



ORDINARY MEETING AGENDA

16 March 2021

**Goolgowi Council Chambers
9-11 Cobram Street, Goolgowi**



TABLE OF CONTENTS

1.	Present.....	5
2.	Apologies.....	5
3.	Declaration of Pecuniary and Conflicts of Interest	5
4.	Confirmation of the Previous Minutes	5
	Ordinary Council Meeting 16 February 2021	5
5.	Business Arising.....	5
6.	Motions & Questions (notice given).....	5
7.	Presentations/Public Addresses (where scheduled).....	5
8.	Mayoral Report	7
8.1	Mayors Report.....	7
9.	Delegates Report.....	8
9.1	Cr Campbell – Boorga Road Consultation Griffith City Council.....	8
10.	General Managers Report.....	9
10.1	Ongoing Action from Previous Business Papers	9
10.2	Precis of Correspondence	12
10.3	Stronger Country Communities Fund Round 4	13
10.4	2021 NSW Local Government Election	15
10.5	Closure of Council Offices for Union Picnic Day	18
10.6	Infrastructure Report	19
10.7	RMCC – Ordered Works	27
10.8	Road Construction Program Update.....	28
10.9	Flood Damage 2019 – Rehabilitation Works Update	30
10.10	Jackson’s Bridge - Update.....	32
10.11	Request for Temporary Road Closure – Mitchells Road.....	36
10.12	Request for Purchase of Crown Land – Nancy Casella	41
10.13	Request to go to Tender – Hillston Riverbank Stabilisation Construction.....	44
10.14	Hillston Water Mains Investigation Update	46
10.15	Hillston Stormwater Update.....	49
10.16	Plant Report	50
10.17	Plant Replacement.....	51
10.18	Development Applications February 2021	53
10.19	Development Application DA2021/009 – Flood Mitigation Work, Levee.....	54
10.20	Development Application DA2021/020 – Change of Use.....	64
10.21	Development Application DA2021/026 – Storage Shed.....	72
10.22	Development Application DA2021/027 – Placement of LED Sign, Hillston Library ...	78
10.23	Finance Report – Statement of Bank Balances – February 2021	83
10.24	Finance Report – Investments Schedule – February 2021	85
10.25	Council Policy 99 – Internal Reporting Policy	87
10.26	Economic Development Unit Report – March 2021	103
10.27	Why Leave Town Community Gift Card Program	105
11.	Committee Reports	108
12.	Closed Council Reports.....	108
12.1	Request for Waiver of Interest Charges.....	108
13.	Next Meeting.....	109

Definitions

Author:	Officer who prepared the report
Purpose:	Brief reason for report
Attachment:	Document appended to report
Information Item:	Document provided as background information (not part of report)
Separately Circulated:	Document provided as background information (separate document/booklet)

Council's Vision & Goals

Motto

Council's Motto is:

"Promoting our future through diversity"

Vision

Council's vision reflects what we are trying to achieve:

"Carrathool Shire Council's VISION is to protect and promote quality of life in harmony with economic development and environmental sustainability."

The vision is the long term planning focus of council.

Mission

Council's mission reflects what we will do to achieve the vision:

"Council's MISSION is to provide the community of Carrathool Shire with cost effective works, services and planning."

Council's mission is council's medium term planning focus.

Values

We value:

- Honest, open, objective and accountable decision making;
- Our diverse communities;
- Responsiveness to community needs
- Open, fair and practical business relationships;
- Cost effective and commercially competitive service delivery, and
- Continuous improvement and best value in everything we do

ORDINARY COUNCIL MEETING AGENDA
OF THE CARRATHOOL SHIRE COUNCIL TO BE HELD
AT THE GOOLGOWI COUNCIL CHAMBERS ON
TUESDAY, 16 MARCH 2021 COMMENCING AT 10.00 AM

Recording of Meeting

This Council Meeting is being recorded. By speaking at the Council meeting you agree to being recorded. Please ensure that, if and when you speak at this meeting, you are respectful to others and use appropriate language at all times. Carrathool Shire Council accepts no liability for any defamatory or offensive remarks or gestures made during the course of this Council Meeting. A recording will be made for administrative purposes and will be available on Council's website.

Please ensure that mobile phones and other electronic devices are turned off or are in silent mode for the duration of the meeting.

1. Present

2. Apologies

3. Declaration of Pecuniary and Conflicts of Interest

Section 451 of the *Local Government Act 1993* requires that if a councillor or member of a council or committee has a pecuniary interest in any matter before the council or committee, he/she must disclose the nature of the interest to the meeting as soon as practicable and must not be present at, or in sight of, the meeting, when the matter is being discussed, considered or voted on.

A pecuniary interest is an interest that a person has in a matter because of a reasonable likelihood or expectation of financial gain or loss (see sections 442 and 443 of the *Local Government Act 1993*).

A non-pecuniary interest can arise as a result of a private or personal interest which does not involve a financial gain or loss to the councillor or staff member (eg friendship, membership of an association, or involvement or interest in an activity). A councillor or staff member may elect to leave the Council Chambers during consideration of the matter.

4. Confirmation of the Previous Minutes

Ordinary Council Meeting 16 February 2021

5. Business Arising

6. Motions & Questions (notice given)

7. Presentations/Public Addresses (where scheduled)

Parts of the Meeting that can be Closed to the Public

Section 10A of the *Local Government Act 1993* states that a Council, or a Committee of the Council of which all the members are Councillors, may close to the public so much of its meeting as comprises:

- a) The discussion of any of the matters listed below, or
- b) The receipt or discussion of any information so listed

Matters & Information

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

A Council or Committee of the Council may allow members of the public to make representations to or at a meeting, before any part of the meeting is closed to the public, as to whether that part of the meeting should be closed.

A meeting is not to remain closed during the discussion of anything referred to in the above list except for so much of the discussion as is necessary to preserve the relevant confidentiality, privilege or security, and if the matter concerned is a matter other than a personnel matter concerning particular individuals, the personal hardship of a resident or ratepayer or a trade secret - unless the Council or Committee concerned is satisfied that discussion of the matter in an open meeting would, on balance, be contrary to the public interest.

The grounds on which part of the meeting is closed must be stated in the decision to close that part of the meeting and must be recorded in the minutes of the meeting. The grounds must specify the relevant provision of Section 10A(2), the matter that is to be discussed during the closed part of the meeting, and the reasons why part of the meeting is being closed.

8. Mayoral Report

8.1 Mayors Report

GOV:MCCC:AGA

Author: Mayor Jardine

Purpose: To inform Council of recent activity by the Mayor since the February 2021 meeting.

Information Item: Preliminary Regional Issues Assessment

Background

On 21 February in company with Cr Peters I attended an informal community meeting held at Ivanhoe to discuss various proposals that recently came to light regarding possible gas exploration and feasibility of gas exploration in areas to the north and north west of our Shire. The meeting was attended by approximately 60 people many of whom expressed concerns as to the potential outcomes in the long term and of the transparency of the process. Naturally the main concern is potential contamination of ground water and the impact it would have on the productivity of the area.

On Thursday 4 March, I was party to a video conference with officers from the Department of Planning, Industry and Environment regarding what they called the preliminary Regional Issues Assessment for potential release areas for gas exploration. A copy of the information paper is included in the Business paper and I hope to have further maps available at the Council meeting.

The community engagement process allowed seven days to register an interest in the Regional Issues Assessment – this allowed the department to deal directly with stakeholders . Feedback is being sought on the proposal with the department hoping to wrap up this part of the process by the end of March 2021.

Feedback is requested on:

- Potential social, environmental or economic benefits of this activity.
- Potential social, environmental or economic risks or constraints associated with the activity.
- Anything else about the area and its people that you think is important to tell them.

Recommendation:

That Council note the Mayors report for February and March 2021.

9. Delegates Report

9.1 Cr Campbell – Boorga Road Consultation Griffith City Council

On Tuesday 2 March in company with the General Manager, I attended a community information session in Griffith regarding potential road works to be undertaken by Griffith City Council on the Boorga Road and Dickie Lane.

The proposed roadworks will be in excess of \$7 million. The main issue confronting the construction is how to deal with water issues to maintain the integrity of the road. It is anticipated a minimum construction length of 6km will be achieved.

Concerns were raised as to traffic management during construction, speed limit of finished works and the condition of current sealed roads in the area.

Recommendation:

That Council note the attendance of Cr Campbell at the Information Session for Boorga Road at Griffith on 2 March 2021.

10. General Managers Report

10.1 Ongoing Action from Previous Business Papers

GOV:MCCC:CR

Author: General Manager

Purpose: To update Council on ongoing action from previous Business Papers

Background

1045/20.08.19 – Hillston Common

Responsible Officer: GM

DECISION	ACTION TAKEN
Council renegotiate with the Department of Industry regarding the water licence of 972ML currently held by the Hillston Common Trust, being transferred to Council should it resolve to become the land manager of the land under the <i>Crown Lands Act 2016</i> .	Council continues to lobby for water licence.

1159/19.11.19 – Council Water Supply Update

Responsible Officer: DIS

DECISION	ACTION TAKEN
Council seek quotes to carry out condition assessments of all Council bores and provide Council with an assessment report.	Reditus Consultants engaged to undertake the study. Works to be undertaken over a 4 month period, final report to be completed July 2021.

1330/23.06.20 – Investigation of Bore 5 (Hillston) Update

Responsible Officer: MWS

DECISION	ACTION TAKEN
Council continue to examine options and treatments with Public Health Unit and Department Primary Industry and Environment.	Bore assessment project due to be undertaken between February – July 2021.
Council continue to pursue construction funding for a new bore at the location.	Outcome of the study and full report to be presented to the April 2021 meeting for further determination of bore 5.

1361/21.07.20 – Weed Spraying on Local Roads

Responsible Officer: DIS

DECISION	ACTION TAKEN
Increase the spraying regimen on local roads this financial year and provide a further report on the outcomes in 2021.	Report in 2021

1469/20.10.20 – Economic Development Officers Report – September 2020

Responsible Officer: EDO

DECISION	ACTION TAKEN
Community quiet space, Settlers Park, Goolgowi - that a concept plan and costing be brought back to Council for consideration.	Report to be provided 2021.

1507/17.11.20 – Real Café (Cordatos Building) Restoration

Responsible Officer: MBRS

DECISION	ACTION TAKEN
Council re-tender the project in March 2021 for works to be completed by December 2021 under the Local Roads and Community Infrastructure Program Extension.	Pending.

1519/15.12.20 – Goolgowi Branch CWA – Request for Assistance

Responsible Officer: GM

DECISION	ACTION TAKEN
Obtain full costings for the project and negotiate with the CWA regarding the project.	Letter written to CWA requiring information December 2020.

1521/15.12.20 – Council Roads - National Heavy Vehicle Regulator Assessment

Responsible Officer: DIS

DECISION	ACTION TAKEN
Undertake an assessment of Council roads to determine suitability of roads for heavy vehicle use.	In progress
Advertise and seek submissions from the public once the assessment is completed.	
Council to make a final determination to nominate roads suitable for heavy access to the National Heavy Vehicle Regulator for inclusion in the approved network in time for the 2021 harvest period.	

1529/15.12.20 – Expression of Interest - Sale of Land in Goolgowi

Responsible Officer: BRSM

DECISION	ACTION TAKEN
Advertise lot 25, DP 755143 Zara Street Goolgowi seeking expressions of interest including offers to purchase the land, and report back to the February meeting.	Advertisement placed report to March 2021 meeting. No Interest received.

1532/15.12.20 – Council Policy 125 – Staff Gratuity Policy

Responsible Officer: DCCS

DECISION	ACTION TAKEN
Place the draft Staff Gratuity Policy on public exhibition for a period of 28 days and adopt the policy if no submissions are received.	Public exhibition period closed 10 February 2021, no submissions received.

1533/15.12.20 – Council Policy 19 - Investment of Surplus Funds Policy

Responsible Officer: DCCS

DECISION	ACTION TAKEN
Place the draft Investment of Surplus Funds Policy on public exhibition for a period of 28 days and adopt the policy if no submissions are received.	Public exhibition period closed 10 February 2021, no submissions received.

1547/16.02.21 – Lot Size Dwelling Entitlement

Responsible Officer:

DECISION	ACTION TAKEN
Review LEP with a view to look at all land use zones and minimum lot sizes for all urban areas within the LGA this to be included in the 2021-2022 budget for Council consideration for funding.	Referred to 2021/2022 budget. Estimate of costs being sought.
Council write to the proponent advising of 2021-2022 LEP review.	Completed

1555/16.02.21 – Caravan Parks - Operations

Responsible Officer:

DECISION	ACTION TAKEN
A report be provided to Council as to the economic feasibility of accommodation requirements in Rankins Springs.	Pending

1556/16.02.21 – Building Better Regions Fund – Infrastructure Projects Stream

Responsible Officer:

DECISION	ACTION TAKEN
Council submit a Building Better Regions Fund application to develop the Hillston Caravan Park through provision of two new cabins (one being accessible) and a three unit cabin (motel style accommodation).	Grant application submitted.

1558/16.02.21 – Update on Carrathool Road Construction

Responsible Officer: DIS

DECISION	ACTION TAKEN
Report back to Council on funding opportunities for fixing country roads for Council to consider appointment of a Contractor from its panel of contractors.	Pending notification of grant funding outcomes.

1569/16.02.21 – Council Policy 152 – On Time Payments

Responsible Officer: DCCS

DECISION	ACTION TAKEN
Place the On Time Payments Policy on public exhibition for a period of 28 days and adopt the policy if no submissions are received.	Public exhibition period closes 24 March 2021.

1571/16.02.21 – NSW Rural Fire Service Stations

Responsible Officer:

DECISION	ACTION TAKEN
Council write to the Minister of Emergency Services regarding their concerns over the budget process.	Completed.

Recommendation:

That Council note the update on action report for March 2021.

10.2 Precis of Correspondence

GOV:MCCC:AGS

Author: General Manager

Purpose: Matters for consideration by Council

Information Items: 10.2.1 Local Government Remuneration Tribunal
 10.2.2 Gunbar Private Water Supply Board
 10.2.3 Western Division Councils of NSW

10.2.1 Local Government Remuneration Tribunal

Informing Council that the Tribunal has commenced its review for the Annual determination, which will be made by 1 May 2021, on fees payable to Councillors and Mayors to take effect from 1 July 2021.

Submissions will be reviewed in regard to categorisation, fees and general matters by Friday 19 March 2021.

Recommendation:

That Council note the review of Councillor fees has commenced by the Local Government Remuneration Tribunal.

10.2.2 Gunbar Private Water Supply Board

Informing Council of the status of the Water Supply, with customers and water savings and the availability of supplying additional customers. There is also a seven minute information video.

Recommendation:

That Council note the information on the Gunbar Private Water Supply Board.

10.2.3 Western Division Conference

The Western Division Conference will be held at Broken Hill over the period 19-21 April 2021. To date no agenda or times have been provided.

The theme of the conference is “The Four Pillars of Sustainability” – Human, Social, Economic and Environment.

Should Council wish to attend the anticipated expense would be:

- Registration costs approximately \$500 per delegate
- Accommodation costs approximately \$300 per delegate (2 nights)

Recommendation:

That Council make a determination on sending delegates to the Western Division Conference.

10.2 Precis of Correspondence

GOV:MCCC:AGS

Author: General Manager

Purpose: Matters for consideration by Council

Information Items: 10.2.4 Hillston Ex-Servicemen's & Citizens Men's Bowling Club

10.2.4 Hillston Ex-Servicemen's & Citizens Men's Bowling Club

Requesting sponsorship of \$1,000 from Council to assist in holding the Annual Triples Bowls Tournament on Saturday 17 April and Sunday 18 April 2021.

Recommendation:

For Council determination.

10.3 Stronger Country Communities Fund Round 4

GS:PROG:SCCF4

Author: General Manager

Purpose: To inform Council of the potential opening of Round 4 of the grant fund on 1 May 2021.

Background

Information has been received that \$100 million will be available in Round 4 of the Stronger Country Communities grant funding opportunity which opens on 1 May 2021.

Up to \$50 million of the round will go towards projects that deliver and enhance women’s sporting facilities including changerooms. The remaining \$50 million will provide community and sports related infrastructure projects.

Over previous years Council has been successful in obtaining following funding:

ROUND 1	
Hillston Suspension Bridge/Park Refurbishment	\$581,414
Goolgowi Skate Park	\$181,662
TOTAL	\$763,076
ROUND 2	
Hillston Caravan Park	\$551,475
Hillston Tennis Courts	\$262,668
Shire Entry Signs	\$180,000
Goolgowi & Hillston Pools	\$140,000
Merriwagga Tennis Courts	\$120,441
Shade Sails Council Playgrounds	\$120,000
Goolgowi Recreation Ground	\$86,000
Rankins Springs Oval	\$66,891
TOTAL	\$1,527,475
ROUND 3	
Stan Peters Oval	\$197,231
Goolgowi Skate Park	\$93,513
Goolgowi Oval Amenities	\$148,223
Hillston Hall	\$73,680
TOTAL	\$512,647

Issues

The guidelines have yet to be released however as the amount allocated is \$100 million the same as one and three, Council should envisage that approximately \$760,000 would be allocated to the Shire. It is unknown at this stage if community bodies are eligible in their own right as in round three. Given the above Council will need to identify approximately \$380,000 of projects that meet the criteria to enhance women’s sporting facilities, as well as an additional general component of \$380,000.

To assist Council with some ideas the following projects were previously considered by Council but not put forward as grant applications.

Hillston Medical Centre Floor and Shelter	\$150,000
Hillston Caravan Park Entrance	\$60,000
Hillston Medical Centre Solar	\$30,000
Rankins Springs Hall	\$50,000
Goolgowi Oval Light Upgrade	\$160,000
Hillston Pool Splash Pad	\$350,000

Staff would be grateful for any other projects to be nominated both for this funding opportunity and for future scoping and costing to other funding streams.

Financial implications

Stronger Country Community funding has in the past been fully funded and allocated to a Local Government Area – it has not been contestable.

Statutory implications (Governance including Legal)

Nil

Policy implications

Nil

Risk implications

As with all project work unless properly scoped and costed there is risk of over-runs which are ultimately funded by Council. The lag between nomination of the project and the deed of funding being signed often requires a Council contribution to address cost creep over the time period for approval.

Community Strategic Plan

Theme 2 – Infrastructure for a Sustainable Future.

Recommendation:

That Council:

1. note the opening of Round 4 of the Stronger Country Communities Funding Program on 1 May 2021.
2. note the 50% requirement to address sporting infrastructure for women.
3. nominate projects to the General Manager prior to the end of March 2021 to enable costing to be included in the April 2021 business paper for Council consideration.

10.4 2021 NSW Local Government Election

GOV:ELE:ARR

Author: General Manager

Purpose: To update Council on the 2021 Local Government Elections

Background

Local Government elections are normally held every four years on the second Saturday of September.

Due to COVID-19 concerns the elections last year were postponed until Saturday 4 September 2021. The election to be held in 2021 does not affect future elections and the following election will still be held in September 2024.

Issues

In the coming months the NSW Electoral Commission will be conducting Councillor Information Sessions for the 2021 Elections. It is recommended that prospective Councillors consult with the Electoral Office to gain full understanding of the process and obligations of Councillors to make disclosures about electoral funding.

While there is still some time to the election in September the NSW Electoral Commission has provided the following key dates in the process:

Monday 28 June

- Nominations Online Management System is available to prospective candidates.

Thursday 1 July

- Capped expenditure period opens

Monday 26 July

- Lodgement of postal vote applications open
- Lodgement of nominations open
- 6pm: Close of the roll for the purpose of being a candidate or nominator

Wednesday 4 August

- 12 noon: Close of nominations and close of registration of candidates and groups.
- Registration of electoral materials opens

Thursday 5 August

- 10am: Conduct of ballot paper draw

Monday 23 August

- Pre-poll voting period opens

Friday 27 August

- 5pm: Close of registrations of electoral material
- Close of registrations for third party campaigns

Monday 30 August

- 5pm: Close of postal vote applications

Friday 3 September

- Close of pre-poll voting

Saturday 4 September

- Election Day
- Close of capped expenditure period

To date neither the Candidate Handbook nor the Election Calendar is available.

Constitutional Referendum – Councillor Numbers

In November 2016 Council resolved to make application to the Minister to approve the decrease in Councillor numbers from 10 to 8 to be effective September 2020 – in accordance with Clause 224A of the *Local Government Act 1993*. The then Minister Toole replied that this section was only available for a 12 month period from the commencement of the amendment to the Act which was from 27 June 2011, therefore could not be approved. He further explained that under s224A of the *Local Government Amendment (Governance and Planning) Act 2016*, however these sections have not been proclaimed therefore not in effect.

Letters were written to both the Minister and the Local Government Office who provided the following response:

“there are currently no plans to commence the provisions of *the Local Government Amendment (Governance and Planning) Act 2016* which gives prescribed Councils a time limited opportunity to apply to the Minister for the Local Government to reduce Councillor Numbers”

Interestingly reduction in Councillor Numbers was identified under the Fit for Future proposals to reduce expense and increase efficiency and decision making within Council.

As it now stands Council will need to conduct a constitutional referendum if it wants certainty over reduction in numbers.

This could be done in conjunction with the Local Government Elections to be held in September 2021. If held in conjunction with the election the referendum cost is estimated at \$7,000. To be held alone without the general election a cost of around \$20,000 is anticipated.

At present Council does not have a resolution to conduct a constitutional referendum only to make representation to the Minister to reduce numbers under s224A of the Act.

Financial Implications

There is a financial impost of approximately \$25,000 per year for two additional Councillors.

The general election in September is anticipated at \$30,000 however a firm estimate is yet to be provided by the NSW Electoral Commission. A referendum held in conjunction would incur an additional \$7,000.

A constitutional referendum, should insufficient Councillor nominations be received to hold a general election, would be in the vicinity of \$20,000 as a stand-alone event.

Statutory Implications (Governance including Legal)

There is no certainty the Office of Local Government will proclaim legislation under s224A to allow Council to reduce Councillor numbers by Ministerial approval.

To provide certainty Council will need to Act independently through a referendum.

Policy Implications

Council has resolved to reduce Councillor numbers from 10 to 8, however no process apart from Ministerial approval under s224A has been identified.

Risk Implications

Nil

Community Strategic Plan

Nil

Recommendation:

That Council:

- 1. hold a constitutional referendum at the September 2021 general election should a general election be required.**
- 2. should a general election not be required hold a constitutional referendum as a stand-alone event to seek community approval to reduce Councillor numbers from 10 to 8, noting the result if positive will not take effect until the 2024 general election.**

10.5 Closure of Council Offices for Union Picnic Day

PER:IR:UM

Author: HR/WHS & Risk Coordinator

Purpose: To advise the date for Union Picnic Day

Background

The *Local Government (State) Award 2020*, which currently covers employees of Council, provides for the granting of a Union Picnic Day (for Union members) on a day which is agreed between the Council and the Union.

Council's picnic day has traditionally been taken on the Tuesday following Easter, which will be Tuesday 6 April, this year.

The United Services Union (USU) has requested that Council's current financial Union members be granted the picnic day on Tuesday, 6 April 2021.

It has also been past practice to grant the picnic day to all permanent employees of the Council and it is requested that Council continue this practice.

Therefore, it is recommended that Council agree that the Union Picnic Day be held on Tuesday 6 April 2021 and that in keeping with past practice, Council approve special leave for that day to all permanent employees.

Due to Picnic Day the Council offices, library and depots will be closed. The normal advertisements will be placed to advise of the closures.

Issues

Nil

Financial Implications

Nil

Statutory Implications (Governance including Legal)

Local Government (State) Award 2020 requirement

Policy Implications

Nil

Risk Implications

Nil

Community Strategic Plan

Nil

Recommendation:

That Council note that the Union Picnic Day will be held on Tuesday 6 April 2021 and that in keeping with past practice, Council approve special leave for that day to all permanent employees.

10.6 Infrastructure Report

RD:IR

Author: Director Infrastructure Services

Purpose: To Summarise Infrastructure Services Activities for February 2021

Attachment: Register of Roads Maintenance

Background

Reporting Period 23 January 2021 to 19 February 2021

The Infrastructure Report is provided for Council's information.

Maintenance Reporting

Local Roads

A summary of the capital works and maintenance activities on Council Local Roads is listed below.

Temporary Pavement Repair (m²)	
Black Stump Road	29
Bradys Road	9
Carrathool Road	190
Melbergen Road	3
Merungle Road	20
Mossgiel Road	5
Murrumbidgee River Rd	113
Roto Road	325
Tyson's Road	30
Court Street	6
Fleury Street	15
Grattan Street	27
Lallat Street	20
Milton Street	4
Moa Road	3
Molesworth Street	79
Pattersons Street	6
Rose Street	325
Wade Street	2
TOTAL	1211
Edge Repair (m²)	
Bradys Road	26
Melbergen Road	35
Merungle Road	1
Roto Road	113
Moira Street	10
TOTAL	185

Mowing/Slashing (ha)	
Carnells Road	7
Lachlan River Road	38
Merungle Road	21.5
TOTAL	66.5
Drainage Repairs	
Watsons Road	3
TOTAL	3
Traffic Counters (ea)	
Booligal Road	2
Boorga Road	4
TOTAL	6
Road Inspections (ea)	
Cannards Road	1
TOTAL	1
Servicing Signs (ea)	
Matakana Road	4
Merungle Road	3
TOTAL	7
Replacing Signs (ea)	
Merungle Road	2
TOTAL	2

Maintenance Grading (cl kms)	
Boorga Road	8
Burchers Road	3
Crows Nest Road	13.413
Goorawin Road	3
McKinley Road	25
McMasters Road	2
Mitchells Road	7.5
Motts Road	4
Muirheads Road	4
Norwood Lane	2.4
Parkers Road	9.9
Pinteebakana Road	4.4
Schneiders Road	4.7
TOTAL	91.313

Regional Roads

A summary of the capital works and maintenance activities on Council Regional Roads is listed below.

