



BUSINESS PAPER

ORDINARY MEETING

Thursday 17 April 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

10 April 2025

Councillors

Dear Members

Ordinary Meeting of Council

Notice is hereby given that the next Ordinary Meeting of Council will take place on **Thursday 17 April 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.

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]

☐ The identified land.

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

Current zone/planning control

Proposed change of zone/planning control

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

☐ Appreciable financial gain

☐ Appreciable financial loss

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

Councillor's Signature:

Date:

UPPER LACHLAN SHIRE COUNCIL

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 20 March 2025	12
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UPPER LACHLAN SHIRE COUNCIL
MINUTES OF THE
ORDINARY MEETING OF COUNCIL
HELD IN THE COUNCIL CHAMBERS
ON 20 MARCH 2025

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

Mayor Culhane also welcomed the public gallery.

SECTION 2: APOLOGIES & LEAVE OF ABSENCE

There were no apologies.

SECTION 3: DECLARATIONS OF INTEREST

Nil

SECTION 4: CITIZENSHIP CEREMONY

Nil

SECTION 5: CONFIRMATION OF MINUTES

ITEM 5.1 **RESOLVED** by Cr Searl and Cr Flanagan
30/25

1. That the minutes of the Ordinary Council Meeting held on 20 February 2025 be adopted.

– CARRIED

Councillors who voted for:-

Crs P Culhane, R Cameron, V Flanagan, G Harris, 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 6: PRESENTATIONS TO COUNCIL/PUBLIC

A presentation was provided by Head of Community Engagement, Energy Australia David Wilson regarding the Marulan Gas Fired Power Station.

SECTION 7: MAYORAL MINUTES

ITEM 7.1 MAYORAL MINUTE

31/25

RESOLVED by Cr Culhane and Cr Peirce

1. That Council receive and note the activities attended by the Mayor for February and March 2025.

- CARRIED

Councillors who voted for:-

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

Councillors who voted against:- Nil

SECTION 8: CORRESPONDENCE

ITEM 8.1 CORRESPONDENCE FOR THE MONTH OF MARCH 2025

32/25

RESOLVED by Cr Searl and Cr Peirce

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

1. Office of Local Government – Circular 25-02 Time Data Series 2023/24.
2. Office of Local Government – Circular 25-03 – Review of the NSW Companion Animals Laws – Discussion Paper.

- CARRIED

Councillors who voted for:-

Crs P Culhane, R Cameron, V Flanagan, G Harris, 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 9: LATE CORRESPONDENCE

Nil

SECTION 10: INFORMATION ONLY

ITEM 10.1 DEVELOPMENT STATISTICS REPORT

33/25 **RESOLVED** by Cr Searl and Cr Flanagan

1. Council receives and notes the report as information.

- CARRIED

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

Councillors who voted against:- Nil

ITEM 10.2-10.7 INFORMATION ONLY REPORTS

34/25 **RESOLVED** by Cr Searl and Cr Flanagan

1. Council receive and note reports 10.2-10.7 as information.

- CARRIED

Councillors who voted for:- Crs P Culhane, R Cameron, V Flanagan, G Harris, 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

Cr Culhane and Cr Searl moved a motion that Council move to suspended orders to committee of the whole for Item 11.1 Planning Proposal (pp-2023-1168): Lot 1 DP 1064795, - 39 Redground Road, Crookwell to allow for open discussion to occur.

UPPER LACHLAN SHIRE COUNCIL
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ON 20 MARCH 2025

On being put the meeting the motion was carried.

35/25

RESOLVED by Cr Culhane and Cr Searl that -

1. Council move to suspended orders to committee of the whole for Item 11.1 Planning Proposal (pp-2023-1168): Lot 1 DP 1064795, - 39 Redground Road, Crookwell to allow for open discussion to occur.

- CARRIED

Councillors who voted for:-

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

Councillors who voted against:- Nil

36/25

RESOLVED by Cr Culhane and Cr Peirce that -

1. Council move out of committee of the whole for Item 11.1 Planning Proposal (pp-2023-1168): Lot 1 DP 1064795, - 39 Redground Road.

- CARRIED

Councillors who voted for:-

Crs P Culhane, R Cameron, V Flanagan, G Harris, 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 11.1 PLANNING PROPOSAL (PP-2023-1168): LOT 1 DP 1064795, - 39 REDGROUND ROAD, CROOKWELL

37/25 RESOLVED by Cr Searl and Cr Flanagan

1. Council endorse the planning proposal to amend the Upper Lachlan Local Environmental Plan 2010:
 - a. Amend land use zoning of Lot 1 DP 1064795, 39 Redground Road, Crookwell from RU1 Primary Production to R2 Low Density Residential.
 - b. Amend the minimum lot size of Lot 1 DP 1064795, 39 Redground Road, Crookwell from 100ha to 800m2.
2. Forward the planning proposal to the NSW Department of Planning, Housing and Infrastructure (DPHI) requesting a Gateway determination.
3. Request delegation of Plan Making Authority, for this planning proposal.
4. Undertake agency consultation and public exhibition according to the requirements of the Gateway determination.
5. Should no objections be received, undertake the necessary actions to finalise the making of the Upper Lachlan Environmental Plan 2010.

- CARRIED

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

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

SECTION 12: INFRASTRUCTURE DEPARTMENT

Nil

UPPER LACHLAN SHIRE COUNCIL
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SECTION 13: FINANCE AND ADMINISTRATION

ITEM 13.1 REVIEW OF SUBSIDISED USE OF COUNCIL VENUES POLICY
38/25 RESOLVED by Cr Searl and Cr Peirce

1. Council adopts the reviewed Subsidised Use of Public Halls Policy and replaces this with Subsidised Use of Council Venues Policy.

- CARRIED

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

Councillors who voted against:- Nil

ITEM 13.2 REVIEW OF SPORTING REPRESENTATION DONATIONS POLICY
39/25 RESOLVED by Cr Reynolds and Cr Peirce

1. Council adopts the reviewed Sporting Representation Donations Policy.

- CARRIED

Councillors who voted for:- Crs P Culhane, R Cameron, V Flanagan, G Harris, 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 14: CHIEF EXECUTIVE OFFICER

ITEM 14.1 OPEN STREETS - GRANT

40/25

RESOLVED by Cr Searl and Cr Yallouris

1. Council allocate \$44,871.74 of grant money to the purchase of a parklet.
2. Council call for expressions of interest (EOI) for the location of the parklet on Goulburn Street, Crookwell as per the Open Streets Program funding requirements.
3. Council delegate authority to the CEO to approve the installation of the parklet at the most suitable location following the EOI process.

- CARRIED

Councillors who voted for:-

Crs P Culhane, R Cameron, V Flanagan, G Harris, 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 MONTHS OF FEBRUARY AND MARCH

41/25

RESOLVED by Cr Searl and Cr Peirce

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

1. Tuena Hall & Recreation Area Committee – Minutes from Annual General Meeting held 5 February 2025.
2. Tuena Hall & Recreation Area Committee – Minutes from meeting held 5 February 2025.
3. Breadalbane Community Hall Committee – Minutes from meeting held 9 February 2025

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4. Crookwell & District Historical Society – Minutes from meeting held 13 February 2025.

- CARRIED

Councillors who voted for:-

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

Councillors who voted against:- Nil

42/25

RESOLVED by Cr Meggitt and Cr Reynolds that -

1. Council write to Tuena Hall & Tuena Hall & Recreation Area Committee accepting the office bearers as Chairperson, Robyn Hall, Vice chairperson Rae Ford, Secretary Gabriella Saville and Treasure Jenelle Parson.

- CARRIED

Councillors who voted for:-

Crs P Culhane, R Cameron, V Flanagan, G Harris, 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 17: NOTICES OF MOTION

ITEM 17.1 NOTICE OF MOTION - COUNCIL MEETING DEBATE

MOVED by Cr Yallouris and Cr Meggitt that-

1. Council adopt mandatory justification by mover and seconder:
 - The mover and seconder must each speak for up to 5 minutes to explain their reasoning for supporting or opposing the motion.
 - Their statements must be relevant to the motion and outline specific reasons rather than merely stating that the motion is "worth debating."
2. Council adopt a structured debate process:
 - Once the mover and seconder have presented their rationale, the floor will be opened for other councilors to debate the motion.
 - This ensures a fair and structured discussion where all viewpoints can be considered before a decision is made.

- LOST

Councillors who voted for:- Crs R Cameron, A Meggitt and T Yallouris

Councillors who voted against:- Crs P Culhane, V Flanagan, G Harris, S Peirce, S Reynolds and J Searl

On being put to meeting the motion was **lost**.

UPPER LACHLAN SHIRE COUNCIL
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**ITEM 17.2 NOTICE OF MOTION - COMMITMENT TO WIND TURBINE
DECOMMISSIONING TRANSPARENCY**

MOVED by Cr Yallouris and Cr Meggitt that -

1. Council establishes a Centralised Repository at the ULSC containing records of all active contracts between the State Government and energy companies, including:
 - Commissioning dates of wind turbines.
 - Expected lifecycle duration.
 - Assurances, bonds, and caveats associated with decommissioning obligations.
2. Council ensures public accessibility to all relevant documents and make these available to the general public, to guarantee that stakeholders remain accountable for their commitments.

- AMENDMENT

Cr Culhane moved an amendment to Cr Yallouris motion that -

1. Council presents to the Canberra Region Joint organisation (CRJO) a proposal that the NSW State Government create and maintain a Centralised online Repository available to member organisations containing records of all existing contracts between the NSW State Government and energy companies, including:
 - Commissioning dates of wind turbines.
 - Expected lifecycle duration.
 - Assurances, bonds, and caveats associated with decommissioning obligations.

On being put to the meeting the amendment was accepted therefore becoming the motion.

UPPER LACHLAN SHIRE COUNCIL
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**NOTICE OF MOTION - COMMITMENT TO WIND TURBINE
DECOMMISSIONING TRANSPARENCY**

43/25

RESOLVED by Cr Yallouris and Cr Meggitt that -

1. Council presents to the Canberra Region Joint Organisation (CRJO) a proposal that the NSW State Government create and maintain a Centralised online Repository available to member organisations containing records of all existing contracts between the NSW State Government and energy companies, including:
 - Commissioning dates of wind turbines.
 - Expected lifecycle duration.
 - Assurances, bonds, and caveats associated with decommissioning obligations.

- CARRIED

Councillors who voted for:-

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

Councillors who voted against:- Nil

A motion was moved by Cr P Culhane that Council meeting be extended by 30 minutes time in line with the code of meeting practice.

On being put to the meeting the motion was carried.

44/25

RESOLVED by Cr Culhane and Cr Flanagan that -

1. That Council meeting be extended by 30 minutes time in line with the code of meeting practice.

- CARRIED

Councillors who voted for:-

Crs P Culhane, R Cameron, V Flanagan, G Harris, 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 17.3 NOTICE OF MOTION - ENHANCING COMMUNITY ENGAGEMENT
IN STATE SIGNIFICANT DEVELOPMENTS OBJECTIVE**

MOVED by Cr Meggitt and Cr Yallouris that -

“That Upper Lachlan Shire Council -

1. Establishes a Formal Community Engagement Framework for SSDs, ensuring that residents are adequately informed and provided with accessible platforms to voice concerns.
2. Advocates for Greater Transparency by requesting that project developers and relevant state authorities publicly disclose impact assessments, mitigation plans, and community benefits.
3. Monitors and Reports on SSDs within the region, ensuring that developers comply with all commitments made during the approval process, particularly in areas concerning environmental protection and social responsibility.
4. Creates an Easily Accessible Online Repository to house key information on active SSDs, including environmental reports, economic impact assessments, and community consultation records.
5. Engages with State Authorities to ensure local community concerns are given due weight in decision-making processes regarding SSDs.

- LAPSED

A further motion was put forward by Cr Meggitt and Cr Yallouris

A motion was moved by Cr Meggitt and Cr Yallouris that –

1. Council CEO prepares a motion for the Ordinary Meeting of Council (April 2025) to present to the Canberra Region Joint organisation (CRJO) to address the items raised in Item 17.3 Notice Of Motion - Enhancing Community Engagement in State Significant Developments Objective tabled at 20 March 2025 Ordinary Council meeting.

On being put to the meeting the motion was carried.

UPPER LACHLAN SHIRE COUNCIL
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45/25

RESOLVED by Cr Meggitt and Cr Yallouris that -

1. Council CEO prepares a motion for the Ordinary Meeting of Council (April 2025) to present to the Canberra Region Joint organisation (CRJO) to address the items raised in Item 17.3 Notice Of Motion - Enhancing Community Engagement in State Significant Developments Objective tabled at 20 March 2025 Ordinary Council meeting.

- CARRIED

Councillors who voted for:-

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

Councillors who voted against:- Nil

SECTION 18: QUESTIONS WITH NOTICE

Nil

A Motion was moved by the Cr Culhane and Cr Searl that –

1. In accordance with clause 9.3 (a) and (b) of the Council Code of Meeting Practice that Confidential Item 19.1 - Fire Safety Inspection: Lot C DP406822, 101 Goulburn Road, Crookwell - Crookwell Hotel be considered at this March 2025 Council Ordinary Meeting, as it contains time sensitive matters and requires Council to table the information.

