



BUSINESS PAPER

ORDINARY MEETING

Thursday 20 February 2025

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

13 February 2025

Councillors

Dear Members

Ordinary Meeting of Council

Notice is hereby given that the next Ordinary Meeting of Council will take place on **Thursday 20 February 2025** 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 12 December 2024..... 12

UPPER LACHLAN SHIRE COUNCIL
MINUTES OF THE
ORDINARY MEETING OF COUNCIL
HELD IN THE COUNCIL CHAMBERS
ON 12 DECEMBER 2024

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

THE MAYOR DECLARED THE MEETING OPEN AT 13:32PM

SECTION 1: NOTICE OF WEBCASTING/AUDIO RECORDING OF MEETING

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

SECTION 2: APOLOGIES & LEAVE OF ABSENCE

An apology was received from Cr G Harris

195/24

RESOLVED by Cr S Peirce and Cr S Reynolds

1. That the apology of Cr G Harris be received and a leave of absence granted.

- CARRIED

Councillors who voted for:-

Crs R Cameron, P Culhane, V Flanagan, A Meggitt, S Peirce, S Reynolds, J Searl and T Yallouris

Councillors who voted against:-

Nil

SECTION 3: DECLARATIONS OF INTEREST

Cr Meggitt declared a pecuniary interest in Item 11.2 Amendment to the Planning Proposal – 30-36 Peelwood Road Laggan as she has had a professional business relationship with the applicant and will make a declaration, not participate in the debate, leave the Chamber upon making the declaration, and not return until the matter is resolved.

SECTION 4: CITIZENSHIP CEREMONY

Nil

SECTION 5: PRESENTATIONS TO COUNCIL/PUBLIC

Nil

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SECTION 6: CONFIRMATION OF MINUTES

ITEM 6.1 **RESOLVED** by Mayor Culhane and Cr Searl
196/24

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

- CARRIED

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

Councillors who voted against:- Nil

SECTION 7: MAYORAL MINUTES

ITEM 7.1 **MAYORAL MINUTE**
197/24 **RESOLVED** by Cr Culhane and Cr Searl

1. That Council receive and note the activities attended by the Mayor for November 2024 and December 2024.

- CARRIED

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

Councillors who voted against:- Nil

A moments silence was observed for the following members of the community who have passed away recently Mr Kevin Naughton, Mr Gavin McDonald, Mr John Culley and Mr Tom Hughes KC.

The Mayor reminded the community to please keep Council and Councillors informed for notable mentions for the future.

UPPER LACHLAN SHIRE COUNCIL
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SECTION 8: CORRESPONDENCE

ITEM 8.1 CORRESPONDENCE FOR THE MONTH OF DECEMBER 2024
198/24 RESOLVED by Cr Searl and Cr Reynolds

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

1. Office of Local Government – Circular 24-21 – Fresh Start Toolkit for Councils.
2. Office of Local Government – Circular 24-22 Mandatory Notification of Data Breach Scheme Trends Report 2023-2024.

- CARRIED

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

Councillors who voted against:- Nil

SECTION 9: LATE CORRESPONDENCE

Nil

SECTION 10: INFORMATION ONLY

ITEM 10.1 DEVELOPMENT STATISTICS REPORT
199/24 RESOLVED by Cr Searl and Cr Peirce

1. Council receives and notes the report as information.

- CARRIED

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

Councillors who voted against:- Nil

UPPER LACHLAN SHIRE COUNCIL
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ITEM 10.2-10.8 INFORMATION ONLY ITEMS
200/24 RESOLVED by Cr Searl and Cr Flanagan

1. Council receive and note items 10.2 – 10.8 as information.

- CARRIED

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

Councillors who voted against:- Nil

REPORTS FROM STAFF AND STANDING COMMITTEES

SECTION 11: ENVIRONMENT AND PLANNING

ITEM 11.1 INDUSTRIAL LAND INVESTIGATION – LOT 190, 191 & 192
DP1135478, KENSIT STREET, CROOKWELL.

STAFF RECOMMENDATION That -

1. Council not proceed with the development of Lots 190, 191 and 192 DP113478, Kensit Street, Crookwell for industrial purposes based on land constraints, potential land use conflict and impact upon existing Council operations.

Staff recommendation lapsed as no mover and seconder.

Cr Culhane moved a motion that – Council move into a committee of the whole to discuss Item 11.1 Industrial land Investigation – LOT 190, 191 & 192 DP1135478, Kensit Street, Crookwell. On being put to the meeting the motion was carried.

201/24 RESOLVED by Cr Culhane and Cr Cameron –

1. That Council move into a committee of the whole to allow for discussion on Item 11.1 Industrial land Investigation – LOT 190, 191 & 192 DP1135478, Kensit Street, Crookwell.

- CARRIED

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

Councillors who voted against:- Nil

UPPER LACHLAN SHIRE COUNCIL
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202/24 **RESOLVED** by Cr Culhane and Cr Peirce –

1. That Council move out of committee of the whole regarding Item 11.1 Industrial land Investigation – LOT 190, 191 & 192 DP1135478, Kensit Street, Crookwell.

- CARRIED

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

Councillors who voted against:- Nil

A motion was moved by Cr Searl that the report for Industrial land investigation – LOT 190, 191 & 192 DP1135478, Kensit Street, Crookwell be referred to the Tourism and Economic Development advisory committee for their consideration. That the committee consider the existing proposal in modified form and alternative sites around the shire in light of the Council report findings. That the Tourism and Economic Development advisory committee present back to Council by May 2025.

203/24 **RESOLVED** by Cr Searl and Cr Peirce –

1. The report for Industrial land investigation – LOT 190, 191 & 192 DP1135478, Kensit Street, Crookwell be referred to the Tourism and Economic Development advisory committee for their consideration.
2. That the committee consider the existing proposal in modified form and alternative sites around the shire in light of the Council report findings.
3. That the Tourism and Economic Development advisory committee present back to Council by May 2025.

- CARRIED

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

Councillors who voted against:- Nil

Noting absent for vote Cr S Peirce.

Cr Simon Peirce left the meeting, the time being 14:40pm

Cr Alexandra Meggitt left the meeting, the time being 14:41pm in Line with her Declaration of Interest in Item 11.2 Amended Planning Proposal - 30-36 Peelwood Road Laggan.

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Cr Simon Peirce returned to the meeting, the time being 14:42pm.

ITEM 11.2 AMENDED PLANNING PROPOSAL - 30-36 PEELWOOD ROAD LAGGAN

204/24 RESOLVED by Cr Reynolds and Cr Searl

1. Council supports the proposed amended planning proposal for, 30-36 Peelwood Road Laggan, Lot 2 DP 1233492, Lot 1 DP 239858 and Lot 1 DP 1253950 and confirm same with the NSW Department of Planning and Environment to enable to Gateway Determination to proceed.
2. That Council amend the Upper Lachlan Local Environmental Plan 2010 by incorporating a site specific clause for the subject planning proposal for Lot 2 DP 1233492, Lot 1 DP 239858 and Lot 1 DP 1253950 that will require additional documentation/studies to be submitted for consideration at development application stage.
3. Council delegates the authority to the Chief Executive Officer to execute all documentation relating to this proposed gateway determination.
4. Council notifies the community of the proposed changes to the Local Environmental Plan through appropriate processes at the time.

- CARRIED

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

Councillors who voted against:- Nil

Cr Alexandra Meggitt returned to the meeting, the time being 14:51pm.

SECTION 12: INFRASTRUCTURE DEPARTMENT

Nil

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SECTION 13: FINANCE AND ADMINISTRATION

ITEM 13.1 COMMUNITY ENGAGEMENT REPORT
205/24 RESOLVED by Cr Searl and Cr Reynolds

1. Council, in accordance with the Integrated Planning and Reporting Guidelines, and requirements of Section 402A, of the Local Government Act 1993, receive and accept the reviewed 2024 Community Engagement Report.

- CARRIED

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

Councillors who voted against:- Nil

ITEM 13.2 REVIEW OF BANK OVERDRAFT POLICY
206/24 RESOLVED by Cr Searl and Cr Reynolds

1. Council adopts the reviewed Bank Overdraft Policy.

- CARRIED

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

Councillors who voted against:- Nil

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

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SECTION 14: CHIEF EXECUTIVE OFFICER

ITEM 14.1 CROOKWELL SWIMMING POOL AND VIC PROJECT UPDATE

207/24 **RESOLVED** by Cr Searl and Cr Reynolds

1. Council note the Crookwell Swimming Pool and Visitor Information Centre (VIC) project update as information only.

- CARRIED

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

Councillors who voted against:- Nil

SECTION 15: LATE REPORTS

Nil

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

ITEM 16.1 REPORTS FROM COMMITTEES FOR THE MONTH OF DECEMBER 2024

208/24 **RESOLVED** by Cr Searl and Cr Reynolds

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

1. Crookwell Memorial Hall Committee – Minutes from Annual General Meeting held 20 August 2024.
2. Crookwell Memorial Hall Committee – Minutes from meeting held 20 August 2024.
3. Biala Wind Farm Community Fund – Minutes from Meeting held 4 November 2024.
4. Breadalbane Hall Committee – Minutes – Annual General Meeting – 17 November 2024.
5. Binda Community Progress and Memorial Hall Committee – Minutes – 11 November 2024.

- CARRIED

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

Councillors who voted against:- Nil

209/24 **RESOLVED** by Cr Cameron and Cr Peirce that –

1. Council write to and accept the office bearers for Crookwell Memorial Hall Section 355 Committee being – President Robert Bill, Secretary Margaret Wheelwright and Treasurer Wal Smart.

- CARRIED

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

Councillors who voted against:- Nil

210/24 **RESOLVED** by Cr Reynolds and Cr Peirce that –

1. The Projects from the Biala Windfarm Community Funds Section 355 Community Committee listed below be awarded funds as follows:

PROJECT	AMOUNT
Terry Campese Foundation "Crookwell's Youth Mentoring Project"	\$38,560.50
Gunning District Landcare "Planting the Next Generation of Paddock Trees"	\$18,570.60
Gunning Early Learning Centre "Gazebo"	\$2,500.00
TOTAL	\$59,631.10

- CARRIED

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

Councillors who voted against:- Nil

UPPER LACHLAN SHIRE COUNCIL
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211/24

RESOLVED by Cr Searl and Cr Reynolds that –

1. Council write to and accept the office bearers for Breadalbane Community Hall Section 355 Committee being – Chairman Matthew Streat, Deputy Chairman Rachel Roberts, Secretary Sally Hoskins and Treasurer Christine McLean.

- CARRIED

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

Councillors who voted against:- Nil

SECTION 17: NOTICES OF MOTION

ITEM 17.1 NOTICE OF MOTION - CROOKWELL POOL FEES AND OPERATING HOURS 2024/2025 SEASON

212/24

RESOLVED by Cr Meggitt and Cr Yallouris

“That Council provides free entry to the Crookwell Pool until the end of 2024/2025 pool season and that the CEO reviews the operating hours, entry fee and availability of season passes for the remainder of the 2024/2025 swim season.”

- CARRIED

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

Councillors who voted against:- Nil

UPPER LACHLAN SHIRE COUNCIL
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SECTION 18: QUESTIONS WITH NOTICE

**ITEM 18.1 REMOVAL OF TREES ON PRIVATE PROPERTY IN NON-RURAL
(TOWN AND VILLAGE) AREAS**

Refer to the business paper for 12 December 2024 Council Meeting for the CEO's comments.

ITEM 18.2 OFF-LEASH DOG PARK

Refer to the business paper for 12 December 2024 Council Meeting for the CEO's comments.

CLOSED COUNCIL ITEMS

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

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

UPPER LACHLAN SHIRE COUNCIL
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213/24

RESOLVED by Cr Searl and Cr Reynolds

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

- CARRIED

Councillors who voted for:-

Crs P Culhane, R Cameron, V Flanagan, A Meggitt, S Peirce, S Reynolds, J Searl and T Yallouris

Councillors who voted against:- Nil

Council closed its meeting at 15:20pm and the public, staff and press left the chambers and live streaming ceased.

214/24

RESOLVED by Cr Searl and Cr Reynolds

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

- CARRIED

Councillors who voted for:-

Crs P Culhane, R Cameron, V Flanagan, A Meggitt, S Peirce, S Reynolds, J Searl and T Yallouris

Councillors who voted against:- Nil

Open Council resumed at 15:41pm live streaming returned to the public prior to the meeting closing.

UPPER LACHLAN SHIRE COUNCIL
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Resolutions from the Closed Council Meeting

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

SECTION 19: CONFIDENTIAL SESSION

ITEM 19.1 PROPOSED LAND ACQUISITION FOR BINDA ROAD UPGRADE

215/24 **RESOLVED** by Cr Searl and Cr Flanagan

1. Council compensate the owner of LOT 268 DP753012 Binda Road, Binda as per Council's Land Acquisition policy, to the value of \$828.00 + GST.
2. Council compensate the owner of LOT 273 DP753012 Binda Road, Binda as per Council's Land Acquisition policy, to the value of \$1725.50 + GST.
3. Council compensate the owner of LOT 1 DP1221780 Binda Road, Binda as per Council's Land Acquisition policy, to the value of \$2400.50 + GST

- CARRIED

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

Councillors who voted against:- Nil

ITEM 19.2 PROCUREMENT OF ONE MULTIPURPOSE ROAD MAINTENANCE TRUCK

216/24 **RESOLVED** by Cr Searl and Cr Flanagan

1. Council purchase one Hino 1124 fitted with Flocon maintenance body for the sum of \$300,678.96 Ex GST from Flocon Engineering.
2. Dispose of existing truck (Council plant number 888) through auction.

- CARRIED

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

Councillors who voted against:- Nil

UPPER LACHLAN SHIRE COUNCIL
MINUTES OF THE
ORDINARY MEETING OF COUNCIL
HELD IN THE COUNCIL CHAMBERS
ON 12 DECEMBER 2024

ITEM 19.3 **PROCUREMENT OF ONE NEW MAINTENANCE TRUCK**
217/24 **RESOLVED** by Cr Peirce and Cr Searl

1. Council purchase one Fuso 1627 fitted with Johnston tipping body and HMF crane for the sum of \$313,106.94 Ex GST from Daimler Trucks Canberra.
2. Dispose of existing truck (Council plant number 701) through auction.

- CARRIED

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

Councillors who voted against:- Nil

Mayor Culhane advised the community that Australia Day award nominees 2025 morning tea was held earlier today. He reminded the community to please put forward 2026 nominees forward to Council for consideration and recognition. Official awards will be held on the 26 January 2025.

The Mayor wished Councillors and the community a very safe and merry Christmas/holiday season.

THE MEETING CLOSED AT 15:44pm

Minutes confirmed 20 FEBRUARY 2025

.....
Mayor

7 MAYORAL MINUTES

The following item is submitted for consideration -

7.1 Mayoral Minute 28

Mayoral Minutes - 20 February 2025

ITEM 7.1 Mayoral Minute

FILE REFERENCE I25/1

December 2024

12 December 2024	Crookwell III windfarm luncheon and launch Council Meeting followed by Mayoral Christmas Drinks
13 December 2024	Laggan Public School – End of year presentation
14 December 2024	Unveiling of the Ram – Crookwell Street Festival
18 December 2024	Senior Citizens Christmas Function
19 December 2024	Sports Committee meeting
20 December 2024	Upper Lachlan Shire Council Staff Christmas Party and Service awards presentation

January 2025

7 January 2025 Riverina	Meeting with Barbara Baikie, Independent candidate for Riverina
8 January 2025	Meeting with CEO

February 2025

5 February 2025	Meeting with CEO MS Teams meeting with Telstra Radio Interview
7 – 8 February 2025	Tumbatrek Dinner and Tour hosted by Snowy Valleys Council
6 February 2025	Southern NSW Health – Teams Meeting
8 – 9 February 2025	Crookwell Show
12 February 2025	Radio Interview
15 February 2025	Gunning Show
19 February 2025	Meeting with CEO 50 th Anniversary – Crookwell Meals on Wheels morning tea Radio Interview

Mayoral Minutes

MAYORAL MINUTE cont'd

20 February 2025

Council Meeting

T20 Invitational Game Upper Lachlan Shire XI vs
Goulburn Mulwaree XI – Coin toss

8 CORRESPONDENCE

The following item is submitted for consideration -

- | | | |
|-----|-----------------------------------------------------------------|----|
| 8.1 | Correspondence for the months of December 2024 and January 2025 | 32 |
|-----|-----------------------------------------------------------------|----|

Correspondence - 20 February 2025

ITEM 8.1

Correspondence for the months of December 2024 and January 2025

RECOMMENDATION:

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

1. Office of Local Government – Circular 24-23 – Consultation on reforms to council meeting practices.
2. Office of Local Government – Circular 25-01 – Cyber Security Guidelines for Councils.

ATTACHMENTS

1. ↓	OLG - Circular 24-23 - Consultation on reforms to council meeting practices	Attachment
2. ↓	OLG - Circular 25-01 - Cyber Security Guidelines for Councils	Attachment

Department of Planning, Housing and Infrastructure
Office of Local Government



Circular to Councils

Subject/title	Consultation on reforms to council meeting practices
Circular Details	Circular No 24-23 / Date 17 December 2024 / A939075
Previous Circular	<i>Council Circular 24-17 Councillor conduct and meeting practices – a discussion paper</i>
Who should read this	Councillors / General Managers / Council Governance staff
Contact	Council Governance / 02 4428 4100 / olg@olg.gov.nsw.au
Action required	Response to OLG

What's new or changing?

- The Office of Local Government (OLG) is inviting feedback from the local government sector and others on proposed amendments to the Model Code of Meeting Practice for Local Councils in NSW (Model Meeting Code).
- A discussion paper on the proposed amendments and a consultation draft of the new Model Meeting Code and accompanying paper has been published on OLG's website at www.olg.nsw.gov.au. The proposed amendments to the Model Meeting Code are indicated in track changes.

What will this mean for council?

- Submissions may be made in writing by email at olg@olg.nsw.gov.au or by completing the online submission form. Submissions may also be made by post addressed to: Locked Bag 3015, NOWRA NSW 2541
- Submissions should be labelled "Model Meeting Code amendments" and marked to the attention of OLG's Council Governance Team.
- The closing date for submissions is COB Friday, 28 February 2025.

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



Key points

- The amendments are part of the NSW Government's agenda to ensure that councillors are visibly in control of their councils, demonstrating to the community that decision making is genuinely local.
- The reform of the code and procedures governing how councillors gather, debate and make decisions, was flagged by the Minister for Local Government as part of the discussion paper issued in September 2024, "Councillor conduct and meeting practice: a new framework".
- The proposed amendments to the Model Meeting Code are the first tranche of reforms to the regulation of meetings. The second tranche will be legislated in 2025 as part of the measures implemented to reform the regulation of councillor conduct and will have a particular focus on behaviour at meetings.
- The feedback OLG receives will be used to inform the amendments that are ultimately made to the Model Meeting Code.
- It is anticipated that the new Model Meeting Code will be prescribed in early 2025.

Where to go for further information

- The discussion paper and consultation draft of the Model Meeting Code and accompanying paper have been published on OLG's website at www.olg.nsw.gov.au.
- For more information, contact OLG's Council Governance Team by email at olg@olg.nsw.gov.au or by telephone at 02 4428 4100.

A handwritten signature in black ink, appearing to read 'D. Lester'.

Danny Lester
A/Deputy Secretary
Office of Local Government

Department of Planning, Housing and Infrastructure
Office of Local Government



Circular to Councils

Subject	Cyber Security Guidelines for Councils
Circular Details	Circular No 25-01 / 24 January 2025 / Doc ID A941198
Previous Circular	22-39 - Release of Cyber Security Guidelines for NSW Local Government
Who should read this	Councillors / General Managers / All council staff
Contact	Cyber Security NSW / community@cyber.nsw.gov.au
Action required	Information / Council to Implement

What's new or changing?

- The updated Cyber Security Guidelines – Local Government (the Guidelines) allow councils to assess their cyber security maturity and plan their maturity uplift.
- The Guidelines outline cyber security standards and controls recommended by Cyber Security NSW for NSW local government.

What will this mean for council?

- Councils can adopt the Guidelines or use them to form the basis of an internally developed cyber security policy.
- Adherence to the Guidelines is strongly recommended.

Key points

- Councils are increasingly dependent on digital technologies and are a target for state-based, criminal and activist threat actors.
- A cyber-attack or incident has a risk of major disruption to services and operations, with genuine risk to critical infrastructure and services.
- Strong cyber security enables the effective use of emerging technologies and ensures confidence in the services provided by NSW local governments.

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



- The Guidelines should form the basis of an internally developed cyber security policy for individual councils.
- Cyber Security NSW does not offer funding assistance for the implementation of the Guidelines or other cyber security maturity uplift.

Where to go for further information

- The Guidelines and relevant templates for council use are hosted on the Councils and Cyber Security NSW Microsoft Teams forum. To join the forum, contact community@cyber.nsw.gov.au.
- Cyber Security NSW offers various services to assist councils in boosting their cyber security capability. Contact info@cyber.nsw.gov.au for more information.
- For questions about the Guidelines, contact the Policy Development and Coordination Team at policy@cyber.nsw.gov.au.
- The Guidelines are available on the Office of Local Government website [here](#).

A handwritten signature in blue ink that reads 'Brett Whitworth'.

Brett Whitworth
Deputy Secretary
Office of Local Government

10 INFORMATION ONLY

The following items are submitted for consideration -

10.1	Development Statistics Report	38
10.2	Investments for the month of January 2025	50
10.3	Bank Balance and Reconciliation January 2025	54
10.4	Rates and Charges Outstanding for the month of January 2025	55
10.5	Code of Conduct Complaints Report to the Office of Local Government	57
10.6	Works In Progress - Construction & Maintenance	64
10.7	Library Services 2nd Quarter Report 2024/2025	69
10.8	Action Summary - Council Decisions	75

Information Only - 20 February 2025

ITEM 10.1 **Development Statistics Report**

FILE REFERENCE **I25/19**

AUTHOR **Director of Environment and Planning**

ISSUE

This report provides Council with an overview of the development control activities that have occurred in the period of 1 December 2024 to 31 January 2025, and an update on the status of the Planning and Development Control department.

RECOMMENDATION That -

1. Council receives and notes the report as information.

BACKGROUND

A standard monthly report providing Council with a summary of the development control activities that have occurred in the period 1 December 2024 to 31 January 2025.

REPORT

This report provides Council with an overview of the development control activities that have occurred in the period of 1 December 2024 to 31 December 2024 and 1 January 2025 to 31 January 2025 (broken into two monthly tables)

Through the introduction of changes to internal processes staff have reduced the overall development application assessment time by 48% within a 6-month period. Staff are also working on process reviews for other key areas including those associated with subdivision and construction certificates.

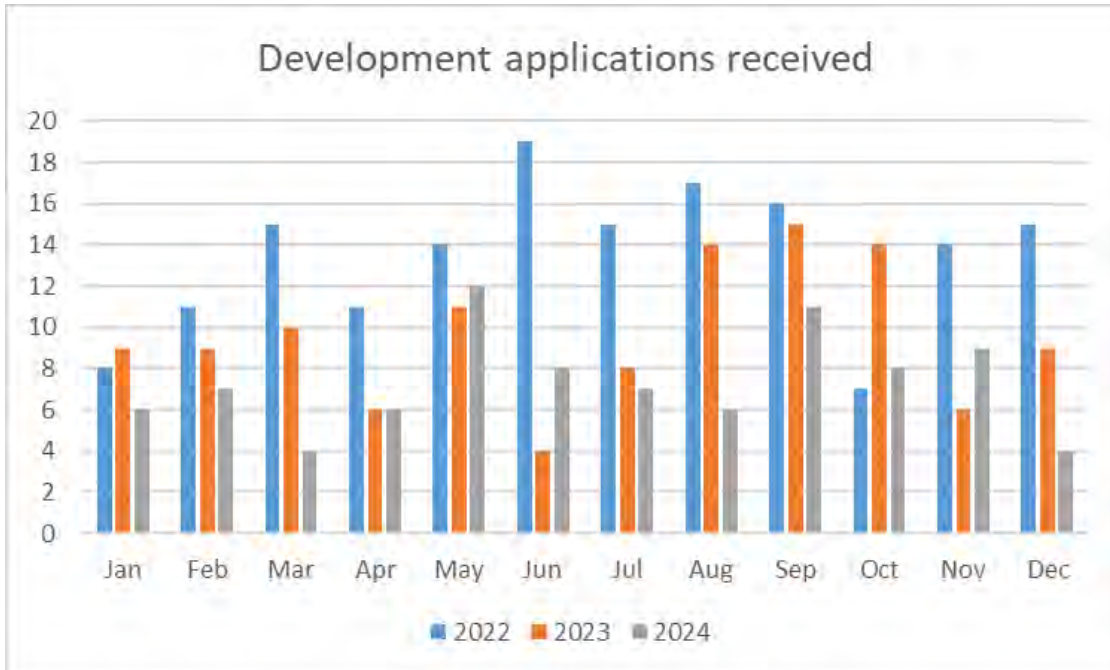
Development Applications

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

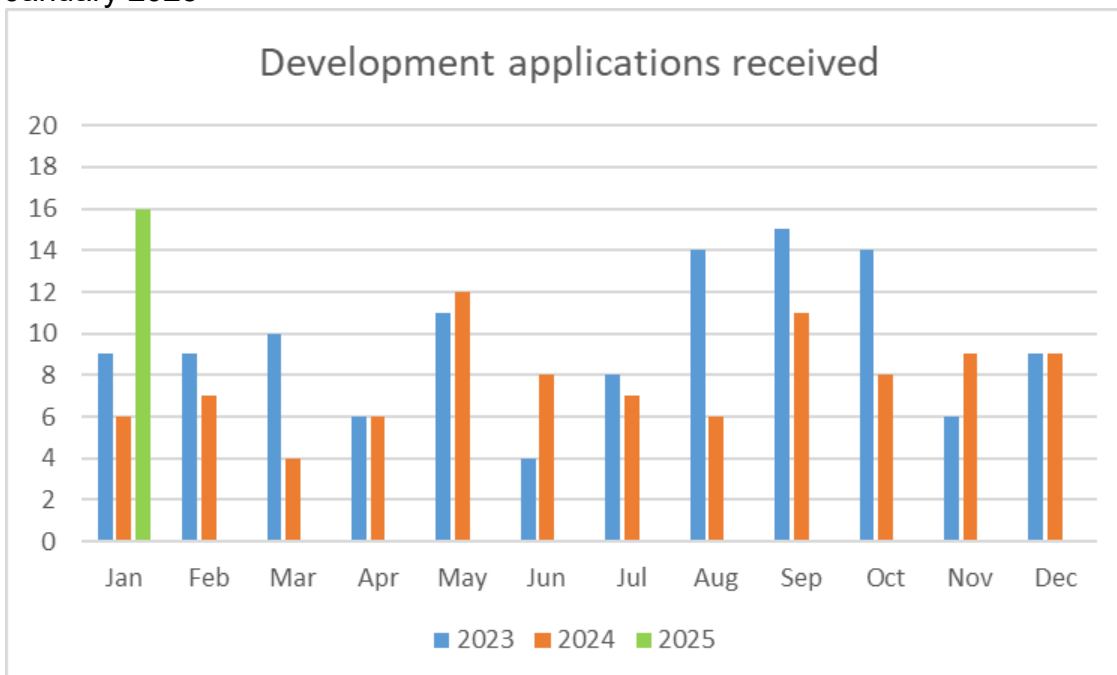
Information Only
DEVELOPMENT STATISTICS REPORT cont'd

Table 1 - Number of development applications received per month:

December 2024



January 2025

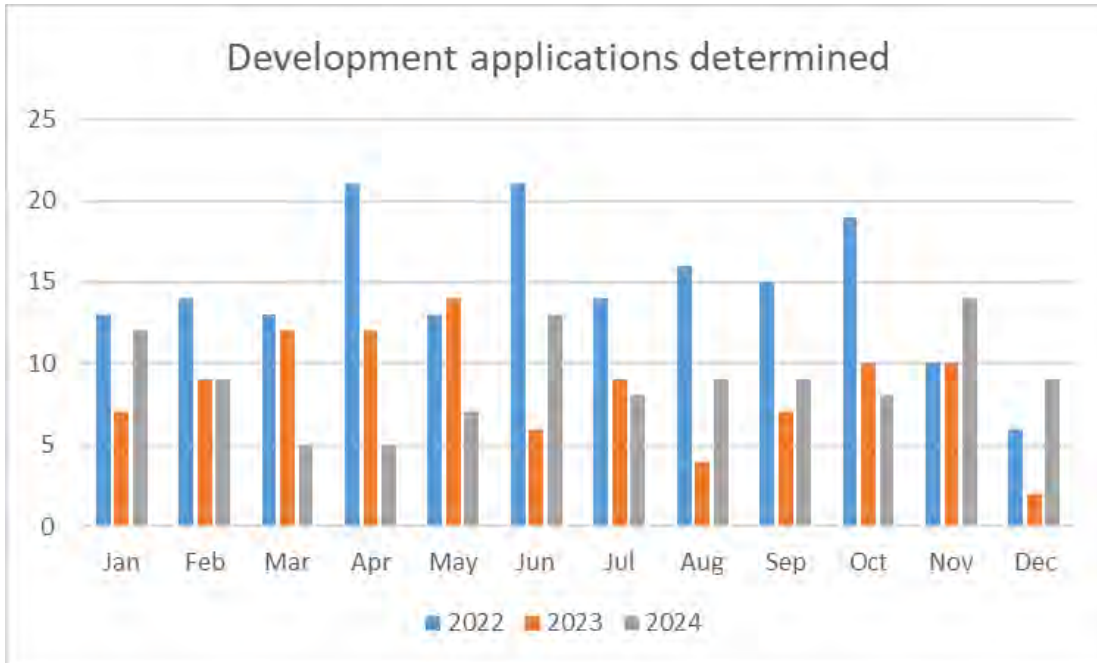


Information Only
DEVELOPMENT STATISTICS REPORT cont'd

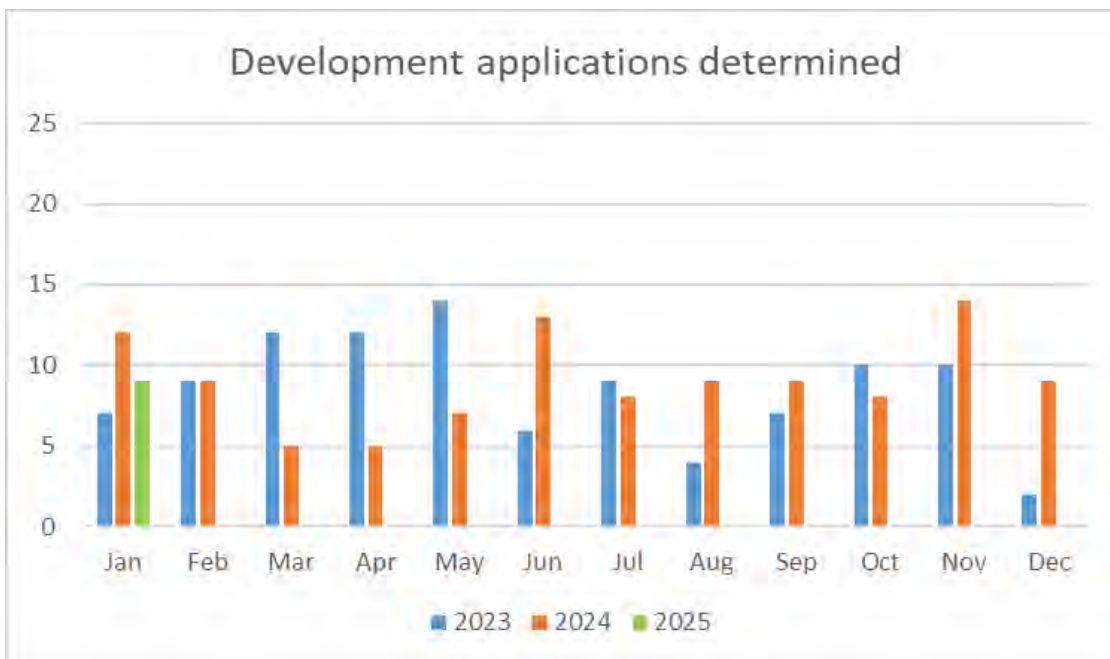
Table 2 - Number of development applications determined per month:

Development Applications Determined

December 2024



January 2025



Information Only
DEVELOPMENT STATISTICS REPORT cont'd

Development Applications Determined by Council (December 2024 and January 2025):

DA Reference	Proposal	Property Details
69/2019	Modification. Taralga Rodeo	1a Walsh Street, TARALGA
5/2024	Colourbond Shed	5 Yass Street, GUNNING
6/2024	Change of use. Shed to Dwelling	3750 Range Road, GRABBEN GULLEN
7/2024	4 Lot Residential Subdivision	Tait Street, CROOKWELL
13/2024	Storage Shed	63 Macarthur Street, GUNNING
42/2024	Colourbond Shed	11 Gordon Street, CROOKWELL
46/2024	Dwelling	Rye Park Road, BLAKNEY CREEK
47/2024	Dwelling	121 Reservoir Road, CROOKWELL
51/2024	Dwelling	1766 Sapphire Road, BIALLA
56/2024	Colourbond Shed	35 Yass Street, GUNNING
59/2024	Colourbond Shed	49 Northcott Street, CROOKWELL
66/2024	Shed	2643 Towrang Road, BRAYTON
68/2024	Dwelling	80 Povey Place, BREADALBANE
69/2024	Shed	2385 Peelwood Road, LIMERICK
73/2024	Alterations and Additions	54 Spring Street, CROOKWELL
75/2024	Dwelling	53 Nicholson Street, CROOKWELL
81/2024	Dwelling	5 Wade Street, CROOKWELL
82/2024	Colourbond Shed	34 East Street, CROOKWELL

Information Only
DEVELOPMENT STATISTICS REPORT cont'd

Construction Certificates

Table 3 – The number of construction certificates received per month are detailed below:

December 2024



January 2025



* Estimated numbers only as information obtained from NSW Planning Portal

Construction Certificates

The number of Construction Certificates issued per month are detailed below:

December 2024



January 2025



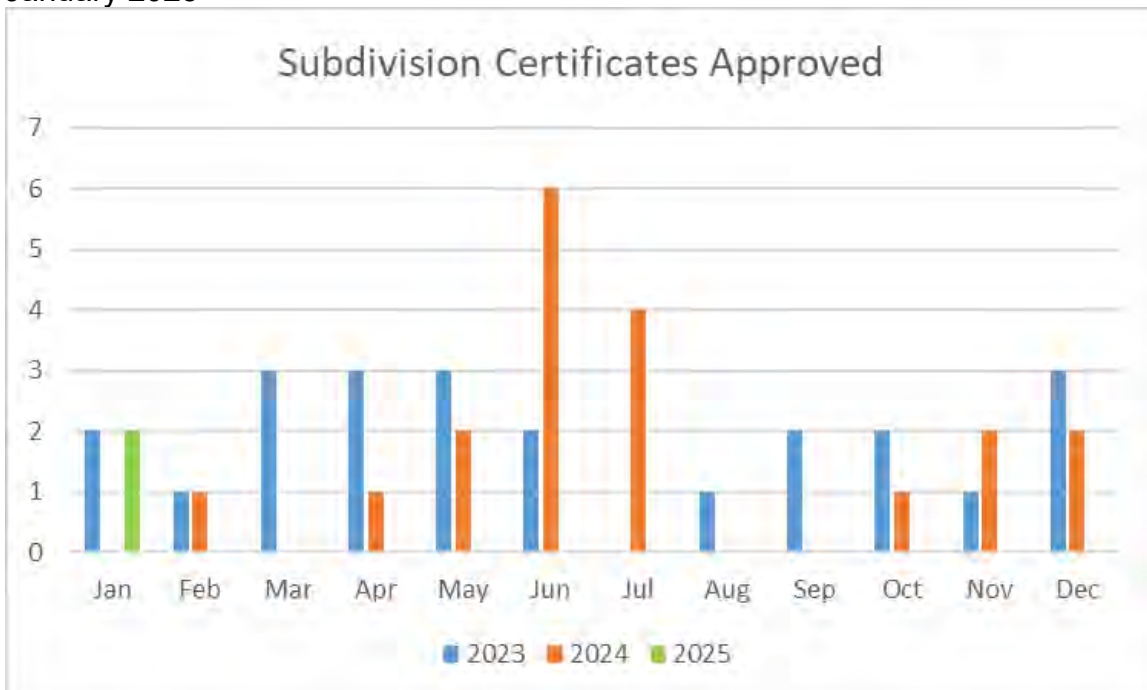
Subdivision Certificates

The number of Subdivision Certificates issued per month are detailed below:

December 2024



January 2025



Planning Certificates

The number of Planning Certificates issued per month are detailed below

December 2024



January 2025



Information Only
DEVELOPMENT STATISTICS REPORT cont'd

Section 68 Certificates

The number of Section 68 Certificates issued per month are detailed below:

December 2024



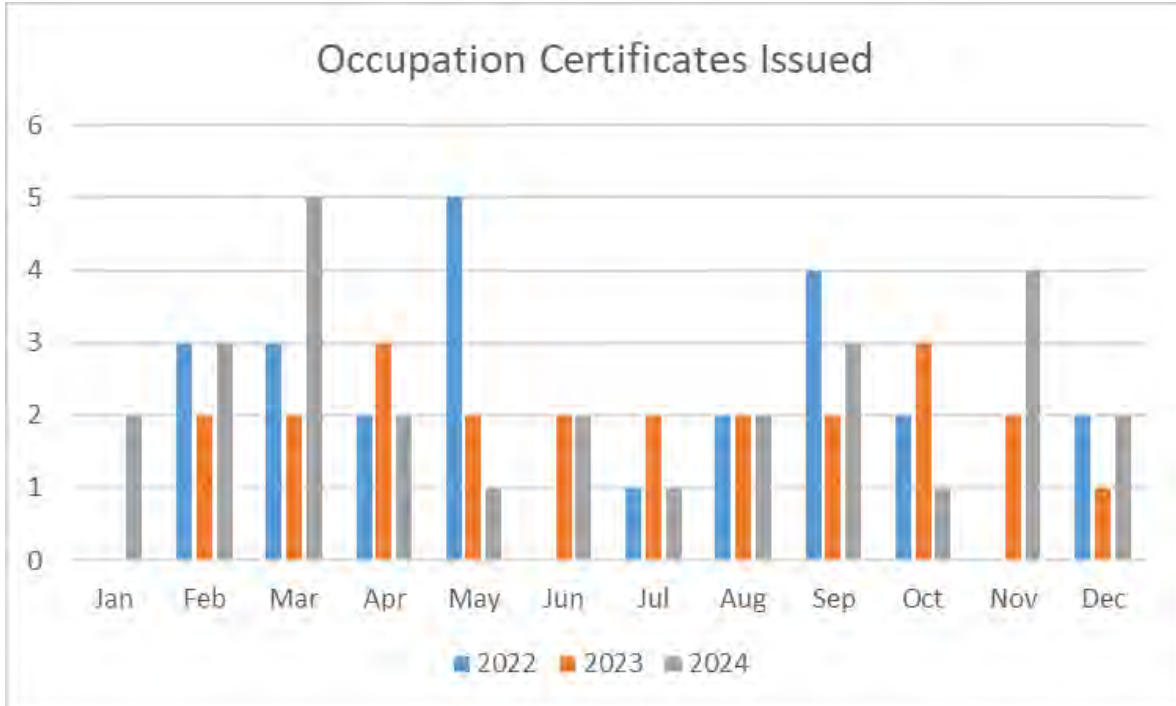
January 2025



Occupation Certificates

The number of Occupation Certificates issued per month are detailed below:

December 2024



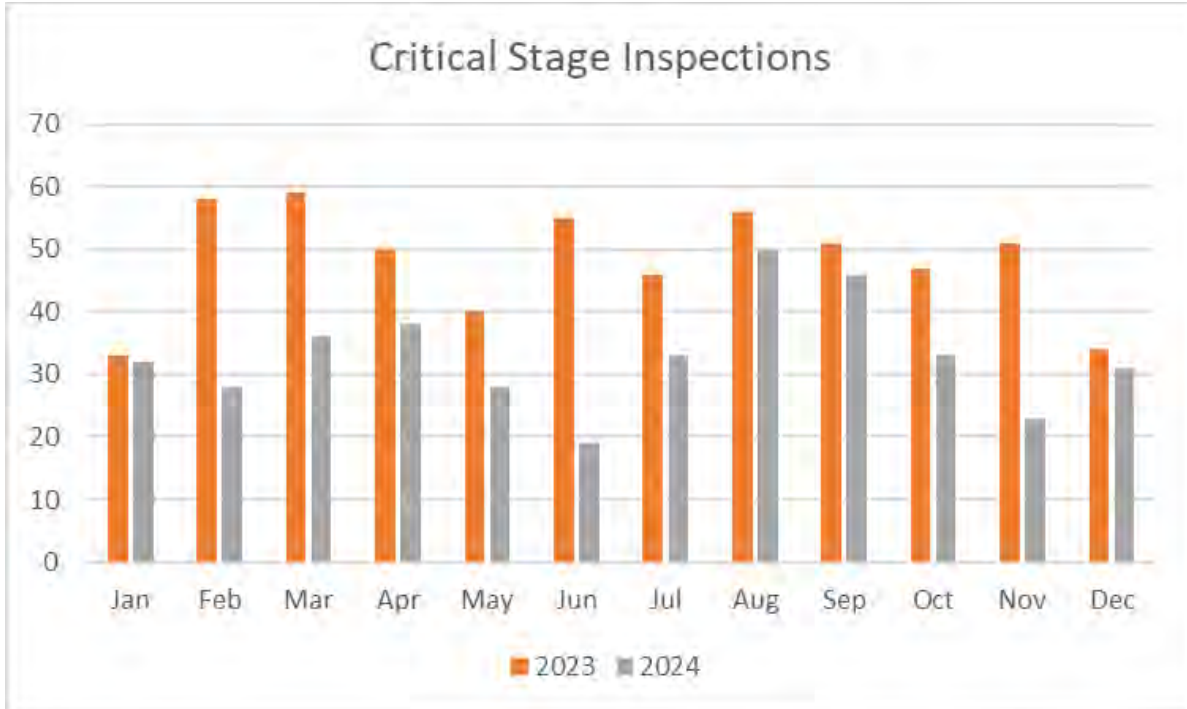
January 2025



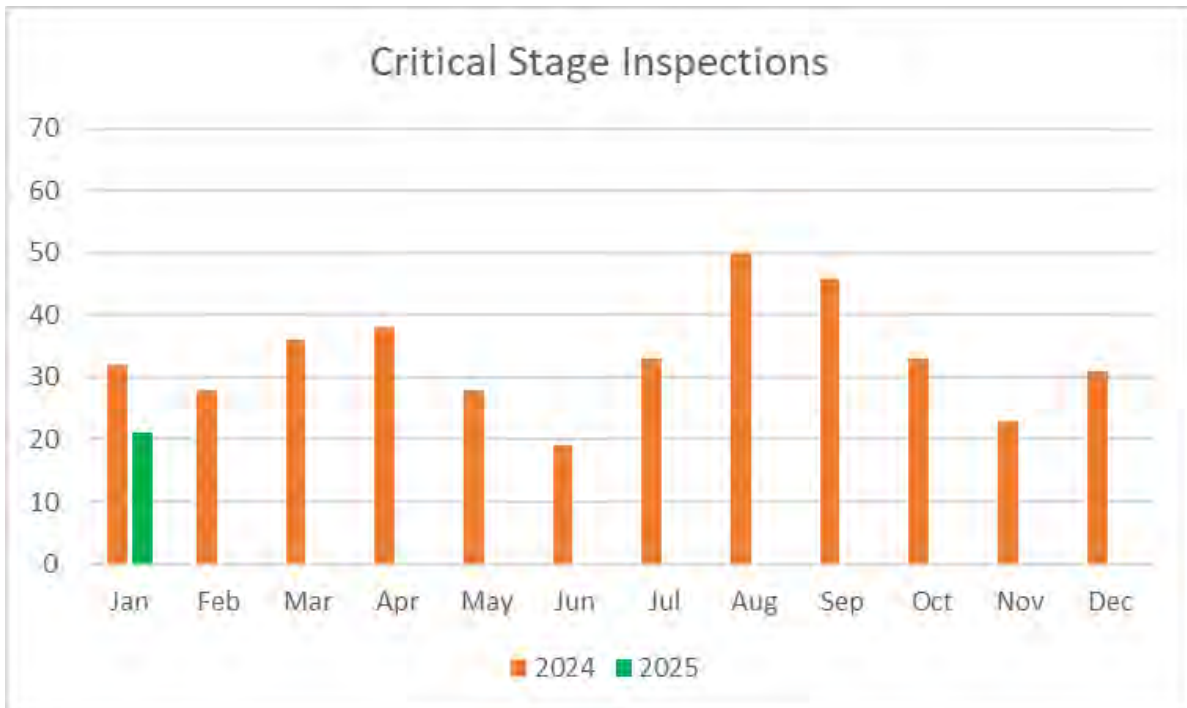
Critical Stage Inspections

The number of Critical Stage Inspections undertaken per month are detailed below:

December 2024



January 2025



Information Only

DEVELOPMENT STATISTICS REPORT cont'd

RECOMMENDATION That -

1. Council receives and notes the report as information.

ATTACHMENTS

Nil

Information Only - 20 February 2025

ITEM 10.2 **Investments for the month of January 2025**

FILE REFERENCE **I24/371**

AUTHOR **Chief Financial Officer**

ISSUE

Council Investment Portfolio Register as at 31 January 2025.

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 31 January 2025

Investment Institution	Type	Investment Face Value	Interest Rate	Term Days	Maturity Date	Interest Due
CBA	Call	\$300,000	0.25%	N/A	31-01-25	\$82.88
NAB	TD	\$1,000,000	5.35%	217	05-02-25	\$31,806.85
Bendigo Bank	TD	\$500,000	5.00%	189	12-02-25	\$12,945.21
Bank of Qld	TD	\$1,000,000	5.00%	182	12-02-25	\$24,931.51
NAB	TD	\$1,000,000	5.30%	210	19-02-25	\$30,493.15
IMB	TD	\$1,000,000	4.85%	189	26-02-25	\$25,113.70
Bendigo Bank	TD	\$1,000,000	4.84%	189	05-03-25	\$25,061.92
CBA	TD	\$1,000,000	4.71%	196	12-03-25	\$25,292.05
IMB	TD	\$1,000,000	4.80%	203	19-03-25	\$26,695.89
Bank of Qld	TD	\$1,000,000	4.80%	210	26-03-25	\$27,616.44
NAB	TD	\$1,000,000	5.40%	273	02-04-25	\$40,389.04
Bendigo Bank	TD	\$1,000,000	4.86%	217	09-04-25	\$28,893.70
Bank of Qld	TD	\$1,000,000	4.90%	224	16-04-25	\$30,071.23
IMB	TD	\$1,000,000	4.80%	224	23-04-25	\$29,457.53
IMB	TD	\$1,000,000	4.80%	231	30-04-25	\$30,378.08

Information Only**INVESTMENTS FOR THE MONTH OF JANUARY 2025 cont'd**

Investment Institution	Type	Investment Face Value	Interest Rate	Term Days	Maturity Date	Interest Due
Bendigo Bank	TD	\$1,000,000	4.83%	237	07-05-25	\$31,361.92
CBA	TD	\$1,000,000	4.70%	238	14-05-25	\$30,646.58
CBA	TD	\$1,000,000	4.82%	223	21-05-25	\$29,448.22
Bendigo Bank	TD	\$1,000,000	4.90%	224	28-05-25	\$30,071.23
IMB	TD	\$1,000,000	4.70%	224	04-06-25	\$28,843.84
NAB	TD	\$1,000,000	5.00%	272	11-06-25	\$37,260.27
Bank of Qld	TD	\$1,000,000	4.90%	266	18-06-25	\$35,709.59
CBA	TD	\$1,000,000	4.83%	238	25-06-25	\$31,494.25
Bank of Qld	TD	\$1,000,000	4.98%	238	02-07-25	\$32,472.33
CBA	TD	\$1,000,000	4.91%	219	09-07-25	\$29,460.00
Bank of Qld	TD	\$1,000,000	5.15%	226	16-07-25	\$31,887.67
CBA	TD	\$1,000,000	4.91%	231	23-07-25	\$31,074.25
NAB	TD	\$1,000,000	4.95%	203	30-07-25	\$27,530.14
Bendigo Bank	TD	\$1,000,000	5.00%	196	06-08-25	\$26,849.32
Bendigo Bank	TD	\$1,000,000	5.05%	273	27-08-25	\$37,771.23
NAB	TD	\$1,000,000	5.10%	364	19-11-25	\$50,860.27
NAB	TD	\$1,000,000	4.80%	362	28-01-26	\$47,605.48
		\$30,800,000				\$959,575.75

COUNCIL INVESTMENT PERFORMANCE: -**BUDGET COMPARISON TO 31 JANUARY 2025**

Interest on Investments Received YTD	\$838,998
Annual budgeted amount for all funds	\$1,401,139
Percentage of Interest Received YTD	59.88%
Percentage of Year Elapsed	58.90%

Average market interest rate (90 day BBSW)	4.34%
Average return on all investments	4.93%

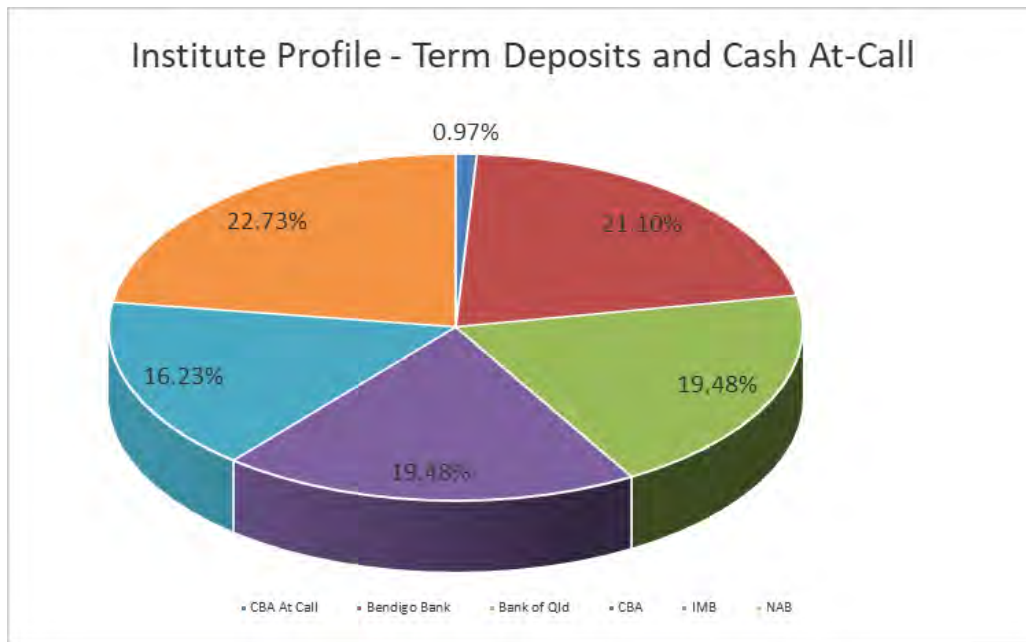
The above investments have been made in accordance with Section 625, of the Local Government Act 1993, the Local Government Regulations, the Ministerial Investment Order and the Council's Investment Policy.