Description	244R Tabbita Lane	321R Rankins Springs Rd	368R The Springs Rd	501R Lachlan Valley Way	80R Mossgiel Rd	371R Lake Cargelligo Rd
Temporary Pavement Repair (m ²)	80		18			
Edge Repair (m)						
Mowing/Slashing (ha)	67			30		
Maintenance Grading (cl km)			8.9			
Servicing Signs (ea)						
Traffic Counters (ea)	2		2	2		
Guideposts			6	20		
Inspections (ea)				1		

TfNSW Road Maintenance Council Contract

A list of general maintenance activities in line with the requirements of the contract is detailed below.

Code	Description	Unit	Accomplishment
A-322	Weed Spraying	m ²	500,000
A-421	Service Toilet	each	6
A-428	Service Rest Area	each	22
C-111	Safety Inspection	km	240.77
C-201	Repair Pothole	each	39
C-203	Repair Wearing Surface	m ²	
C-204	Minor Pavement Patching	m ²	
C-611	Reinstate Guide Post	each	
C-614	Reinstate Sign	each	1
S-211	Seal Pavement Crack	m ²	60
S-242	Resheet Shoulder	km	1.45
S-272	Sweep Road Pavement	km	36

Urban Maintenance

Parks and Garden Maintenance ongoing as required and as permitted due to wet weather. Aerodrome Inspections have been completed.

The following table represents the total man hours spent on each of the listed activities in each town.

Description	Activity	Carrathool	Goolgowi	Hillston	Merriwagga	Rankins Springs	Total Hours per Activity
Patching	1110/1150	0.5	1.0	19.0	4.0	2.0	26.5
Footbridge Maintenance	1200						
Drainage & S/Water	1510						
Sign Maintenance	1610						
Sign Replacement	1620						
Resealing	4000						
Mowing	5100	30.5	29.5	67.5		81.0	208.5
Slashing	5200			109.0		71.5	180.5
Spraying	5300			65.5		4.0	69.5
Tree Maintenance	5400	8	8.0	38.5		18.5	73.0
Tree Removal	5410						
Watering	5500	2.0	11.5	44.5		8.0	66.0
Weeding	5600	12.5	6	24.5		4.0	47.0
Mowing – Stan Peters Oval	5710			26.5			26.5
Spraying – Stan Peters Oval	5730						
Watering – Stan Peters Oval	5740			2.5			2.5
Weeding – Stan Peters Oval	5750			78.5			78.5
Playground Equipment	5800						
Litter Collection	6100	2.5	9.5	17.0	0.5	12.0	41.5
Street Sweeper	6200		3.0	38.0			41.0
Hand Broom Gutters	6300			2.0			2.0
Toilets	6400	10.0	12.5	23.0	5.0	1.0	51.5
Footpath Maintenance	7100			16.0			16.0
Clear Culverts	7100		4.0	13.0			17.0
Street Maintenance	7200					1.5	1.5
Miscellaneous Items	7500						
Playground Inspection	7510						
Office	7520						
Town Improvements	7530						
Park Furniture/Fences	7540			13.5		23.5	37.0
Total Hours per Town		66.0	85.0	598.5	9.5	227.0	986.0
Town % of Total Hours		6.70%	8.62%	60.70%	0.96%	23.02%	

Sewer Maintenance

Description	Service Line Chokes	Mainline Chokes	Overflows	Pressure System Fault	Pump Station Fault	New Connections	Screen Unit Faults
Hillston	3						
Goolgowi							
Rankins Springs Sullage							
Totals	3	0	0	0	0	0	0

Water Maintenance

Description	Mainline Breaks	Service line Breaks	Water Meter/Tap Leaking	Pump Station Faults	Telemetry Faults	Replaced Meters
Hillston		1	3			
Langtree Bore/Merriwagga/Goolgowi)						
Yoolaroi/Goolgowi Rural (Palmyra to Y4 & Y5/Y6)						
Bunda/Goorawin	2					1
Carrathool						
Merriwagga Village						1
Goolgowi Village Raw						
Goolgowi Village Potable				1		4
Rankins Springs Potable						
Rankins Springs Town Raw						
Rankins Springs Rural	1					
Melbergen	1	1				
Total	4	2	3	1	0	6

Project Updates

Hillston Floodplain Management Study

A draft flood study report is due shortly for public exhibition pending Council’s approval. Milestone 3 is due to be completed by 29 July 2021. A date for the next flood committee meeting is still to be determined.

Rankins Springs Floodplain Management Study

A grant application has been resubmitted for a Floodplain Management Study for the Rankins Springs area (Sims Gap).

Hillston Riverbank Stabilisation Project:

Milestone 3 is due to be completed by April 2021. A grant application is underway for the construction phase of the Riverbank Stabilisation Project for the value of \$1,250,000. Closing date for applications is 31 March 2021 and historically, notification of successful projects occurs around October.

Floodway Construction – Cannards Road, Carnells Road, Pleasant Valley Road

Quotations were received for this work however they were considered to be unusually high. As a consequence, consideration is being given for Symal Contractors undertaking flood damage rehab to quote for the works.

Local Roads & Community Infrastructure Program

MR368 The Springs Road Upgrade – WIP – Design alignment complete. Survey mark relocation commissioned. Construction works commenced 1 February 2021. Good progress has been made to date with road base laid and compacted between Cowper St and Norwood Lane. The side track is currently under construction for the section between Kidman Way and Cowper St. Works are currently tracking on time. It’s anticipated that the sealing works will be completed in late March with linemarking to follow.

Groundwater study (Bore assessment)

Council has awarded the groundwater study and condition assessment (CCTV inspection) work to Reditus Consulting Services and ACS Equip Pty Ltd in consultation with DPIE's hydrogeologist. The first inception meeting with the contractors was held at the Hillston office on 25th February 2021 to discuss any unforeseen issues and pave a way forward.

Both Council and the Contractor agreed to commence the condition assessment for Bore-5 on Lachlan river road and submit an interim report with findings in April. Council expects the overall project to be completed by the end of this financial year.

Proposed Bore assessment work is eligible for funding under the Safe and Secure Water Program (SSWP), Councils contribution will be known at a later stage. The apportionment of cost for funding is currently set at 6:1.

Issues

Nil

Financial Implications

Nil

Statutory Implications (Governance including Legal)

Nil

Policy Implications

Nil

Risk Implications

Nil

Community Strategic Plan

Theme 2: Infrastructure for a sustainable future

Recommendation:

That Council note the Infrastructure Report for February 2021.

ATTACHMENT

Road Hierarchy Number	Road Name	Road No.	Date Last Maintenance Grading Carried Out	Quantity (cl km)					
2	Alexanders Road	102	24/05/2019	4.00					> 5 Years Since Last Mtce Grading
	Alpens Lane	131	NIL	0.00					1-5 Years Since Last Mtce Grading
6	Altys Road	103	1/07/2019	3.50					1 Year Since Last Mtce Grading
6	Andersons Lane	105	29/10/2019	16.10					Nil Record for Mtce Grading
6	Andersons Road	104	9/10/2017	1.50					
7	Arcadia Lane	106	29/05/2020	12.00					Road Hierarchy
6	Audrey Lea Road	107	15/08/2019	22.60		1			Regional Roads
6	Avondale Road	108	27/07/2017	4.00		2			School Bus Routes
2	Back Hillston Road	109	24/11/2020	7.50		3			Link Roads
4	Bakers Road	110	9/03/2020	5.00		4			Strategic Link Roads
	Bales Avenue	101	23/10/2019	4.00		5			Collector Roads
2	Bandys Road	204	30/06/2019	2.50		6			Local Roads
6	Barrys Road	112	25/09/2019	5.00		7			Local Roads - Maintenance as Required
4	Barrys Scenic Drive	113	19/05/2020	9.50					
7	Belaley Road	114	20/03/2019	3.58					
7	Berangerine Road	115	15/01/2018	1.00					
4	Billings Road	116	16/10/2019	11.50					
3	Black Stump Road	118	SEALED						
6	Blackgate Road	117	10/10/2019	9.00					
3	Booligal Road	119	15/05/2020	44.90					
4	Boorga Road	120	17/02/2021	8.00					
	Bradys Road	121	SEALED						
7	Bretags Road	122	30/06/2019	12.00					
7	Brewer Road	123	24/07/2018	5.00					
3	Bringagee Road	124	SEALED	0.00					
6	Bunda North Road	125	1/08/2018	1.50					
2	Bunda Road	126	12/03/2020	13.00					
6	Burchers Road	127	15/02/2021	3.00					
7	Burgess Lane	128	NIL	0.00					
2	Cahills Road	129	SEALED						
3	Cameron Road	130	20/03/2020	10.00					
7	Campbell Lane	240	29/08/2017	1.00					
6	Cannards Road	133	28/09/2019	24.70					
6	Carnells Road	132	29/05/2020	6.00					
2	Carrathool Road	134	22/10/2019	7.00					
7	Carrego Lane	135	22/07/2019	9.00					
	Chedburgh Road	136	30/06/2019	1.90					
6	Clare Road	111	12/07/2017	2.00					
7	Coates Lane	137	13/02/2018	1.50					
6	Coombie Road	138	31/08/2017	1.20					
2	Crows Nest Road	139	4/02/2021	13.41					
5	Darts Road	140	25/09/2019	13.14					
6	Dirrung Road	141	4/07/2018	8.50					
6	Dumossa Road	142	22/07/2019	10.00					

6	Eight Mile Tank Road	143	5/09/2019	6.00
2	Erigolia Road	144	SEALED	
6	Euratha Road	146	31/05/2019	31.90
7	Five Oaks Road	147	9/01/2018	1.00
6	Flanagans Lane	148	3/09/2019	7.00
2	Foys Road	149	27/08/2018	3.00
7	Gandys Road	150	NIL	0.00
2	Garrong Road	151	30/06/2019	7.00
7	Girdlers Road	153	30/06/2019	10.00
6	Goorawin East Road	154	28/08/2018	4.00
6	Goorawin Road	155	19/02/2021	3.00
5	Greenhills Road	156	28/08/2019	4.00
6	Grieves Road	157	24/10/2017	2.00
2	Gullifers Road	158	20/11/2019	5.00
7	Gunbar Road	159	5/08/2019	20.50
7	Halcyon Park Road	160	NIL	0.00
6	Heaths Road	161	6/03/2018	0.80
5	Higgins Lane	162	23/08/2018	4.20
6	Hillmans Lane	163	23/07/2019	5.20
6	Holdens Road	164	24/07/2019	8.00
6	Huxleys Road	165	18/07/2019	13.00
2	Ilkadoon Road	166	8/05/2019	14.50
6	Jardines Road	167	9/10/2019	11.00
6	Jennings Road	168	29/08/2019	7.00
6	Johnstons Road	169	28/10/2019	1.00
5	Jones Road	170	26/09/2019	6.50
6	Killara Road	171	3/07/2019	2.31
6	Kites Road	172	14/05/2020	6.60
2	Lachlan River Road	173	12/03/2020	14.00
2	Langtree Road	174	6/08/2019	13.00
2	Lowlands Road	175	19/12/2019	34.20
6	Luelfs Road	176	9/08/2019	12.00
2	Mallee Downs Road	177	22/07/2019	9.32
7	Mallee Point Road	178	23/11/2017	1.50
6	Matakana Road	179	26/11/2020	10.41
2	McDonalds Road	180	25/07/2019	12.67
7	McGills Road	181	23/08/2010	1.00
7	McKays Road	182	3/10/2019	2.00
	McKenzies Lane	183	NIL	0.00
2	McKinley Road	184	17/02/2021	25.00
2	McMasters Road	185	17/02/2021	2.00
7	McRaes Road	186	24/01/2018	4.00
2	Melbergen Road	187	16/03/2020	5.00
	Mena Road	266	20/03/2012	1.00
6	Merri Road	152	25/11/2019	32.60
5	Merriwagga Road	190	4/11/2019	2.50
4	Merrondale Lane	188	10/09/2019	7.00

6	Merungi Road	191	18/07/2019	12.00
2	Merungle Road	192	10/12/2019	10.50
7	Mitchell Track	189	23/11/2017	4.50
2	Mitchells Road	193	28/01/2021	7.50
6	Monia Gap Road	202	1/03/2018	2.50
7	Moores Road	195	11/09/2018	4.00
2	Motts Road	196	8/02/2021	4.00
4	Mount Bingar Road	197	30/06/2019	21.50
3	Mount Daylight Road	198	1/08/2018	2.10
5	Mount Grace Road	145	3/11/2020	7.00
7	Muirheads Road	199	4/02/2021	4.00
4	Munros Road	200	30/09/2019	
3	Murrumbidgee River Roa	201	SEALED	
6	Nancarrows Lane	203	1/06/2019	4.00
	Norwood Lane	205	2/02/2021	2.40
6	OBriens Road	206	4/10/2017	2.50
7	ODonnells Road	207	20/03/2018	4.00
6	OKeeffes Road	208	23/09/2019	8.00
7	Old Gunbar Road	209	25/07/2019	9.50
2	Parkers Road	210	4/02/2021	9.90
3	Parrs Road	211	2/09/2019	7.00
6	Parslows Road	212	24/05/2016	2.50
7	Parsons Road	213	12/01/2018	1.20
7	Paton Road	214	1/02/2010	4.00
2	Peters Road	215	6/08/2018	4.80
3	Pinteebakana Road	216	9/02/2021	4.40
6	Pleasant Valley Road	217	26/05/2020	12.00
5	Prestage Road	218	17/05/2017	3.50
7	Pulletop Road	219	1/03/2018	1.20
7	Ravenshaw Road	220	NIL	0.00
5	Redbank Road	221	15/08/2019	22.00
6	Reids Road	222	30/11/2018	5.00
6	Richards Road	223	16/05/2018	4.20
7	Roberts Road	224	NIL	0.00
PRV	Rothdene Lane	242	30/06/2019	0.50
2	Roto Road	225	25/11/2020	17.00
6	Ryans Road	226	30/06/2019	4.00
	Saleyad Lane	194	12/08/2015	3.00
6	Sawmill Road	227	12/09/2019	2.00
6	Schmetzers Lane	228	25/09/2017	1.90
2	Schneiders Road	229	5/02/2021	4.70
	Simpkins Lane	231	30/07/2019	2.00
6	Sloanes Road	232	5/09/2019	8.00
6	Smith Road	267	SEALED	
7	Square Well Lane	233	28/10/2016	2.20

7	Stackpoole Road	234	22/08/2018	7.00
7	Stewarts Lane	235	19/07/2018	4.00
6	Streets Road	236	19/09/2019	8.00
6	Swansons Road	237	29/08/2018	4.00
5	Taylor's Road	238	30/06/2019	6.00
6	The Bluff Road	239	4/09/2019	1.00
6	Trida Road	241	18/11/2020	15.00
6	Tyson's Road	243	11/07/2019	1.50
7	Vaggs Road	244	30/07/2019	7.70
6	Vearings Road	245	11/07/2019	7.00
6	Wakefield Road	246	10/07/2019	15.30
2	Wallanthery Road	247	17/09/2019	30.82
7	Wandella Road	248	NIL	0.00
7	Wantwood Road	249	15/11/2017	1.00
6	Warburtons Lane	230	30/06/2019	4.26
6	Watkins Road	250	2/07/2019	4.50
7	Watsons Road	251	8/11/2016	6.50
6	Weavers Road	252	15/10/2019	9.00
6	Wee Elwah Road	253	21/11/2019	24.10
6	Wells Road	254	4/07/2019	17.00
7	West's Road	255	27/05/2020	5.00
4	Whealbah Road	256	29/05/2020	56.00
6	Whitton Stock Route Roa	257	16/09/2019	24.00
7	Wild Horse Tank Road	258	30/08/2019	3.00
6	Wiltshires Road	259	10/07/2019	10.00
5	Wollarma Road	260	27/11/2020	33.10
7	Wongalea Road	261	16/04/2019	22.50
6	Woods Lane	262	24/09/2019	5.00
7	Wright's Lane	263	NIL	0.00
7	Youngs Road	264	23/07/2019	2.30

10.7 RMCC – Ordered Works

RD:AG:RMCC

Author: Director Infrastructure Services

Purpose: To update Council on RMCC Ordered Works for this financial year

Background

The State Road network is a highly valued physical asset, both in financial and community terms. Effective stewardship and asset management is crucially important, both to users and the community. The core objective of the RMCC is to deliver a serviceable and sustainable State Road network allowing for the safe and convenient movement of people and goods.

The RMCC establishes a collaborative contractual relationship between Transport for New South Wales (TfNSW) and Council, with both parties committed to shared values and trust. The concept of continuous improvement is central to the RMCC. Council are currently contracted to manage the Kidman Way (MR80 & MR410) as well as the Burley Griffin Way (MR84).

Included in Councils RMCC are ordered works, which are a separate component to the RMCC. Works may include pavement reseals, pavement rehabilitation, culvert replacement, and bridge replacement, to name a few.

Issues

Over each financial year works vary from TfNSW and is also dependent on their cash flow and priorities. For this financial year, the following works have been requested by TfNSW with estimated costs for each component of work:

Item	Location	Estimate Budget
State Road Resealing	Various Segments MR410, MR80, MR84	\$1,003,727
State Road Heavy Patching	Various Segments MR410, MR80	\$452,412
Services Location – Stage 3, High St Rehab	Ex. Servicemen’s Club to Burns St including Keats St Roundabout	\$30,000
Culvert Replacement	Various Segments MR80, MR410, MR84	\$50,000

Works have commenced with the heavy patching works and will be followed up with the resealing component. All works are expected to be concluded by June 2021. At the time of drafting this report the estimate for the culvert replacements are still to be negotiated with TfNSW.

Financial implications

All works undertaken are fully reimbursed by the NSW State Government.

Statutory implications (Governance including Legal)

Nil

Policy implications

Nil

Risk implications

Works are to be completed by June 2021.

Community Strategic Plan

Theme 2 - Infrastructure for a Sustainable Future

Recommendation:

That Council note the ordered works under the RMCC contract for this financial year.

10.8 Road Construction Program Update

GS:PRO:RTR

Author: Director Infrastructure Services

Purpose: To update Council on the progress of the 2020/2021 Road Construction Program.

Background

Council undertakes road construction projects every year as part of its capital works program. Road construction projects rebuild the road pavement and wearing surface (either bitumen seal or gravel) or upgrading an unsealed surface to a wider sealed pavement. These projects improve the safety, ride quality and carrying capacity of the road network for our customers.

Council funds road construction works from a variety of sources including Council's own capital, Roads to Recovery (R2R), RMS Block Grant and RMS Regional Roads Repair Program. The 2020/2021 financial year has seen large increases in R2R funding for drought relief, enabling Council to extend the sealed road network for increased connectivity.

Issues

A summary of the completed projects to date is as follows:

Row Labels	Budget	Cost	Remaining	Target Kms	Kms Achieved
Block grant					
MR368 Springs Rd – Pave & Seal	\$420,000	\$300,454	\$119,546	2.5	2.5
MR371 The Lake Rd - Reseal	\$116,000	\$142,294	-\$26,294	2.85	2.85
Capital					
Cahills Rd - Reseal	\$143,000	\$95,600	\$47,400	4.23	4.23
Merriwagga Rd - Reseal	\$26,000	\$33,454	-\$7,454	0.83	0.83
Mitchell's Rd - Reseal	\$63,000	\$57,228	\$5,772	1.5	1.5
Lachlan River Rd - Linemarking	\$41,000	\$12,190	\$28,810	6.2	6.2
R2R					
Lachlan Valley Way - Reseal	\$154,000	\$102,349	\$51,651	3	3
Roto Rd - Reseal	\$155,000	\$73,594	\$81,406	3	3
Munros Rd - Reseal	\$146,000	\$114,249	\$31,751	3.45	3.45
Rankin Springs Rd - Linemarking	\$7,000	\$5,430	\$4,322	2.5	2.5
MR80 Mossgiel Rd - Linemarking	\$24,000	\$7,178	\$16,822	1.5	1.5
Lachlan Valley Way - Linemarking	\$39,000	\$3,567	\$35,433	3	3
Lachlan River Rd - Pave and seal	\$1,396,104	\$1,378,638	\$17,466	6.2	6.2
RMS Repair Program					
MR368 The Springs Rd - Resealing	\$227,000	\$143,439	\$83,561	2.5	2.5
MR80 Mossgiel Rd - Pave and seal	\$307,000	\$302,520	\$4,480	1.5	1.5
Fixing Local Roads Program					
Carrathool Road – Pave and Seal	\$1,250,000	\$1,090,021	\$159,979	5	5

It is anticipated that funds under the R2R will be underspent by approx. \$278k. Road inspections were undertaken over the month of February and the following proposals are put forward to Council for consideration:

- MR80 Mossgiel Rd - Reseal – 5km from Roto Rd intersection
- MR501 West - Reseal – 3.25km from Haines St

The 2020/2021 Road Construction Program is on track to achieve the required number of road kilometres.

Financial implications

The projects under the Roads to Recovery Program are reimbursed from the Australian Government at no cost to Council.

Extension of gravel and sealed pavement network reduces reactive maintenance and/or gravel resheeting costs for Council into the future.

Statutory implications (Governance including Legal)

Nil

Policy implications

As per Councils Transport Asset Management Plan.

Risk implications

Council will need to expend its Roads to Recovery allocation over the 5-year program or risk losing it.

Extension of the gravel and sealed pavement network provides a safer and stronger road surface, enabling more efficient transportation of people and produce throughout Carrathool Shire.

Community Strategic Plan

Theme 2: Infrastructure for a sustainable future

Recommendation:

That Council:

1. approve the project proposals for resealing of Mossgiel Rd and MR501 Rd West.
2. note the Road Construction Program expenditure to date.

10.9 Flood Damage 2019 – Rehabilitation Works Update

GS:PRG:NDRDAMFLDEVNT2019

Author: Director Infrastructure Services

Purpose: To inform Council on the progress of the 2019 flood damage rehabilitation works.

Information Item: CSC DRFA PM Dashboard, CSC DRFA Progress Map

Background

Following heavy rainfall over the Easter break and up to 7 May 2019, Council incurred a lot of damage on their road assets from gravel section wash-outs to loss of road formation, heavy rutting and road inundation, to name a few. Following many road site inspections, it was evident that Council would require emergency financial assistance.

Under the new Disaster Relief Funding Arrangements (DRFA) guidelines, Council activated a disaster by contacting the Office of Emergency Management (OEM). Council engaged a consultancy firm who specialise in flood damage assessment. Prior to the Christmas shutdown, and following numerous negotiations with TfNSW, Council were official awarded funding in the region of \$8.8m. Both Council personnel and Contractors will undertake the works which has a deadline of March 2022.

Issues

Council have progressed well with the project and some works have already been undertaken. Symal were awarded the tender for the contractor’s portion of the works and are due to commence mobilisation to site in late March. McKeown earthmoving have been engaged as Symal’s sub-contractor. A prestart meeting has also been undertaken with Symal to sort out any contract anomalies and plan works accordingly.

To date the following claims have been made on the project:

Submission	Claim	Amount
Emergency Works		\$110,290.04
Immediate Reconstruction Works		\$55,409.73
Reconstruction Works	Feb 15 – Sub 1	\$110,119.59
	Feb 15 – Sub 2	\$150,337.66
	Feb 15 – Sub 3	\$164,830.69
	Total	\$590,987.71

The following is a list of roads completed to date:

Road Asset	Comments
Higgins Lane	Complete
Holden’s Road	Complete
Jones Road	Complete
McDonalds Road	Complete
Crows Nest Road	Complete
Goorawin Road	Complete
Motts Road	Complete
Norwood Lane	Complete
Ravenshaw Road	Complete
Watsons Road	Complete
Wee Elwah Road	Complete
Matakana Road	Some gravel works scaled back due to the deterioration of the road asset – bulldust.

From discussions with Symal they intend to aim for a project completion date of December 2021. Council is working closely with the community to be certain there is as little interruption as possible for road users and especially during the harvest seasons. BEC are managing the project well and there are no concerns or complaints to date. Council may note that where roads have out of scope

works highlighted, these grading works will be completed under the maintenance budget. Attachment 1 (DRFA PM Dashboard) outlines the progress in more detail.

Financial implications

The aforementioned projects are reimbursed from the Australian Government Office of Emergency Management (OEM).

Councils co-contribution for this event was \$24,180.

Council can only make claims for each asset based on actual expenditure only.

Statutory implications (Governance including Legal)

Nil

Policy implications

Nil

Risk implications

All flood damage is to be completed by March 2022.

Community Strategic Plan

Theme 2 - Infrastructure for a Sustainable Future

Recommendation:

That Council note the progress of the 2019 Flood Damage Rehabilitation Works.