On being put to the meeting the Motion was Carried.

UPPER LACHLAN SHIRE COUNCIL
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46/25

ACCEPTANCE OF LATE CONFIDENTIAL REPORT

RESOLVED by Cr Culhane and Cr Searl that –

1. In accordance with clause 9.3 (a) and (b) of the Council Code of Meeting Practice that Confidential Item 19.1 - Fire Safety Inspection: Lot C DP406822, 101 Goulburn Road, Crookwell - Crookwell Hotel be considered at this March 2025 Council Ordinary Meeting, as it contains time sensitive matters and requires Council to table the information.

- CARRIED

Councillors who voted for:-

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

Councillors who voted against:-

Nil

UPPER LACHLAN SHIRE COUNCIL
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CLOSED COUNCIL ITEMS

In accordance with the Local Government Act 1993 and the Local Government (General) Regulation 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:

47/25 **RESOLVED** by Cr Searl and Cr Peirce

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

- CARRIED

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

Councillors who voted against:- Nil

Council closed its meeting at 16:40pm and the public, staff and press left the chambers and live streaming ceased.

UPPER LACHLAN SHIRE COUNCIL
MINUTES OF THE
ORDINARY MEETING OF COUNCIL
HELD IN THE COUNCIL CHAMBERS
ON 20 MARCH 2025

48/25 **RESOLVED** by Cr Searl and Cr Peirce

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

- CARRIED

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

Councillors who voted against:- Nil

Open Council resumed at 16:52pm live streaming returned to the public prior to the meeting closing.

Resolutions from the Closed Council Meeting

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

SECTION 19: CONFIDENTIAL SESSION

ITEM 19.1 **FIRE SAFETY INSPECTION: LOT C DP406822, 101 GOULBURN
STREET, CROOKWELL - CROOKWELL HOTEL**

49/25 **RESOLVED** by Cr Peirce and Cr Flanagan

1. The Council notes this report as information only.

- CARRIED

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

Councillors who voted against:- Nil

UPPER LACHLAN SHIRE COUNCIL
MINUTES OF THE
ORDINARY MEETING OF COUNCIL
HELD IN THE COUNCIL CHAMBERS
ON 20 MARCH 2025

THE MEETING CLOSED AT 16:55pm

Minutes confirmed 17 APRIL 2025

.....
Mayor

7 MAYORAL MINUTES

The following item is submitted for consideration -

7.1	Mayoral Minute	30
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Mayoral Minutes - 17 April 2025

ITEM 7.1 Mayoral Minute

FILE REFERENCE I25/82

March 2025

20 March 2025	Council Meeting
24 March 2025	Operational Plan Budget Workshop – Councillors and Senior Executive
26 March 2025	Radio Interview
27-28 March 2025	Country Mayors Sustainability event with CEO – Sydney Meeting with CEO

April 2025

2 April 2025	Radio Interview Upper Lachlan Regional Vision Teams meeting with Oliva West CEO of Regional Development Australia
9 April 2025	Radio Interview
8 April 2025	Meeting with Minister Michael McCormack and CEO
10 April 2025	Upper Lachlan Shire Council briefing with Destination NSW
16 April 2025	Meeting with CEO
17 April 2025	Council Meeting

8 CORRESPONDENCE

The following item is submitted for consideration -

8.1	Correspondence for the month of April 2025	32
-----	--	----

Correspondence - 17 April 2025

ITEM 8.1

Correspondence for the month of April 2025

RECOMMENDATION:

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

1. Office of Local Government – Circular 25-04 – Draft Quarterly Budget Statement Guidelines.

ATTACHMENTS

1. ↓	OLG - Circular 25-04 - Draft Quarterly Budget Review Statement Guidelines	Attachment
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Department of Planning, Housing and Infrastructure
Office of Local Government



Circular to Councils

Subject/title	Draft Quarterly Budget Review Statement Guidelines
Circular Details	25-04/ 6 March 2025/ A934553
Who should read this	Councillors / General Managers / Council finance staff
Contact	Strategic Projects Unit / 02 4428 4100 / olg@olg.nsw.gov.au
Action required	Information / Response to OLG

What's new or changing?

- Financial reporting is an important part of a transparent and accountable local government.
- To ensure councillors have effective oversight and are in control of the financial performance of their council, the Office of Local Government (OLG) has revised the Quarterly Budget Review Statement Guidelines for Local Government (the draft Guidelines).
- The draft Guidelines outline the purpose and value of effective financial reporting, highlight roles and responsibilities, and establish standardised Quarterly Budget Review Statement (QBRs) reporting templates.
- The draft Guidelines also introduce a QBRs overview and reporting of council income and expenditure based on fund.
- These changes will address concerns that the governing body and communities are not receiving clear, relevant and meaningful financial information.

What will this mean for council?

- The proposed framework will be mandatory, and all NSW councils will be required to comply with the draft Guidelines including the standardised QBRs reporting to be presented to councillors, the community and to the OLG.
- A Consultation Guide has been developed to encourage discussion and generate feedback from the local government sector and key stakeholders.

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



- A 'How to read your Quarterly Financial Overview' guide has also been developed to assist users read and understand the figures presented in the QBRs. The one-page resource can be re-badged and used by councils.
- OLG intends to assess submissions, finalise and release the new QBRs Guidelines in mid-2025 and anticipates that councils would commence reporting the 1st quarter QBRs under the new Guidelines by no later than 30 November 2025.
- Currently, the draft Guidelines do not include a 'key performance indicator statement'. OLG is in the process of reviewing the performance ratios and will separately consult with the sector about any proposed changes.

Key points

- Openly available financial information ensure effective oversight, builds trust and confidence and minimises risk.
- The draft Guidelines highlight the importance of financial reporting and clarify that councillors have a primary role in determining the financial direction and health of a council.
- They introduce standardised reporting template and a mandate to report at fund level to ensure the governing body and community can easily view how each fund is operating on its own merit.
- They also introduce a new requirement for councils to provide OLG with a full copy of QBRs documents and an electronic QBRs data return throughout the financial year.
- Councils are encouraged to review the draft Guidelines and the Consultation Guidelines on the [OLG website](#).

Where to go for further information

- The suite of QBRs documents are available on the [OLG website](#).
- Feedback is welcome from councils, individual councillors, council staff and key industry stakeholders, and is due by **5pm Friday 18 April 2025**
- Written feedback can be provided via:
 - Email: olg@olg.nsw.gov.au OR
 - Post: Locked Bag 3015 NOWRA NSW 2541.
- Submissions should be clearly labelled 'Draft Quarterly Budget Review Statement – Consultation Feedback'.



Brett Whitworth
Deputy Secretary, Local Government

10 INFORMATION ONLY

The following items are submitted for consideration -

10.1	Development Statistics Report	38
10.2	Biosecurity Report	45
10.3	Water, Sewer Waste Quarterly Report	64
10.4	Investments for the month of March 2025	70
10.5	Bank Balance and Reconciliation	74
10.6	Rates and Charges Outstanding for the month of March 2025	75
10.7	Works In Progress - Construction & Maintenance	77
10.8	Action Summary - Council Decisions	81

Information Only - 17 April 2025

ITEM 10.1 **Development Statistics Report**

FILE REFERENCE **I25/68**

AUTHOR **Manager Planning and Regulatory Services**

ISSUE

This report provides Council with an overview of the development control activities that have occurred in the period of 1 March 2025 to 31 March 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 March 2025 to 31 March 2025.

REPORT

This report provides Council with an overview of the development control activities that have occurred in the period of 1 March 2025 to 31 March 2025.

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.

This report also contains a new format as requested by council, focusing on DA assessments as opposed to the whole departmental workload.

Information Only
DEVELOPMENT STATISTICS REPORT cont'd

Development Applications

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

Outstanding Development/Planning Applications (Lodged)

Lodged since 1/01/2023 - 31/3/2025

Application Number	Submitted	Address	Proposal	Status	Net Days
Development Application					
10/2018/35/3	13 May 2024	56 Yass Street GUNNING	Other	Request for Information	1
10/2023/247/1	05 Jan 2024	58 Newfoundland Road TARALGA	PROPOSED FARM STAY ACCOMMODATION 2 X 3 BEDROOM DWELLINGS	Request for Information	79
10/2023/265/1	20 Nov 2023	Saxby Lane GUNNING	For the Approval of the Use of an Existing Structure as a Residential	Request for Information	197
10/2023/280/1	22 Jan 2024	2469 Range Road BANNISTER	New single-storey dwelling with pool and associated ancillary	Request for Information	278
10/2023/286/1	25 Jan 2024	McDonald Street CROOKWELL	Proposed subdivision to create 50 residential lots and a drainage	Request for Information	233
10/2024/17/2	17 Mar 2025	335 Jerrawa Road JERRAWA	Install an above ground 7000 Lt. swim spa on a concrete slab and	Under Assessment	11
10/2024/24/1	11 Apr 2024	14 Peelwood Road LAGGAN	ADAPT THE INTERIOR OF THE FORMER ST ANDREWS CATHOLIC CHURCH INTO A	Request for Information	44
10/2024/32/1	19 Jul 2024	Macarthur Street TARALGA	Subdivision of the existing single torrens title lot into 8 torrens	Request for Information	181
10/2024/52/1	04 Sep 2024	2 Scabben Flats Road TARALGA	Alterations and additions to existing dwelling. The construction of a	Request for Information	137

Information Only
DEVELOPMENT STATISTICS REPORT cont'd

Application Number	Submitted	Address	Proposal	Status	Net Days
10/2024/66/2	02 Mar 2025	2643 Towrang Road BIG HILL	Construction of a road way entrance Construction of a gravel access	Under Assessment	19
10/2024/72/1	07 Jan 2025	1028 Diamond Road LAGGAN	new secondary dwelling to existing house site. new dwelling to new	Request for Information	91
10/2025/6/1	14 Jan 2025	Hay Street CROOKWELL	Development application for construction of a 12m x 7m shed and	Under Assessment	9
10/2025/11/1	22 Jan 2025	42 Biala Street GUNNING	Demolish existing older dwelling Erect new 4 Bed Dwelling	Under Assessment	9
10/2025/12/1	22 Jan 2025	6397 Taralga Road CURRAWHEELA	Proposed 2 Lot Rural Subdivision for Agricultural Purposes	Under Assessment	45
10/2025/17/1	04 Feb 2025	1901 Brayton Road BIG HILL	Construction of a new 5 bedroom residence and detached garage	Under Assessment	19
10/2025/20/1	10 Feb 2025	22 Graham Crescent CROOKWELL	New single dwelling	Under Assessment	19
10/2025/21/1	19 Feb 2025	9 Holborrow Street CROOKWELL	Three (3) lot subdivision (Torrens title) of Lot 3 DP848724 with	Request for Information	9
10/2025/22/1	03 Mar 2025	1752 Wheeo Road LOST RIVER	Alterations and additions to an existing dwelling house	Under Assessment	1
10/2025/23/1	04 Mar 2025	3750 Range Road GRABBEN GULLEN	A PROPOSED ADDITION OF KITCHEN, PANTRY, LIVING SPACE, MASTER BEDROOM,	Under Assessment	1
10/2025/25/1	25 Mar 2025	50 Biala Street GUNNING	Torrens Title Subdivision of the existing site into two (2) lots,	Exhibition	5
10/2025/27/1	11 Apr 2025	8 Nicholson Circuit CROOKWELL	Steel frame shed	Under Assessment	4

Information Only
DEVELOPMENT STATISTICS REPORT cont'd

10/2025/28/1	13 Mar 2025	9-13 Biala Street GUNNING	Refurbishment of existing premises to accommodate Cheese Making	Under Assessment	9
10/2025/29/1	17 Mar 2025	244 Alps Road BIGGA	Proposed Bedroom Manufactured Dwelling, AWTS & Rainwater Tank	Under Assessment	1

Total Applications: 23

Determined Development/Planning Applications

Determined from 1/03/2025 to 31/03/2025

Application Number	Date Submitted	Address	Proposal	Determination
Development Application				
10/2018/64/2	30-Jan-25	56 Gibraltar Road BRAYTON	Construction of two storey dwelling and related waste water system	Approved by Delegation
10/2022/91/2	7-Mar-25	30 Goldsmith Street BINDA	Subdivision of land to create (6) six lots for the purpose of	Approved by Delegation
10/2024/63/1	3-Oct-24	Boobalaga Road LOST RIVER	Two Lot Rural Subdivision	Approved by Delegation
10/2024/80/1	28-Nov-24	Range Road GRABBEN GULLEN	Construction of a new NBN Fixed wireless facility, including an 80m	Approved by Delegation
10/2007/201/1	27-Aug-07	95 Streamville Road GRABINE	Dwelling	Surrendered
10/2023/251/1	23-Oct-23	3620 Rye Park Road BLAKNEY CREEK	An addition to current dwelling, by adding another living room,	Withdrawn
10/2024/74/1	11-Nov-24	Prell Street CROOKWELL	Construction of a single story dwelling, 4 bedroom home.	Approved by Delegation
10/2025/1/1	3-Feb-25	3 Green Avenue GUNNING	Proposed Single Story Dwelling	Approved by Delegation
10/2024/79/1	27-Nov-24	451 Salisbury Road BIGGA	The proposed development is a 15.00 x 17.50 metre Colorbond shed with	Approved by Delegation

