

UPPER LACHLAN SHIRE COUNCIL
MINUTES OF THE
ORDINARY MEETING OF COUNCIL
HELD IN THE COUNCIL CHAMBERS
ON 20 FEBRUARY 2020

PRESENT: Mayor J Stafford (Chairperson), Cr P Culhane, Cr R Cummins, Cr P Kensit, Cr R Opie, Cr D O'Brien, Cr J Searl, Cr J Wheelwright, Cr B McCormack, Ms C Worthy (General Manager), Mr A Croke (Director of Finance and Administration), Mr M Shah (Director of Infrastructure), Mrs T Dodson (Director of Environment & Planning), Mrs K Kennedy (Executive Assistant) and Mr C Gordon (Media Officer).

THE MAYOR DECLARED THE MEETING OPEN AT 6:00PM

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

Nil

SECTION 3: CITIZENSHIP CEREMONY

Nil

SECTION 4: DECLARATIONS OF INTEREST

Cr Kensit declared a Non-Pecuniary Interest in Item 8.1 – NSW Rural Doctors Network – Bush Bursary Program 2020 as her daughter submitted the correspondence to Council, and will make the declaration, leave the Chamber upon making the declaration, and not return until the matter is resolved.

Cr McCormack declared a Non-Pecuniary Interest in Item 17.1 – Notice of Motion – Heavy Vehicles as he owns/is a partner in a transport business and will make the declaration, stay in the Chamber, not participate in the debate, but vote.

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SECTION 5: CONFIRMATION OF MINUTES

05/20 **RESOLVED** by Cr Searl and Cr Wheelwright that: -

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

- CARRIED

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

Councillors who voted against:- Nil

06/20 **RESOLVED** by Cr Searl and Cr Wheelwright that: -

That the minutes of the Extraordinary Council Meeting held on 3 January 2020 be adopted.

- CARRIED

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

Councillors who voted against:- Nil

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SECTION 6: MAYORAL MINUTES

ITEM 6.1 MAYORAL MINUTE

07/20

RESOLVED by Mayor Stafford and Cr Searl that: -

That Council receive and note the activities attended by the Mayor for January 2020 and February 2020.

- CARRIED

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

Councillors who voted against:- Nil

ITEM 6.2 MAYORAL MINUTE

08/20

RESOLVED by Mayor Stafford and Cr Searl that: -

1. My deepest sympathies are conveyed to the directly affected communities by the disasters.
2. The Natural Disaster Declaration for the Green Wattle Creek Bushfire is noted and the Disaster Funding Recovery Assistance is available to Council and affected communities. The emergency response clean-up has commenced.
3. Council is awaiting the Natural Disaster Declaration for the ongoing flood event which commenced in February 2020. The emergency response clean-up has commenced.

- CARRIED

Councillors who voted for:- Crs P Culhane, R Cummins,
P Kensit, R Opie, D O'Brien,
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Councillors who voted against:- Nil

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SECTION 7: PRESENTATIONS TO COUNCIL/PUBLIC

1. Canberra Region Joint Organisation (CRJO) Mayor, Cr Rowena Abbey – Activities Update
2. Malcolm Barlow – Chairperson of the Audit, Risk and Improvement Committee Presentation.

SECTION 8: CORRESPONDENCE

ITEM 8.1 CORRESPONDENCE ITEMS FOR THE MONTH OF FEBRUARY 2020

09/20 RESOLVED by Cr Searl and Cr McCormack that: -

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

1. Hon. Melinda Pavey MP – Planning for critical water shortages.
2. Crookwell Garden Festival – Letter of thanks for sponsorship for 2019 Festival.
3. Collector Oval Committee – Letter of thanks to Council for all their support in 2019.
4. Crookwell Car Club – Letter of thanks for defibrillator signage.
5. Gunning and District Historical Society – Letter of acknowledgement and donation of book.
6. Frank Startari and Christine and John Black – Curraweela Creek Crossing.

10/20 RESOLVED by Cr Cummins and Cr Opie that: -

1. The Director of Infrastructure provide Council with a report detailing the discussions that are currently taking place to achieve funding to upgrade this dangerous section of MR256.

- CARRIED

Councillors who voted for:-

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

Councillors who voted against:- Nil

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7. Gunning Fish River Rural Fire Brigade – Letter of thanks for marking of hydrants.
8. Country Mayors Association – Letter of sympathy to all affected areas regarding Bushfire Disaster across NSW.
9. Gunning Arts Festival – request to Council for financial contribution.

11/20

RESOLVED by Cr Kensit and Cr Searl that: -

1. Council provide sponsorship of \$1,000.00 to the Gunning Arts Festival Committee to produce festival promotion materials.

- CARRIED

Councillors who voted for:-

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

Councillors who voted against:- Nil

10. Media Release – Member for Goulburn, Wendy Tuckerman MP – Service NSW Customer Care for Bushfire Relief Affected Communities.
11. Media Release – Member for Goulburn, Wendy Tuckerman MP – \$1 Billion Dollar Announcement to help rebuild bushfire impacted communities.
12. Office of Emergency Management – Updated Notice of Natural Disaster Declaration for AGRN 871 now including 6 Local Government Areas.
13. Office of Local Government Council Circular 20-01 – 6 January 2020 - Recovery Information for Councils impacted by bushfires.
14. Office of Local Government Council Circular 20-02 – 16 January 2020 - Exemption for activities under Part 3, of the Commonwealth Environment Protection and Biodiversity Conservation Act 1999.
15. Office of Local Government Council Circular 20-03 - 24 January 2020 - Amendments to Local Government (General) Regulation to increase tendering exemption threshold for contracts for bushfire recovery and operations.
16. Office of Local Government - GIVIT to co-ordinate donations to bushfire - affected communities.

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17. NSW Government Regional NSW – Bushfire Community Resilience and Economic Recovery Funds – Phase 1.

12/20

RESOLVED by Cr Searl and Cr Kensit that: -

1. Council apply for phase 1 of the Bushfire Community Resilience and Economic Recovery Fund Grant by 31 March 2020.

- CARRIED

Councillors who voted for:-

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

Councillors who voted against:- Nil

18. NSW Government Department of Planning Industry and Environment – Waiving government fees on development applications to rebuild and recover from the NSW bushfires.
19. NSW Deputy Premier Hon. John Barilaro MP and Minister for Local Government, Shelley Hancock MP Media Release – Council Rates Relief for bushfire affected communities.
20. Minister for Local Government, Hon. Shelley Hancock MP – Ministerial Advisory Group meeting in response to the current bushfire crisis.
21. NSW Rural Doctors Network Bush Bursary Program 2019-2020.

Cr Kensit left the meeting in accordance with their Declaration of Interest, the time being 6:56pm

13/20

RESOLVED by Cr Searl and Cr Opie that: -

1. Council participate in the 2020 Bush Bursary/Country Women's Association (NSW) Scholarship Program by providing sponsorship of \$3,000.00 (plus GST).

- CARRIED

Councillors who voted for:-

Crs P Culhane, R Cummins, R Opie, D O'Brien, J Searl and J Stafford

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Councillors who voted against:- Crs B McCormack and J Wheelwright

Abstained:- Cr P Kensit

Cr Kensit returned to the meeting, the time being 7:01pm

22. Breadalbane Hall Committee – Thank you for coloured lights for Christmas.

- CARRIED

SECTION 9: LATE CORRESPONDENCE

Nil

SECTION 10: INFORMATION ONLY

ITEMS 10.2 and 10.5-10.10 INFORMATION ONLY ITEMS

14/20

RESOLVED by Cr Searl and Cr McCormack that: -

1. Council receive and notes items 10.2 and 10.5 – 10.10 as information.

- CARRIED

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

Councillors who voted against:- Nil

ITEM 10.1 DEVELOPMENT STATISTICS FOR THE MONTHS OF DECEMBER 2019 AND JANUARY 2020

15/20

RESOLVED by Cr Searl and Cr O'Brien that: -

1. Council receives and notes the report as information.

- CARRIED

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

Councillors who voted against:- Nil

ITEM 10.3 COSTINGS OF ACCESS RAMP AT HEALTH CARE CENTRE, CROOKWELL

16/20 RESOLVED by Cr McCormack and Cr Wheelwright that: -

1. The General Manager and Mayor consult with the Lessee's about access to the Health Care Centre, Crookwell.
2. Council receive a report from the Director of Environment and Planning as to the legal status of alternative access.
3. Council considers the question in the Director of Infrastructures report on whether the disability access is paid by the property users based on their proposed use or Council may consider a contribution based on community considerations.

- CARRIED

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

Councillors who voted against:- Nil

ITEM 10.4 UPDATE ON CONCEPT PLAN OFF LEASH DOG PARK AT GORDON PARK

17/20 RESOLVED by Cr Cummins and Cr Kensit that: -

1. That the Director of Infrastructure have further discussions with the Crookwell Neighbourhood Centre to ascertain if they would still be willing to fund the capital works for providing an off leash dog park in Gordon Street.

