



BUSINESS PAPER

ORDINARY MEETING

Thursday 16 October 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 October 2025

Councillors

Dear Members

Ordinary Meeting of Council

Notice is hereby given that the next Ordinary Meeting of Council will take place on **Thursday 16 October 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.”

1	NOTICE OF WEBCASTING/AUDIO RECORDING OF MEETING	
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	Nil	
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UPPER LACHLAN SHIRE COUNCIL

LEAVE OF ABSENCE

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

Dear Madam

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

Date:

I will be absent for the following reason/s:

.....
.....
.....

Yours faithfully

.....
(Councillor Signature)

ETHICAL DECISION MAKING AND CONFLICTS OF INTEREST

A GUIDING CHECKLIST FOR COUNCILLORS, OFFICERS AND COMMUNITY COMMITTEES

ETHICAL DECISION MAKING

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

CONFLICT OF INTEREST

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

THE TEST FOR CONFLICT OF INTEREST

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

IDENTIFYING PROBLEMS

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

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

AGENCY ADVICE

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

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

UPPER LACHLAN SHIRE COUNCIL

COUNCILLORS DISCLOSURE OF A PECUNIARY INTEREST

**PURSUANT TO PART 4 PECUNIARY INTEREST IN THE CODE OF CONDUCT
(THE DISCLOSURE AND MANAGEMENT OF A PECUNIARY INTEREST IS PRESCRIBED UNDER THE
CODE OF CONDUCT FOR LOCAL COUNCILS IN NEW SOUTH WALES)**

To the Chief Executive Officer

I, _____

Declare a Conflict of Interest, being a PECUNIARY Interest.

Name of Meeting: Ordinary Meeting of Council

Date of Meeting:

Page Number:

Item Number:

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

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

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

to be held on the _____ day of _____ 20 .

Pecuniary interest

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

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

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

☐ An associated person of the councillor has an interest in the land.

☐ An associated company or body of the councillor has an interest in the land.

Matter giving rise to pecuniary interest¹

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

[Tick or cross one box]

☐ The identified land.

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

Current zone/planning control

Proposed change of zone/planning control

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

☐ Appreciable financial gain

☐ Appreciable financial loss

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

Councillor's Signature:

Date:

UPPER LACHLAN SHIRE COUNCIL

COUNCILLORS DISCLOSURE OF A NON-PECUNIARY INTEREST

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

To the Chief Executive Officer

I, _____

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

☐ Significant

☐ Non Significant

COUNCIL MEETINGS

Name of Meeting _____

Date of Meeting _____

Page Number _____ Item Number _____

Subject _____

Reason for Interest _____

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

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

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

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

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

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

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

Signature

Date

5 CONFIRMATION OF MINUTES

The following minutes are submitted for confirmation -

5.1 Minutes of the Ordinary Meeting of Council of 18 September 2025..... 12

UPPER LACHLAN SHIRE COUNCIL
MINUTES OF THE
ORDINARY MEETING OF COUNCIL
HELD IN THE COUNCIL CHAMBERS
ON 18 SEPTEMBER 2025

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

THE MAYOR DECLARED THE MEETING OPEN AT 13:31pm

SECTION 1: NOTICE OF WEBCASTING/AUDIO RECORDING OF MEETING

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

Mayor Culhane also welcomed the public gallery.

SECTION 2: APOLOGIES & LEAVE OF ABSENCE

An apology was received by Cr S Reynolds and Mr S Arkinstall.

147/25

RESOLVED by Cr Searl and Cr Peirce

1. That the apologies of Cr S Reynolds and Mr S Arkinstall be received and a leave of absence granted.

- CARRIED

Councillors who voted for:-

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

Councillors who voted against:- Nil

SECTION 3: DECLARATIONS OF INTEREST

Cr P Culhane declared a significant non-pecuniary interest in Items 11.2 and 11.3 – Planning Proposals - Lot 4 DP 1198749 - 18 Boureong Drive, Gunning and Planning Proposal - Lot 1 DP 1022597 and Lots 168, 169, 193, 194 And 195 DP752042 - 43 Harley Road, Crookwell as the company he works for SMR Laterals has a shareholder Mr Tim Allen, who has a financial interest at Laterals Planning and he will make a declaration, stay in the chamber, participate in the debate and not vote on these items.

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Cr R Cameron declared a significant non-pecuniary interest in Item 17.1 Notice of motion review of Section s355 Committee as his wife is the secretary of the Crookwell District Art Gallery Section 355 committee, and will make a declaration, stay in the chamber, not participate in the debate and not vote on this item.

Cr V Flanagan declared a non-significant non-pecuniary interest in Item 16.1 Crookwell Historical Society s355 Committee minutes as she donated items to the committee for historical purposes on behalf of her family, and will make a declaration, stay in the chamber, participate in the debate and vote on this item.

Cr S Peirce declared a significant non-pecuniary interest in Item 16.1 Access section 355 Committee minutes as his partner is a member of this committee, and will make a declaration, stay in the chamber, participate in the debate and vote on this item.

SECTION 4: CITIZENSHIP CEREMONY

Nil

SECTION 5: CONFIRMATION OF MINUTES

ITEM 5.1 **RESOLVED** by Cr Searl and Cr Flanagan
148/25

1. That the minutes of the Ordinary Council Meeting held on 21 August 2025 be adopted.

– CARRIED

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

Councillors who voted against:- Nil

SECTION 6: PRESENTATIONS TO COUNCIL/PUBLIC

Nil

SECTION 7: MAYORAL MINUTES

ITEM 7.1 **MAYORAL MINUTE**
149/25 **RESOLVED** by Mayor Culhane and Cr Searl that –

1. That Council receive and note the activities attended by the Mayor for August and September.

- CARRIED

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

Councillors who voted against:- Nil

SECTION 8: CORRESPONDENCE

ITEM 8.1 CORRESPONDENCE FOR THE MONTHS OF AUGUST AND SEPTEMBER

150/25 RESOLVED by Cr Searl and Cr Peirce

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

1. Office of Local Government – Circular 25-18 – Update Ministerial Guidelines on Alcohol Free Zones.
2. Office of Local Government – Circular 25-19 – Procurement Guidelines for NSW Local Government.
3. Office of Local Government – Circular 25-20 – 2025 Model Meeting Code and FAQ sheet.
4. Office of Local Government – Circular 25-21 – Commencement of Mutual Recognition Scheme.
5. Country Mayors Association – Media Release – Meeting Code response.

- CARRIED

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

Councillors who voted against:- Nil

Cr Culhane moved a motion that -

1. Council formally write to the Australian Energy Regulator (AER), Chair Clare Savage and CEO Anthea Harris requesting a meeting with all five Mayors of Snowy Valleys Council, Upper Lachlan Shire Council, Yass Valley Council, Wagga Wagga City Council, and Cootamundra-Gundagai Regional Council regarding the AER's immediate consideration and support to require or facilitate Transgrid's agreement to community benefit-sharing payments, with payments commencing in 2027 at the completion of the Humelink Project.
2. Advocate jointly with the CRJO, Snowy Valley Council, Yass Valley Council, Wagga Wagga City Council, and Cootamundra-Gundagai

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Regional Council to Transgrid and the NSW Government and specifically for establishment of an annual payment of \$10,000 per kilometre indexed for the lifetime of the transmission lines.

3. Thank Minister Sharpe, Energy Commissioner Tony Mahar and Transgrid CEO Brett Redman for past meetings with the host councils and seek their ongoing support in advocating for fair and meaningful benefit-sharing arrangements for host communities. Currently host Councils are proposed to receive only minor upfront benefits for providing power security for the state while the amenity of the regions is being adversely affected for decades.

On being put to the meeting the motion was carried.

151/25 **RESOLVED** By Cr Culhane and Cr Flanagan That -

1. Council formally write to the Australian Energy Regulator (AER), Chair Clare Savage and CEO Anthea Harris requesting a meeting with all five Mayors of Snowy Valleys Council, Upper Lachlan Shire Council, Yass Valley Council, Wagga Wagga City Council, and Cootamundra Gundagai Regional Council regarding the AER's immediate consideration and support to require or facilitate Transgrid's agreement to community benefit-sharing payments, with payments commencing in 2027 at the completion of the Humelink Project.
2. Advocate jointly with the CRJO, Snowy Valley Council, Yass Valley Council, Wagga Wagga City Council, and Cootamundra Gundagai Regional Council to Transgrid and the NSW Government and specifically for establishment of an annual payment of \$10,000 per kilometre indexed for the lifetime of the transmission lines.
3. Thank Minister Sharpe, Energy Commissioner Tony Mahar and Transgrid CEO Brett Redman for past meetings with the host councils and seek their ongoing support in advocating for fair and meaningful benefit-sharing arrangements for host communities. Currently host Councils are proposed to receive only minor upfront benefits for providing power security for the state while the amenity of the regions is being adversely affected for decades.

- CARRIED

Councillors who voted for:-

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

Councillors who voted against:- Nil

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SECTION 9: LATE CORRESPONDENCE

Nil

SECTION 10: INFORMATION ONLY

ITEM 10.1 DEVELOPMENT STATISTICS REPORT

152/25 **RESOLVED** by Cr Searl and Cr Peirce

1. Council receives and notes the report as information.

- CARRIED

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

Councillors who voted against:- Nil

ITEM 10.2-10.7 INFORMATION ONLY REPORTS

153/25 **RESOLVED** by Cr Searl and Cr Flanagan

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

- CARRIED

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

Councillors who voted against:- Nil

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REPORTS FROM STAFF AND STANDING COMMITTEES

SECTION 11: ENVIRONMENT AND PLANNING

ITEM 11.1 GUNNING SEWER AND WATER PLANT

154/25 **RESOLVED** by Cr Searl and Cr Peirce

1. Council receive and note the report as information.

- CARRIED

Councillors who voted for:-

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

Councillors who voted against:- Nil

Council took a short break and paused its meeting at 14:33pm and the public, staff and press left the chambers and live streaming ceased.

Council resumed its meeting at 14:38pm.

Mayor Culhane declared his non-pecuniary interest in Item 11.2 and did not vote.

ITEM 11.2 PLANNING PROPOSAL - LOT 1 DP 1022597 AND LOTS 168, 169, 193, 194 AND 195 DP 752042 - 43 HARLEY ROAD, CROOKWELL

155/25 **RESOLVED** by Cr Meggitt and Cr Flanagan

1. Council endorse the planning proposal to amend the Upper Lachlan Local Environmental Plan 2010:
 - a) Partially amend land use zoning of Lot 1 DP1022597 and Lots 168, 169, 193, 194, & 195 DP 752042 – 43 Harley Road, Crookwell from R5 Large Lot Residential to R2 Low Density Residential, rezone SP2 Rail Infrastructure Facility zone to R5 Large Lot Residential
 - b) Partially amend the minimum lot size of Lot 1 DP1022597 and Lots 168, 169, 193, 194, & 195 DP 752042 – 43 Harley Road, Crookwell from 2ha to 1000m2.
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.

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4. Undertake agency consultation and public exhibition according to the requirements of the Gateway determination.
5. Should no objections be received, undertake the necessary actions to finalise the making of the Upper Lachlan Environmental Plan 2010.

- CARRIED

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

Councillors who voted against:- Nil

Cr P Culhane did not participate in the vote in line with his declaration.

Mayor Culhane declared his non-pecuniary interest in Item 11.3 and did not vote.

ITEM 11.3 PLANNING PROPOSAL - LOT 4 DP 1198749 - 18 BOUREONG DRIVE, GUNNING

156/25 RESOLVED by Cr Peirce and Cr Searl

1. Request delegation of Plan Making Authority for the Planning Proposal.
2. Undertake the necessary actions to finalise the making of the Upper Lachlan Local Environmental Plan 2010.

- CARRIED

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

Councillors who voted against:- Nil

Cr P Culhane did not participate in the vote in line with his declaration.

SECTION 12: INFRASTRUCTURE DEPARTMENT

Nil

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SECTION 13: FINANCE AND ADMINISTRATION

ITEM 13.1 REVIEW OF COUNCIL INTERNAL AUDIT CHARTER
157/25 RESOLVED by Cr Searl and Cr Peirce

1. Council adopts the reviewed Internal Audit Charter.

- CARRIED

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

Councillors who voted against:- Nil

ITEM 13.2 ADOPTION OF CODE OF MEETING PRACTICE
158/25 RESOLVED by Cr Searl and Cr Flanagan

1. Council in accordance with Section 362(1)(a) and (2), of the *Local Government Act 1993*, adopts the draft Code of Meeting Practice as publicly exhibited, with inclusion of mandatory provisions and non-mandatory best practice provisions, with the two exceptions by amendment removing Part 3.33 to Part 3.39 - Pre-Meeting Briefing Sessions and amendment to Part 4.2 - Public Forums as outlined in Council Resolution Number 140/25 all public forums will be live webcast by audio-visual recording device on Council website.
2. Council provide a written response to all public submissions to the draft Code of Meeting Practice.

- CARRIED

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

Councillors who voted against:- Nil

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SECTION 14: CHIEF EXECUTIVE OFFICER

ITEM 14.1 ELECTION OF DEPUTY MAYOR
159/25 RESOLVED by Cr Peirce and Cr Searl

1. Council received one nomination for Deputy Mayor.
2. The Mayor declared Cr Rob Cameron as the successful Councillor elected as Deputy Mayor.

- CARRIED

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

Councillors who voted against:- Nil

ITEM 14.2 ORGANISATION STRUCTURE ADOPTION
160/25 RESOLVED by Cr Searl and Cr Cameron

1. Council resolves to adopt the existing Organisation Structure without amendment.

- CARRIED

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

Councillors who voted against:- Nil

ITEM 14.3 COMMITTEES OF COUNCIL STRUCTURE
161/25 RESOLVED by Cr Flanagan and Cr Searl

1. Council determines and approves Schedule A and Schedule B for the Committee of Council structures, committee memberships and appointment of Councillors and staff delegates to committees

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in accordance with Section 355, of the *Local Government Act* 1993.

- CARRIED

Councillors who voted for:-

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

Councillors who voted against:- Nil

SCHEDULE A - COMMITTEES, STAFF AND COUNCILLOR MEMBERSHIP

Council Mayor, is Ex-Officio Chairperson of Section 355 Committee Meetings.

Audit, Risk and Improvement Committee (ARIC)

Functions of the Committee:

The Audit, Risk and Improvement Committee will act as an advisory Committee to provide independent assurance to Council. The primary roles of the Committee is to assist Council in the effective operation of its responsibilities by monitoring, reviewing and providing advice about Council's governance processes, compliance, risk management and control frameworks, internal audit, external audit, fraud and corruption control, and external accountability obligations and overall financial and operational performance. The Committee will work with Council's external auditor and internal auditor to facilitate achieving the organisational goals and efficient work practices.

Councillor Member Non-Voting Representation: Cllr Rob Cameron (4 year term)

Independent Committee Representation: Canberra Region Joint Organisation accredited committee members – Stephen Coates (Chair), Diana Hamono, Rachel Harris and Bryce McNair.

Staff Representation (non-voting): Chief Executive Officer, Director of Finance and Administration, Chief Financial Officer, Manager Governance and Manager IT (other Managers as requested).

Meets: Quarterly

Performance Review Committee – Chief Executive Officer (CEO)

Functions of the Committee:

- To assess the performance of the Chief Executive Officer against the objectives and performance measures established in the Performance Agreement.
- Council to comply with the Office of Local Government 2022 Guidelines for the Appointment and Oversight of Chief Executive Officer directing that the whole

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process of performance management be delegated to a Performance Review Panel, including decisions about performance, any actions that should be taken, and the determination of the new Performance Agreement.

- Whilst the Council can undertake the performance management of its Chief Executive Officer, it delegates this task to the Performance Review Panel as this provides a superior forum for constructive discussion and feedback.
- It is Council practice to enable Councillors not on the Performance Review Panel to provide feedback to the Mayor in the week prior to each performance review.
- The result of the Performance Review will be reported to a closed meeting of Council. As per the direction by the Office of Local Government Guidelines for the Appointment and Oversight of Chief Executive Officer, the report in the closed meeting of Council is not to be an opportunity to debate the results, or re-enact the performance management of the Chief Executive Officer.

Council Delegates: The Mayor, Deputy Mayor, Cllr J Searl (Chief Executive Officer's nominated Councillor Representative) and Cllr T Yallouris

Meets: Annually

Local Transport Forum (Previously Local Traffic Committee)

Functions of the Committee:

Primarily an advisory body to support council's function as roads authority for unclassified roads in the Upper Lachlan Shire Council area.

Note: Where Council decides to act contrary to the Local Transport Forum advice, written notification must be provided to the Roads and Maritime Service and to the NSW Police Force with no further action taken within 14 days from the date of written notification.

Council Delegate: Cllr J Searl, alternative Cllr S Peirce

Minute Secretary: Infrastructure Executive Assistant

Other Representation: Transport NSW representative (1 Vote), NSW Police Representative (1 Vote) and Local Members Representatives (1 Vote).

Other Staff Involved: Director Infrastructure, Manager Assets, and Traffic and Road Safety Officer.

Meets: Quarterly

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SECTION 355 COMMITTEES

Access Committee

Functions of the Committee:

Provide input to Council on Council owned and controlled assets/facilities access issues and to assist with the ongoing development of the Disability Inclusion Action Plan.

Council Delegate: Cllr G Harris, Cllr J Searl and Cllr V Flanagan

Minute Secretary: Infrastructure Executive Assistant

Staff Representation: Director Infrastructure, Manager Assets, Traffic and Road Safety Officer and Director Environment and Planning (where required).

Meets: Quarterly

Biala Wind Farm Community Enhancement Fund Committee

Functions of the Committee:

To provide recommendations to Council prioritising available project funding involving the Community Enhancement Program for the benefit of the eligible target community.

Council Delegate: Mayor

Staff Representation: Chief Executive Officer and Director Environment and Planning (as alternate representative).

Community Representation: Scott Keyworth and Paul Hewitt

Wind Farm Representation: Ms Erin Fletcher (BJCE) (Biala Wind Farm representative)

Meets: Annually

Bigga Memorial Hall Committee

Functions of the Committee:

The care, control and management of the Bigga Memorial Hall in accordance with the requirements of the Local Government Act 1993 and Regulations, Council policies and within the funds voted by Council.

Council Delegate: Cllr S Reynolds alternative Cllr G Harris

Staff Representation: Director Infrastructure (as required).

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Meets: As required by Upper Lachlan Shire Council Section 355 Committee Policy.

Binda Hall Committee

Functions of the Committee:

The care control and management of the Binda Hall in accordance with the requirements of the Local Government Act 1993 and Regulations, Council policies and within the funds voted by Council.

Council Delegate: Clr A Meggitt alternative Clr G Harris

Staff Representation: Director Infrastructure (as required).

Meets: Quarterly or as required by Upper Lachlan Shire Council Section 355 Committee Policy.

Breadalbane Community Hall Committee

Functions of the Committee:

The care, control, management and organisation of the Breadalbane Community Hall in accordance with the requirements of the Local Government Act 1993 and Regulations, Council policies and within any funds that may be voted by Council from time to time.

Council Delegate: Clr J Searl alternative Clr S Peirce

Staff Representation: Director Infrastructure (as required).

Meets: As required by Upper Lachlan Shire Council Section 355 Committee Policy.

Collector Oval Committee

Functions of the Committee:

The care, control, management and organisation of the Collector Oval in accordance with the requirements of the Local Government Act 1993 and Regulations, Council policies and within any funds that may be voted by Council from time to time.

Council Delegate: Mayor and Clr J Searl alternative Clr S Peirce

Staff Representation: Director Environment and Planning (as required).

Meets: As required by Upper Lachlan Shire Council Section 355 Committee Policy.

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Collector Wind Farm Community Enhancement Fund Committee

Functions of the Committee:

To provide recommendations to Council prioritising available project funding involving the Community Enhancement Program for the benefit of the eligible target community.

Council Delegate: Mayor

Staff Representation: Chief Executive Officer and Director Environment and Planning (as alternate representative).

Community Representation: James McKay and Jacqueline Menyhart

Wind Farm Representation: Melinda Loew, RATCH-Australia Corporation Pty Ltd

Meets: Annually

Crookwell and District Art Gallery Committee

Functions of the Committee:

The care, control, management and organisation of the Crookwell & District Art Gallery in accordance with the requirements of the Local Government Act 1993 and Regulations, Council policies and within any funds that may be voted by Council from time to time.

Council Delegate: Clr V Flanagan alternative Clr T Yallouris

Meets: Fourth Thursday of each month.

Crookwell and District Historical Society

Functions of the Committee:

The care control and management of the history of the Crookwell portion of the area in accordance with the requirements of the Local Government Act 1993 and Regulations, Council policies and within the funds voted by Council.

Council Delegate: Clr V Flanagan, alternative Clr G Harris

Meets: Second Thursday of each month

Crookwell II & III Wind Farms Community Enhancement Fund Committee

Functions of the Committee:

To provide recommendations to Council prioritising available project funding involving the Community Enhancement Program for the benefit of the eligible target community.

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Council Delegates: Mayor

Staff Representation: Chief Executive Officer and Director Environment and Planning (as alternate representative).

Community Representation: Katrina Nixon and Paul Seary

Wind Farm Representation: Kirsty Levings, Global Power Generation Australia

Meets: Annually

Crookwell Memorial Hall Committee

Functions of the Committee:

The care, control and management of the Crookwell Memorial Hall in accordance with the requirements of the Local Government Act 1993 and Regulations, Plan of Management, Council policies and within the funds voted by Council annually.

Council Delegate: Cllr V Flanagan alternative Cr P Culhane

Staff Representation: - Manager Library Services.

Meets: Every two months (Bi-monthly)

Cullerin Wind Farm Community Enhancement Fund Committee

Functions of the Committee:

To provide recommendations to Council prioritising available project funding involving the Community Enhancement Program for the benefit of the eligible target community.

Council Delegates: Mayor

Staff Representation: Chief Executive Officer and Director Environment and Planning (as alternate representative).

Community Representation: Michael Coley and Matthew Streat

Landowner Representation: Rachael Foley

Wind Farm Representation: Elsbeth Pickerin, EDL Energy

Meets: Annually

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Gullen Range Wind Farm Community Enhancement Fund Committee

Functions of the Committee:

To provide recommendations to Council prioritising available project funding involving the Community Enhancement Program for the benefit of the eligible target community.

Council Delegate: Mayor

Staff Representation: Chief Executive Officer and Director Environment and Planning (as alternate representative).

Community Representation: Margaret McPherson and Christine McLean

Goulburn Mulwaree Representation: Cllr Liz McKeon (Goulburn Mulwaree Council)

Wind Farm Representation: Ms Erin Fletcher, BJCE

Meets: Annually

Gunning Arts Festival Committee

Functions of the Committee:

The care, control, management and organisation of the Gunning Arts Festival in accordance with the requirements of the Local Government Act 1993 and Regulations, Council policies and within funds that may be voted by Council from time to time.

Council Delegate: Cllr S Peirce

Meets: As required by Upper Lachlan Shire Council Section 355 Committee Policy.

Gunning Shire Hall and Showground Precinct Advisory Committee

Functions of the Committee:

To provide advice with respect to the care, control, management and organisation of the Gunning Shire Hall and Showground Precinct in accordance with the requirements of the Local Government Act 1993 and Regulations, Council policies and within any funds that may be voted by Council from time to time.

Council Delegate: Cllr S Peirce

Staff Representation: Director Infrastructure and Director Environment and Planning (as required).

Meets: As required by Upper Lachlan Shire Council Section 355 Committee Policy.

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Rye Park Wind Farm Community Enhancement Fund Committee

Functions of the Committee:

To provide recommendations to Council prioritising available project funding involving the Community Enhancement Program for the benefit of the eligible target community.

Council Delegate: Mayor

Staff Representation: Chief Executive Officer and Director Environment and Planning (as alternate representative).

Community Representation: Rodney Barnes and Daryl Johnson

Wind Farm Representation: Federica Frew (Company Rep - Rye Park Wind Farm representative).

Meets: Annually

Sport and Recreation Committee

Functions of the Committee:

To advise Council on matters involving the use, maintenance and improvement of Sporting Fields and Recreational Facilities throughout the Upper Lachlan Shire LGA.

Council Delegates: Clr A Meggitt and Clr T Yallouris (alternative Clr P Culhane)

Staff Representation: Director Environment and Planning and Coordinator Parks and Biosecurity.

Meets: Quarterly or as required.

Stonequarry Cemetery Committee

Functions of the Committee:

The care control and management of the Stonequarry Cemetery in accordance with the requirements of the Local Government Act 1993 and Regulations, Council policies and within the funds voted by Council.

Council Delegate: Clr G Harris

Meets: As required as per Upper Lachlan Shire Council Section 355 Committee Policy.

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Taralga Wind Farm Community Enhancement Fund Committee

Functions of the Committee:

To provide recommendations to Council prioritising available project funding involving the Community Enhancement Program for the benefit of the eligible target community.

Council Delegate: Mayor

Staff Representation: Chief Executive Officer and Director Environment and Planning (as alternate representative).

Community Representation: Craig Croker and Brian Corby

Wind Farm Representation: Jackie Stojanoski, PacificBlue

Meets: Annually

Tourism and Economic Development Advisory Committee

Functions of the Committee:

Identify economic development projects, opportunities and actions, develop and promote partnerships and business networks in the local area and assist with the commissioning of an Economic Development Strategy. Advise Council on the development of strategies relating to tourism, help build stronger local community awareness of the importance and value of the visitor community partner with Council to promote the benefits of tourism and events and provide ideas that will help grow the visitor economy in accordance with the requirements of the Local Government Act 1993 and Regulations, Council policies and within the funds voted by Council.

Council Delegate: Cllr R Cameron, Cllr S Reynolds and Cllr G Harris

Community Representation: Russ Plummer, Peter Cottrell and Dianna Nixon.

Meets: Quarterly

Tuena Hall and Recreation Area Committee

Functions of the Committee:

The care control and management of the Tuena Hall and Recreation Area in accordance with the requirements of the Local Government Act 1993 and Regulations, Council policies and within the funds voted by Council.

Council Delegate: Cllr A Meggitt

Meets: Quarterly

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Upper Lachlan Australia Day Committee

Functions of the Committee:

The Australia Day Committee will be responsible for the co-ordination of the official Australia Day celebrations across the Upper Lachlan Shire. Subject to the Australia Day Guidelines the Committee's responsibilities in respect of this event are as follows:-

- a) The Committee will: organise the Ambassador, provide recommendations to Council on the annual Australia Day Citizen and Young Citizen of the Year Awards, Event of the Year Awards and Sportsperson of the Year Award and Young Sportsperson of the Year Award.
- b) The Council will: be responsible for any administrative assistance (Executive Assistant) to the Committee and be responsible for expenditure of funding as per the Operational Plan for the current year.

Council Delegates: Mayor, Cllr J Searl, Cllr G Harris, Cllr T Yallouris and Cllr S Reynolds

Staff Representation: Director Finance and Administration (Voting) and Executive Assistant to the Chief Executive Officer (Non-Voting).

Community Representation: Noelene Cosgrove, Michael Coley, John Shaw, Cheryl John, Dianne Layden, Elizabeth Newcombe, Katherine Johnson, Carmel Hills and Norm Fountain.

Meets: Annually

SCHEDULE C - COUNCIL DELEGATES / REPRESENTATIONS (OTHER THAN COUNCIL COMMITTEES)

Biala Wind Farm Community Consultative Committee

Council Delegate: Cllr R Cameron

Meets: As required

Canberra Region Joint Organisation (CRJO)

Objective:

To advocate on agreed regional positions and priorities for Canberra Region whilst providing a forum for regional cooperation and resource sharing and nurturing investment and infrastructure development.

Membership: Bega Valley Shire Council, Eurobodalla Shire Council, Goulburn Mulwaree Council, Hilltops Council, Queanbeyan-Palerang Regional Council, Snowy

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Monaro Regional Council, Snowy Valleys Council, Upper Lachlan Shire Council, Wingecarribee Shire Council, Yass Valley Council with associate members being the ACT Government and Wagga Wagga City Council.

Council Delegate: Mayor

Staff Representation: Chief Executive Officer

Meets: Quarterly

Collector Community Association

Council Delegate: Clr J Searl alternative Clr S Peirce

Meets: Monthly

Collector Wind Farm Community Consultative Committee

Council Delegate: Mayor

Meets: As required

Country University Centre Committee

Council Delegate: Clr S Reynolds and Clr G Harris

Meets: Monthly

Crookwell II and III Wind Farm Community Consultative Committee

Council Delegate: Clr S Reynolds alternative Clr V Flanagan

Meets: As required

Gullen Range Wind Farm Community Consultative Committee

Council Delegate: Clr S Reynolds

Meets: As required

Gunning District Community and Health Service Inc. Management Committee

Council Delegate: Clr J Searl

Meets: Monthly

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Gunning & District Historical Society

Council Delegate: Cllr J Searl

Meets: Fourth Thursday of each month

Gunning Landcare

Council Delegate: Mayor and Cllr S Peirce (alternative Cllr J Searl)

Meets: As required

Gunning Wind Farm Community Enhancement Program Advisory Group

Council Delegate: Cllr S Peirce

Staff Representation: Chief Executive Officer.

Meets: As required

Kiamma Creek Landcare Group

Council Delegate: Cllr S Reynolds

Meets: Quarterly

Local Government NSW (LGNSW)

Objective:

To promote the interests of NSW local government councils at a divisional level. LGNSW is the peak body representing local government council members and associate members, including county councils and joint organisations. LGNSW role is to support, promote, advocate for, and represent the local government sector so members are in the best position to serve communities

Membership: All Councils in NSW.

Council Delegate: Mayor, alternate is Deputy Mayor

Staff Representation: Chief Executive Officer

Meets: Annually and as required

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Rye Park Wind Farm Community Consultative Committee

Council Delegate: Cr Cameron

Meets: As required

South East Australian Transport Strategy Inc. (SEATS)

Objective: To stimulate and facilitate investment in transport and infrastructure in south eastern NSW, eastern Victoria and the ACT.

Council Delegate: Mayor

Staff Representation: Director Infrastructure

Meets: Quarterly

Southern Tablelands Bush Fire Management Committee

Council Delegate: Clr R Cameron alternative Clr S Peirce

Meets: Quarterly

Staff Representation: Director Infrastructure

Note: This Committee is a statutory Committee appointed under the Rural Fires Act.

Southern Tablelands Regional Arts (STARTS) Sub-committee

Council Delegates: Clr V Flanagan

Meets: Quarterly

Southern Tablelands (Rural Fire Services) Zone Liaison Committee

Council Delegate: Clr R Cameron alternative Clr S Peirce

Staff Representation: Director Infrastructure

Meets: Quarterly

Taralga and District Historical Society

Functions of the Committee:

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The care, control and management of the history of the Taralga and surrounding villages.

Council Delegate: Clr G Harris

Meets: As required

Upper Lachlan Joint Regional Planning Panel

Function:

To determine state significant, designated development applications and other development applications as prescribed.

Council Delegate: Mayor and Clr S Reynolds

Staff Delegate: Director Environment and Planning

Meets: As required

Upper Lachlan Landcare Group

Council Delegate: Clr S Reynolds

Meets: Quarterly

Village and Town Progress Associations

Noting these are not managed by Council and will require an invitation from the Progress Association / committee should they wish for a Councillor delegate to attend.

Bigga Progress Association

Council Delegates: Clr P Culhane

Meets: on invitation from Association / Committee

Binda Progress Association

Council Delegates: Clr A Meggitt

Meets: on invitation from Association / Committee

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Crookwell Progress Association

Council Delegates: Clr S Reynolds

Meets: on invitation from Association / Committee

Dalton Community and District Association

Council Delegates: Clr J Searl

Meets: on invitation from Association / Committee

Golspie Progress Association

Council Delegates: Clr G Harris

Meets: on invitation from Association / Committee

Grabben Gullen Community Progress Association Inc.

Council Delegates: Clr J Searl

Meets: on invitation from Association / Committee

Gunning District Association

Council Delegates: Clr S Peirce

Meets: on invitation from Association / Committee

Laggan & District Progress Association

Council Delegates: Clr S Reynolds

Meets: on invitation from Association / Committee

Middle Arm Progress Association

Council Delegates: Clr V Flanagan

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SECTION 15: LATE REPORTS

Nil

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

Cr V Flanagan declared a non-pecuniary interest however voted on Item 16.1 in line with her declaration.

Cr S Peirce declared a non-pecuniary interest however voted on Item 16.1 in line with his declaration.

ITEM 16.1 REPORTS FROM COMMITTEES FOR THE MONTHS OF AUGUST AND SEPTEMBER

163/25 **RESOLVED** by Cr Searl and Cr Meggitt

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

1. Audit Risk and Improvement Committee – Minutes from 1 July 2025
2. Collector Oval, Section 355 Committee – Minutes from meeting held 6 August 2025.
3. Tuena Hall & Recreation Area, Section 355 Committee – Minutes from meeting held 6 August 2025.
4. Crookwell Historical Society, Section 355 Committee – Minutes from meeting held 14 August 2025.
5. Crookwell Historical Society, Section 355 Committee – AGM Minutes from meeting held 14 August 2025.
6. Breadalbane Hall, Section 355 Committee – Minutes from meeting held 24 August 2025.
7. Access Committee, Section 355 Committee – Minutes from meeting held 27 August 2025.

- CARRIED

Councillors who voted for:-

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

Councillors who voted against:-

Nil

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164/25 **RESOLVED** by Cr Flanagan and Cr Meggitt that -

1. That Council write to Crookwell Historical Society, Section 355 Committee formally accepting the new office bearers – President Ray Croker, Vice President Ian Laverty, Secretary Jeanette Painter, Treasure Glen Millar and other nominated committee members.

- CARRIED

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

Councillors who voted against:- Nil

SECTION 17: NOTICES OF MOTION

Cr R Cameron declared a non-pecuniary interest, and did not vote on the item in line with his declaration.

ITEM 17.1 NOTICE OF MOTION - REVIEW OF SECTION 355 COMMITTEES

165/25 **RESOLVED** by Cr Searl and Cr Flanagan

1. That Council undertake a review of Section 355 Committees to ascertain the scope and relevance of each committee's function in regard to exercising the functions of Council, and governance in relation to the Code of Meeting Practice, reporting to Council and any areas for improvement in compliance and operation.

- CARRIED

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

Councillors who voted against:- Crs A Meggitt and T Yallouris

Cr R Cameron did not vote in line with his declaration.

SECTION 18: QUESTIONS WITH NOTICE

ITEM 18.1 QUESTION WITH NOTICE - UPDATE OF DEVELOPMENT CONTROL PLAN

Refer to the business paper for 18 September 2025 Council Meeting for the CEO's comments.

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CLOSED COUNCIL ITEMS

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

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

166/25 **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 (2) (2a) 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, J Searl and T Yallouris

Councillors who voted against:- Nil

Council closed its meeting at 15:30pm and the public, staff and press left the chambers and live streaming ceased.

167/25 **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, J Searl and T Yallouris

Councillors who voted against:- Nil

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Open Council resumed at 15:35pm 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 COUNCIL SECTION 355 ACCESS COMMITTEE - SELECTION OF COMMUNITY REPRESENTATIVE APPLICATION

168/25 **RESOLVED** by Cr Searl and Cr Flanagan

1. Council write to Marlene Lannan advising of her appointment as a community representative member of the Council Section 355 Access Committee.

- CARRIED

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

Councillors who voted against:- Nil

THE MEETING CLOSED AT 15:35pm

Minutes confirmed 16 OCTOBER 2025

.....
Mayor

7 MAYORAL MINUTES

The following item is submitted for consideration -

7.1	Mayoral Minute	42
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Mayoral Minutes - 16 October 2025

ITEM 7.1 Mayoral Minute

FILE REFERENCE I25/282

September 2025

18 September 2025	Meeting CEO and Mayor Council Meeting <i>NB: No Public forum was held ahead of Council meeting in September</i>
22 September 2025	Meeting with Commissioner Tony Mahar from Australian Energy Regulator with CEO, Councillors and Community Representatives
24 September 2025	Radio Interview Mayor & Deputy Mayor attended the Crookwell Chamber of Commerce meeting
26 September 2025	Meeting with Acting Director Environment and Planning Meeting with CEO and Mayor
27 September 2025	MC – Laggan's 1 st Annual Charity Ball

October 2025

1 October 2025	Meet and Greet with LGNSW President Phyllis Miller and Chief Executive David Reynolds
2 October 2025	Landcare Annual General Meeting
8 October 2025	Radio Interview Regions Rising – National Summit Dinner Transgrid with CEO in Canberra
14 October 2025	Public School – Playground opening Taralga Outreach Meeting
15 October 2025	Radio Interview
16 October 2025	Councillor Education session - DCP and Housing Strategy Council Meeting

8 CORRESPONDENCE

The following item is submitted for consideration -

- | | | |
|-----|--|----|
| 8.1 | Correspondence for the months of September and October | 44 |
|-----|--|----|

Correspondence - 16 October 2025

ITEM 8.1

Correspondence for the months of September and October

RECOMMENDATION:

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

1. Office of Local Government – Circular 25-22 Release of Quarterly Budget Review Statement Data Return Template.

ATTACHMENTS

1. ↓	Office of Local Government - Circular 25-22 Release of Quarterly Budget Review Statement Data Return Templates	Attachment
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Department of Planning, Housing and Infrastructure
Office of Local Government



Circular to Councils

Subject/title	Release of Quarterly Budget Review Statement Data Return Templates
Circular Details	Circular 25-22/ 19 September 2025 / A978780
Who should read this	Councillors / General Managers / Council finance staff
Contact	Council Performance Team - 02 4428 4100 - olg@olg.nsw.gov.au
Action required	Information

What's new or changing?

- The Office of Local Government (OLG) released the Quarterly Budget Review Statement Guidelines for Local Government (the Guidelines) in August 2025, with mandatory reporting to commence for the first quarter ending 30 September 2025.
- The 2025-26 Quarter 1 QBRS data return is available on the OLG webpage.

What will this mean for council?

- The QBRS reporting requirements outlined in the Guidelines are mandatory. This includes use of standardised QBRS reporting templates to be presented to councillors, the community and to the OLG.
- Both documents should be returned by 30 November 2025 to the following email addresses:
 - Q1 QBRS Data Return (QDR) - qbrs@olg.nsw.gov.au
 - Q1 QBRS Report - finance@olg.nsw.gov.au
- The QBRS Report is required to be tabled at a council meeting prior to submitting to OLG and must include the Responsible Accounting Officer's statement.

Key points

- Councils are required to commence reporting the 1st quarter QBRS under the new Guidelines by no later than 30 November 2025.
- The Q1 QBRS report and QDR are to be sent electronically to OLG by 30 November 2025.

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



- The QBRS Data return is available on the Council Portal [here](#).

Where to go for further information

- The suite of QBRS Guideline documents are available on the [OLG website](#).
- The QBRS Data return is available on the Council Portal [here](#)
- OLG is hosting a webinar to provide an introduction to the QBRS on Friday 26 September, 10:00am-11:00am. You can register to attend [here](#).

A handwritten signature in blue ink, appearing to read 'Brett Whitworth'.

Brett Whitworth
Deputy Secretary, Local Government

10 INFORMATION ONLY

The following items are submitted for consideration -

10.1	Development Statistics Report	48
10.2	Works In Progress - Construction & Maintenance	55
10.3	Investments for the month of September 2025	60
10.4	Bank Balance and Reconciliation - 30 September 2025	64
10.5	Rates and Charges Outstanding for the month of September 2025	65
10.6	Action Summary - Council Decisions	67

Information Only - 16 October 2025

ITEM 10.1 **Development Statistics Report**

FILE REFERENCE **I25/295**

AUTHOR **Acting Director Environment and Planning**

ISSUE

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

REPORT

This report provides Council with an overview of the development control activities that have occurred in the period of 1 July 2024 to 1 August 2025. This report contains information detailing Upper Lachlan Shire Councils performance in relation to the NSW Planning Ministers Expectations for Development Application Assessments.

As identified in Figure 1, Council achieved the NSW Planning Ministers expectation of 105 days for 100% of applications determined in the month of August 2025. (Note: A monthly delay remains on this data, as it still relies on NSW Planning Portal).

As shown in figure 2, average assessment days continue to trend downwards from the 2024/2025 reporting period. (Note: A monthly delay remains on this data as it still relies on NSW Planning Portal).

Figure 3 provides Councillors with an understanding of actual average assessment days for the application assessed within that month.

Information Only
DEVELOPMENT STATISTICS REPORT cont'd

Figure 1. Comparison of Applications Lodged/Assessed/Meeting Expectations: July 2024 – August 2025.

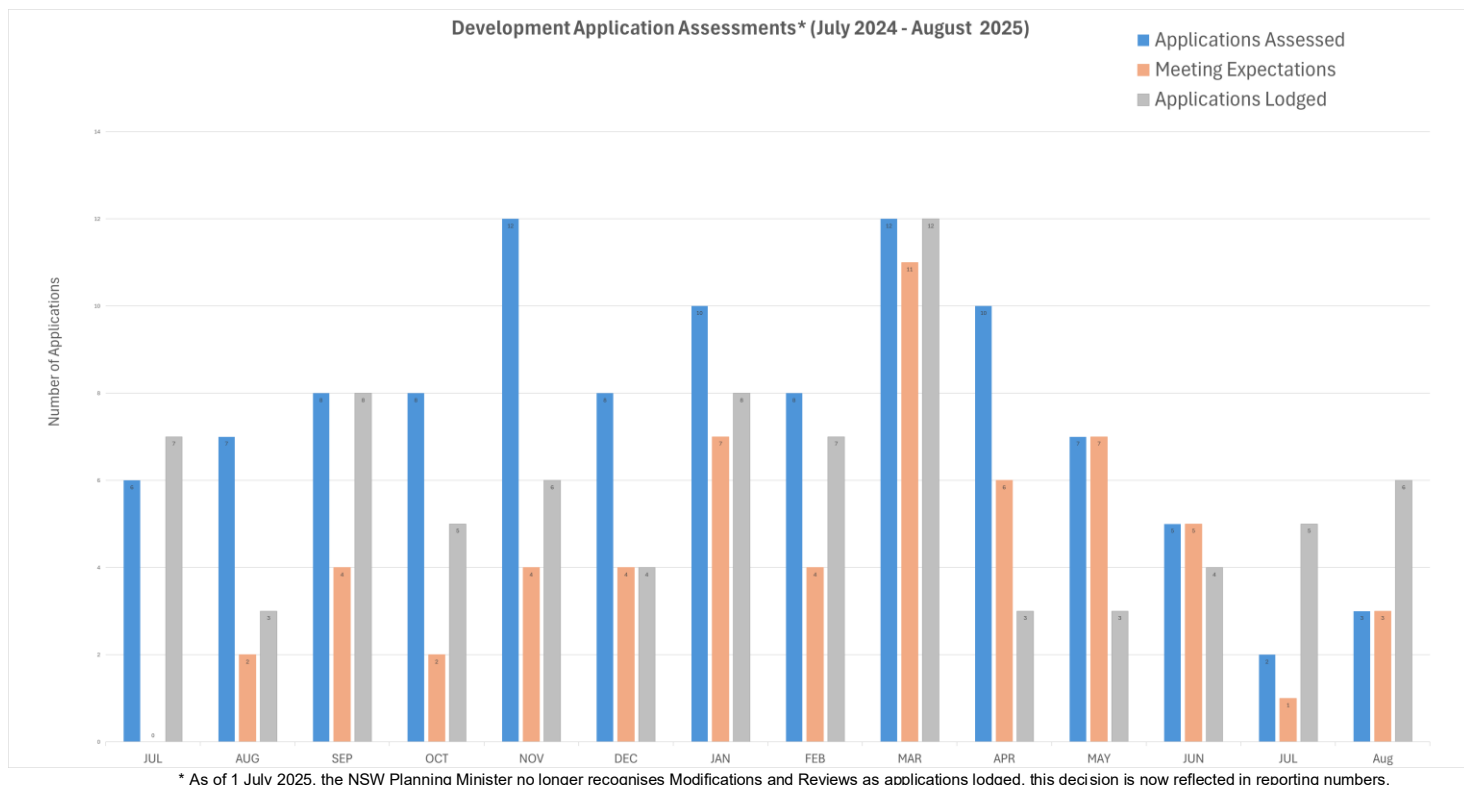
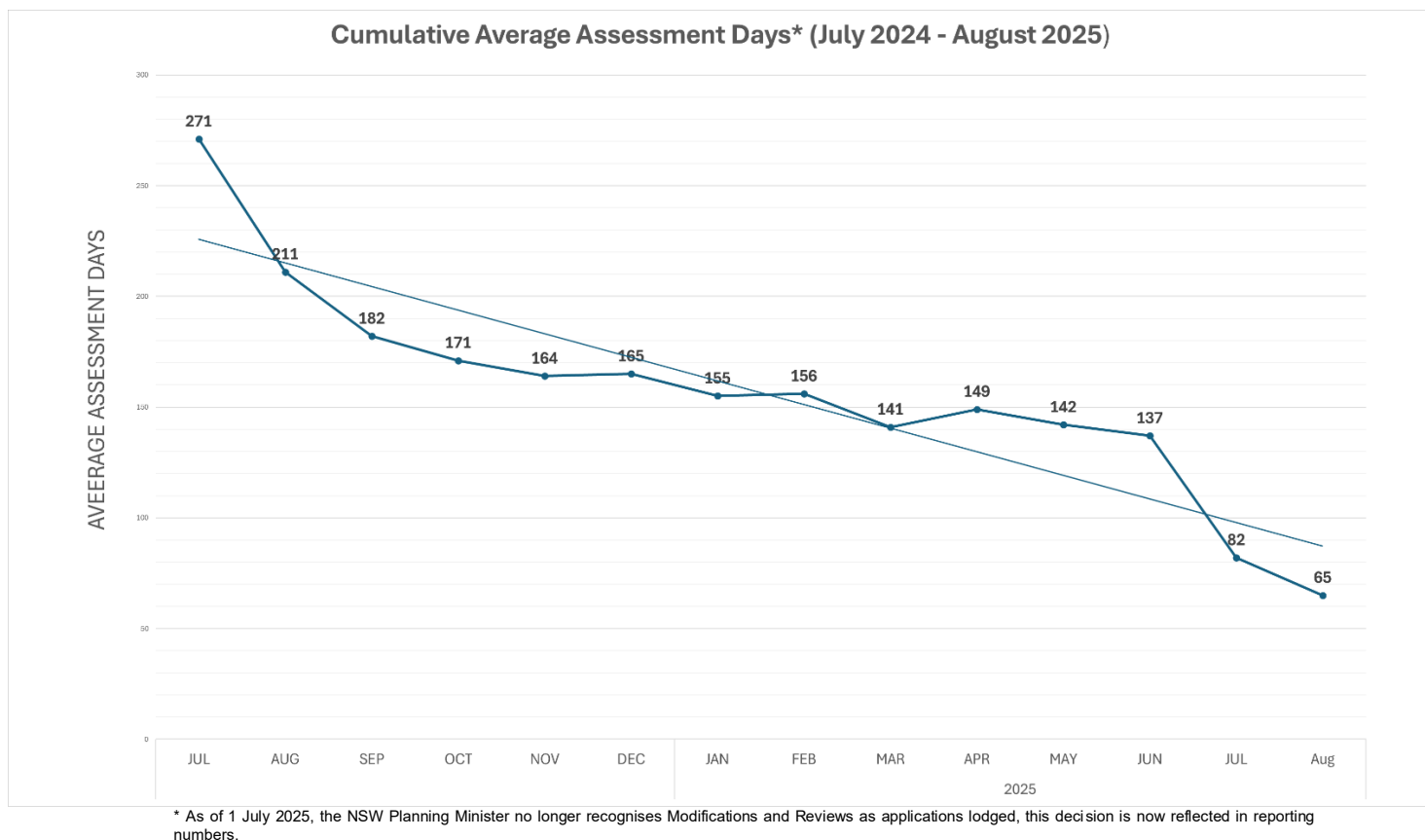


Figure 2. Cumulative Average Assessment Days (July 2024 to August 2025).



Information Only
DEVELOPMENT STATISTICS REPORT cont'd

Figure 3. Actual Per Month Average Assessment Days (July 2024 to August 2025*).

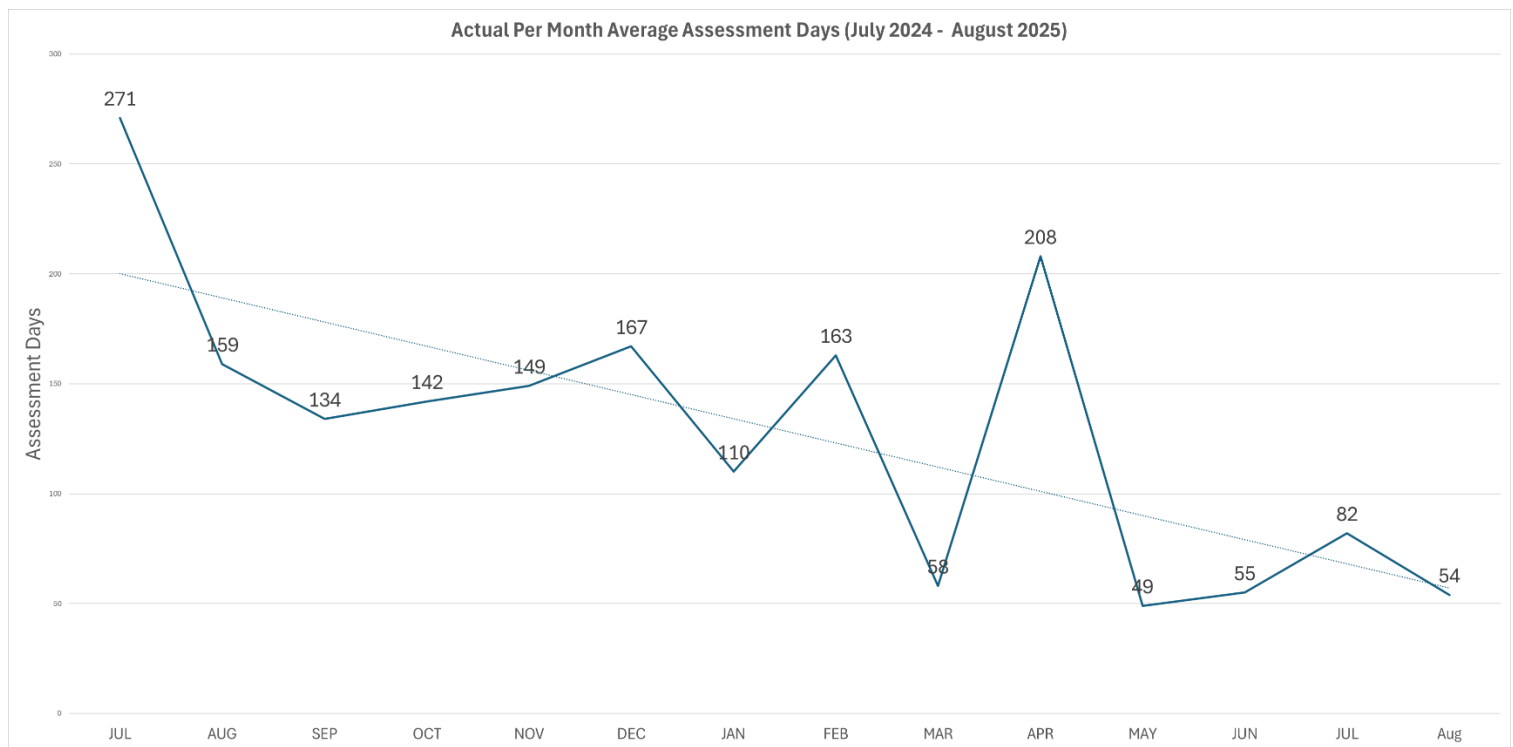
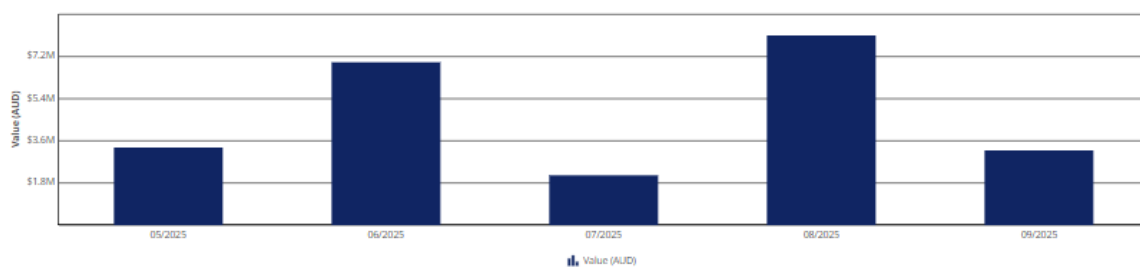


Figure 4. Total Estimated Cost of Development (February 2025 to Present)

~ Total estimated cost of development



Information Only
DEVELOPMENT STATISTICS REPORT cont'd

Development Applications

The current level of development application assessment for this period to 31 August 2025 is summarised in the tables below:

Outstanding Development/Planning Applications

Lodged since 1/01/2010

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

Development Application

10/2023/282/2	23 Sep 2025	72 Mount Rae Road ROSLYN	Dwelling	Under Assessment	10
10/2023/286/1	25 Jan 2024	McDonald Street CROOKWELL	Fifty (50) lot Subdivision (Torrens Title and Drainage)	Request for Information	283
10/2025/46/1	08 May 2025	Golspie Road TARALGA	Alterations and Additions	Request for Information	58
10/2025/50/1	30 May 2025	3 Memory Avenue CROOKWELL	Twenty-One (21) lot Subdivision (Torrens title and Childcare Centre)	Under Assessment	89
10/2025/57/1	11 Jul 2025	1905 Fullerton Road FULLERTON	Dwelling	Request for Information	35
10/2025/58/1	10 Jul 2025	534 Flacknell Creek Road JERRAWA	Three (3) lot Subdivision (Torrens Title) Lots	Request for Information	71
10/2025/68/1	22 Aug 2025	2603 Cullerin Road GUNNING	Twenty-Three (23) lot Subdivision (Torrens Title)	Request for Information	32

Information Only
DEVELOPMENT STATISTICS REPORT cont'd

10/2025/69/1	19 Aug 2025	103 Collector Road GUNNING	Concept Development (Torrens Title 99 lots for residential use, 4 allotments for stormwater onsite detention, 1 allotment for environmental protection and 1 allotment for dedication to Council for future cemetery expansion). Stage 1 (32 - Torrens Title Lots and 2 - Open space drainage lots.)	Request for Information	23
10/2025/70/1	25 Aug 2025	Garmoran Valley Road BIG HILL	Dwelling	Under Assessment	38
10/2025/71/1	22 Sep 2025	2 Jarvis Street BINDA Queen Street BINDA	Secondary Dwelling	Under Assessment	5
10/2025/72/1	02 Sep 2025	Mount Rae Road ROSLYN	Outbuilding	Under Assessment	29
10/2025/76/1	15 Sep 2025	Collector Road GUNNING	Dwelling	Under Assessment	0
10/2025/77/1	22 Sep 2025	Spring Street CROOKWELL	Patio	Under Assessment	9
10/2025/81/1	30 Sep 2025	Guineacor North Road WOMBEYAN CAVES	Dwelling	Under Assessment	1
10/2025/85/1	30 Sep 2025	5 Leonard Place CROOKWELL	Dwelling	Under Assessment	1

Total Applications: 15

Information Only
DEVELOPMENT STATISTICS REPORT cont'd

Determined Development/Planning Applications

Determined from 1/09/2025 to 30/09/2025

Application Number	Date Submitted	Address	Proposal	Date Determined	Determination
Development Application					
10/2025/65/1	17 Aug 2025	224 Fullerton Road LAGGAN	Dwelling	30 Sep 2025	Approved by Delegation
10/2025/67/1	05 Aug 2025	1624 Breadalbane Road BREADALBANE	Outbuilding	06 Sep 2025	Approved by Delegation
10/2024/24/1	11 Apr 2024	14 Peelwood Road LAGGAN	Change of Use - Chuch to Dwelling	29 Sep 2025	Withdrawn
10/2025/88/1		Spring Street CROOKWELL	Alteration and Addition	30 Sep 2025	Returned
10/2025/66/1	14 Aug 2025	51 Emmerton Drive GREENWICH PARK	Dwelling	30 Sep 2025	Approved by Delegation
10/2025/86/1		5 Ambar Lane GUNNING	Swim Spa	30 Sep 2025	Approved by Delegation
10/2019/90/2		93 Kangaloolah Road BINDA	Dwelling	29 Sep 2025	Returned
10/2024/76/2	12 May 2025	Carrington Street CROOKWELL	Dual Occupancy	30 Sep 2025	Approved by Delegation
10/2025/37/3	06 Jun 2025	Cuddyong Road LIMERICK	Agricultural Subdivision	30 Sep 2025	Approved by Delegation
10/2025/73/1		67 Biala Street GUNNING	Two (2) lot Subdivision (Torrens Title)	18 Sep 2025	Returned
10/2025/80/1		2 Old Station Creek Road CURRAWHEELA	Alterations and Additions	22 Sep 2025	Returned

Information Only
DEVELOPMENT STATISTICS REPORT cont'd

10/2025/83/1		Spring Street CROOKWELL	Temporary Camping Accommodation and Amenities Block	24 Sep 2025	Returned
10/2025/84/1		11 Macarthur Street TARALGA	Group Home (Transitional)	29 Sep 2025	Returned

Total Applications: 13

RECOMMENDATION That -

1. Council receives and notes the report as information.

ATTACHMENTS

Nil

Information Only - 16 October 2025

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

FILE REFERENCE **I25/257**

AUTHOR **Manager of Infrastructure Delivery**

ISSUE

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

RECOMMENDATION That –

1. Council receive and note the report as information.

REPORT

Capital Works Projects:

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

Works will include tree pruning, road widening and guardrail installation on the windy sealed section of Wombeyan Caves Road towards the Caves themselves. Design works and tree trimming have been complete. Earthworks have started in September with Guardrail planned prior to Christmas.

Pedestrian Lighting to Raised Pedestrian Crossings (Safer Roads Program - School Zone Infrastructure)

This project will include the installation of pedestrian lighting at the newly installed raised pedestrian crossings at Crookwell – two being installed at this location, Collector and Taralga. Design works have been completed, installation of lighting has been booked in for September. Variation has been lodged to install footpaths and kerb around the schools.

Design and Construction of Gunning Levee

The feasibility report and preliminary cost estimate for the construction of the levee is complete with the cost significantly higher than the grant amount. Council has requested a variation to utilise the available grant funding to undertake the detailed design of the levee, construction of Warrataw Street stormwater works and the raising of one dwelling house, variation has been approved mid August and design works are in progress and completion in December 2026.

Marks Street Pavement Rehabilitation

Works have started in September 2025 for rehabilitation and sealing of approximately 650m of Marks Street Bigga up to the cemetery. Works will also include intersection improvements onto Bigga Road.

Warrataw Street Pavement Rehabilitation

Works are currently being carried out to upgrade the unsealed section of Warrataw Street Gunning from Cullavin to Lerida Street. Works have involved minor drainage improvement and installation of box culverts along with pavement rehab and bitumen sealing. Works are scheduled to be completed in September.

Woodhouselee Road Pavement Rehabilitation (Roads to Recovery)

A continuation of pavement rehabilitation/upgrade from Laggan is planned for Woodhouselee Road. Works will involve clearing and grubbing, drainage improvements, earthworks and bitumen sealing. Works are scheduled to start in March 2026.

Redground Road Pavement Rehabilitation (Roads to Recovery)

Pavement Rehabilitation is planned on Redground Road from the intersection of Redground Heights Road to Diamond Road. Design works have started, an REF has been completed the work will involve major clearing and grubbing, drainage works, pavement rehabilitation and bitumen seal. Works are scheduled to start in February 2026.

King Road Kerb & Gutter and Stormwater

Investigation is currently underway for kerb and gutter improvements on King Road, Crookwell. The entire project is funded over 2 years and will go from Laggan Road to Crown Street, with the first section being from Laggan Road to the first access of the high school this financial year. Works will likely involve kerb and gutter and stormwater improvements, retaining walls and pedestrian fencing and the relocation of a power pole. An initial design has been complete and construction works are planned to start during the Christmas school holidays.

