

13 FINANCE AND ADMINISTRATION

The following items are submitted for consideration -

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Finance and Administration - 21 November 2019

ITEM 13.1 **Presentation of the 2018/2019 Financial Statements and Independent Auditor's Report**

FILE REFERENCE **I19/754**

AUTHOR **Acting General Manager**

ISSUE

Upper Lachlan Shire Council's 2018/2019 Financial Statements and Independent Auditor's Report presentation to the public.

RECOMMENDATION That -

1. Council endorses the Audit Office of NSW external Independent Auditor's Reports for the 2018/2019 Financial Statements.

BACKGROUND

In accordance with Section 418 (1) (b), of the Local Government Act 1993, Council fixed the date and gave public notice of the presentation of the Financial Statements and external Independent Auditor's Report at the Ordinary Council Meeting on 21 November 2019.

REPORT

Audit Office of NSW, through appointed contractor, Deloitte Touche Tohmatsu have completed the Independent Auditor's Reports with respect to Council's annual General Purpose Financial Statements, Special Purchase Financial Statements, Permissible General Income and Conduct of the Audit. The audit visitation on site of Council's 2018/2019 Financial Statements was completed on 8-18 October 2019.

It is anticipated the contract auditor or the Audit Office will attend the Ordinary Council Meeting on the 21 November 2019, and deliver a presentation of the Auditor's Report with respect to the Financial Statements for the period ending 30 June 2019.

The Independent Auditor's Reports are attached to this report and also included in the body of the Council Financial Statements.

Section 420 (2), of the Local Government Act 1993, provides that submissions to the Financial Statements must be in writing and submissions close seven days after the Financial Statements are presented at the public meeting. Any submissions received will be referred to Council's auditors for comment and/or action as necessary.

Finance and Administration

PRESENTATION OF THE 2018/2019 FINANCIAL STATEMENTS AND INDEPENDENT AUDITOR'S REPORT cont'd

The 2018/2019 Financial Statements have been prepared in accordance with:-

- The Local Government Act 1993 (as amended) and Regulations made there under;
- The Local Government Code of Accounting Practice and Financial Reporting; and
- The Australian Accounting Standards and other pronouncements of the AASB.

To the best of my knowledge and belief these Financial Statements:-

- Present fairly the Council's operating result and financial position for the year; and
- Accord with Council's accounting and other records.

Financial Performance

The result of Upper Lachlan Shire Council's operations in the Income Statement for the year ended 30 June 2019 is summarised as follows: - the Operating Result from all Council Activities totals \$3.206 million surplus. The Net Operating Result for the year, before capital grants and contributions, totals a \$213,000 operating surplus. Council had originally budgeted for an operational budget surplus of \$310,000.

It should not be interpreted that Council had a cash surplus of \$3.206 million. Capital grants and contributions income of \$2.993 million are restricted for the purposes of specific capital works projects for which the grant funds were provided.

Details of the material variations, of greater than 10%, to the original budget estimate for both revenues and expenses are outlined in Note 17 to the Financial Statements.

Financial Position

Upper Lachlan Shire Council is at present in a sound financial position to meet all provisions and liabilities. Note 22 (a) to (c) Statement of Performance Measures to outline the financial management and sound financial position of Council and comparison to previous year's results.

Note 6 (c) to the Financial Statements details the cash, cash equivalents and investments totalling \$28.564 million. This note details external cash restrictions, i.e. restrictions for water supply, sewerage, Section 94 contributions, unexpended grants and domestic waste, totals \$13.312 million. The internal cash restrictions total \$12.822 million, i.e. employee leave entitlements, plant replacement, IT reserves, uncompleted carryover works, Financial Assistance Grant prepayment, gravel pit and rubbish tip remediation and buildings and infrastructure reserves. There is \$2.430 million in unrestricted cash.

<u>2018/2019 Financial Statements</u>		2019 Current (\$'000)	2018 Previous (\$'000)
INCOME STATEMENT:			
Total Income from Continuing Operations		32,107	33,762
Total Expenses from Continuing Operations		28,901	26,250
NET OPERATING RESULT FOR THE YEAR		3,206	7,512
Net Operating Result before Grants and Contributions provided for Capital Purposes		213	1,430
STATEMENT OF FINANCIAL POSITION:			
Total Current Assets		29,299	33,998
Total Current Liabilities		(6,662)	(9,846)
Net - Current Assets		22,637	24,152
Total Non-Current Assets		416,059	407,643
Total Non-Current Liabilities		(5,097)	(1,988)
Net - Non-Current Assets		433,599	405,655
TOTAL EQUITY		433,599	429,807
OTHER FINANCIAL INFORMATION:			
Unrestricted Current Ratio	Ratio	5.13	2.97
Debt Service Cover Ratio	Ratio	15.98	19.85
Operating Performance Ratio	Percentage	1.43%	5.29%
Rates and Annual Charges Outstanding Ratio	Percentage	2.42%	2.94%
Buildings and Infrastructure Renewals Ratio	Percentage	89.51%	204.09%
Own Source Operating Revenue Ratio	Percentage	62.99%	56.37%

Income Statement by Fund

Note 21 to the Financial Statements provides the Financial Result and Financial Position by Fund.

The Net Operational Result compared to budget estimate, before capital grants and contributions, is divided into net operating result by each individual fund as follows:-

Operating Result by Fund Budget (Before capital grants)	Actual (\$'000)	Budget (\$'000)	Material Variance to
General Fund	\$ 142	\$ 218	Minor variations
Water Supply Fund	\$ (96)	\$ (87)	Minor variations to budget
Sewerage Fund	\$ 119	\$ 179	Minor variations to budget
Domestic Waste Fund	\$ 48	\$ 0	Minor variations to budget
Total Consolidated Result	\$ 213	\$ 310	

General Fund - Fit for the Future Office of Local Government Benchmarks

Measure/Benchmark – General Fund *(Ratio is an average over 3 years)	2018/2019 Result	2017/2018 Result
Operating Performance Ratio*	✓	✓
Own Source Operating Revenue Ratio*	✗	✗
Infrastructure Asset Renewals Ratio*	✓	✓
Infrastructure Backlog Ratio (one year)	✓	✓
Asset Maintenance Ratio*	✓	✓
Debt Service Cover Ratio*	✓	✓

POLICY IMPACT

Nil

OPTIONS

Nil

FINANCIAL IMPACT OF RECOMMENDATIONS

The financial performance and financial position of Council is detailed in the 2018/2019 Financial Statements.

RECOMMENDATION That -

1. Council endorses the Audit Office of NSW external Independent Auditor's Reports for the 2018/2019 Financial Statements.

ATTACHMENTS

1. ↓	Audit Office of NSW - Independent Auditor's Reports 2018/2019 Financial Statements	Attachment
2. ⇒	ULSC - Financial Statements 2018/2019	Appendix



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

Contact: Dominika Ryan
Phone no: 02 9275 7336
Our ref: D1926369/1797

31 October 2019

Dear Mr Bell





**Report on the Conduct of the Audit
for the year ended 30 June 2019
Upper Lachlan Shire Council**

I have audited the general purpose financial statements (GPFS) of the Upper Lachlan Shire Council (the Council) for the year ended 30 June 2019 as required by section 415 of the *Local Government Act 1993* (the Act).

I expressed an unmodified opinion on the Council's GPFS.

This Report on the Conduct of the Audit (the Report) for the Council for the year ended 30 June 2019 is issued in accordance with section 417 of the Act. This Report should be read in conjunction with my audit opinion on the GPFS issued under section 417(2) of the Act.

INCOME STATEMENT**Operating result**

	2019	2018	Variance
	\$m	\$m	%
Rates and annual charges revenue	10.6	10.3	 2.9
Grants and contributions revenue	11.8	14.6	 19.2
Operating result for the year	3.2	7.5	 57.3
Net operating result before capital grants and contributions	0.2	1.4	 85.7

Council's operating result (\$3.2 million including the effect of depreciation and amortisation expense of \$6.7 million) was \$4.3 million lower than the 2017–18 result. This was a result of significant decrease in total revenue of \$1.7 million (5.0 per cent), as well as increase in total expenditure of \$2.7 million (10.1%)

Rates and annual charges revenue (\$10.6 million) increased slightly by \$271,000 (2.9 per cent) in 2018–19 as a result of the annual rates increase of 2.7 per cent.

Grants and contributions revenue (\$11.8 million) decreased by \$2.8 million (19.2 per cent) in 2018–19 and the majority of this movement relate to the capital grants specifically due to the following large grant contributions received in the prior period, not relevant for the current period:

- \$1.5 million NOW (Water NSW) Grant - Water Supply Augmentation: Crookwell Water Treatment Plant works/funding completed 2017-18
- \$900,000 reduction in NSW Transport grants due to fewer projects in 2018-19
- \$500,000 NSW Department of Industry funding for Crookwell Memorial Oval Upgrade funding received in 2017-18, remainder of project loan funded in 2018-19.

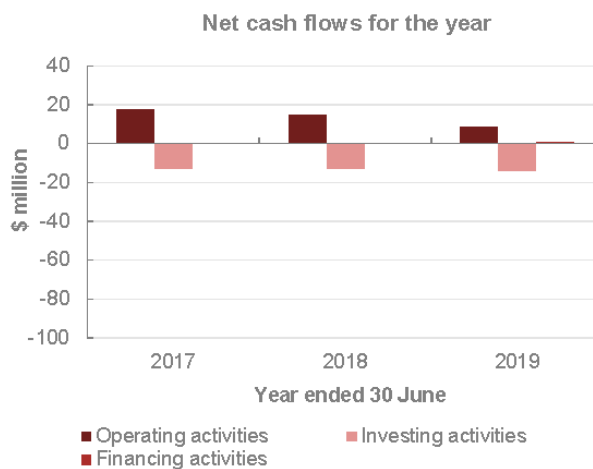
The net operating result before capital grants and contributions (\$213,000) was \$1.2 million lower than the 2017–18 result.

STATEMENT OF CASH FLOWS

The Statement of Cash Flows illustrates the flow of cash and cash equivalents moving in and out of Council during the year and reveals that cash decreased by \$4.4 million to \$6.3 million at the close of the year.

Cash inflows from operating activities decreased from \$14.6 million in 2017-18 to \$9.1 million due to lower revenue from grants and contributions as well as an increase in the general operating expenditure. The increase in cash outflow from investing activities is due to an \$8.0 million decrease in proceeds from sale of investment securities.

Cash inflow from financing activities has increased from a \$217,000 outflow in 2017-18 to a \$765,000 inflow in 2018-19 mainly due to \$1.0 million proceeds from borrowings and advances.



FINANCIAL POSITION

Cash and investments

Cash and investments	2019	2018	Commentary
	\$m	\$m	
External restrictions	13.3	15.0	• External restrictions include unspent specific purpose grants, developer contributions, domestic waste management charges, levies and planning agreements.
Internal restrictions	12.8	12.5	
Unrestricted	2.4	2.4	
Cash and investments	28.5	29.9	<ul style="list-style-type: none"> • Balances are internally restricted due to Council policy or decisions for forward plans including works program. • Unrestricted balances provide liquidity for day-to-day operations. • The balance for cash and investments overall decreased by \$1.4 million (4.7 per cent). The movement was a result of the external restricted balance, which decreased from \$15.0 million to \$13.3 million.

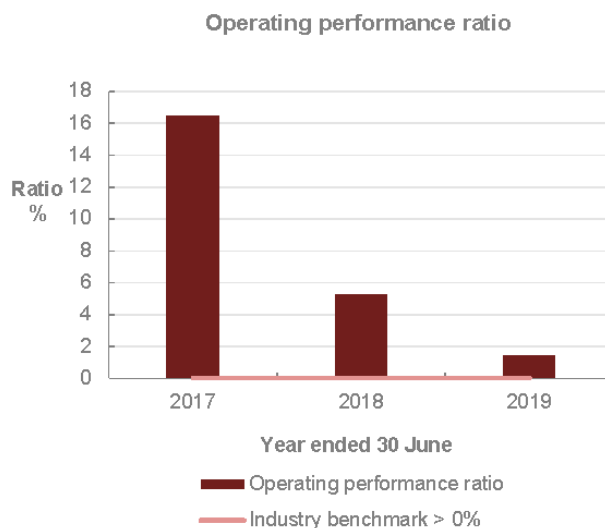
PERFORMANCE

Operating performance ratio

Council performed above the benchmark of zero per cent.

The increase in operating expenses of 9.5 per cent significantly reduced this year's operating performance ratio.

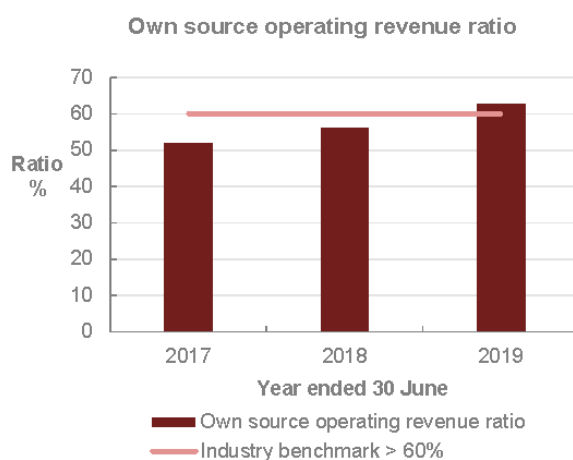
The 'operating performance ratio' measures how well council contained operating expenditure within operating revenue (excluding capital grants and contributions, fair value adjustments, and reversal of revaluation decrements). The benchmark set by the former Office of Local Government (OLG) is greater than zero per cent.



Own source operating revenue ratio

Council's own source operating revenue ratio of 63.0 per cent increased from prior year and exceeded the industry benchmark for the first time in three years. This was due to increase in Council's own source income particularly additional private works for a wind farm totalling to \$1.1 million.

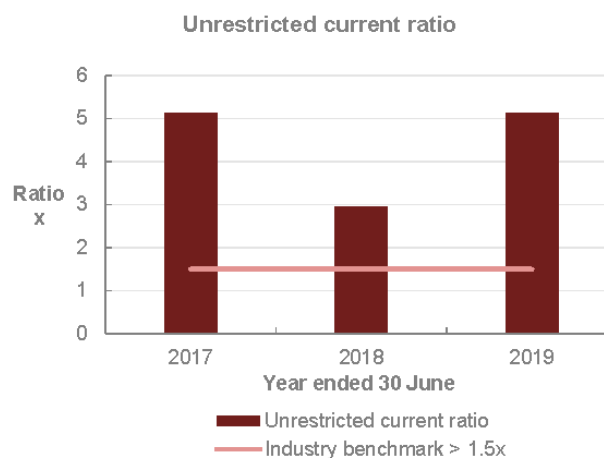
The 'own source operating revenue ratio' measures council's fiscal flexibility and the degree to which it relies on external funding sources such as operating grants and contributions. The benchmark set by the former OLG is greater than 60 per cent.



Unrestricted current ratio

Council continues to exceed the benchmark. This ratio indicated Council currently had 5.1 times of unrestricted current assets available to service each dollar of its unrestricted current liabilities. There has been an increase in this ratio during the year due to decreased restrictions on current cash and investments held.

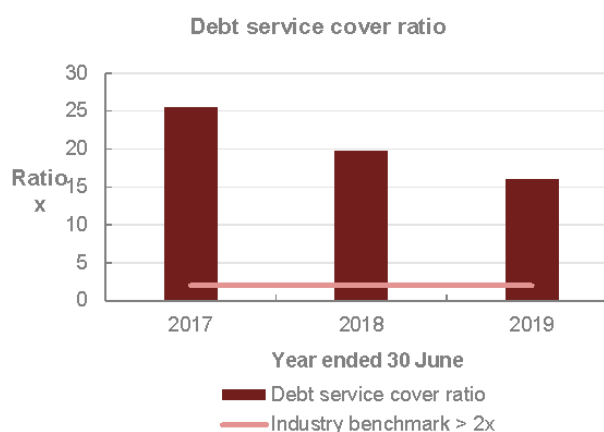
The 'unrestricted current ratio' is specific to local government and represents council's ability to meet its short-term obligations as they fall due. The benchmark set by the former OLG is greater than 1.5 times.



Debt service cover ratio

The debt service cover ratio of 16.0 times exceeds the benchmark of 2 times. The ratio has also decreased from the 19.9 in 2017-18 due to a small decrease in debt amounts.

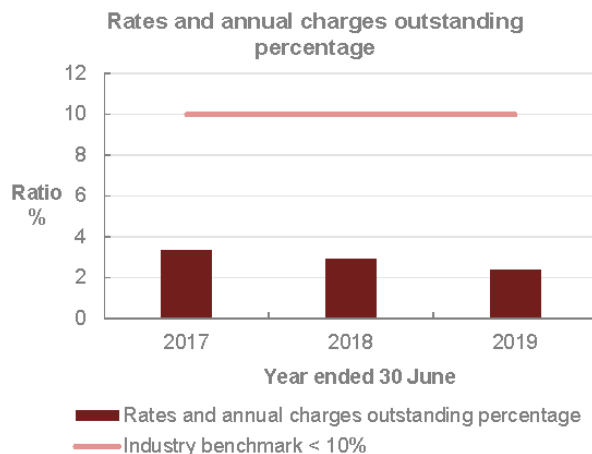
The 'debt service cover ratio' measures the operating cash to service debt including interest, principal and lease payments. The benchmark set by the former OLG is greater than two times.



Rates and annual charges outstanding percentage

Council's outstanding rates and charges ratio of 2.4 per cent is within the industry benchmark of less than 10 per cent. Indicating that the Council's credit risk is lower compared to the industry.

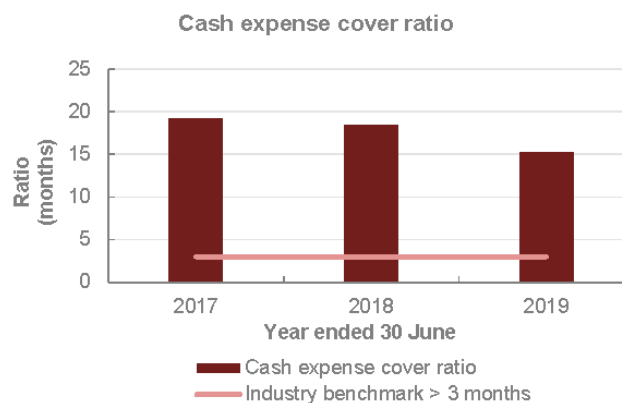
The 'rates and annual charges outstanding percentage' assesses the impact of uncollected rates and annual charges on council's liquidity and the adequacy of debt recovery efforts. The benchmark set by the former OLG is less than 10 per cent for metro councils.



Cash expense cover ratio

Council's cash expense cover ratio of 15.3 months exceeded the industry benchmark of greater than 3 months. The ratio improved slightly by 3.2 months as compared to 2017-18.

This liquidity ratio indicates the number of months the council can continue paying for its immediate expenses without additional cash inflow. The benchmark set by the former OLG is greater than three months.



Infrastructure, property, plant and equipment renewals

Infrastructure, property, plant and equipment renewals for 2018-19 amounted to \$11.7 million, a decrease of \$1.4 million from prior year balance of \$13.1 million. The decrease was mainly caused by roads renewals that decreased to \$2.9 million in 2018-19 from \$5.5 million in 2017-18.

OTHER MATTERS

New accounting standards implemented

Application period	Overview
AASB 9 'Financial Instruments' and revised AASB 7 'Financial Instruments: Disclosures'	
For the year ended 30 June 2019	<p>AASB 9 replaces AASB 139 'Financial Instruments: Recognition and Measurement' and changes the way financial instruments are treated for financial reporting.</p> <p>Key changes include:</p> <ul style="list-style-type: none"> • a simplified model for classifying and measuring financial assets • a new method for calculating impairment • a new type of hedge accounting that more closely aligns with risk management. <p>Council's disclosure of the impact of adopting AASB 9 is disclosed in Note 6.</p>

Legislative compliance

My audit procedures did not identify any instances of non-compliance with legislative requirements or a material deficiency in the Council's accounting records or financial statements. The Council's:

- accounting records were maintained in a manner and form to allow the GPFS to be prepared and effectively audited
- staff provided all accounting records and information relevant to the audit.



Dominika Ryan
Director Financial Services

cc: Cr John Stafford, Mayor
Malcom Barlow, Chair of Governance, Risk and Audit Committee



INDEPENDENT AUDITOR'S REPORT

Report on the general purpose financial statements

Upper Lachlan Shire Council

To the Councillors of the Upper Lachlan Shire Council

Opinion

I have audited the accompanying financial statements of Upper Lachlan Shire Council (the Council), which comprise the Income Statement and Statement of Comprehensive Income for the year ended 30 June 2019, the Statement of Financial Position as at 30 June 2019, the Statement of Changes in Equity and Statement of Cash Flows for the year then ended, notes comprising a summary of significant accounting policies and other explanatory information, and the Statement by Councillors and Management.

In my opinion:

- the Council's accounting records have been kept in accordance with the requirements of the *Local Government Act 1993*, Chapter 13, Part 3, Division 2 (the Division)
- the financial statements:
 - have been presented, in all material respects, in accordance with the requirements of this Division
 - are consistent with the Council's accounting records
 - present fairly, in all material respects, the financial position of the Council as at 30 June 2019, and of its financial performance and its cash flows for the year then ended in accordance with Australian Accounting Standards
- all information relevant to the conduct of the audit has been obtained
- no material deficiencies in the accounting records or financial statements have come to light during the audit.

My opinion should be read in conjunction with the rest of this report.

Basis for Opinion

I conducted my audit in accordance with Australian Auditing Standards. My responsibilities under the standards are described in the 'Auditor's Responsibilities for the Audit of the Financial Statements' section of my report.

I am independent of the Council in accordance with the requirements of the:

- Australian Auditing Standards
- Accounting Professional and Ethical Standards Board's APES 110 'Code of Ethics for Professional Accountants' (APES 110).

I have fulfilled my other ethical responsibilities in accordance with APES 110.

Parliament promotes independence by ensuring the Auditor-General and the Audit Office of New South Wales are not compromised in their roles by:

- providing that only Parliament, and not the executive government, can remove an Auditor-General
- mandating the Auditor-General as auditor of councils
- precluding the Auditor-General from providing non-audit services.

I believe the audit evidence I have obtained is sufficient and appropriate to provide a basis for my audit opinion.

Other Information

The Council's annual report for the year ended 30 June 2019 includes other information in addition to the financial statements and my Independent Auditor's Report thereon. The Councillors are responsible for the other information. At the date of this Independent Auditor's Report, the other information I have received comprise the special purpose financial statements and Special Schedules (the Schedules).

My opinion on the financial statements does not cover the other information. Accordingly, I do not express any form of assurance conclusion on the other information. However, as required by the *Local Government Act 1993*, I have separately expressed an opinion on the special purpose financial statements and Special Schedule - Permissible income for general rates.

In connection with my audit of the financial statements, my responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or my knowledge obtained in the audit, or otherwise appears to be materially misstated.

If, based on the work I have performed, I conclude there is a material misstatement of the other information, I must report that fact.

I have nothing to report in this regard.

The Councillors' Responsibilities for the Financial Statements

The Councillors are responsible for the preparation and fair presentation of the financial statements in accordance with Australian Accounting Standards and the *Local Government Act 1993*, and for such internal control as the Councillors determine is necessary to enable the preparation and fair presentation of the financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the Councillors are responsible for assessing the Council's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting except where the Council will be dissolved or amalgamated by an Act of Parliament, or otherwise cease operations.

Auditor's Responsibilities for the Audit of the Financial Statements

My objectives are to:

- obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error
- issue an Independent Auditor's Report including my opinion.

Reasonable assurance is a high level of assurance, but does not guarantee an audit conducted in accordance with Australian Auditing Standards will always detect material misstatements. Misstatements can arise from fraud or error. Misstatements are considered material if, individually or in aggregate, they could reasonably be expected to influence the economic decisions users take based on the financial statements.

A description of my responsibilities for the audit of the financial statements is located at the Auditing and Assurance Standards Board website at: www.auasb.gov.au/auditors_responsibilities/ar4.pdf. The description forms part of my auditor's report.

My opinion does not provide assurance:

- that the Council carried out its activities effectively, efficiently and economically
- on the Original Budget information included in the Income Statement, Statement of Cash Flows, and Note 17 Material budget variations
- on the Special Schedules. A separate opinion has been provided on Special Schedule - Permissible income for general rates
- about the security and controls over the electronic publication of the audited financial statements on any website where they may be presented
- about any other information which may have been hyperlinked to/from the financial statements.



Dominika Ryan
Director, Financial Audit Services

Delegate of the Auditor-General for New South Wales

31 October 2019
SYDNEY



INDEPENDENT AUDITOR'S REPORT

Special Schedule - Permissible income for general rates

Upper Lachlan Shire Council

To the Councillors of Upper Lachlan Shire Council

Opinion

I have audited the accompanying Special Schedule – Permissible income for general rates (the Schedule) of Upper Lachlan Shire Council (the Council) for the year ending 30 June 2020.

In my opinion, the Schedule is prepared, in all material respects in accordance with the requirements of the Local Government Code of Accounting Practice and Financial Reporting – update number 27 (LG Code), and is in accordance with the books and records of the Council.

My opinion should be read in conjunction with the rest of this report.

Basis for Opinion

I conducted my audit in accordance with Australian Auditing Standards. My responsibilities under the standards are described in the 'Auditor's Responsibilities for the Audit of the Schedule' section of my report.

I am independent of the Council in accordance with the requirements of the:

- Australian Auditing Standards
- Accounting Professional and Ethical Standards Board's APES 110 'Code of Ethics for Professional Accountants' (APES 110).

I have fulfilled my other ethical responsibilities in accordance with APES 110.

Parliament promotes independence by ensuring the Auditor-General and the Audit Office of New South Wales are not compromised in their roles by:

- providing that only Parliament, and not the executive government, can remove an Auditor-General
- mandating the Auditor-General as auditor of councils
- precluding the Auditor-General from providing non-audit services.

I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my audit opinion.

Emphasis of Matter - Basis of Accounting

Without modifying my opinion, I draw attention to the special purpose framework used to prepare the Schedule. The Schedule has been prepared for the purpose of fulfilling the Council's reporting obligations under the LG Code. As a result, the Schedule may not be suitable for another purpose.

Other Information

The Council's annual report for the year ended 30 June 2019 includes other information in addition to the Schedule and my Independent Auditor's Report thereon. The Councillors are responsible for the other information. At the date of this Independent Auditor's Report, the other information I have received comprise the general purpose financial statements, special purpose financial statements and Special Schedule 'Report on infrastructure assets as at 30 June 2019'.

My opinion on the Schedule does not cover the other information. Accordingly, I do not express any form of assurance conclusion on the other information. However, as required by the *Local Government Act 1993*, I have separately expressed an opinion on the general purpose financial statements and the special purpose financial statements.

In connection with my audit of the Schedule, my responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the Schedule or my knowledge obtained in the audit, or otherwise appears to be materially misstated.

If, based on the work I have performed, I conclude there is a material misstatement of the other information, I must report that fact.

I have nothing to report in this regard.

The Councillors' Responsibilities for the Schedule

The Councillors are responsible for the preparation of the Schedule in accordance with the LG Code. The Councillors' responsibility also includes such internal control as the Councillors determine is necessary to enable the preparation of the Schedule that is free from material misstatement, whether due to fraud or error.

In preparing the Schedule, the Councillors are responsible for assessing the Council's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting, unless it is not appropriate to do so.

Auditor's Responsibilities for the Audit of the Schedule

My objectives are to:

- obtain reasonable assurance whether the Schedule as a whole is free from material misstatement, whether due to fraud or error
- issue an Independent Auditor's Report including my opinion.

Reasonable assurance is a high level of assurance, but does not guarantee an audit conducted in accordance with Australian Auditing Standards will always detect material misstatements. Misstatements can arise from fraud or error. Misstatements are considered material if, individually or in aggregate, they could reasonably be expected to influence the economic decisions users take based on the Schedule.

A description of my responsibilities for the audit of the Schedule is located at the Auditing and Assurance Standards Board website at: www.auasb.gov.au/auditors_responsibilities/ar8.pdf. The description forms part of my auditor's report.

My opinion does not provide assurance:

- that the Council carried out its activities effectively, efficiently and economically
- about the security and controls over the electronic publication of the audited Schedule on any website where it may be presented
- about any other information which may have been hyperlinked to/from the Schedule.



Dominika Ryan
Director, Financial Audit Services

Delegate of the Auditor-General for New South Wales

31 October 2019
SYDNEY



INDEPENDENT AUDITOR'S REPORT

Report on the special purpose financial statements

Upper Lachlan Shire Council

To the Councillors of the Upper Lachlan Shire Council

Opinion

I have audited the accompanying special purpose financial statements (the financial statements) of Upper Lachlan Shire Council's (the Council) declared business activities, which comprise the Income Statement of each declared business activity for the year ended 30 June 2019, the Statement of Financial Position of each declared business activity as at 30 June 2019, Note 1 Significant accounting policies for the business activities declared by Council, and the Statement by Councillors and Management.

The declared business activities of the Council are:

- water supply
- sewerage
- domestic waste management.

In my opinion, the financial statements present fairly, in all material respects, the financial position of the Council's declared business activities as at 30 June 2019, and its financial performance for the year then ended, in accordance with the Australian Accounting Standards described in Note 1 and the Local Government Code of Accounting Practice and Financial Reporting – update number 27 (LG Code).

My opinion should be read in conjunction with the rest of this report.

Basis for Opinion

I conducted my audit in accordance with Australian Auditing Standards. My responsibilities under the standards are described in the 'Auditor's Responsibilities for the Audit of the Financial Statements' section of my report.

I am independent of the Council in accordance with the requirements of the:

- Australian Auditing Standards
- Accounting Professional and Ethical Standards Board's APES 110 'Code of Ethics for Professional Accountants' (APES 110).

I have fulfilled my other ethical responsibilities in accordance with APES 110.

Parliament promotes independence by ensuring the Auditor-General and the Audit Office of New South Wales are not compromised in their roles by:

- providing that only Parliament, and not the executive government, can remove an Auditor-General
- mandating the Auditor-General as the auditor of councils
- precluding the Auditor-General from providing non-audit services.

I believe the audit evidence I have obtained is sufficient and appropriate to provide a basis for my audit opinion.

Emphasis of Matter - Basis of Accounting

Without modifying my opinion, I draw attention to Note 1 to the financial statements which describes the basis of accounting. The financial statements have been prepared for the purpose of fulfilling the Council's financial reporting responsibilities under the LG Code. As a result, the financial statements may not be suitable for another purpose.

Other Information

The Council's annual report for the year ended 30 June 2019 includes other information in addition to the financial statements and my Independent Auditor's Report thereon. The Councillors are responsible for the other information. At the date of this Independent Auditor's Report, the other information I have received comprise the general purpose financial statements and Special Schedules (the Schedules).

My opinion on the financial statements does not cover the other information. Accordingly, I do not express any form of assurance conclusion on the other information. However, as required by the *Local Government Act 1993*, I have separately expressed an opinion on the general purpose financial statements and Special Schedule 'Permissible income for general rates'.

In connection with my audit of the financial statements, my responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or my knowledge obtained in the audit, or otherwise appears to be materially misstated.

If, based on the work I have performed, I conclude there is a material misstatement of the other information, I must report that fact.

I have nothing to report in this regard.

The Councillors' Responsibilities for the Financial Statements

The Councillors are responsible for the preparation and fair presentation of the financial statements and for determining that the accounting policies, described in Note 1 to the financial statements, are appropriate to meet the requirements in the LG Code. The Councillors' responsibility also includes such internal control as the Councillors determine is necessary to enable the preparation and fair presentation of the financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the Councillors are responsible for assessing the Council's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting, unless it is not appropriate to do so.

Auditor's Responsibilities for the Audit of the Financial Statements

My objectives are to:

- obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error
- issue an Independent Auditor's Report including my opinion.

Reasonable assurance is a high level of assurance, but does not guarantee an audit conducted in accordance with Australian Auditing Standards will always detect material misstatements. Misstatements can arise from fraud or error. Misstatements are considered material if, individually or in aggregate, they could reasonably be expected to influence the economic decisions users take based on the financial statements.

A description of my responsibilities for the audit of the financial statements is located at the Auditing and Assurance Standards Board website at: www.auasb.gov.au/auditors_responsibilities/ar4.pdf. The description forms part of my auditor's report.

My opinion does not provide assurance:

- that the Council carried out its activities effectively, efficiently and economically
- about the security and controls over the electronic publication of the audited financial statements on any website where they may be presented
- about any other information which may have been hyperlinked to/from the financial statements.



Dominika Ryan
Director, Financial Audit Services

Delegate of the Auditor-General for New South Wales

31 October 2019
SYDNEY

Finance and Administration - 21 November 2019

ITEM 13.2 **Presentation of the 2018/2019 Annual Report**

FILE REFERENCE **I19/755**

AUTHOR **Acting General Manager**

ISSUE

Presentation of the Upper Lachlan Shire Council 2018/2019 Annual Report.

RECOMMENDATION That -

1. Council resolves to adopt the Upper Lachlan Shire Council Annual Report for 2018/2019 in accordance with Section 428, of the Local Government Act 1993, Part 9, Division 7, of the Local Government (General) Regulation 2005 and other applicable legislation.
2. Council notify the Office of Local Government by providing a URL link to Council website.

BACKGROUND

Nil

REPORT

Councils are required to prepare an Annual Report in accordance with Section 428, of the Local Government Act 1993, and Part 9, Division 7, of the Local Government (General) Regulation 2005.

The Upper Lachlan Shire Council is required, within 5 months after the end of each financial year, to furnish the Office of Local Government with a copy of the Annual Report.

Upper Lachlan Shire Council has prepared an Annual Report relating to Council's operations and achievements with respect to the identified objectives and performance targets in Council's 2018/2019 Operational Plan.

It is a legislative requirement that the Annual Report contains the following information:-

- A full copy of Council's audited Financial Statements;
- A full copy of Council's Social and Community Plan;
- A full copy of Council's Disability Inclusion Plan;
- Comparisons of Council's actual performance of principal activities with projected performance of those activities;
- A report as to the State of the Environment in the Shire;
- A report on the condition of public works;

- A summary of legal proceedings;
- A statement regarding the provision of fees and facilities to the Mayor and Councillors and total amount of money expended on payment of Councillor expenses;
- A statement regarding senior staff employed by Council;
- Details of each contract awarded by Council exceeding \$250,000;
- A report regarding bush fire hazard reduction activities;
- Details of multicultural programs;
- Details of subsidised private works;
- Details of total amount of contributions and donations made under Section 356;
- A statement of human resource activities;
- A statement regarding Council's Equal Employment Opportunity Management Plan;
- A statement of external bodies that exercised functions delegated by Council;
- A statement of all companies in which Council held a controlling interest;
- A statement regarding Council's establishment of complaints handling mechanism for competitive neutrality complaints;
- Comparison of actual Stormwater Management services with proposed services stated in the Council Operational Plan;
- Information included on Government Information (Public Access) (GIPA) activities in accordance with GIPA Act and Regulation requirements;
- Information included on Public Interest Disclosures in accordance with the Act;
- A statement of activities in relation to companion animal management; and
- Privacy and Personal Information Protection Act compliance with requirements of Section 33 (3).

The Local Government (General) Regulation 2005 stipulate information that is required to be included in Council's Annual Report, including Clause 217, containing requirements such as details of interstate and overseas visits by Councillors or Council staff, a summary of Council Category 2 business activities and a number of other statements.

All of the above requirements have been met and a copy of the 2018/2019 Annual Report is an Appendix to this report.

POLICY IMPACT

Nil

OPTIONS

Nil

FINANCIAL IMPACT OF RECOMMENDATIONS

Nil

RECOMMENDATION That -

1. Council resolves to adopt the Upper Lachlan Shire Council Annual Report for 2018/2019 in accordance with Section 428, of the Local Government Act 1993, Part 9, Division 7, of the Local Government (General) Regulation 2005 and other applicable legislation.
2. Council notify the Office of Local Government by providing a URL link to Council website.

ATTACHMENTS

1. ➡	2018-2019 Annual Report Upper Lachlan	Appendix
2. ➡	Social and Community Plan 2013 - 2018	Appendix
3. ➡	Upper Lachlan Shire Disability Inclusion Action Plan	Appendix

Finance and Administration - 21 November 2019

ITEM 13.3 **Quarterly Budget Review Statements - 1st Quarter 2019/2020**

FILE REFERENCE **I19/756**

AUTHOR **Acting General Manager**

ISSUE

A Financial Summary and Key Performance Indicators report for the 1st Quarter Budget Review in 2019/2020.

RECOMMENDATION That -

1. Council adopts the 1st Quarter Budget Review Statements for 2019/2020 including revotes of income and expenditure to the Operational Plan; and
2. Council endorses the Operational Plan Performance Summary Report.

BACKGROUND

This report details the financial summary and Key Performance Indicators for the 1st Quarter Budget Review in 2019/2020.

REPORT

The Quarterly Budget Review Statements are prepared for Upper Lachlan Shire Council in accordance with the Office of Local Government guidelines. The quarterly review statements are comprehensive and should be read in conjunction with the Operational Plan performance summary report.

The Income and Expenses Budget Review Statement provides an overview of Council operations for the 1st Quarter of the 2019/2020 financial year. The following is a financial summary of the data as at 30 September 2019 – see Attachment 3:-

1. Council has raised 50% of the operating budgeted income.
2. Council has expended 25% of the operating budgeted expenditure, (includes actual expenditure and creditor commitments).
3. Capital grants and contributions income received is 14% of the revised budgeted capital income.
4. Council has expended 19% of the revised budgeted capital expenditure (including actual capital expenditure and creditor commitments) on asset acquisitions and renewals.

Budget Revotes

Council resolved an original operating budget surplus, before capital grants and contributions, totalling \$698,588.

Since the original budget was adopted there are operational budget net revotes of expenditure for the 1st Quarter totalling \$81,675.

The revised net operating budget shows a reduced surplus result forecast totalling \$616,912, before capital grants and contributions. The operational and capital budget revotes of income and expenditure and movements in transfer from reserves for the 1st Quarter are detailed in Attachment 5.

Operational Budget Analysis

Council's operational budget analysis is outlined in Attachment 3. The year to date actual to budget operating income shows that total revenue received year to date is comparable to the anticipated budget forecast. Likewise the year to date actual to budget operating expense shows that total expenditure year to date is similar to that anticipated.

The Operating Budget Review Statement by Function gives further detail of Council services in Attachment 4. This document shows the net budgeted cost of each Council function and illustrates the cost to Council in providing a particular service.

Capital Budget Analysis

Total capital expenditure budget, for all funds, including accounts payable commitments is 19% complete at year to date as detailed in Attachment 7. This attachment provides details in regards to progress of each individual capital project.

The General Fund revised capital expenditure program is 20% completed at year to date. Major projects substantially commenced include the local roads gravel re-sheeting from Section 94 funds and the Roads to Recovery program on local road gravel re-sheeting projects and completion of carry over works such as MR248E Laggan Road Stage 1 rehabilitation. The MR256 Abercrombie River Bridge replacement project on Oberon Road is now completed. The Crookwell Memorial Oval sporting complex project was nearing completion and the Stronger Country Communities Fund projects were progressing this quarter.

The General Fund actual capital expenditure work year to date is lower than anticipated principally due to delays in the MR248E Kiamma Creek Bridge replacement and delays in the Crookwell landfill project. In addition, the bridge bypasses emergency response works were prioritised by Council this quarter with funding allocated in August 2019. This funding was to allow heavy vehicle use, without load limit restrictions, to 12 affected timber bridges and 3 concrete bridges. The bridge bypass works took precedence over budgeted capital expenditure programmed works.

Cash flow

Council's projected short term liquidity financial position is satisfactory with the total cash and investments held as at 30 September 2019 totalling \$29.143 million.

The cash and investments held at 30 June 2019, totalled \$28.564 million. The Cash and Investments Quarterly Budget Review Statement (Attachment 6) details the unrestricted cash, internal reserve restrictions and external reserve restrictions both in total and movements to 30 September 2019.

POLICY IMPACT

Nil

OPTIONS

Nil

FINANCIAL IMPACT OF RECOMMENDATIONS

There are operational budget net revotes in the first quarter totalling \$81,675; therefore the projected operational budget surplus has been reduced by that amount.

There are capital income and expenditure revotes detailed in Attachment 5 including transfers from internal and external restricted reserves for prior years carry over works and new grant projects.

RECOMMENDATION That -

1. Council adopts the 1st Quarter Budget Review Statements for 2019/2020 including revotes of income and expenditure to the Operational Plan; and Council endorses the Operational Plan Performance Summary Report.

ATTACHMENTS

1. ↓	Quarterly Budget Review Statement by Responsible Accounting Officer	Attachment
2. ↓	Contracts, Consultancy and Legal Expenses Budget Review Statement	Attachment
3. ↓	Income and Expenses Budget Review Statement	Attachment
4. ↓	Operating Budget Review Statement by Function-Activity	Attachment
5. ↓	Material Variations and Revotes Budget Review Statement	Attachment
6. ↓	Cash and Investment Budget Review Statement	Attachment
7. ↓	Capital Expenditure (Assets) Budget Review Statement	Attachment
8. ↓	Capital Income (Grants and Contributions) Budget Review Statement	Attachment
9. ↓	Operational Plan KPI - 1st Quarter 2019/2020	Attachment

UPPER LACHLAN SHIRE COUNCIL**Quarterly Budget Review Statement****For the 1st Quarter 2019/2020, ended 30 September 2019****Report by Responsible Accounting Officer**

The following statement is made in accordance with Clause 202(2) of the Local Government (General) Regulations 2005.

It is my opinion that the Quarterly Budget Review Statement for Upper Lachlan Shire Council for the quarter ended 30 September 2019 indicates that Upper Lachlan Shire Council's projected financial position at 30 June 2020 will be satisfactory at year end, having regard to the projected estimates of income and expenditure and the original budgeted income expenditure.

Signed: Andrew A Croke

Date: 11/11/2019.

Andrew Croke
Acting General Manager
Upper Lachlan Shire Council

UPPER LACHLAN SHIRE COUNCIL**Part A****Contracts Budget Review Statement - 2019/2020**

Budget Review for the quarter ended 30 September 2019

Contracts Listing - for contracts entered into during the quarter and have yet to be fully performed, excluding contractors that are on the **Council's preferred suppliers list**. Contracts for employment are not to be included. Minimum reporting level is \$50,000.

Contractor	Contract detail and purpose	Contract value (GST Inclusive)	Commence Date	Duration of Contract	Budgeted (Y/N)
NSW Public Works Advisory	Crookwell Landfill Upgrade - EPA Requirement Survey & Design Creditors	135,080.00	30/07/2019	On-going, estimated 2-3 years	Y
Bridging Australia Pty Ltd	Harley Road Bridge over Kiamma Creek Replacement Survey & Design Creditors	299,711.50	30/07/2019	30/09/2019	Y
Divall's Earthmoving [ULSC2019/31]	Replacement of Timber Bridges at Jeffreys Road/Bridgy Creek, and Peelwood Road/Unnamed Creek	430,302.40	19/09/2019	10 weeks	Y
RD Miller Pty Ltd [ULSC2019/34]	Replacement of Timber Bridges at Wilcox Road/Clifford Creek, and Julong Road 1/Crookwell River, and Reids Flat Road/Coats Creek	827,315.50	10/10/2019	10 weeks	Y
River Park Constructions [ULSC2019/07]	'Re-energising the Collector Community' project - construct footpaths & footbridge	234,713.90	29/07/2019	21 weeks	Y
Imagination Play [ULSC2019/27]	'Active Villages' project - supply & install 4 x outdoor gymnasiums; Dalton, Collector, Gunning, Taralga	300,962.31	3/10/2019	1/03/2020	Y
Re.Cycle Operations (Canberra)	Domestic Waste Management Recycling Contract	52,800.00	12/08/2019	31/01/2022	Y
Local Government Appointments	Oosoft Job Evaluation System implementation	126,720.00	13/08/2019	28/02/2020	Y
Roads & Maritime Services	Reg Rd 248 Sealed Mtce Concrete bridge Mtce - Land testing equipment	60,500.00	21/08/2019	30/09/2019	Y
National Capital Motors	PL807 - Toyota Prado GX	54,567.13	13/09/2019	Supply of goods	Y
Nowra Truck and Tractor Repairs Pty Ltd	PL808 - Iveco Euro garbage truck	409,781.10	23/09/2019	Supply of goods	Y

Part B**Consultancy and Legal Expenses Budget Review Statement - 2019/2020**

Budget Review for the quarter ended 30 September 2019

Expense	YTD (Actual + Commitments)	2019/2020 Budget	Budgeted (Y/N)
Legal Fees	\$3,300	\$77,000	Yes
Consultancies*	\$327,303	\$442,900	Partially

* Note: Consultant fees for Building Surveyor Services were not in the original budget and are partially funded by salaries and wages budgeted savings.

Definition of a consultant:

A consultant is a person or organisation engaged under contract on a temporary basis to provide recommendations or high level specialist or professional advice to assist decision making by management. Generally it is the advisory nature of the work that differentiates a consultant from other contractors.

Consult & Legal Exp

UPPER LACHLAN SHIRE COUNCIL**Income and Expenses Budget Review Statement - 2019/2020
Budget Review for the quarter ended 30 September 2019**

(Actual YTD figures include creditor commitments)

								Actual YTD Pay YTD	25.00% 20.16%
	Actual YTD	Original Budget	1st Quarter Revotes	2nd Quarter Revotes	3rd Quarter Revotes	Revised Budget	% YTD Actual to Revised Budget	Anticipated % Budget YTD	
Operational Activities									
Employee Benefits and On-Costs	2,231,323	10,520,197				10,520,197	21.21%	20.16%	
Borrowing Costs	3,109	211,830				211,830	-1.47%	0.00%	
Depreciation & Amortisation #	1,579,775	6,319,100				6,319,100	25.00%	25.00%	
Materials & Contracts	1,604,130	8,011,122	90,037			8,101,159	19.80%	23.44%	
Other Expenses	1,434,110	2,673,418				2,673,418	53.64%	46.91%	
Loss on Disposal of Assets	0	0				0	0.00%	0.00%	
Total Expenses from Continuing Operations	6,846,228	27,735,667	90,037	0	0	27,825,704	24.60%	24.63%	
Rates & Annual Charges**	10,938,793	11,019,912				11,019,912	99.26%	100.00%	
User Charges & Fees	1,069,501	7,567,911				7,567,911	14.13%	20.45%	
Interest and Investment Revenue	262,967	702,900				702,900	37.41%	38.46%	
Other Revenues	238,852	738,500				738,500	32.34%	22.09%	
Non-Capital Operating Grants and Contributions	1,578,772	8,322,742	8,362			8,331,104	18.95%	22.95%	
Gain on Disposal of Assets	0	82,289				82,289			
Total Income from Continuing Operations	14,088,884	28,434,254	8,362	0	0	28,442,616	49.53%	52.43%	
OPERATING SURPLUS BEFORE CAPITAL AMOUNTS	7,242,656	698,587	81,675	0	0	616,912			
Capital Grants and Contributions	1,122,044	6,236,077	1,919,598			8,155,675	13.76%	8.32%	
NET RESULT FROM ALL ACTIVITIES	8,364,700	6,934,664	1,837,923	0	0	8,772,588			

Note: Depreciation expense is an estimate and has not been processed for year-to-date.