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- CARRIED

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

Councillors who voted against:- Crs B McCormack and J Stafford

ITEM 10.10 ACTION SUMMARY - COUNCIL DECISIONS

MOVED by Cr Opie and Cr Cummins that: -

1. The Director of Infrastructure provide Council with a report detailing the negotiations that have taken place in trying to reach a commercial agreement with the parties interested in the Airport. Also provide a detailed summary of those parties that have an interest in the land adjacent to the Airport. Thirdly, the Director provide the format for the expression of interest for the remaining land of the Airport detailing the outcomes Council are looking for.

- LOST

Councillors who voted for:- Crs R Cummins, P Kensit and R Opie

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

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REPORTS FROM STAFF AND STANDING COMMITTEES

SECTION 11: ENVIRONMENT AND PLANNING

ITEM 11.1 **ADOPT THE COMMUNITY PARTICIPATION PLAN**
18/20 **RESOLVED** by Cr Searl and Cr Culhane that: -

1. Council adopt the Community Participation Plan and advise the NSW Government of the adoption.
2. Council Repeal Section 3.14 Notification in the Upper Lachlan Development Control Plan 2010.

- CARRIED

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

Councillors who voted against:- Nil

SECTION 12: INFRASTRUCTURE DEPARTMENT

ITEM 12.1 **DRAFT INFRASTRUCTURE ASSETS NAMING POLICY**
19/20 **RESOLVED** by Cr Searl and Cr Cummins that: -

1. Council approves the attached draft Infrastructure Assets Naming Policy to be placed on public exhibition.

- CARRIED

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

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Councillors who voted against:- Nil

POLICY:-	
Policy Title:	Infrastructure Assets Naming Policy
File reference:	F13/77-09
Date Policy was adopted by Council initially:	
Resolution Number:	
Other Review Dates:	N/A
Resolution Number:	
Current Policy adopted by Council:	
Resolution Number:	XX/20
Next Policy Review Date:	2022

PROCEDURES/GUIDELINES:-	
Date procedure/guideline was developed;	4 October 2019 Reviewed 9 February 2020
Procedure/guideline reference number:	

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

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ULSC Infrastructure Naming Policy
Adopted: 17 October 2019

1. PURPOSE:

To ensure a consistent and transparent approach to the naming of Council's existing and proposed infrastructure assets.

2. SCOPE:

This policy applies to infrastructure assets within the Upper Lachlan Shire Council Local Government Area.

Street and road Names are not included in this policy

3. RELATED POLICIES:

- Street and Road Naming Policy
- Geographical Names Board of NSW Policy – Place Naming
- ULSC Infrastructure Plan

4. DEFINITIONS:

To assist in interpretation, the following definitions apply:

Council means Upper Lachlan Shire Council (ULSC)

GNB Geographical Names Board of NSW

Infrastructure Assets means Infrastructure assets such as walkways, footbridges, parks, buildings and structures other than roads and other road related infrastructure under the control of Council.

Road has the meaning given under the NSW Roads Act 1993.

Naming convention means a standardised and unambiguous system used to name places, objects, installation and geographical features within Upper Lachlan Shire Council.

Geographical features means natural or environmental aspects of particular region or area.

Dual naming means a system of applying an additional name to geographical and environmental features where there is strong evidence or pre-existing Aboriginal place name.

Public land means a place open to the public and is under the care, management or ownership of Council, including parks, gardens, trails, habitats, reserves, waterways, sports grounds, community facilities, picnic shelters; may also be referred to as a Council assets.

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ULSC Infrastructure Naming Policy
Adopted: 17 October 2019

5. POLICY STATEMENT:

The naming of infrastructure assets provides an opportunity to honour individuals and groups for contributions and achievements that deserves recognition. It also presents an opportunity to emphasise important landmarks, geographical features or history.

Naming of infrastructure assets may arise either:

- At the instigation of Council, or the community for existing unnamed infrastructure assets; or
- As a result of new infrastructure assets being constructed as part of Council works or residential development.

This policy provides a consistent approach to the naming of infrastructure assets to ensure that:

- Public consultation is undertaken where necessary and nominations received from the public are assessed against pre-determined criteria to ensure transparency;
- Any new infrastructure asset name does not conflict with existing names presently in use; and

5.1 Naming

Names will be assessed for inclusion in the Approved Place Names Register against the following criteria:

- Diversity of place names within the local government area;
- In line with Geographical Names Board of NSW Policy – Place Naming
- Consists of less than 35 characters (including spaces and excluding infrastructure asset type;
- Propriety of the name;

Applications will not be considered where the name is:

- Of person still active in their service, position or community;
- Offensive or likely to give offence;
- Inappropriate sounding when pronounced;
- Considered as a commercial or company name;
- Deemed to be incongruous-out of place;
- A given name, except where it is necessary to identify an individual to avoid ambiguity; and

Applications will be assessed by Council with applicants notified in writing of the outcome of their application.

5.2 Renaming

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ULSC Infrastructure Naming Policy
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Renaming is discouraged however an infrastructure assets may be considered for renaming upon request if the name is:

- Not in line with Geographical Names Board of NSW Policy – Place Naming
- a person or body or entity after which the infrastructure asset was named has been discredited or dishonoured;
- a strong community desire (for example over 100 submissions) for a name change;
- duplicated elsewhere in the Council area;
- found that the information submitted regarding the naming of infrastructure assets is factually incorrect.

5.3 Nominations

If Council is instigating the naming of an infrastructure assets, a notice will be placed on Council's website and advertised in the local newspaper. Council may also seek specific input from community groups, property owners/residents or other representative bodies as deemed necessary to ensure that community consultation has taken place.

Members of the public may submit at any time, naming ideas, for consideration. Submissions should be sent to the General Manager in writing and should include the following information:

- Name/s selected to be in compliance with the GNB place naming policy;
- Type of infrastructure Asset to be named
- Exact location and/or locality of the infrastructure asset; and
- Any other relevant information pertaining to the suggested name/s in order to make a decision.

5.4 Approving Nominations

Council may adopt, alter or reject any recommendation presented.
When naming or renaming a public infrastructure, Council must consider:

1. A public notice is published in a local newspaper seeking submissions within 28 days to request proposed infrastructure names;
2. Following 28 days, the response from the public, a review of the proposed names must be conducted using the principle of the GNB Place Naming Policy.
3. If Council receive several proposed names, a report is to be presented to Council setting out the basis of the request, the name or names proposed, details of the justification including historical or local significance of the name or names proposed. Any decision by the Council at this stage can only be that it is proposing a name of the infrastructure from the choices submitted.

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ULSC Infrastructure Naming Policy
Adopted: 17 October 2019

4. The public have the opportunity at the Council meeting with the infrastructure naming item listed to speak for or against any name proposed.
5. Following a resolution by Council on the proposed names or re-naming of infrastructure Council will:
 - a. Write to the party who lodged the request and any local residents who had responded and inform them of the Council's decision;
 - b. Publish a notice of the proposed name in a local newspaper inviting submissions, in writing to the Council, within 21 days
6. Council staff to install signage on the new infrastructure name
7. The Asset register shall be updated with new the infrastructure name:

5.5 New Development

Proposed names received by the developer will be assessed and approved by the Development Engineering unit as part of the Development Approval Process.

Property developers who wish to name an alternative name for the infrastructure assets, an application must be received in an approved form. Application must propose a name that complies with this policy.

6. RESPONSIBILITY

Director of Infrastructure

Provide Vision, Goals, Objective and Policy direction and resolves disputes with respect to this policy in line with direction from Council.

Manager of Assets & Design

Manager of Assets and Design is responsible for the processing of the infrastructure naming in this policy, monitor the budget for the naming of the infrastructure, review, advertise, approve the infrastructure names and help with the infrastructure naming register.

Design Engineer

Design Engineer is responsible for the review of the applications and provides any recommendations to the Manager of Asset and Design in consultation with the Coordinator Assets and Risk

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ULSC Infrastructure Naming Policy
Adopted: 17 October 2019

Coordinator Assets and Risk

Maintain and update the Asset register and review of this policy.

7. REVIEW TIMELINES

This policy will be reviewed when any of the following occurs:

- The related legislation or governing documents are amended or replaced; or
- Other circumstances as determined from time to time by Council; or
- Two years from date of adoption.

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ITEM 12.2 COMMITTEE FOR INVESTIGATION OF COMMUNITY WALK IN CROOKWELL

20/20 RESOLVED by Cr Cummins and Cr Kensit that: -

1. Council appoint a Councillor Representative to the Community Walk Committee and seek community members through advertisement.
2. Council appoint Cr Kensit to the Community Walk Committee.

- CARRIED

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

Councillors who voted against:- Nil

ITEM 12.3 WATER SECURITY IN ULSC RECOMMENDATION That –

1. Council fund \$195,000 from the Crookwell water supply reserves to fund the investigation and construction of infrastructure outlined in the report.
2. Council fund \$120,000 from the Gunning water supply reserves to fund the investigation and construction of infrastructure outlined in the report.
3. Council fund \$160,000 from the Taralga water supply reserves to fund the investigation and construction of infrastructure outlined in the report.
4. Council fund \$80,000 from the water supply reserves to fund the investigation and construction of AVDATA infrastructure outlined in the report.
5. Council include \$514 per month to the Operational Plan to fund ongoing use of AVDATA system.

