



BUSINESS PAPER

ORDINARY MEETING

Thursday 20 November 2025
1.30pm
Council Chambers

COUNCIL'S VISION

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

COUNCIL'S MISSION

To provide services and facilities to enhance the quality of life and economic viability within the Council area.

COUNCIL'S AIMS

To perform services in a cost efficient, effective and friendly manner in order to achieve Council's Mission in meeting the annual objectives and performance targets of the principal activities Council undertakes on behalf of the community.

NOTICE OF MEETING

13 November 2025

Councillors

Dear Members

Ordinary Meeting of Council

Notice is hereby given that the next Ordinary Meeting of Council will take place on **Thursday 20 November 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	
2	APOLOGIES AND LEAVE OF ABSENCE	
3	DECLARATIONS OF INTEREST	
4	CITIZENSHIP CEREMONY	
	Nil	
5	CONFIRMATION OF MINUTES	11
5.1	Minutes of the Ordinary Meeting of Council of 16 October 2025	12
5.2	Minutes of the Extraordinary Meeting of Council of 4 November 2025	32
6	PRESENTATIONS TO COUNCIL/PUBLIC	
6.1	Presentatation from Audit Office	
7	MAYORAL MINUTES	37
7.1	Mayoral Minute	38
8	CORRESPONDENCE	41
8.1	Correspondence for the months of October and November	42
9	LATE CORRESPONDENCE	
10	INFORMATION ONLY	45
10.1	Development Statistics Report	46
10.2	Investments for the month of October 2025	53
10.3	Bank Balance and Reconciliation - 31 October 2025	58
10.4	Rates and Charges Outstanding for the month of October 2025	59
REPORTS FROM STAFF AND STANDING COMMITTEES		
11	ENVIRONMENT AND PLANNING	76
11.1	Upper Lachlan Shire Waste Management Strategy	79
11.2	DA 50/2025 (PAN-540623) - Staged Construction of Development - Stage 1 - 4 Lot Residential Subdivision, Stage 2 - 92 Place Centre Based Child Care Facility, Stage 3 - 15 Lot Residential Subdivision - 3 Memory Avenue CROOKWELL	83
11.3	Upper Lachlan Housing Strategy and Development Control Plan Exhibition	93

12	INFRASTRUCTURE DEPARTMENT	93
	Nil	
13	FINANCE AND ADMINISTRATION	95
	13.1 Quarterly Budget Review Statements – 1 st Quarter 2025/2026	
	13.2 Presentation of the 2024/2025 Financial Statements and Independent Auditor's Report	
	13.3 Review of Secondary Employment Policy	
	10.4 Review of Privacy Policy	
14	CHIEF EXECUTIVE OFFICER	165
	Crookwell Senior Citizens Building	
15	LATE REPORTS	
	Nil	
16	REPORTS FROM OTHER COMMITTEES, SECTION 355 COMMITTEES AND DELEGATES	173 ERROR! BOOKMARK NOT DEFINED.
	Reports from Committee's for the month September and October	
17	NOTICES OF MOTION.....	193
	Notice of Motion - Road transport link between the north-eastern part of the Upper Lachlan Shire and the Hume Motorway	
18	QUESTIONS WITH NOTICE	197
	Cleaning of Council owned Public Toilets	
19	CLOSED COUNCIL	200
	Humelink Negotiations	

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 16 October 2025 12

UPPER LACHLAN SHIRE COUNCIL
MINUTES OF THE
ORDINARY MEETING OF COUNCIL
HELD IN THE COUNCIL CHAMBERS
ON 16 OCTOBER 2025

PRESENT: Mayor P Culhane (Chairperson), Cr R Cameron, Cr V Flanagan, Cr G Harris, Cr M Meggitt, Cr S Peirce, Cr S Reynolds, Cr J Searl, Cr T Yallouris, Ms A Waldron, (Chief Executive Officer), Mr A Croke (Director Finance and Administration) Mr 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 13:33pm

SECTION 1: NOTICE OF WEBCASTING/AUDIO RECORDING OF MEETING

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

SECTION 2: APOLOGIES & LEAVE OF ABSENCE

No apologies

SECTION 3: DECLARATIONS OF INTEREST

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

SECTION 4: CITIZENSHIP CEREMONY

Nil

UPPER LACHLAN SHIRE COUNCIL
MINUTES OF THE
ORDINARY MEETING OF COUNCIL
HELD IN THE COUNCIL CHAMBERS
ON 16 OCTOBER 2025

SECTION 5: CONFIRMATION OF MINUTES

ITEM 5.1 **RESOLVED** by Cr Searl and Cr Peirce
169/25

1. That the minutes of the Ordinary Council Meeting held on 18 September 2025 be adopted.

- CARRIED

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

Councillors who voted against:- Nil

SECTION 6: PRESENTATIONS TO COUNCIL/PUBLIC

Nil

SECTION 7: MAYORAL MINUTES

ITEM 7.1 **MAYORAL MINUTE**
170/25 **RESOLVED** by Mayor Culhane and Cr Reynolds

1. That Council receive and note the activities attended by the Mayor for September and October 2025.

- CARRIED

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

Councillors who voted against:- Nil

UPPER LACHLAN SHIRE COUNCIL
MINUTES OF THE
ORDINARY MEETING OF COUNCIL
HELD IN THE COUNCIL CHAMBERS
ON 16 OCTOBER 2025

SECTION 8: CORRESPONDENCE

ITEM 8.1 CORRESPONDENCE FOR THE MONTHS OF SEPTEMBER AND OCTOBER

171/25 RESOLVED by Cr Searl and Cr Flanagan

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.

- CARRIED

Councillors who voted for:-

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

Councillors who voted against:- Nil

SECTION 9: LATE CORRESPONDENCE

Nil

SECTION 10: INFORMATION ONLY

ITEM 10.1 DEVELOPMENT STATISTICS REPORT

172/25 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, S Reynolds, J Searl and T Yallouris

Councillors who voted against:- Nil

UPPER LACHLAN SHIRE COUNCIL
MINUTES OF THE
ORDINARY MEETING OF COUNCIL
HELD IN THE COUNCIL CHAMBERS
ON 16 OCTOBER 2025

ITEM 10.2-10.6 INFORMATION ONLY REPORTS

173/25

RESOLVED by Cr Searl and Cr Flanagan

1. Council receive and note the reports 10.2-10.6 as information only.

- CARRIED

Councillors who voted for:-

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

Councillors who voted against:- Nil

REPORTS FROM STAFF AND STANDING COMMITTEES

SECTION 11: ENVIRONMENT AND PLANNING

ITEM 11.1 ALCOHOL FREE ZONES

174/25

RESOLVED by Cr Searl and Cr Reynolds

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).

- CARRIED

Councillors who voted for:-

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

Councillors who voted against:- Nil

UPPER LACHLAN SHIRE COUNCIL
MINUTES OF THE
ORDINARY MEETING OF COUNCIL
HELD IN THE COUNCIL CHAMBERS
ON 16 OCTOBER 2025

ITEM 11.2 **PLANNING PROPOSAL - LOT 1 DP1064795 - 39 REDGROUND ROAD CROOKWELL**

175/25 **RESOLVED by Cr Searl and Cr Peirce**

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

Councillors who voted against:- Cr S Reynolds

ITEM 11.3 **UPPER LACHLAN SHIRE - DROUGHT RESILIENCE PLAN IMPLEMENTATION**

176/25 **RESOLVED by Cr Searl and Cr Peirce**

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

- CARRIED

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

Councillors who voted against:- Nil

UPPER LACHLAN SHIRE COUNCIL

**MINUTES OF THE
ORDINARY MEETING OF COUNCIL
HELD IN THE COUNCIL CHAMBERS**

ON 16 OCTOBER 2025

ITEM 11.4

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

RECOMMENDATION MOVED by Cr Reynolds and Cr Flanagan

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.

A Foreshadowed Motion was moved by Cr Searl and Cr Cameron That –

1. Council acknowledge resident concerns within the Collector area regarding, the proposed SSD extension of the Barina Quarry.
2. Council support the call for a Public Forum.
3. Council supports the submission of Queanbeyan-Palerang Regional Council (QPRC) and delegates the Chief Executive Officer to finalise the Upper Lachlan Shire Council submission.

On being put to the meeting the motion was carried.

177/25

RESOLVED by Cr Searl and Cr Cameron That –

1. Council acknowledge resident concerns within the Collector area regarding, the proposed SSD extension of the Barina Quarry.
2. Council support the call for a Public Forum.
3. Council supports the submission of Queanbeyan-Palerang Regional Council (QPRC) and delegates the Chief Executive Officer to finalise the Upper Lachlan Shire Council submission.

- CARRIED

Councillors who voted for:-

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

Councillors who voted against:-

Nil

UPPER LACHLAN SHIRE COUNCIL

**MINUTES OF THE
ORDINARY MEETING OF COUNCIL
HELD IN THE COUNCIL CHAMBERS**

ON 16 OCTOBER 2025

**ITEM 11.5 PUBLIC EXHIBITION OF DRAFT UPPER LACHLAN
DEVELOPMENT CONTROL PLAN**

MOVED by Cr Reynolds and Cr Peirce

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.

An Amendment to the recommendation was moved by Cr Culhane and Cr Harris that an additional item be added to the Development Control Plan –

1. Council note the draft Upper Lachlan Development Control Plan.
2. Council amend the Draft Development Control Plan part D.7.1 to Insert the below addition within the *Terms and Definitions*

“ Electricity generation works including making, generating, storage or transmission”

Insert the below addition within Objectives

To ensure that electricity generating works are appropriately located so as not to create adverse impacts on rural lands as concerns the “scenic quality and landscape character” including watercourses, wetland and riparian areas, biodiversity, sensitivity receivers, public roads and the like.

Standards

The addition of the below standards:

F. Development involving windfarms not only comply with separation guidelines between turbines but also justify any increase in the proliferation and cumulative impact of wind turbines within the local government area of Upper Lachlan Shire.

G. Developments must demonstrate broad community benefit by way of adequate financial contribution both through direct financial compensation to the Upper Lachlan Shire Council as well to its ratepayers inclusive but not limited to host land owners, over the full term of the development operation. This compensation to be a combination of the guidelines set out by Planning NSW and a voluntary planning agreement.

UPPER LACHLAN SHIRE COUNCIL
MINUTES OF THE
ORDINARY MEETING OF COUNCIL
HELD IN THE COUNCIL CHAMBERS
ON 16 OCTOBER 2025

3. 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.
4. 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.

On being put to the meeting the Amended motion was carried therefore becoming the recommendation.

178/25

RESOLVED by Cr Culhane and Cr Harris That -

1. Council note the draft Upper Lachlan Development Control Plan.
2. Council amend the Draft Development Control Plan part D.7.1 to Insert the below addition within the *Terms and Definitions*

“ Electricity generation works including making, generating, storage or transmission”

Insert the below addition within Objectives

To ensure that electricity generating works are appropriately located so as not to create adverse impacts on rural lands as concerns the “scenic quality and landscape character” including watercourses, wetland and riparian areas, biodiversity, sensitivity receivers, public roads and the like.

Standards

The addition of the below standards:

F. Development involving windfarms not only comply with separation guidelines between turbines but also justify any increase in the proliferation and cumulative impact of wind turbines within the local government area of Upper Lachlan Shire.

G. Developments must demonstrate broad community benefit by way of adequate financial contribution both through direct financial compensation to the Upper Lachlan Shire Council as well to its ratepayers inclusive but not limited to host land owners, over the full term of the development operation. This compensation to be a combination of the guidelines set out by Planning NSW and a voluntary planning agreement.

UPPER LACHLAN SHIRE COUNCIL
MINUTES OF THE
ORDINARY MEETING OF COUNCIL
HELD IN THE COUNCIL CHAMBERS
ON 16 OCTOBER 2025

3. 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.
4. 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.

- CARRIED

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

Councillors who voted against:- Nil

A Foreshadowed Motion was moved by Cr Cameron and Cr Peirce that a preamble be added to the DRAFT Development Control Plan to include the following statement;

Residents of the Upper Lachlan Shire have more than a quarter of a century of lived experience of renewable energy developments, being a component of electricity generation works. As of 2025, more than half of NSW's windfarms are located within the Shire.

Council is not at all opposed to renewable energy, but it opposes in principle any further industrial scale wind turbine developments in our Shire.

Council considers that the residents of the Upper Lachlan Shire have done more than their fair share of the heavy lifting of the national energy transition. Council further considers that the burden and the impacts of the shift to renewables should be shared far more equally across other communities.

To comply with state and Commonwealth law, subordinate regulations and/or guidelines where required, Council will make submissions in relation to future renewable energy generating projects in accordance with the Development Control Plan (DCP) standards and other strategic documents.

On being put to the meeting the Motion was carried.

UPPER LACHLAN SHIRE COUNCIL
MINUTES OF THE
ORDINARY MEETING OF COUNCIL
HELD IN THE COUNCIL CHAMBERS
ON 16 OCTOBER 2025

179/25

RESOLVED by Cr Cameron and Cr Peirce that -

A preamble be added to the DRAFT Development Control Plan to include the following statement;

Residents of the Upper Lachlan Shire have more than a quarter of a century of lived experience of renewable energy developments, being a component of electricity generation works. As of 2025, more than half of NSW's windfarms are located within the Shire.

Council is not at all opposed to renewable energy, but it opposes in principle any further industrial scale wind turbine developments in our Shire.

Council considers that the residents of the Upper Lachlan Shire have done more than their fair share of the heavy lifting of the national energy transition. Council further considers that the burden and the impacts of the shift to renewables should be shared far more equally across other communities.

To comply with state and Commonwealth law, subordinate regulations and/or guidelines where required, Council will make submissions in relation to future renewable energy generating projects in accordance with the Development Control Plan (DCP) standards and other strategic documents.

- CARRIED

Councillors who voted for:-

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

Councillors who voted against:-

Nil

UPPER LACHLAN SHIRE COUNCIL

**MINUTES OF THE
ORDINARY MEETING OF COUNCIL
HELD IN THE COUNCIL CHAMBERS
ON 16 OCTOBER 2025**

ITEM 11.6 PUBLIC EXHIBITION OF DRAFT UPPER LACHLAN HOUSING STRATEGY

180/25 RESOLVED by Cr Searl and Cr Peirce

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.

- CARRIED

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

Councillors who voted against:- Nil

SECTION 12: INFRASTRUCTURE DEPARTMENT

ITEM 12.1 ESTABLISHMENT OF LOCAL TRANSPORT FORUM REPLACING LOCAL TRAFFIC COMMITTEE

181/25 RESOLVED by Cr Flanagan and Cr Searl

1. 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, S Reynolds, J Searl and T Yallouris

Councillors who voted against:- Nil

UPPER LACHLAN SHIRE COUNCIL
MINUTES OF THE
ORDINARY MEETING OF COUNCIL
HELD IN THE COUNCIL CHAMBERS
ON 16 OCTOBER 2025

SECTION 13: FINANCE AND ADMINISTRATION

ITEM 13.1 PUBLIC EXHIBITION OF DRAFT CODE OF MEETING PRACTICE

Cr Culhane and Cr Cameron moved a motion that Council move to suspended orders to committee of the whole for Item 13.1 Public exhibition of Draft Code of Meeting Practice to allow for open discussion to occur.

On being put to the meeting the motion was carried.

182/25

RESOLVED by Cr Culhane and Cr Cameron

1. That Council move to suspended orders to committee of the whole for Item 13.1 Public exhibition of Draft Code of Meeting Practice to allow for open discussion to occur.

- CARRIED

Councillors who voted for:-

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

Councillors who voted against:- Nil

183/25

RESOLVED by Cr Culhane and Cr Peirce

1. That Council move out of the committee of the whole for 13.1 Public exhibition of Draft Code of Meeting.

- CARRIED

Councillors who voted for:-

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

Councillors who voted against:- Nil

UPPER LACHLAN SHIRE COUNCIL

MINUTES OF THE

ORDINARY MEETING OF COUNCIL

HELD IN THE COUNCIL CHAMBERS

ON 16 OCTOBER 2025

ITEM 13.1 **PUBLIC EXHIBITION OF DRAFT CODE OF MEETING PRACTICE**
184/25 **RESOLVED** by Cr Searl and Cr Flanagan

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.

- CARRIED

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

Councillors who voted against:- Nil

ITEM 13.2 PRESENTATION OF THE 2024/2025 ANNUAL REPORT

185/25 **RESOLVED** by Cr Peirce and Cr Flanagan

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.

- CARRIED

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

Councillors who voted against:- Nil

UPPER LACHLAN SHIRE COUNCIL

**MINUTES OF THE
ORDINARY MEETING OF COUNCIL
HELD IN THE COUNCIL CHAMBERS
ON 16 OCTOBER 2025**

ITEM 13.3 REFERRAL FOR AUDIT - 2024/2025 FINANCIAL STATEMENTS

186/25

RESOLVED by Cr Searl and Cr Flanagan

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.

- CARRIED

Councillors who voted for:-

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

Councillors who voted against:- Nil

Cr Meggitt left the meeting, the time being 16:03pm

Cr Meggitt returned to the meeting, the time being 16:05pm

ITEM 13.4 REVIEW OF CORPORATE UNIFORM POLICY

187/25

RESOLVED by Cr Cameron and Cr Peirce

1. Council adopts the reviewed Corporate Uniform Policy.

- CARRIED

Councillors who voted for:-

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

Councillors who voted against:- Nil

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

UPPER LACHLAN SHIRE COUNCIL
MINUTES OF THE
ORDINARY MEETING OF COUNCIL
HELD IN THE COUNCIL CHAMBERS
ON 16 OCTOBER 2025

SECTION 14: CHIEF EXECUTIVE OFFICER

ITEM 14.1 **CROOKWELL SWIMMING POOL AND VIC PROJECT UPDATE**
188/25 **RESOLVED by Cr Reynolds and Cr Flanagan**

1. Council receives and notes the report as information.

- CARRIED

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

Councillors who voted against:- Nil

Cr Cameron left the meeting, the time being 16:20PM

Cr Cameron returned to the meeting, the time being 16:24PM

SECTION 15: LATE REPORTS

Nil

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

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

189/25 **RESOLVED by Cr Searl and Cr Peirce**

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

UPPER LACHLAN SHIRE COUNCIL
MINUTES OF THE
ORDINARY MEETING OF COUNCIL
HELD IN THE COUNCIL CHAMBERS
ON 16 OCTOBER 2025

6. Audit Risk and Improvement Committee – Minutes from meeting held on 29 September 2025.

- CARRIED

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

Councillors who voted against:- Nil

NB: in line with Cr Cameron declaration he did not partake in the debate.

A motion was moved by Cr P Culhane and Cr V Flanagan that Council meeting be extended by 30 minutes time in line with the Code of Meeting Practice.

On being put to the meeting the motion was carried.

190/25

RESOLVED by Cr Culhane and Cr Flanagan

1. That Council meeting be extended by 30 minutes time in line with the Code of Meeting Practice.

- CARRIED

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

Councillors who voted against:- Nil

UPPER LACHLAN SHIRE COUNCIL

**MINUTES OF THE
ORDINARY MEETING OF COUNCIL
HELD IN THE COUNCIL CHAMBERS
ON 16 OCTOBER 2025**

SECTION 17: NOTICES OF MOTION

ITEM 17.1 NOTICE OF MOTION - DISCLOSURE OF MATERIAL FACTS IN COUNCIL PLANNING CERTIFICATES

191/25 **RESOLVED** by Cr Yallouris and Cr Meggitt

1. Seek formal advice from the NSW Department of Planning, Housing and Infrastructure, the Office of Local Government 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

- CARRIED

Councillors who voted for:-

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

Councillors who voted against:- Nil

UPPER LACHLAN SHIRE COUNCIL
MINUTES OF THE
ORDINARY MEETING OF COUNCIL
HELD IN THE COUNCIL CHAMBERS
ON 16 OCTOBER 2025

ITEM 17.2 NOTICE OF MOTION - STANDARDISED RESPONSE PROTOCOL FOR COMMUNITY CORRESPONDENCE

192/25 **RESOLVED** by Cr Meggitt and Cr Reynolds

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 or correspondence 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.

- CARRIED

Councillors who voted for:-

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

Councillors who voted against:- Nil

SECTION 18: QUESTIONS WITH NOTICE

Refer to the business paper for 16 October 2025 Council Meeting for the CEO's comments.

Refer to the business paper for 16 October 2025 Council Meeting for the CEO's comments.

UPPER LACHLAN SHIRE COUNCIL
MINUTES OF THE
ORDINARY MEETING OF COUNCIL
HELD IN THE COUNCIL CHAMBERS
ON 16 OCTOBER 2025

ITEM 18.3

QUESTION WITH NOTICE - WHITE LINES ON ROADS AND PARKING SPACES

Refer to the business paper for 16 October 2025 Council Meeting for the CEO's comments.

ITEM 18.4

QUESTION WITH NOTICE - PARKING SPACES FOR DISABLED DRIVERS AND THEIR CARERS

Refer to the business paper for 16 October 2025 Council Meeting for the CEO's comments.

ITEM 18.5

QUESTION WITH NOTICE - TARALGA DAM SAFETY, CAPACITY RESTRICTIONS, AND PLANNED REPAIRS

Refer to the business paper for 16 October 2025 Council Meeting for the CEO's comments.

CLOSED COUNCIL ITEMS

There were no Closed Council meeting items tabled.

THE MEETING CLOSED AT 16:51pm

Minutes confirmed 20 NOVEMBER 2025

Mayor

5.2 Minutes of the Extraordinary Meeting of Council of 4 November 202532

UPPER LACHLAN SHIRE COUNCIL
MINUTES OF THE
EXTRAORDINARY MEETING OF COUNCIL
HELD IN THE COUNCIL CHAMBERS
ON 4 NOVEMBER 2025

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

WEBLINK: Cr T Yallouris

THE MAYOR DECLARED THE MEETING OPEN AT 10:02am

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

SECTION 1: APOLOGIES & LEAVE OF ABSENCE

An apology was received by Mr A Croke.

SECTION 2: CITIZENSHIP CEREMONY

Nil

SECTION 3 DECLARATIONS OF INTEREST

Nil

UPPER LACHLAN SHIRE COUNCIL
MINUTES OF THE
EXTRAORDINARY MEETING OF COUNCIL
HELD IN THE COUNCIL CHAMBERS
ON 4 NOVEMBER 2025

SECTION 4: MAYORAL REPORT

ITEM 4.1 PROPOSED CHANGES TO THE SWIMMING POOL FEES FOR CROOKWELL AND GUNNING POOLS

MOVED by Mayor Culhane and Cr Peirce

1. Council place on public exhibition for 28 days, in accordance with Section 610, of the Local Government Act 1993, the draft amended fees for the 2025/2026 swim season at Crookwell and Gunning Pools as follows:-
 - \$6.00 per adult entrance fee;
 - \$4.00 per child entrance fee;
 - \$4.00 per concession entrance fee;
 - \$15.00 per family entrance fee (Family of 2 adults and 3 children). Any additional children \$3.00 each.
2. Council resolve that the prices for all Seasonal Tickets for Crookwell and Gunning Pools for the 2025/2026 operational swim season remain unchanged from the adopted 2025/2026 Operational Plan.
3. Any change in adopted fees for the Crookwell and Gunning Pools will not be reimbursed retrospectively for the month of November 2025.

- LOST

Councillors who voted for:-

Crs P Culhane, V Flanagan, S Peirce and J Searl

Councillors who voted against:-

Crs R Cameron, G Harris, A Meggitt, S Reynolds and T Yallouris

Cr Meggitt moved a foreshadowed motion that -

1. Council place on public exhibition for 28 days, in accordance with Section 610, of the Local Government Act 1993, the draft amended fees for the 2025/2026 swim season at Crookwell and Gunning Pools as follows:-
 - \$6.00 per adult entrance fee;
 - \$4.00 per child entrance fee;
 - \$4.00 per concession entrance fee;
 - \$15.00 per family entrance fee (Family of 2 adults and 3 children). Any additional children \$3.00 each.

UPPER LACHLAN SHIRE COUNCIL
MINUTES OF THE
EXTRAORDINARY MEETING OF COUNCIL
HELD IN THE COUNCIL CHAMBERS
ON 4 NOVEMBER 2025

2. Council resolve that the prices for all Seasonal Tickets for Crookwell and Gunning Pools are aligned to the 2024/2025 adopted fees being:
 - Family Pass (2 Adults and 3 Children) \$175.00 for the pool season
 - Adult Pass \$110.00 for the pool season
 - School Children / Concession \$65.00 for the pool season
3. Any change in adopted fees (including seasonal passes) for the Crookwell and Gunning Pools will not be reimbursed retrospectively for the month of November 2025.

On being put to the meeting the motion was carried.

193/25

RESOLVED by Cr Meggitt and Cr Reynolds that –

1. Council place on public exhibition for 28 days, in accordance with Section 610, of the Local Government Act 1993, the draft amended fees for the 2025/2026 swim season at Crookwell and Gunning Pools as follows:-
 - \$6.00 per adult entrance fee;
 - \$4.00 per child entrance fee;
 - \$4.00 per concession entrance fee;
 - \$15.00 per family entrance fee (Family of 2 adults and 3 children). Any additional children \$3.00 each.
2. Council resolve that the prices for all Seasonal Tickets for Crookwell and Gunning Pools are aligned to the 2024/2025 adopted fees being:
 - Family Pass (2 Adults and 3 Children) \$175.00 for the pool season
 - Adult Pass \$110.00 for the pool season
 - School Children / Concession \$65.00 for the pool season
3. Any change in adopted fees (including seasonal passes) for the Crookwell and Gunning Pools will not be reimbursed retrospectively for the month of November 2025.

- CARRIED

Councillors who voted for:-

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

UPPER LACHLAN SHIRE COUNCIL
MINUTES OF THE
EXTRAORDINARY MEETING OF COUNCIL
HELD IN THE COUNCIL CHAMBERS
ON 4 NOVEMBER 2025

Councillors who voted against:- Cr J Searl

THE MEETING CLOSED AT 10:43am

Minutes confirmed 20 NOVEMBER 2025

.....
Mayor

7 MAYORAL MINUTES

The following item is submitted for consideration -

7.1	Mayoral Minute	38
-----	----------------	----

Mayoral Minutes - 20 November 2025

ITEM 7.1 **Mayoral Minute**

FILE REFERENCE **I25/324**

October 2025

16 October 2025	Councillor Education session - DCP and Housing Strategy Council Meeting - No public forum was held
21 October 2025	Community Outreach Meeting – Gunning
22 October 2025	Meeting CEO and Mayor Radio Interview
24 October 2025	Extraordinary Board Meeting – CRJO
27 October 2025	Biala Windfarm Committee meeting
28 October 2025	Community Outreach Meeting – Bigga
29 October 2025	Radio Interview
31 October 2025	Crookwell and District Art Gallery – Opening

November 2025

1 November 2025	Radio Interview
5 November 2025	Extraordinary Council Meeting - Swimming Pool Charges of Crookwell and Gunning Pool for the 2025/2026 operational swim season.
11 November 2025	Remembrance Day – Crookwell CRJO - Mayors' meeting with Transgrid CEO - HumeLink community benefits-sharing payments advocacy in Yass
12 November 2025	Radio Interview
13 November 2025	Country Mayors member Survey Results and Financial Sustainability Matters with CEO in Sydney Event NSW Governor - Her Excellency the Honourable Margaret Beazley AC KC with CEO in Sydney
14 November 2025	Country Mayors Association - AGM + Housing, Skills and Education
17 November 2025	Meeting - Proposed Dalton Gas Project with AGL's Community Relations Manager, Matthew Baker, AGL's

Mayoral Minutes

MAYORAL MINUTE cont'd

Power Development Manager leading the proposed project, and Thomas Moorhead, Manager – Government Relations. In attendance from ULSC – Cr Searl and Cr Peirce

CRJO & LGP Councillor Procurement Excellence Program – MS teams meeting

19 November 2025 Radio Interview

20 November 2025 Council Meeting

8 CORRESPONDENCE

The following item is submitted for consideration -

8.1	Correspondence for the months of October and November	42
-----	---	----

Correspondence - 20 November 2025

ITEM 8.1**Correspondence for the months of October and November****RECOMMENDATION:**

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

1. NSW Health - NSW Government's new laws on illicit tobacco and landlord responsibilities Letter to councils - 29 October 2025.