** Rates and Annual Charges are net of internal/Council rates and annual charges expenses.

UPPER LACHLAN SHIRE COUNCIL Operating Budget Review Statement by Function/Activity - 2019/2020 Budget Review for the quarter ended 30 September 2019								
1) Actual YTD figures includes creditor commitments 2) Budget figures do not include quarter 1 revotes 3) Expenditure is inclusive of Council Rates and is eliminated on the Income Statement						Actual YTD Pay YTD		25.00% 20.16%
Function or Activity (Alternate Key 8 Report)	Expenditure to 30 Sept 2019 \$	Expenditure to 30 Sept 2019 %	Budgeted Expenses from continuing operations \$	Income to 30 Sept 2019 \$	Income to 30 Sept 2019 %	Budgeted Income from continuing operations \$	Operating Result to 30 Sept 2019 \$	Budgeted Operating Result from continuing operations \$
* Note: Depreciation expense is excluded from cost centres								
COMMUNITY	727,836	31.50%	2,310,353	27,057	6.71%	403,000	(700,779)	(1,907,353)
Health Services, Medical Centres, Aged, Disabled & Community Services	78,831	25.20%	312,801	14,730	23.12%	63,700	(64,101)	(249,101)
Public Halls, Cultural Services, Community Services and Museums	109,491	59.73%	183,300	6,966	19.35%	36,000	(102,525)	(147,300)
Animal Control	14,351	17.14%	83,721	2,140	18.45%	11,600	(12,210)	(72,121)
Swimming Pools	21,782	10.26%	212,353	223	0.68%	32,900	(21,559)	(179,453)
Sporting Grounds and Parks and Gardens	179,055	30.40%	589,011	397	1.32%	30,000	(178,659)	(559,011)
Public Libraries	102,753	26.28%	390,922	2,601	4.28%	60,800	(100,152)	(330,122)
Emergency Services and Fire Protection	221,573	41.17%	538,245	0	0.00%	168,000	(221,573)	(370,245)
ENVIRONMENT	417,785	25.53%	1,636,443	105,317	20.03%	525,825	(312,468)	(1,110,618)
Town Planning and Development Control	170,037	27.48%	618,700	53,160	25.50%	208,500	(116,878)	(410,200)
Building Control	106,856	24.04%	444,417	45,575	35.00%	130,200	(61,281)	(314,217)
Environmental Systems and Protection	18,128	17.77%	102,000	0	0.00%	0	(18,128)	(102,000)
Housing	17,420	73.19%	23,800	5,400	21.60%	25,000	(12,020)	1,200
Noxious Weeds Control	101,552	23.08%	440,026	320	0.20%	157,125	(101,232)	(282,901)
Food Control and Inspections	3,793	50.58%	7,500	863	17.26%	5,000	(2,930)	(2,500)
ECONOMY	1,743,153	21.90%	7,959,357	278,118	5.47%	5,083,335	(1,465,035)	(2,876,022)
Financial Services	192,917	23.12%	834,417	0	0.00%	0	(192,917)	(834,417)
Administration and Corporate Support	630,240	52.97%	1,189,726	200,339	54.36%	368,510	(429,901)	(821,216)
Information Technology	172,530	37.20%	463,777	0	0.00%	0	(172,530)	(463,777)
Workforce (Human Resources, Labour Oncosts and WH&S)	269,758	38.42%	702,185	0	0.00%	0	(269,758)	(702,185)
Caravan Parks	11,847	21.36%	55,461	12,252	18.85%	65,000	405	9,539
Tourism & Business (RMS State Rd, Service NSW Agency, Private Works, Bank House)	465,861	9.88%	4,713,791	65,527	1.41%	4,648,825	(400,334)	(63,966)

UPPER LACHLAN SHIRE COUNCIL Operating Budget Review Statement by Function/Activity - 2019/2020 Budget Review for the quarter ended 30 September 2019								
1) Actual YTD figures includes creditor commitments 2) Budget figures do not include quarter 1 revotes 3) Expenditure is inclusive of Council Rates and is eliminated on the Income Statement								
Function or Activity (Alternate Key 8 Report)	Expenditure to 30 Sept 2019 \$	Expenditure to 30 Sept 2019 %	Budgeted Expenses from continuing operations \$	Income to 30 Sept 2019 \$	Income to 30 Sept 2019 %	Budgeted Income from continuing operations \$	Actual YTD Pay YTD Operating Result to 30 Sept 2019 \$	25.00% 20.16% Budgeted Operating Result from continuing operations \$
* Note: Depreciation expense is excluded from cost centres								
INFRASTRUCTURE	2,359,983	27.49%	8,584,678	5,787,993	58.34%	9,921,121	3,428,011	1,336,443
Roads, Bridges, Cycleways, Footpaths and Kerb and Guttering	1,022,943	24.05%	4,253,700	943,718	31.88%	2,960,446	(79,225)	(1,293,254)
Water Supply Services	278,901	22.52%	1,238,189	1,199,041	61.72%	1,942,599	920,140	704,410
Sewerage Services	192,108	23.98%	801,063	1,494,162	94.34%	1,583,838	1,302,054	782,775
Stormwater and Drainage	0	0.00%	16,000	46,793	100.52%	46,550	46,793	30,550
Quarries and Gravel Pits	88,795	9.25%	960,300	271,364	25.69%	1,056,300	182,569	96,000
Domestic Waste Management	156,469	15.22%	1,028,232	1,164,333	94.80%	1,228,232	1,007,865	200,000
Waste Centres, Rubbish Tips and Street Cleaning	371,834	67.73%	549,017	614,911	85.03%	723,167	243,078	174,150
Public Conveniences and Amenities	58,210	27.41%	212,400	0	0.00%	0	(58,210)	(212,400)
Public Cemeteries	52,403	43.60%	120,200	30,881	29.78%	103,700	(21,522)	(16,500)
Engineering, Purchasing and Works Supervision	350,873	28.08%	1,249,711	22,790	11.75%	194,000	(328,083)	(1,055,711)
Plant and Equipment Operations (net excluding depreciation)	(212,553)	11.53%	(1,844,134)	0	0.00%	82,289	212,553	1,926,423
CIVIC LEADERSHIP	226,057	24.42%	925,737	913	18.25%	5,000	(225,145)	(920,737)
Governance and Real Estate Development	226,057	24.42%	925,737	913	18.25%	5,000	(225,145)	(920,737)
GENERAL PURPOSE REVENUES				8,097,847	64.80%	12,495,973	8,097,847	12,495,973
General Purpose Items and Rates				8,097,847	64.80%	12,495,973	8,097,847	12,495,973
DEPRECIATION EXPENSE	1,579,775	25.00%	6,319,100				(1,579,775)	(6,319,100)
Depreciation Operating Expense	1,579,775	25.00%	6,319,100	0			(1,579,775)	(6,319,100)
Note: Internal Rates and Charges are allocated to each cost centre	(208,361)		0	(208,361)		0	0	0
TOTAL SURPLUS / (DEFICIT) FROM ALL ACTIVITIES	6,846,228	24.68%	27,735,668	14,088,884	49.55%	28,434,254	7,242,656	698,586

UPPER LACHLAN SHIRE COUNCIL**Material Variations and Revotes Budget Review Statement - 2019/2020****Budget Review for the quarter ended 30 September 2019**

Budget Capital Income and Expenditure - 1st Quarter Revotes			
Job Description	Adopted Budget 2019/2020	Revote net amendment	Revised Budget 2019/2020
Bridge - Willcox Rd/Clifford's Ck (Local/UnS/Tim) - bypass	0	60,750	60,750
Bridge - Bigga Rd/Kangaroo Ck (Local/Sld/Tim) - replacement + bypass	0	2,023,533	2,023,533
New Loan - Kangaroo Creek Bridge	0	-1,930,000	-1,930,000
Bridge - Julong Rd 1/Crookwell Riv (Local/UnS/Tim) - bypass	340,000	-208,916	131,084
No.1 Crookwell River Bridge (Julong Road) (Loan Borrowings)	-340,000	340,000	0
Bridge - Cooksvale Rd/Peelwood Ck (Local/UnS/Tim) - bypass	0	158,869	158,869
Bridge - Peelwood Rd/Peelwood Ck (Local/UnS/Tim) - bypass	0	175,496	175,496
Bridge - Blue Hills Rd/Monkey Ck (Local/UnS/Tim) - bypass	0	96,421	96,421
Bridge - Julong Rd 2/Crookwell Riv (Local/UnS/Tim) - bypass	0	139,303	139,303
Transfer from Works Contingency Reserve	0	-310,000	-310,000
Transfer from s94 Reserve	0	-200,000	-200,000
New Loan - 6 x Timber Bridge Replacements	0	-1,400,000	-1,400,000
Bridge - Arthursleigh Rd/Sandy Ck (Local/UnS/Tim) - replacement	0	156,711	156,711
Bridge - Jeffreys Rd/Bridgy Ck (Local/UnS/Tim) - replacement	0	241,888	241,888
Bridge - Julong Rd 1/Crookwell Riv (Local/UnS/Tim) - replacement + bypass	0	252,314	252,314
Bridge - Peelwood Rd/unnamed Ck (Local/UnS/Tim) - replacement	0	189,296	189,296
Bridge - Reids Flat Rd 2/Coates Ck (Local/UnS/Tim) - replacement	0	297,877	297,877
Bridge - Willcox Rd/Clifford's Ck (Local/UnS/Tim) - replacement + bypass	0	261,914	261,914
Harley Road Bridge over Kiamma Creek - replacement	0	272,465	272,465
Transfer from Works Contingency Reserve	0	-72,465	-72,465
Transfer from Works Contingency Reserve	0	-200,000	-200,000
MR248 East - Unsealed Regional Roads Capital Works	745,000	109,542	854,542
Transfer from Reserves - MR248 East	0	-109,542	-109,542
MR256 - Abercrombie Bridge Replacement	0	585,183	585,183
MR256 - Abercrombie Bridge Replacement (100% grant funded)	0	-585,183	-585,183
Gunning Library Renovations	15,000	35,937	50,937
Gunning Library Renovations (Transfer from Reserves)	0	-35,937	-35,937
Towns & Villages Streetscape	150,000	237,007	387,007
Towns & Villages Streetscape (Transfer from Reserves)	0	-237,007	-237,007
Memorial Oval Upgrade 2018/2019	0	684,182	684,182
Memorial Oval Upgrade 2018/2019	0	-370,000	-370,000
Kiamma Cr/Pat Cullen Res Entrance Improvements	0	15,000	15,000
Kiamma Cr/Pat Cullen Res Entrance Improvements (Gullen Range Windfarm CEP)	0	-10,000	-10,000
SCCF project-PAMP footpath Gunning, Laggan,Taralga	0	298,559	298,559
SCCF project-PAMP footpath Gunning, Laggan,Taralga (100% grant funded)	0	-298,559	-298,559
SCCF project- Re-energising Collector community	0	213,376	213,376
SCCF project- Re-energising Collector community (grant funded)	0	-147,400	-147,400
Pumpkin Festival Committee Contribution - Collector	0	-15,000	-15,000
SCCF project- Re-energising Collector community (Transfer from s94 Developer Contributions)	0	-50,976	-50,976
SCCF project - Pat Cullen Reserve footbridge	0	85,725	85,725
SCCF project - Pat Cullen Reserve footbridge (grant funded TBC)	0	-85,725	-85,725
Crookwell Office carpark - seal	0	34,000	34,000
Crookwell Office carpark - seal (Tansfer from Reserves)	0	-34,000	-34,000
Crookwell Landfill Upgrade	0	1,500,387	1,500,387
Crookwell Landfill Upgrade (Transfer from Tip Remediation Reserve)	0	-1,500,387	-1,500,387
Gunning Swimming Pool - step access to pool	0	25,000	25,000
Gunning Swimming Pool - step access to pool (Transfer from Reserves)	0	-25,000	-25,000
Christmas Decorations Equip Install - Goulburn St Crook	0	6,000	6,000
Christmas Decorations Equip Install - Goulburn St Crook (Transfer from Reserves)	0	-6,000	-6,000
Stonequarry - Heritage Unmarked Graves	0	36,755	36,755
Stonequarry - Heritage Unmarked Graves (Veolia Mulwaree Trust and Taralga Windfarm CEP)	0	-36,755	-36,755
RFS Crookwell Brigade Equipment	0	3,500	3,500
RFS Crookwell Brigade Equipment (Transfer from s94 Reserves)	0	-3,500	-3,500
Pathway - Taralga Masonic Hall	0	3,500	3,500
Bus Shelters in Gunning & Dalton from Streetscape Project	0	20,000	20,000
Bus Shelters in Gunning & Dalton from Streetscape Project (dependent on CPTIG Grant success)	0	-20,000	-20,000
Redground Heights hub repeater - mobile phone system	0	6,000	6,000
SCCF2 - Active Villages Project: Dalton, Collector, Gunning and Taralga	0	300,000	300,000
SCCF2 - Active Villages Project: Dalton, Collector, Gunning and Taralga (100% Grant funded)	0	-300,000	-300,000
Sewerage Treatment Plant - Internal Roads	0	86,883	86,883

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Sewerage Treatment Plant - Internal Roads (Transfer from Sec. 64 Reserve)	0	-86,883	-86,883
Taralga RV Parking	0	53,000	53,000
Taralga RV Parking (Transfer from Reserves)	0	-53,000	-53,000
Tony Foley Centre - Capital Improvements	0	46,000	46,000
Tony Foley Centre - Capital Improvements (Transfer from Reserves)	0	-46,000	-46,000
ePlanning Suite - Implementation & Integration	0	40,000	40,000
ePlanning Suite - Implementation & Integration (Transfer from Reserves)	0	-40,000	-40,000
Traffic & Transport Cycleway Prog Lom St Collector	0	161,000	161,000
Traffic & Transport Cycleway Prog Lom St Collector (Transfer from Reserves)	0	-161,000	-161,000
Bus Stop - Bigga	0	10,000	10,000
Bus Stop - Bigga (Transfer from Reserves)	0	-10,000	-10,000
Bus Stop - Taralga	0	10,000	10,000
Bus Stop - Taralga (Transfer from Reserves)	0	-10,000	-10,000
Bus Stop - Binda	0	10,000	10,000
Bus Stop - Binda (Transfer from Reserves)	0	-10,000	-10,000
Section 94 Plan Update s94	0	45,000	45,000
Section 94 Plan Update s94 (Transfer from Reserves)	0	-45,000	-45,000
Council Chambers Audiobility/Webcasting	0	11,000	11,000
Council Chambers Audiobility/Webcasting (Transfer from Reserves)	0	-11,000	-11,000
Totals	910,000	674,139	1,584,139

UPPER LACHLAN SHIRE COUNCIL
Budget Operating Income and Expenditure - 1st Quarter Revotes

Job Description	Adopted Budget 2019/2020	Revote net amendment	Revised Budget 2019/2020
Economic Development Area Marketing & Promotion (Transfer from Reserves)	8,000	20,000	28,000
Economic Development - Economic & Demographic Data Subscription	0	11,837	11,837
Gunning Depot - Groundwater Monitoring Environmental Assessment	0	15,200	15,200
Library Subsidy Grant (additional grant funding)	-52,300	-4,602	-56,902
Library Special Purpose Grant - Tech Savvy Seniors (transfer from reserves)	0	-2,760	-2,760
Library Veolia Mulwaree Trust Donation (grant funding)	0	-1,000	-1,000
Gibraltar Road - Maintenance	0	5,000	5,000
Crookwell Works Depot - Environmental site assessment	0	38,000	38,000
Totals	-44,300	81,675	37,375

Operational Plan budget surplus 2019/2020

-698,588

81,675

-616,913

Upper Lachlan Shire Council**Cash and Investments Budget Review Statement 2019/2020**

Budget review for the quarter ended 30 September 2019

	Original Budget (\$'000)	Opening Balance (\$'000)	Actual YTD Transfers to Restrictions (\$'000)	Actual YTD Transfers from Restrictions (\$'000)	1st Quarter Closing Balance (\$'000)
TOTAL UNRESTRICTED	(62)	2,296		(449)	1,847
EXTERNAL RESTRICTIONS:					
Section 94 - Development Contributions Plan	535	3,426	738	(99)	4,066
Section 94A - Development Contributions Plan	0	0	0		0
Specific Purpose Unexpended Grants	0	884	325		1,209
Water Supplies	220	2,551	220		2,771
Sewerage Services	420	4,769	524		5,293
Domestic Waste Management Services	(243)	1,498	360		1,859
Stormwater Management	0	247	47	(0)	294
Wind Farms CEF Program	0	33	25		59
Trust Fund (Fund 8)	0	6	0		6
RMS Contributions	0	0		0	0
TOTAL EXTERNAL RESTRICTED	932	13,415	2,240	(99)	15,556
INTERNAL RESTRICTIONS:					
Employees' Leave Entitlements	100	1,973	0		1,973
Plant and Equipment Replacement	120	1,665			1,665
Buildings and Infrastructure Improvements	0	1,159		(4)	1,155
Council Houses capital works	0	63			63
Information Technology and Equipment	0	220			220
Public Halls and Community Projects	0	51			51
Gravel Pit Restoration	0	353			353
Rubbish Tips Remediation	0	1,500		(308)	1,192
Garbage / Waste Disposal	0	37			37
Library Services Cooperative distribution	0	71		0	71
Upper Lachlan Tourist Association (ULTA)	0	32	0		32
Financial Assistance Grants Payment in Advance	0	2,475		(371)	2,103
Deposits and Retentions (subdivision bonds)	0	282	1		283
State Road MR54 works contingencies	0	581		(266)	315
Unexpended Loans/Borrowing - Bridge	(264)	264			264
Uncompleted Carry-over Works	(493)	2,127		(163)	1,964
TOTAL INTERNAL RESTRICTED	(537)	12,853	1	(1,113)	11,741
TOTAL RESTRICTED	395	26,268	2,240	(1,212)	27,296
TOTAL CASH AND INVESTMENTS	333	28,564	2,240	(1,661)	29,143

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UPPER LACHLAN SHIRE COUNCIL**Capital Budget Summary Review Statement - 2019/2020****Budget Review for the quarter ended 30 September 2019**

(Actual YTD figures includes creditor commitments)

	Actual YTD	Original Budget	1st Quarter Net Revotes	2nd Quarter Net Revotes	3rd Quarter Net Revotes	Revised Budget	% YTD Actual to Revised Budget
CAPITAL FUNDING							
Rates and Other Untied Charges (General Fund)	634,061	4,458,950	370,958			4,829,908	13%
Operational Grants and Contributions (All Funds)	267,050	1,969,976				1,969,976	14%
Capital Grants and Contributions (All Funds)	1,542,786	5,701,577	2,233,780			7,935,357	19%
Internal Restrictions (General Fund)							
- renewals/new assets	1,508,543	493,000	3,105,337			3,598,337	42%
External Restrictions (excluding grants)							
- water supply							
- sewerage							
- domestic waste management (DWM)							
- stormwater							
- section 94	87,253	410,000	90,383			500,383	17%
Other Capital Funding Sources e.g.							
- loans	414,309	1,195,868	2,990,000			4,185,868	10%
Income from Sale of Assets							
- plant and equipment (general fund)							
- land and buildings							
TOTAL CAPITAL FUNDING	4,454,001	14,229,371	8,790,459			23,019,830	19%
CAPITAL EXPENDITURE							
New Assets							
- plant and equipment	475,271	879,600				879,600	54%
- land and buildings	231,994	112,000	313,000			425,000	55%
- Roads, Bridges, Footpaths	405,875	190,000	845,543			1,035,543	39%
- infrastructure	11,265	250,000	376,762			626,762	2%
- other new assets	41,908	473,850	57,000			530,850	8%
Renewals (Replacement)							
- plant and equipment	56,870	1,265,700				1,265,700	4%
- land and buildings	708,412	157,000	840,119			997,119	71%
- Roads, Bridges, Footpaths	2,249,386	10,493,421	4,812,648			15,306,069	15%
- infrastructure	253,585	85,000	1,500,387			1,585,387	16%
- other asset renewals	11,250		45,000			45,000	25%
Loan Repayments (Principal)							
- renewals	8,184	322,800				322,800	3%
- new assets							
TOTAL CAPITAL EXPENDITURE	4,454,001	14,229,371	8,790,459			23,019,830	19%

Cap QBRS Stat 2020

UPPER LACHLAN SHIRE COUNCIL DELIVERY PROGRAM CAPITAL EXPENDITURE BUDGET - 2019/2020 Capital Expenditure - Acquisition/Renewal of Assets (Actual YTD figures includes creditor commitments)					
Job Description	Actual Expenditure	Original Budget Estimate 2019/2020	September Revotes & Reserves Transfers	Revised Total Budget	Actual/ Revised Budget %
<u>GENERAL FUND</u>					
1.COMMUNITY					
<i>Emergency Services and Fire Protection</i>					
Crookwell RFS New Shed Construction - s94	445		3,500	3,500	13%
RFS Blakney Creek Fire Station Roller Doors - s94	5,136				
<i>Animal Control</i>					
<i>Health Services, Medical Centres, Aged, Disabled and Community Services</i>					
<i>Public Libraries</i>					
Crookwell and Gunning Libraries - Computers and Printers		8,800		8,800	
Crookwell and Gunning Libraries - Laptop & Data Projector	3,625	5,000		5,000	73%
Crookwell and Gunning Libraries - Office Equipment, Furniture & Fittings		5,000		5,000	
Gunning Library - Roof Replacement and Structural Repairs		15,000	35,937	50,937	
Spydus NSW State Library grant expense	1,200				
<i>Public Halls, Cultural Services, Community Centres and Museums</i>					
Bigga Memorial Hall - Water Tank Replacement		4,000		4,000	
Gunning Court House - Disabled Access Ramp	11,340	40,000		40,000	28%
Pye Cottage Museum - Rewire Electrical System to Meet Australian Standards	2,250	8,000		8,000	28%
Tuena Hall Recreation Area - Access Ramp to Disabled Toilets	7,820	22,000		22,000	36%
Tony Foley Centre - Painting & Toilet Upgrade (transfer from reserve)			46,000	46,000	
SCCF2 Breadalbane Hall Pergola	219				
Taralga Masonic Hall - Path	2,913		3,500	3,500	83%

UPPER LACHLAN SHIRE COUNCIL DELIVERY PROGRAM CAPITAL EXPENDITURE BUDGET - 2019/2020 Capital Expenditure - Acquisition/Renewal of Assets (Actual YTD figures includes creditor commitments)					
Job Description	Actual Expenditure	Original Budget Estimate 2019/2020	September Revotes & Reserves Transfers	Revised Total Budget	Actual/ Revised Budget %
<i>Swimming Pools</i>					
Crookwell & Gunning Swimming Pools Capital Plan (consultancy and Implementation)	2,500	30,000		30,000	8%
Gunning Swimming Pool step access to pool			25,000	25,000	
<i>Sporting Grounds and Parks & Gardens</i>					
Memorial Oval Upgrade 2018/2019	633,031		684,182	684,182	93%
Goodhew Park Improvements/Upgrade	4,657				
Kiamma Cr/Pat Cullen Res Entrance Improvements	12,060		15,000	15,000	80%
SCCF2 Lights Football Action	2,840				
SCCF2 Active Village Projects	192,438		300,000	300,000	64%
Total Community Expenditure	882,473	137,800	1,113,119	1,250,919	71%

UPPER LACHLAN SHIRE COUNCIL DELIVERY PROGRAM CAPITAL EXPENDITURE BUDGET - 2019/2020 Capital Expenditure - Acquisition/Renewal of Assets (Actual YTD figures includes creditor commitments)					
Job Description	Actual Expenditure	Original Budget Estimate 2019/2020	September Revotes & Reserves Transfers	Revised Total Budget	Actual/ Revised Budget %
<u>GENERAL FUND</u>					
2. ENVIRONMENT					
<i>Town Planning and Development Control</i>					
Gas Pipeline Feasibility Study		100,000		100,000	
Section 94 Plan Update s94	11,250		45,000	45,000	25%
<i>Housing</i>					
Staff Accommodation Capital Replacements/Improvements (3 Houses)		15,000		15,000	
<i>Environmental Systems and Protection</i>					
<i>Noxious Weeds Control</i>					
GPS Units	727	2,000		2,000	36%
Spray Pumps		8,000		8,000	
<i>Building Control</i>					
Administration Offices - Fob Keys and Software Upgrade		3,000		3,000	
Total Environment Expenditure	11,977	128,000	45,000	173,000	7%

<p style="text-align: center;">UPPER LACHLAN SHIRE COUNCIL DELIVERY PROGRAM CAPITAL EXPENDITURE BUDGET - 2019/2020 Capital Expenditure - Acquisition/Renewal of Assets (Actual YTD figures includes creditor commitments)</p>					
Job Description	Actual Expenditure	Original Budget Estimate 2019/2020	September Revotes & Reserves Transfers	Revised Total Budget	Actual/ Revised Budget %
<u>GENERAL FUND</u>					
3. ECONOMY					
<i>Financial Services</i>					
Loans - Principal Reduction (Former Crookwell Loan 168 - Finalised 6/4/2021)		28,100		28,100	
Loans - Principal Reduction (Bridges Loan 172 - Finalised 23/12/2024)		110,300		110,300	
Loans - Principal Reduction - Future Loans		69,200		69,200	
<i>Administration and Corporate Support</i>					
Crookwell Administration Office - Disabled Ramp to Main Reception	7,840	50,000		50,000	16%
Administration Building - Improvements (Gunning)	15,912				
Crookwell Office carpark - seal	32,866		34,000	34,000	97%
New Council Chambers-Community & Civic Centre	4,200				
<i>Information Technology</i>					
IT - Windows Office 2016 Upgrade		38,400		38,400	
IT - Software - (Acrobat & Antivirus, etc.)	5,880	12,200		12,200	48%
IT - Hardware 24 x PCs + 1 x Laptop + 2 x IT PCs		61,300		61,300	
IT - Replace (UPS) Equipment (incl Phones & Microwave units)		23,000		23,000	
IT - Replace Printers		5,300		5,300	
IT - Additional Monitors		3,000		3,000	
IT - Network Improvements	2,311	15,000		15,000	15%
IT - Network Improvements - Emergency Network Switch		32,000		32,000	
IT - Design Engineer & Trainees 1 PC for Civilcad	9,495	5,200		5,200	183%
IT - Servers Replacement/Upgrade		25,000		25,000	
IT - Servers Memory Upgrades		5,000		5,000	

UPPER LACHLAN SHIRE COUNCIL DELIVERY PROGRAM CAPITAL EXPENDITURE BUDGET - 2019/2020 Capital Expenditure - Acquisition/Renewal of Assets (Actual YTD figures includes creditor commitments)					
Job Description	Actual Expenditure	Original Budget Estimate 2019/2020	September Revotes & Reserves Transfers	Revised Total Budget	Actual/ Revised Budget %
IT - VEEM Software		3,000		3,000	
IT - SAN - Storage for Production Virtual Server 22TB		55,000		55,000	
IT - Smart Phones (5) - iPhones - Management & Mayor		1,500		1,500	
IT - iPads Replacements		10,200		10,200	
IT - Smart Phones - (12 Replacements 2021/2022)	2,680	20,250		20,250	13%
IT - Telephone System Handset Additions & Replacements		5,000		5,000	
IT - Hardware - A2 Printer/Scanner		15,700		15,700	
IT - Electronic Stamping Software for Online Lodgement		9,000		9,000	
Council Chambers Audiobility/Webcasting	8,891		11,000	11,000	81%
Microwave Communication Network Council Offices	7,099				
Redground Heights hub repeater - mobile phone system			6,000	6,000	
ePlanning Suite - Implementation & Integration			40,000	40,000	
<i>Caravan Parks</i>					
Crookwell - Renew Electrical Switchboard & Water Supply Upgrade		30,000		30,000	
<i>Tourism Promotion and Business</i>					
Christmas Deco Equip Install - Goulburn St Crookwell	1,940		6,000	6,000	32%
Total Economy Expenditure	99,114	632,650	97,000	729,650	14%

UPPER LACHLAN SHIRE COUNCIL DELIVERY PROGRAM CAPITAL EXPENDITURE BUDGET - 2019/2020 Capital Expenditure - Acquisition/Renewal of Assets (Actual YTD figures includes creditor commitments)					
Job Description	Actual Expenditure	Original Budget Estimate 2019/2020	September Revotes & Reserves Transfers	Revised Total Budget	Actual/ Revised Budget %
<u>GENERAL FUND AND DWM FUND</u>					
4. INFRASTRUCTURE					
<i>Roads, Bridges, Cycleways, Footpaths and Kerb and Guttering</i>					
<i>Urban Local Roads</i>					
<u>Urban Unsealed Rd - Road Reconstruction and Sealing</u>					
Yass Street - (Park Street to Copeland Street) - Gunning		40,000		40,000	
<u>Urban Sealed Rd - Road Pavement Rehabilitation</u>					
Robertson Lane - (Park Street to East Street) - Crookwell		310,000		310,000	
Urban Sealed Roads - Bitumen Resealing		110,000		110,000	

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UPPER LACHLAN SHIRE COUNCIL DELIVERY PROGRAM CAPITAL EXPENDITURE BUDGET - 2019/2020 Capital Expenditure - Acquisition/Renewal of Assets (Actual YTD figures includes creditor commitments)					
Job Description	Actual Expenditure	Original Budget Estimate 2019/2020	September Revotes & Reserves Transfers	Revised Total Budget	Actual/ Revised Budget %
Rhyanna Road		27,000		27,000	
Rugby Rd	37,139	48,211		48,211	
Sapphire Road	48,398	54,590		54,590	
Towrang Road	24,545	27,000		27,000	
Tyrl Tyrl Road		27,000		27,000	
Walkoms Lane	11,699	27,000		27,000	
Wheeo Road	29,595	27,000		27,000	
<u>Roads to Recovery - Rural Sealed Road Pavement Rehabilitation</u>					
Sapphire Road (MR52 end)		270,000		270,000	
Roads to Recovery - Grabine Road Construction - R2R Funding	3,057	200,000		200,000	2%
<u>Rural Local Roads</u>					
Grabine Road Construction - Total of \$1.6m over 4 Years	3,315	200,000		200,000	2%
(Tranche 2 Special Grant - 50% Funding \$800,000 2016/2017 to 2019/2020)					
(16/17 \$200k, 17/18 \$200k (deferred to 18/19), 18/19 \$200k, 19/20 \$200k)					
Grabine Road Construction - Total of \$3.5m over 2 years		1,121,500		1,121,500	
(Total \$3.5m - Growing Local Economy Fund Grant \$3.3m & ULSC \$200k)					

UPPER LACHLAN SHIRE COUNCIL DELIVERY PROGRAM CAPITAL EXPENDITURE BUDGET - 2019/2020 Capital Expenditure - Acquisition/Renewal of Assets (Actual YTD figures includes creditor commitments)					
Job Description	Actual Expenditure	Original Budget Estimate 2019/2020	September Revotes & Reserves Transfers	Revised Total Budget	Actual/ Revised Budget %
<u>Gravel Resheeting Rural Local Roads (Transfer from Sec. 94 Reserve)</u>	81,672	400,000		400,000	20%
<u>Roads Scheduled for Gravel Resheeting</u>					
Bannister Lane	1,785	28,000		28,000	
Collector Rd	32,731	96,500		96,500	
East Street		15,265		15,265	
Fish River Road	52	11,699		11,699	
Glenerin Rd		11,141		11,141	
Harley Road		56,000		56,000	
Holloways Road		28,000		28,000	
Jerrara Road		28,250		28,250	
Jerrong Road		25,501		25,501	
Redground Heights		12,445		12,445	
Rugby Rd	35,659	46,289		46,289	
Sapphire Road	11,446	12,910		12,910	
Snipe Flat Road		28,000		28,000	
Rural Local Sealed Road - Bitumen Resealing (30 year cycle)		500,000		500,000	
Rural Local Road - Safety Improvements		25,000		25,000	

UPPER LACHLAN SHIRE COUNCIL DELIVERY PROGRAM CAPITAL EXPENDITURE BUDGET - 2019/2020 Capital Expenditure - Acquisition/Renewal of Assets (Actual YTD figures includes creditor commitments)					
Job Description	Actual Expenditure	Original Budget Estimate 2019/2020	September Revotes & Reserves Transfers	Revised Total Budget	Actual/ Revised Budget %
<i>Regional Roads</i>					
Resealing Program (RMS Block Grant Funded)	40,307	427,000		427,000	9%
Boorowa Road MR248W - Shoulder Improvements & Guardrail (100% Grant Funded)		495,537		495,537	
Reconstruction - MR258 - Wombeyan Caves Road		1,278,000		1,278,000	
Total project cost \$5,028,000 / Growing Local Economies Fund Grant \$2,428,000 / Building Better Regions Fund Grant \$2,500,000 / Council \$100,000					
Rehabilitation - MR248E - Laggan Road (Part Grant Funded)	447,165	745,000	109,542	854,542	52%
(\$311,000 RMS REPAIR Grant Funded/\$311,000 Council Funded/\$123,000 RMS 3x3 Grant Funded)					
Higher Productivity Heavy Vehicles Network Enhancements (Block Grant Funded)		85,700		85,700	
Heavy Vehicle - Livestock Loading Access & Tree Trimming (Block Grant Funded)		50,000		50,000	
Grabben Gullen Rd MR52 - Blackspot Program	2,500	389,450		389,450	1%
<i>Regional Roads Timber Bridge Replacement Program</i>					
MR 248E - Timber Bridge Replacement - Kiamma Creek	1,038	1,062,460		1,062,460	0%
(Restart NSW Grant (State Govt.) \$531,230 / Federal Bridges Renewal Program Grant \$450,000 / B)					
MR256 - Abercrombie Bridge Replacement (Grant funded)	349,361		585,183	585,183	60%
Bridge- MR248W Boorowa R/Wheeo Ck (Reg/Sld/Con) (RMS Block Grant funded)	5,512				
Bridge- MR248W Boorowa R/OM Gunyah Ck (Reg/Sld/Con) (RMS Block Grant funded)	1,763				

UPPER LACHLAN SHIRE COUNCIL DELIVERY PROGRAM CAPITAL EXPENDITURE BUDGET - 2019/2020 Capital Expenditure - Acquisition/Renewal of Assets (Actual YTD figures includes creditor commitments)					
Job Description	Actual Expenditure	Original Budget Estimate 2019/2020	September Revotes & Reserves Transfers	Revised Total Budget	Actual/ Revised Budget %
<i>Local Roads Bridge Program</i>					
Bridge - Woodville Road/Crookwell Riv (Local/Uns/Tim) - replacement + bypass	118,700	589,721		589,721	20%
Bridge - Kangaloolah Rd/Diamond Ck (Local/UnS/Tim) - replacement + bypass	86,125	1,121,007		1,121,007	8%
Bridge - Julong Rd 1/Crookwell Riv (Local/UnS/Tim) - replacement + bypass	49,501	340,000	43,398	383,398	13%
Bridge - Peelwood Rd/unnamed Ck (Local/UnS/Tim) - replacement	183,611		189,296	189,296	97%
Harley Road Bridge over Kiamma Creek Replacement	266,507		272,465	272,465	98%
Bridge - Bigga Rd/Kangaroo Ck (Local/Sld/Tim) - replacement + bypass	109,427		2,023,533	2,023,533	5%
Bridge - Blue Hills Rd/Monkey Ck (Local/UnS/Tim) - bypass	9,363		96,421	96,421	10%
Bridge - Cooksvale Rd/Peelwood Ck (Local/UnS/Tim) - bypass	904		158,869	158,869	1%
Bridge - Jeffreys Rd/Bridgy Ck (Local/UnS/Tim) - replacement	223,548		241,888	241,888	92%
Bridge - Julong Rd 2/Crookwell Riv (Local/UnS/Tim) - bypass	5,321		139,303	139,303	4%
Bridge - Reids Flat Rd 2/Coates Ck (Local/UnS/Tim) - replacement	7,150		297,877	297,877	2%
Bridge - Willcox Rd/Clifford's Ck (Local/UnS/Tim) - replacement + bypass	26,220		322,664	322,664	8%
Bridge - Reids Flat Rd/Lachlan Riv (Loc/UnS/Con)	940				
Bridge - Peelwood Rd/Peelwood Ck (Local/UnS/Tim) - bypass	694		175,496	175,496	0%
Bridge - Arthursleigh Rd/Sandy Ck (Local/UnS/Tim) - replacement			156,711	156,711	
<i>Footpaths and Cycleways</i>					
Traffic & Transport Cycleway Program - Carrington Street Crookwell - Northcott St to		20,000		20,000	
Traffic & Transport Cycleway Program - Carrington Street Crookwell - Laggan Rd to		40,000		40,000	
Footpath/Cycleway Capital Renewal Program (100% ULSC Funded)		20,000		20,000	
Tuena Creek Foot Bridge	2,000				
Traffic & Transport Cycleway Prog Lorn St Collector	65,747		161,000	161,000	41%
SCCF project-PAMP footpath Gunning, Laggan, Taralga	63,040		298,559	298,559	21%
SCCF project- Re-energising Collector community	181,266		213,376	213,376	85%
SCCF project - Pat Cullen Reserve footbridge	79,052		85,725	85,725	92%
SCCF projects - Clifton Park community pathway	16,769				

UPPER LACHLAN SHIRE COUNCIL DELIVERY PROGRAM CAPITAL EXPENDITURE BUDGET - 2019/2020 Capital Expenditure - Acquisition/Renewal of Assets (Actual YTD figures includes creditor commitments)					
Job Description	Actual Expenditure	Original Budget Estimate 2019/2020	September Revotes & Reserves Transfers	Revised Total Budget	Actual/ Revised Budget %
<i>Kerb and Guttering</i>					
Kerb & Gutter Design - King Rd - (Laggan Road to Crown Street)		60,000		60,000	
Kerb and Gutter Rehabilitation - Colyer Street (Memorial Oval to Wade Street)		50,000		50,000	
<i>Other Infrastructure</i>					
Towns & Villages Streetscape Investigation & Program	2,532	150,000	237,007	387,007	1%
School - Rural Bus Stops - (Grant Funded)		14,000		14,000	
Bus Stop - Rye Park Rd/Blakney Ck	7,862	16,000		16,000	49%
Traffic & Parking Study and Plan		60,000		60,000	
Bus Shelters in Gunning and Dalton			20,000	20,000	
Taralga RV Parking			53,000	53,000	
Bus Stop - Bigga			10,000	10,000	
Bus Stop - Taralga			10,000	10,000	
Bus Stop - Binda			10,000	10,000	
<i>Waste Centres, Rubbish Tips and Street Cleaning</i>					
Gunning Landfill Design & Investigation		50,000		50,000	
Gunning Transfer Station - New Attendant Hut		15,000		15,000	
Village Transfer Stations Upgrades		20,000		20,000	
Landfill Amenities Improvements	253,230		1,500,387	1,500,387	17%

UPPER LACHLAN SHIRE COUNCIL DELIVERY PROGRAM CAPITAL EXPENDITURE BUDGET - 2019/2020 Capital Expenditure - Acquisition/Renewal of Assets (Actual YTD figures includes creditor commitments)					
Job Description	Actual Expenditure	Original Budget Estimate 2019/2020	September Revotes & Reserves Transfers	Revised Total Budget	Actual/ Revised Budget %
Public Cemeteries Stonequarry Cemetery - Columbarium Stonequarry - Heritage Unmarked Graves Stormwater and Drainage Public Conveniences and Amenities Bigga Recreation Area - Amenities Upgrade Clifton Park Toilet Block Construction Engineering, Purchasing and Works Supervision Plant and Equipment Operations		10,000	36,755	10,000 36,755	
Total Plant Replacement Program Motor Vehicle Net Replacement Cost - (see Motor Vehicle Schedule) Heavy Plant Fleet Net Replacement Cost - (see Plant Schedule) Workshop Plant and Tools	475,271 475,271	879,600 222,600 653,000 4,000		879,600 222,600 653,000 4,000	54%
Domestic Waste Management (DWM) DWM Plant Net Replacement Cost - (see Plant Schedule)		493,000		493,000	
Total Infrastructure Expenditure	3,395,383	12,391,021	7,448,457	19,839,478	17%

UPPER LACHLAN SHIRE COUNCIL DELIVERY PROGRAM CAPITAL EXPENDITURE BUDGET - 2019/2020 Capital Expenditure - Acquisition/Renewal of Assets (Actual YTD figures includes creditor commitments)					
Job Description	Actual Expenditure	Original Budget Estimate 2019/2020	September Revotes & Reserves Transfers	Revised Total Budget	Actual/ Revised Budget %
<u>WATER SUPPLY FUND</u>					
<i>Crookwell Water Supply Fund</i>					
Loan Principal Reduction (Former Crookwell Loan 163W - Finalised 24/4/2022)		60,400		60,400	
Mains Replacement - General		150,000		150,000	
Water Treatment Plant - Concrete Pavement	10,146	30,000		30,000	34%
Water Treatment Plant - Chlorine Storage Shed		10,000		10,000	
Water Quality Improvements		60,000		60,000	
<i>Gunning Water Supply Fund</i>					
Mains Replacement		60,000		60,000	
Storage Dam - Aeration System		57,000		57,000	
<i>Dalton Water Supply Fund</i>					
Mains Replacements		30,000		30,000	
<i>Taralga Water Supply Fund</i>					
Loan Principal Reduction (Loan 170 - Finalised 9/2/2037)	6,634	13,300		13,300	50%
Mains Replacements	7,441	50,000		50,000	15%
Emergency Backup Well Connections		20,000		20,000	
Taralga Water Supply Upgrade	23,912				
Total Water Supply Services Expenditure	48,134	540,700		540,700	9%

UPPER LACHLAN SHIRE COUNCIL DELIVERY PROGRAM CAPITAL EXPENDITURE BUDGET - 2019/2020 Capital Expenditure - Acquisition/Renewal of Assets (Actual YTD figures includes creditor commitments)					
Job Description	Actual Expenditure	Original Budget Estimate 2019/2020	September Revotes & Reserves Transfers	Revised Total Budget	Actual/ Revised Budget %
<u>SEWERAGE FUND</u>					
<i>Crookwell Sewerage Fund</i>					
Loan Principal Reduction (Former Crookwell Loan 163S - Finalised 24/4/2022)		38,400		38,400	
Sewerage Pumping Station Upgrades/ pump replacements		10,000		10,000	
Mandatory EPA Audit Improvements		20,000		20,000	
Emergency Backup Generator		93,500		93,500	
Replacement of Baffle Wall in Maturation Pond		91,200		91,200	
Kennedy St Pump PLC Controller Update	15,371				
Sewerage Treatment Plant - Internal Roads			86,883	86,883	
<i>Gunning Sewerage Fund</i>					
Sewerage Treatment Plant - Odour Control System		47,000		47,000	
Sewerage Treatment Plant - Shipping Container & Location Pad		7,000		7,000	
Pump Stations - Replace Manhole Cover		12,000		12,000	
<i>Taralga Sewerage Fund</i>					
Loan Principal Reduction (Loan 170 - Finalised 9/2/2037)	1,549	3,100		3,100	50%
Sewerage Treatment Plant - Storage Shed		27,000		27,000	
Sewerage Treatment Plant - Land - Boundary Adjustment Acquisitions		25,000		25,000	
Sewerage Treatment Plant - Construct Sludge Lagoon		25,000		25,000	
Total Sewerage Services Expenditure	16,920	399,200	86,883	486,083	3%

UPPER LACHLAN SHIRE COUNCIL DELIVERY PROGRAM CAPITAL EXPENDITURE BUDGET - 2019/2020 Capital Expenditure - Acquisition/Renewal of Assets (Actual YTD figures includes creditor commitments)					
Job Description	Actual Expenditure	Original Budget Estimate 2019/2020	September Revotes & Reserves Transfers	Revised Total Budget	Actual/ Revised Budget %
GENERAL FUND					
5. CIVIC LEADERSHIP					
<i>Real Estate Development</i>					
Total Civic Leadership Expenditure					
Total Capital Works Expenditure	4,454,001	14,229,371	8,790,459	23,019,830	19%
Capital Works Funding by Fund:-					
General Fund Expenditure	4,388,947	12,796,471	8,703,576	21,500,047	20%
DWM Fund Expenditure		493,000		493,000	
Water Supply Funds Expenditure	48,134	540,700		540,700	9%
Sewerage Funds Expenditure	16,920	399,200	86,883	486,083	3%
Total of All Funds Expenditure	4,454,001	14,229,371	8,790,459	23,019,830	19%

UPPER LACHLAN SHIRE COUNCIL DELIVERY PROGRAM CAPITAL INCOME BUDGET - 2019/2020 Grants and Contributions Provided for Capital Purposes					
Job Description	Actual Income	Original Budget Estimate 2019/2020	September Revotes & Reserves Transfers	Revised Total Budget	Actual/ Revised Budget %
<u>GENERAL FUND</u>					
1.COMMUNITY					
<i>Emergency Services and Fire Protection</i>					
RFS Crookwell Brigade Equipment (Transfer from s94 Reserves)	\$445		\$3,500	\$3,500	13%
<i>Animal Control</i>					
<i>Health Services, Medical Centres, Aged, Disabled and Community Services</i>					
<i>Public Libraries</i>					
Gunning Library Renovations (Transfer from Reserves)			\$35,937	\$35,937	
<i>Public Halls, Cultural Services, Community Centres and Museums</i>					
Tony Foley Centre - Capital Improvements (Transfer from Reserves)			\$46,000	\$46,000	
<i>Sporting Grounds and Parks and Gardens</i>					
Crookwell Memorial Oval Contributions	\$1,000				
Memorial Oval Upgrade 2018/2019 (\$60K balance Grant funding)			\$370,000	\$370,000	
Kiamma Creek Landcare Group (partly Grant funded)	\$10,000		\$10,000	\$10,000	100%
SCCF Grant - Sportsgrounds	\$103,950				
SCCF2 Active Villages Project: Dalton, Collector, Gunning and Taralga (100% Grant funded)			\$300,000	\$300,000	
<i>Swimming Pools</i>					
Gunning Swimming Pool step access to pool (Transfer from Reserves)			\$25,000	\$25,000	
Total Community Income	\$115,395		\$790,437	\$790,437	15%

UPPER LACHLAN SHIRE COUNCIL DELIVERY PROGRAM CAPITAL INCOME BUDGET - 2019/2020 Grants and Contributions Provided for Capital Purposes					
Job Description	Actual Income	Original Budget Estimate 2019/2020	September Revotes & Reserves Transfers	Revised Total Budget	Actual/ Revised Budget %
<u>GENERAL FUND</u>					
2. ENVIRONMENT					
<i>Town Planning and Development Control</i>					
Gas Pipeline Feasibility Study		\$100,000		\$100,000	
Section 94 Plan Update s94 (Transfer from Reserves)	\$11,250		\$45,000	\$45,000	25%
<i>Section 94 - Development Contributions</i>					
Open Space	\$27,058	\$25,100		\$25,100	108%
Bushfire	\$21,588	\$22,900		\$22,900	94%
Community Facilities/Amenities	\$46,871	\$45,900		\$45,900	102%
Roads/Traffic Construction	\$568,512	\$316,900		\$316,900	179%
Extractive Industries	\$922	\$10,000		\$10,000	9%
Plan Administration	\$6,321	\$5,600		\$5,600	113%
<i>Housing</i>					
<i>Environmental Systems and Protection</i>					
<i>Noxious Weeds Control</i>					
<i>Building Control</i>					
Total Environment Income	\$682,522	\$526,400	\$45,000	\$571,400	119%

UPPER LACHLAN SHIRE COUNCIL DELIVERY PROGRAM CAPITAL INCOME BUDGET - 2019/2020 Grants and Contributions Provided for Capital Purposes					
Job Description	Actual Income	Original Budget Estimate 2019/2020	September Revotes & Reserves Transfers	Revised Total Budget	Actual/ Revised Budget %
<u>GENERAL FUND</u>					
3. ECONOMY					
<i>Financial Services</i>					
<i>Administration and Corporate Support</i>					
Crookwell Office carpark - seal (Transfer from Reserves)	\$32,866		\$34,000	\$34,000	97%
<i>Information Technology</i>					
ePlanning Suite - Implementation & Integration (Transfer from Reserves)			\$40,000	\$40,000	
Council Chambers Audiobility/Webcasting (Transfers from Reserves)	\$8,891		\$11,000	\$11,000	81%
<i>Caravan Parks</i>					
<i>Tourism Promotion and Business</i>					
Christmas Deco Equip Install - Goulburn St Crookwell (Transfer from Reserves)	\$1,940		\$6,000	\$6,000	32%
Total Economy Income	\$43,698		\$91,000	\$91,000	48%

UPPER LACHLAN SHIRE COUNCIL DELIVERY PROGRAM CAPITAL INCOME BUDGET - 2019/2020 Grants and Contributions Provided for Capital Purposes					
Job Description	Actual Income	Original Budget Estimate 2019/2020	September Revotes & Reserves Transfers	Revised Total Budget	Actual/ Revised Budget %
<u>GENERAL FUND AND DWM FUND</u>					
4. INFRASTRUCTURE					
<i>Roads, Bridges, Cycle ways, Footpaths and Kerb and Guttering</i>					
<i>Urban Local Roads</i>					
<i>Rural Local Roads</i>					
Grabine Road Construction - Total of \$1.6m over 4 Years (Tranche 2 Special Grant - 50% Funding)		\$200,000		\$200,000	
Grabine Road Construction - Total of \$3.5m over 3 Years (Total \$3.5m - Growing Local Economy Fund Grant \$3.3m & ULSC \$200k)		\$1,054,500		\$1,054,500	
Gravel Resheeting Roads (Transfer from Sec. 94 Reserve)	\$81,672	\$400,000		\$400,000	20%
<i>Regional Roads</i>					
Boorowa Road MR248W - Shoulder Improvements & Guardrail (100% NSW Safer Roads Program Grant)		\$495,537		\$495,537	
Reconstruction - MR258 - Wombeyan Caves Road Total project cost \$5,028,000 / Growing Local Economies Fund Grant \$2,428,000 / Building Better Regions Fund Grant \$2,500,000 / Council \$100,000		\$1,245,000		\$1,245,000	
Rehabilitation - MR248E - Laggan Road (Part REPAIR Grant Funded)		\$311,000		\$311,000	
Rehabilitation - MR248E - Laggan Road (Transfer from Reserves)	\$109,542		\$109,542	\$109,542	100%
Grabben Gullen Rd MR52 - Blackspot Program		\$389,450		\$389,450	
<i>Regional Roads Timber Bridge Replacement Program</i>					
MR 248E - Timber Bridge Replacement - Kiamma Creek (Restart NSW Grant (State Govt.) \$531,230 / Federal Bridges Renewal Program Grant \$450,000 / Block Grant \$81,230) (Federal Bridges Renewal Program Grant \$450,000) (Block Grant \$81,230)		\$981,230		\$981,230	
MR256 - Abercrombie Bridge Replacement (100% grant funded)			\$585,183	\$585,183	

UPPER LACHLAN SHIRE COUNCIL DELIVERY PROGRAM CAPITAL INCOME BUDGET - 2019/2020 Grants and Contributions Provided for Capital Purposes					
Job Description	Actual Income	Original Budget Estimate 2019/2020	September Revotes & Reserves Transfers	Revised Total Budget	Actual/ Revised Budget %
Local Roads Bridge Program					
Crookwell River (Woodville Road) - 50% Bridge Renewal Grant portion		\$294,860		\$294,860	
Crookwell River (Woodville Road) - 50% Loan portion		\$294,861		\$294,861	
Diamond Creek Bridge (Kangaloolah Road) - 50% Bridge Renewal Grant portion		\$560,000		\$560,000	
Diamond Creek Bridge (Kangaloolah Road) - 50% Loan portion		\$561,007		\$561,007	
No.1 Crookwell River Bridge (Julong Road) (Loan funding re-allocated)		\$340,000	-\$340,000		
Bridge - Bigga Rd/Kangaroo Ck (Local/Sld/Tim) - replacement + bypass (100% loan funded)			\$1,930,000	\$1,930,000	
Harley Road Bridge over Kiamma Creek - replacement (Tfr from Works Contingency Reserve)	\$266,507		\$272,465	\$272,465	98%
Bridges - Sidetrack Bypasses (\$856K Res 232/19) (balance funding from unrestricted cash)	\$201,429				65%
(Transfer from Works Contingencies Reserve \$310K)			\$310,000	\$310,000	
(Transfer from s94 Reserve \$200K)			\$200,000	\$200,000	
Bridge - Willcox Rd/Clifford's Ck (Local/UnS/Tim) - bypass					
Bridge - Bigga Rd/Kangaroo Ck (Local/Sld/Tim) - replacement + bypass					
Bridge - Julong Rd 1/Crookwell Riv (Local/UnS/Tim) - bypass					
Bridge - Cooksvale Rd/Peelwood Ck (Local/UnS/Tim) - bypass					
Bridge - Peelwood Rd/Peelwood Ck (Local/UnS/Tim) - bypass					
Bridge - Blue Hills Rd/Monkey Ck (Local/UnS/Tim) - bypass					
Bridge - Julong Rd 2/Crookwell Riv (Local/UnS/Tim) - bypass					
Bridges - Replacements (Res 232/19) (New Loan \$1.4m)			\$1,400,000	\$1,400,000	
Bridge - Arthursleigh Rd/Sandy Ck (Local/UnS/Tim) - replacement			\$156,711	\$156,711	
Bridge - Jeffreys Rd/Bridgy Ck (Local/UnS/Tim) - replacement			\$241,888	\$241,888	
Bridge - Julong Rd 1/Crookwell Riv (Local/UnS/Tim) - replacement + bypass			\$252,314	\$252,314	
Bridge - Peelwood Rd/unnamed Ck (Local/UnS/Tim) - replacement			\$189,296	\$189,296	
Bridge - Reids Flat Rd 2/Coates Ck (Local/UnS/Tim) - replacement			\$297,877	\$297,877	
Bridge - Willcox Rd/Clifford's Ck (Local/UnS/Tim) - replacement + bypass			\$261,914	\$261,914	

UPPER LACHLAN SHIRE COUNCIL DELIVERY PROGRAM CAPITAL INCOME BUDGET - 2019/2020 Grants and Contributions Provided for Capital Purposes					
Job Description	Actual Income	Original Budget Estimate 2019/2020	September Revotes & Reserves Transfers	Revised Total Budget	Actual/ Revised Budget %
Footpaths and Cycleways					
Traffic & Transport Cycleway Program - Carrington Street Crookwell - Laggan Rd to Crookwell River		\$40,000		\$40,000	
SCCF1 Crookwell Showground Upgrade (Grant funded, final payment)	\$90,796				
SCCF1 Clifton Park Community Connections pathway (Grant funded, final payment)	\$38,145				
SCCF1 project-PAMP footpath Gunning, Laggan, Taralga (100% grant funded)			\$298,559	\$298,559	
SCCF1 project- Re-energising Collector community (Grant funded portion)			\$147,400	\$147,400	
SCCF1 project- Re-energising Collector community (s94 Developer Cont funded portion)			\$50,976	\$50,976	
Pumpkin Festival Committee - Re-energising Collector community	\$15,000		\$15,000	\$15,000	100%
SCCF1 project - Pat Cullen Reserve footbridge			\$85,725	\$85,725	
Traffic & Transport Cycleway Prog Lorn St Collector (Transfer from Reserves)			\$161,000	\$161,000	
Kerb and Guttering					
Other Infrastructure					
School - Rural Bus Stops - (Grant Funded)		\$30,000		\$30,000	
Towns & Villages Streetscape Investigation & Program			\$237,007	\$237,007	
Bus Shelters in Gunning & Dalton from Streetscape Project (CPTIG Grant)			\$20,000	\$20,000	
Taralga RV Parking (Transfer from Reserves)			\$53,000	\$53,000	
Bus Stop - Bigga (Transfer from Reserves)			\$10,000	\$10,000	
Bus Stop - Taralga (Transfer from Reserves)			\$10,000	\$10,000	
Bus Stop - Binda (Transfer from Reserves)			\$10,000	\$10,000	
Waste Centres, Rubbish Tips and Street Cleaning					
Crookwell Landfill Remediation - EPA Requirement (Tip Remediation Reserve)	\$253,230		\$1,500,387	\$1,500,387	17%

UPPER LACHLAN SHIRE COUNCIL DELIVERY PROGRAM CAPITAL INCOME BUDGET - 2019/2020 Grants and Contributions Provided for Capital Purposes					
Job Description	Actual Income	Original Budget Estimate 2019/2020	September Revotes & Reserves Transfers	Revised Total Budget	Actual/ Revised Budget %
<i>Public Cemeteries</i> Stonequarry Cemetery - Columbarium (s94) Stonequarry - Heritage Unmarked Graves (100% Grant funded - Veolia Mulwaree + Taraiga Windfarm CEP)		\$10,000	\$36,755	\$10,000 \$36,755	
<i>Stormwater and Drainage</i>					
<i>Public Conveniences and Amenities</i>					
<i>Engineering, Purchasing and Works Supervision</i>					
<i>Plant and Equipment Operations</i>					
<i>Domestic Waste Management (DWM)</i> Section 94 Contribution - Garbage Disposal and Facilities DWM Plant - Net Replacement Cost (Transfer from Reserve)	\$17,127	\$16,000 \$493,000		\$16,000 \$493,000	107%
Total Infrastructure Income	\$1,073,447	\$7,716,445	\$7,102,999	\$14,819,444	7%

UPPER LACHLAN SHIRE COUNCIL DELIVERY PROGRAM CAPITAL INCOME BUDGET - 2019/2020 Grants and Contributions Provided for Capital Purposes					
Job Description	Actual Income	Original Budget Estimate 2019/2020	September Revotes & Reserves Transfers	Revised Total Budget	Actual/ Revised Budget %
WATER SUPPLY FUND					
<i>Crookwell Water Supply Fund</i> Water Section 64 Development Contributions	\$14,201	\$27,400		\$27,400	52%
<i>Gunning Water Supply Fund</i> Water Section 64 Development Contributions	\$68,203	\$16,200		\$16,200	421%
<i>Dalton Water Supply Fund</i> Water Section 64 Development Contributions		\$2,300		\$2,300	
<i>Taralga Water Supply Fund</i> Water Section 64 Development Contributions	\$4,075	\$9,900		\$9,900	41%
Total Water Supply Services Income	\$86,479	\$55,800		\$55,800	155%

UPPER LACHLAN SHIRE COUNCIL DELIVERY PROGRAM CAPITAL INCOME BUDGET - 2019/2020 Grants and Contributions Provided for Capital Purposes					
Job Description	Actual Income	Original Budget Estimate 2019/2020	September Revotes & Reserves Transfers	Revised Total Budget	Actual/ Revised Budget %
SEWERAGE FUND					
<i>Crookwell Sewerage Fund</i>					
Sewerage Section 64 Development Contributions	\$11,271	\$21,800		\$21,800	52%
Sewerage Treatment Plant - Internal Roads (Transfer from Sec. 64 Reserve)			\$86,883	\$86,883	
<i>Gunning Sewerage Fund</i>					
Sewerage Section 64 Development Contributions	\$72,662	\$8,700		\$8,700	835%
<i>Taralga Sewerage Fund</i>					
Sewerage Section 64 Development Contributions	\$4,342	\$5,800		\$5,800	75%
Total Sewerage Services Income	\$88,275	\$36,300	\$86,883	\$123,183	72%
<u>GENERAL FUND</u>					
5. CIVIC LEADERSHIP					
<i>Real Estate Development</i>					
Total Civic Leadership Income					
Total Capital Grants and Contributions Income, Transfers from Reserves & Loans	\$2,089,816	\$8,334,945	\$8,116,319	\$16,451,264	13%

UPPER LACHLAN SHIRE COUNCIL DELIVERY PROGRAM CAPITAL INCOME BUDGET - 2019/2020 Grants and Contributions Provided for Capital Purposes					
Job Description	Actual Income	Original Budget Estimate 2019/2020	September Revotes & Reserves Transfers	Revised Total Budget	Actual/ Revised Budget %
<u>Direct Funding Towards Capital Works</u>					
Total Transfers from Reserves	\$967,327	\$493,000	\$2,916,338	\$3,909,338	25%
Total Section 94/64 Transfers from Reserve	\$445	\$410,000	\$290,383	\$300,383	0%
Total Loans		\$1,195,868	\$2,990,000	\$4,185,868	
Total Capital Grants and Contributions Income	\$258,891	\$5,701,577	\$1,919,598	\$7,470,199	3%
Total Direct Funding Towards Capital Works	\$1,226,663	\$7,800,445	\$8,116,319	\$15,865,788	8%
Total Section 94/64 Contributions Received - Not Funding This Years Capital Works	\$863,153	\$534,500		\$585,476	147%
Total Capital Grants and Contributions Income, Transfers from Reserves & Loans	\$2,089,816	\$8,334,945	\$8,116,319	\$16,451,264	13%
<u>Capital Income as per Income Statement</u>					
Total General Fund Income	\$1,897,935	\$7,733,845	\$8,029,436	\$15,763,281	12%
Total DWM Fund Income	\$17,127	\$509,000		\$509,000	3%
Total Water Funds Income	\$86,479	\$55,800		\$55,800	155%
Total Sewer Funds Income	\$88,275	\$36,300	\$86,883	\$123,183	72%
Total Capital Income as per Income Statement	\$2,089,816	\$8,334,945	\$8,116,319	\$16,451,264	13%

UPPER LACHLAN SHIRE COUNCIL



1ST QUARTER REVIEW OPERATIONAL PLAN – KEY PERFORMANCE INDICATORS *2019/2020*

30 SEPTEMBER 2019

PRINCIPAL ACTIVITIES - KEY PERFORMANCE INDICATORS (KPI)
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<u>FUNCTION (SERVICE)</u>	<u>PAGE NUMBER</u>
COMMUNITY	
Health Services, Medical Centres, Community Services, Aged and Disabled Services	4
Public Halls, Cultural Services, Community Centres and Museums	4
Animal Control	5
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Sporting Grounds and Parks and Gardens	7
Public Libraries	7
Emergency Services and Fire Protection	8
ENVIRONMENT	
Town Planning and Development Control	9
Building Control	9
Environmental Systems and Protection	10
Housing	10
Noxious Weeds Control	11
Food Control and Inspections	12
ECONOMY	
Financial Services	13
Administration and Corporate Support	14
General Purpose Revenue and Rates	15
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Workforce (Human Resources and Work, Health and Safety)	16
Caravan Parks	18
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INFRASTRUCTURE	
Roads, Bridges, Footpaths, Cycleways, and Kerb and Guttering	20 - 21
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Waste Centres, Rubbish Tips and Street Cleaning	23

PRINCIPAL ACTIVITIES - KEY PERFORMANCE INDICATORS (KPI) continued

<u>FUNCTION (SERVICE)</u>	<u>PAGE NUMBER</u>
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Public Cemeteries	24
Engineering, Purchasing and Works Supervision	25
Plant and Equipment Operations	26
Domestic Waste Management (DWM)	27
Water Supply Services	28
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CIVIC LEADERSHIP	
Governance	30

**TABLELANDS REGIONAL CSP STRATEGIC PILLAR - COMMUNITY:
PRINCIPAL ACTIVITY - HEALTH SERVICES, MEDICAL CENTRES, AGED, DISABLED AND COMMUNITY SERVICES**

KPI	Performance Measure	Delivery Program Actions	Performance Status
Liaise with health care service providers within the Shire.	Facilitate leases for buildings.	1.1 - Support the retention of medical and health care facilities in the towns.	Achieved - Council owned building utilised for health care services in Crookwell and Gunning.
Support the Youth Council to promote youth engagement.	Report each year in the Annual Report.	1.4 - Retain the youth population demographic and provide appropriate facilities.	Being Achieved - reportable in June 2020.
Support the NSW Government rollout of the National Disability Insurance Scheme (NDIS).	Council review the Disability Inclusion Action Plan by December 2019.	1.3 - Community services for young, aged, disabled, and people from diverse cultural backgrounds.	Not Achieved – review pending.
Maintain a web based community directory.	Review annually.	1.7 - Social inclusion for all disparate communities.	Being achieved - annual review to be completed in January 2020.