Orchard Street Stormwater

Stormwater improvements are planned for Orchard Street Taralga to address previous investigations of collapsed, aged and ineffective infrastructure. Works will involve replacing subsurface stormwater pipes and pits and potentially kerb and gutter. A Design has been completed and works are scheduled to start in October 2025.

Kerb and Gutter Renewal Program

Kerb and gutter renewal is undertaken largely reactively and driven by staff inspections and risk ratings. Works will be delivered intermittently through the year.

Tablelands Way

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

Information Only

WORKS IN PROGRESS - CONSTRUCTION & MAINTENANCE cont'd

Construction work on Stage 1 is now complete. The new bridge structure is complete and has been opened for use, with pavement works, guardrail and seal finished in May 2025.

Stage 2 works have started in August and should be completed by December, Stage 3 works are planned for February 2026.

Maintenance Works:

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

Council received funding in 2023/2024 of \$4,881,781 under the Regional Emergency Road Repair Fund (RERRF). Council has previously received funding through the Fixing Local Roads Pothole Repair Program and Regional and Local Roads Repair Program (RLRRP). This brings the total received through these programs to \$9,020,038. This critical funding injection will assist with completion of road repairs; priority corrective maintenance works and repair of potholes on our local and regional road network that are not covered under the Disaster Declaration funding.

Some of the highest priority projects such as heavy patching on Regional Roads have been completed with an indicative program of works approved by the funding body and in place. An extension of time to complete the works has been granted to all recipients of these grants, with all works now to be completed by 31 October 2027.

Gravel Resheeting

Council's gravel resheeting program for the 2025/2026 financial year comprises of funding from Section 7.11 Contributions, Regional Emergency Roads Repair Fund and Roads to Recovery grant. Works are planned on Grabine, Golspie and Lade Vale Roads, works on Sapphire Road have been completed. Further monies have been set aside for reactive resheeting and will be scheduled throughout the year.

Maintenance Grading

Council has over 1200km of unsealed maintained road network, maintenance grading is essential for the ongoing maintenance of this network. Council has three maintenance grading crews and uses a contractor as required. Maintenance grading is largely reactive and priorities are constantly shuffling, driven by changing weather patterns, CRM's, staff inspections and Road Management Policy for frequency of grading.

Recent grading includes:

- Grabine Road
- Reids Flat Road
- Foggs Crossing Road
- Lost River Road
- Woodville Road
- Yewrangara Road
- Alps Road
- Cummins Road
- Cuddyong Road

Information Only

WORKS IN PROGRESS - CONSTRUCTION & MAINTENANCE cont'd

- Salisbury Road
- Wick Wack Road
- Rugby Road
- Redlands Road
- Mullin Grove Road

Planned (upcoming) grading Includes:

- Peelwood Road
- Bolong Road
- Levels Road
- Yailbraith Road
- Leighwood Road
- Blue Hills Road
- Alps Road
- Rye Park Road (MR241)
- Flacknell Creek Road
- Dawes Road

Natural Disaster Restoration Works:

Council has approval for \$12.43 million in funding from Transport for NSW for three Natural Disasters that were encountered within the Shire in past years. These funds have been allocated for designated projects on associated with impacted roads. These works align with Council's submissions for each declared event and cannot be diverted for other purposes.

Council's teams will undertake a substantial portion of the required works over the next six to twelve months. Additionally, where required contractors will be engaged for assistance through the Council's Minor Works Panel to ensure the completion of these projects.

This comprehensive program encompasses several thousand individual pieces of work. Works are now approximately 80% complete.

RMCC Contract Binda Road (State Road MR54):

Routine maintenance budget (RMAP) for the year is \$853,892.50. This covers all routine maintenance associated with MR54, funding a four man works crew on the road and other associated staff and resources for the contract.

In addition to RMAP, works orders are being delivered by Council for Transport for NSW as part of the RMCC contract, this Financial Year these works include as follows:

- Continuation of the Binda Road Rehabilitation will continue with overlay and bitumen sealing in September/October 2025. Total approximately \$2,200,000
- Culvert grouting of a damaged stormwater line near Alison Hone Reserve. \$69,000
- Guardrail replacement at a fatality site south of Pejar Dam. \$56,000

Information Only

WORKS IN PROGRESS - CONSTRUCTION & MAINTENANCE cont'd

- Installation of vehicle activated sign at Tuena Creek was completed in July 2025 \$36,000
- Heavy patching – Council will be completing three work orders across the network
 - o reseal areas mostly North of Crookwell \$263,000
 - o from Rylstone Rd to Abercrombie River \$639,000
 - o south of Tuena Creek at the Abercrombie \$327,000
- Bitumen resealing of 10 segments. This includes 2 South of Crookwell and 8 North of Crookwell reaching as far north as the Abercrombie River. The bitumen sealing and line marking of these areas of MR54 total an approximate length of 12km. (work proposal in draft of approximately \$900,000)
- Design of road widening and rehabilitation from and including Boorowa Road intersection to 1km South of Crookwell River bridge, \$100,000
 - o Design of culvert extension in the northern end of these works \$20,000

RECOMMENDATION That –

1. Council receive and note the report as information.

ATTACHMENTS

Nil

Information Only - 16 October 2025

ITEM 10.3 **Investments for the month of September 2025**

FILE REFERENCE **I25/277**

AUTHOR **Director of Finance and Administration**

ISSUE

Council Investment Portfolio Register as at 30 September 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 September 2025

Investment Institution	Type	Investment Face Value	Interest Rate	Term Days	Maturity Date	Interest Due
IMB	TD	\$ 1,000,000.00	4.25%	97	1-Oct-25	\$ 11,294.52
IMB	TD	\$ 1,000,000.00	4.25%	139	8-Oct-25	\$ 16,184.93
NAB	TD	\$ 1,000,000.00	4.75%	239	16-Oct-25	\$ 31,102.74
Bank of Qld	TD	\$ 1,000,000.00	4.20%	118	22-Oct-25	\$ 13,578.08
NAB	TD	\$ 1,000,000.00	4.25%	125	29-Oct-25	\$ 14,554.79
IMB	TD	\$ 1,000,000.00	4.17%	112	5-Nov-25	\$ 12,795.62
Bank of Qld	TD	\$ 1,000,000.00	4.45%	181	12-Nov-25	\$ 22,067.12
NAB	TD	\$ 1,000,000.00	5.10%	364	19-Nov-25	\$ 50,860.27
CBA	TD	\$ 1,000,000.00	4.06%	140	26-Nov-25	\$ 15,572.60
Bank of Qld	TD	\$ 1,000,000.00	4.35%	181	3-Dec-25	\$ 21,571.23
CBA	TD	\$ 1,000,000.00	4.16%	140	10-Dec-25	\$ 15,956.16
NAB	TD	\$ 1,000,000.00	4.65%	259	17-Dec-25	\$ 32,995.89
Bank of Qld	TD	\$ 1,000,000.00	4.35%	182	7-Jan-26	\$ 21,690.41
IMB	TD	\$ 1,000,000.00	4.10%	175	14-Jan-26	\$ 19,657.53
Bank of Qld	TD	\$ 1,000,000.00	4.25%	203	21-Jan-26	\$ 23,636.99
NAB	TD	\$ 1,000,000.00	4.80%	362	28-Jan-26	\$ 47,605.48
Bendigo Bank	TD	\$ 1,000,000.00	4.15%	189	4-Feb-26	\$ 21,489.04
Bendigo Bank	TD	\$ 1,000,000.00	4.15%	189	11-Feb-26	\$ 21,489.04
CBA	TD	\$ 1,000,000.00	4.11%	196	18-Feb-26	\$ 22,070.14
NAB	TD	\$ 1,000,000.00	4.20%	210	25-Feb-26	\$ 24,164.38
Bank of Qld	TD	\$ 1,000,000.00	4.10%	203	4-Mar-26	\$ 22,802.74
IMB	TD	\$ 1,000,000.00	4.05%	183	4-Mar-26	\$ 20,305.48
CBA	TD	\$ 1,000,000.00	4.06%	204	11-Mar-26	\$ 22,691.51
IMB	TD	\$ 1,000,000.00	4.05%	210	18-Mar-26	\$ 23,301.37

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

Bendigo Bank	TD	\$	1,000,000.00	4.05%	217	25-Mar-26	\$ 24,078.08
Bendigo Bank	TD	\$	1,000,000.00	4.05%	224	1-Apr-26	\$ 24,854.79
Bank of Qld	TD	\$	1,100,000.00	4.05%	231	8-Apr-26	\$ 28,194.66
CBA	TD	\$	1,000,000.00	4.05%	237	15-Apr-26	\$ 26,297.26
Bendigo Bank	TD	\$	1,000,000.00	4.00%	239	22-Apr-26	\$ 26,191.78
CBA	TD	\$	1,000,000.00	4.03%	245	29-Apr-26	\$ 27,050.68
Bendigo Bank	TD	\$	1,000,000.00	4.00%	252	6-May-26	\$ 27,616.44
Bendigo Bank	TD	\$	1,000,000.00	3.98%	252	13-May-26	\$ 27,478.36
Bendigo Bank	TD	\$	1,000,000.00	4.00%	252	20-May-26	\$ 27,616.44
IMB	TD	\$	1,000,000.00	3.90%	252	27-May-26	\$ 26,926.03
CBA	TD	\$	1,000,000.00	4.02%	253	3-Jun-26	\$ 27,864.66
NAB	TD	\$	1,000,000.00	4.10%	364	19-Aug-26	\$ 40,887.67
CBA	TD	\$	1,500,000.00	4.01%	364	2-Sep-26	\$ 59,985.21
NAB	TD	\$	1,000,000.00	4.15%	365	9-Sep-26	\$ 41,500.00
NAB	TD	\$	1,000,000.00	4.20%	364	23-Sep-26	\$ 41,884.93
		\$	39,600,000.00				\$1,027,865.07

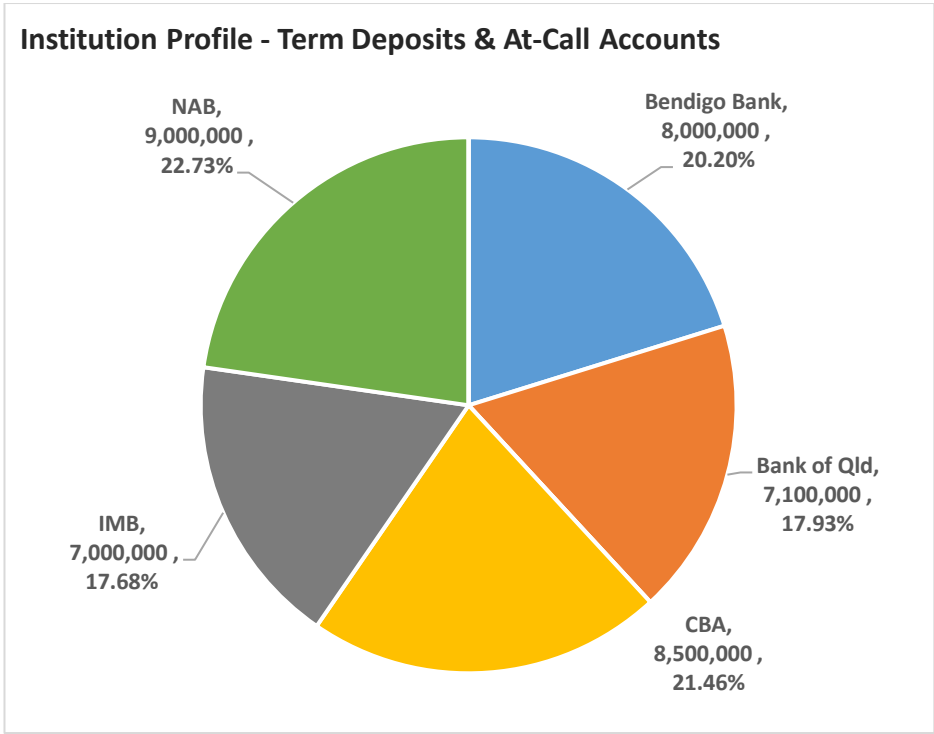
COUNCIL INVESTMENT PERFORMANCE:***BUDGET COMPARISON TO 30 SEPTEMBER 2025***

Interest on Investments Received YTD	\$470,262
Annual budgeted amount for all funds	\$1,350,000
Percentage of Interest Received YTD	34.83%
Percentage of Year Elapsed	25.00%
Average market interest rate (90-day BBSW)	3.58%
Average return on all investments	4.19%

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.

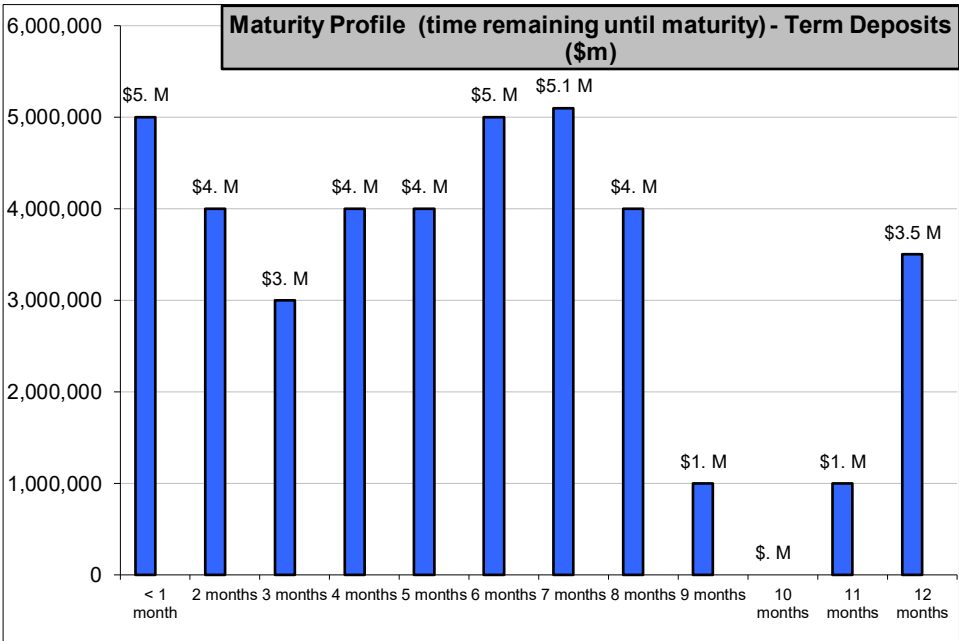
FINANCIAL INSTITUTION INVESTMENTS PROFILE AS AT 30 SEPTEMBER 2025

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 SEPTEMBER 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.



Information Only

INVESTMENTS FOR THE MONTH OF SEPTEMBER 2025 cont'd

SUMMARY OF AVAILABLE CASH AT 30 SEPTEMBER 2025

TOTAL INVESTMENTS: \$ 39,600,000

INVESTMENTS BY FUND (INCLUDES RESTRICTED AND UNRESTRICTED CASH):

General Fund Reserves	\$ 23,044,710
Water Supply Fund Reserves	\$ 4,527,343
Sewerage Fund Reserves	\$ 8,299,219
Domestic Waste Management Fund Reserves	\$ 3,544,177
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 - 16 October 2025

ITEM 10.4 **Bank Balance and Reconciliation - 30 September 2025**

FILE REFERENCE **I25/278**

AUTHOR **Director of Finance and Administration**

ISSUE

Statement of Bank Balance and Reconciliation as at 30 September 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 August 2025	1,729,012.54
Add: Receipts for September 2025	4,511,186.22
	6,240,198.76
Deduct: Payments for September 2025	(6,125,929.49)
Balance as at 30 September 2025	114,269.27
Balance as per Bank Statement 30 September 2025	393,429.70
Add: Outstanding Deposits (less unpresented Bank file transactions)	32.30
	393,462.00
Less: Unpresented Cheques/ EFTs	(279,192.73)
Balance as at 30 September 2025	114,269.27

POLICY IMPACT

Nil

OPTIONS

Nil

FINANCIAL IMPACT OF RECOMMENDATIONS

Nil

RECOMMENDATION That -

1. Council receive and note the report as information.

ATTACHMENTS

Nil

Information Only - 16 October 2025

ITEM 10.5 **Rates and Charges Outstanding for the month of September 2025**

FILE REFERENCE I25/279

AUTHOR **Director of Finance and Administration**

ISSUE

Rates and Charges Outstanding Report to 30 September 2025.

RECOMMENDATION That -

1. Council receive and note the report as information.

BACKGROUND

A Summary report of the Rates and Charges outstanding at 30 September 2025 is detailed.

REPORT

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

Description	30/09/2025	30/09/2024	30/09/2023
Total % Rates and Charges Outstanding	57.61%	59.10%	56.70%
Total \$ Amount Rates and Charges Outstanding	\$9.74 million	\$9.49 million	\$8.44 million

POLICY IMPACT

Nil

OPTIONS

Nil

FINANCIAL IMPACT OF RECOMMENDATIONS

Nil

RECOMMENDATION That -

1. Council receive and note the report as information.

ATTACHMENTS

1. ↓	Rate Collection by Year - September 2025	Attachment
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Rate Collection 2026 Year

Rating Categories	Levy Raised to date	Rates Received to 30 September 2025	Rates Outstanding to 30 September 2025	% Rates Outstanding 30 September 2025
Farmland	6,203,317.21	2,631,570.43	3,571,746.78	57.58%
Residential	1,724,868.84	643,513.55	1,081,355.29	62.69%
Rural Residential	962,546.60	438,929.93	523,616.67	54.40%
Business	749,910.02	464,603.33	285,306.69	38.05%
Mining	2,372.10	593.69	1,778.41	74.97%
Water	1,421,265.07	539,466.22	881,798.85	62.04%
Sewerage	2,157,783.95	814,440.20	1,343,343.75	62.26%
Domestic & Comm Waste	1,866,685.56	764,439.58	1,102,245.98	59.05%
Rural Waste	1,001,431.31	444,446.56	556,984.75	55.62%
Storm Water	50,919.52	18,595.60	32,323.92	63.48%
**Arrears	772,899.67	409,010.28	363,889.39	47.08%
Credits		81,810.43	-81,810.43	
Overall Total Rates	16,913,999.85	7,251,419.80	9,662,580.05	57.13%

Z:\Rates\2025-2026\Recs\%oust_September - 2025

Information Only - 16 October 2025

ITEM 10.6 **Action Summary - Council Decisions**

FILE REFERENCE **I25/266**

AUTHOR **Chief Executive Officer**

ISSUE

Details are provided of implementation 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	<p>Survey Completed. Linen Plan has been prepared. Road status enquiry being undertaken.</p> <p>Council solicitors have provided Council with a timeline update for this process which is likely to extend until the end of financial year 2025/26.</p>
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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 finalise the making of the Upper Lachlan Environmental Plan 2010.	DEP	<p>The Gateway Determination was made on 19 May 2025.</p> <p>Public Exhibition has occurred between 6 June 2025 – 18 July 2025.</p> <p>Being tabled to 16 October 2025 Council Meeting.</p>
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Council Meeting: 17 July 2025

107/25	<ol style="list-style-type: none">1. Council commence a review of the existing Development Control Plan (DCP), including the section concerning the windfarm developments in line with the development of the Upper Lachlan Shire Housing Strategy.2. Any amendments made to the Upper Lachlan Shire Development Control Plan 2010 be publicly notified in accordance with Council's Community Participation Plan 2020.3. The review will include, but not be limited to, an examination and evaluation of the impact on the amenity of residents in the Upper Lachlan Shire resulting from the existing proliferation and density of wind turbines within our shire with a	DEP	<p>A draft Development Control Plan has been prepared and tabled to 16 October 2025 Council Meeting for consideration and public exhibition.</p>
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	view to recommending how best to preserve the lifestyle and rural characteristics our shire has always enjoyed and is so valued by our residents.		
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Council Meeting: 18 September 2025

151/25	<ol style="list-style-type: none">1. Council formally write to the Australian Energy Regulator (AER), Chair Clare Savage and CEO Anthea Harris requesting a meeting with all five Mayors of Snowy Valleys Council, Upper Lachlan Shire Council, Yass Valley Council, Wagga Wagga City Council, and Cootamundra Gundagai Regional Council regarding the AER's immediate consideration and support to require or facilitate Transgrid's agreement to community benefit-sharing payments, with payments commencing in 2027 at the completion of the Humelink Project.2. Advocate jointly with the CRJO, Snowy Valley Council, Yass Valley Council, Wagga Wagga City Council, and Cootamundra Gundagai Regional Council to Transgrid and the NSW Government and specifically for establishment of an annual payment of \$10,000 per kilometre indexed for the lifetime of the transmission lines.3. Thank Minister Sharpe, Energy Commissioner Tony Mahar and Transgrid CEO Brett Redman for past meetings with the host councils and seek their ongoing support in advocating for fair and meaningful benefit-sharing arrangements for host communities. Currently host Councils are proposed to receive only minor upfront benefits for providing power security for the state while the amenity of the regions is being adversely affected for decades.	CEO/ Mayor	Letter sent 29 September 2025.
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155/25	<p>Planning Proposal - Lot 1 DP 1022597 and Lots 168, 169, 193, 194 and 195 DP 752042 - 43 Harley Road, Crookwell</p> <ol style="list-style-type: none"> Council endorse the planning proposal to amend the Upper Lachlan Local Environmental Plan 2010: <ol style="list-style-type: none"> Partially amend land use zoning of Lot 1 DP1022597 and Lots 168, 169, 193, 194, & 195 DP 752042 – 43 Harley Road, Crookwell from R5 Large Lot Residential to R2 Low Density Residential, rezone SP2 Rail Infrastructure Facility zone to R5 Large Lot Residential Partially amend the minimum lot size of Lot 1 DP1022597 and Lots 168, 169, 193, 194, & 195 DP 752042 – 43 Harley Road, Crookwell from 2ha to 1000m2. Forward the planning proposal to the NSW Department of Planning, Housing and Infrastructure (DPHI) requesting a Gateway determination. Request delegation of Plan Making Authority, for this planning proposal. Undertake agency consultation and public exhibition according to the requirements of the Gateway determination. Should no objections be received, undertake the necessary actions to finalise the making of the Upper Lachlan Environmental Plan 2010. 	DEP	Referred to Department of Planning and Environment and Department of Industry. (DPIE) for adequacy assessment and Gateway Determination.
156/25	<p>Planning Proposal - Lot 4 DP 1198749 - 18 Boureong Drive, Gunning</p> <ol style="list-style-type: none"> Request delegation of Plan Making Authority for the Planning Proposal. Undertake the necessary actions to finalise the making of the Upper Lachlan Local Environmental Plan 2010. 	DEP	Forwarded to Department of Planning and Environment and Department of Industry (DPIE) – Map Drafting.

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

157/26	1. Council adopts the reviewed Internal Audit Charter.	DFA	Internal Audit Charter placed on Council website and tabled to ARIC Meeting on 29 September 2025.
158/25	<p>1. Council in accordance with Section 362(1)(a) and (2), of the <i>Local Government Act 1993</i>, adopts the draft Code of Meeting Practice as publicly exhibited, with inclusion of mandatory provisions and non-mandatory best practice provisions, with the two exceptions by amendment removing Part 3.33 to Part 3.39 - Pre-Meeting Briefing Sessions and amendment to Part 4.2 - Public Forums as outlined in Council Resolution Number 140/25 all public forums will be live webcast by audio-visual recording device on Council website.</p> <p>2. Council provide a written response to all public submissions to the draft Code of Meeting Practice.</p>	DFA/CEO	<p>Letters sent to public submissions on 26 September 2025.</p> <p>Code of Meeting practice updated and placed on Council website.</p>
161/25	1. Council determines and approves Schedule A and Schedule B for the Committee of Council structures, committee memberships and appointment of Councillors and staff delegates to committees in accordance with Section 355, of the <i>Local Government Act 1993</i> .	CEO	Letters sent to Section 355 Committees on 23 September 2025.
164/25	1. That Council write to Crookwell Historical Society, Section 355 Committee formally accepting the new office bearers – President Ray Croker, Vice President Ian Laverty, Secretary Jeanette Painter, Treasurer Glen Millar and other nominated committee members.	CEO/EA	Council letter sent advising acceptance of Committee members on 29 September 2025.

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

165/25	1. That Council undertake a review of Section 355 Committees to ascertain the scope and relevance of each committee's function in regard to exercising the functions of Council, and governance in relation to the Code of Meeting Practice, reporting to Council and any areas for improvement in compliance and operation.	DFA	A further report to will be tabled to future Council Meeting in 2026.
168/25	1. Council write to Marlene Lannan advising of her appointment as a community representative member of the Council Section 355 Access Committee.	CEO	Council letter sent advising acceptance of Committee member on 26 September 2025.

POLICY IMPACT

Nil

OPTIONS

Nil

FINANCIAL IMPACT OF RECOMMENDATIONS

Nil

RECOMMENDATION That -

1. Council receive and note the report as information.

ATTACHMENTS

Nil

11 ENVIRONMENT AND PLANNING

The following items are submitted for consideration -

11.1	Alcohol Free Zones	74
11.2	Planning Proposal - Lot 1 DP1064795 - 39 Redground Road Crookwell	85
11.3	Upper Lachlan Shire - Drought Resilience Plan Implementation	94
11.4	Draft Submission to SSD Modification - 3 Quarry Continuation and Stockpile Area Extension - Barina Quarry, Collector	134
11.5	Public Exhibition of Draft Upper Lachlan Development Control Plan	138
11.6	Public Exhibition of Draft Upper Lachlan Housing Strategy	143

Environment and Planning - 16 October 2025

ITEM 11.1 **Alcohol Free Zones**

FILE REFERENCE **I24/292**

AUTHOR **Acting Director of Environment and Planning**

ISSUE

The purpose of this report is to seek Council's approval to publicly exhibit the proposals to re-establish Alcohol Free Zones (AFZs) within the Crookwell township of Upper Lachlan Shire Council for a period of up to 4 years from 1 December 2025 to 30 November 2029.

RECOMMENDATION That –

1. Council undertakes public consultation, in accordance with section 644A of the Local Government Act 1993 and the Ministerial Guidelines on Alcohol Free Zones 2009, in relation to:

The proposed re-establishment of the Alcohol-Free Zones in Crookwell (*Zone 1*: Goulburn Street between Laggan Road and East Street; *Zone 2*: Denison Street between Roberts Street and Colyer Street; *Zone 3*: Spring Street (Including parking spaces) between Cowper Street and Marsden Street; *Zone 4*: Roberts Street between Denison and Robertson Street; *Zone 5*: Goulburn Lane between Roberts Street and Colyer Street; *Zone 6*: Robertson Street between Laggan Road and Park Street.) for the period of 1 December 2025 to 30 November 2029. (outlined in the figures below of this report).

SUMMARY

To support police and rangers to manage alcohol related antisocial behaviour, Council can declare road related areas (e.g. public roads, footpaths and car parks) throughout the Local Government Area as Alcohol Free Zones (AFZs):

- The principal objective of an AFZ is to prevent antisocial and criminal behaviour caused by the consumption of alcohol in public areas, to improve public safety.
- This report seeks to publicly exhibit a proposal to re-establish 6 existing AFZs in Crookwell (*Zone 1*: Goulburn Street between Laggan Road and East Street; *Zone 2*: Denison Street between Roberts Street and Colyer Street; *Zone 3*: Spring Street (Including parking spaces) between Cowper Street and Marsden Street; *Zone 4*: Roberts Street between Denison and Robertson Street; *Zone 5*: Goulburn Lane between Roberts Street and Colyer Street; *Zone 6*: Robertson Street between Laggan Road and Park Street.) for up to 4 years, from 1 December 2025 to 30 November 2029.

Environment and Planning

ALCOHOL FREE ZONES cont'd

- All proposals have been assessed as meeting the required criteria and must be publicly exhibited for at least 30 days to seek Community and Government agencies feedback before they can be established as an AFZ.
- Zones are detailed further below in this document.
- No new zones have been included, and no existing zones have been removed from this proposal.
- The proposed AFZs are only located in the township of Crookwell. There are no proposed or existing AFZs outside of Crookwell.

INTRODUCTION

The process for establishing and re-establishing Alcohol-Free Zones (AFZs) is detailed in sections 644, 644A, 644B, 644C and 646 of the Local Government Act 1993, and the associated Ministerial Guidelines on Alcohol Free Zones 2025 (Ministerial Guidelines).

The legislation and Ministerial Guidelines require that any establishment or re-establishment of AFZs must involve consultation with Police and a public consultation process inviting representations or objections for a period of at least 30 days.

AFZs enable Council to prohibit the consumption of alcohol in road related spaces. The principal objective of an AFZ is to prevent disorderly behaviour caused by the consumption of alcohol in public areas, improve public safety and reduce crime (Ministerial Guidelines). Once established, an AFZ may remain in force for up to 4 years during which time drinking alcohol is prohibited 7 days a week, 24 hours a day in that zone. AFZs can only be established for public roads and parts of public roads (e.g. adjacent footpaths) and public car parks.

AFZs allow police and rangers to empty or otherwise dispose of alcohol if a person is drinking, if there is reasonable cause to believe the person is about to drink or has recently been drinking alcohol in a designated AFZ. All 6 existing AFZs within Upper Lachlan Shire Council are due to or have expired in 2025. These AFZs are being reviewed in one process to provide consistency for community members and to reduce resourcing costs.

While there are no provisions under the Act to extend the timeframes on existing zones, they can be included in another alcohol-free zone of the same or different configuration immediately following the cessation of the existing zone or at any future time.

The evaluation criteria for considering the re-establishment of an alcohol-free zone include the following:

- What were the factors which originally supported a zoning in that area?
- How successful was the previous alcohol-free zone in achieving a reduction in unacceptable street drinking?
- What do police statistics indicate about the value of re-establishing an alcohol-free zone in that area?
- What other measures may need to be considered (e.g. a community education program) if unacceptable street drinking is still of concern in that area?

Environment and Planning
ALCOHOL FREE ZONES cont'd

- Have the community's perceptions of safety improved?

BACKGROUND

At the Council Meeting held on 16 February 2017, Council resolved to re-establish an alcohol-free zone over the following areas:

- Goulburn Street between Laggan Road and East Street;
- Denison Street between Roberts Street and Colyer Street;
- Spring Street between Cowper Street and Marsden Street;
- Roberts Street between Denison and Robertson Street;
- Goulburn Lane between Roberts Street and Colyer Street;
- Robertson Street between Laggan Road and Park Street; and
- Public car parks in Spring and Roberts Street.

These AFZ's have been in place before 2009, Council has not received correspondence to increase or remove these zones since this time, and for this reason it is recommending, they be reestablished to maintain the status quo. This proposal may be altered to increase the number of or location of zones depending on government agencies and community consultation that is received in the exhibition period.

CONSULTATION PROCESS

After preparing a proposal to establish an alcohol-free zone a council is required to undertake a public consultation process in accordance with S644A of the Local Government Act 1993.

The process under the Act involves all the following:

1. Publish a notice of the proposal in a newspaper circulating around the proposed alcohol-free zone, allow inspection of the proposal and invite representations or objections within 30 days from the date of publication. The notice should state the exact location of the proposed alcohol-free zone, and the place and time at which the proposal may be inspected.
2. Send a copy of the proposal to:
 - a) the Police Local Area Commander and the officer in charge of the police station within or nearest to the proposed zone.
 - b) liquor licensee's and secretaries of registered clubs whose premises border on, or adjoin or are adjacent to, the proposed zone, and invite representations or objections within 30 days from the date of sending the copy of the proposal;
AND
3. Send a copy of the proposal to any known organisation representing or able to speak on behalf of an identifiable Aboriginal or culturally and linguistically diverse group within the local area and invite representations or objections within 30 days from the date of sending the copy of the proposal.

Environment and Planning

ALCOHOL FREE ZONES cont'd

As per section 644A (4) of the Local Government Act 1993, Council is to consider any representations, submissions or objections received and as a result may amend or withdraw a proposal to establish an alcohol-free zone.

However, any amendment that extends the location of the proposed alcohol-free zone must be supported by reasons and address the criteria set out above.

TIMING

AFZs subject to this report will expire or have expired in 2025.

If Council resolves to proceed as recommended in this report, the public consultation process will be implemented in accordance with section 644A of the Local Government Act 1993 and the Ministerial Guidelines, inviting representations or comments within at least 30 days.

Submissions will be reviewed, and a further report presented to Council, detailing the outcomes of the community engagement.

FINANCIAL CONSIDERATIONS

The 2025/26 operational budget does not include a specific budget item to replace or install signs; however, sufficient budget is available to adjust dates advertised.

GOVERNANCE AND RISK CONSIDERATIONS

The establishment of AFZs are governed by sections 644, 644A, 644B, 644C, 646 of the Local Government Act 1993 and the Ministerial Guidelines.

SOCIAL CONSIDERATIONS

The recommendations in this report will have positive social outcomes for the community through providing police and rangers with a tool to enforce alcohol restrictions in locations with evidence of anti-social behaviour related to irresponsible street drinking.

Council is committed to ensuring that open spaces are high quality, safe, accessible and facilitate the healthy and active lifestyle that is important to Upper Lachlan Shire Council. To improve public safety AFZs are established in public roads, footpaths and public carparks to reduce disruptive and anti-social behaviour, as well as alcohol-related crime in public places.

LINK TO STRATEGY

This report relates to the Community Strategic Plan Outcome and Goal:

Our community is close-knit and safe – A.6 Plan for and address community safety and public health.

OPTIONS

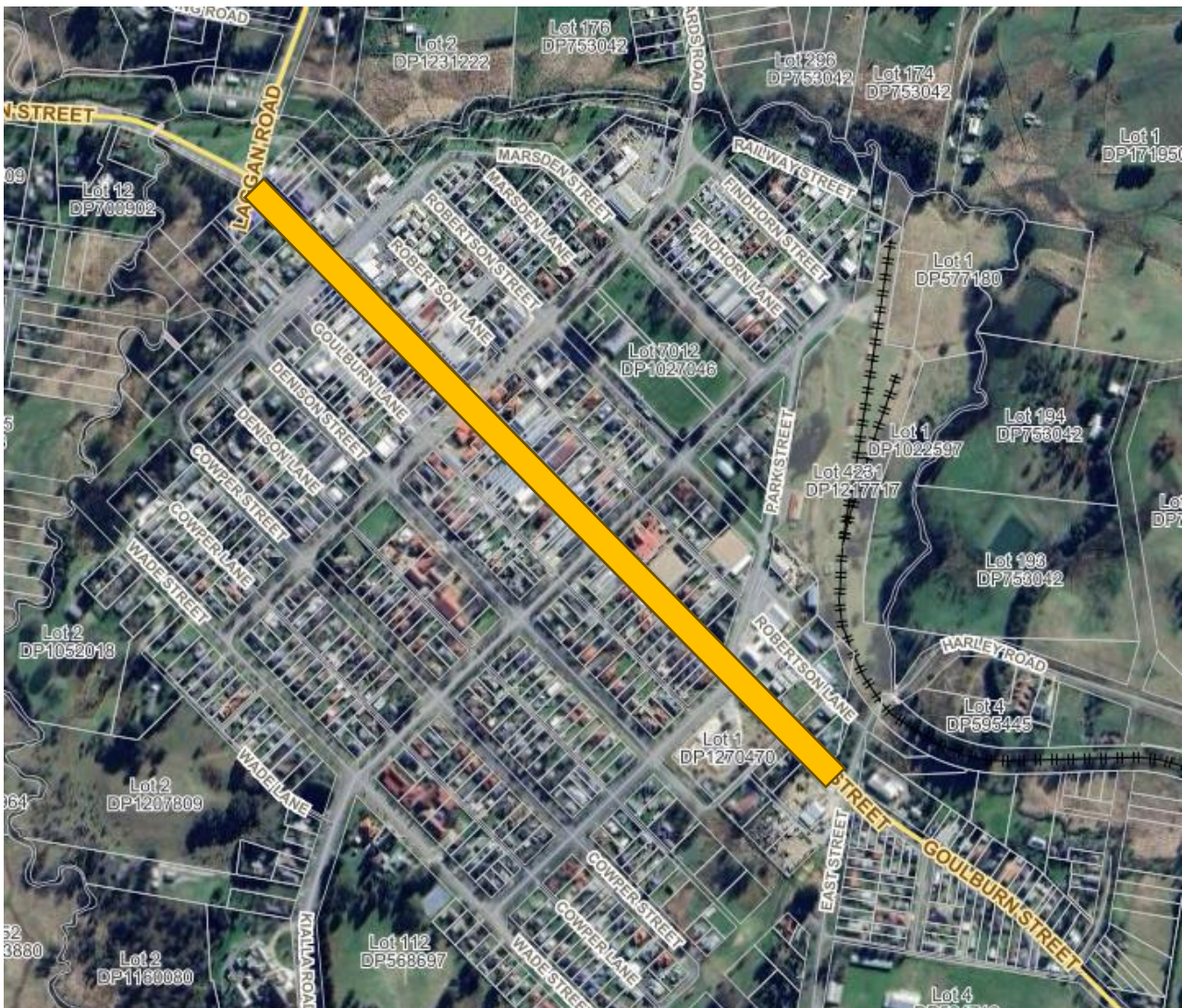
1. Let the existing zones expire. Not undertake community engagement to re-establish the zones. **(This is not recommended).**
2. Council undertakes public consultation to re-established AFZs, in accordance with section 644A of the Local Government Act 1993 and the Ministerial Guidelines on Alcohol Free Zones 2009. **(This is recommended).**

FIGURES

Proposed AFZs Zones 1 to 6.

Zone 1:

Goulburn Street, from Laggan Road to East Street



Environment and Planning
ALCOHOL FREE ZONES cont'd

Zone 2:

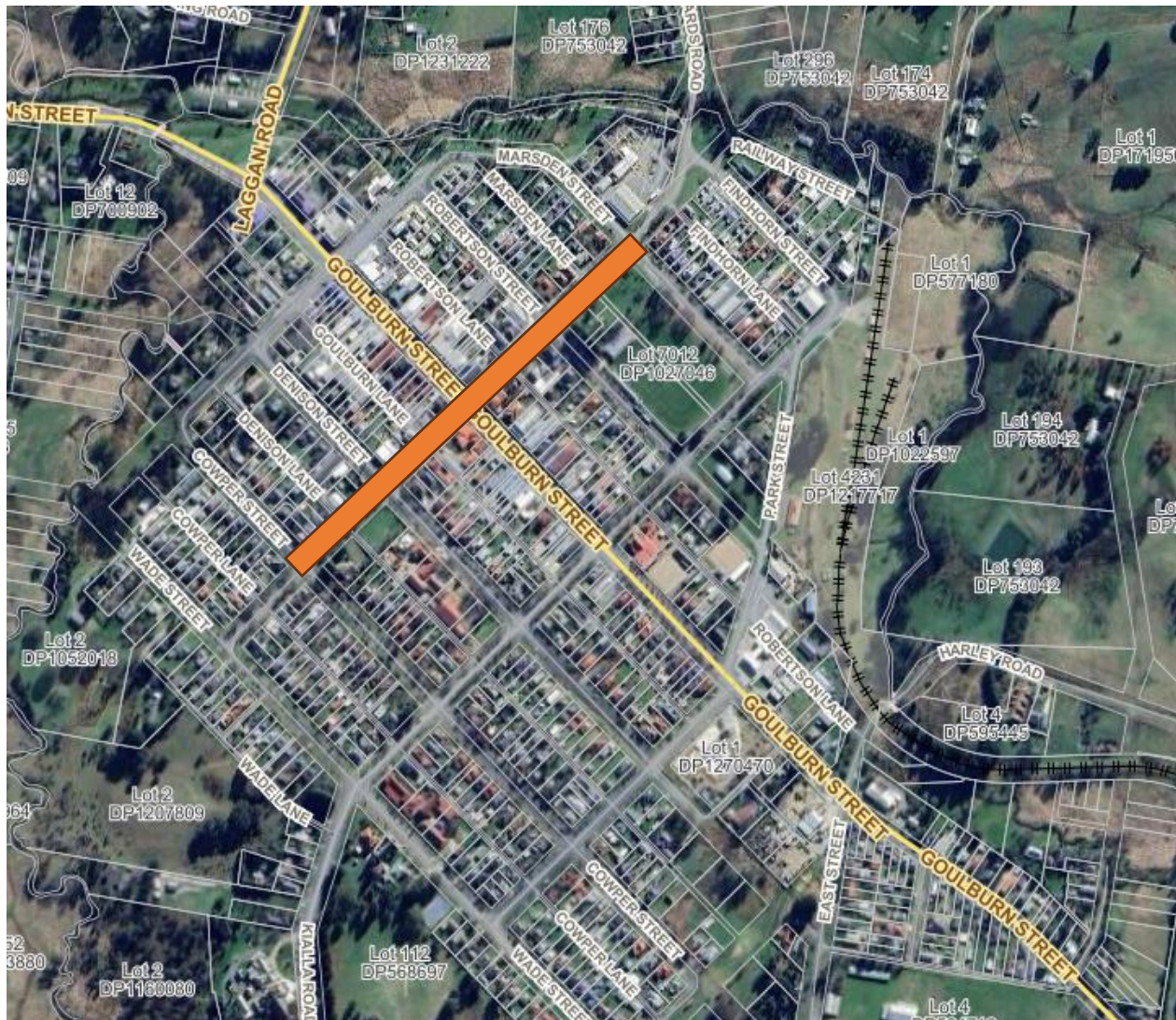
Denison Street, from Robert Street to Colyer Street



Environment and Planning
ALCOHOL FREE ZONES cont'd

Zone 3:

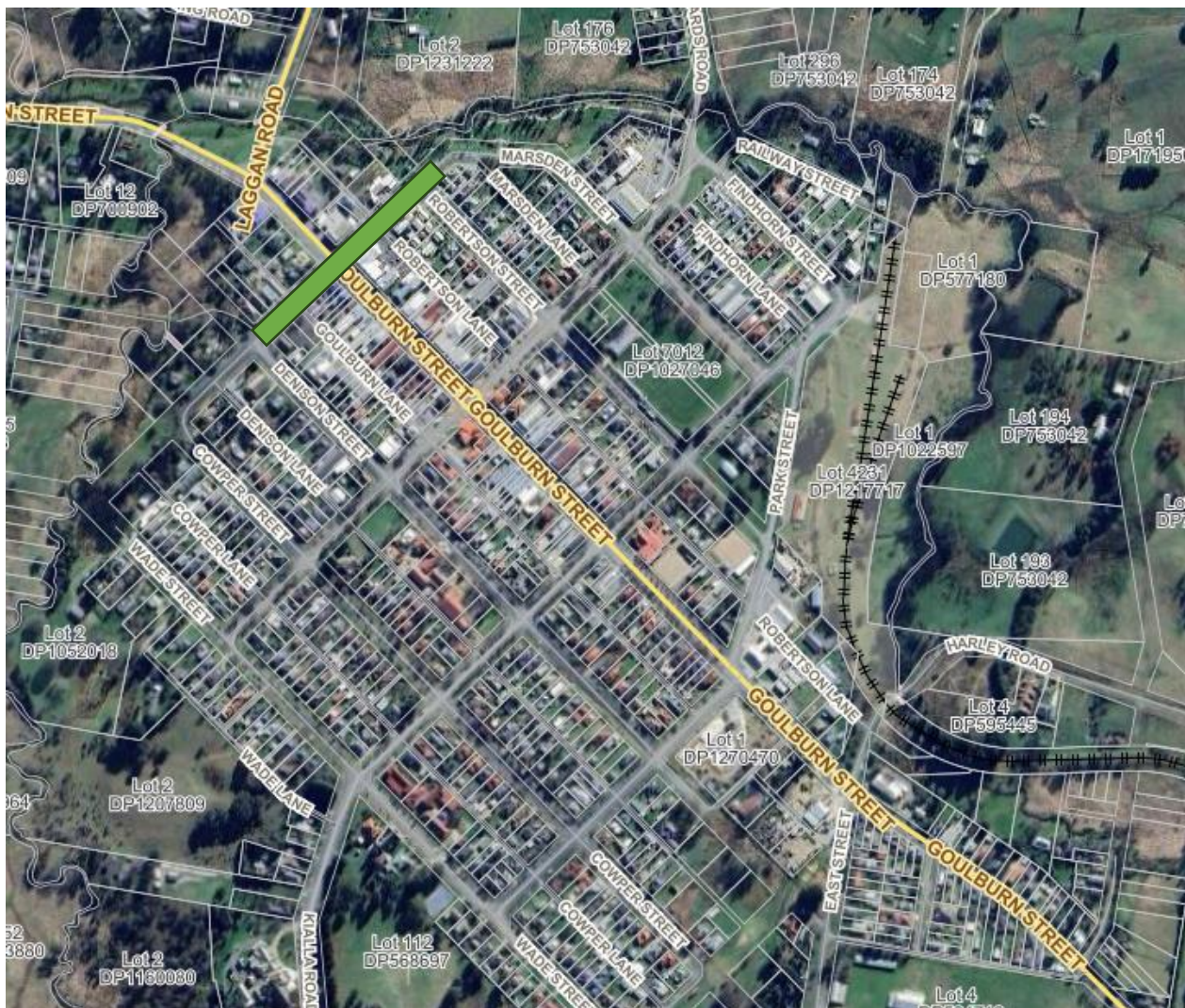
Spring Street, from Cowper Street to Marsden Street.



Environment and Planning
ALCOHOL FREE ZONES cont'd

Zone 4:

Roberts Street, from Denison Street to Robertson Street.

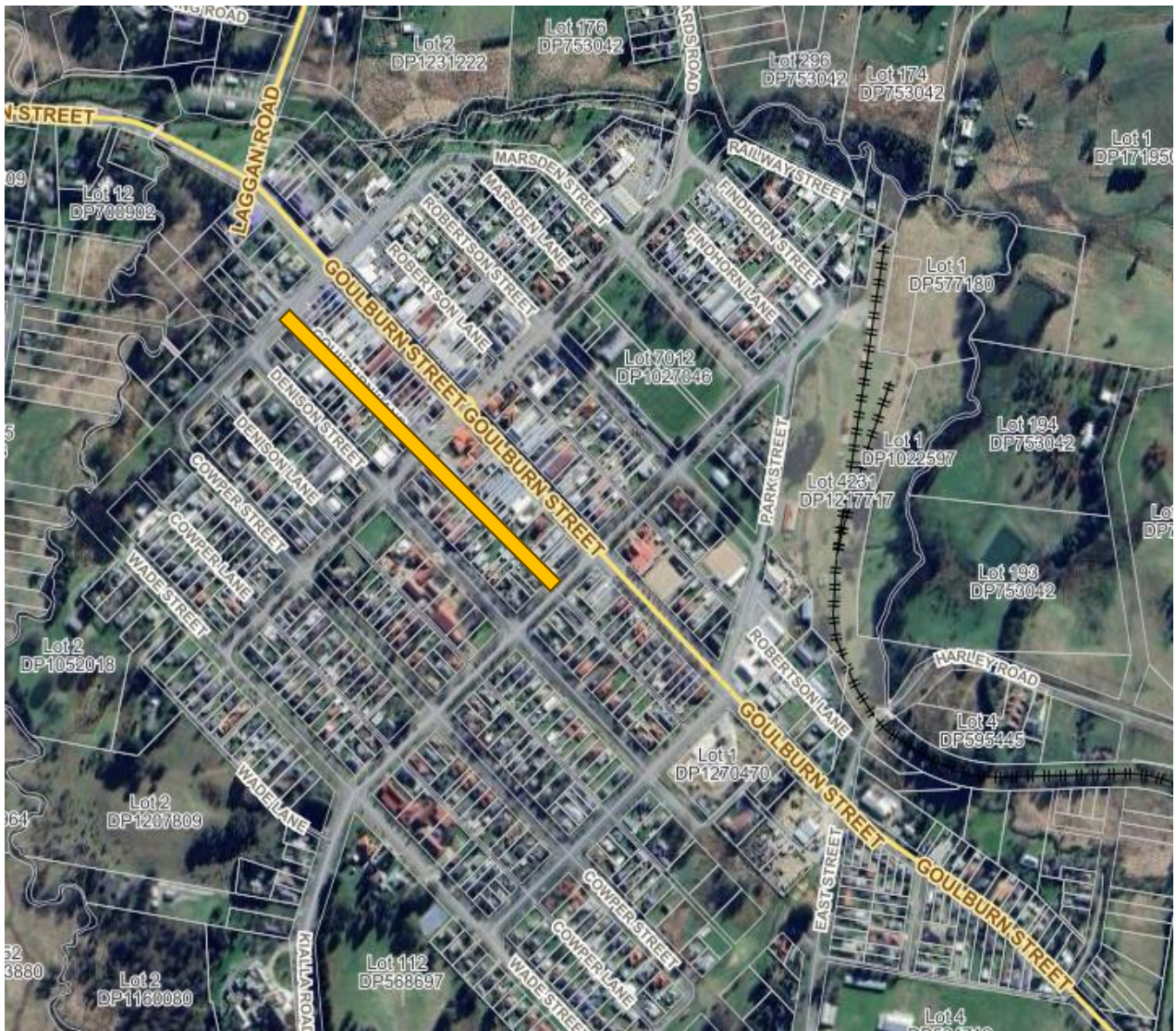


Environment and Planning

ALCOHOL FREE ZONES cont'd

Zone 5:

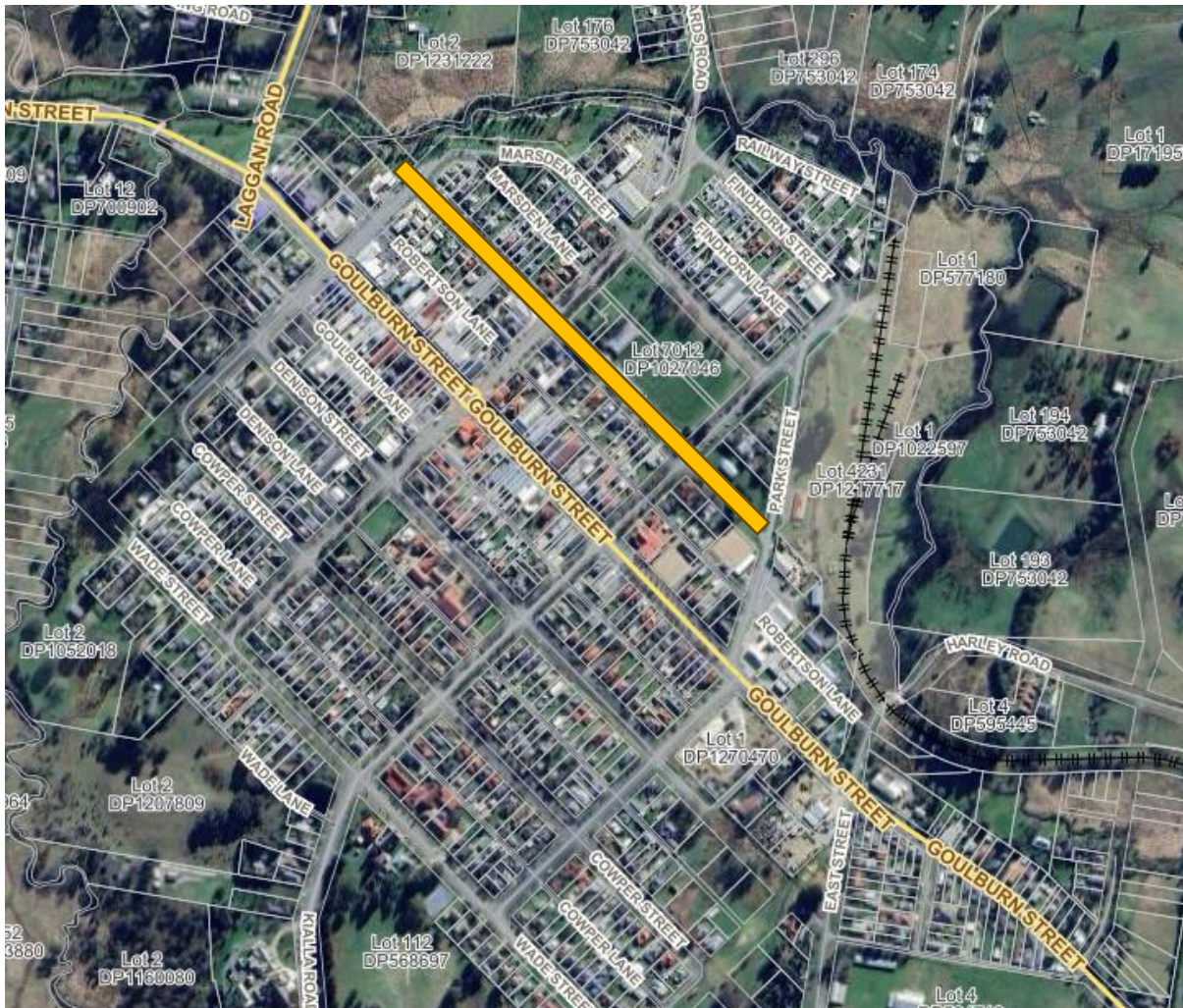
Goulburn Lane, from Roberts Street to Colyer Street



Environment and Planning
ALCOHOL FREE ZONES cont'd

Zone 6:

Robertson Street, from Laggan Road to Park Street



REFERENCES & ASSOCIATED DOCUMENTS

- Local Government Act 1993 access from: <https://legislation.nsw.gov.au/#/>.
- Department of Local Government – Ministerial Guidelines on Alcohol Free Zones February 2009 access from [Department of Local Government - Ministerial Guidelines on Alcohol Free Zones - February 2009](#).

RECOMMENDATION That –

1. Council undertakes public consultation, in accordance with section 644A of the Local Government Act 1993 and the Ministerial Guidelines on Alcohol Free Zones 2009, in relation to:

Environment and Planning

ALCOHOL FREE ZONES cont'd

The proposed re-establishment of the Alcohol-Free Zones in Crookwell (*Zone 1*: Goulburn Street between Laggan Road and East Street; *Zone 2*: Denison Street between Roberts Street and Colyer Street; *Zone 3*: Spring Street (Including parking spaces) between Cowper Street and Marsden Street; *Zone 4*: Roberts Street between Denison and Robertson Street; *Zone 5*: Goulburn Lane between Roberts Street and Colyer Street; *Zone 6*: Robertson Street between Laggan Road and Park Street.) for the period of 1 December 2025 to 30 November 2029. (outlined in the figures below of this report).

ATTACHMENTS

Nil

Environment and Planning - 16 October 2025

ITEM 11.2 **Planning Proposal - Lot 1 DP1064795 - 39 Redground Road Crookwell**

FILE REFERENCE **I25/280**

AUTHOR **Development Control Officer**

ISSUE

At its meeting of 20 March 2025 Council considered and supported the amendments to a planning proposal for Lot 1 DP 1064795, 39 Redground Road, Crookwell,

A Gateway Determination was issued on the 12 May 2025 and in accordance with the Gateway Determination the Planning Proposal was publicly exhibited and referred to the relevant government agencies for consideration.

An assessment has been carried out by Council staff and Council is required to consider the assessment of the proposal prior to the Planning Proposal proceeding to be finalised.

RECOMMENDATION That -

1. Request delegation of Plan Making Authority for the Planning Proposal
2. Undertake the necessary actions to finalise the making of the Upper Lachlan Local Environmental Plan 2010.

BACKGROUND

Council has previously considered and supported the planning proposal to amend the zoning and minimum lot size for Lot 1 DP 1064795, 39 Redground Road, Crookwell.

The proposal is to amend the zone from RU1 - Primary Production to R2 Low Density Residential zone and reduce the minimum lot size from 100ha to 800m² for residential purposes.

A Gateway Determination was issued on the 12 May 2025 and in accordance with the Gateway Determination the planning proposal was publicly exhibited and referred to relevant government agencies for consideration.

REPORT

Precise Planning submitted the proposal on behalf of the landowner to amend the zone and the minimum lot size provisions of land to the north of the existing village. The subject site and surrounding land uses are identified in the following Figures.

Figure 1: Property location in context with the Crookwell township and surrounds (Source: Council's IntraMaps 2025)

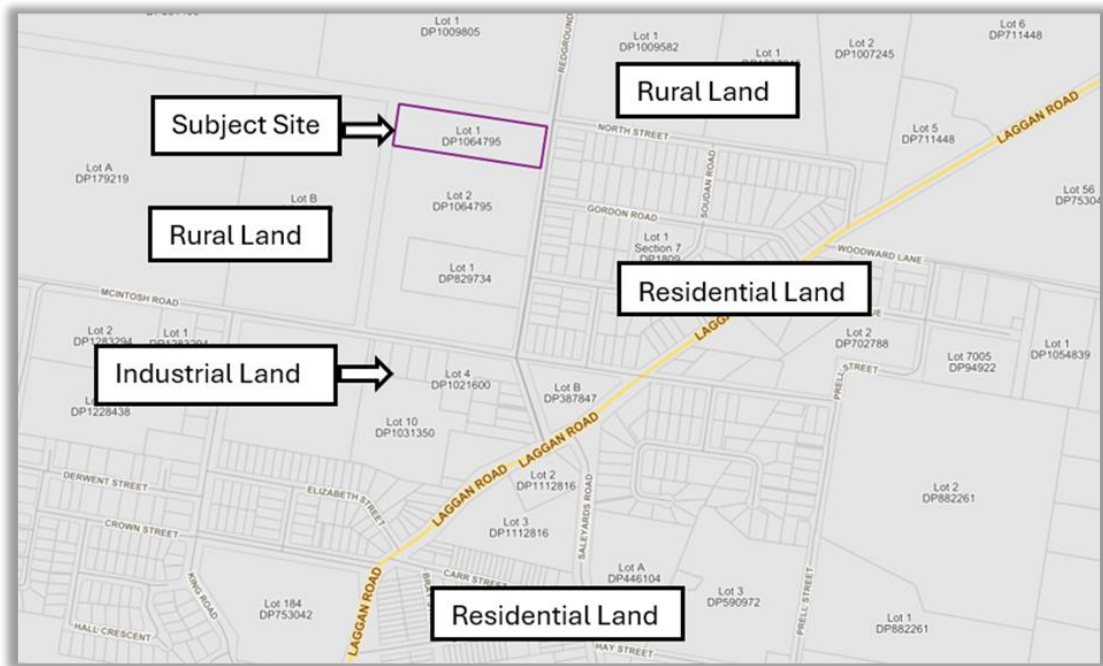
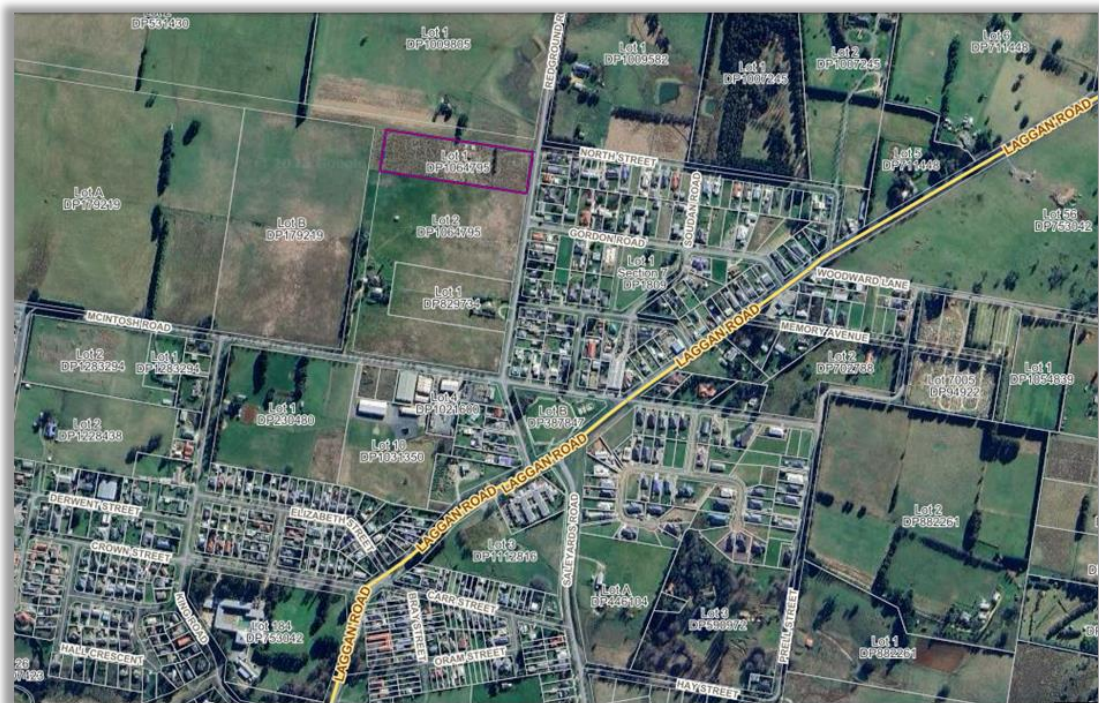


Figure 2: Aerial Imagery (Source: Council's IntraMaps 2025)



The subject site is approximately 2 hectares, is rectangular in shape and has a gentle slope from the north-western corner to the south-eastern corner. The site is located adjacent to existing low density residential to the east and rural development to the north, south and west of the site.