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An amended motion was moved by Cr Kensit and Cr Wheelwright that:

-

1. Council defer the recommendations 1 to 5 of the Water Security in ULSC report.

21/20

RESOLVED by Cr Kensit and Cr Wheelwright that: -

1. Council defer the recommendations 1 to 5 of the Water Security in ULSC report.

- CARRIED

Councillors who voted for:-

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

Councillors who voted against:- Nil

ITEM 12.4

PRIVATE SEWER PUMP STATION POLICY

22/20

RESOLVED by Cr Searl and Cr Wheelwright that: -

1. Council adopts the Private Sewer Pump Station Policy.

- CARRIED

Councillors who voted for:-

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

Councillors who voted against:- Nil

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POLICY:-	
Policy Title:	Private Sewer Pump Station Policy
File reference:	F10/618-08
Date Policy was adopted by Council initially:	21 November 2019
Resolution Number:	XX/19
Other Review Dates:	N/A
Resolution Number:	N/A
Current Policy adopted by Council:	21 November 2019
Resolution Number:	XX/19
Next Policy Review Date:	2022
PROCEDURES/GUIDELINES:-	
Date procedure/guideline was developed;	NA
Procedure/guideline reference number:	NA
RESPONSIBILITY:-	
Draft Policy Developed by:	Coordinator Assets Planning and Programming
Committee/s (if any) consulted in the development of this policy::	NA
Responsibility for implementation:	Manager Assets and Design
Responsibility for review of Policy:	Manager Assets and Design

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ULSC Private Sewer Pump Station Policy
Adopted: 21 November 2019

1. OBJECTIVES:

Council requires development within the urban areas to be connected to the reticulated sewerage treatment network. However, in isolated instances, if connection is not possible, Council can consider private sewer pump station as an exception.

This policy provides a framework for the provision of the private sewer pumping systems within Upper Lachlan Shire where the use of such a system is justified. The policy also details the circumstances where the Council may approve private sewers pump station. It also describes the responsibilities of Council, developers and individual property owners and the associated processes and procedures for planning, designs, construction, maintenance, operation and ownership of associated infrastructure.

2. POLICY STATEMENT:

A private sewer pump station is a sewerage pump system located on private land that discharges to a nominated discharge point into Council's sewerage system. The following is the Council's policy regarding private sewer pump stations:

- 2.1 Council will only permit private sewer pump stations to be installed and to discharge into Council sewerage system where:
 - a. All other opportunities to connect to Council sewer by gravity have been exhausted, and
 - b. A qualified designer demonstrates that a gravity connection is not possible, or
 - c. Where the pump station will have environmental or social benefits
 - d. Where there is no more than one block that requires private sewer pump station as a part of the subdivision of 5 lots or more located in a single road.
- 2.2 This Policy covers sewer pump stations, including all pipes and components required to operate the pump station and contained wholly within the premises that it serves up to the connection to the Council's public sewerage system. The connection point must be on the property. Council may consider an easement favouring Council in exceptional circumstances provided justification is provided.
- 2.3 Where a Private Sewage Pump Station is required, the proponent or property owner shall bear the full cost of all works, including construction, ongoing maintenance, replacement and administration of the system.
- 2.4 An application shall be submitted before carrying out any work for approval under Section 68 of the Local Government Act and any other applicable legislation when the Council determines a pump station is required.
- 2.5 Private Pump stations are not permitted in flood prone areas with ARI of 100 years or less.

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ULSC Private Sewer Pump Station Policy
Adopted: XX

3. REQUIREMENTS AND STANDARDS

DESIGN:

- 3.1 The system must be designed that it is compliant with the industry standards e.g. WSAA04 & WSAA07 Pressure Sewerage Code of Australia.
- 3.2 Council will only approve designs submitted by a qualified 'engineer'.
- 3.3 Pressure Sewerage System shall be designed to be consistent with the optimum design for the entire catchment area with future extension of the system to be accommodated.
- 3.4 A Private sewer pump must include a grinder to minimise blockages in the pipe systems.

CONSTRUCTION:

- 3.5 Developers or property owners are responsible for all costs and charges associated with the construction, installation, operation, maintenance and decommissioning of the pumping station.
- 3.6 All cost related to the connection of a private sewer pump station to the Council's existing sewerage system shall be met by the property owner or developer.
- 3.7 The developer shall submit Survey accurate 'As Constructed' details specifying the location and the pressure rating of the system to the Council.

TESTING & COMMISSIONING:

- 3.8 The final connection to the sewer main will only be made after the pumping unit has been tested as per the latest edition of the WSAA Pressure Sewer Code of Australia (WSAA 07 & WSAA 04) and found to be suitable for formal commissioning.

OPERATION AND MAINTENANCE:

- 3.9 The owner is solely responsible for the service, maintenance and repair of a private sewer pump station.
- 3.10 The pumping units operate automatically and do not require any specific input from the resident. The collection tank is to be sized to provide sufficient storage to cater for power outages as part of regular operation. The size of the pump could be stipulated to ensure overflows do not occur during a power outage. It is recommended to have 600 to 800 litre storage for onsite detention of sewer during a power outage to decrease the likelihood of overflow.
- 3.11 Owners/occupiers are not permitted to interfere with the electricals of the pump station. Access and repair to be undertaken only by licensed electricians. Council requires the pump station to be wired into the domestic switchboard in such a manner so as not to interfere with the standard electrical operation of the property, nor be accessible by the residents.

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ULSC Private Sewer Pump Station Policy
Adopted: XX

- 3.12 The developer/landowner will supply a Home Owner's Manual to all owners of properties. The Manual will outline the operation and maintenance requirements of the pumping units. The Manual will at least include:
- a) Details on the operation of private sewer pump stations including appropriate contacts.
 - b) Details for further enquires.
 - c) Emergency contact phone number of the service agent.
 - d) What to do if the alarm sounds or flashes.
 - e) What to do in the case of a power failure.
 - f) What to do if going on holidays.
 - g) How to minimise wastewater production in the case of emergencies.
 - h) What can be safely discharged into the sewerage system.

Maintaining the overflow relief gully:

- 3.13 The property sanitary drain shall be connected to a controlled overflow mechanism such as an overflow relief gully trap identified on the property plan.
- 3.14 Land owners, residents and developers are not permitted, under any circumstances, to block any overflow relief gullies such that they are unable to perform their required operation.

RELATED LEGISLATION, REGULATIONS AND GUIDELINES:

- Local Government Act 1993
- Local Government (General) Regulation 2005
- Water Management Act 2000
- Environmental Planning and Assessment Act 1979
- Protection of the Environment Operations Act 2005
- Work Health and Safety Act 2011
- Sewage Pumping Station Code of Practice (WSSA04)
- Pressure Sewerage Code of Australia (WSAA07)
- Building Code of Australia
- AS/NZ 3500.2- Plumbing and Drainage Code of Australia

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ITEM 12.5 **ROAD CLASSIFICATION REVIEW TERMS OF REFERENCE**
23/20 **RESOLVED** by Cr Searl and Cr McCormack that: -

1. Council writes to the Roads Classification Review Panel recommending additional local roads are reclassified as Regional Roads and Upper Lachlan Shire is consulted before the implementation of the recommendation; and
2. Council writes to the Roads Classification Review Panel recommending any regional roads to be reclassified to State Roads after review by Council.
3. Council hold a workshop to discuss priority roads and the potential effects before any of the above communication.

- CARRIED

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

Councillors who voted against:- Nil

ITEM 12.6 **ALLOCATION OF DROUGHT FUNDING - ROADS TO RECOVERY**
24/20 **IN 2019/2020**
RESOLVED by Cr Searl and Cr Wheelwright that: -

1. Council allocate \$600,596 additional Roads to Recovery Drought Funding for the road reconstruction and sealing works on Wheeo Road within the 2019/2020 Operational Plan.

- CARRIED

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

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

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

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1. Council allocate \$600,596 additional Roads to Recovery Drought Funding for the road reconstruction and sealing works on Reids Flat Road within the 2019/2020 Operational Plan.

The foreshadowed motion was not considered as the original motion was carried.

Council adjourned the meeting at 8:07pm

Council reconvened the meeting at 8:15pm

SECTION 13: FINANCE AND ADMINISTRATION

ITEM 13.1 QUARTERLY BUDGET REVIEW STATEMENTS - 2ND QUARTER 2019/2020

25/20 **RESOLVED** by Cr Searl and Cr Wheelwright that: -

1. Council adopts the 2nd 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.

- CARRIED

Councillors who voted for:-

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

Councillors who voted against:- Nil

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SECTION 14: GENERAL MANAGER

ITEM 14.1 DELEGATIONS – GENERAL MANAGER

26/20

RESOLVED by Cr Searl and Cr McCormack that: -

1. Council resolves to adopt the delegations for the General Manager and that Council affixes the common seal of the Upper Lachlan Shire Council to this delegation.