10.10 Jackson's Bridge - Update

MP:JB2020:DC

Author: Director Infrastructure Services

Purpose: To update Council on the developments of Jackson's Bridge project.

Attachment: Jacksons Bridge – Progress Photos

Information Item: Works Program – Jacksons Bridge Progress Report

Background

Jackson's Bridge, spanning the Lachlan River, on Mossgiel Road (Hillston) is a single lane bridge that has restricted limits for heavy vehicles.

The bridge has been confirmed as a Council asset, although TfNSW have been maintaining the wooden structure over a number of years. Council has been granted funding through "Fixing Country Bridges" to upgrade the bridge to ease these heavy vehicle restrictions and therefore improve the freight connectivity in the area. Murray Constructions (Contractors) have been successful in tendering for the works and the design aspect of the project is fully underway.

Issues

Council have reviewed the construction drawings of the bridge and are very satisfied with works designed to date. Over the month of February, a prestart meeting was held with Murray Constructions representatives and expectations were outlined. The Contractor has been inducted and have submitted their quality documents for review. A site handover has also been completed.

To date a temporary bridge and a crane have been mobilised to site and some clearing and grubbing have been completed. It's anticipated that works are to commence end March 2021 and continue for a period of approx. 37 weeks (works program attached for Council viewing). The temporary bridge, being a 6m one lane structure, will be put in place to accommodate all heavy vehicles, especially for the cotton season. The Contractors site staff will monitor all traffic movement and will make any necessary modifications to ease any traffic issues that arise. The super-T beams of the bridge will be constructed off site at the Contractors headquarters in Deniliquin, NSW, prior to being transported to site.

Funding for the project has now officially been announced by the Minister and works for construction can commence upon signing the funding deed. The Department of Fisheries approval for the construction works was pending on drafting of this report, and is expected to be concluded in the coming week or so.

Financial implications

Funding for the construction works are fully reimbursed under the 'Fixing Country Bridges' grant scheme.

Council's contribution for the project was \$133,000, covering the design aspect of the works.

Statutory implications (Governance including Legal)

Nil

Policy implications

Nil

Risk implications

Council require Jackson's Bridge to be upgraded to ease the heavy vehicle restrictions and improve the freight connectivity in the area.

Funding for the project must be fully expended within 2 years of the approval of the grant.

Community Strategic Plan

Theme 2 - Infrastructure for a Sustainable Future

Recommendation:

That Council note the development of Jackson's Bridge upgrade.

ATTACHMENT

Attachment 2 – Jackson's Bridge – Progress Photos



Photo 1 – Site mobilisation – Jacksons Bridge



Photo 2 – Site Clearing – Jacksons Bridge



Photo 3 – Temp Bridge – Jacksons Bridge



Photo 4 – Temp Bridge – Jacksons Bridge

10.11 Request for Temporary Road Closure – Mitchells Road

RDS:LRD:MITRD

Author: Director Infrastructure Services

Purpose: To inform Council of a request by the Griffith Off Road Club to temporarily close Mitchell's Road

Attachment: Request from Griffith Off-Road Club

Background:

Council are in receipt of a request from the Griffith Off-Road Club to seek permission from Council for the temporary closure for their annual off-road event, to be held in July 2021.

Local councils are responsible for closing Council public roads following amendments to the Roads Act 1993 on 1 July 2018. Prior to this, Council's applied to Department of Planning, Industry and Environment – Crown Lands (the Department) to close a Council road.

Issues

The purpose of this report is to request Council to authorise the closure of a section of Mitchell's Road reserve, located between Parkers Road intersection and an access road adjacent to lot 3 DP 755195 (Bonnie View). A map is attached for Council's reference.

This section of Mitchell's Road is currently being maintained by Council and it's unknown at the time of writing this report as to what damage, if any, will be incurred on this section of road should this event go ahead. No information has been conveyed in the letter of request, and the Off-Road Club have not stated as to whether Council will be compensated for any damage that may occur on the road pavement.

Additionally, the map of the event outlined includes a proposed track around Mitchell's gravel pit, which Council currently have under a lease agreement. There are some safety concerns with a section of the route as it comes in close proximity to the cliff face of the gravel pit. Under the mining legislation (Mining Regulation 2016), such events are not allowed by the Department of Primary Industries and Environment (DPIE). In addition to this, Council may be subject to a penalty if any accident occurs in the lease area, or if Council have shown to be negligent with regards to safety.

Based on the aforementioned, it is recommended that Council not approve this request from the Griffith Off-Road Club. Alternatively, if Council wish to support this event, Council can request the club to alter their route away from Mitchell's Road and Mitchell's Gravel Pit.

Financial implications:

It's unclear as to what cost Council may incur if damage occurs to the road pavement.

Statutory implications (Governance including Legal)

Roads Act 1993 Division 3 Closing of council public roads by councils prescribes the requirements for closure of council roads.

Policy implications

Nil

Risk implications

Council may incur fines under the *Mining Regulation Act 2016* if accidents occur on the leased area of Mitchell's Pit.

Community Strategic Plan

Section 2: Infrastructure for a sustainable future

Recommendation:

That Council:

1. not approve the request from the Griffith Off-Road Club for the temporary closure of a section of Mitchells Road for the annual off-road event.
2. request the Griffith Off-Road Club to resubmit their request with an alternate route that does not include Mitchell's Gravel Pit.
3. not approve any use of the gravel pit area currently held under lease by Council.

ATTACHMENT

To Whom it may concern,

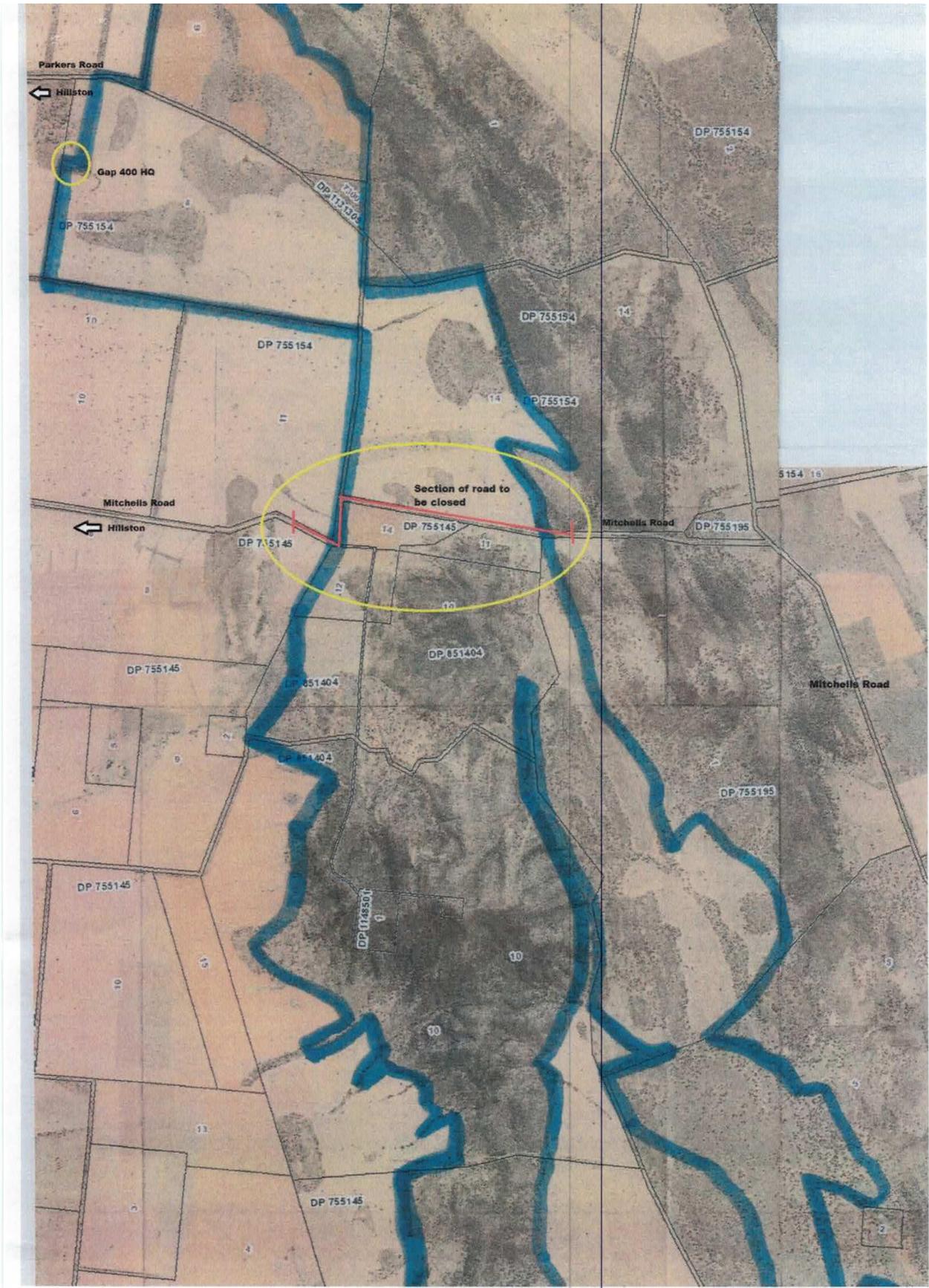
I am writing on behalf of the Griffith Off-road club, to seek permission from Carrathool Shire for a road closure on the 3rd and 4th of July.

The Griffith Off-road Club is currently in the process of organising their Annual Off-road race and this year have opted to move the track to a new location. This track will be based from the Mitchell's property "Mactocton", 1310 Parker's Road, Hillston. In order to use this track, it will require us to close a small section of Mitchell's road from approximately 10am Friday the 2nd through to Sunday evening the 4th of July. These road closures will of course be supervised at all times whilst racing is in progress. As you can see from the maps attached it is a small section in the middle of Mitchells road, we have consulted all property owners in the vicinity and they have stated this will not cause them any inconvenience.

We thank you for your consideration in the matter and eagerly await your decision.

Thank you

Ashlee Meginley
Race Secretary





10.12 Request for Purchase of Crown Land – Nancy Casella

RD:PRCNC

Author: Director Infrastructure Services

Purpose: Request for Purchase of Crown Land – Nancy Casella

Attachment: Map Location of Crown Land

Background:

Crown roads are part of the state's public road network and are administered by the NSW Department of Planning, Industry & Environment under the *Roads Act 1993*. Crown roads are often referred to as 'paper roads', as the majority are not constructed. There are many Crown roads within the public road network that are not used or required for public access. In these cases, Crown roads may be sold or closed without compromising the broader public interest. Under the reform of Crown Lands 2018, Council currently manages all Crown Reserves within its LGA.

Issues

The purpose of this report is to request Council to authorise the closure and sale of a section of road, located between Lots 36 and 37 DP751675 for future transfer of this land to Nancy Casella, the landholder adjoining these lots. Generally, Crown land is not sold but from time to time parcels of Crown land may become available to purchase when it is no longer providing benefit to users or a public purpose. All purchase enquiries go through rigorous assessment to ensure sale is appropriate and compliant with legislation. As the land requested is Crown Land, a recommendation will be made to the Crown Land Department for final determination of the outcome. A map is attached for reference (outlined in red).

This section of road between Mitchell Track and Whitton Stock Route have been formed by Council in the past, but has not been maintained. An inspection of the parcel of land has been inspected and serves no benefit to Council. Additionally, the land has not been valued. It is recommended that Council approve the sale of the land of which Council will bear no cost. All associated legal, advertising, survey and administrative costs will be with the purchaser.

The intention to close this portion of road reserve will be advertised in The Hillston Spectator and The Area News newspaper for a period of 28 days as prescribed by the *Roads Act 1993*. The Crown Lands Department will be advised of any vetted interest or objections following the 28-day period. A standard application for the purchase of Crown Land usually takes up to 11 months for full approval.

Financial implications:

Council will not bear any cost for the sale of this portion of Crown Land.

All costs associated with the sale (legal, survey, valuation, administration) are at the sole cost of the purchaser. The land has not been valued independently.

Statutory implications (Governance including Legal)

The Crown Lands department administers road purchase applications in accordance with the statutory requirements provided for in the *Roads Act 1993* and Roads Regulation 2008; the department's policy, Administration of Crown roads; and supporting guidelines.

Policy implications

As per Councils Transport Asset Management Plan.

Risk implications

Nil

Community Strategic Plan

Section 2: Infrastructure for a sustainable future

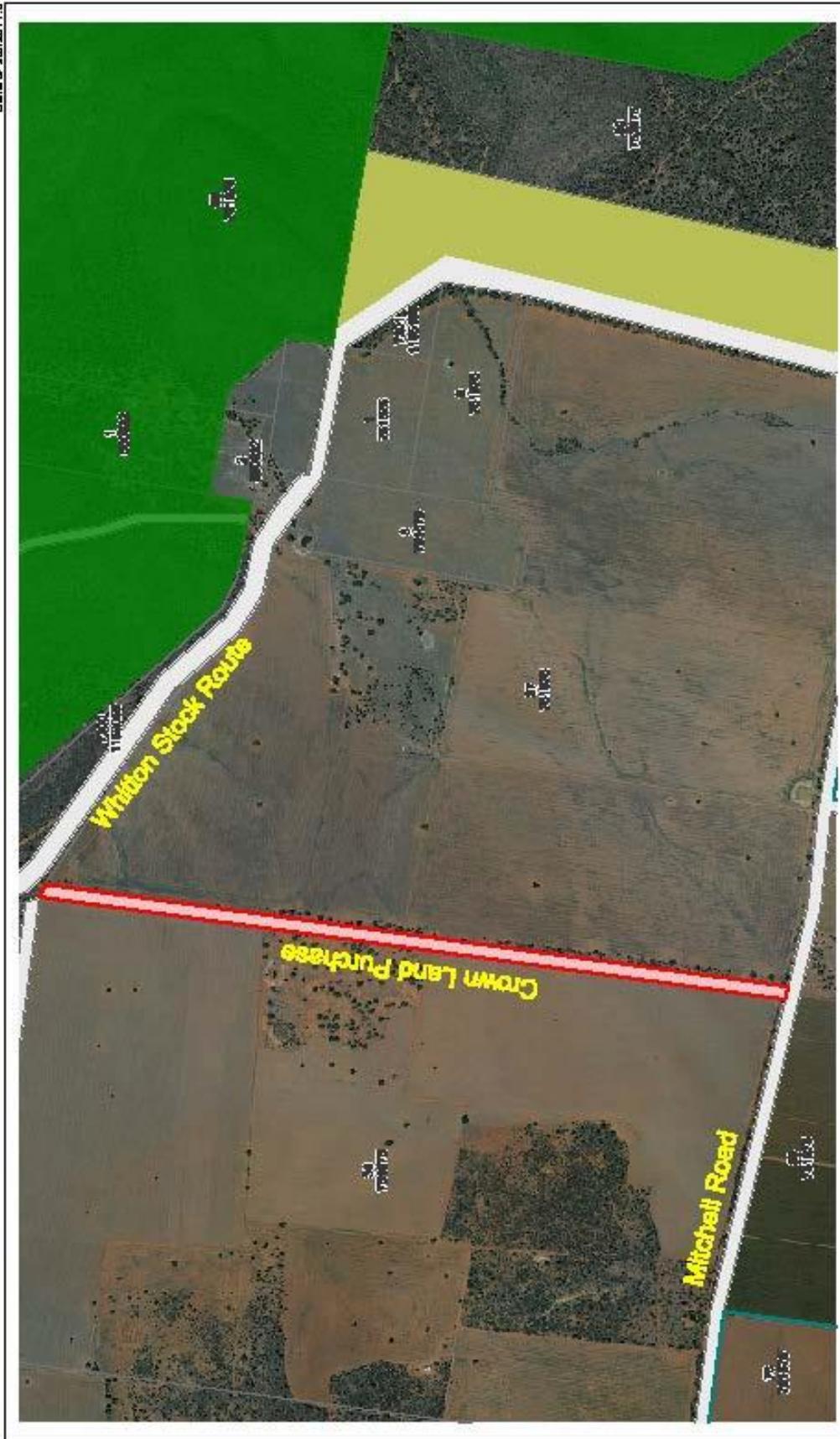
Recommendation:

That Council:

1. approve the sale of the parcel of Crown Land located between Mitchell's Track and Witton Stock Route (Lots 36 and 37 DP 751675).
2. advertise on public exhibition for a period of 28 days.

ATTACHMENT

Certificate of 2003/02011103 1P



Nancy Casella - Application to Acquire Crown Land

Map Scale: 1:1,500 at A4

Project: **DATE** 2003/0201
Drawn By: Paul Tordell

This map is not a cadastral map and should not be used for legal purposes. It is a planning map and should be used for planning purposes only.

Important Notice:
 This map is not a cadastral map and should not be used for legal purposes. It is a planning map and should be used for planning purposes only.

Project: **DATE** 2003/0201
Drawn By: Paul Tordell

This map is not a cadastral map and should not be used for legal purposes. It is a planning map and should be used for planning purposes only.

10.13 Request to go to Tender – Hillston Riverbank Stabilisation Construction

FM:TND

Author: Director Infrastructure Services

Purpose: To request approval from Council to go to tender for the construction component of the project.

Background

In 2018 Carrathool Shire Council completed a Riverbank Stabilisation Feasibility Study which was undertaken by Cardno Willing (NSW) Pty Ltd. This Study identified deficiencies in the levee and recommended that structural works be implemented to reinforce identified weak points. The recently completed Hillston riverbank stabilisation feasibility study identified 2 areas requiring bank stabilisation work. This project will deliver stability to the Lachlan riverbank and significantly improve safety for the foreseeable future.

Issues

Council is in the process of securing funding for stage 4 of the Hillston Riverbank Stabilisation Works from the Office of Environment and Heritage. The grant is estimated to be worth in the region of \$1,250,000, with Councils apportionment of works estimated at \$208,500. As part of the grants funding, conditions state that Council must go to procurement to get the best market value, in order to claim the funds.

The next stage of the process is for Council to seek fee proposals for the Hillston Riverbank Stabilisation Construction which has the following objectives:

- Construct riverbank with geofabric and rock protection – Site HL1 (Adjacent to Hillston Admin Building)
- Construct riverbank with geofabric and rock protection – Site HL2 (Adjacent to Lachlan St, Hillston)
- Remediate and Landscape Surrounding Areas,
- Site Tidy-up

Completion of the river bank stabilisation works will protect the assets including the levee system, residents' properties, infrastructure, mature trees and zone vegetation, while minimising the loss of riverbank and enhance ecological value.

Financial Implications

Funding for the tendering process is covered under the DRFA arrangements and is fully reimbursable to Council.

Councils apportionment cost for this part of the project is currently estimated at \$208,500, this will need to be including in the 2021/22 budget.

Statutory Implications (Governance including Legal)

Local Government Act 1993 Sec 55

Local Government (General) Regulation 2005 - Regulation 166, Regulation 167

Policy Implications

In line with Council's Procurement Policy 137

Risk Implications

Completion of the river bank stabilisation works will protect the assets including the levee system, residents' properties, infrastructure, mature trees and zone vegetation, while minimising the loss of riverbank and enhance ecological value.

Community Strategic Plan

Theme 2 - Infrastructure for a Sustainable Future

Recommendation:

That:

1. **Council select the open tender method in accordance with clause 166a of the *Local Government (General) Regulation 2005*.**
2. **a report be provided to Council with a summary of Riverbank Stabilisation tenders at the May 2021 meeting.**
3. **Council include \$208,500 in the 2021/22 budget for consideration to meet Council's contribution to the Riverbank Stabilisation Project.**

10.14 Hillston Water Mains Investigation Update

WS:MAINT:WMP

Author: Manager Water & Sewer

Purpose: To inform Council on the progress of the watermains replacement on High St, Hillston.

Attachment: Hillston Watermain Upgrade - Map

Background

In September 2019, the Council received a signed petition requesting to address the rising damp issue in Hillston CBD. Council undertook a major overview of the water network, via pressure testing, to identify any possible breaks in the infrastructure. Council also received the information on Mr Max Watson's investigation dated April 1998, stating this issue had been ongoing from the 1960's.

At the November 2020 meeting Council resolved:

1. *note the Hillston watermains investigation update.*
2. *replace 145 meters of PVC water mains with HDPE between the ambulance station and Haines Street, including all service connections.*
3. *conduct additional pressure testing on the new water mains and services to be sure no further leaks are present.*
4. *conduct pressure tests on all sections of High Street bi-annually.*

A quotation to replace 145 meter of PVC water mains from Litchfield's Horizontal Boring was accepted in November 2020.

Issues

During the construction of the section between Haines Street and the Ambulance Station, unexpected water seepage was encountered in front of the motel, indicating the possibility of leaking water mains in the next section (yellow line in attachment). Council officers concluded upon inspection that the section up to McGee Street corner may be required to be replaced to avoid future potential issues down the line. All properties were successfully connected to stage 1 of the mains upgrade (red line in attachment) and there were little to no complaints during the process.

As the contractor was already established on site, works went ahead to replace the remaining section (from the Hillston Motel through to the McGee Street corner) of the PVC water mains. Work is expected to be concluded by the end of March 2021 on High Street.

Additionally, work is also in progress to install a new pipeline to water trees on both sides of the footpath along High Street. This will reduce manual maintenance costs over the long term. Council have currently budgeted \$586,000 for this financial year for upgrades to the Hillston water mains. It was originally planned to upgrade the mains along Milton Street, but due to the importance of the break on High Street, the planned works for Milton Street will be moved to next financial year. The works planned for High Street have been estimated at a cost of \$210,000 (GST Inclusive).

During the construction, the contractor had to leave some excavation holes open for inspection purposes as well as testing and compliance. Inspection holes will be backfilled with appropriate material and compacted to comply with Council and TfNSW road pavement standards within a few weeks. Attachment 1 outlines the progress of this project in further detail.

Financial implications

Council currently have a budget of \$290,000 carried in from the previous year to undertake works for this financial year. Works on High Street have been estimated at \$210,000 (GST Inclusive).

Statutory implications (Governance including Legal)

Nil

Policy implications

Nil

Risk implications

Council to eradicate all possibility of leaks and secure Hillston townships water supply.

Community Strategic Plan

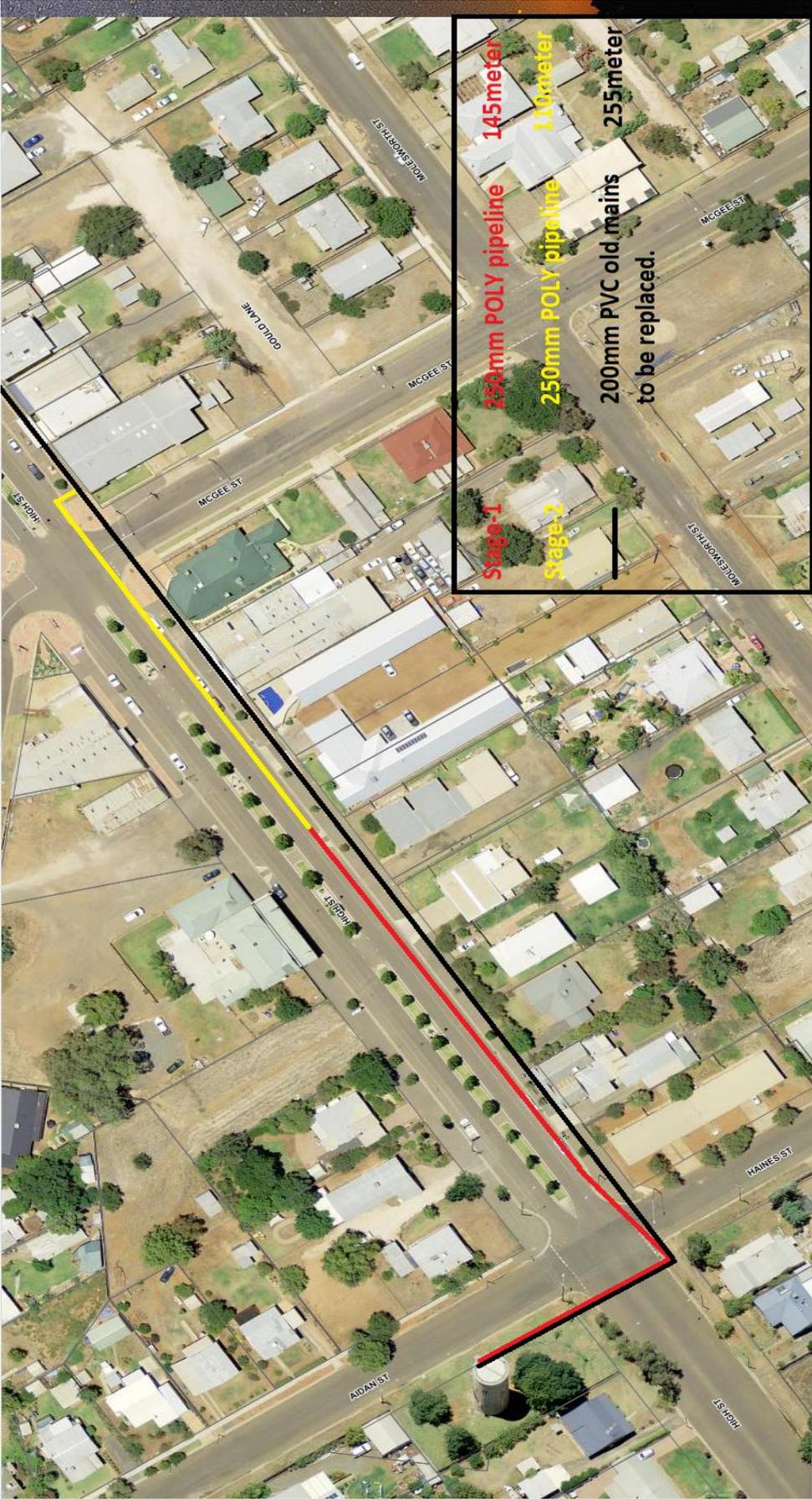
Theme 2: Infrastructure for a Sustainable Future

Recommendation:

That Council:

1. **note the Hillston watermains construction update.**
2. **conduct additional pressure testing on the new water mains and services to be sure no further leaks are present.**
3. **conduct pressure tests on all sections of High Street bi-annually.**

ATTACHMENT



10.15 Hillston Stormwater Update

SD:INS:DS

Author: Director Infrastructure Services

Purpose: To update Council on the developments of the Hillston Stormwater assessment.

