



BUSINESS PAPER

ORDINARY MEETING

Thursday 15 May 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

9 May 2025

Councillors

Dear Members

Ordinary Meeting of Council

Notice is hereby given that the next Ordinary Meeting of Council will take place on **Thursday 15 May 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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Nil	

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 17 April 2025	12
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UPPER LACHLAN SHIRE COUNCIL
MINUTES OF THE
ORDINARY MEETING OF COUNCIL
HELD IN THE COUNCIL CHAMBERS
ON 17 APRIL 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 A Croke (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 13:30pm

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

Cr R Cameron declared a non-pecuniary interest in Item 16.1 Reports from Committees specifically to the Crookwell Art and District Gallery Committee as his wife is the secretary of the committee and will make a declaration, stay in the chamber, not participate in the debate and not vote.

SECTION 4: CITIZENSHIP CEREMONY

Nil

UPPER LACHLAN SHIRE COUNCIL
MINUTES OF THE
ORDINARY MEETING OF COUNCIL
HELD IN THE COUNCIL CHAMBERS
ON 17 APRIL 2025

SECTION 5: CONFIRMATION OF MINUTES

ITEM 5.1 **RESOLVED** by Cr Searl and Cr Reynolds
50/25

1. That the minutes of the Ordinary Council Meeting held on 20 March 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

SECTION 6: PRESENTATIONS TO COUNCIL/PUBLIC

Nil

SECTION 7: MAYORAL MINUTES

ITEM 7.1 **MAYORAL MINUTE**
51/25 **RESOLVED** by Mayor Culhane and Cr Searl

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

It was noted that Upper Lachlan Shire Council is a NSW Local Government Excellence Award's Finalist for Crookwell Aquatic and Visitor Information centre, in the Asset and Infrastructure – over \$1.5 million – Under 50K population category.

UPPER LACHLAN SHIRE COUNCIL
MINUTES OF THE
ORDINARY MEETING OF COUNCIL
HELD IN THE COUNCIL CHAMBERS
ON 17 APRIL 2025

SECTION 8: CORRESPONDENCE

ITEM 8.1 CORRESPONDENCE FOR THE MONTH OF APRIL 2025
52/25 RESOLVED by Cr Searl and Cr Peirce

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

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

- 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 9: LATE CORRESPONDENCE

Nil

SECTION 10: INFORMATION ONLY

ITEM 10.1 DEVELOPMENT STATISTICS REPORT
53/25 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

UPPER LACHLAN SHIRE COUNCIL
MINUTES OF THE
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ON 17 APRIL 2025

ITEM 10.2 BIOSECURITY REPORT

54/25 RESOLVED by Cr Searl and Cr Peirce

1. Council receive and note the 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
T Yallouris

Councillors who voted against:- Nil

ITEM 10.3-10.8 INFORMATION ONLY REPORTS

55/25 RESOLVED by Cr Searl and Cr Harris

1. Council receive and note reports 10.3-10.8 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
T Yallouris

Councillors who voted against:- Nil

REPORTS FROM STAFF AND STANDING COMMITTEES

SECTION 11: ENVIRONMENT AND PLANNING

Nil

SECTION 12: INFRASTRUCTURE DEPARTMENT

Nil

UPPER LACHLAN SHIRE COUNCIL
MINUTES OF THE
ORDINARY MEETING OF COUNCIL
HELD IN THE COUNCIL CHAMBERS
ON 17 APRIL 2025

SECTION 13: FINANCE AND ADMINISTRATION

ITEM 13.1 INTEGRATED PLANNING AND REPORTING - DRAFT PLANS FOR PUBLIC EXHIBITION

56/25 **RESOLVED** by Cr Peirce and Cr Searl

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 Tuesday 22 April 2025 to Friday 30 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.

- 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
MINUTES OF THE
ORDINARY MEETING OF COUNCIL
HELD IN THE COUNCIL CHAMBERS
ON 17 APRIL 2025

ITEM 13.2 **REVIEW OF THE SECTION 356 FINANCIAL ASSISTANCE POLICY**
57/25 **RESOLVED** by Cr Searl and Cr Flanagan

1. Council adopts the reviewed Section 356 Financial Assistance 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

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

UPPER LACHLAN SHIRE COUNCIL
MINUTES OF THE
ORDINARY MEETING OF COUNCIL
HELD IN THE COUNCIL CHAMBERS
ON 17 APRIL 2025

SECTION 14: CHIEF EXECUTIVE OFFICER

ITEM 14.1 COUNCIL MOTION TO CANBERRA REGION JOINT ORGANISATION (CRJO) FOR ENHANCING COMMUNITY ENGAGEMENT IN STATE SIGNIFICANT DEVELOPMENTS OBJECTIVE

58/25 **RESOLVED** by Cr Peirce and Cr Meggitt

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.

- 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

UPPER LACHLAN SHIRE COUNCIL
MINUTES OF THE
ORDINARY MEETING OF COUNCIL
HELD IN THE COUNCIL CHAMBERS
ON 17 APRIL 2025

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

**ITEM 16.1 REPORTS FROM COMMITTEES FOR THE MONTHS OF
FEBRUARY AND MARCH**

59/25 RESOLVED by Cr Searl and Cr Flanagan

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.

- 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

60/25 RESOLVED by Cr Harris and Cr Meggitt that -

1. Council resolve to accept the Tourism and Economic Development s355 Advisory Committee charter.
2. Council place on advertisement an Expression of interest for two new members to join and fill the vacancies the Tourism and Economic Development s355 Advisory Committee.

- 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
MINUTES OF THE
ORDINARY MEETING OF COUNCIL
HELD IN THE COUNCIL CHAMBERS
ON 17 APRIL 2025

SECTION 17: NOTICES OF MOTION

Nil

SECTION 18: QUESTIONS WITH NOTICE

ITEM 18.1 QUESTION WITH NOTICE - CUSTOMER SERVICE MANAGEMENT SYSTEM

Refer to the business paper for 17 April 2025 Council Meeting for the CEO's comments.

CLOSED COUNCIL ITEMS

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

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

61/25 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(2d(i)) as outlined above.
3. That the report relevant to the subject business be withheld from access to the media and public as required by section 11(2) of the Local Government Act, 1993.

- CARRIED

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
MINUTES OF THE
ORDINARY MEETING OF COUNCIL
HELD IN THE COUNCIL CHAMBERS
ON 17 APRIL 2025

Council closed its meeting at 15:13pm and the public, staff and press left the chambers and live streaming ceased.

62/25 **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
T Yallouris

Councillors who voted against:- Nil

Open Council resumed at 15:32pm 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 WEEDS ACTIONS PLAN - FUNDING 2024/2025

63/25 **RESOLVED** by Cr Peirce and Cr Flanagan

1. Council receive and note the 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
T Yallouris

Councillors who voted against:- Nil

A motion was moved by Cr Culhane that Council advocate through Country Mayors Association, and the Canberra Region Joint Organisation to lobby the State Government for funding to not be cut to Councils for the NSW Weeds Action program.

UPPER LACHLAN SHIRE COUNCIL
MINUTES OF THE
ORDINARY MEETING OF COUNCIL
HELD IN THE COUNCIL CHAMBERS
ON 17 APRIL 2025

On being put the meeting the motion was carried.

64/25

RESOLVED by Cr Cuhane and Cr Searl that -

1. Council advocate through Country Mayors Association, Canberra Region Joint Organisation to lobby the State Government for funding to not be cut to Councils for the NSW Weeds Action program.

- CARRIED

Councillors who voted for:-

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

Councillors who voted against:- Nil

Cr Susan Reynolds left the meeting, the time being 15:30pm and did not return.

THE MEETING CLOSED AT 15:35pm

Minutes confirmed 15 MAY 2025

.....
Mayor

7 MAYORAL MINUTES

The following item is submitted for consideration -

7.1	Mayoral Minute	24
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Mayoral Minutes - 15 May 2025

ITEM 7.1 Mayoral Minute

FILE REFERENCE I25/113

April 2025

23 April 2025	Radio Interview
25 April 2025	ANZAC Commemorative Services
29 April 2025	CRJO – Mayors MS Teams Meeting
30 April 2025	Radio Interview

May 2025

1 May 2025	CRJO - Meeting of Mayors with Minister Sharpe - Transgrid HumeLink project and community benefit-sharing
7 May 2025	Radio Interview
8 May 2025	Veolia Grant Presentation Country Mayors Cocktail event with Minister Ben Franklin
9 May 2025	Country Mayors Association Meeting with CEO – Sydney
14 May 2025	Meeting with CEO and constituents
15 May 2025	Council Meeting

8 CORRESPONDENCE

The following item is submitted for consideration -

8.1	Correspondence for the month of May 2025	26
-----	--	----

Correspondence - 15 May 2025

ITEM 8.1

Correspondence for the month of May 2025

RECOMMENDATION:

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

1. Office of Local Government - Circular 25-07 – Misuse of council resources – 3 May Federal Election.
2. Office of Local Government - Circular 25-08 - Local Government Code of Accounting Practice and Financial Reporting 2024/2025.
3. Office of Local Government - Circular 25-09 – Public Spaces (Unattended Property) Act 2021 Evaluation 2025.
4. Canberra Region Joint Organisation - Response to correspondence received 22 April 2025 RE: state significant developments advocacy.

ATTACHMENTS

1. ↓	OLG - Circular 25-07 - Misuse of council resources - 3 May Federal Election	Attachment
2. ↓	Office of Local Government - Circular 25-08 - Local Government Code of Accounting Practice and Financial Reporting 2024 / 2025	Attachment
3. ↓	OLG - Circular 25-09 - Public Spaces (Unattended Property) Act 2021	Attachment
4. ↓	Canberra Region Joint Organisation - Response to ULSC correspondence received 22 April 2025 re state significant developments advocacy - 24 April 2025	Attachment

Department of Planning, Housing and Infrastructure
Office of Local Government



Circular to Councils

Subject	Misuse of council resources – 3 May 2025 Federal election
Circular Details	Circular No 25-07 / 15 April 2025 / A947232
Previous Circular	22-11 Misuse of Council Resources – May 2022 Federal Election
Who should read this	Councillors / General Managers / All council staff
Contact	Council Governance team / 02 4428 4100 / olg@olg.nsw.gov.au
Action required	Information / Council to implement

What's new or changing?

- In the lead up to the Federal election on 3 May 2025, councillors, council staff, and other council officials should be aware of and comply with their obligations under the Model Code of Conduct for Local Councils in NSW (the Model Code of Conduct) in relation to the use of council resources.

What will this mean for council?

- It is important that the community has confidence that council property and resources are only used for official purposes.
- Councils are encouraged to ensure that councillors, council staff, and other council officials are aware of their obligations regarding the use of council resources.

Key points

- The Model Code of Conduct states that council officials must not:
 - use council resources (including council staff), property or facilities for the purpose of assisting their election campaign or the election campaign of others unless the resources, property or facilities are otherwise available for use or hire by the public and any publicly advertised fee is paid for the use of the resources, property or facility.

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



- use council letterhead, council crests, council email or social media or other information that could give the appearance it is official council material for the purpose of assisting their election campaign or the election campaign of others.
- These obligations apply to all election campaigns including council, State and Federal election campaigns.
- Councils should also ensure that they exercise any regulatory powers in relation to election activities such as election signage in an impartial and even-handed way and in accordance with established procedures and practices.
- Failure to comply with these requirements may result in disciplinary action under the code of conduct.

Where to go for further information

- For more information, contact the Office of Local Government's Council Governance team on 02 4428 4100 or via olg@olg.nsw.gov.au.

A blue ink signature of Brett Whitworth.

Brett Whitworth
Deputy Secretary
Office of Local Government

Department of Planning, Housing and Infrastructure
Office of Local Government



Circular to Councils

Subject/title	Local Government Code of Accounting Practice and Financial Reporting 2024/25
Circular Details	Circular No 25-08 / 15 April 2025 / A944963
Who should read this	General Managers / Joint Organisation (JO) Executive Officers / Financial accounting business areas
Contact	Policy Team / 4428 4100 / code@olg.nsw.gov.au
Action required	Council / JOs to implement

What's new or changing?

- The final Code of Accounting Practice and Financial Reporting (Code) is available to guide the preparation of councils' 2024/25 financial statements.
- A JO supplement to the Code is also available for preparing JO 2024/25 financial statements.

What will this mean for council/JO?

- The Code must be used by councils and JOs to prepare their annual financial statements in accordance with the *Local Government Act 1993* (LG Act) and the Local Government (General) Regulation 2021.

Key points

- The Code has been prepared in accordance with the LG Act, the Australian Accounting Standards and other requirements.
- The JO supplement to the Code supports the preparation of JO financial statements.
- Councils and JOs should carefully review the key changes in this year's Code, which are highlighted in yellow and are also detailed within the Summary of Key Changes to the Code 2024/25.
- Notable changes include:
 - A subheading separating depreciation has been included to show results prior

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



to depreciation, amortization and impairment on the Income Statement.

- Performance indicators have been removed from the 2024/25 Code while they are under review. Please note, OLG will continue to collect and report ratios using data from the Financial Data Return (FDR). Councils may still include these ratios in their annual reports provided they use the existing methodology. In 2025, OLG will consult with councils as part of the performance ratio review process.
- The Code has been developed in consultation with the Code Working Group, which involves key stakeholders, including a range of council representatives, Local Government NSW, the NSW Audit Office, and external auditors.

Expressions of interest

- Expressions of Interest are now sought from council financial professionals to join the annual Code Working Group to provide technical input on accounting issues for the 2025/26 Code update.
- The expected commitment schedule is:
 - an initial discussion session (up to 3 hours) in July to address feedback on the existing Code and discuss proposed refinements;
 - a follow-up commentary window (4-6 weeks) in September/October to provide feedback on a draft Code update; and
 - a final meeting (3 hours) in November to confirm final changes and suggestions. Please note that these dates are provisional and subject to confirmation.
- Council financial professionals interested in joining the Code Working Group and have the capacity and technical expertise to participate are encouraged to email code@olg.nsw.gov.au by **COB 30 May 2025**. Final membership of the group will be determined by OLG.

Where to go for further information

The 2024/25 Code is available on the Office of Local Government (OLG) website and includes the:

- General Purpose Financial Statements (Section 1)
- Joint Organisations Supplement (Section 2)
- Special Purpose Financial Statements (Section 3)
- Special Schedules (section 4)



- Appendices (Section 5)
- Summary of Key Changes to the Code 2024/25

OLG's Accounting Practice page can be found here:

<https://www.olg.nsw.gov.au/councils/council-finance/financial-reporting/local-government-code-of-accounting-practice-and-financialreporting/>.

OLG also provides a range of finance and accounting training videos, slides, template documents and guidance material on the 'Accounting Guidance' tab of the Council Portal, including webinars for a range of audience including councillors, general managers and finance staff.

A blue ink signature of Brett Whitworth.

Brett Whitworth
Deputy Secretary
Office of Local Government

Department of Planning, Housing and Infrastructure
Office of Local Government



Circular to Councils

Subject/title	PSUP Evaluation 2025
Circular Details	Circular No 25-09 / 16 April 2025 / A955489
Previous Circular	<p><u>23-14 Public Spaces (Unattended Property) Act 2021 – Commencement of Special arrangements for stock animals in emergencies</u></p> <p><u>22-31 Commencement of the Public Spaces (Unattended Property) Act 2021.</u></p>
Who should read this	Councillors / General Managers / Regulatory and Public Space management staff
Contact	Sector Policy and Frameworks Team / 02 4428 4100 / olg@olg.nsw.gov.au
Action required	Response to OLG

What's new or changing?

- The Office of Local Government (OLG) is evaluating the *Public Spaces (Unattended Property) Act 2021* and the Public Spaces (Unattended Property) Regulation 2022 (PSUP laws) to assess:
 - the effectiveness of the laws in meeting their objectives
 - the effectiveness of the implementation of the new laws.

What will this mean for council?

- Councils, other public land managers, industry stakeholders and members of the public are invited to provide feedback on the questions posed in the evaluation survey by **Friday, 13 June 2025**.
- Feedback received will be considered by OLG to inform the identification of short-term or longer-term improvements or additions to tools, activities, or regulation needed to improve operation of the PSUP laws.

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Key points

- The PSUP laws commenced on 1 November 2022 to help keep our public places safe, accessible, and enjoyable for communities in NSW, now and into the future.
- The laws place the responsibility on property owners to collect items such as bikes, trolleys, vehicles, and animals left in public spaces.
- Councils and other authorities have the power to take a risk-based approach to move or remove unattended property from public spaces, direct owners to collect their property, and issue fines.
- After 2 years of implementing the laws, it's important to ensure that unattended property can be appropriately dealt with to keep public spaces safe and enjoyable.
- OLG is seeking feedback from community, operators, councils and other public land management authorities to evaluate the effectiveness of the PSUP laws since they commenced.
- The evaluation will carefully consider where the laws are working well, any key concerns with the laws, and what measures may be taken to support effective implementation into the future.
- Key issues such as timeframes and definitions in the laws, powers available to authorities and their use, and the nature and impact of offences and penalties, will be addressed.
- Outcomes of the evaluation will include identification of short-term or longer-term improvements or additions to tools, activities, or regulation needed to improve operation of the PSUP laws.

Where to go for further information

- Further information on the evaluation, including access to the online survey and an editable submission form, is available on OLG's website – <https://www.olg.nsw.gov.au/public/about-councils/laws-and-regulations/public-spaces-unattended-property-act-2021/>, or by contacting the Sector Policy and Frameworks team on 02 4428 4100 or via email at unattendedproperty@olg.nsw.gov.au.

A handwritten signature in blue ink, appearing to read 'Erica van den Honert'.

Erica van den Honert
Executive Director, Sector Delivery
Office of Local Government



Canberra Region Joint Organisation
PO Box 66
Queanbeyan NSW 2620

257 Crawford Street
Queanbeyan NSW 2620
e mail@crjo.nsw.gov.au
w www.crjo.nsw.gov.au
abn 61 660 347 069

24 April 2025

Alex Waldron
Chief Executive Officer
Upper Lachlan Shire Council
P O Box 42
GUNNING NSW 2581

By email: Alex.Waldron@upperlachlan.nsw.gov.au

Dear Alex,

Re: CRJO advocacy to enhance community engagement in state significant developments objective

I write in response to your letter received 22 April 2025 following Upper Lachlan Shire Council meeting of 17 April 2025 where it was resolved that council write to the Canberra Region Joint Organisation (CRJO) seeking advocacy to enhance community engagement in state significant developments objective.

I note that your request was for CRJO to propose that the NSW Government imposes more stringent, localised community engagement requirements for high impact state significant developments, particularly those relating to energy production and generation; creates an online repository to house key information on current state significant development applications, including environmental reports, economic impact assessments and community consultation records; maintains a centralised online repository available to councils containing records of all existing contracts and variations between the NSW Government and energy companies, including commissioning dates of wind turbines, expected lifecycle duration and assurances, bonds, and caveats associated with decommissioning obligations.

In response to this request, I have written to the relevant minister, The Hon. Penny Sharpe, Minister for Energy, inviting her to attend CRJO's upcoming board meeting to be held at NSW Parliament House on 5 June 2025 to discuss these matters (summarised) and other matters. I enclose the invitation letter for your information.

If the minister accepts the invitation, your mayor will have the opportunity to raise your councils' requests directly with the minister. If the minister does not accept, it is expected that a written response to the invitation letter and the matters it raises will be received in due course which I will forward to you for your council's information.

I have arranged for your letter and my response to be tabled as correspondence at the upcoming CRJO General Managers Advisory Group meeting on 16 May 2025.

Sincerely,



Sharon Houlihan
Executive Officer
Canberra Region Joint Organisation

Enclosed: CRJO Board Invitation Letter The Hon. Penny Sharpe MLC 20250423

10 INFORMATION ONLY

The following items are submitted for consideration -

10.1	Development Statistics Report	38
10.2	Investments for the month of April 2025	45
10.3	Bank Balance and Reconciliation	49
10.4	Rates and Charges Outstanding for the month of April 2025	50
10.5	Library Services 3rd Quarter Report 2024/2025	52
10.6	Action Summary - Council Decisions	58

Information Only - 15 May 2025

ITEM 10.1 **Development Statistics Report**

FILE REFERENCE **I25/108**

AUTHOR **Manager Planning and Regulatory Services**

ISSUE

This report provides Council with an overview of the development application consents that have occurred in the period of 1 April 2025 to 30 April 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 April 2025 to 30 April 2025.

REPORT

This report provides Council with an overview of the development control activities that have occurred in the period of 1 April 2025 to 30 April 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 contains an additional component this month detailing the NSW Planning Ministers Expectations for Upper Lachlan Shire Council and how Upper Lachlan Shire Council is tracking in relation to the Ministers Expectations.

As outlined in the below tables, Upper Lachlan Shire Council for the 2024/2025 reporting period is currently not meeting the Ministers Expectations. However, as identified in the March 2025 reporting period, Council achieved the expectation of 115 days for 92% of applications determined. In addition to this, Council only has one application that exceeds the ministers' expectations and remains undetermined. It is therefore Council Staffs intention to be meeting the Ministers Expectation by the end of June 2025.

Information Only
DEVELOPMENT STATISTICS REPORT cont'd

Applications Meeting Planning Ministers Expectation- F/Y 2024/2025

Council name	Expectation days ^A	Average assessment days	Number of applications assessed	Number of applications meeting expectation ^A	% of applications meeting expectation ^A	Total development cost
Upper Lachlan	115	141	79	38	48%	\$24,588,092
Total	115	141	79	38	48%	\$24,588,092

Applications Meeting Planning Ministers Expectation - March 2025

Council name	Expectation days ^A	Average assessment days	Number of applications assessed	Number of applications meeting expectation ^A	% of applications meeting expectation ^A	Total development cost
Upper Lachlan	115	58	12	11	92%	\$5,559,690
Total	115	58	12	11	92%	\$5,559,690

Development Applications

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

Outstanding Development/Planning Applications

Lodged since 1/01/2023 - 30/04/2025

Application Number	Submitted	Address	Proposal	Status	Net Days
--------------------	-----------	---------	----------	--------	----------

Development Application

10/2018/35/3	13 May 2024	56 Yass Street GUNNING	Modification	Request for Information	22
10/2023/286/1	25 Jan 2024	McDonald Street CROOKWELL	Proposed subdivision to create 50 residential lots and a drainage	Request for Information	233
10/2024/24/1	11 Apr 2024	14 Peelwood Road LAGGAN	Change of Use Church to Dwelling house	Request for Information	44
10/2025/6/1	14 Jan 2025	Hay Street CROOKWELL	Development application for construction of a 12m x 7m shed and	Under Assessment	39

Information Only
DEVELOPMENT STATISTICS REPORT cont'd

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	6
10/2025/22/1	03 Mar 2025	1752 Wheeo Road LOST RIVER	Alterations and additions to an existing dwelling house	Under Assessment	29
10/2025/23/1	04 Mar 2025	3750 Range Road GRABBen GULLEN	Alterations and Additions	Under Assessment	27
10/2025/25/1	25 Mar 2025	50 Biala Street GUNNING	Torrens Title Subdivision of the existing site into two (2) lots,	Under Assessment	35
10/2025/29/1	17 Mar 2025	244 Alps Road BIGGA	Proposed 3 Bedroom Manufactured Dwelling, AWTS & Rainwater Tank	Request for Information	29
10/2025/33/1	10 Apr 2025	6 O'Sullivan Street COLLECTOR	Change of Use from Commerical office to Residential dwelling.	Under Assessment	4
10/2025/34/1	09 Apr 2025	Yass Street GUNNING	Garage to be used for parking.	Under Assessment	19

Total Applications: 11

Determined Development/Planning Applications

Determined from 1/04/2025 to 30/04/2025

Application Number	Date Submitted	Address	Proposal	Determination
--------------------	----------------	---------	----------	---------------

Development Applications

10/2023/280/1	22 Jan 2024	2469 Range Road BANNISTER	New single-storey dwelling with pool and associated ancillary	Approved by Delegation
10/2024/17/3	01 Apr 2025	335 Jerrawa Road JERRAWA	Swim Spa	Approved by Delegation
10/2024/32/1	19 Jul 2024	Macarthur Street TARALGA	Subdivision of the existing single torrens title lot into 8 torrens	Withdrawn