- CARRIED

Councillors who voted for:-

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

Councillors who voted against:- Nil

ITEM 14.2 REQUEST FOR AN EXTENSION OF AN OPTION TO PURCHASE PART OF LOT 3 DP 1112816 SALEYARDS ROAD, CROOKWELL.

27/20

RESOLVED by Cr McCormack and Cr Wheelwright that: -

1. Council agree to the request from Crookwell/Taralga Aged Care Ltd for a Deed of Option to purchase part Lot 3 DP 1112816, land area of 2,417 square metres, at Saleyards Road in Crookwell. The deed is to commence on 21 February 2020 for a two year period, for a purchase price of \$113,328.94 with addition of annual CPI increases from 2017.
2. Council authorises the signing and execution of the Deed of Option under the Common Seal of Council by the Council Mayor and General Manager for the agreement with Crookwell/Taralga Aged Care Ltd.

- CARRIED

Councillors who voted for:-

Crs P Culhane, B McCormack, J Searl, J Stafford and J Wheelwright

Councillors who voted against:-

Crs R Cummins, P Kensit, R Opie and D O'Brien

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A foreshadowed amendment was moved by Cr Cummins and Cr Kensit that:

1. This matter be deferred until the General Manager has an opportunity to investigate the possible future economic opportunities for this Council owned site.

The foreshadowed amendment was not considered as the original motion was carried.

SECTION 15: LATE REPORTS

Nil

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

ITEM 16.1 REPORTS FOR THE MONTH OF FEBRUARY 2020

28/20 **RESOLVED** by Cr Searl and Cr McCormack that: -

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

1. Breadalbane Hall Committee – Minutes from meeting held 24 November 2019.
2. Gunning Arts Festival – Minuted from meeting held 27 August 2019.
3. Gunning Arts Festival – Minuted from meeting held 10 September 2019.
4. Gunning Arts Festival – Minuted from meeting held 22 September 2019.
5. Gunning Arts Festival – Minuted from meeting held 8 October 2019.
6. Gunning Arts Festival – Minuted from meeting held 19 November 2019.
7. Taralga Historical Society – Newsletter – December 2019.
8. Crookwell Potato Festival Committee – Minutes from meeting held on 21 November 2019.

29/20 **RESOLVED** by Cr O'Brien and Cr Opie that: -

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1. Council appoint the following nominations to the Crookwell Potato Festival s355 Committee:

Community Members: Joyce Edwards, Beverley Houterman, Marcus Kolakides, Mike Walsh, Sandy Martin, Mandy McDonald and Darian Cameron.

Council representatives: Cr Paul Culhane and Cr Richard Opie.

Council support staff representative: Andrew Warren.

Executive appointments: Chair – Joyce Edwards
Treasurer – Beverley Houterman
Secretary – Darian Cameron

- CARRIED

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

Councillors who voted against:- Nil

9. Audit, Risk and Improvement Committee – Minutes from meeting held on 18 December 2019.

30/20

RESOLVED by Cr Wheelwright and Cr Cummins Items 4.1 – 4.5 that:

ITEM 4.1 COUNCIL INVESTMENTS PORTFOLIO TO 30 NOVEMBER 2019

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

ITEM 4.2 INDEPENDENT AUDITOR'S REPORT AND PRESENTATION OF THE 2018/2019 COUNCIL FINANCIAL STATEMENTS

1. The Committee receive and note the Audit Office NSW Independent Auditor's Reports for the 2018/2019 Council Financial Statements.

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ITEM 4.3 SUBMISSION TO THE OFFICE OF LOCAL GOVERNMENT – A NEW RISK MANAGEMENT AND INTERNAL AUDIT FRAMEWORK FOR LOCAL COUNCILS IN NSW

1. The committee endorse the submission to the Office of Local Government on the Risk Management and Internal Audit Framework for Local Councils in NSW.

ITEM 4.4 INTERNAL AUDIT CHARTER FOR ADOPTION

1. Council adopt the Internal Audit Charter.

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Internal Audit Charter
Upper Lachlan Shire Council



1.0.0
18 December 2019

- 1 -
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1. Introduction and Vision

The Internal Audit function is established by authority of the General Manager of the Upper Lachlan Shire Council (the Council), with its responsibilities defined in this Internal Audit Charter (Charter) approved by the General Manager on endorsement of the Audit, Risk and Improvement Committee.

This Charter provides the framework and authority for the performance of internal audit activities at the Council.

Chief Audit Executive describes the person in the senior position responsible for managing the Internal Audit Department of an organisation. At the Council, this is the shared services Manager Risk, Audit and Improvement.

The vision of the Internal Audit function is to embrace and operate in line with the relevant and recognised best practices of internal audit.

2. Definition of internal auditing

Internal auditing is an independent, objective assurance and consulting activity designed to add value and improve the Council's operations. It helps the Council accomplish its objectives by bringing a systematic, disciplined approach to evaluating and improving the effectiveness of risk management, control, and governance processes.

3. Purpose

The mission of internal audit is to enhance and protect the value the Councils delivers to rate payers by providing stakeholders with risk-based, objective and reliable assurance, advice and insight.

The Internal Audit function provides independent and objective assurance to:

- The Audit, Risk and Improvement Committee and the General Manager that financial and non-financial controls are operating in a compliant, efficient, effective, economical and ethical manner.
- Assist executive management and business managers to improve business performance.

4. Independence

The Internal Audit function is required to be independent and objective, with independence essential to its effectiveness. The Internal Audit function has no direct authority or responsibility for the activities it reviews. The Internal Audit function has no responsibility for the management of business activities, or for development or implementation of operational systems or procedures.

The strength of the Internal Audit function comes from it being independent of management.

Where the Chief Audit Executive may be responsible for a non-audit activity including risk management and business improvement, there are independence safeguards in place:

- When responsible for non-audit activities, the Chief Audit Executive is not performing internal audit duties when managing or performing those activities; and
- Review of non-audit activities must be managed and performed independently of the Chief Audit Executive and reported direct to the Audit, Risk and Improvement Committee.

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5. Conflict of interest

Conflict of interest is a situation in which an internal auditor, who is in a position of trust, has a competing professional or personal interest. Such competing interests can make it difficult to fulfil duties impartially. A conflict of interest exists even if no unethical or improper act results. A conflict of interest can create an appearance of impropriety that can undermine confidence in the internal auditor, the Internal Audit function, and the profession. A conflict of interest could impair an individual's ability to perform his or her duties and responsibilities objectively.

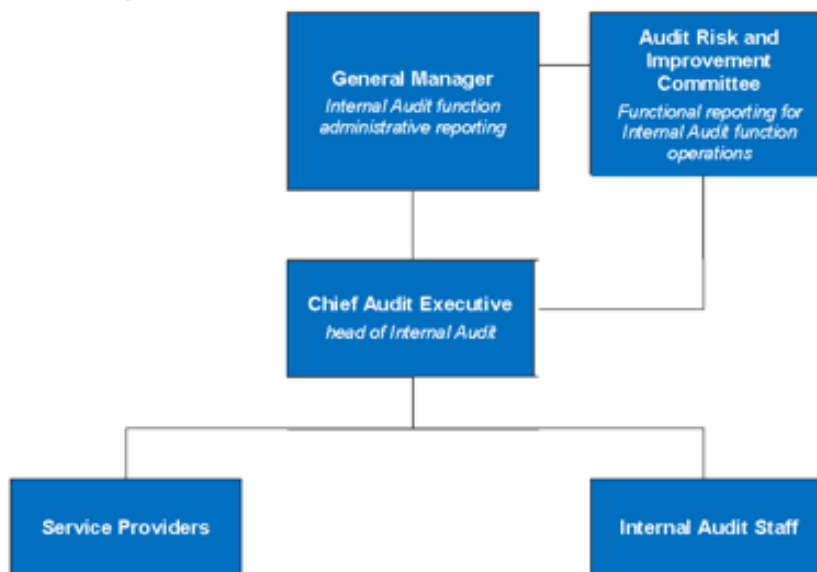
Internal auditors are not to provide audit services for work for which they may previously have been responsible. The Institute of Internal Auditors provides guidance on this point and suggests a period of one year, but each instance should be carefully assessed.

When engaging internal audit service providers, the Chief Audit Executive shall take steps to identify, evaluate the significance, and manage any perceived, potential or actual conflict of interest that may impinge upon internal audit work.

Instances of perceived, potential or actual conflict of interest by Internal function staff and service providers shall immediately be reported it to the Chief Audit Executive and the chair of the Audit Risk and Improvement Committee.

6. Internal audit positioning

Internal Audit is positioned within the Council is as follows:



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7. Reporting arrangements

All Internal Audit staff and service providers report to the Chief Audit Executive, who reports:

- Functionally for operations to the Audit Risk and Improvement Committee through the chair.
- Administratively to the General Manager.

