

UPPER LACHLAN SHIRE COUNCIL
MINUTES OF THE
ORDINARY MEETING OF COUNCIL
HELD IN THE COUNCIL CHAMBERS
ON 15 OCTOBER 2020

PRESENT: Mayor J Stafford (Chairperson), Cr P Culhane, Cr J Searl, Cr J Wheelwright, Cr B McCormack, Ms C Worthy (General Manager), Mr A Croke (Director Finance and Administration), Mrs T Dodson (Director of Environment & Planning), Mr G Lacey (Director of Infrastructure) and Miss K Dewar (Executive Assistant) and Mr C Gordon (Media Officer)

VIDEO LINK: Cr D O'Brien

THE MAYOR DECLARED THE MEETING OPEN AT 09:01am

SECTION 1: NOTICE OF WEBCASTING/AUDIO RECORDING OF MEETING

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

SECTION 2: APOLOGIES & LEAVE OF ABSENCE

An Apology was received from Cr Kensit.

182/20 **RESOLVED** by Cr Searl and Cr McCormack that the apologies be received and a leave of absence granted.

- CARRIED

Councillors who voted for:- Mayor J Stafford, Cr P Culhane, Cr J Searl, Cr J Wheelwright, Cr B McCormack, Cr O'Brien

Councillors who voted against:- Nil

SECTION 3: CITIZENSHIP CEREMONY

Nil

SECTION 4: DECLARATIONS OF INTEREST

Nil

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SECTION 5: CONFIRMATION OF MINUTES

183/20 **RESOLVED** by Cr Searl and Cr McCormack

That the minutes of the Ordinary Council Meeting held on 17 September 2020 be adopted.

- CARRIED

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

Councillors who voted against:- Nil

SECTION 6: MAYORAL MINUTES

ITEM 6.1 MAYORAL MINUTE

184/20 **RESOLVED** by Mayor Stafford and Cr Searl

That Council receive and note the activities attended by the Mayor for September 2020 and October 2020.

- CARRIED

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

Councillors who voted against:- Nil

A motion was moved by Mayor Stafford and Cr Searl that –

Council be provided a report on the future of the Taralga water supply storage dam detailing actions to date and options going forward.

On being put to the meeting the motion was carried.

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185/20

RESOLVED by Mayor Stafford and Cr Searl that: -

Council be provided a report on the future of the Taralga water supply storage dam detailing actions to date and options going forward.

- CARRIED

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

Councillors who voted against:- Nil

SECTION 7: PRESENTATIONS TO COUNCIL/PUBLIC

Nil

SECTION 8: CORRESPONDENCE

ITEM 8.1 CORRESPONDENCE ITEMS FOR THE MONTH OF OCTOBER

186/20

RESOLVED by Cr Searl and Cr McCormack

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

1. Crookwell Barbell Club – Letter of support naming Crookwell Memorial Oval complex – 7 September 2020.

A motion was moved by Cr McCormack and Cr O'Brien that –

Council receive a report outlining the policy and steps for naming facilities at the Crookwell Memorial Oval complex.

On being put to the meeting the motion was carried.

187/20

RESOLVED by Cr McCormack and Cr O'Brien that –

Council receive a report outlining the policy and steps for naming facilities at the Crookwell Memorial Oval complex.

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- CARRIED

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

Councillors who voted against:- Nil
2. Office of Local Government - Circular 20-37 COVID-19 Measures - 22 September 2020.

- CARRIED

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

Councillors who voted against:- Nil

SECTION 9: LATE CORRESPONDENCE

Nil

SECTION 10: INFORMATION ONLY

ITEM 10.1 DEVELOPMENT STATISTICS FOR THE MONTH OF SEPTEMBER 2020

188/20 RESOLVED by Cr Searl and Cr Wheelwright

1. Council receives and notes the report as information.

- CARRIED

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

Councillors who voted against:- Nil

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ITEMS 10.2-10.8 INFORMATION ONLY ITEMS