Information Only

INVESTMENTS FOR THE MONTH OF JANUARY 2025 cont'd

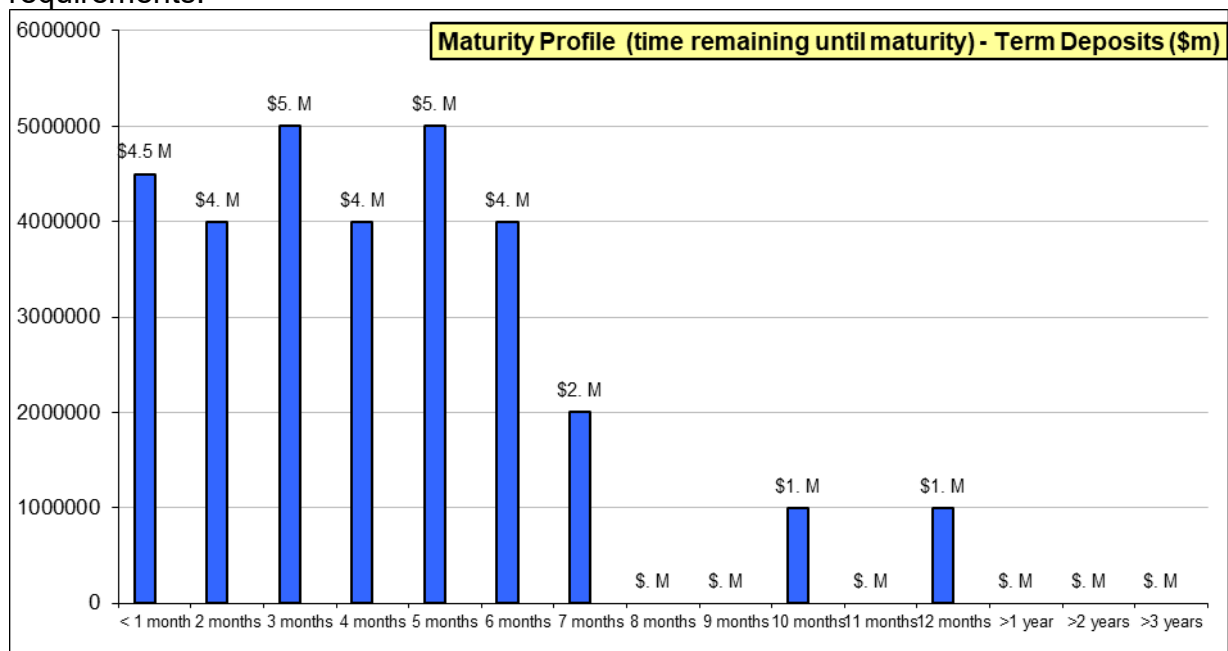
FINANCIAL INSTITUTION INVESTMENTS PROFILE AS AT 31 JANUARY 2025

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



INVESTMENTS - MATURITY PROFILE AS AT 31 JANUARY 2025

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 JANUARY 2025 cont'd

SUMMARY OF AVAILABLE CASH AT 31 JANUARY 2025

TOTAL INVESTMENTS: - \$ **30,800,000**

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

General Fund Reserves	\$	16,138,481
Water Supply Fund Reserves	\$	4,076,607
Sewerage Fund Reserves	\$	7,653,965
Domestic Waste Management Fund Reserves	\$	2,746,396
Trust Fund Reserves	\$	184,551

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 - 20 February 2025

ITEM 10.3 **Bank Balance and Reconciliation January 2025**

FILE REFERENCE **I24/372**

AUTHOR **Director of Finance and Administration**

ISSUE

Statement of Bank Balance and Reconciliation as at 31 January 2025.

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 December 2024	582,198.65
Add: Receipts for January 2025	5,257,463.87
	<u>5,839,662.52</u>
Deduct: Payments for January 2025	5,836,940.61
Balance as at 31 January 2025	<u>2,721.91</u>
Balance as per Bank Statement 31 January 2025	1,196,147.24
Add: Outstanding Deposits (less unrepresented Bank file transactions)	-3,078.00
	<u>1,193,069.24</u>
Less: Unrepresented Cheques/ EFTs	1,190,347.33
Balance as at 31 January 2025	<u>2,721.91</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 - 20 February 2025

ITEM 10.4 **Rates and Charges Outstanding for the month of January 2025**

FILE REFERENCE **I24/373**

AUTHOR **Director of Finance and Administration**

ISSUE

Rates and Charges Outstanding Report to 31 January 2025.

RECOMMENDATION That -

1. Council receive and note the report as information.

BACKGROUND

A Summary report of the Rates and Charges outstanding at 31 January 2025 is detailed.

REPORT

There is an attached report titled “Rate Collection 2025 Year” for the 2024/2025 financial year. A comparison of the rates and charges outstanding percentage to previous financial years is highlighted in the below table:-

Description	31/01/2025	31/01/2024	31/01/2023
Total % Rates and Charges Outstanding	34.69%	34.90%	34.55%
Total \$ Amount Rates and Charges Outstanding	\$5.57 million	\$5.19 million	\$4.88 million

POLICY IMPACT

Nil

OPTIONS

Nil

FINANCIAL IMPACT OF RECOMMENDATIONS

Nil

RECOMMENDATION That -

1. Council receive and note the report as information.

ATTACHMENTS

1. ↓	Rate Collection by Year - January 2025	Attachment
----------------------	----------------------------------------	------------

Rate Collection 2025 Year

Rating Categories	Levy Raised to date	Rates Received to 2 February 2025	Rates Outstanding to 2 February 2025	% Rates Outstanding 2 February 2025
Farmland	5,917,477.42	3,772,481.06	2,144,996.36	36.25%
Residential	1,634,277.27	988,582.49	645,694.78	39.51%
Rural Residential	896,077.19	579,700.86	316,376.33	35.31%
Business	697,412.94	580,891.96	116,520.98	16.71%
Mining	2,258.39	1,129.32	1,129.07	49.99%
Water	1,374,487.00	853,683.89	520,803.11	37.89%
Sewerage	2,132,371.21	1,334,359.85	798,011.36	37.42%
Domestic & Comm Waste	1,778,224.23	1,113,330.32	664,893.91	37.39%
Rural Waste	953,926.91	623,052.62	330,874.29	34.69%
Storm Water	50,412.48	31,067.17	19,345.31	38.37%
**Arrears	627,662.45	476,148.93	151,513.52	24.14%
Credits		137,265.10	-137,265.10	
Overall Total Rates	16,064,587.49	10,491,693.57	5,572,893.92	34.69%

Z:\Rates\2024-2025\Recs\%oust_January 31 - 2025

Information Only - 20 February 2025

ITEM 10.5 **Code of Conduct Complaints Report to the Office of Local Government**

FILE REFERENCE **I24/374**

AUTHOR **Director of Finance and Administration**

ISSUE

The Office of Local Government has a reporting requirement for each Council to provide a Code of Conduct Complaints Report each year.

RECOMMENDATION That -

1. Council receive and note the report as information.

BACKGROUND

Nil

REPORT

The Office of Local Government (OLG) has a reporting requirement for each Council to annually provide a Code of Conduct Complaints Report for the twelve-month period of 1 September to 31 August. The Code of Conduct Complaints Report was lodged with OLG on the 16 December 2024.

Attachment to this report includes the Office of Local Government Annual Code of Conduct Complaints Statistics Report by Upper Lachlan Shire Council from 1 September 2023 to 31 August 2024.

There was one code of conduct complaint lodged in the previous reporting period and was resolved during this year's stated reporting period.

Note: information about code of conduct complaints is treated as confidential and is not available for public disclosure except where specifically permitted under the Code of Conduct Procedures.

POLICY IMPACT

This report is prepared in accordance Council's Procedures for the Administration of the Code of Conduct, Part 11 - Reporting Statistics on Code of Conduct Complaints about Councillors and the Chief Executive Officer.

Information Only

CODE OF CONDUCT COMPLAINTS REPORT TO THE OFFICE OF LOCAL GOVERNMENT cont'd

OPTIONS

Nil

FINANCIAL IMPACT OF RECOMMENDATIONS

There was an expense of \$986 for handling of the code of conduct complaint during the twelve-month period.

RECOMMENDATION That -

1. Council receive and note the report as information.

ATTACHMENTS

1. ↓	Code of Conduct Complaints Return 2024 - Upper Lachlan	Attachment
----------------------	--------------------------------------------------------	------------

Office of Local Government

Model Code of Conduct Complaints Statistics

Reporting Period: 1 September 2023 - 31 August 2024

Date Due: 31 December 2024

Survey return email address: codeofconduct@olg.nsw.gov.au

Council Name:	Upper Lachlan Shire Council
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Contact Name:	John Abakah
Contact Phone:	(02) 4830 1000
Contact Position:	Manager Governance
Contact Email:	council@upperlachlan.nsw.gov.au

All responses to be numeric.

Where there is a zero value, please enter 0.

Enquiries: Performance Team
Office of Local Government
Phone: (02) 4428 4100
Enquiry email: olg@olg.nsw.gov.au

Model Code of Conduct Complaints Statistics 2023-24
Upper Lachlan Shire Council

Number of Complaints

1	The total number of complaints received in the reporting period about councillors and the General Manager (GM) under the code of conduct from the following sources:	
i	Community	0
ii	Other Councillors	0
iii	General Manager	0
iv	Other Council Staff	0
2	The total number of complaints finalised about councillors and the GM under the code of conduct in the following periods:	
i	3 Months	1
ii	6 Months	0
iii	9 Months	0
iv	12 Months	0
v	Over 12 months	0

Overview of Complaints and Cost

3	a	The number of complaints finalised at the outset by alternative means by the GM or Mayor	1
	b	The number of complaints referred to the Office of Local Government (OLG) under a special complaints management arrangement	0
	c	The number of code of conduct complaints referred to a conduct reviewer	0
	d	The number of code of conduct complaints finalised at preliminary assessment by conduct reviewer	0
	e	The number of code of conduct complaints referred back to GM or Mayor for resolution after preliminary assessment by conduct reviewer	0
	f	The number of finalised code of conduct complaints investigated by a conduct reviewer	0
	g	Cost of dealing with code of conduct complaints via preliminary assesment	0
	h	Progressed to full investigation by a conduct reviewer	0
	i	The number of finalised complaints investigated where there was found to be no breach	1
	j	The number of finalised complaints investigated where there was found to be a breach	0
	k	The number of complaints referred by the GM or Mayor to another agency or body such as the ICAC, the NSW Ombudsman, OLG or the Police	
	i	ICAC	0
	ii	NSW Ombudsman	0
	iii	OLG	0
	iv	Police	0

v	Other Agency (please specify)	0
	<input type="text"/>	
l	The number of complaints being investigated that are not yet finalised	0
m	The total cost of dealing with code of conduct complaints within the period made about councillors and the GM including staff costs	986

Preliminary Assessment Statistics		
4	The number of complaints determined by the conduct reviewer at the preliminary assessment stage by each of the following actions:	
a	To take no action (clause 6.13(a) of the 2020 Procedures)	<input type="text" value="0"/>
b	To resolve the complaint by alternative and appropriate strategies (clause 6.13(b) of the 2020 Procedures)	<input type="text" value="0"/>
c	To refer the matter back to the GM or the Mayor, for resolution by alternative and appropriate strategies (clause 6.13(c) of the 2020 Procedures)	<input type="text" value="0"/>
d	To refer the matter to another agency or body such as the ICAC, the NSW Ombudsman, OLG or the Police (clause 6.13(d) of the 2020 Procedures)	<input type="text" value="0"/>
e	To investigate the matter (clause 6.13(e) of the 2020 Procedures)	<input type="text" value="0"/>
f	Other action (please specify)	<input type="text" value="0"/>
	<input type="text"/>	
Investigation Statistics		
5	The number of investigated complaints resulting in a determination that there was no breach , in which the following recommendations were made:	
a	That the council revise its policies or procedures	<input type="text" value="0"/>
b	That a person or persons undertake training or other education (clause 7.40 of the 2020 Procedures)	<input type="text" value="0"/>
6	The number of investigated complaints resulting in a determination that there was a breach in which the following recommendations were made:	
a	That the council revise any of its policies or procedures (clause 7.39 of the 2020 Procedures)	<input type="text" value="0"/>
b	In the case of a breach by the GM, that action be taken under the GM's contract for the breach (clause 7.37(a) of the 2020 Procedures)	<input type="text" value="0"/>
c	In the case of a breach by a councillor, that the councillor be formally censured for the breach under section 440G of the Local Government Act 1993 (clause 7.37(b) of the 2020 Procedures)	<input type="text" value="0"/>
d	In the case of a breach by a councillor, that the councillor be formally censured for the breach under section 440G of the Local Government Act 1993 and that the matter be referred to OLG for further action (clause 7.37(c) of the 2020 Procedures)	<input type="text" value="0"/>
7	Matter referred or resolved after commencement of an investigation (clause 7.20 of the 2020 Procedures)	<input type="text" value="0"/>

Categories of misconduct	
8	The number of investigated complaints resulting in a determination that there was a breach with respect to each of the following categories of conduct:
a	General conduct (Part 3) <input type="text" value="0"/>
b	Non-pecuniary conflict of interest (Part 5) <input type="text" value="0"/>
c	Personal benefit (Part 6) <input type="text" value="0"/>
d	Relationship between council officials (Part 7) <input type="text" value="0"/>
e	Access to information and resources (Part 8) <input type="text" value="0"/>
Outcome of determinations	
9	The number of investigated complaints resulting in a determination that there was a breach in which the council:
a	Adopted the independent conduct reviewers recommendation <input type="text" value="0"/>
b	Failed to adopt the independent conduct reviewers recommendation <input type="text" value="0"/>
10	The number of investigated complaints resulting in a determination where:
a	The external conduct reviewers decision was overturned by OLG <input type="text" value="0"/>
b	Council's response to the external conduct reviewers recommendation was overturned by OLG <input type="text" value="0"/>
11	Date Code of Conduct data was presented to council <input type="text" value="20-Feb-25"/>

Information Only - 20 February 2025

ITEM 10.6 **Works In Progress - Construction & Maintenance**

FILE REFERENCE **I24/376**

AUTHOR **Manager of Infrastructure Delivery**

ISSUE

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

RECOMMENDATION That –

1. Council receive and note the report as information.

REPORT

Key Works Summary

Wombeyan Caves Road Guard Rail works

Works will include tree pruning, road widening and guardrail installation. Project is currently in the design stage.

Pedestrian lighting to raised pedestrian crossings

Install pedestrian lighting at newly installed raised pedestrian crossings at Crookwell – two being installed at this location, Collector and Taralga. Project is currently in the design stage.

Pejar Road – Causeway Upgrade

Works on removing the existing causeway and replacing it with box culverts have been completed including the construction of the new approaches. As costs came in under the funding amount Council sought and obtained a variation from the funding authority that enabled the excess funds to be utilised to install guardrails at the Pejar causeway approaches and install pipes under Taralga Road at Gomonomarro Creek, these works have also now been completed.

Design and Construction of Gunning Levee

The feasibility report and preliminary cost estimate for the construction of the levee is completed with the cost significantly higher than the grant amount. Council has requested a variation to utilise the available grant funding to undertake the detailed design of the levee, construction of Warrataw Street stormwater works and the raising of one dwelling house and are awaiting a response from the funding bodies.

Information Only

WORKS IN PROGRESS - CONSTRUCTION & MAINTENANCE cont'd

Breadalbane Road Reconstruction (Fixing Local Roads 4)

Construction started in late May 2024, roadworks and sealing of the first 2.9km were finished mid November 2024. The last 500m requires a Biodiversity Development Assessment Report (BDAR) for the removal of trees to accommodate road widening, it is anticipated that approval will be granted in late February 2025 to enable completion of project.

Collector Road Upgrade

Upgrade works on a further 1.2km on Collector Road started in December 2024. The works including drainage, vegetation removal, pavement upgrade and bitumen sealing are due to be complete in March 2025.

Cooper Street Upgrade

Upgrade of Cooper Street, Taralga commenced January 2025 and is due to be complete by late February. Works involve upgrading a previously unsealed urban street to sealed.

Bishop Street Rehabilitation

Rehabilitation of Bishop Street, Binda commenced in January 2025 and is due for completion in March. The works involve pavement rehabilitation and minor drainage works on dilapidated sections of Bishop Street, Binda.

Wheeo Road Upgrade

Works are planned to commence on further upgrades of Wheeo Road in March 2025. Works will involve continuation of bitumen seal from Grabben Gullen end for a further 1.5km.

Timber Bridge Replacements

Replacement of Council's final timber bridge on Julong Road over Crookwell River is underway, the substructure of the bridge is now complete and the superstructure will commence imminently. Council will construct the approach slabs with internal resources to save money with construction due for completion this financial year.

Natural Disaster Restoration Works Program

Council has secured approval for \$12.3 million in funding from Transport for NSW for the three latest Natural Disasters that were encountered within the Shire. These funds have been allocated for designated projects on particular roads, aligning with 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 six to twelve months. Additionally we will engage the assistance of contractors through the Minor Works Panel to ensure the completion of these projects.

This comprehensive program encompasses several thousand individual pieces of work. Works are now approximately 60% complete.

Information Only

WORKS IN PROGRESS - CONSTRUCTION & MAINTENANCE cont'd

Gravel Road Re-sheeting Program (Roads to Recovery and Section 94)

Council's gravel Re-sheeting program for the 2024/25 financial year comprises of \$250,000 from Sec 94 and \$460,000 from Roads to Recovery. Works are planned for Rye Park Road. Works on Collector Road, Peelwood Road, Grabine Road, Rhyanna Road & Reids Flat Road have been completed.

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

The large batter slip at the Abercrombie River Bridge, Segment 640, was redesigned due to cultural and heritage related matters as well as some land tenure requirements. The redesign is now complete with ULSC preparing a work proposal for TfNSW. No start date at this stage.

Improved safety signage will be installed at Tuena Creek near the "Dolls House" in segment 54-485 following two fatalities in the area over the last few years including one in December 2023. Works are currently in progress.

Segment 330 of MR54, extending from Rylstone Road for 1.4km towards Binda. Construction will start February 11th following a walk through and approval from the environmental section of TfNSW. This will be an extended project with stage 1, being the extension of 7 pipe culverts, widening of lanes to 3.5m and shoulders to 1.2m to be completed by May 2025. The project may halt during the winter and recommence with a full 150mm gravel overlay.

This forthcoming project aims to expand lane widths, augment shoulder widths and improve property accesses as a result of past accidents and a tragic fatality in the area in December 2019. TfNSW has advised that these works be considered a priority. ULSC construction crews will undertake this work.

Nine segments with an approximate length of 11km in total are currently being resealed, with seven (7) between Crookwell and Goulburn and two (2) between Crookwell and Bigga Road. These works are programmed to be completed by mid-February 2025. The sealing works are expected to cost approximately \$950,000 funded by a TfNSW.

Line marking of these segments will follow the re-sealing with a planned start date in March 2025. ULSC have engaged a contractor for the linemarking following a Request for Quotation (RFQ) in line with the procurement procedure. ULSC have received a Work Order from TfNSW with an expectation of cost similar to the previous year being approximately \$100,000. Following TfNSW specifications, enhanced line marking will be installed where the roadway meets the specification, most notably the enhanced centre line is two dashes side by side in overtaking areas.

The Goulburn / Spring Street roundabout in Crookwell requires resurfacing with asphalt; this includes an additional 20 metres along Spring Street in both directions from the roundabout. Further asphalt resurfacing works on the approaches to the Crookwell River Bridge has also been approved with a TfNSW work order being issued. A contractor has been selected through an RFQ and is mobilising to Crookwell to start the works on night shift on Sunday 16th February 2025. The works will be completed on night shifts to avoid traffic delays and disrupting the community.

Information Only

WORKS IN PROGRESS - CONSTRUCTION & MAINTENANCE cont'd

Council received a work order to the value of \$339,000 from TfNSW for heavy patching on Junction Point Road between Bridge Creek Road and Tuena. As these works cover a large area with over fifty-three (53) pavement defects noted, ULSC received funding to complete a portion, approximately thirty-two (32) of the patches. Further works proposals will be forwarded to TfNSW to complete the remaining patches next financial year.

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.

Construction work on Section 1 has commenced with much of the new bridge completed; earthworks on the approaches to divert traffic to the new bridge is progressing well with traffic expected on the new bridge prior to Easter 2025.

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

Council has received funding in 2023/2024 of \$4,881,781 under the Regional Emergency Road Repair Fund (RERRF). Council has 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 an indicative program of works approved by the funding body and in place. 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.

Permanent Removal of Speed Display on Laggan Road, Laggan

In July 2024, the digital speed display on Laggan Rd at Laggan was knocked over. Evidence at the scene indicated that the damage was intentional. A significant amount of work was required to remove the equipment, modify and install a new post and re-install the equipment to an operational standard.

In January 2025, the same speed display suffered an identical fate. Once again, evidence at the scene indicated an intentional act of vandalism. Unfortunately, although these speed display units have proved to be very successful in encouraging drivers to slow down as they approach our villages, this speed display has been

Information Only

WORKS IN PROGRESS - CONSTRUCTION & MAINTENANCE cont'd

vandalised twice in six months. This speed display has been permanently removed from the location.

Grading of Unsealed Roads

Grading recently completed

- Sapphire Road
- Bevendale Road
- Bulleys Crossing Road
- Abbey Collins Road
- Wheeo Road
- Lost River Road
- Grabine Road
- Loop Road
- Walshes Road
- Rugby Road
- Maryvale Road
- Aubyn Vale Road
- Redlands Road

Grading In Progress/Upcoming

- Pejar Road
- Third Creek Road
- Dawsons Creek Road
- Church Road
- Cuddyong Road
- Woodhouselee Road
- Greenmantle Road
- Yarraman Road
- Foggs Crossing Road
- Reids Flat Road
- Cuddyong Rd
- Kangaloolah Road
- Bannister Area

RECOMMENDATION That –

1. Council receive and note the report as information.

ATTACHMENTS

Nil

Information Only - 20 February 2025

ITEM 10.7 **Library Services 2nd Quarter Report 2024/2025**

FILE REFERENCE **I25/8**

AUTHOR **Library Manager**

ISSUE

This report provides a summary of the activities in the Upper Lachlan Shire Council libraries for the 2nd Quarter 2024/2025 as at 31 December 2024.

RECOMMENDATION That -

1. Council receive and note the report as information.

BACKGROUND

Nil

LIBRARY USAGE:

	Crookwell	Gunning
Loans*	2,132	1,118
New Members	38	17
Internet Sessions	708	240
Wi-Fi Hours	1,001	317
Visitors	3,863	3,631
Hours open per week	31.5	19

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

OVERVIEW:

This quarter the Library has provided activities around author talks, special events, nature, technology, and mindful awareness. We partnered with local organisations to support local heritage and health, as well as visited schools across the Shire.

Feedback

- Library staff received positive feedback from the public this quarter, including:
 - “Wonderful Hume Hovell display, congrats team.”
 - “Excellent Display, what a wonderful town we live in.”
 - “Thanks to the team at the Library for assisting us with our display.”
 - “This is a lovely Library. Very inviting and good layout. It looks clean and fresh.”
 - “I couldn’t have done this printing without you (Sharon). Thank you so much!”
 - “Yesterday I took three of our Grandkids on the nature walk organised by the library. The anticipation from the kids was electric and it proved to be a fantastic experience for them. Claire who ran the activity was just fantastic

Information Only

LIBRARY SERVICES 2ND QUARTER REPORT 2024/2025 cont'd

she engaged with all the kids over the one hour time period so well. Her personality was just perfect and despite the wind picking up she did an OUTSTANDING job. Very grateful Grandma here”

- “This is a lovely Library, so cheerful. And so big for a small area”
- “What an excellent talk with Peter Fitzsimons! I thoroughly enjoyed it”
- “I could have listened to him (Peter Fitzsimons) talk for hours. He was very engaging.”
- “The Gunning 200 Committee wish to thank Upper Lachlan Shire Council for their assistance with our celebration. The support in allowing the Library to remain open, tidying outside the Library and mounting the plaque was greatly appreciated. Special mention to the Gunning Library staff for their help and enthusiasm before, during and after the event.”
- “The Gunning & District Historical Society would like to sincerely thank the Upper Lachlan Shire Council, Susan McIlroy, Library Manager and the wonderful staff at the Gunning library for their support with the heritage display on the Bicentenary of the Hume & Hovell Overland expedition”
- “Thank you for all your efforts in 2024”
- “Thank you ladies for all the care, assistance, wonderful service & kindness”
- “A big thank you to the girls at the library, for making 2024 such a lovely year”
- “Thank you for being so helpful and making me laugh in 2024. You girls are so wonderful at the library, we are a lucky town”
- “Crafternoons have really helped us make new friends in 2024, thank you for putting it on for us throughout the year”
- “Bianca, thank you so much for Lego club. The kids just love it and have so much fun”
- “Bianca and Lesley, thank you for all your wonderful friendship, chats and for being the most excellent librarians. I appreciate it more than you know”
- “Without you girls, this year wouldn’t have been so great, so thank you so much for always being so helpful. It really has been my spark for 2024”

EVENTS AND PROMOTION:

Online:

- The monthly Library email newsletter has continued this quarter, being sent to almost 1,500 people each month.
- The Library’s Facebook page was used to engage and inform members, with 191 posts on the page and local groups reaching more than 56,000 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 68 posts made during the quarter reaching more than 1,000 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 more than 50 people attending during the quarter to take part in watercolour painting and other crafts.

Information Only

LIBRARY SERVICES 2ND QUARTER REPORT 2024/2025 cont'd

- The NBN Co. Digital Mentor visited both branches, and assisted ten people with technology queries and information about Scams Awareness.
- Crookwell Library's Writer's Group had four people attend this quarter.
- Crookwell Library hosted the Crookwell Hospital Community Engagement Working Group to run a session on the Isolated Patients Travel and Accommodation Assistance Scheme, including a live webinar presentation and question & answer session and 17 people took part in this event.
- Gunning Library ran an adult's craft activity making polymer jewellery, with three people taking part.
- Both Libraries hosted Andrew Skeoch to speak about Deep Listening to Nature and demonstrate the diversity of bird sounds with 10 people taking part at Gunning, with four participants at Crookwell.
- Four people took part in a Mindful Awareness session at Crookwell, with two taking part at Gunning.
- Gunning Library hosted the Gunning Bicentenary Committee and District Historical Society in commemorating 200 years since Hume and Hovell left Gunning for their exploratory expedition. More than 100 people visited the Library for a plaque ceremony, followed by afternoon tea and viewing the historical display in the Library.
- Crookwell Library hosted author Peter FitzSimons for an author talk about his latest book and 35 people took part in this booked-out event.
- Crookwell Library hosted a Scams Awareness session, with six people attending to learn more about avoiding scams.
- Crookwell Library hosted a Macramé Christmas Craft activity, run by a community volunteer and attended by five people.
- Both Libraries hosted Biosecurity staff for information sessions on weeds.
- 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 Springtime, Halloween, and Christmas.
- Promotional articles and columns were published in the Upper Lachlan Gazette, Upper Lachlan Library Service Facebook page, Council Website, Council's Facebook page, the Library email newsletter, and local school newsletters.

CHILDREN AND YOUNG PEOPLE:

- In this quarter 32 people attended Read and Rhyme at Gunning Library, with 11 people attending at Crookwell Library.
- At Gunning Library this quarter 55 people attended Storytime and Sensory Storytime, with 18 people attending these activities at Crookwell Library. This

Information Only

LIBRARY SERVICES 2ND QUARTER REPORT 2024/2025 cont'd

also included the special Diwali, Mosquito awareness, and Christmas storytimes.

- In this quarter 87 people attended the weekly Lego Club at Gunning Library, with 33 people attending Lego Club at Crookwell Library.
- Crookwell Library ran weekly Dungeons and Dragons sessions for teens and young adults with a total of 102 participants across the quarter.
- Both Libraries ran special activities during the school holidays:
 - Spring painting at Crookwell with six participants
 - Latch hook weaving at Gunning with seven participants
 - Nature scavenger hunt at Crookwell with eight participants
 - Lego Spike Essentials at Gunning with five participants
- Both Libraries ran activities for Halloween, including skull painting for older children and teens and treats for young people taking part in 'trick or treating'. 10 young people painted skulls at Crookwell, and four at Gunning. More than 50 children received a Halloween treat when visiting their local Library.
- Both Libraries ran a launch party for the kids Summer Reading Club, with nine participants at Crookwell and two at Gunning.
- In the last week before closing for the Christmas break, both Libraries ran a Christmas craft table with 10 children used the table at Crookwell, with two at Gunning.
- The following schools either visited the Library or had a visit from Library staff to read a book on thinking of creative answers to unknowable questions, and making their own collage page:
 - Bigga Public School
 - Binda Public School
 - Breadalbane Public School
 - Collector Public School
 - Crookwell Public School
 - Dalton Public School
 - SDN Preschool
 - St Mary's Primary School
 - Taralga Public School

COLLECTIONS, RESOURCES AND FACILITIES:

Collections

- Staff continued shelf reading and weeding to prepare the collection for the system upgrade.
- A batch of faulty books were identified and returned to the supplier for replacement.
- Cataloguing settings were updated in the Upper Lachlan library system to correctly match those in the Goulburn system.

Resources

- Volunteers completed 26.75 hours of work in the Crookwell Library and six hours of work in Gunning Library. This quarter volunteers assisted with shelving, craft preparation, book covering, displays, and the reservation pick list. We also saw two new volunteers start at Crookwell Library.
- One staff member attended the Public Libraries SWITCH Conference in November.
- The quarterly staff meeting was held on 28 November.
- Crookwell Library hosted a year 10 work experience student from Crookwell High School from Monday 18 November to Friday 22 November.
- The new Library Assistant at Crookwell Library started in October.
- In this quarter the Library Manager:
 - Attended Meetings
 - Attended monthly Managers meetings.
 - Attended monthly Senior Management and Exec Meetings.
 - Attended the Crookwell Memorial Hall meeting.
 - Attended the Crookwell Neighbourhood Centre AGM.
 - Attended the Trove Collaborative Service town hall to understand upcoming changes to managing inter-library loans.
 - Attended meetings regarding the Spydus 11 upgrade.
 - Managed Library Finances, Administration and Reporting
 - Submitted acquittal information for the LBW Trust and FOLA Country Library grant funding that was used to purchase Lego Kits.
 - Submitted the Library's quarterly report to Council.
 - Completed and submitted the Annual Subsidy and Local Priority Grant return reports.
 - Managed and adjusted budgets.
 - Organised for appropriate management of Library returns over the New Year shutdown period.
 - Organised Programs and Outreach, and Promotions
 - Organised for promotional materials as part of the Library membership drive planned for January and February 2025.
 - Organised for new baby membership packs to be created and distributed.
 - Organised for Summer Reading Club packs to be created.
 - Organised term 4 outreach visits to schools.
 - Organised to use Collector Memorial Hall for an outreach activity during the Summer school holidays. If this is successful will look to run similar school holiday activities at other village halls in future.
 - Requested the NSW State Library Drug and Alcohol pop up display be hosted at Gunning Library as part of Youth Week in April 2025.

Information Only

LIBRARY SERVICES 2ND QUARTER REPORT 2024/2025 cont'd

- Managed Library Systems and Technology
 - Supported the Spydus 11 upgrade process, including communications, testing and reporting.
- Managed WHS
 - Maintained First Aid kits at Crookwell and Gunning.
 - Followed up on CPR refresher training for Library staff.
 - Ran a test of the Library duress alarms.

Facilities

- Various changes to Library PCs and network infrastructure were carried out across the quarter, including maintenance work to ensure continuity of service.
- The Library Management System Spydus was updated, with a refreshed website and new methods for accessing information about Library holdings online.
- Governance and maintenance staff identified an area of the Library storage shed for permanent installation of Wi-Sky equipment for Council.
- Various items at both Libraries were flagged for maintenance including the Crookwell automatic door, overhanging branches, cupboard doors, light switches, plumbing, and emergency exit signs.

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 - 20 February 2025

ITEM 10.8 **Action Summary - Council Decisions**

FILE REFERENCE **I25/29**

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: 15 August 2024

130/24	<ol style="list-style-type: none">1. Council resolve to investigate the closure of Road Reserve bounded by Wilton Lane, Grosvenor Street and the rail corridor at Gunning.2. Council authorises the Chief Executive Officer to sign all necessary documents for closure of the Road Reserve bounded by Wilton Lane, Grosvenor Street and the rail corridor at Gunning should this be feasible.	DOI	Ongoing process.
152/24	<ol style="list-style-type: none">1. Council note the Crookwell Swimming pool and Visitor Information Centre (VIC) project update as information only and;2. Pursuant to Section 55(3)(i) of the Local Government Act 1993, Council's Chief Executive Officer be delegated authority to enter into direct commercial negotiations with FDC Construction, with the intent to enter into an extension of the current contract for the VIC project, subject to and dependent upon the funding deed for the project being signed by all parties.	CEO	Ongoing work with the funding body to finalise VRAF (variation) requirements prior to funding release. Commercial negotiations concluded, contract amendment, with lump sum variation prepared. Awaiting final funding

Information Only

ACTION SUMMARY - COUNCIL DECISIONS cont'd

	<p>3. Councils stated reasons for the decision of extenuating circumstances to allow proceeding with a contract with FDC are as follows:-</p> <ul style="list-style-type: none"> □ If the works are not undertaken in the near future the VIC will remain closed for a longer period, allowing for detrition of the building and an increased risk of funding being lost; □ There is a substantial likelihood of escalating costs due to inflation if the work is not carried out in a timely fashion; □ The current contractor is already on site thereby reducing costs of mobilisation / preliminaries; □ Having a third contractor work on this already distressed project presents unacceptably high operational and defect liability risks; □ A satisfactory result would not be achieved by inviting tenders for all the reasons stated above. 		<p>release to begin construction work.</p> <p>Outdoor pool for Crookwell opened 23 November 2024 for pool season.</p>
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Council Meeting: 21 November 2024

191/24	<p>Metrics and KPI's to be included in the tracker</p> <ul style="list-style-type: none"> • Name of DA • Type of application • Date submitted • Current status - Active/Dormant/Dropped off/Cancelled • Days Open • Trigger points (to be discussed with Council when the application goes past a certain timeframe) • Financial Contributions to Council, initially and following year • Date Determined 	DEP	<p>Action commenced to enable Council's IT platform, Civica Authority, to produce reports in new format by March 2025.</p>
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Information Only

ACTION SUMMARY - COUNCIL DECISIONS cont'd

Council Meeting: 12 December 2024

203/24	<ol style="list-style-type: none">1. The report for Industrial land investigation – LOT 190, 191 & 192 DP1135478, Kensit Street, Crookwell be referred to the Tourism and Economic Development advisory committee for their consideration.2. That the committee consider the existing proposal in modified form and alternative sites around the shire in light of the Council report findings.3. That the Tourism and Economic Development advisory committee present back to Council by May 2025.	DEP	Ongoing process, will come back to future Council meeting as per recommendation.
204/24	<ol style="list-style-type: none">1. Council supports the proposed amended planning proposal for, 30-36 Peelwood Road Laggan, Lot 2 DP 1233492, Lot 1 DP 239858 and Lot 1 DP 1253950 and confirm same with the NSW Department of Planning and Environment to enable to Gateway Determination to proceed.2. That Council amend the Upper Lachlan Local Environmental Plan 2010 by incorporating a site specific clause for the subject planning proposal for Lot 2 DP 1233492, Lot 1 DP 239858 and Lot 1 DP 1253950 that will require additional documentation/studies to be submitted for consideration at development application stage.3. Council delegates the authority to the Chief Executive Officer to execute all documentation relating to this proposed gateway determination.4. Council notifies the community of the proposed changes to the Local Environmental Plan through appropriate processes at the time.	DEP	Process complete.
205/24	<ol style="list-style-type: none">1. Council, in accordance with the Integrated Planning and Reporting Guidelines, and requirements of Section 402A, of the Local Government Act 1993, receive and accept the reviewed 2024 Community Engagement Report.	DFA	The Community Engagement Report was placed on Council website on 16 December 2024.

Information Only

ACTION SUMMARY - COUNCIL DECISIONS cont'd

206/24	1. Council adopts the reviewed Bank Overdraft Policy.	DFA	Policy placed on Councils website.										
209/24	1. Council write to and accept the office bearers for Crookwell Memorial Hall Section 355 Committee being – President Robert Bill, Secretary Margaret Wheelwright and Treasurer Wal Smart.	CEO	Council issued a letter accepting the Hall Committee office bearers.										
210/24	1. The Projects from the Biala Windfarm Community Funds Section 355 Community Committee listed below be awarded funds as follows:	DEP	Funding recipients have been contacted and agreements issued.										
	<table border="1"> <thead> <tr> <th>PROJECT</th> <th>AMOUNT</th> </tr> </thead> <tbody> <tr> <td>Terry Campese Foundation "Crookwell's Youth Mentoring Project"</td> <td>\$38,560.50</td> </tr> <tr> <td>Gunning District Landcare "Planting the Next Generation of Paddock Trees"</td> <td>\$18,570.60</td> </tr> <tr> <td>Gunning Early Learning Centre "Gazebo"</td> <td>\$2,500.00</td> </tr> <tr> <td>TOTAL</td> <td>\$59,631.10</td> </tr> </tbody> </table>	PROJECT	AMOUNT	Terry Campese Foundation "Crookwell's Youth Mentoring Project"	\$38,560.50	Gunning District Landcare "Planting the Next Generation of Paddock Trees"	\$18,570.60	Gunning Early Learning Centre "Gazebo"	\$2,500.00	TOTAL	\$59,631.10		
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Gunning Early Learning Centre "Gazebo"	\$2,500.00												
TOTAL	\$59,631.10												
211/24	1. Council write to and accept the office bearers for Breadalbane Community Hall Section 355 Committee being – Chairman Matthew Streat, Deputy Chairman Rachel Roberts, Secretary Sally Hoskins and Treasurer Christine McLean.	CEO	Council issued a letter accepting the Hall Committee office bearers.										
212/24	1. That Council provides free entry to the Crookwell Pool until the end of 2024/2025 pool season and that the CEO reviews the operating hours, entry fee and availability of season passes for the remainder of the 2024/2025 swim season."	CEO	Community advised of free entry for the 2024/2025 season. Operational hours were reviewed.										
215/24	1. Council compensate the owner of LOT 268 DP753012 Binda Road, Binda as per Council's Land Acquisition policy, to the value of \$828.00 + GST. 2. Council compensate the owner of LOT 273 DP753012 Binda Road, Binda as per Council's Land	DOI	Process underway.										

Information Only

ACTION SUMMARY - COUNCIL DECISIONS cont'd

	Acquisition policy, to the value of \$1725.50 + GST. 3. Council compensate the owner of LOT 1 DP1221780 Binda Road, Binda as per Council's Land Acquisition policy, to the value of \$2400.50 + GST.		
216/24	1. Council purchase one Hino 1124 fitted with Flocon maintenance body for the sum of \$300,678.96 Ex GST from Flocon Engineering. 2. Dispose of existing truck (Council plant number 888) through auction.	DOI	Procurement process underway.
217/24	1. Council purchase one Fuso 1627 fitted with Johnston tipping body and HMF crane for the sum of \$313,106.94 Ex GST from Daimler Trucks Canberra. 2. Dispose of existing truck (Council plant number 701) through auction.	DOI	Procurement process underway.

POLICY IMPACT

Nil

OPTIONS

Nil

FINANCIAL IMPACT OF RECOMMENDATIONS

Nil

RECOMMENDATION That -

1. Council receive and note the report as information.

ATTACHMENTS

Nil

11 ENVIRONMENT AND PLANNING

The following items are submitted for consideration -

11.1	Crookwell Golf Club - Plan of consolidation - Affix Common Seal	82
11.2	Planning Proposal - Lot 4 DP 1198749 18 Boureong Drive, Gunning	85
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Environment and Planning - 20 February 2025

ITEM 11.1 **Crookwell Golf Club - Plan of consolidation - Affix Common Seal**

FILE REFERENCE **I25/6**

AUTHOR **Director of Environment and Planning**

ISSUE

This report provides a recommendation to authorise the Mayor and CEO to sign all necessary documents and affix the common seal for the consolidation of two lots to enable the erection of a machinery shed.

RECOMMENDATION That -

1. Council authorise the Mayor and Chief Executive Officer to sign all necessary documents and affix the common seal to the Plan of Consolidation for Lot 2 DP 200924 and Lot 3 DP 524712.

BACKGROUND

The Crookwell Golf Club received funding through the Gullen Range Wind Farm Community Fund to erect a machinery shed at the Crookwell Golf Club.

The proposed location of the shed will be in the vicinity of the current Lot boundary between Lot 3 DP 524712 and Lot 2 DP 200924. Concerns exist if in the event that the final determined location of the shed straddles the Lot boundary. The Golf Club is unable to move the shed northerly of the proposed location due to the existence of flood zone planning restrictions and wishes to retain the existing location of the shed.

To address the planning requirements around erecting a building across property boundaries the two lots were required to be consolidated. To formalise this process the relevant documentation is required to be signed by the Chief Executive Officer and Mayor.

REPORT

The Crookwell Golf Club was successful in a grant application to the Gullen Range Wind Farm Community Fund S355 Committee for the construction of a machinery shed on the Golf Course. Council provided support for this proposal and application.

The proposed location of the shed will be in the vicinity of the current Lot boundary between Lot 3 DP 524712 and Lot 2 DP 200924. Council and the Golf Club are concerned that issues will arise in the event that the final determined location of the shed straddles the Lot boundary.

The proposed location of the machinery shed is unable to be moved in a northerly direction due to the existence of flood zone planning restrictions and the proposed

Environment and Planning

CROOKWELL GOLF CLUB - PLAN OF CONSOLIDATION - AFFIX COMMON SEAL

location is preferred by the Club based on operational wishes to retain the existing location of the shed based on both operational and access preferences.

Figure 1: Proposed location of machinery shed.



It is noted that the Golf Club has a lease over the land and that the Golf Course is owned by Upper Lachlan Shire Council. As Council is the owner of the Golf Course, the consent of Council is required for any proposed Lot consolidation between Lots 3 DP 524712 and Lot 2 DP 200924. The Golf Club will pay all costs of the boundary adjustment including instructing surveyors to attend to the preparation of a boundary consolidation plan and will bear any associated costs.

To formalise the Lot consolidation, the Land Registry NSW has issued a requisition in connection with the execution of the Plan requiring that the Administration Plan be signed under Council seal.

POLICY IMPACT

The recommendation is in accordance with Council's 'Use of Council Logo and Seal Policy'.

OPTIONS

Without consolidating the two lots this project cannot proceed.

The Crookwell Golf Club have indicated that this is the preferred location of the machinery shed based around operational requirements, land constraints (i.e. flooding) and access.

FINANCIAL IMPACT OF RECOMMENDATIONS

Nil

RECOMMENDATION That -

1. Council authorise the Mayor and Chief Executive Officer to sign all necessary documents and affix the common seal to the Plan of Consolidation for Lot 2 DP 200924 and Lot 3 DP 524712.

ATTACHMENTS

Nil

Environment and Planning - 20 February 2025

ITEM 11.2 **Planning Proposal - Lot 4 DP 1198749 18 Boureong Drive, Gunning**

FILE REFERENCE **I25/20**

AUTHOR **Director of Environment and Planning**

ISSUE

This report is submitted seeking Council consideration of amendments to the original planning proposal, which incorporates additional zones and alternate lot sizes for Lot 4 DP 1198749.

RECOMMENDATION That -

- 1 Council resolves to support the amendment to the planning proposal and Gateway Determination to amend the *Upper Lachlan Local Environmental Plan 2010* by changing the zone and minimum lot size provisions of Lot 4 DP 1198749. The land use zones will be amended from RU4 Primary Production Small Lots zone to incorporate RU5 Village, MU1 – Mixed Use, C3 – Environmental Management and RE1 – Public Recreation zones.
The proposal will reduce the minimum lot size from 10ha (existing RU4 zone) to 1,000m² (proposed RU5 zone), 4,000m² (proposed C3 zone) and no minimum lot size for the MU1 and RE1 zones.
2. Council notifies the community of the proposed changes to the local environmental plan through appropriate processes at the time.

BACKGROUND

Council previously considered and supported a planning proposal to amend the zoning and lot size for Lot 4 DP 1198749, 18 Boureong Drive, Gunning. The original proposal was to alter the zone from RU4 Primary Production Small Lot to RU5 Village zone and reduce the minimum lot size from 10ha to 1,000m² for residential purposes.

The original planning proposal was publicly exhibited and referred to relevant government agencies for consideration. To address the comments received from the Government Agencies, additional independent studies were completed by the applicant which resulted in the original planning proposal being refined to incorporate in addition to the RU5 - Village zone a MU1- Mixed Use, RE1 – Public Recreation and C3 – Environment Management zones. The amendments will also incorporate the minimum lots size requirements that will reflect the proposed land use/zone.

As the proposed amendments are deemed significant, Council is required to determine whether it supports these amendments.

REPORT

Laterals Planning submitted a proposal on behalf of the owner to change the zone and the minimum lot size provisions of land to the north of the existing village. The following maps show Gunning and surrounds, the proposed area for discussion and the proposed zones.

Figure 1: Property location in context with the Gunning town and surrounds

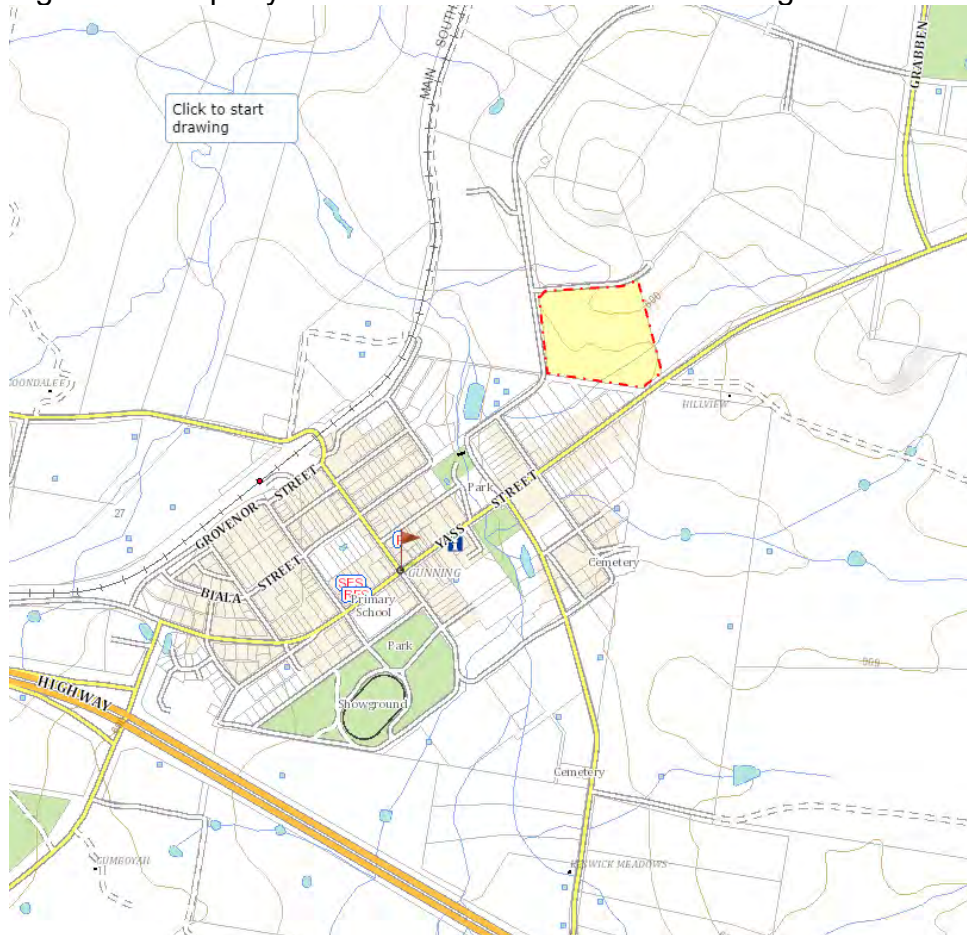


Figure 2: Existing Gunning and surrounding land use zones

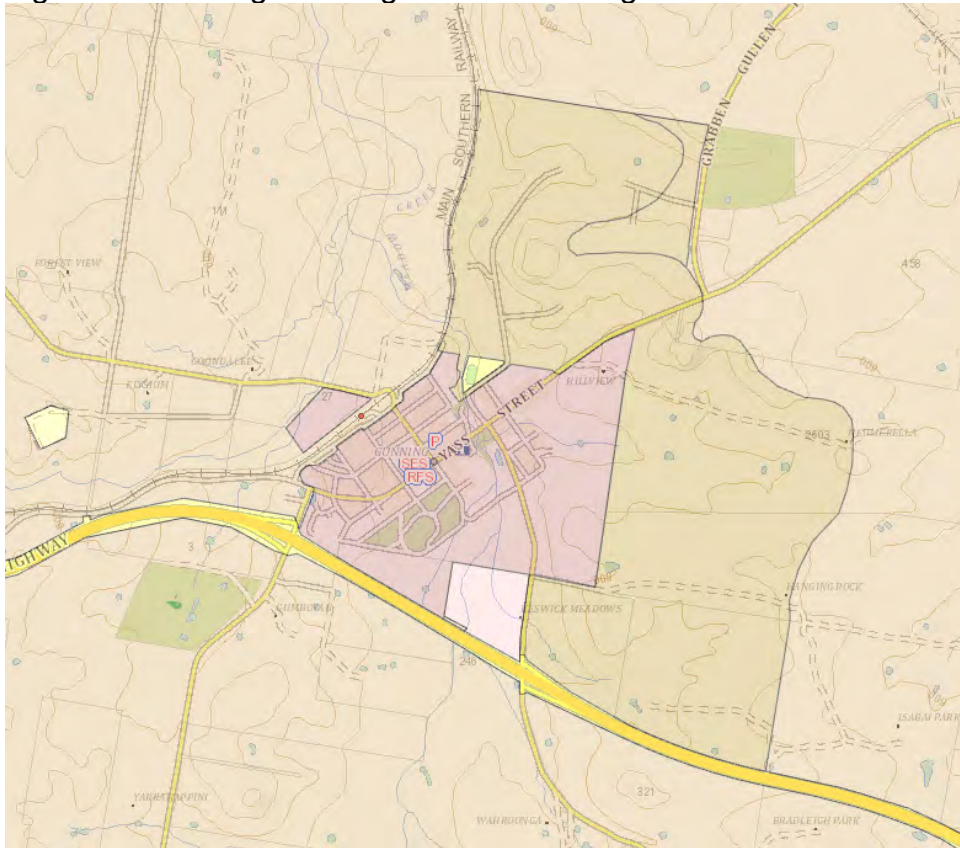
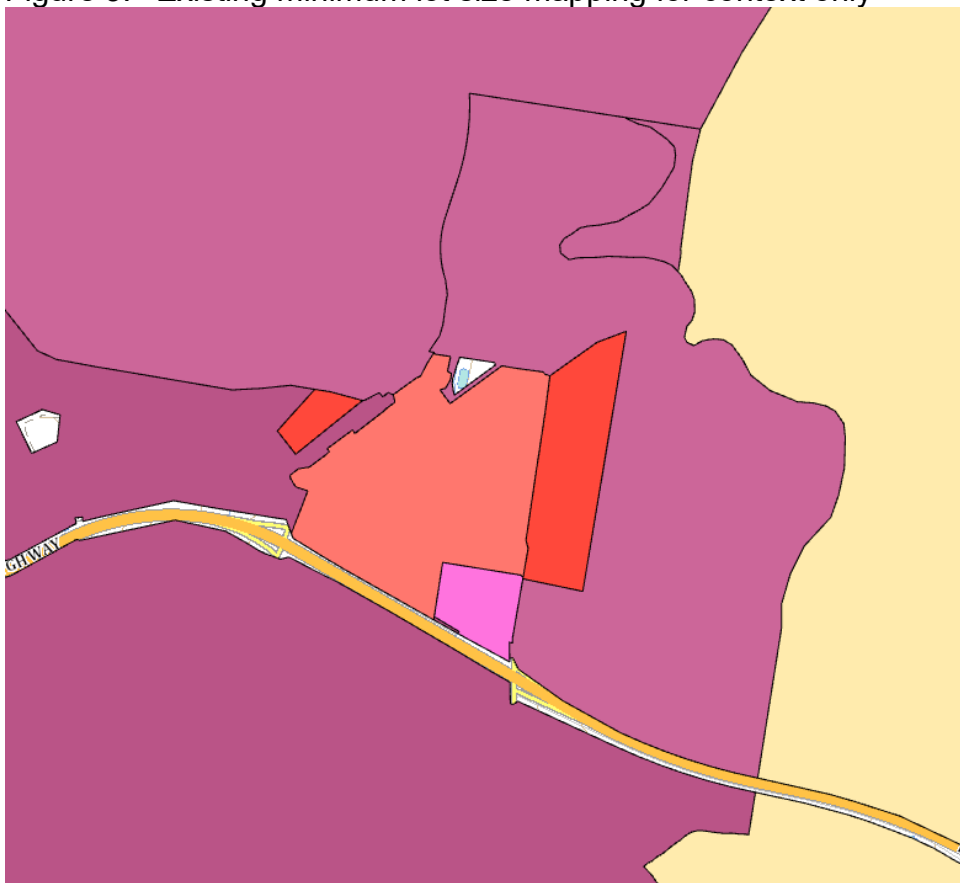


Figure 3: Existing minimum lot size mapping for context only



Environment and Planning

PLANNING PROPOSAL - LOT 4 DP 1198749 18 BOUREONG DRIVE, GUNNING cont'd

The area is approximately 10ha and located immediately to the north of the town and has good connectivity to the urban and rural hinterland. The land rises quickly away from the village providing properties with good north-easterly southerly and north-westerly views. The property is relatively well drained but part of it has a large intermittent watercourse or gully running through the south-east corner.

