



BUSINESS PAPER

ORDINARY MEETING

Thursday 9 May 2024

1.30PM

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

2 May 2024

Councillors

Dear Members

Ordinary Meeting of Council

Notice is hereby given that the next Ordinary Meeting of Council will take place on **Thursday 9 May 2024** in the **Council Chambers** commencing at **1.30PM**.

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.”

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

Matter giving rise to pecuniary interest¹

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

[Tick or cross one box]

Current zone/planning control

Proposed change of zone/planning control

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

Appreciable financial gain

Appreciable financial loss

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

Councillor's Signature:

Date:

UPPER LACHLAN SHIRE COUNCIL

COUNCILLORS DISCLOSURE OF A NON-PECUNIARY INTEREST

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

To the 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 -

5.1 Minutes of the Ordinary Meeting of Council of 18 April 2024	12
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UPPER LACHLAN SHIRE COUNCIL
MINUTES OF THE
ORDINARY MEETING OF COUNCIL
HELD IN THE COUNCIL CHAMBERS
ON 18 APRIL 2024

PRESENT: Mayor P Kensit (Chairperson), Cr P Culhane, Cr J Marshall, Cr M McDonald, Cr N McDonald, Cr J Searl, Cr S Reynolds, Cr L Woodbridge, Ms A Waldron (Chief Executive Officer), Mr A Croke (Director Finance and Administration), Mr L Kruger (Director of Infrastructure), Mr S Arkinstall (Director of Environment & Planning) and Mrs K McCarthy (Executive Assistant)

WEBLINK: Cr M McDonald

THE MAYOR DECLARED THE MEETING OPEN AT 13:31pm

SECTION 1: NOTICE OF WEBCASTING/AUDIO RECORDING OF MEETING

An acknowledgement of Country was read to the meeting by the Mayor.

Mayor Kensit welcomed the public gallery today.

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

Noted Deputy Mayor Mandy McDonald was joining via weblink.

SECTION 2: APOLOGIES & LEAVE OF ABSENCE

Apology was received by Cr D O'Brien

40/24 **RESOLVED** by Cr Searl and Cr N McDonald that the apologies be received and a leave of absence granted.

- CARRIED

Councillors who voted for:- Crs P Culhane, P Kensit, J Marshall, M McDonald, N McDonald, S Reynolds, J Searl and L Woodbridge

Councillors who voted against:- Nil

A minutes silence was observed for the passing of Former Crookwell Shire Councillor Eric Hurn and those who lost their lives in the recent tragedy at Bondi Junction.

UPPER LACHLAN SHIRE COUNCIL
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SECTION 3: CITIZENSHIP CEREMONY

Nil

SECTION 4: DECLARATIONS OF INTEREST

Nil

Mayor Kensit made mention Brian White receiving the Ambulance Service medal for his distinguished service to NSW Ambulance from Governor General David Hurley.

Cr J Marshall, noted caring agencies available in the Shire.

SECTION 5: CONFIRMATION OF MINUTES

ITEM 5.1 **RESOLVED** by Cr Searl and Cr Reynolds

41/24

That the minutes of the Ordinary Council Meeting held on 21 March 2024 be adopted.

- CARRIED

Councillors who voted for:- Crs P Kensit, M McDonald, P Culhane, J Marshall, N McDonald, S Reynolds, J Searl and L Woodbridge

Councillors who voted against:- Nil

SECTION 6: MAYORAL MINUTES

ITEM 6.1 **MAYORAL MINUTE**

42/24

RESOLVED by Cr Searl and Mayor Kensit

1. That Council receive and note the activities attended by the Mayor and Deputy Mayor for March and April 2024.

- CARRIED

Councillors who voted for:- Crs P Kensit, M McDonald, P Culhane, J Marshall, N McDonald, S Reynolds, J Searl and L Woodbridge

Councillors who voted against:- Nil

UPPER LACHLAN SHIRE COUNCIL
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SECTION 7: PRESENTATIONS TO COUNCIL/PUBLIC

Nil

SECTION 8: CORRESPONDENCE

Nil

SECTION 9: LATE CORRESPONDENCE

Nil

ITEM 11.3 – GOULBURN STREET CROOKWELL - TREE REPLACEMENT

Cr N McDonald and Cr Searl moved that Item 11.3 – Goulburn Street Crookwell – Tree Replacement report be moved forward in the meeting agenda order of business.

On being put to the meeting the motion was carried.

43/24

RESOLVED by Cr N McDonald and Cr Searl that

1. Item 11.3 – Goulburn Street Crookwell – Tree Replacement report be moved forward in the meeting agenda order of business.

- CARRIED

Councillors who voted for:-

Crs P Kensit, J Marshall, M McDonald, N McDonald, P Culhane, , S Reynolds, J Searl and L Woodbridge

Councillors who voted against:-

Nil

UPPER LACHLAN SHIRE COUNCIL
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ITEM 11.3 GOULBURN STREET CROOKWELL - TREE REPLACEMENT

STAFF RECOMMENDATION by Cr Woodbridge and Cr Reynolds

1. Council nominate the Tulip Tree as the tree species to be planted in the main street precinct of Goulburn Street, Crookwell.
2. The number of street trees to be replanted are reduced from ten to eight trees.

An Amendment was moved by Cr Searl and Cr Woodbridge – that

1. Council nominate that Japanese Elm as the tree species to be planted in the main street precinct of Goulburn Street, Crookwell.

On being put to the meeting the Amendment was carried therefore becoming the new Motion.

ITEM 11.3 GOULBURN STREET CROOKWELL - TREE REPLACEMENT

44/24

RESOLVED by Cr Woodbridge and Cr Reynolds

1. Council nominate that Japanese Elm as the tree species to be planted in the main street precinct of Goulburn Street, Crookwell.
2. The number of street trees to be replanted are reduced from ten to eight trees.

Councillors who voted for:-

Crs P Kensit, M McDonald, N McDonald, P Culhane, S Reynolds, J Searl and L Woodbridge

Councillors who voted against:-

Cr J Marshall

UPPER LACHLAN SHIRE COUNCIL
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SECTION 10: INFORMATION ONLY

ITEM 10.1 DEVELOPMENT STATISTICS REPORT

45/24

RESOLVED by Cr Searl and Cr Woodbridge

1. Council receives and notes the report as information.

- CARRIED

Councillors who voted for:- Crs P Kensit, M McDonald, P Culhane, J Marshall, N McDonald, S Reynolds, J Searl and L Woodbridge

Councillors who voted against:- Nil

ITEM 10.2-10.6 INFORMATION ONLY ITEMS

46/24

RESOLVED by Cr Searl and Cr Woodbridge

1. Council receive and note Items 10.2 – 10.6 the report as information.

- CARRIED

Councillors who voted for:- Crs P Kensit, M McDonald, P Culhane, J Marshall, N McDonald, S Reynolds, J Searl and L Woodbridge

Councillors who voted against:- Nil

UPPER LACHLAN SHIRE COUNCIL
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REPORTS FROM STAFF AND STANDING COMMITTEES

SECTION 11: ENVIRONMENT AND PLANNING

ITEM 11.1 UPPER LACHLAN SHIRE COUNCIL INTEGRATED WATER CYCLE MANAGEMENT STRATEGY ISSUE PAPER

47/24 **RESOLVED** by Cr Searl and Cr Reynolds

1. Council contribute 50% of the cost variation to allow finalisation of the Integrated Water Cycle Management (IWCM) Strategy. Council Water Fund and Sewer Fund will fund a total cost from Council reserves of \$230,000 split across both funds equally to match with available grant funding.

- CARRIED

Councillors who voted for:- Crs P Kensit, M McDonald, P Culhane, J Marshall, N McDonald, S Reynolds, J Searl and L Woodbridge

Councillors who voted against:- Nil

ITEM 11.2 UPPER LACHLAN HOUSING STRATEGY AND DEVELOPMENT CONTROL PLAN REVIEW

48/24 **RESOLVED** by Cr Searl and Cr Woodbridge

1. That the funds allocated towards the completion of the Master Plans for the Crookwell, Gunning and Taralga communities be redirected to enable the development of a Local Housing Strategy and the review of the current Development Control Plan.
2. That the unused wage component associated with the current vacant Strategic Planner position be allocated towards a consultant for development of a Local Housing Strategy and the review of the current Development Control Plan.

- CARRIED

Councillors who voted for:- Crs P Kensit, M McDonald, P Culhane, J Marshall, N McDonald, J Searl and L Woodbridge

Councillors who voted against:- Cr S Reynolds

UPPER LACHLAN SHIRE COUNCIL
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ITEM 11.3 GOULBURN STREET CROOKWELL - TREE REPLACEMENT

Addressed earlier in the meeting.

ITEM 11.4 ULSC NATURE STRIP AND TREES POLICY

49/24

RESOLVED by Cr Searl and Cr Reynolds

1. Council adopt the Nature Strip and Trees Policy incorporating the listed changes resulting from the public consultation process.

- CARRIED

Councillors who voted for:- Crs P Kensit, M McDonald, P
Culhane, J Marshall, N
McDonald, S Reynolds and J
Searl

Councillors who voted against:- Cr L Woodbridge

<https://upperlachlan.nsw.gov.au/wp-content/uploads/2022/11/Nature-Strips-and-Trees-Policy-Date-Adopted-18-April-2024-Resolution-49-24-Review-2027.pdf>

SECTION 12: INFRASTRUCTURE DEPARTMENT

Nil

SECTION 13: FINANCE AND ADMINISTRATION

ITEM 13.1 REVIEW OF WORK HEALTH AND SAFETY POLICY

50/24

RESOLVED by Cr Searl and Cr Reynolds

1. Council adopts the Work Health and Safety Policy.

- CARRIED

Councillors who voted for:- Crs P Kensit, M McDonald, P
Culhane, J Marshall, N
McDonald, S Reynolds, J Searl
and L Woodbridge

Councillors who voted against:- Nil

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<https://upperlachlan.nsw.gov.au/wp-content/uploads/2022/11/Workplace-Health-Safety-WHS-Policy-Date-adopted-18-April-2024-Resolution-50-24-Review-2027.pdf>

ITEM 13.2 INTEGRATED PLANNING AND REPORTING - ADOPTION OF DRAFT PLANS FOR PUBLIC EXHIBITION

51/24 RESOLVED by Cr Searl and Cr Woodbridge

1. Council, in accordance Sections 403-406, of the Local Government Act 1993, and Sections 8A-8C, of the Local Government Act 1993, place on public exhibition the following suite of draft plans:-

- Operational Plan 2024/2025;
- Delivery Program 2024/2025 – 2027/2028;
- Resource Strategy documents including:-
 - Long Term Financial Plan 2024 – 2033;
 - Infrastructure Plan 2024 – 2033;
 - Workforce Plan 2024/2025 – 2027/2028.

The public exhibition period commences Monday, 22 April 2024 to Friday, 24 May 2024 inclusive, with copies of each plan available for viewing at Council administration offices and libraries, on Council's website and a link is provided to Council's Facebook Page.

- CARRIED

Councillors who voted for:- Crs P Kensit, M McDonald, P Culhane, J Marshall, N McDonald, S Reynolds, J Searl and L Woodbridge

Councillors who voted against:- Nil

UPPER LACHLAN SHIRE COUNCIL
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ITEM 13.3 **REVIEW OF PUBLIC INTEREST DISCLOSURES POLICY**
52/24 **RESOLVED** by Cr Searl and Cr Woodbridge

1. Council adopts the reviewed Public Interest Disclosures Policy.

- CARRIED

Councillors who voted for:- Crs P Kensit, M McDonald, P
Culhane, J Marshall, N
McDonald, S Reynolds, J Searl
and L Woodbridge

Councillors who voted against:- Nil

<https://upperlachlan.nsw.gov.au/wp-content/uploads/2022/11/Public-Interest-Disclosures-Policy-Adopted-18-April-2024-Resolution-52-24-Review-2027.pdf>

<https://upperlachlan.nsw.gov.au/wp-content/uploads/2022/11/Public-Interest-Disclosures-Procedure-18-April-2024.pdf>

SECTION 14: CHIEF EXECUTIVE OFFICER

Nil

SECTION 15: LATE REPORTS

Nil

UPPER LACHLAN SHIRE COUNCIL
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**SECTION 16: REPORTS FROM OTHER COMMITTEES, SECTION 355
COMMITTEES AND DELEGATES**

**ITEM 16.1 REPORTS FROM COMMITTEES FOR THE MONTHS OF APRIL
2024**

53/24 RESOLVED by Cr Searl and Cr Woodbridge

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

1. Crookwell District Art Gallery – Minutes from meeting held 22 February 2024
2. Collector Oval Meeting – Minutes from meeting held 19 March 2024

- CARRIED

Councillors who voted for:- Crs P Kensit, M McDonald, P
Culhane, J Marshall, N
McDonald, S Reynolds, J Searl
and L Woodbridge

Councillors who voted against:- Nil

SECTION 17: NOTICES OF MOTION

Nil

SECTION 18: QUESTIONS WITH NOTICE

Nil

UPPER LACHLAN SHIRE COUNCIL
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CLOSED COUNCIL ITEMS

In accordance with the Local Government Act 1993 and the Local Government (General) Regulation 2021, in the opinion of the Chief Executive Officer, 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:*

54/24

RESOLVED by Cr Searl and Cr Woodbridge

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 (2b) 10A (2f) 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 Kensit, M McDonald, P Culhane, J Marshall, N McDonald, S Reynolds, J Searl and L Woodbridge

Councillors who voted against:- Nil

Council closed its meeting at 3:12pm and the public, staff and press left the chambers and live streaming ceased.

UPPER LACHLAN SHIRE COUNCIL
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55/24

RESOLVED by Cr Searl and Cr Woodbridge

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

- CARRIED

Councillors who voted for:- Crs P Kensit, M McDonald, P Culhane, J Marshall, N McDonald, S Reynolds, J Searl and L Woodbridge

Councillors who voted against:- Nil

Open Council resumed at 3:54pm 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.

UPPER LACHLAN SHIRE COUNCIL
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SECTION 19: CONFIDENTIAL SESSION

**ITEM 19.1 HARSHIP REQUEST FOR REBATE OF WATER REUSE -
TARALGA AND DISTRICT SHOWGROUND AND RECREATIONAL
CO-OPERATIVE LTD**

56/24 RESOLVED by Cr Searl and Cr McDonald

1. Council approve a write-off of \$5,297.58 being 50% of the balance owing for water use charges on Assessment Number 4305, at 1A Walsh Street Taralga, for the Taralga and District Showground and Co-Operative Ltd.
2. The Taralga and District Showground and Co-Operative Ltd if unable to pay the water use outstanding balance in full is to enter into a payment arrangement with Council
3. Council write to inform the Taralga and District Showground and Co-Operative Ltd of this decision.

- CARRIED

Councillors who voted for:- Crs P Kensit, M McDonald, P
Culhane, J Marshall, N
McDonald, S Reynolds, J Searl
and L Woodbridge

Councillors who voted against:- Nil

UPPER LACHLAN SHIRE COUNCIL
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ITEM 19.2 **REQUEST TO RETURN LAND - TARALGA AND DISTRICT SHOWGROUND AND RECREATIONAL CO-OPERATIVE LTD**
STAFF RECOMMENDATION by Cr Searl and Cr Woodbridge

1. Council consider returning Lot 860 DP 1106311 and Lot 86 and 87 DP 11054434 back to the Taralga and District Showground and Recreational Co-operative Ltd at the original purchase cost of \$31,250.00 plus all associated legal costs.
2. The sale of Lot 860 DP 1106311 and Lot 86 and 87 DP 11054434 back to the Taralga and District Showground and Recreational Co-operative Ltd will be subject to Council being provided unrestricted access to all of Council's assets.
3. The access shall be provided to Council's assets from both Walsh and Pound Streets through the creation of the appropriate easements. The Taralga and District Showground and Recreational Co-operative Ltd shall be responsible for the creation of the easements prior to the sale of the land and this shall occur at no cost to Council.

An Amendment was moved by Cr Searl and Cr Woodbridge that –

1. Item 19.2 Request to return land - Taralga and District Showground and Recreational Co-Operative Ltd be deferred to request additional information for Council.

On being put to the meeting the Amendment was carried and became the Motion.

57/24

RESOLVED Cr Searl and Cr Woodbridge that –

1. Item 19.2 Request to return land - Taralga and District Showground and Recreational Co-Operative Ltd be deferred to request additional information for Council.

- CARRIED

Councillors who voted for:-

Crs P Kensit, M McDonald, P Culhane, J Marshall, N McDonald, S Reynolds, J Searl and L Woodbridge

Councillors who voted against:-

Nil

UPPER LACHLAN SHIRE COUNCIL
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THE MEETING CLOSED AT 15:56pm

Minutes confirmed 9 MAY 2024

.....
Mayor

6 MAYORAL MINUTES

The following item is submitted for consideration -

6.1	Mayoral Minute	28
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Mayoral Minutes - 9 May 2024

ITEM 6.1 **Mayoral Minute**

FILE REFERENCE I24/113

April 2024

- 3 April 2024 Meeting with Transgrid and CEO
Meeting with CEO
- 8 April 2024 Meeting with Constituent
Meeting with CEO
Meeting with Minister for Local Government
The Hon Ron Hoenig MP and CEO
- 10 April 2024 Attended Funeral of Eric Hurn on behalf of ULSC
Meeting with Acting CEO
- 11 April 2024 Radio – ABC Orange
Vintage Motorbike Gathering for Heritage Rail with Cr Searl
Meeting – Cr Searl and Cr Culhane
- 16 April 2024 Meeting with Acting CEO
- 18 April 2024 Ordinary Council Meeting
- 19 April 2024 Meeting on site at Taralga with Constituents re Transgrid
- 22 April 2024 Meeting with CEO
- 23 April 2024 Country Mayors Virtual Presentation
- 24 April 2024 Official opening of Coleman Park with The Hon, Bob Nanva
Economic Development S355 Committee meeting
- 25 April 2024 ANZAC Day Services – Crookwell and Grabben Gullen
- 29 April 2024 Meeting with CEO
- 30 April 2024 Councillor workshop

May 2024

- 1 May 2024 Meeting with Commbank Regional Manager and CEO
Meeting with CEO
- 2 May 2024 Out and About – Gunning

Mayoral Minutes

MAYORAL MINUTE cont'd

Canberra – Cr Nathan McDonald - AFAC National Memorial Service

6 May 2024 Meeting with CEO
Collector Windfarm Committee Meeting (Gunning)
Tourism & Event S355 Committee meeting

8 May 2024 Meeting with CEO

9 May 2024 Council meeting

8 CORRESPONDENCE

The following item is submitted for consideration -

8.1	Correspondence for the month of May 2024	32
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Correspondence - 9 May 2024

ITEM 8.1

Correspondence for the month of May 2024

RECOMMENDATION:

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

1. Office of Local Government – Circular 24-04 – Local Government Elections webpage launched on the Office of Local Government website.
2. Office of Local Government – Circular 24-05 – Information about Rating 2024/25.

ATTACHMENTS

1. ↓	Office of Local Government - Circular 24-04 - New Local Government elections webpage launched on the Office of Local Government's website	Attachment
2. ↓	Office of Local Government - Circular 24-05 - Information about Rating 24-25	Attachment



Office of
Local Government

Circular to Councils

Circular Details	24-04 / 18 April 2024 / A885507
Previous Circular	
Who should read this	Councillors / General Managers / All council staff
Contact	Council Governance Team / 02 4428 4100 / olg@olg.nsw.gov.au
Action required	Councils to Implement

New local government elections webpage launched on the Office of Local Government's website

What's new or changing

- Local Government elections will be held on **14 September 2024**.
- The Office of Local Government (OLG) has launched a dedicated webpage to provide information and resources for candidates, councils, and councillors in the lead up to the elections and following the elections.
- New information and resources will be progressively published on the website over the coming months.
- As a first step, OLG has published a Pre-Election Guide for councils on the new webpage.
- The Pre-Election Guide has been prepared to inform councils about key tasks that need to be completed prior to the elections and the rules, restrictions and other considerations that apply to the way councils exercise their functions in the lead up to the elections.

What this will mean for your council

- The Pre-Election Guide for councils provides guidance on the following:
 - the preparation and confirmation of non-residential rolls
 - information for candidates
 - the use of council resources for election purposes
 - staff political activities in the lead up to the elections
 - council publications during the "regulated period" in the 40 days prior to the election
 - attendance by the mayor and councillors at council and community events prior to the election
 - media comment by the mayor and councillors prior to the election
 - caretaker restrictions in the 4 weeks preceding election day
 - planning for the first council meeting following the election
 - delegations to the general manager during the election period.

Office of Local Government
5 O'Keefe Avenue NOWRA NSW 2541
Locked Bag 3015 NOWRA NSW 2541
T 02 4428 4100 F 02 4428 4199 TTY 02 4428 4209
E olg@olg.nsw.gov.au W www.olg.nsw.gov.au ABN 20 770 707 468

Where to go for further information

- The dedicated Local Government elections webpage is available [here](#).
- The Pre-Election Guide for councils is available [here](#).
- For further information, contact the Council Governance Team on 4428 4100 or olg@olg.nsw.gov.au.

Brett Whitworth
Deputy Secretary, Local Government

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Office of
Local Government

Circular to Councils

Circular Details	24-05 / 19 April 2024 / A894200
Previous Circular	23/02 – Information about Rating 2024-25
Who should read this	Councillors / General Managers / Council staff
Contact	Performance Team / (02) 4428 4100 / olg@olg.nsw.gov.au
Action required	Information / Council to Implement

Subject

Information about rating 2024-25

What's new or changing

- Maximum boarding house tariffs for 2024-25 have been determined.
- Maximum interest rate payable on overdue rates and charges for 2024-25 has been determined.
- Section 603 Certificate fee for 2024-25 has been determined.
- Statutory limit on the maximum amount of minimum rates for 2024-25 has been determined

What this will mean for your council

Councils should incorporate these determinations into their 2024-25 rating structures, Operational Plan and Revenue Policy.

Key points

Boarding House Tariffs

In accordance with section 516 of the *Local Government Act 1993* (the Act), it has been determined that for the purpose of the definition of 'boarding house' and 'lodging house', the maximum tariffs, excluding GST, that a boarding house or lodging house may charge tariff-paying occupants are:

- Where full board and lodging is provided:
\$453 per week for single accommodation; or
\$747 per week for a family or shared accommodation
- Where less than full board or lodging is provided:
\$305 per week for single accommodation; or
\$502 per week for family or shared accommodation

Notice giving effect to these decisions has been published in the NSW Government Gazette (Government Gazette No 140 – 19 April 2024).

Maximum Interest Rate on Overdue Rates and Charges

In accordance with section 566(3) of the Act, it has been determined that the maximum rate of interest payable on overdue rates and charges for the period 1 July 2024 to 30 June 2025 will be 10.5% per annum.

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The methodology used to calculate the interest rate applicable for the period 1 June 2024 to 30 June 2025 is the Supreme Court methodology (the Reserve Bank cash rate plus 6%), rounded to the nearest half per cent. The cash rate used for the purposes of the maximum interest rate for local government is based on the cash rate set by the Reserve Bank of Australia on 5 December 2023.

Notice giving effect to these decisions has been published in the NSW Government Gazette (Government Gazette No 140 – 19 April 2024).

Section 603 Certificate

Under section 603 of the Act, councils may issue a certificate as to the amount (if any) of rates, charges, etc. due or payable to the council for a parcel of land. Section 603(2) states the application must be accompanied by the approved fee. In accordance with the approved methodology, the approved fee for 2024-25 is determined to be \$100. This is an increase of \$5 from the 2023-24 fee.

This determination applies to the issuing of a certificate for the matters specified in section 603(2) of the Act. Where a council offers to provide other information as an optional service, the council is not prevented from separately determining an approved fee for that additional service. Furthermore, a council is not prevented from determining approved fees for additional services required by an applicant for the expedited processing of a Section 603 Certificate.

Statutory limit on the maximum amount of minimum rates

Following a recommendation by Independent Pricing and Regulatory Tribunal (IPART), clause 126 of the Local Government (General) Regulation 2021 will be amended on 1 July 2024 by the Local Government (General) Amendment (Minimum Amounts of Rate) Regulation 2024, so that under section 548(3)(a) of the Act, the maximum amount of the minimum ordinary rate will be \$617 for 2024-25.

The maximum amount of a minimum special rate (not being a water supply special rate or a sewerage special rate) prescribed by section 548(3)(b) of the Act will remain unchanged at \$2.

Where to go for further information

Office of Local Government has further information available at <https://www.olg.nsw.gov.au/councils/council-finances/rating-and-special-variations/>

Douglas Walther
Acting Deputy Secretary, Office of Local Government

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10 INFORMATION ONLY

The following items are submitted for consideration -

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10.2	Works In Progress - Construction & Maintenance	57
10.3	Investments for the month of April 2024	62
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10.5	Rates and Charges Outstanding for the month of April 2024	67
10.6	Library Services 3rd Quarter Report 2023/2024	69
10.7	Action Summary - Council Decisions	74

Information Only - 9 May 2024

ITEM 10.1 **Biosecurity Report**

FILE REFERENCE **I24/88**

AUTHOR **Director of Environment and Planning**

ISSUE

This report is to provide Council with a summary of Biosecurity (weed) control activities undertaken throughout the Upper Lachlan Shire Council Local Government Area.

RECOMMENDATION That -

1. Council receive and note the report as information.

BACKGROUND

The standard quarterly report summarising weed control activities conducted between and November 30 2023 and March 23 2024.

REPORT

The Biosecurity Act 2015 applies equally to all land whether publicly or privately owned. All occupiers of land are required to manage weeds according to their General Biosecurity Duty to prevent, eliminate or minimise the Biosecurity Risk posed or likely to be posed by priority weeds and any legislated requirements identified in the Act or the Regulation – see Part 3 section 22.

Upper Lachlan Shire Council's Biosecurity Officers conducted a total of 750 inspections during the period November 30 2023 to March 23 2024.

ULSC Biosecurity Staff have spent over 5 months, from November through to now, spraying priority weeds on council roadsides. This was an enormous effort this season with the majority of roads being sprayed at least once.



St Johns Wart



Ox-Eye Daisy

There has been a change of funding agreement in the biosecurity area in regards to the DPI (Department of Primary Industries) and LLS (Local Land Services). Council was notified on 28 February 2024 that the current WAP (Weed Action Program) was changing from an agreed contractual amount based on performance to a grant process. This change means council would have to predict and budget for what we would be able to achieve, carry out the activities and then be advised if we were successful in receiving the full amount applied for.

DPI implemented the new change during and for this current financial year, which has meant we have had to lodge a grant application in March in anticipation of receiving the funding we were already working towards for 23/24 financial year. Council will not be advised until May as to the level of funding received. The budget amount applied for, dependent on targets being met, was \$136,386.00.

This money is allocated to various general ledgers within the Biosecurity department but is stipulated by DPI and LLS to be used to carry out inspections only. This money does not go towards the funding of spraying of roadsides or council assets in the pursuit of Priority Weeds.

At recent meetings with other South East Regional Councils, discussions of funding of staff positions was raised. The question was asked about how council/s would fund staff if funding from DPI was cut or lost. DPI and LLS made clear that the funding that councils receive is to be used only to fund inspections, and how council distributes the funds is at their own discretion (in other words, the money is not meant to "fund" a position). This has meant that other councils in the South East Region are now considering how to fund current staff or even look at reducing staff numbers if needed. This new way of applying for funds has caused a considerable concern within the South East Councils.

Information Only
BIOSECURITY REPORT cont'd

Another issue that needs to be considered is the amount that councils can apply for. There is a budget of approximately \$1.6 million available for the 11 councils that make up the South East Region. Two of the “larger” councils currently receive upwards of \$400,000.00 each. This means the other nine councils are left to obtain funding from the remaining \$1.2 million. The distribution of funding will continue to be a challenge with salaries increasing annually and the \$1.6 million allocated towards biosecurity not remaining constant.

The Weeds Action Program is attached, this provides an overview of how it works.

POLICY IMPACT

Nil

OPTIONS

Nil

FINANCIAL IMPACT OF RECOMMENDATIONS

Nil

RECOMMENDATION That -

1. Council receive and note the report as information.

ATTACHMENTS

1. ↓	New-South-Wales-Weeds-Action-Program-Guidelines-2020-2025	Attachment
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Department of
Primary Industries

No Space for Weeds

New South Wales Weeds Action Program Guidelines 2020-2025

NEW SOUTH WALES
WEEDS ACTION PROGRAM

www.dpi.nsw.gov.au/weeds

Published by the NSW Department of Primary Industries
New South Wales Weeds Action Program
Guidelines 2020-2025

December 2019

More information

Invasive Species Biosecurity
www.dpi.nsw.gov.au/weeds

Email: weeds@dpi.nsw.gov.au

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PUB19/652

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1. Overview

These guidelines provide information about the New South Wales Weeds Action Program, its investment priorities, eligibility requirements and submission process.

The New South Wales (NSW) Weeds Action Program (the program) is a NSW Government initiative to reduce the impact of weeds through implementation of the [NSW Invasive Species Plan](#) and the [NSW Biosecurity Strategy](#).

The NSW Invasive Species Plan provides a framework for coordinated management of invasive species, including weeds, and complements the NSW Biosecurity Strategy. The NSW Biosecurity Strategy outlines how to identify, minimise, respond to and manage biosecurity risks, including weeds, and the program realises the strategy's vision of:

"government, industry and the people of NSW working together to protect the economy, environment and community from the negative impacts of animal and plant pests, diseases and weeds for the benefit of all people in NSW."

The program demonstrates the NSW Government's commitment to both by supporting:

- state, regional and local processes to detect and respond to new weed incursions
- integrated, cooperative, cross-disciplinary and cross-jurisdictional weed management systems
- prioritisation of weed management activities to achieve the greatest benefit
- effective and targeted on-ground risk mitigation for high priority weeds
- behaviour change strategies that increase community ownership and involvement in effective weed management
- the knowledge base for weed management and its influence on community, industry and other stakeholders
- cost-sharing arrangements for effective and strong partnerships.

The program has delivered successful outcomes since 2010, and supports the NSW Government's response to the Natural Resources Commission review of weed management in NSW, by ensuring consistent and coordinated regional planning and local delivery.

1.1 The program is contract-based

The NSW Government purchases outcomes through the program from lead agencies and their participants who make appropriate submissions. Delivery Contracts are developed with the lead organisation for each successful submission.

1.2 Funding streams

There are three funding streams for submissions:

State sub-programs – are relevant to the whole of NSW or have state-wide outcomes. They:

- can be 1-5 years in length
- provide for state level activities
- have state-level strategic significance and benefits
- may require infrastructure or system development.

Regional sub-programs – involve a number of stakeholders in a Local Land Services region working together. They can be 3-5 years in length.

Innovative sub-programs – an occasional competitive funding stream opened by announcement.

1.3 Program rounds

The program is run in five-year rounds, its third round being July 2020-June 2025.

Program administration and funding allocation is managed on an annual basis for each financial year of the program round (referred to as Year 1, Year 2, Year 3, Year 4 and Year 5 within each round).

Funds are allocated annually by NSW Treasury and the total amount of funding administered by the program each year may vary. There is no guarantee that funding will be ongoing from year to year within a program round.

1.4 Weed control functions under the Biosecurity Act

Weed control functions of local control authorities are prescribed by section 371 of the [Biosecurity Act 2015](#) and are not replaced, affected or prescribed by the program, although program funding may assist with delivering them. Local control authorities are required to meet their statutory obligations regardless of whether they participate in the program, and participation in the program is not a requirement under the Act for any person or organisation.

The Department will audit local control authorities against the [NSW Standard for Weed Management Capacity](#) to ensure they can meet their statutory functions and obligations under the Act, regardless of whether or not a local control authority participates in the program.

2. Investment priorities

The program's investment priorities align to the goals of the NSW Invasive Species Plan:

Goal 1 - Exclude

Prevent the establishment of new invasive species

- 1.1 Improved identification and management of high risk species and pathways
- 1.2 Improved early detection capabilities

Goal 2 - Eradicate or contain

Eliminate or prevent the spread of new invasive species

- 2.1 Improved rapid response capabilities to eradicate or contain new incursions

Goal 3 - Effectively manage

Reduce the impacts of widespread invasive species

- 3.1 Management programs prioritised to targeted effort and greater benefit
- 3.2 Improved management effectiveness

Goal 4 - Capacity building

Ensure NSW has the ability and commitment to manage invasive species

- 4.1 Roles and responsibilities are clear for invasive species management
- 4.2 Private landholders and the general community are motivated to support Biosecurity at all stages of invasion curve
- 4.3 Skilled workforce implementing invasive species management
- 4.4 Improved tools to monitor and manage invasive species
- 4.5 Legislation and policy supports effective action at all stages of invasion curve
- 4.6 Commitment to implement and monitor progress of the Invasive Species Plan

These goals are relevant to the stages of invasion on a generalised invasion curve. Figure 1 highlights the relationship between the stages of invasion, the level of effective control that can be expected and the likely return on investment.

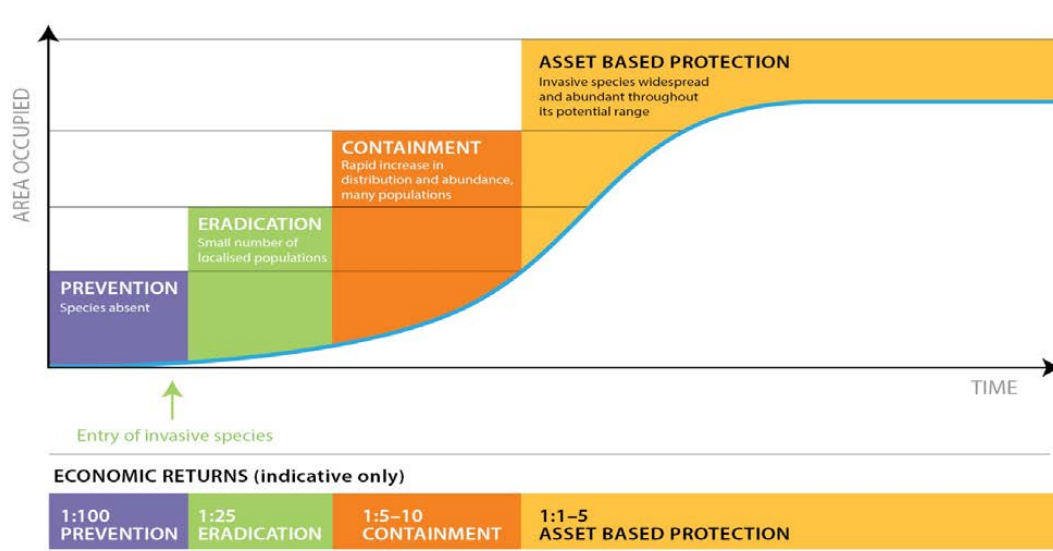


Figure 1. Generalised invasion curve (adapted from Biosecurity Victoria).