189/20

RESOLVED by Clr Searl and Clr McCormack

1. Council receive and notes items 10.2-10.8 as information

- CARRIED

Councillors who voted for:-

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

Councillors who voted against:- Nil

REPORTS FROM STAFF AND STANDING COMMITTEES

SECTION 11: ENVIRONMENT AND PLANNING

ITEM 11.1

SECTION 4.6 VARIATION CONCURRENCE - LOT 2 DP 731782 - 4 LORN STREET, COLLECTOR

190/20

RESOLVED by Cr Searl and Cr Culhane

1. Council vary the minimum lot size requirement of clause 6.10 of the Upper Lachlan Local Environmental Plan 2010, by 32.65% (minimum 2,000m² to 1,377m²) to permit the development of 4 Lorn Street, Collector (Lot 2 DP 731782) for a dwelling on, in accordance with documents and details retained in Development Application 77/2020; and
2. Council delegate to the Director of Environment and Planning, the final assessment and determination of the Development Application in line with section 4.15 of the Environmental Planning and Assessment Act, 1979.

- CARRIED

Councillors who voted for:-

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

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Councillors who voted against:- Nil

SECTION 12: INFRASTRUCTURE DEPARTMENT

Nil

SECTION 13: FINANCE AND ADMINISTRATION

ITEM 13.1 REFERRAL FOR AUDIT - 2019/2020 FINANCIAL STATEMENTS
191/20 RESOLVED by Cr Searl and Cr McCormack

1. Council resolves that the 2019/2020 Financial Statements be referred for independent audit by external auditors, Audit Office of NSW;
2. The Mayor, Deputy Mayor, General Manager and Director of Finance and Administration sign the Statement by Councillors and Management for the General Purpose and Special Purpose 2019/2020 Financial Statements;
3. Council adopt the 2019/2020 Financial Statements for Council, containing the General Purpose and Special Purpose Financial Statements; and
4. The General Manager be delegated the authority to authorise the Council 2019/2020 Financial Statements for issue immediately upon receipt of the Auditors Report and delegated the authority to finalise the date at which the Auditor's Report and Financial Statements are presented to the public.

- CARRIED

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

Councillors who voted against:- Nil

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ITEM 13.2 REVIEW OF SALARY SACRIFICE POLICY

192/20 RESOLVED by Cr Searl and Cr McCormack

RECOMMENDATION That -

1. Council adopts the reviewed Salary Sacrifice Policy.

- CARRIED

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

Councillors who voted against:- Nil

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POLICY:-	
Policy Title:	Salary Sacrifice Policy
File Reference:	F10/618-04
Date Policy was adopted by Council initially:	27 October 2005
Resolution Number:	301/05
Other Review Dates:	25 May 2006, 10 July 2008, 15 July 2010, 21 July 2011 and 17 April 2014, 16 March 2017
Resolution Number:	123/06, 207/08, 275/10, 263/11, 96/14, 61/17
Current Policy adopted by Council:	15 October 2020
Resolution Number:	XX/20
Next Policy Review Date:	2023

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

RESPONSIBILITY:-	
Policy developed by:	Director of Finance and Administration
Committee/s (if any) consulted in the development of this Policy:	Consultative Committee
Responsibility for implementation:	Director of Finance and Administration
Responsibility for review of Policy:	Director of Finance and Administration

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OBJECTIVE

The aim of this policy is to define salary sacrificing arrangements between Council and employees who are eligible to participate. By definition salary sacrificing can only be offered to employees who are receiving salaries and elected Councillors.

SALARY SACRIFICE DEFINED

Salary sacrifice is an arrangement between employer and employee, where the employee agrees to receive a part of **their pre-tax** salary as a benefit rather than salary. The effect of such an arrangement, as it conforms to tax rulings or determinations, is to allow a reduction in **their pre-tax** salary which is equivalent to the cost of the benefit. Generally this has the effect of providing the employee with tax-effective benefits and the salary packaged benefit is classified as an employer contribution for tax purposes.

All benefits provided for salary packaging are valued at Goods and Services Tax (GST) exclusive costs unless Fringe Benefits Tax (FBT) legislation defines them as Type I Benefits.

BENEFITS THAT MAY BE SALARY SACRIFICED

Under the Local Government (State) Award **2020** employees are able to enter into salary sacrifice agreements with their employers, **by agreement**, for the following benefits:-

- Motor vehicles supplied by their employer under leaseback arrangements;
- Child care facilities operated by Council on its premises;
- Additional superannuation.