**TABLELANDS REGIONAL CSP STRATEGIC PILLAR - COMMUNITY:
PRINCIPAL ACTIVITY - PUBLIC HALLS, CULTURAL SERVICES, COMMUNITY CENTRES AND MUSEUMS**

KPI	Performance Measure	Delivery Program Actions	Performance Status
Review the Social and Community Plan 2013-2018 and Council to readopt by December 2019.	Report on actions every year in the Annual Report.	1.2 - Support provision of ageing population services and aged accommodation.	Not Achieved – review pending.
Implement Cultural Plan for Council.	Report on actions every year in the Annual Report	1.3 - Community services for young, aged, disabled, and people from diverse cultural backgrounds.	Achieved - Cultural Plan 2017-2020 adopted by Council on 15 June 2017. Actions list reported in 2018/2019 Annual Report.

KPI	Performance Measure	Delivery Program Actions	Performance Status
		1.6 - Protect all significant heritage sites to preserve the diverse history of the Shire.	Achieved - Heritage grants endorsed by Council in October 2019.
Maintenance and management of Council public facilities.	Review Plan of Management for public buildings every five years.	1.8 - Manage and upgrade Council's public buildings and community centres.	Being Achieved - as per budget commitments. Plan of Managements are reviewed and completed, subsequent reviews are ongoing and reported to Council for endorsement.

**TABLELANDS REGIONAL CSP STRATEGIC PILLAR - COMMUNITY:
PRINCIPAL ACTIVITY - ANIMAL CONTROL**

KPI	Performance Measure	Delivery Program Actions	Performance Status
Registration of companion animals.	Monthly report to Office of Local Government.	1.9 - Encourage recreational and leisure activities while maintaining public safety standards.	Achieved - monthly reports submitted to the Office of Local Government.
Maintain a Complaint Handling Register.	Complaints investigated in accordance with Council's Enforcement Policy.	1.9 - Encourage recreational and leisure activities while maintaining public safety standards.	Being Achieved – complaints investigated.
Maintain an Impounding Register.	Statistics reported in Annual Report.	1.9 - Encourage recreational and leisure activities while maintaining public safety standards.	Achieved.

**TABLELANDS REGIONAL CSP STRATEGIC PILLAR - COMMUNITY:
PRINCIPAL ACTIVITY - SWIMMING POOLS**

KPI	Performance Measure	Delivery Program Actions	Performance Status
Swimming pool guidelines.	Annual review of guidelines.	1.9 - Encourage recreational and leisure activities while maintaining public safety standards.	Achieved – Council's Swimming Pool Operational Plan was updated prior to commencement of the season.
Water quality testing.	Daily testing and water sample compliance.	1.9 - Encourage recreational and leisure activities while maintaining public safety standards.	Being achieved – Water quality testing is undertaken prior to opening and during pool opening hours. Four (4) tests are completed at two hour intervals. Results are recorded, and corrective action taken, in compliance with Department of Health guidelines.
Swimming pool patronage numbers and financial report.	Report annually to Council.	1.3 - Community services for young, aged, disabled, and people from diverse cultural backgrounds.	Being achieved – Swim season commencing 2 November 2019. Daily attendance records are maintained for both Swimming Pools. Income and expenditure reports, as well as patronage reports, are provided to Council in June 2020.

**TABLELANDS REGIONAL CSP STRATEGIC PILLAR - COMMUNITY:
PRINCIPAL ACTIVITY - SPORTING GROUNDS AND PARKS AND GARDENS**

<u>KPI</u>	<u>Performance Measure</u>	<u>Delivery Program Actions</u>	<u>Performance Status</u>
Sports field maintenance and Playing Fields Committee meetings.	Report to Council annually.	1.9 - Encourage recreational and leisure activities while maintaining public safety standards.	Being achieved – Annual report will be provided towards the end of the financial year.
Prepare Plans of Management for land where Council is the trustee.	Review Plans every five years.	1.9 - Encourage recreational and leisure activities while maintaining public safety standards.	Being achieved - Council is developing an Asset Register in consultation with the NSW Lands and prepare plans of management over 3 years.
Towns and villages streetscape improvement program.	Develop designs for main street streetscape works.	1.8 - Manage and upgrade Council's public buildings and community centres.	Being achieved – The plans are accepted by Streetscape Committee and a quote is being secured for construction.
Towns and villages mowing and maintenance program and fire risk minimisation. Improve maintenance of public parks facilities on weekends of special or community events.	Implement town beautification initiatives.	1.9 - Encourage recreational and leisure activities while maintaining public safety standards.	Being achieved – Townspersons working in towns and village including, Bigga, Gunning and Taralga.

**TABLELANDS REGIONAL CSP STRATEGIC PILLAR - COMMUNITY:
PRINCIPAL ACTIVITY - PUBLIC LIBRARIES**

<u>KPI</u>	<u>Performance Measure</u>	<u>Delivery Program Actions</u>	<u>Performance Status</u>
Quarterly Reports for library services to Council.	Report to Council by deadline.	1.9 - Encourage recreational and leisure activities while maintaining public safety standards.	Being achieved – Quarterly Reports for both branch libraries are prepared within a month of the end of the quarter.

KPI	Performance Measure	Delivery Program Actions	Performance Status
Complete NSW State Library Return of Local Priority Grant Report and Statement of Library Operations.	Completed by State Library deadline.	1.9 - Encourage recreational and leisure activities while maintaining public safety standards.	Achieved – Library Return was completed and sent to NSW State Library in November 2019.
Increase membership and number of library loans.	Increase by 1% per annum.	1.3 - Community services for young, aged, disabled, and people from diverse cultural backgrounds.	Achieved – statistics prepared by Library Manager for the 2018/2019 Annual Report.
Develop policies and guidelines for user access and use of technology in the libraries.	Become an operational eSmart Library by December 2019.	1.3 - Community services for young, aged, disabled, and people from diverse cultural backgrounds.	Not achieved – to be completed in 2019/2020.

**TABLELANDS REGIONAL CSP STRATEGIC PILLAR - COMMUNITY:
PRINCIPAL ACTIVITY - EMERGENCY SERVICES AND FIRE PROTECTION**

KPI	Performance Measure	Delivery Program Actions	Performance Status
Maintain Section 94 Register for each individual Bushfire Brigade.	Annual audit of Section 94 Register.	1.8 - Manage and upgrade Council's public buildings and community centres.	Being achieved – Section 94 Register audit completed in 2018/2019.
Complete review of DISPLAN and creation of Consequence Management Guides.	Report to Council every two years.	1.9 - Encourage recreational and leisure activities while maintaining public safety standards.	Achieved – EMPLAN (formerly known as DISPLAN) and Consequences Management Guide are completed and were reported to the Local Emergency Management Committee.
Complete review of RFS Service Level Agreement.	Council adoption in 2019/2020.	1.9 - Encourage recreational and leisure activities while maintaining public safety standards.	Not achieved – there is no current Service Level Agreement, discussions with RFS are yet to be finalised.

**TABLELANDS REGIONAL CSP STRATEGIC PILLAR - ENVIRONMENT:
PRINCIPAL ACTIVITY – TOWN PLANNING AND DEVELOPMENT CONTROL**

KPI	Performance Measure	Delivery Program Actions	Performance Status
Prepare LEP amendments and submit to Department of Planning and Environment.	LEP Amendments submitted to Department of Planning and Environment for gateway approval in 2018/2019.	2.2 - Promote environmentally sustainable developments (ESD).	Being Achieved.
Review and implementation of Section 94 and Section 94A Development Contributions Plans.	Review of Section 94 Plans by December 2018 and annual audit of Section 94 Register.	2.4 - Pursue Section 94A Development Contributions payments for all State Significant - Designated Developments.	Being Achieved – Review commenced and awaiting comments on draft report from consultant.
Section 355 Committees of Council commence operations to facilitate the Community Enhancement Fund (CEF).	CEF agreements signed. Funds distributed annually. Committees resourced to benefit target communities.	2.4 - Pursue Section 94A Development Contributions payments for all State Significant - Designated Developments.	Achieved – Gullen Range Wind Farm, Cullerin Range Wind Farm and Taralga Windfarm CEP project funding has been allocated for 2019/2020.
Completion and issue of Section 149 Certificates.	Complete within 7 days.	2.2 - Promote environmentally sustainable developments (ESD)	Achieved.

**TABLELANDS REGIONAL CSP STRATEGIC PILLAR - ENVIRONMENT:
PRINCIPAL ACTIVITY - BUILDING CONTROL**

<u>KPI</u>	<u>Performance Measure</u>	<u>Delivery Program Actions</u>	<u>Performance Status</u>
Ensure ongoing accreditation of Building Surveyors is maintained.	Minimum CPD points are obtained annually.	2.2 - Promote environmentally sustainable developments (ESD).	Achieved.
Construction Certificate (CC) assessment and determination	Determine 80% of CC's within 30 days.	2.2 - Promote environmentally sustainable developments (ESD).	Being achieved - 78% of CC's were determined within 30 days for the period of 1 July 2019 to 30 September 2019.
Council retain a Register of Fire Safety Statements for Class 2 to 9 buildings.	Annually review the Register for currency.	2.2 - Promote environmentally sustainable developments (ESD).	Being achieved – annual review of register completed and follow up reminder letters sent each year.
Development Application (DA) assessment and determination.	Determine 80% of DA's within 40 days.	2.2 - Promote environmentally sustainable developments (ESD).	Not achieved - 50% of DA's were determined within 40 days for the period of 1 July 2019 to 30 September 2019.

**TABLELANDS REGIONAL CSP STRATEGIC PILLAR - ENVIRONMENT:
PRINCIPAL ACTIVITY - ENVIRONMENTAL SYSTEMS AND PROTECTION**

<u>KPI</u>	<u>Performance Measure</u>	<u>Delivery Program Actions</u>	<u>Performance Status</u>
State of Environment Reporting.	Complete and include in Council Annual Report.	2.3 - Promote use of green and renewable energy.	Achieved – reported in 2018/2019 Annual Report.
Investigate and report environmental complaints in accordance with legislation.	Deal with complaints in accordance with Service Delivery Policy.	2.1 - Address environmental degradation issues; i.e. noxious weeds control.	Being achieved – not all compliance action can be finalised within the 30 day timeframe.

KPI	Performance Measure	Delivery Program Actions	Performance Status
Assist community groups to seek grant funding for environmental initiatives for Council land and waterways.	Number of grants per annum.	2.5 - Support land care initiatives to restore and beautify natural resources.	Being achieved - Ongoing liaison with relevant government agencies in seeking funding for environmental initiatives.

**TABLELANDS REGIONAL CSP STRATEGIC PILLAR - ENVIRONMENT:
PRINCIPAL ACTIVITY - HOUSING**

KPI	Performance Measure	Delivery Program Actions	Performance Status
Regular inspection of housing by independent management agent.	House inspections each year.	2.2 - Promote environmentally sustainable developments (ESD).	Being Achieved.
Annual house maintenance and repair program derived from inspections.	Repairs completed within 30 days of notification.	2.2 - Promote environmentally sustainable developments (ESD).	Achieved.

**TABLELANDS REGIONAL CSP STRATEGIC PILLAR - ENVIRONMENT:
PRINCIPAL ACTIVITY - NOXIOUS WEEDS CONTROL**

KPI	Performance Measure	Delivery Program Actions	Performance Status
Property inspections - the type and density of noxious weed infestations to be recorded and reported to Council.	Inspection statistics reported to Council monthly.	2.1 - Address environmental degradation issues, i.e. noxious weeds control.	Being achieved – 266 property inspections have been undertaken during the period of 1 July 2019 to 30 September 2019.
Suppression of noxious plants on road reserves.	Roads to be surveyed annually and control work conducted.	2.1 - Address environmental degradation issues, i.e. noxious weeds control.	Achieved - monthly updates are included in the Council Business Paper.
Regular education programs (field days and press releases) for landowners on the most effective control methods.	3 programs per year.	2.5 - Support land care initiatives to restore and beautify natural resources.	Being Achieved - regular government and non-government meetings attended. Weed control information included in Council's information page and newsletters.

**TABLELANDS REGIONAL CSP STRATEGIC PILLAR - ENVIRONMENT:
PRINCIPAL ACTIVITY - FOOD CONTROL AND INSPECTIONS**

<u>KPI</u>	<u>Performance Measure</u>	<u>Delivery Program Actions</u>	<u>Performance Status</u>
Conduct food premise inspections of retailers and service providers.	Annual inspection of all food premises.	1.9 - Encourage recreational and leisure activities while maintaining public safety standards.	Not Achieved – pending inspections are scheduled for May 2020.
Re-inspection of food retailers issued with infringement notices.	Follow up within 90 days of notice.	1.9 - Encourage recreational and leisure activities while maintaining public safety standards.	Achieved - None identified for the period of the 1 July 2019 to 30 September 2019.
Swimming Pool register and inspection program.	Ensure Swimming Pool register is maintained.	1.9 - Encourage recreational and leisure activities while maintaining public safety standards.	Being achieved – compliant and ongoing.

**TABLELANDS REGIONAL CSP STRATEGIC PILLAR - ECONOMY:
PRINCIPAL ACTIVITY - FINANCIAL SERVICES**

KPI	Performance Measure	Delivery Program Actions	Performance Status
Council's Investment Policy and Investment Strategy.	Review biennially.	3.2 - Prudent financial management.	Achieved – Investment Policy was reviewed and adopted on 18 July 2019.
Maintain Employee Leave Entitlements (ELE) internal restricted cash reserves to fund leave as it becomes payable.	Minimum 40% cash reserve of total ELE expense.	3.1 - Ensure financial viability of Council.	Achieved – Council ELE cash reserve is 46% of total ELE expense as at 30 June 2019 based on age profile and accumulated leave entitlements accrued.
Implementation of Council's Strategic Internal Audit Plan and report actions to Audit, Risk and Improvement Committee.	Complete 2 internal audits annually.	3.2 - Prudent financial management.	Being achieved – Grant Thornton conducted an internal audit review of Information Technology General Controls and was reported to the April 2019 Audit, Risk and Improvement Committee meeting. Internal Audit and Risk Manager to commence in November 2019 as joint employment with Upper Lachlan Shire, Goulburn Mulwaree and Yass Valley Councils.
Progressively complete Asset Fair Valuation for all asset classes.	Audited annually.	3.1 - Ensure financial viability of Council.	Being achieved – pending infrastructure asset classes including roads, bridges, footpaths and stormwater are due for revaluation by 30 June 2020.
Improve Long Term Financial Plan (LTFP) modelling.	10 year plan reviewed annually.	3.1 - Ensure financial viability of Council.	Achieved – Long Term Financial Plan was reviewed and adopted by Council on 20 June 2019.
Accurate and timely Council budget reporting and review.	Quarterly Reports.	3.2 - Prudent financial management.	Being achieved – provision of Quarterly Budget Review Statements and KPIs report to Council each quarter within 2 months of end of the quarter.

**TABLELANDS REGIONAL CSP STRATEGIC PILLAR - ECONOMY:
PRINCIPAL ACTIVITY - ADMINISTRATION AND CORPORATE SUPPORT**

KPI	Performance Measure	Delivery Program Actions	Performance Status
Manage Council's Accounts Payable and Purchasing systems.	90% of tax invoices are paid within credit terms.	3.1 - Ensure financial viability of Council.	Not achieved – 78.80% of tax invoices were paid by Council in accordance with credit terms in the first quarter of 2019/2020.
Manage Council's Accounts Receivable system.	90% of payments recovered within sixty days.	3.1 - Ensure financial viability of Council.	Achieved – 90.06% of sundry debtor invoices were recovered within 60 days of tax invoice date in the first quarter of 2019/2020.
Council electronic document records management system complies with State Records requirements.	Monthly records task assignee action report to management.	3.1 - Ensure financial viability of Council.	Being achieved - Monthly reports provided to management for outstanding task actions. New electronic acknowledgment to customer enquiries was implemented in December 2018.
Participate in Canberra Region Joint Organisation (CRJO) advocacy and resource sharing projects.	Report annually to Council.	3.2 - Prudent financial management.	Being achieved – Council are participating in human resources, procurement, Tourism and Economic Development, Infrastructure and IT working groups in Canberra Region Joint Organisation.
Council Section 355 Committees adhere to Council policies related to meetings and financial audit requirements.	Report annually to Council.	3.2 - Prudent financial management.	Being achieved – Workshop to be held with Council in October 2019. 2018/2019 audits have commenced.

**TABLELANDS REGIONAL CSP STRATEGIC PILLAR - ECONOMY:
PRINCIPAL ACTIVITY - GENERAL PURPOSE REVENUE AND RATES**

KPI	Performance Measure	Delivery Program Actions	Performance Status
Proportion of rates accounts outstanding at year end.	Less than 5% outstanding.	3.2 - Prudent financial management.	Achieved - 2.42% rates and charges outstanding percentage as at 30 June 2019.
Completion of statutory certificates i.e. Section 603 Certificates.	95% completion rate within 5 days.	3.2 - Prudent financial management.	Achieved – 96.47% completed within timeframe for the first quarter of 2019/2020. 85 Section 603 Certificate applications processed in first quarter of 2019/2020.
Completion and audit of Schedule - Permissible Rates Income Calculation.	Annual Completion by due date free of error.	3.2 - Prudent financial management.	Achieved – audit completed by the statutory deadline of 31 October 2019.
Process land revaluations and monthly supplementary land valuations from the Valuer Generals Office.	Monthly reconciliation and signoff by management.	3.2 - Prudent financial management.	Achieved – all reconciliations signed and authorised in first quarter of 2019/2020.

**TABLELANDS REGIONAL CSP STRATEGIC PILLAR - ECONOMY:
PRINCIPAL ACTIVITY - INFORMATION TECHNOLOGY**

KPI	Performance Measure	Delivery Program Actions	Performance Status
Council's Information Technology Strategic Plan and Business Continuity Plan to be reviewed and updated.	Implement actions within specified timeframes.	3.1 - Ensure financial viability of Council.	Being achieved - IT Strategic Plan reviewed and adopted at the 21 February 2019 Council Meeting. Business Continuity Plan to be reviewed in 2019/2020.
Implement Council PC (computers) replacement program on a four year rotational basis.	Annually install 100% of PC's scheduled.	3.1 - Ensure financial viability of Council.	Being achieved – computer replacement program commenced.

Review, upgrade and update Council's Website and FaceBook page information.	Updated on a weekly basis.	3.1 - Ensure financial viability of Council.	Being achieved - Council website and FaceBook page updated each week, timely media releases. E-newsletter and Post Weekly publications released each week.
Implementation of information technology capital works, i.e. new servers, software, databases and telecommunication upgrades.	Complete each year within budget estimate.	3.1 - Ensure financial viability of Council.	Being achieved – Records Management System upgraded. NBN services implemented at Council sites. Server upgrade and InfoCouncil update is pending and CRM with added on-line components remains to be finalised.

**TABLELANDS REGIONAL CSP STRATEGIC PILLAR - ECONOMY:
PRINCIPAL ACTIVITY - WORKFORCE (HUMAN RESOURCES AND WORK HEALTH AND SAFETY)**

KPI	Performance Measure	Delivery Program Actions	Performance Status
Review and implement Council Succession Plan.	Review biennially.	3.4 - Assist facilitation of employment opportunities.	Being achieved – will be reviewed after the job evaluations and grading under Oosoft system.
Proportion of Council employee turnover per year.	Less than 10%.	5.4 - Ensure the retention and attraction of quality staff.	Not achieved - 19% employee turnover rate in 2018/2019.
Conduct annual performance reviews, reissue and sign-off for all employee's position descriptions and training plans.	Complete by 31 May each year.	3.4 - Assist facilitation of employment opportunities.	Not achieved – 70% of 2018/2019 staff performance reviews are completed.
Review and implement the human resources four year strategy in Council's Workforce Plan.	Review Annually.	3.4 - Assist facilitation of employment opportunities.	Achieved – the reviewed Workforce Plan was adopted by Council at 20 June 2019 Council Meeting.
Conduct on-site work safety inspections of works sites and offices. Information provided to	80% of worksites are audited each year by WH&S Committee.	3.4 - Assist facilitation of employment opportunities.	Not achieved - currently worksite inspection rate is increasing and stand at 70% each year.

KPI	Performance Measure	Delivery Program Actions	Performance Status
Council WH&S Committee and management.			Additional resources are recruited to meet the targets.

KPI	Performance Measure	Delivery Program Actions	Performance Status
All new employees to attend Corporate Induction.	Attend corporate induction within two months of employment.	3.4 - Assist facilitation of employment opportunities.	Achieved - in the first quarter 2018/2019.
Maintain a database of hazards and risk management of all Council activities.	Quarterly updated by Section Managers and reported annually by WH&S Coordinator.	5.4 - Ensure the retention and attraction of quality staff.	Being achieved - SWMS procedure developed and approved, investigating means of further integrating into Council's systems. Successfully completed the Asbestos Register, Asbestos Management Plan for the Council buildings and sites.
WHS risk to health and safety assessed, documented and reported to WHS Committee.	All WH&S issues including near misses are reported. 90% of the issues are addressed and closed out. Risk Registers are reviewed by each Department.	3.4 - Assist facilitation of employment opportunities.	Being achieved – WHS Committee action list detailed and followed up. Near misses reported and corrective actions where necessary.
Council officers and people managers are up to date in their WHS and organisational risk knowledge.	Reports contain WHS reports. 90% of meetings at which updates are discussed.	3.4 - Assist facilitation of employment opportunities.	Being achieved – Staff WHS day was organised to educate staff on reporting requirements, site inductions and staff meetings. Further additional days are being planned.
Improve Council's WHS capability.	Develop corporate and WHS	3.4 - Assist facilitation of employment opportunities.	Being achieved – Construction sites are reviewed before each construction project.

	Environmental System for Council. Toolbox talks completed and recorded.		Parks and Gardens Workshop review is scheduled to be completed before the end of the current financial year. Toolbox talks completed.
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**TABLELANDS REGIONAL CSP STRATEGIC PILLAR - ECONOMY:
PRINCIPAL ACTIVITY - CARAVAN PARKS**

<u>KPI</u>	<u>Performance Measure</u>	<u>Delivery Program Actions</u>	<u>Performance Status</u>
Implement Crookwell caravan park user charges.	Cost neutral facility.	3.5 - Encourage and support viable local businesses.	Achieved – in 2018/2019 Council operated the facility with a profit. Increase in overnight visitation and bookings consistently in past 5 years, despite decline in first quarter for overnight stay accommodation.
Implement Plans of Management for all Council controlled caravan parks and camping areas.	Review and update every 2 years.	3.3 - Encourage sustainable population growth and provision of associated infrastructure.	Not achieved – review of the Plan is pending.
Provide improvements to Crookwell caravan park facilities.	Continue to promote facility and seek external grant funding.	3.3 - Encourage sustainable population growth and provision of associated infrastructure.	Being achieved – Crookwell caravan park promotion ongoing, new electronic booking system utilised at VIC and toilet amenities upgrade completed.

**TABLELANDS REGIONAL CSP STRATEGIC PILLAR - ECONOMY:
PRINCIPAL ACTIVITY - TOURISM PROMOTION AND BUSINESS**

<u>KPI</u>	<u>Performance Measure</u>	<u>Delivery Program Actions</u>	<u>Performance Status</u>
Upper Lachlan Tourist Association to implement Tourism Strategic Plan.	Review annually.	3.5 - Encourage and support viable local businesses.	Being achieved – revised tourism marketing and industry development and updated the Tourism Strategic Plan after review in 2019.

<u>KPI</u>	<u>Performance Measure</u>	<u>Delivery Program Actions</u>	<u>Performance Status</u>
Coordinate the Crookwell Potato Festival event.	Provide annual event summary.	3.6 - Promote tourism opportunities and community events.	Pending – the event is scheduled for May 2020.
Presentation of tourism function statistics each quarter.	Present to Tourist Association.	3.6 - Promote tourism opportunities and community events.	Achieved – in 2018/2019.
CRJO inform the Destination Management Plan 2018-2020 for Destination Southern NSW. Council to prepare a Destination Action Plan, Industry Development Plan and Marketing Communications Plan.	Complete the new plans by 30 June 2020.	3.5 - Encourage and support viable local businesses. 3.6 - Promote tourism opportunities and community events.	Being achieved – Destination Southern NSW is working with councils to prepare a Tablelands Destination Development project.
Annually coordinate the tourism grants, events and cultural funding programs.	Increase visitation and \$ spend.	3.6 - Promote tourism opportunities and community events.	Achieved – the 2018/2019 Cultural Funding Program and Events Funding program have been completed.
Prepare and distribute tourism publications; i.e. Destination Guide.	Distribution within program deadlines.	3.6 - Promote tourism opportunities and community events.	Being achieved – media publications completed and the new Upper Lachlan Destination Guide is completed.
Facilitate provision of RV Friendly Town program in towns within the Shire.	Investigate sites for Taralga and Crookwell.	3.6 - Promote tourism opportunities and community events.	Works in Progress – the potential railway corridor site requires further engineering investigations and a licence agreement application to Transport NSW for a RV Friendly Town camping site. Matter reported to Council in 2019.
Business activity of the State Road MR54 RMCC contract and work orders to retain RMS accreditation.	Generate profit in accordance with contract limits.	3.2 - Prudent financial management.	Being Achieved - RMCC and works orders being completed in accordance with contract. New RMCC contract to be implemented in 2019/2020 after review and legal advice on changes.

**TABLELANDS REGIONAL CSP STRATEGIC PILLAR - INFRASTRUCTURE:
PRINCIPAL ACTIVITY - ROADS, BRIDGES, FOOTPATHS, CYCLEWAYS, AND KERB AND GUTTERING**

KPI	Performance Measure	Delivery Program Actions	Performance Status
Implement Roads Hierarchy Classification in strategic planning of forward road programs.	Review Road Hierarchy annually.	4.3 – Bitumen sealing all urban streets in towns.	Being achieved – Roads Hierarchy completed and asset condition assessment data to be collated as a part of the Asset Management Plan and revaluation of infrastructure assets.
Completion of annual capital works expenditure program in accordance with budget allocation.	Complete 90% of works program annually.	4.2 – Infrastructure Plan is implemented for new capital works, asset renewal and upgrades covering a 10 year period.	Being achieved – the 2019/2020 works program is behind due to the bridge bypasses priority works.
Reconstruction and upgrade of Grabine Road as part of the Special Grant program with Transport for NSW.	Complete Final Stage within budget allocation in 2019/2020.	4.13 - Transport link priority projects to State Parks including the Wombeyan Caves Road and Grabine Road reconstruction and upgrade to facilitate economic benefits to the region.	Achieved – One stage remains to be completed and works to commence in November 2019.
Reconstruction of Grabine Road Stage 1 of the Growing Local Economies Program.	Complete Stage 1 within budget allocation in 2019/2020.		The Restart NSW Growing Local Economies Fund grant application was successful and will commence works in 2019/2020.
Call and evaluate tenders for civil works contract plant and labour hire, and capital works projects.	To review tenders every two years.	4.1 - Improve local road and regional road transport networks.	Being achieved – Bitumen Sealing contract in place, contract plant and equipment tenders to be called in near future.
Gravel resheeting programme submitted to and adopted by Council in June each year.	Resheet every road in a 30 year cycle.	4.1 - Improve local road and regional road transport networks.	Being achieved – Gravel re-sheeting program for Section 94 (20% completed) and Roads to Recovery (31% completed) projects have commenced.

Prepare Asset Management Plans for Roads, Stormwater, Footpaths and Kerb and Guttering asset classes.	Complete by 30 June 2020.	4.2 – Infrastructure Plan is implemented for new capital works, asset renewal and upgrades covering a 10 year period.	Being achieved – Ten year Capital and Maintenance Program will be developed as a part of the Asset Management Planning.
Review footpath replacement program.	Complete within budget allocation.	4.9 - Develop new and upgrade existing footpaths and cycleway networks.	Being achieved - ongoing projects being completed regularly.
Bridge program reviewed and updated.	Annual Review.	4.11 - Progressively replace timber bridges on local and regional roads.	Being achieved – Bridge assessment completed, bridge bypasses construction underway and Harley Road bridge replacement completed.
Complete the replacement of the timber bridges replacement program in accordance with budget.	Complete by 30 June 2020.	4.11 - Progressively replace timber bridges on local and regional roads.	Being achieved – Abercrombie River Bridge replacement project was completed on 27 August 2019. Reports to Council have fast tracked 3 year all timber bridge replacements.
Complete Stage 1 of the Wombeyan Caves Road MR258 reconstruction project.	Complete within budget by 30 June 2020.	4.14 Progressively bitumen seal all classified road; i.e. MR241 Rye Park-Dalton Road.	Not achieved – project commencement delayed and new works schedule timeframe is to be prepared.
Regional road repair and pavement reconstruction program on MR248E Crookwell to Laggan Road – Stage 2.	Complete within budget and finalisation report completed.	4.2 – Infrastructure Plan is implemented for new capital works, asset renewal and upgrades covering a 10 year period.	Being achieved – Stage 1 completed, Stage 2 MR248E Laggan Road reconstruction works are in progress (52% completed).

**TABLELANDS REGIONAL CSP STRATEGIC PILLAR - INFRASTRUCTURE:
PRINCIPAL ACTIVITY - STORMWATER AND DRAINAGE**

<u>KPI</u>	<u>Performance Measure</u>	<u>Delivery Program Actions</u>	<u>Performance Status</u>
Stormwater Levy for all towns to assist in funding capital	Maintain an external restricted cash reserve.	4.10 - Upgrade stormwater and kerb and guttering in towns.	Being achieved – Works program is included in Operational Plan.

works improvements in the Shire towns			
Creation of Floodplain Risk Management Study and Plans.	Implement projects outlined in the Plan.	4.12 - Flood Risk Management Plans created for Crookwell, Gunning, Taralga and Collector.	Being achieved. Funding approved for investigation into a flood warning system for Taralga, Crookwell and Gunning.
Implement Stormwater Management Plan.	Implement Stormwater works outlined in Plan.	4.10 - Upgrade stormwater and kerb and guttering in towns.	Being achieved - Included in the public works program as published on the Council's website.

**TABLELANDS REGIONAL CSP STRATEGIC PILLAR - INFRASTRUCTURE:
PRINCIPAL ACTIVITY - QUARRIES AND GRAVEL PITS**

KPI	Performance Measure	Delivery Program Actions	Performance Status
Prepare annual stocktake of gravel pits stock held and movements. Review quantity of gravel stock held for each gravel pit/quarry.	Complete by June each year.	4.2 – Infrastructure Plan is implemented for new capital works, asset renewal and upgrades covering a 10 year period.	Being achieved - Gravel stocktakes completed in 2018/2019.
Maintain a gravel pit rehabilitation cash reserve in accordance with gravel restoration liability requirements.	Review cash reserve annually.	4.2 – Infrastructure Plan is implemented for new capital works, asset renewal and upgrades covering a 10 year period.	Achieved – Rehabilitation reserve created and funds being credited to reserve.
Review gravel royalty payment pricing model and internal charge rate and procedures.	Review and update gravel royalty payment annually.	4.2 – Infrastructure Plan is implemented for new capital works, asset renewal and upgrades covering a 10 year period.	Being achieved – internal gravel charge reviewed and updated.
Erect signage as warning of potential hazard at quarries	Install signage as remote supervision.	4.2 – Infrastructure Plan is implemented for new	Being achieved – Signs erected. Quarry management plans are being created.

where Council have Quarry Management agreements.		capital works, asset renewal and upgrades covering a 10 year period.	
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**TABLELANDS REGIONAL CSP STRATEGIC PILLAR - INFRASTRUCTURE:
PRINCIPAL ACTIVITY - WASTE CENTRES, RUBBISH TIPS AND STREET CLEANING**

KPI	Performance Measure	Delivery Program Actions	Performance Status
Implement strategy for the Crookwell Waste Centre.	Remediation works project in accordance with EPA requirement.	4.2 – Infrastructure Plan is implemented for new capital works, asset renewal and upgrades covering a 10 year period.	Being achieved – Council has resolved to transform the Crookwell landfill into a transfer station, remediation work has commenced.
Waste transfer station design development and construction for Taralga, Collector, Tuena and Bigga, including closure plans for existing landfills.	Remediation works project in accordance with EPA requirement.	4.2 – Infrastructure Plan is implemented for new capital works, asset renewal and upgrades covering a 10 year period.	Being Achieved – Upgrade works have been carried out at Taralga Transfer Station and Transfer Stations have been established at Collector and Gunning. Additionally, Tuena and Bigga are also operational as transfer stations. All waste from these facilities is transferred to Crookwell Transfer Station for disposal. Closure Plans are not complete are being developed.
Ensure compliance with DECCW licence for Crookwell waste centre (landfill).	No non-compliance incidents.	4.7 - Provide waste pickup service for towns and villages, and reduce the amount of waste going to landfills.	Being achieved – DECCW annual return for Crookwell landfill completed and submitted. The landfill is being transformed into a transfer station.

**TABLELANDS REGIONAL CSP STRATEGIC PILLAR - INFRASTRUCTURE:
PRINCIPAL ACTIVITY - PUBLIC CONVENIENCES AND AMENITIES**

KPI	Performance Measure	Delivery Program Actions	Performance Status
Maintain public toilet facilities according to health requirements.	Weekly maintenance schedule undertaken.	4.4 - Develop town main street and CBD beautification programs.	Being achieved – weekly maintenance and cleaning.

**TABLELANDS REGIONAL CSP STRATEGIC PILLAR - INFRASTRUCTURE:
PRINCIPAL ACTIVITY - PUBLIC CEMETERIES**

KPI	Performance Measure	Delivery Program Actions	Performance Status
Prepare Plans of Management for all Council controlled cemeteries.	Review every five years.	4.2 – Infrastructure Plan is implemented for new capital works, asset renewal and upgrades covering a 10 year period.	Not achieved – Pending until the land register and crown land identification process is finalised. The crown land register is being reviewed.
Gunning cemetery expansion of existing site to cater for future requirements.	Negotiate land acquisition with surrounding land owner.	4.2 – Infrastructure Plan is implemented for new capital works, asset renewal and upgrades covering a 10 year period.	Being achieved - negotiations are underway to purchase additional land for the expansion of Gunning Cemetery.
Columbarium construction program for Dalton cemetery.	Create a new columbarium.	4.2 – Infrastructure Plan is implemented for new capital works, asset renewal and upgrades covering a 10 year period.	Being achieved – Columbarium completed in Gunning. Columbarium in Dalton is complete. Columbarium planned for Taralga.
Undertake maintenance activities according to the adopted works schedule.	Within 5% of budget allocation.	4.2 – Infrastructure Plan is implemented for new capital works, asset renewal and upgrades covering a 10 year period.	Being achieved – Maintenance activities according to annual program and budget allocation and appears to be on track.

**TABLELANDS REGIONAL CSP STRATEGIC PILLAR - INFRASTRUCTURE:
PRINCIPAL ACTIVITY - ENGINEERING, PURCHASING AND WORKS SUPERVISION**

KPI	Performance Measure	Delivery Program Actions	Performance Status
Implementation and review of Asset Management Plan. Complete Special Schedule 7. Annual asset inspection and condition reporting program.	Assets reporting in accordance with OLG requirements.	4.2 – Infrastructure Plan is implemented for new capital works, asset renewal and upgrades covering a 10 year period.	Being achieved – OLG yet to mandate audit requirements for Financial Statements asset condition Special Schedule.
Six monthly Stores Stocktakes with a proportion and value of Stores stock control bin errors being minimised.	Less than \$500 stock write down from a stocktake.	4.2 – Infrastructure Plan is implemented for new capital works, asset renewal and upgrades covering a 10 year period.	Being achieved - General stores re-organisation ongoing. Stores stocktakes are conducted in December and June each year.
Implement Statewide Mutual Public Liability audit verification requirements.	Complete annually within allocated deadline.	4.2 – Infrastructure Plan is implemented for new capital works, asset renewal and upgrades covering a 10 year period.	Pending – 2019/20 RAMP with benchmarking of liability infrastructure risk and two improvement items is to be completed.
Review Risk Management Assessment Plan and Risk Management Policy.	Review and update by December 2019.	4.2 – Infrastructure Plan is implemented for new capital works, asset renewal and upgrades covering a 10 year period.	Not achieved - Infrastructure Department to further develop risk framework to control infrastructure liability risks.
Review Council Underground Petroleum Storage (UPS) systems; including diesel and petrol bowzers.	Comply with EPA regulations.	4.2 – Infrastructure Plan is implemented for new capital works, asset renewal and upgrades covering a 10 year period.	Not achieved – contaminated land changes which devolve responsibilities for registers to Council. Canberra Region JO staff have been engaged on contract to assist Council fulfil obligations.

**TABLELANDS REGIONAL CSP STRATEGIC PILLAR - INFRASTRUCTURE:
PRINCIPAL ACTIVITY - PLANT AND EQUIPMENT OPERATIONS**

KPI	Performance Measure	Delivery Program Actions	Performance Status
Prepare a plant and equipment 10 year forward plan.	Review and update annually.	4.2 – Infrastructure Plan is implemented for new capital works, asset renewal and upgrades covering a 10 year period.	Being achieved – Plant and Motor Vehicle Replacement Schedule has been prepared and reviewed annually.
Annual Plant Replacement schedule.	Replacement cost is within 5% of budget allocation.	4.2 – Infrastructure Plan is implemented for new capital works, asset renewal and upgrades covering a 10 year period.	Being achieved - Plant replacements are proceeding in accordance with Plant Replacement Schedule in the 2019/20 Operational Plan.
Maintain a plant replacement cash reserve and achieve plant hire surplus each year.	Review annually adopted plant hire rates.	4.1 - Improve local road and regional road transport networks.	Being achieved – Plant hire rates were reviewed.
Management of Council employee motor vehicle leaseback program.	Review annually.	4.1 - Improve local road and regional road transport networks.	Being achieved – Leaseback program and agreement reviewed regularly.

**TABLELANDS REGIONAL CSP STRATEGIC PILLAR - INFRASTRUCTURE:
PRINCIPAL ACTIVITY - DOMESTIC WASTE MANAGEMENT (DWM)**

<u>KPI</u>	<u>Performance Measure</u>	<u>Delivery Program Actions</u>	<u>Performance Status</u>
DWM service charge includes a disposal cost as a costed entity as part of the annual DWM reasonable cost calculation.	Establish Fund and review annually.	4.7 - Provide waste pickup service for towns and villages, and reduce the amount of waste going to landfills.	Being achieved – DWM makes a disposal cost contribution to landfill generally in accordance with volume of waste disposed.
Average number of garbage bin service collections missed per month and number of complaints received.	Less than 2% of weekly pickups.	4.7 - Provide waste pickup service for towns and villages, and reduce the amount of waste going to landfills.	Being achieved – experienced staff and reliable trucks have assisted in a significant reduction in missed bin complaints.
Review effectiveness of the kerbside pickup of organic green waste collection service (during Spring, Summer and Autumn).	Review and report to Council by October 2019.	4.7 - Provide waste pickup service for towns and villages, and reduce the amount of waste going to landfills.	Being achieved – Report pending. Service commenced in September 2018 and currently bins are being collected once a fortnight in accordance with the approved “service levels”.
Prepare and review DWM long-term plant replacement schedule.	Reviewed annually.	4.2 – Infrastructure Plan is implemented for new capital works, asset renewal and upgrades covering a 10 year period.	Being achieved – Council’s waste and recycle collection fleet consisting of three side loading compactor trucks being replaced on a staggered rotation. Council is intending to keep the fleet longer to pay for the increased size of the fleet from two trucks to 3 trucks. Tender approved for new compactor truck and awaiting the arrival of the third truck.

**TABLELANDS REGIONAL CSP STRATEGIC PILLAR - INFRASTRUCTURE:
PRINCIPAL ACTIVITY - WATER SUPPLY SERVICES**

KPI	Performance Measure	Delivery Program Actions	Performance Status
Carry out weekly water quality standard testing.	Complying water quality test samples.	4.6 - Improve water supply and sewerage facilities to towns.	Being achieved – daily water quality testing undertaken for the Crookwell, Taralga, Gunning and Dalton systems.
Implement user pay best practice pricing water charges in accordance with State Government Guidelines.	50% water supply income from user pay charges.	4.6 - Improve water supply and sewerage facilities to towns.	Achieved – user pay water charges implemented. In 2018/2019 53.46% of total water revenue was generated from water usage consumption charges.
Integrated Water Cycle Management (IWCM) Strategy for the town water supplies.	Complete IWCM strategy by June 2020.	4.2 – Infrastructure Plan is implemented for new capital works, asset renewal and upgrades covering a 10 year period.	Being achieved - Review of the Integrated Water Cycle Management (IWCM) Strategy has started with request for quotation from Public Works Advisory.
Maintain Section 64 Development Contributions Plan Register.	Audited annually.	4.6 - Improve water supply and sewerage facilities to towns.	Being achieved – Section 64 Register plan updated and audited in 2018/2019.
Surplus Water Fund operating result.	Within 10% of budget.	4.6 - Improve water supply and sewerage facilities to towns.	Not achieved – water supply fund in 2018/2019 had an operating deficit.

**TABLELANDS REGIONAL CSP STRATEGIC PILLAR - INFRASTRUCTURE:
PRINCIPAL ACTIVITY - SEWERAGE SERVICES**

KPI	Performance Measure	Delivery Program Actions	Performance Status
Number of sewer chokes per month per five kilometres of mains.	Less than 5 per month.	4.6 - Improve water supply and sewerage facilities to towns.	Being achieved – Problem sewer main areas in Crookwell and Gunning are being relined.
Review Policy and implement Trade Waste Charges.	Consider charges in 2020/2021.	4.2 – Infrastructure Plan is implemented for new capital works, asset renewal and upgrades covering a 10 year period.	Not achieved – Charges are included in the fees and charges. The policy is overdue to be reviewed.
Surplus Sewerage Fund operating result.	Within 10% of budget.	4.6 - Improve water supply and sewerage facilities to towns.	Being achieved – Operating result surplus in 2018/2019 provides for future infrastructure replacement needs. 6 years in succession operating surplus result for sewerage fund.
Maintain Section 64 Development Contributions Plan Register.	Audited annually.	4.6 - Improve water supply and sewerage facilities to towns.	Being achieved – Section 64 Plan updated and audited in 2018/2019.
Sewerage Treatment Plants comply with EPA conditions.	Satisfactory report from NSW EPA.	4.6 - Improve water supply and sewerage facilities to towns.	Being achieved – EPA Annual Return completed for financial year 2018/2019.

**TABLELANDS REGIONAL CSP STRATEGIC PILLAR – CIVIC LEADERSHIP:
PRINCIPAL ACTIVITY – GOVERNANCE**

KPI	Performance Measure	Delivery Program Actions	Performance Status
Implement organisation structure in accordance with Local Government Act requirements.	Reviewed regularly and after local government elections.	5.4 – Leadership and commitment to integrated planning and reporting.	Achieved.
Council Policy development and review.	Continual policy review and upgrade each year.	5.3 - Promote community engagement and involvement in decision making processes.	Achieved – KPI achieved in first quarter continual policy development and reviews undertaken.
Council Meeting Business Paper creation and distribution.	Released one week prior to meeting date.	5.3 - Promote community engagement and involvement in decision making processes.	Being Achieved – Provision of iPads to Councillors, agenda distribution within required timeframes.
Complaint handling and service delivery.	Complete service requests within 15 business days.	5.4 – Leadership and commitment to integrated planning and reporting.	Being achieved - achieving target of 15 days in most instances.
Complete Council Annual Report.	Completed and sent to OLG by 30 November every year.	5.3 - Promote community engagement and involvement in decision making processes.	Being achieved – to be forwarded to Office of Local Government in November 2019.
Implement the Office of Local Government (OLG) “Fit for the Future” Council Improvement Proposal and Action Plan.	4 year Action Plan incorporated in Delivery Program.	5.1 - Participate in resource sharing initiatives.	Achieved – actions were reported to Council as part of Delivery Program review report in July 2019.
Compliance with Office of Local Government Circulars and compliance with legislative and statutory amendments.	Circulars to be reviewed monthly.	5.2 - Lobby other levels of Government for increased share of funding distribution.	Being achieved – circulars complied with and placed before Council as requested by the OLG.
Upper Lachlan Shire Council to remain sustainable in the long term.	Meet all Fit for the Future benchmarks.	5.4 – Leadership and commitment to integrated planning and reporting.	Achieved - in 2018/2019 benchmarks achieved.

14 GENERAL MANAGER

The following items are submitted for consideration -

14.1	Renew Our Libraries Phase 2 - NSW Public Libraries Association	432
14.2	Southern Phone Company - Proposed Acquisition by AGL Energy of all Shares	435
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14.4	Consultative Committee Meeting Minutes	534

General Manager - 21 November 2019

ITEM 14.1 **Renew Our Libraries Phase 2 - NSW Public Libraries Association**

FILE REFERENCE **I19/766**

AUTHOR **Acting General Manager**

ISSUE

Renew Our Libraries Phase 2 is launched by the NSW Public Libraries Association and they seek all councils support to ensure future library services funding is protected and funding increases maintained in perpetuity.

RECOMMENDATION That -

1. Council make written representation to Wendy Tuckerman MP, Member for Goulburn, in relation to the need for a sustainable state funding model for the ongoing provision of public library services.
2. Council make written representation to the Hon. Don Harwin, Minister for the Arts and the Hon. Walt Secord, Shadow Minister for the Arts, calling for bi-partisan support for Consumer Price Index (CPI) indexation of state funding for NSW public libraries, as well as legislation of all elements of the 2019/2020 to 2022/2023 NSW state funding model.
3. Council endorse the distribution of the NSW Public Libraries Association NSW library sustainable funding advocacy information in Council libraries.

BACKGROUND

Nil

REPORT

The strong support of councils, libraries and communities across NSW, the NSW Public Libraries Association's (NSWPLA) Renew Our Libraries funding campaign has secured a \$12.95 million increase in Grants and Subsidies funding for NSW libraries in the 2019/2020 NSW state budget. In addition, delivering an increase of \$60 million in state funding for NSW public libraries over the quadrennial period 2019/2020 to 2022/2023. This is the largest single increase in funding since the introduction of the Library Act in 1939.

This funding injection provides an average increase in state funding contributions paid to NSW councils for expenditure on library services in 2019/2020 is 72.9% more than 2018/2019 funding.

Upper Lachlan Shire Council was part of over 80% of councils supporting the Renew Our Libraries campaign through resolutions of council, demonstrating the aggregated capacity of NSW councils to influence change through a coordinated campaign.

General Manager

RENEW OUR LIBRARIES PHASE 2 - NSW PUBLIC LIBRARIES ASSOCIATION

cont'd

NSWPLA is relaunching Renew Our Libraries Phase Two, focusing on the future sustainability of library funding through cost of living indexation and protection via inclusion of the new funding arrangements in library legislation. This step is critical to ensure that councils will receive the increased level of library funding in perpetuity, and in step with future cost of living increases. Without this assurance, funding for our libraries can easily diminish over time, leaving NSW councils to once again meet the shortfall.

Renew Our Libraries Phase Two seeks to index the funding and protect the future funding for libraries provided by the NSW Government, regardless of which political party is in government at any given time.

Renew Our Libraries Phase Two has recently launched <https://renewourlibraries.com.au/> with Essential Media engaged to administer the campaign, the objectives are as follows:-

- Index the total increased state funding contribution to the Consumer Price Index (CPI) in perpetuity. Without indexation the actual value of state funding for NSW libraries will decline over time, leaving NSW councils to either meet the shortfall or reduce services.
- Protect the new funding commitment by including all elements of the new state funding model in legislation through the Library Act and/or the Library Regulation. Currently, only the per-capita component of the funding model (increasing from \$1.85 per capita to \$2.85 per capita over the 4-year period 2019/2020 to 2022/2023) is included in library legislation, leaving 46% of the total funding for NSW libraries at risk.

NSWPLA is requesting all NSW councils to support and formally endorse the Renew Our Libraries Phase Two campaign to secure a sustainable funding model for NSW public libraries in perpetuity.

POLICY IMPACT

Nil

OPTIONS

Nil

FINANCIAL IMPACT OF RECOMMENDATIONS

Nil

RECOMMENDATION That -

1. Council make written representation to Wendy Tuckerman MP, Member for Goulburn, in relation to the need for a sustainable state funding model for the ongoing provision of public library services.

General Manager

RENEW OUR LIBRARIES PHASE 2 - NSW PUBLIC LIBRARIES ASSOCIATION

cont'd

2. Council make written representation to the Hon. Don Harwin, Minister for the Arts and the Hon. Walt Secord, Shadow Minister for the Arts, calling for bi-partisan support for Consumer Price Index (CPI) indexation of state funding for NSW public libraries, as well as legislation of all elements of the 2019/2020 to 2022/2023 NSW state funding model.
3. Council endorse the distribution of the NSW Public Libraries Association NSW library sustainable funding advocacy information in Council libraries.

ATTACHMENTS

Nil

General Manager - 21 November 2019

ITEM 14.2 **Southern Phone Company - Proposed Acquisition by AGL Energy of all Shares**

FILE REFERENCE **I19/794**

AUTHOR **Acting General Manager**

ISSUE

Proposed acquisition of all shares held by NSW councils in Southern Phone Company by AGL Energy Limited.

RECOMMENDATION That -

1. The report be received and noted as information.
2. Council notifies Southern Phone Company that it supports their Director's recommendation for the sale of shares held by Upper Lachlan Shire Council of Southern Phone Company with acquisition by AGL Energy Limited.
3. Council delegates the Mayor and General Manager the authority to execute the Share Sale Agreement contract and supporting legal documentation and affix the Common Seal of Council.
4. Council appoints Southern Phone Company Chairperson, Bill Hilzinger and Mr Deputy Chairperson, Andrew Riley as agent and representative for Upper Lachlan Shire Council to sign and lodge a proxy vote in favour of the sale of shares held in Southern Phone Company to AGL Energy limited.
5. Council authorise the proceeds from the sale of the Southern Phone Company to be placed in the Council internally restricted reserve fund for building and infrastructure.

BACKGROUND

In 2002, 35 NSW Councils paid a \$2 capital investment to form the Southern Phone Company. The company was based in Moruya and had the goal of providing telecommunication services and customer service centres to regional and rural NSW.

REPORT

Southern Phone Company has paid dividends to shareholders in most years however those dividends have been declining in recent years due to strong competition and large scale changes in telecommunications services market and implementation of NBN in regions across Australia.

The dividends paid to Upper Lachlan Shire Council peaked in 2015 with a payment of \$30,013. The share dividend paid in 2018 was \$12,666 and 2017 was \$12,174.

General Manager

SOUTHERN PHONE COMPANY - PROPOSED ACQUISITION BY AGL ENERGY OF ALL SHARES cont'd

AGL Energy has made an offer to the Directors of Southern Phone to purchase the company. The AGL offer is a limited time offer and the Directors are seeking shareholder feedback prior to the 29 November 2019 as to whether or not Council support this purchase. The Southern Phone Company Board unanimously recommend acceptance of the AGL Energy offer for purchase.

The Directors of Southern Phone Company will hold an Extraordinary Meeting on the 2 December 2019 to confirm or otherwise the sale procedure. The Director's of Southern Phone Company are recommending the sale proceed for selling shares based on an independent opinion from Ernst and Young.

The share purchase offer for Council will be \$785,714. That comes from the initial investment of \$2. The recommendation in this report is for Council to approve the sale and appoint Mr Bill Hilzinger (Chairperson) and Mr Andrew Riley (Deputy Chairperson) as agent and representative to lodge a proxy vote on Council's behalf. T

The recommendation in this report is that all proceeds from this sale be placed in the Council internally restricted reserve fund for a purpose such as the building and infrastructure reserve fund.

For the consideration of Council please see attachments supplied by Southern Phone Company.

Informal discussions around the region is that all councils will support this sale. However, if shareholders do not accept the offer then AGL Energy may elect not to proceed with the purchase and Council retain the shares.

POLICY IMPACT

Nil

OPTIONS

Council may accept or decline the offer to purchase Council shares in Southern Phone Company.

FINANCIAL IMPACT OF RECOMMENDATIONS

If Council accepts the offer the sale proceeds will total \$785,714 plus a further cash dividend for 2019.

RECOMMENDATION That -

1. The report be received and noted as information.
2. Council notifies Southern Phone Company that it supports their Director's recommendation for the sale of shares held by Upper Lachlan Shire Council of Southern Phone Company with acquisition by AGL Energy Limited.
3. Council delegates the Mayor and General Manager the authority to execute the Share Sale Agreement contract and supporting legal documentation and affix the Common Seal of Council.