Separately Circulated: Total Drain Cleaning Solutions Report

Background

Council have a recent history of flooding issues within the Hillston urban area. The majority of Council's stormwater network is mainly located around Hillston township. In 2020 Council undertook a flood study of the stormwater network to identify areas of concern. The report outlined how the network manages a 1 in 5-year storm event. The report also suggested that based on current data provided to the consultant, that most of the Hillston drainage network is undersized and will not cope with a 1 in 5-year storm.

Issues

Upon review of the report it was prudent to investigate the network further. Council over the month of November undertook an asset inspection using special camera technology. There was also an opportunity to rectify any blockages using a jet washer instrument (e.g. clearing of hard debris, clearing of tree root obstructions). The network was investigated and took 4 weeks to complete.

Upon review of the report and from discussions on site, it was identified that Burns Street was possibly undersized, however, efficiency was achieved with the removal of obstructions in the pipes. Council will monitor any potential flooding in this area and seek quotes for the upgrade of the pipe network. Other items of concern was that the majority of the network holds a lot of water, mainly due to obstructions not allowing water to flow to their respective outlets. Pipes were found to have some fractures and, in some areas, pipes were off alignment or had joints displaced.

It is further noted that another visit by Total Drain Cleaning Solutions will be required to rectify any fractured pipes and to realign any bows in the joints. The contractor has estimated these works to be in the region of \$300k. It's anticipated that these works can be achieved over a 2-year period. The contractor's full report is attached for Councils viewing.

Financial implications

Council have expended their budget for this year for works undertaken to date.

Statutory implications (Governance including Legal)

Nil

Policy implications

Nil

Risk implications

A clean stormwater network is vital for flood prevention. Rain water flow from our town streets through the stormwater system, should not be impeded or obstructed during wet events.

Community Strategic Plan

Theme 2 - Infrastructure for a Sustainable Future

Recommendation:

That Council:

- 1. allocate funds of \$300,000 in the 2021/22 and 2022/23 budget to be made available over two financial years to rectify works outlined**
- 2. note the update of the Hillston Stormwater network.**

10.16 Plant Report

PES:MAIN:PSR

Author: Manager Fleet & Town Services

Purpose: Plant Report as per 4 March 2021

Background

PLANT NO	HOURS KMS	TYPE	DETAILS
3068	4,500 hrs	John Deere Tractor Tipper	Replace front drive shaft and centre bearing assembly.
2065	6,245 hrs	Kenworth Truck	Replace seals in PTO hydraulic shuttle control valve.
4527	13 yrs	Combination Roller	Replace rear frame anchor points.

Issues

Nil

Financial implications

Repairs made from existing budget.

Statutory implications (Governance including Legal)

Nil

Policy implications

Nil

Risk implications

If repairs are not made safety issues would remain.

Community Strategic Plan

Nil

Recommendation:

That the Plant Report for February 2021 be received.

10.17 Plant Replacement

PES:AD:CRRPD

Author: Manager Fleet & Town Services

Purpose: Plant Replacement Report for March 2021

Background

The following vehicles were replaced during March as per the adopted replacement schedule for 2020/2021.

Plant No. 1575 Toyota Hilux 4x2 Single Cab Utility (45,000kms), Rego No CW 76 EC (Petrol) – Maintenance Officers Vehicle (2 yrs old)

Budget \$3,571.15 under 2020/21 budget estimates

		Amount \$ (excl GST)	Amount \$ (incl GST)
Successful Supply			
Owen Toyota	Toyota Hilux 4x2 Single Cab Utility Petrol	24,337.66	26,771.43
Successful Purchase			
Blacklocks Lavington		21,181.81	23,300.00
Changeover cost (after GST adjustment)		\$3,155.85	

Plant No. 1569 Isuzu D-MAX 4x2 Dual Cab Utility (45,000kms), Rego No CT 92 YW – Northern Works Crew Vehicle (2 yrs old)

Budget \$10,650.45 under 2020/21 budget estimates

		Amount \$ (excl GST)	Amount \$ (incl GST)
Successful Supply			
Lanhams Motor Group	Ford Ranger 4x2 Crew Cab Utility	32,523.00	35,775.30
Successful Purchase			
Valley Motor Auctions		29,355.45	32,291.00
Changeover cost (after GST adjustment)		\$3,167.55	

Plant No. 1565 Ford Ranger 4x2 Crew Cab Utility (45,000kms), Rego No CT 28 FT – Hillston Works Crew Vehicle (2 yrs old)

Budget \$5,952.27 under 2020/21 budget estimates

		Amount \$ (excl GST)	Amount \$ (incl GST)
Successful Supply			
Lanhams Motor Group	Ford Ranger 4x2 Crew Cab Utility	32,523.00	35,775.30
Successful Purchase			
Pickles Auctions		28,657.27	31,523.00
Cashback to Council (after GST adjustment)		\$3,865.73	

Plant No. 1321 Toyota Camry Hybrid Sedan (40,000kms), Rego No EGR 78N – Planning & Projects Officers Vehicle

Budget \$4,458.95 under 2020/21 budget estimates

		Amount \$ (excl GST)	Amount \$ (incl GST)
Successful Supply			
Owen Toyota	Toyota Camry Ascent Hybrid Sedan	26,177.69	28,795.46
Successful Purchase			
Blacklocks Lavington		24,363.64	26,800.00
Changeover cost (after GST adjustment)		1,814.05	

Plant No. 1855 Nissan Navara 4x4 Dual Cab Utility (40,000kms), Rego No EIU 953F

– Southern Overseers Vehicle

Budget \$4037.79 under 2020/21 budget estimates

		Amount \$ (excl GST)	Amount \$ (incl GST)
Successful Supply			
Lanhams Motor Group	Ford Ranger Heavy Duty Packs 4x4 Diesel Auto Dual Cab Utility	43,409.12	47,750.03
Successful Purchase			
Valley Motor Auctions		37,810.91	41,592.00
Changeover cost (after GST adjustment)		5,598.21	

Issues

Nil

Financial implications

Nil

Statutory implications (Governance including Legal)

Nil

Policy implications

Nil

Risk implications

Nil

Community Strategic Plan

Nil

Recommendation:

That the Plant Replacement report for March 2021 be received.

10.18 Development Applications February 2021

GOV:MTG:CR

Author: Manager Building & Regulatory Services

Purpose: Development Applications & Determinations – February 2021

Background

Lodgements

Type/No.	Name	Address	Development
Nil			
Total Estimated Value of Works			\$0

Determination: Approved

Type/No.	Name	Address	Development	Processing Time
DA2020/012	VOAG 1 Pty Ltd Jillian & Scott Vaessen	'The Ranch' 149 Back Hillston Road Tabbita NSW 2652	Poultry Production Facility Expansion	88
DA2021/022	Karl & Tania Dalton	'Narrabri' 7667 The Springs Road Hillston NSW 2675	Subdivision	24
DA2021/023	Jarrod Cahill & Sara Scott	35 McGregor Street Hillston NSW 2675	Dwelling	38
DA2021/024	Nathan Cahill	50-50A Byron Street Hillston NSW 2675	Garage	19

Issues

Nil

Financial implications

Nil

Statutory implications (Governance including Legal)

Nil

Policy implications

Nil

Risk implications

Nil

Community Strategic Plan

Nil

Recommendation:

That the Determinations for Development Applications received for February 2021 be noted.

10.19 Development Application DA2021/009 – Flood Mitigation Work, Levee

DA2021/009

Author: Manager Building and Regulatory Services

Purpose: Development Application for Determination by Council

Attachment: Draft Conditions, Site Plan, Submission, Response to submission

Background

On 28 September 2020, Council received a Development Application (DA) and supporting documentation from Australian Executor Trustees Limited for flood mitigation work - levee. The proposed site of the works is "Tocabil" Wallanthery. The proposal consists of a 12km earth bank constructed around the existing almond orchard on the property.

Issues**LEP Permissibility**

The proposed levee is a flood mitigation work which is permitted with consent on land zoned RU1 Primary Production under the *Carrathool Local Environmental Plan (LEP)(2012)* and is consistent with most of the objectives of the RU1 zone. The levee is considered to be ancillary to the existing almond orchard and will not result in an increased potential for land use conflict.

Integrated Development

Under Section 4.46 of the *Environmental Planning & Assessment Act 1979*, the proposed development is "Integrated development" where additional to the development consent, approvals or licenses are required from other Government Agencies. In this case, the proposed development is Integrated Development as it triggers Section 90(4) of the *Water Management Act 2000* as "a specified flood work at a specified location". This will require the DA to be referred to Water NSW for them to issue "General Terms of Approval" for the proposed works. The proposed levee is a "specified flood work" because it is located on land identified as floodway and/or flood fringe in the Lachlan River Hillston Flood Plan Management Plan (2005).

Notification Period

The Development Application was notified to four adjoining and adjacent landholders on 30 September 2020. The notification period commenced on 8 October 2020 ended on 6 November 2020. At the end of the notification period, one submission was received. The submission was referred to the Applicant and a response to the submission was received from Tahlee Consulting Services on behalf of the Applicant by letter dated 20 November 2020. Attached is a copy of the submission and subsequent response from the applicant. It is considered that the response from the Consultant adequately addresses the concerns raised in the submission.

In addition, the DA was publicly advertised on Council's website and Facebook on the 7 October 2020, and in the Area News and Hillston Spectator on the 7 October 2020 and 28 October 2020, as well as on the Planning Portal.

The DA was referred via the Planning Portal (Referral and Concurrence) to **Water NSW** as it was Integrated Development as it triggers Section 90(4) of the *Water Management Act 2000* as "a specified flood work at a specified location". This required the DA to be referred to Water NSW for them to issue a "General Terms of Approval" for the proposed works. The proposed levee is a "specified flood work" because it is located on land identified as floodway and/or flood fringe in the Lachlan River Hillston Flood Plan Management Plan (2005). The General Terms of Approval from Water NSW will be attached as conditions on the DA consent.

The DA was also referred to **Transport for NSW** as a concurrence only as access to the site will be from Kidman Way (MR410), which is a classified road and an approved road-train route. TfNSW had no objections and have asked that certain requirements be attached as conditions to the DA consent.

The DA was also referred to the **Biodiversity and Conservation Division (BCD) of the NSW Department of Planning, Industry and Environment** as a result of the National Parks and Wildlife

Service being identified as an adjoining owner only. As a result of this “notification”, the BCD made a submission which advised as follows:

- BCD agrees that the proposed clearing does not exceed the area threshold established by clause 7.2 of the Biodiversity Conservation Regulation and that the subject land is not included on the Biodiversity Values Map established by the Biodiversity Conservation regulation clause 7.3.

The applicant provided a Test of Significance consistent with Section 7.3 of the *Biodiversity Conservation Act* to justify the assertion that the proposed works will not cause harm to threatened species or communities. The Biodiversity and Conservation Division (BCD) of the NSW Department of Planning, Industry and Environment advised Council that they had reviewed the Test of Significance supplied and agreed that the proposal is not likely to cause significant harm to threatened species and have requested that Council condition the approval to ensure that clearing is limited to the vegetation specified by the Applicant and assessed in the Test of Significance.

Description of Proposed Development

A 12km Earth Flood Levee bank that will surround the existing Almond orchard on ‘Tocabil’ to provide protection to the crops during periods of flooding. The proposed levee will be from 0.5 metres to 2.2 metres high, and from 5 metres to 10 metres wide. It will be made from clay soil derived from adjacent borrow pits on previously cultivated land.

Subject Site and Locality Deception

The subject site is Lot 4981 DP 43242, Lot 4982 DP 43243, Lot 4983 DP 43244 and Lot 4986, DP 43245, ‘Tocabil’ 15155 Kidman Way Wallanthery.

The subject site is located within a rural setting in the Wallanthery district. The levee bank is designed to protect the existing almond tree plantation from the effects of potential flooding when the Lachlan River is in flood. Only parts of the levee will be visible to passing traffic on Kidman Way and is not considered to be out of context with the locality and will be ancillary to the existing almond farm operations.

The DA was referred to Transport for NSW as a concurrence only as access to the site will be from Kidman Way (MR410), which is a classified road and an approved road-train route. The development will generate limited traffic other than worker vehicles and delivery of construction machinery and supporting material such as fuel supplies. Access to the site is by an existing driveway from Kidman Way. TfNSW had no objections and have asked that certain requirements be attached as conditions to the DA consent.

Financial implications

Nil

Statutory implications (Governance including Legal)
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Nil

Policy implications

Council Policy 110 Development Applications - Determination by Council

Risk implications

The applicant has appeal rights to the Land & Environment Court should they be dissatisfied with the determination or conditions applied to the consent.

Community Strategic Plan

Nil

Recommendation:

That Council resolves to grant Development Consent for DA2021/009 for Flood Mitigation Work - Levee subject to the conditions imposed.

ATTACHMENT

DRAFT CONDITIONS OF APPROVAL - DA2021/009

GENERAL

1. CONFORM WITH APPROVED PLANS

The development shall take place in accordance with the approved development plans as submitted with DA2021/009. Any alterations or additions marked by Council on the approved plans and/or the specifications must be carried into effect.

2. HOURS OF OPERATION

The applicant must take all reasonable steps to minimise dust and noise generation during the demolition and/or construction process. No offensive noise must be emitted during either process. Such activities must only be undertaken Monday to Friday 7.00am to 6.00pm and Saturday 8.00am to 1.00pm, excepting public holidays.

3. EROSION AND SEDIMENT CONTROL

Erosion and sediment control measures are to be established prior to commencement of construction and maintained to prevent silt and sediment escaping the site or producing erosion.

NOTE: All erosion and sediment control measures must be in place prior to earthworks commencing.

4. TOILET FACILITIES

Toilet facilities must be provided, at or in the vicinity of the work site on which work involved in the erection or demolition of a building is being carried out, at the rate of one toilet for every 20 persons or part of 20 persons employed at the site. Each toilet provided must be:

- a) a standard flushing toilet connected to a public sewer, or
- b) if that is not practicable, an accredited sewage management facility approved by Council, or
- c) if that is not practicable, any other sewage management facility approved by Council.

NOTE 1: The provision of toilet facilities in accordance with this condition must be completed before any other work is commenced and the toilet facility must not be removed without the prior written approval of Council.

NOTE 2: "Vicinity" in this condition is defined to mean within 50 meters of the subject building site.

NOTE 3: The toilet facilities are to comply with all WORK COVER NSW requirements.

5. PLANS

The development shall be generally in accordance with the supporting documentation, including but not limited to, the following:

Australian Executor Trustees Limited Statement of Environmental Effects For A Proposed Flood Levee by Riverina Agriconsultants dated 11 August 2020
Test of Significance, Proposed Flood Levee, 'Tocabil', Hillston by Hamilton Environmental Services Version 1 dated 22 December 2020

as modified by any conditions of this consent.

No departure from the approved plans and specifications shall be made unless the prior approval of Council has been obtained in writing.

The development shall be carried out in conformity with the provisions of the *Environmental Planning and Assessment Act, 1979*, and the regulations made thereunder, in accordance with the plans and specifications approved by Council.

The builder shall maintain on the site, at all times a legible copy of the following:

- Development Consent including plans and related documentation;

- Construction Certificate when applied for and issued, including plans, specifications and certificates.

6. CLEARING

Clearing is to be limited to the vegetation (11 small indigenous trees) specified by the Applicant and assessed in the Test of Significance Report dated 22 December 2020 prepared by Hamilton Environmental Services.

TRANSPORT for NSW

1. Access to the site for construction of the levee shall be via the existing driveways. No new access driveways to the Kidman Way are permitted.
2. The visibility of motorists on the Kidman Way is to be monitored and measures implemented to minimize dust leaving the site creating periods of poor visibility for the motorist.
3. Any works associated with the development shall be at no cost to Transport for NSW.

WATER NSW CONDITIONS



General Terms of Approval

for proposed development requiring approval under s89, 90 or 91 of the Water Management Act 2000

Reference Number:	IDAS1129320
Issue Date of GTA:	19 November 2020
Type of Approval:	Flood Work Approval
Description:	Proposed flood levee
Location of work/activity	'Tocabil' 15155 Kidman Way, WALLANTHERY NSW 2675
DA Number:	DA 2021/009
LGA:	Carrathool Shire Council
Floodplain Management Plan Area:	Lachlan River: Lake Brewster Weir to Whealbah (Hillston)

The GTA issued by WaterNSW do not constitute an approval under the *Water Management Act 2000*. The development consent holder must apply to WaterNSW for the relevant approval **after development consent** has been issued by Council **and before** the commencement of any work or activity.

Condition Number:	Details
GTA00001	<p>A. This General Terms of Approval (GTA) only applies to the proposed flood work described in the plans and associated documents found in Schedule 1, relating to development application DA2021/009 provided by Carrathool Shire Council to WaterNSW.</p> <p>B. Any amendments or modifications to the proposed flood work may render the GTA invalid. If the proposed flood work is amended or modified, WaterNSW, Deniliquin Office must be notified in writing to determine if any variations to the GTA will be required.</p>
GTA00002	<p>Before constructing or carrying out any proposed flood work, an application must be submitted to WaterNSW, and obtained, for a new flood work approval under the Water Management Act 2000.</p>
GTA00003	<p>A. The application for a flood work approval must include the document(s) listed in Schedule 1.</p>

GTA00004	Water NSW reserves the right to apply discretionary conditions to any approval granted, from time to time as required.
GTA00005	The flood work must be constructed and maintained in a way that will: A. Ensure the work's safe construction and operation, and B. Prevent the possibility of damage being caused by the work resulting from the work, to any public or private interest
GTA00006	The flood work must be constructed and maintained in accordance with the plans contained within Appendix 1 of the Statement of Environmental Effects for a proposed flood levee, dated 11 August 2020.
GTA00007	The alignment of the proposed flood work must be in accordance with plan 532517_2A (sheet 1 of 10) contained in Appendix 1 of the Statement of Environmental Effect for a Proposed Flood Levee, dated 11 August 2020 .
GTA00008	The proposed drainage pipe to be installed through the flood work shall remain open at all times to allow the free flow of rainfall run off and may only be closed to prevent flood water entering the protected area during times of flood.

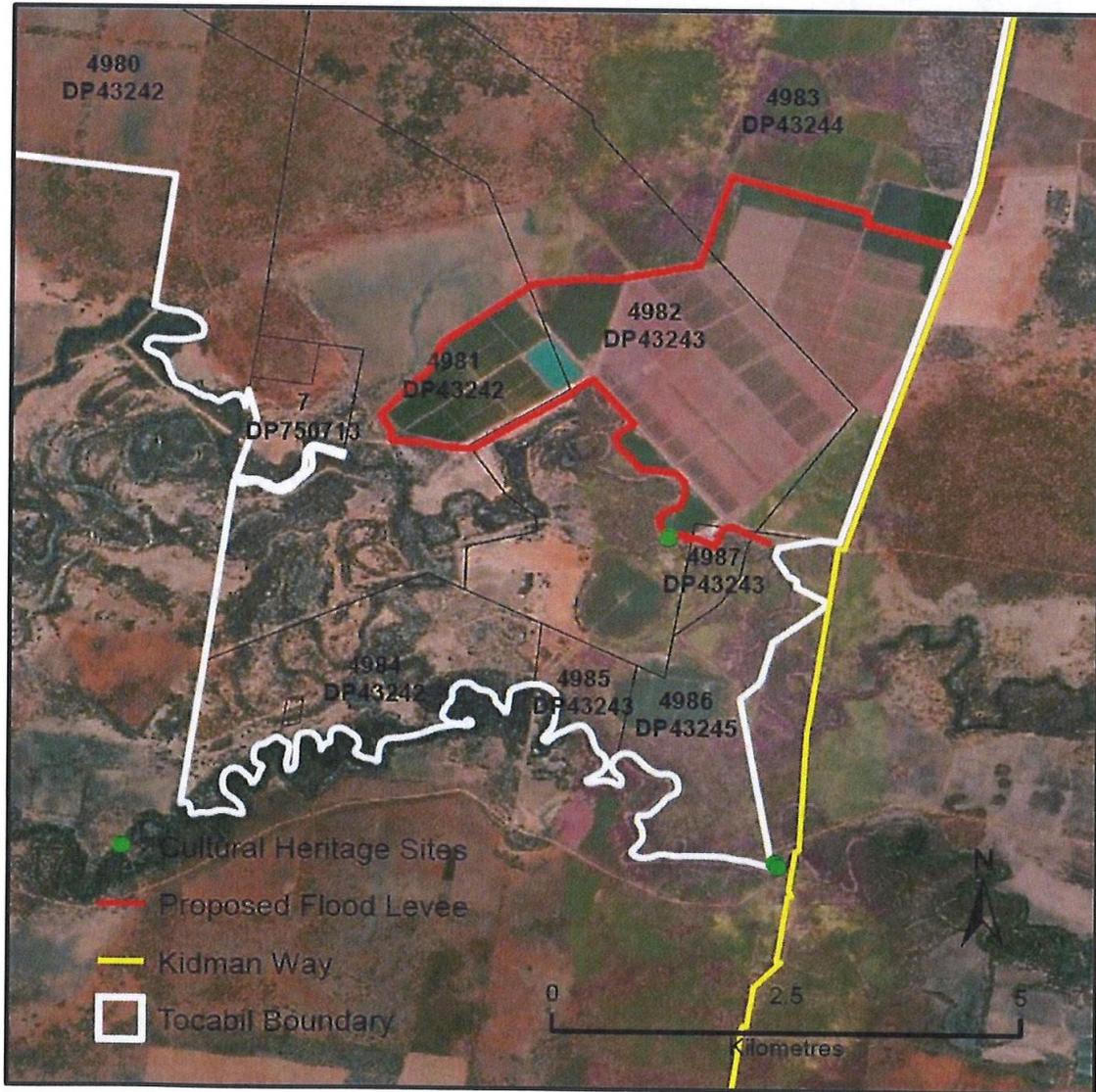
SCHEDULE 1

The plans and associated documentation listed in this schedule are referred to in the above General Terms of Approval (GTA) issued by WaterNSW in relation to development application DA2021-009:

Australian Executor Trustees Limited – Statement of Environmental Effect for a Proposed Flood Levee, dated 11 August 2020.

SITE PLAN

Proposed Flood Levee



SUBMISSION

Mr Jason Nicholson,
Manager Building & Regulatory Services
Carrathool Shire Council,
PO Box 12,
Goolgowi,
NSW 2652

5 November 2020

Dear Jason,

Re: JN:lj File: DA2021/009

I am writing to you in reply to your letter of 30 September 2020, with the above reference, regarding a development application for Flood Mitigation Works – Levee at 'Tocabil'.

I would like to raise a few concerns I have that by building the levee around the almond trees the flood plain is narrowed in two points, one that runs around the north west side of the almond orchard and decreases the width of the flood plain area and the second flow between Weenya house and the south west corner of the proposed levee bank. I believe this could put more pressure on the houses on the Lachlan River Road and back the water up and could put pressure on us as well.

I have lived in the Willanthry area my whole life, and I have lived through the floods in the 70's, 1990 and 2016. I am happy to discuss this proposal with you any time.

Yours sincerely,

RESPONSE TO SUBMISSION



Received CSC,
23 NOV 2020

Tahlee Consulting Services
PO Box 539
Gunnedah NSW 2380
Ph: 02 6742 5275
Email: anthony@tahlee.com.au

Agricultural engineering services

20 November 2020
Our Ref: 0525ARF002

Mr Jason Nicholson
Manager Building & Regulatory Services
Carrathool Shire Council
PO Box 12
Goolgowi NSW 2652

Development Application 2021/009

Dear Jason,

This letter addresses the concerns raised in the letter to Carrathool Shire Council dated 5th November, 2020, regarding the application for Flood Mitigation Works on the property Tocabil (DA 2021/009).

As shown in the Lachlan River, Hillston Floodplain Management Plan, Lake Brewster to Whealbah, 2005 (LRHFMP), there are three flood flow paths through Tocabil. The main flow path follows the Lachlan River extending from the southern side of Tocabil across to Lachlan River Road. The other primary flow path follows Willandra Creek adjacent to the southern side of the Tocabil orchard.

