and site map of our property. Based on the information from the survey, our Development Consultants have indicated that this area comes to a total of 3.3 hectares. Please see the map below.



It is with greatest hope that our application is reviewed in favour by the Crown and that we are able to purchase this crown land for a nominal cost to us.

As shown on the survey map, prior to purchasing this property, the previous owner Mr & Mrs Salmon had already built all the buildings in their current locations, so as an attempt to right the inefficiencies and mistakes made by the previous owners and Goulburn Mulwaree Council Inspectors, we'd like to submit a development application to Upper Lachlan Shire Council for the buildings current locations and to purchase the crown land as shown.

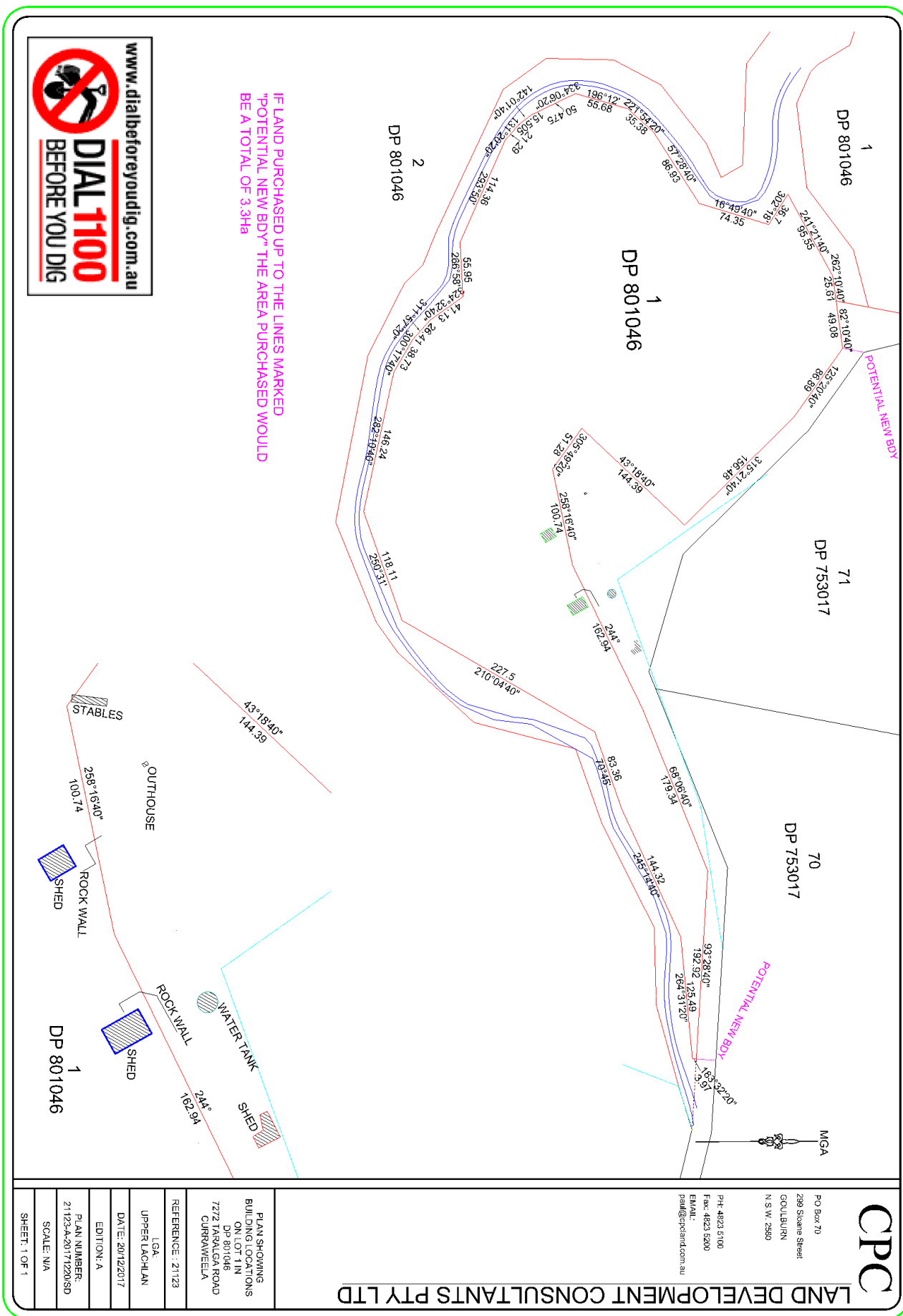
Please contact me directly and I'm happy to pay for the application fee as requested.

If you have any questions at all, please do not hesitate to contact us on 0405 632 009.

Kindest regards

[Handwritten signatures]

Russ Plummer and Mark Meaklim



David Kingsford
 Tanjenong
 6875 Taralga Rd, Curraweela NSW 2580
 Lot 77, DP 753017

16 January 2018

To:
 Department of Industry – Lands
 PO Box 2155
 DANGAR NSW 2309

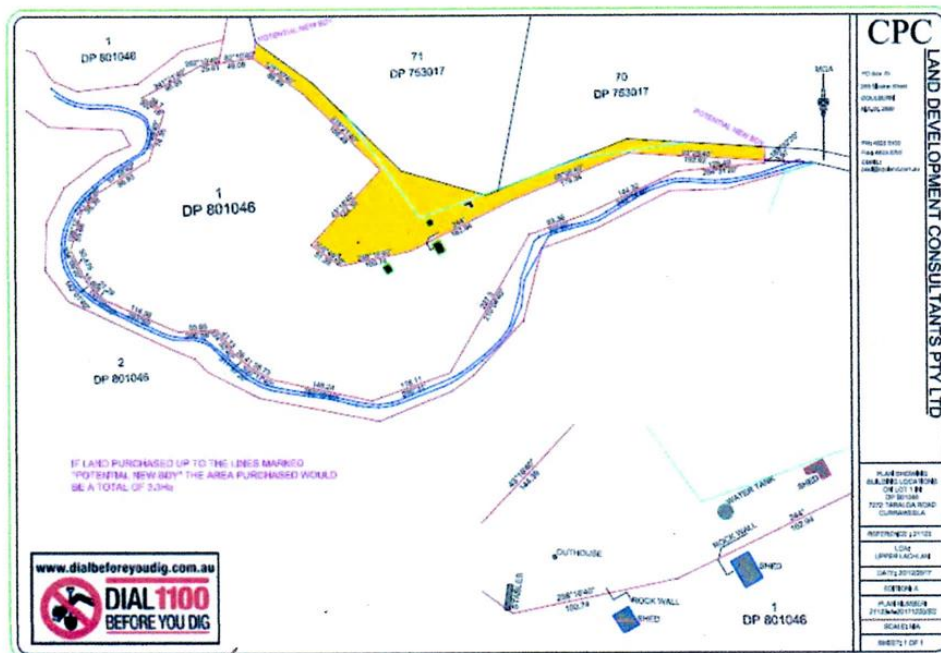
Re: Crown Road Closure within Lot 1, DP 801046 – 7272 Taralga Road Curraweela NSW 2580

To whom in may concern,

I, David Kingsford; the owner of Lots 70 & 71 under DP 753017, also known as Tanjenong which is located at 6875 Taralga Road Curraweela write this letter of support to assist our neighbours; Russell Neil Plummer and Mark Alexander Meaklim who own the property Abercrombie Ridge, located at Lot 1 DP 801046.

It is with my full consent that I give permission for Russell and Mark to apply to the Department of Industry – Lands, to have the 'Crown Road' between our properties 'Closed' and released to them.

I make no current or future claim to purchase or acquire a total of 3.3 hectares of 'Crown' land as identified within their application and marked as shown in the map below (highlighted in yellow).



Should you have any further questions, please do not hesitate to contact me directly.

