BUSINESS PAPER

ORDINARY MEETING

Thursday 16 July 2026
10:00 AM
Council Chambers

COUNCIL'S VISION

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

COUNCIL'S MISSION

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

COUNCIL'S AIMS

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

NOTICE OF MEETING

9 July 2026

Councillors

Dear Members

Ordinary Meeting of Council

Notice is hereby given that the next Ordinary Meeting of Council will take place on **Thursday 16 July 2026** in the **Council Chambers** commencing at **10:00 AM.**

Your presence is requested.

Yours faithfully

Alex Waldron
Chief Executive Officer
Upper Lachlan Shire Council

AGENDA

ACKNOWLEDGEMENT OF COUNTRY

"I would like to Acknowledge and pay our respects to the Aboriginal Elders both past and present, as well as emerging leaders, and Acknowledge the traditional custodians of the Land on which we meet today."

UPPER LACHLAN SHIRE COUNCIL

LEAVE OF ABSENCE

Chief Executive Officer
Upper Lachlan Shire Council
Spring Street
CROOKWELL NSW 2583

Dear Madam

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

Date: ……………………………………...

I will be absent for the following reason/s:

………………………………………………………………………………………

………………………………………………………………………………………

………………………………………………………………………………………

Yours faithfully

………………………………
(Councillor Signature)

ETHICAL DECISION MAKING AND CONFLICTS OF INTEREST

A GUIDING CHECKLIST FOR COUNCILLORS, OFFICERS AND COMMUNITY COMMITTEES

ETHICAL DECISION MAKING

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

CONFLICT OF INTEREST

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

THE TEST FOR CONFLICT OF INTEREST

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

IDENTIFYING PROBLEMS

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

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

AGENCY ADVICE

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

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

UPPER LACHLAN SHIRE COUNCIL

COUNCILLORS DISCLOSURE OF A PECUNIARY INTEREST

PURSUANT TO PART 4 PECUNIARY INTEREST IN THE CODE OF CONDUCT

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

To the Chief Executive Officer

I, ____

Declare a Conflict of Interest, being a PECUNIARY Interest.

Name of Meeting: Ordinary Meeting of Council

Date of Meeting:

Page Number: **Item Number:**

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

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

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

to be held on the day of 20 .

Pecuniary interest

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

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

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

Matter giving rise to pecuniary interest[1]

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

[Tick or cross one box]

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

Current zone/planning control

Proposed change of zone/planning control

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

☐ Appreciable financial gain ☐ Appreciable financial loss

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

Councillor's Signature:

Date:

UPPER LACHLAN SHIRE COUNCIL

<u>COUNCILLORS DISCLOSURE OF A NON-PECUNIARY INTEREST</u>

PURSUANT TO PART 5 NON PECUNIARY INTEREST IN THE CODE OF CONDUCT

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

To the Chief Executive Officer

I, ____

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

☐ Significant ☐ Non Significant

COUNCIL MEETINGS

Name of Meeting ____

Date of Meeting ____

Page Number ____________________ Item Number ____________________

Subject ____

Reason for Interest ____

____

____

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

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

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

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

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

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

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

______________________________ ______________________________

Signature Date

5 CONFIRMATION OF MINUTES

The following minutes are submitted for confirmation -

UPPER LACHLAN SHIRE COUNCIL

MINUTES OF THE

ORDINARY MEETING OF COUNCIL

HELD IN THE COUNCIL CHAMBERS

ON 18 JUNE 2026

PRESENT: Mayor P Culhane (Chairperson), Cr R Cameron, Cr V Flanagan, Cr G Harris, Cr A Meggitt, Cr S Peirce, Cr J Searl, Cr T Yallouris, Ms A Waldron (Chief Executive Officer), Mr A Croke (Director Finance and Administration), Mr S Arkinstall (Director of Environment & Planning), Mr K Mahmud (Director Infrastructure),and Mrs K McCarthy (Executive Assistant)

THE MAYOR DECLARED THE MEETING OPEN AT 10:06AM

SECTION 1: NOTICE OF WEBCASTING/AUDIO RECORDING OF MEETING

Mayor Culhane read an Acknowledgement of Country and notice of meeting/webcast to the meeting.

Mayor Culhane noted a public forum was held between 9:32am – 9:50am on Item 11.1 – DA 192026 (PAN-614930) – 52 Lot Subdivision – Corner McDonald Street and Tait Street Crookwell Lot 350 DP 1301003.

SECTION 2: CITIZENSHIP CEREMONY

1. Therese Becker – Germany
2. Stephen Johnston – Wales

Council took a short break following the Citizenship Ceremony at 10:17am

Council resumed its ordinary meeting at 10:37am

83/26

RESOLVED by Mayor Culhane and Cr Peirce that –

1. That Council move Item 13.3 - Rescind 2025 Council Code of Meeting Practice Resolution in Council order of business.

- CARRIED

Councillors who voted for:- Crs P Culhane, R Cameron, V Flanagan, G Harris, A Meggitt, S Peirce, J Searl, and T Yallouris

Councillors who voted against:- Nil

ITEM 13.3 **RESCIND 2025 COUNCIL CODE OF MEETING PRACTICE RESOLUTION**

84/26 ***RESOLVED*** by Cr Harris and Cr Flanagan that -

1. Council rescind the Council Code of Meeting Practice adopted on 16 April 2026 as Resolution Number 59/26 after disallowance of the prescribed Model Code of Meeting Practice for Local Councils by the NSW Parliament.
2. Council in accordance with Section 360, and 362(1)(a) and (2), of the *Local Government Act 1993*, adopts the previous version Council Code of Meeting Practice as adopted at the Council Meeting held on 18 September 2025 as previous Council Resolution Number 158/25.

- CARRIED

Councillors who voted for:- Crs P Culhane, R Cameron, V Flanagan, G Harris, A Meggitt, S Peirce, J Searl, and T Yallouris

Councillors who voted against:- Nil

https://upperlachlan.nsw.gov.au/council/governance/policies/

SECTION 3: **APOLOGIES & LEAVE OF ABSENCE**

85/26 ***RESOLVED*** by Cr Searl and Cr Cameron

1. That the apology of Cr S Reynolds be received and a leave of absence granted.

- CARRIED

Councillors who voted for:- Crs P Culhane, R Cameron, V Flanagan, G Harris, A Meggitt, S Peirce, J Searl and T Yallouris

Councillors who voted against:- Nil

SECTION 4: DECLARATIONS OF INTEREST

Cr Rob Cameron declared a Significant Non-Pecuniary interest in Section 16.1 Reports to Committees – Gullen Range and Crookwell III & III Windfarm as he is member of Crookwell Rotary Club and Grabben Gullen Hall and will make a declaration, stay in the chamber, not participate in the debate and not vote.

Cr Paul Culhane declared a Non-Significant Non-Pecuniary interest in Section 16.1 Reports to Committees – Crookwell II and III Windfarm as he is a life member of Crookwell AP&H Society and will make a declaration, stay in the chamber, not participate in the debate and not vote.

Cr Vivienne Flanagan declared a Non Significant, Non-Pecuniary interest in Section 16.1 Reports to Committees – Crookwell II Windfarm as she is a resident of the Roslyn Community and a member of the Roslyn Progress & Memorial Hall who are a grant recipient and will make a declaration, stay in the chamber, not participate in the debate and not vote.

Cr Alexandra Meggitt declared a Non-Significant, Non-Pecuniary interest in Section 16.1 Reports to Committees – Crookwell II Windfarm as she is a member of the Crookwell & District extreme obstacle racing club incorporated who are a grant recipient and will make a declaration, stay in the chamber, not participate in the debate and not vote.

86/26 ***RESOLVED*** by Cr Culhane and Cr Searl that –

1. That Council move Item 16.1 Reports from Committees for the months of April and May in Council order of business**.**

- CARRIED

Councillors who voted for:- Crs P Culhane, R Cameron, V Flanagan, G Harris, A Meggitt, S Peirce, J Searl, and T Yallouris

Councillors who voted against:- Nil

ITEM 16.1 REPORTS FROM COMMITTEES FOR THE MONTHS OF APRIL AND MAY

87/26 ***RESOLVED*** by Cr Peirce and Cr Searl that -

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

1. Crookwell II Wind Farm Community Fund Committee – Minutes from meeting held 25 May 2026.
2. Cullerin Range Wind Farm Community Fund Committee – Minutes from meeting held 25 May 2026.
3. Gullen Range Wind Farm Community Fund Committee – Minutes from meeting held 1 June 2026.

- CARRIED

Councillors who voted for:- Crs P Culhane, R Cameron, V Flanagan, G Harris, A Meggitt S Peirce, J Searl and T Yallouris

Councillors who voted against:- Nil

88/26 ***RESOLVED*** by Cr Peirce and Cr Yallouris that -

1. Council write to successful applicants for the 2026/2027 Crookwell II and III Windfarm Community Fund Grant.

- CARRIED

Councillors who voted for:- Crs G Harris, S Peirce, J Searl and T Yallouris

Councillors who voted against:- Nil

NB: Mayor Culhane, Cr Cameron, Cr Meggitt and Cr Flanagan did not participate and did not vote in the above resolution due to their Declaration of interest.

89/26 ***RESOLVED*** by Cr Searl and Cr Peirce that –

1. Council write to successful applicants for the 2026/2027 Gullen Range Windfarm Community Fund Grant.

- CARRIED

Councillors who voted for:- Crs P Culhane, R Cameron, V Flanagan, G Harris, A Meggitt, S Peirce, J Searl and T Yallouris

Councillors who voted against:- Nil

90/26 ***RESOLVED*** by Cr Flanagan and Cr Searl that –

1. Council write to successful applicants for the 2026/2027 Cullerin Range Windfarm Community Fund Grant.

- CARRIED

Councillors who voted for:- Crs P Culhane, V Flanagan, G Harris, A Meggitt, S Peirce, J Searl and T Yallouris

Councillors who voted against:- Nil

NB: Cr Cameron, did not participate and did not vote in the above resolution due to his Declaration of interest.

91/26 ***RESOLVED*** by Cr Meggitt and Cr Flanagan that –

1. That Council move Item 11.1 DA 19/2026 (PAN-614930) - 52 Lot Subdivision - Corner McDonald Street and Tait Street CROOKWELL, Lot 350 DP 1301003 in Council order of business**.**

- CARRIED

Councillors who voted for:- Crs P Culhane, R Cameron, V Flanagan, G Harris, A Meggitt, S Peirce, J Searl, and T Yallouris

Councillors who voted against:- Nil

ITEM 11.1 DA 19/2026 (PAN-614930) - 52 LOT SUBDIVISION - CORNER MCDONALD STREET AND TAIT STREET CROOKWELL, LOT 350 DP 1301003

92/26 ***RESOLVED*** by Cr Harris and Cr Yallouris

It is recommended that:

1. DA 19/2026 (PAN- 614930) for a 52-lot subdivision be approved generally in accordance with the conditions contained in the draft conditions of consent.
2. The draft Voluntary Planning Agreement be revised to include a 30-year maintenance contribution for the stormwater detention basin and then be placed on public exhibition for a period of 28 days.

3. Following the exhibition period, the matter be reported back to Council to consider any lawful concerns received with the submissions or the Chief Executive Officer be delegated authority to finalise and enter into the VPA should no significant submission be received.
4. Council's Chief Executive Officer and the developer endorse the VPA before any construction works commence on the subdivision.
5. That Council publicly exhibits the proposed street name of "Hills" in accordance with the *NSW Roads Act* for a minimum of 28 days and should there be no objection received, Council to forward the name to the Geographical Names Board seeking formal approval; or should any objection be received, the matter be reported back to Council to consider the submissions and any alternative name/s.

- CARRIED

Councillors who voted for:- Crs P Culhane, V Flanagan, G Harris and J Searl

Councillors who voted against:- Crs R Cameron, A Meggitt, S Peirce and T Yallouris

As the Mayor held the casting vote the motion was carried therefore becoming the resolution.

A minutes silence was observed for Mr Dennis Crowe, who recently passed. Dennis was a Gunning resident and member of Gunning RSL Chapter.

SECTION 5: CONFIRMATION OF MINUTES

ITEM 5.1
93/26

RESOLVED by Cr Peirce and Cr Searl

That the minutes of the Ordinary Council Meeting held on 21 May 2026 be adopted.

- CARRIED

Councillors who voted for:- Crs P Culhane, R Cameron, V Flanagan, G Harris, A Meggitt, S Peirce, J Searl and T Yallouris

Councillors who voted against:- Nil

SECTION 6: PRESENTATIONS TO COUNCIL/PUBLIC

Nil

SECTION 7: MAYORAL MINUTES

ITEM 7.1 MAYORAL MINUTE

94/26 ***RESOLVED*** by Mayor Culhane and Cr Peirce

1. That Council receive and note the activities attended by the Mayor for May and June.

Councillors who voted for:- Crs P Culhane, R Cameron, V Flanagan, G Harris, A Meggitt, S Peirce, J Searl and T Yallouris

Councillors who voted against:- Nil

SECTION 8: CORRESPONDENCE

ITEM 8.1 CORRESPONDENCE FOR THE MONTHS OF MAY AND JUNE

95/26 ***RESOLVED*** by Cr Searl and Cr Flanagan

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

1. Office of Local Government – Circular 26-05 - 2026/2027 Determination of the Local Government Remuneration Tribunal.
2. Office of Local Government - Circular 26-06 - Rates Related Determinations for Councils 2026-2027.
3. Office of Local Government – Circular 26-07 – Time Series Data 2024-2025.

- CARRIED

Councillors who voted for:- Crs P Culhane, R Cameron, V Flanagan, G Harris, A Meggitt, S Peirce, J Searl and T Yallouris

Councillors who voted against:- Nil

SECTION 9: LATE CORRESPONDENCE

Nil

SECTION 10: INFORMATION ONLY

Cr Simon Peirce left the meeting, the time being 12:00pm

Cr Simon Peirce returned to the meeting, the time being 12:02pm

ITEM 10.1 DEVELOPMENT STATISTICS REPORT

96/26 ***RESOLVED*** by Cr Searl and Cr Harris

1. Council receives and notes the report as information.

- CARRIED

Councillors who voted for:- Crs P Culhane, R Cameron, V Flanagan, G Harris, A Meggitt, S Peirce, J Searl and T Yallouris

Councillors who voted against:- Nil

Cr Alexandra Meggitt left the meeting, the time being 12:14pm and did not return to chambers.

ITEM 10.2-10.9 INFORMATION ONLY ITEMS

97/26 ***RESOLVED*** by Cr Searl and Cr Peirce

1. Council receive and notes Items 10.2-10.9 in the reports as information.

- CARRIED

Councillors who voted for:- Crs P Culhane, R Cameron, V Flanagan, G Harris, S Peirce, J Searl and T Yallouris

Councillors who voted against:- Nil

Council took a short break at 12:24pm and paused live streaming to the public.
Council resumed at 12:49pm live streaming returned to the public.

REPORTS FROM STAFF AND STANDING COMMITTEES

SECTION 11: ENVIRONMENT AND PLANNING

ITEM 11.1 DA 19/2026 (PAN-614930) - 52 LOT SUBDIVISION - CORNER MCDONALD STREET AND TAIT STREET CROOKWELL, LOT 350 DP 1301003

This matter was addressed earlier in the meeting.

ITEM 11.2 ENERGY LEGISLATION AMENDMENT (PRIORITISING RENEWABLE ENERGY) BILL 2026

98/26 ***RESOLVED*** by Cr Searl and Cr Cameron

1. Council receives and notes the report as information.

- CARRIED

Councillors who voted for:- Crs P Culhane, R Cameron, V Flanagan, G Harris, S Peirce, J Searl and T Yallouris

Councillors who voted against:- Nil

SECTION 12: INFRASTRUCTURE DEPARTMENT

Nil

SECTION 13: FINANCE AND ADMINISTRATION

ITEM 13.1 INTEGRATED PLANNING AND REPORTING - ADOPTION OF 2026/2027 COUNCIL PLANS

99/26 ***RESOLVED*** by Cr Searl and Cr Peirce

1. Council, in accordance with Sections 8A-8C and Sections 403-406, of the Local Government Act 1993 resolve to adopt the following Strategic Plans:-

   1. Operational Plan 2026/2027;
   2. Delivery Program 2026/2027 – 2029/2030;
   3. Long Term Financial Plan 2026-2035;
   4. Infrastructure Plan 2026-2035; and
   5. Workforce Plan 2026/2027 – 2029/2030.

2. Council approves expenditure and votes money according to the integrated financial budget contained within Council's 2026/2027 Operational Plan.

3. Council provide an acknowledgment and response to the public submissions received.

4. Council make the Revenue Policy, including Fees and Charges, and operational and capital budget as outlined in the 2026/2027 Operational Plan.

5. Council in accordance with Section 506, of the Local Government Act 1993, and the Office of Local Government advice, and in accordance with the Independent Pricing and Regulatory Tribunal of NSW determination, hereby adopt a 4.90% permissible Ordinary (General) Rates Increase for 2026/2027.

6. Council in accordance with Section 566 (3), of the Local Government Act 1993, hereby resolves that the Interest Rate to apply to all overdue Rates and Charges be calculated at the maximum permissible Interest Rate of 9.50% per annum, calculated on a daily basis, as determined by the Office of Local Government.

7. Under the Local Government Act 1993, pursuant to Sections 535, 537 and 543 (1), Council make a general ordinary rate Ad-Valorem of 0.0010674 for Farmland Rating Category inclusive of a Base Amount of $550.00 per Assessment being 24% of the total

amount payable for land categorised as Farmland, for the year 2026/2027.

8. Under the Local Government Act 1993, pursuant to Sections 535, 537 and 543 (1), Council make a general ordinary rate Ad-Valorem of 0.0018732 for the Residential Rating Category inclusive of a Base Amount of $275.00 per Assessment being 37% of the total amount payable for land categorised as Residential, for the year 2026/2027.

9. Under the Local Government Act 1993, pursuant to Sections 535, 537 and 543 (1), Council make a general ordinary rate Ad-Valorem of 0.0013384 for the Residential – Non Urban Rating Category inclusive of a Base Amount of $275.00 per Assessment being 31% of the total amount payable for land categorised as Residential – Non Urban, for the year 2026/2027.

10. Under the Local Government Act 1993, pursuant to Sections 535, 537 and 543 (1), Council make a general ordinary rate Ad-Valorem of 0.0065910 for the Business – Crookwell Rating Category inclusive of a Base Amount of $275.00 per Assessment being 23% of the total amount payable for land categorised as Business - Crookwell, for the year 2026/2027.

11. Under the Local Government Act 1993, pursuant to Sections 535, 537 and 543 (1), Council make a general ordinary rate Ad-Valorem of 0.0039130 for the Business – Gunning Rating Category inclusive of the Base Amount of $275.00 per Assessment being 31% of the total amount payable for land categorised as Business – Gunning for the year 2026/2027.

12. Under the Local Government Act 1993, pursuant to Sections 535, 537 and 543 (1), Council make a general ordinary rate Ad-Valorem of 0.0033666 for the Business – Taralga Rating Category inclusive of the Base Amount of $275.00 per Assessment being 30% of the total amount payable for land categorised as Business – Taralga for the year 2026/2027.

13. Under the Local Government Act 1993, pursuant to Sections 535, 537 and 543 (1), Council make a general ordinary rate Ad-Valorem of 0.0156410 for the Business – General Rating Category inclusive of the Base Amount of $280.00 per Assessment being 4% of the total amount payable for land categorised as Business – General for the year 2026/2027.

14. Under the Local Government Act 1993, pursuant to Sections 535, 537 and 543 (1), Council make a general ordinary rate Ad-Valorem of 0.0056600 for the Mining Rating Category inclusive of the Base Amount of $280.00 per Assessment being 11% of the total amount payable for land categorised as Mining for the year 2026/2027.

15. Under the Local Government Act 1993, pursuant to Sections 535, 543 (1), 501 and 552, Council make a Crookwell Water Supply Annual Charge subject to a Water Access Fee of $656.00 and a Water Availability Charge of $656.00, for the year 2026/2027.

16. Under the Local Government Act 1993, pursuant to Sections 535, 543 (1), 501 and 552, Council make a Taralga Water Supply Annual Charge subject to a Water Access Fee of $656.00 and a Water Availability Charge of $656.00, for the year 2026/2027.

17. Under the Local Government Act 1993, pursuant to Sections 535, 543 (1), 501 and 552, Council make a Dalton Water Supply Annual Charge subject to a Water Access Fee of $656.00 and a Water Availability Charge of $656.00, for the year 2026/2027.

18. Under the Local Government Act 1993, pursuant to Sections 535, 543 (1), 501 and 552, Council make a Gunning Water Supply Annual Charge subject to a Water Access Fee of $656.00 and a Water Availability Charge of $656.00, for the year 2026/2027.

19. Under the Local Government Act 1993, pursuant to Sections 535, 543 (1), 501 and 552, Council make a Gunning Sewer Supply Access Charge of $1,102.00 per Assessment categorised as Residential Occupied and an Access Charge of $724.00 for Residential Unoccupied, for the year 2026/2027.

20. Under the Local Government Act 1993, pursuant to Sections 535, 543 (1), 501 and 552, Council make a Gunning Sewer Supply Best Practice Pricing Access Charge per Assessment categorised as Non-Residential and Business of $1,102.00, a Sewer Discharge Factor of 0.77 and a Usage Charge of $4.89, for the year 2026/2027.

21. Under the Local Government Act 1993, pursuant to Sections 535, 543 (1), 501 and 552, Council make a Gunning Sewer Supply Best Practice Pricing Access Charge per Assessment categorised as Churches / Schools / Hospitals / Nursing Homes

and Parks of $1,102.00, a Sewer Discharge Factor of 0.50 and a Usage Charge $4.89, for the year 2026/2027.

22. Under the Local Government Act 1993, pursuant to Sections 535, 543 (1), 501 and 552, Council make a Gunning Sewer Supply Best Practice Pricing Access Charge per Assessment categorised as Commercial of $1,102.00, a Sewer Discharge Factor of 0.60 and a Usage Charge of $4.89, for the year 2026/2027.

23. Under the Local Government Act 1993, pursuant to Sections 535, 543 (1), 501 and 552, Council make a Crookwell Sewer Supply Access Charge of $1,102.00 per Assessment categorised as Residential Occupied and an Access Charge of $724.00 for Residential Unoccupied, for the year 2026/2027.

24. Under the Local Government Act 1993, pursuant to Sections 535, 543 (1), 501 and 552, Council make a Crookwell Sewer Supply Best Practice Pricing Access Charge per Assessment categorised as Commercial of $1,102.00, a Sewer Discharge Factor of 0.60 and a Usage Charge of $4.89, for the year 2026/2027.

25. Under the Local Government Act 1993, pursuant to Sections 535, 543 (1), 501 and 552, Council make a Crookwell Sewer Supply Best Practice Pricing Access Charge per Assessment categorised as Non-Residential and Business of $1,102.00, a Sewer Discharge Factor of 0.77 and a Usage Charge of $4.89, for the year 2026/2027.

26. Under the Local Government Act 1993, pursuant to Sections, 535, 543 (1), 501 and 552, Council make a Crookwell Sewer Supply Best Practice Pricing Access Charge per Assessment categorised as Churches / Schools / Hospitals / Nursing Homes and Parks of $1,102.00, a Sewer Discharge Factor of 0.50 and a Usage Charge of $4.89, for the year 2026/2027.

27. Under the Local Government Act 1993, pursuant to Sections 535, 543 (1), 501 and 552, Council make a Taralga Sewer Supply Access Charge of $1,102.00 per Assessment categorised as Residential Occupied and an Access Charge of $724.00 for Residential Unoccupied, for the year 2026/2027.

28. Under the Local Government Act 1993, pursuant to Sections 535, 543 (1), 501 and 552, Council make a Taralga Sewer Supply Best

Practice Pricing Access Charge per Assessment categorised as Non-Residential and Business of $1,102.00, a Sewer Discharge Factor of 0.77 and a Usage Charge of $4.89, for the year 2026/2027.

29. Under the Local Government Act 1993, pursuant to Sections 535, 543 (1), 501 and 552, Council make a Taralga Sewer Supply Best Practice Pricing Access Charge per Assessment categorised as Commercial of $1,102.00, a Sewer Discharge Factor of 0.60 and a Usage Charge of $4.89, for the year 2026/2027.

30. Under the Local Government Act 1993, pursuant to Sections, 535, 543 (1), 501 and 552, Council make a Taralga Sewer Supply Best Practice Pricing Access Charge per Assessment categorised as Churches / Schools / Hospitals / Nursing Homes and Parks of $1,102.00, a Sewer Discharge Factor of 0.50 and a Usage Charge of $4.89, for the year 2026/2027.

31. Under the Local Government Act 1993, pursuant to Sections, 535, 543 (1), and 496, Council make a shire wide Domestic Waste Management Service Charge of $703.00 per service for the year 2026/2027.

32. Under the Local Government Act 1993, pursuant to Sections, 535, 543 (1), and 496, Council make a shire wide Domestic Waste Management Availability Charge of $278.00 per Rateable Assessment. This annual charge is for each vacant property that is categorised as Residential and is in the pickup service area, for the year 2026/2027.

33. Under the Local Government Act 1993, pursuant to Sections, 535, 543 (1), and 501, Council make a Commercial Waste Service Charge of $833.00 per service for each rateable Assessment categorised as Business – Gunning, Business – Taralga, Business – Crookwell, and Business – General, for the year 2026/2027.

34. Under the Local Government Act 1993, pursuant to Sections 535, 543 (1) and 501, Council make a Commercial Waste Availability Charge of $278.00 per Assessment for Rateable Assessments categorised as Business – Gunning, Business – Taralga, Business – Crookwell, and Business – General, for the year 2026/2027.

35. Under the Local Government Act 1993, pursuant to Sections 535, 543 (1) and 501, Council make a Rural Waste Annual Charge of $305.80 per Rateable Assessment categorised as Farmland, Residential – Non Urban, and Residential, for properties that do not have a Domestic Waste Management Charge and do not have a Domestic Waste Management Availability Charge for the year 2026/2027.

36. Under the Local Government Act 1993, pursuant to Sections, 535, 543 (1), and 496A, Council make a Stormwater Management Annual Charge for the towns of Taralga, Crookwell, Gunning and Collector of $25.00 per Rateable Assessment categorised as Residential, for the year 2026/2027.

37. Under the Local Government Act 1993, pursuant to Sections, 535, 543 (1), and 496A, Council make a Stormwater Management Annual Charge for the towns of Taralga, Crookwell, Gunning, and Collector of $50.00 per Rateable Assessment categorised as Business – Gunning, Business – Taralga, Business – Crookwell, and Business – General, for the year 2026/2027.

38. Under the Local Government Act 1993, pursuant to Section 502, Council make a Water Supply User Pay Consumption Charge for the towns of Taralga, Crookwell, Gunning and Dalton. The charge Tariff 1 - $4.89 per kilolitre consumed up to a maximum of 200 kilolitres and charge for Tariff 2 - $6.47 per kilolitre consumed above 200 kilolitres, for the year 2026/2027.

- CARRIED

Councillors who voted for:- Crs P Culhane, R Cameron, V Flanagan, S Peirce, J Searl and T Yallouris

Councillors who voted against:- Cr G Harris

ITEM 13.2 MAYOR AND COUNCILLORS' FEES - DETERMINATION BY LOCAL GOVERNMENT REMUNERATION TRIBUNAL

MOVED by Cr Searl and Cr Peirce

1. Council notes the determination of annual fees by the Local Government Remuneration Tribunal for Councillors and Mayors

and resolves to set a Rural Category fee structure for the period 2026/2027 as a Councillor Fee of $14,450 and a Mayor Fee of $31,510.

- LOST

Councillors who voted for:-	Crs P Culhane, V Flanagan and J Searl
Councillors who voted against:-	Crs R Cameron, G Harris, S Peirce and T Yallouris

Councillors fee and Mayor fee will remain at the 2025/2026 adopted remuneration as per resolution 93/25 - $13,930 as a Councillor Fee and $30,390 a Mayor Fee.

ITEM 13.3 **RESCIND 2025 COUNCIL CODE OF MEETING PRACTICE RESOLUTION**

This matter was addressed earlier in the meeting.

ITEM 13.4 **REVIEW OF PAYMENT OF EXPENSES AND PROVISION OF FACILITIES POLICY**

100/26 ***RESOLVED*** by Cr Flanagan and Cr Searl

1. Council under Section 252, of the Local Government Act 1993, review the Payment of Expenses and Provision of Facilities Policy.
2. Council under Section 253, of the Local Government Act 1993, gives public notice of its intention to adopt and amend the Payment of Expenses and Provision of Facilities Policy allowing 28 days public exhibition period for members of the community to make public submissions.

- CARRIED

Councillors who voted for:-	Crs P Culhane, R Cameron, V Flanagan, G Harris, S Peirce, J Searl and T Yallouris
Councillors who voted against:-	Nil

101/26 ***RESOLVED*** by Mayor Culhane and Cr Flanagan that -

1. Council extend the meeting in line with Council's Code of meeting practice in accordance with time limits.

- CARRIED

Councillors who voted for:-	Crs P Culhane, R Cameron, V Flanagan, G Harris, S Peirce, J Searl and T Yallouris
Councillors who voted against:-	Nil

SECTION 14: CHIEF EXECUTIVE OFFICER

ITEM 14.1 COUNCIL FUEL SUPPLY UPDATE

101/26 ***RESOLVED*** by Cr Searl and Cr Peirce

1. Council receive and note the report as information.

- CARRIED

Councillors who voted for:-	Crs P Culhane, V Flanagan, G Harris, S Peirce and J Searl
Councillors who voted against:-	Crs R Cameron and T Yallouris

SECTION 15: LATE REPORTS

Nil

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

ITEM 16.1 REPORTS FROM COMMITTEES FOR THE MONTHS OF APRIL AND MAY

This matter was addressed earlier in the meeting.

SECTION 17: NOTICES OF MOTION

ITEM 17.1 NOTICE OF MOTION - ESTABLISHMENT OF S355 COMMITTEE

102/26 ***RESOLVED*** by Cr Harris and Cr Cameron

1. Establish a Section 355 Operating Committee under section 355 of the Local Government Act 1993 to be known as the Taralga War Memorial Hall Management Committee, to exercise the function of the care, control and management of the Taralga War Memorial Hall.
2. Delegate to the Committee all powers and functions provided for Operating Committees managing community halls under Council's Section 355 Committee Policy (Res 183/23) and Code of Practice (Res 182/23), including but not limited to the management of bookings, hiring, fee recommendations, minor maintenance, financial records, and day-to-day operations.
3. Request the CEO to prepare a draft Terms of Reference / Constitution for the Committee that maximises local community autonomy within the framework of the Policy and Code and report it back to Council at/or before September 2026 Council's Ordinary Meeting.
4. Call for Expressions of Interest from the Taralga community for membership of the Committee, with applications closing four weeks after public advertisement.
5. Appoint a primary and alternate Councillor representative to the Committee, consistent with arrangements for other community hall committees.
6. Note that Council will continue to provide Property Protection (building insurance) and $20 million Public Liability Insurance. Further, Council will consider funding for annual maintenance and electricity on a basis consistent with support provided to other community hall committees, subject to annual budget allocations.

- CARRIED

Councillors who voted for:- Crs P Culhane, R Cameron, G Harris and T Yallouris

Councillors who voted against:- Crs V Flanagan, S Peirce and J Searl

SECTION 18: QUESTIONS WITH NOTICE

ITEM 18.1 QUESTION WITH NOTICE - INFRASOUND ACOUSTIC (DB) REPORT - WIND FARMS

Refer to the business paper for 18 June 2026 Council Meeting for the CEO’s comments.

ITEM 18.2 QUESTION WITH NOTICE - ROAD CLOSED - LOT 1 DP 1091238

Refer to the business paper for 18 June 2026 Council Meeting for the CEO’s comments.

Cr Simon Peirce left the meeting, the time being 13:57pm.

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 (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:*

103/26 ***RESOLVED*** by Cr Searl and Cr Flanagan

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 (2) - 10A(2d(i)) and (2d(iii)) 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

Councillors who voted for:- Crs P Culhane, R Cameron, V Flanagan, G Harris, S Peirce, J Searl and T Yallouris

Councillors who voted against:- Nil

Council closed its meeting at 13:57pm and the public, staff and press left the chambers and live streaming ceased.

104/26 ***RESOLVED*** by Cr Searl and Cr Harris

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

- CARRIED

Councillors who voted for:- Crs P Culhane, R Cameron, V Flanagan, G Harris, S Peirce, J Searl and T Yallouris

Councillors who voted against:- Nil

Open Council resumed at 14:09pm live streaming returned to the public prior to the meeting closing.

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.

Cr Simon Peirce returned to the meeting, the time being 13:59pm.

SECTION 19: CONFIDENTIAL SESSION

ITEM 19.1 PROCUREMENT OF ONE NEW GARBAGE TRUCK

105/26 ***RESOLVED*** by Cr Flanagan and Cr Yallouris

1. Council purchase one Iveco fitted with Superior Pak side loading body for the sum of $541,910 EX GST from Superior Pak.
2. Dispose of existing truck (Council plant number 693) through public auction.

- CARRIED

Councillors who voted for:- Crs P Culhane, R Cameron, V Flanagan, G Harris, S Peirce, J Searl and T Yallouris

Councillors who voted against:- Nil

ITEM 19.2 TENDER - PROCUREMENT OF SERVICES

106/26 ***RESOLVED*** by Cr Flanagan and Cr Cameron

1. Council accept the tendered submission from Specialist Site Services to undertake the MR54 Segment 640 Abercrombie Slope 95421 Slope Stabilisation works with a total price of $687,213.70 excl GST.
2. Council delegate the Chief Executive Officer authority to execute the contract for engagement of Specialist Site Services.

- CARRIED

Councillors who voted for:- Crs P Culhane, R Cameron, V Flanagan, G Harris, S Peirce, J Searl and T Yallouris

Councillors who voted against:- Nil

ITEM 19.3 GUNNING SOLAR FARM (SSD-46668486) REVISED PLANNING AGREEMENT OFFER

107/26 ***RESOLVED*** by Cr Flanagan and Cr Searl

1. Council note the report as listed for information only.

- CARRIED

Councillors who voted for:- Crs P Culhane, R Cameron, V Flanagan, G Harris, S Peirce, J Searl and T Yallouris

Councillors who voted against:- Nil

ITEM 19.4 **TENDER FOR THE POWER SUPPLY AND UPGRADE TO ELECTRICITY AT CROOKWELL CARAVAN PARK**

108/26 ***RESOLVED*** by Cr Searl and Cr Cameron that -

1. In accordance with clause 9.3 (a) and (b) of the Council Code of Meeting Practice that Confidential item 19.4 Tender for the power supply and upgrade to electricity at Crookwell Caravan Park be considered at this June 2026 Council Ordinary Meeting, as the information is time sensitive.