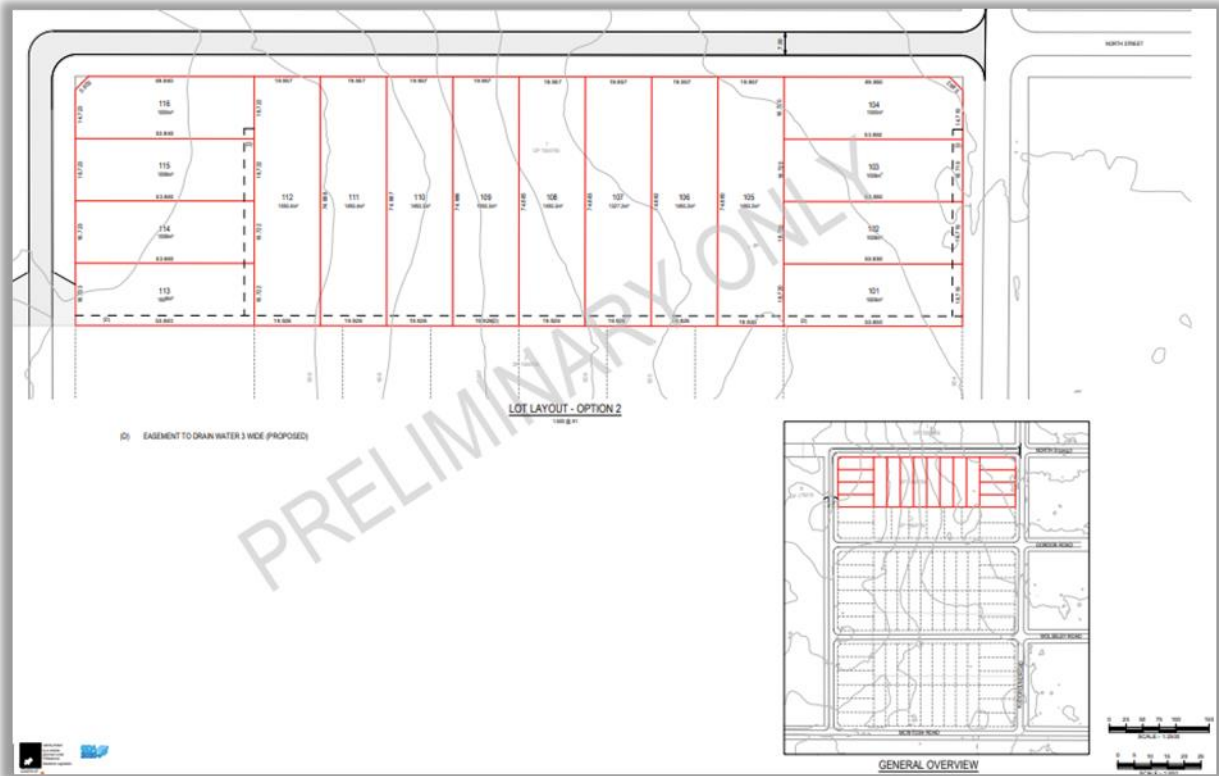
The proposal is to rezone the land from RU1 - Primary Production to R2 Low Density Residential zone and reduce the minimum lot size from 100ha to 800m² to enable future subdivision for residential purposes. By reducing the minimum lot size to 800m² the site has the potential to be subdivided into approximately 16 residential allotments.

The following figures outline the current and proposed zonings, minimum lot size and the conceptual lot layout as submitted with the planning proposal.

**Figure 3: Existing and proposed land zoning and minimum lot size maps
(Source: Precise Planning 2025)**



**Figure 4: Conceptual Lot Layout
(Source: Precise Planning 2025)**



The Council previously considered this planning proposal at its meeting of 20 March 2025 with the following resolution being adopted:

20 March 2025

ITEM 11.1

37/25 PLANNING PROPOSAL (PP-2023-1168): LOT 1 DP 1064795, - 39 REDGROUND ROAD, CROOKWELL

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

Environment and Planning

PLANNING PROPOSAL - LOT 1 DP1064795 - 39 REDGROUND ROAD CROOKWELL cont'd

A copy of the associated report has been included in the Attachments for Council's information. This report will not incorporate this previous information as it is seeking Council support for the Planning Proposal to be finalised.

In support of the planning proposal, the applicant has submitted the following studies/ reports on the NSW Planning Portal;

- Planning proposal;
- Flora and Fauna Assessment
- Eco Planning – Striped Legless Lizard
- Flood Impact and Risk Assessment
- Civil Engineering Concept Design and Flood Impact Assessment
- Traffic Engineering Report

The Gateway Determination required the planning proposal to be referred to relevant referenced Government Agencies and to be publicly exhibited for a period of 20 working days. Agency responses were received from NSW Department of Climate Change, Energy, the Environment and Water – Biodiversity Conservation and Science (DCCEEW), NSW Department of Primary Industries and Regional Development – Agriculture and Crown Lands. Relevant details have been extracted and responded to below.

NSW DCCEEW: comments received 25 June 2025

It is recommended that the FIRA be updated to enable the planning proposal authority to have clear documentation that demonstrate the proposal is consistent with the s9.1(2) Local Planning Direction 4.1 Flooding to support determination of the proposal.

Council comment:

Council acknowledges that an amended Flood Impact Risk Assessment is required to address the issues raised in the submission from DCCEEW. After discussions with the Department, it is considered appropriate to request an amended FIRA with the lodgement of a future development application for subdivision. The FIRA is required to address and satisfy the provisions with any proposed subdivision of land.

NSW DPI – Agriculture: comments received 16 July 2025

The Department strongly recommends that master planning is undertaken to effectively plan for the interface of rural and future urban land uses. Any master plan should be informed by a Land Use Conflict Risk Assessment (LUCRA) that is informed by consultation with nearby agricultural landowners and considers the potential agricultural land uses that could occur on the neighbouring land without development consent.

Council Comment:

The site has been identified in Council's existing Local Strategic Planning Statement for future residential development. Council acknowledges the recommendation regarding the master planning, however no funding is allocated for the 2025/2026 financial year budget and as such is not relevant to this planning proposal. Additionally, a Land Use Conflict Risk Assessment (LUCRA) for this site will be required to be lodged with any future development application.

Crown Lands: comments received 23 June 2025

The Planning Proposal – P100352 has identified that the adjoining Crown Road will service a new residential area and therefore, it is envisaged that Council will take care and control of the Crown road so a road can be constructed in conjunction with a future development application for subdivision.

Council Comment:

It is noted that the existing Crown Road will become a Council's Road prior to any works commencing for any future development of the land. The upgrade of this road will be at the cost of the proponent for the associated subdivision.

It should be noted that there were no formal objections from the Government Agencies for the Planning Proposal not to proceed to finalisation.

Public Submissions

The planning proposal was on public exhibition from 16 June 2025 to the 18 July 2025 and one (1) submission was received during this period. In summary the submitter objects to the proposal and the concerns are outlined below;

Submitter Objection	Council Comments
Loss of Agricultural Land	<p>The subject land has been identified for future development within Council's Local Strategic Planning Statement, and it is noted that existing residential uses are located opposite the site.</p> <p>As noted above, a Land Use Conflict Risk Assessment (LUCRA) is required to be submitted with a future development application.</p> <p>The site comprises 2ha of land and in using the guides for carrying capacities of the Department of Primary Industries, it indicates that for improved pastures an average of 9DSE (Dry sheep equivalent) per ha. As an example only 18 sheep for suitable to graze on the site.</p>
Road Safety and Access	<p>A Traffic Engineering Report has been submitted with the application. Any upgrades required for future development of the site will be the responsibility of the developer.</p>
Risk to Livestock with stray dogs	<p>The site is opposite an existing and established residential area and it is unlikely that the proposal will increase the risk any more than the existing residential area presents.</p>

Water contamination	Any future development of the land will be required to demonstrate that stormwater will not impact on neighbouring properties.
Lack of infrastructure	The applicant has provided a conceptual subdivision plan and any future development of the land will be subject to a development application. Any future application is required to justify and/or upgrade existing infrastructure including; roads, footpaths, water, sewer, stormwater, street lighting, telecommunications and the like to service any proposal for subdivision. Any costs associated with the proposal will be at the cost of the developer.
Child Safety – School Bus Stop and the current 100km/h speed limit	The speed limit of Redground Road, will be assessed with any future development application of the site.
Visual impact and amenity	Council is in the process of completing a new Development Control Plan which has controls for all new development. This includes provisions for landscaping, public open space and subdivision design elements that will be required to be justified with a future development application.
Inconsistent treatment of landowners	The planning proposal has followed the correct procedures in accordance with the Departments Guidelines and Determination. A planning proposal is a rezoning of land and not the development of the land.
Use of other vacant land	<p>Council is unable to make landowners develop their own land regardless of the zoning.</p> <p>The subject site is identified in Council's Local Strategic Planning Statement for future residential development.</p>
Biodiversity Concerns	<p>A Flora and Fauna Assessment has been provided with the application and is summarized below;</p> <p><i>This FFA was considered adequate, given that an assumed total clearance to the 2.00 ha study area is not expected to exceed the land clearing thresholds of for entry into the NSW Biodiversity Offsets Scheme (Section 7.3 of the NWS Biodiversity Conservation Regulation</i></p>

	<p><i>2017), the site is not on the NSW Biodiversity Values Map, and no significant impacts are likely when assessed in accordance with the 5-part test.</i></p> <p><i>Review of Striped Legless Lizard BioNet records and SVTM indicated that there was a moderate likelihood of occurrence for Striped Legless Lizard within the study area. However, as noted in the Commonwealth conservation advice for the Striped Legless Lizard (Comm. TSSC 2016), historic land clearing and land use (particularly land clearing and ploughing) is detrimental to the presence of the Striped Legless Lizard. Therefore, given that review of historic aerial imagery indicated that the study area had been historically disturbed, the likelihood of occurrence for the Striped Legless Lizard within the study area was downgraded to low.</i></p>
Submission of a LUCRA	A LUCRA is required to be submitted with any future development application of the land for subdivision.

The above concerns has also been addressed by the applicant of the proposal and has been included in the attachments.

Conclusion

The Council previously considered and supported the planning proposal to amend the land use zone and minimum lot size of Lot 1 DP 1064795, 39 Redground Road, Crookwell.

The relevant government agencies were notified and the proposal was on public exhibition and the concerns have been addressed throughout the report.

It is considered that the Planning Proposal is consistent with the Local Strategic Planning Statement, the Draft South East and Tablelands Regional Plan 2041, The Tablelands Regional Community Strategic Plan 2016-2036 and the relevant Ministerial Directions.

POLICY IMPACT

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

Environment and Planning**PLANNING PROPOSAL - LOT 1 DP1064795 - 39 REDGROUND ROAD CROOKWELL cont'd**

The Planning Proposal is consistent with the Upper Lachlan Local Strategic Planning Statement as previously adopted by Council.

OPTIONS

Option 1: As per the Recommendation.

Option 2: Not support the finalisation of the Planning Proposal.

FINANCIAL IMPACT OF RECOMMENDATIONS

Nil

RECOMMENDATION That -

1. Request delegation of Plan Making Authority for the Planning Proposal
2. Undertake the necessary actions to finalise the making of the Upper Lachlan Local Environmental Plan 2010.

ATTACHMENTS

1.	Attachment 1 - Previous Council Report	Appendix
2.	Attachment 2 - Planning Proposal	Appendix
3.	Attachment 3 - Flora and Fauna Assessment Report	Appendix
4.	Attachment 4 - Striped Legless Lizard Report	Appendix
5.	Attachment 5 - Flood Impact Risk Assessment	Appendix
6.	Attachment 6 - Engineering Concept Design	Appendix
7.	Attachment 7 - Traffic Engineering Report	Appendix
8.	Attachment 8 - Gateway Determination	Appendix
9.	Attachment 9 - DCCEEW Submission	Appendix
10.	Attachment 10 - DPI Agriculture Submission	Appendix
11.	Attachment 11 - Crown Lands Submission	Appendix
12.	Attachment 12 - Objection Submission	Appendix
13.	Attachment 13 - Applicants Response to Submissions	Appendix

Environment and Planning - 16 October 2025

ITEM 11.3 **Upper Lachlan Shire - Drought Resilience Plan Implementation**

FILE REFERENCE **I25/285**

AUTHOR **Director Environment and Planning**

ISSUE

Through the development of the Regional Drought Resilience Plan funding was obtained to implement three recommended outcomes. This process will be overseen and managed by the Canberra Region Joint Organisation in conjunction with both the Upper Lachlan and Hilltops Shires.

RECOMMENDATION That -

1. Council continues to work with the Canberra Region Joint Organisation to implement actions as listed in the Regional Drought Resilience Plan.

BACKGROUND

The Canberra Region Joint Organisation in conjunction with the Upper Lachlan Shire, Hilltops Shire and respective communities developed a Regional Drought Resilience Plan.

This Plan listed a number of actions for which funding was obtained by the Canberra Region Joint Organisation for the implementation of the following:

- Development of a Regional Drought Communications Plan with Drought Support Map
- Roundtable Events to Foster Collaboration; and
- Develop Drought Resilience Case Studies

REPORT

Council resolved at its meeting of January 2022 to enter into a funding agreement with the Government to accept funding for Upper Lachlan Shire and Hilltops Councils for the development of a Regional Drought Resilience Plan. Canberra Joint Regional Organisation led the project with the Plan being finalised in 2023.

The Regional Drought Resilience Plan (attachment 1) was endorsed by Council at its meeting of 14 December 2023;

RESOLVED by Cr Searl and Cr Reynolds

1. Council endorse The Regional Drought Resilience Plan; and
2. Place the Regional Drought Resilience Plan on Councils website.

The Canberra Joint Region Organisation obtained additional funding to enable specification actions as recommended within the report to be implemented. The project will be overseen by the Canberra Joint Regional Organisation in conjunction with the Upper Lachlan Shire.

The Canberra Joint Region Organisation let a tender to complete the project and as a result the consultancy firm Strategic Development Group were engaged. The components of the Plan to be completed as part of these works include:

- Drought Communications Plan and Drought Support Map

Feedback received from the community during the development of the Drought Resilience Plan indicated a strong desire for more drought related information, relating to both impacts and measures people can take to be more prepared. Many indicated they were unaware of available support and services. Others talked of the need to improve awareness of drought indicators as part of an early warning system, and to trigger adaptive management. A Drought Communications Plan was seen as a way to respond to this need for timely information, and to encourage people to take action in a balanced and considered manner.

An effective Drought Communications Plan will primarily focus on communicating drought preparedness and resilience actions and solutions. The Plan will be realistic for the Councils' to implement dependant on their resourcing, capability, and capacity levels.

- Case Studies

In addition to the drought support map collateral, case studies will be developed to improve the knowledge and implementation of drought resilient activities. The use of stories is a highly effective communication strategy, and the Drought Resilience Case Studies will provide complimentary material to the Drought Communications Plans and Drought Support Maps.

- Design & Facilitation of Round Table Events

These events will facilitate drought resilience and preparedness conversations, sharing of resources and information between members of the same network/s, the promotion of services offered by others, gaining responses to feedback, helping people in modifying their approaches, or delivering individual elements as part of a collective effort. Bringing stakeholders together creates an opportunity for different voices to be heard and for a better understanding of the system to evolve.

An indicative timeline is included in the attachments, noting that these dates will need to be altered as Council has been unable to provide the requested information within the nominated timeframes.

POLICY IMPACT

The implementation of this project is in line with the Key Performance Indicator from the 2025/26 Operational Plan;

Environment and Planning

UPPER LACHLAN SHIRE - DROUGHT RESILIENCE PLAN IMPLEMENTATION cont'd

'Participate in the Hilltops and Upper Lachlan Shire Councils drought resilience program in conjunction with NSW Reconstruction Authority – (Measure: Drought Resilience Plan Implemented).

OPTIONS

Option 1: That Council work with and support the Canberra Region Joint Organisation on the implementation of the project. This being the recommended option.

Option 2: That Council does not support this project and it seeks own funding to implement.

FINANCIAL IMPACT OF RECOMMENDATIONS

Nil impact as funding was obtained by the Canberra Region Joint Organisation. The only impact will be associated with staff involvement / time.

RECOMMENDATION That -

1. Council continues to work with the Canberra Region Joint Organisation to implement actions as listed in the Regional Drought Resilience Plan.

ATTACHMENTS

1. ↓	Regional Drought Resilience Plan - Hilltops and Upper Lachlan	Attachment
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CANBERRA REGION
JOINT ORGANISATION

Regional Drought Resilience Plan

HILLTOPS AND UPPER LACHLAN COMMUNITIES



Australian Government
Department of Agriculture,
Fisheries and Forestry



Future
Drought
Fund

Supported by



The Regional Drought Resilience Planning program is supported by Canberra Region Joint Organisation through funding from the Australian Government's Future Drought Fund and the NSW Government.

We acknowledge Country and pay respect to the Traditional Owners and Custodians of the land and waters across these lands and waters. We recognise and honour their ancient cultures and their spiritual, cultural and physical connections with land, waters and community.

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GLOSSARY OF KEY TERMS

Adaptation Adjustment or modification in natural and/or human systems in response to actual or expected shocks and stresses to moderate harm, reduce vulnerability and/or exploit beneficial opportunities.

Adaptive capacity The ability of individuals and groups to adjust and respond to environmental and socioeconomic changes.

Adaptive governance Coordinating iterative, flexible and responsive interactions between systems when designing interventions and for their implementation and evaluation.

Co-design The process of partnership to develop and formulate project delivery and agreed objectives and needs, using participatory methods. A process of working together utilising generative and explorative processes.

Community-led An approach where the local and regional community work together to identify goals that are important to them, develop and implement plans to achieve those goals, and create collaborative relationships internally and with external actors - all while building on community strengths and local leadership.

Drought Drought in general means acute water shortage. Drought is a prolonged, abnormally dry period when the amount of available water is insufficient to meet our normal use.

Economic resilience The ability of the economy to absorb the economic impact of shocks and stressors without changing the economic status or outcomes.

Environmental resilience The ability of the natural environment to cope with a diverse range of shocks and stressors while maintaining natural processes and ecosystem services.

Exposure The presence of people; livelihoods; species or ecosystems; environmental functions, services, and resources; infrastructure; or economic, social, or cultural assets in places and settings that could be adversely affected.

Governance Governance is the structures and processes by which individuals, groups and agencies in a society share power and make decisions. It can be formally institutionalised, or informal.

Intervention options Alternative or complementary actions, projects, programs, policies, initiatives and investments that are planned to bring about change in the system.

Local knowledge Local knowledge and First Nations knowledge incorporates elements of lived experience within a landscape, bearing witness to the operation of systems. It includes aspects of people, landscape, culture – how people interact with surroundings and as part of communities and processes.

Resilience The ability of a system to absorb a disturbance and reorganise so as to maintain the existing functions, structure and feedbacks.

Risk The potential for adverse consequences for human or ecological systems, recognising the diversity of values and objectives associated with such systems.

Shock Sudden, short-term events that threaten a city (or region). Examples include: major storms, floods, bushfires, heatwaves, disease outbreaks, terrorism and cyber-attacks'.

Social resilience The ability of the human society to cope with a diverse range of shocks and stressors while maintaining existing social and community functions.

Stressor An event that occurs gradually over a timeframe that causes an adverse effect, e.g., drought.

Systems The interaction of processes, networks and inter-dependencies across a complex 'whole'.

Theory of change Refers to theories, causal mechanisms and assumptions that explain how and why outcomes and impacts will be achieved through use, implementation and production of proposed inputs, activities, and outputs.

Trends Major global or regional influences that have driven change in the past and are expected to shape change into the future.

Threshold The point at which a change in a level or amount a controlling variable causes a system to shift to a qualitatively different regime. Also referred to as a tipping point.

Transform The process of radically changing or building a new system with different structure, functions, feedbacks and identity.

Trigger point A pre-agreed situation or event, that when met, activates a management intervention. Trigger points are usually defined in the planning phase.

Triple Bottom Line An approach which seeks to equally focus on economic, social and environmental outcomes.

KEY ABBREVIATIONS

CDI	Combined Drought Indicator
CRJO	Canberra Regional Joint Organisation
DDI	Drought Direction Index
DPI	Department of Primary Industries
DRNSW	Department of Regional NSW
EDIS	Enhanced Drought Information System
FAQs	Frequently Asked Questions
IPCC	Intergovernmental Panel on Climate Change
KBDI	Keetch Byram Drought Index
KPI	Key Performance Indicator
LGA	Local Government Area
LLS	Local Land Services
NSW	New South Wales
PCG	Project Control Group
RAMHP	Rural Adversity Mental Health Program
RCP	Representative Concentration Pathway
RDA	Regional Development Australia
RDRP	Regional Drought Resilience Planning
REDS	Regional Economic Development Strategies
RFQ	Request for Quote
SDGs	Sustainable Development Goals



01/ ABOUT THIS PLAN

1.1 A Plan for Drought Resilience

Of all the climate and weather-related conditions that affect Australia, drought is often the most challenging. New South Wales (NSW) is prone to periods of persistent drought with downward trends in rainfall and streamflow documented.

Drought is a defining feature of the climatic cycle of the Australian landscape. In large part this owes to our geography. Our continent spans the latitudes of the subtropical high-pressure belt. This is an area of sinking, dry, stable air, and usually clear skies. Over most of the country rainfall is low and erratic. As such, droughts will come again, and they are anticipated to get worse in parts of the country as a result of a changing climate. Droughts are challenging times, not just at the farm gate but for entire communities and regions. The costs of drought are spread across economic, social, and environmental factors. The toll taken on regions and their communities has been enormous and the impacts often linger for decades.

The most effective response to rising uncertainty is to plan for greater drought resilience. This can be achieved by building sustainable and diverse regional economies, reducing the vulnerability of communities to changing economic conditions and accelerating recovery, as well as enhancing thriving natural environments.

The Regional Drought Resilience Planning (RDRP) program is one of the five focus areas of the Commonwealth Government's Future Drought Fund. These plans focus on innovative ways to build regional drought resilience, taking steps to plan now to stem the impact of future drought on our region. The NSW RDRP program is jointly funded through the Australian Government's Future Drought Fund and the NSW Government, supporting local governments to work together regionally to plan for drought resilience proactively and pragmatically. This Plan is one of three pilot programs.



Strategic Alignment

The Future Drought Fund seeks to enhance the public good by building drought resilience in Australia's agricultural sector, the agricultural landscape, and communities. The intent of its eight interrelated foundational programs is to have an innovative and profitable farming sector, a sustainable natural environment, and adaptable rural, regional, and remote communities, all with increased resilience to the impacts of drought and climate change.

The Future Drought Fund is intended to deliver against three inter-connected strategic priorities:

- economic resilience for an innovative and profitable agricultural sector.
- environmental resilience for sustainable and improved functioning of farming landscapes.
- social resilience for resourceful and adaptable communities.

The RDRP's focus on the community as a system, where economic, built, environmental, and social capacity to endure, respond and evolve through drought, are enhanced.

The 20-Year Economic Vision for Regional NSW, released in 2018 and refreshed in 2021, sets out the NSW Government's priorities and plans to achieve long-term social and economic success for regional communities across the state. Other key strategies with strong linkages and relationships to matters of drought resilience include the Regional Economic Development Strategies (REDS) and NSW State and Regional Water Strategies.

Key tools which support the delivery of the NSW Government's vision for drought ready regions include:

- the Australian Government's Drought Resilience Adoption and Innovation Hubs (including Charles Sturt University) in southern NSW.
- NSW Government Department of Primary Industries DroughtHub, an online drought assistance and information portal for NSW primary producers.

- NSW Government AdaptNSW website, to inform and empower communities, businesses, households, and government to adapt to climate change.

Objectives

Consistent with the strategic priorities and objectives of the Future Drought Fund Agreement, the objectives of the RDRP process are to:

- grow self-reliance and performance of the agricultural sector.
- improve the natural capital of agricultural landscapes for better environmental outcomes.
- strengthen the wellbeing and social capital of rural, regional, and remote communities.

Strong community and diverse regional economies are core objectives of the NSW Government, providing both short- and long-term opportunities to strengthen drought resilience.

Expected Benefits

The RDRP provides specific projects to help primary producers and communities become more prepared for, and resilient to, the impacts of drought. Benefits may come from 'absorbing, adapting or transforming' to deal with the stresses of drought.

Implementation funding will be available across Australia under the Commonwealth Government's Future Drought Fund.

1.2 Purpose of the Plan

The Hilltops Council and Upper Lachlan Shire Council RDRP provides support to help our region better plan for and become more resilient to the impacts of drought over time. It has been developed in a collaborative, partnership approach, drawing on locally led inputs drawn from those who live and work in the region.

The purpose of this plan is to:

- create stronger connectedness and greater social capital within communities, contributing to wellbeing and security.
- empower communities to implement transformative activities that improve their resilience to drought.
- support more primary producers to adopt whole-of-system approaches to natural resource management to improve the natural resource base, for long-term productivity, and landscape health.

The aims of this plan are to:

- increase the understanding of the region's current and future drought resilience, considering the region's unique economic, environmental, and social characteristics.
- form stronger connections, relationships, and networks within regions.
- combine First Nations' and local knowledge on resilience and risk data information to make informed decisions.
- identify actions, pathways, and opportunities to improve regional drought resilience, mitigate risks, and adapt to change.
- help councils be in a stronger position to implement strategic actions and take advantage of opportunities as they arise.
- develop concrete actions to address and mitigate short- and long-term drought impacts.

1.3 The South East NSW Resilience Blueprint

The South East NSW Resilience Blueprint is jointly funded by the Commonwealth and the NSW Government through grants awarded under the Bushfire Community Recovery and Resilience Fund, the Bushfire Local Economic Recovery Fund, and delivered by the Canberra Regional Joint Organisation (CRJO). The Resilience Blueprint project is a partnership of 11 local governments, who are committed to adapting to a changing climate, including Hilltops Council and the Upper Lachlan Shire Council.

This involves local councils working with government agencies, emergency services, researchers, businesses, and communities, embedding resilience in everything we do. It considers the foundational aspects of resilience from a multi-hazard perspective, which complements the drought-specific focus of this RDRP. The South East NSW Resilience Blueprint identifies five (5) system environments or pillars which contribute toward resilience outcomes.



Governance and Leadership



Community



Economy

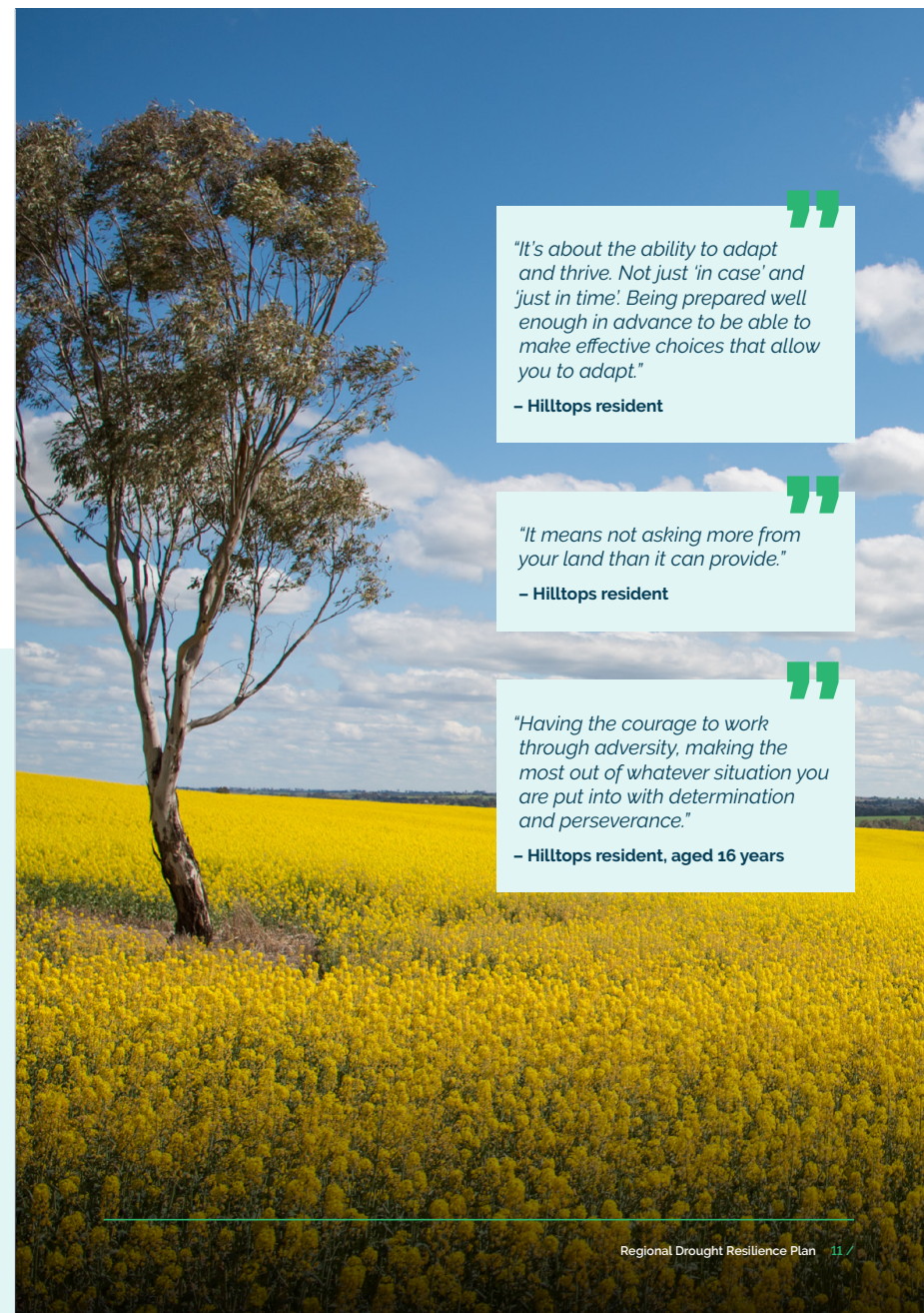


Natural Environment



Built Environment and Infrastructure

These pillars have been adopted for the actions identified in this RDRP



"It's about the ability to adapt and thrive. Not just 'in case' and 'just in time'. Being prepared well enough in advance to be able to make effective choices that allow you to adapt."

– Hilltops resident






"It means not asking more from your land than it can provide."

– Hilltops resident

"Having the courage to work through adversity, making the most out of whatever situation you are put into with determination and perseverance."

– Hilltops resident, aged 16 years

1.4 The Process

Phase Name	Overview	Activities	Outcome
Project Inception 	<p>This project was one of three Pilots conducted in NSW and was jointly funded by the Australian Government's Future Drought Fund and the NSW government.</p>	<ol style="list-style-type: none"> Establishment of the Project Control Group (PCG) <ul style="list-style-type: none"> Regional NSW Canberra Region Joint Organisation Hilltops Council Upper Lachlan Shire Council Engage Consultants 	<p>The project was a joint endeavour with input from the Councils, the Joint Organisation and contracted consultants.</p>
Drought Resilience Assessment 	<p>This phase focused on defining the problem:- how does drought affect our region, our people, our businesses and our environment?</p>	<ol style="list-style-type: none"> Desktop Study <ul style="list-style-type: none"> Regional Context History of Drought Impacts Drought in the Future Drought Resilience Challenges and Opportunities 	<p>The Resilience Assessment identified impacts on community and mental wellbeing, the regional economy, the environment, and governance structures. Water security was seen as key.</p>
Stakeholder and Community Engagement 	<p>Engagement activities leveraged the Resilience Blueprint project which was carried out concurrently by the Canberra Region Joint Organisation.</p>	<ol style="list-style-type: none"> Workshops <ul style="list-style-type: none"> Cookswell Young Boorowa Surveys 	<p>The engagement highlighted key factors which compound the effects of drought, and identified a long list of ideas which could address these challenges.</p>
Project Prioritisation Process 	<p>The member Councils identified water infrastructure as their number one priority.</p> <p>Projects were also identified which responded to the community and stakeholder feedback across the spheres of Community, Economy, Natural Environment, Governance & Leadership</p>	<ol style="list-style-type: none"> Infrastructure Project Prioritisation <ul style="list-style-type: none"> Multi-criteria assessment to identify priority projects (Harden to Boorowa Pipeline, Harden Wastewater Reuse, Taralga Water Security, Upper Lachlan Groundwater and Water Resource Information System) Draft RDRP submitted to CSIRO for Review Action Prioritisation by CRJO and Regional NSW <ul style="list-style-type: none"> Review of stakeholder ideas to create action shortlist Review and selection of actions by Councils Action detailing <ul style="list-style-type: none"> rationale, implementation steps, and KPIs 	<p>This Plan reflects and belongs to our region. Ten priority actions have been included, along with seven actions where advocacy is needed. The actions span our five pillars, and seek to achieve economic, social and environmental drought resilience dividends.</p>
Action Implementation 	<p>Actions identified in this Plan require external funding to proceed. Actions in this RDRP should align and build on the Councils' priorities in their Community Strategic Plans.</p>	<ol style="list-style-type: none"> 1. Identify Funding Sources: <ul style="list-style-type: none"> RDRP implementation funding Other funding opportunities Future funding from State and Federal government for water infrastructure 2. Prioritise actions for implementation 	<p>The RDRPs are designed to be a living document, with actions implemented as funding becomes available, and new actions added in response to future community feedback, fresh challenges or as part of the natural progression of drought resilient actions.</p>

1.5 Engagement

Upper Lachlan and Hilltops RDRP was developed through inclusive and effective engagement with, and active participation of key regional, community, and industry stakeholders.

The engagement process sought to:

- provide a setting and environment of inclusion where all community members and stakeholders feel comfortable to offer comments and opinions.
- empower communities to identify the impacts of drought.
- facilitate increased community understanding of drought resilience including by encouraging communities to share their learnings with each other.
- support communities to consider the incremental, transitional, and transformational opportunities needed to strengthen drought resilience and encourage innovative initiatives at the regional level.
- three engagement workshops were undertaken in mid-2022.



Figure 1: Hilltops and Upper Lachlan Council and Community Workshop in Young, June 2022. Source: CRJO



Figure 3: Upper Lachlan Council and Community Workshop in Crookwell, May 2022. Source: CRJO



Figure 2: Hilltops and Upper Lachlan Council and Community Workshop in Young, June 2022. Source: CRJO



Figure 4: Hilltops Council and Community Workshop in Boorowa, in July 2022. Source: CRJO



Workshops

3 workshops

83 participants

3 locations



Crookwell, Young and Boorowa

Stakeholders

- Canberra Region Joint Organisation
- Hilltops Council
- Upper Lachlan Shire Council
- Regional NSW
- Resilience NSW (now NSW Reconstruction Authority)
- NSW Department of Planning and Environment (Water)
- Rural Financial Counselling Service
- South East Local Land Services
- Boorowa Community Landcare Group
- Upper Lachlan Landcare
- Yass Area Network Landcare Group
- Charles Sturt University NSW Drought Resilience Adoption and Innovation Hub
- NSW Rural Fire Service
- Fire and Rescue NSW
- Red Cross
- Risk Frontiers
- Local Business Chambers
- Regional Employers and Business Owners
- Regional and Rural Community Leaders
- Community Groups and Not-for-profits
- Historical Societies
- Farmers
- Residents
- Health Care Provider
- Agricultural Service Providers

Topics Canvassed:

- Priority drought impacts
- Other contributing stressors
- Drought in the future
- What drought resilience looks like
- Our pathways to drought resilience

Outputs:

- Desired outcomes of the RDRP
- Identification of areas for improvement
- High-level ideas across social, economic, and environmental spheres



Surveys

29 participants

02/ SETTING THE CONTEXT

2.1 Our Region

The Hilltops and Upper Lachlan region is part of the Lachlan River catchment which forms the eastern headwaters of the Murray-Darling Basin. On the eastern side of the Great Dividing Range, to the east of Crookwell, the region falls within the southern headwaters of the Hawksbury Nepean catchment. This flows north.

The region is part of the traditional lands and waters of the Wiradjuri, Gundungurra, and Ngannawal people, whose physical, spiritual, and cultural connection with Country extends over many tens of thousands of years and continues to this day. Following European colonisation, land in the area was subject to pastoral expansion from the early 1800's. Today, the fertile soils and variable climate conditions of the region support thriving and diversified agricultural industries which support a number of villages and centres. Approximately two thirds of the region's economic productivity is associated with primary production. Mining is also a key economic activity.

The Hilltops and Upper Lachlan region is fortunate to be home to a diverse breadth of agricultural activities, buoyed by good soils and generally favourable climatic conditions. Livestock grazing, lamb, sheep, and beef production are commonplace economic land uses in the region, in addition to wool. Horticulture and viticulture activities are also in operation, with a growing cropping industry. In particular, the region is well-known for its cherry and seed potato production, with 38 per cent of NSW cherry production generated from the Hilltops Local Government Area (LGA). Overall, nearly 70% of the land area is devoted to agricultural activities in Hilltops LGA and nearly 50% in the Upper Lachlan.

Principal centres in the region include Young, Boorowa, Harden-Murrumburrah, Crookwell, Gunning, Collector, Taralga, Jugiong, and Breadalbane which are supported by a network of villages. Centres, townships, and villages across the region provide important access to social and economic services, retail, medical services, and infrastructure. They are destinations for residents and day trippers, workers, and visitors. They are also home to the majority of the region's non-agricultural enterprises. The main street character of each town is unique and highly dependent on functional, flourishing trade and business activity.

The region has a naturally variable temperate climate that includes periods dominated by either wet or dry conditions year-on-year. Summer temperatures range from mild to hot, with average maximum temperatures around 27°C. Winters are generally cool to mild, with average temperatures between 10 and 16°C. Frosts are common. Long-term records indicate that temperatures in the region have been increasing since the 1970s.

Rainfall across the region is variable, with an average of approximately 600 millimetres per year. However, as locals know, there is no such thing as 'average' conditions in this part of the world. For example, in 2003 the region received less than half the rainfall of 2011. Total annual rainfall for Hilltops and Upper Lachlan is generally lower than other LGAs in South East NSW. Historical records indicate LGAs in the north and west of the region are typically more drought prone than LGAs to the south and east. Drought conditions are often accompanied by more frequent and intense heat extremes and bushfire weather as was experienced in 2019/2020.

Location

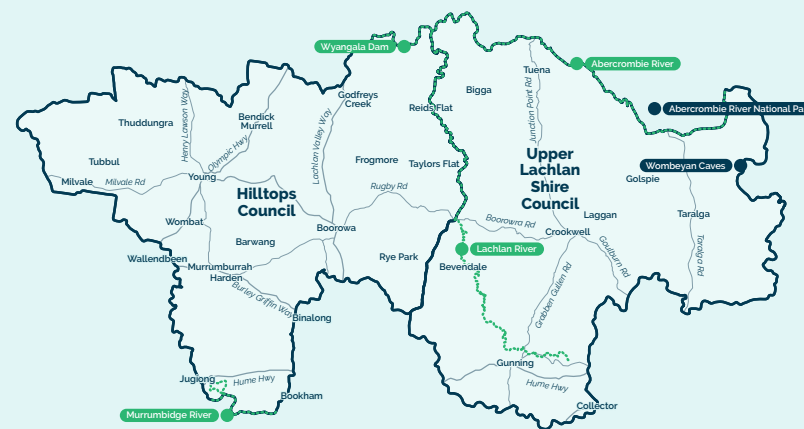
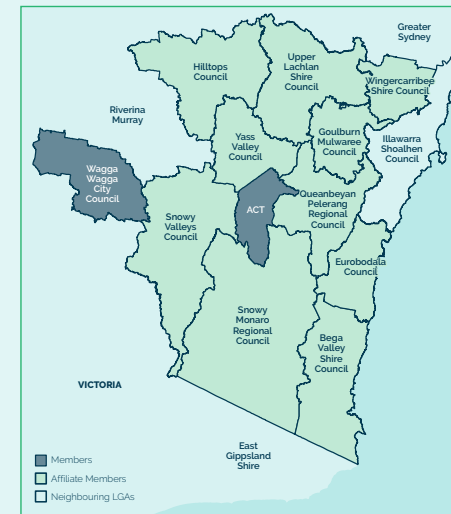


Hilltops Council and Upper Lachlan Shire Council combined area:

14,268sq km

The Lachlan River is the
4th
longest
river
in Australia

Our Region including members of the Canberra Region Joint Organisation



Hilltops and Upper Lachlan council areas, main townships and localities.

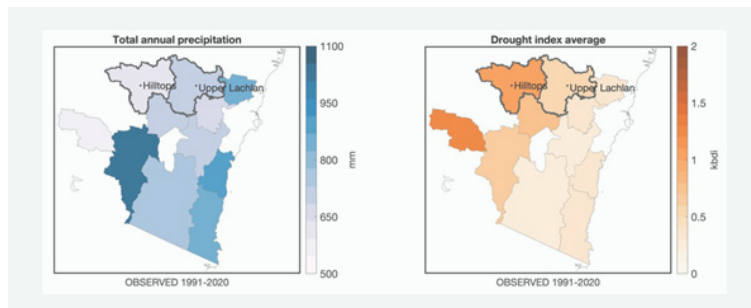





Figure 5: Total annual rainfall (left) and average annual drought index values (right) for Hilltops and Upper Lachlan (Source: Risk Frontiers, 2022).

Some parts of the region have access to groundwater, however, this is limited or generally unknown. Most communities in the region are connected to reticulated water supply networks, with the exception of Boorowa where a treated water supply scheme is in place.



Our Region

Demographic	Region	NSW Average
 Population (2022)	27,768 people	
Projected population (2041)	28,885 people	
 Population aged 65+	24.4%	17.7%
Population aged under 5 years	5.8%	5.8%
First Nations population	5.8%	3.4%
Persons with a disability	6.8%	5.8%
 Gross Regional Product (2022)	\$1.34 billion	
Gross Value Production	\$458.3 million	

Largest industries (by employment)

Hilltops:

- 1 Agriculture, forestry, and fishing
- 2 Health Care
- 3 Retail
- 4 Construction
- 5 Education and Training

Upper Lachlan:

- 1 Agriculture, forestry, and fishing
- 2 Health Care
- 3 Construction
- 4 Education and Training
- 5 Public Administration

Key agricultural land uses and commodities

 Broadacre crops (cherries, seed, potatoes)	 Grazing (wool, sheep, lamb and beef)	 Viticulture	 Mixed Farming (including canola and triticale)
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03/ OUR DROUGHT STORY

3.1 What is Drought?

Drought is regarded as one of the most expensive recurring disasters in Australia, with profound consequences for individuals, the community, the environment, and the local and regional economy.

Drought as a natural hazard is pervasive, recurring, and distressing. It is difficult to determine a start and end, or when the landscape has recovered. Drought in general means acute water shortage. Drought is a prolonged, abnormally dry period when the amount of available water is insufficient to meet our normal use.

Drought is difficult to predict, and each drought is unique with differences in seasonality, extent, duration, severity, among other variables.

Four definitions of drought are commonly used, which are meteorological, agricultural, hydrological, and socio-economic, as shown in Figure 6.

Types of droughts and their definitions





Type of drought	Description
 Meteorological	<p>Period of months or years with a no precipitation or climatological water balance rain. It is often accompanied by above average temperatures and precedes and causes other types of droughts. The climate change projections for droughts in Australia are based on a measure of meteorological drought – the Standardised Precipitation Index.</p> <p>Meteorological drought is caused by persistent changes in weather patterns, often triggered by irregular sea surface temperatures. Localised conditions such as reduced evaporation and low humidity due to dry soils and high air temperatures often enhance atmospheric conditions.</p>
 Soil Moisture (agriculture)	<p>A period of reduced soil moisture resulting from below average rainfall, less frequent rain events or above normal evaporation, impacting particularly on agriculture systems.</p>
 Hydrological	<p>When river flows and water storages in aquifers, lakes or reservoirs fall below long term levels. Hydrological drought develops more slowly because it involves stored water that is depleted but not replenished.</p>
 Socio-economic	<p>A measure of drought that considers the supply and demand of economic goods (e.g. water, lucerne hay) with elements of meteorological, hydrological, and agricultural drought. This is different from the three other drought types as it measures the implications of drought on the supply and demand of goods and the associated impacts to society.</p>

Figure 6: Types of drought and their definitions.

Drought Monitoring in NSW

The Enhanced Drought Information System (EDIS) is a publicly available drought monitoring tool that monitors seasonal conditions across NSW. EDIS was launched in March 2018 and is used across government and farming stakeholders to build drought risk awareness, emphasise drought preparedness and improve confidence in drought monitoring and early warning. A key feature of EDIS is the development of the NSW DPI Combined Drought Indicator (CDI).

The CDI integrates a range of data and model outputs in a framework that is useful for decision makers. It combines meteorological, hydrological, and agronomic definitions of drought (Figure 6) using indexes for rainfall, soil, water, and plant growth. From these, a fourth index, drought direction (DDI), is developed. EDIS is undergoing redevelopment to provide farmers with world-leading weather and climate data to enable better business decisions.

Stages of Drought

Used together, the indexes of the EDIS indicate the stage of drought.

The six stages progress from a Non-Drought category where all indicators suggest good conditions for production to Recovery, through to a Drought Affected (weakening or intensifying) category, a Drought category, and Intense Drought (See Figure 7).

Complementing the stages is detailed information on:

1. A technical and on-the-ground description of typical field conditions.
2. A suggested on-farm response.
3. A suggested advisory or policy response.

Stages of Drought in NSW

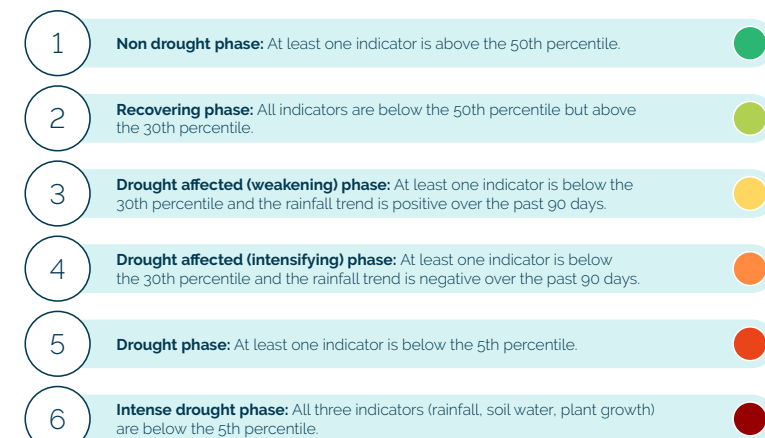


Figure 7: Stages of drought in NSW (Source: EDIS)

3.2 Our History of Drought Impacts

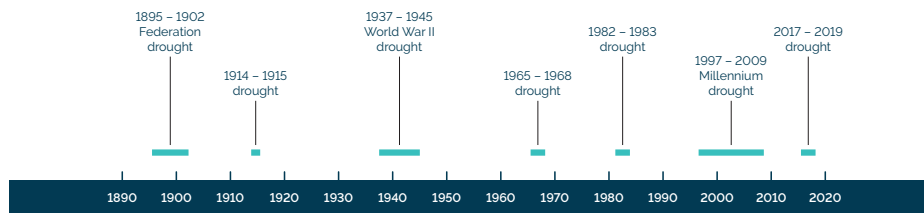
Some of the most impactful droughts in Australian history have affected our region. These events were characterised by protracted periods of low rainfall, leading to low soil moisture, with a strong relationship with heatwave and adverse fire weather conditions. Drought impacts have been assessed against the five key pillars being community, economy, natural environment, governance and built environment and infrastructure.

Signs of persistent drought are exposed in slowly declining primary and secondary business prosperity which has compounding and flow-on economic effects far beyond the farm gate. Symptoms start with primary producers who must manage planting and stocking rates,

costs of feed and water, becoming more prudent with spending, therefore leading to reduced local small business income which ripples across communities. This can lead to job losses and population decline as people relocate to find work. The loss of professionals and skilled workers then impacts the range of services available.

Loss of population in smaller communities is acutely felt, leading to the erosion of lifestyle, amenity, and liveability, culminating in the potential weakening of the social fabric. This happens gradually, over protracted periods and may not be immediately visible. Further hidden impacts of mental and financial stress can have devastating consequences.

Major drought timeline



Crop production fell with below average harvests. As pastures declined, farmers were forced to sell or relocate livestock. As livestock prices were high, few were destroyed, unlike during previous droughts. Farmers were faced with uncertainty as to how long they would have to feed livestock. As the drought continued, prices of feeding animals increased, and costs accumulated. Some farmers cut crops to feed their livestock.

Farm income declined but farmers still needed to meet operating expenses and pay debts. Some were faced with the difficult choice to sell their land or subdivide. Though financial relief was available, some found it difficult to navigate or meet the eligibility criteria for grants. Farming families searched for off-farm income to stay afloat. Rural Financial Councillors were praised for their support.

As farmers cut their expenditure, impacts flowed into local economies, with conditions resulting in broader economic uncertainty for local businesses. For example, rural merchandise firms experienced lower demand and needed to diversify their product offerings to meet the changing demands of farmers. Economic output of the regional economy slowed, and employment fell. Financial stresses on households meant some could not pay bills including council rates.

Towns faced harsh water restrictions and those that were reliant on tank water were particularly vulnerable. Towns and landholders became reliant on water carters that were

difficult to source. Dry clay soils resulted in cracking, damaging some buildings. Town residents struggled to maintain gardens.

Improved conservation-based management approaches which maintained ground cover were credited with protecting soils. However, exposed paddocks lost soil through wind erosion and dust storms reduced air quality. Weeds were problematic and tree deaths were widespread.

The stresses of the drought caused increased demand on community services including mental health support. Some were reluctant to seek assistance, found the process difficult, or overwhelming. Stresses were compounded by the isolation of some properties with limited access to social networks.

Local communities stepped up with volunteers offering their assistance. Local events brought the community together to connect and raise money for those worse off. Other events provided an opportunity for farmers to obtain advice on how best to manage ongoing conditions. Tourists were encouraged to visit the region to see iconic rural events such as the Boorowa Woolfest.



Community Impacts, Physical, and Mental Wellbeing

There are many direct and indirect health impacts of droughts. Air quality changes such as increased concentrations of particulates and toxins can irritate the eyes and lungs, particularly of those with chronic respiratory problems. The concentration of pathogens in shrinking rivers and creeks becomes abnormally high, which can create challenges for drinking water supplies. Heatwaves are commonly associated with protracted dry periods and can greatly affect human health and lead to loss of life. This is particularly true for those who are more vulnerable such as the elderly, the ill, and young children.

Drought has a significant impact on community mental health, leading to increased stress, anxiety, depression, and suicide, with a recurring theme being the reluctance to reach out for assistance. Key issues identified include:

- **Financial stress:** Drought can lead to financial hardship, which can put a strain on relationships and increase stress levels. Costs not only include managing drought from a farming perspective, but also the high cost of water to fill tanks and reduced income in the towns because of reduced spending.
- **Social isolation:** Drought can lead to social isolation, as people may be less likely to socialise or participate in community activities when they are struggling financially or emotionally. One common theme was the impact drought has on community facilities, such as sporting fields, bowls clubs, golf courses etc which take away the ability of the community to meet and connect. Anecdotal evidence indicated that this had a direct correlation to mental health decline in the region.
- **Feelings of helplessness:** Drought can make people feel helpless and hopeless, as they may feel like they have no control over the situation. Recurring themes included the stress around parents not having enough water to wash children's clothes or nappies, not being able to have a shower at the end of a day at work, degradation of water quality impacting family drinking water and livestock water, having to manage stock dying of drought, and the uncertainty of being able to source water

- **Increased risk of suicide:** Drought has been linked to an increased risk of suicide, particularly among farmers and other people who are directly affected by drought. Depression has become increasingly common in the bush, and research shows that farmers are among the highest risk groups for suicide. The average suicide rate in farmers is almost 59% higher than non-farmers. This is a difficult issue to discuss, but one that must demand our attention. The Canberra University regional wellbeing survey, one of Australia's largest annual surveys, shows a decline in wellbeing indicators during periods of persistent drought in recent years.

A number of resources were mentioned during the consultations, including the National Drought Hotline, the Rural Adversity Mental Health Program (RAMHP), and Beyond Blue. The Red Cross has a drought resilience program which aims to support communities, organisations, services, and leaders to manage the psychological impacts of living with dryness. Other important local support programs are offered through community groups like the Country Women's Association, Rotary, Mens sheds, and sporting clubs. With 83% of our survey respondents supportive of a variety of mental health support offerings, there is scope to improve and expand on these existing support services.



Economic Impacts

In 2018 the NSW Business Chamber surveyed its members on drought impacts. 67% of businesses identified their local economy had been weakened due to drought, with 84% of respondents indicating they were impacted. The decreased community-wide economic productivity and prosperity is felt across businesses including retail, hospitality, and service trades. Very few businesses are immune from drought impacts. Four out of five affected businesses indicated cash flow had been impacted with many also identifying the potential need to reduce staffing levels by 1.5 employees. The increase in business operating costs and/or reduction in revenue can be experienced for prolonged periods. Approximately one in three affected businesses indicated the viability of their business was at risk due to the persistent drought conditions.

Over the years, the region's industries have adapted to the highly variable climate by adopting a conservative approach to water use and obtaining water entitlements from a range of water sources to meet their water needs and mitigate supply side risks. However, there is a point at which the ability to irrigate crops becomes too costly or insufficient water is available for effective production. For graziers, fodder availability declines and costs escalate for fodder and water. This leads to tough choices about stock retention. Total or partial de-stocking can limit over-grazing and the subsequent loss of groundcover and topsoil. These actions have flow-on impacts on income, herd genetics, and mental well-being, with it taking months or years to re-stock and recover financially, if this occurs at all.

Environmental Impacts

Regional communities are dependent on natural resources for their livelihoods, with ecosystems providing important services to agricultural production, biodiversity, and public amenity. The environmental impacts of drought can be widespread and long-lasting. Drought conditions increase the natural environment's vulnerability to bushfires, extreme heat, and dust storms. Soil can be eroded, and valuable nutrients and groundcovers lost. Stream-flows reduce, and groundwater can be depleted. With insufficient water, the ability to care for Country is compromised.

Drought conditions have significant impacts on natural resources, including irreversible damage to water quality, soil, and vegetation, leading in turn to dust storms and a loss of topsoil, soil nutrients, organic matter, and soil carbon. The effects of drought on the environment persist and are detectable in environmental condition scores for several years after the event.

Healthy ecosystems build resilience to drought, and nature-based solutions can offer cost-effective protections while delivering co-benefits such as carbon capture and storage, and improved food and water security. Sustainable natural resource management, including of soil, water, and biodiversity, which must be prioritised.

Built Environment and Infrastructure Impacts

The cost, quality, and availability of water has wide-reaching impacts. Road construction and maintenance rely on water. When supplies are limited, the cost of delivering this infrastructure increases, or activities must be delayed. This leads to backlogs or infrastructure which doesn't meet the expectations of the community. Town parklands, recreational facilities, and landscaping can be particularly impacted, leading to the decline or death of vegetation and a loss of amenity. Other Council, community, and industrial assets can degrade or have maintenance delayed when water supplies are low, or water quality is poor. When water supplies reach critical levels, this often creates an urgent need for new or upgraded infrastructure, improved water efficiency, or the implementation of water recycling. This typically incurs a higher cost than if these infrastructure items had been planned and delivered prior to a drought crisis. Considerable pressure also arises from community, industry, Local Government, and others seeking augmented water storage and supply alternatives during times of water scarcity.

Governance and Leadership

The Australian Government's Drought Response, Resilience and Preparedness Plan states that the Australian, state, and local governments, industry and individual farmers, and communities' businesses all have a role in responding to the current drought as well as preparing for future droughts and building resilience.

The Commonwealth, states and local governments are responsible for:

- developing, designing, implementing and funding drought preparedness, response and recovery programs, encourage robust risk management and seek to avoid market distortions.
- developing capability-building programs, tools and technologies to inform and improve farming businesses' decision-making and promote resilience.

- provision of rural financial counselling services.
- support to mitigate the effects of drought on the health and wellbeing of farming families and farming communities.
- sharing, coordinating, collaborating and communicating information on drought preparedness, response and recovery policies and programs being developed and implemented.
- ensuring information on assistance for drought preparedness, response and recovery is accessible and readily available.
- ensuring consistency of drought policy and reform objectives and complementarity of drought preparedness, response and recovery programs.
- contributing to the development of quality, publicly available data, including but not limited to:
 - weather, seasonal and climate forecasts.
 - regional and local predictive real-time drought indicator information,
 - a consistent early warning system for drought.
 - an improved understanding of fodder crops and holdings across Australia.

There is a desire for proactive effort and investment ahead of drought periods, with decision-making processes backed by evidence. One-third of our survey respondents noted an increased demand on community services and roughly one-in-two see the need for enduring economic and community programs. As drought conditions develop and intensify, the demand for information, support, and assistance grows. 43% of our survey respondents indicated a lack of clarity on assistance available.

Communities are closely connected to farmers and their fortunes. As a result, prolonged periods of drought present a significant challenge to those communities where agriculture is a dominant sector. Community resilience is about making a community stronger, in both good times and bad, for the benefit of all.



3.3 Drought in the Future

Climate Projections

According to the Intergovernmental Panel on Climate Change (IPCC), under all emissions scenarios global surface temperatures will continue to increase until at least the mid-century. Global warming of 1.5°C and 2°C will be exceeded during the 21st Century unless deep reductions in carbon dioxide (CO₂) and other greenhouse gas emissions occur in the coming decades. It is virtually certain that increasing temperatures and energy within the climate system will result in widespread changes to weather and climate patterns including hydroclimate and drought.

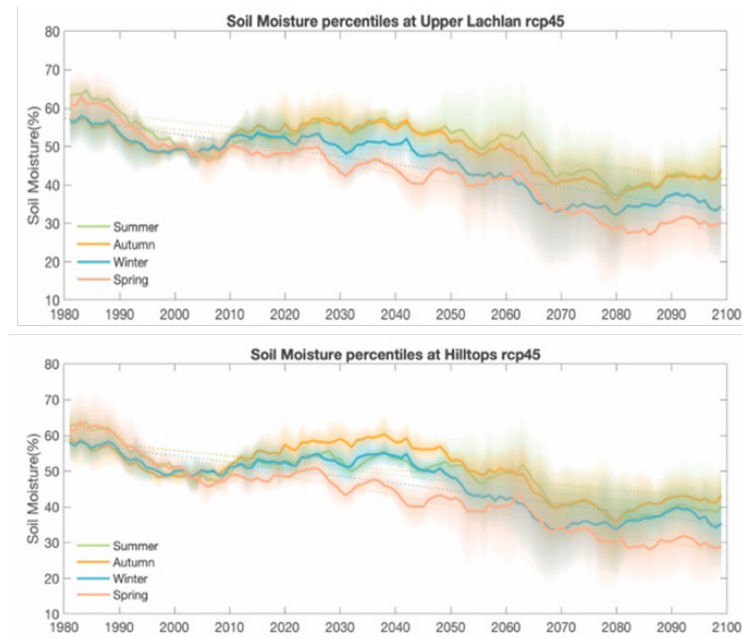
In the future, rainfall variability is projected to increase with an increase in extreme rainfall events and a decline in winter and spring rainfall. Overall, when rainfall projections (taken from multiple climate models) for a twenty-year time period are averaged, the results indicate the average rainfall will decline by 20-30mm by 2070. These modest rainfall changes will be exacerbated by substantial increases in the number of hot days. Depending on global future emissions, the Upper Lachlan is projected to experience an average of 16 to 19 days over 35°C per year by 2070 compared to the current average of 9. Reflecting the hotter conditions further west, the Hilltops region is

projected to experience an average of 33 to 40 days over 35°C per year by 2070, compared to the current average of 22. At the same time, the number of very high fire danger days is projected to increase from 17 and 34 days per year currently, to 25 to 46 days per year by 2070 for Upper Lachlan and Hilltops respectively.