Information Only
DEVELOPMENT STATISTICS REPORT cont'd

Application Number	Date Submitted	Address	Proposal	Determination
10/2024/82/1	18-Dec-24	19 Bourke Street COLLECTOR Lorn Street COLLECTOR	Dwelling - 3 bed pre manufactured dwelling Single Garage Double	Approved by Delegation
10/2025/4/1	13-Jan-25	Peelwood Road LAGGAN	Secondary dwelling	Approved by Delegation
10/2025/14/1	28-Jan-25	62 Davis Lane GRABBen GULLEN	construct a colourbond shed	Approved by Delegation
10/2017/110/2	14-Nov-23	Jerrawa Road DALTON	Modification pursuant to the provisions of S4.55(2) of the EP&A Act	Approved by Delegation
10/2024/77/1	18-Nov-24	1233 Woodhouselee Road ROSLYN	Proposed 2 lot rural subdivision for agricultural purposes.	Approved by Delegation
10/2024/83/1	20-Dec-24	1937 Boorowa Road LOST RIVER Boorowa Road WHEEO	Three lot subdivision	Approved by Delegation
10/2024/84/1	21-Dec-24	9-13 Biala Street GUNNING Biala Street GUNNING	Refurbishment of existing premises to accommodate Cheese Making	Returned
10/2025/9/1	21-Jan-25	163 Redground Road CROOKWELL	Single Story secondary dwelling on rural lot constructed from slab on	Approved by Delegation
10/2025/24/1	4-Mar-25	415 Mullins Creek Road BREADALBANE	Construction of a single storey dwelling.	Returned
10/2025/26/1	NA	6 O'Sullivan Street COLLECTOR	Change of Use from Commerical office to Residential dwelling.	Returned

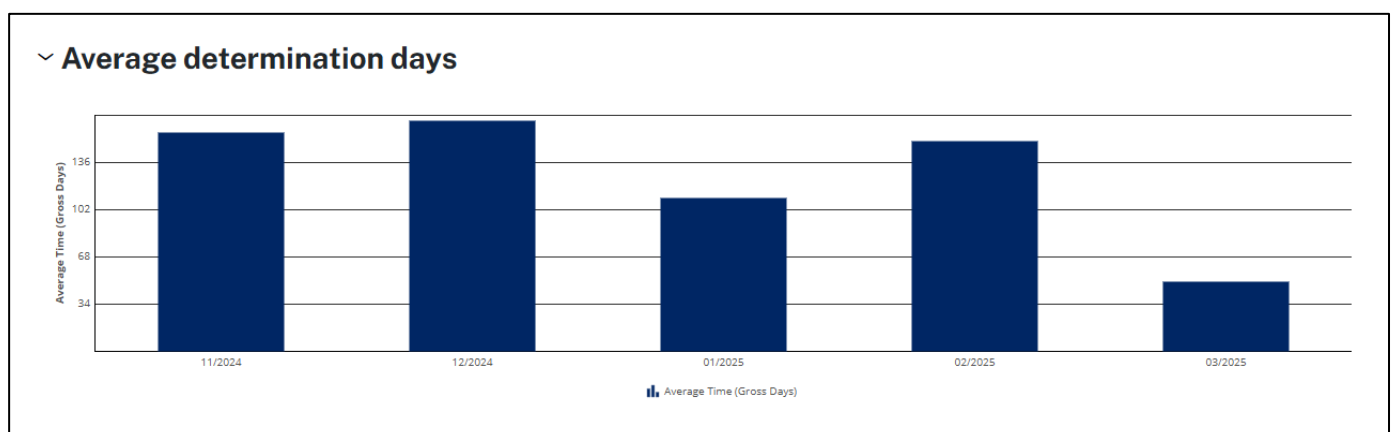
Total Applications: 19

Information Only
DEVELOPMENT STATISTICS REPORT cont'd

Figure 1. Average Assessment Days (July 2024 to February 2025)



Figure 2. Average Gross Assessment Times (October 2024 to Present)



Information Only
DEVELOPMENT STATISTICS REPORT cont'd

Figure 3. Application Status (October 2024 to Present)

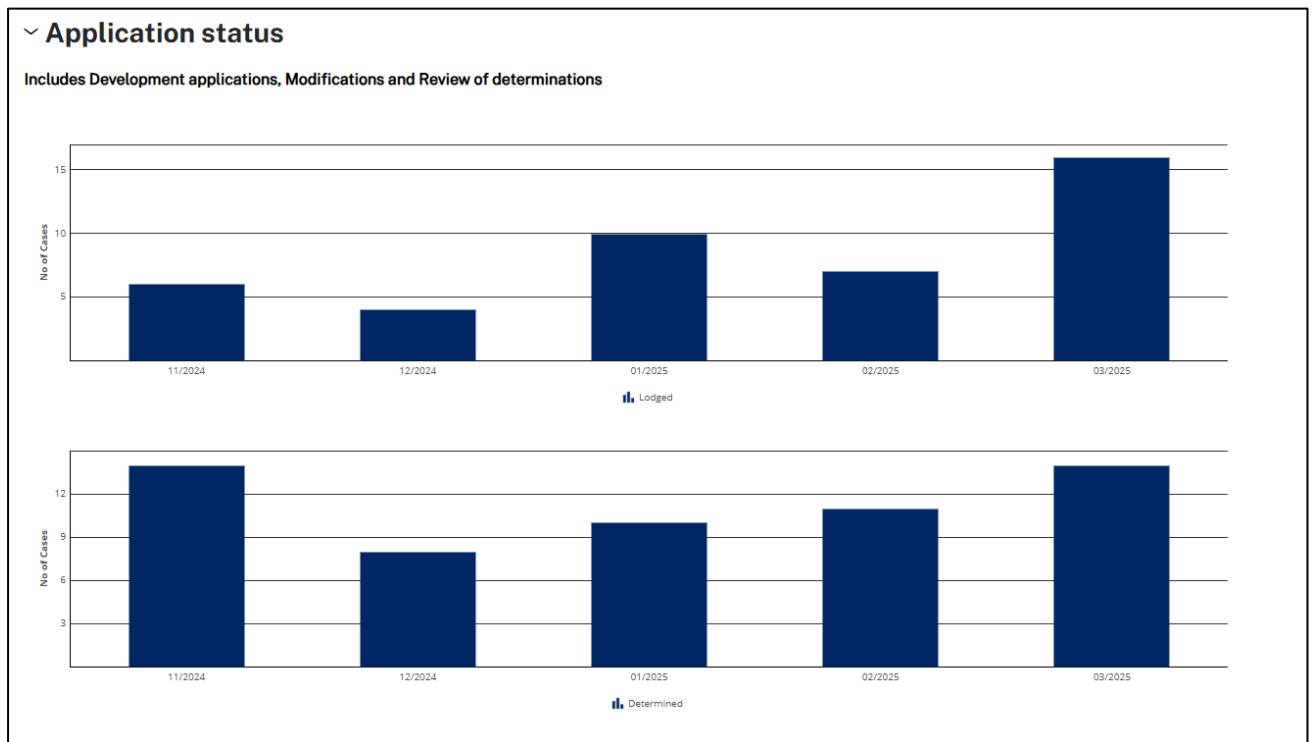
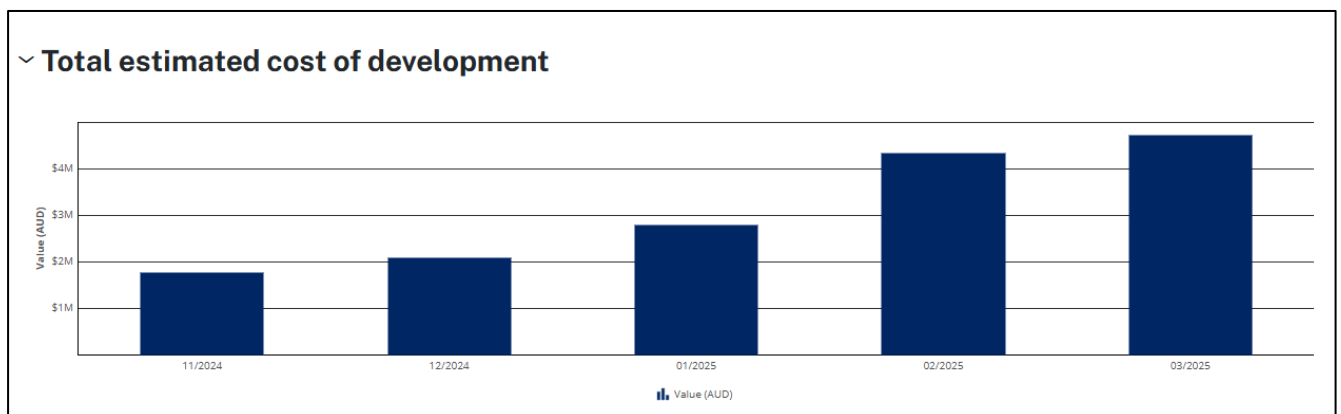


Figure 4. Total Estimated Cost of Development



RECOMMENDATION That -

1. Council receives and notes the report as information.

ATTACHMENTS

Nil

Information Only - 17 April 2025

ITEM 10.2 **Biosecurity Report**

FILE REFERENCE **I25/57**

AUTHOR **Director of Environment and Planning**

ISSUE

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

RECOMMENDATION That -

1. Council receive and note the report as information.

BACKGROUND

The standard quarterly report summarising weed control activities conducted between November 2024 – March 2025.

REPORT

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

Upper Lachlan Shire Council's Biosecurity Officers conducted a total of **173** inspections during the period of November 2024 to March 2025. With the current total sitting at **702** total inspections for the 24/25 financial period. The inspection target set by DPI (Department of Primary Industries) for this period (before the funding changed to a competitive process in April 2024) was 902. ULSC decided to reduce the number of inspections when applying for the grant down from 902 to 850 but increase the cost per inspection.

During this period, the primary focus of inspections was serrated tussock, blackberry, St Johns Wort and the new incursion of Sticky Nightshade.



Sticky Nightshade Plant



Sticky Nightshade Leaf



Sticky Nightshade Flower

Biosecurity staff will shift their focus away from spraying in the coming months to focus on completing the inspections put forward in the grant.

Council will consider the costs associated with weed control with prices for chemical continuing to rise as well as contractor prices increasing. The funding received does not go towards weed spraying and is funding inspections and education. The funding is also not guaranteed.

As previously reported, there has been a change of funding agreement in the biosecurity area in regard to the DPI (Department of Primary Industries) and LLS (Local Land Services). Council was notified on 28 February 2024 that the current WAP (Weed Action Program) was changing from an agreed contractual amount based on performance to a competitive grant process. This change means council now have to predict and budget for what we would be able to achieve, carry out the activities and then be advised by DPI if we were successful in receiving the full amount applied for. The grant application was submitted on 19 February 2025, with the grant application outcome was not known at the time of this report.

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

Council may need to consider options if funding is reduced or lost on how to fund the Biosecurity team.

Attached are the guidelines for the Weeds Action Program that provides an overview of how it works.

POLICY IMPACT

Nil

OPTIONS

Nil

FINANCIAL IMPACT OF RECOMMENDATIONS

Nil

RECOMMENDATION That -

1. Council receive and note the report as information.

ATTACHMENTS

1. ↓	New-South-Wales-Weeds-Action-Program-Guidelines-2020-2025	Attachment
----------------------	---	------------



Department of
Primary Industries

No Space for Weeds

New South Wales Weeds Action Program Guidelines 2020-2025

NEW SOUTH WALES
WEEDS ACTION PROGRAM

www.dpi.nsw.gov.au/weeds

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

December 2019

More information

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

Email: weeds@dpi.nsw.gov.au

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PUB19/652

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1. Overview

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

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

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

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

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

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

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

1.1 The program is contract-based

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

1.2 Funding streams

There are three funding streams for submissions:

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

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

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

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

1.3 Program rounds

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

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

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

1.4 Weed control functions under the Biosecurity Act

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

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

2. Investment priorities

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

Goal 1 – Exclude

Prevent the establishment of new invasive species

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

Goal 2 – Eradicate or contain

Eliminate or prevent the spread of new invasive species

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

Goal 3 – Effectively manage

Reduce the impacts of widespread invasive species

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

Goal 4 – Capacity building

Ensure NSW has the ability and commitment to manage invasive species

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

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

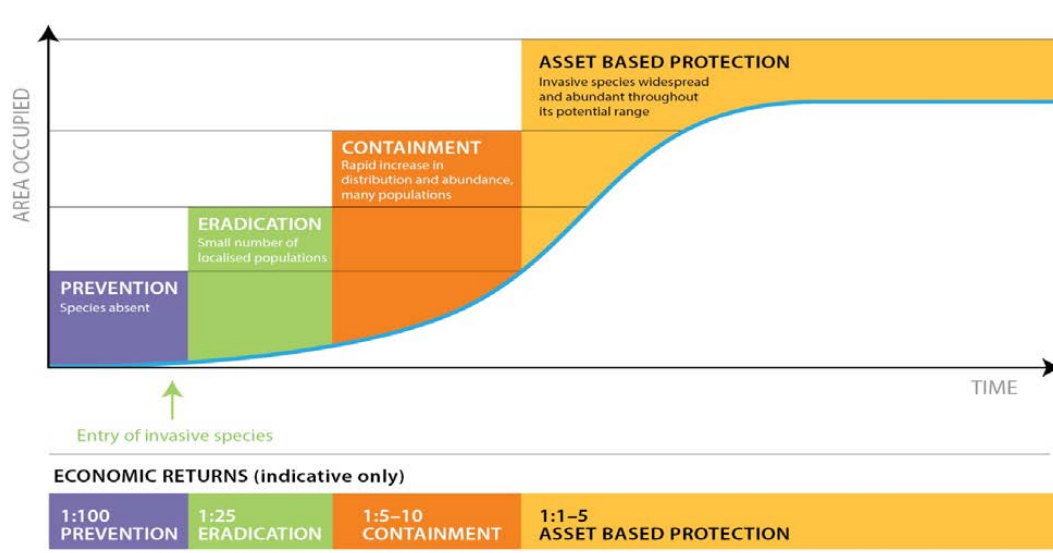


Figure 1. Generalised invasion curve (adapted from Biosecurity Victoria).