Upper Lachlan Shire Council shall also allow the following to be salary sacrificed:-

- Housing / rental accommodation supplied to **designated senior staff** employees;
- Eligible employees may salary sacrifice payroll contributions to the Local Government Superannuation Retirement Scheme or any approved Superannuation Scheme nominated by an employee;
- **Novated Lease of a private motor vehicle to designated senior staff employees;**
- Council elected representatives may salary sacrifice the Councillor remuneration to any approved Superannuation Scheme nominated by the Councillor.

BENEFITS THAT SHALL NOT BE SALARY SACRIFICED

The benefits that shall not be salary sacrificed are as follows:-

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- Leaseback of a motor vehicle to a Council employee;
- Purchase of a laptop computer predominantly for private use of an employee;
- Purchase of an electronic digital notebook and/or mobile telephone devices predominantly for private use of an employee;
- Any other expense payment benefit (i.e. private housing loan repayments etc.) unless employee signed evidence can be supplied to satisfy the General Manager that the payments are exempt from FBT; and
- Any other benefit where Council will incur an FBT expense.

EMPLOYER CONSENT

Employer agreement to a salary sacrifice arrangement can not unreasonably be withheld. However, the employer will withhold consent in circumstances whereby:-

- * The arrangement will result in substantial additional costs to the employer.
- * The employee has not obtained independent and relevant written financial advice.
- * **The arrangement does not comply with taxation and other relevant laws.**
- * The employer does not supply motor vehicles under lease back arrangement.
- * The employer does not supply housing/rental accommodation under a lease arrangement.
- * The employer does not provide child care facilities on its own premises.
- * The General Manager has not given approval for the salary sacrifice arrangement.

SALARY SACRIFICE TO BE DOCUMENTED

The benefits to be salary sacrificed and the value of those benefits must be in writing and signed by employer and employee.

Details of the value of the benefit set out in writing, should include gross salary, the amount of salary sacrifice, the after salary sacrifice amount to be taxed, the marginal tax rate, the amount of FBT and after tax salary.

In the case of employee contributions to the Local Government Superannuation Retirement Scheme, the contribution percentage must also be shown. The financial details should be shown on an annualised basis as well as a pay period basis.

Annexed to this policy is the Salary Sacrifice Agreement which is to be used by Council and signed by the employee or Councillor.

INDEPENDENT AND APPROPRIATE FINANCIAL ADVICE

It is essential that the employee obtains independent and appropriate financial advice prior to entering into salary sacrifice arrangements.

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Employees should also obtain appropriate financial advice when proposing to alter a Salary Sacrifice arrangement.

SUPERANNUATION, OVERTIME AND EXIT PAYMENTS

The value of the salary sacrifice benefit is treated as an approved benefit for superannuation purposes and does not reduce the employee's salary for employer contributions.

An employee's value of salary sacrifice benefits and applicable FBT shall be ordinary pay for calculating overtime and exit payments.

RELATED LEGISLATION AND COUNCIL POLICY AND PROCEDURES

- Local Government Act 1993;
- Local Government (General) Regulations 2005;
- Local Government (State) Award 2020;
- Superannuation Guarantee (Administration) Act 1992;
- Fair Work Act 2009;
- Income Tax Assessment Act 1997;
- Fringe Benefits Tax Assessment Act 1986;
- A New Tax System (Goods and Services Tax) Act 1999;
- State Records Act 1998;
- Privacy and Personal Information Protection Act 1998;
- Independent Commission against Corruption Act 1988;
- Industrial Relations Act 1996;
- Anti Discrimination Act 1977;
- Code of Conduct for Councillors, staff and delegates of Council;
- Complaints Management Policy;
- Fraud and Corruption Prevention Policy;
- Payment of Expenses and Provision of Facilities Policy;
- Mobile Telephone Policy;
- Grievance Policy;
- Disciplinary Policy; and
- Private Use of Council Motor Vehicle Policy.

VARIATION TO POLICY

That Council reserves the right to vary the terms and conditions of this policy.