Information Only
DEVELOPMENT STATISTICS REPORT cont'd

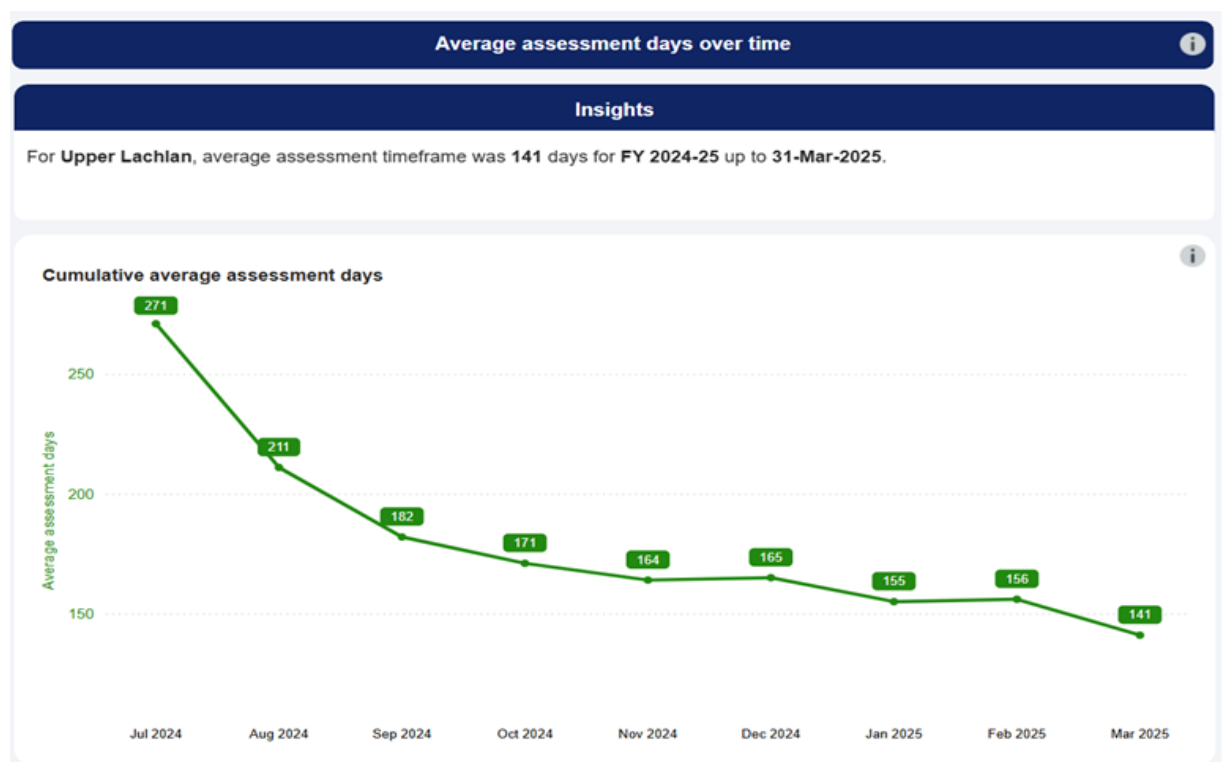
10/2024/66/2	02 Mar 2025	2643 Towrang Road BIG HILL	Modification	Approved by Delegation
10/2025/20/1	10 Feb 2025	22 Graham Crescent CROOKWELL	New single dwelling	Approved by Delegation
10/2023/247/1	05 Jan 2024	58 Newfoundland Road TARALGA	Farm Stay - 2 x 3 Bedroom Units	Approved by Delegation
10/2023/265/1	20 Nov 2023	Saxby Lane GUNNING	Development for the purpose of change of use	Approved by Delegation
10/2024/52/1	04 Sep 2024	2 Scabben Flats Road TARALGA	Alterations and additions to an existing dwelling	Approved by Delegation
10/2025/16/1	31 Jan 2025	95 Streamville Road GRABINE	The proposed development is a single level 2-bedroom residence	Approved by Delegation
10/2025/27/1	26 Mar 2025	8 Nicholson Circuit CROOKWELL	Steel frame shed	Approved by Delegation
10/2025/11/1	22 Jan 2025	42 Biala Street GUNNING	Demolition and New Single Storey Dwelling	Approved by Delegation
10/2025/12/1	22 Jan 2025	6397 Taralga Road CURRAWHEELA	Proposed 2 Lot Rural Subdivision for Agricultural Purposes	Approved by Delegation
10/2025/18/1	04 Feb 2025	3 Grogan Place GUNNING	Detached Steel Framed Shed	Returned
10/2025/19/1	NA	Kialla Road CROOKWELL 46A Kialla Road CROOKWELL	Demolition of Existing buildings and Proposed Thirty-Nine (39) Lot Subdivision.	Withdrawn
10/2025/28/1	13 Mar 2025	9-13 Biala Street GUNNING	Refurbishment of existng premises to accommodate cheese making	Approved by Delegation

Information Only
DEVELOPMENT STATISTICS REPORT cont'd

10/2025/30/1	NA	51 Emmerton Drive GREENWICH PARK	Conversion of general storage shed into Accommodation	Returned
10/2025/32/1	NA	161 Strathaird Lane TARALGA	Construction of a class 1a dwelling and a class 10a garage	Returned
10/2025/35/1	NA	190 Greenridge Road CURRAWHEELA	Proposed conversion of an existing shed into a rural dwelling house	Returned
10/2025/36/1	NA	4 Carrington Street CROOKWELL	Demolish existing shed and build new shed	Returned

Total Applications: 19

Figure 1: Average Assessment Days (July 2024 to March 2025)



Information Only
DEVELOPMENT STATISTICS REPORT cont'd

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

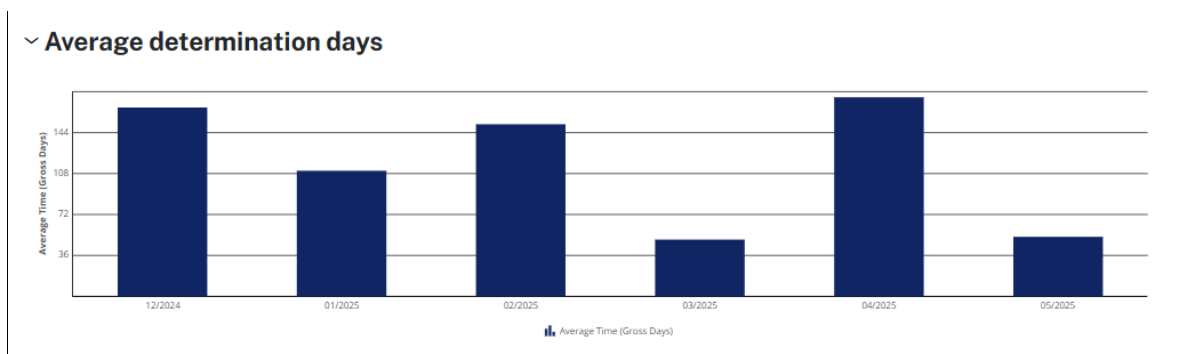


Figure 3. Application Status (December 2024 to Present)

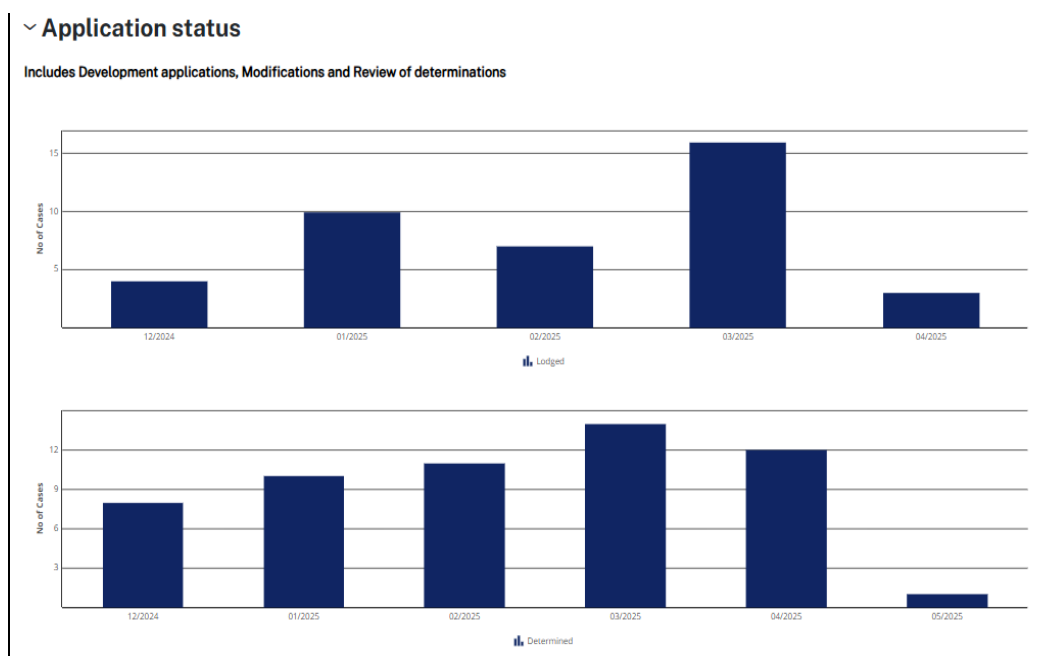
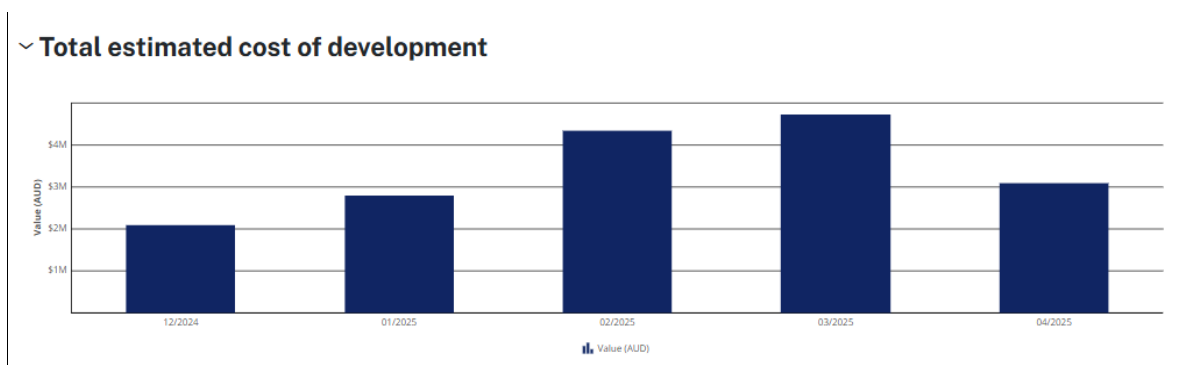


Figure 4. Total Estimated Cost of Development (December 2024 to Present)



Information Only

DEVELOPMENT STATISTICS REPORT cont'd

RECOMMENDATION That -

1. Council receives and notes the report as information.

ATTACHMENTS

Nil

Information Only - 15 May 2025

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

FILE REFERENCE **I25/101**

AUTHOR **Director of Finance and Administration**

ISSUE

Council Investment Portfolio Register as at 30 April 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 30 April 2025

Investment Institution	Type	Investment Face Value	Interest Rate	Term Days	Maturity Date	Interest Due
CBA	Call	\$300,000	0.25%	31	30-04-25	\$61.64
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
Bendigo Bank	TD	\$1,000,000	4.25%	70	18-06-25	\$8,150.68
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
Bank of Qld	TD	\$1,000,000	4.50%	84	09-07-25	\$10,356.16

Information Only**INVESTMENTS FOR THE MONTH OF APRIL 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
IMB	TD	\$1,000,000	4.50%	84	16-07-25	\$10,356.16
IMB	TD	\$1,000,000	4.45%	84	23-07-25	\$10,241.10
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	4.65%	259	17-12-25	\$32,995.90
NAB	TD	\$1,000,000	4.80%	362	28-01-26	\$47,605.48
		\$28,300,000				\$796,580.82

COUNCIL INVESTMENT PERFORMANCE: -**BUDGET COMPARISON TO 30 APRIL 2025**

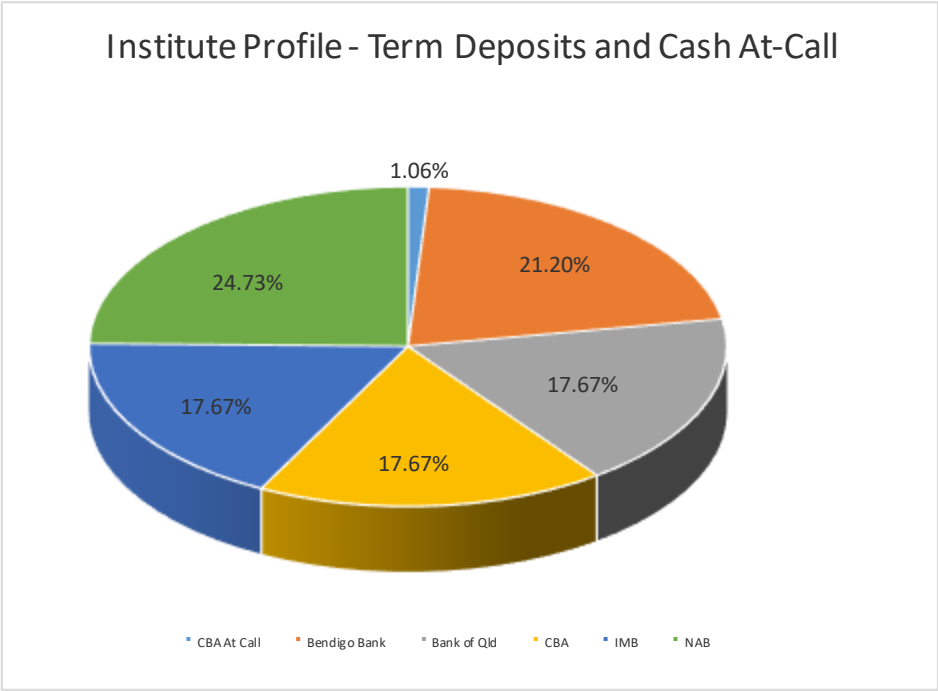
Interest on Investments Received YTD	\$1,230,607.36
Annual budgeted amount for all funds	\$1,401,139.00
Percentage of Interest Received YTD	87.83%
Percentage of Year Elapsed	83.29%
Average market interest rate (90 day BBSW)	4.11%
Average return on all investments	4.79%

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

FINANCIAL INSTITUTION INVESTMENTS PROFILE AS AT 30 APRIL 2025

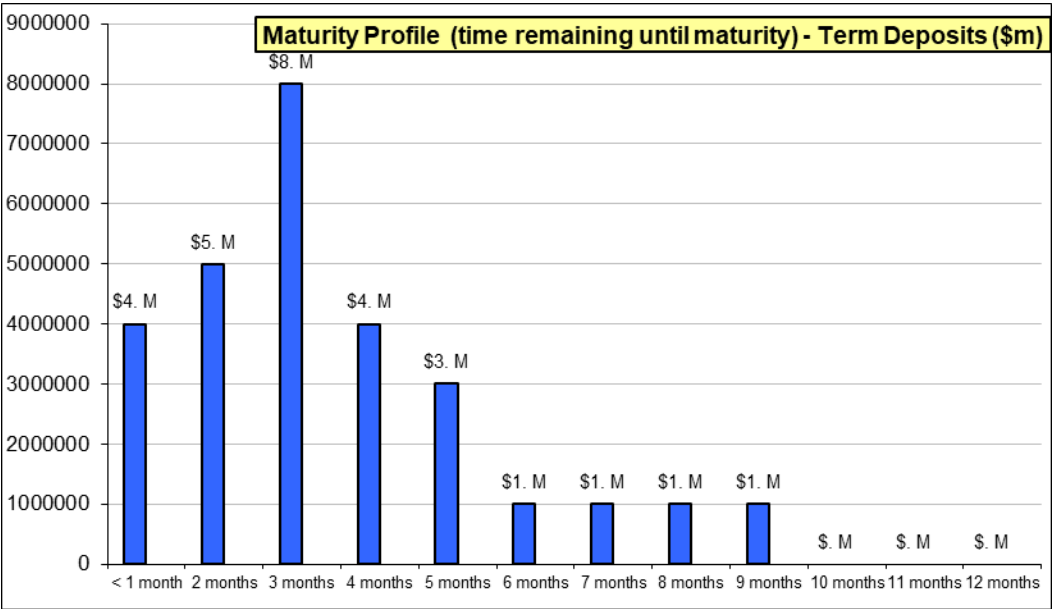
The following chart shows the current distribution of Council's investment portfolio between the authorised financial institutions used. The current distribution of funds between institutions complies with Council's Investment Policy which states:-

“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 30 APRIL 2025

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



SUMMARY OF AVAILABLE CASH AT 30 APRIL 2025

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

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

General Fund Reserves	\$	13,639,830
Water Supply Fund Reserves	\$	3,937,838
Sewerage Fund Reserves	\$	7,708,633
Domestic Waste Management Fund Reserves	\$	2,829,148
Trust Fund Reserves	\$	184,551

POLICY IMPACT

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

OPTIONS

Nil

FINANCIAL IMPACT OF RECOMMENDATIONS

Nil

RECOMMENDATION That -

1. Council receive and note the report as information.

ATTACHMENTS

Nil

Information Only - 15 May 2025

ITEM 10.3 **Bank Balance and Reconciliation**

FILE REFERENCE **I25/102**

AUTHOR **Director of Finance and Administration**

ISSUE

Statement of Bank Balance and Reconciliation as at 30 April 2025.

RECOMMENDATION That -

1. Council receive and note the report as information.

BACKGROUND

Nil

REPORT

STATEMENT OF BANK BALANCE & RECONCILIATION

	\$
General Ledger Balance brought forward 31 March 2025	580,174.29
Add: Receipts for April 2025	2,941,218.87
	<u>3,521,393.16</u>
Deduct: Payments for April 2025	3,039,574.13
Balance as at 30 April 2025	<u>481,819.03</u>
Balance as per Bank Statement 30 April 2025	1,003,660.92
Add: Outstanding Deposits (less unrepresented Bank file transactions)	6,343.22
	<u>1,010,004.14</u>
Less: Unrepresented Cheques/ EFTs	528,185.11
Balance as at 30 April 2025	<u>481,819.03</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 - 15 May 2025

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

FILE REFERENCE **I25/103**

AUTHOR **Director of Finance and Administration**

ISSUE

Rates and Charges Outstanding Report to 30 April 2025.

RECOMMENDATION That -

1. Council receive and note the report as information.

BACKGROUND

A Summary report of the Rates and Charges outstanding at 30 April 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	30/04/2025	30/04/2024	30/04/2023
Total % Rates and Charges Outstanding	15.84%	16.57%	16.28%
Total \$ Amount Rates and Charges Outstanding	\$2.545 million	\$2.466 million	\$2.303 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 - April 30	Attachment
----------------------	--	------------

Rate Collection 2025 Year

Rating Categories	Levy Raised to date	Rates Received to 1 May 2025	Rates Outstanding to 1 May 2025	% Rates Outstanding 1 May 2025
Farmland	5,917,477.42	4,913,275.38	1,004,202.04	16.97%
Residential	1,634,277.27	1,315,295.10	318,982.17	19.52%
Rural Residential	896,077.19	741,577.93	154,499.26	17.24%
Business	697,412.94	656,244.87	41,168.07	5.90%
Mining	2,258.39	1,693.86	564.53	25.00%
Water	1,374,487.00	1,118,793.79	255,693.21	18.60%
Sewerage	2,131,507.05	1,741,584.48	389,922.57	18.29%
Domestic & Comm Waste	1,777,884.69	1,456,775.90	321,108.79	18.06%
Rural Waste	954,428.18	791,963.89	162,464.29	17.02%
Storm Water	50,449.19	40,992.07	9,457.12	18.75%
**Arrears	627,662.45	525,863.43	101,799.02	16.22%
Credits		214,783.30	-214,783.30	
Overall Total Rates	16,063,921.77	13,518,844.00	2,545,077.77	15.84%

Prepared by-----

Date 2/5/2025

Authorised by-----

Date 2/5/2025

Z:\Rates\2024-2025\Recs\%oust_April 30 - 2025

Information Only - 15 May 2025

ITEM 10.5 **Library Services 3rd Quarter Report 2024/2025**

FILE REFERENCE **I25/106**

AUTHOR **Library Manager**

ISSUE

This report provides a summary of the activities in the Upper Lachlan Shire Council libraries for the 3rd Quarter 2024/2025 as at 31 March 2025.

RECOMMENDATION That -

1. Council receive and note the report as information.

BACKGROUND

Nil

LIBRARY USAGE:

	Crookwell	Gunning
Loans*	2,759	1,301
New Members	68	26
Internet Sessions	846	233
Wi-Fi Hours	1,369	423
Visitors	4,315	5,555
Hours open per week	31.5	19

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

OVERVIEW:

- This quarter the Library has provided activities around author talks, Library Lover's Day, Seniors Week, and the arts. We ran a new member drive, increasing membership significantly compared to the same period in previous years.

Feedback

- Library staff received positive feedback from the public this quarter, including:
 - "Love and appreciation for your service, help, understanding, conversations and wide range of books"
 - "Clare is so good with Read & Rhyme, we love it!"
 - "Thank you for your help – God bless"
 - "Your staff are very helpful"
 - "We have missed Lego club"
 - "I'm really loving our outings to the library, the kids just love the children area, it's such an inviting space"
 - "Thank you girls for always being so helpful with my Technology troubles and assisting me, I don't know where I would be without you"

- “The lovely library ladies are always helpful and offer me a chat when I need one”
- “I really love playing D&D. Thank you for running it”
- “I don’t know what I’d do without your help. I’d be lost!”
- “The author talk was so lovely, what an incredible woman”
- “Loving all the bright coloured displays”
- “This library is such a happy place to be, my children and I love being in the children’s area, reading and playing with the toys”
- “We are new to town, and lego club has been such a lovely way to meet new Mums and their kids”
- “Thanks for the fast internet”

EVENTS AND PROMOTION:

Online:

- The monthly Library email newsletter has continued this quarter, being sent to almost 1,500 people each month.
- The Library’s Facebook page was used to engage and inform members, with 167 posts on the page and local groups reaching more than 34,000 people on topics such as Library services and resources, new arrivals, events and activities, community engagement and outreach, and service interruptions.
- The Library continued to post to our Instagram page, with 33 posts made during the quarter reaching almost 600 people.
- The Library webpage displayed Recent Fiction, and New eBooks to Borrow from Home, as well as special displays on upcoming events and school holiday activities.

Crookwell and Gunning Libraries:

- The weekly Gunning Library Crafternoon continues to be popular, with 37 people attending during the quarter to take part in a structured program of craft activities, including papercraft, knitting, crochet, and watercolour painting.
- The monthly NBN Co. Digital Mentor visited both branches, and assisted seven people with technology queries.
- The monthly Crookwell Library’s Writer’s Group had eight people attend this quarter.
- During January and up to 14 February the Library ran a new member drive, with USB gifts and the possibility to win a hamper as incentives to sign up as a member of the Library. 63 new members signed up during this period, 74% more than signed up in the same period in the previous year.
- Both Libraries hosted a special craft activity for Library Lovers Day, making heart shaped lithophanes using the Library’s 3D printer. Five people took part at Crookwell, with four people at Gunning.
- As part of Seniors Week both Libraries ran sessions on using Ancestry.com. This session booked out, with five people attending at Gunning and three at Crookwell. The popularity of this topic suggests that we should re-run similar sessions later in the year.

Information Only

LIBRARY SERVICES 3RD QUARTER REPORT 2024/2025 cont'd

- Crookwell Library hosted Mandy McDonald to run a workshop on Cyanotype Printing. Eight people attended, with the majority booking in to future art-based workshops to be held in the coming months.
- Gunning Library ran an in-conversation talk with popular rural romance author Penelope Janu and facilitated by Gunning Library staff member Lesley. Despite poor weather on the day, 13 people attended and enjoyed the talk.
- Both libraries displayed new Library items in 'new book' displays throughout the Library, including on new face-out shelving. Gunning Library also had special displays on Christmas, Valentines Day, Library Lovers Day, Medieval, Blue and Easter.
- Promotional articles and columns were published in the Upper Lachlan Gazette, Upper Lachlan Library Service Facebook page, Council Website, Council's Facebook page, the Library email newsletter, and local school newsletters.

CHILDREN AND YOUNG PEOPLE:

- In this quarter 60 people attended Read and Rhyme at Gunning Library, with 42 people attending at Crookwell Library.
- At Gunning Library this quarter 27 people attended Sensory Storytime, with 16 people attending these activities at Crookwell Library.
- In this quarter 94 people attended the weekly Lego Club at Gunning Library, with 64 people attending Lego Club at Crookwell Library.
- Crookwell Library ran weekly Dungeons and Dragons sessions for teens and young adults with a total of 65 participants across the quarter.
- Both Libraries ran activities for the Summer school holidays:
 - Cactus Rock Pots at Crookwell, with 15 participants
 - Punch Needle Keyrings at Gunning, with 12 participants
 - Summer Craft Table with 20 participants at Crookwell and 18 participants at Gunning
 - Gem Art at Gunning, with four participants
 - Australian Animal Craft at Crookwell, with eight Participants
 - Australian Craft Table with 13 participants at Crookwell and eight participants at Gunning
- Staff visited Collector Hall to run a school holiday activity using solar powered robots. Five children attended this session.
- The Summer Reading Club finished at the end of January, with 26 participants at Crookwell, 21 participants at Gunning, and children reading 231 books
- The following schools either visited the Library or had a visit from Library staff to read a book on thinking creatively about boxes and making their own box from a net:
 - Bigga Public School

- Binda Public School
- Breadalbane Public School
- Crookwell Public School
- Laggan Public School
- SDN Preschool
- St Marys Primary School
- Taralga Public School

A total of 226 children engaged with the Library as part of these outreach visits. Additional schools will be visited in the new quarter.

COLLECTIONS, RESOURCES AND FACILITIES:

Collections

- Organised for the clean-up of the Library collection and removal of old eResource records in Spydus.
- DVDs were weeded at Gunning, and picture books and junior non-fiction at Crookwell.
- Shelf reading activities continued.

Resources

- Volunteers completed 65.5 hours of work in the Crookwell Library and 2.75 hours of work in Gunning Library, with a new volunteer starting at Crookwell. This quarter volunteers assisted with shelving, craft preparation, book covering, displays, assessing & sorting historical maps, and the reservation pick list.
- The quarterly staff meeting was held on 13 February.
- Staff completed training in Gale Statewide Databases, Supercharge Storytimes, and cybersecurity.
- Library staff were highlighted in the internal Council newsletter.
- Staff attended meetings on the Trove infrastructure renewal program, and the South East Zone regional Children and Youth working group.
- Crookwell Library hosted a year 10 work experience student from Crookwell High School starting on 31 March, continuing through to 11 April.
- In this quarter the Library Manager:
 - Attended Meetings
 - Attended monthly Managers meetings.
 - Attended monthly Senior Management and Exec Meetings.
 - Attended Crookwell Memorial Hall Committee meetings.
 - Attended the South East Zone library manager meeting.
 - Attended meetings relating to the Library Spydus system, and Trove cataloguing and resource sharing.
 - Managed Library Finances, Administration and Reporting
 - Managed and adjusted budgets.

Information Only

LIBRARY SERVICES 3RD QUARTER REPORT 2024/2025 cont'd

- Completed internal 2025/26 budget planning, including setting fees and charges.
- Liaised with Goulburn Mulwaree Library regarding charges and budget spending against different collections under the Service Level Agreement.
- Attended a webinar regarding the Gale database reporting update.
- Organised Programs and Outreach, and Promotions
 - Organised planning and promotion for the Library's regular programming in 2025.
 - Arranged for a monthly article in the Upper Lachlan Gazette about Library activities, in addition to the current monthly column.
 - Planned for special Library events, including author talks and craft activities.
 - Organised Outreach visits to primary schools in the Shire.
- Managed Library Systems and Technology
 - Liaised with Goulburn Mulwaree Library and the National Library of Australia regarding upcoming changes to the Trove resource sharing and metadata harvesting service, and automatic harvesting of ULSC Library records to the Australian National Bibliographic Database.
 - Followed up with Civica regarding minor system issues around eBook access and cash drawer kicking.
 - Organised for the setup of a new Spydus app, for easier access to the Library's resources.
- Managed WHS
 - Provided previously completed risk assessments for off-site Library activities to the Health and Safety Leader.
 - Followed up with the Health and Safety Leader to have all staff complete First Aid and CPR training.
 - Provided Library emergency evacuation procedures to the Health and Safety Leader.