A secondary flow path breaks out of the Lachlan River about 5 kilometres upstream of the Kidman Way and flows through the properties Uranaway and Valroona before flowing around the northern and western sides of the orchard on Tocabil and re-joining Willandra Creek. This flow path seldom floods and is a high level break out. Based on the river flow data at Willandra Weir the largest flood since records began in 1941 was the 1990 flood. The second largest was the 2016 flood. As shown in satellite imagery in the flood study we prepared for the Tocabil application, no water flowed through this flow path in the 2016 flood event.

There are several existing banks on Tocabil that are deemed complying in the LRHFMP. The existing opening in the complying bank on Tocabil that crosses the northern, secondary flow path is 20m wide as stipulated in the LRHFMP. As part of the proposed application this opening will be widened to 50m to increase the capacity of the floodway above that stipulated in the LRHFMP.

The layout of the existing, complying works on the southern side of the orchard development in the vicinity of the Wyeena House or the other houses on Lachlan River Road does not change. The flood flow depths and distribution in the vicinity of these houses with the works as detailed in DA 2021/009 will be exactly the same as with the existing complying banks that have been there since the 1980's.



Detailed two dimensional modelling of the 1990 flood (declared a 1 in 60-70 year average recurrence interval flood in the LRHFMP and the largest flood since records began in 1941 at the Willandra Weir Gauge) has been undertaken as part of this application. This modelling shows that the proposed levee around the south west section of the orchard will have a minor localised effect on flood depths in Willandra Creek immediately adjacent to the levee and no effect on flow distribution or flow depths upstream or downstream of the works.

The two dimensional modelling of the 1990 flood shows that the flood mitigation works on Tocabil have no effect on flow distribution on the floodplain. There is no effect on flow depths on any of the neighbouring properties adjacent to the Lachlan River or Willandra Creek. The increases in the flow depth in the northern, secondary flow path are less than with the existing complying banks and are within the allowable limits set out in the LRHFMP.

This letter contains only a very brief summary of the results contained in the flood study for this application and only addresses the concerns raised in the letter to Carrathool Council. A more detailed analysis of the flood flows with the flood mitigation works on Tocabil can be contained in the *Tocabil Flood Study* we prepared in June 2020. Alternatively, if you would like to discuss any of the points raised please feel free to contact me.

Yours sincerely,

Anthony Fairfull
 Director
 Tahlee Consulting Services

10.20 Development Application DA2021/020 – Change of Use

DA2021/020

Author: Manager Building and Regulatory Services

Purpose: Development Application for Determination by Council

Attachment: Draft Conditions, Floor Plan

Background

On 14 December 2020, Council received a Development Application (DA) and supporting documentation from Parisplan for a change of use to an existing building. The proposed development involves the change of use from commercial to residential. The proposal site is located at Lot 52, DP 620312, 176-178 High Street, Hillston NSW 2675, which is the former Hillston Municipal Chambers.

The Development Application was notified to six adjoining and adjacent landholders on the 11 January 2021 as well as an advertisement placed in the Hillston Spectator on 20 January 2021 and 3 February 2021. In addition, the DA was publicly advertised on Council's website and on Facebook starting on the 13 January 2021. The notification period ended on 12 February 2021, with no submissions received during this period.

Issues

The former Hillston Municipal Chambers, at 176-178 High Street Hillston, is listed in Schedule 5 of *Carrathool Local Environmental Plan (LEP) (2012)* as being an item of local heritage significance. The municipality was created in approximately 1888 and the subject building was constructed circa 1935, it was used as the municipal office before the merger of Carrathool Council and Hillston Council.

Clause 5.10 of the Carrathool LEP 2012 deals with "heritage conservation" and the objectives of this clause are:

- (a) to conserve the environmental heritage of Carrathool,
- (b) to conserve the heritage significance of heritage items and heritage conservation areas, including associated fabric, settings and views,
- (c) to conserve archaeological sites,
- (d) to conserve Aboriginal objects and Aboriginal places of heritage significance.

The proposed development involves internal alterations and maintenance of the existing building. The main works involve the provision of a new bathroom and laundry located with the previous brick additions to the building and the refurbishment of the kitchen. Other maintenance works will include repairs to superficial cracking in the plaster and painting.

Development Consent is required by virtue of Clause 5.10 (b) of the LEP 2012. It is considered that the proposed works will not have an adverse impact on the heritage significance of the item and that a heritage management document is not required to assess the extent to which the carrying out of the proposed works would affect the heritage significance of the heritage item. In addition, it is considered that the proposed works will help to conserve the existing building and will not have any significant adverse effect on the amenity of the surrounding area.

Council assessment officer has assessed the Development Application against the heads of consideration of Section 4.15 of the *Environmental Planning & Assessment Act 1979* and is satisfied that:

- The proposal is consistent with the relevant provisions of the Carrathool Local Environmental Plan 2012.
- The proposal will not result in any significant detrimental environmental or socio-economic impacts.
- The site is suitable for the proposed development.

Additionally, if Council chooses to approve the proposal, there are conditions placed on the consent to ensure the façade of the building is to be maintained and that the building can only be used for residential purposes, and not for commercial purposes. Commercial purposes include such things as hostels and boarding houses.

Description of Proposed Development

The proposal will include minor internal building works which include repairs to minor wall defects and the installation of a new kitchen, laundry and bathroom. Once works are completed the building will be a 4-bedroom residence.

Subject Site and Locality Deception

The subject site is Lot 52, DP 620312, 176-178 High Street Hillston New South Wales 2675, with the total area of the site being 879 m².

Financial implications

Nil

Statutory implications (Governance including Legal)

Nil

Policy implications

In accordance with Policy 110 - Development Applications - Determination by Council, the assessing officer is required to present Development Applications to Council for determination when the development affects a Heritage Item as listed in Schedule 5 of the Carrathool Shire Council Local Environmental Plan 2012.

Risk implications

The applicant has appeal rights to the Land & Environment Court should they be dissatisfied with the determination or conditions applied to the consent.

Community Strategic Plan

Nil

Recommendation:

That Council resolves to grant Development Consent for DA2021/020 for the change of use to an existing building subject to the conditions imposed.

ATTACHMENT

DRAFT CONDITIONS OF APPROVAL – DA2021/020

1. COMPLIANCE WITH THE BUILDING CODE OF AUSTRALIA

(Prescribed Condition)

All building work must be carried out in accordance with the requirements of the Building Code of Australia (as in force on the date the application for the relevant Construction Certificate or Complying Development Certificate was made).

2. RESIDENTIAL BUILDING WORK

(Prescribed Condition)

Building work (within the meaning of the *Home Building Act 1989*) must not be carried out unless the Principal Certifier for the development:

- a) in the case of work done by a licensee under the Act:
 - i) has been informed in writing of the licensee's name and contractor license number, and
 - ii) is satisfied that the licensee has complied with the requirements of Part 6 of that Act, OR
- b) in the case of work to be done by any other person:
 - i) has been informed in writing of the person's name and owner-builder permit number, or
 - ii) has been given a declaration, signed by the owner of the land, that states that the reasonable market cost of the labour and materials involved in the work is less than the amount prescribed for the purposes of the definition of owner-builder work in Section 29 of the Act,

and, is given appropriate information and declarations under paragraphs a) and b) whenever arrangements for the doing of the work are changed in such a manner as to render out of date any information or declaration previously given under either a) or b).

NOTE: A certificate issued by an approved insurer under Part 6 of the Home Building Act 1989 that states that the person is the holder of an insurance policy is sufficient evidence to satisfy this condition.

3. SIGNS TO BE ERECTED ON BUILDING AND DEMOLITION SITES

(Prescribed Condition)

A sign must be erected in a prominent position on any work site on which work involved in the erection or demolition of a building is being carried out:

- a) stating that unauthorised entry to the site is prohibited, and
- b) showing the name of the person in charge of the work site and a telephone number at which that person may be contacted outside work hours
- c) the development consent or complying development consent number, the name and contact details of the Principal Certifier.

Any sign must be removed when the work has been completed.

NOTE: This condition does not apply to:

- a) building work carried out inside an existing building, or
- b) building work carried out on premises that must be occupied continuously (both during and outside work hours) while the work is being carried out.

4. COMPLIANCE WITH BASIX

(Prescribed Condition)

The commitments listed in any relevant BASIX Certificate for this development must be fulfilled in accordance with the BASIX Certificate Report, Development Consent and the approved plans and specifications.

5. NOTICE OF COMMENCEMENT

(Prescribed Condition)

The applicant is to submit to Council, at least two (2) days prior to the commencement of any works, a 'Notice of Commencement of Building or Subdivision Works'.

6. BUILDING INSPECTIONS

The applicant must obtain a Compliance Certificate pursuant to Section 6.16 of the Environmental Planning and Assessment Act 1979, as amended, from Council or an accredited certifying authority, certifying compliance with the Building Code of Australia for the stages of construction listed in Column 1. For the purposes of obtaining the Compliance Certificate the works must be inspected by the accredited certifying authority at the times specified in Column 2.

	COLUMN 1	COLUMN 2
F	Internal Wall frames (If any)	When the brick veneer outer wall has been constructed and tied to the frame.
H	Wet areas	When the flashing to all wet areas, including the plinth under the bath, the bathroom, laundry, water closet, ensuite and shower recess have been completed.
I	Drainage	When the stormwater and roof water drainage system has been completed.
J	Final	Required prior to occupation of the building

NOTE 1: A Final Occupation Certificate in relation to the building cannot be issued by Council or an accredited certifying authority until all Compliance Certificates required by this condition have been issued by, or registered with Council.

NOTE 2: The above Compliance Certificates are required whether or not the work has been inspected by a Structural Engineer, a lending authority or any other person. If the Compliance Certificates are not issued Council may refuse to issue a Building Certificate under Section 6.26 of the Environmental Planning and Assessment Act 1979, as amended.

NOTE 3: Submission of the bracing plan and the Truss and Frame Certificate is required seven (7) working days before the frame inspection.

7. DEVELOPMENT APPLICATION RECORD TO BE KEPT ONSITE

The Builder must at all times maintain, on the job, a legible copy of the plan and specification approved with the Construction Certificate.

8. CONFORM WITH APPROVED PLANS

The development shall take place in accordance with the approved development plans as submitted with DA2021/020. Any alterations or additions marked by Council on the approved plans and/or the specifications must be carried into effect.

9. HOURS OF OPERATION

The applicant must take all reasonable steps to minimise dust and noise generation during the demolition and/or construction process. No offensive noise must be emitted during either process. Such activities must only be undertaken Monday to Friday 7.00am to 6.00pm and Saturday 8.00am to 1.00pm, excepting public holidays.

10. RUBBISH AND DEBRIS

All building rubbish and debris, including that which can be wind-blown, must be contained on site in a suitable enclosure, approved by Council, at all times prior to disposal at Council's Waste Management Centre. The container must be erected on the building site prior to work commencing.

Materials and sheds or machinery to be used in association with the construction of the building must not be stored or stacked on Council's footpath, nature strip, reserve or roadway.

NOTE 1: No building rubbish or debris must be placed, or be permitted to be placed on any adjoining public reserve, footway, road or private land.

NOTE 2: The applicant must retain weighbridge certificates, receipts or dockets that clearly identify where waste has been deposited. Documentation must include quantities and nature of the waste. This documentation must be provided to Council prior to application for an Occupation Certificate for the development.

NOTE 3: The suitable container for the storage of rubbish must be retained on site until an Occupation Certificate is issued for the development.

11. CLOTHES DRYING

The dwelling must be provided with an outdoor area or appropriate equipment for the drying of laundry.

NOTE: A suitably screened outdoor drying area in close proximity to the dwelling and equipped with clothes line or similar, would satisfy this condition.

12. BUILDING NUMBER

A building number must be displayed in a position clearly visible from the street in letters having a height of not less than 75 mm (3 inches). The number must be visible against the background on which it is placed. The correct building number is stated on the Notice of Determination.

13. APPOINTMENT OF PRINCIPAL CERTIFIER

The applicant must submit to Council, at least two (2) days prior to the commencement of any works, notification of the details of the Principal Certifier appointed by the owner for the development.

14. PLANS

The development shall be generally in accordance with the supporting documentation, including but not limited to, the following:

Site Plan SP01
Floor Plan

as modified by any conditions of this consent.

No departure from the approved plans and specifications shall be made unless the prior approval of Council has been obtained in writing.

The development shall be carried out in conformity with the provisions of the *Environmental Planning and Assessment Act, 1979*, and the regulations made thereunder, in accordance with the plans and specifications approved by Council.

The builder shall maintain on the site, at all times a legible copy of the following:

- Development Consent including plans and related documentation;
- Construction Certificate when applied for and issued, including plans, specifications and certificates.

15. CONSTRUCTION CERTIFICATE – BUILDING

The applicant must obtain a CONSTRUCTION CERTIFICATE pursuant to Section 6.4 of the *Environmental Planning and Assessment Act 1979*, as amended from either Council or an accredited certifying authority certifying that the proposed works are in accordance with the Building Code of Australia PRIOR to any works commencing.

NOTE 1: No building, engineering, excavation work or food premises fitout must be carried out in relation to this development until the necessary Construction Certificate has been obtained.

NOTE 2: YOU MUST NOT COMMENCE WORK UNTIL YOU HAVE RECEIVED THE CONSTRUCTION CERTIFICATE, even if you made an application for a Construction Certificate at the same time as you lodged this Development Application.

NOTE 3: It is the responsibility of the applicant to ensure that the development complies with the provision of the Building Code of Australia in the case of building work and the applicable Council Engineering Standards in the case of subdivision works. This may entail alterations to the proposal so that it complies with these standards.

16. DRAIN ROOFED AND PAVED AREAS

All roofed and paved areas must be drained and the water from those areas and from any other drainage conveyed to the gutter in High Street, in accordance with AS/NZS 3500.

Stormwater disposal drains must be connected to all roof gutter downpipes within fourteen (14) days of installation of the downpipes and/or the construction of hard standing areas, as may be appropriate, to discharge roof-water to the approved method of disposal.

17. PLUMBING AND DRAINAGE WORKS

Any sewer or stormwater works associated with the development are to meet the requirements of the AS3500 and the New South Wales Plumbing Code of Practice. In this regard, it may be necessary for you to contact a Licensed Plumber and Drainer.

A Plumbing Permit must be obtained by a Licensed Plumber and Drainer, prior to any sewer or stormwater work being carried out on site. Further, a final inspection must be carried out upon completion of plumbing and drainage work and prior to occupation of the development.

18. WORKS AS EXECUTED DIAGRAM

Council requires a “Works as Executed Diagram” to be approved by Council Plumbing Inspector, prior to the issue of a Final Plumbing Certificate.

The Works as Executed Diagram must be submitted in electronic format in PDF File in accordance with Council Requirements.

19. PLUMBING INSPECTIONS

The applicant must obtain a Compliance Certificate pursuant to Section 6.16 of the *Environmental Planning and Assessment Act 1979*, as amended from Council or an accredited certifying authority certifying that the plumbing work identified in column 1 has been installed in accordance with AS/NZS 3500 and New South Wales Code of Practice, Plumbing and Drainage. For the purposes of obtaining the Compliance Certificates the plumbing works must be inspected by the accredited certifying authority at the times specified in Column 2.

	COLUMN 1	COLUMN 2
A	Internal House Drainage	When all internal plumbing work is installed and prior to concealment.
B	External House Drainage	When all external plumbing work is installed and prior to concealment.
C	Stormwater Drainage	When all external stormwater drainage work is installed and prior to concealment.
E	Final	Prior to occupation of the building.

20. MATERIAL SPECIFICATIONS

All external maintenance/repair works are to be carried out in such a manner that the works will not have an adverse impact on the heritage significance of the item. Details of all external works are to be included in the Construction Certificate application.

21. OCCUPATION CERTIFICATE

The applicant must obtain an Occupation Certificate, pursuant to Section 6.4(c) of the Environmental Planning and Assessment Act 1979, from either Council or an accredited certifying authority, prior to occupation of the building.

NOTE: The issuing of an Occupation Certificate does not necessarily indicate that all conditions of development consent have been complied with. The applicant is responsible for ensuring that all conditions of development consent are complied with.

22. USE OF THE BUILDING – (NOT TO BE USED FOR COMMERCIAL PURPOSE)

The proposed use of the building is to be as a Class 1a single dwelling. The building is not to be used for any Commercial purpose unless the prior approval of Council has been obtained.

REASONS FOR CONDITIONS

1. To achieve the objectives of Section 1.3 of the Environmental Planning and Assessment Act 1979, having regard to the relevant matters for consideration contained in Section 4.15 of the Act and the Environmental Planning Instruments applying to the land;
2. To ensure compliance with the Building Code of Australia, to enable the achievement and maintenance of acceptable standards of structural sufficiency, safety, health and amenity, for the benefit of the community now and in the future;
3. To confirm the details of the application and plans submitted by the applicant;
4. To ensure compliance with relevant planning controls;
5. To ensure that appropriate environmental protection measures are in place;
6. To ensure the development complies with the requirements of Council policies;
7. To ensure that works do not interfere with reasonable amenity expectations of residents and the community.

ADVICE TO APPLICANT

1. This Notice of Determination does not remove the applicant's obligation to obtain approvals required by any other legislation.
2. Part 8, Sections 8.3 and 8.7 of the Environmental Planning and Assessment Act 1979 confers on the applicant who is not satisfied with determination of the consent authority a right of appeal to the Land and Environment Court exercisable within 6 months of receipt of this notice.
3. Any person who contravenes this Notice of Determination of the above consent shall be guilty of a breach of the Environmental Planning and Assessment Act, 1979, and shall be liable to a monetary penalty and/or a restraining order which may be imposed by the Land and Environment Court.
4. Prior to commencing works on site, Telstra's "Dial Before You Dig" should be contacted by phoning 1100 (follow the prompts) and provide the following details:
 - Street name and number;
 - Side of street (north side, east or west);
 - Distance to nearest cross street
5. Division 8.2 of the Environmental Planning and Assessment Act 1979 confers on the applicant the right to request Council to conduct a Review of this Notice of Determination within 6 months of receipt of this notice.

10.21 Development Application DA2021/026 – Storage Shed

DA2021/026

Author: Manager Building and Regulatory Services

Purpose: To seek Council approval for variation to Policy 71 - Building Line

Attachment: Draft Conditions, Site Plan

Background

On 27 January 2021, Council received a Development Application (DA) and supporting documentation from Lachlan Lodge Incorporated for the construction of a storage shed. The proposal is to be located on Lot 1, DP 1038477, 48D Burns Street Hillston NSW 2675. The proposed storage shed is to be located on the boundary facing Herrick Street.

Issues

It was noted at the initial viewing of the DA file that the proposed garage would require an exemption to Council Policy 71 - Building Line. This policy requires all buildings in RU5 Village areas have a minimum setback of six (6) metres from the front boundary, and in the case of corner allotments, a minimum of three (3) metres from the side boundary. With this property situated on a corner allotment the required setback for the proposal should be three (3) metres.

It was observed at the site inspection that existing structures in the area are located close to front and side boundaries. It is the opinion of the assessing officer that by positioning the storage shed on the boundary facing Herrick Street, it will have no impact on adjoining landowners.

Description of Proposed Development

The proposed storage shed measures 16m long x 7.5m wide, with a height of 3.662m from ground level to the ridge. The storage shed will be all steel construction with concrete footings and a corrugated iron roof.

Subject Site and Locality Deception

The subject site is Lot 1, DP 1038477, 48D Burns Street Hillston New South Wales 2675, with the total area of the site being 3954m². The proposed storage shed is to be located on the side boundary facing Herrick Street. The proposal will be constructed from steel, and be a traditional gable design. Stormwater from the proposal will be required to be directed to Council's kerb and gutter infrastructure.

Financial implications

Nil

Statutory implications (Governance including Legal)

Nil

Policy implications

Policy 71 Building - Building Line

Risk implications

The applicant has appeal rights to the Land & Environment Court should they be dissatisfied with the determination or conditions applied to the consent.

Community Strategic Plan

Nil

Recommendation:

That Council resolves to grant Development Consent for DA2021/026 for the construction of a storage shed subject to the conditions imposed.

ATTACHMENT

DRAFT CONDITIONS OF APPROVAL – DA2021/026

1. COMPLIANCE WITH THE BUILDING CODE OF AUSTRALIA

(Prescribed Condition)

All building work must be carried out in accordance with the requirements of the Building Code of Australia (as in force on the date the application for the relevant Construction Certificate or Complying Development Certificate was made).

2. SIGNS TO BE ERECTED ON BUILDING AND DEMOLITION SITES

(Prescribed Condition)

A sign must be erected in a prominent position on any work site on which work involved in the erection or demolition of a building is being carried out:

- a) stating that unauthorised entry to the site is prohibited, and
- b) showing the name of the person in charge of the work site and a telephone number at which that person may be contacted outside work hours
- c) the development consent or complying development consent number, the name and contact details of the Principal Certifier.

Any sign must be removed when the work has been completed.

NOTE: This condition does not apply to:

- a) building work carried out inside an existing building, or
- b) building work carried out on premises that must be occupied continuously (both during and outside work hours) while the work is being carried out.

3. NOTICE OF COMMENCEMENT

(Prescribed Condition)

The applicant is to submit to Council, at least two (2) days prior to the commencement of any works, a 'Notice of Commencement of Building or Subdivision Works'.

4. BUILDING INSPECTIONS

The applicant must obtain a Compliance Certificate pursuant to Section 6.16 of the *Environmental Planning and Assessment Act 1979*, as amended, from Council or an accredited certifying authority, certifying compliance with the Building Code of Australia for the stages of construction listed in Column 1. For the purposes of obtaining the Compliance Certificate the works must be inspected by the accredited certifying authority at the times specified in Column 2.

	COLUMN 1	COLUMN 2
A	Site Inspection	Prior to any works commencing on the site.
B	Footings	When the footings have been excavated and all steel reinforcement has been placed in position.
C	Slab	When reinforcement steel has been placed in position in any concrete slab, whether or not the slab is suspended, on the ground, or on fill.
I	Drainage	When the stormwater and roof water drainage system has been completed.
J	Final	Required prior to occupation of the building

NOTE 1: A Final Occupation Certificate in relation to the building cannot be issued by Council or an accredited certifying authority until all Compliance Certificates required by this condition have been issued by, or registered with Council.

NOTE 2: The above Compliance Certificates are required whether or not the work has been inspected by a Structural Engineer, a lending authority or any other person. If the Compliance Certificates are not issued Council may refuse to issue a Building Certificate under Section 6.26 of the *Environmental Planning and Assessment Act 1979*, as amended.

NOTE 3: Submission of the bracing plan and the Truss and Frame Certificate is required seven (7) working days before the frame inspection.

5. CONFORM WITH APPROVED PLANS

The development shall take place in accordance with the approved development plans as submitted with DA2021/026. Any alterations or additions marked by Council on the approved plans and/or the specifications must be carried into effect.

6. HOURS OF OPERATION

The applicant must take all reasonable steps to minimise dust and noise generation during the demolition and/or construction process. No offensive noise must be emitted during either process. Such activities must only be undertaken Monday to Friday 7.00am to 6.00pm and Saturday 8.00am to 1.00pm, excepting public holidays.

7. FIRE PRECAUTIONS

Adequate fire precautions must be undertaken during construction. This will mean the provision of at least one fire extinguisher to suit Class A, B and C fires and electrical fires at all times in the construction area.

8. RUBBISH AND DEBRIS

All building rubbish and debris, including that which can be wind-blown, must be contained on site in a suitable enclosure, approved by Council, at all times prior to disposal at Council's Waste Management Centre. The container must be erected on the building site prior to work commencing. Materials and sheds or machinery to be used in association with the construction of the building must not be stored or stacked on Council's footpath, nature strip, reserve or roadway.

NOTE 1: No building rubbish or debris must be placed, or be permitted to be placed on any adjoining public reserve, footway, road or private land.

NOTE 2: The applicant must retain weighbridge certificates, receipts or dockets that clearly identify where waste has been deposited. Documentation must include quantities and nature of the waste. This documentation must be provided to Council prior to application for an Occupation Certificate for the development.

NOTE 3: The suitable container for the storage of rubbish must be retained on site until an Occupation Certificate is issued for the development.

9. TOILET FACILITIES

Toilet facilities must be provided, at or in the vicinity of the work site on which work involved in the erection or demolition of a building is being carried out, at the rate of one toilet for every 20 persons or part of 20 persons employed at the site. Each toilet provided must be:

- a) a standard flushing toilet connected to a public sewer, or
- b) if that is not practicable, an accredited sewage management facility approved by Council, or
- c) if that is not practicable, any other sewage management facility approved by Council.

NOTE 1: The provision of toilet facilities in accordance with this condition must be completed before any other work is commenced and the toilet facility must not be removed without the prior written approval of Council.

NOTE 2: "Vicinity" in this condition is defined to mean within 50 metres of the subject building site.

NOTE 3: The toilet facilities are to comply with all WORK COVER NSW requirements.

10. APPOINTMENT OF PRINCIPAL CERTIFIER

The applicant must submit to Council, at least two (2) days prior to the commencement of any works, notification of the details of the Principal Certifier appointed by the owner for the development.

11. PLANS

The development shall be generally in accordance with the supporting documentation, including but not limited to, the following:

Site Plan: Proposed Site Plan Lot 1 DP1038477 Moore Street Hillston NSW 2675 by Sherene Blumer dated 12 Jan 2021, Page 1 of 1
Drawing Number: 402549-GA(Sheets 1 & 2) General Arrangement Lachlan Lodge 48D Burns St Hillston NSW 2675 by Ranbuild Rev A no date.

as modified by any conditions of this consent.