The Council previously considered this planning proposal at its meetings of 21 October 2021 and 14 December 2023 with the following resolutions being adopted:

21 October 2021

ITEM 11.5

174/21 PLANNING PROPOSAL GUNNING HEIGHTS ESTATE 18 BOUREONG DRIVE, GUNNING LOT 4 DP 1198749.

- 1. The Council submit the planning proposal for a Gateway Determination to amend the Upper Lachlan Local Environmental Plan 2010 by changing the zone and minimum lot size provisions of Lot 4 DP 1198749 from RU4 Primary Production Small Lots zone to RU5 Village zone and to reduce the minimum lot size from 10ha to 1,000m2.*
- 2. The Council requests the Department of Planning Industry and Environment to authorise Council to exercise delegation of plan making functions in accordance with the Environmental Planning and Assessment Act 1979.*
- 3. The Council delegate authority to the General Manager to undertake any required changes.*
- 4. The Council notify the community of the proposed changes to the local environmental plan through appropriate processes at the time.*

14 December 2023

ITEM 11.1

239/23 PLANNING PROPOSAL - LOT 4 DP 1198749 - 18 BOUREONG DRIVE, GUNNING

- 1. Council supports the amendments to the Local Strategic Planning Statement*
- 2. The Council submits the planning proposal for a Gateway Determination to amend the Upper Lachlan Local Environmental Plan 2010 by changing the zone and minimum lot size provisions of Lot 4 DP 1198749 from RU4 Primary Production Small Lots zone to RU5 Village zone and to reduce the minimum lot size from 10Ha to 1000m2.*
- 3. The Council requests the Department of Planning and Environment to authorise Council to exercise delegation of plan making functions in accordance with the Environmental Planning and Assessment Act 1979.*
- 4. The Council notifies the community of the proposed changes to the local environmental plan through appropriate processes at the time.*

A copy of the associated reports has been included in the Attachments for Council's information. This report will not incorporate this previous information as it is simply

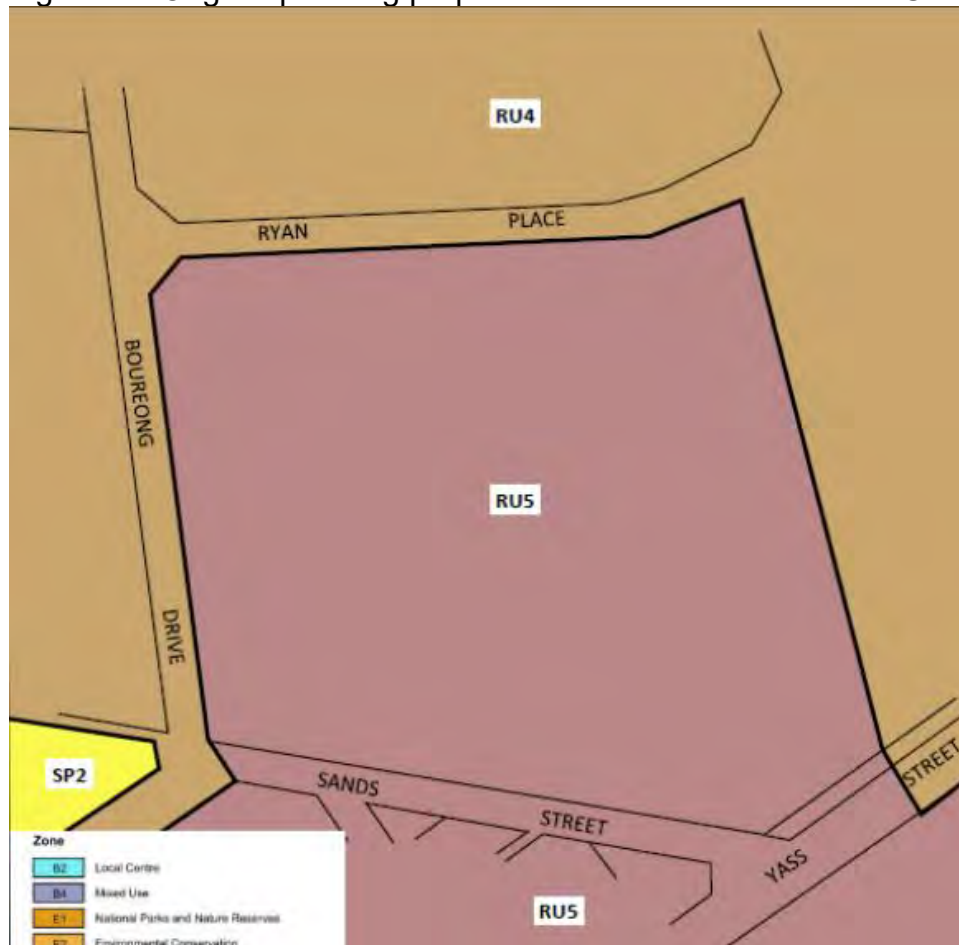
Environment and Planning

PLANNING PROPOSAL - LOT 4 DP 1198749 18 BOUREONG DRIVE, GUNNING
cont'd

seeking Council support for the proposed amendments. If supported, it will require further notification and a final report for Council's consideration.

The original planning proposal incorporated a new zone and alternate lot size for Lot 4 DP 1198749. The original proposal was to change the zone from RU4 Primary Production Small Lot zone to RU5 Village zone and reduce the minimum lot size from 10ha to 1,000m².

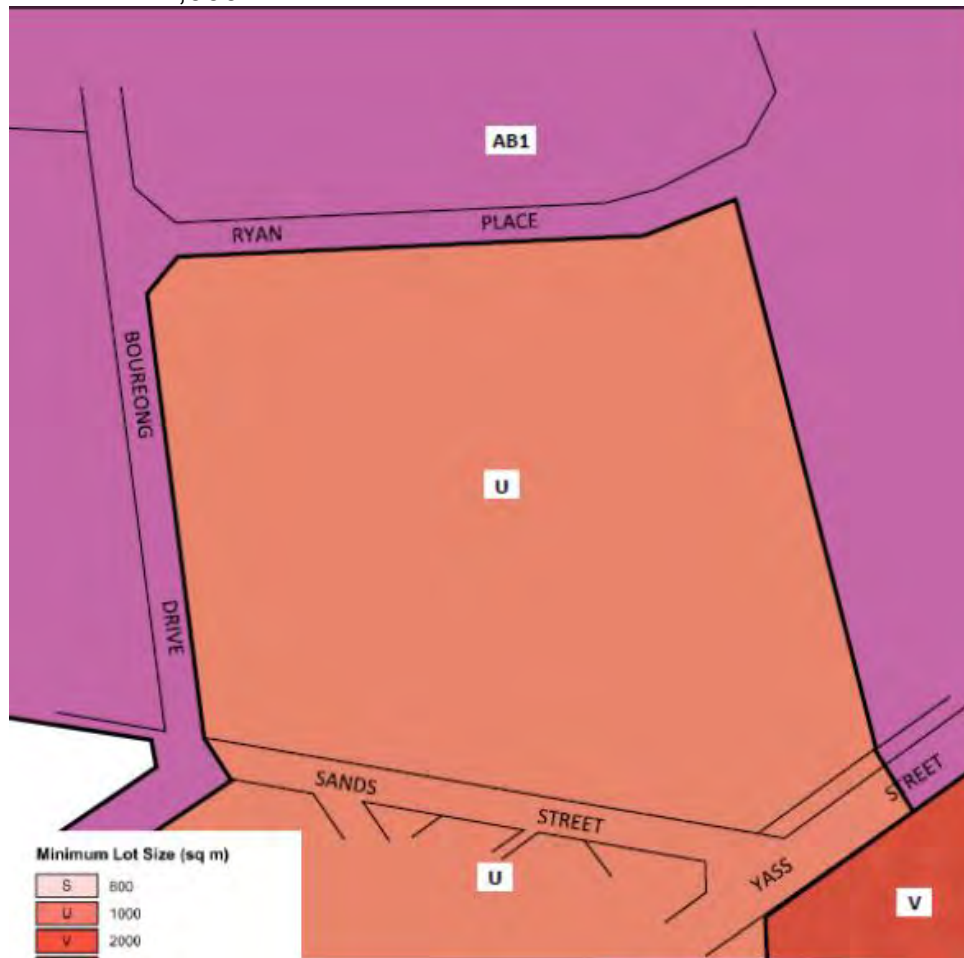
Figure 4: Original planning proposal to rezone the land from RU4 to RU5



Environment and Planning

PLANNING PROPOSAL - LOT 4 DP 1198749 18 BOUREONG DRIVE, GUNNING
cont'd

Figure 5: Original planning proposal to reduce the minimum lot size from 10ha to 1,000m²



The original planning proposal was publicly exhibited and referred to the relevant Government Agencies for consideration, with agency responses being received from:

- Biodiversity, Conservation and Science, Regional Delivery (BCRD);
- Transport for New South Wales;
- State Emergency Services; and
- NSW EPA.

To address the issues raised by the Government Agencies additional studies were required to be completed with the recommendation from these studies resulting in the refinement of the proposed zoning map, lot size map and concept development maps. The refinement of the plans included:

- Changes to the initial blanket rezoning;
- Reducing the overall RU5 Village Zone to an area outside the 160m separation distance. (Minimum lot size 1,000m²);
- Incorporating a RE1 Public Recreation Zone (no minimum lot size);
- Incorporating a MU1 Mixed Use Zone (no minimum lot size.); and

Environment and Planning

PLANNING PROPOSAL - LOT 4 DP 1198749 18 BOUREONG DRIVE, GUNNING
cont'd

- Incorporating a C3 Environmental Management Zone (minimum lot size 4,000m²).

Figure 6: Proposed amendment to incorporate additional zones being C3 – Environmental Management, RE1 – Public Recreation and MU1 – Mixed Use

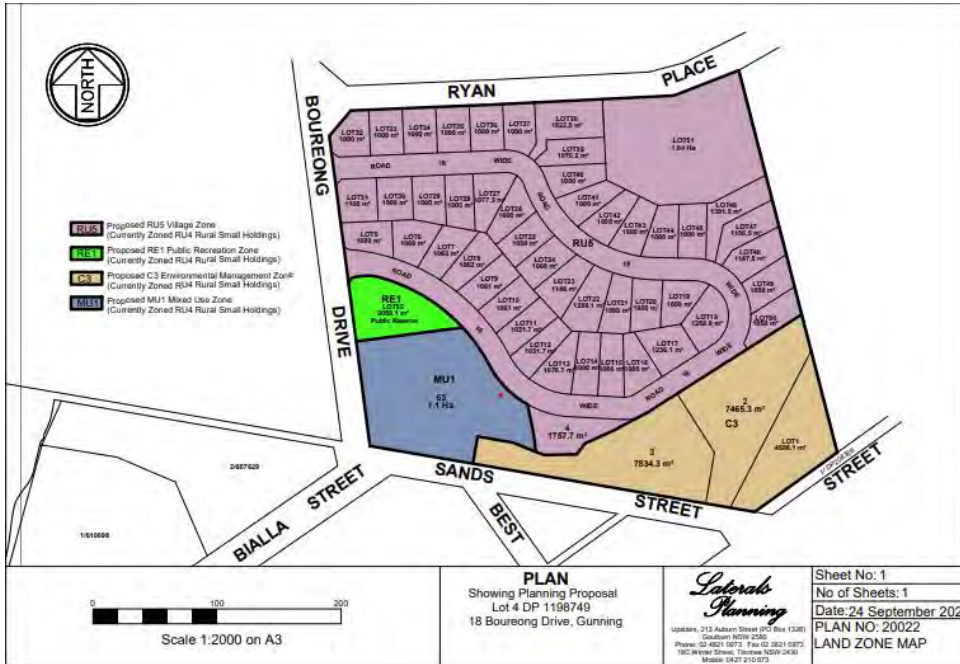
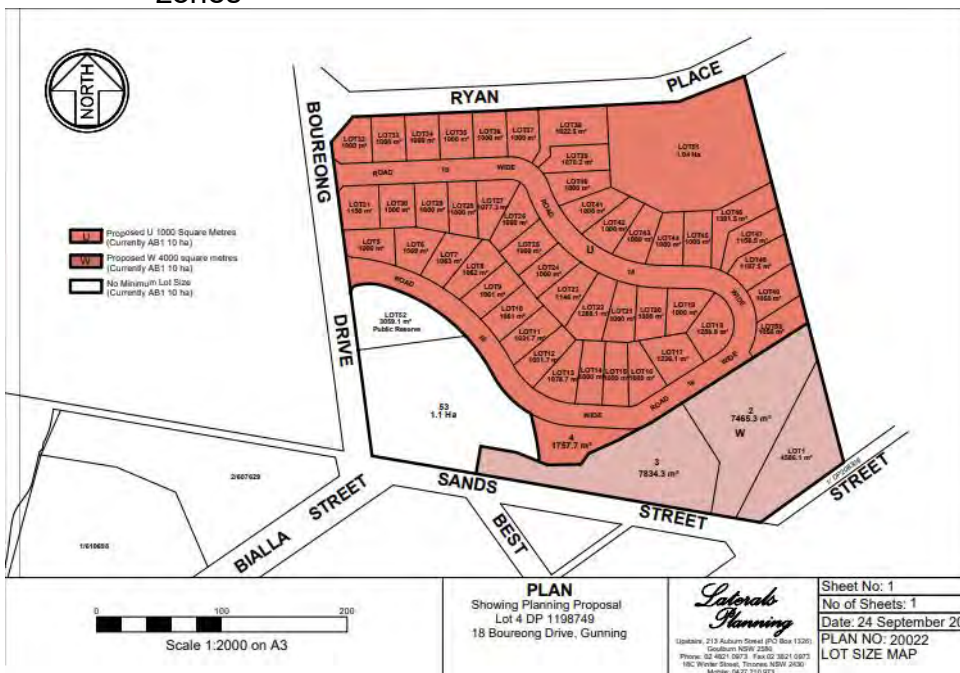


Figure 7: Proposed amendment to incorporate a minimum lot size 1,000m² in the RU5 zone, 4,000m² in the C3 zone and no minimum lot size in the MU1 and RE1 zones



Environment and Planning

PLANNING PROPOSAL - LOT 4 DP 1198749 18 BOUREONG DRIVE, GUNNING

cont'd

A summary of the factors driving the refinements is provided below:

- Biodiversity, Conservation and Science, Regional Delivery (BCRD);

An updated Biodiversity Assessment Report dated October 2024 was prepared by Macrozamia Environmental Consulting and a copy is found in the attachments. The report indicated that the biodiversity of the site was assessed, and areas of conservation value identified. This information contributed to the design of the proposal as well as a conceptual subdivision of the site as an example of likely future land use. Through this design process the proposals potential impacts to biodiversity will be avoided and minimised and resulted in a design that improves biodiversity outcomes.

By changing the land zoning to C3 Environmental Management, in the parts of the site of greatest biodiversity value, land uses will encourage minimal impact activities that support the conservation of biodiversity. Additionally, by applying a minimum lot size of 4000m² and Restriction on User to this area, land management resources of land owners are concentrated in a smaller area improving the likelihood of weed management and native vegetation promotion along the creek line which is the greatest biodiversity asset on the land."

- NSW EPA

The EPA recommended that Council require the proponent to undertake an odour impact assessment in accordance with the Approved Methods to determine the suitability of the subject site for the proposed residential use.

An Odour Impact Assessment was prepared by SLR Consulting Australia (June 2021 and November 2024) focussed on any potential odour impacts on a residential land use. The studies were completed in accordance with the EPA document 'Approved Methods for the Modelling and Assessment of Air Pollutants in New South Wales.'

The latter report concluded: "*The Gunning Sewage treatment Plant (GSTP) has a design of 1,000 persons equivalent capacity, well below the 2,500 persons equivalent capacity requiring an environmental impact statement Schedule 3 of the Environmental Planning and Assessment (NSW Government 2000).*

SLR understands that it is unlikely that the existing GSTP will be upgraded to increase its capacity in its current location. The predicted 99th percentile odour concentrations associated with the existing operation of the GSTP are well below the conservatively adopted criterion of 2 ou at all locations of the Site and therefore SLR considers odour emissions from the GSTP to pose no constraint on the proposed development of the Site."

To manage any potential impact of odour generated from the GSTP on future residential development the applicant incorporated a 160m buffer (approximate) that will exclude residential development. Within this buffer area it is proposed to incorporate both a public recreation zone and mixed use zone.

It is envisaged that the public recreation zone will be utilised for passive recreational purposes by the community and has the potential to be linked to other public parks and reserves within Gunning.

The MU1 – Mixed Use zone will create an opportunity for permitted land uses that could compliment the adjoining future residential development. Types of development that would be permitted within this zone currently include centre-based childcare facilities, education facilities, medical centres, places of public

Environment and Planning

PLANNING PROPOSAL - LOT 4 DP 1198749 18 BOUREONG DRIVE, GUNNING

cont'd

worship or similar. (Note that the land uses provided above are examples that are currently permitted under the *ULLEP 2010* and as such is not exhaustive.)

Conclusion

The Council previously considered and supported the planning proposal to amend the land use zone and minimum lot size for Lot 4 DP1198479, 18 Boureong Drive, Gunning. Through the consultative process additional information was required to address the concerns of a number of Government Agencies, which ultimately resulted in the refinement of the original planning proposal.

The refinement of the plans included:

- Changes to the initial blanket rezoning;
- Reducing the overall RU5 Village Zone to an area outside the 160m separation distance (minimum lot size 1,000m²);
- Incorporating a RE1 Public Recreation Zone (no minimum lot size);
- Incorporating a MU1 Mixed Use Zone (no minimum lot size); and
- Incorporating a C3 Environmental Management Zone (minimum lot size 4,000m²).

The proposed alterations still incorporate the original intent of providing additional residential opportunities though both the RU5 – Village zone and C3 – Environmental Management zone. The latter zone also provides diversity in lot size, whilst reducing any potential impact of future development on the existing biodiversity.

In addition, it is proposed to introduce a RE1 – Public Recreation and MU1 – Mixed Use zone, which will be located in residential buffer zone. These zones have the potential to complement any future residential development through the provision of passive recreational areas and the provision of appropriate services.

POLICY IMPACT

The Planning Proposal will amend the *ULLEP 2010* by changing the zone and minimum lot size provisions of the locality within the Gunning community.

The local strategic planning statements (LSPS) focus development adjacent to existing villages. The purpose is to protect agricultural land and minimise rural residential development. Gunning has some potential to grow, but infill opportunities are limited.

The property owner has prepared this planning proposal in response to the Upper Lachlan 2040 Local Strategic Planning Statement. The planning proposal is consistent with the Statement

Environment and Planning

PLANNING PROPOSAL - LOT 4 DP 1198749 18 BOUREONG DRIVE, GUNNING cont'd

OPTIONS

The Council may:

- Support the proposed amendments to the existing planning proposal as submitted.
- Reject the proposed amendments to the existing planning proposal as submitted.

FINANCIAL IMPACT OF RECOMMENDATIONS

Nil

RECOMMENDATION That -

- 1 Council resolves to support the amendment to the planning proposal and Gateway Determination to amend the *Upper Lachlan Local Environmental Plan 2010* by changing the zone and minimum lot size provisions of Lot 4 DP 1198749. The land use zones will be amended from RU4 Primary Production Small Lots zone to incorporate RU5 Village, MU1 – Mixed Use, C3 – Environmental Management and RE1 – Public Recreation zones.
The proposal will reduce the minimum lot size from 10ha (existing RU4 zone) to 1,000m² (proposed RU5 zone), 4,000m² (proposed C3 zone) and no minimum lot size for the MU1 and RE1 zones.
3. Council notifies the community of the proposed changes to the local environmental plan through appropriate processes at the time.

ATTACHMENTS

1. ↔	PP - Lot 4 DP 1198749 - Attachment 01 - Council Report Dec 2023	Appendix
2. ↔	PP - Lot 4 DP 1198749 - Attachment 02 - Council Resolution Dec 2023	Appendix
3. ↔	PP - Lot 4 DP 1198749 - Attachment 03 - Gateway Approval DPHI	Appendix
4. ↔	PP - Lot 4 DP 1198749 - Attachment 04 - Upper Lachlan V1	Appendix
5. ↔	PP - Lot 4 DP 1198749 - Attachment 05 - Planning Proposal Jan 2024	Appendix
6. ↔	PP - Lot 4 DP 1198749 - Attachment 06 - Sheet 1 Subn Concept Plan	Appendix
7. ↔	PP - Lot 4 DP 1198749 - Attachment 07 - Sheet 3 Concept Subn Plan Aerial	Appendix
8. ↔	PP - Lot 4 DP 1198749 - Attachment 08 - Biodiversity Assessment	Appendix
9. ↔	PP - Lot 4 DP 1198749 - Attachment 09 - Odour Assessment	Appendix
10. ↔	PP - Lot 4 DP 1198749 - Attachment 10 - CSS FIRA Final Oct 2024	Appendix
11. ↔	PP - Lot 4 DP 1198749 - Attachment 11 - Geosyntec Final Report 3 Oct 2024	Appendix
12. ↔	PP - Lot 4 DP 1198749 - Attachment 12 - LUCRA Assessment 13 Oct 2024	Appendix

Environment and Planning**PLANNING PROPOSAL - LOT 4 DP 1198749 18 BOUREONG DRIVE, GUNNING**

cont'd

13. ↗	PP - Lot 4 DP 1198749 - Attachment 13 - Macrozamia Final Report 4 Nov 2024	Appendix
14. ↗	PP - Lot 4 DP 1198749 - Attachment 14 - Past Traces Report 6 Feb 2024	Appendix
15. ↗	PP - Lot 4 DP 1198749 - Attachment 15 - SLR OIA Report 7 Nov 2024	Appendix
16. ↗	PP - Lot 4 DP 1198749 - Attachment 16 - Traffic Impact Assessment 8 Aug 2024	Appendix
17. ↗	PP - Lot 4 DP 1198749 - Attachment 17 - TfNSW Response 13 Sep 2024	Appendix
18. ↗	PP - Lot 4 DP 1198749 - Attachment 18 - TfNSW Response	Appendix
19. ↗	PP - Lot 4 DP 1198749 - Attachment 19 - SES Response	Appendix
20. ↗	PP - Lot 4 DP 1198749 - Attachment 20 - BCS response	Appendix
21. ↗	PP - Lot 4 DP 1198749 - Attachment 21 - Laterals additional information	Appendix
22. ↗	PP - Lot 4 DP 1198749 - Attachment 22 - SLR Response	Appendix
23. ↗	PP - Lot 4 DP 1198749 - Attachment 23 - SLR response to EPA	Appendix
24. ↗	PP - Lot 4 DP 1198749 - Attachment 24 - Letter to ULSC	Appendix

Environment and Planning - 20 February 2025

ITEM 11.3 **Collector Community Plan - DRAFT**

FILE REFERENCE **I25/21**

AUTHOR **Director of Environment and Planning**

ISSUE

The Collector Community Association engaged Locale Consulting to develop a community plan to guide the priorities for future action for the Collector Community.

RECOMMENDATION That

1. Council receives and notes the report and attachment as information only.
-

BACKGROUND

Through funding obtained from the Collector Wind Farm Community Fund (2023/24) the Collector Community Association engaged Locale Consulting to guide and develop a Community Plan for Collector.

The Draft Plan was developed through a consultative process resulting in the development of a number of high-level themes and associated actions that were considered important by the community.

At its meeting of 22 January 2025, the Collector Community Association proposed to invite Council elected representatives and staff to formally acknowledge the development of this Plan.

This report is to provide Council with an opportunity to view the Plan and understand the potential implications that same may have for Council prior to the community launch.

REPORT

The Collector Community Association and Locale Consulting worked with the Collector community to develop the Draft Collector Community Plan. This Plan was developed through an extensive consultative process with the community. It is noted that with the exception of the initial inception meeting ran by the Consultant, Council staff have had no involvement/input into the development of the Plan.

Environment and Planning

COLLECTOR COMMUNITY PLAN - DRAFT cont'd

Through the consultative process the Draft Plan was developed around six main themes, these being:

- Community facilities and recreation;
- Infrastructure;
- Environment and sustainability;
- Business, employment and tourism;
- Heritage and culture; and
- Growth and development.

The draft report then details actions as determined by the community to address the above themes which, if implemented, a number will have a direct impact for Council. The actions are detailed in the Plan, however the below summarises a number of actions that may impact directly on Council:

- Preservation of heritage buildings;
- Development of a Growth Management Strategy;
- Development of a walking/cycling plan;
- Plan for the Collector oval;
- Investigation of new/additional recreation facilities;
- Development of a stormwater management plan;
- Prioritise road improvements;
- Improve the village entry;
- Establish an emergency service hub;
- Improve waste management.

Even though this is not a formal Plan of Council it guides the priorities of the Collector community and could assist in the forward planning of Council. It is however, suggested that it will raise expectations within the community that Council will implement these actions.

Council is advised that meeting the actions outlined within the Plan and in turn the communities' expectations will depend on a number of factors including the Council's overarching priorities, available resources to manage the projects and available budget. These constraints need to be communicated to the Collector Community Association to ensure realistic expectations are maintained.

POLICY IMPACT

Nil

OPTIONS

Not applicable as listed for Council information only.

FINANCIAL IMPACT OF RECOMMENDATIONS

At present there will be no financial impact, however a significant number of actions adopted within the Plan will be required to be implemented and managed by Council.

The ability to implement these actions will dependant on Council priorities, available resources and funding.

Environment and Planning
COLLECTOR COMMUNITY PLAN - DRAFT cont'd

RECOMMENDATION That
Council receives and notes the report and attachment as information only.

ATTACHMENTS

1. ↓	Collector Wind Farm CF 2023/2024 - Collector Community Association - Strategic Plan - 250124	Attachment
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Collector Community Plan

Plan Authors

This Plan was initiated by the Collector Community Association (CCA), has been prepared by Locale Consulting on behalf of our community and was launched in early 2025.

Funding Support

Funding support has been provided from the Collector Wind Farm Community Fund for 2023/2024 which aims to support initiatives that strengthen the local community. It has been co-ordinated by the CCA.

Use of the Plan

Any community group in Collector seeking funding or support for a local initiative or program can use this Plan. The CCA acknowledges the role of the Collector Working Group (CWG) who will remain the stewards of the Plan and will facilitate its future review.

Acknowledgment of Country

The Collector Community Plan Working Group acknowledges the traditional custodians of the land on which Collector is located. We pay our respects to ancestors and Elders, past, present and emerging.

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Images used in this document are sourced from the community, the author and Destination NSW

Executive Summary

The “Collector Community Plan” has been developed by the Collector community, for our community.

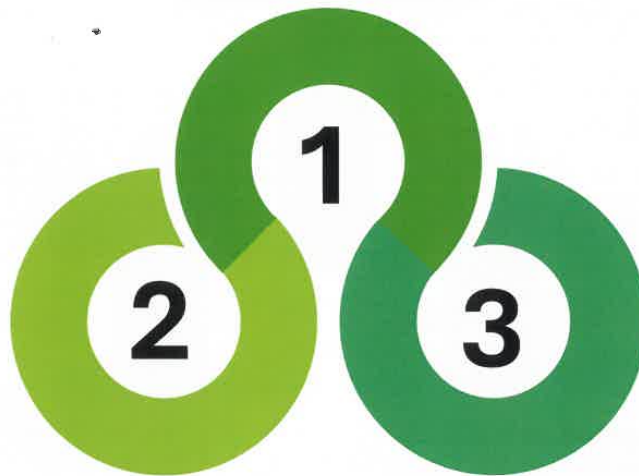
The Plan is based on the collective knowledge of our community and the direct input of all those who have participated in an initial workshop, Collector Community Day and a follow up survey.

The Plan is a dynamic, action-orientated document that provides the opportunity for our community to be directly involved in the future of Collector.

The Plan represents the communities’ expectations and is a “call to action” which provides for ongoing engagement with our community, Upper Lachlan Shire Council and others as required on the priority actions for the future.

The Plan is presented in three parts:

Our Community -
Understanding who
we are



Strategic Context -
Existing situation &
emerging themes from
community input

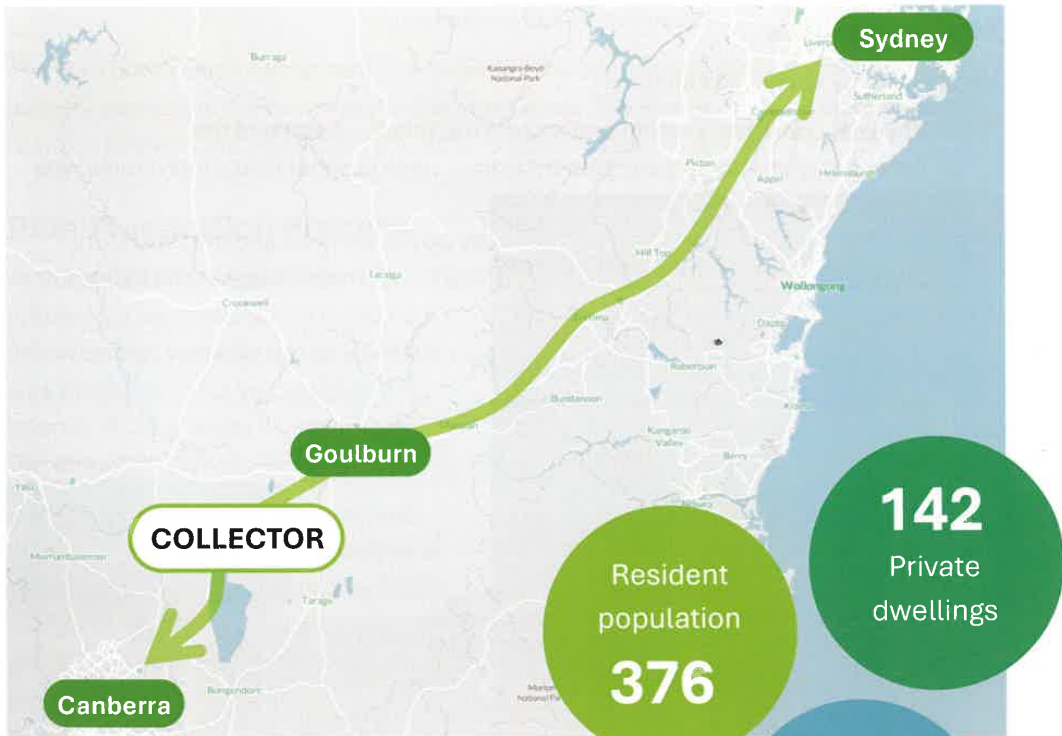
Strategic Focus –
Actions to achieve
community
expectations



Our Community

Who we are

Collector sits in the Upper Lachlan Local Government Area. Collector is located in proximity to the major centres of Goulburn (34km), Canberra (56km) and Sydney (228 km).



Collector’s setting provides for a mix of village and rural/ farming lifestyles, located around a wide range of separated public and civic spaces. Our people have strong ties to their local environment and each other. Moreover, Collector is a changing space, with recent years seeing an increase in permanent occupancy of homes by families and a reduction in the median age of residents. Below is a snapshot of the key characteristics of the Collector area to which this Plan applies.

Based on 2021 ABS Census Data for the suburb and locality of Collector

Our Strengths

Our community strengths include:

- A separate village/ entity with its own integrity (not a satellite town)
- Highway access to major service centres
- Heritage buildings and spaces
- Rural aesthetic and peaceful, natural environment
- Strong sense of community, especially when people need a hand
- Willingness and expertise to implement a community plan

Our Challenges

Our community challenges include:

- Physical constraints within and around the village – flood and fire
- Potential loss of local commitment from a small number of key individuals who are involved in community groups
- Catering to our changing demographic by way of services and infrastructure
- Vulnerability to Upper Lachlan Shire Council with their current focus being on other towns and villages
- Lack of long term, visionary strategic town planning for our village ie. growth and development planning





Strategic Context

Purpose of the Plan

The Collector Community Plan (the Plan) has been developed by the community for our community. It sets a foundation for future efforts to implement community aspirations and expectations in a co-ordinated and collaborative way. The Plan is based on the collective knowledge of our community.

The Plan is a dynamic document that provides the opportunity for our community to be directly involved in the future of the Collector area. The Plan provides a base by which to move forward and implement Collector's priorities for the future.

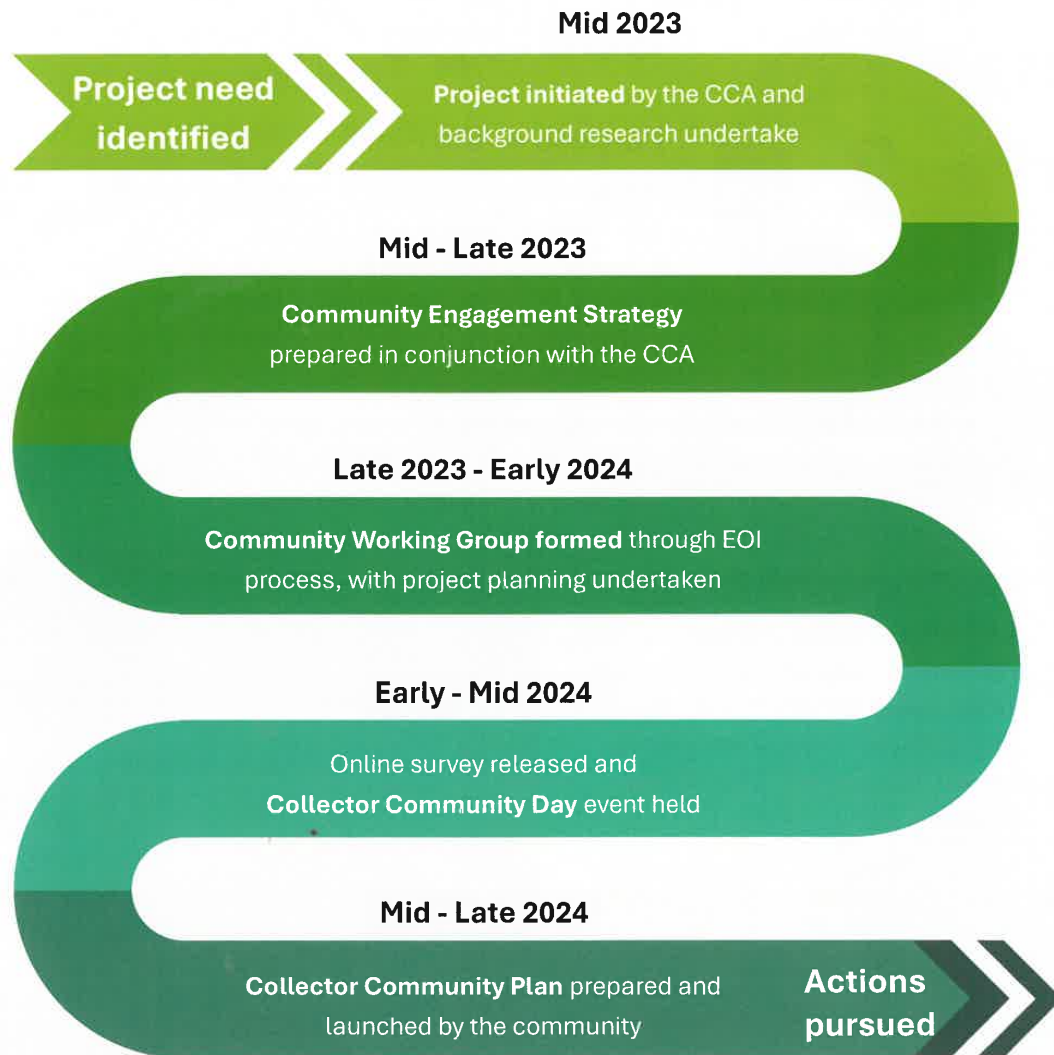
Plan Preparation Process

At the start of the project and following a key stakeholder workshop, a Community Working Group (CWG) was established via an Expression of Interest (EOI) process in November/ December 2023.

The aim of the CWG was to establish representation from a cross-section of our community. In this way, the CWG sought to represent local community groups, sporting clubs or groups, people across a range of age groups, people across all abilities and special interest groups, people with interests in specific aspects of the project, such as the natural environment, heritage, tourism, sports & recreation and/or community facilities and businesspeople of the area

The community planning process was formulated by the CWG and is outlined below. This Plan is the outcome of this process.





The key themes that have been established as a result of the Collector Community Day and the follow up survey are:

- Community Facilities & Recreation
- Infrastructure
- Business, Employment & Tourism
- Heritage & Culture
- Environment & Sustainability
- Growth & Development

Each of these themes are further detailed later in this document.

Community Consultation

Consistent with the Community Engagement Strategy the following community consultation was undertaken to directly inform the Plan:

- Collector Community Day
- Collector Community Survey

Collector Community Day

The Collector Community Day was held on Saturday, 18 May 2024 at the Collector Memorial Hall from 10am – 3pm. It was attended by over 120 people (including stall holders).

It provided for a range of community groups to set up stalls, kids activities, sausage sizzle, bake sale and for the community to share their ideas for the Collector Community Plan, through facilitated activities as described overleaf.

**COME ALONG TO THE...
COLLECTOR COMMUNITY DAY**

**Saturday 18 May
10am - 3pm
Collector Memorial Hall**

- Have Your Say about the future planning for Collector
- Share your ideas for the Collector Community Plan
- Drop in at any time
- Activities facilitated by your Collector Community Plan Working Group & Independent Engagement and Planning Specialist

WHAT IS THE COLLECTOR COMMUNITY PLAN?

The Collector Community Plan is your plan. It will be full of the ideas that you share today and will shape the future of Collector.

You may have been involved in previous plans prepared for Collector over past years.

This is a new plan. It is not prepared by Council and if there are things you liked in the previous plans let us know today.

Collector Community Day community members idea generation activities:

ACTIVITY 1 – THEME TABLES

Community members circulated around tables with post-it notes and recorded their thoughts on butchers' paper that contained each of the six themes. They were asked to answer the question:

“What ideas and thoughts do you have about this theme?”

They were also offered an opportunity to add more themes if they wanted to.

ACTIVITY 2 – GEOGRAPHIC MAPPING

Community members circulated around large aerial photos of Collector Village and surrounds. They were asked to answer the question:

“What opportunities do you see in this space?”

They then stuck the post-it notes with their answer/comment near the space they were referring to on the aerial photo.

ACTIVITY 3 – STORYBOARDING

Community members were offered a storyboarding opportunity, where they could share a brief story (or drawing) about why they value Collector.

The information shared through the activities above directly informed:

- the themes included in this Plan
- the survey questions that enabled the wider community to be asked specific questions around the themes, and
- the Community Values Statement developed and shown in Section 1.4 below



Collector Community Survey

The Collector Community Survey was developed to supplement and test the outcomes of previous consultation activities. It was open for three weeks during May/June 2024. Approximately 100 responses were received, with:

- A strong spread of age groups reflective of the broader community
- Over 65% of people identifying as permanent residents of Collector Village and a further 26% of people being permanent residents outside of the village area
- More than half of those responding did not attend the Collector Community Day, meaning that even more feedback was generated.

Over 79% of people either strongly agreed or agreed with the proposed values statement included in the survey, with responses also to this also being considered in formulating the final community values statement in presented later in this Plan.

People were asked to rank the six themes in order of importance, with the resulting order of theme priority shown in the table below. People were also asked to share their highest priority within each theme if they wished to. Based on the responses received, the highest priority within each theme is also shown in the table below, along with the number of people who responded to the question about their highest priority.

Theme	Highest priority action by theme
Community Facilities & Recreation	Walking Tracks/ Footpaths (43)
Infrastructure	Stormwater Management/ Drainage (37)
Environment & Sustainability	Management of Water Courses & Noxious Weed Control (27)
Business, Employment & Tourism	Development of a Main Street/ Town Square (26)
Heritage & Culture	Preservation & Maintenance of Historic Buildings (14)
Growth & Development	Retention of current lot size in the village (25)

Collectively, the information shared at the Collector Community Day and within the survey responses has directly informed the directions of this Plan, and in particular, the Strategic Focus & Actions that are presented in Section 3.

Community Values

A statement of what our community values and wants has been developed based on the feedback of the community through the consultation process. This statement:

- acts as an overarching direction for our community as we move forward with implementing this Plan
- sets clear intentions for all future planning within the Collector area
- enables others to understand what is in keeping with Collector's future based on community values, and therefore influence future decision making.



Collector is a village with big skies, big hearts and a big history – we value our connectedness of community, the peaceful environment and access to bigger centres.

We support the provision of services and facilities that respect our natural environment, sense of place and our village scale. Future improvements will be carefully balanced with a focus on demographic need





Strategic Focus

This part of the Plan contains the strategic focus, actions and priorities grouped under each theme. Working towards achieving each action will support our community in realising our statement of community values and will continue to grow an already connected and active community.

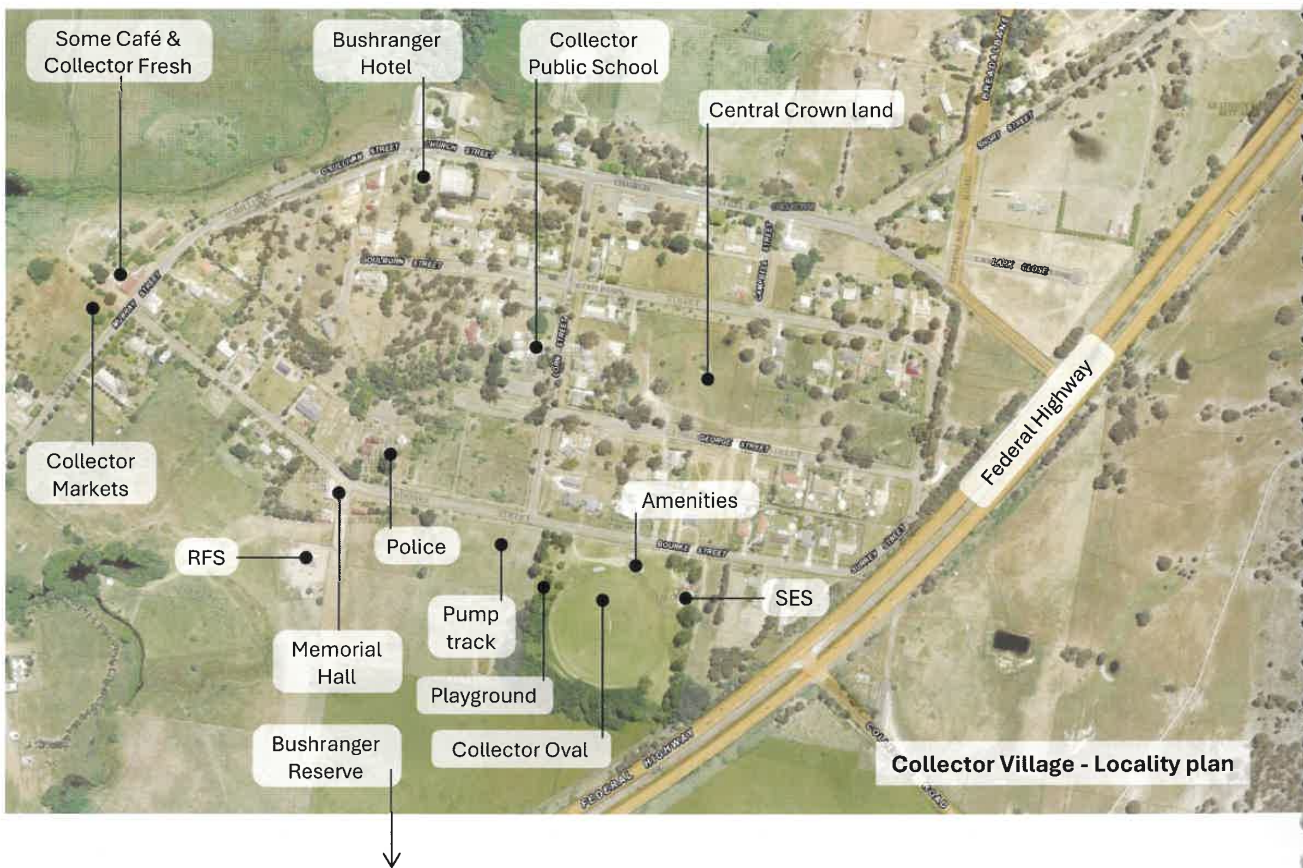
As alluded to in earlier sections, six themes were identified from initial consultation and actions subsequently developed and prioritised for each. The six themes are summarised below.



The review of the Upper Lachlan Shire Council’s Community Strategic Plan (expected in early 2025) and Local Strategic Planning Statement also provide an opportunity to present this Plan as a strong evidence base for the collective priorities of, and areas of importance to, the Collector community. This, in turn, can support funding opportunities from state agencies and other funding sources.

Each of the following six theme-based sections contain priorities based on the community’s input. This includes ‘Very High’ (commence within 1 year), ‘High’ (commence within 2 years) and ‘Medium’ (commence within 2-5 years) timeframes. It is noted some of the actions identified are already underway.

To assist in geographically referencing localities identified in this Plan, a plan of key locations is provided below.



Community facilities & recreation

Opportunity:

To capture the significance and importance of not only providing, but also maintaining and improving, a range of community and recreation facilities to meet the needs of the existing and emerging demographic and to connect places of interest. This then links strongly to the 'Infrastructure' theme.



Actions:

Action	Description	Priority
1.1 - Prepare a Walking/ Cycling Plan	Develop a plan that considers: <ul style="list-style-type: none"> ○ existing desire lines for walking/ cycling ○ identifying all points/ places of interest for all age groups ○ connectivity of points/ places of interest ○ options to incorporate heritage information, heritage trail and / or a sculpture/ art walk ○ locations for seating, lighting and other street furniture ○ design and low maintenance material options for paths/ boardwalks ○ opportunities to establish a walking club 	Very High
1.2 - Plan for the future of Collector Oval	Ensure future planning for Collector Oval focuses on the establishment of a multi-purpose court (including tennis), cricket nets, parking, tree planting, lighting and other sporting opportunities. Undertake the planned improvements.	High
1.3 - Provide facilities and opportunities for Collector's youth	As part of the CCA Youth Program, establish a plan to involve and provide for young people in the town, through infrastructure (such as improved playground, skate park, pump track and/ or motorbike track) and continuing youth focussed events.	High

Action	Description	Priority
1.4 - Maximise use of existing community buildings	Investigate options to ensure community buildings are available for maximum usage, to cater for all demographic needs and community interests (including yoga/ pilates, youth events, long day care, library services).	High
1.5 - Investigate new community & recreation facilities	Investigate the provision of a dedicated long day care centre and consider various delivery models available to achieve this.	High
	Develop a case for the creation of an appropriately fenced and designed off-leash dog park in Collector and use the case to advocate to Council to work collaboratively with the community (and possibly other government agencies) to construct the dog park.	Medium
	Investigate the feasibility of the provision of a swimming pool at Collector.	Medium



Collector Community Plan

Infrastructure

Opportunity:

To establish and maintain an appropriate level of infrastructure to respond to:

- the environmental constraints of Collector such as flooding, stormwater and drainage
- the importance of ensuring safe accessibility for vehicles, pedestrians and cyclists
- community desire to improve Collector through creating attractive public spaces.



Actions:

Action	Description	Priority
2.1 - Prepare a stormwater management plan	Develop a stormwater management plan that improves drainage outcomes and considers innovative and efficient ways to manage stormwater in a holistic way.	Very High
2.2 - Prioritise roads improvement, including kerb and gutter treatment	Establish and prioritise a publicly available database identifying where improvements to footpaths, kerb and guttering, road repair and maintenance are needed (in tandem with Item 2.1). Lobby and work with Council to develop a works program and a timetable for implementation.	Very High
2.3 - Improve the village entry	Working collaboratively with Council and relevant state agencies improve, landscape and maintain entrances to the village (on Collector Rd) and provide noise reduction/ screening for the highway. Improvements to the village entry could be linked to the heritage or sculpture/ art walk theme, thus creating a 'brand' for the village.	High
2.4 - Establish an emergency services precinct or hub	Identify, design and develop an emergency services precinct or hub, in recognition of the importance of the emergency services to the community at all times, not just during emergencies.	High

Action	Description	Priority
2.5 - Enhance street furniture	Identify locations for provision of more street furniture – namely lighting, rubbish bins, signage and bus shelters - that is well designed and utilises low maintenance materials. This could also be linked to the creation of a ‘brand’ for the village.	Medium
2.6 - Improve waste management	Lobby and work with Council to either enable extended tip hours or expansion of the garbage collection areas.	Medium



Environment & sustainability

Opportunity:

To capture the significance of the natural environment to our community with a focus on environmental management, recreation and vegetation improvements (including tree planting in the Village).