Facilities

- Various IT issues were flagged for resolution across the period, including toner for MFDs, upgrades for Public PCs, network access, and scanning to email.
- Electrical upgrades were completed at the Memorial Hall to support the newly installed solar panels. These do not feed into the power supply used by the Library.
- The fire alarm system at Crookwell Library has been flagged for inspection and further maintenance.
- Various items at both Libraries were flagged for maintenance including illumination of emergency exit signs, plumbing issues, and removal of wasp nests.

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 - 15 May 2025

ITEM 10.6 **Action Summary - Council Decisions**

FILE REFERENCE **I25/98**

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	Currently with surveyors – ongoing process.
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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	Report to 15 May 2025 Council Meeting to resolve adoption of the Upper Lachlan Community Strategic Plan 2042.
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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.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	DEP	Ongoing process
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	finalise the making of the Upper Lachlan Environmental Plan 2010.		
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Council Meeting: 17 April 2025

56/25	<p>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:-</p> <ul style="list-style-type: none"> • Operational Plan 2025/2026; • Delivery Program 2025/2026 – 2028/2029; • Resource Strategy documents including:- <ul style="list-style-type: none"> - Long Term Financial Plan 2025 – 2034; - Infrastructure Plan 2025 – 2034; - Workforce Plan 2025/2026 – 2028/2029. <p>The public exhibition period commences Monday, 21 April 2025 to Friday, 30 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.</p>	DFA	Public Notice placed on Council website, publicised in local gazette and Facebook and hard copies in offices and libraries for public exhibition period.
57/25	<p>1. Council adopts the reviewed Section 356 Financial Assistance Policy.</p>	DFA	Placed on Council Website 22 April 2025..

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

58/25	<ol style="list-style-type: none"> 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; <ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> • Commissioning dates of wind turbines. • Expected lifecycle duration. • Assurances, bonds, and caveats associated with decommissioning obligations. 	CEO	Letter sent to CRJO on 22 April 2025.
60/25	<ol style="list-style-type: none"> 1. Council resolve to accept the Tourism and Economic Development s355 Advisory Committee charter. 2. Council place on advertisement an Expression of interest for two new members to join and fill the vacancies the Tourism and Economic Development s355 Advisory Committee 	CEO	<p>Council wrote to committee on 22 April 2025.</p> <p>Public exhibition for EOI shared on 20 April 2025.</p>

POLICY IMPACT

Nil

OPTIONS

Nil

Information Only

ACTION SUMMARY - COUNCIL DECISIONS cont'd

FINANCIAL IMPACT OF RECOMMENDATIONS

Nil

RECOMMENDATION That -

1. Council receive and note the report as information.

ATTACHMENTS

Nil

11 ENVIRONMENT AND PLANNING

The following item is submitted for consideration -

- 11.1 Transfer of Bore License from Council to Crookwell Golf Club

64

Environment and Planning - 15 May 2025

ITEM 11.1 **Transfer of Bore License from Council to Crookwell Golf Club**

FILE REFERENCE **I25/90**

AUTHOR **Manager Water, Waste and Sewer**

ISSUE

Groundwater Bore Licence located at Crookwell Golf Club (Lot 1 DP1312398).

RECOMMENDATION That -

1. Council transfers the licence and management responsibilities of the groundwater bore located on Lot 1 DP1312398 to the Crookwell Golf Club; and
2. Council be responsible for all costs associated with the transfer of the ground water bore licence to the Crookwell Golf Club.

BACKGROUND

In July 2023 the Natural Resources Access Regulator (NRAR) in conjunction with Council Officers completed an audit of specific ground water bores licenced to Council. The inspection program included the ground water bore utilised by the Crookwell Golf Club for irrigation purposes.

As a result of the audit the groundwater bore located at the Crookwell Golf Club is required to be upgraded to ensure compliance with the *Water Management Act 2000*.

REPORT

In December 2018, the NSW Government introduced a new non-urban water metering framework to ensure a fairer water management regime across the state. The new metering regulation requires water take to be metered and that meters are accurate, tamper-proof and auditable. The implementation of the new framework by the NSW Government was delayed due to the drought at that time.

An audit was completed by the Natural Resources Access Regulator (NRAR) of four (4) bores to which the new regulations apply including the bore located at the Crookwell Golf Club.

The location of the bore is shown in Figure 1 below.

Figure 1: Approximate location of the groundwater bore located on the Crookwell Golf Club.



The audit highlighted that all groundwater bores were in breach of s91B(1) of the *Water Management Act 2000*. To ensure that the groundwater bores comply the following works are required:

- Install an approved meter;
- Have the meter validated by a dual qualified person;
- Install a local intelligence device; and
- Install telemetry.

The groundwater bore located at the Crookwell Golf Club (Lot 1 DP1312398) is not used by council for drinking water supply, it is not connected to any council infrastructure and is solely used for irrigation by the golf course to top up the water storage dam.

If the groundwater bore was to be retained by Council, as the water supply authority, Council would be required to meet the monitoring requirements at an estimated cost of \$250.00 per annum and install upgraded infrastructure at a cost of approximately \$7,500.00.

As the Crookwell Golf Club is not classified as a local water utility and that the water is used for irrigation purposes no upgrade works to the groundwater bore are required. If the groundwater bore was transferred to the Crookwell Golf Club, the Golf Club would be responsible for all running costs (i.e. power), future renewals of the license and reporting on annual water usage.

The Council has been in discussions with members of the Crookwell Golf Club with confirmation that the Golf Club would be willing to take over the management responsibilities of the groundwater bore.

POLICY IMPACT

Council is required to resolve this matter to ensure compliance with the *Water Management Act 2000*.

OPTIONS

Option 1

Council retains the bore license and allocates funds to upgrade the bore to ensure it is compliant with Non-Urban Metering Rules. This would require a budget of \$7,500 to be incorporated into the 2025/26 Operational Plan.

Option 2

Council transfers the license to the Crookwell Golf Club and incur the cost associated with this process. The associated cost would be in the vicinity of \$250, and once completed the responsibility for the management of the bore and reporting requirements would sit with the Crookwell Golf Club.

FINANCIAL IMPACT OF RECOMMENDATIONS

As indicated in 'Options' above the Council will incur a cost regardless of which option is implemented.

RECOMMENDATION That -

1. Council transfers the licence and management responsibilities of the groundwater bore located on Lot 1 DP1312398 to the Crookwell Golf Club; and
2. Council be responsible for all costs associated with the transfer of the ground water bore licence to the Crookwell Golf Club.

ATTACHMENTS

Nil

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 - Adoption of Upper Lachlan Community Strategic Plan 2042	70
13.2	Quarterly Budget Review Statements - 3rd Quarter 2024/2025	89
13.3	Review of the Community Outreach Meetings Policy	143

Finance and Administration - 15 May 2025

ITEM 13.1 **Integrated Planning and Reporting - Adoption of Upper Lachlan Community Strategic Plan 2042**

FILE REFERENCE **I25/104**

AUTHOR **Director of Finance and Administration**

ISSUE

This reports recommends adopting the Upper Lachlan Community Strategic Plan 2042 after the period of public exhibition.

RECOMMENDATION That -

1. Council, in accordance with the Office of Local Government Integrated Planning and Reporting Guidelines and requirements of Section 402 and Sections 8A-8C, of the Local Government Act 1993, adopt the Upper Lachlan Community Strategic Plan 2042 after the public exhibition period.

BACKGROUND

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

The Upper Lachlan Community Strategic Plan 2042 (CSP) was a project undertaken collectively with ten participating member councils of the CRJO; including Bega Valley Shire Council, Eurobodalla Shire Council, Goulburn Mulwaree Council, Hilltops Council, Queanbeyan Palerang Regional Council, Snowy Monaro Regional Council, Snowy Valleys Council, Upper Lachlan Shire Council, Wingecaribee Shire Council and Yass Valley Council, and applied a regional lens to identify the region's challenges and opportunities.

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

A CSP is a plan that identifies the main priorities and aspirations for the future of the local government area. The CSP addresses the five strategic themes/pillars including: Our Infrastructure, Our Community, Our Environment, Our Economy and Our Civic Leadership.

REPORT

Projectura provided a presentation and overview to the newly elected Council at a workshop on 3 December 2024 explaining the process for delivery of the Community Strategic Plan (CSP) and community engagement report. The presentation outlined the community engagement process undertaken in February and March 2024.

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

The community consultation utilised in the development of the CSP in 2024 was extensive and included the following steps:-

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

The community engagement activities in Upper Lachlan LGA included:-

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

As reported to the 20 February 2025 Ordinary Meeting of Council, the Draft Upper Lachlan CSP 2042 was placed on public exhibition, for seven weeks, from 24 February to 14 April 2025 inclusive. The CSP was 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 and supported by media releases.

The community was invited to make public submissions to the CSP with all submissions to be considered by Council prior to adoption of the CSP. There was zero public submissions received.

The Upper Lachlan Community Strategic Plan 2042 is attached to this report and is recommended for adoption by Council in accordance with the Integrated Planning and Reporting Guidelines and Section 402, of the *Local Government Act 1993*.

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

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

POLICY IMPACT

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

OPTIONS

Nil

FINANCIAL IMPACT OF RECOMMENDATIONS

Nil

RECOMMENDATION That -

1. Council, in accordance with the Office of Local Government Integrated Planning and Reporting Guidelines and requirements of Section 402 and Sections 8A-8C, of the Local Government Act 1993, adopt the Upper Lachlan Community Strategic Plan 2042 after the public exhibition period.

ATTACHMENTS

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

Community Strategic Plan 2042

2025 Revision



Upper Lachlan Shire

Community Strategic Plan 2042

Acknowledgement of country

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

Contact Us

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

p (02) 4830 1000

e council@upperlachlan.nsw.gov.au

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Welcome

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

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

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

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

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

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

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

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

Upper Lachlan Shire

Community Strategic Plan 2042

Vision

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

Vision definitions

Sustainable communities

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

Our plan

About our plan

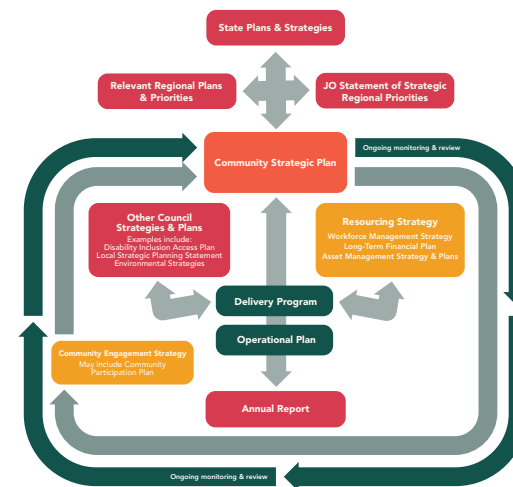
The Upper Lachlan Community Strategic Plan (CSP) is based on the aspirations and priorities of our community. Informed by community input, it sets out a long-term vision for the region to 2042 and identifies the key priorities and strategies for achieving this.

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

Integrated Planning & Reporting Framework

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

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



Upper Lachlan Shire

Our community

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

Total population
8,706

SEIFA index*
1,022

Top industries of employment

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

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

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

6
Aboriginal and Torres Strait Islanders

9
born overseas

4
speaking languages other than English at home

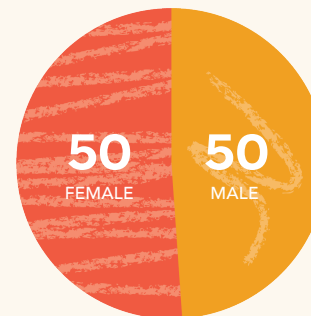


24
with an individual income less than \$400 per week



43
that completed higher education

55
that did not complete year 12



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



31
living by themselves

69
living in families



3
unemployed and looking for work

20
who volunteer

31
working part time

58
working full time



12
care for someone with a disability

6
have a disability



72
who own, or pay a mortgage on a house

24
who rent



71
who drove to work

5
who walked to work

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

Upper Lachlan Shire

Community Strategic Plan 2042

Community engagement

What we asked

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

How did you get involved

- Virtually – surveys.
- In conversation – discussion guides

Participation

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



Upper Lachlan Shire

Community engagement

What is important to you

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

Main challenges

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

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

Key priorities

People who took part in the engagement indicated they prioritise:

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



Council's role

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

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

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

Provide

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

Collaborate

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

Advocate

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

Sustainable Development Goals

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

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

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

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



Upper Lachlan Shire

Community Strategic Plan 2042

Plan

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

A. Our community

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

B. Our economy

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

C. Our environment

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

D. Our infrastructure

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

E. Our civic leadership

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

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



A. Our community

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

Related Sustainable Development Goals



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



Supporting documents, plans or strategies

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

Upper Lachlan Shire

Community Strategic Plan 2042

B. Our economy

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

Related Sustainable Development Goals



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



Supporting documents, plans or strategies

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

Upper Lachlan Shire

Community Strategic Plan 2042

C. Our environment

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

Related Sustainable Development Goals



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



Supporting documents, plans or strategies

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

D. Our infrastructure

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

Related Sustainable Development Goals



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



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

Supporting documents, plans or strategies

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

Upper Lachlan Shire

Community Strategic Plan 2042

E. Our civic leadership

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

Related Sustainable Development Goals



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



Supporting documents, plans or strategies

Customer Service Charter
Workforce Plan
Community Engagement Strategy

Upper Lachlan Shire

Community Strategic Plan 2042

Our progress

Working together

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

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

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

Review

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

Reporting

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

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

Measures

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



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

Upper Lachlan Shire

Community Strategic Plan 2042

Measure	Source	Baseline	Desired trend
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Our Economy

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

Environmental

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



 Towards
2042!

Measure	Source	Baseline	Desired trend
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Infrastructure

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

Civic leadership

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



Upper Lachlan Shire

Community Strategic Plan 2042

Acknowledgements

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

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

Finance and Administration - 15 May 2025

ITEM 13.2 **Quarterly Budget Review Statements - 3rd Quarter 2024/2025**

FILE REFERENCE **I25/105**

AUTHOR **Director of Finance and Administration**

ISSUE

A Financial Summary and Key Performance Indicators report for the 3rd Quarter Budget Review in 2024/2025 is provided for Council endorsement.

RECOMMENDATION That -

1. Council endorses the 3rd Quarter Budget Review Statements for 2024/2025 including revotes of income and expenditure to the Operational Plan; and
2. Council endorses the Operational Plan Performance Summary Report.

BACKGROUND

This report details the financial summary and Key Performance Indicators for the 3rd Quarter Budget Review in 2024/2025.

REPORT

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

The Income and Expenses Budget Review Statement provides an overview of Council operations for the 3rd Quarter of the 2024/2025 financial year. The following is a financial summary of the data as at 31 March 2025:-

1. Council has raised 67% of the operating budgeted income.
2. Council has expended 80% of the operating budgeted expenditure, (Note: this % includes actual expenditure and creditor commitments).
3. Capital grants and contributions income received is 23% of the revised budgeted capital income.
4. Council has expended 62% of the revised budgeted capital expenditure (Note: this % includes actual capital expenditure and creditor commitments) on asset acquisitions and renewals.

Budget Revotes

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

Since Council adopted the original budget, there are operational budget net revotes decline in operational result projection for the 1st Quarter totalling \$407,735. In the 2nd Quarter there are budget net revotes decline in operational result of \$260,641. In the 3rd Quarter there are budget net revotes decline in the operational result of \$250,000

After the three quarters revotes, the revised net operating budget shows a deficit result forecast totalling \$5.280 million, before capital grants and contributions.

The operational and capital budget revotes of income and expenditure and transfer from reserves movements for the 3rd Quarter are all detailed in the attached Material Variations and Revotes Budget Review Statement.

Operational Budget Analysis

Council's operational budget analysis is outlined in Income and Expenses Budget Review Statement. The year to date actual to budget operating income shows that total income received year to date is 4% lower than anticipated forecast to total income year to date. The year to date actual to budget operating expense is 7% higher than the anticipated forecast of total expenditure year to date (Note: if creditor commitments unpaid are excluded the year to date total operating expense to budget is 74% instead of 80% expended).

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

Capital Budget Analysis

Total capital expenditure budget, for all funds, including accounts payable commitments is 62% complete at year to date as detailed in attachments to this report and provide details in regard to progress of each individual capital project.

However, it is noted that the actual capital expenditure year to date (excluding expense commitments unpaid at year to date) totals only 33.75% completed at year to date to budget.

The General Fund revised capital expenditure program is 69% completed at year to date. Major projects that are substantially completed include MR256 Tablelands Way causeway upgrade, Crookwell Visitor Information Centre and Julong Road bridge replacement projects and the Fixing Local Roads program (Breadalbane Road Reconstruction), Roads to Recovery program (Woodhouselee Road and Collector Road pavement rehabilitations and gravel resheeting on local roads).

Cash flow

Council's projected short-term liquidity financial position is satisfactory with the total cash and investments held as at 31 March 2025 totalling \$28.893 million.

At the reporting date, Council has a considerable number of material \$ government grant reimbursement payment claims outstanding for programs including; two bridge replacement grant funded projects (Julong Road bridge on Crookwell River and Tablelands Way Curraweela causeway replacement), natural disaster restoration works for multiple AGRN's and State Road MR54 work order payment claims in the third quarter. All these projects expenditure are accounts receivable to Council and have impacted Council's short term cash position.

Previous quarter, the total cash and investments held as at 31 December 2024 totalled \$32.58 million and at 30 September 2024 cash and investments totalled \$34.102 million.

The Cash and Investments Quarterly Budget Review Statement details the unrestricted cash, internal reserve restrictions and external reserve restrictions both in total and in movements to 31 March 2025.

POLICY IMPACT

Nil

OPTIONS

Nil

FINANCIAL IMPACT OF RECOMMENDATIONS

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

RECOMMENDATION That -

1. Council endorses the 3rd Quarter Budget Review Statements for 2024/2025 including revotes of income and expenditure to the Operational Plan; and
2. Council endorses the Operational Plan Performance Summary Report.

ATTACHMENTS

1. ↓	QBRs 2024-2025 3rd Quarter - Upper Lachlan Shire Council	Attachment
2. ↓	Operational Plan KPI - 3rd Quarter 2024-2025	Attachment

UPPER LACHLAN SHIRE COUNCIL**Quarterly Budget Review Statement****For the 3rd Quarter 2024/2025, ended 31 March 2025****Report by Responsible Accounting Officer**

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

It is my opinion that the Quarterly Budget Review Statement for Upper Lachlan Shire Council for the quarter ended 31 March 2025 indicates that Upper Lachlan Shire Council's projected financial position at 30 June 2025 will be satisfactory at year end, having regard to the projected estimates of income and expenditure and the original budgeted income and expenditure.

Signed: Andrew P. Croke

Date: 5/05/2025

Andrew Croke
Director of Finance and Administration

UPPER LACHLAN SHIRE COUNCIL**Part A****Contracts Budget Review Statement - 2024/2025****Budget Review for the quarter ended 31 March 2025**

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

Contractor	Contract detail and purpose	Contract value (GST Inclusive)	Commence Date	Duration of Contract	Budgeted (Y/N)
John McGrath Ford	Dual cab utes (quantity 6)	378,742.00	9/01/2025	Jun-25	Y
Reliance Engineering Services Pty Ltd	Natural Disaster Project Management	90,000.00	14/01/2025	Jun-25	Y
JCF Earthmoving and Demolition PTY LTD ATF	DM1905 DM1906	118,705.35	16/01/2025	Jun-25	Y
JCF Earthmoving and Demolition PTY LTD ATF	DM1907 DM1908	62,942.00	16/01/2025	Jun-25	Y
Lack Group Traffic Pty Ltd	Traffic Control-MR54 Seg 330 Binda Road Rehab	275,000.00	22/01/2025	Jun-25	Y
Divall's Earthmoving & Bulk Haulage	Bitumen Seal Bishop St BINDA	65,824.00	30/01/2025	Jun-25	Y
Electrical Design Solutions	Substation for Crookwell Pool	155,000.00	30/01/2025	Jun-25	Y
Crookwell Hay Contractors	SK210 Excavator	61,182.00	31/01/2025	Jun-25	Y
Divall's Earthmoving & Bulk Haulage	Winning and Crushing Gravel 80mm	65,604.00	4/02/2025	Jun-25	Y
Komatsu	WB97R-8 Backhoe loader	273,570.00	21/02/2025	Jun-25	Y
WesTrac Equipment Pty Ltd	140 Tier 3 factory mastless Caterpillar grader	613,800.00	21/02/2025	Jun-25	Y
Reliance Engineering Services Pty Ltd	Natural Disaster Project Management January 2025	60,000.00	26/02/2025	Jun-25	Y
Crookwell Hay Contractors	SK210 Excavator	67,490.50	5/03/2025	Jun-25	Y
A J Parsons Earthmoving Pty Ltd	Excavator Hire - MR54 Seg 330	145,000.00	6/03/2025	Jun-25	Y
Divall's Earthmoving & Bulk Haulage	Initial Bitumen Seal - Collector Road	60,000.00	12/03/2025	Jun-25	Y
ACT Line Marking Pty Ltd	Linemarking of MR54 2024-2025 Reseal and Patches	160,000.00	26/03/2025	Jun-25	Y
Roadworx	Asphalt at Roundabout and Crookwell River Bridge	349,252.26	27/03/2025	Jun-25	Y

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

Expense	YTD (Actual + Commitments)	2024/2025 Budget	Budgeted (Y/N)
Legal Fees	\$49,448	\$69,300	Yes
Consultancies	\$489,093	\$603,560	Yes

Definition of a consultant:

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

Consult & Legal Exp

UPPER LACHLAN SHIRE COUNCIL

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

(Actual YTD figures include creditor commitments)

							Actual YTD Pay YTD	75.00% 73.66%
Operational Activities	Actual YTD	Original Budget	1st Quarter Revotes	3rd Quarter Revotes	3rd Quarter Revotes	Revised Budget	% YTD Actual to Revised Budget	Anticipated % Budget YTD
Employee Benefits and On-Costs	10,380,343	15,199,642	816,171	162,278	44,296	14,176,897	73%	75%
Borrowing Costs	127,337	243,630				243,630	52%	42%
Depreciation & Amortisation #	7,689,211	10,252,281				10,252,281	75%	75%
Materials & Contracts	17,279,964	12,962,149	1,584,325	2,354,973	2,044,296	18,945,743	91%	74%
Other Expenses	870,191	827,551			250,000	1,077,551	81%	82%
Loss on Disposal of Assets	168,028		1,000,000	193,028		1,193,028	14%	21%
Total Expenses from Continuing Operations	36,515,073	39,485,253	1,768,154	2,385,723	2,250,000	45,889,130	80%	73%
Rates & Annual Charges**	14,595,522	14,587,943				14,587,943	100%	100%
User Charges & Fees	4,282,852	6,872,023			2,000,000	8,872,023	48%	58%
Interest and Investment Revenue	1,118,889	1,428,739				1,428,739	78%	80%
Other Revenues	411,369	577,537		55,887		633,424	65%	70%
Non-Capital Operating Grants and Contributions	6,801,827	11,200,486	1,360,418	2,069,195		14,630,099	46%	50%
Gain on Disposal of Assets		456,573				456,573		
Total Income from Continuing Operations	27,210,460	35,123,301	1,360,418	2,125,082	2,000,000	40,608,801	67%	71%
OPERATING RESULT DEFICIT BEFORE CAPITAL AMOUNTS	9,304,612	4,361,951	407,736	260,641	250,000	5,280,329		
Capital Grants and Contributions	3,934,025	7,943,885	2,470,069	2,635,401	3,745,231	16,794,586	23%	29%
INCOME FROM ALL ACTIVITIES	31,144,486	43,067,186	3,830,487	4,760,483	5,745,231	57,403,387	54%	
NET RESULT FROM ALL ACTIVITIES	5,370,587	3,581,934	2,062,333	2,374,760	3,495,231	11,514,258		
OPERATING SURPLUS EXCLUDES DEPRECIATION	2,318,624	13,834,215	2,062,333	2,374,760	3,495,231	21,766,539		