Functional reporting involves the Audit Risk and Improvement Committee:

- Reviewing and approving the Internal Audit Charter.
- Approving decisions regarding appointment and removal of the Chief Audit Executive, including remuneration.
- Assessing performance of the Chief Audit Executive.
- Reviewing and approving the Internal Audit Plan, and any changes to the plan.
- Reviewing reports on the results of audits, audit-related activities, audit team capability, audit performance, and other important matters.
- Monitoring compliance with standards, together with quality and improvement arrangements.
- Meeting privately with the Chief Audit Executive at least once a year without the General Manager or other management present.
- Making enquiries of the Chief Audit Executive to determine any scope or budget limitations that may impede the execution of Internal Audit function responsibilities.

Administrative reporting to the General Manager includes:

- Internal Audit resources and annual budget.
- Provision of corporate services to the Internal Audit function including office accommodation, computers and equipment.
- Human resource administration.

The Chief Audit Executive will meet regularly with the General Manager, with meetings scheduled at least every two(2) months. Right of direct access by the Chief Audit Executive to the General Manager is preserved for any time the Chief Audit Executive believes it to be warranted.

8. Authority and confidentiality

All Internal Audit work is undertaken under the authority of the Audit Risk and Improvement Committee.

Internal Audit staff and service providers are authorised to have full, free and unrestricted access to all functions, premises, assets, personnel, records, and other documentation and information necessary to enable the Internal Audit function to fulfil its responsibilities in line with its approved internal audit plan.

All records, documentation and information accessed in the course of undertaking internal audit work are to be used solely for the performance of these activities. Internal Audit staff and service providers are responsible and accountable for maintaining the confidentiality of the information they receive during the course of their work.

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All internal audit documentation and work papers remain the property of the Council, including where internal audit services are provided by service providers under an outsourced or co-sourced model.

9. Role

In the performance of its activities, the Internal Audit function will play an active role in:

- Developing and maintaining a culture of accountability, integrity and adherence to high ethical standards.
- Facilitating the integration of controls and risk management into day-to-day business activities and processes.
- Promoting a culture of cost-consciousness and self-assessment.

The Internal Audit function will support the Council by:

- Reviewing achievement of objectives.
- Assessing if decisions are properly authorised.
- Evaluating the reliability and integrity of information.
- Ensuring assets are safeguarded.
- Assessing compliance with laws, regulations, policies and contracts.
- Considering the efficiency, effectiveness, economy and ethics of business activities.
- Reviewing opportunities for fraud and corruption.
- Following-up previous audits to assess if remedial action has been effectively implemented.
- Looking for better ways of doing things, and sharing these insights within the Council.

Management may request internal audit services in response to emerging business issues or risks. The Internal Audit function will attempt to satisfy these requests, subject to the assessed level of risk, availability of resources, and endorsement of the Audit, Risk and Improvement Committee.

10. Reporting to the Audit Risk and Improvement Committee

The Audit Risk and Improvement Committee supports the General Manager in exercising its governance responsibilities. The Chief Audit Executive will report to the Audit Risk and Improvement Committee on:

- Overall performance of the Internal Audit function, including key performance indicators agreed with the Audit Risk and Improvement Committee that are documented in a balanced scorecard report or similar.
- Internal audit work completed.
- Progress implementing the internal audit plan.
- Implementation status of internal audit, external audit, and other relevant external and regulatory body recommendations.
- Achievements via an annual report to summarise work and achievements for the year, to demonstrate value delivered, and to provide an opinion on the overall state of internal controls and any systemic issues identified.

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- Annual assertion on the work of the Internal Audit function and compliance with internal auditing standards.
- Annual statement of assurance.

11. Nature and scope of work

The scope of internal audit work embraces the wider concept of corporate governance and risk, recognising that controls exist in organisations to manage risks and promote effective and efficient governance and performance. Internal audit services may include:

- Assurance Services – objective examination of evidence for the purpose of providing an independent assessment of risk management, control and governance processes.
- Advisory Services – advisory and related client activities, the nature and scope of which are agreed upon with the client and which are intended to add value and improve business operations.

The Internal Audit function will offer a range of services, including:

- Audits with a compliance, financial or operational performance improvement focus.
- Management requested services where business areas may request internal audit services, usually in response to an issue or an emerging risk.
- Multi-stage audits at key project milestones.
- Continuous auditing of controls using technology.

The scope and coverage of Internal Audit work is not limited in any way, and may cover any Council activity, operations and programs, including those of associated organisations.

12. Professional standards

The Internal Audit function will govern itself by adherence to mandatory guidance contained in the 'International Professional Practices Framework' (IPPF) issued by the Institute of Internal Auditors (IIA):

- 'Core Principles for the Professional Practice of Internal Auditing'.
- 'Definition of Internal Auditing'.
- 'Code of Ethics'.
- 'International Standards for the Professional Practice of Internal Auditing'.

This mandatory guidance constitutes the fundamental requirements for the professional practice of internal auditing and the principles against which to evaluate the effectiveness of Internal Audit function performance. The Chief Audit Executive is responsible for maintaining an up-to-date risk-based internal audit methodology that aligns with good practices promoted by the internal audit profession.

The Internal Audit function, including service providers, will perform their work in accordance with the IPPF. While the IPPF will cover the majority of internal audits, technology audits may be performed using ISACA standards contained in the Information Technology Assurance Framework (ITAF).

13. Resourcing

The Audit Risk and Improvement Committee will be advised of any resource limitations to the ability of the Internal Audit function to fulfil its responsibilities. Any assessment of the Internal

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Audit operational budget is to be supported by appropriate and objective analysis and benchmarking.

Where an internal audit outsourced or co-sourced model is adopted, in consultation with the Audit Risk and Improvement Committee, the service provider will be selected through periodic market testing that applies good practice probity principles focused on competence, skills and knowledge against a set of pre-determined criteria that includes independence and objectivity. Service provider appointment will be approved by the Audit Risk and Improvement Committee.

14. Responsibilities

Internal Audit responsibilities include, but are not limited to:

Internal Audit

- Establish a 'best practice' Internal Audit function.

Internal Audit Plan

- Develop a risk-based internal audit plan that considers the Council's risks and issues, including those identified by management, and submit the plan to the Audit Risk and Improvement Committee for review and approval.
- Ensure changes to the internal audit plan are approved by the Audit Risk and Improvement Committee.

Internal Audit Engagements

- Perform internal audit work contained in the approved internal audit plan, and produce a written report for each audit containing improvement actions.
- Ensure management action plans to implement improvement actions are obtained from management and included in audit reports, including a responsible person and timetable for completion.
- Where management responses to any audit recommendation are not considered adequate, the Chief Audit Executive will consult with management of the area audited and attempt to reach a mutually agreeable resolution. If agreement is not reached, the Chief Audit Executive will refer the matter to the General Manager for resolution. If agreement is still not reached, the final arbiter will be the Audit Risk and Improvement Committee.
- Provide final audit reports to management of the area audited, General Manager, and the Audit Risk and Improvement Committee. Copies may be provided to management of other areas where relevant. Copies may be provided to the external auditor if requested.

Improvement Actions

- Establish a system to monitor progress by management to implement internal audit and external audit improvement actions, together with recommendations contained in reports by other relevant external and regulatory bodies.
- Ensure management provides updates to the Internal Audit function quarterly on progress to implement management action plans.
- Follow-up and obtain evidence that management action plans are effectively implemented by management before recommending closure to the Audit Risk and Improvement Committee.

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15. Management and staff obligations

An executive sponsor will be nominated for each audit.

Management and staff are obligated to professionally and constructively contribute to internal audit work, and the implementation of management action plans in response to improvement opportunities and recommendations contained in internal audit reports.

Management has maximum of 10 working days from when they receive a draft internal audit report to provide their management responses and action plans, which should contain:

- Agreed, partially agreed or not agreed.
- If not agreed, why not.
- Action to be taken – these do not need to include lengthy comments or explanations; the action to be taken is all that is required.
- Responsible person.
- Timing.
- Interim control arrangements to be relied upon where there is a long lead time, such as waiting to close-out an improvement action through implementation of a technology solution.

Where formal management responses and action plans have not been received within 10 working days, recommendations will be provided to the Audit Risk and Improvement Committee, with a timetable for implementation to be pursued separately through the General Manager.

Each quarter internal audit will request an update from management on progress of implementation for every improvement action and recommendation. Timing will align to Audit Risk and Improvement Committee meetings.

There is one opportunity for the executive sponsor to revise the implementation date should this be necessary due to unexpected delay.

Where an original implementation date is passed, whether approved or not, the audit recommendation cannot be rated to be on track.

Where an audit recommendation rated high or above is not implemented and closed-out by its due date, the executive sponsor will be required to attend the next Audit Risk and Improvement Committee meeting and present details on why the management action has not been fully implemented and the audit recommendation closed-out, and how the resulting risk is being addressed in the interim.

Where management seeks to accept a risk from an audit recommendation, they are required to complete a 'management acceptance of risk' form that considers approved risk appetite and risk tolerances, and have it approved by the Audit Risk and Improvement Committee.

16. Quality assurance and improvement program

The Chief Audit Executive is responsible for developing and maintaining a quality assurance and improvement program that includes:

- Ongoing internal assessments.
- Periodic internal assessments to be performed annually.
- Annual assertion to the Audit Committee on compliance with internal auditing standards.
- Independent external assessments performed at least once every five years by a qualified, independent assessor or assessment team from outside the Council.