ATTACHMENTS

1.	NSW Health - NSW Government's new laws on illicit tobacco and landlord responsibilities Letter to councils - 29 October 2025	Attachment
----	--	------------

NSW Health

Ref: H25/113114

NSW Government's new laws on illicit tobacco and landlord responsibilities

Dear General Manager,

I am writing to update you on the NSW Government's tobacco licensing scheme and new closure order powers to combat the sale of illicit tobacco and illegal vapes.

The NSW Government's tobacco licensing scheme is now fully operational. The three-month transitional period for all suppliers of tobacco and non-tobacco smoking products to apply for a licence ended on 1 October 2025.

Every premises where tobacco is sold must now hold a valid tobacco licence

If a retailer or wholesaler has submitted a valid licence application on or before 1 October 2025, they can continue to trade until notified of the outcome of their application, otherwise retailers must now have a valid tobacco licence. Those who continue to sell tobacco products without holding a valid licence will now face significant penalties.

A tobacco licence must be displayed it at the point of sale for tobacco or non-tobacco smoking products.

If you want to check whether a premises holds a valid tobacco retail or wholesale licence, you can do so by checking the tobacco licence registry on Verify NSW at the following address:
<https://verify.licence.nsw.gov.au/home/Tobacco/>

The tobacco licence registry is automatically updated as licences are issued, when they expire or if they are revoked, cancelled or surrendered. It is searchable by address data, which will allow you to see all the premises in your area that hold a current tobacco retail or wholesale licence.

Tough new laws allow premises selling illicit tobacco and illegal vapes to be closed

On 11 September 2025, the NSW Parliament passed the Government's new package of legislative reforms to crack down on the sale of illicit tobacco and illegal vaping goods. These new laws are planned to commence in early November 2025.

New powers will allow NSW Health to issue a short-term closure order (up to 90 days) or apply to the Local Court for a long-term closure order (up to 12 months) for premises selling illicit tobacco, or illegal vaping goods, or selling tobacco or non-tobacco smoking products without a valid licence.

Once a closure order has been issued for a premises, no-one may enter the premises without an exemption or a reasonable excuse, and no goods may be sold from the premises. This will apply not just to tobacco products, but to the sale of products of any kind. Breaches of these restrictions will attract significant penalties.

As part of the closure order provisions, the NSW Health Secretary will give a public notice by posting a copy of the order on the front of, or near, the premises. The NSW Health Secretary may also publish information about a closure on the Ministry's website which a landlord can access.

Closure orders will allow NSW Health, in collaboration with NSW Police, to take immediate action against businesses engaging in the illicit tobacco and illegal vape trade.

The package of reforms also includes substantially increased maximum penalties for supplying illicit tobacco and illegal vaping goods. Selling illicit tobacco, and a new offence of possession of a commercial quantity of illicit tobacco, will carry a maximum penalty of 7 years imprisonment and/or a fine of up to \$1.54 million.

Commercial leases can be terminated if a premises is issued a closure order

If a premises is subject to a closure order, a landlord will be able to terminate a retail shop lease by giving the lessee at least 28 days notice. This change is expected to commence in early November 2025.

NSW Health will take reasonably practicable steps to give a copy of the order to certain people connected with the premises, including the owner, as well as a statement explaining the effect of the order, reasons for making the order, and the lessor's ability to terminate the lease. The ability to sever a tenancy for any premises subject to a closure order will provide a straightforward power for landlords to act against tenants using their premises for illicit activity.

More information is available

More information on the NSW Government's tobacco retailing and licensing laws is available on the NSW Health website at <https://www.health.nsw.gov.au/tobacco/Pages/default.aspx>

You can also contact the Tobacco Information Line with any further queries on 1800 367 412.

Yours sincerely



Dr Kerry Chant AO PSM

Chief Health Officer and Deputy Secretary, Population and Public Health

29/10/2025

10 INFORMATION ONLY

The following items are submitted for consideration -

10.1	Development Statistics Report	46
10.2	Investments for the month of October 2025	53
10.3	Bank Balance and Reconciliation - 31 October 2025	58
10.4	Rates and Charges Outstanding for the month of October 2025	59

Information Only - 20 November 2025

ITEM 10.1 **Development Statistics Report**

FILE REFERENCE **I25/323**

AUTHOR **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 October 2025 – 30 October 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 October 2025 – 31 October 2025.

REPORT

This report provides Council with an overview of the development control activities that have occurred in the period of 1 August 2024 to 31 October 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 September 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 to August 2025).

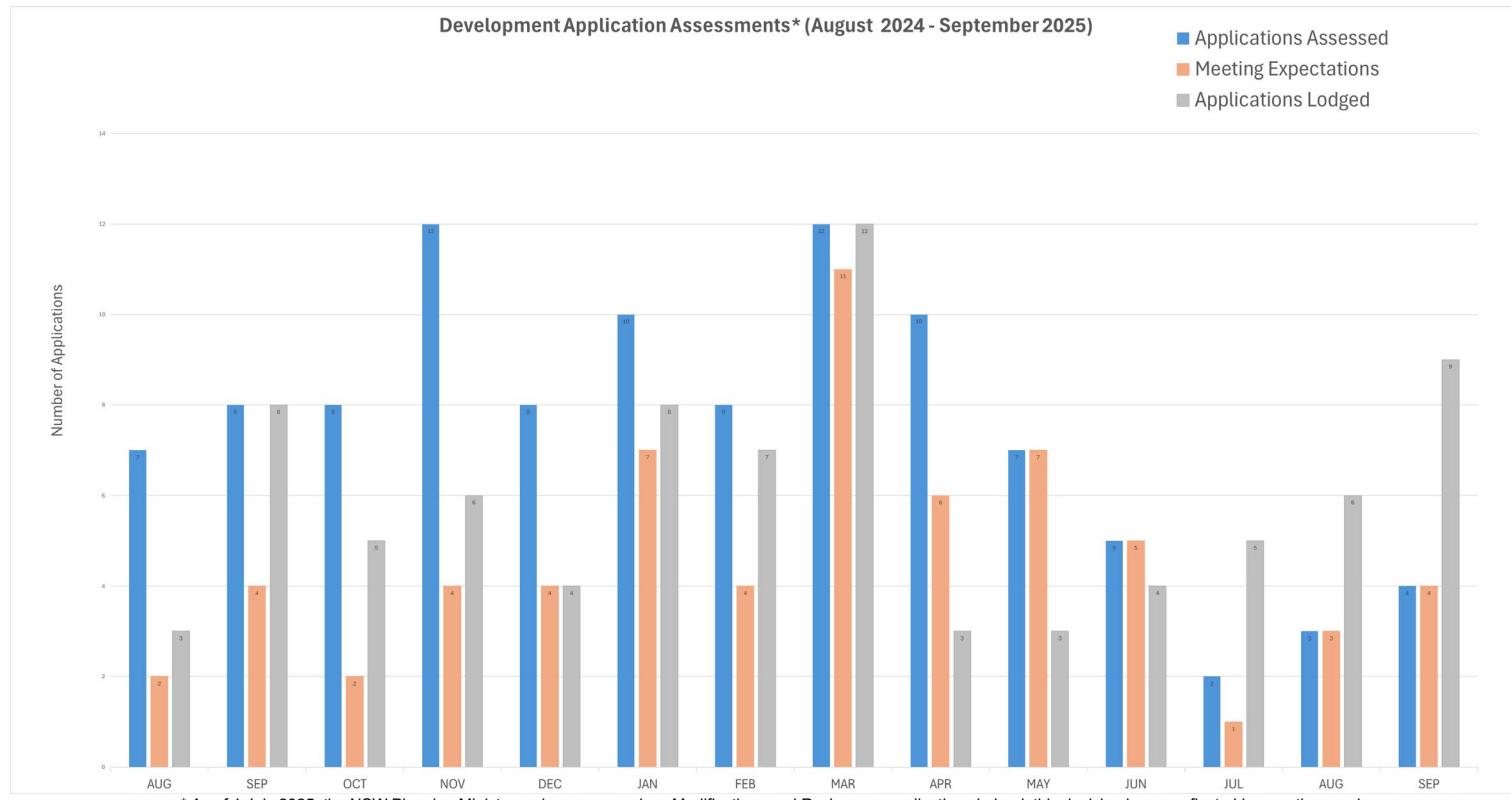
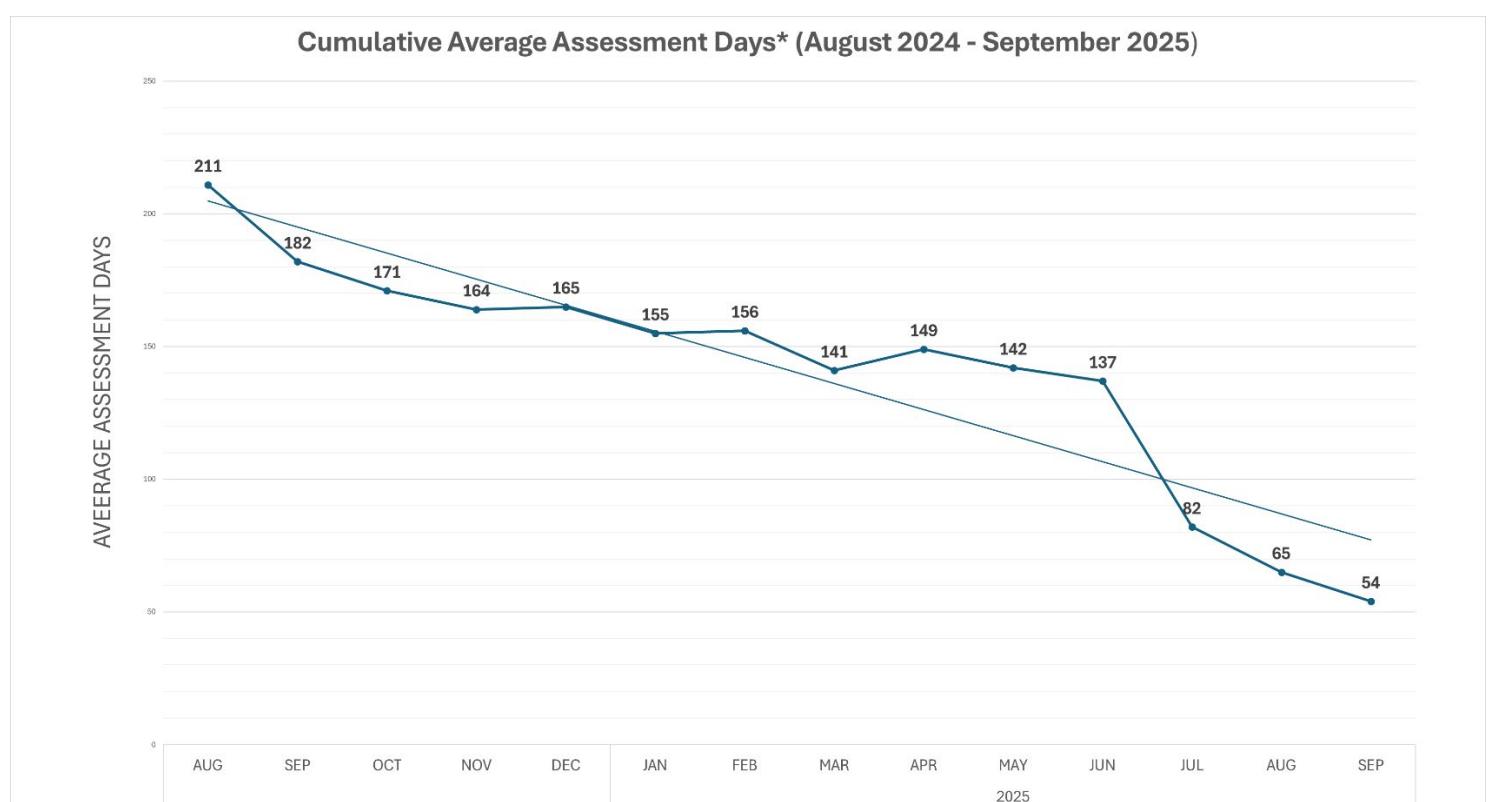


Figure 2. Cumulative Average Assessment Days (August 2024 to September 2025).



Information Only
DEVELOPMENT STATISTICS REPORT cont'd

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

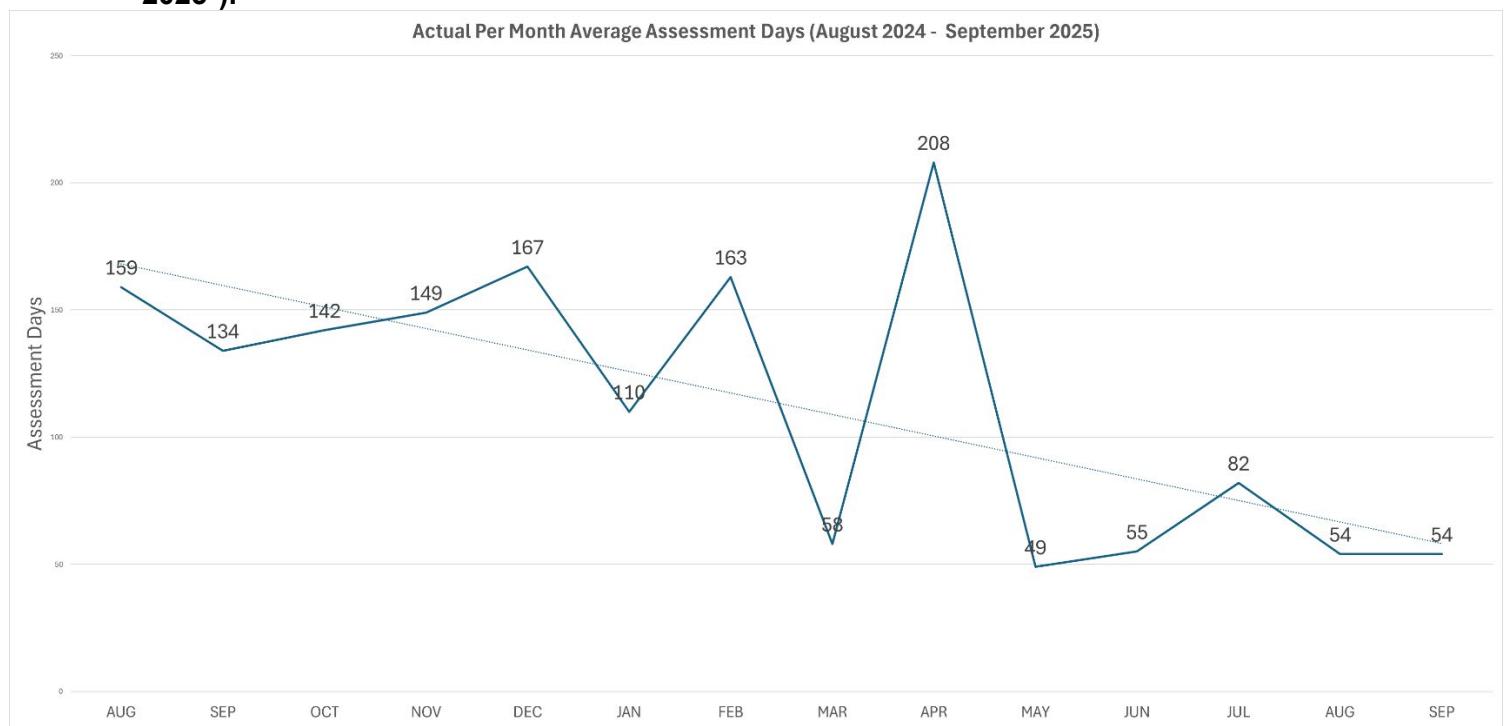
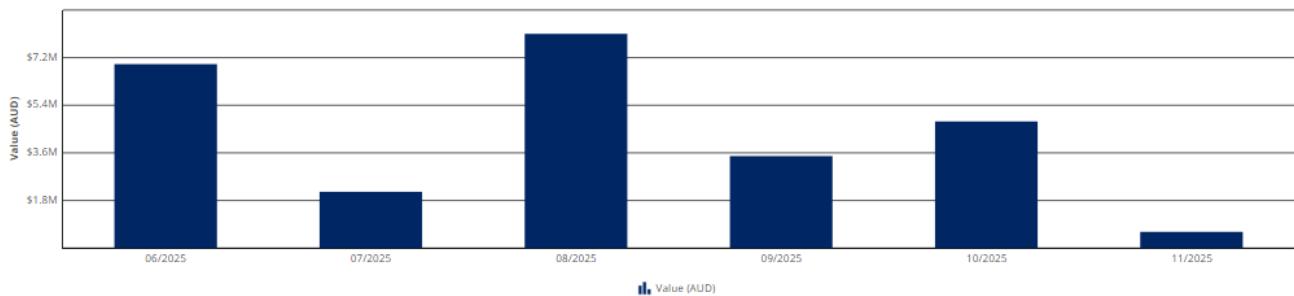


Figure 4. Total Estimated Cost of Development (February 2025 to Present)

▼ **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 October 2025 is summarised in the tables below:

Determined Development/Planning Applications

Determined from 1/10/2025 to 31/10/2025

Application Number	Date Submitted	Address	Proposal	Date Determined	Determination
Development Application					
10/2025/38/2		161 Strathaird Lane TARALGA	Dwelling	23 Oct 2025	Returned
10/2025/56/2		Fish River Road NARRAWA	Three (3) Lots Torrens title Subdivision	02 Oct 2025	Returned
10/2025/58/1	10 Jul 2025	534 Flacknell Creek Road JERRAWA	Two (2) lot Torrens Title Subdivison	10 Oct 2025	Approved by Delegation
10/2025/94/1		3 Leonard Place CROOKWELL	Dual Occupancy	23 Oct 2025	Returned
10/2025/98/1		1 Church Street Collector	Outbuilding	27 Oct 2025	Returned
10/2025/100/1		69 Brooklands Street CROOKWELL	Boundary Adjustment	27 Oct 2025	Returned
10/2025/46/1	08 May 2025	Golspie Road TARALGA	Alterations and Additions	16 Oct 2025	Approved by Delegation
10/2025/70/1	25 Aug 2025	Garmoran Valley Road BIG HILL	Dwelling	21 Oct 2025	Approved by Delegation
10/2025/77/1	22 Sep 2025	Spring Street CROOKWELL	Patio	31 Oct 2025	Approved by Delegation
10/2025/85/1	30 Sep 2025	5 Leonard Place CROOKWELL	Outbuilding	09 Oct 2025	Approved by Delegation

Information Only
DEVELOPMENT STATISTICS REPORT cont'd

10/2022/1/2		St Stephens Road WAYO	Alterations and Additions	22 Oct 2025	Returned
10/2024/80/2	16 Oct 2025	Range Road GRABBEN GULLEN	Construction of a new NBN Fixed wireless facility,	16 Oct 2025	Approved by Delegation
10/2025/74/1		34A Collector Road GUNNING	Dwelling	02 Oct 2025	Withdrawn
10/2025/90/1		262 Goulburn Street CROOKWELL	Thirteen (13) Lots Torrens Title Subdivision	07 Oct 2025	Returned
10/2025/93/1		2090 Taralga Road LAGGAN	Dwelling	21 Oct 2025	Returned
10/2025/95/1		100 Kangaloolah Road BINDA	Outbuilding	23 Oct 2025	Returned
10/2025/97/1		1 Martyn Street TARALGA	Dwelling	27 Oct 2025	Returned

Total Applications: 17

Outstanding Development/Planning Applications

Lodged since 1/01/2010

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

Development Application

10/2019/90/3	07 Oct 2025	93 Kangaloolah Road BINDA	Dwelling	Under Assessment	25
10/2023/282/2	23 Sep 2025	72 Mount Rae Road ROSLYN	Dwelling	Under Assessment	62

Information Only
DEVELOPMENT STATISTICS REPORT cont'd

10/2023/286/1	25 Jan 2024	McDonald Street CROOKWELL	Fifty (50) lot Subdivision (Torrens Title and Drainage)	Request for Information	320
10/2025/50/1	30 May 2025	3 Memory Avenue CROOKWELL	Twenty-One (21) lot Subdivision (Torrens title and Childcare Centre)	Under Assessment	126
10/2025/57/1	11 Jul 2025	1905 Fullerton Road FULLERTON	Dwelling	Request for Information	35
10/2025/68/1	22 Aug 2025	2603 Cullerin Road GUNNING	Twenty-Three (23) lot Subdivision (Torrens Title)	Request for Information	32
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 spaces.	Under Assessment	49
10/2025/71/1	22 Sep 2025	2 Jarvis Street BINDA Queen Street BINDA	Secondary Dwelling	Under Assessment	42
10/2025/72/1	02 Sep 2025	Mount Rae Road ROSLYN	Dwelling	Under Assessment	47
10/2025/76/1	15 Sep 2025	Collector Road GUNNING	Dwelling	Under Assessment	37
10/2025/79/1	23 Oct 2025	Laggan Road LAGGAN	Dwelling	Under Assessment	13
10/2025/81/1	30 Sep 2025	Guineacor North Road WOMBEYAN CAVES	Dwelling	Under Assessment	38
10/2025/82/1	29 Sep 2025	1067 Wheeo Road GRABBEN GULLEN	Dwelling	Under Assessment	18

Information Only
DEVELOPMENT STATISTICS REPORT cont'd

10/2025/87/1	29 Sep 2025	34A Collector Road GUNNING	Dwelling	Under Assessment	38
10/2025/89/1	16 Oct 2025	2 Old Station Creek Road CURRAWEELA	Alterations and Additions	Under Assessment	17
10/2025/91/1	15 Oct 2025	14 Peelwood Road LAGGAN	Change of Use	Under Assessment	25
10/2025/92/1	16 Oct 2025	2042 Redground Road BINDA	Fixed Wireless Facility	Request for Information	13
10/2025/96/1	28 Oct 2025	4 Croker Place CROOKWELL	Dwelling	Under Assessment	10
10/2025/99/1	29 Oct 2025	63B Cooper Street TARALGA	Secondary Dwelling	Exhibition	11
10/2025/102/1	29 Oct 2025	114 Yass Street GUNNING	Outbuilding	Under Assessment	5
10/2025/105/1	04 Nov 2025	262 Goulburn Street CROOKWELL	Thirteen (13) lot Torrens title residential subdivision	Exhibition	9
10/2025/108/1	30 Oct 2025	103 Collector Road GUNNING	Temporary Office	Under Assessment	5
10/2025/111/1	05 Nov 2025	67 Biala Street GUNNING	Two (2) lot Torrens Title Subdivision	Under Assessment	1

Total Applications: 23

RECOMMENDATION That -

2. Council receives and notes the report as information.

ATTACHMENTS

Nil

Information Only - 20 November 2025

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

FILE REFERENCE I25/303

AUTHOR Director of Finance and Administration

ISSUE

Council Investment Portfolio Register as at 31 October 2025.

RECOMMENDATION That -

1. Council receive and note the report as information.

BACKGROUND

The investment portfolio register is provided for the information of Council.