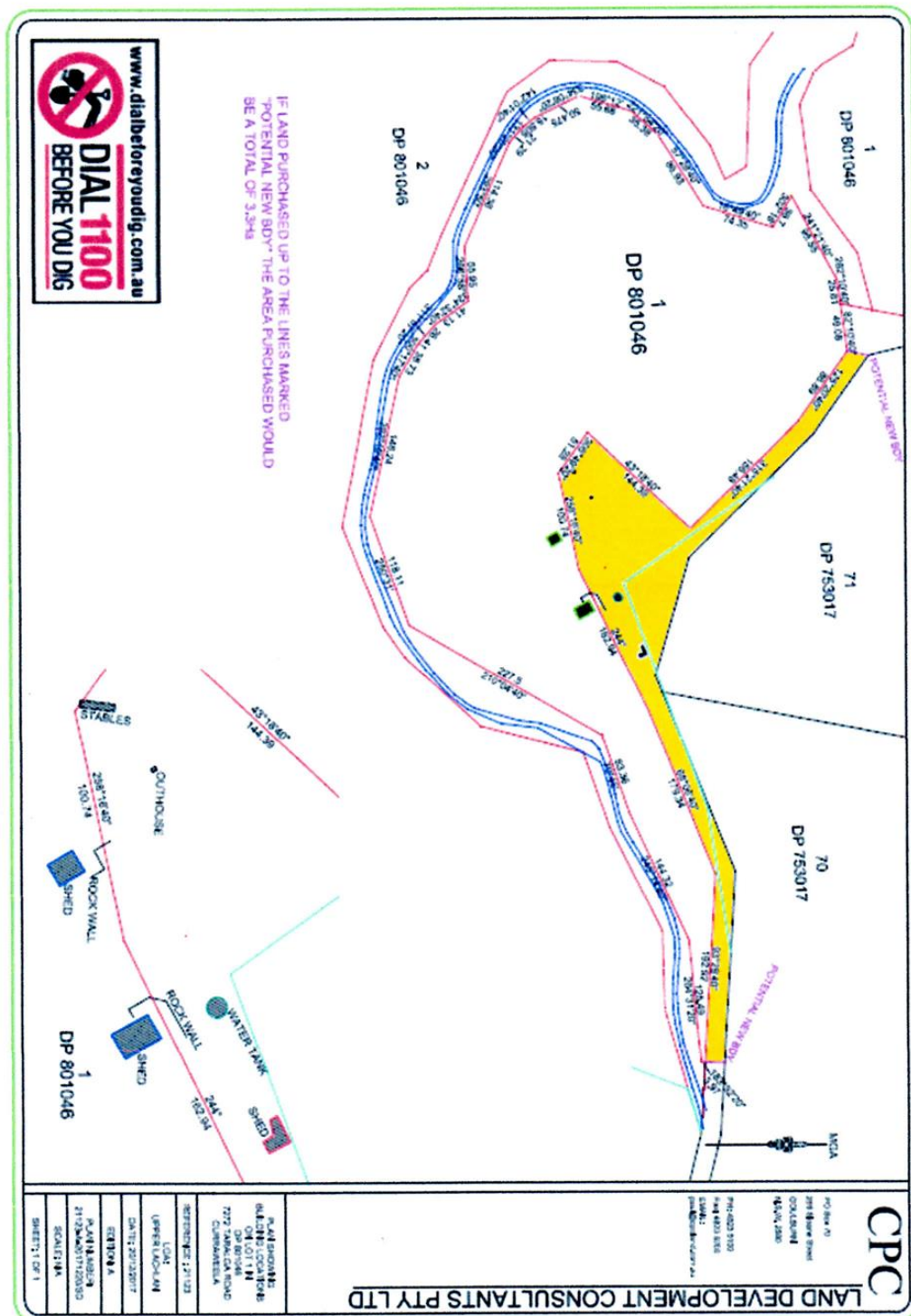
Yours sincerely

David Kingsford

Abercrombie Ridge

Lot 1, DP 801046 (shown as boxed colour)

Crown Land to be closed (marked in yellow):





Department
of Industry
Lands

File Reference: 18/00638
Account No: W593145

Contact: Mandy Ade
Phone: (02) 6640 3923
Email: Mandy.Ade@crowland.nsw.gov.au
Freecall: 1300 052 637

6 April 2018

Russell Plummer & Mark Meaklim
7272 Taralga Road
CURRAWHEELA NSW 2580

Dear Messrs

Re: Proposed Road Closing Application W593145

I refer to your Proposed Road Closure and Purchase Application W593145, lodged with our department on 23 January 2018. Please find attached a copy for your reference.

The Department thanks you for your interest and assistance with our investigations.

I regret to advise that in this instance your application cannot be processed as the status of the road is Council. Due to the new Roads Act being enacted shortly there isn't enough time for our department to process this application. Councils will be responsible for processing their council road closures within the new act. It is recommended to approach your council about your interest.

I have organised a refund of your application fee of \$403.80 (Less \$71.20 status fee).

If I can be of further assistance please do not hesitate to contact me anytime or should you wish to discuss the Minister's delegates determination in this matter or require further information please contact my supervisor Stephen Houlahan by telephoning 02 6640 3908.

Yours Sincerely

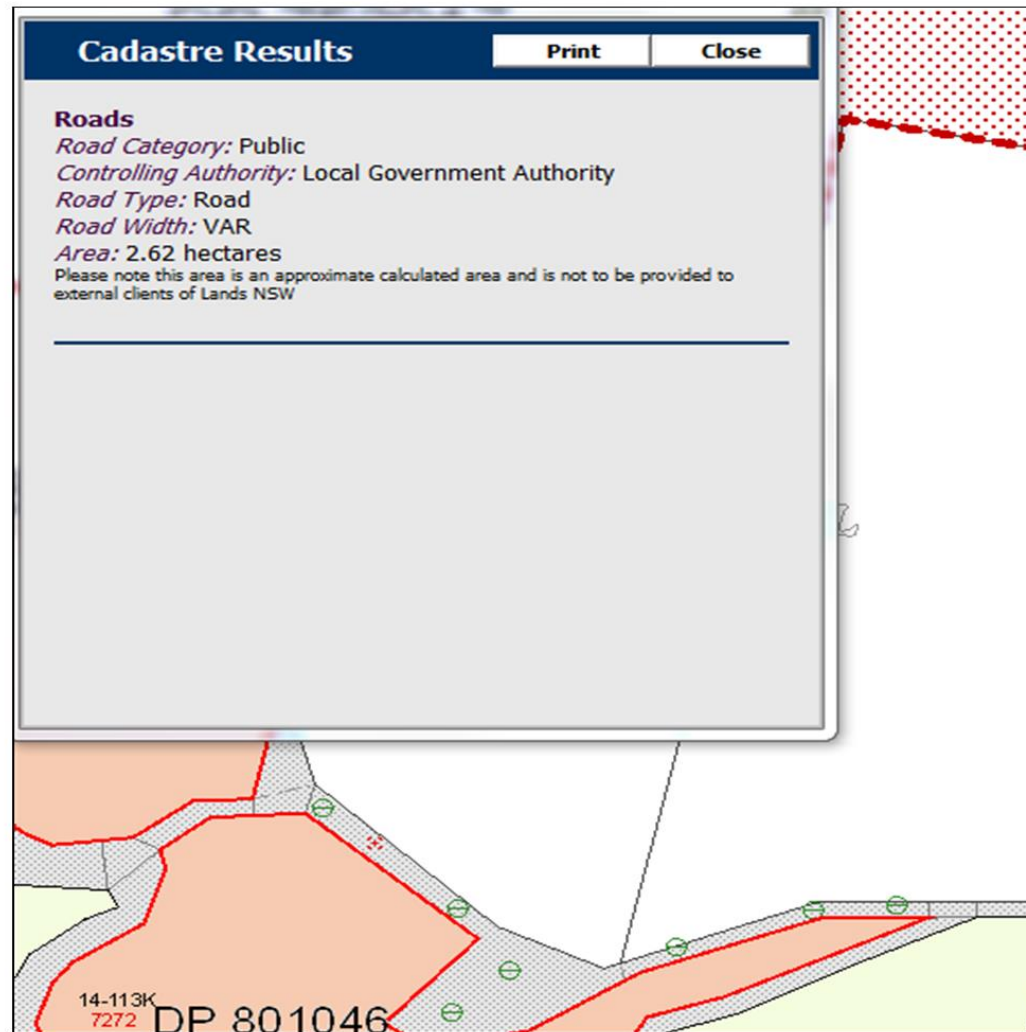
A handwritten signature in blue ink, appearing to read 'Mandy Ade'.

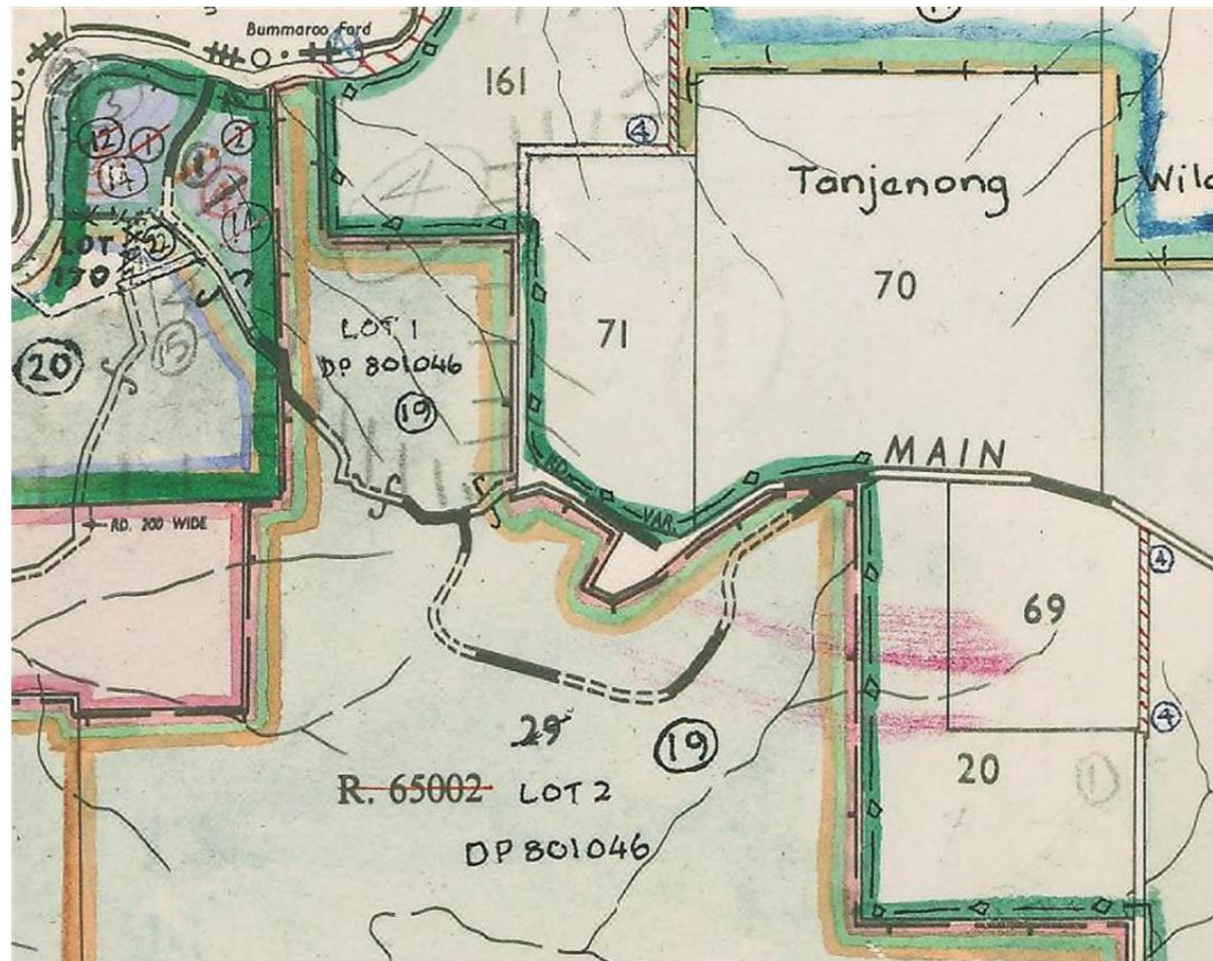
Mandy Ade
Business Services Officer

Re: Road Closure Application for:

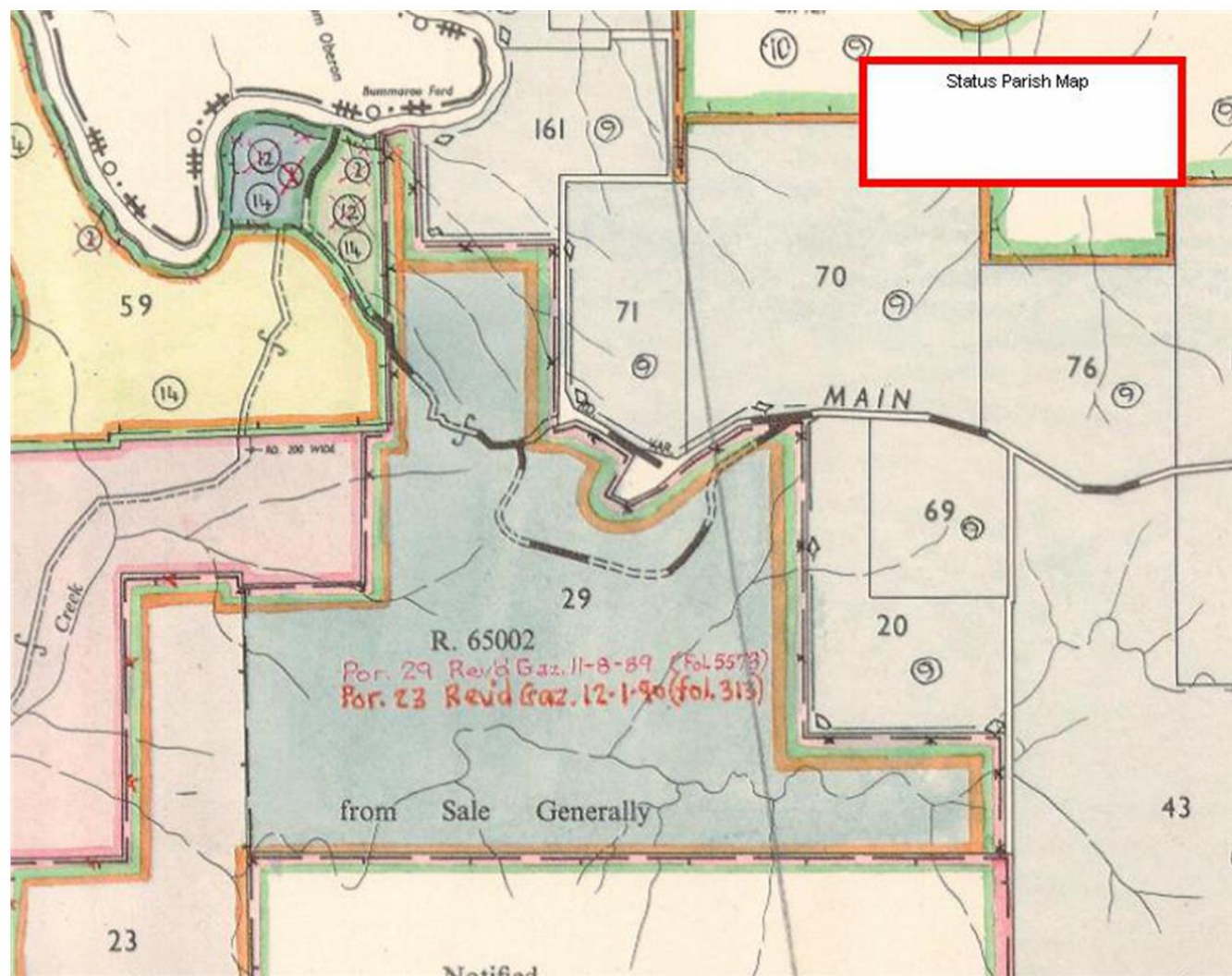
Abercrombie Ridge
7272 Taralga Road Curraweela NSW 2580
Lot 1, DP 801046