- CARRIED

Councillors who voted for:- Crs P Culhane, R Cameron, V Flanagan, G Harris, S Peirce, J Searl and T Yallouris

Councillors who voted against:- Nil

109/26 ***RESOLVED*** by Cr Peirce and Cr Flanagan

1. Council delegate authority to the Chief Executive Officer to negotiate with the intention to enter into a contract with JRC Electrical for the supply, and installation of electricity at the Crookwell Caravan Park for a lump sum amount not exceeding $336,397.63 (excl. GST).
2. Council delegate authority to the Chief Executive Officer to execute and finalise the contract and associated documentation.

- CARRIED

Councillors who voted for:- Crs P Culhane, R Cameron, V Flanagan, G Harris, S Peirce, J Searl and T Yallouris

Councillors who voted against:- Nil

THE MEETING CLOSED AT 14:12pm

Minutes confirmed 16 JULY 2026

…………………………
Mayor

7 MAYORAL MINUTES

The following item is submitted for consideration -

Mayoral Minutes - 16 July 2026

ITEM 7.1 **Mayoral Minute**

FILE REFERENCE **I26/183**

June 2026

18 June 2026	Citizenship ceremony Council Meeting Councillor Workshop – to provide information on Council Resolution 165/25.
22 June 2026	Australian Council of Local Government at Australian Parliament House
22 – 26 June 2026	ALGA Conference with CEO in Canberra Included attending • Regional Forum • Telstra Session: Together Connects Communities • ALGA General Assembly Dinner
24 June 2026	2GN Radio Interview
25 June 2026	Meeting with Stromlo Director Garth Heron regarding Limerick Windfarm with CEO

July 2026

1 July 2026	2GN Radio Interview
7 July 2026	Meeting with Mr Tim James MP - Shadow Minister for Local Government, Shadow Minister for Fair Trading, Work Health and Safety and Building, and Shadow Minister for Veterans, Mrs Wendy Tuckerman MP and CEO National Emergency Management Agency (NEMA) AusAlert overview webinar Rye Park Wind Farm - CCC Meeting
8 July 2026	2GN Radio Interview
10 July 2026	LGNSW Mayoral Forum – Sydney
15 July 2026	2GN Radio Interview
14 July 2026	Meeting with Andrew Falk - Midway - Plantation forestry Business model with CEO, Director Environment and Planning and Manager Planning and Regulatory Services
16 July 2026	Council Meeting – July 2026

8 CORRESPONDENCE

The following item is submitted for consideration -

Correspondence - 16 July 2026

ITEM 8.1 **Correspondence for the months of June and July**

RECOMMENDATION:

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

1. Office of Local Government – Circular 26-08 Consultation on Councillor Conduct reforms.
2. Office of Local Government – Circular GC155 - 2026-2027 Financial Assistance Grants (FA Grants) – Advance Payment.
3. Office of Local Government – Circular 26-09 - The Local Government (General) Amendment (Meetings) Regulation 2026.
4. The Hon. Kristy McBain MP – New Disaster Recovery Funding Framework.
5. Rural Fire Service - Transition of the Red Fleet firefighting fleet from local councils to the RFS.

ATTACHMENTS

1.⇩	Office of Local Government - Circular-26-08 Consultation on councillor conduct reforms.	Attachment
2.⇩	Office of Local Government – Circular 155-2026-27 Financial Assistance Grants (FA Grants) – Advance Payment.	Attachment
3.⇩	Office of Local Government – Circular 29-09 – The Local Government General Amendment Meetings Regulation 2026	Attachment
4.⇩	The Hon. Kristy McBain MP – New Disaster Recovery Funding Framework.	Attachment
5.⇩	Rural Fire Service - Transition of the Red Fleet firefighting fleet from local councils to the RFS - 12 June 2026	Attachment

Department of Planning, Housing and Infrastructure

Office of Local Government

Circular to Councils

Subject/title	Consultation on Councillor Conduct Reforms
Circular Details	Circular No 26-08 / 12 June 2026 / A1005891
Previous Circular	*Circular 24-17 Councillor conduct and meeting practices – a discussion paper*
Who should read this	Councillors / General Managers / Council Governance Staff
Contact	Strategic Reform Team / Council Governance Team / 02 4428 4100 / olg@olg.nsw.gov.au
Action required	Response to OLG

What's new or changing?

- The Office of Local Government (OLG) is inviting feedback from the Local Government sector on the next steps of the NSW Government's proposed reforms to the regulation of councillor conduct.
- The proposed changes are detailed in a Councillor Conduct Reform Policy Statement and a draft Model Code of Conduct for Councillors, which are available on OLG's website: www.olg.nsw.gov.au.

What will this mean for council?

- Under the proposed new framework, the handling of complaints against councillors will be centralised through OLG ensuring a more consistent, efficient and independent process. This will allow trivial complaints to be dismissed early, ensure serious matters receive timely attention, and remove councils from investigating complaints about their own councillors.
- A new Privileges Committee of experienced mayors and councillors will assess less serious complaints of unsatisfactory councillor conduct, while serious misconduct will be investigated by OLG and, where appropriate, referred to the Land and Environment Court.

T 02 4428 4100 TTY 02 4428 4209, E olg@olg.nsw.gov.au
Locked Bag 3015 NOWRA NSW 2541
www.olg.nsw.gov.au

- As part of the reforms, the existing Model Code of Conduct for Local Councils in NSW will be split into two with a dedicated code for councillors and a separate code for council staff, delegates and committee members. Breaches of the councillor code will be managed under the new conduct framework.
- The new councillor code has been designed to reflect the political nature of elected councillor roles, support the implied freedom of political communication, simplify conflict-of-interest rules, and remove provisions that could be misused or "weaponised" in complaints.
- The reforms will also modernise how councillors disclose their personal interests, aligning requirements with those applying to Members of NSW Parliament.

Key points

- The proposed changes respond to growing concerns that the current Councillor Conduct Framework has been overwhelmed by trivial and vexatious complaints leading to delays in complaint resolution and undermining confidence in local democracy.
- The changes were foreshadowed in the September 2024 discussion paper, 'Councillor Conduct and Meeting Practices - A New Framework'. There was broad support for the reforms outlined in the discussion paper.
- The proposed new framework will be finalised following public consultation before legislation is introduced to Parliament.

Where to go for further information

- The Councillor Conduct Reform Policy Statement and the Model Code of Conduct for Councillors are available on the Councillor Conduct Framework Reform webpage on the Office of Local Government's website.
- Information about how to make a submission is also available on the Councillor Conduct Framework Reform webpage.
- For more information, contact OLG by telephone on 02 4428 4100 or by email at olg@olg.nsw.gov.au. Questions about the Councillor Conduct Reform Policy Statement should be directed to the Strategic Reform Team and questions about the Model Code of Conduct for Councillors to the Council Governance Team.

Brett Whitworth PSM
Deputy Secretary, Local Government

Department of Planning, Housing and Infrastructure

Office of Local Government

Circular to Councils

Subject/title	2026-27 Financial Assistance Grants (FA Grants) – Advance Payment
Circular Details	GC155 / 22 June 2026 / A1008271
Previous Circular	GC154 / 23 June 2025 / A961669
Who should read this	Councillors / General Managers / Finance Managers
Contact	Sarah Gubb EO / 02 4428 4142 grantscommission@olg.nsw.gov.au
Action required	Information

What's new or changing?

The Commonwealth Government has announced an advance payment of the preliminary FY 2026-27 Financial Assistance Grants (FA Grants), representing approximately 80% of the amount councils are entitled to.

Further adjustments to the remaining payment will take into account:

- Following the determination by the Commonwealth Treasurer of the final adjustments for FY 2025-26
- the Local Government Grants Commission's (the Commission) final recommendations for FY 2026-27
- The Commission will advise councils of their recommendations after the Commonwealth advises the amount of the final adjustment.

What will this mean for council?

- The advance payment amount, as set out in the document below (Attachment A), will be paid to councils without delay.
- The Commonwealth's decision to make an advanced payment was announced in the May 2026 Federal Budget
- The balance of the grants will be paid in quarterly instalments during 2026-27

T 02 4428 4100 TTY 02 4428 4209, E olg@olg.nsw.gov.au
Locked Bag 3015 NOWRA NSW 2541
www.olg.nsw.gov.au

- The first quarterly instalment is expected to be paid to councils in mid-August 2026, with subsequent instalments in November 2026, February 2027 and May 2027
- All councils will be advised by letter of individual estimated entitlements for the 2026-27 FA Grants in August 2026.

Key points

- The grants are paid under the provision of the *Local Government (Financial Assistance) Act 1993* (Commonwealth).
- The allocation of approximately 80% is more than in recent years. This is a reminder to councils that the total amount of the annual FA Grant, and whether and when an advance payment is made, is determined by the Federal Government and councils should not depend on these funds to balance their financial statements.
- The Commission is yet to determine allocations for the 2026-27 financial year.
- The advance payment allocations have been determined on the basis of the allocations for FY 2025-26

Where to go for further information

- Please contact Sarah Gubb, Executive Officer, at grantscommission@olg.nsw.gov.au if you require any further information.

Brett Whitworth
Deputy Secretary, Office of Local Government

Attachment A

Advance Payment of the 2026-27 Indicative Preliminary Local Government Financial Assistance Grants			
80% of Estimated for 2025-26 from LGGC			
Council Name	**General Purpose ($)**	**Local Road ($)**	**Total Early Payment ($)**
Albury City Council	5,387,296	1,729,483	7,116,779
Armidale Regional Council	4,893,795	2,664,354	7,558,149
Ballina Shire Council	3,666,266	1,706,738	5,373,004
Balranald Shire Council	3,805,219	1,530,253	5,335,472
Bathurst Regional Council	4,833,624	2,312,376	7,146,000
Bayside Council	4,157,938	1,347,047	5,504,985
Bega Valley Shire Council	5,905,937	2,368,979	8,274,916
Bellingen Shire Council	3,495,187	1,096,731	4,591,918
Berrigan Shire Council	4,035,303	1,566,753	5,602,056
Blacktown City Council	13,073,864	4,339,229	17,413,093
Bland Shire Council	5,669,501	3,479,796	9,149,297
Blayney Shire Council	2,261,628	998,378	3,260,006
Blue Mountains City Council	7,723,458	1,518,112	9,241,570
Bogan Shire Council	3,751,588	1,666,814	5,418,402
Bourke Shire Council	5,686,923	2,219,627	7,906,550
Brewarrina Shire Council	4,489,118	1,507,099	5,996,217
Burwood Council	1,007,813	318,988	1,326,801
Byron Shire Council	2,233,185	1,422,292	3,655,477
Cabonne Shire Council	3,520,374	2,383,513	5,903,887
Campbelltown City Council	8,015,861	2,156,527	10,172,388
Canterbury-Bankstown Council	8,504,099	2,955,843	11,459,942
Carrathool Shire Council	4,848,023	2,706,667	7,554,690
Central Coast Council (NSW)	22,975,130	5,050,243	28,025,373
Central Darling Shire Council	5,606,598	1,843,889	7,450,487
Cessnock City Council	5,933,655	2,142,253	8,075,908
City of Canada Bay Council	2,036,501	693,807	2,730,308
City of Lithgow Council	4,237,352	1,441,188	5,678,540
City of Parramatta Council	7,069,756	2,289,370	9,359,126
Clarence Valley Council	8,337,252	4,228,842	12,566,094
Cobar Shire Council	5,156,340	1,984,358	7,140,698
Coffs Harbour City Council	5,708,106	2,622,292	8,330,398
Coolamon Shire Council	2,992,938	1,493,147	4,486,085
Coonamble Shire Council	3,554,117	1,889,506	5,443,623
Cootamundra-Gundagai Regional Council	4,333,284	1,794,234	6,127,518
Council of the City of Broken Hill	5,555,982	609,303	6,165,285
Council of the City of Ryde	3,069,420	1,094,995	4,164,415
Council of the City of Shellharbour	4,619,362	1,203,827	5,823,189
Council of the Municipality of Woollahra	1,217,971	464,503	1,682,474
Cowra Shire Council	3,933,309	1,676,076	5,609,385
Cumberland Council	6,187,253	2,049,242	8,236,495
Dubbo Regional Council	8,653,676	3,988,635	12,642,311
Dungog Shire Council	2,167,658	1,088,022	3,255,680
Edward River Council	4,713,184	1,748,481	6,461,665
Eurobodalla Shire Council	5,905,290	1,957,444	7,862,734
Fairfield City Council	6,961,491	1,918,075	8,879,566
Federation Council	5,207,161	2,613,917	7,821,078
Forbes Shire Council	4,216,648	2,228,321	6,444,969
Georges River Council	3,567,116	1,262,632	4,829,748
Gilgandra Council	3,289,894	1,541,184	4,831,078

Attachment A

Advance Payment of the 2026-27 Indicative Preliminary Local Government Financial Assistance Grants			
80% of Estimated for 2025-26 from LGGC			
Council Name	General Purpose ($)	Local Road ($)	Total Early Payment ($)
Glen Innes Severn Council	3,446,100	1,552,551	4,998,651
Goulburn Mulwaree Council	4,022,746	2,078,946	6,101,692
Greater Hume Shire Council	3,904,573	2,418,645	6,323,218
Griffith City Council	4,888,177	1,888,491	6,776,668
Gunnedah Shire Council	3,585,289	1,859,422	5,444,711
Gwydir Shire Council	3,642,421	2,527,042	6,169,463
Hawkesbury City Council	2,619,760	1,941,154	4,560,914
Hay Shire Council	3,109,405	933,636	4,043,041
Hilltops Council	6,068,503	3,227,272	9,295,775
Hornsby Shire Council	3,417,942	1,600,692	5,018,634
Hunter's Hill Council	392,627	137,796	530,423
Inner West Council	4,279,257	1,481,268	5,760,525
Inverell Shire Council	4,794,220	2,562,453	7,356,673
Junee Shire Council	2,354,797	1,052,401	3,407,198
Kempsey Shire Council	5,102,385	2,183,615	7,286,000
Kiama Municipal Council	1,416,290	661,373	2,077,663
Ku-Ring-Gai Council	2,833,552	1,281,827	4,115,379
Kyogle Council	3,664,725	2,631,745	6,296,470
Lachlan Council	7,078,162	3,908,278	10,986,440
Lake Macquarie City Council	14,516,151	3,291,271	17,807,422
Lane Cove Municipal Council	998,822	329,948	1,328,770
Leeton Shire Council	4,179,600	1,203,805	5,383,405
Lismore City Council	4,911,963	2,236,707	7,148,670
Liverpool City Council	6,348,459	2,797,339	9,145,798
Liverpool Plains Shire Council	2,982,764	1,577,446	4,560,210
Lockhart Shire Council	2,773,328	1,552,804	4,326,132
Lord Howe Island Board	304,925	0	304,925
Maitland City Council	6,065,518	1,691,208	7,756,726
Mid-Coast Council	13,888,917	6,236,972	20,125,889
Mid-Western Regional Council	4,986,186	2,854,538	7,840,724
Moree Plains Shire Council	5,898,631	3,319,977	9,218,608
Mosman Municipal Council	732,257	257,472	989,729
Murray River Council	6,265,596	3,398,915	9,664,511
Murrumbidgee Council	3,659,256	1,885,873	5,545,129
Muswellbrook Shire Council	3,221,750	1,040,381	4,262,131
Nambucca Valley Council	3,442,736	1,423,296	4,866,032
Narrabri Shire Council	5,690,438	2,735,306	8,425,744
Narrandera Shire Council	3,889,296	1,814,686	5,703,982
Narromine Shire Council	3,542,972	1,669,013	5,211,985
Newcastle City Council	11,101,226	2,084,915	13,186,141
North Sydney Council	1,609,444	531,292	2,140,736
Northern Beaches Council	5,977,218	2,458,467	8,435,685
Oberon Council	2,298,828	1,113,271	3,412,099
Orange City Council	4,068,433	1,381,929	5,450,362
Parkes Shire Council	5,015,711	2,467,548	7,483,259
Penrith City Council	8,291,056	2,963,189	11,254,245
Port Macquarie Hastings Council	6,853,316	3,387,454	10,240,770
Port Stephens Council	5,865,150	1,453,148	7,318,298
Queanbeyan-Palerang Regional Council	3,978,326	3,045,057	7,023,383

Attachment A

Advance Payment of the 2026-27 Indicative Preliminary Local Government Financial Assistance Grants			
80% of Estimated for 2025-26 from LGGC			
Council Name	**General Purpose ($)**	**Local Road ($)**	**Total Early Payment ($)**
Randwick City Council	3,191,956	1,047,278	4,239,234
Richmond Valley Council	4,237,697	1,807,440	6,045,137
Shoalhaven City Council	9,255,933	4,091,756	13,347,689
Silverton Village Committee Incorporated	38,444	0	38,444
Singleton Council	2,722,817	1,583,846	4,306,663
Snowy Monaro Regional Council	7,575,948	3,167,027	10,742,975
Snowy Valleys Council	5,125,181	1,595,781	6,720,962
Strathfield Municipal Council	1,070,512	343,276	1,413,788
Sutherland Shire Council	5,340,720	2,302,778	7,643,498
Tamworth Regional Council	6,989,447	4,956,455	11,945,902
Temora Shire Council	2,888,900	1,511,859	4,400,759
Tenterfield Shire Council	4,028,692	1,871,158	5,899,850
The Council of Camden	3,115,468	2,085,608	5,201,076
The Council of the City of Sydney	5,251,100	1,516,645	6,767,745
The Hills Shire Council	4,759,580	2,512,567	7,272,147
Tibooburra Village Committee Incorporated	86,330	0	86,330
Tweed Shire Council	8,240,985	3,332,404	11,573,389
Upper Hunter Shire Council	3,776,401	2,246,951	6,023,352
Upper Lachlan Shire Council	3,536,111	2,308,384	5,844,495
Uralla Shire Council	2,076,178	1,071,730	3,147,908
Wagga Wagga City Council	7,382,705	3,814,774	11,197,479
Walcha Council	2,038,318	1,083,282	3,121,600
Walgett Shire Council	5,668,959	2,443,647	8,112,606
Warren Shire Council	2,481,073	1,190,334	3,671,407
Warrumbungle Shire Council	5,554,626	2,831,813	8,386,439
Waverley Council	1,608,296	482,963	2,091,259
Weddin Shire Council	2,324,399	1,169,696	3,494,095
Wentworth Shire Council	4,760,253	2,026,091	6,786,344
Willoughby City Council	1,757,896	654,623	2,412,519
Wingecarribee Shire Council	3,401,473	2,199,459	5,600,932
Wollondilly Shire Council	2,499,673	1,638,151	4,137,824
Wollongong City Council	16,778,096	2,803,079	19,581,175
Yass Valley Council	2,181,620	1,630,033	3,811,653
Totals	**623,897,435**	**258,366,107**	**882,263,542**

Department of Planning, Housing and Infrastructure

Office of Local Government

Circular to Councils

Subject/title	Local Government (General) Amendment (Meetings) Regulation 2026
Circular Details	Circular No 26-09 / 25 June 2026 / A1009885
Previous Circular	*Circular No 25-20 - 2025 Model Meeting Code*
Who should read this	Mayors / Councillors / General Managers / Joint Organisation Executive Officers / Council governance staff
Contact	Council Governance Team / 02 4428 4100 / olg@olg.nsw.gov.au
Action required	Council to Implement

What's new or changing?

- The Local Government (General) Amendment (Model Code of Meeting Practice) Regulation 2025 (**2025 Regulation**) which prescribed the 2025 Model Code of Meeting Practice for Local Councils in NSW (**2025 Model Meeting Code**) was disallowed by the Legislative Council on 26 May 2026.
- The disallowance of the 2025 Regulation means that the 2025 Model Meeting Code is no longer prescribed for the purposes of section 360 of the *Local Government Act 1993* (**LG Act**) and the previous 2021 version of the Model Meeting Code now becomes the prescribed version.
- OLG has issued guidance to councils recommending that they rescind the resolution adopting the 2025 Model Meeting Code. This will have the effect of reinstating their previous adopted code of meeting practice containing the mandatory provisions of the 2021 Model Meeting Code.
- Under section 8 of the *Subordinate Legislation Act 1989*, a new model code of meeting practice cannot be prescribed in the 4 months following the disallowance of the 2025 Regulation. The Local Government (General) Amendment (Meetings) Regulation 2026 (**Amendment Regulation**) has therefore been made to secure some of the policy objectives of the 2025 Model Meeting Code.

T 02 4428 4100 TTY 02 4428 4209, E olg@olg.nsw.gov.au
Locked Bag 3015 NOWRA NSW 2541
www.olg.nsw.gov.au

- The Amendment Regulation prescribes measures to improve the transparency of council meeting practices, equip chairpersons at meetings with more effective tools to address disorder at meetings and allow greater flexibility for meetings of county councils.

What will this mean for council?

- The Amendment Regulation contains the following measures:
  - Meetings of councils and committees whose members are all councillors must be livestreamed. Recordings of meetings must be retained on councils' websites for the balance of the council term or 12 months, whichever is the longer period. This requirement will not apply to joint organisations or to county councils. However, it remains open to joint organisations and county councils to resolve to livestream their meetings and publish the recordings if they choose to do so.
  - Councillors other than the mayor or a chairperson of a meeting are prohibited from meeting staff before meetings of the council or committees of the council to discuss matters that are or will be listed on the agenda. Councillors may ask staff questions or seek further information about items on the agenda for meetings, but this information must be provided in writing and, if practicable, published on the council's website before the meeting, unless it relates to a confidential matter under section 10A of the LG Act.
  - Councils will be required to determine at the first meeting following each ordinary election and after the adoption of a new meeting code to authorise the person presiding at meetings under section 10(2) of the LG Act to exercise the power of expulsion for acts of disorder by councillors or disorderly conduct by members of the public.
  - A councillor who has failed to remedy an act of disorder at a meeting in accordance with a requirement by the chairperson, may be expelled from successive meetings until they take the necessary action to remedy the disorder.
  - Like joint organisations, county councils will have the option of holding meetings where some or all members attend remotely by audio-visual device. Where a meeting is held by these means, it must be conducted in a way that all members are able to hear each other.

Key points

- The Amendment Regulation takes effect on its publication on the NSW Legislation website.

- The Amendment Regulation provides that a provision of a council's code of meeting practice that is inconsistent with the Local Government (General) Regulation 2021 (**LG Regulation**) is void and of no effect to the extent of the inconsistency. This will not void a council's whole meeting code where it contains provisions that are inconsistent with the LG Regulation, just the relevant provision.
- In practice, this means that councils do not need to amend their code of meeting practice for the new provisions in the Amendment Regulation to apply. When the Amendment Regulation is published on the NSW Legislation website, the provisions contained in it will automatically prevail over any provision of a council's meeting code that is inconsistent with them.

Where to go for further information

- For further information, please contact OLG's Council Governance Team on 02 4428 4100 or by email at olg@olg.nsw.gov.au.

Erica van den Honert
Acting Deputy Secretary, Office of Local Government

The Hon Kristy McBain MP

Minister for Emergency Management
Minister for Regional Development, Local Government and Territories
Member for Eden-Monaro

Dear Mayor

I write to share some important information about the Australian Government's proposed reforms to Australia's disaster management system.

On 5 June 2026, I briefed State and Territory Governments on the proposed reforms and sought their engagement to inform them about the detailed design work and implementation of these reforms. I also welcomed the engagement with numerous Councils during the recent National General Assembly of Local Government in Canberra.

The Independent Review of Commonwealth Disaster Funding (the Colvin Review) identified the complexity of Australia's disaster management system and noted it has not kept pace with the evolving nature of disasters. It also found Australia is increasingly reliant on local government for the delivery of recovery works.

The new Disaster Recovery Funding Framework is designed to better target recovery assistance, drive national consistency, remove duplication, streamline administrative processes and reduce disaster risk.

Importantly, these reforms do not change the arrangements for Councils – they simply mean that the Commonwealth and the State Government will equally share the costs of recovery on an event-by-event basis. The current system does not ask Councils to provide money into the system and nor does the new framework.

Key elements of a proposed new Disaster Recovery Funding Framework

The Australian Government proposes the following key elements of the Disaster Recovery Funding Framework for engagement and further development with States and Territories:

- *Embed an equal partnership between the Australian Government, and State and Territory Governments through a 50:50 cost-sharing funding model*, reflecting the primary role of the States and Territories in disaster management under the Constitution.

- Introduce a *simpler threshold for accessing cost-shared financial support* which allows smaller States to claim their reimbursements sooner. The Australian Government will contribute 50 per cent towards eligible costs that are in excess of an event-based financial trigger point for the costs of the entire event in that impacted State or Territory (not costs per impacted Local Government Area).

Parliament House, Canberra ACT 2600 Tel: 02 6277 7060 | Email: minister.mcbain@mo.regional.gov.au
Electorate Offices: PO Box 214, Queanbeyan NSW 2620 Tel: 02 6284 2442 | PO Box 1233, Bega NSW 2550 Tel: 02 6492 0542

- *New assistance categories and standardised packages* designed to deliver national consistency for disaster impacted communities and ensure recovery assistance can be easily understood and communicated. Further work will be undertaken to develop the specific forms of assistance under each category.

- *A Resilient Infrastructure Scheme* that will provide cost-shared funding to support timely reconstruction of damaged essential public assets and, where specific criteria are met, funding of up to 15 per cent cost-shared to rebuild the asset to a more resilient standard.

- *Tailored support for First Nations communities* to ensure the unique needs of disaster-affected First Nations communities are appropriately met in line with commitments under the National Agreement on Closing the Gap.

- *Flexibility to provide non-standard assistance in response to more severe or catastrophic disasters* when requirements for support genuinely exceed the standardised measures (e.g. in 'exceptional circumstances'). The support requested must be linked directly to the severity of the event's impact and include a detailed impact assessment.

Building on investment in disaster resilience and preparedness

Through the Australian Government's Disaster Ready Fund, we are investing up to $1 billion over five years to 2028 to build critical projects that reduce disaster risk and strengthen community resilience. There has not been a reduction in the Government's investment in disaster resilience. Across the first three rounds, approximately $600 million was invested in 450 projects, and Round Four opened on 29 May 2026. This investment is significantly enhanced through co-contributions, including by state and local government.

The Australian Government is also investing in core national capabilities to strengthen disaster preparedness and response, including through the National Aerial Firefighting Centre, the National Bushfire Intelligence Capability, the Northern Australia Fire Information service and the AusAlert emergency warning system.

The Australian Government values the critical role local government plays in disaster recovery and risk reduction, and I welcome engagement on how to ensure local government has the capability and resourcing to deliver these important functions. Any feedback can be sent to disastermanagementreform@nema.gov.au by 31 July 2026.

Yours sincerely

Kristy McBain MP
1/7/ 2026

Mayor / General Manager

Upper Lachlan Shire Council

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

Re: RED FLEET REFORM

Dear Mayor / General Manager

We are writing to inform you of an important reform to enhance community and firefighter safety and emergency response as the NSW Government and NSW Rural Fire Service (RFS) work alongside local government to deliver strong community outcomes.

The NSW Government has announced that, from 1 July 2027, ownership and management of NSW's firefighting fleet will transfer from local councils to the RFS.

This reform responds to longstanding challenges associated with fleet management arrangements in NSW, including complexity in governance, funding and accountability.

In addition to community and firefighter safety dividends, it will also support improved fleet reliability and ensure more consistent standards across NSW by aligning ownership, management and operational responsibility within the RFS. This will ensure a more modern, accountable and effective approach to fleet maintenance.

We recognise the strong and longstanding partnership between the RFS and local councils in supporting bush fire preparedness and response and we thank you for this partnership. This reform will reduce the financial and administrative burden on councils associated with fleet ownership, while maintaining your important role in emergency management and supporting your local communities. The collaboration between councils and the RFS remains critical to delivering the best outcomes for the people of NSW.

Importantly, this is a staged transition. Local councils will continue to be responsible for the maintenance and upkeep of RFS fleet assets until the transfer date, and maintaining current standards during this period will support safe and reliable operations.

In parallel, the reform will deliver broader benefits for regional communities, including the creation of jobs, apprenticeships and new capability through an expanded RFS maintenance model that continues to leverage local industry and expertise.

We are committed to working closely with Local Government NSW, the Country Mayors Association and all councils throughout the transition to ensure this reform is implemented in a way that is practical, transparent and supports continuity of service. This will include working with local government on the future provision of maintenance of assets.

Further information, including frequently asked questions, will be provided shortly. In the meantime, should you have any questions or require a briefing, please contact fleet.transition@rfs.nsw.gov.au.

Thank you for your continued partnership and for the vital role you play in supporting your community and emergency services across NSW.

Sincerely

The Hon Jihad Dib MP
Minister for Customer Service and Digital Government
Minister for Emergency Services
Minister for Youth Justice
12/06/2026

Trent Curtin
RFS Commissioner
12/06/2026

Cc: Relevant RFS Area Command and District

10 INFORMATION ONLY

The following items are submitted for consideration -

ITEM 10.1 **Development Statistics Report**

FILE REFERENCE **I26/195**

AUTHOR **Manager Planning & Regulatory Services**

ISSUE

This report provides Council with an overview of the development application consents that have occurred in the period of 1 June 2026 – 30 June 2026, and an update on the status of the Planning and Development Control Department.

RECOMMENDATION That -

1. Council receives and notes the report as information.

BACKGROUND

A standard monthly report providing Council with a summary of the development control activities that have occurred in the period 1 June 2026 – 30 June 2026.

REPORT

This report provides Council with an overview of the development control activities that have occurred in the period of 1 June 2026 – 30 June 2026, this report contains information detailing Upper Lachlan Shire Councils performance in relation to the NSW Planning Ministers Expectations for Development Application Assessments.

As identified in Figure 1, Council achieved the NSW Planning Ministers expectation of 105 days for 67% of applications determined in the month of May 2026. (Note: A monthly delay remains on this data, as it still relies on NSW Planning Portal).

As shown in Figure 2, average assessment days are being maintained between 60 and 70 days.

Figure 1. Comparison of Applications Lodged/Assessed/Meeting Expectations (May 2025 - May 2026)

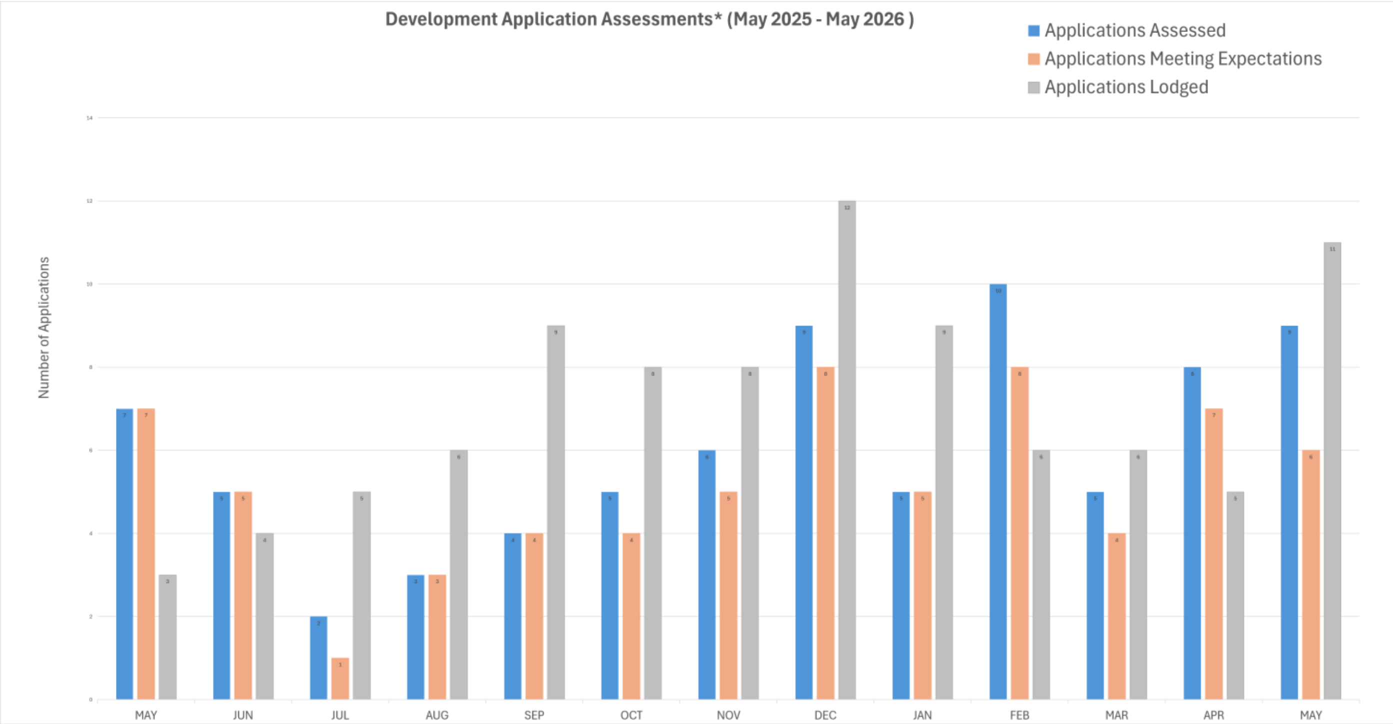


Figure 2. Cumulative Average Assessment Days (May 2025 - May 2026)

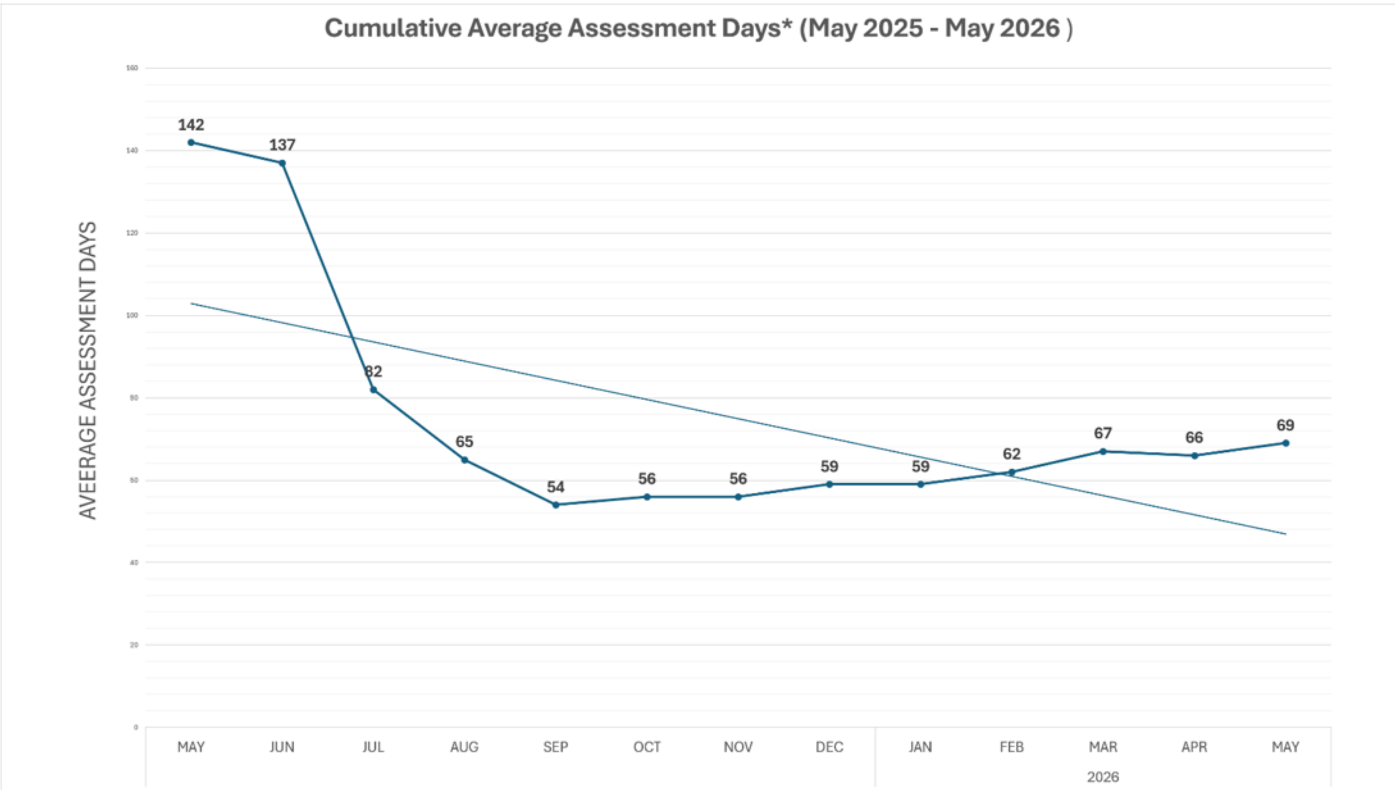


Figure 3. Actual Per Month Average Assessment Days (May 2025 - May 2026).