The Bushranger Reserve and waterways that surround the Village offer opportunity for environmental and access improvements, linking strongly to the 'Community Facilities & Recreation' and 'Infrastructure' themes.

Actions:

Action	Description	Priority
3.1 - Improve watercourses and riparian areas	Improve nature-based management of watercourses to support Action 2.1 and to balance access for recreation. Raise awareness of our community's responsibility to these areas, promote the work of all community groups and improve control of noxious weeds and other introduced flora and fauna.	Very High
3.2 - Undertake tree planting in the urban area and Bushranger Reserve.	Continue to progress a Tree/ Landscape Master Plan to establish agreed street tree locations, species and priorities for implementation of a consistent and agreed approach to landscaping. It is noted that Council's recently exhibited Nature Strip and Trees Policy states that Council 'will identify opportunities to increase its tree canopy over the local government area, especially within built up areas'.	Very high
3.3 - Oppose the proposed Tarago Incinerator	Continue to oppose the incinerator proposed to be developed at Tarago.	High



Action	Description	Priority
3.4 - Create local generation of renewable energy	Establish and implement a plan for a community battery to locally store renewable energy. Meanwhile, take steps to encourage and act on opportunities to reduce the environmental footprint of the town in terms of energy use and carbon production.	High
3.5 - Promote our local produce	Encourage and promote local food production and other local produce.	High



Business, employment & tourism

Opportunity:

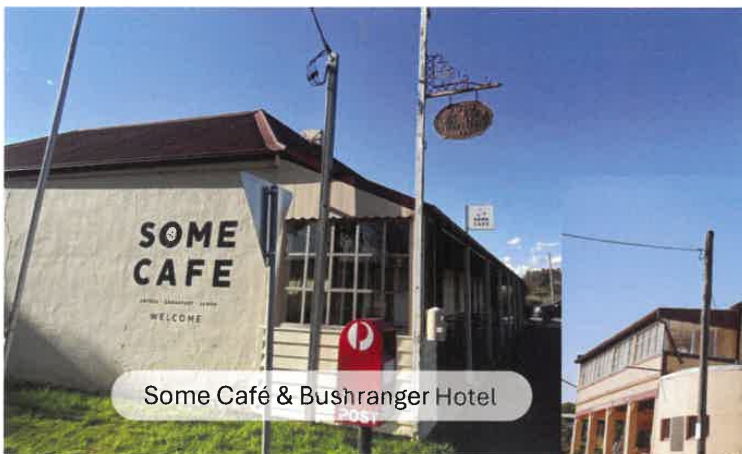
To create successful, local businesses around a central hub, in line with the emerging demographic needs. This includes community desires to encourage targeted business opportunities and related infrastructure (i.e. Bushranger Hotel, service station, local produce) that provide for tourism and residents alike. This theme therefore also links closely to the 'infrastructure' theme.



Actions:

Action	Description	Priority
4.1 - Plan for a "Village Commercial Centre"	<p>Develop a plan for a "village commercial centre" to support local business. This will consider:</p> <ul style="list-style-type: none"> ○ Support for existing local business operations, such as Collector Fresh, Some Café and Collector Markets ○ Local produce opportunities ○ Continued operation of the Bushranger Hotel ○ Location options for a commercial hub/ main street/ town square ○ Types of commercial uses that will be in demand and also viable ○ Ancillary infrastructure to support a "village centre" i.e. parking, EV charging station 	Very High
4.2 - Facilitate commercial uses to meet community needs	Advocate for the continuation of a licenced hotel within the village to support localised social opportunities.	Very High
	Advocate or seek expressions of interest to provide for a service station within the village.	High

Action	Description	Priority
4.3 - Establish a Collector "brand"	<p>Create a Collector "brand" that will support:</p> <ul style="list-style-type: none"> Local business Promotion of activities & services for tourists Planning and design of public infrastructure such as village entry treatments and signage Utilisation of local artistic talent Community group websites and apps Rebranding now that the pumpkin festival is no longer an annual event 	High
4.4 - Encourage & market more events	<p>Centralise and promote a calendar of events. Co-ordinate with Actions 1.3 and 1.4 relating to opportunities for youth engagement and maximising the use of existing community buildings.</p>	Medium
4.5 - Advocate for improved telecommunications	<p>Identify village priorities for telecommunications and advocate for issues such as:</p> <ul style="list-style-type: none"> Improved internet access and speed Improved mobile coverage 	Medium



Some Café & Bushranger Hotel



Heritage & culture

Opportunity:

To respond to the significance of European and Indigenous heritage to our community. This theme captures the desire to preserve and maintain Collector's heritage buildings/structures whilst also ensuring continued and innovative public accessibility to heritage information and holding of community events. This theme helps to build and support a connected community.

Actions:

Action	Description	Priority
5.1 - Preserve and improve public buildings and structures	Prepare a prioritised plan for preserving, maintaining, improving and making better use of Collector's heritage buildings and structures.	Very High
5.2 - Establish a plan for heritage information sharing	Develop a plan to publicly share heritage information, that considers and consolidates the following: <ul style="list-style-type: none"> o Collector & District Historical Society augmented reality app o Sign posted information to inform historical walks/ tours o Artistic displays including murals and sculptures o Village branding and entries. 	High
5.3 - Display Collector & District Historical Society Collection	To ensure preservation, identify and enable a permanent home for items of heritage value that form part of Collector & District Historical Society's collection.	High
5.4 - Encourage more events aligned with the history and heritage values of Collector	Identify and schedule family friendly events that build community and acknowledge the history of the village. Coordinate with Action 1.4 and 4.4 to maximise use of community facilities and facilitate more events generally.	High



Action	Description	Priority
5.5 - Preserve and maintain cemeteries	Prepare a prioritised plan for preserving, maintaining and improving cemeteries in and surrounding Collector.	Medium
5.6 - Recognise Indigenous history and cultural values	Future planning and community action around heritage and culture has a focus on Indigenous history.	Medium



Development & growth

Opportunity:

To highlight the mix of community priorities around development and growth. A shared community desire for the future development and growth to be informed by robust strategic town planning that considers infrastructure provision is a uniting factor. This theme is underpinned by an appreciation of the housing crisis and links to the 'Environment & Sustainability' and 'Infrastructure' themes.

Actions:

Action	Description	Priority
6.1 - Purposefully plan for future development and growth	<p>Undertake cohesive strategic planning, in collaboration with Council and State agencies, to prevent ad-hoc development and growth, and to consider the following:</p> <ul style="list-style-type: none"> ○ A review of the 'Localities Growth Corridor – Collector' section of the Local Strategic Planning Statement (including Figures 26, 27 & 28). ○ Environmental mapping to identify constraints and opportunities ○ Demographics and housing type needs ○ Infill development options ○ Rural-residential development feasibility, demand and locational planning ○ Infrastructure options <p>This may take the form of a Growth Management Strategy for Collector and surrounds.</p>	Very High



4. Implementation

The Collector Community Plan Working Group (CWG), in conjunction with the CCA, will implement this Plan. The intent is to utilise our existing community groups to implement key theme areas and associated actions, with an initial key focus on the highest priorities.

Generally, community groups will take the lead (and involve all other stakeholders as required) for the actions under each strategic theme as follows:

- Community Facilities & Recreation: The Oval Committee, Memorial Hall Committee, Collector Primary School P&C and CCA (Youth) will work with Council, landholders and the broader community to investigate and implement the actions that relate to the strategic theme.
- Business, Employment and Tourism: The Collector Markets and Pot Black Club will work with Council, landholders and the broader community to investigate and implement the actions that relate to the strategic theme.
- Infrastructure: The CCA, RFS, SES and Police will work with Council, landholders and the broader community to investigate and implement the actions that relate to the strategic theme.
- Heritage & Culture: Collector Historical Society and Church Groups will work with Council, landholders and the broader community to investigate and implement the actions that relate to the strategic theme.
- Environment & Sustainability: The CCA will work with Council, landholders and the broader community to investigate and implement the actions that relate to the strategic theme.
- Development & Growth: The CCA will work with Council, landholders and the broader community to investigate and implement the actions that relate to the strategic theme.

It is noted that several of the actions contained in Part 2 are either underway or can be commenced immediately. Some require minimal input from third parties to continue or to initially progress. However, other actions will require the direct support of Council and other levels of government to achieve.

The community expects that Council will investigate and deliver the actions that they are responsible for, as part of endorsing the Plan and the community priorities.

Funding is in place for several projects from sources such as Veolia, NSW Sport & Recreation, Bushfire Local Economic Recovery Fund and the Collector Wind Farm Community Fund. Funding from these and many other external sources will also assist in accelerating the delivery of actions should they satisfy all relevant criteria. It is expected that the RATCH 355 Committee and the RATCH Community Trust will work

together to realise the delivery of relevant actions in this Plan as they collectively represent our community expectations.

If you would like to be involved, there are many ways that you can help, so please contact the Collector Community Association to get involved in any area that may be of interest to you.



Environment and Planning - 20 February 2025

ITEM 11.4 **Biala Street, Gunning - Boundary Realignment**

FILE REFERENCE **I25/22**

AUTHOR **Director of Environment and Planning**

ISSUE

The former Gunning Shire and the Upper Lachlan Shire resolved to rectify a boundary alignment situation in Biala Street, Gunning where existing structures encroach onto neighbouring properties. The boundary realignment has not been finalised and to enable this to be rectified, additional funding is sought.

RECOMMENDATION That -

1. Council allocate \$30,000.00 from unrestricted funds and \$10,000.00 from council legal expenses towards finalising the boundary realignment at Biala Street, Gunning, which will fund surveying and legal works completed to date and future works to enable the finalisation of this boundary realignment.

BACKGROUND

Council staff recently met with landowners of properties affected by the proposed boundary realignment at Biala Street, Gunning committed to by the former Gunning Shire and the Upper Lachlan Shire to discuss Council's commitment to finalising the project.

REPORT

Lots 1 – 4 DP 519425, Lots 1 and 2 DP 709105 and Lots 13, 14, 18 and 19 Section 9 DP 758493 Biala Street, Gunning, have either the neighbours house, fence or both encroaching over their property boundary due to an historical misalignment of Nelanglo Street. Each property is occupying approximately 2 metres over its western boundary. This was highlighted by a departmental survey conducted by the Lands Department in 1986.

There are 10 allotments affected with 7 separate owners of the allotments. Below is a map detailing the allotments affected:-



Residents affected by this historical misalignment have approached Council seeking payment for the services required to rectify this misalignment affecting 7 ratepayers to ensure any future development in the area is appropriately placed.

The former Gunning Shire Council attempted to rectify this misalignment in 1997 and 2001. It is unknown why the work was never completed at that point in time. At the time Gunning Shire committed to the payment for the cost of the survey, the lodgement of the plan with Lands Title Office, which would incorporate legal documentation and fees (Refer to Attachment 1).

This matter was again considered by Upper Lachlan Shire in 2015 (Refer to Attachment 2) with Council resolving:-

'Council endorses the payment for survey costs and plan registration fees for boundary adjustments of Lots 1 – 4 DP519425, Lots 1 and 2 DP709105 and Lots 13, 14 18 and 19 Section 9 DP758493, Biala Street, Gunning.'

A quote was obtained from DPS Surveying to undertake the work at an estimated cost of \$9,312.00, which Council supported and permitting DPS to be engaged to complete the project. However, this cost did not include the legal costs associated with the project.

The survey plan is complete and awaiting signature of the landowners to enable same to be lodged with the Lands Title Office. Note that due to the time lapse the properties may require re-surveying.

To assist in completing the required documentation Davis Faulkner Lawyers were engaged by DPS. Davis Faulkner Lawyers have corresponded with the property owners in an attempt to obtain the required signatures. The last correspondence from Davis Faulkner Lawyers dated 28 November 2023 advised that the boundary adjustment had yet to be finalised as all landowner signatures had not been provided and that additional fees to the amount of \$39,083.52 was required to cover all associated costs. This contradicts prior correspondence from Davis Faulkner Lawyers indicating that the Deed of Agreement had been executed by all relevant parties.

Environment and Planning

BIALA STREET, GUUNING - BOUNDARY REALIGNMENT cont'd

In discussions with Davis Faulkner Lawyers staff were advised that the inability to obtain all interested parties' details to enable the process to be finalised have contributed to the delays.

POLICY IMPACT

Nil impact - report in line with prior Council resolutions.

OPTIONS

Option 1: Proceed with finalising the boundary adjustment as per prior Council resolutions, noting the requirement for additional allocation of funding.

Option 2: Proceed with finalising the boundary adjustment as per prior Council resolutions, with the affected residents being required to contribute to the additional funding requirements, whether on a partial or full cost recovery basis.

Option 3: Not proceed with finalising the boundary adjustment and require residents to rectify.

FINANCIAL IMPACT OF RECOMMENDATIONS

Advice from both DPS Surveyors and Davis Faulkner Lawyers and additional \$40,000.00 is required to finalise the project. This amount incorporates past expenses for works completed and for future works to enable the process to be finalised. Council currently has \$10,000.00 budgeted for legal expenses that could be allocated for this purpose and a further \$30,000.00 would need to be allocated from Council unrestricted funds.

RECOMMENDATION That -

1. Council allocate \$30,000.00 from unrestricted funds and \$10,000.00 from council legal expenses towards finalising the boundary realignment at Biala Street, Gunning, which will fund surveying and legal works completed to date and future works to enable the finalisation of this boundary realignment.

ATTACHMENTS

1. ↓	Attachment - Boundary Adjustment - Biala Street Gunning	Attachment
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ATTACHMENT 1

THE COUNCIL OF THE SHIRE OF GUNNING

P.O. BOX 42, GUNNING, N.S.W. 2581

Phone (048) 45 1312
Fax: (048) 45 1426

"The Shire of Historical Villages"

Reference No. EWW: jvs 13.1B.2

15th July, 1996.

Mr D F & Mrs K J Ferraris
76 Biala Street
GUNNING NSW 2581

Dear Landowner,


You may be aware that your allotment is contained in a village section between Bond and Nelanglo Streets, which has been the subject of boundary alignments being incorrect.

Council has for many years wished to alleviate the problem but has had difficulty arranging for the co-operation of all the landowners in order to furnish sufficient funds to obtain the survey which was necessary.

Council has taken the initiative and arranged for a full Survey of all the land in question so that Council is now in a position to assist you and other owners to ensure that the boundary lines are correctly located. A copy of the Surveyor's Plan is attached. The purpose of this letter is to advise that the matter was submitted for Council's consideration at its meeting held Monday, 20th May, 1996, and it was resolved that Council seek the assistance of the local member Mr Alby Schultz, MP, to seek to ensure that a special Act of Parliament is passed which will confirm the boundaries as they exist in reality in this area of land in question.

This letter is to keep you informed of the present situation and fully consulted as to Council's proposals. Should you have any enquires or concerns about this matter please telephone either myself or Council's Health and Building Surveyor.

Yours faithfully,


 Alan Cairney,
ACTING GENERAL MANAGER.

COR190796JS 7

All communications to be addressed to the General Manager

ATTACHMENT 2.



GUNNING SHIRE COUNCIL

P.O. BOX 42 GUNNING N.S.W. 2581
123 Yass Street Gunning N.S.W. 2581

Phone: (02) 4845 1312

Fax: (02) 4845 1426

Please Quote Reference N^o: 15.3.7

8 January 2001

Mr & Mrs DF & K Ferraris
76 Biala Street
GUNNING NSW 2581

Dear Mr & Mrs Ferraris

BOUNDARY ADJUSTMENT BOND, BIALA & NELANGLO STREETS & SAXBY LANE WEST – GUNNING

I refer to a proposed boundary adjustment initiated by Council during 1997. The boundary adjustment is to correct the boundary alignment of properties located between Bond, Biala and Nelanglo Streets and Saxby Lane West within the Village of Gunning.

Council has covered the cost of the survey and will also cover the cost for the lodging the plan with the Land Titles Office.

To complete and lodge this boundary adjustment with the Land Titles Office the following is required:

- ❖ owner's signature on the linen plan and copy;
- ❖ mortgagee's signature on the linen plan and copy; and
- ❖ original titles for each parcel of land involved, the original titles will need to be presented to the Land Titles Office by the mortgagee.

Arrangements can be made with Angela by contacting her on 02 4845 1312 at Council's office to organise a time for signatures and original titles, as a matter of urgency. Your earliest attention to this matter is appreciated.

Yours faithfully


John Bell
ACTING GENERAL MANAGER

h:\share\environmental\general correspondence\15.3.7 boundary adjustment - 8 jan 01.doc

Email gunning@interact.net.au

 Website <http://www.gunning.nsw.gov.au>

Environment and Planning - 19 November 2015

ITEM 9.5 **Proposed Biala Street Boundary Adjustment**

FILE REFERENCE **I15/434**

AUTHOR **Director of Environment and Planning**

ISSUE

Seven Biala Street, Gunning residents have formally approached Council requesting payment of survey and Land Property Information lodgement fees in order to rectify an historical boundary misalignment and subsequent boundary encroachments.

RECOMMENDATION That -

1. Council endorses the payment for survey costs and plan registration fees for boundary adjustments of Lots 1 – 4 DP 519425, Lots 1 and 2 DP 709105 and Lots 13, 14, 18 and 19 Section 9 DP 758493, Biala Street, Gunning.

BACKGROUND

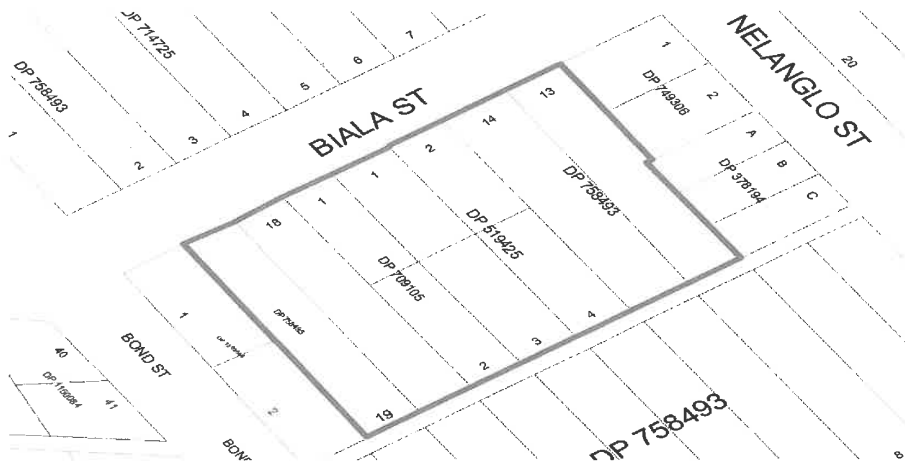
Council staff recently met with local residents Ellen Manwaring and Sue Walker with their representative from Diverse Project Solution, Bridget Wright, to discuss the issue of multiple encroachments along Biala Street, bounded by Nelanglo and Bond Streets, Gunning.

REPORT

Lots 1 – 4 DP 519425, Lots 1 and 2 DP 709105 and Lots 13, 14, 18 and 19 Section 9 DP 758493 Biala Street, Gunning, has either the neighbours house, fence or both encroaching over their property boundary due to an historical misalignment of Nelanglo Street. Each property is occupying approximately 2 metres over its western boundary. This was highlighted by a departmental survey conducted by the Lands Department in 1986.

There are 10 allotments affected with 7 separate owners of the allotments. Below is a map detailing the allotments affected:-

Ordinary Meeting of Council held on 19 November 2015

Environment and Planning**PROPOSED BIALA STREET BOUNDARY ADJUSTMENT cont'd**

The former Gunning Shire Council attempted to rectify this misalignment in 1997 and 2001. It is unknown why the work was never completed at that point in time.

Residents affected by this historical misalignment have approached Council seeking payment for the services required to rectify this misalignment affecting 7 ratepayers to ensure any future development in the area is appropriately placed.

POLICY IMPACT

Nil

OPTIONS

Nil

FINANCIAL IMPACT OF RECOMMENDATIONS

Residents are seeking Council payment of a quotation totalling \$9,312.00 towards the proposed boundary adjustment to rectify an historical misalignment that has not been included in the 2015/2016 Operational Plan budget.

RECOMMENDATION That -

1. Council endorses the payment for survey costs and plan registration fees for boundary adjustments of Lots 1 – 4 DP 519425, Lots 1 and 2 DP 709105 and Lots 13, 14, 18 and 19 Section 9 DP 758493, Biala Street, Gunning.

ATTACHMENTS

1.	Former Gunning Shire Council letter to residents - Boundary Adjustment - Bond, Biala and Nelanglo Streets, Gunning	Attachment
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Environment and Planning - 20 February 2025

ITEM 11.5 **Review of Drinking Water Quality Policy**

FILE REFERENCE **I25/27**

AUTHOR **Director of Environment and Planning**

ISSUE

Recommendation that Council adopt the reviewed Drinking Water Quality Policy

RECOMMENDATION That -

1. Council adopt the reviewed Drinking Water Quality Policy
-

BACKGROUND

Nil

REPORT

This report details the review of Council’s Drinking Water Quality Policy. The Policy is attached for Council’s review and endorsement.

POLICY IMPACT

This is a review of an existing policy of Council.

OPTIONS

Nil

FINANCIAL IMPACT OF RECOMMENDATIONS

Nil

RECOMMENDATION That -

1. Council adopt the reviewed Drinking Water Quality Policy

ATTACHMENTS

1. ↓	Drinking Water Quality Policy - Date Adopted 20 February 2025 - Resolution XXX-25 - Review 2028	Attachment
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Upper Lachlan Shire Council

Policy Update Cover

Date: 20 February 2025	Policy title: Drinking Water Quality Policy
This cover sheet provides a summary of the proposed amendments to the attached Drinking Water Quality Policy. Council initially adopted this policy in 19 th March 2015. The policy was last updated on the 4 th February 2025.	
Sponsor: Director Environment and Planning /Manager Water Sewer & Waste	Action required: Approval by Council
Reason for review/update: (Please delete whichever option does not apply or modify if required)	
Council regularly review and update it policies every three years to ensure that they are current, fit-for-purpose and relevant to Council's operations. The attached policy has been reviewed and updated in line with this practice and the sponsor is now seeking your approval to implement this policy.	
<p>Summary of the changes:</p> <p>The following amendments have been made to the Policy:</p> <ul style="list-style-type: none"> • Updated Drinking water Guidelines referenced to current version • Updated statement points with additional points included • Manager operations has been replaced to Manager Water, Sewer and Waste 	
Consultation(s): Manager Water Sewer and Waste Coordinator Water Sewer & Waste Director Environment and Planning	
Internally cleared by	
Position: Chief Executive Officer	Position: Director – Environment and Planning

V2 20.02.2025

POLICY:-	
Policy Title:	Drinking Water Quality Policy
File reference:	F10/618-05
Date Policy was adopted by Council initially:	19 March 2015
Resolution Number:	47/15
Other Review Dates:	19 March 2015
Resolution Number:	47/15
Current Policy adopted by Council:	20 February 2025
Resolution Number:	XX/25
Next Policy Review Date:	2028

PROCEDURES/GUIDELINES:-	
Date procedure/guideline was developed;	February 2015
Procedure/guideline reference number:	

RESPONSIBILITY:-	
Draft Policy Developed by:	Manager Water Sewer & Waste
Committee/s (if any) consulted in the development of this policy::	
Responsibility for implementation:	Manager Water Sewer & Waste
Responsibility for review of Policy:	Manager Water Sewer & Waste

V2 20.02.2025

ULSC WATER DRINKING QUALITY POLICY

Adopted: 20 February 2025

POLICY OBJECTIVE

To demonstrate and detail Councils commitment to providing Public drinking water supplies fully compliant with the Australian Drinking Water Guidelines 2011. The Policy extends to Councils Town water supplies in Crookwell, Gunning, Taralga and Dalton.

POLICY STATEMENT

Upper Lachlan Shire Council is committed to managing its town water supplies effectively to provide a safe, high quality drinking water that consistently meets the Australian Drinking Water Guidelines 2011 Updated November 2018 and revised Version 3.9 December 2024. Council is also committed to providing a service that meets consumer expectations and other regulatory requirements.

To achieve this, in partnership with stakeholders and relevant agencies, Upper Lachlan Shire Council will:

- manage water quality at all points along the delivery chain from source water to the consumer;.
- use a risk-based approach in which potential threats to water quality are identified and balanced;.
- plan for the needs and expectations of consumers, stakeholders, regulators and employees ;.
- establish regular monitoring of the quality of drinking water and effective reporting mechanisms to provide relevant and timely information, and promote confidence in the water supply and its management;.
- develop appropriate contingency planning and incident response capability;.
- deliver the Upper Lachlan Shire Council Operational Plans including water asset capital program, ensuring timely upgrade and replacement of identified drinking water assets;.
- ensure increasing standards of Levels of Service for delivery of drinking water and that these Levels of Service are reviewed regularly including maintenance and servicing of infrastructure;.
- participate in appropriate research and development activities to ensure continued understanding of drinking water quality issues and performance and incorporation testing for PFAS in the drinking water produced;.
- participate in testing of town supply water license bores.
- ensure water and sewer staff are trained and competent in operation, testing

V2 20.02.2025

ULSC WATER DRINKING QUALITY POLICY

Adopted: 20 February 2025

and compliance to critical control points in water treatment plants and retic network

- contribute to the debate on setting industry regulations and guidelines, and other standards relevant to public health and the water cycle;.
- continually improve our practices by assessing performance against corporate commitments and stakeholder expectations;.
- protect water quality by improving the health of catchments and waterways through effective partnerships with stakeholders, including council, relevant catchment agencies and private landholders and keeping sites secure and continue dam surveillance monitoring.

Upper Lachlan Shire Council will implement and maintain a drinking water quality management system consistent with the 2011 Australian Drinking Water Guidelines Updated November 2018 and revised Version 3.9 December 2024 to effectively manage the risks to Quality of drinking water quality.

All Council staff involved in the supply of drinking water are responsible for understanding, implementing, maintaining and continuously improving the drinking water quality management system.

RELATED POLICIES AND RELEVANT LEGISLATION/GUIDELINES

Public Health Act 2010

Australian Drinking Water Guidelines 2011 Updated November 2018 and revised Version 3.9 December 2024

VARIATION

Council reserves the right to vary or revoke this policy.

V2 20.02.2025

Environment and Planning - 20 February 2025

ITEM 11.6 **Creative Capital Grant - Accessibility Ramps at the Gunning Courthouse and Shire Hall**

FILE REFERENCE **I25/28**

AUTHOR **Director of Environment and Planning**

ISSUE

The council received funding through a NSW Creative Capital Grant for works at the Gunning Courthouse and Community Hall (Gunning Shire Hall), which incorporated the construction of accessibility ramps. The construction of these ramps were unable to be completed due to insufficient funds.

RECOMMENDATION That -

1. Council allocate \$25,000.00 from the Section 7.11 Community Building Reserves to enable the construction of the accessibility ramp at the Gunning Courthouse; and
2. Council allocate \$15,000.00 from the Section 7.11 Community Building Reserves to enable the construction of the accessibility ramp at the Gunning Shire Hall (Gunning showground).

BACKGROUND

The council applied for and obtained funding through the NSW Creative Capital Grants program for projects at both the Gunning Courthouse and Gunning Shire Hall. These projects incorporated the construction of ramps to enable accessibility into the buildings for people with a disability. Whilst components of the overall projects were completed the construction of the ramps have not proceeded due to insufficient funds.

To enable both projects to be finalised an additional \$40,000.00 is required and it is proposed that these funds be obtained from Section 7.11 Developer Contributions Reserve for Community Buildings.

REPORT

The Council obtained funding through the NSW Creative Capital Grants program to undertake two projects at Gunning Courthouse and Shire Hall.

The aim of the two projects was to provide everyone (whether young or old, fit or mobility impaired) safe and welcoming access to the Court Room and Shire Hall.

The project, if finalised would see the construction of a modern, fit-for-purpose disability access ramp at the Gunning Courthouse and at the Gunning Shire Hall. It is anticipated that these works would reduce disadvantage, by providing access to a greater number of people in our community as well as visitors, to the regular community

Environment and Planning

CREATIVE CAPTIAL GRANT - ACCESSIBILTY RAMPS AT THE GUNNING COURTHOUSE AND SHIRE HALL. cont'd

events held in this building. This in turn will improve the inclusiveness of the venue, reduce existing insuperable access barriers faced by the mobility impaired and provide a welcoming and dignified front entrance for all, in line with our community needs and Disability standards.

The projects are being completed in conjunction with relevant community groups and S355 Shire Hall Committee.

A summary of the Grant programs is provided in the below table.

Project Name	Project description	Total Project Cost	Grant Funding obtained
Gunning Shire Hall Rejuvenation	Installation of stage and window curtains, acoustics, lighting and accessibility ramp	\$106,922.00	\$92,623.00
Gunning Court Room upgrade	Grand piano purchase and maintenance, heritage inspection and design and accessibility ramp.	\$75,559.00	\$65,559.00

With the exception of the accessibility ramps all the works associated with the two projects have been completed.

When applying for the grants Council provided cost estimates associated with the construction of both ramps, with formal quotes from contractors being obtained after the funding was confirmed. The construction costs associated with the construction of the ramps as provided by two contractors were in excess of the original cost estimates. The difference between the initial estimate and actual cost for the accessibility ramps can be contributed to the final architectural designs.

Even though minor saving have been made across both projects there is a shortfall of \$24,245.77 for the Courthouse ramp and \$14,944.97 for the Shire Hall ramp.

POLICY IMPACT

Nil impact – refer to Financial Impact of Recommendations.

OPTIONS

Option 1: Allocate the shortfall in funding to enable the project to be finalised.

Option 2: Not allocated the shortfall in funding, which will require returning all unspent funds back to the funding body.

FINANCIAL IMPACT OF RECOMMENDATIONS

Environment and Planning

CREATIVE CAPTIAL GRANT - ACCESSIBILTY RAMPS AT THE GUNNING COURTHOUSE AND SHIRE HALL. cont'd

With the shortfall in funding Council will be required to allocate additional funding to enable the project to be finalised. The funding has not been considered in the 2024/25 Operational Plan.

As the two buildings being the Courthouse and Shire Hall are utilised for activities such as public meetings, art display, show related events or similar it is suggested that these can be defined as community related events.

Council through its 7.11 Developer Contribution Plan levies charges against specific developments to help fund infrastructure like parks, community facilities, roads, waste and open spaces. The funds captured through this process are able to be utilised on related activities where there is a nexus.

Council's Section 7.11 Developer Contribution Plan defines community facilities as being *'recognised for their broad contribution to communities, groups, families and individuals. They provide opportunities for community engagement and interaction, learning and development, entertainment and activity.* Based on this definition and the acknowledged uses of both the courthouse and shire hall these buildings would be captured within the definition of a 'community facility'

Therefore, funding obtained under the provisions of Council's Section 7.11 Developer Contributions Plan for 'community facilities' is able to be utilised to fund the shortfall associated with this project.

Council's Finance and Administration Department have advised that there are sufficient funds within the Community Facilities Reserve to allocate towards finalising this project.

RECOMMENDATION That -

1. Council allocate \$25,000.00 from the Section 7.11 Community Building Reserves to enable the construction of the accessibility ramp at the Gunning Courthouse; and
2. Council allocate \$15,000.00 from the Section 7.11 Community Building Reserves to enable the construction of the accessibility ramp at the Gunning Shire Hall (Gunning showground).

ATTACHMENTS

Nil

12 INFRASTRUCTURE DEPARTMENT

The following item is submitted for consideration -

- | | | |
|------|----------------------------------------------------------------|-----|
| 12.1 | Road Reserve Acquisition - 1562 Laggan-Taralga Road,
Laggan | 144 |
|------|----------------------------------------------------------------|-----|

Infrastructure Department - 20 February 2025

ITEM 12.1 **Road Reserve Acquisition - 1562 Laggan-Taralga Road, Laggan**

FILE REFERENCE **I24/237**

AUTHOR **Design Engineer**

ISSUE

Council has received a request from SRD Land Consultant representing an adjacent land owner to purchase part of the adjacent road reserve to amalgamate into their property.

RECOMMENDATION That –

1. Council agree in principle to the road closure and transfer of the closed road subject to a deed of agreement being executed with the adjoining landowner outlining that all costs will be borne by the landowner for LOT 3, DP 1184269 – 1563 Laggan-Taralga Road Laggan.
2. Council resolve to close the road reserve and transfer the land crossing LOT 3, DP 1184269-1563 to the landowner and authorises the Mayor and Chief Executive Officer to sign all necessary documents to affect the closure.

BACKGROUND

Upper Lachlan Shire Council (ULSC) was approached by SRD Land Consultants, representing the landowner, to assess the feasibility of acquiring an unused section of the Council road reserve.

This reserve runs longitudinally through the centre of LOT 3, DP 1184269, intersecting an existing shearing shed.

Infrastructure Department ROAD RESERVE ACQUISITION - 1562 LAGGAN-TARALGA ROAD, LAGGAN cont'd

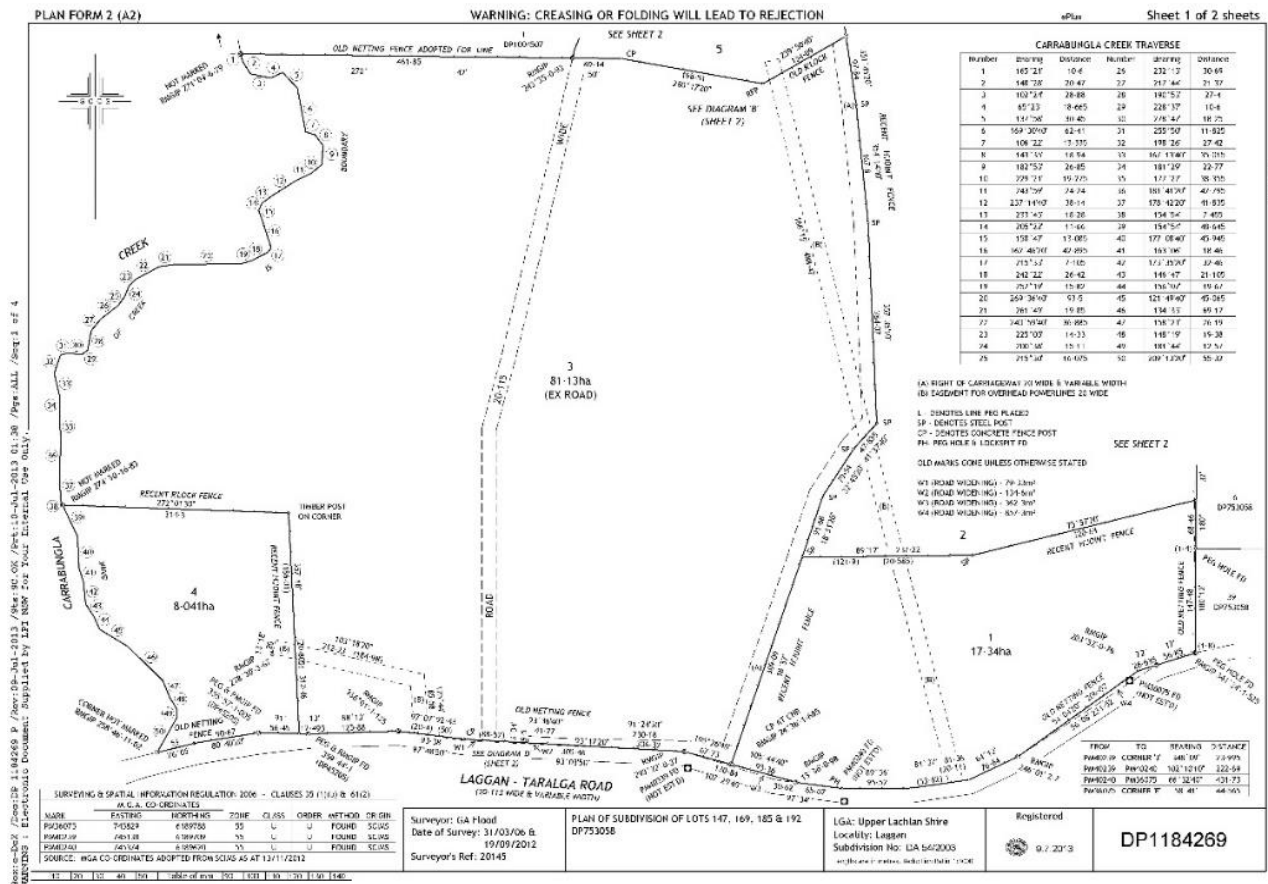


Diagram 1: Deposited Plan Lot 3 DP 1184269

REPORT

Council currently holds no assets within the road reserve and has no future plans to utilise this reserve. There is no impact on the road network by closing the portion of road requested and transferring it to the adjoining landowner. The landowner would bear all the associated costs with the land transaction including but not limited to survey, road closure, legal fees and the cost of purchasing the land off Council.

A Right of Carriageway already exists to allow access to LOT 5 DP1184269 on northern end of road reserve through LOT 3 DP1184269.

Infrastructure Department

ROAD RESERVE ACQUISITION - 1562 LAGGAN-TARALGA ROAD, LAGGAN
cont'd



Diagram 2: Highlighted Road Reserve to be closed.

In exchange for the closure and transfer of the road reserve over LOT 3, DP 1184269 an estimated fee of \$33,024 is proposed. The actual total fee will be confirmed once an official survey has taken place.

It is estimated that Survey, legal fees and other cost will be in the vicinity of \$6,000 to \$7,000 and will be borne by the landowner for LOT 3, DP 1184269 – 1563

If Council is in agreement with the proposal it is suggested that a Deed of Agreement be arranged to clarify the responsibility and intention of both parties.

POLICY IMPACT

Nil

OPTIONS

Option 1 – Agree to the proposal

Option 2 – Reject the proposal

FINANCIAL IMPACT OF RECOMMENDATIONS

There would be an initial cost to Council for the creation of the Deed of Agreement however this would be passed on to the proposed buyer.

Infrastructure Department

ROAD RESERVE ACQUISITION - 1562 LAGGAN-TARALGA ROAD, LAGGAN

cont'd

RECOMMENDATION That –

1. Council agree in principle to the road closure and transfer of the closed road subject to a deed of agreement being executed with the adjoining landowner outlining that all costs will be borne by the landowner for LOT 3, DP 1184269 – 1563 Laggan-Taralga Road Laggan.
2. Council resolve to close the road reserve and transfer the land crossing LOT 3, DP 1184269-1563 to the landowner and authorises the Mayor and Chief Executive Officer to sign all necessary documents to affect the closure.

ATTACHMENTS

Nil

13 FINANCE AND ADMINISTRATION

The following items are submitted for consideration -

13.1	Delivery Program bi-annual review 2024/2025	150
13.2	Quarterly Budget Review Statements - 2nd Quarter 2024/2025	165
13.3	Integrated Planning and Reporting - Public Exhibition of the Draft Upper Lachlan Community Strategic Plan 2042	219
13.4	Review of GIPA Agency Information Guide	239
13.5	Review of Bribes, Gifts and Benefits Policy	259
13.6	Review of Cash Handling Policy	266
13.7	Review of Procurement Policy	272

Finance and Administration - 20 February 2025

ITEM 13.1 **Delivery Program bi-annual review 2024/2025**

FILE REFERENCE **I24/368**

AUTHOR **Director of Finance and Administration**

ISSUE

Delivery Program – Principal Activities and Program Actions Report for 2024/2025.

RECOMMENDATION That -

1. Council adopt the Delivery Program Actions Report review for the six month period ended 31 December 2024.

BACKGROUND

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

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

REPORT

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

Attached to this report is a progress review report on Council’s Delivery Program activities in accordance with the IP&R guidelines for the period of July to December 2024.

POLICY IMPACT

Nil

OPTIONS

Nil

FINANCIAL IMPACT OF RECOMMENDATIONS

Nil

RECOMMENDATION That -

1. Council adopt the Delivery Program Actions Report review for the six month period ended 31 December 2024.

ATTACHMENTS

1. ↓	Delivery Program 31 December 2024 Report	Attachment
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The Delivery Program Actions are integrated with the Community Strategic Plan Towards 2042 (CSP) Strategies and referenced to a Community Aspiration. Each six months the Chief Executive Officer is to provide a progress report with respect to the Delivery Program Actions.

CSP STRATEGIC PILLAR NO.1 – OUR COMMUNITY

Delivery Program Actions	Performance Measures	Responsibility	CSP Strategy and Aspiration	Progress Report
1.1 - Support the retention of medical and health care facilities in the towns.	Medical practitioners are provided support to facilitate health care service provision.	Director of Infrastructure and Chief Executive Officer	Strategy A.3 - Advocate State and Federal Government agencies for infrastructure and services that meet the health and wellbeing needs of the community. 5. People attaining health and wellbeing.	Achieved – community buildings leased to facilitate health care services and in-kind contributions provided to service providers.
1.2 - Support provision of ageing population services and aged accommodation.	Liaise with government agencies and associated community groups in advocating for adequate aged care services and accommodation.	Director of Environment and Planning	Strategy A.1 - Our community has access to health and community services that support physical health and mental wellbeing through all life stages. 2. Community liaison to preserve and enhance community facilities.	Achieved - Community has access to health and community services. Noting minimal advocating has occurred with respect to this delivery action.
1.3 - Community services for young, aged, disabled, and people from diverse cultural backgrounds.	Implementation of actions identified in the Social and Community Plan, Disability Inclusion Plan (DIAP), Cultural Plan and Ageing Strategy.	Director of Environment and Planning	Strategy A.6 - Support the community by encouraging creative expression through arts and culture. 6. Resilient and adaptable communities.	Not achieved - review of Social and Community Plan, Cultural Plan and Ageing Strategy not completed. Achieved – DIAP developed and being implemented.

Delivery Program Actions	Performance Measures	Responsibility	CSP Strategy and Aspiration	Progress Report
1.4 - Retain the youth population demographic and provide appropriate facilities.	Continue support of the youth.	Director of Environment and Planning	Strategy A.7 - Support participation in a broad range of activities to foster community connectivity and informal support networks. 2. Community liaison to preserve and enhance community facilities.	Working Towards – Library coordinated youth week activities funded by a grant. Youth Policy is not developed.
1.5 - Protect significant heritage sites to preserve the diverse history of the Shire.	Heritage sites receiving funding over three year program.	Director of Environment and Planning	Strategy A.5 - Events celebrate the identity of our towns, produce, heritage and culture. 1. A built environment enhancing the lifestyle of a diverse community.	Achieved – heritage grant program is funded annually.
1.6 - Social inclusion for all disparate communities.	Provision of recreational opportunities and upgrade to existing public recreational facilities within the Shire towns.	Director of Environment and Planning	Strategy A.2 - Our community driven sports and recreation groups are supported. 6. Resilient and adaptable communities.	Achieved – works as adopted budget implemented.

Delivery Program Actions	Performance Measures	Responsibility	CSP Strategy and Aspiration	Progress Report
1.7 - Manage and upgrade Council's public buildings and community centres.	Preparation and review of Council buildings and strategy on future arrangements.	Director of Infrastructure	Strategy A.7 - Support participation in a broad range of activities to foster community connectivity and informal support networks. 2. Community liaison to preserve and enhance community facilities.	Not achieved - Plans of Management yet to be completed. Buildings strategy has not been developed.
1.8 - Encourage recreational, cultural and leisure activities while maintaining public safety standards.	Provide funding for existing library and swimming pool facilities. Also, manage animal control and sporting grounds activities.	All three Council Department Directors	Strategy A.2 - Our community driven sports and recreation groups are supported. 2. Community liaison to preserve and enhance community facilities.	Achieved – Council supports sporting groups and funds swimming pool and library activities annually.

CSP STRATEGIC PILLAR NO.2 – OUR ENVIRONMENT

Delivery Actions	Program	Performance Measures	Responsibility	CSP Strategy and Aspiration	Progress Report
2.1 - Address environmental degradation issues, i.e. noxious weeds control.		Review of Biosecurity Management Strategy.	Director of Environment and Planning	Strategy C.1 - Protect and enhance the existing natural environment, including flora and fauna native to the region. Strategy C.2 - Implement effective integrated weed and pest animal management. 3. A healthy natural environment.	Achieved – funding obtained for the Weeds Action.
2.2 - Promote environmentally sustainable developments (ESD).		Review, update and implementation of Upper Lachlan Local Environmental Plan (LEP) and Development Control Plan (DCP).	Director of Environment and Planning	Strategy C.6 - Maintain a balance between growth, development, environmental protection agriculture through sensible planning. Strategy C.7 - Consider community feedback, local character and identity, economic factors and social impact in planning decisions. 4. A prosperous economy with the balanced use of our land.	Not achieved – Note that Council Officers are working in conjunction with CRJO on ESD initiatives. Grant funding opportunities also investigated.
2.3 - Promote use of green and renewable energy.		Council promote alternate energy initiatives. Review Climate Change Adaption Strategy and development of Resilience Framework.	Director of Environment and Planning	Strategy C.4 - To investigate and implement approaches to reduce our carbon footprint. 3. A healthy natural environment.	Not achieved – Environmental Sustainability Strategy not commenced and project delivery is dependent upon external grant funding.

Delivery Actions	Program	Performance Measures	Responsibility	CSP Strategy and Aspiration	Progress Report
2.4 - Pursue Section 7.12 Development Contributions payments for all State Significant - Designated Developments.		Council is to manage and distribute the funds through a Community Enhancement Program (CEP) for each wind farm committee.	Director of Environment and Planning	Strategy C.8 - Encourage positive social and environmental contributions from developers. Strategy B.2 - Foster a diverse and resilient agricultural industry. 1. A built environment enhancing the lifestyle of a diverse community.	Achieved – CEP committee meetings held and funds distributed as resolved by the committees. Council administers the CEP funds.
2.5 - Support land care initiatives to restore and beautify natural resources.		Continued partnership working to protect our environment by enhancing land and waterways to sustain natural ecosystems.	Director of Environment and Planning	Strategy C.3 - Protect and rehabilitate waterways and catchments. 2. Community liaison to preserve and enhance community facilities.	Achieved.
2.6 - Provide waste pickup service for towns and villages and reduce the amount of waste going to landfills.		Council provide a strategy for future waste service provision. Implement improvement works to Crookwell landfill/waste centre and the village waste transfer stations to ensure compliance with EPA guidelines.	Director of Environment and Planning	Strategy D.12 - Our recycling and waste management practices are accessible and efficient. 7. Responsible and efficient use of resources.	Achieved – waste services provided to applicable communities within the Shire. Not achieved – waste strategy completion is pending funding. Being achieved - Talis Consulting has been engaged to prepare Crookwell landfill asset remediation report and project cost estimation.

Delivery Actions	Program	Performance Measures	Responsibility	CSP Strategy and Aspiration	Progress Report
2.7 - Improve water supply and sewerage facilities to towns.		Implement town water supply and sewerage improvement programs and include within Long Term Financial Plan (LTFP).	Director of Environment and Planning	Strategy D.10 - Provide high quality reliable water supply to communities. Strategy D.11 - Provide safe and efficient sewerage services to communities. 2. A healthy natural environment.	Working Towards – Integrated Water Cycle Management Plan (IWCM) development is ongoing and will identify priority areas. Agreement signed with NSW Public Works to enable the completion of the IWCM.

CSP STRATEGIC PILLAR NO. 3 – OUR ECONOMY

Delivery Actions	Program	Performance Measures	Responsibility	CSP Strategy and Aspiration	Progress Report
3.1 – Prioritise financial viability of Council.		Long-term Financial Planning (LTFP) model implemented.	Director of Finance and Administration	Strategy E.5 - Manage resources in a responsible manner that supports the ongoing viability of Council. 7. Responsible and efficient use of resources.	Working Towards - LTFP was adopted on 20 June 2024. A Financial Sustainability Review Report completed by AEC Group in November 2023. Recommendations from the report were considered and service level review decisions by Council made in May 2024 that are being implemented in 2024/2025.
3.2 – Prudent financial management.		Achieve Financial Statements performance benchmarks.	Director of Finance and Administration	Strategy E.6 - Seek out and pursue income generating opportunities for Council. 8. Transparent and accountable governance.	Working Towards – 4 benchmarks achieved of 7 with an unqualified audit report issued by Audit Office on Council Financial Statements for 2023/2024.
3.3 - Encourage sustainable population growth and provision of associated infrastructure.		1. Implementation of Southern Tablelands Regional Economic Development Strategy (REDS).	Chief Executive Officer	Strategy B.6 - Support and encourage the growth of tourism infrastructure such as accommodation, visitor facilities and restaurants. 4. A prosperous economy with the balanced use of our land.	Working Towards - REDS implemented. Formation of new Section 355 Committee. Planning and development control principals applied to assessing subdivision applications.

Delivery Program Actions	Performance Measures	Responsibility	CSP Strategy and Aspiration	Progress Report
3.4 - Assist facilitation of employment opportunities.	Number of contacts with existing businesses and grant application preparation resources provided to assist businesses.	Chief Executive Officer	Strategy B.7 - Support our young people to access surrounding education, training and employment pathways. 7. Responsible and efficient use of resources.	Achieved – Grant Report is provided to Council. Successful in facilitating work placements and apprenticeships at Council.
3.5 - Promote tourism opportunities.	Marketing and promotion is timely, professional, informative and responsive to user needs. Capitalise on Canberra Region brand opportunities.	Chief Executive Officer	Strategy B.5 - Foster strategic partnerships with tourism authorities to harness marketing and attraction opportunities. 2. Community liaison to preserve and enhance community facilities.	Working Towards – The Southern Tablelands Committee have completed the Regional Lifestyle Magazine featuring the Upper Lachlan. The tourism unit are continuing to run the Roving Art Show throughout the halls of the Upper Lachlan. The tourism unit had a successful Christmas Street Festival bringing many to the region. The tourism unit continues to help, promote and guide the local community groups with events, grant applications and resources.

CSP STRATEGIC PILLAR NO. 4 – OUR INFRASTRUCTURE

Delivery Actions	Program	Performance Measures	Responsibility	CSP Strategy and Aspiration	Progress Report
4.1 - Improve local road and regional road transport networks.		Manage road assets to ensure public safety. Road Hierarchy reviewed and reported to Council. Pavement rehabilitation on regional roads.	Director of Infrastructure	Strategy D.1 - Plan for, maintain and improve road corridor networks. 7. Responsible and efficient use of resources.	Not achieved – no road hierarchy report to Council. Capital and maintenance works undertaken on Regional and Local Roads and Infrastructure Plan adopted by Council on 20 June 2024.
4.2 - Infrastructure Plan is implemented for new capital works, asset renewal and upgrades covering a 10 year period.		Asset Management Plans and Asset Strategies by each Asset Class are developed and recommendations implemented.	Director of Infrastructure	Strategy D.8 - Management of community infrastructure is supported by strong relationships between Council and community groups and used to the maximum extent possible. 2. Community liaison to preserve and enhance community facilities.	Not achieved – asset data is required to be collated, along with condition rating to update the asset register and develop forward year works plans.
4.3 - Bitumen sealing all urban streets in towns.		Prepare 4 year road capital works program budget and review works priorities annually.	Director of Infrastructure	Strategy D.1 - Plan for, maintain and improve road corridor networks. 1. A built environment enhancing the lifestyle of a diverse community.	Achieved - four year capital road works program budget and works was developed and included in Delivery Program adopted by Council on 20 June 2024.
4.4 - Develop town and CBD beautification programs.		Implement town main street beautification works.	Director of Infrastructure	Strategy D.4 - Encourage community pride through the beautification of our towns and rural areas. 2. Community liaison to preserve and enhance	Achieved - town and village streetscape project of installation of bins, noticeboards and seating is complete.