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

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UPPER LACHLAN SHIRE COUNCIL								
Operating Budget Review Statement by Function/Activity - 2024/2025								
Budget Review for the quarter ended 31 March 2025								
				1) Actual YTD figures includes creditor commitments 2) Budget figures include Q1, Q2 and Q3 revotes			Actual YTD	75.00%
				3) Expenditure is inclusive of Council Rates and is eliminated on the Income Statement			Pay YTD	73.66%
Actual:				33,953,564				
Committed:				2,561,509				
Total:				36,515,073				
Function or Activity (Alternate Key 8 Report)	Expenditure to 31 Mar 2025 \$	Expenditure to 31 Mar 2025 %	Budgeted Expenses from continuing operations \$	Income to 31 Mar 2025 \$	Income to 31 Mar 2025 %	Budgeted Income from continuing operations \$	Operating Result to 31 Mar 2025 \$	Budgeted Operating Result from continuing operations \$
* Note: Depreciation expense is excluded from cost centres								
COMMUNITY	3,244,328	72.86%	4,452,665	940,530	78.48%	1,198,500	(2,303,798)	(3,254,165)
Health Services, Medical Centres, Aged, Disabled & Community Services	439,773	82.75%	531,468	73,348	59.39%	123,500	(366,425)	(407,968)
Public Halls, Cultural Services, Community Services and Museums	655,436	86.76%	755,471	374,155	68.78%	544,022	(281,281)	(211,449)
Animal Control	72,242	46.23%	156,260	2,978	25.68%	11,600	(69,264)	(144,660)
Swimming Pools	219,783	44.69%	491,773	190,060	89.47%	212,438	(29,723)	(279,335)
Sporting Grounds and Parks and Gardens	700,504	61.50%	1,138,988	37,482	83.96%	44,640	(663,022)	(1,094,348)
Public Libraries	372,849	76.36%	488,267	92,504	103.36%	89,500	(280,345)	(398,767)
Emergency Services and Fire Protection	783,742	88.02%	890,438	170,003	98.38%	172,800	(613,738)	(717,638)
Operational (works and services) savings								
ENVIRONMENT	5,731,538	79.76%	7,186,198	7,026,363	80.10%	8,772,524	1,294,825	1,586,326
Town Planning and Development Control	436,230	71.93%	606,447	198,159	62.20%	318,600	(238,071)	(287,847)
Building Control	267,143	52.81%	505,824	107,758	65.71%	164,000	(159,385)	(341,824)
Environmental Systems and Protection	41,943	76.42%	54,887	3,889			(38,054)	(54,887)
Housing	26,607	68.05%	39,099	9,420	19.07%	49,400	(17,187)	10,301
Noxious Weeds Control	308,152	78.07%	394,729	2,000	1.40%	142,386	(306,152)	(252,343)
Food Control and Inspections	12,688	105.74%	12,000	10,099	126.24%	8,000	(2,589)	(4,000)
Water Supply Services	1,827,839	96.55%	1,893,081	1,809,187	65.03%	2,781,924	(18,652)	888,843
Sewerage Services	985,469	72.93%	1,351,304	2,125,091	88.56%	2,399,648	1,139,623	1,048,344
Domestic Waste Management	1,123,595	67.44%	1,666,040	1,771,157	96.47%	1,836,040	647,562	170,000
Waste Centres, Rubbish Tips and Street Cleaning	701,872	105.90%	662,787	989,603	92.27%	1,072,526	287,731	409,739
ECONOMY	4,221,516	105.57%	3,998,819	365,591	96.86%	377,445	(3,855,924)	(3,621,374)
Financial Services	756,121	74.03%	1,021,319	27,706			(728,415)	(1,021,319)
Administration and Corporate Support	1,132,730	78.72%	1,438,931	335,096	88.90%	376,945	(797,634)	(1,061,986)
Information Technology	520,510	72.64%	716,517				(520,510)	(716,517)
Workforce (Human Resources, Labour Oncosts and WH&S)	1,799,081	221.52%	812,147	62	12.36%	500	(1,799,019)	(811,647)
Commercial - Bank House	13,073	131.99%	9,905	2,727			(10,346)	(9,905)

UPPER LACHLAN SHIRE COUNCIL								
Operating Budget Review Statement by Function/Activity - 2024/2025								
Budget Review for the quarter ended 31 March 2025								
				1) Actual YTD figures includes creditor commitments 2) Budget figures include Q1, Q2 and Q3 revotes			Actual YTD	75.00%
				3) Expenditure is inclusive of Council Rates and is eliminated on the Income Statement			Pay YTD	73.66%
Actual:				33,953,564				
Committed:				2,561,509				
Total:				36,515,073				
Function or Activity (Alternate Key 8 Report)	Expenditure to 31 Mar 2025 \$	Expenditure to 31 Mar 2025 %	Budgeted Expenses from continuing operations \$	Income to 31 Mar 2025 \$	Income to 31 Mar 2025 %	Budgeted Income from continuing operations \$	Operating Result to 31 Mar 2025 \$	Budgeted Operating Result from continuing operations \$
* Note: Depreciation expense is excluded from cost centres								
INFRASTRUCTURE	10,579,673	81.98%	12,905,083	6,481,781	78.46%	8,261,364	(4,097,891)	(4,643,719)
Roads, Bridges, Cycleways, Footpaths and Kerb and Guttering	9,039,669	75.05%	12,044,532	4,927,880	74.64%	6,602,612	(4,111,789)	(5,441,920)
Stormwater and Drainage	8,118	9.18%	88,443	110,423	100.54%	109,825	102,305	21,382
Quarries and Gravel Pits	667,666	86.60%	770,958	1,236,978	145.86%	848,054	569,312	77,096
Public Conveniences and Amenities	125,432	54.77%	229,005				(125,432)	(229,005)
Public Cemeteries	53,101	112.10%	47,371	59,656	256.03%	23,300	6,555	(24,071)
Engineering, Purchasing and Works Supervision	866,527	59.25%	1,462,378	146,638	66.35%	221,000	(719,889)	(1,241,378)
Plant and Equipment Operations (net excluding depreciation)	(180,841)	10.41%	(1,737,604)	206	0.05%	456,573	181,047	2,194,177
Operational (works and services) savings								
CIVIC LEADERSHIP	5,322,293	72.55%	7,336,134	1,675,449	29.81%	5,620,402	(3,646,844)	(1,715,732)
Governance and Real Estate Development	1,143,533	63.49%	1,800,994	1,250			(1,142,283)	(1,800,994)
Caravan Parks	21,500	47.23%	45,518	66,151	78.75%	84,000	44,650	38,482
Tourism & Business (RMS State Rd, Service NSW Agency, Private Works)	4,157,259	75.73%	5,489,622	1,608,049	29.05%	5,536,402	(2,549,211)	46,780
GENERAL PURPOSE REVENUES				10,994,231	66.15%	16,620,614	10,994,231	16,620,614
General Purpose Items and Rates				10,994,231	66.15%	16,620,614	10,994,231	16,620,614
DEPRECIATION EXPENSE	7,689,211	75.00%	10,252,281				(7,689,211)	(10,252,281)
Depreciation Operating Expense	7,689,211	75.00%	10,252,281				(7,689,211)	(10,252,281)
Note: Internal Rates and Charges are allocated to each cost centre	(273,485)	112.99%	(242,048)	(273,485)	112.99%	(242,048)		
TOTAL SURPLUS / (DEFICIT) FROM ALL ACTIVITIES	36,515,073	79.57%	45,889,131	27,210,460	67.01%	40,608,802	(9,304,612)	(5,280,329)

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

Budget Review for the quarter ended 31 March 2025

Budget Capital Income and Expenditure - 3rd Quarter Revotes				
Activity GL #	Job Description	Adopted Budget 2024/2025	Revote net amendment	Revised Budget 2024/2025
01.55888.9160.002	Wheeo Rd Upgrade		693,945	693,945
01.30301.1700.997	LRCI 4 grant funding		-693,945	-693,945
01.55714.4103.002	Visitors Information Centre (MAAC precinct, BLERF Funded)	350,000	2,088,298	2,438,298
01.27001.1700.349	Crookwell Visitors Information Centre (BLERF Grant Income - new funding deed)	-615,737	-2,051,320	-2,667,057
Various	Crookwell Swimming Pool - Aquatic & Activity Centre	1,650,000	653,601	2,303,601
01.35011.1700.988	NSW Office of Sport - Ad-hoc & One off		-653,601	-653,601
01.30301.1700.962	Peelwood Road Upgrade (HVSP)		-259,620	-259,620
01.30301.1700.981	Gravel Resheeting Middle Arm Rd (FLR3 Grant)		-86,745	-86,745
	Total - Capital	1,384,263	-309,387	1,074,876

UPPER LACHLAN SHIRE COUNCIL Budget Operating Income and Expenditure - 3rd Quarter Revotes				
Activity GL #	Job Description	Adopted Budget 2024/2025	Revote net amendment	Revised Budget 2024/2025
01.25000.2420.002	Human Resources Manager - placement (contract)		44,296	44,296
01.25000.2000.001	Human Resources Manager - salaries		-31,194	-31,194
01.25000.2050.009	Human Resources Manager - salaries oncost		-13,102	-13,102
01.35410.1020.002	MR54 RMCC Contract - Work Orders	1,955,680	2,000,000	3,955,680
01.35411.1100.263	MR54 RMCC Income - Work Orders	-2,346,816	-2,000,000	-4,346,816
01.35200.3338.002	Wattle Glen Adventure Park (grant returned funded by unexpended grants)		250,000	250,000
	Total - Operational	-391,136	250,000	-141,136

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

5,030,329

250,000

5,280,329

Upper Lachlan Shire Council

Cash and Investments Budget Review Statement 2024/2025

Budget review as at 31 March 2025

	Original Budget (\$'000)	Opening Balance (\$'000)	Actual YTD Transfers to Restrictions (\$'000)	Actual YTD Transfers from Restrictions (\$'000)	31 March 2025 Balance (\$'000)
TOTAL UNRESTRICTED		404		(294)	110
EXTERNAL RESTRICTIONS:					
Section 7.11 - Development Contributions Plan	384	4,775	248	(173)	4,850
Section 7.12 - Development Contributions Plan					
Specific Purpose Unexpended Grants	(2,425)	7,023		(2,490)	4,533
Water Supplies	275	3,891	132		4,024
Sewerage Services	(193)	7,134	596		7,730
Domestic Waste Management Services	(383)	1,922	378		2,300
Stormwater Management	(220)	331	50		382
Wind Farms CEF Program		267	81		349
Trust Fund (Fund 8)		2	182		185
TOTAL EXTERNAL RESTRICTED	(2,562)	25,346	1,668	(2,663)	24,351
INTERNAL RESTRICTIONS:					
Employees' Leave Entitlements		1,885			1,885
Buildings and Infrastructure Improvements			1,227		1,227
Council Houses capital works		67			67
Information Technology and Equipment	(93)	284		(20)	264
Library Services Cooperative		58			58
Financial Assistance Grants Payment in Advance		5,617		(5,617)	
Uncompleted Private Works - Roadwork		163			163
Deposits, Retentions and Bonds		316		(186)	130
Unexpended Loans/Borrowing					
Multipurpose Aquatic and Activity Centre (Crookwell Pool)	(452)	452		(452)	
Uncompleted Carry-over Works	(368)	698		(60)	638
TOTAL INTERNAL RESTRICTED	(913)	9,539	1,227	(6,335)	4,431
TOTAL RESTRICTED	(3,475)	34,885	2,895	(8,998)	28,782
TOTAL CASH AND INVESTMENTS	(3,475)	35,289	2,895	(9,291)	28,893

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UPPER LACHLAN SHIRE COUNCIL**Capital Budget Summary Review Statement - 2024/2025****Budget Review for the quarter ended 31 March 2025**

(Actual YTD figures includes creditor commitments)

	Actual YTD	Original Budget	1st Quarter Net Revotes	3rd Quarter Net Revotes	3rd Quarter Net Revotes	Revised Budget	% YTD Actual to Revised Budget
<u>CAPITAL FUNDING</u>							
Rates and Other Untied Charges (General Fund)	3,413,245	3,911,822	350,000	55,887	36,978	4,354,687	78%
Operational Grants and Contributions (All Funds)	1,410,755	2,130,383	312,800			2,443,183	58%
Capital Grants and Contributions (All Funds)	10,430,010	7,207,785	1,347,765	2,688,073	3,398,866	14,642,489	71%
Internal Restrictions (General Fund)							
- Renewals\New assets	791,537	90,000	1,676,116	205,067		1,971,183	40%
External Restrictions (excluding grants)							
- Water supply	160,328	635,735				635,735	25%
- Sewerage	4,413	1,951,759	45,000			1,996,759	0%
- Domestic waste management (DWM)		79,500				79,500	
- Stormwater							
- Section 94	77,107	250,000	60,000	2,000		312,000	25%
Other Capital Funding Sources e.g.							
- Loans							
Income from Sale of Assets							
- Plant and equipment (general fund)							
- Land and buildings							
TOTAL CAPITAL FUNDING	16,287,395	16,256,984	3,791,681	2,951,027	3,435,844	26,435,536	62%
<u>CAPITAL EXPENDITURE</u>							
New Assets							
- Plant and equipment		97,500				97,500	
- Land and buildings	4,416,070		2,028,500		2,741,899	4,770,399	93%
- Roads, Bridges, Footpaths	6,764,800	6,020,000	550,000	3,557,140	693,945	10,821,085	63%
- Infrastructure	80,628	1,378,235				1,378,235	6%
- Other new assets	28,315	96,000	13,000			109,000	26%
Renewals (Replacement)							
- Plant and equipment	2,279,291	1,878,000		55,887		1,933,887	118%
- Land and buildings	122,547	300,500	60,000	2,000		362,500	34%
- Roads, Bridges, Footpaths	1,457,967	3,445,168	347,800	-664,000		3,128,968	47%
- Infrastructure	693,188	1,497,500	736,581			2,234,081	31%
- Other asset renewals	76,151	927,000	55,800			982,800	8%
Loan Repayments (Principal)							
- Renewals							
- New assets	368,438	617,081				617,081	60%
TOTAL CAPITAL EXPENDITURE	16,287,395	16,256,984	3,791,681	2,951,027	3,435,844	26,435,536	62%

UPPER LACHLAN SHIRE COUNCIL OPERATIONAL PLAN CAPITAL EXPENDITURE BUDGET - 2024/2025 as at 31 March 2025				Actual: 8,921,404 Committed: 7,365,990		Actual YTD: 75% Pay YTD: 73.66%		
Capital Expenditure - Acquisition/Renewal of Assets (* includes commitments)				Total: 16,287,395				
Job Description	Actual Expenditure *	Budget 2024/2025	Type	September Revotes & Reserves Transfers	December Revotes & Reserves Transfers	March Revotes & Reserves Transfers	Revised Total Budget	Actual/ Revised Budget %
GENERAL FUND								
1. COMMUNITY								
Public Libraries								
Crookwell and Gunning Libraries - Computers, Printers, Network		10,000	RR				10,000	
Crookwell and Gunning Libraries - Office Equipment, Furniture & Fittings	542	5,000	RR				5,000	11%
Public Halls, Cultural Services, Community Centres and Museums								
Energy Master Plan - Installations		30,000	RR				30,000	
Building Emergency Lighting - various Halls & Council Buildings (Tfr from Building Reserve)	2,114	15,000	R				15,000	14%
Tuena Hall Recreation Area - Toilet Block & RV Dump Point		5,000	RR				5,000	
Gunning Court House - Toilet Block		30,000	RR				30,000	
Upgrade electrical switchboard - various locations		9,000	RR				9,000	
Sporting Grounds and Parks and Gardens								
Gunning Showground - Replace Callers Box	7,265		R	7,500			7,500	97%
Gunning Showground - Electricity Upgrades (s94 funded Council contribution)	75,107		94	60,000			60,000	125%
Swimming Pools								
Crookwell Swimming Pool - Aquatic & Activity Centre	1,842,154		M	1,650,000		653,601	2,303,601	80%
Gunning Swimming Pool - Structural Improvements			R	21,000			21,000	
Tourism - Visitors Information Centre								
Visitors Information Centre (MAAC precinct, BLERF Funded)	2,566,401		M	350,000		2,088,298	2,438,298	105%
Emergency Services - RFS								
Laggan Bushfire Shed - s94 Capital Works	1,336		94		1,336		1,336	100%
s94 - Bigga Bushfire Brigade equipment	664		94		664		664	100%
Total Community Expenditure	4,495,833	104,000		2,088,500	2,000	2,741,899	4,936,399	91%

UPPER LACHLAN SHIRE COUNCIL								
OPERATIONAL PLAN								
CAPITAL EXPENDITURE BUDGET - 2024/2025								
as at 31 March 2025								
Capital Expenditure - Acquisition/Renewal of Assets (* includes commitments)				Total:		Actual YTD: 75%		
				Committed:		Pay YTD: 73.66%		
				Actual:				
				8,921,404				
				7,365,990				
				16,287,395				
Job Description	Actual Expenditure *	Budget 2024/2025	Type	September Revotes & Reserves Transfers	December Revotes & Reserves Transfers	March Revotes & Reserves Transfers	Revised Total Budget	Actual/ Revised Budget %
2. ENVIRONMENT								
<i>Town Planning and Development Control</i>								
ePlanning Suite - Implementation & Integration (Regional NSW Planning Portal Grant 20/21)	18,345		R	13,000			13,000	141%
Office Equipment	1,516		RR					
<i>Domestic Waste Management (DWM)</i>								
Solar Power Installations at Crookwell, Taralga, Bigga Collector		42,000	R				42,000	
Village Transfer Stations Amenities Upgrades		37,500	R				37,500	
WATER SUPPLY FUND								
<i>Crookwell Water Supply Fund</i>								
Mains Replacement - General	79,700	150,000	RR				150,000	53%
Integrated Water Cycle Management (IWCM) Strategy (Transfer from Reserves)	64,374	230,000	R				230,000	28%
<i>Gunning Water Supply Fund</i>								
Mains Replacement		60,000	RR				60,000	
<i>Dalton Water Supply Fund</i>								
Mains Replacements		30,000	RR				30,000	
<i>Taralga Water Supply Fund</i>								
Loan Principal Reduction (Loan 170 - Finalised 9/2/2037)	18,894	18,235	RR				18,235	104%
Mains Replacements		50,000	RR				50,000	
Taralga Dam - Design & Assessment (Black Summer Bushfire Recovery Grant)		785,000	CG				785,000	
Backup Generator Taralga WTP		97,500	R				97,500	
Total Water Supply Services Expenditure	160,328	1,420,735					1,420,735	11%
SEWERAGE FUND								
<i>Crookwell Sewerage Fund</i>								
Sewerage Pumping Station Upgrades/ pump replacements		15,000	RR				15,000	
Sewer Main Rehabilitation / Renewal	182,739	320,000	R				320,000	57%
Saleyards Sewer Main Remediation		82,500	R				82,500	
IT Systems upgrade		10,000	RR				10,000	
UV Disinfection System (2)		480,000	R				480,000	
Pump Station Upgrade - Kennedy Street (1)		600,000	R				600,000	
Integrated Water Cycle Management (IWCM) Recommendations (Transfer from Reserves)		230,000	R				230,000	
<i>Gunning Sewerage Fund</i>								
Sewer Main Rehabilitation/Renewal and condition assessment	40,659	150,000	R				150,000	
<i>Taralga Sewerage Fund</i>								
Loan Principal Reduction (Loan 170 - Finalised 9/2/2037)	4,413	4,259	RR				4,259	104%
Sewer Main Rehabilitation / Renewal		10,000	R				10,000	
McArthur Street Sewer Extension		50,000	R				50,000	
UV System Installation and Effluent Reuse System	44,712		R	45,000			45,000	99%
Total Sewerage Services Expenditure	272,523	1,951,759		45,000			1,996,759	14%
Total Environment Expenditure	452,712	3,451,994		58,000			3,509,994	13%

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UPPER LACHLAN SHIRE COUNCIL								
OPERATIONAL PLAN				Actual:			Actual YTD:	
CAPITAL EXPENDITURE BUDGET - 2024/2025				Committed:			Pay YTD:	
as at 31 March 2025								
Capital Expenditure - Acquisition/Renewal of Assets (* includes commitments)				Total:			16,287,395	
Job Description	Actual Expenditure *	Budget 2024/2025	Type	September Revotes & Reserves Transfers	December Revotes & Reserves Transfers	March Revotes & Reserves Transfers	Revised Total Budget	Actual/ Revised Budget %
GENERAL FUND								
3. ECONOMY								
Financial Services								
Loans - Principal Reduction (Bridges Loan 172 - Finalised 23/12/2024)	82,258	82,258	RR				82,258	100%
Loans - Principal Reduction (Memorial Oval 173 - Finalised 28/06/2029)	51,665	101,030	RR				101,030	51%
Loans - Principal Reduction (Timber Bridges 2019-2020)	100,543	202,399	RR				202,399	50%
Loans - Principal Reduction (Timber Bridges 2020-2021)	48,039	96,662	RR				96,662	50%
Loans - Principal Reduction (MAAC Crookwell 2021-2022)	43,637	43,637	RR				43,637	100%
Loans - Principal Reduction (MAAC Swimming Pool 2023-2024)	37,883	76,836	RR				76,836	49%
Authority reporting hierarchy and works orders implementation		50,000	R				50,000	
Administration and Corporate Support								
Council Admin Offices - building rectification works (rising damp)	43,326	117,000	RR				117,000	37%
Information Technology								
IT - Windows Office Upgrade	45,845	10,000	RR	36,800			46,800	98%
IT - Software New Licences		10,000	RR				10,000	
IT - Hardware PCs (includes 1st monitor + Office software)	29,764	60,000	RR				60,000	50%
IT - UPS Equipment		16,000	RR				16,000	
IT - Network Improvements		11,000	RR	19,000			30,000	
IT - Smart Phones and Tablets	8,454	36,000	RR				36,000	23%
IT - Telephone System Handset Additions & Replacements		5,000	RR				5,000	
IT - TRIM (records management) upgrade		25,000	R				25,000	
Total Economy Expenditure	491,415	942,822		55,800			998,622	49%

UPPER LACHLAN SHIRE COUNCIL								
OPERATIONAL PLAN								
CAPITAL EXPENDITURE BUDGET - 2024/2025				Actual:	8,921,404	Actual YTD:	75%	
as at 31 March 2025				Committed:	7,365,990	Pay YTD:	73.66%	
Capital Expenditure - Acquisition/Renewal of Assets (* includes commitments)				Total:	16,287,395			
Job Description	Actual Expenditure *	Budget 2024/2025	Type	September Revotes & Reserves Transfers	December Revotes & Reserves Transfers	March Revotes & Reserves Transfers	Revised Total Budget	Actual/ Revised Budget %
4. INFRASTRUCTURE								
<i>Urban Local Roads</i>								
<u>Urban Sealed Rd - Road Pavement Rehabilitation</u>								
Urban Sealed Roads - Bitumen Resealing	80,230	180,000	RR				180,000	45%
<u>Local Roads Gravel Resheeting Program</u>								
(Roads to Recovery Annual Grant Program \$1.564m)								
R2R Gravel Resheeting Collector Rd		80,000	R2R	-40,000			40,000	
R2R Gravel Resheeting Sapphire Rd		80,000	R2R	-80,000				
R2R Gravel Resheeting Rugby Rd		80,000	R2R	-80,000				
R2R Gravel Resheeting Rye Park Rd			R2R	80,000	-80,000			
R2R Gravel Resheeting Peelwood Rd	17,609	80,000	R2R		-50,000		30,000	59%
R2R Reids Flat Road	116,502		R2R	80,000	44,743		124,743	93%
R2R Grabine Rd Gravel Re-sheeting 3.0km	85,287	80,000	R2R		5,257		85,257	100%
R2R - Rhyanna Road Gravel Resheeting	85,030		R2R	100,000			100,000	85%
<u>Roads to Recovery - Rural Sealed Road Pavement Rehabilitation</u>								
Rural Local Sealed Road - Pavement Rehabilitation Breadalbane Road (defer project to 2025/26)		450,000	R2R	-450,000				
Rural Local Sealed Road - Pavement Rehabilitation Woodhouselee Rd	415,031	201,168	R2R	145,800	80,000		426,968	97%
Rural Local Sealed Road - Pavement Rehabilitation Gurrundah Road (Walwa to Wandonga)	47,064	200,000	R2R	180,000			380,000	12%
Rural Local Sealed Road - Pavement Rehabilitation Collector Rd	374,396		R2R	377,000			377,000	99%
<i>Rural Local Roads</i>								
<u>Rural Local Roads</u>								
Breadalbane Road reconstruction (FLR4)	1,338,036	500,000	CG		900,000		1,400,000	96%
Wheeo Road Upgrade (LRC14)	50,027		CG			693,945	693,945	7%
Rural Local Sealed Road - Bitumen Resealing (30 year cycle)	126,560	500,000	RR				500,000	25%
Gravel Resheeting Rural Local Roads (Transfer from Sec. 7.11 Reserve)		250,000	94				250,000	
<i>Regional Roads</i>								
Resealing Program (RMS Block Grant funded)	74,012	550,000	OG				550,000	13%
Reconstruction - MR256 - The Tablelands Way Upgrade	3,323,886	5,500,000	M				5,500,000	60%
Rehabilitation - MR248W - Boorowa Road (Part Grant Funded - Regional Road Repair)		664,000	M		-664,000			
Wombeyan Caves Road - Guard Rail Installation Guardrail (Road Safety Grant)	24,819		CG		825,000		825,000	3%
<i>Local Roads Bridge Program</i>								
Bridge - Julong Rd 2/Crookwell Riv (Local/UnS/Tim)	1,955,950		CG	550,000	1,273,140		1,823,140	107%

UPPER LACHLAN SHIRE COUNCIL OPERATIONAL PLAN CAPITAL EXPENDITURE BUDGET - 2024/2025 as at 31 March 2025				Actual:	8,921,404	Actual YTD:	75%	
				Committed:	7,365,990	Pay YTD:	73.66%	
Capital Expenditure - Acquisition/Renewal of Assets (* includes commitments)				Total:	16,287,395			
Job Description	Actual Expenditure *	Budget 2024/2025	Type	September Revotes & Reserves Transfers	December Revotes & Reserves Transfers	March Revotes & Reserves Transfers	Revised Total Budget	Actual/ Revised Budget %
Footpaths and Cycleways								
Traffic & Transport Cycleway Program - (100% RMS funded)	600	20,000	CG				20,000	3%
Pedestrian Lighting to Raised Pedestrian Crossings	71,481		CG		559,000		559,000	13%
Kerb and Guttering								
Kerb & Gutter Capital Renewal Program (100% ULSC Funded)	36,246	50,000	RR	35,000			85,000	43%
Stormwater and Drainage								
Crookwell Stormwater - Investigation, Design and Grant Application (subject to grant funding)		200,000	CG	-200,000				
Gunning Stormwater - Investigation, Design and Grant Application (subject to grant funding)		200,000	CG	-200,000				
Pejar Road - First Creek Causeway Upgrade	43,468		R	39,000			39,000	111%
Gomonamarra Creek Culvert Upgrade (Natural Disaster Funding)	195,824		OG	125,000			125,000	157%
DRF - Gunning Flood Mitigation Works (Grant funded AGRN1025 OLG Grant)	95,619		CG	927,581			927,581	10%
Housing								
Staff Accommodation Capital Replacements/Improvements (3 Houses)		15,000	RR				15,000	
Plant and Equipment Operations								
Motor Vehicle Net Replacement Cost - (see Motor Vehicle Schedule)	311,167	308,000	RR				308,000	118%
Heavy Plant Fleet Net Replacement Cost - (see Plant Schedule)	1,907,397	1,566,000	RR				1,566,000	
Workshop Plant and Tools	4,840	4,000	RR				4,000	121%
PL 712 Front axle replacement	38,868		RR		38,868		38,868	100%
Plant 845 Insurance repair after theft	17,019		RR		17,019		17,019	100%
Total Infrastructure Expenditure	10,847,435	11,758,168		1,589,381	2,949,027	693,945	16,990,521	64%
Total Capital Works Expenditure	16,287,395	16,256,984		3,791,681	2,951,027	3,435,844	26,435,536	62%
Capital Works Funding by Fund:-								
General Fund Expenditure	15,854,544	12,804,990		3,746,681	2,951,027	3,435,844	22,938,542	69%
DWM Fund Expenditure		79,500					79,500	
Water Supply Funds Expenditure	160,328	1,420,735					1,420,735	11%
Sewerage Funds Expenditure	272,523	1,951,759		45,000			1,996,759	14%
Total of All Funds Expenditure	16,287,395	16,256,984		3,791,681	2,951,027	3,435,844	26,435,536	62%
Capital Works Funding by Source:-								
Transfer from Reserves	855,911	2,419,500		1,721,116	205,067		4,345,683	20%
Section 94/64	77,107	250,000		60,000	2,000		312,000	25%
Grants and Contributions - Capital	10,430,010	7,207,785		1,347,765	2,688,073	3,398,866	14,642,489	71%
Loans and Borrowings								
Total Capital Works Funded by Capital Income	11,363,028	9,877,285		3,128,881	2,895,140	3,398,866	19,300,172	59%
Grants and Contributions - Operating	1,410,755	2,130,383		312,800			2,443,183	58%
Recurrent Revenue	3,513,612	4,249,316		350,000	55,887	36,978	4,692,181	75%
Total Capital Works Funding	16,287,395	16,256,984		3,791,681	2,951,027	3,435,844	26,435,536	62%