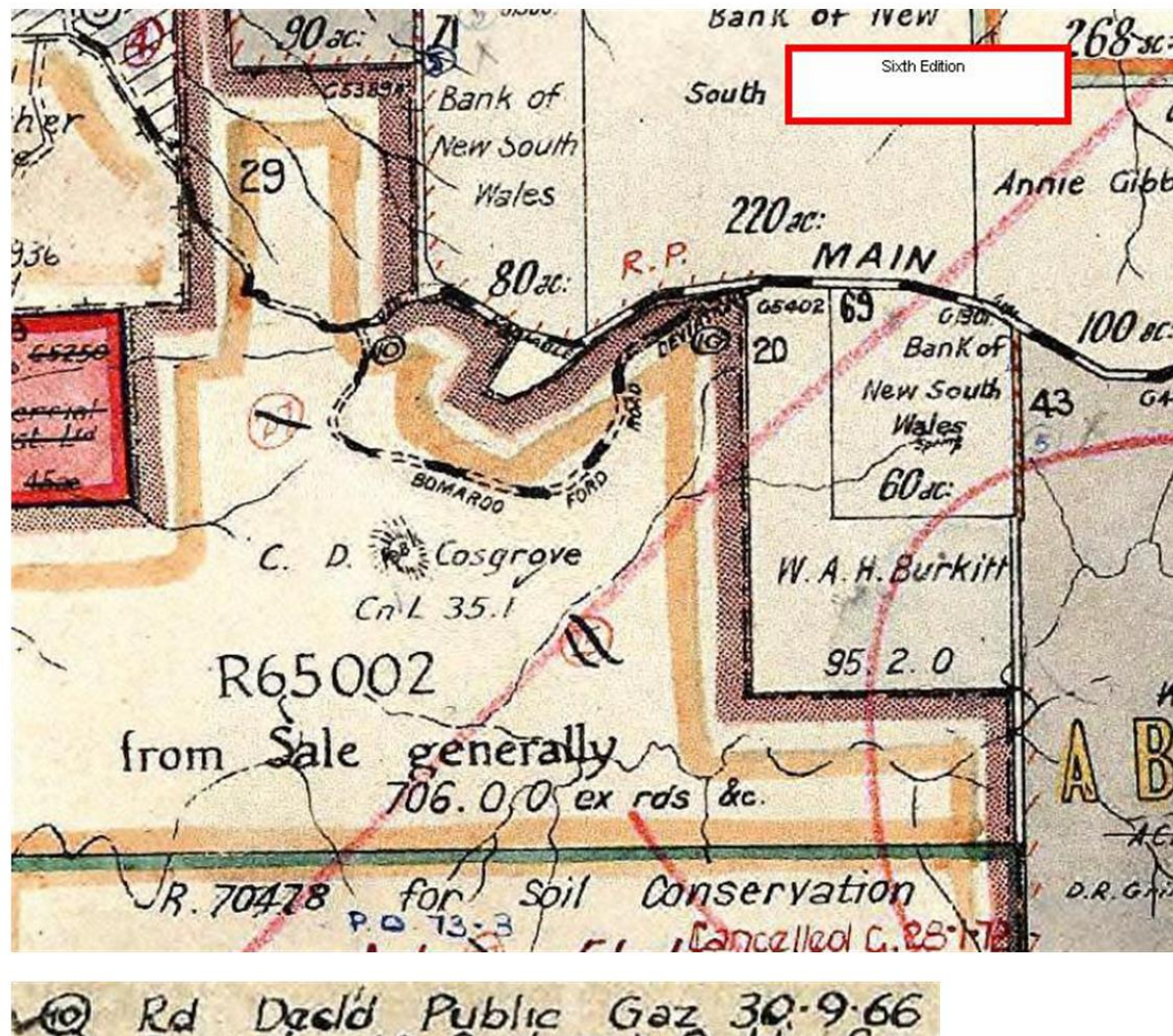
Supporting Gazettes

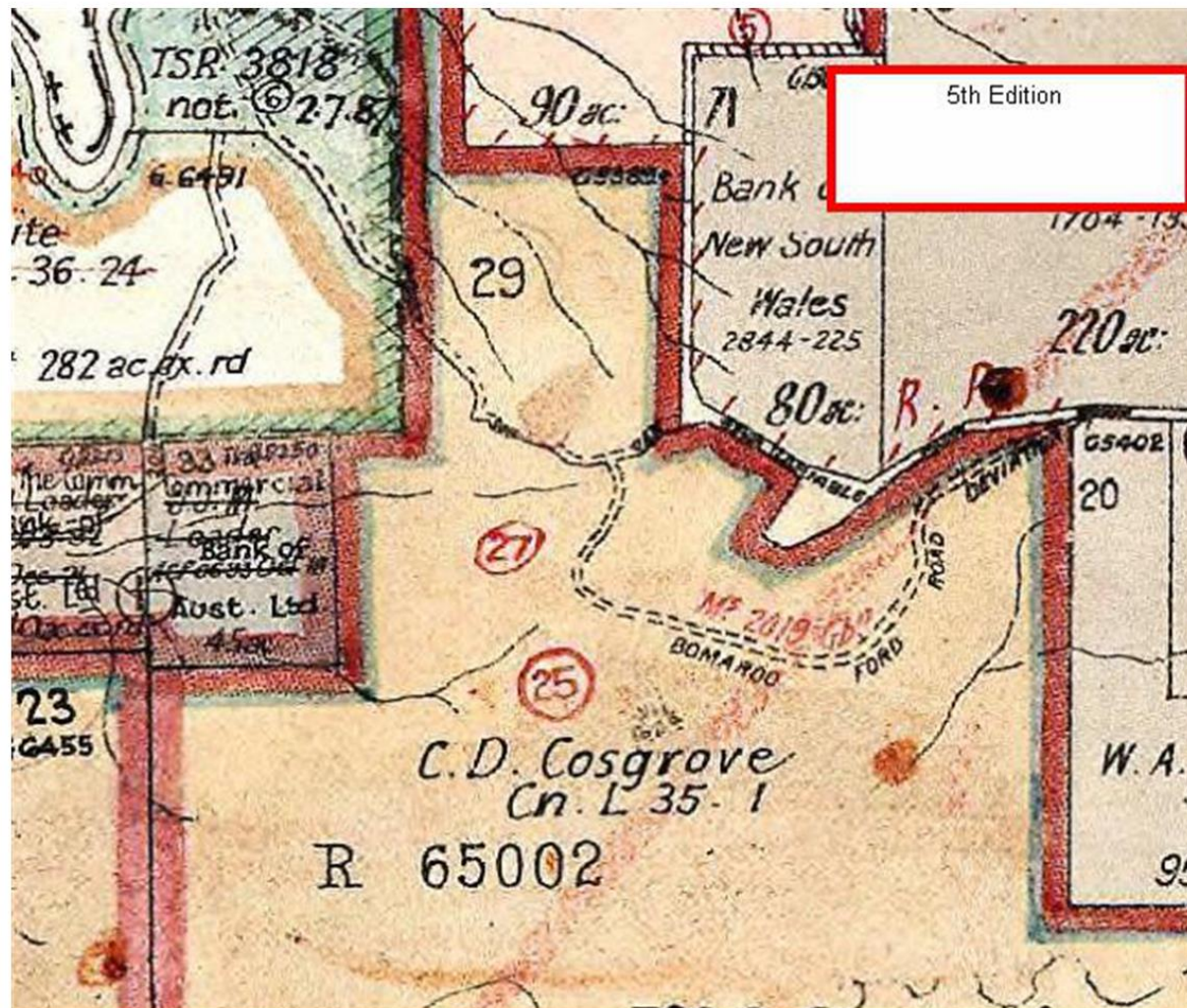


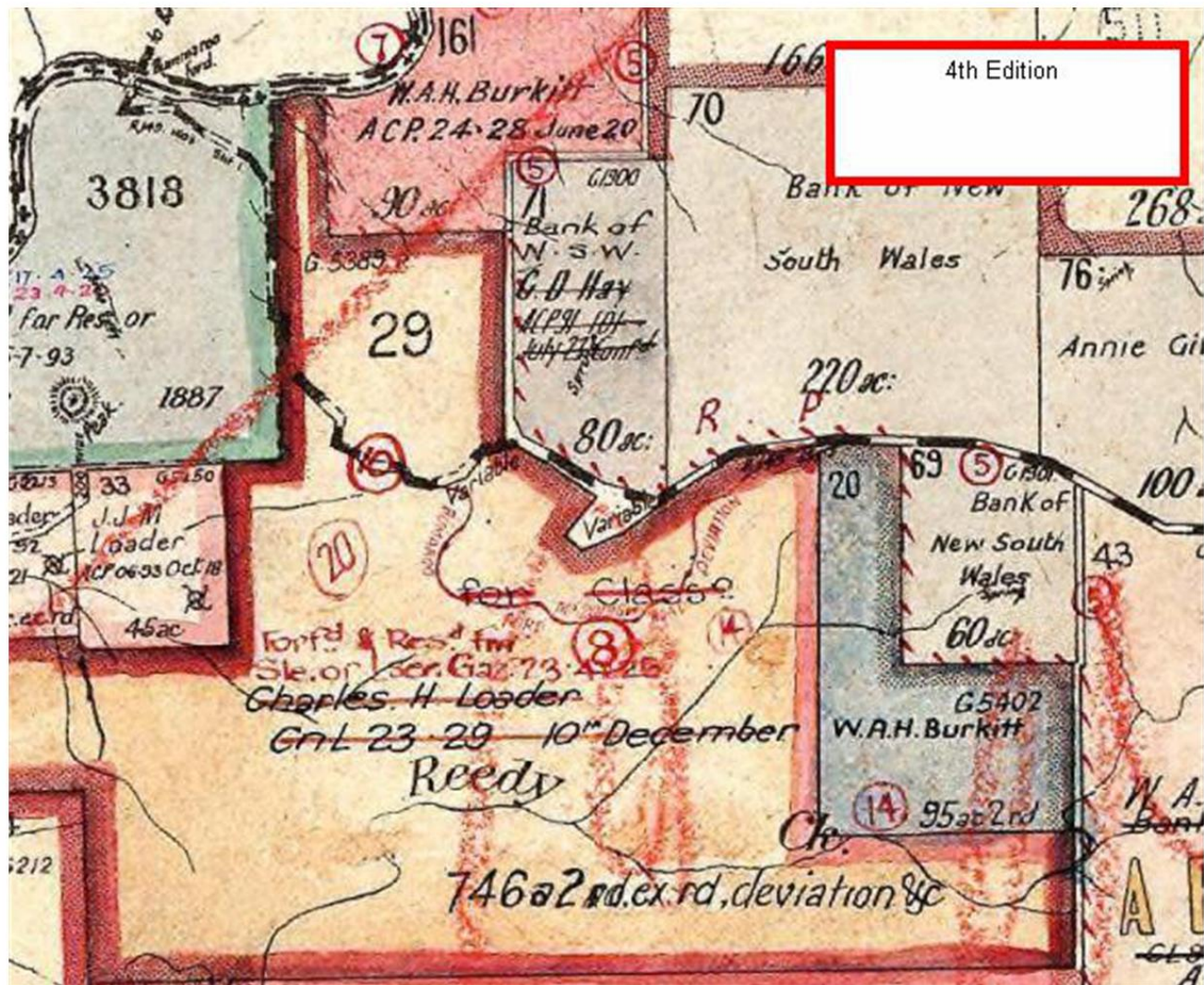


19	C5	11/4/74 65002-12. LOT 1 & 2, DP 801046 declared as "Kookaburra Wildlife Refuge", Gaz 14 Feb 97 (fol 614).
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Department of Lands,
Sydney, 28th July, 1868.

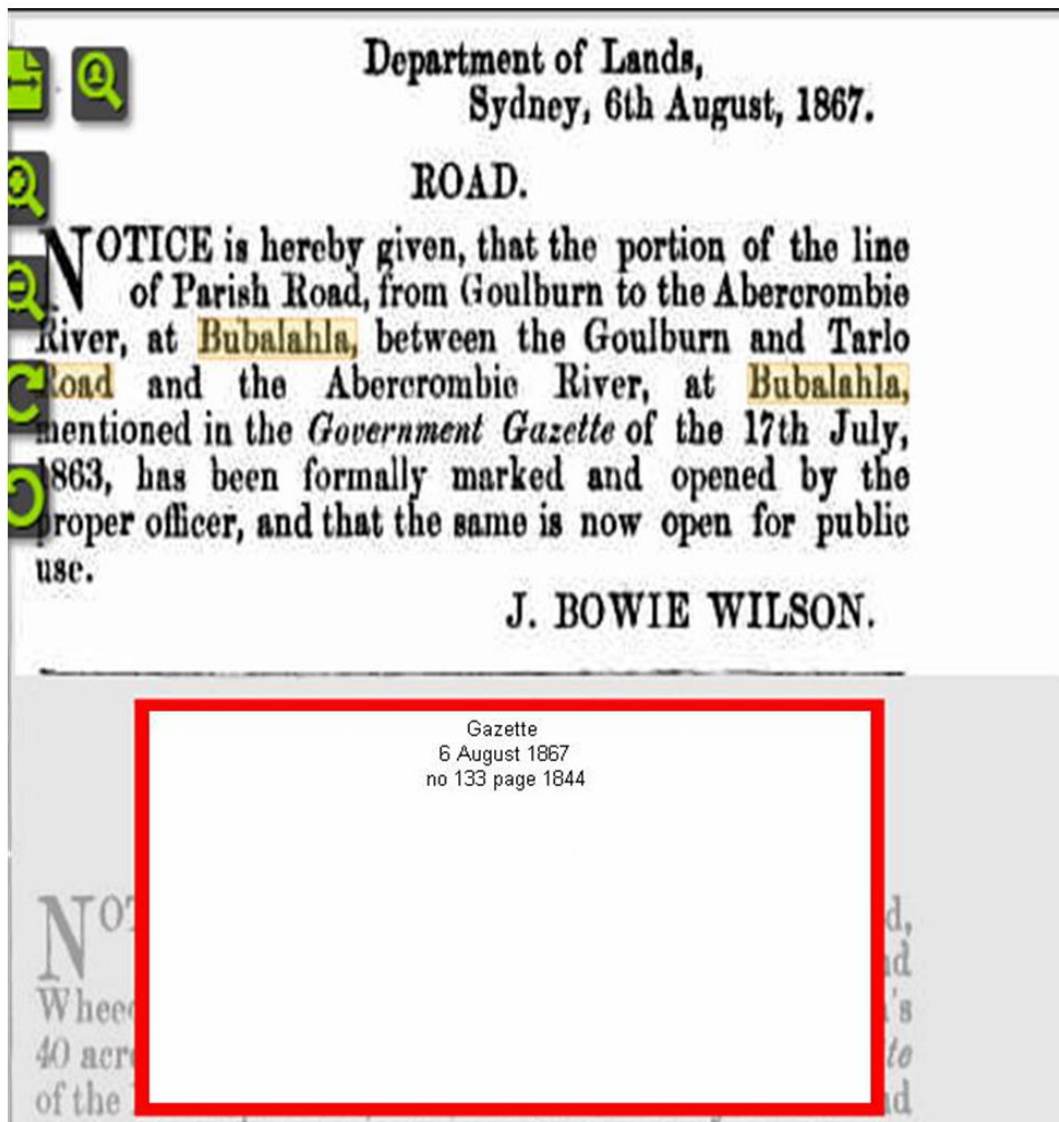
ROAD.