The Keetch Byram Drought Index (KBDI) provides an estimate of soil moisture and water availability with higher values indicative of more severe water deficiencies. Projections for both Upper Lachlan and Hilltops show a substantial 20 to 50 per cent increase in the average and maximum KBDI by 2070, likely driven by increased evaporation associated with increasing temperatures. The decline in soil moisture, as shown in Figure 8 is evident across all seasons. Interannual variability and differences in projections across climate models, adds to the level of uncertainty which farmers and rural communities will face in the future.

Overall, the projections indicated a future where drought remains a substantial risk for the region, exacerbated by hazards such as heatwaves and bushfires which may occur concurrently and, or compound the impacts.

Figure 8: Soil Moisture Projections for Upper Lachlan and Hilltops for a 'stabilisation' or mid-range emission scenario, being RCP4.5 (Source: Risk Frontiers)



04/ CHALLENGES AND OPPORTUNITIES

4.1 Drought Resilience Challenges

Our river system - The Lachlan catchment forms part of the eastern headwaters of the Murray-Darling Basin. Water flows westerly through the region's tributaries and waterways providing essential environmental benefits. However, **high evaporation** rates and **seepage to groundwater** mean that large volumes of water are needed to provide benefits to environmental processes that rely on surface water. The Murray-Darling Basin is highly regulated, with access to water rights highly contested amongst different users. The region's extreme dry and wet periods lead to **erratic flows**. The combination of declining rainfall towards the west and the length of the Lachlan River system can make it difficult to deliver water to towns, industries, and environmental assets at the end of the system in western NSW.

From an **Indigenous perspective**, the health of waterways in the region impacts the wellbeing of Traditional Owners and custodians. Whilst some provision for accessing water for cultural purposes exists, it currently does not meet the needs and obligations of Traditional Owners to care for Country, or achieve the cultural water flows and water management aspirations set out in the 2007 Echuca Declaration.

Droughts do not recognise governance boundaries, creating a need for collaboration and multi-stakeholder involvement, rather than individual organisations working in isolation. Whilst there is a multitude of assistance and support available in times of drought, it can often be overwhelming and **complex to navigate**. Often the service provision lacks the co-ordination end-user's desire.

The region is exposed to **other natural hazards** which can reduce economic, social, and environmental resilience. The Hilltops LGA has a high to extremely high relative exposure to

bushfires and floods, whilst the Upper Lachlan LGA has an average relative exposure to bush and grass fires, but an extremely high exposure for flooding. Similarly, our region's agricultural productivity is affected by factors beyond drought. Commodity prices, and costs associated with farm inputs such as fuel and fertiliser can vary substantially from one season to the next. At the same time, biological threats, and invasive species, such as the varroa mite and serrated tussock further erode farm profitability and viability.

Like many regional and rural areas, the **retention of young people** is an ongoing concern. The resilience of our community is further challenged by declining populations in particular towns and villages, which affects the community fabric and social structures. This leads to a decline in services available to the community. Issues such as mental health, substance abuse, and domestic violence can further erode the resilience of individuals, families, and local communities.

Whilst our residents love where they live, **distance** to major service centres comes at a cost. There is limited access to education, and health care, particularly allied health. Travel to large centres takes time, involves outlay on fuel, and can be particularly problematic for those too young, too infirm, or who otherwise don't own a car and hold a driver's licence. Our region is not immune from the rising cost of living and running a business, limited housing availability and affordability, and an ageing population.

There is a strong desire for enhanced water security: 74% of our survey respondents see this is a drought resilient opportunity for our region. The challenge is **securing the funds** and the required support for implementation.

How other stressors interplay with drought

Poor drinking water quality	Water shortages	Lack of economic diversity and vibrancy	Overreliance on one industry	Retaining young people	Ageing infrastructure		
Lack of health care services and allied health	Insensitivity of social media	Loss of biodiversity	Low household income	Slow recovery from disaster events	Energy affordability and continuity	Widespread invasive species	Mental wellbeing
Subsidence / erosion	Construction costs	Ageing population	Housing availability	Population growth	Climate change	Compromised financial, people and resource capacity	Environmental degradation
Lack of social cohesion	Population / workforce shortage	Distance from service centres	Lack of health care access		Poverty / inequality		
Food shortages / security	Energy cost	Lack of information	Poor public transport	Changing market		Cost of oil and fuel	
Land use and urban sprawl	Lack of affordable housing	Mis-information	Poor education quality or access	Drug issues	Changing demographics	Poor water quality	
Land use planning	Community and rural infrastructure			Displacement	Pandemic	Population decline	
	Workforce availability	Poor air quality	Crime and violence			Increasing frequency of drought	
Lack of environmental justice		Transition to renewable energy	High unemployment	Homelessness			
Lack of equal opportunity for all	Working from home	Lack of pedestrian safety and accessibility	Linguistic isolation	Lack of cultural understanding			

▲ Severe Impact

Mild Impact ▼

4.2 Drought Resilience Opportunities

1. Recognising linkages - Connecting plans, strategies, and actions ensuring they have a resilience lens is integral to improving drought resilience and reflects the broad array of ways in which different systems processes can both directly and indirectly bolster enduring resilience to natural hazards, including drought. Opportunities exist to strengthen or establish new collaborations and partnerships to face common challenges. These linkages can allow skills, knowledge, and resources to be shared and combined. There is a plethora of local knowledge and problem-solving skills which can be leveraged through inclusion of a diverse range of stakeholders in planning and resilience building activities.

2. Community - Community-wide drought resilience builds on our strong social fabric, where citizens play an active role and are risk-aware. At the heart of this is ensuring community connectedness. Our region exhibits lower levels of community vulnerability and moderate levels of community capacity. This speaks to an existing ability to withstand events, which can be built upon. Socially focused programs and services are essential, as are our valuable community groups and events, including sports. These opportunities are occasions to look forward to, they strengthen our interpersonal connections, and provide a positive focus through shared interests across our communities. 65% of our survey respondents indicated support for community events to keep people connected.

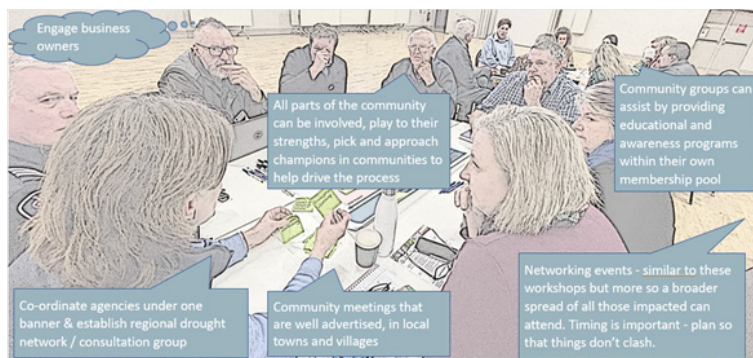


Figure 9: Drought Resilience Opportunities Identified in Consultation (Source: CRJO)



"It's about education and experience, supplemented by the shared experience of others and their stories. Peer-supported decision-making helps"

– Hilltops grazier



3. Economy - A drought resilient local and regional economy is one that is diversified. This is relevant across scales from individual enterprises, through to the regional mix of income-generating activities. Sound land management practices are equally relevant coupled with defined trigger points for proactive decision making in response to changing conditions. The Rural Financial Counselling Service provides a strong linkage for farmers and small businesses with advice to support a more sustainable, resilient, and profitable primary production sector. With 52% of our survey respondents keen to see more support for property and business continuity planning, and 39% supportive of property and business-level income diversification, there is scope and desire for activities which provide these enterprises with ideas, knowledge, and support.

Diversified economic development opportunities exist across allied activities including tourism, service industries such as health and aged care, and waste management. Regional Economic Development Strategies can be leveraged with their localised approach to economic growth in regional communities via their 'engine industry' and 'candidate projects.' On farms, there is a strong desire for mechanisms which can allow land management enhancements, such as weed management, to be carried out when droughts have triggered reduced stock levels.

4. Environment - It is essential that we read and understand the landscape, adapting our land management in response to changing conditions. This will ensure the longevity of ground covers and the retention of top soil. In turn, this will maintain the productive capacity of grazing and growing enterprises.

Beyond the farm gate, biodiversity conservation provides broad ecosystem benefits, contributes toward healthy Country, and supports cultural values. Providing drought refuge for fauna and flora is vital. Travelling stock reserves provide immense cultural and conservation values, for example. Opportunities exist to conserve, protect, and enhance natural ecosystems, through the provision of drought refuge for our flora and fauna, and maintenance of travelling stock routes, amongst others. At the same time, these environmental, climate, and farming partnerships, such as Landcare, bring locals together to socialise, share knowledge, and explore new opportunities.

5. Infrastructure - Realising the outcomes of the Regional Water Strategy is crucial to meeting the region's future water needs.

05/ ACTION PATHWAY

5.1 Our Vision of Drought Resilience

Our Aim

Support the Hilltops and Upper Lachlan region to better plan for and become more resilient to the impacts of drought.



Our Principles

Adaptive

Learning and continuous improvement

Innovate

We foster new ideas, approaches, practices and technologies

Collaborate

We work together to leverage and share knowledge, skills and insights

Integrate

We harness opportunities to embed drought resilience across sectors and communities

Our Action Pillars



Governance and Leadership

Provide processes that focus on proactive management rather than reactive response



Community

Enhancing community stability to changing circumstances



Economy

Grow economic diversity and broaden the economic base and enhance preparedness



Natural Environment

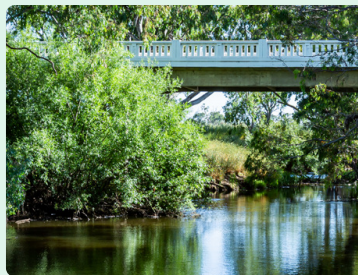
Enhance natural processes and focus on sustainability



Built Environment and Infrastructure

Continuity of access to infrastructure and services that underpin social and economic vitality

A Continual Process



Before

Ahead of drought times and when we are receiving regular rainfall, we plan ahead. We participate and educate, for we know times of drought lay ahead. We are connected via strong networks and relationships. We invest in the community, environment, and infrastructure to support diversified local economies. We maintain a focus on building financial reserves to support long-term stability and inevitable changes in circumstance. We protect and steward landscapes, pasture, waterways and collectively contribute to healthy Country.

During

We communicate and connect with one another. We share knowledge, insights, and learnings. We look out for and care for one another. We seek help when we need it, from coordinated drought assistance and mental health services. We pivot with drought signals, we know the state of the environment and take action which anticipates changes in conditions. We manage stocking levels to adapt to changes in water and fodder availability. We enact business continuity plans which include drought preparations and responses, and we alter planting regimes. Inherent to this are our abilities to maintain ground cover, avoid landscape degradation and conserve water.

After

As the grip of drought lessens and rains arrive, we continue to plan ahead, taking stock of lessons learned so as to make our task of drought adaptation easier the next time around. To do this, we lead from the front as a community. We de-brief, evaluate, research and monitor. We run variable enterprises to respond to an unpredictable environment. We look for and draw from advantages and opportunities that stem from drought. We innovate, collaborate, and integrate. We are drought ready.

5.2 Investment Logic

When deciding which ideas would progress to actions to be included within this Plan multiple factors were considered as shown in Figure 9.

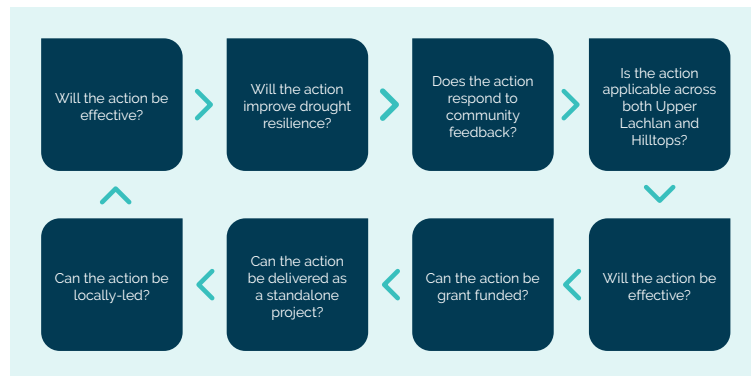


Figure 9: Action selection process

The Upper Lachlan Shire Council and Hilltops Council are no different to any other local government within New South Wales. They have a limited pool of resources, and rely heavily on grants to fund projects, improvements, and infrastructure. Like our farmers and business owners, there is no spare hours in the day to commence new projects unless additional resources can be provided. We know that our local Business Chambers and community organisations are staffed by committed volunteers, who would love to do more, if only they had the time, the money, and a few more helping hands. This is why you will notice that most of our actions require the recruitment of a project officer or contractor.

The Regional Drought Resilience Planning Program provides for a fixed amount of grant funding to support the implementation of projects. This means that proposed actions need to fit the eligibility criteria. As with most grant funds, the actions must be packaged into standalone projects, which can be delivered within one or two years or occasionally over longer periods. The implementation funding is unlikely to cover the costs associated with every project listed in the following pages. However, we will continue to seek other grant funding opportunities to

deliver these projects. It is also why we have some smaller projects to maximise the breadth of activities. These will provide flexibility in which bundle of projects can be funded through the RDRP Program.

Another key requirement for projects under the RDRP Program is that they are locally-led. This is why, the project owners are organisations based in our region, such as the Upper Lachlan Shire Council, Hilltops Council, Canberra Region Joint Organisation, and Destination Southern NSW.

The engagement activities identified several key additional actions which are beyond the remit of our local organisations. These actions are likely to require extensive involvement or leadership from other entities, such as State government agencies, industry bodies, research and educational institutions or the community itself. Many of these actions also require long-term or ongoing commitments. The intention of including these proposed activities under the 'Advocate' section on page 60 is to reflect the community feedback and needs of our region. Their inclusion also contributes to the evidence base to influence and support these entities in taking the lead in delivering change.

5.3 Strategic Alignment

In 2015 the United Nations adopted the 2030 Sustainable Development Goals (SDGs) which provide a shared blueprint for the peace and prosperity for people and the planet, now and into the future. The SDGs recognise the collective effort required across strategies to improve health and education, reduce inequality, foster

economic growth, whilst also addressing climate change and working to preserve our waterways and life on land. The Upper Lachlan Community Strategic Plan uses the SDGs to map their themes and strategic objectives, and this approach has been carried over into this Plan, with each action mapped against the SDGs.



Figure 10: Sustainable Development Goals

The South East and Tablelands Regional Plan 2036 recognises that Hilltops and Upper Lachlan, as part of the broader South East and Tablelands region, has an exciting future. It outlines the NSW Government's land use planning priorities for the region, and will guide decision-making over the next 20 years. Key to this is economic and community prosperity, promoting agricultural innovation and sustainability, as well as biodiversity. This includes in the face of the uncertainties of drought.

The South East NSW Resilience Blueprint provides the opportunity to embed and implement the pathways and actions identified by the Hilltops and Upper Lachlan RDRP over time. Recognising that drought is one of the primary natural hazards the Hilltops and Upper Lachlan region is exposed to, the broader Resilience Blueprint provides a broad foundation for resilience effort which complements the drought focus of this RDRP. It also provides the opportunity

for knowledge sharing with the rest of the South East NSW region.

At the local level, the Hilltops Council and Upper Lachlan Shire Council's plans and strategies, including respective Community Strategic Plans, Local Strategic Planning Statements, asset management plans, economic strategies and other documents, detail the aspirations, needs and risks that have been strategically identified and developed alongside community.

Drought conditions are identified by both Councils as not only a risk but an opportunity to plan for long-term productivity and sustainability of agricultural land, as well as sustainable towns and villages to support the local economy, desired quality of life and long-term prosperity in the face of climate change and drought.

The Hilltops and Upper Lachlan RDRP builds upon this aspiration.

Strategic Alignment of Proposed Actions

	Federal	State			Regional				Local	
	Future Drought Fund	NSW State Infrastructure Strategy 2022 - 2042	NSW Climate Change Adaptation Strategy, 2022	NSW Government 20-year Economic Vision for Regional NSW	Southern Inland Regional Development Australia Strategic Focus	South West Slopes Regional Economic Development Strategy 2018-2022	Mid-Lachlan Regional Economic Development Strategy 2018-2022	Canberra Region Joint Organisation South East NSW Resilience Blueprint	Hilltops Council Community Strategic Plan 2022-2032	Upper Lachlan Community Strategic Plan
Regional Drought Communications Plan with Drought Support Map	✓							✓	✓	✓
Coordinating Access to Mental Health 'First-aid' Training	✓		✓					✓	✓	✓
Small Business Drought Resilience Planning	✓		✓	✓	✓	✓	✓		✓	✓
Host Roundtable Events to Foster Collaboration	✓			✓	✓	✓	✓	✓	✓	✓
Leverage Health and Wellbeing Surveys to Inform Future Action	✓		✓					✓	✓	✓
Develop and Promote Locally Relevant Agritourism Tools	✓		✓	✓	✓	✓	✓		✓	✓
Mapping a Pathway for Improved Water Security	✓	✓	✓	✓	✓	✓	✓		✓	✓
Drought Resilience Case Studies	✓							✓	✓	✓
Integrating Drought Resilience Across Council Processes	✓		✓		✓			✓	✓	✓
Optimise Water Saving Campaign Materials and Processes	✓		✓						✓	✓

Table 6.1: Strategic Alignment of Proposed Actions



06/ ACTIONS

Regional Drought Communications Plan with Drought Support Map

Spheres



Governance and Leadership

Rationale

Feedback received from the community indicates a strong desire for more drought-related information, relating to both impacts and measures people can take to be more prepared. Participants in our engagement workshops noted that they were sometimes unaware of events, such as community information sessions or training activities. Many indicated they were unaware of available support and services. Others talked of the need to improve the awareness of drought indicators as part of an early warning system, and to trigger adaptive management. A Drought Communications Plan was seen as a way to respond to this need for timely information, and to encourage people to take action in a balanced and considered manner.

An effective Drought Management Plan should be easy to understand and primarily focus on solutions rather than impacts. The Plan should cover all stages of the drought cycle, to encourage people to be prepared, aware of declining conditions, and finally what actions, support and services are available during drought. Messaging needs to be tailored to the different audiences present in our region: from farmers to town residents, businesses, and community organisations, and address the values which are important to them. Considerations of culturally and linguistically diverse members of the community is required, in addition to those with poor literacy or limited skills or access to computers and reliable internet.

The use of stories is a highly effective communication strategy, and the Drought Resilience Case Study Action will provide complimentary material to this action.

SDG Alignment



A key component of the Drought Communications Plan is a map of available drought support and links to resources. This includes:

- Information portals such as the Southern NSW Innovation Hub portal and the NSW Drought Hub,
- Service providers like the Rural Financial Counselling Service, Rural Adversity Mental Health Program, and the Service NSW Business Concierge,
- Providers of training such as mental health, farm, and business management,
- Information resources on income diversification, such as agritourism, carbon farming and biodiversity credits as well as drought resilient farming methods, such as NSW DPI, the Mulloon Institute and Landcare, and
- Community groups and regional cultural, community and sporting events to encourage people to get out and about and reduce social isolation.

To respond to different audiences, the drought support map may need to take multiple forms from a printed brochure to a poster, or a web-landing page. The creation of a local events page should be considered, to provide a centralised location to promote relevant activities. This would address community feedback relating to poor visibility of upcoming community events and gatherings, and the difficulties noted by service providers in promoting their training courses or information sessions to potential participants.

This drought support map would be complemented by a resource library of communication collateral, such as posters, key

messages and social media tile. This would allow Council staff and others to push out information quickly and efficiently.

Timeframe

6 months

Estimated Costs

\$50,000 - \$100,000

Suggested Action Lead

- Canberra Region Joint Organisation

Suggested Stakeholders

- Upper Lachlan Shire Council
- Hilltops Council

Steps for Implementation:

1. Develop and issue a request for quote (RFQ) for a contractor to deliver this action.
2. Review existing Communications Plans of Upper Lachlan Shire Council and Hilltops Council to identify gaps, challenges, and opportunities.
3. Establish goals and objectives of the Drought Communications Plan.
4. Map key stakeholders and contacts, including formal and informal trusted networks and organisations.
5. Map the needs and intended audiences for drought communication messaging.
6. Develop the Drought Support Map.
7. Map locally available communication and distribution channels, e.g. social media, print, TV, radio, and trusted organisations.
8. Conduct a targeted survey, focus group or other engagement to test and validate the effectiveness and reach of selected channels, preferred messaging formats, timing of messages, message sources and content of the Drought Support Map.
9. Develop a schedule, including trigger points to reflect the different messaging required throughout the drought cycle.

10. Identify who will share the drought messaging by allocating roles and responsibilities.
11. Develop communications collateral such as key messages, infographics, landing pages, email and social media templates, and flyers.
12. Review Drought Communications Plan on a one to two yearly basis to ensure methodology, channels, and messaging remains current.

KPIs

- Communication channels and trigger points identified.
- Number and nature of engagement activities held with Council, stakeholders, and community.
- Nature and type of collateral produced.
- Roles and responsibilities allocated.

Resilience Dividend

Social

- Effective communication will assist the community in being well-informed so they can improve their preparation, awareness, and response to changing drought conditions.



Coordinating Access to Mental Health 'First-aid' Training

Spheres



Social

SDG Alignment



Rationale

The Canberra University regional wellbeing survey identified a decline in wellbeing indicators during periods of persistent drought. These findings were consistent with our stakeholder engagement, with 91% of respondents flagging mental health as a significant drought impact. We heard that drought impacts mental health via multiple routes. For example, it may be due to financial stress, from social isolation or feelings of helplessness. The result can be social withdrawal, depression, or even suicide, each of which can have devastating consequences for families, friends, and communities.

Farmers and farming communities are known for their stoicism and may be reluctant to reach out for help. Even when they would appreciate assistance, we heard that people find it hard to know where to go for help or what support is available, not just in mental health, but in all facets of drought assistance. At the same time, farming communities look out for one and other, and may recognise when a neighbour, a colleague or a customer is not their usual self. Often people just don't know how to start the conversation or are worried about saying the wrong thing. People want to know what they can do to help - and want to build the capability within their own communities, rather than having to rely on outsiders. In addition, there is an overwhelming desire (83% of respondents) to see a variety of mental health support offerings.

Mental Health First Aid Training can address these challenges, by providing a pool of people who can have those initial conversations. This demonstrates that people care and can help people find the assistance they need.

There are multiple providers of mental health training, including the Rural Adversity Mental Health Program, the Red Cross, and the NSW Primary Health Network. Training packages vary, with some focusing on mental health support in the workplace, whilst others are targeted for those in the community or volunteer space. As people participate and develop their skills, some may want to progress to more in-depth or advanced topics. The challenge is that many people aren't aware of these courses, or when and where they are being offered. At the same time, service providers are keen to maximise participation but may have to demonstrate there is a need before offering a particular course to a particular audience or location. This action will seek to maintain the ecosystem of service providers offering mental health training given it is such a valuable resource. We also want to modify our approaches to improve the efficiency and reach of service delivery.

Coordination is therefore key to ensuring participants are aware of courses and providers have visibility of, and have the evidence base, to address the demand. The centralised coordinator role envisaged for this project will also seek to achieve efficiencies. For example, whilst multiple entities may wish to secure training for their staff, they may not be able to meet the minimum numbers required to deliver a course. The coordinator may be able to put these entities in contact, so a joint training program can be delivered. For the providers, it can often be difficult to know the best avenues to promote courses. Again, the coordinator can assist, leveraging their local knowledge and networks.

Timeframe

6 – 9 months

Estimated Costs

<\$25,000

Suggested Action Lead

- Canberra Region Joint Organisation

Suggested Stakeholders

- Rural Adversity Mental Health Program
- Murrumbidgee Primary Health Network
- Red Cross
- Farmer-facing businesses and organisations

Steps for Implementation:

1. Secure funding and recruit a project officer for the duration of the Project.
2. Identify service providers offering in-person and online training, with a particular focus on programs tailored to rural and regional audiences.
3. Canvas locally-based entities who interface with farmers (e.g. agricultural service providers, banks, schools, sporting teams, Council, community groups) to identify need and desire to undertake training.
4. Communicate training needs with service providers to advocate for and coordinate the provision of training courses.
5. Collate training course dates, times, cost, and target audience, leveraging existing networks and event portals to promote wider visibility and uptake of available courses.
6. Consider producing a written, audio and/or video case study to assist in future promotion of mental health first-aid training.
7. Consider creating a landing page for the CRJO website, which provides a list of training providers, contact details and frequently asked questions to provide a lasting project legacy.

KPIs

- Number of entities engaged to canvas training needs.
- Number of courses promoted and attended, including geographical coverage and participant numbers.
- Production of project collateral (e.g. case study, web-page, contact list etc).

Resilience Dividend

Social

- Improved knowledge, access, and utilisation of mental health support.
- Reduced stigma associated with depression and other mental health challenges.
- Improved utilisation of other drought-related support services, such as the Rural Financial Counselling Service.



Small Business Drought Resilience Planning

Spheres



Economy

SDG Alignment



Rationale

Our small businesses are the backbone of the main streets in our towns. They provide employment, places to socialise with friends and family, and encourage tourists to stop and linger. They allow people to buy everything from clothes to sporting equipment, from homewares to haircuts in their local town. When a drought occurs, and landholders reduce or stop their discretionary spending altogether, this can place additional pressure on local businesses. Even when a single business closes, a negative feedback loop can occur, whereby local people travel to regional centres to buy items not available locally. This leads to a loss of money spent locally, further undermining the profitability of the remaining local businesses. This is compounded by the loss of major retailers, banks and others who are shrinking their service offerings in the smaller regional towns and centres, even in the absence of drought conditions.

Once a town loses a few flagship entities or accumulates a few too many empty shopfronts it can be difficult to recover, even when the rain, and agricultural spending returns. This can reinforce a decline in prosperity for the town and its community, exacerbating the loss of young people and leading to further declines in services. It is therefore imperative to keep our local main streets thriving and the businesses at peak performance in the good times. This can then provide a buffer to cushion the impacts when a drought inevitably occurs. We also need our businesses to be well prepared, with plans in place on how they will adapt and cope when spending declines.

We know that the owners and managers of our local businesses work long hours, with little time

to focus beyond the day-to-day operations. Feedback from our engagement activities identified the need to support our businesses in a variety of ways. These include:

- Building the financial skills of our business owners and managers, particularly around debt and cash flow management.
- Raising awareness of the timing and quantum of spending changes associated with drought on our retail, hospitality, and trade businesses.
- Encouraging the development and implementation of tailored business continuity and succession plans.

We have a variety of local and regional organisations who can provide support to our local businesses. These include the Economic Development Managers from the Department for Regional NSW, the Small Business Commission, Service NSW's Business Concierge, and Southern Inland Regional Development Australia. Whilst these support mechanisms exist, we believe there is scope to improve the awareness and utilisation.

This project will seek to establish a baseline of the drought preparedness and financial resilience of our businesses. It will link businesses to existing materials and support mechanisms and develop additional material where necessary. The project will also leverage existing networks and events, such as the Small Business Month, to raise the profile and adoption of drought impacts and financial resilience. In essence, we want to maintain the viability of individual businesses and hence the vitality of our main streets to help foster a shift towards more resilient business practices.

Timeframe

6 months

Estimated Costs

\$25,000 – \$50,000

Suggested Action Lead

- Southern Inland Regional Development Australia

Suggested Stakeholders

- Upper Lachlan Shire Council and Hilltops Council
- Rural Financial Counselling Service
- Service NSW Business Concierge
- Department of Regional NSW Economic Development Managers

Steps for Implementation:

1. Organise a round-table meeting of project stakeholders and identify the entity best placed to lead the project.
2. Develop a resource map including tools, resources, and links to existing support services, noting this step has synergies with Step 6 in the Regional Drought Communications Plan with Drought Support Map.
3. Survey local small businesses to:
 - a. establish the baseline of their consideration of, and preparation for potential drought impacts.
 - b. Level of maturity in implementation of drought resilient practices such as cash flow management and business continuity planning.
 - c. Level of awareness and utilisation of available business planning support.
 - d. Barriers and opportunities to improve their drought resilience planning.
4. Based on the outcomes of steps 2 and 3, develop additional resource material, such as business readiness checklists, on-demand resources, and webinars.

5. Based on the outcomes of step 3, link surveyed businesses to available one-on-one support, such as the Rural Financial Counselling Service and Service NSW's Business Concierge.

6. Where funding permits, provide mentoring and one-on-one support to local businesses.

7. Where project timelines permit, incorporate drought resilient themed activities within the Small Business Month event schedule.

KPIs

- Numbers of businesses engaged.
- Number of businesses referred for support.
- Feedback from businesses on the suitability and effectiveness of support provided.

Resilience Dividend

Economic

- Thriving local businesses who have processes in place to weather altered spending patterns during a drought, can help maintain local employment, a vibrant main street, and maintain local access to goods and services for the community.

Social

- Jobs, skillsets, and families are the building blocks upon which our community services, sporting groups, organisations and social circles rely upon.

Host Roundtable Events to Foster Collaboration

Spheres



Governance and Leadership



Economy



Natural Environment

Rationale

Drought resilience requires an 'all hands-on deck' approach. Every individual, community organisation, government agency or industry body has a role. This includes sharing resources and information within their network, promoting the services offered by others, responding to feedback, and modifying their approach, or delivering individual elements as part of a collective effort. Bringing stakeholders together creates an opportunity for different voices to be heard and for a better understanding of the system to evolve. These joint discussions can shift the thinking from individual roles and responsibilities to understanding the root causes of shared challenges. The diversity of thought can allow new and innovative approaches to be explored. Often, the simple act of getting everyone in the one room can achieve substantial gains, allowing business cards to be swapped, synergies identified between different programs, and opportunities and benefits to be realised from sharing of resources.

There is also a strong desire from the community to see more collaboration, summed up by the statement: A resilient community works together. Many of the ideas proposed during the Council and community workshops, necessitate a collective approach. Collaboration requires a catalyst and during the initial stages, can be time intensive. For example, stakeholders need to be identified, a mailing list created, a venue

SDG Alignment



organised, a suitable date and time negotiated, and invitations sent. A successful event then requires a drawcard or hook to encourage people to make time in their busy calendars to attend. With a diversity of people from across organisations with various remits, there is benefit in the presence of a skilled facilitator who can guide these initial discussions. This includes identifying common ground amongst participants, shared challenges, and potential benefits from future collaboration. Follow-up events will then be used to build momentum, share interim progress, and opportunities for quick wins. Whilst a project officer would be initially responsible for organising and facilitating perhaps three events per collaborative cohort, it is hoped this will allow participants to establish the systems and processes to enable the groups to continue on an ongoing basis.

The engagement activities provide guidance on priority areas for collaboration, being:

- Agricultural land management practices, resources, research, and development to identify pathways to adapt to a changing climate and improve the preparedness and resilience to drought,
- Community health and wellbeing focusing on coordination of services, referral pathways, service continuity, self-help options and training, social infrastructure and community activities and events,

- Economic and workforce development, diversification, training, and awareness of available assistance programs, and
- Environmental stewardship relating to local waterways and riparian corridors, remnant vegetation, indigenous land management practices and catchment- or landscape-scale activities.

For this project's governance it is envisaged that the Canberra Region Joint Organisation would coordinate and organise the activities, which would then be hosted by the respective Councils.

Timeframe

6 months

Estimated Costs

<\$20,000

Suggested Action Lead

- Canberra Region Joint Organisation
- Upper Lachlan Shire Council
- Hilltops Council

Suggested Stakeholders

- Agricultural – Industry bodies, NSW DPI, NSW LLS, Landcare, Mulloon Institute, and others.
- Community – Federal and State Health agencies, community service providers, not-for-profits, and volunteer groups.
- Economic – Local business chambers, tourism bodies, Southern Inland RDA, DRNSW, Service NSW Business Concierge, and others.
- Environment – Landcare, First Nations Groups, NSW DPI (biosecurity), local conservation, climate action and sustainability groups.

Steps for Implementation:

1. Recruit a project officer to deliver this project.
2. Review RDRP documents to identify priority actions proposed during the engagement activities.
3. Identify local and regional stakeholders for each collaborative cohort, cognisant of diversity and equity.

4. Create an event schedule, secure venues, and catering, and manage invitations and RSVPs.
5. Facilitate events with a focus on feedback received during the RDRP.
6. Organise second and subsequent events.
7. Survey participants to identify what actions they have taken because of the round-table events. This could be expanded to capture the understanding, engagement, and actions they have taken stemming from this RDRP (refer to the Monitoring, Evaluation and Learning section for further information).
8. Establish mailing lists, a schedule of events and other processes to facilitate the events becoming self-managed on a long-term basis.

KPIs

- Number of events hosted.
- Number and diversity of attendees.
- Percentage of attendees or organisations participating in second or subsequent events.
- Percentage of participants who express intention to collaborate on an ongoing basis.
- Initiatives established as a result of the events.

Resilience Dividend

Economic

- Improved skills, diversification, and planning by local and regional businesses.

Social

- Optimisation of available health and wellbeing resources, at the individual, entity, and community level.

Environmental

- Greater adoption of sustainable land management practices on agricultural, public and private land.

Leverage Health and Wellbeing Surveys to Inform Future Action

Spheres



Governance and Leadership



Community

SDG Alignment



Rationale

Drought has substantial impacts on community health and wellbeing. These impacts vary during and post drought, and from one drought event to the next. Community surveys are an effective tool in monitoring changes in the wellbeing of people living in the region. Whilst the focus is on drought impacts, it is also important to capture other events or factors which either contribute to, or erode, the resilience of individuals and their communities. Survey results can help to provide insights on the effectiveness of existing actions, services, and support. This information is key to understanding what parts of the system need to be maintained, modified, or transformed. The data obtained can be used to inform future iterations of this Plan, and provide an evidence base to support grant applications or direct investment.

This is particularly the case for social infrastructure, such as sporting fields, recreational

spaces, cultural activities, and social events. These are important in maintaining social connections, reducing isolation, and bolstering the coping capacity. However, the level of influence these items play in supporting drought resilience is often not quantified. Our reliance on anecdotal evidence can hamper our ability to secure or justify spending in these areas.

This project will complement the action to coordinate access to mental health 'first-aid' training. The project will provide the resources necessary to design specific questions to explore drought impacts on health and wellbeing, promote the survey to maximise the reach and demographics engaged, analyse the results, and finally make recommendations on actions to maintain, modify or transform our approaches to drought resilience.



Timeframe

3 – 6 months

Estimated Costs

<\$25,000

Suggested Action Lead

- Canberra Region Joint Organisation or Hilltops / Upper Lachlan Councils

Suggested Stakeholders

- Research bodies
- Financial and mental health service providers
- Community organisations and not-for-profits

Steps for Implementation:

1. Recruit a project officer to deliver this action.
2. Canvas existing mental health and wellbeing surveys to identify partnership opportunities.
3. Engage with stakeholders to develop the objectives and desired data points to be obtained from the survey.
4. Co-design survey questions with relevant stakeholders.
5. Promote the survey using Council websites, social media, local newspapers, radio, and other communication channels.
6. Analyse survey data and share insights with relevant stakeholders, particularly where the data identifies actions which are within the remit of other government bodies, industry groups, service providers or other entities.
7. Develop recommendations to inform future iterations of this RDRP and other Council processes.

KPIs

- Number of drought-related survey questions adopted.
- Demographic, industry, and employment diversity of survey participants.
- Trends and insights identified.
- Activities undertaken to share data insights.
- Recommendations made and shared.
- Number of policy or planning changes stemming from survey data.

Resilience Dividend

Social

- Increased wellbeing is associated with improved adaptive capacity, and therefore an individuals' and community's capacity to cope with adversity such as drought.

Develop and Promote Locally Relevant Agritourism Tools

Spheres



Economy

Rationale

Drought periods often result in substantial losses in income and periods of zero or negative cash flow, which can threaten a farm's short and long-term viability. This financial strain has diverse impacts, such as limiting the ability of farming families to purchase everyday necessities or reducing the participation in recreational and social activities. These combined impacts often lead to declining mental health. One option to reduce the risks associated with drought is to increase the diversity of on-farm income. By supporting our agricultural enterprises to modify their approach, by expanding their income sources, we can improve the resilience of individual farms and our local towns, as well as those businesses who rely on spend generated on-farm.

Agritourism ventures can provide additional cash-flow during good years and, depending on the activity, a continued source of income during drought. The region is well positioned to attract agri-tourists, being situated on the main road route between Melbourne and Sydney combined with its close proximity to Canberra. Additionally, the region supports a diversity of agricultural activities such as cherries, wine grapes and grazing which can act as drawcards for tourists looking for authentic rural or food experiences.

SDG Alignment



In 2022 and 2023, the NSW State Government made substantial changes to planning rules to address the growing adoption of agritourism. This was supported by multiple projects, including the Australian Regional Tourism's National Agritourism Project, which produced a guide called Enabling Agritourism: Paving the Way for Successful Development Applications. This made a number of recommendations relating to local government which form the basis for this project. An equally important driver for this project, is the community's desire for reduced 'red tape' and for 'what we can do ourselves and not rely on others.'

Key components of this action include upskilling Council staff, ensuring alignment between agritourism objectives and local council planning processes, and providing potential applicants with relevant tools and guidance to capitalise on the opportunities whilst minimising some of the challenges associated with agritourism planning applications. These activities respond to the complexities of the planning approval process and the need to ensure agritourism occurs in a sustainable manner, reflective of community values. Where 'red tape' cannot be reduced, this project will seek to clearly articulate the approval pathway, reduce points of friction, and provide support where appropriate.

Timeframe

6 months

Estimated Costs

<\$50,000

Suggested Action Lead

• Destination Southern NSW

Suggested Stakeholders

- Hilltops Council and Upper Lachlan Shire Council
- Local Advisors (e.g. financial planners, solicitors)
- Landholders and existing tourism enterprises

Steps for Implementation:

1. Recruit a project officer or issue a request for quote (RFQ) for a contractor to deliver this action.
2. Canvas the need to establish a Working Group within each Council to support the management of agritourism planning approvals and associated activities, noting this decision will be influenced by the outcomes of steps 3 through 7.
3. Conduct capacity building activities with Council staff to develop an understanding of agritourism, the benefits and potential challenges.
4. Define the goals and objectives of supporting agritourism, from the perspective of landholders, the wider Community and Council.
5. Review local strategy and statutory planning requirements at Upper Lachlan Shire Council and Hilltops Council to ensure they align with the goals and objectives identified in Step 4 and make recommendations for any amendments as required.
6. Identify local advisors, such as financial planners, solicitors, and others, and support them with information which allows them to canvas with landholders, the diversification choice afforded by agritourism.
7. Develop flowcharts, frequently asked questions (FAQs), and other support materials to guide applicants and Council staff through

the planning process, noting these may be different for internal and external stakeholders.

8. Test and validate material developed in Step 7 to ensure fit for purpose and update as required.
9. Host an information session to launch the materials and consider the need for an ongoing follow-up survey to monitor the effectiveness of project materials and identify remaining points of friction, and opportunities, to allow for ongoing adaptive management.
10. Develop supporting maps, brochures, and webpages to create an ecosystem of visitor experiences and support both existing and proposed ventures.

KPIs

- Number of engagement and capacity building events held with stakeholders.
- Flowcharts, FAQs, and support materials developed for use by applicants and each Council.
- Feedback received from internal and external stakeholders on the materials developed.
- Number of people attending the launch information session.
- Feedback received from launch survey (if implemented).

Resilience Dividend

Economic

- Diversifying farm income provides landholders with alternative sources of revenue, thereby improving their economic resilience.
- By increasing the number and type of tourism offerings in the region, tourism numbers can be increased, attracting additional revenue for local town businesses.

Social

- Exposing a wider audience to agriculture facilitates a greater understanding of where our food and fibres come from, and the challenges faced by our farming community.

Environmental

- Improved revenue can provide landholders with additional capital to adopt more sustainable land management practices.

Mapping a Pathway for Improved Water Security

Spheres



Governance and Leadership



Natural Environment



Built Environment and Infrastructure

Rationale

The Hilltops and Upper Lachlan region have some inherent water-related challenges. The Murray-Darling Basin, of which the Lachlan River forms part, is the most highly regulated river system in Australia. Whilst our Councils continue to advocate for our communities, we are just one of many voices who seek to influence how this system is managed. The Lachlan Regional Water provides some clarity on the future direction for our region, and we will continue to work collaboratively with all relevant stakeholders to further its implementation.

Water security is a key element for drought resilient towns and communities in our region. Reduced water availability or quality can be economically damaging and extracts an emotional toll on our communities who are reliant on this surface water. Both our local Councils recognise the need for robust, well-maintained infrastructure to deliver water in appropriate quantities and qualities to allow our people, our businesses, our organisations, and our communities to thrive every day.

SDG Alignment



The Integrated Water Cycle Management Plan identified that elements of our water supply infrastructure, such as weirs, bores, treatment, and storage may not meet security of supply targets. A long list of potential infrastructure projects were evaluated for their strategic alignment, drought resilience benefit, cost, availability of funding, and implementation. The following priority projects were shortlisted:

- Harden to Boorowa pipeline.
- Harden wastewater reuse.
- Taralga water security.
- Upper Lachlan groundwater.
- Water resource information system.

A pathway to implementation for each project has been outlined. This includes where supporting technical studies and approval processes are required as well as potential project investment funding sources.

Timeframe

Ongoing

Estimated Costs

\$50,000 - \$100,000+.

Suggested Action Lead

- Hilltops Council and Upper Lachlan Shire Council

Suggested Stakeholders

- WaterNSW
- NSW DPIE – Water
- NSW Farmers Association
- Dam Safety NSW

Steps for Implementation:

1. Identify opportunities to advocate for these projects, including the Regional Leadership Executive, Local, State, and Federal members and local government forums.
2. Continuously scan the NSW Safe and Secure Water Program, the NSW Regional Growth Fund, the Australian Government National Water Grid and other new or emerging funding programs to identify funding opportunities.
3. Incorporate messaging related to these projects, their objectives and community support into the Regional Drought Communications Plan action, where relevant.
4. Advocate for inclusion of these projects into the policies and plans of the Southern Inland Regional Development Australia, the Regional Economic Development Strategies for the Southern Tablelands and South Western Slopes, the NSW Regional Water Strategies and other Federal and State strategies where relevant.
5. Incorporate these projects and their objectives into existing Council planning documents, including, but not limited to the Community Strategic Plan.
6. Identify opportunities to gather additional data to utilise in the business case for each project, such as level of community support, lost opportunity costs, and economic benefits which may arise from reducing the economic

impacts arising from constrained water quality or quantity.

KPIs

- Number of projects progressing to the next stage of their implementation pathway.
- Breadth of advocacy activities undertaken to further individual projects.
- Number of submissions made advocating for these projects, or their objectives, to be incorporated into regional, State and Federal planning processes.

Resilience Dividend

Social

- Reliable access to clean water underpins the functioning of our residences, institutions, and public spaces.

Economic

- Secure water access is a key enabler of economic diversification and employment opportunities.



Drought Resilience Case Studies

Spheres



Economy



Community



Natural Environment

Rationale

Personal stories are naturally relatable and provide insights into shared experiences. Storytelling involving local people improves the trust and credibility of the information and can make the content more compelling by creating an emotional connection. This not only helps people to understand the information but allows us to take the lessons they have learned and apply it to our own circumstances. We also know that farmers prefer to learn from other farmers, and the same is true of our small business owners and residents. When emotions, fears and hopes are presented as part of a personal story, they can build a connection. This recognition that we all share the same hopes and dreams can reduce the isolation people can feel during a drought and provide the foundation of building a stronger community.

This project will harness the personal stories of people living and working in our local area to improve the knowledge and implementation of drought resilient activities. No one person has all the answers and not every solution will be equally effective for others. However, we hope to showcase some of the options which exist, to get people thinking about what will work best for them in their situation, to prompt the modification of behaviour and approaches. A combination of written, oral, photographic, and video case studies will be produced. It is envisaged the case studies will be short in length, in the order

SDG Alignment



of one to two minutes for videos, and one to two A4 pages for printed content, coupled with multiple high-definition photographs, with links to further resources. This will allow the stories to be shared via the communication channels identified in the Drought Communications Plan. The materials produced will provide a ready pool of resources to allow Upper Lachlan Shire Council, Hilltops Councils, local business chambers and community groups, to keep drought resilience on the radar. This is to encourage people to take action during the good times, when money, rain or resources are available, so they are more prepared when a drought inevitably rolls around.

Local people will be featured from a cross section of backgrounds and demographics, including farmers, business owners, volunteers, and our youth. A diversity of topics will be canvassed, such as:

- Emerging opportunities in agritourism, agroforestry, carbon, and biodiversity markets which can diversify income sources.
- Drought resilient land management practices (where these are not already covered by existing material).
- Small business operations including cash flow management, and responding to a decline in turnover.
- Approaches to minimising water usage and adapting to periods of low or no rainfall at home,

in the school, or in the community's parks and gardens,

- Positive stories of personal and collective resilience, and actions to improve physical and mental wellbeing.

The release or promotion of the case studies can be timed to leverage existing events such as Small Business Month or R U Ok Day. Promotion can be tied to times when people are most receptive to new ideas, which can be when circumstances change, such as the introduction of tighter water restrictions, at the end of the financial year, or perhaps when a particular topic is in the media or political spotlight.

Rapid advances in video and graphic design tools are increasingly placing these skills within reach of everyday staff. In the long term, it is hoped this project will demonstrate the value and return on investment of developing case studies, prompting local and regional staff to produce their own content, as a business-as-usual activity.

Timeframe

3 – 6 months

Estimated Costs

<\$25,000

Suggested Action Lead

- Canberra Region Joint Organisation or Hilltops / Upper Lachlan Councils

Suggested Stakeholders

- Community, Business, Agricultural, Education, Council and Environmental representatives

Steps for Implementation:

1. Develop and issue a request for quote (RFQ) for a contractor to deliver this action.
2. Develop a memorandum of understanding, or similar, which establishes the copyright, usage and acknowledgement of materials arising from the project, noting the intent is for content which is shared and available for use by a wide group of regional stakeholders.
3. Collate existing case study resources into a centralised library for future use,

to avoid duplication and to identify gaps and opportunities.

4. Conduct a survey, targeted interviews, or other engagement method to test, validate and prioritise case study topics and seek recommendations for case study participants.
5. Identify potential case study participants, ensuring a mix of demographics, topics, and approaches.
6. Develop written, photographic, oral, and video case studies.
7. In conjunction with the Drought Communication Plan, develop a schedule, including triggers, for the progressive release of developed case studies.
8. Share material with local and regional stakeholders.

KPIs

- Number of case studies developed.
- Spread of demographics, industries and backgrounds featured.
- Number of stakeholders provided access to case studies.

Resilience Dividend

Economic

- Increased diversification of agricultural enterprises. Increased adoption of financial-resilient approaches within small businesses.

Social

- Improved awareness of shared experiences which can strengthen the sense of community. Improved capacity of individuals to undertake positive steps which reduce their vulnerability or improve their adaptive capacity.

Environmental

- Improved adoption of sustainable land management and water efficient practices in agriculture and residential settings.

Integrating Drought Resilience Across Council Processes

Spheres



Governance and Leadership

Rationale

Several governance themes emerged from the stakeholder engagement. The community expressed a need for drought resilience to be embedded in Council strategies, plans, and processes. Such an approach can deliver win-win situations, with many drought resilience actions capable of delivering co-benefits. For example, a more diverse local economy, greater community connection, or improved environmental stewardship. Similarly, staff from the respective Councils recognised the opportunities of incorporating drought resilience into business-as-usual activities. This allows drought resilience objectives to be considered throughout local Council planning cycles, across the short, medium, and long-term.

This project will seek to identify which Council processes can be leveraged to include drought resilience objectives, targets, and projects. These include:

- The Community Strategic Plan, the Delivery Program, the Operation Plan, and strategies relating to, but not limited to, community engagement, asset management, economic development, and environmental management.
- Criteria used to guide Council decisions, so there is explicit consideration of, and a heightened importance attached to activities which decrease economic, social, or environmental vulnerability or improve the coping capacity of these systems.
- Priorities attached to funding, so that return-on-investment calculations take into consideration tangible and intangible returns. For example, the function social, cultural, and sporting facilities play in reducing social isolation, promoting social connectedness, and facilitating physical and mental wellbeing.

SDG Alignment



- Community engagement activities, such as surveys, community forums and information sessions so they include the topic of drought resilience and capture metrics which can be used to evaluate the effectiveness of activities in delivering drought resilience co-benefits.

This integration will allow us to identify where our existing actions and Council activities are already contributing to drought resilience. By recognising these benefits, we can ensure that these supportive systems are maintained. Where our approach is leading to sub-optimal drought resilience outcomes, we want to know this, so we can modify and adapt to achieve better outcomes.

Ultimately the objective of integration across Council processes is to transform the system: initially to recognise drought resilience as a priority, then to provide the evidence-base to support the implementation of resilience-focused initiatives, and finally, for project successes to reinforce the adoption of these actions as standard behaviour.

Timeframe

3 – 6 months

Estimated Costs

<\$25,000

Suggested Action Lead

- Hilltops Council and Upper Lachlan Shire Council

Suggested Stakeholders

- Internal Council teams and elected representatives
- Existing Council community interfaces

Steps for Implementation:

1. Recruit a project officer to deliver this action, noting their time would be shared between the two Councils.
2. Review Council plans, strategies, community engagement and decision-making processes, roles, and responsibilities.
3. Review, map and establish a baseline for each Council's approach to drought resilience within the sphere of economic, social, environmental and infrastructure.
4. Scan other regional Councils within NSW, to identify exemplar approaches to provide a benchmark and case studies to support recommendations.
5. Conduct capacity building events related to drought resilience co-benefits across economic, social, environmental, and infrastructure-related actions of Council.
6. Identify and make recommendations where drought resilience, or elements of drought resilience can be included as an objective, target, decision-making criteria, role, or responsibility.
7. Articulate the pathway for adoption of these recommendations, including the timing and responsibility for implementation.

KPIs

- Engagement targets a range of internal and external stakeholders to provide appropriate advice, test and validate proposed changes.
- Number of internal stakeholders who express support for the proposed changes.
- Number of recommendations carried through for adoption.

Resilience Dividend

Economic/Social/Environment

- Increased awareness, alignment and support for Council processes which deliver drought resilience co-benefits. Greater ability to capture and utilise drought resilience outcomes in the evidence-base used to determine Council's investment decisions.

Optimise Water Saving Campaign Materials and Processes

Spheres



Governance and Leadership



Natural Environment



Community

Rationale

Water security is a key concern for the community and requires a dual approach addressing demand and supply. This action focuses on the demand-side by reducing water consumption in our homes, gardens, schools, and community spaces. A variety of actions are needed, such as increasing the use of rainwater tanks in our towns, shifting to low- or no-water use gardens, improving the water efficiency of our appliances, reducing leaks and wastage, and changing our behaviour.

Both Councils have established Drought Management Plans and water restriction policies and this project will focus on optimising these. In recent years, there has been a proliferation of behavioural change studies which have identified where the opportunities exist, which actions have the highest likelihood of being adopted, and those with the greatest impact. Often a mix of policy responses are required, from incentives and awareness campaigns to changing social norms, such as letting lawns go brown.

Water savings span Council activities, such as how we prioritise water usage and green areas within our parks and gardens and the use of

SDG Alignment



smart meters, leak detection systems and efficient irrigation, to activities suitable for large establishments, such as our schools and aged care homes. Finally, there are opportunities for individuals, particularly those who are connected to town water. Building public awareness through a water saving campaign will foster a sense of community around water conservation. It will encourage individuals and organisations to identify daily habits that may be contributing to excess water consumption, and how or what they can change to conserve water.

This project will review Council's existing policies and procedures and compare them with the latest research on demand management options. To avoid duplication of effort, the project will also review the approaches taken by other regional Councils, to identify exemplar approaches which would transfer well to our community. To demonstrate a shared commitment to the challenge of water conservation, the project will have a triple-focus - Council operations, our large community, institutions, and businesses and at the individual level within the home.

Timeframe

3 – 6 months

Estimated Costs

<\$25,000

Suggested Action Lead

- Hilltops Council and Upper Lachlan Shire Council

Suggested Stakeholders

- Residents

Steps for Implementation:

- Recruit a project officer to deliver this action, noting their time would be shared between the two Councils.
- Review both Council's existing water saving campaign approaches, materials and interface with the respective Drought Management Plans.
- Review approaches taken by other regional Councils to identify best-practice water-saving campaign materials which could be adopted by Hilltops Council and Upper Lachlan Shire Council.
- Review latest research on influencing domestic water use behaviour.
- Develop preliminary recommendations and engage with internal Council stakeholders and the community to test and validate.
- Develop a water-saving campaign including support materials, messaging, and triggers for adoption.
- Implement water-saving campaign.

KPIs

- Number of internal and external stakeholders who express support for proposed measures.
- Number of exemplar water-saving campaign materials carried through for adoption.

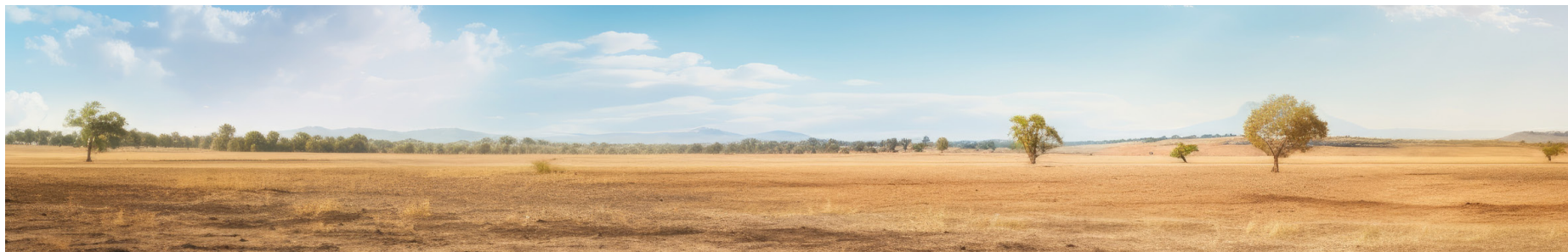
Resilience Dividend

Social

- Decreasing per capita water consumption can help ensure a more reliable water supply for communities, reducing the risk of water shortages during droughts and allowing public health and wellbeing to be maintained.

Environmental

- Reducing water consumption helps to maintain the quality and quantity of local and regional during drought conditions.



Advocate

The engagement carried out to develop this Plan identified a number of activities which are beyond the remit of local government to lead or deliver. Our role in the following activities is one of advocacy, to encourage entities, large and small, to contribute to improving the drought resilience of our region.

Individual Resilience Skill Building

The resilience of our community is underpinned by strong community networks and achieving individual physical and mental wellbeing. The community engagement identified the need to bolster intergenerational resilience from youth to the older generations. Improving individual resilience can start at the home, in the school, our workplaces or in our community groups. A variety of formal and informal programs exist. The challenge is to select the resources or programs which provide the best fit and to identify people or organisations who can champion their adoption in our community. Relevant stakeholders include State, Catholic and Independent schools and community organisations.

Action synergies:

Mental Health First Responder Training Promotion

Adapting to Changing Market, Climate, Societal and Regulatory Forces

The expectations placed on our farming community are increasing from a diversity of sources whether it is government regulations, the demands of large corporations, consumer preferences or international events to name a few. These pressures include carbon emissions, ground and river water consumption, fertiliser and pesticide inputs, and on-farm biodiversity. Changing farm practices may create opportunities to diversify farm income, reduce input costs or create new markets. Change can be difficult and requires more than just knowledge, time, or resources to create awareness, intention and finally implementation. Every farm and farming family is unique, and we need to ensure that policies and programs are tailored to the needs of our farmers and address their particular suite of challenges. What works in the context of a cropping enterprise may not be appropriate on a mixed-use enterprise, or for a cherry or wine grower. By researching the motivations and barriers faced by our farming community, and seeking their input, we can identify solutions which will be practical and effective. Relevant stakeholders include the Department of Primary Industries, Local Land Services, philanthropic and university-based research organisations, farming industry groups and environmental land management organisations.

Action synergies:

Round Table Collaboration Events

Future Scenario Planning

As our climate changes and droughts become more frequent or severe, we are likely to see a shift in agricultural activities undertaken in our region such as cropping, grazing, horticulture, and mixed enterprises. Whilst we cannot predict the future, we can think ahead to anticipate these future changes and the downstream impacts on our community, our economy, and our environment. From this, we can identify flexible strategies which can overcome or cope with potential changes, risks, and uncertainty. This future scenario planning can also involve back-casting - a process which identifies desirable futures for our community, and involves working backwards to determine what needs to happen to make that a reality. For example, what do we need to maintain, where do we need to innovate, and what elements do we need to transform? The answers to these questions can then prompt discussions on how to fund the necessary changes, and what training or skills development are needed. Such a process requires collaboration and participation from farmers, industry groups, agricultural service providers, decision-makers at all levels of government and members of our community. These discussions can further improve community interest in drought resilience activities, economic diversification, and business continuity planning. Relevant stakeholders include local farming industry groups and representatives, local Business Chambers and the Regional Leadership Executive.

Action synergies:

Mapping a Pathway for Improved Water Security, and Small Business Drought Resilience Planning

Skills Diversification Training

Redundancy is a key principle of resilience. We know that when drought conditions impact our region some agricultural-related work can decline. Similarly, our main street businesses are likely to see a reduction in trade as farmers and others restrict their spending in the face of declining or zero income. This can lead to some staff seeing their hours cut or in the worst case, let go from their job. Diversifying the skillset of our workforce allows people to seek alternative employment during a drought or improve their employment opportunities when times are good. The engagement carried out for the RDRP indicated strong support for diversifying skills and obtaining micro-credentials. The preference is for skills training to occur locally - not everyone has access to a driver's licence, or the time and money to travel to distant centres to participate in training. Collaboration is needed to realise synergies in securing participants from diverse backgrounds and groups and to achieve minimum numbers where necessary. We heard in the engagement of the need for training and education for people over 50, not just those leaving school. The training provided needs to match the skills needed within the region, such as aged care, or to take advantage of new projects, such as renewable energy. Promotion of training events is also critical to ensure those who would benefit most from the training are aware of upcoming courses and are in a position to participate. Relevant stakeholders include TAFE NSW, local employment service providers, and Southern Inland Regional Development Australia

Action synergies:

Round Table Collaboration Events + Regional Drought Communication Plan

Integrate Drought as a Standing Topic within Existing Networks

When times are good, there is a tendency for the challenges of drought to slip off the radar. Yet the 'rainy-day' is the perfect time to be planning for and improving preparedness for the next drought. An opportunity exists to leverage the existing networks in our region to maintain the momentum required to plan and prepare for drought. What this looks like will differ between networks. For our business community, drought can be woven into business continuity or diversification planning as well as small business month activities. For agricultural groups, this may mean addressing other stressors such as succession planning or financial skill development and exploring diversification opportunities. Relevant stakeholders include the Regional Leadership Executive, local Chambers of Commerce, and local chapters of farming industry groups.

Action synergies:

Round Table Collaboration Events

Establishment of a Young Professional's Network

Young people are crucial to the ongoing prosperity of our region and are often absent from decision-making processes. Young people are less constrained by historical precedents or business as usual approaches. From a drought resilience perspective this means they may be more willing to change their land management or business practices, diversify their enterprise, or embrace emerging technology or markets. Young Professional Networks are recognised as an effective means to support personal and professional development, primarily through arranging events and networking opportunities. It remains to be determined which organisation would be best placed to host such a network, what actions and resources would be needed to establish one and what kind of model would work best in the region. Potential stakeholders include the NSW Office for Regional Youth and their Regional Youth Taskforce, Hilltops Council's Youth Development Officer, and the Southern Inland Regional Development Australia.

Action synergies:

Round Table Collaboration Events

Cross-Promotion of Drought Related Information, Events and Resources

A key theme which emerged from the engagement undertaken, was the need to optimise how information and events were promoted. Often people weren't aware of available support or were unaware that a community meeting or event was coming up. Sometimes groups would organise events not realising theirs clashed with another event. Similarly, when community groups, businesses or agencies conduct events, they often find it hard to reach their intended audience. Different mediums are needed to reach our diverse community. Everyone in our community can play a role in linking people to available support. Whether it is sharing upcoming events via your business emailing list, State government agencies cross promoting events hosted by other agencies or re-posting an event flyer on your social media account. Each point of connection helps to build a stronger network and a stronger community. Relevant stakeholders include Canberra Region Joint Organisation, Department of Primary Industries, Local Land Services, Rural Financial Counselling Services, agricultural service providers, farming and business industry group and community organisations.