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Internal audit is encouraged to develop and maintain mutually beneficial relations with counterparts in other organisations, thought leaders, relevant professional bodies and networks with a view to:

- Exchanging information on internal audit good practices.
- Exchanging information on emerging corporate governance, risk management and assurance issues.

17. Evaluation of performance

Internal Audit performance will be evaluated and results reported to the Audit Risk and Improvement Committee in a balanced scorecard or similar. This will include:

- Results of the quality assurance and improvement program.
- Results of Internal Audit performance measures previously approved by the Audit Risk and Improvement Committee.
- Feedback from management of areas where internal audit work has been performed.

Feedback on Internal Audit performance will be sought annually from members of the Audit Risk and Improvement Committee.

18. Relationship with other assurance activities

The Council uses the 3 lines of defence integrated assurance model to allocate responsibilities for risk management and control, recognising that:

- 1st line of defence – Management has ownership, responsibility and accountability for assessing, controlling and mitigating risks.
- 2nd line of defence – Risk management facilitates and monitors implementation of effective risk management practices by management, and assists risk owners in reporting adequate risk-related information up and down the organisation.
- 3rd line of defence – Internal audit will, through a risk-based approach, provide assurance to the Audit Risk and Improvement Committee and management, on how effectively the Council assesses and manages its risks, including the manner in which the first and second lines of defence operate. Internal audit does not absolve management and staff from any of their risk management and control responsibilities.

The Internal Audit function will establish and maintain an open relationship with the external auditor and other assurance providers. The Internal Audit function will plan its activities to ensure adequacy of overall assurance coverage, and to minimise duplication of assurance effort across the Council.

External audit has full and free access to all internal audit plans, work papers and reports.

19. Review of the charter

This Charter will be reviewed annually, with any changes endorsed by the Audit Risk and Improvement Committee and approved by the General Manager.

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20. Approval of the charter

Endorsed:

Audit Risk and Improvement Committee

Resolution Number:

18 December 2019

Approved:

General Manager

Resolution Number:

18 December 2019

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ITEM 4.5 INTERNAL AUDIT IMPLEMENTATION STRATEGY

1. Council adopt the Internal Audit Implementation Strategy.

Councillors who voted for:-

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

Councillors who voted against:- Nil

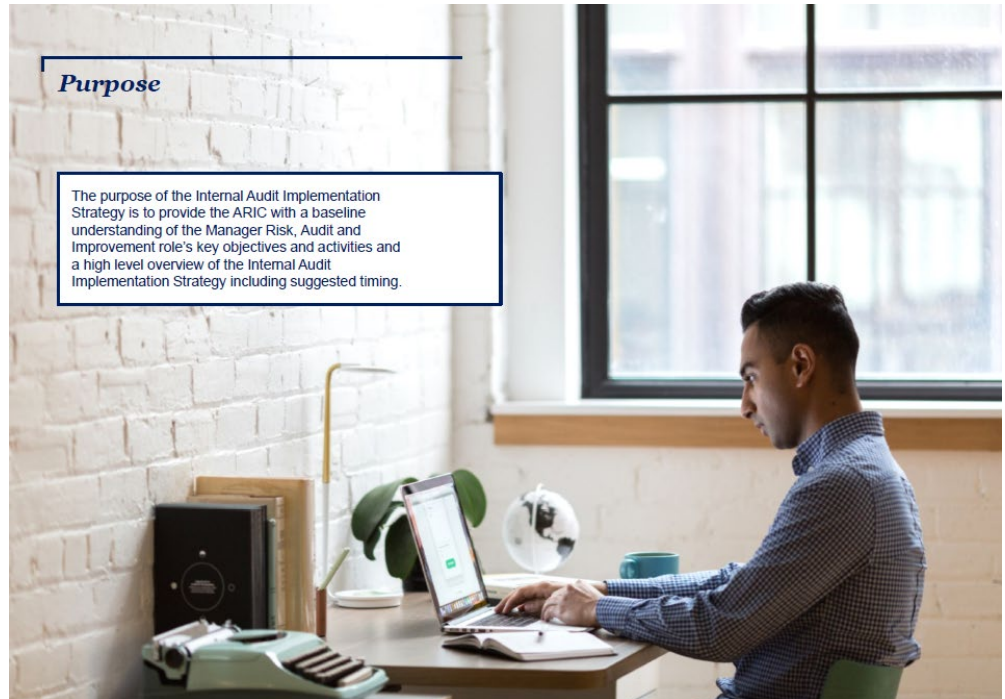
***Manager Risk, Audit and
Improvement***

December 2019

Internal Audit Implementation Strategy

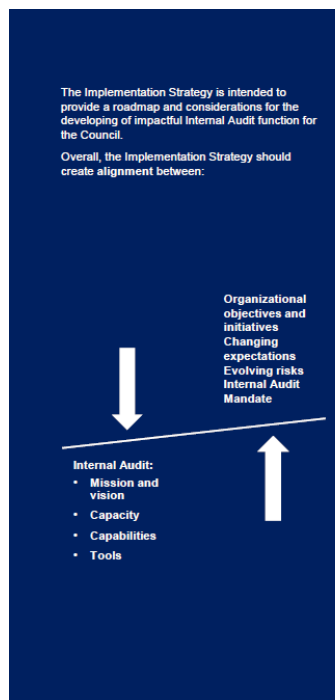


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Purpose

The purpose of the Internal Audit Implementation Strategy is to provide the ARIC with a baseline understanding of the Manager Risk, Audit and Improvement role's key objectives and activities and a high level overview of the Internal Audit Implementation Strategy including suggested timing.

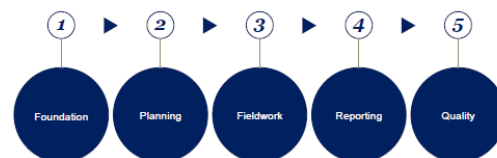


Internal Audit Implementation Strategy

An effective Internal Audit function should support the various goals and initiatives of the Council and ensure proper business alignment is made.

The Internal Audit function must stay current to constant changes to mitigate risks and improve the existing control environment of the Council.

In order to achieve an effective Internal Audit function, the following six stages of the Internal Audit Implementation Strategy need to be considered:



Each of the following sections of this document defines one of the six stages of the Internal Audit Implementation Strategy and key activities required to support the implementation of an effective Internal Audit function.

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1

Foundations

Objectives of the foundations implementation stage:

Identifying the needs and expectations of internal audit's stakeholders, then translating them into a clear mission and setting forth the objectives for the internal audit function as reflected in the Internal Audit Charter.

Key Activities	Considerations	Suggested Timing
1.1. Identify internal audit's stakeholder needs and expectations through discussions with the Audit Risk and Improvement Committee, General Manager, Directors, Section Managers other key stakeholders.	Aim to establish the value drivers for internal audit, considering the balance between value protection and value enhancement. Techniques: <ul style="list-style-type: none">Stakeholder InterviewsStakeholder Expectations Surveys	To be completed in QTR 1 2020
1.2 Working with management, document the purpose, authority and responsibility of internal audit in an internal audit charter.	The charter should also make reference, if appropriate, to the mandatory nature of elements of the Institute of Internal Auditor's (IIA's) professional practices framework, specifically the Definition of Internal Auditing, the Code of Ethics and the IIA Standards. The internal audit charter should be the responsibility of management, approved by ARIC, and updated annually.	To be completed in QTR 1 2020
1.3 Develop internal audit goals and key performance metrics.	In addition to providing a roadmap for validating or updating the existing mission/charter/focus of internal audit, a strategic plan will also provide the internal audit manager a means to: <ul style="list-style-type: none">Identify the nature and audit coverage for risks facing the council;Identify resource requirements effectively deliver on the plan;Establish how internal audit will present its value proposition within the Council to further develop its relationships with key stakeholders.	To be completed in QTR 1 2020
1.4 Other	<ul style="list-style-type: none">Develop<ul style="list-style-type: none">ARIC Committee CharterDevelop the ARIC Committee annual work planSetup Code of Conduct for members of ARIC CommitteesSetup Shared Services Management Committee<ul style="list-style-type: none">SSCM CharterWorkplan	To be completed in QTR 1 2020

2

Planning

Objective of the planning stage:

To develop an internal audit plan that addresses the needs and expectations of the stakeholders and the key risks of the Council.