No departure from the approved plans and specifications shall be made unless the prior approval of Council has been obtained in writing.

The development shall be carried out in conformity with the provisions of the *Environmental Planning and Assessment Act, 1979*, and the regulations made thereunder, in accordance with the plans and specifications approved by Council.

The builder shall maintain on the site, at all times a legible copy of the following:

- Development Consent including plans and related documentation;
- Construction Certificate when applied for and issued, including plans, specifications and certificates.

12. OCCUPATION CERTIFICATE

The applicant must obtain an Occupation Certificate, pursuant to Section 6.4(c) of the Environmental Planning and Assessment Act 1979, from either Council or an accredited certifying authority, prior to occupation of the building.

NOTE: The issuing of an Occupation Certificate does not necessarily indicate that all conditions of development consent have been complied with. The applicant is responsible for ensuring that all conditions of development consent are complied with.

REASONS FOR CONDITIONS

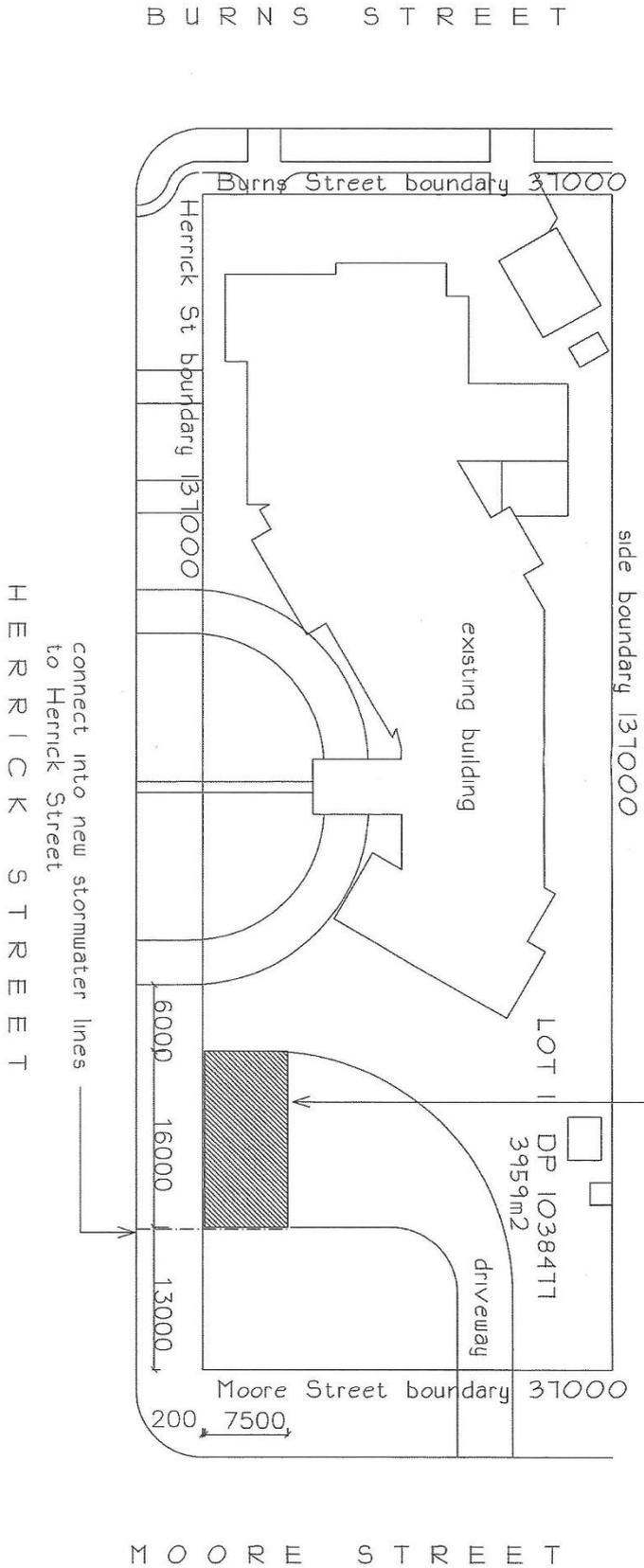
1. To achieve the objectives of Section 1.3 of the Environmental Planning and Assessment Act 1979, having regard to the relevant matters for consideration contained in Section 4.15 of the Act and the Environmental Planning Instruments applying to the land;
2. To ensure compliance with the Building Code of Australia, to enable the achievement and maintenance of acceptable standards of structural sufficiency, safety, health and amenity, for the benefit of the community now and in the future;
3. To confirm the details of the application and plans submitted by the applicant;
4. To ensure compliance with relevant planning controls;
5. To ensure that appropriate environmental protection measures are in place;
6. To ensure the development complies with the requirements of Council policies;
7. To ensure that works do not interfere with reasonable amenity expectations of residents and the community.

ADVICE TO APPLICANT

1. This Notice of Determination does not remove the applicant's obligation to obtain approvals required by any other legislation.

2. Part 8, Sections 8.3 and 8.7 of the Environmental Planning and Assessment Act 1979 confers on the applicant who is not satisfied with determination of the consent authority a right of appeal to the Land and Environment Court exercisable within 6 months of receipt of this notice.
3. Any person who contravenes this Notice of Determination of the above consent shall be guilty of a breach of the Environmental Planning and Assessment Act, 1979, and shall be liable to a monetary penalty and/or a restraining order which may be imposed by the Land and Environment Court.
4. Prior to commencing works on site, Telstra's "Dial Before You Dig" should be contacted by phoning 1100 (follow the prompts) and provide the following details:
 - Street name and number;
 - Side of street (north side, east or west);
 - Distance to nearest cross street
5. Division 8.2 of the Environmental Planning and Assessment Act 1979 confers on the applicant the right to request Council to conduct a Review of this Notice of Determination within 6 months of receipt of this notice.

SITE PLAN



Proposed new 16 x 7.5m shed location. Refer to Shed details

<p>ALL DIMENSIONS AND NOTES ARE TO BE COMPLETED BY BUILDER AND/OR OWNER BEFORE COMMENCING WORKS. DIMENSIONS SHOWN ONLY. ALL CONSTRUCTION WORK IS TO BE IN ACCORDANCE WITH THE BUILDING CODE OF AUSTRALIA AND ALL RELEVANT CODES AND GOVERNING BODIES. UNDER DRAWING IS TO BE COMPLETED IN ACCORDANCE WITH THE NATIONAL CONSTRUCTION CODE AND ALL RELEVANT CODES AND GOVERNING BODIES. CONCRETE SLABS AND FOOTING ARE TO BE IN ACCORDANCE WITH SAA 2802.1. ANY DISCREPANCIES FOUND IN THESE DRAWINGS MUST BE REPORTED TO SHERENE BLUMER BEFORE WORKS BEGIN. UNLOCATED LOADS, DIMENSIONS, LIGHTINGS AND ALL OTHER DIMENSIONALLY REPRESENTED STUDIES ARE INDICATIVE ONLY AND MUST BE VERIFIED ON SITE BY THE BUILDER AND PROFESSIONAL APPLICABLE BEFORE WORKS BEGIN.</p> <p>©SHERENE BLUMER B. Sc (ARCH) 8 April 2021</p>		
NO.	REVISION	DATE
<p>PROJECT: PROPOSED NEW SHED</p> <p>LOCATION: LOT 1 DP 1038477 MOORE STREET HILLSTON NSW 2675</p> <p>CLIENT: LACHLAN LODGE HILLSTON</p> <p>DRAWING: PROPOSED SITE PLAN</p>		
<p>DESIGN & DOCUMENTATION BY</p> <p>SHERENE BLUMER</p> <p>12 WHITTON STREET GRIFFITH NSW 2680 PH: 02 69644465 MOBILE: 0438 295862 E-MAIL: sherene@blumer.net.au</p>		<p>SCALE: 1:400@A3</p> <p>DATE: 12 JAN 2021</p> <p>DRAWN: SB</p> <p>NUMBER: 01</p>

10.22 Development Application DA2021/027 – Placement of LED Sign, Hillston Library

DA2021/027

Author: Manager Building and Regulatory Services

Purpose: Development Application 2021/027 for Determination by Council

Attachment: Draft Conditions, Existing Sign, Proposed Sign

Background

On 28 January 2021, Council received an internal Development Application (DA) and supporting documentation for the placement of an LED sign at the Hillston Library located on Lot 1, DP 1088502, 173-175 High Street, Hillston NSW 2675.

Issues

With the library being located on the Kidman Way, and owned by the State Government, the Development Application was forwarded to Transport for New South Wales (TfNSW) for concurrence. TfNSW assessed the DA based on documentation provided and raised no objection with the proposal subject to council ensuring that the development is undertaken in accordance with certain conditions of consent. These conditions have been placed on the DA consent.

Description of Proposed Development

The proposed LED sign will replace an existing sign located on the corner of High Street and McGee Street, Hillston. The proposed sign is single sided with a 1.6m x 0.96m internally illuminated LED display screen, which will be encased in a steel frame. The LED sign will be used to advertise and promote both Council and community activities.

Subject Site and Locality Deception

The subject site is Lot 1, DP 1088502, 173-175 High Street Hillston. The site has an area of 1620m² and the site is Zoned RU5-Village.

Financial implications

Nil

Statutory implications (Governance including Legal)

Nil

Policy implications

In accordance with Policy 110 - Development Applications - Determination by Council, the assessing officer is required to present Development Applications to Council for determination when the Council is the applicant, landowner or in care and control of the land in question. With Council being the applicant and landowner, DA2021/027 is being presented to council for determination.

Risk implications

The applicant has appeal rights to the Land & Environment Court should they be dissatisfied with the determination or conditions applied to the consent.

Community Strategic Plan

Nil

Recommendation:

That Council resolves to grant Development Consent for DA2021/027 for the installation of a LED sign subject to the conditions imposed.

ATTACHMENT

DRAFT CONDITIONS OF APPROVAL – DA2021/027

1. COMPLIANCE WITH THE BUILDING CODE OF AUSTRALIA

(Prescribed Condition)

All building work must be carried out in accordance with the requirements of the Building Code of Australia (as in force on the date the application for the relevant Construction Certificate or Complying Development Certificate was made).

2. DEVELOPMENT APPLICATION RECORD TO BE KEPT ONSITE

The Builder must at all times maintain, on the job, a legible copy of the plan and specification approved with the Construction Certificate.

3. CONFORM WITH APPROVED PLANS

The development shall take place in accordance with the approved development plans as submitted with DA2021/027. Any alterations or additions marked by Council on the approved plans and/or the specifications must be carried into effect.

4. HOURS OF OPERATION

The applicant must take all reasonable steps to minimise dust and noise generation during the demolition and/or construction process. No offensive noise must be emitted during either process. Such activities must only be undertaken Monday to Friday 7.00am to 6.00pm and Saturday 8.00am to 1.00pm, excepting public holidays.

5. RUBBISH AND DEBRIS

All building rubbish and debris, including that which can be wind-blown, must be contained on site in a suitable enclosure, approved by Council, at all times prior to disposal at Council's Waste Management Centre. The container must be erected on the building site prior to work commencing. Materials and sheds or machinery to be used in association with the construction of the building must not be stored or stacked on Council's footpath, nature strip, reserve or roadway.

NOTE 1: No building rubbish or debris must be placed, or be permitted to be placed on any adjoining public reserve, footway, road or private land.

NOTE 2: The applicant must retain weighbridge certificates, receipts or dockets that clearly identify where waste has been deposited. Documentation must include quantities and nature of the waste. This documentation must be provided to Council prior to application for an Occupation Certificate for the development.

NOTE 3: The suitable container for the storage of rubbish must be retained on site until an Occupation Certificate is issued for the development.

6. TOILET FACILITIES

Toilet facilities must be provided, at or in the vicinity of the work site on which work involved in the erection or demolition of a building is being carried out, at the rate of one toilet for every 20 persons or part of 20 persons employed at the site. Each toilet provided must be:

- a) a standard flushing toilet connected to a public sewer, or
- b) if that is not practicable, an accredited sewage management facility approved by Council, or
- c) if that is not practicable, any other sewage management facility approved by Council.

NOTE 1: The provision of toilet facilities in accordance with this condition must be completed before any other work is commenced and the toilet facility must not be removed without the prior written approval of Council.

NOTE 2: "Vicinity" in this condition is defined to mean within 50 metres of the subject building site.

NOTE 3: The toilet facilities are to comply with all WORK COVER NSW requirements.

TRANSPORT FOR NSW CONDITIONS

1. Any advertising signage shall comply with the provisions of State Environmental Planning Policy (SEPP) No. 64 – Advertising and Signage., and the Department of Planning’s Transport Corridor Outdoor Advertising and Signage Guidelines (Nov 2017).
 - i. Any signage shall be designed and located so as to comply with the following;
 - a) The method and intensity of any illumination of the sign shall not be directed or transmitted in such concentration or intensity to cause distraction or glare to motorists.
 - b) The permissible level of reflectance of an advertisement is not to exceed the ‘Minimum coefficients of Luminous intensity per unit area for Class 2A’, as set out in Australian Standard AS/NZS 1906.1:2007.
 - c) Any proposed sign and support structure shall be located wholly within the confines of the property boundaries and not protrude over any adjoining road reserve.
 - d) Any proposed sign and support structure to be located within close proximity to a road reserve is required, as a minimum, to comply with the wind loading requirements as specified in AS1170.1 Structural design actions – Permanent, imposed and other actions and AS1170.2 Structural design actions – wind actions.
 - e) Any proposed sign and support structure shall not obstruct any road regulatory, safety or directional signage in the vicinity.
 - f) Any proposed sign and support structure shall not pose any risk to the safety of pedestrians or motorists.
 - ii. The content of the advertisement shall NOT include the following;
 - a) Any flashing lights,
 - b) Animated display, moving parts or simulated movements.
 - c) Display resembling a traffic control device such as traffic signs or signals,
 - d) Instruction to traffic by using words such as ‘Stop’, ‘Halt’ or ‘Give Way’
 - e) Messages that are distractive or otherwise inconsistent with road safety such as a direction to traffic to move contrary to any traffic control device,
 - f) Illegible lettering or symbols. A clear font at least 150mm high is required.
 - g) A complex display that holds the motorist’s attention beyond “glance appreciation” to read and understand the sign’s message. Each sign should be restricted to 6 units of information. The summation of units is to be calculated as follows:
 - i. Words of up to 8 letters, inclusive = 1 unit
 - ii. Numbers up to 4 digits, inclusive = 0.5 unit
 - iii. Numbers of 5-8 digits = 1 unit
 - iv. Symbol, picture, logo or abbreviation = 0.5 unit;
 - iii. The LED component of the signage shall comply with the criteria found in Chapter 2, Table 3: Video and animated electronic signs containing animated or video/movie style advertising, or messages including; live television, satellite, internet or similar broadcast; either permanent or portable are prohibited.

REASONS FOR CONDITIONS

1. To achieve the objectives of Section 1.3 of the Environmental Planning and Assessment Act 1979, having regard to the relevant matters for consideration contained in Section 4.15 of the Act and the Environmental Planning Instruments applying to the land;
2. To ensure compliance with the Building Code of Australia, to enable the achievement and maintenance of acceptable standards of structural sufficiency, safety, health and amenity, for the benefit of the community now and in the future;
3. To confirm the details of the application and plans submitted by the applicant;

4. To ensure compliance with relevant planning controls;
5. To ensure that appropriate environmental protection measures are in place;
6. To ensure the development complies with the requirements of Council policies;
7. To ensure that works do not interfere with reasonable amenity expectations of residents and the community.

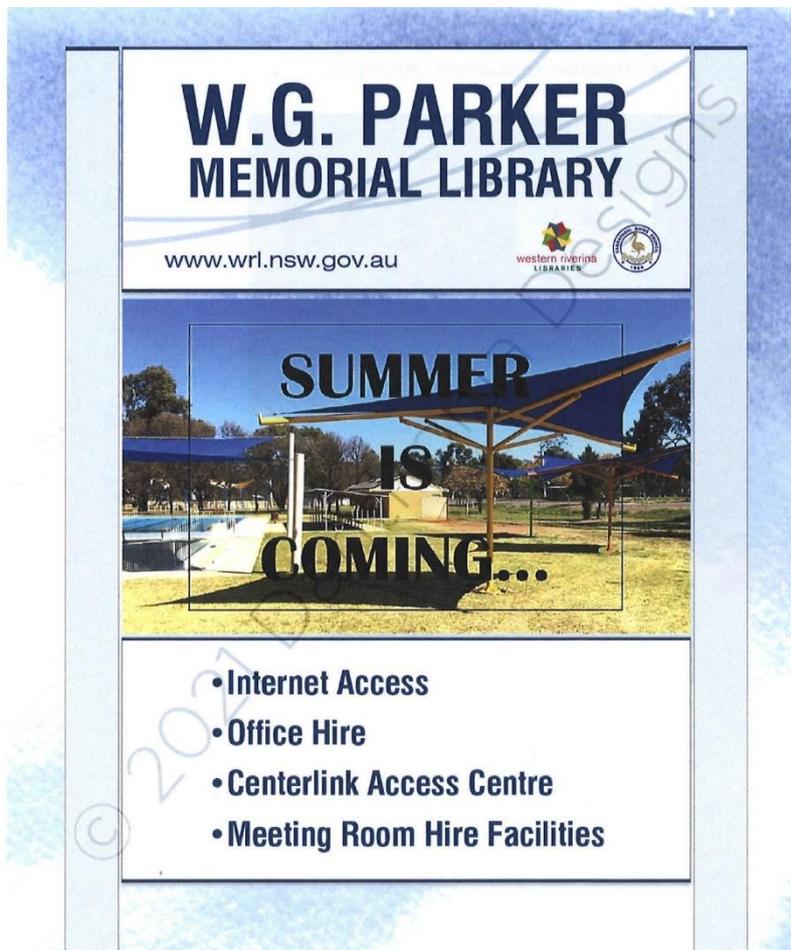
ADVICE TO APPLICANT

1. This Notice of Determination does not remove the applicant's obligation to obtain approvals required by any other legislation.
2. *Part 8, Sections 8.3 and 8.7 of the Environmental Planning and Assessment Act 1979* confers on the applicant who is not satisfied with determination of the consent authority a right of appeal to the Land and Environment Court exercisable within 6 months of receipt of this notice.
3. Any person who contravenes this Notice of Determination of the above consent shall be guilty of a breach of the *Environmental Planning and Assessment Act, 1979*, and shall be liable to a monetary penalty and/or a restraining order which may be imposed by the Land and Environment Court.
4. Prior to commencing works on site, Telstra's "Dial Before You Dig" should be contacted by phoning 1100 (follow the prompts) and provide the following details:
 - Street name and number;
 - Side of street (north side, east or west);
 - Distance to nearest cross street
5. Division 8.2 of the *Environmental Planning and Assessment Act 1979* confers on the applicant the right to request Council to conduct a Review of this Notice of Determination within 6 months of receipt of this notice.

EXISTING SIGN



PROPOSED SIGN



10.23 Finance Report – Statement of Bank Balances – February 2021

FM:RPT:SR

Author: Director Corporate & Community Services

Purpose: Statement of Bank Balances – February 2021

Background

The reconciliation of Council's main bank account with the cash book controls within the Practical System for the month of February 2021 has now been completed, as shown in the tables below:

Statement of Bank Balances as at 28 February 2021				
CASHBOOK SUMMARY				Data for February 21
Balance As at 1/2/2021 (Consolidated Funds)				\$122,274.94
		Add For February 2021	Total for 1/7/2020 to 28/2/2021	
Rates/Water/Debtor Receipts	\$5,786,715.24	\$826,207.77	\$6,612,923.01	
Investments Recalled	\$12,348,449.76	\$1,903,427.21	\$14,251,876.97	
RMS - RMCC, Block, Repair	\$1,273,922.33	\$0.00	\$1,273,922.33	
RMS - Bridge	\$0.00	\$0.00	\$0.00	
RMS - Flood Damage	\$0.00	\$0.00	\$0.00	
RMS - Regional Roads	\$0.00	\$124,854.00	\$124,854.00	
Grant - Roads to Recovery Program	\$85,138.00	\$0.00	\$85,138.00	
FAG - General & Local Roads	\$1,534,334.50	\$767,167.25	\$2,301,501.75	
All Other Misc Grant Payments	\$8,637,984.27	\$161,131.03	\$8,799,115.30	
Planning Receipts	\$55,643.00	\$4,572.50	\$60,215.50	
Plant / Property Trade-Ins & Sales	\$533,828.00	\$0.00	\$533,828.00	
Other Receipts	\$2,861,641.97	\$227,522.81	\$3,089,164.78	
Sub Total Receipts	\$33,117,657.07	\$4,014,882.57	\$37,132,539.64	\$4,014,882.57
		Add For February 2021	Total for 1/7/2020 to 28/2/2021	
LESS PAYMENTS				
Wages (Net of PAYG & Other Deductions)	(\$3,762,524.65)	(\$68,786.78)	(\$3,831,311.43)	
Plant Acquisitions	(\$1,837,776.45)	\$0.00	(\$1,837,776.45)	
Invested	(\$14,250,000.00)	(\$500,000.00)	(\$14,750,000.00)	
Other Creditors Payments	(\$13,560,111.79)	(\$2,827,556.37)	(\$16,387,668.16)	
Sub Total Payments	(\$33,410,412.89)	(\$3,396,343.15)	(\$36,806,756.04)	(\$3,396,343.15)
Cashbook Balance 28/2/2021				\$740,814.36
BANK STATEMENTS				
Opening Balance 1/2/2021 (CSC's CBA Main Transaction Account)				\$146,311.28
Less Bank Payments				(\$3,354,909.28)
Plus Bank Receipts				\$3,920,526.10
Total As Per Bank Statements				\$711,928.10
Plus Unpresented Deposits				\$31,183.26
Less Unpresented Cheques				(\$2,297.00)
Reconciliation Cash Book Balance to Bank Statements 31/1/2021				\$740,814.36

Issues

Nil

Financial implications

Nil

Statutory implications (Governance including Legal)

Nil

Policy implications

Nil

Risk implications

Nil

Community Strategic Plan

Nil

Recommendation:

That Council note the Statement of Bank Balances as at 28 February 2021 and confirm payment of accounts as summarised in the reconciliation statement totalling \$3,396,343.15.