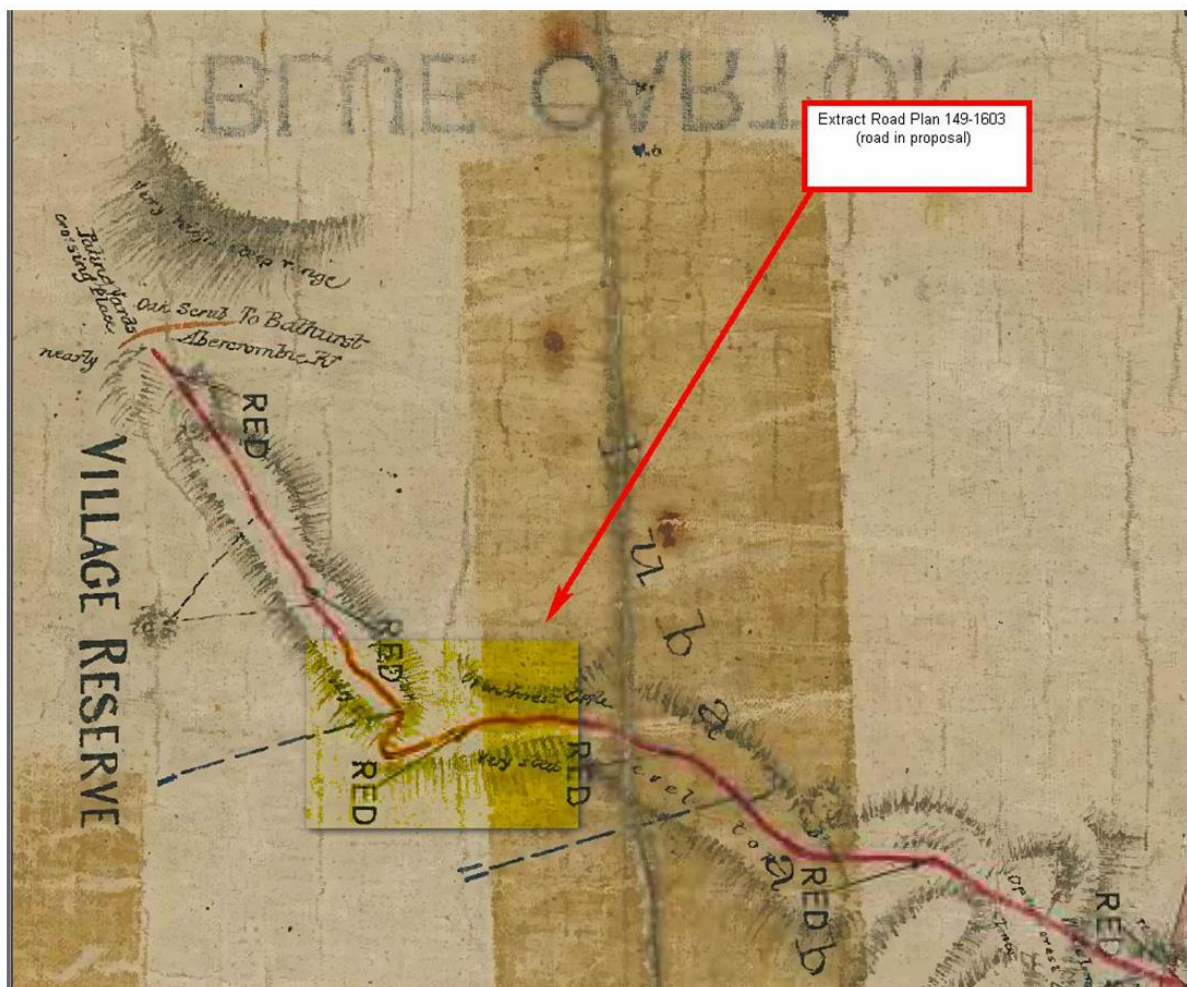
NOTICE is hereby given, that the line of Parish **Road**, being that portion of the line of **road** from Goulburn to the Abercrombie River, at **Bubalahla**, from the Goulburn and Tarlo Road to Goulburn, mentioned in the *Government Gazette* of the 30th July, 1863, has been formally marked and opened by the proper officer, and that the same is now open for public use.

J. BOWIE WILSON.

[**Roads**, No. 68-1,502.]

GAZETTE
28 JULY 1868
NO 184 FOLIO 2362





GAZETTE FOR DEVIATION (NEW ROAD WITHIN PORTION 29

(1661)

Sydney, 21st September, 1966.

DECLARATION OF ROADS TO BE PUBLIC ROAD
UNDER PROVISIONS OF SECTION 18, PUBLIC
ROADS ACT, 1902

I, Sir ARTHUR RODEN CUTLER, Governor of the State of New South Wales, with the advice of the Executive Council, do hereby notify that the roads hereunder described, in pursuance of the provisions of section 18, Public Roads Act, 1902, are hereby declared to be public road and dedicated to the public accordingly.

A. R. CUTLER, Governor.

E. A. WILLIS, for Minister for Lands.

Descriptions

Land District—Condobolin; Shire—Lachlan

Parish South Gulgo, County Gipps, road 200 links wide embracing formation, within Reserve 7,625 for Access, notified 27th October, 1888, extending generally southerly from the southern side of Main Road No. 230 through portion 98 to the southern boundary of portion 88, thence westerly and southerly to the northern boundary of portion 83. (Council's reference 42/2.) R. 66-686.

Land District—Cootamundra; Shire—Jindalee

Parish Cootamundra, County Harden, road separating portions 381 and 382 to 384, inclusive, end of road and portions 400 to 396 inclusive from portion 138, end of reserved road therein, portions 239 and 240, end of closed road and portions 155 and 156. (Council's reference 12/1.) R. 65-161.

Land District—Forbes; Shire—Jemalong

Parish Wangan, County Ashburnham, road separating portion 182 from portion 183, and its extension southerly to the northern boundary of portion 97. (Council's reference 5/E/50.) R. 66-949.

Land District—Goulburn; Shire—Mulwaree

Parish Bubalahla, County Georgiana, Bomaroo Ford Road deviation within portion 29 as shown on plan Ms 2,019 Gbn. (Council's reference 200/9.) R. 66-669.

Gazette 30 September 1966
Number 105
Folio 4044

UPPER LACHLAN SHIRE COUNCIL

AND

AGREEMENT FOR ROAD CLOSURE

Robert J McCarthy & Co
88-90 Goulburn Street
Crookwell NSW 2583
PO Box 6, Crookwell 2583
Phone: 02 4832 1055
Fax: 02 4832 2194
Email: mail@rjmac.com.au
Ref: TM:11056

The following definitions apply unless the context requires otherwise:

- (a) **Acquisition** means the negotiated acquisition evidenced by this agreement;
- (b) **Business day** means a day that is not a Saturday, Sunday, public holiday or bank holiday in New South Wales;
- (c) **Claim** includes any claim, notice, demand, proceeding, litigation, investigation, judgment, loss, claim for compensation, cost, expense, damage or liability however arising whether present or future;
- (d) **Compensation Sum** means the amount to be paid by the Landholder to the Council as determined by this Agreement in accordance with Clause 5
- (e) **Conveyancing Rules** means the rules made under s 12E of the Real Property Act 1900 (NSW);
- (f) **Council Costs** means the total administrative costs, staff costs and all other costs reasonably attributable as costs incurred by Council in connection with the Road Closure and all costs paid by Council to its Surveyors, Solicitors or other persons in connection with the Road Closure and Road Transfer.
- (g) **Draft Plan** means an unregistered plan of road closure and first title creation to be prepared by Council's Surveyors identifying the Road proposed to be closed as identified in Annexure A;
- (h) **GST** has the meaning given by section 195-1 of the GST Act or any replacement or other relevant legislation and regulations;
- (i) **GST Act** means *A New Tax System (Goods and Services Tax) Act 1999* (Cth) (as amended);
- (j) **NSWLRS** means NSW Land Registry Services or such other body exercising materially the same powers;
- (k) **Road** means the land shown dedicated as a public road under the Roads Act 1993 (NSW) and identified Annexure A;
- (l) **Road Closure** means the process of the closure of the Road as a Public Road pursuant to Part 4 Division 3 of the *Roads Act 1993*.
- (m) **Road Transfer** means the transfer of the closed Road to the Landholder

Interpretation

In this document, unless the context requires otherwise;

- (a) the singular includes its plural and vice versa;

-
- (b) words denoting any gender include all genders;
 - (c) where a word or phrase is defined, its other grammatical forms have a corresponding meaning;
 - (d) headings are for convenience only and do not affect interpretation;
 - (e) a reference to a person includes a corporation, trust, partnership, unincorporated body or other entity, whether or not it comprises a separate legal entity;
 - (f) a reference to a party to this deed includes its successors and permitted assigns and, in the case of a deceased person, the legal personal representatives of that person;
 - (g) a reference to a particular day or time is to that day or time in Sydney, New South Wales;
 - (h) a reference to any agreement (including this deed) or document is to the agreement or document as amended, supplemented, novated or replaced from time to time;
 - (i) a reference to a clause, paragraph, schedule or annexure is to a clause, paragraph, schedule or annexure in or to this deed;
 - (j) a reference to this deed includes any schedules and annexures to this deed;
 - (k) a reference to writing includes any method of representing or reproducing words, figures, drawings or symbols in a visible or tangible form;
 - (l) a reference to dollars or \$ is to Australian currency;
 - (m) a reference to legislation (including subordinate legislation) or a provision of it is to that legislation or provision as amended, re-enacted or replaced, and includes any subordinate legislation issued under it;
 - (n) words such as **including** or **for example** do not limit the meaning of the words preceding them;
 - (o) an obligation or liability assumed by, or a right conferred on, two or more parties binds or benefits all of them jointly and each of them severally; and
 - (p) nothing in this deed is to be interpreted against a party solely on the ground that the party or its advisors drafted it.

2. Application to Council

- (a) The Council may from time to time, by Notice in writing served on the Landholder, require the Landholder to lodge with Council:
 - (i) A formal application for the Road Closure ;
 - (ii) An application fee as determined by Council and noted in **Item 2** of the Schedule; and
 - (iii) Any sum of money necessary to defray Council Costs (incurred by Council with respect to the Road Closure or Road Transfer)
- (b) Such a notice may be served either before or during the consideration of the application.
- (c) An application is taken to be abandoned if any requirement of the Notice is not complied with and within the period specified in the Notice including the payment of Council's Costs.