Action synergies:

Round Table Collaboration Events +
Regional Drought Communication Plan

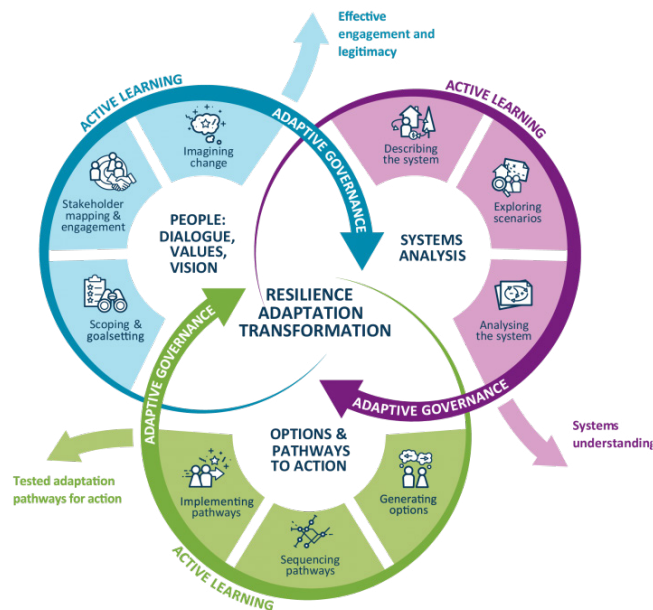


07// MONITORING, EVALUATION AND LEARNING

Monitoring, Evaluation and Learning (MEL) is core to the implementation of the RDRP, maximising effective program delivery, transparency, adaptive management, and long-term sustainability. The intention is for MEL activities to be embedded into the design and implementation of both the individual actions and the Plan as a whole. This includes regular reviews and updates by the consortium

members to reflect that the Plan is a living document and the continually changing conditions which influence our communities' susceptibility, adaptability, and resilience to drought. This constant process of active learning, and adaptive governance is outlined in the CSIRO's Resilience, Adaptive Pathways and Transformation Approach or RAPTA model (See Figure 11).

Figure 11: Resilience, Adaptation Pathways and Transformation Approach (RAPTA). Source: CSIRO



7.1 Monitoring, Evaluation and Learning Scope

The scope of Monitoring, Evaluation and Learning is illustrated in Figure 12. Each segment of the circle represents the MEL activities that will be explored through the guiding questions presented outside of the circle. These questions

can form the basis of tailored questions, indicators, and data collection from the working group, key project, and Plan stakeholders as well as the community of Hilltops and Upper Lachlan more broadly.

Figure 12: Scope of enquiry for Monitoring, Evaluation and Learning (Source: Future Drought Fund)

Impact

What signs are there towards long-term drought resilience?

What priorities and opportunities do the programs reveal for drought resilience, future Funding Plans and programs?

Effectiveness

To what extent are programs achieving their intended outcomes (and any unintended outcomes)?

What could be done to improve the outcomes of the investments?

Appropriateness

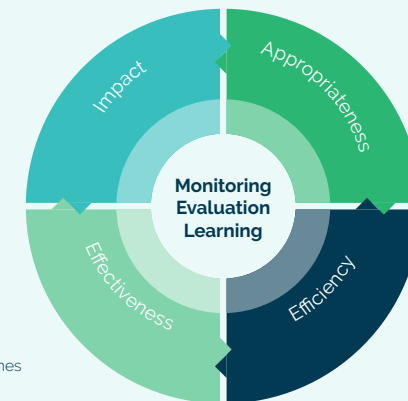
To what extent are the programs aligned with the strategic objectives of the Funding Plan, and targeted at important needs?

What can be done to improve the appropriateness of the investments?

Efficiency

To what extent are the program outputs being administered and delivered efficiently, and to the expected quality?

What can be done to improve efficiency of the investments?



7.2 Monitoring, Evaluation and Learning Roles and Responsibilities

The achievement of Plan outcomes will rely on ongoing collaboration between Hilltops Council, Upper Lachlan Shire Council and the Canberra Regional Joint Organisation, in addition to the suggested project leads and stakeholders outlined under each proposed action.

The proposed approach is for the Councils to utilise their existing internal Executive meetings

to act as a Working Group, with a standing agenda item to include this RDRP. Delegates from Hilltops and Upper Lachlan will meet quarterly to discuss the Plan, prioritise actions, identify funding pathways and monitor the implementation of individual actions and the overall Plan. This will be documented by meeting minutes and action items.



7.3 Evaluation

The following key evaluation questions are high level questions designed to frame the analysis of progress and performance of the Hilltops and Upper Lachlan RDRP against the above framework. These key evaluation questions may help to structure regular tracking and reporting.

- Have any barriers or challenges been identified throughout the implementation of plan, and what solutions to address these have been identified?

7.3.2 Drought resilience maturation:

To what extent has efforts in implementing the plan contributed to:

- What is the level of understanding, capacity and capability of stakeholders to lead, contribute or support to actions or objectives identified in the Plan?
- What have been the outcomes (intended, unintended, positive, and negative) of the plan implementation process and progress?
- To what extent has progress contributed to or furthered the systems objectives and drought resilience priorities?
- Has the plan been used for or otherwise supported successful funding and grant applications?
- Creating stronger connectedness and greater social capital within our communities, contributing to well-being and security?
- Empowering our communities and businesses to implement activities that improve their resilience to drought?
- Supporting more primary producers and land managers to adopt whole-of-system approaches to natural resource management and/or income diversification activities.

Table 7.1 provides specific indicators for regular monitoring of the overall Plan. These are to be used in tandem with the specific KPIs listed under each action.

FDF High-level indicators	Specific RDR Plan Indicators	Evaluation Approach
Intermediate outcomes of the Plan (1-4 years)		
Agricultural businesses are self-reliant, productive, and profitable (economic resilience).	<p>Improving the diversity of farm incomes provides landholders with alternative revenue streams, enhancing their economic resilience.</p> <p>Increasing tourism offerings within the Region to increase tourism visitation and local spending.</p> <p>Skill development initiatives associated with agritourism enhance community and landholder adaptability to changing economic landscapes and provide new avenues for employment.</p> <p>Supplementary income can help finance complementary sustainability practices on-farm to maintain the successful operation of the venture, building capacity for environmental stewardship.</p> <p>Reduced disruptions of business operations and therefore reduced economic losses.</p> <p>Business owners actively pursue opportunities to adopt better financial planning, income diversification and utilisation of available grants, rebates, and financial support to increase financial security of their business pre-, during, and post-drought.</p> <p>Reduced water consumption in households (potentially leading to reduced water bills).</p> <p>Delayed Capital Expenditure by Councils to install rainfall independent water supply infrastructure such as recycled water plants and desalination plants, including treatment, piping, and pumping.</p>	<p>Monitor ongoing business cash flow, with learning from previous droughts implemented into management plans.</p> <p>Economic metrics reported quarterly or annually.</p> <p>Annual reporting on agritourism activities.</p> <p>Annual reporting on employment rate.</p> <p>Bi-annual business surveys.</p> <p>Council's annual budget tracking report.</p> <p>Evaluation of previous lessons learned.</p> <p>Stakeholder/landholder/business owner interviews and surveys.</p>
Agricultural landscapes are functional and sustainable, with healthy natural capital (environmental resilience)	<p>Promotion of responsible water use and conservation to help preserve and protect local ecosystems during drought conditions, maintain water quality, and reduce stress on water resources during drought.</p> <p>Improved uptake of sustainable land management practices through awareness of available rebates, programs, and support.</p> <p>Instills a sense of environmental responsibility and stewardship through drought education for school children, which can lead to a lasting positive impact on local ecosystems.</p> <p>Improved natural flow of rivers and catchments and overall waterway health through biodiversity indicators such as population ecology of fish species.</p> <p>Portable water consumption has reduced as a result on implementing water saving measures.</p>	<p>Monitor ongoing water usage, annual reporting, and tracking.</p> <p>Local Government State of the Environment Reporting metrics.</p> <p>ABS metrics on land cover.</p> <p>Rebate & Program tracking reports.</p> <p>Stakeholder interviews and surveys.</p>

Table 71 provides specific indicators for regular monitoring of the overall Plan. These are to be used in tandem with the specific KPIs listed under each action.

FDF High-level indicators	Specific RDR Plan Indicators	Evaluation Approach
Agricultural communities are resourceful, adaptable, and thriving (social resilience)	<p>Agritourism has contributed to the preservation of cultural identity.</p> <p>Improved water management practices, which can help ensure a more reliable water supply for communities, reducing the risk of water shortages during droughts and enhancing public health and wellbeing.</p> <p>Improved social connections across the community, with greater uptake and awareness of available support services offered across the region (both physical health, mental, and financial supports). Build a strong sense of community, encouraging mutual support and shared experiences.</p> <p>Improved awareness and transparency of support available, leading to more empowered communities and individuals during times of distress.</p> <p>Networking through exchange of ideas, contributing to ongoing learning and development.</p> <p>Empowering decision-making of landholders by providing appropriate tools and strategies can result in positive mental health outcomes.</p>	<p>Annual reporting and review of RDRP implementation, barriers, and opportunities, making changes to the RDRP as necessary to meet the regional needs of communities.</p> <p>Support service feedback reports.</p> <p>Stakeholder and community interviews and surveys.</p> <p>Key questions to ask include:</p> <p>How confident are the community's necessary skills and resources to face drought and make necessary changes?</p> <p>How invested are they in implementing the RDRP?</p> <p>What actions or decisions have been directly initiated as a result of the RDRP?</p>
Long-term outcomes (4+ years)		
<p>Stronger connectedness and greater social capital within communities, contributing to wellbeing and security.</p> <p>Communities implement transformative activities that improve their resilience to drought.</p> <p>More primary producers preserve natural capital while also improving productivity and profitability.</p>	<p>There is a common understanding and shared vision in the region to manage drought risks and build community drought resilience.</p> <p>The region works collectively and in partnerships to build drought resilience across three main pillars.</p> <p>Measures are implemented to limit impacts of drought and better respond to drought.</p> <p>Stakeholders and communities actively share knowledge and take actions contributing towards drought resilience.</p>	<p>Monitoring and reporting of regional level indicators that are captured as part of Local Government surveillance, surveys, and annual reporting.</p> <p>ABS census data on volunteering, mental health and wellbeing.</p> <p>Records of case studies demonstrate changes as a result of actions taken from the implementation of the Plan.</p>

7.4 Tools to support Monitoring, Evaluation and Learning

A range of tools can be used as part of the reporting:

- Program Evaluation – At the end of each project or action, request feedback from stakeholders, implementation partners and project participants.
- Meeting and Event Data – Record data related to attendance, event outcomes, or attendee satisfaction via post-event surveys.
- Media Monitoring – Capture stories profiled in the media related to drought resilience activities undertaken by individuals, groups, or businesses in the Region.

- Media Analytics – Capture insights from social media, including reach, engagement, reactions and audience demographics.
- Community Surveys – Capture feedback on project effectiveness, explore system changes and inform options for future action.
- Case studies – Record case studies of changes made and benefits realised as a result of projects implemented as part of this Plan.

Opportunities exist to inform and align the MEL process with the Council's Integrated Planning and Reporting (IP&R) Framework and their Community Strategic Plans. This will enable efficiencies and optimisation of time and efforts.

7.5 Assumptions

There are several key assumptions underpinning the effective implementation of the Plan:

- There is sufficient support, resources and capacity to establish a governance structure which is effective in coordination and implementation.
- The suggested action owners have the capacity and capability to lead and support actions.
- Suggested action owners and stakeholders are willing to work together to achieve the actions as outlined.
- The regional community is motivated to take ownership of the completed plan and actively participant in its implementation.
- Sufficient funding can be secured via the RDRP program or other sources.
- The region can continue to review, update, and implement their Plan.

To mitigate these assumptions, several elements have been deliberately embedded in the program

logic. Most actions include provision for the recruitment of a project officer or contracting of actions to an external provider. A specific action to promote collaboration and partnerships between stakeholders has been included, via the Roundtable Collaboration Event action. This action creates an opportunity to monitor and evaluate the overall program leveraging the project officer or resource(s) employed utilising the implementation funds. This will assist in overcoming the resourcing constraints highlighted by the program participants, particularly, Canberra Regional Joint Organisation, Hilltops Council and Upper Lachlan Shire Council. Similarly, the inclusion of an action to monitor mental health and wellbeing, allows an opportunity to detect any changes in the community's level of resilience, and identify where additional effort may be required. In a similar manner, the action to integrate drought resilience across Council processes, is designed in part, to embed ongoing monitoring and evaluation.

08/ IN THE FUTURE

Drought resilience planning is an iterative process. As we progress with the implementation of the actions listed above, we hope these will reduce the vulnerability, or improve the coping capacity of our community. However, things will still be changing, including the climate, our population dynamics, agricultural markets, to name a few. A continual process of adaptive management is needed. The questions below are designed to act as a guide for future work.

- What uncertainties exist and how can we overcome or mitigate these?
- What changes have we observed in our climate and agricultural enterprises and what future scenarios are possible?
- What have we learnt from recent drought events, in terms of direct drought impacts, exposed sectors and supply chains and downstream effects on our communities, services, businesses and environment?
- What other trends, shocks and stressors are influencing our Region and our future?
- What does resilience look like for our people, our communities, our environment, our economy and our infrastructure?



- What are our community strengths and what are we doing well so we can maintain these approaches? What do we need to change or modify to improve outcomes? Where is wholesale transformational change required?
- Key elements of future updates to this plan include:
 1. Continued community and stakeholder engagement to obtain diverse perspectives on drought impacts and risks and the cause-effect relationships which exist. This engagement is crucial in informing priority themes, goals, and objectives.
 2. Quantifying the reliance of our businesses and regional economy on water availability, so we can distinguish between those sectors which are heavily, partially, or minimally reliant. This will allow our interventions to be tailored and identify where transformational change may be required.
 3. Developing our understanding of, and evidence-base, of our natural environment's two-way interaction with drought. Opportunities exist to adopt more sustainable land management practices which deliver win-win outcomes for biodiversity, our physical and mental wellbeing and farm profitability.





CANBERRA REGION
JOINT ORGANISATION

Regional Drought Resilience Plan

HILLTOPS AND UPPER LACHLAN COMMUNITIES

Environment and Planning - 16 October 2025

ITEM 11.4 **Draft Submission to SSD Modification - 3 Quarry Continuation and Stockpile Area Extension - Barina Quarry, Collector**

FILE REFERENCE **I25/289**

AUTHOR **Acting Director Environment and Planning**

ISSUE

The Barina Quarry is located on Collector Road within Queanbeyan Palerang Regional Council and utilises approximately 1.3km of ULSC road network. The development is considered State Significant Development (SSD) and was originally approved in March 2000. The Applicant is now seeking a SSD Modification to address the necessary road upgrades and maintenance, between the site and the Federal Highway through the inclusion of a VPA. This report provides details of modification and the terms of the proposed Voluntary Planning Agreement Offer to Upper Lachlan Shire Council. This report seeks Council endorsement of Councils Staff submission to the SSD and seeks to place the Voluntary Planning Agreement Offer on Exhibition.

RECOMMENDATION That -

1. Endorse the submission made by Council Staff to the Department of Planning, Housing and Infrastructure (DHPI).
2. Place the Voluntary Planning Agreement Offer on Public Exhibition for 28 days in accordance with Councils Community Participation Plan 2020.
3. If no Objections are received to the Offer, notify the Proponent and request the Offer be drafted in the form of a Voluntary Planning Agreement.

BACKGROUND

The Barina Quarry was originally approved on 28 March 2000, by Orders of the Land & Environment Court, under Part 4 of the Environmental Planning & Assessment Act 1979 as State Significant Development D 1-01-2000.

The current consent permits the quarry to operate until November 2024 and allows the extraction of up to 0.3Mt per annum (Mtpa) from two open cut pits with resource estimated to be greater than 11Mt.

Extraction operations were put on hold in 2008 and have not recommenced except in relation to a recent modification which sought 1 year extension to the Consent. In 2016, Collector Resource procured the quarry with intent to restart extraction activities and extend the approval for extraction activities for a further 15 years.

As depicted in figure 1, the Quarry is located wholly within Queanbeyan Palerang Regional Council. However, the proposed access to the site is via Collector Road to

the Federal Highway which includes 1.3 km of Upper Lachlan Shire Council Road network.

Figure 1 – Barina Quarry Site



REPORT

The Department of Planning, Housing and Infrastructure (DHPI), had placed the State Significant Development Barina Quarry modification application on public exhibition for 14 days and had invited Council to provide a submission on the modification application. Council Staff requested an extension, given the timeline provided. A submission was then drafted and submitted to DPHI on 30 September 2025 (attached), as noted in the submission Council staff advised DPHI that the submission was in draft and required endorsement from Councillors.

The proposed modification to the Barina Quarry looks primarily at extending the duration of the approval for a further 15 years to enable product extraction to continue. However, there are other elements to the proposal, and the general extent of the modification is captured in the points below:

- Stockpiling areas extended with additional hardstand areas.
- Additional stockpiling areas,
- Importation of clean fill for use in building internal roads and stockpile areas,

Environment and Planning

DRAFT SUBMISSION TO SSD MODIFICATION - 3 QUARRY CONTINUATION AND STOCKPILE AREA EXTENSION - BARINA QUARRY, COLLECTOR cont'd

- Changes to crushing and screening operations and plant locations,
- Remove distinction between laden and unladen trucks to permit the importation of clean fill, and
- Upgrade of Collector Road through proposed Voluntary Planning Agreement (VPA) with Upper Lachlan Shire Council (ULSC).

The proposed extension of existing hardstand areas, and addition of new hardstand areas, is supported by environmental assessments and proposes to utilise areas affected by previous quarry activities. As part of the modification application assessment, the matter has been referred to the NSW Environment Protection Authority (EPA) for assessment, comments and requested conditions of consent.

The removal of the distinction between laden and unladen trucks is anticipated to assist with quarry end of the life remediation and reinstatement, as additional material may need to be transported to the site. Council officers have raised the need to consider incoming laden truck movements to be accounted for in relation to road design and maintenance.

The site, located on Collector Road, is 1.5km from the Federal Highway, and utilises approximately 1.3km of ULSC road network. The modification seeks to address the necessary road upgrades and maintenance, between the site and the Federal Highway through the inclusion of a VPA.

The proposed VPA Offer (attached) will be between ULSC and the proponent, Collector Resources.

The Letter of Offer from Collector Resources includes:

- The requirement to complete further investigations on the road condition to inform an upgrade (as per Indesco, 2023) or otherwise agreed by CRPL and ULSC). The Offer includes that the investigation work be done at the Cost of the developer.
- The requirement to commission and complete road design to satisfaction of the road authority (ULSC). The Offer includes that the design work be done at the Cost of the developer.
- Requires all Road maintenance contribution be paid at the rate outlined in the Upper Lachlan Shire Councils Section 94 Contributions Plan 2007.
- The Proponent has requested to use the Road at 50% haulage rate and reduce speed to 40km/hour prior to the road upgrades being finalised.

Should Council resolve to make a supplementary Councillor submission, a submission will need to be prepared and lodged with the department as soon as practicable. Should Councillors not resolve to make a supplementary submission, Council staff will advise DPHI.

The documents currently on exhibition can be accessed on the NSW Planning Major Projects website:

Conclusion

Council staff have made a submission in relation to technical matters, noting the cost of the upgrades and ongoing maintenance are at the Developers expense. The Submission also outlines that a VPA Offer has been made but the Offer is required to be publicly exhibited and endorsed by Councillors prior to being adopted.

POLICY IMPACT

Compliance with the extractive industries/heavy haulage components of ULSC Section 94 Contributions Plan 2007 is required.

OPTIONS

1. Council endorses the draft submission and place the Voluntary Planning Agreement Offer on exhibition. (Recommended).
2. Council proposes amendments to the draft submission.

FINANCIAL IMPACT OF RECOMMENDATIONS

A possible partnership opportunity exists with ULSC to administer a VPA to collect and allocate resource and funding to the improvement of Collector Road within the QPRC LGA (approximately 200m).

Section 94 contributions are collected by and held by Council and will be attributed to the on-going maintenance of the impacted Road Network.

RECOMMENDATION That -

1. Endorse the submission made by Council Staff to the Department of Planning, Housing and Infrastructure (DHPI).
2. Place the Voluntary Planning Agreement Offer on Public Exhibition for 28 days in accordance with Councils Community Participation Plan 2020.
3. If no Objections are received to the Offer, notify the Proponent and request the Offer be drafted in the form of a Voluntary Planning Agreement.

ATTACHMENTS

1.	COLLECTOR RESOURCES- Modification Report - Recommencement of Operations	Appendix
2.	Preliminary Submission on DA1-01-2000-Mod-3 Barina Quarry 2692 Collector Road NSW 2581	Appendix
3.	VPA Offer 2025 03 10 (003) - Modification 3 Quarry (DA1-01- 2000-Mod-3)	Appendix

Environment and Planning - 16 October 2025

ITEM 11.5 **Public Exhibition of Draft Upper Lachlan Development Control Plan**

FILE REFERENCE **I25/287**

AUTHOR **Acting Director Environment and Planning**

ISSUE

In April 2024, Upper Lachlan Shire Council resolved to prepare a new Development Control Plan for the Upper Lachlan Local Government Area (LGA).

The Plan has been prepared in accordance with Section 3.43 of the Environmental Planning and Assessment Act 1979.

The purpose of the Upper Lachlan Development Control Plan 2025 is to:

- a. Give effect to the aims and objectives of the Upper Lachlan Local Environmental Plan 2010.
- b. Guide development that is permissible under the Upper Lachlan Local Environmental Plan 2010.
- c. Achieve the objectives of land-use zones prescribed under the Upper Lachlan Local Environmental Plan 2010.
- d. Outline Upper Lachlan Shire Council's requirements for new development.
- e. Highlight other policies and standards that may relate to development/sites.

The draft Upper Lachlan Development Control Plan has now been prepared and is ready for public exhibition.

RECOMMENDATION That -

1. Council note the draft Upper Lachlan Development Control Plan.
2. The Draft Upper Lachlan Development Control Plan be placed on public exhibition in accordance with the requirements of the Upper Lachlan Community Participation Plan 2020 from 27 October 2025 to 21 November 2025.
3. A further report be prepared for Council presenting the findings of public exhibition and recommendations for finalisation of the draft Upper Lachlan Development Control Plan.

BACKGROUND

In April 2024, Upper Lachlan Shire Council resolved to prepare a new Development Control Plan for the Upper Lachlan Local Government Area (LGA). Following a call for expressions of interest from suitably qualified planning consultants, Currajong Pty Ltd

was subsequently engaged to assist Upper Lachlan Shire Council with the project. The draft Upper Lachlan Development Control Plan has now been prepared and is ready for public exhibition.

REPORT

Project Purpose

The preparation of the draft Upper Lachlan Development Control Plan was identified as a high priority project by Council. This is to ensure Council can be proactive with respect to potential development and has a DCP that is updated to account for current controls and standards.

An updated DCP will ensure that any future development will be of high quality and of a standard that reflects positively on the community. Through the development of all strategic documents, Council will be able to better manage the release of future residential land and ensure all services to such land is provided in a planned manner.

Draft Upper Lachlan Development Control Plan

A copy of the draft Upper Lachlan Development Control Plan is included as Attachment 1 to this report.

The draft Upper Lachlan Development Control Plan is a single document, with Parts dealing with land-use types, as follows:

Part A Introduction: introduces the Development Control Plan, including information relating to the purpose, aims and objectives and structure of the document.

Part B Subdivision: applies to all greenfield, infill and laneway subdivisions on any land where subdivision is permitted with consent under the Upper Lachlan Local Environmental Plan 2010.

Part C Housing and Ancillary Development: applies all dwellings, alterations and addition to existing dwellings and ancillary development on any land where residential development is permitted with consent under the Upper Lachlan Local Environmental Plan 2010.

Part D Rural Development: applies to land within the Upper Lachlan LGA where rural development is permitted with consent on land zoned RU1 Primary Production, RU2 Rural Landscape and RU4 Primary Production Small Lots.

Part E Commercial Development: applies to land within the Upper Lachlan LGA where commercial development is permitted with consent under the Upper Lachlan Local Environmental Plan 2010, including the following zones, E1 Local Centre, MU1 Mixed Use and RU5 Village.

Part F Industrial: applies to land within the Upper Lachlan LGA where industrial development is permitted with consent, including land zoned E1 Local Centre, E4 General Industrial, MU1 Mixed Use and RU5 Village.

Part G Car Parking: specifies the access and parking requirements for residential and non-residential development.

Part H Heritage: applies to all development that is on a Cultural Heritage Site, Aboriginal Cultural Heritage Site, State Heritage Item and Local Heritage Item or land within a Heritage Conservation Area and land within a Heritage Character Area.

Part I Environmental: specifies the requirements for processing Development Applications in accordance with the relevant legislation applying in the Upper Lachlan LGA, including biodiversity, flooding, bushfire and contaminated land management requirements.

Public Exhibition

The draft Upper Lachlan Development Control Plan has been progressed to the stage where it is ready for public exhibition. Council is asked to endorse a recommendation to this report which will allow Council to place the draft Upper Lachlan Development Control Plan on public exhibition in accordance with the requirements of the Upper Lachlan Community Participation Plan 2020. An overview of the planned exhibition framework is as follows:

- A press release will be prepared giving details of the draft Upper Lachlan Development Control Plan and an invitation for written submissions from the general public on any issue related to the project.
- Public exhibition period to be from 27 October 2025 to 21 November 2025.
- All consultation material will be made available for inspection at Council's Customer Service Centre.
- All consultation material will be made available for viewing / download on the Council's website.
- Council will give notice to all stakeholders who provided early engagement feedback, including government agencies, service agencies, landowners, local businesses, local community groups.
- Community workshops will be held during the public exhibition phase, involving Council and Currajong planning staff.
- Council planning staff will be available for one-on-one information sessions with interested persons, booked through Council's Planning and Environmental Department.

Conclusion

The draft Upper Lachlan Development Control Plan has been progressed to a stage where it is ready for public exhibition.

Environment and Planning

PUBLIC EXHIBITION OF DRAFT UPPER LACHLAN DEVELOPMENT CONTROL PLAN cont'd

Council is asked to endorse a recommendation to this report to allow the draft Upper Lachlan Development Control Plan to be placed on public exhibition in accordance with the requirements of the Upper Lachlan Community Participation Plan 2020.

It is intended that a further report will be presented back to Council on or around December 2025 seeking finalisation of the Upper Lachlan Development Control Plan.

POLICY IMPACT

Community Strategic Plan Strategy 2042

This strategic document seeks to achieve the following:

- Strategy C.6 - Maintain a balance between growth, development, environmental protection and agriculture through sensible planning.
- Strategy C.7 - Consider community feedback, local character and identity, economic factors and social impact in planning decisions.
- Strategy C.8 - Encourage positive social and environmental contributions from developers.

Delivery Program Action

2.2 - Promote environmentally sustainable developments (ESD).

Key Performance Indicator

This strategic document seeks to achieve the following KPI:

Review and monitor Local Environmental Plan, Development Control Plan and Local Strategic Planning Statement. Undertake Strategic Planning Reviews.

OPTIONS

Option 1: as per the Recommendation.

Option 2: Not place the document on Public Exhibition.

FINANCIAL IMPACT OF RECOMMENDATIONS

This Strategic Review of the Development Control Plan is funded by Resolution 48/24.

RECOMMENDATION That -

1. Council note the draft Upper Lachlan Development Control Plan.
2. The Draft Upper Lachlan Development Control Plan be placed on public exhibition in accordance with the requirements of the Upper Lachlan Community Participation Plan 2020 from 27 October 2025 to 21 November 2025.

Environment and Planning

PUBLIC EXHIBITION OF DRAFT UPPER LACHLAN DEVELOPMENT CONTROL PLAN cont'd

3. A further report be prepared for Council presenting the findings of public exhibition and recommendations for finalisation of the draft Upper Lachlan Development Control Plan.

ATTACHMENTS

1.	Part A - Introduction (1)	Appendix
2.	Part B - Subdivision (2)	Appendix
3.	Part C - Residential (2)	Appendix
4.	Part D - Rural (3)	Appendix
5.	Part E - Commercial (2)	Appendix
6.	Part F - Industrial (2)	Appendix
7.	Part G - Car Parking (1)	Appendix
8.	Part H - Heritage (2)	Appendix
9.	Part I - Environmental (2)	Appendix

Environment and Planning - 16 October 2025

ITEM 11.6 **Public Exhibition of Draft Upper Lachlan Housing Strategy**

FILE REFERENCE **I25/288**

AUTHOR **Acting Director Environment and Planning**

ISSUE

In April 2024, Upper Lachlan Shire Council resolved to prepare a new Housing Strategy for the Upper Lachlan Local Government Area (LGA).

The preparation of a Housing Strategy provides a means for Upper Lachlan Shire Council to properly plan for new housing growth having regard to the latest data, trends and characteristics of the local housing market.

The draft Upper Lachlan Housing Strategy has now been prepared and is ready for public exhibition.

RECOMMENDATION That -

1. Council notes the draft Upper Lachlan Housing Strategy.
2. The Draft Upper Lachlan Housing Strategy be placed on public exhibition in accordance with the requirements of the Upper Lachlan Community Participation Plan 2020 from 27 October 2025 to 21 November 2025.
3. A further report be prepared for Council presenting the findings of public exhibition and recommendations for finalisation of the Upper Lachlan Housing Strategy.

BACKGROUND

In April 2024, Upper Lachlan Shire Council resolved to prepare a Housing Strategy for the Upper Lachlan Local Government Area (LGA). Following a call for expressions of interest from suitably qualified planning consultants, Currajong Pty Ltd was subsequently engaged to assist Upper Lachlan Shire Council with the project. The draft Upper Lachlan Housing Strategy has now been prepared and is ready for public exhibition.

REPORT

Project Purpose

The draft Upper Lachlan Housing Strategy provides a means for Upper Lachlan Shire Council to properly plan for new housing growth having regard to the latest data, trends and characteristics of the local housing market. The specific objectives of the Upper Lachlan Shire Housing Strategy are to:

- Review current housing issues and challenges being experienced across the Upper Lachlan Shire and wider region.

- Review planning controls related to zoning, permissible land-uses in residential zones and minimum lot size standards and identify where changes may be necessary in order to ensure the sustainable use of land.
- Determine future housing needs and demand in a manner that best fits the unique character and identity of the area.
- Provide increased opportunities for housing diversity and growth through infill and greenfield development.
- Manage and align the delivery of infrastructure to ensure there is an adequate supply of serviced land for housing.

Draft Strategy

A copy of the draft Upper Lachlan Housing Strategy is included as Attachment 1 to this report. The draft Upper Lachlan Housing Strategy focuses on Crookwell, Collector, Gunning and Taralga where the mainstay of new housing growth is projected to occur. Planning for limited housing growth in the settlements of Bigga, Binda, Breadalbane, Dalton, Grabben Gullen, Jerrawa, Laggan and Tuena has also been undertaken to ensure a robust housing framework is established throughout the Upper Lachlan Shire. The draft Upper Lachlan Housing Strategy is structured as follows:

- **Section 01 – Project Introduction:** introduces the Strategy, including the purpose of the project, methodology and the structure of the document.
- **Section 02 – Planning Policy Context:** provides important contextual information, including an analysis of relevant policies and guidelines.
- **Section 03 – Settlement Profiles:** profiles the key settlement locations in the Upper Lachlan LGA.
- **Section 04 - Stakeholder Engagement:** presents the completed consultation with government agency stakeholders, service authorities, utility providers, local businesses and the general community on housing issues and requirements.
- **Section 05 – Housing Statistics:** details the evidenced-based analysis of housing issues, statistics, trends and preferences within the Upper Lachlan LGA.
- **Section 06 – Population and Dwelling Forecasts:** considers population forecast data and projections relating to the Upper Lachlan LGA.
- **Section 07 – Housing Supply Needs Analysis:** analysis the housing supply needs for each settlement in the Upper Lachlan LGA, having regard to land-use, environmental and infrastructure servicing considerations.
- **Section 08 – Housing Framework Plans:** establishes the strategic objectives and vision for housing in the Upper Lachlan LGA over the next 20-year period.
- **Section 09 – Precinct Master Planning:** presents a concept masterplan for Urban Growth Area No. 2, which has been identified as having potential for residential and large lot residential growth in Crookwell.

- **Section 10 – Planning Properties and Actions:** provides six planning priorities to guide Council decision making over the next 20-year period.
- **Section 11 – Monitoring and Implementation Framework:** provides guidance on how Council can monitor, review and report on housing strategy progress under Council's Integrated Planning and Reporting Framework.

Appendix A of the draft Upper Lachlan Housing Strategy includes results of the online Community Engagement Survey undertaken as part of the project. Appendix B includes detail relating to the public submissions received by Upper Lachlan Shire Council as a result of early engagement.

Public Exhibition

The draft Upper Lachlan Housing Strategy has been progressed to the stage where it is ready for public exhibition. Council is asked to endorse a recommendation to this report which will allow the draft Strategy to be placed on public exhibition in accordance with the requirements of the Upper Lachlan Community Participation Plan 2020.

An overview of the proposed exhibition framework / actions is as follows:

- A press release will be prepared giving details of the draft Strategy and an invitation for written submissions from the general public on any issue related to the project.
- Public exhibition period to be from 27 October 2025 to 21 November 2025.
- All consultation material will be made available for inspection at Council's Customer Service Centre.
- All consultation material will be made available for viewing / download on the Council's website.
- Council will give notice to all stakeholders who provided early engagement feedback, including government agencies, service agencies, landowners, local businesses, local community groups.
- Community workshops will be held during the public exhibition phase, involving Council and Currajong planning staff.
- Council planning staff will be available for one-on-one information sessions with interested persons, booked through Council's Planning and Environmental Department.

Conclusion

The draft Upper Lachlan Housing Strategy has been progressed to a stage where it is ready for public exhibition. Council is asked to endorse a recommendation to this report which will allow the draft Housing Strategy to be placed on public exhibition in accordance with the requirements of the Upper Lachlan Community Participation Plan 2020. It is intended that a further report will be presented back to Council on or around December 2025, seeking finalisation of the Upper Lachlan Housing Strategy.

POLICY IMPACT

Community Strategic Plan Strategy 2042

This strategic document seeks to achieve the following:

- Strategy C.6 - Maintain a balance between growth, development, environmental protection and agriculture through sensible planning.
- Strategy C.7 - Consider community feedback, local character and identity, economic factors and social impact in planning decisions.
- Strategy C.8 - Encourage positive social and environmental contributions from developers.

Delivery Program Action

2.2 - Promote environmentally sustainable developments (ESD).

Key Performance Indicator

This strategic document seeks to achieve the following KPI:

Review and monitor Local Environmental Plan, Development Control Plan and Local Strategic Planning Statement. Undertake Strategic Planning Reviews.

OPTIONS

Option 1: as per the Recommendation.

Option 2: Not place the document on Public Exhibition.

FINANCIAL IMPACT OF RECOMMENDATIONS

This Strategic Review of the Development Control Plan is funded by Resolution 48/24.

RECOMMENDATION That -

1. Council notes the draft Upper Lachlan Housing Strategy.
2. The Draft Upper Lachlan Housing Strategy be placed on public exhibition in accordance with the requirements of the Upper Lachlan Community Participation Plan 2020 from 27 October 2025 to 21 November 2025.
3. A further report be prepared for Council presenting the findings of public exhibition and recommendations for finalisation of the Upper Lachlan Housing Strategy.

ATTACHMENTS

1.	UPSC Housing Strategy 2025 - For Exhibition	Appendix
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12 INFRASTRUCTURE DEPARTMENT

The following item is submitted for consideration -

- | | | |
|------|--|-----|
| 12.1 | Establishment of Local Transport Forum Replacing Local Traffic Committee | 148 |
|------|--|-----|

Infrastructure Department - 16 October 2025

ITEM 12.1 **Establishment of Local Transport Forum Replacing Local Traffic Committee**

FILE REFERENCE **I25/265**

AUTHOR **Director of Infrastructure**

ISSUE

The purpose of this report is to advise Councillors of changes introduced on 1 August 2025 by Transport for NSW (TfNSW), for the delegation of traffic regulation functions.

RECOMMENDATION That –

1. Receive and note the report as information.

BACKGROUND

The 2025 Authorisation and Delegation Instrument for Councils from Transport for NSW commenced on 1 August 2025. The aim of the instrument is to further extend the scope for Councils to independently manage local streets.

REPORT

On 23 July 2025, Transport for NSW advised Council that the format of the Local Traffic Advisory Committee would change on 1 August 2025, to become the Local Transport Forum. The term '*Committee*' was removed due to its meaning in the *Local Government Act 1993*.

From 1 August 2025 the Local Transport Forum replaces the Local Traffic Advisory Committee and Council's authorisations and delegations from Transport for NSW have been updated.

The Local Transport Forum is advisory and does not make decisions. Council can continue to bring matters to the Local Transport Forum as with the previous Local Traffic Advisory Committee and Transport for NSW will continue to provide support and advice to Councils.

Council must have a Local Transport Forum and invite Council, TfNSW, NSW Police Force, the local Member of NSW Parliament and the operator of any public passenger service likely to be affected by traffic control work proposed by Council.

Infrastructure Department

ESTABLISHMENT OF LOCAL TRANSPORT FORUM REPLACING LOCAL TRAFFIC COMMITTEE cont'd

Council may invite others to attend and must consider advice provided at the forum. However, no voting will occur and recommendations made do not have to be unanimous.

The only proposals which must be referred to the Local Transport Forum are those which:

- for **longer than 6 months**:
 - o restrict or prohibit passage on a road of any persons, vehicles, or animals; or
 - o compel or prevent a turn from one public road to another public road
- for **longer than 24 hours**:
 - o prevent or hinder the safe or efficient operation of a public passenger service; or
 - o prevent access to a public transport station, stop, wharf, or service; or
 - o remove or render less effective any bus priority measure.

Transport for NSW can file a Statement of Concern within 7 days if it has unresolved concerns about a proposal which required referral. Council must then respond to all members and wait 7 days before proceeding. This is the only appeal mechanism for a Council decision made under the delegations. The process is:

- Transport for NSW informs the Local Transport Forum that it intends to issue, within 7 days, a Statement of Concern. A proposal must not be implemented during this time.
- The Statement of Concern outlines Transport's concerns and suggests mitigations or alternatives. It can relate to an entire proposal or to a specific detail.
- Provided it is received within 7 days, Council must consider the Statement of Concern and issue a written response to all Local Transport Forum members. After a further 7 days, council may proceed with the proposal at its discretion.
- A Statement of Concern does not mean that a proposal must be altered or withdrawn. It supports transparency by ensuring significant risks or issues are placed on the public record and openly discussed and considered. It also allows time for discussion and collaborative risk mitigation.

Actions arising from proposals referred to the Local Transport Forum would be adopted by Council through a report in a similar way to the recommendations of the former Local Traffic Advisory Committee.

POLICY IMPACT

Nil

FINANCIAL IMPACT OF RECOMMENDATIONS

The Local Transport Forum does not consider financial impact.

Infrastructure Department

**ESTABLISHMENT OF LOCAL TRANSPORT FORUM REPLACING LOCAL
TRAFFIC COMMITTEE cont'd**

RECOMMENDATION That –

1. Receive and note the report as information.

ATTACHMENTS

1. ↓	TFNSW - Local Transport Forum-(LTF)- Function and responsibilities Fact Sheet - July 2025	Attachment
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Local Transport Forum (LTF)

(i) Function and responsibilities

transport.nsw.gov.au | July 2025

- Local Transport Forum (LTF) **replaces** Local Traffic Committee
- It is an **advisory body** to support council's function as roads authority for unclassified roads
- Offers technical advice, coordination, and expertise
- **Not** an approval body and does **not** make decisions

Membership

- Council, plus three mandatory invitees: Transport, Police, local Member(s) of NSW Parliament
- Council must invite the operator of any public passenger service likely to be affected by a proposal
- Council is welcome to invite others to participate or observe
- There are no voting members

Focus

- Collaboration between agencies involved in transport management
- Advice on street design, infrastructure, and traffic control facilities
- Coordination of planned events and activities
- Advice and information sharing on transport plans, policy, and management
- Ensuring a public record of decisions relating to roads and streets

Roles and responsibilities

- **Council:** decision-maker; proponent; representative of local community interests (residents, businesses, etc.); responsible for safety of all unclassified road users
- **Transport:** advice regarding state-level interests such as public transport planning and operation, road safety, general standards, classified network planning and operation
- **Police:** event safety and management advice, law enforcement, highway patrol, public safety, etc.
- **Local Member(s) of NSW Parliament:** representations on community interests and concerns

How it works

- Members provide advice, but do not vote
- LTF advice does not need to be unanimous
- Council must consider advice given by members
- If significant concerns cannot be resolved, Transport (only) may file a Statement of Concern within 7 days; council must then respond in writing to all members and wait 7 days before proceeding

Administration

- Convened and managed by council, with frequency and format at the discretion of council
- Must operate formally with an agenda and minutes to be made public
- Refer to the Guide for details regarding public record-keeping and accessibility obligations

Additional related references for practitioners

[NSW Design of Roads and Streets Manual \(DORAS\)](#) [Guides](#) [More resources](#) [Cycleway Design Toolbox](#)
[Bus Route Map](#) [Road classifications](#) [Transport Standards Portal](#) [Traffic Signs Register](#)



This note is intended to aid practitioners using the Authorisation and Delegation Instrument. To ensure legal and technical compliance, please refer to the Instrument itself, the associated Guide, and Transport's [website](#).

13 FINANCE AND ADMINISTRATION

The following items are submitted for consideration -

13.1	Public Exhibition of Draft Code of Meeting Practice	154
13.2	Presentation of the 2024/2025 Annual Report	208
13.3	Referral for Audit - 2024/2025 Financial Statements	210
13.4	Review of Corporate Uniform Policy	212

Finance and Administration - 16 October 2025

ITEM 13.1 **Public Exhibition of Draft Code of Meeting Practice**

FILE REFERENCE **I25/254**

AUTHOR **Director of Finance and Administration**

ISSUE

Providing details regarding a review and public exhibition of the new OLG Model Code of Meeting Practice.

RECOMMENDATION That -

1. Council in accordance with Section 361, of the Local Government Act 1993, Council gives public notice of its intention to adopt the Code of Meeting Practice after the public exhibition consultation period and provide members of the community 42 days in which to make a submission.

BACKGROUND

A Model Code of Meeting Practice for Local Councils in NSW (Model Meeting Code) is prescribed under Section 360, of the *Local Government Act 1993* and the *Local Government (General) Regulation 2021 (the Regulation)*.

The Office of Local Government (OLG) has completed its assessment of submissions regarding the consultation draft of the new 2025 Model Meeting Code. The OLG has finalised the new 2025 Model Meeting Code and issued OLG Circular Number 25-20 on 29 August 2025.

Councils are required, under Section 360 and 361, of the *Local Government Act 1993*, to adopt a Code of Meeting Practice that incorporates the mandatory provisions of the Model Meeting Code following public exhibition and consultation by 31 December 2025.

The existing Code of Meeting Practice adopted at the Upper Lachlan Shire Council Ordinary Council Meeting on 18 September 2025, Resolution Number 158/25 will remain in force until the new Meeting Code is adopted by Council on 18 December 2025.

REPORT

The new 2025 Model Code of Meeting Practice has the following elements:-

1. It contains mandatory provisions (indicated in **black** font) that reflect the existing meetings provisions of the Act and update and enhance the meetings provisions previously prescribed under the Regulation to reflect contemporary meetings practice by councils.

2. It contains non-mandatory provisions (indicated in **red** font) that cover areas of meetings practice that are common to most councils but where there may be a need for some variation in practice between councils based on local circumstances. The non-mandatory provisions also operate to set a benchmark based on what Office of Local Government (OLG) sees as being best practice for the relevant area of practice.
3. The Model Code of Meeting Practice also applies to meetings of the Boards of Joint Organisations and County Councils. The provisions that are specific to meetings of Boards of Joint Organisations are indicated in **blue** font.

It is recommended by senior management that all the **red** font non-mandatory provisions within the Model Code of Meeting Practice be adopted by Upper Lachlan. An attachment to this report outlines the OLG Frequently Asked Questions and Summary of Changes to the Model Meeting Code.

The attached draft Code of Meeting Practice has recommended additions made that are highlighted in yellow, for consideration of Councillors, that are specific additions to the Model Meeting Code, relating to as follows; timing of ordinary council meetings and order of business at meetings, notices of motion submission timeframe, procedures for Public Forums, corporate attire standard of dress, and addition of clauses that any motion must identify a funding source and Council must defer consideration of the matter, pending a report from the Chief Executive Officer.

Before adopting a new Code of Meeting Practice, under Section 361 of the *Local Government Act 1993*, Councils are required to exhibit a draft of the Code of Meeting Practice for at least 28 days and provide members of the community 42 days in which to comment on the draft code.

POLICY IMPACT

Adoption of a Code of Meeting Practice is a requirement under legislation.

OPTIONS

Nil

FINANCIAL IMPACT OF RECOMMENDATIONS

Nil

RECOMMENDATION That -

1. Council in accordance with Section 361, of the Local Government Act 1993, Council gives public notice of its intention to adopt the Code of Meeting Practice after the public exhibition consultation period and provide members of the community 42 days in which to make a submission.

ATTACHMENTS

1. ↓	Office of Local Government 2025 Model Meeting Code - FAQ	Attachment
2. ↓	Model Code of Meeting Practice for Local Councils in NSW - ULSC - DRAFT - 18 October 2025	Attachment

2025 Model Meeting Code - FAQ

Implementation of the 2025 Model Meeting Code

When must the 2025 Model Meeting Code be adopted?

- Councils must adopt a code of meeting practice that incorporates the mandatory provisions of the 2025 Model Meeting Code no later than 31 December 2025.

What happens if the 2025 Model Meeting Code is not adopted by 31 December 2025?

- Transitional provisions in the Local Government (General) Regulation 2021 (the Regulation) provide that if a council does not adopt a code of meeting practice that incorporates the mandatory provisions of the 2025 Model Meeting Code by 31 December 2025, then from 1 January 2026, any provision of the council's code of meeting practice that is inconsistent with a mandatory provision of the 2025 Model Meeting Code will be automatically overridden by the relevant mandatory provision of the 2025 Model Meeting Code.

Are councils required to adopt the non-mandatory provisions of the 2025 Model Meeting Code?

- No. The non-mandatory provisions of the 2025 Model Meeting Code cover areas of meeting practice that are common to most councils but where there may be a need for some variation in practice between councils based on local circumstances. The non-mandatory provisions also operate to set a benchmark based on what OLG sees as best practice for the relevant area of practice.
- Councils are free to omit the non-mandatory provisions or to adapt them to meet their needs.

Can councils include supplementary provisions in their adopted code of meeting practice?

- Yes. There is nothing to prevent councils from including supplementary provisions in their adopted code of meeting practice to meet their needs, provided the supplementary provisions are not inconsistent with the mandatory provisions of the 2025 Model Meeting Code.

2025 Model Meeting Code - FAQ

**Are joint organisations and county councils required to adopt the 2025 Model Meeting Code?**

- Yes. The 2025 Model Meeting Code also applies to meetings of the boards of joint organisations and county councils.
- The provisions of the 2025 Model Meeting Code that are specific to meetings of boards of joint organisations are indicated in blue font.
- In adopting the 2025 Model Meeting Code, joint organisations should adapt it to substitute the terms “board” for “council”, “chairperson” for “mayor”, “voting representative” for “councillor” and “executive officer” for “general manager”.
- In adopting the 2025 Model Meeting Code, county councils should adapt it to substitute the term “chairperson” for “mayor” and “member” for “councillor”.

What consultation must councils do before adopting a code of meeting practice?

- Under section 361 of the *Local Government Act 1993* (the Act), before adopting a new code of meeting practice, councils must first exhibit a draft of the code of meeting practice for at least 28 days and provide members of the community at least 42 days in which to comment on the draft code.
- This requirement does not apply to joint organisations.

What are the key changes?

A key focus of the changes made to the 2025 Model Meeting Code is to ensure meetings are conducted in a dignified and orderly way befitting to a chamber of democracy and to promote community confidence in councils and their decisions.

The following is a summary of the key changes. It is not an exhaustive list of all the changes that have been made.

Extraordinary meetings

- The mayor may now call an extraordinary meeting without the need to obtain the signature of two councillors.

Dealing with urgent business at meetings

- The process for dealing with urgent business at both ordinary and extraordinary meetings has been simplified.
- Business may be considered at a meeting at which all councillors are present, even though due notice has not been given of the business, if the council resolves

2025 Model Meeting Code - FAQ



to deal with the business on the grounds that it is urgent and requires a decision by the council before the next scheduled ordinary meeting of the council. The resolution must state the reasons for the urgency.

- If all councillors are not present at the meeting, the chairperson must also rule that the business is urgent and requires a decision by the council before the next scheduled ordinary meeting.

Prohibition on pre-meeting briefing sessions

- The 2025 Model Meeting Code prohibits briefing sessions being held to brief councillors on business listed on the agenda for meetings of the council or committees of the council.
- The prohibition on briefing sessions does not prevent a councillor from requesting information from the general manager about a matter to be considered at a meeting, provided the information is also available to the public. The information must be provided in a way that does not involve any discussion of the information.

Public forums

- The public forum provisions are now mandatory but leave it to councils to determine whether to hold public forums before council and committee meetings.
- Councils are also free to determine the rules under which public forums are to be conducted and when they are to be held. OLG will be issuing model best practice public forum rules that councils can use if they choose to.
- Public forums must be livestreamed.

Councillors' attendance at meetings by audio-visual link

- The provisions governing attendance by councillors at meetings by audio-visual link have been made mandatory and the option to attend meetings by audio-visual link has been restricted to where councillors are prevented from attending a meeting in person because of ill-health or other medical reasons or because of unforeseen caring responsibilities.

Absences from council meetings

- Changes have been made to the provisions governing absences from meetings.
- Where councillors are unable to attend one or more meetings of the council or committees of the council, the new provisions encourage them to:
 - submit an apology for the meetings they are unable to attend,
 - state the reasons for their absence from the meetings, and

2025 Model Meeting Code - FAQ



- request that the council grant them a leave of absence from the relevant meetings.
- Where a councillor makes an apology, the council must determine by resolution whether to grant the councillor a leave of absence for the meeting. Councils are required to act reasonably when deciding whether to grant a leave of absence to a councillor. To ensure accountability, if the council resolves not to grant a leave of absence for the meeting, it must state the reasons for its decision in its resolution.

Livestreaming meetings

- As of 1 January 2026, councils are required to livestream their meetings using an audio-visual recording.
- Recordings of meetings must be published on the council's website for the balance of the council's term or for 12 months, whichever is the later date.
- OLG will be issuing updated guidance on the livestreaming of meetings.

New rules of etiquette at meetings

- Councils may determine standards of dress for councillors when attending meetings.
- Where physically able to, councillors and staff are encouraged to stand when the mayor enters the chamber and when addressing the meeting.
- The 2025 Model Meeting Code prescribes modes of address.

Mayoral minutes

- The restrictions on mayoral minutes under the previous code have been removed. A mayoral minute may be put to a meeting without notice on any matter or topic that the mayor determines should be considered at the meeting.

Rules of debate

- The rules of debate have been simplified and the rules governing the foreshadowing of motions and amendments have been removed. It remains open to councillors to foreshadow that they intend to move an amendment during the debate, but there are no longer formal rules governing this.
- An amendment has been made to clarify that there is nothing to prevent a further motion from being moved at a meeting on the same item of business where the original motion is lost, provided the motion is not substantially the same as the one that was lost.

2025 Model Meeting Code - FAQ



- Councils will no longer have the option of reducing the duration of speeches to less than 5 minutes. However, councils continue to have other options to expedite business at meetings such as moving that a motion be put where the necessary conditions have been satisfied and to resolve to deal with items by exception.

Voting on planning decisions

- Consistent with the Independent Commission Against Corruption's (ICAC) recommendations, a council or a council committee must not make a final planning decision at a meeting without receiving a staff report containing an assessment and recommendation in relation to the matter put before the council for a decision.
- Where the council or a council committee makes a planning decision that is inconsistent with the recommendation made in a staff report, it must provide reasons for its decision and why it did not adopt the staff recommendation.

Representations by the public on the closure of meetings

- In the interests of simplifying the code, the rules governing representations by the public on the closure of meetings have been removed. However, there is nothing to prevent councils from adopting their own rules on this. OLG will be issuing model best practice rules for public representations that councils can use if they choose to.

Making information considered at closed meetings public

- Consistent with ICAC's recommendation, the general manager must publish business papers for items of business considered during meetings that have been closed to public on the council's website as soon as practicable after the information contained in the business papers ceases to be confidential.
- Before publishing this information, the general manager must consult with the council and any other affected persons and provide reasons for why the information has ceased to be confidential.

Dealing with disorder

- Councils will be required to determine on the adoption of the new code and at the commencement of each council term, whether to authorise the person presiding at a meeting to exercise a power of expulsion.
- The definition of acts of disorder by councillors have changed. The following constitute acts of disorder under the Regulation and the 2025 Model Meeting Code:

2025 Model Meeting Code - FAQ



- contravening the Act, the Regulation, or the council's code of meeting practice,
 - assaulting, or threatening to assault, another councillor or person present at the meeting,
 - moving or attempting to move a motion or an amendment that has an unlawful purpose, or deals with a matter that is outside the jurisdiction of the council or committee or addressing or attempting to address the council or committee on or such a motion, amendment or matter,
 - using offensive or disorderly words,
 - making gestures or otherwise behaving in a way that is sexist, racist, homophobic or otherwise discriminatory, or if the behaviour occurred in the Legislative Assembly, would be considered disorderly,
 - imputing improper motives, or unfavourably personally reflecting, on another council official or a person present at the meeting, or
 - saying or doing anything that would promote disorder at the meeting or is otherwise inconsistent with maintaining order at the meeting.
- Where a councillor fails to remedy an act of disorder at the meeting at which it occurs, they can be required to do so at each subsequent meeting until they remedy the act of disorder. On each occasion the councillor fails to comply with a direction by the chairperson to remedy an act of disorder, they can be expelled from the meeting and each subsequent meeting until they comply.
- Members of the public can be expelled from meetings for engaging in disorderly conduct. Disorderly conduct includes:
 - speaking at meetings without being invited to,
 - bringing flags, signs or protest symbols to meetings,
 - disrupting meetings,
 - making unauthorised recordings of meetings.
- The 2025 Model Meeting Code notes that failure by a councillor or members of the public to leave a meeting when expelled is an offence under section 660 of the Act. Section 660 provides that a person who wilfully obstructs a council, councillor, employee of a council or a duly authorised person in the exercise of any function under the Act, or Regulation is guilty of an offence. An offence under section 660 carries a maximum fine of \$2,100.

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**Committees**

- Meetings of committees of a council whose membership comprises only of councillors must be conducted in accordance with the council's adopted meeting code. Such committees will no longer have the option of determining that rules under the council's meeting code do not apply to them.

MODEL CODE OF MEETING PRACTICE FOR LOCAL COUNCILS IN NSW



Public Exhibition – DRAFT

2025

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1 INTRODUCTION

This Model Code of Meeting Practice for Local Councils in NSW (the Model Meeting Code) is prescribed under section 360 of the *Local Government Act 1993* (the Act) and the *Local Government (General) Regulation 2021* (the Regulation).

The Model Meeting Code applies to all meetings of councils and committees of councils of which all the members are councillors (committees of council). Council committees whose members include persons other than councillors may adopt their own rules for meetings unless the council determines otherwise.

Councils must adopt a code of meeting practice that incorporates the mandatory provisions of the Model Meeting Code.

A council's adopted code of meeting practice may also incorporate the non-mandatory provisions of the Model Meeting Code and other supplementary provisions. However, a code of meeting practice adopted by a council must not contain provisions that are inconsistent with the mandatory provisions of this Model Meeting Code.

The provisions of the Model Meeting Code that are not mandatory are indicated in **red font**.

A council and a committee of the council of which all the members are councillors must conduct its meetings in accordance with the code of meeting practice adopted by the council.

The Model Meeting Code also applies to meetings of the boards of joint organisations and county councils. The provisions that are specific to meetings of boards of joint organisations are indicated in **blue font**.

In adopting the Model Meeting Code, joint organisations should adapt it to substitute the terms "board" for "council", "Chairperson" for "mayor", "voting representative" for "councillor" and "Chief executive officer" for "General Manager".

In adopting the Model Meeting Code, county councils should adapt it to substitute the term "Mayor" for "mayor" and "member" for "councillor".

2 MEETING PRINCIPLES

2.1 Council and committee meetings should be:

Transparent: Decisions are made in a way that is open and accountable.

Informed: Decisions are made based on relevant, quality information.

Inclusive: Decisions respect the diverse needs and interests of the local community.

Principled: Decisions are informed by the principles prescribed under Chapter 3 of the Act.

Trusted: The community has confidence that councillors and staff act

ethically and make decisions in the interests of the whole community.

Effective: Meetings are well organised, effectively run and skilfully chaired.

Orderly: Councillors, staff and meeting attendees behave in a way that contributes to the orderly conduct of the meeting.

Note: The Office of Local Government has issued a guideline on free speech in local government in NSW. The Guideline provides practical guidance to councils on what free speech means in the context of NSW local government, including in relation to council meetings. The Guidelines have been issued under section 23A of the Act meaning councils must consider them when exercising their functions at meetings.

3 BEFORE THE MEETING

Timing of ordinary council meetings

- 3.1 The council shall, by resolution, set the frequency, time, date and place of its ordinary meetings. **[Ordinary Meetings of Council are held at Crookwell Council Chambers on the third Thursday of each month (excluding January) commencing at 1.30pm (unless otherwise set by resolution of the Council)]**

Note: Under section 365 of the Act, councils are required to meet at least ten (10) times each year, each time in a different month unless the Minister for Local Government has approved a reduction in the number of times that a council is required to meet each year under section 365A.

Note: Under section 396 of the Act, county councils are required to meet at least four (4) times each year.

Note: Under section 400T of the Act, boards of joint organisations are required to meet at least four (4) times each year, each time in a different quarter of the year.

Note: Under clause 13 of Schedule 11 of the Act, councils that have been designated as a rural and remote council under the Regulation are required to meet at least four (4) times each year, each time in a different quarter of the year.

Extraordinary meetings

- 3.2 If the mayor receives a request in writing, signed by at least two (2) councillors, the mayor must call an extraordinary meeting of the council to be held as soon as practicable, but in any event, no more than fourteen (14) days after receipt of the request. The mayor can be one of the two councillors requesting the meeting.

Note: Clause 3.2 reflects section 366 of the Act.

- 3.3 The mayor may call an extraordinary meeting without the need to obtain the signature of two (2) councillors.

Notice to the public of council meetings

- 3.4 The council must give notice to the public of the time, date and place of each of its meetings, including extraordinary meetings, and of each meeting of committees of the council.

Note: Clause 3.4 reflects section 9(1) of the Act.

- 3.5 For the purposes of clause 3.4, notice of a meeting of the council and of a committee of council must be published before the meeting takes place. The notice must be published on the council's website, and in such other manner that the council is satisfied is likely to bring notice of the meeting to the attention of as many people as possible.

- 3.6 For the purposes of clause 3.4, notice of more than one (1) meeting may be given in the same notice.

Notice to councillors of ordinary council meetings

- 3.7 The Chief Executive Officer must send to each councillor, at least three (3) days before each meeting of the council, a notice specifying the time, date and place at which the meeting is to be held, and the business proposed to be considered at the meeting.

Note: Clause 3.7 reflects section 367(1) of the Act.

- 3.8 The notice and the agenda for, and the business papers relating to, the meeting may be given to councillors in electronic form, unless the council determines otherwise, but only if all councillors have facilities to access the notice, agenda and business papers in that form.

Note: Clause 3.8 reflects section 367(3) of the Act.

Notice to councillors of extraordinary meetings

- 3.9 Notice of less than three (3) days may be given to councillors of an extraordinary meeting of the council in cases of emergency.