Submissions are assessed on whether their proposed activities:

- align with the goals of the NSW Invasive Species Plan
- prioritise effort towards the beginning of the invasion curve where return on investment is highest and associated with Goals 1 and 2 of the NSW Invasive Species Plan
- strongly support Goal 4 of the NSW Invasive Species Plan (submissions should align Goal 4.2 and 4.3 activities with those described in the NSW Weeds Capacity Building & Engagement Priorities)
- implement their Regional Strategic Weeds Management Plan and Regional Inspection Plan (for regional sub-programs) (see section 4.5 Essential planning documents).

Activities associated with Goal 3 are not a priority for the program, and if they are included the submission should specify how they provide greater benefits, effectiveness or targeted effort to reducing the impact of widespread weeds. Activities against Goal 3 will not be funded where Goals 1, 2 and 4 have not been adequately supported in a submission.

Program funds are not available for:

- infrastructure costs
- general reserves, bushland, parks and garden management costs
- capital costs
- administration, management or other costs related to private works or contracting businesses
- costs of controlling or treating weeds (other than with biological control agents) that are:
 - widespread
 - managed under asset protection objectives in Regional Strategic Weed Management Plans (coordination or capacity building activities for asset protection are acceptable use of funds)
 - local priority weeds – species of concern in a local area but not listed as regional priority weeds in Regional Strategic Weed Management Plans
 - managed by local control authorities for road safety, fire or road maintenance.

3. State sub-programs

State sub-programs have state-wide operation, significance or outcomes and are generally delivered by a state government agency. Examples include the NSW New Weed Incursions Response sub-program, the Capacity Building and Engagement of NSW Weeds Professionals sub-program and some research sub-programs. While these sub-programs are usually delivered by a state government agency, other entities may make submissions.

4. Regional sub-programs

Regional sub-programs must focus on implementing the prevention, eradication, and containment priorities described in their Regional Strategic Weed Management Plan.

Submissions should demonstrate:

- an integrated and coordinated approach across a region
- effective engagement with multiple stakeholders
- productive partnerships that manage biosecurity risks and biosecurity impacts created by weeds.

Regional sub-programs should prioritise activities on risk-based assessment and return on investment.

Only one regional sub-program submission per Local Land Services region will be assessed. Where more than one is received, they will be returned to the applicants for amalgamation.

Each Local Land Services will be the lead organisation for that region's sub-program.

An allocation of program funds is made to each Local Land Services region annually, depending on the relative effort of managing weeds in each region (based on a range of variables including terrain, property size, weed load and property use) and the total amount of program funding provided by NSW Treasury. Lead organisations may need to adjust successful submissions to reflect variations to annual allocations.

4.1 Regions defined

The program aligns to the Local Land Services regions shown in Figure 2.

4.2 Regional Weed Committees

Each of the eleven regions has a Regional Weed Committee formed under Section 33 of the *Local Land Services Act 2013*.

Each Local Land Services board is accountable for ensuring its Regional Weed Committee is effective and has appropriate representation, particularly from local control authorities. A model Terms of Reference is provided on the [Weeds Extranet](#).

Committees comprise local control authorities, public land managers and community members. They:

- coordinate weed management activities at a regional level and provide a forum for stakeholders to be involved in decision making
- develop and review tenure-neutral, risk-based Regional Strategic Weed Management Plans
- support implementation of the weeds components of the Act, the NSW Biosecurity Strategy and the NSW Invasive Species Plan;
- provide advice to the Local Land Services boards regarding delivery of weeds functions consistent with the Regional Strategic Weed Management Plans.



Figure 2. Map of Local Land Services regions in NSW

In relation to the regional sub-programs, committees:

- support the lead organisation in the development of a Participant Agreement (see below) and in the delivery of a sub-program;
- support the lead organisation with the distribution of funds to participants in accordance with the Delivery Contract, and in a manner that ensures the most effective outcomes against the investment priorities; and
- provide regional oversight and peer review of the progress of the regional sub-program.

Participant Agreement

Local Land Services can provide a *pro forma* Participant Agreement for regional sub-programs to develop with their participants.

4.3 Regional Weed Coordinators

Local Land Services are responsible for employing a Regional Weeds Coordinator in each region. The program contributes \$100,000 per year per region to support these roles, and this amount must go towards coordination of each sub-program at a minimum 0.5 full-time equivalency.

Regional Weed Coordinators must:

- function as the Executive Officer for the Regional Weed Committee
- coordinate implementation of their regional sub-program
- administer the program budgets and processes
- report to the Regional Weed Committee on weed matters within the region

- report to the Regional Weed Committee and the Department for the purposes of the program
- liaise with participants and stakeholders to promote effective cross jurisdictional arrangements
- facilitate the development of management plans for regional priority weeds.

The Department encourages further contribution from Local Land Services and other participants to supplement and expand the delivery of these roles to 1.0 full-time equivalent.

Proposals for employment of Regional Weed Coordinators, including specific roles, functions and administrative arrangements must be agreed to by the Department at the beginning of each program round before funding can be made available. Agreed arrangements may be carried across changes in personnel, as long as the role, function and administrative arrangements have not changed.

4.4 Partnerships

Partnerships that provide effective and targeted on-ground actions and encourage or use cost-sharing arrangements are a key component of the program. Submissions without evidence of effective partnerships will not be funded. Each regional sub-program must include participants from local control authorities and any relevant public land management authority.

Any organisation or group that contributes to a sub-program, such as industry groups, Landcare groups and educational institutions is encouraged to become a participant. Participants and their roles and contributions must be clearly identified, measurable, contribute to one or more sub-program outcomes and be recorded and reported in terms of inputs against outcomes.

4.5 Essential planning documents

The following planning documents must accompany each regional sub-program submission:

Regional Strategic Weed Management Plan

These plans are developed as a separate process by Local Land Services in cooperation with stakeholders and Regional Weeds Committees. The plans list weeds of regional priority, and the management objective for those weeds.

Monitoring, evaluation, reporting and improvement (MERI) framework

Each sub-program must have a tool for evaluating its effectiveness. This can be in the form of a MERI framework, program logic, key evaluation questions or key performance indicators.

Each Regional Strategic Weed Management Plan must have a MERI framework, and a Regional Weed Committee can develop their own, or use the [Monitoring, evaluation, reporting and improvement \(MERI\) framework for Regional Strategic Weed Management Plans](#) developed by the Department. A regional sub-program can choose to adopt the same MERI framework for the activities within the sub-

program, but this must be documented. Demonstrated use of an evaluation framework may be requested by the Department.

Regional Inspection Plan

This document must detail an agreed regional approach to systematic inspections of properties, and outline compliance procedures under the Act. It must specifically address the following:

— **High risk pathways and sites for new weed incursions**

The high risk pathways and sites that could allow new weeds into a region must be identified, mapped and regularly inspected. A coordinated approach to the surveillance of these pathways and sites should be outlined.

— **Rapid response procedures for new weed incursions**

An outline of the following must be included:

- identification procedures for new weed incursions
- notification procedures once identification has been confirmed
- weed risk assessment methods
- determination of the appropriate course of response
- coordination tactics
- implementation and monitoring methods

Communication Strategy

This document must detail how participants and stakeholders in the region will communicate key messages to each other, the broader community and the NSW Government. Regional Communication Strategies should address the contained in the [NSW Weeds Capacity Building & Engagement Priorities](#).

5. Governance

Funding is provided under agreement in a Delivery Contract between the Department and a lead organisation (see below). The Delivery Contract sets out the roles, functions and obligations of the parties in relation to the sub-program. For regional sub-programs, a single Delivery Contract is developed between the Department and Local Land Services.

5.1 Lead organisations

Each submission requires a lead organisation to accept responsibility for the sub-program. The lead organisation will make the submission on behalf of all the participants; receive and distribute the funds; and collate and submit reports. As signatory to the Delivery Contract, the lead organisation is responsible for delivery of the sub-program.

6. Co-funding

Participant organisations are expected to contribute cash funds and/or in-kind resources to their sub-program. There is no set contribution, however priority will be given where submissions demonstrate substantial contributions.

Any claim the lead organisation or participants make in terms of contributions, expenditure or achievements must be able to be proven when the Department requests further details or when a sub-program is audited. In-kind contributions are reported as dollar values.

7. Allowing for variation

The Department recognises that seasonal conditions, new weed outbreaks and other changes may require variations to sub-programs. Lead organisations can apply to vary their sub-program. Applications can be made by email to weeds@dpi.nsw.gov.au and should state the change, why it is necessary and how it will affect the meeting of targets and the timing of the sub-program.

Minor variations

Minor variations include changes to participants, outcomes or activities for the remainder of a sub-program and require Departmental approval.

Annual activity targets that have not been met and need to be carried forward to the next year of a sub-program (within a 5 year round) will be reflected in administration and reporting. The Department may request details and justification for any unmet activity targets that constitute minor variations.

Major variations

Major variations include changes to the overall aims and intent of the sub-program. They requiring re-submission to the Department, and the Department will notify the State Weed Committee of approved major variations.

8. Non-performance and disputes

The lead organisation is responsible for taking steps to rectify non-performance when a partner fails to meet its sub-program commitments for any reason. Appropriate action may be taken by the lead organisation pursuant to the relevant clauses within the Delivery Contract. It is at the discretion of the Department to undertake mediation on behalf of participants.

9. Reporting

An annual report will be required by the last Friday of August each year, or at an alternative date agreed with the Department, and a final report will be required within three months of the completion of the program round.

The Department may periodically request a meeting to discuss aspects of the sub-program with the lead organisation, or may request informal reports or formal audits at any time. The required annual progress report will be assessed, and if satisfactory, used to guide allocation of the next year's funding.

The Delivery Contract details all reporting requirements and dates.

9.1 Biosecurity Information System - Weeds

The Biosecurity Information System - Weeds (BIS Weeds) is a standardised data capture system for local and regional weed management activities, allowing real time reporting and analysis of consolidated information at a state level.

BIS Weeds is a subsystem of WIDX (see section 11. Making a submission) and allows each local control authority to electronically submit standard data to the Department.

Data submission to BIS Weeds is mandatory for local control authorities under the Act (through delegation of the Secretary), regardless of whether they participate in the program. Regional sub-programs in regions where local control authorities are failing to submit data may not be eligible for program funding.

10. Timing

The Department will process submissions received by 5 pm on the first Friday in May each year. Submissions received after this time will not be considered.

The Department aims to contract sub-programs and distribute funds by July each year, however this is subject to government budgeting processes.

11. Making a submission

Submissions are made in the WIDX secure website. Go to widx.dpi.nsw.gov.au and click the *Request* button to apply for a user account. Specify that you would like access to the NSW Weeds Action Program subsystem. Links and user guides are available on the [Weeds Extranet](#), or email weeds@dpi.nsw.gov.au for assistance.

Once you have a WIDX account, open the NSW Weeds Action Program subsystem, and click on *Request a new WAP sub-program*. You will then be contacted and advised on the next steps.

12. Contacts and links

State Coordinator: Weeds Systems and Programs
Tel: 02 6391 3638 or 0418 794 756
Email: weeds@dpi.nsw.gov.au

NSW WeedWise
weeds.dpi.nsw.gov.au

NSW Department of Primary Industries weeds web pages
www.dpi.nsw.gov.au/weeds

Weeds Extranet
<http://extranet.dpi.nsw.gov.au/weeds>

Definitions

Cross disciplinary – activities relating to two or more branches of knowledge, action or expertise (disciplines), for example, agronomy and compliance.

Cross-jurisdictional – activities crossing the dividing lines between respective entities' legal authority, geographic authority, political influence and other spheres of authority.

In-kind contributions – contributions other than dollar funds, including labour, administration, office support, services, accommodation, materials and equipment.

Integrated weed management – control of weeds under a long-term management approach using a range of techniques including physical control, chemical control, biological control and cultural control.

Local control authority – as defined under section 370 of the *Biosecurity Act 2015*, usually a local council or local government entity.

Local Land Services – A NSW Government agency as defined by the Local Lands Services Act 2013.

Local Land Services board – each region is governed by a board. Members are a mix of Ministerially-appointed and elected members.

New weed incursion – a completely new occurrence of a weed species in an area (state, regional, local, property, paddock) where it has not previously been discovered.

Plan – an action document. Plans contain detailed operational procedures and actions as well as budgets and reporting processes.

Regional Strategic Weed Management Plan (RSWMP) – five-year plans that review and prioritise weeds in each Local Land Services region based on risk, and articulate how communities and stakeholders work together to identify, minimise, respond to and manage the identified high-risk weeds.

Strategy – an agreed document that sets out direction for weed management in a defined area and guides how stakeholders approach weed management. A strategy does not contain detailed operational matters or budgets.

Submission – an application made for program funding.

Sub-program – a project receiving funding under the NSW Weeds Action Program.

State Weed Committee – the Ministerially-appointed committee of representatives from key organisations who provide transparent leadership, coordination and accountability for weed management in NSW generally, and for the NSW Weeds Action Program.

WAP2025 – the third round of the NSW Weeds Action Program (2020-2025).



NEW SOUTH WALES

WEEDS ACTION PROGRAM

www.dpi.nsw.gov.au/weeds

Information Only - 9 May 2024

ITEM 10.2 **Works In Progress - Construction & Maintenance**

FILE REFERENCE I24/79

AUTHOR **Director of Infrastructure**

ISSUE

This report provides Council with details regarding major construction works in progress or completed and current maintenance work in progress or recently completed.

RECOMMENDATION That –

1. Council receive the report and note the information provided.

REPORT

Key Works Summary

Carrington Street, Crookwell - Footpath Works

The construction of the Carrington Street footpath in Crookwell, extending from Apex Park to the service station, is now substantially complete, including the installation of handrails. The manhole has been installed and will soon be surrounded by concrete, along with the damaged section caused by the water main break, once staff are available.

Laggan Road MR248E Rehabilitation (Regional Roads Repair Program)

The upgrade works on Laggan Road (MR248) in Crookwell, addressing pavement and stormwater issues between Clifton Street and Woodward Lane, have been completed. The only outstanding item is the line marking, which is expected to be completed this financial year.

Wheeo Road Reconstruction (Heavy Vehicle Safety and Production Program/Fixing Country Roads 6)

The upgrade of Wheeo Road up to Hawthorne's Tree Road has been finished. The only remaining task is the line marking, scheduled for completion within this financial year.

Timber Bridge Replacements

Replacement of Council's final timber bridge on Julong Road over Crookwell River has recommenced after the project was delayed due to latent site conditions encountered.

Information Only

WORKS IN PROGRESS - CONSTRUCTION & MAINTENANCE cont'd

Natural Disaster Restoration Works Program

In recent years, severe weather conditions have inflicted considerable damage upon Council's road infrastructure. Navigating the process of submitting claims for Restoration Works due to declared Natural Disasters through the Department of Transport for New South Wales has proven to be arduous. Council has now secured approval for \$12.3 million in funding. These funds have been specifically earmarked for designated projects on particular roads, aligning with the Council's submissions for each declared event, and cannot be diverted for other purposes.

Council's teams will undertake a substantial portion of the required works over the next few years. Additionally, we will enlist the assistance of contractors through the Small Works Panel to ensure the efficient implementation of these projects.

This comprehensive program encompasses several thousand individual pieces of work. Both Council's crews and Contractors have already commenced work on various aspects of this program.

Gravel Road Resheeting Program (Roads to Recovery and Section 94)

Council's gravel resheeting program for the 2023/24 financial year comprises \$925,000. Works on Cuddyong, Middle Arm, Maryvale, Rugby, Kennedy and Mt Rae Roads have been completed. Plans for more resheeting on Reids Flat and Julong Roads will occur later in the financial year.

Goulburn Road – Junction Point Road (MR54) – RMCC (State Road Funding)

The batter slip at the Abercrombie Bridge Segment 640 is still in the design and costing phase with TfNSW.

Resealing works were delayed until March 2024 due to contractor availability. Seven segments have now been resealed, five between Crookwell and Goulburn and two large segments between Binda and Tuena. Line marking of these segments is scheduled for completion in May 2024. The total cost will be approximately \$800,000 authorised through a TfNSW works order.

Tree trimming along MR54 is scheduled for May 2024. The project entails trimming trees primarily along the stretch between Crookwell and the Abercrombie River, with some additional work in Crookwell itself. The allocated budget for this amounts to approximately \$190,000, as per the RMCC contract provisions.

The roundabout located in Crookwell requires resurfacing with asphalt, which includes 20 meters along Spring Street in both directions from the roundabout. Due to the requirement for warmer weather conditions, the resurfacing works are anticipated to be initiated and completed before the conclusion of 2024.

The design phase for Segment 330 of MR54, extending from Rylstone Road for 1.4km towards Binda, has been successfully concluded by TfNSW. Currently, Council is in the preliminary planning stages for the rehabilitation and enhancement of this segment, with construction tentatively scheduled to commence in 2025, contingent upon funding allocation from TfNSW. This forthcoming project aims to expand lane widths, augment shoulder widths and improve property accesses. As a result of past accidents and a

Information Only

WORKS IN PROGRESS - CONSTRUCTION & MAINTENANCE cont'd

tragic fatality in the area, TfNSW has advised that these works are considered a priority.

TfNSW has finalised the installation of the "Wombat Crossing" at the pedestrian crossing situated on Goulburn Street in Crookwell. Additionally, TfNSW has implemented "High Pedestrian Area" linemarking, extending from Colyer Street to Roberts Street. This includes unbroken centerlines, edge lines and designated no-parking zones on each corner. Furthermore, the speed limit within this zone has been reduced to 40km/h.

Improved safety signage will be installed at Tuena Creek near the "Dolls House" following two fatalities in the area in the last few years including one in December 2023. Implementation depends on TfNSW funding allocation.

Peelwood Road Reconstruction (Heavy Vehicle Safety and Production Program/Fixing Local Roads 6)

Construction for the initial phase of grant funding began on Peelwood Road in October 2022, involving significant drainage improvements. However, adverse weather conditions necessitated a work stoppage, leading to an extension of the project's timeline, which was approved by the funding authority.

Subsequently, work for the second phase of grant funding was temporarily halted in early October 2023 due to a delay in the State Government's execution and return of the funding agreement. We have since received the fully executed deed on 27 October 2023 and construction resumed late February 2024.

Breadalbane Road Reconstruction (Fixing Local Roads 4)

A survey and working design have been completed. Construction of this project has been delayed until after the completion of the Dalton Road Rehab project, which commenced on 30 October 2023. Breadalbane Road Reconstruction is scheduled to start in May 2024. Currently a Review of Environmental Factors (REF) is in development before an arborist may remove trees to accommodate the road widening.

Wombeyan Caves Road MR258

The slope stability works at Wombeyan Caves Road MR258 were completed in March 2024.

Tablelands Way (MR 256 – Taralga Rd)

Council has received grant funding from the NSW State Government to upgrade four sections of Tablelands Way (also called Taralga Road or MR256) north of Taralga. These sections have been numbered in order of priority. Section 1 (the highest priority), is the replacement of an underperforming culvert/causeway arrangement over Burra Burra Creek with a single span bridge. Sections 2-4 are road upgrades with several curve realignments, widening and furnishing.

Detail design works on the Tablelands Way sections are complete other than the gabion retaining walls. Retaining wall design work is underway.

Information Only

WORKS IN PROGRESS - CONSTRUCTION & MAINTENANCE cont'd

The detailed design for the bridge spanning Burra Burra Creek at Curraweela is complete. Council has awarded the construction contract and preliminary works are underway.

Resealing Program (Fixing Local Roads Round 2)

Works under the Fixing Local Roads Round 2 program have been completed on Peelwood, Fullerton, Jerrawa, Roslyn, Bigga, Cullerin and Collector Roads. However, the process of line marking on these roads is pending completion.

Flood Warning Systems

The project's scope includes the installation of electronic rain gauges in Crookwell, Taralga, Collector and Gunning, along with the installation of a new river water level gauge in Gunning. These automated rain and water level gauges will enable instant data transfer to the SES and the overall system will generate alert notifications to the SES and Council during storm events.

The systems were substantially installed and tested in April 2024.

Regional Emergency Road Repair Fund (RERRF) and Local Roads Pothole Repair Program (RLRRP)

Council has received additional funding of \$4,881,781 under the Regional Emergency Road Repair Fund (RERRF) recently announced by the State Government. Council had previously received funding through the Fixing Local Roads Pothole Repair Program and Regional and Local Roads Repair Program (RLRRP). This brings the total received through these programs to \$9,020,038. This critical funding injection will assist with completion of road repairs, priority corrective maintenance works and repair of potholes on our local and regional road network that are not covered under the Disaster Declaration funding. Some of the highest priority projects have been completed with future projects and individual roads still to be nominated and agreed with the funding agencies. An extension of time to complete the works has been granted to all recipients of these grants with all works now to be completed by 31 October 2027.

General Maintenance

Council is not selling gravel from any of the gravel pits at the moment due to the requirement to utilise all available time and resources to repair roads and maintain essential services for residents of the shire.

Given the limited financial resources at the disposal of Council, a balanced approach is required to allocate these limited resources based on principles such as road category, bus routes, road usage and risk factors. In a financially constrained environment, directing funds to one road inevitably results in the postponement of maintenance, renewal, or upgrades of another road.

Information Only

WORKS IN PROGRESS - CONSTRUCTION & MAINTENANCE cont'd

Grading of Unsealed Roads

Grading recently completed

- Bannisters Lane
- Storriers Lane
- Walkoms Lane
- Leary Lane
- Woodhouselee Road
- Greenmantle Road
- Decca Road
- Golspie Road
- Guineacor Road South
- Snipe Flat Road

Grading In Progress/Upcoming

- Rugby Road
- Maryvale Road
- Ladevale Road
- Elms Road
- Abbey Collins Road
- Hillgrove Road
- Iron Mines Road
- Reids Flat Road
- Wombeyan Caves Road
- Langs Road
- Rocklily Road

RECOMMENDATION That –

1. Council receive the report and note the information provided.

ATTACHMENTS

Nil

Information Only - 9 May 2024

ITEM 10.3 **Investments for the month of April 2024**

FILE REFERENCE **I24/128**

AUTHOR **Director of Finance and Administration**

ISSUE

Council Investment Portfolio Register as at 30 April 2024.

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 April 2024

Investment Institution	Type	Investment Face Value	Interest Rate	Term Days	Maturity Date	Interest Due
CBA	Call	\$1,000,000	0.25%	N/A	30-04-24	\$66.44
IMB	TD	\$1,000,000	5.05%	218	01-05-24	\$30,161.64
Bank of Qld	TD	\$1,000,000	5.15%	196	08-05-24	\$27,654.79
Bank of Qld	TD	\$1,000,000	5.30%	197	15-05-24	\$28,605.48
NAB	TD	\$1,000,000	5.25%	203	22-05-24	\$29,198.63
Bendigo Bank	TD	\$1,000,000	5.06%	203	29-05-24	\$28,141.92
Bank of Qld	TD	\$1,000,000	5.20%	203	05-06-24	\$28,920.55
IMB	TD	\$1,000,000	5.25%	203	12-06-24	\$29,198.63
IMB	TD	\$1,000,000	5.25%	203	19-06-24	\$29,198.63
NAB	TD	\$1,000,000	5.10%	175	26-06-24	\$24,452.05
NAB	TD	\$1,000,000	5.10%	175	03-07-24	\$24,452.05
Bendigo Bank	TD	\$500,000	4.65%	84	03-07-24	\$5,350.68
NAB	TD	\$1,000,000	5.10%	161	10-07-24	\$22,495.89
NAB	TD	\$1,000,000	5.00%	91	17-07-24	\$12,465.75
CBA	TD	\$500,000	4.85%	154	24-07-24	\$10,231.51

Information Only**INVESTMENTS FOR THE MONTH OF APRIL 2024 cont'd**

Investment Institution	Type	Investment Face Value	Interest Rate	Term Days	Maturity Date	Interest Due
IMB	TD	\$500,000	4.80%	91	24-07-24	\$5,983.56
Bendigo Bank	TD	\$500,000	5.01%	182	07-08-24	\$12,490.68
IMB	TD	\$1,000,000	5.00%	189	21-08-24	\$25,890.41
CBA	TD	\$1,000,000	4.92%	189	28-08-24	\$25,476.16
IMB	TD	\$1,000,000	4.95%	189	11-09-24	\$25,631.51
CBA	TD	\$1,000,000	4.95%	203	18-09-24	\$27,530.14
Bank of Qld	TD	\$1,000,000	5.16%	196	25-09-24	\$27,708.49
CBA	TD	\$1,000,000	5.07%	307	02-10-24	\$42,643.56
CBA	TD	\$1,000,000	4.86%	196	09-10-24	\$26,097.53
Bendigo Bank		\$1,000,000	5.00%	210	16-10-24	\$28,767.12
Bank of Qld	TD	\$1,000,000	5.40%	342	06-11-24	\$50,597.26
Bank of Qld	TD	\$1,000,000	5.40%	349	13-11-24	\$51,632.88
NAB	TD	\$1,000,000	5.30%	356	20-11-24	\$51,693.15
Bendigo Bank	TD	\$1,000,000	5.10%	363	27-11-24	\$50,720.55
		\$27,000,000				\$783,457.67

COUNCIL INVESTMENT PERFORMANCE: -**BUDGET COMPARISON TO 30 APRIL 2024**

Interest on Investments Received YTD	\$1,192,799
Annual budgeted amount for all funds	\$1,232,000
Percentage of Interest Received YTD	96.82%
Percentage of Year Elapsed	83.56%

Average market interest rate (90 day BBSW)	4.36%
Average return on all investments	5.10%

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.

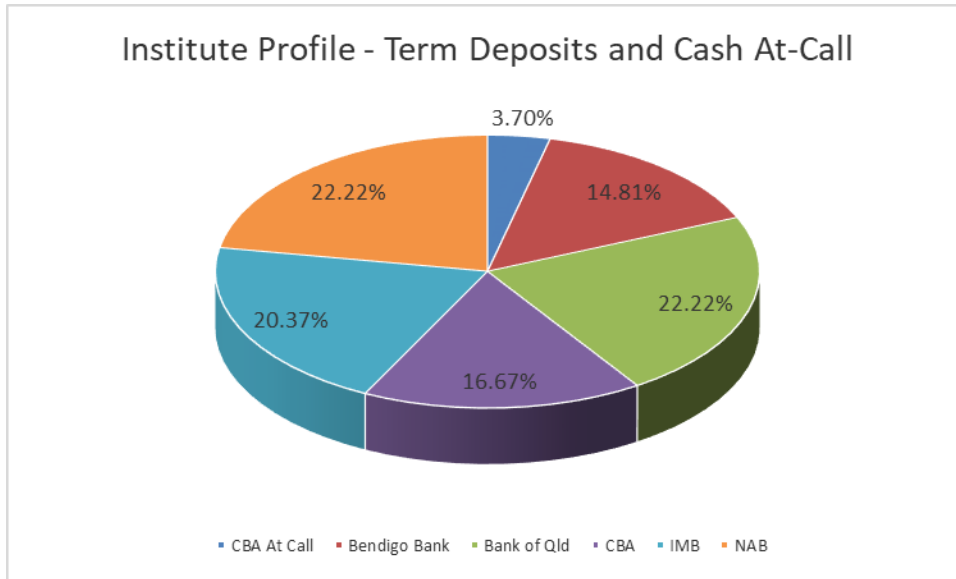
FINANCIAL INSTITUTION INVESTMENTS PROFILE AS AT 30 APRIL 2024

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%."

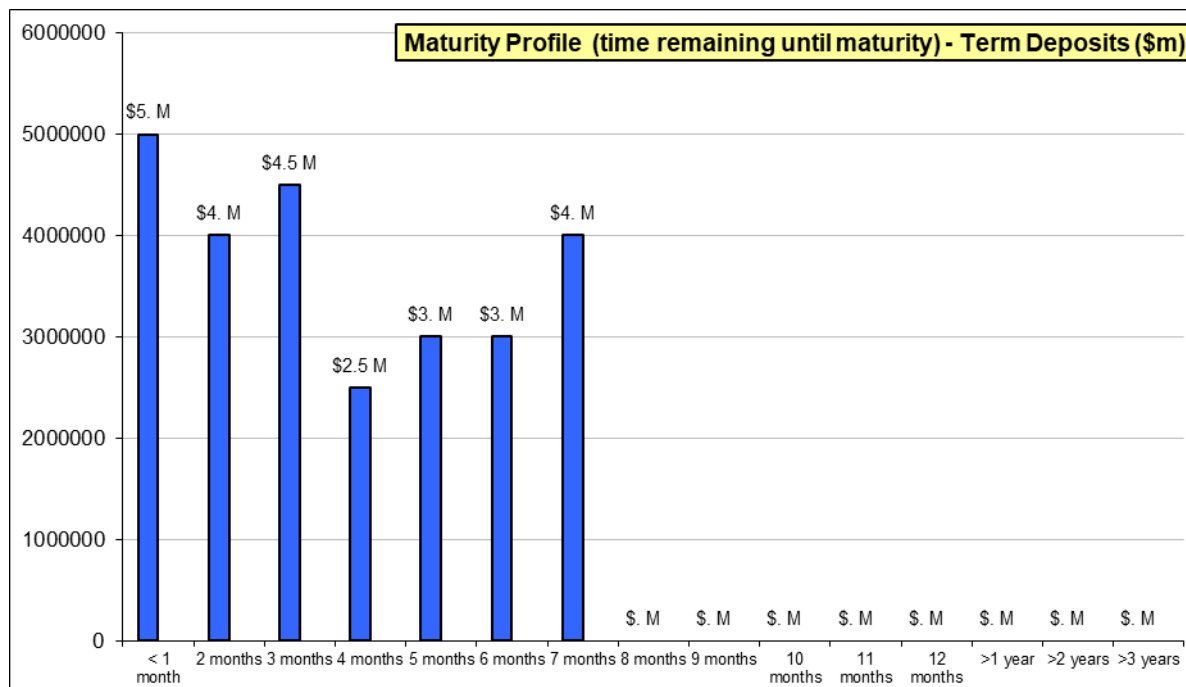
Information Only

INVESTMENTS FOR THE MONTH OF APRIL 2024 cont'd



INVESTMENTS - MATURITY PROFILE AS AT 30 APRIL 2024

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



Information Only

INVESTMENTS FOR THE MONTH OF APRIL 2024 cont'd

SUMMARY OF AVAILABLE CASH AT 30 APRIL 2024

TOTAL INVESTMENTS: - \$ 27,000,000

INVESTMENTS BY FUND (INCLUDES RESTRICTED AND UNRESTRICTED CASH): -

General Fund Reserves	\$	14,408,255
Water Supply Fund Reserves	\$	3,758,654
Sewerage Fund Reserves	\$	6,873,935
Domestic Waste Management Fund Reserves	\$	1,956,801
Trust Fund Reserves	\$	2,355

POLICY IMPACT

Investments are in accordance with Council's Investment Policy and Strategy.

OPTIONS

Nil

FINANCIAL IMPACT OF RECOMMENDATIONS

Nil

RECOMMENDATION That -

1. Council receive and note the report as information.

ATTACHMENTS

Nil

Information Only - 9 May 2024

ITEM 10.4 **Bank Balance and Reconciliation - April 2024**

FILE REFERENCE I24/117

AUTHOR **Director of Finance and Administration**

ISSUE

Statement of Bank Balance and Reconciliation as at 30 April 2024

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 March 2024	1,554,441.21
Add: Receipts for April 2024	<u>5,364,033.00</u>
	6,918,474.21
Deduct: Payments for April 2024	<u>6,020,723.73</u>
Balance as at 30 April 2024	<u>897,750.48</u>
Balance as per Bank Statement 30 April 2024	1,136,133.61
Less: Outstanding Deposits (unpresented Bank file transactions)	<u>237,417.89</u>
	898,715.72
Less: Unpresented Cheques/ EFTs	<u>965.24</u>
Balance as at 30 April 2024	<u>897,750.48</u>

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 - 9 May 2024

ITEM 10.5 Rates and Charges Outstanding for the month of April 2024

FILE REFERENCE I24/119

AUTHOR Director of Finance and Administration

ISSUE

Rates and Charges Outstanding Report to 30 April 2024

RECOMMENDATION That -

1. Council receive and note the report as information.

BACKGROUND

A Summary report of the Rates and Charges outstanding at 30 April 2024 is detailed.

REPORT

There is an attached report titled "Rate Collection 2024 Year" for the 2023/2024 financial year. A comparison of the rates and charges outstanding percentage to previous financial years is highlighted in the below table:-

Description	30/04/2024	30/04/2023	30/04/2022
Total % Rates and Charges Outstanding	16.57%	16.28%	15.76%
Total \$ Amount Rates and Charges Outstanding	\$2.466 million	\$2.303 million	\$2.115 million

POLICY IMPACT

Nil

OPTIONS

Nil

FINANCIAL IMPACT OF RECOMMENDATIONS

Nil

RECOMMENDATION That -

1. Council receive and note the report as information.

ATTACHMENTS

1. ↓	Rates Collection by Year - May 2024	Attachment
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Rate Collection 2024 Year

Rating Categories	Levy Raised to date	Rates Received to 1 May 2024	Rates Outstanding to 1 May 2024	% Rates Outstanding 1 May 2024
Farmland	5,650,165.01	4,612,107.29	1,038,057.72	18.37%
Residential	1,521,734.49	1,226,417.44	295,317.05	19.41%
Rural Residential	849,944.60	702,624.40	147,320.20	17.33%
Business	667,245.23	617,795.32	49,449.91	7.41%
Mining	2,160.52	1,620.82	539.70	24.98%
Water	1,155,830.00	945,425.83	210,404.17	18.20%
Sewerage	1,936,103.57	1,589,075.57	347,028.00	17.92%
Domestic & Comm Waste	1,647,565.17	1,351,110.98	296,454.19	17.99%
Rural Waste	890,385.99	731,330.24	159,055.75	17.86%
Storm Water	49,680.21	40,232.88	9,447.33	19.02%
**Arrears	515,692.10	417,947.39	97,744.71	18.95%
Credits		184,633.62	-184,633.62	
Overall Total Rates	14,886,506.89	12,420,321.78	2,466,185.11	16.57%

I:\2023-2024\Rates\Recs\%oust_April_30-2024

Information Only - 9 May 2024

ITEM 10.6 **Library Services 3rd Quarter Report 2023/2024**

FILE REFERENCE **I24/124**

AUTHOR **Library Manager**

ISSUE

This report provides a summary of the activities in the Upper Lachlan Shire Council libraries for the 3rd Quarter 2023/2024 as at 31 March 2024.

RECOMMENDATION That -

1. Council receive and note the report as information.

BACKGROUND

Nil

LIBRARY USAGE:

	Crookwell	Gunning
Loans*	2,602	1,295
New Members†	45	25
Internet Sessions	725	179
Wi-Fi Hours	913	453
Visitors	3,810	3,409
Hours open per week	31.5	19

*Quarterly loans do not include e-book, e-audio or e-magazines which are calculated annually.

† Crookwell member numbers include 5 new online registrations.

OVERVIEW:

- This quarter has seen a range of activities for people of all ages, from babies and toddlers through to Seniors. The Library has been glad to partner with community organisations and provide services in the community, as well as at Library locations.