General Manager

SOUTHERN PHONE COMPANY - PROPOSED ACQUISITION BY AGL ENERGY OF ALL SHARES cont'd

4. Council appoints Southern Phone Company Chairperson, Bill Hilzinger and Mr Deputy Chairperson, Andrew Riley as agent and representative for Upper Lachlan Shire Council to sign and lodge a proxy vote in favour of the sale of shares held in Southern Phone Company to AGL Energy limited.
5. Council authorise the proceeds from the sale of the Southern Phone Company to be placed in the Council internally restricted reserve fund for building and infrastructure.

ATTACHMENTS

1. 	Southern Phone - Shareholder Briefing - October 2019	Attachment
2. 	Southern Phone - Proposed Acquisition by AGL Energy - Due 29 November 2019	Attachment
3. 	Southern Phone - Share Sale Agreement - 29 November 2019 - Updated	Attachment
4. 	Southern Phone Company - Power of Attorney - November 2019	Attachment
5. 	Southern Phone - Share Transfer Form (Ordinary Shares - November 2019	Attachment
6. 	Southern Phone - Share Transfer Form (Redeemable Pref Share - November 2019	Attachment
7. 	Southern Phone - Missing Share Certificate Statement and Undertaking - November 2019	Attachment



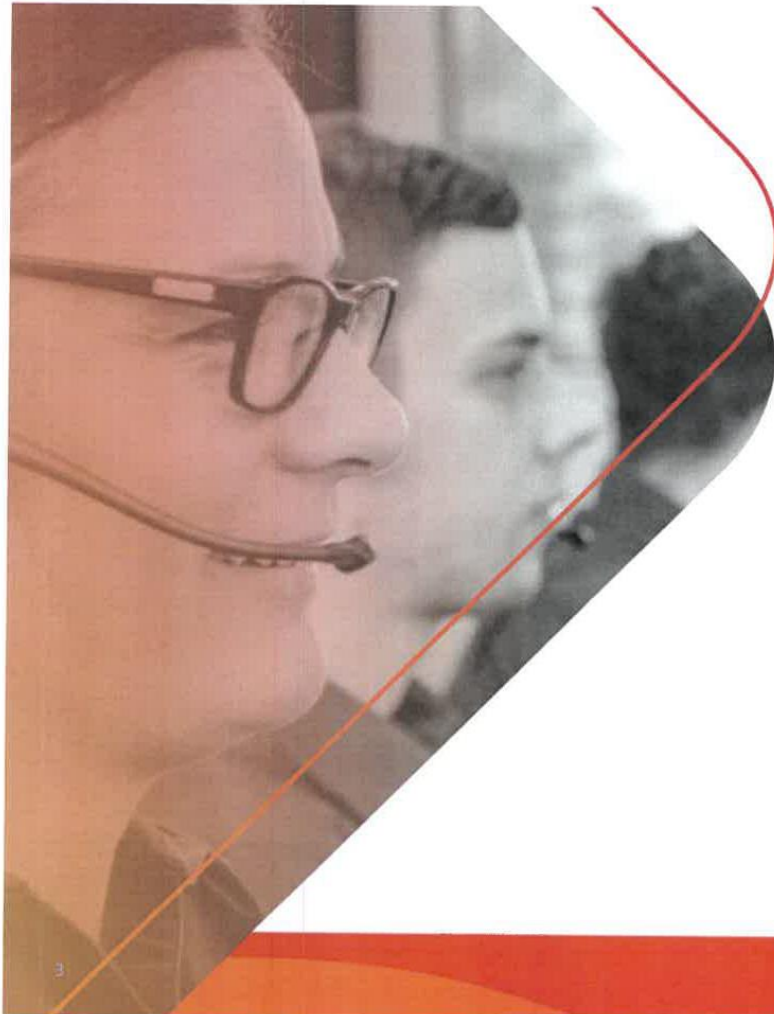
Shareholder Briefing

**Offer from AGL Energy Limited to acquire all shares in
Southern Phone Company Limited.**

October 2019

The board of Southern Phone unanimously
recommends you accept the AGL offer of
\$785,714 for your shareholding





Southern Phone is one of the largest telcos in regional Australia

- > Formed in 2002 as part of the Federal Government's **Networking the Nation** scheme
- > Established with the goal of delivering affordable & reliable telecommunications to regional Australians
- > Owned by 35 local Councils with an initial investment of **\$2 each**
- > Each shareholder holds the rights attaching to one ordinary share and one preference share (only local Councils can own shares)



Key achievements:

\$16.8M has been
returned to shareholders in
dividends and community grants
.....

140 staff across our Moruya
and Bendigo offices
.....

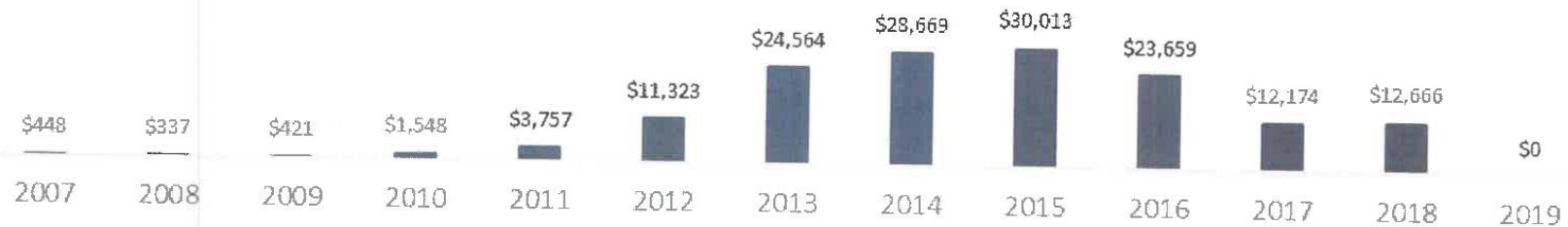
100,000 customers and
180,000 services
.....

By offering simple home phone, broadband and mobile services to our
customers, we reset competition across the regional communications sector



Total Dividends Paid

Upper Lachlan Shire Council



Southern Phone Company

Upper Lachlan Shire Council

Total Dividend Paid

TOTAL

\$149,578

Market conditions have changed



Market conditions have changed – the market conditions in which we launched have been fundamentally altered by the NBN. The reliance on growth and scale is like never before.



We have invested in capability and scale – to tackle the evolving marketplace, we have invested in systems and network and added increased scale through the acquisition of customer bases, however more scale is required to compete effectively.



Capital Constraints – should we require capital to fund future growth, we may be limited by a lack of flexibility in seeking further shareholder funding.



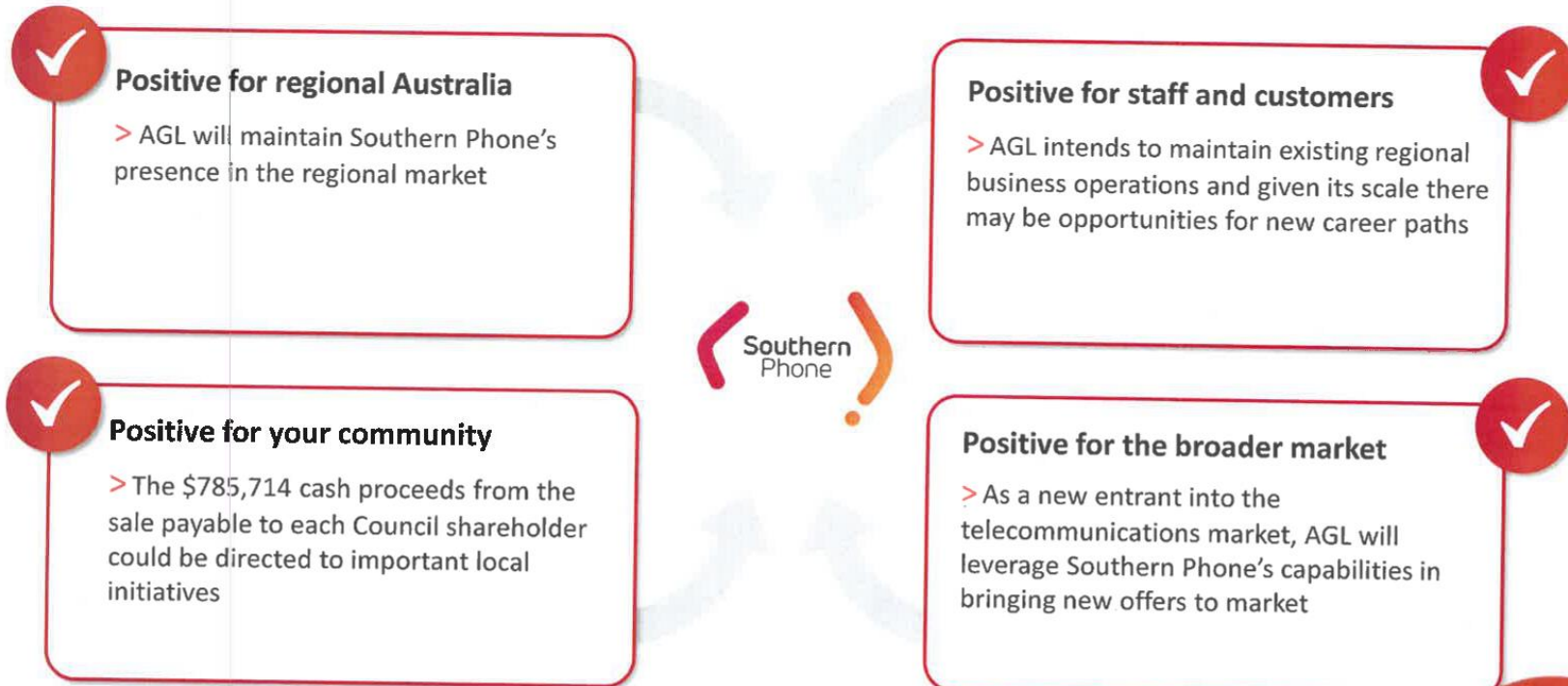
Financial performance – the NBN-led marketplace has resulted in pricing and margins coming under pressure and thus our financial performance has been negatively impacted. A loss was realised in FY2019 and a decision was made not to declare a dividend.



Best alternative – the AGL Offer is higher than the indicated interest of other potential buyers, and we believe provides greater certainty and value than would be the case if the AGL Transaction did not proceed



AGL is an ideal acquirer of Southern Phone



The AGL Offer represents a fair value to shareholders

Outstanding Offer

- ✓ **Attractive return** – the AGL Offer provides fair value for your Southern Phone shares
- ✓ **Attractive terms** – 100% of your return will be paid in cash and upon completion. There is no deferred payment and no contingent component
- ✓ **Straightforward** – The terms of the offer are not complex and only very limited warranties are required to be given to AGL by you
- ✓ **Fixed Cash Payment** – of \$785,714 per shareholder
- ✓ **A Special Dividend** – will be made to distribute the company's cash reserves. The dividend pool is expected to be approximately \$1 million
- ✓ **Employment Commitment** – AGL have contractually committed to retain employees and ongoing operations in Moruya for at least 3 years

Southern Phone's Board considers the AGL Offer is in the best interests of shareholders and unanimously recommends that you accept the AGL Offer



Independent opinion

Independent Opinion

- Ernst & Young has provided an independent opinion stating that this offer represents fair value and is in excess of a recent valuation

If shareholders do not accept the offer

- The AGL Transaction may not complete
- You will retain your shares in Southern Phone Company
- Due to challenging telecommunications market conditions Southern Phone may need to forgo future dividends and raise additional capital in order to remain competitive



“...in our opinion, and in the absence of any higher alternative offer, we consider the terms of the transaction to be fair.”

The offer from AGL requires acceptance by all shareholders by 29 November 2019

Other considerations

Shareholder warranties

- Shareholders only need to give limited warranties
- For more information on the limited warranties to be given by shareholders please refer to the Shareholder Information Pack that will be sent to shareholders on 17 October 2019

Pre-completion considerations

- If all shareholders do not accept the offer, AGL may elect not to proceed with the transaction
- Conditions – completion of the transaction is also conditional upon:
 - > Changes to the Constitution being approved by a special resolution of shareholders at Southern Phone's extraordinary general meeting on 2 December 2019. These changes are required to permit a non-council shareholder and to facilitate the transaction,
 - > Consent of key suppliers to a change of control, and
 - > That certain outsourcing arrangements are terminated.

For your **\$2** investment in Southern Phone,
once the transaction completes, you will
receive **\$785,714**, plus a dividend
distribution of cash reserves



What is required to accept the offer

To accept the AGL Offer, each shareholder will be required to:

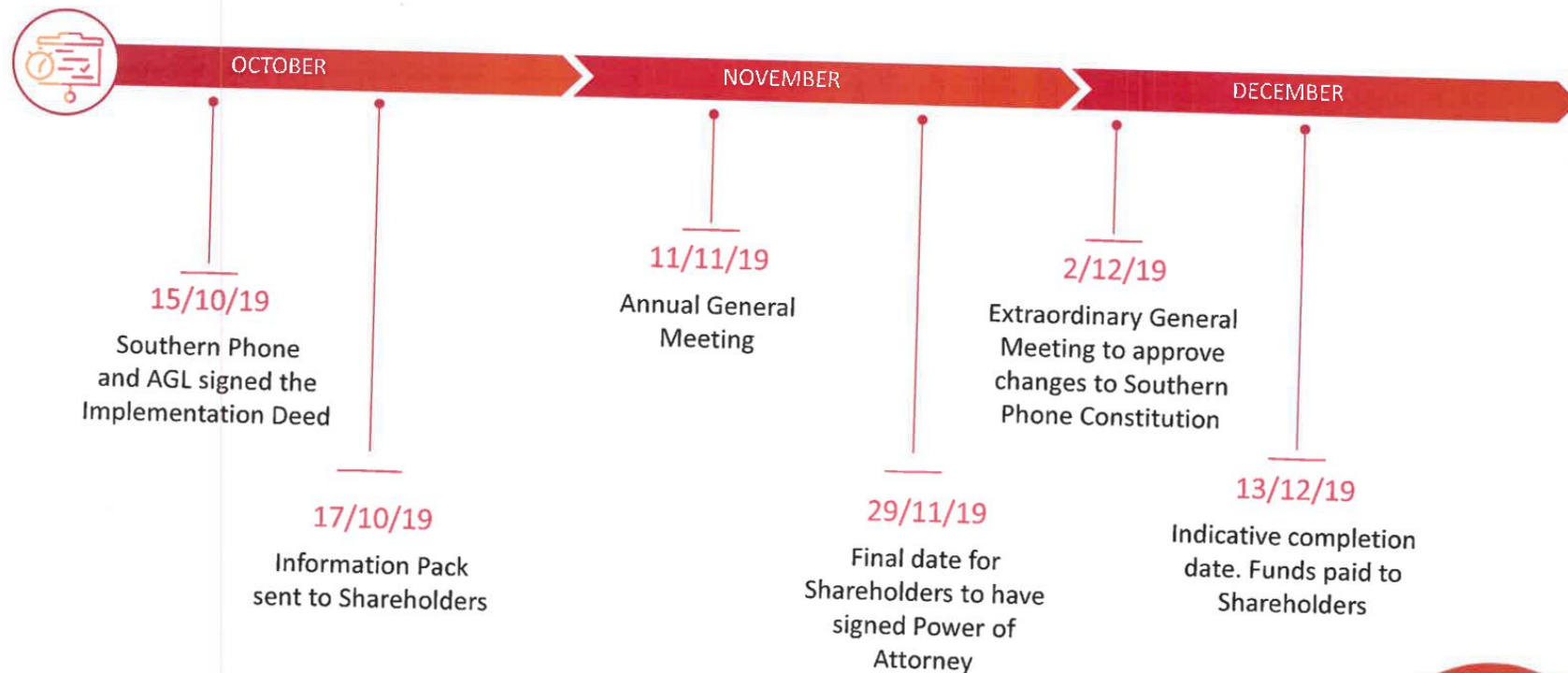
- Vote in favour of a special resolution to update the Company's constitution, including to permit non-council shareholders of the Company;
- The Company will convene an EGM to put the Constitution changes to shareholders, scheduled for 2 December 2019; and
- Resolve at Council to sell your Southern Phone shares to AGL by signing a power of attorney and it is received by Southern Phone no later than 5:00pm on 29 November 2019.



Shareholder advice

Addisons Lawyers has been appointed by Southern Phone Company to provide legal advice to shareholders regarding any questions

Timetable





SPC Information Pack Content – AGL

14



Proudly Australian

Proudly Australian since 1837, we believe in sustainable, secure and affordable energy. AGL is a leading integrated energy business that has been operating for more than 180 years and has a proud heritage of innovation.



Strong Regional Presence

AGL services 217,000 households within the local government areas of Southern Phone Company's current shareholders.

One in five Australian households within regional areas choose AGL for their energy in areas we operate.

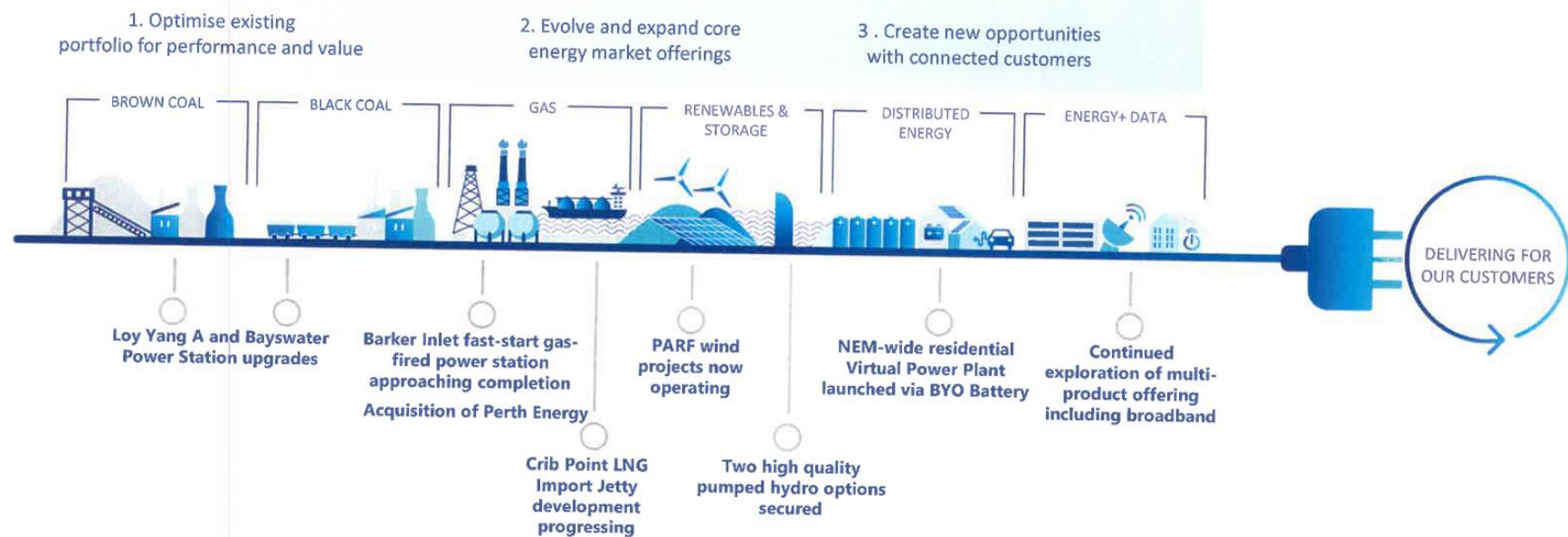


Committed to Customers

We take our position in homes and businesses seriously, with 3.7 million customer accounts including residential, small and large business and wholesale customers. That's why we're committed to supporting our customers and the communities we operate in.

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AGL's growth strategy has three main areas for focus



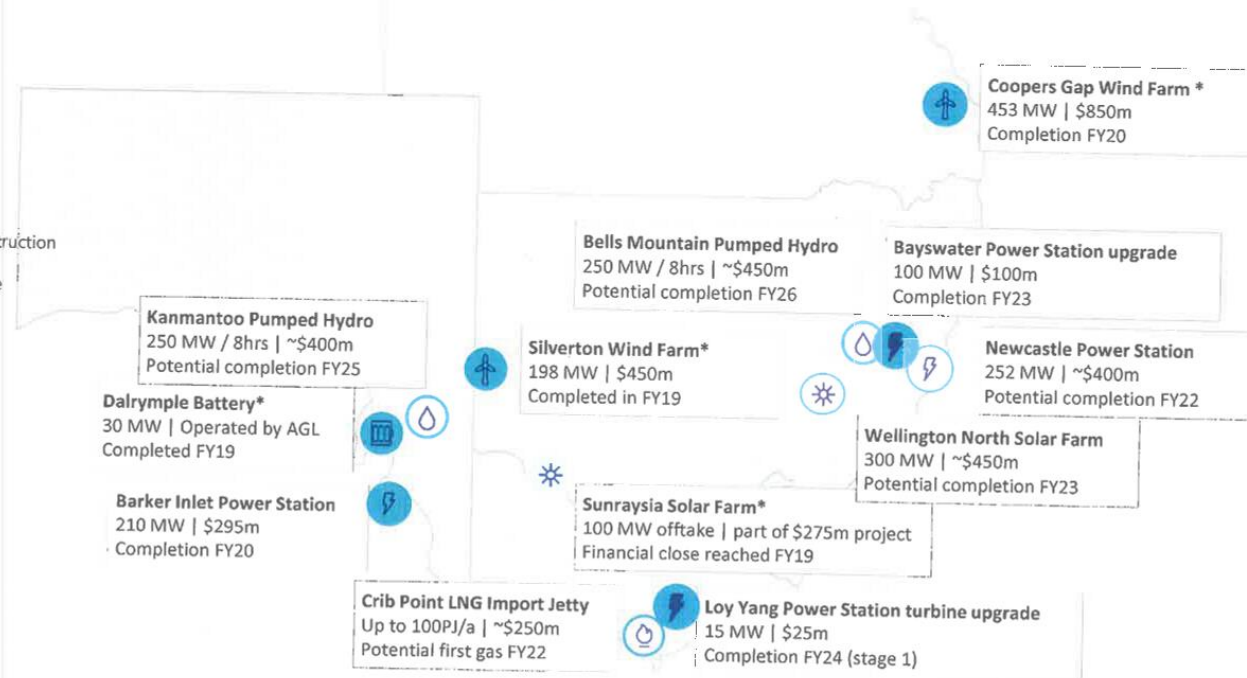
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AGL's energy supply projects deliver investment in many local communities across Australia, with \$1.9b of new projects completed or in construction and a further \$2b in the pipeline



Legend

- Completed or in construction
- Development pipeline
- Offtake agreements
- Gas firming
- Coal upgrade
- Wind
- Solar
- Pumped hydro
- Grid-scale battery
- Gas import



* Projects funded by third parties of which AGL is operator and/or offtaker (including PARF)

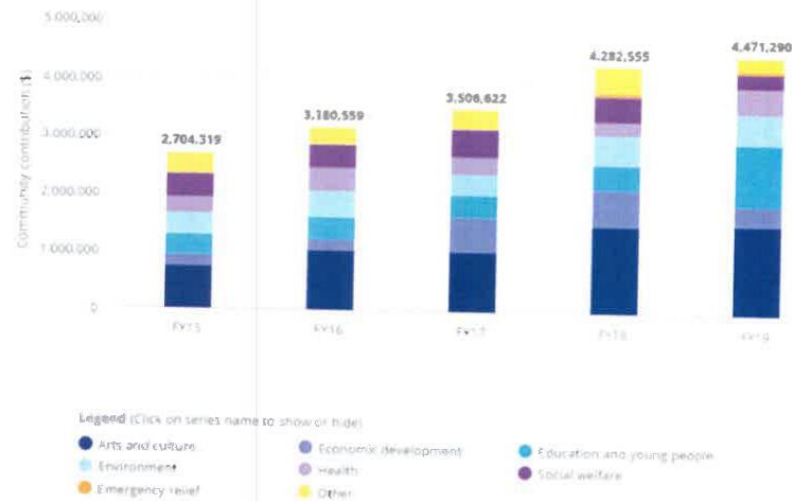
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AGL's local community investment

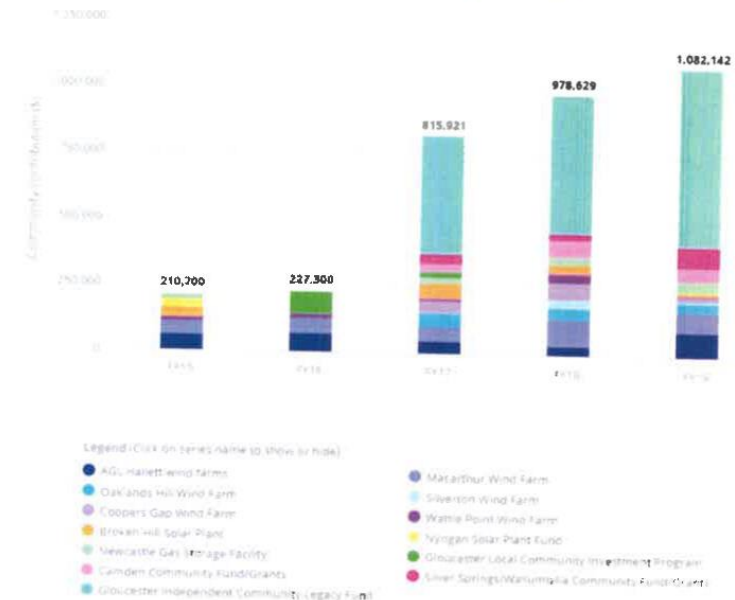


The tables below illustrate how AGL invests in local communities by cause and geography

Community Contribution by Charitable Cause



AGL Community Funds



AGL has clear objectives for the Southern Phone acquisition



Southern Phone Company to maintain brand and products in market focusing on product offerings for regionally based customers



AGL to maintain existing regional business operations



AGL to provide additional resources and capabilities to bolster existing Southern Phone operations



AGL to bring broadband and mobile products to the broader market leveraging Southern Phone capabilities and assets

AGL is committed to delivering simplicity, fairness and transparency for our customers



Lower standing offer prices and rollout of AGL's Safety Net for electricity customers in FY19



\$50 million Customer Affordability Program implemented, primarily to Staying Connected customers



AGL Essentials: 300,000 residential and small business customers now on simple, fixed, low-rate plans

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Introducing AGL's Gas safety net.

We know that not everyone has time to consider their energy plan options.

AGL is here to help.

AGL residential and small business gas customers who have been on our standing offer* for more than a year will benefit from **an automatic discount over the next 12 months.**

It's just another way we are supporting our customers.

Q agl.com.au

*A standing offer is a non-discounted contract on regulated terms, which can apply by default if you don't choose an energy plan.



AGL's Commitment to Sustainability

- As one of Australia's leading integrated energy companies, and as Australia's largest greenhouse gas emitter, AGL has a responsibility to be transparent about the risks and opportunities that climate change poses to our business, the community and the economy more broadly.
- AGL acknowledges and accepts the scientific consensus on climate change. It recognises that to stay within concentrations consistent with $\leq 2^{\circ}\text{C}$ of global warming, a gradual decarbonisation of the electricity generation sector is required by 2050. AGL's approach to transitioning to a low-carbon future is set out within its Greenhouse Gas Policy, which provides the framework within which the greenhouse gas reduction activities are structured.
- AGL is committed to playing a leading role in developing a pathway to a modern, decarbonised generation sector through investment in new renewable energy and near-zero emission technologies, as well as energy storage solutions. AGL has regularly released transparent and clear reporting in relation to its commitments to transition to a low-carbon economy. This includes:
 - **AGL's Greenhouse Gas Policy** released in 2015. This policy sets out AGL's commitment to a range of activities that will drive the orderly decarbonisation of the energy sector.
 - **AGL's Carbon Scenario Analysis** report released in 2019, which included scenario analysis of AGL's operations within a carbon constrained future.
 - **AGL's Rehabilitation Report** released in 2017, which outlined clear time limits for the closure of AGL's fossil fuel plants to provide certainty to communities and the market as to AGL's decarbonisation pathway.



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CONFIDENTIAL



SOUTHERN PHONE COMPANY LIMITED

(Company)

ACN 100 901 184

Shareholder Information Pack
for the proposed acquisition by AGL Energy Limited ABN 74 115 061 375
of all of the shares in the Company

**THE BOARD UNANIMOUSLY RECOMMENDS THAT SHAREHOLDERS
APPROVE THE PROPOSED TRANSACTION WITH AGL, INCLUDING BY:**

- 1. VOTING IN FAVOUR OF THE CONSTITUTION AMENDMENT; AND**
- 2. EXECUTING THE SHARE SALE AGREEMENT**

CONTENTS

Part A	Letter to Shareholders
Part B	Notice of Extraordinary General Meeting and Explanatory Statement
Part C	Form of Proxy
Part D	Proposed Transaction Summary
Part E	Section 1 Ernst & Young Letter
	Section 2 Addisons Lawyers Letter
Part F	Signing instructions
Part G	Glossary
Annexure A	Share Sale Agreement
Annexure B	Limited Power of Attorney
Annexure C	Share Transfer Form
Annexure D	Lost Share Certificate Indemnity

CONFIDENTIAL



SOUTHERN PHONE COMPANY LIMITED
(Company)
ACN 100 901 184

PART A – Letter to Shareholders

17 October 2019

Dear Shareholder,

I am writing to advise you, as a shareholder of Southern Phone Company Limited (**Southern Phone** or the **Company**), that Southern Phone and AGL Energy Limited (**AGL**) have entered into an agreement under which AGL is proposing to acquire, subject to the satisfaction or waiver of certain conditions, 100% of the shares in Southern Phone (**AGL Offer**).

The AGL Offer is an all cash offer, delivering an outstanding return of \$785,714 on your total investment of \$2.

Formed in 2002, with the intent of creating jobs and improved telecommunications services for regional Australians, Southern Phone has grown to be one of the largest telco's in regional Australia and in doing so has met all its original objectives. However, with the advent of the NBN, a new competitive landscape has emerged requiring significant scale and growth, and thus access to capital to prosper.

The proposed acquisition by AGL is both timely and a good strategic fit. Importantly, the transaction preserves jobs at the Company as detailed in the 'Advantages' section of this letter and provides fair value for your shareholding in Southern Phone.

The AGL Offer is the result of extensive negotiations and consideration by your Southern Phone board (**Board**) and follows a strategic review process undertaken in mid-2019, which led to the decision to appoint corporate advisers and investigate a possible sale of the Company.

We believe the AGL Offer will be beneficial for our customers, employees, regional communities and shareholders and **Southern Phone's Board unanimously recommends that you accept the AGL Offer before the requested cut-off date of 29 November 2019.**

Your Board has assessed the non-exhaustive list of advantages and disadvantages of the AGL Offer as set out below, and we are unanimously of the view that the advantages outweigh the disadvantages and, accordingly, the AGL Offer is in the best interests of the Company and shareholders.

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CONFIDENTIAL**Advantages**

- **Fixed Cash Payment** - The AGL Offer values your shares in Southern Phone at \$785,714 (**AGL Offer Price**). If the transaction that results from the AGL Offer (**AGL Transaction**) is completed, you will receive this amount in full and in cash on the completion date. The AGL Offer Price will not be recalculated at completion, and there is no deferred or contingent component that is dependent on Southern Phone's performance after completion;
- **Special Dividend** - The AGL Offer permits Southern Phone to declare and pay a special dividend to shareholders from Southern Phone's excess cash reserves before completion of the AGL Transaction (**Special Dividend**). We estimate the value of the special dividend pool (for distribution amongst all Southern Phone shareholders) to be approximately \$1 million, although this figure may change depending on, amongst other things, the completion date of the AGL Transaction and the transaction costs incurred by Southern Phone (which include amongst other things professional advisors' fees and directors' fees). It is also subject to Southern Phone complying with the Corporations Act. For the avoidance of doubt, the Special Dividend will not occur if the AGL Transaction does not proceed.
- **Fair Value** – Southern Phone has engaged Ernst & Young to review the terms of the AGL Offer. Ernst & Young has confirmed that the AGL Offer provides fair value for your Southern Phone shares.
- **Best Alternative** - Your estimated total return from the AGL Offer is higher than the indicated interest of other potential buyers, and we believe provides greater certainty and value than would be the case if the AGL Transaction did not proceed. Notably, the Company recorded a loss in the 2019 financial year and decided not to declare a dividend.
- **Only Limited Warranties** – If you accept the AGL Offer, you will give a limited number of warranties to AGL – see section 8 of Part D below and the legal opinion from Addisons Lawyers at Part E, Section 2 below;
- **Employment Commitment** - AGL has contractually committed to retain Southern Phone's employees and ongoing operations in Moruya for at least three years (subject to each employee's ongoing compliance with their terms of employment); and
- **Capital Constraints** - Southern Phone may at some future stage require additional capital in order to remain competitive in a challenging telecommunications market. If the AGL Transaction does not proceed, the current ownership structure may

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constrain the amount of additional capital that can be raised, potentially negatively impacting on the Company's competitive position.

Disadvantages

- Shareholders will no longer own and will be unable to realise any future value from, their shares in the Company.

To assist shareholders in considering the AGL Offer, this letter forms part of a Shareholder Information Pack. Our Managing Director, David Joss, will be available to attend and discuss the AGL Offer at an upcoming meeting of your Council. We will also make available to shareholders the Sydney-based law firm Addisons, who are acting for the Company and its shareholders as a whole with respect to the AGL Offer. Addisons' partner Kieren Parker will act as primary liaison for any shareholder queries.

To accept the AGL Offer, each shareholder will be required to:

- vote in favour of a special resolution to update the Company's constitution that is required to facilitate the AGL Transaction, including to permit non-council shareholders of the Company (**Constitution Changes**). The Company will convene an extraordinary general meeting to put the Constitution Changes to shareholders, which is currently scheduled for 2 December 2019 (**Extraordinary General Meeting**); and
- resolve at Council to sell its Southern Phone shares to AGL by entering into a Share Sale Agreement and executing related transaction documents, being the Limited Power of Attorney, Share Transfer Form and Lost Share Certificate Indemnity (if applicable).

Completion of the AGL Transaction is planned for mid-December 2019.

The Board has unanimously resolved to support the AGL Offer. The Board unanimously recommends that shareholders vote in favour of the Constitution Changes and accept the AGL Offer.

CONFIDENTIAL**Proposed timetable, process and documents to be signed**

The indicative timetable for the Proposed Transaction, which is subject to change, is as follows:

Announcement of the Proposed Transaction	16 October 2019
Shareholder Information Pack sent to Shareholders	17 October 2019
Last date that Shareholders are requested to have taken action in accordance with the signing instructions in Part F	5.00pm, 29 November 2019
Extraordinary General Meeting	9.30am, 2 December 2019
Completion date	13 December 2019

A Notice of Extraordinary General Meeting, Explanatory Statement and Form of Proxy for the Extraordinary General Meeting are contained in Parts B and C of this Shareholder Information Pack. A summary of the Proposed Transaction and the Ernst & Young opinion are contained in Parts D and E of this Shareholder Information Pack.

The Transaction Documents, including the Share Sale Agreement, Limited Power of Attorney, Share Transfer Form and Lost Share Certificate Indemnity are contained in Annexures A, B, C and D of this Shareholder Information Pack.

Southern Phone has entered into an implementation deed with AGL in order to facilitate the AGL Transaction being put to shareholders (**Implementation Deed**). Further information about the Implementation Deed is included in the summary of the Proposed Transaction in Part D of this Shareholder Information Pack.

Instructions for Shareholders, including instructions for Shareholders who wish to approve the AGL Transaction, are set out in Part F.

Southern Phone plans to hold its annual general meeting as usual during November 2019. The Extraordinary General Meeting will be held after the annual general meeting. You will receive a notice convening the annual general meeting in the coming weeks.

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Next steps

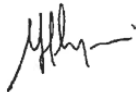
Due to the timetable that the Company and AGL are working towards, the Board requests that each Shareholder:

- (i) carefully reads this Shareholder Information Pack;
- (ii) contacts David Joss (david.joss@southernphone.net.au; 0413 880 949) as soon as practicable to confirm if you intend to approve the Constitution Changes and enter into the Transaction Documents; and
- (iii) follows the signing instructions in Part F and take action in accordance with those instructions by no later than 5pm on 29 November 2019.

If you have any questions in relation to this process or the accompanying documentation, I encourage you to contact the following persons:

- Chairman: Bill Hilzinger, (biljem@southernphone.net.au)
- Managing Director: David Joss (david.joss@southernphone.net.au; 0413 880 949)
- Addisons Lawyers: Kieren Parker, Partner (kieren.parker@addisonslawyers.com.au; (02) 8915 1013)
- Southern Phone: companysecretary@southernphone.net.au

Kind regards,



Bill Hilzinger
Chairman



SOUTHERN PHONE COMPANY LIMITED
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PART B Notice of Extraordinary General Meeting and Explanatory Statement

Part A - Agenda

A general meeting of Southern Phone Company Limited (ABN 42 100 901 184) (**Company**) will be held at the following date and venue:

Date and time: Monday, 2 December 2019 at 9.30am (AEDT)

Venue: Moruya Golf Club
Evans Street
Moruya NSW 2537

Items of Business

Resolution – Amending the constitution of the Company

To consider and, if thought fit, pass the following resolution as a **special resolution**:

Resolved as a **special resolution** for the purposes of the *Corporations Act 2001* (Cth), the Constitution of Southern Phone Company Limited ACN 100 901 184 (**Company**) and for all other purposes that the constitution of the Company is altered, with effect immediately prior to Completion (as that term is defined in the Implementation Deed between the Company and AGL Energy Limited ABN 74 115 061 375) by:

- 1 inserting the following in clause 1.1 after the words, "In this Constitution, unless the contrary intention appears:"
'AGL Group Member' means AGL Energy Limited ABN 74 115 061 375 or any of its related bodies corporate;
- 2 amending clause 2.3 by adding ', provided that this clause 2.3 shall not apply to an AGL Group Member or any A Class Ordinary Shares held by an AGL Group Member. However, notwithstanding the foregoing and any other provision of this Constitution, if an AGL Group Member acquires more than one A Class Ordinary Share from a Member which is not an AGL Group Member, the AGL Group Member may only exercise the rights attaching to one of the A Class Ordinary Shares so acquired' at the end of that clause before the full stop;
- 3 amending clause 2.4(e)(b) by adding '(or, in the case of a Redeemable Preference Share held by an AGL Group Member, within the Local Government Area of the former holder which sold that share to that AGL Group Member)' at the end of the definition of 'SR' before the semicolon, and by adding '(and, in the case of Redeemable Preference Shares held by AGL Group Members, within the Local Government Areas of the former holders which sold those shares to AGL Group Members)' at the end of the definition of 'TSR' before the semicolon;
- 4 amending clause 2.6 by adding ', provided that this clause 2.6 shall not apply to Shares held by an AGL Group Member' at the end of that clause before the full stop;
- 5 substituting the following new clause for clause 3.1:
Only Local Councils and AGL Group Members are entitled to hold shares in the Company.



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- 6 adding ' , other than an AGL Group Member,' after the words 'No Member' in clause 3.4 so that it provides as follows:

No Member, other than an AGL Group Member, may hold more than one Share in total of the Redeemable Preference Shares in Classes B to ZZ.

- 7 inserting a new clause 3.8 after clause 3.7 as follows:

Clauses 3.5 to 3.7 do not apply to a Member which is an AGL Group Member.

- 8 substituting the following new clause for clause 4.1:

Subject to sections 254A, 254B, 254J and 254K of the Corporations Act 2001, Redeemable Preference Shares shall be redeemed if:

- (a) a Member notifies the Company that it requires its shares to be redeemed; or*
- (b) a Member holding Redeemable Preference Shares ceases to hold A Class Ordinary Shares, unless such Member has agreed to transfer its Redeemable Preference Shares and its A Class Ordinary Shares to the same person and completion of the transfer of the A Class Ordinary Shares and the Redeemable Preference Shares is simultaneous.*

- 9 in clause 9.2 substituting the following new clause (a) after "The provisions of this Constitution relating to general meetings apply, with necessary changes, to separate class meetings as if they were general meetings except that:"

- (a) a quorum at a meeting of holders of A Class Ordinary Shares consists of, if one or more AGL Group Members is a holder of A Class Ordinary Shares, one of such AGL Group Members, and if no AGL Group Member is a holder of A Class Ordinary Shares, (1) if the number of holders of A Class Ordinary Shares entitled to vote is two or more – two of those holders, or (2) if only one holder of A Class Ordinary Shares is entitled to vote – that holder;*

- 10 substituting the following new clause for clause 11.1:

Subject to this Constitution and in particular clause 3.4, a Member may transfer the A Class Ordinary Shares held by that Member only to an AGL Group Member or another Local Council, whether or not that AGL Group Member or that Local Council is an existing Member. A Member may not transfer any Redeemable Preference Share in Classes B to ZZ, unless the transfer is to an AGL Group Member.

- 11 in clause 19.2 substituting the following new clause:

A quorum of Members consists of, if one or more AGL Group Members is a Member, one of such AGL Group Members, and if no AGL Group Member is a Member, (1) if the number of Members entitled to vote is two or more – two of those Members, or (2) if only one Member is entitled to vote – that Member.

- 12 substituting the following new clause for clause 33.2:

There must be at least three, and unless the Company resolves otherwise, not more than 10 directors.

- 13 deleting rule 33.3 and deleting 'Despite clause 33.3,' from the beginning of clause 33.4 (so that that clause begins 'If the number of Directors ...');

- 14 substituting the following new clause for clause 35.1:

The Directors or an AGL Group Member may nominate a person to stand for election as a director at a general meeting of the Company.

- 15 substituting the following new clause for clause 35.7:

At an annual general meeting of the Company, the Members must by ordinary resolution determine whether or not to appoint each candidate nominated by the Directors or an AGL Group Member.

- 16 substituting the following new clause for clause 35.8:

Where a candidate nominated by the Board or an AGL Group Member is not elected as a Director pursuant to clause 35.7, the Directors may appoint a different person as a Director to hold office until the next annual general meeting of the Company. Where that person is elected by Members at that next annual general meeting their term will be for two years from the date of that meeting.



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17 amending clause **42.3** by deleting 'and' at the end of paragraph (ii) thereof and inserting a new paragraph (iv) after paragraph (iii) thereof as follows:

(iv) if one or more AGL Group Members together hold more than 50% by value of the shares in the Company, to the extent requested by any of those AGL Group Members; and

18 substituting the following new clause for clause **43.7**:

At a meeting of Directors, a quorum is three Directors.

By order of the Board
David Joss
Company Secretary
Dated 17 October 2019



SOUTHERN PHONE COMPANY LIMITED

ACN 100 901 184

Part B - Explanatory Statement

This Explanatory Statement forms part of the Notice of Meeting convening the Company's Extraordinary General Meeting to be held on Monday, 2 December 2019 at 9.30am (AEDT). The glossary for this Notice of Meeting is set out in Part G of the Shareholder Information Pack which contains this Notice of Meeting.

The purpose of this Explanatory Statement is to assist Shareholders in understanding the background to and implications of the proposed resolution to amend the constitution of the Company.

BACKGROUND

AGL Energy Limited ABN 74 115 061 375 (**AGL**) proposes to acquire, subject to the satisfaction or waiver of certain conditions, all of the shares in the issued capital of the Company (or such lesser number of the shares as agreed to by AGL) (**Proposed Transaction**). The acquisition is therefore proposed in respect of all A Class Ordinary Shares and all Redeemable Preference Shares held by Shareholders.

The Proposed Transaction is proposed to be effected by way of Share Sale Agreements to be entered into between AGL and each Shareholder.

In order to implement the Proposed Transaction, on 15 October 2019 the Company and AGL entered into an Implementation Deed (**Implementation Deed**). The Company does not have the power to sell its own shares, so the Implementation Deed is the Company's binding commitment to AGL to facilitate the Proposed Transaction, which is ultimately a matter for the Shareholders.

The Proposed Transaction is subject to the satisfaction or waiver of certain conditions that are set out in the Implementation Deed (**Conditions**), including Shareholders approving the Resolution as a special resolution (**Constitution Amendment Condition**). The Constitution Amendment Condition cannot be waived by either AGL or the Company. If the Resolution is not passed by Shareholders as a special resolution, the Proposed Transaction will not proceed to Completion.

The Resolution will take effect immediately prior to Completion. This means that if the Resolution is passed by Shareholders as a special resolution, but the Proposed Transaction does not proceed to Completion for another reason, the Resolution and the Constitution Amendment will not be given effect.

The Proposed Transaction is anticipated to complete 5 business days after the satisfaction or waiver of the Conditions.



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REASONS FOR THE CONSTITUTION AMENDMENT

Under section 136(2) of the Corporations Act, the Company may modify or repeal the Constitution by special resolution.

The Constitution includes provisions that:

- (a) non-council shareholders may not hold shares in the Company;
- (b) no shareholder may hold more than 1 Redeemable Preference Share or exercise rights attaching to more than 1 A Class Ordinary Share;
- (c) a high number of Shareholders are required for a quorum for general meetings of the Company; and
- (d) dividend calculations are in part based on the number of customers of the Company in local government areas.

Certain of these provisions have the result that the Proposed Transaction is not permitted by the Constitution, as a corporate entity such as AGL is not authorised to be a Shareholder, whilst other provisions are not suitable for a corporate entity seeking to be Shareholder, such as AGL.

The Constitution was designed for the Company with only councils envisaged as its Shareholders. This limited ownership structure was a key part of the Company's foundations and has been suitable for the Company to this point. In the Board's view, the Proposed Transaction is in the best interests of the Company and its future prospects, and this limited ownership structure is incompatible with the Proposed Transaction.

As a result, it is proposed that the Constitution Amendment be effected in accordance with the Resolution.

OTHER MATERIAL INFORMATION

Based on the information that is known to the Board which has not previously been disclosed to Shareholders, there is no other information material to the Shareholders' decision of whether or not to vote in favour of the Constitution Changes other than as set out in this document and the Shareholder Information Pack.

BOARD RECOMMENDATION

The Board **unanimously recommends that Shareholders vote in favour of the Resolution**, in order to facilitate the Proposed Transaction.

The Board also unanimously recommends that each Shareholder approves the Proposed Transaction and enters into a Share Sale Agreement with AGL, for the reasons set out in the Letter to Shareholders in Part A of the Shareholder Information Pack.

PART C

FORM OF PROXY



LODGE YOUR PROXY



By mail:

The Company Secretary
Southern Phone Company Ltd
6 Page Street, Moruya NSW 2537



By Fax: 1300 763 744



By email:

company.secretary@southernphone.net.au

PROXY VOTING FORM

A

APPOINT A PROXY

I, as the authorised representative of _____ {insert council name}, a Shareholder of Southern Phone Company Limited, hereby appoint:

☐

Appoint the
Chairperson/Deputy
Chairperson of the
Meeting (mark
box with an X)

OR

The name of
the person
you
are appointing

If no person is named, the Chairperson of the Meeting is appointed as our proxy to act generally at the meeting on our behalf and to vote in accordance with the following direction (or if no direction is given, as the proxy sees fit) at the Extraordinary General Meeting of Southern Phone Company Ltd (**Company**) to be held at **9.30am (AEDT) on Monday 2 December 2019 at Moruya Golf Club, Evans Street Moruya NSW 2537** and at any adjournment of that meeting.

Southern Phone Company Ltd proxies will only be valid and accepted by Southern Phone Company Ltd if they are signed and received at the Registered Office, 6 Page Street, Moruya NSW 2537 no later than 48 hours prior to the meeting. Proxy forms may be mailed, faxed to 1300 763 744 or scanned and emailed to company.secretary@southernphone.net.au.

B

VOTING DIRECTIONS

If you wish to direct your proxy how to vote please insert an ☒ in the appropriate box below. If you mark the Abstain box for the item you are directing your proxy not to vote on your behalf on a show of hands or on a poll and your votes will not be counted in calculating the required majority if a poll is called.

ItemForAgainstAbstain

1. Approval to amend the constitution of the Company

☐
☐
☐

C

SIGNATURE OF AUTHORISED SHAREHOLDER REPRESENTATIVE

NAME (Capitals)

POSITION

SIGNATURE

Upper Lachlan Shire Council



FURTHER VOTING INFORMATION

Appointing a Proxy

If you have appointed the Chairperson of the Meeting as your proxy and have not directed him how to vote, you will have provided the Chairperson of the Meeting express authority to vote your undirected proxy as he sees fit.

To direct your proxy how to vote, you should clearly mark the boxes in Section B to indicate your voting instruction for each item.

A proxy need not be a shareholder of the Company. If you lodge a form and do not appoint someone else, the Chairperson of the Meeting will act as your proxy by default.

You are entitled to appoint up to two proxies. A separate proxy form should be used for each proxy. If you appoint a second proxy, you should state the proportion of your voting rights, or number of votes given to each proxy appointed, by clearly writing the proportion or number of votes to be exercised on the front of each form. If the appointment does not specify the proportion or number of your votes each proxy may exercise, each proxy may exercise half the votes. If you appoint two proxies, they can only vote on a poll in accordance with the number or proportion of votes allocated to them. Where two proxies are appointed, neither is entitled to vote on a show of hands. You can obtain an additional proxy form by telephoning 02 4474 7113.

It is important that proxy forms are returned to ensure a quorum for the meeting. If a Shareholder is unable to attend the meeting please return the Shareholder's completed proxy voting form to the Company by email, post or fax by no later than Saturday, 30 November 2019 at 9.30am (AEDT).



LODGE YOUR PROXY



By mail:
The Company Secretary
Southern Phone Company Ltd
6 Page Street, Moruya NSW 2537



By Fax: 1300 763 744



By email:
company.secretary@southernphone.net.au

Southern Phone Company Limited ABN 42 100 901 184

PART D Proposed Transaction Summary

Background

AGL proposes to acquire, subject to the satisfaction or waiver of certain conditions precedent, all of the shares in the issued capital of the Company (or, subject to certain conditions, such lesser number of the shares as agreed to by AGL) (**Proposed Transaction**).

The Proposed Transaction is to be effected by way of Share Sale Agreements to be entered into between AGL and each Shareholder (a Shareholder who has entered into the Share Sale Agreement is referred to in this Part D as a **Seller**).

In order to implement the Proposed Transaction, the Company and AGL entered into an Implementation Deed (**Implementation Deed**), pursuant to which the Company commits to put the Proposed Transaction, including the Constitution Amendment Resolution, to the Shareholders, and the Company and AGL have promised to work together to seek Shareholder support for the Proposed Transaction. The Company does not have the power to sell its Shares, so the Implementation Deed is the Company's binding commitment to AGL to facilitate the Proposed Transaction, which is ultimately a matter for the Shareholders.

This document details the key considerations in respect of the Proposed Transaction. Shareholders are advised to carefully read the Share Sale Agreement and the other Transaction Documents. This summary, which has no legal force or effect, is not intended as a substitute for reading the Share Sale Agreement and the other Transaction Documents.