UPPER LACHLAN SHIRE COUNCIL DELIVERY PROGRAM CAPITAL INCOME BUDGET - 2024/2025 as at 31 March 2025 Grants and Contributions Provided for Capital Purposes								
Job Description	Income	Budget Estimate 2024/2025	Type	September Review	December Review	March Review	Revised Total Budget	Actual/ Revised Budget %
<u>GENERAL FUND</u>								
1.COMMUNITY								
<i>Public Halls, Cultural Services, Community Centres and Museums</i> Building Emergency Lighting - various Halls & Council Buildings (Tfr from Building Reserve)	\$2,114	\$15,000	R				\$15,000	14%
<i>Sporting Grounds and Parks and Gardens</i>								
Gunning Showground Amenities Project (SCCF3 Grant)	\$403,648		G	\$403,648			\$403,648	100%
Gunning Showground - Replace Callers Box (Transfer from Building Reserve)	\$7,705		R	\$7,500			\$7,500	103%
AGRN 1025 Disaster Grant - unspent grant funds			R	\$164,000			\$164,000	
Gunning Showground - Electricity Upgrades (s94 funded Council contribution)	\$75,107		7.11E	\$60,000			\$60,000	125%
<i>Swimming Pools</i>								
<i>Crookwell Swimming Pool - Aquatic & Activity Centre</i>								
Crookwell Swimming Pool - Aquatic & Activity Centre - Phase 2a (LRCI + Loan funded)			G					
Unspent internal funds from Loan 2023/24	\$452,235		R	\$452,235			\$452,235	100%
Capital Grants / LRCI Grant Income	\$665,943		G	\$1,197,765			\$1,197,765	56%
NSW Office of Sport - Ad-hoc & One off			G			\$653,601	\$653,601	
Gunning Swimming Pool - Amenities Block - Transfer from Reserves			R	\$21,000			\$21,000	
<i>Tourism - Visitors Information Centre</i>								
Crookwell Visitors Information Centre (BLERF Grant Income)	\$615,737		G	\$615,737		\$2,051,320	\$2,667,057	23%
Veolia Mulwaree Trust - VIC Solar	\$24,188		G		\$24,188		\$24,188	100%
<i>Emergency Services</i>								
RFS shed upgrades - transfer from s94	\$2,000		7.11E		\$2,000		\$2,000	100%
Total Community Income	\$2,248,677	\$15,000		\$2,921,885	\$26,188	\$2,704,921	\$5,667,994	40%

UPPER LACHLAN SHIRE COUNCIL DELIVERY PROGRAM CAPITAL INCOME BUDGET - 2024/2025 as at 31 March 2025 Grants and Contributions Provided for Capital Purposes								
Job Description	Income	Budget Estimate 2024/2025	Type	September Review	December Review	March Review	Revised Total Budget	Actual/ Revised Budget %
GENERAL FUND								
2. ENVIRONMENT								
<i>Town Planning and Development Control</i>								
ePlanning Suite - Implementation & Integration (Regional NSW Planning Portal Grant 20/21)	\$18,345		R	\$13,000			\$13,000	141%
<i>Section 94 - Development Contributions</i>								
Open Space	\$14,703	\$33,800	7.11I				\$33,800	43%
Bushfire	\$15,362	\$45,000	7.11I				\$45,000	34%
Community Facilities/Amenities	\$28,915	\$56,200	7.11I				\$56,200	51%
Roads/Traffic Construction	\$173,581	\$450,200	7.11I				\$450,200	39%
Extractive Industries	\$2,004	\$17,000	7.11I				\$17,000	12%
Plan Administration	\$3,194	\$9,000	7.11I				\$9,000	35%
<i>Domestic Waste Management (DWM)</i>								
Section 94 Contribution - Garbage Disposal and Facilities	\$10,286	\$18,000	7.11I				\$18,000	57%
DWM - Crookwell Waste Centre (Transfer from DWM Reserve)		\$79,500	R				\$79,500	
WATER SUPPLY FUND								
<i>Crookwell Water Supply Fund</i>								
Water Section 64 Development Contributions		\$31,700	7.11I				\$31,700	
Integrated Water Cycle Management (IWCN) Strategy (Transfer from Reserves)	\$64,374	\$230,000	R				\$230,000	28%
<i>Gunning Water Supply Fund</i>								
Water Section 64 Development Contributions	\$5,000	\$18,700	7.11I				\$18,700	27%
<i>Dalton Water Supply Fund</i>								
Water Section 64 Development Contributions		\$2,800	7.11I				\$2,800	
<i>Taralga Water Supply Fund</i>								
Water Section 64 Development Contributions	\$5,000	\$11,400	7.11I				\$11,400	44%
Backup Generator Taralga WTP		\$97,500	R				\$97,500	
Taralga Dam - Design & Assessment (Black Summer Bushfire Recovery Grant)		\$785,000	G				\$785,000	
Total Water Supply Services Income	\$74,374	\$1,177,100					\$1,177,100	6%

UPPER LACHLAN SHIRE COUNCIL DELIVERY PROGRAM CAPITAL INCOME BUDGET - 2024/2025 as at 31 March 2025 Grants and Contributions Provided for Capital Purposes								
Job Description	Income	Budget Estimate 2024/2025	Type	September Review	December Review	March Review	Revised Total Budget	Actual/ Revised Budget %
<u>SEWERAGE FUND</u>								
<i>Crookwell Sewerage Fund</i>								
Sewerage Section 64 Development Contributions		\$25,300	7.11I				\$25,300	
Sewer Main Rehabilitation / Renewal (transfer from reserves)	\$182,739	\$320,000	R				\$320,000	57%
Saleyards Sewer Main Remediation		\$82,500	R				\$82,500	
UV Disinfection System (2)		\$480,000	R				\$480,000	
Pump Station Upgrade - Kennedy Street (1)		\$600,000	R				\$600,000	
Integrated Water Cycle Management (IWCM) Recommendations (Transfer from Reserves)		\$230,000	R				\$230,000	
<i>Gunning Sewerage Fund</i>								
Sewerage Section 64 Development Contributions	\$5,250	\$10,200	7.11I				\$10,200	51%
Sewer Relining (transfer from reserves)		\$150,000	R				\$150,000	
<i>Taralga Sewerage Fund</i>								
Sewerage Section 64 Development Contributions	\$5,250	\$6,800	7.11I				\$6,800	77%
Sewerage reserve funded works	\$44,712	\$60,000	R	\$45,000			\$105,000	43%
Total Sewerage Services Income	\$237,951	\$1,964,800		\$45,000			\$2,009,800	12%
Total Environment Income	\$578,715	\$3,850,600		\$58,000			\$3,908,600	15%
<u>GENERAL FUND</u>								
3. ECONOMY								
<i>Administration and Corporate Support</i>								
Crookwell Administration Office - Disabled Ramp to Main Reception (Transfer from Reserve)		\$50,000	R				\$50,000	
<i>Information Technology</i>								
IT - TRIM Records Management Upgrade		\$25,000	R	\$55,800			\$80,800	
Total Economy Income		\$75,000		\$55,800			\$130,800	

UPPER LACHLAN SHIRE COUNCIL DELIVERY PROGRAM CAPITAL INCOME BUDGET - 2024/2025 as at 31 March 2025 Grants and Contributions Provided for Capital Purposes								
Job Description	Income	Budget Estimate 2024/2025	Type	September Review	December Review	March Review	Revised Total Budget	Actual/ Revised Budget %
GENERAL FUND AND DWM FUND								
4. INFRASTRUCTURE								
<i>Roads, Bridges, Cycle ways, Footpaths and Kerb and Guttering</i>								
Capital Grants / Rural Timber Bridge Replacement Grants			G	\$550,000	1,196,280		\$1,746,280	
<i>Rural Local Roads</i>		\$500,000	G		\$362,933		\$862,933	
Various Local Roads - Resealing (Fixing Local Roads Rnd 4 Grant)	\$86,745		G			\$86,745	\$86,745	100%
Rural Local Sealed Road - Gravel Resheeting Middle Arm Rd (FLR3 Grant)	\$102,918		G	\$102,918			\$102,918	100%
Peelwood Rd Upgrade (Restart NSW)			G			\$259,620	\$259,620	
Peelwood Road Upgrade (HVSP)			G			\$693,945	\$693,945	
Wheeo Rd Upgrade (LRCI4)			G					
<i>Regional Roads</i>								
Reconstruction - MR256 - The Tablelands Way Upgrade	\$856,733	\$5,170,785	G				\$5,170,785	17%
Rehabilitation - MR248W - Boorowa Road (Regional Roads Repair Program)		\$332,000	G		-\$332,000			
Wombeyan Caves Road - Guard Rail Installation Guardrail (Road Safety Program)			G		\$825,000		\$825,000	
<i>Footpaths and Cycleways</i>		\$20,000	G				\$20,000	
Traffic & Transport Cycleway Program - (100% RMS funded)			G		559,000		\$559,000	
Pedestrian Lighting to Raised Pedestrian Crossings (Road Safety Program)								
<i>Kerb and Guttering</i>								
Kerb & Gutter Capital Renewal Program - Revotes	\$36,246		R	\$35,000			\$35,000	104%
<i>Stormwater and Drainage</i>								
Crookwell Stormwater - Investigation, Design and Grant Application		\$200,000	G	-\$200,000				
Gunning Stormwater - Investigation, Design and Grant Application		\$200,000	G	-\$200,000				
DRF - Gunning Flood Mitigation Works unspent grants			R	\$927,581			\$927,581	
Total Infrastructure Income	\$1,082,641	\$6,672,785		\$1,215,499	\$2,611,213	\$1,040,310	\$11,539,807	9%

UPPER LACHLAN SHIRE COUNCIL DELIVERY PROGRAM CAPITAL INCOME BUDGET - 2024/2025 as at 31 March 2025 Grants and Contributions Provided for Capital Purposes								
Job Description	Income	Budget Estimate 2024/2025	Type	September Review	December Review	March Review	Revised Total Budget	Actual/ Revised Budget %
Total Capital Grants and Contributions Income, Transfers from Reserves & Loans	\$4,823,255	\$10,613,385		\$4,251,184	\$2,637,401	\$3,745,231	\$21,247,201	23%
<u>Direct Funding Towards Capital Works</u>								
Total Transfers from Reserves	\$808,469	\$2,419,500		\$1,721,116			\$4,140,616	
Total Section 7.11 Transfers from Reserve	\$77,107	\$250,000		\$60,000	\$2,000		\$312,000	
Total Loans								
Total Capital Grants and Contributions Income	\$3,669,133	\$7,207,785		\$2,470,068	\$2,635,401	\$3,745,231	\$16,058,485	
Total Direct Funding Towards Capital Works	\$4,554,710	\$9,877,285		\$4,251,184	\$2,637,401	\$3,745,231	\$20,511,101	
Total Section 7.11 Contributions Received - Not Funding This Years Capital Works	\$268,545	\$736,100					\$736,100	
Total Capital Grants and Contributions Income, Transfers from Reserves & Loans	\$4,823,255	\$10,613,385		\$4,251,184	\$2,637,401	\$3,745,231	\$21,247,201	

UPPER LACHLAN SHIRE COUNCIL



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

31 MARCH 2025

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

KPI	Performance Measure	Delivery Program Actions	Performance Status
Liaise with health care service providers within the Shire.	Facilitate leases for buildings.	1.1 - Support the retention of medical and health care facilities in the towns.	Achieved - Council owned buildings leased to health care service providers.
Support and promote youth engagement.	Report annually to Council.	1.4 - Retain the youth population demographic and provide appropriate facilities.	Working Towards – Council held a Youth Week event at Crookwell swimming pool in April 2025.
Support the NSW Government sponsored National Disability Insurance Scheme (NDIS).	Council reviews the Disability Inclusion Action Plan.	1.3 - Community services for young, aged, disabled, and people from diverse cultural backgrounds.	Achieved – review completed.
Maintain a web based community directory.	Review annually.	1.6 - Social inclusion for all disparate communities.	Working Towards – community directory data being sourced and updated.

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

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

<u>KPI</u>	<u>Performance Measure</u>	<u>Delivery Program Actions</u>	<u>Performance Status</u>
		1.5 - Protect all significant heritage sites to preserve the diverse history of the Shire.	Working towards – new grants applied for and draft heritage inventory being finalised.
Maintenance and management of Council public facilities.	Review Plans of Management every five years.	1.7 - Manage and upgrade Council's public buildings and community centres.	Not achieved - Plans of Management remain to be developed.

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

<u>KPI</u>	<u>Performance Measure</u>	<u>Delivery Program Actions</u>	<u>Performance Status</u>
Registration of companion animals.	Monthly report to Office of Local Government.	1.8 - Encourage recreational and leisure activities while maintaining public safety standards.	Achieved.
Maintain an Impounding Register.	Statistics reported in Annual Report.	1.8 - Encourage recreational and leisure activities while maintaining public safety standards.	Achieved.
Management of companion animal compliance including the provision of ranger services.	Respond to dog attacks within 24 hours. Respond to roaming dog requests within a business day. Respond to barking dog requests within two 2 business days.	1.8 - Encourage recreational and leisure activities while maintaining public safety standards.	Working Towards – response times are dependent on available resources.

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

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

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

<u>KPI</u>	<u>Performance Measure</u>	<u>Delivery Program Actions</u>	<u>Performance Status</u>
Sports field maintenance and Playing Fields Committee meetings.	Report to Council annually.	1.8 - Encourage recreational and leisure activities while maintaining public safety standards.	Achieved.
Prepare Plans of Management for land where Council is the trustee.	Categorise land and prepare Plans of Management.	1.8 - Encourage recreational and leisure activities while maintaining public safety standards.	Not achieved - Council working on assets management plan and the development of community plans of management.
Towns and villages mowing and maintenance program and fire risk minimisation. Improve maintenance of public parks facilities.	Implement a service review for open space maintenance.	1.8 - Encourage recreational and leisure activities while maintaining public safety standards.	Working Towards - A Parks and Gardens Operational and Maintenance Program is to be developed to guide town maintenance activities.
Complete annual inspection of all playgrounds.	Inspection of play equipment completed and action plan developed and implemented.	1.8 - Encourage recreational and leisure activities while maintaining public safety standards.	Achieved.

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

KPI	Performance Measure	Delivery Program Actions	Performance Status
Quarterly Reports for library services to Council.	Report to Council by deadline.	1.8 - Encourage recreational and leisure activities while maintaining public safety standards.	Working Towards - Quarterly Reports for both branch libraries are prepared within a month of the end of the quarter. 1st, 2nd, and 3rd quarter library reports completed, overall completion at 75%.
Complete NSW State Library Return of Local Priority Grant Report and Statement of Library Operations.	Completed by State Library deadline.	1.8 - Encourage recreational and leisure activities while maintaining public safety standards.	Achieved - 100% completed - Library Return completed and sent to NSW State Library by 11 October 2024.
Increase Library membership in proportion to Shire population.	Run 2 membership drives throughout the year. Increase membership by 5%.	1.3 - Community services for young, aged, disabled, and people from diverse cultural backgrounds.	Achieved - 100% completed - a first membership drive was completed in September 2024, with a second completed in January and February 2025. Membership increased by 8.3% YTD.
Improve community awareness of the benefits of Library membership and programs for children aged 0 to 5 years.	Connect with Child and Family Health Services to provide baby Library packs.	1.3 - Community services for young, aged, disabled, and people from diverse cultural backgrounds.	Working Towards - Library staff have prepared baby Library packs and distributed these to two sites so far, with a further three sites to be completed in 2025. Overall completion at 40%.

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

KPI	Performance Measure	Delivery Program Actions	Performance Status
Maintain Section 7.11 Development Contributions Plan Register for each individual Bushfire Brigade.	Annual audit of Section 7.11 Register - Bushfire.	1.7 - Manage and upgrade Council's public buildings and community centres.	Achieved – Section 7.11 Development Contributions Register reconciled and external audit completed to 30 June 2024.
Complete review of EMPLAN and creation of Consequence Management Guides.	Report to Council every two years.	1.8 - Encourage recreational and leisure activities while maintaining public safety standards.	Achieved – EMPLAN and Consequence Management Guides reviewed and endorsed at Regional level in August 2023 – to be reviewed and updated every 3 years.
Council participate in CRJO South East NSW Resilience Framework project.	Report to Council on actions achieved.	1.8 - Encourage recreational and leisure activities while maintaining public safety standards.	Achieved.

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

<u>KPI</u>	<u>Performance Measure</u>	<u>Delivery Program Actions</u>	<u>Performance Status</u>
Prepare LEP amendments and submit to Department of Planning and Environment.	LEP Amendments utilising gateway approval.	2.2 - Promote environmentally sustainable developments (ESD).	Achieved – as required.
Review and monitor Local Environmental Plan, Development Control Plan and Local Strategic Planning Statement.	Undertake Strategic Planning Reviews.	2.2 - Promote environmentally sustainable developments (ESD).	Working Towards – development of Housing Strategy and review of DCP commenced.
Review and implementation of Section 7.11 Development Contributions Plan and Section 7.12 Development Contributions Plan.	Complete review of the contributions plans and policy.	2.4 - Pursue Section 94A Development Contributions payments for all State Significant - Designated Developments.	Working Towards – consultant engaged, and process commenced.
Section 355 Committees of Council operate to facilitate the Community Enhancement Fund (CEF).	CEF funds distributed annually. Committees resourced to benefit target communities.	2.4 - Pursue Section 94A Development Contributions payments for all State Significant - Designated Developments.	Achieved.
Completion and issue of Section 10.7 Planning Certificates.	Complete within 10 days.	2.2 - Promote environmentally sustainable developments (ESD).	Achieved.
Completion of heritage listings LEP review, continue heritage advisory service and continue annual heritage grants program.	Finalise heritage study and amend LEP / DCP to incorporate additional heritage listings. Award new contract to engage Heritage Advisor.	2.2 - Promote environmentally sustainable developments (ESD).	Working Towards – draft heritage report completed. Placed on hold until new Heritage Advisor engaged.

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

<u>KPI</u>	<u>Performance Measure</u>	<u>Delivery Program Actions</u>	<u>Performance Status</u>
Ensure ongoing accreditation of Building Surveyors is maintained.	Minimum CPD points are obtained annually.	2.2 - Promote environmentally sustainable developments (ESD).	Achieved.
Construction Certificate (CC) assessment and determination	Determine 80% of CC's within 40 days.	2.2 - Promote environmentally sustainable developments (ESD).	Not achieved – applications not determined within 40 days based on resourcing restrictions.
Development Application (DA) assessment and determination.	Determine 80% of DA's within 40 days.	2.2 - Promote environmentally sustainable developments (ESD).	Not achieved – applications not determined within 40 days based on resourcing restrictions.
Review planning charges for transition to cost recovery.	Review undertaken.	2.2 - Promote environmentally sustainable developments (ESD).	Working Towards.
Review delivery of pre-lodgement advice, education services and materials.	Review undertaken.	2.2 - Promote environmentally sustainable developments (ESD).	Working Towards.

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

<u>KPI</u>	<u>Performance Measure</u>	<u>Delivery Program Actions</u>	<u>Performance Status</u>
Investigate and report environmental complaints in accordance with legislation.	Deal with complaints in accordance with Customer Service Charter.	2.1 - Address environmental degradation issues; i.e. noxious weeds control.	Achieved.
Drive sustainability in Council's business. Activate whole of Council commitment to sustainability and reduce greenhouse gases from Council's operations.	Deliver energy actions. Continue to implement energy reduction options across Council facilities and services.	2.2 - Promote environmentally sustainable developments (ESD).	Not achieved. – Note that Council is working with CRJO in this space on an ongoing basis.
Participate in the Hilltops and Upper Lachlan Shire Councils drought resilience pilot program in conjunction with Resilience NSW.	Drought Resilience Plan implemented.	2.2 - Promote environmentally sustainable developments (ESD).	Achieved.

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

<u>KPI</u>	<u>Performance Measure</u>	<u>Delivery Program Actions</u>	<u>Performance Status</u>
Conduct food premise inspections of retailers and service providers.	Annual inspection of all food premises.	1.8 - Encourage recreational and leisure activities while maintaining public safety standards.	Achieved.
Swimming Pool register and inspection program.	Ensure Swimming Pool Register is maintained.	1.8 - Encourage recreational and leisure activities while maintaining public safety standards.	Achieved.

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

<u>KPI</u>	<u>Performance Measure</u>	<u>Delivery Program Actions</u>	<u>Performance Status</u>
Provide reports to Council on Biosecurity private property inspections.	Inspection statistics reported to Council quarterly.	2.1 - Address environmental degradation issues, i.e. noxious weeds control.	Achieved.
Suppression of priority weeds on road reserves.	Roads to be surveyed annually and control work conducted.	2.1 - Address environmental degradation issues, i.e. noxious weeds control.	Working Towards – roadside spraying works continued this quarter.
Complete annual weeds education program.	Weed information sessions held at Crookwell, Gunning and Taralga.	2.5 - Support land care initiatives to restore and beautify natural resources.	Achieved.

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

<u>KPI</u>	<u>Performance Measure</u>	<u>Delivery Program Actions</u>	<u>Performance Status</u>
Implement strategy for the Crookwell Waste Centre, including remediation and restoration.	Consultant to supply options for EPA and Council to complete works.	4.2 – Infrastructure Plan is implemented for new capital works, asset renewal and upgrades covering a 10 year period.	Not achieved – ongoing works continue at Crookwell waste facility for remediation with cap design being completed. Draft design completed and requires amendments to meet EPA requirements.
Ensure best practice pricing based on cost recovery principles for all waste services and promotion of waste recycling.	Review and report to Council annually.	2.7 - Provide waste pickup service for towns and villages, and reduce the amount of waste going to landfills.	Not achieved – a report to Council yet to be completed.

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

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

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

<u>KPI</u>	<u>Performance Measure</u>	<u>Delivery Program Actions</u>	<u>Performance Status</u>
Carry out weekly water quality standard testing.	Complying water quality test samples.	2.6 - Improve water supply and sewer facilities to towns.	Achieved.
Review Integrated Water Cycle Management (IWCM) Strategy for the town water supplies.	Final IWCM strategy produced by December 2023.	4.2 – Infrastructure Plan is implemented for new capital works, asset renewal and upgrades covering a 10 year period.	Working Towards – Council & NSW Public Works have completed the review of and preparation of the IWCM. Variation works started and aim to complete by December 2025.
Maintain Section 64 Development Contributions Plan Register.	Audited annually and review of Contributions Plan.	2.6 - Improve water supply and sewer facilities to towns.	Not achieved – supporting strategies / documentation required to be completed prior to being able to complete review.
Surplus Water Fund operating result.	Within 10% of budget.	2.6 - Improve water supply and sewer facilities to towns.	Not achieved - water supply fund had operational deficit in 2021/2022, 2022/2023 and 2023/2024.

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

<u>KPI</u>	<u>Performance Measure</u>	<u>Delivery Program Actions</u>	<u>Performance Status</u>
Number of sewer chokes per month per five kilometres of mains.	Less than 5 per month.	2.6 - Improve water supply and sewer facilities to towns.	Working Towards.
Implement Trade Waste Policy.	Staff provided training in Trade Waste to enable implementation of Policy.	4.2 – Infrastructure Plan is implemented for new capital works, asset renewal and upgrades covering a 10 year period.	Working Towards – Trade Waste Policy adopted. Staff trained to review implementation.
Surplus Sewer Fund operating result.	Within 10% of budget.	2.6 - Improve water supply and sewer facilities to towns.	Achieved – Sewer fund had an Operating Surplus in 2021/2022, 2022/2023 and 2023/2024.
Maintain Section 64 Development Contributions Plan Register.	Audited annually and Contributions Plan reviewed.	2.6 - Improve water supply and sewer facilities to towns.	Achieved.
Sewer Treatment Plants comply with EPA conditions.	Satisfactory report from NSW EPA.	2.6 - Improve water supply and sewer facilities to towns.	Working Towards – noting that there were a minor number of sewer treatment plant non-compliance issue reported to EPA in the reporting period.

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

KPI	Performance Measure	Delivery Program Actions	Performance Status
Council's Investment Policy and Investment Strategy.	Review biennially.	3.2 - Prudent financial management.	Achieved – Council's investments have been managed in accordance with the Investment Policy and achieve above BBSW return on investment. 100% complete.
Maintain Employee Leave Entitlements (ELE) internal restricted cash reserves to fund leave as it becomes payable.	Cash reserve maintained.	3.1 - Ensure financial viability of Council.	Achieved – Council ELE cash reserve as 40% of total ELE expense is maintained based on employee age profile and accumulated leave entitlements accrued. 100% complete.
Implementation of Council's Internal Audit Plan and report actions to Audit, Risk and Improvement Committee.	Complete 2 internal audits annually.	3.2 - Prudent financial management.	Achieved – ARIC Committee established and meets quarterly. Committee met 27 November 2024 and 1 April 2025. An internal audit completed for Accounts Payable and Risk Management review.
Progressively complete Asset Fair Valuation for all asset classes.	Audited annually.	3.1 - Ensure financial viability of Council.	Achieved - Indexation of all asset classes completed at 30 June 2024. No asset classes required to be revalued at fair value in 2024/2025. 100% complete.
Improve Long Term Financial Plan (LTFP) modelling.	10 year plan reviewed annually.	3.1 - Ensure financial viability of Council.	Achieved – Council adopted long Term Financial Plan for the period 2024-2033 on 20 June 2024. LTFP was reviewed as part of the AEC Financial Sustainability Report in November 2023 as commissioned by Council.
Accurate and timely Council budget reporting and review.	Quarterly Reports.	3.2 - Prudent financial management.	Achieved – provision of Quarterly Budget Review Statements and KPIs report to Council each quarter within 2 months of end of the quarter.