Submissions are assessed on whether their proposed activities:

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

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

Program funds are not available for:

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

3. State sub-programs

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

4. Regional sub-programs

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

Submissions should demonstrate:

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

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

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

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

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

4.1 Regions defined

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

4.2 Regional Weed Committees

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

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

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

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



Figure 2. Map of Local Land Services regions in NSW

In relation to the regional sub-programs, committees:

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

Participant Agreement

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

4.3 Regional Weed Coordinators

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

Regional Weed Coordinators must:

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

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

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

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

4.4 Partnerships

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

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

4.5 Essential planning documents

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

Regional Strategic Weed Management Plan

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

Monitoring, evaluation, reporting and improvement (MERI) framework

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

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

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

Regional Inspection Plan

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

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

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

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

An outline of the following must be included:

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

Communication Strategy

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

5. Governance

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

5.1 Lead organisations

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

6. Co-funding

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

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

7. Allowing for variation

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

Minor variations

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

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

Major variations

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

8. Non-performance and disputes

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

9. Reporting

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

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

The Delivery Contract details all reporting requirements and dates.

9.1 Biosecurity Information System - Weeds

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

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

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

10. Timing

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

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

11. Making a submission

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

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

12. Contacts and links

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

NSW WeedWise
weeds.dpi.nsw.gov.au

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

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

Definitions

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

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

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

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

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

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

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

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

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

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

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

Submission – an application made for program funding.

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

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

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



NEW SOUTH WALES

WEEDS ACTION PROGRAM

www.dpi.nsw.gov.au/weeds

Information Only - 17 April 2025

ITEM 10.3 **Water, Sewer Waste Quarterly Report**

FILE REFERENCE **I25/54**

AUTHOR **Manager Water, Waste and Sewer**

ISSUE

This quarterly report advises Council of Water, Sewer and Waste activities.

RECOMMENDATION That -

1. Council receive and note the report as information.

BACKGROUND

Water Sewer and Waste report for the last quarter reporting on waste volumes, garbage collection services, water treatment plant production with dam storage capacities, total effluent treated at the sewerage treatment plants with rainfall. Works carried out by water and sewer staff for the past three months has been included on issues raised from the community.

REPORT

Waste

Waste volumes are consistent for the period with only around 70% average bins collected for comingled waste and less than 40% for green waste collections

Water

Crookwell Dam has been consistently above 95% capacity
Gunning off river storage is back to 100% capacity
Taralga off river storage is at 29% which is maximum for condition of dam

Water production has been consistent for summer with normal usage and production for the year, Wheelbarrow Creek in Taralga has gone close to flow stopping a couple of times in December and January.

Bores have been getting tested across the shire for water quality and approximately six remaining to be completed.

Sewer

Sewer flows have been consistent and a noticeable reduction in comparison to last year with stormwater infiltration into the network compared to rainfall figures for the period. All wastewater sampling has been completed and sent off for testing at ALS.

Information Only

WATER, SEWER WASTE QUARTERLY REPORT cont'd

POLICY IMPACT

Nil

OPTIONS

Nil

FINANCIAL IMPACT OF RECOMMENDATIONS

Nil

RECOMMENDATION That -

1. Council receive and note the report as information.

ATTACHMENTS

1. ↓	Waste Data	Attachment
2. ↓	Water & Sewer Treatment	Attachment
3. ↓	Water & Sewer Infrastructure Works	Attachment
4. ↓	Crookwell STP Flows & Rainfall	Attachment

WASTE COLLECTIONS AND TRANSFER STATIONS									
	DEC 2024			JAN 2025			FEB 2025		
	Loads		Tonnes	Loads		Tonnes	Loads		Tonnes
Waste disposal at Woodlawn (Veolia)	17		286.44	19		320.7	15		264
KERB SIDE COLLECTIONS	BIN COUNT	%	TONNES	BIN COUNT	%	TONNES	BIN COUNT	%	TONNES
(Red Lid) Waste bins collected	10031	88.7	97.11	8836	87.6	135.58	8773	83.9	69.23
(Yellow Lid) Recycle bins collected	4134	73.1	50.12	3448	52.8	38.36	3731	71.4	40.39
(Green Lid) Garden organics bins collected	2124	37.5	43.88	2385	36.5	47.78	2157	41.3	48.54
Missed bins	2			3			1		
Bins too heavy for collection	1			1			1		
WASTE TRANSFER STATIONS	NO. VISITS		VOLUME	NO. VISITS		VOLUME	NO. VISITS		VOLUME
Crookwell	767		36.79	658		45.45	570		36.27
Taralga	790		15.98	611		17.82	634		18.33
Gunning	346		19.52	285		19.4	260		16.3
Bigga	225		6.85	193		7.86	170		5.69
Collector	81		7.31	68		4.76	62		5.03
Tuena	Unknown		5.19	Unknown		5.2	Unknown		8.35
TOTAL			54.85			100.49			89.97

Water Treatment

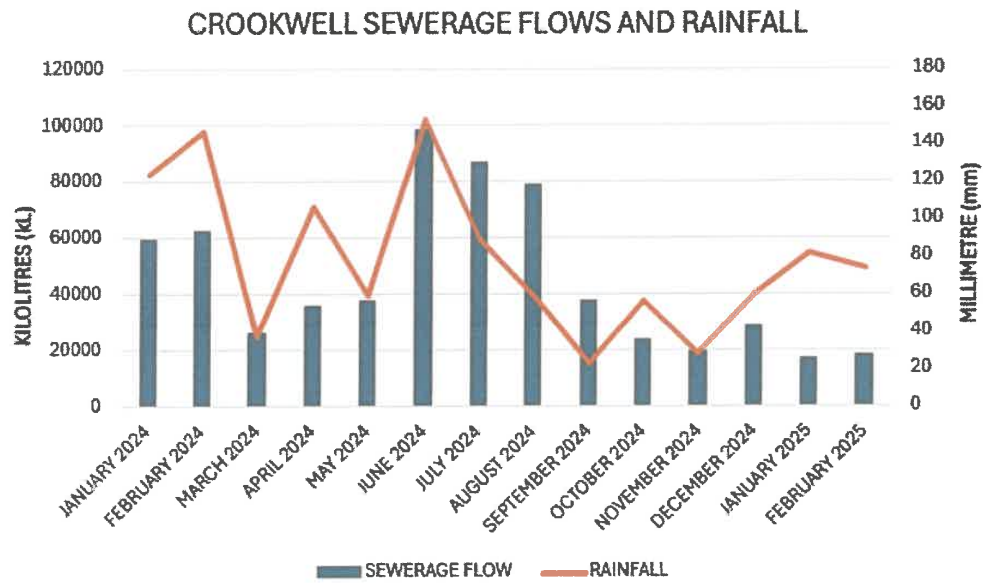
	DECEMBER 2024			JANUARY 2025			FEBRUARY 2025		
Township	Average Dam Level (%)	Average Daily Consumption (kl)	Total Production (kl)	Average Dam Level (%)	Average Daily Consumption (kl)	Total Production (kl)	Average Dam Level (%)	Average Daily Consumption (kl)	Total Production (kl)
Crookwell	99	1102.32	34172	96	1013.94	31432	98	987.9	26672
Gunning	97	236.94	7345.12	99	280.6	8417.35	100	275.2	7704.4
Taralga	29	165.41	5127.7	29	111.9	3468.5	29	106.5	2981.7

Sewer Treatment

	DECEMBER 2024			JANUARY 2025			FEBRUARY 2025		
Township	Total Effluent Treated (kl)	Average Daily Flows (kl)	Rainfall (mm)	Total Effluent Treated (kl)	Average Daily Flows (kl)	Rainfall (mm)	Total Effluent Treated (kl)	Average Daily Flows (kl)	Rainfall (mm)
Crookwell	28403	916.23	60	16809	542.2	82.5	18335	679.1	74
Gunning	5305	171.1	115	3433	110.7	31	2910	111.9	53
Taralga	4950	159.7	53.6	4142	133.6	128.6	5054	180.5	118.2

Water and Sewer Infrastructure Works

Town	Crookwell	Gunning	Taralga	Dalton
Water main breaks	1			
Water main flushing	5	4	4	
Water meter repairs	14	2		
Water meter replacements/new installs	8	5	4	
Stop valve inspections/repairs				
After hours call outs	5	3	2	
Sewer chokes	11	2		
Sewer access chamber inspections	2			
Access chamber lid/conversion slab replacement	2			
Bore inspections/maintenance/repairs	10			



Information Only - 17 April 2025

ITEM 10.4 Investments for the month of March 2025

FILE REFERENCE I25/69

AUTHOR Accountant

ISSUE

Council Investment Portfolio Register as at 31 March 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 March 2025

Investment Institution	Type	Investment Face Value	Interest Rate	Term Days	Maturity Date	Interest Due
CBA	Call	\$300,000	0.25%	31	31-03-25	\$70.54
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
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

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

Investment Institution	Type	Investment Face Value	Interest Rate	Term Days	Maturity Date	Interest Due
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
Bank of Qld	TD	\$1,000,000	4.75%	182	13-08-25	\$23,684.93
IMB	TD	\$1,000,000	4.70%	175	20-08-25	\$22,534.25
Bendigo Bank	TD	\$1,000,000	5.05%	273	27-08-25	\$37,771.23
Bendigo Bank	TD	\$1,000,000	4.65%	182	03-09-25	\$23,186.30
IMB	TD	\$1,000,000	4.65%	182	17-09-25	\$23,186.30
NAB	TD	\$1,000,000	4.80%	231	24-09-25	\$30,378.08
NAB	TD	\$1,000,000	4.75%	239	16-10-25	\$31,102.74
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
		\$28,300,000				\$883,679.31

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

Interest on Investments Received YTD	\$1,070,377.82
Annual budgeted amount for all funds	\$1,428,739.00
Percentage of Interest Received YTD	74.92%
Percentage of Year Elapsed	76.16%

Average market interest rate (90 day BBSW)	4.10%
Average return on all investments	4.88%

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.