Note: Clause 3.9 reflects section 367(2) of the Act.

Giving notice of business to be considered at council meetings

- 3.10 A councillor may give notice of any business they wish to be considered by the council at its next ordinary meeting by way of a notice of motion. To be included on the agenda of the meeting, the notice of motion must be in writing and must be submitted within **Ten (10) business days before the meeting is to be held** before the meeting is to be held as determined by the council.

- 3.11 A councillor may, in writing to the Chief Executive Officer, request the withdrawal of a notice of motion submitted by them prior to its inclusion in the agenda and business paper for the meeting at which it is to be considered.
- 3.12 If the Chief Executive Officer considers that a notice of motion submitted by a Councillor for consideration at an ordinary meeting of the Council has legal, strategic, financial or policy implications which should be taken into consideration by the meeting, the Chief Executive Officer may prepare a report in relation to the notice of motion for inclusion with the business papers for the meeting at which the notice of motion is to be considered by the Council.
- 3.13 A notice of motion for the expenditure of funds on works and/or services other than those already provided for in the Council's current adopted operational plan must identify the source of funding for the expenditure that is the subject of the notice of motion. If the notice of motion does not identify a funding source, the Chief Executive Officer must either:
- (a) prepare a report on the availability of funds for implementing the motion if adopted for inclusion in the business papers for the meeting at which the notice of motion is to be considered by the Council, or
 - (b) by written notice sent to all Councillors with the business papers for the meeting for which the notice of motion has been submitted, defer consideration of the matter by the Council to such a date specified in the notice, pending the preparation of such a report.

Questions with notice

- 3.12 A councillor may, by way of a notice submitted under clause 3.10, ask a question for response by the Chief Executive Officer about the performance or operations of the council.
- 3.13 A councillor is not permitted to ask a question with notice under clause 3.12 that would constitute an act of disorder.
- 3.14 The Chief Executive Officer or their nominee may respond to a question with notice submitted under clause 3.12 by way of a report included in the business papers for the relevant meeting of the council.

Agenda and business papers for ordinary meetings

- 3.15 The Chief Executive Officer must cause the agenda for a meeting of the council or a committee of the council to be prepared as soon as practicable before the meeting.
- 3.16 The Chief Executive Officer must ensure that the agenda for an ordinary meeting of the council states:
- (a) all matters to be dealt with arising out of the proceedings of previous meetings of the council, and
 - (b) if the mayor is the Mayor – any matter or topic that the Mayor proposes, at the time when the agenda is prepared, to put to the meeting, and
 - (c) all matters, including matters that are the subject of staff reports and reports of committees, to be considered at the meeting, and

(d) any business of which due notice has been given under clause 3.10.

- 3.17 Nothing in clause 3.16 limits the powers of the mayor to put a mayoral minute to a meeting without notice under clause 9.7.
- 3.18 The Chief Executive Officer must not include in the agenda for a meeting of the council any business of which due notice has been given if, in the opinion of the Chief Executive Officer, the business is, or the implementation of the business would be, unlawful. The Chief Executive Officer must report, without giving details of the item of business, any such exclusion to the next meeting of the council.
- 3.19 Where the agenda includes the receipt of information or discussion of other matters that, in the opinion of the Chief Executive Officer, is likely to take place when the meeting is closed to the public, the Chief Executive Officer must ensure that the agenda of the meeting:
- (a) identifies the relevant item of business and indicates that it is of such a nature (without disclosing details of the information to be considered when the meeting is closed to the public), and
 - (b) states the grounds under section 10A(2) of the Act relevant to the item of business.

Note: Clause 3.19 reflects section 9(2A)(a) of the Act.

- 3.20 The Chief Executive Officer must ensure that the details of any item of business which, in the opinion of the Chief Executive Officer, is likely to be considered when the meeting is closed to the public, are included in a business paper provided to councillors for the meeting concerned. Such details must not be included in the business papers made available to the public and must not be disclosed by a councillor or by any other person to another person who is not authorised to have that information.

Availability of the agenda and business papers to the public

- 3.21 Copies of the agenda and the associated business papers, such as correspondence and reports for meetings of the council and committees of council, are to be published on the council's website, and must be made available to the public for inspection, or for taking away by any person free of charge at the offices of the council, at the relevant meeting and at such other venues determined by the council.

Note: Clause 3.21 reflects section 9(2) and (4) of the Act.

- 3.22 Clause 3.21 does not apply to the business papers for items of business identified under clause 3.19 as being likely to be considered when the meeting is closed to the public.

Note: Clause 3.22 reflects section 9(2A)(b) of the Act.

- 3.23 For the purposes of clause 3.21, copies of agendas and business papers must be published on the council's website and made available to the public at a time that is as close as possible to the time they are available to councillors.

Note: Clause 3.23 reflects section 9(3) of the Act.

- 3.24 A copy of an agenda, or of an associated business paper made available under clause 3.21, may in addition be given or made available in electronic form unless the council determines otherwise.

Note: Clause 3.24 reflects section 9(5) of the Act.

Agenda and business papers for extraordinary meetings

- 3.25 The council must ensure that the agenda for an extraordinary meeting of the council deals only with the matters stated in the notice of the meeting.
- 3.26 Nothing in clause 3.25 limits the powers of the mayor to put a mayoral minute to an extraordinary meeting without notice under clause 9.7.
- 3.27 Despite clause 3.25, business may be considered at an extraordinary meeting of the council at which all councillors are present, even though due notice has not been given of the business, if the council resolves to deal with the business on the grounds that it is urgent and requires a decision by the council before the next scheduled ordinary meeting of the council. A resolution adopted under this clause must state the reasons for the urgency.
- 3.28 A motion moved under clause 3.27 can be moved without notice but only after the business notified in the agenda for the extraordinary meeting has been dealt with. Despite any other provision of this code, only the mover of a motion moved under clause 3.27, and the Mayor, if they are not the mover of the motion, can speak to the motion before it is put.
- 3.29 If all councillors are not present at the extraordinary meeting, the council may only deal with business at the meeting that councillors have not been given due notice of, where a resolution is adopted in accordance with clause 3.27 and the Mayor also rules that the business is urgent and requires a decision by the council before the next scheduled ordinary meeting.
- 3.30 A motion of dissent cannot be moved against a ruling of the Mayor under clause 3.29 on whether a matter is urgent.

Prohibition of pre-meeting briefing sessions

- 3.31 Briefing sessions must not be held to brief councillors on business listed on the agenda for meetings of the council or committees of the council.

Note: The prohibition on the holding of briefing sessions under clause 3.31 reflects the intent of Chapter 4, Part 1 of the Act which requires business of the council to be conducted openly and transparently at a formal meeting of which due notice has been given and to which the public has access. Pre-meeting briefing sessions are inconsistent with the principles of transparency, accountability and public participation and have the potential to undermine confidence in the proper and lawful decision-making processes of the council.

- 3.32 Nothing in clause 3.31 prevents a councillor from requesting information from the Chief Executive Officer about a matter to be considered at a meeting, provided the information is also available to the public. Information requested under this clause must be provided in a way that does not involve any discussion of the information.

4 PUBLIC FORUMS

- 4.1 The council may hold a public forum prior to meetings of the council and committees of the council for the purpose of hearing oral submissions from members of the public on items of business to be considered at the meeting. Public forums may also be held prior to meetings of other committees of the council.
- 4.2 The council may determine the rules under which public forums are to be conducted and when they are to be held.
- 4.3 The provisions of this code requiring the livestreaming of meetings also apply to public forums **and will be a live webcast on Council website.**
- 4.4 **Public forums will be chaired by the Mayor or their nominee.**
- 4.5 **To speak at a public forum, a person must first make an application to the Council in the approved form. Applications to speak at the public forum must be received by **three (3) business days** before the date on which the public forum is to be held, and must identify the item of business on the agenda of the Council meeting the person wishes to speak on, and whether they wish to speak 'for' or 'against' the item.**
- 4.6 **A person may apply to speak on no more than **two (2) items** of business on the agenda of the Council meeting.**
- 4.7 **Legal representatives acting on behalf of others are not to be permitted to speak at a public forum unless they identify their status as a legal representative when applying to speak at the public forum.**
- 4.8 **The Chief Executive Officer or their delegate may refuse an application to speak at a public forum. The Chief Executive Officer or their delegate must give reasons in writing for a decision to refuse an application.**
- 4.9 **No more than two (2) speakers are to be permitted to speak 'for' or 'against' each item of business on the agenda for the Council meeting.**
- 4.10 **If more than the permitted number of speakers apply to speak 'for' or 'against' any item of business, the Chief Executive Officer or their delegate may request the speakers to nominate from among themselves the persons who are to address the Council on the item of business. If the speakers are not able to agree on whom to nominate to address the Council, the Chief Executive Officer or their delegate is to determine who will address the Council at the public forum.**
- 4.11 **If more than the permitted number of speakers apply to speak 'for' or 'against' any item of business, the Chief Executive Officer or their delegate may, in**

consultation with the Mayor or the Mayor's nominated Mayor, increase the number of speakers permitted to speak on an item of business, where they are satisfied that it is necessary to do so to allow the Council to hear a fuller range of views on the relevant item of business.

- 4.12 Approved speakers at the public forum are to register with the Council any written, visual or audio material to be presented in support of their address to the Council at the public forum, and to identify any equipment needs no more than three (3) days before the public forum. The Chief Executive Officer or their delegate may refuse to allow such material to be presented.
- 4.13 The Chief Executive Officer or their delegate is to determine the order of speakers at the public forum.
- 4.14 Each speaker will be allowed five (5) minutes to address the Council. This time is to be strictly enforced by the Mayor.
- 4.15 Speakers at public forums must not digress from the item on the agenda of the Council meeting they have applied to address the Council on. If a speaker digresses to irrelevant matters, the Mayor is to direct the speaker not to do so. If a speaker fails to observe a direction from the Mayor, the speaker will not be further heard.
- 4.16 A Councillor (including the Mayor) may, through the Mayor, ask questions of a speaker following their address at a public forum. Questions put to a speaker must be direct, succinct and without argument.
- 4.17 Speakers are under no obligation to answer a question put under clause 4.15. Answers by the speaker, to each question are to be limited to two (2) minutes.
- 4.18 Speakers at public forums cannot ask questions of the Council, Councillors, or Council staff.
- 4.19 The Chief Executive Officer or their nominee may, with the concurrence of the Mayor, address the Council for up to five (5) minutes in response to an address to the Council at a public forum after the address and any subsequent questions and answers have been finalised.
- 4.20 Where an address made at a public forum raises matters that require further consideration by Council staff, the Chief Executive Officer may recommend that the Council defer consideration of the matter pending the preparation of a further report on the matters.
- 4.21 When addressing the Council, speakers at public forums must comply with this code and all other relevant Council codes, policies, and procedures. Speakers must refrain from engaging in disorderly conduct, publicly alleging breaches of the Council's code of conduct or making other potentially defamatory statements.
- 4.22 If the Mayor considers that a speaker at a public forum has engaged in conduct of the type referred to in clause 4.20, the Mayor may request the person to refrain from the inappropriate behaviour and to withdraw and unreservedly apologise for any inappropriate comments. Where the speaker fails to comply

with the Mayor's request, the Mayor may immediately require the person to stop speaking.

4.23 Clause 4.21 does not limit the ability of the Mayor to deal with disorderly conduct by speakers at public forums in accordance with the provisions of Part 15 of this code.

4.24 Where a speaker engages in conduct of the type referred to in clause 4.20, the Chief Executive Officer or their delegate may refuse further applications from that person to speak at public forums for such a period as the Chief Executive Officer or their delegate considers appropriate.

4.25 Councillors (including the Mayor) must declare and manage any conflicts of interest they may have in relation to any item of business that is the subject of an address at a public forum, in the same way that they are required to do so at a Council or committee meeting. The Council is to maintain a written record of all conflict of interest declarations made at public forums and how the conflict of interest was managed by the Councillor who made the declaration.

4.26 Notification of rejected requests to the Public Forum shall be provided with in 48 hours after the public forum by the Chief Executive Officer.

4.27 Council will provide public notification on Council website that a Public Forum will be held prior to the date the Public Forum is to be held.

Note: Public forums will not be held as part of a Council or committee meeting. Council or committee meetings should be reserved for decision-making by the Council or committee of Council.

5 COMING TOGETHER

Attendance by councillors at meetings

5.1 All councillors must make reasonable efforts to attend meetings of the council and of committees of the council of which they are members.

Note: A councillor may not attend a meeting as a councillor (other than the first meeting of the council after the councillor is elected or a meeting at which the councillor takes an oath or makes an affirmation of office) until they have taken an oath or made an affirmation of office in the form prescribed under section 233A of the Act.

5.2 Council requires corporate attire be worn as the standard of dress for councillors when attending Council meetings and committees of council meetings.

5.3 A councillor cannot participate in a meeting of the council or of a committee of the council unless personally present at the meeting, unless permitted to attend the meeting by audio-visual link under this code.

5.4 The board of the joint organisation may, if it thinks fit, transact any of its business at a meeting at which representatives (or some representatives)

participate by telephone or other electronic means, but only if any representative who speaks on a matter before the meeting can be heard by the other representatives. For the purposes of a meeting held in accordance with this clause, the Mayor and each other voting representative on the board have the same voting rights as they have at an ordinary meeting of the board.

Note: Clause 5.4 reflects section 397G of the Regulation. Joint organisations may adopt clause 5.4 and omit clause 5.3. Councils must not adopt clause 5.4.

- 5.5 Where a councillor is unable to attend one or more meetings of the council or committees of the council, the councillor should submit an apology for the meetings they are unable to attend, state the reasons for their absence from the meetings and request that the council grant them a leave of absence from the relevant meetings.
- 5.6 The council must not act unreasonably when considering whether to grant a councillor's request for a leave of absence.
- 5.7 Where a councillor makes an apology under clause 5.5, the council must determine by resolution whether to grant the councillor a leave of absence for the meeting for the purposes of section 234(1)(d) of the Act. If the council resolves not to grant a leave of absence for the meeting, it must state the reasons for its decision in its resolution.
- 5.8 A councillor's civic office will become vacant if the councillor is absent from three (3) consecutive ordinary meetings of the council without prior leave of the council, or leave granted by the council at any of the meetings concerned, unless the holder is absent because they have been suspended from office under the Act, or because the council has been suspended under the Act, or as a consequence of a compliance order under section 438HA.

Note: Clause 5.8 reflects section 234(1)(d) of the Act.

The quorum for a meeting

- 5.9 The quorum for a meeting of the council is a majority of the councillors of the council who hold office at that time and are not suspended from office.

Note: Clause 5.9 reflects section 368(1) of the Act.

- 5.10 Clause 5.9 does not apply if the quorum is required to be determined in accordance with directions of the Minister in a performance improvement order issued in respect of the council.

Note: Clause 5.10 reflects section 368(2) of the Act.

- 5.11 A meeting of the council must be adjourned if a quorum is not present:
- (a) at the commencement of the meeting where the number of apologies received for the meeting indicates that there will not be a quorum for the meeting, or

- (b) within half an hour after the time designated for the holding of the meeting, or
- (c) at any time during the meeting.

5.12 In either case, the meeting must be adjourned to a time, date, and place fixed:

- (a) by the Mayor, or
- (b) in the Mayor's absence, by the majority of the councillors present, or
- (c) failing that, by the Chief Executive Officer.

5.13 The Chief Executive Officer must record in the council's minutes the circumstances relating to the absence of a quorum (including the reasons for the absence of a quorum) at or arising during a meeting of the council, together with the names of the councillors present.

5.14 Where, prior to the commencement of a meeting, it becomes apparent that a quorum may not be present at the meeting, or that the health, safety or welfare of councillors, council staff and members of the public may be put at risk by attending the meeting because of a natural disaster or a public health emergency, the mayor may, in consultation with the Chief Executive Officer and, as far as is practicable, with each councillor, cancel the meeting. Where a meeting is cancelled, notice of the cancellation must be published on the council's website and in such other manner that the council is satisfied is likely to bring notice of the cancellation to the attention of as many people as possible.

5.15 Where a meeting is cancelled under clause 5.14, the business to be considered at the meeting may instead be considered, where practicable, at the next ordinary meeting of the council or at an extraordinary meeting called by the mayor under clause 3.3.

Meetings held by audio-visual link

5.16 A meeting of the council or a committee of the council may be held by audio-visual link where the mayor determines that the meeting should be held by audio-visual link because of a natural disaster or a public health emergency. The mayor may only make a determination under this clause where they are satisfied that attendance at the meeting may put the health and safety of councillors and staff at risk. The mayor must make a determination under this clause in consultation with the Chief Executive Officer and, as far as is practicable, with each councillor.

5.17 Where the mayor determines under clause 5.16 that a meeting is to be held by audio-visual link, the Chief Executive Officer must:

- (a) give written notice to all councillors that the meeting is to be held by audio-visual link, and
- (b) take all reasonable steps to ensure that all councillors can participate in the meeting by audio-visual link, and
- (c) cause a notice to be published on the council's website and in such other manner the Chief Executive Officer is satisfied will bring it to the attention of as many people as possible, advising that the meeting is to be held by audio-visual link and providing information about where members of the

public may view the meeting.

- 5.18 This code applies to a meeting held by audio-visual link under clause 5.16 in the same way it would if the meeting was held in person.

Note: Where a council holds a meeting by audio-visual link under clause 5.16, it is still required under section 10 of the Act to provide a physical venue for members of the public to attend in person and observe the meeting.

Attendance by councillors at meetings by audio-visual link

- 5.19 Councillors may attend and participate in meetings of the council and committees of the council by audio-visual link with the approval of the council or the relevant committee where they are prevented from attending the meeting in person because of ill-health or other medical reasons or because of unforeseen caring responsibilities.
- 5.20 Clause 5.19 does not apply to meetings at which a mayoral election is to be held.
- 5.21 A request by a councillor for approval to attend a meeting by audio-visual link must be made in writing to the Chief Executive Officer prior to the meeting in question and must provide reasons why the councillor will be prevented from attending the meeting in person.
- 5.22 Councillors may request approval to attend more than one meeting by audio-visual link. Where a councillor requests approval to attend more than one meeting by audio-visual link, the request must specify the meetings the request relates to in addition to the information required under clause 5.21.
- 5.23 The council must comply with the Health Privacy Principles prescribed under the *Health Records and Information Privacy Act 2002* when collecting, holding, using and disclosing health information in connection with a request by a councillor to attend a meeting by audio-visual link.
- 5.24 A councillor who has requested approval to attend a meeting of the council or a committee of the council by audio-visual link may participate in the meeting by audio-visual link until the council or committee determines whether to approve their request and is to be taken as present at the meeting. The councillor may participate in a decision in relation to their request to attend the meeting by audio-visual link.
- 5.25 A decision whether to approve a request by a councillor to attend a meeting of the council or a committee of the council by audio-visual link must be made by a resolution of the council or the committee concerned. The resolution must state the meetings the resolution applies to.
- 5.26 If the council or committee refuses a councillor's request to attend a meeting by audio-visual link, their link to the meeting is to be terminated.
- 5.27 A decision whether to approve a councillor's request to attend a meeting by audio-visual link is at the council's or the relevant committee's discretion. The

council and committees of the council must act reasonably when considering requests by councillors to attend meetings by audio-visual link.

- 5.28 The council and committees of the council may refuse a councillor's request to attend a meeting by audio-visual link where the council or committee is satisfied that the councillor has failed to appropriately declare and manage conflicts of interest, observe confidentiality or to comply with this code on one or more previous occasions they have attended a meeting of the council or a committee of the council by audio-visual link.
- 5.29 This code applies to a councillor attending a meeting by audio-visual link in the same way it would if the councillor was attending the meeting in person. Where a councillor is permitted to attend a meeting by audio-visual link under this code, they are to be taken as attending the meeting in person for the purposes of the code and will have the same voting rights as if they were attending the meeting in person.
- 5.30 A councillor must give their full attention to the business and proceedings of the meeting when attending a meeting by audio-visual link. The councillor's camera must be on at all times during the meeting.
- 5.31 A councillor must be appropriately dressed when attending a meeting by audio-visual link and must ensure that no items are within sight of the meeting that are inconsistent with the maintenance of order at the meeting or that are likely to bring the council or the committee into disrepute.

Entitlement of the public to attend council meetings

- 5.32 Everyone is entitled to attend a meeting of the council and committees of the council. The council must ensure that all meetings of the council and committees of the council are open to the public.

Note: Clause 5.32 reflects section 10(1) of the Act.

- 5.33 Clause 5.32 does not apply to parts of meetings that have been closed to the public under section 10A of the Act.
- 5.34 A person (whether a councillor or another person) is not entitled to be present at a meeting of the council or a committee of the council if expelled from the meeting:

- (a) by a resolution of the meeting, or
- (b) by the person presiding at the meeting if the council has, by resolution, authorised the person presiding to exercise the power of expulsion.

Note: Clause 5.34 reflects section 10(2) of the Act.

- 5.35 On the adoption of this code and at the commencement of each council term, the council must determine whether to authorise the person presiding at a meeting to exercise a power of expulsion.

Note: If adopted, clauses 15.15 and 15.16 confer a standing authorisation on all Mayors of meetings of the council and committees of the council

to expel persons from meetings. If adopted, clause 15.15 authorises Mayors to expel any person, including a councillor, from a council or committee meeting. Alternatively, if adopted, clause 15.16 authorises Mayors to expel persons other than councillors from a council or committee meeting.

Livestreaming of meetings

- 5.36 Each meeting of the council or a committee of the council is to be recorded by means of an audio-visual device.
- 5.37 At the start of each meeting of the council or a committee of the council, the Mayor must inform the persons attending the meeting that:
- (a) the meeting is being recorded and made publicly available on the council's website, and
 - (b) persons attending the meeting should refrain from making any defamatory statements.
- 5.38 The recording of a meeting is to be made publicly available on the council's website at the same time as the meeting is taking place.
- 5.39 The recording of a meeting is to be made publicly available on the council's website for at least 12 months after the meeting or for the balance of the council's term, whichever is the longer period.
- 5.40 Clauses 5.36 - 5.39 do not apply to any part of a meeting that has been closed to the public in accordance with section 10A of the Act.

Note: Clauses 5.36 – 5.40 reflect section 236 of the Regulation.

- 5.41 Recordings of meetings may be disposed of in accordance with the *State Records Act 1998*.

Note: Joint organisations are not required to livestream their meetings but may choose to do so by adopting clauses 5.36–5.40. Joint organisations that choose not to livestream their meetings may omit clauses 5.36–5.40.

Attendance of the Chief Executive Officer and other staff at meetings

- 5.42 The Chief Executive Officer is entitled to attend, but not to vote at, a meeting of the council or a meeting of a committee of the council of which all of the members are councillors.

Note: Clause 5.42 reflects section 376(1) of the Act.

- 5.43 The Chief Executive Officer is entitled to attend a meeting of any other committee of the council and may, if a member of the committee, exercise a vote.

Note: Clause 5.43 reflects section 376(2) of the Act.

- 5.44 The Chief Executive Officer may be excluded from a meeting of the council or a committee while the council or committee deals with a matter relating to the standard of performance of the Chief Executive Officer or the terms of employment of the Chief Executive Officer.

Note: Clause 5.44 reflects section 376(3) of the Act.

- 5.45 The attendance of other council staff at a meeting, (other than as members of the public) shall be determined by the Chief Executive Officer in consultation with the mayor.

6 THE CHAIRPERSON

The Chairperson at meetings

- 6.1 The mayor, or at the request of or in the absence of the mayor, the deputy mayor (if any) presides at meetings of the council.

Note: Clause 6.1 reflects section 369(1) of the Act.

- 6.2 If the mayor and the deputy mayor (if any) are absent, a councillor elected to chair the meeting by the councillors present presides at a meeting of the council.

Note: Clause 6.2 reflects section 369(2) of the Act.

Election of the Chairperson in the absence of the mayor and deputy mayor

- 6.3 If the Mayor is not present at a meeting of the council at the time designated for the holding of the meeting, the first business of the meeting must be the election of a Chairperson to preside at the meeting.

- 6.4 The election of a Chairperson must be conducted:

- (a) by the Chief Executive Officer or, in their absence, an employee of the council designated by the Chief Executive Officer to conduct the election, or
- (b) by the person who called the meeting or a person acting on their behalf if neither the Chief Executive Officer nor a designated employee is present at the meeting, or if there is no Chief Executive Officer or designated employee.

- 6.5 If, at an election of a Chairperson, two (2) or more candidates receive the same number of votes and no other candidate receives a greater number of votes, the Chairperson is to be the candidate whose name is chosen by lot.

- 6.6 For the purposes of clause 6.5, the person conducting the election must:

- (a) arrange for the names of the candidates who have equal numbers of votes to be written on similar slips, and

- (b) then fold the slips so as to prevent the names from being seen, mix the slips and draw one of the slips at random.

- 6.7 The candidate whose name is on the drawn slip is the candidate who is to be the Chairperson.
- 6.8 Any election conducted under clause 6.3, and the outcome of the vote, are to be recorded in the minutes of the meeting.

Mayor to have precedence

- 6.9 When the Mayor rises or speaks during a meeting of the council:
 - (a) any councillor then speaking or seeking to speak must cease speaking and, if standing, immediately resume their seat, and
 - (b) every councillor present must be silent to enable the Mayor to be heard without interruption.

7 MODES OF ADDRESS

- 7.1 Where physically able to, councillors and staff should stand when the mayor enters the chamber and when addressing the meeting.
- 7.2 If the Chairperson is the mayor, they are to be addressed as 'Mr Mayor', 'Madam Mayor' or 'Mayor'.
- 7.3 If the Chairperson is the deputy mayor, they are to be addressed as 'Mr Deputy Mayor', or 'Madam Deputy Mayor' or 'Deputy Mayor'.
- 7.4 Where the Chairperson is not the mayor or deputy mayor, they are to be addressed as either 'Mr Chairperson' or 'Madam Chairperson' or 'Chair'.
- 7.5 A councillor is to be addressed as 'Councillor [surname]'.
- 7.6 A council officer is to be addressed by their official designation or as Mr/Ms/Mx [surname].

8 ORDER OF BUSINESS FOR ORDINARY COUNCIL MEETINGS

- 8.1 At a meeting of the council, the general order of business is as fixed by resolution of the council.

- Acknowledgement of Country
- 1. Notice of Webcasting/Recording of Meeting
- 2. Apologies and Leave of Absence
- 3. Declarations of Interest
- 4. Citizenship Ceremony
- 5. Confirmation of Ordinary Meeting Minutes
- 6. Presentations to Council/Public
- 7. Mayoral Minutes
- 8. Correspondence

9. Late Correspondence
10. Reports – Information Only
11. Reports from Staff - Environment and Planning Department
12. Reports from Staff - Infrastructure Department
13. Reports from Staff - Finance and Administration Department
14. Reports from Staff – Chief Executive Officer
15. Late Reports
16. Reports from Other Committees, Section 355 Committees and Delegates
17. Notices of Motion
18. Questions with Notice
19. Confidential Session - Closed Council Reports

- 8.2 The order of business as fixed under clause 8.1 may be altered for a particular meeting of the council if a motion to that effect is passed at that meeting. Such a motion can be moved without notice.

Note: If adopted, Part 13 allows council to deal with items of business by exception.

- 8.3 Despite any other provision of this code, only the mover of a motion referred to in clause 8.2 and the Mayor, if they are not the mover of the motion, can speak to the motion before it is put.

9 CONSIDERATION OF BUSINESS AT COUNCIL MEETINGS

Business that can be dealt with at a council meeting

- 9.1 The council must not consider business at a meeting of the council:
- (a) unless a councillor has given notice of the business, as required by clause 3.10, and
 - (b) unless notice of the business has been sent to the councillors in accordance with clause 3.7 in the case of an ordinary meeting or clause 3.9 in the case of an extraordinary meeting called in an emergency.
- 9.2 Clause 9.1 does not apply to the consideration of business at a meeting, if the business:
- (a) is already before, or directly relates to, a matter that is already before the council, or
 - (b) is the election of a Mayor to preside at the meeting, or
 - (c) is a matter or topic put to the meeting by way of a mayoral minute, or
 - (d) is a motion for the adoption of recommendations of a committee of the council.
- 9.3 Despite clause 9.1, business may be considered at a meeting of the council at which all councillors are present even though due notice has not been given of the business to councillors, if the council resolves to deal with the business on the grounds that it is urgent and requires a decision by the council before the next scheduled ordinary meeting. A resolution adopted under this clause must state the reasons for the urgency.

- 9.4 A motion moved under clause 9.3 can be moved without notice. Despite any other provision of this code, only the mover of a motion referred to in clause 9.3 and the Mayor, if they are not the mover of the motion, can speak to the motion before it is put.
- 9.5 If all councillors are not present at a meeting, the council may only deal with business at the meeting that councillors have not been given due notice of, where a resolution is adopted in accordance with clause 9.3, and the Mayor also rules that the business is urgent and requires a decision by the council before the next scheduled ordinary meeting.
- 9.6 A motion of dissent cannot be moved against a ruling by the Mayor under clause 9.5.

Mayoral minutes

- 9.7 The mayor may, by minute signed by the mayor, put to the meeting without notice any matter or topic that the mayor determines should be considered at the meeting.
- 9.8 A mayoral minute, when put to a meeting, takes precedence over all business on the council's agenda for the meeting. The mayor may move the adoption of a mayoral minute without the motion being seconded.
- 9.9 A recommendation made in a mayoral minute put by the mayor is, so far as it is adopted by the council, a resolution of the council.
- 9.10 Where a Mayoral minute makes a recommendation which, if adopted, would require the expenditure of funds on works and/or services other than those already provided for in the Council's current adopted operational plan, it must identify the source of funding for the expenditure that is the subject of the recommendation. If the Mayoral minute does not identify a funding source, the Council must defer consideration of the matter, pending a report from the Chief Executive Officer on the availability of funds for implementing the recommendation if adopted.

Staff reports

- 9.10 A recommendation made in a staff report is, so far as it is adopted by the council, a resolution of the council.

Reports of committees of council

- 9.11 The recommendations of a committee of the council are, so far as they are adopted by the council, resolutions of the council.
- 9.12 If in a report of a committee of the council distinct recommendations are made, the council may make separate decisions on each recommendation.

Questions

- 9.13 A question must not be asked at a meeting of the council unless it concerns a matter on the agenda of the meeting or notice has been given of the question in accordance with clauses 3.10 and 3.12, unless the council determines otherwise in accordance with this code.
- 9.14 A councillor may, through the Mayor, ask another councillor about a matter on the agenda.
- 9.15 A councillor may, through the mayor, ask the Chief Executive Officer about a matter on the agenda. The Chief Executive Officer may request another council employee to answer the question.
- 9.16 A councillor or council employee to whom a question is put is entitled to be given reasonable notice of the question and, in particular, sufficient notice to enable reference to be made to other persons or to information. Where a councillor or council employee to whom a question is put is unable to respond to the question at the meeting at which it is put, they may take it on notice and report the response to the next meeting of the council.
- 9.17 Councillors must ask questions directly, succinctly, and without argument.
- 9.18 The Mayor must not permit discussion on any reply to, or refusal to reply to, a question put to a councillor or council employee.

10 RULES OF DEBATE

Motions to be seconded

- 10.1 Unless otherwise specified in this code, a motion or an amendment cannot be debated unless or until it has been seconded.

Notices of motion

- 10.2 A councillor who has submitted a notice of motion under clause 3.10 is to move the motion the subject of the notice of motion at the meeting at which it is to be considered.
- 10.3 If a councillor who has submitted a notice of motion under clause 3.10 wishes to withdraw it, they may request its withdrawal at any time. If the notice of motion is withdrawn after the agenda and business paper for the meeting at which it is to be considered have been sent to councillors, the Mayor is to note the withdrawal of the notice of motion at the meeting unless the council determines to consider the notice of motion at the meeting.
- 10.4 In the absence of a councillor who has placed a notice of motion on the agenda for a meeting of the council:
 - (a) any other councillor may, with the leave of the Mayor, move the motion at the meeting, or
 - (b) the Mayor may defer consideration of the motion until the next meeting of the council.

Mayor's duties with respect to motions

- 10.5 It is the duty of the Mayor at a meeting of the council to receive and put to the meeting any lawful motion that is brought before the meeting.
- 10.6 The Mayor must rule out of order any motion or amendment to a motion that is unlawful or the implementation of which would be unlawful.
- 10.7 Before ruling out of order a motion or an amendment to a motion under clause 10.6, the Mayor is to give the mover an opportunity to clarify or amend the motion or amendment.
- 10.8 A motion or an amendment to a motion which if passed would require the expenditure of funds on works and/or services other than those already provided for in the Council's current adopted operational plan must identify the source of funding for the expenditure that is the subject of the motion. If the motion does not identify a funding source, the Council must defer consideration of the matter, pending a report from the Chief Executive Officer on the availability of funds for implementing the motion if adopted.

Amendments to motions

- 10.8 An amendment to a motion must be moved and seconded before it can be debated.
- 10.9 An amendment to a motion must relate to the matter being dealt with in the original motion before the council and must not be a direct negative of the original motion. An amendment to a motion which does not relate to the matter being dealt with in the original motion, or which is a direct negative of the original motion, must be ruled out of order by the Mayor.
- 10.10 The mover of an amendment is to be given the opportunity to explain any uncertainties in the proposed amendment before a seconder is called for.
- 10.11 If an amendment has been lost, a further amendment can be moved to the motion to which the lost amendment was moved, and so on, but no more than one (1) motion and one (1) proposed amendment can be before council at any one time.
- 10.12 While an amendment is being considered, debate must only occur in relation to the amendment and not the original motion. Debate on the original motion is to be suspended while the amendment to the original motion is being debated.
- 10.13 If the amendment is carried, it becomes the motion and is to be debated. If the amendment is lost, debate is to resume on the original motion.
- 10.14 An amendment may become the motion without debate or a vote where it is accepted by the councillor who moved the original motion.

Limitations on the number and duration of speeches

- 10.15 A councillor who, during a debate at a meeting of the council, moves an original motion, has the right to speak on each amendment to the motion and a right of general reply to all observations that are made during the debate in relation to the motion, and any amendment to it at the conclusion of the debate before the motion (whether amended or not) is finally put.
- 10.16 A councillor, other than the mover of an original motion, has the right to speak once on the motion and once on each amendment to it.
- 10.17 A councillor must not, without the consent of the council, speak more than once on a motion or an amendment, or for longer than five (5) minutes at any one time.
- 10.18 Despite clause 10.17, the Mayor may permit a councillor who claims to have been misrepresented or misunderstood to speak more than once on a motion or an amendment, and for longer than five (5) minutes on that motion or amendment to enable the councillor to make a statement limited to explaining the misrepresentation or misunderstanding.
- 10.19 Despite clauses 10.15 and 10.16, a councillor may move that a motion or an amendment be now put:
- (a) if the mover of the motion or amendment has spoken in favour of it and no councillor expresses an intention to speak against it, or
 - (b) if at least two (2) councillors have spoken in favour of the motion or amendment and at least two (2) councillors have spoken against it.
- 10.20 The Mayor must immediately put to the vote, without debate, a motion moved under clause 10.19. A seconder is not required for such a motion.
- 10.21 If a motion that the original motion or an amendment be now put is passed, the Mayor must, without further debate, put the original motion or amendment to the vote immediately after the mover of the original motion has exercised their right of reply under clause 10.15.
- 10.22 If a motion that the original motion or an amendment be now put is lost, the Mayor must allow the debate on the original motion or the amendment to be resumed.
- 10.23 All councillors must be heard without interruption and all other councillors must, unless otherwise permitted under this code, remain silent while another councillor is speaking.
- 10.24 Once the debate on a matter has concluded and a matter has been dealt with, the Mayor must not allow further debate on the matter.
- 10.25 Clause 10.24 does not prevent a further motion from being moved on the same item of business where the original motion is lost provided the motion is not substantially the same as the one that is lost.

Participation by non-voting representatives in joint organisation board meetings

- 10.26 Non-voting representatives of joint organisation boards may speak on but must not move, second or vote on any motion or an amendment to a motion.

Note: Under section 400T(1)(c) of the Act, non-voting representatives of joint organisation boards may attend but are not entitled to vote at a meeting of the board.

Note: Joint organisations must adopt clause 10.26. Councils must not adopt clause 10.26.

11 VOTING

Voting entitlements of councillors

- 11.1 Each councillor is entitled to one (1) vote.

Note: Clause 11.1 reflects section 370(1) of the Act.

Note: Under section 400T(1) of the Act, voting representatives of joint organisation boards are entitled to one (1) vote each at meetings of the board.

- 11.2 The person presiding at a meeting of the council has, in the event of an equality of votes, a second or casting vote.

Note: Clause 11.2 reflects section 370(2) of the Act.

- 11.3 Where the Mayor declines to exercise, or fails to exercise, their second or casting vote, in the event of an equality of votes, the motion being voted upon is lost.

- 11.4 A motion at a meeting of the board of a joint organisation is taken to be lost in the event of an equality of votes.

Note: Clause 11.4 reflects section 397E of the Regulation. Joint organisations must adopt clause 11.4 and omit clauses 11.2 and 11.3. Councils must not adopt clause 11.4.

Note: Under section 400U(4) of the Act, joint organisations may specify more stringent voting requirements for decisions by the board such as a 75% majority or consensus decision making. Where a joint organisation's charter specifies more stringent voting requirements, clause 11.4 must be adapted to reflect those requirements.

Voting at council meetings

- 11.5 A councillor who is present at a meeting of the council but who fails to vote on a motion put to the meeting is taken to have voted against the motion.

- 11.6 If a councillor who has voted against a motion put at a council meeting so requests, the Chief Executive Officer must ensure that the councillor's dissenting vote is recorded in the council's minutes.
- 11.7 The decision of the Mayor as to the result of a vote is final unless the decision is immediately challenged and not fewer than two (2) councillors rise and call for a division.
- 11.8 When a division on a motion is called, the Mayor must ensure that the division takes place immediately. The Chief Executive Officer must ensure that the names of those who vote for the motion and those who vote against it are recorded in the council's minutes for the meeting.
- 11.9 When a division on a motion is called, any councillor who fails to vote will be recorded as having voted against the motion in accordance with clause 11.5 of this code.
- 11.10 Voting at a meeting, including voting in an election at a meeting, is to be by open means (such as on the voices, by show of hands or by a visible electronic voting system). However, the council may resolve that the voting in any election by councillors for mayor or deputy mayor is to be by secret ballot.
- 11.11 All voting at council meetings, (including meetings that are closed to the public), must be recorded in the minutes of meetings with the names of councillors who voted for and against each motion or amendment (including the use of the casting vote) being recorded.

Note: If clause 11.11 is adopted, clauses 11.6 – 11.9 and clause 11.15 may be omitted.

Voting on planning decisions

- 11.12 The council or a council committee must not make a final planning decision without receiving a staff report containing an assessment and recommendation in relation to the matter put before the council for a decision.
- 11.13 Where the council or a council committee makes a planning decision that is inconsistent with the recommendation made in a staff report, it must provide reasons for its decision and why it did not adopt the staff recommendation.
- 11.14 The Chief Executive Officer must keep a register containing, for each planning decision made at a meeting of the council or a council committee (including, but not limited to a committee of the council), the names of the councillors who supported the decision and the names of any councillors who opposed (or are taken to have opposed) the decision.
- 11.15 For the purpose of maintaining the register, a division is taken to have been called whenever a motion for a planning decision is put at a meeting of the council or a council committee.
- 11.16 Each decision recorded in the register is to be described in the register or identified in a manner that enables the description to be obtained from another publicly available document.

11.17 Clauses 11.14–11.16 apply also to meetings that are closed to the public.

Note: Clauses 11.14–11.17 reflect section 375A of the Act.

Note: The requirements of clause 11.14 may be satisfied by maintaining a register of the minutes of each planning decision.

12 COMMITTEE OF THE WHOLE

12.1 The council may resolve itself into a committee to consider any matter before the council.

Note: Clause 12.1 reflects section 373 of the Act.

12.2 All the provisions of this code relating to meetings of the council, so far as they are applicable, extend to and govern the proceedings of the council when in committee of the whole, except the provisions limiting the number and duration of speeches and encouraging councillors and staff to stand when addressing the meeting.

Note: Clauses 10.15 – 10.25 limit the number and duration of speeches.

Note: Clause 7.1 encourages councillors and staff to stand when addressing the meeting where they can.

12.3 The Chief Executive Officer or, in the absence of the Chief Executive Officer, an employee of the council designated by the Chief Executive Officer, is responsible for reporting to the council the proceedings of the committee of the whole. It is not necessary to report the proceedings in full, but any recommendations of the committee must be reported.

12.4 The council must ensure that a report of the proceedings (including any recommendations of the committee) is recorded in the council's minutes. However, the council is not taken to have adopted the report until a motion for adoption has been made and passed.

13 DEALING WITH ITEMS BY EXCEPTION

13.1 The council or a committee of council may, at any time, resolve to adopt multiple items of business on the agenda together by way of a single resolution where it considers it necessary to expedite the consideration of business at a meeting.

13.2 Before the council or committee resolves to adopt multiple items of business on the agenda together under clause 13.1, the Mayor must list the items of business to be adopted and ask councillors to identify any individual items of business listed by the Mayor that they intend to vote against the recommendation made in the business paper or that they wish to speak on.

13.3 The council or committee must not resolve to adopt any item of business under

clause 13.1 that a councillor has identified as being one they intend to vote against the recommendation made in the business paper or to speak on.

- 13.4 Where the consideration of multiple items of business together under clause 13.1 involves a variation to the order of business for the meeting, the council or committee must resolve to alter the order of business in accordance with clause 8.2.
- 13.5 A motion to adopt multiple items of business together under clause 13.1 must identify each of the items of business to be adopted and state that they are to be adopted as recommended in the business paper.
- 13.6 Items of business adopted under clause 13.1 are to be taken to have been adopted unanimously.
- 13.7 Councillors must ensure that they declare and manage any conflicts of interest they may have in relation to items of business considered together under clause 13.1.

14 CLOSURE OF COUNCIL MEETINGS TO THE PUBLIC

Grounds on which meetings can be closed to the public

- 14.1 The council or a committee of the council may close to the public so much of its meeting as comprises the discussion or the receipt of any of the following types of matters:
 - (a) personnel matters concerning particular individuals (other than councillors),
 - (b) the personal hardship of any resident or ratepayer,
 - (c) information that would, if disclosed, confer a commercial advantage on a person with whom the council is conducting (or proposes to conduct) business,
 - (d) commercial information of a confidential nature that would, if disclosed:
 - (i) prejudice the commercial position of the person who supplied it, or
 - (ii) confer a commercial advantage on a competitor of the council, or
 - (iii) reveal a trade secret,
 - (e) information that would, if disclosed, prejudice the maintenance of law,
 - (f) matters affecting the security of the council, councillors, council staff or council property,
 - (g) advice concerning litigation, or advice that would otherwise be privileged from production in legal proceedings on the ground of legal professional privilege,
 - (h) information concerning the nature and location of a place or an item of Aboriginal significance on community land,
 - (i) alleged contraventions of the council's code of conduct.

Note: Clause 14.1 reflects section 10A(1) and (2) of the Act.

- 14.2 The council or a committee of the council may also close to the public so much of its meeting as comprises a motion to close another part of the meeting to the public.

Note: Clause 14.2 reflects section 10A(3) of the Act.

Matters to be considered when closing meetings to the public

14.3 A meeting is not to remain closed during the discussion of anything referred to in clause 14.1:

- (a) except for so much of the discussion as is necessary to preserve the relevant confidentiality, privilege or security, and
- (b) if the matter concerned is a matter other than a personnel matter concerning particular individuals, the personal hardship of a resident or ratepayer or a trade secret – unless the council or committee concerned is satisfied that discussion of the matter in an open meeting would, on balance, be contrary to the public interest.

Note: Clause 14.3 reflects section 10B(1) of the Act.

14.4 A meeting is not to be closed during the receipt and consideration of information or advice referred to in clause 14.1(g) unless the advice concerns legal matters that:

- (a) are substantial issues relating to a matter in which the council or committee is involved, and
- (b) are clearly identified in the advice,
- (c) are fully discussed in that advice, and
- (d) are subject to legal professional privilege.

Note: Clause 14.4 reflects section 10B(2) of the Act.

14.5 If a meeting is closed during the discussion of a motion to close another part of the meeting to the public (as referred to in clause 14.2), the consideration of the motion must not include any consideration of the matter or information to be discussed in that other part of the meeting other than consideration of whether the matter concerned is a matter referred to in clause 14.1.

Note: Clause 14.5 reflects section 10B(3) of the Act.

14.6 For the purpose of determining whether the discussion of a matter in an open meeting would be contrary to the public interest, it is irrelevant that:

- (a) a person may misinterpret or misunderstand the discussion, or
- (b) the discussion of the matter may:
 - (i) cause embarrassment to the council or committee concerned, or to councillors or to employees of the council, or
 - (ii) cause a loss of confidence in the council or committee.

Note: Clause 14.6 reflects section 10B(4) of the Act.

14.7 In deciding whether part of a meeting is to be closed to the public, the council or committee concerned must consider any relevant guidelines issued by the Departmental Chief Executive of the Office of Local Government.

Note: Clause 14.7 reflects section 10B(5) of the Act.

Notice of likelihood of closure not required in urgent cases

- 14.8 Part of a meeting of the council, or of a committee of the council, may be closed to the public while the council or committee considers a matter that has not been identified in the agenda for the meeting under clause 3.19 as a matter that is likely to be considered when the meeting is closed, but only if:
- (a) it becomes apparent during the discussion of a particular matter that the matter is a matter referred to in clause 14.1, and
 - (b) the council or committee, after considering any representations made under clause 14.9, resolves that further discussion of the matter:
 - (i) should not be deferred (because of the urgency of the matter), and
 - (ii) should take place in a part of the meeting that is closed to the public.

Note: Clause 14.8 reflects section 10C of the Act.

Representations by members of the public

- 14.9 The council, or a committee of the council, may allow members of the public to make representations to or at a meeting, before any part of the meeting is closed to the public, as to whether that part of the meeting should be closed.

Note: Clause 14.9 reflects section 10A(4) of the Act.

- 14.10 A representation under clause 14.9 is to be made after the motion to close the part of the meeting is moved and seconded.
- 14.11 Despite clauses 14.9 and 14.10, the council may resolve to close the meeting to the public in accordance with this Part to hear a representation from a member of the public as to whether the meeting should be closed to consider an item of business where the representation involves the disclosure of information relating to a matter referred to in clause 14.1.

14.12 Where the matter has been identified in the agenda of the meeting under clause 3.19 as a matter that is likely to be considered when the meeting is closed to the public, in order to make representations under clause 14.9, members of the public must first make a written application to the council.

Expulsion of non-councillors from meetings closed to the public

- 14.13 If a meeting or part of a meeting of the council or a committee of the council is closed to the public in accordance with section 10A of the Act and this code, any person who is not a councillor and who fails to leave the meeting when requested, may be expelled from the meeting as provided by section 10(2)(a) or (b) of the Act.
- 14.14 If any such person, after being notified of a resolution or direction expelling them from the meeting, fails to leave the place where the meeting is being held, a police officer, or any person authorised for the purpose by the council or person presiding, may, by using such force as is reasonably necessary,

remove the first-mentioned person from that place and, if necessary restrain that person from re-entering that place for the remainder of the meeting.

Note: Failure to comply with a direction to leave a meeting is an offence under section 660 of the Act carrying a maximum penalty of 20 penalty units.

Obligations of councillors attending meetings by audio-visual link

- 14.15 Councillors attending a meeting by audio-visual link must ensure that no other person is within sight or hearing of the meeting at any time that the meeting is closed to the public under section 10A of the Act.

Information to be disclosed in resolutions closing meetings to the public

- 14.16 The grounds on which part of a meeting is closed must be stated in the decision to close that part of the meeting and must be recorded in the minutes of the meeting. The grounds must specify the following:
- (a) the relevant provision of section 10A(2) of the Act,
 - (b) the matter that is to be discussed during the closed part of the meeting,
 - (c) the reasons why the part of the meeting is being closed, including (if the matter concerned is a matter other than a personnel matter concerning particular individuals, the personal hardship of a resident or ratepayer or a trade secret) an explanation of the way in which discussion of the matter in an open meeting would be, on balance, contrary to the public interest.

Note: Clause 14.16 reflects section 10D of the Act.

Resolutions passed at closed meetings to be made public

- 14.17 If the council passes a resolution during a meeting, or a part of a meeting, that is closed to the public, the Mayor must make the resolution public as soon as practicable after the meeting, or the relevant part of the meeting, has ended, and the resolution must be recorded in the publicly available minutes of the meeting.
- 14.18 Resolutions passed during a meeting, or a part of a meeting, that is closed to the public must be made public by the Mayor under clause 14.17 during a part of the meeting that is livestreamed where practicable.
- 14.19 The Chief Executive Officer must cause business papers for items of business considered during a meeting, or part of a meeting, that is closed to public, to be published on the council's website as soon as practicable after the information contained in the business papers ceases to be confidential.
- 14.20 The Chief Executive Officer must consult with the council and any other affected persons before publishing information on the council's website under clause 14.19 and provide reasons for why the information has ceased to be confidential.

15 KEEPING ORDER AT MEETINGS

Points of order

- 15.1 A councillor may draw the attention of the Mayor to an alleged breach of this code by raising a point of order. A point of order does not require a seconder.
- 15.2 A point of order must be taken immediately it is raised. The Mayor must suspend the business before the meeting and permit the councillor raising the point of order to state the provision of this code they believe has been breached. The Mayor must then rule on the point of order – either by upholding it or by overruling it.

Questions of order

- 15.3 The Mayor, without the intervention of any other councillor, may call any councillor to order whenever, in the opinion of the Mayor, it is necessary to do so.
- 15.4 A councillor who claims that another councillor has committed an act of disorder, or is out of order, may call the attention of the Mayor to the matter.
- 15.5 The Mayor must rule on a question of order immediately after it is raised but, before doing so, may invite the opinion of the council.
- 15.6 The Mayor's ruling must be obeyed unless a motion dissenting from the ruling is passed.

Motions of dissent

- 15.7 A councillor can, without notice, move to dissent from a ruling of the Mayor on a point of order or a question of order. If that happens, the Mayor must suspend the business before the meeting until a decision is made on the motion of dissent.
- 15.8 If a motion of dissent is passed, the Mayor must proceed with the suspended business as though the ruling dissented from had not been given. If, as a result of the ruling, any motion or business has been rejected as out of order, the Mayor must restore the motion or business to the agenda and proceed with it in due course.
- 15.9 Despite any other provision of this code, only the mover of a motion of dissent and the Mayor can speak to the motion before it is put. The mover of the motion does not have a right of general reply.

Acts of disorder

- 15.10 A councillor commits an act of disorder if the councillor, at a meeting of the council or a committee of the council:
- (a) contravenes the Act, the Regulation or this code, or
 - (b) assaults or threatens to assault another councillor or person present at the meeting, or

- (c) moves or attempts to move a motion or an amendment that has an unlawful purpose or that deals with a matter that is outside the jurisdiction of the council or the committee, or addresses or attempts to address the council or the committee on such a motion, amendment or matter, or
- (d) uses offensive or disorderly words, or
- (e) makes gestures or otherwise behaves in a way that is sexist, racist, homophobic or otherwise discriminatory, or, if the behaviour occurred in the Legislative Assembly, would be considered disorderly, or
- (f) imputes improper motives to or unfavourably personally reflects upon any other council official, or a person present at the meeting, except by a motion, or
- (g) says or does anything that would promote disorder at the meeting or is otherwise inconsistent with maintaining order at the meeting.

Note: Clause 15.10 reflects section 182 of the Regulation.

Note: The Legislative Assembly's Speaker's Guidelines state that "Members are not to use language, make gestures, or behave in any way in the Chamber that is sexist, racist, homophobic or otherwise exclusionary or discriminatory. Such conduct may be considered offensive and disorderly, in accordance with Standing Order 74".

15.11 The Mayor may require a councillor:

- (a) to apologise without reservation for an act of disorder referred to in clauses 15.10(a), (b), (d), (e), or (g), or
- (b) to withdraw a motion or an amendment referred to in clause 15.10(c) and, where appropriate, to apologise without reservation, or
- (c) to retract and apologise without reservation for any statement that constitutes an act of disorder referred to in clauses 15.10(d), (e), (f) or (g).

Note: Clause 15.11 reflects section 233 of the Regulation.

15.12 A failure to comply with a requirement under clause 15.11 constitutes a fresh act of disorder for the purposes of clause 15.10.

15.13 Where a councillor fails to take action in response to a requirement by the Mayor to remedy an act of disorder under clause 15.11 at the meeting at which the act of disorder occurred, the Mayor may require the councillor to take that action at each subsequent meeting until such time as the councillor complies with the requirement. If the councillor fails to remedy the act of disorder at a subsequent meeting, they may be expelled from the meeting under clause 15.18.

How disorder at a meeting may be dealt with

15.14 If disorder occurs at a meeting of the council, the Mayor may adjourn the meeting for a period of not more than fifteen (15) minutes and leave the chair. The council, on reassembling, must, on a question put from the Mayor, decide without debate whether the business is to be proceeded with or not. This clause applies to disorder arising from the conduct of members of the public as well as disorder arising from the conduct of councillors.

Expulsion from meetings

- 15.15 Mayor of meetings of the council and committees of the council are authorised under this code to expel any person, including any councillor, from a council or committee meeting, for the purposes of section 10(2)(b) of the Act.
- 15.16 Mayor of meetings of the council and committees of the council are authorised under this code to expel any person other than a councillor, from a council or committee meeting, for the purposes of section 10(2)(b) of the Act. Councillors may only be expelled by resolution of the council or the committee of the council.

Note: Councils may use either clause 15.15 or clause 15.16.

15.17 Clause [15.15/15.16] **[delete whichever is not applicable]**, does not limit the ability of the council or a committee of the council to resolve to expel a person, including a councillor, from a council or committee meeting, under section 10(2)(a) of the Act.

- 15.18 A councillor may, as provided by section 10(2)(a) or (b) of the Act, be expelled from a meeting of the council for having failed to comply with a requirement under clause 15.11 or clause 15.13. The expulsion of a councillor from the meeting for that reason does not prevent any other action from being taken against the councillor for the act of disorder concerned.

Note: Clause 15.18 reflects section 233(2) of the Regulation.

- 15.19 A member of the public may, as provided by section 10(2)(a) or (b) of the Act, be expelled from a meeting of the council for engaging in or having engaged in disorderly conduct at the meeting.
- 15.20 Members of the public attending a meeting of the council:
- (a) must remain silent during the meeting unless invited by the Mayor to speak,
 - (b) must not bring flags, signs or protest symbols to the meeting, and
 - (c) must not disrupt the meeting.
- 15.21 Without limiting clause 15.19, a contravention of clause 15.20 or an attempt to contravene that clause, constitutes disorderly conduct for the purposes of clause 15.19. Members of the public may, as provided by section 10(2) of the Act, be expelled from a meeting for a breach of clause 15.20.
- 15.22 Where a councillor or a member of the public is expelled from a meeting, the expulsion and the name of the person expelled, if known, are to be recorded in the minutes of the meeting.
- 15.23 If a councillor or a member of the public fails to leave the place where a meeting of the council is being held immediately after they have been expelled, a police officer, or any person authorised for the purpose by the council or person presiding, may, by using such force as is reasonably necessary, remove the councillor or member of the public from that place and, if necessary, restrain

the councillor or member of the public from re-entering that place for the remainder of the meeting.

Note: Failure to comply with a direction to leave a meeting is an offence under section 660 of the Act carrying a maximum penalty of 20 penalty units.

How disorder by councillors attending meetings by audio-visual link may be dealt with

- 15.24 Where a councillor is attending a meeting by audio-visual link, the Mayor or a person authorised by the Mayor may mute the councillor's audio link to the meeting for the purposes of enforcing compliance with this code.
- 15.25 If a councillor attending a meeting by audio-visual link is expelled from a meeting for an act of disorder, the Mayor of the meeting or a person authorised by the Mayor, may terminate the councillor's audio-visual link to the meeting.

Use of mobile phones and the unauthorised recording of meetings

- 15.26 Councillors, council staff and members of the public must ensure that mobile phones are turned to silent during meetings of the council and committees of the council.
- 15.27 A person must not live stream or use an audio recorder, video camera, mobile phone or any other device to make a recording of the proceedings of a meeting of the council or a committee of the council without the prior authorisation of the council or the committee.
- 15.28 Without limiting clause 15.19, a contravention of clause 15.27 or an attempt to contravene that clause, constitutes disorderly conduct for the purposes of clause 15.19. Any person who contravenes or attempts to contravene clause 15.27, may, as provided for under section 10(2) of the Act, be expelled from the meeting.
- 15.29 If any such person, after being notified of a resolution or direction expelling them from the meeting, fails to leave the place where the meeting is being held, a police officer, or any person authorised for the purpose by the council or person presiding, may, by using such force as is reasonably necessary, remove the first-mentioned person from that place and, if necessary, restrain that person from re-entering that place for the remainder of the meeting.

Note: Failure to comply with a direction to leave a meeting is an offence under section 660 of the Act carrying a maximum penalty of 20 penalty units.

16 CONFLICTS OF INTEREST

- 16.1 All councillors and, where applicable, all other persons, must declare and manage conflicts of interest they have in matters being considered at meetings of the council and committees of the council in accordance with the council's code of conduct. All declarations of conflicts of interest must be recorded in the minutes of the meeting at which the declaration was made.

- 16.2 Councillors attending a meeting by audio-visual link must declare and manage any conflicts of interest they have in matters being considered at the meeting in accordance with the council's code of conduct. Where a councillor has declared a conflict of interest in a matter being discussed at the meeting, the councillor's audio-visual link to the meeting must be suspended or terminated and the councillor must not be in sight or hearing of the meeting at any time during which the matter is being considered or discussed by the council or committee, or at any time during which the council or committee is voting on the matter.

17 DECISIONS OF THE COUNCIL

Council decisions

- 17.1 A decision supported by a majority of the votes at a meeting of the council at which a quorum is present is a decision of the council.

Note: Clause 17.1 reflects section 371 of the Act in the case of councils and section 400T(8) in the case of joint organisations.

Note: Under section 400U(4) of the Act, joint organisations may specify more stringent voting requirements for decisions by the board such as a 75% majority or consensus decision making. Where a joint organisation's charter specifies more stringent voting requirements, clause 17.1 must be adapted to reflect those requirements.

- 17.2 Decisions made by the council must be accurately recorded in the minutes of the meeting at which the decision is made.

Rescinding or altering council decisions

- 17.3 A resolution passed by the council may not be altered or rescinded except by a motion to that effect of which notice has been given in accordance with this code.

Note: Clause 17.3 reflects section 372(1) of the Act.

- 17.4 If a notice of motion to rescind a resolution is given at the meeting at which the resolution is carried, the resolution must not be carried into effect until the motion of rescission has been dealt with.

Note: Clause 17.4 reflects section 372(2) of the Act.

- 17.5 If a motion has been lost, a motion having the same effect must not be considered unless notice of it has been duly given in accordance with this code.

Note: Clause 17.5 reflects section 372(3) of the Act.

- 17.6 A notice of motion to alter or rescind a resolution, and a notice of motion which has the same effect as a motion which has been lost, must be signed by three

(3) councillors if less than three (3) months has elapsed since the resolution was passed, or the motion was lost.

Note: Clause 17.6 reflects section 372(4) of the Act.

- 17.7 If a motion to alter or rescind a resolution has been lost, or if a motion which has the same effect as a previously lost motion is lost, no similar motion may be brought forward within three (3) months of the meeting at which it was lost. This clause may not be evaded by substituting a motion differently worded, but in principle the same.

Note: Clause 17.7 reflects section 372(5) of the Act.

- 17.8 The provisions of clauses 17.5–17.7 concerning lost motions do not apply to motions of adjournment.

Note: Clause 17.8 reflects section 372(7) of the Act.

- 17.9 A notice of motion submitted in accordance with clause 17.6 may only be withdrawn under clause 3.11 with the consent of all signatories to the notice of motion.

- 17.10 A notice of motion to alter or rescind a resolution relating to a development application must be submitted to the Chief Executive Officer no later than [close of business on the Monday following the Council Meeting at which the resolution was adopted]

- 17.11 A motion to alter or rescind a resolution of the council may be moved on the report of a committee of the council and any such report must be recorded in the minutes of the meeting of the council.