Delivery Actions	Program	Performance Measures	Responsibility	CSP Strategy and Aspiration	Progress Report
4.5 - Lobby for improved mobile telephone and broadband services.		Advocate Federal Government agencies to ensure regional and rural areas are included in the roll out of technological initiatives.	Director of Infrastructure	community facilities. Strategy D.13 - Advocate for servicing of mobile telephone blackspot areas. Strategy D.14 - Advocate for a more stable communication network. 1. A built environment enhancing the lifestyle of a diverse community.	Working Towards – A new tower was approved for Curraweela in December 2023. Lobbying for a tower at Snowy Mount has been unsuccessful to date.
4.6 - Develop new and upgrade existing footpaths and cycleway networks.		Implement the Pedestrian Access and Mobility Plan (PAMP) to create links to community services in conjunction with NSW Government Stronger Country Communities Fund program.	Director of Infrastructure	Strategy D.6 - Our community infrastructure is accessible and fosters inclusive, healthy and active recreation. 1. A built environment enhancing the lifestyle of a diverse community.	Achieved – previous grant projects at Crookwell and Gunning have been completed. Further projects have been applied under two different grants.
4.7 - Upgrade stormwater and kerb and guttering in towns.		Stormwater Management Plans created and recommendations progressively implemented in a 4 year capital works budget.	Director of Infrastructure	Strategy D.7 - Infrastructure improvements and additions support our communities and enhance visitor experiences. 2. A healthy natural environment.	Working Towards – Flood studies for Collector, Crookwell, Gunning and Taralga have been completed. Potential upgrades identified but will require significantly more funding than currently available. Funding received to undertake design and construction for a levee in Gunning, however due to high estimated construction costs a variation to the grant has been

					applied to only undertake the design of the levee and some minor construction work involving raising a house and stormwater works on Warrataw Street.
Delivery Actions	Program	Performance Measures	Responsibility	CSP Strategy and Aspiration	Progress Report
4.8 - Replace bridges on local and regional roads.		Implementation of the bridge replacement program with funding to be sourced from external funding bodies.	Director of Infrastructure	Strategy E.7 - Manage assets in a proactive way across their lifespan within resources limitations. 7. Responsible and efficient use of resources.	Working Towards - construction has commenced on Julong Road 2 bridge replacement and commenced works on the Tablelands Way MR256 Oberon Road culvert replacement at Curraweela Creek.
4.9 - Transport link priority projects to State Parks including the Wombeyan Caves Road, Tablelands Way and Grabine Road reconstruction and upgrade to facilitate economic benefits to the region.		Pursue grant funding opportunities that deliver on the pursuit of regional economic growth benefits. Deliver grant projects and improve road infrastructure assets with potential to stimulate the local economy and grow businesses.	Director of Infrastructure	Strategy D.2 - Advocate for funding to improve road corridor conditions and connectivity. Strategy B.4 - Enhance economic resilience to adapt and respond to shocks like COVID 19 and natural disasters. Strategy B.6 - Support and encourage the growth of tourism infrastructure such as accommodation, visitor facilities and restaurants. 4. A prosperous economy with the balanced use of our land.	Achieved – Wombeyan Caves Road project has been completed, unspent project funding has been used for slope stability works. Construction works have been completed on the seal extension component of Grabine Rd works including the construction of box culverts at Sandy Creek. Grant funding for Tablelands Way safety improvements has been secured and works commenced.

CSP STRATEGIC PILLAR NO.5 – OUR CIVIC LEADERSHIP

Delivery Actions	Program	Performance Measures	Responsibility	CSP Strategy and Aspiration	Progress Report
5.1 - Participate in resource sharing initiatives.		Report projects to Council every year. Achieve annualised \$ savings through participation in Canberra Region Joint Organisation (CRJO) projects.	Chief Executive Officer	Strategy E.4 - Council actively participates in regional bodies such as CRJO to identify innovations and opportunities for our region. Strategy E.1 - Council practices and processes are undertaken in an efficient manner that meets legislative requirements. 7. Responsible and efficient use of resources.	Working Towards - participation in CRJO; Regional Community Strategic Plan Towards 2042 project, internal audit services, ARIC committee and NSW Resilience Blueprint project. Central West JO contracts; Copyright Licencing and Bulk Fuel purchase contract.
5.2 - Promote community engagement and involvement in decision making processes.		Regular community meetings and Committees of Council outcomes achieved. Community Survey undertaken every four years.	Chief Executive Officer and Director of Finance and Administration	Strategy E.9 - Council understands the aspirations of the community and seeks to work together to solve local issues. Strategy E.11 - We aim to engage 'hard to reach' parts of our community in decisions that affect them and our region. 6. Resilient and adaptable communities.	Working Towards – community outreach meetings will be held in 2025 in towns/villages. Achieved – Projectura on behalf of CRJO prepared a Community Engagement Report for Council after a round of community engagement in February and March 2024 with Have Your Say on-line and hard copy surveys completed as part of reviewing the Council Community Strategic Plan 2042.

Delivery Actions	Program	Performance Measures	Responsibility	CSP Strategy and Aspiration	Progress Report
5.3 - Leadership and commitment to integrated planning and reporting (IP&R).		Council's IP&R documents clearly articulate the Council's direction across all strategy platforms and performance management efficiency is evident to the community.	Chief Executive Officer and Director of Finance and Administration	Strategy E.2 - Make doing business with Council easier. Strategy E.3 - Governance provides a sound basis for decision making. 8. Transparent and accountable governance.	Working Towards – 2025/2026 IP&R strategic plans will be reviewed in 2025 for adoption by Council in June 2025. Achieved - 2024/2025 IPR strategic plans were adopted by Council on 20 June 2024.

Finance and Administration - 20 February 2025

ITEM 13.2 **Quarterly Budget Review Statements - 2nd Quarter 2024/2025**

FILE REFERENCE **I24/369**

AUTHOR **Director of Finance and Administration**

ISSUE

A Financial Summary and Key Performance Indicators report for the 2nd Quarter Budget Review in 2024/2025 is provided for Council endorsement.

RECOMMENDATION That -

1. Council endorses the 2nd Quarter Budget Review Statements for 2024/2025 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 2nd Quarter Budget Review in 2024/2025.

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 2nd Quarter of the 2024/2025 financial year. The following is a financial summary of the data as at 31 December 2024:-

1. Council has raised 62% of the operating budgeted income.
2. Council has expended 59% of the operating budgeted expenditure, (Note: this % includes actual expenditure and creditor commitments).
3. Capital grants and contributions income received is 12% of the revised budgeted capital income.
4. Council has expended 49% of the revised budgeted capital expenditure (Note: this % includes actual capital expenditure and creditor commitments) on asset acquisitions and renewals.

Budget Revotes

On 20 June 2024, Council's Operational Plan resolved an original operating budget deficit, before capital grants and contributions, totalling \$4.361 million.

Since Council adopted the original budget, there are operational budget net revotes decline in operational result projection for the 1st Quarter totalling \$407,735. In the 2nd Quarter there are budget net revotes decline in operational result of \$260,641. Therefore, the revised net operating budget shows a deficit result forecast totalling \$5.030 million, before capital grants and contributions.

The operational and capital budget revotes of income and expenditure and transfer from reserves movements for the 2nd Quarter are all detailed in the attached Material Variations and Revotes Budget Review Statement.

Operational Budget Analysis

Council's operational budget analysis is outlined in Income and Expenses Budget Review Statement. The year to date actual to budget operating income shows that total income received year to date is 1% higher than anticipated forecast to total income year to date. The year to date actual to budget operating expense is 4% higher than the anticipated forecast of total expenditure year to date (Note: if creditor commitments unpaid are excluded the year to date total operating expense to budget is 53.64% instead of 59% expended).

The Operating Budget Review Statement by Function gives further detail of Council services. This document shows the net budgeted cost of each Council service function business unit 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 49% complete at year to date as detailed in attachments to this report and provide details in regard to progress of each individual capital project.

However, it is noted that the actual capital expenditure year to date (excluding expense commitments unpaid at year to date) totals only 27.7% completed at year to date to budget. Council will manage the progress of projects as the year progresses.

The General Fund revised capital expenditure program is 57% completed at year to date. Major projects that are substantially completed include MR256 Tablelands Way causeway upgrade project and the Fixing Local Roads program (Breadalbane Road Reconstruction) and the Roads to Recovery program (Woodhouselee Road and gravel resheeting on local roads).

Finance and Administration

QUARTERLY BUDGET REVIEW STATEMENTS - 2ND QUARTER 2024/2025 cont'd

Cash flow

Council's projected short-term liquidity financial position is satisfactory with the total cash and investments held as at 31 December 2024 totalling \$32.582 million.

At the reporting date, Council has considerable number of material government grant reimbursement payment claims outstanding for programs including; two bridge replacement grant funded projects, LRCI funding final milestone payments, Natural Disaster restoration works State Road MR54 work order payment claims. All these projects expenditure are accounts receivable to Council and have impacted Council's short term cash position.

Previous quarter, the total cash and investments held as at 30 September 2024 totalled \$34.102 million. The cash and investments held at 30 June 2024, totalled \$35.289 million.

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

POLICY IMPACT`

Nil

OPTIONS

Nil

FINANCIAL IMPACT OF RECOMMENDATIONS

There are this quarters operational budget and capital income and expenditure budget revotes in the attached reports that includes transfers from internal and external restricted reserves for prior years carry over works and new grant projects.

RECOMMENDATION That -

1. Council endorses the 2nd Quarter Budget Review Statements for 2024/2025 including revotes of income and expenditure to the Operational Plan; and
2. Council endorses the Operational Plan Performance Summary Report.

ATTACHMENTS

1. ↓	QBRS 2024-2025 Quarter 2 - Upper Lachlan Shire Council	Attachment
2. ↓	Operational Plan KPI - 2nd Quarter 2024-2025	Attachment

UPPER LACHLAN SHIRE COUNCIL**Quarterly Budget Review Statement****For the 2nd Quarter 2024/2025, ended 31 December 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 December 2024 indicates that Upper Lachlan Shire Council's projected financial position at 30 June 2025 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: 05/02/2025

Jonathan Blake
Chief Financial Officer
Upper Lachlan Shire Council

UPPER LACHLAN SHIRE COUNCIL**Part A****Contracts Budget Review Statement - 2024/2025****Budget Review for the quarter ended 31 December 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)
Crookwell Hay Contractors	Plant Hire October 2024	\$65,807.50	14/10/2024	Oct-24	Y
Crookwell Hay Contractors	Plant Hire November 2024	\$53,042.00	3/12/2024	Nov-24	Y
Daimler Trucks Canberra	Fuso 1627 with Johnston Body	\$344,417.63	13/12/2024	Jun-25	Y
Divall's Earthmoving & Bulk Haulage	Crush 20mm - Heffernans Pit 5000m3	\$56,155.00	2/10/2024	Dec-25	Y
Divall's Earthmoving & Bulk Haulage	MR54 Segment 390 Stabilisation	\$240,000.00	29/10/2024	Dec-24	Y
Divall's Earthmoving & Bulk Haulage	MR54 Heavy Patch rework and drainage	\$95,000.00	29/10/2024	Dec-24	Y
Divall's Earthmoving & Bulk Haulage	Initial Bitumen Seal - Woodhouselee Road	\$61,998.75	1/11/2024	Dec-24	Y
Don Clark Tractors	Major Plant Repair	\$64,754.38	21/11/2024	Dec-24	Y
Flocon Engineering Pty Ltd	Hino 1124 with Flocon body	\$330,746.86	13/12/2024	Jun-26	Y
Holcim (Australia) Pty Ltd	Supply of road pavement materials	\$195,000.00	28/10/2024	Nov-24	Y
JCF Earthmoving and Demolition PTY LTD ATF	MR256 Storm Damage - Multiple DMs	\$410,862.69	11/09/2024	Jan-25	Y
Lack Group Traffic Pty Ltd	Heavy Patch Traffic control	\$60,000.00	21/11/2024	Nov-24	Y
Power Line Design Pty Limited	Design - Raised Crossing Lighting	\$61,820.00	18/12/2024	Oct-25	Y
Reliance Engineering Services Pty Ltd	Natural Disaster Project Management - October2024	\$50,000.00	5/11/2024	Oct-24	Y
Roadworx	MR256 Heavy Patching	\$830,249.19	29/10/2024	Dec-24	Y
Roadworx	Breadalbane Road Initial Seal	\$171,336.70	31/10/2024	Nov-24	Y
Roadworx	Peelwood Road Bitumen Seal Section 1	\$77,920.92	1/11/2024	Dec-24	Y
Roadworx	Full Service Heavy Patching - Bevendale Road	\$231,610.35	2/12/2024	Dec-24	Y
Roadworx	Sealing Works - MR54 reseal 2024/2025	\$553,842.65	11/12/2024	Mar-25	Y
WesTrac Equipment Pty Ltd	CS12 Smooth drum rolller	\$219,582.00	13/11/2024	Apr-25	Y

Part B**Consultancy and Legal Expenses Budget Review Statement - 2024/2025****Budget Review for the quarter ended 31 December 2024**

Expense	YTD (Actual + Commitments)	2024/2025 Budget	Budgeted (Y/N)
Legal Fees	\$47,821	\$69,300	Yes
Consultancies	\$364,165	\$603,560	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.

Consult & Legal Exp

UPPER LACHLAN SHIRE COUNCIL

Income and Expenses Budget Review Statement - 2024/2025
Budget Review for the quarter ended 31 December 2024

(Actual YTD figures include creditor commitments)

						Actual YTD Pay YTD	50.00% 48.66%
	Actual YTD	Original Budget	1st Quarter Revotes	2nd Quarter Revotes	Revised Budget	% YTD Actual to Revised Budget	Anticipated % Budget YTD
Operational Activities							
Employee Benefits and On-Costs	7,366,091	15,214,641	814,571	162,278	14,237,792	52%	49%
Borrowing Costs	91,715	243,630			243,630	38%	34%
Depreciation & Amortisation #	5,126,139	10,252,277			10,252,277	50%	50%
Materials & Contracts	12,692,563	12,947,155	1,582,725	2,354,973	16,884,853	75%	67%
Other Expenses	420,274	827,551			827,551	51%	61%
Loss on Disposal of Assets	193,028		1,000,000	193,028	1,193,028	16%	
Total Expenses from Continuing Operations	25,889,809	39,485,254	1,768,154	2,385,723	43,639,131	59%	55%
Rates & Annual Charges**	14,595,356	14,587,943			14,587,943	100%	99%
User Charges & Fees	3,240,738	6,872,023			6,872,023	47%	41%
Interest and Investment Revenue	754,282	1,428,739			1,428,739	53%	49%
Other Revenues	274,277	577,537		55,887	633,424	43%	44%
Non-Capital Operating Grants and Contributions	5,209,412	11,200,486	1,360,419	2,069,195	14,630,100	36%	36%
Gain on Disposal of Assets		456,573			456,573		
Total Income from Continuing Operations	24,074,066	35,123,301	1,360,419	2,125,082	38,608,802	62%	61%
OPERATING RESULT DEFICIT BEFORE CAPITAL AMOUNTS	1,815,743	4,361,952	407,735	260,641	5,030,329		
Capital Grants and Contributions	1,538,543	7,943,885	2,470,068	2,635,401	13,049,354	12%	14%
INCOME FROM ALL ACTIVITIES	25,612,609	49,987,477	3,830,487	4,760,483	51,658,156	50%	
NET RESULT FROM ALL ACTIVITIES	277,200	3,581,933	2,062,333	2,374,760	8,019,026		
OPERATING SURPLUS EXCLUDES DEPRECIATION	4,848,938	13,834,210	2,062,333	2,374,760	18,271,303		

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 - 2024/2025									
Budget Review for the quarter ended 31 December 2024									
				1) Actual YTD figures includes creditor commitments 2) Budget figures include Q1 and Q2 revotes 3) Expenditure is inclusive of Council Rates and is eliminated on the Income Statement				Actual YTD Pay YTD	50.00% 48.66%
				Actual: Committed: Total:		23,407,454 2,482,355 25,889,809			
Function or Activity (Alternate Key 8 Report)	Alt Key 8	Expenditure to 31 Dec 2024 \$	Expenditure to 31 Dec 2024 %	Budgeted Expenses from continuing operations \$	Income to 31 Dec 2024 \$	Income to 31 Dec 2024 %	Budgeted Income from continuing operations \$	Operating Result to 31 Dec 2024 \$	Budgeted Operating Result from continuing operations \$
* Note: Depreciation expense is excluded from cost centres									
COMMUNITY									
Health Services, Medical Centres, Aged, Disabled & Community Services	3.01.01.01.00	2,265,015	53.89%	4,202,665	869,185	72.52%	1,198,500	(1,395,829)	(3,004,165)
Public Halls, Cultural Services, Community Services and Museums	3.01.02.01.00	297,687	56.01%	531,468	43,574	35.28%	123,500	(254,113)	(407,968)
Animal Control	3.01.03.01.00	645,571	85.45%	755,471	365,825	67.24%	544,022	(279,745)	(211,449)
Swimming Pools	3.01.04.01.00	65,574	41.96%	156,260	2,978	25.68%	11,600	(62,595)	(144,660)
Sporting Grounds and Parks and Gardens	3.01.05.01.00	97,848	19.90%	491,773	185,329	87.24%	212,438	87,481	(279,335)
Public Libraries	3.01.06.01.00	306,397	34.47%	888,988	11,786	26.40%	44,640	(294,611)	(844,348)
Emergency Services and Fire Protection Operational (works and services) savings	3.01.07.01.00	305,611	62.59%	488,267	89,689	100.21%	89,500	(215,922)	(398,767)
		546,327	61.35%	890,438	170,003	98.38%	172,800	(376,324)	(717,638)
ENVIRONMENT									
Town Planning and Development Control	3.02.01.01.00	3,832,548	53.33%	7,186,198	6,813,240	77.67%	8,772,524	2,980,692	1,586,326
Building Control	3.02.02.01.00	282,444	46.57%	606,447	115,001	36.10%	318,600	(167,443)	(287,847)
Environmental Systems and Protection	3.02.03.01.00	181,087	35.80%	505,824	72,287	44.08%	164,000	(108,800)	(341,824)
Housing	3.02.04.01.00	26,954	49.11%	54,887	3,639			(23,315)	(54,887)
Noxious Weeds Control	3.02.05.01.00	23,941	61.23%	39,099	5,820	11.78%	49,400	(18,121)	10,301
Food Control and Inspections	3.02.06.01.00	212,013	53.71%	394,729	1,800	1.26%	142,386	(210,213)	(252,343)
Water Supply Services	3.04.02.01.00	10,148	84.56%	12,000	10,099	126.24%	8,000	(49)	(4,000)
Sewerage Services	3.04.03.01.00	1,191,404	62.93%	1,893,081	1,772,534	63.72%	2,781,924	581,130	888,843
Domestic Waste Management	3.04.06.01.00	633,330	46.87%	1,351,304	2,123,189	88.48%	2,399,648	1,489,859	1,048,344
Waste Centres, Rubbish Tips and Street Cleaning	3.04.07.01.00	323,700	19.43%	1,666,040	1,767,621	96.27%	1,836,040	1,443,921	170,000
		947,529	142.96%	662,787	941,250	87.76%	1,072,526	(6,279)	409,739
ECONOMY									
Financial Services	3.03.01.01.00	3,640,471	91.04%	3,998,819	331,737	87.89%	377,445	(3,308,734)	(3,621,374)
Administration and Corporate Support	3.03.02.01.00	585,171	57.30%	1,021,319	27,706			(557,465)	(1,021,319)
Information Technology	3.03.03.01.00	1,094,299	76.05%	1,438,931	301,242	79.92%	376,945	(793,057)	(1,061,986)
Workforce (Human Resources, Labour Oncosts and WH&S)	3.03.04.01.00	394,160	55.01%	716,517				(394,160)	(716,517)
Commercial - Bank House	3.03.07.01.00	1,551,015	190.98%	812,147	62	12.36%	500	(1,550,953)	(811,647)
		15,826	159.78%	9,905	2,727			(13,099)	(9,905)

UPPER LACHLAN SHIRE COUNCIL										
Operating Budget Review Statement by Function/Activity - 2024/2025										
Budget Review for the quarter ended 31 December 2024										
				1) Actual YTD figures includes creditor commitments 2) Budget figures include Q1 and Q2 revotes 3) Expenditure is inclusive of Council Rates and is eliminated on the Income Statement			Actual YTD Pay YTD		50.00% 48.66%	
				Actual: Committed: Total:		23,407,454 2,482,355 25,889,809				
Function or Activity (Alternate Key 8 Report)	Alt Key 8	Expenditure to 31 Dec 2024 \$	Expenditure to 31 Dec 2024 %	Budgeted Expenses from continuing operations \$	Income to 31 Dec 2024 \$	Income to 31 Dec 2024 %	Budgeted Income from continuing operations \$	Operating Result to 31 Dec 2024 \$	Budgeted Operating Result from continuing operations \$	
* Note: Depreciation expense is excluded from cost centres										
INFRASTRUCTURE										
Roads, Bridges, Cycleways, Footpaths and Kerb and Guttering	3.04.01.01.00	7,088,018	58.85%	12,044,532	3,620,912	54.84%	6,602,612	(3,467,106)	(5,441,920)	
Stormwater and Drainage	3.04.04.01.00	1,917	2.17%	88,443	110,400	100.52%	109,825	108,483	21,382	
Quarries and Gravel Pits	3.04.05.01.00	372,863	48.36%	770,958	948,909	111.89%	848,054	576,045	77,096	
Public Conveniences and Amenities	3.04.08.01.00	59,526	25.99%	229,005				(59,526)	(229,005)	
Public Cemeteries	3.04.09.01.00	42,132	88.94%	47,371	40,130	172.23%	23,300	(2,002)	(24,071)	
Engineering, Purchasing and Works Supervision	3.04.10.01.00	705,613	48.25%	1,462,378	40,241	18.21%	221,000	(665,372)	(1,241,378)	
Plant and Equipment Operations (net excluding depreciation)	3.04.11.01.00	220,602	-12.70%	(1,737,604)	206	0.05%	456,573	(220,396)	2,194,177	
Operational (works and services) savings										
CIVIC LEADERSHIP										
Governance and Real Estate Development	3.05.01.01.00	924,769	51.35%	1,800,994	26,250			(898,519)	(1,800,994)	
Caravan Parks	3.03.05.01.00	15,194	33.38%	45,518	36,307	43.22%	84,000	21,113	38,482	
Tourism & Business (RMS State Rd, Service NSW Agency, Private Works)	3.03.06.01.00	1,870,747	53.61%	3,489,622	1,134,530	32.08%	3,536,402	(736,218)	46,780	
GENERAL PURPOSE REVENUES										
General Purpose Items and Rates					10,377,764	62.44%	16,620,614	10,377,764	16,620,614	
DEPRECIATION EXPENSE										
Depreciation Operating Expense	3.07.01.01.00	5,126,139	50.00%	10,252,281				(5,126,139)	(10,252,281)	
Note: Internal Rates and Charges are allocated to each cost centre										
		(275,745)	113.92%	(242,048)	(275,745)	113.92%	(242,048)			
TOTAL SURPLUS / (DEFICIT) FROM ALL ACTIVITIES		25,889,809	59.33%	43,639,131	24,074,066	62.35%	38,608,802	(1,815,743)	(5,030,329)	

UPPER LACHLAN SHIRE COUNCIL**Material Variations and Revotes Budget Review Statement - 2024/2025**

Budget Review for the quarter ended 31 December 2024

Budget Capital Income and Expenditure - 2nd Quarter Revotes				
Activity GL #	Job Description	Adopted Budget 2024/2025	Revote net amendment	Revised Budget 2024/2025
01.55910.9432.002	Wombeyan Caves Road - Guard Rail Installation		825,000	825,000
01.55911.9006.002	Pedestrian Lighting to Raised Pedestrian Crossings		559,000	559,000
01.31001.1700.266	Wombeyan Caves Road - Guard Rail Installation Guardrail (Road Safety Program)		-825,000	-825,000
01.30801.1700.266	Pedestrian Lighting to Raised Pedestrian Crossings (Road Safety Program)		-559,000	-559,000
01.50015.1430.002	R2R Grabine Rd Gravel Re-sheeting 3.0km	80,000	5,257	85,257
01.50205.1430.002	R2R Gravel Resheeting Rye Park Rd	80,000	-80,000	
01.50204.1430.002	R2R Gravel Resheeting Peelwood Rd	80,000	-50,000	30,000
01.50212.1430.001	R2R Reids Flat Road	80,000	44,743	124,743
01.50210.5103.002	R2R - Pavement Rehabilitation Woodhouselee Rd	346,968	80,000	426,968
01.55146.4050.002	Laggan Bushfire Shed - s94 Capital Works		1,336	1,336
01.55422.4050.002	s94 - Bigga Bushfire Brigade equipment		664	664
01.38001.4250.999	RFS shed upgrades - transfer from s94		-2,000	-2,000
01.55734.2604.002	Bridge - Julong Rd 2/Crookwell Riv (Local/UnS/Tim)	550,000	1,273,140	1,823,140
01.30301.1700.960	Capital Grants / Rural Timber Bridge Replacement Grants	-550,000	-1,196,280	-1,746,280
01.55021.4120.002	PL 712 Front axle replacement		38,868	38,868
01.55022.4120.002	Plant 845 Insurance repair after theft		17,019	17,019
01.27001.1700.998	Veolia Mulwara Trust - VIC Solar		-24,188	-24,188
01.52415.5103.002	Rehabilitation - MR248W - Boorowa Road (Part Grant Funded - Regional Road Repair)	664,000	-664,000	
01.31001.1700.986	Rehabilitation - MR248W - Boorowa Road (Regional Roads Repair Program)	-332,000	332,000	
01.55901.5103.002	Breadalbane Road reconstruction (FLR4)	500,000	900,000	1,400,000
01.30201.1700.980	Various Local Roads - Resealing (Fixing Local Roads Rnd 4 Grant)	-500,000	-362,933	-862,933
	Total - Capital	998,968	313,626	1,312,594

UPPER LACHLAN SHIRE COUNCIL Budget Operating Income and Expenditure - 2nd Quarter Revotes				
Activity GL #	Job Description	Adopted Budget 2024/2025	Revote net amendment	Revised Budget 2024/2025
01.10101.4123.339	Net Proceeds from Sale - Former Bank House		-1,227,094	-1,227,094
01.10101.4123.339	Carrying value of Old Bank assets (building and land) sold		1,420,122	1,420,122
01.25018.2000.001	Labour On-Costs - Staff Functions		11,420	11,420
01.25021.2000.001	Labour-On-Costs - Union meet/Picnic Day/Jury/Funeral	75,551	-11,420	64,131
01.25012.2000.001	Labour On-Costs - Maternity Leave Salaries & Wages / Salaries & Wages	7,354	37,646	45,000
01.22000.2000.001	Financial Services Salaries & Wages	409,781	-13,176	396,605
01.23000.2000.001	Administration Salaries & Wages	634,986	-5,647	629,339
01.41000.2000.001	Town Planning Salaries & Wages	275,697	-4,706	270,991
01.41100.2000.001	Building Control Salaries & Wages	268,234	-9,411	258,823
01.42000.2000.001	Health Services Salaries & Wages	205,809	-4,706	201,103
01.28000.2869.002	Crookwell Library Photocopier -Cost Per Print (Konica) / Creditors	1,000	2,000	3,000
01.28200.2899.002	STLC Library Management Annual Fees - GMC Other Expenses / Creditors	3,500	1,500	5,000
01.23001.1800.471	Administration - Income/ Other income/ Insurance Claim Income	-3,000	-55,887	-58,887
01.22014.2502.002	Interest Loan 177 - Crookwell Pool		55,103	55,103
01.22013.2502.002	Interest Loan 176 - MAAC, Crookwell	98,020	-55,103	42,917
01.29500.2909.002	Christmas Street Festival (Open Streets - Vibrant Sts Grant)		120,000	120,000
01.31967.1956.001	AGRN1001 Storm/Flood Damage - January 2022 Emergency Response Salaries & Wages		35,000	35,000
01.31967.1956.002	AGRN1001 Storm/Flood Damage - January 2022 Emergency Response Creditors		857,379	857,379
01.31969.1956.001	AGRN1025 Storm/Flood Damage - June 2022 Emergency Response Salaries & Wages	394,806	-327,806	67,000
01.31969.1956.002	AGRN1025 Storm/Flood Damage - June 2022 Emergency Response Creditors	394,806	508,294	903,100
01.31970.1956.001	AGRN1034 Storm/Flood Damage - Sept 2022 Emergency Response Salaries & Wages		127,000	127,000
01.31970.1956.002	AGRN1034 Storm/Flood Damage - September 2022 Emergency Response Creditors		862,000	862,000
01.31971.8180.001	AGRN TBC Storm/Flood Damage - November 2022 Oolong Rd Salaries & Wages		3,528	3,528
01.31971.8180.002	AGRN TBC Storm/Flood Damage - November 2022 Oolong Rd Creditors		3,800	3,800
01.30301.1650.551	Income Operating Contributions Natural Disaster Funding Declared Events	-1,101,069	-2,069,195	-3,170,264
	Total - Operational	1,665,475	260,641	1,926,116

Operational Plan Budget Result 2024/2025 - (Surplus)/Deficit

4,769,688

260,641

5,030,329

Upper Lachlan Shire Council

Cash and Investments Budget Review Statement 2024/2025

Budget review as at 31 December 2024

	Original Budget (\$'000)	Opening Balance (\$'000)	Actual YTD Transfers to Restrictions (\$'000)	Actual YTD Transfers from Restrictions (\$'000)	31 December 2024 Balance (\$'000)
TOTAL UNRESTRICTED		404		(398)	6
EXTERNAL RESTRICTIONS:					
Section 7.11 - Development Contributions Plan	384	4,775	64	(173)	4,665
Section 7.12 - Development Contributions Plan					
Specific Purpose Unexpended Grants	(2,425)	7,023		(2,247)	4,775
Water Supplies	275	3,891	708		4,600
Sewerage Services	(193)	7,134	541		7,676
Domestic Waste Management Services	(383)	1,922	787		2,709
Stormwater Management	(220)	331	50		382
Wind Farms CEF Program		267	153		420
Trust Fund (Fund 8)		2	323		325
TOTAL EXTERNAL RESTRICTED	(2,562)	25,346	2,627	(2,420)	25,552
INTERNAL RESTRICTIONS:					
Employees' Leave Entitlements		1,885			1,885
Buildings and Infrastructure Improvements			1,227		1,227
Council Houses capital works		67			67
Information Technology and Equipment	(93)	284		(12)	272
Library Services Cooperative		58			58
Financial Assistance Grants Payment in Advance		5,617		(3,146)	2,471
Uncompleted Private Works - Roadwork		163			163
Deposits, Retentions and Bonds		316		(86)	230
Unexpended Loans/Borrowing					
Multipurpose Aquatic and Activity Centre (Crookwell Pool)	(452)	452		(452)	
Uncompleted Carry-over Works	(368)	698		(47)	651
TOTAL INTERNAL RESTRICTED	(913)	9,539	1,227	(3,743)	7,023
TOTAL RESTRICTED	(3,475)	34,885	3,854	(6,164)	32,576
TOTAL CASH AND INVESTMENTS	(3,475)	35,289	3,854	(6,562)	32,582

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UPPER LACHLAN SHIRE COUNCIL
Capital Budget Summary Review Statement - 2024/2025
Budget Review for the quarter ended 31 December 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
CAPITAL FUNDING							
Rates and Other Untied Charges (General Fund)	1,724,069	3,911,822	350,000	55,887		4,317,709	40%
Operational Grants and Contributions (All Funds)	933,853	2,130,383	1,510,565			3,640,948	26%
Capital Grants and Contributions (All Funds)	6,505,993	7,207,785	150,000	2,688,073		10,045,858	65%
Internal Restrictions (General Fund)							
- Renewals\New assets	1,978,136	90,000	1,676,116	205,067		1,971,183	100%
External Restrictions (excluding grants)							
- Water supply	132,387	635,735				635,735	21%
- Sewerage	2,264	1,951,759	45,000			1,996,759	0%
- Domestic waste management (DWM)		79,500				79,500	
- Stormwater							
- Section 94	77,107	250,000	60,000	2,000		312,000	25%
Other Capital Funding Sources e.g.							
- Loans							
Income from Sale of Assets							
- Plant and equipment (general fund)							
- Land and buildings							
TOTAL CAPITAL FUNDING	11,353,809	16,256,984	3,791,681	2,951,027		22,999,692	49%
CAPITAL EXPENDITURE							
New Assets							
- Plant and equipment		97,500				97,500	
- Land and buildings	1,726,364		2,028,500			2,028,500	85%
- Roads, Bridges, Footpaths	6,408,882	6,020,000	550,000	3,557,140		10,127,140	63%
- Infrastructure	69,617	1,378,235				1,378,235	5%
- Other new assets	22,595	96,000	13,000			109,000	21%
Renewals (Replacement)							
- Plant and equipment	1,199,827	1,878,000		55,887		1,933,887	62%
- Land and buildings	79,221	300,500	60,000	2,000		362,500	22%
- Roads, Bridges, Footpaths	867,009	3,445,168	347,800	-664,000		3,128,968	28%
- Infrastructure	588,856	1,497,500	736,581			2,234,081	26%
- Other asset renewals	47,354	927,000	55,800			982,800	5%
Loan Repayments (Principal)							
- Renewals							
- New assets	344,084	617,081				617,081	56%
TOTAL CAPITAL EXPENDITURE	11,353,809	16,256,984	3,791,681	2,951,027		22,999,692	49%

UPPER LACHLAN SHIRE COUNCIL							
OPERATIONAL PLAN							
CAPITAL EXPENDITURE BUDGET - 2024/2025							
as at 31 December 2024							
Capital Expenditure - Acquisition/Renewal of Assets (* includes commitments)							
				Actual:	6,365,294	Actual YTD:	50%
				Committed:	4,988,515	Pay YTD:	48.66%
				Total:	11,353,809		
Job Description	Actual Expenditure *	Budget 2024/2025	Type	September Revotes & Reserves Transfers**	December Revotes & Reserves Transfers**	Revised Total Budget	Actual/ Revised Budget %
GENERAL FUND							
1. COMMUNITY							
<i>Public Libraries</i>							
Crookwell and Gunning Libraries - Computers, Printers, Network		10,000	RR			10,000	
Crookwell and Gunning Libraries - Office Equipment, Furniture & Fittings	542	5,000	RR			5,000	11%
<i>Public Halls, Cultural Services, Community Centres and Museums</i>							
Energy Master Plan - Installations		30,000	RR			30,000	
Building Emergency Lighting - various Halls & Council Buildings (Tfr from Building Reserve)	2,114	15,000	R			15,000	14%
Tuena Hall Recreation Area - Toilet Block & RV Dump Point		5,000	RR			5,000	
Gunning Court House - Toilet Block		30,000	RR			30,000	
Upgrade electrical switchboard - various locations		9,000	RR			9,000	
<i>Sporting Grounds and Parks and Gardens</i>							
Gunning Showground - Replace Callers Box	7,705		R	7,500		7,500	103%
Gunning Showground - Electricity Upgrades (s94 funded Council contribution)	75,107		94	60,000		60,000	125%
<i>Swimming Pools</i>							
Crookwell Swimming Pool - Aquatic & Activity Centre	1,718,659		M	1,650,000		1,650,000	104%
Gunning Swimming Pool - Structural Improvements			R	21,000		21,000	
<i>Tourism - Visitors Information Centre</i>							
Visitors Information Centre (MAAC precinct, BLERF Funded)			R	350,000		350,000	
<i>Emergency Services - RFS</i>							
Laggan Bushfire Shed - s94 Capital Works	1,336		94		1,336	1,336	100%
s94 - Bigga Bushfire Brigade equipment	664		94		664	664	100%
Total Community Expenditure	1,808,127	104,000		2,088,500	2,000	2,194,500	82%
2. ENVIRONMENT							
<i>Town Planning and Development Control</i>							
ePlanning Suite - Implementation & Integration (Regional NSW Planning Portal Grant 20/21)	13,965		R	13,000		13,000	107%
Office Equipment	1,516		RR				
<i>Domestic Waste Management (DWM)</i>							
Solar Power Installations at Crookwell, Taralga, Bigga Collector		42,000	R			42,000	
Village Transfer Stations Amenities Upgrades		37,500	R			37,500	

** 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 - 2024/2025							
as at 31 December 2024							
Capital Expenditure - Acquisition/Renewal of Assets (* includes commitments)							
		Actual:	6,365,294			Actual YTD:	50%
		Committed:	4,988,515			Pay YTD:	48.66%
		Total:	11,353,809				
Job Description	Actual Expenditure *	Budget 2024/2025	Type	September Revotes & Reserves Transfers**	December Revotes & Reserves Transfers**	Revised Total Budget	Actual/ Revised Budget %
WATER SUPPLY FUND							
<i>Crookwell Water Supply Fund</i>							
Mains Replacement - General	62,770	150,000	RR			150,000	42%
Integrated Water Cycle Management (IWCM) Strategy (Transfer from Reserves)	59,925	230,000	R			230,000	26%
<i>Gunning Water Supply Fund</i>							
Mains Replacement		60,000	RR			60,000	
<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)	9,692	18,235	RR			18,235	53%
Mains Replacements		50,000	RR			50,000	
Taralga Dam - Design & Assessment (Black Summer Bushfire Recovery Grant)		785,000	CG			785,000	
Backup Generator Taralga WTP		97,500	R			97,500	
Total Water Supply Services Expenditure	132,387	1,420,735				1,420,735	9%
SEWERAGE FUND							
<i>Crookwell Sewerage Fund</i>							
Sewerage Pumping Station Upgrades/ pump replacements		15,000	RR			15,000	
Sewer Main Rehabilitation / Renewal	147,514	320,000	R			320,000	46%
Saleyards Sewer Main Remediation		82,500	R			82,500	
IT Systems upgrade		10,000	RR			10,000	
UV Disinfection System (2)		480,000	R			480,000	
Pump Station Upgrade - Kennedy Street (1)		600,000	R			600,000	
Integrated Water Cycle Management (IWCM) Recommendations (Transfer from Reserves)		230,000	R			230,000	
<i>Gunning Sewerage Fund</i>							
Sewer Main Rehabilitation/Renewal and condition assessment		150,000	R			150,000	
<i>Taralga Sewerage Fund</i>							
Loan Principal Reduction (Loan 170 - Finalised 9/2/2037)	2,264	4,259	RR			4,259	53%
Sewer Main Rehabilitation / Renewal		10,000	R			10,000	
McArthur Street Sewer Extension		50,000	R			50,000	
UV System Installation and Effluent Reuse System	44,712		R	45,000		45,000	99%
Total Sewerage Services Expenditure	194,489	1,951,759		45,000		1,996,759	10%
Total Environment Expenditure	342,357	3,451,994		58,000		3,509,994	10%

** 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 - 2024/2025							
as at 31 December 2024							
Capital Expenditure - Acquisition/Renewal of Assets (* includes commitments)							
		Actual:	6,365,294			Actual YTD:	50%
		Committed:	4,988,515			Pay YTD:	48.66%
		Total:	11,353,809				
Job Description	Actual Expenditure *	Budget 2024/2025	Type	September Revotes & Reserves Transfers**	December 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)	82,258	82,258	RR			82,258	100%
Loans - Principal Reduction (Memorial Oval 173 - Finalised 28/06/2029)	51,665	101,030	RR			101,030	51%
Loans - Principal Reduction (Timber Bridges 2019-2020)	100,543	202,399	RR			202,399	50%
Loans - Principal Reduction (Timber Bridges 2020-2021)	48,039	96,662	RR			96,662	50%
Loans - Principal Reduction (MAAC Crookwell 2021-2022)	21,432	43,637	RR			43,637	49%
Loans - Principal Reduction (MAAC Swimming Pool 2023-2024)	37,883	76,836	RR			76,836	49%
Authority reporting hierarchy and works orders implementation		50,000	R			50,000	
<i>Administration and Corporate Support</i>							
Council Admin Offices - building rectification works (rising damp)		117,000	RR			117,000	
<i>Information Technology</i>							
IT - Windows Office Upgrade	41,912	10,000	RR	36,800		46,800	90%
IT - Software New Licences		10,000	RR			10,000	
IT - Hardware PCs (includes 1st monitor + Office software)	4,900	60,000	RR			60,000	8%
IT - UPS Equipment		16,000	RR			16,000	
IT - Network Improvements		11,000	RR	19,000		30,000	
IT - Smart Phones and Tablets	7,114	36,000	RR			36,000	20%
IT - Telephone System Handset Additions & Replacements		5,000	RR			5,000	
IT - TRIM (records management) upgrade		25,000	R			25,000	
Total Economy Expenditure	395,746	942,822		55,800		998,622	40%

** 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 - 2024/2025							
as at 31 December 2024							
Capital Expenditure - Acquisition/Renewal of Assets (* includes commitments)							
				Actual:	6,365,294	Actual YTD:	50%
				Committed:	4,988,515	Pay YTD:	48.66%
				Total:	11,353,809		
Job Description	Actual Expenditure *	Budget 2024/2025	Type	September Revotes & Reserves Transfers**	December Revotes & Reserves Transfers**	Revised Total Budget	Actual/ Revised Budget %
4. INFRASTRUCTURE							
<i>Urban Local Roads</i>							
<u>Urban Sealed Rd - Road Pavement Rehabilitation</u>							
Urban Sealed Roads - Bitumen Resealing		180,000	RR			180,000	
<u>Local Roads Gravel Resheeting Program</u>							
(Roads to Recovery Annual Grant Program \$1.564m)							
R2R Gravel Resheeting Collector Rd		80,000	R2R	-40,000		40,000	
R2R Gravel Resheeting Sapphire Rd		80,000	R2R	-80,000			
R2R Gravel Resheeting Rugby Rd		80,000	R2R	-80,000			
R2R Gravel Resheeting Rye Park Rd			R2R	80,000	-80,000		
R2R Gravel Resheeting Peelwood Rd	17,609	80,000	R2R		-50,000	30,000	59%
R2R Reids Flat Road	116,502		R2R	80,000	44,743	124,743	93%
R2R Grabine Rd Gravel Re-sheeting 3.0km	85,287	80,000	R2R		5,257	85,257	100%
R2R - Rhyanna Road Gravel Resheeting	83,466		R2R	100,000		100,000	83%
<u>Roads to Recovery - Rural Sealed Road Pavement Rehabilitation</u>							
Rural Local Sealed Road - Pavement Rehabilitation Breadalbane Road (defer project to 2025/26)		450,000	R2R	-450,000			
Rural Local Sealed Road - Pavement Rehabilitation Woodhouselee Rd	389,971	201,168	R2R	145,800	80,000	426,968	91%
Rural Local Sealed Road - Pavement Rehabilitation Gurrundah Road (Walwa to Wandonga)		200,000	R2R	180,000		380,000	
Rural Local Sealed Road - Pavement Rehabilitation Collector Rd	210		R2R	377,000		377,000	0%
<i>Rural Local Roads</i>							
<u>Rural Local Roads</u>							
Breadalbane Road reconstruction (FLR4)	1,155,980	500,000	CG		900,000	1,400,000	83%
Rural Local Sealed Road - Bitumen Resealing (30 year cycle)	91,090	500,000	RR			500,000	18%
Gravel Resheeting Rural Local Roads (Transfer from Sec. 7.11 Reserve)		250,000	94			250,000	
Rural Local Sealed Road - Gravel Resheeting Mulgowrie Rd (Fixing Local Roads Rd3)	1,496		CG				
Rural Local Sealed Road - Gravel Resheeting Middle Arm Rd (Fixing Local Roads Rd3)	1,047		CG				
<i>Regional Roads</i>							
<u>Resealing Program (RMS Block Grant funded)</u>							
Reconstruction - MR256 - The Tablelands Way Upgrade	44,985	550,000	OG			550,000	8%
Reconstruction - MR256 - The Tablelands Way Upgrade	3,318,116	5,500,000	M			5,500,000	60%
Rehabilitation - MR248W - Boorowa Road (Part Grant Funded - Regional Road Repair)		664,000	M		-664,000		
Wombeyan Caves Road - Guard Rail Installation Guardrail (Road Safety Grant)			CG		825,000	825,000	
<u>Local Roads Bridge Program</u>							
Bridge - Julong Rd 2/Crookwell Riv (Local/UnS/Tim)	1,877,986		CG	550,000	1,273,140	1,823,140	103%

** 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 - 2024/2025 as at 31 December 2024 Capital Expenditure - Acquisition/Renewal of Assets (* includes commitments)				Actual:	6,365,294	Actual YTD:	50%
				Committed:	4,988,515	Pay YTD:	48.66%
				Total:	11,353,809		
Job Description	Actual Expenditure *	Budget 2024/2025	Type	September Revotes & Reserves Transfers**	December Revotes & Reserves Transfers**	Revised Total Budget	Actual/ Revised Budget %
Footpaths and Cycleways							
Traffic & Transport Cycleway Program - (100% RMS funded)	600	20,000	CG			20,000	3%
Pedestrian Lighting to Raised Pedestrian Crossings	56,200		CG		559,000	559,000	10%
Kerb and Guttering							
Kerb & Gutter Capital Renewal Program (100% ULSC Funded)	35,348	50,000	RR	35,000		85,000	42%
Public Cemeteries							
Crookwell Lawn Cemetery Beams - s94 funded			94				
Stormwater and Drainage							
Crookwell Stormwater - Investigation, Design and Grant Application (subject to grant funding)		200,000	CG	-200,000			
Gunning Stormwater - Investigation, Design and Grant Application (subject to grant funding)		200,000	CG	-200,000			
Pejar Road - First Creek Causeway Upgrade	43,468		R	39,000		39,000	111%
Gomonamarra Creek Culvert Upgrade (Natural Disaster Funding)	195,824		OG	125,000		125,000	157%
DRF - Gunning Flood Mitigation Works (Grant funded AGRN1025 OLG Grant)	94,569		CG	927,581		927,581	10%
Housing							
Staff Accommodation Capital Replacements/Improvements (3 Houses)		15,000	RR			15,000	
Plant and Equipment Operations							
Motor Vehicle Net Replacement Cost - (see Motor Vehicle Schedule)	45,785	308,000	RR			308,000	61%
Heavy Plant Fleet Net Replacement Cost - (see Plant Schedule)	1,095,860	1,566,000	RR			1,566,000	
Workshop Plant and Tools	2,296	4,000	RR			4,000	57%
PL 712 Front axle replacement	38,868		RR		38,868	38,868	100%
Plant 845 Insurance repair after theft	17,019		RR		17,019	17,019	100%
Total Infrastructure Expenditure	8,809,579	11,758,168		1,589,381	2,949,027	16,296,576	54%
Total Capital Works Expenditure	11,353,809	16,256,984		3,791,681	2,951,027	22,999,692	49%
Capital Works Funding by Fund:-							
General Fund Expenditure	11,026,933	12,804,990		3,746,681	2,951,027	19,502,698	57%
DWM Fund Expenditure		79,500				79,500	
Water Supply Funds Expenditure	132,387	1,420,735				1,420,735	9%
Sewerage Funds Expenditure	194,489	1,951,759		45,000		1,996,759	10%
Total of All Funds Expenditure	11,353,809	16,256,984		3,791,681	2,951,027	22,999,692	49%
Capital Works Funding by Source:-							
Transfer from Reserves	2,038,061	2,419,500		1,721,116	205,067	4,345,683	47%
Section 94/64	77,107	250,000		60,000	2,000	312,000	25%
Grants and Contributions - Capital	6,505,993	7,207,785		150,000	2,688,073	10,045,858	65%
Loans and Borrowings							
Total Capital Works Funded by Capital Income	8,621,162	9,877,285		1,931,116	2,895,140	14,703,541	59%
Grants and Contributions - Operating	933,853	2,130,383		1,510,565		3,640,948	26%
Recurrent Revenue	1,798,794	4,249,316		350,000	55,887	4,655,203	39%
Total Capital Works Funding	11,353,809	16,256,984		3,791,681	2,951,027	22,999,692	49%

** 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 DELIVERY PROGRAM CAPITAL INCOME BUDGET - 2024/2025 as at 31 December 2024 Grants and Contributions Provided for Capital Purposes							
Job Description	Income	Budget Estimate 2024/2025	Type	September Review	December Review	Revised Total Budget	Actual/ Revised Budget %
GENERAL FUND							
1.COMMUNITY							
<i>Public Halls, Cultural Services, Community Centres and Museums</i>							
Building Emergency Lighting - various Halls & Council Buildings (Tfr from Building Reserve)		\$15,000	R			\$15,000	
<i>Sporting Grounds and Parks and Gardens</i>							
Gunning Showground Amenities Project (SCCF3 Grant)	\$403,648		G	\$403,648		\$403,648	100%
Gunning Showground - Replace Callers Box (Transfer from Building Reserve)	\$7,705		R	\$7,500		\$7,500	103%
AGRN 1025 Disaster Grant - unspent grant funds			R	\$164,000		\$164,000	
Gunning Showground - Electricity Upgrades (s94 funded Council contribution)	\$75,107		7.11E	\$60,000		\$60,000	125%
<i>Swimming Pools</i>							
<i>Crookwell Swimming Pool - Aquatic & Activity Centre</i>							
Unspent internal funds from Loan 2023/24	\$452,235		R	\$452,235		\$452,235	100%
Capital Grants / LRCI Grant Income			G	\$1,197,765		\$1,197,765	
Gunning Swimming Pool - Amenities Block - Transfer from Reserves			R	\$21,000		\$21,000	
<i>Tourism - Visitors Information Centre</i>							
Crookwell Visitors Information Centre (BLERF Grant Income)	\$615,737		G	\$615,737		\$615,737	100%
Veolia Mulwaree Trust - VIC Solar	\$24,188		G		\$24,188	\$24,188	100%
<i>Emergency Services</i>							
RFS shed upgrades - transfer from s94	\$2,000		7.11E		\$2,000	\$2,000	100%
Total Community Income	\$1,580,620	\$15,000		\$2,921,885	\$26,188	\$2,963,073	53%