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SALARY SACRIFICE AGREEMENT

This Salary Sacrifice Agreement is made on the **(Date)**

Between: _____ (*"the employer"*)

and: _____ (*"the employee"*)

Payroll Number: _____

1. Preamble:

- 1.1 This Agreement is made pursuant to clause 14, Salary Sacrifice, of the Local Government (State) Award 2020.
- 1.2 This Agreement shall be read and construed in conjunction with the relevant provisions of the Local Government (State) Award.
- 1.3 This Agreement shall be read and construed in conjunction with Council's Salary Sacrifice Policy and procedures applying from time to time.
- 1.4 The parties to this Agreement acknowledge that they have read and understood the terms, conditions and responsibilities under this Agreement and accept those terms, conditions and responsibilities.

2. Benefits to be Salary Sacrificed:

- 2.1 The benefits salary sacrificed under this Agreement may include:-
(Insert benefits i.e. housing / rental accommodation supplied to designated senior staff, additional superannuation, Local Government Superannuation Retirement Scheme contributions).

2.2 Benefits that shall not be Salary Sacrificed:

The benefits that shall not be salary sacrificed under this Agreement are:-

- Leaseback of a motor vehicle to a Council employee;
- Novated Lease of a private motor vehicle to an employee;
- Purchase of a laptop computer predominately for private use of an employee;
- Purchase of an electronic digital notebook and/or mobile telephone devices predominantly for private use of an employee;

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- Any other expense payment benefit (i.e. private housing loan repayments etc.) unless employee signed evidence can be supplied to satisfy the General Manager that the payments are exempt from FBT;
- Any other benefit where Council will incur an FBT expense or other benefits that are not approved by the General Manager.

3. Value of Benefits Salary Sacrificed:

- 3.1 The weekly/fortnightly value of the benefits salary sacrificed under this Agreement is:- **Other Benefits (*insert financial details*)**
- 3.2 Additional Superannuation
(*insert financial details*)
- 3.3 House / Rental Accommodation
(*insert financial details*)
- 3.4 Local Government Superannuation Retirement Scheme contributions
(*insert financial details including employee percentage contribution*)

4. Commencement of Salary Sacrifice Arrangement:

- 4.1 The salary sacrifice arrangements as detailed in clause 3, of this Agreement, will take effect from the beginning of the first pay period to commence on or after **(*insert date*)**.

5. Termination of Salary Sacrifice Agreement:

- 5.1 This Agreement may be terminated by either party giving the other at least thirty (30) days, notice in writing (or such other period agreed between the parties).
- 5.2 This Agreement will be terminated immediately the day the employee ceases employment with Council.

6. Suspension of Salary Sacrifice Arrangement:

- 6.1 The salary sacrifice arrangements under this Agreement may be suspended by either party at short notice in circumstances such as absence on periods of **leave without pay** or periods of workers compensation.
- 6.2 The suspension of the arrangement shall cease and this agreement shall resume and continue upon the conclusion of the employee's absence unless the Agreement has been terminated.

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7. Review of the Salary Sacrificing Arrangement:

- 7.1 Except as otherwise agreed, the employee may request in writing to change the benefit or the value of benefits to be salary sacrificed under clauses 3.1 to 3.4. The employee must give the employer 14 days notice of application to change a salary sacrifice arrangement and the employer will not unreasonably refuse such a request.
- 7.2 Except as otherwise agreed, the employee may request in writing to change the benefit or the value of benefits be salary sacrificed to the Local Government Superannuation Retirement Scheme and /or to any nominated superannuation fund under clauses 3.2 and 3.4. The request must include the employee's proposed percentage contribution and the current dollar value. Any change to the salary sacrifice amount will be effective as of 1st April each year, in accordance with the contribution conditions of the scheme. The employer will not unreasonably refuse such a request.
- 7.3 Except as otherwise agreed, the employee may request in writing, to change the value of benefits to be salary sacrificed once per year giving 14 days notice to the employer. For additional changes per year it will be assessed and require approval by the General Manager.

8. Financial Advice:

- 8.1 The employee entering into this Agreement confirms by their execution of this Agreement, that they have obtained appropriate and independent financial advice concerning the salary sacrificing arrangements to apply under this Agreement.
- 8.2 The employee agrees to obtain further appropriate and independent financial advice relative to any request by the employee to change the benefits or the value of benefits under clauses 3 and 7 of this Agreement.

9. Administration of Salary Sacrificing Arrangements:

- 9.1 Council will administer the salary sacrifice arrangements set in this Agreement at no administration cost to the employee.