REPORT

Investments to 31 October 2025

Investment Institution	Type	Investment Face Value	Interest Rate	Term Days	Maturity Date	Interest Due
CBA	BOS	\$420,000	0.25%	30	31-10-25	\$192.82
IMB	TD	\$1,000,000	4.17%	112	05-11-25	\$12,795.62
NAB	TD	\$1,000,000	4.45%	181	12-11-25	\$22,067.12
Bank of Qld	TD	\$1,000,000	5.10%	364	19-11-25	\$50,860.27
NAB	TD	\$1,000,000	4.06%	140	26-11-25	\$15,572.60
IMB	TD	\$1,000,000	4.35%	181	03-12-25	\$21,571.23
Bank of Qld	TD	\$1,000,000	4.16%	140	10-12-25	\$15,956.16
NAB	TD	\$1,000,000	4.65%	259	17-12-25	\$32,995.89
CBA	TD	\$1,000,000	4.35%	182	07-01-26	\$21,690.41
Bank of Qld	TD	\$1,000,000	4.10%	175	14-01-26	\$19,657.53
CBA	TD	\$1,000,000	4.25%	203	21-01-26	\$23,636.99
NAB	TD	\$1,000,000	4.80%	362	28-01-26	\$47,605.48
Bank of Qld	TD	\$1,000,000	4.15%	189	04-02-26	\$21,489.04
IMB	TD	\$1,000,000	4.15%	189	11-02-26	\$21,489.04
Bank of Qld	TD	\$1,000,000	4.11%	196	18-02-26	\$22,070.14

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

NAB	TD	\$1,000,000	4.20%	210	25-02-26	\$24,164.38
Bendigo Bank	TD	\$1,000,000	4.10%	203	04-03-26	\$22,802.74
Bendigo Bank	TD	\$1,000,000	4.05%	183	04-03-26	\$20,305.48
CBA	TD	\$1,000,000	4.06%	204	11-03-26	\$22,691.51
NAB	TD	\$1,000,000	4.05%	210	18-03-26	\$23,301.37
Bank of Qld	TD	\$1,000,000	4.05%	217	25-03-26	\$24,078.08
IMB	TD	\$1,000,000	4.05%	224	01-04-26	\$24,854.79
CBA	TD	\$1,100,000	4.05%	231	08-04-26	\$28,194.66
IMB	TD	\$1,000,000	4.05%	237	15-04-26	\$26,297.26
Bendigo Bank	TD	\$1,000,000	4.00%	239	22-04-26	\$26,191.78
Bendigo Bank	TD	\$1,000,000	4.03%	245	29-04-26	\$27,050.68
Bank of Qld	TD	\$1,000,000	4.00%	252	06-05-26	\$27,616.44
CBA	TD	\$1,000,000	3.98%	252	13-05-26	\$27,478.36
Bendigo Bank	TD	\$1,000,000	4.00%	252	20-05-26	\$27,616.44
CBA	TD	\$1,000,000	3.90%	252	27-05-26	\$26,926.03
Bendigo Bank	TD	\$1,000,000	4.02%	253	03-06-26	\$27,864.66
Bendigo Bank	TD	\$500,000	4.00%	245	10-06-26	\$13,424.66
Bendigo Bank	TD	\$500,000	4.13%	238	17-06-26	\$13,464.93
IMB	TD	\$1,000,000	4.15%	273	29-07-26	\$31,039.73
CBA	TD	\$1,000,000	4.10%	364	19-08-26	\$40,887.67
NAB	TD	\$1,500,000	4.01%	364	02-09-26	\$59,985.21
CBA	TD	\$1,000,000	4.15%	365	09-09-26	\$41,500.00
NAB	TD	\$1,000,000	4.20%	364	23-09-26	\$41,884.93
\$37,020,000						\$999,272.14

TD: Term Deposit

BOS: Commonwealth Bank Business Online Saver

Information Only

INVESTMENTS FOR THE MONTH OF OCTOBER 2025 cont'd

COUNCIL INVESTMENT PERFORMANCE:

BUDGET COMPARISON TO 31 OCTOBER 2025

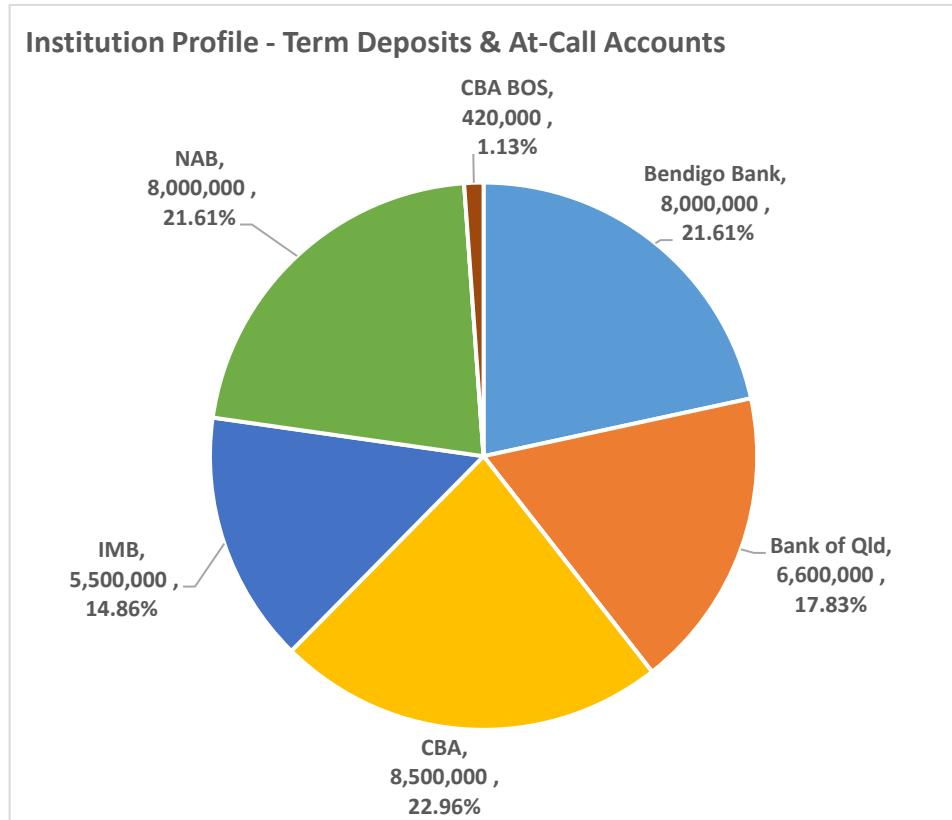
Interest on Investments Received YTD	\$554,027
Annual budgeted amount for all funds	\$1,350,000
Percentage of Interest Received YTD	41.04%
Percentage of Year Elapsed	33.70%
Average market interest rate (90-day BBSW)	3.56%
Average return on all investments	4.17%

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 31 OCTOBER 2025

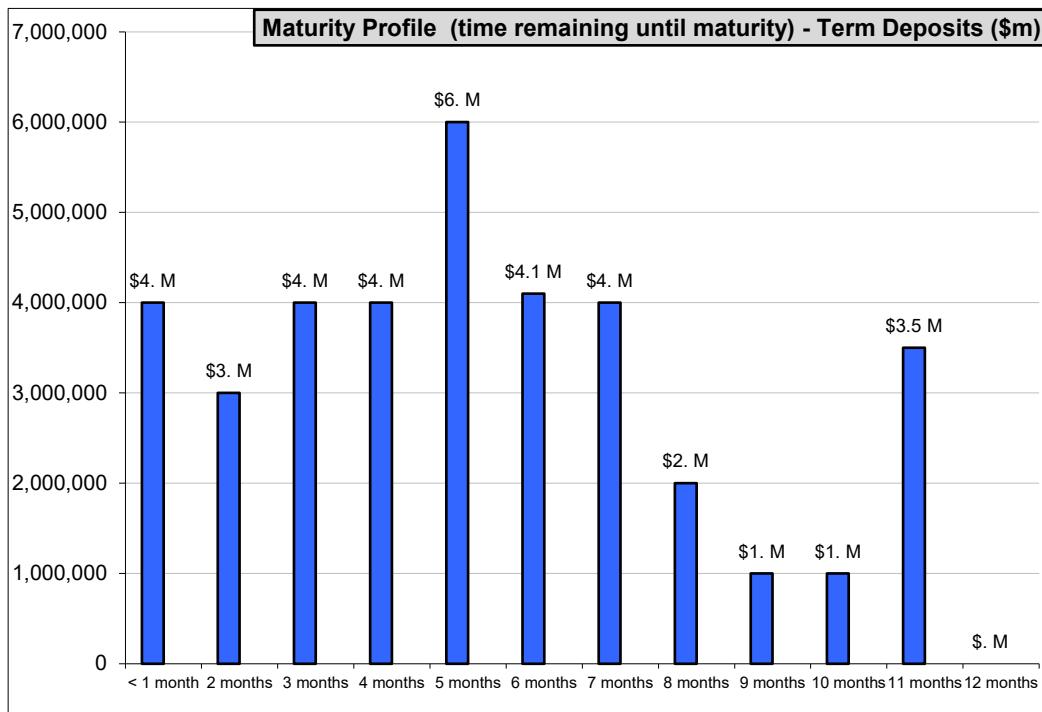
The following chart shows the current distribution of Council's investment portfolio between the authorised financial institutions used. The current distribution of funds between institutions complies with Council's Investment Policy which states:

"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%."



Information Only**INVESTMENTS FOR THE MONTH OF OCTOBER 2025 cont'd****INVESTMENTS - MATURITY PROFILE AS AT 31 OCTOBER 2025**

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

**SUMMARY OF AVAILABLE CASH AT 31 OCTOBER 2025**

TOTAL INVESTMENTS: \$ 37,020,000

INVESTMENTS BY FUND (INCLUDES RESTRICTED AND UNRESTRICTED CASH):

Funds	(\$)
General Fund Reserves	21,394,170
Water Supply Fund Reserves	4,539,975
Sewerage Fund Reserves	8,531,303
Domestic Waste Management Fund Reserves	2,552,197
Trust Fund Reserves	2,355

POLICY IMPACT

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

OPTIONS

Nil

FINANCIAL IMPACT OF RECOMMENDATIONS

Nil

RECOMMENDATION That -

1. Council receive and note the report as information.

ATTACHMENTS

Nil

Information Only - 20 November 2025

ITEM 10.3 **Bank Balance and Reconciliation - 31 October 2025**

FILE REFERENCE I25/304

AUTHOR Director of Finance and Administration

ISSUE

Statement of Bank Balance and Reconciliation as at 31 October 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 30 September 2025	114,269.27
Add: Receipts for October 2025	6,678,711.61
	6,792,980.88
Deduct: Payments for October 2025	(6,100,270.13)
Balance as at 31 October 2025	692,710.75
Balance as per Bank Statement 31 October 2025	693,342.39
Add: Outstanding Deposits (less unpresented Bank file transactions)	95.50
	693,437.89
Less: Unpresented Cheques/ EFTs	(724.14)
Balance as at 31 October 2025	692,710.75

POLICY IMPACT

Nil

OPTIONS

Nil

FINANCIAL IMPACT OF RECOMMENDATIONS

Nil

RECOMMENDATION That -

1. Council receive and note the report as information.

ATTACHMENTS

Nil

Information Only - 20 November 2025

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

FILE REFERENCE I25/305

AUTHOR Director of Finance and Administration

ISSUE

Rates and Charges Outstanding Report to 31 October 2025.

RECOMMENDATION That -

1. Council receive and note the report as information.

BACKGROUND

A Summary report of the Rates and Charges outstanding at 31 October 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	31/10/2025	31/10/2024	31/10/2024
Total % Rates and Charges Outstanding	52.77%	58.61%	53.04%
Total \$ Amount Rates and Charges Outstanding	\$8.93 million	\$8.72 million	\$7.89 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 - November 2025	Attachment
--	------------

Rate Collection 2026 Year

Rating Categories	Levy Raised to date	Rates Received to 31 October 2025	Rates Outstanding to 31 October 2025	% Rates Outstanding 31 October 2025
Farmland	6,201,731.17	2,874,982.96	3,326,748.21	53.64%
Residential	1,725,864.27	731,393.00	994,471.27	57.62%
Rural Residential	962,039.21	483,069.47	478,969.74	49.79%
Business	754,525.69	504,003.54	250,522.15	33.20%
Mining	2,372.10	593.69	1,778.41	74.97%
Water	1,422,503.07	616,647.91	805,855.16	56.65%
Sewerage	2,159,991.46	933,199.73	1,226,791.73	56.80%
Domestic & Comm Waste	1,869,210.65	857,722.33	1,011,488.32	54.11%
Rural Waste	1,001,346.23	490,296.28	511,049.95	51.04%
Storm Water	51,014.58	21,388.22	29,626.36	58.07%
**Arrears	772,899.67	479,634.18	293,265.49	37.94%
Credits		93,266.46	-93,266.46	
Overall Total Rates	16,923,498.10	8,086,197.77	8,837,300.33	52.22%

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

Information Only - 20 November 2025

ITEM 10.1

Library Services 1st Quarter Report 2025/2026

FILE REFERENCE I25/307

AUTHOR

Library Manager

ISSUE

This report provides a summary of the activities in the Upper Lachlan Shire Council libraries for the 1st Quarter 2025/2026 at 30 September 2025.

RECOMMENDATION That -

1. Council receive and note the report as information.

BACKGROUND

Nil

LIBRARY USAGE:

	Crookwell	Gunning
Loans*	2,718	1,240
New Members	61	26
Internet Sessions	812	224
Wi-Fi Hours	1,251	364
Visitors	4,422	2,535
Hours open per week	31.5	19

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

OVERVIEW:

- This quarter hosted activities celebrating important community events such as NAIDOC week and Father's Day. We also ran events supporting areas of community interest such as aged care, local history, and biodiversity.

Feedback

- Library staff received positive feedback from the public this quarter, including:
 - "Enjoy Small towns like this as I travel with my caravan. Gunning is a RV friendly town with an awesome library."
 - "We love lego club and having fun with our friends."
 - "Thanks for organising such fun activities for the kids in the holidays. They love the library."
 - "Thank you so much for all your help. There's no way I could have done that on my own."
 - "Thank you for you help and getting me started; maybe I can come back and listen to some more books."
 - "Amazing staff. Always welcoming and a lovely place to be"
 - "Gee, this is a lovely library. It really is!"

- "I am so grateful for the Library. Crafternoon's have helped me to come out of my shell and meet new people. I'm so grateful to Lesley and Bianca for creating this program and holding these events"
- "Crafternoon is a life-changer for me, I look forward to it all week"
- "Thank you for creating a Storytime that felt as though you had my children in mind. They really love coming along to storytime and get so much out of it"
- "Libraries are such an important place, we are so lucky to have you girls here for my printing needs"
- "You've got great books, at both libraries"
- "Always very helpful"

EVENTS AND PROMOTION:

Online:

- The monthly Library email newsletter has continued this quarter, being sent to more than 1,500 people each month.
- The Library's Facebook page was used to engage and inform members, with 245 posts on the page and local groups reaching more than 39,000 people on topics such as Library services and resources, new arrivals, events and activities, community engagement and outreach, and service interruptions.
- The Library continued to post to our Instagram page, with 40 posts made during the quarter reaching almost 900 people.
- The Library webpage displayed Recent Fiction, and New eBooks to Borrow from Home, as well as special displays on upcoming events and school holiday activities.

Crookwell and Gunning Libraries:

- The weekly Gunning Library Crafternoon had 44 people attending during the quarter to take part in a structured program of craft activities, including papercraft, knitting, crochet, and watercolour painting.
- Crookwell Library hosted the monthly Scrabble and Chat program, supported by the Friends of the Library. 17 people took part in this activity.
- Crookwell Library hosted an event to launch a local author's new book "Crookwell: a photographic glimpse". 12 people attended.
- Gunning Library ran an adult's craft workshop to make jewellery using polymer clay. Eight people took part in this workshop.
- Gunning Library also ran two adult's craft workshop as part of the regular Crafternoon activity. Eight people took part in a gelli plate printing workshop, with three taking part in the collage workshop.
- Crookwell Library hosted the Federal Department of Health, Disability, and Ageing to talk about the Aged Care system. 12 people attended this event.
- Gunning Library launched the new Citizen Science Kits, with a special talk from scientist Stuart Harris on biodiversity. Five people braved the wintry conditions on the day to talk part in this event.

- As part of History Week both Libraries ran a workshop on using eResources such as Ancestry.com and the new British Library newspapers. Two people took part at Gunning, and two at Crookwell.
- Both libraries displayed new Library items in 'new book' displays throughout the Library, including on new face-out shelving. Gunning Library also had special displays on Purple, Pink, Father's Day, Spring and Fire.
- Promotional articles and columns were published in the Upper Lachlan Gazette, Upper Lachlan Library Service Facebook page, Council Website, Council's Facebook page, the Library email newsletter, and local school newsletters.

CHILDREN AND YOUNG PEOPLE:

- In this quarter 67 people attended Read and Rhyme at Gunning Library, with 84 people attending at Crookwell Library.
- Both Libraries hosted special storytimes this quarter, including Sensory Storytime, Healthy and Active Storytime, and Rakali the Water Rat. At Gunning Library this quarter 54 people attended, with 49 people taking part at Crookwell Library.
- Gunning Library also hosted a 'Get Ready Weekend' event with the Gunning RFS, including storytime for younger kids. 49 people attended this event.
- In this quarter 114 people attended the weekly Lego Club at Gunning Library, with 107 people attending Lego Club at Crookwell Library.
- Crookwell Library ran weekly Dungeons and Dragons sessions for teens and young adults with a total of 102 participants across the quarter.
- Both Libraries ran activities for the Winter school holidays, and the first week of the Spring school holidays:
 - Local aboriginal artist Jodie Munday visited both Libraries to run a basket weaving workshop. A total of 14 people took part.
 - Crookwell Library ran an activity to paint an articulated snake, with 12 children attending
 - Gunning Library held a dot painting activity, with five participants
 - Nine children took part in an activity to colour and create mini-beast shrinky keyrings at Crookwell Library
 - At Gunning Library four children created marbled paint 'Pourpalz' keyrings.
 - Both Libraries hosted an activity to make a fairy house using a terracotta pot. 16 children took part at Crookwell, with eight at Gunning
- Both Libraries hosted craft activities for Father's Day. 10 children decorated a cap at Gunning, with six children creating 'bits and pieces' boxes at Crookwell.
- The following schools either visited the Library or had a visit from Library staff to read a book on midnight at the Library and to make their own book:
 - Binda Public School
 - Breadalbane Public School

- Collector Public School
- Crookwell Public School
- Dalton Public School
- Laggan Public School
- St Mary's Primary School
- Taralga Public School

SDN Preschool brought students each fortnight to visit the Library and read a book and complete a craft activity. Library staff also visited Crookwell ELC as part of Book Week to complete a book and craft activity. A total of 474 children engaged with the Library as part of outreach visits this quarter.

COLLECTIONS, RESOURCES AND FACILITIES:

Collections

- After discussion with Goulburn, ULS has agreed to add uLibrary to our eBook offerings, as eBooks are provided free of charge through this platform when a physical item is purchased.
- After discussion with Goulburn, travel guides will now have the Publisher included in the title on the catalogue, to aid location of these items.

Resources

- Volunteers completed 65 hours of work in the Crookwell Library. This quarter volunteers assisted with shelving, book covering, displays, creating children's craft examples, and the reservation pick list.
- The quarterly staff meeting was held on 14 August.
- Staff completed training in psychosocial hazards, WHS roles & responsibilities, and the Authority financial management system.
- In this quarter the Library Manager:
 - Attended Meetings
 - Attended NSW SPUN meeting online.
 - Arranged and attended the South East Zone managers meeting at Moss Vale.
 - Attended monthly Managers meetings.
 - Attended monthly Senior Management and Exec meetings.
 - Attended Crookwell Memorial Hall Committee meetings.
 - Attended Crookwell Neighbourhood Centre meetings.
 - Managed Library Finances, Administration and Reporting
 - Assisted in the management of enterprise risks and development of a new social media policy.
 - Arranged for end of financial year and new financial year updates and ongoing orders in the financial management system.
 - Completed the annual Bibliostats report to the NSW State Library.
 - Forwarded details of the Library subsidy amount for 2025/26 to Finance.
 - Provided a Library volunteer flyer for inclusion at the Council stall at the upcoming High School careers fair.
 - Organised Programs and Outreach, and Promotions
 - Arranged for outreach visits with local schools, including a Council mentor to support the CPS Middle School Program at Crookwell Library.

Information Only

LIBRARY SERVICES 1ST QUARTER REPORT 2025/2026 cont'd

- Provided photos and event information to the Council Communications Officer.
- Organised various events, including collaborations with Landcare, Council pools, volunteers, Living Connected, and the Friends of the Library.
- Emailed Library members with recently expired memberships to encourage them to re-register.
- Managed Library Systems and Technology
 - Attended National Library of Australia webinars on resource sharing, and maintained records held on the national database.
 - Followed up on technical issues experienced with the Spydus LMS, in consultation with Goulburn Mulwaree Library, and attended webinars on future directions.
 - Purged inactive Library members in line with NSW State Library guidelines (inactive for more than three years).
- Managed WHS
 - Followed up on expiring staff WWCC and clarified requirements for WWCC for volunteers.
 - Sent details of the annual Local Government Child Protection Forum to the Manager HR and Manager Governance.
 - Duress alarms were tested at both locations.

Facilities

- NSW.net is looking to upgrade the Gunning Library's ADSL connection.
- Connected the Library's NFP status with Microsoft with our local reseller, ConnectingUp. This will allow purchase of Microsoft Office 2024 for all public PCs at a heavily discounted price.
- Various hardware and network connection issues were encountered this quarter, with the majority resolved by IT, some in consultation with HiTech.
- Public PCs still need to be updated to Windows 11. This upgrade is waiting on HiTech to complete the DeepFreeze reset/refresh roll out, as the current HD Guard system does not work with Windows 11.
- A number of building issues were advised to the maintenance coordinator, including accessibility issues for the Gunning Library.
- An inspection for quote for footing remediation works at Gunning Library was carried out.
- A quote for updating the kitchenette cabinets at Crookwell Library has been accepted, with work expected to start soon.

POLICY IMPACT

Nil

OPTIONS

Nil

FINANCIAL IMPACT OF RECOMMENDATIONS

Nil

RECOMMENDATION That -

1. Council receive and note the report as information.

ATTACHMENTS

Nil

Information Only - 20 November 2025

ITEM 10.2 Action Summary - Council Decisions**FILE REFERENCE** I25/311**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>
--------	---	-----	---

Information Only - 20 November 2025

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 view to recommending how best to preserve the lifestyle and rural characteristics our shire has always enjoyed and is so valued by our residents.	DEP	A draft Development Control Plan has been prepared and tabled to 16 October 2025 Council Meeting and is on public exhibition.
--------	---	-----	---

Council Meeting: 18 September 2025

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">1. Council endorse the planning proposal to amend the Upper Lachlan Local Environmental Plan 2010:<ol style="list-style-type: none">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	DEP	Referred to Department of Planning, Housing and Infrastructure for Gateway Determination.
--------	--	-----	---

Information Only - 20 November 2025

	<p>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.</p> <p>2. Forward the planning proposal to the NSW Department of Planning, Housing and Infrastructure (DPHI) requesting a Gateway determination.</p> <p>3. Request delegation of Plan Making Authority, for this planning proposal.</p> <p>4. Undertake agency consultation and public exhibition according to the requirements of the Gateway determination.</p> <p>5. Should no objections be received, undertake the necessary actions to finalise the making of the Upper Lachlan Environmental Plan 2010.</p>		
156/25	<p>Planning Proposal - Lot 4 DP 1198749 - 18 Boureong Drive, Gunning</p> <p>1. Request delegation of Plan Making Authority for the Planning Proposal.</p> <p>2. Undertake the necessary actions to finalise the making of the Upper Lachlan Local Environmental Plan 2010.</p>	DEP	LEP updated and implemented.
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 report will be tabled to a future Council Meeting in 2026.

Information Only - 20 November 2025

Council Meeting: 16 October 2025

174/25	<p>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:</p> <p><i>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).</i></p>	DEP	On public exhibition until 3 December 2025, to come back to future Council meeting.
175/25	<p>PLANNING PROPOSAL - LOT 1 DP1064795 - 39 REDGROUND ROAD CROOKWELL</p> <ol style="list-style-type: none">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.	DEP	Referred to Department of Planning, Housing and Infrastructure - awaiting completion of mapping.
176/25	Council continues to work with the Canberra Region Joint Organisation to implement actions as listed in the Regional Drought Resilience Plan.	DEP	CRJO notified of resolution.

Information Only - 20 November 2025

177/25	<p>Draft submission to SSD modification - 3 quarry continuation and stockpile area extension - Barina Quarry, Collector</p> <ol style="list-style-type: none"> 1. Council acknowledge resident concerns within the Collector area regarding, the proposed SSD extension of the Barina Quarry. 2. Council support the call for a Public Forum. 3. Council supports the submission of Queanbeyan-Palerang Regional Council (QPRC) and delegates the Chief Executive Officer to finalise the Upper Lachlan Shire Council submission. 	DEP	Submission completed and forwarded to Department of Planning, Housing and Infrastructure.
	<p>Draft Upper Lachlan Development Control Plan.</p> <ol style="list-style-type: none"> 1. Council note the draft Upper Lachlan Development Control Plan. 2. Council amend the Draft Development Control Plan part D.7.1 to Insert the below addition within the <i>Terms and Definitions</i> <p><i>“Electricity generation works including making, generating, storage or transmission”</i></p> <p><i>Insert the below addition within Objectives</i></p> <p><i>To ensure that electricity generating works are appropriately located so as not to create adverse impacts on rural lands as concerns the “scenic quality and landscape character” including watercourses, wetland and riparian areas, biodiversity, sensitivity receivers, public roads and the like.</i></p> <p>Standards</p> <p><i>The addition of the below standards:</i></p> <p><i>F. Development involving windfarms not only comply with separation guidelines between turbines but also justify any increase in the proliferation and cumulative impact of wind turbines within</i></p>	DEP	Currently the Draft Upper Lachlan Development Control Plan is on public exhibition, to come back to a future Council Meeting.

Information Only - 20 November 2025

	<p><i>the local government area of Upper Lachlan Shire.</i></p> <p><i>G. Developments must demonstrate broad community benefit by way of adequate financial contribution both through direct financial compensation to the Upper Lachlan Shire Council as well to its ratepayers inclusive but not limited to host land owners, over the full term of the development operation. This compensation to be a combination of the guidelines set out by Planning NSW and a voluntary planning agreement.</i></p> <ol style="list-style-type: none">3. 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 2025.4. 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.		
179/25	<p>A preamble be added to the DRAFT Development Control Plan to include the following statement;</p> <p><i>Residents of the Upper Lachlan Shire have more than a quarter of a century of lived experience of renewable energy developments, being a component of electricity generation works. As of 2025, more than half of NSW's windfarms are located within the Shire.</i></p> <p><i>Council is not at all opposed to renewable energy, but it opposes in</i></p>	DEP	Currently the Draft Upper Lachlan Development Control Plan is on public exhibition and will be reported to a future Council Meeting.

Information Only - 20 November 2025

	<p><i>principle any further industrial scale wind turbine developments in our Shire.</i></p> <p><i>Council considers that the residents of the Upper Lachlan Shire have done more than their fair share of the heavy lifting of the national energy transition. Council further considers that the burden and the impacts of the shift to renewables should be shared far more equally across other communities.</i></p> <p><i>To comply with state and Commonwealth law, subordinate regulations and/or guidelines where required, Council will make submissions in relation to future renewable energy generating projects in accordance with the Development Control Plan (DCP) standards and other strategic documents.</i></p>		
180/25	<p>Draft Upper Lachlan Housing Strategy.</p> <ol style="list-style-type: none">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.	DEP	Currently Draft Upper Lachlan Housing Strategy is on Public Exhibition, to come back to a future Council Meeting.
184/25	<p>Draft Code of Meeting Practice</p> <ol style="list-style-type: none">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.	DFA	Draft Code of Meeting Practice is on Public Exhibition, to be reported back to 18 December Council Meeting for adoption.

Information Only - 20 November 2025

185/25	<ol style="list-style-type: none"> 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. 	DFA	<p>Annual Report placed on Council website on 31 October 2025.</p> <p>Office of Local Government notified and URL link provided on 31 October 2025.</p>
186/25	<ol style="list-style-type: none"> 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. 	DFA	<p>The signed Statement by Councillors and Management was provided to the Audit Office on 20 October 2025.</p>
187/25	<ol style="list-style-type: none"> 1. Council adopts the reviewed Corporate Uniform Policy. 	DFA	<p>Policy issued to all staff and available on Council website on 28 October 2025.</p>
191/25	<p>Notice of motion - Disclosure of material facts in council planning certificates</p> <ol style="list-style-type: none"> 1. Seek formal advice from the NSW Department of Planning, Housing and Infrastructure, the Office of Local Government regarding Council's statutory obligations to disclose "material facts" in Section 10.7 Planning Certificates issued under the <i>Environmental Planning and Assessment Act 1979</i>. 	DEP	<p>Advice being sought.</p>

Information Only - 20 November 2025

	<p>2. Request that such advice address the following:</p> <ul style="list-style-type: none">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; andc) The potential legal, financial, and reputational risks to Council should relevant material facts not be disclosed. <p>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</p>		
--	--	--	--

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	Upper Lachlan Shire Waste Management Strategy	76
11.2	DA 50/2025 (PAN-540623) - Staged Construction of Development - Stage 1 - 4 Lot Residential Subdivision, Stage 2 - 92 Place Centre Based Child Care Facility, Stage 3 - 15 Lot Residential Subdivision - 3 Memory Avenue CROOKWELL	81
11.3	Upper Lachlan Housing Strategy and Development Control Plan - Public exhibition	91

ITEM 11.1 Upper Lachlan Shire Waste Management Strategy

FILE REFERENCE I25/286

AUTHOR Director Environment and Planning

ISSUE

The costs associated with the management waste and requirements around environmental continue to increase. A waste management strategy is required to provide Council with a clear direction as to best practice actions that could guide the management of waste within Upper Lachlan Shire well into the future.

RECOMMENDATION That -

1. Council allocate \$60,000.00 from the Section 7.11 Developer Contributions Reserve – Garbage Disposal to enable the development of a waste management strategy.

BACKGROUND

With the cost of managing waste generated within the community and with existing waste-related contracts nearing completion, current dated waste management practices should be assessed via the development of a waste management strategy.

As we move towards the State Government's philosophy of a 'circular economy' coordination and investment is required to realise more sustainable waste management practices. A waste management strategy will outline an approach for Council and the community to improving waste management practices within the LGA. It will provide transparency and clarity for our community so that everyone can understand the direction Council is moving in.

REPORT

The Crookwell Landfill ceased operations in July 2019 and has transitioned to sole use as a Waste Transfer Station. The Crookwell WTS is a small vehicle general waste and recycling facility for the village sites in the Upper Lachlan region.

Domestic waste is collected throughout the Shire through the kerbside collection of either a red bin (waste), yellow bin (recyclable) or green bin (green/garden waste). The collection routes incorporate areas both within and external of urban communities, with the rural properties that do not receive a service being provided with a rural waste card.

The waste is disposed of at the Crookwell transfer station where it is then loaded into a transfer bin and transported to the Woodlawn Wates Facility (Tarago) for disposal.