Key considerations

	Question	Answer
1.	Which Shares are proposed to be acquired by AGL?	The Company has A Class Ordinary Shares and Redeemable Preference Shares on issue. AGL proposes to acquire all of the A Class Ordinary Shares and the Redeemable Preference Shares (collectively referred to as the Sale Shares), or any lesser number it agrees.
2.	What is the purchase price?	The purchase price (in respect of 100% of the Sale Shares) is \$27,500,000. The Company also proposes to pay a special dividend to the Shareholders from excess cash before Completion (Special Dividend). The Board estimates the total amount of the Special Dividend will be approximately

		<p>\$1 million, although this figure may change depending on, amongst other things, the Completion date of the Proposed Transaction and the transaction costs incurred by the Company, and is subject to the Company complying with the Corporations Act. It is agreed between the Company and AGL that the Company's transaction costs will reduce the amount of the Special Dividend.</p> <p>For the avoidance of doubt, the Special Dividend will not occur if the Proposed Transaction does not proceed to Completion.</p>
3.	When will Shareholders be paid?	<p>Completion of the Proposed Transaction will occur 5 business days after satisfaction or waiver of the Conditions, provided the applicable Seller, the Company and AGL comply with their respective obligations.</p> <p>The Special Dividend is proposed to be declared and paid by the Company to Shareholders immediately before Completion.</p> <p>Each Seller will receive the purchase price of \$785,714 from AGL on Completion by electronic means of transfer (real time gross settlement) to a bank account nominated by the Seller.</p> <p>Based on assumptions as at the date of this document, Completion is anticipated by mid-December 2019.</p>
4.	What else occurs at Completion?	<p>On Completion, the Company and each Seller must provide to AGL certain Completion documents. The Completion obligations of the parties are interdependent and Completion will not occur until all parties have complied with their obligations.</p>
5.	Is the Proposed Transaction subject to conditions precedent?	<p>The Proposed Transaction is subject to a number of conditions precedent (Conditions) being satisfied before the Sunset Date, including:</p> <ul style="list-style-type: none"> (a) the Shareholders passing the Resolution as a special resolution to approve the Constitution Amendment; (b) each Shareholder executing the Share Sale Agreement, or such lesser number of Shareholders executing the Share Sale Agreement as agreed by AGL;

		<p>(c) the Company providing evidence to the satisfaction of AGL (acting reasonably) that certain of the Company's landlords and key suppliers have consented to the Proposed Transaction; and</p> <p>(d) that certain outsourcing arrangements are terminated.</p> <p>The conditions in (b), (c) and (d) can be waived by AGL but not the Company.</p>
6.	What happens if all Shareholders do not agree to sell their shares?	<p>AGL's preference is to acquire 100% of the Sale Shares. In order to do so, AGL must enter into a Share Sale Agreement with each Shareholder.</p> <p>Division 1 of Part 6A.2 of the Corporations Act provides that, in broad terms, if a person holds full beneficial interests in 90% or more of the shares in a company, or voting power in at least 90% and full beneficial interests in at least 90% by value of all of the shares in a company, then a compulsory acquisition of the remaining shares can be effected. Separate compulsory acquisition powers are contained in section 414 of the Corporations Act.</p> <p>If not all of the Shareholders commit to the Proposed Transaction, AGL may elect either to terminate the Proposed Transaction, or proceed notwithstanding that it will acquire less than 100% of the Company. If it meets the 90% threshold for compulsory acquisition, it may then have the right under the Corporations Act to compulsorily acquire the remaining Sale Sales.</p> <p>If less than 90% of the Shareholders execute the Share Sale Agreement, it is likely that AGL will elect to terminate the Proposed Transaction and Shareholders will not be entitled to receive any cash consideration under the Share Sale Agreements.</p> <p>If Shareholders who hold at least 10% of the securities covered by a compulsory acquisition notice under Division 1 Part 6A.2 of the Corporations Act object to the acquisition before the end of the objection period, the 90% holder may apply to the Court for approval of the acquisition of the securities covered by the notice. If the 90% holder establishes that the terms set out in the compulsory acquisition notice give a fair value for the securities, the Court must approve the acquisition of the securities on those terms. Otherwise it must confirm that the acquisition will not take place. Dissenting Shareholders may make an application to the Court if compulsory</p>

		acquisition under section 414 of the Corporations Act is conducted.
7.	What should a Shareholder do if its Sale Shares are subject to an Encumbrance	<p>Each Shareholder who wishes to approve the Proposed Transaction and sell its Sale Shares to AGL must ensure that, on Completion, its Sale Shares are free and clear of all Encumbrances. An Encumbrance may include, by way of example, a security interest registered on the Personal Property Securities Register over a Shareholder's 'all present and after-acquired property', with or without exceptions (which used to be known as a 'fixed and floating charge').</p> <p>If a Shareholder's Sale Shares are subject to one or more Encumbrances, it must ensure that it delivers to AGL on Completion a release of the Sale Shares from the applicable security agreement, executed by the holder of that Encumbrance and evidencing the power of the Seller or the Company to procure the holder of the Encumbrance to update the Personal Property Securities Register within 30 days after the date of the release.</p> <p>If you require further information about Encumbrances please feel free to contact David Joss at the Company (david.joss@southernphone.net.au) or Kieren Parker at Addisons (kieren.parker@addisonslawyers.com.au).</p>
8.	Will the Sellers provide warranties to AGL?	<p>Each Shareholder (in each capacity as a Seller) gives to AGL the following limited warranties (Seller Warranties):</p> <p>Power and authority</p> <ul style="list-style-type: none"> (a) The Seller has full power to and capacity to enter into and perform its obligations under the Share Sale Agreement. (b) All necessary authorisations for the execution, delivery and performance by the Seller of the Share Sale Agreement in accordance with its terms have been obtained. (c) The Share Sale Agreement is valid, binding and enforceable against the Seller in accordance with its terms. (d) The execution, delivery and performance by the Seller of the Share Sale Agreement does not constitute a breach of any law or obligation, or cause or result in a default under any agreement, or Encumbrance, by which it is bound and that would prevent it from entering into and performing its obligations under the

	<p>agreement and there is no other arrangement or agreement between the Seller and another person in relation to the Sale Shares.</p> <p>Ownership and no encumbrances or other arrangements</p> <p>(e) At Completion the Seller will be the legal and beneficial owner of the Sale Shares and have complete power and right to sell those Sale Shares to AGL and the Sale Shares are the only securities in the Company in which the Seller has any kind of interest and AGL will acquire the full legal and beneficial ownership of the Sale Shares free and clear of all Encumbrances, subject to registration of AGL in the register of shareholders.</p> <p>Each Seller is only liable for a breach of a Seller Warranty if AGL notifies the Seller of its claim within 3 years after Completion. The maximum amount that AGL can recover from a Seller for a breach of a Seller Warranty is that Seller's purchase price.</p> <p>Leakage</p> <p>In addition, because the Purchase Price is fixed, the Implementation Agreement restricts the ability of the Company to make certain payments to any Shareholder, or to incur unfunded transaction costs, between 30 June 2019 and Completion (Leakage).</p> <p>Leakage includes:</p> <ul style="list-style-type: none"> (a) a dividend or distribution declared, determined or paid after 30 June 2019; (b) a cancellation or forgiveness of indebtedness owed by a Shareholder or its affiliates to the Company; (c) an assumption of liability by the Company, including the provision of collateral by the Company, for the benefit of a Shareholder or any of its affiliates; (d) a payment, or the provision of any benefit, by the Company to any Shareholder or any of its affiliates; (e) the Company paying or agreeing to pay transaction costs if the amount of the Special Dividend is not
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		<p>reduced by such transaction costs.</p> <p>Certain authorised payments are not considered to be Leakage. These include the Special Dividend.</p> <p>In terms of the Share Sale Agreement, each Seller warrants to AGL that it has not received any Leakage, and indemnifies AGL against the amount of any Leakage received by the Seller (note the indemnity value is capped at the value of the consideration received by the Seller).</p> <p>The Company confirms to Shareholders that there has been no Leakage.</p>
9.	Do the Shareholders have any residual liabilities arising out of the Proposed Transaction?	<p>Shareholders should refer to the terms of the Share Sale Agreement and the legal opinion by Addisons at Part E, Section 2.</p> <p>Relevantly:</p> <p>(a) Sellers are required at Completion to transfer the Sale Shares to AGL free from Encumbrances together with providing any share certificates held in relation to the Sale Shares or a standard indemnity for lost share certificates;</p> <p>(b) each Seller gives the limited warranties set out in section 8 above.</p>
10.	What commitments has AGL made in relation to the Company's employees?	<p>AGL undertakes, for at least 3 years after Completion, to ensure that the Company maintains its existing Moruya, NSW operations, retains its existing employees located in Moruya (subject to each employee's ongoing compliance with their terms of employment and AGL's applicable employment policies) and to use reasonable commercial efforts to maintain the overall number of employees located in Moruya that the Company employs as at Completion.</p> <p>To ensure a smooth transition for the Company under AGL ownership and to minimise business interruption, AGL has also committed to retention arrangements with certain senior employees of the Company. One such employee is the Company's Managing Director, David Joss, with whom AGL has entered into arrangements to</p>

		<p>incentivise him to remain with the Company for a period of time post-Completion of the Proposed Transaction.</p> <p>For clarity, the Board (David Joss abstaining) has resolved that David Joss may vote on the Board's consideration of the Proposed Transaction, notwithstanding the retention arrangement offered to David by AGL means that he stands to receive a financial benefit as a consequence of the Proposed Transaction, assuming that it proceeds to completion. While noting David Joss' interest in the Proposed Transaction, it was also noted that, amongst other things, David has been supportive of the Proposed Transaction prior to receiving or expecting to receive any offer from AGL. The Board (David abstaining) is satisfied that David can effectively discharge his duties as a director in considering the Proposed Transaction.</p>
11	Why are amendments required to the Company's Constitution?	<p>The Constitution includes provisions that:</p> <ul style="list-style-type: none"> (a) only councils may hold Shares; (b) no shareholder may hold more than 1 Redeemable Preference Share or exercise the rights attaching to more than 1 A Class Ordinary Share; (c) a high number of Shareholders are required for a quorum for general meetings of the Company; and (d) dividend calculations are in part based on the number of customers of the Company in local government areas. <p>Certain of these provisions have the result that the Proposed Transaction is not permitted by the Constitution, whilst others are not suitable to the proposed shareholding by AGL in the Company after Completion.</p> <p>For further information see the Explanatory Statement in Part B.</p>
12	Which documents are required for the Proposed Transaction?	<p>The key documents for the Proposed Transaction are:</p> <ul style="list-style-type: none"> (a) the Implementation Deed executed by the Company and AGL on 15 October 2019;

		<p>(b) the Notice of Meeting;</p> <p>(c) the Share Sale Agreements between AGL and each of the Shareholders; and</p> <p>(d) the other Transaction Documents, being the Limited Power of Attorney, the Share Transfer Form, the Lost Share Certificate Indemnity.</p>
13.	What are the key implementation steps?	<p>The following are the key steps to implement the Proposed Transaction:</p> <ol style="list-style-type: none"> 1 Sign and announce the Implementation Deed 2 Prepare and dispatch to Shareholders this Shareholder Information Pack; 3 satisfy the Conditions, including by obtaining executed Powers of Attorney, or executed Share Sale Agreements and related Transaction Documents, from Shareholders; 4 hold the Extraordinary General Meeting; 5 satisfy any remaining Conditions; and 6 implement and complete the Proposed Transaction.
14.	What are the other relevant terms of the Implementation Deed?	<p>The Implementation Deed provides for the following:</p> <p><u>General undertakings</u></p> <ol style="list-style-type: none"> (a) The Company must propose the Proposed Transaction to the Shareholders. (b) AGL must assist the Company to propose and give effect to the Proposed Transaction. (c) The Company and AGL must do all things within their power to implement the Proposed Transaction and use all reasonable endeavours to the extent within their control to do so in accordance with the indicative

	<p>timetable set out on page 5 of the Letter to Shareholders.</p> <p>(d) The Company and AGL must work together in good faith and in a co-operative manner, to implement the Proposed Transaction.</p> <p>(e) The Company must consult with AGL with regard to the content and presentation of information to Shareholders in relation to the Proposed Transaction.</p> <p>(f) The Company must provide AGL with all necessary information and access to premises and senior management, as AGL reasonably requests, in relation to the Company, the Proposed Transaction and the Shareholders.</p> <p><u>Exclusivity</u></p> <p>The Company has granted exclusivity to AGL. This entails that, from the date of the Implementation Deed until Completion, or the Sunset Date:</p> <p>(a) the Company and its related persons must not solicit, invite, encourage or initiate (including by the provision of non-public information), or participate in any discussions in relation to, or which would reasonably be expected to encourage or lead to the making of, a Competing Proposal; and</p> <p>(b) the Company must notify AGL of any actual, proposed or potential Competing Proposal.</p> <p>A "Competing Proposal" is widely defined, and includes any transaction which would result directly or indirectly in a third party acquiring 10% or more of the Sale Shares or a substantial part of the Company's business or assets. A Competing Proposal also includes a transaction which would require the Company to abandon or fail to proceed with the Proposed Transaction.</p> <p><u>Pre-Completion undertakings</u></p> <p>The Company gives AGL a number of pre-completion undertakings (which apply between entering into the Implementation Deed and Completion). These undertakings include that the Company must carry on its</p>
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	<p>business in the ordinary and usual course and keep AGL informed of material decisions affecting the Company. In addition, the Company undertakes not to take certain actions during this period, including altering its constitution (except as agreed with AGL), issuing or buying back shares (except as agreed with AGL), declaring dividends (except the Special Dividend), encumbering or disposing of its assets, or entering into transactions involving expenditure or credit of \$100,000 or more.</p> <p>The Company also undertakes to ensure that, until Completion, there is no Leakage.</p> <p><u>Board recommendation</u></p> <p>The Company must use its best endeavours to procure that:</p> <ul style="list-style-type: none"> (i) the Directors unanimously recommend that the Shareholders vote in favour of the resolution to approve the Constitution Amendment, and agree to the Proposed Transaction; and (ii) the Board collectively, and the Directors individually, do not change, withdraw or modify its, his or her recommendation to vote in favour of the resolution to approve the Constitution Amendment, and agree to the Proposed Transaction, unless the Board has determined after receiving written financial advice from its financial adviser and written legal advice from its external legal advisers, that the Board, by virtue of their directors' duties, is required to change, withdraw or modify its recommendation and the Company has complied with its exclusivity obligations under the Implementation Deed. <p><u>Insurance arrangements</u></p> <p>The Company must, no later than two business days prior to Completion, provide to AGL evidence that its cyber liability insurer has consented to the change of control of the Company. In addition, the Company must provide evidence to AGL that it has renewed certain of its insurance policies</p> <p><u>Release of encumbrances</u></p> <p>The Company must, no later than two business days prior to Completion procure that certain encumbrances</p>
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	<p>have been released.</p> <p><u>Company Warranties</u></p> <p>The Company warrants to AGL that, since 30 June 2019, there has been no Leakage and the Company is not obliged to do anything which constitutes Leakage.</p> <p>The Company also gives to AGL a limited set of warranties which relate to its power and authority to enter into the Implementation Deed and its capital structure (Company Warranties) which include that:</p> <ul style="list-style-type: none"> (a) The Company has all necessary authorisations for the execution, delivery and performance by the Company of the Implementation Deed and that it is valid, binding and enforceable against it. (b) The execution, delivery and performance by the Company of the Implementation Deed does not constitute a breach of any law or obligation, or cause or result in a default under any agreement, or Encumbrance, by which it is bound and that would prevent it from entering into and performing its obligations under the Implementation Deed. (c) The Company's capital structure, including all issued securities as at the date of the Implementation Deed are as set out in the Implementation Deed and it has not issued or granted (or agreed to issue or grant) any other securities, options, warrants, performance rights or other instruments which are still outstanding and may convert into securities in the Company other than as set out and it is not under any obligation to do so. (d) The Company is not the holder or beneficial owner of any shares or other capital in any body corporate (wherever incorporated). (e) The Company is not a party to and has no interest of any kind in any partnership, trust, joint venture or other enterprise. (f) The Sale Shares have been validly issued, are fully paid and no money is owing in respect of them.
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	<p>(g) The Company is not under an obligation to issue, and no person has the right to call for the issue or transfer of, any shares or other securities in it at any time.</p> <p>(h) The Company has not issued securities with conversion rights to shares or securities in it and there are no agreements or arrangements under which options or convertible notes have been issued by it.</p> <p>In addition, AGL has the right to terminate the Implementation Deed if any of the following statements (Termination Statement) is inaccurate or misleading in any material respect on the date of the Implementation Deed or immediately prior to Completion:</p> <p>(a) The Company is not aware of any materially adverse information relating to the business that has not been made available to AGL before the date of the Implementation Deed and the Company has not omitted anything from the disclosure materials which might reasonably be expected to have resulted in AGL not entering into the Implementation Deed or the Share Sale Agreements, or entering into any of them on materially different terms.</p> <p>(b) The information concerning the business prepared by or on behalf of the Company and contained in the disclosure materials is accurate in all material respects and was prepared in good faith. The Company has not included any information in the disclosure materials that is misleading in any material respect, and no such information has been omitted from the disclosure materials that would render the disclosure materials misleading in any material respect.</p> <p>(c) The Company has complied in all material respects with all Australian and foreign laws and regulations applicable to it and orders of Australian and foreign government agencies having jurisdiction over it and has all material licenses, authorisations and permits necessary for it to conduct the business of the Company as presently being conducted.</p> <p>AGL's sole remedy for a material breach of a Company Warranty is to elect to terminate the Implementation Deed and walk away from the Proposed Transaction. If AGL elects to proceed to Completion notwithstanding a breach of a Company Warranty, AGL will have no claim against the Company.</p> <p>Similarly, AGL's sole remedy if a Termination Statement is inaccurate or misleading is to terminate the</p>
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	<p>Implementation Deed and walk away from the Proposed Transaction.</p> <p><u>Termination</u></p> <p>The Company or AGL may terminate the Implementation Deed at any time before Completion, if:</p> <ul style="list-style-type: none"> (i) the other party has materially breached the Implementation Deed, including a warranty given by that party, and the breach is not remedied within 5 business days of receiving notice of the breach; or (ii) the Conditions are not satisfied or waived by the Sunset Date. <p>AGL may terminate the Implementation Deed at any time before Completion, if:</p> <ul style="list-style-type: none"> (i) any Director fails to recommend that Shareholders vote in favour of the resolution to approve the Constitution Amendment, and agree to the Proposed Transaction, withdraws or adversely changes or qualifies their support of the Proposed Transaction, or makes a public statement endorsing another transaction; (ii) the Company enters into any legally binding arrangement in relation to undertaking any Competing Proposal; or (iii) a Termination Statement given by the Company is inaccurate or misleading. <p>Note that if the Implementation Deed is terminated prior to Completion, each Share Sale Agreement terminates automatically.</p> <p><u>Duty</u></p> <p>AGL must pay all stamp duty in respect of the execution and performance of the Implementation Deed.</p>
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PART E

Section 1 Ernst & Young Letter

PART E

Section 2 Addisons Lawyers Letter

PART F – Signing Instructions

Extraordinary General Meeting

Shareholders are invited to attend the Extraordinary General Meeting in person, or by proxy, attorney or Representative.

For Shareholders who wish to approve the Proposed Transaction and sell their Shares to AGL, the Board recommends that you execute the Limited Power of Attorney at Annexure B to appoint the Chairperson (or in his absence, the Deputy Chairperson) as your attorney and representative, as this will assist in simplifying the process of ensuring that the resolution to approve the Constitution Amendment is passed by Shareholders. If you execute the Limited Power of Attorney, the Chairperson will attend the Extraordinary General Meeting, and will vote in favour of the Constitution Amendment, as your attorney.

Alternatively, you may appoint a proxy to attend and vote at the Extraordinary General Meeting on your behalf, by completing the Form of Proxy at Part C of this Shareholder Information Pack. The Board strongly encourages Shareholders who are unable to attend the Extraordinary General Meeting, and who have NOT executed the Limited Power of Attorney, to complete and lodge with the Company the Form of Proxy to ensure your participation at the Extraordinary General Meeting. You may appoint any person as your proxy.

Finally, Shareholders may elect to take no action in relation to the Extraordinary General Meeting.

Transaction Documents

Each Shareholder will receive, at Annexure A of this Shareholder Information Pack, a copy of the Share Sale Agreement executed by AGL (the original will be sent subsequently by post).

For Shareholders who wish to approve the Proposed Transaction and sell their Shares to AGL, the Board recommends that you execute the Limited Power of Attorney at Annexure B to appoint the Chairperson (or in his absence, the Deputy Chairperson) as your attorney and representative, as this will assist in simplifying the process of ensuring that the Transaction Documents are properly executed by all Shareholders. If you execute the Limited Power of Attorney, the Chairperson will execute and deliver the Share Sale Agreement, the Share Transfer Form and the other Transaction Documents, as your attorney.

If you elect to enter into the Proposed Transaction but you do not wish to execute the Limited Power of Attorney, you must inform the Company as soon as practicable, as amendments of an administrative nature will be required to your Share Sale Agreement to

remove the provisions which contemplate that an attorney and representative will have the power to act on your behalf under that document.

We would ask Shareholders not to execute any documents by using a digital signature service, such as Docusign.

Finally, Shareholders may elect to take no action in relation to the Transaction Documents. If you take no action in relation to the Transaction Documents your Shares will not be acquired by AGL under the Share Sale Agreement, and you will not receive the cash consideration for your Shares under the Share Sale Agreement.

Timetable

In order to implement the Proposed Transaction, the Board requests that Shareholders who wish to approve the Proposed Transaction and sell their Shares to AGL attend to the following by no later than 5pm on 29 November 2019:

- (a) if you elect to execute the Limited Power of Attorney – execute and return the completed Limited Power of Attorney (Annexure B) to the Company;
- (b) if you elect NOT to execute the Limited Power of Attorney:
 - (i) appoint a proxy to attend and vote at the Extraordinary General Meeting on your behalf, by completing and lodging with the Company the Form of Proxy at Part C, or arrange to be represented at the Extraordinary General Meeting by attorney or Representative;
 - (ii) inform the Company that you do not wish to execute the Limited Power of Attorney, so that the Company can provide to you an amended Share Sale Agreement.

Please note that in order to be effective at the Extraordinary General Meeting, a duly signed Limited Power of Attorney or Form of Proxy must be received by the Company by no later than Saturday, 30 November 2019 at 9.30am (AEDT), at least 48 hours before the Extraordinary General Meeting on Monday, 2 December 2019 at 9.30am (AEDT).

Return of documents

Documents can be returned to the Company by email, post or fax, at the following addresses:

- **Email:** company.secretary@southernphone.net.au
- **Post:** The Company Secretary
Southern Phone Company Limited

6 Page Street, Moruya
NSW 2537

- Fax: 1300 763 744

PART G – Glossary

A Class Ordinary Share means a share in the Company given that name in the Constitution.

AGL means AGL Energy Limited ABN 74 115 061 375.

Annexure means each annexure forming part of this Shareholder Information Pack.

Board means the board of Directors from time to time.

Chairperson means the Chairperson of Directors' meetings, being as at the date of this Shareholder Information Pack, Bill Hilzinger.

Company means Southern Phone Company Limited ACN 100 901 184.

Company Warranties has the meaning given in section 14 of Part D.

Completion means completion of the Proposed Transaction, in accordance with the terms of the Implementation Deed and the Share Sale Agreements.

Conditions is defined on page 4.

Constitution means the constitution of the Company.

Constitution Amendment means the proposed amendments to the Constitution set out in the Resolution.

Constitution Amendment Condition is defined on page 4.

Corporations Act means the *Corporations Act 2001* (Cth).

Director means a director of the Company.

Deputy Chairperson means the Deputy Chairperson of Directors' meetings, being as at the date of this Shareholder Information Pack, Andrew Riley.

Encumbrance means:

- (a) a mortgage, charge, pledge, lien, hypothecation or title retention arrangement;
- (b) any third party interest (for example, a trust or an equity);
- (c) a "security interest" as defined under the PPSA;
- (d) a right of a person to acquire a security or to restrain someone from acquiring a security (including under a right of pre-emption or a right of first refusal); or
- (e) an agreement to grant or create any of the above or to allow any of them to exist.

Explanatory Statement means the explanatory statement accompanying the Notice of Meeting.

Extraordinary General Meeting means the general meeting of the Company convened by the Notice of Meeting.

Implementation Deed is defined on page 5.

Leakage has the meaning given in section 8 of Part D.

Limited Power of Attorney means the document contained in Annexure B.

Lost Share Certificate Indemnity means the document contained in Annexure D.

Notice of Meeting means the notice convening the Extraordinary General Meeting in Part B of this Shareholder Information Pack, and includes the Explanatory Statement.

PPSA means the *Personal Property Securities Act 2009* (Cth).

Proposed Transaction is defined on page 4.

Redeemable Preference Share means a share in the Company given that name in the Constitution.

Representative has the meaning given to that term in the Constitution.

Resolution means the resolution to amend the Constitution of the Company as set out in Part B of this Notice of Meeting.

Sale Shares means, collectively, the A Class Ordinary Shares and the Redeemable Preference Shares, or where referred to in relation to a Shareholder's shareholding in the Company means its A Class Ordinary Share(s) and its Redeemable Preference Share.

Seller has the meaning given in the Background section of Part D.

Seller Warranties has the meaning given in section 8 of Part D.

Shareholder means a person whose name is entered for the time being on the register of members of the Company as the holder of one or more Shares.

Shareholder Information Pack means this Shareholder information pack, and includes the contents page, each Part A to Part G (inclusive) and each Annexure A to Annexure D (inclusive).

Share Sale Agreement means the document contained in Annexure A.

Share Transfer Form means the document contained in Annexure C.

Shares means shares of the Company.

Special Dividend is defined on page 3.

Sunset Date means 28 February 2020 (or such other date as the Company and AGL agree in writing).

Termination Statement has the meaning given in section 14 of Part D.

Transaction Documents means the Share Sale Agreement, Limited Power of Attorney, the Share Transfer Form and the Lost Share Certificate Indemnity.

Share Sale Agreement

AGL Energy Limited
The party listed at Schedule 1



Level 12
60 Carrington Street
SYDNEY NSW 2000
DX 262 SYDNEY NSW
Tel: (02) 8915 1000
Fax: (02) 8916 2000
www.addisonslawyers.com.au
Ref: KJP:SOU012/4001

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DETAILS

Date:

Parties

(1) The party listed in Schedule 1 (Seller)

(2) **AGL Energy Limited (Buyer)**

ACN	115 061 375
Address	Level 24, 200 George Street, SYDNEY NSW 2000
Email	CompanySecretary@agl.com.au
Attention	Company Secretary

Recitals

- A. The Company conducts the Business.
- B. The Seller holds all of the Sale Shares.
- C. The Seller agrees to sell and transfer all right, title and interest in and to the Sale Shares to the Buyer, and the Buyer agrees to purchase and accept the transfer of the Sale Shares, in accordance with the terms and conditions of this agreement.

Operative Parts

1. Defined terms and interpretation

1.1 Defined terms

In this agreement:

Affiliate means:

- (a) in relation to any entity, any other entity that:
 - (i) is a Related Body Corporate of the first mentioned entity; or
 - (ii) Controls, is Controlled by, or is under common Control with the first mentioned entity; and
- (b) in relation to any person, an entity that is Controlled by that person.

Business means the business of the Company, being, as at the date of this agreement, a business providing telecommunications services.

Business Day means a day which is not a Saturday, Sunday, a bank holiday or a public holiday in Sydney, Australia.

Business Hours means from 9.00 a.m. and 5.00 p.m. on a Business Day.

Buyer Warranties means the representations and warranties in Schedule 3.

Control means the capacity of a person or entity to determine the outcome of decisions about a second entity's financial and operating policies and, in determining whether a person or entity has this capacity:

- (a) the practical influence that person or entity can exert (rather than the rights it can enforce) is the issue to be considered; and
- (b) any practice or pattern of behaviour affecting the second entity's financial or operating policies is to be taken into account (even if it involves a breach of agreement or a breach of trust).

Company means Southern Phone Company Limited ACN 100 901 184.

Company Completion Steps means the steps the Company is required to complete for Completion to occur as set out in the Implementation Deed.

Completion means the completion of the sale and purchase of the Sale Shares in accordance with clause 3.

Completion Date means the date that is five Business Days after the Conditions have been satisfied or waived in accordance with the Implementation Deed, or such other date as the Seller's Representative and the Buyer may agree in writing.

Conditions has the meaning given to that term in the Implementation Deed.

Constitution Amendment Resolution means the special resolution to amend the Constitution as set out in the Notice of Meeting.

Corporations Act means the *Corporations Act 2001* (Cth).

Details means, in relation to a party, the details for that party set out at the beginning of this agreement (in the case of the Buyer) or Schedule 1 (in the case of the Seller).

Encumbrance means:

- (a) a mortgage, charge, pledge, lien, hypothecation or title retention arrangement;
- (b) any third party interest (for example, a trust or an equity);
- (c) a "security interest" as defined under the PPSA;
- (d) a right of a person to acquire a security or to restrain someone from acquiring a security (including under a right of pre-emption or a right of first refusal); or
- (e) an agreement to grant or create any of the above or to allow any of them to exist.

Government Agency means any government or any governmental, semi-governmental, administrative, fiscal or judicial body, department, commission, authority, tribunal, agency or entity in Australia (whether federal, state or local) or any other part of the world, except for the Seller.

GST means a goods and services tax or similar value added tax levied or imposed under the GST Law.

GST Law has the meaning given to that term in the *A New Tax System (Goods and Services Tax) Act 1999* (Cth) and any regulation made under that Act.

Immediately Available Funds means electronic means of transfer of cleared funds by real-time gross settlement.

Implementation Deed means the implementation deed dated 15 October 2019 between the Company and the Buyer.

Insolvency Event means, in respect of a body corporate, the occurrence of any of the following in respect of that body corporate:

- (a) an order is made or an effective resolution is passed for the winding up, dissolution without winding up (otherwise than for the purposes of solvent reconstruction or amalgamation) or deregistration of that body corporate;
- (b) a receiver, receiver and manager, judicial manager, liquidator, administrator or like official is appointed or expected to be appointed over the whole or a substantial part of the undertaking or property of that body corporate;
- (c) a holder of an Encumbrance takes possession of or exercises any other rights arising from the Encumbrance over the whole or any substantial part of the undertaking and property of that body corporate, or indicates an intention to do so;
- (d) that body corporate becomes insolvent or any circumstance exists or arises which would require a court to presume that that body corporate is insolvent;
- (e) that body corporate enters into or takes any steps to enter or proposes to enter into any arrangement, compromise or assumption with or assignment for the benefit of its creditors or a class of them;
- (f) that body corporate stops, suspends or threatens to stop or suspend paying its debts as and when they fall due; or
- (g) any analogous event under the Laws of any applicable jurisdiction.

Law includes any law, regulation, authorisation, ruling, judgment, order or decree of any Government Agency and any statute, regulation, proclamation, ordinance or by-law.

Leakage means in respect of the Company:

- (a) any dividend or distribution declared, paid or made (or determined to be paid or made on or before Completion) by the Company to the Seller or any of its Affiliates;
- (b) any payment, rebate, discount or bonus (in cash or in kind) paid or to be paid by the Company to the Seller or any of its Affiliates as an incentive for Completion, or triggered by Completion;
- (c) any payments made or agreed to be made by the Company to the Seller or any of its Affiliates in respect of any capital in the Company being issued, redeemed, purchased or repaid, or any other return of capital by the Company;
- (d) any cancellation or forgiveness (or agreement to cancel or forgive) of any indebtedness for money owed to the Company, or the waiver or an agreement to waive by the Company of any amount owed to the Company or the Business, by the Seller or any of its Affiliates;
- (e) any liabilities assumed, guaranteed, indemnified or incurred by the Company, or the provision of any security or collateral by the Company, for the benefit of the Seller or any of its Affiliates;

- (f) any payment, or the provision of any benefit, by the Company to, or for the benefit of, the Seller or any of its Affiliates or the incurrence of any indebtedness or other obligation by the Company to the Seller or any of its Affiliates;
- (g) the payment of or agreement to pay any fees or costs or any Tax or GST incurred by the Company as a result of those matters set out in paragraphs (a) to (f) above, or the incurrence of any Tax as a result of any of those matters set out in paragraphs (a) to (f) above;
- (h) the payment of or agreement to pay any Transaction Costs in excess of \$2,700,382 plus interest earned on this amount,

in each case after the Locked Box Date and on or prior to the Completion Date, and **Leakage Payment** has a corresponding meaning, but does not include:

- (i) the Permitted Dividend;
- (j) any payment or thing that is expressly permitted or required to be done by or under the Implementation Deed;
- (k) a payment which is approved in writing by the Buyer; or
- (l) any Tax or GST incurred by the Company as a result of any matters set out in paragraphs (i) to (k) above.

Locked Box Date means 30 June 2019.

Loss means any damage, loss, cost (including legal costs, but only to the extent reasonably incurred) or expense incurred by the person concerned.

Notice has the meaning given in clause 9.1.

Notice of Meeting means the notice of the general meeting of the shareholders of the Company convened to consider the Constitution Amendment Resolution dated at or around the same date as the Seller received this agreement executed by the Buyer, and in the form agreed between the Buyer and the Company.

Permitted Dividend means a dividend declared and paid by the Company out of cash held in the account with designation "F2484" managed by Morgan Stanley Private Wealth Management immediately before Completion in an aggregate amount of up to \$2,700,382 plus interest earned on this amount, which amount will be reduced by the amount of Transaction Costs incurred, or agreed to be incurred, by the Company.

PPSA means the *Personal Property Securities Act 2009* (Cth).

Purchase Price means, in relation to the Seller, the dollar amount set out adjacent to the name of the Seller in column 5 of Schedule 1 under the heading 'Purchase Price'.

Related Body Corporate has the meaning given by the Corporations Act.

Respective Proportion means the proportion equal to 1/35th.

Sale Shares means all of the shares in the issued capital of the Company that are described in Schedule 1.

Seller Warranties means the representations and warranties in Schedule 2.

Seller's Representative means Bill Hilzinger, or such other person as the Seller identifies in a Notice signed by all shareholders of the Company and delivered to the Buyer.

Tax means any tax, duty, levy, charge, impost, fee, deduction, goods and services tax, compulsory loan or withholding (together with any interest, penalty, fine or expense that is imposed on or in respect of any of the foregoing) which is assessed, levied, imposed or collected by any Government Agency.

Tax Act means any law which imposes or relates to Tax, and includes capital gains tax, fringe benefits tax, income tax, prescribed payments tax, superannuation guarantee charge, PAYG withholding, undistributed profits tax, payroll tax, GST, group tax, land tax, import duty, excise, stamp duty, municipal and water rates, withholdings of any nature whatever imposed by a Government Agency, interest on tax payments and additional tax by way of penalty.

Transaction Costs means the fees or costs (excluding GST) incurred by the Company in relation to the implementation of the Transaction.

Transactions means the sale by the Seller and acquisition by the Buyer of the Sale Shares under this agreement.

1.2 Interpretation

In this agreement, headings are for ease of reference only and do not affect interpretation and, except where otherwise stated:

- (a) the singular includes the plural and vice versa;
- (b) a gender includes other genders;
- (c) terms defined in the Corporations Act have the same meaning when used in this agreement;
- (d) if a word or phrase is defined, then other parts of speech and grammatical forms of that word or phrase have a corresponding meaning;
- (e) a reference to a recital, clause, schedule or annexure is to a recital or clause of or schedule or annexure to this agreement and a reference to this agreement includes any schedule;
- (f) a reference to a document includes a reference to that document as amended, novated, supplemented, varied or replaced;
- (g) the terms "include", "including" and similar expressions when introducing a list of items do not exclude a reference to other items;
- (h) a reference to a party is a reference to a party to this agreement and includes the party's successors and permitted assigns;
- (i) a reference to a person includes a natural person, partnership, firm, body corporate, trust, joint venture, association, governmental or local authority or agency or other entity;
- (j) a reference to a statute or statutory provision includes:
 - (i) a statute or statutory provision which amends, extends, consolidates or replaces the statute or statutory provision;

- (ii) a statute or statutory provision which has been amended, extended, consolidated or replaced by the statute or statutory provision; and
- (iii) subordinate legislation made under the statute or statutory provision including but not limited to an order, regulation, or instrument;
- (k) reference to "\$", "A\$", "Australian Dollars" or "dollars" is a reference to the lawful tender for the time being and from time to time of the Commonwealth of Australia;
- (l) a provision of this agreement is not to be construed against a party solely on the ground that the party is responsible for the preparation of this agreement or a particular provision;
- (m) any agreement, covenant, representation, warranty or indemnity by two or more parties (including where two or more persons are included in the same defined term) binds them severally and not jointly or jointly and severally;
- (n) any agreement, covenant, representation, warranty or indemnity in favour of two or more parties (including where two or more persons are included in the same defined term) is for the benefit of them severally and not jointly or jointly and severally; and
- (o) a reference to "agreed form" means, in respect of a document, a form of that document agreed between the Buyer and the Seller's Representative and initialled by or on behalf of these parties on the date of this agreement for the purposes of identification.

1.3 Business Day and day

- (a) If this agreement requires that the day on which a thing must be done is a day which is not a Business Day, then that thing must be done on or by the immediately following Business Day.
- (b) A reference to a day (including a Business Day) is a reference to a time period which begins at midnight and ends 24 hours later.

1.4 Payments

All payments required to be made under this agreement must be made in Australian dollars and, unless otherwise expressly provided in this agreement, in Immediately Available Funds to:

- (a) an account nominated in writing by the Seller (in the case of a payment to the Seller);
- (b) to an account nominated in writing by the Buyer (in the case of a payment to the Buyer); or
- (c) any other method as agreed in writing between the Seller's Representative and the Buyer.

1.5 Relationship of the Seller's Representative

- (a) The Seller irrevocably appoints the Seller's Representative as its attorney, agent and representative for the purposes of this agreement, to exercise or discharge for it and on its behalf all of the rights, obligations, powers and discretions of the Seller expressed to be held by, or exercisable by, the Seller's Representative under this agreement, and all powers reasonably incidental thereto, including to give and

receive any consent, approval or agreement to amend or waive any term of this agreement.

- (b) The parties agree that the Seller's Representative shall be entitled on behalf of the Seller to exercise those rights, powers and discretions, give and receive those consents, approvals, amendments or waivers or to take those other actions referred to or contemplated by clause 1.5(a). Further, the Seller agrees that it shall be bound by any action, election, direction or document executed by or on behalf of the Seller's Representative and it will not challenge the validity or effectiveness of any document executed by the Seller's Representative.
- (c) The Seller acknowledges that the Buyer shall be entitled to rely on any action, election, direction or document executed by or on behalf of the Seller's Representative as agent for the Seller without any need for a reference as to that agency or the need for any further inquiry.
- (d) The Seller agrees not to revoke or attempt to revoke the appointment of the Seller's Representative under this clause 1.5 and to ratify everything done or caused to be done by the Seller's Representative under it.

2. Purchase of Sale Shares

2.1 Sale and purchase of Sale Shares

On Completion, the Seller must sell to the Buyer, and the Buyer must buy from the Seller, the legal and beneficial title to, and rights and interest in, free and clear of all Encumbrances, the Sale Shares, with all rights attaching or accruing to the Sale Shares on and from the Completion Date and otherwise on the terms of this agreement.

2.2 Title

Title, ownership and risk in the Sale Shares pass to the Buyer with effect on and from Completion.

2.3 Purchase Price

The total consideration for the purchase of the Sale Shares is the Purchase Price, which the Buyer must satisfy by paying to the Seller on Completion in accordance with clause 3.3(b).

2.4 Consent to variation of Constitution

By entering into this agreement, the Seller hereby consents to the amendments to the Company's Constitution proposed by the Constitution Amendment Resolution for the purposes of the *Corporations Act 2001* (Cth), the Constitution of the Company (including clause 9.1 to the extent relevant) and for all other purposes.

3. Completion

3.1 Completion

Subject to clause 3.7:

- (a) Completion is conditional on the satisfaction or waiver of the Conditions in accordance with the terms of the Implementation Deed; and
- (b) provided the Conditions are satisfied or waived in accordance with the terms of the Implementation Deed, Completion must take place on the Completion Date at

11:00am at the offices of Addisons, Level 12, 60 Carrington Street, Sydney NSW 2000 or such other time and place as the Seller's Representative and the Buyer agree in writing.

3.2 Actions by the Seller

- (a) On Completion, the Seller, or the Seller's Representative, must give to the Buyer, or procure that the Buyer is given:
 - (i) transfers in favour of the Buyer in respect of the Sale Shares, in registrable form and executed by or on behalf of the Seller;
 - (ii) all original share certificates for the Sale Shares or an indemnity for any lost share certificates in the agreed form; and
 - (iii) if applicable, a copy of the power of attorney executed by the Seller authorising its attorney to execute this agreement and any of the documents listed in this clause 3.2 on behalf of the Seller.
- (b) From Completion, until the Sale Shares are registered in the name of the Buyer, the Seller must appoint the Buyer as the sole proxy of the holder of Sale Shares to attend shareholders' meetings and exercise the votes attaching to the Sale Shares; must not attend and vote at any shareholders' meetings; and must take all other actions in the capacity of a registered holder of the Sale Shares as the Buyer directs. The Buyer indemnifies the Seller against all Loss suffered or incurred by it arising out of the implementation of any action taken in accordance with the proxy referred to in this paragraph.

3.3 Actions by the Buyer

On Completion, the Buyer must:

- (a) countersign the transfer received from the Seller pursuant to clause 3.2(a)(i), and procure that each such transfer is delivered to the Company; and
- (b) pay to the Seller the Purchase Price.

3.4 Actions by the Company

The Seller acknowledges and agrees that for Completion to occur the Company must complete the Company Completion Steps, unless the Buyer, in its sole discretion, waives any or all actions that the Company is required to take in relation to the Company Completion Steps.

3.5 Interdependence of obligations

The obligations of the parties in respect of Completion are interdependent and Completion does not occur until the parties have complied with all of their obligations under clauses 3.2 and 3.3 and the Company has completed the Company Completion Steps, unless otherwise agreed between the Seller's Representative and the Buyer. All actions required to be performed under clauses 3.2 and 3.3 will be taken to have occurred simultaneously on the Completion Date.

3.6 Notice to complete

- (a) If any party (**Defaulting Party**) fails to satisfy any of its obligations under clause 3.2 or 3.3 on the day and at the place and time for Completion determined under clause 3.1, then the Buyer (if the Seller is the Defaulting Party) or the Seller's

Representative (if the Buyer is the Defaulting Party) (**Notifying Party**) may give the Defaulting Party a Notice requiring the Defaulting Party to satisfy those obligations within a period of 3 Business Days from the date of the Notice and declaring time to be of the essence.

- (b) If the Defaulting Party fails to satisfy those obligations within the time period contemplated in clause 3.6(a), then the Notifying Party may, without limiting any other rights it may have, terminate this agreement by Notice to the other party.

3.7 Termination

- (a) If the Implementation Deed is terminated in accordance with its terms before the Completion Date:
 - (i) this agreement will automatically terminate upon the termination of the Implementation Deed; and
 - (ii) Completion will not take place.
- (b) If this agreement is terminated in accordance with clause 3.6(b) or 3.7(a)(i):
 - (i) there is no further obligation on any party to undertake or perform any of the unperformed obligations under this clause 3; and
 - (ii) to the extent that any obligations under this clause 3 have already been undertaken or performed, the parties must do everything reasonably required to reverse those actions, including returning all documents delivered to it and repaying all payments received by it,

provided that each party retains all rights it has against each other party in respect of any breach of this agreement occurring prior to termination.

4. Locked Box

4.1 No Leakage undertaking

The Seller represents, warrants and undertakes to the Buyer that between the Locked Box Date and the Completion Date (inclusive):

- (a) it has not received, nor will it receive, from the Company any amount of Leakage; and
- (b) it has not, nor will it (including in its capacity as a shareholder of the Company, or by the giving of instructions to any director of the Company) agreed to, authorised, consented to or voted in favour of any Leakage.

4.2 Indemnity for Leakage

Subject to clause 4.3, the Seller indemnifies the Buyer against:

- (a) the amount of any and all Leakage that the Seller has received or had the benefit of and any Loss resulting from the Leakage, where the indemnified amount must be an amount equal at least to the dollar amount of the Leakage on a dollar for dollar basis (and may be set off against the Buyer's obligation to pay the Purchase Price; and
- (b) without limiting clause 4.2(a), any breach of the warranty and undertaking given by the Seller under clause 4.1.

4.3 Proportionate liability for Leakage relating to Transaction Costs

The Seller's liability for or in connection with Leakage stated in paragraph (h) of the definition of Leakage is limited to the Seller's Respective Proportion of the amount of such Leakage and of any Loss resulting from such Leakage.

4.4 No set-off

All payments under this agreement must be paid without any set-off, deduction or withholding, except as otherwise provided for under clause 4.2(a).

5. Commitment to regional employment

Subject to Completion occurring, for at least the three year period after Completion, the Buyer must procure that the Company:

- (a) maintains its existing Moruya, NSW operations; and
- (b) retains its existing employees located in Moruya, subject to each employee's ongoing compliance with their terms of employment and the Buyer's applicable employment policies; and
- (c) uses reasonable commercial efforts to maintain the overall number of employees located in Moruya that the Company employs as at Completion.

6. Seller Warranties

- (a) The Seller gives the Seller Warranties in favour of the Buyer on the date of this agreement and immediately prior to Completion.
- (b) Each of the Seller Warranties remains in full force after Completion, is separate and independent and not limited or restricted by any other Seller Warranty.
- (c) The Seller acknowledges that the Buyer has entered into this agreement in reliance on the Seller Warranties.
- (d) The Seller is not liable under any Claim for breach of a Seller Warranty, and the Buyer is barred from making or continuing to pursue any such Claim, if the Buyer does not notify the Seller of the relevant Claim within 3 years of the date of Completion.
- (e) The maximum aggregate amount that the Buyer can recover from the Seller under any Claim for breach of one or more Seller Warranties is the Purchase Price.
- (f) The Seller must promptly notify the Buyer if at any time after the date of this agreement it becomes aware that a Seller Warranty was not true when given, or has ceased to be true; or an act or event that has occurred that would or might reasonably be expected to result in a Seller Warranty ceasing to be true if it were repeated immediately before or at Completion and must provide the Buyer with details of that fact.
- (g) The Seller undertakes to the Buyer and any person who was at the date of this agreement a current or former director, officer or employee of the Company and who at any time following Completion is a director, officer or employee of the Buyer or the Company that neither it nor any of its Affiliates will make a claim or demand against any officer in respect of any matter arising in connection with this agreement, including any breach of Seller Warranty.

7. Buyer Warranties

- (a) The Buyer gives the Buyer Warranties in favour of the Seller on the date of this agreement and immediately prior to Completion.
- (b) Each of the Buyer Warranties remains in full force after Completion, is separate and independent and not limited or restricted by any other Buyer Warranty.
- (c) The Buyer acknowledges that the Seller has entered into this agreement in reliance on the Buyer Warranties.

8. Announcements and confidentiality

8.1 Announcements

- (a) The Buyer and the Company will each make a public announcement of the execution of the Implementation Deed and related matters in the form and at the time agreed between them (**Agreed Announcement**).
- (b) A public announcement by the Seller or its Affiliates in connection with this agreement or the Transactions must be agreed by the Buyer and the Company before it is made, except if required by applicable law or a regulatory body (other than the Seller), in which case the Seller must, to the extent practicable, first consult with and take into account the reasonable requirements of the Buyer and the Company.

8.2 Confidentiality

Subject to clause 8.1, each party (**recipient**) must keep secret and confidential, and must not divulge or disclose for any purpose, the terms of this agreement or the Transactions, or any information provided to it under or in connection with this agreement or the Transactions by or on behalf of another party, except to the extent that:

- (a) the disclosure is made by the recipient to its councillors, directors, officers, employees, financiers, lawyers, accountants or other professional advisers, in which case the recipient must ensure that such persons keep the information secret and confidential and do not divulge or disclose the information to any person other than a person to whom the recipient is permitted to disclose that information in accordance with this clause 8;
- (b) if the Buyer is the recipient, the disclosure is made in connection with doing anything necessary or desirable in relation to the Implementation Deed or approval, execution, negotiation, or implementation of the Transaction or acquisition of any other securities in the Company, including to its bank and other persons to the extent required to raise funding for the Transactions, provided that its bank and such other persons are obliged to keep the information confidential or the disclosure is to the Australian Taxation Office as part of the Buyer's ongoing annual tax compliance obligations;
- (c) the information is in the public domain as at the date of this agreement or subsequently comes into the public domain other than as a result of a breach of any obligation of confidentiality binding on the recipient;
- (d) the recipient is required to disclose the information by Law or the rules of any recognised securities exchange on which the shares of the recipient or its ultimate holding company are quoted, provided that the recipient has to the extent permitted and practicable having regard to the required timing of the disclosure

consulted with the provider of the information as to the form and content of the disclosure;

- (e) the disclosure is required for use in legal proceedings regarding this agreement or the Transactions; or
- (f) the party from whom the recipient received the information or, where the relevant information is the terms of this agreement or the Transactions, the other party to this agreement (or the Seller's Representative if the other party is the Seller), has consented to the disclosure in writing before the disclosure is made.

8.3 After Completion

From Completion, the Buyer may disclose any confidential information relating to the Company and the Business in its discretion, except to the extent that such information relates to the Seller.

8.4 Buyer tax reporting

The parties acknowledge that if Completion occurs the Buyer will disclose the Transaction, including this Agreement, to the Australian Taxation Office as part of its ongoing annual tax compliance obligations.

9. Notices

9.1 Service of notices

A notice, demand, consent, approval, waiver or other communication under this agreement (**Notice**):

- (a) must be in legible writing and in English directed to the recipient's address for notices specified in the Details and Schedule 1 (as varied by any Notice);
- (b) must be hand delivered, left at or sent by prepaid post or email to the recipient's address for notices specified in the Details and Schedule 1 (as varied by any Notice); and
- (c) may be given by an agent of the sender.

9.2 Effective on receipt

A Notice given in accordance with clause 9.1 takes effect when received (or at a later time specified in it), and is taken to be received:

- (a) if hand delivered or left at the recipient's address, on delivery;
- (b) if sent by prepaid post, the third Business Day after the date of posting, or the seventh Business Day after the date of posting if posted to or from outside Australia; and
- (c) if sent by email, when received by the recipient's email server (whether or not filtered or classified as unsolicited email or spam) unless the sender receives an automated message that delivery of the email has failed,

but if the delivery or transmission under paragraph (a) or (c) is outside Business Hours, the Notice is taken to be received at the commencement of Business Hours after that delivery, receipt or transmission.

9.3 **Process service**

Any process or other document relating to litigation, administrative or arbitral proceedings in relation to this agreement may be served by any method contemplated by this clause in addition to any means authorised by Law.

10. **GST**

10.1 **Interpretation**

- (a) Except where the context suggests otherwise, terms used in this clause 10 have the meanings given to those terms by the GST Law.
- (b) A reference to something done (including a supply made) by a party includes a reference to something done by any entity through which that party acts.

10.2 **Additional amounts of GST payable**

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

- (a) any amount payable or consideration to be provided under any provision of this agreement (other than this clause 10) for that supply is exclusive of GST;
- (b) any party (**Recipient**) that is required to provide consideration to the Supplier for that supply must pay an additional amount to the Supplier equal to the amount of the GST payable on that supply (**GST Amount**), at the same time as any other consideration is to be first provided for that supply; and
- (c) the Supplier must provide a tax invoice to the Recipient for that supply, no later than the time at which the GST Amount for that supply is to be paid in accordance with clause 10.2(b).

10.3 **Variation**

- (a) If the GST Amount properly payable in relation to a supply varies from the additional amount paid by the Recipient under clause 10.2, the Supplier must provide a corresponding refund or credit to, or will be entitled to receive the amount of that variation from, the Recipient. Any payment, credit or refund under this clause 10.3(a) is deemed to be a payment, credit or refund of the GST Amount payable under clause 10.2.
- (b) The Supplier must issue an adjustment note to the Recipient in respect of any adjustment event occurring in relation to a supply made under or in connection with this agreement as soon as reasonably practicable after the Supplier becomes aware of the adjustment event.

10.4 **Reimbursement**

If a payment due under this agreement is a reimbursement, indemnification or payment by way of damages by one party of a Loss incurred or to be incurred by the other party, the payment will exclude any GST forming part of the amount to be reimbursed, indemnified or paid by way of damages to the extent to which the other party can claim an input tax credit on such amount.

10.5 **No merger**

This clause 10 will not merge on Completion or termination of this agreement.

11. General**11.1 Amendments**

This agreement may be amended or varied only in writing and signed by the Buyer and the Seller's Representative.

11.2 Approvals, consents and exercise of rights

Except where this agreement expressly states otherwise, a party may:

- (a) in its absolute discretion, give conditionally or unconditionally or withhold any approval or consent under this agreement; and
- (b) exercise a right at its discretion and separately or concurrently with another right.

11.3 Assignment

Except where this agreement expressly states otherwise, a party may only assign this agreement or a right under this agreement with the prior written consent of each other party.

11.4 Counterparts

This agreement may be executed in counterparts and all executed counterparts together constitute one document.

11.5 Costs

Subject clause 11.6, each party must bear its own costs in relation to, and associated with, this agreement and giving effect to this agreement.

11.6 Duty

The Buyer must pay all stamp duty in respect of the execution, delivery and performance of this agreement.

11.7 Entire agreement

This agreement constitutes the entire agreement between the parties in connection with its subject matter and supersedes all previous agreements or understandings between the parties in connection with its subject matter.

11.8 Further action

Each party must, at its own expense, do everything reasonably necessary to give full effect to this agreement (including executing documents) and to use all reasonable endeavours to cause relevant third parties to do likewise.

11.9 No merger

Except where this agreement expressly states otherwise, the rights and obligations of the parties under this agreement do not merge on Completion.

11.10 Severability

If the whole or any part of a provision of this agreement is invalid or unenforceable in a jurisdiction it must, if possible, be read down for the purposes of that jurisdiction so as to be valid and enforceable. If however, the whole or any part of a provision of this agreement is

not capable of being read down, it is severed to the extent of the invalidity or unenforceability without affecting the remaining provisions of this agreement or affecting the validity or enforceability of that provision in any other jurisdiction.

11.11 Survival

Any obligation of confidentiality in this agreement is independent and survives termination of this agreement. Any other term which by its nature is intended to survive termination of this agreement survives termination of this agreement.

11.12 Waiver

A party does not waive a right, power or remedy if it fails to exercise or delays in exercising the right, power or remedy. A single or partial exercise by a party of a right, power or remedy does not prevent another or further exercise of that or another right, power or remedy. A waiver of a right, power or remedy must be by Notice and signed by the party giving the waiver, provided that the Seller's Representative may give a waiver on behalf of any Seller.

11.13 Relationship

Except where this agreement expressly states otherwise, this agreement does not create a relationship of employment, trust, agency or partnership between the parties.

11.14 Remedies cumulative

The rights, powers and remedies provided in this agreement are cumulative with and not exclusive of the rights, powers or remedies provided by Law independently of this agreement.

11.15 Governing law

This agreement will be governed by and construed in accordance with the Laws for the time being in force in the State of New South Wales and the parties, by entering into this agreement, are deemed to have submitted to the non-exclusive jurisdiction of the courts of that State.

Schedule 1 – Seller

Seller	Address	A Class Ordinary Shares	Preference Shares	Purchase Price
Upper Lachlan Shire Council	44 Spring Street, Crookwell NSW 2583	1 (Share number 52)	1 (I)	\$785,714.00

Schedule 2 – Seller Warranties

Power and authority

1. The Seller has full power to and capacity to enter into and perform its obligations under this agreement.
2. All necessary authorisations for the execution, delivery and performance by the Seller of this agreement in accordance with its terms have been obtained.
3. This agreement is valid, binding and enforceable against the Seller in accordance with its terms.
4. The execution, delivery and performance by the Seller of this agreement does not constitute a breach of any law or obligation, or cause or result in a default under any agreement, or Encumbrance, by which it is bound and that would prevent it from entering into and performing its obligations under this agreement and there is no other arrangement or agreement between the Seller and another person in relation to the Sale Shares.

Ownership and no encumbrances or other arrangements

5. At Completion:
 - (i) the Seller is the legal and beneficial owner of the Sale Shares and has complete power and right to sell those Sale Shares to the Buyer and the Sale Shares are the only securities in the Company in which the Seller has any kind of interest;
 - (ii) the Buyer will acquire the full legal and beneficial ownership of the Sale Shares free and clear of all Encumbrances, subject to registration of the Buyer in the register of shareholders.

Schedule 3 Buyer Warranties

Power and authority

1. The Buyer is validly incorporated, organised and subsisting in accordance with the laws of its place of incorporation.
2. The Buyer has full power to and capacity to enter into and perform its obligations under this agreement.
3. All necessary authorisations for the execution, delivery and performance by the Buyer of this agreement in accordance with its terms have been obtained.
4. This agreement is valid, binding and enforceable against the Buyer in accordance with its terms.
5. The Buyer enters into and performs this agreement on its own account and not as trustee for or nominee of any other person.
6. The execution, delivery and performance by the Buyer of this agreement does not constitute a breach of any law or obligation, or cause or result in a default under any agreement, or Encumbrance, by which it is bound and that would prevent it from entering into and performing its obligations under this agreement.
7. No Insolvency Event has occurred in relation to the Buyer and there are no circumstances that justify the Buyer being the subject of an Insolvency Event.
8. The Buyer has available, in Immediately Available Funds, the necessary cash resources to pay the Purchase Price on Completion and meet its obligations under this agreement.

Executed as an agreement.

Executed by Upper Lachlan Shire Council)
ABN 81 011 241 552 by its council mayor and)
general manager)

Signature of council mayor

Signature of general manager

Name of council mayor

Name of general manager


Executed by **AGL Energy Limited**)
ACN 115 061 375 by its attorney)
)



Signature of attorney

John Fitzgerald

Name of attorney



Signature of witness

Amanda Wei Dek Liu

Name of witness

Power of Attorney

Date:

Party

- (1) Upper Lachlan Shire Council (**Shareholder**)

Address: 44 Spring Street, Crookwell NSW 2583

1. Proposed Transaction

- (a) AGL Energy Limited ACN 115 061 375 (**AGL**) proposes to acquire, subject to the satisfaction or waiver of certain conditions precedent, all of the shares in the issued capital of Southern Phone Company Limited ACN 100 901 184 (**Company**) (or such lesser number of the shares as agreed to by AGL) (**Proposed Transaction**).
- (b) The Company has convened an extraordinary general meeting on Monday, 2 December 2019 at 9.30am (AEDT) (**Extraordinary General Meeting**) for the Company's shareholders to consider, and if thought fit to pass, a special resolution to amend the constitution of the Company which is required to facilitate the Proposed Transaction (**Constitution Amendment Resolution**).