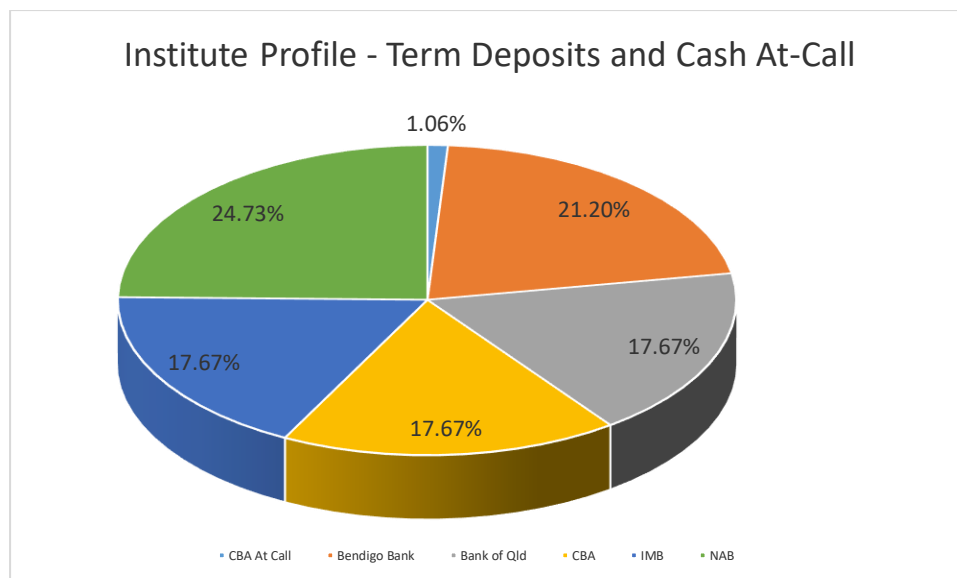
Information Only

INVESTMENTS FOR THE MONTH OF MARCH 2025 cont'd

FINANCIAL INSTITUTION INVESTMENTS PROFILE AS AT 31 MARCH 2025

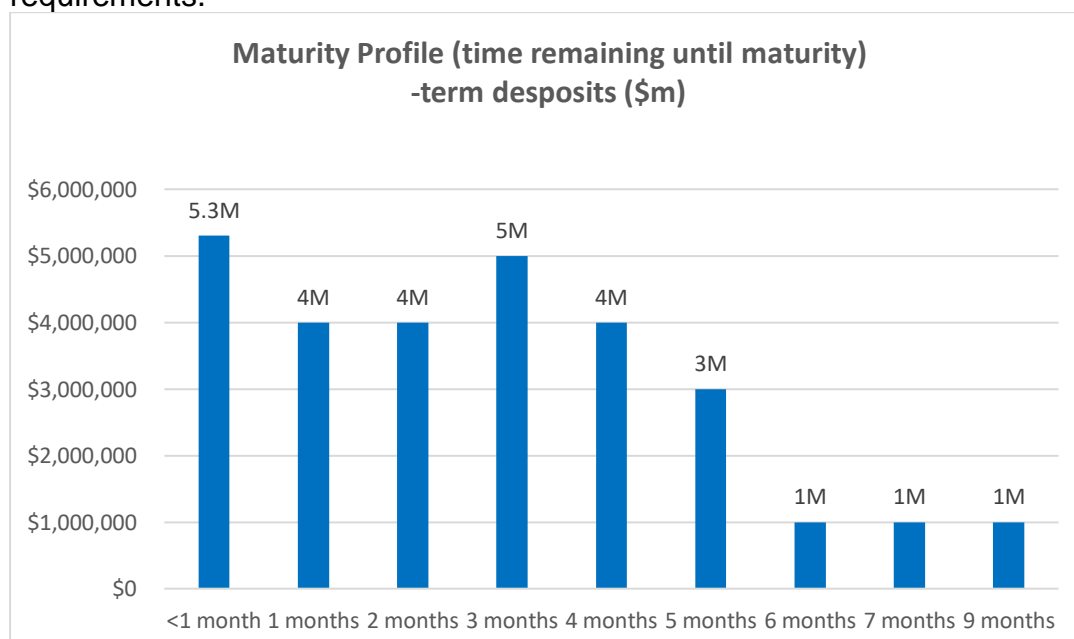
The following chart shows the current distribution of Council's investment portfolio between the authorised financial institutions used. The current distribution of funds between institutions complies with Council's Investment Policy which states:-

"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 MARCH 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 MARCH 2025 cont'd

SUMMARY OF AVAILABLE CASH AT 31 MARCH 2025

TOTAL INVESTMENTS: - **\$ 28,300,000**

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

General Fund Reserves	\$ 15,577,999
Water Supply Fund Reserves	\$ 3,867,452
Sewerage Fund Reserves	\$ 6,949,055
Domestic Waste Management Fund Reserves	\$ 1,903,139
Trust Fund Reserves	\$ 2,355

POLICY IMPACT

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

OPTIONS

Nil

FINANCIAL IMPACT OF RECOMMENDATIONS

Nil

RECOMMENDATION That -

1. Council receive and note the report as information.

ATTACHMENTS

Nil

Information Only - 17 April 2025

ITEM 10.5 **Bank Balance and Reconciliation**

FILE REFERENCE I25/70

AUTHOR **Acting Director of Finance and Administration**

ISSUE

Statement of Bank Balance and Reconciliation as at 31 March 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 28 February 2025	1,292,378.19
Add: Receipts for March 2025	4,214,763.42
	<u>5,507,141.61</u>
Deduct: Payments for March 2025	-4,926,967.32
Balance as at 31 March 2025	<u>580,174.29</u>
Balance as per Bank Statement 31 March 2025	1,555,406.69
Add: Outstanding Deposits (less unrepresented Bank file transactions)	-6128.39
	<u>1,549,278.30</u>
Less: Unrepresented Cheques/ EFTs	969,104.01
Balance as at 31 March 2025	<u>580,174.29</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 - 17 April 2025

ITEM 10.6 **Rates and Charges Outstanding for the month of March 2025**

FILE REFERENCE **I25/71**

AUTHOR **Acting Director of Finance and Administration**

ISSUE

Rates and Charges Outstanding Report to 31 March 2025.

RECOMMENDATION That -

1. Council receive and note the report as information.

BACKGROUND

A Summary report of the Rates and Charges outstanding at 31 March 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	31/03/2025	31/03/2024	31/03/2023
Total % Rates and Charges Outstanding	19.78%	19.85%	15.82%
Total \$ Amount Rates and Charges Outstanding	\$3.18 million	\$2.95 million	\$2.66 million

POLICY IMPACT

Nil

OPTIONS

Nil

FINANCIAL IMPACT OF RECOMMENDATIONS

Nil

RECOMMENDATION That -

1. Council receive and note the report as information.

ATTACHMENTS

1. ↓	Rates Collection by Year 2025 - March 31	Attachment
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Rate Collection 2025 Year

Rating Categories	Levy Raised to date	Rates Received to 1 April 2025	Rates Outstanding to 1 April 2025	% Rates Outstanding 1 April 2025
Farmland	5,917,477.42	4,692,428.28	1,225,049.14	20.70%
Residential	1,634,277.27	1,245,235.66	389,041.61	23.81%
Rural Residential	896,077.19	707,914.43	188,162.76	21.00%
Business	697,412.94	633,714.18	63,698.76	9.13%
Mining	2,258.39	1,693.86	564.53	25.00%
Water	1,374,487.00	1,060,876.16	313,610.84	22.82%
Sewerage	2,131,142.44	1,653,809.79	477,332.65	22.40%
Domestic & Comm Waste	1,778,390.63	1,389,560.29	388,830.34	21.86%
Rural Waste	954,200.81	756,210.66	197,990.15	20.75%
Storm Water	50,423.37	38,904.40	11,518.97	22.84%
**Arrears	627,662.45	519,352.43	108,310.02	17.26%
Credits		186,849.47	-186,849.47	
Overall Total Rates	16,063,809.91	12,886,549.61	3,177,260.30	19.78%

Prepared by-----

Date 2/4/25

Authorised by-----

Date 4/4/25

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

Information Only - 17 April 2025

ITEM 10.7 **Works In Progress - Construction & Maintenance**

FILE REFERENCE **I25/77**

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

Safer Roads Program (Towards Zero) Wombeyan Caves Road Guard Rail works

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

Safer Roads Program (School Zone Infrastructure) 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.

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.

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 April 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 were complete in March 2025.

Gurrundah Road Rehabilitation

Continuation of upgrades on Gurrundah Road commenced in March 2025. A further 1.2km of road rehabilitation with pavement and drainage upgrades is due to be complete by May 2025.

Cooper Street Upgrade

Upgrade of Cooper Street, Taralga commenced January 2025 and was complete in February. Works involved upgrading a previously unsealed urban street to sealed.

Bishop Street Rehabilitation

Rehabilitation of Bishop Street, Binda commenced in January 2025 and was completed in March. The works involved pavement rehabilitation and minor drainage works on dilapidated sections of Bishop Street, Binda.

Wheeo Road Upgrade

Works commenced 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. Works are due to be completed by May.

Timber Bridge Replacements

Replacement of Council's final timber bridge on Julong Road over Crookwell River is underway. The new bridge is now complete with removal of old timber bridge to happen in April. Council will construct the approaches to the new bridge 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 are/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 75% complete.

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, Fish River Road and Jerrong Roads. 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 has been 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.

Upgrades to Segment 330 of MR54, starting from Rylstone Road for 1.4km towards Binda started February 2025. This will be an extended project with stage one being the extension of drainage lines and widening of lanes and shoulders due to be completed by May 2025. At this stage a decision will be made whether to continue during the winter months or recommence with stage two, a full 150mm gravel overlay and seal later in the calendar year.

This project aims to improve safety in this area 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.

Bitumen Sealing and line marking of nine (9) segments of MR54 (approximate length of 11km) has now been complete.

Asphalt resurfacing of the Goulburn/Spring Street roundabout in Crookwell has now been completed, 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 have also been completed.

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. Stage 1 (the highest priority), is the replacement of an underperforming culvert/causeway arrangement over Burra Burra Creek with a single span bridge. Stages 2-4 are road upgrades with several curve realignments, widening and furnishing.

Construction work on Stage 1 is nearing completion, the new bridge structure is complete, with pavement works, guardrail and seal to be Complete April 2025.

Information Only

WORKS IN PROGRESS - CONSTRUCTION & MAINTENANCE cont'd

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 such as heavy patching on Regional Roads 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.

Grading of Unsealed Roads

Grading recently completed

- Sapphire Road
- Alton Hill Road
- Leighwood
- Peelwood Road
- Turkey hill
- Wangalo
- Flower burn
- Cummins
- Willcox
- Westbank
- Greenmantle

Grading In Progress/Upcoming

- Lade Vale Road
- Redground
- Redground Heights
- Sylvia Vale
- Fish River
- Fullerton
- Millsvale
- Hollydene
- MR241
- Rugby Road

RECOMMENDATION That –

1. Council receive and note the report as information.

ATTACHMENTS

Nil

Information Only - 17 April 2025

ITEM 10.8 Action Summary - Council Decisions

FILE REFERENCE I25/83

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.
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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	DEP	<p>Action commenced to enable Council's IT platform, Civica Authority, to produce reports in new format.</p> <p>New format included, noting the report has had</p>
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Information Only**ACTION SUMMARY - COUNCIL DECISIONS cont'd**

	<ul style="list-style-type: none">• 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		some parts manually updated for April 2025 Council meeting.
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Council Meeting: 20 February 2025

18/25	<ol style="list-style-type: none">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.	DFA	Placed on Public exhibition.
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Council Meeting: 20 March 2025

37/25	<ol style="list-style-type: none">1. Council endorse the planning proposal to amend the Upper Lachlan Local Environmental Plan 2010:<ol style="list-style-type: none">a. Amend land use zoning of Lot 1 DP 1064795, 39 Redground Road, Crookwell from RU1 Primary Production to R2 Low Density Residential.b. Amend the minimum lot size of Lot 1 DP 1064795, 39 Redground Road, Crookwell from 100ha to 800m2.2. Forward the planning proposal to the NSW Department of Planning, Housing and Infrastructure (DPHI) requesting a Gateway determination.	DEP	Ongoing process
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Information Only**ACTION SUMMARY - COUNCIL DECISIONS** cont'd

	<ol style="list-style-type: none"> 3. Request delegation of Plan Making Authority, for this planning proposal. 4. Undertake agency consultation and public exhibition according to the requirements of the Gateway determination. 5. Should no objections be received, undertake the necessary actions to finalise the making of the Upper Lachlan Environmental Plan 2010. 		
38/25	1. Council adopts the reviewed Subsidised Use of Public Halls Policy and replaces this with Subsidised Use of Council Venues Policy.	DFA	Policy placed on Council website.
39/25	1. Council adopts the reviewed Sporting Representation Donations Policy.	DFA	Policy placed on Council website.
40/25	<ol style="list-style-type: none"> 1. Council allocate \$44,871.74 of grant money to the purchase of a parklet. 2. Council call for expressions of interest (EOI) for the location of the parklet on Goulburn Street, Crookwell as per the Open Streets Program funding requirements. 3. Council delegate authority to the CEO to approve the installation of the parklet at the most suitable location following the EOI process. 	CEO	EOI extended to businesses, closed 7 April 2025.
42/25	1. Council write to Tuena Hall & Tuena Hall & Recreation Area Committee accepting the office bearers as Chairperson, Robyn Hall, Vice chairperson Rae Ford, Secretary Gabriella Saville and Treasure Jenelle Parson.	CEO	Letter sent to Committee accepting new members.
43/25	<ol style="list-style-type: none"> 1. Council presents to the Canberra Region Joint Organisation (CRJO) a proposal that the NSW State Government create and maintain a Centralised online Repository available to member organisations containing records of all existing contracts between the NSW State Government and energy companies, including: <ul style="list-style-type: none"> ○ Commissioning dates of wind turbines. ○ Expected lifecycle duration. ○ Assurances, bonds, and caveats associated with decommissioning obligations. 	CEO	CEO to present this proposal at future CRJO meeting.