Key Activities	Considerations	Suggested Timing
2.1 Gain an understanding of the Council's business objectives and identify which objectives are key to driving value within the organisation.	In developing an understanding of the Council's business, Manager Risk, Audit and Improvement will: <ul style="list-style-type: none">Conduct interviews with the council's management and process management across functional areas.Understand business objectives, emerging risks and uncertainties, concerns around inefficient or ineffective controls and areas for risk and process improvement opportunities from the interviewee's perspective.Understand the organisational structure with regard to elements such as departments, reporting lines, operational processes, support processes, geographical spread, and in-house/outsourced functions.Collect and review internal documents made available by the council, such as strategic plans, operating plans, business unit reviews, internal presentations, etc.Obtain and review prior year risk assessment results and other assurance risk assessmentsIdentify key stakeholder measurements	To be completed in QTR 1 2020
2.2 Fraud Risk Assessment	A fraud risk assessment will be performed to determine if special focus should be applied to fraud risks.	To be completed in QTR 1 2020
2.3 Update the Organisational Risk Profile and Risk Register	The Organisational Risk Profile and Risk Register captures key enterprise risks from a strategic, operational, financial reporting and compliance perspective identified during the Understand Business Objectives phase (2.1). Each risk identified should then be ranked based on significant of impact and likelihood of occurrence.	To be completed in QTR 1 2020
2.4 Develop a Value Linkage Assessment	Certain value drivers will be more important in delivering value to the Council than others. In addition, the key risks facing the Council will impact different value drivers. It is important to understand the relative importance of each value driver and the risk associated with it to priorities those drivers which are critical to create 4-year Internal Audit Plan (FY2020-FY2023).	To be completed in QTR 2 2020

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2

Planning (continued)

Key Activities (continued)	Considerations (continued)	Suggested Timing
2.5 Develop 4-year Internal Audit Plan (FY2020-FY2023). The main purpose of an audit plan is to describe the audit work that will be performed.	The results of the Organizational Risk Profile and Value Linkage Assessment will be used to create the 4-year Internal Audit Plan (FY2020-FY2023). Other considerations in developing and 4-year Internal Audit Plan (FY2020-FY2023) include: Previous audit results Instances of fraud High risk organisational activities with no prior assurance activity Controls designed to mitigate key risks Value enhancing audits over poor performing processes	To be completed in QTR 2 2020
2.6 Develop and update Budget	Internal Audit plan needs to fit within the management budget.	To be completed in QTR 2 2020
2.7 Prepare an operational plan for the Manager Risk, Audit and Improvement for reviews to be delivered across the Council on an annual basis.	The operational plan is a tactical schedule of projects derived from the approved audit plan, including any management requests that are to be completed during the period. The operational plan normally is a brief document comprising: <ul style="list-style-type: none"> A schedule of reviews Review objectives Budget of Time Planned start and finish dates 	To be completed in QTR 2 2020
2.8 Obtain 4-year Internal Audit Plan (FY2020-FY2023) approval from ARIC	Once the proposed 4-year Internal Audit Plan (FY2020-FY2023) has been completed, the results should be assessed and endorsed by the ARIC and approved by the General Manager of the Council.	Annual audit plans to be approved by ARIC in QTR 2 2020

5

2

Planning (continued)

Key Activities (continued)	Considerations (continued)	Suggested Timing
2.9 Updating the Risk Assessment and Internal Audit plan.	Assess the major changes impacting the Council throughout the year and consider revisiting and updating the Risk Profile, Risk Register and the 4-year Internal Audit Plan (FY2020-FY2023).	Quarterly starting in QTR 3 2020
2.10 Issue RFQ's and select internal audit service delivery partners.	Depending on the approved 4-year Internal Audit Plan (FY2020 – FY2023) and Budget, determine the appropriate audit plan delivery model: <ul style="list-style-type: none"> Task force model Co-source model 	To be completed in QTR 2 2020.

6

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3

Fieldwork

Objectives of fieldwork implementation stage:

Obtain sufficient evidence to achieve the objectives of the 4-year Internal Audit Plan. To be implemented through a Co-Source model.

Key Activities	Considerations	Suggested Timing
3.1 Understand the area under review per the 4-year Internal Audit Plan (FY2020 – FY2023)	Interview key process stakeholders to: <ul style="list-style-type: none"> Gain an understanding of the process under audit in terms of organisation, current performance level, performance targets, and known issues Confirm process objectives in terms of strategy, operations, reporting, compliance with applicable laws and regulations, safeguarding of assets, etc. Understand changes that would affect the objectives and scope of the audit 	Starting QTR 3 2020
3.2 Determine the audit approach to be used during fieldwork, value protection or value enhancement, based on the overall audit objective(s) and nature of work to be performed.	In some cases, the review will be focused on assessing the design and operating effectiveness of controls and, therefore, the value protection approach should be followed. In other cases, the review will focus on efficiency gains, process performance, and/or monetary savings and therefore the value enhancement approach should be followed.	Starting QTR 3 2020
3.3 Value Protection Approach	Key steps in this approach include: <ol style="list-style-type: none"> Planning and scoping of audit review Execution of audit review Finalisation of audit review Key outcomes for each step of the audit approach include: <p>Planning</p> <ul style="list-style-type: none"> Risk and control matrix documenting the project level risk assessment Planning memorandum Resources and budget Work program <p>Execute</p> <ul style="list-style-type: none"> Opening meeting Control design evaluation Control testing evaluation Timing of testing to be performed Testing techniques (inquiry, observation, examination of evidence, and re-performance) Sampling technique and sample selection Root cause analysis for key control breakdowns Substantive testing 	Starting QTR 3 2020

3

Fieldwork (continued)

Key Activities	Considerations	Suggested Timing
3.3 Value Protection Approach (continued)	Key outcomes of each step include (continued): <p>Finalise audit review:</p> <ul style="list-style-type: none"> Discussion on the accuracy of findings prior to existing the field Closing meeting with management Management action plan 	Starting QTR 3 2020
3.4 Value Enhancement Approach	For certain reviews, it may be necessary to conduct a review that will focus on efficiency gains, process performance, and/or monetary savings and, therefore, the value enhancement approach should be followed. <p>Key steps in this approach include:</p> <ol style="list-style-type: none"> Define Assess Analyse Recommend <p>Key outcomes for each step of the audit approach include:</p> <p>Define:</p> <ul style="list-style-type: none"> Understand objective of review and understand process Prepare a planning memo Determine resources and budget Hold opening meeting <p>Assess:</p> <ul style="list-style-type: none"> Prepare a data collection plan Collect data <p>Analyse:</p> <ul style="list-style-type: none"> Establish capability of the process Identify the root cause <p>Recommend:</p> <ul style="list-style-type: none"> Develop recommendations Aggregate root causes addressed by same recommendation Agree findings with management 	Starting QTR 3 2020

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4

Reporting

Objective of the reporting stage:

To report the internal audit results, including practical and value-added recommendations, clearly and concisely.

Key Activities	Considerations	Suggested Timing
4.1 Develop a draft internal audit report and obtain management comments	Audit reports to management will normally include: <ul style="list-style-type: none"> • Addressee • Background and scope • Limitations and responsibilities • Findings and recommendations 	Per audit review
4.2 Confirm findings documented in the audit report have appropriate management action plans	Ensure all actions are agreed with Council's management prior to reporting.	Per audit review
4.3 Audit issue tracking	Perform audit issue follow up with management on a regular basis and develop a protocol with management to report overdue audit actions to the audit risk and improvement committee.	Quarterly starting QTR 1 2020
4.4 Audit Risk and Improvement Committee Reporting	Provide a summary of work performed and the results of reports to the audit risk and improvement committee on a periodic basis. The report should contain the status of the audit plan, progress against plan, changes in the risk assessment as well as a reference to actual versus budget regarding financial aspects of the audit review. In addition, the report should summarise the audits performed during the period since the last report and highlight high risk issues identified during the course of the work, especially where these appear to be systemic. The report should also include a section detailing the status of open issues for which management has not yet implemented the agreed action. Ageing open issues gives the audit committee an indication of management's seriousness in addressing identified key risks and control weaknesses.	Quarterly starting QTR 1 2020

9

5

Quality

Objective of the reporting stage:

Measure commitment to high levels of quality, continues evaluation and internal audit effectiveness

Key Activities	Considerations	Suggested Timing
5.1 Develop performance metrics. Compare actual performance to target performance and identify reasons for significant variations.	<ul style="list-style-type: none"> • Number of audits scheduled • Number of audits completed • Audit efficiency (budget to actual) • Opportunities for cost reductions identified • Timeliness of audit notifications • Frequency of risk assessment updates • Annual risk assessment planning efficiency 	Quarterly starting QTR 1 2020
5.2 Obtain feedback from the stakeholder satisfaction surveys	Stakeholder satisfaction surveys should provide a basis for continues improvement,	Per audit review
5.3 Balanced Scorecard or similar	Use a balanced scorecard to provide a balanced view of the internal audit function's strategic objectives. This typically consists of four or five categories covering all aspects of the internal audit function such as people, adding value, effectiveness and communication.	Annually

10

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ITEM 4.6 CHAIRPERSON DISCUSSION ITEM

MOVED by Cr Kensit and Cr McCormack that:

31/20

1. Upper Lachlan Shire Council asks our local State Member to approach the State Government as the ultimate Consent Authority for State Significant Energy Projects to enact as a Condition of Consent for these locally impactful projects that:-

“Henceforth all State Significant Energy Projects, already operational or lately approved as a condition of their continued operation or future consent, will be required to contribute a total of 1% of their audited gross annual income towards the local shire in which their project is located.