2. Appointment

The Shareholder appoints each of Bill Hilzinger of 151 Kinghome Street Nowra, NSW 2541 (**Chairperson**) and Andrew Riley of 3 Turallo Terrace Bungendore, NSW 2621 (**Deputy Chairperson**), and each an **Attorney** severally as its attorney, agent and representative for and on behalf of the Shareholder, and in the Shareholder's name and as the Shareholder's act and deed to:

- (a) attend the Extraordinary General Meeting (including any adjourned general meeting) and vote in favour of the Constitution Amendment Resolution as its attorney or representative;
- (b) sign and lodge with the Company a proxy form for the Extraordinary General Meeting (including any adjourned general meeting):
 - (i) appointing a proxy (who may be an Attorney) to attend the Extraordinary General Meeting (including any adjourned general meeting) on the Shareholder's behalf; and
 - (ii) directing the proxy to vote in favour of the Constitution Amendment Resolution;
- (c) execute under hand or under seal and deliver, conditionally or unconditionally (each a **Document**):
 - (i) the Share Sale Agreement between the Shareholder and AGL (**Share Sale Agreement**);

- (ii) the share transfer forms in respect of the Shareholder's shares in the Company in favour of AGL; and
- (i) all documents ancillary to the above to which the Shareholder is a party or otherwise required by the Shareholder to give effect to the Proposed Transaction in a form and of substance as the Attorneys think fit;
- (d) exercise or discharge for it and on its behalf all of the rights, obligations, powers and discretions of the Seller expressed to be held by, or exercisable by, the "Seller's Representative" under the Share Sale Agreement, and all powers reasonably incidental thereto, including to give and receive any consent, approval or agreement to amend or waive any term of the Share Sale Agreement;
- (e) complete any blanks in a Document;
- (f) do any thing which, in the Attorney's opinion, is necessary, expedient or incidental to or in any way relates to any document referred to in paragraphs (b) to (c) (inclusive) or any transaction contemplated by any such document; and
- (g) do any other thing (whether or not of the same kind as the above) which in the opinion of the Attorneys is necessary, expedient or desirable for giving effect to the provisions of this power of attorney.

3. When effective

This power of attorney operates immediately and is irrevocable. The power of attorney will expire and be of no further force or effect on 31 March 2020.

4. Indemnity

The Shareholder indemnifies each Attorney against liability, loss, costs, charges or expenses properly incurred in the exercise of the powers under this power of attorney.

5. Validity

The Shareholder declares that a person (including, but not limited to, a firm, body corporate, unincorporated association or authority) who deals with an Attorney in good faith may accept a written statement signed by the Attorney to the effect that this power of attorney has not been revoked, as conclusive evidence of that fact.

6. Ratification

- (a) The Shareholder declares that everything done by the Attorneys in exercising powers granted under this power of attorney is as valid as if it had been done by the Shareholder.
- (b) The Shareholder shall, from time to time and at all times, ratify and confirm whatever the Attorneys lawfully do or cause to be done pursuant to this power of attorney.

7. Governing law

This power of attorney is governed by the law in New South Wales.

Executed as a deed

Executed by Upper Lachlan Shire Council)
ABN 81 011 241 552 by council mayor and)
general manager)

.....
Signature of council mayor

.....
Signature of general manager

.....
Name of council mayor

.....
Name of general manager

3351064_2

STANDARD TRANSFER FORM			
For Non-Market Transactions			
Affix Stamp Duty Here		Marking Stamp	
FULL NAME OF COMPANY	Southern Phone Company Limited ACN 100 901 184		
DESCRIPTION OF SECURITIES	Fully-paid Class I Redeemable Preference Shares	Register NSW	
QUANTITY	Words: one	Figures: 1	
FULL NAME OF TRANSFEROR	Upper Lachlan Shire Council ABN 81 011 241 552		
CONSIDERATION	Pursuant to a share sale agreement between the Transferor and the Transferee dated		Date of Purchase / / 2019
FULL NAME OF TRANSFEE	AGL Energy Limited ACN 115 061 375		
FULL ADDRESS OF TRANSFEE	Level 24, 200 George Street, Sydney NSW 2000		
NOTICE UNDER SECTION 1072H UNDER CORPORATIONS ACT 2001 (CTH)	The above named Transferee hereby gives notice to the above named Company that, upon registration of this transfer, the Transferee will hold the securities specified above as follows:		
	Beneficially:	1	Non-Beneficially: NIL
<p>I, the registered holder and undersigned Transferor for the above consideration, do hereby transfer to the above named Transferee the securities as specified above standing in my name in the books of the above named Company, subject to the conditions on which I held the same at the time of signing hereof and the Transferee hereby agreeing to accept the said securities on the same conditions.</p> <p>I have not received any notice of revocation of any Power of Attorney by death of the grantor or otherwise, under which this transfer may be signed.</p>			
TRANSFEROR SIGN HERE	<p>Executed by Upper Lachlan Shire Council ABN 81 011 241 552 by its council mayor and general manager)</p> <p>.....)</p> <p>Signature of council mayor Signature of general manger</p> <p>.....)</p> <p>Name of council mayor Name of general manager</p>		FOR REGISTRAR USE
DATE SIGNED	/ / 2019		
TRANSFEE SIGN HERE	<p>Executed by AGL Energy Limited ACN 115 061 375 by its attorney:)</p> <p>.....)</p> <p>Signature of attorney Signature of witness</p> <p>.....)</p> <p>Name of attorney Name of witness</p>		
DATE SIGNED	/ / 2019		

MISSING SHARE CERTIFICATE STATEMENT AND UNDERTAKING

To: The Directors
Southern Phone Company Limited ACN 100 901 184 (Company)

Upper Lachlan Shire Council ABN 81 011 241 552 of 44 Spring Street, Crookwell NSW 2583
(Shareholder) states as follows:

1. the Shareholder's certificates (**Share Certificates**) for one fully paid A Class Ordinary Share in the Company and one fully paid Redeemable Preference Share in the Company (together, the **Shares**) have been lost, destroyed or not received;
2. the Shareholder has made proper searches for the Share Certificates;
3. if a Share Certificate is found or received by the Shareholder or otherwise comes into its possession, the Shareholder undertakes to return it immediately to the Company;
4. except as set out in the share sale agreement between AGL Energy Limited ACN 115 061 375 of Level 24, 200 George Street, Sydney NSW 2000 and the Shareholder dated on or about the date of this deed poll, the Shareholder has not pledged, sold or otherwise disposed of the Shares nor has the Shareholder otherwise dealt with the Shares so as to give any other person any right to them; and
5. the Shareholder indemnifies the Company against any damages arising out of or relating to the Share Certificates being lost, destroyed or not received or, if a Share Certificate is found or received by the Shareholder or otherwise comes into its possession, the Shareholder failing to immediately return the Share Certificate to the Company.

Date:

Executed as a deed poll.

Executed by Upper Lachlan Shire Council)
ABN 81 011 241 552 by its council mayor)
 and general manager)

.....
 Signature of council mayor

.....
 Signature of general manager

.....
 Name of council mayor

.....
 Name of general manager

General Manager - 21 November 2019

ITEM 14.3 **Work, Health and Safety Committee Meeting Minutes**

FILE REFERENCE **I19/802**

AUTHOR **Acting General Manager**

ISSUE

Providing the minutes from the Work, Health and Safety Committee (WH&S) Committee Meeting held on 28 October 2019.

RECOMMENDATION That –

1. Council adopt the recommendations of the Work Health and Safety Committee Meeting Minutes from 28 October 2019.

BACKGROUND

Nil

REPORT

Attached for Councillors information are the minutes from the Work Health and Safety Committee Meeting that was held on 28 October 2019.

POLICY IMPACT

Nil

OPTIONS

Nil

FINANCIAL IMPACT OF RECOMMENDATIONS

Nil

RECOMMENDATION That –

1. Council adopt the recommendations of the Work Health and Safety Committee Meeting Minutes from 28 October 2019.

ATTACHMENTS

1. ↓	Work Health and Safety Committee - 2019-10-28 - Minutes - Attachments	Attachment
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PRESENT: Mr P Cramp (Deputy Chair), Mr S Poidevin, Mrs S Hassett, Mr S Roberts, Mr B Churchill, Mr J Croke, Mr A Croke (Acting General Manager), Mr M Shah (Director of Infrastructure), Ms E McGeechan and Mrs K Anderson.

NON-VOTING: Ms S Pearman (Executive Assistant) Minute Secretary.

THE CHAIRPERSON DECLARED THE MEETING OPEN AT 9.30am

SECTION 1: APOLOGIES & LEAVE OF ABSENCE

Apologies were received from Mr M Wilson, Mr S Roberts, Mr S Bill and Mr K Kara.

RESOLVED by E McGeechan and J Croke that the apologies be received and a leave of absence be granted.

- CARRIED

SECTION 2: DECLARATIONS OF INTEREST

Nil

SECTION 3: CONFIRMATION OF MINUTES

ITEM 3.1 **RESOLVED** by Mrs Anderson and Mr Poidevin

That the minutes of the Work Health and Safety Committee Meeting held on 5 August 2019 be adopted.

- CARRIED

SECTION 4: REPORTS

ITEM 4.1 RESIGNATION FROM CHAIR AND THE WHS COMMITTEE

RESOLVED by Mr Churchill and Ms McGeechan

1. The Committee accept the letter of resignation of Michael Wilson from the WHS Committee and as the committee's Chairperson.
2. Council thank Michael Wilson for his time and efforts in promoting health and safety within the organisation.
3. Nominations be called to find a suitable replacement for the vacancy on the WHS Committee.

4. A ballot be held to elect the Chair of the Upper Lachlan Shire Council WHS Committee at the December 2019 meeting.

- CARRIED

ITEM 4.2

INCIDENT REPORT

RESOLVED by Mr J Croke and Mrs Anderson

1. The Committee recommends to Council mitigation measures arising from the investigations of the incidents;
2. Committee members discuss and review current work practices within their work group(s) to ensure that reasonable, practicable controls are in place to prevent or minimise the risk of these incidents from re-occurring;
3. All incidents to remain open until controls have been put in place;
4. The WHS Coordinator provide advice on what information is required when completing investigations;
5. The WHS Coordinator monitors the incident investigation progress and provides appropriate reports to Management;
6. Supervisors of the affected staff lead consultation and investigation and make recommendations on possible control measures

- CARRIED

ITEM 4.3

ASBESTOS FORUM ATTENDED

RESOLVED by Mr A Croke and Mrs Hassett

1. Council employees and the wider community be better educated in Asbestos awareness.

- CARRIED

ITEM 4.4**CHAIN OF RESPONSIBILITY (COR)****RESOLVED** by Mrs Anderson and Mr J Croke

1. Committee members and Management representatives consult within their work groups;
2. The Committee recommend to Council the adoption of the draft Chain of Responsibility Policy;
3. The Committee recommend to Manex the adoption of Chain of Responsibility Procedure.

- CARRIED

POLICY:-	
Policy Title:	Chain of Responsibility
File reference:	
Date Policy was adopted by Council initially:	
Resolution Number:	
Other Review Dates:	
Resolution Number:	
Current Policy adopted by Council:	2019
Resolution Number:	
Next Policy Review Date:	2022

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

RESPONSIBILITY:-	

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

Aim

The aim of Chain of Responsibility (CoR) is to make sure everyone in the supply chain share equal responsibility for ensuring breaches of the Heavy Vehicle National Law (HVNL) do not occur. Under COR laws if you exercise (or have the capability of exercising) control or influence over any transport task, you are part of the supply chain and therefore have a responsibility to ensure the HVNL is complied with.

Note: Under the Heavy Vehicle Law (HVNL) a heavy vehicle is a vehicle that has a gross Vehicle Mass (GVM) or Aggregate Trailer Mass (ATM) of more than 4.5 tonnes and a combination that includes a vehicle with a GVM or ATM of more than 4.5 tonnes

Introduction and Purpose

The CoR is a nationally legislated program of compliance and enforcement that aims to improve safety and reduce accidents across the road transport industry. CoR aims to ensure that any off-road party in a position to control, influence or encourage particular on-road behaviour is identified and held appropriately accountable.

The Chain of Responsibility extends legal liability for certain road law offences to all parties who by their actions, inactions or demands exercise control or influence over the entire transport chain. All persons involved in consigning, packing, loading, driving, operating and receiving are covered by this legislation.

Scope

This policy applies to all premise owners, employees, contractors and visitors within Council that have responsibility for or involvement in activities that fall within the scope of the road transport laws.

This may include (but not be limited to) roles within logistics, supply chain and support roles. This includes, full time, part time and casual employees as well as contractors or subcontractors working for or on the behalf of Council. It also extends to suppliers and visitors where appropriate

Policy

Chain of Responsibility is relevant for all areas of Council, that deal with heavy vehicles, i.e., gravel trucks, water tankers, low loaders, and intermediate plant trailers and the receipt of goods from external agencies and companies.

The main elements of the CoR are mass and dimension, load restraint, driver fatigue, speed and maintenance.

- **Mass and dimension** – ensuring trucks leave sites within the mass carrying constraints and that the mass is distributed across the truck axles, and ensuring dimension limits are adhered to.
- **Load Restraint** – ensuring that when trucks are loaded that the load is adequately secured to the vehicle.
- **Driver Fatigue** – ensuring that drivers are well rested and are given adequate time to take their scheduled rest breaks, and taking into consideration the amount of hours worked.
- **Speed** – ensuring that the driver's routes are realistic and safe and that demands are not imposed on the driver that may result in a driver putting themselves or others at risk. Schedules need to take into account the distance that needs to be covered, traffic conditions and delays at receiving sites.
- **Maintenance** – ensuring that trucks are free of defects, mechanically safe and in proper working order before a vehicle enters the road network.

The CoR extends legal liability to all parties who by their actions, inactions or demands exercise control or influence over the transport chain. All persons involved in consigning, packing, loading, driving, operating and receiving are covered by this legislation.

Breaching the policy

Breaches of this Policy may result in disciplinary action being taken in accordance with council's disciplinary policy.

Related Policies, Procedures and Additional Information

- Chain of Responsibility Procedure
- Work Health and Safety Policy
- Drug and Alcohol Policy
- RMS Heavy Vehicle Drivers Handbook
- Heavy Vehicle National Law
<https://www.rms.nsw.gov.au/documents/roads/licence/heavy-vehicle-driver-handbook.pdf>
- National Heavy Vehicle Regulator Load restraint Guide
[https://www.ntc.gov.au/Media/Reports/\(9E12B22A-6156-41B0-F382-136A34520AF8\).pdf](https://www.ntc.gov.au/Media/Reports/(9E12B22A-6156-41B0-F382-136A34520AF8).pdf)
- National Heavy Vehicle Regulator <https://www.nhvr.gov.au/safety-accreditation-compliance/chain-of-responsibility/about> &
- National Heavy Vehicle Regulator Local Government and Heavy Vehicle National Law
<https://www.nhvr.gov.au/files/201802-0767-cor-local-government.pdf>

Variation

Council reserves the right to vary or revoke this policy

ITEM 4.5 WHS RISK MANAGEMENT PROCEDURE

RESOLVED by Ms McGeechan and Mr Poidevin

1. The WHS Committee endorse the procedure and forward it to MANEX for adoption.

- CARRIED

ITEM 4.6 SMOKING IN THE WORKPLACE POLICY

RESOLVED by Mr A Croke and Ms McGeechan

1. The WHS Committee recommend the adoption by Council of the reviewed Smoking in the Workplace Policy.

- CARRIED

POLICY:-	
Policy Title:	Smoking in the Workplace
File reference:	F10/618-06
Date Policy was adopted by Council initially:	28 July 2005
Resolution Number:	212/05
Other Review Dates:	24 August 2006, 16 April 2009 and 20 May 2010
Resolution Number:	238/06, 138/09, 199/10
Current Policy adopted by Council:	21 November 2019
Resolution Number:	XX/19
Next Policy Review Date:	2022

PROCEDURES/GUIDELINES:-	
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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::	WHS Committee
Responsibility for implementation:	General Manager
Responsibility for review of Policy:	General Manager

SCOPE

This policy covers all elected representative of the public, council staff, council committees, contractors working for or on behalf of council and members of public using or visiting council sites.

OBJECTIVES:

1. Upper Lachlan Shire Council is committed to ensuring staff are provided with a safe and healthy environment that is free from the potential effect of tobacco smoke. This includes environmental tobacco smoke (passive smoking).
2. To encourage the reduction of active smoking.
3. To promote a safe and healthy working environment for all Upper Lachlan Shire Council employees.

POLICY:

1. Smoking is prohibited in all Council buildings, structures and vehicles; this includes:
 - All enclosed areas in general use;
 - All lobbies, foyers and corridors;
 - All offices (including office carpark at Crookwell), depot buildings and workshops;
 - Common rooms, tea rooms, site caravans and staff rooms;
 - All vehicles, plant etc;
 - Amenities buildings and toilets;
 - Both the Crookwell and Gunning swimming pool buildings and enclosures;
 - Within 10m of air intakes, external doors in regular use and windows regularly opened;
 - Within 10 metres of Council buildings, places of work and areas adjacent to buildings where cigarette smoke will accumulate or drift back into the building);

- Areas that may be frequented by members of the general public;
 - Staff working in areas where they are likely to affect others who come into the area;
 - At all grounds within and around Council depots and administration buildings. (With the exception of sites that have designated smoking areas)
2. Upper Lachlan Shire Council is under no legal requirements to provide smoking breaks during work hours for its staff members. Staff members wishing to have smoke breaks must make arrangements with their supervisors. Smoking arrangements can be revoked at any time by supervisors, appropriate managers and / or the appropriate director.
When granting approval for employee smoke breaks supervisors will keep in mind how these regular smoke breaks will affect the moral of the non smoking staff not receiving the regular breaks.
- 3 Recruitment processes for all staff will include reference to the policy on smoking. However, the smoking behaviour of applicants for employment or promotion is not a factor in selection processes.
4. Where possible, Council will provide designated Smoking areas for its Depots and Buildings that meet the above mentioned criteria. All new staff will be shown the location of designated smoking areas.
5. Where ever possible, workers when smoking should do so out of the view of the public

Note: (Smokers are not entitled to smoke in unapproved areas even if all staff in that particular area wish to smoke.)

Quit Smoking Awareness Programme

Council supports a quit smoking awareness programme designed to inform employees of the dangers and consequences of smoking in the workplace.

Council will support staff who seek assistance with counselling in relation to quit smoking.

Council will provide staff with four (4) hours special leave to be taken as determined to arrange/attend counselling during normal working hours on a one off basis. Additional time off will necessitate the employee utilising accrued leave entitlements.
For information about giving up smoking:

The QUIT Line

Telephone: 137 848

NSW Cancer Institute NSW
(I Can Quit)

www.icanquit.com.au

Cancer Council New South Wales
www.cancercouncil.com.au

Members of Public

This policy is to be extended to the general public entering any Council property that meets the definition of this policy. Council staff can refuse service to any member of the public whilst they are smoking. Members of public who wish to smoke in areas other than designated smoking areas outlined in this policy will be asked politely to leave or to put the cigarette out.

Council may revoke any usage arrangements or terminate lease agreements if committees and public groups refuse to follow this policy

Breaches of Policy

Staff

It is unacceptable behaviour to smoke in any of the areas other than designated smoking areas outlined in this policy and any complaints arising from staff smoking in non-smoking areas will be directed to Supervisor, Managers and/or the appropriate Director.

Staff members who fail to comply with the policy will be counselled and warned appropriately and disciplinary action will be implemented in accordance with Award provisions.

Upper Lachlan Shire Council staff cannot be disciplined whilst they are smoking away from the workplace during their own time.

Variation

Council reserves the right to vary or revoke this policy.

RELEVANT LEGISLATION AND COUNCIL POLICIES

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

- WHS Act 2011
- WHS Regulation 2017
- WHS Policy
- Smoke Free – Playgrounds, Playing Fields and Sporting Grounds Policy

ITEM 4.7

TRAUMA MANAGEMENT PROCEDURE

RESOLVED by Mr Poidevin and Mr J Croke

1. The WHS committee refer the Trauma Management Procedure to Manex for adoption.
2. The Trauma Management Policy be withdrawn and replaced with the Trauma Management Procedure.

- CARRIED

ITEM 4.8

WHS POLICY REVIEW

RESOLVED by Mrs Hassett and Mrs Anderson

1. The WHS Committee endorse the updated WHS Policy;
2. The General Manager and WHS Committee Deputy Chairperson endorse and authorise the updated WHS Policy;
3. Council adopt the reviewed WHS Policy;
4. The updated WHS Policy be placed in prominent areas throughout Council.

- CARRIED

POLICY:-	
Policy Title:	Work Health and Safety Policy
File reference:	F10/618-08
Date Policy was adopted by Council initially:	2015
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:	2021

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

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



Upper Lachlan Shire Council (ULSC) has a moral and legal duty to provide a safe working environment for all persons including Council Workers, Contractors, Labour Hire Employees, Volunteers and Visitors affected by ULSC undertakings.

ULSC is committed to making our workplace's Safer and Healthier by:

- Managing risk – elimination before minimisation through early intervention in planning and design.
- Ensuring compliance with legislation codes and standards wherever possible, whilst striving towards industry best practice and a safe working environment.
- Creating a just and fair culture that encourages the reporting of hazards and occurrences – near misses, incidents and accidents – to enable organisational learning.
- Empowering workers to participate in creating and maintaining a safe and healthy workplace.
- Undertaking effective consultation with council workers to ensure they are included in the design making process, changes to work methods, workplace design, and purchase of new plant or equipment across the entire organisation on health and safety matters.
- All levels of Management and Staff taking responsibility, ownership and being accountable for the management of Workplace Health and Safety.
- Ensuring plant, equipment and materials are safe and without risk to health when properly used; and that safe systems of work are provided for the handling, storage and transportation of such items.
- ULSC providing appropriate information, training and resources to support safety.
- Planning, measuring and reviewing ULSC performance against its objectives
- Ensuring those injured return to duties in a safe and timely manner
- ULSC committing to the continuous improvement processes.

ULSC WHS policies, practices and systems will be continually monitored and reviewed to ensure they are maintained to the highest standard of safety possible.

It is through the commitment to affective consultation, cooperation and understanding that ULSC will be able to create a safe and healthy working environment.

This WHS Policy is authorised by:

Andrew Croke
Acting General Manager

Signed

Dated

XXXXXXXXXX

Chair of Councils WHS Committee Signed

Dated

Variation

Council reserves the right to vary or revoke this policy

ITEM 4.9

ACTION LIST

RESOLVED by Mr J Croke and Mrs Anderson

1. The Committee receive and note the report as information.

- CARRIED

SECTION 5: ITEMS FOR DISCUSSION

- Coordinator WHS and Environmental Compliance look into training for HSR and WHS Committee.
- That regular presentations occur at the monthly tool box meeting using/seeking regulatory agencies as presenters.

THE MEETING CLOSED AT 10.58am

Minutes confirmed 2 DECEMBER 2019

.....
Chairperson

General Manager - 21 November 2019

ITEM 14.4 **Consultative Committee Meeting Minutes**

FILE REFERENCE I19/803

AUTHOR **Acting General Manager**

ISSUE

Providing the minutes from Consultative Committee meeting held 28 October 2019.

RECOMMENDATION That –

1. Council adopt the recommendations of the Consultative Committee Meeting Minutes held on 28 October 2019.

BACKGROUND

Nil

REPORT

Attached for Councillors information and adoption are the minutes from the Council Consultative Committee Meeting that was held on 28 October 2019.

POLICY IMPACT

Nil

OPTIONS

Nil

FINANCIAL IMPACT OF RECOMMENDATIONS

Nil

RECOMMENDATION That –

1. Council adopt the recommendations of the Consultative Committee Meeting Minutes held on 28 October 2019.

ATTACHMENTS

1. ↓	Consultative Committee - 2019-10-28 - Minutes - Attachments	Attachment
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PRESENT: Mr D Scott, Mr A Croke (Acting General Manager), Mrs T Dodson (Director of Environment & Planning), Mr B Johnston (Manager of Finance and Administration), Mr M Shah (Director of Infrastructure), R Stephenson, Ms S Pearman (Minute Secretary) and Mr C Wray.

THE CHAIRPERSON DECLARED THE MEETING OPEN AT 11.10AM.

SECTION 1: APOLOGIES & LEAVE OF ABSENCE

Apologies were received from Mr M Wilson, B Smithers and Mr K Kara.

RESOLVED by Ms Pearman and R Stephenson that the apologies be received and leave of absence be granted.

- CARRIED

SECTION 2: DECLARATIONS OF INTEREST

Ms S Pearman declared a pecuniary interest in item 4.1 Finalising Position Descriptions and Recruitment Actions.

SECTION 3: CONFIRMATION OF MINUTES

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

That the minutes of the Consultative Committee Meeting held on 5 August 2019 be adopted.

- CARRIED

RESOLVED by Mr Scott and Mrs Dodson

That the resignation of Mr Michael Wilson be accepted.

- CARRIED

SECTION 4: REPORTS

ITEM 4.1 FINALISING POSITION DESCRIPTIONS AND RECRUITMENT ACTIONS RECOMMENDATION That -

1. The committee notes that recruitment for the positions of Coordinator Centralised Procurement, Coordinator Recreation

and Waste and Supervisor Landfill and Transfer Station will be internally advertised.

2. The committee notes that the recruitment for the vacant positions of Manager Major Projects and Coordinator Water and Sewer will be externally advertised.

An Amendment was moved by D Scott and R Stephenson that:

1. The Committee provide all feedback regarding the position descriptions of Coordinator Centralised Procurement, Coordinator Recreation and Waste, Supervisor Landfill and Transfer Station, Manager Major Projects and Coordinator Water and Sewer be provided to the Director of Infrastructure in writing by 4 November 2019. Grading evaluation sheets for the above positions to be provided to the Consultative Committee at the December 2019 meeting.

- CARRIED

ITEM 4.2

HUMAN RESOURCES COORDINATOR REPORT

RESOLVED by Mrs Dodson and Ms Pearman

1. The committee receive and note the report as information.

- CARRIED

ITEM 4.3

REVIEW OF LEAVE POLICY

RESOLVED by Mr Wray and Mrs Dodson

1. The committee recommends the adoption of the reviewed Leave Policy by Council.

- CARRIED

POLICY:-	
Policy Title:	Leave Policy
File reference:	F10/618-06
Date Policy was adopted by Council initially:	16 June 2011
Resolution Number:	230/11
Other Review Dates:	16 June 2011; 19 June 2014, 16 June 2016
Resolution Number:	230/11; 180/14, 170/16
Current Policy adopted by Council:	21 November 2019
Resolution Number:	XX/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:	General Manager
Committee/s (if any) consulted in the development of this policy:	Consultative Committee
Responsibility for implementation:	General Manager
Responsibility for review of Policy:	Human Resource Coordinator

POLICY

Council will comply with leave provisions of the Upper Lachlan Shire Council preserving the Local Government (State) Award 2017.

Except in special circumstances, all leave is to be applied for and approved by the relevant staff supervisor, manager or director prior to the leave being taken.

PRO RATA ENTITLEMENT FOR PART TIME EMPLOYEES

Part time employees shall receive all conditions prescribed by the Local Government (State) Award 2017 on a pro rata basis of the regular hours worked.

GENERAL PROVISIONS RELATING TO APPLICATIONS FOR LEAVE

All leave applications must be in writing on the appropriate form. Leave cannot be paid until the Human Resource Section receives an authorised leave request.

Where possible, a minimum of four weeks notice is requested for all leave excluding sick leave, carer's leave and bereavement leave.

Council is required to submit an acknowledgement of outcome within two weeks of receiving the employees leave application, when leave has been applied for within four weeks. When an application is received more than two months in advance Council is required to reply within four weeks of receiving the application.

SALARY IMPLICATION – LEAVE WITHOUT PAY AND LEAVE ON HALF PAY

All staff should be aware that absences on leave without pay and leave on half pay will have impact on accruing hours entitlement, superannuation contributions, authorised deductions and authorised allowances. The leave without payment shall not be regarded as service for the purpose of computing long service leave, sick leave or annual leave. Such periods of leave without pay shall not however, constitute a break in the employee's continuity of service. An employee shall not be entitled to any payment for public holidays during an absence on approved leave without pay.

ANNUAL LEAVE

Annual leave of absence consisting of four (4) weeks at the ordinary rate of pay, exclusive of public holidays observed on working days shall be granted to an employee, after each 12 months service Annual Leave shall be taken on its due date or as soon as is mutually convenient thereafter to Council and the employee.

An employee may use accrued pro rata annual leave if the employee does not have any yearly accrued annual leave hours available. Leave that is yet to be accrued either pro rata or annual leave balance, cannot be taken in advance as Council do not allow the net leave account to go into negative.

Leave in lieu hours shall be exhausted before Annual Leave is taken.

Subject to provisions detailed within Local Government (State) Award 2017, Council may direct an employee to take annual leave by giving at least four weeks prior notification in the following circumstances:

- Where the employee has accumulated in excess of eight weeks annual leave.
- A period of annual close-down of up to and including four weeks.

LONG SERVICE LEAVE

An employee of Council shall be entitled to Long Service Leave at the ordinary rate of pay as follows:

After 5 years service	6.5 weeks	
After 10 years service	(additional 6.5 weeks)	13 weeks
After 15 years service	(additional 6.5 weeks)	19.5 weeks
After 20 years service	(additional 11 weeks)	30.5 weeks

For every completed period of 5 years' service thereafter 11 weeks

Notwithstanding the above, employees with 5 years service have access to long service leave in accordance with Local Government (State) Award 2017 provisions and provisions of the NSW Long Service Leave Act.

Long service leave shall be taken at a time mutually convenient to Council and employee in a minimum periods of one week (leave in lieu hours shall be exhausted before any Long Service Leave is taken).

Payment to an employee proceeding on long service leave shall be made by Council at the employee's ordinary rate of pay at the time the employee enters upon the leave.

An employee who has become entitled to a period of leave and the employee's employment is terminated by resignation, death or dismissal for any cause shall be deemed to have entered upon leave at the date of termination of the employment and shall be entitled to payment accordingly.

For the purpose of calculating long service leave entitlement all prior continuous service with any other Council within NSW shall be deemed to be service with Council.

Continuity of service shall be deemed not to be broken by transfer or change of employment from one Council to another NSW Council provided the period between cessation of service with one NSW Council and appointment to the service of another NSW Council does not exceed three months and such period is covered by accrued annual and long service leave standing to the credit of the employee at the time of the transfer, provided further that the employee concerned does not engage in work of any kind during the period of paid leave between the cessation of service with one Council and appointment to the service of another Council.

For further information regarding long service leave refer to the relevant provisions of Local Government (State) Award 2017.

SICK LEAVE

Employees who are unable to attend work due to sickness during each year of service have access to sick leave of 3 weeks at the ordinary rate of pay subject to the following conditions:

- Council shall be satisfied that the sickness is such that it justifies the time off; and
- That the illness or injury does not arise from engaging in other employment; and

- That the proof of illness to justify payment shall be required after 2 days absence or after 3 separate periods in each service year; and
- When requested, proof of illness shall indicate the employee's inability to undertake their normal duties.
- Where a person is employed on a fixed-term or temporary basis of less than twelve (12) months duration the employee shall be entitled to one (1) weeks sick leave on commencement. The employee shall be entitled to a further one (1) weeks sick leave after each four (4) months of service.

Proof of illness may include certification from a qualified medical/health practitioner, registered with the appropriate government authority.

NOTE: Sick leave is provided to cover the time when you are sick. Any allegations of abuse of sick leave shall be investigated and may lead to disciplinary action.

Council may require employees to attend a doctor nominated by Council at Council's cost.

Sick leave shall accumulate from year to year so that any balance of leave not taken in any one year may be taken in a subsequent year or years.

Where an employee has had 10 years' service with Council and the sick leave as prescribed has been exhausted, Council may grant such additional sick leave as, in its opinion, the circumstances may warrant.

Accumulated sick leave shall be transferable on change of employment from Council to Council within NSW up to 13 weeks, provided that an employee shall only be entitled to transfer sick leave accumulated since the employee's last anniversary date on a pro-rata basis.

Such accumulated sick leave shall only be transferable if the period of cessation of service with the Council and appointment to the service of another Council does not exceed three months.

The sick leave entitlement transferred shall not exceed the maximum amount transferable as prescribed by the appropriate Local Government (State) Award 2017 at the time of transfer.

Section 50 of the Workers Compensation Act 1987 dealing with the relationship between sick leave and workers compensation applies.

Where an employee had an entitlement under awards rescinded and replaced by this award for the payment of unused sick leave arising out of the termination of employment due to ill-health or death and where such entitlement existed as at 15 February 1993 the following provisions shall apply:-

- (a) In the event of the termination of service of an employee on account of ill health and the Council is satisfied that such ill-health renders the employee unable in the future to perform the duties of such appointed classification, the termination shall not be effected earlier than the date on which the employee's credit of leave at full pay shall

be exhausted unless the employee is paid any accrued sick leave at full pay to which such employee would be entitled under this clause.

- (b) When the service of an employee is terminated by death, the Council shall pay to the employee's estate, the monetary equivalent of any untaken sick leave standing to the employee's credit at the time of death.
- (c) Payment under this clause is limited to sick leave calculated to retirement age in accordance with relevant legislation and shall not be payable if the injury or illness arises out of or in the course of employment such that it is compensable under the Workers Compensation Act, 1987.
- (d) For the purposes of this subclause such entitlement to payment of untaken sick leave shall be paid in accordance with Clause 14 of Schedule 4 of the Industrial Relations Act (NSW) 1996.

INABILITY TO REPORT FOR DUTY

Where an employee is unable to report for duty they are required to advise their immediate supervisor of that inability, and the reason, no later than 30 minutes after their usual starting time. Separate advice is required for each day of absence unless otherwise agreed.

CARER'S LEAVE

An employee, other than a casual employee, with responsibilities in relation to a class of person set out below, who needs the employee's care and support shall be entitled to use, in accordance with this policy, any current or accrued sick leave entitlement, provided for under provisions of Local Government (State) Award 2017, for absences to provide care and support for such persons when they are ill or who require care due to an unexpected emergency. Such leave may be taken for part of a single day.

Carer's leave is not intended to be used for long term, ongoing care. In such cases, the employee is obligated to investigate appropriate care arrangements where these are reasonably available.

Where more than ten days sick leave in any year is to be used for caring purposes the council and employee shall discuss appropriate arrangements which, as far as practicable, take account of the council's and employee's requirements as per the NSW Local Government (State) Award 2017.

Council may require the employee to provide proof of the need for carer's leave as follows:

- Less than 10 days – Where less than ten days' sick leave in any year of service is sought to be used for caring purposes Council may require the employee to establish either by production of a medical certificate or statutory declaration, the illness of the person concerned and that the illness is such as to require care by another person; or
- More than 10 days – Where more than ten days' sick leave in any year of service is sought to be used for caring purposes Council may require the employee to produce a medical certificate from a qualified medical/health practitioner showing the nature of illness of the person concerned and such other information as may be reasonably

necessary to demonstrate that the illness is such as to require care by the employee and that no other appropriate care arrangements are reasonably available, or

- Establish by production of documentation acceptable to Council or a statutory declaration, the nature of the emergency and that such emergency resulted in the person concerned requiring care by the employee.

In normal circumstances, an employee will not be approved to proceed on carer's leave where another person has taken leave to care for the same person.

The entitlement to use sick leave in accordance with this policy is subject to:

- a) The employee being responsible for the care of the person concerned; and
- b) The person concerned being:
 - i. A spouse of the employee; or a defacto spouse, who, in relation to a person, is a person of the opposite sex to the first mentioned person who lives with the first mentioned person as the husband or wife of that person on a bona fide domestic basis although not legally married to that person, or
 - ii. A child or an adult child (including an adopted child, a step child, foster child, or an ex nuptial child), parent (including a foster parent, step parent and legal guardian), parents of spouse, grandparent, grandchild or sibling (including half, foster and step sibling) of the employee or spouse or de facto spouse of the employee, or
 - iii. Same sex partner who lives with the employee as the de facto partner, or
 - iv. A relative of the employee who is a member of the same household.

For staff that are employed on a casual basis the Local Government (State) Award 2017 applies in relation to Carers' Leave.

Requirements for Taking Carers' Leave

An employee shall, wherever practicable, give Council notice prior to the absence of the intention to take leave, the name of the person requiring care and that persons's relationship to the employee, the reasons for taking such leave and the estimated length of absence. If it is not practicable for the employee to give prior notice of absence, the employee shall notify Council by telephone of such absence at the first opportunity on the day of absence.

Time Off in Lieu of Payment for Overtime - An employee may, with the consent of the General Manager, elect to take time in lieu of payment overtime accumulated in accordance with provisions of Local Government (State) Award 2017 for the purpose of providing care and support for a person in accordance with provisions of this policy.

Make-up - An employee may elect, with the consent of the General Manager, to work "make-up time", under which the employee takes time off during ordinary hours, and works those hours at a later time, within the spread of ordinary hours provided in Local

Government (State) Award 2017, at the ordinary rate of pay for the purpose of providing care and support for a person in accordance with provisions of this policy.

Annual Leave and Leave Without Pay - An employee may elect with the consent of the General Manager, to take annual leave or leave without pay for the purpose of providing care and support for a person in accordance with provisions of this policy. Such leave shall be taken in accordance with provisions of Local Government (State) Award 2017 and Council Policy.

BEREAVEMENT LEAVE

Where an employee other than a casual is absent from duty because of a death in the family or a member of the employee's household, and provides satisfactory evidence to Council of such, the employee shall be granted four days leave with pay upon application.

For staff that are employed on a casual basis the Local Government (State) Award 2017 applies in relation to Bereavement Leave.

For the purposes of this leave, family shall mean:

- a) A spouse of the employee; or
- b) A de facto spouse, who, in relation to a person of the opposite sex to the first mentioned person who lives with the first mentioned person as the husband or wife of that person on a bona fide domestic basis although not legally married to that person; or
- c) A child or an adult child (including an adopted child, a step child, foster child or an ex nuptial child), parent (including a foster parent, step parent and legal guardian), parents of spouse, grandparent, grandchild or sibling (including half, foster and step sibling) of the employee or spouse or de facto spouse of the employee, or
- d) A same sex partner who lives with the employee as the de facto partner of that employee on a bona fide domestic basis; or
- e) A relative of the employee who is a member of the same household, where for the purposes of this paragraph:
 - "relative" means a person related by blood, marriage or affinity;
 - "affinity" means a relationship that one spouse because of marriage has to blood relatives of the other; and
 - "household" means a family group living in the same domestic dwelling.

PARENTAL LEAVE

Relationship with federal legislation – Clauses 20E, 20F, 20G and 20I of this Policy shall apply in addition to:

- (i) Chapter 2, Part 2-2, Division 5 – 'Parental leave and related entitlements' of the National Employment Standard (**NES**) under the *Fair Work Act 2009* (Cth); and

- (ii) the *Paid Parental Leave Act 2010* (Cth).

Note: Division 5 of the *Fair Work Act 2009* (Cth) relates to:

- unpaid parental leave, including unpaid adoption leave
- unpaid special maternity leave
- transfer to a safe job and no safe job leave

REQUESTS FOR FLEXIBLE WORKING ARRANGEMENTS

Requests for flexible working arrangements

Chapter 2, Part 2-2, Division 4, Requests for Flexible Working Arrangements of the *Fair Work Act 2009*, shall apply in addition to the provision of the *NSW Local Government (State) Award 2017*.

PAID PARENTAL LEAVE

Definitions

PPL instalments shall mean instalments paid during the paid parental leave period under the *Paid Parental Leave Act 2010* (Cth).

Parental leave make-up pay shall mean the employee's ordinary pay, inclusive of PPL instalments. A casual employee's ordinary pay shall be calculated by averaging the employee's ordinary time earnings in the 12 months immediately prior to the employee commencing paid parental leave.

Eligibility

This shall apply to an employee who is receiving PPL instalments as a primary or secondary claimant under the *Paid Parental Leave Act 2010* (Cth).

Entitlement to parental leave make-up pay

- An employee shall be entitled to parental leave make-up pay for the period that they are receiving PPL instalments, up to a maximum of 18 weeks.
- The period of parental leave make-up pay shall be counted as service for the purposes of long service, annual and sick leave accruals and superannuation.
- Requalification period – An employee shall not be entitled to a further period of parental leave make up pay unless the employee has returned to work for the council for at least 3 months since their previous period of parental leave.

Employee's right to choose

- An employee who satisfies the eligibility criteria for paid maternity leave or paid special maternity leave under Clause 19F, Paid Maternity Leave, of the *Local Government (State) Award 2017*, may elect to receive paid maternity leave and / or paid special maternity leave in accordance with the provisions of the *Local Government (State) Award 2017* in lieu of the entitlement to parental leave make-up pay under this State

Award 2017, provided that the requalification period of three (3) months has been applied.

- This subclause shall not apply where another employee of council receives parental leave make-up pay in connection with the pregnancy or birth of the child.

CONCURRENT PARENTAL LEAVE

An employee, other than a casual, who is a supporting parent shall be entitled to up to 10 days paid concurrent parental leave from their accrued sick leave balance at the time their partner gives birth to a child or at the time the employee adopts a child provided that the employee has had 12 months continuous service with council immediately prior to the commencement of their concurrent parental leave.

Notice of intention to take paid parental leave the employee must:

- Provide Council with certification of the expected date of confinement at least 10 weeks before the child is due. This is known as the first notice.
- Advise Council in writing of her intention to take paid parental leave and the proposed start date at least 4 weeks prior to that date. This is known as the second notice.
- Provide a signed statutory declaration that the employee will be the primary care giver to the child and that the paid parental leave will not be taken in conjunction with any partner accessing paid parental leave entitlements.

TRANSFER TO A SAFER JOB

Council is required to transfer a pregnant employee to a safer job if a medical practitioner deems it inadvisable for the person to continue in their present position.

There must be no other change to the pregnant employee's terms and conditions of employment. If an employer does not think it reasonably practicable to transfer the employee to a safer job the employee may wish to consider taking paid leave immediately.

When utilising/accessing the leave under this section of the Act the employer must allow the employee paid leave until:

1. The end of the period stated in the medical certificate; or
2. The end of the day before the birth of the child.

In the event that this leave is granted there is no deduction from any staff leave accruals and payment is as ordinary pay.

VARIATIONS TO THE LEAVE PERIOD

The employee is entitled, once only, to extend the period of parental leave by giving 14 days written notice to the General Manager. Further extensions to the leave period are subject to the General Manager's approval.

Shortening the period of parental leave is subject to the General Manager's approval.

Applications to vary the period of parental leave are to be made in writing and give 14 days notice.

In unforeseen circumstances, such as miscarriage, still birth or infant death, Council shall adopt the provisions of the Industrial Relations Act and take into account the particular circumstances of each case.

RIGHT OF RETURN TO WORK

When parental leave ends, the employee will return to their former position. If it is no longer available, the employee will move to a position of comparable status and rate of pay.

Advice to replacement employees of early termination - The General Manager (or another appropriate officer with delegated authority) shall formally advise employees engaged or transferred to replace an employee on parental leave that their employment may be terminated or their transfer discontinued earlier than anticipated, if early return from parental leave is approved. Any letter of appointment issued to a replacement or transferred employee is to include a paragraph as follows:

“The employee of Council you have been engaged to replace on a temporary basis is currently on Parental Leave. Notwithstanding the period of the temporary employment state above, it may be necessary to terminate your temporary employment in accordance with provisions of the Local Government (State) Award 2017 should the employee return to work earlier than currently approved.”

ADOPTION LEAVE

An employee, other than a casual, who has or will have primary responsibility for the care of an adopted child is entitled to up to 4 weeks paid adoption leave at ordinary pay from the date the child is placed with the employee for adoption.

Paid adoption leave must not extend beyond 4 weeks of the date of placement of the child.

This adoption leave shall not apply where an employee of council receives parental leave make-up pay in connection with the adoption of the child.

JURY SERVICE & COURT ATTENDANCE LEAVE

An employee required to attend jury service during ordinary working hours shall be reimbursed by Council and the amount paid will be equal to the difference between the amount paid in respect of the attendance for duty and the employee's ordinary pay for the period of jury service. Council will pay the employee their normal fortnightly wages as in most cases the employee will not receive payment for jury duty until after the jury duty has been completed, in these cases the employee is to return all monies received to Council for receipting. The employee is entitled to keep any travel expenses paid during this period of jury service.

An employee shall notify the Council as soon as possible of the date upon which the employee is required to attend for jury service and provide proof of attendance and the payment received in respect of jury service.

PUBLIC HOLIDAYS

The days on which holidays shall be observed are as follows: New Years' Day; Australia Day; Good Friday; Easter Saturday; Easter Monday; Anzac Day; Queen's Birthday; Labour Day; Christmas Day; Boxing Day and all locally proclaimed holidays within the Council's

area, and all special days proclaimed as holidays to be observed throughout the whole State of NSW.

Where any of the holidays prescribed by Local Government (State) Award 2017 fall on a day ordinarily worked by the employee, the employee shall not have a reduction in ordinary pay.

Except as otherwise provided, where an employee is required to work on a holiday as prescribed by Local Government (State) Award 2017, the employee shall be paid at double time and a half inclusive of payment for the day with a minimum payment of four hours worked.

All employees classified in the operational band of Local Government (State) Award 2017 employed in garbage, sanitary and sewage (other than the supervisor) who are required to work on Good Friday or Christmas Day shall be paid as per the NSW Local Government (State) Award 2017 at triple time inclusive of payment for the day with a minimum payment of four hours work.

Where an employee is required to work ordinary hours on a holiday as prescribed by Local Government (State) Award 2017, the General Manager (or nominee) and the employee may agree that the employee be paid time and a half for the hours worked on a holiday and in addition, grant a day off in lieu to be paid at ordinary time for each holiday worked. Such leave shall be taken at a mutually convenient time.

When a holiday occurs on a day that an employee is rostered off while employed on a seven day a week rotating roster system, the employee shall be paid a day's pay at ordinary rates in addition to the ordinary week's pay. The General Manager (or nominee) may in lieu of making such additional payment, grant a days leave for each such holiday which may be taken at such time as is mutually agreed to between the General Manager (or nominee) and the employee

Where a RDO falls on a public holiday the employee must take the next available working day as their RDO, unless otherwise agreed to by the immediate supervisor.

LEAVE WITHOUT PAY

- (i) Periods of leave without pay, shall be taken at a time mutually convenient to Council and the employee, and shall not be regarded as service for the purpose of computing long service leave, sick leave, annual leave or an employee's entitlement to parental leave make-up pay. Such periods of leave without pay shall not however, constitute a break in the employee's continuity of service.
- (ii) An employee shall not be entitled to any payment for public holidays during an **absence on approved leave without pay.**

RELEVANT LEGISLATION AND COUNCIL POLICIES

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

- Access to Information Policy;
- Australian Audit Standard AUS210 / ASA240;

- Anti Discrimination Act 1977;
- Bribes, Gifts and Benefits Policy;
- Cash Handling Policy;
- Code of Business Practice;
- Code of Conduct for Councilors, staff and delegates of Council;
- Complaints Management Policy;
- Corporate Credit Card Policy;
- Council's Code of Meeting Practice;
- Crimes Act 1900;
- Delegations of Authority Procedure;
- Disciplinary Policy;
- Drug & Alcohol Policy;
- Employee Assistance Program Policy
- Environmental Planning and Assessment Act 1979;
- Equal Employment Opportunity Act 1987;
- Equal Employment Opportunity (EEO) Management Plan;
- Fair Work Act 2009 (Cwth);
- Flexible Work Arrangements Policy & Procedure;
- Fraud and Corruption Prevention Policy
- Government Information (Public Access) Act 2009; and
- Grievance Policy;
- Harassment Policy;
- Human Resource Succession Plan;
- Human Resource Training Plan;
- Independent Commission against Corruption Act (ICAC) 1988;
- Industrial Relations Act 1996;
- Injury Incident Management Procedures;
- Internal Reporting – Protected Disclosures Policy;
- Internet and Email Policy;
- Local Government Act 1993;
- Local Government (State) Award 2017
- Local Government (General) Regulations 2005;
- Loss of Drivers License Policy;
- Manual Handling Policy;
- Mobile Phone Policy;
- NSW Long Service Leave Act 1955;
- NSW State Records Act 1998;
- Paid Parental Leave Act 2010 (Cwth)
- Performance & Misconduct Policy
- Private Works (Projects and Plant Hire) Policy;
- Privacy and Personal Information Protection Act 1998.
- Public Access Policy;
- Public Interest Disclosures Act 1994;
- Public Interest Disclosure Policy;
- Purchasing and Acquisition of Goods Policy and Procedures;
- Recruitment and Selection Policy;
- Rehabilitation Procedure and Practice Policy;
- Secondary Employment Policy;

- Service Delivery Policy;
- Standards Australia 8000 series;
- Statement of Ethical Principles;
- Sun Protection – Council Employees Policy;
- Time in Lieu of Overtime Policy;
- Trade Practices Act 1974;
- Trauma Management Policy;
- Trustees Act 1925;
- Upper Lachlan Shire Council Community Strategic Plan;
- Upper Lachlan Shire Council Resourcing Strategy documentation;
- Upper Lachlan Shire Council Delivery Program and Operational Plan;
- Workers Compensation Act 1987;
- Work Health & Safety Policy;
- Work Health & Safety Act & Regulations 2011;
- Workplace Relations Act 2008.

VARIATION

Council reserves the right to vary or revoke this policy

APPLICATION FOR MATERNITY LEAVE CHECKLIST

- ☐ To qualify for paid parental leave you must have completed 12 months continuous service at Council prior to your expected date of confinement.
- ☐ Provide Council with certification of the expected date of confinement at least 10 weeks before the child is due. This is known as the first notice.
- ☐ Obtain a certificate from your Doctor indicating your expected date of confinement.
- ☐ Submit your application for paid parental leave at least 4 weeks prior to the start of your leave.
- ☐ Draft your application for paid parental leave letter.
- ☐ The dates you wish to start and finish your leave.
- ☐ Outline any other leave you wish to take e.g. annual or long service leave.
- ☐ Outline whether this additional leave is at half or full pay.
- ☐ Complete a statutory declaration indicating you will be the primary carer.
- ☐ Complete a leave form including all leave information (ensure the dates match with all correspondence).
- ☐ Check your total leave period is no more than 52 weeks.
- ☐ Give your application letter; leave form, statutory declaration, and medical certificate with expected date of confinement to your supervisor.

UPPER LACHLAN SHIRE COUNCIL APPLICATION FOR LEAVE

APPLICANT :

LEAVE TYPE – (tick box below relevant leave)

Annual Leave	Sick Leave	Carers' Leave	Long Service Leave	Leave In Lieu	Without Pay	Special Please state reason below (eg – maternity; supporting parent; jury service; bereavement)
					

COMMENCING
inclusive

FINISHING both dates

(Being the first Working Day you will not be at work)

(Being the last Working Day you will not be at work)

Total Number of Leave in Working Hours (Do not include Public Holidays or RDO's)

Please advise when your RDO falls during this period of leave
(Eg. Monday 25/2/2008)

.....
Signed

.....
Date

OFFICE USE

Date Received Sickness Certificate Received:

Leave Balance:

Annual Leave	Sick Leave	Long Service Leave	Leave In Lieu
Hours	Hours	Hours	Hours

Authorised

.....
General Manager/Director/Supervisor

.....
Date

Return this section to employee

Name
Your application for leave has been approved with/without payment
Period from to Both dates inclusive
WORK RECOMMENCES ON Day Date

All leave balances are documented on each payslip received.

UPPER LACHLAN SHIRE COUNCIL APPLICATION FOR TIME IN LIEU OF OVERTIME

File - Personnel

DATE	START TIME	FINISH TIME	HOURS	REASON FOR WORKING UP TIME	ALLOCATION
Total					

NAME

SIGNATURE

EMPLOYEE NO

DATE

APPROVED

Yes

No

General Manager

Director of Finance & Administration

Director of Infrastructure

Director or Environment and
Planning

Supervisor

ITEM 4.4 REVIEW OF TRAUMA MANAGEMENT POLICY**RESOLVED** by Mr Stephenson and Ms Pearman

1. The committee recommends the adoption of the reviewed Trauma Management Policy by Council.

- CARRIED

POLICY:-	
Policy Title:	Trauma Management Policy
File reference:	F10/618-05
Date Policy was adopted by Council initially:	26 June 2008
Resolution Number:	191/08
Other Review Dates:	18 October 2012, 16 June 2016
Resolution Number:	345/12, 168/16
Current Policy adopted by Council:	21 November 2019
Resolution Number:	XX/19
Next Policy Review Date:	2022

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

RESPONSIBILITY:-	
Draft Policy Developed by:	WHS Coordinator
Committee/s (if any) consulted in the development of this policy:	WHS Committee

Responsibility for implementation:	All staff
Responsibility for review of Policy:	Coordinator WHS and Environmental Compliance

Objective

To ensure employees involved in traumatic incidents during the performance of their duties receive the appropriate support.

Policy

Whilst Council acknowledges its duty of care to both its employees and the general public there are none the less serious incidents which can occur at the workplace which are traumatic to all concerned.

These incidents could include:

1. Serious injury to an employee or member of the public;
2. Employee or member of the public suffering a heart attack or similar health emergency;
3. An act of violence, e.g. robbery, disaster etc.

This policy is concerned with lessening the impact of traumatic incidents minimising the duration and severity of any event and increasing the employee's capacity to cope.

Council's primary concern is the welfare of both its employees and the public.

Characteristics of Post-Trauma Stress Reaction

Supervisors are not expected to be medical practitioners nor hold a degree in psychology. However, the severity of incidents with which this policy is concerned is such that some degree of stress reaction would be a normal expectation.

Characteristics of post-trauma stress reaction include:

- ❖ Re-experiencing the event;
- ❖ Emotional numbing and withdrawal;
- ❖ Heightened reactions;
- ❖ Disturbed sleep;
- ❖ Impaired concentration; and/or
- ❖ Irrational guilt.

Who Should Have Trauma Debriefing

All victims of trauma need to be identified. The approach should be inclusive rather than exclusive and includes all those present at the event if not directly involved.