10. Reconciliation of Salary Sacrifice Value and Costs:

- 10.1 Should additional or unexpected FBT liability be incurred or owed at the end of a financial year during the currency of this Agreement, the cost of the FBT will be

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borne by the employee, and the employee will pay that additional amount of FBT to the employer within a period of 30 days.

- 10.2. Should additional or unexpected FBT be incurred or owing in respect of an incomplete financial year in the case of termination of this Agreement, the cost of that FBT will be borne by the employee and the employer shall deduct the amount of that FBT from any money owing to the employee on termination of employment.
- 10.3 Should the employee fail to provide sufficient information to allow Council to determine if an exemption or reduction of FBT exists then they shall be liable for the FBT expense.
- 10.4 Should FBT incurred be less than expected in respect of a financial year during the currency of this Agreement, the employer shall make a consequential adjustment and pay to the employee the relevant amount within a period of 30 days.

11. Confidentiality and Acknowledgements:

- 11.1 The terms of this Agreement remain confidential between the employer and employee.
- 11.2 The employee acknowledges that the employer is not liable for taxation or other liabilities, judgements, penalties or outcomes suffered or incurred by the employee resulting from entering into this Agreement.

12. Disputes:

- 12.1 In the event that a dispute between the parties arises from the interpretation or application of this Agreement, the dispute will be processed according to the Grievance and Dispute Procedures set in clause 36, of the Local Government (State) Award 2020.

13. Release and Indemnity:

- 13.1 The employee releases and hereby indemnifies and undertakes to keep indemnified the employer from and against the following. All actions, claims, demands and proceedings whatsoever which the employee or any other person has or may have against the employer arising out of or in respect of or in any way connected with any advice received by the employee from the employer in connection with this Agreement, and all costs, damages and expenses which the employer may incur in defending or settling such actions, claims, demands and

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proceedings, to the extent that damages, costs and expenses are a result of the negligence of the employee.

14. Variations to be in Writing:

14.1 All variations to this Agreement shall be in writing and shall be appended to this Agreement.

15. Definitions:

“Employer” means *Upper Lachlan Shire Council*.

“Employee” means the employee who has signed this Agreement.

“Salary Sacrifice” means the sacrifice by the employee of an amount of their pre-tax ordinary pay as prescribed by the Local Government (State) Award.

“FBT” means Fringe Benefits Tax liable under the Fringe Benefits Tax Assessment Act 1986.

16. Details:

A copy of the notification / contribution form to the Superannuation fund must be attached.

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17. Signatures:

Employee:

Name

Signed

Date.....

For the Employer:

Name.....

Signed.....

Date.....

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ITEM 13.3
193/20

REVIEW OF LIBRARY MEMBERSHIP AND ACCESS POLICY

RESOLVED by Cr Searl and Cr Wheelwright

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

- CARRIED

Councillors who voted for:-

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

Councillors who voted against:- Nil

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POLICY:-	
Policy Title:	Library Membership and Access Policy
File reference:	F10/618-05
Date Policy was adopted by Council initially:	17 October 2019
Resolution Number:	289/19
Other Review Dates:	15 October 2020
Resolution Number:	289/19,
Current Policy adopted by Council:	15 October 2020
Resolution Number:	XX/20
Next Policy Review Date:	2023

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

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

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POLICY OBJECTIVE

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

LEGISLATIVE PROVISIONS

NSW Library Act 1939

NSW Library Regulation 2010

Privacy and Personal Information Protection Act 1998

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

Copyright Act 1968

Copyright Amendment (Digital Agenda) Act 2000

Copyright Amendment (Disability Access and Other Measures) Act 2017

POLICY STATEMENT

Definitions

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

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

Membership

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

Library membership entitles Library users to borrow collection materials, access Library computers and utilise subscription electronic resources. Library membership is free to all residents and ratepayers of the Goulburn Mulwaree areas under the following provisions:

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

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Membership for non-residents

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

- Reciprocal membership
 - Residents of other NSW and ACT areas may be entitled to join under the same provisions above.
 - Reciprocal members have the same rights as resident members.
- Temporary membership
 - Temporary membership is available to people normally residing outside NSW and the ACT, who are not eligible for resident or reciprocal membership.
 - Temporary membership is valid for a period of up to 3 months.
 - Temporary membership will incur a non-refundable administrative fee.
 - Borrowing is restricted to two items at a time. Items may not be renewed.