10.24 Finance Report – Investments Schedule – February 2021

FM:RPT:SR

Author: Director Corporate & Community Services

Purpose: Schedule of Investments – February 2021

Background

Carrathool Shire Council Investments - As at 28 February 2021							
Last Month (As at 31/1/21)	Financial Institution	Date Raised	Interest Rate	Duration (Days)	Maturity Date	Current Month (As at 28/2/21)	Change
\$510,098.46	CBA	14-Dec-20	0.42%	6 Months	15-Jun-21	\$510,098.46	\$0.00
\$530,262.62	CBA	01-Dec-20	0.46%	6 Months	01-Jun-21	\$530,262.62	\$0.00
\$501,849.32	CBA	24-Nov-20	0.40%	5 Months	23-Apr-21	\$501,849.32	\$0.00
\$506,395.49	CBA	02-Nov-20	0.53%	7 Months	03-May-21	\$506,395.49	\$0.00
\$500,000.00	CBA	31-Aug-20	0.64%	6 Months	01-Mar-21	\$500,000.00	\$0.00
\$500,000.00	CBA	31-Aug-20	0.65%	7 Months	29-Mar-21	\$500,000.00	\$0.00
\$500,000.00	CBA	01-Sep-20	0.64%	6 Months	01-Mar-21	\$500,000.00	\$0.00
\$500,000.00	CBA	03-Nov-20	0.53%	7 Months	01-Jun-21	\$500,000.00	\$0.00
\$500,000.00	CBA	03-Nov-20	0.53%	6 Months	03-May-21	\$500,000.00	\$0.00
\$500,000.00	CBA	26-Nov-20	0.48%	6 Months	25-May-21	\$500,000.00	\$0.00
\$504,249.92	CBA	15-Dec-20	0.42%	6 Months	15-Jun-21	\$504,249.92	\$0.00
\$500,000.00	CBA	30-Oct-20	0.52%	5 Months	29-Mar-21	\$500,000.00	\$0.00
\$0.00	\$0.00	00-Jan-00	0.00%	\$0.00	00-Jan-00	\$0.00	\$0.00
\$508,865.03	Bendigo Bank	04-Jan-21	0.50%	6 Months	04-Jul-21	\$508,865.03	\$0.00
\$95,348.31	Bendigo Bank	03-Oct-20	0.75%	7 Months	03-May-21	\$95,348.31	\$0.00
\$510,541.46	Bendigo Bank	03-Sep-20	0.80%	214 Days	05-Apr-21	\$510,541.46	\$0.00
\$25,000.00	Bendigo Bank	10-Feb-21	0.50%	6 Months	10-Aug-21	\$25,046.56	\$46.56
\$515,304.78	Bendigo Bank	08-Jan-21	0.50%	6 Months	08-Jul-21	\$515,304.78	\$0.00
\$0.00	\$0.00	00-Jan-00	0.00%	\$0.00	00-Jan-00	\$0.00	\$0.00
\$500,000.00	Bendigo Bank	03-Nov-20	0.70%	7 Months	03-Jun-21	\$500,000.00	\$0.00
\$507,678.53	Bendigo Bank	02-Dec-20	0.60%	7 Months	02-Jul-21	\$507,678.53	\$0.00
\$502,684.93	Westpac	28-Jan-21	0.35%	10 Months	24-Nov-21	\$502,684.93	\$0.00
\$0.00	\$0.00	00-Jan-00	0.00%	\$0.00	00-Jan-00	\$0.00	\$0.00
\$0.00	\$0.00	00-Jan-00	0.00%	\$0.00	00-Jan-00	\$0.00	\$0.00
\$0.00	\$0.00	00-Jan-00	0.00%	\$0.00	00-Jan-00	\$0.00	\$0.00
\$500,000.00	ANZ	29-Jan-21	0.20%	90 Days	29-Apr-21	\$502,684.93	\$2,684.93
\$500,000.00	ANZ	29-Jan-21	0.20%	90 Days	29-Apr-21	\$502,684.93	\$2,684.93
\$519,754.41	NAB	03-Dec-20	0.45%	90 Days	03-Mar-21	\$519,754.41	\$0.00
\$532,986.24	NAB	04-Dec-20	0.45%	4 Months	02-Apr-21	\$532,986.24	\$0.00
\$0.00	\$0.00	00-Jan-00	0.00%	\$0.00	00-Jan-00	\$0.00	\$0.00
\$500,000.00	NAB	26-Nov-20	0.45%	4 Months	26-Mar-21	\$500,000.00	\$0.00
\$500,000.00	NAB	26-Nov-20	0.45%	5 Months	26-Apr-21	\$500,000.00	\$0.00
\$500,000.00	NAB	27-Aug-20	0.72%	183 Days	26-Feb-21	\$500,000.00	\$0.00
\$501,603.64	NAB	16-Nov-20	0.45%	4 Months	16-Mar-21	\$501,603.64	\$0.00
\$568,023.59	NAB	21-Jan-21	0.35%	90 Days	21-Apr-21	\$568,023.59	\$0.00
\$511,928.84	NAB	01-Jan-21	0.41%	7 Months	01-Aug-21	\$511,928.84	\$0.00
\$502,061.51	NAB	BD \$502,061.51 +	0.00%	\$0.00	00-Jan-00	\$0.00	(\$502,061.51)
\$501,169.87	NAB	01-Jan-21	0.36%	4 Months	01-May-21	\$501,169.87	\$0.00
\$502,582.05	NAB	27-Nov-20	0.45%	4 Months	26-Mar-21	\$502,582.05	\$0.00
\$0.00	NAB	19-Feb-21	0.30%	3 Months	20-May-21	\$500,000.00	\$500,000.00
\$511,461.78	NAB	18-Jan-21	0.35%	3 Months	19-Apr-21	\$511,461.78	\$0.00
\$507,885.85	NAB	01-Dec-20	0.45%	5 Months	30-Apr-21	\$507,885.85	\$0.00
\$511,747.65	NAB	29-Jan-21	0.37%	6 Months	29-Jul-21	\$514,069.45	\$2,321.80
\$500,000.00	NAB	IBD \$500,000 + \$6	0.00%	\$0.00	00-Jan-00	\$0.00	(\$500,000.00)
\$500,000.00	NAB	30-Oct-20	0.50%	5 Months	01-Mar-21	\$500,000.00	\$0.00
\$532,993.08	IMB	24-Feb-21	0.30%	152 Days	26-Jul-21	\$533,524.61	\$531.53
\$510,635.87	IMB	04-Feb-21	0.30%	120 Days	04-Jun-21	\$511,215.06	\$579.19
\$524,153.77	IMB	19-Feb-21	0.30%	\$150.00	19-Jul-21	\$524,682.23	\$528.46
\$503,667.15	IMB	23-Nov-20	0.40%	120 Days	23-Mar-21	\$503,667.15	\$0.00
\$502,698.11	IMB	23-Nov-20	0.40%	151 Days	23-Apr-21	\$502,698.11	\$0.00
\$507,161.25	IMB	15-Dec-20	0.40%	121 Days	15-Apr-21	\$507,161.25	\$0.00
\$505,707.48	IMB	26-Feb-21	0.30%	151 Days	27-Jul-21	\$506,211.80	\$504.32
\$520,585.02	IMB	05-Feb-21	0.30%	120 Days	07-Jun-21	\$521,109.88	\$524.86
\$23,497,086.01						\$23,005,431.08	(\$491,654.93)
ON CALL INVESTMENTS							
\$2,281,140.12	CBA	Variable	0.25%	N/A	On Call A/c	\$1,881,280.16	(\$399,859.96)
		Summary Movements On Call Funds				CBA	
		01-Feb-21	Interest			\$140.04	
		During Month From On Call Funds				(\$900,000.00)	
		During Month To On Call Funds				\$500,000.00	
		On Call Funds - Net Change for Month				(\$399,859.96)	
\$2,281,140.12						\$1,881,280.16	(\$399,859.96)
\$25,778,226.13						\$24,886,711.24	(\$891,514.89)

Analysis – Opening and Closing Balances:

Investment Type	Opening Balance 1/02/2021	Closing Balance 28/02//2021	Change During February 2021
IBDs	23,497,086.01	23,005,431.08	(491,654.93)
On Call Funds	2,281,140.12	1,881,280.16	(399,859.96)
Total	25,778,226.13	24,886,711.24	(891,514.89)

Analysis – Change During Month:

	Change During February 2021
ADD – Interest Incorporated in IBDs Rolled Over	10,406.58
ADD – New IBDs	500,000.00
LESS – IBDs recalled	(1,002,061.51)
ADD – Interest from On Call Funds	140.04
LESS – On Call Funds recalled	(900,000.00)
ADD – Funds applied to On Call Funds	500,000.00
Total Change for Month	(891,514.89)

Funds Held on Behalf of Other Organisations:

The Schedule of Investments includes one separate deposit that Council is holding in trust.

- IBD with Bendigo Bank – Ref No. 173016924 \$25,046.56

Issues

Nil

Statutory implications (Governance including Legal)

Nil

Policy implications

Nil

Risk implications

Nil

Community Strategic Plan

Nil

Recommendation:

That Council note the Schedule of Investments as at 28 February 2021.

10.25 Council Policy 99 – Internal Reporting Policy

CM:POL:CWP:DCWP

Author: Director Corporate & Community Services

Purpose: To consider the attached review of the existing Council Policy 99 – Internal Reporting Policy

Attachment: Draft Council Policy 99 – Internal Reporting Policy

Information Item: Existing Council Policy 99 – Internal Reporting Policy

Background

Council Policy 99 – Internal Reporting Policy is subject to review by Council every two years. This review has made only administrative changes to the policy to simplify some aspects of the policy format.

Issues

The review of council policies is standard during each term of Council. No issues have been identified as requiring an unscheduled review of this policy.

Financial implications

Financial implications of this policy are dependent on the number and nature of any public interest disclosures made in reliance on this policy and are not quantifiable. Historically there have been no prior investigations.

Statutory implications (Governance including Legal)

Outcomes under this policy may require a determination to report matters to external statutory authorities. Reports made under this policy are governed by the noted legislation in the first instance.

Public Interest Disclosures Act 1994

Policy implications

It is standard practice to review Council policies regularly to ensure continuing functionality. Council Policy 99 – Internal Reporting Policy was last reviewed in October 2019.

Risk implications

Nil

Community Strategic Plan

Theme 5 – Leadership & Governance

Recommendation:

That Council:

- 1. approve the draft Internal Reporting Policy and place the draft policy on public exhibition for 28 days.**
- 2. adopt the policy after the exhibition period if no submissions are received.**

ATTACHMENT



Doc Id: 334356

Council Policy 99

Draft Internal Reporting Policy

Application	Councillors, Staff and Contractors
Responsible Officer	General Manager
File No	CM:POL:CWP
Authorised by	Council
Effective Date	1131 / 22.10.2019
Distribution	Internet / Intranet / Public Exhibition

1. OBJECTIVES

To establish an internal reporting system for Councillors and staff to report wrongdoing without fear of reprisal. The policy sets out who can report wrongdoing at Carrathool Shire Council, what can be reported and how reports of wrongdoing will be dealt with by Carrathool Shire Council.

To encourage Councillors and staff to make disclosures when they become aware of them and protect those persons from reprisals that might otherwise be inflicted on them because of these disclosures.

2. PURPOSE AND CONTEXT OF THE POLICY

Carrathool Shire Council is committed to protecting staff who report wrongdoing in the workplace.

Some reports of wrongdoing may be classified as 'protected disclosures' under the Public Interest Disclosures Act 1994 (PID Act). This policy specifically addresses those types of reports. Other reports of wrongdoing may not meet the definition of 'protected disclosures', however Council supports and encourages such reports, as we do not condone or tolerate wrongdoing in the workplace. Staff who come forward and report wrongdoing are recognised as helping to promote integrity, accountability and good management within Council.

3. ORGANISATIONAL COMMITMENT

Carrathool Shire Council will:

- keep the identity of a reporting staff member confidential wherever possible and appropriate;
- protect staff who make disclosures from any adverse action motivated by their report;
- deal with reports thoroughly and impartially and, if some form of wrongdoing has been found, take appropriate action to rectify it;
- keep staff who make reports informed of their progress and outcome;
- respect any decision to disclose wrongdoing outside the organization, provided that disclosure outside the organization is made in accordance with the provisions of the PID Act;
- ensure Council managers and supervisors understand the benefits of reporting wrongdoing, are familiar with this policy, and are aware of the needs of those who report wrongdoing;
- provide adequate resources, both financial and human, to:
 - encourage reports of wrongdoing
 - protect and support those who make them
 - provide training for key personnel
 - investigate allegations
 - properly manage any workplace issues that the allegations identify or create
 - remedy any wrongdoing that is found
 - review the policy every two years to ensure it is still relevant and effective.

P:\Meetings 2021\March 2021\Draft Internal Reporting Policy 099.docx	Effective Date:	
Uncontrolled document when printed. Please refer to website or intranet for controlled document	Version No.:	



Council Policy 99

4. APPLICATION

This policy will apply to:

- both council staff and councillors
- permanent employees, whether full-time or part-time
- temporary or casual employees
- consultants
- individual contractors working for the council and
- other people who perform council official functions where their conduct and activities could be investigated by an investigating authority (including volunteers).

The policy also applies to public officials of another council or public authority who report wrongdoing relating to Council.

5. ROLES AND RESPONSIBILITIES

5.1 Councillors, Staff and Independent Contractors

Councillors, staff and contractors are encouraged to report known or suspected incidences of corrupt conduct, maladministration or serious and substantial waste in accordance with this policy.

All staff and Councillors are **obliged** to:

- report all known or suspected wrongdoing and support those who have made reports of wrongdoing
- if requested, assist those dealing with a report (including supplying information on request, cooperating with any investigation and maintaining confidentiality)
- treat any staff member or person dealing with a report of wrongdoing with courtesy and respect
- respect the rights of any person who is the subject of a report

5.2 Nominated Disclosure Officers

Nominated disclosures officers are additional points of contact within the internal reporting system. They can provide advice about the system and the internal reporting policy, receive reports of wrongdoing and assist staff and councilors to make reports. Nominated disclosures officers have a responsibility to:

- Document in writing any reports received verbally, and have the document signed and dated by the reporter
- Make arrangements to ensure reporters can make reports privately and discreetly when requested, if necessary away from the workplace
- Discuss with the reporter any concerns they may have about reprisal or workplace conflict
- Carry out preliminary assessment and forward reports to the disclosures coordinator or general manager for full assessment

5.3 The Disclosure Coordinator

The disclosure coordinator has a pivotal position in the internal reporting system and acts as a clearing house for disclosures. The disclosure coordinator can receive and assess reports and is the primary point of contact in Council for the reporter. The Disclosures Coordinator has a responsibility to:

- Assess reports to determine whether or not a report should be treated as a public interest disclosure, and to decide how each report will be dealt with (either under delegation or in consultation with the general manager)
- Deal with reports made under Council's code of conduct in accordance with Council's adopted code of conduct procedures
- Coordinate Council's response to a report
- Acknowledge reports and provide updates and feedback to the reporter



Council Policy 99

- Assess whether it is possible and appropriate to keep the reporter's identity confidential
- Assess the risk of reprisal and workplace conflict related to or likely to arise out a report, and develop strategies to manage any risk identified
- Where required, provide or coordinate support to staff involved in the reporting or investigation process, including protecting the interests of any officer the subject of a report
- Ensure Council complies with the PID Act
- Provide six monthly reports to the NSW Ombudsman in accordance with section 6CA of the PID Act

5.4 The General Manager

The general manager has ultimate responsibility for maintaining the internal reporting system and workplace reporting culture, and ensuring the council complies with the PID Act. The General Manager can receive reports from staff and councillors and has a responsibility to:

- Assess reports received by or referred to them, to determine whether or not the report should be treated as a public interest disclosure, and to decide how the report will be dealt with
- Deal with reports made under the council's code of conduct in accordance with council's adopted code of conduct procedures
- Ensure there are strategies in place to support reporters, protect reporters from reprisal and manage workplace conflict that may arise in relation to a report
- Make decisions following any investigation or appoint an appropriate decision maker
- Refer actual or suspected corrupt conduct to the Independent Commission Against Corruption (ICAC)
- Refer any evidence of a reprisal offence under section 20 of the PID Act to the Commissioner of Police or the ICAC.

5.5 The Mayor

The Mayor may receive internal disclosures from any member of council's staff or from any councillor concerning the General Manager. Where the Mayor receives such reports, the Mayor has a responsibility to:

- assess the reports to determine whether or not they should be treated as a public interest disclosure, and to decide how they will be dealt with (Note – in making this assessment the Mayor may seek guidance from an investigating authority – the ICAC, Ombudsman or OLG)
- deal with reports made under Council's code of conduct in accordance with Council's adopted code of conduct procedures
- refer reports to an investigating authority, were appropriate
- liaise with the disclosures coordinator to ensure there are strategies in place to support reporters, protect reporters from reprisal and manage workplace conflict that may arise in relation to a report
- refer actual or suspected corrupt conduct to the ICAC
- refer any evidence of a reprisal offence under section 20 of the PID Act to the Commissioner of Police or the ICAC.

5.6 Supervisors and Managers

Supervisors and managers play an important role in managing the immediate workplace of those involved in, or affected by, the internal reporting process. Supervisors and managers should be aware of the internal reporting policy and are responsible for creating a local work environment where staff are comfortable and confident about reporting wrongdoing. They have a responsibility to:



Council Policy 99

- encourage staff to report known or suspected wrongdoing within the organisation and support staff when they do
- identify reports made to them in the course of their work which could be public interest disclosures, and assist the staff member to make the report to an officer authorised to receive public interest disclosures under this policy
- implement local management strategies, in consultation with the disclosures coordinator, to minimise the risk of reprisal or workplace conflict in relation to a report
- notify the disclosures coordinator or general manager immediately if they believe a staff member is being subjected to reprisal as a result of reporting wrongdoing, or in the case of suspected reprisal by the general manager, notify the Mayor.

6. WHAT SHOULD BE REPORTED?

You should report any suspected wrongdoing you see within the Carrathool Shire Council, or any activities or incidents you see within the Council that you believe are wrong.

Reports about the five categories of serious misconduct – corrupt conduct, maladministration, serious and substantial waste of public money, breach of the GIPA Act, and local government pecuniary interest contravention – which otherwise meet the criteria of a public interest disclosure, will be dealt with under the PID Act and according to this policy. See below for details about these types of conduct. More information about what can be reported under the PID Act can be found in the NSW Ombudsman’s Guideline B2: What should be reported?

All other wrongdoing or suspected wrongdoing should be reported to a supervisor, to be dealt with in line with the relevant policies. This might include:

- harassment or unlawful discrimination
- practices that endanger the health or safety of staff or the public.

Even if these reports are not dealt with as public interest disclosures, Council recognises such reports may raise important issues. We will respond to all reports and make every attempt to protect the staff member making the report from reprisal.

6.1 Corrupt Conduct

Corrupt conduct is the dishonest or partial exercise of official functions by a public official. For example, this could include:

- the improper use of knowledge, power or position for personal gain or the advantage of others
- acting dishonestly or unfairly, or breaching public trust
- a council official being influenced by a member of the public to use their position in a way that is dishonest, biased or breaches public trust.

6.2 Maladministration

Maladministration is conduct that involves action or inaction of a serious nature that is contrary to law, unreasonable, unjust, oppressive or improperly discriminatory or based wholly or partly on improper motives. For example, this could include:

- Making a decision and/or taking action that is unlawful
- refusing to grant someone an approval for reasons that are not related to the merits of their application;

6.3 Serious and substantial waste

Serious and substantial waste is the uneconomical, inefficient or ineffective use of resources that could result in losing or wasting public money. For example, this could include:

- Not following a competitive tendering process for a large-scale contract
- having bad or no processes in place for a system involving large amounts of public funds;



Council Policy 99

6.4 Breach of the GIPA Act

A breach of the Government Information (Public Access) Act 2009 (GIPA Act) is a failure to properly fulfil functions under the Act. For example, this could include:

- destroying, concealing or altering records to prevent them from being released;
- knowingly making decisions that are contrary to the legislation;
- directing another person to make a decision that is contrary to the legislation.

6.5 Local government pecuniary interest contravention

A local government pecuniary interest contravention is a failure to comply with requirements under the Local Government Act 1993 relating to the management of pecuniary interests. These include obligations to lodge disclosure of interests returns, lodge written declarations and disclose pecuniary interests at Council and Council committee meetings. A pecuniary interest is an interest that a person has in a matter because of a reasonable likelihood or expectation of appreciable financial gain or loss to the person.

For example this could include:

- A senior Council staff member recommending a family member for a Council contract and not declaring the relationship;
- A Councillor participating in consideration of a DA for a property in which they or their family have an interest.

7. ASSESSMENT OF REPORTS

All reports will be promptly and thoroughly assessed to determine what action will be taken to deal with the report and whether or not the report will be treated as a public interest disclosure.

The disclosures coordinator is responsible for assessing reports, in consultation with the General Manager where appropriate. All reports will be assessed on the information available to the Disclosures Coordinator at the time. It is up to the disclosures coordinator to decide whether an investigation should be carried out and how that investigation should be carried out. In assessing a report, the Disclosures Coordinator may decide that the report should be referred elsewhere or that no action should be taken on the report.

8. WHEN WILL A REPORT BE TREATED AS A PUBLIC DISCLOSURE?

The Carrathool Shire Council will support any staff who report wrongdoing. For a report to be considered a public interest disclosure, it has to meet all of the requirements under the PID Act. These requirements are:

- The person making the disclosure must honestly believe on reasonable grounds that the information shows or tends to show wrongdoing.
- The report must be about one of the following five categories of serious misconduct – corrupt conduct, maladministration, serious and substantial waste of public money, breach of the GIPA Act, and local government pecuniary interest contravention.
- The report has to be made to one or more of the following:
 - the General Manager
 - the Mayor
 - the Disclosure Coordinator
 - the Disclosure Officer
 - one of the investigating authorities nominated in the PID Act or in limited circumstances to an MP or journalist (see section 10 below).

Reports by staff and councillors will not be considered to be public interest disclosures if they:

- mostly question the merits of government policy, including the policy of the governing body of the council.
- are made with the sole or substantial motive of avoiding dismissal or other disciplinary action.



Council Policy 99

9. HOW TO MAKE A REPORT

You can report wrongdoing in writing or verbally. You are encouraged to make a report in writing as this can help to avoid any confusion or misinterpretation. If a report is made verbally, the person receiving the report must make a comprehensive record of the disclosure and ask the person making the disclosure to sign this record. The staff member should keep a copy of this record. If you are concerned about being seen making a report, ask to meet in a discreet location away from the workplace.

10. CAN A REPORT BE ANONYMOUS?

There will be some situations where you may not want to identify yourself when you make a report. Although these reports will still be dealt with by Carrathool Shire Council, it is best if you identify yourself. This allows us to provide you with any necessary protection and support, as well as feedback about the outcome of any investigation into the allegations.

It is important to realise that an anonymous disclosure may not prevent you from being identified. If we do not know who made the report, it is very difficult for us to prevent any reprisal action.

11. MAINTAINING CONFIDENTIALITY

Carrathool Shire Council realises many staff will want their report to remain confidential. This can help to prevent any action being taken against you for reporting wrongdoing.

We are committed to keeping your identity, and the fact you have reported wrongdoing, confidential. However there may be situations where this may not be possible or appropriate. We will discuss with you whether it is possible to keep your report confidential.

If confidentiality cannot be maintained, we will develop a plan to support and protect you from risks of reprisal. You will be involved in developing this plan. You will also be told if your report will be dealt with under the council's code of conduct, as this may mean certain information will have to be tabled at a council meeting.

If you report wrongdoing, you should only discuss your report with those dealing with it. This will include the disclosures coordinator and the general manager or in the case of a report about the general manager, the disclosures coordinator and the Mayor. The fewer people who know about your report, before and after you make it, the more likely it will be that we can protect you from any reprisal.

Any staff or councillors involved in the investigation or handling of a report, including witnesses, are also required to maintain confidentiality and not disclose information about the process or allegations to any person except for those people responsible for handling the report.

12. WHO CAN RECEIVE A REPORT WITHIN CARRATHOOL SHIRE COUNCIL

You are encouraged to report general wrongdoing to your supervisor. However the PID Act requires that, for a report to be a public interest disclosure, it must be made to a public official in accordance with Council's disclosure procedures. For Carrathool Shire Council, this means this policy and any supporting procedures.

Any supervisor who receives a report that they believe may be a public interest disclosure must refer the staff member making the report to one of the positions listed below. If you are council staff and your report involves a councillor, you should make it to the General Manager or the Mayor. If you are a councillor and your report is about another councillor, you should make it to the General Manager or the Mayor.

The following positions are the only staff within the Carrathool Shire Council who can receive a public interest disclosure.



Council Policy 99

a. General Manager

You can report wrongdoing directly to the General Manager. The General Manager is responsible for:

- deciding if a report is a public interest disclosure
- determining what needs to be done next, including referring it to other authorities
- deciding what needs to be done to correct the problem that has been identified.

The General Manager must make sure there are systems in place in Carrathool Shire Council to support and protect staff who report wrongdoing. He/she is also responsible for referring actual or suspected corrupt conduct to the Independent Commission Against Corruption.

Contact details for the General Manager are:

Carrathool Shire Council
9-11 Cobram Street
PO Box 12
GOOLGOWI NSW 2652
Phone (02) 6965-1900

b. Mayor

If you are making a report about the General Manager, you should make your report to the Mayor, who will then be responsible for:

- deciding if a report is a public interest disclosure
- determining what needs to be done next, including referring it to other authorities
- deciding what needs to be done to correct the problem that has been identified.

The Mayor must make sure there are systems in place in Carrathool Shire Council to support and protect staff who report wrongdoing.

If the report is about the General Manager, the Mayor is also responsible for referring actual or suspected corrupt conduct to the Independent Commission Against Corruption.

Contact details for the Mayor are:

Mayor
Darryl Jardine
PO Box 24
HILLSTON NSW 2675
Phone: (02) 6967 2637

c. Disclosure Coordinator

The disclosure coordinator has a central role in dealing with reports made by staff. He/she will receive them, assess them, and refer them to the people within the Carrathool Shire Council who can deal with them appropriately.

Jacqui Smith
Carrathool Shire Council
9-11 Cobram Street
GOOLGOWI NSW 2652
Phone: (02) 6965-1900

d. Disclosure Officer

The disclosures officer works with the disclosures coordinator, and is responsible for receiving, forwarding and/or dealing with reports made in accordance with this policy.

Christina De Paris
Carrathool Shire Council
9-11 Cobram Street
GOOLGOWI NSW 2652
Phone: (02) 6965-1900



Council Policy 99

13. WHO CAN RECEIVE A REPORT OUTSIDE CARRATHOOL SHIRE COUNCIL?

Staff are encouraged to report wrongdoing within Carrathool Shire Council, but internal reporting is not your only option. If you follow the guidance below, your report can still be a public interest disclosure.

You can choose to make your report to an investigating authority. You can do this first, or at any stage after your initial report to Carrathool Shire Council. If your report is about the General Manager or the Mayor, you should consider making it to an investigating authority.

You can also choose to make a report to a Member of Parliament or a journalist, but only in the limited circumstances outlined below.

a. Investigating authorities

The PID Act lists a number of investigating authorities in NSW that staff can report wrongdoing to and the categories of wrongdoing each authority can deal with.

In relation to council, these authorities are:

- the Independent Commission Against Corruption (ICAC) — for corrupt conduct
- the Ombudsman — for maladministration
- the Police Integrity Commission (PIC) — for police misconduct
- the PIC Inspector — for disclosures about the PIC or its staff
- the Office of Local Government— for serious and substantial waste in local government (reports about serious and substantial waste in State government agencies should be made to the Auditor General)
- the ICAC Inspector — for disclosures about the ICAC or its staff
- the Information Commissioner — for disclosures about a government information contravention.

You should contact the relevant authority for advice about how to make a disclosure to them. Contact details for each investigating authority are provided at the end of this policy.