Post Incident Action Checklist

1. Attend to the injured. It is vital that available first aid is administered to those with physical injuries either at the scene or be sufficient to permit safe transport to the hospital

2. Concurrent with emergency medical care is intervention as is feasible and can be performed safely without further injury to any person. This would include turning off equipment in continuing operation, extinguishing fires, cleaning up toxic materials in a spill, isolating a contaminated area.
3. Contact appropriate Director, who will then have responsibility for ensuring the following occurs:
 - a) If appropriate, attend to the immediate needs of the injured person's family including notification, assistance with transportation, etc.
 - b) Control access of the media to the scene and to staff and relatives of staff.
 - c) Human Resource Section to organise professional counselling for those employees involved:
 - ◇ **during office hours:** Goulburn Community Health Centre on (02) 48273913;
 - ◇ **after hours:** Accident and Emergency at either Crookwell Hospital or Goulburn Hospital;
 - ◇ Mental Health Triage on 1800677114; or
 - ◇ via Council's Employee Assistance Program (EAP).
 - d) Provide employees with accurate information about the current situation and update this over subsequent days.
 - e) Organise assistance, such as transport home, for any employee who is traumatised. Try to ensure that employees are not alone on the evening after the incident.
 - f) Get an accurate account of what has happened before employees leave. Provide briefing to those involved. This would include discussing with them whether they will be back to work the next day. In most circumstance return to work should be encouraged, particularly as direct assistance will be provided.
 - g) Act quickly to dispel rumours.

Relevant Legislation and Council Policies

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

- Access to Information Policy;
- Anti Discrimination Act 1977;
- Child Protection Policy;
- Civil Liabilities Act 2002;
- Code of Business Practice;
- Code of Conduct for Councilors, staff and delegates of Council;
- Complaints Management Policy;
- Council's Code of Meeting Practice;
- Crimes Act 1900;
- Delegations of Authority Procedure;
- Disciplinary Policy;
- Drug & Alcohol Policy;
- Employee Assistance Program Policy;

- Employment and Retention Policy;
- Environmental Planning and Assessment Act 1979;
- Equal Employment Opportunity Act 1987;
- Equal Employment Opportunity (EEO) Management Plan;
- Fair Work Act 2009 (Cwth);
- First Aid Policy;
- Flexible Work Arrangements Policy & Procedure;
- Fraud and Corruption Prevention Policy;
- Government Information (Public Access) Act 2009;
- Grievance Policy;
- Harassment Policy;
- Higher Grade Pay Policy;
- Human Resource 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;
- Local Government (State) Award 2017;
- Loss of Drivers Licence Policy & Procedure;
- Manual Handling Policy;
- Mobile Phone Policy;
- NSW Long Service Leave Act;
- NSW State Records Act 1998;
- Payment of Expenses and Provision of Facilities Policy;
- Performance & Misconduct Policy;
- Privacy and Personal Information Protection Act 1998;
- Private Use of Council Motor Vehicles Policy;
- Private Works (Projects and Plant Hire) Policy;
- Protective Clothing and Equipment Policy;
- Public Access Policy;
- Public Interest Disclosures Act 1994;
- Public Interest Disclosures Policy;
- Purchasing and Acquisition of Goods Policy and Procedures;
- Recruitment and Selection Policy;
- Rehabilitation Procedure and Practice Policy;
- Secondary Employment Policy;
- Service Delivery Policy;
- Smoking in the Workplace Policy;
- Staff Training Policy;
- Standards Australia 8000 series;
- Statement of Ethical Principles;
- Sun Protection – Council Employees Policy;
- Time in Lieu of Overtime Policy;

- Trade Practices Act 1974;
- Trustees Act 1925;
- Upper Lachlan Shire Council Community Strategic Plan;
- Upper Lachlan Shire Council Resourcing Strategy documentation;
- Upper Lachlan Shire Council Delivery Program and Operational Plan;
- Volunteers Policy;
- Workforce Plan 2016-2020
- Workers Compensation Act 1987;
- Work Health & Safety Policy;
- Work Health & Safety Act & Regulations 2011;
- Workplace Relations Act 2008.

Variation

Council reserves the right to vary or revoke this policy.

ITEM 4.5 REVIEW OF EMPLOYEE PROBATION REVIEW POLICY

RESOLVED by Mr Shah and Mrs Dodson

1. The committee recommends the adoption of the reviewed Employee Probation Review Policy by Council.

- CARRIED

POLICY:-	
Policy Title:	Employee Probation Review Policy
File reference:	F10/618
Date Policy was adopted by Council initially:	19 April 2012
Resolution Number:	122/12
Other Review Dates:	N/A
Resolution Number:	N/A
Current Policy adopted by Council:	21 November 2019
Resolution Number:	1XX/19

Next Policy Review Date:	22021
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PROCEDURES/GUIDELINES:-	
Date procedure/guideline was developed;	
Procedure/guideline reference number:	

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

POLICY OBJECTIVES:

To provide a documented process to assess the suitability of all new employees, prior to the expiry of their three month probationary period with council

PROCEDURE AND CONDITIONS:

1. Preliminary Performance Review

- ✎ In the sixth week following a new employee's commencement, the Human Resources Section will notify the employee's supervisor that a preliminary performance review is due. Human Resources will advise the dates that preliminary reviews should be conducted and provide all relevant procedures and documentation.
- ✎ The supervisor will meet with the employee at the completion of the first six weeks of employment to complete and document a performance review
- ✎ The employee will be given the opportunity to raise any issues or concerns in relation to their work performance or their ability to undertake their duties.
- ✎ The supervisor will advise the employee of any issues or concerns in relation to the employee's work performance and suggest means of improvement.
- ✎ Documentation in relation to the preliminary review must be returned to the Human Resources Section within seven days of the review.

- ✎ Human Resources will provide written advice to the employee of any issues or concerns raised by the supervisor.

2. Performance Monitoring

- ✎ The supervisor will continue to monitor the employee's performance over the four to five weeks following the preliminary review to ensure satisfactory performance is achieved or maintained.
- ✎ Feedback will be provided to the employee and any continuing issues or concerns will be documented by the supervisor and recorded on the employee's personnel file.

3. Eighty Day - Determination

- ✎ At least one week before the expiry of the three month probationary period the supervisor will determine whether appointment is to be confirmed or not and advise the Human Resources Section accordingly.
- ✎ The Human Resources Section will issue a letter to the employee before the expiry of the probationary period. The letter will either confirm permanent appointment or advise of termination of employment according to the supervisor's decision.

4. Exclusions

- ✎ The additional skills assessment does not form part of the probationary review process. However, a skills assessment may be conducted at any time after confirmation of permanent appointment or during the annual assessment process.
- ✎ Probationary reviews do not apply to contractors engaged under a registered Training Organisations e.g. Hunter Valley Training HVTTC. They are not employee of the Council.

Relevant Legislation and Council Policies

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

- Access to Information Policy;
- Anti-Discrimination Act 1977;
- Child Protection Policy;
- Civil Liabilities Act 2002;
- Code of Business Practice;
- Code of Conduct for Councilors, staff and delegates of Council;
- Complaints Management Policy;
- Council's Code of Meeting Practice;
- Crimes Act 1900;
- Delegations of Authority Procedure;
- Disciplinary Policy;
- Drug & Alcohol Policy;
- Employee Assistance Program Policy;
- Employment and Retention Policy;
- Environmental Planning and Assessment Act 1979;

- Equal Employment Opportunity Act 1987;
- Equal Employment Opportunity (EEO) Management Plan;
- Fair Work Act 2009 (Cwth);
- First Aid Policy;
- Flexible Work Arrangements Policy & Procedure;
- Fraud and Corruption Prevention Policy;
- Government Information (Public Access) Act 2009;
- Grievance Policy;
- Harassment Policy;
- Higher Grade Pay Policy;
- Human Resource 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;
- Local Government (State) Award 2017;
- Loss of Drivers Licence Policy & Procedure;
- Manual Handling Policy;
- Mobile Phone Policy;
- NSW Long Service Leave Act;
- NSW State Records Act 1998;
- Payment of Expenses and Provision of Facilities Policy;
- Performance & Misconduct Policy;
- Privacy and Personal Information Protection Act 1998;
- Private Use of Council Motor Vehicles Policy;
- Private Works (Projects and Plant Hire) Policy;
- Protective Clothing and Equipment Policy;
- Public Access Policy;
- Public Interest Disclosures Act 1994;
- Public Interest Disclosures Policy;
- Purchasing and Acquisition of Goods Policy and Procedures;
- Recruitment and Selection Policy;
- Rehabilitation Procedure and Practice Policy;
- Secondary Employment Policy;
- Service Delivery Policy;
- Smoking in the Workplace Policy;
- Staff Training Policy;
- Standards Australia 8000 series;
- Statement of Ethical Principles;
- Sun Protection – Council Employees Policy;
- Time in Lieu of Overtime Policy;
- Trade Practices Act 1974;
- Trustees Act 1925;

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

Variation:

Council reserves the right to vary or revoke this policy.

Attachment A

Employee Probation Review Document

CONFIDENTIAL

Section A:

Employee Name: _____

Employee No: _____

Date: _____

Department: _____

Position: _____

Reviewing Officer: _____

13/26 week Probation

Review Period: _____

Commencement Date: _____

Overall the Performance Review is aimed at assessing competence to undertake the role for which the employee is employed. Supporting comments should also be used to clarify a performance in specific areas. It is recommended that all sections be considered by the employee and the Reviewing Officer, then jointly discussed and finalised. All sections are to be completed in a constructive manner and be aimed at recognising and encouraging improvement in work performance and individual career prospects. On completion, both the Reviewing Officer and Employee must sign the form. The Department Director and General Manager must approve recommendations before the form is forwarded to HR

Work/Knowledge

Does the employee have the knowledge and skill necessary for their position?

Quality of Work

Does the employee complete tasks and duties to the standard required?

Interpersonal Skills

Does the employee effectively interact with peers, supervisor, other personnel and customers?

Attitude and
Presentation

Does the employee present in a professional manner and do they have the desire to achieve objectives set out for their position.

Evaluation Criteria

Against the following performance dimensions assess the performance of the Employee. **Circle** the assessment rating that you consider is appropriate to the employee's performance. You should be able to present to the employee your reasons for your rating.

Performance Assessment Rating

Rating the *Level of Performance* of each unit of Competency which the person displays in his/her behaviour. 1=meet sometimes, 2=meet frequently, 3= meet the requirements, 4=exceed the requirement, 5= meet, exceed and improve the requirements

Comments must be entered for each of the item in section B providing examples.

Section B

Work / Knowledge

Demonstrates a preparedness to work within the values of ULSC	N/A <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/>
Has the ability to learn and apply knowledge, policy, procedures and practice	N/A <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/>
Has the aptitude and technical skills to do the job	N/A <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/>
Can apply knowledge and skills to achieve outcomes	N/A <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/>
Performs duties responsibly and conscientiously	N/A <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/>
Demonstrates a commitment and quality customer service	N/A <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/>
Able to analyse problem situation and suggest or take corrective action	N/A <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/>
maximize use of time	N/A <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/>

Comments:

Summary of Discussion:

Quality of Work

Presents work in a neat, tidy and organized manner	N/A <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/>
Takes pride in producing quality work	N/A <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/>
Complete work accurately, with little or no checking required	N/A <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/>
Able to perform a variety of tasks and meet agreed time frames	N/A <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/>
Consistently meets agreed time frames	N/A <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/>

Comments:

Summary of Discussion:

Interpersonal Skills

Able to clearly express ideas, views and opinions verbally	N/A <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/>
Regularly and effectively communicates relevant information	N/A <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/>

Uses appropriate communication to maintain professional relationships	N/A <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/>
Interacts effectively with work associates	N/A <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/>
Able to work within a team and help achieve their goals	N/A <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/>
Completes necessary tasks as requested by supervisor	N/A <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/>
Displays positive leadership and supervisory skills	N/A <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/>

Comments:

Summary of Discussion:

Attitude and Presentation

Presents in an appropriate manner	N/A <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/>
Keen to do well and achieve above the minimum requirements	N/A <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/>
Demonstrates initiative	N/A <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/>
Actively takes on tasks or tries to achieve goals with close supervision	N/A <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/>
Displays positive conduct and makes a good impression on others	N/A <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/>
Treats others with dignity and respect	N/A <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/>
Regularly attends work	N/A <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/>
Works within ULSC policies and procedures	N/A <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/>

Comments:

Summary of Discussion:

Section C

MSupervisor and Employee Overall Comments:

Career Plan must be documented here explaining where the employee themselves in 12months, 2-3 years and 5 years and beyond.

Further Development Required

Training to Be Undertaken

Training Plan must be written here that include name of each course and benefits to the staff

and organisation

--

Section D**Supervisor's Evaluation of Overall Performance**

Against the following performance dimensions assess the overall performance of the Employee. Select from the drop down list the assessment rating that you consider is appropriate to the employee's overall performance.

Days Absent:**Attendance:****Contact/Behaviour:****Application to work:****Efficiency of work:****Section E:****Appointment:** YES NO**Further review date:** YES NO

Reviewer Name: _____

Signature: _____

Date: ____/____/____

Employee: _____

Signature: _____

Date: ____/____/____

Director Signature: _____

Date: _____

Section F:

Appointment: _____

I recommend Grade _____ / Step _____ to be paid from the review date.

Reviewer Signature: _____

Date: _____

Section G:

Approval:

Director Signature: _____ Date: _____

Comment:

General Managers Signature _____

Date _____

--

Forward **original** to human resources section for processing

Letter Sent		On file		To Payroll	
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ITEM 4.6

REVIEW OF EMPLOYMENT AND RETENTION POLICY

RESOLVED by Mrs Dodson and Mr Stephenson

1. The committee recommend the adoption of the reviewed Employment Market Forces Allowance Policy by Council.

- CARRIED

POLICY:-	
Policy Title:	Market Forces allowance Policy
File reference:	F10/618-05
Date Policy was adopted by Council initially:	19 February 2009
Resolution Number:	46/09
Other Review Dates:	16 August 2012, 20 August 2015
Resolution Number:	282/12, 229/15
Current Policy adopted by Council:	21 November 2019
Resolution Number:	XX/19
Next Policy Review Date:	2021

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

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

Aim

To provide a mechanism to assist in the attraction or retention of staff in key positions determined as critical for the operation of the Council.

Introduction

Council acknowledge that the nation's prevailing low unemployment rate coupled with an ever increasing skills shortage can make it progressively more difficult to attract and retain key staff in rural areas.

Upper Lachlan Shire Council's close proximity to Sydney, Goulburn, and the Australian Capital Territory gives it access to a large potential pool of labour resource not available to other rural areas.

Historically Council has been handicapped during the recruitment and retention process by having a rigid salary system. Vacant positions have gone unfilled.

Council's ability to provide services to the community and to deliver on Operational Plan objectives is compromised when it is unable to fill key positions or when staff members in similar positions leave Council's employment to take up roles offering a higher level of remuneration.

Policy

Allowance

To allow Council to recruit or retain staff in key positions a Recruitment/Retention allowance of up to 10% of the total remuneration (cash) applicable to the designated position may be provided where deemed appropriate.

Payment of the allowance shall be as an increase in salaries or wages on a fortnightly pro-rata basis and shall be paid for all purposes of the Local Government State Award. Staff receiving the Recruitment/ Retention allowance shall have the conditions confirmed in writing and signed by the General Manager.

Application

Where the payment of the Recruitment /Retention allowance is considered essential to recruit a particular individual or to prevent a key member of staff from leaving Council's employment, the relevant supervisor/manager will submit a report to Council's relevant Director for consideration.

Council's relevant Director will consider submissions, make a recommendation and in the decision process take into account such factors as budgetary restrictions, market conditions, staff relativities, recruitment prospects, advertising costs, lost productivity and anticipated impacts on projects or programs.

The General Manager will have sole responsibility for approving the payment of Councils Market Forces allowance for all positions within the organisation.

Definitions:

Allowance - refers to additional or increased fortnightly salary or wage payment.

Key positions – Any position that is determined to be critical for the day to day operation of the Council through a formal process of assessment and includes the following positions:

- Directors, Managers and Coordinators possessing uncommon industry specific skills/qualifications/experience
- Professional or Technical Staff possessing uncommon industry specific skills/qualifications/experience.
- Positions where there are severe limitations on the number of potential qualified and experienced applicants as evidenced by previous attempts at recruitment.

Uncommon industry specific skills – refers to unique and special skills that are not frequently found outside of Local Government.

Reference Documents:

Relevant Legislation

The following Legislation affects the operation of this Plan:-

Local Government Act 1993;
 Local Government (General) Regulations 2005;
 Local Government (State) Award;
 Work Health and Safety Act 2011 (NSW);
 Work Health and Safety Regulations 2011 (NSW);
 Anti-Discrimination Act 1977;
 Industrial Relations Act 1996;
 Independent Commission against Corruption Act 1988;
 Workplace Relations Act 2008;
 Fair Work Act 2009;
 Equal Employment Opportunity Act 1987;
 Government Information (Public Access) Act 2009
 Privacy and Personal Information Protection Act 1998;
 Civil Liabilities Act 2002;
 Environmental Planning and Assessment Act 1979;
 NSW State Records Act 1998;
 Trade Practices Act 1974;
 Public Interest Disclosures Act 1994; and
 Crimes Act 1900.

Related Council Policies and Procedures

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

Code of Conduct for Councillors, staff, contractors and delegates of Council;
 Council's Code of Meeting Practice;
 Upper Lachlan Shire Council Community Strategic Plan;
 Upper Lachlan Shire Council Delivery Program and Operational Plan;
 Human Resource Training Plan;
 Staff Training Policy;
 Human Resource Succession Plan;
 Equal Employment Opportunity (EEO) Management Plan;
 Public Interest Disclosures Policy;
 Recruitment and Selection Policy;

Grievance Policy;
Disciplinary Policy;
Harassment Policy;
Secondary Employment Policy;
Service Delivery Policy;
Interaction between Councillors and Staff Policy;
Bribes, Gifts and Benefits Policy;
Fraud and Corruption Prevention Policy;
Drug and Alcohol Policy;
Rehabilitation Procedure and Practice Policy;
Child Protection Policy;
Delegations of Authority Policy;
Employee Assistance Program (EAP) Policy;
Trauma Management Policy;
Employment and Retention Policy;
Higher Grade Pay Policy;
Time in Lieu of Overtime Policy;
Work Health and Safety Policy;
Protective Clothing and Equipment Policy;
Salary Sacrificing Policy;
Private Use of Council Motor Vehicles Policy;
Sun Protection - Council Employees Policy;
Volunteers Policy; and
Payment of Expenses and Provision of Facilities Policy.

Variation:

Council reserves the right to vary or revoke this policy.

ITEM 4.7 REVIEW OF FLEXIBLE WORKING ARRANGEMENTS POLICY AND PROCEDURE

RESOLVED by Mr Wray and Mr Stephenson

1. The committee recommends the adoption of the reviewed Flexible Working Arrangements Procedure by Senior Management Executive (MANEX).

- CARRIED

ITEM 4.8 STAFF GRIEVANCE HANDLING PROCEDURE

RESOLVED by Mr Johnston and Ms Pearman

1. The committee recommends the adoption of the reviewed Staff Grievance Handling Procedure by Senior Management Executive (MANEX).

- CARRIED

ITEM 4.9 CHANGES TO THE ENVIRONMENT AND PLANNING DEPARTMENT

RESOLVED by Mrs Dodson and Mr Stephenson

1. The Consultative Committee notes that Council will broaden the recruiting options for the Council Environment and Planning Department to facilitate trainees and encourage the development of locals and school leavers to take up traineeships while still leaving the possibility of recruiting a building surveyor and/or a town planner to the vacant positions.

- CARRIED

ITEM 4.10 UPDATE ON THE IMPLEMENTATION OF OOSOFT JOB EVALUATION SYSTEM

RESOLVED by Mr Shah and Mr Stephenson

1. The Committee receives the report and notes the information.

- CARRIED

SECTION 5: ITEMS FOR DISCUSSION

Nil

THE MEETING CLOSED AT 12.43pm

Minutes confirmed 2 DECEMBER 2019

.....
Chairperson

16 REPORTS FROM OTHER COMMITTEES, SECTION 355 COMMITTEES AND DELEGATES

The following item is submitted for consideration -

16.1	Reports for the month of November 2019	572
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Reports from Other Committees, Section 355 Committees and Delegates - 21 November 2019

ITEM 16.1

Reports for the month of November 2019

RECOMMENDATION:

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

1. Collector Pumpkin Festival – Minutes from Meeting 9 September 2019.
2. Collector Oval Committee – Annual General Meeting 11 October 2019.
3. Collector Oval Committee – Meeting 25 July 2019.
4. Collector Oval Committee – Meeting 7 November 2019
5. Country Mayors Association – Annual General Meeting Minutes 1 November 2019.
6. Country Mayors Association – 1 November 2019 Meeting Minutes.
7. Traffic Committee – Minutes 7 November 2019.
8. Pool Review Committee – Minutes 8 November 2019.
9. Upper Lachlan Tourist Association – Minutes from meeting held 4 October 2019.
10. Breadalbane Hall Committee – Minutes from meeting held 25 August 2019.
11. Breadalbane Hall Committee – Minutes from meeting held 27 October 2019.

ATTACHMENTS

1. ↓	Collector Pumpkin Festival Committee - Minutes from meeting held 9 September 2019	Attachment
2. ↓	Collector Oval Committee AGM General Meeting 11 October 2019	Attachment
3. ↓	Collector Oval Committee Meeting 25 July 2019	Attachment
4. ↓	Collector Oval Committee - General Meeting 7-11-2019	Attachment
5. ↓	CMA AGM Minutes 1 November 2019	Attachment
6. ↓	CMA Minutes 1 November 2019	Attachment
7. ↓	Traffic Committee Minutes - 7 November 2019	Attachment
8. ↓	Pool Review Committee Minutes - 8 November 2019	Attachment
9. ↓	Upper Lachlan Tourist Association - Minutes from meeting held 4 October 2019.	Attachment
10. ↓	Breadalbane Hall Committee - Minutes from meeting held 25 August 2019	Attachment
11. ↓	Breadalbane Hall Committee - Minutes from meeting held 27 October 2019	Attachment



Minutes of the Collector Village Pumpkin Festival (CVPF) Annual General Meeting held 9 September 2019

Present:

Gary Poile (Chair)
Kate Drain (Minute Taker)
Mayor John Stafford
Cr John Searle
Felicity Poile
Tony Hyams
Terry Lovelock

Brett and Tracy Byron
Gemma Spriglett
Graham and Sally Pietsch
Greg Akhurst
Michael Duck

Apologies:

Melanie Akhurst

2019 Annual General Meeting opened: 7.00 pm

The Chair opened meeting and welcomed all to the 2019 Collector Village Pumpkin Festival Annual General Meeting.

Apologies:

The Chair noted the apologies for the meeting:

- Linda Wilson
- Jeanette Sheridan
- Melanie Akhurst

Minutes of the previous Annual General Meeting:

The Chair asked that the minutes of the 2018 Collector Village Pumpkin Festival held Monday September 10, 2018 be moved as a true and accurate record.

Moved by Gary Poile, seconded by Kate Drain
Carried

Presidents Pumpkin Report – AGM September 2019

By Gary Poile

Our village may not be known for “collecting” but it is known for putting on a great festival! I am pleased to report that the Collector Village Pumpkin Festival continues to attract huge crowds and although visitor numbers were estimated to be slightly down this year, attendance was still in the order of 15,000 in total.

As president of the festival committee, I was overwhelmed by the positive feedback on social media this year. Even before the event was over, people were saying how wonderful the festival was and that they can't wait to come again next year.

For the record, Terry Kiernan of Captains Flat won the Joe Medway Memorial Pumpkin Competition with a pumpkin that weighed in at 218kg. while in the baking section, Lucy McAuliffe was judged the winner of the Kathleen Webster Memorial Scone Bake and Jackson Keunen won the junior section.

Fittingly, the wheel barrow race was taken out by local apprentice builder; Gerard Clyde and in the hotly contested scarecrow building competition, "Jack-o'-lantern and Son", created by the Graham Family was judged the best in the field. Other popular attractions at this year's Pumpkin Festival included demonstrations by Sydney Search Dogs, working sheep dogs and the cow milking and butter making demonstration. Free activities such as pumpkin rolling, the hay bale maze, rock climbing wall and mechanical bull ride were very popular with the children while art and history exhibitions located in the village's historic churches proved just as popular with the adults.

Rounding off the event was approximately 150 food and market stalls and of course the local favourites; pumpkin soup and pumpkin scones at the Collector Memorial Hall were enjoyed by the thousands of visitors hungry for pumpkin treats. There is no doubt in my mind that the continuing success of the festival can be put down to the hard work and dedication of the organising committee and the support of the wonderful Collector community. We have some amazing volunteers that work very hard behind the scenes to make sure that the festival runs like clockwork and with planning for next year already underway; Sunday 3rd May 2020 is already guaranteed to be another great Pumpkin Day!

May I take this opportunity to also thank the Upper Lachlan Shire Council for their continuing support of the festival. I single out Deputy Mayor, Cllr John Searl for continuing to attend all our meetings to keep us in the loop on council matters and advising us on the many technical aspects relating to the running of s355 committees.

I would also like to mention the great work done by Gemma Spriglett in preparing and submitting our application to the Regional Tourism Awards. This is an enormous undertaking and we all have our fingers crossed for a podium finish this year.

Finally, I will close by making special mention and many thanks to Linda Huntly (nee Wilson) for the outstanding job she has done over many years as our committee treasurer. Linda has moved to Queanbeyan and is unable to carry on her work as treasurer next year but will be leaving us with an impressive legacy as our dedicated financial officer and will be greatly missed by all of us.

Treasurer's Report

Opening balance \$74,142.56

Closing Balance – \$70,723.54

Cash reserve

Opening balance \$25,377.21

Closing balance \$40,530.05

Cheque account as at 30/8/19 49,312.00 – 1 x uncashed cheque \$3,500.

It was noted that Linda is working with Paul Millet @ ULSC to finalise accounts and will submit finding to council when completed.

Outstanding cheques – the school needs to be chased up. Other amounts haven't been outstanding for a long period of time, if not cashed in a month, need to chase up.

CCA – owed \$5,000, action: cheque to be written

Cr Searl highlighted the importance of submitting accounts to ULSC in a timely manner for audit.

The Chair requested that the treasurer's report be moved.

**Moved by Gary Poile, seconded by Brett Byron
Carried**

General Business:

GP welcomed Mayor John Stafford to the AGM and discussed his involvement with Andrew Warren regarding the ACT tourism awards. GP advised it is great to engage and discuss the tourism plan, look at the bigger picture for the festival in tourism in the region.

The Chair declared all positions on the Collector Village Pumpkin Festival vacant and called for nominations:

Chairperson

Gary Poile

Nominated by Brett Byron and seconded by Terry Lovelock

Gary Poile was declared the CVPF Chairperson for the 2020 year.

Vice-Chairperson:

Tracy Byron

Nominated by Felicity Poile and seconded by Gemma Spriglett.

Tracy Bryon was declared the CVPF Vice-Chairperson for the 2020 year.

Secretary:

Kate Drain

Nominated by Gary Poile and seconded by Felicity Poile.

Katherine (Kate) Drain was declared the CVPF Secretary for the 2020 year.

Treasurer and Co-Treasurer:

Greg Akhurst (Treasurer)

Gemma Spriglett (Co-Treasurer)

Nominated by Brett Byron, seconded by Felicity Poile

Greg Akhurst was declared the CVPF Treasurer and Gemma Spriglett was declared Assistant Treasurer for the 2020 year.

General Committee: All others present excluding Mayor Stafford were elected as CVPF 2020 committee members.

- Terry Lovelock
- Cr Searl
- Felicity Poile
- Brett Byron
- Graham & sally Pietsch
- Michael Duck
- Tony Hyams

Michal Duck moved a motion that bank signatories are changed from Linda Wilson & Leanne Graham to: Katherine (Kate) Drain, Greg Akhurst, Tracy Bryon and Gary Poile. Any previous signatures are to be removed off the account. Action: the abovementioned need to attend the bank and be added as signatories (with ID.)

**Moved by Michael Duck, seconded by Brett Byron.
Carried**

AGM closed: 7:31 pm

Minutes of the September Collector Village Pumpkin Festival (CVPF) General Meeting

Meeting opened: 7:31

The Chairperson asked that the minutes of the previous committee meeting held 12 August be accepted as a true and accurate record.

**Moved by Gary Poile, seconded by Gemma Spriglett
Carried**

Spring Bush Dance

The Spring Bush has been moved to 2nd November, there will be a charge for the band, P.A etc (\$600) for the Bush Capital Band. It was agreed that the committee needs to lock this in asap. Greg suggested we allocate funding for advertising and catering. Greg to come back to the next committee with a fully costed budget.

Idea raised: ask the CWA to put on catering and pay a fee. Action: Subcommittee to think about ideas and come back to the committee. Need to determine, fee vs paid – local community - wider community and need to implement an RSVP/ticket system. Promote as a family/kid's event. Greg, Felicity, Gemma and Tracy noted as the subcommittee members.

Bicentennial 2020

There is a possibility that the Governor General will attend Goulburn to highlight the 2020 commemorations, our event date is 24, 25 Oct 2020. Questions re: insurance raised, if the CCA is participating - event insurance will need to be arranged. The vineyards will run cultural food and wine events, (including smoking ceremonies, corroborees etc.). Brett asked what role this committee plays in the event and Gary advised that CVPF would come in as the village would put on a market day, a historic church service and a street parade on the Sunday.

Insurance and underwriting expenses are a concern. The CCA would play a coordinating role, providing administrative support – resources would be pooled from a group of community organisations. Gary would like to see commemorative merchandise (i.e. 2020 quilt). Ideas are currently being collated. The historical society want to highlight the event at the 2020 festival.

In October next year, the wind farm enhancement fund will be coming on board. Gary advised that the art installation at this year's festival is an idea that could be linked to the quilt. There is an opportunity to embrace Aboriginal culture.

Motion moved by Brett Byron to be include a Smoking ceremony and Welcome to Country for the 2020 CVPF.

**Seconded by Gemma Spriglett
Carried**

Traffic Management

Joe and Gary discussed the traffic management/pedestrian management options. The committee needs to progress the ideas, may not work but need to look at all viable options.

The shuttlebus options to be pursued and options discussed with the Pub.

Traffic control and traffic management plans are required – platinum traffic services provide a brief that their documents cover off on both legal aspects. Need a contingency for Jeanette's paddocks – currently nothing in place. Gary advised that the paddocks are quite well established with formed roads, the oval is more likely to be an issue. Greg raised the cost vs benefit considerations of submitting a 5-year DA and considered submitting an event strategy. Does Andrew Warren have a template tourism plan that we can work with? **Action: Mayor Stafford and Cr Searl to seek advice on submitting a 5-year DA. Both plans to be agreed and tabled at the next CVPF meeting for submission. They will be reviewed by the council traffic management committee on 7/11. Action: GP to contact Viv Straun @ ULSC.**

Re-energise Collector Project Update

Engineering plans have been submitted, waiting on approval from ULSC. Plans need to be organised for the DA and we need to go live with options for stallholders. Delays will cause issues with locking in stallholders for the Festival. **Action: Cr Searl to follow up. Gary, Terry and Tracy to meet to discuss council requirements.**

Rhubarb Market Day

Saturday 30 November, we should include a pumpkin planting activity – Tracy asked to involve the local schools – Tarago, Collector, Tieranneville, Breadalbane etc. Concerns that there isn't enough buy in from the kids/parents hence why the art project was introduced.

CVPF Entertainment Suggestions

- Horsemanship display – Tracy to get quotes
- Musical entertainment - Tracy to get quotes

- Canberra Concert and Jazz band have approached Gemma
- Indigenous group

Other business

The committee should implement signs with pumpkin puns at the Festival

Regal homes – approach as a sponsor, ask if they will let us put a banner up in Manor Hills **Action:**
Kate

Meeting closed: 8.45pm

Next meeting: Monday 14 October, 7pm

COLLECTOR OVAL COMMITTEE**AGM**Thursday 11th October 2018**AGM Opened - 19.05**

Attendance - Andrew Chiswell, Trista Batchelor, John Searle, John Hoskins, Michael Duck, Gary Poile, John Stafford, Dan Cram, Terry Lovelock

Apologies - Gary Stephenson, Damien Glass, Bob Carter

- **Outgoing President John Hoskins**
 - Welcomed ULSC Mayor and Deputy Mayor to the meeting and thanked them for attending.
 - Read minutes from previous AGM
 - GP/MD Carried
- **Treasurer Report**
 - Deposits
 - Collector Village Pumpkin Festival (CVPF) \$500 chq
 - Pot Black Club \$350 chq
 - Banked \$817 as donation from Trista & Dan cash deposited
 - Raffle monies \$231.90 cash deposited
 - Account Balances
 - General Acc Balance \$4219.90 ???
 - Grants Acc Balance \$53.52
 - Petty Cash Balance \$100
 - TB/JH Carried
- **Presidents Report**
 - Cricket Matches have been well received and have raised quite a lot of money.
 - Special thanks to Dan for his fantastic efforts to keep the oval in good condition.
 - Pumpkin Festival activities around the oval were a great success.
 - Streetscape meetings have progressed
 - Footpaths
 - Picnic shelters
 - Outdoor fitness gym
 - Possible skate park location
 - Shed has been up graded with secure roller doors and now stores equipment.
 - Goal posts soccer/football have been applied for through the CVPF.
 - Special thanks to Trista for her considerable efforts during the year, in particular the reconciliation of accounts with ULSC.
 - JH/AC Carried
- **ULSC Rep, John Searl**
 - Thanked the outgoing committee for their efforts and declared all committee positions vacant.
 - He emphasised ULSC's appreciation for the community effort in running the oval and called for nominations for executive position
 - President – nominated John Hoskins – elected unopposed
 - Secretary – nominated Andrew Chiswell – elected unopposed
 - Treasurer – nominated Trista Batchelor – elected unopposed
 - General Members – Michael Duck, Gary Poile, John Stafford, Dan Cram, Terry Lovelock.
 - ULSC Rep – John Searl
 - John Searl handed meeting to new President John Hoskins
 - New President declared the AGM closed 19:35

COC General Meeting - 11th October 2018

General Meeting Opened - 19:35

Previous Minutes:

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

Business Arising from Minutes:

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

Correspondence:

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

Presidents Report:

- As per AGM Minutes

Treasurers Report:

- As per AGM Minutes

General Business:

- GP spoke to the correspondence and noted that at the moment the application for goal posts has not been successful because of risk details supporting the application.
 - The President asked that the CVPF detail in writing what would be needed for funding decision to be successful.
 - John Searl suggested a meeting specific to the ovals utilisation and in particular a risk assessment for the proposed activities.
 - Also suggested working with other community groups such as the Collector Primary School P&C.
 - JH suggested that a specific meeting to discuss oval use be held.
 - Community Consultation Workshop Sunday 4th November 2pm.
 - To specifically discuss oval uses and risks.
 - JH/AC Carried
- TL raised with the Mayor issues around fire safety and risk at community facilities
 - John Stafford noted that the details of requirements are not clear at the moment and that the issue will become clearer in the near future.
- TL asked about a shade sail for the playground.
 - Suggested that this could be raised again at the Community Consultation Workshop.

Meeting Closed - 20:20

Next Meeting - 6th December, 1900 @ Oval Pavilion

COLLECTOR OVAL COMMITTEE MEETING

Thursday 25th July 2019

Meeting opened: 19:07

Attendance: John Hoskins, Andrew Chiswell, Trista Batchelor, John Searl, Terry Lovelock, Gary Poile, Graham Pietsch

Apologies: Michael Duck, Dan Cram, Rachel Apotheke

Previous Minutes: JS/GP Carried

Business Arising from Minutes:

- AC Reported
 - Oval inspection was carried out on the Saturday before the Pumpkin Festival and conditions were assessed as very good for the anticipated load.
 - Post Pumpkin Festival inspection found that the oval performed very well in terms of coping with the hundreds of cars parked there on the day.
- GP Reported
 - PF very appreciative for the use of the oval during the festival and reported that the location solved a lot of the previous issues.
 - Reported that the CVPF will help financially with the provision of community facilities on the oval as the current funding from council is insufficient.
 - Start should be very soon and finish before Christmas.

Correspondence:

- In
 - CVPF 10/4/19 letter of appreciation and the provision of a \$2000 cheque and an undertaking to support future up grading of the oval precinct.
 - TL 27/6/19 to COC noting work done on small shed and the cost involved, ULSC townsperson Bruce asked that the mower be stored on council property in the future.
- Out
 - COC to CVPF re conditions under which oval can be used for parking.

President Report:

- JS reported that there was a question raised about the 355 financial responsibilities to report to ULSC.
 - From details provided by COC executive, in particular to JS, the question was resolved
 - JH reported that he met with Paul Millett (Management Accountant ULSC) who confirmed that all details were correct.

Treasurers Report:

- TB
 - General Acc \$6413.19 as of 25/7/19
 - \$2000 from CVPF
 - \$50 from Pot Black Club

- Grants Acc \$53.52
- TB provided a receipt to GP for CVPF donation to COC
- TB/TL Moved that Treasurers Report be accepted
 - Carried

General Business:

- TL noted the enclosure of the small shed
 - GP/JH moved that payment be made to TL for materials used to upgrade small shed and that appreciation be noted for his efforts there.
 - Carried
- Lighting
 - Dan Cram has consulted with local electrician Matt Blacker who has offered to help with lighting at the oval precinct.
 - JH/TB Moved that TL manage with ULSC the lighting at the Pavilion and the Toilets and liaise with electrician Matt Blacker.
 - Carried
 - TL/JH Seek quote from Matt Blacker for replacement of oval flood lights
 - Carried
- TL noted that he was happy to paint and maintain the outside of the Pavilion and Small Shed and will need approx. \$300 to cover materials.
 - AC/JH That TL consult with ULSC for the provision of a purchase order for paint and lighting materials.
 - Carried
- AC raised the issue of storage of Council mower
 - AC/JH That Dan Cram be commended and thanked for securing ULSC mower in the absence of suitable facilities at the oval.
 - Carried
- Fence at the front of the oval and possibly further.
 - Graham P provided options and costings for a variety of fencing styles.
- GP raised the option of the 'Rage Cage'
 - GP/JH That COC ask the CCA to provide a project outline for a full size mixed activity all weather court area in the Oval Precinct.
 - Carried

Next Meeting: AGM 7th November 2019, 19:00

Meeting Closed: 20:55

Collector Oval Committee

MINUTES OF GENERAL MEETING 7/11/19

Andrew Chiswell opened the meeting at 7:45 pm following the AGM.

Attendance: Terry Lovelock, Gary Poile, John Searl, John Stafford, Michael Duck, Bob Carter, Sharon Granger, Kristy Quigg, Andrew Harris, Julianne Dowling, Megan Dunn, James Hill Rachel Hill, Ben McDonald, Laela Nanluvula, John Hoskins, Serenity Warby, Andrew Chiswell.

Apologies: Murray, Trista,

Minutes: Of Ordinary Meeting held 25/07/19 were read and accepted as true and accurate on a motion moved by Gary Poile and sec. John Searl. Carried.

Business Arising from Minutes:

Terry Lovelock reported that following his approach to Council requesting assistance for repairs and maintenance, Council offered to fund up to \$300 for paint and \$600 for electrical connection and lighting in the toilets.

Painting: Following this, John Hoskins had washed down the buildings with a pressure cleaner and then Terry Lovelock, Michael Duck and Tony Hyams had painted both bessa block buildings. A slight overrun in paint costs of \$26 was incurred.

Electrical work: Matt Blacker has commenced work on the installation of lights at the toilets. Terry, Michael and Tony dug a trench to run the wiring cables from the pavilion to the toilet block and also moved the tap near the light pole to the cricket shed to isolate it from power sources. Due to some misunderstanding, Matt Blacker's account will be \$1200 not \$600: the additional cost was for labour while the original quote (verbal?) was for material only.

Motion: Moved John Hoskins, Sec Bob Carter that a letter be written to Council asking for an additional \$600 to cover the cost of labour involved in installing the lights in the toilet block. Carried.

John Searl reported that Council had placed an order for the Gym equipment and he expected installation in the new year.

Correspondence out:

- Letter from Terry Lovelock to Council requesting financial assistance for painting and electrical work.

Correspondence in:

Collector Oval Committee

- Request from Madeleine McDonald on behalf of the Pot Black Club to book the oval / pavilion on Sat 14/12/19 for a Community Christmas Party and BBQ that will be held before the Annual Christmas Carol event which is held at the Hall
- Request from Madeleine McDonald on behalf of the Pot Black Club to book the oval / pavilion for the annual community cricket event on Australia Day 2020.
- Letter from CVPF requesting use of Oval for carparking during the 2020 Pumpkin Festival.
- Letter from Council requesting details for financial audit.

Treasurers Report: (provided by John Hoskins in Trista's absence)

Cheque account balance	\$5589.50
Grant Account	\$3.52
Petty cash	Nil

General Business

1) Pumpkin Festival request to use Oval for car parking on 3/5/20:

Motion:

That the Oval Committee support the request subject to the usual wet weather provisions and acknowledging the Pumpkin Festival offer of \$2000 as a contribution towards Oval maintenance

Moved: John Hoskins Sec: Andrew Chiswell Carried.

2) Youth Day 24th January 24/1/20.

Motion:

That the Oval and Pavilion be made available free of charge for the Youth Day activities proposed for the 24/1/20.

Moved: Terry Lovelock Sec: Julianne Dowing Carried.

3) Oval Surface.

Comments were raised from the floor that rabbits were digging lots of holes and making the surface hazardous to conduct any type of sporting activity. Members with affiliation to the school said that school sports carnivals could not be hosted at Collector due to this factor.

Motion:

Serenity Warby, with support of committee will investigate options for constructing a rabbit proof fence around the oval and present the committee with alternative proposals and costings as soon as possible

Moved: Serenity Warby, Sec: Andrew Harris Carried.

Collector Oval Committee

- 4) **Fertspread:** John Hoskins reported that he had approached Fertspread about top dressing the oval. Fertspread had agreed to top dress with super and urea free of charge in the next few weeks.

Action: If urea is applied the oval will need to be watered. Also, letter of thanks sent to Fertspread.

- 5) **Caravan and RV Parking.**

John Hoskins noted that the oval was often used by overnight vans but the Oval Committee did not have any policy on this. John Searl advised that Tina Dodson would be the appropriate Council staffer to advise on regulatory requirements and that Andrew Warren could advise on tourism aspects.

Action: Andrew Chiswell suggested this matter be carried over to the next meeting for a more in depth discussion.

- 6) **Next Meeting: Thursday 13th February 2020.**

There being no further general business, the Chairman thanked the Mayor and Deputy Mayor for attending and continuing to support the Oval Committee. He also thanked John Hoskins and Trista Batchelor for their contribution over several years as President and Treasurer respectively.

Andrew concluded the meeting by thanking the community for showing support of the oval precinct with several new members joining the committee. He said that he looked forward to working with the new committee and that the Oval had a lot of potential and all it needed was commitment and enthusiasm to become a real focal point of social activity in the village.

MEETING CLOSED: 9:10pm.



Country Mayors Association of NEW SOUTH WALES

Chairperson: Cr Katrina Humphries

PO Box 420 Moree NSW 2400

02 6757 3222

ABN 92 803 490 533

AGM MINUTES

ANNUAL GENERAL MEETING

FRIDAY, 1 NOVEMBER 2019, THEATRETTE, PARLIAMENT HOUSE, SYDNEY

The meeting opened at 9.00 a.m.

1. ATTENDANCE:

Armidale Regional Council, Cr Peter Bailey
 Bathurst Regional Council, Cr Bobby Burke, Mayor
 Bega Valley Shire Council, Cr Kristy McBain, Mayor
 Bellingen Shire Council, Cr Dominic King, Mayor
 Bellingen Shire Council, Ms Liz Jeremy, General Manager
 Bland Shire Council, Cr Brian Monaghan, Mayor
 Blayney Shire Council, Cr Scott Ferguson, Mayor
 Blayney Shire Council, Ms Rebecca Ryan, General Manager
 Cabonne Shire Council, Cr Kevin Beatty, Mayor
 Cabonne Shire Council, Mr Brad Burns, General Manager
 Coolamon Shire Council, Cr John Seymour, Mayor
 Coonamble Shire Council, Cr Allan Karanouh, Mayor
 Cootamundra-Gundagai Regional Council, Cr Abb McAlister
 Dubbo Regional Council, Mr Michael McMahon, CEO
 Forbes Shire Council, Cr Phyllis Miller, Mayor
 Forbes Shire Council, Mr Steve Loane, General Manager
 Gilgandra Shire Council, Cr Ash Walker, Deputy Mayor
 Gilgandra Shire Council, Mr David Neeves, General Manager
 Glen Innes Shire Council, Cr Carol Sparkes, Mayor
 Griffith City Council, Mr Brett Stonestreet, General Manager
 Gunnedah Shire Council, Cr Jamie Chaffey, Mayor
 Gunnedah Shire Council, Mr Eric Growth, General Manager
 Gwydir Shire Council, Cr John Coulton, Mayor
 Gwydir Shire Council, Mr Max Eastcott, General Manager
 Hilltops Council, Cr Brian Ingram, Mayor
 Kempsey Shire Council, Cr Liz Campbell, Mayor
 Kiama Municipal Council, Cr Mark Honey, Mayor
 Kyogle Council, Cr Danielle Mulholland, Mayor
 Leeton Shire Council, Cr Paul Maytom, Mayor
 Leeton Shire Council, Ms Jackie Kruger, General Manager
 Lithgow City Council, Cr Ray Thompson, Mayor
 Lithgow City Council, Mr Graeme Faulkner, General Manager

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Lockhart Shire Council, Cr Roger Schirmer, Mayor
 Lockhart Shire Council, Mr Peter Veneris, General Manager
 Moree Plains Shire Council, Cr Katrina Humphries, Mayor
 Moree Plains Shire Council, Ms Libby Carter, Integrated Planning and Reporting Manager
 Murray River Council, Cr Christopher Bilkey, Mayor
 Narrabri Shire Council, Cr Catherine Redding, Mayor
 Narrabri Shire Council, Mr Stewart Todd, General Manager
 Narromine Shire Council, Cr Craig Davies, Mayor
 Oberon Council, Cr Kathy Sajowitz, Mayor
 Oberon Council, Mr Gary Wallace, General Manager
 Parkes Shire Council, Cr Ken Keith, Mayor
 Queanbeyan-Palerang Regional Council, Mr Tim Overall, Mayor
 Shellharbour City Council, Cr Marianne Saliba, Mayor
 Shoalhaven City Council, Cr Amanda Findley, Mayor
 Shoalhaven City Council, Mr Stephen Dunshea, CEO
 Singleton Council, Cr Sue Moore, Mayor
 Snowy Monaro Regional Council, Cr Peter Beer, Mayor
 Snowy Monaro Regional Council, Mr Peter Bascombe, General Manager
 Temora Shire Council, Cr Rick Firman, Mayor
 Temora Shire Council, Mr Steve Firth, Director Administration and Finance
 Tenterfield Shire Council, Cr Peter Petty, Mayor
 Upper Lachlan Shire Council, Cr John Stafford, Mayor
 Uralla Shire Council, Cr Michael Pearce, Mayor
 Walcha Council, Cr Eric Noakes, Mayor
 Walcha Council, Ms Anne Modderno, General Manager
 Warrumbungle Shire Council, Cr Denis Todd, Mayor
 Warrumbungle Shire Council, Mr Roger Bailey, General Manager
 Wentworth Shire Council, Cr Melisa Hendrics, Mayor
 Wentworth Shire Council, Mr Ken Ross, General Manager
 LGNSW, President, Cr Linda Scott
 LGNSW, Chief Executive, Tara McCarthy

APOLOGIES:

As read

2. ADOPTION OF MINUTES OF PREVIOUS MEETING:

RESOLVED that the minutes of the Annual General Meeting held on 2 November 2018 be accepted as a true and accurate record (Parkes Shire Council /Shell Harbour City Council).

3. Chairman's Report

RESOLVED That the Chairman's report be received and noted (Moree Plains Shire Council /Coolamon Shire Council)

4. Secretaries Report – Financial Report

RESOLVED That the financial reports for the 2018/19 year as tabled be accepted (Forbes Shire Council/ Singleton Council)

5. **Notice of Motion** (Coolamon Shire Council, Cootamundra-Gundagai Regional Council, Lockhart Shire Council, Temora Shire Council)
Cr Humphries vacated the Chair for this item and both Cr Humphries and Cr Pearce (Deputy Chairman) vacated the meeting room
Cr Kathy Sajowitz Executive Member chaired the meeting
Following two speakers for and two against Forbes Shire Council moved that the motion be put
CARRIED
RESOLVED That the current Chairperson, Vice Chairperson and Secretary be allowed to nominate for executive positions of the Country Mayors Association at the 2019 Annual General Meeting, as is permissible under clause 26 of the Association's Constitution (Tenterfield shire Council/Coolamon Shire Council)

Cr Humphries and Cr Pearce returned to the meeting room and Cr Humphries resumed chair of the meeting

6. **Returning Officer**

RESOLVED That the returning Officer for the conduct of the elections be Mr Allan Burgess (Parkes Shire Council / Coolamon Shire Council)

The Chairperson Cr Katrina Humphries Vacated the chair

7. **Election of Office Bearers**

7.1 Chairperson

The Returning Officer advised that he had received two nominations in writing for Cr Katrina Humphries, Mayor, Moree Plains Shire Council, who was nominated by Narrabri Shire Council and Temora Shire Council and for Cr Peter Petty, Mayor Tenterfield Shire Council, who was nominated by Uralla Shire Council and Moree Plains Shire Council. Cr Petty withdrew his nomination. The Returning Officer called for any further nominations for the position of Chairperson. No other nominations were received. As there was only one nomination the Returning Officer declared Cr Katrina Humphries elected Chairperson for the 2019/20 year

7.2 Vice Chairperson

The Returning Officer advised that he had received three nominations in writing. Cr Michael Pearce, Mayor, Uralla Shire Council who was nominated by Narrabri Shire Council and Temora Shire Council, Cr Kathy Sajowitz, Mayor, Oberon Council, who was nominated by Tenterfield Shire Council and Moree Plains Shire Council and Cr Amanda Findley, Mayor, Shoalhaven City Council, who was nominated by Bellingen Shire Council and Glen Innes Severn Council. Cr Sajowitz withdrew her nomination. The Returning Officer called for any further nominations for the position of Vice Chairperson. No other nominations were received. As there were two nominations an election was to be held

RESOLVED That the method of election be by open voting (Shellharbour City Council/Tenterfield Shire Council)

Following the open vote the Returning Officer declared Cr Michael Pearce elected as Deputy Chairperson for the 2019/20 year

7.3 Secretary/Public Officer

RESOLVED That Mr Lester Rodgers General Manager, Moree Plains Shire Council, be appointed Secretary/Public Officer (Tenterfield Shire Council / Forbes Shire Council)

7.4 Executive

Nominations for the six positions on the Executive were called for. Nominations were received for Cr John Seymour, Coolamon Shire Council, Cr Allan Karanouh, Coonamble Shire Council, Cr Carol Sparks, Glen Innes Severn Council, Cr Liz Campbell, Kempsey Shire Council, Cr Catherine Redding, Narrabri Shire Council, Cr Kathy Sajowitz, Oberon Council, Cr Ken Keith, Parkes Shire Council, Cr Amanda Findley, Shoalhaven City Council and Cr Peter Petty, Tenterfield Shire Council

RESOLVED That the method of election be by ordinary ballot (Bellingen Shire Council/ Shoalhaven City Council)

To allow the counting of votes the AGM was adjourned at 9.39am
The AGM was resumed at 10.35am

Following the count of the votes by the Returning Officer and Cr Linda Scott, President LGNSW the Returning Officer declared the following delegates elected to the Executive for the 2019/20 year

- Cr Ken Keith, Parkes Shire Council
- Cr Peter Petty, Tenterfield Shire Council.
- Cr Kathy Sajowitz, Oberon Council
- Cr Catherine Redding, Narrabri Shire Council
- Cr Liz Campbell, Kempsey Shire Council
- Cr John Seymour, Cooloamon Shire Council

The Chairperson Cr Katrina Humphries resumed the chair

8. SETTING OF ANNUAL MEMBERSHIP FEES

RESOLVED That the fees for the 2019/20 year remain at \$750 for Councils with a population of 10,000 and over, and Councils with a population of less than 10,000 paying 75% \$562.50 (Singleton Council / Parkes Shire Council)

8. Secretariat

RESOLVED That Allan Burgess trading as Alkanat Consulting be appointed the Secretariat (Forbes Shire Council / Singleton Council)

9. Meeting dates for 2020

RESOLVED that the meeting dates for 2020 be 6 March, 29 May, 7 August and 6 November (Kyogle Council / Temora Shire Council)

There being no further business the meeting closed at 10.40 am.

Cr Katrina Humphries
Chair – Country Mayor's Association of NSW



Country Mayors Association of NEW SOUTH WALES

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

MINUTES

GENERAL MEETING

FRIDAY, 1 NOVEMBER 2019 THEATRETTE, PARLIAMENT HOUSE, SYDNEY

The meeting opened at 9.40 a.m.