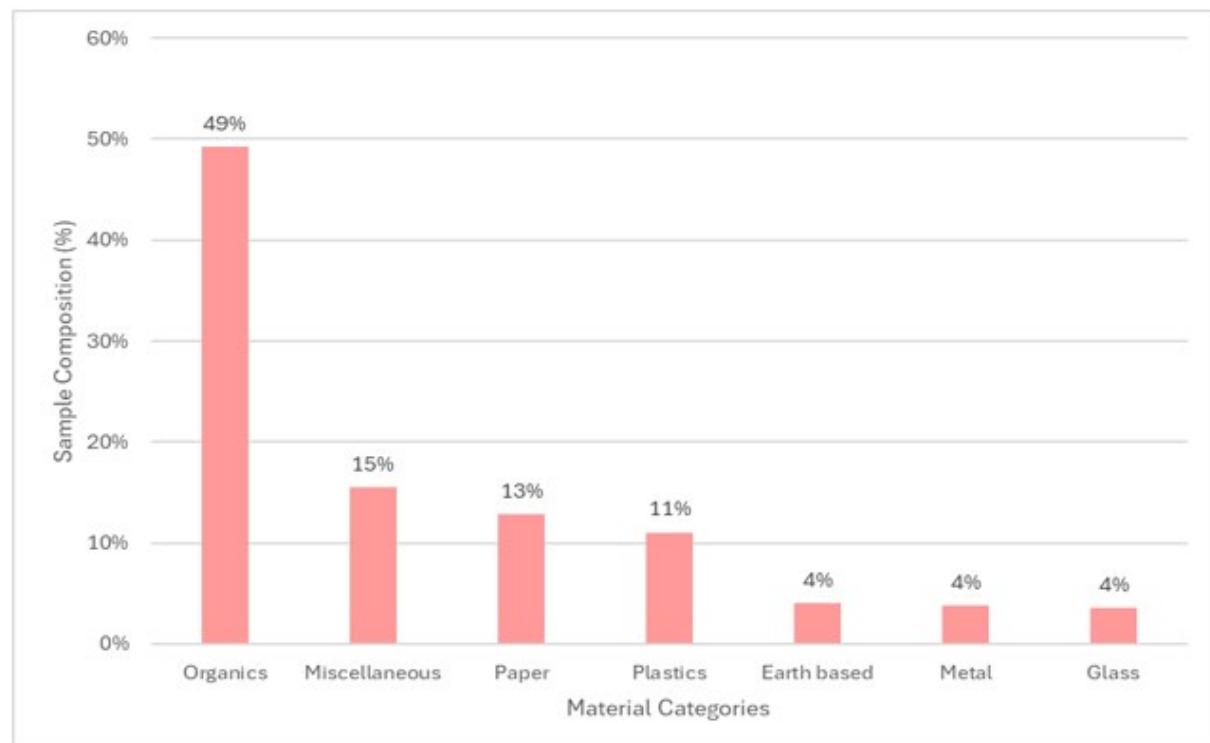
To enable the management of the waste, including transport and disposal Council currently engages four separate contractors.

Recycling is currently implemented through either kerbside collection and/or direct drop off at the transfer stations. The materials recycled and diverted from landfill include:

- metal;
- green waste;
- drummuster;
- mattresses;
- batteries;
- oil; and
- cardboard, paper, glass.

The management of the recyclable portion of the waste stream was impacted upon due to the closure of the MRF located in the ACT (fire), which is proposed to reopen in 2028.

The NSW Government has also mandated that Local Government introduce FOGO services by 2030, noting that there may be some exemptions. The aim of this requirement is to reduce the landfill component of the waste streams along with a reduction in greenhouse gasses. A waste audit completed in 2025 within Upper Lachlan Shire indicated that 49% of the kerbside waste stream was organic, which would be diverted from landfill if captured through FOGO.



Council also needs to consider how the current transfer stations operate and whether alternate options exist, which could improve both how waste is managed and the customer experience.

The 2025/26 Operational Plan indicates that Council allocates \$2,732,525.00 towards waste management activities, in summary this can be broken down into the following categories;

- Management of transfer stations: \$896,485.00
- Domestic Waste Management: \$949,221.00
- Domestic Waste Service: 183,020.00
- Recycling service: \$342,650.00
- Greenwaste service: \$191,149.00
- Depreciation: \$170,000.00.

The current practices are dated and in need of a review to determine whether alternate waste management activities exist that will improve the current processes from an operational, financial and legislative perspective. This can be achieved through the development of a waste management strategy, which is a strategic, documented approach to handling waste generated by the community, outlining how waste will be avoided, reduced, reused, recycled, and properly disposed of.

As we move towards implementing the State Governments 'circular economy' philosophy, coordination and investment is required to realise more economic and sustainable waste management practices.

A waste management strategy should outline Council's approach to improving waste management practices within the LGA. It should provide transparency and clarity for our community so that everyone can understand the direction Council is moving in.

POLICY IMPACT

The development of a waste management strategy will be in line with the 'Key Performance' indicators detailed in the 2025/26 Operational Plan.

- '*Implement strategy for the Crookwell Waste Centre, including remediation and restoration.*'; and
- '*Ensure best practice pricing based on cost recovery principles for all waste services and promotion of waste recycling.*'

OPTIONS

Option 1: Allocate the funding to enable staff to engage a consultant to develop the waste management strategy. This is the recommended option.

Option 2: Not support the recommendation, which would restrict the staff's ability to meet the KPIs of the Council adopted 2025/26 Operational Plan.

FINANCIAL IMPACT OF RECOMMENDATIONS

Council has not allocated funds in the 2025/26 Operational Plan towards the development of a waste strategy. It is proposed to recommend that Council direct funds from the Section 7.11 Developer Contributions Reserve – Garbage Disposal to enable a plan to be developed.

It is anticipated that funds in the vicinity of \$60,000 will be required to enable the strategy to be completed.

RECOMMENDATION That -

1. Council allocate \$60,000.00 from the Section 7.11 Developer Contributions Reserve – Garbage Disposal to enable the development of a waste management strategy.

ATTACHMENTS

Nil

Environment and Planning - 20 November 2025

ITEM	DA 50/2025 (PAN-540623) - Staged Construction of Development - Stage 1 - 4 Lot Residential Subdivision, Stage 2 - 92 Place Centre Based Child Care Facility, Stage 3 - 15 Lot Residential Subdivision - 3 Memory Avenue CROOKWELL
FILE	I25/318
ZONING	R2 Low Density Residential
DATE OF LODGEMENT	13 June 2025
APPLICANT	Blue Sox Developments Pty Ltd
OWNERS	Nine28 Pty Ltd and Childcare Property Developments Pty Ltd
ESTIMATED VALUE	\$6,574,768 (incl GST)
DISCLOSURE OF POLITICAL DONATIONS & GIFTS	Nil declared
AUTHOR	Senior Town Planner – Dianne James

SUMMARY REPORT

This matter is reported to Council because the notification of the development application attracted four (4) submissions from the public.

Development Application No. 50/2025 proposes:

Stage 1 (of subdivision):

- The creation of four (4) lots located off McIntosh Road. Lots 1 to 3 are proposed residential lots while Lot 4 is proposed to accommodate a future childcare centre;
- Includes tree removal, earthworks (retaining walls varying from 1m to 1.9m in height), the provision of services and drainage to the area identified as 'stage 1' in the staging plan; and
- This stage also includes upgrades to the road reserve of McIntosh Road.

Stage 2:

Environment and Planning

DA 50/2025 (PAN-540623) - STAGED CONSTRUCTION OF DEVELOPMENT - STAGE 1 - 4 LOT RESIDENTIAL SUBDIVISION, STAGE 2 - 92 PLACE CENTRE BASED CHILD CARE FACILITY, STAGE 3 - 15 LOT RESIDENTIAL SUBDIVISION - 3 MEMORY AVENUE CROOKWELL cont'd

- Construction of a 92-place 'Centre based child care centre" on proposed Lot 4.
- The proposal includes the construction of a building with the dimensions of approximately 37m wide by 15m deep and approximately 6.3m high.
- The Centre will accommodate the following age groups
 - 0-2 years: 2 rooms – total 24 child care places – 6 staff;
 - 2-3 years: 2 rooms – total 28 child care places – 6 staff and
 - 3-6 years: 2 rooms – total 40 child care places – 4 staff.
- The Centre proposes to operate Monday to Friday 7.00am – 6.00pm with 16 educators.
- The outdoor play areas will be restricted
- The construction of a low masonry wall to McIntosh Road (maximum 1.62m) and noise barrier to Prell Street (2.1m), northern lot boundary and part of the western boundary adjoining the building of 2.1m , associated landscaping and a 23 space car park with separate entry and exit (i.e. 1 way traffic movement).

Stage 3 (Stage 2 of subdivision):

- Involves the creation of 15 residential lots located off Prell Street, Pine Street and Memory Avenue;
- Tree removal, earthworks and drainage to the area identified as 'stage 2' in the staging plan.
- Upgrades to Memory Avenue, Prell Street and Pine Avenue to a 7.0m wide carriageway with rolling top kerb and gutter on both sides of the road and a 1.2m wide footpath on one side of the road.

The development will occur in a staged manner to enable flexibility and allow Stage 2 or 3 to proceed following the completion of Stage 1. Copies of the staging plans and tree removal are provided in **Attachment 1**.

The proposal has been duly considered with regards to the relevant provisions of applicable environmental planning instruments, development control plan and Council policies. The attached Section 4.15 assessment (**Attachment 2**) details consideration of the full assessment.

Due to the nature and scale of the development the application was notified to adjoining neighbours from 16 June 2025 to 7 July 2025 or a period of 21 days. Four (4) objections were received during this period, which raised concerns generally relating to:

Issue/Concern	Planning Response Summary
Poor or unsuitable location, loss of privacy and amenity	<ul style="list-style-type: none">• The development is permissible with consent in the R2 Low Density zone• The development is not inconsistent with the zone objectives as it allows for 'facilities or services to meet the day-to-day needs of residents' and to 'facilitate the orderly and economic development of the land for residential and associated urban activities'.

	<ul style="list-style-type: none">• Land within the immediate vicinity incorporated residential land to the north, south and west and an existing cemetery to the north-west and large lot residential to the west.• The submitters believe there are better or more suitable sites available. The role of development assessment is to determine whether the land use is permissible and the proposed location suitable and meets the necessary requirements.• It is considered that the application as amended and subject to the recommended conditions is suitable and will not result in unacceptable amenity loss of privacy.• It is acknowledged that there will be disturbance during construction and changes to noise and amenity following development.• The submitted Noise Impact Assessment assessed that noise and amenity can be managed. Conditions of consent will be incorporated in the approval to ensure compliance.• Council will include a lapse date of 3 years to ensure the development meets the current character and amenity of the area.
Design	<ul style="list-style-type: none">• It is considered that the design of the building is modern and contemporary, suitable for a child care centre and location.• The location is a newly developing residential area on the periphery of the Crookwell township which includes a mixture of modern and contemporary building designs.
Scale and Suitability	<ul style="list-style-type: none">• Lot 4 is a 2050m² allotment.• Lots directly adjacent and opposite vary in size from greater than 1000m² to over 3,800m²• It is considered that the proposed development is not out of character with the locality.• Council raised the concern of traffic and parking on Memory Avenue during funerals/services at the cemetery. The location of the child care centre is adequately distant from the cemetery to

Environment and Planning

DA 50/2025 (PAN-540623) - STAGED CONSTRUCTION OF DEVELOPMENT - STAGE 1 - 4 LOT RESIDENTIAL SUBDIVISION, STAGE 2 - 92 PLACE CENTRE BASED CHILD CARE FACILITY, STAGE 3 - 15 LOT RESIDENTIAL SUBDIVISION - 3 MEMORY AVENUE CROOKWELL cont'd

	<p>minimise any potential traffic related issues associated with the cemetery.</p>
Traffic, Parking and Safety	<ul style="list-style-type: none">• The application included a Traffic Impact Assessment prepared by MLA Transport Planning dated April 2025.• The Applicant is required to upgrade the road and footpath network to Council's current standard in the vicinity of the development. This is to address concerns regarding pedestrian and motorist safety for those accessing the new subdivision and childcare centre. The extended footpath must match the existing proposed design standard in McIntosh Road.• It is noted that existing driveways are located opposite the development in McIntosh Road, however this does not prevent accesses on the northern side of McIntosh Road.• Traffic relating to the child care centre will increase with an estimated peak number of up to 90 vehicles per hour during the morning and afternoon peak periods.• Traffic relating to the subdivision will result in additional traffic volumes which Council's Infrastructure Services have advised that the existing road network is able to adequately cater for.• Construction of a footpath linking from the existing footpath along McIntosh Road and around the subdivision frontage will improve pedestrian safety as compared to the current situation with no footpath.
Suitability of local infrastructure	<ul style="list-style-type: none">• The application was submitted with a pre- and post development stormwater modelling report prepared by Martens & Associates and revised October 2025.• Internal referral did not raise any significant concerns with regards to water, sewer, stormwater or roads.• Services will need to be extended as part of the construction works.• Noting that a bus stop is currently located in Prell Street, works to the road reserve including a dedicated footpath will improve traffic safety in the area as the footpath does not currently extend to the development area.

Environment and Planning

DA 50/2025 (PAN-540623) - STAGED CONSTRUCTION OF DEVELOPMENT - STAGE 1 - 4 LOT RESIDENTIAL SUBDIVISION, STAGE 2 - 92 PLACE CENTRE BASED CHILD CARE FACILITY, STAGE 3 - 15 LOT RESIDENTIAL SUBDIVISION - 3 MEMORY AVENUE CROOKWELL cont'd

Noise and Disruption	<ul style="list-style-type: none">• The application was submitted with a Noise Assessment prepared by Rodney Stevens Acoustics dated April 2025.• The development has been designed to meet the <i>Association of Australian Acoustical Consultants Technical Guideline Child Care Centre Noise Assessment (V3)</i>.• Noise mitigating measures including a 2.1m high solid noise barrier to the north and east with a 1.8m solid barrier fence adjoining the building on the western boundary.• To ensure compliance an audit assessment will be required prior to construction, upon completion of construction and again upon operation and at 90% operation capacity.• Waste collection is proposed twice weekly. Conditions requiring waste collection outside peak traffic hours is required i.e. between 10.00am – 2.00pm.• The operation will be required to comply with a Plan of Management which will require all noise mitigating measures.
Impact on Property Value	The exact economic impact of the development can not be predicted without a detailed study of the individual circumstances, but there is a high probability that the proposed development has the potential not only to benefit the owners of the land and their neighbours, but improve the economy of the community via an increase in ratepayers, developer contributions, employment and population and expenditure at businesses within the town.

A copy of the Public Submissions are provided in **Attachment 3**. The application was also forwarded to Essential Energy and no objection to the development was received. (refer to **Attachment 4**).

The issues raised by the internal assessment and public submissions were forwarded to the Applicant to address. The Applicant prepared a written response and amended plans demonstrating a response to the matters of concern. The Applicant's response is provided in **Attachment 5** and was provided to the submitters prior to either meeting individually or talking with the submitters.

To address the submissions, Council is also proposing to require additional matters in response to:

- a. Cut and fill

Environment and Planning

DA 50/2025 (PAN-540623) - STAGED CONSTRUCTION OF DEVELOPMENT - STAGE 1 - 4 LOT RESIDENTIAL SUBDIVISION, STAGE 2 - 92 PLACE CENTRE BASED CHILD CARE FACILITY, STAGE 3 - 15 LOT RESIDENTIAL SUBDIVISION - 3 MEMORY AVENUE CROOKWELL cont'd

It is proposed to condition the consent to require the retaining walls to be offset from the western boundary of the property to reduce the potential impact of fencing bulk and scale and in response to concerns regarding existing vegetation on the boundary. A further condition is also proposed to limit the height of the retaining walls to Lots 2-4 to be minimised and no greater than 1m. Advanced street tree planting will help with the setting and streetscape.

b. Traffic generation

It is acknowledged that the area is currently a quiet peaceful setting in the edge of town and a bus stop for local children currently occurs near the intersection of McIntosh and Prell Streets.

It is proposed, before the issue of a subdivision works certificate, that consultation occur with the local schools/bus companies to determine a suitable location for the bus stop.

It is proposed that the existing footpath be required to be extended from McIntosh Street (intersection with McGeechan Street) to the development site and along the periphery of the subdivision. This is consistent with recommendations of Council's Pedestrian Access Mobility Plan. This will also service the child care centre for parents choosing to walk to the facility to drop off and pick up their children and potential school excursions and activities.

The Applicant is required to prepare and implement both a Construction Environmental Operation Plan and Operational Plan of Management which will fully detail all measures to mitigate impacts on the locality during construction and ongoing once operational.

Council is in the process of reviewing the works programs required under a new Contributions Plan. It is recommended that Council consider incorporating the future road works within the immediate vicinity of the development in the Contributions Plan. This would provide an improved access to and around the site, however this would likely be a more long-term option.

c. Noise

The application was submitted with a Noise Impact Assessment prepared by Rodney Stevens Acoustics dated April 2025. The development will be conditioned to comply with the applicable noise standards and recommendations of the report. Additional measures including signage, audits and preparation and adherence to the Plan of Management are included in the conditions of consent.

d. Potential for Contamination

With regards to potential for contamination, the application was submitted with a Preliminary Site Assessment. A further Detailed Site Assessment was undertaken for the Child Care Centre prepared by Martens dated May 2025.

The Report found: *The analytical results from soil sampling were assessed against the adopted site assessment criteria (SAC) for residential land use (HIL-*

A), consistent with the proposed childcare development. With the exception of total chromium, all reported concentrations of COPC, including heavy metals, pesticides, petroleum hydrocarbons (BTEXN, TRH), PAHs, PCBs, and asbestos, were below laboratory limits of reporting or relevant SAC. Total chromium was reported at concentrations exceeding the HIL for Chromium (VI) in all soil samples. However, chromium speciation testing confirmed that both Chromium (VI) and Chromium (III) were below laboratory detection limits. These findings suggest that the elevated total chromium concentrations are likely attributable to environmentally stable, non-bioavailable forms of chromium that do not pose a risk under the proposed land use. As such, no further assessment or management of chromium is considered necessary. No asbestos, anthropogenic fill, odours, staining, or other field indicators of contamination were observed during intrusive works. The overall findings are consistent with the conceptual site model, which identified only low potential for contamination associated with former agricultural use.

To ensure the site is suitable, Council proposes a Site Audit Statement (SAS) to be prepared to review the findings of the Detailed Site Assessment. A SAS is prepared by an independent person approved by the EPA to review that a full and proper assessment for the potential for contamination has been followed to ensure there is no impact on human health.

e. Tree removal

Council consent is required for works within the road reserve. Tree removal is proposed along Memory Avenue and on the bend of Prell Street. It is understood that some of the trees in Prell Street may have been planted as a memorial leading up to the cemetery.

The application was submitted with an Arboricultural Impact Assessment prepared by Abel Ecology dated April 2025 and additional response to submissions dated August 2025. It is assessed that the development does not trigger the area clearing threshold or located within Biodiversity Mapped Land or have a significant impact when assessed against the 5 Part Test.

It is proposed that the Applicant be required to seek advice from a suitably qualified and experienced arborist as to whether memorial street trees can be carefully removed and replanted (as street trees within Memory Avenue or close to the cemetery where possible). Additionally, the Applicant will be required to plant advanced street trees with the plant selection to be determined in consultation with Council, thereby retaining the memorial significance.

An additional two (2) native trees are proposed to be removed adjoining the bend on Prell Street. These trees are also covered in weeds. Although natives trees it is considered reasonable for their removal. The Application proposes to install 3 nest boxes for each tree hollow removed. It is recommended that, where possible, tree hollows are to be used rather than nest boxes and installed at locations in consultation with Council and the Ecologist/Arborist. Precautionary measures are proposed before any tree removal to ensure there is no native habitat. One base tree hollow was identified in the Biodiversity assessment,

Environment and Planning

DA 50/2025 (PAN-540623) - STAGED CONSTRUCTION OF DEVELOPMENT - STAGE 1 - 4 LOT RESIDENTIAL SUBDIVISION, STAGE 2 - 92 PLACE CENTRE BASED CHILD CARE FACILITY, STAGE 3 - 15 LOT RESIDENTIAL SUBDIVISION - 3 MEMORY AVENUE CROOKWELL cont'd

however, this was not within the trees located within the road reserve. The development has been considered to not significantly impact biodiversity of the area.

f. Declining jobs and restricted economic growth

Councils LSPS identified declining employment within the LGA and restricted economic growth in 2020. The neighbouring submitters recognised the need for a child care centre for Crookwell and that reliance on the currently limited services located in Goulburn is not beneficial for Crookwell.

POLICY IMPACT

The proposed development is considered consistent with relevant provision of the applicable policies including the following:

- *Environmental Planning and Assessment Act 1979*
- *Environmental Planning and Assessment Regulation 2021*
- *State Environmental Planning Policies including:*
 - *SEPP (Biodiversity and Conservation) 2021*
 - *SEPP (Resilience and Hazards) 2021*
 - *SEPP (Transport and Infrastructure) 2021*
- *Upper Lachlan Local Environmental Plan 2010*
- *Upper Lachlan Development Control Plan 2010*
- *Upper Lachlan Local Strategic Planning Statement 2020*
- *Upper Lachlan Pedestrian Access Mobility Plan 2017*
- *Upper Lachlan s 64 Sewer and Water Development Servicing Plans 2009*
- *Upper Lachlan Contributions Plan (7.11/7.12 where applicable)*
- *NSW Child Care Planning Guideline (CCPG) 2021*
- *NSW EPA Noise Policy and Guidelines*
- *Association of Australian Acoustical Consultants Technical Guideline Child Care Centre Noise Assessment (V3)*
- *NSW EPA Contaminated Land Guidelines*

The application has been considered in light of the issues raised in the public submissions, however they are not considered items sufficient to warrant the refusal of this application.

Having considered the relevant planning framework, submissions and matters raised by the internal Council departments, there are no issues of concern that cannot be dealt with by conditions of consent. Therefore, it is considered that the matters of concern can be adequately addressed viz the proposed conditions of consent (**Attachment 6**).

FINANCIAL IMPACT

If Council were to refuse the application, the Applicant has the opportunity to appeal against the decision via the Land and Environment Court. Significant costs are associated with appeals and applications can be further modified during the appeal process.

Environment and Planning

DA 50/2025 (PAN-540623) - STAGED CONSTRUCTION OF DEVELOPMENT - STAGE 1 - 4 LOT RESIDENTIAL SUBDIVISION, STAGE 2 - 92 PLACE CENTRE BASED CHILD CARE FACILITY, STAGE 3 - 15 LOT RESIDENTIAL SUBDIVISION - 3 MEMORY AVENUE CROOKWELL cont'd

If Council was to consider refusal of the application, it would be recommended that the determination was initially deferred pending further discussion with the Applicant prior to refusal or amendment.

CONCLUSION

The proposed development has been assessed against all relevant matters and is considered to be satisfactory. It is considered that the likely impacts of the development have been satisfactorily addressed and that the proposal is in the public interest. The site is considered suitable for the proposed development subject to conditions.

The issues raised in the submissions have been addressed by the Applicant, ameliorated through amendments to the plans, or are capable of being managed through conditions of consent. Therefore, the issues raised do not warrant the refusal of this application.

Provided that the recommended conditions of consent are observed, the proposed site and development is considered satisfactory with regards to environmental, social or economic impacts.

RECOMMENDATION

It is recommended that DA 50/2025 (PAN-540623) be approved generally in accordance with the recommended conditions. (Refer to Attachment 6).

ATTACHMENTS

1.	1 a - Civil Stage Plans	Appendix
2.	1 b - Architectural Plans	Appendix
3.	1 c - Architectural Plans	Appendix
4.	2 - Attachment	Appendix
5.	2a - Attachment	Appendix
6.	3 - Public Submissions Redacted	Appendix
7.	4 - Essential Energy Response	Appendix
8.	5 - Applicants Response	Appendix
9.	5 (i) - Council Referral Letter	Appendix
10.	5 (ii) - Applicant Initial Response	Appendix
11.	6 - Draft Development Consent	Appendix
12.	Assessment Documents - 3 Memory Avenue, Crookwell DA502025 - PAN 540623	Appendix

ITEM 11.3

Upper Lachlan Housing Strategy and Development Control Plan - Public exhibition

FILE REFERENCE I25/330

AUTHOR

Director Environment and Planning

ISSUE

Staff are proposing to extend the public consultation period associated with the Upper Lachlan Housing Strategy and Development Control Plan based on feedback provided at the public forums.

RECOMMENDATION That -

1. Council extends the community consultation period associated with the Upper Lachlan Housing Strategy and Development Control Plan for a minimum of 28 days.

BACKGROUND

Feedback received through the current consultation process indicated that additional time to review the documents was required to enable suitable responses to be formulated.

REPORT

At its meeting of 16 October 2025 Council resolved to place the Upper Lachlan Housing Strategy and Development Control Plan on public exhibition for 28 days.

'3. 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.'

Feedback received through the current public forums indicated a preference to extend the current consultation timeframe. It is proposed that this consultation period be extended by a minimum of 28 days.

POLICY IMPACT

Nil impact – will exceed the minimum requirements of Council's Community Participation Plan 2020.

OPTIONS

Option 1 – not extend the exhibition period

Option 2: Extend the exhibition period for a minimum of 28 days. Staff have consulted with the consultant completing the documentation and if extended there will be no adverse impact.

Option 2 is the preferred option.

FINANCIAL IMPACT OF RECOMMENDATIONS

Nil

RECOMMENDATION That -

1. Council extends the community consultation period associated with the Upper Lachlan Housing Strategy and Development Control Plan for a minimum of 28 days.

ATTACHMENTS

Nil

12 INFRASTRUCTURE DEPARTMENT

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

13 FINANCE AND ADMINISTRATION

The following item is submitted for consideration -

14.1	Quarterly Budget Review Statements – 1 st Quarter 2025/2026	98
14.2	Presentation of the 2024/2025 Financial Statements and Independent Auditor's Report	147
14.3	Review of Secondary Employment Policy	150
14.1	Review of Privacy Policy	167

Finance and Administration

QUARTERLY BUDGET REVIEW STATEMENTS - 1ST QUARTER 2025/2026

cont'd

ITEM **Quarterly Budget Review Statements - 1st Quarter 2025/2026**

FILE REFERENCE **I25/306**

AUTHOR **Director of Finance and Administration**

ISSUE

A Financial Summary and Key Performance Indicators report for the 1st Quarter Budget Review in 2025/2026 is provided for Council endorsement.

RECOMMENDATION **That -**

1. Council endorses the 1st Quarter Budget Review Statements for 2025/2026 including revotes of income and expenditure to the Operational Plan; and
2. Council endorses the Operational Plan Performance Summary Report.

BACKGROUND

This report details the financial summary and Key Performance Indicators for the 1st Quarter Budget Review in 2025/2026.

The Office of Local Government (OLG) Circular 25-22 has revised the mandatory reporting of Quarterly Budget Review Statement Guidelines for Local Government for fund-specific reporting as well as consolidated fund reporting. In addition, there is now a quarter report including the Developer Contributions Summary. The new mandatory reporting commences for this first quarter ending 30 September 2025.

REPORT

The Quarterly Budget Review Statements are prepared in accordance with the OLG new guidelines. The quarterly review statements are comprehensive and should be read in conjunction with the Operational Plan performance summary report.

The Income and Expenses Budget Review Statement provide a Consolidated All Funds overview of Council operations. There are also specific funds – General Fund, Water Fund and Sewerage Fund Income and Expenses Budget Review Statements for the 1st Quarter of the 2025/2026 financial year. The following is a financial summary of the data as at 30 September 2025:-

1. Council has raised 46% of the consolidated operating budgeted income including capital grants and contributions.
2. Council has expended 33% of the consolidated operating budgeted expenditure (excluding depreciation expense), (Note: this % includes actual expenditure and creditor commitments).
3. Capital grants and contributions consolidated income received is 20% of the

revised budgeted capital income.