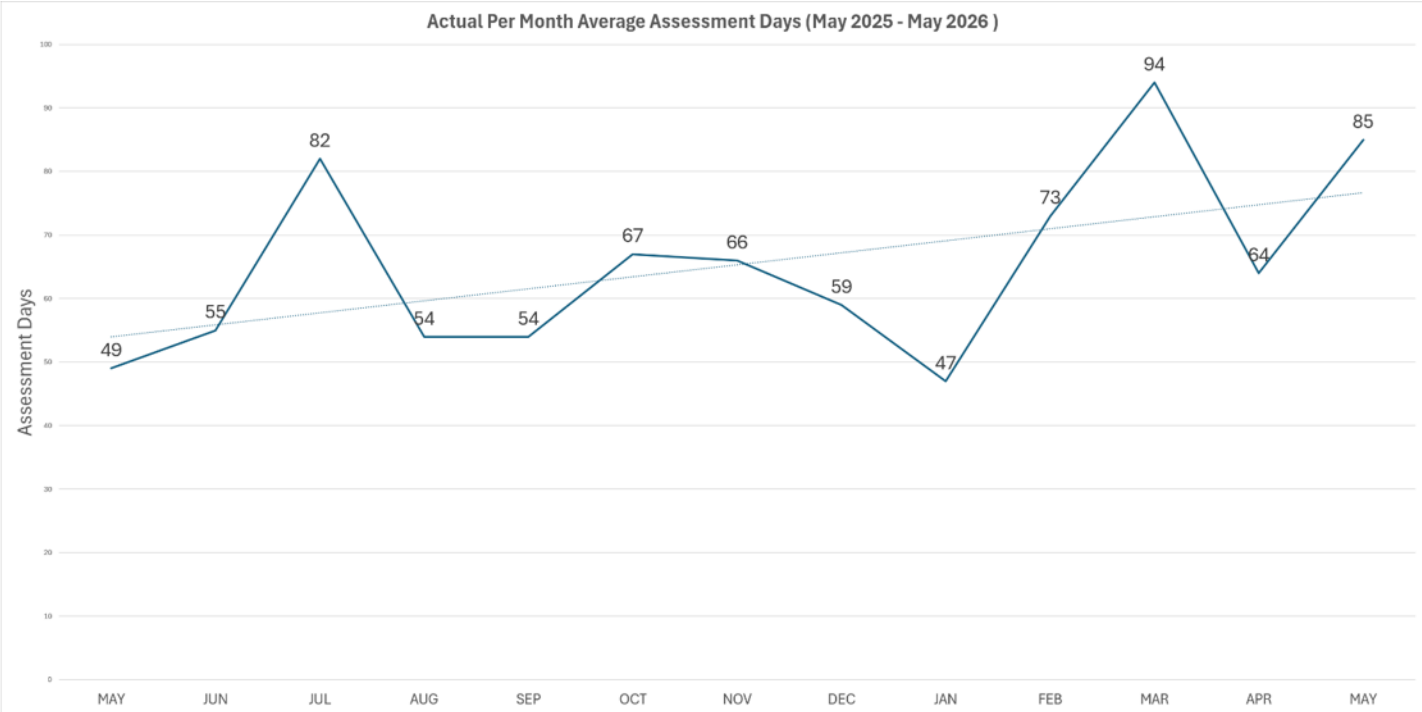


Figure 4. Total Estimated Cost of Development (February 2026 to Present)

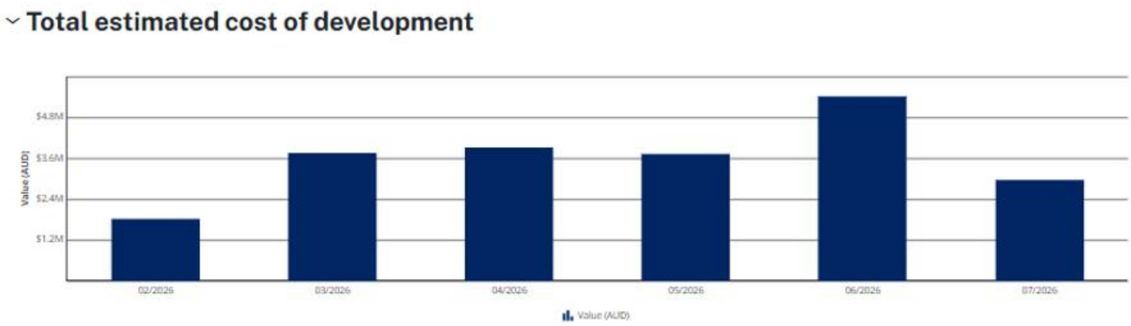
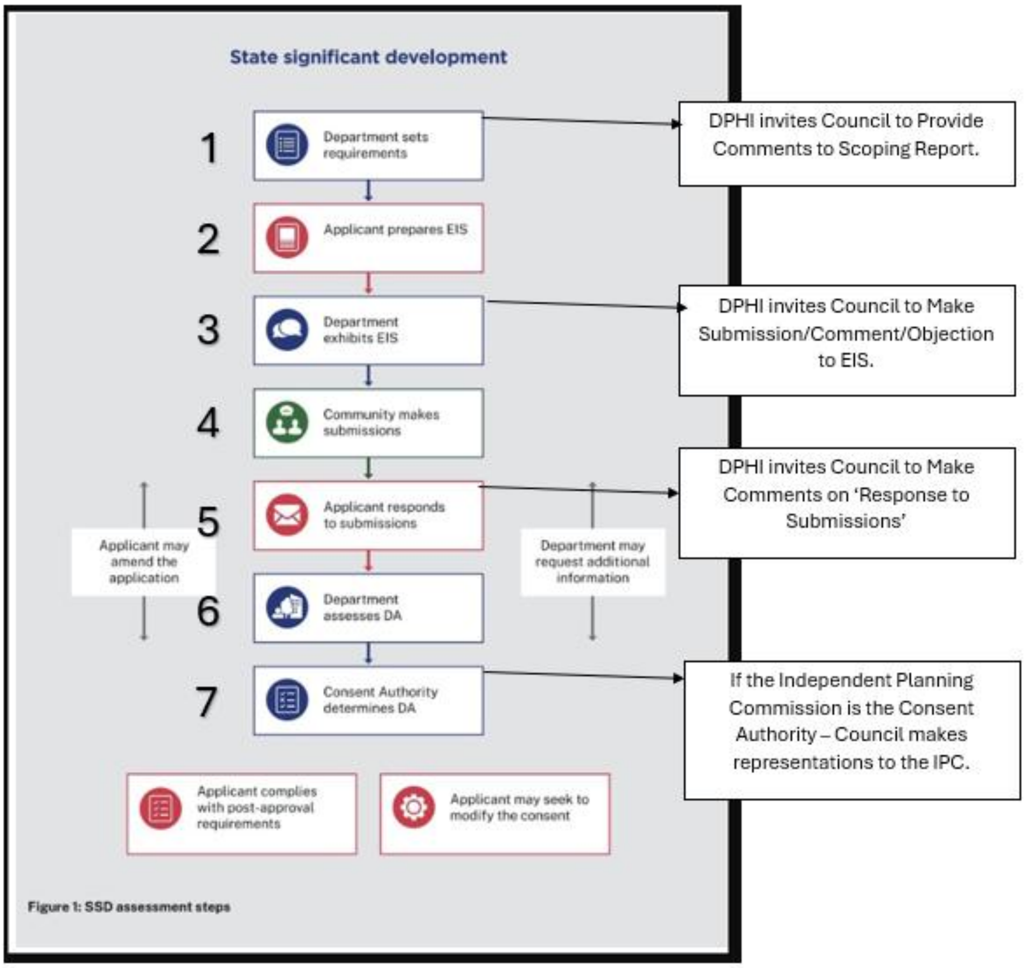


Figure 5. State Significant Developments – Under Assessment by NSW DPHI (June 2026)

Project Name	Case ID	Engagement Type	Start Date	ULSC Status	Stage
Marulan Gas-Fired Power Station Project Modifications	MP07_0176-Mod-4	-	-	SEARS Issued – 14 May 2026	2
Willvale Park Battery Energy Storage System	PAE-99882208	Advice on SEARS	19/11/2025	EIS Advice Provided – 19 February 2026.	3
Merino Solar Farm	PAE-102554206	Provide Advice	18/12/2025	DRAFT EIS Response - 19 March 2026.	1
Langley Vale Solar Farm	PAE-100680966	Advice on SEARs	28/11/2025	DRAFT SEARS Response - 19 March 2026.	2
Modification 3 Quarry Continuation and Stockpile Area Extension	PAE-92072963	Advice on Modification Report	27/08/2025	RTS Provided. – 19 February 2026. (Road Response Provided 6/7/2026)	5
Wattle Creek Battery Energy Storage System	PAE-83708956	Advice on EIS	8/05/2025	EIS Response Provided - 24 July 2026. (Request for information 2/7/2026)	5
Wattle Creek Solar Farm	PAE-83706707	Advice on EIS	8/05/2025	EIS Response Provided - 24 July 2026.	5
Bannaby Battery Energy Storage System	PAE-78998968	Advice on SEARs	6/01/2025	Advice on SEARs provided – 13 January 2026.	2
Hanworth Battery Energy Storage System	PAE-78219019	Advice on SEARs	27/11/2024	SEARS Response Provided – 11 February 2026.	2
Swallow Tail Battery Energy Storage System	PAE-78056497	Advice on SEARs	21/11/2024	SEARs Response Provided – 17 December 2024.	2
HumeLink	PAE-71046964	Advice on RTS	21/05/2024	Determined.	7
Gunning Solar Farm	PAE-64586467	Advice on EIS	15/11/2023	Determined. (VPA Offer)	7

Figure 6. State Significant Development – Opportunities for Local Government Input



Information Only
DEVELOPMENT STATISTICS REPORT cont'd

Development Applications

The current level of development application assessment for this period is summarised in the tables below:

Determined Development/Planning Applications

Determined from 1/06/2026 to 30/06/2026

Application Number	Date Submitted	Address	Proposal	Date Determined	Determination
Development Application					
10/2020/18/5	25 Mar 2026	43 Povey Place BREADALBANE	Outbuilding	30 Jun 2026	Approved by Delegation
10/2026/42/1	20 Apr 2026	50 Biala Street GUNNING	Dwelling	17 Jun 2026	Approved by Delegation
10/2020/71/1	11 Aug 2020	Woodhouselee Road WAYO	Outbuilding	29 Jun 2026	Withdrawn
10/2026/55/1	13 May 2026	27 Tait Street CROOKWELL	Dwelling	30 Jun 2026	Approved by Delegation
10/2026/56/1	13 May 2026	29 Tait Street CROOKWELL	Dwelling	30 Jun 2026	Approved by Delegation
10/2026/57/1	13 May 2026	31 Tait Street CROOKWELL	Dwelling	30 Jun 2026	Approved by Delegation
10/2026/66/1		3487 Taralga Road TARALGA	Dwelling	04 Jun 2026	Returned
10/2026/69/1		1 Chapel Street DALTON	Five (5) Lot Torrens Title Subdivision	03 Jun 2026	Returned
10/2025/105/1	04 Nov 2025	262 Goulburn Street CROOKWELL	Thirteen (13) Lot Torrens Title Subdivision	04 Jun 2026	Approved by Delegation
10/2026/45/1	27 Mar 2026	1721 Golspie Road GOLSPIE	Dwelling	22 Jun 2026	Approved by Delegation

10/2026/54/1	19 May 2026	Bannaby Road TARALGA	Alterations and Addition	30 Jun 2026	Approved by Delegation
10/2026/63/1	22 May 2026	Arthursleigh Road BIG HILL	Outbuilding	26 Jun 2026	Approved by Delegation
10/2025/38/4	27 May 2026	161 Strathaird Lane TARALGA	Dwelling	05 Jun 2026	Approved by Delegation
10/2026/19/1	02 Mar 2026	McDonald Street CROOKWELL	Fifty (50) Lot Torrens Title Subdivision & Drainage	18 Jun 2026	Approved by Council
10/2026/77/1		1808 Peelwood Road LAGGAN	Dwelling	29 Jun 2026	Returned
10/2026/78/1		39 Redground Road CROOKWELL	Fourteen (14) Lot Torrens Title Subdivision	30 Jun 2026	Returned
10/2026/81/1		55 Kialla Road CROOKWELL	Dwelling	29 Jun 2026	Returned

Total Applications: 17

Outstanding Development/Planning Applications

Lodged since 7/07/2025

Application Number	Submitted	Address	Proposal	Status	Net Days
Development Application					
10/2026/8/1	28 Jan 2026	120 Greenwich Meadows Road GREENWICH PARK	Alterations and Additions Outbuilding	Request for Information	153
10/2026/23/1	05 Mar 2026	12 Barry Place CROOKWELL	Detached Dual Occupancy and Strata Subdivision	Request for Information	97

10/2026/36/1	10 Apr 2026	600 Felled Timber Road DALTON	Dwelling	Request for Information	62
10/2026/50/1	05 May 2026	Hanworth Road BANNABY	Two (2) Lot Boundary Adjustment Subdivision	Under Assessment	63
10/2026/59/1	26 May 2026	11 Carrington Street CROOKWELL	Alterations and Additions Commercial Building	Under Assessment	39
10/2026/61/1	19 May 2026	Arthur Street BINDA	Dwelling	Under Assessment	49
10/2026/65/1	29 May 2026	1798 Towrang Road GREENWICH PARK	Secondary Dwelling	Under Assessment	30
10/2026/67/1	04 Jun 2026	412 Jerrawa Road JERRAWA	Outbuilding	Under Assessment	28
10/2026/68/1	04 Jun 2026	Wheeo Road GRABBEN GULLEN	Two (2) Lot Torrens Title Subdivision	Under Assessment	1
10/2026/70/1	09 Jun 2026	Dalton Road GUNNING	Alterations and Additions	Under Assessment	27
10/2026/71/1	13 Jun 2026	Pucketts Lane LERIDA	Swimming Pool	Under Assessment	9
10/2026/72/1	25 Jun 2026	939 Pejar Road CROOKWELL	Alterations and Additions	Under Assessment	8
10/2026/73/1	11 Jun 2026	778 Sylvia Vale Road BINDA	Three (3) Lot Torrens Title Subdivision	Under Assessment	22
10/2026/74/1	26 Jun 2026	10 Richardson Street CROOKWELL	Outbuilding	Under Assessment	8

10/2026/76/1	22 Jun 2026	8 Tait Street CROOKWELL	Dual Occupancy and Strata Subdivision	Under Assessment	13
10/2026/79/1	24 Jun 2026	1121 Rhyanna Parish MUMMELL	Secondary Dwelling	Under Assessment	10
10/2026/82/1	03 Jul 2026	14 Graham Crescent CROOKWELL	Dwelling	Under Assessment	3
10/2026/83/1	30 Jun 2026	16 Green Avenue GUNNING	Dwelling	Under Assessment	1
10/2026/85/1	03 Jul 2026	36 Peelwood Road LAGGAN	Thirty (30) Lot Torrens Title Subdivision	Request for Information	32
10/2026/86/1	30 Jun 2026	4759 Junction Point Road TUENA	Three (3) Lot Torrens Title Subdivision	Under Assessment	4
10/2026/80/1	29 Jun 2026	1 Chapel Street DALTON	Five (5) Lot Torrens Title Subdivision	Under Assessment	1

Total Applications: 21

RECOMMENDATION That -

1. Council receives and notes the report as information.

ATTACHMENTS

Nil

ITEM 10.2 Investments for the month of June 2026

FILE REFERENCE I26/179

AUTHOR Director of Finance and Administration

ISSUE

Council Investment Portfolio Register as at 30 June 2026.

RECOMMENDATION That -

1. Council receive and note the report as information.

BACKGROUND

The investment portfolio register is provided for the information of Council.

REPORT

Investments to 30 June 2026

Investment Institution	Type	Investment Face Value	Interest Rate	Term Days	Maturity Date	Interest Due
CBA BOS	Call	$940,000	2.85%	30	30-06-26	$2,201.92
Bank of Qld	TD	$600,000	4.65%	90	07-07-26	$6,879.45
CBA	TD	$500,000	4.23%	231	08-07-26	$13,385.34
CBA	TD	$1,000,000	4.79%	84	08-07-26	$11,023.56
CBA	TD	$500,000	4.25%	231	15-07-26	$13,448.63
Bendigo Bank	TD	$1,000,000	4.70%	77	22-07-26	$9,915.07
IMB	TD	$500,000	4.45%	189	22-07-26	$11,521.23
NAB	TD	$1,000,000	4.15%	273	29-07-26	$31,039.73
Bank of Qld	TD	$1,000,000	4.95%	141	05-08-26	$19,121.92
Bendigo Bank	TD	$1,000,000	4.70%	77	05-08-26	$9,915.07
IMB	TD	$1,000,000	4.85%	147	12-08-26	$19,532.88
Bendigo Bank	TD	$1,000,000	4.80%	89	12-08-26	$11,704.11
NAB	TD	$1,000,000	4.98%	84	12-08-26	$11,460.82
NAB	TD	$1,000,000	4.10%	364	19-08-26	$40,887.67
IMB	TD	$1,000,000	4.85%	84	19-08-26	$11,161.64
CBA	TD	$300,000	4.91%	84	19-08-26	$3,389.92
Bendigo Bank	TD	$1,000,000	5.05%	154	26-08-26	$21,306.85
CBA	TD	$900,000	4.93%	84	26-08-26	$10,211.18
CBA	TD	$1,500,000	4.01%	364	02-09-26	$59,985.21
NAB	TD	$1,000,000	4.15%	365	09-09-26	$41,500.00
IMB	TD	$600,000	4.90%	89	09-09-26	$7,168.77
NAB	TD	$2,500,000	4.95%	84	16-09-26	$28,479.45
IMB	TD	$2,000,000	4.90%	84	16-09-26	$22,553.42
NAB	TD	$1,000,000	4.20%	301	16-09-26	$34,635.62

Information Only
INVESTMENTS FOR THE MONTH OF JUNE 2026 cont'd

NAB	TD	$1,000,000	4.20%	364	23-09-26	$41,884.93
Bank of Qld	TD	$1,000,000	4.80%	85	23-09-26	$11,178.08
Bendigo Bank	TD	$1,000,000	5.20%	224	11-11-26	$31,912.33
Bank of Qld	TD	$1,000,000	4.30%	371	09-12-26	$43,706.85
CBA	TD	$1,076,000	4.58%	364	06-01-27	$49,145.78
CBA	TD	$1,000,000	4.52%	370	13-01-27	$45,819.18
Bank of Qld	TD	$500,000	4.50%	364	20-01-27	$22,438.36
NAB	TD	$1,000,000	4.70%	364	27-01-27	$46,871.23
CBA	TD	$1,100,000	4.72%	362	27-01-27	$51,493.26
Bendigo Bank	TD	$1,000,000	4.55%	364	03-02-27	$45,375.34
Bank of Qld	TD	$1,100,000	4.75%	371	10-02-27	$53,108.90
Bendigo Bank	TD	$1,000,000	4.60%	371	17-02-27	$46,756.16
Bank of Qld	TD	$1,000,000	4.80%	371	24-02-27	$48,789.04
CBA	TD	$1,000,000	4.75%	378	03-03-27	$49,191.78
NAB	TD	$500,000	4.80%	378	10-03-27	$24,854.79
IMB	TD	$1,000,000	4.80%	378	17-03-27	$49,709.59
Bank of Qld	TD	$1,500,000	4.97%	385	24-03-27	$78,634.93
		$40,616,000				**$1,193,300.00**

TD: *Term Deposit*
BOS: *Commonwealth Bank Business Online Saver*

<u>Council Investment Performance:</u>

Budget Comparison to 30 June 2026

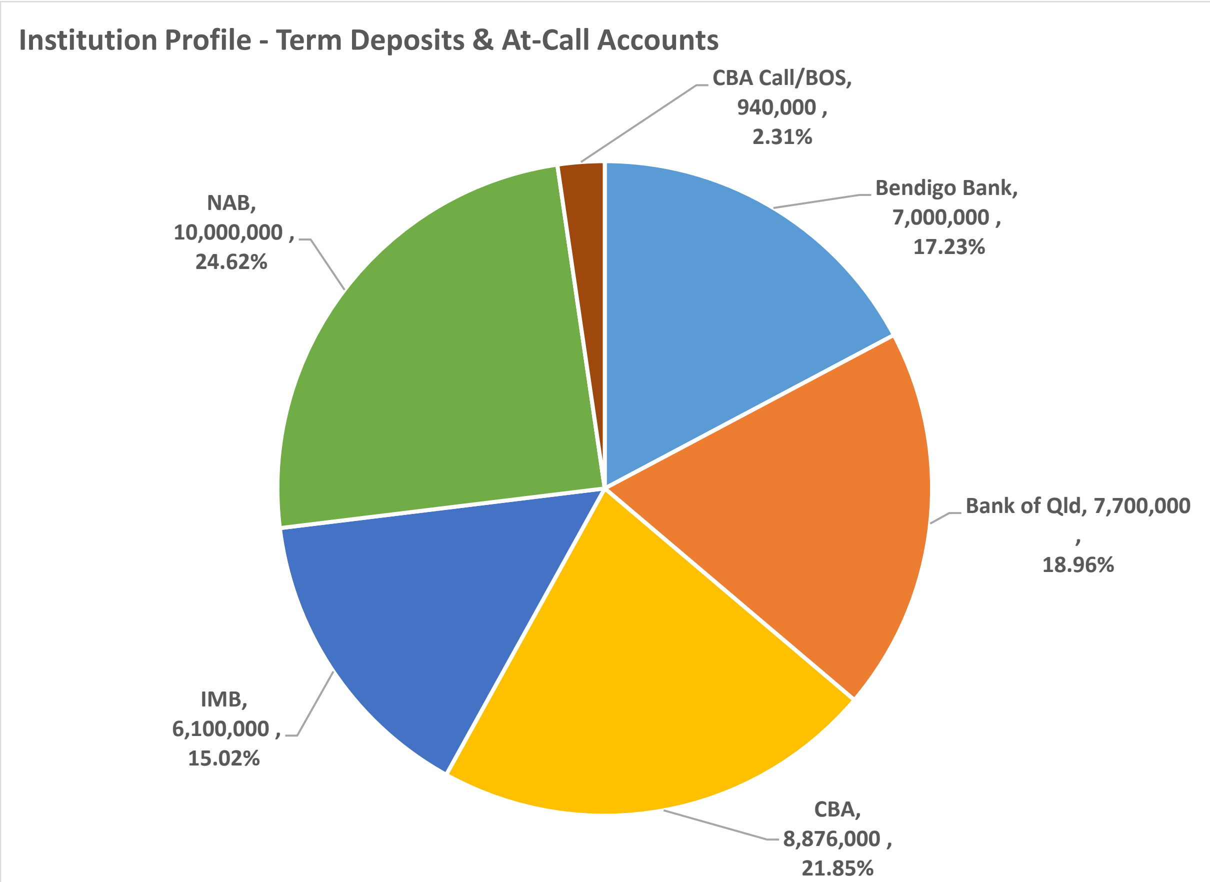
Interest on Investments Received YTD	$1,575,275
Annual budgeted amount for all funds	$1,350,000
Percentage of Interest Received YTD	116.69%
Percentage of Year Elapsed	100.00%
Average market interest rate (90-day BBSW)	4.47%
Average return on all investments	4.61%

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

Information Only
INVESTMENTS FOR THE MONTH OF JUNE 2026 cont'd

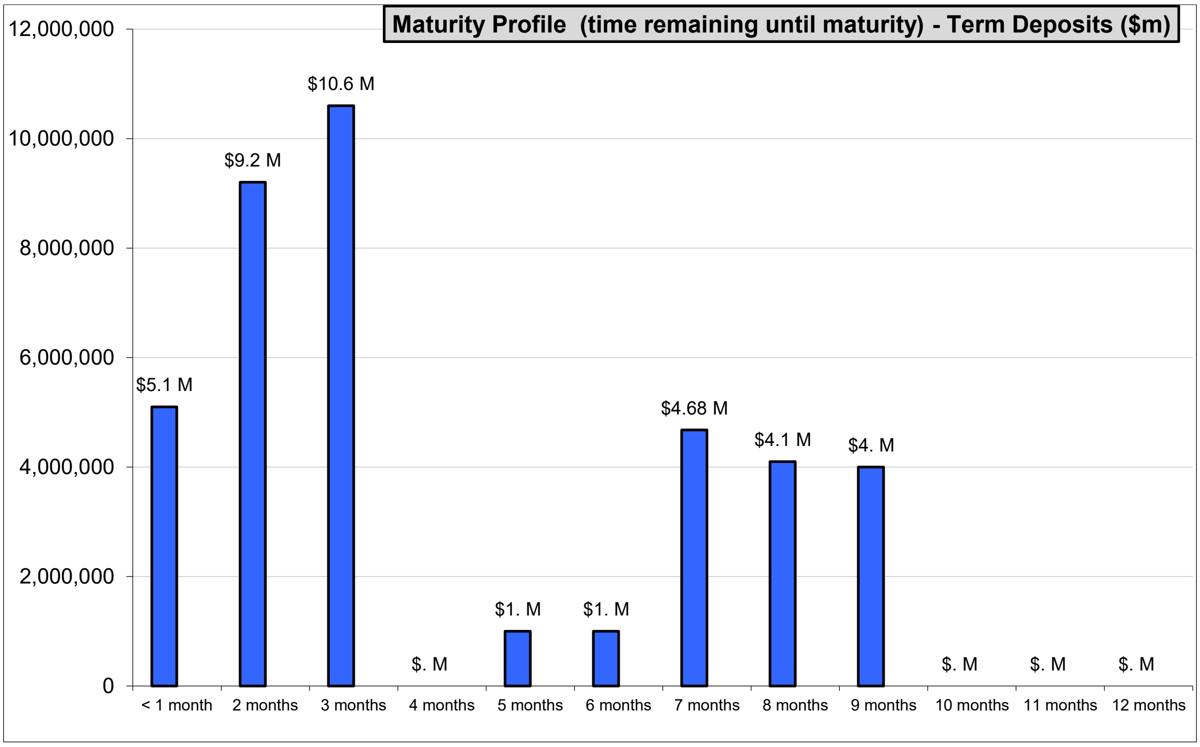
Financial Institution Investments Profile as at 30 June 2026

The following chart shows the current distribution of Council's investment portfolio between the authorised financial institutions used. The current distribution of funds between institutions complies with Council's Investment Policy which states:
"*The maximum percentage that may be held in term deposits with any one financial institution is 25% of the portfolio, and the maximum to be held in at-call accounts be no more than 15%.*"



Investments - Maturity Profile as at 30 June 2026

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



Summary of Available Cash at 30 June 2026

Total Investments: $40,616,000

Investments By Fund (Includes Restricted and Unrestricted Cash):

Funds	($)
General Fund Reserves	$23,979,210
Water Supply Fund Reserves	$5,025,862
Sewerage Fund Reserves	$9,032,817
Domestic Waste Management Fund Reserves	$2,575,757
Trust Fund Reserves	$2,355

POLICY IMPACT

Nil

OPTIONS

Nil

FINANCIAL IMPACT OF RECOMMENDATIONS

Nil

RECOMMENDATION That -

1. Council receive and note the report as information.

ATTACHMENTS

Nil

ITEM 10.3	**Bank Balance and Reconciliation - June 2026**
FILE REFERENCE	**I26/180**
AUTHOR	**Director of Finance and Administration**

ISSUE

Statement of Bank Balance and Reconciliation as at 30 June 2026.

RECOMMENDATION That -

1. Council receive and note the report as information.

BACKGROUND

Nil

REPORT

STATEMENT OF BANK BALANCE & RECONCILIATION

General Ledger Balance brought forward 31 May 2026	162,589.67
Add: Receipts for June 2026	10,867,580.43
	11,030,170.10
Deduct: Payments for June 2026	10,708,110.36
Balance as at 30 June 2026	**322,059.74**
Balance as per Bank Statement 30 June 2026	321,497.42
Add: Outstanding Deposits	1,383.46
	322,880.88
Less: Unpresented Cheques/ EFTs	821.14
Balance as at 30 June 2026	**322,059.74**

POLICY IMPACT

Nil

OPTIONS

Nil

FINANCIAL IMPACT OF RECOMMENDATIONS

Nil

RECOMMENDATION That -

1. Council receive and note the report as information.

ATTACHMENTS

Nil

ITEM 10.4	**Rates and Charges Outstanding for the month of June 2026**
FILE REFERENCE	**I26/181**
AUTHOR	**Director of Finance and Administration**

ISSUE

Rates and Charges Outstanding Report to 30 June 2026.

RECOMMENDATION That -

1. Council receive and note the report as information.

BACKGROUND

A Summary report of the Rates and Charges outstanding at 30 June 2026 is detailed.

REPORT

There is an attached report titled "Rate Collection 2026 Year" for the 2025/2026 financial year. A comparison of the rates and charges outstanding percentage to previous financial years is highlighted in the below table:

Description	**30/06/2026**	**30/06/2025**	**30/06/2024**
Total % Rates and Charges Outstanding	4.47%	4.81%	4.22%
Total $ Amount Rates and Charges Outstanding	$757,035	$772,899	$627,662

POLICY IMPACT

Nil

OPTIONS

Nil

FINANCIAL IMPACT OF RECOMMENDATIONS

Nil

RECOMMENDATION That -

1. Council receive and note the report as information.

ATTACHMENTS

1.⇩	Rate Collection by Year - July 2026	Attachment

Rate Collection 2026 Year

Rating Categories	Levy Raised to date	Rates Received to 30 June 2026	Rates Outstanding to 30 June 2026	% Rates Outstanding 30 June 2026
Farmland	6,201,731.17	6,013,712.57	188,018.60	**3.03%**
Residential	1,726,157.80	1,630,243.63	95,914.17	**5.56%**
Rural Residential	962,309.21	917,147.10	45,162.11	**4.69%**
Business	754,525.69	746,964.35	7,561.34	**1.00%**
Mining	2,372.10	2,372.10	-	**0.00%**
Water	1,423,690.19	1,349,168.51	74,521.68	**5.23%**
Sewerage	2,162,471.91	2,056,997.59	105,474.32	**4.88%**
Domestic & Comm Waste	1,871,339.94	1,779,070.54	92,269.40	**4.93%**
Rural Waste	1,001,478.92	959,232.97	42,245.95	**4.22%**
Storm Water	51,031.78	48,552.81	2,478.97	**4.86%**
****Arrears**	772,899.67	669,511.30	103,388.37	**13.38%**
Credits		435,640.00	-435,640.00	
Overall Total Rates	**16,930,008.38**	**16,608,613.47**	**321,394.91**	**1.90%**

Z:\Rates\2025-2026\Recs\%oust_June30- 2026.xls

Information Only - 16 July 2026

ITEM 10.5 **Tourism and Economic Development Report - Updates**

FILE REFERENCE **I26/166**

AUTHOR **Coordinator Visitor Information Centre and Events**

ISSUE

This report provides a summary of the activities in the Upper Lachlan Shire Council Tourism and Economic Development Department and the Crookwell Visitor Information Centre (VIC) between March – May 2026

RECOMMENDATION That -

1. Council receive and note the report as information.

BACKGROUND

Nil

Visitors to Visitor Information Centre (VIC)

	March 2025	March 2026	April 2025	April 2026	May 2025	May 2026	Total (March 2025 – May 2025)	Total (March 2026 – May 2026)
Number of walk in visitors	***359***	***315***	***423***	***334***	***511***	***300***	***1293***	***949***
Local Residents	94	84	96	84	99	71	289	239
Goulburn	13	19	11	12	23	14	47	45
New South Wales	210	168	267	163	294	164	771	495
Victoria	3	11	18	24	37	16	58	30
Queensland	3	12	12	10	19	8	34	30
South Australia	0	1	0	0	6	4	6	5
Northern Territory	0	1	1	0	2	2	3	3
Australian Capital Territory	19	7	13	30	22	11	54	48
Western Australia	1	4	0	3	2	8	3	15
Tasmania	2	2	2	0	0	0	4	2
Overseas/International	6	8	3	8	9	2	18	18

Top Postcodes visiting the Upper Lachlan Shire
May and June 2026

Postcode	Suburb / Town	Visitors
2583	Local	123
2580	Goulburn	38
2500	Wollongong	18
2000	Sydney CBD	18
2600	Deakin	12
2576	Bowral	11
2529	Shellharbour	9
2615	Belconnen	8
2560	Campbelltown	7
3350	Ballarat	6
2800	Orange	6
2074	Turramurra	5
2233	Sutherland Shire	5
3875	Bairnsdale	5
2533	Bombo /Kiama	5

OVERVIEW

Tourism activity across the Upper Lachlan Shire during this reporting period has focused on supporting local business, strengthening community and industry connections, and continuing to build the regions visitor economy. The Crookwell Visitor Information Centre welcomed 949 visitors, continuing to play an important role as a gateway for travellers exploring the shire.