3. Council's Obligations re Road Status, Construction and Closure

Upon receipt of the Application, Council will:-

- (a) Determine if the Road is suitable for closure under Sec 38A of the *Roads Act* because
 - (i) The Road is not reasonably required as a road for public use (whether for present or future needs), and
 - (ii) The road is not required to provide continuity for an existing road network; and
 - (iii) If the road provides a means of vehicular access to particular land, another public road provides lawful and reasonably practicable vehicular access to the land.
- (b) Determine whether the Road is constructed as defined by section 38E of the *Roads Act*.
- (c) Instruct Solicitors to conduct a road status search, and to carry out all works determined by Council as being necessary for the completion of the Road Closure and any Road Transfer;

-
- (d) At the earliest available opportunity pass a Resolution at a Council meeting to close the Road.
 - (e) Notify the proposal to Close the Road to:
 - (i) all owners of land adjoining the Road;
 - (ii) All Notifiable authorities; and
 - (iii) Any other persons prescribed by the regulations under the *Roads Act*.
 - (f) Fully comply with the provisions of Clauses 38C and 38D of the *Roads Act* regarding receipt and consideration of submissions.
 - (g) Make a final determination upon the Road Closure after consideration of submissions, if any, and resolve that the Road on closure will be operational land;.
 - (h) Instruct surveyors to prepare and submit the Draft Plan of the Road determined for closure;
 - (i) Arrange for the signature of the Draft Plan and associated documents including Section 88B instruments creating Rights of Carriageway as deemed necessary and appropriate by Council;
 - (j) Cause the lodgement of the Draft Plan with Land Registry Services and answer any requisitions so as to enable registration of the Draft Plan as a Road Closure Survey Plan to occur;
 - (k) Attend to the publication of the Gazettal Notice to close the Road as a public road

4. Parties Obligations on Closure

- (a) Upon Closure as a public road, Council will:-
 - (i) lodge a Request for the issue of a title to the former road vesting in Council;

(ii) As an electronic transaction pursuant to the Conveyancing Rules will be required, authorize the preparation of an electronic transfer to be digitally signed by the parties in lieu of a paper Transfer and attend to execution and registration on the electronic platform in accordance with the participation rules determined by the Electronic Conveyancing National Law (NSW).

(iii) Pay all electronic conveyance participation fees (PEXA or Symply);

(iv) Upon payment of the Compensation Sum, issue a GST Tax Invoice;

(b) Upon Closure as a public road, the Landholder will;

(i) authorize the participation of the Landholder for the preparation of an electronic transfer to be digitally signed by the parties in lieu of a paper Transfer and attend to execution and registration on the electronic platform in accordance with the participation rules determined by the Electronic Conveyancing National Law (NSW).

(ii) Advise Council of the contact details of the Landholder's Solicitor or Conveyancer.

(iii) Pay to Council the Compensation Sum plus GST as herein provided;

(iv) Pay stamp duty on the Compensation Sum to Revenue NSW;

(v) Pay all registration fees and the landholder's electronic conveyance participation fees (PEXA or Symply);

(i) Pay to Council the balance of Council's Costs.

5. Compensation Sum

(a) The compensation sum shall be determined using the following formulae

$$\text{Compensation Sum} = \frac{\text{Road Area} \times \text{Land Value}}{\text{Landholder Land Area}}$$

Where

Road Area	=	the area of the Road as determined by Survey
Land Value	=	the total land value of the Landholder's land recorded in the landholders most recent council rate assessment
Landholder Land Area	=	the area of the Landholder's land recorded in the most recent Council rate assessment

(b) Alternate Valuation Method

In the event of the parties failing to agree on the Compensation Sum in accordance with the preceding sub-clause as evidenced by written notice given by a party to the other party, Council must:

- (i) appoint a duly qualified valuer, at the Landholder's cost, to prepare a Valuation of the Land (***the Valuation***) as soon as reasonably practicable after the date of closure of the land as a Public Road;
- (ii) the Valuation shall be of the Land value of the land in accordance with Section 6A of the *valuation of Land Act 1916*;
- (iii) once prepared, promptly provide the Landholder with a copy of the Valuation of the Road;
- (iv) the Landholder must pay the Valuation to Council within 14 days of being requested to do so.

6. GST

(a) Prices are exclusive of GST

Unless expressed to the contrary in this deed, all prices and amounts (including any monetary or non-monetary consideration required to be provided under this deed) are exclusive of GST.

(b) Gross up of consideration

If GST is payable in respect of a supply made under or in relation to this deed, the recipient must pay to the supplier an amount (**GST Amount**) equal to the GST payable on the supply. The GST Amount is payable by the recipient in addition to and at the same time as any consideration for the supply, provided

the supplier has given the recipient a tax invoice.

7. Council Costs

- (a) Council shall, at its sole discretion, issue notices to the Landholder in accordance with Clause 2(a) seeking reimbursement of Council Costs
- (b) The Landholder shall pay the required payment to Council within 14 days of the issue of Council's Notice and failure to pay shall entitle Council to terminate this agreement upon giving 14 days' Notice of Council's intention to do so.
- (c) If a Notice to Terminate is given by Council pursuant to the preceding clause, and the Agreement is terminated, the Landholder shall be required to pay to Council the total sum of unpaid Council Costs incurred to the termination date and this clause shall survive the termination of this Agreement

General Provisions

8. Entire agreement

This deed constitutes the entire agreement between the parties and supersedes any prior conduct, arrangement, agreement or understanding in relation to its subject matter.

9. Further assurances

Each party must promptly do all things necessary in order to give effect to this deed, including executing and delivering documents.

10. Severability

If a provision in this deed is unenforceable or invalid in any jurisdiction, it will be ineffective in that jurisdiction to the extent that it is unenforceable or invalid. No provision in this deed will otherwise be affected in any jurisdiction.

11. Counterparts

This deed may be executed in counterparts. Such counterpart, taken together,

will be deemed to constitute the one deed.

12. Consent to use of electronic communications

The parties to this deed consent to the use of electronic communications as a means of communicating about this deed and the matters contained within it.

13. No assignment

Unless provided to the contrary in this deed, a party is not capable of assigning, novating or encumbering any right or liability under this deed without the prior written consent of each other party.

14. No merger

Unless provided to the contrary in this deed, the rights and obligations of the parties under this agreement do not merge on completion and will survive after completion.

15. Remedies

Unless provided to the contrary in this deed, the rights and powers under this deed are in addition to, and do not exclude or limit, any right or power provided by law or equity.

16. Variations

This deed may only be amended or replaced with the written agreement of all parties.

17. Waivers

A waiver of a right, power or remedy must be in writing and signed by the party giving the waiver. Any failure or delay by any party to exercise any power or right or rely on a remedy under this deed does not operate as a waiver of that power, right or remedy.

18. Governing law

The laws of New South Wales govern this deed.

19. Jurisdiction

Each party submits to the non-exclusive jurisdiction of the courts exercising jurisdiction in New South Wales and waives any right to claim that those courts are an inconvenient forum.

SCHEDULE

Item No	Description	Details
1	Landholder's Land	
2	Application Fee	\$490.00
3	Landholder's Solicitor	

Annexure A

**Annexure showing location of Road proposed for Closure and
approximate dimensions**

Execution page

EXECUTED AS A DEED

SIGNED SEALED & DELIVERED)
BY UPPER LACHLAN SHIRE)
COUNCIL in the presence of:

.....
Signature

.....
Signature of witness

.....
Print name of witness

SIGNED SEALED & DELIVERED)
BY in the presence of:)

.....
Signature

.....
Signature of witness

.....
Print name of witness

Infrastructure Department - 21 November 2019

ITEM 12.3 **Private Sewer Pump Station Policy**

FILE REFERENCE **I19/789**

AUTHOR **Design Engineer**

ISSUE

Providing details regarding Council's Private Sewer Pump Station Policy.

RECOMMENDATION That -

1. Council place the Private Sewer Pump Station Policy on public exhibition for 28 days.

BACKGROUND

Council does not have Private Sewer Pump Station Policy as the industry practice. This report aims to address this policy and recommends to Council to place the attached policy for public consultation for 28 days.

REPORT

This report details a new Private Sewer Pump Station Policy. This policy will standardise and provide the framework for the provision of private sewer pump systems within Upper Lachlan Shire where such a system is justified. It details the circumstances where Council may approve private sewer pump stations. It also describes the responsibilities of Council, developers and individual property owners and the associated process and procedures for planning, design, construction, maintenance, operation and ownership of associated infrastructure.

POLICY IMPACT

Council receives enquiries from owners and developers that require a private sewer pump station. This new policy is aimed at addressing these requests and provide the framework for the provision of this infrastructure.

OPTIONS

It is recommended to have a written policy providing clarity to potential developers and clarity to staff within the Council Department of Planning and Environment and the Department of Infrastructure.

FINANCIAL IMPACT OF RECOMMENDATIONS

Nil


Infrastructure Department

PRIVATE SEWER PUMP STATION POLICY cont'd

RECOMMENDATION That -

1. Council place the Private Sewer Pump Station Policy on public exhibition for 28 days.

ATTACHMENTS

1. 	Draft- Private Sewer Pump Station Policy	Attachment
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POLICY:-	
Policy Title:	Private Sewer Pump Station Policy
File reference:	F10/618-08
Date Policy was adopted by Council initially:	21 November 2019
Resolution Number:	XX/19
Other Review Dates:	N/A
Resolution Number:	N/A
Current Policy adopted by Council:	21 November 2019
Resolution Number:	XX/19
Next Policy Review Date:	2022

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

RESPONSIBILITY:-	
Draft Policy Developed by:	Coordinator Assets Planning & Programming
Committee/s (if any) consulted in the development of this policy::	NA
Responsibility for implementation:	Director of Infrastructure
Responsibility for review of Policy:	Manager Assets & Design

1. OBJECTIVES:

This policy provides a framework for the provision of private sewer pumping systems within Upper Lachlan Shire where the use of such a system is justified. It details the circumstances where the Council may approve private sewers pump station. It also describes the responsibilities of Council, developers and individual property owners and the associated processes and procedures for planning, designs, construction, maintenance, operation and ownership of associated infrastructure.