4. Council expended 21% of the revised consolidated budgeted capital expenditure (Note: this % includes actuals expenditure and creditor commitments) on asset acquisitions/ renewals.

Budget Revotes

On 19 June 2025, Council's Operational Plan resolved an original operating budget deficit, before capital grants and contributions, totalling \$2.922 million.

Since Council adopted the original budget, there are operational budget net revotes improvement in operational result projection for the 1st Quarter totalling \$34,000. After the first quarter revotes, the revised net operating budget shows a deficit result forecast totalling \$2.888 million, before capital grants and contributions.

The operational and capital budget revotes of income and expenditure and transfer from reserves movements for the 1st Quarter are all detailed in the attached Material Variations and Revotes Budget Review Statement.

Operational Budget Analysis

Council's operational budget (actual to projected budget) analysis is outlined in the Income and Expenses Budget Review Statements by each fund and also at the consolidated fund. Note: if creditor commitments, that remain unpaid in the first quarter are excluded, the year to date total operating expense to budget is 24% instead of 33% expended in the consolidated fund) as reported.

Capital Budget Analysis

The Capital Budget Review Statement, for all funds, including accounts payable commitments is 21% complete at year to date.

However, it is noted that the actual capital expenditure year to totals only 39% of total (inclusive of expense commitments unpaid) expenditure completed at year to date to budget.

Revisions to the adopted capital budget include \$2.588m for the completion of The Tablelands Way Upgrade, \$500k Gunning flood mitigation works, \$487k pedestrian crossing lighting works and \$400k Wombeyan Caves Rd guardrail installation.

Cash flow

Council's projected short-term liquidity financial position is satisfactory with the total cash and investments held at 30 September 2025 totalling \$39.709 million. The total cash and investments held at 30 June 2025, totalled \$36.728 million.

The Cash and Investments Budget Review Statement detail the unrestricted cash, internal allocation reserve restrictions and external restricted reserves both in total and in movements to 30 September 2025.

POLICY IMPACT

Nil

OPTIONS

Nil

FINANCIAL IMPACT OF RECOMMENDATIONS

There are this quarter operational budget and capital income and expenditure budget revotes in the attached reports that includes transfers from internal and external restricted reserves.

There is a QBR1 Financial Overview summary page as a final page attachment providing summary detail of Net Operational Result by individual funds and also summary of Borrowings, Liquidity, Capital and Developer Contributions for the information of Council.

RECOMMENDATION That -

1. Council endorses the 1st Quarter Budget Review Statements for 2025/2026 including revotes of income and expenditure to the Operational Plan; and
2. Council endorses the Operational Plan Performance Summary Report.

ATTACHMENTS

1.	RAO Statement 2026	Attachment
2.	QBR1 - statements	Attachment
3.	Operational Plan KPI - 1st Quarter 2025-2026	Attachment

UPPER LACHLAN SHIRE COUNCIL**Quarterly Budget Review Statement****For the 1st Quarter 2025/2026, ended 30 September 2025****Report by Responsible Accounting Officer**

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

It is my opinion that the Quarterly Budget Review Statement for Upper Lachlan Shire Council for the quarter ended 30 September 2025 indicates that Upper Lachlan Shire Council's projected financial position at 30 June 2026 will be satisfactory at year end, having regard to the projected estimates of income and expenditure and the original budgeted income and expenditure.



Signed: _____

Date: 4/11/2025

Ashan Hewage
Chief Financial Officer

Income and Expenses Budget Review Statement								
Upper Lachlan Shire Council								
Budget review for the quarter ended 30 September 2025								
Consolidated Fund								Actual YTD% 25%
(Actual YTD figures include creditor commitments)								
Description	Previous Year	Current Year Original	Revised	Recommended changes for council resolution	Projected Year End (PYE)	VARIANCE	ACTUAL YTD	Actual to Projected Budget
	Actual 2024/25 \$000's	Budget 2025/26 \$000's	Budget \$000's	Q1 \$000's	Result 2025/26 \$000's	ORIGINAL budget v PYE 2025/26 \$000's	2025/26 \$000's	2025/26 %
INCOME								
Rates and Annual Charges	14,594	15,356	15,356		15,356		15,240	99%
User Charges and Fees	9,869	6,946	6,946	(135)	6,811	(135)	1,110	16%
Other Revenue	755	537	537		537		132	25%
Grants and Contributions - Operating	11,875	16,349	16,349	(21)	16,328	(21)	3,438	21%
Grants and Contributions - Capital	10,938	1,184	1,184	3,571	4,755	3,571	952	20%
Interest and Investment Income	1,597	1,378	1,378		1,378		66	5%
Net gain from disposal of assets								
Total Income from continuing operations	49,628	41,751	41,751	3,415	45,166	3,415	20,938	46%
EXPENSES								
Employee benefits and on-costs	13,967	14,563	14,563	(216)	14,347	(216)	3,351	23%
Materials & Services	21,339	16,522	16,522	26	16,548	26	7,138	43%
Borrowing Costs	407	223	223		223		6	3%
Other Expenses	1,092	854	854		854		244	29%
Net Loss from Disposal of Assets	1,048	767	767		767			
Total Expenses from continuing operations excluding depreciation, amortisation and impairment of non financial assets	37,853	32,929	32,929	(190)	32,739	(190)	10,740	33%
Operating Result from continuing operations excluding depreciation, amortisation and impairment of non financial assets	11,775	8,821	8,821	3,605	12,427	3,605	10,198	
Depreciation, amortisation and impairment of non financial assets*	10,209	10,560	10,560		10,560		2,640	25%
Operating result from continuing Operations	1,566	(1,739)	(1,739)	3,605	1,867	3,605	7,558	
Net Operating Result before grants and contributions provided for capital purposes	(9,372)	(2,922)	(2,922)	34	(2,888)	34	6,607	
*Depreciation expense (Actual YTD) is an estimate and has not been processed for year-to-date.						Actual Expense:	7,865	73%
						Committed Expense:	2,875	27%
						Total Expense:	10,740	100%

Income and Expenses Budget Review Statement									
Upper Lachlan Shire Council									
Budget review for the quarter ended 30 September 2025									
General Fund									Actual YTD% 25%
(Actual YTD figures include creditor commitments)									Pay YTD% 22%
Description	Previous Year Actual 2024/25 \$000's	Current Year Original 2025/26 \$000's	Revised Budget \$000's	Recommended changes for council resolution Q 1 \$000's	Projected Year End (PYE) 2025/26 \$000's	VARIANCE ORIGINAL budget v PYE 2025/26 \$000's	ACTUAL YTD 2025/26 \$000's	Actual to Projected Budget 2025/26 %	
INCOME									
Rates and Annual Charges	11,572	12,219	12,219		12,219		12,124	99%	
User Charges and Fees	8,283	5,282	5,282	(135)	5,148	(135)	754	15%	
Other Revenue	663	537	537		537			132	25%
Grants and Contributions - Operating	11,751	16,349	16,349	(21)	16,328	(21)	3,438	21%	
Grants and Contributions - Capital	10,798	1,074	1,074	3,571	4,645	3,571	911	20%	
Interest and Investment Income	982	870	870		870			62	7%
Net gain from disposal of assets									
Total Income from continuing operations	44,049	36,331	36,331	3,415	39,746	3,415	17,421	44%	
EXPENSES									
Employee benefits and on-costs	12,587	12,967	12,967	(216)	12,751	(216)	3,029	24%	
Materials & Services	18,947	14,705	14,705	26	14,731	26	6,010	41%	
Borrowing Costs	380	196	196		196		3	2%	
Other Expenses	1,080	847	847		847		242	29%	
Net Loss from Disposal of Assets	1,048	778	778		778				
Total Expenses from continuing operations excluding depreciation, amortisation and impairment of non financial assets	34,042	29,493	29,493	(190)	29,303	(190)	9,284	32%	
Operating Result from continuing operations excluding depreciation, amortisation and impairment of non financial assets	10,007	6,838	6,838	3,605	10,443	3,605	8,137		
Depreciation, amortisation and impairment of non financial assets*	8,729	9,033	9,033		9,033		2,258	25%	
Operating result from continuing Operations	1,279	(2,195)	(2,195)	3,605	1,410	3,605	5,879		
Net Operating Result before grants and contributions provided for capital purposes	(9,519)	(3,268)	(3,268)	34	(3,234)	34	4,968		
*Depreciation expense (Actual YTD) is an estimate and has not been processed for year-to-date.									
						Actual Expense:	6,985	75%	
						Committed Expense:	2,299	25%	
						Total Expense:	9,284	100%	

Income and Expenses Budget Review Statement									
Upper Lachlan Shire Council									
Budget review for the quarter ended 30 September 2025									
Water Fund									
(Actual YTD figures include creditor commitments)									
Description	Previous Year 2024/25 \$000's	Current Year Original Budget 2025/26 \$000's	Revised Budget \$000's	Recommended changes for council resolution Q.1 \$000's	Projected Year End (PYE) 2025/26 \$000's	VARIANCE ORIGINAL budget v PYE 2025/26 \$000's	ACTUAL YTD 2025/26 \$000's	Actual YTD% 25%	Actual to Projected Budget 2025/26 %
INCOME									
Access Charges	1,341	1,383	1,383		1,383		1,367	99%	
User Charges	1,185	1,328	1,328		1,328		18	1%	
Fees	92								
Grants & Contributions - Operating	123								
Interest and Investment Income	222	182	182		182		2	1%	
Net gain from disposal of assets		11	11		11				
Total Income from continuing operations	2,963	2,904	2,904		2,904		1,386	48%	
EXPENSES									
Employee benefits and on-costs	776	949	949		949		161	17%	
Materials & Services	1,723	1,148	1,148		1,148		902	79%	
Borrowing Costs	22	22	22		22		2	11%	
Water purchase charges									
Other Expenses	13	7	7		7		2	27%	
Net Loss from Disposal of Assets									
Total Expenses from continuing operations excluding depreciation, amortisation and impairment of non financial assets	2,533	2,126	2,126		2,126		1,067	50%	
Operating Result from continuing operations excluding depreciation, amortisation and impairment of non financial assets	430	778	778		778		319		
Depreciation, amortisation and impairment of non financial assets*	889	923	923		923		231	25%	
Surplus / (Deficit) from continuing operations before capital amounts	(460)	(145)	(145)		(145)		88		
Grants and Contributions - Capital	68	67	67		67		20	30%	
Surplus / (Deficit) from continuing operations after capital amounts	(392)	(79)	(79)		(79)		108		
*Depreciation expense (Actual YTD) is an estimate and has not been processed for year-to-date.									

Upper Lachlan Shire Council

Budget review for the quarter ended 30 September 2025

Sewer Fund

(Actual YTD figures include creditor commitments)

Description	Previous Year	Current Year Original	Revised	Recommended changes	Projected Year End (PYE)	VARIANCE	ACTUAL YTD	Actual to Projected Budget
	Actual	Budget	Budget	for council resolution	Result	ORIGINAL budget v PYE	2025/26 \$000's	2025/26 %
	2024/25 \$000's	2025/26 \$000's	\$000's	Q 1 \$000's	2025/26 \$000's	2025/26 \$000's	2025/26 \$000's	2025/26 %
INCOME								
Access charges	1,681	1,755	1,755		1,755		1,749	100%
User charges	400	336	336		336		338	101%
Liquid trade-waste charges								
Fees								
Grants and contributions - Operating								
Interest and Investment Income	393	327	327		327		2	1%
Net gain from disposal of assets								
Total Income from continuing operations	2,474	2,417	2,417		2,417		2,090	86%
EXPENSES								
Employee benefits and on-costs	605	648	648		648		161	25%
Materials & Services	670	669	669		669		226	34%
Borrowing Costs	5	5	5		5		1	11%
Other Expenses								
Net Loss from Disposal of Assets								
Total Expenses from continuing operations excluding depreciation, amortisation and impairment of non financial assets	1,280	1,322	1,322		1,322		388	29%
Operating Result from continuing operations excluding depreciation, amortisation and impairment of non financial assets	1,194	1,095	1,095		1,095		1,701	
Depreciation, amortisation and impairment of non financial assets*	591	604	604		604		151	25%
Surplus / (Deficit) from continuing operations before capital amounts	603	491	491		491		1,551	
Grants and Contributions - Capital	72	44			44		21	48%
Surplus / (Deficit) from continuing operations after capital amounts	675	535	491		535		1,572	

*Depreciation expense (Actual YTD) is an estimate and has not been processed for year-to-date.

Page 4

Capital Budget Review Statement

Upper Lachlan Shire Council

Budget review for the quarter ended 30 September 2025

Actual YTD% 25%

Pay YTD% 22%

Capital Expenditure - Acquisition/Renewal of Assets (* includes commitments)

Cash and Investments Budget Review Statement								
Upper Lachlan Shire Council								
Budget review for the quarter ended 30 September 2025								
Description	Previous Year Actual 2024/25 \$000's	Current Year Original 2025/26 \$000's	Revised Budget \$000's	Recommended changes for council resolution Q1 \$000's	Projected Year End (PYE) Result 2025/26 \$000's	Reserve transfers YTD Actual 2025/26 \$000's	ACTUAL YTD 2025/26 \$000's	
Total Cash, Cash Equivalents & Investments	36,728	34,247	34,247	(652)	33,595	6,486	39,709	
EXTERNALLY RESTRICTED								
Water Fund	3,582	3,611	3,611		3,611	186	3,798	
Sewer Fund	7,179	5,779	5,779		5,779	1,842	7,621	
Developer contributions - General	5,178	5,622	5,622	(4)	5,618	(285)	5,334	
Developer contributions - Water	746	813	813		813	(38)	774	
Developer contributions - Sewer	902	946	946		946	(13)	932	
Specific purpose unexpended grants	4,141	2,629	2,629	(765)	1,864	5,392	7,257	
Domestic waste management	2,252	1,722	1,722		1,722	986	2,708	
Stormwater management	382	333	333		333	99	433	
Wind farms community fund	310	310	310		310	(740)	(430)	
Trust fund	185	185	185		185		185	
Total Externally Restricted	24,857	21,951	21,951	(769)	21,182	7,429	28,611	
Cash, cash equivalents & investments not subject to external restrictions	11,871	12,296	12,296	118	12,414	(944)	11,098	
INTERNAL ALLOCATIONS								
Employee entitlements	1,877	1,877	1,877		1,877		1,877	
Plant and vehicle replacement	881	881	881		881	(11)	870	
Carry over works	1,005	1,005	1,005	(164)	841	123	964	
Deposits, retentions and bonds	307	307	307		307	2	309	
Buildings and infrastructure improvements	1,697	1,697	1,697		1,697		1,697	
Council houses capital works	63	63	63		63		63	
Financial Assistance Grant prepayment	3,488	3,488	3,488		3,488	(872)	2,616	
Gravel pit restoration	344	344	344		344	1	345	
Information technology and equipment	293	198	198		198	95	293	
Library cooperative	58	58	58		58		58	
Sale of scrap metal	334	334	334	334	668		334	
Asset renewal reserve		520	520	(52)	468	52	520	
Total Internally Allocated	10,347	10,772	10,772	118	10,889	(944)	9,945	
Unallocated	1,524	1,525	1,525		1,525	(372)	1,153	

Developer Contributions Summary						
Upper Lachlan Shire Council						
Budget review for the quarter ended						
30 September 2025						
Purpose	Opening Balance	Developer Contributions		Interest Earned	Amounts Expended	Held as Restricted Asset
		Cash	Non-Cash Other			
		As at 1 July 2025	Q1			
\$000's	\$000's	\$000's	\$000's	\$000's	\$000's	\$000's
Roads	3,584	68		38		3,690
Open space	210	8		2		221
Community facilities	736	14		8		758
Garbage disposal	168	5		2		175
Bushfire	329	7		3	4	335
Administration	151	2		2		155
Total S7.11 Under plans	5,178	104		55	4	5,334
S7.11 Not under plans						
S7.12 Levies						
S7.4 Planning agreements						
S64 Contributions	1,648	41		18		1,707
Other						
Total Developer Contributions	6,826	145		73	4	7,040

UPPER LACHLAN SHIRE COUNCIL
Material Variations and Revotes Budget Review Statement - 2025/2026
Budget Review for the quarter ended 30 September 2025

Budget Capital Income and Expenditure - 1st Quarter Revotes				
Activity GL #	Job Description	Adopted Budget 2025/2026	Revote net amendment	Revised Budget 2025/2026
Capital Expenditure				
01.55908.4130.002	IT - TRIM (records management) upgrade	95,000	25,000	120,000
01.55912.4130.002	Authority financial systems upgrade		50,000	50,000
01.55190.4135.002	Library - PCs	10,000	5,800	15,800
01.55430.4130.002	ePlanning Suite - Implementation & Integration		7,600	7,600
01.52566.2605.002	Reconstruction - MR256 - The Tablelands Way Upgrade		2,588,000	2,588,000
01.55910.9160.002	Wombeyan Caves Road - Guard Rail Installation Guardrail (Road Safety Grant)		400,000	400,000
01.55725.5101.002	Warrataw Street - (Cullinan Street to Lerida Street) - Gunning (RERRF funding)	200,000	185,000	385,000
01.55889.9313.002	Sapphire Road upgrade LRC14 variation		106,000	106,000
01.55724.5101.002	Marks St Bigga (Cemetery Road) - (RERRF funding)	120,000	80,000	200,000
01.55911.2860.002	Pedestrian Lighting to Raised Pedestrian Crossings		487,000	487,000
01.55887.4101.002	DRF - Gunning Flood Mitigation Works - unexpired grants		500,000	500,000
01.55753.9006.002	Biala Street Gunning Boundary Realignment		40,000	40,000
01.55237.4050.002	Crookwell RFS equipment (s94 funded)		4,000	4,000
Total - Capital Expenditure		425,000	4,478,400	4,903,400
Capital Funding				
01.30001.4250.999	Transfer from Reserves			
01.30001.4250.999	Warrataw Street - (Cullinan Street to Lerida Street) - Gunning (RERRF funding)		185,000	185,000
01.30001.4250.999	Marks St Bigga (Cemetery Road) - (RERRF funding)		80,000	80,000
01.30001.4250.999	DRF - Gunning Flood Mitigation Works - unexpired grants		500,000	500,000
01.30001.4250.999	IT - TRIM (records management) upgrade		25,000	25,000
01.30001.4250.999	Authority financial systems upgrade		50,000	50,000
01.30001.4250.999	Library - PCs		5,800	5,800
01.30001.4250.999	ePlanning Suite - Implementation & Integration		7,600	7,600
01.30001.4250.999	Crookwell RFS equipment (s94 funded)		4,000	4,000
01.31001.1700.974	Reconstruction - MR256 - The Tablelands Way Upgrade		2,588,000	2,588,000
01.31001.1700.941	Wombeyan Caves Road - Guard Rail Installation Guardrail (Road Safety Grant)		400,000	400,000
01.30301.1700.997	Sapphire Road upgrade LRC14 variation - grant		96,000	96,000
01.30801.1700.941	Pedestrian Lighting to Raised Pedestrian Crossings grant		487,000	487,000
Revenue		4,441,115	50,000	4,491,115
Total - Capital Funding			4,478,400	
Net Capital Funding - Surplus /Deficit)				
Budget Operating Income and Expenditure - 1st Quarter Revotes				
Activity GL #	Job Description	Adopted Budget 2024/2025	Revote net amendment	Revised Budget 2024/2025
Operating items				
01.27000.2821.002	Tourism (Revote)	5,150	15,000	20,150
01.10000.2805.002	Governance - Internal Audit Expenses (Revote)	62,790	60,900	123,690
01.39100.2260.002	Gunning Waste Recovery Centre - revised collection fees	55,248	2,100	57,348
01.39200.2260.002	Crookwell Waste Recovery Centre - revised collection fees	640,274	24,300	664,574
01.39300.2260.002	Collector Waste Recovery Centre - revised collection fees	25,322	1,000	26,322
01.39400.2260.002	Taralga Waste Recovery Centre - revised collection fees	55,248	2,100	57,348
01.39450.2260.002	Tuena Rubbish Tip - revised collection fees	21,869	800	22,669
01.39550.2260.002	Bigga Rubbish Tip - revised collection fees	21,869	800	22,669
01.37000.2814.002	Transport asset valuation (reserve funded)		52,200	52,200
01.31001.1700.974	Reconstruction - MR256 - The Tablelands Way Upgrade		-2,588,000	-2,588,000
01.31001.1700.941	Wombeyan Caves Road - Guard Rail Installation Guardrail (Road Safety Program)		-400,000	-400,000
01.30301.1700.997	Sapphire Road upgrade LRC14 variation - grant		-96,000	-96,000
01.31155.1100.264	MR54 RMCC Income - Reduction in funding for scheduled maintenance	-988,822	134,929	-853,893
01.31154.0111.002	MR54 RMCC Contract - Reduction in funding for scheduled maintenance	386,615	134,929	251,686
01.28001.1600.258	Library Subsidy Grant - minor reduction	-86,520	1,794	-84,726
01.28000.2870.002	Library Subsidy Grant - minor reduction	3,500	1,794	1,706
01.27000.2221.002	VIC and Caravan Park Amenities Cleaning	5,150	7,625	12,775
01.22000.2862.002	Subscriptions & Publications - Fees and Charges module	3,152	15,000	18,152
01.25041.2000.002	Workers Compensation - premium cost reduction	700,000	216,074	483,926
01.31001.1600.282	Regional Roads Block Grant	-1,672,555	15,555	-1,657,000
01.31001.1600.283	Traffic Facilities Grants	-80,896	104	-81,000
01.31001.1600.284	3X3 Grant	-126,690	3,690	-123,000
01.31052.1200.002	RTA - Reg Rd MR52 Sealed Mtce	68,715	19,141	49,574
01.30801.1700.941	Pedestrian Lighting to Raised Pedestrian Crossings grant		487,000	-487,000
Total - Operating result from continuing Operations		-900,581	-3,605,249	-4,505,830
Net Operating Result before grants and contributions provided for capital purposes		-2,922,366	34,249	-2,888,117
Grants and Contributions - Capital		1,183,800	3,571,000	4,754,800
Operating result from continuing Operations		-1,738,566	3,605,249	1,866,683

QBRS FINANCIAL OVERVIEW																							
Upper Lachlan Shire Council																							
Budget review for the quarter ended 30 September 2025																							
DESCRIPTION		Previous Year Actual 2024/25 \$000's	Current Year Original Budget 2025/26 \$000's	Revised Budget \$000's	Recommended changes for council resolution \$000's	Projected Year End (PYE) Result 2025/26 \$000's	VARIANCE ORIGINAL budget v PYE 2025/26 \$000's	ACTUAL YTD 2025/26 \$000's															
Net Operating Result before grants and contributions provided for capital purposes		General Fund	-9,519	-3,268	-3,268	34	-3,234	34	4,968														
		Water Fund	-460	-145	-145		-145		88														
		Sewer Fund	603	491	491		491		1,551														
		Consolidated	-9,372	-2,922	-2,922	34	-2,888	34	6,607														
Operating Result from continuing operations (with capital grants and contributions) excluding depreciation, amortisation and impairment of non financial assets		Consolidated	11,775	8,821	8,821	3,605	12,427	3,605	10,198														
Borrowings		Total borrowings	5,818	5,256			5,256		5,783														
Liquidity		External restrictions	24,857	21,951	21,951	-769	21,182	-769	28,611														
		Internal Allocations	10,347	10,772	10,772	118	10,889	118	9,945														
		Unallocated	1,524	1,525	1,525		1,525		1,153														
		Total Cash, Cash Equivalents and Investments	36,727	34,247	34,247	-652	33,595	-652	39,709														
Capital		Capital Funding	17,707	12,080	12,080	4,478	16,559	4,478	3,470														
		Capital Expenditure	17,707	12,080	12,080	4,478	16,559	4,478	3,470														
		Net Capital	0																				
<table border="1"> <thead> <tr> <th>Opening Balance As at 1 July 2025 \$000's</th><th>Total Cash Contributions Received As at this Q \$000's</th><th>Total Interest Earned As at this Q \$000's</th><th>Total Expended As at this Q \$000's</th><th>Total Internal Borrowings (to)/from As at this Q \$000's</th><th>Held as Restricted Asset As at this Q \$000's</th><th>Cumulative balance of internal borrowings (to)/from As at this Q \$000's</th></tr> </thead> <tbody> <tr> <td>Developer Contribution</td><td>Total Developer Contributions</td><td>6,826,455</td><td>145,071</td><td>72,606</td><td>3,730</td><td>7,040,401</td><td></td></tr> </tbody> </table>									Opening Balance As at 1 July 2025 \$000's	Total Cash Contributions Received As at this Q \$000's	Total Interest Earned As at this Q \$000's	Total Expended As at this Q \$000's	Total Internal Borrowings (to)/from As at this Q \$000's	Held as Restricted Asset As at this Q \$000's	Cumulative balance of internal borrowings (to)/from As at this Q \$000's	Developer Contribution	Total Developer Contributions	6,826,455	145,071	72,606	3,730	7,040,401	
Opening Balance As at 1 July 2025 \$000's	Total Cash Contributions Received As at this Q \$000's	Total Interest Earned As at this Q \$000's	Total Expended As at this Q \$000's	Total Internal Borrowings (to)/from As at this Q \$000's	Held as Restricted Asset As at this Q \$000's	Cumulative balance of internal borrowings (to)/from As at this Q \$000's																	
Developer Contribution	Total Developer Contributions	6,826,455	145,071	72,606	3,730	7,040,401																	

UPPER LACHLAN SHIRE COUNCIL



OPERATIONAL PLAN – KPI SUMMARY

2025/2026

30 September 2025

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

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

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

KPI	Performance Measure	Delivery Program Actions	Performance Status
Review and implement Social and Community Plan for Council.	Report on actions each year in the Annual Report.	1.2 - Support provision of ageing population services and aged accommodation.	Not achieved.
Review and Implement Cultural Plan for Council.	Report on actions each year in the Annual Report.	1.3 - Community services for young, aged, disabled, and people from diverse cultural backgrounds. 1.5 - Protect all significant heritage sites to preserve the diverse history of the Shire.	Not achieved. Working towards – new grants applied for and draft heritage inventory being finalised.

KPI	Performance Measure	Delivery Program Actions	Performance Status
Maintenance and management of Council public facilities.	Review Plans of Management every five years.	1.7 - Manage and upgrade Council's public buildings and community centres.	Not achieved - Plans of Management remain to be developed.

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

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

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

KPI	Performance Measure	Delivery Program Actions	Performance Status
Provide supervision for safety of patrons.	Meet Practice Note – staff / patron ratio.	1.8 - Encourage recreational and leisure activities while maintaining public safety standards.	Not applicable – pools closed in first quarter.
Water quality testing.	Ensure daily water testing schedule during operating season is complete.	1.8 - Encourage recreational and leisure activities while maintaining public safety standards.	Not applicable – pools closed in first quarter.
Swimming pool patronage numbers and financial report.	Report annually to Council.	1.3 - Community services for young, aged, disabled, and people from diverse cultural backgrounds.	Not applicable – pools closed in first quarter.