A new information board was installed in Crookwell's main street, providing visitors with improved wayfinding and information on local attractions and services.

The Tourism and Economic Development Coordinator hosted the Tourism Industry Connect evening at the Gunning Courthouse on Thursday 18 June, in partnership with Destination Southern. More than 30 local tourism and hospitality operators, industry representatives and community members attended, exploring emerging tourism trends, changing visitor search behaviours and the growing influence of artificial intelligence on the tourism industry. Attendees also took part in a collaborative discussion, sharing challenges, opportunities and ideas for future tourism initiatives to further enhance the visitor experience across the region. The coordinator also met with local committees and progress associations to support community-led tourism initiatives across the Shire.

The Tourism team continue to host tour bus groups visiting the region and ran a Youth Week event – "Dream to Doing", in collaboration with the Australian School of Entrepreneurship offering the local youth two workshops – Starting a Business as a Young Person and Financial Literacy for Young People.

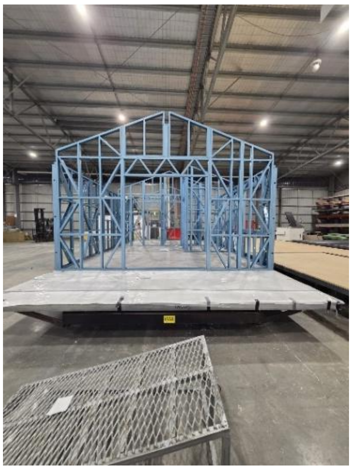
CARAVAN PARKS

GUNNING

- Both Barbour Park and Gunning Showground have continued to attract visitation over the past three months, providing important support for local events and tourism activity in the Gunning area.
- These sites continue to help drive visitation to the Gunning area and support nearby businesses.

CROOKWELL CARAVAN PARK

- Crookwell Caravan Park continues to experience strong repeat visitation, demonstrating its popularity with both returning and new guests.
- Visitor feedback has been positive, with reviews highlighting the park's convenient location, facilities, and friendly service.
- Construction of new cabins is well underway, with completion expected by the end of August. The cabins will expand accommodation options at the park, attract longer stays, and enhance the overall visitor economy.
- A new outdoor BBQ area is planned, along with upgrades to the clothesline area and gardens, further improving the guest's experience.
- The park continues to provide a key accommodation option for travellers exploring the Upper Lachlan Shire, supporting local tourism and contributing to the regional visitor economy.



Cabins under construction

VISITOR INFORMATION CENTRE

- The Visitor Information Centre (VIC) continues to support local producers through the sale and promotion of Southern Tablelands wines and locally made products, with new destination and promotional merchandise introduced during this period to further showcase the region.
- The What's on guide continues to be distributed across the Shire in both hard copy and the VIC's online mailing list and social media platforms, ensuring residents and visitors remain informed about upcoming events and activities.
- The VIC continues to promote local businesses, events and attractions through the website and social media platforms, with strong growth recorded over this period, - social media views increased by 165.6%, interactions increased by 308.9% and the VIC's Facebook page gained 211 new followers.
- The Upper Lachlan Destination Guide remains widely distributed, currently displayed in 71 Visitor Information Centres, accommodation providers and visitor locations across New South Wales and the ACT, extending the reach of the Shire's tourism promotion. The Tourism Team are currently working on the 2026 / 2027 Destination Guide.
- Work is continuing toward the relocation of the Visitor Information Centre to the new building, with planning underway to ensure a smooth transition that will enhance the visitor experience and provide a welcoming gateway to the Upper Lachlan Shire.

GRANTS

- The Crookwell Caravan Park successfully received part funding from Veolia to build an outdoor BBQ area.
- The Tourism and Economic Development Coordinator submitted a grant for the Regional Event Fund 2026 / 27 – Incubator Event stream with Destination NSW and was unsuccessful

EVENTS AND PROMOTION

- The Tourism ran the Youth Week event, contributing to the Shire's broader calendar of community activities.
- The Tourism team continued to host tour bus groups visiting the region, showcasing local attractions and businesses.
- A new Information Board was installed in Crookwell's main street, providing improved wayfinding and information for visitors and locals on local attractions and services.

TOURISM

- The Tourism and Economic Development Coordinator met businesses in Taralga, Binda, Gunning, Laggan and Crookwell during this reporting period.
- Southern Tablelands Steering Committee met in Boorowa to discuss joint initiatives on the 23 March.
- The Tourism and Economic Development Coordinator met with Destination Southern to discuss tourism opportunities on 1 April, 9 April, 14 April and the 28 April.

ECONOMIC DEVELOPMENT

- The Tourism and Economic Development Coordinator attended the Liquor Accord meeting on 4 March and 13 May.
- The Tourism and Economic Development Coordinator met with an NBN representative on 4 March to discuss upgrades to the NBN network.
- The Tourism and Economic Development Coordinator attended the Paddock to Plate webinar on 5 March.
- The Tourism and Economic Development Coordinator met with Regional Development Australia on 10 March and 12 May to discuss topics of interest.
- The Tourism and Economic Development Coordinator attended the CRJO Economic Development Meeting in Batemans Bay on 24 March.
- The Tourism and Economic Development Coordinator attended a networking event with the 24-Hour Economy Commissioner on 24 March.
- The Tourism and Economic Development Coordinator met with Service NSW to discuss relevant projects on 22 April.
- The Tourism and Economic Development Coordinator met with Department of Primary Industries and Regional Development on 11 May.
- The Tourism and Economic Development Coordinator attended the Regional Development and Investment Attraction Event in Sydney on the 18 – 19 May to help strengthen Councils local Economic Development.

COMMITTEE MEETINGS

- The Tourism and Economic Development Coordinator met with the Crookwell Progress Association on 16 March.
- A meeting of the Tourism and Economic Development Section 355 Advisory Committee was held on 16 April.

POLICY IMPACT

Nil

OPTIONS

Nil

FINANCIAL IMPACT OF RECOMMENDATIONS

Nil

RECOMMENDATION That -

1. Council receive and note the report as information.

ATTACHMENTS

Nil

Information Only - 16 July 2026

ITEM 10.6 **Action Summary - Council Decisions**

FILE REFERENCE **I26/191**

AUTHOR **Chief Executive Officer**

ISSUE
Details are provided of action taken to implement Council Meeting decisions.

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

BACKGROUND

Details are provided of action taken with respect to Council decisions.

REPORT

Summary sheet includes the following Council Resolutions:-

Council Meeting: 18 September 2025

165/25	1. That Council undertake a review of Section 355 Committees to ascertain the scope and relevance of each committee's function in regard to exercising the functions of Council, and governance in relation to the Code of Meeting Practice, reporting to Council and any areas for improvement in compliance and operation.	DFA	Review of Section 355 Committee Policy and Code of Practice tabled to the 16 July 2026 Council Meeting. Compliance table for committees was reported to a workshop.

Council Meeting: 19 February 2026

26/26	Councils Environment and Planning directorate review the following 4 items and report back to Council on the practical implementation of the following proposed changes, noting quarterly changes as a quarterly report: 1. Expand the current Council provided DA report to include a live, dynamic Infrastructure and Services Capacity Matrix Report. Capacity is a question that is asked during every assessment	DEP	A review to occur and come back to future Council Meeting in line with the quarter.

	and would certainly be of valuable to us all if we have a live and dynamic version that would highlight all aspects that need to be considered and recorded. 2. That the report quantify current and committed capacity as a percentage (%), identify remaining capacity and trigger points for upgrades, and address any risks. 1. Sewerage and wastewater 2. Water supply 3. Electricity and power 4. Council infrastructure and services, including roads, stormwater, waste, community facilities, and emergency RFS access. 3. That the assessment accounts for cumulative impacts, including approved and pending developments and both major and minor subdivisions. 4. That this information be recognised as vital for Councillors and Council officers when assessing Development Applications, to ensure capacity thresholds and associated risks are identified early in the assessment process.		

Council Meeting: 16 April 2026

57/26	1. Resolve to subdivide a portion of the road reserve located at the intersection of Hume Street and Grovenor Street, Gunning, to create a separate lot and deposited plan. 2. Retain ownership of the newly created lot following subdivision. 3. Permit the use of the land by the NSW Rural Fire Service for the purpose of constructing and operating a fire station, subject to appropriate agreements being executed between the parties. 4. Classify the newly created lot as Operational Land pursuant to Section 31 (2) of the Local Government Act 1993 (NSW), noting that the land is to be used for a specific operational	DOI	Referred to Council solicitors for next stages of gazetting.

	purpose associated with the construction and ongoing operation of a fire station, and that Council will undertake all necessary administration and statutory processes to give effect to this classification.		

Council Meeting: 21 May 2026

72/26	1. Council notes the Upper Lachlan Housing Strategy and Development Control Plan Review of Submissions Report 2026. 2. Council resolves to support the revisions to the Draft Upper Lachlan Housing Strategy and Draft Upper Lachlan Development Control Plan (with the exception of the removal of the preamble at Part D7) for further public exhibition. 3. Council place the Draft Upper Lachlan Housing Strategy, Draft Upper Lachlan Development Control Plan and Upper Lachlan Review of Submission Report 2026 on public exhibition for a minimum period of 56 days. 4. Upon completion of the exhibition period, a further report be provided to Council outlining any submissions received. 5. Accept the Fee Proposal of $12,500 plus GST from Currajong – Planning, Property & Project Management Services to undertake the associate work for Re-exhibiting the Upper Lachlan Housing Strategy and Development Control Plan. 6. Approve the Allocation and Expenditure of $12,500 plus GST of funding from Councils Section 7.11 Developer Contribution Plan (Upper Lachlan Development Contributions Plan 2007) – 'Plan Administration' reserves to fund the associated works.	DEP	The Draft Upper Lachlan Development Control Plan have been re-exhibited. The submission period closes at 5.00pm on Wednesday 26 August 2026. This is available on Councils website and social channels.

77/26	1. That Upper Lachlan Shire Council undertake a preliminary investigation, and that the General Manager provide a preliminary report to Council, regarding future potential risks to Council should the Limerick Wind Farm and other active SSD being developed, with specific reference to: • Responsibilities of Council to protect the value of land through planning controls • Responsibilities of Council to investigate a public nuisance complaint or order abatement • Responsibility of Council to commission scenic or landscape assessments • Responsibility of Council to manage local traffic impacts arising from wind farm construction and operation • Exposure of Council should ratepayers suffer property diminution due to inappropriate wind farm development affecting land values and amenity expectations	CEO	Report included in the 16 July 2026 business paper.

Council Meeting: 18 June 2026

84/26	1. Council rescind the Council Code of Meeting Practice adopted on 16 April 2026 as Resolution Number 59/26 after disallowance of the prescribed Model Code of Meeting Practice for Local Councils by the NSW Parliament. 2. Council in accordance with Section 360, and 362(1)(a) and (2), of the *Local Government Act 1993*, adopts the previous version Council Code of Meeting Practice as adopted at the Council Meeting held on 18 September 2025 as previous Council Resolution Number 158/25.	DFA	Code of Meeting Practice placed on Council website and issued to relevant teams on 19 June 2026.

88/26	1. Council write to successful applicants for the 2026/2027 Crookwell II and III Windfarm Community Fund Grant.	DEP	Successful applicants notified.
89/26	1. Council write to successful applicants for the 2026/2027 Gullen Range Windfarm Community Fund Grant.	DEP	Successful applicants notified.
90/26	1. Council write to successful applicants for the 2026/2027 Cullerin Range Windfarm Community Fund Grant.	DEP	Successful applicants notified.
92/26	It is recommended that: 1. DA 19/2026 (PAN- 614930) for a 52-lot subdivision be approved generally in accordance with the conditions contained in the draft conditions of consent. 2. The draft Voluntary Planning Agreement be revised to include a 30-year maintenance contribution for the stormwater detention basin and then be placed on public exhibition for a period of 28 days. 3. Following the exhibition period, the matter be reported back to Council to consider any lawful concerns received with the submissions or the Chief Executive Officer be delegated authority to finalise and enter into the VPA should no significant submission be received. 4. Council's Chief Executive Officer and the developer endorse the VPA before any construction works commence on the subdivision. 5. That Council publicly exhibits the proposed street name of "Hills" in accordance with the *NSW Roads Act* for a minimum of 28 days and should there be no objection received, Council to forward the name to the Geographical Names Board seeking formal approval; or should any objection be received, the matter be reported back to Council to consider the submissions and any alternative name/s.	DEP	Development approval 19/2026 and associated documents being prepared for issue.

99/26	1. Council, in accordance with Sections 8A-8C and Sections 403-406, of the Local Government Act 1993 resolve to adopt the following Strategic Plans:- 1. Operational Plan 2026/2027; 2. Delivery Program 2026/2027 – 2029/2030; 3. Long Term Financial Plan 2026-2035; 4. Infrastructure Plan 2026-2035; and 5. Workforce Plan 2026/2027 – 2029/2030. 2. Council approves expenditure and votes money according to the integrated financial budget contained within Council's 2026/2027 Operational Plan (Items 1 – 38)	DFA	Council IPR plans placed on Council website and available at Council libraries and Administration offices on 26 June 2026 and letter of response provided to the two submissions.
100/26	1. Council under Section 252, of the Local Government Act 1993, review the Payment of Expenses and Provision of Facilities Policy. 2. Council under Section 253, of the Local Government Act 1993, gives public notice of its intention to adopt and amend the Payment of Expenses and Provision of Facilities Policy allowing 28 days public exhibition period for members of the community to make public submissions.	DFA	Policy placed on public exhibition and will be reported to 20 August 2026 Council Meeting to be adopted.
102/26	**Establishment of s355 Committee** 1. Establish a Section 355 Operating Committee under section 355 of the Local Government Act 1993 to be known as the Taralga War Memorial Hall Management Committee, to exercise the function of the care, control and management of the Taralga War Memorial Hall. 2. Delegate to the Committee all powers and functions provided for Operating Committees managing community halls under Council's Section 355 Committee Policy (Res 183/23) and Code of Practice (Res 182/23), including but not limited to the management of bookings,	CEO/DFA	Review of Section 355 Committee Policy and Code of Practice tabled to the 16 July 2026 Council Meeting. Letter of advice of notice of motion was sent to submissions received from Taralga community on 3 July 2026.

	hiring, fee recommendations, minor maintenance, financial records, and day-to-day operations. 3. Request the CEO to prepare a draft Terms of Reference / Constitution for the Committee that maximises local community autonomy within the framework of the Policy and Code and report it back to Council at/or before September 2026 Council's Ordinary Meeting. 4. Call for Expressions of Interest from the Taralga community for membership of the Committee, with applications closing four weeks after public advertisement. 5. Appoint a primary and alternate Councillor representative to the Committee, consistent with arrangements for other community hall committees. 6. Note that Council will continue to provide Property Protection (building insurance) and $20 million Public Liability Insurance. Further, Council will consider funding for annual maintenance and electricity on a basis consistent with support provided to other community hall committees, subject to annual budget allocations.		
105/26	1. Council purchase one Iveco fitted with Superior Pak side loading body for the sum of $541,910 EX GST from Superior Pak. 2. Dispose of existing truck (Council plant number 693) through public auction.	DOI	Procurement process underway.
106/26	1. Council accept the tendered submission from Specialist Site Services to undertake the MR54 Segment 640 Abercrombie Slope 95421 Slope Stabilisation works with a total price of $687,213.70 excl GST. 2. Council delegate the Chief Executive Officer authority to execute the contract for engagement of Specialist Site Service	DOI	Successful tenderer notified, process underway.

109/26	1. Council delegate authority to the Chief Executive Officer to negotiate with the intention to enter into a contract with JRC Electrical for the supply, and installation of electricity at the Crookwell Caravan Park for a lump sum amount not exceeding $336,397.63 (excl. GST). 2. Council delegate authority to the Chief Executive Officer to execute and finalise the contract and associated documentation.	CEO	Successful supplier notified, process underway.

POLICY IMPACT

Nil

OPTIONS

Nil

FINANCIAL IMPACT OF RECOMMENDATIONS

Nil

RECOMMENDATION That -

1. Council receive and note the report as information.

ATTACHMENTS

Nil

11 ENVIRONMENT AND PLANNING

The following items are submitted for consideration -

ITEM 11.1 **Kerbside Green Waste Collection**

FILE REFERENCE **I26/194**

AUTHOR **Director Environment and Planning**

ISSUE

With Council's fuel supply and delivery remaining constant Council is requested to consider the recommencement of the domestic kerbside collection service.

RECOMMENDATION That –

1. Council recommence the kerbside green waste collection service from 1 September 2026;
2. Council notify the public of the recommencement of the kerbside green waste collection service; and
3. Council reinstate the gate charge for green waste disposal at all transfer stations.

BACKGROUND

With global events influencing the oil markets Council resolved to cease the collection of green waste for an interim period to assist in maintaining its fuel supply to ensure Council's ability to deliver essential services. With Council's fuel delivery and supply remaining constant it is proposed to recommence the kerbside green waste collection service.

REPORT

Council at its meeting of 16 April 2026 considered a report which recommended ceasing kerbside green waste collection for an interim period based around the uncertainty of fuel supply. Council subsequently resolved that:

1. *Council cease the kerbside green waste collection service for an interim period to assist with the saving of fuel during the current period of uncertainty.*
2. *The reduction of this service level be reviewed periodically and re-introduced where the current challenges associated with fuel supply are alleviated.*
3. *The transfer station fees and charges associated with the disposal of domestic green waste (grass clippings, pruning leaves and similar) not be levied, whilst the kerbside green waste collection service is not provided.*
4. *Council notify the public of the proposed changes with respect to the management of green waste.*

The delivery of the kerbside green waste collection service ceased in April / May 2026 in line with the adopted resolution.

With Australia utilising more energy from diesel alone than from electricity, diesel is the countries most important and versatile fuel. It is needed for emergency services, enabling the transport of food, equipment and medicines. It is also a backup fuel for electricity generation for critical services like hospitals, water and sanitation and electricity generation in remote communities.

Based on current global events and the uncertainty associated with ongoing fuel supply and availability, Council implemented controls to ensure suitable quantities of fuel remained in reserve to enable the continuation of critical services, in particular the domestic waste kerbside collection service.

Current information as provided by the Australian Government indicates that fuel imports continue to arrive in Australia with fuel being imported from multiple countries with the Government working to secure more. Domestic refining is also continuing, resulting in Australia having more fuel in reserve than prior to the USA/Iran war.

Even though a level of uncertainty remains there is a level of confidence that Council can maintain its service delivery for kerbside collection based on the availability of fuel and that Council's fuel delivery has been constant. It is therefore suggested that the kerbside collection of green waste recommence in August 2026.

Prior to the reintroduction of the service Council ensures that the required level of public notification is implemented.

POLICY IMPACT

Nil impact - by reinstating the service it will enable council to meet its reporting obligations as detailed in Council's strategic plans

OPTIONS

Option 1
Recommence the kerbside green waste collection service in line with the normal delivery service.

Option 2
Continue to place the kerbside green waste collection on hold and monitor the situation moving forward.

Option 3
Introduce kerbside green waste collection based on a once per month basis over the winter period being June to August, inclusive.

Option 4
Recommence the kerbside green waste collection service on a fortnightly basis with the exception of the winter months where the service will be paused from 1 June to 31 August annually.

FINANCIAL IMPACT OF RECOMMENDATIONS

The kerbside green waste collection service was incorporated into the adopted annual budget, however based on the current global influences the cost of fuel (diesel) will result in increased collection costs based on the operational requirements required with the collection vehicle.

RECOMMENDATION That –

1. Council recommence the kerbside green waste collection service from 1 September 2026;
2. Council notify the public of the recommencement of the kerbside green waste collection service; and
3. Council reinstate the gate charge for green waste disposal at all transfer stations.

ATTACHMENTS

Nil

ITEM 11.2 **Environmental Planning and Assessment (Statement of Expectations) Order 2026**

FILE REFERENCE **I26/199**

AUTHOR **Director Environment and Planning**

ISSUE

To advise Council of the recently made *Environmental Planning and Assessment (Statement of Expectations) Order 2026*.

RECOMMENDATION That -

1. Council receives and note the report as information only.

BACKGROUND

On 1 July 2026, the Minister for Planning and Public Spaces made the *Environmental Planning and Assessment (Statement of Expectations) Order 2026* replacing a similar order made in July 2024. The order sets out clear expectations as to what constitutes an efficient and effective planning system and sets benchmarks for council performance in areas of development assessment, planning proposals and strategic planning.

REPORT

The NSW Minister for Planning and Public Spaces Statement of Expectations set strict, phased benchmarks for local councils to accelerate housing delivery and development assessment approvals. The policy aims to tackle housing supply issues by forcing greater council accountability, with underperforming councils being monitored and identified via the leagues tables / NSW Planning Portal.

The proposed amendments incorporated within the *Environmental Planning and Assessment (Statement of Expectations) Order 2026* are summarised below;

- <u>Development application assessment</u>
  - Within in 7 days from submission assess the applications adequacy and issue invoice, whilst allowing 3 days for payment;
  - Internal referral completed within 21 days; and
  - Expected development assessment and approval timeframes from lodgement being amended down to 90 days (from 1 July 2026), moving to 80 days (in 2027) and 65 days (in 2028). The original timeframe was 115 days, which was recently reduced to 105 days.

<u>Comment:</u> At the meeting of 18 June 2026 Council was informed that the cumulative average assessment days for development approvals was 66 days, which is slightly above the listed 2028 timeframe.

The challenges for Council of this size will be the ability to maintain these assessment timelines based on the staff numbers and available resources allocated to this core activity along with competing expectations. The planning team is responsible for a range of activities and processes including strategic planning, information requests, planning certificates and general enquiries all of which impact the ability of staff to focus on the development assessment process.

Development application numbers, complexity of the applications along with staff leave and vacancies will all have a significant impact on assessment times based on the size of the planning team. If there is a requirement or expectation to achieve these timeframes there will be a point in time where staffing numbers and resources will need to be reviewed.

- Modification application assessment
  - Modifications lodged under section 4.55(1) must be approved within 14 days of lodgement and where not determined within this period, the application cannot be refused;
  - From 1 July 2026 Council will have 65 days from lodgement to determine modification applications lodged under section 4.55(1A) of the Act and this is further reduced to 55 days from 1 July 2027 and then 40 days from 1 July 2028;
  - From 1 July 2027 Council will have 85 days from lodgement to determine modification applications lodged under section 4.55(2) of the Act and this is further reduced to 75 days from 1 July 2027 and then 70 days from 1 July 2028

  Comment: Refer to above comment for Development application assessment.

- Complying development variation statements
  Minor departures from complying development standards under a complying development certificate are able to be considered and approved by council where deemed appropriate. The new Statement of Expectation indicates that refusals of Complying Development Variation Certificates should be limited that have significant additional adverse impacts.

  Comment: this is a generic comment that provides guidance for assessing officers, noting that it will also create challenges from a legal perspective as it is silent on the definition of '*significant additional adverse impacts.*

- Local infrastructure contributions

  Councils are required to review their local contributions plan no later than every 5 years. Other components of this section of the Statement of Expectation are not applicable to Upper Lachlan Shire as it is rural shire.

  Comment: A review of Council's developer contributions plans is currently being completed by GLN Consultants. This review will focus on the following documents;

    - 7.11 developer contributions plan;
    - 7.12 developer contributions plan; and

- Planning Agreement Policy.

Council will need to allocate funds received through the contribution plans every five (5) years to enable the review process to be completed.

- Planning proposals

  - Councils are required to consider planning proposal in line with the benchmark timeframes as listed in the LEP Making Guidelines, refer to table below;

Stage	Maximum Benchmark Timeframes (working days)			
	Basic	Standard	Complex	Principal
Stage 1 - Pre-lodgement	30 days	50 days	60 days	20-30 days
Stage 2 - Planning Proposal	80 days	95 days	120 days	40 days
Stage 3 - Gateway determination	25 days	25 days	45 days	45 days
Stage 4 - Post-Gateway	20 days	50 days	70 days	160 days
Stage 5 - Public Exhibition & Assessment	70 days	95 days	115 days	95 days
Stage 6 - Finalisation	25 days	55 days	70 days	80 days
Sub-total (Department target)	140 working days	225 working days	300 working days	380 working days
Total (end to end)	220 days	320 days	420 days	420 days

  - It is also recommended that where possible delegate the plan making steps to the General Manager.

Comment: Planning proposals are managed in line with the requirements set out in the Guidelines. The process incorporates a number of steps including the scoping and lodgement phases, which require referrals to relevant government agencies. The referral process have resulted in significant impacts on the timeframes based on requirements around additional information and assessment reports.

Strategic planning

- Requires Council to review and prepare/update Local Strategic Planning Statements to align with local strategies, standards and timeframes identified by the Government
- Review of Development Control Plans for clarity and structure.

Comment: The development of a strategic planning documents is currently being completed in the form of a housing strategy and review of Council's existing development control plan. On adoption of these plans the next focus will be on reviewing and updating Council's Local Strategic Plan, which will be subject to funding.

Council's strategic documents will assist in guiding any review of the Local Environmental Plan to better reflect the desired planning outcomes within the Shire, again this will be subject to available funding.

POLICY IMPACT

Nil impact

OPTIONS

Not applicable as report is for information only

FINANCIAL IMPACT OF RECOMMENDATIONS

In order to meet the expectations, the NSW Government and the requirements of the Environmental Planning and Assessment (Statement of Expectations) Order 2026, there will be an impact on the budget, whether that be through the provision of additional staff and resources or the engagement of consultants to complete the strategic planning component.

RECOMMENDATION That -

1. Council receives and note the report as information only.

ATTACHMENTS

1.⇩	SEandP	Attachment

The Hon Paul Scully MP
Minister for Planning and Public Spaces

Ref: IRF26/4038

Clr Paul Culhane
Mayor
Upper Lachlan Shire Council
PO Box 42
GUNNING NSW 2581
Paul.culhane@upperlachlan.nsw.gov.au

Dear Mayor

Thank you for your ongoing work to improve development assessment processes and help enable more homes for your local community.

Since the introduction of the Council League Table in July 2024, councils across NSW have collectively reduced their average development assessment times by 31 days to a statewide average of 84 days as of 31 May 2026. This is a strong result and reflects your commitment to improving planning outcomes, which the NSW Government and I appreciate.

I am writing to update Council on changes to the Ministerial Statement of Expectations Order, performance criteria, the Council League Table and supporting programs.

Statement of Expectations Order

The updated Ministerial Statement of Expectations Order (Attachment A) dated 1 July 2026 includes revised targets for development applications (DAs) together with additional expectations around DA modifications, complying development certificate variation statements, local infrastructure contributions and strategic planning.

The changes aim to support continued improvement across the planning system and help unlock more homes and jobs in NSW.

These updates build on strong progress NSW councils have already made to improve assessment systems and processes. They also complement wider planning reforms,

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including initiatives to streamline assessments and reduce timeframes for certain types of development.

Department of Planning, Housing and Infrastructure performance criteria

From 1 July 2026 a new average end to end DA target of 90 days will apply, alongside updated criteria to identify where additional support from the Department may be needed to improve performance.

The revised criteria are:

1. **Councils' current DA Assessment Performance**: Councils with gross end-to-end timeframes of 90 days or greater.
2. **Councils' percentage of applications assessed:** Councils with 60 per cent or less of their applications meeting the 90-day end to end expectation. This recognises the importance of assessing most applications within the 90-day timeframe while noting that larger or more complex applications will sometimes take longer to determine.
3. **Housing target/implied dwelling demand**: Councils with a housing target, or an implied dwelling demand of more than 500 homes to be completed during the Housing Accord period.

Local Contributions

Councils play an important role in providing supporting infrastructure for its residents, particularly in those areas experiencing high growth.

I expect councils to maintain an up-to-date contributions framework to make sure they are making the most of contributions collected from new development to deliver infrastructure. Councils that are not rural or a large rural council should also spend at least 20 per cent of their available infrastructure contribution funds annually, averaged over the preceding 5-year period.

Council League Table

In response to feedback from councils across NSW, I have approved updates to the methodology used to calculate council performance for the Council League Table. This update will now count deferred commencements as a determination. This will take effect from the July 2026 data release (published in August) and apply to both current and previously reported data.

Expert Planner Program

The Department will work with councils that need additional support, including through expert planners or engineers. The Accelerated Development Application pathway tool may also be used to assist councils to improve performance.

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Planning System Reforms

The Department is currently implementing various Planning System Reforms. The Reforms include complying development certificate variations and targeted assessment, which will simplify and streamline the planning system. Importantly, by reducing the need for a full DA for simple variations to standards it will free up resources to allow councils to focus on those more complex DAs.

Together, these measures will help councils continue improving assessment timeframes and support delivery of new homes under the National Housing Accord.

I appreciate your leadership and ongoing support for this critical work and the shared role we play in delivering more homes across NSW.

Should you have any questions, Daniel Thompson, Executive Director, Local Planning and Council Support, at the Department can be contacted on 02 4221 6912 or daniel.thompson@dphi.nsw.gov.au.

Yours sincerely

Paul Scully MP
Minister for Planning and Public Spaces
Encl. Updated Ministerial Statement of Expectations Order

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Environmental Planning and Assessment (Statement of Expectations) Order 2026

I, Paul Scully, the Minister for Planning and Public Spaces, make this Order under section 9.6(9) of the *Environmental Planning and Assessment Act 1979.*

Paul Scully

The Hon. Paul Scully MP
Minister for Planning and Public Spaces

Dated: 1 July 2026

Explanatory note

The object of this Order is to set expectations for councils in relation to their performance of a range of planning and development functions under the *Environmental Planning and Assessment Act 1979*. If a council is found not to be meeting these expectations, the Minister can take these matters into consideration as part of determining if it is appropriate to appoint a planning administrator to exercise a council's functions. It is made under section 9.6(9) of the Act.

Contents

Environmental Planning and Assessment (Statement of Expectations) Order 2026

under the

Environmental Planning and Assessment Act 1979

Part 1 Preliminary

1 Name of Order

This Order is the *Environmental Planning and Assessment (Statement of Expectations) Order 2026.*

2 Commencement

This updated Order commences on 1 July 2026

3 Definitions

(1) In this Order—

the Act means the *Environmental Planning and Assessment Act 1979*

Department means the Department of Planning, Housing and Infrastructure

Gateway determination means a determination made by the Minister (or delegate) under section 3.34 of the Act.

LEP means a local environmental plan.

LSPS means a local strategic planning statement.

Minister means the Minister for Planning and Public Spaces.

Minister's expectations means the expectations of the Minister in relation to the performance of a council in dealing with planning and development matters, as set out in clause 5 of this Order.

Note. The Act and the *Interpretation Act 1987* contain definitions and other provisions that affect the interpretation and application of this Order.

(2) Words used in this Order have the same meaning as words used in the Act.

(3) Notes included in this Order do not form part of this Order.

Part 2 Planning and development matters

4 Heads of consideration

The matters to be taken into consideration in exercising the power under s.9.6(1)(b) of the Act are:

(a) Whether or not the council has failed to meet the Minister's expectations in relation to council performance and the degree to which the council has performed or failed to perform.

(b) Whether or not an appointment under s.9.6(1)(b) should be made in relation to one or more of a particular class of planning and development matter, or all planning and development matters dealt with by the council.

(c) The effect of any caretaker period preventing the council's performance in dealing with the planning and development matters (or any particular class of such matters) as set out in clause 5.

(d) The individual circumstances of each council, for example whether external events like natural disasters have impacted the council, or council has received an unexpectedly high volume of DAs compared to their current staffing levels.

(e) Whether or not other available interventions or support have failed to result in improvements to council performance in relation to the Minister's expectations.

(f) The public interest.

5 Minister's Expectations

(1) **Development application assessment**

A council should:

a) Lodge development applications for which it is the consent authority as soon as practical and within an average of 7 days from submission using the following key performance indicators:
   - within 4 days of submission complete a review of the adequacy of the development application,
   - within 4 days of submission issue an invoice providing the applicant 3 business days to make payment.

b) Complete internal referrals within 21 days of the application being lodged.

c) Determine development applications for which it is the consent authority (including development applications determined by a local planning panel) as soon as practical and whichever is the lesser of council's previous financial year average, or an average of:
   - From 1 July 2026 to 30 June 2027: 90 days from lodgement.
   - From 1 July 2027 to 30 June 2028: 80 days from lodgement.
   - From 1 July 2028 onwards: 65 days from lodgement.

d) Comply with the procedural and reporting requirements prescribed in the *Guide to Varying Development Standards* (2023), for development applications that involve variations to development standards.

A Local Planning Panel should:

e) Determine Regionally Significant Development applications for which it is the consent authority as soon as practicable, or an average of 20 days after council has finalised their assessment report.

(2) **Modification application assessment**

A council should:

a) Lodge modification applications for which it is the consent authority within an average of 7 days of submission.

b) Determine modification applications lodged under section 4.55(1) of the Act within 14 days of lodgement. If not determined within this period, the application cannot be refused.

c) Determine modification applications for which it is the consent authority as soon as practicable, and whichever is the lesser of council's previous financial year average, or an average of:
   - From 1 July 2026 to 30 June 2027:
     - 65 days from lodgement for modification applications lodged under section 4.55(1A) of the Act.
     - 85 days from lodgement for modification applications lodged under section 4.55(2) of the Act,
   - From 1 July 2027 to 30 June 2028:
     - 55 days from lodgement for modification applications lodged under section 4.55(1A) of the Act.

  - 75 days from lodgement for modification applications lodged under section 4.55(2) of the Act,
- From 1 July 2028 onwards:
  - 40 days from lodgement for modification applications lodged under section 4.55(1A) of the Act.
  - 70 days from lodgement for modification applications lodged under section 4.55(2) of the Act,

(3) **Complying Development Variation Statements**
Refusals of Complying Development Variation Certificates should be limited to only circumstances where the variation is assessed as having significant additional adverse impacts.

(4) **Local infrastructure contributions**
A council should:
(a) Review its infrastructure contributions plans no later than every 5 years, ensuring the plan's works schedule, delivery timeframes, growth and development assumptions are up to date.
(b) In the case of councils that are not rural or large rural councils, spend at least 20% of its available infrastructure contribution funds annually, averaged over the preceding 5-year period.