Other types of membership

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

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

Cancellation of membership

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

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

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Privacy

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

Personal information will be securely kept and only be used within Goulburn Mulwaree Council and any Council participating in an LSLA, or if otherwise required by law. Members have the right to request access to and/or correct any personal information held by the Library.

Loan Periods and Renewals

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

- Generally, members may borrow a maximum of thirty (30) items at any one time for a period of three (3) weeks, unless specified otherwise.
- Library members may borrow lending items from the collections of the Goulburn Mulwaree and Goulburn Mobile Libraries, and any Library part of a LSLA, and return items to any of these locations.
- Loans may be renewed twice unless specified otherwise or if reserved by another borrower.
- Items not renewed must be returned within 21 days of their final due date will be declared lost. A replacement fee will be charged for any items declared lost.
- Items must be returned in the same condition they were borrowed in. A replacement fee for will be charged for any items returned damaged.
- Members will not be permitted to borrow or renew items if they have fees for lost or damaged items.

Reservations

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

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

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Fees and Charges

The Library does not charge overdue fines for the late return of Library items.

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

- Lost or damaged collection materials
- Replacement Library cards
- Interlibrary loans

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

Loan of Audio Visual Media

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

Interlibrary Loans

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

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

Access to Classified Library Resources

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

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

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Children and Young People

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

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

Code of Conduct

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

1.

Directing users to leave the Library

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

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

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Version	Council Meeting Date	Resolution	Adoption Date	Effective From
1	12/12/2017	2017/514	12/12/2017	12/12/2017
2	21/07/2020	15.13	2/09/2020	2/09/2020

DIRECTORATE: Corporate Community Services
BUSINESS UNIT: Marketing, Events and Culture

SECTION 14: GENERAL MANAGER

ITEM 14.1 QUESTIONS WITH NOTICE SUMMARY

194/20 **RESOLVED** by Cr Searl and Cr McCormack

1. Council receives and notes this report as information

- CARRIED

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

Councillors who voted against:- Nil

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ITEM 14.2
195/20

COVID-19 REPORT

RESOLVED by Cr Searl and Cr Wheelwright

1. Council receives and notes the report as information.

- CARRIED

Councillors who voted for:-

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

Councillors who voted against:- Nil

SECTION 15: LATE REPORTS

ITEM 15.1

LATE REPORT FROM COMMITTEES FOR THE MONTH OF OCTOBER

196/20

RESOLVED by Cr McCormack and Cr Searl

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

1. Local Traffic Committee – Minutes from meeting held 8 October 2020.

A motion was moved Cr Wheelwright and Cr Searl that Items 4.1 – 4.7 of Local Traffic Committee minutes from minutes from meeting held 8 October 2020 be adopted.

On being put the meeting the motion was carried.

197/20

RESOLVED by Cr Wheelwright and Cr Searl

That items 4.1 – 4.7 of Local Traffic Committee minutes from meeting held 8 October 2020 be adopted.

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ITEM 4.1 REQUEST FOR ADDITIONAL SPEED SIGNAGE AT 1 HUME STREET, GUNNING

1. Council to erect additional pair of regulatory Speed limit sign of (50 km/h) along Hume and Yass Street, Gunning.
2. Council to carry out delineation work such as line marking at the intersection of Hume, Yass and Bond Street near 1 Hume Street, Gunning.

ITEM 4.2 REQUEST FOR ADDITIONAL SIGNAGE AT HOLLOWAYS ROAD, TARLO

1. Council install a 'Intersection Warning' sign at 170m prior to the Taralga and Holloways Road intersection;
2. Council in addition to the current advisory speed limit sign replace with larger size C signage and replicate with size B on right hand side of roadway ahead of the 'Intersection Warning' sign.
3. Council to properly grade and seal the unsealed section on Holloways Road that is located about 20m from the intersection to match the sealed Taralga Road when funding becomes available.