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

KPI	Performance Measure	Delivery Program Actions	Performance Status
Sports field maintenance and Playing Fields Committee meetings.	Report to Council annually.	1.8 - Encourage recreational and leisure activities while maintaining public safety standards.	Achieved.
Prepare Plans of Management for land where Council is the trustee.	Categorise land and prepare Plans of Management.	1.8 - Encourage recreational and leisure activities while maintaining public safety standards.	Working towards – Staff developing plans of management for community land.
Towns and villages mowing and maintenance program and fire risk minimisation. Improve maintenance of public parks facilities.	Implement a service review for open space maintenance.	1.8 - Encourage recreational and leisure activities while maintaining public safety standards.	Working Towards - A Parks and Gardens Operational and Maintenance Program is being developed to guide town maintenance activities.
Complete annual inspection of all playgrounds.	Inspection of play equipment completed and action plan developed and implemented.	1.8 - Encourage recreational and leisure activities while maintaining public safety standards.	Achieved.

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

KPI	Performance Measure	Delivery Program Actions	Performance Status
Quarterly Reports for library services to Council.	Report to Council by deadline.	1.8 - Encourage recreational and leisure activities while maintaining public safety standards.	Working Towards - Quarterly Reports for both branch libraries are prepared within a month of the end of the quarter. First quarter library report to be provided to November meeting.
Complete NSW State Library Return of Local Priority Grant Report and Statement of Library Operations.	Completed by State Library deadline.	1.8 - Encourage recreational and leisure activities while maintaining public safety standards.	Working Towards - Library Return due to NSW State Library by 10 October 2025.
Increase Library membership in proportion to Shire population.	Run two membership drives throughout the year. Increase membership by 5%.	1.3 - Community services for young, aged, disabled, and people from diverse cultural backgrounds.	Working Towards - membership drives are planned for January and February 2026 and May 2026.
Improve community awareness of the benefits of Library membership and programs for children aged 0 to 5 years.	Provide three Child and Family Health Services in the Shire with baby Library packs.	1.3 - Community services for young, aged, disabled, and people from diverse cultural backgrounds.	Working Towards - Library staff have prepared baby Library packs and distributed these to four sites so far, with a further one site to be completed in Quarter 2. Overall completion at 80%, with further follow-up to replenish packs at each site planned.

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

KPI	Performance Measure	Delivery Program Actions	Performance Status
Maintain Section 7.11 Development Contributions Plan Register for each individual Bushfire Brigade.	Annual audit of Section 7.11 Register - Bushfire.	1.7 - Manage and upgrade Council's public buildings and community centres.	Working Towards – Section 7.11 Development Contributions Register reconciled and external audit completed to 30 June 2025. The Register is reconciled each month and reported each quarter to Council.
Complete review of EMPLAN and creation of Consequence Management Guides.	Report to Council every two years.	1.8 - Encourage recreational and leisure activities while maintaining public safety standards.	Achieved – EMPLAN and Consequence Management Guides reviewed and endorsed at regional level in August 2023 - to be reviewed and updated every 3 years.
Council participate in CRJO South East NSW Resilience Framework project.	Report to Council on actions achieved.	1.8 - Encourage recreational and leisure activities while maintaining public safety standards.	Achieved – report to be provided to the October 2025 Council Meeting.

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

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

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

KPI	Performance Measure	Delivery Program Actions	Performance Status
Construction Certificate (CC) assessment and determination	Determine 80% of CC's within 40 days.	2.2 - Promote environmentally sustainable developments (ESD).	Not achieved – applications not determined within 40 days based on resourcing restrictions.
Development Application (DA) assessment and determination.	Determine 80% of DA's within 40 days.	2.2 - Promote environmentally sustainable developments (ESD).	Not achieved – applications not determined within 40 days based on resourcing restrictions. Noting current determination time sitting at 51 days (89% of applications meeting Department of Planning expectations).
Review planning charges for transition to cost recovery.	Review undertaken.	2.2 - Promote environmentally sustainable developments (ESD).	Working Towards.
Review delivery of pre-lodgement advice, education services and materials.	Review undertaken.	2.2 - Promote environmentally sustainable developments (ESD).	Working Towards.

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

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

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

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

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

KPI	Performance Measure	Delivery Program Actions	Performance Status
Provide reports to Council on Biosecurity private property inspections.	Inspection statistics reported to Council quarterly.	2.1 - Address environmental degradation issues, i.e. noxious weeds control.	Achieved.
Suppression of priority weeds on road reserves.	Roads to be surveyed annually and control work conducted.	2.1 - Address environmental degradation issues, i.e. noxious weeds control.	Achieved – roadside spraying works completed.
Complete annual weeds education program.	Weed information sessions held at Crookwell, Gunning and Taralga.	2.5 - Support land care initiatives to restore and beautify natural resources.	Working towards – not applicable for this quarter.

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

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

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

KPI	Performance Measure	Delivery Program Actions	Performance Status
DWM service charge includes a disposal cost as a costed entity as part of the annual DWM reasonable cost calculation.	Review DWM services and charges annually.	2.7 - Provide waste pickup service for towns and villages, and reduce the amount of waste going to landfills.	Achieved.
Average number of garbage bin service collections (putrescible, recycling and green) missed per month and number of complaints received.	Less than 2% of weekly pickups.	2.7 - Provide waste pickup service for towns and villages, and reduce the amount of waste going to landfills.	Achieved.
Develop tender documentation for capping of Crookwell Landfill.	Finalise the Crookwell Landfill Closure Plan.	2.7 - Provide waste pickup service for towns and villages, and reduce the amount of waste going to landfills.	Achieved - Concept Capping and Transfer Station design submitted to Council.

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

KPI	Performance Measure	Delivery Program Actions	Performance Status
Carry out weekly water quality standard testing.	Complying water quality test samples.	2.6 - Improve water supply and sewer facilities to towns.	Achieved.
Review Integrated Water Cycle Management (IWCM) Strategy for the town water supplies.	Final IWCM strategy completed.	4.2 – Infrastructure Plan is implemented for new capital works, asset renewal and upgrades covering a 10 year period.	Working Towards – Council & NSW Public Works have completed the review of and preparation of the IWCM. Variation works started and aim to complete by December 2025.
Maintain Section 64 Development Contributions Plan Register.	Audited annually and review of Contributions Plan.	2.6 - Improve water supply and sewer facilities to towns.	Not achieved – supporting strategies / documentation required to be completed prior to being able to complete review.
Surplus Water Fund operating result.	Within 10% of budget.	2.6 - Improve water supply and sewer facilities to towns.	Not achieved - water supply fund had an operational deficit in past 4 financial years.

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

KPI	Performance Measure	Delivery Program Actions	Performance Status
Number of sewer chokes per month per five kilometres of mains.	Less than 5 per month.	2.6 - Improve water supply and sewer facilities to towns.	Working Towards.
Implement Trade Waste Policy.	Staff provided training in Trade Waste to enable implementation of Policy.	4.2 – Infrastructure Plan is implemented for new capital works, asset renewal and upgrades covering a 10 year period.	Working Towards – Trade Waste Policy adopted. Staff trained to review implementation.
Surplus Sewer Fund operating result.	Within 10% of budget.	2.6 - Improve water supply and sewer facilities to towns.	Achieved – Sewer fund had an Operating Surplus in past 4 financial years.
Maintain Section 64 Development Contributions Plan Register.	Audited annually and Contributions Plan reviewed.	2.6 - Improve water supply and sewer facilities to towns.	Achieved.
Sewer Treatment Plants comply with EPA conditions.	Satisfactory report from NSW EPA.	2.6 - Improve water supply and sewer facilities to towns.	Working Towards – noting that there were a minor number of sewer treatment plant non-compliance issue reported to EPA in the reporting period for both Crookwell and Gunning sewerage treatment plants.

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

KPI	Performance Measure	Delivery Program Actions	Performance Status
Council's Investment Policy and Investment Strategy.	Review biennially.	3.2 - Prudent financial management.	Achieved – Council's investments have been managed in accordance with the Investment Policy and achieved above BBSW return on investment.
Maintain Employee Leave Entitlements (ELE) internal restricted cash reserves to fund leave as it becomes payable.	Cash reserve maintained.	3.1 - Ensure financial viability of Council.	Achieved – Council ELE internal cash reserve is 40% of total ELE expense based on employee age profile and accumulated leave entitlements accrued as at 30 June 2025.
Implementation of Council's Internal Audit Plan and report actions to Audit, Risk and Improvement Committee.	Complete 2 internal audits annually.	3.2 - Prudent financial management.	Working Towards – ARIC Committee met on 29 September 2025. Internal Audit Charter endorsed by Council on 18 September 2025. RFQ for internal audit service suppliers to be undertaken by CRJO in October 2025.
Progressively complete Asset Fair Valuation for all asset classes.	Audited annually.	3.1 - Ensure financial viability of Council.	Working Towards - No asset classes revalued at fair value in 2024/2025. Work has commenced for infrastructure asset classes revaluation before 30 June 2026.
Improve Long Term Financial Plan (LTFP) modelling.	10 year plan reviewed annually.	3.1 - Ensure financial viability of Council.	Achieved – Council adopted Long Term Financial Plan for the period 2025-2034 on 19 June 2025. LTFP was reviewed as part of the AEC Financial Sustainability Report commissioned by Council.
Accurate and timely Council budget reporting and review.	Quarterly Reports.	3.2 - Prudent financial management.	Achieved – provision of Quarterly Budget Review Statements and KPIs report to Council each quarter is completed within 2 months of end of the quarter.

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

KPI	Performance Measure	Delivery Program Actions	Performance Status
Manage Council's Accounts Payable and Purchasing systems.	70% of tax invoices are paid within credit terms.	3.1 - Ensure financial viability of Council.	Achieved – 70.03% of tax invoices were paid by Council in accordance with credit terms. There were 1,329 tax invoices processed in the first quarter.
Manage Council's Accounts Receivable system.	80% payment recovered within sixty days.	3.1 - Ensure financial viability of Council.	Achieved – 82.15% of sundry debtor invoices were recovered within 60 days of tax invoice date. There were 196 tax invoices processed in the first quarter.
Council electronic document records management system (EDM) complies with State Records requirements. Training of users of records management system.	HP Content Manager (EDM) system upgrade.	3.1 - Ensure financial viability of Council.	Working Towards - Records Management Assessment Tool (RMAT) is to be completed in early 2026. The upgrade to EDM and staff training is pending.
Participate in Canberra Region Joint Organisation (CRJO) advocacy and resource sharing projects.	CRJO report annually to Council.	3.2 - Prudent financial management.	Achieved – Council staff continues to participate in governance, resilience, Regional CSP, internal audit, GMAG, procurement working group in CRJO.
Six monthly Stores Stocktakes with a proportion and value of inventory errors being minimised.	Audit of stores stock.	3.2 - Prudent financial management.	Working Towards – the two depot stores stocktakes completed six monthly in 2024/2025. The stores stocktakes will be undertaken in the second quarter.

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

KPI	Performance Measure	Delivery Program Actions	Performance Status
Proportion of rates accounts outstanding at year end.	Less than 5% outstanding.	3.2 - Prudent financial management.	Achieved – 5.07% rates and charges outstanding percentage as at 30 June 2025. Outstanding Rates reports provided each month to the Ordinary Council Meeting.
Completion of statutory certificates i.e. Section 603 Certificates.	95% completion rate within 5 days.	3.2 - Prudent financial management.	Achieved – 94.55% of Section 603 certificates were processed within the deadline. There were 110 Section 603 Certificates issued in first quarter.
Completion and audit of Schedule - Permissible Rates Income Calculation.	Annual Completion by due date free of error.	3.2 - Prudent financial management.	Achieved – Permissible Rates Income audit completed for general rates levied for the year ended 30 June 2025.
Process land revaluations and monthly supplementary land valuations from the Valuer Generals Office.	Monthly reconciliation and signoff by management.	3.2 - Prudent financial management.	Achieved – all reconciliations signed and authorised in the first quarter.
Levy Rates and Annual Charges and user charges in accordance with Local Government Act.	Annual income meets budget forecast.	3.2 - Prudent financial management.	Achieved - rates and annual charges income levied is in accordance with the budget projections, rates notices distributed on time.

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

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

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

<u>KPI</u>	<u>Performance Measure</u>	<u>Delivery Program Actions</u>	<u>Performance Status</u>
Deliver learning and development program.	ELMO training modules delivery for all staff.	3.4 - Assist facilitation of employment opportunities.	Working Towards – Elmo has gone live for all new and existing employees covering Induction, Cybersecurity and Public Interest Disclosure training. Additional training modules will continue to be released in the coming months.
Conduct annual performance reviews for all employees.	Completed by 30 June each year.	3.4 - Assist facilitation of employment opportunities.	Working Towards – the 2024/2025 employee performance reviews commenced in May 2025 and 80% were completed. Training needs are being tracked from completed appraisals.
Review and implement the human resources four year strategy in Council's Workforce Plan.	Review Annually.	3.4 - Assist facilitation of employment opportunities.	Achieved – Council adopted the Workforce Plan on 19 June 2025.
Improve WHS leadership, accountability and awareness.	<ul style="list-style-type: none"> - Include WHS on agenda for all team meetings. - Supervisors at all levels are trained in risk management. - Supervisors at all levels are trained in their roles and responsibilities. 	3.4 - Assist facilitation of employment opportunities.	Working Towards – Team meetings across the business are not consistently undertaken. No formal agenda template is in place to ensure WHS is addressed/discussed. WHS Risk Management for Supervisor ELMO module has been reviewed and is yet to be released. Team Leaders have received roles and responsibilities.
All new employees to attend a Corporate Induction.	<ul style="list-style-type: none"> - Corporate induction completed within two weeks of commencing. 	3.4 - Assist facilitation of employment opportunities.	Working Towards – ELMO WHS course content has been updated, system currently being rolled out, WHS courses yet to be

<u>KPI</u>	<u>Performance Measure</u>	<u>Delivery Program Actions</u>	<u>Performance Status</u>
	- Site WHS induction completed within two weeks of commencing.		released. All new employees receive corporate induction within two weeks of commencement. Site inductions being undertaken, but not consistently.
High risk work is managed.	- SWMS for High Risk work are: - Developed, reviewed regularly - Staff are inducted. - Safe Work Instructions are: Developed - Reviewed regularly - Staff are inducted. -Safe Operating Procedures are: Developed - Reviewed regularly - Staff are inducted.	3.4 - Assist facilitation of employment opportunities.	Working towards – 6 SWMS have been developed and staff inducted. Others yet to be completed/reviewed. Working towards – Task documentation gap analysis is being undertaken. Safe Work Instructions are to be reviewed and staff inducted Working towards - Task documentation gap analysis is being undertaken which includes plant/equipment. Safe Operating procedures are to be reviewed and staff inducted
Hazard identification and risk controls implemented.	- All WHS hazards, incidents and near misses are reported, investigated and correction actions implemented. - Toolbox talks are carried out by all operational teams each day/change in task. - Routine inspections are carried out: Quarterly inspections – Executive Officers;	3.4 - Assist facilitation of employment opportunities.	Achieved - corrective actions from reported hazards and incidents are followed up, control measures implemented and incidents finalised. Informal and formal investigations undertaken. Working towards – toolbox talks are regularly undertaken, some inconsistencies remain Working towards – Routine inspections are not being routinely undertaken

<u>KPI</u>	<u>Performance Measure</u>	<u>Delivery Program Actions</u>	<u>Performance Status</u>
	Monthly inspections – Managers and Supervisors; Routine inspections – Health and Safety Leader.		
Improve workers WHS knowledge and capabilities.	<ul style="list-style-type: none"> - Ensure workers are trained and competent in the use of equipment, plant and machinery as applied to their role. - Workers are inducted in all relevant safe working procedures. - All workers receive WHS training. 	<ul style="list-style-type: none"> 3.4 - Assist facilitation of employment opportunities. 	<p>Achieved – Workers are being trained and assessed for competency in the use of the relevant plant and equipment utilised in their role.</p> <p>Working towards – Workers are receiving inductions into safe working procedures</p> <p>Working towards – All new starters undertake an induction with Health & Safety Leader upon commencement. WHS Compliance training being undertaken.</p>

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

KPI	Performance Measure	Delivery Program Actions	Performance Status
Implement Roads Hierarchy Classification in strategic planning of forward road programs.	Review Road Hierarchy annually.	4.3 – Bitumen sealing all urban streets in towns.	Working Towards – Roads Hierarchy has been developed through IMG asset data capture however has not been reviewed. Cooper Street Taralga sealed in 2024/25 Financial Year. Marks Street Bigga to be completed October 2025.
Completion of annual capital works expenditure program in accordance with budget allocation.	Complete 80% of works program annually.	4.2 – Infrastructure Plan is implemented for new capital works, asset renewal and upgrades covering a 10-year period.	Working Towards – Delivery of annual capital works program is underway.
Call and evaluate tenders for civil works, contract plant and labour hire, and capital works projects.	To review tenders every two years.	4.1 - Improve local road and regional road transport networks.	Working Towards –Civil Works and Truck and Plant Hire tenders are current. Winning and Crushing tender is being prepared. Bitumen Sealing RFQ's will be completed under Local Government Procurement Vendor Panel.
Gravel resheeting programme submitted to and adopted by Council in June each year.	Resheet every road in a 30 year cycle.	4.1 - Improve local road and regional road transport networks.	Working Towards – Gravel re-sheeting program continues. To achieve 30 year cycle Gravel Resheeting Annual Budget needs to be increased.

KPI	Performance Measure	Delivery Program Actions	Performance Status
Prepare Asset Management Plans for Roads.	Complete by 31 December 2025.	4.2 – Infrastructure Plan is implemented for new capital works, asset renewal and upgrades covering a 10 year period.	Working Towards – commenced condition assessments and valuations for all transport assets. A ten-year capital and renewal work program will be developed once the condition and valuation data is received, followed by the development of the Asset Management Plan by 30 June 2026.
Road pavement construction program.	Complete within budget allocation and finalisation report completed.	4.2 – Infrastructure Plan is implemented for new capital works, asset renewal and upgrades covering a 10 year period.	Working Towards – Delivery of annual capital works program is underway.
Complete the Tablelands Way MR256 road reconstruction and infrastructure improvement project.	Complete within budget allocation and project deadline.	4.9 - Transport link priority projects to State Parks including the Wombeyan Caves Road, Tablelands Way and Grabine Road reconstruction and upgrade to facilitate economic benefits to the region.	Working Towards – Works are well advanced; the bridge structure and road approach works are completed at Curraweela Creek. The Tablelands Way Stage 2 Road works are in progress and scheduled to be completed in December 2025. Stage 3 Road works are scheduled to start early 2026.
Review footpath replacement program.	Complete within budget allocation.	4.6 - Develop new and upgrade existing footpaths and cycleway networks.	Working Towards – footpath maintenance and replacement to be completed as per budget. Currently in the process of conducting condition assessments and valuations for all transport assets. A ten-year capital and renewal work program will be developed once the condition and valuation data have been received, followed by the development of the Asset Management Plan.

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

KPI	Performance Measure	Delivery Program Actions	Performance Status
Stormwater Levy for all towns to assist in funding capital works improvements in the Shire towns.	Maintain an external restricted cash reserve.	4.7 - Upgrade stormwater and kerb and guttering in towns.	Achieved – The external restricted cash reserve is being maintained.
Implement Floodplain Risk Management Plan actions.	Implement activities identified in Plan, subject to budget allocation.	4.7 - Upgrade stormwater and kerb and guttering in towns.	Achieved - Improvements in flood emergency response planning. Increase public awareness of the risks of flooding in the Upper Lachlan community. Implementation of a location-based severe weather warning and broadcasting system in Crookwell, Taralga, Collector and Gunning, as well as the installation and operation of a land-based flood-warning system for the village of Gunning has been completed.

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

KPI	Performance Measure	Delivery Program Actions	Performance Status
Prepare annual stocktake of gravel pits stock held and movements. Review quantity of gravel stock held for each gravel pit/quarry.	Complete by June each year. Audit annually.	4.2 – Infrastructure Plan is implemented for new capital works, asset renewal and upgrades covering a 10 year period.	Working Towards – the gravel stocktakes for 2025/2026 will be completed in June 2026.
Review gravel royalty payment pricing model and internal charge rate and procedures.	Review and update gravel royalty payment annually.	4.2 – Infrastructure Plan is implemented for new capital works, asset	Achieved – internal gravel charge was reviewed and adopted in the 2025/2026 Operational Plan. Royalties have been

		renewal and upgrades covering a 10 year period.	updated at same time as gravel pit agreements.
Erect signage as warning of potential hazard at quarries where Council have Quarry Management agreements.	Signage installed.	4.2 – Infrastructure Plan is implemented for new capital works, asset renewal and upgrades covering a 10 year period.	Achieved – Signs erected. Quarry Management Plans have been developed and adopted by Council. Emergency management systems have been developed for Quarries.

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

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

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

KPI	Performance Measure	Delivery Program Actions	Performance Status
Prepare Plans of Management for all Council controlled cemeteries.	Review every five years.	4.2 – Infrastructure Plan is implemented for new capital works, asset renewal and upgrades covering a 10 year period.	Not achieved - the crown land identification process is not finalised and Plans of Management are required to be developed.
Undertake cemetery maintenance activities according to the adopted works schedule.	Within 5% of budget allocation.	4.2 – Infrastructure Plan is implemented for new capital works, asset renewal and upgrades covering a 10 year period.	Achieved – maintenance activities according to annual program are completed.

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

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

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

KPI	Performance Measure	Delivery Program Actions	Performance Status
Provide or arrange engineering design of projects in the Operational Plan.	Complete at least 80%.	4.2 – Infrastructure Plan is implemented for new capital works, asset renewal and upgrades covering a 10 year period.	Working Towards – All projects requiring design in 2025/2026 program have been identified. Designs will be completed to align with planned delivery times.
Implementation and review of Asset Management Plan for all asset classes.	Assets reporting in accordance with OLG requirements.	4.2 – Infrastructure Plan is implemented for new capital works, asset renewal and upgrades covering a 10 year period.	Not achieved – Asset management plan to be developed in 2025/2026. Asset inspections are ongoing.
Coordinate the Local Traffic Committee Meetings.	Facilitate and attend all Local Traffic Committee Meetings.	4.2 – Infrastructure Plan is implemented for new capital works, asset renewal and upgrades covering a 10 year period.	Achieved – Local Traffic Committee Meetings are held quarterly and are facilitated and attended by Council staff at each meeting

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

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

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

KPI	Performance Measure	Delivery Program Actions	Performance Status
Implement organisation structure in accordance with Local Government Act requirements.	Reviewed regularly and after local government election.	5.3 – Leadership and commitment to integrated planning and reporting.	Achieved – A new organisation structure was implemented by the CEO in September 2024. Council made no changes to structure on 18 September 2025 Council Meeting.
Council policy development and review.	Continual policy review and upgrade each year.	5.2 - Promote community engagement and involvement in decision making processes.	Working Towards – policies are reviewed each month. 7 policies were reviewed/approved by Council in the first quarter.
Council Meeting Business Paper creation and distribution.	Released one week prior to meeting date.	5.2 - Promote community engagement and involvement in decision making processes.	Achieved – completed, meeting business papers are released one week prior to the meeting date.
Complete Council Annual Report.	Completed and sent to OLG by deadline each year.	5.2 - Promote community engagement and involvement in decision making processes.	Achieved – completed and sent to OLG by 31 October 2025.
Compliance with Office of Local Government Circulars and compliance with legislative and statutory amendments.	Circulars to be reviewed monthly.	5.3 – Leadership and commitment to integrated planning and reporting.	Achieved – circulars complied with and reported to Council as required by the Office of Local Government.
Councillor training program.	Support and deliver professional development training.	5.3 – Leadership and commitment to integrated planning and reporting.	Working Towards – Councillors inducted at the start of term followed by a professional development program. Councillors received training in October and November 2024 from LGNSW, OLG webinars are available and attendance to be arranged in 2025/2026.

KPI	Performance Measure	Delivery Program Actions	Performance Status
Embed Risk Management Framework into all business units of Council	Review and update Enterprise Risk Register that aligns with Council Risk Appetite.	5.3 – Leadership and commitment to integrated planning and reporting	Working Towards – An Enterprise Risk Management (ERM) Framework has been adopted and ERM is now a standing agenda item in Directorate meetings. A new Enterprise Risk Register has been developed and is currently being updated to reflect the evolving risk environment.

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

<u>KPI</u>	<u>Performance Measure</u>	<u>Delivery Program Actions</u>	<u>Performance Status</u>
Implement Upper Lachlan Destination Plan.	Review performance annually.	3.5 - Promote tourism opportunities.	Working Towards - implementation of the Destination Plan progressing strongly, with the Upper Lachlan region gaining greater visibility as a key part of the Southern Tablelands visitor offering. Marketing and promotional efforts have expanded, with consistent social media activity, increased cross-promotion through regional channels, and strengthened partnerships with the five Southern Tablelands Shires and Destination Southern NSW. A shared regional map featuring the five shires is being developed to enhance visitor navigation and regional connectivity. Ongoing support for tourism operators continues to encourage quality visitor experiences and local business growth.
Presentation of tourism function statistics and report to Council quarterly.	Increase in ATDW listings by 5% per Year, report on Visitor Centre visitation, report on caravan park visitation.	3.5 - Promote tourism opportunities.	Achieved – a report to Council is now being received on a quarterly basis including visitation and caravan park bookings. Australian Tourism and Data Warehouse (ATDW) listings have been significantly increased with 184 current live listings.
Build Industry and Economic Development in the Shire.	Meet with community groups yearly, meet with new and established	3.5 - Promote tourism opportunities.	Working Towards - Engagement with local businesses and community groups continues to strengthen, identifying opportunities for growth and collaboration across the Shire.

<u>KPI</u>	<u>Performance Measure</u>	<u>Delivery Program Actions</u>	<u>Performance Status</u>
	businesses, engage with CRJO economic development committee, create industry newsletter.		Active participation in the CRJO Economic Development Committee provides valuable regional insight and alignment. The industry newsletter has been successfully established and distributed, sharing updates, funding opportunities, and success stories to support and connect local industries.
Prepare and distribute tourism publications; i.e. Destination Guide and guided walks. Distribute a monthly What's On promoting local events	Prepare and distribute a minimum of two new tourism publications per year. Monthly What's On.	3.5 - Promote tourism opportunities.	Achieved – new Destination Guide has been distributed to all Visitor Information Centres in NSW and ACT, local attractions and accommodation sites. Achieved – A business industry newsletters are going out on a three-monthly basis. Achieved - The What's On is being distributed monthly, as well as promotion of community events. Achieved – new brochures for Crookwell Railway and Dalton Fossil Leaf Deposit are now complete. Working Towards – A new historical walk for Bigga is almost complete and one for Tuena is under construction. Fishing in the Shire is under construction, where to eat update is under construction Achieved – A full product audit of all accommodation in our area has just been completed with an accommodation guide now complete.

<u>KPI</u>	<u>Performance Measure</u>	<u>Delivery Program Actions</u>	<u>Performance Status</u>
Implement the Tablelands Destination Development Plan (TDDP) in conjunction with the Tablelands Councils, Destination Southern NSW and Destination NSW.	Review actions each quarter.	3.5 - Promote tourism opportunities.	Working Towards – Actions being reviewed, 85% of the TDDP have been completed, the TDDP is currently being refreshed. A sound collaboration between the five shires is being achieved with a strong joint presence on social media and with Destination NSW. The Southern Tablelands Brand continues to be promoted. The Southern Tablelands continue to advocate the benefits of growing the economy to local government, industry and communities.
Business activity of the State Road MR54 RMCC contract and work orders to retain Transport for NSW accreditation.	Generate profit in accordance with contract limits.	3.2 - Prudent financial management.	Working Towards - RMCC work is being completed in accordance with contract and profit generated. Council has implemented RMCC safety management system. State Road MR54 work orders continued in accordance with Transport for NSW requirements.

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

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

Finance and Administration - 20 November 2025

ITEM 13.1 **Presentation of the 2024/2025 Financial Statements and Independent Auditor's Report**

FILE REFERENCE I25/308

AUTHOR Director of Finance and Administration

ISSUE

This report details the presentation to the public of the Upper Lachlan Shire Council's 2024/2025 Financial Statements and Independent Auditor's Reports.