CSP STRATEGIC PILLAR – OUR ECONOMY:**PRINCIPAL ACTIVITY - ADMINISTRATION AND CORPORATE SUPPORT**

KPI	Performance Measure	Delivery Program Actions	Performance Status
Manage Council's Accounts Payable and Purchasing systems.	70% of tax invoices are paid within credit terms.	3.1 - Ensure financial viability of Council.	Working Towards – 62.95% of tax invoices were paid by Council in accordance with credit terms in the third quarter 2024/2025. There were 1,221 tax invoices processed in the first quarter, 989 processed in the second quarter, 1,015 processed in the third quarter.
Manage Council's Accounts Receivable system.	80% payment recovered within sixty days.	3.1 - Ensure financial viability of Council.	Working Towards – 78.37% of sundry debtor invoices were recovered within 60 days of tax invoice date in the 3rd quarter 2024/2025, 86 tax invoices issued in the third quarter.
Council electronic document records management system (EDM) complies with State Records requirements. Training of users of records management system.	HP Content Manager (EDM) system upgrade.	3.1 - Ensure financial viability of Council.	Working Towards - Records Management Assessment Tool (RMAT) was completed by deadline and has a records management maturity score of 61.05%, this score was above baseline for compliance. Upgrade to EDM and admin staff training is pending.
Participate in Canberra Region Joint Organisation (CRJO) advocacy and resource sharing projects.	CRJO report annually to Council.	3.2 - Prudent financial management.	Achieved – Council staff continues to participate in governance, resilience, Regional CSP, internal audit, GMAG, procurement working group in CRJO.
Six monthly Stores Stocktakes with a proportion and value of inventory errors being minimised.	Audit of stores stock.	3.2 - Prudent financial management.	Achieved – the two depot stores stocktakes completed six monthly in 2023/2024. The two stores stocktakes were undertaken in December 2024.

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

<u>KPI</u>	<u>Performance Measure</u>	<u>Delivery Program Actions</u>	<u>Performance Status</u>
Proportion of rates accounts outstanding at year end.	Less than 5% outstanding.	3.2 - Prudent financial management.	Achieved – 4.40% rates and charges outstanding percentage as at 30 June 2024. Outstanding Rates reports provided each month to the Council Meeting.
Completion of statutory certificates i.e. Section 603 Certificates.	95% completion rate within 5 days.	3.2 - Prudent financial management.	Achieved – 98.72% of Section 603 certificates processed within the deadline. There were 84 Section 603 Certificates issued in first quarter, 73 issued in the second quarter and 78 issued in the third quarter.
Completion and audit of Schedule - Permissible Rates Income Calculation.	Annual Completion by due date free of error.	3.2 - Prudent financial management.	Achieved – Permissible Rates Income audit completed for general rates levied for the year ended 30 June 2024.
Process land revaluations and monthly supplementary land valuations from the Valuer Generals Office.	Monthly reconciliation and signoff by management.	3.2 - Prudent financial management.	Achieved – all reconciliations signed and authorised for the three quarters. 75% complete year to date.
Levy Rates and Annual Charges and user charges in accordance with Local Government Act.	Annual income meets budget forecast.	3.2 - Prudent financial management.	Achieved - rates and annual charges income levied is in accordance with the budget projections, rates notices distributed on time. 100% complete.

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

<u>KPI</u>	<u>Performance Measure</u>	<u>Delivery Program Actions</u>	<u>Performance Status</u>
Council's Information Technology Strategic Plan, Disaster Recovery Plan and Business Continuity Plan to be reviewed and updated.	Implement actions within specified timeframes.	3.1 - Ensure financial viability of Council.	Not achieved – IT Strategic Plan, DRP & BCP need reviewing and testing as part of our annual review.
Implement Council PC (computers) replacement program on a four year rotational basis.	Annually install 100% of PC's scheduled.	3.1 - Ensure financial viability of Council.	Working Towards – Currently in process of replacing Council PCs that are outside of the 4 year rotational program.
Implementation of information technology capital works, i.e. new servers, software, databases and telecommunication upgrades.	Complete projects each year within budget estimate.	3.1 - Ensure financial viability of Council.	Working Towards – in line with adopted budget and conflicting organisational expectations.

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

<u>KPI</u>	<u>Performance Measure</u>	<u>Delivery Program Actions</u>	<u>Performance Status</u>
Proportion of Council employee turnover per year.	10% uncontrollable turnover.	3.4 - Assist facilitation of employment opportunities.	Working Towards – 15% employee turnover of staff resignations/redundancies/retirements in the third quarter.
Conduct annual performance reviews, reissue and sign-off for all employee's position descriptions and training plans.	Completed by 30 June each year.	3.4 - Assist facilitation of employment opportunities.	Working Towards – the 2024/2025 performance reviews are to commence in May 2025 and be completed in the 4th quarter.
Review and implement the human resources four year strategy in Council's Workforce Plan.	Review Annually.	3.4 - Assist facilitation of employment opportunities.	Achieved – Council adopted Workforce Plan on 20 June 2024. The draft Workforce Plan for 2025-2029 has been revised and is on public exhibition in April and May to be implemented from 1 July 2025.
Worker consultation on WHS issues. Workers have an opportunity to express their views and contribute to any decisions relating to their health and safety.	Include WHS on agenda for all team meetings. Implement online Hazard/Inspection/ incident reporting system. WHS Team provide regular safety updates for discussion in team meetings.	3.4 - Assist facilitation of employment opportunities.	Working Towards – Toolbox process utilised by outdoor staff. WHS committee in place with meetings held every 6 weeks. Staff consultation occurring during development and review of procedures and safe work methods. Staff are encouraged by management to discuss safety issues.

WHS risk to workplace health and safety assessed, documented and reported to WHS Committee.	Hazards are identified and risk assessed. Adequate controls are identified and implemented.	3.4 - Assist facilitation of employment opportunities.	Achieved - WHS Committee action list continuously updated. Incidents and hazards are reported to MANEX and WHS Committee along with corrective actions.
Council officers and people managers are skilled in their WHS and organisational risk knowledge.	Supervisors at all levels are trained in Risk Management. Risk Registers are developed by each Department.	3.4 - Assist facilitation of employment opportunities.	Working Towards – WHS committee reports are routinely forwarded to MANEX. Risk registers require review, consultation with departments for input and sign off upon completion. WHS Responsibilities and Risk Management for Managers and Supervisors training in July 2025. Due Diligence Training for MANEX scheduled for July 2025.
Hazard identification and risk elimination or controls implemented.	All WHS hazards, incidents and near misses are reported and investigated. 90% of correction actions implemented and closed out.	3.4 - Assist facilitation of employment opportunities.	Achieved - corrective actions from reported hazards and incidents are followed up, control measures implemented and incidents finalised. Informal and formal investigations undertaken.
Improve Council's WHS capability and commitment through leaders championing WHS issues.	Adoption of Council Safety Management Program (CSMP). Ongoing WHS learning and development opportunities are provided to all employees.	3.4 - Assist facilitation of employment opportunities.	Working Towards – New Safety Management Platform to be activated by end of May 2025. Staff training to occur. WHS Planning and Reporting Committee to meet to set objectives and targets. New HSRs are to undertake training. WHS Training is provided.
All new employees to attend Corporate Induction, including WHS.	Attend Corporate Induction within two months of commencing employment.	3.4 - Assist facilitation of employment opportunities.	Working Towards – ELMO course content has been updated, with course rollout to staff in the fourth quarter 2025. Induction checklists developed and approved for Organisation, Site, Construction Site and Plant Operations. 100% of new employees have received Corporate Induction.

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

KPI	Performance Measure	Delivery Program Actions	Performance Status
Implement Roads Hierarchy Classification in strategic planning of forward road programs.	Review Road Hierarchy annually.	4.3 – Bitumen sealing all urban streets in towns.	Working Towards – Roads Hierarchy has been developed through IMG asset data capture. Cooper Street Taralga to be sealed this Financial Year.
Completion of annual capital works expenditure program in accordance with budget allocation.	Complete 80% of works program annually.	4.2 – Infrastructure Plan is implemented for new capital works, asset renewal and upgrades covering a 10-year period.	Working Towards – Road works program is being delivered and should meet 80% target.
Call and evaluate tenders for civil works, contract plant and labour hire, and capital works projects.	To review tenders every two years.	4.1 - Improve local road and regional road transport networks.	Achieved – Winning and Crushing, Civil Works and Truck and Plant Hire tenders are current. Bitumen Sealing RFQ's completed under Local Government Procurement Vendor Panel.
Gravel resheeting programme submitted to and adopted by Council in June each year.	Resheet every road in a 30 year cycle.	4.1 - Improve local road and regional road transport networks.	Working Towards – Gravel re-sheeting program continues.

KPI	Performance Measure	Delivery Program Actions	Performance Status
Prepare Asset Management Plans for Roads.	Complete by June 2025.	4.2 – Infrastructure Plan is implemented for new capital works, asset renewal and upgrades covering a 10 year period.	Not achieved – Ten-year Capital and Maintenance Program will be developed as a part of asset management planning when Manager Assets is recruited.
Complete regional road repair and pavement reconstruction program.	Complete within budget allocation and finalisation report completed.	4.2 – Infrastructure Plan is implemented for new capital works, asset renewal and upgrades covering a 10 year period.	Not applicable – Regional Road Repair Program on hold until 2027.
Complete the Tablelands Way MR256 road reconstruction and infrastructure improvement project as part of the Growing Local Economies program.	Complete within budget allocation and project deadline.	4.9 - Transport link priority projects to State Parks including the Wombeyan Caves Road, Tablelands Way and Grabine Road reconstruction and upgrade to facilitate economic benefits to the region.	Working Towards – Works are well advanced, the bridge sub structure is complete and approaches work completed.
Review footpath replacement program.	Complete within budget allocation.	4.6 - Develop new and upgrade existing footpaths and cycleway networks.	Working Towards – Ongoing footpath maintenance has been completed within budget allocation. Footpath replacement program to be developed as a part of Asset Management Planning.

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

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

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

<u>KPI</u>	<u>Performance Measure</u>	<u>Delivery Program Actions</u>	<u>Performance Status</u>
Prepare annual stocktake of gravel pits stock held and movements. Review quantity of gravel stock held for each gravel pit/quarry.	Complete by June each year. Audit annually.	4.2 – Infrastructure Plan is implemented for new capital works, asset renewal and upgrades covering a 10 year period.	Achieved – the gravel stocktake for 2023/2024 was completed in August 2024. The next gravel stocktake is scheduled for June 2025.
Review gravel royalty payment pricing model and internal charge rate and procedures.	Review and update gravel royalty payment annually.	4.2 – Infrastructure Plan is implemented for new capital works, asset renewal and upgrades covering a 10 year period.	Achieved – internal gravel charge was reviewed and adopted in the 2024/2025 Operational Plan.
Erect signage as warning of potential hazard at quarries where Council have Quarry Management agreements.	Signage installed.	4.2 – Infrastructure Plan is implemented for new capital works, asset renewal and upgrades covering a 10 year period.	Achieved – Signs erected. Quarry Management Plans have been developed and adopted by Council.

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

<u>KPI</u>	<u>Performance Measure</u>	<u>Delivery Program Actions</u>	<u>Performance Status</u>
Maintain public toilet facilities according to health requirements.	Weekly maintenance schedule undertaken.	4.4 - Develop town main street and CBD beautification programs.	Working Towards – maintenance schedule is in place, currently being completed by contractor.

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

<u>KPI</u>	<u>Performance Measure</u>	<u>Delivery Program Actions</u>	<u>Performance Status</u>
Prepare Plans of Management for all Council controlled cemeteries.	Review every five years.	4.2 – Infrastructure Plan is implemented for new capital works, asset renewal and upgrades covering a 10 year period.	Not achieved - the crown land identification process is not finalised and Plans of Management are required to be developed.
Columbarium construction program.	Review columbarium requirements each year.	4.2 – Infrastructure Plan is implemented for new capital works, asset renewal and upgrades covering a 10 year period.	Achieved – Columbariums in Dalton, Taralga and Crookwell have been completed. After a review there is no new Columbarium's to be installed this year.
Undertake cemetery maintenance activities according to the adopted works schedule.	Within 5% of budget allocation.	4.2 – Infrastructure Plan is implemented for new capital works, asset renewal and upgrades covering a 10 year period.	Working Towards – maintenance activities according to annual program are being prioritised and 75% completed year to date. Lawn cemetery beams have been constructed this year at Crookwell cemetery and last year at Stonequarry cemetery.

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

<u>KPI</u>	<u>Performance Measure</u>	<u>Delivery Program Actions</u>	<u>Performance Status</u>
Regular inspection of Council buildings to inform building maintenance management program.	Annual inspection program.	4.2 – Infrastructure Plan is implemented for new capital works, asset renewal and upgrades covering a 10 year period.	Working Towards – Inspections are being carried out when onsite for reactive repair works and any issues identified are being logged and prioritised. Annual inspection program still to be developed.
Annual maintenance and repair program derived from inspections.	Repairs completed within 60 days of notification.	1.7 - Manage and upgrade Council's public buildings and community centres.	Working Towards - Repairs and maintenance works are completed within 60 days. Proactive maintenance program still to be developed.

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

<u>KPI</u>	<u>Performance Measure</u>	<u>Delivery Program Actions</u>	<u>Performance Status</u>
Provide or arrange engineering design of projects in the Operational Plan.	Complete at least 80%.	4.2 – Infrastructure Plan is implemented for new capital works, asset renewal and upgrades covering a 10 year period.	Working Towards.
Implementation and review of Asset Management Plan.	Assets reporting in accordance with OLG requirements.	4.2 – Infrastructure Plan is implemented for new capital works, asset renewal and upgrades covering a 10 year period.	Not achieved – Asset management plan to be developed in 2025/2026. Working Towards – Asset inspections are ongoing.
Coordinate the Local Traffic Committee Meetings.	Facilitate and attend all Local Traffic Committee Meetings.	4.2 – Infrastructure Plan is implemented for new capital works, asset renewal and upgrades covering a 10 year period.	Achieved – Local Traffic Committee Meetings are held quarterly and are facilitated and attended by Council staff at each meeting.
Implement Statewide Mutual Public Liability audit verification requirements.	Complete annually within allocated deadline.	4.2 – Infrastructure Plan is implemented for new capital works, asset renewal and upgrades covering a 10 year period.	Working Towards – Council will work with Statewide Mutual to complete risk management framework self-assessment as part of the Continuous Improvement Program (CIP) program.

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

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

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

<u>KPI</u>	<u>Performance Measure</u>	<u>Delivery Program Actions</u>	<u>Performance Status</u>
Implement organisation structure in accordance with Local Government Act requirements.	Reviewed regularly and after local government election.	5.3 – Leadership and commitment to integrated planning and reporting.	Achieved – A new organisation structure was implemented by the CEO in September 2024. A review following the new term of Council will be completed in September 2025.
Council policy development and review.	Continual policy review and upgrade each year.	5.2 - Promote community engagement and involvement in decision making processes.	Working Towards – policies are reviewed each month. 16 policies were reviewed/approved by Council in the first three quarters 2024/2025.
Council Meeting Business Paper creation and distribution.	Released one week prior to meeting date.	5.2 - Promote community engagement and involvement in decision making processes.	Achieved – 100% completed, Business Papers are released one week prior to the meeting date.
Complete Council Annual Report.	Completed and sent to OLG by deadline each year.	5.2 - Promote community engagement and involvement in decision making processes.	Achieved – 100% completed and finalised and sent to OLG by 30 November 2024.
Compliance with Office of Local Government Circulars and compliance with legislative and statutory amendments.	Circulars to be reviewed monthly.	5.3 – Leadership and commitment to integrated planning and reporting.	Achieved – circulars complied with and reported to Council as required by the Office of Local Government.
Councillor training program.	Support and deliver professional development training.	5.3 – Leadership and commitment to integrated planning and reporting.	Working Towards – Councillors inducted at the start of term followed by a professional development program. Newly elected Councillors received training in October and November 2024 from LGNSW, OLG webinars available and a Council management workshop undertaken.

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

<u>KPI</u>	<u>Performance Measure</u>	<u>Delivery Program Actions</u>	<u>Performance Status</u>
Implement Upper Lachlan Destination Plan.	Review performance annually.	3.5 - Promote tourism opportunities.	Working Towards – The initiative is being successful implemented, the Tablelands is being recognised as a distinct tourism destination within NSW offering diverse attractions and experiences. The visitor economy is being acknowledged as an important contributor to the social and economic fabric of the region. Continued social media campaigns, workshops and networking events for local businesses have occurred.
Presentation of tourism function statistics.	Present to Council quarterly.	3.5 - Promote tourism opportunities.	Achieved – a report to Council is now being received on a quarterly basis including visitation and caravan park bookings.
Implement Upper Lachlan Destination Marketing Plan.	Review actions each quarter.	3.5 - Promote tourism opportunities.	This KPI has now become redundant and will be removed from reporting.
Annually manage the tourism events and cultural activity grant funding programs.	Report on increased visitor spend.	3.5 - Promote tourism opportunities.	Not achieved – Due to financial restraints this grant was not administered.
Prepare and distribute tourism publications; i.e. Destination Guide.	Distribution within program objectives.	3.5 - Promote tourism opportunities.	Achieved – new Destination Guide has been distributed to all AVIC in NSW, local businesses and accommodation sites. Achieved - Industry and consumer newsletters and What's On are distributed monthly, as well as promotion of community events. Achieved – A new Historical walk has been created for the village of Laggan

<u>KPI</u>	<u>Performance Measure</u>	<u>Delivery Program Actions</u>	<u>Performance Status</u>
			Working Towards – A new historical walk for Binda is currently being worked on. Working Towards – A full product audit of all accommodation in our area is currently being worked on.
Implement the Tablelands Destination Development Plan (TDDP) in conjunction with the Tablelands Councils, Destination Southern NSW, Destination NSW and Visit Canberra.	Review actions each quarter.	3.5 - Promote tourism opportunities.	Working Towards – Actions being reviewed, 80% of the TDDP have been completed, the TDDP is currently being refreshed. A sound collaboration between the five shires is being achieved with a strong joint presence on social media and with Destination NSW. The Southern Tablelands Brand continues to be promoted. The Southern Tablelands continue to advocate the benefits of growing the economy to local government, industry and communities.
Business activity of the State Road MR54 RMCC contract and work orders to retain Transport for NSW accreditation.	Generate profit in accordance with contract limits.	3.2 - Prudent financial management.	Working Towards - RMCC work is being completed in accordance with contract. Council has implemented RMCC safety management system. State Road MR54 work orders continued in accordance with Transport for NSW requirements with resealing and heavy patching works undertaken in second and third quarters.

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

<u>KPI</u>	<u>Performance Measure</u>	<u>Delivery Program Actions</u>	<u>Performance Status</u>
Implement Crookwell caravan park user charges.	Cost neutral facility.	3.5 - Promote tourism opportunities.	Achieved – In 2023/2024 profit return achieved from caravan park operations. The 2024/2025 Fees And Charges were adopted by Council in June 2024 with market comparison and fee increases to match comparable facilities.
Tourism business unit manage day to day operations of Crookwell Caravan Park, implement and oversee improvements to caravan park facilities.	Continue to promote facility and seek external grant funding.	3.5 - Promote tourism opportunities.	Achieved – Site improvements completed including online-booking system implemented. Installed a marketing and promotion electronic sign at entry to site. Security upgrades completed to improve overall visitor experience and security of the Caravan Park.

Finance and Administration - 15 May 2025

ITEM 13.3 **Review of the Community Outreach Meetings Policy**

FILE REFERENCE I25/99

AUTHOR **Director of Finance and Administration**

ISSUE

Providing details of a review of the Community Outreach Meetings Policy.

RECOMMENDATION That -

1. Council adopts the reviewed Community Outreach Meetings Policy.

BACKGROUND

Nil

REPORT

This report details the review of Community Outreach Meetings Policy. The Policy is attached, and the amendments are summarised in the Policy Update Cover for Council's review.

POLICY IMPACT

This is a review of an existing policy of Council.

OPTIONS

Nil

FINANCIAL IMPACT OF RECOMMENDATIONS

Nil

RECOMMENDATION That -

1. Council adopts the reviewed Community Outreach Meetings Policy.

ATTACHMENTS

1. ↓	Community Outreach Meetings Policy - Date Adopted 15 May 2025 - Resolution XX-25 - Review 2028	Attachment
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Upper Lachlan Shire Council

Date: 15 May 2025	Policy Title: Community Outreach Meetings Policy
This cover sheet provides a summary of the proposed amendments to the attached Community Outreach Meetings Policy. The Council initially adopted this policy on 17 June 2010 (239/10). The policy was last updated on 15 December 2022 (280/22).	
Sponsor: Director Finance and Administration	Action required: Approval by Council
Reason for review/update: Council regularly review and update policies every three years to ensure that they are current, fit-for-purpose and relevant to Council's operations. The attached policy has been reviewed and updated in line with this practice and the sponsor is now seeking your approval to implement this policy.	
Summary of the changes:- The following amendments have been made to the Policy:- <ul style="list-style-type: none"> • Removed all references to General Manager and replace them with Chief Executive Officer. • Rephrasing of multiple sentences to improve ease of understanding and remove ambiguity. • Amendment to the policy specifying the Outreach Meetings will be held in October annually and replaces previous meeting period in April/May. • Remove references to amended legislation or non-related legislation. • Removed references to Gunning Lions Newsletter advertising. 	
Consultation(s): Nil	
Internally cleared by	
Position: Chief Executive Officer	Position: Director Finance and Administration

Community Outreach Meetings Policy
Adopted: 15 May 2025

POLICY:-	
Policy Title:	Community Outreach Meetings Policy
File Reference:	F10/618-08
Date Policy was adopted by Council initially:	17 June 2010
Resolution Number:	239/10
Other Review Dates:	19 April 2012, 19 March 2015 and 15 March 2018 and 15 December 2022
Resolution Number:	117/12, 54/15, 69/18 and 280/22
Current Policy adopted by Council:	15 May 2025
Resolution Number:	XXX/25
Next Policy Review Date:	2028

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

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

Community Outreach Meetings Policy
Adopted: 15 May 2025

OBJECTIVE

To establish a means of consulting and communicating with our community, residents, businesses and stakeholders in the towns, villages and surrounding rural areas within the Upper Lachlan Shire Council local government area.

POLICY

The Policy aims to ensure that community engagement is integrated into Council activities to support decision-making, strengthen communities and build relationships.

Council will ensure suitable and appropriate means of communicating with the community in the towns and villages is implemented as follows:-

- a) Council hold public meetings each year at a community based location for residents of the towns and villages within the Shire. The Community Outreach Meeting is designed to discuss local issues and concerns, allow Council to provide information on future work programs and allow community feedback on Council's strategic plans and decision-making.
- b) Council holds a meeting with the community and residents at four (4) locations (town and village venues are decided by Council each year) and meetings are to be held in October annually.
- c) A generic agenda for the meetings is to include the following items:-
 - Welcome and Introduction by Mayor;
 - Council Presentation – achievements in the Upper Lachlan Shire;
 - Questions and Answer Session – issues and concerns.
- d) For each meeting, four weeks' notice of the meeting will be provided to the community and residents.
- e) Notification of the meetings will be placed on Council's website and Facebook page.
- f) Council will utilise the Upper Lachlan Gazette and other media channel means, as determined by the Chief Executive Officer, to advise the community for the scheduling of Community Outreach Meetings.

Community Outreach Meetings Policy
Adopted: 15 May 2025

RELATED LEGISLATION AND COUNCIL POLICIES

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

- Local Government Act 1993;
- Local Government (General) Regulation 2021;
- Government Information (Public Access) Act (GIPA) 2009;
- Privacy and Personal Information Protection Act 1998;
- State Records Act 1998;
- Council's Community Engagement Strategy;
- Council's Community Strategic Plan (CSP);
- Council's Code of Conduct;
- Council's Code of Meeting Practice;
- Council's Code of Business Practice;
- Council's GIPA Policy;
- Council's Privacy Management Plan;
- Council's Customer Service Charter.

VARATION

Council reserves the right to vary or revoke this policy.

14 CHIEF EXECUTIVE OFFICER

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

16 REPORTS FROM OTHER COMMITTEES, SECTION 355 COMMITTEES AND DELEGATES

The following item is submitted for consideration -

16.1	Reports from Committees for the months of April and May 2025	152
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Reports from Other Committees, Section 355 Committees and Delegates - 15 May 2025

ITEM 16.1

Reports from Committees for the months of April and May 2025

RECOMMENDATION:

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

1. Crookwell & District Art Gallery Committee – Minutes from meeting held 27 March 2025.
2. Audit, Risk and Improvement Committee – Minutes from meeting held 1 April 2025.
3. Breadalbane Hall s355 Committee – Minutes from meeting held 6 April 2025.
4. Crookwell & District Historical Society – Minutes from meeting held 10 April 2025.
5. Binda Community Progress and Binda Memorial Hall Committee – Minutes from Annual General held 14 April 2025.
6. Binda Community Progress and Binda Memorial Hall Committee – Minutes from meeting held 14 April 2025.
7. Crookwell & District Art Gallery Committee – Minutes from meeting held 24 April 2025.