(5) **Planning proposals**
A council should:
(a) Decide whether to support a proponent-initiated planning proposal and submit it for gateway determination within the "planning proposal" stage benchmark timeframes in the LEP Making Guideline.
(b) Use the concurrent Planning Proposal and Development Application process where applicable.
(c) Where possible delegate the plan making steps to the General Manager of the council.
(d) As the Planning Proposal Authority, ensure planning proposals give effect or align with any draft or finalised NSW Government regional strategic plan as set out in the LEP Making Guideline.
(e) As the Planning Proposal Authority, publicly exhibit a planning proposal, respond to submissions, and either resolve to use Local Plan Making Authority delegations or request the Department to make the plan within the "public exhibition and assessment" stage benchmark timeframes set out in the LEP Making Guideline.
(f) As Local Plan Making Authority, make a LEP which has been delegated to council within the "finalisation" stage benchmark timeframes set out in the LEP Making Guideline.

(6) **Strategic planning**
A council should:
a) Be satisfied that its local strategic planning statement (LSPS) aligns with any draft or finalised NSW Government strategic plans, priorities and policies and reflects progress made in local planning and development delivery.

b) Review or prepare relevant supporting evidence to inform any updates to LSPS and local strategies to ensure the actions identified in the relevant draft or final regional strategic plan (including any housing targets) and local strategic planning statements are delivered in accordance with the standards and timeframes identified by the Department.

c) Ensure its LEP has enough feasible housing capacity to deliver its housing target.

d) Plan and update planning controls for any locally significant industrial land identified in a regional strategic plan.

e) Consider State Environmental Planning Policies or other strategies and policies of the Government, the Minister or the Department concerning planning and development matters when preparing an LSPS, local planning strategy or other plan provided for under the Act.

f) Review all relevant Development Control Plans for clarity and structure, objectives and deemed to comply performance standards.

12 INFRASTRUCTURE DEPARTMENT

There were no items submitted for this section at the time the Agenda was compiled.

13 FINANCE AND ADMINISTRATION

The following items are submitted for consideration -

ITEM 13.1 **Delivery Program bi-annual review 2025/2026**

FILE REFERENCE **I26/167**

AUTHOR **Director of Finance and Administration**

ISSUE

Delivery Program – Principal Activities and Program Actions Report for first six months of 2025/2026.

RECOMMENDATION That -

1. Council adopt the Delivery Program Actions Report review for the six month period ended 30 June 2026.

BACKGROUND

The Delivery Program is a four-year plan, accompanied by a complete four-year budget program of works that details what Council will do to implement their Community Strategic Plan 2042.

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

REPORT

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

Attached to this report is a progress review report on Council's Delivery Program activities in accordance with the IP&R guidelines for the period of January to June 2026.

POLICY IMPACT

Nil

OPTIONS

Nil

FINANCIAL IMPACT OF RECOMMENDATIONS

Nil

RECOMMENDATION That -

1. Council adopt the Delivery Program Actions Report review for the six month period ended 30 June 2026.

ATTACHMENTS

1.⇩	Delivery Program 30 June 2025-2026 Report	Attachment

The Delivery Program Actions are integrated with the Community Strategic Plan 2042 (CSP) Strategies and referenced to a Community Aspiration. Each six months the Chief Executive Officer is to provide a progress report with respect to the Delivery Program Actions.

CSP STRATEGIC PILLAR NO.1 – OUR COMMUNITY`

Delivery Program Actions	Performance Measures	Responsibility	CSP Strategy and Aspiration	Progress Report
1.1 - Support the retention of medical and health care facilities in the towns.	Medical practitioners are provided support to facilitate health care service provision.	Chief Executive Officer	Strategy A.1 - Improve access to health and community services that support physical health and mental wellbeing. 5. People attaining health and wellbeing.	Achieved – community buildings leased to facilitate health care services and in-kind contributions provided to service provider.
1.2 - Support provision of ageing population services and aged accommodation.	Liaise with government agencies and associated community groups in advocating for adequate aged care services and accommodation.	Director of Environment and Planning	Strategy A.7 - Plan for and address community safety and public health. 2. Community liaison to preserve and enhance community facilities.	Achieved - Access to health and community services available. There has been minimal advocating with respect to this delivery program action.
1.3 - Community services for young, aged, disabled, and people from diverse cultural backgrounds.	Implementation of actions identified in the Social and Community Plan, Disability Inclusion Plan (DIAP), Cultural Plan and Ageing Strategy.	Director of Environment and Planning	Strategy A.1 - Improve access to health and community services that support physical health and mental wellbeing. Strategy A.6 - Foster a strong sense of belonging through targeted community development initiatives. 6. Resilient and adaptable communities.	Not achieved - review of Council's Social and Community Plan, Cultural Plan and Ageing Strategy required. Achieved – Actions within current DIAP being implemented.

Delivery Program Actions	Performance Measures	Responsibility	CSP Strategy and Aspiration	Progress Report
1.4 - Protect significant heritage sites to preserve the diverse history of the Shire.	Heritage sites receiving funding over three year program.	Director of Environment and Planning	Strategy A.4 - Events celebrate the identity of our towns, produce, heritage and culture. 1. A built environment enhancing the lifestyle of a diverse community.	Achieved – heritage grant program is funded annually.
1.5 - Social inclusion for all disparate communities.	Provision of recreational opportunities and upgrade to existing public recreational facilities within the Shire towns.	Director of Environment and Planning	Strategy A.2 - Our sports, recreation, community and service groups are supported. Strategy A.8 - Enhance community inclusion by identifying and eliminating participation barriers. 6. Resilient and adaptable communities.	Achieved – works implemented based around adopted budget. Parks and Open Space Operational Plan in process of being developed.
1.6 - Manage and upgrade Council's public buildings and community centres.	Preparation and review of Council buildings and strategy on future arrangements.	Director of Infrastructure	Strategy D.3 - Our local character is maintained through the protection and preservation of historic buildings. Strategy E.5 - Manage assets in a proactive way across their lifespan within resources limitations. 2. Community liaison to preserve and enhance community facilities.	Not achieved - Plans of Management yet to be completed. Buildings strategy has not been developed.

Delivery Program Actions	Performance Measures	Responsibility	CSP Strategy and Aspiration	Progress Report
1.7 - Encourage recreational, cultural and leisure activities while maintaining public safety standards.	Provide funding for existing library and swimming pool facilities. Also, manage animal control and sporting grounds activities.	All three Council Department Directors	Strategy A.2 - Our sports, recreation, community and service groups are supported. Strategy A.5 - Encourage creative expression through arts and culture. 2. Community liaison to preserve and enhance community facilities.	Achieved – Council supports sporting groups and funds swimming pools and libraries activities each year.

CSP STRATEGIC PILLAR NO.2 – OUR ENVIRONMENT

Delivery Program Actions	Performance Measures	Responsibility	CSP Strategy and Aspiration	Progress Report
2.1 - Address environmental degradation issues, i.e. noxious weeds control.	Review of Biosecurity Management Strategy.	Director of Environment and Planning	Strategy C.1 - Protect and enhance the existing natural environment, including flora and fauna native to the region. Strategy C.2 - Implement effective integrated weed and pest animal management. 3. A healthy natural environment.	Achieved – Priority weeds being managed in line with the Weeds Action Plan and allocated funding. Funding from the Government obtained by Council being reduced further, which will have impacts on the service delivery and budget.
2.2 - Promote environmentally sustainable developments (ESD).	Review, update and implementation of Upper Lachlan Local Environmental Plan (LEP) and Development Control Plan (DCP).	Director of Environment and Planning	Strategy C.6 - Maintain a balance between growth, development, environmental protection agriculture through sensible planning. Strategy C.7 - Consider community feedback, local character and identity, economic factors and social impact in planning decisions. Strategy C.8 - Encourage positive social and environmental contributions from developers. 4. A prosperous economy with the balanced use of our land.	Working Towards – DCP review and Housing Strategy commenced and ongoing. The documents are being readvertised for public consideration.
2.3 - Promote use of green and renewable energy.	Council promote alternate energy initiatives. Review Climate Change Adaption Strategy and development of Resilience Framework.	Director of Environment and Planning	Strategy C.4 - Investigate and implement approaches to reduce our carbon footprint. Strategy C.5 - Lead climate mitigation and adaptation.	Not achieved – Environmental Sustainability Strategy not commenced based on funding and resourcing.

			3. A healthy natural environment.	Working towards - Grant funding received to install solar at several Council facilities.

Delivery Program Actions	**Performance Measures**	**Responsibility**	**CSP Strategy and Aspiration**	**Progress Report**
2.4 - Support land care initiatives to restore and beautify natural resources.	Continued partnership working to protect our environment by enhancing land and waterways to sustain natural ecosystems.	Director of Environment and Planning	Strategy C.3 - Protect and rehabilitate waterways and catchments. 2. Community liaison to preserve and enhance community facilities.	Working Towards – Limited works being undertaken in this space based on funding.
2.5 - Improve water supply and sewerage facilities to towns.	Implement town water supply and sewerage improvement programs and include within Long Term Financial Plan (LTFP).	Director of Environment and Planning	Strategy D.9 - Provide high quality reliable water supply to communities. Strategy D.10 - Provide safe and efficient sewerage services to communities. 2. A healthy natural environment.	Working Towards – Integrated Water Cycle Management Plan (IWCM) development is ongoing. NSW Public Works completing the IWCM.
2.6 - Provide waste pickup service for towns and villages, and reduce the amount of waste going to landfills.	Council provide a strategy for future waste service provision. Implement improvement works to Crookwell landfill/waste centre and the village waste transfer stations to ensure compliance with EPA guidelines.	Director of Environment and Planning	Strategy D.11 - Our recycling and waste management practices are accessible and efficient. 7. Responsible and efficient use of resources.	Working Towards – Consultant engaged to complete Waste strategy. Closure plan for the Crookwell Landfill completed in draft form and will be forwarded onto the EPA for comment.

CSP STRATEGIC PILLAR NO. 3 – OUR ECONOMY

Delivery Program Actions	Performance Measures	Responsibility	CSP Strategy and Aspiration	Progress Report
3.1 – Prioritise financial viability of Council.	Long-term Financial Planning (LTFP) model implemented.	Director of Finance and Administration	Strategy E.3 - Manage resources in a responsible manner that supports the ongoing viability of Council. 7. Responsible and efficient use of resources.	Achieved - LTFP was adopted on 18 June 2026. A Financial Sustainability Review by AEC Group has been implemented and reported to December 2025 Council Meeting and ARIC.
3.2 – Prudent financial management.	Achieve Financial Statements performance benchmarks.	Director of Finance and Administration	Strategy E.4 - Seek out and pursue income generating opportunities for Council. 8. Transparent and accountable governance.	Working Towards – 4 benchmarks achieved with an unqualified audit report issued by Audit Office on Council Financial Statements for 2024/2025.
3.3 - Encourage sustainable population growth and provision of associated infrastructure.	1. Implementation of Southern Tablelands Regional Economic Development Strategy (REDS).	Chief Executive Officer	Strategy B.1 - Promote the region as an ideal location for businesses and industry. Strategy E.6 - Our community is empowered to access engagement opportunities and provide input into the future direction of the region. 4. A prosperous economy with the balanced use of our land.	Working Towards – Council continues to align its activities with the Southern Tablelands Regional Economic Development Strategy (REDS) to support sustainable economic growth across the region. Development of the draft Upper Lachlan Economic Development Strategy 2026 – 2031 has progressed significantly and will provide a locally focused framework to guide

				future economic development and investment. Council has continued to strengthen partnership with neighbouring local government areas, regional organisations and industry stakeholders, while engaging with local business and the community.
Delivery Program Actions	**Performance Measures**	**Responsibility**	**CSP Strategy and Aspiration**	**Progress Report**
3.4 - Assist facilitation of employment opportunities.	Council employ younger demographic as apprenticeships/ traineeships/ cadetships and seek grant funding for this purpose.	Chief Executive Officer and Director of Finance and Administration	Strategy B.6 - Support our young people to access surrounding education, training and employment pathways. Strategy B.7 - Enhance economic conditions to create new jobs and support the attraction of skilled employees 7. Responsible and efficient use of resources.	Achieved – Grant Report is provided to Council quarterly. Council were successful in three grant funding rounds for four positions that has facilitated work placements and apprenticeship positions at Council.
3.5 - Promote tourism opportunities.	Marketing and promotion is timely, professional, informative and responsive to user needs. Capitalise on Canberra Region brand opportunities.	Chief Executive Officer	Strategy B.4 - Develop our tourism experiences and offering to harness marketing and attraction opportunities. 2. Community liaison to preserve and enhance community facilities.	Achieved – Council delivered timely and professional tourism marketing through regular digital and print promotions showcasing local events, attractions and visitor experiences. The development of a new

				destination guide , alongside updates to in-house tourism publications. –seasonal campaigns. Council strengthened partnerships with Destination Southern NSW, neighbouring councils, and local tourism operators through regional collaboration and Tourism Industry Connect events, supporting destination promotion and the growth of the visitor economy.

CSP STRATEGIC PILLAR NO. 4 – OUR INFRASTRUCTURE

Delivery Program Actions	Performance Measures	Responsibility	CSP Strategy and Aspiration	Progress Report
4.1 - Improve local road and regional road transport networks.	Manage road assets to ensure public safety. Road Hierarchy reviewed and reported to Council. Pavement rehabilitation on regional roads.	Director of Infrastructure	Strategy D.1 - Plan for, maintain and improve road corridor networks. Strategy D.2 - Enhance our public, community and active transport links to make moving around our Shire easy. 7. Responsible and efficient use of resources.	Working Towards – capital works and maintenance road works completed. Council Infrastructure Plan adopted on 18 June 2026. Road hierarchy review is progressing as part of the asset class revaluation process, with updated asset information supporting future renewal planning.
4.2 - Infrastructure Plan is implemented for new capital works, asset renewal and upgrades covering a 10 year period.	Asset Management Plans and Asset Strategies by each Asset Class are developed and recommendations implemented.	Director of Infrastructure	Strategy D.6 - Our community facilities are well-managed, accessible and fosters healthy and connected living. Strategy E.5 - Manage assets in a proactive way across their lifespan within resources limitations. 2. Community liaison to preserve and enhance community facilities.	Working Towards – Asset data and condition information are being reviewed and updated to support the development of Asset Management Plans, Asset Strategies and forward works programs for sustainable infrastructure management over the 10-year planning period.
4.3 - Bitumen sealing all urban streets in towns.	Prepare 4 year road capital works program budget and review works priorities annually.	Director of Infrastructure	Strategy D.1 - Plan for, maintain and improve road corridor networks. 1. A built environment enhancing the lifestyle of a diverse community.	Achieved - four year capital road works program budget and works were developed and included in Delivery Program adopted by Council on 18 June 2026.

Delivery Program Actions	Performance Measures	Responsibility	CSP Strategy and Aspiration	Progress Report
4.4 - Lobby for improved mobile telephone and broadband services.	Advocate Federal Government agencies to ensure regional and rural areas are included in the roll out of technological initiatives.	Chief Executive Officer	Strategy D.12 - Reduce mobile telephone blackspot areas. Strategy D.13 - Deliver better mobile phone coverage and faster and more reliable internet services. 1. A built environment enhancing the lifestyle of a diverse community.	Working Towards – A new tower was approved for Curraweela. Lobbying for a tower at Snowy Mount has been unsuccessful to date. NBN fibre to premise has been rolled out in Crookwell.
4.5 - Develop new and upgrade existing footpaths and cycleway networks.	Implement the Pedestrian Access and Mobility Plan (PAMP) to create links to community services in conjunction with NSW Government Stronger Country Communities Fund program.	Director of Infrastructure	Strategy D.8 - Provide and maintain inclusive sports and recreation facilities for active lifestyles. 1. A built environment enhancing the lifestyle of a diverse community.	Working Towards – previous grant projects at Crookwell and Gunning have been completed. Further grant applications have been successful with funding for two more projects aligning with delivery of PAMP. Projects to be completed in 2026/2027.

Delivery Program Actions	Performance Measures	Responsibility	CSP Strategy and Aspiration	Progress Report
4.6 - Upgrade stormwater and kerb and guttering in towns.	Stormwater Management Plans created and recommendations progressively implemented in a 4 year capital works budget.	Director of Infrastructure	Strategy D.1 - Plan for, maintain and improve road corridor networks. Strategy E.5 - Manage assets in a proactive way across their lifespan within resources limitations. 2. A healthy natural environment.	Working Towards – Flood studies for Collector, Crookwell, Gunning and Taralga have been completed. Potential upgrades identified but will require more funding than currently available. Funding received to undertake design and construction for a levee in Gunning, however due to high estimated construction costs a variation to the grant has been applied to only undertake the design of the levee and some minor construction work involving stormwater works on Warrataw Street.
4.7 – Maintain and upgrade bridges on local and regional roads.	Implementation of bridge maintenance programs. Replace ageing bridges with funding to be sourced from external funding bodies.	Director of Infrastructure	Strategy D.1 - Plan for, maintain and improve road corridor networks. Strategy E.5 - Manage assets in a proactive way across their lifespan within resources limitations. 7. Responsible and efficient use of resources.	Working Towards - construction has been completed on Crookwell River Bridge and Curraweela Creek bridge. Bridge Inspection schedule implemented.

Delivery Program Actions	Performance Measures	Responsibility	CSP Strategy and Aspiration	Progress Report
4.8 - Transport link priority projects to State Parks including the Wombeyan Caves Road, Tablelands Way and Grabine Road reconstruction and upgrade to facilitate economic benefits to the region.	Pursue grant funding opportunities that deliver on the pursuit of regional economic growth benefits. Deliver grant projects and improve road infrastructure assets with potential to stimulate the local economy and grow businesses.	Director of Infrastructure	Strategy D.2 - Enhance our public, community and active transport links to make moving around our Shire easy. Strategy B.4 - Develop our tourism experiences and offering to harness marketing and attraction opportunities. 4. A prosperous economy with the balanced use of our land.	Working Towards – Council has installed guard rails on Wombeyan Caves Road. Construction works have been completed on seal extension of Grabine Road. Grant funding for sealing the last unsealed section on Wombeyan Caves Road has been secured, design works are in progress. Safety improvements on Tablelands Way have been completed.

CSP STRATEGIC PILLAR NO.5 – OUR CIVIC LEADERSHIP

Delivery Program Actions	Performance Measures	Responsibility	CSP Strategy and Aspiration	Progress Report
5.1 - Participate in resource sharing initiatives.	Report projects to Council every year. Achieve annualised $ savings through participation in Canberra Region Joint Organisation (CRJO) projects.	Chief Executive Officer and Director of Finance and Administration	Strategy E.2 - Council actively participates in regional bodies to identify innovations and opportunities for our region. Strategy E.1 - Council practices and processes are well-governed, efficient, and meet legislative requirements. 7. Responsible and efficient use of resources.	Achieved - participation in CRJO; internal audit services, ARIC committee and NSW Resilience Blueprint project and working groups. Central West JO contracts; Copyright Licencing, Bulk Fuel supply, Bitumen Emulsion supply and electricity supply contracts.
5.2 - Promote community engagement and involvement in decision making processes.	Regular community meetings and Committees of Council outcomes achieved. Community Survey undertaken every four years.	Chief Executive Officer and Director of Finance and Administration	Strategy E.6 - Our community is empowered to access engagement opportunities and provide input into the future direction of the region. Strategy E.7 - Residents have access to timely, relevant and accurate information on matters that affect them. 6. Resilient and adaptable communities.	Achieved – 4 community outreach meetings were held in October 2025 in towns/villages and Public Forums held in Crookwell. Achieved – Projectura on behalf of CRJO prepared a Community Engagement Report for Council after community engagement in February and March 2024 with Have Your Say on-line and hard copy surveys as part of reviewing the Council Community Strategic Plan 2042.

Delivery Program Actions	Performance Measures	Responsibility	CSP Strategy and Aspiration	Progress Report
5.3 - Leadership and commitment to integrated planning and reporting (IP&R).	Council's IP&R documents clearly articulate the Council's direction across all strategy platforms and performance management efficiency is evident to the community.	Chief Executive Officer and Director of Finance and Administration	Strategy E.1 - Council practices and processes are well-governed, efficient, and meet legislative requirements. Strategy E.2 - Council actively participates in regional bodies to identify innovations and opportunities for our region. Strategy E.3 - Manage resources in a responsible manner that supports the ongoing viability of Council. 8. Transparent and accountable governance.	Achieved – 2025/2026 IP&R strategic plans were reviewed in 2025 and adopted by Council on 19 June 2025 and 2026/2027 integrated plans were adopted by Council on 18 June 2026. Financial Sustainability, Efficiency and Service Reviews Outcomes report by management was provided to staff and community in December 2025 Council Meeting.

ITEM 13.2 **Review of Use of Council Logo and Seal Policy**

FILE REFERENCE **I26/187**

AUTHOR **Director of Finance and Administration**

ISSUE

A review of Council's Use of Council Logo and Seal Policy has been completed and reported to Council for endorsement.

RECOMMENDATION That –

1. Council adopts the reviewed Use of Council Logo and Seal Policy.

BACKGROUND

Nil

REPORT

This report details a review of the Use of Council Logo and Seal Policy. The policy is attached with amendments advised on the cover page.

POLICY IMPACT

This is a review of an existing Council policy.

OPTIONS

Nil

FINANCIAL IMPACT OF RECOMMENDATIONS

Nil

RECOMMENDATION That –

1. Council adopts the reviewed Use of Council Logo and Seal Policy.

ATTACHMENTS

1.⇩	Review of Use of Logo and Seal Policy - 2026	Attachment

Upper Lachlan Shire Council

Policy Update Cover

Date: 16 July 2026	Policy Title: Use of Council Logo and Seal Policy
This cover sheet provides a summary of the proposed amendments to the attached Policy. Council initially adopted this policy on 24 August 2006. The policy was last updated on 18 August 2022.	
Sponsor: Director Finance and Administration	Action required: Approval by Council
Reason for review/update: Council regularly review and update policies to ensure that they are current, fit-for-purpose and relevant to Council's operations. The attached policy has been reviewed and updated in line with this practice and the sponsor is now seeking your approval to implement this policy.	
Summary of the changes: The following amendments have been made to this Policy: • Removed references to amended legislation or non-related legislation to this policy. • Removed all references to General Manager and replaced them with Chief Executive Officer to describe the head of local government agencies in NSW. • Further clarification provided on terms of using Council's Logo.	
Consultation(s): N/A	
Internally cleared by	
Position: Chief Executive Officer	Position: Director Finance and Administration

POLICY:-	
Policy Title:	Use of Council Logo and Seal Policy
File Reference:	F10/618-16
Date Policy was adopted by Council initially:	24 August 2006
Resolution Number:	223/06
Other Review Dates:	19 May 2011, 20 March 2014, 18 July 2019 and 18 August 2022
Resolution Number:	176/11, 70/14, 184/19 and 189/22
Current Policy adopted by Council:	16 July 2026
Resolution Number:	XXX/26
Next Policy Review Date:	2029

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

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

OBJECTIVE

To ensure Council retains control over the use of its Logo and Seal with consistent and quality controlled branding. This policy sets out conditions of use of Council Seal and Council Logo.

COUNCIL SEAL POLICY STATEMENT

The *Local Government Act 1993*, Section 22 (1) (b) and the *Interpretation Act 1987*, Part 8 Section 50 (1) (b) and Section 2 apply to statutory bodies and state that Council shall have a Seal (Common Seal).

The affixing of the Common Seal of Council, and conditions of use therein, is to be in accordance with the *Local Government (General) Regulation 2021*, Section 400. The affixing of Council's Seal is for the sole purpose of Upper Lachlan Shire Council and only to be used for authentication of official documentation and legal documentation, in conjunction with the Resolution of Council and signed by the Chief Executive Officer and the Mayor.

Council will not grant permission for any other organisation or individual/s to use Upper Lachlan Shire Council's Common Seal.

The *Local Government Act 1993*, Section 683, states that a document requiring authentication by the Council may be sufficiently authenticated without the Seal of Council if signed by the Chief Executive Officer or Council's Public Officer.

COUNCIL LOGO POLICY STATEMENT

This policy sets out the terms and conditions that Council uses the Upper Lachlan Shire Council Logo on all Council documentation, signage, advertising and promotional material, except for legal documents where the Common Seal of Council is used under the Resolution of Council.

- The use of Council's Logo by private enterprises / commercial organisations is only permitted where some advantage could accrue to Council. The approval in writing by Council's Chief Executive Officer shall be required to each case the use of the Logo is requested.

- Council permits an organisation / individual to use the Council Logo if it relates to conducting an event or project towards which Council has approved financial or in-kind support by way of a Section 356 contribution, donation or other sponsorship.

- Council permits advertising agencies and/or newspapers to use its Logo if it relates to Upper Lachlan Shire Council business, i.e. media press releases, public notices and job vacancy advertisements.

- Council permits the joint use of its Logo when usage relates to Council approved Joint Organisation or Joint-Partnerships, i.e. Canberra Region Joint Organisation of Councils, Central NSW Joint Organisation of Councils, any Memorandum of Understanding with other councils or procurement of project tenders.

- If an organisation obtains permission to use Upper Lachlan Shire Council's Logo the following conditions will apply:-

    1. The Logo remains the property of Upper Lachlan Shire Council and can only be used on Council approved materials and publications.

    2. The Logo must not be used in conjunction with any merchandise, fundraising appeal or activity, or any product, without prior written approval of Council Chief Executive Officer.

    3. The Logo must be reproduced without alteration or modification. There is to be no manipulation of individual elements, including colour, in any way. The elements of design and text are integral components to Council's Logo and must not be deleted or modified in any form.

SCOPE

This policy applies to Councillors, Council staff, delegates, volunteers and contractors in relation to the use of the Council Seal and Logo.

RELEVANT LEGISLATION AND COUNCIL POLICIES

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

- Local Government Act 1993;
- Local Government (General) Regulation 2021;
- Government Information (Public Access) Act 2009;
- Interpretation Act 1987;
- State Records Act 1998;
- Environmental Planning and Assessment Act 1979;
- Council Code of Conduct;
- Council Code of Meeting Practice;
- Council Records Management Policy;
- Government Information (Public Access) Policy;
- Procurement Policy;
- ICAC publication "No Excuse for Misuse, preventing the misuse of council resources".

VARIATION

Council reserves the right to vary or revoke this policy.

ITEM 13.3	**Review of Code of Practice for Section 355 Committees**
FILE REFERENCE	**I26/188**
AUTHOR	**Director of Finance and Administration**

ISSUE

A review of Council's Code of Practice for Section 355 Committees has been completed and is available for Council's endorsement.

RECOMMENDATION That –

1. Council adopts the reviewed Code of Practice for Section 355 Committees.

BACKGROUND

Nil

REPORT

This report details a review of Council's Code of Practice for Section 355 Committees. The Code is attached with proposed amendments advised on cover page and includes new templates added for ease of use by Committees for Meeting Agenda, Meeting Minutes and adopting a standard Committee Charter.

POLICY IMPACT

This is a review of an existing Council Code of Practice.

OPTIONS

Nil

FINANCIAL IMPACT OF RECOMMENDATIONS

Nil

RECOMMENDATION That –

1. Council adopts the reviewed Code of Practice for Section 355 Committees.

ATTACHMENTS

1.⇩	DRAFT - Section 355 Code of Practice - Review 2026	Attachment

Upper Lachlan Shire Council

Policy Update Cover

Date: 16 July 2026	Policy Title: Code of Practice for Section 355 Committees
This cover sheet provides a summary of the proposed amendments to the attached Policy. Council initially adopted this policy on 27 October 2005. The policy was last updated on 21 September 2023.	
Sponsor: Director Finance & Administration	Action required: Approval by Council
Reason for review/update: Council regularly review and update policies to ensure that they are current, fit-for-purpose and relevant to Council's operations. The attached policy has been reviewed and updated in line with this practice and the sponsor is now seeking your approval to implement this policy.	
Summary of the changes: The following amendments have been made to this Policy: • Removed references to amended legislation or non-related legislation to this policy. • Added responsibilities of Committee to adherence to Council policies, procedures. Committee members to read and sign off on this Code of Practice and 355 Policy. • Strengthened risk management, work health and safety clauses and added new clauses for induction and training and Permits and Certification. • Clarified that Section 355 Committees are constituted by a Resolution of Council. • Remove all reference to financial audits, which is replaced by financial compliance report. • Limitation on Committees for tender to be in accordance with Council Procurement Policy. • Inserted a condition that Council may dismiss or terminate a committee for fraud, financial non-compliance and/or any breach of this Code of Practice. • Added a minimum and maximum number for any Committee of Council membership of community representatives. Noting this condition does not apply to Wind Farm Community Enhancement Program Committees of Council. • AGM and financial compliance report are to be completed by 30 November each year was previously 31 August each year. • Added template for Charter, Meeting Agenda and Meeting Minutes at the Appendix.	
Consultation(s): N/A	
Internally cleared by	
Position: Chief Executive Officer Director Finance and Administration	Position: Chief Financial Officer Manager Governance

POLICY:-	
Policy Title:	Code of Practice for Section 355 Committees
File Reference:	F10/618-016
Date Policy was adopted by Council initially:	27 October 2005
Resolution Number:	309/05
Other Review Dates:	16 October 2008, 16 June 2011, 17 April 2014 and 21 September 2023
Resolution Number:	305/08, 221/11, 104/14 and 182/23
Current Policy adopted by Council:	16 July 2026
Resolution Number:	XXX/26
Next Policy Review Date:	2029

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:	Chief Executive Officer
Responsibility for review of Policy:	Director of Finance and Administration

CODE STATEMENT

Upper Lachlan Shire Council recognises the important role of volunteers in the functioning of community committees. Council has two distinct types of Section 355 Committees, being:-

a) Operating Committees - responsible for exercising a function of Council, for example, managing a facility such as a community hall;

b) Advisory Committees - responsible for providing advice and/or recommendations to Council in relation to its policies and practices.

To ensure all the responsibilities and duties of the committees are fully explained Council has produced a Code of Practice for Section 355 Committees.

For many years Council's Section 355 Committees have continued to devotedly undertake numerous tasks associated with the management of Council's community facilities and in the case of the Advisory Committees provide Council with recommendations relating to development of procedures for the provision of facilities and resources for the community.

The purpose of the Code of Practice for Section 355 Committees is to provide guidelines and support the efforts of Council's volunteers by establishing procedures for committees' operations to work effectively together and provide standard templates to the Committees which will facilitate coordination and consistent communication between Councillors, Council Staff and Committees.

Committees of Council are constituted by a Resolution of Council and operate solely at the discretion of Council and operate under the direction of Council to work towards the management of facilities and provide a service under the auspices of Council to their community.

Contents

SECTION 1 – INTRODUCTION

1.1 APPLICABILITY OF CODE OF PRACTICE

This Code applies to all Section 355 Committee's and supersedes all former Codes.

The provisions of this Code should be read in conjunction with individual Committees Terms of Reference and the Council Section 355 Committee Policy.

Where the provisions of the Code are inconsistent with the provisions of a Committee's Terms of Reference, the latter shall prevail.

SECTION 2 – COUNCIL'S POWERS TO FORM COMMITTEES

2.1 DELEGATION OF FUNCTIONS

The Local Government Act 1993 empowers Council to carry out some of its functions in a variety of ways. Council may use this power to establish a committee to which it appoints community members to manage a facility or provide advice on an aspect of Council's operations.

2.2 WHY DOES COUNCIL ESTABLISH SUCH COMMITTEES?

In many cases committees comprising members of the local community are in a position to operate facilities or provide advice because those members are attuned to the needs of that community, live close to the facility and are in the position to translate those needs into actions for their local town and/or village.

2.3 HOW ARE THESE COMMITTEES ESTABLISHED?

Committees of Council are constituted by a Resolution of Council. Committees are established under the provisions of Section 355, with delegations from Council under the provisions of Section 377 of the Local Government Act 1993. Section 355 allows Council to exercise functions and Section 377 allows Council to delegate certain functions. The two Sections of the Act are reproduced in ***Appendix 1a.***

SECTION 3 – SCOPE OF COMMITTEE ACTIVITIES

3.1 RESPONSIBILITIES

There are two types of Section 355 Committees:-

- Those which operate and manage a Council facility; and
- Those that provide advice to Council.

(If you are a Committee that operate and manage a Council facility, read on. If not, skip to 3.6)

3.2 CARE, CONTROL AND MANAGEMENT

For the Committee to achieve effective care, control and management there are certain responsibilities that need to be undertaken.

Care includes:

- Maintaining the facility and protecting the physical asset from damage, misuse and deterioration.
- Advising Council of any potential insurance risks that may arise in regard to buildings and users.
- Attaining sufficient funds to maintain the facility as a “going concern”.
- Ensuring sufficient and equitable access to the facility by the community.

Control includes:

- Holding regular committee meetings and Annual General Meetings with recorded minutes.
- Monitoring and maintaining financial records.
- Submitting financial records for an annual compliance check.
- Recommending hiring fee structures for determination by Council where relevant.
- Administering and overseeing the use of the facility by groups and hirers.
- Clearly defining the role of office bearers and committee members.
- Submitting office bearers’ names and financial report to Council following the Annual General Meeting for adoption by Council.
- Adherence to Council policies, procedures and work, health and safety regulation requirements.

Management includes:

- Ensuring all monies received will be used for the benefit of the facility in an equitable, honest and consistent manner.
- Ensuring that the organisation is not used for the financial gain of individual members and adherence of all committee members to pecuniary and non-pecuniary interest legislation where a conflict of interest arises.
- Being aware of, and involved in, appropriate community activities that are compatible with the goals of the facility.
- Developing and updating long term plans, where applicable.
- Recommending to Council procedures that contribute toward the effective management of the facility.
- Being accountable to the community and the Council for the Committee's actions and initiatives in respect to the facility.

3.3 LIMITATION OF POWERS

The Committee may not make decisions concerning the following:-

a) Fixing of charges or fees - with the exception that the Committee may fix charges or fees if delegated by Council in the appropriate Plan of Management for the individual facility.

b) Borrowing of any monies without the express written consent of Council on each such occasion.

c) The sale, lease or surrender of any land or other property vested in its care under the provisions of Local Government Act 1993, (as amended).

d) The acceptance of tenders, which are required to be called by Council. (The committee may invite and accept quotations for minor works, goods and services covered within the scope of its authority or as agreed with Council in accordance with Council Procurement Policy).

e) Appointment of persons or contractors to carry out works on the facility without liaising with Council staff.

f) The payment or making of any profit, gain or gift, to or by its members as well as allowance or travelling expenses incurred whilst attending committee meetings.
(Travelling expenses incurred by members in the course of extraordinary duties, e.g. open hall, deliver key, respond to complaints and alarms, will be excluded from this condition).

g) The carrying out of any works on or to the facility including alterations, reconstructions or construction without the prior consent of Council and/or authorisation by Council Management. (Does not include minor maintenance works).

h) Unreasonably withholding consent for the letting of the facility to any organisation that agrees to comply with and adhere to the rules adopted for use of the facility, providing an acceptable letting period is available.

i) Committees of Council have no delegation to vote monies for expenditure on works, services or operations of Council.