RECOMMENDATION That -

1. Council accept and note the NSW Audit Office external Independent Auditor's Reports and public presentation of the 2024/2025 Financial Statements.

BACKGROUND

In accordance with Section 418 (1) (b), of the Local Government Act 1993, Council fixed the date and has given public notice of the presentation of the Financial Statements and external Independent Auditor's Report.

REPORT

NSW Audit Office, through appointed contractor, Ernest and Young Australia have completed the Independent Auditor's Reports with respect to Council's annual General Purpose Financial Statements, Special Purchase Financial Statements, Permissible General Income and Conduct of the Audit Report. The Independent Auditor's Reports are provided and included as part of the 2024/2025 Financial Statements.

A presentation will be made at this Council Meeting by the NSW Audit Office – Ms. Reiky Jiang, Director - Financial Audit, on the audit of the 2024/2025 Financial Statements.

There is an unmodified audit report issued by the Audit Office for the 2024/2025 Financial Statements for the financial year ending 30 June 2025. There is no qualification again this year for Council accounting position to not recognise the NSW Rural Fire Service (RFS) rural fire-fighting equipment assets in the Financial Statements that have been vested in the Council.

Section 420 (2), of the Local Government Act 1993, provides that submissions to the Financial Statements must be in writing and submissions close seven days after the Financial Statements are presented at the public meeting. Any submissions received will be referred to Council's auditors for comment.

Finance and Administration

PRESENTATION OF THE 2024/2025 FINANCIAL STATEMENTS AND INDEPENDENT AUDITOR'S REPORT cont'd

Financial Position

Upper Lachlan Shire Council is, at reporting date, in a financial position to meet all provisions and liabilities. The Material Budget Variations, Note B5-1, provides information on material budget variances in the Income Statement and Statement of Cash Flows for revenues, expenses and cash flow.

The Financial Statements, Notes C1-2 to C1-3, details the receivables, cash, cash equivalents and investments has increased in 2025 totalling \$36.728 million (2024 - \$35.289 million). This note details external cash restrictions, i.e. restrictions for water supply, sewerage, developer contributions, unexpended grants and domestic waste. The internal cash restrictions, i.e. employee leave entitlements, uncompleted works, plant replacement reserve and Financial Assistance Grant prepayment. The unrestricted cash balance totals \$1.524 million in 2025 (2024 - \$405K).

Financial Performance

The result of Upper Lachlan Shire Council's operations in the Income Statement for the year ended 30 June 2025 is summarised as follows: - the Net Operating Result from all Council Activities totals \$1.566 million surplus (2024 - \$9.761 million surplus).

The indicator of financial performance is the Net Operating Result for the year, before capital grants and contributions, this totals a \$9.372 million operating deficit (2024 - \$4.461 million operating deficit). Council had originally budgeted for an operational budget deficit of \$4.362 million.

The operational deficit result was significantly impacted by non-cash items including \$1.34 million loss from disposal of infrastructure assets and contract assets movement of over \$2 million. The asset disposals or write-offs are in accordance with the Australian Accounting Standards requirements. In addition, a significant cash item shortfall of \$2.130 million from budget estimate for the Financial Assistance Grant Advance Payment.

POLICY IMPACT

Nil

OPTIONS

Nil

FINANCIAL IMPACT OF RECOMMENDATIONS

Council's financial performance and financial position is detailed as at 30 June 2025.

RECOMMENDATION That -

1. Council accept and note the NSW Audit Office external Independent Auditor's Reports and public presentation of the 2024/2025 Financial Statements.

ATTACHMENTS

1.	Annual Financial Statements Note Public Notice –Presentation of Financial Statements	Attachment
2.	Final Annual Financial Statements-2025 - 31.10.25	Appendix

Upper Lachlan Shire Council | Notes to the Financial Statements 30 June 2025

Upper Lachlan Shire Council

General Purpose Financial Statements for the year ended 30 June 2025

Public Notice – Presentation of Financial Statements

Public notice – Presentation of financial statements

as per Section 418 (3) of the Local Government Act.

In accordance with Section 418 (3) of the *Local Government Act 1993 (NSW)*, Upper Lachlan Shire Council advises that the ordinary Council meeting to be held on 20/11/2025 will include the presentation of the audited Financial Statements and the Auditor's Reports for the year ending 30/06/2025.

A summary of the Financial Statements is provided below.

	2025 \$ '000	2024 \$ '000
Income Statement		
Total income from continuing operations	49,628	57,406
Total expenses from continuing operations excluding depreciation, amortisation and impairment of non-financial assets	37,853	37,744
Operating result from continuing operations excluding depreciation, amortisation and impairment of non-financial assets	11,775	19,662
Depreciation, amortisation and impairment of non-financial assets	10,209	9,901
Net operating result for the year	1,566	9,761
Net operating result before grants and contributions provided for capital purposes	(9,372)	(4,461)
Statement of Financial Position		
Total current assets	41,520	43,555
Total current liabilities	(11,080)	(10,232)
Total non-current assets	580,292	572,689
Total non-current liabilities	(12,578)	(10,623)
Total equity	598,154	595,389

In accordance with Section 420 of the *Local Government Act, 1993*, any person may make a submission in writing to Council with respect to the Council's Audited Financial Statements or the Auditor's Reports.

Copies of the Audited Financial Statements and the Auditor's Reports may be inspected at:

Internet: www.upperlachlan.nsw.gov.au

Locations: 44 Spring Street Crookwell, 123 Yass Street Gunning

Submissions close one week after the above public meeting has been held.

Finance and Administration - 20 November 2025

ITEM **Review of Secondary Employment Policy**

FILE REFERENCE I25/309

AUTHOR **Director of Finance and Administration**

ISSUE

Review of Council's Secondary Employment Policy.

RECOMMENDATION That -

1. Council adopts the reviewed Secondary Employment Policy.

BACKGROUND

Nil

REPORT

This report details the review of Council's Secondary Employment 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 Secondary Employment Policy.

ATTACHMENTS

1.	Secondary Employment Policy FINAL	Attachment
----	-----------------------------------	------------

Finance and Administration - 20 November 2025



Upper Lachlan Shire Council

Policy Update Cover

Date: 20 November 2025	Policy Title: Secondary Employment Policy
<p>This cover sheet provides a summary of the proposed amendments to the attached Policy. Council initially adopted this policy on 14 December 2006. The policy was last updated on 19 December 2019.</p>	
Sponsor: Manager Human Resources	Action required: Approval by Council
<p>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.</p>	
<p>Summary of the changes: The following amendments have been made to this Policy:</p> <ul style="list-style-type: none">Removed references to amended legislation or non-related legislation to this policy.Updated titles of positions for General Manager to Chief Executive Officer and Human Resources Coordinator to Manager Human Resources.Clarification within the Policy on scope of the Policy.Clarification within the Policy for Rights of Appeal.Removal of the Secondary Employment Application form as an attachment to this Policy.	
<p>Consultation(s): Consultative Committee</p>	
<p>Internally cleared by</p>	
Position: Chief Executive Officer Manager Human Resources	Position: Director of Finance and Administration Manager Governance

Finance and Administration
REVIEW OF PRIVACY POLICY cont'd

ULSC Secondary Employment Policy
Adopted: 20 November 2025

Policy Title:	Secondary Employment Policy
File Reference:	F10/618-06
Date Policy was adopted by Council initially:	14 December 2006
Resolution Number:	390/06
Other Review Dates:	20 August 2009; 18 October 2012, 16 June 2016, and 19 December 2019
Resolution Number:	338/09; 345/12, 170/16 and 372/19
Current Policy adopted by Council:	20 November 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:	N/A
Responsibility for implementation:	Chief Executive Officer
Responsibility for review of Policy:	Manager Human Resources

Finance and Administration
REVIEW OF PRIVACY POLICY cont'd

ULSC Secondary Employment Policy
Adopted: 20 November 2025

OBJECTIVE:

The aim of this policy is to provide the framework for identifying conflicts of interest and/or duties, that may arise from employees engaging in employment or business outside Council. The mechanisms for notifying, approving, prohibiting and reviewing secondary employment are detailed in this policy, as well as the appeals process for requesting review of a prohibition decision.

SCOPE:

This policy applies to all Upper Lachlan Shire Council employees.

POLICY STATEMENT:

The terms "work outside of Council" and "outside work" or "other work" refer to secondary employment for the purpose of this policy. All references to "paid work outside Council" or "paid outside work" in this policy are to be understood to mean private employment or contract work, for remuneration.

Other Work

Section 353, of the *Local Government Act 1993* states:-

- (1) The Chief Executive Officer must not engage, for remuneration, in private employment or contract work outside the service of the Council without the approval of the Council.
- (2) A member of staff must not engage, for remuneration, in private employment or contract work outside the service of the Council that relates to the business of the Council or that might conflict with the member's Council duties unless he or she has notified the Chief Executive Officer in writing of the employment or work.
- (3) The Chief Executive Officer may prohibit a member of staff from engaging, for remuneration, in private employment or contract work outside the service of the Council that relates to the business of the Council or that might conflict with the member's Council duties.
- (4) A member of staff must not engage, for remuneration, in private employment or contract work outside the service of the Council if prohibited from doing so under subsection (3).

Application and approval of notifications

Any staff engaging or wishing to engage in secondary employment that relates to the business of Council must have a written approval from the Chief Executive Officer. The employee's request for approval and Council's decision must be in writing.

Finance and Administration
REVIEW OF PRIVACY POLICY cont'd

ULSC Secondary Employment Policy
Adopted: 20 November 2025

Employees who are considering entering into outside work should consider the following:-

- ↳ Is the outside organisation, person or entity in, or entering into a contractual relationship with Council?
- ↳ Is Council in a regulatory relationship with the outside organisation, person or entity?
- ↳ Will the hours of work conflict in any way with his/her Council duties, or his/her health and safety?
- ↳ Will there be sufficient rest time away from both forms of work to enable the employee to present for work fit and alert and be able to work efficiently and to the standard required?
- ↳ Will the outside work involve him/her in litigation against another Council or directly in written or oral submission before another Council?
- ↳ Will performance of the outside work impact negatively on Council's image and credibility?
- ↳ Will performance of the outside work require release of confidential information, which is known to the employee, but not available to the general public?
- ↳ Is there any other conflict of interest, or potential conflict of interest, between the employee's Council duties and those involved in the outside work?

The employee must disclose, to the best of their ability, if any of the above applies to the secondary employment as it would be a key consideration when the Chief Executive Officer is assessing their request.

In accordance with the Local Government (State) Award, Council employees should have ten (10) consecutive hours off duty from Council or their secondary employment, before they commence their next Council rostered shift.

The Chief Executive Officer will not unreasonably prohibit secondary employment.

Previously approved notifications will not necessarily be continued, although continuing approval will not be unreasonably withheld. The Chief Executive Officer may prohibit previously approved notifications at any time if:

- (i) An employee is transferred to another position or location within Council and the paid work being undertaken conflicts with the employee's Council duties in the new position or location; or
- (ii) Circumstances change which, in the Chief Executive Officer's opinion, creates a conflict of interest or potential conflict of interest or other conflict with duties; or
- (iii) The secondary employment impacts on the employees' health, safety, welfare or attendance at work.

The renewal or declaration of secondary employment may also form part of Council's annual performance review process.

Finance and Administration
REVIEW OF PRIVACY POLICY cont'd

ULSC Secondary Employment Policy
Adopted: 20 November 2025

The Chief Executive Officer is the only delegated authority to approve secondary employment. All applications must be made to the Chief Executive Officer.

Any approvals granted by others, whether in writing or not, will not be deemed official and therefore are not approved.

Questions in relation to this policy may be directed to the Chief Executive Officer or Manager Human Resources.

Use of resources

Secondary employment is not to be carried out on Council premises, using Council assets, facilities, information or resources unless authorised and proper payment is made where appropriate.

Secondary employment and tasks related are not to be carried out within the hours of work at Council.

Rights of appeal

An employee whose request for secondary employment is not approved is entitled to seek a review of the decision if they believe it was unreasonable or failed to consider other extenuating factors. They can also seek a review of the terms or conditions placed on the approval.

Requests for appeal must be in writing and will be independently reviewed by Manager Human Resources.

It is the responsibility of the employee to provide supporting evidence and documentation to support their claim for review.

An appeal against an adverse decision must be lodged within 28 days of the notification.

Breaches

Breaches of the Policy may result in counselling or disciplinary action which may ultimately result in dismissal, depending on the severity, scale and importance of the matter.

The more severe sanctions will ordinarily only apply when there is repeated and deliberate concealment of pertinent information, failure to disclose, or continuation of prohibited outside work.

Finance and Administration
REVIEW OF PRIVACY POLICY cont'd

ULSC Secondary Employment Policy
Adopted: 20 November 2025

RELEVANT LEGISLATION AND COUNCIL POLICIES

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

- Anti-Discrimination Act 1977;
- Code of Conduct;
- Complaints Management Policy;
- Disciplinary Policy;
- Fair Work Act 2009);
- Government Information (Public Access) Act 2009;
- Grievance Policy;
- Industrial Relations Act 1996;
- Local Government Act 1993;
- Local Government (State) Award 2023;
- Privacy and Personal Information Protection Act 1998;
- Privacy Policy;
- Equal Employment Opportunity and Anti-Discrimination Policy;
- Fatigue Management Procedure;
- Performance and Misconduct Policy;
- Work Health & Safety Policy;
- Work Health & Safety Act 2011;
- Work Health & Safety Regulations 2025.

VARIATION

Council reserves the right to vary or revoke this policy.

Finance and Administration
REVIEW OF PRIVACY POLICY cont'd

ITEM **Review of Privacy Policy**

FILE REFERENCE **I25/325**

AUTHOR **Director of Finance and Administration**

ISSUE

Review of Council's Privacy Policy.

RECOMMENDATION That -

1. Council adopts the reviewed Privacy Policy.

BACKGROUND

Nil

REPORT

This report details the review of Council's Privacy 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 Privacy Policy.

ATTACHMENTS

1.	Privacy Policy - Adopted 20 November - Resolution - XXX-25 - Review 2028	Attachment
----	---	------------

Finance and Administration
REVIEW OF PRIVACY POLICY cont'd



Upper Lachlan Shire Council

Policy Update Cover

Date: 20 November 2025	Policy Title: Privacy Policy
<p>This cover sheet provides a summary of the proposed amendments to the attached Policy. Council initially adopted this policy on 18 November 2010. The policy was last updated on 21 October 2021.</p>	
Sponsor: Manager Governance	Action required: Approval by Council
<p>Reason for review/update:</p> <p>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.</p>	
<p>Summary of the changes:</p> <p>The following amendments have been made to this Policy:</p> <ul style="list-style-type: none">Removed references to General Manager and replace them with Chief Executive OfficerUpdated the title of the Privacy Officer to Manager Governance and removed operational informationRevised the definition of personal information to make it consistent with the PPIP ActIncluded a statement about information that is not considered personal informationAmended legislative referencesSimplified the description of sensitive information, and updated information for lodging a complaintRephrase multiple sentences to improve ease of understanding and eliminate ambiguity	
<p>Consultation(s): N/A</p>	
<p>Internally cleared by</p>	
Position: Chief Executive Officer	Position: Director of Finance and Administration

POLICY: -	
Policy Title:	Privacy Policy
File Reference:	F13/77-06
Date Policy was adopted by Council initially:	18 November 2010
Resolution Number:	438/10
Other Review Dates:	18 November 2010, 18 April 2013, 15 June 2017 and 21 October 2021
Resolution Number:	438/10, 103/13, 176/17 and 179/21
Current Policy adopted by Council:	20 November 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 Governance
Committee/s (if any) consulted in the development of this Policy:	N/A
Responsibility for implementation:	Manager Governance
Responsibility for review of Policy:	Director of Finance and Administration

1. APPLICATION

This policy outlines how Upper Lachlan Shire Council will comply with its obligations under the *Privacy and Personal Information Protection Act 1998* (PPIP Act), and the *Health Records and Information Privacy Act 2002* (HRIP Act).

This policy applies to all personal information collected, maintained, and/or used by Council.

2. DEFINITIONS

Personal Information

Personal information is defined in the PPIP Act as “information or an opinion about an individual whose identity is apparent or can reasonably be ascertained from the information or opinion”. This includes personal information relating to both clients of Council and Council staff.

Personal information includes a person’s name, address, family life, sexual preferences, financial information, ethnic or racial origin, political opinions, religious or philosophical beliefs, trade union membership and photos. For the purposes of this policy, personal information includes health information where relevant.

In some cases, information may not be classed as personal information, even though it falls within the above categories. This includes information about someone who has been dead for 30 years, or information about someone that is publicly available.

Sensitive Information

Certain personal information can be classed as sensitive information. These include information or opinion about an individual’s racial or ethnic origin, political opinions, trade union membership, philosophical or religious beliefs, sexual preferences or criminal record.

Health Information

This is information about:-

- The physical, mental, or psychological health of an individual; or
- A disability of an individual; or
- An individual’s expressed wishes about the future provision of health services to him or her; or
- A health service provided, or to be provided, to an individual that is also personal information; or
- Other personal information collected to provide, or in providing, a health service to an individual.

3. LEGISLATIVE PERSPECTIVE

The *PPIP Act* provides for the protection of personal information and the protection of an individual's privacy. Section 33 of the PPIP Act requires all councils to prepare a Privacy Management Plan to address:-

- The development of policies and practices that ensure compliance with the requirements of the PPIP Act;
- The dissemination of those policies and practices to Council officials;
- The procedures that Council proposes for internal review of privacy complaints;
- Such other matters as are considered relevant by Council in relation to privacy and the protection of personal information held by it.

Upper Lachlan Shire Council's Privacy Management Plan is a separate document and is reviewed periodically.

4. PRINCIPLES

Information Protection Principles

The PPIP Act list 12 Information Protection Principles that guides the handling of personal information. These principles cover the collection, storage, access and accuracy, use and disclosure of personal information.

Council will uphold all 12 principles in managing personal information. Council's approach to applying these principles is detailed in Council's Privacy Management Plan.

5. RESPONSIBILITIES

5.1 The Chief Executive Officer

The Chief Executive Officer is responsible to:-

- a) Implement the *Privacy Code of Practice for Local Government*;
- b) Ensure that Council has adopted and implemented a Privacy Management Plan;
- c) Delegate the duties of Privacy Contact Officer to a suitably qualified Council Officer;
- d) Ensure that all Council employees, delegates and volunteers comply with Council's Privacy Policy and Privacy Management Plan;
- e) Receive complaints relating to privacy matters and direct them to Council's Privacy Contact Officer.

5.2 Privacy Contact Officer

The Privacy Contact Officer is designated as the Manager Governance. The Privacy Contact Officer will:-

- a) Review all complaints received by Council in respect of the protection and obligations arising for Council under the *Privacy and Personal Information Protection Act 1998*;
- b) Ensure that Council's Privacy Policy and Privacy Management Plan are reviewed and updated as required, but not less than every three years;
- c) Respond to questions or written communications concerning the application of this *Code*.

5.3 Councillors and Employees

All Councillors and employees will abide by the provisions of this policy and the Privacy Management Plan and relevant privacy legislation.

6. MAKING A COMPLAINT

Complainants regarding the handling of personal information can be made to Council, through the Complaints Coordinator via email at complaint@upperlachlan.nsw.gov.au

Alternatively, a privacy complaint may also be lodged with the NSW Civil and Administrative Tribunal and the Information and Privacy Commission NSW using the following contact details.

NSW Civil and Administrative Tribunal (NCAT)
PO Box K1026
HAYMARKET NSW 1240
Telephone: 1300 555 727
Email: aeod@ncat.nsw.gov.au

Information and Privacy Commission NSW
GPO Box 7011
SYDNEY NSW 2001
Telephone: 1800 472 679
Email: ipcinfo@ipc.nsw.gov.au

7. NON-COMPLIANCE WITH THIS POLICY

Failure to comply with the terms of this policy may result in disciplinary actions ranging from a warning to termination of employment.

Individuals also risk prosecution if they breach the *PPIP Act*.

8. REVIEW

This policy will be reviewed every three years to ensure that Council remains up to date with its privacy obligations.

9. ASSOCIATED LEGISLATION, COUNCIL POLICIES & DOCUMENTS

1. *Privacy and Personal Information Protection Act 1998;*
2. *Health Records and Information Privacy Act 2002;*
3. *Government Information (Public Access) Act 2009;*
4. *Public Interest Disclosures Act 2022;*
5. *State Records Act 1998;*
6. *Work Health and Safety Act 2011;*
7. *Privacy Management Plan;*
8. *Records Management Policy;*
9. *Public Interest Disclosure Policy;*
10. *Government Information (Public Access) Policy;*
11. *Code of Conduct;*
12. Any other relevant legislation and guidelines as applicable.

10. 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 Senior Citizens Building 166

Chief Executive Officer - 20 November 2025

ITEM 14.1 **Crookwell Senior Citizens Building**

FILE REFERENCE **I25/327**

AUTHOR **Chief Executive Officer**

ISSUE

This report recommends that Council accepts the offer by the Crookwell Senior Citizens Club to hand over direct management and control of the Senior Citizens Centre to Council, and that Council provides assurance to the Senior Citizens Club via a waiver of fees to for their continued use of the facility up to one day a week.

RECOMMENDATION

That Council -

1. Assume responsibility for the maintenance, care and control of the Crookwell Senior Citizens Centre building located at 37 Denison Street, Crookwell.
2. Provide an ongoing waiver of fees to Crookwell Senior Citizens Club for the use of the facility up to 52 days per annum to enable them to meet one day per week for a ten year period.

BACKGROUND

In 1978/79 Crookwell Shire Council resolved to provide land and financial support to the Crookwell Senior Citizens Club for the construction of a Senior Citizens Centre. Coupled with federal Government funding, the Senior Citizens Centre was constructed and officially opened on 27 November 1980.

Below is an extract from the opening which states –

'This building is the property of the Crookwell Shire Council, however. Council has delegated care, control and management to the Crookwell Senior Citizens' Club. The Club, therefore, will enjoy unrestricted use of the Centre, for the conduct of its activities.'

In reality, Upper Lachlan Shire Council have taken responsibility for the care and maintenance of the property but not the control, this has sat with the Senior Citizens Club, meaning they have exclusive access to the building.

REPORT

Following several months of discussions, Council received a letter from the President of the Crookwell Senior Citizens Club advising that they are taking steps to becoming an unregistered club.

Chief Executive Officer

CROOKWELL SENIOR CITIZENS BUILDING cont'd

As part of this letter, it was requested that following their final AGM, the Senior Citizens Club hand over all responsibility for the management of the Senior Citizens Centre to Upper Lachlan Shire Council and that Council assume full care and control of the building.

It is envisaged that the building would then become Community Centre for whole of community use via the usual Council booking method and that appropriate fees for its use would be charged. Currently, the building used solely as a Senior Citizens Centre is significantly underutilised, being used one day a week. A change of use to a Community Centre would see its usage and benefit to the community increase.

For many years, Upper Lachlan Shire Council has maintained the building and therefore borne the cost burden in any case so the management and control of the building would be an operational benefit with costs being offset by revenue.

As part of the hand over, the Crookwell Senior Citizens Club have requested an assurance from Council that they will have ongoing, fee free access to the centre on Wednesdays in order to continue to meet as an informal Crookwell Senior Citizens social club.

Given the original purpose of the building and years of advocacy by the Crookwell Senior Citizens Club, the above request would be considered reasonable and is something that Council can accommodate via resolution.

POLICY IMPACT

Nil

OPTIONS

Option 1

As per the recommendation that Council-

- Assume responsibility for the maintenance, care and control of the Crookwell Senior Citizens Centre building.
- Provide an ongoing fee waiver for 52 days per annum to enable the Crookwell Senior Citizens Club to meet one day per week.

Option 2

Council does not approve an ongoing fee waiver which may result in the Crookwell Senior Citizens Club rescinding their proposal to hand over the management and control of the Senior Citizens centre to Council, leaving the building underutilised with continual costs for Council with no revenue offset.

FINANCIAL IMPACT OF RECOMMENDATIONS

Council currently maintains the building; therefore no financial implications are expected beyond the administration of bookings use of the facility.

RECOMMENDATION

That Council -

1. Assume responsibility for the maintenance, care and control of the Crookwell Senior Citizens Centre building located at 37 Denison Street, Crookwell.
2. Provide an ongoing waiver of fees to Crookwell Senior Citizens Club for the use of the facility up to 52 days per annum to enable them to meet one day per week for a ten year period.

ATTACHMENTS

1.	Crookwell Senior Citizens Club	Attachment
----	--------------------------------	------------

Mr. Kevin Faust
President, Crookwell Senior Citizens

[REDACTED]
[REDACTED]3

Ms. Alex Waldron
CEO, Upper Lachlan Shire Council
PO Box 42
GUNNING NSW 2583

20th August 2025

Re: Crookwell Senior Citizens Hall

Dear Ms. Waldron,

Thank you and Renee Brownlee for attending our meeting on the 21st May 2025. We wish to advise that the Crookwell Senior Citizens are considering the necessary steps to become an unregistered group.

Becoming an unregistered group will impact on our mode of operation along with our social and fiscal responsibilities and reporting obligations, including the management responsibility of the Crookwell Senior Citizens Hall (the Hall) located in Spring Street, Crookwell. The hall being legally recognized as a Community Asset of the Upper Lachlan Shire.

Further to our discussion at the meeting on the 21st May, I ask that you make a formal request to Council regarding the Senior Citizens ongoing use of the Hall free of charge every Wednesday and that we have a secure/lockable space to store our equipment. We currently use a small box room in the hall leading to the back door and would like to keep this for our sole use.

We understand that once the Hall is no longer managed by the Senior Citizens it will open up new opportunities for its use. The Senior Citizens wish to remain using the building and be front and center of discussions regarding the Halls' future usage.

Upon having assurance in writing that we will be able to continue to use the Hall as requested above, we will take action to become unregistered at the end of our financial year, being the 31st December 2025. Once our un-registration comes into effect we will hand over the management of the Hall to the Upper Lachlan Shire Council.

If you have any further enquires please contact me on [REDACTED] or the Secretary Elizabeth Brown on [REDACTED]

Kind regards,



Kevin Faust
President, Crookwell Senior Citizens

16 REPORTS FROM COMMITTEES FOR THE MONTHS OF SEPTEMBER AND OCTOBER

The following item is submitted for consideration -

16.1	Reports from Committees for the months of September and October	42
------	--	----

Reports from Other Committees, Section 355 Committees and Delegates - 20 November 2025

RECOMMENDATION:

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

1. Bigga Hall Section 355 Committee – Treasurers report – 7 August 2025.
2. Bigga Hall Section 355 Committee – Minutes from meeting held on 7 August 2025.
3. Crookwell Memorial Hall Management Committee – Minutes from Annual General Meeting held on 23 September 2025.
4. Binda Community Progress Association and Binda Memorial Hall Committee – Minutes from meeting held on 14 October 2025.
5. Collector Oval Section 355 Committee – Minutes from meeting held on 15 October 2025.
6. Crookwell Historical Society Section 355 Committee – Minutes from meeting held on 25 October 2025.
7. Tourism and Economic Development Section 355 Committee – Minutes from meeting held on 23 October 2025.
8. Biala Wind Farm Committee – Minutes from meeting held on 27 October 2025.
9. Binda Community Progress Association and Binda Memorial Hall Committee – Minutes from meeting held 10 November 2025.