Feedback

- Library staff received positive feedback from the public this quarter, including:
 - “Summer Reading Club has been great, the kids have loved coming in every week to get their jibbitz”
 - “Thanks for a great session (Pokémon drawing) today! Kids enjoyed it”
 - “It’s great to see you’re doing something for Chinese New Year”
 - “We really appreciated the summer book club and loved the incentive it gave our children to read”
 - “I just love coming in here, it’s the highlight of my week”

Information Only

LIBRARY SERVICES 3RD QUARTER REPORT 2023/2024 cont'd

- “You all have such lovely warm smiles at the library, it makes coming here a joy”
- “It’s got a really nice feel this Library, I like it.”
- “Crafternoons make my Friday. Art, Tea, Biscuits and chats. It’s the best. I have met some really lovely people I wouldn’t have met outside of my home. “
- “Love how fresh and up to date your collections are.”
- “I love Lego club with my friends, and the popcorn is always yummiier than home.”
- “What a bright, clean and modern looking library this is. So many books. Great Wifi, community info and directions. “
- “What a lovely Library. Very innovative. I will be mentioning how wonderful the Gunning library is to my local (Berrima) Library.”
- Traveller from Newcastle commented about the lovely Gunning Library and that he appreciates the internet access and that he can access all his information. Also loves the availability of free camping

EVENTS AND PROMOTION:

Online:

- The monthly Library email newsletter has continued this quarter, being sent to more than 1,300 people each month.
- The Library’s Facebook page was used to engage and inform members, with 56 posts reaching almost than 11,000 people on topics such as Library services and resources, new arrivals, events and activities, community engagement and outreach, and service interruptions.
- The Library continued to post to our Instagram page, with 29 posts made during the quarter reaching almost 600 people.
- The Library webpage displayed Recent Fiction, and New eBooks to Borrow from Home, as well as special displays on upcoming events and school holiday activities.

Crookwell and Gunning Libraries:

- The Gunning Library Crafternoon continues to be popular, with 49 people attending during the quarter to take part in watercolour painting and more.
- The Friends of Crookwell Library held their monthly Scrabble activity with 19 people attending during the quarter. The Friends continue to run the session and sponsor afternoon tea.
- Both Libraries offered Tech Savvy Seniors training sessions focusing on topics like social media, online banking, online shopping, using transport apps, and sharing photos online. The Library also visited Uniting Care in Crookwell to introduce the residents to iPads and the Internet. A total of 21 people took part.
- Crookwell Library hosted monthly ‘Book Chat’ sessions, with 11 participants across the period.
- The NBN Co. Digital Mentor visited both branches, and assisted four people with technology queries.
- Crookwell Library’s monthly Writer’s Group had nine people attend this quarter, with several new participants.
- Library Lovers Day was celebrated at both Libraries, with visitors recording the details of their most loved books on paper slips. These slips will be combined to form a heart-shaped artwork for display. 11 people took part in this activity.

Information Only

LIBRARY SERVICES 3RD QUARTER REPORT 2023/2024 cont'd

- The Country Universities Centre in Goulburn ran an information session for new and prospective students at Crookwell Library. Four people took part in this session with plans for a further session to be held at Gunning Library in April.
- Crookwell Library hosted a session on transport options for older people, run by the NSW Department of Transport. Four people took part in this workshop.
- Both libraries displayed new Library items in 'new book' displays throughout the Library, including on new face-out shelving. Gunning Library also had special displays on 'Once upon a crime', 'Back to school', 'Library Lovers', 'Valentine's Day', 'St Patrick's Day', 'Easter', and 'ANZAC Day', with both Libraries displaying NSW State Library multicultural collection 'Books in your Language'.
- Promotional articles and columns were published in the Upper Lachlan Gazette, Upper Lachlan Library Service Facebook page, Council Website, Council's Facebook page, the Bulletin, and local school newsletters.

CHILDREN AND YOUNG PEOPLE:

- In this quarter 50 people attended Storytime at Gunning Library, with 32 people attending Storytime at Crookwell Library. This included special sensory storytimes as well as storytimes for community celebrations like Easter and Chinese New Year.
- In this quarter 29 people attended Lego Club at Gunning Library, with 98 people attending Lego Club at Crookwell Library.
- Crookwell Library ran a 4 week series of Dungeons and Dragons session for teens and young adults in January, with a total of 27 participants. These sessions lead to weekly sessions, starting in February, with a total of 59 participants across February and March.
- Both Libraries ran a special craft activity for Chinese New Year. 11 people were involved in this activity across both Libraries.
- Both Libraries ran an Easter Craft activity, with 24 children taking part at Gunning and seven at Crookwell.
- Summer Reading Club, run over December and January, finished with a total of 58 children signing up. Children read a total 342 books to collect charms for their Summer Reading Wristband, with every book read giving children an entry in the grand prize draw for family vouchers to visit the Taralga Wildlife Park. Prize winners were announced in early February.
- Summer school holiday activities were held at both branches during this quarter:
 - Maker Table at Crookwell, with eight participants.
 - Pokémon Drawing at Crookwell, with 10 participants.
 - Perspective Drawing at Gunning, with nine participants.
 - Decorate your own Sunglasses at Gunning, with 13 participants.
 - Make your own Treasure Map at Crookwell, with 17 participants.
 - Design a Rocket Ship at Crookwell, with 23 participants.
 - Mysterium youth game at Gunning, with five participants.

COLLECTIONS, RESOURCES AND FACILITIES:

Collections

- Added new 'HiLo Readers', for older children who struggle with reading, to the collection.
- Rationalised some Library collections to make best use of items
- Updated processing of items to make finding new items easier, in consultation with Goulburn Mulwaree Library

Information Only

LIBRARY SERVICES 3RD QUARTER REPORT 2023/2024 cont'd

- Arranged for a refresh of classic children's collection items that are missing or in poor condition.
- Provided guidance to staff on cataloguing new Jigsaw Puzzle collection, as well as handling 'Requests for Reconsideration' of items in the collection.

Resources

- Volunteers completed 22.75 hours of work in the Crookwell Library and 16.75 hours of work in Gunning Library. This quarter volunteers assisted with shelving, home library service deliveries, craft preparation, and the reservation pick list.
- A staff meeting was held on 8 February, with most staff able to attend.
- In this quarter the Library Manager:
 - Attended Meetings
 - Attended internal meetings Senior Management and Executive.
 - Attended the South East Zone quarterly meeting at Queanbeyan, as well as an MOU meeting virtually.
 - Attended meetings and workshops on the Public Interest Disclosures Act, and responsibilities as a PID Officer.
 - Attended a meeting of the Memorial Hall Committee.
 - Attended a meeting of the Crookwell Neighbourhood Centre.
 - Managed Library Finances, Administration and Reporting
 - Managed the 2024/2025 budget and Operational Plan update process, including consulting with staff and Finance, consulting with Goulburn Mulwaree regarding the Service Level Agreement (SLA), checking comparable fees with other Libraries, and drafting new KPIs.
 - Requested all staff to provide feedback to the Service Level Review of Library services.
 - Organised future staffing for the Library, until the vacant permanent position can be advertised and recruited.
 - Joined the Public Libraries Association 'Libraries Transform' initiative, aimed at increasing Library membership.
 - Organised Programs and Outreach, and Promotions
 - Organised for various Library events and programs
 - Arranged for Lego Club to enter participant's creations in the local show.
 - Connected with community organisations to support Library events, including Country Universities Centre Goulburn, Transport for NSW, DrugInfo, and Gunning RSL
 - Connected with community groups to provide Library services, including Crookwell High School, Uniting Care Crookwell, Crookwell Public School and SDN Crookwell
 - Discussed with staff changing the focus of our weekly early literacy programs from Storytime for pre-schoolers to Read and Rhyme for babies and toddlers. This will be implemented from term 2.
 - Obtained local history items on Myrtleville and Taralga for internal use within the Department of Planning.
 - Managed Work Health and Safety
 - Ensured staff members have current Working With Children Checks.
 - Organised staffing to allow all staff to attend the Wellbeing and Psychosocial workshops in April.

Information Only

LIBRARY SERVICES 3RD QUARTER REPORT 2023/2024 cont'd

- Managed Library Systems and Technology
 - Updated Library and Council systems to reflect Library policies and link correctly, as well as address issues.
 - Discussed updates to Library software and hardware with IT.

Facilities

- A number of IT issues around network access, Wi-Fi printing, telephone access, and Spydus notifications occurred this quarter, all resolved by IT and Civica.
- Network equipment was upgraded.
- Ongoing maintenance for sliding doors and air conditioner was organised.

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 - 9 May 2024

ITEM 10.7 **Action Summary - Council Decisions**

FILE REFERENCE I24/111

AUTHOR **Chief Executive Officer**

ISSUE

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

RECOMMENDATION That -

1. Council receive and note the report as information.

BACKGROUND

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

REPORT

Summary sheet includes the following Council Resolutions:-

Council Meeting: 21 April 2022

84/22	1. That the Upper Lachlan Shire Council move to reinstitute a Youth Council committee.	CEO	To be discussed as part of efficiency workshop.
-------	--	-----	---

Council Meeting: 21 September 2023

188/23	1. The Chief Executive Officer commission a review of shortcomings in sports facilities for women across the Upper Lachlan Shire and report back to Upper Lachlan Shire Council.	CEO	To be discussed as part of efficiency and service level workshop.
--------	--	-----	---

Council Meeting: 14 December 2023

24/23	<ol style="list-style-type: none">1. Council endorse the Regional Drought Resilience.2. Place the Regional Drought Resilience Plan on Councils website.	DEP	Regional Drought Resilience Plan to be placed on website.
243/23	<ol style="list-style-type: none">1. Council resolves to retain the following official road names:<ol style="list-style-type: none">1. Soldiers Settlement Road	DOI	Letters have been sent to affected property owners.

Information Only**ACTION SUMMARY - COUNCIL DECISIONS cont'd**

	<ol style="list-style-type: none"> 2. Golspie Road 3. Stone Quarry Road 4. Snipe Flat Road 5. Taralga Road 6. Taralga – Laggan Road 		Road names to be changed in May.
--	--	--	----------------------------------

Council Meeting: 21 March 2024

27/24	<ol style="list-style-type: none"> 1. Council receive the report on the proposal to Declare new Off-Leash Area. 2. Council determine to give notice of Intention to Declare new Off-Leash area in the Council reserve located on Woodward Lane, Crookwell (Lot 1 DP1054839). 3. That the notice of Intention to Declare new Off-Leash areas seeks submissions from the public for a minimum period of 28 days. 4. A further report be presented to Council after the completion of the public exhibition period to enable Council to consider any feedback and make a determination with respect to relocating the current Off-Leash Area. 	DEP	<p>Notice of intention shared for public exhibition on 3 April 2024.</p> <p>Report to come back to future Council meeting.</p>
33/24	<ol style="list-style-type: none"> 1. Council authorises the Mayor and Chief Executive Officer to sign all necessary documents and affix the common seal for the closure and reopening of a section of Gibraltar Road. 	DOI	<p>Notification sent to Council's solicitor.</p> <p>Paperwork being prepared.</p>

Council Meeting: 18 April 2024

44/24	<ol style="list-style-type: none"> 1. Council nominate that Japanese Elm as the tree species to be planted in the main street precinct of Goulburn Street, Crookwell. 2. The number of street trees to be replanted are reduced from ten to eight trees. 	DEP	Trees to be ordered and planted before end of financial year.
47/24	<ol style="list-style-type: none"> 1. Council contribute 50% of the cost variation to allow finalisation of the Integrated Water Cycle Management (IWCM) Strategy. Council Water Fund and Sewer Fund will fund a total cost from Council reserves of \$230,000 split across both funds 	DEP	Liaising with state government for formal agreement and timelines.

Information Only

ACTION SUMMARY - COUNCIL DECISIONS cont'd

	equally to match with available grant funding.		
48/24	<ol style="list-style-type: none"> 1. That the funds allocated towards the completion of the Master Plans for the Crookwell, Gunning and Taralga communities be redirected to enable the development of a Local Housing Strategy and the review of the current Development Control Plan. 2. That the unused wage component associated with the current vacant Strategic Planner position be allocated towards a consultant for development of a Local Housing Strategy and the review of the current Development Control Plan. 	DEP	Consultant to be engaged before end of financial year.
49/24	<ol style="list-style-type: none"> 1. Council adopt the Nature Strip Policy incorporating the listed changes resulting from the public consultation process. 	DEP	Policy placed on website 18 April 2024.
50/24	<ol style="list-style-type: none"> 1. Council adopts the Work Health and Safety Policy. 	DFA	Policy placed on website 18 April 2024. Sent to All Staff and Councillors on 19 April 2024
51/24	<ol style="list-style-type: none"> 1. Council, in accordance Sections 403-406, of the Local Government Act 1993, and Sections 8A-8C, of the Local Government Act 1993, place on public exhibition the following suite of draft plans:- <ul style="list-style-type: none"> • Operational Plan 2024/2025; • Delivery Program 2024/2025 – 2027/2028; • Resource Strategy documents including:- <ul style="list-style-type: none"> - Long Term Financial Plan 2024 – 2033; - Infrastructure Plan 2024 – 2033; - Workforce Plan 2024/2025 – 2027/2028. <p>The public exhibition period commences Monday, 22 April 2024 to Friday, 24 May 2024 inclusive, with copies of each plan available for viewing at Council administration offices and libraries, on Council's website and a link is provided to Council's Facebook Page.</p> 	DFA	IPR Plans placed on public exhibition. Public Notice in Upper Lachlan Gazette and documents on Council website. Public Notice advertised on 22 April 2024.

Information Only

ACTION SUMMARY - COUNCIL DECISIONS cont'd

52/24	1. Council adopts the reviewed Public Interest Disclosures Policy.	DFA	Policy placed on website 18 April 2024 Sent to All Staff and Councillors on 19 April 2024.
56/24	1. Council approve a write-off of \$5,297.58 being 50% of the balance owing for water use charges on Assessment Number 4305, at 1A Walsh Street Taralga, for the Taralga and District Showground and Co-Operative Ltd. 2. The Taralga and District Showground and Co-Operative Ltd if unable to pay the water use outstanding balance in full is to enter into a payment arrangement with Council 3. Council write to inform the Taralga and District Showground and Co-Operative Ltd of this decision.	DEP/CFO	Letter to be sent after water bill write-off is processed in Civica Authority and payment arrangement to be agreed by land owner.
57/24	1. Item 19.2 Request to return land - Taralga and District Showground and Recreational Co-Operative Ltd be deferred to request additional information for Council.	DEP	Future report to come back to Council.

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

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

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 -

13.1	Quarterly Budget Review Statements - 3rd Quarter 2023/2024	84
13.2	Audit, Risk and Improvement Committee (ARIC) – Terms of Reference	147
13.3	Internal Audit Charter	164

Finance and Administration - 9 May 2024

ITEM 13.1 **Quarterly Budget Review Statements - 3rd Quarter 2023/2024**

FILE REFERENCE **I24/116**

AUTHOR **Director of Finance and Administration**

ISSUE

A Financial Summary and Key Performance Indicators report for the 3rd Quarter Budget Review in 2023/2024.

RECOMMENDATION That -

1. Council endorse the 3rd Quarter Budget Review Statements for 2023/2024 including revotes of income and expenditure to the Operational Plan; and
2. Council endorses the Operational Plan Performance Summary Report.

BACKGROUND

This report details the financial summary and Key Performance Indicators for the 3rd Quarter Budget Review in 2023/2024.

REPORT

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

The Income and Expenses Budget Review Statement provides an overview of Council operations for the 3rd Quarter of the 2023/2024 financial year. The following is a financial summary of the data as at 31 March 2024 – see Attachment 3:-

1. Council has raised 72% of the operating budgeted income.
2. Council has expended 81% of the operating budgeted expenditure, (includes actual expenditure and creditor commitments).
3. Capital grants and contributions income received is 39% of the revised budgeted capital income.
4. Council has expended 68% of the revised budgeted capital expenditure (including actual capital expenditure and creditor commitments) on asset acquisitions and renewals.

Finance and Administration

QUARTERLY BUDGET REVIEW STATEMENTS - 3RD QUARTER 2023/2024 cont'd

Budget Revotes

On 15 June 2023, Council resolved an original operating budget deficit, before capital grants and contributions, totalling \$4.3 million.

Since Council adopted the original budget, there are operational budget net revotes increase in income and expenditure for the 1st, 2nd and 3rd Quarters totalling \$4,073,114.

The revised 2023/2024 net operating budget shows a deficit result forecast totalling \$230,197 before capital grants and contributions. Revotes in the 3rd Quarter include an upward revision of anticipated income from the RMCC contract and proceeds from the sale of recyclable materials across Council's transfer stations.

The Regional Emergency Road Repair Program (RERRP) grant funding received totals \$4.9 million significantly impacting the Income Statement position however the programmed expenditure for RERRP works will be undertaken in the 2024/2025 financial year and subsequent financial years and there will be zero expense from this program in 2023/2024. The receipt of RERRP funding was reported in the 2nd Quarter Budget Review.

The operational and capital budget revotes of income and expenditure and movements in transfer from reserves for the 3rd Quarter are detailed in Attachment 5.

Operational Budget Analysis

Council's operational budget analysis is outlined in Attachment 3. The year to date actual to budget operating income shows that total income received year to date is 2% higher than anticipated forecast to total income year to date. The year to date actual to budget operating expense is 3% higher than the anticipated forecast of total expenditure year to date.

It may be noted that the actual operational expenditure year to date (excluding creditors expense commitments) totals only 74% budget completed at year to date.

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

Capital Budget Analysis

Total capital expenditure budget, for all funds, including accounts payable commitments is 68% complete at year to date as detailed in Attachments 7-9. Attachment 8 provides details in regards to progress of each individual capital project.

It may be noted that the actual capital expenditure year to date (excluding creditors expense commitments) totals only 45% project budget completed at year to date.

Finance and Administration

QUARTERLY BUDGET REVIEW STATEMENTS - 3RD QUARTER 2023/2024 cont'd

The General Fund revised capital expenditure program is 73% completed at year to date. Major projects substantially commenced and nearing completion include Gunning Showground amenities, Gunning Swimming Pool amenities, bitumen resealing, regional roads rehabilitations projects (MR241 and MR248E) and Roads to Recovery gravel resheet and pavement rehabilitation projects.

Cash flow

The cash and investments held at 30 June 2023, totalled \$34.092 million. The total cash and investments held as at 31 December 2023 totalling \$31.923 million.

Council's projected short-term liquidity financial position is satisfactory with the total cash and investments held as at 31 March 2024 totalling \$29.854 million.

At the reporting date, Council has greater than \$4 million government grant milestone payments and reimbursement payment claims outstanding for several programs and these are receivables not yet paid to Council.

The \$4 million in account receivables outstanding and payable to Council includes funding for the following projects: MAAC swimming pool and VIC construction BLERF project, Wombeyan Caves Road slope stability works reimbursement, Wheeo and Peelwood Road HVSP projects, Natural Disaster works reimbursement claims, Bridge Renewal grant projects for Blue Hills Road and Cooksvale Road bridges replacement projects final milestone payment claims, State Road MR54 RMCC and MR54 Works Orders payment claims. Monies outstanding from these funded programs have impacted and lowered the Council's short term cash and investments balance.

The Cash and Investments Quarterly Budget Review Statement (Attachment 6) details the unrestricted cash, internal reserve restrictions and external reserve restrictions both in total and in movements to 31 March 2024.

POLICY IMPACT

Nil

OPTIONS

Nil

FINANCIAL IMPACT OF RECOMMENDATIONS

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

Finance and Administration

QUARTERLY BUDGET REVIEW STATEMENTS - 3RD QUARTER 2023/2024 cont'd

RECOMMENDATION That -

1. Council endorse the 3rd Quarter Budget Review Statements for 2023/2024 including revotes of income and expenditure to the Operational Plan; and
2. Council endorses the Operational Plan Performance Summary Report.

ATTACHMENTS

1. ↓	RAO Statement	Attachment
2. ↓	Contracts, Consultancy and Legal Expenses	Attachment
3. ↓	Income and Expenses Budget Review Statement	Attachment
4. ↓	Operating Budget Review by Function	Attachment
5. ↓	Material Variations and Revotes	Attachment
6. ↓	Cash and Investments Budget Review Statement	Attachment
7. ↓	Capital Budget Summary Review Statement	Attachment
8. ↓	Capital Expenditure	Attachment
9. ↓	Capital Income	Attachment
10. ↓	3rd Quarterly Review - 31 March 2024	Attachment

UPPER LACHLAN SHIRE COUNCIL**Quarterly Budget Review Statement****For the 3rd Quarter 2023/2024, ended 31 March 2024****Report by Responsible Accounting Officer**

The following statement is made in accordance with Clause 203(2) of the Local Government (General) Regulation 2021.

It is my opinion that the Quarterly Budget Review Statement for Upper Lachlan Shire Council for the quarter ended 31 March 2024 indicates that Upper Lachlan Shire Council's projected financial position at 30 June 2024 will be satisfactory at year end, having regard to the projected estimates of income and expenditure and the original budgeted income and expenditure.

Signed: _____



Date: 24/04/2024

Jonathan Blake
Chief Financial Officer
Upper Lachlan Shire Council

UPPER LACHLAN SHIRE COUNCIL**Part A****Contracts Budget Review Statement - 2023/2024****Budget Review for the quarter ended 31 March 2024**

Contracts Listing - for contracts entered into during the quarter and have yet to be fully performed, excluding contracts that are on the Council's panel contracts and government contracts. The table does not include contracts for works in progress from prior years and prior quarter. Contracts for employment are not to be included. Minimum reporting level is \$50,000.

Contractor	Contract detail and purpose	Contract value (GST Inclusive)	Commence Date	Duration of Contract	Budgeted (Y/N)
Divall's Earthmoving & Bulk Haulage	Lowes Pit - Win & crush 6000m3 @ 20 mm	\$123,277	8/01/2024		Y
Divall's Earthmoving & Bulk Haulage	Full Service Heavy Patching MR248W (Tender)	\$800,000	25/01/2024		Y
Divall's Earthmoving & Bulk Haulage	C240 14/7DD Bitumen Seal - Wheeo Road	\$150,458	6/03/2024		Y
Divall's Earthmoving & Bulk Haulage	Bitumen Seal MR241	\$108,834	19/03/2024		Y
Komatsu	Komatsu GD655-7 Grader	\$577,324	22/02/2024		Y
A J Parsons Earthmoving Pty Ltd	Hillas Street and Showground Lane Storm Damage	\$67,229	25/03/2024		Y
A J Parsons Earthmoving Pty Ltd	Pejar Road - First Creek Box Culvert	\$259,420	21/03/2024	30/06/2024	Y
Downer EDI Works Pty Ltd	WO 24-ULC-A-008 Reseal RMCC	\$160,000	14/03/2024		Y
Coopers Earthmoving & Haulage	Pomeroy Road Storm Damage	\$82,487	6/02/2024		Y
Coopers Earthmoving & Haulage	Bannister Lane Storm damage	\$50,819	22/02/2024		Y
Complete Power	Gunning Showground Substation Upgradation	\$92,502	19/03/2024	30/06/2024	Y
Roadworx	MR241 Dalton Road Repair Grant - Seal	\$162,400	9/01/2024		Y
Roadworx	Cullerin Road Bitumen Reseal - LGP Panel RFQ	\$443,164	1/03/2024		Y
Roadworx	WO24-ULC-A-008 Seg 56,64.	\$200,000	14/03/2024		Y
Stabilised Pavements Of Australia	MR52 Heavy Patching	\$560,610	1/03/2024		Y
Bridge & Marine Engineering Pty Ltd	Contract ULSC2022/09 - Bridge Over Burra Burra Ck, Tablelands Way	\$3,717,607	12/03/2024	31/12/2024	Y
Reliance Engineering Services Pty Ltd	Project Services - Natural Disasters Delivery Works	\$72,270	23/02/2024		Y
FDC Construction & Fitout Pty Ltd	Indoor Pool Equipment in Plant Room	\$375,149	15/03/2024	30/04/2024	Y

Part B**Consultancy and Legal Expenses Budget Review Statement - 2023/2024****Budget Review for the quarter ended 31 March 2024**

Expense	YTD (Actual + Commitments)	2023/2024 Budget	Budgeted (Y/N)
*Legal Fees	\$88,322	\$123,300	Yes
Consultancies	\$229,806	\$310,161	Yes

Definition of a consultant:

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

*An additional \$85,000 legal fees is included as a budget variation in this report. This is an estimate of additional costs in relation to the Tutzing Pty Ltd legal matter.

Consult & Legal Exp

UPPER LACHLAN SHIRE COUNCIL

Income and Expenses Budget Review Statement - 2023/2024
Budget Review for the quarter ended 31 March 2024

(Actual YTD figures include creditor commitments)

	Actual YTD	Original Budget	1st Quarter Revotes	2nd Quarter Revotes	3rd Quarter Revotes	Revised Budget	% YTD Actual to Revised Budget	Anticipated % Budget YTD
Operational Activities								
Employee Benefits and On-Costs	10,311,123	14,153,146	185,137	6,536		14,331,747	72%	72%
Borrowing Costs	146,256	279,030				279,030	52%	50%
Depreciation & Amortisation #	6,745,337	8,993,783				8,993,783	75%	75%
Materials & Contracts	16,094,105	13,041,258	3,906,373	278,060	827,131	17,496,702	92%	85%
Other Expenses	719,857	889,627	83,556	50,000	3,404	1,026,587	70%	88%
Loss on Disposal of Assets	5,631	9,000				9,000	63%	
Total Expenses from Continuing Operations	34,022,309	37,365,844	4,175,066	234,596	830,535	42,136,849	81%	78%
Rates & Annual Charges**	13,745,102	13,652,093				13,652,093	101%	100%
User Charges & Fees	5,790,314	6,358,372		9,000	961,304	7,310,676	79%	62%
Interest and Investment Revenue	1,112,027	1,259,212				1,259,212	88%	75%
Other Revenues	438,875	674,611				674,611	65%	73%
Non-Capital Operating Grants and Contributions	9,114,294	11,082,424	4,365,749	3,363,894	162,172	18,974,239	48%	51%
Gain on Disposal of Assets		35,821				35,821		
Total Income from Continuing Operations	30,200,612	33,062,533	4,365,749	3,354,894	1,123,476	41,906,652	72%	70%
OPERATING RESULT BEFORE CAPITAL AMOUNTS	3,821,697	4,303,311	190,683	3,589,490	292,941	230,197		
Capital Grants and Contributions	8,101,818	13,425,659	4,558,816	1,813,936	832,623	20,631,034	39%	24%
INCOME FROM ALL ACTIVITIES	38,302,429	46,488,192	8,924,565	5,168,830	1,956,099	62,537,686	61%	
NET RESULT FROM ALL ACTIVITIES	4,280,120	9,122,348	4,749,499	5,403,426	1,125,564	20,400,839		
OPERATING SURPLUS EXCLUDES DEPRECIATION	11,025,457	18,116,131						

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

UPPER LACHLAN SHIRE COUNCIL									
Operating Budget Review Statement by Function/Activity - 2023/2024									
Budget Review for the quarter ended 31 March 2024									
							Actual YTD	75.00%	
							Pay YTD	72.31%	
							1) Actual YTD figures includes creditor commitments 2) Budget figures include Q1, Q2 and Q3 revotes		
							3) Expenditure is inclusive of Council Rates and is eliminated on the Income Statement		
							Actual: 31,156,068		
							Committed: 2,866,241		
							Total: 34,022,309		
Function or Activity (Alternate Key 8 Report)	Expenditure to 31 Mar 2024 \$	Expenditure to 31 Mar 2024 %	Budgeted Expenses from continuing operations \$	Income to 31 Mar 2024 \$	Income to 31 Mar 2024 %	Budgeted Income from continuing operations \$	Operating Result to 31 Mar 2024 \$	Budgeted Operating Result from continuing operations \$	
* Note: Depreciation expense is excluded from cost centres									
COMMUNITY	2,543,923	66.90%	3,802,424	393,300	67.03%	586,712	(2,150,623)	(3,215,712)	
Health Services, Medical Centres, Aged, Disabled & Community Services	378,313	37.46%	1,009,868	145,002	70.22%	206,500	(233,311)	(803,368)	
Public Halls, Cultural Services, Community Services and Museums	165,736	71.85%	230,656	(24,156)	-56.84%	42,500	(189,892)	(188,156)	
Animal Control	106,526	68.09%	156,438			2,600	(106,526)	(153,838)	
Swimming Pools	123,190	48.19%	255,630	11,409	32.79%	34,800	(111,781)	(220,830)	
Sporting Grounds and Parks and Gardens	584,469	74.20%	787,669	14,014	31.39%	44,640	(570,455)	(743,029)	
Public Libraries	379,451	81.06%	468,107	92,286	99.58%	92,672	(287,165)	(375,435)	
Emergency Services and Fire Protection	806,237	90.18%	894,056	154,745	94.94%	163,000	(651,492)	(731,056)	
ENVIRONMENT	5,229,113	72.86%	7,176,476	6,922,968	84.47%	8,196,119	1,693,855	1,019,643	
Town Planning and Development Control	366,759	51.92%	706,374	268,641	96.56%	278,200	(98,118)	(428,174)	
Building Control	302,369	56.99%	530,597	110,330	49.04%	225,000	(192,039)	(305,597)	
Environmental Systems and Protection	46,754	48.16%	97,075	750			(46,004)	(97,075)	
Housing	20,246	52.97%	38,223	11,145	47.63%	23,400	(9,101)	(14,823)	
Noxious Weeds Control	301,491	80.72%	373,518	2,800	1.94%	144,386	(298,691)	(229,132)	
Food Control and Inspections	14,012	116.76%	12,000	1,050	7.00%	15,000	(12,962)	3,000	
Water Supply Services	1,543,818	81.48%	1,894,774	1,850,973	76.07%	2,433,210	307,155	538,436	
Sewerage Services	994,733	79.51%	1,251,027	1,926,579	86.77%	2,220,316	931,846	969,289	
Domestic Waste Management	977,527	61.42%	1,591,495	1,632,888	95.41%	1,711,495	655,361	120,000	
Waste Centres, Rubbish Tips and Street Cleaning	661,405	97.07%	681,393	1,117,812	97.62%	1,145,112	456,407	463,719	
ECONOMY	4,049,891	94.17%	4,300,713	359,279	86.76%	414,109	(3,690,612)	(3,886,604)	
Financial Services	738,275	74.56%	990,185				(738,275)	(990,185)	
Administration and Corporate Support	1,421,088	83.00%	1,712,075	348,988	89.22%	391,169	(1,072,100)	(1,320,906)	
Information Technology	523,927	70.01%	748,347				(523,927)	(748,347)	
Workforce (Human Resources, Labour Oncosts and WH&S)	1,343,529	162.65%	826,030			500	(1,343,529)	(825,530)	
Commercial - Bank House	23,072	95.83%	24,076	10,291	45.86%	22,440	(12,781)	(1,636)	

UPPER LACHLAN SHIRE COUNCIL								
Operating Budget Review Statement by Function/Activity - 2023/2024								
Budget Review for the quarter ended 31 March 2024								
				1) Actual YTD figures includes creditor commitments 2) Budget figures include Q1, Q2 and Q3 revotes			Actual YTD	75.00%
				3) Expenditure is inclusive of Council Rates and is eliminated on the Income Statement			Pay YTD	72.31%
	Actual:	31,156,068						
	Committed:	2,866,241						
	Total:	34,022,309						
Function or Activity (Alternate Key 8 Report)	Expenditure to 31 Mar 2024 \$	Expenditure to 31 Mar 2024 %	Budgeted Expenses from continuing operations \$	Income to 31 Mar 2024 \$	Income to 31 Mar 2024 %	Budgeted Income from continuing operations \$	Operating Result to 31 Mar 2024 \$	Budgeted Operating Result from continuing operations \$
* Note: Depreciation expense is excluded from cost centres								
INFRASTRUCTURE	12,321,392	100.34%	12,279,476	9,611,840	70.41%	13,650,316	(2,709,552)	1,370,840
Roads, Bridges, Cycleways, Footpaths and Kerb and Guttering	10,252,051	88.70%	11,557,988	8,035,479	65.35%	12,296,295	(2,216,572)	738,307
Stormwater and Drainage	21,017	71.05%	29,579	49,653	101.33%	49,000	28,637	19,421
Quarries and Gravel Pits	1,108,768	136.58%	811,818	1,149,466	128.72%	893,000	40,698	81,182
Public Conveniences and Amenities	171,590	59.87%	286,586				(171,590)	(286,586)
Public Cemeteries	(14,339)	-19.80%	72,405	19,946	20.52%	97,200	34,285	24,795
Engineering, Purchasing and Works Supervision	877,210	82.82%	1,059,158	357,297	128.06%	279,000	(519,913)	(780,158)
Plant and Equipment Operations (net excluding depreciation)	(94,903)	6.17%	(1,538,058)			35,821	94,903	1,573,879
CIVIC LEADERSHIP	3,132,653	56.10%	5,583,977	2,898,122	72.43%	4,001,300	(234,531)	(1,582,677)
Governance and Real Estate Development	1,085,562	68.04%	1,595,413				(1,085,562)	(1,595,413)
Caravan Parks	22,863	50.95%	44,872	61,139	77.39%	79,000	38,276	34,128
Tourism & Business (RMS State Rd, Service NSW Agency, Private Works)	2,024,229	51.33%	3,943,692	2,836,983	72.33%	3,922,300	812,754	(21,392)
GENERAL PURPOSE REVENUES				10,015,102	66.51%	15,058,096	10,015,102	15,058,096
General Purpose Items and Rates				10,015,102	66.51%	15,058,096	10,015,102	15,058,096
DEPRECIATION EXPENSE	6,745,337	75.00%	8,993,783				(6,745,337)	(8,993,783)
Depreciation Operating Expense	6,745,337	75.00%	8,993,783				(6,745,337)	(8,993,783)
Note: Internal Rates and Charges are allocated to each cost centre								
TOTAL SURPLUS / (DEFICIT) FROM ALL ACTIVITIES	34,022,309	80.74%	42,136,849	30,200,612	72.07%	41,906,652	(3,821,697)	(230,197)

UPPER LACHLAN SHIRE COUNCIL
Material Variations and Revotes Budget Review Statement - 2023/2024
 Budget Review for the quarter ended 31 March 2024