The exercise by the Committee of its powers and functions will be subject to such limitations and conditions as may from time to time be imposed by law, specified by Resolution of the Council or in writing by the Council Chief Executive Officer to the Committee.

The Committee will observe any lawful Rules and Regulations made by the Council, in relation to the facility.

If at any time the Committee is deemed to be functioning outside the limits of its powers as described herein and operating outside Council work health and safety requirements and operating outside the Committee Charter, all powers may be revoked immediately by written notice to the Committee signed by the Chief Executive Officer.

3.4 FACILITY USAGE

3.4.1 Conditions of Use

In consultation with Council, it is up to the Committee to set conditions of use for a Council asset, building or facility, e.g. noise level, age, hours of operation and hiring restrictions. A copy of Conditions of Use should be signed by the responsible person booking the facility, acknowledging their responsibility for condition of facility, cleaning of facility and repairing any damages.

The Committee is required to:-

a) Submit to Council a Standard Booking template that set rules for bookings and use of the facility and to ensure compliance with those rules in the form adopted by the Council.

b) To receipt, collect and account for payment of fees for the booking and use of the facility in accordance with the schedule of fees and charges approved by Council.

c) To maintain and keep suitable bookings register in which to record dates and charges for activities and engagements, receipt numbers, names and addresses of the persons or organisations engaging the facility, and the purposes of such engagement.

d) To report any non-compliance with the rules for bookings, particularly those that relate to Work Health and Safety risks and damage to assets.

3.4.2 Setting Fees

The Committee should review its fee structure annually to ensure that the fee level is adequate to cover costs but still accessible and affordable. Any proposed changes in fee structure must be submitted to Council by 15 December for adoption the following June.

3.4.3 Grounds Maintenance

Some Committees are responsible for the care and maintenance of sporting grounds, lawns and gardens. Any Council asset that is used in the care and maintenance of Council property must only be used by a Committee member for the purpose of maintaining Council property, and in accordance with any induction or training provided by Council.

The cost of general maintenance of such assets will be met by Council for the duration of the assets life. At end of life, all Council assets are to be disposed of in accordance with Council's Disposal of Council Assets Policy.

Assets that are damaged or destroyed due to negligence or misuse by Committee members will be replaced at the cost of the Committee.

3.5 ACCOUNTABILITY

The Committee is primarily accountable to the Council but also to the groups that use the facility it has been appointed to manage and to the community in general.

Some suggestions to ensure the Committee is open and accountable are:-

a) Ensure that meetings are well advertised and accessible with prepared reports available for distribution;
b) Present reports at committee meetings, e.g. President, Treasurer, etc.;
c) Let people (e.g. user groups) know the time and dates of meetings;
d) Display information on the way the facility is managed and who is on the Committee;
e) Develop a simple system that allows comments, suggestions and feedback to be passed onto the committee from user groups and the community, and
f) Make sure that the facility is accessible to anyone who may want to use it, e.g. people with different sorts of disabilities, people from non-English-speaking-background.

3.6 CODE OF CONDUCT

Council has adopted a Code of Conduct that is applicable to Council staff, contractors, volunteers and Committee of Council members. This Code of Conduct sets out the principles to ensure the business of Council is carried out in an efficient, honest and impartial way.

It is essential that Committees be aware of and abide by the adopted Code of Conduct.

3.7 RIGHT TO DISMISS /TERMINATE /DISOLVE COMMITTEE

Council has the right to dismiss/terminate the Committee under the following circumstances:-

- The function ends;
- The facility changes use;
- Fraud, financial non-compliance and/or any breach of this Code of Practice;
- The Committee becomes dysfunctional;
- With the election of a new Council.

SECTION 4 – OPERATION OF COMMITTEE

This section is to be read together with the Section 355 Committee Policy.

4.1 APPOINTMENT

To hold office and be responsible for the management of the facility or the provision of advice, all committee members must be appointed by Council. All nominations for membership of the Committee are to be formally submitted in writing to Council for appointment.

4.2 COMMITTEE MEMBERSHIP

Becoming a member of a Section 355 committee can at first seem very confusing and the responsibilities and roles somewhat overwhelming. It is important to provide any new members with the information they need to begin to understand the basics of the committee. This can be prepared in an 'orientation kit' and given to any new members. (See **Appendix 2a** for suggestions as to what items to include in an 'orientation kit').

4.3 VACATION OF OFFICE

The office of any member or office bearer of the Committee will become vacant in the following circumstances:-

a) Upon the death of the member; or
b) If the member becomes bankrupt, applies to take the benefit of any law for the relief of bankrupt or insolvent debtors, compounds with his or her creditors or makes an assignment of his or her remuneration for their benefit; or
c) If the member becomes a mentally incapacitated person; or
d) If the member resigns membership by notice in writing to the Committee; or
e) If the member is absent for more than three consecutive meetings without leave of the Committee; or
f) If the member ceases to be a member of the organisation which he/she represents, (representatives of organisations will be given preference) unless the committee otherwise resolves; or
g) While serving a criminal sentence (whether or not by way of periodic detention) for a felony or any other offence, except a sentence imposed for a failure to pay a fine; or
h) A Council Resolution is made to dismiss a member or office bearer for a serious breach of this Code of Practice or Council's Code of Conduct.

4.4 REPRESENTATION ON COMMITTEE

In relation to committees, which are appointed to operate a Council facility, membership reflects the community organisations, which use the facility, and is open to representatives of user groups and interested community members. In relation to committees, which are appointed to provide advice to Council, representation reflects the particular aspect of Council's operations on which the advice is being provided.

Any alteration to representation is at the discretion of the Council.

4.5 COMMITTEE POSITIONS

Committees consist of office bearers (also known as the Executive) and other committee members. In the case of Committees operating Council facilities, the committee elects at its first meeting and thereafter at each Annual General Meeting, office bearers. Particulars of all appointments, e.g. committee position, person name, email address, contact number **must be notified in writing to Council** as soon as possible after appointment is made.

Committee members need to have a certain degree of commitment to their role as committee members. One of the advantages of community committees is that the workload can be shared between the different committee members. It is important each member understands this role and what the community and Council expect.

4.5.1 Office Bearers/Executive

Office bearers do not have greater decision-making powers than other committee members. Whilst office bearers usually have defined roles, each committee member plays an important part in the functioning of the committee.

Traditional roles include:-

- **Ex-Officio Chairperson**

- The Mayor is to remain ex-officio Chairperson of each committee. In the capacity as Chairperson of a meeting the Mayor shall have an ordinary and a casting vote.

- **Chairperson**

- The Chairperson is usually the spokesperson for the organisation and therefore needs to be certain that the organisation is running smoothly and achieving its aims and objectives.

- **Secretary**

- The Secretary is often the key contact point for the organisation, that is, for correspondence, phone messages and is required to record the 'minutes' for each meeting in the Council template.

- **Treasurer** (in the case of committees operating Council facilities)

- The Treasurer is to have financial delegation and is responsible for looking after the Committee's financial business records and is required to present a finance report of all receipts, payments and other transactions to each committee meeting. The Treasurer must be a fit and proper person.

Note: For a full description of the responsibilities for each position please refer to Appendices 2b-2e.

4.5.2 Committee Members

A Section 355 Committee of Council shall consist of a minimum number of seven and a maximum of thirteen community member representatives as detailed in the Committee Charter. (This condition does not apply to Wind Farm Community Enhancement Program Committees of Council.) In addition to community members of the Committee, a Councillor(s) and/or Council staff representatives will be appointed by Council each year in September.

Committee membership criteria is as follows:-

- Be 18 years of age or above and no older than 90 year of age;
- Have established ties or interest in the Upper Lachlan Shire community;
- Be a resident and/or ratepayer of the Local Government Area; or if not a resident, be able to demonstrate an interest in the objectives of the Committee;
- Be committed to the activities of the Committee and a willingness to be actively involved in Committee issues.

Committee members have an important role to play both at meetings and in the general running of the committee. In respect of committees managing Council facilities they are the link between the committee, user groups and the community, providing feedback on activities through the active participation in discussions, decision-making and/or delegated tasks. In respect of committees providing advice to Council, members represent particular groups within the community with their contribution aimed at representing the views of those groups.

4.5.3 Ex-Officio

Ex-officio members are on the Committee by virtue of the office they hold,. representing the Council is the Mayor and has full voting rights

4.5.4 Staff

Council staff who are appointed to fulfil an advisory role, can provide support and resources to assist committees. Unless specified they have no voting rights.

4.5.5 Mayor

The Mayor when attending a meeting of a committee may assume the Chair. In the capacity as Chairperson of a meeting the Mayor shall have an ordinary and a casting vote.

4.6 MEETING PROCEDURES

Meetings are conducted by standard guidelines that are detailed in the following section and in accordance with Council Code of Meeting Practice and include:-

a) That a quorum be present;
b) That appropriate notice is given of a meeting and its business;
c) That business on the agenda is properly conducted;
d) That correspondence and minutes are recorded for the meeting.

4.6.1 A Quorum

This refers to the minimum number of Committee members who must be in attendance to transact business.

A quorum will consist of **half of the total number of elected members plus one**, i.e. if the number of members is 13, a quorum would be 7.

If a quorum is not present within half an hour after the appointed starting time, the meeting will be adjourned to a time fixed by the chairperson; or those present can hold an informal meeting to discuss matters. However, any decisions taken by the committee are not recognised until they have been ratified by a meeting where a quorum is present.

4.6.2 Agenda

The agenda is an organised list of headings of all the major items, in order, that will be discussed at the meeting. A copy of the agenda is distributed to all the committee members at the commencement of the meeting, or before if it is possible. Late matters can be added to the agenda at the opening of the meeting as the chairperson calls for discussion on the agenda. **Appendix 2f** details the standard format for an agenda.

Each item of business to be discussed at the meeting needs to be put on the agenda. Unfinished business and reports on actions taken since previous meetings are included in the agenda under 'Business Arising from Previous Minutes'. If any items on the agenda are not discussed due to limitations of time, they are carried over to the next meeting agenda.

4.6.3 Conduct of Business

Each item of business is discussed in the order in which it appears on the agenda. Allow adequate time for discussion on important issues. Ensure all relevant information on the matter under discussion is available at the meeting.

4.6.4 Correspondence

A list of correspondence received **(Inwards)** is presented at the Committee meeting by the Secretary. This action is to inform members of any new issues that may have arisen and to report on letters received in response to matters raised at previous meetings. A list of correspondence sent **(Outwards)** is provided to inform the members of any action taken on their behalf. All correspondence will be suitably filed together for future reference. For details outlining the standard format for correspondence, please refer to **Appendix 2g.**

4.6.5 Minutes

At each meeting the Secretary is responsible for recording the “minutes of meeting” in the council template. These written minutes are the official record of proceedings of the Committee's meeting and must be maintained accurately. The minutes must be forwarded to Council within 10 working days after every meeting. For guidelines for recording minutes refer to **Appendix 2h.**

4.7 MOTIONS & AMENDMENTS

A motion is a statement of action about the issue under discussion. Motions are "moved" and "seconded" by members. After a motion is put before the meeting, the Chair may accept amendments to the motion. The motion and any amendments together with the movers and seconders must be recorded in the minutes. There is no need to record who voted for/against unless requested. The standard format for motions and amendments is outlined in **Appendix 2i.**

4.7.1 Motions

In formal meetings all business is put forward as a motion. Many organisations have rules for the presentation of those motions which involve serious policy or executive decisions, e.g. Charter/rule changes, winding up of the organisation, etc.

Such motions must be circulated to members in a specific form and with due notice before the meeting at which they are to be discussed. They must also be placed on the agenda. In moving a 'notice of motion' the "mover" states, (usually in General Business), his/her intention to move a particular motion at the next meeting.

Motions on notice take priority over General Business at the meeting.

4.8 COMMITTEE MEETINGS

All committee meetings must be held in open session, i.e. open to members of the public to attend. Any person, other than a committee member, who attends a meeting has no voting rights and may not take part in the debate unless invited to do so by the committee.

The Committee shall decide the date and time of meetings. Committee decisions are required to be made in a meeting because it is the entire Committee that is responsible for the facility. The advantages/disadvantages of regular meetings have been outlined in **Appendix 2j**.

4.8.1 Notice of Meetings

Meetings may be convened either by the Committee, its Chairperson, or by Council. Notice of all meetings must be given by the Secretary of the Committee and the following notice (excluding public holidays and weekends) must be given to committee members before each meeting:-

a) Ordinary Meetings - notified in the minutes which are distributed to members before the next meeting giving at least – **7 days** notice.

b) Extraordinary Meetings – **3 days** notice in writing or by telephone to all members.

c) Annual General Meeting (in the case of committees operating Council facilities) – **7 days** notice in writing to members. Notice of the Annual General Meeting may be placed as a Public Notice in a local newspaper or on social media inviting interested members of the public to attend.

4.8.2 Ordinary Meetings

Ordinary Meetings are held at the time and place agreed to by the Committee. These meetings are to discuss the everyday management and operations of the organisation. To be an official meeting there must be a quorum (the minimum number required) present. However, if there is no quorum the members can nominate to conduct business with the provision that any decisions or agreements are ratified at an official meeting.

4.8.3 Extraordinary Meetings

Extraordinary meetings are called when there is an issue that needs to be discussed and decided upon before the next ordinary meeting. All members must be notified in writing, stating the purpose, time and place of the meeting, giving **three working days** notice and a quorum must be present.

4.8.4 Confidential Meetings

Under certain circumstances confidential committee meetings can be held. Advice should be sought from Council before scheduling a confidential meeting.

Committee members do not have "parliamentary privilege" in respect of statements made during meetings. Members should take care to ensure they do not make statements that could lead to legal action being taken against themselves or the Committee.

4.8.5 Annual General Meetings (AGM)
(IN THE CASE OF COMMITTEES OPERATING COUNCIL FACILITIES)

An Annual General Meeting (AGM) is to be held after the end of a financial year and before 30 November each year. The following business must be conducted:-

a) Confirmation of the minutes of the previous Annual General Meeting.

b) Presentation of the Annual Report on activities in the last year.

c) Receipt of the financial compliance report of income and expenditure of the last year, giving a true account of the activities.

d) Election of Office Bearers, i.e. Chairperson, Secretary, and Treasurer for coming year.

e) Acceptance of Member nominations from the community.

f) Consider recommendations "carried" by way of motion.

An example of an Agenda for the AGM is included as **Appendix 2k**. Prior to this meeting, the committee nominates an independent person to be returning officer to conduct the election of officers.

4.9 ANNUAL REPORT
(IN THE CASE OF COMMITTEES OPERATING COUNCIL FACILITIES)

This report outlines the activities of the organisation and provides information on the services that were provided in the last year. This report is presented at the Annual General Meeting (AGM) before the current committee stands down. A copy must be submitted to Council.

4.10 ELECTION OF COMMITTEE
(IN THE CASE OF COMMITTEES OPERATING COUNCIL FACILITIES)

At the AGM all members of the committee stand down and their positions are declared vacant. The Returning Officer takes the chair and calls for nominations for the positions of office bearers (also known as the Executive) and committee members.

4.10.1 Procedures for Election

Nominations can be accepted in two ways:-

- in writing, duly seconded, and signed by nominee, prior to the AGM; or
- verbally from the floor to the Returning Officer.

If two or more persons are nominated for a single position a vote must be taken. Persons nominated for election are entitled to vote for themselves. If a tied ballot occurs, the name of each candidate is written on a separate, identical piece of paper and a draw 'from the hat' by the Returning Officer (or an impartial observer), takes place. The first name drawn is the elected member.

A list of duly elected office bearers/executive and committee members must be recorded together with the names of nominators and seconders. Minutes of the AGM with the list of duly elected committee members must be sent to Council for approval.

4.11 VOTING

Voting allows members to express their agreement or disagreement. Voting can be conducted in one of three ways.

a) *Vote verbally*

   The Chairperson asks people to say 'for' or 'against' and then decides which group is the largest.

b) *Vote by show of hands*

   The Chairperson asks people in favour of a decision to raise their hands, firstly those in favour, counts hands and announces the total, and does the same for those against.

c) *Vote by secret ballot*

   Members vote on paper and put into general pool, the secretary and a member not standing for any position, count the votes. (Requests by members for secret ballot cannot be denied).

For all motions, the Committee needs to have an agreement concerning the way a vote will be decided, e.g. for the vote to be carried, you will need a simple majority (more than half); for changes to the Committee Charter, you will need two-thirds majority of those present.

Note: Council will need to adopt by Resolution any motions carried by the Committee and Council will need to adopt recommended Committee Charter amendments.

SECTION 5 – KEY ISSUES

(If you are a Committee, which operates a Council facility read on. If you are a Council advisory committee skip to 5.4)

5.1 INSURANCE

5.1.1 Property

This policy covers all Council buildings, property and those contents that belong to the Council or its Committees, against risks such as theft, fire and malicious damage. The policy covers the following areas:-

a) **Buildings**

Coverage extends for fire as well as extraneous perils i.e. storm and tempest, rainwater, explosion, aircraft, riots and strikes, malicious damage, earthquake, water damage and impact.

b) **Theft**

Coverage extends for damage to buildings and contents contained therein and owned by Council, due to theft or any attempted threat.

c) **Glass**

Coverage of all internal or external glass (replacement).

d) **Contents**

Coverage for any contents owned by Council and/or the Committee and stored in the building. The Committee needs to note the following points:

- Equipment and other contents of users groups of each centre are not covered by Council's Insurance. (Refer Public Liability Insurance - Hall Hirers).
- Any losses or damage must be reported immediately to the Police and to Council. A written report must be completed when submitting any claim.
- The Committee should inform Council when it buys or is given any new items requiring insurance, which are valued over $5,000. Items valued at less than this should simply be included in the yearly update.

5.1.2 Public Liability Insurance

All regular hirers of Council facilities (including incorporated bodies) are required to maintain their own public liability insurance cover and must provide the Committee with evidence of that cover, which indemnifies the Council against any claims.

All incorporated bodies using Council facilities are required to maintain their own public liability cover to at least the level required under the Articles of Incorporation. (That is, the amount set by the State Government as a requirement for incorporation of the particular body).

The Committee should keep a record of all the users of the facility.

5.1.3 Personal Accident Insurance

This cover applies to any member of a Section 355 Committee whilst engaged in an activity connected with or on behalf of the Council in their capacity as a Committee member.

5.1.4 Public Liability – Casual Hirer's Insurance

Council carries an insurance policy that covers casual hirers of Council facilities. For this purpose, a casual hirer is any person or group of people who hire a Council facility for non-commercial or non-profit making purposes, less than 12 times per calendar year.

The Committee should note that incorporated bodies, corporations, associations and sporting bodies are not covered by this policy and must carry their own public liability insurance.

The Committee should maintain a record of all casual hirers of the facility.

5.2 BUILDINGS

No structural work of any nature, or alteration of any building managed by the Committee, will be undertaken until the Council has first given all necessary statutory consents and approvals. The Council’s Director Infrastructure is to be contacted in the first instance.

The committee does ***not have the authority to change locks or keying systems*** without contacting Council's Director Infrastructure.

Building maintenance will be Council’s responsibility.

The Committee:-

a) Will be generally responsible to ensure that the asset is maintained to the satisfaction of Council. The facility and all associated equipment should be maintained in a proper and safe manner.

b) Permit authorised Council officers to enter the premises or property at any reasonable hour for the purposes of carrying out inspections.
c) Comply with the requirements of relevant Acts of Parliament and ancillary regulations, rules and by-laws and the requirements of relevant public authorities, including Council, and to meet all associated costs.

An annual inspection will be undertaken by Council's Building Maintenance Coordinator.

5.3 PURCHASING

Procurement is in accordance with the Local Government Act 1993 and Council Procurement Policy. Council can assist committees by purchasing goods to be used in association with the Committee approved function. Committees are also able to seek grant funding, in order to procure goods on behalf of Council, only by agreement of the Council Chief Executive Officer.

As a general rule, Committees can save money by purchasing through Council when buying expensive items (i.e. Items greater than $5,000), however Committees can obtain quotes from a range of sources. It is generally cheaper and more convenient for Committees to purchase smaller less expensive items direct.

5.3.1 Guidelines for purchasing goods through Council

a) Work out the requirements and how much can be spent. Check out local retail outlets to assess exactly what is needed.

b) Contact the Procurement Coordinator to determine if the item is available on Government Contract and at what price.

c) If the Committee wishes to place an order, it should submit a request to the relevant Council Officer to purchase goods/services on its behalf. The request needs to be in writing and <u>signed by two office bearers</u> of the Committee.

d) To be eligible for reimbursement of GST all goods purchased must be for use by the Committee and ordered by Council on the official Purchase Order Form, including Council’s purchase order terms and conditions.

e) Upon receipt of the goods at Council's Store, the Committee will be contacted to make arrangements for the delivery of goods. It is preferable that they are collected by the Committee, but if this creates difficulties, delivery can be arranged.

f) **If Payment of purchases is arranged through Council.** Council will issue a Tax Invoice for the goods to the Committee once the purchase takes place. Payment is made on this tax invoice **direct to Council**. Strictly - no payments are to be directed to the supplier.

Important points to remember:

- All purchases in excess of $5,000 must be noted in the assets register that is kept by the Committee.
- It is a condition of all purchases that all goods and services purchased through Council **are not for resale** to groups or individuals.
- In the event that the Committee is dissolved, all funds and other assets held by the Committee will, after payment of all expenses and liabilities, be handed to Council.
- Prices paid for items purchased through Council on Government contract should not be divulged to anyone outside of Council or your Committee. This specifically includes other suppliers, as confidentiality is the prime requisite of such purchases.
- If purchasing items for building any sort of structure (e.g. a pergola or sand pit) ensure that these comply with Council and other statutory regulations. It also may be necessary to obtain a building permit. If you are unclear about this issue please contact the Director Environment and Planning to discuss the matter.
- Committees are to be mindful of the requirements to observe probity principles including fairness, transparency and managing of conflicts of interest (as described in clause 5.5.4 below, and also by the Independent Commission Against Corruption) when making purchases on behalf of Council. Council's Manager Governance can be contacted in relation to any probity concerns that may arise in relation to purchasing.

5.4 FINANCIAL RECORDS *(IN THE CASE OF COMMITTEES OPERATING COUNCIL FACILITIES AND WHEN COUNCIL DOES NOT HOLD THE FINANCIAL RECORDS OF THE COMMITTEE)*

When the financial records are not maintained by Council, the Committee will **provide Council with the financial report in the Council template each year by 30 November, following the end of the financial year.** The annual financial report shall accompany the Annual Report and represents an accurate account of the financial activities of the organisation, providing details of Income and Expenditure with a Balance Sheet for the subject year. The financial year is from 1st July to 30 June.

The Financial Report is to be prepared by the Treasurer of each Committee.

The Financial Report includes the following records that the Committee must maintain and keep up to date:-

- Cash book;
- Receipt book;
- Bank deposit book;

- Payment voucher book / tax invoices;
- Petty cash book;
- Asset register of furniture, fittings and equipment;
- Facility Boking register;
- Bank statements at end-of-year and ledger printouts where appropriate.

All Committees are required to keep complete and accurate records of all transactions and for:-

a) Legal Reasons
Community Committees are given authority to operate by Council and are subject to the same rules and regulations. These rules are set out in the Local Government Act and the Office of Local Government Accounting Code of Practice and Financial Reporting that must be adhered to.

b) Public Accountability
Community Committees are exactly what their name implies - they are there for the benefit of the community and are made up of members of the community. Any funds they raise, receive or spend are subject to public scrutiny, the same as Council's funds. The term "public accountability" indicates a responsibility to ensure that Committee funds are used in the manner for which they were intended, and that a clear and full disclosure of the Committee's financial activities is available.

Committees are required to meet all these requirements and Council staff are available to provide advice and guidance if needed.

5.4.1 Internal Control Techniques

a) Two people are required to release funds by electronic banking, and two people sign all cheques. No cheques are to be pre-signed.

b) Proper division of duties, i.e. no one person having too much control over funds.

c) Books are written up regularly, all financial records are maintained.

d) Blank cheques never to be signed in advance.

e) Cash Book balanced and reconciled to the bank statement each month.

f) Receipts are banked promptly, without deductions i.e. if receipts for the day total $100.00 and a bill for $25.00 arises during the day, do not simply bank $75.00 - bank $100.00 and write a cheque for $25.00.

Internal controls are to ensure that no one person has complete control over the finances of an organisation, e.g. one person signing cheques as well as preparing the documentation supporting the cheque being signed, writing receipts for money coming in, being responsible for banking the money.

5.4.2 Accounting

The following conditions are required to be adopted by Committee:-

a) A cheque account will be opened at any branch of a recognised Bank, Credit Union or Building Society. Such accounts will be in the name of the Committee.

b) All monies received by the Committee will be banked at regular intervals.

c) The Committee is authorised to draw on its account for such sums as it may require in the performance of its delegated function but under no circumstances will the account be overdrawn.

d) A Council financial compliance report template is to be completed by the Committee Treasurer. All such records as outlined in Clause 5.4 will be submitted to Council by 30 September each year.

e) Receipts, in the name of the Committee, will be issued for all charges and other monies received and duplicates of all receipts will be retained for Council financial compliance review.

f) Payment will be made by crossed cheque and in every case evidence of the need for the payment will be obtained and attached to payment records.

g) Petty cash, maintained on the imprest systems amount to $200.00, may be kept to meet sundry expenses not exceeding $50.00 for any one payment. (For anything more than $50 a cheque should be drawn). Reimbursements of petty cash are to be effected by drawing a cheque in favour of petty cash. The amount of petty cash held at any one time, must not, under any circumstances, exceed $200.00.

h) Two signatories are to be required for all cheques, bank payment releases or other financial documents. Usually, this would be the Chairperson or Secretary with the Treasurer.

i) Apart from the minor disbursements from petty cash, which must be approved before the account is reimbursed, all expenditure must be authorised and approved by the Committee and such authority and approval will be recorded in the minutes setting out in detail the amount and purpose for such expenditure and to whom the amount it to be paid.

j) All records and books will be made available for inspection whenever required by Council's auditor or any authorised officer of Council.

k) The Committee will be entitled to spend all monies raised in the management of the facilities under their control, provided that all such monies together with the Committee on their operations, will be expended strictly in accordance with any conditions imposed by the Council and only upon the facility of the Council for which the Committee has been constituted.

l) Upon dissolution of the organisation, all funds and other assets held by it, will, after payment of all expenses and liabilities, be handed to Council.

m) All monies and other assets coming into the hands of the Committee or any member of the Committee in their capacity as such will be the property of the Council and will be deemed to be held by the Committee on behalf of Council. The Committee may not hold land and buildings in its name, all such property will be held in the name of Upper Lachlan Shire Council.

n) Any surplus funds from time to time held by the Committee may be invested in the Committee's name only in those forms of investment authorised by the Local Government Act 1993. Namely, a term deposit with a financial institution in accordance with Council policy.

o) No monies are to be disbursed as a donation to any member of the public or community group without Council approval.

5.5 LEGAL ISSUES

From a legal perspective it is important for the Committee to be aware that it is, in fact, acting on Council's behalf. Legally, the Committee is 'Council' and any action which the Committee undertakes is Council's responsibility. In this regard committees must operate within the parameters set by relevant legislation and Council’s policies.

Committees sometimes believe they are responsible in their own right and that their actions are independent of Council. This is not the situation. Council delegates its authority to the Committee to act on Council's behalf and Council can withdraw this delegation if it is deemed necessary to do so.

5.5.1 Committee Records

Most of the records of the Committee, e.g. minutes of meetings, financial reports, etc., should be kept for at least seven years. After this time they should be given to the Council to be archived.

The Committee needs to be aware of the importance of minutes, because of their legal status and their liability to subpoena in court cases.

The Chairperson is responsible for the minutes of a meeting as the true record of proceedings of the meeting. The minutes must record all motions and amendments put to the meeting, and the results. There is no need to record what members said verbatim at the meeting.

The Chairperson and the Secretary are responsible for the form of the minutes to be in the Council template and must check that there have been no unauthorised alterations to those minutes. The Chairperson may sign the minutes after they have been confirmed by the appropriate meeting, (usually the next Committee meeting).

5.5.2 Pecuniary Interest

The Code of Conduct for Local Councils in NSW, Part 4 – Pecuniary Interests, provides a framework for the handling of alleged breaches of the pecuniary interest and governs the management of pecuniary interests. Details are included as **Appendix 3a**. The Code of Conduct is about openness, accountability and transparency in decision-making.

It is the responsibility of members of the Committees:-

- To disclose to the meeting any pecuniary interest in a matter before the meeting;
- Not to participate in the discussion of the matter before the Committee in which the member has a pecuniary interest;
- Not to vote on the matter before the Committee meeting in which the member has a pecuniary interest.

A pecuniary interest does not exist where the interest is so remote or insignificant that it could reasonably be regarded as unlikely to influence any decision. The obligation to disclose is a strict duty, and the person's motives for participation are irrelevant if an interest is said to exist.

5.5.3 Declaration of Interests

To protect individual members, all Committee members should declare their interests in advance. If a potential conflict arises, it should be declared as soon as possible. Where some financial, political or personal benefit is potentially involved, Committee members should do one of the following:-

a) State their involvement in another organisation or business and the Committee should be aware of this.
b) State their involvement and ask that they not take part in discussion or decisions about the issues where there could be conflict.
c) State their other involvements and ask that the group determine whether they stay involved, or how they can participate without compromise.
d) State their involvement and that they believe they should resign from the Committee because of this conflict.

5.5.4 Conflict of Interest

A conflict of interest will arise when a member of the Committee has other involvements or interests that make it difficult for them to always remain impartial when involved in discussions and decision-makings. These may include:-

- Business or professional activities;
- Employment or accountability to other people or organisations;
- Membership of other community organisations or service providers;
- Ownership of property or other assets.

The conflict may lead to:-

- Financial benefit e.g. sale of goods or privileged knowledge;
- Political benefit e.g. gaining or losing electoral support;
- Personal benefit e.g. career advancement or increased standing in the community.

5.6 HEALTH & SAFETY ISSUES

5.6.1 Health

Council has adopted a Smoking in the Workplace Policy.

Smoke Free Work Environment

Smoking is prohibited in all Council buildings, structures and vehicles; this includes:-

- All enclosed areas in general use.
- All lobbies, foyers and corridors.
- All offices, depots and workshops.
- Common rooms, tea rooms and staff rooms.
- All vehicles, plant etc.
- Amenities buildings and toilets.
- Both the Crookwell and Gunning swimming pool buildings and enclosures.
- All playgrounds and sports grounds.
- All al fresco dining areas on Council lands.

In addition, smoking is banned near air intakes, external doors in regular use and windows regularly opened.

The Committee should ensure that this policy is adhered to.

5.6.2 Work Health & Safety

Council has a Work Health and Safety Policy. Council and Committee activities are governed by the Work Health and Safety Act 2011 (WHS Act), Regulations and other Council policies and procedures.

The WHS Act and Regulations impose duties on all persons who may affect the health and safety of others by their actions or lack of action. The Council, as the employer, must ensure the health, safety and welfare of each Council worker and others who may be affected by the way the Council conducts its' business and work activities. This includes Council staff, contractors, volunteers, and Committee members.

Council has a duty to consult with Council workers (worker includes; volunteers, contractors, Committee members and paid Council staff) to enable the workers to contribute to the making of decisions affecting their health, safety and welfare at work.

Council workers, must take reasonable care for the health and safety of people who are at Council workplaces and who may be affected by the Council worker's acts or omissions at work and must co-operate with the Council or other person so far as is necessary to enable compliance with any requirement under the WHS Act or Regulations that is imposed in the interests of health, safety and welfare on Council or any other person. In addition, a person must not, intentionally or recklessly, interfere with or misuse anything provided in the interests of health, safety and welfare under work health and safety legislation.

Anyone who has a work health and safety duty under the WHS Act must fulfil that duty or if guilty of a breach of the WHS Act may face prosecution and possibly face fines for an individual (worker) or for a body corporate (Council).

Where a Committee organises a working bee or any event using volunteers, a list containing the names of those persons must be provided to Council to ensure that they are covered under Council's Insurance Policy.

5.6.3 Risk Management and Risk Assessment

Council has a Risk Management Policy and has developed Risk Registers for Council activities that aim to prevent, minimise and adopt risk treatments for the adverse effects of risk to operations, services, finances and reputation. The Council policy is available from Council's website.

The main elements of the risk management process are as follows:-

1. Identify Risks
2. Analyse Risks
3. Evaluate Risk
4. Treat Risk
5. Monitor and Review

6. Communicate and Consult

Performing a risk assessment is a proactive risk management tool to try to prevent injuries, near misses, property damage and other business losses. Where a Committee proposes to undertake any substantive maintenance work or activity it must contact the Council Building Maintenance Coordinator or relevant Council officer to determine if a risk assessment is required.

5.6.4 Induction and Training

Council Work Health and Safety Policy and Code of Conduct require Council to ensure that volunteers have the skills and training necessary to carry out their activities without risk of harm to themselves or others.

Council will provide access to Committee members for relevant training, including understanding the Code of Practice and safe work practices and emergency procedures training, to increase understanding of workplace hazards and strategies to avoid injury.

Committee members and volunteers will be requested to attend induction sessions arranged by Council staff to inform them of the work health and safety requirements that apply to them whilst they are maintaining a Council facility or carrying out Council activities and the consequences of not complying with Council policies.

5.6.5 Permits and Certification

Members of Council Committees should ensure that where work is being carried out by Committee members or contractors that requires specific licences, certification, permits or qualification that these are current, valid and operational and have been viewed by an office bearer of the Committee along with relevant insurance certificates of currency where necessary.

Any activity requiring use of vehicles or plant and equipment will also require appropriate licences to be in place. Examples may include Police Checks, chainsaw operation, working at heights/confined spaces, CPR or First Aid.

Any Committee member or volunteer who as part of their Committee activities, is primarily involved in direct contact with children where that contact is not directly supervised, are required to undergo a Working with Children Check. These guidelines available on the Working with Children Check website.

Council has a Child Safety and Wellbeing Policy and Committee members and volunteers, where appropriate, may share responsibilities of awareness, prevention and responding to any suspected risk of significant harm of a child or young person at a Council facility.