Information Only

ACTION SUMMARY - COUNCIL DECISIONS cont'd

45/25	1. Council CEO prepares a motion for the Ordinary Meeting of Council (April 2025) to present to the Canberra Region Joint organisation (CRJO) to address the items raised in Item 17.3 Notice Of Motion - Enhancing Community Engagement in State Significant Developments Objective tabled at 20 March 2025 Ordinary Council meeting.	CEO	Motion tabled to April 2025 meeting
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POLICY IMPACT

Nil

OPTIONS

Nil

FINANCIAL IMPACT OF RECOMMENDATIONS

Nil

RECOMMENDATION That -

1. Council receive and note the report as information.

ATTACHMENTS

Nil

11 ENVIRONMENT AND PLANNING

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

12 INFRASTRUCTURE DEPARTMENT

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

13 FINANCE AND ADMINISTRATION

The following items are submitted for consideration -

13.1	Integrated Planning and Reporting - Draft Plans for Public Exhibition	91
13.2	Review of the Section 356 Financial Assistance Policy	94

Finance and Administration - 17 April 2025

ITEM 13.1 **Integrated Planning and Reporting - Draft Plans for Public Exhibition**

FILE REFERENCE **I25/37**

AUTHOR **Acting Director of Finance and Administration**

ISSUE

Providing details regarding the preparation and public exhibition of the draft Delivery Program, Operational Plan and Resourcing Strategy documentation.

RECOMMENDATION That -

1. Council, in accordance Sections 403-406, of the Local Government Act 1993, and Sections 8A-8C, of the Local Government Act 1993, place on public exhibition the following suite of draft plans:-
 - Operational Plan 2025/2026;
 - Delivery Program 2025/2026 – 2028/2029;
 - Resource Strategy documents including:-
 - Long Term Financial Plan 2025 – 2034;
 - Infrastructure Plan 2025 – 2034;
 - Workforce Plan 2025/2026 – 2028/2029.

The public exhibition period commences Monday, 21 April 2025 to Monday, 26 May 2025 inclusive, with copies of each plan available for viewing at Council administration offices and libraries, on Council's website and a link is provided to Council's Facebook Page.

BACKGROUND

In accordance with NSW Government Integrated Planning and Reporting requirements, provisions in Section 403 to 406, of the *Local Government Act 1993*, Council has prepared the 2025/2026 draft plans for public exhibition.

REPORT

The following draft plans have been prepared for public exhibition in accordance with the Integrated Planning and Reporting legislation:-

1. **Operational Plan 2025/2026** (one-year plan and budget encompassing Council's Fees and Charges, and Revenue Policy) – Section 405, of the *Local Government Act 1993*.
2. **Delivery Program 2025/2026 – 2028/2029** (four-year program and budget) – Section 404, of the *Local Government Act 1993*.
3. **Resource Strategy** in accordance with Section 403, of the *Local Government Act 1993*, contains the following:-

- Long Term Financial Plan 2025 – 2034;
- Workforce Plan 2025/2026 – 2028/2029; and
- Infrastructure Plan 2025 – 2034.

A workshop was held on 24 March 2025 with the Mayor, Councillors and senior management. The workshop provided the opportunity for Councillors to give feedback with respect to the draft budget and Revenue Policy, and for Councillors to consider all pre-plan community submissions to the Operational Plan.

Each of the above-mentioned draft plans, are now to be placed on public exhibition to allow for a period of community consultation. The community is invited to make public submissions to the plans. The public submission period closes on 26 May 2025, and Council will consider all public submissions received at the 19 June 2025 Ordinary Council Meeting.

In relation to the draft Operational Plan 2025/2026, a summary document has been prepared by Council to allow the community a snapshot of Council's Revenue Policy and major projects in the coming twelve-month period.

Please note: The draft-integrated plans will be sent, as separate annexures to this report.

POLICY IMPACT

Nil

OPTIONS

Nil

FINANCIAL IMPACT OF RECOMMENDATIONS

Council endorse the draft 2025/2026 Operational Plan for public exhibition; including the operational budget and capital expenditure works projects budget, Fees and Charges and Revenue Policy. The 2025-2034 draft Long Term Financial Plan is also on public exhibition.

RECOMMENDATION That -

1. Council, in accordance Sections 403-406, of the Local Government Act 1993, and Sections 8A-8C, of the Local Government Act 1993, place on public exhibition the following suite of draft plans:-
 - Operational Plan 2025/2026;
 - Delivery Program 2025/2026 – 2028/2029;
 - Resource Strategy documents including:-
 - Long Term Financial Plan 2025 – 2034;
 - Infrastructure Plan 2025 – 2034;
 - Workforce Plan 2025/2026 – 2028/2029.

The public exhibition period commences Monday, 21 April 2025 to Monday, 26 May 2025 inclusive, with copies of each plan available for viewing at Council

Finance and Administration

INTEGRATED PLANNING AND REPORTING - DRAFT PLANS FOR PUBLIC EXHIBITION cont'd

administration offices and libraries, on Council's website and a link is provided to Council's Facebook Page.

ATTACHMENTS

1. ↗	Operational Plan - 2025-2026 - Draft	Appendix
2. ↗	Delivery Program - 2025-2026 - 2028-2029 - Draft	Appendix
3. ↗	Infrastructure Plan - 2025-2034 - Draft	Appendix
4. ↗	Long Term Financial Plan - 2025-2034 - Draft	Appendix
5. ↗	Workforce Plan 2025-2026 - 2028-2029 - Draft	Appendix

Finance and Administration - 17 April 2025

ITEM 13.2 **Review of the Section 356 Financial Assistance Policy**

FILE REFERENCE **I25/84**

AUTHOR **Acting Director of Finance and Administration**

ISSUE

Section 165 of the *Local Government Act 1993* indicates that a policy is automatically revoked at the expiration of 12 months after the declaration of the poll for an election. Providing details of a review of the Section 356 Financial Assistance Policy.

RECOMMENDATION That –

1. Council adopts the reviewed Section 356 Financial Assistance Policy.

BACKGROUND

Nil

REPORT

This report details the review of Section 356 Financial Assistance Policy. The Policy is attached, and the amendments are summarised in the Policy Update Cover for Council's review.

The Application Form is also attached for information only.

POLICY IMPACT

This is a review of an existing policy of Council.

OPTIONS

Nil

VARIATION

Council reserves the right to vary or revoke this policy.

FINANCIAL IMPACT OF RECOMMENDATIONS

Nil

RECOMMENDATION That -

1. Council adopts the reviewed Section 356 Financial Assistance Policy.

ATTACHMENTS

1. ↓	Section 356 Financial Assistance Policy - Date Adopted 17 April 2025 - Resolution XXX-25 - Review 2028	Attachment
2. ↓	Section 356 Financial Assistance Policy Form - for information only	Attachment



Upper Lachlan Shire Council

Policy Update Cover

Date: 17 April 2025	Policy title: Section 356 Financial Assistance Policy
<p>This cover sheet provides a summary of the proposed amendments to the attached Policy. Council initially adopted this policy in July 2006. The policy was last updated in July 2020.</p>	
Sponsor: Director of Finance and Administration (Acting)	Action required: Approval by Council
<p>Reason for review/update:</p> <p>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>	
<p>Summary of the changes:</p> <p>The following amendments have been made to this Policy:</p> <ul style="list-style-type: none"> Changes to the scope to ensure clarity. Inclusion of a statement, in the funding guidelines section, to identify applications that may be deemed ineligible. Update to the application form to improve information collection. Rephrasing of multiple sentences to improve ease of understanding, removal of technical jargons, and ambiguity. <p>Note: The Application Form is <u>attached for information only</u>.</p>	
Consultation(s):	
Internally cleared by	
Chief Executive Officer Tel: 02 4830 1000	Acting Director – Finance and Administration Tel: 02 4830 1000

ULSC SECTION 356 FINANCIAL ASSISTANCE POLICY
Adopted on 17 April 2025

POLICY:-	
Policy Title:	Section 356 Financial Assistance Policy
File Reference:	F10/618-04
Date Policy was adopted by Council initially:	13 July 2006
Resolution Number:	181/06
Other Review Dates:	16 August 2011, 20 February 2014, 16 March 2017, and 16 July 2020
Other Resolution Number:	307/11, 23/14, 59/17 and 118/20
Current Policy adopted by Council:	XXXXX 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:	N/a
Responsibility for implementation:	Director of Finance and Administration
Responsibility for review of Policy:	Director of Finance and Administration

ULSC SECTION 356 FINANCIAL ASSISTANCE POLICY
Adopted on 17 April 2025

OBJECTIVE

To maintain a consistent, open and equitable approach to the distribution of Council's donations, contributions, and sponsorship allocation in the annual budget.

SCOPE

Council regularly receives many requests for financial assistance from community groups, cultural and charity organisations every year. This policy provides guidance for deciding the outcome of these applications, as well as ensure transparency and equity. This policy is specific to the provision of financial assistance to eligible organisations as prescribed under s356 of the *Local Government Act 1993* (the Act).

ELIGIBILITY

Eligibility is limited to community-based organisations and groups that are based or operating within the Upper Lachlan Shire Council local government area. Eligibility will generally not extend to major fund-raising organisations whose parent body is located outside the Shire.

DEFINITION

A donation, for the purpose of this policy, is any financial or in-kind support that is provided by Council to an eligible organisation. A donation can be made in cash, goods or services, waiving of rates and tip fees, other forms of contributions approved by the Council.

REFERENCE

Financial assistance will conform to Section 356, of the Act and Council's Operational Plan guidelines.

Council financial assistance towards individual sporting representation does not form part of this policy.

POLICY STATEMENT

- 1 Council will consider provision of assistance to eligible organisations if their application demonstrates the donation will result in a benefit to the community.
- 2 Request for applications for financial assistance, under this policy, shall be by public advertisement, and be assessed on their merits.
- 3 All applications for donations and contributions by Council must be submitted on the Council's "Application for Section 356 Financial Assistance" form or on the Operational Plan Submission form. Requests for amounts of less than \$200 will not be considered. Requests for

ULSC SECTION 356 FINANCIAL ASSISTANCE POLICY
Adopted on 17 April 2025

donations by way of fee reduction or other “in kind contribution” should be included on the application form.

- 4 Council and senior management will convene in March each year to consider all applications requesting financial assistance and decide which organisations it will support.

FINANCIAL ASSISTANCE FUNDING GUIDELINES

In assessing financial assistance applications, the following criteria will be followed:-

1. Federal and/or State Government funded initiatives will not receive assistance under this policy without formal Council approval.
2. Donations will not be made to groups which are raising funds on behalf of another community group which has itself made application for funding in the funding round under consideration.
3. Applicants should generally be based in, or affiliated with, services and/or clients within the Upper Lachlan Shire local government area.
4. Applicant organisations are generally to be "not for profit."
5. Waiving of fees may not be applied to requests from individuals or businesses.
6. To the extent practicable, allocation of donations will consider the issue of equity, both in terms of geographic distribution of funds and allocation across the categories of funding contained in this policy.
7. An assessment of the extent to which previous donations to the applicant fulfilled the stated purposes of funding. An evaluation may be requested to be supplied by the group receiving the financial assistance.
8. In assessing applications for financial assistance, consideration will be given to the following:-
 - Financial need for the subsidy and relationship to the viability of the applicants proposed event or project;
 - Contribution to the community and whether the work is in the public interest; and
 - Demonstration that no alternative funding sources are available.
9. Application for large capital projects or infrastructure would be deemed ineligible under this funding stream.
10. All subsidies are provided with no guarantees for ongoing Council financial assistance in future years.

ULSC SECTION 356 FINANCIAL ASSISTANCE POLICY
Adopted on 17 April 2025

11. To be considered for financial assistance each organisation and/or community group is required to formally apply in writing within the timeframes specified in the annual Operational Plan of Council.
12. If approval is granted for financial assistance, all applicants must acknowledge Council's support in any publicity for their event or project.
13. Council will give weight to activities that provides community benefits and meet community aspirations. The weighting shall be based on alignment with Council's Community Strategic Plan, Delivery Program, Social and Community Plan, Operational Plan, Resourcing Strategy, and access and equity obligations.
14. The contributions approved by Council will be published in Council's Annual Report at the end of the financial year for probity purposes.

RELATED LEGISLATION AND COUNCIL POLICY AND PROCEDURES

- Local Government Act 1993 (as amended);
- Local Government (General) Regulations 2005;
- Independent Commission against Corruption Act (ICAC) 1988;
- Anti-Discrimination Act 1977;
- State Records Act 1998;
- Environment and Planning Assessment Act 1979
- Government Information (Public Access) Act 2009;
- Privacy and Personal Information Protection Act 1998;
- Code of Conduct for Councillors, staff, and delegates of Council;
- Council's Code of Meeting Practice;
- Council's Code of Business Practice;
- Council's Integrated Plans; including Community Strategic Plan, Resourcing Strategy, Delivery Program and Operational Plan;
- Sporting Representation Donations Policy;
- Purchasing and Acquisition of Good Policy and Procedures
- Section 355 Committee Policy; and
- Complaints Management Policy.

VARIATION:

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

ULSC SECTION 356 FINANCIAL ASSISTANCE APPLICATION FORM

**APPLICATION FOR SECTION 356 – FINANCIAL ASSISTANCE**

Subsidy applications for financial assistance must be lodged by the specified date each financial year.

1. Applicant/Organisation:

Name of Organisation: _____

Contact Address: _____

Phone number: _____ Email: _____

Name of contact person: _____ Position: _____

Is your organisation an Incorporated body? Yes/No

2. Financial Assistance

Amount Requested: \$ _____ (minimum \$200.00)

If over \$1,000 Financial Statements are to be provided upon request by Council Officer.