ATTACHMENTS

1.	Bigga Hall - Section 355 Committee - Treasurers Report - 7 August 2025	Attachment
2.	Bigga Hall Section 355 committee - Meeting minutes - 7 August 2025	Attachment
3.	Crookwell Memorial Hall Management Committee - Minutes from Annual General Meeting held 23 September 2025	Attachment
4.	Binda Community Progress Association and Binda Memorial Hall Meeting 14	Attachment
5.	Collector Oval - Section 355 Minutes - 15 October 2025	Attachment
6.	Crookwell Historical Society - Section 355 Committee meeting minutes held 25 October 2025	Attachment
7.	Tourism and Economic Development S355 Advisory Committee - Minutes - Meeting - 23 October 2025	Attachment
8.	Biala Wind Farm Community Fund Committee - Minutes from meeting held 27 October 2025	Attachment
9.	Binda Community Hall Section 355 committee minutes - 10 November 2025	Attachment

MEETING 7TH AUGUST, 2025-- TREASURER'S REPORTBIGGA HALL MANAGEMENT COMMITTEE - ACCOUNT

OPENING BALANCE AS AT 1 ST MAY, 2025	\$2,893.40
18/06/25 Deposit: (Easter Raffle\$359.80,Stalls\$360,Gallery Comm\$15.20)	735.00
 CLOSING BALANCE AS AT 30 TH JUNE, 2025	 \$3,628.40

BIGGA 355 HALL MEETING

Date: 07.08.25

Meeting opened: 4.06pm

Chairperson: Dennis Harrison (president)

Minutes recorder: Karine Rixon (Secretary)

Present: Karine Rixon, Helen Faros, Anne Picker, Renee Clements, Dennis Harrison, Robyn Harrison, Di Clements, Alex Meggitt (councillor), Shirley Picker, Jo Marshall, Julie Strukovski, Alan Bailey, Col Ford, Shirley Ford, Gregory Harris (council rep)

Apologies: Susan Reynolds, Fay Munday

Minutes from previous meeting read.

Moved: Robyn **Seconded:** Helen

All in favour - Carried.

Business arising from previous minutes.

Dennis feels we should be asking for a security deposit when people hire the hall that would be refunded if the hall is left in a good clean condition.

Further discussion will be required to work out details of how this might work.

With regard to getting the hall sprayed for spiders, Anne advised we will need to contact the council in writing as talking will not get any action.

Dennis will follow up.

Hall bookings:

ULSC Community Outreach Meeting October 28th 4.30pm – 6pm.

Correspondence: none.

Treasurers report.

Tabled by Anne

Moved: Di **Seconded:** Robyn

Meeting closed 4.19pm

Next meeting: 16 October 2025, 4pm.

**Minutes of the Annual General Meeting of the
Crookwell Memorial Hall Management Committee
held on Tuesday 23rd September 2025**

Present: R & S Bill, J. Painter. A. Smith. W. Smart, S. McIlroy, K. Harward and M. Wheelwright

Apologies: No apologies

Minutes of the previous Annual General Meeting held on Tuesday 20th August 2024 were tabled. It was moved by Margaret Wheelwright and seconded by Sandra Bill that the Minutes be accepted. Carried

REPORTS – Presidents: Robert Bill

Robert reported the year had gone well although there was not a lot happening. There are still bookings from the Dance Group, CADS and small groups presenting various information to the public.

The main improvement was the installation of the Solar Panels and back up battery supply which has been a huge benefit to all hall users.

Council have been informed regarding clutter in the main entrance and the Emergency Evacuation notices. The clutter has been removed and the WHS officer is working on the notices which is very encouraging.

CADS have received a quote to heat and add correct lighting to the under stage and 2 backstage dressing rooms. This is a must do as during last years productions it was bitterly cold in these areas, fan forced heaters were being used to try and help but drawing too much power and tripping the fuses. The thought was we may be able to apply for a grant and share the remaining cost of the heating etc. making it less draining on both organisations.

With the everchanging climate within Local and NSW Governments with new rules, regulations and protocols we must be very aware of what needs to be updated with the hall complex, it is our duty of care to make ourselves aware and to be notified of these changes.

To finish I would like to thank you all for your help and support over the last 12 months, without this we would not have such a wonderful asset to give to our community. Looking forward to another 12 months of maintaining our wonderful hall.

It was moved by Robert Bill and seconded by Susan McIlroy that the Presidents report be accepted. Carried

Treasurer's Report

Wal Smart tabled the unaudited accounts for the 2024-2025 year. We had an opening balance at 1st July 2024 of \$62,514.59 with income of \$4,076.01 and expenditure of \$61,805.64 and a closing balance at 30th June 2025 of \$4,784.96 There is a Term Deposit of \$10,947.98.

Wal reported the accounts would be audited when they go to Council.

It was moved by Wal and seconded by Jeanette Painter that the Treasurer's Report be received. Carried.

ELLECTION OF OFFICE BEARERS: Due to the absence of our Council Representative, our Librarian Susan McIlroy took the chair.

President:	Robert Bill	Md. K. Harwood
		2 nd W. Smart
Secretary:	Margaret Wheelwright	Md. S. Bill
		2 nd J. Painter
Treasurer:	Wal Smart	Md. M. Wheelwright
		2 nd A. Smith

INTEREST GROUP MEMBERSS

Library:	Susan McIlroy
CADS:	Sandra Bill
Historical Society:	Jeanette Painter
Arts Council:	Karen Harwod
Community:	Allan Smith

The meeting closed at 5.45pm

Binda Community Progress Association and Binda Memorial Hall Meeting 14.10.25

Opened: 7:08pm

Present: Kris and Dan Skelly, Kathy and Dale Robertson, Scott Shepherd, Daryl and Debbie White, Lucy McDonald

Apologies: Alex Meggit, Jo Marshall, Nathan and Annie Robertson, Carly Hanna, Donna Eddy, Belinda Tate

Previous Minutes: Read Lucy, 2nd Dale, Moved Debbie

Business Arising:

1. Trees/Shrubs at the far end of the tennis courts are regrowing
2. No replies from the emails sent to council on the 7/8/25 and 20/9/25 regarding the leaking roof and the chimney cap at the hall
3. Lymphoma charity day raised \$1400.00

Treasurers Reports: See attached

General Business:

1. Bake and Brew 18.10.25 - voucher \$100.00 from IGA for best bake
2. Halloween – Saturday 25.10.25 starting at 5.00pm
Prizes: preschool, primary, high school and adults. Kris to arrange
Decorations: Friday at 4.00pm
Food: Sausage sandwich and juice boxes and cans of drink
Prices: \$5.00 per child up to 16 years of age which will entitle them to a single sausage sandwich and juice box. Adults \$5.00 entry and a double sausage sandwich.
Cans of Drink \$2.00 ea. and extra juice box \$2.00 each
3. Garden Festival: 1st and 2nd November at the Mill Garden 9.30 to 4.30 both days.
Gate \$5.00 entry if no ticket
Sandwiches \$5.00
Grazing Box \$5.00
Tea/Coffee \$2.00
Cans \$3.00
Water \$3.00

Working Bee: At the Hall for Halloween move the dishwasher and crockery and clean

Next Meeting: Monday 10.11.2025 @7.00pm

Meeting Closed: 8.29pm

COLLECTOR OVAL COMMITTEE
GENERAL MEETING MINUTES 15/10/25

Date: 06/08/2025	Meeting Time: 5:30pm	Venue: Memorial Hall
Type of meeting	General Meeting	
Chairperson	Keith Fincham	
Secretary	Holly Fincham	
Treasurer	Charlie Reardon	
Returning Officer	John Searl	
Attendees	Holly Fincham, Keith Fincham, John Searl	
Apologies	Charlie Reardon	

Presidents Report

- Unsuccessful in our funding request for drinking water.
- Charlie has submitted our finances for council auditing.
- Yet to hear back on the Plan of Management (POM)
- Yet to hear back on building maintenance for pavilion.

Treasurer Report

- Submitted finances for audit, Council reviewing – no response to date

Read Previous Minutes

COLLECTOR OVAL COMMITTEE
GENERAL MEETING MINUTES 15/10/25

Agenda Item 1: - Plan of Management request to ULSC		
Update		
Discussion	<ul style="list-style-type: none"> • Council has provided draft plan of management – to be reviewed by oval committee and CCA. 	
Conclusions		
Resolution –	<u>Person Responsible</u>	<u>Deadline</u>

Agenda Item 2: - Hydrology Report		
Update		
Discussion	<ul style="list-style-type: none"> • Continue chasing Lyall & Associates. They have not responded on status. • Email sent 3 weeks ago – they requested details from company who completed survey. 	
Conclusions		
Resolution –	<u>Person Responsible</u>	<u>Deadline</u>
	Keith	

Agenda Item 3: - Funding Sources		
Update		
Discussion	<ul style="list-style-type: none"> • Have since been added to multiple mailing lists from both ULSC and Goulburn Shire. 	
Conclusions	<p>Resolved</p>	
Resolution –	<u>Person Responsible</u>	<u>Deadline</u>

COLLECTOR OVAL COMMITTEE
GENERAL MEETING MINUTES 15/10/25

--	--	--

Agenda Item 4: - Oval Redevelopment Project – Temporary Works		
<u>Update</u>		
Discussion	<ul style="list-style-type: none"> • Any updates from Andrew? • Will need to push out the temporary reseeding for next season. 	
Conclusions	<ul style="list-style-type: none"> - Push out temporary seeding for next season. 	
<u>Resolution –</u>	<u>Person Responsible</u>	<u>Deadline</u>
	Keith to take over responsibility from Charlie	

Agenda Item 5: - Building Maintenance / Scope of surrounding ground maintenance		
<u>Update</u>		
Discussion	<ul style="list-style-type: none"> • Referred to a different department within ULSC. • Awaiting updates. 	
Conclusions		
<u>Resolution –</u>	<u>Person Responsible</u>	<u>Deadline</u>

Agenda Item 6: - New Lock Box Code – Securing the Pavilion		
<u>Update</u>		
Discussion		
Conclusions	<ul style="list-style-type: none"> • Completed • New door handles have been installed 	
<u>Resolution –</u>	<u>Person Responsible</u>	<u>Deadline</u>

Agenda Item 8: - BBQ Key		
<u>Update</u>		
Update	New key has been cut – Keith requested Kate to collect from Council	

COLLECTOR OVAL COMMITTEE
GENERAL MEETING MINUTES 15/10/25

Discussion		
Conclusions	<ul style="list-style-type: none"> Completed. To collect from Kate McKay. 	
Resolution –	<u>Person Responsible</u>	<u>Deadline</u>

Agenda Item 9: - Security Lights		
Update		
Discussion	<ul style="list-style-type: none"> Do we have funds available to do the works ourselves? 	
Conclusions	<ul style="list-style-type: none"> To request quote from Matt Blacker and possibly Code Electrical to get a second quote. 	
Resolution –	<u>Person Responsible</u>	<u>Deadline</u>
	Holly	

Agenda Item 10 – Drinking Water		
Update		
Discussion	<ul style="list-style-type: none"> Identified as Priority #1 moving forward. Mayor has sent a courtesy email. May take opportunity to ask for assistance. Council has knocked it back due to maintenance cost of looking after the water – town water required Purification system. Get a new updated quote for installation of a bubbler and a quote for purification – submission to operational plan next year Operational plan is separate to the funding for the wind farm. – Council asset could get them to match the cost. Call for submission early next year around March 2026. Tank donated to the oval – Michael Duck may know – rain water can be collected off BBQ roof. 	
Conclusions	Keith to email mayor about drinking water. Invite mayor to the Oval Committee AGM and advise drinking water is priority number 1.	
Resolution –	<u>Person Responsible</u>	<u>Deadline</u>
	Holly and Keith	

COLLECTOR OVAL COMMITTEE
GENERAL MEETING MINUTES 15/10/25

General Business:

- Keith to send the draft plan of management to the Oval Committee for comment.

Date for Next Meeting	
Date:	Confirm with CCA for Oval meeting AGM.
Meeting closed:	6:02pm

Crookwell Historical society

Meeting October 9th 2pm

President: Ray croker, Councillor Flannegan, Marion Brace, Ann Turner, Christine Marks, Jenny Painter

Apologies: Glen Miller

Minutes

Of the August meeting were read and accepted by Marion Seconded Ann

Treasurers Report

Balance in our working account #3440.00

Moved Jenny seconded Christine this ne accepted,

General Business:

A box of history books have been donated by the friends of the library

Donation of CDS Tapes and Slides by Garry Stephenson.

Weare planning to put a couple of boards up for the heritage trail. Not sure where our display wil be at this stage.

Our contents insurance is coming up for renewal

Councillor Flannegan spoke about the review of the 355 committees,

No further business the meeting closed at 2 60

MINUTES TOURISM AND ECONOMIC DEVELOPMENT S355 ADVISORY COMMITTEE
Meeting 5
23 October 2025

MINUTES

ORDER OF BUSINESS

Meeting opened 3.05pm

1 ATTENDEES

Councillor R Cameron, Councillor G Harris, Doug McIntyre, Peter Cottrell, Russ Plummer, Dianna Nixon (Teams) and Kathleen Bowerman.

2 APOLOGIES

Councillor S Reynolds, Josh Proudman, Peter Fulton.

3 DECLARATIONS OF INTEREST

Peter Cottrell noted that his wife is employed by Council.

4 CONFIRMATION OF MINUTES

Minutes of the meeting held 30 July 2025 confirmed.

Moved: Councillor R Cameron

Second: Councillor G Harris

5 CORRESPONDENCE

Nil

6 AGENDA ITEMS

6.1 Link Road

The committee would like to move forward with getting approvals from Council to progress the Link Road advocacy, Councillor R Cameron will take this to the next Council meeting for discussion.

Councillor R Cameron will work with Councillor G Harris and Councillor S Reynolds to prepare a submission.

Moved: Councillor G Harris

Second: Doug McIntyre

7 GENERAL BUSINESS

7.1 Upper Lachlan Arts Culture & Heritage Trail – Information Only

7.2 Carols in the Park and Street Markets – Information Only

7.3 Australia Day – Information Only

7.4 Shop Our Shire – Information Only

7.5 A request was made to have the Economic Development Strategy circulated to committee members again.

Meeting Closed 4.15pm

Next meeting date 3.00pm - 22 January 2025 – Crookwell Council Chambers

**MINUTES OF THE BIALA WIND FARM COMMUNITY FUND
SEC 355 COMMUNITY COMMITTEE MEETING HELD
MONDAY 27 OCTOBER 2025**

PRESENT: Clr Paul Culhane (Mayor, Upper Lachlan Shire Council)
Mr Hugh Waters (Acting Director, Upper Lachlan Shire Council)
Ms Erin Fletcher (Company Representative, Biala Wind Farm)
Mr Paul Hewitt (Community Representative)
Mr Scott Keyworth (Community Representative)

NON-VOTING: Ms Elizabeth Picker (Assistant Director, OPF Consulting)
Ms Jane Ramsay (Executive Assistant, Environment and Planning)

1. WELCOME

The Mayor opened the meeting at 3.05pm.

2. APOLOGIES

Ms Alex Waldron (Chief Executive Officer, Upper Lachlan Shire Council)

3. DECLARATIONS OF INTEREST

Mr Scott Keyworth declared his membership of Gunning District Landcare, participated in the debate and abstained from voting on Gunning District Landcare's application.

Clr Paul Culhane declared his membership of the Crookwell AP&H Society Inc., participated in the debate and abstained from voting on the Crookwell AP&H Society's Inc.'s application.

4. PRIORITISATION OF PROJECT SUBMISSIONS FOR 2025/2026 – FUNDING \$176,007.25

4.1 RECOMMENDED: The projects listed below be awarded funds as follows:

Moved: Paul Culhane

Seconded: Paul Hewitt

PROJECT	AMOUNT
Dalton Public Hall Reserve Land Manager "Concrete Slab for Garden Shed at Dalton Public Hall"	\$1,760.00
Anglican Church Parish of Crookwell, St Bartholomew's Church "Electrical switchboard upgrade"	\$18,000.00
Crookwell AP&H Society Inc. "New mowers for Crookwell AP&H Society"	\$32,499.00
Gunning District Landcare "Planting the next generation of paddock trees"	\$19,308.30
Crookwell Men's Bowling Club "Purchase new electric mower"	\$10,000.00

**MINUTES OF THE BIALA WIND FARM COMMUNITY FUND
SEC 355 COMMUNITY COMMITTEE MEETING HELD
MONDAY 27 OCTOBER 2025**

PROJECT	AMOUNT
Upper Lachlan Foundation Inc. "Celebrating our Upper Lachlan volunteers and ULF grant recipients"	\$2,510.00
Terry Campese Foundation "Bush breakthrough: Crookwell Youth Resilience Retreat"	\$18,500.00
Upper Lachlan Wood Guild "Laser engraver"	\$5,157.00
Crookwell Rotary Club Inc. "Rotary trailer safety upgrade - door struts"	\$1,710.78
Crookwell Rotary Club Inc. "Practice and play basketball"	\$1,870.45
The New Dalton Community and District Association Inc. "The Brown Street Walking Track, Dalton"	\$50,000.00
Crookwell Neighbourhood Centre "Learn through play"	\$1,600.00
TOTAL	\$162,915.53

4.2 NOTED:

It is noted Crookwell AP&H Society Inc. and the New Dalton Community and District Association Inc. were awarded partial funding.

Unsuccessful and partially funded projects will be provided with feedback.

The remaining funds totalling \$13,091.72 will be rolled over to the 2026/2027 funding round.

The meeting closed at 4.10pm.

BINDA COMMUNITY PROGRESS ASSOCIATION AND BINDA MEMORIAL HALL MEETING

10TH NOVEMBER 2025

OPENED: 7:15 PM

PRESENT: DEBBIE AND DARYL WHITE, DAN AND KRISTIE SKELLY, KATHY ROBERTSON, LUCY MCDONALD, BLAKE ROBERTSON, SCOTT AND BELINDA SHEPHERD.

APOLOGIES: ALEX MEGGITT, JO MARSHALL, DALE ROBERTSON, CARLI HANNA, DONNA EDDY, NATHAN AND ANN ROBERTSON

PREVIOUS MINUTES: READ LUCY, PASSED SCOTT, 2ND DARYL

BUSINESS ARISING:

1. TREES AT TENNIS COURTS ARE POISONED
2. EMAILS – NO RESPONSES FROM COUNCIL
3. BREW AND BAKE - \$808.00 RAISED AND APPROX 75 PEOPLE IN ATTENDANCE
4. HALLOWEEN - \$302.00 RAISED AND 31 KIDS IN ATTENDANCE
5. OPEN GARDEN AT THE MILL - \$622 .00 RAISED BY THE GATE AND FOOD SALES. 610 PEOPLE THRU THR GATE OVER THE TWO DAYS. WEATHER WAS FINE
25 X GRAZING BOXES @ \$10.00 EACH AND 80 X SANDWICHES @ \$6.00 EACH

TREASURERS REPORTS: PROGRESS - NO BANK STATEMENT AVAILABLE

HALL – APPROX \$6891 AND NO STATEMENT AVAILABLE

HALL TO PAY ROD MADDEN \$200 TO INSTALL THE NEW CUPBOARDS

Daryl moved a motion that any fundraising we have at the hall, all the profit from that fundraiser be banked into the hall bank account 2nd Debbie, all in favour

GENERAL BUSINESS:

1. WE WERE SUCESSFUL IN GAINING A GRANT FROM VEOLIA MULWAREE FOR THE PICKET FENCE. \$9398.00 WITH FIRST INSTALLMENT OF \$7049 PAID INTO ACCOUNT AND REMAINING TO BE PAID ON COMPLETION
2. CROWN LANDS IMPROVEMENT FUND GRANTS ARE OPENED AND CLOSE ON THE 5/12/25. KATHY WILL LOOK INTO GETTING A QUOTE FOR NEW TANK AND PIPES FOR THE TOILET
ANOTHER SUGESTION WAS THE POST AND RAIL FENCING
DARYL MOVED A MOTION THAT WE PAY PETE BENNY \$100.00 FOR PETROL FOR WHEN HE SLASHS MEMORY PARK. ALL IN FAVOUR
3. THE HALL HAS BEEN BOOKED FOR A WEDDING ON THE 15TH NOV 25. CROCKERY THAT IS ON THE STAGE TO GO TO VANNIES

4. KATHY MOVED A MOTION THAT WE PURCHASE 2X 10 LITRE PETROL DRUMS SO WE CAN GET PETROL OF THE COUNCIL TO MOW THE VILLAGE. ALL IN FAVOUR
5. LEFT OVER PICKET FENCE AT THE TENNIS COURTS - SUGGESTIONS WHERE TO USE IT TO FENCE ALONG THE FLAT ON WOODVILLE ROAD SECTION
6. BINDA PUBLIC SCHOOL 175 YEARS CELEBRATIONS 23RD OCTOBER 2026. THE SCCHOOL WOULD LIKE TO HIRE THE WHOLE HALL AND WANT US TO CLEAN IT AFTERWARDS. HIRE FEES ARE STILL TO BE DECIDED BUT SUGGESTIONS WHERE \$250. FOR THE HALL, \$250 FOR CLEANING AND \$ 500 INCASE OF BREAKAGES

BUSH FESTIVAL:

1. REPTILE SHOW BOOKED- SCOTT TO FOLLOW UP
2. JAIME AGUIS BOOKED TO PLAY FROM 2 TO 6
3. NEED A TRUCK FOR THE STAGE
4. LETTERS TO SPONORS TO BE OUT BEFORE THE END OF NOVEMBER
5. RADIO STATION BOOKED
6. DARYL TO FOLLOW UP TUG A WAR SPONORSHIP
7. LUCY TO DO MARKET STALL INSURANCE
8. COFFEE VAN BOOKED – NIOKA BILL
9. BRAD DAWSON EMCEE
10. BUY A PA SYSTEM
11. DAN TO FOLLOW UP CAR CLUB
12. EMAIL EMERGENCY SERVICES TOASK TO ATTEND WITH DISPLAYS
13. KATIE PRICE IS LENDING GAZEBO FOR HER SPONORSHIP
14. AUCTION TO BE HELD EARLIER IN THE DAY
15. RAFFLE TO HELD THE SAME AS LAST YEAR WITH DRAWS THROUGH OUT THE DAY

WORKING BEE:

- AT THE HALL 11TH NOVEMBER @4.30 PM TO CLEAN UP FOR THE WEDDING

NEXT MEETING: MONDAY 1ST DEC 2025 @7.00PM

MEETING CLOSED: 8.57 PM

17 NOTICES OF MOTION

17.1 Notice of Motion - Road transport link between the north-eastern part of the Upper Lachlan Shire and the Hume Motorway

Notices of Motion

NOTICE OF MOTION - ROAD TRANSPORT LINK BETWEEN THE NORTH-EASTERN PART OF THE UPPER LACHLAN SHIRE AND THE HUME MOTORWAY cont'd

ITEM 17.1

Notice of Motion - Road transport link between the north-eastern part of the Upper Lachlan Shire and the Hume Motorway

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

1. That Council supports, in principle, the New South Wales Government developing a road transport link between the north-eastern part of the Upper Lachlan Shire and the Hume Motorway;
2. notes the development of such a road link would be a long term, strategic project beyond the resources of the Upper Lachlan Shire Council to bring to fruition and would necessarily involve several other local governments, the state government, and many private and community stakeholders, and
3. Approves the Section 355 Tourism and Economic Development advisory committee of Council further exploring the development of such a road link."

BACKGROUND

Road transport access to and through the north, west and south of the Upper Lachlan Shire local government area is reasonably well served by existing roads. Road access to and through the eastern side of the Shire is limited in a practical sense to access via State Road MR54 through Goulburn, because undeveloped local roads such Brayton Road, or the Wombeyan Caves Road (currently closed) are not suitable for higher volumes of traffic.

The Section 355 Tourism and Economic Development Committee of the Council has been informally considering options to develop a road link from the north-eastern corner of our Shire eastwards to the Hume Freeway. The Committee's view is that were such a road link developed, there would be significant market access efficiencies to be realised for the Upper Lachlan's agricultural industries and other businesses, as well as time and cost benefits for local residents and visitors. In addition, and with the major industrial scale developments of Western Sydney International Airport and very large industrial parks in several locations across western and south-western Sydney currently underway, there would be very real state-wide economic benefits.

Accordingly, the Committee considers the time is right to start exploring and advocating for a road transport link between the north-eastern part of the Upper Lachlan Shire and the Hume Motorway.

Notices of Motion

NOTICE OF MOTION - ROAD TRANSPORT LINK BETWEEN THE NORTH-EASTERN PART OF THE UPPER LACHLAN SHIRE AND THE HUME MOTORWAY cont'd

CHIEF EXECUTIVE OFFICER'S COMMENT

This would be outside of the usual scope of an advisory committee; however, it is a matter for council debate and resolution.

It should be noted that council does not have the operational resources to allocate to further supporting the committee in this endeavour.

ATTACHMENTS

Nil

18 QUESTIONS WITH NOTICE

18.1 Cleaning of Council owned public toilets

ITEM 18.1 **Question with Notice - Cleaning of Council owned public toilets**
AUTHOR **Councillor Rob Cameron**

BACKGROUND

In recent weeks and months, Councillors have received several representations from residents about unclean public toilets across the Shire. Cleanliness of public facilities plays a major role in the Shire's reputation amongst potential visitors and locals alike. Noting that not all publicly accessible toilets are owned by the Council, it would be useful to know what the current scheduled cleaning program looks to achieve, whether there are any factors that have limited the staff's ability to meet that schedule, and if there are, what action is underway to address those factors.

From Clr Rob Cameron

I, Clr Rob Cameron ask;

What is the scheduled cleaning program for the Council owned public toilets in the Shire and are there any staffing or other resourcing factors that have contributed to recent community representations being received. the poor cleanliness of public toilets in recent weeks and months?

Response from Council CEO

Council manages up to 19 public toilets across the Shire including those located at sporting fields. The management of Council's public toilets is overseen by three Departments;

- Infrastructure: Binda & Memorial Oval;
- CEO Office: Caravan Park, Goulburn Street, Swimming Pool, Coleman Park as part of VIC when operational; and
- Environment & Planning: Goodhew Park, Taralga War Memorial Hall, Gunning Showground, Gunning Courthouse, Barbour Park, Collector, Kiamma Creek, Clifton Park, Todkill Oval, Lin Cooper Oval, Dalton and Bigga.

With respect to the public toilets located at Council's parks and open spaces the current cleaning program is outlined below.

Day / Toilet	Taralga (Goodhew Park / Memorial Hall)	Crookwell (Clifton Park / Kiama Creek)	Crookwell (Goulburn Street)	Gunning (Showground / Courthouse / Barbour Park)	Collector	Dalton
Monday	Yes	Yes	Yes	Yes	Yes	Yes
Tuesday			Yes			
Wednesday	Yes	Yes	Yes	Yes		
Thursday			Yes			
Friday	Yes	Yes	Yes	Yes		
Saturday			Yes			
Sunday			Yes			

Council's Parks and Gardens Team are tasked with the cleaning of the majority of the public toilets within the Shire, with this team being made up of six members. As shown in the cleaning program there are three days per week where one team member's duties are solely dedicated to the cleaning of public toilets.

It is acknowledged that there have been staffing challenges resulting in instances where the cleaning has been less than adequate, however there are also instances where complaints after investigation are deemed unwarranted. With cleaning being completed on alternate days there will be instances where the condition of the toilets are less than desirable as the conditions can deteriorate immediately after cleaning occurs.

Staff are developing a series of plans around play parks, public open spaces, public amenities and community land that investigate options for the management of these activities, which when complete will be presented to Council for discussion and endorsement.

ATTACHMENTS

Nil

18 CLOSED COUNCIL

19.1 Humelink Negotiations