SECTION 6 - RELEVANT LEGISLATION AND COUNCIL POLICIES

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

- Local Government Act 1993;
- Local Government (General) Regulations 2021;
- Community Land Management Act 2021;
- Crown Land Management Act 2016;
- Privacy and Personal Information Protection Act 1998;
- State Records Act 1998;
- Public Interest Disclosures Act 2022;
- Independent Commission Against Corruption Act 1988;
- Work Health and Safety Act 2011;
- Government Information (Public Access) Act 2009;
- Code of Conduct;
- Section 355 Code of Meeting Practice;
- Code of Business Practice;
- Government Information (Public Access) Policy;
- Records Management Policy;
- Risk Management Policy;
- Procurement Policy;
- Complaints Management Policy;
- Fraud and Corruption Prevention Policy;
- Child Safety and Wellbeing Policy;
- Investment Policy;
- Privacy Policy;
- Public Interest Disclosures Policy;
- Section 355 Committee Policy;
- Smoking in the Workplace Policy;
- Work Health and Safety Policy;
- Volunteers Policy.

VARIATION

Council reserves the right to vary or revoke this policy.

APPENDICES

APPENDIX 1

APPENDIX 2

APPENDIX 3

Appendix 1

1A Legislation Relating to the Delegations

Extract from Local Government Act 1993:

Part 1 – General

(s355) How does Council exercise its functions?

355 A function of a Council may, subject to this Chapter, be exercised -

a) by the Council by means of the Councillors or employees, by its agents or contractors, by financial provision, by the provision of goods, equipment, services, amenities or facilities or by any other means; or
b) by a committee of the Council; or
c) partly or jointly by the Council and another person or persons; or
d) jointly by the Council and another Council or Councils (including by means of a Voluntary Regional Organisation of Councils of which the Councils concerned are members); or
e) by a delegate of the Council (which may, for example, be a Voluntary Regional Organisation of Councils of which the Council is a member).

Part 3 - Delegation of Functions

(s377) General power of the Council to delegate

377 A Council may, by resolution, delegate to the Chief Executive Officer or any other person or body (not including another employee of the Council) any of the functions of the Council, other than the following:

a) the appointment of a Chief Executive Officer,
b) the making of a rate,
c) a determination under section 549 as to the levying of a rate,
d) the making of a charge,
e) the fixing of a fee,
f) the borrowing of money,
g) the voting of money for expenditure on its works, services or operations
h) the compulsory acquisition, purchase, sale, exchange or surrender of any land or other property (but not including the sale of items of plant or equipment),
i) the acceptance of tenders which are required under this Act to be invited by Council;
j) the adoption of an operational plan under section 405,
k) the adoption of a financial statement included in an annual financial report,

l) a decision to classify or reclassify public land under Division 1 of Part 2 of Chapter 6,
m) the fixing of an amount or rate for the carrying out by the Council of work on private land,
n) the decision to carry out work on private land for an amount that is less than the amount or rate fixed by the Council for the carrying out of any such work,
o) the review of a determination made by the Council, and not by a delegate of the Council, of an application for approval or an application that may be reviewed under section 82A of the Environmental Planning and Assessment Act 1979,
p) the power of the Council to authorise the use of reasonable force for the purpose of gaining entry to premises under section 194,
q) a decision under section 356 to contribute money or otherwise grant financial assistance to persons,
r) a decision under section 234 to grant leave of absence to the holder of a civic office,
s) the making of an application, or the giving of a notice, to the Governor or Minister,
t) this power of delegation,
u) any function under this or any other Act that is expressly required to be exercised by resolution of the Council.

If you need clarification of any of the matters above, please contact Council.

Appendix 2

2A Orientation Kit for Committee Members

What information to include?
Think back to when you first joined the committee.
What information was of use to you?
What did they tell you? What did they not tell you?

Some ideas to consider

- Give some time to new Committee members to explain how the committee operates, its role and function.
- Let them know about Committee meetings, when and where the meetings are, how long they run for, and how the committee makes decisions.
- Show them relevant applicable Council policies and procedures that have been established.
- Provide new or potential Committee members with copies of relevant information including:
  - ✓ Annual Report;
  - ✓ Financial Compliance Report;
  - ✓ Committee Meeting minutes and AGM minutes;
  - ✓ Procedures or standard forms;
  - ✓ A copy of this Code of Practice;
  - ✓ Names and contact numbers of other Committee members.
- Let people know if there is any training and liaise with Council in regards to Committee members training requirements.
- Allow new members given time to adjust to being a Committee member.
- Each Committee member is to read and sign off on a copy of the Section 355 Committee Policy and this Code of Practice.

Appendix 2

2B Responsibilities of the Chairperson

The Chairperson generally has the following specific duties that make up the major part of their responsibility:-

a) Before a meeting

- Prepares the agenda (in consultation with the Secretary or members or can delegate this role to the Secretary), setting out the items of business to be considered.

- Ensures meeting is properly convened in accordance with the Section 355 Code of Meeting Practice, i.e. proper notice of a meeting is given and a quorum is present, motions are recorded in minutes.

b) During the meeting

- Chairs all meetings in accordance with Section 355 Code of Meeting Practice, opens meeting, welcomes and introduces members and guests, subject to the right of the Mayor discretion to take the Chair.
- Keeps individuals and the meeting focused on the topics being discussed and encourages all members to participate, ensuring adequate opportunity is given to members who wish to speak.
- Ensures correct meeting procedures are followed and control of the meeting is maintained, keeping track of time (or delegates someone to do this).
- Makes sure members are aware of decisions being made and that the minute taker has recorded decisions of the meeting.
- Acts impartially and uses discretionary powers in the best interests of members and in accordance with the agreed standing orders i.e. method of conducting meetings, and ensures all statutory regulations and organisation's rules are observed.
- Ensures that the meeting proceeds as per agreed timeframes.
- Closes meeting after business at hand has been properly concluded.

The Chairperson needs to be aware of Council policies and procedures and the importance of establishing and maintaining a working relationship with Council, particularly in regard to the Council budget, and Council and community involvement.

The Chairperson is responsible for providing assistance to all members of the committee and ensuring that they fulfil their respective roles.

The Chairperson is the 'spokesperson' for the Committee and is the one to communicate with Council and appointed Councillor representative to the Committee.

Appendix 2

2C Responsibilities of the Secretary

The organisation's secretary usually carries a great deal of responsibility.

a) Before a meeting

- Prepares the meeting agenda, (in consultation with the Chairperson);
- Distributes the meeting business paper to Committee members;
- Makes copies of the agenda if required.

b) During the meeting

- Takes minutes of the meeting;
- Ensures previous meeting minutes are confirmed by the Chair;
- Reads minutes of previous meeting if necessary;
- Provides a list of correspondence in order and summarises any important points;
- Records any motions / decisions of the meeting including, mover and seconder.

c) After the meeting

- Type the minutes and distributes to Committee members as soon as possible;
- Ensures that accuracy of minutes;
- Minutes of meeting are saved and filed. Minutes are sent to Council for distribution to the next Ordinary Council Meeting;
- Writes any letters / correspondence as decided (this can be a shared role with another Committee member);
- Maintains matters in progress in a register.

d) Outside of meetings

- Keeps a register of correspondence that has come in and gone out and file copies of all letters written;
- In between meetings informs other Committee members of any correspondence requiring urgent attention.

Appendix 2

2D Responsibilities and Guidelines for the Treasurer

The Treasurer is to establish an effective financial system with internal controls implemented and provide a Financial Compliance report to Council in the Council approved template after 30 June each year. Committees with financial delegation are required to maintain the following books and forms:-

1 Cheque Book and EFT Payments,
2 Petty Cash Book and Vouchers,
3 Expenditure documentation,
4 Receipt Books,
5 Cash Book,
6 Bank Deposit Book,
7 Assets Register (a list of equipment purchased by the Committee).

1) Cheque Book and EFT Payments

The Cheque book should be held by the Treasurer and must only be drawn upon with the joint signatures of two of the executives. In addition to the Cheque book the Treasurer is responsible for keeping records of all tax invoices/payment vouchers and remittance advices as part of the EFT process of direct banking.

EFT payments to any supplier of services must only be released from the financial institution (i.e. Netbank) with password secured approvals from two of the executives.

All payments on behalf of the Committee for amounts in excess of $50.00 will be made by cheque that will be crossed and marked "Not negotiable". All cheques drawn and EFT payments released will have some form of supporting documentation.

All cheques drawn will be authorised by the Committee. All payments must be entered in the Cash Book under the appropriate cost heading.

2) Petty Cash

Petty Cash is used for minor cash purchases where a cheque payment is impractical. The petty cash float will be a maximum of $200.00 and any one purchase to a maximum of $50.00.

Members claim petty cash when they have purchased something on behalf of the Committee, e.g. stationary, postage. This money is reimbursed from the petty cash float. Claims for petty cash are made through a petty cash voucher that must be accompanied by the item's receipt.

The Petty Cash float is held and maintained by the secretary or a nominated Committee member, (except the Treasurer). Details of payments and re-imbursements are recorded in a petty cash book using the 'Imprest System'.

The 'Imprest System':-

a) Begin with a float of $200.00.
b) Make payments out of this float.
c) Wait until float is substantially reduced (under $20.00).
d) Total up value of vouchers (this should be the difference between cash in hand and the $200.00 float).
e) Claim for re-imbursement for the amount of the vouchers, (this will bring the float back up to $200.00).

Only one person should be responsible for petty cash and access to the float is to be restricted. The petty cash book should be checked regularly by the Treasurer who includes summary details in the organisation's cash payment book and financial compliance report.

3) Expenditure Documentation

All payments must have supporting documentation, preferably a Tax Invoice. These should be kept in payment order and noted with the cheque number or EFT payment reference number and date of payment for easy reference and to prevent double payment. Where documentation is not available, a notation should be provided detailing the payment and explaining why documentation is not provided.

4) Receipt Books

All receipt books must bear the Committee's name (a stamp will do), have a fixed duplicate copy and be numbered. A receipt must be issued for every payment received and monies should be banked regularly. The receipt of cash is an area where strict control is required. The safest method is to have only a limited number of approved people who have the responsibility for receiving funds, issuing receipts and banking monies.

Keep a record of receipt books detailing the number and location (i.e. in use or not). Record receipt number in the Cash Book and on the Bank Deposit form retained by you. Never give change for a cheque payment.

Avoid altering amounts on receipts. If it is necessary to alter a receipt, cross through the incorrect entry and insert the correct amount. Initial all alterations. It is more acceptable to cancel a receipt and retain both the original and duplicate in the book, than to alter a receipt.

5) Cash Book

This book is sometimes called the Journal or Ledger and is preferable in an electronic form. The Cashbook is the organisation's record of what money is received and spent, the transactions (both incoming and outgoing) that have occurred, and how much cash is on hand at any one time.

A twelve (12) or eighteen (18) column cashbook gives most committees enough room for details. It is essential to have receipts and payment on separate pages or in some cases, separate section of the cashbook. Across the page the columns are headed to allow the date, receipt or cheque number, cost or income allocation and totals.

Have appropriate and sufficient cost or income headings for frequent transactions, try not to have too many items under sundries or miscellaneous - it makes things difficult when preparing end of year figures.

Update the Cash Book on a regular basis so it's does not become a big job. The totals down the page should always equal the totals across the page - do this each time you fill or rule off a page. Check that the totals carried forward onto the next page are correct.

Bank fees, interests, etc. wherever possible should be recorded or written in the Cash Book in the month they were raised or when bank statements are received. This assists with reconciling the cashbook to the Bank Statements.

Show all cheques written during the month in the cashbook whether they have been presented or not. Show all income received during the month whether banked or not. Show all electronic payments during the month.

Reconciliation – check off the amounts received and cheques written out in the cashbook against the bank statement figures. From this, you can compile a list of outstanding deposits or unpresented cheques and EFTs and it also verifies that an incorrect figure does not appear in either record. Simply compare the cashbook entry against the bank statement and if they agree, mark each once only. If the bank reconciliation does not agree, find the discrepancy. It will be either a mistake in the cashbook or on the Bank Statement.

6) Bank Deposit Book

This book is supplied by the bank you have nominated and it is where all income is recorded for deposit into the organisation's account.

Keeping the books

The Committee is required to keep complete and accurate records.

The following guidelines and procedures have been prepared to give members of the Committee a greater understanding of the tasks they have undertaken.

Steps Required to Keep Complete and Accurate Records

1) Open a cheque account or electronic bank account in the Committee's name.
2) Make as many payments as you can by cheque or EFT. Avoid paying cash.
3) Record details on the cheque butt.
4) Bank all cash receipts promptly into the bank account or receive funds by EFT.
5) Record all details on the receipt book.
6) Keep a petty cash tin with a maximum $200 float. Record details of expenses from petty cash. Reimburse by EFT or cheque from the business account.
7) Write up the cashbook regularly - at least monthly.
8) Reconcile the bank account regularly - generally monthly or each time a bank statement is received and at the end of the financial year.
9) Keep a wages book (if applicable).
10) Retain supporting documentation or evidence for all cheques drawn and all electronic funds transfer (EFT) direct banking on-line payments.

Writing up the Cash Book

Council will establish a set of books for issue or electronic templates to the Committee upon establishment. Cashbooks are available in various sizes from stationers and office supplies such as Newsagents or other stationers.

1) <u>Cash Payments</u>

   - Enter appropriate headings in the book, ensuring the first column is "Bank" and the last one "Sundries".
   - Enter cheques in cheque number order.
   - Ensure every cheque is recorded in the book.
   - Record cancelled cheques, but at no value.

2) <u>Cash Receipts</u>

   - The same procedures as for cash payments.
   - All amounts received must be receipted.

3) Reconciliation

- Bank reconciliations need to be performed regularly because:

  i) They keep track of cheques that are outstanding and possibly lost;

  ii) They ensure that a complete record is kept of all transactions;

  iii) They enable your Treasurer to prepare a balance sheet and accounts for your Committee;

  iv) The bank reconciliation and account balance is to be reported to Committee meetings by the Treasurer.

- Take the monthly bank statement and write all items such as bank fees, direct debits, etc, into the cashbook.
- Total up the columns, ensure they add the same across as well as down.
- Tick off all items appearing in the cashbook against the Bank Statements, noting any that are outstanding.

- Finally, to complete reconciliation:

  - Take - total Cash Book balance (brought forward from previous financial year)
  - Plus - Income received to date in current financial year,
  - Less - payments to date in the current financial year,
  - This should equal - the balance on the bank statement; - (less any unpresented cheques and unpresented EFT) - (plus any unbanked deposits).

4) Retention of Records

The Local Government Act 1993, Section 412, requires records to be retained for seven years. If your books and records are required to be audited or reviewed by Council, it is important to retain all tax invoices, Bank Statements, investments in term deposits and other supporting documentation.

Appendix 2

2E Responsibilities of Committee Members

Committee members' role is important and ensures the democratic process is followed. Members' responsibilities are:-

a) Attend Committee meetings and vote on motions;

b) Participate in meetings - this involves:

- Being on time;
- Sticking to the agenda;
- Contributing to the discussion where appropriate;
- Being objective, listening to others' views;
- Volunteering to do some of the necessary tasks required.

c) Support the executive office bearers in carrying out their responsibilities;

d) Assist in organising the Annual General Meeting;

e) Attend and participate in any planning days that may be held;

f) Make sure the facility is being maintained and run smoothly.

Appendix 2

2F Standard Format - Meeting Agenda

i) **Open Meeting**
Action: The Chairperson welcomes members and visitors, declares the meeting open, ensures everyone has an agenda, and asks for any extra items suggested by members.

ii) **Attendance and Apologies**
Action: The Secretary records those present and any apologies. An attendance list or book may be circulated.

iii) **Declarations of Interest**
Action: The Secretary records declaration of interest in the Minutes.

iv) **Confirmation of Minutes of the previous meeting**
Action: Two (2) committee members in attendance at the last meeting are asked to confirm that the record of minutes is a true and correct one. Any amendments or changes need to be recorded and included in this meeting's minutes.

v) **Business arising from previous Minutes**
Action: Deal with any matters that have arisen or were to be completed since the last meeting.

vi) **Correspondence**
Action: Includes both Inward and Outwards correspondence. The Secretary reads out in full or in summary any letters received or sent since the last meeting. Any business arising from these letters is dealt with as it is read and recorded in the minutes.

vii) **Treasurer's Report**
Action: The Treasurer gives a report on the financial position of the group, including income and expenditure since the last meeting and gives an overview of future budget estimates.

viii) **Other Reports**
Action: Reports from other office bearers.

ix) **General Business**
Action: Items for general discussion that are not elsewhere included on the agenda are discussed. As far as practicable, details of these items should be provided to the Secretary before the meeting. Also remind members of any coming events.

Note: *Specific items that arise in items (i) to (vi) can be deferred to General Business if appropriate.*

x) **Close Meeting**
Action: Establish the date and time of next meeting. Chairperson thanks members and visitors for attending and declares the meeting closed.

Use the Council template for Agenda and Minutes as included in this Code of Practice.

AGENDA

XXX Section 355 COMMITTEE
DAY, DATE, MONTH YEAR
TIME
LOCATION

www.upperlachlan.nsw.gov.au | 02 4830 1000 | council@upperlachlan.nsw.gov.au

COMMITTEE NAME S355 Committee – DAY MONTH YEAR

AUTHOR **Chairperson / Secretary / Treasurer**

ISSUE

Providing an update to the XXX S355 Committee at the **DAY MONTH YEAR**

ORDER OF BUSINESS

1. Declare meeting open
2. Apologies and leave of absence
3. Declarations of interest
4. Confirmation of minutes from DAY MONTH YEAR meeting
5. Business arising from previous minutes (Outstanding actions or items from previous meetings)
6. Correspondence
7. Reports from committee
   7.1 Treasurer's report
   7.2 Other reports from office bearers
8. General Business (Items for general discussion)
9. Questions for next meeting
10. Close meeting

AGENDA

4. CONFIRMATION OF MINUTES FROM DAY MONTH YEAR MEETING

TABLE A COPY OF LAST MEETINGS MINUTES

5. BUSINESS ARISING FROM PREVIOUS MINUTES (OUTSTANDING ACTIONS OR ITEMS FROM PREVIOUS MEETINGS)

TABLE ANY URGENT ITEMS IN LIST FORM

6. CORRESPONDENCE

LIST ANY CORRESPOENCE INCOMING / OUTGOING

7. REPORTS FROM COMMITTEE
7.1 Treasurer's report
7.2 Other reports from office bearers

INCLUDE REPORTS AS ATTACHMENTS

ATTACHMENTS

LIST ANY ITEMS THAT HAVE BEEN TABLED TO THE COMMITTEE EG FLYERS, QUOTES, STATEMENTS ETC

Appendix 2

2G Standard Format for Correspondence

1) Keep a copy of all correspondence sent out on behalf of Committee.

2) Set up a correspondence book to record all correspondence of the Committee.

   This should include:-

   - A section for **Inwards** correspondence/mail;
   - A section for **Outwards** correspondence/mail;
   - A space to record the date of receipt or despatch of mail;
   - A numbering system for both Inwards and Outwards to enable any correspondence to be easily located if the need should occur;
   - A space to identify whose responsibility it is to act on, e.g. Secretary.

3) Enter all correspondence in the relevant section of the book ensuring date and number are recorded.

4) Place letter received since the last meeting in a folder marked, Correspondence Inwards, for the meeting.

5) Record any action required and which committee member is responsible for this action.

6) Establish and maintain a filing system for all mail, both In and Out.

7) Correspondence can be filed numerically or by subject.

8) Related items of correspondence can be placed together.

Use the Council template for Agenda as included in this Code of Practice.

Appendix 2

2H Format for Minutes

1) Keep them short, clear and concise, and consistent.

2) Set them out - not too cramped, use headings, and underlining so the subjects, decisions and actions to be taken (and by whom) stand out and are easy to read. Use the Agenda as a basis for the format of minutes.

3) Don't record every statement made at the meeting. The minutes are a record of the decisions made - each decision or motion must be accurately recorded.

4) A copy of the minutes without error or additions should be included in a Minutes Book as a permanent record of meetings. It is the **Chairperson's responsibility** to see the minutes are unaltered after adoption and are signed as an accurate record where appropriate.

5) The Secretary must record the names of the mover and seconder of each motion or amendment. Record the numbers for and against if specifically requested by those present.

6) List correspondence, business arising and items for general business by number. Organise all your papers in this order and try and see that the agenda follows this order. Decisions can also be noted on the business papers and then transferred to the minutes later.

7) Draft minutes are to be reviewed with the Chairperson and with the Secretary.

8) Remember, minutes should communicate and assist evaluation. They ensure accountability and are a permanent record of the Committee's activities.

9) Send them out to all Committee members as soon as possible after the meeting, so that follow-up action is more easily taken.

10) Secretary is to send minutes of each meeting to Council as soon as possible after the meeting.

11) Include a record of the place, date and time of the next meeting.

Use the Council template for Minutes as included in this Code of Practice.

MINUTES

XXX Section 355 COMMITTEE
DAY, DATE, MONTH YEAR
TIME
LOCATION

www.upperlachlan.nsw.gov.au | 02 4830 1000 | council@upperlachlan.nsw.gov.au

COMMITTEE NAME S355 Committee – DAY MONTH YEAR

MINUTES

PRESENT: LIST FIRST INITIAL AND LAST NAME OF EACH ATTENDEE AND POSITION IF THEY HOLD Eg J Smith (Chairperson)

SPEAKER OR PRESENTER:
If someone is attending who does not normally attend this committee meeting please list them

---

THE CHAIREPERSON DECLARED THE MEETING OPEN AT XX:XXam/pm

APOLOGIES & LEAVE OF ABSENCE

Apologies were received by XXX

Moved by XX and XXX that the apologies be received and a leave of absence granted.

ITEM 3: **DECLARATIONS OF INTEREST**

Nil – if no declarations

XXXX declared an interest in XXXX as they XXXX and will make the declaration, vote or not vote on the item

ITEM 4: **CONFIRMATION OF MINUTES**

RESOLVED by XXXX and XXXX

1. That the minutes of the XXX Section 355 Committee Meeting held on DATE MONTH 20XX be adopted.

- CARRIED OR LOST

Committee who voted for:- List Initial and last name

Committee who voted against:- Nil or List Initial and last name

ITEM 5 **BUSINESS ARISING FROM PREVIOUS MINUTES (OUTSTANDING ACTIONS OR ITEMS FROM PREVIOUS MEETINGS)**

RESOLVED by XXX and XXX

The committee discussed the below items

1. XX
2. XXX
3. XX

- CARRIED OR LOST

Committee who voted for:- List Initial and last name

Committee who voted against:- Nil or List Initial and last name

ITEM 6 **CORRESPONDENCE**

RESOLVED by XXX and XXX

The Committee accepted the below correspondence and actions

1. XX
2. XXX
3. XX

- CARRIED OR LOST

Committee who voted for:- List Initial and last name

Committee who voted against:- Nil or List Initial and last name

ITEM 7 **REPORTS FROM COMMITTEE**
TREASURER'S REPORT
7.2 OTHER REPORTS FROM OFFICE BEARERS

RESOLVED by XXX and XXX

The Committee accepted the below reports

1. **Treasurers report**
2. **XXXX**

- CARRIED OR LOST

Committee who voted for:- List Initial and last name

Committee who voted against:- Nil or List Initial and last name

ITEM 8 GENERAL BUSINESS (ITEMS FOR GENERAL DISCUSSION)

ITEM 9 QUESTIONS FOR NEXT MEETING

THE MEETING CLOSED AT 10:26am

Minutes to be confirmed at next meeting

....
Chairperson

ATTACHMENTS

LIST ANY ITEMS THAT HAVE BEEN TABLED TO THE COMMITTEE EG FLYERS, QUOTES, STATEMENTS ETC

Appendix 2

2I Procedure for Motions

A motion needs to be lawful, productive, relevant, appropriate, easily understood and be positive in its intent, e.g. "*I move that the facility be an alcohol free zone* " If the motion does not meet these requirements, it can be rejected by the Chairperson. Reasons must be given for this decision. Motions are to be presented in accordance with the Section 355 Code of Meeting Practice.

Any motion must be "**seconded"** before it can be accepted by the Chairperson and opened for debate. The Committee is to record a mover and seconder. If there is no seconder, the matter lapses. Once a motion has been moved and seconded, the order of debate is:-

- Mover (raised original motion);
- Seconder (allows debate on the motion);
- Speaker against the motion;
- Speaker for the motion;
- Speaker against the motion;
- Speaker for the motion.

The debate continues in this manner until there are no further speakers. A member of the Committee may speak no more than once to each motion or amendment at the meeting. The mover may then speak again, but in doing so closes the debate. Once the mover has closed the debate the Chairperson must put the motion to a vote.

Amendments

Amendments may be made after the motion. The amendment must:-

- Be clear and be part of the motion being considered;
- Have a seconder;
- Not exceed the power of the meeting;
- Not be a direct negative of the motion;
- Be put to the vote before the original motion.

Appendix 2

2J Advantages of Regular Meetings

Meetings are used to:-

- Make decisions by moving motions;
- Discuss general business by exchange of information;
- Provide support and allocate resources and responsibilities;
- Identify particular tasks and maintenance responsibilities of the Committee under the Charter.

Regular meetings ensure that:-

1) Everyone in the Committee can take part and have a vote.

2) More ideas, different ideas - result in better decisions.

3) Tasks associated with the decision can be allocated there and then.

4) Members, both present and absent, will feel more committed to a decision if it was made by the Committee at a meeting.

5) Decisions carry more weight with outsiders if the process is democratic.

6) Deciding or doing things as a group can generate enthusiasm and make the group more cohesive.

7) Any disagreement can be aired and sorted out at the meeting.

8) By taking part in the meetings, individuals become better informed and develop skills.

9) An opportunity for members to socialise and generate community spirit.

Appendix 2

2K Standard Format - Annual General Meeting Agenda

1) Commence/Open Meeting

   Chairperson presides over the following items:-

   a) Welcome;
   b) Apologies;
   c) Declarations of Interest;
   d) Minutes of previous AGM;
   e) Reading Reports i.e. Chairperson, Secretary, Treasurer, etc.

2) All positions are declared vacant and the Returning Officer takes the chair and presides over the following items:-

   a) Election of Office Bearers;
   b) Acceptance of nominations from user groups and community members;
   c) Recommending Annual Fees.

3) Returning Officer then hands the chair over to the newly elected Chairperson who is responsible for:-

   a) Thanking the Returning Officer;
   b) Welcoming New committee;
   c) Consider recommendations "carried" by way of motion from the floor;
   d) Getting agreement on meeting dates for coming year.

4) Closure of Meeting.

Use the Council template for Agenda and Minutes as included in this Code of Practice.

Appendix 2

2L Committee of Council Charter

XXX SECTION 355 COMMITTEE CHARTER

Authority
The XXX Committee is established under the authority of the Upper Lachlan Shire Council's Code of Practice for Section 355 Committees, and the Council's Section 355 Committee Policy.

Legal Status
The Committee is constituted under Section 355, of the Local Government Act 1993. Committees of Council are constituted by a Resolution of Council.

Purpose
Council recognises the important role of volunteers to our communities and the role they play in the care of community assets owned or controlled by Council.

Council has two distinct types of Section 355 Committees that serve our communities; these include an Advisory Committee and/or an Operating Committee. Both types of Committees of Council operate at the direction and discretion of the Council.

Role
Advisory Committee
The XXX Committee is an Advisory Committee to Council and have open discussion and direct consultation with Council and provide advice or recommendation regarding management of a Council asset, facility or service.
or

Operating Committee
The XXX Committee has care, control, management and organisation of a Council asset in accordance with the Council Code of Practice for Section 355 Committees, Council Code of Conduct and other associated Council policies to allow community access and use of facility and/or manages the facility booking hiring arrangements.

Membership
The size and composition of the Committee shall be representative of a minimum of seven members to a maximum of thirteen members appointed.

Membership of the Committee comprises of the following:-

- Executive Office Bearers as resolved by Council including;
  - Chairperson
  - Secretary
  - Treasurer
- General community Committee member; and
- Councillor appointed representative

Appointment of Members
Community members seeking appointment as executive office bearers are nominated at the Annual General Meeting.

Nominated position holders elected by the Committee will be forwarded to the Council Chief Executive Officer, who will report to Council recommending approval to appoint Committee members.

Membership to a Committee may be requested by community members through application to the Committee and appointment at a meeting of the Committee.

Tenure
All Committee members shall be appointed annually at the Committee's Annual General Meeting and will be reported to Council for resolution and acceptance.

Where a Committee member fails to attend three consecutive meetings, without an explanation, that member will be asked to resign. The vacancy is to be filled by election at next meeting of the Committee.

Any member of the Committee may be removed voluntarily by resignation to the Chairperson and reported at the next meeting of the Committee.

Meetings
Meetings occur on the XXX of each month/quarter in the town location of XXX.

All meetings of the Committee are to be conducted in accordance with the Council's Section 355 Code of Meeting Practice and meetings are open to the public.

Voting
All Committee members appointed by Council have full voting rights. Council staff have an advisory role and have no voting rights.

Quorum
A simple majority of Committee members is required (more than half) voting on a motion.

Agenda and Reports
An agenda and previous meeting minutes will be circulated by email to all Committee members at minimum one week prior to the meeting.

Items of business will be included in the meeting agenda by the executive office bearers. Items must include sufficient detail to enable all members to understand the issues. A Treasurers report is required to be submitted to each meeting

Minutes
Formal minutes of each meeting will be produced by the Committee Secretary and distributed to Council and all Committee members in accordance with the Code of Practice for Section 355 Committees.

Appendix 3

3A Legislation Regarding Pecuniary Interest

The Code of Conduct for Local Councils in NSW, Part 4 – Pecuniary Interests, governs the management of pecuniary interests.

A Pecuniary Interest is an interest that you have in a matter because of reasonable likelihood or expectation of appreciable financial gain or loss to you or a person referred to in Clause 4.3 of the Code of Conduct. You will have a pecuniary interest in a matter if the pecuniary interest is:

(a) Your interest, or
(b) The interest of your spouse or de facto partner, your relative, or your partner or employer, or
(c) A company or other body of which you, or your nominee, partner or employer, is a shareholder or member.

Persons who are required to make disclosures of pecuniary interest include:-

- Councillors
- "designated persons":
  - Chief Executive Officer;
  - Other senior staff of the Council;
  - A person (other than a member of the senior staff of the Council) who is a member of staff of the Council or a delegate of the Council and who holds a position identified by the Council as the position of a designated person because it involves the exercise of functions (such as regulatory functions or contractual functions) that, in their exercise, could give rise to a conflict between the person's duty as a member of staff or delegate and the person's private interest;
  - A person (other than a member of the senior staff of the Council) who is a member of a committee of the Council identified by the Council as a committee whose members are designated persons because the functions of the committee involve the exercise of the Council's functions (such as regulatory functions or contractual functions) that, in their exercise, could give rise to a conflict between the member's duty as a member of the committee and the member's private interest.

Members of Committees must do the following in regard to pecuniary interests:-

- Disclose to the meeting any pecuniary interest in a matter that is tabled before a meeting;
- Not to participate in the discussion of the matter before the Committee in which the member has a pecuniary interest;
- Not to vote on the matter before the Committee meeting in which the member has a pecuniary interest.

ITEM 13.4	**Review of Section 355 Committee Policy**
FILE REFERENCE	**I26/189**
AUTHOR	**Director of Finance and Administration**

ISSUE

A review of Council's Section 355 Committee Policy has been completed for Council endorsement.

RECOMMENDATION That –

1. Council adopts the reviewed Section 355 Committee Policy.

BACKGROUND

Nil

REPORT

This report details a review of Council's Section 355 Committee Policy. The policy is attached with proposed amendments advised on cover page.

POLICY IMPACT

This is a review of an existing Council policy.

OPTIONS

Nil

FINANCIAL IMPACT OF RECOMMENDATIONS

Nil

RECOMMENDATION That –

1. Council adopts the reviewed Section 355 Committee Policy.

ATTACHMENTS

1.⇩	Section 355 Committee Policy - Review 2026	Attachment

Upper Lachlan Shire Council

Policy Update Cover

Date: 16 July 2026	Policy Title: Section 355 Committee Policy
This cover sheet provides a summary of the proposed amendments to the attached Policy. Council initially adopted this policy on 25 August 2005. The policy was last updated on 21 September 2023.	
Sponsor: Director Finance and Administration	Action required: Approval by Council
Reason for review/update: Council regularly review and update policies to ensure that they are current, fit-for-purpose and relevant to Council's operations. The attached policy has been reviewed and updated in line with this practice and the sponsor is now seeking your approval to implement this policy.	
Summary of the changes: The following amendments have been made to this Policy: • Removed references to amended legislation or non-related legislation to this policy. • Added a minimum and maximum number for any Committee of Council membership. • Noting Council membership minimum number condition does not apply to Wind Farm Community Enhancement Program Committees of Council. • Clause amended to state that a finance compliance report for the Committee is to be provided to Council CFO each year replacing financial audit terminology. • Changed Annual General Meeting notification from 14 days to minimum of 7 days prior to that meeting.	
Consultation(s): N/A	
Internally cleared by	
Position: Chief Executive Officer	Position: Director Finance and Administration

POLICY:-	
Policy Title:	Section 355 Committee Policy
File Reference:	F10/618-016
Date Policy was adopted by Council initially:	25 August 2005
Resolution Number:	231/05
Other Review Dates:	16 October 2008, 16 June 2011, 17 April 2014, 21 June 2018 and 21 September 2023
Resolution Number:	304/08, 223/11, 101/14 167/18 and 183/23
Current Policy adopted by Council:	18 July 2026
Resolution Number:	XXX/26
Next Policy Review Date:	2029

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:	Chief Executive Officer
Responsibility for review of Policy:	Director of Finance and Administration

OBJECTIVES

The *Local Government Act 1993* provides the legislative framework for each Council to operate within. Section 355 of the *Local Government Act 1993* states:-

Section 355 - How does a council exercise its functions?

A function of a council may, subject to this Chapter, be exercised:-

a) By the council by means of the councillors or employees, by its agents or contractors, by financial provision, by the provision of goods, equipment, services, amenities or facilities or by any other means, or
b) By a committee of the council, or
c) Partly or jointly by the council and another person or persons, or
d) Jointly by the council and another council or councils (including by means of a joint organisation or a Voluntary Regional Organisation of Councils of which the councils concerned are members), or
e) By a delegate of the council (which may, for example, be a joint organisation or a Voluntary Regional Organisation of Councils of which the council is a member).

Council values the input from all community members and appreciates the community members for their interest in the various Section 355 Committees and assure them that their input and hard work are appreciated.

ESTABLISHMENT OF COMMITTEE

What is a Section 335 Committee?