Note: Clause 17.11 reflects section 372(6) of the Act.

- 17.12 Subject to clause 17.7, in cases of urgency, a motion to alter or rescind a resolution of the council may be moved at the same meeting at which the resolution was adopted, where:

- (a) a notice of motion signed by three councillors is submitted to the Mayor at the meeting, and
- (b) the council resolves to deal with the motion at the meeting on the grounds that it is urgent and requires a decision by the council before the next scheduled ordinary meeting of the council.

- 17.13 A motion moved under clause 17.12(b) can be moved without notice. Despite any other provision of this code, only the mover of a motion referred to in clause 17.12(b) and the Mayor, if they are not the mover of the motion, can speak to the motion before it is put.

- 17.14 A resolution adopted under clause 17.12(b) must state the reasons for the urgency.

Recommitting resolutions to correct an error

- 17.15 Despite the provisions of this Part, a councillor may, with the leave of the Mayor, move to recommit a resolution adopted at the same meeting:
- (a) to correct any error, ambiguity or imprecision in the council's resolution, or
 - (b) to confirm the voting on the resolution.
- 17.16 In seeking the leave of the Mayor to move to recommit a resolution for the purposes of clause 17.15(a), the councillor is to propose alternative wording for the resolution.
- 17.17 The Mayor must not grant leave to recommit a resolution for the purposes of clause 17.15(a), unless they are satisfied that the proposed alternative wording of the resolution would not alter the substance of the resolution previously adopted at the meeting.
- 17.18 A motion moved under clause 17.15 can be moved without notice. Despite any other provision of this code, only the mover of a motion referred to in clause 17.15 and the Mayor, if they are not the mover of the motion, can speak to the motion before it is put.
- 17.19 A motion of dissent cannot be moved against a ruling by the Mayor under clause 17.15.
- 17.20 A motion moved under clause 17.15 with the leave of the Mayor cannot be voted on unless or until it has been seconded.

18 TIME LIMITS ON COUNCIL MEETINGS

- 18.1 Meetings of the council are to conclude no later than 4.30pm.
- 18.2 If the business of the meeting is unfinished at the time the council has determined (4.30pm), and the council does not resolve to extend the council meeting, the Mayor must either:
- (a) defer consideration of the remaining items of business on the agenda to the next ordinary meeting of the council, or
 - (b) adjourn the meeting to a time, date and place fixed by the Mayor.
- 18.3 Clause 18.2 does not limit the ability of the council or a committee of the council to resolve to adjourn a meeting at any time. The resolution adjourning the meeting must fix the time, date and place that the meeting is to be adjourned to.
- 18.4 Where a meeting is adjourned under clause 18.2 or 18.3, the Chief Executive Officer must:
- (a) individually notify each councillor of the time, date and place at which the meeting will reconvene, and
 - (b) publish the time, date and place at which the meeting will reconvene on the council's website and in such other manner that the Chief Executive Officer is satisfied is likely to bring notice of the time, date and place of

the reconvened meeting to the attention of as many people as possible.

19 AFTER THE MEETING

Minutes of meetings

- 19.1 The council is to keep full and accurate minutes of the proceedings of meetings of the council.

Note: Clause 19.1 reflects section 375(1) of the Act.

- 19.2 At a minimum, the Chief Executive Officer must ensure that the following matters are recorded in the council's minutes:

- (a) the names of councillors attending a council meeting and whether they attended the meeting in person or by audio-visual link,
- (b) details of each motion moved at a council meeting and of any amendments moved to it,
- (c) the names of the mover and seconder of the motion or amendment,
- (d) whether the motion or amendment was passed or lost, and
- (e) such other matters specifically required under this code.

- 19.3 The minutes of a council meeting must be confirmed at a subsequent meeting of the council.

Note: Clause 19.3 reflects section 375(2) of the Act.

- 19.4 Any debate on the confirmation of the minutes is to be confined to whether the minutes are a full and accurate record of the meeting they relate to.

- 19.5 When the minutes have been confirmed, they are to be signed by the person presiding at the subsequent meeting.

Note: Clause 19.5 reflects section 375(2) of the Act.

- 19.6 The confirmed minutes of a meeting may be amended to correct typographical or administrative errors after they have been confirmed. Any amendment made under this clause must not alter the substance of any decision made at the meeting.

- 19.7 The confirmed minutes of a council meeting must be published on the council's website. This clause does not prevent the council from also publishing unconfirmed minutes of its meetings on its website prior to their confirmation.

Access to correspondence and reports laid on the table at, or submitted to, a meeting

- 19.8 The council and committees of the council must, during or at the close of a meeting, or during the business day following the meeting, give reasonable access to any person to inspect correspondence and reports laid on the table at, or submitted to, the meeting.

Note: Clause 19.8 reflects section 11(1) of the Act.

- 19.9 Clause 19.8 does not apply if the correspondence or reports relate to a matter that was received or discussed or laid on the table at, or submitted to, the meeting when the meeting was closed to the public.

Note: Clause 19.9 reflects section 11(2) of the Act.

- 19.10 Clause 19.8 does not apply if the council or the committee resolves at the meeting, when open to the public, that the correspondence or reports are to be treated as confidential because they relate to a matter specified in section 10A(2) of the Act.

Note: Clause 19.10 reflects section 11(3) of the Act.

- 19.11 Correspondence or reports to which clauses 19.9 and 19.10 apply are to be marked with the relevant provision of section 10A(2) of the Act that applies to the correspondence or report.

Implementation of decisions of the council

- 19.12 The Chief Executive Officer is to implement, without undue delay, lawful decisions of the council.

Note: Clause 19.12 reflects section 335(b) of the Act.

20 COUNCIL COMMITTEES

Application of this Part

- 20.1 This Part only applies to committees of the council whose members are all councillors.

Council committees whose members are all councillors

- 20.2 The council may, by resolution, establish such committees as it considers necessary.

- 20.3 A committee of the council is to consist of the mayor and such other councillors as are elected by the councillors or appointed by the council.

- 20.4 The quorum for a meeting of a committee of the council is to be:

- (a) such number of members as the council decides, or
- (b) if the council has not decided a number – a majority of the members of the committee.

Functions of committees

- 20.5 The council must specify the functions of each of its committees when the committee is established but may from time to time amend those functions.

Notice of committee meetings

- 20.6 The Chief Executive Officer must send to each councillor, regardless of whether they are a committee member, at least three (3) days before each meeting of the committee, a notice specifying:
- (a) the time, date and place of the meeting, and
 - (b) the business proposed to be considered at the meeting.
- 20.7 Notice of less than three (3) days may be given of a committee meeting called in an emergency.

Non-members entitled to attend committee meetings

- 20.8 A councillor who is not a member of a committee of the council is entitled to attend, and to speak at a meeting of the committee. However, the councillor is not entitled:
- (a) to give notice of business for inclusion in the agenda for the meeting, or
 - (b) to move or second a motion at the meeting, or
 - (c) to vote at the meeting.

Mayor and deputy Mayor of council committees

- 20.9 The Mayor of each committee of the council must be:
- (a) the mayor, or
 - (b) if the mayor does not wish to be the Mayor of a committee, a member of the committee elected by the council, or
 - (c) if the council does not elect such a member, a member of the committee elected by the committee.
- 20.10 The council may elect a member of a committee of the council as deputy Mayor of the committee. If the council does not elect a deputy Mayor of such a committee, the committee may elect a deputy Mayor.
- 20.11 If neither the Mayor nor the deputy Mayor of a committee of the council is able or willing to preside at a meeting of the committee, the committee must elect a member of the committee to be acting Mayor of the committee.
- 20.12 The Mayor is to preside at a meeting of a committee of the council. If the Mayor is unable or unwilling to preside, the deputy Mayor (if any) is to preside at the meeting. If neither the Mayor nor the deputy Mayor is able or willing to preside, the acting Mayor is to preside at the meeting.

Procedure in committee meetings

- 20.13 Subject to any specific requirements of this code, each committee of the council may regulate its own procedure. The provisions of this code are to be taken to apply to all committees of the council.
- 20.14 Whenever the voting on a motion put to a meeting of the committee is equal, the Mayor of the committee is to have a casting vote as well as an original vote

unless the council or the committee determines otherwise in accordance with clause 20.13.

- 20.15 A motion at a committee of a joint organisation is taken to be lost in the event of an equality of votes.

Note: Clause 20.15 reflects section 397E of the Regulation. Joint organisations must adopt clause 20.15 and omit clause 20.14. Councils must not adopt clause 20.15.

- 20.16 Voting at a council committee meeting is to be by open means (such as on the voices, by show of hands or by a visible electronic voting system).

Mayoral minutes

- 20.17 The provisions of this code relating to mayoral minutes also apply to meetings of committees of the council in the same way they apply to meetings of the council.

Closure of committee meetings to the public

- 20.18 The provisions of the Act and Part 14 of this code apply to the closure of meetings of committees of the council to the public in the same way they apply to the closure of meetings of the council to the public.
- 20.19 If a committee of the council passes a resolution, or makes a recommendation, during a meeting, or a part of a meeting that is closed to the public, the Mayor must make the resolution or recommendation public as soon as practicable after the meeting or part of the meeting has ended and report the resolution or recommendation to the next meeting of the council. The resolution or recommendation must also be recorded in the publicly available minutes of the meeting.
- 20.20 Resolutions passed during a meeting, or a part of a meeting that is closed to the public must be made public by the Mayor under clause 20.19 during a part of the meeting that is livestreamed where practicable.
- 20.21 The Chief Executive Officer must cause business papers for items of business considered during a meeting, or part of a meeting, that is closed to public, to be published on the council's website as soon as practicable after the information contained in the business papers ceases to be confidential.
- 20.22 The Chief Executive Officer must consult with the committee and any other affected persons before publishing information on the council's website under clause 20.21 and provide reasons for why the information has ceased to be confidential.

Disorder in committee meetings

- 20.23 The provisions of the Act, the Regulation, and this code relating to the maintenance of order in council meetings apply to meetings of committees of the council in the same way they apply to meetings of the council.

Minutes of council committee meetings

- 20.24 Each committee of the council is to keep full and accurate minutes of the proceedings of its meetings. At a minimum, a committee must ensure that the following matters are recorded in the committee's minutes:
- (a) the names of councillors attending a meeting and whether they attended the meeting in person or by audio-visual link,
 - (b) details of each motion moved at a meeting and of any amendments moved to it,
 - (c) the names of the mover and seconder of the motion or amendment,
 - (d) whether the motion or amendment was passed or lost, and
 - (e) such other matters specifically required under this code.
- 20.25 All voting at meetings of committees of the council (including meetings that are closed to the public), must be recorded in the minutes of meetings with the names of councillors who voted for and against each motion or amendment, (including the use of the casting vote), being recorded.
- 20.26 The minutes of meetings of each committee of the council must be confirmed at a subsequent meeting of the committee.
- 20.27 Any debate on the confirmation of the minutes is to be confined to whether the minutes are a full and accurate record of the meeting they relate to.
- 20.28 When the minutes have been confirmed, they are to be signed by the person presiding at the subsequent meeting.
- 20.29 The confirmed minutes of a meeting may be amended to correct typographical or administrative errors after they have been confirmed. Any amendment made under this clause must not alter the substance of any decision made at the meeting.
- 20.30 The confirmed minutes of a meeting of a committee of the council must be published on the council's website. This clause does not prevent the council from also publishing unconfirmed minutes of meetings of committees of the council on its website prior to their confirmation.

21 IRREGULARITIES

- 21.1 Proceedings at a meeting of a council or a council committee are not invalidated because of:
- (a) a vacancy in a civic office, or
 - (b) a failure to give notice of the meeting to any councillor or committee member, or
 - (c) any defect in the election or appointment of a councillor or committee member, or
 - (d) a failure of a councillor or a committee member to declare a conflict of interest, or to refrain from the consideration or discussion of, or vote on, the relevant matter, at a council or committee meeting in accordance with the council's code of conduct, or

(e) a failure to comply with this code.

Note: Clause 21.1 reflects section 374 of the Act.

22 DEFINITIONS

the Act	means the <i>Local Government Act 1993</i>
act of disorder	means an act of disorder as defined in clause 15.10 of this code
amendment	in relation to an original motion, means a motion moving an amendment to that motion
audio recorder	any device capable of recording speech
audio-visual link	means a facility that enables audio and visual communication between persons at different places
business day	means any day except Saturday or Sunday or any other day the whole or part of which is observed as a public holiday throughout New South Wales
Chairperson	in relation to a meeting of the council – means the person presiding at the meeting as provided by section 369 of the Act and clauses 6.1 and 6.2 of this code, and in relation to a meeting of a committee – means the person presiding at the meeting as provided by clause 20.9 of this code
this code	means the council's adopted code of meeting practice
committee of the council	means a committee established by the council in accordance with clause 20.2 of this code (being a committee consisting only of councillors) or the council when it has resolved itself into committee of the whole under clause 12.1
council official	includes councillors, members of staff of a council, administrators, council committee members, delegates of council and any other person exercising functions on behalf of the council
day	means calendar day
division	means a request by two councillors under clause 11.7 of this code requiring the recording of the names of the councillors who voted both for and against a motion
livestream	a video broadcast of a meeting transmitted across the internet concurrently with the meeting
open voting	means voting on the voices or by a show of hands or by a visible electronic voting system or similar means
planning decision	means a decision made in the exercise of a function of a council under the <i>Environmental Planning and Assessment Act 1979</i> including any decision relating to a development application, an environmental planning instrument, a development control plan, a planning agreement or a development contribution plan under that Act, but not including the making of an order under Division 9.3 of Part 9 of that Act
performance improvement order	means an order issued under section 438A of the Act

quorum	means the minimum number of councillors or committee members necessary to conduct a meeting
the Regulation	means the <i>Local Government (General) Regulation 2021</i>
year	means the period beginning 1 July and ending the following 30 June

Finance and Administration - 16 October 2025

ITEM 13.2 **Presentation of the 2024/2025 Annual Report**

FILE REFERENCE **I25/268**

AUTHOR **Director of Finance and Administration**

ISSUE

Presentation of the Upper Lachlan Shire Council 2024/2025 Annual Report.

RECOMMENDATION That –

1. Council resolves to adopt the Upper Lachlan Shire Council Annual Report for 2024/2025 in accordance with Section 428, of the Local Government Act 1993, Part 9, Division 7, of the Local Government (General) Regulation 2021 and other applicable legislation.
2. Council notify the Office of Local Government by providing a URL link to Council website.

BACKGROUND

Nil

REPORT

All NSW councils are required to prepare an Annual Report in accordance with Section 428, of the *Local Government Act 1993*, Part 9, Division 7, of the *Local Government (General) Regulation 2021 and Environment Planning and Assessment Act 1979*, along with other applicable legislation.

The Upper Lachlan Shire Council is required, within 5 months after the end of each financial year, to furnish the Office of Local Government with a copy of the Annual Report.

Upper Lachlan Shire Council has prepared an Annual Report relating to Council's operations and achievements with respect to the identified objectives and performance targets in Council's 2024/2025 Operational Plan and Delivery Program.

The *Local Government (General) Regulation 2021* stipulate information that is required to be included in Council's Annual Report, including Clauses 132, 186, 217-218.

All reporting requirements have been met and a copy of the 2024/2025 Annual Report is an Appendix to this report. Please note: The 2024/2025 Financial Statements annexure is not included as they are included in a separate Council report to this meeting.

POLICY IMPACT

Nil

OPTIONS

Nil

FINANCIAL IMPACT OF RECOMMENDATIONS

Nil

RECOMMENDATION That -

1. Council resolves to adopt the Upper Lachlan Shire Council Annual Report for 2024/2025 in accordance with Section 428, of the Local Government Act 1993, Part 9, Division 7, of the Local Government (General) Regulation 2021 and other applicable legislation.
2. Council notify the Office of Local Government by providing a URL link to Council website.

ATTACHMENTS

1.	Annual Report 2024-2025	Appendix
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Finance and Administration - 16 October 2025

ITEM 13.3 **Referral for Audit - 2024/2025 Financial Statements**

FILE REFERENCE **I25/271**

AUTHOR **Director of Finance and Administration**

ISSUE

Upper Lachlan Shire Council's 2024/2025 Financial Statements are required to be referred to the NSW Audit Office, as Council's external auditor, to conduct the independent audit.

RECOMMENDATION That -

1. Council resolves that the 2024/2025 Financial Statements be referred for independent audit by the NSW Audit Office;
2. The Mayor, Deputy Mayor, Chief Executive Officer and Responsible Accounting Officer sign the Statement by Councillors and Management for the General Purpose and Special Purpose 2024/2025 Financial Statements;
3. The Chief Executive Officer be delegated the authority to authorise the Council 2024/2025 Financial Statements for issue immediately upon receipt of the Auditors Report and that they be presented to the public at the Ordinary Council Meeting on 20 November 2025.

BACKGROUND

It is a legislative requirement under Section 413 (1) and (2), of *the Local Government Act 1993*, for Upper Lachlan Shire Council to resolve that the annual Financial Statements be referred for independent audit, by Council's external auditors.

REPORT

Council has prepared the 2024/2025 Financial Statements to be referred to the NSW Audit Office through contractor Ernst & Young (EY Australia) to complete their conduct of audit and audit report on the Council's annual General Purpose and Special Purpose Financial Statements for year ended 30 June 2025.

The audit of Council's Financial Statements was undertaken by EY Australia commencing on 22 September 2025. As required in accordance with Section 418 (1) (b), of the *Local Government Act 1993*, public notice will be given for the presentation of the Financial Statements to be undertaken upon receipt of the Auditor's Report.

The Council's General Purpose and Special Purpose 2024/2025 Financial Statements are an attachment to this report.

Council's Audit, Risk and Improvement Committee (ARIC) held a meeting, on 29 September 2025, to review and consider the Council draft 2024/2025 Financial Statements. The ARIC Terms of Reference includes an obligation to review and advise

the elected body if the Council is complying with accounting standards, accounting policies and external accountability requirements and review the accuracy of the draft Financial Statements prior to external audit being undertaken by the Audit Office. The ARIC endorsed the referral for audit of the draft Financial Statements for Council as attached to this report without amendment.

The 2024/2025 Financial Statements have been prepared in compliance with:-

- The *Local Government Act 1993* and Regulations made thereunder;
- The Australian Accounting Standards issued by the Australian Accounting Standards Board;
- The Local Government Code of Accounting Practice and Financial Reporting.

To the best of my knowledge and belief these Financial Statements:-

- Present fairly the Council's operating result and financial position for the year;
- Accord with Council's accounting and other records.

As required in accordance with Section 418 (1) (b), of the *Local Government Act 1993*, public notice will be given for the presentation of the Financial Statements to be undertaken upon receipt of the Auditor's Report. The Auditor's Report, in conjunction with the 2024/2025 Financial Statements, will be publicly presented to the Ordinary Council Meeting, on 20 November 2025.

POLICY IMPACT

Nil

OPTIONS

Nil

FINANCIAL IMPACT OF RECOMMENDATIONS

The Financial Statements show the financial performance and financial position of Upper Lachlan Shire Council as at 30 June 2025.

RECOMMENDATION That -

1. Council resolves that the 2024/2025 Financial Statements be referred for independent audit by the NSW Audit Office;
2. The Mayor, Deputy Mayor, Chief Executive Officer and Responsible Accounting Officer sign the Statement by Councillors and Management for the General Purpose and Special Purpose 2024/2025 Financial Statements;
3. The Chief Executive Officer be delegated the authority to authorise the Council 2024/2025 Financial Statements for issue immediately upon receipt of the Auditors Report and that they be presented to the public at the Ordinary Council Meeting on 20 November 2025.

ATTACHMENTS

1.	Annual Financial Statements - 9.10.2025	Appendix
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Finance and Administration - 16 October 2025

ITEM 13.4 **Review of Corporate Uniform Policy**

FILE REFERENCE **I25/270**

AUTHOR **Director of Finance and Administration**

ISSUE

Review of Council's Corporate Uniform Policy.

RECOMMENDATION That -

1. Council adopts the reviewed Corporate Uniform Policy.

BACKGROUND

Nil

REPORT

This report details the review of Council's Corporate Uniform Policy. The Policy is attached with amendments for Council's review and adoption.

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 Corporate Uniform Policy.

ATTACHMENTS

1. ↓	Corporate Uniform Policy - XXX-25 - Adopted 18 October 2025 - Review 2028	Attachment
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Upper Lachlan Shire Council

Policy Update Cover

Date: 18 October 2025	Policy Title: Corporate Uniform Policy
This cover sheet provides a summary of the proposed amendments to the attached Policy. Council initially adopted this policy in December 2004. The policy was last updated on 17 November 2022.	
Sponsor: Manager Human Resources	Action required: Approval by Council
Reason for review/update: Council regularly review and update policies to ensure that they are current, fit-for-purpose and relevant to Council's operations. The attached policy has been reviewed and updated in line with this practice and the sponsor is now seeking your approval to implement this policy.	
Summary of the changes: The following amendments have been made to this Policy: <ul style="list-style-type: none"> • Removed all references to General Manager and replaced them with Chief Executive Officer to describe the head of a local government agency in NSW. • Removed references to amended legislation or unrelated legislation to this policy. • Amended wording in Point 2 and 4 of Policy Statement to be more specific and in plain English • Changed reference to PPE Policy, to PPE Procedure at Point 10 • Updated list of Relevant Legislation and Council Policies to reflect currency 	
Consultation(s): WHS Committee Consultative Committee	
Internally cleared by	
Position: Chief Executive Officer	Position: Director of Finance and Administration

POLICY:-	
Policy Title:	Corporate Uniform Policy
File Reference:	F10/618-03
Date Policy was adopted by Council initially:	16 December 2004
Resolution Number:	365/04
Other Review Dates:	26 July 2007, 15 April 2010, 2 March 2013, 17 March 2016, 17 October 2019 and 17 November 2022
Resolution Number:	224/07, 152/10, 67/13, 64/16 292/19 and 254/22
Current Policy adopted by Council:	18 October 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:	Manager Human Resources
Committee/s (if any) consulted in the development of this Policy:	Consultative Committee; Work Health and Safety Committee
Responsibility for implementation:	Chief Executive Officer
Responsibility for review of Policy:	Director of Finance and Administration

Objective

The Corporate Uniform Policy has the objective of projecting a unified and professional image of Council by encouraging indoor staff to wear a corporate uniform.

Policy Statement

1. Council has implemented a corporate uniform arrangement available for all “indoor” staff.
2. The Chief Executive Officer, in consultation with employees, will determine a range of clothing for indoor staff and will select suitable corporate wardrobe supplier companies.
3. For staff participating and wearing the corporate uniform an allowance of \$325.00 per full-time employee per annum will be contributed by Council (part-time employees will receive a pro-rata allowance). Allowances not expended within a financial year will not accrue to the next financial year (unless prior arrangements have been made by an application to the Chief Executive Officer).
4. The purchase of corporate wardrobe items will be funded by Council with sundry debtor provisions made available for staff for repayment of their uniform expenditure over and above the allowance. Repayment of the employees' portion of costs will be structured to ensure that debts will be repaid within six months of purchase or at the time of termination of employment with Council. Under certain circumstances, the Chief Executive Officer may authorise a special repayment schedule (application must be made to the Chief Executive Officer by the staff member).
5. Where suitable sizing is not available from the preferred supplier, a staff member may apply to the Chief Executive Officer for approval to purchase from another supplier, with suitable ULSC logo embroidery applied to the uniform garments.
6. The uniform allowance is available to staff once they have completed their probationary period of employment.
7. Uniform allowance for future years will not be available where an employee has outstanding debt from the previous financial year.
8. The cleaning and repair of corporate uniform items is the responsibility of the participating staff member.
9. All corporate uniform orders submitted by staff should be on the appropriate order form. Council Administration Officer will coordinate all corporate uniform purchase orders.

Upper Lachlan Shire Council – Corporate Uniform Policy

10. Operational/outdoor Staff must read this policy in conjunction with the Protective Clothing and Equipment Procedure.
11. It is essential that all staff comply with all WHS safety standards in relation to wearing of Personal Protective Equipment and in particular when visiting a construction site.

Relevant Legislation and Council Policies

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

- Work Health and Safety Act 2011;
- Work Health and Safety Regulations 2017;
- Council Code of Conduct;
- Code of Conduct Procedure;
- Employment and Retention Policy;
- Personal Protective Equipment Procedure;
- Procurement Policy;
- Recruitment and Selection Policy;
- Work Health and Safety Policy.

Variation

Council reserves the right to vary or revoke this policy.

14 CHIEF EXECUTIVE OFFICER

The following item is submitted for consideration -

14.1	Crookwell Swimming Pool and VIC project update	218
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Chief Executive Officer - 16 October 2025

ITEM 14.1 **Crookwell Swimming Pool and VIC project update**

FILE REFERENCE **I25/157**

AUTHOR **Chief Executive Officer**

ISSUE

To provide an update on the Crookwell Swimming pool and Visitor Information Centre project and funding status.

RECOMMENDATION That –

1. Council receives and notes the report as information.

BACKGROUND

To provide an update on the progress and grant funding status of the Crookwell Swimming Pool and Visitor Information Centre (VIC) project, formally known as the MAAC (Multipurpose Aquatic and Activities Centre) project.

REPORT

In December 2024 Council tabled a thorough report regarding the pool complex and Visitor Information Centre (VIC) construction, this report provides a further update to the project. As noted in previous reports, this has been a challenging project and following the administration of the original construction company, it has been considered 'distressed project'.

The outdoor 25m, toddler pool and Coleman Park all abilities playground were delivered in 2024, with the playground (Coleman Park) open year round and the Crookwell swimming pool with temporary amenities opened for its first season from November 2024 to March 2025.

Council is currently preparing the Crookwell pool for the 2025/26 swimming season (1 November 2025 to March 2026) with further improvements underway such as installation of pool covers, irrigation, plantings, BBQ and further shade over seating areas.

As per funding requirements, Council have also installed fitness equipment and state of the art all weather fitness bikes to Coleman Park. These are ready for community use and will be available year round.

Works to the Visitor Information Centre have progressed with the external work including the façade finalised and the internal fit out nearing completion.

In addition to being the Visitor Information Centre, the building also features a café with indoor and outdoor seating space, multipurpose room, information/retail and exhibition space and multi-use office space for hire.

Defect inspections and any works to rectify minor defects will be undertaken prior to hand over. Work to finalise the substation is underway with installation and commissioning aimed to occur by the end of the calendar year. An opening date will be provided following commissioning and certification.

The pictures below show some of the additional elements installed following December 2024



Coleman Park fitness area



All Weather Bikes



Fitness Equipment



Additional plantings



Pool cover/blankets

The pictures below show the progress of the internal fit out of the Visitor Information Centre



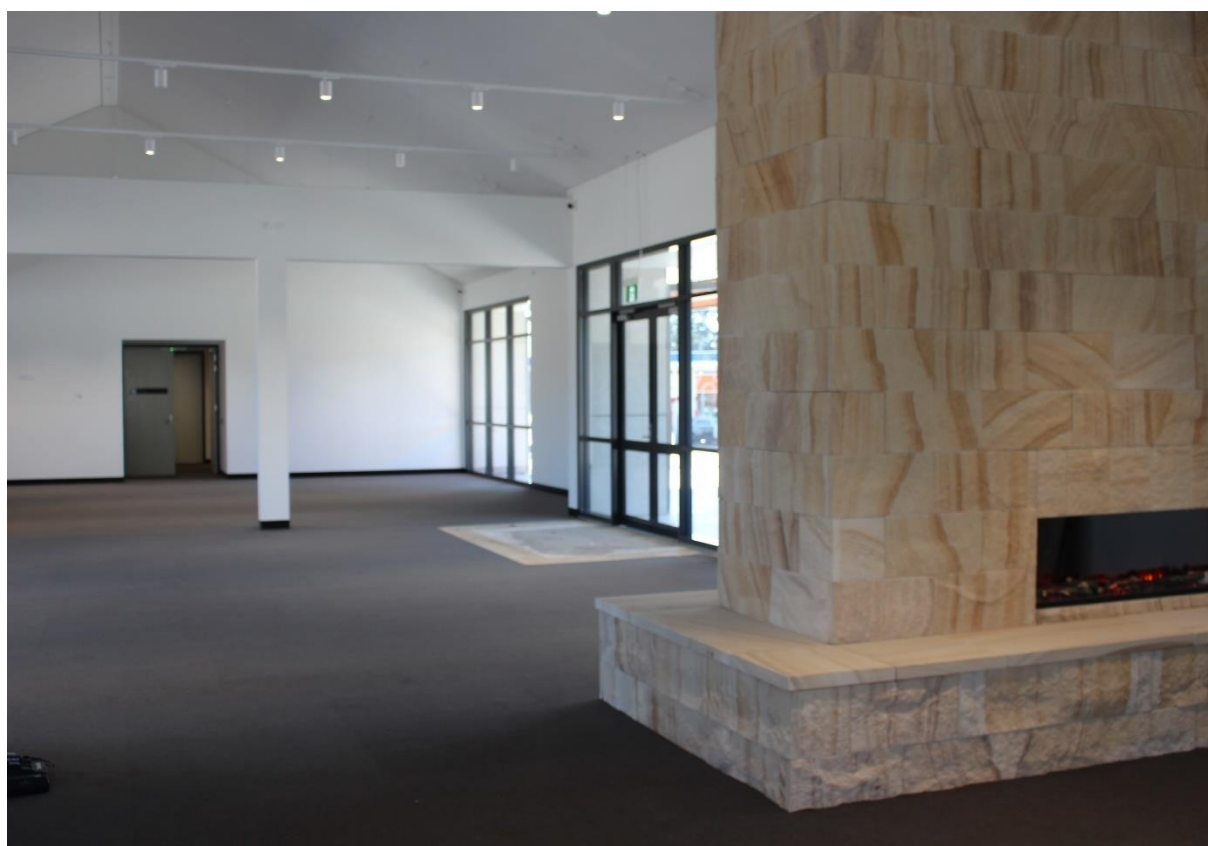
VIC External Front



VIC External Front – Louvers



VIC building rear external



Internal View



Internal View



Seating Area / Cafe

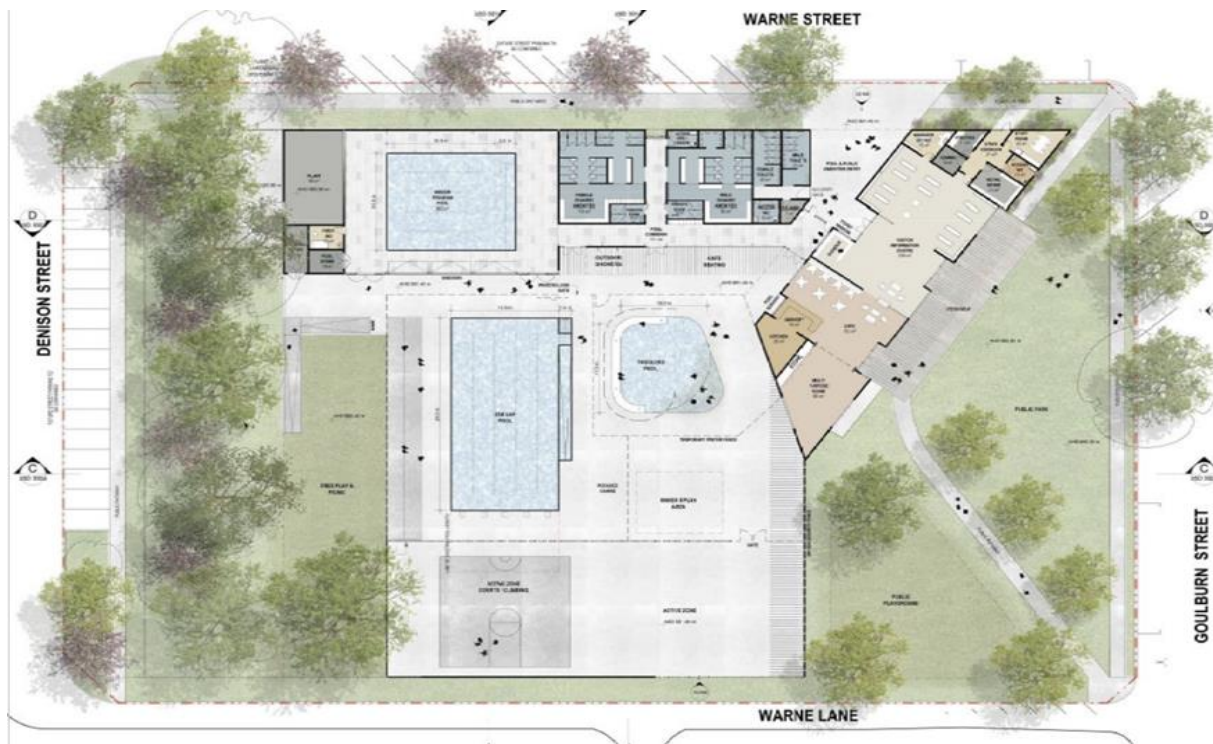


Serving Area to Café – (kitchen through door)



Council Visitor Information Centre /Info Space and Serving Counter

The vision for the entirety of the project remains as per the original scope, which includes all of the above as well as a heated indoor program pool (L16.7m x W10m x D1.2m) with pool changerooms and public amenities block. The original scope/concept design is depicted below.



Initial scope of the project – formally known as the MAAC project

Whilst Council was unsuccessful in its application to round one of the Regional Precincts and Partnerships Program (rPPP), a further application to round two has now been submitted for the remaining \$7.1 required to finish the indoor program pool, amenities block, track, shelters and further landscape the site. This includes around \$1 million of contingency and at the time of submission included the funding required to complete the internal fit out of the VIC.

Council has since received additional grant funding of \$2million via a funding variation to a current Bushfire Local Economic Recovery (BLER) grant for the internal fit out of the Visitor Information Centre.

This funding has been utilised to finalise all outstanding work internally and externally to the VIC to enable its operation.

Increased funding for the VIC via the BLER grant variation was approved following the rPPP application submission and will therefore be deducted from any successful rPPP funding offer.

It should be noted that without significant external funding, Council are unable to complete the indoor pool or changeroom / amenities component of this project and the outdoor pool will remain seasonally operational with temporary amenities.

POLICY IMPACT

Nil

OPTIONS

Nil

FINANCIAL IMPACT OF RECOMMENDATIONS

Nil. Council continues to seek further external funding to finalise the project.

RECOMMENDATION That –

1. Council receives and notes the report as information.

ATTACHMENTS

Nil

16 REPORTS FROM OTHER COMMITTEES, SECTION 355 COMMITTEES AND DELEGATES

The following item is submitted for consideration -

- | | | |
|------|---|-----|
| 16.1 | Reports from Committees for the months of August and
September | 230 |
|------|---|-----|

Reports from Other Committees, Section 355 Committees and Delegates - 16 October 2025

ITEM 16.1

Reports from Committees for the months of August and September

RECOMMENDATION:

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

1. Binda Progress Association and Hall Committee – Minutes from Section 355 committee meeting held on 9 September 2025
2. Crookwell District Arts Gallery – Minutes from Section 355 committee meeting held on 25 September 2025.
3. Bigga Progress Association – AGM Minutes from meeting held on 11 June 2025.
4. Bigga Progress Association - Extra Special Meeting Minutes - 12 June 2025.
5. Local Traffic Forum Committee – Minutes from Section 355 Committee meeting held 4 September 2025
6. Audit Risk and Improvement Committee – Minutes from meeting held on 29 September 2025.

ATTACHMENTS

1. ↓	Binda Community Progress Association and Binda Memorial Hall - Meeting Minutes - 9 September 2025	Attachment
2. ↓	Crookwell District Arts Gallery - Minutes from meeting held 25 September 2025	Attachment
3. ↓	Bigga Progress Association - AGM minutes - 11 June 2025	Attachment
4. ↓	Bigga Progress Association - Extra Special Meeting Minutes - 12 June 2025	Attachment
5. ↓	Local Traffic Forum - 4 September 2025	Attachment
6. ↓	ARIC - Meeting Minutes - ULSC - 29 September 2025.	Attachment

Binda Community Progress Association and Binda Memorial Hall meeting 9.9.2025

Opened: 6.57.pm

Present: Kris and Dan skelly, Dale and Kathy Robertson, Donna Eddy, Carli Hanna, Debbie and Daryl white, Blake Robertson, Roxy Palmer, Lucy McDonald, Councillor Alex Meggitt, Belinda and Scott Shepherd, John Hogan

Apologies: Nathan and Ann Robertson

Previous Minutes: read by Lucy, 2nd Dale Moved by Scott

Business Arising:

1. Defribulator has been advertised in the Gazette
2. Toilet quotes for the hall ongoing
3. Cabinet still to be moved to tennis shed
4. Picket Fence – Aluminium \$319.00 a panel
PVC \$140 a panel
Decided on picket fence along “The Flat” and post and rail from Memory Park. Daryl to get quotes
5. Walls at the hall have been done
6. Council will help with tree area at the far end of the tennis court park to roll and flatten
7. Garden Festival to be discussed at next meeting
8. Tetter yet to be received from the Bush fire Brigade – Donna to chase up
9. Crockery at hall needs to be sold – Kris
10. Tennis courts to be chased up – Kathy
11. Ni reply from council regarding the leaking roof and Chimney at the hall- Lucy to follow up
12. Fire shed has been done
13. Neighbourhood Centre rent increase – Donna stated that The Neighbourhood Centre was disappointed that we had moved a motion to increase their rent at the last meeting. They have contributed nearly \$10,000.00 on upgrading the power box and installing air conditioner units
Dan moved a motion that we reimburse the Neighbourhood Centre, \$3257.50 which is half the cost of the power box installation. 2nd Dale, all in favour and motion passed.
14. Debbie will tentatively book the Goulburn radio Station for our Bush Festival in January

Treasurers' reports: Not available at time of meeting

1. Debbie moved a motion that we reimburse the Binda Store the cost of the cupboards that were installed at the Hall. The cost from Bunning's was \$2000.99 . The hall will pay \$940.99 and progress \$1060.00 2nd Carli, all in favour motion passed.

General Business:

1. Face book page up and running so public can access
2. Limerick Wind Farm sponsorship program- Applied for \$500.00 to fix the floor in the tennis shed. We were approved for \$2000.00 as there where 23 applicants
3. John Hogan spoke about Stromlo the company that are trying to erect the Limerick windfarm. He has been attending meetings with different politicians and government officials and will keep us updated on future developments. We will discuss at later meetings
4. Rabo bank for community halls grant – Applied for up to \$10,00.00 to replace the cupboards in the hall kitchen. Have not heard back yet.
5. ABN for progress – Donna to apply for once Lucy pays the Dept. of Fair trading for incorporation.
6. Lucy moved a motion that the progress donate/pay for the BBQ food for the Tennis Clubs Lymphoma bowls and tennis day to raise funds towards fighting Lymphoma 2nd Belinda. all in favour motion passed.
7. Halloween - 25.10.2025 at the hall

Council business – Alex Meggit:

1. Defribulator workshop – rotary will be running a workshop on how to use Defribulator at the RSL club on the 10.9.25
2. RUOK – Thursday the 11.9.25 at the CWA rooms. Alex and Clifff will be walking from her home to Crookwell on this day leaving at 3.00am to raise awareness funds for this cause
3. Council meeting 18.09.2025
4. Tony Maher Minister for energy will be visiting re Solar farm at Roslyn
5. Bush Summitt meeting in Wagga Wagga and with Chris Minns

Working bee: not required this month

Next Meeting: 7th October @ 7.00pm

Meeting Closed: 8:32 pm



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

Date: 10 July 2025

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

Meeting opened at 4.00pm

ITEM NO	ITEM	DISCUSSION	ACTION REQUIRED	
			By	Date due/complete
1.	Present	S Recsei, J Shepherd, D Cameron, K Harwood, A Cummins, R Cummins, J Vaughan, L Webster, G Yallouris, V Mendl, Cr V Flannagan, B Carter, P MacLaren		
2.	Apologies	J Carter, N Johnston, LA Groblicka, R Harris, C Lloyd, S Carroll, M McDonald, J and A Goodman, P Starr, J Readhead		
3.	Previous Minutes	Minutes of previous meeting held on 22 May 2025. Moved: D Cameron, Sec: R Cummins – Accepted		
4.	Business Arising/Actions	<ul style="list-style-type: none"> Website: John S noted that the new website is on line but still in development. cdag.com.au It is hosted in Australia – cost is \$20p/m similar to the previous one which is no longer on the internet Work is being done to update information and it will then be configured to be mobile friendly New hanging system: Chris Lloyd has undertaken to source new materials (wires) and to attach to the ends. It is hoped that this may be done in time for the Art on the Range exhibition. Karen noted we may need more hooks. 	Executive	In progress
			Susie/Chris	In progress
5.	Chair Report	See written report		

ITEM NO	ITEM	DISCUSSION	ACTION REQUIRED	
			By	Date due/complete
6.	Treasurer's Report	See attached reports for July and August. Financial reports submitted for audit. Treasurer's report moved J Shepherd; Sec K Harwood		
7.	Correspondence	In: <ul style="list-style-type: none"> ULSC email advising that Crs Flanagan and Yallouris are again the Council Representative and alternate for 2025/26 Robert Harris has written to note that he is proposing to hold performances in Crookwell in 2026 and is interested in hiring the gallery. Out: <ul style="list-style-type: none"> Various administration emails and advertising 2024/25 cdag financial reports forwarded to ULSC for audit by Treasurer Reimbursement of monies to RDA for gallery hire 		
8.	Discussion	<ul style="list-style-type: none"> Discussion re increasing gallery hire fees – to be included on next agenda Art on the Range exhibition: Roster now available. It is only one month away and planning is progressing – 23 artists have responded and may submit up to 3 artworks each. Invitations being designed and advertising underway. Ideas for open door mornings: members asked to forward ideas to Darian. Ideas discussed included artist talks following exhibitions, drawing sessions, outdoor sessions, talk on acquisitions, discussions with community groups. Next open door 16 October – 'Objects from home' Preparation for AGM: following audit of financial report by Council one month notice required prior to AGM - will determine the date. Members asked to consider positions and the roles involved – Executive, Hanging, Acquisitions, Events, Digital Publicity, Hall Committee Rep. Draft Calendar for 2026: Karen suggested having artist statements for April exhibition of Gallery Collection. Consider botanical art for 2026 AOTR exhibition Special in May 2026 – similar to Interpretations exhibition – focus on wool 	Darian to review guidelines	

ITEM NO	ITEM	DISCUSSION	ACTION REQUIRED	
			By	Date due/complete
9.	Other Business	<ul style="list-style-type: none"> Ron C noted that at the last Council meeting a motion was passed that a review of all 355 Committees was to be undertaken – scope, relevance and function. An outline of the proposed review can be found on the Council's website. Ron noted it was important that cdag members were informed about the review as it pertains to the gallery. Cr Flanagan commented that it was a broad review, more to help committees – i.e. with perhaps new templates for reporting financial matters for example, and a committed place on the Council's website for 355 committee information. She noted that she will keep cdag informed. Karen H - from the Hall Committee – Solar panels are running; anticipated bills will be forwarded soon. Libby W asked if the kitchen oven was working – yes, though difficult to manage. Cr Flanagan Veolia Mulwaree Trust grants are open As ULSC rep she attended the STA meeting. To become a member it is a comprehensive application which is considered by the STA Board. Gives an opportunity for advertising to the wider community – free promotion. Councils contribute to STA funding. <p>Note: Meeting times will revert to 4.30pm following introduction of daylight saving time</p> <p>Meeting closed at 5.45pm</p>		
10.	Next Meeting	Thursday 23 October 2025 at 4.30pm		

BIGGA PROGRESS ASSOCIATION - AGM

Date: Wednesday 11th June 2025

Meeting opened: 7.10pm

Chairperson: Kerrie Picker (President)

Minutes recorder: Karine Rixon (Secretary)

Present: Kerrie Picker, Karine Rixon, Guy Picker, Helen Faros, Anne Picker, Fay Munday, Renee Clements, Dennis Harrison, Robyn Harrison, Di Clements

Apologies: Issy Paterno, Robin Dwyer, Jodie Munday, Susan Reynolds, Owen Munday

Kerrie handed meeting over to Di Clements.

Minutes from previous AGM were read
All in favour - **Carried.**

Moved: Anne **Seconded:** Kerrie

All positions were declared open.

President

Kerrie nominated by Anne. Seconded - Renee. Kerrie accepted the nomination.
Dennis nominated by Fay – Dennis declined the nomination.
Karine nominated by Robyn – Karine declined the nomination
Kerrie Picker was elected President by a majority vote.

Secretary

Karine nominated by Kerrie. Seconded by Robyn. Karine accepted the nomination.
No further nominations.
All in favour – Carried
Karine Rixon retains the Secretary position.

Treasurer

Anne nominated by Kerrie. Seconded – Helen. Anne accepted the nomination.
No further nominations.
All in favour – Carried.
Anne Picker retains the Treasurers position.

Hall Booking Officer

Kerrie nominated by Karine. Seconded - Anne. Kerrie accepted the nomination.
All in favour – Carried.
Kerrie Picker retains Hall booking officer position.

Treasurers report tabled.

Moved: Dennis **Seconded:** Karine

Carried

The meeting was handed back to Kerrie, she thanked everyone for their attendance and support of the BPA and stated we need to get more people involved in the group. This year we need to do some recruiting.

AGM closed: 7.20 pm

BIGGA PROGRESS ASSOCIATION EXTRA SPECIAL MEETING

Date: Thursday 12th June 2025

Meeting opened: 4.05pm

Chairperson: Karine Rixon (secretary)

Minutes recorder: Karine Rixon (Secretary)

Present: Karine, Di, Fay, Owen, Jodie (via phone), Robyn, Dennis, Helen, Shirley, Anne, Renee, Joy, Jenny.

Background.

The meeting was called as shortly after the AGM Kerrie Picker tendered her resignation as President of the Bigga Progress Association effective immediately.

The meeting was to inform members and to work towards finding a new President, more of a casual meeting rather than a formal one, [REDACTED]

Meeting

Karine tabled Kerries letter of resignation and explained her reasons for her actions, [REDACTED]

[REDACTED]

[REDACTED]

Dennis Harrison said after some consideration he would take the position, he had served on several committees in a range of positions including president and was familiar with the BPA.

Anne Picker nominated Dennis Harrison. Fay Munday seconded.

All members in favour. Carried

Dennis Harrison – President.

Meeting closed: 4.28pm

UPPER LACHLAN SHIRE COUNCIL
MINUTES OF THE
MEETING OF THE TRAFFIC COMMITTEE
HELD IN THE COUNCIL CHAMBERS
ON 4 SEPTEMBER 2025

PRESENT: Cr J Searl (Chairperson), Mr G Taylor (TNSW), Mr B Oliver (TNSW)

NON-VOTING: Mr K Mahmud (Director of Infrastructure), Mr T George (Coordinator Traffic and Road Safety), Ms S Towsey (Executive Assistant Infrastructure) and Ms S Pearman (Administration Officer).

THE CHAIRPERSON DECLARED THE MEETING OPEN AT 11:00am

SECTION 1: APOLOGIES & LEAVE OF ABSENCE

No apologies were received.

SECTION 2: DECLARATIONS OF INTEREST

Nil

SECTION 3: MINUTES

ITEM 5.1 RECOMMENDATION ACCEPTANCE

That the minutes of the Traffic Committee Meeting held in December 2024 be noted.

- NOTED

PRESENTATION:

- Blair Oliver from Transport NSW presented to the Committee the functions and responsibilities of the newly named Local Transport Forum (LTF)

SECTION 4: REPORTS

ITEM 4.1 TEMPORARY CLOSURE OF SECTIONS OF SPRING STREET AND ROBERTSON STREET, CROOKWELL FOR CHRISTMAS MARKETS

RECOMMENDATION ACCEPTED WITHOUT OPPOSITION: That -

1. The temporary closure of a section of Spring Street and a section of Robertson Street, as detailed in the attached Traffic Guidance Scheme, be supported.
 2. Noted – No issues raised by Transport NSW.
-

This is page One of the Minutes of the MEETING OF THE TRAFFIC COMMITTEE
Held on 4 SEPTEMBER 2025 Confirmed on 4 DECEMBER 2025

UPPER LACHLAN SHIRE COUNCIL
MINUTES OF THE
MEETING OF THE TRAFFIC COMMITTEE
HELD IN THE COUNCIL CHAMBERS
ON 4 SEPTEMBER 2025

ITEM 4.2 REQUEST FOR CONVEX MIRROR, LAVER PLACE, CROOKWELL
RECOMMENDATION ACCEPTED WITHOUT OPPOSITION That -

1. The request for the installation of a convex mirror on the bend in Laver Place at Crookwell not be supported.
2. A centre line be implemented at the bend to assist motorists.

ITEM 4.3 GOULBURN CYCLE CLUB REQUEST TO USE UPPER LACHLAN
SHIRE COUNCIL ROADS FOR CYCLE CLUB EVENTS IN 2026 AND
2027
RECOMMENDATION ACCEPTED WITHOUT OPPOSITION That -

1. Approval be given for Goulburn Cycle Club to use sections of Range Rd, Cullerin Rd and Middle Arm Rd for their road race events in 2026 and 2027.

SECTION 5: ITEMS FOR DISCUSSION

ITEM 5.1 RENAMING THE LOCAL TRAFFIC COMMITTEE (LTC) TO
BECOME THE LOCAL TRANSPORT FORUM (LTF) AND
ASSOCIATED CHANGES
PROPOSED CONCLUSION:

That Transport for NSW provides a presentation to the Local Transport Forum concerning the impacts for Councils as a result of the 2025 Authorisation and Delegation Instrument.

It was noted that a report on committees of council structure will be tabled to 16 October 2025 ordinary council meeting.

ITEM 5.2 PREVIOUS ITEM ACTION LIST

This is page Two of the Minutes of the MEETING OF THE TRAFFIC COMMITTEE
Held on 4 SEPTEMBER 2025 Confirmed on 4 DECEMBER 2025

UPPER LACHLAN SHIRE COUNCIL
MINUTES OF THE
MEETING OF THE TRAFFIC COMMITTEE
HELD IN THE COUNCIL CHAMBERS
ON 4 SEPTEMBER 2025

PROPOSED CONCLUSION:

That the Local Traffic Committee members note the progression of the previous action items.

- NOTED

THE MEETING CLOSED AT 11:50AM

Minutes confirmed 4 DECEMBER 2025

.....
Chairperson

This is page Three of the Minutes of the MEETING OF THE TRAFFIC COMMITTEE
Held on 4 SEPTEMBER 2025 Confirmed on 4 DECEMBER 2025



**CANBERRA REGION
JOINT ORGANISATION**

Regional leadership connecting our communities

AUDIT RISK & IMPROVEMENT COMMITTEE MEETING MINUTES

Monday, 29 September 2025
10am – 1pm
Microsoft Office Teams

Upper Lachlan Shire Council



Upper Lachlan Shire Council ARIC Meeting Minutes

Monday, 29 September 2025

10am – 1pm

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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, Chief Executive Officer
Upper Lachlan Shire Council	Andrew Croke, Director Finance and Administration
Upper Lachlan Shire Council	Kazi Mahmud, Director of Infrastructure
Upper Lachlan Shire Council	Ashan Hewage, Chief Financial Officer
Upper Lachlan Shire Council	John Abakah, Manager Governance
Upper Lachlan Shire Council	Jason Dinsmore, Manager Information Technology
Audit Office NSW Representatives	
Audit Office NSW	Reiky Jiang, Director Financial Audit Services
Ernst & Young	Irene Tzavaras, Partner
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	Hayley Chapman, Coordinator Corporate Services (Minutes Secretary)



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1. Opening Meeting

The chairperson, Stephen Coates opened the meeting at 10:05am.

2. Welcome & Acknowledgement of Country

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

“The Upper Lachlan Shire acknowledges the Traditional Custodians of this land, 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”

3. Attendance and Apologies

The chairperson called for any apologies.

The following apologies were received:

- John Abakah, Manager Governance, Upper Lachlan Shire Council
- Lee Hartwig, Ernst & Young – Kemy Shoukat attended in Lee’s place
- Reiky Jiang, NSW Audit Office – Robert Hayek Associate Director attended in Reiky’s place
- Hayley Chapman, Minutes Secretary (minutes taken by Sharon Houlihan)

The following did not attend the meeting:

- Bryce McNair, independent committee 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 the audit, risk and improvement committee at this meeting.

No conflicts of interest were declared.

5. Confirmation of Minutes

5.1 Confirmation of Previous Minutes

RESOLUTION ULSC 09/25 - 01

That the minutes of the audit, risk and improvement committee meeting held 1 July 2025 be accepted and signed as a true and correct record of the meeting.

AGREED BY CONSENSUS



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5.2 Outstanding Actions Register

RESOLUTION ULSC 09/25 - 02

That the audit, risk and improvement committee notes the status of progress against 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
12/3/24 27/6/24 17/9/24 27/11/24 1/4/25 1/7/25	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	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 1/7/25: Draft four-year strategic work plan and annual work plan developed, on agenda. Management to review and finalise with chair, then schedule for council adoption Council adopted the ARIC strategic plan, incorporating the annual work plan/calendar at its 21 August council meeting Complete and remove from list



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27/6/24 17/9/24 27/11/24 1/4/25 1/7/25 29/9/25	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	Manager Information and Communications 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: Update provided. However, additional information is required. 1/7/25: Penetration testing performed by Cyber NSW of council's systems externally has been provisionally booked for first week in August. 29/9/25: Report provided to 29 September 2025 ARIC meeting Complete and remove from list
17/9/24 27/11/24 1/4/25 1/7/25 29/9/25	Service review improvement status report to be provided to ARIC 6 monthly	Director Finance and Administration	From 2025 ARIC meetings onwards	1/7/25 ULSC provided report to July 2025 ARIC meeting noting that a consultant is preparing a service review status report linked to AEC Group report recommendations implementation. 29/9/25: Update provided to 29 September 2025 ARIC meeting
27/11/24 1/4/25 1/7/25 29/9/25	Include information on testing of incident response plan for cyber-attack in IT report to next ARIC meeting	Manager Information and Communications Technology	March 2025 ARIC meeting	1/4/25: No report provided - defer to next meeting. 1/7/25: ULSC does not have an incident response plan for Cyber Attack specifically, the business continuity plan would be document to follow at present. 29/9/25: Report to be provided to December ARIC meeting covering how the risk of cyber-attack is being managed, beyond the business continuity plan (within IT report)
27/11/24 1/4/25 1/7/25 29/9/25	Include update on work underway regarding 'Essential 8' compliance plan including compliance risk	Manager Information and Communications Technology	March 2025 ARIC meeting	1/4/25: No report provided - defer to next meeting. 1/7/25: Council is still in the planning phase of working towards Essential 8 Level 1 compliance, approximately 50% requirements met, remaining 50% more difficult as require both process change and



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	minimisation actions to next ARIC meeting			behaviour change, council is considering this KPI to decide if aiming for Essential 8 compliance or only up to level 2 compliance and not level 3. 29/9/25: Added column to Essential 8 report re progress and included prioritisation of actions. Report to be provided to the 1 December 2025 ARIC meeting.
1/7/25	Distribute Cyber Security Insights Reports and report into local small commitments allocation funding program to committee and council via Chair/Secretariat	Reiky Jiang, NSW Audit Office	Out of session	NSW Audit Office distributed reports to council officers on 1 July 2025 Complete and remove from list
1/7/25 29/9/25	Add new item, IT Disaster Recovery Plan, to Compliance Framework Summary Table and reword current item, Disaster Recovery Plan, to Natural Disaster Recovery Plan	Manager Governance	September 2025 ARIC meeting	29/9/25: This item will be actioned and included in the Compliance Framework. The framework will be reported to ARIC again in 2026. Complete and remove from list
1/7/25 29/9/25	In future infrastructure project status reports include identification of projects at risk of non-/late/over budget delivery	Director Infrastructure	September 2025 ARIC meeting	29/9/25: This report will be included to the 1 December 2025 ARIC meeting
1/7/25 29/9/25	In future work health and safety reports, include trend data for incidents and claims	Director Finance and Administration	September 2025 ARIC meeting	29/9/25: Report has been updated and included for the 29 September 2025 ARIC meeting Complete and remove from list



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1/7/25 29/9/25	Add column to Essential 8 report re progress and include prioritisation of actions	Manager Information and Communications Technology	September 2025 ARIC meeting	29/9/25: Added column to Essential 8 report re progress and included prioritisation of actions. Complete and remove from list
1/7/25 29/9/25	Finalise current four-year internal audit work plan in preparation for engagement of external provider for internal audits including management's nomination of aspect of risk management framework for review in 2025/26	Sharon Houlihan, CRJO	September 2025 ARIC meeting	29/9/25: Current 4-year internal audit work plan included in 4-year strategic ARIC work plan and RFQ for new external IA provider Complete and remove from list
1/7/25 29/9/25	Include, in brief for external provider, requirement for feedback surveys after each internal audit and annual report to ARIC as to overall satisfaction by councils of external provider (collation of individual surveys)	Sharon Houlihan, CRJO	September 2025 ARIC meeting	29/9/25: Included in RFQ for new external IA provider Complete and remove from list
1/7/25	Prepare ARIC, internal audit and risk management compliance attestation and provide to ARIC for review at next meeting	Chief Executive Officer	September 2025 ARIC meeting	CEO Attestation signed by CEO and ARIC Chair on 5 August 2025 Complete and remove from list



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1/7/25	Review and finalise ARIC strategic four-year plan and annual work plan for council adoption	Director Finance and Administration	September 2025 ARIC meeting	ARIC Strategic Plan endorsed at Council Meeting on 21 August 2025 and included attachment to the 29 September 2025 ARIC meeting Complete and remove from list
1/7/25 29/9/25	ARIC to review its terms of reference next meeting	Chair / Secretariat	September 2025 ARIC meeting	29/9/25: On agenda for 29 September 2025 ARIC meeting. Review completed and recommended for council adoption Complete and remove from list
1/7/25 29/9/25	Schedule report for council adoption of updated ARIC terms of reference update to committee removing named committee chair and members	Director Finance and Administration	Before December 2025 ARIC meeting	29/9/25: Not yet due. Amended terms of reference will be reported to the 20 November 2025 council meeting
1/7/25	Schedule report for council adoption of updated internal audit charter reflecting new outsourced internal audit function	Director Finance and Administration	Before September 2025 ARIC meeting	IA Charter reviewed and endorsed at 18 September 2025 council meeting Complete and remove from list
1/7/25 29/9/25	Provide updated ARIC and internal audit shared arrangements agreement reflecting new outsourced internal audit function for CEO/Director's consideration and signing	Sharon Houlihan, CRJO	September 2025 ARIC meeting December 2025 ARIC meeting	29/9/25: will be updated following RFQ process and confirmation of budget for shared IA function, amended due date to December 2025 ARIC meeting
1/7/25	Provide conflict of interest declarations for ARIC members to complete on 30 June 2025 and save copies of	Sharon Houlihan, CRJO	By end July 2025	Signed declarations included in ULSC's ARIC external shared drive in July 2025 Complete and remove from list



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	updated declarations in the shared external drive			
1/7/25	Current chair and committee members to advise CRJO of interest in being considered for re-appointment for a further ARIC term or part term	Chair Stephen and Members Rachel, Diana and Bryce	Out of session	3 of 4 current independent members expressed interest in re-appointment during August 2025 Complete and remove from list
1/7/25 29/9/25	On behalf of councils in shared arrangement, lead process for ARIC members review and re-appointment and/or appointment of new members, involving councils' directors in the appointment process	Sharon Houlihan, CRJO	By end November	29/9/25: Not yet due, independent reviews to be undertaken last week October 2025. CEO recommended process to be agreed with other councils in shared arrangement.
1/7/25 29/9/25	Schedule report for council appointment of ARIC independent chair and members	Director Finance and Administration	December 2025 council meeting	29/9/25: appointment of ARIC independent members to be resolved at 18 December 2025 council meeting
1/7/25 29/9/25	Lead RFQ for external IA provider process of behalf of member councils, prepare request for quotation brief and provide to member councils and ARIC for review prior to undertaking RFQ via Local Government Procurement NSW	Sharon Houlihan, CRJO	September 2025 ARIC meeting	29/9/25: RFQ being finalised, to go out to market following council and ARIC review, expected by 3/10/25



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1/7/25 29/9/25	Manage contract under shared arrangement (as permitted under the NSW Local Government (General) Amendment (Audit, Risk and Improvement Committees) Regulation 2023	Sharon Houlihan, CRJO	October 2025 onwards	29/9/25: Pending engagement of external IA provider
1/7/25 29/9/25	Schedule quarterly ARIC report to council to include ARIC's identified items and provision of ARIC meeting minutes	Internal Audit Coordinator	Out of session	29/9/25: ARIC minutes and quarterly report provided to 18 September council meeting. Regular scheduling by IAC will commence from October 2025 Complete and remove from list
1/7/25 29/9/25	Schedule annual ARIC report by ARIC chair to council	Director Finance and Administration	November 2025 December 2025	29/9/25: ARIC Chair agreed to present annual report and ARIC annual assessment to 18 December council meeting



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6. Audit, Risk and Improvement Committee Business

6.1 ARIC Business Report and Attachments

6.2 ARIC Terms of Reference

6.3 ARIC 4 Year Strategic Plan

RESOLUTION ULSC 09/25 - 03

The audit, risk and improvement committee:

1. noted committee business items and required actions included in the report for the Canberra Region Joint Organisation and member councils under the shared arrangement agreement,
2. reviewed the updated terms of reference and recommends updated terms of reference for council adoption,
3. delegates to the chairperson and Upper Lachlan Shire Council CEO to determine lengths of terms for independent committee members in accordance with updated terms of reference, and
4. recommends, in conjunction with the Upper Lachlan Shire Council CEO, process for performance review of independent committee members who have expressed interest in re-appointment, for agreement by councils and joint organisation in the shared arrangement and implementation by Canberra Region Joint Organisation.