ATTACHMENTS

1. ↓	Crookwell & District Art Gallery - Minutes from meeting held 27 March 2025	Attachment
2. ↓	Audit Risk and Improvement Committee – Minutes from meeting held 1 April 2025	Attachment
3. ↓	Breadalbane Hall Minutes Meeting Sunday 6th April 2025	Attachment
4. ↓	Crookwell & District Historical Society - Minutes from meeting held 10 April 2025	Attachment
5. ↓	Binda Community Progress and Binda Memorial Hall Committee - Minute from Annual General Meeting held 14 April 2025	Attachment
6. ↓	Binda Community Progress and Binda Memorial Hall Committee - Minute from Meeting held 14 April 2025	Attachment
7. ↓	Crookwell & District Arts Gallery – Minutes from meeting held 24 April 2025	Attachment



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

Date: 27 March 2025

Chair: Susie Recsei. **Minutes:** Jeremy Goodman

Meeting opened at 4.35pm. Susie welcomed Les Oliver

ITEM NO	ITEM	DISCUSSION	ACTION REQUIRED	
			By	Date due/complete
1.	Present	S Recsei, J Shepherd, B Carter, K Harwood, J Readhead, J Goodman, P MacLaren, V Flanagan, V Mendl, S Carroll, M Carr, Les Oliver, R Harris		
2.	Apologies	P Starr, J Vaughan, D Cameron, R and A Cummins, G and T Yallouris, L-A Grobicka, C Joyce, N Johnston, D Herskovits		
3.	Previous Minutes	Minutes of previous meeting held on 27 February 2025. Moved: P MacLaren, Sec: J Goodman - Accepted		
4.	Business Arising/Actions	<ul style="list-style-type: none"> Update of website. Executive committee continuing progress Gallery maintenance – A date to be informed at the next meeting – clean out storage area, paint plinths, install new hanging wires, make new art storage system. Les O and Chris L have offered assistance. Gallery Catalogue – in progress. 24 April open door (Robert Harris) – Robert outlined his presentation – musical interludes, and power point presentation . 	Executive Members John S Robert H	Mar/Apr 2025 24 April
5.	Chair Report	Written report provided.		
6.	Treasurer's Report	See Attached Report. Moved: J Shepherd, Sec: B Carter – Accepted		

ITEM NO	ITEM	DISCUSSION	ACTION REQUIRED	
			By	Date due/complete
7.	Correspondence	<p>In:</p> <ul style="list-style-type: none"> Apologies from Mayor and staff to invitation to 7 March exhibition Request from Lorna Vallely for hire of gallery 21 May <p>Out:</p> <ul style="list-style-type: none"> Invitation to Council as above Response to L Vallely as above. 		
8.	Discussion	<p>Susie R discussed charities to benefit from fundraising at Guest speaker event proposed for June: meals on wheels, Crookwell hospital TVs (suggested by Ron C)</p> <p>Suggestions for speakers on resilience for June – Prue Wheelwright, Sam Longhorne, Charlie Fenton, Chris Wilson, Peter Cadwell.</p> <p>Also discussed venue – gallery or CWA rooms as a possibility; afternoon tea; cost pp of \$50</p> <p>Susie will contact Prue Wheelwright re availability, and P Cadwell as second speaker possibly.</p> <p>Members' outing/gallery visit for April – Susie R suggested Allan Baptist exhibition in Bungendore as an outing. Members decided not to do as a gallery group outing.</p> <p>Next exhibition – POP (People, Objects, Places) 30 May to 1 Jun; 20 artists have been invited, 17 responses to date.</p> <p>Note: It was agreed that following the success of the second weekend opening of the Interpretations exhibition that we will continue with opening for a second weekend on major exhibitions.</p>	<p>Details to be decided</p> <p>Susie</p>	<p>April</p>
9.	Other Business	<p>Cr Flanagan reported that specialists are needed to fix some of the solar panels at the library.</p> <p>Cr Flanagan noted a new Governance Manager has started at Council.</p>		

ITEM NO	ITEM	DISCUSSION	ACTION REQUIRED	
			By	Date due/complete
		Barb C noted that Mandy M provides notices on radio and could for the gallery as well. Susie R stated that although asked we were too far along with advertising plan for our last exhibition. Meeting closed at 5.15pm		
13.	Next Meeting	Thursday 24 th April 2025 at 4.30pm		



**CANBERRA REGION
JOINT ORGANISATION**

Regional leadership connecting our communities

AUDIT RISK & IMPROVEMENT COMMITTEE MEETING MINUTES

Tuesday, 1 April 2025
1pm – 4pm
Goulburn Mulwaree Council
Chambers, 184 Bourke Street, Goulburn NSW 2580

Upper-Lachlan Shire Council



Upper Lachlan Shire Council ARIC Meeting Minutes
Tuesday, 1 April 2025, 1pm – 4pm
Goulburn Mulwaree Council Chambers
184 Bourke Street, Goulburn

Voting Members	
Independent Member	Stephen Coates (Chair)
Independent Member	Diana Hamono
Independent Member	Rachel Harris
Independent Member	Bryce McNair
Non-Voting Members	
Upper Lachlan Shire Council	Cr Rob Cameron, Deputy Mayor
Upper Lachlan Shire Council Representatives	
Upper Lachlan Shire Council	Alex Waldron, General Manager
Upper Lachlan Shire Council	Andrew Croke, Director Finance and Administration
Upper Lachlan Shire Council	John Abakah, Manager Governance
Audit Office NSW Representatives	
Audit Office NSW	Reiky Jiang, Director Financial Audit Services
Ernst & Young	Irene Tzavaras, Partner
Ernst & Young	Trisha Dalmia, Senior Manager
Ernst & Young	Lee Hartwig, Director
Canberra Region Joint Organisation	
Canberra Region Joint Organisation	Sharon Houlihan, Executive Officer (CRJO shared arrangements officer)
Canberra Region Joint Organisation	Paul Fitzsimons, Internal Audit Manager (internal audit coordinator under CRJO shared arrangements)
Canberra Region Joint Organisation	Hayley Chapman, Coordinator Corporate Services (minutes)



Upper Lachlan Shire Council ARIC Meeting Minutes
Tuesday, 1 April 2025, 1pm – 4pm
Goulburn Mulwaree Council Chambers
184 Bourke Street, Goulburn

1. Opening Meeting

The chairperson, Stephen Coates opened the meeting at 1pm.

2. Welcome & Acknowledgement of Country

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

3. Attendance and Apologies

The chairperson called for any apologies.

The following apologies were received:

- Rachel Harris, ARIC voting member
- Alex Waldron, General Manager, Upper Lachlan Shire Council
- Andrew Croke, Director Finance and Administration, Upper Lachlan Shire Council

The following attendees attended the meeting online:

- Cr Rob Cameron, ARIC non-voting member

4. Disclosure of Interest

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

No conflicts of interest were declared.

5. Confirmation of Minutes

5.1 Confirmation of Previous Minutes

RESOLUTION ULSC 04/25 - 01

That the minutes of the audit, risk and improvement committee meeting held on 27 November 2024 be accepted and signed as a true and correct record of the meeting.

AGREED BY CONSENSUS



Upper Lachlan Shire Council ARIC Meeting Minutes
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5.2 Outstanding Actions Register

RESOLUTION ULSC 04/25 - 02

That the audit, risk and improvement committee note the outstanding actions, that completed actions be removed, and outstanding actions followed up and completed for the next meeting.

CARRIED

Committee reviewed progress of outstanding actions from previous meetings and asked to remove completed or ongoing actions, as follows:

Meeting Date	Description	Responsible Person	Target Date	Completion Date / Status Update
12/12/23 12/3/24 27/6/24 17/9/24 27/11/24	Prepare updated ULSC internal audit plan for ARIC approval	Internal Audit Manager	March 2024 meeting June 2024 meeting Sep 2024 meeting	17/9/24: Partially complete – draft 4-year internal audit plan went to September ARIC meeting, however ULSC input was yet to be provided, meaning the plan not complete 27/11/24: suggestion of Water Billing and Recovery made by ULSC – Paul to include in IA plan and finalise in conjunction with council 1/4/25: IA plan for ULSC provided to 1 April ARIC meeting, no internal audits for 2025/26 have been nominated by management. Management to follow through with IA Manager asap.



Upper Lachlan Shire Council ARIC Meeting Minutes
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Meeting Date	Description	Responsible Person	Target Date	Completion Date / Status Update
12/3/24 27/6/24 17/9/24 27/11/24 1/4/25	Determine annual calendar of ARIC meeting agenda items, four-year calendar to ensure compliance with Risk Management and Internal Audit Guidelines December 2022 including council reports and meeting attendance dates by chair	Chair Stephen	Out of session	Partially complete – chair attended ULSC meeting to deliver end of term and year report on 15/8/24 Annual and four-year calendars to come 27/11/24: Stephen to provide out of session 1/4/25: Calendar template in shared drive, to be populated and finalised for ULSC
27/6/24 17/9/24 27/11/24 1/4/25	Report to be presented to cover penetration testing, assessment of compliance with Cyber NSW's cyber security recommendations and assessment against NSW Audit Office's cyber security report 2022-23 recommendations	ULSC Manager Information and Communicati ons Technology	September 2024 ARIC meeting	27/11/24: Report was to be provided to November 2024 meeting however Manager IT was not able to provide a report due to urgency of data breach response to IPC 1/4/25: No report provided - defer to next meeting
17/9/24 27/11/24	In ARIC strategic work plan and calendar, align timing of ARIC end of term report with council's State of the Shire report, due by second meeting of new council after every election	Chair Stephen	End of council term 2028	27/11/24: council provided State of the Shire Report to November ARIC meeting 1/4/25: Complete, remove from list
17/9/24 27/11/24 1/4/25	Internal Audit Update Report to include independent assurance from Internal Audit Manager that external audit actions have actually been completed and how reviewed	Internal Audit Manager	From November 2024 meeting onwards	27/11/24: to be provided to March ARIC meeting or out of session 1/4/25: No verification of completion of corrective actions form external audit reported – defer to next meeting



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Meeting Date	Description	Responsible Person	Target Date	Completion Date / Status Update
17/9/24 27/11/24 1/4/25	Internal Audit Update Report to include independent assurance from Internal Audit Manager that external audit actions have actually been completed and how reviewed	Internal Audit Manager	From November 2024 meeting onwards	27/11/24: to be provided to March ARIC meeting or out of session 1/4/25: No verification of completion of corrective actions from external audit reported – defer to next meeting
17/9/24 27/11/24 1/4/25	Advise management-desired inclusions, based on risk, in 4-year Internal Audit Plan for 2025 and 2026, both for delivery by CRJO-employed Internal Audit Manager and by external internal auditor.	ULSC CEO	Out of session	27/11/24: suggestion of Water Billing and Recovery made by ULSC – Paul to include in IA plan and finalise in conjunction with council IA plan for ULSC provided to 1 April ARIC meeting 1/4/25: IA plan for ULSC provided to 1 April ARIC meeting, no internal audits for 2025/26 have been nominated by management. Management to follow through with IA Manager asap.
17/9/24 27/11/24 1/4/25	Service review improvement status report to be provided to ARIC 6 monthly (Secretariat to add to agenda)	Secretariat Stephen	From 2025 ARIC meetings onwards	ULSC will provide report to the June 2025 ARIC meeting noting that a consultant is preparing a service review status report linked to AEC Group report recommendations implementation
17/9/24 27/11/24 1/4/25	Client feedback survey to be undertaken after every internal audit and results included in Internal Audit Update Report at every quarterly ARIC meeting	Internal Audit Manager	From November 2024 ARIC meeting onwards	27/11/24: Client feedback surveys to be commenced with payroll internal audit. Additional survey, on ULSC risk management framework, to be provided to 1 April 2025 ARIC meeting 1/4/25: client feedback survey for risk management framework review not reported – defer to next meeting



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Meeting Date	Description	Responsible Person	Target Date	Completion Date / Status Update
17/9/24 27/11/24	Governance Compliance Frameworks table to be provided to ARIC every 6 months (Secretariat to include in agenda)	Secretariat Stephen	From 2025 ARIC meetings onwards	On agenda from 1 April ARIC meeting onwards 1/4/25: Complete, remove from list
17/9/24 27/11/24	Governance Compliance Frameworks table to be amended to include see assurance comments in 'embedded in organisation?' column indicating how frameworks are embedded and how this is known. ARIC advised to include dates as to frameworks' development, training and embedment activities	ULSC Manager Governance	From November 2024 ARIC meeting onwards	27/11/24: Governance Compliance Frameworks table yet to be updated 1/4/25: Complete, remove from list
17/9/24 27/11/24 1/4/25	Provide council reports for capital works program delivery against budget to ARIC meetings.	ULSC Director Finance and Administration	From November 2024 ARIC meeting onwards	27/11/24: Council report 21/11/24: Works in Progress- Construction & Maintenance provided to ARIC, to be provided as a standard inclusion in ARIC reports each meeting 1/4/25: No report provided - defer to next meeting
27/11/24	Develop and distribute cover sheet for use for all ARIC meeting report items.	Secretariat Stephen	From 2025 ARIC meetings onwards	1/4/25: standardised cover sheet no longer required by chair, remove from list
27/11/24 1/4/25	Outcome of the long-term financial review is to be presented at a 2025 ARIC meeting	ULSC CFO	June 2025 ARIC meeting	
27/11/24 1/4/25	Include information on testing of incident response plan for cyber-attack in IT report to next ARIC meeting	ULSC IT Manager	March 2025 ARIC meeting	1/4/25: No report provided - defer to next meeting
27/11/24 1/4/25	Include update on work underway regarding 'Essential 8' compliance plan including compliance risk minimisation actions to next ARIC meeting	ULSC IT Manager	March 2025 ARIC meeting	1/4/25: No report provided - defer to next meeting



Upper Lachlan Shire Council ARIC Meeting Minutes
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6. Executive Officer Report

RESOLUTION ULSC 04/25 - 03

That the audit, risk and improvement committee receives and notes the Upper Lachlan Shire Council CEO operations overview report update.

AGREED BY CONSENSUS

Discussed:

- Alex Waldron, CEO, is an unexpected apology to ARIC meeting due to illness
- HR Manager appointment – attempted recruitment multiple times but has yielded no suitable candidate willing to relocate to Upper Lachlan, so council has engaged a suitable contractor on a 11-month contract after position was vacant for just over a year
- CFO recruitment underway, advertising closed yesterday with potential good candidate, will use the same method of advertising via different platforms for advertising for HR Manager

7. Financial Management (including external audit)

7.1 Finance CFO-DFA Report

7.2 Quarterly Budget Review

7.3 7AONSW Final Management Letter 2023/24

7.4 AONSW Annual Engagement Plan 2024/25

RESOLUTION ULSC 04/25 – 04

That the audit, risk and improvement committee receives and notes the information in the Upper Lachlan Shire Council Director and CFO's update.

AGREED BY CONSENSUS

Discussed:

- Committee decided not to review, during the meeting, the financial information provided in the meeting papers due to non-attendance by the council CFO – deferred to next meeting
- Reminder that NSW Audit Office's ARIC Leadership Forum is upcoming at NSW Parliament House. Chair Stephen has invitation.



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- NSW Audit Office’s Local Government 2024 Report was released 31/3/25, highlighting financial sustainability concerns, with 16 councils having insufficient cash and investments to meet three months of expenses
- Lee Hartwig from EY introduced to committee and ULSC team, to be involved in audit of 2024/25 financial statements
- 2023/24 management letter:
 - improvement on last year’s process and new management has been successful in closing many matters from previous year
 - key unclosed item re IPPE and needed clean-up of assets data for improvement of accuracy of information
 - Cr Cameron question re unresolved matters from prior year, issue 2 – RFS assets issue, Cr agrees strongly that council does not have the ability to control use of RFS assets regardless if they are technically council assets, Reiky responded that last year there were changes as to how RFS assets assessed and resulted in changing to unqualified opinion (previous year was qualified opinion), will continue to monitor
- 2024/25 audit engagement plan:
 - Key focus areas are grant income, IPPE valuation, asset remediation
 - Timing: Chair queried whether preparation of financial statements possible within timelines given advertising of CFO position only closed yesterday, ULSC hopeful of meeting due dates with finance contractor assistance
 - Question as to whether councils must review the draft financial statements and pass a resolution to refer to external audit or can the draft financial statements be provided direct from council officers to external audit, s.415 states auditor must audit GPFS as soon as practicable – therefore it is up to councils as to whether to review draft prior to external audit as it is subject to interpretation, Reiky will consider with colleagues and advise.
 - Cr Cameron advised that council’s practice is to resolve to refer draft financial statements for external audit.
 - Risk management and internal audit guidelines indicate it is good practice for ARIC to review prior to referring financial statements to audit. ARIC terms of reference say ARIC should review financial statements but is silent on timing and whether it must be before referral to audit

Action: Reiky to advise whether it is a legislative requirement for councils and/or ARICs to review draft financial statements and whether this review must be prior to referral for external audit/completing of external audit

Action: Subject to NSW AO advice, Chair / Secretariat to schedule ARIC review of financial statements and whether to review out of session, via ordinary meeting or extraordinary meeting



Upper Lachlan Shire Council ARIC Meeting Minutes
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8. Governance

8.1 Governance Report

8.2 Governance Frameworks Update

RESOLUTION ULSC 04/25 – 05

That the audit, risk and improvement committee receives and notes the Upper Lachlan Shire Council governance report update.

AGREED BY CONSENSUS

Discussed:

- Data breach reported to committee last meeting being investigated
- Question from member Bryce: commended council on governance frameworks report as it gives comfort to ARIC on matters of interest to ARIC that progress is being made, suggests there is a process in place to develop / improve risk management framework
- Member Diana would like to see further information as to progress of action (not just remaining actions required) included in the governance frameworks report
- Cr Cameron question: regarding disaster recovery plan item on governance frameworks report and developing a plan to regularly test the disaster recovery plan, queried when testing is to happen, John A confirmed he is asking the same question and hence the required action in the report for a testing plan to be developed
- Cr Cameron advised he has a particular interest in disaster management arrangements as he was a former director general of the former national emergency management organisation and is a member of a joint disaster management committee between ULSC and Goulburn Mulwaree Council
- Ascertained that governance frameworks report information currently refers to emergency management and recovery, not business disruption recovery
- Chair Stephen confirmed that the ARIC's areas of interest in the governance frameworks report is recovery from business and ICT disruption and managing disruption and disaster recovery

Action: Add disaster recovery plan relating to recovery from business disruption and ICT disruption to governance frameworks report (currently only has disaster recovery as in emergency management)



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9. Human Resources

RESOLUTION ULSC 04/25 - 06

That the audit, risk and improvement committee receives and notes the Upper Lachlan Shire Council human resources report update.

AGREED BY CONSENSUS

Discussed:

- Staffing numbers at ULSC: 140FTE approx., with around 26 currently vacant positions

10. Information Communications & Technology

RESOLUTION ULSC 04/25 - 07

That the audit, risk and improvement committee receives and notes the Upper Lachlan Shire Council ICT report update.

AGREED BY CONSENSUS

Discussed:

- Stephen: standard question regarding cyber security and vulnerabilities. Cyber security training by Cyber NSW offered to all staff in recent weeks, increased attempts recently such as phishing, conducted online open-source intelligence testing
- Member Diana: discussed concerns identified in the water filtration and sewerage treatment plans

Action: Provide copy of Cyber NSW report from open-source intelligence testing to committee for next meeting

Action: Jason Dinsmore, ULSC ICT Manager, requested to attend next meeting of ARIC to provide fulsome ICT report, overview of current IT security footprint, vulnerabilities and what is being done to address them

11. Workplace Health & Safety

RESOLUTION ULSC 04/25 – 08

That the audit, risk and improvement committee receives and notes the Upper Lachlan Shire Council Work Health & Safety report update.

AGREED BY CONSENSUS



Upper Lachlan Shire Council ARIC Meeting Minutes
Tuesday, 1 April 2025, 1pm – 4pm
Goulburn Mulwaree Council Chambers
184 Bourke Street, Goulburn

Discussed:

- Stephen: queried the high number of personal safety incidents mentioned in report. Many incidents relate to the pool which has opened without user fees which, while well received by community, appears to have led to some poor behaviour, pools are now closed for the season and next season will again charge for entry.

12. Internal Audit

12.1 Internal Audit Update

12.2 Four Year Internal Audit Plan

12.3 Internal Audit Risk Management Review

RESOLUTION ULSC 04/25 – 09

That the audit, risk and improvement committee receives and notes the Upper Lachlan Shire Council internal audit update, including:

- **4-year internal audit plan, and**
- **risk management review report.**

AGREED BY CONSENSUS

Discussed

- Risk management framework review: Member Diana asked that recommendations be written so that they are easier to track as corrective actions once transferred to the corrective actions tracker
- Payroll/HR internal audit commencement delayed due to vacant HR Manager position and new contractor only just commenced
- Water rates billing and recovery internal audit commenced instead of Payroll/HR internal audit
- Making good progress on risk register and working with managers to embed risk management in their work, risk appetite statement is prepared and with the executive team for review
- Chair Stephen's guidance is that the council should be deciding on risk appetite not officers and after risk appetite is accepted by council, officers need only report by exception where risk levels are not within risk appetite, councillors often have an appetite for more risk than officers and therefore going through the risk appetite process can help to keep council's expenditure focussed on areas beyond council's risk appetite
- Chair Stephen's guidance is to refer to the ARIC terms of reference risk management section as to ARIC's role with respect to risk management, these can be amended commensurate with



Upper Lachlan Shire Council ARIC Meeting Minutes
Tuesday, 1 April 2025, 1pm – 4pm
Goulburn Mulwaree Council Chambers
184 Bourke Street, Goulburn

resourcing given by council to risk management but needs to be workshopped and agreed with the ARIC and council or based on council's risk appetite

Action: Remove internal audit recommendations section of the internal audit update report to ARIC, rather internal auditor's verification comments to be included within the council's corrective actions tracker

13. Audit Risk and Improvement Committee Matters

Nil

14. Meeting Recap

In absence of senior officers, ARIC has no additional items to report to council apart from what is contained in the minutes.

- Formal resolutions of the audit, risk and improvement committee: Nil
- Committee's assessment of audits conducted, including breaches or deficiencies in controls: Nil
- Progress on the implementation of corrective actions: Nil
- Opportunities for longer-term improvement: Nil
- Key opinions or takeaways from the committee's meeting: Nil

Action: Minutes of the first quarter ARIC meeting to be reported to council

15. Next Meeting

The next meeting is scheduled to be held 1 July 2025 at Goulburn Mulwaree Council Chambers.

16. Confidential Closed Session

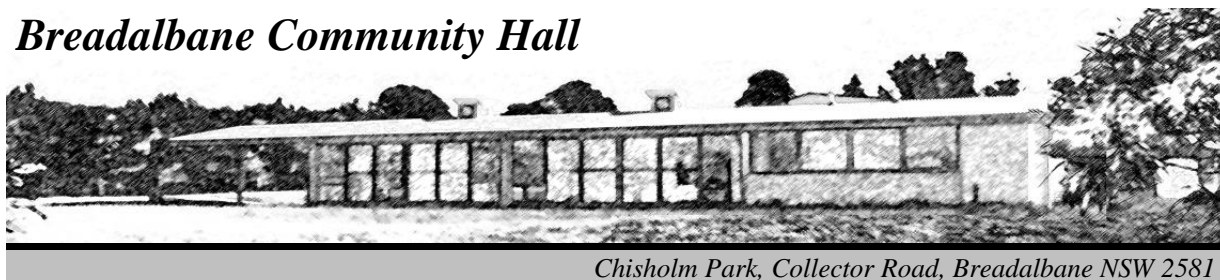
The ARIC to move into closed session to deal with any items under s10 of the *Local Government Act 1993*.

In-camera session of ARIC independent members held with external auditor prior to meeting commencement.

17. Close

The chairperson closed the meeting at 2:30pm.

Breadalbane Community Hall



Chisholm Park, Collector Road, Breadalbane NSW 2581

BREADALBANE HALL GENERAL MEETING Minutes of Meeting Sunday, 6th April, 2025 at 4.00 pm

PRESENT: John Searl, Sally Hoskins, Sally McLean, Rachel Robarts, Karen Ralley, Matthew Streat, Chrissie McLean, Vanessa Edwards, Libby Webster

APOLOGIES: Sylvie Hayles

MINUTES FROM LAST MEETING:

- Minutes from Annual General meeting Sunday, 9th February, 2025 received and endorsed unanimously

DECLARATION OF INTEREST: Matthew Streat – Rural Fire Brigade

TREASURER'S REPORT :

- Chrissie McLean reported :

Everyday Account 200051579	\$ 3,633.03
Rewards Savers Account 200638492	50.22
Investment Account 200809838	6,000.00

Total	\$ 9,683.25
	=====

Chrissie reported that \$6,000 was transferred from our everyday a/c to our investment account for a 6 mth term @ 4.65%. Deposited 1/4/25 - Maturity 1/10/25. Interest on this a/c is to be reinvested into the same account.

CORRESPONDENCE:

- Matthew advised that ULSC Visitors Centre will be including Breadalbane Hall in next Gazette.

GENERAL BUSINESS :

1. Anzac Day :

MC – Sally McLean

Guest Speaker & Flag Raising – Major Darryl Johnson

Song – “In Flanders Fields” Breadalbane School

Reading of memorial names – Libby, Chrissie, John

Printing brochure – Corrina and Sally McLean. Printing 100 copies

PA system – Matthew. Rachel to operate audio.

Food – Vanessa/Chrissie. Catering for 100

Working Bee : Rachel – toilets

Matthew – windows

General – day before at 10.00 am

Rosemary – Libby

Birrlee Scout Group – To lay their wreath first then stand a Guard of Honour for other wreath layers.