A Section 355 Committee is a committee established under Section 355 of the *Local Government Act 1993*, to assist Council with the operation and maintenance of various Council facilities and services.

In accordance with Section 377, the *Local Government Act 1993,* Council has the ability to delegate some of its functions to a Committee of Council. Council uses this delegation and appoints community members to manage its facilities or functions through a Section 355 Advisory Committee.

Why does Council have Section 355 Committees?

Committees provide a mechanism by which interested persons can have an active role in the provision / management of Council facilities or services. This provides a two-fold benefit by giving protection to the Committee operating under the banner of Council, and by providing Council with assistance in the carrying out of its functions.

As the Committees are acting on behalf of Council, it is important to uphold the principles of equity, accessibility and inclusivity, providing for the whole community. The purpose of each Section 355 Committee is to advise Council on the views, needs and interests of particular communities in the Local Government Area (LGA) as well as carry out operational and maintenance tasks as allocated.

Committee of Council Membership

A Section 355 Committee membership should generally reflect community members with an interest in the committee area, demonstrated experience and expertise in the specific tasks assigned to each committee.

A Section 355 Committee shall consist of:-

- A minimum number of seven and maximum number of thirteen community representatives as detailed in the Committee Charter. (This condition does not apply to Wind Farm Community Enhancement Program Committees of Council.)
- Councillor or Council staff representatives appointed by Council annually in September.

Committee membership criteria is as follows:-

- Be 18 years of age or above and no older than 90 year of age;
- Have established ties or interest in the Upper Lachlan Shire community;
- Be a resident and/or ratepayer of the Local Government Area; or if not a resident, be able to demonstrate an interest in the objectives of the Committee and ability to attend Committee Meetings to the satisfaction of Council;
- Be committed to the activities of the Committee and a willingness to be actively involved in Committee issues.

Council will appoint new members before they are able to vote at meetings of the Committee.

OPERATION OF SECTION 355 COMMITTEE

The operations of each committee are governed by the Code of Practice for Section 355 Committees. It is mandatory to hold an Annual General Meeting (AGM), which is to be advertised in the local newspaper or by other electronic means, with notification to members, at minimum seven (7) days prior to that meeting. The meeting is to be held in a public place and is to be open to all members of the public.

The Minutes of the Annual General Meeting should be forwarded to the Council Chief Executive Officer as soon as possible after the AGM and should detail the office bearers and proposed changes for the forthcoming year.

The finance compliance report for the year ending 30 June should be sent to the Council Chief Financial Officer each year for a committee with financial delegation.

The Committee each year is to advise the Council's Director Infrastructure of the maintenance and capital requirements of the buildings or assets under their control. These will be considered by Council for funding subject to budgetary constraints. The Property Protection Insurance policy for the buildings and contents owned by Council will be paid for by Council.

The Public Liability Insurance policy of $20 million is provided by the Council and covers each Section 355 Committee of Council whilst carrying out their delegations / functions on behalf of Council. However, each individual Section 355 Committee should assess their individual need for additional building contents insurance and public liability insurance where deemed appropriate.

If the Committee does not comply with any of the above requirements or contravenes the Code of Practice for Section 355 Committees, Council or the Chief Executive Officer, at its discretion, may advertise for the formation of a new Committee.

In addition each Section 355 Committee is specifically required to:-

- Elect an Executive at each Annual General Meeting, consisting of a Chairperson, Secretary and Treasurer. The Mayor is to remain the ex-offico Chairperson of each committee.
- Hold Committee meetings either each quarter or at minimum in accordance with the Committee Charter meeting frequency and submit the meeting minutes to the Council for inclusion with the Council meeting agenda.
- Attend meetings. Should a member of the Committee not be in attendance for three consecutive meetings then the Council is to be informed.

In addition, Council:-

- is to be represented by one Councillor as a representative to a Section 355 Committee of Council.
- at its own discretion and in consultation with the Chairperson, may declare that a casual vacancy exists and move to have that vacancy filled.
- retains the right to review the existence of the Committee and will formally resolve the issue at a meeting of the Council. Typically, this meeting of Council is the one held in September in conjunction with the election of Mayor and Deputy Mayor.
- retains the right to review the membership of the Committee and will typically conduct this review at the meeting of Council held in September each year.

Where applicable, Section 355 Committees that are responsible for the care and maintenance of Council buildings will be required to comply with the appropriate Plan of Management for that facility.

It is clearly stated that a Section 355 Committee is a formal Committee of Council and as such, each Committee member should conduct themselves in an appropriate manner at all times. Council has an adopted Code of Conduct and each Committee member would be expected to respect the terms and conditions of that Code.

Section 355 Committees of Council are prohibited from becoming an incorporated body as stipulated within Council's insurance policies.

RELEVANT LEGISLATION AND COUNCIL POLICIES

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

- Local Government Act 1993;
- Local Government (General) Regulation 2021;
- Community Land Management Act 2021;
- Crown Land Management Act 2016;
- Privacy and Personal Information Protection Act 1998;
- State Records Act 1998;
- Public Interest Disclosures Act 2022;
- Independent Commission Against Corruption Act 1988;
- Anti Discrimination Act 1977;
- Government Information (Public Access) Act 2009;
- Work Health and Safety Act 2011;
- Code of Conduct Policy;
- Code of Meeting Practice;
- Code of Business Practice;
- Code of Practice - Section 355 Committees;
- Work Health and Safety Policy;
- Records Management Policy;
- Government Information (Public Access) Policy;
- Procurement Policy;
- Investment Policy;
- Fraud and Corruption Prevention Policy;
- Privacy Policy;
- Public Interest Disclosures Policy;
- Volunteers Policy;

VARIATION

Council reserves the right to vary or revoke this policy.

ITEM 13.5 **Response to Notice of Motion - Limerick Windfarm and Other SSD - Preliminary Risk Assessment**

FILE REFERENCE **I26/197**

AUTHOR **Manager of Governance**

ISSUE

Response to Resolution 77/26 – Notice of Motion – Limerick Wind Farm and Other SSD – Preliminary Risk Assessment

RECOMMENDATION That -

1. Council receive and note the report and consider the reports preliminary review and adopt option 2 in the report.

BACKGROUND

The below Notice of Motion was carried at the Ordinary Meeting of Council held 21 May 2026

ITEM 17.2 **NOTICE OF MOTION - LIMERICK WIND FARM AND OTHER SSD - PRELIMINARY RISK ASSESSMENT**

01/26 ***RESOLVED*** by Cr Yallouris and Cr Cameron

That Upper Lachlan Shire Council undertake a preliminary investigation, and that the General Manager provide a preliminary report to Council, regarding future potential risks to Council should the Limerick Wind Farm and other active SSD being developed, with specific reference to:

- Responsibilities of Council to protect the value of land through planning controls
- Responsibilities of Council to investigate a public nuisance complaint or order abatement
- Responsibility of Council to commission scenic or landscape assessments
- Responsibility of Council to manage local traffic impacts arising from wind farm construction and operation

- Exposure of Council should ratepayers suffer property diminution due to inappropriate wind farm development affecting land values and amenity expectations

- CARRIED

REPORT

The Manager Governance has conducted a preliminary review of the matters raised in Resolution 77/26 (Notice of Motion) and has concluded that Council would need to engage the services of an external legal service provider to obtain a comprehensive legal advice. It is estimated that obtaining such legal advice could cost Council up to $10,000. Additionally, given the broad nature of the matters raised, it is highly likely that the legal advice would be generic in nature and may not definitively address the concerns of Councillors.

Notwithstanding this, the Manager Governance has made several observations which are summarised below. While these matters constitute genuine concerns regarding Council's risk exposure, a specific advice on the extent of such risk exposure cannot be provided at this time for the following reasons:

1. It is noted that the development process associated with the Limerick Wind Farm Development has not officially commenced. Therefore, the relevant facts that should inform an internal advice to Council are unavailable. However, if the development was to eventuate, it would be a State Significant Development (SSD) and be subject to the requirements prescribed in the SSD Guidelines. As a result, Council will have very limited control over the management of the issues raised in Resolution 77/26.

2. Regulatory responsibility for the development associated with these potential risks rest with the state of New South Wales, and not Council. Consequently, the mitigation and control of the associated risks or resolution of complaint are usually the responsibility of the regulator. Nonetheless, in instances where a complaint falls within Council's remit, and does not conflict with the SSD, Council would generally be able to investigate. However, the extent of Council's responsibility in such instances would depend on the specific facts. Therefore, in the absence of those facts, it will be risky to advise Council one way or the other.

3. Council's responsibility in relation to development that requires consent is primarily governed by the *Environmental Planning and Assessment Act 1979* (the Act). Section 4.15 of the Act, which is the key provision that relates to the matters raised in the resolution does not place responsibility for the protection of land value and property diminution on Council. It must be noted that in addition to development related matters, there are several other factors such as interest rate, economic condition and buyers' perception that may affect property value, and Council has no control over those factors.

4. Notwithstanding the status of a SSD, Council's statutory responsibilities remain unchanged, unless they are superseded by a SSD provision. A more extensive description of these responsibilities was provided to Council in the

Chief Executive Officer's response to the Notice of Motion on Limerick wind farm and other SSD – preliminary risk assessment on 21 May 2026.

POLICY IMPACT

No material policy impact has been identified as this stage.

OPTIONS

It is open to Council to consider the following options:

Option 1:
Engage an external legal service provider to provide Council with formal legal advice on the risk identified in Resolution 77/26. It is estimated that obtaining this legal advice would cost Council approximately $10,000 and be generic in nature without sufficient standing for Council to rely on it for future decisions.

If Council adopts this option, and the advice the is subsequently provided is generic, as expected, then Council may have to seek further legal advice at additional cost on a later date when more relevant and specific facts are available to enable the provision of a sound legal advice.

Option 2:
Delay the engagement of an external legal adviser until a Development Application is submitted by Limerick and the relevant information is available to put forward specific questions for which a legal advice is warranted.

This option will give Council more clarity as to what legal advice is required, provide the external legal adviser to be more specific in their advice, and potentially minimise Council's legal cost.

FINANCIAL IMPACT OF RECOMMENDATIONS

As indicated earlier, seeking external legal advice on this matter will cost approximately $10,000, which was not forecasted in Council's budget.

RECOMMENDATION That -

1. Council receive and note the report and consider the reports preliminary review and adopt option 2 in the report.

ATTACHMENTS

Nil

14 CHIEF EXECUTIVE OFFICER

The following items are submitted for consideration -

ITEM 14.1 **Expression of Interest for Lease of Cafe at the Visitor Information Centre Crookwell**

FILE REFERENCE **I26/192**

AUTHOR **Chief Executive Officer**

ISSUE

The purpose of the report is for Council to endorse the advertisement of an Expression of Interest for the lease of a Café situated at the Crookwell Visitor Information Centre.

RECOMMENDATION That Council -

1. Endorse the commencement of an Expression of Interest (EOI) process for the commercial lease of the café located within the Crookwell Visitor Information Centre, 208 Goulburn Street, Crookwell, with the EOI to be publicly advertised for a minimum period of 28 days.

2. Receive a further report following the EOI process for Council's consideration of the preferred respondent and proposed lease arrangements.

BACKGROUND

The Crookwell Visitor Information Centre, located at 208 Goulburn Street, Crookwell, is a newly constructed facility that includes a purpose-built café space. As the building is new, the café has not previously been leased or operated by a tenant.

Council management has determined that the Café is best operated by a private operator under a lease arrangement, rather than being run directly by Council. To identify a suitable tenant, it is proposed that Council call for an Expression of Interest (EOI) to lease the Café, ensuring the space is activated to support visitors and the local community while generating a commercial return for Council.

REPORT

It is proposed that an Expression of Interest (EOI) be advertised for a period of 28 days via Council’s website, local and surrounding media outlets and social media, seeking submissions from suitably experienced operators to lease the café located within the Crookwell Visitor Information Centre.

Lease Terms

It is anticipated that negotiated lease terms will be offered on a three-year fixed term with an option to renew for a further two years. The successful tenant will be required to trade seven days per week during summer and six days per week during winter, ensuring the café remains a reliable amenity for visitors and the local community year-round.

Fit-Out Facilities

The café space is fitted out with commercial kitchen equipment, including a range, shelving, ovens, cooktops, fridge and freezer. The tables and chairs will also be provided with the café space. The successful tenant will be responsible for supplying their own cooking equipment, crockery, cutlery, glassware and other operational items required to run the café.

Evaluation Criteria

Submissions received through the EOI process will be assessed against criteria including but not limited to:

- Relevant demonstrated years of experience in café/hospitality business operations;
- Proposed menu and service offering;
- Proposed hours and days of operation (meeting or exceeding the minimum trading requirements);
- Financial capacity, business model and proposed lease/rent terms;
- Accredited ABR business registered for GST;
- Meeting public liability, professional indemnity insurance and workers compensation insurance minimum accepted requirements of Council; and
- Ability to complement the visitor experience at the Visitor Information Centre.

Other Considerations

A commercial lease will be prepared with standard terms and conditions and will be subject to a weekly rent, to be negotiated as part of the EOI process based on EOI submissions received. There will be a requirement for a bond lodged equivalent to one month's lease rental of the Café in advance of commencing trading.

The lease arrangement is expected to generate ongoing rental income for Council while ensuring the café is actively operated to support the Visitor Information Centre and broader tourism outcomes for the Shire.

Legislative Considerations

The commercial lease of the café will be conducted in accordance with the Local Government Act 1993 (NSW) and the Crown Land Management Act 2016 (NSW), which govern the leasing of Crown Land managed by Council as community land.

The successful respondent will be required to hold all necessary licences, certifications and insurances relevant to the operation of a food and beverage business, prior to the commencement of the commercial lease.

FINANCIAL IMPACT OF RECOMMENDATIONS

The recommendation will have a positive financial impact on Council, generating rental income from the lease of the café.

Beyond the direct rental return, an operating café within the Visitor Information Centre is expected to enhance the visitor experience, encourage longer stays and repeat visitation, and support the broader tourism and economic activity of Crookwell and the Upper Lachlan Shire. There is no anticipated adverse impact on Councils budget because of the recommendation.

RECOMMENDATION That Council -

1. Endorse the commencement of an Expression of Interest (EOI) process for the commercial lease of the café located within the Crookwell Visitor Information Centre, 208 Goulburn Street, Crookwell, with the EOI to be publicly advertised for a minimum period of 28 days.

2. Receive a further report following the EOI process for Council's consideration of the preferred respondent and proposed lease arrangements.

ATTACHMENTS

Nil

ITEM 14.2 **Council Fuel Supply Update**

FILE REFERENCE **I26/196**

AUTHOR **Chief Executive Officer**

ISSUE

To provide Council with an update on current fuel supply conditions impacting operations and to outline how Upper Lachlan Shire Council's response aligns with broader local government sector experience.

RECOMMENDATION That -

1. Council receive and note the report as information.

BACKGROUND

At its Ordinary meeting of Council on 21 May 2026, Council resolved.

That Council receive at each meeting until the green waste service is resumed a brief update on fuel supply certainty and usage, and current thinking re the resumption of the service.

Accordingly, these matters have been incorporated into the existing Fuel Supply Update Report to avoid duplication and streamline Council reporting.

REPORT

Upper Lachlan Shire Council continues to work closely with the Country Mayors Association (CMA), Local Government NSW (LGNSW) and the Australian Local Government Association (ALGA) to advocate for improved fuel security and recognition of local government as an essential service sector during periods of supply disruption.

Through this collaborative advocacy, several common themes have emerged across regional councils.

Service Delivery Risk

- Potential disruption to waste collection, road maintenance and water/sewer services
- Increased vulnerability of regional areas reliant on bulk fuel deliveries

Financial Pressure

- Increased fuel costs due to supply constraints
- Exposure to spot purchasing and reduced contract certainty
- Escalating transport and material costs

Supply Chain Constraints

- Ongoing distribution challenges rather than an absolute shortage of fuel.
- Increased competition for available fuel across the agriculture, freight and emergency services sectors

Need for National Coordination

- Continued advocacy for councils to be recognised as essential service providers in fuel allocation frameworks

Proactive Measures

Council has developed a fuel shortage - operational business continuity plan and implemented several proactive operational controls.

Security Measures

- After-hours access to depot fuel bowsers suspended
- Pumps secured outside operational hours
- Increased monitoring of fuel usage and storage levels
- Reinforced site security (gates, access control, CCTV awareness)

Fuel usage prioritised for:

- Essential waste collection services
- Water and sewer operations
- Emergency response and essential infrastructure works

Fleet and Workforce Management

- Staff directed to ensure vehicles are fuelled during standard hours
- Reduction in non-essential travel
- Improved coordination of vehicle use across teams

Supply Chain Management

- Regular engagement with fuel suppliers regarding delivery schedules.
- Ongoing monitoring of fuel allocations and contingency planning

Council resolved at its Ordinary Meeting held on 16 April 2026 to temporarily pause the kerbside green waste (garden waste) collection service in order to conserve fuel reserves for the continuation of essential services. The final green waste collection prior to the temporary suspension occurred on 1 May 2026.

Recognising the continued volatility in fuel markets, Council also included an additional $266,200 expenditure allocation within the 2026/27 Budget to accommodate forecast increases in fuel costs and maintain operational service delivery during the first quarter of the financial year.

Current Status

Council's operations continue to be influenced by ongoing economic and geopolitical uncertainty associated with the conflict in the Middle East. These conditions continue to affect global supply chains, resulting in delays in the availability of some materials and ongoing uncertainty surrounding fuel markets.

While uncertainty remains regarding the timing and reliability of diesel deliveries to Council's Crookwell and Gunning depots, all scheduled deliveries have continued to be received in accordance with contractual arrangements and no deliveries have been missed.

During the most recent delivery cycle, Council received approximately 11,500 litres of diesel at the Crookwell Depot and 6,120 litres of diesel at the Gunning Depot.

These deliveries replenished fuel reserves at the Gunning Depot from approximately 2,000 litres to operational levels, while maintaining more than 19,000 litres of diesel in reserve at the Crookwell Depot.

The preservation of these fuel reserves reflects the effectiveness of Council's proactive management measures, including increased use of commercial fuel outlets for light fleet vehicles, carpooling, reduced non-essential travel and the temporary suspension of the kerbside green waste collection service.

Council's overall diesel consumption has also continued to decline and is expected to remain comparatively low throughout the winter period due to seasonal operating conditions and the nature of current works programs.

Based on current fuel reserves, reduced consumption trends and the continuation of reliable diesel deliveries, it is considered appropriate for Council to consider reinstating the kerbside green waste collection service.

A separate report addressing the proposed reinstatement of the service is included elsewhere within this Business Paper.

POLICY IMPACT

Nil

OPTIONS

Nil

FINANCIAL IMPACT

Council continues to experience increased operating costs associated with fuel across both its light and heavy fleet operations, including higher prices for bulk diesel and unleaded fuel.

Council has also agreed to meet fuel surcharge increases above contracted rates where appropriate for several suppliers and contractors, including:

- Plant hire contractors
- Bulk haulage contractors
- Waste collection contractors
- Gravel suppliers
- Freight providers.

These additional costs are monitored on an ongoing basis to ensure expenditure remains appropriately managed.

Council is also required to comply with the Fair Work Commission's *First Road Transport Contractual Chain Order*, which establishes legal obligations regarding the recovery of reasonable transport-related fuel costs. As a result, Council, together with other government agencies, is required to recognise legitimate increases in transport costs incurred by suppliers and contractors.

Further financial impacts remain possible following changes to the Commonwealth Government's fuel excise arrangements. The initial fuel excise relief concluded on 30 June 2026 and was replaced by a reduced level of relief from 1 July until 2 August 2026.

Council will continue to monitor the effect of these changes on fuel pricing and contractor costs and report any significant impacts through future budget monitoring processes.

RECOMMENDATION That -

1. Council receive and note the report as information.

ATTACHMENTS

Nil

16 REPORTS FROM OTHER COMMITTEES, SECTION 355 COMMITTEES AND DELEGATES

The following item is submitted for consideration -

ITEM 16.1 **Reports from Committees for the months of June and July**

RECOMMENDATION:

That Items - Minutes of Committee/Information listed below be received:

1. Collector Wind Farm Community Fund Committee – Minutes from meeting held 15 June 2026.
2. Taralga Wind Farm Community Fund Committee – Minutes from meeting held 15 June 2026.
3. Rye Park Wind Farm Community Fund Committee – Minutes from meeting held 15 June 2026.

ATTACHMENTS

1.⇩	Collector Wind Farm CF 2026/2027 - Minutes - Applications Meeting - 15 June 2026	Attachment
2.⇩	Taralga Wind Farm CF 2026/2027 - Minutes - Applications Meeting - 15 June 2026	Attachment
3.⇩	Rye Park Wind Farm CF 2026/2027 - Minutes - Applications Meeting - 16 June 2026	Attachment

MINUTES OF THE 2025/2026 COLLECTOR WIND FARM COMMUNITY FUND SEC 355 COMMUNITY COMMITTEE MEETING HELD ON MONDAY 15 JUNE 2026

PRESENT: Clr Paul Culhane (Mayor, Upper Lachlan Shire Council)
Ms Alex Waldron (Chief Executive Officer, Upper Lachlan Shire Council)
Ms Hilda Luong (Company Representative, Ratch-Australia)
Mr James McKay (Community Representative)
Ms Jacqueline Menyhart (Community Representative)

NON-VOTING: Ms Jane Ramsay (Executive Assistant, Environment and Planning)

1. WELCOME

The Mayor opened the meeting at 2.10pm.

2. APOLOGIES

Nil.

3. DECLARATIONS OF INTEREST

Hilda Luong declared her significant interest in the Collector Wind Farm Community Trust's application, electing to make a declaration, stay in the Chamber, participate in the debate, but not vote.
Jacqueline Menyhart declared her significant interest in Collector Public School P&C's application, electing to make a declaration, not to participate in the debate, leave the Chamber upon making the declaration, and not return until the matters were resolved.
James McKay declared his non-significant interests in both the Collector Community Association's application and Gunning District Landcare's application, electing to make a declaration, stay in the Chamber, participate in the debate, and vote.
James McKay declared his significant interest in the Collector Tennis Club Inc's application, electing to make a declaration, not to participate in the debate, leave the Chamber upon making the declaration, and not return until the matters were resolved.

MINUTES OF THE 2025/2026 COLLECTOR WIND FARM COMMUNITY FUND SEC 355 COMMUNITY COMMITTEE MEETING HELD ON MONDAY 15 JUNE 2026

4. PRIORITISATION OF PROJECT SUBMISSIONS FOR 2026/2027 – FUNDING $323,408.10

4.1 RECOMMENDED: The projects listed below be awarded funds as follows:

Moved: Paul Culhane **Seconded:** Alex Waldron

	PROJECT	AMOUNT
1	Collector Public School P&C *Collector Public School Tennis Lessons – Term 4*	$2,000.00
2	Collector Public School P&C *Collector and Breadalbane Primary Schools' Camp 2026*	$4,029.60
3	Collector Memorial Hal *Lest We Forget*	$84,000.00
4	Collector Wind Farm Community Trust * *Balance of Remaining Funds*	$100,000.00
5	Gunning District Landcare ** *Vegetation Stepping Stone Enclosure Pilot Project*	$12,577.00
6	Collector Tennis Club Incorporated *** *Establishment of the Collector Tennis Facility*	$17,000.00
	TOTAL	**$219,606.60**

* Project awarded part funding of the remaining funds to enable the Community Fund to carry over funds which may enable larger quoted projects to be funded to completion in the next round

** Project awarded funding subject to confirmation of landowner participation, acknowledging acquittal is dependant upon seasonal planting

*** Project awarded part funding for Stage 1 subject to conditions which will be outlined in the Funding Agreement

5. GENERAL BUSINESS

Unsuccessful applicants will be provided with feedback on their applications.

The remaining funds totalling $103,801.50 will be rolled over to the 2027/2028 funding round.

Meeting closed at 3.15pm.

MINUTES OF THE 2026/2027 TARALGA WIND FARM COMMUNITY FUND SEC 355 COMMUNITY COMMITTEE MEETING HELD ON MONDAY 15 JUNE 2026

PRESENT: Clr Paul Culhane (Mayor, Upper Lachlan Shire Council)
Ms Alex Waldron (Chief Executive Officer, Upper Lachlan Shire Council)
Mr Lachlan Sturt (Company Representative, PacificBlue)
Mr Craig Croker (Community Representative)
Mr Brian Corby (Community Representative)

NON-VOTING: Ms Jane Ramsay (Executive Assistant, Environment and Planning)

1. WELCOME

The Mayor opened the meeting at 3.30pm.

2. APOLOGIES

Nil.

3. DECLARATIONS OF INTEREST

Brian Corby declared his non-significant interest in Taralga Golf Club's application, electing to make a declaration, stay in the Chamber, participate in the debate, and vote.

4. PRIORITISATION OF PROJECT SUBMISSIONS FOR 2026/2027 – FUNDING $194,262.06

4.1 RECOMMENDED: The projects listed below be awarded funds as follows:

Moved: Paul Culhane **Seconded:** Craig Croker

	PROJECT	AMOUNT
1	Taralga Showground Association Incorporated *Taralga Showground Drainage Upgrade*	$28,392.63
2	Taralga Showground Association Incorporated *Taralga Showground Electrical Upgrade*	$22,951.95
3	Taralga Showground Association Incorporated *Taralga Showground Internal Road Upgrade*	$29,862.80
4	Crookwell Junior Cricket Association * *Taralga Sports Club Multi-use Cricket Training Nets*	$40,000.00
5	Taralga Golf Club Inc. *Installation of "off grid" solar system for Taralga Sands Golf Club*	$11,000.00
6	Taralga Sports Club *Solar Battery Installation*	$34,954.00
TOTAL		**$167,161.38**

* Funding approved pending confirmation of stage 2 funding approval.

MINUTES OF THE 2026/2027 TARALGA WIND FARM COMMUNITY FUND SEC 355 COMMUNITY COMMITTEE MEETING HELD ON MONDAY 15 JUNE 2026

5. GENERAL BUSINESS

Unsuccessful applicants will be provided with feedback on their applications.

The remaining funds totalling $27,100.68 will be rolled over to the 2027/2028 funding round. The increase in the funding amount may enable larger quoted projects to be funded to completion.

The meeting closed at 4.15pm.

MINUTES OF THE 2026/2027 RYE PARK WIND FARM COMMUNITY FUND SEC 355 COMMUNITY COMMITTEE MEETING HELD ON TUESDAY 16 JUNE 2026

PRESENT: Clr Paul Culhane (Mayor, Upper Lachlan Shire Council)
Ms Alex Waldron (Chief Executive Officer, Upper Lachlan Shire Council)
Ms Federica Frew (Company Representative, Tilt Renewables)
Mr Rodney Barnes (Community Representative)
MAJ Daryl Johnson (Community Representative)

NON-VOTING: Ms Jane Ramsay (Executive Assistant, Environment and Planning)

1. WELCOME

The Mayor opened the meeting at 3.30pm.

2. APOLOGIES

Nil.

3. DECLARATIONS OF INTEREST

Nil.

4. PRIORITISATION OF PROJECT SUBMISSIONS FOR 2026/2027 – FUNDING $46,403.91

4.1 RECOMMENDED: The projects listed below be awarded funds as follows:

Moved: Rodney Barnes **Seconded:** Daryl Johnson

	PROJECT	**AMOUNT**
1	Yass Valley Hilltops Trail Riders Club *Community Adult Rider Skills and Safety Camp*	$5,000.00
2	Gunning PA&I Society Dalton Bush Gymkhana Subcommittee *Grandstand for Dalton Bush Gymkhana and Dalton Showground*	$10,000.00
3	Broadway Rural Fire Brigade *Broadway Fire Brigade Training/Meeting Facility*	$28,200.00
	TOTAL	**$43,200.00**

MINUTES OF THE 2026/2027 RYE PARK WIND FARM COMMUNITY FUND SEC 355 COMMUNITY COMMITTEE MEETING HELD ON TUESDAY 16 JUNE 2026

5. GENERAL BUSINESS

There were no unsuccessful applicants.

The remaining funds totalling $3,203.91 will be rolled over to the 2027/2028 funding round.

It was noted as at the date of the meeting that:

- Tilt Renewables was invoiced $44,000.00 upon commencement of operations (invoice 19459 dated 11 September 2024);
- Tilt Renewables was invoiced $58,184.21 (invoice 20043 dated 12 November 2025) and required reissuing to Rye Park Renewable Energy Pty Ltd as a Trustee for Rye Park Wind Farm Trust;
- Rye Park Renewable Energy Pty Ltd as a Trustee for Rye Park Wind Farm Trust was invoiced $58,184.21 (invoice 20043 dated 16 June 2026) and payment will be made by 30 June 2026 (reissue of above);
- Rye Park Renewable Energy Pty Ltd as a Trustee for Rye Park Wind Farm Trust will be issued a further invoice in FY2026/2027;
- the Rye Park Wind Farm Community Fund will have additional funding for the 2027/2028 funding round (covering payments due in 2025 and 2026, as yet to be paid).

The meeting closed at 4.00pm.

17 NOTICES OF MOTION

The following item is submitted for consideration -

ITEM 17.1 Notice of Motion - Green Waste Collection Service and Waste Review

I, Councillor Paul Culhane hereby give notice that at the next Ordinary Meeting of Council I will move the following motion:-

1. That ULSC reinstate the Green waste collection service from 1 September 2026 with an annual pause from 1 June to 31 August;
2. All waste services be examined once the waste review has been finalised, including but not limited elements like whether green waste should be limited to urban areas and whether accessibility to transfer stations in some rural localities such as Bigga can be extended.

BACKGROUND

ULSC paused green waste collection in response to fuel supply uncertainty and in order to ensure reserves where adequate for essential services. With the rebuilding of federal government fuel stockpiles and the decline in localized shortages we now have the confidence to reinstate the service under the terms originally intended and approved.

The CEO has further reported that fuel efficiency measures have been successfully implemented across USLC and this is to be commended.

Waste is one of the most significant issues for Local and State Governments with things like FOGO on the horizon and hence the waste review will be a crucial information document to allow Council to review its existing policies across all waste services.

CHIEF EXECUTIVE OFFICER'S COMMENT

With respect to the matters raised in the Notice of Motion the following comments are provided;

1. Domestic Kerbside Green Waste Collection
   A detailed Officers report regarding the kerbside green waste collection is contained within the Environment and Planning section of this business paper.
2. Waste Strategy
   Council operates within a dynamic policy environment, a geographically dispersed service area and a community that relies on a mix of kerbside, transfer station, and rural access arrangements. These factors create unique challenges regarding services, infrastructure planning, cost recovery and long-term sustainability.

The strategy will pay particular attention to the true cost of current operations, the performance of existing collection and transfer systems and the implications of future population and waste generation trends. It will also consider the operational pressures faced by Council's staff, the condition and capability of the six waste sites with the outcomes to be realistic to implement within Council's available resources.

3. Transfer Station operating days / hours

Council currently operates five manned transfer stations all of which have differing hours of operations, as outlined in the below table;

Transfer station	Operational days / hours
Crookwell (Population approx.:2,686)	Friday / Saturday / Sunday / Monday 10am – 4pm
Gunning (Population approx.:820)	Wednesday / Saturday / Sunday 10am – 4pm
Taralga (Population approx.:403)	Thursday / Saturday / Sunday 10am – 4pm
Collector (Population approx.:376)	Sunday 10am – 4pm
Bigga (Population approx.:268)	Sunday 10am – 4pm

*Note: The Tuena transfer station is unmanned with residents provided with key access.

The determination of the operating days and hours for Council's Waste Transfer Stations is a policy decision for Council. Any changes should be informed by objective evidence and balanced against a range of considerations, including community accessibility and convenience, operational efficiency, financial sustainability, environmental outcomes and the safe delivery of services.

As part of the 2023 Special Rate Variation process, Council commissioned an independent Financial Sustainability Review undertaken by AEC. The review recommended that Council continue to examine the range and level of services it provides to ensure long-term financial sustainability. These recommendations were designed to strengthen Council's financial position over the short, medium and long term.

Any increase in the operating days or hours of Waste Transfer Stations would result in additional recurrent operating costs, including staffing, plant, utilities and associated overheads. Unless offset through efficiencies or alternative funding sources, these costs would ultimately need to be recovered through increased revenue or absorbed within Council's existing operational budget.

Should Council wish to further investigate changes to transfer station operating hours, one option would be to undertake a time-limited trial. This would enable Council to assess actual community utilisation, operational impacts, customer demand, staffing requirements and financial implications before making a long-term policy decision. The findings of any trial could then be reported back to Council as part of the broader waste strategy/ review to support an informed decision.

ATTACHMENTS
Nil

18 QUESTIONS WITH NOTICE

There were no items submitted for this section at the time the Agenda was compiled.

Chief Executive Officer's Statement

Confidentiality

Councillors and staff are reminded of their obligations in respect to the need for confidentiality and not disclose or otherwise misuse the information which is about to be discussed, failure to do so could result in a reference to the Pecuniary Interest and Disciplinary Tribunal and/or result in a prosecution in accordance with Sec. 664 of the Act for which the maximum penalty is $5,500.

CONFIDENTIAL SESSION

Section 10A(2) of the Local Government Act, 1993 provides that Council may, by resolution, close to the public so much of its meeting as comprises the receipt or discussion of matters as listed in that section, or for any matter that arises during the course of business during the meeting that should be treated as confidential in accordance with Section 10(2) of the Act.

Council's Agenda for this meeting contains reports that meet the criteria specified in Section 10A(2) of the Act. To consider these reports in confidential session, Council can adopt the following recommendation:

RECOMMENDATION

That, in accordance with Section 10A(2) of the Local Government Act, 1993, the Public and the Press be excluded from the meeting to enable Council to determine Items 19.1 and19.2 in confidential session for the reasons indicated:

Item 19.1 Crookwell & District Art Gallery Complaint Outcome

This report is considered to be confidential in accordance with Section 10A(2a) of the Local Government Act, 1993, as it relates to personnel matters concerning particular individuals.

Item 19.2 Crookwell VIC power supply

This report is considered to be confidential in accordance with Section 10A(2c) of the Local Government Act, 1993, as it relates to information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business.

This report is considered to be confidential in accordance with Section 10A(2d(i)) of the Local Government Act, 1993, as it relates to commercial information of a confidential nature that would, if disclosed, prejudice the commercial position of the person who supplied it.

This report is considered to be confidential in accordance with Section 10A(2d(ii)) of the Local Government Act, 1993, as it relates to commercial information of a confidential nature that would, if disclosed, confer a commercial advantage on a competitor of the council.

19 CONFIDENTIAL SESSION

The following items are submitted for consideration -

19.1 Crookwell & District Art Gallery Complaint Outcome

19.2 Crookwell VIC power supply