1. ATTENDANCE:

Armidale Regional Council, Cr Peter Bailey
Bathurst Regional Council, Cr Bobby Burke, Mayor
Bega Valley Shire Council, Cr Kristy McBain, Mayor
Bellingen Shire Council, Cr Dominic King, Mayor
Bellingen Shire Council, Ms Liz Jeremy, General Manager
Bland Shire Council, Cr Brian Monaghan, Mayor
Blayney Shire Council, Cr Scott Ferguson, Mayor
Blayney Shire Council, Ms Rebecca Ryan, General Manager
Cabonne Shire Council, Cr Kevin Beatty, Mayor
Cabonne Shire Council, Mr Brad Burns, General Manager
Coolamon Shire Council, Cr John Seymour, Mayor
Coonamble Shire Council, Cr Allan Karanouh, Mayor
Cootamundra-Gundagai Regional Council, Cr Abb McAlister
Dubbo Regional Council, Mr Michael McMahon, CEO
Forbes Shire Council, Cr Phyllis Miller, Mayor
Forbes Shire Council, Mr Steve Loane, General Manager
Gilgandra Shire Council, Cr Ash Walker, Deputy Mayor
Gilgandra Shire Council, Mr David Neeves, General Manager
Glen Innes Shire Council, Cr Carol Sparkes, Mayor
Griffith City Council, Mr Brett Stonestreet, General Manager
Gunnedah Shire Council, Cr Jamie Chaffey, Mayor
Gunnedah Shire Council, Mr Eric Growth, General Manager
Gwydir Shire Council, Cr John Coulton, Mayor
Gwydir Shire Council, Mr Max Eastcott, General Manager
Hilltops Council, Cr Brian Ingram, Mayor
Kempsey Shire Council, Cr Liz Campbell, Mayor
Kiama Municipal Council, Cr Mark Honey, Mayor
Kyogle Council, Cr Danielle Mulholland, Mayor
Leeton Shire Council, Cr Paul Maytom, Mayor

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Leeton Shire Council, Ms Jackie Kruger, General Manager
Lithgow City Council, Cr Ray Thompson, Mayor
Lithgow City Council, Mr Graeme Faulkner, General Manager
Lockhart Shire Council, Cr Roger Schirmer, Mayor
Lockhart Shire Council, Mr Peter Veneris, General Manager
Moree Plains Shire Council, Cr Katrina Humphries, Mayor
Moree Plains Shire Council, Ms Libby Carter, Integrated Planning and Reporting Manager
Murray River Council, Cr Christopher Bilkey, Mayor
Narrabri Shire Council, Cr Catherine Redding, Mayor
Narrabri Shire Council, Mr Stewart Todd, General Manager
Narromine Shire Council, Cr Craig Davies, Mayor
Oberon Council, Cr Kathy Sajowitz, Mayor
Oberon Council, Mr Gary Wallace, General Manager
Parkes Shire Council, Cr Ken Keith, Mayor
Queanbeyan-Palerang Regional Council, Mr Tim Overall, Mayor
Shellharbour City Council, Cr Marianne Saliba, Mayor
Shoalhaven City Council, Cr Amanda Findley, Mayor
Shoalhaven City Council, Mr Stephen Dunshea, CEO
Singleton Council, Cr Sue Moore, Mayor
Snowy Monaro Regional Council, Cr Peter Beer, Mayor
Snowy Monaro Regional Council, Mr Peter Bascombe, General Manager
Temora Shire Council, Cr Rick Firman, Mayor
Temora Shire Council, Mr Steve Firth, Director Administration and Finance
Tenterfield Shire Council, Cr Peter Petty, Mayor
Upper Lachlan Shire Council, Cr John Stafford, Mayor
Uralla Shire Council, Cr Michael Pearce, Mayor
Walcha Council, Cr Eric Noakes, Mayor
Walcha Council, Ms Anne Modderno, General Manager
Warrumbungle Shire Council, Cr Denis Todd, Mayor
Warrumbungle Shire Council, Mr Roger Bailey, General Manager
Wentworth Shire Council, Cr Melisa Hendrics, Mayor
Wentworth Shire Council, Mr Ken Ross, General Manager
LGNSW, President, Cr Linda Scott
LGNSW, Chief Executive, Tara McCarthy

APOLOGIES:

As submitted

SPECIAL GUESTS:

Mr Rob Rogers AFSM, Deputy Commissioner, NSW Rural Fire Service, and Mr Cory Shackleton, Director Community Resilience, NSW Rural Fire Service
Mr Matt Fuller, Acting Deputy Secretary, Regional and Outer Metropolitan, Transport for NSW and Peter Ryan, Senior Manager, Major Property Development and Corporate Real Estate, Corporate Services, Transport for NSW
Mr Gary White, Chief Planner, Planning, Industry and Environment

2. Mr Rob Rogers AFSM, Deputy Commissioner, NSW Rural Fire Service and Mr Cory Shackleton, Director Community Resilience, NSW Rural Fire Service

So far this season there has been 5,350 bush and grass fires across the state since 1 July with 494,028 hectares burnt with 23 fires reaching Emergency Warning level and 33 fires reaching Watch and Act level. There have been 801 aircraft taskings across the state and 2.373 million litres of retardant dropped. 6,003 out of area personnel have been deployed and 594 interstate personnel deployed. 420 houses, buildings or facilities have been destroyed and 216 damaged. Lack of water is affecting some aerial fire fighting operations particularly helicopter bucketing. To assist landholders a Special Fire Permit will be available this season to assist with the disposal of livestock. Legislative changes since 2002 have resulted in greater emphasis on bush fire protection in the development approval process and bushfire land maps guidelines released. A bush fire prone area is designated under legislation. There are three categories of Bush Fire Prone Land in NSW with buffer zones ranging from 30 metres to 100 metres. If a bush fire risk management plan applies to a council area, council must request the NSW RFS Commissioner to designate land considered to be bush fire prone. A revised 2019 PBP will be published shortly and adopted by legislation in early 2020. Grassland deeming provisions introduced through PBP 2019 are
 59m APZ – No bushfire protection measures
 20m APZ – BAL 12.5 – Apply other BPM's
 Less than 20m APZ – Full site assessment – Determine BAL – Apply other BPM's

3. ADOPTION OF MINUTES OF PREVIOUS MEETING:

RESOLVED that the minutes of the General Meeting held on 2 August 2019 be accepted as a true and accurate record (Kyogle Council / Uralla Shire Council).

4. Matters Arising from the Minutes

Waste Levy Taskforce

That it be noted that the Waste Levy Taskforce supports motion 3 LGNSW conference Waste and Recycling

Prioritisation of Electricity Grid Connections

RESOLVED That Minister Kean be asked for clarification and answers on how prioritisation of electricity grid connections are to be achieved (Bellingen Shire Council/ Glen Innes Severn Council)

5. CORRESPONDENCE

Outward

- (a) Hon Adam Marshall MP, Minister for Agriculture and Western NSW, thanking him for his presentation to the 2 August meeting
- (b) Hon Mark Coulton MP, Minister for Regional Services, Decentralisation and Local Government, Assistant Trade and Investment Minister, thanking him for his presentation to the 2 August meeting

- (c) Geoff McKechnie APM, Assistant Commissioner, Commander, Western Region NSW Police Force, thanking him for his presentation to the 2 August meeting
- (d) Mr Richard Colbran, Chief Executive Officer, NSW Rural Doctors Network, thanking him for his presentation to the 2 August meeting
- (e) The Hon Shelley Hancock MP, Minister for Local Government, regarding the \$50 limit on gifts under the Model Code of Conduct
- (f) Cr Linda Scott, President, Local Government NSW, advising that Country Mayors supports the removal of the minimum per capita amount grant under the Local Govt Financial Assistance Act 1995
- (g) Executive Officer, Local Government Grants Commission, advising that Country Mayors supports the removal of the minimum per capita amount grant under the Local Govt Financial Assistance Act 1995
- (h) Mr John Cleland, Chief Executive Officer, Essential Energy, expressing opposition to the announced 182 job cuts in regional NSW
- (i) The Hon Shelley Hancock MP, Minister for Local Government, forwarding copies of letters sent to the Premier and the Minister for Police and Emergency Services opposing RFS increased contributions
- (j) Cr Linda Scott, President, local Government NSW, forwarding copies of letters sent to the Premier and the Minister for Police and Emergency Services opposing RFS increased contributions
- (k) The Hon Gladys Berejiklian MP, Premier, requesting a reply to our letter opposing the RFS increases to take affect from the 2019-2020 year
- (l) The Hon Gladys Berejiklian MP, Premier, requesting that Benefit Cost Ratio analysis be removed for funding programs
- (m) Independent Pricing and Regulatory Tribunal, advising that the Association does not support the funding hierarchy recommended by IPART's review of Local Government Costs

Inward

- (a) Hon Shelley Hancock MP, Minister for Local Government, regarding a Waste Levy Taskforce
- (b) Bruce Miller, Chair of Board, Local Government Super, regarding the Defined Benefits Scheme
- (c) Hon Gladys Berejiklian MP, Premier, regarding the Emergency Services Levy
- (d) Andrew Lewis, Executive Director, Energy Strategy, Planning, Industry and Environment regarding prioritization of electricity grid connections at substations
- (e) Hon Shelley Hancock MP, Minister for Local Government, regarding acceptance of gifts and benefits under the Model Code of Conduct
- (f) Hon Minister Barilaro MP, Deputy Premier, Minister for Regional NSW, Minister for Industry and Trade regarding royalties for regions
- (g) Essential Energy regarding workforce reshaping
- (h) Melanie Gibbons, MP, Parliamentary Secretary for Families, Disability, and Emergency Services, regarding the Emergency Services Levy for 2019-20
- (i) Essential Energy regarding proposed workforce reductions

NOTED

6. FINANCIAL REPORT

Page 5

RESOLVED That the financial reports for the last quarter were tabled and accepted (Bathurst Regional Council / Parkes Shire Council)

7. Mr Matt Fuller, Acting Deputy Secretary, Regional and Outer Metropolitan, Transport for NSW and Peter Ryan, Senior Manager, Major property Development and Corporate Real Estate, Corporate Services, Transport for NSW

There is a 10 year blueprint and long term vision "Future Transport 2056". The vision comprises Core Values, Strategic Priorities, Those We Create Value For, and Primary Outcomes. Strategic priorities include Working in Partnership, Data Driven Decision Making, Technology and Innovation, Financial Sustainability, Place Based Integrated Service Design, Enabling the Mobility Ecosystem and Evolution at Work. They are looking at connecting regions in different ways. The Transport Department has been reorganized with a regional focus with divisions of Customer Strategy and Technology, Greater Sydney and Regional and Outer Metropolitan under the Secretary Transport for NSW. Regional and Outer metropolitan Division has 4,100 employees and a budget of \$10.9 billion. Regional NSW is a test bed for NSW for new and innovative transport options including new intercity and regional rail fleets and working towards zero with road safety.

8. Mr Gary White, Chief Planner, Planning, Industry and Environment

Planning for the future must start with an understanding of the context for which we are planning. We are consuming more than twice what we can sustain. Government policy will play an important role in developing new ways. As populations grow wealthier demand will rise for services and experiences. To maximise the opportunities to take Australia forward towards 2060 the CSIRO have identified Industry, Urban, Energy, Land and Culture. The NSW Government is committed to improving the planning systems through reforms to the EPA Act and a comprehensive regional planning framework. The planning system in NSW is becoming more strategic focused and outcomes orientated. Strategic planning is future orientated and presents a narrative or set of circumstances for the future. Rules for developing ought to be rational, they ought to be simple, they should be prohibitive and prescriptive and they should be stable. The rules should be calibrated at the most appropriate assessment level from strategic planning, planning delivery platforms, infrastructure delivery and projects and DA's. An overarching local strategic plan will include Land Use Vision, a Succinct Planning Context, Planning Priorities, and a Monitoring and Reporting Program. A competent planning system relies on political will, competent professionals, good data and monitoring, appropriate capacity and resources, shared responsibilities across government and evidence based policy and good legislative framework

9. IPART Review of Reporting and Compliance

Deferred to next meeting

10. Additional Land for National Parks

Cr Sajowitz, Oberon Council brought to members attention the letter all councils would have received from Minister Matt Kean dated 2 October, regarding increasing the size of the National Park system by 200,000 hectares, and seeking councils advice on land acquisition proposals, and suggesting that all concerned councils should respond to the letter

11. Crown Land Review

RESOLVED That the Country Mayors Association write to the Minister for Lands requesting information on the progress of the Crown Lands Review and the next steps to be taken and requesting that Councils that are impacted by the review be notified immediately and the Minister be invited to the next meeting of Country Mayors to be held in March 2020 (Orange City Council/Hilltops Council)

12. Murray Darling Basin Plan

The Country Mayors association to organize a meeting on the afternoon of 6 March 2020 following the Country Mayors meeting with invitations being extended to Minister for Water, Water NSW, and Commonwealth Water Environmental Holder and others

13. Disaster Hardship Provisions

RESOLVED That Country Mayors write to the Minister for Environment, the Honourable Matt Kean, and the CEO of Essential Energy, asking them to review the hardship provisions in terms of bushfire and other disaster affected properties, to ensure continuity of service to rural communities and easing the related infrastructure-replacement financial burden on residents affected by disaster. and a copy of the letter be forwarded to members and the Insurance Council (Kyogle Council/Tenterfield Shire Council

14. FAG Grants Guest Speaker

Chair of NSW Grants Commission, and Tim Hurst Office of Local Government be invited to a future meeting to discuss Minister Coultons remarks regarding FAG grants

There being no further business the meeting closed at 12.50pm.

Cr Katrina Humphries
Chair – Country Mayor's Association of NSW

PRESENT: Clr B McCormack (Chairperson), Mrs J Marsh (RMS), and Mr S Ferguson (NSW Police)

NON VOTING: Mr C Xiong (Road Safety, Traffic and Assets Officer), Dr A Al-Saoudi (Manager of Assets and Design), Mr M Shah (Director of Infrastructure) Mr J Levien (Coordinator Assets and Risks), Clr R Cummins, Clr J Searl and Ms S Knight (Minutes Secretary)

THE CHAIRPERSON DECLARED THE MEETING OPEN AT 10:05am

Mr S Ferguson (NSW Police) arrived at 10:07am

SECTION 1: APOLOGIES & LEAVE OF ABSENCE

There were no apologies.

SECTION 2: DECLARATIONS OF INTEREST

Nil

SECTION 3: CONFIRMATION OF MINUTES

ITEM 4.1 **RESOLVED** by Clr McCormack and Clr Searl

That the minutes of the Traffic Committee Meeting held on 1 August 2019 be adopted.

- CARRIED

MATTERS ARISING FROM THE MINUTES

1. Mr A Lissenden would like it noted that Council was advised prior to the meeting that an RMS representative would not be able to attend the scheduled meeting and it was agreed prior to the meeting that RMS could provide its comments for this meeting electronically
2. RMS provided its comments/feedback for each item listed on the agenda for the August Local Traffic Committee electronically via email on 31 July 2017.

The committee decided to bring a special item forward about the regulatory signage on Inglewood Bridge, Grabben Gullen Road

RESOLVED by Mrs Marsh and Mr Ferguson

1. Council implement option 2 – Install Narrow bridge signs, either figure 4.10 and including item 1.

- CARRIED

Mr J Levien left the meeting at 10:30am

SECTION 4: REPORTS

ITEM 4.1 JERRAWA ROAD & COOLALIE ROAD INTERSECTION CHANGES

RESOLVED by Cllr McCormack and Mr Ferguson

1. Council to implement Option 1 for this intersection by installing signs and pavement markings for the three approaches as provided in Diagram 2;
2. Council include Option 2 for consideration in the 10 years works program as provided in Diagram 3;

- CARRIED

ITEM 4.2 OLD SCHOOLYARD DRIVEWAY ON COOLALIE ROAD, JERRAWA

RESOLVED by Cllr McCormack and Mr Ferguson

1. The committee recommends to Council to install concealed driveway signs at Old Schoolyard Driveway, Jerrawa NSW 2582.

- CARRIED

ITEM 4.3 LOADING AND PARKING AREAS FOR COLLECTOR PRIMARY SCHOOL ON LORN STREET, COLLECTOR, NSW 2581

RESOLVED by Mrs Marsh and Mr Ferguson

1. The Committee recommends to Council the establishment of a pickup/drop off zone (on the school side) including associated signs during school hours in accordance with the relevant standards required
2. Council consider the construction of a parking area on the opposite side of Lorn Street as a part of the future works program.

- CARRIED

ITEM 4.4 INTERSECTION OF HUME STREET (YASS STREET) WITH YASS STREET, GUNNING

RESOLVED by Clr McCormack and Mrs Marsh

1. Committee recommends subject to consultation with affected residents of Yass Street, to Council to implement the modification of the west leg of Yass Street to be a One-Way traffic from the eastern approach.
2. A No Through Road sign is installed in Yass Street at the Bond Street intersection

- CARRIED

ITEM 4.5 TRAFFIC REPORT AT THE INTERSECTION OF WOODHOUSELEE ROAD, PEELWOOD ROAD AND LAGGAN ROAD, LAGGAN

RESOLVED by Clr McCormack and Mr Ferguson

1. Council remove the Stop sign on Woodhouselee approach.
2. Council re-paint pavement markings at this intersection
3. Install No Stopping signs to the nearest residence at the intersection

- CARRIED

ITEM 4.6 TRAFFIC REPORT ON DALTON ROAD AT RAILWAY, BRIDGE, GUNNING

RESOLVED by Mr Ferguson and Clr McCormack

The Committee recommends to Council to install a Stop sign pending further review on the location of the sign.

- CARRIED

ITEM 4.7 REPORT ON POTENTIAL TRUCK UN-COUPLING SITES IN CROOKWELL, NSW

RESOLVED by Mrs Marsh and Mr Ferguson

1. Council investigate McDonald Street as the option for B-Double un-coupling in Crookwell subject to a suitable turn around to be provided after consultation with Industry
2. Roads and Maritime Services provide feedback on heavy vehicle rest areas along MR54 between Crookwell and Bathurst

- CARRIED

ITEM 4.8 SAFETY CONCERNS AT THE INTERSECTION OF CARRABUNGLA ROAD AND MT RAE ROAD, ROSLYN, NSW 2580

RESOLVED by Cllr McCormack and Mr Ferguson

1. Council consider Carrabungla Road for its future re-sheeting program, along with the intersection re-alignment.
2. Council install the signs noted in this report as a temporary measure to alert drivers of this intersection (Refer to diagrams 4, 5, 6 and 7).
3. Council cut/mow the overgrown vegetation as marked in photos 4 and 7.

- CARRIED

ITEM 4.9 ST. MARY'S PRIMARY SCHOOL, CROOKWELL - PROPOSAL OF PEDESTRIAN CROSSING IN WADE STREET.

RESOLVED by Mr Ferguson and Mrs Marsh

1. Committee to defer this matter to consult with Roads and Maritime, St Mary's Church, St Mary's School with a report to be provided to the next Traffic Committee Meeting.

- CARRIED

SECTION 5: ITEMS FOR DISCUSSION

**ITEM 5.1 PREVIOUS ITEM ACTION LIST
PROPOSED CONCLUSION:**

That the Local Traffic Committee members note the progression of the previous action items and the due dates.

THE MEETING CLOSED AT 12:53pm

Minutes confirmed 6 FEBRUARY 2020

.....
Chairperson

PRESENT: Cllr P Culhane (Chairperson), Mr M Shah (Director of Infrastructure), Mrs S Hassett (Co-ordinator Waste and Recreation) and Mrs J Simpson (Community Representative)

THE CHAIRPERSON DECLARED THE MEETING OPEN AT 9:00AM

SECTION 1: APOLOGIES & LEAVE OF ABSENCE

Apologies were received from John Oke and Cllr Pam Kensit.

RESOLVED by Cllr P Culhane and Mr M Shah that the apology be received and a leave of absence granted.

- CARRIED

SECTION 2: DECLARATIONS OF INTEREST

NIL

SECTION 3: CONFIRMATION OF MINUTES

ITEM 4.1 **RESOLVED** by Cllr Culhane and Mr Shah

That the minutes of the Pool Review Committee Meeting held on 20 June 2019 be adopted.

- CARRIED

SECTION 4: REPORTS

Nil

SECTION 5: ITEMS FOR DISCUSSION

Crookwell Facility Upgrade

The meeting formally tabled the report from Denis Pontin of RMP & Associates that had previously been circulated which was then discussed. It was also noted that the committee had now settled on a targeted upgrade model to be that we are confident achieves the following goals

- renewing the aging and rapidly deteriorating aspects of the existing infrastructure which investigations and modelling showed was sustainable and not becoming an increasing financial burden on council
- structuring the design in such a way as to minimise staffing and running costs

- providing an indoor heated facility and extending the season of the outdoor pools

Recommended Actions

RESOLVED by Cllr Culhane and Mrs Simpson

That the following key recommendations regarding the Existing Crookwell Pool and proposed new facilities. In consultation with Ken Watson, a consultant be appointed to

- a) prepare the logistics and costing of the outdoor pool being reduced from 33m to 25m at the expansion joints and that the “deep end” be infilled to a depth whereby the small board can legally and safely operate potentially with a concrete liner and incorporating a solar warming system.
- b) prepare plans and costing for a 15m by 6m indoor heated pool with the preferred location being between the entrance and rear lane with a glass wall facing the outdoor pool and per the detailed specifications discussed regarding key aspects such as heating, filtration and ancillary rooms.
- c) plans to include the enclosure and upgrade of the existing change rooms and demolition and refunctioning of unusable sections (ie old change rooms)

- CARRIED

RESOLVED by Cllr Culhane and Mrs Simpson

the committee request an additional budget of \$30k to fully cost the new facility with full architectural plans which will then allow a capital expenditure and operational model to be put to the council for approval with the intention of grant funding being sought for the new works

- CARRIED

It was further noted the committee does not recommend including a hydrotherapy pool as a public facility at this time which we feel would be better suited at a health facility. We note however there is adequate room to accommodate such a facility in the future should it become viable.

THE MEETING CLOSED AT 9:30AM

Minutes confirmed

.....
Chairperson

Upper Lachlan Shire Council

MINUTES OF THE UPPER LACHLAN TOURIST ASSOCIATION MEETING HELD ON TUESDAY, 4TH OCTOBER 2019, AT CROOKWELL VISITOR INFORMATION CENTRE.

Meeting commenced at 2.00 pm

Present: Clr John Searl, Judith Basile, Margaret McPherson, Wentworth Hill, Lucy Lindner, Andrew Warren

1. WELCOME – Clr Searl declared the meeting open.

2. APOLOGIES

Apologies were received from Clr R.Opie, A.Croke, Jan Pont, Cristy O’Sullivan and Leslie Bush

Moved: J. Basile, M. McPherson

3. DECLARATIONS OF INTEREST

Nil

4. MINUTES OF PREVIOUS MEETING

Committee confirmed minutes as accurate without correction.

Moved: W. Hill, L.Lindner

5. BUSINESS ARISING

Nil

6. CORRESPONDENCE

Correspondence Items (a) and (b)

Moved: M. McPherson, W. Hill

- a. DSNSW – Newsletter
- b. ULSC – Sec 355 Committee

Late Correspondence (c)

- c. DSNSW – Tablelands Destination Development

The ULTA offers in principle support to the Tablelands Destination Development Proposal noting that details are yet to be finalized to ensure it meets the needs of ULSC.

Moved: J.Basile, L.Lindner

7. FINANCE REPORT

Not available to table

8. TOURISM ACTIVITY REPORT

The Upper Lachlan Tourist Association receives the report and notes the information.

Moved: J.Basile, M. McPherson

9. STATISTICS

The Upper Lachlan Tourist Association receives the report and notes the information.

Moved: L.Lindner, J.Basile

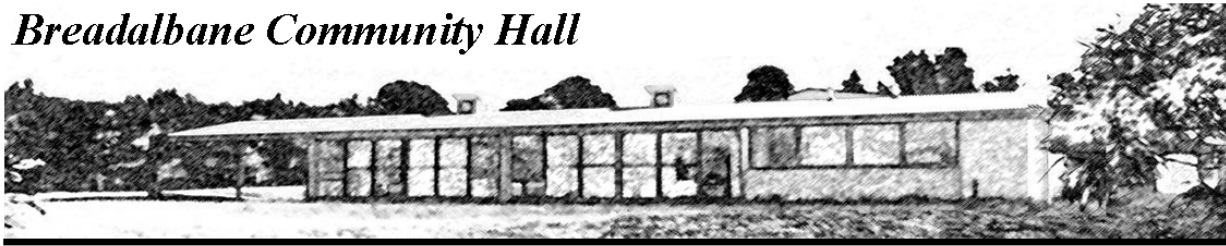
10. GENERAL BUSINESS

Clr J.Searl – discussed the decision by Fireworks Australia to cancel the 2020 event.

Meeting closed 2.56pm

Next meeting will be on Tuesday 3rd December 2019 at 2pm at Crookwell Visitor Information Centre.

Breadalbane Community Hall



Chisholm Park, Collector Road, Breadalbane NSW 2581

Breadalbane Hall General Meeting

Sunday 25th August 2019, commencing at 4.00pm

MINUTES

1. Present: John Searl, Sally McLean, Sylvie Hayles, Vanessa Edwards, Chrissie McLean, Annie & Stephen Friend, Toni Morrison, Gayle White

Apologies: Jen Bell, Rod Edwards, Marion Schumacher, Ingrid Schumacher, Sue Morrison

2. Minutes from 23rd June 2019 General Meeting were read and accepted.

3. Treasurer's Report: Chrissie reported that Everyday Account is \$2203.91, Rewards Saver is \$50.22, Investment Account is \$19529.08 – 2.4% matures 7/10/19

The Women's Health Luncheon held in 2018 raised \$1138.10. Chrissie to follow up for any obligations regarding these funds.

Chrissie has done an excellent job of creating spreadsheets and along with the receipts is ready to lodge the Financial Report with Council.

4. Correspondence: Inward

- Email from Clair McKay at Crookwell Gazette regarding funding for war memorials
- Tina – Planner ULSC replied noting relevant building codes that need to be adhered to if the acoustics are going ahead
- Quotes for the war memorial wall plaques
- ULSC funding available for Community Welcome Day

5. General Business

- Toilet Cisterns have been repaired by Galea Bros Plumbing. They have been asked to provide a quote for taking the storm water from the pergola roof

2019 Chair: Sally McLean p: 0408993966

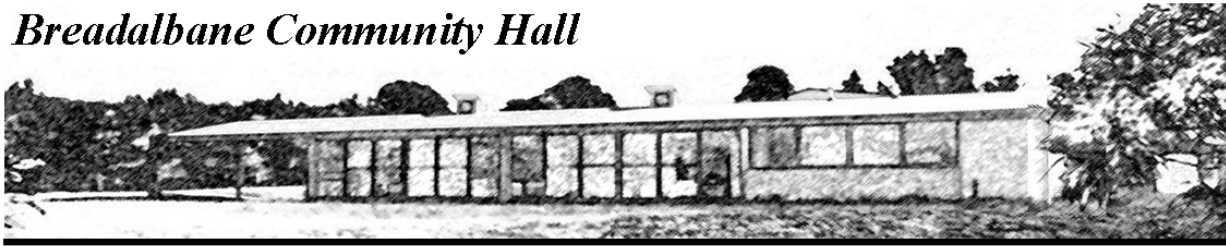
2019 Treasurer: Christine McLean p: 02 4845 1323

2019 Hall Manager: Vanessa Edwards p: 02 4844 2285

2019 Deputy Chair: Marion Schumacher p: 0404690385

2019 Secretary: Gayle White p: 0425356481

Breadalbane Community Hall



Chisholm Park, Collector Road, Breadalbane NSW 2581

General Business Continued

- Pest Control for our ant problem has been completed by Revolution Pest Control, Reg used a chemical that the ants carry back to their nest. Pipes under the sinks are also sealed now - \$225
- Pergola is progressing steadily
- Acoustics – Steve Friend kindly brought in samples of Acoufelt which can be used for the walls and ceiling. John suggested that experts would have a preferred method for attaching the wall panels to ensure that it is efficient, and this would ensure that it is under warranty for the installation work. Stevo will follow this up and also check the fire rating. Acciona will provide the funding. A very big Thank You to Stevo for organising this for us.

The meeting decided on PEARL 12mm FOR WALLS & AP30 30mm FOR CEILING.

- Gas Bottle – rental charges - Gayle to check on Goulburn Gas Co as they apparently have no rental charge on bottles.
- Dinner For 12 Prize at Bush Bash Auction in February, being held 31st August
Vanessa cooking the pork in the hall Friday afternoon and will repair the couches while there and bringing the new tablecloths which are a good quality damask. Sylvie will be at the hall Saturday afternoon to help with setting up tables.
Sally, Vanessa and Gayle will be there to prepare the food and serve the meals at 7pm for a 7.45pm start. Sylvie, Sally & Gayle will clean the hall Sunday 10am
- Memorial Wall Plaques Quotes – Morris's
To complete two new plaques with all the names on 800 by 600mm for Boer War & WW1 and on 1100 by 600mm for WWII and Vietnam \$4,300
To have one plaque with the additional names for WW1 & Vietnam \$2,200

2019 Chair: Sally McLean p: 0408993966

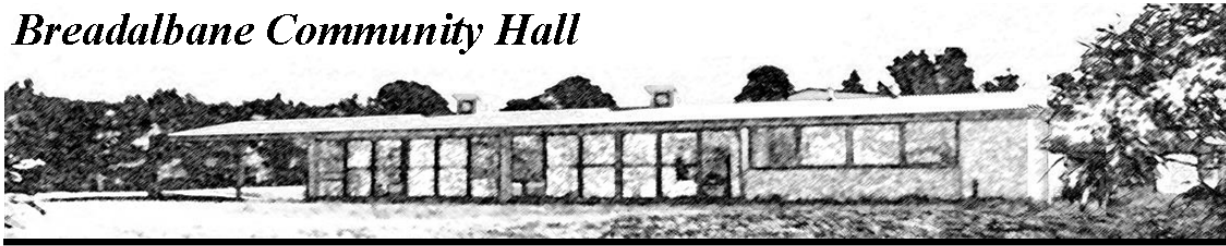
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Breadalbane Community Hall



Chisholm Park, Collector Road, Breadalbane NSW 2581

General Business Continued

State Government allocated \$175,000 to Goulburn for Community War Memorial Funds. Communities can apply for up to \$10,000. Decided that we will apply for \$4,300 to enable us to have two new plaques made. Closing date is 11th November, 2019
Sally to advise Linus Nesbit-Hawes that we are applying for grant for Anzac Day Ceremony 2020

FUND RAISING PLAN

Have an aim for each financial year

PRIMARY FUND RAISING

Bush Bash – Feb / March through to April 10th which is Easter

Bush Band - Flaming Galahs - \$700 Chrissie to book them

WHAT WE ARE RAISING THE MONEY FOR

Blinds for patio

Increase quantity of cutlery, crockery and chairs

Dishwasher

Modifying front door to make it wheelchair accessible

Landscaping

Step wedges for glass sliding doors to minimise the step

UPCOMING COMMUNITY EVENTS

Community Welcome Day

Anzac Day Ceremony

2011 – 2021 BREADALBANE HALL'S 10TH ANNIVERSARY

2019 Chair: Sally McLean p: 0408993966

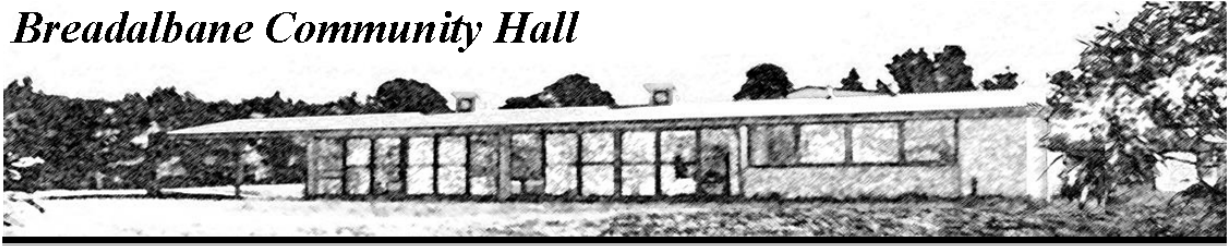
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Breadalbane Community Hall



Chisholm Park, Collector Road, Breadalbane NSW 2581

FUND RAISING PLAN continued

Increase Hall Hire rates \$100 Friends Of The Hall/ \$200 – as the upkeep costs for the hall are not covered by present hire rates.

Advertise Hall

Cleaning Cost \$50?

Meeting Closed 6.00pm

Next Meetings:

27th October, 2019 General Meeting

AGM Sunday 24th November, 2019

2019 Chair: Sally McLean p: 0408993966

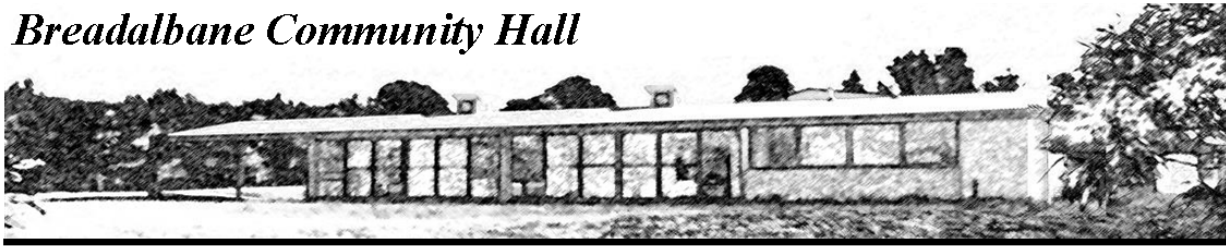
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2019 Secretary: Gayle White p: 0425356481

Breadalbane Community Hall



Chisholm Park, Collector Road, Breadalbane NSW 2581

Breadalbane Hall General Meeting

Sunday 27th October 2019, commenced at 4.00pm

MINUTES

1. Present: John Searl, Sally McLean, Chrissie McLean, Sue Morrison, Tony Morrison,
Gayle White

Apologies: Sylvie Hayles, Jen Bell, Rod Edwards, Marion Schumacher, Ingrid Schumacher,
Michelle & Mark Coggin, Libby Webster, Vanessa Edwards

2. Minutes from 25th August 2019 General Meeting were read and accepted.

3. Treasurer's Report: Chrissie reported that Everyday Account is \$1,187.84, Rewards Saver is \$50.22, Investment Account is \$19,752.90 less approximately \$12,000 needed for Pergola \$650 to be deposited.

Chrissie followed up unpresented cheque for The Jean Hailes Foundation with another two Emails and has still not received an answer regarding the unpresented cheque so will chase this up. A cheque for \$500 has been received from Upper Lachlan Shire Council for the Welcome Day funding but Chrissie is unable to present the cheque as ULSC has not returned our Financial Accounts submitted in July for the audit. Chrissie will contact the Council to remind them. Chrissie has been extremely busy and has also made a successful application to set up a direct debit for payment of our electricity account and is following up regarding any discounts which we may be able to obtain. Well done Chrissie!

4. Correspondence Inward;

- Galea Bros plumbing Invoice for toilet repairs
- ULSC - Notifying us that our wonderfully helpful Councillor John Searl is our council delegate for the next 12 months from 1/10/19 to 30/9/20
- Grant Seeker Workshop (ULSC) 1-hour Thursday 31st October 8.30 to 9.30

Outward;

- Application submitted for Community Welcome Day on 31st August 2019 and was Successful

2019 Chair: Sally McLean p: 0408993966

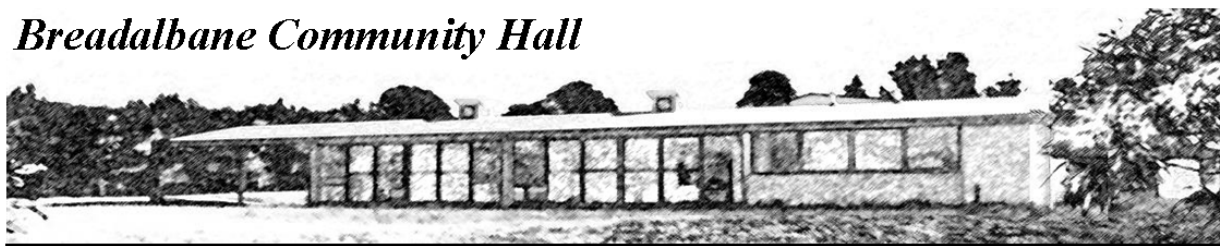
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Breadalbane Community Hall



Chisholm Park, Collector Road, Breadalbane NSW 2581

5. General Business

Community Welcome Day - Sally noted appreciation and thanks to Upper Lachlan Shire Council for the grant of \$500 to be put towards a community welcome day event. The meeting discussed using this funding to support an opening event for the pergola, for all community to be included.

Acoustics

- Regretfully Stephen Friend passed away this month and he will be greatly missed. Stevo has been passionate in his goal to improve the acoustics in our hall for several years and worked diligently to ensure that it would come to fruition. It was Stephen who sourced and funded an acoustic consultant to prepare a report on the Hall's acoustics. After he had completed a huge amount of research and correspondence, Steve gave a presentation to the meeting last month and brought along samples of panelling so that the meeting could make a final decision. Stephen has also had discussions with Acciona regarding the possibility of funding the acoustic overhaul and we will be applying for this grant at a later date. Stephen had emailed all the information regarding his research and the people he had contacted to Sally. The commitment, dedication and sheer perseverance he has shown and the hard work Steve has put into ensuring that our hall will have the best acoustics possible, will never be forgotten. Tony suggested that we have a plaque acknowledging Steve for the acoustics and everyone agreed whole heartedly.

Catered Dinner at Breadalbane Hall Auction Prize

- The evening went exceptionally well and seemed to be enjoyed by all the guests. The dinner was magnificent, and everything ran smoothly.

Bush Bash – Saturday 14th March, 2020

Chrissie has booked a band called Flaming Galahs for a discounted price of \$700, plus dinner and drinks for the band. The band are a professional 'dance calling' band.

We can fit 14 tables of 8 under cover around the outside of the hall, leaving plenty of dance floor room inside the Hall.

2019 Chair: Sally McLean p: 0408993966

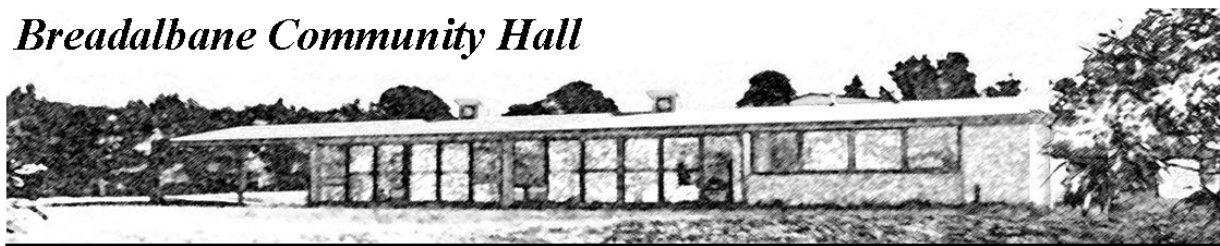
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Breadalbane Community Hall



Chisholm Park, Collector Road, Breadalbane NSW 2581

Decided that the only item on the agenda for our November AGM meeting will be organisation for the Bush Bash.

- Toni contacting Wendy Tuckerman, our local MP and inviting her to our Bush Bash.
- Supplies and furniture will need to be increased to cover the extra guest numbers now possible with the completion of the pergola.

Fund Raising Plan

The meeting considered projects that have been discussed previously to determine a priority order for guidance on future funding applications and fundraising events.

1. The meeting decided that the current Hall funds could finance the purchase of an essential quantity of cutlery, crockery, and furniture to cover the increased capacity provided by the completion of the pergola. Estimated costs discussed were:

40 chairs @ \$10	\$400
4 tables @ \$50	\$200
20 plates @ \$2	\$40
20 bowls @ \$2	\$40
20 knives @ \$2	\$40
20 forks @ \$2	\$40
20 spoons @ \$2	\$40

Ideally all the new items are to match the existing supplies in the Hall.

Accurate costs to be confirmed by: Chrissie checking Reject Shop, Sally checking OfficeWorks and Gayle checking Bunnings. Chrissie checking cutlery quantities, and will work out costing for increasing cutlery to 100 sets

Gayle approaching Bunnings regarding their Wish List that Bonnie discussed

2. Meeting placed Patio blinds and a Dishwasher as the 2nd priority and Bush Bash Fundraising purpose. Both items are to enhance the facilities of the Hall, improve the attraction of the Hall as a venue for hire, ease the burden on volunteers, and enhance the experience of the community at the Hall.

2019 Chair: Sally McLean p: 0408993966

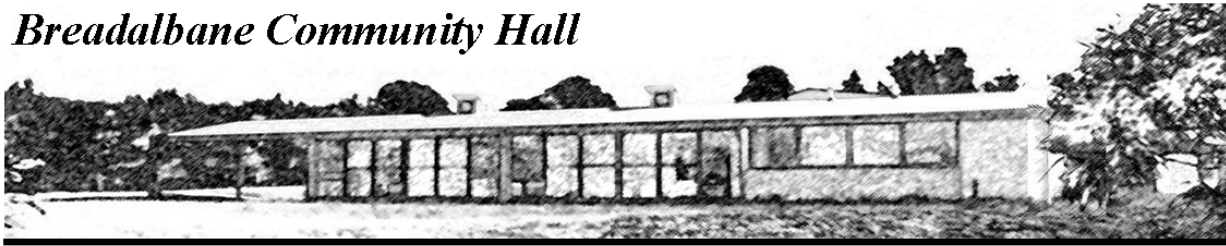
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Breadalbane Community Hall



Chisholm Park, Collector Road, Breadalbane NSW 2581

3. Further goals for fundraising are to change the front doors to double swing doors to both improve disabled access and improve traffic flow at functions; landscaping works to fill holes left by tree removals, mulch around the trees in tree guard on west fence, level lawn up the edge of the pergola slab; step wedges for glass sliding door openings to improve disabled access and remove trip hazard.

Patio Blinds

- Sally obtained a brochure showing the type of blinds that were recommended for the patio and discussed the material, design and operating mechanism for the Straight drop Geared Blinds. The material blinds block 90% of the sun's heat. 8 would be needed at \$1600 each – 3m wide

The blinds look excellent and further investigation is to be carried out.

War Memorial Plaques

- Unfortunately, war memorial funding is not available for our plaques with NSW Veteran's Affairs.
- Tony and Sally to investigate further opportunities to obtain funding to complete the wall plaques. This could include a call out to the community for donations, particularly on Anzac Day. Budget required for the Memorial Wall Plaques - \$4,500

Hall bookings

The hall is booked for the wedding of Tytti and Ilari's daughter – 25th January 2020 ie over the January long weekend

To ensure that the hall looks its best for the special event, a working bee will be held.

***** WORKING BEE TO TIDY AROUND THE HALL AND IMPROVE APPEARANCE *****

DATE: 19TH JANUARY 2020

12.30 - BYO LUNCH & GET TOGETHER

1.30 - WORKING BEE

3.30 - RECOVERY & A CUPPA

4.00 - HALL MEETING

2019 Chair: Sally McLean p: 0408993966

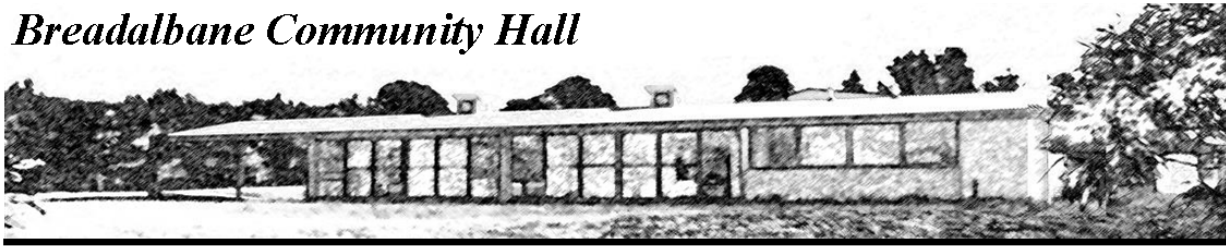
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2019 Secretary: Gayle White p: 0425356481

Breadalbane Community Hall



Chisholm Park, Collector Road, Breadalbane NSW 2581

- John will approach council for assistance with the supply of mulch, soft fall for the playground, and topsoil
- LONG TERM PLAN for grounds maintenance works to be scheduled during winter to cut out dead trees and branches, cut lower branches to improve mower access and improve safety, Chrissie to enquire about hire costs for a heavy-duty mulcher.

MOWER SERVICING

Meeting approved \$200 for the mower to be serviced to ensure warranty requirements. Gayle contacting Andrew White regarding warranty requirements, possibility of discount and booking a date. Steve White offered to take the mower in for service again.

PERGOLA

Builder has ordered the box guttering which will be able to cope with heavy rain from both sides of the roof across behind where the cupboard will be and into the water tank.

Galea Bros. Plumbing have quoted \$635 excluding GST for plumbing the roof. The metal roof will be completed then the fixed steel louvers which go between the two rooves, then finally the storage cupboard which the builder will design according to our requirements.

ULSC DEADLINE – 31st December 2019 – Builder assured sally it would be completed before this date

CHRISTMAS PARTY

SUNDAY 15TH DECEMBER 2019

CAROLS IN THE CHURCH – 6PM

DINNER 7PM

Church group will put on carols in the church

Parents provide a present under \$10 for each child

Santa gives out presents, Sue making Santa's Present Sack

Gayle to contact Treisha regarding her daughter doing Face Painting for Christmas Party

Gayle to notify Ros to have our dates placed in Save The Date section of gazette

2019 Chair: Sally McLean p: 0408993966

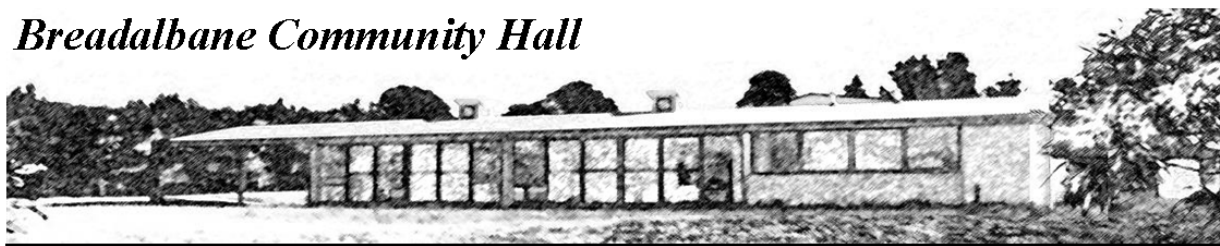
2019 Treasurer: Christine McLean p: 02 4845 1323

2019 Hall Manager: Vanessa Edwards p: 02 4844 2285

2019 Deputy Chair: Marion Schumacher p: 0404690385

2019 Secretary: Gayle White p: 0425356481

Breadalbane Community Hall



Chisholm Park, Collector Road, Breadalbane NSW 2581

ANZAC DAY 2020

Sylvie is preparing a submission to NSW Veterans Affairs funding for Anzac Day. Quotes for flags and an order of service - \$500

Hall to cover \$300 for breakfast catering

Chrissie suggested a serviceman who went to Afghanistan as our speaker – will check

MC - invite James Bell to once again be MC

Meeting Closed 6.47pm

Next Meeting 24th November, 2019 AGM

2019 Chair: Sally McLean p: 0408993966

2019 Treasurer: Christine McLean p: 02 4845 1323

2019 Hall Manager: Vanessa Edwards p: 02 4844 2285

2019 Deputy Chair: Marion Schumacher p: 0404690385

2019 Secretary: Gayle White p: 0425356481

17 NOTICES OF MOTION

The following items are submitted for consideration -

17.1	Notice of Rescission Motion - 237/19	616
17.2	Notice of Rescission Motion - 286/19	618

Notices of Motion - 21 November 2019

ITEM 17.1

Notice of Rescission Motion - 237/19

I, Councillor Pam Kensit hereby give notice that at the next Ordinary Meeting of Council on Thursday, 21st November 2019, I will move the following motion:-

“We, Clr Kensit, Clr Opie and Clr Cummins move that Council Resolution 237/19:

1. Council name the new footbridge in the Pat Cullen Reserve as the Dame Mary Gilmore Footbridge

Is rescinded”

If Resolution 237/19 – naming of the Pat Cullen Reserve Footbridge is rescinded, then it is proposed that:

Council reconsiders the report titled Public Submissions for naming the footbridge on Pat Cullen Reserve – Kiamma Creek Crookwell (File Ref 119/475) and make a determination on the submissions.



Clr Pamela Kensit



Clr Ron Cummins



Clr Ric Opie

BACKGROUND

At the Council meeting held on 20th June 2019 Council resolved (Resolution 144/19) to place on public exhibition and advertise the proposal to name the footbridge in Pat Cullen Reserve, the Dame Mary Gilmore Bridge (DMGB).

Notices of Motion

NOTICE OF RESCISSION MOTION - 237/19 cont'd

Following the closure of the Public Exhibition Council received 28 Submissions, eight submissions (29%) supported the name of DMGB; twenty submissions (71%) did not support the bridge to be named DMGB.

The public exhibition was purely asking the question did the public support or not support the naming of the bridge as the DMGB.

If people who did not support the naming of the bridge as the DMGB suggest alternative names that was totally inconsequential to the survey.

The majority view by a substantial percentage was not to accept the name of DMGB.

Council should recognise this majority view and put all proposals back on the table for further discussion.

ACTING GENERAL MANAGER'S COMMENT

Nil

ATTACHMENTS

Nil

Notices of Motion - 21 November 2019

ITEM 17.2

Notice of Rescission Motion - 286/19

I, Councillor Ron Cummins hereby give notice that at the next Ordinary Meeting of Council on Thursday 21st November 2019 I will move the following motion:-

“We, Clr Cummins, Clr Opie and Clr Kensit move that Council Resolution 286/19:

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.

Is rescinded”

If Resolution 286/19 – Infrastructure Assets Naming Policy is rescinded then it is proposed that:

“Council revise the draft Infrastructure Assets Naming Policy and when amended place the Policy on public exhibition for 28 days.”



Clr Ron Cummins



Clr Ric Opie



Clr Pam Kensit

Notices of Motion

NOTICE OF RESCISSION MOTION - 286/19 cont'd

BACKGROUND

At the October Council Meeting Cllr Searl moved a motion that the draft Infrastructure Assets Naming Policy not be placed on public exhibition as it was his opinion that the Geographical Names Board of NSW Policy Place Naming (GNB) superseded and repeated Councils draft policy and as such it was not necessary for Councils draft policy to be put on public exhibition and should be withdrawn.

However, the GNB clearly does not meet the outcomes that Council's draft policy is trying to meet and the GNB cannot be amended to meet Councils requirements.

Under the GNB Policy Infrastructure, it clearly states that the GNB does not have specific statutory responsibility for formally naming infrastructure, schools, private estate names, building names, bridges, nor the naming of facilities in reserves.

Councils draft policy if revised can cover this shortfall.

Council revised draft policy will give clarity to how this infrastructure can be named and will be of greater assistance to the public than the GNB.

The GNB will still remain as a related policy.

ACTING GENERAL MANAGER'S COMMENT

Nil

ATTACHMENTS

Nil

18 QUESTIONS WITH NOTICE

The following items are submitted for consideration -

18.1	Old Bank Building in Crookwell	622
18.2	Economic Development Task Force Resolutions	623
18.3	Fire Safety Statements	624
18.4	Crookwell Memorial Oval sporting complex	625

Questions With Notice - 21 November 2019

ITEM 18.1 **Old Bank Building in Crookwell**
AUTHOR **Councillor Richard Opie**

Can you please provide the details of what works are required to return the Old Bank Building back into a B&B accommodation?

Also detail the costs of these required works.

- Provide a broad outline to when works may start on the conversion of this building to the proposed new council chambers? What other requirements have to be met to enable the conversion and upgrading?
- This building has over many years provided very important and necessary accommodation for our town. The B&B occupants have always been very strong supporters financially to Crookwell and typically include social groups and wedding parties that spend a lot of money in Crookwell.

ACTING GENERAL MANAGER'S COMMENTS

The former Bank Building is unable to revert back to a B&B accommodation as this existing use as a B&B has expired, as the building has been used as a residence for over a 12 month period.

A change of use of the building from a residence to a Class 1(b) or 3 would require the submission of a full Development Application with information outlined in Schedule 1 of the *Environmental Planning and Assessment Regulations* and supported by the following (but not limited to):-

- Fire Safety Upgrade Report
- Premises Standard Report
- Section J Report
- Parking Arrangements (Disability Parking)

Until such reports have been obtained, a costing of the implications of a proposed change of use is unable to be determined by Council staff.

A date for the works in conversion of the former Bank Building to the proposed new Council Chambers is unknown as this point in time. Final alterations to a supporting Development Application document are currently being undertaken.

Once a formal development application is submitted, the assessment and reporting will need to be completed by an independent person/body through the Joint Regional Planning Panel. Once determination of the development application is received, Council should then be in a position to apply for relevant funding for the project as well as preparing tendering documents for the construction and fit out of buildings.

ATTACHMENTS

Nil

Questions With Notice - 21 November 2019

ITEM 18.2

Economic Development Task Force Resolutions

AUTHOR

Councillor Richard Opie

Can you ensure that the Resolutions from the Economic Development Task Force relating to the council meetings held in June and August 2019 (recorded in the minutes) be noted in the Action summary - Council decisions?

ACTING GENERAL MANAGER'S COMMENTS

Resolution No 149/19 and Resolution No. 262/19 are included in the Action Summary – Council Decisions report in the 21 November 2019 Ordinary Council Meeting business paper.

ATTACHMENTS

Nil

Questions With Notice - 21 November 2019

ITEM 18.3 **Fire Safety Statements**
AUTHOR **Councillor Richard Opie**

Has the Director of Planning completed the investigation into the number of buildings in the Upper Lachlan Shire that require fire safety statements?

ACTING GENERAL MANAGER'S COMMENTS

The Director of Environment and Planning (DEP) has not completed an investigation into the number of buildings in the Upper Lachlan Shire that require fire safety statements. As previously stated by DEP in reports dated 19 July 2018 and 15 August 2019, compliance is relevant to the resources provided by Council to audit privately owned/operated buildings of their individual business responsibilities.

The DEP has been generating monthly reports on the expiry of fire safety statements submitted by self-regulated business owners that are complying with their requirements under the Clause 175, of the Environmental Planning and Assessment Regulation 2000.

ATTACHMENTS

Nil

Questions With Notice - 21 November 2019

ITEM 18.4 **Crookwell Memorial Oval sporting complex**
AUTHOR **Councillor Richard Opie**

Can you provide details on when all of the facilities within the Memorial Oval sporting complex will be available to the public and how will it operate to allow public access and use to all amenities?

ACTING GENERAL MANAGER'S COMMENTS

To comply with the Local Government Act 1993, a report has been tabled in the 21 November 2019 Ordinary Council Meeting business paper requesting endorsement of a Draft Plan of Management – Crookwell Memorial Oval Complex to be placed on public exhibition for a minimum period of 28 days.

The Draft Plan of Management – Crookwell Memorial Oval Complex outlines the proposed management and use of the complex.

ATTACHMENTS

Nil

General Manager's Statement

Confidentiality

Councillors and staff are reminded of their obligations in respect to the need for confidentiality and not disclose or otherwise misuse the information which is about to be discussed, failure to do so could result in a reference to the Pecuniary Interest and Disciplinary Tribunal and/or result in a prosecution in accordance with Sec. 664 of the Act for which the maximum penalty is \$5,500.

CONFIDENTIAL SESSION

Section 10A(2) of the Local Government Act, 1993 provides that Council may, by resolution, close to the public so much of its meeting as comprises the receipt or discussion of matters as listed in that section, or for any matter that arises during the course of business during the meeting that should be treated as confidential in accordance with Section 10(2) of the Act.

Council's Agenda for this meeting contains reports that meet the criteria specified in Section 10A(2) of the Act. To consider these reports in confidential session, Council can adopt the following recommendation:

RECOMMENDATION

That, in accordance with Section 10A(2) of the Local Government Act, 1993, the Public and the Press be excluded from the meeting to enable Council to determine Item 19.1 in confidential session for the reasons indicated:

Item 19.1 Hardship Rebate for Undetected Water Use Leak

This report is considered to be confidential in accordance with Section 10A(2b) of the Local Government Act, 1993, as it relates to discussion in relation to the personal hardship of a resident or ratepayer.

19 CONFIDENTIAL SESSION

The following item is submitted for consideration -

19.1 Hardship Rebate for Undetected Water Use Leak