Budget Capital Income and Expenditure - 3rd Quarter Revotes				
Activity GL #	Job Description	Adopted Budget 2023/2024	Revote net amendment	Revised Budget 2023/2024
01.55749.5103.002	East St Crookwell - Continue sealing of the existing unsealed road (0.345km) - R2R	86,499	-11,631	74,868
01.55744.5401.002	Heavy Patching Town Streets (R2R) - Church St Taralga	80,000	-14,720	65,280
01.55745.5401.002	Heavy Patching Town Streets (R2R) - Court St Taralga	80,000	17,774	97,774
01.50102.5103.002	R2R Rugby Road Pavement Rehabilitation	104,662	-6,025	98,637
01.50133.1430.002	R2R Cuddying Road, Binda - Gravel Resheeting	100,000	-4,750	95,250
01.55858.1430.002	R2R Kangaloolah Road, Binda - Gravel Resheeting	100,000	-100,000	
01.55746.1430.002	R2R Rural Local Sealed Road - Pavement Rehabilitation Kangaloolah Rd	250,000	15,821	265,821
01.55747.1430.002	R2R Rural Local Sealed Road - Pavement Rehabilitation Gurrundah Road (\$560k over 2 years)	250,000	51,770	301,770
01.55901.9006.002	Breadalbane Road reconstruction (FLR4 & R2R)	150,000	858	150,858
01.55872.4103.002	EOC Upgrades Council Chambers & Emily Chalker Bldg	52,811	7,866	60,677
01.39701.4250.999	Natural Disasters - AGRN 1025 (transfer from reserves)	-489,166	-7,866	-497,032
01.55843.1430.002	R2R Golspie Rd - Gravel Resheeting		48,098	48,098
01.30301.4250.999	R2R Rugby Road Pavement Rehabilitation - s94	-4,662	4,662	
01.52484.5101.002	Rehabilitation - MR248E - Laggan Road (Block)	290,000	33,000	323,000
01.50523.5101.002	Resealing Program (RMS Block Grant funded)	260,000	-33,000	227,000
01.52566.2605.002	Reconstruction - MR256 - The Tablelands Way Upgrade	329,215	-329,215	
01.52413.2605.002	Rehabilitation - MR241 - Dalton Road (3km from railway bridge) (Part Grant Funded)	664,000	329,215	993,215
10.10507.4300.002	Sewer Relining (2021/2022 Project)	112,500	-26,000	86,500
01.55887.4101.002	Gunning Flood Mitigation Works Levee design and construction		720,000	720,000
01.39701.1700.800	Gunning Flood Mitigation Works Levee design and construction - Grant		-720,000	-720,000
01.55748.9006.002	Crookwell Waste Centre 2023-2023 - DWM Reserves Funding	1,400,000	-1,400,000	
01.39201.6200.983	Crookwell Waste Centre 2023-2023 - New loan	-1,400,000	1,400,000	
01.55191.4103.002	Gunning Hall Creative NSW Project		92,623	92,623
01.32371.1700.576	Gunning Shire Hall Rejuvenation Creative NSW Grant		-92,623	-92,623
01.55632.4050.002	s94 - Crookwell Bush Fire Brigade Assets		6,295	6,295
01.55231.4050.002	s94 - Gunning Bush Fire Brigade Assets		880	880
01.38001.4250.999	RFS shed upgrades - transfer from s94	-4,310	-7,175	-11,485
01.39001.1700.979	EPA Litter Bin Grant Income	-19,002	-20,000	-39,002
01.41001.1750.288	Community Facilities/Amenities - section 7.11 income	-54,600	-82,000	-136,600
01.41001.1750.289	Roads/Traffic Construction - section 7.11 income	-437,100	-172,000	-609,100
	Total - Capital	1,900,847	-298,143	1,602,704

UPPER LACHLAN SHIRE COUNCIL Budget Operating Income and Expenditure - 3rd Quarter Revotes				
Activity GL #	Job Description	Adopted Budget 2023/2024	Revote net amendment	Revised Budget 2023/2024
01.29500.3340.002	Blazeaid Taralga Grant expenditure		47,000	47,000
01.29501.1600.871	Blazeaid Taralga Grant		-47,000	-47,000
01.29501.1600.866	Reconnecting Regional NSW Grant		-48,000	-48,000
01.28000.2816.002	Library Tech Savvy Expenditure		3,404	3,404
01.28001.1600.190	Library Tech Savvy Grant		-3,404	-3,404
01.28001.1600.258	Library Operational Subsidy	-80,000	-3,768	-83,768
01.39101.1100.219	Sale of recyclable materials - Gunning		-36,122	-36,122
01.39201.1100.219	Sale of recyclable materials - Crookwell	-40,000	-86,213	-126,213
01.39301.1100.219	Sale of recyclable materials - Collector		-12,390	-12,390
01.39401.1100.219	Sale of recyclable materials - Taralga		-37,215	-37,215
01.30851.1100.212	Quarries & Pits Income	-703,886	-189,114	-893,000
01.30853.9224.002	Quarries & Pits Winning and Crushing	639,644	172,174	811,818
01.30113.1500.002	Gunning Works - drainage maintenance		40,000	40,000
01.35411.1100.263	RMCC Work Orders User Charges	-2,240,250	-600,250	-2,840,500
01.35410.1020.002	RMCC Expenses	1,955,680	521,957	2,477,637
01.30114.1500.002	Collector Works - drainage maintenance		20,000	20,000
01.39701.1600.872	TNSW RRF Drain Maintenance Grant		-60,000	-60,000
10.10007.2341.002	Gunning Sewerage - Treatment Operations & Maintenance Expenses	21,700	26,000	47,700
	Total - Operational	-447,112	-292,941	-740,053

Operational Plan Budget Result 2023/2024 - (Surplus)/Deficit

523,138

-292,941

230,197

Upper Lachlan Shire Council

Cash and Investments Budget Review Statement 2023/2024

Budget review as at 31 March 2024

	Original Budget (\$'000)	Opening Balance (\$'000)	Actual YTD Transfers to Restrictions (\$'000)	Actual YTD Transfers from Restrictions (\$'000)	31 March 2024 Balance (\$'000)
TOTAL UNRESTRICTED		117		(68)	49
EXTERNAL RESTRICTIONS:					
Section 7.11 - Development Contributions Plan	384	4,902	638	(470)	5,069
Section 7.12 - Development Contributions Plan					
Specific Purpose Unexpended Grants	(2,425)	6,654	1,631		8,285
Water Supplies	275	3,582	243		3,826
Sewerage Services	(193)	6,304	595		6,898
Domestic Waste Management Services	(383)	1,943	0	(14)	1,930
Stormwater Management	(220)	282	50		331
Wind Farms CEF Program		354		(184)	169
Trust Fund (Fund 8)		2	0		2
TOTAL EXTERNAL RESTRICTED	(2,562)	24,023	3,156	(668)	26,510
INTERNAL RESTRICTIONS:					
Employees' Leave Entitlements		1,572			1,572
Council Houses capital works		67			67
Information Technology and Equipment	(93)	273			273
Library Services Cooperative		58			58
Financial Assistance Grants Payment in Advance		6,068		(6,068)	
Uncompleted Private Works - Roadwork		375		(105)	269
Deposits, Retentions and Bonds		205	107		312
Unexpended Loans/Borrowing					
Multipurpose Aquatic and Activity Centre (Crookwell Pool)	(452)	452		(350)	102
Uncompleted Carry-over Works	(368)	882		(226)	656
TOTAL INTERNAL RESTRICTED	(913)	9,952	107	(6,749)	3,309
TOTAL RESTRICTED	(3,475)	33,975	3,262	(7,418)	29,819
TOTAL CASH AND INVESTMENTS	(3,475)	34,092	3,262	(7,486)	29,868

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UPPER LACHLAN SHIRE COUNCIL
Capital Budget Summary Review Statement - 2023/2024

Budget Review for the quarter ended 31 March 2024

(Actual YTD figures includes creditor commitments)

	Actual YTD	Original Budget	1st Quarter Net Revotes	2nd Quarter Net Revotes	3rd Quarter Net Revotes	Revised Budget	% YTD Actual to Revised Budget
<u>CAPITAL FUNDING</u>							
Rates and Other Untied Charges (General Fund)	3,058,864	3,277,144	128,362	295,000		3,700,506	83%
Operational Grants and Contributions (All Funds)	1,050,072	2,082,261	-6,547		8,356	2,084,070	50%
Capital Grants and Contributions (All Funds)	15,891,245	12,710,859	4,232,614	1,422,306	812,623	19,178,402	83%
Internal Restrictions (General Fund)							
- Renewals\New assets	863,021	870,560	794,550	761,666	7,866	2,434,642	35%
External Restrictions (excluding grants)							
- Water supply	237,611	326,457	211,098			537,555	44%
- Sewerage	15,111	1,229,007			-26,000	1,203,007	1%
- Domestic waste management (DWM)	411,057	520,000	430,000			950,000	43%
- Stormwater							
- Section 94	250,310	538,350	142,972	214,000	-3,986	891,336	28%
Other Capital Funding Sources e.g.							
- Loans		2,400,000			-1,400,000	1,000,000	
Income from Sale of Assets							
- Plant and equipment (general fund)							
- Land and buildings							
TOTAL CAPITAL FUNDING	21,777,292	23,954,638	5,933,050	2,692,972	(601,141)	31,979,519	68%
<u>CAPITAL EXPENDITURE</u>							
New Assets							
- Plant and equipment							
- Land and buildings	5,218,958	6,078,993	636,097	45,455	880	6,761,424	77%
- Transport Infrastructure	6,091,898	7,107,481	2,665,731	672,212	380,012	10,825,436	56%
- Other Infrastructure	423,786	242,157	407,670			649,827	65%
- Other new assets	203,961	66,100	119,087	250,000		435,187	47%
Renewals (Replacement)							
- Plant and equipment	2,467,143	1,129,000	471,098			1,600,098	154%
- Land and buildings	319,042	626,210	-1,815	33,726	106,784	764,905	42%
- Roads, Bridges, Footpaths	6,458,354	3,417,046	1,535,181	1,704,080	337,183	6,993,490	92%
- Infrastructure	244,794	1,399,300			-26,000	1,373,300	18%
- Other asset renewals	41,329	3,219,688	100,000	-12,500	-1,400,000	1,907,188	2%
Loan Repayments (Principal)							
- Renewals							
- New assets	308,027	668,663				668,663	46%
TOTAL CAPITAL EXPENDITURE	21,777,292	23,954,638	5,933,050	2,692,972	(601,141)	31,979,519	68%

UPPER LACHLAN SHIRE COUNCIL									
OPERATIONAL PLAN									
CAPITAL EXPENDITURE BUDGET - 2023/2024									
Capital Expenditure - Acquisition/Renewal of Assets (* includes commitments)									
	Actual:	14,314,863				Actual YTD:	75%		
	Committed:	7,462,429				Pay YTD:	72%		
	Total:	21,777,292							
Job Description	Actual Expenditure *	Budget 2023/2024	Type	September Revotes & Reserves Transfers**	December Revotes & Reserves Transfers**	March Revotes & Reserves Transfers**	Revised Total Budget	Actual/ Revised Budget %	
GENERAL FUND									
1. COMMUNITY									
<i>Public Libraries</i>									
Crookwell and Gunning Libraries - Computers, Printers, Network	1,518	10,000	RR	-1,000			9,000	17%	
Crookwell and Gunning Libraries - Office Equipment, Furniture & Fittings	6,519	5,000	RR	1,000			6,000	109%	
NSW Public Library Infrastructure Grant expense	15,900		R	15,649			15,649	102%	
<i>Public Halls, Cultural Services, Community Centres and Museums</i>									
Energy Master Plan - Installations		20,000	RR				20,000		
Building Emergency Lighting - various Halls & Council Buildings (Trf from Building Reserve)		40,000	R				40,000		
Gunning Court House - Equipment improvements (Creative Capital Grant + Community Funded)		30,000	CG				30,000		
Binda Hall- Insulate ceiling and stormwater drainage		7,000	RR				7,000		
Bigga Hall- Exterior Painting (exc front wall)	7,708	25,000	RR				25,000	31%	
Gunning Shire Hall Rejuvenation Creative NSW Grant	8,326		CG			92,623	92,623	9%	
EOC Upgrades Council Chambers & Emily Chalker Bldg	60,677		R	19,085	33,726	7,866	60,677	100%	
<i>Sporting Grounds and Parks and Gardens</i>									
Gunning Showground Amenities Project (SCCF3 Grant)	436,597	622,724	CG	-147,724			475,000	92%	
Gunning Showground - Electricity Upgrades (Transfer from Building Reserve)	111,985	243,210	M				243,210	46%	
Lin Cooper Field, Crookwell - Replace Change Rooms (NSW Office of Sport Grant)	176,697	998,601	CG	-782,881	45,455		261,175	68%	
Memorial Oval- Floor Scrubber		6,000	RR				6,000		
Gunning Showground - Replace Callers Box	19,877		94	20,000			20,000	99%	
<i>Swimming Pools</i>									
<i>Crookwell Swimming Pool - Aquatic & Activity Centre - MAAC</i>									
Crookwell Swimming Pool - Aquatic & Activity Centre - MAAC	4,052,772	3,890,668	M	1,542,392			5,433,060	75%	
<i>Gunning Swimming Pool - Structural Improvements</i>									
Gunning Swimming Pool - Structural Improvements	13,230	35,000	RR				35,000	38%	
Gunning Swimming Pool - Amenities Block (Female Friendly Sports Facilities)	514,595	515,000	CG				515,000	100%	
<i>Emergency Services - RFS</i>									
Crookwell RFS equipment (s94 funded)	2,200		94	2,200			2,200	100%	
RFS Roslyn Fire Shed (s94 funded)	2,110		94	2,110			2,110	100%	
s94 - Crookwell Bush Fire Brigade Assets	6,295		94			6,295	6,295	100%	
s94 - Gunning Bush Fire Brigade Assets	880		94			880	880	100%	
Total Community Expenditure	5,437,885	6,448,203		670,831	79,181	107,664	7,305,878	74%	

** Negative adjustments in September Revotes/Reserves column reflect final prior year actual expenses on projects higher than anticipated at the time of Operational Plan preparation.

UPPER LACHLAN SHIRE COUNCIL									
OPERATIONAL PLAN									
CAPITAL EXPENDITURE BUDGET - 2023/2024									
Capital Expenditure - Acquisition/Renewal of Assets (* includes commitments)									
	Actual:	14,314,863				Actual YTD:	75%		
	Committed:	7,462,429				Pay YTD:	72%		
	Total:	21,777,292							
Job Description	Actual Expenditure *	Budget 2023/2024	Type	September Revotes & Reserves Transfers**	December Revotes & Reserves Transfers**	March Revotes & Reserves Transfers**	Revised Total Budget	Actual/ Revised Budget %	
2. ENVIRONMENT									
<i>Town Planning and Development Control</i>									
GIS upgrade - Remap shire for LEP (Transfer from Reserves)		87,500	R	100,000	-12,500		175,000		
DA Tracking & Health Check implementation (Transfer from Reserves)			R	30,000			30,000		
ePlanning Suite - Implementation & Integration (Regional NSW Planning Portal Grant 20/21)	19,637		R	73,438			73,438	27%	
<i>Waste Centres, Rubbish Tips and Street Cleaning</i>									
Solar Power Installations at Crookwell, Taralga, Bigga Collector		17,000	RR				17,000		
Crookwell Waste Centre 2023-2024 - Loan Funding		500,000	R				500,000		
Crookwell Waste Centre 2023-2023 - DWM Reserves Funding		1,400,000	L			-1,400,000			
<i>Domestic Waste Management (DWM)</i>									
DWM Plant Net Replacement Cost - (see Plant Schedule)	411,057	20,000	R	430,000			450,000	91%	
WATER SUPPLY FUND									
<i>Crookwell Water Supply Fund</i>									
Mains Replacement - General		150,000	RR				150,000		
Computer Replacement Water Treatment Plant (PC)		2,500	RR				2,500		
Water Plant Fleet Net Replacement Cost - (see Plant Schedule)	53,185		RR	41,098			41,098	129%	
Integrated Water Cycle Management (IWCM) Strategy (Transfer from Reserves)	167,269		R	170,000			170,000	98%	
<i>Gunning Water Supply Fund</i>									
Mains Replacement		60,000	RR				60,000		
Clear SCADA 2 x Client PC replacement		16,800	RR				16,800		
<i>Dalton Water Supply Fund</i>									
Mains Replacements		30,000	RR				30,000		
<i>Taralga Water Supply Fund</i>									
Loan Principal Reduction (Loan 170 - Finalised 9/2/2037)	17,157	17,157	RR				17,157	100%	
Mains Replacements		50,000	RR				50,000		
Taralga Dam - Design & Assessment (Black Summer Bushfire Recovery Grant)	7,672	795,000	CG				795,000	1%	
Total Water Supply Services Expenditure	245,283	1,121,457		211,098			1,332,555	18%	

** Negative adjustments in September Revotes/Reserves column reflect final prior year actual expenses on projects higher than anticipated at the time of Operational Plan preparation.

UPPER LACHLAN SHIRE COUNCIL									
OPERATIONAL PLAN									
CAPITAL EXPENDITURE BUDGET - 2023/2024									
Capital Expenditure - Acquisition/Renewal of Assets (* includes commitments)									
	Actual:	14,314,863				Actual YTD:	75%		
	Committed:	7,462,429				Pay YTD:	72%		
	Total:	21,777,292							
Job Description	Actual Expenditure *	Budget 2023/2024	Type	September Revotes & Reserves Transfers**	December Revotes & Reserves Transfers**	March Revotes & Reserves Transfers**	Revised Total Budget	Actual/ Revised Budget %	
SEWERAGE FUND									
<i>Crookwell Sewerage Fund</i>									
Sewerage Pumping Station Upgrades/ pump replacements		30,000	RR				30,000		
Sewer Main Rehabilitation / Renewal	51,496	100,000	R				100,000	51%	
Geo Tube for Sludge Drying		7,500	RR				7,500		
Integration of Water & Sewer Telemetry systems network	11,104	10,000	RR				10,000	111%	
Infiltration Testing pr 1/3Reticulation network pa	9,793	250,000	R				250,000	4%	
Solar PV Installation		75,000	RR				75,000		
New Headworks Stop Screen/Grit Removal (2021/2022 project)		225,000	R				225,000		
Pump Replacement - Kennedy Street	8,496	260,000	R				260,000	3%	
<i>Gunning Sewerage Fund</i>									
Sewer Main Rehabilitation / Renewal		40,000	RR		-30,000		10,000		
Sewer Relining (2021/2022 Project)	52,789	112,500	R			-26,000	86,500	61%	
Gunning STP - bell mouth renewal			RR		30,000		30,000		
<i>Taralga Sewerage Fund</i>									
Loan Principal Reduction (Loan 170 - Finalised 9/2/2037)	4,007	4,007	RR				4,007	100%	
Sewer Main Rehabilitation / Renewal		10,000	RR				10,000		
UV System Installation and Effluent Reuse System	105,943	105,000	R				105,000	101%	
Total Sewerage Services Expenditure	243,628	1,229,007				-26,000	1,203,007	20%	
Total Environment Expenditure	919,605	4,374,964		844,536	-12,500	-1,426,000	3,781,000	24%	

** Negative adjustments in September Revotes/Reserves column reflect final prior year actual expenses on projects higher than anticipated at the time of Operational Plan preparation.

UPPER LACHLAN SHIRE COUNCIL									
OPERATIONAL PLAN									
CAPITAL EXPENDITURE BUDGET - 2023/2024									
Capital Expenditure - Acquisition/Renewal of Assets (* includes commitments)									
	Actual:	14,314,863				Actual YTD:	75%		
	Committed:	7,462,429				Pay YTD:	72%		
	Total:	21,777,292							
Job Description	Actual Expenditure *	Budget 2023/2024	Type	September Revotes & Reserves Transfers**	December Revotes & Reserves Transfers**	March Revotes & Reserves Transfers**	Revised Total Budget	Actual/ Revised Budget %	
GENERAL FUND									
3. ECONOMY									
<i>Financial Services</i>									
Loans - Principal Reduction (Bridges Loan 172 - Finalised 23/12/2024)	75,616	154,483	RR				154,483	49%	
Loans - Principal Reduction (Memorial Oval 173 - Finalised 28/06/2029)	48,764	98,230	RR				98,230	50%	
Loans - Principal Reduction (Timber Bridges 2019-2020)	90,407	196,464	RR				196,464	46%	
Loans - Principal Reduction (Timber Bridges 2020-2021)	47,133	94,758	RR				94,758	50%	
Loans - Principal Reduction (MAAC Crookwell 2021-2022)	42,100	42,100	RR				42,100	100%	
Loans - Principal Reduction (Crookwell Waste Centre 2023-2024)		54,668	RR				54,668		
Loans - Principal Reduction (MAAC Swimming Pool 2023-2024)		13,953	RR				13,953		
<i>Administration and Corporate Support</i>									
Crookwell Administration Office - Disabled Ramp to Main Reception (Transfer from Reserve)	8,800	35,000	R				35,000	25%	
<i>Information Technology</i>									
IT - Windows Office Upgrade		60,000	M				60,000		
IT - Software New Licences	3,232	22,100	RR				22,100	15%	
IT - Hardware PCs (includes 1st monitor + Office software)	21,301	75,930	RR				75,930	28%	
IT - UPS Equipment		16,870	RR				16,870		
IT - Network Improvements	1,093	20,000	RR				20,000	5%	
IT - Servers Replacement/Upgrade		90,000	RR				90,000		
IT - Servers Upgrades - Operating Systems, Memory, Exchange		5,788	RR				5,788		
IT - SAN - Storage for Production Virtual Server 22TB		61,600	RR				61,600		
IT - Smart Phones and Tablets	13,627	30,000	R				30,000	45%	
IT - Telephone System Handset Additions & Replacements	76	10,000	RR				10,000	1%	
IT - External Tape Backup		17,000	RR				17,000		
IT - Microwave Communication Network		14,000	RR				14,000		
IT - Remote Access improvements RD server		8,000	RR				8,000		
IT - Disaster Recovery		40,000	CG				40,000		
IT - HR Information System Management Platform	3,150	17,000	RR				17,000	19%	
<i>Caravan Parks</i>									
Caravan Park Capital Works (Crown Reserve Improvement Grant 2020/2021)	8,996		R	9,100			9,100	99%	
Total Economy Expenditure	364,296	1,177,944		9,100			1,187,044	31%	

** Negative adjustments in September Revotes/Reserves column reflect final prior year actual expenses on projects higher than anticipated at the time of Operational Plan preparation.

UPPER LACHLAN SHIRE COUNCIL									
OPERATIONAL PLAN									
CAPITAL EXPENDITURE BUDGET - 2023/2024									
Capital Expenditure - Acquisition/Renewal of Assets (* includes commitments)									
	Actual:	14,314,863				Actual YTD:	75%		
	Committed:	7,462,429				Pay YTD:	72%		
	Total:	21,777,292							
Job Description	Actual Expenditure *	Budget 2023/2024	Type	September Revotes & Reserves Transfers**	December Revotes & Reserves Transfers**	March Revotes & Reserves Transfers**	Revised Total Budget	Actual/ Revised Budget %	
4. INFRASTRUCTURE									
<i>Roads, Bridges, Cycleways, Footpaths and Kerb and Guttering</i>									
<i>Urban Local Roads</i>									
<u>Urban Unsealed Rd - Road Reconstruction and Sealing</u>									
East St Crookwell - Continue sealing of the existing unsealed road (0.345km) - R2R	74,868	80,000	R2R	6,499		-11,631	74,868	100%	
<u>Urban Sealed Rd - Road Pavement Rehabilitation</u>									
Heavy Patching Town Streets (R2R) - Church St Taralga	61,292	50,000	R2R	30,000		-14,720	65,280	94%	
Heavy Patching Town Streets (R2R) - Court St Taralga	97,774	50,000	R2R	30,000		17,774	97,774	100%	
Urban Sealed Roads - Bitumen Resealing	112,485	150,000	RR				150,000	75%	
Tait Street Subdivision - Roadworks s94	213,775		94		214,000		214,000	100%	
<u>Local Roads Gravel Resheeting Program</u>									
R2R Rugby Road Pavement Rehabilitation	101,887	173,046	R2R	-68,384		-6,025	98,637	103%	
R2R Cuddyong Road, Binda - Gravel Resheeting	95,250	100,000	R2R			-4,750	95,250	100%	
R2R Kangaloolah Road, Binda - Gravel Resheeting		100,000	R2R			-100,000			
R2R Golspie Rd - Gravel Resheeting			R2R			48,098	48,098		
<u>Roads to Recovery - Rural Sealed Road Pavement Rehabilitation</u>									
R2R Rural Local Sealed Road - Pavement Rehabilitation Kangaloolah Rd	261,190	250,000	R2R			15,821	265,821	98%	
R2R Rural Local Sealed Road - Pavement Rehabilitation Gurrundah Road (\$560k over 2 years)	305,328	250,000	R2R			51,770	301,770	101%	
<i>Rural Local Roads</i>									
<u>Rural Local Roads</u>									
Breadalbane Road reconstruction (FLR4 & R2R)	11,062	1,155,712	M			858	1,156,570	1%	
Various Local Roads - Resealing ~90km combined length (Fixing Local Roads Rd2)									
Cullerin Road - Fixing Local Rds	1,217,272		M	595,367	359,085		954,452	128%	
Bigga Road - Fixing Local Rds	792,056		M		749,539		749,539	106%	
Roslyn Road - Fixing Local Rds	286,381		M		495,457		495,457	58%	
(Total \$4.560m - Fixing Local Roads Rnd 2 Grant \$4.332m & ULSC \$228k)									
Fixing Country Roads Round 6									
Wheeo Road Upgrade	319,408		CG	797,012	-340,328		456,684	70%	
Peelwood Road Upgrade	607,068		CG	650,180	343,100		993,280	61%	
(Total \$4.560m - Fixing Local Roads Rnd 2 Grant \$4.332m & ULSC \$228k)									
<u>Gravel Resheeting Rural Local Roads (Transfer from Sec. 94 Reserve)</u>									
Rural Local Sealed Road - Bitumen Resealing (30 year cycle)	567,502	700,000	RR				700,000	81%	
Rural Local Sealed Road - Gravel Resheeting Middle Arm Rd (Fixing Local Roads Rd3)	204,494		CG	200,000			200,000	102%	

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UPPER LACHLAN SHIRE COUNCIL								
OPERATIONAL PLAN								
CAPITAL EXPENDITURE BUDGET - 2023/2024								
Capital Expenditure - Acquisition/Renewal of Assets (* includes commitments)								
	Actual:	14,314,863		Actual YTD:	75%			
	Committed:	7,462,429		Pay YTD:	72%			
	Total:	21,777,292						
Job Description	Actual Expenditure *	Budget 2023/2024	Type	September Revotes & Reserves Transfers**	December Revotes & Reserves Transfers**	March Revotes & Reserves Transfers**	Revised Total Budget	Actual/ Revised Budget %
Regional Roads								
Resealing Program (RMS Block Grant funded)	52,482	550,000	OG	-290,000		-33,000	227,000	23%
Reconstruction - MR256 - The Tablelands Way Upgrade Total project cost \$6,584,294 (Growing Local Economies Fund \$6,255,079, Council [Block Grant] \$329,215)	3,520,643	5,831,769	M			-329,215	5,502,554	64%
Rehabilitation - MR241 - Dalton Road (3km from railway bridge) (Part Grant Funded) (\$332,000 RMS REPAIR Grant Funded/\$332,000 Council Funded, \$329,215 Block Grant funded)	1,055,499	664,000	M			329,215	993,215	106%
Wombeyan Caves Rd - Slope Stability (Nation al Parks, Restart NSW and Dept. Industry, Science and Resources)	897,686		CG	748,198	100,000		848,198	106%
Rehabilitation - MR248E - Laggan Road (Block)	323,320		CG	290,000		33,000	323,000	100%
Local Roads Bridge Program								
Bridge - Blue Hills Rd/Burra Ck (Local/UnS/Tim)	211,755		CG	167,353			167,353	127%
Bridge - Cooksvale Rd/Peelwood Ck (Local/UnS/Tim)	467,086		CG	270,573			270,573	173%
Bridge - Julong Rd 2/Crookwell Riv (Local/UnS/Tim)	431,879		CG	539,754			539,754	80%
Footpaths and Cycleways								
Traffic & Transport Cycleway Program - (100% RMS funded)		20,000	CG				20,000	
Footpath Renewal - Crookwell Pool Goulburn Street	12,325	110,000	CG				110,000	11%
Carrington & Northcott Street Footpath	102,362		CG	100,000			100,000	102%
Kerb and Guttering								
Kerb & Gutter Capital Renewal Program (100% ULSC Funded)	14,129	50,000	RR				50,000	28%
Other Infrastructure								
School - Rural Bus Stops - (Grant Funded)		20,000	CG				20,000	
School Zone Infrastructure Sub-Prgm -Dragons Teeth	6,843		CG	10,000			10,000	68%
Traffic Speed/Display Monitors	108,392		R	124,361			124,361	87%
Safety and Accessibility Improvements Crookwell Aerodrome	239,360		CG	237,670			237,670	101%

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UPPER LACHLAN SHIRE COUNCIL									
OPERATIONAL PLAN									
CAPITAL EXPENDITURE BUDGET - 2023/2024									
Capital Expenditure - Acquisition/Renewal of Assets (* Includes commitments)									
	Actual:	14,314,863				Actual YTD:	75%		
	Committed:	7,462,429				Pay YTD:	72%		
	Total:	21,777,292							
Job Description	Actual Expenditure *	Budget 2023/2024	Type	September Revotes & Reserves Transfers**	December Revotes & Reserves Transfers**	March Revotes & Reserves Transfers**	Revised Total Budget	Actual/ Revised Budget %	
Public Cemeteries									
Crookwell Lawn Cemetery Beams - s94 funded	5,173	100,000	94				100,000	5%	
Stormwater and Drainage									
North Crookwell area - Stormwater upgrade Clifton St and Laggan Rd (Stormwater Reserves)		220,000	R				220,000		
Flood Warning System	151,564		M		250,000		250,000	61%	
Pejar Road - First Creek Causeway Upgrade (AGRN 1025)	7,219		R		455,440		455,440	2%	
DRF - Gunning Flood Mitigation Works	9,538		CG			720,000	720,000	1%	
Housing									
Staff Accommodation Capital Replacements/Improvements (3 Houses)		15,000	RR				15,000		
Engineering and Works Supervision									
Depot Building & Workshop Improvements (Transfer from Reserves)	106,255		R	175,000			175,000	61%	
Plant and Equipment Operations									
Motor Vehicle Net Replacement Cost - (see Motor Vehicle Schedule)	271,241	36,000	RR				36,000	181%	
Heavy Plant Fleet Net Replacement Cost - (see Plant Schedule)	1,726,626	1,069,000	RR				1,069,000		
Workshop Plant and Tools	5,034	4,000	RR				4,000	126%	
Total Infrastructure Expenditure	15,055,505	11,748,527		4,613,582	2,626,291	717,195	19,705,596	76%	
5. CIVIC LEADERSHIP									
Tourism Promotion and Business									
Bank House - Building Improvements (Painting) (Transfer from Building Reserve)		205,000	R	-205,000					
Total Civic Leadership Expenditure		205,000		-205,000					
Total Capital Works Expenditure	21,777,292	23,954,638		5,933,050	2,692,972	-601,141	31,979,519	68%	

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UPPER LACHLAN SHIRE COUNCIL								
OPERATIONAL PLAN								
CAPITAL EXPENDITURE BUDGET - 2023/2024								
Capital Expenditure - Acquisition/Renewal of Assets (* includes commitments)								
	Actual:	14,314,863					Actual YTD:	75%
	Committed:	7,462,429					Pay YTD:	72%
	Total:	21,777,292						
Job Description	Actual Expenditure *	Budget 2023/2024	Type	September Revotes & Reserves Transfers**	December Revotes & Reserves Transfers**	March Revotes & Reserves Transfers**	Revised Total Budget	Actual/ Revised Budget %
Capital Works Funding by Fund:-								
General Fund Expenditure	20,877,324	21,084,174		5,291,951	2,692,972	-575,141	28,493,956	73%
DWM Fund Expenditure	411,057	520,000		430,000			950,000	43%
Water Supply Funds Expenditure	245,283	1,121,457		211,098			1,332,555	18%
Sewerage Funds Expenditure	243,628	1,229,007				-26,000	1,203,007	20%
Total of All Funds Expenditure	21,777,292	23,954,638		5,933,050	2,692,972	-601,141	31,979,519	68%
Capital Works Funding by Source:-								
Transfer from Reserves	1,441,347	2,443,060		1,394,550	761,666	-18,134	4,581,142	31%
Section 94/64	250,310	538,350		142,972	214,000	-3,986	891,336	28%
Grants and Contributions - Capital	15,891,245	12,710,859		4,232,614	1,422,306	812,623	19,178,402	83%
Loans and Borrowings		2,400,000				-1,400,000	1,000,000	
Total Capital Works Funded by Capital Income	17,582,902	18,092,269		5,770,136	2,397,972	-609,497	25,650,880	69%
Grants and Contributions - Operating	1,050,072	2,082,261		-6,547		8,356	2,084,070	50%
Recurrent Revenue	3,144,317	3,780,108		169,460	295,000		4,244,568	74%
Total Capital Works Funding	21,777,292	23,954,638		5,933,050	2,692,972	-601,141	31,979,519	68%

** Negative adjustments in September Revotes/Reserves column reflect final prior year actual expenses on projects higher than anticipated at the time of Operational Plan preparation.