You should be aware that it is very likely the investigating authority will discuss the case with Carrathool Shire Council. We will make every effort to assist and cooperate with the investigating authority to ensure the matter is dealt with appropriately and there is a satisfactory outcome. We will also provide appropriate support and assistance to staff who report wrongdoing to an investigating authority.

b. Members of Parliament or journalists

To have the protections of the PID Act, staff reporting wrongdoing to a Member of Parliament (MP) or a journalist must have already made substantially the same report to one of the following:

- the general manager
- a person nominated in this policy
- an investigating authority in accordance with the PID Act.

Also, Carrathool Shire Council or investigating authority that received the report must have either:

- decided not to investigate the matter
- decided to investigate the matter, but not completed the investigation within six months of the original report
- investigated the matter but not recommended any action as a result
- not told the person who made the report, within six months of the report being made, whether the matter will be investigated.



Council Policy 99

Most importantly – to be protected under the PID Act – if you report wrongdoing to an MP or a journalist you will need to be able to prove that you have reasonable grounds for believing that the disclosure is substantially true and that it is in fact substantially true.

If you report wrongdoing to a person or an organisation that is not listed above, you will not be protected under the PID Act. This may mean you will be in breach of legal obligations or Carrathool Shire Council's code of conduct – by, for example, disclosing confidential information.

For more information about reporting wrongdoing outside Carrathool Shire Council, contact the disclosures coordinator or the NSW Ombudsman's Public Interest Disclosures Unit. Their contact details are provided at the end of this policy.

14. FEEDBACK TO STAFF WHO REPORT WRONGDOING

Staff who report wrongdoing will be told what is happening in response to their report.

When you make a report, you will be given:

- an acknowledgement that your disclosure has been received
- the timeframe for when you will receive further updates
- the name and contact details of the people who can tell you what is happening.

This information will be given to you within two working days from the date you make your report.

After a decision is made about how your report will be dealt with, you will be given:

- information about the action that will be taken in response to your report
- likely timeframes for any investigation
- information about the resources available within Carrathool Shire Council to handle any concerns you may have
- information about external agencies and services you can access for support.

This information will be given to you within 10 working days from the date you make your report.

During any investigation, you will be given:

- information on the ongoing nature of the investigation
- information about the progress of the investigation and reasons for any delay
- advice if your identity needs to be disclosed for the purposes of investigating the matter, and an opportunity to talk about this.

At the end of any investigation, you will be given:

- enough information to show that adequate and appropriate action was taken and/or is proposed to be taken in response to your disclosure and any problem that was identified
- advice about whether you will be involved as a witness in any further matters, such as disciplinary or criminal proceedings.

15. PROTECTION AGAINST REPRISALS

The PID Act provides protection for people reporting wrongdoing by imposing penalties on anyone who takes detrimental action substantially in reprisal for them making the public interest disclosure.

The Carrathool Shire Council will not tolerate any reprisal action against staff who report wrongdoing. The criminal penalties that can be imposed include imprisonment or fines. Detrimental action is also misconduct that justifies disciplinary action. People who take



Council Policy 99

detrimental action against someone who has made a disclosure can also be required to pay damages for any loss suffered by that person.

Detrimental action means action causing, comprising or involving any of the following:

- injury, damage or loss
- intimidation or harassment
- discrimination, disadvantage or adverse treatment in relation to employment
- dismissal from, or prejudice in, employment
- disciplinary proceedings.

A person who is found to have committed a reprisal offence may face criminal penalties such as imprisonment and/or fines, and may be required to pay the victim damages for any loss suffered as a result of the detrimental action. Taking detrimental action in reprisal is also a breach of the council's code of conduct which may result in disciplinary action. In the case of councillors, such disciplinary action may be taken under the misconduct provisions of the Local Government Act 1993 and may include suspension or disqualification from civic office.

It is important for staff and councillors to understand the nature and limitations of the protection provided by the PID Act. The PID Act protects reporters from detrimental action being taken against them because they have made, or are believed to have made, a public interest disclosure. It does not protect reporters from disciplinary or other management action where the Council has reasonable grounds to take such action.

a. Responding to allegations of reprisal

The Carrathool Shire Council will act to protect staff who report wrongdoing from reprisals.

When a report is received, we will ensure that a thorough risk assessment is conducted. This will identify any risks to the member of staff who reported the wrongdoing, as well as strategies to deal with those risks.

If you believe that detrimental action has been or is being taken against you or someone else who has reported wrongdoing in reprisal for making a report, you should tell your supervisor, the disclosures coordinator or the general manager immediately.

All supervisors must report any suspicions they have that reprisal action against a staff member is occurring, or any reports that are made to them, to the disclosures coordinator or the general manager.

If the disclosures coordinator becomes aware of reprisal action against a person who has made a disclosure, they will:

- ensure a senior and experienced member of staff, who has not been involved in dealing with the initial disclosure, will investigate the suspected reprisal
- give the results of that investigation to the general manager for a decision
- give the results of that investigation to the Mayor for a decision if the allegation of reprisal action is about the general manager
- if it has been established that reprisal action is occurring against someone who has made a disclosure, take all steps possible to stop that activity and protect the member of staff who made the disclosure
- take appropriate disciplinary or criminal action against anyone proven to have taken or threatened any action in reprisal for making a disclosure.

If you report reprisal action, you will be kept informed of the progress of any investigation and the outcome.



Council Policy 99

The general manager may issue specific directions to help protect against reprisals. If the allegation of reprisal action is about the general manager, the Mayor may issue similar directions. These may include:

- issuing warnings to those alleged to have taken reprisal action against the member of staff who made the disclosure
- relocating the member of staff who made the disclosure or the subject officer within the current workplace
- transferring the member of staff who made the disclosure or the staff member who is the subject of the allegation to another position for which they are qualified
- granting the member of staff who made the disclosure or the subject officer leave of absence during the investigation of the disclosure.

These directions will only be taken if the member of staff who made the disclosure agrees to it. The disclosures coordinator will make it clear to other staff that this action was taken in consultation with the staff member and with management support – and it is not a punishment.

If you have reported wrongdoing and feel that any reprisal action is not being dealt with effectively, contact the Ombudsman or the ICAC – depending on the type of wrongdoing you reported. Contact details for all these investigating authorities are included at the end of this policy.

b. Protection against legal action

If you make a disclosure in accordance with the PID Act, you will not be subject to any liability and no action, claim or demand can be taken against you for making the disclosure. You will not have breached any confidentiality or secrecy obligations and you will have the defence of absolute privilege in defamation.

16. SUPPORT FOR THOSE REPORTING WRONGDOING

Carrathool Shire Council will make sure that staff who have reported wrongdoing, regardless of whether they have made a public interest disclosure, are provided with access to any professional support they may need as a result of the reporting process – such as stress management, counselling services, legal or career advice. The General Manager will refer staff to appropriate officers to obtain any professional support required.

All supervisors must notify the disclosures coordinator if they believe a staff member is suffering any detrimental action as a result of disclosing wrongdoing.

17. SANCTIONS FOR MAKING FALSE OR MISLEADING STATEMENTS

It is important that all staff are aware that it is a criminal offence under the PID Act to willfully make a false or misleading statement when reporting wrongdoing. The council will not support staff or councillors who willfully make false or misleading reports. Such conduct may also be a breach of the code of conduct resulting in disciplinary action. In the case of councillors, disciplinary action may be taken under the misconduct provisions of the Local Government Act 1993 and may include suspension or disqualification from civic office.

18. THE RIGHTS OF PERSONS THE SUBJECT OF A REPORT

Carrathool Shire Council is committed to ensuring staff who are the subject of a report of wrongdoing are treated fairly and reasonably. This includes keeping the identity of any person the subject of a report confidential where this is practical and appropriate.

If you are the subject of a report, you will be advised of the allegations made against you at an appropriate time and before any adverse findings. At this time you will be:

- advised of the details of the allegation



Council Policy 99

- advised of your rights and obligations under the relevant related policies and procedures
- kept informed about the progress of any investigation
- given a reasonable opportunity to respond to any allegation made against you
- told the outcome of any investigation, including any decision made about whether or not further action will be taken against you.

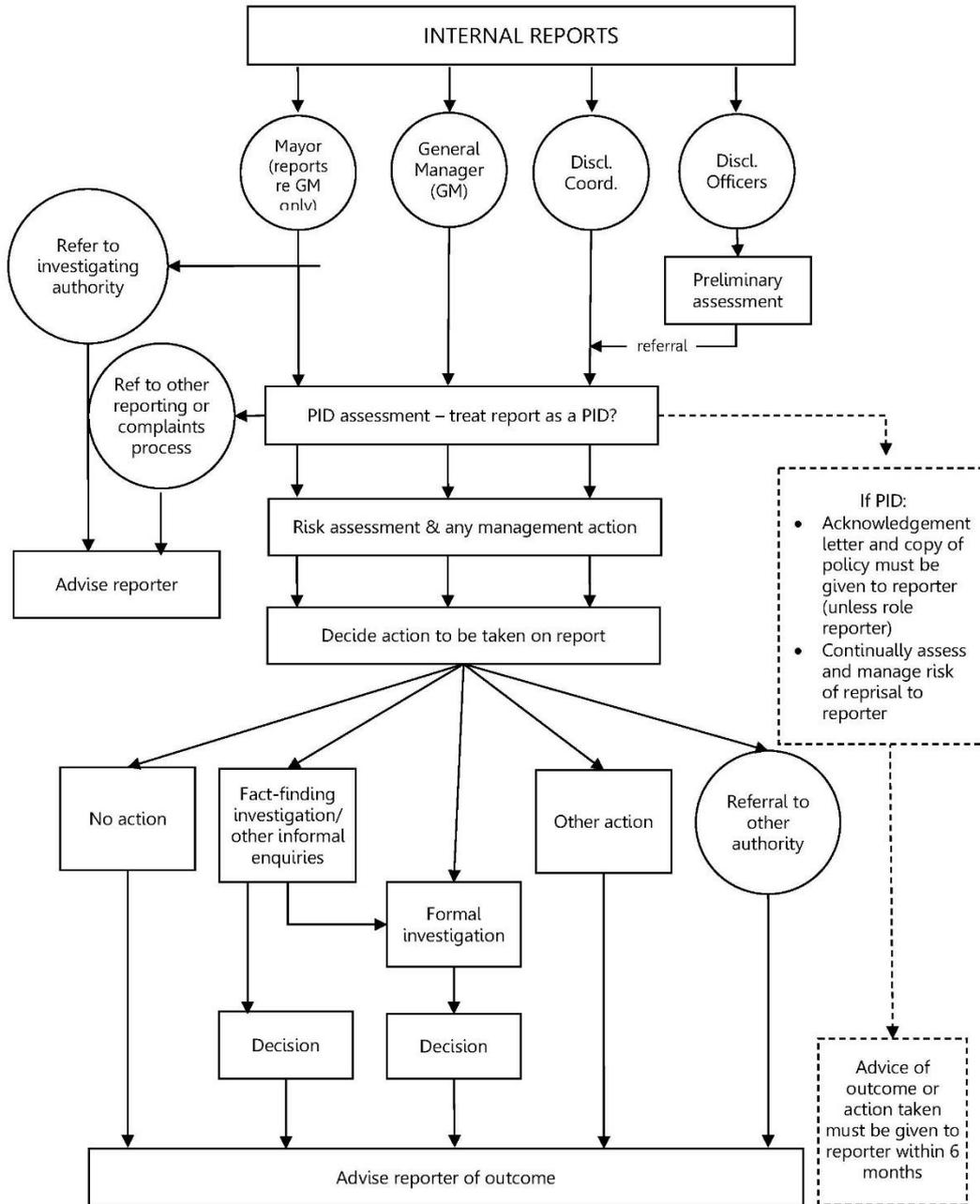
19. MORE INFORMATION

More information around public interest disclosures will be made available on Council's intranet as material is developed. Staff can also access advice and guidance from the Carrathool Shire Council disclosures coordinator and the NSW Ombudsman's website at www.ombo.nsw.gov.au.



Council Policy 99

20. FLOW CHART OF INTERNAL REPORTING PROCESS





Council Policy 99

21. RESOURCES

The contact details for external investigating authorities that staff can make a public interest disclosure to or seek advice from are listed below.

<p>For disclosures about corrupt conduct: Independent Commission Against Corruption (ICAC) Phone: 02 8281 5999 Toll free: 1800 463 909 Tel. typewriter (TTY): 02 8281 5773 Facsimile: 02 9264 5364 Email: icac@icac.nsw.gov.au Web: www.icac.nsw.gov.au Address: Level 21, 133 Castlereagh Street, Sydney NSW 2000</p>	<p>For disclosures about maladministration: NSW Ombudsman Phone: 02 9286 1000 Toll free (outside Sydney metro): 1800 451 524 Tel. typewriter (TTY): 02 9264 8050 Facsimile: 02 9283 2911 Email: nswombo@ombo.nsw.gov.au Web: www.ombo.nsw.gov.au Address: Level 24, 580 George Street, Sydney NSW 2000</p>
<p>For disclosures about local government agencies: Office of Local Government Phone: 02 4428 4100 Tel. typewriter (TTY): 02 4428 4209 Facsimile: 02 4428 4199 Email: o Web: www.olg.nsw.gov.au Address: 5 O'Keefe Avenue, Nowra, NSW 2541</p>	<p>For disclosures about serious and substantial waste: Auditor-General of the NSW Audit Office Phone 02 9275 7100 Facsimile: 02 9275 7200 Email: mail@audit.nsw.gov.au Web: www.audit.nsw.gov.au Address: Level 15, 1 Margaret Street, Sydney NSW 2000</p>
<p>For disclosures about breaches of the GIPA Act: Information Commissioner Toll free: 1800 463 626 Facsimile: 02 8114 3756 Email: oiinfo@oic.nsw.gov.au Web: www.oic.nsw.gov.au Address: Level 11, 1 Castlereagh Street, Sydney NSW 2000</p>	<p>For disclosures about police misconduct: Police Integrity Commission (PIC) Phone: 02 9321 6700 Toll free: 1800 657 079 Facsimile: 02 9321 6799 Email: contactus@pic.nsw.gov.au Web: www.pic.nsw.gov.au Address: Level 3, 111 Elizabeth Street, Sydney NSW 2000</p>

REVISION TABLE

Minute / Date	Amendment Summary (Reason or Reference)
9242/19.05.98	New policy - PID Act 1994
0152/19.10.99	Reaffirmed
0332/16.11.04	Updated NSW Ombudsman Model Policy - New model policy
1411/01.01.07	New definition - CI 3.4 Serious and substantial waste definition
1148/20.09.11	Updated NSW Ombudsman Model Policy Remove external investigating authority contact - New model policy
0163/19.02.13	Update officers and change reference from protected disclosures to public interest disclosures
0605 / 18.03.14	Reaffirmed
1131/22.10.2019	Changes made to adjust the policy closer to the model policy
25.02.2021	Policy Review minor administrative changes made

ASSOCIATED DOCUMENTS

Uncontrolled document when printed. Please refer to website or intranet for controlled document

Page 14 of 15



Council Policy 99

- Internal Reporting System Procedures
- Code of Conduct
- Complaints Handling Policy and Procedure
- Grievance Handling Policy and Procedure
- Disciplinary Action Procedure
- Statement of Business Ethics
- Workplace Bullying and Harassment Policy
- Public Interest Disclosures Act 1994

REVIEW

This policy will be reviewed by council every two years. For any advice or guidance about this review, contact the NSW Ombudsman's Public Interest Disclosures Unit.

10.26 Economic Development Unit Report – March 2021

EDU:TOU:TE

Author: Economic Development Officer

Purpose: To advise Council of recent activities of interest undertaken by the Economic Development Unit (EDU).

Background**International Women's Day 2021**

As previous advised, the EDU called for Expressions of Interest for a community group within the Carrathool Shire to partner with Council for International Women's Day 2021. Two Expressions of Interest were received. One from the Hillston CWA and one from the Hillston Ladies Golf Club. The Hillston CWA were successful with their request to hold a day at the Hillston Community Centre that will feature morning tea, music, trivia, raffles and a lucky door prize. Council's contribution was \$1,600 for the event.

Youth Week

Planning for the 2021 Youth Week Event is underway. An application through the Murrumbidgee Primary Health Care Network was unsuccessful; however, the NSW Government have notified Council that the grant funding received in 2020 is being rolled over to 2021. This will allow for a larger budget for Youth Week 2021. Multiple events in various locations are being planned including laser tag, movie night and t-shirt painting.

Stronger Country Communities Round 3

The Stan Peters Oval Infrastructure Upgrade project is almost complete with the new fencing installed and new goals posts currently being installed. The oval has been used already for a significant event, being the Hillston Hogs Charity Match in February. An opening event will be held in May and will have a youth focus.

Stronger Country Communities Round 2 Update

Final acquittals have been accepted by the Grant Management Office for the following projects:

Goolgowi Rec Ground – Amenities Upgrade	\$86,0000
Carrathool Shire Shade Sail Installation	\$120,000
Rankins Springs Oval Ground and Lighting Upgrade	\$66,891

All funding payments for these projects have now been made to Council.

Kidman Way Promotional Committee

An advertising feature promoting the Kidman Way and featuring each of the five-member Councils is currently in production as well as work on updating the website for the Kidman Way.

Grant Information

Information on the following grant programs has been distributed to local community groups and local businesses:

- Sporting Schools Program
- Essential Energy Community Hall Program
- Tourism Product Development Fund
- 2021 NSW Women's Week Grants
- NSW Regional Sport Facility Fund

Lachlan River Walking Trail and Suspension Bridge

A precinct plan for the Hughie Cameron Park and new walking trail precinct is being prepared. The plan will involve improved signage for visitor attraction, redesign of landscaping to improve visibility from the road and a maintenance schedule for the Lachlan River Walking Trail environs.

Buy Local Campaign 2020

The campaign will finish at the end of March 2021. All winners must redeem their vouchers before the end of March and businesses will have until the end of April to present the vouchers for redemption. To date, approximately three quarters of the vouchers have been redeemed through Council.

Why Leave Town Promotion

Under separate report, information is provided on the Why Leave Town Project which is aimed at reducing external retail and service expenditure from our Shire.

Issues

Nil

Financial implications

Existing EDU budget and grant funding.

Statutory implications (Governance including Legal)

Nil

Policy implications

Nil

Risk implications

Nil

Community Strategic Plan

This report covers activities in accordance with the following CSP objective:

- 1c. A community where young people are engaged and valued
- 2b. Community infrastructure that is accessible for everyone
- 3a. Establish Carrathool Shire as a welcoming and exciting place for our community and visitors
- 3c. Promote opportunities for local economic diversity
- 3d. Support partnerships to achieve positive outcomes for the community

Recommendation:

That Council note the Economic Development Officers report for February 2021.

10.27 Why Leave Town Community Gift Card Program

EDU:TOU:TE

Author: Economic Development Officer

Purpose: To inform Council of the Why Leave Town (WLT) Gift Card Program.

Attachment: Why Leave Town (WLT) Fast Facts Sheet

Separately Circulated: Information Booklet WLT Community Gift Card Program

Background

In December 2020 Council held a successful Buy Local Campaign. 51 businesses registered to take part in the campaign. Residents were encouraged to shop local buy spending a minimum of \$50 in one transaction at any of the participating businesses between 16 November and 22 December 2020. They then placed their receipts in the entry barrel. Locations of the entry barrels were Goolgowi Office, Hillston Office, Rankins Springs Store, The Black Stump Hotel and Carrathool Family Hotel. Draws took place on a Tuesday from 1 December – 22 December 2020. Ian Mclean (Hillston Lions Club), Carole Storrier (Hillston CWA), Cr Darryl Jardine and Pat O'Sullivan drew the winners. Four shoppers and one business were drawn each week. The prize money totalled \$10,000. Over 2,400 entries were received over the 6 weeks. Prizes were given in the form of vouchers (10 x \$50 vouchers) to be redeemed at any participating business. All vouchers must be redeemed by 30 April 2021.

The WLT Gift Card Program involves creating a gift card that is unique to Carrathool Shire. The cards are then restricted to where they can be used, so that they can only be spent in the local participating businesses. Each of WLT's programs are unique (i.e. you cannot purchase a card from Carrathool Shire and then spend it in Griffith). Among these participating businesses will also be a smaller subset of businesses where the cards can be purchased and 'loaded' with the desired funds. These businesses are called 'Load Up Stores'. Each town and village in the Shire should have a 'Load Up Store'.

Operating via plastic gift cards, the program taps into infrastructure that is already in place in communities, that being the EFTPOS network. This means that no additional hardware or software is required to setup and operate the system. While this is an advantage it will also be disadvantageous to those businesses within the Shire that do not have EFTPOS.

As prizes in our Christmas Buy Local Campaign, these cards are pre-loaded with the winning amount and given as prizes. This will negate the need for vouchers and make the redemption easier on businesses as the cards act just like cash. Businesses without EFTPOS can still accept the gift cards but only as a whole (the customer must spend the entire amount on the giftcard at the business) and the business can then redeem the gift card online via the WLT website.

Issues

Nil

Financial implications

9,260 for a 3-year agreement including the purchase of an initial 1,000 cards.
\$2,720 per 1,000 cards (on cardboard hangers).

Statutory implications (Governance including Legal)

Nil

Policy implications

Nil

Risk implications

Nil

Community Strategic Plan

- Section 3c. Promote opportunities for local economic diversity
3d. Support partnerships to achieve positive outcomes for the community

Recommendation:

That Council include funds in the 2021-2022 budget estimates for consideration at its estimate meeting in 2021.

ATTACHMENT



WHY LEAVE TOWN PROMOTIONS

"THE SHOP LOCAL EXPERTS"

Why Leave Town's (WLT) Gift Card program is an EFTPOS based system aimed at keeping money within communities by encouraging people to shop locally.

WLT was established in 2007 by school mates Ashley Watt and Justin Smith, with the intent of showing Narrabri (NSW) locals how great their small community was.

The first gift card program launched in Narrabri in September 2010. It has since expanded all across Australia, now reaching more than 50 different communities across 130 postcodes.

When a customer purchases a gift card, they decide the amount to load onto the card. This money is then used by the card holder to purchase goods in any participating store within the market where the card was purchased. The card can NOT be used outside of the participating stores. This means that every time one of these cards is purchased, the money stays local!

While this remains our primary focus, Why Leave Town offers far more than just plastic gift cards. We have a close relationship with hundreds of local councils, chambers, organisations and businesses, all of whom appreciate and respect our authenticity and decade-long dedication to encouraging Australians to 'shop local'.

While our programs come in all shapes and sizes, an average Gift Card Program costs around \$6,000 to get up and running, but this depends on the size of the town and the amount of businesses involved. There are large discounts provided for longer agreement periods.

- To find out more about kicking off a Gift Card Program for your community, contact our Sales & Marketing Manager, Rhys Gard •

Email: rhys@whyleavetown.com

Phone: 0459 111 291

Website: whyleavetown.com

FAST FACTS

<ul style="list-style-type: none"> • Over 100,000 cards sold. • Operating in 50 different communities, covering over 130 different postcodes. • In the past 2 years, in excess of \$5.1m in total has been spent in local businesses. 	<ul style="list-style-type: none"> • In operation since 2007. • A small locally owned business founded and currently operating from Narrabri in regional NSW. • \$1.5m in loaded cards were sold in December 2019 alone. 	<ul style="list-style-type: none"> • Over \$8 million in loaded cards sold... • In the past 18 months the WLT network has been used effectively to also distribute relief funds in excess of \$1 million for things like drought and bushfires.
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whyleavetown.com

11. Committee Reports

Nil

12. Closed Council Reports

12.1 Request for Waiver of Interest Charges

RCV:PAY:DR

Author: Director Corporate & Community Services

Purpose: Determine if a refund of interest charges will be approved.

Background

A request has been received to refund interest charges.

Issues

Nil

Financial implications

Nil

Statutory implications (Governance including Legal)

This item is classified CONFIDENTIAL under section 10A(2)(b) of the *Local Government Act 1993*, which permits the meeting to be closed to the public for business in relation to the following:

(b) the personal hardship of any resident or ratepayer

Council is asked to consider this report on the Request for waiver of interest charges in Closed Council under the provisions of section 10A(2)(b) of the *Local Government Act 1993*.

Policy implications

Nil

Risk implications

Nil

Community Strategic Plan

Nil

Recommendation:

That Council resolve into closed pursuant to Section 10A(2)(b) of the *Local Government Act 1993*.

12.2 Carrathool Shire Scholarship Scheme

PSL:ES:SCH

Author: Director Corporate and Community Services

Purpose: To determine the successful applicants under the 2021 Carrathool Shire Council Scholarship Scheme for Charles Sturt University.

Background

Council is asked to consider the Carrathool Shire Scholarship Scheme Applications in Closed Council under the provision of section 10A (c) of the *Local Government Act 1993*.

Issues

Nil

Financial Implications

Nil

Statutory Implications (Governance including Legal)

This item is classified CONFIDENTIAL under section 10A (c) of the *Local Government Act 1993*, which permits the meeting to be closed to the public for business in relation to the following:

- (c) *Information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business.*

Policy Implications

Nil

Risk Implications

Nil

Community Strategic Plan

Nil

Recommendation:

That Council resolve into closed council pursuant to Section 10A(c) of the *Local Government Act 1993*.

13. Next Meeting

The next **Ordinary Meeting** of Council will be held in Hillston on **Tuesday 20 April 2021** commencing at **10.00am**.