UPPER LACHLAN SHIRE COUNCIL DELIVERY PROGRAM CAPITAL INCOME BUDGET - 2024/2025 as at 31 December 2024 Grants and Contributions Provided for Capital Purposes							
Job Description	Income	Budget Estimate 2024/2025	Type	September Review	December Review	Revised Total Budget	Actual/ Revised Budget %
GENERAL FUND							
2. ENVIRONMENT							
<i>Town Planning and Development Control</i>							
ePlanning Suite - Implementation & Integration (Regional NSW Planning Portal Grant 20/21)	\$13,965		R	\$13,000		\$13,000	107%
<i>Section 94 - Development Contributions</i>							
Open Space	\$2,639	\$33,800	7.111			\$33,800	8%
Bushfire	\$5,734	\$45,000	7.111			\$45,000	13%
Community Facilities/Amenities	\$8,011	\$56,200	7.111			\$56,200	14%
Roads/Traffic Construction	\$34,510	\$450,200	7.111			\$450,200	8%
Extractive Industries		\$17,000	7.111			\$17,000	
Plan Administration	\$574	\$9,000	7.111			\$9,000	6%
<i>Domestic Waste Management (DWM)</i>							
Section 94 Contribution - Garbage Disposal and Facilities	\$2,642	\$18,000	7.111			\$18,000	15%
DWM - Crookwell Waste Centre (Transfer from DWM Reserve)		\$79,500	R			\$79,500	
WATER SUPPLY FUND							
<i>Crookwell Water Supply Fund</i>							
Water Section 64 Development Contributions		\$31,700	7.111			\$31,700	
Integrated Water Cycle Management (IWCM) Strategy (Transfer from Reserves)	\$59,925	\$230,000	R			\$230,000	26%
<i>Gunning Water Supply Fund</i>							
Water Section 64 Development Contributions		\$18,700	7.111			\$18,700	
<i>Dalton Water Supply Fund</i>							
Water Section 64 Development Contributions		\$2,800	7.111			\$2,800	
<i>Taralga Water Supply Fund</i>							
Water Section 64 Development Contributions		\$11,400	7.111			\$11,400	
Backup Generator Taralga WTP		\$97,500	R			\$97,500	
Taralga Dam - Design & Assessment (Black Summer Bushfire Recovery Grant)		\$785,000	G			\$785,000	
Total Water Supply Services Income	\$59,925	\$1,177,100				\$1,177,100	5%

UPPER LACHLAN SHIRE COUNCIL DELIVERY PROGRAM CAPITAL INCOME BUDGET - 2024/2025 as at 31 December 2024 Grants and Contributions Provided for Capital Purposes							
Job Description	Income	Budget Estimate 2024/2025	Type	September Review	December Review	Revised Total Budget	Actual/ Revised Budget %
SEWERAGE FUND							
<i>Crookwell Sewerage Fund</i>							
Sewerage Section 64 Development Contributions		\$25,300	7.111			\$25,300	
Sewer Main Rehabilitation / Renewal (transfer from reserves)	\$147,514	\$320,000	R			\$320,000	46%
Saleyards Sewer Main Remediation		\$82,500	R			\$82,500	
UV Disinfection System (2)		\$480,000	R			\$480,000	
Pump Station Upgrade - Kennedy Street (1)		\$600,000	R			\$600,000	
Integrated Water Cycle Management (IWCM) Recommendations (Transfer from Reserves)		\$230,000	R			\$230,000	
<i>Gunning Sewerage Fund</i>							
Sewerage Section 64 Development Contributions		\$10,200	7.111			\$10,200	
Sewer Relining (transfer from reserves)		\$150,000	R			\$150,000	
<i>Taralga Sewerage Fund</i>							
Sewerage Section 64 Development Contributions		\$6,800	7.111			\$6,800	
Sewerage reserve funded works	\$44,712	\$60,000	R	\$45,000		\$105,000	43%
Total Sewerage Services Income	\$192,226	\$1,964,800		\$45,000		\$2,009,800	10%
Total Environment Income							
	\$320,226	\$3,850,600		\$58,000		\$3,908,600	8%
GENERAL FUND							
3. ECONOMY							
<i>Administration and Corporate Support</i>							
Crookwell Administration Office - Disabled Ramp to Main Reception (Transfer from Reserve)		\$50,000	R			\$50,000	
<i>Information Technology</i>							
IT - TRIM Records Management Upgrade		\$25,000	R	\$55,800		\$80,800	
Total Economy Income		\$75,000		\$55,800		\$130,800	

UPPER LACHLAN SHIRE COUNCIL DELIVERY PROGRAM CAPITAL INCOME BUDGET - 2024/2025 as at 31 December 2024 Grants and Contributions Provided for Capital Purposes							
Job Description	Income	Budget Estimate 2024/2025	Type	September Review	December 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			G	\$550,000	1,196,280	\$1,746,280	
<i>Rural Local Roads</i>							
Various Local Roads - Resealing (Fixing Local Roads Rnd 4 Grant)		\$500,000	G		\$362,933	\$862,933	
Gravel Resheeting Roads (Transfer from Sec. 7.11 Reserve)		\$250,000	7.11E			\$250,000	
Fixing Country Roads Round 6 (Wheeo and Peelwood Roads)	\$102,918		G	\$102,918		\$102,918	100%
<i>Regional Roads</i>							
Reconstruction - MR256 - The Tablelands Way Upgrade	\$254,849	\$5,170,785	G			\$5,170,785	5%
Rehabilitation - MR248W - Boorowa Road (Regional Roads Repair Program)		\$332,000	G		-\$332,000		
Wombeyan Caves Road - Guard Rail Installation Guardrail (Road Safety Program)			G		\$825,000	\$825,000	
<i>Footpaths and Cycleways</i>							
Traffic & Transport Cycleway Program - (100% RMS funded)		\$20,000	G			\$20,000	
Pedestrian Lighting to Raised Pedestrian Crossings (Road Safety Program)			G		559,000	\$559,000	
<i>Kerb and Guttering</i>							
Kerb & Gutter Capital Renewal Program - Revotes	\$35,348		R	\$35,000		\$35,000	101%
<i>Stormwater and Drainage</i>							
Crookwell Stormwater - Investigation, Design and Grant Application		\$200,000	G	-\$200,000			
Gunning Stormwater - Investigation, Design and Grant Application		\$200,000	G	-\$200,000			
DRF - Gunning Flood Mitigation Works unspent grants			R	\$927,581		\$927,581	
Total Infrastructure Income	\$479,860	\$6,672,785		\$1,215,499	\$2,611,213	\$10,499,497	5%

UPPER LACHLAN SHIRE COUNCIL DELIVERY PROGRAM CAPITAL INCOME BUDGET - 2024/2025 as at 31 December 2024 Grants and Contributions Provided for Capital Purposes							
Job Description	Income	Budget Estimate 2024/2025	Type	September Review	December Review	Revised Total Budget	Actual/ Revised Budget %
Total Capital Grants and Contributions Income, Transfers from Reserves & Loans	\$2,380,707	\$10,613,385		\$4,251,184	\$2,637,401	\$17,501,970	14%
<u>Direct Funding Towards Capital Works</u>							
Total Transfers from Reserves	\$761,404	\$2,419,500		\$1,721,116		\$4,140,616	
Total Section 7.11 Transfers from Reserve	\$80,760	\$250,000		\$60,000	\$2,000	\$312,000	
Total Loans							
Total Capital Grants and Contributions Income	\$1,488,085	\$7,207,785		\$2,470,068	\$2,635,401	\$12,313,254	
Total Direct Funding Towards Capital Works	\$2,330,249	\$9,877,285		\$4,251,184	\$2,637,401	\$16,765,870	
Total Section 7.11 Contributions Received - Not Funding This Years Capital Works	\$50,458	\$736,100				\$736,100	
Total Capital Grants and Contributions Income, Transfers from Reserves & Loans	\$2,380,707	\$10,613,385		\$4,251,184	\$2,637,401	\$17,501,970	

UPPER LACHLAN SHIRE COUNCIL



OPERATIONAL PLAN – KPI SUMMARY **2024/2025**

31 DECEMBER 2024

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

KPI	Performance Measure	Delivery Program Actions	Performance Status
Liaise with health care service providers within the Shire.	Facilitate leases for buildings.	1.1 - Support the retention of medical and health care facilities in the towns.	Achieved - Council owned buildings leased to health care service providers in Crookwell and Gunning.
Support and promote youth engagement.	Report annually to Council.	1.4 - Retain the youth population demographic and provide appropriate facilities.	Not achieved – limited resources and conflicting priorities.
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 – Review and update of Plan completed in 2024.
Maintain a web based community directory.	Review annually.	1.6 - Social inclusion for all disparate communities.	Working Towards – community directory data being sourced and updated annually.

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

KPI	Performance Measure	Delivery Program Actions	Performance Status
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	Not achieved.

<u>KPI</u>	<u>Performance Measure</u>	<u>Delivery Program Actions</u>	<u>Performance Status</u>
		backgrounds. 1.5 - Protect all significant heritage sites to preserve the diverse history of the Shire.	Achieved – new grants applied for, and draft heritage inventory being finalised
Maintenance and management of Council public facilities.	Review Plans of Management every five years.	1.7 - 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.	1.8 - Encourage recreational and leisure activities while maintaining public safety standards.	Achieved.
Maintain an Impounding Register.	Statistics reported in Annual Report.	1.8 - Encourage recreational and leisure activities while maintaining public safety standards.	Achieved.
Management of companion animal compliance including the provision of ranger services.	Respond to dog attacks within 24 hours. Respond to roaming dog requests within a business day. Respond to barking dog requests within two 2 business days.	1.8 - Encourage recreational and leisure activities while maintaining public safety standards.	Working Towards – response times are dependant on available resources.

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

KPI	Performance Measure	Delivery Program Actions	Performance Status
Provide supervision for safety of patrons.	Meet Practice Note – staff / patron ratio.	1.8 - Encourage recreational and leisure activities while maintaining public safety standards.	Working Towards – Minimal pool closures in the swim season due to staff shortages.
Water quality testing.	Ensure daily water testing schedule during operating season is complete.	1.8 - Encourage recreational and leisure activities while maintaining public safety standards.	Achieved.
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.	Working Towards – patron numbers are being recorded with report to be finalised after swimming season completed.
Construction of Multipurpose Activity and Aquatic Centre (MAAC) in Crookwell.	Opening facility at start of 2024/2025 season.	1.3 - Community services for young, aged, disabled, and people from diverse cultural backgrounds.	Achieved - pool open and operational for 2024/2025 swimming season.

**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.	1.8 - Encourage recreational and leisure activities while maintaining public safety standards.	Working Towards – where resources and meetings align.
Prepare Plans of Management for land where Council is the trustee.	Categorise land and prepare Plans of Management.	1.8 - Encourage recreational and leisure activities while maintaining public safety standards.	Not achieved - Council working on assets management plan and the development of community plans of management.
Towns and villages mowing and maintenance program and fire risk minimisation. Improve maintenance of public parks facilities.	Implement a service review for open space maintenance.	1.8 - Encourage recreational and leisure activities while maintaining public safety standards.	Working Towards - A Parks and Gardens Operational and Maintenance Program is to be developed to guide town maintenance activities.
Complete annual inspection of all playgrounds.	Inspection of play equipment completed and action plan developed and implemented.	1.8 - Encourage recreational and leisure activities while maintaining public safety standards.	Achieved.

**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.	1.8 - Encourage recreational and leisure activities while maintaining public safety standards.	Working Towards – Quarterly Reports for both branch libraries will be prepared within a month of the end of the quarter. 1st and 2nd quarter library report completed, overall completion at 50%.
Complete NSW State Library Return of Local Priority Grant Report and Statement of Library Operations.	Completed by State Library deadline.	1.8 - Encourage recreational and leisure activities while maintaining public safety standards.	Achieved – 100% completed - Library Return completed and sent to NSW State Library by 11 October 2024.
Increase Library membership in proportion to Shire population.	Run 2 membership drives throughout the year. Increase membership by 5%.	1.3 - Community services for young, aged, disabled, and people from diverse cultural backgrounds.	Working Towards – a first membership drive was completed in September 2024, with a second planned for January and February 2025. Overall completion at 50%.
Improve community awareness of the benefits of Library membership and programs for children aged 0 to 5 years.	Connect with Child and Family Health Services to provide baby Library packs.	1.3 - Community services for young, aged, disabled, and people from diverse cultural backgrounds.	Working Towards – Library staff have prepared baby Library packs and distributed these to two sites so far, with a further three sites to be completed in 2025. Overall completion at 40%.

**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.	1.7 - 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 2024.
Complete review of EMPLAN and creation of Consequence Management Guides.	Report to Council every two years.	1.8 - 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 and updated every 3 years.
Council participate in CRJO South East NSW Resilience Framework project.	Report to Council on actions achieved.	1.8 - Encourage recreational and leisure activities while maintaining public safety standards.	Achieved.

**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).	Working Towards – development of Housing Strategy and review of DCP commenced.
Review and implementation of Section 7.11 Development Contributions Plan and Section 7.12 Development Contributions Plan.	Complete review of the contributions plans and policy.	2.4 - Pursue Section 94A Development Contributions payments for all State Significant - Designated Developments.	Working Towards – consultant engaged, and process commenced.
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.
Completion and issue of Section 10.7 Planning Certificates.	Complete within 10 days.	2.2 - Promote environmentally sustainable developments (ESD).	Achieved – Average periods are greater than the 7.4 days.
Completion of heritage listings LEP review, continue heritage advisory service and continue annual heritage grants program.	Finalise heritage study and amend LEP / DCP to incorporate additional heritage listings. Award new contract to engage Heritage Advisor.	2.2 - Promote environmentally sustainable developments (ESD).	Working Towards – 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.
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.
Review planning charges for transition to cost recovery.	Review undertaken.	2.2 - Promote environmentally sustainable developments (ESD).	Working Towards.
Review delivery of pre-lodgement advice, education services and materials.	Review undertaken.	2.2 - Promote environmentally sustainable developments (ESD).	Working Towards.

**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.
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 to implement energy reduction options across Council facilities and services.	2.2 - Promote environmentally sustainable developments (ESD).	Not achieved. – Note that Council is 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).	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.	1.8 - Encourage recreational and leisure activities while maintaining public safety standards.	Achieved – food inspections conducted in 2024/2025.
Swimming Pool register and inspection program.	Ensure Swimming Pool Register is maintained.	1.8 - 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
Provide reports to Council on Biosecurity private property inspections.	Inspection statistics reported to Council quarterly.	2.1 - Address environmental degradation issues, i.e. noxious weeds control.	Achieved – required inspections completed and reported to Council.
Suppression of priority weeds on road reserves.	Roads to be surveyed annually and control work conducted.	2.1 - Address environmental degradation issues, i.e. noxious weeds control.	Working Towards – roadside spraying works continued this quarter.
Complete annual weeds education program.	Weed information sessions held at Crookwell, Gunning and Taralga.	2.5 - Support land care initiatives to restore and beautify natural resources.	Working Towards – press releases and public forums im-plemented as required.

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

KPI	Performance Measure	Delivery Program Actions	Performance Status
Implement strategy for the Crookwell Waste Centre, including remediation and restoration.	Consultant 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 being 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.	2.7 - Provide waste pickup service for towns and villages, and reduce the amount of waste going to landfills.	Working Towards – waste pricing for DWM and public gate charge updated in 2024/2025 Operational Plan.

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

KPI	Performance Measure	Delivery Program Actions	Performance Status
DWM service charge includes a disposal cost as a costed entity as part of the annual DWM reasonable cost calculation.	Review DWM charge annually.	2.7 - Provide waste pickup service for towns and villages, and reduce the amount of waste going to landfills.	Achieved – Reasonable cost calculation will be reviewed for DWMS for 2025/2026.
Average number of garbage bin service collections (putrescible, recycling and green) missed per month and number of complaints received.	Less than 2% of weekly pickups.	2.7 - Provide waste pickup service for towns and villages, and reduce the amount of waste going to landfills.	Achieved.
Develop tender documentation for capping of Crookwell Landfill.	Finalise the Crookwell Landfill Closure Plan.	2.7 - Provide waste pickup service for towns and villages, and reduce the amount of waste going to landfills.	Working Towards - Concept Capping and Transfer Station design underway with Talis.
Domestic Waste Management Service Review.	Complete review of services.	2.7 - Provide waste pickup service for towns and villages, and reduce the amount of waste going to landfills.	Not achieved.

**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.	Complying water quality test samples.	2.6 - Improve water supply and sewer facilities to towns.	Achieved.
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.	Working Towards – Council & NSW Public Works have completed the review of and preparation of the IWCM. Variation works started and aim to complete by December 2025.
Maintain Section 64 Development Contributions Plan Register.	Audited annually and review of Contributions Plan.	2.6 - Improve water supply and sewer facilities to towns.	Not Achieved – supporting strategies / documentation required to be completed prior to being able to complete review.
Surplus Water Fund operating result.	Within 10% of budget.	2.6 - Improve water supply and sewer facilities to towns.	Not achieved - water supply fund had operational deficit in 2021/2022, 2022/2023 and 2023/2024.

**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.	2.6 - Improve water supply and sewer facilities to towns.	Achieved.
Implement Trade Waste Policy.	Staff provided training in Trade Waste to enable implementation of Policy.	4.2 – Infrastructure Plan is implemented for new capital works, asset renewal and upgrades covering a 10 year period.	Working Towards – Trade Waste Policy adopted. Staff trained to review implementation.
Surplus Sewer Fund operating result.	Within 10% of budget.	2.6 - Improve water supply and sewer facilities to towns.	Achieved – Sewer fund had an Operating surplus in 2021/2022, 2022/2023 and 2023/2024.
Maintain Section 64 Development Contributions Plan Register.	Audited annually and Contributions Plan reviewed.	2.6 - Improve water supply and sewer facilities to towns.	Achieved.
Sewer Treatment Plants comply with EPA conditions.	Satisfactory report from NSW EPA.	2.6 - Improve water supply and sewer facilities to towns.	Working Towards – noting that there were a minor number of sewer treatment plant non-compliance issue reported to EPA in the reporting period. Council received formal warning due to non-compliances and Council working with the EPA to rectify.

**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 Investment Policy and achieve above BBSW return on investment. 100% complete.
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 as 40% of total ELE expense is maintained based on employee age profile and accumulated leave entitlements accrued. 100% complete.
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.	Achieved – ARIC Committee established and meets quarterly. Committee met and reviewed 2023/2024 Financial Statements in October 2024 and met 27 November 2024. An internal audit completed on Accounts Payable.
Progressively complete Asset Fair Valuation for all asset classes.	Audited annually.	3.1 - Ensure financial viability of Council.	Achieved - Indexation of all asset classes completed at 30 June 2024. No asset classes required to be revalued at fair value in 2024/2025. 100% complete.
Improve Long Term Financial Plan (LTFP) modelling.	10 year plan reviewed annually.	3.1 - Ensure financial viability of Council.	Achieved – Council adopted long Term Financial Plan for the period 2024-2033 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**

KPI	Performance Measure	Delivery Program Actions	Performance Status
Manage Council's Accounts Payable and Purchasing systems.	70% of tax invoices are paid within credit terms.	3.1 - Ensure financial viability of Council.	Working Towards – 60% of tax invoices were paid by Council in accordance with credit terms in the second quarter 2024/2025. There were 1,221 tax invoices processed in the first quarter and 989 processed in the second quarter.
Manage Council's Accounts Receivable system.	80% payment recovered within sixty days.	3.1 - Ensure financial viability of Council.	Achieved – 88% of sundry debtor invoices were recovered within 60 days of tax invoice date in the 2nd quarter 2024/2025, 82% recovered within deadline in 1st quarter.
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.	Achieved - Records Management Assessment Tool (RMAT) was completed by deadline and has a records management maturity score of 61.05%, this score was above baseline for compliance. Further upgrade to EDM and admin staff training scheduled in first half of 2024/2025.
Participate in Canberra Region Joint Organisation (CRJO) advocacy and resource sharing projects.	CRJO report annually to Council.	3.2 - Prudent financial management.	Working Towards – Council continues to participate 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 – the two depot stores stocktakes completed six monthly in 2023/2024. The two stores stocktakes were undertaken in December 2024.

**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 – 4.40% rates and charges outstanding percentage as at 30 June 2024. Outstanding Rates reports provided each month to the Council Meeting.
Completion of statutory certificates i.e. Section 603 Certificates.	95% completion rate within 5 days.	3.2 - Prudent financial management.	Achieved – 100% of Section 603 certificates processed within the deadline. There were 84 Section 603 Certificates issued in first quarter and 73 issued in the second quarter.
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 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 for the first and second quarters. 50% complete year to date.
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. 100% complete.

**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.	Working Towards – Currently in process of replacing Council PCs that are outside of the 4 year rotational program.
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.	Working Towards – 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)**

KPI	Performance Measure	Delivery Program Actions	Performance Status
Proportion of Council employee turnover per year.	10% uncontrollable turnover.	3.4 - Assist facilitation of employment opportunities.	Working Towards – July to December 2024 staff resignations/redundancies/retirements is 12%.
Conduct annual performance reviews, reissue 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.	Achieved – the 2023/2024 staff performance reviews are completed. Working Towards – the 2024/2025 performance reviews are not undertaken until the 4th quarter in 2024/2025.
Review and implement the human resources four year strategy in Council's Workforce Plan.	Review Annually.	3.4 - Assist facilitation of employment opportunities.	Achieved – Council adopted Workforce Plan on 20 June 2024. The Workforce Plan has 6 Key areas; implementation was impacted by resignation of the former Manager Human Resources. The new structure as approved by CEO on 20 September 2024 has been implemented across council.
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.	3.4 - Assist facilitation of employment opportunities.	Working Towards – Toolbox process utilised by outdoor staff. WHS committee in place with meetings held bi-monthly. All HSRs positions are filled with training required. Staff consultation occurring during development and 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.	3.4 - Assist facilitation of employment opportunities.	Working Towards – WHS committee reports are routinely forwarded to MANEX. Risk registers require review, consultation with departments for input and sign off upon completion. WHS Responsibilities and Risk Management for Managers and Supervisors training to take place.
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.	Achieved - corrective actions from reported hazards and incidents are followed up, control measures implemented and incidents finalised. Informal and formal investigations undertaken.
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.	Working Towards - Safety Management Program is being rolled out across business units. WHS Planning and Reporting Procedure was endorsed in January 2025 by Manex. HSR refresher training has been undertaken. New HSRs are to undertake training. WHS Training is provided.
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.	Working Towards – ELMO to be updated and course content is to be reviewed, with induction program implemented early 2025. Induction checklists developed and approved for Organisational, Site, Construction site and Plant Operations.

**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.	Working Towards – Roads Hierarchy has been developed through IMG asset data capture. Cooper Street Taralga to be sealed this Financial Year.
Completion of annual capital works expenditure program in accordance with budget allocation.	Complete 80% of works program annually.	4.2 – Infrastructure Plan is implemented for new capital works, asset renewal and upgrades covering a 10-year period.	Working Towards – Works program is being delivered.
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.	Achieved – Winning and Crushing, Civil Works and Truck and Plant Hire tenders are current. Bitumen Sealing RFQ's 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.	Working Towards – Gravel re-sheeting program continues.

KPI	Performance Measure	Delivery Program Actions	Performance Status
Prepare Asset Management Plans for Roads.	Complete by June 2025.	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 will be developed as a part of the Asset Management Planning.
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.	Not applicable – Regional Road Repair Program on hold until 2027.
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.	4.9 - 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.	Working Towards – Works are in underway, the bridge sub structure is complete, and earthworks on the approaches have commenced
Review footpath replacement program.	Complete within budget allocation.	4.6 - Develop new and upgrade existing footpaths and cycleway networks.	Working Towards – Ongoing footpath maintenance has been completed within budget allocation. Footpath replacement program to be developed as a part of Asset Management Planning.

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

KPI	Performance Measure	Delivery Program Actions	Performance Status
Stormwater Levy for all towns to assist in funding capital works improvements in the Shire towns.	Maintain an external restricted cash reserve.	4.7 - Upgrade stormwater and kerb and guttering in towns.	Achieved – 100% complete. The external restricted cash reserve is in place.
Implement Floodplain Risk Management Plan actions.	Implement activities identified in Plan, subject to budget allocation.	4.7 - Upgrade stormwater and kerb and guttering in towns.	<p>Achieved – Supply and installation of the flood warning systems for Crookwell, Taralga, Collector and Gunning have been installed and tested.</p> <p>Achieved - Measure 2, Improvements in flood emergency response planning.</p> <p>Achieved - Measure 3, Increase public awareness of the risks of flooding in the Upper Lachlan community.</p> <p>Achieved - Measure 4, Scoping Study to assess requirements for the development and operation of a location-based severe weather warning system for the four villages and the installation and operation of a telemetered water level recorder and land based broadcasting system for the village of Gunning.</p> <p>Achieved - Measure 5, Implementation of a location-based severe weather warning and broadcasting system in each village, as well as the installation and operation of a land based flood-warning system for the village of Gunning - included in the capital works program.</p>

CSP STRATEGIC PILLAR – OUR INFRASTRUCTURE:

PRINCIPAL ACTIVITY - QUARRIES AND GRAVEL PITS

KPI	Performance Measure	Delivery Program Actions	Performance Status
Prepare annual stocktake of gravel pits stock held and movements. Review quantity of gravel stock held for each gravel pit/quarry.	Complete by June each year. Audit annually.	4.2 – Infrastructure Plan is implemented for new capital works, asset renewal and upgrades covering a 10 year period.	Achieved – The gravel stocktake for 2023/2024 was completed in August 2024. The next gravel stocktake is scheduled for June 2025.
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 and adopted in the 2024/2025 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 CONVENIENCES AND AMENITIES**

KPI	Performance Measure	Delivery Program Actions	Performance Status
Maintain public toilet facilities according to health requirements.	Weekly maintenance schedule undertaken.	4.4 - Develop town main street and CBD beautification programs.	Working Towards – maintenance schedule is in place, however staff shortages has impacted quality and timeliness of the amenities cleaning in the 2nd quarter.

**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 finalised and Plans of Management are required to be developed.
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 – Columbariums in Dalton, Taralga and Crookwell have been completed. Need has been reviewed with no new Columbarium's to be installed this year.
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.	Working Towards – maintenance activities according to annual program are being prioritised and 50% completed year to date. Lawn cemetery beams have been constructed this year at Crookwell cemetery and last year at Stonequarry cemetery.

**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.	Working Towards – 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.	1.7 - Manage and upgrade Council's public buildings and community centres.	Working Towards - 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
Provide or arrange engineering design of projects in the Operational Plan.	Complete at least 80%.	4.2 – Infrastructure Plan is implemented for new capital works, asset renewal and upgrades covering a 10 year period.	Working Towards.
Implementation and review of Asset Management Plan.	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.	Not achieved – Asset management plan to be developed in 2024/2025. Working Towards – Asset inspections have been partially undertaken and are ongoing.
Coordinate the Local Traffic Committee Meetings.	Facilitate and attend all Local Traffic Committee Meetings.	4.2 – Infrastructure Plan is implemented for new capital works, asset renewal and upgrades covering a 10 year period.	Achieved – Local Traffic Committee Meetings are held quarterly and are facilitated and attended by Council staff at each meeting.
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.	Working Towards – Council will work with Statewide Mutual to complete risk management framework self-assessment as part of the Continuous Improvement Program (CIP) program.

**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.	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.	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.	Achieved – Leaseback program and agreement reviewed regularly. The new leaseback fee was 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.	5.3 – Leadership and commitment to integrated planning and reporting.	Working Towards – Service reviews have been completed and a new organisation structure implemented by CEO after workplace change in September 2024.
Council policy development and review.	Continual policy review and upgrade each year.	5.2 - Promote community engagement and involvement in decision making processes.	Working Towards – Policies are reviewed and updated each month. 9 policies were reviewed/approved by Council in the 1st and 2nd quarter.
Council Meeting Business Paper creation and distribution.	Released one week prior to meeting date.	5.2 - Promote community engagement and involvement in decision making processes.	Achieved – 100% completed, Business Papers are released one week prior to the meeting date.
Complete Council Annual Report.	Completed and sent to OLG by deadline each year.	5.2 - Promote community engagement and involvement in decision making processes.	Achieved – 100% completed and finalised and sent to OLG by 30 November 2024.
Compliance with Office of Local Government Circulars and compliance with legislative and statutory amendments.	Circulars to be reviewed monthly.	5.3 – Leadership and commitment to integrated planning and reporting.	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.	5.3 – Leadership and commitment to integrated planning and reporting.	Working Towards – Councillors inducted at the start of term followed by a professional development program. Newly elected Councillors received training in October and November 2024 from LGNSW, OLG webinars available and a Council management workshop undertaken.

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

KPI	Performance Measure	Delivery Program Actions	Performance Status
Implement Upper Lachlan Destination Plan.	Review performance annually.	3.5 - Promote tourism opportunities.	Working Towards – The initiative is being successfully implemented, focusing on fostering a thriving business community. Council has launched targeted social media campaigns, hosted workshops and networking events for local business owners, a continuation of these types of events will occur.
Presentation of tourism function statistics.	Present to Council quarterly.	3.5 - Promote tourism opportunities.	Achieved – Reports to Council are now being received on a quarterly basis including visitation and caravan park bookings.
Implement Upper Lachlan Destination Marketing Plan.	Review actions each quarter.	3.5 - Promote tourism opportunities.	Working Towards – Actively reviewing and advancing destination-marketing efforts through ongoing social media and website promotion. Strengthened partnership with Destination NSW by developing a cohesive identity and branding for the Southern Tablelands via the Southern Tablelands Steering Committee.
Annually manage the tourism events and cultural activity grant funding programs.	Report on increased visitor spend.	3.5 - Promote tourism opportunities.	Not achieved – Due to limited capacity the Cultural Funding Program and Events Funding program has not taken place yet.
Prepare and distribute tourism publications; i.e. Destination Guide.	Distribution within program objectives.	3.5 - Promote tourism opportunities.	Achieved – new Destination Guide has been distributed to all AVIC in NSW, local businesses and accommodation sites. Achieved - Industry and consumer newsletters and What's On are distributed monthly, as well as promotion of community

<u>KPI</u>	<u>Performance Measure</u>	<u>Delivery Program Actions</u>	<u>Performance Status</u>
			<p>events.</p> <p>Achieved – A new Historical walk has been created for the village of Laggan</p> <p>Working Towards – A new historical walk for Binda is currently being worked on.</p> <p>Working Towards – A full product audit of all accommodation in our area is currently being worked on.</p>
Implement the Tablelands Destination Development Plan (TDDP) in conjunction with the Tablelands Councils, Destination Southern NSW, Destination NSW and Visit Canberra.	Review actions each quarter.	3.5 - Promote tourism opportunities.	Working Towards – Actions being reviewed, 75% of the TDDP have been completed with other project activated but no yet complete, the signage strategy has been completed, social media training has been completed, sharing of resources, Famil programs are ongoing, we are pushing out new trails, and promoting the Southern Tablelands Brand. The TDDP will be looking for a refresh once the Visitor Economy Strategy has been released.
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.	Working Towards - RMCC work is being completed in accordance with contract and is generating a profit each year. Council has implemented RMCC safety management system. State Road MR54 work orders continued in accordance with Transport for NSW requirements with resealing and heavy patching works undertaken in second quarter with payment claims received.

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

KPI	Performance Measure	Delivery Program Actions	Performance Status
Implement Crookwell caravan park user charges.	Cost neutral facility.	3.5 - Promote tourism opportunities.	Achieved – In 2023/2024 profit return achieved from caravan park operations. The 2024 /2025 Fees And Charges were adopted by Council in June 2024 with market comparison and fee increases to match comparable facilities.
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.	3.5 - Promote tourism opportunities.	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 - 20 February 2025

ITEM 13.3 **Integrated Planning and Reporting - Public Exhibition of the Draft Upper Lachlan Community Strategic Plan 2042**

FILE REFERENCE **I24/370**

AUTHOR **Director of Finance and Administration**

ISSUE

The Upper Lachlan Community Strategic Plan 2042 (CSP) has been revised and is prepared for public exhibition.

RECOMMENDATION That -

1. Council, in accordance with the Office of Local Government Integrated Planning and Reporting Guidelines and requirements of Section 402 and Sections 8A-8C, of the Local Government Act 1993, place on public exhibition the draft Upper Lachlan Community Strategic Plan 2042.
2. The public exhibition period for the draft Upper Lachlan Community Strategic Plan 2042 is 24 February to 14 April 2025 inclusive, with the plan available for inspection on Council's website, link to Council's Facebook Page, available to view at the Council Administration Offices and at the Libraries.
3. All public submissions to the draft Upper Lachlan Community Strategic Plan 2042 shall be considered by Council.

BACKGROUND

In 2021, the Canberra Region Joint Organisation (CRJO) engaged consultants, Projectura, to undertake the development of a Regional Community Strategic Plan and individual councils Community Strategic Plans (CSP) and a Community Engagement Strategy.

The Upper Lachlan Community Strategic Plan Towards 2042 (CSP) was a project undertaken collectively by seven member councils of the CRJO to apply a regional lens to identify the region's challenges and opportunities. The CSP was adopted on 16 June 2022 in accordance with Section 402, of the *Local Government Act 1993* and the Office of Local Government's Integrated Planning and Reporting Guidelines.

It is a legislative requirement that in accordance with Section 402 (5), of the *Local Government Act 1993*; "Following an ordinary election of Councillors, each council must review the Community Strategic Plan (CSP) before 30 June following the election." The Council is to ensure that the area has a Community Strategic Plan covering at least the next 10 years.

Finance and Administration

INTEGRATED PLANNING AND REPORTING - PUBLIC EXHIBITION OF THE DRAFT UPPER LACHLAN COMMUNITY STRATEGIC PLAN 2042 cont'd

A CSP is a plan that identifies the main priorities and aspirations for the future of the local government area. The CSP addresses the five strategic themes/pillars including: Our Infrastructure, Our Community, Our Environment, Our Economy and Our Civic Leadership and addresses the quadruple bottom line objectives and are based on social justice principles.

REPORT

A review of the existing CSP was commissioned by CRJO in accordance with the integrated planning and reporting legislation. A revised CSP is now prepared by Projectura in conjunction with ten participating member councils of the CRJO; including Bega Valley Shire Council, Eurobodalla Shire Council, Goulburn Mulwaree Council, Hilltops Council, Queanbeyan Palerang Regional Council, Snowy Monaro Regional Council, Snowy Valleys Council, Upper Lachlan Shire Council, Wingecaribee Shire Council and Yass Valley Council.

Projectura's Karina Dooley provided a presentation to the newly elected Council at a workshop on 3 December 2024 explaining the process for revision and delivery of the CSP and outlined the community engagement process undertaken in February and March 2024.

Council developed a project engagement plan in conjunction with Projectura. The project schedule used in the delivery of the CSP is outlined as follows:-

- Project inception in June 2023: Projectura conduct a desktop review of councils CSPs and Regional CSP, relevant state strategies, research findings, and data sets and develop a communications kit.
- February - March 2024: Revision of CSPs is initiated. Prepare, design and deliver the broad community engagement strategy. Conduct community engagement with surveys and discussion guides.
- April - June 2024: Analyse engagement findings and prepare Community Engagement Report.
- July - December 2024: Prepare, issue and present the Community Engagement Report for Council adoption and provided CSP outline to the newly elected Council.
- February 2025: Present to Council the CSP for public exhibition period prior to adoption.
- May 2025: Final adoption of the CSP after consideration of any public submissions.

The community consultation utilised in the development of the CSP was extensive and included the following steps:-

- Key Stakeholder Identification and Engagement;
- Methods of Key Community Engagement activities determined; and
- Community Engagement Strategy developed.

Finance and Administration

INTEGRATED PLANNING AND REPORTING - PUBLIC EXHIBITION OF THE DRAFT UPPER LACHLAN COMMUNITY STRATEGIC PLAN 2042 cont'd

The community engagement activities in Upper Lachlan LGA included:-

- On-line Survey and hard copy Survey;
- Discussion Guide;
- Regional Wellbeing Survey;
- Council website and local media channels included dedicated Have Your Say Page;
- Council issued regular Media Releases from the Mayor and CEO.



All the engagement processes involved questions being asked around three key themes:-

- Where are we now?
- Where do we want to be in 10 years' time?
- How will we know when we are there?

A Community Engagement Report was developed and the implementation of the community engagement process with 615 people engaged from Upper Lachlan Shire Council LGA or 7.1% of Council's population. The Community Engagement Report was endorsed at the Ordinary Council Meeting on 12 December 2024.

The Community Engagement Report outcomes are informed from the community engagement undertaken by Projectura to reflect the community's aspirations in the revised CSP.

The revised draft Upper Lachlan Community Strategic Plan 2042 is attached to this report and has been prepared for public exhibition in accordance with the Integrated Planning and Reporting legislation and Section 402, of the *Local Government Act 1993*. The community is invited to make public submissions to the Plan with all submissions to be considered by Council prior to adoption.

The CSP outlines Council's role in the implementation of each of the strategies. The Council role is either as a provider, collaborator or advocate. Measures have been developed to enable Council to "track" progress within each of the key themes.

In addition to the Council CSP, a revised Regional CSP has been developed for the CRJO.

Finance and Administration

INTEGRATED PLANNING AND REPORTING - PUBLIC EXHIBITION OF THE DRAFT UPPER LACHLAN COMMUNITY STRATEGIC PLAN 2042 cont'd

POLICY IMPACT

The revised Upper Lachlan Community Strategic Plan 2042 once adopted will take effect from 1 July 2025.

OPTIONS

Nil

FINANCIAL IMPACT OF RECOMMENDATIONS

Nil

RECOMMENDATION That -

1. Council, in accordance with the Office of Local Government Integrated Planning and Reporting Guidelines and requirements of Section 402 and Sections 8A-8C, of the Local Government Act 1993, place on public exhibition the draft Upper Lachlan Community Strategic Plan 2042.
2. The public exhibition period for the draft Upper Lachlan Community Strategic Plan 2042 is 24 February to 14 April 2025 inclusive, with the plan available for inspection on Council's website, link to Council's Facebook Page, available to view at the Council Administration Offices and at the Libraries.
3. All public submissions to the draft Upper Lachlan Community Strategic Plan 2042 shall be considered by Council.

ATTACHMENTS

1. ↓	Upper Lachlan Community Strategic Plan 2042-2025 Revision V1	Attachment
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Upper Lachlan

Community Strategic Plan 2042

2025 Revision



Upper Lachlan Shire

Community Strategic Plan 2042

Acknowledgement of country

The Upper Lachlan Shire acknowledges the traditional owners of the land, the Gundungurra and Wiradjuri people and we pay our respects to Elders both past and present. We acknowledge the vital contribution that indigenous people and cultures have made and still make to the nation that we share, Australia.

Contact Us

Please contact Council with any enquiries regarding the Upper Lachlan Community Strategic Plan:

p (02) 4830 1000
e council@upperlachlan.nsw.gov.au

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Welcome

We are delighted to share our community's vision for the next 18 years; the Upper Lachlan Shire Community Strategic Plan 2042. This Plan presents an inspiring roadmap for our shire as we move towards 2042 that captures a clear vision and compelling goals for our residents, businesses, community organisations and many partners and collaborators. It is the key strategic plan that will guide us as we work together to achieve great things for Upper Lachlan.

Since the first Community Strategic Plan (Plan) was developed over a decade ago, it has been used by Council to inform decisions and set the agenda for long-term planning of projects, infrastructure and services. Upper Lachlan Shire Council has a custodial role in initiating, preparing and maintaining this Plan. Its implementation draws on the continuing partnerships with all levels of government and agencies, non-government organisations, businesses and the community.

With the election of a new council in September 2024, NSW Integrated Planning and Reporting legislation requires that this Plan be reviewed and updated to ensure it reflects the community's priorities. This updated plan builds on the 2022 Community Strategic Plan, and considers the information gathered from engagement activities that took place in 2024. Your contributions have highlighted the strengths of our region and identified the key challenges we face.

This Plan underscores the importance of nurturing a strong and sustainable economy while preserving and enhancing the natural beauty that defines

Upper Lachlan. It highlights the central role of thoughtful planning, responsible governance, and active community engagement in creating a connected and inclusive region. The Plan also responds to the community's call for improved infrastructure, better services, and a balanced approach to growth that honours the rural character and supports the wellbeing of all residents. Through collaboration and resilience, we aim to ensure that Upper Lachlan remains a great place to live, work, and thrive for generations to come.

Delivering this vision is not something we can achieve in isolation. Shared decision making and effective working partnerships with government agencies, non-government organisations, business and, of course, our community will be critical to our success.

The unique nature of this Plan is that it is a document for the whole community. If we are to succeed in creating the community we have envisioned with this Plan, we need to work together, and everyone is encouraged to play an active role in whatever way we can. This Plan is designed to encourage commitment to our future and a sense of common purpose and responsibility.

This is the Plan for our Upper Lachlan, and we are committed to working with our community to reach our goals.



Vision

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

Vision definitions

Sustainable communities

Sustainable communities: Refers to both social, environmental and economic sustainability. Social connections, civic leadership, environmental health and economic prosperity can be maintained to meet current and future needs.

Our plan

About our plan

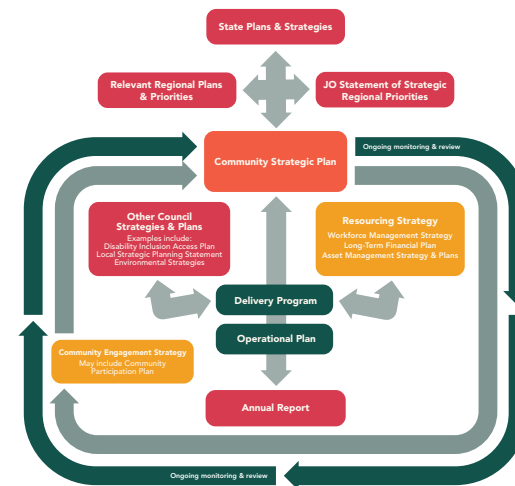
The Upper Lachlan Community Strategic Plan (CSP) is based on the aspirations and priorities of our community. Informed by community input, it sets out a long-term vision for the region to 2042 and identifies the key priorities and strategies for achieving this.

It is the community’s plan for the future, not a council plan. Upper Lachlan Shire Council is the custodian of the CSP; however, many other external agencies and stakeholders also lead and support the vision and strategic priorities. Businesses, industry groups, community groups, individuals, service providers and government agencies all have a role to play in reaching our shared vision.

Integrated Planning & Reporting Framework

An integrated approach to planning and reporting is a requirement for every NSW council under the Integrated Planning and Reporting Framework set out in the *Local Government Act 1993* and the *Local Government General Regulation 2021*.

This framework requires that the Council develop a series of plans, strategies, and reports linked to the community vision and priorities set out in the CSP. Each of these must be based on the social justice principles of equity, access, participation and rights.



Upper Lachlan Shire

Our community

Upper Lachlan Shire is located in the Southern Tablelands of New South Wales, West of the Blue Mountains and about 140 kilometres from Canberra. The Shire is characterised by rich soils and a temperate climate, providing an ideal village setting. The Shire's population is estimated to be approximately 8,700, and residents primarily live in the townships of Crookwell, Gunning and Taralga. Other shire villages include Collector, Dalton, Big Hill, Binda, Tuena, Grabben Gullen, Laggan, Breadalbane, Jerrawa and Bigga.

Total population
8,706

SEIFA index*
1,022

Top industries of employment

- 1** Agriculture, Forestry and Fishing
- 2** Manufacturing
- 3** Health Care and Social Assistance
- 4** Retail Trader
- 5** Construction

* Socio-Economic Indexes for Areas (SEIFA) is score that ranks areas in Australia according to relative socio-economic advantage and disadvantage in terms of people's access to material and social resources, and their ability to participate in society.

If the Upper Lachlan Shire consisted of 100 people, there would be:

6
Aboriginal and Torres Strait Islanders

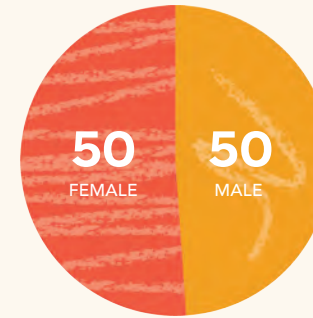
9
born overseas

4
speaking languages other than English at home

24
with an individual income less than \$400 per week

43
that completed higher education

55
that did not complete year 12



24: 0 – 19 years **45:** 20 – 59 years
31: 60+ years



31
living by themselves

69
living in families



3
unemployed and looking for work

20
who volunteer

31
working part time

58
working full time



12
care for someone with a disability

6
have a disability



72
who own, or pay a mortgage on a house

24
who rent



71
who walked to work

5
who walked to work

Source: Profile.id, Economy.id, ABS Census, BOSCAR, NSW Health stats, NSW Population Health Survey.

Community engagement

What we asked

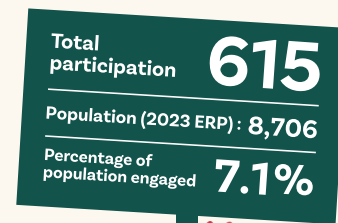
1. How do you feel about the vision in the endorsed CSP?
2. How are we tracking with the existing CSP?
3. What makes your community a great place to live?
4. What do you think are the main challenges facing your community?
5. What have you seen in another area/shire that you think would work well in your community?
6. What is one thing you would like to see achieved in your community in the next ten years?
7. What services or projects do you think Council should be prioritising or lobbying other levels of government for?

How did you get involved

- Virtually – surveys.
- In conversation – discussion guides

Participation

Over 600 people from the Upper Lachlan Shire participated in the Towards 2042 Stage 1 engagement from 1 February to 15 March 2024.



* The Regional Wellbeing Survey, conducted annually by the University of Canberra, measures the wellbeing and quality of life of people living in rural and regional Australia.

Upper Lachlan Shire

Community engagement

What is important to you

When we asked the Upper Lachlan community what makes their area a great place to live, residents highlighted the relaxed rural lifestyle, strong sense of community, and beautiful natural environment. The area's laid-back pace of life, opportunities to engage in community groups, and the wide-open spaces with abundant birdlife were particularly valued. The peace and quiet of the region, combined with the friendly and supportive spirit of the local people, make Upper Lachlan a truly special place to live. However, since 2021, there has been a noticeable decline in the sense of community and appreciation for the natural environment, reflecting shifting community priorities.

Main challenges

Participants identified several key challenges facing the Upper Lachlan community. Council emerged as the most significant concern, with issues around rates, the Special Rate Variation, and a perceived disconnect between council decisions and community needs leading to a lack of trust. Infrastructure was another major concern, particularly the poor condition of roads, town presentation, and inadequate mobile phone coverage. Access to services, especially health and medical care, has become a growing issue, with residents facing difficulties in accessing doctors, specialists, and in-home aged care. Additionally, the community is struggling to retain and support young people due to limited activities and employment opportunities, while the overall availability of local jobs, particularly

for professionals, remains a pressing issue. Since 2021, concerns about council governance and infrastructure have significantly increased, while environmental sustainability has decreased in priority.

Key priorities

People who took part in the engagement indicated they prioritise:

- Improved infrastructure, including better drainage, footpaths, internet access, and road maintenance.
- The need for a better Council, focusing on efficient resource management, financial oversight, avoiding rate increases, and enhancing community engagement and leadership.
- Expanding sports and recreation facilities, such as completing projects like the pool and rail trail between Crookwell and Goulburn, improving pedestrian infrastructure, and supporting sporting groups.
- Supporting economic growth by fostering a vibrant agricultural sector, expanding retail options, developing strategic tourism initiatives, and attracting and retaining residents to ensure a thriving local economy.
- Sensible and balanced planning to maintain the community's rural character, ensure essential infrastructure, promote renewable energy adoption, and expand local amenities.



Council’s role

Council is committed to understanding the community’s priorities, concerns and needs in terms of key services, facilities and programs.

Whilst Upper Lachlan Shire Council is the custodian of the Community Strategic Plan, all levels of government, businesses, industry groups, community groups and individuals will share the responsibility for achieving our long-term community goals.

The Plan outlines the Council’s role in the delivery of each priority, described using the following terms:

Provide

Services, facilities, infrastructure, programs, planning, and engagement.

Collaborate

Partner with the community, business and industry, other councils, and other tiers of government.

Advocate

Amplify the voice of our community to get the best possible outcomes.

Sustainable Development Goals

In 2015, United Nations Member States, including Australia, adopted the 2030 Agenda for Sustainable Development, which outlines 17 Sustainable Development Goals (SDGs). These goals serve as a global blueprint for peace, prosperity, and sustainability for people and the planet, now and into the future.

As responsible global citizens, we have integrated the principles of the SDGs into the development of this Community Strategic Plan. By aligning our local strategies with these global goals, we ensure that our community not only addresses local priorities but also contributes to the broader vision of sustainable development worldwide.

These are the seventeen SDGs we have considered in the formulation of our strategies:

1. No poverty
2. Zero hunger
3. Good health and well-being
4. Quality education
5. Gender equality
6. Clean water and sanitation
7. Affordable and clean energy
8. Decent work and economic growth
9. Industry, innovation and infrastructure
10. Reduce inequalities
11. Sustainable cities and communities
12. Responsible consumption and production
13. Climate action
14. Life below water
15. Life on land
16. Peace, justice and strong institutions
17. Partnerships for the goals



Upper Lachlan Shire

Community Strategic Plan 2042

Plan

The Upper Lachlan Shire CSP consists of five themes and strategic objectives:

A. Our community

We are a network of close-knit and well supported communities that value our rural lifestyle.

B. Our economy

We capitalise on the region's close proximity to Canberra and its position as a convenient location to attract industry and investment. We foster and develop diverse, adaptive, and innovative agricultural industry.

C. Our environment

We appreciate our range of rural landscapes and habitats and are stewards of the natural environment for future generations.

D. Our infrastructure

Infrastructure compliments our rural and historic landscapes whilst supporting healthy communities and industries.

E. Our civic leadership

Our leaders work collaboratively to meet the needs of the community, in an ethical and strategic manner.

Each theme outlines the strategic objectives, strategies for achieving them, important partners and collaborators, and the specific role of the Council. A separate section explains the review and reporting process, and measures to track progress. The strategies in this Plan have been developed with careful consideration of the quadruple bottom line (QBL) and are grounded in Social Justice Principles.



A. Our community

We are a network of close-knit and well supported communities that value our rural lifestyle.

Related Sustainable Development Goals



Strategic objectives	Strategies	Council's role	Our partners
Our community's health and wellbeing is supported by access to services, facilities, and activities.	A.1 Improve access to health and community services that support physical health and mental wellbeing.	Advocate	NSW Government Australian Government Health and community services Community members Community groups
	A.2 Our sports, recreation, community and service groups are supported.	Provide Collaborate	
We have an inclusive, respectful and vibrant community life.	A.3 Our Traditional Owners and First Nations people ongoing and historic connection to Country is acknowledged.	Provide Collaborate	Traditional Owners and First Nations people Artists Tourism bodies Community groups Event organisers
	A.4 Events celebrate the identity of our towns, produce, heritage and culture.	Provide Collaborate	
	A.5 Encourage creative expression through arts and culture.	Provide Collaborate	
Our community is close-knit and safe.	A.6 Foster a strong sense of belonging through targeted community development initiatives.	Provide Collaborate	Community members Community groups and organisations Emergency services NSW Government
	A.7 Plan for and address community safety and public health.	Provide Collaborate Advocate	
	A.8 Enhance community inclusion by identifying and eliminating participation barriers.	Provide Collaborate	
	A.9 Our communities are supported to be resilient to disasters and shocks.	Provide Collaborate	



Supporting documents, plans or strategies

- Disability Inclusion Action Plan
- Upper Lachlan Community Participation Plan
- Upper Lachlan Social and Community Plan
- Upper Lachlan Cultural Plan

B. Our economy

We capitalise on the region’s close proximity to Canberra and its position as a convenient location to attract industry and investment. We foster and develop diverse, adaptive, and innovative agricultural industry.