UPPER LACHLAN SHIRE COUNCIL OPERATIONAL PLAN CAPITAL INCOME BUDGET - 2023/2024 Grants and Contributions Provided for Capital Purposes								Actual YTD: 75%
								Pay YTD: 72%
Job Description	Income	Budget Estimate 2023/2024	Type	September Review	December Review	March Review	Revised Total Budget	Actual/ Revised Budget %
GENERAL FUND								
1.COMMUNITY								
<i>Emergency Services and Fire Protection</i>								
<i>Animal Control</i>								
<i>Health Services, Medical Centres, Aged, Disabled and Community Services</i>								
<i>Public Libraries</i>								
NSW Public Library Infrastructure Grant (transfer from reserves)	\$15,900		R	\$15,649			\$15,649	102%
<i>Public Halls, Cultural Services, Community Centres and Museums</i>								
Gunning Court House - Equipment improvements (GCA Grant + Community Funded)	\$13,112	\$30,000	G				\$30,000	44%
Building Emergency Lighting - various Halls & Council Buildings (Tfr from Building Reserve)		\$40,000	R				\$40,000	
Gunning Shire Hall Rejuvenation Creative NSW Grant	\$92,623		G			\$92,623	\$92,623	100%
EOC Upgrades Council Chambers & Emily Chalker Bldg - unspent grants	\$12,337		R	\$12,337			\$12,337	100%
<i>Asbestos Removal Various Buildings</i>								
<i>Sporting Grounds and Parks and Gardens</i>								
Gunning Showground Amenities Project (SCCF3 Grant)		\$622,724	G	-\$147,724			\$475,000	
Lin Cooper Field, Crookwell - Replace Change Rooms (RSFF Grant funded)	\$196,720	\$998,601	G	-\$782,881			\$215,720	91%
Lin Cooper - Veolia Contribution	\$56,818		G		\$45,455		\$45,455	125%
Gunning Showground - Replace Callers Box (Transfer from Building Reserve)			7.11E	\$20,000			\$20,000	
Gunning Showground - Electricity Upgrades (Transfer from Building Reserve)	\$111,985	\$243,210	R				\$243,210	46%
<i>Swimming Pools</i>								
Gunning Swimming Pool - Permanent Shade Structures (contingent on Grant)								
Crookwell Swimming Pool - Aquatic & Activity Centre - MAAC								
Capital Grants - BLERF	\$1,729,791	\$2,754,268	G	\$1,016,035		-\$615,737	\$3,154,566	55%
Capital Grants - BLERF	\$615,737		G			\$615,737	\$615,737	100%
Internal Reserves			R	\$452,235			\$452,235	
New Borrowings		\$1,000,000	L				\$1,000,000	
Transfer frpm Reserves (s94)		\$100,000	7.11E				\$100,000	
Gunning Swimming Pool - Amenities Block - Grant	\$250,000	\$500,000	G				\$500,000	50%
Gunning Swimming Pool - Amenities Block - Transfer from Reserves		\$15,000	R				\$15,000	
<i>Emergency Services</i>								
RFS shed upgrades - transfer from s94	\$11,485		7.11E	\$4,310		\$7,175	\$11,485	100%
Total Community Income	\$3,106,508	\$6,303,803		\$596,709	\$45,455	\$99,798	\$7,045,764	44%

UPPER LACHLAN SHIRE COUNCIL OPERATIONAL PLAN CAPITAL INCOME BUDGET - 2023/2024 Grants and Contributions Provided for Capital Purposes								Actual YTD: 75%
								Pay YTD: 72%
Job Description	Income	Budget Estimate 2023/2024	Type	September Review	December Review	March Review	Revised Total Budget	Actual/ Revised Budget %
GENERAL FUND								
2. ENVIRONMENT								
<i>Town Planning and Development Control</i>								
GIS upgrade - Remap shire for LEP (Transfer from Reserves)		\$87,500	R	\$100,000	-\$12,500		\$175,000	
ePlanning Suite - Implementation & Integration (Regional NSW Planning Portal Grant 20/21)	\$19,637		R	\$73,438			\$73,438	27%
DA Tracking & Health Check implementation (Transfer from Reserves)			R	\$30,000			\$30,000	
<i>Section 94 - Development Contributions</i>								
Open Space	\$16,071	\$32,800	7.111				\$32,800	49%
Bushfire	\$24,301	\$43,700	7.111				\$43,700	56%
Community Facilities/Amenities	\$102,237	\$54,600	7.111			\$82,000	\$136,600	75%
Roads/Traffic Construction	\$457,023	\$437,100	7.111			\$172,000	\$609,100	75%
Extractive Industries	\$1,630	\$16,500	7.111				\$16,500	10%
Plan Administration	\$4,957	\$8,700	7.111				\$8,700	57%
<i>Environmental Systems and Protection</i>								
<i>Noxious Weeds Control</i>								
<i>Building Control</i>								
<i>Waste Centres, Rubbish Tips and Street Cleaning</i>								
Crookwell Waste Centre - new loan		\$1,400,000	L			-\$1,400,000		
EPA Litter Bin Grant Income	\$39,002		G	\$19,002		\$20,000	\$39,002	100%
<i>Domestic Waste Management (DWM)</i>								
Section 94 Contribution - Garbage Disposal and Facilities	\$31,302	\$17,500	7.111				\$17,500	179%
DWM - Crookwell Waste Centre (Transfer from DWM Reserve)		\$500,000	R				\$500,000	
DWM Plant - Net Replacement Cost (Transfer from DWM Reserve)	\$411,057	\$20,000	R	\$430,000			\$450,000	91%

UPPER LACHLAN SHIRE COUNCIL OPERATIONAL PLAN CAPITAL INCOME BUDGET - 2023/2024 Grants and Contributions Provided for Capital Purposes								Actual YTD: 75%
								Pay YTD: 72%
Job Description	Income	Budget Estimate 2023/2024	Type	September Review	December Review	March Review	Revised Total Budget	Actual/ Revised Budget %
WATER SUPPLY FUND								
<i>Crookwell Water Supply Fund</i>								
Water Section 64 Development Contributions	\$71,190	\$30,800	7.11I				\$30,800	231%
Integrated Water Cycle Management (IWCM) Strategy (Transfer from Reserves)	\$167,269		R	\$170,000			\$170,000	98%
<i>Gunning Water Supply Fund</i>								
Water Section 64 Development Contributions		\$18,200	7.11I				\$18,200	
<i>Dalton Water Supply Fund</i>								
Water Section 64 Development Contributions		\$2,700	7.11I				\$2,700	
<i>Taralga Water Supply Fund</i>								
Water Section 64 Development Contributions	\$15,384	\$11,100	7.11I				\$11,100	139%
Taralga Dam - Design & Assessment (Black Summer Bushfire Recovery Grant)	\$7,672	\$795,000	G				\$795,000	1%
Total Water Supply Services Income	\$261,515	\$857,800		\$170,000			\$1,027,800	25%

UPPER LACHLAN SHIRE COUNCIL OPERATIONAL PLAN CAPITAL INCOME BUDGET - 2023/2024 Grants and Contributions Provided for Capital Purposes								Actual YTD: 75%
								Pay YTD: 72%
Job Description	Income	Budget Estimate 2023/2024	Type	September Review	December Review	March Review	Revised Total Budget	Actual/ Revised Budget %
SEWERAGE FUND								
<i>Crookwell Sewerage Fund</i>								
Sewerage Section 64 Development Contributions	\$62,604	\$24,600	7.11I				\$24,600	254%
Sewer Main Rehabilitation / Renewal (transfer from reserves)	\$51,496	\$100,000	R				\$100,000	51%
Infiltration Testing program (transfer from reserves)	\$9,793	\$250,000	R				\$250,000	4%
New Headworks Stop Screen/Grit Removal (transfer from reserves)		\$225,000	R				\$225,000	
Pump Station Upgrade - Kennedy Street	\$8,496	\$260,000	R				\$260,000	3%
<i>Gunning Sewerage Fund</i>								
Sewerage Section 64 Development Contributions		\$9,900	7.11I				\$9,900	
Sewer Relining (transfer from reserves)		\$112,500	R				\$112,500	
<i>Taralga Sewerage Fund</i>								
Sewerage Section 64 Development Contributions	\$16,158	\$6,600	7.11I				\$6,600	245%
UV System Installation and Effluent Reuse System	\$105,943	\$105,000	R				\$105,000	101%
Total Sewerage Services Income	\$254,490	\$1,093,600					\$1,093,600	23%
Total Environment Income	\$1,623,221	\$4,569,800		\$822,440	-\$12,500	-\$1,126,000	\$4,253,740	38%

UPPER LACHLAN SHIRE COUNCIL OPERATIONAL PLAN CAPITAL INCOME BUDGET - 2023/2024 Grants and Contributions Provided for Capital Purposes								Actual YTD: 75%	Pay YTD: 72%
Job Description	Income	Budget Estimate 2023/2024	Type	September Review	December Review	March Review	Revised Total Budget	Actual/ Revised Budget %	
GENERAL FUND									
3. ECONOMY									
<i>Financial Services</i>									
<i>Administration and Corporate Support</i>									
Crookwell Administration Office - Disabled Ramp to Main Reception (Transfer from Reserve)	\$8,800	\$35,000	R				\$35,000	25%	
<i>Information Technology</i>									
IT - Disaster Recovery		\$40,000	G				\$40,000		
IT - Windows Office Upgrade		\$23,200	R				\$23,200		
IT - Hardware PCs (includes 1st monitor + Office software)		\$40,000	R				\$40,000		
IT - Smart Phones and Tablets	\$13,627	\$30,000	R				\$30,000	45%	
Total Economy Income	\$22,427	\$168,200					\$168,200	13%	

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								Pay YTD: 72%
Job Description	Income	Budget Estimate 2023/2024	Type	September Review	December Review	March Review	Revised Total Budget	Actual/ Revised Budget %
GENERAL FUND AND DWM FUND								
4. INFRASTRUCTURE								
<i>Roads, Bridges, Cycle ways, Footpaths and Kerb and Guttering</i>								
Capital Grants / Rural Timber Bridge Replacement Grants	\$331,569		G	\$977,679			\$977,679	34%
<i>Urban Local Roads</i>								
Tait Street Subdivision - Roadworks s94	\$213,775		7.11E		\$214,000		\$214,000	100%
<i>Rural Local Roads</i>								
Grabine Road Construction - Total of \$1.6m over 4 Years (Tranche 2 Special Grant - 50% Funding \$800,000 2016/2017 to 2019/2020) (16/17 \$200k, 17/18 \$200k (deferred to 18/19), 18/19 \$200k, 19/20 \$200k)	\$391,628		G		\$391,630		\$391,630	100%
Various Local Roads - Resealing (Fixing Local Roads Rnd 2 Grant)	\$1,299,684	\$250,000	G	\$595,367	\$1,319,080		\$1,914,447	68%
Gravel Resheeting Roads (Transfer from Sec. 7.11 Reserve)		\$200,000	7.11E		\$200,000		\$250,000	
Rural Local Sealed Road - Gravel Resheeting Middle Arm Rd (FLR3 Grant)		\$1,005,712	G				\$200,000	
Breadalbane Road (FLR4 and R2R)			G				\$1,005,712	
Fixing Country Roads Round 6 (Wheeo and Peelwood Roads)	\$682,929		G	\$1,447,192	-\$142,228		\$1,304,964	52%
R2R Rugby Road Pavement Rehabilitation - s94			7.11E	\$4,662		-\$4,662		
Roslyn Rd - RLRRP (transfer from reserves)			R		\$285,000		\$285,000	
<i>Regional Roads</i>								
Reconstruction - MR256 - The Tablelands Way Upgrade Total project cost \$6,584,294 (Growing Local Economies Fund \$6,255,079, Council \$329,215)		\$5,502,554	G				\$5,502,554	
Wombeyan Caves Rd Restart NSW - RNSW1843 (Slope Study)	\$415,343		G	\$415,343			\$415,343	100%
Wombeyan Caves Rd Federal - Dept. Ind., Science and Res. (Slope Study)			G	\$332,855			\$332,855	
Rehabilitation - MR248E - Laggan Road (Grant Funded)			G					
Rehabilitation - MR241 - Dalton Road (Regional Roads Repair Program)		\$332,000	G				\$332,000	

UPPER LACHLAN SHIRE COUNCIL OPERATIONAL PLAN CAPITAL INCOME BUDGET - 2023/2024 Grants and Contributions Provided for Capital Purposes								Actual YTD: 75%
								Pay YTD: 72%
Job Description	Income	Budget Estimate 2023/2024	Type	September Review	December Review	March Review	Revised Total Budget	Actual/ Revised Budget %
Footpaths and Cycleways								
Traffic & Transport Cycleway Program - (100% RMS funded)		\$20,000	G				\$20,000	
Footpath Renewal - Crookwell Pool Goulburn Street		\$110,000	G				\$110,000	
Carrington & Northcott Street Footpath (Active NSW grant)	\$319,389		G	\$319,400			\$319,400	100%
Kerb and Guttering								
Other Infrastructure								
School - Rural Bus Stops - (Grant Funded)		\$20,000	G				\$20,000	
School Zone Infrastructure Program Grant	\$136,945		G	\$97,800			\$97,800	140%
Traffic Speed/Display Monitors (Transfer from Reserves)	\$108,392		R	\$124,361			\$124,361	87%
Safety and Accessibility Improvements Crookwell Aerodrome - Unspent Grants	\$175,670		R	\$61,670			\$61,670	285%
Safety and Accessibility Improvements Crookwell Aerodrome - s94	\$114,000		7.11E	\$114,000			\$114,000	100%
Safety and Accessibility Improvements Crookwell Aerodrome - Grant Income			G	\$62,000			\$62,000	
Public Cemeteries								
Stonequarry Cemetery - Columbarium (section 94 funded)								
Land acquisition - Gunning Cemetery		\$100,000	7.11E				\$100,000	
Beams for Plaques - Crookwell Cemetery								
Stormwater and Drainage								
North Crookwell Stormwater Upgrade - Clifton Street & Laggan Road (Stormwater Reserves)		\$220,000	R				\$220,000	
Flood Warning System grant (DPIE NSW)			G		\$200,000		\$200,000	
Natural Disasters - AGRN 1025	\$60,677		R		\$489,166	\$7,866	\$497,032	12%
DRF - Gunning Flood Mitigation Works	\$720,000		G			\$720,000	\$720,000	100%
Public Conveniences and Amenities								
Housing								
Engineering, Purchasing and Works Supervision								
Depot Building & Workshop Improvements (Transfer from Reserves)	\$106,255		R	\$120,760			\$120,760	88%
Plant and Equipment Operations								
Total Infrastructure Income	\$5,076,257	\$7,560,266		\$4,873,089	\$2,756,647	\$723,204	\$15,913,207	32%

UPPER LACHLAN SHIRE COUNCIL OPERATIONAL PLAN CAPITAL INCOME BUDGET - 2023/2024 Grants and Contributions Provided for Capital Purposes								Actual YTD: 75%
								Pay YTD: 72%
Job Description	Income	Budget Estimate 2023/2024	Type	September Review	December Review	March Review	Revised Total Budget	Actual/ Revised Budget %
GENERAL FUND								
5. CIVIC LEADERSHIP								
<i>Real Estate Development</i>								
<i>Caravan Parks</i>								
Caravan Park Capital Works (Crown Reserve Improvement Grant 2020/2021)	\$8,996		R	\$9,100			\$9,100	99%
<i>Tourism Promotion and Business</i>								
Visitors Information Centre (MAAC precinct) (BLERF Grant)		\$205,000	G					
Bank House - restoration and painting (Transfer from Building reserve)			R	-\$205,000				
Total Civic Leadership Income	\$8,996	\$205,000		-\$195,900			\$9,100	99%
Total Capital Grants and Contributions Income, Transfers from Reserves & Loans								
	\$9,837,409	\$18,807,069		\$6,096,338	\$2,789,602	-\$302,998	\$27,390,011	36%
Direct Funding Towards Capital Works								
Total Transfers from Reserves	\$1,396,331	\$2,443,060		\$1,394,550	\$761,666	\$7,866	\$4,607,142	30%
Total Section 7.11 Transfers from Reserve	\$339,260	\$538,350		\$142,972	\$214,000	\$2,513	\$897,835	38%
Total Loans		\$2,400,000				-\$1,400,000	\$1,000,000	
Total Capital Grants and Contributions Income	\$7,298,961	\$12,710,859		\$4,558,816	\$1,813,936	\$832,623	\$19,916,234	37%
Total Direct Funding Towards Capital Works	\$9,034,552	\$18,092,269		\$6,096,338	\$2,789,602	-\$556,998	\$26,421,211	34%
Total Section 7.11 Contributions Received - Not Funding This Years Capital Works	\$802,856	\$714,800				\$254,000	\$968,800	83%
Total Capital Grants and Contributions Income, Transfers from Reserves & Loans	\$9,837,409	\$18,807,069		\$6,096,338	\$2,789,602	-\$302,998	\$27,390,011	36%

UPPER LACHLAN SHIRE COUNCIL



3RD QUARTER REVIEW OPERATIONAL PLAN – KPI SUMMARY **2023/2024**

31 MARCH 2024

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

<u>KPI</u>	<u>Performance Measure</u>	<u>Delivery Program Actions</u>	<u>Performance Status</u>
Liaise with health care service providers within the Shire.	Facilitate leases for buildings.	1.1 - Support the retention of medical and health care facilities in the towns.	Achieved - Council owned buildings utilised for health care services in Crookwell and Gunning.
Support and promote youth engagement.	Report annually to Council.	1.4 - Retain the youth population demographic and provide appropriate facilities.	Being achieved – youth activities are scheduled to be coordinated by the Council Library for school holidays in April 2024.
Support the NSW Government sponsored National Disability Insurance Scheme (NDIS).	Council review the Disability Inclusion Action Plan.	1.3 - Community services for young, aged, disabled, and people from diverse cultural backgrounds.	Achieved – Disability Inclusion Action Plan reviewed by the Access Committee and adopted at the March 2024 Council Meeting.
Maintain a web based community directory.	Review annually.	1.7 - Social inclusion for all disparate communities.	Achieved – community directory updated on Council website.

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

<u>KPI</u>	<u>Performance Measure</u>	<u>Delivery Program Actions</u>	<u>Performance Status</u>
Review and implement Social and Community Plan for Council.	Report on actions each year in the Annual Report.	1.2 - Support provision of ageing population services and aged accommodation.	Not achieved.
Review and Implement Cultural Plan for Council.	Report on actions each year in the Annual Report.	1.3 - Community services for young, aged, disabled, and people from diverse cultural backgrounds.	Not achieved.

<u>KPI</u>	<u>Performance Measure</u>	<u>Delivery Program Actions</u>	<u>Performance Status</u>
		1.6 - Protect all significant heritage sites to preserve the diverse history of the Shire.	Achieved - Heritage grants endorsed by Council for 2023/24.
Maintenance and management of Council public facilities.	Review Plans of Management every five years.	1.8 - Manage and upgrade Council's public buildings and community centres.	Not achieved - Plans of Management remain to be developed.

**CSP STRATEGIC PILLAR – OUR COMMUNITY:
PRINCIPAL ACTIVITY - ANIMAL CONTROL**

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

**CSP STRATEGIC PILLAR – OUR COMMUNITY:
PRINCIPAL ACTIVITY - SWIMMING POOLS**

KPI	Performance Measure	Delivery Program Actions	Performance Status
Swimming pool guidelines.	Annual review of guidelines.	1.9 - Encourage recreational and leisure activities while maintaining public safety standards.	Achieved - operations plan was updated for the Gunning Swimming Pool at beginning of the season.
Water quality testing.	Daily testing and water sample compliance.	1.9 - Encourage recreational and leisure activities while maintaining public safety standards.	Achieved - Water quality testing were undertaken, results recorded and corrective action taken where required.
Swimming pool patronage numbers and financial report.	Report annually to Council.	1.3 - Community services for young, aged, disabled, and people from diverse cultural backgrounds.	Being achieved - Gunning Pool re-opened for the season in November 2023. Crookwell Pool is not open for the 2023/2024 swimming season.
Construction of Multipurpose Activity and Aquatic Centre (MAAC) in Crookwell.	Opening facility at start of 2023/2024 season.	1.3 - Community services for young, aged, disabled, and people from diverse cultural backgrounds.	Not achieved – Lloyds Group the principal contractor for the MAAC project went into liquidation on 31 March 2023. A new contractor appointed – FDC in August 2023 and works has recommenced on Crookwell Pools and Visitor Information Centre construction.

**CSP STRATEGIC PILLAR – OUR COMMUNITY:
PRINCIPAL ACTIVITY - SPORTING GROUNDS, PARKS AND GARDENS AND PUBLIC SPACES**

<u>KPI</u>	<u>Performance Measure</u>	<u>Delivery Program Actions</u>	<u>Performance Status</u>
Sports field maintenance and Playing Fields Committee meetings.	Report to Council annually.	1.9 - Encourage recreational and leisure activities while maintaining public safety standards.	Not Achieved – meeting not held, will meet with user groups in new financial year.
Prepare Plans of Management for land where Council is the trustee.	Categorise land and prepare Plans of Management.	1.9 - Encourage recreational and leisure activities while maintaining public safety standards.	Not achieved - Council is developing an Asset Register in consultation with the NSW Lands and will prepare Plans of Management.
Towns and villages mowing and maintenance program and fire risk minimisation. Improve maintenance of public parks facilities.	Implement town beautification/place making initiatives.	1.9 - Encourage recreational and leisure activities while maintaining public safety standards.	Achieved - A Parks and Gardens Operational and Maintenance Program is to be developed to guide town maintenance activities.
Towns and villages Masterplan program.	Community engagement and Council adoption of four town Masterplans.	1.8 - Manage and upgrade Council's public buildings and community centres.	Not achieved. Collector Master Plan being developed independently of Council and has commenced.

**CSP STRATEGIC PILLAR – OUR COMMUNITY:
PRINCIPAL ACTIVITY - PUBLIC LIBRARIES**

KPI	Performance Measure	Delivery Program Actions	Performance Status
Quarterly Reports for library services to Council.	Report to Council by deadline.	1.9 - Encourage recreational and leisure activities while maintaining public safety standards.	Being achieved – Quarterly Reports for both branch libraries are prepared within a month of the end of the quarter.
Complete NSW State Library Return of Local Priority Grant Report and Statement of Library Operations.	Completed by State Library deadline.	1.9 - Encourage recreational and leisure activities while maintaining public safety standards.	Achieved – Library Return was completed and sent to NSW State Library in October 2023.
Provide an outreach program to Upper Lachlan Shire villages and community groups that are not serviced directly by a Library branch.	Outreach visits to each village school once a term.	1.3 - Community services for young, aged, disabled, and people from diverse cultural backgrounds.	Achieved – all small schools in the Shire were offered a visit during previous quarters, with most taking up the offer. In the current school year, visits have been put on hold until the Service Level Review process is complete.
Provide a program of regular Library activities targeted towards youth aged 12 to 25 years.	Program of regular youth activities is implemented.	1.3 - Community services for young, aged, disabled, and people from diverse cultural backgrounds.	Achieved – a weekly Dungeons and Dragons activity is now in place, since February 2024. This will continue into the foreseeable future.

**CSP STRATEGIC PILLAR – OUR COMMUNITY:
PRINCIPAL ACTIVITY - EMERGENCY SERVICES AND FIRE PROTECTION**

KPI	Performance Measure	Delivery Program Actions	Performance Status
Maintain Section 7.11 Development Contributions Plan Register for each individual Bushfire Brigade.	Annual audit of Section 7.11 Register - Bushfire.	1.8 - Manage and upgrade Council's public buildings and community centres.	Achieved – Section 7.11 Development Contributions Register reconciled and external audit completed to 30 June 2023.
Complete review of DISPLAN and creation of Consequence Management Guides.	Report to Council every two years.	1.9 - Encourage recreational and leisure activities while maintaining public safety standards.	Achieved – EMPLAN and Consequence Management Guides reviewed and endorsed at Regional level in August 2023 – to be reviewed every 3 years.
Council participate in CRJO South East NSW Resilience Framework project.	Report to Council on actions achieved.	4.12 - Flood Risk Management Plans created for Crookwell Gunning, Taralga and Collector.	Achieved – community workshops held to inform the development of a. Regional Resilience Action Plan. The Resilience Blueprint project has now entered the implementation phase as endorsed by the CRJO Board.

**CSP STRATEGIC PILLAR – OUR ENVIRONMENT:
PRINCIPAL ACTIVITY – TOWN PLANNING AND DEVELOPMENT CONTROL**

KPI	Performance Measure	Delivery Program Actions	Performance Status
Prepare LEP amendments and submit to Department of Planning and Environment.	LEP Amendments utilising gateway approval.	2.2 - Promote environmentally sustainable developments (ESD).	Achieved – as required
Review and monitor Local Environmental Plan, Development Control Plan and Local Strategic Planning Statement.	Undertake Strategic Planning Reviews.	2.2 - Promote environmentally sustainable developments (ESD).	Being achieved – to engage consultant to enable development of Housing Strategy and review of DCP.
Review and implementation of Section 7.11 (Section 94) Development Contributions Plan and Section 7.12 (Section 94A) Development Contributions Plan.	Review of Section 7.11 Development Contributions Plans; and annual audit of Section 7.11 Register.	2.4 - Pursue Section 94A Development Contributions payments for all State Significant - Designated Developments.	Being achieved – consultant engagement process will be completed to enable the project to commence.
Section 355 Committees of Council operate to facilitate the Community Enhancement Fund (CEF).	CEF funds distributed annually. Committees resourced to benefit target communities.	2.4 - Pursue Section 94A Development Contributions payments for all State Significant - Designated Developments.	Achieved – Gullen Range, Cullerin Range, Crookwell II, Biala, Collector and Taralga Wind Farm CEP project rounds finalised and funding distributed to successful applicants for 2023/2024.
Completion and issue of Section 10.7 Planning Certificates.	Complete within 7 days.	2.2 - Promote environmentally sustainable developments (ESD).	Not achieved – Average periods are greater than the 7 days.
Completion of heritage listings LEP review, continue heritage advisory service, continue annual heritage grants program.	Ongoing, use of service, annual grant funding allocated.	2.2 - Promote environmentally sustainable developments (ESD).	Being achieved – draft heritage report completed. Placed on hold until new Heritage Advisor engaged.

**CSP STRATEGIC PILLAR – OUR ENVIRONMENT:
PRINCIPAL ACTIVITY - BUILDING CONTROL AND COMPLIANCE**

KPI	Performance Measure	Delivery Program Actions	Performance Status
Ensure ongoing accreditation of Building Surveyors is maintained.	Minimum CPD points are obtained annually.	2.2 - Promote environmentally sustainable developments (ESD).	Achieved.
Construction Certificate (CC) assessment and determination	Determine 80% of CC's within 40 days.	2.2 - Promote environmentally sustainable developments (ESD).	Not achieved – applications not determined within 40 days based on resourcing restrictions.
Council retain a Register of Fire Safety Statements for Class 2 to 9 buildings.	Annually review the Register for currency.	2.2 - Promote environmentally sustainable developments (ESD).	Achieved.
Development Application (DA) assessment and determination.	Determine 80% of DA's within 40 days.	2.2 - Promote environmentally sustainable developments (ESD).	Not achieved – applications not determined within 40 days based on resourcing restrictions.

**CSP STRATEGIC PILLAR – OUR ENVIRONMENT:
PRINCIPAL ACTIVITY - ENVIRONMENTAL SYSTEMS AND PROTECTION**

<u>KPI</u>	<u>Performance Measure</u>	<u>Delivery Program Actions</u>	<u>Performance Status</u>
Investigate and report environmental complaints in accordance with legislation.	Deal with complaints in accordance with Customer Service Charter.	2.1 - Address environmental degradation issues; i.e. noxious weeds control.	Achieved – noting that not all compliance action was finalised within the 30-day timeframe, based on workload and priorities.
Assist community groups to seek grant funding for environmental initiatives for Council land and waterways.	Number of projects initiated.	2.5 - Support land care initiatives to restore and beautify natural resources.	Being achieved – grants submitted dependent upon relevant grant funding programs being available.
Drive sustainability in Council's business. Activate whole of Council commitment to sustainability and reduce greenhouse gases from Council's operations.	Deliver energy actions. Continue implement energy reduction options across Council facilities and services.	2.2 - Promote environmentally sustainable developments (ESD).	Not achieved. – Note that Council are working with CRJO in this space on an ongoing basis.
Participate in the Hilltops and Upper Lachlan Shire Councils drought resilience pilot program in conjunction with Resilience NSW.	Drought Resilience Plan implemented.	2.2 - Promote environmentally sustainable developments (ESD).	Being achieved.

**CSP STRATEGIC PILLAR – OUR ENVIRONMENT:
PRINCIPAL ACTIVITY - FOOD CONTROL AND INSPECTIONS**

KPI	Performance Measure	Delivery Program Actions	Performance Status
Conduct food premise inspections of retailers and service providers.	Annual inspection of all food premises.	1.9 - Encourage recreational and leisure activities while maintaining public safety standards.	Achieved – food inspections conducted in 2023/2024.
Re-inspection of food retailers issued with infringement notices.	Follow up within 90 days of notice.	1.9 - Encourage recreational and leisure activities while maintaining public safety standards.	Achieved - nil identified.
Swimming Pool register and inspection program.	Ensure Swimming Pool Register is maintained.	1.9 - Encourage recreational and leisure activities while maintaining public safety standards.	Achieved - compliant and ongoing.

**CSP STRATEGIC PILLAR – OUR ENVIRONMENT:
PRINCIPAL ACTIVITY - BIOSECURITY (NOXIOUS WEEDS) INSPECTION AND CONTROL**

KPI	Performance Measure	Delivery Program Actions	Performance Status
Property inspections - the type and density of noxious weed infestations to be recorded and reported to Council.	Inspection statistics reported to Council monthly.	2.1 - Address environmental degradation issues, i.e. noxious weeds control.	Achieved – required inspections completed and reported to Council in 2023/2024.
Suppression of noxious plants on road reserves.	Roads to be surveyed annually and control work conducted.	2.1 - Address environmental degradation issues, i.e. noxious weeds control.	Being achieved – roadside spraying works continued this quarter.
Regular education programs (field days and press releases) for landowners on the most effective control methods.	Staff available for advice and support on weed control.	2.5 - Support land care initiatives to restore and beautify natural resources.	Achieved – press releases and public forums.

CSP STRATEGIC PILLAR – OUR ENVIRONMENT:**PRINCIPAL ACTIVITY - WASTE CENTRES AND LANDFILLS**

<u>KPI</u>	<u>Performance Measure</u>	<u>Delivery Program Actions</u>	<u>Performance Status</u>
Implement strategy for the Crookwell Waste Centre, including remediation and restoration.	Consultant engaged to supply options for EPA and Council to complete works.	4.2 – Infrastructure Plan is implemented for new capital works, asset renewal and upgrades covering a 10 year period.	Not achieved – ongoing works continue at Crookwell waste facility for remediation with cap design completed. Draft design completed and requires amendments to meet EPA requirements.
Ensure best practice pricing based on cost recovery principles for all waste services and promotion of waste recycling.	Review and report to Council annually.	4.7 - Provide waste pickup service for towns and villages, and reduce the amount of waste going to landfills.	Being achieved – waste pricing for DWM and gate charge will be reviewed for 2024/2025 Operational Plan.

**CSP STRATEGIC PILLAR – OUR ENVIRONMENT:
PRINCIPAL ACTIVITY - DOMESTIC WASTE MANAGEMENT (DWM)**

<u>KPI</u>	<u>Performance Measure</u>	<u>Delivery Program Actions</u>	<u>Performance Status</u>
DWM service charge includes a disposal cost as a costed entity as part of the annual DWM reasonable cost calculation.	Establish Fund and review annually.	4.7 - Provide waste pickup service for towns and villages, and reduce the amount of waste going to landfills.	Achieved – Reasonable cost calculation completed for DWM.
Average number of garbage bin service collections missed per month and number of complaints received.	Less than 2% of weekly pickups.	4.7 - Provide waste pickup service for towns and villages, and reduce the amount of waste going to landfills.	Achieved.
Kerbside pickup of organic green waste collection service.	Report to be provided annually to Council.	4.7 - Provide waste pickup service for towns and villages, and reduce the amount of waste going to landfills.	Being achieved – service provided.
Prepare and review DWM long-term plant replacement schedule.	Reviewed annually.	4.2 – Infrastructure Plan is implemented for new capital works, asset renewal and upgrades covering a 10 year period.	Achieved – plant replaced in accordance with Council's plant replacement schedule.

**CSP STRATEGIC PILLAR – OUR ENVIRONMENT:
PRINCIPAL ACTIVITY - WATER SUPPLY SERVICES**

KPI	Performance Measure	Delivery Program Actions	Performance Status
Carry out weekly water quality standard testing. Taralga water supply dam replacement is highest priority.	Complying water quality test samples.	4.6 - Improve water supply and sewer facilities to towns.	Achieved – daily water quality testing undertaken.
Implement user pay best practice pricing water charges in accordance with State Government Guidelines.	50% water supply income from user pay charges.	4.6 - Improve water supply and sewer facilities to towns.	Being achieved – user pays best practice will be dependent upon the completion of the IWCM report.
Review Integrated Water Cycle Management (IWCM) Strategy for the town water supplies.	Final IWCM strategy produced by December 2023.	4.2 – Infrastructure Plan is implemented for new capital works, asset renewal and upgrades covering a 10 year period.	Being achieved – Council & NSW Public Works have completed the review of and preparation of the IWCM. Addition works required to complete gaps analysis.
Maintain Section 64 Development Contributions Plan Register.	Audited annually.	4.6 - Improve water supply and sewer facilities to towns.	Achieved.
Surplus Water Fund operating result.	Within 10% of budget.	4.6 - Improve water supply and sewer facilities to towns.	Not achieved - water supply fund had operational deficit in 2021/2022 and 2022/2023.

**CSP STRATEGIC PILLAR – OUR ENVIRONMENT:
PRINCIPAL ACTIVITY - SEWER SERVICES**

KPI	Performance Measure	Delivery Program Actions	Performance Status
Number of sewer chokes per month per five kilometres of mains.	Less than 5 per month.	4.6 - Improve water supply and sewer facilities to towns.	Achieved.
Review Policy and implement Trade Waste Charges.	Prepare a Trade Waste Policy for adoption by Council.	4.2 – Infrastructure Plan is implemented for new capital works, asset renewal and upgrades covering a 10 year period.	Achieved – Trade Waste Policy adopted.
Surplus Sewer Fund operating result.	Within 10% of budget.	4.6 - Improve water supply and sewer facilities to towns.	Achieved – Sewer fund had an Operating surplus in 2021/2022 and 2022/2023.
Maintain Section 64 Development Contributions Plan Register.	Audited annually.	4.6 - Improve water supply and sewer facilities to towns.	Achieved – External audit completed for 2022/2023.
Sewer Treatment Plants comply with EPA conditions.	Satisfactory report from NSW EPA.	4.6 - Improve water supply and sewer facilities to towns.	Being achieved – noting that there were a minor number of sewer treatment plant non-compliance issue reported to EPA in 2023/2024 reporting period.

**CSP STRATEGIC PILLAR – OUR ECONOMY:
PRINCIPAL ACTIVITY - FINANCIAL SERVICES**

KPI	Performance Measure	Delivery Program Actions	Performance Status
Council's Investment Policy and Investment Strategy.	Review biennially.	3.2 - Prudent financial management.	Achieved – Council's Investments have been managed in accordance with the Policy.
Maintain Employee Leave Entitlements (ELE) internal restricted cash reserves to fund leave as it becomes payable.	Cash reserve maintained.	3.1 - Ensure financial viability of Council.	Achieved – Council ELE cash reserve is 33% of total ELE expense as at 30 June 2023 this is satisfactory based on age profile and accumulated leave entitlements accrued.
Implementation of Council's Internal Audit Plan and report actions to Audit, Risk and Improvement Committee.	Complete 2 internal audits annually.	3.2 - Prudent financial management.	Being achieved – ARIC Committee established and meets quarterly. Internal audit project commenced for Procurement and project scoping of internal audit for Accounts Payable has commenced.
Progressively complete Asset Fair Valuation for all asset classes.	Audited annually.	3.1 - Ensure financial viability of Council.	Being achieved - Buildings, Other Structures, Recreation Assets and Operational Land asset classes were revalued at "fair value" at 30 June 2023. Indexation of all asset classes is to be completed by 30 June 2024.
Improve Long Term Financial Plan (LTFP) modelling.	10 year plan reviewed annually.	3.1 - Ensure financial viability of Council.	Achieved – Long Term Financial Plan for the period 2024-2033 is prepared, publicly exhibited and will be adopted by Council on 20 June 2024. LTFP was reviewed as part of the AEC Financial Sustainability Report in November 2023 as commissioned by Council.
Accurate and timely Council budget reporting and review.	Quarterly Reports.	3.2 - Prudent financial management.	Achieved – provision of Quarterly Budget Review Statements and KPIs report to Council each quarter within 2 months of end of the quarter.

CSP STRATEGIC PILLAR – OUR ECONOMY: PRINCIPAL ACTIVITY - ADMINISTRATION AND CORPORATE SUPPORT			
<u>KPI</u>	<u>Performance Measure</u>	<u>Delivery Program Actions</u>	<u>Performance Status</u>
Manage Council's Accounts Payable and Purchasing systems.	80% of tax invoices are paid within credit terms.	3.1 - Ensure financial viability of Council.	Not achieved – In the 3rd Quarter 57.95% of 1,155 tax invoices received were processed within credit terms.
Manage Council's Accounts Receivable system.	80% payment recovered within sixty days.	3.1 - Ensure financial viability of Council.	Achieved – In the 3rd Quarter 80.25% of sundry debtor invoices were recovered within 60 days of tax invoice date.
Council electronic document records management system (EDM) complies with State Records requirements. Training of users of records management system.	HP Content Manager (EDM) system upgrade.	3.1 - Ensure financial viability of Council.	Being achieved - Council EDMS configuration review will be undertaken late 2024. Records Management Assessment Tool (RMAT) was completed by deadline and 61.05% score was above baseline for compliance.
Participate in Canberra Region Joint Organisation (CRJO) advocacy and resource sharing projects.	CRJO report annually to Council.	3.2 - Prudent financial management.	Being achieved – Council are participating in governance, Regional CSP, internal audit, GMAG, procurement working group in CRJO.
Six monthly Stores Stocktakes with a proportion and value of inventory errors being minimised.	Audit of stores stock.	3.2 - Prudent financial management.	Achieved - stores stocktakes completed. Most recent stocktake in December 2023.