2. POLICY STATEMENT:

A private sewer pump station is a sewerage pump system located on private land that discharges to a nominated discharge point into Council's sewerage system. The following is the Council's policy regarding private sewer pump stations:

- 2.1 Council will only permit private sewer pump stations to be installed and to discharge into Council sewerage system where:
 - a. All other opportunities to connect to Council sewer by gravity have been exhausted, and
 - b. A qualified designer demonstrates that a gravity connection is not possible, or
 - c. Where the pump station will have environmental or social benefits.
- 2.2 This Policy covers sewer pump stations, including all pipes and components required to operate the pump station and contained wholly within the premises that it serves up to the connection to the Council's public sewerage system. The connection point must be on the property or a council reserve immediately adjacent, and not on other private lands. Council may vary this clause where an easement favouring Council is created to service the system.
- 2.3 Where a Private Sewage Pump Station is required, the proponent or property owner shall bear the full cost of all works and administration of the Property Title and ongoing maintenance of the system.
- 2.4 An application shall be submitted before carrying out any work for approval under Section 68 of the Local Government Act and any other applicable legislation when the Council determines a pump station is required.

3. REQUIREMENTS AND STANDARDS

DESIGN:

- 3.1 The system must be designed compliant with the latest version of the (WSAA04 & WSAA07) Pressure Sewerage Code of Australia.
- 3.2 Council will only approve designs submitted by a qualified 'Designer' who is endorsed by the System/Technology Supplier.
- 3.3 Pressure Sewerage System shall be designed to be consistent with the optimum design for the entire catchment area with any future extension of the system to be accommodated.

- 3.4 A Private sewer pump must contain a grinder to minimise blockages in the pipe systems.

CONSTRUCTION:

- 3.5 Developers or property owners are responsible for all costs and charges associated with the construction, installation, operation and maintenance of pumping station.
- 3.6 All cost related to the connection of a private sewer pump station to the Council's existing sewerage system shall be met by the property owner or developer.
- 3.7 The developer shall submit Survey accurate 'As Constructed' details specifying the location of the pressure to the Council.

TESTING & COMMISSIONING:

- 3.8 The final connection to the sewer main will only be made after the pumping unit has been tested as per the latest edition of the WSAA Pressure Sewer Code of Australia (WSAA 07 & WSAA 04) and found to be suitable for formal commissioning.

OPERATION AND MAINTENANCE:

- 3.9 The owner is solely responsible for the service, maintenance and repair of a private sewer pump station.
- 3.10 The pumping units operate automatically and do not require any specific input from the resident. The collection tank is to be sized to provide sufficient storage to cater for power outages as part of regular operation. The size of the pump could be stipulated to ensure overflows do not occur during a power outage. It is recommended to have 600 to 800 litre storage for onsite detention of sewer during a power outage to decrease the likelihood of overflow
- 3.11 Owners/occupiers are not permitted to interfere with the electricals of the pump station. Council requires the pump station to be wired into the domestic switchboard in such a manner so as not to interfere with the standard electrical operation of the property, nor be accessible by the residents.
- 3.12 The developer/landowner will supply a Home Owner's Manual to all owners of properties. The Manual will outline the operation and maintenance requirements of the pumping units. The Manual will include:
- a) Details on the operation of private sewer pump stations including appropriate contact
 - b) Details for further enquires.
 - c) Emergency contact phone number of the service agent.
 - d) What to do if the alarm sounds or flashes.
 - e) What to do in the case of a power failure.
 - f) What to do if going on holidays.
 - g) How to minimise wastewater production in the case of emergencies.
 - h) What can be safely discharged into the sewerage system?

Maintaining the overflow relief gully:

- 3.13 The property sanitary drain shall be connected to a controlled overflow mechanism such as an overflow relief gully trap identified on the property plan.
- 3.14 Properties are not permitted, under any circumstances, to block any overflow relief gullies such that they are unable to perform their required operation.
- 3.15 In flood-prone areas special arrangements may be necessary for overflow relief gully traps to prevent the intrusion of floodwater and damage to the system.

RELATED LEGISLATION AND GUIDELINES:

- Local Government Act 1993
- Local Government (General) Regulation 2005
- Water Management Act 2000
- Environmental Planning and Assessment Act 1979
- Protection of the Environment Operations Act 2005
- Work Health and Safety Act 2011
- Sewage Pumping Station Code of Practice (WSSA04)
- Pressure Sewerage Code of Australia (WSAA07)
- Building Code of Australia
- AS/NZ 3500.2- Plumbing and Drainage Code of Australia

Infrastructure Department - 21 November 2019

ITEM 12.4 **Roads and Maritime Services RMCC Contract Renewal**

FILE REFERENCE **I19/750**

AUTHOR **Manager of Infrastructure Delivery**

ISSUE

It is the Roads and Maritime Services intention to update RMCC contractual arrangements with all councils across the state, including Upper Lachlan Shire Council. This report outlines Council's concerns related to this RMCC contract.

RECOMMENDATION That -

1. Council request an extension of time from Roads and Maritime Services to respond to the contract execution date.
2. Council accept the revised contract subject to favourable legal and professional assessment of the contract terms, prior to 29 February 2020.
3. Council delegate authority for the General Manager and Director of Infrastructure to negotiate contractual terms on Council's behalf in order to establish a viable Routine Maintenance Council Contract for Council's endorsement based on social, economic and community benefits prior to the contract termination date 29 February 2020.

BACKGROUND

Upper Lachlan Shire Council has been engaged through the single invitation Routine Maintenance Council Contract provisions (RMCC) with the NSW Government's Roads and Maritime Services (RMS) since 2008 to maintain Main Road 54 (MR54) from Goulburn (Auburn Street) through to the Abercrombie River (Shire boundary).

The contract provides two funding elements:-

Routine Maintenance- comprising a base allocation (\$548,878) to conduct general surveillance, litter and debris collection, emergency and incident response, guardrail maintenance, sign and guidepost repair, vegetation management, and minor pavement and drainage maintenance.

Work Orders-dependent upon RMS funding but generally between \$2-3 Million per annum to conduct road rehabilitation and refurbishment and safety works along MR54 to include Bitumen Re-Sealing; Drainage/Culvert Re-Construction; Heavy Patching; Vegetation Management, Safety Initiatives and Road Re-Construction.

The RMCC is acknowledged as a significant component of Council's Infrastructure Delivery with the revenue generated assisting to sustain and develop Council's workforce, fleet and service capabilities.

Council has recently received correspondence from the RMS Director Regional Maintenance advising that as a result of changes to legislation together with meeting current service demands and seeking improved efficiencies, a new contract will replace the current RMCC that will be terminated on Saturday, 29 February 2020.

The RMS is additionally requesting Upper Lachlan Shire Council's response to the revised contract arrangements by Friday, 8 November 2019 with the view to having the new contract executed by Friday, 29 November 2019.

This report address the contents of this correspondence and provide recommendation regarding the future course of action.

REPORT

A legal and professional assessment has been initiated to ensure Council's social, economic and community interests are best served under the new RMCC contract arrangements, however it is envisaged this will not be finalised until late December 2019 and shall not meet the return comment deadline of Friday, 8 November 2019 nor the proposed execution date requested by the RMS of 28 November 2019.

To this extent the RMS has been notified of Council's situation and has formally requested an extension to the contract execution date, subject to favourable review and acceptance of the contract terms by Council, prior to Saturday, 29 February 2020.

Given negotiations will most likely need to occur directly with the RMS during the intervening period, it is considered prudent the General Manager, the Director of Infrastructure be given delegation to negotiate terms on Council's behalf in order to establish a viable RMCC contract for Councils endorsement prior to the contract termination date with the outcomes of these negotiations to be reported to the February 2020 Council Meeting.

Council has written to the RMS requesting variation including an extension in time and have raised concerns particularly around risk sharing and nature of the contract. Under the proposed contract, Council is not permitted to make profit out of the contract, however, there is no avenue for Council to recover unexpected costs, should there be any cost overruns after estimates are approved.

Additionally, Council is concerned that Council is not fully recovering on-costs and overhead costs, given our current costing structure related to this contract. The key element of concern is the impact on staff, arising from changes to this contract.

Council traditionally, have managed its risk well, therefore, Council have managed to make savings that Council have used elsewhere on the local road network. Should the Contract be accepted, as proposed, without risk margins, there is a Council risk using funds from its own sources to fund a "State Road".

It is imperative, that Council receive legal and professional advice to negotiate favourable terms related to this contract. As it is unlikely that Roads and Maritime Services may change this Contract for one council, it is imperative, that Council engage with other Councils when negotiating the terms of this contract. It makes sense that the relevant staff are authorised to negotiate the terms of the agreement based on the

industry trend and taking into account our particular needs within Upper Lachlan Shire Council.

Traditionally, the contract has been good for this Council and Council must make an effort to retain it, given the employment of local workforce, and skills sharing, beside financial benefits.

POLICY IMPACT

Upper Lachlan Shire Council has had a RMCC contract for several decades and makes sense to retain the contract as long it remains in the best interest of the local community.

OPTIONS

Limited viable options are available to Council given the notification period imposed by RMS the current RMCC ceases on 29 February 2020.

FINANCIAL IMPACT OF RECOMMENDATIONS

Program Funding impacts have been previously identified within this report.

RECOMMENDATION That -

1. Council request an extension of time from Roads and Maritime Services to respond to the contract execution date.
2. Council accept the revised contract subject to favourable legal and professional assessment of the contract terms, prior to 29 February 2020.
3. Council delegate authority for the General Manager and Director of Infrastructure to negotiate contractual terms on Council's behalf in order to establish a viable Routine Maintenance Council Contract for Council's endorsement based on social, economic and community benefits prior to the contract termination date 29 February 2020.

ATTACHMENTS

1. <u>↓</u>	Roads and Maritime Services (RMS) - Road Maintenance Council Contract (RMCC) - Current Contract Terminated 29 February 2020 Notification	Attachment
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Transport
Roads & Maritime
Services

RMCC/2019

26 August 2019

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

Dear Mr Bell

ROAD MAINTENANCE COUNCIL CONTRACT (RMCC)

Roads and Maritime Services continues to value the collaborative contractual relationship with councils to deliver road maintenance that meets the needs of our customers. The current RMCC contract is over 10 years old and there are a number of changes that need to be made. These changes are required to ensure RMCC is in line with legislation, meet current demands and allow efficiencies to be made to reduce administration and excessive overhead costs. This will require current contract to be terminated and a new contract established.