Related Sustainable Development Goals



Strategic objectives	Strategies	Council’s role	Our partners
Our businesses and industries are thriving, providing employment across the community.	B.1 Promote the region as an ideal location for businesses and industry.	Collaborate Advocate	Business and industry NSW Government Australian Government Canberra Region Joint Organisation RDA Southern NSW and ACT Tourism bodies
	B.2 Support local business and industry to be resilient and successful.	Provide Collaborate Advocate	
	B.3 Foster a diverse and resilient agricultural industry.	Collaborate Advocate	
	B.4 Develop our tourism experiences and offering to harness marketing and attraction opportunities.	Collaborate Advocate	
Our community can access local education, training and employment options.	B.5 Ensure our lifelong education offering is robust, from early childhood through to adult education.	Provide Collaborate Advocate	Education and training providers Local business and industry NSW Government Australian Government Telecommunications providers
	B.6 Support our young people to access education, training and employment pathways	Advocate	
	B.7 Enhance economic conditions to create new jobs and support the attraction of skilled employees.	Collaborate	



Supporting documents, plans or strategies

- Economic Development Plan and Strategy
- Southern Tablelands Regional Economic Development Strategy
- Tablelands Destination Development Plan
- Destination Southern NSW Destination Management Plan

C. Our environment

We appreciate our range of rural landscapes and habitats and are stewards of the natural environment for future generations.

Related Sustainable Development Goals



Strategic objectives	Strategies	Council's role	Our partners
Our natural environment is maintained, protected and enhanced in line with community expectations.	C.1 Protect and enhance the existing natural environment, including flora and fauna native to the region.	Provide Collaborate	NSW State Government Water authorities Community groups
	C.2 Implement effective integrated weed and pest animal management.		
	C.3 Protect and rehabilitate waterways and catchments.		
Adopt environmental sustainability practices.	C.4 Investigate and implement approaches to reduce Council's carbon footprint.	Provide Collaborate	Community members Community groups Local business and industry NSW Government Canberra Region Joint Organisation
	C.5 Lead climate mitigation and adaptation.	Provide Collaborate Advocate	
Our rural character and natural landscapes are protected and maintained.	C.6 Maintain a balance between growth, development, environmental protection and agriculture through sensible planning.	Provide Collaborate	Community members Community groups Housing providers NSW Government
	C.7 Consider community feedback, local character and identity, economic factors and social impact in planning decisions.	Provide Collaborate	
	C.8 Encourage positive social and environmental contributions from developers.	Provide Collaborate	

Supporting documents, plans or strategies

- Biodiversity Planning Framework
- Community Heritage Study
- Floodplain Risk Management Study and Plan
- Local Strategic Planning Statement
- On Site Sewerage Management System Strategy
- Community Participation Plan
- Local Environmental Plan (LEP)

D. Our infrastructure

Infrastructure compliments our rural and historic landscapes whilst supporting healthy communities and industries.

Related Sustainable Development Goals



Strategic objectives	Strategies	Council's role	Our partners
Improved transport links connecting towns within the Shire and increased access to major centres.	D.1 Plan for, maintain and improve road corridor networks.	Provide Collaborate Advocate	NSW Government Australian Government
	D.2 Enhance our public, community and active transport links to make moving around our Shire easy.	Provide Advocate	
Our rural and heritage character is maintained through sensitive development and preservation.	D.3 Our local character is maintained through the protection and preservation of historic buildings.	Provide Collaborate Advocate	NSW Government Commonwealth Government Community groups Community members
	D.4 Encourage community pride through the beautification of our towns and rural areas.	Provide Collaborate	
	D.5 Develop infrastructure and attractions that emphasise the natural and heritage features of the region.	Provide Collaborate	
Our network of community infrastructure supports connected communities and meets community and visitor needs.	D.6 Our community facilities are well-managed, accessible and fosters healthy and connected living.	Provide Collaborate	Community groups Tourism bodies NSW Government Australian Government
	D.7 Enhance and maintain parks and open spaces to serve recreational and relaxation needs.	Provide Collaborate	
	D.8 Provide and maintain inclusive sports and recreation facilities for active lifestyles.	Provide Collaborate	

Strategic objectives	Strategies	Council's role	Our partners
Water, waste and sewerage services meet the needs of our community.	D.9 Provide high quality reliable water supply to communities.	Provide Collaborate	Water authorities NSW Government Service providers
	D.10 Provide safe and efficient sewerage services to communities.	Provide Collaborate	
	D.11 Our recycling and waste management practices are accessible and efficient.	Provide Collaborate	
Our digital communications infrastructure is sound and reliable.	D.12 Reduce mobile telephone blackspot areas.	Advocate	Australian Government Telecommunications and internet providers
	D.13 Deliver better mobile phone coverage and faster and more reliable internet services.	Advocate	

Supporting documents, plans or strategies

- Upper Lachlan Shire Infrastructure Policy
- Upper Lachlan Public Access and Mobility Plan (PAMP)
- Upper Lachlan Asset Management Strategies
- Upper Lachlan Integrated Water Cycle Management Plan
- Upper Lachlan Risk Management Policy

E. Our civic leadership

Our leaders work collaboratively to meet the needs of the community, in an ethical and strategic manner.

Related Sustainable Development Goals



Strategic objectives	Strategies	Council's role	Our partners
Council is an effective, responsible and innovative organisation.	E.1 Council practices and processes are well-governed, efficient, and meet legislative requirements.	Provide Advocate	Community members Canberra Region Joint Organisation RDA Southern NSW and ACT
	E.2 Council actively participates in regional bodies to identify innovations and opportunities for our region.	Collaborate	
Council is a financially sustainable organisation that can meet community needs.	E.3 Manage resources in a responsible manner that supports the ongoing viability of Council.	Provide Collaborate	Business and industry
	E.4 Seek out and pursue income generating opportunities for Council.	Advocate	
	E.5 Manage assets in a proactive way across their lifespan within resources limitations.	Provide Collaborate	
Our community is informed and engaged.	E.6 Our community is empowered to access engagement opportunities and provide input into the future direction of the region.	Provide Collaborate	Community members Community groups
	E.7 Residents have access to timely, relevant and accurate information on matters that affect them.	Provide Collaborate	



Supporting documents, plans or strategies

- Customer Service Charter
- Workforce Plan
- Community Engagement Strategy

Our progress

Working together

This Community Strategic Plan outlines our collective vision for the future. We must work together to guide and implement strategies that move us towards these goals.

Council is proud to act as the custodian of the Community Strategic Plan, ensuring that the aspirations and priorities of our community are meaningfully documented and elevated among our partners.

Council's commitment in responding to this plan is reflected in the Delivery Program, which translates strategic objectives into actionable plans over a four-year term, aligning with the Council election cycle.

Review

To ensure accountability and transparency, the plan is reviewed every four years in line with the Council term. This regular review allows the plan to adapt to changing circumstances and emerging community needs.

Reporting

Reporting on our progress is a key component of this process.

Council will prepare the State of the Shire Report in the year in which an ordinary election of councillors is held. This Report outlines the implementation and effectiveness of the Community Strategic Plan in achieving its objectives, and will be presented and endorsed to the second meeting of a newly elected Council.

Measures

The following tables outline the measures for determining whether the objectives of this plan are being achieved. They are not measures of Council's performance, but a gauge for stakeholders to determine whether the community is moving closer to, or further away from, the vision.



Measure	Source	Baseline	Desired trend
Community			
Personal Wellbeing Index	UoC Regional Wellbeing Survey 2021	75.9	Stabilise
Community Wellbeing Index	UoC Regional Wellbeing Survey 2021	5.5	Increase
Sense of Belonging Index	UoC Regional Wellbeing Survey 2021	5.6	Stabilise or increase
Median Household Income (weekly)	ABS Census 2021	\$1471	Stabilise or increase
Index of Relative Socio-economic Disadvantage (IRSED)	ABS SEIFA 2021	\$1022	Stabilise or increase
Equity and Inclusion Index	UoC Regional Wellbeing Survey 2021	3.9	Increase
Percentage of children developmentally vulnerable on 1 or more domains	Australian Early Development Census 2021	11.6%	Stabilise
Life expectancy at birth for all persons	Health Stats NSW 2020	83.9 years	Increase
Persons with a long-term health condition as a percentage of total population	ABS Census 2021	62.3%	Decrease
Persons with a mental health condition as a percentage of total population	ABS Census 2021	8.8%	Stabilise or increase
Voluntary Work for an organisation (all persons)	ABS Census 2021	21.9%	Stabilise
General Psychological Distress	UoC Regional Wellbeing Survey 2021	10.2	Decrease
Crime and Safety Index	UoC Regional Wellbeing Survey 2021	4.0	Increase
Mortgage costs >30% of income	Profile ID	14.6%	Decrease
Rent costs >30% of income	Profile ID	27.1%	Decrease
Access to general health services	UoC Regional Wellbeing Survey 2021	5.0	Increase
Access to specialist health services	UoC Regional Wellbeing Survey 2021	3.4	Increase
Access to mental health services	UoC Regional Wellbeing Survey 2021	3.8	Increase

Upper Lachlan Shire

Community Strategic Plan 2042

Measure	Source	Baseline	Desired trend
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Our Economy

Gross regional product as a % of total State Gross Regional Product 2024	Profile ID 2024	0.06%	Increase
Total GST registered businesses 2023	Profile ID 2024	1496	
Total tourism sales as a percentage of NSW's total tourism sales 2022-23	Profile ID 2024	0.0%	Increase
Percentage of persons ages 15-64 years with a non-school qualification at Certificate III or above	ABS Census 2021	55.9%	Increase
Persons with no non-school qualifications	ABS Census 2021	39.8%	Increase
Quality of local schools	UoC Regional Wellbeing Survey 2021	5.2	Increase
Total unemployed looking for work	ABS Small Area Labour Markets 2024	2.6%	Decrease

Environmental

Landscape and Aesthetics Index	UoC Regional Wellbeing Survey 2021	5.7	Increase
Perceived Environmental Health Index	UoC Regional Wellbeing Survey 2021	3.6	Increase
CO2e emissions per capita	Snapshot Climate - Australian Emissions Profiles 2021-22	54.7 tonnes	Decrease
Average Development Application lodgement time	NSW Planning Portal 2023-24	24 days	Decrease
Average assessment days for Development Applications	OLG Your Council Report 2022-23	113 days	Decrease



Measure	Source	Baseline	Desired trend
---------	--------	----------	---------------

Infrastructure

Road length per capita	OLG Your Council Report 2022-23	235.2 kms	-
Quality of local roads	UoC Regional Wellbeing Survey 2021	2.7	Increase
Access to public transport	UoC Regional Wellbeing Survey 2021	2.5	Increase
Recycling Rate	OLG Your Council Report 2022-23	38.1	Increase
Access to Telecommunications Index	UoC Regional Wellbeing Survey 2021	3.5	Increase
Number of public halls	OLG Your Council Report 2022-23	8	-
Number of public libraries	OLG Your Council Report 2022-23	2	-
Open public space	OLG Your Council Report 2022-23	92.0 ha	-
Number of public swimming pools (including tidal and rock pools)	OLG Your Council Report 2022-23	2	-

Civic leadership

Operating Performance Ratio	OLG Your Council Report 2022-23	3.8	Increase
Average residential rate	OLG Your Council Report 2022-23	\$591.69	-
Infrastructure backlog ratio	OLG Your Council Report 2022-23	7.1	Decrease
Community Leadership and Collaboration Index	UoC Regional Wellbeing Survey 2021	4.7	Increase
Elected Female Councillors	OLG Your Council Report 2022-23	56	Stabilise
Having a Say and Being Heard Index	UoC Regional Wellbeing Survey 2021	4.1	Increase

Acknowledgements

The Upper Lachlan Community Strategic Plan 2042 has been developed in partnership with the Upper Lachlan community, Upper Lachlan Shire Council, the Canberra Region Joint Organisation, and Projectura.

Upper Lachlan Shire Council wishes to thank the community members who gave their time and thoughts during the engagement process to inform the strategy.

Finance and Administration - 20 February 2025

ITEM 13.4 **Review of GIPA Agency Information Guide**

FILE REFERENCE **I25/10**

AUTHOR **Director of Finance and Administration**

ISSUE

Review of Council's Agency Information Guide published in accordance with the *Government Information (Public Access) Act 2009 (GIPA)*.

RECOMMENDATION That -

1. Council endorses the Agency Information Guide and publish it on the Council website.

BACKGROUND

Nil

REPORT

It is a requirement under the *Government Information (Public Access) Act (GIPA) 2009* for all public agencies to provide the public with access to information and to prepare an Agency Information Guide, publish it on Council's website and review it at regular intervals. The updated Agency Information Guide is attached with amendments for Council's review.

POLICY IMPACT

Nil

OPTIONS

Nil

FINANCIAL IMPACT OF RECOMMENDATIONS

Nil

RECOMMENDATION That -

1. Council endorses the Agency Information Guide and publish it on the Council website.

ATTACHMENTS

1. ↓	GIPA Agency Information Guide - Review February 2025	Attachment
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Upper Lachlan Shire Council

Policy Update Cover

Date: 20 February 2025	Title: Agency Information Guide
<p>This cover sheet provides a summary of the proposed amendments to the attached Agency Information Guide. The Agency Information Guide was adopted by Council on 20 July 2023.</p> <p>This guide is in line with the Government Information (Public Access) Policy (GIPA). The GIPA Policy was last updated and adopted on 20 July 2023.</p>	
Sponsor: Director Finance and Administration	Action required: Approval by Council
<p>Reason for review/update: Council is required to regularly review the Agency Information Guide in accordance with the GIPA Act legislative requirements. The attached Agency Information Guide has been reviewed and updated in line with this practice and the sponsor is now seeking your approval to implement.</p>	
<p>Summary of the changes:</p> <p>The following amendments have been made:-</p> <ul style="list-style-type: none"> • Update of newly elected Councillors and Mayor details after September 2024 election • Removal of all references to General Manager and replace them with Chief Executive Officer as the designation used to describe the head of local government agencies • Update to Organisation Structure in Appendix A • Minor updates to Committees of Council 	
<p>Consultation(s): Manager Governance</p>	
Internally cleared by	
Position: Chief Executive Officer	Position: Director of Finance and Administration

UPPER LACHLAN SHIRE COUNCIL - AGENCY INFORMATION GUIDE

Prepared in accordance with the provisions of Section 20, of the NSW Government Information (Public Access) Act 2009 (GIPA).

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 Information and Privacy Commission 19



STRUCTURE AND FUNCTIONS OF COUNCIL

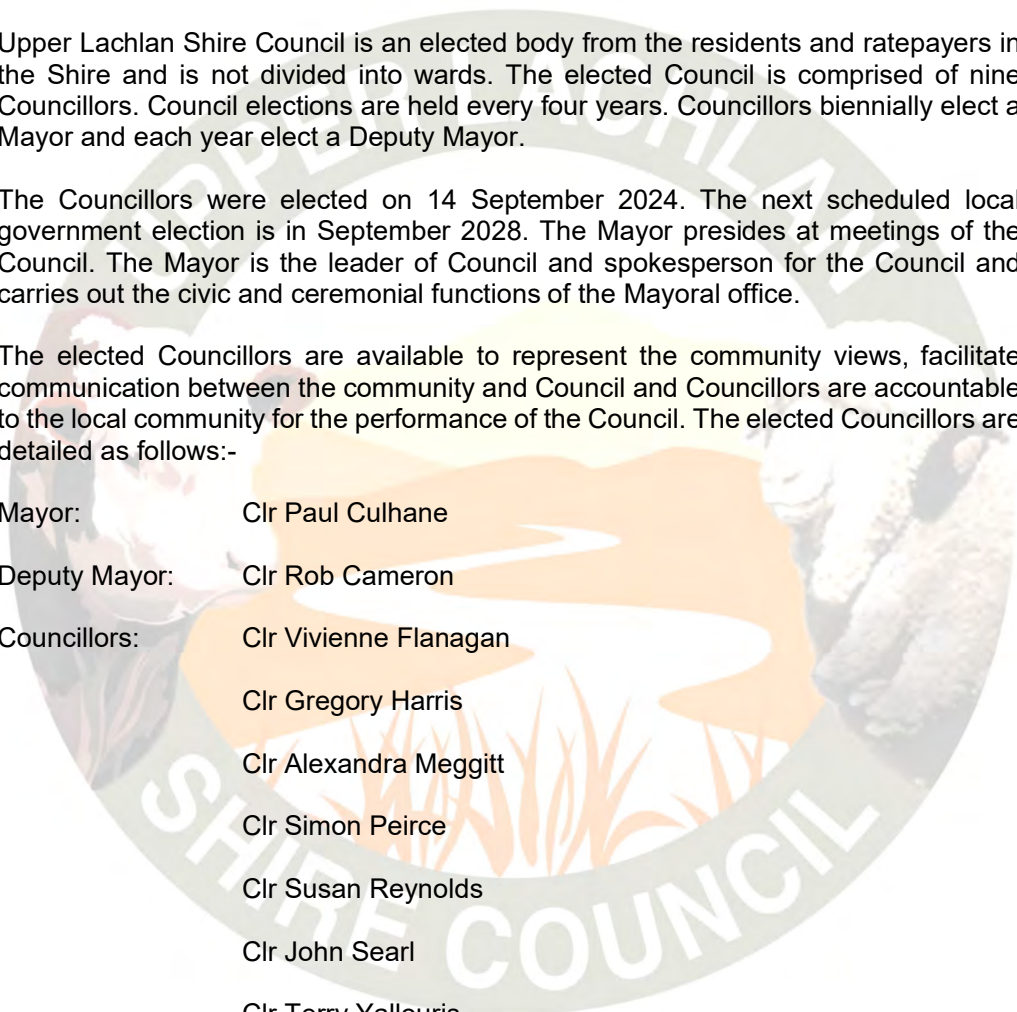
Upper Lachlan Shire Council is constituted under the Local Government Act 1993 and was proclaimed on 11 February 2004. Upper Lachlan Shire Council is located in the Southern Tablelands of New South Wales and the centre of population is Crookwell. There are three towns including Crookwell, Gunning and Taralga and ten villages within the local government area.

Elected Council

Upper Lachlan Shire Council is an elected body from the residents and ratepayers in the Shire and is not divided into wards. The elected Council is comprised of nine Councillors. Council elections are held every four years. Councillors biennially elect a Mayor and each year elect a Deputy Mayor.

The Councillors were elected on 14 September 2024. The next scheduled local government election is in September 2028. The Mayor presides at meetings of the Council. The Mayor is the leader of Council and spokesperson for the Council and carries out the civic and ceremonial functions of the Mayoral office.

The elected Councillors are available to represent the community views, facilitate communication between the community and Council and Councillors are accountable to the local community for the performance of the Council. The elected Councillors are detailed as follows:-



Mayor:	Clr Paul Culhane
Deputy Mayor:	Clr Rob Cameron
Councillors:	Clr Vivienne Flanagan
	Clr Gregory Harris
	Clr Alexandra Meggitt
	Clr Simon Peirce
	Clr Susan Reynolds
	Clr John Searl
	Clr Terry Yallouris

The Council's Ordinary Meetings are held on the 3rd Thursday of each month at the Crookwell Council Chambers at 44 Spring Street, Crookwell.

If the meeting scheduled is varied an advertisement is placed as a Public Notice in the Upper Lachlan Gazette newspaper. A public notice is also placed on Council's website www.upperlachlan.nsw.gov.au.

Organisational Structure

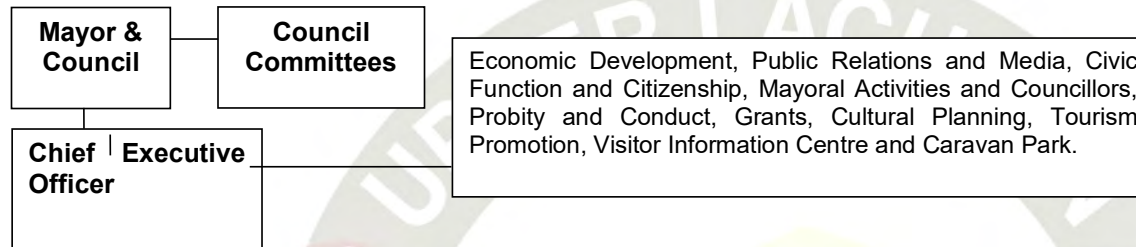
Council's senior staff officer, the Chief Executive Officer (CEO), exercises overall management responsibilities for Council's operations and ensures implementation of Council Resolutions. The Chief Executive Officer is responsible for the day to day management of the Council and implementing lawful decisions of Council. The CEO is responsible for reviewing the Upper Lachlan Shire Council's organisation structure and appointing staff in accordance with the organisation structure. The organisation structure is set out in Appendix A.

There are three Departments of Council. These Departments include Finance and Administration, Infrastructure, and Environment and Planning. The senior management team in each directorate is responsible for overseeing the day-to-day operations of Council and providing professional advice to the elected Council. It is this team that has primary responsibility for delivering the strategic responsibilities and activities identified in the Delivery Program and Operational Plan and delegating responsibilities within each Department.

ALL CORRESPONDENCE SHOULD BE DIRECTED TO:-

The Chief Executive Officer
PO Box 42
GUNNING NSW 2581
Email: council@upperlachlan.nsw.gov.au
Website: www.upperlachlan.nsw.gov.au
Telephone: (02) 4830 1000

Organisation Structure of Council – Appendix A



Director Finance and Administration	Director Infrastructure	Director Environmental and Planning
<ul style="list-style-type: none"> • Governance • Legal Services • Customer Service • Payroll and Return to Work • Human Resources Management • Work Health and Safety (WHS) • Administration and Telephone/Switchboard • Records Management • Insurances • Rates and Annual Charges • Creditors and Debtors • Business Papers • Privacy Management • GIPA Management 	<ul style="list-style-type: none"> • Plant and Equipment (Workshop) • Plant Hire contractor management • Infrastructure Maintenance and Construction • Roads • Bridges • Footpaths and Cycleways • Kerb and Guttering • Bus Shelters • Public Conveniences and Amenities • Engineering, survey and design services • Emergency Management • State Emergency Services (SES) • Rural Fire Service (RFS) • Aerodrome 	<ul style="list-style-type: none"> • Health Services • Building Control • Environmental Planning Control (LEP) • Pollution Control • Development Control (DCP) • Heritage and Conservation • Regulatory Functions • Food and Health Inspections • Septic Tanks • Town Planning • Strategic Planning - Land use planning - Subdivision • Licence Monitoring • Section 7.11 and Section 7.12 - Development Contribution Plans

<ul style="list-style-type: none"> • External and Internal Audit • Loans/Borrowings Management • Investments • Revenue Policy • Community Strategic Plan • Long Term Financial Planning • Financial Management • Accounting • Taxation Compliance • Library Services (2 branch libraries) • Service NSW Agency Services - Crookwell • Procurement and Stores (2 Works Depots) • Public Cemeteries • Contract Management • Risk Management • Compliance Framework 	<ul style="list-style-type: none"> • Asset Management • Project Management • Traffic Management • Road Safety and Parking Areas • Stormwater/Drainage Management • Private Works • RMCC State Road MR54 Contract • Roads to Recovery Program • Quarries/Gravel Pits • Service Request Management (CRM) • Public Halls and Medical Centres Management • Building and Offices Maintenance • Public Halls, Community Centres and Museum Management 	<ul style="list-style-type: none"> • Section 64 Development Contribution Plans • Wind Farm Community Enhancement Programs (CEP) • Floodplain Management • Tree Preservation Order • Social and Community Planning • Noxious Weeds Control • Water Supply Services • Sewerage Services • Domestic Waste and Recycling Services • Waste Management Centres • Parks and Gardens • Sportsgrounds • Swimming Pools (2 Pools) • Information Technology • Geographic Information System (GIS) • Rangers and Stock Impounding • Companion Animals • Rural Addressing • Business Continuity
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Council Functions

SERVICE FUNCTIONS	REGULATORY FUNCTIONS	ANCILLARY FUNCTIONS	REVENUE FUNCTIONS	ADMINISTRATIVE FUNCTIONS	ENFORCEMENT FUNCTIONS
<p>Including:</p> <p>Community health, recreation and information services</p> <p>Environmental protection</p> <p>Waste removal and disposal</p> <p>Land and property</p> <p>Economic development, Industry, Tourism development services</p> <p>Infrastructure, civil works and contract works</p> <p>Infrastructure Asset Maintenance and Construction</p> <p>Water Supply and Sewer Services</p>	<p>Including:</p> <p>Approvals</p> <p>Orders</p> <p>Building and Planning Certificates</p> <p>Town Planning and Zoning</p> <p>Food Premises Inspections</p> <p>Governance and Civic Leadership</p>	<p>Including:</p> <p>Resumption of land</p> <p>Powers of entry and inspection</p> <p>Asset Management</p> <p>Engineering supervision and design</p>	<p>Including:</p> <p>Revenue Policy</p> <p>Rates and Annual Charges</p> <p>User Charges</p> <p>Fees and Charges</p> <p>Borrowings</p> <p>Investments</p> <p>Bank Reconciliation</p>	<p>Including:</p> <p>Workforce Planning - employment of staff</p> <p>Integrated Planning - Strategic and Operational Plans</p> <p>Financial Reporting</p> <p>Annual Reports</p> <p>Accounts Payable</p> <p>Inventory Control</p> <p>Financial Management</p> <p>Records Management</p> <p>Customer Service</p>	<p>Including:</p> <p>Proceedings for breaches of the Local Government Act & Regulations and other Acts & Regulations</p> <p>Prosecution of offences</p> <p>Recovery of rates and charges</p> <p>Noxious Weeds control and inspections</p> <p>Land and Environment Court proceedings</p> <p>Enforce development consent conditions</p> <p>Enforce public and environmental safety requirements</p> <p>Animal Control</p>

HOW COUNCIL FUNCTIONS AFFECT MEMBERS OF THE PUBLIC

Impact of Council functions on the public

- Council functions are outlined above. The Upper Lachlan Shire Council performs many functions in which it directly interacts with the community.
- As a customer service organisation the majority of activities undertaken by Upper Lachlan Shire Council have an impact on the public/community. The functions that have wide public effect are as follows:-
 - Council has the power to propose zonings for individual properties;
 - Community Planning and Development;
 - The development of land is controlled by Council;
 - Council will classify the way in which public land for which it is responsible is used;
 - Council does undertake to construct and/or provide infrastructure for the community e.g. public buildings, recreational facilities, roads, car parks, footpaths and drainage, water, sewerage and waste facilities;
 - Council may make orders concerning certain public nuisances and other matters;
 - Council may enter into private land and/or cause certain works to be done in certain circumstances;
 - Council will provide and maintain the provision of public facilities;
 - Council shall levy rates and collect certain charges;
 - Council may regulate behaviour in certain public places;
 - Council may regulate certain matters relating to public health;
 - In certain circumstances a Council may seek to acquire private properties; and
 - Council may regulate traffic and parking within its area of control.

Council's Finance and Administration Department provides statutory, administrative, governance, revenue, customer service support functions to the community, Councillors and Council's other Departments.

Council's Infrastructure Department provides a broad range of services to construct, maintain and improve Council's assets and civil infrastructure, service and ancillary functions.

Council's Environment and Planning Department provides statutory, regulatory, service and enforcement functions and waste, sewerage and water supply services to the community and have regard to sustainability, economic growth and heritage.

PUBLIC PARTICIPATION IN COUNCIL POLICY DEVELOPMENT

Representation

Local Government is based on the principle of representative democracy. This means that the elected Councillors represent the entire community and make decisions on their behalf. All residents of the local government area who are on the electoral roll are eligible to vote. Residents are able to raise issues with and make representation to the elected Councillors.

Eligibility for inclusion on the local government area electoral roll is available to non-resident land owners, and land occupiers and rate paying lessees within Upper Lachlan Shire Council. For inclusion on the electoral roll an application or claim form is to be completed within designated timeframes before the local government election.

Council and Committee Meetings

In accordance with Chapter Four, of the Local Government Act 1993, Council has adopted a policy outlining ways in which members of the public may become involved in the policy making function of Council.

Residents and ratepayers are able to raise issues with, and make representations to, the elected Councillors. The Councillors, if they agree with the issue and/or representation, may pursue the matter on the resident's behalf therefore allowing members of the public to influence the development of policy.

Notice of Meetings

Ordinary Meetings of Council are conducted on the third Thursday of the month at Crookwell. Notices of these meetings are advertised in Upper Lachlan Gazette and on Council's website and Facebook Page in the week prior to the meeting. Extraordinary Council Meetings are infrequent and only publicised on Council's website and Facebook Page. In addition, Council holds four community outreach meetings in towns and villages each year including: Crookwell, Gunning, Taralga, Bigga, Collector and Big Hill, to facilitate community engagement, involvement and dialogue with Council.

Agendas

Meeting agendas, with confidential items excluded, are made available to the public for perusal on the Friday preceding the meeting at the Administration offices in Crookwell and Gunning. All meeting business paper agendas and related business paper correspondence, as well as the adopted Council Minutes are published and available on Council's website at www.upperlachlan.nsw.gov.au.

Access by the Public at Council Meetings

All Ordinary Council Meetings are open to the public except where the Council resolves to commence a Closed Session. All Ordinary Council Meetings are webcast live to the public.

Confidential Matters

Upper Lachlan Shire Council is committed to, and has fostered the practice of open local governance. Some matters, however, are of a sensitive nature and must be dealt with in the Closed Committee of Council.

Whilst Section 10 (1), of the Local Government Act 1993, requires that Council and Committee meetings be held open to the press and public, the Council or Committee is able to resolve that any item of business be dealt with in Closed Session, pursuant to Section 10A (2), of the Local Government Act 1993.

Section 10A (2), of the Local Government Act 1993, also specifies the grounds on which a meeting is closed to the public. This must be specified in the decision to close the meeting and recorded in the minutes of the meeting. The items considered to be of a confidential nature include the following:-

- (a) Personnel matters concerning particular individuals (other than Councillors);
- (b) The personal hardship of any resident or ratepayer;
- (c) Information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business;
- (d) Commercial information of a confidential nature that would, if disclosed:
 - (i) Prejudice the commercial position of the person who supplied it, or
 - (ii) Confer a commercial advantage on a competitor of the council; or
 - (iii) Reveal a trade secret;
- (e) Information that would, if disclosed, prejudices the maintenance of law;
- (f) Matters affecting the security of the Council, councillors, council staff or council property,
- (g) Advice concerning litigation, or advice that would otherwise be privileged from production in legal proceedings on the ground of legal professional privilege;
- (h) Information concerning the nature and location of a place or an item of Aboriginal significance on community land; and
- (i) Alleged contraventions of any code of conduct requirements applicable under Section 440.

Any reports, correspondence or documentation relating to such matters will be withheld from the press and public. The Chief Executive Officer reports to the open Council Meeting those resolutions made by the Council in Closed Session and such decisions are recorded in the Minutes of the Council Meeting. All members of the press and public are asked if they object to Council convening to the Closed Committee and state their reasons for the objection.

Contacting Residents Involved

Every endeavour is made to inform persons who have a direct involvement in a matter, when the matter is to be considered by the Council. These persons are also advised of their right to peruse the meeting agenda, attend the meeting and may make application to Council CEO to address the Council Ordinary Meeting.

Addressing Council

Access to Councillors for the public is readily available in formal or informal settings, however Council maintains the rules and conventions set down in the Code of Meeting Practice and Local Government Regulations in addressing Councillors at an Ordinary Council Meeting. Accordingly, the following information is provided:-

- (a) The Mayor (or Chairperson of the Meeting) has control of the meeting and of public access. The Mayor will provide directions for the person to address Council. Such directions may include the varying of any part of this policy and any part of the guidelines for public access to enable persons with a disability to make an effective presentation to the Council. The presentation will end when the Mayor so directs.
- (b) The Mayor retains the right to interrupt or close a presentation if it is believed that to continue would impinge on the laws of libel or defamation; or if the matter is outside the guidelines, or if the matter contravenes the Local Government Act or Regulations. Accusations or allegations of wrong doing against Council members or staff will not be allowed in the presentation section. These matters are to be addressed formally in writing to the Mayor, to the Chief Executive Officer, or to the other appropriate regulatory bodies.
- (c) The Mayor has the right to limit the number of presentations in total or the number of presentations on any one issue so that the presentation section does not unduly impinge on Council business or is not used for unnecessary repetition or duplication of points of view. The Code of Meeting Practice provides further advice with regards to Public Forums and details how a person may make a public address to Council.
- (d) In relation to a specific development application any applicants (or their representatives) and any persons who have made a submission (or their representatives) shall be entitled to seek approval to address Council when that development application is reported. Persons who have not made a submission and who wish to raise matters after the report to Council has been finalised shall be advised of their rights to make representations to individual Councillors but shall not be eligible for a public presentation.

Committees of Council

There are avenues for members of the public to personally participate in the policy development and functions of Council. Many of Council's committees have considerable community and group representation. Committee membership is reviewed by Council on an annual basis. A full list of Council's Committees is provided in Council's Annual Report.

Consultation and Representation

During the development of policies, plans and strategies, members of the community are encouraged to contribute. Opportunities for input include focus groups, surveys, have your say posts, public meetings and any methods appropriate to the topic.

There are avenues for members of the public to personally participate in the policy and procedures development of the Council. Several Council Committees comprise or include members of the public. Expressions of Interest calling for members of the public to participate in and to join various committees are publicly advertised.

Some of these Committees of Council include:-

- Australia Day Committee;
- Access Committee;
- Tourism and Economic Development Advisory Committee;
- Crookwell and District Art Gallery;
- Gunning Arts Festival Committee;
- Various Council owned and/or controlled Public Halls, Sportsgrounds, Showground and Public Cemetery Committees.

Submissions

Members of the public may influence Council decisions concerning matters such as the terms of Council's Operational Plan and Delivery Program, the granting of development and building approvals etc., by making submissions, including comments on, or objections to, proposals relating to those matters.

FOUR WAYS TO ACCESS GOVERNMENT INFORMATION

The Government Information (Public Access) Act 2009 establishes four ways for the public to access government information from Upper Lachlan Shire Council. The means to access information include:-

1. Open Access Information

Council must publish open access information on its website, free of charge. Where it is not practical for Council to provide open access information on the website, the information will be made available free of charge in at least one other format. Please contact Council on (02) 4830 1000 to access information that is not currently available on Council's website.

Open access information such as Council policies, code of conduct, strategic plans and disclosure log are all available on our website.

2. Proactive Release of Information

Apart from open access information, Council will release as much other available information as possible either free of charge or at the lowest possible cost. There is a Mandatory Proactive Release and an Authorised Proactive Release of information.

Council has developed a Proactive Release Program for information it holds. This program is conducted once a year and a list of information proactively released is included in the Council Annual Report each year.

3. Informal Release of Information

Members of the public may contact Council and ask for information. This is known as an informal request. Council may release information informally, subject to reasonable conditions. Information may be disclosed through informal release where there is no third party personal information and consent involved.

4. Formal GIPA Act Access Application

If information cannot be accessed through any of the above ways, a formal GIPA Act Access Application may be necessary. This is generally a last resort under the GIPA Act 2009, and only necessary if the public are asking for a large volume of information, if providing access would involve an extensive search, or if the information you seek involves personal or business information about third parties who must be consulted before the information can be released.

GIPA Act Access Applications must be in writing, and accompanied by a \$30 fee. Processing charges of \$30 per hour may also be levied, depending on the type and amount of information sought. To make a formal GIPA Act Access Application please contact Council's Right to Information Officer on (02) 4830 1000 and email to council@upperlachlan.nsw.gov.au .

DOCUMENTS OPEN ACCESS INFORMATION HELD BY COUNCIL

Types of Information held by Council

Upper Lachlan Shire Council holds information which relate to a number of varying issues. This information includes; policy documents, general information, registers, files, guidelines, plans, reports and other information.

There are a number of documents that are available for inspection free of charge and/or available on Council's Website www.upperlachlan.nsw.gov.au.

Council holds documents in both hard copy and electronic form that relate to a number of different issues concerning the Upper Lachlan Shire area. The documents included below may be available to the public upon request unless there is an overriding public interest not to do so.

Council has a register of Policy documents which is maintained by Council's Executive Assistant to the Chief Executive Officer. The Government Information (Public Access) Regulation 2009, Schedule 1, requires the following open access information to be mandatorily disclosed on Council's website:-

1. Open Access Information about Council

- The model Code of Conduct prescribed under Section 440(1), of the Local Government Act 1993 and Code of Conduct adopted under Section 440(3), of the Local Government Act 1993;
- Code of Meeting Practice;
- Annual Report;
- Annual Financial Statements;
- Auditor's Report;
- Council Integrated Plans; including the Community Strategic Plan, Delivery Program, Operational Plan and Resource Strategy;
- Equal Employment Opportunity (EEO) Management Plan;
- Policy concerning the Payment of Expenses and Provision of Facilities to the Mayor and Councillors;
- Annual Reports of Bodies Exercising Functions Delegated by Council (e.g. Section 355/377 Committees);
- Any Codes referred to in the Local Government Act 1993;
- Returns of the Interests of Councillors, Designated Persons and Delegates;
- Agendas, Business Papers and Minutes of Council/Committee Meetings (except meetings that are closed to the public);
- Office of Local Government, NSW Department of Premier and Cabinet Representative Reports presented at a meeting of Council in accordance with Section 433, of the Local Government Act 1993;
- Land Register;
- Register of Investments;
- Register of Delegations;
- Register of Graffiti removal works;
- Register of current Declarations of Disclosures of Political Donations;
- Register of Voting on Planning Matters kept in accordance with Section 375A, of the Local Government Act 1993.

2. Plans and Policies

- Local Policies adopted by Council concerning approvals and orders;
- Plans of Management for Community Land; and
- Environmental Planning Instruments, Development Control Plans and Contribution Plans made under the Environmental Planning and Assessment Act 1979 applying to land in the local authority's area.

Information about Development Applications (Environmental Planning and Assessment Act 1979) and any associated documents received in relation to a proposed development

- Home Warranty Insurance documents;
- Construction Certificates;
- Occupation Certificates;
- Structural Certification Documents;
- Town Planner Reports;
- Submissions received on Development Applications;
- Heritage Consultant Reports;
- Tree Inspection Consultant Reports;
- Acoustics Consultant Reports;
- Land Contamination Consultant Reports;
- Records of decisions on Development Applications including decisions on appeals; and
- Records describing the general nature of documents that Council decides to exclude from public view after application of public interest test considerations.

Approvals, Orders and Other Documents

- Applications for Approvals under Part 1 of Chapter 7, of the Local Government Act 1993 and any associated documents received in relation to such an application;
- Applications for Approvals under any other Act and any associated documents received in relation to such an application;
- Records of Approvals granted or refused, any variation from Council Policies with reasons for the variation, and decisions made on appeals concerning Approvals;
- Orders given under Part 2 of Chapter 7, of the Local Government Act 1993, and any reasons given under Section 136, of the Local Government Act 1993;
- Orders given under the Authority of any other Act;
- Records of Building Certificates under the Environmental Planning and Assessment Act 1979;
- Plans of land proposed to be compulsorily acquired by Council;
- Compulsory Acquisition Notices; and
- Leases and Licenses for use of Public Land classified as Community Land. In addition, from time to time Council will make as much other information as possible publicly available in an appropriate manner, including on their website. The information will be available free of charge or at the lowest reasonable cost. Such other information includes frequently requested information or information of public interest that has been released as a result of other requests.

Council will require a formal 'GIPA Access Application' form to be submitted where the information sought:-

- Is of a sensitive nature that requires careful weighing of the considerations in favour of and against disclosure, or
- Contains personal or confidential information about a third party that requires consultation, or
- Would involve an unreasonable amount of time and resources to produce.

Under the GIPA Act 2009 when deciding whether or not to release information, Upper Lachlan Shire Council shall consider whether there is an overriding public interest against releasing the information. Access to some documents and information held by Council may be restricted where it is determined that there is an overriding public interest against releasing the information or document.

HOW MEMBERS OF THE PUBLIC MAY ACCESS AND AMEND COUNCIL DOCUMENTS CONCERNING THEIR PERSONAL AFFAIRS

As far as practicable, Council documents will be accessible to members of the public online on council website and at council offices during opening hours. Persons interested in obtaining access to documents or who wish to seek an amendment to the Council records concerning their personal affairs should contact Council's Public Officer/Right to Information Officer.

The Public Officer – Right to Information Officer

The functions of the Public Officer/Right to Information Officer, are appointed by the Chief Executive Officer in accordance with Section 342, of the Local Government Act 1993, are outlined in Section 343, of the Local Government Act 1993, as follows:-

- May deal with requests from the public concerning the Council's affairs;
- Has the responsibility of assisting people to gain access to public documents of the Council;
- May receive submissions made to the Council;
- May accept service of documents on behalf of the Council;
- May represent the Council in any legal or other proceedings;
- Make a Notice of Decision for a GIPA Act Access Application;
- Have such other functions as may be conferred or imposed on the Public Officer by the Chief Executive Officer or by or under the Act.

In addition to the above responsibilities the Public Officer/Right to Information Officer is responsible for ensuring Council compliance with the GIPA Act. The role includes responsibility for receiving, registering and co-ordinating the review of all GIPA Access Applications and maintaining a disclosure log of GIPA Access applications.

Upper Lachlan Shire Council delegate the role of Public Officer/Right to Information Officer to the Manager Governance located in the Administration Office at 44 Spring Street, Crookwell NSW 2583.

If an applicant wishes to obtain information held by Council please contact the Right to Information Officer during normal office hours. The Right to Information Officer is

responsible for determining applications for access to information or for the amendment of Council held records.

To make a formal request for access to information under GIPA Act, the 'GIPA Access Application' form is to be completed and the application fee of \$30.00 is to be paid. In addition, processing charges may be applicable (there is no GST in relation to these charges). An acknowledgement of such application will be provided by Council within five working days.

If a fee for photocopies and postage of documents provided under the GIPA Act is payable, it will be listed in Council's annual adopted Operational Plan Schedule of Fees and Charges.

DISCLOSURE LOG

Council maintain a disclosure log under Section 25, of the GIPA Act, which documents the information we release in response to access applications, and that may be of interest to members of the public. The disclosure log provides a mechanism to further proactively release information to the public.

A review of the disclosure log is undertaken each year. Increased disclosure of information from our disclosure log allows citizens greater opportunity to participate in policy formulation and service delivery, and identifies trends and documents that could be released proactively.

GIPA ACCESS APPLICATION REVIEW

Firstly, all applicants should try to resolve a complaint with Council. An applicant for access to information should contact Council directly to find out how to make a complaint.

If you are dissatisfied with the Council's decision with regard to a GIPA Access Application, there are a number of options available. These include:-

- Seek an internal review through the agency (Council) which you originally applied for the information,
- Approach the NSW Information and Privacy Commission (IPC) for an external review of the Council's decision,
- Request a review through NSW Civil and Administrative Tribunal (NCAT).

Contacting the Information and Privacy Commission Office

If you require any advice or assistance about access to information or information regarding the GIPA Act and GIPA Regulations you may contact the Information and Privacy Commission (IPC) as follows:-

Information and Privacy Commission (IPC)

Postal Address: GPO Box 7011
SYDNEY NSW 2001

Street Address: Level 15, McKell Building
2-24 Rawson Place
HAYMARKET NSW 2000

Telephone Number: 1800 472 679 (free call)

Email: ipcinfo@ipc.nsw.gov.au

Website: www.ipc.nsw.gov.au

Hours of Business: 9am to 5pm, Monday to Friday

Finance and Administration - 20 February 2025

ITEM 13.5 **Review of Bribes, Gifts and Benefits Policy**

FILE REFERENCE **I25/12**

AUTHOR **Director of Finance and Administration**

ISSUE

Review of Council's Bribes, Gifts and Benefits Policy.

RECOMMENDATION That -

1. Council adopts the reviewed Bribes, Gifts and Benefits Policy.

BACKGROUND

Nil

REPORT

This report details the review of Council's Bribes, Gifts and Benefits Policy. The Policy is attached for Council's review.

POLICY IMPACT

This is a review of an existing policy.

OPTIONS

Nil

FINANCIAL IMPACT OF RECOMMENDATIONS

Nil

RECOMMENDATION That -

1. Council adopts the reviewed Bribes, Gifts and Benefits Policy.

ATTACHMENTS

1. ↓	Bribes Gifts and Benefits Policy - Date Adopted 20 February 2025 - Resolution XXX-25 - Review 2028	Attachment
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Upper Lachlan Shire Council

Date: 20 February 2025	Policy Title: Bribes, Gifts and Benefits Policy
This cover sheet provides a summary of the proposed amendments to the attached Bribes, Gifts and Benefits Policy. Council initially adopted this policy on 24 March 2005 (86/05). The policy was last updated on 15 July 2021 (117/21).	
Sponsor: Director Finance and Administration	Action required: Approval by Council
Reason for review/update: Council regularly review and update it policies every three years to ensure that they are current, fit-for-purpose and relevant to Council's operations. The attached policy has been reviewed and updated in line with this practice and the sponsor is now seeking your approval to implement this policy.	
Summary of the changes: The following amendments have been made to the Policy: <ul style="list-style-type: none"> • Removed all references to General Manager and replace them with Chief Executive Officer to describe the head of local government agencies in NSW. • Remove references to amended legislation. • Added a definition of a gift or benefit. • Clarifications made to include relevant clauses of the Council Code of Conduct relating to conduct obligations. • Added ICAC website contact details. 	
Consultation(s): Manager Governance	
Internally cleared by	
Position: Chief Executive Officer	Position: Director of Finance and Administration

ULSC BRIBES, GIFTS AND BENEFITS POLICY
Adopted: 20 February 2025

POLICY:-	
Policy Title:	Bribes, Gifts and Benefits Policy
File Reference:	F13/77-011
Date Policy was adopted by Council initially:	24 March 2005
Resolution Number:	86/05
Other Review Dates:	24 January 2008, 19 May 2011, 20 March 2014, 19 April 2018 and 15 July 2021
Resolution Number:	36/08, 180/11, 66/14, 112/18 and 117/21
Current Policy adopted by Council:	20 February 2025
Resolution Number:	XXX/25
Next Policy Review Date:	2028
PROCEDURES/GUIDELINES:-	
Date procedure/guideline was developed:	
Procedure/guideline reference number:	
RESPONSIBILITY:-	
Draft Policy developed by:	Director of Finance and Administration
Committee/s (if any) consulted in the development of this Policy:	Nil
Responsibility for implementation:	Chief Executive Officer
Responsibility for review of Policy:	Director of Finance and Administration

ULSC BRIBES, GIFTS AND BENEFITS POLICY
Adopted: 20 February 2025

OBJECTIVE

The objective of this policy is to:-

1. Clearly define the behaviour required of Council officials in relation to gifts and benefits; and
2. Provide a transparent and accountable process with regard to gifts and benefits that promotes public confidence in the Council.

Any gift or benefit offered or accepted shall be subject to the provisions of this policy. The policy is intended to compliment the Council's Code of Conduct, specifically Part 6 Personal Benefit.

DEFINITION

A gift or a personal benefit is something offered to or received by a Council official or someone personally associated with a council official for their personal use and enjoyment.

POLICY STATEMENT

This policy applies to all council officials. A council official includes; Councillors, members of staff of a Council, Administrators, Council Section 355 committee members, delegates of Council and council advisors.

This policy extends its application to also include non-council officials including; volunteers, contractors and members of Council advisory committees.

Council officials have a responsibility to uphold the law, preserve the public interest and implement the decisions of the Council. Part 3, of the Council Code of Conduct, outlines the general conduct obligations.

In accordance with Part 6.5, of the Council Code of Conduct; a person must not:-

- Seek or accept a bribe, or other improper inducement;
- Seek or accept gifts or benefits of any kind;
- Accept any gift or benefit that may create a sense of obligation on your part, or may be perceived to be intended or likely to influence you in carrying out your public duty;
- Subject to Part 6.7, accept any gift or benefit of more than token value (\$100); as defined by Part 6.9 of the Council Code of Conduct;
- Accept an offer of cash or a cash-like gift as defined by Part 6.13, of the Council Code of Conduct, regardless of the amount;

ULSC BRIBES, GIFTS AND BENEFITS POLICY
Adopted: 20 February 2025

- Participate in competitions for prizes where eligibility is based on the council being in or entering into a customer–supplier relationship with the competition organiser;
- Personally benefit from reward points programs when purchasing on behalf of the Council;
- Use their position to improperly influence other council officials in the performance of their official functions to obtain a private benefit for yourself or for somebody else.

BRIBES

Bribes should never be accepted. A council official and/or Non-council official offered a bribe should refuse it and must report the incident as soon as possible to their Department Director and/or Council Chief Executive Officer. Council will take steps to report the matter to ICAC and the NSW Police immediately.

Council officials must not offer or seek a bribe. Receiving a bribe is an offence under both the common law and NSW legislation. The common law offence of bribery is defined as receiving or offering any undue reward by, or to, any person in public office in order to influence his or her behaviour in that office, and to incline that person to act contrary to the known rules of honesty and integrity.

Section 249B (1), of the Crimes Act 1900, creates an offence if any Council official receives or solicits (or corruptly agrees to receive or solicit) from another person any benefit as an inducement to do, or not do, something in relation to their official duties. Similarly, it is an offence for a Council official to corruptly receive or solicit (or corruptly agree to receive or solicit) any benefit that would in any way tend to influence that Council official to show favour or disfavour to any person in relation to their official duties.

Any Council official who breaches Section 249B (1), of the Crimes Act 1900, is liable to imprisonment for 7 years.

Section 249J of the Crimes Act also provides that custom is not a defence to the receiving, soliciting, giving or offering of any benefit. This means that a person cannot rely on the fact that it is customary to offer and receive gifts and benefits in his or her trade, business, profession or calling, as a defence.

GIFTS AND BENEFITS REGISTER

Council officials must declare gifts, benefits and hospitality in accordance with this policy. Council will maintain a Gifts and Benefits Register.

ULSC BRIBES, GIFTS AND BENEFITS POLICY
Adopted: 20 February 2025

The register will contain the following information:-

- The name of the recipient.
- The name of the person who offered the gift and their organisation.
- The decision taken in relation to the gift.
- The signature of the recipient's supervisor and Chief Executive Officer.

It will be used to record all gifts and benefits that are received that are above a nominal value. The form to be utilised is the Declaration of Gifts, Benefits or Hospitality.

How to report /inform the Independent Commission against Corruption (ICAC)

ICAC is responsible for investigation of corruption in the NSW public sector (including Councils). ICAC may investigate allegations of corrupt conduct against Council officials and Non-Council officials. ICAC may be contacted on (02) 8281 5999, <https://www.icac.nsw.gov.au/reporting> or by writing to:-

ICAC
GPO Box 500
Sydney NSW 2001

RELEVANT LEGISLATION AND RELATED POLICIES

The Policy should be read in conjunction with:-

- Local Government Act 1993;
- Local Government (General Regulation) 2021;
- Government Information (Public Access) Act 2009;
- State Records Act 1998;
- Public Interest Disclosures Act 2022;
- Independent Commission Against Corruption Act 1998;
- Crimes Act 1900;
- Code of Conduct;
- Code of Meeting Practice;
- Disciplinary Policy;
- Records Management Policy;
- Fraud and Corruption Prevention Policy;
- Government Information (Public Access) Policy;
- Interaction between Councillors and Staff Policy;
- Complaints Management Policy;
- Public Interest Disclosures Policy;
- Local Government (State) Award; and
- ICAC publication "No Excuse for Misuse, preventing the misuse of council resources".