ITEM 4.3 REQUEST TO INCREASE TRAFFIC SAFETY MEASURES IN COPELAND STREET, GUNNING

Item to be deferred to a future meeting after traffic counts are received so the outcome can be provided to LTC.
Double white lines preferred if evaluation permits

ITEM 4.4 UPDATE ON SAFETY IMPROVEMENT MEASURES AT ST MARY'S SCHOOL, CROOKWELL

Item to be deferred to a future meeting after TfNSW representative visits the site for further review so the outcome can be provided to LTC.

ITEM 4.5 REQUEST FOR SPEED LIMIT CHANGES ON KANGALLOOLAH ROAD, BINDA

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1. Council install appropriate 50 ahead signage, if not already in place.
2. TfNSW will review speed zones in Binda.
3. LTC recommends information of speed issues be passed to local police to monitor the area and enforce as necessary.

ITEM 4.6 UPDATE - REQUEST TO PREVENT VEHICLES PARKING IN THE NO PARKING ZONE AT GOULBURN AND COLYER STREET INTERSECTION, CROOKWELL

1. Install yellow unbroken (continuous) kerb line to indicate no stopping.
2. LTC recommends information on parking issues be passed to local police to monitor the area and enforce as necessary.

ITEM 4.7 PROPOSAL TO INSTALL BUS SHELTER AT KIALLA ROAD, CROOKWELL

1. Council accept the proposed bus shelter material from PBC Goulburn Bus Company and allocate a budget from the capital works program or relevant Traffic budget to cover the cost of bus installation and future maintenance.
2. Council to accept in principle the new proposed location of bus shelter opposite the Crookwell Hospital to be confirmed in the field with TfNSW.

- CARRIED

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

Councillors who voted against:- Nil

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

ITEM 16.1 REPORTS FROM COMMITTEES FOR THE MONTH OF OCTOBER
198/20 RESOLVED by Cr Searl and Cr McCormack

That Item 16.1 - [Minutes of Committee/Information] listed below be received:

1. Collector Oval Committee – Minutes from meeting held 15 August 2020.
2. Collector Oval Committee – Minutes from meeting held 27 February 2020.
3. Tuena Hall and Recreation Area Committee – Meeting minutes – 16 September 2020.
4. Gullen Range Wind Farm Community Fund S355 Committee - Meeting Minutes – 22 September 2020.
- *Council to write to and acknowledge the resignation of Floyd Davies from the Committee.*
5. Taralga Wind Farm Community Fund S355 Committee - Meeting Minutes - 22 September 2020.
- *Council to write to and acknowledge the resignation of Brian Moloney from the Committee.*

- CARRIED

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

Councillors who voted against:- Nil

SECTION 17: NOTICES OF MOTION

Nil

SECTION 18: QUESTIONS WITH NOTICE

Nil

CLOSED COUNCIL ITEMS

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

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

199/20 **RESOLVED** by Cr Searl and Cr McCormack

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

- CARRIED

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

Councillors who voted against:- Nil

Council closed its meeting at 9:42am and the public, staff and press left the meeting.

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200/20 **RESOLVED** by Cr Searl and Cr McCormack

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

- CARRIED

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

Councillors who voted against:- Nil

Open Council resumed at 10:20am

Resolutions from the Closed Council Meeting

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

SECTION 19: CONFIDENTIAL SESSION

ITEM 19.1 PROCUREMENT OF TWO NEW WATER TRUCKS

201/20 **RESOLVED** by Cr Searl and Cr Wheelwright

1. Council purchase two new Water Trucks with Barry Burrows water tanks for the sum of \$499,410.68 excluding GST from Hartwigs Queanbeyan.
2. Sell existing truck (Plant 489) through auction providing best value for money.

- CARRIED

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

Councillors who voted against:- Nil

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ITEM 19.2
202/20

STAFFING MATTERS

RESOLVED by Cr Searl and Cr McCormack

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

- CARRIED

Councillors who voted for:-

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

Councillors who voted against:- Nil

ITEM 19.3
203/20

GENERAL MANAGER - KPI'S UPDATE

RESOLVED by Cr Searl and Cr McCormack

1. Council receives and notes the report as information.

- CARRIED

Councillors who voted for:-

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

Councillors who voted against:- Nil

THE MEETING CLOSED AT 10:20am

Minutes confirmed 19 NOVEMBER 2020

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Mayor