Roads and Maritime Services hereby notifies Upper Lachlan Shire Council that the current RMCC will be terminated on Saturday 29 February 2020. This notice is given as per Clause 29 of the subject contract.

Roads and Maritime proposes to engage Upper Lachlan Shire Council under a new arrangement as detailed in the attached contract document with effect from Sunday 1 March 2020. A list of clauses changed with brief descriptions is also attached (Attachment A).

Proposed changes in the new contract include the following:

1. Pre-qualification requirement at R2 level to carry out ordered works
2. Initial term of contract: From commencement date to 30 June 2022 (ie. 2 years and 4 months)
3. Extension of contract: Provision to extend the contract for up to 2 years
4. Sub-contracting: Council's responsibility prior to engaging sub-contractors has been included
5. Payment for Routine Services: Generally payment is to be made quarterly on completion of works
6. Law, guidelines and government requirements: Updated for currency.

Please note the above is not an exhaustive list of changes. A contract document with tracked changes is also attached to show the changes. Roads and Maritime will be holding meetings during September and October 2019 in regional centres with groups of councils to facilitate discussions. Further details and time of these meetings will be circulated shortly.

This change in contract reflects changes that were recommended by a joint working group of RMCC councils and RMS and incorporates the current legislation and contemporary construction risk management.

Roads and Maritime requests Upper Lachlan Shire Council's response to the proposed engagement by Friday 8 November 2019. It is intended to have the contract executed by Friday 29 November 2019.

Should you have any queries, please contact Ganeshan Vaseeharan (Vasee) on T: 02 8849 2105; M: 0412 261 235; E: ganeshan.vaseeharan@rms.nsw.gov.au.

Thanking you.

Yours sincerely



John Dinan
Director Regional Maintenance

- Attachments:
1. Attachment A – Proposed changes to the current contract
 2. Proposed contract document including Work Order Terms with tracked changes
 3. Proposed contract document including Work Order Terms (clean copy)
 4. RMS M1 specification

Attachment A: RMCC – Proposed changes to the current contract

Item No.	Clause No. (current contract)	Item description	Clause No. (proposed contract)	Proposed changes
1	N/A	N/A	2	Fundamental principles (not for profit, RMS objectives and stewardship principles) added
2	N/A	N/A	3.7	Industrial relations management added
3	N/A	N/A	3.8	Interfaces, communication and stakeholder management added
4	3.1	Contract term – initial term	4.1	From commencement date (01 March 2020) to 30 June 2022 (ie. 2 years and 4 months)
5	3.2	Extension of contract term	4.2	Option to extend by a period of up to 2 years
6	N/A	N/A	6	Subcontracting – service provider's responsibility, engagement of subcontractors by approval added
7	6	Road Maintenance Annual Planning (RMAP)	9	Changed to - Routine Maintenance Annual Planning (RMAP)
8	N/A	N/A	10.8	Prequalification requirement at R2 level for ordered work added (to be achieved no later than 6 months after the date of the contract) Note: This will equate to a total of 12 months' notice of change
9	9	Law, guidelines and government requirements	12	Updated with NSW Code and NSW Guidelines, Aboriginal participation in construction, Heavy Vehicle Law – Chain of Responsibility provisions, skills development and training, WHS, environmental management, Building Code 2016
10	11.2	Routine Services Fee - payment	14.2	Payment will be made quarterly for actual cost in arrears. Payment in advance is only by approval.
11	N/A	N/A	15.9	Security of Payment Act provisions added
12	N/A	N/A	19	Leadership Team added
13	N/A	N/A	20	Management Team added
14	18	Insurance	23	Insurance clauses have been updated

Infrastructure Department - 21 November 2019

ITEM 12.5 **Swimming Pool Review Committee**

FILE REFERENCE **I19/793**

AUTHOR **Director of Infrastructure**

ISSUE

This report provides a brief summary of the Swimming Pool Review Committee recommendations and investigations related to the proposed improvements to the swimming pools within Upper Lachlan Shire Council.

RECOMMENDATION That -

1. Council approve in principle the proposed concept for the unheated outdoor Crookwell swimming pool (25 metre x 10 metre) upgrade of the existing swimming pool;
2. Council approve in principle the proposed concept of a (15 metre by 6 metre) new heated indoor pool in Crookwell with the preferred location to be based on technical consideration;
3. Council endorse the demolition of the existing unused Crookwell swimming pool change rooms and minor refunctioning of used changed rooms;
4. Council allocate \$40,000 from unrestricted cash reserves to fund architectural plans, engineering plans and associated costing for the potential Crookwell upgrade of the existing outdoor swimming pool, costings for a proposed heated indoor pool and change rooms.

BACKGROUND

Council established a Swimming Pool Review Committee to investigate upgrades to existing facilities in addition to the investigation into the possibility of a heated indoor swimming pool in Upper Lachlan Shire Council LGA.

The Committee are tasked with considering both Gunning and Crookwell pool requirements. While Gunning swimming pool facilities will be considered in the future, the Committee has considered, in Crookwell, the viability of an indoor heated pool and bring the existing larger swimming pool in line with current standards.

Associated documents including a proposed concept plan is attached for Council consideration.

REPORT

Council's Swimming Pool Review Committee had several meeting and have decided upon a draft proposal for the upgrade including an indoor heated pool for Upper Lachlan Shire Council. The proposed scope of work is as follows:-

1. Build a new heated indoor pool with a proposed size of approximately 15 by 6 metres where the location for the pool to be determined based on the technical consideration such as access, access to utilities and related considerations;
2. Upgrade existing unheated outdoor swimming pool by reducing the size to a standard 25 by 10 metre pool. The details are required to be developed in consultation with professionals;
3. Clean up the old change rooms and where possible repurpose them for events and make it more usable;
4. Undertake some minor upgrades such as consideration of roof on the existing change rooms including toilets

To progress this work, further architectural and design work is needed. Cost estimates based on those designs will also be required to be developed. In order to progress designs, and cost estimates for construction works, further funding is needed and this report outlines the need for this funding based on the attached concepts.

POLICY IMPACT

Council is potentially increasing the level of service by adopting the Council resolution.

OPTIONS

Council has option to accept, reject or replace the recommendations.

FINANCIAL IMPACT OF RECOMMENDATIONS

By adopting the resolution, Council will require an expenditure budget of \$40,000 to be funded from Council unrestricted cash reserves.

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3. Council endorse the demolition of the existing unused Crookwell swimming pool change rooms and minor refunctioning of used changed rooms;
4. Council allocate \$40,000 from unrestricted cash reserves to fund architectural plans, engineering plans and associated costing for the potential Crookwell upgrade of the existing outdoor swimming pool, costings for a proposed heated indoor pool and change rooms.

ATTACHMENTS

1. ↓	Swimming Pool Review Committee - Letter from Dennis Pontin - Crookwell Indoor Pool Options	Attachment
2. ↓	Swimming Pool Review Committee - Concept Proposed upgrades	Attachment

Crookwell Indoor Pool Option

Paul

It was great to see the enthusiasm from the local community representatives and your fellow Councilor and staff to try and deliver an indoor pool for Crookwell.

The existing pool is not a 25m pool and its age will eventually mean expensive maintenance.

The desire for a hydrotherapy pool is understandable but probably not a good investment for the Council although some financial contribution to its cost initially would be extremely beneficial if a commercial senior living provider were willing to incorporate it into an expanded development. This investment could enable "public access" at certain times to be guaranteed but would leave the maintenance, running costs and risk with the private sector.

In relation to the local architect who provided a concept plan for the resident action group in Crookwell the cost estimates are as follows.

I estimate the filtration cost for lap pool is \$78K and Hydro Pool at \$118K (including rails and sling)

The lap pool capacity calculated is 35m³/hr and the hydro pool is 15m³/hr. Rough estimate for the filtration plant ONLY is \$120K for lap pool and \$85K for the hydro pool. This includes UFF and UV treatment with calcium hypochlorite units for dosing to NSW health standards.

NSW Health is clamping down on new indoor systems insisting on UV treatment or similar. I would not be recommending fibreglass shells especially if they want to have warm water in the system as over time, thermal deviation will deteriorate the pool structure.

Heating using pool gas heaters would be an additional \$20k for each system. Solar system costs they are investigating appears high for ROI but if they considered the rubber matt type it would cost approx. \$250/m² and provide 0.5kW/m² for the seasonal periods with some drop off at the shoulders. Heating is based on having air temp within 2 degrees of main pool temperature. A very rough guess for mechanical would be in the order of \$50,000 for the enclosure

Plant room space needed for additional plant would be approximately 30m² (In a square layout).

To delete the hydrotherapy pool and have one 15 x 8m pool with ramp adjacent to the existing change rooms with a new entry and reception that can supervise both outdoor and indoor pools is the preferred option with a hydrotherapy pool provided by "others".

Making a single pool that is larger will be in the order of \$160,000 + GST plus \$35K for pool gas heating. Rubber matt solar panels would be how much roof area they would like to use based on \$250/m².

The best location for a community warm water pool available all year would be to reduce the current pool to a 25m pool and utilize the shallow end for a new program pool. This work could be done in stages with the old pool renovated and the depth reduced and new return and pickup points put in place. The new program pool would need at 2m concourse between it and the new 25m pool using the old shell. Plant would be determined by the second stage proposal to enclose the new program pool

and heat it all year. The renovation of the existing change rooms and a new reception counter and entry would need to be completed in Stage 2 when the pool was enclosed.

There was some discussion with the Committee about an integrated pool where the hot water goes into a smaller pool suitable for hydrotherapy (say 4x3m) and then flows into the program pool (say 15 x 8) to give a 32 deg C small pool and the program pool will be lower in temperature.

This is not practical from an operational viewpoint and is in conflict with current NSW Health Department requirements.

As I indicated in my email I am willing to assist Council should they take a decision to fund the Stage 1 upgrade to the Crookwell Pool.

Denis Pontin

Managing Director

RMP and Associates