Is your organisation registered for GST? Yes/No

(If yes, reciprocal tax invoices will need to be exchanged except for donation of GST-free or exempt transactions, such as rates).

Details of how funds will be expended and what financial contribution your organisation has and/or will make towards the event/project:

3. Information Regarding the Organisation

What services or activities does your organisation provide to Upper Lachlan Shire Council residents and how will this donation directly benefit those residents?

ULSC SECTION 356 FINANCIAL ASSISTANCE APPLICATION FORM

4. How will your organisation publicly acknowledge the Council's donation?

5. Is your organisation a Non-Profit/Registered Charity or Organisation?

Yes/No (Registered charity for the purposes of the Australian Taxation Office)

Signature of person or President/Chairperson

Date: ____/____/____

14 CHIEF EXECUTIVE OFFICER

The following item is submitted for consideration -

- | | | |
|------|--|-----|
| 14.1 | Council motion to Canberra Region Joint Organisation (CRJO) for Enhancing Community Engagement in State Significant Developments Objective | 104 |
|------|--|-----|

Chief Executive Officer - 17 April 2025

ITEM 14.1 **Council motion to Canberra Region Joint Organisation (CRJO) for Enhancing Community Engagement in State Significant Developments Objective**

FILE REFERENCE **I25/89**

AUTHOR **Chief Executive Officer**

ISSUE

CEO prepare a motion for Council regarding Enhancing Community Engagement in State Significant Developments Objective to present at future Canberra Region Joint Organisation meeting on behalf of Upper Lachlan Shire Council.

RECOMMENDATION That -

1. Council write to the Canberra Region Joint Organisation (CRJO) seeking their advocacy to propose that the **NSW Government**;
2. Impose more stringent, localised community engagement requirements for high impact State Significant Developments, particularly those relating to energy production and generation.
3. Create an Online Repository to house key information on current State Significant Development applications, including but not limited to;
 - Environmental reports,
 - Economic impact assessments
 - Community consultation records.
4. Maintain a Centralised online Repository available to all CRJO member organisations containing records of all existing contracts and variations between the NSW State Government and energy companies, including:
 - Commissioning dates of wind turbines.
 - Expected lifecycle duration.
 - Assurances, bonds, and caveats associated with decommissioning obligations.

BACKGROUND

At the 20 March 2025 Council meeting Councillors resolved (45/25) that Council the CEO prepares a motion for the Ordinary Meeting of Council (April 2025) to present to the Canberra Region Joint organisation (CRJO) to address the items raised in Item 17.3 Notice Of Motion - Enhancing Community Engagement in State Significant Developments Objective tabled at 20 March 2025 Ordinary Council meeting.

Chief Executive Officer

COUNCIL MOTION TO CANBERRA REGION JOINT ORGANISATION (CRJO) FOR ENHANCING COMMUNITY ENGAGEMENT IN STATE SIGNIFICANT DEVELOPMENTS OBJECTIVE cont'd

REPORT

At the Ordinary Meeting of Council on 20 March 2025, A motion was moved by Cr Meggitt and Cr Yallouris that:

1. Council CEO prepares a motion for the Ordinary Meeting of Council (April 2025) to present to the Canberra Region Joint organisation (CRJO) to address the items raised in Item 17.3 Notice Of Motion - Enhancing Community Engagement in State Significant Developments Objective tabled at 20 March 2025 Ordinary Council meeting.

On being put to the meeting the motion was **CARRIED**.

For reference item 17.3 which lapsed is below.

Notice of Motion - Enhancing Community Engagement in State Significant Developments Objective

MOVED by Cr Meggitt and Cr Yallouris that –

“That Upper Lachlan Shire Council -

1. *Establishes a Formal Community Engagement Framework for SSDs, ensuring that residents are adequately informed and provided with accessible platforms to voice concerns.*
2. *Advocates for Greater Transparency by requesting that project developers and relevant state authorities publicly disclose impact assessments, mitigation plans, and community benefits.*
3. *Monitors and Reports on SSDs within the region, ensuring that developers comply with all commitments made during the approval process, particularly in areas concerning environmental protection and social responsibility.*
4. *Creates an Easily Accessible Online Repository to house key information on active SSDs, including environmental reports, economic impact assessments, and community consultation records.*
5. *Engages with State Authorities to ensure local community concerns are given due weight in decision-making processes regarding SSDs.*

- LAPSED

As per the resolution (45/25) of the Ordinary Meeting of Council on 20 March 2025, a CEO recommendation is tabled to serve the purpose of a ‘motion’ for Council resolution.

POLICY IMPACT

Nil

OPTIONS

Nil

**COUNCIL MOTION TO CANBERRA REGION JOINT ORGANISATION (CRJO) FOR
ENHANCING COMMUNITY ENGAGEMENT IN STATE SIGNIFICANT
DEVELOPMENTS OBJECTIVE cont'd**

FINANCIAL IMPACT OF RECOMMENDATIONS

Nil

RECOMMENDATION That -

1. Council write to the Canberra Region Joint Organisation (CRJO) seeking their advocacy to propose that the **NSW Government**;
2. Impose more stringent, localised community engagement requirements for high impact State Significant Developments, particularly those relating to energy production and generation.
3. Create an Online Repository to house key information on current State Significant Development applications, including but not limited to;
 - Environmental reports,
 - Economic impact assessments
 - Community consultation records.
4. Maintain a Centralised online Repository available to all CRJO member organisations containing records of all existing contracts and variations between the NSW State Government and energy companies, including:
 - Commissioning dates of wind turbines.
 - Expected lifecycle duration.
 - Assurances, bonds, and caveats associated with decommissioning obligations.

ATTACHMENTS

Nil

16 REPORTS FROM OTHER COMMITTEES, SECTION 355 COMMITTEES AND DELEGATES

The following item is submitted for consideration -

- | | | |
|------|--|-----|
| 16.1 | Reports from Committees for the months of February and March | 108 |
|------|--|-----|

Reports from Other Committees, Section 355 Committees and Delegates - 17 April 2025

ITEM 16.1

Reports from Committees for the months of February and March

RECOMMENDATION:

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

1. Crookwell & District Arts Gallery – Minutes from meeting held 27 February 2025.
2. Crookwell & District Arts Gallery - Chairs Report - held 27 February 2025
3. Gunning Shire Hall & Showground Advisory Committee – Minutes from meeting held 3 March 2025.
4. Tourism and Economic Development s355 Advisory Committee – Minutes from meeting held on 4 April 2025.

ATTACHMENTS

1. ↓	Crookwell & District Arts Gallery - Minutes from meeting held 27 February 2025	Attachment
2. ↓	Crookwell & District Arts Gallery - Chairs Report - held 27 February 2025	Attachment
3. ↓	Gunning Shire Hall and Showground Advisory Committee - Minutes from meeting held 3 March 2025	Attachment
4. ↓	Tourism and Economic Development s355 Advisory Committee - Minutes from Meeting Held - 4 April 2025 including Charter	Attachment



Minutes of meeting: Crookwell & District Art Gallery Committee (cdagc)

Date: 27 February 2025

Chair: Susie Recsei

Meeting opened at 4.35pm

ITEM NO	ITEM	DISCUSSION	ACTION REQUIRED	
			By	Date due/complete
1.	Present	S Recsei, J Shepherd, D Cameron, B Carter, J Carter, A Cummins, R Cummins, K Harwood, J Readhead, J Goodman, P MacLaren, V Flanagan, N Johnston, V Mendl, S Carroll, G Yallouris		
2.	Apologies	P Starr, J Vaughan, A Goodman, J McCracken, L Webster, J McCarthy, R Harris, B and G Allen, B Seaman		
3.	Previous Minutes	Minutes of previous meeting held on 30 January 2025 accepted as a true record noting some actions had been completed. Moved: A Cummins, Sec: V Mendl - Accepted		
4.	Business Arising/Actions	<ul style="list-style-type: none"> Update of website. Executive committee continuing progress 7 March Exhibition '<i>Interpretations</i>' – roster volunteers required Gallery maintenance – TBA Gallery Catalogue – in progress. Cr Flanagan provided a copy of STA format of condition report for art works 	Executive Members	Mar/Apr 2025 Feb/Mar
5.	Chair Report	Report provided. It was noted that acceptance and category of art works to be streamlined for future Crookwell AP&H art show organisation by cdag.		

ITEM NO	ITEM	DISCUSSION	ACTION REQUIRED	
			By	Date due/complete
6.	Treasurer's Report	See Attached Report. Treasurer noted nil activity for January 2025 ULSC payment for artworks purchased at November exhibition received and Cr Flanagan will take paintings to Council. Moved: J Shepherd, Sec: P McLaren – Accepted		
7.	Correspondence	<ul style="list-style-type: none"> • Invitation extended to members for A Baptiste exhibition in Bungendore • Member Robert Harris has offered a presentation comprising imagery and music for cdag April <i>open door @ the gallery</i> event 'Composers of the Great War'. It was agreed that 24th April would be a preferred date if he was available. 	Susie to contact Robert	March
8.	Discussion	<ul style="list-style-type: none"> • Guest speaker for Saturday 14 June – members asked to forward names/ideas for speakers and for community groups/organisations for fundraising. Richard Glover and Warren Brown named as possible speakers. Meals on Wheels nominated as recipients. • Membership rosters. Proposed by John S that cdag members take it in turn to coordinate cdag events each month. Executive would continue in organisation roles. Members discussed but did not agree to this proposal. It was agreed that the cdag calendar be sent to all members and a roster of duties for each month/event be circulated at meetings for members to complete. • Members' outing/gallery visit for April 	TBC Darian TBA	March meeting ongoing
9.	Other Business	<p>Karen H attended the Hall Committee meeting and advised that electricity meters will be read by R Bill on the 1st of each month and bills will be forwarded to users including cdag. The first will be for 1 April.</p> <p>Cdag will try using the dishwasher in the kitchen after the March exhibition, issues to be forwarded in the first instance to the Hall Committee.</p> <p>Cr Flanagan outlined several art/artist related activities in the ULSC being held and promoted variously by the STA and the Visitor Information Centre, including</p>		

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			By	Date due/complete
		<p>exhibitions, art groups, and those taking place over the Garden Festival weekend. This will include promotion of the cdag November exhibition. She noted a review of council policies relating to Code of Conduct.</p> <p>Artworks in the Roving Art Exhibition and artworks in Council have had an audit and catalogue done except for recent artworks and sculptures.</p> <p>Karen H asked when the gallery works would be returned from the Roving Art Exhibition. Proposed completion approximately June.</p> <p>Meeting closed at 5.42pm</p>		
13.	Next Meeting	Thursday 24 th April 2025 at 4.30pm		

Chair's Report

Susie Recsei
CDAG Meeting 27 February 2025

- Welcome to all

Crookwell Show

- There was an enthusiastic response particularly from the Pre Schools and Primary Schools. Some 150 entries overall.
- Jeremy and I spent the morning sorting the artwork entries into their categories and then judging the works in each of the 11 sections.
- John joined us in the afternoon to help hang all the artworks in extreme conditions – the heat in the hall was a challenge.
- There was a generous welcome and camaraderie in the hall amongst all the helpers and organisers.
- Next year we suggest that **cdag** is at the hall on the day artworks are delivered so that we can immediately place them in their appropriate category so as to save a lot of time.

Open door @ the gallery 20 February hosted by Darian, John and Susie

- A very enthusiastic response to the morning
- 11 visitors, all were engaged and participated in the activity and discussions
- Feedback very positive and looking forward to the next session
- Topic - *I don't know much about art but I know what I like*
- The session was planned to include:
 - an introduction to **looking at art**
 - a brief outline of strategies to use when **looking at art**
 - paired activity using the strategies when **looking at art**
 - group discussion about their **looking at art** experience
- Next session in March – Artist talks by *Interpretations Exhibition* artists about the exhibition and related activities.

Members and Friends Dinner

- 30 guests attended the dinner at Susie's property on a perfect evening Saturday 22 February.
- Delicious food provided by Ensemble, beautiful setting in the garden, great company.
- A very successful evening, feedback from everyone who attended was extremely positive on all fronts. An excellent way to start a very busy year of events offered by cdag.

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Gunning Shire Hall and Showground Advisory Committee

Meeting on Monday, 3 March 2025, 4.30pm

Upper Lachlan Council Chamber, Gunning

Minutes

1. Attendance and apologies

Present: Kelly Dowling (Chair), Kathy Johnson (Deputy Chair), Michael Coley (Secretary), Melissa Primmer, Sue Hope, Douglas Robertson, Peter O'Brien, John Storey, Chris Lawrie, Councillor Simon Peirce (ULSC nominee)

Apologies: Belinda Cosgrove, Karen Chapple, Melinda Willoughby

The Chair:

- welcomed Chris Lawrie to the Committee representing the Gunning District Historical Society; and
- noted sadly the recent death of two of the Committee's founding members, Kaye Walmsley and Roslyn McLoughlin

2. Minutes of the meeting on 2 December 2024

Minutes confirmed (Sue/Peter - carried)

3. Matters arising from the minutes

- Bush Block progress: John advised that owing to delays with the signage the proposed formal opening had been delayed: it was expected to take place in the next one or two months.
- Mobile phone coverage: Kelly reported there had been some discussions on the matter but that it was not yet finalised
- Move of the Boer War memorial to the memorial area
- Improvements to the Hall

These items were largely dealt with together, being associated with disabled access to the Hall and related connection between the Hall, the Memorial Grove, and the amenities block.