VARIATION

Council reserves the right to vary or revoke this policy in accordance with changes to Legislation and/or Council Policies.

ULSC BRIBES, GIFTS AND BENEFITS POLICY
Adopted: 20 February 2025



Declaration of Gifts, Benefits or Hospitality

I _____ herewith advise that on _____
(name) (date)

I was given _____
(item)

By _____
(person and/or company)

The estimated value of this gift is \$ _____

The circumstances in respect to my receipt of the gift were: (detail)

I have taken / propose the following action:

(please tick)

- accepted the gift and retained it for my personal use
- accepted the gift and give it to (another) _____
- returned the item
- other (details) _____

(Signature) (Date)

Chief Executive Officer's comments

(Signature) (Date)

Finance and Administration - 20 February 2025

ITEM 13.6 **Review of Cash Handling Policy**

FILE REFERENCE **I25/13**

AUTHOR **Director of Finance and Administration**

ISSUE

Recommendation that Council adopt the reviewed Cash Handling Policy.

RECOMMENDATION That -

1. Council adopt the reviewed Cash Handling Policy.

BACKGROUND

Nil

REPORT

This report details the review of Council's Cash Handling Policy. The Policy is attached for Council's review and endorsement.

POLICY IMPACT

This is a review of an existing policy of Council.

OPTIONS

Nil

FINANCIAL IMPACT OF RECOMMENDATIONS

Nil

RECOMMENDATION That -

1. Council adopt the reviewed Cash Handling Policy.

ATTACHMENTS

1. ↓	Cash Handling Policy - Date Adopted 20 February 2025 - Resolution XXX-25 - Review 2028	Attachment
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Upper Lachlan Shire Council

Date: 20 February 2025	Policy Title: Cash Handling Policy
This cover sheet provides a summary of the proposed amendments to the attached Cash Handling Policy. The council initially adopted this policy on 24 March 2005 (67/05). The policy was last updated on 21 October 2021 (181/21).	
Sponsor: Chief Financial Officer	Action required: Approval by Council
Reason for review/update: Council regularly review and update policies every three years to ensure that they are current, fit-for-purpose and relevant to Council's operations. The attached policy has been reviewed and updated in line with this practice and the sponsor is now seeking your approval to implement this policy.	
Summary of the changes:- The following amendments have been made to the Policy:- <ul style="list-style-type: none"> • Removed all references to General Manager and replace them with Chief Executive Officer to describe the head of local government agencies in NSW. • Removed reference to Taralga Customer Service Office • Remove references to redundant legislation or amended legislation. • Clarify the application of this policy applies to Council customer service units. 	
Consultation(s): Chief Financial Officer Customer Service Officer	
Internally cleared by	
Position: Chief Executive Officer	Position: Director – Finance and Administration

Cash Handling Policy
Adopted: 20 February 2025

POLICY:-	
Policy Title:	Cash Handling Policy
File Reference:	TRIM F10/618-05
Date Policy was adopted by Council initially:	24 March 2005
Resolution Number:	67/05
Other Review Dates:	20 August 2009, 21 June 2012, 19 March 2015, 21 June 2018 and 21 October 2021
Resolution Number:	329/09, 186/12, 56/15, 169/18 and 181/21
Current Policy adopted by Council:	20 February 2025
Resolution Number:	XXX/25
Next Policy Review Date:	2028

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

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

Cash Handling Policy
Adopted: 20 February 2025

OBJECTIVE

The aim of this policy is to define the responsibilities of Council customer service staff and outline the procedures applicable for the safe and secure handling of cash and cash equivalent transactions.

RECORD KEEPING AND RISK MINIMISATION

Council will ensure record keeping and risk minimisation measures are utilised as follows:-

- Implementation of procedures for tracking, receipting, securing, transferring and banking cash.
- Identifying whether each transaction was for cash or other means of payment.
- Issuing and recording receipts for all payments received, which include date and time of payment and payment amount.
- Limiting the number of employees able to handle cash to minimise risk for misappropriation of funds.
- Using secure cash storage facilities and security systems.
- Implementation of internal control systems to minimise the risk of fraud.
- Before undertaking any new cash handling operation authorisation to collect money must be approved by the Chief Financial Officer.
- Utilisation of electronic forms of payment by Council are encouraged, such as MOTO, BPAY, eServices and credit cards, use of these payment types will diminish the number of cash transactions and quantity of cash held on-site and hence lowers the potential risk of fraud.

FRAUD AND CORRUPTION RISKS

A risk assessment of cash handling is designed to identify and address fraud and corruption risks, these include:-

- An employee failing to record purchases properly in order to misappropriate cash.
- An employee misappropriating cash whilst in transit to the bank to deposit funds.
- An employee accepting or soliciting money or a benefit.
- An employee being bullied or threatened to misappropriate cash or avoid proper payment for a good/service by a third party.
- An employee artificially inflating the value of a good/service to misappropriate cash.

Cash Handling Policy
Adopted: 20 February 2025

PROCEDURES

1. Individual cash floats are to be operated at the Crookwell and Gunning offices customer service areas. A cash float is the responsibility of the individual Customer Service Officer to maintain and balance. There are to be separate cash drawers and floats for each individual cashier to establish accountability for monies.
2. At the end of each day the Customer Service Officers are to count their respective daily takings and balance to the computer printouts / records (which are to be signed by each Customer Service Officer) and then counter signed, checked and verified by the relevant delegated officer of Council. This process includes ensuring that respective floats are maintained. Reference is to be made to Council's Daily Closure Procedures documentation as outlined in the Internal Control and Procedures Manual.
3. On completion of individual balancing the cash takings are to be combined and prepared for banking each working day. The Officer carrying out the daily takings must, where practical, be independent of the Customer Service staff. Should there be a discrepancy with the daily balancing the matter is to be investigated and if unresolved reported to the Chief Financial Officer for further investigation and remedial action if necessary.
4. Floats and banking monies are then to be deposited in a security safe (in separate bags). Each Customer Service Officer will have access to their own individual lockable compartment within the security safe where they will secure their own cash float and any other floats under their care (for petty cash, waste disposal centres, swimming pools, etc.). There is access to a separate lockable compartment within the security safe where they will secure the combined daily banking. The security safe will be either combination or key type and the setting of the combination or the issue of keys will be the responsibility of the Chief Financial Officer or the Director of Finance and Administration. Master keys allowing access to all safe compartments will be held by the Chief Financial Officer and Director of Finance and Administration.
5. On the next working day the cash floats required will be removed from the security safe by the individual Customer Service Officers. Immediately prior to being delivered to the bank, the daily banking is to be removed from the security safe by the Finance Officer or a delegate given access to the same by the Chief Financial Officer. The daily banking must immediately be counted and the correct amount verified by the Officer responsible for transporting it to the bank. Any discrepancy must be reported to the Chief Financial Officer. The Officer carrying out the daily banking must, where practical, be independent of the Customer Service staff.
6. All instances of suspected theft / break-ins are to be reported to the Chief Financial Officer and Director of Finance and Administration immediately.
7. The level of cash maintained at Council's offices is to be kept to a minimum, that is, the opportunity should be taken during days of "higher" takings to transfer amounts to the bank. This should be done at irregular intervals and with due regard to security and safety.
8. Training refreshers to all relevant employees will be provided by Council to ensure they are aware of their responsibilities.

Cash Handling Policy
Adopted: 20 February 2025

RELEVANT LEGISLATION AND COUNCIL POLICY AND PROCEDURES

The following Legislation and Council Policies and documents that are relevant to this Policy include:-

- Local Government Act 1993;
- Local Government (General) Regulation 2021;
- Independent Commission against Corruption Act 1988;
- Work Health and Safety Act 2011;
- Government Information (Public Access) Act 2009;
- Privacy and Personal Information Protection Act 1998;
- Crimes Act 1900;
- State Records Act 1998;
- Council Code of Conduct;
- Council Government Information (Public Access) Policy;
- Council Records Management Policy;
- Council Privacy and Personal Information Management Plan;
- Council Internal Control and Procedures Manual;
- Council Bribes, Gifts and Benefits Policy;
- Council Complaints Management Policy;
- Council Customer Service Charter;
- Council Fraud and Corruption Prevention Policy.

VARIATION

Council reserves the right to vary or revoke this policy.

Finance and Administration - 20 February 2025

ITEM 13.7 **Review of Procurement Policy**

FILE REFERENCE **I25/26**

AUTHOR **Director of Finance and Administration**

ISSUE

Recommendation that Council adopt the reviewed Procurement Policy.

RECOMMENDATION That -

1. Council adopt the reviewed Procurement Policy.

BACKGROUND

Nil

REPORT

This report details the review of Council’s Procurement Policy. The Policy is attached for Council’s review and endorsement.

POLICY IMPACT

This is a review of an existing policy of Council.

OPTIONS

Nil

FINANCIAL IMPACT OF RECOMMENDATIONS

Nil

RECOMMENDATION That -

1. Council adopt the reviewed Procurement Policy.

ATTACHMENTS

1. ↓	Procurement-Policy - Date Adopted 20 February 2025 - Resolution XXX-25 - Review 2028	Attachment
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Upper Lachlan Shire Council

Policy Update Cover

Date:11/02/2025	Policy title: Procurement Policy
This cover sheet provides a summary of the proposed amendments to the attached Procurement Policy. Council initially adopted this policy on 18 November 2004. The policy was last updated on 15 July 2021.	
Sponsor: Director Finance and Administration	Action required: Approval by Council
Reason for review/update: Council regularly review and update it policies every three years to ensure that they are current, fit-for-purpose and relevant to Council's operations. The attached policy has been reviewed and updated in line with this practice and the sponsor is now seeking your approval to implement this policy.	
Summary of the changes: The following amendments have been made to the Procurement Policy: <ul style="list-style-type: none"> • Change Council staff to all Council Officials (throughout the document) • Insert of Flowchart on page 4 outlining the minimum requirements for processing a purchase order • Removal of all references to General Manager and replace them with Chief Executive Officer as the designation of General Manager is no longer used to describe the head of local government agencies in NSW. • Inclusion of a section titled Policy Statement on page 3, which summarise the intent of the policy and the values it would deliver • Updated Purchasing Procedures to ensure consistency with Council's Fraud and Corruption Principles • Consolidation of subsections to create succinct document • Rephrase multiple sentences to improve ease of understanding, remove technical jargons, and eliminate ambiguity • Clarification on Value for Money (clause 7.3) • Inclusion of Contract Variations (clause 5.6) • Inclusion of <i>Modern Slavery Act 2018 (NSW)</i> as a legislative instrument 	
Consultation(s): Manager Governance Procurement Coordinator Director Finance & Administration	
Internally cleared by	
Position: Chief Executive Officer	Position: Director Finance and Administration

POLICY:-	
Policy Title:	Procurement Policy
File Reference:	F10/618-015
Date Policy was adopted by Council initially:	18 November 2004
Resolution Number:	319/04
Other Review Dates:	19 March 2009, 16 December 2010, 15 December 2011, 20 April 2017, 15 July 2021
Resolution Number:	116/09, 472/10, 489/11 109/17, 118/21
Current Policy adopted by Council:	20 February 2025
Resolution Number:	XX/25
Next Policy Review Date:	2028

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

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

PART 1 - INTRODUCTION

1. BACKGROUND

1.1 The Procurement Policy (Policy) sets out the principles for consistent and best practice for procurement of goods and services at Upper Lachlan Shire Council (Council). To assist staff, this policy has been updated to provide simple practical guidance on the minimum obligations of any staff or Council appointed Committee members, when spending public money. This policy must be used in conjunction with Council's Procurement Procedures, which comprise detailed, and specific requirements that governs Council's procurement.

2. OBJECTIVE

2.1 The objective of this Policy is to set out the principles and framework for Council's procurement activities and to ensure that Council is at all times compliant with the *Local Government Act 1993*, *Local Government (General) Regulations 2021*, Tendering Guidelines for NSW Local Government and Council's Code of Conduct in relation to the procurement of goods and services.

2.2 Through the application of this Policy, Council is committed to the following:-

- Obtaining value for money for the Community;
- Fairness, openness, transparency and accountability;
- Making environmentally sustainable decisions;
- Eliminating any conflicts of interest;
- Ensuring probity
- Monitoring and evaluating performance;
- Providing policy and guidance on procurement activities to ensure consistency;
- Improving Council's procurement governance framework;
- Minimising risk.

3. SCOPE

3.1 This Policy applies to all procurement, tendering and contracting activities undertaken by Council, other than statutory payments or payments for membership of regional or state organisations and is binding on **all** Council Officials (i.e. staff, contractors, consultants, Committee members and volunteers) who are involved in any aspect of procurement on behalf of Council. This policy should also be applied in conjunction with Council's Code of Conduct, Statement of Business Ethics, Fraud and Corruption Prevention Policy, Gifts and Benefits Policy, and Disposal of Assets Policy.

4. DELEGATED AUTHORITY

4.1 In order to purchase goods and services on behalf of Council, a delegated authority is required from the Council's Chief Executive Officer. Numerous employees of Council are charged with financial delegations for the Purchasing and Procurement of Goods, Works and Services. Procurement activities must be carried out by Council Officials in accordance with the Instrument of Delegation and any specific delegations resolved by Council. Council Officials cannot authorise the expenditure of funds in excess of their financial delegation.

PART 2 - POLICY STATEMENT

5. PURCHASING PROCEDURES

5.1 Prescriptive purchasing procedures are located in Council's *Procurement Procedures and Guidelines* documentation.

5.2 The procedures outline Council's requirements when procuring goods and/or services on behalf of Council. Different requirements apply, depending on the total value of the supply. Refer to Council's *Procurement Procedures and Guidelines* for further details.

5.3 All procurement must be approved by a Council Official with the appropriate delegation before a supplier is engaged to provide goods or services to Council, unless an exemption applies. Goods and services obtained without an approved purchase order may be deemed to be unauthorised procurement.

5.4 Council Officials making a procurement on behalf of Council cannot raise and then approve the same purchase order. The initiator of a Purchase Order must not be the approver of the same.

5.5 Purchasing requirements includes quotations, EOI and/or RFQ for goods and services less than \$250,000.00 (GST Inclusive). Employees are to provide suppliers with Council's standard approved Purchase Order including Council's purchase order terms and conditions and/or Contract Number prior to commencement of supply.

5.6 Contract variations of more than 15% of the total contract value but not exceeding \$25,000 will require written approval from the Procurement Coordinator and relevant Director, or CEO. Council Officials should not proceed with the variation without written approval. Variations will be administered by a separate purchase order and suppliers will be required to issue a separate invoice to assist with audit and transparency.

5.7 The flowchart below sets out the minimum requirements for the processing of a Purchase Order.

ULSC Procurement Policy Adopted 20 February 2025

Flow chart for Purchasing Process

(Contact Procurement Coordinator if you require further information, or refer to Authority User Manual for information on purchase order creation and requisitioning)

Please Note: the information set out below is the minimum required in order for a Purchase Order to be processed. If the documentation is not provided the receipt process cannot be completed and will be returned for correction or amendment.

Complete a procurement quote process, in accordance with competition limits and select a preferred supplier. Check the supplier is available in Authority, if not, request them to complete a New Supplier EFT form and return it to accounts@upperlachlan.nsw.gov.au

Enter the purchase details in Authority to create a purchase order.
(Check the GST codes).

Request the appropriate financial delegate to **Approve** your PO (**Do Not Self Approve**).
Purchase orders must be approved before engaging a supplier. (*).

Once the Purchase Order is approved, print or email to the supplier, together with the ULSC purchase order terms and conditions (if applicable).

When goods or services have been supplied, complete a Goods Receipt/delivery docket and return to Procurement or Accounts Payable for receipting.

The Receipting process requires the following documents:

- Supplier Invoice.
- Goods Receipt Docket or Supplier Delivery Docket(s)
- Copy of Purchase Order Print
- Copy of Quotes
- Any Hire Dockets/Truck/Shipping Dockets etc....

Email to procurement@upperlachlan.nsw.gov.au

Accounts payable batch the receipted invoices for payment.

Notes:

*The Procurement Procedures require that the staff member that requisitions or enters the purchase order is **NOT** the same person that approves the purchase order. This separation of duties is part of fraud mitigation processes necessary for all procurement activities.

** The originator of the purchase order (requisitioner) is responsible for checking and verifying that the goods/ services have been delivered in accordance with the Purchase Order and that Goods Receipt documentation has been completed.

***All goods or services supplied to Council must have an APPROVED purchase order prior to being supplied.

6. TENDERING PROCEDURES

6.1 Public tenders are *mandatory* for purchases, under *Section 55 (1) (2) of Local Government Act 1993*, where the total anticipated expenditure is \$250,000 (GST inclusive) or above over more than one accounting period. Council may also choose to tender for purchases below this limit.

6.2 Detailed tender procedures and a tender assessment checklist are contained in Council's Procurement Procedures and Guidelines.

6.3 It is noted that the process for public tendering may be waived when dealing with prescribed NSWBuy Government Contracts, Local Government Procurement (LGP), Disability Employment Organisations or Procurement Australia Contracts. Advice on this may be sought from Council's Chief Financial Officer and Council Procurement Coordinator.

6.4 Exemptions to tender requirements, under *Section 55 (3) of the Local Government Act 1993*, includes; purchases for emergency situations and procurement by a local council to other councils.

7. PROCUREMENT PROTOCOLS

7.1 Ethics and Probity

All Council Officers must comply with the standards of integrity, probity, professional conduct and ethical behaviour established by Council's *Code of Conduct*, Code of Business practices and Guidelines issued by ICAC.

Council officials must disclose **ANY** potential or actual conflict of interest (whether pecuniary or non-pecuniary) in order to protect the public interest and prevent breaches of public trust.

Council has adopted a Code of Business Practice which sets out the standards of behaviour that Council expects from its private/public partners.

Probity auditors/advisors may be commissioned where deemed appropriate by Council's Chief Executive Officer, in circumstances where additional professional knowledge, experience or independent recommendation is required.

7.2 Fraud and Corruption Principles

Council has a Fraud and Corruption Prevention Policy that underpins this Policy and details responsibilities of positions within Council and the community. It also outlines steps involved in identifying, investigating, reporting and taking action around fraud and corruption.

The principal elements of Council's Fraud and Corruption Prevention Policy are:-

- Preventing fraud at its origin, in particular, implementing effective control structures and procedures that aim to eliminate the prospect of fraud occurring;

ULSC Procurement Policy Adopted 20 February 2025

- Making all staff, Councillors, contractors to Council and volunteers aware of their obligation to act ethically and to follow Council's Code of Conduct at all times;
- Making all contractors and those dealing with Council aware of the ethical standards that Council applies and of the ethical standards of others in their dealings with Council;
- Committing to a policy of detection, investigation and prosecution of individual cases of fraud; and
- Respecting the civil rights of employees and members of the public and committing to natural justice.

7.3 Value for Money

Value for money does not necessarily mean selecting the proposal with the lowest price, nor the highest quality of goods or services. It is the most advantageous combination of cost, quality and sustainability to meet Council's requirements.

Council will consider a range of factors relevant to the proposed contract, including but not limited to: price, capacity, capability, risk, fit for purpose, reliability, locality, quality and whole of life costs when selecting products and services.

7.4 Information Management

All substantive communications with potential suppliers in respect of procurement and purchasing should be in writing and/or formal minuted meetings. Records for all procurement activities must be kept and recorded in Council's records management system and Council's corporate finance system and done so in accordance with the State Records Act 1998 (NSW). This will ensure an audit trail is available for monitoring compliance and reporting purposes.

7.5 Gifts and Benefits

Council Officials will avoid situations that would give rise to the appearance that a person or body is attempting to secure favorable treatment or benefit from the Council official or Council through the provision of gifts, benefits or hospitality of any kind to the Council official or someone with whom they are closely associated. Council Officials must comply with Council's Bribes, Gifts and Benefits Policy.

7.6 Lobbying

Canvassing of Council Officials by tenderers or their agents is not permitted and may result in disqualification from the tender process.

7.7 Local Supplier Support

Council currently does not have a Local Preference Policy.

7.8 Risk Management

Managing risk is fundamental to effective procurement. Risk management is as much about identifying opportunities as avoiding and mitigating losses. Identification, analysis, assessment, treatment and monitoring of risk in procurement will contribute to successful outcomes.

Ensure segregation of duties in the requisitioning, approval and payment functions to minimise fraud risks.

Council Officers should consider not just the purchase price but also the availability and whole of life costs including those associated with acquisition, implementation, running, maintenance, depreciation, decommissioning and disposal.

Council Officials must not split a single procurement value intentionally to divide it into two or more purchase orders or contracts to avoid review, competitive selection, or bring it within limits of their financial delegation.

Council Procurement Coordinator is to maintain a Contract Register and register of procedures for evaluation, including clear guidelines of expectations for contractor performance and maintenance by contractors of agreed insurance and liability coverage.

8. SUSTAINABLE PURCHASING

8.1 Council supports a sustainable procurement quadruple bottom line approach around civic leadership, social, environmental and economic pillars by incorporating these within planning activities.

8.2 Consideration will be given to areas such as:-

- Minimising greenhouse gas emissions, waste, habitat destruction, soil degradation and toxicity;
- Maximising water efficiency.

9. WORKPLACE HEALTH AND SAFETY

9.1 All contractors of Council must adhere to relevant Work Health and Safety (WHS) 2011 legislation. WHS performance will be monitored and reviewed to ensure continued adherence to legislation and relevant Council policies and procedures.

10. ADMINISTRATION OF THIS POLICY

10.1 General enquiries in regard to this Policy should be directed in the first instance to Council's Procurement Coordinator.

10.2 Council will deal promptly with any concerns or complaints regarding this Policy. Any issues should be directed in writing to the Chief Executive Officer.

ULSC Procurement Policy Adopted 20 February 2025

RELEVANT LEGISLATIVE INSTRUMENTS

- *Local Government Act 1993;*
- *Local Government (General) Regulations 2021;*
- *Tendering Guidelines for NSW Local Government;*
- *Independent Commission Against Corruption Act 1988;*
- *Ombudsman Act 1974;*
- *Work Health and Safety Act 2011;*
- *Public Interest Disclosures Act 1994;*
- *Local Government Code of Accounting Practice and Financial Reporting;*
- *Government Information (Public Access) Act 2009;*
- *Waste Avoidance and Resource Recovery Act 2001;*
- *Related Party Transaction Act 2016;*
- *Privacy and Personal Information Protection Act 1998;*
- *State Records Act 1998;*
- *Modern Slavery Act 2018.*

RELATED POLICIES, PLANS AND PROCEDURES

- Code of Conduct
- Procurement Procedures and Guidelines
- Audit, Risk and Improvement Committee/Charter
- Code of Business Practice
- Corporate Credit Card Policy
- Delegations of Authority Policy and Procedure
- Disposal of Council Assets Policy
- Disposal of Council Real Estate Policy
- Government Information (Public Access) Policy
- Internal Control Policy and Procedures
- Internal Audit and Risk Management Policy
- Work Health and Safety Policy
- ICAC Guidelines
- Fraud and Corruption Prevention Policy
- Fraud and Corruption Prevention Plan
- Records Management Policy
- Bribes, Gifts and Benefits Policy
- Disciplinary Action Policy

VARIATION

Council reserves the right to vary or revoke this Policy in accordance with changes to Legislation and/or Council Policies and Procedures.

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 month of January and February 2025 | 286 |
|------|--------------------------------------------------------------------|-----|

Reports from Other Committees, Section 355 Committees and Delegates - 20 February 2025

ITEM 16.1

Reports from Committees for the month of January and February 2025

RECOMMENDATION:

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

1. Crookwell Memorial Hall Committee – Minutes from meeting held 26 November 2024.
2. Crookwell & District Art Gallery – Minutes from meeting held 28 November 2024.
3. Crookwell & District Art Gallery – Minutes from meeting held 30 January 2025.
4. Binda Community Progress Association – Minutes from meeting held 9 December 2024.
5. Tourism and Economic Development s355 Advisory Committee – minutes from meeting held 23 January 2025.

ATTACHMENTS

1. ↓	Crookwell Memorial Hall Committee - Minuted from meeting held 26 November 2024	Attachment
2. ↓	Crookwell and District Art Gallery - Meeting Minutes - 28 November 2024	Attachment
3. ↓	Crookwell & District Art Gallery - Minutes from meeting held 30 January 2025	Attachment
4. ↓	Binda Community Progress Association - Minutes from meeting held 9 December 2024	Attachment
5. ↓	Tourism and Economic Development s355 Advisory Committee - Minutes from meeting held 23 January 2025	Attachment

**Minutes of the Crookwell Memorial Hall Management Committee held on
Tuesday 26th November 2024**

Present: Allan Smith, Sandra & Robert Bill, Susan McIlroy, Wal Smart and Margaret Wheelwright

Apologies: Terry Yallouris, & Vivian Flanagan

Robert Bill announced our Council representatives Terry Yallouris and Vivian Flanagan and the Committee looks forward to welcoming them to our next meeting.

Minutes of the previous meeting held on Tuesday 20th October 2024 were tabled. It was moved by Margaret Wheelwright and seconded by Susan McIlroy that the minutes be accepted. Carried

BUSINESS ARISING:

- **Kitchen:** An inventory of items in the kitchen will take place after the CADS production in the new year.
- **Men's Toilet:** Sandra Bill reported to the meeting regarding this matter. It was suggested we remove the urinals, which would leave 2 toilet stalls. This would mean we could use these as unisex toilets. We will ask Josh Proudman to look and quote on the changes.
- **Outside Signage:** Quotes for an electronic sign had been received for between \$15,000 - \$20,000. Sandra Bill is looking to see if there are any grants applicable to this item. We need to have Council approval for the placement of the sign.
- **Solar Panels & Electricity Meters:** Robert Bill reported the solar panels have been installed and paid for (\$52,000). The meters have not been hooked up, so no electricity generated is being used by the hall precinct. While discussing this matter the issue of the individual meters in the kitchen which are for the Hall, Arts Council and Historical Society. The Hall Committee is still being charged for all the electricity for all areas. This matter has been enquired about for over 10 years and it is still an issue.

**It was moved by Sandra Bill and seconded by Wal Smart that a letter be sent to Council to request a meeting with members at the hall to discuss the matter of the solar panel meter connections and the individual meter connections in the kitchen together with the placement of a new sign.
Carried**

- **Davies Account:** It was decided not to organize an account with Davies. **It was moved by Wal Smart and seconded by Allan Smith that the secretary received \$100 per years towards paper and printer ink.
Carried**

REPORTS:

President: Robert Bill reported that two party bookings had been cancelled and the CADS production is underway.

Treasurer's Report:

Main account balance is \$10,105.74 and Term Deposit Balance \$10,887.12

Grant money of \$52,028.00 was received in April 2024 for the solar panel installation and paid out in July 2024.

Income from sale of tables was \$650.00.

Expenditure \$250.00 for crane hire to install the container for chair storage.

We await our Council grant which usually comes in November

Moved by Wal Smart and seconded by Sandra Bill that the Treasurer's Report be accepted. Carried

CORRESPONDENCE

Incoming: Upper Lachlan Shire Council – notification of Council representatives with links to the Section 355 Committee Policy and Committee Code of Meeting Practice

Outgoing: numerous emails regarding meeting to committee members and Council acknowledging their correspondence

GENERAL BUSINESS

- **Hall Entry and Doors:** These need a clean and maybe repainting. Robert Bill will investigate this matter.
- **CADS Enquiry** regarding the removal of boxes from book sale in the foyer to tidy up the area.

MEETING DATES 2025

Tuesday 18th February - 20th May - 19th August AGM - 18th November

Meeting closed 6.25pm



Minutes of meeting: Crookwell & District Art Gallery Committee (CDAGC)

Date: 28 November 2024

Chair: Susie Recsei

Meeting opened at 4.38pm

ITEM NO	ITEM	DISCUSSION	ACTION REQUIRED	
			By	Date due/complete
1.	Present	Susie Recsei, John Shepherd, Darian Cameron, Bardie Carter, Anne Cummins, Ron Cummins, Margaret Carr, Karen Harwood, Jenny Readhead, John Carter		
2.	Apologies	Vivienne Flanagan, Pauline McLaren, Pat Starr, Jeffrey Vaughan, Jeremy Goodman, Ann Goodman, Sue Bell, Jane, Brian and Dimity McCracken		
3.	Previous Minutes	Minutes of previous meeting held on 24 October 2024 accepted as a true record. Moved M Carr, Sec. K Harwood – Accepted		
4.	Business Arising/Actions	<ul style="list-style-type: none"> Finalise and publicise 2025 program of events/exhibitions Update of CDAG digital profile – website and social media. Motion to approve upgrade proposed by S Recsei, Sec. J Carter - Accepted 	Susie R Susie R John S Darian C	Jan 2025 27 Feb 2025
5.	Chair Report	See Attached Report		
6.	Treasurer's Report	See Attached Report Proposed: J Shepherd Sec: M Carr - Accepted		

ITEM NO	ITEM	DISCUSSION	ACTION REQUIRED	
			By	Date due/complete
7.	Correspondence	<p>Out:</p> <ul style="list-style-type: none"> Thank you letters sent to Brett Allan, Ensemble & Co, McComas Taylor, and Floyd Davies for their contribution to Art on the Range exhibition 5 Nov – CDAG meeting papers to council 19 Nov – invitation to ULSC Delegates to meet with CDAG committee – apologies received. <p>In:</p> <ul style="list-style-type: none"> Thank you letter from Crookwell Community Trust for CDAG donation from Humphrey Price-Jones exhibition. 15 Nov – ULSC notification of Cr V Flanagan as Delegate for CDAG and Cr T Yallouris as alternate. 		
8.	Discussion	<ul style="list-style-type: none"> <u>Crookwell Christmas street festival</u> - CDAG hosting a drawing space at the pop-up window (former newsagency) to engage community. Roster to be circulated. Window to be covered in paper and drawing supplies provided. Chair considering future appraisal of artworks <u>March 2025 exhibition</u> – Chair noted planning underway and the exhibition will include exhibiting the collection with invited artists interpretations. General discussion of events listed on draft program including proposed monthly 'open door', guest speakers, and invitations to community groups. <u>Membership</u> – J Shepherd proposed membership renewal be sent out in February for calendar year, and membership fee remain at \$5.00. Sec. A Cummins – Accepted <u>Gallery maintenance</u> – discussion on the need for painting, lighting, racks for artworks in containers. Members agreed quotes should be sought for works over holiday period. 	<p>Members roster</p> <p>Susie R</p> <p>John S</p> <p>Susie R</p>	<p>14 Dec 2024</p> <p>Dec-Mar 2025</p> <p>27 Feb 2025</p> <p>Jan/Feb 2025</p>
9.	Other Business	<p>Nil</p> <p>Meeting closed at 5.40pm</p>		
13.	Next Meeting	Thursday 27 th February 2025 at 4.30pm		

cdag

Minutes of meeting: Crookwell & District Art Gallery Committee (cdagc)

Date: 30 January 2025

Chair: Susie Recsei

Meeting opened at 4.30pm

ITEM NO	ITEM	DISCUSSION	ACTION REQUIRED	
			By	Date due/complete
1.	Present	Susie Recsei, John Shepherd, Darian Cameron, Bardie Carter, Anne Cummins, Ron Cummins, Karen Harwood, Jenny Readhead, Jeremy Goodman, Pauline McLaren, Vivienne Flanagan, Nicola Johnston, Robert Harris Introduction of Vivienne Flanagan and Robert Harris by Chair		
2.	Apologies	Patrick Starr, Jeffrey Vaughan, Ann Goodman, Marion Brace, Margie Carr, John Carter, Jane, Brian and Dimity McCracken, Mandy McDonald, Stephen Carroll		
3.	Previous Minutes	Minutes of previous meeting held on 28 November 2024 accepted as a true record. Moved: K Harwood, Sec: J Shepherd - Accepted <ul style="list-style-type: none"> Ron C asked if the gallery could continue a presence in the former Newsagency 	Susie R	Feb 2025
4.	Business Arising/Actions	<ul style="list-style-type: none"> Amendments to be made to events calendar for annual 'Art on the Range Exhibition' to coincide with Crookwell Garden Festival dates of 1-2 November. Update of CDAG digital profile – website and social media. Executive committee will meet first week of February to prepare new website which will alleviate costs and time. Noted that the new website will be notified to Council. 	Susie R Susie R John S Darian C	Jan 2025 Mar 2025

ITEM NO	ITEM	DISCUSSION	ACTION REQUIRED	
			By	Date due/complete
		<ul style="list-style-type: none"> Chair noted the gallery's participation in Christmas street festival was successful. 7 March Exhibition '<i>Interpretations</i>' – proposal to extend exhibition for a second weekend. Preparation of program, invitations, advertising, and volunteers underway. Membership renewal discussion under Treasurer's report. Gallery maintenance – members agreed that storage of art works should be upgraded both in the partition boxes and storage area and a 'working bee' proposed for the future. 	Member volunteers	Feb/March TBA
5.	Chair Report	<p>Nil written report.</p> <p>Chair outlined new '<i>open door @ the gallery</i>' initiative and proposal for Feb event. Roving art exhibition continuing and Chair has requested a list of works, photographs of works, and condition report of works from council.</p> <p>Vivienne F noted that the exhibition will continue to June with additional venues and a change of date for the Roslyn exhibition.</p>		
6.	Treasurer's Report	<p>See Attached Report</p> <p>Moved: J Shepherd, Sec: P McLaren – Accepted</p> <p>Treasurer proposed that cdag annual membership run from Jan to Dec and that fees should be \$20 single membership and \$30 for family membership.</p> <p>Proposed: J Shepherd, Sec: A Cummins - Accepted</p> <p>Membership renewal forms to be forwarded to members.</p>	Darian C	Feb 2025
7.	Correspondence	<ul style="list-style-type: none"> 13 Dec – AP&H confirmed that gallery members will assist hanging and judging art show and the Crookwell Show 8-9 Feb. Various correspondence received from participants of March exhibition. Treasurer wrote to ULSC requesting payment for artworks acquired by Council at November exhibition. Response received. Events calendar and information for Feb '<i>open door @ the gallery</i>' forwarded to Visitor Information Centre for Visit NSW article. Chair email to Council re Roving Art Exhibition requesting details. Response received. 		
8.	Discussion			

ITEM NO	ITEM	DISCUSSION	ACTION REQUIRED	
			By	Date due/complete
		<ul style="list-style-type: none"> • <i>'open door @ the gallery'</i> previously discussed. Executive committee will host the first event. • <u>Members' Dinner Saturday 22 Feb.</u> \$50 per head. • Guest speaker for Saturday 14 June – members asked to forward names/ideas. Richard Glover and Warren Brown named as possible speakers. • Crookwell show - as per previous discussion. • Gallery catalogue – John S proposed a new and comprehensive catalogue of art works held by the gallery should be created. This would also be used for cdag website and for showing businesses who may wish to take part in <i>'hosting'</i> and artwork. John will check with council re insurance of works if hosted by businesses. 	Exec Committee Darian C Invitations John S	22 Feb 3 Feb Apr 2025
9.	Other Business	<p>Robert Harris introduced himself and spoke about his experience and wish to contribute to music and art in the shire.</p> <p>Vivienne F advised that a shire wide <i>'Arts Trail'</i> would take place on the Crookwell Garden Festival weekend.</p> <p>Meeting closed at 5.50pm</p>		
13.	Next Meeting	Thursday 27th February 2025 at 4.30pm		

Binda Community Progress and Memorial Meeting 9.12.20

Opened: 7.05 pm

Present: Nathan and Ann Robertson, Kris and Dan Skelly, Scott and Belinda Shepherd, Daryl and Debbie White, Kathy and Dale Robertson, Lucy McDonald and Councillor Alex Meggitt.

Apologies: None

Minutes from Previous Meeting; Read Ann, 2nd Daryl, moved Scott

Business Arising:

- Defibrillator – Cheque has been sent \$2295.00, awaiting delivery
- Power box upgrade at the hall – No reply from council. Neighbourhood centre still waiting to install air conditioners
- Picnic races sponsorship – wait till next meeting
- ATO – still to do
- Water tanks and pipes at hall – do after bush festival
- Solar lights at tennis courts- have been installed
- Fence surround around septic at hall – has been made up just needs to be installed.
- Bain Marie and old fridge at hall – still to be removed
- Gazebo- has arrived, need to reimburse Kathy
- Veolia Mulwaree grant- mower has arrived and bonus kit of DeWalt goodies
- ULSC – Councillor Alex wanted to know
 1. Why council is not mowing the village public areas.
 2. Alex has told us about an app on the council website called SNAP-SEND-SOLVE where you can take a photo of anything that concerns your and anyone's safety and send to council and they should fix it. She suggested that we do this for the mould on the hall walls. Debbie will do.
 3. Sam Morris, councils parks and gardens has agreed to meet with Progress about the grass mowing, safety signs fuel etc on the 17th of December @9.30.
 4. See what grants are on offer.
- Post and Rail fencing – after festival
- Clean up at Cemetery – Was cancelled due to rain. Council will mow cemetery but don't tidy between graves. Committee will try and get down there when you can to do a bit of a tidy.

Treasurers Reports:

- Progress - \$23,528. (see attached for Detailed Report)
- Hall – As per bank statement 30.11.24 \$14,959.50 (books are still at the auditors)
- All in favour to reimburse - Kathy \$2013.99 (for Gazebo)
Lucy - \$81.00 for market insurance

General Business:

- We have had an issue with two parties that use the hall about cleaning or lack of and confidentiality. In future all complaints are to go to the committee
- Councillor Alex spoke about helping with problems but no solutions and can only advise.
The Grants officer position at the council is vacant. 2 days per week and look in the Upper Lachlan Gazette for advertised grants.
Sports committee meeting next week to discuss the rise in ground fees. Please attend and voice strongly your opposition to these fees. Its not too late to rescind the motion.
- Neighbourhood centre have got a locked filing cabinet to use at the hall for their day care
- Janet Cramp asked if we wanted a fridge from Frank Duffy

Bush Festival:

- Reptile show costing - \$1800.00 +GST
- Flyer for the Markets – Has been done just need to advertise more
- Email sent to local police – No reply
- Bush Festival signs to be put up
- Find out about Tug a War sponsorship
- Insurance for the Progress market stall has been done
- Ask possum Laverty if we can use his truck
- All festival paperwork has been sent to council except for the market stalls
- A Coffee van still to be booked
- Sponsorship letter have been completed, just need to get committee to hand out.
- Daryl moved a motion to buy 100 + stubbie holders as this is cheaper than over a hundred. 2nd Belinda all in favour
- Some cattle tag key rings left over from last year to be sold again this year.
- Raffle – Organise prizes day before
Hold draws throughout the day
Purchase an item at the BBQ on the hour and receive a prize if ticket pulled out.
- Daryl to see if Brad Dawson will emcee again
- Mirco phone and speakers – Dan to investigate
- Work out proper program with times
- Dan to see car club about how many cars will be out to organise a parking spot for them
- Do two mud maps- one for dry weather and one for wet weather

Working Bee: 4th January @ 3.00pm to tidy up the flat and surrounds

Next Meeting: Festival Meeting 6th January @7.00pm

Meeting Closed: 9:25 pm

AGENDA TOURISM AND ECONOMIC DEVELOPMENT S355 ADVISORY COMMITTEE
Meeting 2
23 January 2025

MINUTES

ORDER OF BUSINESS

1 ATTENDEES

Councillor S Reynolds, Councillor R Cameron, Councillor G Harris, Doug McIntyre, Josh Proudman and Kathleen Bowerman (ULSC)

Meeting Opened 3.40pm

2 APOLOGIES

Stuart Duke, Cristy O'Sullivan, Peter Fulton.

3 DECLARATIONS OF INTEREST

Nil

4 CONFIRMATION OF MINUTES

Moved: Susan Reynolds
Second: Doug McIntyre

5 CORRESPONDENCE

Resignation of Stuart Duke

6 AGENDA ITEMS

6.1 Endorse the Tourism, Event, and Economic Development S355 Advisory Committee Charter.

Request for some changes to be made to the charter, will bring back to next meeting for endorsement.

Moved: NA
Second: NA

6.2 Resignation of Stuart Duke

Moved: Rob Cameron
Second: Josh Proudman

6.2 Update on the Crookwell Industrial Estate

The committee have received the request to consider the report prepared by Council and report back to Council by May 2025. Some of the committee felt that the report prepared by Council was not a balanced report and that it did not look at the positives or the economic development advantages. The committee will prepare a report in response and will make some recommendations on alternate sites around the shire.

Kathleen has suggested that investors looking at the Crookwell area that require light industrial land should make contact with Council so that this data can be captured and used to further endorse the creation of a light industrial precinct. At this time Council have not received any requests.

Councillor Cameron would like to invite Regional Development to come and discuss any items of interest with the committee.

6.3 Update from Doug McIntyre:

Road Connectivity and the Hume Highway, with 5000 new homes planned on the Goulburn side of Crookwell Road causing connectivity issues and longer commutes.

Doug would like to see us look at the creation of some alternative routes

- Goulburn looking at increasing height limits to 15 stories in the CBD
- VFT update – looks like Sydney to Canberra might come first
- Macarthur \$2b industrial estate - now happening
- Western Sydney Airport

6.4 Rail Trail Goulburn – Bob Kirk has reignited the rail trail

6.5 Child minding facilities in the Upper Lachlan

Clr Reynolds expressed concerns on the lack of child minding facilities. Parents cannot get full time work unless they can get child minding and we are still seeing 12-24 month wait times and people having to drive outside our shire for child minding facilities.

7 GENERAL BUSINESS

7.1 General update from Tourism and Economic Development Coordinator.

Well attended Christmas Festival

Australia Day in the Park

Good visitation

Next meeting date: 3 April 2025

Meeting Closed: 5.30pm

17 NOTICES OF MOTION

The following item is submitted for consideration -

17.1 Notice of Rescission Motion - Line Marking 300

Notices of Motion - 20 February 2025

ITEM 17.1

Notice of Rescission Motion - Line Marking

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

"I Councillor Culhane table a notice of rescission regarding Item 11.2 relating to Crookwell Sporting Fields Line Marking resolved at the Upper Lachlan Shire Council meeting held on 21 November 2024

BACKGROUND

The council recognises that it has a key role to play in the provision of a diverse range of recreation and sport facilities in collaboration with local clubs to meet the needs of our community. This is one of many services that the Council provides which contributes towards the creation of healthy and active communities.

The intention of the motion I believe all Councillors wished to support the service level review process resulting from Council resolving not to proceed with the Special Rate Variation, this motion after much debate at several meetings did not reflect the outcome that of our deliberation. Which was to lower the service level instead of increasing fees to mitigate the risk of deterring participation in sport.

After further deliberation and feedback from sports clubs, it has become clear that this is not the right time for the introduction of a fee for service and/or requirement for sports club volunteers to undertake line marking following the initial mark by Council. The cost-of-living crisis coupled with shortage of volunteers adds to the pressure of these vital sports clubs and Councils intention is not to deter families from registering and participating in sport.

Council's operational staff are continuing the process of conducting further budget and operational efficiency reviews, including those associated with sports fields and open space.



Clr Paul Culhane



Clr Alexandra Meggitt



Clr Terry Yallouris

CHIEF EXECUTIVE OFFICER'S COMMENT

This is a matter for councillor debate and decision.

Council will be aware that the service level review process was initiated by the resolution of council not to proceed with the Special Rate Variation, plus items highlighted in the financial sustainability report authored by AEC which detailed a number of actions requiring analysis and change for Council to maintain financial sustainability.

An analysis of services and reduction of service levels were highlighted as priority actions in the AEC financial sustainability review (report), as was internal efficiencies, sale of assets and reduction in operational expenditure to name a few.

There will be cost implications for council of around \$40,000 in contractors/casual wages as detailed in the report tabled to the Ordinary Meeting of Council on 9 May 2024 plus additional costs for materials/resources of around \$25,000 as detailed in the report tabled to the Ordinary Meeting of Council on 27 November 2024.

It should also be noted that a rescission will have significant impacts on prioritisation of work in the Parks and Gardens team.

ATTACHMENTS

Nil

18 QUESTIONS WITH NOTICE

The following items are submitted for consideration -

18.1	Question with Notice - Meadow Creek Clearing	304
18.2	Crookwell Aerodrome	306
18.3	Question with Notice - Shire Standpipes	307

Questions With Notice - 20 February 2025

ITEM 18.1 **Question with Notice - Meadow Creek Clearing**
AUTHOR **Councillor Simon Peirce**

From Cllr Simon Peirce

I Cllr Simon Peirce ask that the CEO report to Council the background and status of works on Meadow Creek Gunning between the weir and the Lerida Street crossing commenced prior to January 26 2025.

Background

Prior to Australia day 26th Jan 2025 a contracted work crew conducted tree clearing along the banks of Meadow Creek Gunning. At the conclusion of the works there were numerous trees with splintered trunks along both sides of the banks and significant amounts of debris from the clearing along the banks and in the waters of the creek.

On the 4th February 2025 Council work crews attended to address the trees and tidy the banks which is greatly appreciated by the residents.

Comments from CEO

In August 2024, Council secured a \$60,000 grant under the Local Small Commitments Allocation (LSCA) Program to support flood recovery efforts in the townships of Gunning and Collector.

As part of this funding, Council developed a scope of works to:

- Repair a collapsed stormwater pipe in Yass Street.
- Clear 605 meters of Meadow Creek, where weed growth was obstructing water flow and contributing to flooding risks in Gunning.

The primary objectives of these works were to:

- ✓ Reduce future flooding risks.
- ✓ Minimize damage in the event of future floods.
- ✓ Enhance public safety and amenity in the affected area.
- ✓ Improve the performance of stormwater drainage systems.

Consultation & Scope Adjustments

In October 2024, Council consulted with the Department of Primary Industries (Fisheries) regarding the proposed works on Meadow Creek. DPI did not grant approval for dredging; therefore, the scope was adjusted to focus on clearing and grubbing of obstructions impacting overland water flow along the creek banks.

Project Execution & Challenges

- Work commenced on 11 December 2024 with the contractor using an excavator fitted with a mulching head under Council supervision.
- Due to contractor breakdowns and the holiday shutdown period, only limited work was completed in 2024.
- Full-scale clearing resumed from 7 to 13 January 2025, including the section near the motel.

Questions With Notice

QUESTION WITH NOTICE - MEADOW CREEK CLEARING cont'd

Post-Project Site Conditions & Clean-Up Efforts

Following completion, it became evident that the site was left with splintered tree trunks and debris along the banks and in the creek. This outcome was not anticipated by Council, as work was carried out on an hourly rate basis by the contractor.

To address the situation:

- Council crews commenced clean-up efforts on 5 February 2025, ensuring restoration of the site.
- The clean-up is expected to be completed by 14 February 2025.
- The remaining grant funds will be utilized to cover most of the clean-up costs.

Council remains committed to ensuring that works of this nature are completed to a high standard and will review project management procedures to prevent similar issues in the future.

ATTACHMENTS

Nil

Questions With Notice - 20 February 2025

ITEM 18.2 **Crookwell Aerodrome**
AUTHOR **Councillor Rob Cameron**

BACKGROUND

Nil

From Cllr Rob Cameron

I, Cllr Rob Cameron ask “Acknowledging that there will be commercial-in-confidence elements to the contract between the Council and the lessee the following questions:

1. What provisions exist for monitoring and enforcing compliance by the lessee of the full terms and conditions of the lease agreement?
2. Has there been any non-compliance of the terms and conditions of the lease agreement by the lessee?
3. At the time of striking the lease agreement, did the then Council provide ULSC ratepayers with assurances that local aviators would continue to have ongoing access to the aerodrome on the terms that existed prior to the lease being signed.”

Response from Council CEO

1. The Terms and Conditions in the Deed of Commercial Lease between Council and Advanced Aero Component Pty Ltd (the lessee) gives Council the authority to monitor the lessee’s performance of their obligations and ensure that they comply with the terms and conditions of the lease. It also gives Council the right to terminate the contract only under certain prescribed conditions.
2. Council had previously been aware of instances where the windsock was broken, and the airfield grass was overgrown. However, these issues were resolved after Council raised concerns directly with the lessee.
3. There is no indication that Council provided assurance to ratepayers that existing conditions prior to the lease will continue to apply. Given that this is a commercial lease with a private operator, it is reasonable to expect changes to terms that existed prior to the lease. However, Council was mindful to ensure that local aviators could still benefit from the use of the facility. The Summary Terms and Conditions of the Lease provides that the lessee shall ensure that the landing strip is available for use by all recreational aircraft users with no unreasonable restraint or impediments imposed.

Due to the commercial in confidence sensitivity of this lease, any further discussion/questions regarding the lease terms and conditions will be required to be held in a Closed Session of a Council Meeting.

ATTACHMENTS

Nil

Questions With Notice - 20 February 2025

ITEM 18.3 **Question with Notice - Shire Standpipes**
AUTHOR **Councillor Paul Culhane**

From Mayor Paul Culhane

I Cllr Paul Culhane ask if the CEO is satisfied that our bank of standpipes are all fit for purpose and in sufficiently good order to give Council and the public confidence of their ongoing reliability.

Background

With the end of summer still some way off and a generally dry landscape around the shire exacerbated by below average rainfall over spring and summer to date the sound condition of our standpipes is critical. The current bushfire risk and with many dam levels already low and falling rapidly I am seeking some assurance this critical infrastructure is in readiness when called upon. While any plant can fail no matter what maintenance they receive it would be timely to assess if any units need replacement or overhaul for budgetary consideration. There has been a number of recent outages at standpipes and while some are unavoidable this needs to be kept to a minimum and any repairs required actioned expeditiously.

Comments from CEO

Council currently has 10 standpipes located at the following:

- Crookwell; (damaged recently by private water user);
- Bigga; (operational);
- Binda (operational);
- Taralga; (operational);
- Gunning; (operational requires repairs);
- Lost River; (out of order due to pump and electrical switchboard - contractor sourced to rectify);
- Breadalbane; (operational requires repairs)
- Dalton; (operational requires repairs)
- Tuena; (operational) and
- Jerrawa.(operational)

Of these 10 standpipes 9 are operational of which 5 require maintenance. The council's ability to service these standpipes is directly impacted upon by both available staff resources and budget.

A proposal will be submitted in the 2025/26 Operational Plan for renewal of the water access licence (WAL) as required by Water NSW.

As a result of an audit undertaken by Natural Resources Access Regulator in 2023, the department is developing a budget submission in the 2025/26 Operational plan to complete a condition assessment of all bores / standpipes. This will enable a future work / maintenance / replacement program to be developed, which will be incorporated into future budget considerations.

ATTACHMENTS

Nil

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 Procurement of one new Backhoe

This report is considered to be confidential in accordance with Section 10A(2d(i)) of the Local Government Act, 1993, as it relates to commercial information of a confidential nature that would, if disclosed, prejudice the commercial position of the person who supplied it.

This report is considered to be confidential in accordance with Section 10A(2d(iii)) of the Local Government Act, 1993, as it relates to commercial information of a confidential nature that would, if disclosed, reveal a trade secret.

Item 19.2 Procurement of one new Grader

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.

19 CONFIDENTIAL SESSION

The following items are submitted for consideration -

19.1 Procurement of one new Backhoe

19.2 Procurement of one new Grader