**CSP STRATEGIC PILLAR – OUR ECONOMY:
PRINCIPAL ACTIVITY - GENERAL PURPOSE REVENUE AND RATES**

KPI	Performance Measure	Delivery Program Actions	Performance Status
Proportion of rates accounts outstanding at year end.	Less than 5% outstanding.	3.2 - Prudent financial management.	Achieved – 3.82% rates and charges outstanding percentage as at 30 June 2023.
Completion of statutory certificates i.e. Section 603 Certificates.	95% completion rate within 5 days.	3.2 - Prudent financial management.	Achieved – 100% of 603 certificates processed within the deadline. There were 79 Section 603 Certificates issued in the 3rd Quarter of 2023/2024.
Completion and audit of Schedule - Permissible Rates Income Calculation.	Annual Completion by due date free of error.	3.2 - Prudent financial management.	Achieved – Permissible Rates Income audit completed free of error for general rates levied for the year ended 30 June 2024.
Process land revaluations and monthly supplementary land valuations from the Valuer Generals Office.	Monthly reconciliation and signoff by management.	3.2 - Prudent financial management.	Achieved – all reconciliations signed and authorised in the quarter ended 31 March 2024.
Levy Rates and Annual Charges and user charges in accordance with Local Government Act.	Annual income meets budget forecast.	3.2 - Prudent financial management.	Achieved - rates and annual charges income levied is in accordance with the budget projections, rates notices distributed on time.

**CSP STRATEGIC PILLAR – OUR ECONOMY:
PRINCIPAL ACTIVITY - INFORMATION TECHNOLOGY**

KPI	Performance Measure	Delivery Program Actions	Performance Status
Council's Information Technology Strategic Plan, Disaster Recovery Plan and Business Continuity Plan to be reviewed and updated.	Implement actions within specified timeframes.	3.1 - Ensure financial viability of Council.	Not achieved – IT Strategic Plan, DRP & BCP need reviewing and testing as part of our annual review.
Implement Council PC (computers) replacement program on a four year rotational basis.	Annually install 100% of PC's scheduled.	3.1 - Ensure financial viability of Council.	Not achieved – Currently in process of replacing Council PCs that our outside of the 4 year rotational program.
Review, upgrade and update Council's Website and FaceBook page information.	Content updated weekly. Regular content update to Council website.	3.1 - Ensure financial viability of Council.	Achieved – Websites updated to latest security patches and reviews done of firewalls. Social media posts updated as requested.
Implementation of information technology capital works, i.e. new servers, software, databases and telecommunication upgrades.	Complete projects each year within budget estimate.	3.1 - Ensure financial viability of Council.	Being achieved – Review of requirements for Disaster Recover server aligned with consolidation of current services to provide real-world requirement for new hardware.

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

<u>KPI</u>	<u>Performance Measure</u>	<u>Delivery Program Actions</u>	<u>Performance Status</u>
Proportion of Council employee turnover per year.	10% uncontrollable turnover.	5.4 - Ensure the retention and attraction of quality staff.	Not achieved – Annualised total turnover is 18%; this includes staff retirements and resignations.
Conduct annual performance reviews and sign-off for all employee's position descriptions and training plans.	Completed by 30 June each year.	3.4 - Assist facilitation of employment opportunities.	Being achieved - the 2023/2024 staff performance reviews will commence in April 2024.
Review and implement the human resources four year strategy in Council's Workforce Plan.	Review Annually.	3.4 - Assist facilitation of employment opportunities.	Being achieved – the Workforce Plan was reviewed at the April 2024 Council Meeting and is placed on public exhibition to be adopted in June 2024.
Worker consultation on WHS issues. Workers have an opportunity to express their views and contribute to any decisions relating to their health and safety.	Include WHS on agenda for all team meetings. Implement online Hazard/Inspection/ incident reporting system. WHS Team provide regular safety updates for discussion in team meetings.	5.4 - Ensure the retention and attraction of quality staff.	Being achieved – Toolbox process utilised by outdoor staff. WHS committee in place with meetings held bi-monthly. Recent HSR expression of interest held, all positions now filled, new HSRs to undergo training. Staff consultation occurring during review of procedures and safe work methods. Staff are encouraged by management to discuss safety issues.
WHS risk to workplace health and safety assessed, documented and reported to WHS Committee.	Hazards are identified and risk assessed. Adequate controls are identified and implemented.	3.4 - Assist facilitation of employment opportunities.	Achieved - WHS Committee action list continuously updated. Incidents and hazards are reported to MANEX and WHS Committee along with corrective actions.

Council officers and people managers are skilled in their WHS and organisational risk knowledge.	Supervisors at all levels are trained in Risk Management. Risk Registers are developed by each Department.	5.4 - Ensure the retention and attraction of quality staff.	Being achieved – WHS committee reports are routinely forwarded to MANEX. Risk registers require review, consultation with departments for input to take place and sign off upon completion.
Hazard identification and risk elimination or controls implemented.	All WHS hazards, incidents and near misses are reported and investigated. 90% of correction actions implemented and closed out.	3.4 - Assist facilitation of employment opportunities.	Being achieved - corrective actions from reported hazards and incidents are being followed up, remedies actioned and incidents closed out.
Improve Council's WHS capability and commitment through leaders championing WHS issues.	Adoption of Council Safety Management Program (CSMP). Ongoing WHS learning and development opportunities are provided to all employees.	3.4 - Assist facilitation of employment opportunities.	Being achieved - Safety Management Plan (CSMP) is being rolled out in Infrastructure Delivery business unit. HSR Training refresher has been delivered.
All new employees to attend Corporate Induction, including WHS.	Attend Corporate Induction within two months of commencing employment.	3.4 - Assist facilitation of employment opportunities.	Being achieved – ELMO has been updated and course content reviewed and updated, rollout commenced. WHS Training, Induction and Competency Procedure developed and approved.

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

KPI	Performance Measure	Delivery Program Actions	Performance Status
Implement Roads Hierarchy Classification in strategic planning of forward road programs.	Review Road Hierarchy annually.	4.3 – Bitumen sealing all urban streets in towns.	Being achieved – Roads Hierarchy has been developed through IMG asset data capture.
Completion of annual capital works expenditure program in accordance with budget allocation.	Complete 90% of works program annually.	4.2 – Infrastructure Plan is implemented for new capital works, asset renewal and upgrades covering a 10-year period.	Being achieved – capital projects have commenced or significantly progressed toward completion.
Call and evaluate tenders for civil works contract plant and labour hire, and capital works projects.	To review tenders every two years.	4.1 - Improve local road and regional road transport networks.	Being achieved – Winning and Crushing Tender has been finalised. Heavy Patching Minor Works, Truck and Plant Hire tenders have been finalised. Bitumen Sealing RFQ completed under Local Government Procurement Vendor Panel.
Gravel resheeting programme submitted to and adopted by Council in June each year.	Resheet every road in a 30 year cycle.	4.1 - Improve local road and regional road transport networks.	Being achieved – Gravel re-sheeting program continues.

KPI	Performance Measure	Delivery Program Actions	Performance Status
Prepare Asset Management Plans for Roads, Stormwater, Footpaths and Kerb and Guttering asset classes.	Complete by June 2024.	4.2 – Infrastructure Plan is implemented for new capital works, asset renewal and upgrades covering a 10 year period.	Not achieved – Ten-year Capital and Maintenance Program is under development as a part of the Asset Management Planning.
Complete the replacement of 3 remaining timber bridges in accordance with Delivery Program.	Complete within budget allocation.	4.11 - Progressively replace timber bridges on local and regional roads.	Being achieved – replacement of Council's final timber bridge on Julong Road over Crookwell River has recommenced after the Project was delayed due to latent site conditions encountered.

KPI	Performance Measure	Delivery Program Actions	Performance Status
Complete regional road repair and pavement reconstruction program.	Complete within budget allocation and finalisation report completed.	4.2 – Infrastructure Plan is implemented for new capital works, asset renewal and upgrades covering a 10 year period.	Achieved – MR248E Laggan Road works under the 2023 grant funding is completed. Being achieved - 2024 regional road repair program has been completed on MR241 Dalton Road except for Linemarking which is due to be completed by end of financial year.
Complete the Tablelands Way MR256 road reconstruction and infrastructure improvement project as part of the Growing Local Economies program.	Complete within budget allocation and project deadline.	4.13 - 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.	Being achieved – detailed design work for the bridge over Curraweela has been completed and Council have engaged a contractor to undertake these works on the Tablelands Way. Works set to commence late April 2024. Achieved - The slope stability works at Wombeyan Caves Road MR258 were completed in March 2024.
Review footpath replacement program.	Complete within budget allocation.	4.9 - Develop new and upgrade existing footpaths and cycleway networks.	Achieved – New Shared path completed under Traffic & Transport Cycleway Program. New footpath constructed along Northcott and Carrington Street in Crookwell.

**CSP STRATEGIC PILLAR – OUR INFRASTRUCTURE:
PRINCIPAL ACTIVITY - STORMWATER AND DRAINAGE**

<u>KPI</u>	<u>Performance Measure</u>	<u>Delivery Program Actions</u>	<u>Performance Status</u>
Stormwater Levy for all towns to assist in funding capital works improvements in the Shire towns.	Maintain an external restricted cash reserve.	4.10 - Upgrade stormwater and kerb and guttering in towns.	Achieved – Restricted cash reserve is in place.
Creation of Floodplain Risk Management Study and Plans.	Implement projects outlined in the Plan.	4.12 - Flood Risk Management Plans created for Crookwell, Gunning, Taralga and Collector.	Being achieved - Design for flood warning systems complete, systems are set to be installed and tested in April 2024.
Implement Floodplain Risk Management Plan actions.	Implement activities identified in Plan.	4.10 - Upgrade stormwater and kerb and guttering in towns.	Being achieved - Included in the public works program.

**CSP STRATEGIC PILLAR – OUR INFRASTRUCTURE:
PRINCIPAL ACTIVITY - PUBLIC CONVENIENCES AND AMENITIES**

<u>KPI</u>	<u>Performance Measure</u>	<u>Delivery Program Actions</u>	<u>Performance Status</u>
Maintain public toilet facilities according to health requirements.	Weekly maintenance schedule undertaken.	4.4 - Develop town main street and CBD beautification programs.	Achieved – maintenance schedule is in place.
Street cleaning and maintenance of towns' main streets.	Annual Program.	4.4 - Develop town main street and CBD beautification programs.	Being achieved - Cleaning and maintenance are carried out as and when required.

**CSP STRATEGIC PILLAR – OUR INFRASTRUCTURE:
PRINCIPAL ACTIVITY - QUARRIES AND GRAVEL PITS**

<u>KPI</u>	<u>Performance Measure</u>	<u>Delivery Program Actions</u>	<u>Performance Status</u>
Prepare annual stocktake of gravel pits stock held and movements. Review quantity of gravel stock held for each gravel pit/quarry.	Complete by June each year. Audit annually.	4.2 – Infrastructure Plan is implemented for new capital works, asset renewal and upgrades covering a 10 year period.	Being achieved – The gravel stocktake for 2022/2023 was completed in June 2023 and external audit completed. The next gravel stocktake is scheduled for June 2024.
Review gravel royalty payment pricing model and internal charge rate and procedures.	Review and update gravel royalty payment annually.	4.2 – Infrastructure Plan is implemented for new capital works, asset renewal and upgrades covering a 10 year period.	Achieved – internal gravel charge was reviewed, updated and adopted in the Operational Plan.
Erect signage as warning of potential hazard at quarries where Council have Quarry Management agreements.	Signage installed.	4.2 – Infrastructure Plan is implemented for new capital works, asset renewal and upgrades covering a 10 year period.	Achieved – Signs erected. Quarry Management Plans have been developed and adopted by Council.

**CSP STRATEGIC PILLAR – OUR INFRASTRUCTURE:
PRINCIPAL ACTIVITY - PUBLIC CEMETERIES**

KPI	Performance Measure	Delivery Program Actions	Performance Status
Prepare Plans of Management for all Council controlled cemeteries.	Review every five years.	4.2 – Infrastructure Plan is implemented for new capital works, asset renewal and upgrades covering a 10 year period.	Not achieved - the crown land identification process is not yet finalised. The crown land register is being reviewed. A plan of management is under development.
Columbarium construction program.	Review columbarium requirements each year.	4.2 – Infrastructure Plan is implemented for new capital works, asset renewal and upgrades covering a 10 year period.	Achieved – Columbarium in Dalton and Taralga are complete. Crookwell has a Columbarium.
Undertake cemetery maintenance activities according to the adopted works schedule.	Within 5% of budget allocation.	4.2 – Infrastructure Plan is implemented for new capital works, asset renewal and upgrades covering a 10 year period.	Being achieved – maintenance activities according to annual program and budget allocation are being prioritised.

**CSP STRATEGIC PILLAR – OUR INFRASTRUCTURE:
PRINCIPAL ACTIVITY – HOUSING AND BUILDING MAINTENANCE**

KPI	Performance Measure	Delivery Program Actions	Performance Status
Regular inspection of Council buildings to inform building maintenance management program.	Annual inspection program.	4.2 – Infrastructure Plan is implemented for new capital works, asset renewal and upgrades covering a 10 year period.	Not achieved – Inspections are being carried out when onsite for reactive repair works and any issues identified are being logged and prioritised. Annual inspection program still to be developed.
Annual maintenance and repair program derived from inspections.	Repairs completed within 60 days of notification.	1.8 - Manage and upgrade Council's public buildings and community centres.	Being achieved - Repairs and maintenance works are completed within 60 days. Proactive maintenance program still to be developed.

**CSP STRATEGIC PILLAR – OUR INFRASTRUCTURE:
PRINCIPAL ACTIVITY - ENGINEERING AND WORKS SUPERVISION**

KPI	Performance Measure	Delivery Program Actions	Performance Status
Implementation and review of Asset Management Plan. Complete Special Schedule. Annual asset inspection and condition reporting program.	Assets reporting in accordance with OLG requirements.	4.2 – Infrastructure Plan is implemented for new capital works, asset renewal and upgrades covering a 10 year period.	Achieved – special schedule completed and included in the 2022/2023 Financial Statements.
Implement Statewide Mutual Public Liability audit verification requirements.	Complete annually within allocated deadline.	4.2 – Infrastructure Plan is implemented for new capital works, asset renewal and upgrades covering a 10 year period.	Achieved – Council has completed the assessment for categories; building assets and playgrounds for the Continuous Improvement Program (CIP) deadline 31 October 2023.
Review Council Underground Petroleum Storage (UPS) systems; including diesel and petrol bowsers.	Comply with EPA regulations.	4.2 – Infrastructure Plan is implemented for new capital works, asset renewal and upgrades covering a 10 year period.	Achieved – Council engaged Coffey's who completed environmental investigation.

**CSP STRATEGIC PILLAR – OUR INFRASTRUCTURE:
PRINCIPAL ACTIVITY - PLANT AND EQUIPMENT OPERATIONS**

KPI	Performance Measure	Delivery Program Actions	Performance Status
Prepare a plant and equipment 10 year forward plan.	Review and update annually.	4.2 – Infrastructure Plan is implemented for new capital works, asset renewal and upgrades covering a 10 year period.	Being achieved – Plant and Motor Vehicle Replacement Schedule has been prepared and reviewed annually.
Annual Plant Replacement schedule.	Replacement cost is within 5% of budget allocation.	4.2 – Infrastructure Plan is implemented for new capital works, asset renewal and upgrades covering a 10 year period.	Being achieved - Plant replacements are proceeding in accordance with Plant Replacement Schedule in the Operational Plan.
Achieve plant hire surplus each year.	Review annually adopted plant hire rates.	4.1 - Improve local road and regional road transport networks.	Achieved – Plant hire rates were reviewed and changes implemented.
Management of Council employee motor vehicle leaseback program.	Review annually.	4.1 - Improve local road and regional road transport networks.	Being achieved – Leaseback program and agreement reviewed regularly. The new leaseback fee will be implemented in July 2024.

**CSP STRATEGIC PILLAR – OUR CIVIC LEADERSHIP:
PRINCIPAL ACTIVITY – GOVERNANCE**

KPI	Performance Measure	Delivery Program Actions	Performance Status
Implement organisation structure in accordance with Local Government Act requirements.	Reviewed regularly and after local government election.	5.4 – Leadership and commitment to integrated planning and reporting.	Achieved – December 2022 Council Meeting with no change in Organisation Structure. Service reviews will be undertaken following AEC Group FSR report.
Council policy development and review.	Continual policy review and upgrade each year.	5.3 - Promote community engagement and involvement in decision making processes.	Achieved – policy reviews undertaken with 10 policies reviewed in 1 Quarter and 12 policies reviewed in 2 Quarter and 4 policies reviewed in 3 Quarter.
Council Meeting Business Paper creation and distribution.	Released one week prior to meeting date.	5.3 - Promote community engagement and involvement in decision making processes.	Achieved – Provision of iPads to Councillors, agenda distribution within required timeframes.
Complaint handling and service delivery.	Complete service requests within 15 business days.	5.4 – Leadership and commitment to integrated planning and reporting.	Achieved – Complaints Policy and Procedure review adopted at Council Meeting in July 2023.
Complete Council Annual Report.	Completed and sent to OLG by deadline each year.	5.3 - Promote community engagement and involvement in decision making processes.	Achieved – completed for 2022/2023 reported to October 2023 Council Meeting and OLG notified.
Compliance with Office of Local Government Circulars and compliance with legislative and statutory amendments.	Circulars to be reviewed monthly.	5.2 - Lobby other levels of Government for increased share of funding distribution.	Achieved – circulars complied with and reported to Council as required by the Office of Local Government.
Councillor training program.	Support and deliver professional development training.	5.4 – Leadership and commitment to integrated planning and reporting.	Being achieved – Councillor Induction program undertaken. Professional development for Councillors has been undertaken.

**CSP STRATEGIC PILLAR – OUR CIVIC LEADERSHIP:
PRINCIPAL ACTIVITY - TOURISM PROMOTION AND BUSINESS**

<u>KPI</u>	<u>Performance Measure</u>	<u>Delivery Program Actions</u>	<u>Performance Status</u>
Implement Upper Lachlan Destination Plan.	Review performance annually.	3.5 - Encourage and support viable local businesses.	Being achieved - implementing the Upper Lachlan Destination Action Plan.
Presentation of tourism function statistics.	Present to Council quarterly.	3.6 - Promote tourism opportunities and community events.	Not achieved – Reports to Council have been delayed, however quarterly snapshots for Southern Tablelands and Upper Lachlan Shire Tourism Statistics are provided through Destination NSW.
Implement Upper Lachlan Destination Marketing Plan.	Review actions each quarter.	3.5 - Encourage and support viable local businesses.	Being achieved – Visit NSW Trails campaign active, Caravanning Australia Spring Campaign Active, monthly Tourism FAMILs. Implementation of activities, events and business promotion.
Annually manage the tourism events and cultural activity grant funding programs.	Report on increased visitor spend.	3.6 - Promote tourism opportunities and community events.	Being achieved - the Cultural Funding Program and Events Funding program to be open again in 4th Quarter.

<u>KPI</u>	<u>Performance Measure</u>	<u>Delivery Program Actions</u>	<u>Performance Status</u>
Prepare and distribute tourism publications; i.e. Destination Guide.	Distribution within program objectives.	3.6 - Promote tourism opportunities and community events.	Not achieved – new Destination Guide is being prepared and is with the publisher. Achieved - Industry and consumer newsletters and e-bulletins of What's On are distributed monthly.
Implement the Tablelands Destination Development Plan in conjunction with the Tablelands Councils, Destination Southern NSW, Destination NSW and Visit Canberra.	Review actions each quarter.	3.6 - Promote tourism opportunities and community events.	Being achieved - CRJO Tablelands Councils signed a Southern Tablelands Co-ordination Agreement in January 2021 and are now implementing the Tablelands Destination Development Plan.
Manage fit out of the new Crookwell Visitor Information and Community Centre.	Opening of new facility.	3.6 - Promote tourism opportunities and community events.	Not achieved – new construction company (FDC) engaged in August 2023 to complete the external construction component of the VIC. The liquidation of the former construction company (Lloyd Group) has delayed this construction project.
Business activity of the State Road MR54 RMCC contract and work orders to retain Transport for NSW accreditation.	Generate profit in accordance with contract limits.	3.2 - Prudent financial management.	Being achieved - RMCC work completed in accordance with contract. Council has implemented RMCC safety management system. State Road MR54 work orders continued in accordance with Transport for NSW requirements and payment claims received.

**CSP STRATEGIC PILLAR – OUR CIVIC LEADERSHIP:
PRINCIPAL ACTIVITY - CARAVAN PARKS**

<u>KPI</u>	<u>Performance Measure</u>	<u>Delivery Program Actions</u>	<u>Performance Status</u>
Implement Crookwell caravan park user charges.	Cost neutral facility.	3.5 - Encourage and support viable local businesses.	Achieved – 2023/2024 Fees And Charges adopted by Council.
Tourism business unit manage day to day operations of Crookwell Caravan Park, implement and oversee improvements to caravan park facilities.	Continue to promote facility and seek external grant funding.	3.6 - Promote tourism opportunities and community events.	Achieved – Site improvements completed including online-booking system implemented. Installed a marketing and promotion electronic sign at entry to site. Security upgrades completed to improve overall visitor experience and security of the Caravan Park.

Finance and Administration - 9 May 2024

ITEM 13.2 **Audit, Risk and Improvement Committee (ARIC) – Terms of Reference**

FILE REFERENCE I24/129

AUTHOR **Director of Finance and Administration**

ISSUE

Audit, Risk and Improvement Committee Terms of Reference to be approved by Council.

RECOMMENDATION That -

1. Council adopts the Audit, Risk and Improvement Committee Terms of Reference.

BACKGROUND

Council established shared arrangements for the operation of the Audit, Risk and Improvement Committee (ARIC) in 2022. The independent ARIC committee members service the Canberra Region Joint Organisation (CRJO), Goulburn Mulwaree Council and Yass Valley Council.

REPORT

Council has established an ARIC in compliance with Section 428A, of the *Local Government Act 1993*, the *Local Government (General) Regulation 2021* as amended by the *Local Government (General) Amendment (Audit, Risk and Improvement Committees) Regulation 2023* and the Office of Local Government's (OLG) Guidelines for risk management and internal audit for local government in NSW.

The attached ARIC Terms of Reference set out the ARIC's objectives, authority, composition and tenure, roles and responsibilities, reporting and administrative arrangements. Councillor Paul Culhane is the councillor appointed as a non-voting member to the ARIC.

The attached Terms of Reference are based on the OLG Model Terms of Reference and are required to be endorsed by Council. The Terms of Reference replaces the former Audit, Risk and Improvement Committee Charter.

POLICY IMPACT

Nil

OPTIONS

Nil

Finance and Administration

AUDIT, RISK AND IMPROVEMENT COMMITTEE (ARIC) – TERMS OF REFERENCE cont'd

FINANCIAL IMPACT OF RECOMMENDATIONS

The funding for the operations of the ARIC Committee are included annually within the Council Operational Plan.

RECOMMENDATION That -

1. Council adopts the Audit, Risk and Improvement Committee Terms of Reference.

ATTACHMENTS

1. ↓	Draft Upper Lachlan ARIC ToRs - ULSC	Attachment
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Terms of Reference for the Upper Lachlan Shire Council Audit, Risk and Improvement Committee

The Upper Lachlan Shire Council has established an Audit, Risk and Improvement Committee (ARIC) in compliance with section 428A of the *Local Government Act 1993*, the *Local Government (General) Regulation 2021* as amended by the *Local Government (General) Amendment (Audit, Risk and Improvement Committees) Regulation 2023*, and the Office of Local Government's *Guidelines for risk management and internal audit for local government in NSW*. These terms of reference set out the ARIC's objectives, authority, composition and tenure, roles and responsibilities, reporting and administrative arrangements.

The Independent Chair and Committee Members of Upper Lachlan Shire Council's ARIC are shared with the Canberra Region Joint Organisation (CRJO) and Goulburn Mulwaree and Yass Valley Councils.

Objective

The objective of Upper Lachlan Shire Council's ARIC is to provide independent assurance to the Upper Lachlan Shire Council by monitoring, reviewing and providing advice about the Upper Lachlan Shire Council's governance processes, compliance, risk management and control frameworks, external accountability obligations and overall financial and operational performance.

Independence

The ARIC is to be independent to ensure it has no real or perceived bias or conflicts of interest that may interfere with its ability to act independently and to provide Upper Lachlan Shire Council with robust, objective and unbiased advice and assurance.

The ARIC is to have an advisory and assurance role only and is to exercise no administrative functions, delegated financial responsibilities or any management functions of the Upper Lachlan Shire Council. The ARIC will provide independent advice to the Upper Lachlan Shire Council that is informed by the Upper Lachlan Shire Council's internal audit and risk management activities and information and advice provided by staff, relevant external bodies and subject matter experts.

The ARIC must always ensure it maintains a direct reporting line to and from the Upper Lachlan Shire Council's internal audit function and act as a mechanism for internal audit to report to the Upper Lachlan Shire Council and the Upper Lachlan Shire Council Chief Executive Officer (CEO) on matters affecting the performance of the internal audit function.



Authority

Upper Lachlan Shire Council authorises the ARIC, for the purposes of exercising its responsibilities, to:

- access any information it needs from the Upper Lachlan Shire Council
- use any Upper Lachlan Shire Council resources it needs
- have direct access to the CEO and senior management of the Upper Lachlan Shire Council
- seek the Upper Lachlan Shire Council CEO's permission to meet with any Upper Lachlan Shire Council employee or contractor
- discuss any matters with the external auditor or other external parties
- seek the Upper Lachlan Shire Council CEO's permission to request the attendance of any Council employee at ARIC meetings, and
- seek the Upper Lachlan Shire Council CEO's permission to obtain external legal or other professional advice in line with Upper Lachlan Shire Councils' procurement policies and availability of a legal expenses budget.

Information and documents pertaining to the ARIC are confidential and are not to be made publicly available. The ARIC may only release Upper Lachlan Shire Council information to external parties that are assisting the ARIC to fulfil its responsibilities with the approval of the Upper Lachlan Shire Council CEO, except where it is being provided to an external investigative or oversight agency for the purpose of informing that agency of a matter that may warrant its attention.

Composition and tenure

Joint Organisation's ARICs must have an independent Chairperson and a minimum of two independent committee members who have voting rights. The Upper Lachlan Shire Council ARIC consists of an independent chairperson and three independent members who have voting rights.

The Upper Lachlan Shire Council may appoint a non-voting Councillor member of the ARIC who is not the Mayor of Upper Lachlan Shire, as provided for by the Local Government (General) Regulation 2021 as amended by the Local Government (General) Amendment (Audit, Risk and Improvement Committees) Regulation 2023.

The Upper Lachlan Shire Council appoints the chairperson and members of the ARIC. Current Upper Lachlan Shire Council ARIC members, are appointed up to a three-year term, ARIC members are;

Stephen Coates	Independent chairperson (voting)
Diana Hamono	Independent member (voting)
Rachel Harris	Independent member (voting)
Bryce McNair	Independent member (voting)



Councillor Paul Culhane

Council member (non-voting)

All ARIC members must meet the independence and eligibility criteria prescribed under the *Local Government (General) Regulation 2021, as amended by the Local Government (General) Amendment (Audit, Risk and Improvement Committees) Regulation 2023*.

Members may be appointed for up to a four-year term. Members can be reappointed for one further term, but the total period of continuous membership cannot exceed eight years. This includes any term as chairperson of the ARIC. Members who have served an eight-year term (either as a member or as chairperson) must have a two-year break from serving on the ARIC before being appointed again. To preserve the ARIC's knowledge of the Upper Lachlan Shire Council, ideally, no more than one member should retire from the ARIC because of rotation in any one year.

The terms and conditions of each member's appointment to the ARIC are to be set out in a letter of appointment. New members will be thoroughly inducted to their role and receive relevant information and briefings on their appointment to assist them to meet their responsibilities.

Prior to approving the reappointment or extension of the chairperson's or an independent member's term, the Upper Lachlan Shire Council is to undertake an assessment of the chairperson's or ARIC's member's performance. Reappointment of the chairperson or an ARIC member is also to be subject to that person still meeting the independence and eligibility requirements prescribed under the *Local Government (General) Regulation 2021*.

Members of the ARIC must possess and maintain a broad range of skills, knowledge and experience relevant to the operations, governance and financial management of the Upper Lachlan Shire Council, the environment in which the Upper Lachlan Shire Council operates, and the contribution that the ARIC makes to the Upper Lachlan Shire Council. At least one member of the ARIC must have accounting or related financial management experience with an understanding of accounting and auditing standards in a local government environment. All members should have sufficient understanding of the Upper Lachlan Shire Council's financial reporting responsibilities to be able to contribute to the ARIC's consideration of the Upper Lachlan Shire Council's annual financial statements.

The independent Chairperson and Committee Members of Upper Lachlan Shire Council's ARIC are shared with the CRJO and Goulburn Mulwaree and Yass Valley Councils. A shared service agreement is to be put in place between these entities.

Role

As required under section 428A of the *Local Government Act 1993* (the Act), the role of the ARIC is to review and provide independent advice to the Upper Lachlan Shire Council regarding the following aspects of the Upper Lachlan Shire Council's operations:

- compliance
- risk management



- fraud control
- financial management
- governance
- implementation of the strategic plan, delivery program and strategies
- service reviews
- collection of performance measurement data by the Upper Lachlan Shire Council, and
- internal audit.

The ARIC must also provide information to the Upper Lachlan Shire Council for the purpose of improving the Upper Lachlan Shire Council's performance of its functions.

The ARIC's specific audit, risk and improvement responsibilities under section 428A of the Act are outlined in Schedule 1 to these terms of reference.

The ARIC will act as a forum for consideration of the Upper Lachlan Shire Council's internal audit function and oversee its planning, monitoring and reporting to ensure it operates effectively.

The ARIC has no power to direct external audit or the way it is planned and undertaken but will act as a forum for the consideration of external audit findings.

The ARIC is directly responsible and accountable to the Upper Lachlan Shire Council for the exercise of its responsibilities. In carrying out its responsibilities, the ARIC must at all times recognise that primary responsibility for management of the Upper Lachlan Shire Council rests with the Upper Lachlan Shire Council and the Upper Lachlan Shire Council CEO.

The responsibilities of the ARIC may be revised or expanded in consultation with, or as requested by, the Upper Lachlan Shire Council from time to time.

Responsibilities of members

Independent members

The chairperson and members of the ARIC are expected to understand and observe the requirements of the Office of Local Government's *Guidelines for risk management and internal audit for local government in NSW*. Members are also expected to:

- make themselves available as required to attend and participate in meetings
- contribute the time needed to review and understand information provided to it
- apply good analytical skills, objectivity and judgement
- act in the best interests of the Upper Lachlan Shire Council
- have the personal courage to raise and deal with tough issues, express opinions frankly, ask questions that go to the fundamental core of the issue and pursue independent lines of inquiry
- maintain effective working relationships with the Upper Lachlan Shire Council



- have strong leadership qualities (chairperson)
- lead effective ARIC meetings (chairperson), and
- oversee the Upper Lachlan Shire Council's internal audit function (chairperson).

Upper Lachlan Shire Council ARIC members (If Applicable)

The Upper Lachlan Shire Council may nominate an elected Councillor to attend the ARIC meetings, but to preserve the independence of the ARIC, the Upper Lachlan Shire Council member of the ARIC is a non-voting member of the ARIC. The nominated Councillor tenure will be for a two year term. The nominated Councillor cannot be the Mayor of Upper Lachlan Shire Council. Their role is to:

- relay to the ARIC any concerns the Upper Lachlan Shire Council may have regarding the Upper Lachlan Shire Council and issues being considered by the ARIC
- provide insights into local issues and the strategic priorities of the Upper Lachlan Shire Council that would add value to the ARIC's consideration of agenda items
- advise the Upper Lachlan Shire Council (as necessary) of the work of the ARIC and any issues arising from it, and
- assist the Upper Lachlan Shire Council to review the performance of the ARIC.

Issues or information the Upper Lachlan Shire Council member raises with or provides to the ARIC must relate to the matters listed in Schedule 1 and issues being considered by the ARIC.

The Upper Lachlan Shire Council member of the ARIC must conduct themselves in a non-partisan and professional manner. The Upper Lachlan Shire Council member of the ARIC must not engage in any conduct that seeks to politicise the activities of the ARIC or the internal audit function or that could be seen to do so.

If the Upper Lachlan Shire Council member of the ARIC engages in such conduct or in any other conduct that may bring the ARIC and its work into disrepute, the chairperson of the ARIC may recommend to the Upper Lachlan Shire Council, that the Upper Lachlan Shire Council member be removed from membership of the ARIC.

Where the Upper Lachlan Shire Council does not agree to the ARIC chairperson's recommendation, the Upper Lachlan Shire Council must give reasons for its decision in writing to the chairperson.

Conduct

Independent ARIC members are required to comply with the Upper Lachlan Shire Council's code of conduct.

Complaints alleging breaches of the Upper Lachlan Shire Council's code of conduct by an independent ARIC member are to be dealt with in accordance with the *Procedures for the Administration of the Model Code of Conduct for Local Upper Lachlan Shire Councils in NSW*. The CEO must consult with the Upper Lachlan Shire Council before taking any disciplinary action against an independent ARIC member in response to a breach of the Upper Lachlan Shire Council's Code of Conduct.



Conflicts of interest

Once a year, ARIC members must provide written declarations to the Upper Lachlan Shire Council stating that they do not have any conflicts of interest that would preclude them from being members of the ARIC. Independent ARIC members are 'designated persons' for the purposes of the Upper Lachlan Shire Council's code of conduct and must also complete and submit returns of their interests.

ARIC members and observers must declare any pecuniary or non-pecuniary conflicts of interest they may have in a matter being considered at the meeting at the start of each meeting or as soon as they become aware of the conflict of interest. Where an ARIC member or observer declares a pecuniary or a significant non-pecuniary conflict of interest, they must remove themselves from ARIC deliberations on the issue. Details of conflicts of interest declared at meetings must be appropriately minuted.

Standards

ARIC members are to conduct their work in accordance with the International Standards for the Professional Practice of Internal Auditing issued by the Institute of Internal Auditors and current Australian risk management standards, where applicable.