Selected Soldier's Biography – Vanessa

Church Lectern – Sally H

.../2

Chair: Matthew Streat ph: 0415726859

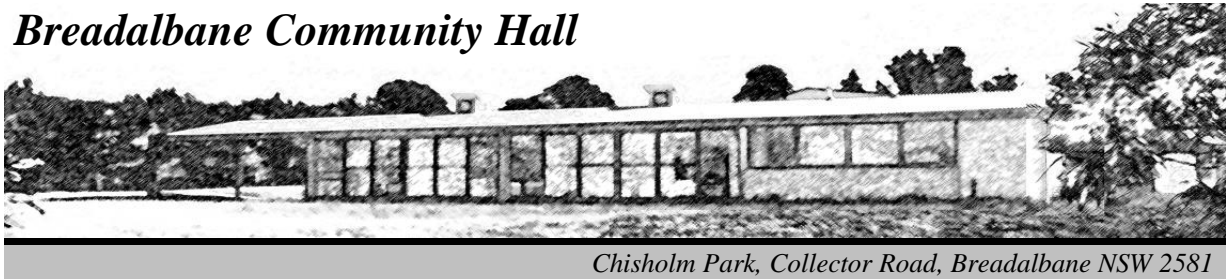
Deputy Chair: Rachel Robarts 0414424740

Treasurer: Christine McLean p: 0407266736

Secretary: Sally Hoskins p: 0418 480109

Hall Manager: Karen Ralley p: 0410468595

Breadalbane Community Hall



Chisholm Park, Collector Road, Breadalbane NSW 2581

- 2 -

2. Strategic Plan Meeting Discussion

To be discussed next meeting

3. Mowing/Cleaning Roster

Roster been updated and forwarded around volunteers by Rachel & Karen.

4. Tree Lane Potential Mulching & Tidying Up of Dead Trees

To be discussed next meeting.

5. Lawn Mower New Shed

Following inspection of Fireshed where lawnmower, some chairs & tables & a hose currently stored. It was agreed a new shed required for their storage.

6. Declaration of Interest at meetings

If committee members have such a declaration it is to be made public.

7. New Larger Round Table for Hall

It was agreed to purchase a more suitable round table for the Hall. Vanessa & Chrissie to organise. It will cost just under \$300.00.

8. Hall Hire Agreement

The Hall Hire Agreement used by Collector Hall was obtained and Vanessa, Chrissie, Rachel, Matthew, Karen all working on developing it to suit Breadalbane Hall.

9. Defibrillator Information

To be discussed next meeting.

10. Mounting Vacuum Cleaner

To be mounted in storeroom.

11. School Use of Hall for Cooking

It had previously been agreed that the Hall would be pleased if the School used cooking facilities to practice cooking.

12. Newsletter

Sally H reported Biannual Breadalbane Newsletter ready for circulation. All agreed on Hall contents to be included in Newsletter.

13. Progressive Lunch

It was agreed that the Progressive Lunch to be held 17th August, 2025. Sally H suggested that maybe we can develop a theme for the day which may work in with projects the School may be undertaking.

.../3

Chair: Matthew Streat ph: 0415726859

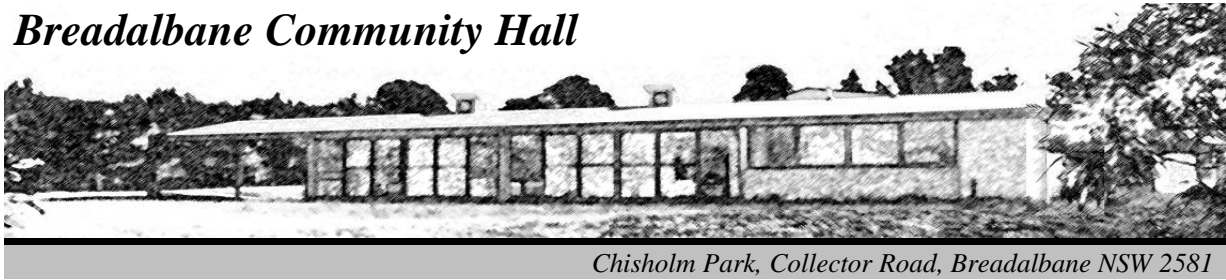
Treasurer: Christine McLean p: 0407266736

Hall Manager: Karen Ralley p: 0410468595

Deputy Chair: Rachel Robarts 0414424740

Secretary: Sally Hoskins p: 0418 480109

Breadalbane Community Hall



- 3 -

OTHER BUSINESS

1. Air Conditioner

At the last meeting the Committee agreed to look into getting an air conditioner for the Hall to replace the old heater. John Searl reported Gunning Hall used Echo Air Conditioning P/L. Matthew to follow up with getting a quote from them and two other companies.

2. Kitchen Maid

Chrissie reported she has been offered a free kitchen maid. All agreed to say yes to this kind offer.

NEXT MEETING:

Working Bee	Wednesday 23 rd April @ 10.00 am
General Meeting	Sunday, 15 th June @ 3.00 pm
	10 th August @ 3.00 pm
Annual General Meeting	9 th November

Chair: Matthew Streat ph: 0415726859
Treasurer: Christine McLean p: 0407266736
Hall Manager: Karen Ralley p: 0410468595

Deputy Chair: Rachel Robarts 0414424740
Secretary: Sally Hoskins p: 0418 480109

Minutes of the Historical Society Meeting 10,04/2025

Present: Ray Croker(chair), Maron Brace, Christine Marks, Jenny Painter, Ann Turner, Edith Medway.

Apologies: Glen Millar

Minutes of the February meeting were accepted by Ann seconded Marion

Treasurers Report: Working Account \$2825.00

Cash deposited \$153.00

Moved Jenny seconded Edith report be accepted.

General Business: It is proposed we go for an excursion

BINDA COMMUNITY PROGRESS ASSOCIATION AND BINDA MEMORIAL HALL AGM**DATE:** 14TH APRIL 2025**OPENED:** 7.15 PM**PRESENT:** KRIS AND DAN SKELLY, DONNA EDDY, CARLI HANNA, DALE AND KATHY ROBERTSON, DARYL WHITE, ANN ROBERTSON, LUCY MCDONALD, JARED BAKER, BELINDA AND SCOTT SHEPHERD, ROXY PALMER AND BLAKE ROBERTSON**APOLOGIES:** DEBBIE WHITE, NATHAN ROBERTSON, JO MARSHALL, DAVE AMY, JO HALL COUNCILLOR ALEX MEGGIT**PREVIOUS AGM MINUTES:** READ BY ANN, MOVED BY KATHY AND 2ND BY BELINDA

NO BUSINESS ARISING

PRESIDENTS REPORT: ANN THANKED EVERYONE FOR THEIR HARD WORK THROUGH OUT THE YEAR INCLUDING WORKING BEES, FUNDRAISING AND ATTENDANCE AT MEETINGS. OUR FUNDRAISING WAS A TREMENDOUS EFFORT FOR SUCH A SMALL COMMITTEE.

ANN DECLARED ALL POSITIONS VACANT AND DAN SKELLY TOOK THE CHAIR TO HOLD THE ELECTIONS. HE CALLED FOR NOMINATIONS FOR THE FOLLOWING POSITIONS.

PRESIDENT: THE FOLLOWING PEOPLE WERE NOMINATED – ANN ROBERTSON, DARYL WHITE, SCOTT SHEPHER, KATHY ROBERTSON AND KRIS SKELLY. ALL DECLINED EXCEPT FOR KRIS SKELLY. KRIS ACCEPTED HER NOMINATION AND WAS ELECTED PRESIDENT.**VICE PRESIDENT:** ANN NOMINTED KATHY ,2ND BY ROXY AND KATHY WAS ELECTED UNOPOSED**SECRETARY:** DALE NOMINATED LUCY , 2ND BY ROXY AND LUCY WAS ELECTED UNOPOSED.**TREASURERS: PROGRESS-** DALE NOMINATED DEBBIE (DEBBIE SAID SHE WOULD ACCEPT IF SHE WAS NOMINATED) 2ND BY ROXY AND DEBBIE WAS ELECTED UNOPSED**HALL;** DAN NOMINATED LUCY 2ND BY KATHY AND LUCY WAS ELECTED UNOPOSED**PUBLIC OFFICER:** DALE NOMINATED KATHY 2ND LUCY ELECTED UNOPOSED**HALL BOOKING OFFICER:** DAN NOMINATED KATHY 2ND DALE ELECTED UNOPOSED**COMMITTEE:** DAN SKELLY, ROXY PALMER, BLAKE ROBERTSON, DONNA EDDY, CARLI HANNA, JARED BAKER, SCOTT AND BELINDA SHEPHERD, DARYL WHITE, DALE ROBERTSON, ANN AND NATHAN ROBERTSON, JO HALL, DAVE AMY,**COUNCILLOR REP:** ALEX MEGGIT**MEMBERSHIP:** KATHY MOVED A MOTION THAT MEMBERSHIPS STAY AT \$5.00 PER PERSON. 2ND DARYL , ALL IN FAVOUR MOTION PASSED

TREASURERS REPORTS:

PROGRESS: See attached for details

HALL: See attached for details

SIGNATURES: Motion put forward by ANN THAT THE FOLLOWING MEMBERS BE SIGNATURE
FOR THE BANK **KRISTY SKELLY, LUCY MCDONALD, DEBBIE WHITE, KATHY ROBERTSON**, ALL
IN FAVOUR, MOTION PASSED

AGM MEETING CLOSED: 7.38 PM

BINDA COMMUNITY PROGRESS ASSOCIATION AND BINDA MEMORIAL HALL GENERAL MEETING**DATE:** 14.04.2025**OPENED:** 7.38 PM**PRESENT:** KRIS AND DAN SKELLY, DONNA EDDY, CARLI HANNA, DALE AND KATHY ROBERTSON, DARYL WHITE, ANN ROBERTSON, LUCY MCDONALD, JARED BAKER, BELINDA AND SCOTT SHEPHERD, ROXY PALMER AND BLAKE ROBERTSON**APOLOGIES:** DEBBIE WHITE, NATHAN ROBERTSON, JO MARSHALL, DAVE AMY, JO HALL COUNCILLOR ALEX MEGGIT**PREVIOUS MINUTES:** READ BY ANN, 2ND BY BELINDA MOVED BY DARYL**BUSINESS ARISING:**

1. DEFIBULATOR- THE DONOR OF THE DEFIBULATOR WAS EXTREMELY UPSET THAT IT HAD NOT BEEN INSTALLED. IT HAS NOW BEEN INSTALLED AND NEEDS TO BE PUT ON THE DEFIBULATOR WEB SITE
2. POWERBOX AT HALL- DONNA WAS CONCERNED THAT THE POWER BOX AT THE HALL HAD NOT BEEN UPGRADE AS THEY HAVE BROUGHT AIR CONDITIONING UNITS AND THEY CAN NOT BE INSTALLED UNTIL THE POWER BOX IS INSTALLED. BTOH DONNA, ON BEHALF OF THE NEIGHBOURHOOD CENTRE AND LUCY ON BEHALF OF THE PROGRESS SEND EMAILS TO THE COUNCIL TO FOLLOW UP ON THE QUOTE THAT SHANE GANN HAD SENT TO THE COUNCIL ON THE 6TH OF SEPTEMBER 24
3. BINDA PICNIC RACES SPONSORSHIP: MORE COMMUNICATION TO BE HAD WITH THE RACE COMMITTEE CONCERNING THE FASHIONS ON THE FIELD FOR JUNIORS, BY THE TIME PROGRESS KNEW ABOUT THE PRESENTATIONS THEY HAD ONLY HANDED OUT PRIMARY SCHOOL AND NO HIGH SCHOOL AS NO HIGH SCHOOL FASHIONS HAD ATTENDED, WE COULD HAVE HANDED MORE OUT TO JUNIORS. MONEY WAS GIVEN BACK TO DEBBIE FOR THE HIGH SCHOOL PRIZE.
4. ATO: STILL TO BE DONE
5. WATER TANKS:
6. KATHY GOT QUOTES FROM [REDACTED]
DARYL MOVED A MOTION TO BUY FROM MCGHEEGANS, 2ND LUCY ALL IN FAVOUR.
ANN MOVED A MOTION THAT WE BUY THE PUMP AND THE WATER PIPES FROM JD'S 2ND DARYL ALL IN FAVOUR
LOOK INTO GETTING A PLUMBER TO INSTALL THE TANKS AT THE HALL, ANN SUGGESTED BROWNY OR SEAN STEIN AND TO GET EITHER ELLIOTS ELECTRICAL OR SHANE GANN TO INSTALL THE DONATED DISHWASHER
7. DONNA SUGGESTED THAT SHE WILL ASK JAYDEN EDDY TO LOOK AT CONVERTING THE NATURAL GAS STOVE AT THE HALL TO LPG
8. CABINET FOR DEWALT POWER TOOLS: DARYL WILL LOOK INTO OR USE THE OLD ONE IN THE LADIES' TOILETS

9. GRANTS: WINDFARM GRANTS WE ARE OUTSIDE THE 20KM RADIUS FOR APPLICATIONS
10. POST AND RAIL/PICKET FENCING TO BE DISCUSSED AT NEXT MEETING
11. HALL ISSUES HAVE BEEN DEALT WITH ANN MOVED A MOTION THAT THE KEYS TO THE HALL FOR ANY USERS NEED TO BE PICKED UP FROM THE SHOP AND RETURNED TO THE SHOP BEFORE AND AFTER EACH USE. ALL IN FAVOUR
12. CATTLE TAG SPONORSHIP; HAVE THEY BEEN GIVEN TO MAGOR SPONORS?
13. NO TO HORSERS BEEN DRESSED IN CHRISTMAS DECORATIONS FOR CHRISTMAS PARTIES
14. BIFOLD TABLES FOR THE HALL HAVE BEEN PURCHASED, KATHY NEEDS TO BE REIMBUSED MONEY.
15. WORKING BEE FOR HALL: WALLS ALL CLEANED AND FLOORS MOPPED LOOKS REALLY GOOD

COUNCIL BUSINESS: EMAILS RECEIVED

1. SAM MORRIS GRASS CUTTING – STILL ONGOING WITH RMS BUT IS PRICING SAFETY GEAR
2. ADAM MOORBY HALL CLEANING – DETAILED ISSUES WHY THE SCAFFOLDING WAS TAKEN AWAY AND THAT AS WE ARE A 335 COMMITTEE, WE ARE RESPONSABUL FOR THE CLEANING OF THE HALL. A MOULD REPELLANT WILL BE SPRAYED ON THE WALLS BY MICK JONES AFTER THE WEDDING

TREASURERS REPORTS:

PROGRESS: see attached for details

HALL: See attached for details

GENERAL BUSINESS:

1. **TOILETS FOR HALL:** KRIS TO LOOK INTO A DEMOUNTABLE BLOCK LIKE BIGGA HAS
2. **TOILET BLOCK IN THE VILLAGE:** JOHN MCGUIRE HAS TOLD KATHY THAT HE HAS SENT NUMEROUS LETTERS TO THE COUNCIL REGARDING THE CLEANING OF THE VILLAGE TOILETS. THE REPLY FROM COUNCIL WAS THAT THEY ONLY HAVE TO SWEEP, CHANGE TOILET PAPER AND HAND TOWEL . KATHY WILL FIND OUT ABOUT THE CLEANING
3. LETTER RECEIVED FORM THE VALURER GENERAL DEPT STATING THAT THE VALUE OF THE HALL IS \$39,600.00
4. ANN MOVED A MOTION THAT IF TRADES DO JOBS FOR THE VILLAGE AND GIVE UP THEIR TIME FOR FREE THAT WE INCLUDE THEM IN OUR BUSH FESTIVAL SPONORSHIP.FOR FREE ALL IN FAVOUR
5. **MEMORIAL PARK;** DARYL MOVED A MOTION THAT WE GET A QUOTE FROM KENT WRITER TO CLEAN UP THE CENTRE OF MEMORIAL PARK WHERE WE CAN'T MOW. 2ND BY KATHY ALL IN FAVOUR

WORKING BEE: PICKET FENCE AT HALL AROUND SEPTIC TO BE INSTALLED 4TH MAY @2.00PM

NEXT MEETING: 12TH MAT @7.00PM

MEETING CLOSED: 9.10 PM



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

Date: 24 April 2025

Chair: Susie Recsei. **Minutes:** Darian Cameron

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, K Harwood, J Readhead, P MacLaren, V Flanagan, J Vaughan, C Joyce, J Carter, A Cummins, R Cummins, L Webster, G Yallouris		
2.	Apologies	P Starr, T Yallouris, N Johnston, S Carroll, M McDonald, R Harris, M Carr		
3.	Previous Minutes	Minutes of previous meeting held on 27 March 2025. Moved: J Shepherd, Sec: J Readhead - Accepted		
4.	Business Arising/Actions	<ul style="list-style-type: none"> Update of website continues Gallery maintenance date agreed for 16 and 17 May Gallery Catalogue will be completed in conjunction with website update. 	Executive Members	Apr/May 2025 May 2025
5.	Chair Report	Nil report this month.		
6.	Treasurer's Report	See Attached Report for March. Some amendments to line item descriptions tabled. Moved: J Shepherd, Sec: B Carter – Accepted		
7.	Correspondence	In: <ul style="list-style-type: none"> Gallery hire documents from L Vallely for hire of gallery on 21 May 		

ITEM NO	ITEM	DISCUSSION	ACTION REQUIRED	
			By	Date due/complete
		<ul style="list-style-type: none"> Various artist correspondence <p>Out:</p> <ul style="list-style-type: none"> Minutes of meeting to council Ad for POP exhibition to Visitor Information Centre for 'What's on in the Shire' Various ads in UL Gazette and other gallery articles 		
8.	Discussion	<ul style="list-style-type: none"> R Harris open door event well attended (23). Enjoyed by all and Robert has requested feedback which Susie will forward. Article on event by attendee to be published in UL Gazette. 15 May open door – Barb C had suggested discussion that day could be about an artwork from home. All invited to bring a piece to discuss Next exhibition – POP (People, Objects, Places) 30 May to 1 Jun and 6-8 June; 20 artists have been invited; roster now available for those able to help. Discussion on the need to have additional food available should numbers at the opening event continue as previously. Someone to open the event discussed. John C suggested Michael Lowe. 19-21 June – Crookwell High School exhibition booked. Students from years 8, 9 and 10 are working on portraits for the exhibition. Some further details to be confirmed re catering etc. Times will vary from the usual exhibition times in order to suit students, teachers and parents. A gallery experience for students (hanging/labelling etc). Principal will open the exhibition. 5 July – fundraising event. Prue Wheelwright has agreed to be guest speaker. <i>Susie noted that it is important for the gallery to give back to the community with the great support we have had from them.</i> Following discussions it was agreed that: <ul style="list-style-type: none"> Funds raised will go to the Hospital Auxiliary to assist with purchase of TVs and nurse call system Entry fee of \$30; box for donations available Limit number of seating – 50 to 60; bookings to be done via Eventbrite or similar 	<p>Susie</p> <p>Roster available</p>	

ITEM NO	ITEM	DISCUSSION	ACTION REQUIRED	
			By	Date due/complete
		<ul style="list-style-type: none"> - Raffle outside IGA – <i>Now booked for Thursday 3 July 9-1pm</i> selling tickets for donated prize/s; Ron C, Giulia Y and Libby W assisting with donations. - Catering to be discussed at June meeting • Gallery calendar has been updated and will be sent to members 	Darian	
9.	Other Business	<p>Cr Flanagan noted that Stephen Carroll had received State Recognition from NSW Parliament for his works in Japanese art and his artistic talents internationally and at home.</p> <p>Cr Flanagan also noted that the Arts Trail running over the Garden Festival weekend is now the 'Arts Cultural and Heritage Trail'.</p> <p>Note: Meeting times over winter will be at 4pm</p> <p>Meeting closed at 5.30pm</p>		
10.	Next Meeting	Thursday 24 th April 2025 at 4.30pm		

17 NOTICES OF MOTION

The following items are submitted for consideration -

17.1	Notice of Motion - Public Forum	182
17.2	Notice of Motion - Fluoride	184

Notices of Motion - 15 May 2025

ITEM 17.1

Notice of Motion - Public Forum

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

“That

- Council establish a Public Forum before each ordinary Council meeting, commencing June 2025, to allow members of the public to address the Council on agenda items for up to 5 minutes per speaker, with applications due by 4:00 pm on Monday prior to the meeting.
- The Public Forum adopts the rules outlined in *Model Code of Meeting Practice* (Section 4)
- Update the Upper Lachlan Shire website’s Council meeting page by 31 May 2025 to promote the Public Forum, provide clear rules, and link to an accessible application form, with ongoing maintenance to encourage public participation.
- Fund the website updates and staff time for managing Public Forums from general revenue within the 2024/25 Operational Plan’s communications and governance budget.

BACKGROUND

While our Model Code of Meeting Practice allows for public forums, none have been held in my time as a Councillor, and the ULSC website lacks information. It would be an easy way to encourage community participation and engagement with minor costs.

Yass Valley Council promotes and explains their open forum well: [Agendas and Minutes Yass Valley Council](#)

CHIEF EXECUTIVE OFFICER’S COMMENT

Council’s adopted Code of Meeting Practice, Part 4, already makes provision for public forums to be held prior to the monthly Ordinary Council Meeting and outlines the rules for conducting public forums.

A public forum is only for the purpose of hearing oral submissions from a member of the public on items of business to be considered at the Council Meeting. The Notice of Motion by Councillor Harris is consistent with the adopted Code of Meeting Practice.

Council could further promote the availability of a public forum and update Council website and other media channels, resource permitting. Should Councillors wish for this to be a standard monthly occurrence, the public forum would need to be scheduled to commence at 1pm, prior to 1.30pm commencement of the monthly Ordinary Meeting of Council.

Notices of Motion

NOTICE OF MOTION - PUBLIC FORUM cont'd

ATTACHMENTS

Nil

Notices of Motion - 15 May 2025

ITEM 17.2

Notice of Motion - Fluoride

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

“That

1. Council prohibit the addition of fluoride to the water supply at any water treatment plant within the Upper Lachlan Shire.

BACKGROUND

At our November meeting, I highlighted a 2024 US federal court ruling linking fluoride levels of 0.7 mg/L to cognitive risks in children.

Our shire's water has been fluoride-free since 2023. This motion ensures it remains so, protecting health and choice.

CHIEF EXECUTIVE OFFICER'S COMMENT

At the Ordinary meeting of Council on 21 November 2025, Councillor Harris submitted a question with notice asking;

What is the current level of fluoride added to the supply of water by Upper Lachlan Shire Council?

CEO Comments in response to this question stated;

‘Council’s water filtration plants for both Gunning and Crookwell have the ability to add fluoride to the potable water supply, however based on Council staff turnover and the mandatory requirement for training staff, Council is not adding fluoride to either of the town’s water supply at the present time. Fluoride has not been added in Gunning since July 2023 and not added to Crookwell water supply since August 2023.

The Taralga Water Filtration Plant is not capable of adding fluoride to the town’s potable water supply.

Council notified NSW Health that fluoride would not be added to the town potable water supply at Crookwell and Gunning whilst competency and training occurred for Council staff.

Current Dosing is zero – 0.1mg/l, when using fluoride the levels are maintained below that as stipulated by the Australian Drinking Water Guidelines being 1.5mg/l. Council aims to maintain the fluoride level at 1mg/L. There is an alert point if the fluoride levels drop below 0.95mg/l or above 1.05mg/L. ‘

Notices of Motion

NOTICE OF MOTION - FLUORIDE cont'd

The NSW Department of Health granted Council approval for temporary cessation only to allow new Council staff to be trained and accredited in the fluoridation of drinking water supplies.

In line with this, councillors should note that once fluoridation has commenced, it cannot be ceased without permission from the Director General of NSW Health.

New South Wales Code of Practice for Fluoridation of Public Water Supplies Fluoridation of Public Water Supplies Act 1957

'4.3 Permanent Cessation of Fluoridation of a Water Supply

4.3.1 The community receives water that is fluoridated to the optimal level so that oral health is not compromised.

4.3.1.1 A water utility shall not permanently cease fluoridating a water supply without the written approval of NSW Health This requirement does not refer to short-term stoppages due to breakdowns or maintenance work – refer to Section 11.'

The following advice is based upon information readily available on the NSW Health website, guidance documents and relevant NSW Legislation, Regulations and Guidelines.

Fluoride is a natural mineral found in water, soil, rocks and common foods such as tea. It is odourless and tasteless. Water fluoridation is the process of adding fluoride to drinking water source so that the level of fluoride in the water reaches that recommended for good dental health.

In NSW fluoride is added to the water at water treatment plants up to 1 milligram per litre (mg/L) in line with the National Health and Medical Research Council recommendations.

Councils and other water utilities add fluoride to drinking water to reduce tooth decay in children and adults.

It is widely known that good dental health is extremely important for people's overall health and wellbeing and is especially important in regional areas and for people who might not have regular access to dental services.

Water fluoridation provides baby and adult teeth with frequent and consistent contact with low levels of fluoride which helps strengthen the tooth's enamel surface to prevent tooth decay, it can also help repair tooth enamel before serious decay occurs.

Studies from NSW and Australia show that fluoridation reduces tooth decay across the whole community and results indicate that children living in towns with water fluoridation have significantly less tooth decay than those without. There are also more children with no tooth decay at all in communities with fluoride in their drinking water.

Fluoride has been added to drinking water for over 75 years. The first fluoridated water supply was in the USA in 1945. Tasmania was the first Australian state to begin fluoridation in 1953, followed by parts of NSW in 1956.

Today almost all public drinking water supplies in NSW are fluoridated.

Notices of Motion

NOTICE OF MOTION - FLUORIDE cont'd

In 2017, Australia's National Health and Medical Research Council (NHMRC) reviewed all the scientific research into fluoridated drinking water. It found that drinking fluoridated water does not cause any health problems and has the benefit of preventing tooth decay.

There have been claims by some groups that it is not safe to drink fluoridated water as it can cause cancer or reduce children's intelligence, however, the NSW Department of Health state that, reliable scientific evidence does not support these claims and a search of Council records indicate that no complains from the community have been formally received regarding this.

Further, in 2019 the Therapeutic Goods Administration (TGA) explicitly excluded fluoridated drinking water from the scope of Australia's therapeutic goods legislation.

Therapeutic Goods Act 1989 Therapeutic Goods Amendment (Excluded Goods) Determination (No. 2) 2019

'The Therapeutic Goods Amendment (Excluded Goods) Determination (No. 2) 2019 ("the Amendment Determination") is made under subsection 7AA(1) of the Act. The purpose of the Amendment Determination is to amend the Principal Determination to specify fluoridated reticulated drinking water to be excluded goods for the purposes of the Act. The effect of this provision is to exclude fluoridated reticulated drinking water from the operation of the Act.'

Relevant NSW Legislation

- [Fluoridation of Public Water Supplies Act 1957](#)
- [Fluoridation of Public Water Supplies Regulation 2017](#)
- [NSW Code of Practice for Fluoridation of Public Water Supplies](#)

ATTACHMENTS

Nil

18 QUESTIONS WITH NOTICE

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