Douglas advised he had held discussions with Renee Brownlee, Council's Grants Officer. There had been agreement on the proposed rearrangement providing improved access to the the Memorial Grove.

Kelly advised she had also held discussions with Renee. Council had agreed to provide the necessary funds to add to the grant funding to improve disabled access to the Hall. The proposed rearrangements would increase access throughout the area and would also include improved access from the playgrounds to the amenities block and the Hall.

The proposed rearrangements will restrict vehicle access to the Hall's front door.

The meeting thanked Renee for her considerable efforts on this matter.

- Amenities block canteen: it was recalled that the kitchen room at the amenities block was both small and lacked any equipment. It had previously been agreed that any community group needing facilities in the kitchen could apply for necessary grants and would advise the other committee members of progress.
- South side toilet: as previously agreed, most committee members, especially those using horse based activities in the area, were very displeased at the fact that they had to come up with considerable funds to pay for portaloos to take the place of the toilet.

Simon said he had raised this with Council staff and had been advised that the closure was due to workplace health and safety issues.

- Prices for the use of the Showground areas and the Hall: as previously agreed, all committee members were strongly opposed to the considerable increase in fees for the use of the Showground and the Hall. It was noted that some regional events that had previously come to Gunning annually had cancelled due to the increased fees.

Simon said he had raised this matter with Council. The response was that the new fees were in line with other fees in the region. Several members nonetheless considered that the increase had been unfair and without any consultation; there was a need for better communication, especially with the Committee.

The possibility of voluntary work on the Showground was raised. Mike said that in the past Council had approved volunteers undertaking work, in particular as volunteer guides.

Simon agreed to examine this issue with Council.

- Kitchen condition: the meeting recalled that this issue had arisen due to the reduced amount of crockery in the kitchen.

Kelly advised that Creative Gunning was looking at providing more crockery to the kitchen.

Kelly also advised that the PAI had received a new oven; this had been discussed out of session. Its installation required new 3-phase power, which the PAI was arranging. The improved power would also allow for a second new oven. A grant application had been made to Transgrid for this purpose.

Mel said there was a need for the dishwasher to be emptied and cleaned. This often did not happen.

- Any other matters arising from the minutes: nil

4. Correspondence

- Suggestion from Sammi Southwell that a dog running area be revisited:

The meeting recalled that this issue had been considered previously. It was agreed that the situation had not changed and there was no suitable location on the Showground for this purpose.

- Advice from Kelly about a new oven: dealt with out of session (see item 3 above).
- Suggestion by Mike that the History Society be represented on the Committee (see the welcome to Chris Lawrie above).

5. New items: nil

6. Council matters

Flooding: Simon reported that Council was seeking to disentangle funding for the previously proposed levee from other lines in the grant funding as the levee is tied in with several other lines.

Mike said that one of the flooding issues was runoff coming down from Saxby Lane that had flooded five buildings on the north side of Yass Street. There was a need for kerb and guttering to divert this runoff to the creek.

John drew attention to the proposed removal of cumbungi from the creek which had been suggested as a means of addressing flooding. There were two issues:

- Removal of cumbungi would not affect the volume of water coming down the creek. The cumbungi slows the rate of flow which keeps the creek stable. If the cumbungi is removed the flow will be much faster and will scour the base of the creek creating silt barriers further down which would probably result in increased flooding.
- The endangered bald carp cudgeon is a fish that occurs only in Meadow Creek and a small creek that flows into Blakney Creek. This fish exists only in slow moving water that is achieved in part by the cumbungi and would be severely affected by fast flowing water.

Conservation scientists had recommended against removal of the cumbungi for these reasons.

Several members said there had been less cumbungi years ago and they believed this had contributed to less flooding.

- Council representation: the meeting strongly recommended that a suitable Council director join the Committee as had been the case previously. They had greatly contributed to the Committee's deliberations and to useful outcomes.

Simon agreed to pursue this issue.

7. Date of next meeting: Monday, 2 June 2025

The meeting closed at 5.25pm

AGENDA TOURISM AND ECONOMIC DEVELOPMENT S355 ADVISORY COMMITTEE
Meeting 3
4 April 2025

MINUTES

ORDER OF BUSINESS

1 ATTENDEES

Councillor S Reynolds, Councillor R Cameron, Councillor G Harris, Doug McIntyre, Josh Proudman, Cristy O'Sullivan, Kathleen Bowerman (ULSC) and Peter Mylonas.

Meeting Opened 3.08

2 APOLOGIES

Peter Fulton.

3 DECLARATIONS OF INTEREST

Nil

4 CONFIRMATION OF MINUTES

Minutes of the meeting held 23 January confirmed.

Moved: Josh Proudman

Second: Cllr Harris

5 CORRESPONDENCE

NIL

6 AGENDA ITEMS

- 6.1 Endorse the Tourism and Economic Development S355 Advisory Committee Charter and put to Council for acceptance.

Moved: Cristy O'Sullivan

Second: Cllr Harris

- 6.2 New members

Endorsed that Council place an Expression of interest and advertisement for 2 (two) new members to join the Tourism and Economic Development S355 Advisory Committee.

Moved: Cllr Reynolds

Second: Doug McIntyre

- 6.3 Guest Speaker – Peter Mylonas, Commercial Property Specialist will share his experience and knowledge on commercial / Industrial developments in our area.

Points:

- For city growth you need balance with some industrial land
- Council could sell some land for developing or develop it themselves

- The cost is a big negative for investors and if councils could offer some incentives that would be helpful, also simplifying the process with planning would be of benefit.
- Currently in Goulburn there is a glut in the market, people are pulling out of purchases and not taking up rentals, sale prices have also slightly dropped.
- Residential and Industrial should be kept separate with a designated industrial space away from residential areas.
- What is currently popular in Goulburn is small sheds for trades, storage, transport and bulky goods this is due to the easy access to the highway.

6.4 Guest Speaker – Olivia West - Regional Development Southern NSW (RDSNSW) will address the new direction of RDSNSW and emerging opportunities.
Olivia gave a presentation on RDSNSW and will share the draft presentation with the committee.

7 GENERAL BUSINESS

7.1 Business Newsletter.

Kathleen advised that a business newsletter has gone out to industry.

7.2 Economic Development Strategy.

Kathleen advised that the Economic Development Strategy is currently being written.

Cristy O'Sullivan noted that AMPYR is developing a Swallow Tail Battery project in or near Taralga.

Cristy O'Sullivan suggested looking at a regional flagship event for the Shire, and the possibility of accessing the Regional Event Fund.

Next meeting date: 3 July 2025

Meeting Closed: 5.15



TOURISM, AND ECONOMIC DEVELOPMENT S355 ADVISORY COMMITTEE CHARTER

Objective To provide advice and support to Council relating to Tourism and Economic Development, fostering sustainable growth and enhancing the region's economic vitality.

Role

- Act as an advisory general committee to Council, without executive powers.
- Advise Council on economic development including tourism within the Upper Lachlan Shire region.
- Foster partnerships to attract new businesses, investments, and jobs to the local area.
- Assist in overcoming challenges to support sustainable growth.
- Support funding bids, including opportunities from the NSW Government.
- Raise local community awareness of the economic and social value of tourism.
- Promote initiatives to grow the visitor economy sustainably and diversify economic opportunities.

Membership, Chairperson, and Voting Membership comprises:

- 3 Councillors (voting), with annual selection of the Committee Chairperson.
- 6 Community representatives (voting).
- Council Chief Executive Officer (or nominee) (non-voting), with Council staff and secretariat as required (non-voting).

Meetings

Meetings are to be held quarterly or as arranged, following Council's Section 355 Code of Meeting Practice.

Voting

Recommendations are made by consensus; no recommendation constitutes a Council motion or decision. Matters requiring consensus not achieved are referred to Council.

Quorum

A majority of voting Committee members constitutes a quorum at each meeting.

Legal Status

The Committee operates under Section 355 of the Local Government Act 1993.

Appointment of Members

Community members seeking appointment contact the Chief Executive Officer, who submits a report to Council for approval.

Term

The Committee membership is reviewed annually and after each Council election.

Removal and Dissolution

A member may be removed or replaced for non-attendance at three consecutive meetings or disorderly conduct. Council may dissolve the Committee at any time.

Conflicts of Interest

Members must declare conflicts of interest before relevant discussions, which shall be minuted.

Communication and Reporting

- Agendas circulated at least one week before meetings.
- Formal minutes produced in accordance with Council's Code of Meeting Practice, reported to Council meetings.
- Each member provided with Council's Code of Conduct, Section 355 Committee Policy, Section 355 Code of Meeting Practice, and other relevant policies.

17 NOTICES OF MOTION

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

18 QUESTIONS WITH NOTICE

The following item is submitted for consideration -

18.1	Question with Notice - Customer Service Management System	126
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Questions With Notice - 17 April 2025

ITEM 18.1

Question with Notice - Customer Service Management System

AUTHOR

Councillor Susan Reynolds

From Cllr Susan Reynolds

I Cllr Susan Reynolds request that the CEO report to Council on the progress on implementing an efficient and functioning CRM (Customer Relationship Management) system to capture incident reporting from constituents, acknowledge such reports, manage and escalate where appropriate within a defined time frame set within the CRM and report back to the complainant on a resolution or remedy to the issue raised.

Additionally, a summary report back to Council on the number of reported incidents and resolutions over a set period would provide transparency and lift confidence that ULSC is, indeed, listening and actioning reported issues.

Background

For several years, our residents have followed the recommended reporting protocol to highlight issues including storm water damage, hazardous roads, fallen trees that require removal, incomplete road works and many other issues of concern and have had little response from ULSC.

Whilst an automated acknowledgement of an incident is generated, at the time of registration, very little if any reporting is provided and in some cases over several months without resolution.

Could the CEO please explain why ULSC does not have an efficient, functioning system and if, indeed we have, why constituents are not being advised of resolutions or contingencies in a timely manner.

Comments from CEO

This is not a simple question to answer due to Council having more than one mechanism for reporting a customer request. This includes Snap Send Solve for infrastructure related requests, CRM, general emails, walk-ins and calls which may result in a CRM being created or an email being placed directly onto Councils electronic filing system (HPE Content Manager).

Since the introduction of the 'Customer Relationship Management' (CRM) system, Council has received more than eight thousand requests. These include online incident reports and requests submitted by rate payer through Council's website, and CRM records created by staff following calls from residence, or in-person walk-ins at our customers service centres.

Below is a summary of CRM requests received and processed over the last three years (2022 – 2025).

- Request submitted online 159
- Requests created by staff 2,140
- Request assigned by directorate:

Questions With Notice

QUESTION WITH NOTICE - CUSTOMER SERVICE MANAGEMENT SYSTEM cont'd

○ Infrastructure	1,481	
○ Environment & Planning	739	
○ Finance & Administration	15	
○ Other	64	
Total:	2,299	2299

A total of 1,531 requests were completed and closed during the period, of which only 364 requested a notification be sent by email once the issue is resolved.

Customers who submit a CRM online receive an acknowledgement email and their request is subsequently actioned by the relevant business areas. Most of these customers are usually satisfied when the incident is resolved even without a notification confirming the same.

Council does not automatically provide confirmation to residents that their CRM request has been actioned and finalised because of the following reasons:

1. Given the volume of requests that are processed through CRM, a requirement to report the completion of each incident to the resident who made the initial report would be a major burden on our staff and would almost certainly result in serious logistical challenges.

While notifying residents of the outcome of their request through CRM would be ideal, there are several mitigating factors that makes this an unrealistic expectation. These include the current configuration of the system, which requires significant amount of manual efforts, and limitation in staff numbers.

2. CRM requests vary in nature. Therefore, depending on the type of the request, and the efforts required to address the reported incident or task, the time to complete a CRM request also varies. This makes it challenging to notify residence of the resolution of their reported incident.
3. Due to resource constraints, Council has opted to prioritise the fixing of incidences reported by residents, and completion of planned work consistent with Council's delivery commitments. These priorities take up most of the available time and other related resources. Therefore, there are limited opportunities to notify residents of the outcome of reported incidents once they are completed.

It is acknowledged that Council may not be deriving the full range of benefits from the current CRM system. Therefore, further review of the CRM process will be required to identify gaps and inconsistencies in how it is used across the organisation, identify opportunities for improvements, and ensure that the full benefit of the system is realised. Such a review will require significant resources and due to limited capacity and operational priorities, this is unlikely to occur within the next 6 months.

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 Item 19.1 in confidential session for the reasons indicated:

Item 19.1 Weeds Actions Plan - Funding 2024/2025

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 item is submitted for consideration -

19.1 Weeds Actions Plan - Funding 2024/2025