Work plans

The work of the ARIC is to be thoroughly planned and executed. The ARIC must develop a strategic work plan every four years to ensure that the matters listed in Schedule 1 are reviewed by the ARIC and considered by the internal audit function when developing their risk-based program of internal audits. The strategic work plan must be reviewed at least annually to ensure it remains appropriate.

The ARIC may, in consultation with the Upper Lachlan Shire Council vary the strategic work plan at any time to address new or emerging risks. The Upper Lachlan Shire Council may also, by resolution, request the ARIC to approve a variation to the strategic work plan. Any decision to vary the strategic work plan must be made by the ARIC.

The ARIC must also develop an annual work plan to guide its work, and the work of the internal audit function over the forward year.

The ARIC may, in consultation with the Upper Lachlan Shire Council, vary the annual work plan to address new or emerging risks. The Upper Lachlan Shire Council may also, by resolution, request the ARIC to approve a variation to the annual work plan. Any decision to vary the annual work plan must be made by the ARIC.

When considering whether to vary the strategic or annual work plans, the ARIC must consider the impact of the variation on the internal audit function's existing workload and the completion of pre-existing priorities and activities identified under the work plan.



Assurance reporting

The ARIC must regularly report to the Upper Lachlan Shire Council to ensure that it is kept informed of matters considered by the ARIC and any emerging issues that may influence the strategic direction of the Upper Lachlan Shire Council the achievement of the Upper Lachlan Shire Council's goals and objectives.

The ARIC will provide an update to the Upper Lachlan Shire Council and the Upper Lachlan Shire Council CEO of its activities and opinions after every ARIC meeting.

The ARIC will provide an annual assessment to the Upper Lachlan Shire Council and the Upper Lachlan Shire Council CEO on the ARIC work and its opinion on how the Upper Lachlan Shire Council is performing.

The ARIC will provide a comprehensive assessment every Upper Lachlan Shire Council term of the matters listed in Schedule 1 to the Upper Lachlan Shire Council and the Upper Lachlan Shire Council CEO.

The ARIC may at any time report to the Upper Lachlan Shire Council or the Upper Lachlan Shire Council CEO on any other matter it deems of sufficient importance to warrant their attention. The Upper Lachlan Shire Council Mayor and the Chairperson of the ARIC may also meet at any time to discuss issues relating to the work of the ARIC.

Should the Upper Lachlan Shire Council require additional information, a request for the information may be made to the ARIC chairperson by resolution. The ARIC chairperson is only required to provide the information requested by the Upper Lachlan Shire Council where the ARIC chairperson is satisfied that it is reasonably necessary for the Upper Lachlan Shire Council to receive the information for the purposes of performing its functions under the *Local Government Act*. Individual ARIC members are not entitled to request or receive information from the ARIC.



Administrative arrangements

Meetings

The ARIC will meet at least 4 times per year, including a special meeting to review the Upper Lachlan Shire Council's financial statements.

The ARIC can hold additional meetings when significant unexpected issues arise, or if the chairperson is asked to hold an additional meeting by an ARIC member, the Upper Lachlan Shire Council CEO, or the Upper Lachlan Shire Council.

ARIC meetings can be held in person, by telephone or videoconference. Proxies are not permitted to attend meetings if an ARIC member cannot attend.

A quorum will consist of a majority of independent voting members. Where the vote is tied, the ARIC chairperson has the casting vote.

The chairperson of the ARIC will decide the agenda for each ARIC meeting. Each ARIC meeting is to be minuted to preserve a record of the issues considered and the actions and decisions taken by the ARIC.

The nominated Upper Lachlan Shire Councillor, Upper Lachlan Shire Council CEO (or CEO delegate) and the Manager, Internal Audit should attend ARIC meetings as non-voting observers. The external auditor (or their representative) is to be invited to each ARIC meeting as an independent observer. The ARIC chairperson can request the Upper Lachlan Shire Council's Chief Finance Officer or equivalent, head of risk management function or equivalent, senior managers or equivalent, any Upper Lachlan Shire Council Members, any employee/contractor of the Upper Lachlan Shire Council and any subject matter expert to attend a specific ARIC meeting. Where requested to attend a meeting, persons will attend the ARIC meeting where possible and provide information in response to a written request from the chairperson. Observers have no voting rights and can be excluded from a meeting by the ARIC chairperson at any time.

The ARIC can hold closed meetings to discuss confidential or sensitive issues, in accordance with Section 10A of the Local Government Act 1993, with only voting members of the ARIC present with meeting secretary to minute.

The ARIC must meet separately with the Manager, Internal Audit and the Upper Lachlan Shire Council's external auditor at least once each year.



Dispute resolution

ARIC chairperson and members of the ARIC and the Upper Lachlan Shire Council's CEO and management should maintain an effective working relationship and seek to resolve any differences they may have in an amicable and professional way by discussion and negotiation.

In the event of a disagreement between the ARIC and the CEO or other senior managers, the dispute is to be resolved by the Upper Lachlan Shire Council.

Unresolved disputes regarding compliance with statutory or other requirements are to be referred to the Departmental Chief Executive of the Office of Local Government (OLG) in writing.

Secretariat

The Upper Lachlan Shire Council CEO will nominate a staff member, or may accept a CRJO staff member, to provide secretariat support to the ARIC. The secretariat will ensure the agenda for each meeting and supporting papers are circulated after approval from the ARIC chairperson at least one week before the meeting and ensure that minutes of meetings are prepared and maintained. Minutes must be approved by the ARIC chairperson and circulated within one week of the meeting to each member.

Resignation and dismissal of members

Where the chairperson or an ARIC member is unable to complete their term or does not intend to seek reappointment after the expiry of their term, they should give 3 months' notice to the ARIC chairperson and the Upper Lachlan Shire Council prior to their resignation to allow the Upper Lachlan Shire Council to ensure a smooth transition to a new ARIC chairperson or member.

The Upper Lachlan Shire Council can, by resolution, terminate the appointment of the ARIC chairperson or an independent ARIC member before the expiry of their term where that person has:

- breached the Upper Lachlan Shire Council's code of conduct
- performed unsatisfactorily or not to expectations
- declared, or is found to be in, a position of a conflict of interest which is unresolvable
- been declared bankrupt or found to be insolvent
- experienced an adverse change in business status
- been charged with a serious criminal offence
- been proven to be in serious breach of their obligations under any legislation, or
- experienced an adverse change in capacity or capability.

The position of an Upper Lachlan Shire Council member on the ARIC, if applicable, can be terminated at any time by the Upper Lachlan Shire Council by resolution.



Review arrangements

At least once every Upper Lachlan Shire Council term, the Upper Lachlan Shire Council must review or arrange for an external review of the effectiveness of the ARIC.

These terms of reference must be reviewed annually by the ARIC and once each Upper Lachlan Shire Council term by the Upper Lachlan Shire Council. Any substantive changes are to be approved by the Upper Lachlan Shire Council.

Further information

For further information on the Upper Lachlan Shire Council's ARIC, contact Sharon Houlihan, CRJO CEO on Sharon.houlihan@crjo.nsw.gov.au or by phone on 0427 469156.

Reviewed by chairperson of the ARIC:

[signed]

[date]

Reviewed by Upper Lachlan Shire Council in accordance with a resolution of the Upper Lachlan Shire Council.

[signed]

[Dated]

[resolution reference]

Next review date: Before xx May 2025



Schedule 1 – ARIC responsibilities

Audit

Internal audit

- Provide overall strategic oversight of internal audit activities
- Act as a forum for communication between the Upper Lachlan Shire Council, CEO, senior management, the internal audit function and external audit
- Coordinate, as far as is practicable, the work programs of internal audit and other assurance and review functions
- Review and advise the Upper Lachlan Shire Council:
 - on whether the Upper Lachlan Shire Council is providing the resources necessary to successfully deliver the internal audit function
 - if the Upper Lachlan Shire Council is complying with internal audit requirements, including conformance with the International Professional Practices Framework
 - if the Upper Lachlan Shire Council's internal audit charter is appropriate and whether the internal audit policies and procedures and audit/risk methodologies used by the Upper Lachlan Shire Council are suitable
 - of the strategic four-year work plan and annual work plan of internal audits to be undertaken by the Upper Lachlan Shire Council's internal audit function
 - if the Upper Lachlan Shire Council's internal audit activities are effective, including the performance of the internal audit coordinator and the internal audit function
 - of the findings and recommendations of internal audits conducted, and corrective actions needed to address issues raised
 - of the implementation by the Upper Lachlan Shire Council of these corrective actions
 - on the appointment of the Manager Internal Audit role and external providers, and
 - if the internal audit function is structured appropriately and has sufficient skills and expertise to meet its responsibilities

External audit

- Act as a forum for communication between the Upper Lachlan Shire Council, CEO, senior management, the internal audit function and external audit
- Coordinate as far as is practicable, the work programs of internal audit and external audit
- Provide input and feedback on the financial statement and performance audit coverage proposed by external audit and provide feedback on the audit services provided
- Review all external plans and reports in respect of planned or completed audits and monitor Upper Lachlan Shire Council's implementation of audit recommendations



- Provide advice to the Upper Lachlan Shire Council and/or CEO on action taken on significant issues raised in relevant external audit reports and better practice guides

Risk

Risk management

Review and advise the Upper Lachlan Shire Council:

- if the Upper Lachlan Shire Council has in place a current and appropriate risk management framework that is consistent with the Australian risk management standard
- whether the Upper Lachlan Shire Council is providing the resources necessary to successfully implement its risk management framework
- whether the Upper Lachlan Shire Council's risk management framework is adequate and effective for identifying and managing the risks the Upper Lachlan Shire Council faces, including those associated with individual projects, programs and other activities
- if risk management is integrated across all levels of the Upper Lachlan Shire Council and across all processes, operations, services, decision-making, functions and reporting
- of the adequacy of risk reports and documentation, e.g., the Upper Lachlan Shire Council's risk register and risk profile
- whether a sound approach has been followed in developing risk management plans for major projects or undertakings
- whether appropriate policies and procedures are in place for the management and exercise of delegations
- if the Upper Lachlan Shire Council has taken steps to embed a culture which is committed to ethical and lawful behaviour
- if there is a positive risk culture within the Upper Lachlan Shire Council and strong leadership that supports effective risk management
- of the adequacy of staff training and induction in risk management
- how the Upper Lachlan Shire Council's risk management approach impacts on the Upper Lachlan Shire Council's insurance arrangements
- of the effectiveness of the Upper Lachlan Shire Council's management of its assets, and
- of the effectiveness of business continuity arrangements, including business continuity plans, disaster recovery plans and the periodic testing of these plans.

Internal controls

Review and advise the Upper Lachlan Shire Council:

- whether the Upper Lachlan Shire Council's approach to maintaining an effective internal audit framework, including over external parties such as contractors and advisors, is sound and effective
- whether the Upper Lachlan Shire Council has in place relevant policies and procedures and that these are periodically reviewed and updated



- whether appropriate policies and procedures are in place for the management and exercise of delegations
- whether staff are informed of their responsibilities and processes and procedures to implement controls are complied with
- if the Upper Lachlan Shire Council's monitoring and review of controls is sufficient, and
- if internal and external audit recommendations to correct internal control weaknesses are implemented appropriately.

Compliance

Review and advise the Upper Lachlan Shire Council of the adequacy and effectiveness of the Upper Lachlan Shire Council's compliance framework, including:

- if the Upper Lachlan Shire Council has appropriately considered legal and compliance risks as part of the Upper Lachlan Shire Council's risk management framework
- how the Upper Lachlan Shire Council manages its compliance with applicable laws, regulations, policies, procedures, codes, and contractual arrangements, and
- whether appropriate processes are in place to assess compliance.

Fraud and corruption

Review and advise the Upper Lachlan Shire Council of the adequacy and effectiveness of the Upper Lachlan Shire Council's fraud and corruption prevention framework and activities, including whether the Upper Lachlan Shire Council has appropriate processes and systems in place to capture and effectively investigate fraud-related information.

Financial management

Review and advise the Upper Lachlan Shire Council:

- if the Upper Lachlan Shire Council is complying with accounting standards and external accountability requirements
- of the appropriateness of the Upper Lachlan Shire Council's accounting policies and disclosures
- of the implications for the Upper Lachlan Shire Council of the findings of external audits and performance audits and the Upper Lachlan Shire Council's responses and implementation of recommendations
- whether the Upper Lachlan Shire Council's financial statement preparation procedures and timelines are sound
- the accuracy of the Upper Lachlan Shire Council's annual financial statements prior to external audit, including:
 - management compliance/representations
 - significant accounting and reporting issues
 - the methods used by the Upper Lachlan Shire Council to account for significant or unusual transactions and areas of significant estimates or judgements



- appropriate management signoff on the statements
- if effective processes are in place to ensure financial information included in the Upper Lachlan Shire Council's annual report is consistent with signed financial statements
- if the Upper Lachlan Shire Council's financial management processes are adequate
- the adequacy of cash management policies and procedures
- if there are adequate controls over financial processes, for example:
 - appropriate authorisation and approval of payments and transactions
 - adequate segregation of duties
 - timely reconciliation of accounts and balances
 - review of unusual and high value purchases
- if policies and procedures for management review and consideration of the financial position and performance of the Upper Lachlan Shire Council are adequate
- if the Upper Lachlan Shire Council's grants and tied funding policies and procedures are sound.

Governance

Review and advise the Upper Lachlan Shire Council regarding its governance framework, including the Upper Lachlan Shire Council's:

- decision-making processes
- implementation of governance policies and procedures
- reporting lines and accountability
- assignment of key roles and responsibilities
- committee structure
- management oversight responsibilities
- human resources and performance management activities
- reporting and communication activities
- information and communications technology (ICT) governance, and
- management and governance of the use of data, information and knowledge

Improvement

Strategic planning

Review and advise the Upper Lachlan Shire Council:

- of the adequacy and effectiveness of the Upper Lachlan Shire Council's integrated, planning and reporting (IP&R) processes
- if appropriate reporting and monitoring mechanisms are in place to measure progress against objectives, and
- whether the Upper Lachlan Shire Council is successfully implementing and achieving its IP&R objectives and strategies.



Service reviews and business improvement

- Act as a forum for communication and monitoring of any audits conducted by external bodies and the implementation of corrective actions (for example, NSW government agencies, Commonwealth government agencies, insurance bodies)
- Review and advise the Upper Lachlan Shire Council:
 - If the Upper Lachlan Shire Council has robust systems to set objectives and goals to determine and deliver appropriate levels of service to the community and business performance
 - if appropriate reporting and monitoring mechanisms are in place to measure service delivery to the community and overall performance, and
 - how the Upper Lachlan Shire Council can improve its service delivery and the Upper Lachlan Shire Council's performance of its business and functions generally

Performance data and measurement

Review and advise the Upper Lachlan Shire Council:

- if the Upper Lachlan Shire Council has a robust system to determine appropriate performance indicators to measure the achievement of its strategic objectives
- if the performance indicators the Upper Lachlan Shire Council uses are effective, and
- of the adequacy of performance data collection and reporting.

Finance and Administration - 9 May 2024

ITEM 13.3 **Internal Audit Charter**

FILE REFERENCE **I24/130**

AUTHOR **Director of Finance and Administration**

ISSUE

Internal Audit Charter to be adopted by Council.

RECOMMENDATION That -

1. Council adopts the Internal Audit Charter.

BACKGROUND

The Council Internal Audit Function is a shared service model servicing Goulburn Mulwaree Council, Yass Valley Council, Snowy Monaro Council and the Canberra Region Joint Organisation (CRJO). The function is headed by the Manager Internal Audit employed by the CRJO.

REPORT

Council has established an Internal Audit Function as a key component of Council's governance and assurance framework, in compliance with the *Local Government (General) Regulation 2021* as amended by the *Local Government (General) Amendment (Audit, Risk and Improvement Committees) Regulation 2023* and the Office of Local Government's (OLG) Guidelines for risk management and internal audit for local government in NSW.

The attached Charter provides the framework for the conduct of the Council's Internal Audit Function taking into account the advice of the Council's Audit, Risk and Improvement Committee (ARIC).

The attached Internal Audit Charter is based on the OLG Model Internal Audit Charter and are required to be endorsed by Council. The Internal Audit Charter replaces the former Audit, Risk and Improvement Committee Charter.

POLICY IMPACT

Nil

OPTIONS

Nil

Finance and Administration
INTERNAL AUDIT CHARTER cont'd

FINANCIAL IMPACT OF RECOMMENDATIONS

The funding for the internal audit function is included annually within the Council Operational Plan.

RECOMMENDATION That -

1. Council adopts the Internal Audit Charter.

ATTACHMENTS

1. ↓	Draft Upper Lachlan internal-audit-charter - ULSC	Attachment
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Upper Lachlan Shire Council Internal Audit Charter

The Upper Lachlan Shire Council's Internal Audit Function has been established as a key component of the Upper Lachlan Shire Council's governance and assurance framework, in compliance with the *Local Government (General) Regulation 2021* as amended by the *Local Government (General) Amendment (Audit, Risk and Improvement Committees) Regulation 2023*, and the Office of Local Government's *Guidelines for risk management and internal audit for local government in NSW*.

The Upper Lachlan Shire Council Internal Audit Function is a shared service model servicing Goulburn Mulwaree, Yass Valley, Snowy Monaro Councils and the Canberra Region Joint Organization (CRJO). The function is headed by the Manager, Internal Audit employed by the CRJO.

This charter provides the framework for the conduct of the Upper Lachlan Shire Council's Internal Audit Function and has been approved by the Upper Lachlan Shire Council taking into account the advice of the Upper Lachlan Shire Council's Audit, Risk and Improvement Committee (ARIC).

Purpose of internal audit

Internal audit is an independent, objective assurance and consulting activity designed to add value and improve the Upper Lachlan Shire Council's operations. It helps the Upper Lachlan Shire Council accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control and governance processes¹.

Internal audit provides an independent and objective review and advisory service to provide advice to the Upper Lachlan Shire Council, CEO and ARIC about the Upper Lachlan Shire Council's governance processes, risk management and control frameworks and its external accountability obligations. It also assists the Upper Lachlan Shire Council to improve its business performance.

¹ As defined by the International Standards for the Professional Practice of Internal Auditing (2017)



Independence

The Upper Lachlan Shire Council's Internal Audit Function is to be independent of the Upper Lachlan Shire Council so it can provide an unbiased assessment of the Upper Lachlan Shire Council's operations and risk and control activities.

The Upper Lachlan Shire Council Internal Audit Function reports functionally to the Upper Lachlan Shire Council's ARIC on the results of completed audits, and for strategic direction and accountability purposes, and reports administratively to the Upper Lachlan Shire Council CEO to facilitate day-to-day operations.

Internal audit activities are not subject to direction by the Upper Lachlan Shire Council and the Upper Lachlan Shire Council's management has no role in the exercise of the Upper Lachlan Shire Council's internal audit activities.

The ARIC is responsible for communicating any internal audit issues or information to the Upper Lachlan Shire Council. Should the Upper Lachlan Shire Council require additional information, a request for the information may be made to the ARIC chairperson. The ARIC chairperson is only required to provide the information requested by the Upper Lachlan Shire Council where the ARIC chairperson is satisfied that it is reasonably necessary for the Upper Lachlan Shire Council to receive the information for the purposes of performing its functions under the Local Government Act. Individual Upper Lachlan Shire Council Councillors are not entitled to request or receive information from the ARIC Committee.

The Upper Lachlan Shire Council CEO must consult with the CRJO CEO before appointing or making decisions affecting the employment of the Manager, Internal Audit. If the Manager, Internal Audit is dismissed, the CRJO CEO must advise the Upper Lachlan Shire Council CEO and CRJO CEO must report the reason(s) for the dismissal to the Upper Lachlan Shire Council.

Where the ARIC chairperson has any concerns about the treatment of the Manager, Internal Audit, or any action taken that may compromise their ability to undertake their functions independently, they can report their concerns to the Upper Lachlan Shire Council and to the CRJO.

The Manager, Internal Audit is to confirm at least annually to the ARIC the independence of internal audit activities from the Upper Lachlan Shire Council.

Authority

Upper Lachlan Shire Council authorises the Upper Lachlan Shire Council Internal Audit Function to have full, free and unrestricted access to all functions, premises, assets, personnel, records and other documentation and information that the Manager, Internal Audit considers necessary for the Upper Lachlan Shire Council Internal Audit Function to undertake its responsibilities.



All records, documentation and information accessed while undertaking internal audit activities are to be used solely for the conduct of those activities. The Manager, Internal Audit and any individual internal audit staff are responsible and accountable for maintaining the confidentiality of the information they receive when undertaking their work.

All internal audit documentation is to remain the property of the Upper Lachlan Shire Council, including where internal audit services are performed by an external third-party provider.

Information and documents pertaining to the Upper Lachlan Shire Council Internal Audit Function are not to be made publicly available. The Upper Lachlan Shire Council Internal Audit Function may only release Upper Lachlan Shire Council information to external parties that are assisting the Upper Lachlan Shire Council Internal Audit Function to undertake its responsibilities with the approval of the Upper Lachlan Shire Council CEO, except where it is being provided to an external investigative or oversight agency for the purpose of informing that agency of a matter that may warrant its attention.

Role

The Upper Lachlan Shire Council Internal Audit Function is to support the Upper Lachlan Shire Council's ARIC to review and provide independent advice to the Upper Lachlan Shire Council in accordance with section 428A of the Local Government Act 1993. This includes conducting internal audits of Upper Lachlan Shire Council and monitoring the implementation of corrective actions.

The Upper Lachlan Shire Council Internal Audit Function is to also play an active role in:

- developing and maintaining a culture of accountability and integrity
- facilitating the integration of risk management into day-to-day business activities and processes, and
- promoting a culture of high ethical standards.

The Upper Lachlan Shire Council Internal Audit Function has no direct authority or responsibility for the activities it reviews. The Upper Lachlan Shire Council Internal Audit Function has no responsibility for developing or implementing procedures or systems and does not prepare records or engage in Upper Lachlan Shire Council functions or activities (except in carrying out its own functions).

Manager, Internal Audit

Upper Lachlan Shire Council's Internal Audit Function is to be led by a member of Canberra Region Joint Organisation (CRJO) staff (Manager, Internal Audit) with sufficient skills, knowledge and experience to ensure it fulfils its role and responsibilities to the Upper Lachlan Shire Council and the ARIC. The Manager, Internal Audit must be independent, impartial, unbiased and objective when performing their work and free from any conflicts of interest.



Responsibilities of the Manager, Internal Audit include:

- managing the day-to-day activities of the Upper Lachlan Shire Council Internal Audit Function
- managing the Upper Lachlan Shire Council's internal audit budget in conjunction with Council's CFO
- supporting the operation of the Upper Lachlan Shire Council's ARIC
- approving internal audit project plans, conducting or supervising audits and assessments and providing independent advice to the ARIC
- monitoring the Upper Lachlan Shire Council's implementation of corrective actions that arise from the findings of audits
- implementing the Upper Lachlan Shire Council's annual work plan and four-year internal audit strategic work plan
- ensuring the Upper Lachlan Shire Council's internal audit activities comply with the Office of Local Government's *Guidelines for risk management and internal audit for local government in NSW*, and
- contract management and oversight of supplementary external providers (where appropriate).

Shared Service Arrangements

The Independent Chair and Committee members of Upper Lachlan Shire Council's ARIC and the Upper Lachlan Shire Council's Internal Audit function are shared with the CRJO, Yass Valley, Goulburn Mulwaree and Upper Lachlan Shire Councils. The Internal Audit function also services Snowy Monaro Regional Council.

A shared arrangement agreement will be put in place for the Upper Lachlan Shire Council Internal Audit function with the four councils by the CRJO sharing the Internal Audit function.

Performing internal audit activities

The work of the Upper Lachlan Shire Council Internal Audit Function is to be thoroughly planned and executed. The Upper Lachlan Shire Council's ARIC must develop a strategic work plan every four years to ensure that the matters listed in Schedule 1 are reviewed by the ARIC and considered by the internal audit function when developing their risk-based program of internal audits. The strategic work plan must be reviewed at least annually to ensure it remains appropriate.

The ARIC must also develop an annual work plan to guide the work of the internal audit function over the forward year.

All internal audit activities are to be performed in a manner that is consistent with relevant professional standards including the International Standards for the Professional Practice of Internal Auditing issued by the Institute of Internal Auditors and current Australian risk management standards.



The Manager, Internal Audit is to provide the findings and recommendations of internal audits to the ARIC at the end of each audit. Each report is to include a response from the relevant senior manager.

The Manager, Internal Audit is to establish an ongoing monitoring system to follow up Upper Lachlan Shire Council's progress in implementing corrective actions.

The Upper Lachlan Shire Council CEO in consultation with the Upper Lachlan Shire Council ARIC, is to develop and maintain policies and procedures to guide the operation of the Upper Lachlan Shire Council's Internal Audit Function.

The Manager, Internal Audit is to ensure that the ARIC is advised at each ARIC meeting of the internal audit activities completed during that quarter, progress in implementing the annual work plan and progress made implementing corrective actions.

Conduct

Internal audit personnel must comply with the Upper Lachlan Shire Council's code of conduct. Complaints about breaches of Upper Lachlan Shire Council's code of conduct by internal audit personnel are to be dealt with in accordance with the *Procedures for the Administration of the Model Code of Conduct for Local Councils in NSW*. The Upper Lachlan Shire Council CEO must consult with the CRJO CEO and the Upper Lachlan Shire Council's ARIC before any disciplinary action is taken against the Manager, Internal Audit in response to a breach of the Upper Lachlan Shire Council's Code of Conduct.

Internal auditors must also comply with the Code of Ethics for the Professional Practice of Internal Auditing issued by the Institute of Internal Auditors.

Administrative arrangements

Audit, risk and improvement committee meetings

The Manager, Internal Audit will attend ARIC meetings as an independent non-voting observer. The Manager, Internal Audit can be excluded from meetings by the ARIC at any time.

The Manager, Internal Audit must meet separately with the ARIC at least once per year.

The Manager, Internal Audit can meet with the ARIC Chairperson at any time, as necessary, between ARIC meetings.

External audit

Internal and external audit activities will be coordinated to help ensure the adequacy of overall audit coverage and to minimise duplication of effort.



Periodic meetings and contact between internal and external audit shall be held to discuss matters of mutual interest and to facilitate coordination.

External audit will have full and free access to all internal audit plans, working papers and reports.

Dispute resolution

The Upper Lachlan Shire Council Internal Audit Function should maintain an effective working relationship with the Upper Lachlan Shire Council and the ARIC and seek to resolve any differences they may have in an amicable and professional way by discussion and negotiation.

In the event of a disagreement between the Upper Lachlan Shire Council Internal Audit Function and the Upper Lachlan Shire Council, the dispute is to be resolved by the Upper Lachlan Shire Council CEO in conjunction with CRJO CEO and/or the ARIC. Disputes between the Upper Lachlan Shire Council Internal Audit Function and the ARIC are to be resolved by the Upper Lachlan Shire Council.

Unresolved disputes regarding compliance with statutory or other requirements are to be referred to the Departmental Chief Executive of the Office of Local Government (OLG) in writing.

Review arrangements

The Upper Lachlan Shire Council's ARIC must review the performance of the internal audit function each year and report its findings to the Upper Lachlan Shire Council. A strategic review of the performance of the Upper Lachlan Shire Council Internal Audit Function must be conducted each Upper Lachlan Shire Council term that considers the views of an external party with a strong knowledge of internal audit and reported to the Upper Lachlan Shire Council and the CEO.

This charter is to be reviewed annually by the ARIC and once each Upper Lachlan Shire Council term by the Upper Lachlan Shire Council. Any substantive changes are to be approved by the Upper Lachlan Shire Council.



Further information

For further information on UPPER LACHLAN SHIRE COUNCIL's internal audit activities, contact Paul Fitzsimons, Manager, Internal Audit on paul.fitzsimons@crjo.nsw.gov.au or by phone on 0448 172 255.

Reviewed by Manager, Internal Audit

[sign and date]

Reviewed by chairperson of The Upper Lachlan Shire Council's ARIC

[sign and date]

Reviewed by Upper Lachlan Shire Council Chief Executive Officer

[sign and date]

Reviewed by Upper Lachlan Shire Council in accordance with a resolution of the Upper Lachlan Shire Council.

[sign and date]

[resolution reference]



Schedule 1 – internal audit function responsibilities

Audit

Internal audit

- Conduct internal audits as directed by the Upper Lachlan Shire Council's ARIC.
- Implement the Upper Lachlan Shire Council's annual and four-year strategic internal audit work plans.
- Monitor the implementation by the Upper Lachlan Shire Council of corrective actions.
- Assist the Upper Lachlan Shire Council to develop and maintain a culture of accountability and integrity.
- Facilitate the integration of risk management into day-to-day business activities and processes.
- Promote a culture of high ethical standards.

External audit

- Provide input and feedback on the financial statement and performance audit coverage proposed by external audit and provide feedback on the audit services provided.
- Review all external plans and reports in respect of planned or completed audits and monitor the Upper Lachlan Shire Council's implementation of audit recommendations.
- Provide advice on action taken on significant issues raised in relevant external audit reports and better practice guides.

Risk

Risk management

Review and advise:

- if the Upper Lachlan Shire Council has in place a current and appropriate risk management framework that is consistent with the Australian risk management standard
- whether the Upper Lachlan Shire Council's risk management framework is adequate and effective for identifying and managing the risks the Upper Lachlan Shire Council faces, including those associated with individual projects, programs and other activities
- if risk management is integrated across all levels of the Upper Lachlan Shire Council and across all processes, operations, services, decision-making, functions and reporting
- of the adequacy of risk reports and documentation, for example, the Upper Lachlan Shire Council's risk register and risk profile



- whether a sound approach has been followed in developing risk management plans for major projects or undertakings
- whether appropriate policies and procedures are in place for the management and exercise of delegations
- if the Upper Lachlan Shire Council has taken steps to embed a culture which is committed to ethical and lawful behaviour
- if there is a positive risk culture within the Upper Lachlan Shire Council and strong leadership that supports effective risk management
- of the adequacy of staff training and induction in risk management
- how the Upper Lachlan Shire Council's risk management approach impacts on the Upper Lachlan Shire Council's insurance arrangements
- of the effectiveness of the Upper Lachlan Shire Council's management of its assets, and
- of the effectiveness of business continuity arrangements, including business continuity plans, disaster recovery plans and the periodic testing of these plans.

Internal controls

Review and advise:

- whether the Upper Lachlan Shire Council's approach to maintaining an effective internal audit framework, including over external parties such as contractors and advisors, is sound and effective
- whether the Upper Lachlan Shire Council has in place relevant policies and procedures and that these are periodically reviewed and updated
- whether appropriate policies and procedures are in place for the management and exercise of delegations
- whether staff are informed of their responsibilities and processes and procedures to implement controls are complied with
- if the Upper Lachlan Shire Council's monitoring and review of controls is sufficient, and
- if internal and external audit recommendations to correct internal control weaknesses are implemented appropriately.

Compliance

Review and advise of the adequacy and effectiveness of the Upper Lachlan Shire Council's compliance framework, including:

- if the Upper Lachlan Shire Council has appropriately considered legal and compliance risks as part of the Upper Lachlan Shire Council's risk management framework
- how the Upper Lachlan Shire Council manages its compliance with applicable laws, regulations, policies, procedures, codes, and contractual arrangements, and
- whether appropriate processes are in place to assess compliance.



Fraud and corruption

Review and advise of the adequacy and effectiveness of the Upper Lachlan Shire Council's fraud and corruption prevention framework and activities, including whether the Upper Lachlan Shire Council has appropriate processes and systems in place to capture and effectively investigate fraud-related information.

Financial management

Review and advise:

- if the Upper Lachlan Shire Council is complying with accounting standards and external accountability requirements
- of the appropriateness of the Upper Lachlan Shire Council's accounting policies and disclosures
- of the implications for the Upper Lachlan Shire Council of the findings of external audits and performance audits and the Upper Lachlan Shire Council's responses and implementation of recommendations
- whether the Upper Lachlan Shire Council's financial statement preparation procedures and timelines are sound
- the accuracy of the Upper Lachlan Shire Council's annual financial statements prior to external audit, including:
 - management compliance/representations
 - significant accounting and reporting issues
 - the methods used by the Upper Lachlan Shire Council to account for significant or unusual transactions and areas of significant estimates or judgements
 - appropriate management signoff on the statements
- if effective processes are in place to ensure financial information included in The Upper Lachlan Shire Council's report is consistent with signed financial statements
- if the Upper Lachlan Shire Council's financial management processes are adequate
- the adequacy of cash management policies and procedures
- if there are adequate controls over financial processes, for example:
 - appropriate authorisation and approval of payments and transactions
 - adequate segregation of duties
 - timely reconciliation of accounts and balances
 - review of unusual and high value purchases
- if policies and procedures for management review and consideration of the financial position and performance of the Upper Lachlan Shire Council are adequate
- if the Upper Lachlan Shire Council's grants and tied funding policies and procedures are sound.



Governance

Review and advise of the adequacy of the Upper Lachlan Shire Council governance framework, including the Upper Lachlan Shire Council's:

- decision-making processes
- implementation of governance policies and procedures
- reporting lines and accountability
- assignment of key roles and responsibilities
- committee structure
- management oversight responsibilities
- human resources and performance management activities
- reporting and communication activities
- information and communications technology (ICT) governance, and
- management and governance of the use of data, information and knowledge.

Improvement

Strategic planning

Review and advise:

- of the adequacy and effectiveness of the Upper Lachlan Shire Council's integrated, planning and reporting (IP&R) processes
- if appropriate reporting and monitoring mechanisms are in place to measure progress against objectives, and
- whether the Upper Lachlan Shire Council is successfully implementing and achieving its IP&R objectives and strategies.

Service reviews and business improvement

Review and advise:

- if the Upper Lachlan Shire Council has robust systems to set objectives and goals to determine and deliver appropriate levels of service to the community and business performance
- if appropriate reporting and monitoring mechanisms are in place to measure service delivery to the community and overall performance, and
- how the Upper Lachlan Shire Council can improve its service delivery and the Upper Lachlan Shire Council's performance of its business and functions generally



Performance data and measurement

Review and advise:

- if the Upper Lachlan Shire Council has a robust system to determine appropriate performance indicators to measure the achievement of its strategic objectives
- if the performance indicators the Upper Lachlan Shire Council uses are effective, and
- of the adequacy of performance data collection and reporting.

14 CHIEF EXECUTIVE OFFICER

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

16 REPORTS FROM OTHER COMMITTEES, SECTION 355 COMMITTEES AND DELEGATES

The following item is submitted for consideration -

16.1	Reports from Committees for the months of May 2024	182
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Reports from Other Committees, Section 355 Committees and Delegates - 9 May 2024

ITEM 16.1

Reports from Committees for the months of May 2024

RECOMMENDATION:

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

1. CRJO – Audit Risk and Improvement Committee (ARIC) – Minutes from meeting held 12 March 2024.
2. Breadalbane Hall Committee - AGM - Minutes from meeting held 7 April 2024.
3. Binda Community Progress Association and Binda Memorial Hall Committee - AGM - Minutes from AGM held 8 April 2024.
4. Binda Community Progress Association and Binda Memorial Hall Committee Minutes from meeting held 8 April 2024.