In discussion with the shire about one-third of this annual amount will be a contribution to a local council committee to disburse to meet submissions and another two-thirds will be a direct payment to council to be used as it sees fit”.

- LOST

Councillors who voted for:-

Cr P Kensit, B McCormack and D O'Brien, J Searl

32/20

Councillors who voted against:-

Cr P Culhane, R Cummins, R Opie, J Stafford and J Wheelwright

A foreshadowed motion was moved by Cr Cummins and Cr Wheelwright that:

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1. Council does not support the recommendation 4.6 of the Audit, Risk and Improvement Committee.

On being put to the meeting the foreshadowed motion was carried.

RESOLVED by Cr Cummins and Cr Wheelwright that:

1. Council does not support the recommendation 4.6 of the Audit, Risk and Improvement Committee.

- CARRIED

Councillors who voted for:-

Crs P Culhane, R
Cummins, R Opie,
J Stafford and J
Wheelwright

Councillors who voted against:-

Crs P Kensit, D
O'Brien and B
McCormack, J
Searl

10. Local Traffic Committee Meeting Committee – Minutes from meeting held on 6 February 2020.

RESOLVED by Cr McCormack and Cr Searl that:

ITEM 4.1 NSW OUTDOOR DINING POLICY

1. Item be deferred to a future meeting after the completion of parking and traffic study so the outcome can be provided to LTC.

33/20

ITEM 4.2 SAFETY CONCERNS ON DRIVEWAY AT 5520 TARALGA ROAD, CURRAWHEELA

1. Council install concealed driveway signs at 250 metres north of the driveway at 5520 Taralga Road, Curraweela;
2. Council approve the trimming and removal of the

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trees on the west side of the road reserve (south approach).

ITEM 4.3 DISABLED PARKING SPACE - TARALGA POST OFFICE

1. Council install a disabled parking bay at the front of the Taralga Post Office, in Orchard Street Taralga, in accordance with the relevant standards.

ITEM 4.4 TRAFFIC REPORT ON COLLECTOR ROAD, GUNNING FROM MR52 TO MURRAY STREET

1. Council regrade the unsealed section on this road for better drainage and erosion control on the road surface as a part of the road grading program;
2. Council consider additional school bus bays into the new design when this road is due for re-construction in the future.

- CARRIED

Councillors who voted for:-

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

Councillors who voted against:- Nil

11. Economic Development Taskforce Committee - Minutes from meeting held on 28 January 2020.

ITEM 6.5 TREE PRESERVATION

RESOLVED by Cr Searl and Cr Kensit that -

1. That in principle Council supports Landcare Initiatives.

- CARRIED

Councillors who voted for:-

Crs P Culhane, R Cummins, P

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Kensit, R Opie, D
O'Brien, B
McCormack, J
Searl, J Stafford
and J Wheelwright

Councillors who voted against:- Nil

SECTION 17: NOTICES OF MOTION

ITEM 17.1 NOTICE OF MOTION - HEAVY VEHICLES

MOVED by Cr Cummins and Cr Opie

“That Council writes to the National Transport Commission and advises that Council does not support The Australian Livestock and Rural Transporters Association’s expectation that in 2020 a B-Double or a Road Train will get to every farm gate in the country, without appropriate funding being made available by both State and Federal Governments to repair and/or replace the ageing infrastructure within Councils local area which could be significantly damaged by these heavy vehicles”.

- LOST

Councillors who voted for:- Crs R Cummins and R Opie

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

34/20 *A motion was moved by Cr McCormack and Cr Kensit that the meeting extend to 9:30pm*

- CARRIED

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

Councillors who voted against:- Nil

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SECTION 18: QUESTIONS WITH NOTICE

ITEM 18.1 WOMBEYAN CAVES ROAD

MOVED by Cr Cummins and Cr Opie that -

1. The General Manager prepare a report to Council outlining the economic and social connections between Crookwell and Gunning, Crookwell and Taralga, Crookwell and Collector to map a pathway moving forward that will create a Shire economy that is more resilient to economic, social and environmental shifts.

- LOST

Councillors who voted for:- Crs R Cummins, P Kensit and R Opie

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

ITEM 18.2 CROOKWELL AND GUNNING SWIMMING POOLS

Refer to the business paper for 20 February 2020 Council Meeting for the General Manager's comments.

ITEM 18.3 CUSTOMER REQUEST MANAGEMENT SYSTEM (CRMS)

Refer to the business paper for 20 February 2020 Council Meeting for the General Manager's comments.

ITEM 18.4 COUNCIL ROAD BRIDGES

Refer to the business paper for 20 February 2020 Council Meeting for the General Manager's comments.

ITEM 18.5 CROOKWELL TOWN WATER SUPPLY

Refer to the business paper for 20 February 2020 Council Meeting for the General Manager's comments.

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ITEM 18.6 INDUSTRIAL DEVELOPMENT IN THE SHIRE

Refer to the business paper for 20 February 2020 Council Meeting for the General Manager's comments.

35/20 *A motion was moved by Cr McCormack and Cr Kensit that the meeting extend to 10:00pm*

- **CARRIED**

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

Councillors who voted against:- Nil

CLOSED COUNCIL ITEMS

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

36/20 **RESOLVED** by Cr McCormack and Cr Searl: -

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

- **CARRIED**

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Council closed its meeting at 9:25pm and the public, staff and press left the chambers.

37/20 **RESOLVED** by Cr Searl and Cr Kensit that: -

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

- CARRIED

Open Council resumed at 9:55pm

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.

A motion was moved by Cr McCormack and Cr Searl to bring items 19.2, 19.3 and 19.4 forward.

On being put to the meeting the motion was carried.

RESOLVED by Cr McCormack and Cr Searl to bring items 19.2, 19.3 and 19.4 forward.

- CARRIED

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

Councillors who voted against:- Nil

SECTION 19: CONFIDENTIAL SESSION

ITEM 19.1 NOTICE OF MOTION - NO CONFIDENCE

MOVED by Cr Cummins and Cr Opie that -

1. A motion of no confidence in the Mayor. The motion of no confidence has arisen from the mismanagement of the recruitment process of the new General Manager.

- LOST

Councillors who voted for:- Crs R Cummins and R Opie

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

A foreshadowed motion was moved by Cr Wheelwright and Cr O'Brien that: -

1. Council has confidence in the process undertaken by the Mayor and the panel formed by Council to appoint the current General Manager.

On being put to the meeting the motion was carried.

38/20

RESOLVED By Cr Wheelwright and Cr O'Brien that: -

1. Council has confidence in the process undertaken by the Mayor and the panel formed by Council to appoint the current General Manager.

- CARRIED

Councillors Who Voted For:- Crs P Culhane, P Kensit, D O'Brien, B McCormack, J Searl, J Stafford And J Wheelwright.

Councillors Who Voted Against:- Crs R Cummins And R Opie

ITEM 19.2

POTENTIAL SALE OF FORMER SALEYARDS SITE, LAGGAN ROAD, CROOKWELL

39/20

RESOLVED by Cr Searl and Cr McCormack that :-

1. Council accept the expression of interest from Crookwell/Taralga Aged Care Ltd for the land sale of part Lot 3 DP1112816, Laggan Road, Crookwell. The land sale price shall be in accordance with the Douglas Walker and Associates valuation report for Option B, land area of approximately 9,394 square metres. All contract costs shall be borne by the purchaser of the land. The Council Mayor and General Manager be authorised to sign and execute legal documentation associated with the land sale under the Common Seal of Council.

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2. Council and Crookwell/Taralga Aged Care Ltd agree to the establishment of a right of carriageway and/or easement (minimum 20 metres in width) through aforesaid Option B land to allow Council to retain road frontage access from Laggan Road to the remaining parcel of land (2.55 hectares less Option B land area of 9,394 square metres) in part Lot 3 DP1112816, Laggan Road, Crookwell.
3. Upon the land sale agreement being endorsed, the General Manager authorise the preparation of all associated documents related to the land subdivision and land conveyancing for Option B, part Lot 3 DP1112816 Laggan Road, Crookwell. All associated costs shall be borne by the purchaser of the land.

- CARRIED

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

Councillors who voted against:- Nil

ITEM 19.3
40/20

PROCUREMENT OF REPLACEMENT GRAVEL TRUCK

RESOLVED by Cr O'Brien and Cr Wheelwright

1. Council purchase one Freightliner Coronado 114 from Hartwigs Queanbeyan for the sum of \$299,123 including GST
2. Sell existing truck (Plant 538) through auction.

- CARRIED

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

Councillors who voted against:- Nil

ITEM 19.4

KIAMMA CREEK BRIDGE UPGRADE - ULSC 2019/30

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41/20

RESOLVED by Cr McCormack and Cr Wheelwright

1. Council accepts the tender from Bridging Australia Pty Ltd for the design and construction of a new bridge over the Kiamma Creek in Laggan Road Crookwell MR248E for a total price of \$339,306.00 (Inc. GST).

- CARRIED

Councillors who voted for:-

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

Councillors who voted against:- Nil

THE MEETING CLOSED AT 9:55PM

Minutes confirmed 19 MARCH 2020

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Mayor