AGREED BY CONSENSUS

Discussed:

- Sharon Houlihan, CRJO Executive Officer, spoke to written report and attachments
- ARIC reviewed its terms of reference and recommends updated terms of reference for adoption by council
- ULSC CEO proposed process to undertake individual performance reviews of ARIC chair and members
- ULSC CEO recommends the following process for performance review of independent committee chair and members:
 - ARIC chair undertakes performance review of independent committee members and recommends re-appointment (or not) to CEOs/GMs in shared arrangement, and
 - a review panel made up of CEOs/GMs in shared arrangement (or their director delegate) and councillor ARIC members undertakes ARIC chair performance review and recommends re-appointment (or not) of chair and independent members to council
 - recruitment undertaken if additional ARIC independent members required
 - ARIC chair to agree length of terms of ARIC members with
 - if proposed process agreed, CRJO to lead process (existing action)



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- There is a requirement for ARIC annual assessment which was agreed to be included in chair's annual report to council at end 2025 (existing action)

7. Internal Audit

7.1 Internal Audit Update

7.2 Internal Audit Roles Matrix

RESOLUTION ULSC 09/25 – 04

The audit, risk and improvement committee:

1. noted progress towards establishment of the shared outsourced internal audit function across Upper Lachlan Shire Council, Yass Valley Council, Goulburn Mulwaree Council and Canberra Region Joint Organisation,
2. noted that there have been no internal audits undertaken this quarter pending establishment of the shared outsourced internal audit function,
3. noted Upper Lachlan Shire Council's adoption of the updated internal audit charter and the chairperson's signing of the adopted internal audit charter, and
4. will review the request for quotation, upon distribution out of session, for a shared external internal audit provider prior to it being put out for quotations, by Canberra Region Joint Organisation, via Vendor Panel to approved contractors on the NSW Local Government Procurement Internal Audit and Management Consulting Services contract.

AGREED BY CONSENSUS

Discussed:

- Sharon Houlihan, CRJO Executive Officer, spoke to written report and attachments
- Request for quotation for external provider of internal audits to be distributed for review by committee and council officers prior to being put out to market. CRJO to lead process (existing action)
- ARIC commended councils and the joint organisation in the shared arrangement on progress towards transition to new, outsourced shared internal audit function



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8. Chief Executive Officer Report

RESOLUTION ULSC 09/25 - 05

The audit, risk and improvement committee received and noted the Upper Lachlan Shire Council CEO operations overview report update.

AGREED BY CONSENSUS

Discussed:

- Alex Waldron, CEO, spoke to written report, highlighting:
 - As at end August, all executive and management positions filled which is a significant achievement as recruitment to key senior positions has been very difficult
 - AEC Financial Sustainability Report identifies asset management as a high-risk area for council, this is exacerbated by difficulty recruiting to vacant asset management position
 - Crookwell redeveloped pool due to open Saturday 1 November, a significant achievement for community after a difficult project delivery
 - Crookwell redeveloped visitor information centre expected to open by end 2025, although there is a delay risk associated with shared power provision with pool taking priority
 - \$7.5m grant application remains under consideration for federal government's regional Precincts and Partnerships Program
 - A number of wind farms are coming online in Upper Lachlan local government area, a key political and community issue. Negotiations with developers via strong voluntary planning agreements are crucial to fund project-related public infrastructure / offset costs of council infrastructure damage during construction
 - Similarly, HumeLink transmission lines construction project is already causing damage to council roads, estimated at \$300,000 to date, with current payment offer from HumeLink very low and inadequate
- Councillor Rob Cameron reiterated CEO's comments regarding impacts of HumeLink project with road damage due to number and weight of heavy vehicles carrying project construction materials causing angst amongst ratepayers
- Committee question as to how council has been able to succeed with filling positions bringing vacancies from 22 down to 10 (now 12). Response: use of contracted HR Manager and filling of HR Officer position to drive recruitment processes as well as sustained effort to raise council's profile via positive media promote of council's positive work culture, success with winning awards and similar



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9. Financial Management

9.1 Attachment 1 – AEC Report Implementation Action Plan Summary

9.2 Attachment 2 – ARIC Strategic Plan- Upper Lachlan Shire Council

9.3 Attachment 3 – Internal Audit Charter- Upper Lachlan Shire Council

9.4 Attachment 4 – Internal Audit Findings Tracker and External Audit Findings Tracker

9.5 Attachment 5 - Draft Financial Statements 2024/25

RESOLUTION ULSC 09/25 – 06

The audit, risk and Improvement committee:

- 1. received and noted the information in the report from Upper Lachlan Shire Council Director of Finance and Administration and Chief Financial Officer for September 2025,**
- 2. reviewed the progress of implementation of corrective actions from external and internal audits, and**
- 3. endorsed the general-purpose financial statements and special-purpose financial statements and recommend council referral to external audit.**

AGREED BY CONSENSUS

Discussed:

- Andrew Croke, Director of Finance and Administration spoke to the written financial management report, highlighting:
 - Significant work undertaken over 18 months to implement recommendations from the AEC Financial Sustainability Report with financial and operational effects starting to be seen from service cuts, service levels reductions and asset sales
 - Noted that AEC report recommendations were made assuming their implementation would be funded by special rate variation which did not proceed following community consultation
 - Council's cash position much improved and projected operational deficit has reduced by \$1.4m compared to budget for the current year 2025/26
 - Interim external audit completed with no issues identified and therefore no interim management letter issued
 - ARIC 4-year strategic work plan adopted by council
 - Updated internal audit charter adopted by council
 - New quarterly budget review templates from Office for Local Government
- Committee commended council officers on their sustained work to improve financial sustainability despite severe revenue constraints



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- Andrew Croke, Director of Finance and Administration spoke to the draft general-purpose financial statements and special-purpose financial statements, highlighting:
 - \$9.3m operating deficit achieved compared with \$4.3m budgeted deficit,
 - Increased deficit due to:
 - losses from disposal of assets,
 - change in timing and percentage of advance payment for federal financial assistance grants (\$2.13m less revenue in 2024/25 than budgeted),
 - replacement of contract assets,
 - change in materials and services costs due to expenditure being in 2024/25 year when Regional Emergency Road Repair Fund (RERRF) revenue was received in 2023,
 - \$3m increase in fees and charges mostly relating to disaster recovery works receipt of funds under tripartite agreement with state and federal government for upfront payments reducing risks with claims process,
 - Employee costs \$1.24m down due to redundancies and savings despite wages increase under award
 - Council confirmed position that it will not be recognising Rural Fire service Assets in accounts
 - Significant improvement in unrestricted cash reserves now at \$1.524m compared with \$28,000 three years ago
- Committee reviewed general-purpose financial statements:
 - Finances clearly being managed tightly and cash situation is very positive
 - All reconciliations have been done in preparation for external audit
 - No revaluations nor booking of indexation for asset classes done this year due to immateriality of change
 - Current payables increase by approximately \$1m mostly related to natural disaster funding
 - Confirmed there were no new related parties' transactions for the year
 - Change in increased borrowings costs relates to amortisation of tips
 - Minor fixes needed to audit engagement plan dates and to ensure notes that are referenced as numbers are all included throughout
 - Cr Rob Cameron drew to the committee's attention the excellent work that has been done by CEO and Director Finance and Administration and team in increasing unrestricted cash which gives council capacity to better respond to ratepayers' needs
 - Cr Cameron also noted that larger than budgeted operational deficit of substantially due to the two reasons of amended timing and amount of financial assistance grants advance payment which is out of council's control and difference between receipt of funding and delivery of work for roads maintenance contracts



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- Committee commended council officers on financial management and sustainability progress in the three years since the ARIC was established
- Committee reviewed the progress of corrective actions from external and internal audits (corrective actions tracker):
 - Closed items can be removed from active trackers (put on separate tab)
 - 2024 external audit prior year matters:
 - Cyber security actions underway but corrective action not complete by due date, Jason Dinsmore, ICT Manager, spoke to risk mitigation in place in the interim to manage risks, Ernst & Young confirmed risk would be looked at in the external audit, to remain on open tracker
 - Asset remediation provision item to remain on active tracker
 - General journals item: discussed risk mitigating controls in place in interim pending potential future Civica business system changes, Chair Stephen suggested including these risk-mitigating controls as additional controls in the tracker and remove from active tracker, Ernst & Young to review in the external audit
 - 2024 external audit matters:
 - IPPE item to remain on active tracker
 - Business continuity plan item not yet due
 - Internal audit matters:
 - 2024 accounts payable internal audit manual nature of accounts payable system item: discussed risk mitigating controls in place in interim pending potential future Civica business system changes
 - 2024 procurement internal audit procurement and contract management systems item: discussed risk mitigating controls in place in interim pending potential future Civica business system changes

10. External Audit Update

RESOLUTION ULSC 09/25 – 07

The audit, risk and Improvement committee received and noted the NSW Audit Office Upper Lachlan Shire Council external audit verbal report update.

AGREED BY CONSENSUS

Discussed:

- Irene Tzavaras, Ernst & Young, spoke to status of 2024/25 external audit:
 - EY received councils draft financial statements on 24 September, has commenced audit and is on track according to timeframes in audit engagement plan and not concerned about meeting timeline



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- Key focus areas for the external audit are indexation of IPPE, accounting for grant recognition, asset remediation provision and audit of the general-purpose financial statements
- Close out of prior year matters will be reviewed, assurance undertaken and reported on
- Robert Hayek, NSW Audit Office, advised that the NSW Audit Office has published its refreshed three year forward audit work plan with focus areas to be:
 - efficiency and optimal use of resources
 - grant administration
 - major capital projects
 - climate-related risks and opportunities, and
 - First Nations performance audit program

and local government sector focus to be on long-term financial plans

Attendance: Robert Hayek, NSW Audit Office, Irene Tzavaras and Kemy Shoukat, EY left the meeting

11. Governance

11.1 Compliance Framework

RESOLUTION ULSC 09/25 – 08

The audit, risk and improvement committee received and noted the Upper Lachlan Shire Council governance report update.

AGREED BY CONSENSUS

Discussed:

- Andrew Croke, Director of Finance and Administration spoke to written report and attachment, highlighting:
 - Enterprise risk management: risk appetite has been approved by executive committee (Manex) and working through risk registers with managers
 - Continuous improvement program self-assessment underway
- Risk appetite statement has not been to council for approval with preference being to complete risk register review first, committee chair made the point that council and management often have different risk appetites with both valid



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12. Infrastructure Update – Capital Projects

RESOLUTION ULSC 09/25 – 09

The audit, risk and improvement committee received and noted the Upper Lachlan Shire Council infrastructure update – capital projects.

AGREED BY CONSENSUS

Discussed:

- Kazi Mahmud, Director of Infrastructure, provided verbal update and provided copy of 21 August 2025 council report on Works In Progress – Construction and Maintenance, advising that works program is progressing as expected with major projects completion progressing well
- Committee chair queried if delays in disaster funding provision are of concern. Response: awaiting approval of payment claim, 80% of works complete with delivery of remainder on track. Timing of payment claims is much improved since signing of tripartite agreement whereby state provides upfront payment rather than post-works delivery as had previously been the case
- Member Rachel asked what is the total capital works program value. Response: \$17m actual expenditure in 2024/25 and \$14m budget in 2025/26

13. Human Resources

RESOLUTION ULSC 09/25 – 10

The audit, risk and improvement committee received and noted the Upper Lachlan Shire Council human resources update.

AGREED BY CONSENSUS

Discussed:

- Andrew Croke, Director of Finance and Administration spoke to written report, highlighting:
 - Successful filled many vacancies
 - New HR Officer position in structure has been filled
 - 'Fresh Start' state government funding for apprentices, cadets and trainees has been successfully granted with one apprentice appointed in first round, two trainees and one apprentice in second round and one apprentice applied for in third round
 - Previously reported union dispute in final stages of resolution
- Cr Rob Cameron noted that recruitment is underway for seven out of twelve current vacancies and asked about remaining five positions. Response: workload- and reputation-wise, best not to have too many recruitment actions underway at any one time



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14. Information, Communication and Technology Report

14.1 CHIPS Report Cyber NSW

14.2 Essential 8 – Level 1

14.3 WebSphere Application Server (separate document)

14.4 Sonicwall Report 289 14.5 Penetration Test Report

RESOLUTION ULSC 09/25 - 11

That the Audit, Risk and Improvement Committee receives and notes the Upper Lachlan Shire Council ICT report update.

AGREED BY CONSENSUS

Discussed:

- Jason Dinsmore, ICT Manager, spoke to written report and attachments, highlighting:
 - Penetration testing by Cyber NSW undertaken, one high risk identified with rectification not too difficult
 - 'Sonicwall' end of support: council is transitioning to alternative secure mobile application (no negative impact on end users) and firewall (more difficult to implement alternative)
 - Older Microsoft Office products end of support: council is updating
- Committee chair asked about council's target with respect to 'Essential 8' compliance. Response: council aims to achieve level 1 compliance by June 2026, committee would like to understand what risk management will be in place in the meantime before level 1 compliance is achieved and, down the track, given level 2 and 3 not aiming to be achieved
- Member Diana asked about CHIPS report's reported age of exposed admin consoles which is very high compared to other Australian government organisations
- Member Diana commented that number of dormant websites is higher than other Australian government organisations. Response: given website hosting arrangements, nothing different can be done other than 'page does not exist' message
- Member Diana asked how often NSW Government various reports are done and at what cost. Response: CHIPS is quarterly, penetration testing is annually with a three-month window to implement recommendations, both at nil cost to council plus Essential 8 compliance report
- Member Diana asked if there was a report that goes to council or management regarding general ICT system availability and disruption. Response: No

Action: ICT Manager's report to December ARIC meeting to include: ICT risks that exist before compliance with 'Essential 8' level 1 and how these risks are being managed in the interim; and list of administration log in pages and why higher than other Australian local government organisations



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Microsoft Office Teams

15. Workplace Health & Safety

RESOLUTION ULSC 09/25 – 12

The audit, risk and improvement committee received and noted the Upper Lachlan Shire Council work health & safety report.

AGREED BY CONSENSUS

Discussed:

- Andrew Croke, Director of Finance and Administration, spoke to written report, highlighting:
 - Lost time injuries and incidents are down
 - Worker's compensation insurance premium is down significantly (\$240,000 compared to last year), return-to-work well managed and training roll out occurring
 - One WHS Officer at council providing significant improvements
 - SafeWork NSW s. 151 notice regarding concrete cutting work operation without PPE: council response resulted in SafeWork NSW taking no further action and satisfied with WHS measures
- Committee commended council officers on very positive turnaround in WHS outcomes and reporting
- Cr Rob Cameron sought clarification on cost of worker's compensation premium. Response: has ranged annually from \$600,000 to \$800,000 however is now down to \$500,000. Cr Cameron commended council officers on WHS management.

16. Audit Risk and Improvement Committee Matters

Chair discussed with the ARIC any other matters related to the good administration of the committee, including:

- CEO Attestation as to compliance with audit, risk and improvement has been signed by CEO and ARIC chairperson
- ARIC Annual Work Program Calendar prepared by Chair/Secretariat
- ARIC 4 Year Strategic Plan has been adopted by council at August 2025 council meeting

Action: Chairperson/Secretariat to update calendar to include months and years for quarterly meetings



Upper Lachlan Shire Council ARIC Meeting Minutes

Monday, 29 September 2025

10am – 1pm

Microsoft Office Teams

17. Meeting Recap

ARIC has the following items to report to council in the ARIC quarterly report in addition to provision of a copy of the ARIC meeting minutes:

- *any formal resolutions of the audit, risk and improvement committee* **None other than contained in these minutes**
- *the committee's assessment of any audits conducted, including any breaches or deficiencies in controls that require an immediate response from the council* **No audits conducted this quarter pending transition to outsourced internal audit function**
- *progress on the implementation of corrective actions* **Progress of implementation of corrective actions from external and internal audits reviewed**
- *opportunities for longer-term improvement* **None other than contained in these minutes**
- *any key opinions or 'take-outs' from the committee's meeting* **None other than contained in these minutes**

18. Next Meeting

The next meeting is scheduled to be held 1 December 2025 via Microsoft Office Teams.

19. Confidential Closed Session

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

No closed session was held.

20. Close

The chairperson closed the meeting at 12:36pm.

17 NOTICES OF MOTION

The following items are submitted for consideration -

17.1	Notice of Motion - Disclosure of Material Facts in Council Planning Certificates	264
17.2	Notice of Motion - Standardised Response Protocol for Community Correspondence	273

Notices of Motion - 16 October 2025

ITEM 17.1 Notice of Motion - Disclosure of Material Facts in Council Planning Certificates

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

1. Seek formal advice from the NSW Department of Planning, Housing and Infrastructure, the Office of Local Government, and/or appropriate legal counsel regarding Council's statutory obligations to disclose "material facts" in Section 10.7 Planning Certificates issued under the *Environmental Planning and Assessment Act 1979*.
2. Request that such advice address the following:
 - a) In light of NSW Fair Trading's ruling that real estate agents and vendors are obliged to disclose material facts to prospective purchasers, whether a comparable obligation exists for councils when issuing Section 10.7 Certificates;
 - b) The point at which a proposed development or infrastructure project, not yet finally approved, becomes a matter requiring disclosure by Council; and
 - c) The potential legal, financial, and reputational risks to Council should relevant material facts not be disclosed.
3. Receive a report to Council outlining the advice obtained, with recommendations as to whether Council should adopt additional internal protocols, procedures, or disclosure practices to ensure compliance and safeguard Council's statutory responsibilities

BACKGROUND

This Motion seeks clarification on Council's obligations to disclose "material facts" in Section 10.7 Planning Certificates. While NSW Fair Trading requires agents and vendors to disclose such facts, Council's role remains uncertain, particularly for large-scale proposals not yet approved. Advice will help safeguard Council's legal position and ensure transparency for property buyers.

CHIEF EXECUTIVE OFFICER'S COMMENT

For context, this matter or that of a similar nature has been debated either wholly or in part at the Ordinary Meeting of Council on 17 July 2025 and the Ordinary Meeting of Council on 21 August 2025. To assist I have listed the Motions and Foreshadowed Motions along with the resolution(s).

At the Ordinary Meeting of Council held on 17 July 2025 the following Notice of Motion Was tabled by Councillor Terry Yallouris

Notices of Motion

NOTICE OF MOTION - DISCLOSURE OF MATERIAL FACTS IN COUNCIL PLANNING CERTIFICATES cont'd

NOTICE OF MOTION - TRANSPARENCY AND COMMUNITY PROTECTION IN RELATION TO RENEWABLE ENERGY DEVELOPMENT MOVED by Cr Yallouris and Cr Meggitt that –

1. Council notes community concern regarding the lack of transparency and notification surrounding large-scale renewable energy developments, such as the Limerick Windfarm, within the Upper Lachlan Shire.
2. Writes to the NSW and Federal Members of Parliament representing the Shire to advocate that renewable energy companies be required to notify local councils and provide public disclosure of the geographic areas under consideration prior to negotiating with landowners, in a manner consistent with disclosure requirements in the mining sector.
3. Investigates the feasibility of requiring all future subdivision Development Applications to include a declaration from the applicant stating, to the best of their knowledge, whether the land is likely to be affected by a renewable energy development or related infrastructure.
4. Places a public notice on the Upper Lachlan Shire Council website acknowledging that no area within the shire can be currently guaranteed to be free of future renewable energy project proposals, in the interests of public transparency and in recognition of known industry confidentiality practices.
5. Seeks legal advice on the Council's obligations and risks in relation to the disclosure of material facts that may affect land values or amenity, in the context of large-scale infrastructure project. –

LOST

Councillors who voted for:- Crs G Harris, A Meggitt and T Yallouris

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

A proposed Foreshadowed Motion was moved By Cr Harris – That

1. Council notes community concerns regarding the lack of transparency and notification surrounding large-scale renewable energy developments, such as the Limerick Windfarm, within the Upper Lachlan Shire.
2. Council writes to the NSW and Federal Members of Parliament representing the Shire to advocate that renewable energy companies be required to notify local councils and provide public disclosure of the geographic areas under consideration prior to negotiating with landowners, in a manner consistent with disclosure requirements in the mining sector.
3. Council investigates the feasibility of requiring all future subdivision Development Applications to include a declaration from the applicant stating, to the best of their knowledge, whether the land is likely to be affected by a renewable energy development or related infrastructure.

Notices of Motion

NOTICE OF MOTION - DISCLOSURE OF MATERIAL FACTS IN COUNCIL PLANNING CERTIFICATES cont'd

4. Council seeks legal advice on the Council's obligations and risks in relation to the disclosure of material facts that may affect land values or amenity, in the context of large-scale infrastructure project.

The above motion be deferred for a future meeting pending a report from the CEO.

At the Ordinary Meeting of Council held on 21 August 2025 the following Notice of Motion was resubmitted by Councillor Harris with costing and further information reported by the CEO in the body of the response.

17.1 NOTICE OF MOTION - TRANSPARENCY AND COMMUNITY PROTECTION IN RELATION TO RENEWABLE ENERGY DEVELOPMENT MOVED by Cr Harris and Mayor Culhane

1. Council notes community concerns regarding the lack of transparency and notification surrounding large-scale renewable energy developments, such as the Limerick Windfarm, within the Upper Lachlan Shire.

2. Council writes to the NSW and Federal Members of Parliament representing the Shire to advocate that renewable energy companies be required to notify local councils and provide public disclosure of the geographic areas under consideration prior to negotiating with landowners, in a manner consistent with disclosure requirements in the mining sector.

3. Council investigates the feasibility of requiring all future subdivision Development Applications to include a declaration from the applicant stating, to the best of their knowledge, whether the land is likely to be affected by a renewable energy development or related infrastructure.

4. Council seeks legal advice on the Council's obligations and risks in relation to the disclosure of material facts that may affect land values or amenity, in the context of large-scale infrastructure project. –

MOVED An Amendment to the Motion was moved by Cr Culhane and Cr Harris That –

1. Council notes community concerns regarding the lack of transparency and notification surrounding large-scale renewable energy developments, including the Limerick Windfarm, within the Upper Lachlan Shire.

2. Council supports ongoing state and federal efforts to improve community engagement and transparency in renewable energy projects, including those led by the Australian Energy Infrastructure Commissioner.

3. Council write to NSW and Federal members of Parliament representing the shire to encourage policies promoting early notification and consultation by renewable energy companies with affected communities.

4. Council calls for a review of mechanisms, such as the renewable energy target, to ensure they foster fair market conditions and uphold landowner rights.

On being put to the meeting the **Amended motion was carried.**

Notices of Motion

NOTICE OF MOTION - DISCLOSURE OF MATERIAL FACTS IN COUNCIL PLANNING CERTIFICATES cont'd

CARRIED

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

Councillors who voted against:- Cr T Yallouris

To confirm, the Resolution of Council as of 21 August 2025.

- 1. Council notes community concerns regarding the lack of transparency and notification surrounding large-scale renewable energy developments, including the Limerick Windfarm, within the Upper Lachlan Shire.*
- 2. Council supports ongoing state and federal efforts to improve community engagement and transparency in renewable energy projects, including those led by the Australian Energy Infrastructure Commissioner.*
- 3. Council write to NSW and Federal members of Parliament representing the shire to encourage policies promoting early notification and consultation by renewable energy companies with affected communities.*
- 4. Council calls for a review of mechanisms, such as the renewable energy target, to ensure they foster fair market conditions and uphold landowner rights.*

At the Ordinary Meeting of Council held on 17 July 2025, council staff provided information on the role of the land use tables and the part land zoning plays to identify the potential locations of Electrical Generation Works within Schedule 2 of the Environmental Planning and Assessment Regulation 2021 (Regulations) when issuing a Planning Certificates.

For additional clarity on what must be provided in a Planning Certificate, Schedule 2 of the Regulations is supplied below. Schedule 2 explicitly outlines all the required information that Council must provide when issuing a Planning Certificate.

Schedule 2 Planning certificates

1 Names of relevant planning instruments and development control plans

- (1) The name of each environmental planning instrument and development control plan that applies to the carrying out of development on the land.
- (2) The name of each proposed environmental planning instrument and draft development control plan, which is or has been subject to community consultation or public exhibition under the Act, that will apply to the carrying out of development on the land.
- (3) Subsection (2) does not apply in relation to a proposed environmental planning instrument or draft development control plan if—
 - (a) it has been more than 3 years since the end of the public exhibition period for the proposed instrument or draft plan, or
 - (b) for a proposed environmental planning instrument—the Planning Secretary has notified the council that the making of the proposed instrument has been deferred indefinitely or has not been approved.

Notices of Motion

NOTICE OF MOTION - DISCLOSURE OF MATERIAL FACTS IN COUNCIL PLANNING CERTIFICATES cont'd

(4) In this section—

proposed environmental planning instrument means a draft environmental planning instrument and includes a planning proposal for a local environmental plan.

2 Zoning and land use under relevant planning instruments

The following matters for each environmental planning instrument or draft environmental planning instrument that includes the land in a zone, however described—

- (a) the identity of the zone, whether by reference to—
 - (i) a name, such as “Residential Zone” or “Heritage Area”, or
 - (ii) a number, such as “Zone No 2 (a)”,
- (b) the purposes for which development in the zone—
 - (i) may be carried out without development consent, and
 - (ii) may not be carried out except with development consent, and
 - (iii) is prohibited,
- (c) whether additional permitted uses apply to the land,
- (d) whether development standards applying to the land fix minimum land dimensions for the erection of a dwelling house on the land and, if so, the fixed minimum land dimensions,
- (e) whether the land is in an area of outstanding biodiversity value under the [Biodiversity Conservation Act 2016](#),
- (f) whether the land is in a conservation area, however described,
- (g) whether an item of environmental heritage, however described, is located on the land.

3 Contributions

(1) The name of each contributions plan under the Act, Division 7.1 applying to the land, including draft contributions plans.

(2) If the land is in a region within the meaning of the Act, Division 7.1, Subdivision 4—

- (a) the name of the region, and
 - (b) the name of the Ministerial planning order in which the region is identified.
- (3) If the land is in a special contributions area to which a continued 7.23 determination applies, the name of the area.

(4) In this section—

continued 7.23 determination means a 7.23 determination that—

- (a) has been continued in force by the Act, Schedule 4, Part 1, and
- (b) has not been repealed as provided by that part.

Note—

The Act, Schedule 4, Part 1 contains other definitions that affect the interpretation of this section.

4 Complying development

(1) If the land is land on which complying development may be carried out under each of the complying development codes under [State Environmental Planning Policy \(Exempt and Complying Development Codes\) 2008](#), because of that Policy, clause 1.17A(1)(c)–(e), (2), (3) or (4), 1.18(1)(c3) or 1.19.

(2) If complying development may not be carried out on the land because of 1 of those clauses, the reasons why it may not be carried out under the clause.

(3) If the council does not have sufficient information to ascertain the extent to which complying development may or may not be carried out on the land, a statement that—

Notices of Motion

NOTICE OF MOTION - DISCLOSURE OF MATERIAL FACTS IN COUNCIL PLANNING CERTIFICATES cont'd

- (a) a restriction applies to the land, but it may not apply to all of the land, and
- (b) the council does not have sufficient information to ascertain the extent to which complying development may or may not be carried out on the land.
- (4) If the complying development codes are varied, under that Policy, clause 1.12, in relation to the land.

5 Exempt development

- (1) If the land is land on which exempt development may be carried out under each of the exempt development codes under [State Environmental Planning Policy \(Exempt and Complying Development Codes\) 2008](#), because of that Policy, clause 1.16(1)(b1)–(d) or 1.16A.
- (2) If exempt development may not be carried out on the land because of 1 of those clauses, the reasons why it may not be carried out under the clause.
- (3) If the council does not have sufficient information to ascertain the extent to which exempt development may or may not be carried out on the land, a statement that—
 - (a) a restriction applies to the land, but it may not apply to all of the land, and
 - (b) the council does not have sufficient information to ascertain the extent to which exempt development may or may not be carried out on the land.
- (4) If the exempt development codes are varied, under that Policy, clause 1.12, in relation to the land.

6 Affected building notices and building product rectification orders

- (1) Whether the council is aware that—
 - (a) an affected building notice is in force in relation to the land, or
 - (b) a building product rectification order is in force in relation to the land that has not been fully complied with, or
 - (c) a notice of intention to make a building product rectification order given in relation to the land is outstanding.
- (2) In this section—
affected building notice has the same meaning as in the [Building Products \(Safety\) Act 2017](#), Part 4.
building product rectification order has the same meaning as in the [Building Products \(Safety\) Act 2017](#).

7 Land reserved for acquisition

Whether an environmental planning instrument or proposed environmental planning instrument referred to in section 1 makes provision in relation to the acquisition of the land by an authority of the State, as referred to in the Act, section 3.15.

8 Road widening and road realignment

- Whether the land is affected by road widening or road realignment under—
- (a) the [Roads Act 1993](#), Part 3, Division 2, or
 - (b) an environmental planning instrument, or
 - (c) a resolution of the council.

9 Flood related development controls

- (1) If the land or part of the land is within the flood planning area and subject to flood related development controls.
- (2) If the land or part of the land is between the flood planning area and the probable maximum flood and subject to flood related development controls.
- (3) In this section—

Notices of Motion

NOTICE OF MOTION - DISCLOSURE OF MATERIAL FACTS IN COUNCIL PLANNING CERTIFICATES cont'd

flood planning area has the same meaning as in the Flood Risk Management Manual. **Flood Risk Management Manual** means the *Flood Risk Management Manual*, ISBN 978-1-923076-17-4, published by the NSW Government in June 2023.

probable maximum flood has the same meaning as in the Flood Risk Management Manual.

10 Council and other public authority policies on hazard risk restrictions

(1) Whether any of the land is affected by an adopted policy that restricts the development of the land because of the likelihood of land slip, bush fire, tidal inundation, subsidence, acid sulfate soils, contamination, aircraft noise, salinity, coastal hazards, sea level rise or another risk, other than flooding.

(2) In this section—

adopted policy means a policy adopted—

(a) by the council, or

(b) by another public authority, if the public authority has notified the council that the policy will be included in a planning certificate issued by the council.

11 Bush fire prone land

(1) If any of the land is bush fire prone land, designated by the Commissioner of the NSW Rural Fire Service under the Act, section 10.3, a statement that all or some of the land is bush fire prone land.

(2) If none of the land is bush fire prone land, a statement to that effect.

12 Loose-fill asbestos insulation

If the land includes residential premises, within the meaning of the [Home Building Act 1989](#), Part 8, Division 1A, that are listed on the Register kept under that Division, a statement to that effect.

13 Mine subsidence

Whether the land is declared to be a mine subsidence district, within the meaning of the [Coal Mine Subsidence Compensation Act 2017](#).

14 Paper subdivision information

(1) The name of a development plan adopted by a relevant authority that—

(a) applies to the land, or

(b) is proposed to be subject to a ballot.

(2) The date of a subdivision order that applies to the land.

(3) Words and expressions used in this section have the same meaning as in this Regulation, Part 10 and the Act, Schedule 7.

15 Property vegetation plans

If the land is land in relation to which a property vegetation plan is approved and in force under the [Native Vegetation Act 2003](#), Part 4, a statement to that effect, but only if the council has been notified of the existence of the plan by the person or body that approved the plan under that Act.

16 Biodiversity stewardship sites

If the land is a biodiversity stewardship site under a biodiversity stewardship agreement under the [Biodiversity Conservation Act 2016](#), Part 5, a statement to that effect, but only if the council has been notified of the existence of the agreement by the Biodiversity Conservation Trust.

Notices of Motion

NOTICE OF MOTION - DISCLOSURE OF MATERIAL FACTS IN COUNCIL PLANNING CERTIFICATES cont'd

Note—

Biodiversity stewardship agreements include biobanking agreements under the [Threatened Species Conservation Act 1995](#), Part 7A that are taken to be biodiversity stewardship agreements under the [Biodiversity Conservation Act 2016](#), Part 5.

17 Biodiversity certified land

If the land is biodiversity certified land under the [Biodiversity Conservation Act 2016](#), Part 8, a statement to that effect.

Note—

Biodiversity certified land includes land certified under the [Threatened Species Conservation Act 1995](#), Part 7AA that is taken to be certified under the [Biodiversity Conservation Act 2016](#), Part 8.

18 Orders under [Trees \(Disputes Between Neighbours\) Act 2006](#)

Whether an order has been made under the [Trees \(Disputes Between Neighbours\) Act 2006](#) to carry out work in relation to a tree on the land, but only if the council has been notified of the order.

19 Annual charges under [Local Government Act 1993](#) for coastal protection services that relate to existing coastal protection works

(1) If the [Coastal Management Act 2016](#) applies to the council, whether the owner, or a previous owner, of the land has given written consent to the land being subject to annual charges under the [Local Government Act 1993](#), section 496B, for coastal protection services that relate to existing coastal protection works.

(2) In this section—

existing coastal protection works has the same meaning as in the [Local Government Act 1993](#), section 553B.

Note—

Existing coastal protection works are works to reduce the impact of coastal hazards on land, such as seawalls, revetments, groynes and beach nourishment, that existed before 1 January 2011.

20 Western Sydney Aerotropolis

Whether under [State Environmental Planning Policy \(Precincts—Western Parkland City\) 2021](#), Chapter 4 the land is—

- (a) in an ANEF or ANEC contour of 20 or greater, as referred to in that Chapter, section 4.17, or
- (b) shown on the [Lighting Intensity and Wind Shear Map](#), or
- (c) shown on the [Obstacle Limitation Surface Map](#), or
- (d) in the “public safety area” on the [Public Safety Area Map](#), or
- (e) in the “3 kilometre wildlife buffer zone” or the “13 kilometre wildlife buffer zone” on the [Wildlife Buffer Zone Map](#).

21 Development consent conditions for seniors housing

If [State Environmental Planning Policy \(Housing\) 2021](#), Chapter 3, Part 5 applies to the land, any conditions of a development consent granted after 11 October 2007 in relation to the land that are of the kind set out in that Policy, section 88(2).

22 Site compatibility certificates and development consent conditions for affordable rental housing

Notices of Motion

NOTICE OF MOTION - DISCLOSURE OF MATERIAL FACTS IN COUNCIL PLANNING CERTIFICATES cont'd

(1) Whether there is a current site compatibility certificate under [State Environmental Planning Policy \(Housing\) 2021](#), or a former site compatibility certificate, of which the council is aware, in relation to proposed development on the land and, if there is a certificate—

- (a) the period for which the certificate is current, and
- (b) that a copy may be obtained from the Department.

(2) If [State Environmental Planning Policy \(Housing\) 2021](#), Chapter 2, Part 2, Division 1 or 5 applies to the land, any conditions of a development consent in relation to the land that are of a kind referred to in that Policy, section 21(1) or 40(1).

(3) Any conditions of a development consent in relation to land that are of a kind referred to in [State Environmental Planning Policy \(Affordable Rental Housing\) 2009](#), clause 17(1) or 38(1).

(4) In this section—

former site compatibility certificate means a site compatibility certificate issued under [State Environmental Planning Policy \(Affordable Rental Housing\) 2009](#).

23 Water or sewerage services

If water or sewerage services are, or are to be, provided to the land under the [Water Industry Competition Act 2006](#), a statement to that effect.

Note—

A public water utility may not be the provider of some or all of the services to the land. If a water or sewerage service is provided to the land by a licensee under the [Water Industry Competition Act 2006](#), a contract for the service will be deemed to have been entered into between the licensee and the owner of the land. A register relating to approvals and licences necessary for the provision of water or sewerage services under the [Water Industry Competition Act 2006](#) is maintained by the Independent Pricing and Regulatory Tribunal and provides information about the areas serviced, or to be serviced, under that Act. Purchasers should check the register to understand who will service the property. Outstanding charges for water or sewerage services provided under the [Water Industry Competition Act 2006](#) become the responsibility of the purchaser.

24 Special entertainment precincts

Whether the land or part of the land is in a special entertainment precinct within the meaning of the [Local Government Act 1993](#), section 202B.

ATTACHMENTS

Nil

Notices of Motion - 16 October 2025

ITEM 17.2

Notice of Motion - Standardised Response Protocol for Community Correspondence

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

1. That Council acknowledges the importance of timely and coordinated responses to community correspondence addressed to the Mayor and all Councillors.
2. Resolves that any email received by Council that relates to community issues and is addressed to the Mayor and all Councillors shall be: - Acknowledged within two business days; - Responded to by the Mayor or a nominated Councillor, with all Councillors copied in on the response.

BACKGROUND

Council regularly receives emails from members of the community addressed to the Mayor and all Councillors. Currently, there is no consistent process to ensure these emails are acknowledged and responded to. This has resulted in some correspondence going unanswered, which may impact public trust and Council transparency

CHIEF EXECUTIVE OFFICER'S COMMENT

The Upper Lachlan Customer Service Charter (Charter) applies to Council staff and Councillors and outlines the standard response timeframes to correspondence. The minimum standard timeline to acknowledge correspondence is 5 business days, and 15 business days to provide a full response depending upon the complexity of the matter. Correspondence sent to Council's email are automatically acknowledged, and in majority of cases a full response is provided within 15 business days.

It is anticipated Councillors would comply with the timeframes in the Charter when responding to correspondence addressed to them by a member of the community.

In relation to copying all Councillors in a response by the Mayor or a nominated Councillor, I have been advised that, depending on the nature of the correspondence, doing so could result in a breach of privacy if those Councillors were not included in the originating email, and the originating author of the email has not consented to their identity being disclosed. It could also result in breach of confidentiality and trust, especially if the matter raised concerns regarding the conduct of a Councillor, who was not included in the initial email. This practice is not supported by senior management.

It should also be noted that emails relating to an operational issue or a customer service request, should simply be acknowledged by the Councillor and forwarded to council@upperlachlan.nsw.gov.au to respond to / or lodge on Council's CRM system.

ATTACHMENTS

Nil

18 QUESTIONS WITH NOTICE

The following items are submitted for consideration -

18.1	Question with Notice - Update on progress with the Crookwell swimming pool facilities and Visitor Information Centre	276
18.2	Question with Notice - Heated Pool Update	277
18.3	Question with Notice - White lines on roads and parking spaces	279
18.4	Question with Notice - Parking spaces for disabled drivers and their carers	281
18.5	Question with Notice - Taralga Dam Safety, Capacity Restrictions, and Planned Repairs	283

Questions With Notice - 16 October 2025

ITEM 18.1

Question with Notice - Update on progress with the Crookwell swimming pool facilities and Visitor Information Centre
Councillor Rob Cameron

AUTHOR

BACKGROUND

I, Cllr Rob Cameron ask, if the CEO can provide Council with an update on progress with the Crookwell swimming pool facilities and Visitor Information Centre including but not limited to:

securing funding for completion of the swimming pool amenities block;
securing funding for the indoor heated pool facility;
total residual funding shortfall;
progress on internal fitout;
installation of turnstiles and future ticketing arrangements;
planned timeframe for moving the VIC; and completion of landscaping

Response from Council CEO

I refer to the pool and VIC update report tabled earlier in the business paper which includes information as to the progress of the VIC fit out and additional works including plantings.

I further confirm that Council has a short fall of approximately \$5.1Million for the completion of the amenities/changerooms, indoor swimming pool structure, internal fit out/equipment and solar.

Council has submitted a second Rppp grant application and have recently been advised by the funding body that this will be assessed in the next batch. The timeframe for assessment and notification is unclear.

Should Council be successful in its application, the funding will cover the outstanding works required to finalise the project in full.

The outdoor pool will open for the season on 1 November 2025 at which time the VIC will not be finalised and operable. The ticketing arrangement will at this stage be through the side gate used last season with a council officer taking payment via a temporary station. In future years when the VIC is operating, this will be via a swing gate/turnstile using the entrance off Warne Street.

The VIC will not be operable until such time as the installation work for the substation and supply works have been completed and compliance certificate issued. It is anticipated that commissioning works will be undertaken in December with compliance certificates issued following its completion.

ATTACHMENTS

Nil

Questions With Notice - 16 October 2025

ITEM 18.2 **Question with Notice - Heated Pool Update**
AUTHOR **Councillor Susan Reynolds**

BACKGROUND

It is understood that grant applications to access funding for the completion of the heated pool component has been unsuccessful and the CEO continues to endeavour to secure funding commitments from politicians, and other sources, to complete the Heated Pool. The CEO is commended for her efforts.

It is further understood that the heated pool area will be sealed off to the public until such time as funding for the heated pool and change rooms can be secured.

Many Upper Lachlan Shire constituents currently attend the hot pool in Goulburn and look forward to the day when this much needed infrastructure will welcome all residents, across all age groups from children learning water safety and developing water confidence, sporting groups recovery, fitness, health recovery, socialisation and water aerobics and be available for most of the year.

From Councillor Susan Reynolds

I, Cr Susan Reynolds, would like to submit the following Questions with Notice regarding the status of the Heated Pool complex.

Could the CEO:

- Please provide an update on the progress of the heated pool, including confirmation of its intended size, depth, and width.
- Please outline how the enclosure of the heated pool area will be insulated.
- Confirm whether the heat pumps have been delivered and are currently stored for installation, or if they have already been installed.
- Advise on the planned temperature settings for the heated pool and indicate whether the final design phase will include provisions to allow for warmer temperatures (30-32°C) during specific times of day, using solar energy to help meet increased energy needs to accommodate elderly and rehabilitation users.

Response from Council CEO

I refer to the report tabled earlier in the meeting providing an update to the project as a whole and also provide the following information.

The indoor pool and slab to the amenities block was poured prior to the original construction company – Lloyd Group's administration and eventual liquidation.

Its measurements as are as per the concept and architectural plans delivered prior to my appointment.

They are;

Length 16.7m x Width 10m with a depth of 1.2m throughout.

Questions With Notice

QUESTION WITH NOTICE - HEATED POOL UPDATE cont'd

The heat pump and pool filters were already delivered to site prior to Lloyds Groups demise and were therefore installed as per the original design and layout to ensure the equipment remained under warranty with the original subcontractor.

Council has applied for a second time to the Federal Government Regional Precincts and Partnerships Program (rPPP) for the remaining funds to complete the indoor pool and amenities.

Without significant external funding the project cannot be finalised and the operation of the indoor pool will not take place. Therefore, I'm unable to accurately answer the question as to the structural insulation materials or operational temperatures of this component of the facility.

It is however highly unlikely that solar would cover the cost to heat a pool to this temperature, particularly in cooler months.

ATTACHMENTS

Nil

Questions With Notice - 16 October 2025

ITEM 18.3

Question with Notice - White lines on roads and parking spaces

AUTHOR

Councillor Rob Cameron

BACKGROUND

Parking in the main street of Crookwell is a challenge made more difficult with the existing lines between parking spaces very faded or completely erased. Repainted lines would not only ensure the available space was used more efficiently, they would also make reverse parking easier as they would act as guides when backing in. In addition there are several intersections and roads around the Shire where the absence of white lines may present additional risk to drivers. (Examples include but are not limited to several sections of Taralga Rd, and the intersection of Kialla and Range Rds.)

From Cllr Rob Cameron

I, Cllr Rob Cameron ask;

1. How often contractors for white line marking on roads are engaged and how their tasking is determined;
2. When are the white lines for the parking spaces in Goulburn St Crookwell due to be repainted; and
3. Can the white lines for parking spaces in Goulburn St Crookwell be repainted as a priority.

Response from Council CEO

How often contractors for white line marking on roads are engaged and how their tasking is determined;

Road line marking is generally carried out in conjunction with major works such as heavy patching, rehabilitation, or grant-funded projects where new markings are required and dedicated funding is available. For stand-alone maintenance, Council has only a very limited general road maintenance budget with many competing priorities. In such cases, line marking is engaged on a needs basis and prioritised strictly on safety grounds rather than amenity or convenience. Repainting of parking spaces in main streets, while desirable, is not classified as a safety issue and therefore ranks lower in priority.

When are the white lines for the parking spaces in Goulburn St Crookwell due to be repainted;

Line marking for parking spaces is delivered as part of Council's annual line marking program, which has a modest allocation of around \$20,000 across the whole shire. At present, repainting of Goulburn Street parking spaces is not scheduled, as priority is given to locations with direct safety implications. It should also be noted that Goulburn Street forms part of State Road 54, which is under

Questions With Notice

QUESTION WITH NOTICE - WHITE LINES ON ROADS AND PARKING SPACES

cont'd

the control of Transport for NSW, and any work requires a Road Occupancy Licence.

Can the white lines for parking spaces in Goulburn St Crookwell be repainted as a priority.

Council's Infrastructure team is compiling a shire-wide list of line marking needs to seek quotations from service providers. The Goulburn Street parking spaces will be included in this list. Their delivery will then be considered alongside other priorities, cost implications, and available budget. Subject to these assessments, Council will seek to accommodate the repainting of the Goulburn Street parking spaces within the current financial year.

ATTACHMENTS

Nil

Questions With Notice - 16 October 2025

ITEM 18.4 **Question with Notice - Parking spaces for disabled drivers and their carers**
AUTHOR **Councillor Rob Cameron**

BACKGROUND

Councillors have received representations from a prominent and highly regarded provider of local services to the disabled and mobility challenged requesting Council consider adding more accessible parking spaces near key shops to better support residents and visitors with mobility challenges. Those representations include commentary that the challenge for disabled drivers and their carers is made more difficult by frequent use of the existing two disabled car spaces in Goulburn St Crookwell by cars which don't display a valid disabled parking permit.

From Cllr Rob Cameron

I, Cllr Rob Cameron ask;

1. How are numbers of dedicated parking spaces for disabled drivers and their carers determined; and
2. What redress Council has when abled bodied drivers park in dedicated disabled parking spaces.

Response from Council CEO

The number of dedicated parking spaces for disabled drivers and their carers is determined from Australian Standard AS 2890.5:2020, 'Parking Facilities Part 5: On-street Parking'. Table 4.2, shown below, details the recommended minimum number of accessible spaces by land use for people with disabilities.

1.

Table 4.2 — Recommended minimum number of accessible spaces by land use

Type of development and land use	Recommended minimum number of accessible spaces
Retail/commercial	2 %
Public transport	2 %
Community facilities, libraries, galleries, places of worship	2 %
Senior citizens centres, clubs and residential care facilities	3% to 4 %
Medical centres, services and hospitals	3% to 4 %
Tertiary education institutions	1% to 2 %
Entertainment centres, function centres	2 %
Outdoor sporting facilities and outdoor recreation areas	1% to 2 %

As can be seen, the recommended minimum number of accessible spaces in retail / commercial areas is 2%.

In the main shopping area in Crookwell's main street (between the intersections with Spring St and Roberts St), there are approximately 47 parking spaces on the IGA side of the street, with two (2) of these spaces marked for disabled parking. On the opposite

Questions With Notice

QUESTION WITH NOTICE - PARKING SPACES FOR DISABLED DRIVERS AND THEIR CARERS cont'd

side of the street there is one (1) space marked for disabled parking in approximately 45 total spaces.

Hence, in the main street, between Spring St and Roberts St, there are a total of 92 parking spaces, with three (3) of them marked for disabled parking. This equates to over 3%, which exceeds the recommended minimum in the Australian Standard. In addition to these three disabled spaces, there are two (2) more disabled parking spaces marked in Spring St adjacent to the round-about, three (3) more disabled spaces marked in the main street between Spring St and Colyer St and another disabled space marked in Roberts St near the hardware store. Hence, in the two blocks of the main street between Colyer St and Roberts St, either in the main street or immediately adjacent, there are nine (9), marked disabled parking spaces.

When abled bodied drivers park in a disabled parking space an infringement notice can be issued either by Council's Ranger or NSW Police.

ATTACHMENTS

Nil

Questions With Notice - 16 October 2025

ITEM 18.5

Question with Notice - Taralga Dam Safety, Capacity Restrictions, and Planned Repairs

AUTHOR

Councillor Gregory Harris

BACKGROUND

The Taralga Dam has been restricted to 30% capacity since October 2020 due to safety concerns, including erosion risks. The 2025/2026 Operational Plan allocates \$250,000 for structural repairs, funded by capital grants, to address these issues.

From Cllr Gregory Harris

I, Cr Gregory Harris would like to submit the following Questions with Notice regarding the status of the Taralga Dam

Could the CEO:

1. What is the current status of the Taralga Dam, including details of any safety assessments conducted since 2020?
2. Could you provide details of the planned structural repairs, including:
 - a. The scope of works (e.g., addressing erosion, wall reinforcement, or other identified deficiencies).
 - b. The estimated total cost and breakdown, including any variations from the \$250,000 budgeted in the 2025/2026 Operational Plan.
3. What is the timeline for the repairs, including the commencement date, expected completion, and any milestones? Will these repairs allow for lifting the 30% capacity restriction, and if so, by when?

Response from Council CEO

What is the current status of the Taralga Dam, including details of any safety assessments conducted since 2020?

Taralga Dam has been reduced to a **Significant Risk** from a **High Risk (B)** as of 2/10/2025. This is a result of several years of Council Staff working towards a resolution which included development of the Current Risk Report with the assistance of Water NSW.

It should be noted the Dam Safety Management Plan is still to be developed, this has relied on the risk report being completed prior. The SES have been briefed, and Council staff have issued the document 'SES Dam Emergency Summary Sheet' – this sheet includes details such as type of construction, alert levels, and an understanding population risk downstream etc.

As of 1 July 2025, Council is required to pay an annual levy for all registered dams. The levy amount is based on the risk category of the dam. Despite Councils work to achieve the recent downgrading, future works to increase capacity will result in a re-assessment of the Risk category and a review of the annualised levy.

Questions With Notice

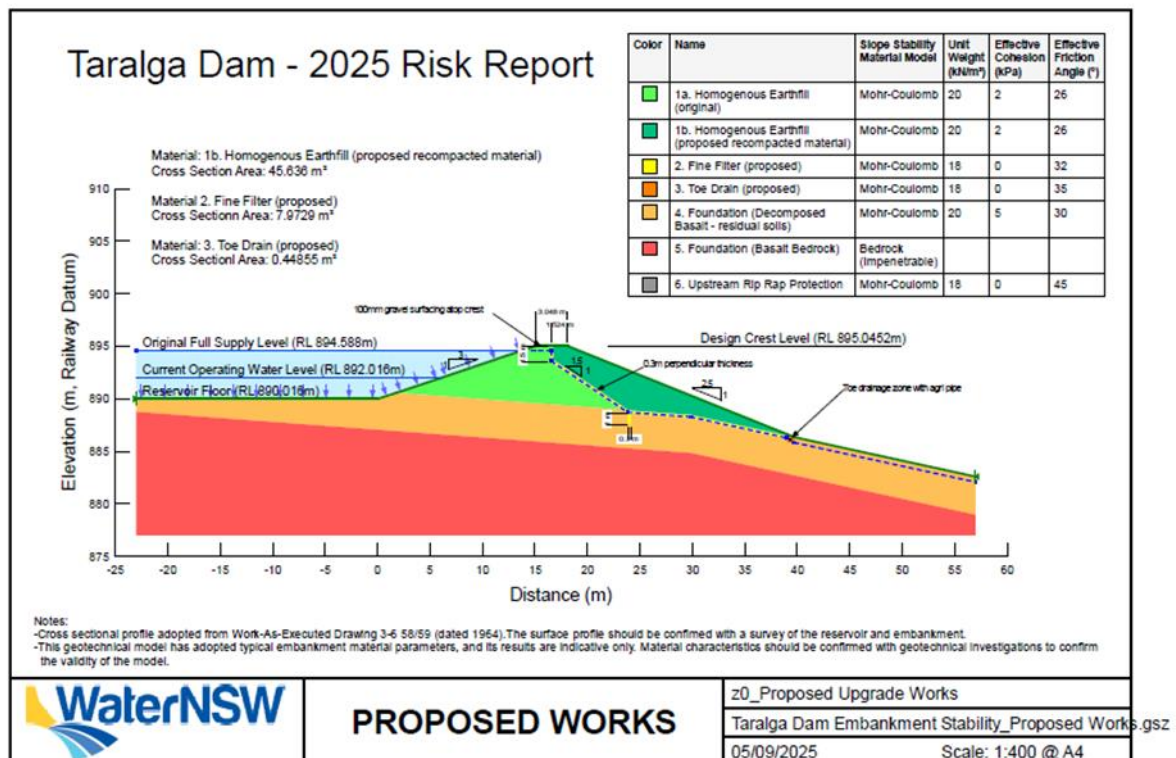
QUESTION WITH NOTICE - TARALGA DAM SAFETY, CAPACITY RESTRICTIONS, AND PLANNED REPAIRS cont'd

Could you provide details of the planned structural repairs, including:

- The scope of works (e.g., addressing erosion, wall reinforcement, or other identified deficiencies).

To manage the identified safety concerns and erosion risks, the earth fill embankment dam and dam liner require repairs/alterations and redesign. A scope of works has been compiled to go to market for a request for quotation. The scope includes: (See attached proposed works cross sectional):

- Adaption of the current bore water pumps and storage tanks to allow for uninterrupted raw water supply during the works.
- Modification of the dam liner and redundant pipework in the dam.
- Adjustment of the dams edges to allow drainage to be installed within the perimeter drain.
- The alteration of the overflow point and drainage from the dam.
- Installation of riprap around the top area of the dam to prevent erosion.



- The estimated total cost and breakdown, including any variations from the \$250,000 budgeted in the 2025/2026 Operational Plan.

The estimated cost of \$250,000 was calculated in 2024, this estimation was based on preliminary costings. These preliminary costings did not consider the recent additional

Questions With Notice

QUESTION WITH NOTICE - TARALGA DAM SAFETY, CAPACITY RESTRICTIONS, AND PLANNED REPAIRS cont'd

requirements imposed by Dam Safety and Water NSW and made optimistic assumptions around the ability to reuse the earthen wall in the redesign.

Following the closure of the request for quotation for the proposed works, Council Staff will be better placed to provide cost breakdowns for the project.

What is the timeline for the repairs, including the commencement date, expected completion, and any milestones? Will these repairs allow for lifting the 30% capacity restriction, and if so, by when?

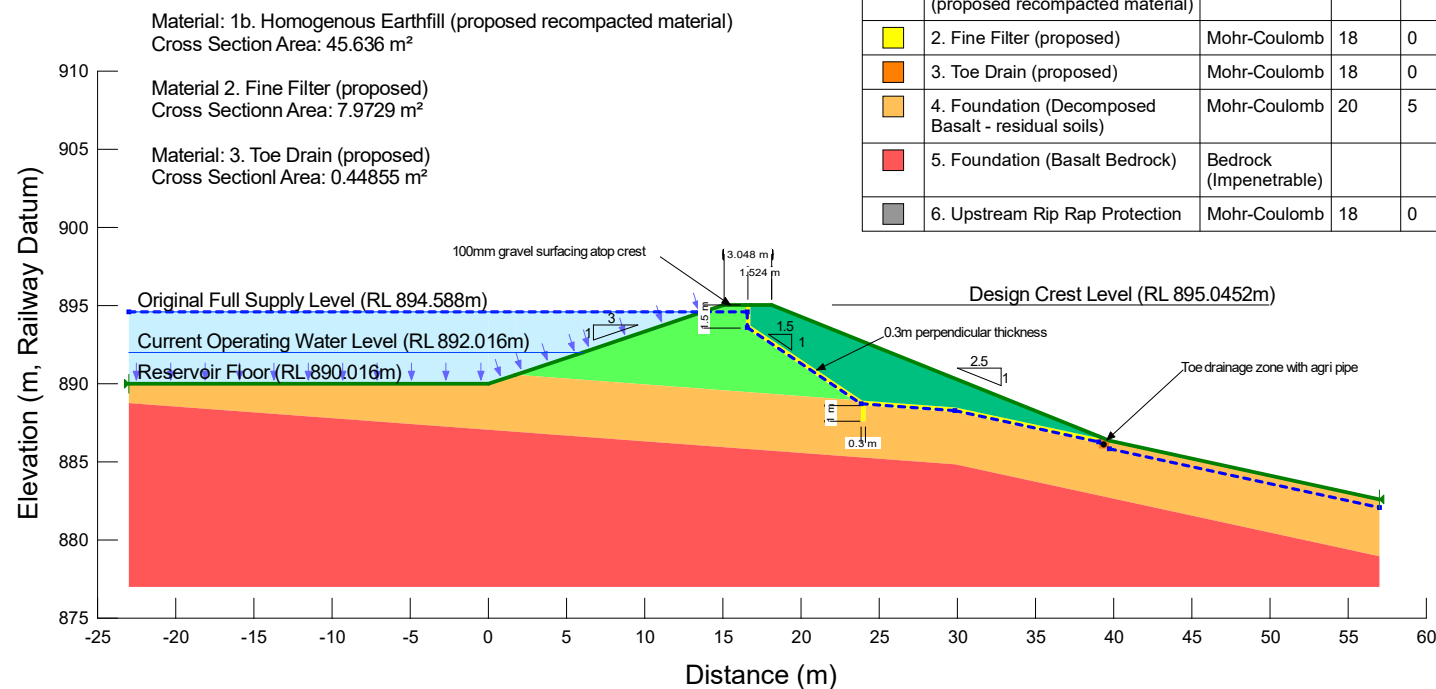
The proposed timeline includes:

- The Dam survey completed prior to end of 2025.
- A request for quotation for design by a suitably qualified design engineer by March 2026 (Six weeks delivery once selected).
- A request for quotation for Construction works by June 2026. (Project to be delivered before October 2026 or will need to be delayed until March 2027 due to water supply demand).
- Dam to be restored back to 27ML original storage capacity. (Depending on access windows late 2027 or early 2028).

ATTACHMENTS

1. ↓	Taralga Dam - Proposed Works- Risk Table	Attachment
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Taralga Dam - 2025 Risk Report



Color	Name	Slope Stability Material Model	Unit Weight (kN/m ³)	Effective Cohesion (kPa)	Effective Friction Angle (°)
	1a. Homogenous Earthfill (original)	Mohr-Coulomb	20	2	26
	1b. Homogenous Earthfill (proposed recompacted material)	Mohr-Coulomb	20	2	26
	2. Fine Filter (proposed)	Mohr-Coulomb	18	0	32
	3. Toe Drain (proposed)	Mohr-Coulomb	18	0	35
	4. Foundation (Decomposed Basalt - residual soils)	Mohr-Coulomb	20	5	30
	5. Foundation (Basalt Bedrock)	Bedrock (Impenetrable)			
	6. Upstream Rip Rap Protection	Mohr-Coulomb	18	0	45

Notes:

- Cross sectional profile adopted from Work-As-Executed Drawing 3-6 58/59 (dated 1964). The surface profile should be confirmed with a survey of the reservoir and embankment.
- This geotechnical model has adopted typical embankment material parameters, and its results are indicative only. Material characteristics should be confirmed with geotechnical investigations to confirm the validity of the model.



PROPOSED WORKS

z0_Proposed Upgrade Works

Taralga Dam Embankment Stability_Proposed Works.gsz

05/09/2025

Scale: 1:400 @ A4