ATTACHMENTS

1. ↓	CRJO - Audit Risk and Improvement Committee - Meeting Minutes -12 March 2024	Attachment
2. ↓	Breadalbane Hall Committee - Minutes - 7th April 2024	Attachment
3. ↓	Binda Community Progress Association and Binda Memorial Hall Committee - AGM - Minutes - 8 April 2024	Attachment
4. ↓	Binda Community Progress Association and Binda Memorial Hall Committee - Minutes - 8 April 2024	Attachment



CANBERRA REGION JOINT ORGANISATION

Regional leadership connecting our communities

MEETING MINUTES

Tuesday, 12 March 2024
1:30pm to 3:15pm
Canberra Region Joint Organisation office

AUDIT RISK & IMPROVEMENT COMMITTEE

UPPER-LACHLAN SHIRE COUNCIL



Upper Lachlan Shire Council ARIC Meeting
Agenda
 Tuesday, 12 March 2024
 1:30pm – 3:15pm
 CRJO office

VOTING ATTENDEES	
Independent Member	Stephen Coates - CHAIR
Independent Member	Diana Hamono (Apology)
Independent Member	Rachel Harris
Independent Member	Bryce McNair (Online)
NON-VOTING ATTENDEES	
Upper Lachlan Shire Council	Alex Waldron, General Manger (Apology)
Upper Lachlan Shire Council	Jonathan Blake, Chief Financial Officer
Upper Lachlan Shire Council	Andrew Croke, Director of Finance
Upper Lachlan Shire Council	Paul Cullhane, Councillor (Apology)
INVITEES	
CRJO	Paul Fitzsimons, Internal Audit
Audit Office NSW	Reiky Jiang, External Audit
Ernst & Young	Irene Tzavaras, External Audit
Ernst & Young	Trisha Dalmia, External Audit
CRJO	Sharon Houlihan, ARIC Secretariat
CRJO	Nadine Clarke, ARIC Secretariat



Upper Lachlan Shire Council ARIC Meeting Agenda
Tuesday, 12 March 2024
1:30pm – 3:15pm
CRJO office

1. Opening Meeting

Chair Stephen Coates opened the meeting at 1:31pm.

2. Welcome & Acknowledgement of Country

The chair welcomed members and guests and made an acknowledgment of country.

3. Apologies

The chair called for any apologies. Upper Lachlan Shire Council (ULSC) Audit, Risk and Improvement Committee (ARIC) resolved to accept apologies and grant leaves of absence to:

Diana Hamono, Independent Member
Alex Waldron, General Manager ULSC
Paul Cullhane, Councillor

4. Disclosures of Interest

With reference to Chapter 14 Local Government Act 1993, ULSC Code of Conduct, members and attendees are required to declare any conflicts of interest in the matters under consideration by ARIC at this meeting.

No conflicts of interest were declared.

5. Confirmation of Minutes

RECOMMENDATION

That the minutes of the ARIC meeting held 12 December 2023 be received and noted, agreed by consensus.

RESOLUTION

That the minutes of the ARIC meeting held 12 December 2023 be received and noted, agreed by consensus.

Chair asked where ARIC minutes are reported at ULSC.

Director Finance and Administration advised that ARIC minutes have not been reported to council to date, however advice regarding ARIC meeting is included in council quarterly review reports. Noted requirement of ARIC to report quarterly to councils under ARIC guidelines.

Discussion as to chair's preference that required quarterly ARIC report that goes to council is a report rather than a copy of minutes or at least that the covering report includes ARIC committee input.



Upper Lachlan Shire Council ARIC Meeting Agenda
 Tuesday, 12 March 2024
 1:30pm – 3:15pm
 CRJO office

5.2 Actions arising from previous meeting minutes

No.	Description	Responsible Person	Target Date	Completion Date
1.	Individual internal audit plan per each Council and refer to the ARIC Updated action: Prepare updated ULSC internal audit plan for ARIC approval	Paul Fitzsimons Paul Fitzsimons	Deferred from December meeting Deferred from March meeting June ARIC meeting	
2.	Circulate ARIC terms of reference for each entity (signed and approved) Updated actions: Circulate ULSC ARIC terms of reference for ARIC approval List ULSC ARIC terms of reference for council adoption	Paul Fitzsimons ARIC Secretariat ULSC Director of Finance	Deferred from December meeting Deferred from March meeting June ARIC meeting July council meeting	
3.	Circulate CRJO ARIC Charter	Paul Fitzsimons	Defer December	N/A ULSC ARIC – remove action
4.	List of out of session items Updated action: Add “Out of Session” Items as a future agenda item	Hayley Chapman ARIC Secretariat	 All future meetings	Notes
5.	Arrange meeting invites Updated action: Update future meeting invites to reflect agreed dates: 6 June 2024, 17 September 2024 & 17 December 2024	Nadine Clarke ARIC Secretariat	September 2023 ASAP - out of session	September 2023
6.	Track outstanding audit recommendations (external and internal) and any significant review. Updated actions: Include ‘review of audit items tracker’ as a standard agenda item Maintain a completed tracker with internal and external audit actions and items reviews that lead to improvements (GMC has agreed to share template)	Paul Fitzsimons ARIC Secretariat ULSC Director Finance and Administration	March All future meetings ASAP - out of session	



Upper Lachlan Shire Council ARIC Meeting Agenda
 Tuesday, 12 March 2024
 1:30pm – 3:15pm
 CRJO office

7.	Set up short online meeting before going to Council for Audit (Review draft financials) endorse for Council to be sent to Audit Updated action: Schedule ARIC review of draft 2023-24 financial statements before submitting for external audit (agreed ARIC review at 17 September meeting) Draft 2023-24 financial statements to be prepared for ARIC review prior to submitting for external audit	Each Council and Nadine Clarke ARIC Secretariat ULSC CFO	As needed September ARIC meeting September ARIC meeting	
8.	Contact GM's EA's to contact CRJO to schedule Meeting requests – Table for each Council	Nadine Clarke	Ongoing	In place – remove action
9.	Key Audit Issues - Closing Report	ARIC	12/12/23	Refer agenda item: external audit report – remove action
10.	Conduct of the Audit 2023	ARIC	12/12/23	Refer agenda item: external audit report – remove action
11.	Receive Amendment ARIC Regulation 2023 – Attached	ULSC ARIC	12/12/23	12/12/23 – remove action
12.	ULSC provide Long-term Plan Updated action: ULSC LTFP 2025 to 2034 is being prepared for presentation to Council in April 2024, provide for ARIC information at next meeting	ULSC CFO	March June ARIC meeting	
13.	Make “out of session” as an agenda item	Nadine Clarke	March 2024	Refer action item 4 above (duplication) – remove action
14.	Circulate a list of items from review that lead to improvement – Provide report and implementation	From Bryce (Discussed)		Refer action 6 above – remove action
15.	WHS on every agenda – All Councils	Nadine Clarke	March 2024	March 2024 – remove action
16.	Annual ARIC review – Report from Chair, April Council Meeting. Chair will speak to Council on the matters. Updated action: Schedule annual ARIC report to council meeting, ARIC Chair to attend	Chair ULSC Director Finance and Administration	August council meeting	



Upper Lachlan Shire Council ARIC Meeting Agenda
 Tuesday, 12 March 2024
 1:30pm – 3:15pm
 CRJO office

	<i>Prepare annual ARIC report to council meeting</i>	<i>ARIC Chair / ARIC Secretariat</i>	<i>June ARIC meeting</i>	
17.	Outstanding Item tracker – Proposed	Paul Fitzsimons		Refer action item 6 above (duplication) – remove action
New	<i>Circulate Risk in Focus Survey (survey completed by ARIC Chair)</i>	<i>ARIC Secretariat</i>	<i>ASAP - out of session</i>	
New	<i>Schedule ARIC report to council quarterly, following each ARIC meeting, tabling ARIC meeting minutes with covering report including ARIC input</i> <i>Include time at end of each ARIC meeting for committee to advise what items they would like included in quarterly report to council (covering report for ARIC minutes report to council)</i>	<i>ULSC Director Finance and Administration</i> <i>ARIC Secretariat</i>	<i>April, July, October and January council meetings</i> <i>All future meetings</i>	
New	<i>Seek out of session approval of ARIC meeting minutes to facilitate timely reporting to council and tabling of ARIC meeting minutes</i>	<i>ARIC Secretariat</i>	<i>ASAP - out of session for all future meetings</i>	

6. GM Update

RECOMMENDATION

That the verbal update from Alex Waldron, GM ULSC be received.

RESOLUTION:

That the verbal update from Andrew Croke, Director of Finance and Administration ULSC be received, noting Alex Waldron, GM ULSC is an apology.

That the written report prepared by Director Finance and Administration Andrew Croke and GM Alex Waldron be received.

Discussion around special rates variation process which council had proposed for 3 years. AEC engaged to undertake financial sustainability review at start of process. Process proceeded to community consultation at which time council pulled out of the special rate variation due to community feedback against rates increase. Therefore, service reviews were the only way to influence financial sustainability issues. Service reviews have led to industrial relations issues with union involvement leading to no confidence in GM vote and threats to management.



Upper Lachlan Shire Council ARIC Meeting Agenda
Tuesday, 12 March 2024
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CRJO office

**Action: Provide report on service review and financial sustainability to next ARIC meeting
(Director Finance and Administration ULSC, June ARIC Meeting)**

Chair asked and committee noted ULSC response that there are no fraud matters.

Chair asked and committee noted ULSC response that there are is one current investigation underway regarding SafeWork NSW on a gravel pit

Chair asked and committee noted ULSC response that there are no current regulatory breaches.

7. Financial Update

RECOMMENDATION

That the verbal update from Jonathan Blake, Chief Financial Officer ULSC be received

That the reports from Jonathan Blake, Chief Financial Officer ULSC be received

RESOLUTION

That the verbal update from Jonathan Blake, Chief Financial Officer ULSC be received.

That the written report prepared by Jonathan Blake, Chief Financial Officer ULSC be received.

Committee noted that 2023-24 quarterly budget review is complete and long-term financial plan is being updated, for public exhibition April/May ready for June adoption.

Discussion regarding announced IPART review of council sustainability. ULSC made a submission to draft terms of reference. Terms of reference infer that focus of review is on councils' expenditure and financial management as terms of reference are silent on state and federal operational revenue.

Service review will look at what council is doing that are not roads, bridges and infrastructure, Taralga post office as an example, Service NSW has an office, council doesn't have to provide.

13. External Audit (agenda item brought forward)

13.1 Briefing from External Auditor, Ms Reiky Jiang, Director Financial Audit Services

RECOMMENDATION

That the verbal update from Reiky Jiang, Director Financial Audit Services Audit be received.

RESOLUTION

That the verbal update from Reiky Jiang, Director Financial Audit Services Audit be received.



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 CRJO office

2022-23 audit concluded before the end of November with an approved extended deadline. Engagement closing report and report on conduct of audit issued. Report on conduct of audit has been to council, management letter to come, 2023-24 external audit planning underway.

Discussion regarding cost of external audits noted that ULSC's 2022-23 audit cost was in the order of \$147,000, an increase of \$93,000 on previous year. Reiky advised that there was an open tender in 2022/23 for external auditors which assessed the market rate for conducting audits, considerations of quality and fee, acknowledges that it is a significant fee compared to previous and conformed that there is no profit achieved, cost recovery model only.

NSW AO and Ernst & Young noted that provision of 2023-24 financial statements to ARIC for review prior to submitting for external audit will occur at 17 September ARIC meeting although audit will commence prior – dates for provision of draft financial statements, ARIC-reviewed draft financial statements and commencement of audit to be agreed in audit engagement plan.

Action: Provide a copy of 2022-23 management letter and 2023-24 engagement letter to ARIC (Director Finance and Administration ULSC, ASAP - out of session)

13.2 Briefing from Ernst & Young

RECOMMENDATION

That the verbal update from Ernst & Young be received.

RESOLUTION

That the verbal update from Ernst & Young be received and committee questions on engagement closing report be noted.

Refer NSW Audit Office discussion above.

Committee asked if management response was provided to engagement closing report issues and asked if the engagement closing report had been tabled at council meeting. Engagement closing report was not tabled as it is provided only to ARIC chair, mayor and others responsible for governance and management.

8. Risk Management Update

RECOMMENDATION

That the verbal update from Upper Lachlan Shire Council be received.

RESOLUTION

That the verbal update from Director Finance and Administration ULSC Andrew Croke be



Upper Lachlan Shire Council ARIC Meeting Agenda
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CRJO office

received.

Committee noted that there has been no written risk management report for last two meetings and requested that a written report be provided at 6 June meeting

Chair explained that ARIC's role is to monitor and review risk framework of councils and operating and efficacy of councils.

Committee expects to see a risk appetite statement from council, risk management policy and procedures, risk framework/governance and strategic and operational risk registers. Committee suggests that ULSC provide a disposition of local government requirements and assessment of current compliance status.

Chair stated that usual risks to be aware of are cyber security, workforce shortages and managing risk other than just via filling vacancies and artificial intelligence.

Discussion by ULSC relating to risks associated with recruitment of qualified staff and meeting requirements associated with outsourcing such as modern slavery as well as risks arising from the current political landscape and psychosocial risks for ULSC staff.

**Action: Written risk management report to be provided to next ARIC meeting.
(Director Finance and Administration, ULSC, June ARIC meeting)**

9. Work Health and Safety (WHS) Update

RECOMMENDATION

That the report from Upper Lachlan Shire Council be received.

RESOLUTION

That the written report prepared by Manager Human Resources ULSC be received.

Chair asked and committee noted ULSC response that there are no significant current WHS incidents.



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10. Governance Update

RECOMMENDATION

That the verbal update from Upper Lachlan Shire Council be received.

RESOLUTION

That the verbal update from Upper Lachlan Shire Council be received.

That the written report prepared by Manager Governance ULSC be received.

ULSC is currently training staff on public interest disclosures and understanding legislation.

Committee wants to see a list of ULSC's policies and procedures (council-approved level and GM-approved level) as part of written governance reports for each ARIC meeting.

ULSC is updating its policies and procedures with 32 reviews in 12 months, noted by committee as significant.

Action: Written governance report to include full list of ULSC policies and procedures to be provided to next ARIC meeting.

(Director Finance and Administration, ULSC, June ARIC meeting)

11. Capital Works

RECOMMENDATION

That the verbal update from Upper Lachlan Shire Council be received.

RESOLUTION

That the verbal update from Upper Lachlan Shire Council be received and the information regarding capital works contained in the 2nd Quarter Budget Review reports be noted.

No written report provided although committee noted the information regarding capital works provided in 2nd quarter budget review reports provided to ARIC.

Committee would like to see written capital works report to each ARIC which focuses on major projects (eg. projects over \$1m or whatever dollar limit or other limit ULSC thinks appropriate).

Action: Provide a written capital works report to next ARIC meeting, can be a copy of whatever capital works progress report is provided to council

(Director Finance and Administration, ULSC, June ARIC meeting)



12. Internal Audit

RECOMMENDATION

That the verbal update from Paul Fitzsimons, Internal Auditor CRJO be received.

That the reports from Paul Fitzsimons, Internal Auditor CRJO be received.

RESOLUTION

That the verbal update from Paul Fitzsimons, Internal Auditor CRJO be received.

That the reports from Paul Fitzsimons, Internal Auditor CRJO be received.

Discussed updating of council's internal audit plan. CRJO is currently negotiating service agreement between CRJO and member councils using the CRJO shared internal audit service, which is required prior to developing updated internal audit plan. ARIC prefers four audits/reviews per year from internal audit function whereas councils have asked for two audits plus high level risk management framework review in service scope discussions with CRJO.

Discussed the need for ULSC to track its own internal and external audit actions and actions from other reviews that lead to improvement action and include as a report to ARIC future meetings. proposed format provided by internal audit not approved by committee, ULSC to use own template or base on Goulburn Mulwaree Council template which they have agreed to share.

Committee noted procurement internal audit nearing completion after being delayed delayed due to ULSC late provision of documents (still awaiting documents), expect to be finalised in 2-3 weeks.

Scope for accounts payable audit tabled for input by committee. Scope considered too broad, should focus on whether accounts are complete, valid and accurate. Scope needs to include background, councils to participate in audit, timelines for audit.

Committee would either like to see scopes of audits or have internal audit plan which includes the basics of audits' scopes (objectives, in and out of scope, timelines, councils to be audited).

Chair provided an alternative report template that he would like used by CRJO internal auditor for ARIC reports.

Discussion re internal audit being just one method of gaining comfort or assurance and council should consider other ways to provide assurance to committee.

Action: ULSC procurement audit draft report to be issued within 2-3 weeks for ULSC response (CRJO Internal Audit Manager, ASAP - out of session)

Action: Accounts payable audit scope to be finalised and sent to member councils within 2 weeks for comments (CRJO Internal Audit Manager, ASAP - out of session)



Upper Lachlan Shire Council ARIC Meeting Agenda
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CRJO office

13. External Audit (agenda item brought forward, refer above)

14. Next Meeting

RECOMMENDATION

That the ARIC advises and discuss the items for the next agenda for 6 June 2024

RESOLUTION

That the Chair and Secretariat determine annual calendar of ARIC meeting agenda items.

That the ARIC June meeting be held at Goulburn Mulwaree Council office.

Action: Chair Stephen Coates and Secretariat Sharon Houlihan to meet to determine annual calendar of ARIC meeting agenda items, four-year calendar to ensure compliance with Risk Management and Internal Audit Guidelines December 2022 including council reports and meeting attendance dates by chair.

(Chair Stephen Coates and ARIC Secretariat Sharon Houlihan, ASAP - out of session)

15. ARIC Business

RECOMMENDATION

That the ARIC advise and discuss the items for the next agenda for 6 June 2024.

RESOLUTION

That the ARIC notes items of committee business discussed.

Future agendas to include a standard item called ARIC Business with the chair to advise leading up to each meeting what items to be included under this standard agenda item.

Chair discussed the following items of committee business:

▪ **New ARIC regulations:**

The new Local Government (General) Amendment Regulation (Audit, Risk and Improvement Committees) 2023 came out in December 2023 and is in effect from 1 July 2024. Committee particularly noted that ARIC has responsibilities to oversee internal audit function.

▪ **Review ARIC Charter:**

ARIC terms of reference (not charter) need to be adopted by council



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▪ **NSW Audit Office ARIC chairs' survey:**

Chair advised he had completed the NSW Audit Office's ARIC Chairs Survey

- **Disclosures of interest:** ULSC advised it will be identifying ARIC members as 'designated persons' for the purpose of disclosures of interest

Action: Initiate completion of ARIC members' disclosure of interests form via ARIC Secretariat (Director Finance and Administration, ASAP – out of session)

▪ **Other items:**

Councils and joint organisations have until 1 July 2024 for ARICs to comply with the Risk Management and Internal Audit Guidelines December 2022

ARIC members asked CRJO and councils to consider scheduling the shared ARIC's meetings for four entities over two days rather than one day.

Committee discussed risk management framework and business continuity plan and the need to report to council as to ARIC's assurance of compliance.

16. Meeting Recap

Chair recapped the meeting and asked what value did the meeting add.

Committee noted that discussions and verbal briefings were of value and that written papers help to focus the discussion and considerations.

Committee noted that there are many requirements for ARICs and discussion future working of the ARIC.

Committee is anticipating receipt of the procurement audit report as soon as possible.

17. Confidential Matters

The ARIC did not resolve to move into closed session to deal with any items under s10 Local Government Act 1993.

18. Close

Chair Stephen Coates closed the meeting at 3:12pm



Upper Lachlan Shire Council ARIC Meeting Agenda
Tuesday, 12 March 2024
1:30pm – 3:15pm
CRJO office

Joint ARIC Meeting minutes accepted:

Chair, Stephen Coates

Date

BREADALBANE HALL GENERAL MEETING
Minutes of Meeting Sunday, 7th April, 2024 at 4.00 pm

PRESENT : John Searl, Vanessa Edwards, Sally Hoskins, Chrissie McLean, Jan Weir, Matthew Streat, Rachel Roberts, Sally McLean, Sylvie Hayles, Chris Lawrie, Rod Edwards, Libby Webster, Karen Ralley

APOLOGIES : Tony & Sue Morrison, Gayle White

MINUTES FROM LAST MEETING :

- Minutes from General meeting Sunday, 4th February received and endorsed unanimously

TREASURER'S REPORT :

- Chrissie McLean reported following balances:	
Everyday Account 200051579	\$7,247.81
Rewards Savers Account 200638492	50.22

Total	\$7,298.03
	=====

Note: Transactions over last 2 mths:

Local land services hire c/r	\$600.00
Interest c/r	.33
Elgas d/b	88.00
Origin d/b	137.10

GENERAL BUSINESS :

Sylvie welcomed Chris who is now a teacher at Breadalbane School to the meeting.

1. Anzac Day Plans

- Chris advised that Anzac Day falls during school holidays and the children won't be available so they have done some artwork to be hung for Anzac Day. Sylvie to collect.
- Sal M advised print shop ready to receive programmes when they are finalized. Cost about \$150/100 copies.
- Sal M to try and get photo of memorial gate columns of cemetery either on A3 paper to hang or background of programme..
- Song : Lee Kernigan – “Spirit of the Anzacs”
- Music/sound – Sal M with Rachel as backup
- Food – cater for 100 – bacon/egg rolls, fruit cups for 50, tea/coffee
 - everyone to make a batch of anzac biscuits
 - Vanessa and Chrissie to organize
- James Bell will MC
- Selected soldier is Jim Bell. Jen Bell organizing.
- Guest speaker : Wing Commander Lewis Frederickson
- Reading names : Matthew, Chrissie, Karen
- Flag raising : Major Darryl Johnson
- Rosemary : Libby
- Front gate : Rachel and Karen
- Loud speaker : \$50. Sylvie to organize.
- Working bee : Sunday 21st April at 10.00 am
- Lone Pine : Matthew Streat to organize planting before ceremony. Planter box will be built in due course when tree establishes itself. Aiming for 11/11/24 ceremony.

.../2

- 2 -

2. Bush Bash

- Saturday, 27th July, 2024
- Auction : potential items for auction – trailer of wood. Sylvie to email friends of Collector to see if anyone has anything they can offer.
- Sit down dinner with possible background singers. Chrissie to ask Tony.
- Final details at June meeting.

3. Damaged outside blinds

- Sylvie & Chrissie reported a blind accidentally damaged by a hirer and that no insurance available. New blind \$1,150. Hopefully we can repair ourselves.
- It was agreed that potentially we need a new hiring agreement for the future.

4. Wind Farm Funding Applications

- Three windfarm funding applications open (Cullerin, Collector, Crookwell)
- Various suggestions : lock up box for equipment we want to protect, cane furniture instead of bulky couch/chairs currently used.

5. Small Venues and Halls of Southern Tablelands

- Following an approach from Chris Gordon to make use of the hall for artistic ventures – It was agreed that at this stage we are not interested. Sylvie to advise.

OTHER BUSINESS :

1. Hose : It appears hose has disappeared. A new one needs purchasing.

NEXT MEETING

Sunday, 2nd June at 4.00 pm

* * * * *

BINDA COMMUNITY PROGRESS ASSOCIATION AND BINDA MEMORIAL HALL
COMBINED AGM

DATE: 8TH APRIL 2024

OPENED: 7.10PM

PRESENT: KRIS AND DAN SKELLY, KATHY ROBERTSON, LUCY MCDONALD, BELINDA
TATE SHEPHERD, DARYL AND DEBBIE WHITE, ANN ROBERTSON

APOLOGIES: SCOTT SHEPHERD, DALE ROBERTSON, NATHAN ROBERTSON, LEE
ANN GROBLICKA, JO HALL, DAVE AMY, AND COUNCILLOR JO MARSHALL

PREVIOUS AGM MINUTES: READ BY LUCY, PASSED BY DARYL AND 2ND KRIS.

BUSINESS ARISING: NIL

KRIS SKELLY SAT IN CHAIR AND DECLARED ALL POSITIONS VACANT AND
NOMINATIONS WERE CALLED FOR THE FOLLOWING POSITIONS.

PRESIDENT: KATHY NOMINATED ANN ROBERTSON, ANN ACCEPTED AND ELECTED
UNOPOSED.

VICE PRESIDENT: BELINDA NOMINATED NATHAN ROBERTSON IN ABSENCE AND PER
PHONE CALL ACCEPTED AND ELECTED UNOPOSED

SECRETARY: DEBBIE NOMINATED LUCY MCDONALD, LUCY ACCEPTED AND
ELECTED UNOPOSED

TREASURER PROGRESS: KATHY NOMINATED DEBBIE WHITE, DEBBIE ACCEPTED
AND ELECTED UNOPOSED

TREASURER HALL: KATHY NOMINATED LUCY MCDONALD, LUCY ACCEPTED AND
ELECTED UNOPOSED

PUBLIC OFFICER: KATHY ROBERTSON

HALL BOOKING OFFICER: KATHY ROBERTSON

COMMITTEE MEMBERS: BELINDA TATE SHEPERD, DARYL WHITE, LEE ANN
GROBLICKA, JO HALL, DAVE AMY, DALE ROBERTSON, AND SCOTT SHEPERD.

TRESURERS REPORTS: HALL: \$13,590.39

PROGRESS: \$23,144.77

(SEE ATTACHED FOR MORE DETAILED REPORTS)

GENERAL BUSINESS:

1. MEMBERSHIPS TO STAY AT \$5.00 PER PERSON
2. DEBBIE WHITE MOVED A MOTION THAT THE COMMUNITY PROGRESS ASSC AND BINDA HALL APPLY FOR INTERNET BANKING AND THAT KATHY ROBERTSON BE A SIGNATORY ON BOTH ACCOUNTS ALONG WITH ANN ROBERTSON, LUCY MCDONALD AND DEBBIE WHITE. 2ND BY KRIS SKELLY AND ALL IN FAVOUR. MOTION PASSED.
3. LETTER TO BE SENT TO UPPER LACHLAN SHIRE COUNCIL REQUESTING COUNCILLOR JO MARSHALL BE OUR COUNCIL REPERSENTATIVE. ALL IN FAVOUR

AGM MEETING CLOSED @ 7.40PM

Binda Community Progress Association and Binda memorial Hall

General Meeting

Date: 8th April 2024

Opened:7:40pm

Present: Kris and Dann Skelly, Kathy Robertson, Belinda Tate Sheperd, Lucy McDonald,Debbie and daryl White, Ann Robertson

Apologies: Scott Shepherd, Dale Robertson, Nathan Robertson, Lee Ann Groblicka, Councillor Jo Marshall, Jo Hall and Dave Amy

Previous Minutes Read by Lucy, 2nd by Kathy and moved by Belinda

Business Arising:

1. Defribulator - not known where it is at
2. Hall – exit signs and smoke alarms – nothing happening yet but the Crookwell Neighbourhood centre garden shed has been put up.
3. Letter of thanks for cemetery clen up to be sent to Upper Lachlan Gazette
4. Sponsorship letters for Bush Festival not done- priority
5. Picket fence needs to be painted
6. Bore hole on flat to be done in school holidays
7. Brew and bake- Narrawa are having theirs in May so looking at the 3rd of August this year. Daryl will organise and look into making standing fire pits for this
8. Kathy asked council about the mowing of the road verges on the RMS main road (Queen Street) through the village and was told we can mow it but be "Careful"

Treasurers Reports: See Attached

1. Kathy moved a motion that the account for all the screws, hinges etc for putting up the picket fence at the tennis courts be paid. All in favour. Motion passed

General Business:

1. Debbie moved a motion that we ask the Crookwell Picnic race committee if we can sponsor a prize for children's fashion on the fields at the Binda Picnic Races and find out what is required. All in favour motion passed.

Working Bee: 28th April @ 2.00pm

1. Paint the picket fence gates at the tennis courts.
2. Check out what can be done with the floor in the tennis club house.

Next Meeting: 6th May 2024 @ 7.00pm

Meeting Closed: 8:20pm

17 NOTICES OF MOTION

The following items are submitted for consideration -

17.1	Notice of Motion LGA Slogan	204
17.2	Notice of Motion Councillor remuneration	206
17.3	Notice of Motion - Tourism Study	208

Notices of Motion - 9 May 2024

ITEM 17.1 Notice of Motion LGA Slogan

I, Councillor Jo Marshall hereby give notice that at the next Ordinary Meeting of Council I will move the following motion:-

“I Jo Marshall move that we change our LGA slogan to the *"Shire of Villages connected by Scenic Routes"*

BACKGROUND

To get to all the villages and towns we drive across many kms of beautiful scenic roads.

I drive these constantly during the week and visitors do too, motorbikes, classic cars, holiday makers etc. The views across the great dividing range is outstanding as we travel around it is beautiful. Our history of bushrangers, old mail runs and post offices, and one teacher schools is amazing.

I am part of a committee currently planning an event that will have a historical rally marking bushranger travels, and cemetery information. It became apparent to me that we can use this to our advantage and create a tourism and roads strategy to apply for funding as part of our new identity creating markers and signs telling stories of times gone by.

We have amazing volunteers in Taralga, Gunning and Crookwell in our historical societies who have done countless hours of work that could contribute to this concept.

Most of all create a reason for road funding as part of our tourism strategy, shire identity, and economic development.

CEO COMMENT

Matters such as this should undergo significant community and stakeholder engagement, none of which has been undertaken and no budget has been allocated in 2023/2024 financial year.

Further, this activity does not form part of the 2024/2025 draft Operational Plan or 2024/2025 Budget allocations recently considered by Council.

A complete rebrand of all marketing collateral, signage and associated partnership programs would need to occur which is likely affect several departments and would be a significant financial cost to Council.

In the current context of Council considering service level reductions and working towards efficiencies, I would not advise such a change given that no funds have been

Notices of Motion

NOTICE OF MOTION LGA SLOGAN cont'd

allocated, no engagement has taken place and no new strategies have been adopted to warrant its consideration.

ATTACHMENTS

Nil

Notices of Motion - 9 May 2024

ITEM 17.2

Notice of Motion Councillor remuneration

I, Councillor Jo Marshall hereby give notice that at the next Ordinary Meeting of Council I will move the following motion:-

“I Jo Marshall move that the Councillor remuneration be paid on the second Thursday after every meeting to those who have their forms in on time. I also move that from the next council term that councillor land rates be included as a form of remuneration.

BACKGROUND

Quite often, the Councillor fees are held up for one person who does not have their form in on time. I think it is fair to the other councillors to have a standard cut off that all forms in for the second Thursday payment be paid and if not they have to wait until the next months' pay round.

Other Local Government Areas use this method to entice constituents to run for council as an incentive. I believe it is something that is worth adding to the nominal fees for the hard work that is required for being a community councillor in our large shire. It is not a lot of money for the council to forgo but a good gift to the people who stand up and donate their time.

CEO COMMENT

The payment timeframe for Council's accounts payable administration is considered an operational matter and is under the management responsibility of the CEO. In addition, the Local Government Act 1993, Clause 250 states as follows:- “At what intervals are fees to be paid? - Fees payable under this Division by a council are payable monthly in arrears for each month (or part of a month) for which the councillor holds office.” I affirm that Council's accounts payable administration staff are processing Councillor Fee forms in accordance with this legislation.

In accordance with the Local Government Act 1993 (the Act) and Local Government (General) Regulation 2021 (the Regulation), the Payment of Expenses and Provision of Facilities Policy was prepared and adopted, following the mandatory public exhibition period, at the Ordinary Meeting of Council on 14 December 2023.

246/23

RESOLVED by Cr Searl and Cr Woodbridge

1. Council in accordance with Section 252, 253 and 254, of the Local Government Act 1993, adopts the Payment of Expenses and Provision of Facilities Policy as publicly exhibited.

- CARRIED

Notices of Motion

NOTICE OF MOTION COUNCILLOR REMUNERATION cont'd

Councillors who voted for:- Crs P Kensit, M McDonald, P Culhane, J Marshall, S Reynolds, J Searl and L Woodbridge

Councillors who voted against:- Nil

The Payment of Expenses and Provision of Facilities Policy enables the reasonable and appropriate reimbursement of expenses and provision of facilities to Councillors to assist them undertake their civic duties. It ensures accountability and transparency, and seeks to align payment of Councillor expenses and facilities with community expectations.

Allowances for general expenses are not permitted under this policy and Councillors must not obtain private or political benefit from any expense or facility provided under this policy.

Council rates of an individual Councillor is considered a private benefit and would not be considered a reasonable and appropriate reimbursement of expenses to Councillors to assist in undertaking civic duties.

Further to this, the minimum and maximum fees a Council may pay each Councillor are set by the Local Government Remuneration Tribunal as per Section 241 of the Act. Council must adopt its annual fees within this set range, and as per clause 248, of the Local Government Act, the annual fee so fixed must be the same for each Councillor.

Council property rates would not meet the above requirements.

ATTACHMENTS

Nil

Notices of Motion - 9 May 2024

ITEM 17.3 Notice of Motion - Tourism Study

I, Councillor Jo Marshall hereby give notice that at the next Ordinary Meeting of Council I will move the following motion:-

“That the Tourism Department complete a thorough study of the overnight stays in our shire detailing hotel, motel, airbnb, caravan, weekday, weekend, single, or multiple. With the additional purpose of approaching another accommodation house to build in Crookwell and possibly other towns”.

BACKGROUND

Our Shire relies a lot on the Tourism dollar. The weekends alone we see and hear the cars and motorbikes roll into towns enjoying what we have to offer. We have “reps” come and travel to our shire traveling long distances to update our business houses and sell their wares. We are in a regional/rural area.

The Australian Agricultural Centre is holding many events and bringing many people from afar often needing accommodation. Last year alone we had over 800 people visit the centre. Every event I have heard they can't get accommodation or even people I am meeting from out of town. So instead of staying if they come from Canberra they will opt to go home or stay in Goulburn, missing the tourism dollars and businesses for shire.

The motel in town is doing an amazing job looking after visitors. We also have many beautiful AIRBNBs, however the accommodation required is an overnight in town not a holiday experience. This is not a one off this has happened over more than a six month period and during the week so I think we owe it to the economic and tourism development of our shire to explore this opportunity for expansion.

See how many nights our hotels & motels are full. It is understandable they want to remain full, but it is not good that we are losing tourism dollars and people are being turned away we could be filling another accommodation house.

CHIEF EXECUTIVE OFFICER'S COMMENT

This is an operational matter and does not form part of current or future Operational Plans.

It would not be considered Councils role to approach a developer to build a hotel or alike in Crookwell, Councils role would be to facilitate and assess development applications.

Accommodation providers are already able to register their accommodation in a variety of ways via several platforms. The Upper Lachlan Shire Council area has at least 69 different accommodation providers advertising on several different platforms including Councils VIC website, the ATDW site, STAYZ, AirBnB, facebook and so on.

Notices of Motion
NOTICE OF MOTION - TOURISM STUDY cont'd

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 and 19.2 in confidential session for the reasons indicated:

Item 19.1 Award of Contract - Curraweela Fire - Dangerous Trees Removal

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.

Item 19.2 Rye Park Wind Farm Community Fund S355 Community Representative Applications

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.

19 CONFIDENTIAL SESSION

The following items are submitted for consideration -

- 19.1 Award of Contract - Curraweela Fire - Dangerous Trees Removal
- 19.2 Rye Park Wind Farm Community Fund S355 Community Representative Applications