



# ORDINARY MEETING AGENDA

## 19 October 2021

Hillston District Office  
136-145 High Street, Hillston

---





**TABLE OF CONTENTS**

<b>1.</b>	<b>Present</b> .....	<b>5</b>
<b>2.</b>	<b>Apologies</b> .....	<b>5</b>
<b>3.</b>	<b>Declaration of Pecuniary and Conflicts of Interest</b> .....	<b>5</b>
<b>4.</b>	<b>Confirmation of the Previous Minutes</b> .....	<b>5</b>
	Ordinary Council Meeting 21 September 2021 .....	5
<b>5.</b>	<b>Business Arising</b> .....	<b>5</b>
<b>6.</b>	<b>Motions &amp; Questions (notice given)</b> .....	<b>5</b>
<b>7.</b>	<b>Presentations/Public Addresses (where scheduled)</b> .....	<b>5</b>
	10.00am Dr Bhupinder Kumar .....	5
	10.15am James Bisset – Gunbar Water .....	5
<b>8.</b>	<b>Mayoral Report</b> .....	<b>7</b>
8.1	Mayors Report.....	7
<b>9.</b>	<b>Delegates Report</b> .....	<b>8</b>
<b>10.</b>	<b>General Managers Report</b> .....	<b>8</b>
10.1	Ongoing Action from Previous Business Papers .....	8
10.2	Precis of Correspondence .....	10
10.3	2021 NSW Local Government Election – Key Dates .....	11
10.4	Post Election Considerations.....	13
10.5	Office of Local Government Council Comparisons 2019-2020 .....	14
10.6	Pool Opening 21-22 Season and COVID-19 .....	16
10.7	Christmas and New Year Closure .....	18
10.8	Infrastructure Report .....	19
10.9	Jackson’s Bridge - Update.....	26
10.10	Flood Damage 2019 - Update .....	32
10.11	Regional Road Transfer and NSW Road Classification Review .....	39
10.12	Bore Condition Assessments .....	42
10.13	Floodplain Management Committee Minutes.....	45
10.14	Request to go to Tender – Fixing Local Roads Round 3 .....	50
10.15	Request for Speed Reduction Signage Kidman Way-Tabbita Lane.....	52
10.16	Plant Report .....	57
10.17	Plant Replacement.....	58
10.18	Development Applications September 2021 .....	60
10.19	Variations to Development Standards – 2021 Quarter 3.....	62
10.20	Development Application 2021/040 - Short Stay Accommodation .....	64
10.21	Development Application 2021/042 – Poultry Production Facility .....	73
10.22	Development Application 2022/002-Three (3) Manufactured Dwellings.....	98
10.23	Development Application 2022/008 - Subdivision .....	110
10.24	Finance Report – Statement of Bank Balances – September 2021 .....	115
10.25	Finance Report – Investments Schedule – September 2021 .....	117
10.26	First Quarter Budget Review 2021/22.....	119
10.27	Pecuniary Interest Returns .....	121
10.28	Councillor Expenses and Facilities Report .....	122
10.29	Council Policy 153 – Community Grants and Donations.....	123
10.30	Economic Development Unit Report – October 2021 .....	135
<b>11.</b>	<b>Committee Reports</b> .....	<b>137</b>
<b>12.</b>	<b>Closed Council Reports</b> .....	<b>137</b>
12.1	Medical Centre Services - Hillston.....	137
12.2	Cowper Street – Land Acquisition .....	138
12.3	NSW Planning Portal Grant Funds .....	139
12.4	Audit, Risk and Improvement Committee .....	140
<b>13.</b>	<b>Next Meeting</b> .....	<b>141</b>

## 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 HILLSTON DISTRICT OFFICE ON**  
**TUESDAY, 19 OCTOBER 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    21 September 2021

**5. Business Arising**

**6. Motions & Questions (notice given)**

**7. Presentations/Public Addresses (where scheduled)**

10.00am Dr Bhupinder Kumar

10.15am James Bisset – Gunbar Water

### **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 September 2021 meeting.

**Background**

On Wednesday 13 October a zoom meeting was held to review the annual statements of Riverina And Murray Joint Organisation (RAMJO). I have included a draft copy in the Business Paper envelope and will provide further information to Council at our meeting.

With the recent rains this year is shaping up to be a good harvest, hopefully all goes well and our community can continue to reap the benefits of the season.

This is our last scheduled meeting before the election – I wish to thank the current Councillors for their support during this term of Council and wish all prospective candidates the best in the coming election.

**Recommendation:**

**That Council note the Mayors report for October 2021 meeting.**

**9. Delegates Report**

Nil

**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> .	Recent discussion with Crown Lands officers that there is no appetite for a common or for Council to retain the water licence for any activity.

**1547/16.02.21 – Lot Size Dwelling Entitlement**

**Responsible Officer: MBRS**

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.

**1683/22.06.21 – Council Roads - National Heavy Vehicle Regulator Assessment**

**Responsible Officer: DIS**

DECISION	ACTION TAKEN
That Council nominate various network local roads to the National Heavy Vehicle Regulator for inclusion on heavy vehicle routes.	Routes gazetted and advertised by Council in local media

**1754/17.08.21 – Application for Mobile Food Van**

**Responsible Officer: MBRS**

DECISION	ACTION TAKEN
That Council review the Street Trader Policy.	In progress

**1762/17.08.21 – 2021/2022 Council Communities Grant Scheme**

**Responsible Officer: EDO**

DECISION	ACTION TAKEN
That Council review the Donation/Assistance and Sponsorship Policy with a view to streamline the document.	In progress

**1783/21.09.21 – Local Roads and Community Infrastructure Funding Phase 3**

**Responsible Officer: GM**

<b>DECISION</b>	<b>ACTION TAKEN</b>
That Council nominate projects for costing and consideration under the funding program which commences in January 2022	Ongoing

**1794/21.09.21 – Back Hillston Road Resheet**

**Responsible Officer: DIS**

<b>DECISION</b>	<b>ACTION TAKEN</b>
That Council inspect the road next year (2022) to determine sections to be resheeted.	To be reviewed in 2022
When sections are scoped identify costing and funding source.	

**1797/21.09.21 – Rural Water Schemes Waterline Vegetation Clearing**

**Responsible Officer: WHS/GM**

<b>DECISION</b>	<b>ACTION TAKEN</b>
That Council consider the cost and scope of the works once quotations are received	Adverts placed for quotations to be provided

**Recommendation:**

**That Council note the update on action report for October 2021.**

**10.2      Precip of Correspondence**

GOV:MCCC:AGA

Author:    General Manager

Purpose:    Matters for consideration by Council

Information Items: 10.2.1 NSW Rural Fire Service

                  10.2.2 Resilience NSW – Appointment of Regional Director

                  10.2.3 M. Clarke - Use of Old Council Building

**10.2.1    NSW Rural Fire Service – Rural Boundary Clearing**

Informing Council of the introduction of the Rural Boundary Clearing Code Scheme which allows landowners to remove vegetation on their land within 25 metres of the property boundary. Further stating this will assist landowners in meeting their obligation under s63 of the *Rural Fires Act 1997* and help minimise the occurrence of bushfires on and from their land.

**Recommendation:**

**That Council note the introduction of the Rural Boundary Clearing Code Scheme by NSW Rural Fire Service.**

**10.2.2    Resilience NSW – Appointment of Regional Director**

Informing Council that Donna Argus has been appointed Regional Director for the Riverina Murray area. Further details will be provided when arrangements are finalised.

**Recommendation:**

**That Council note the appointment of Donna Argus as the Regional Director for Resilience NSW for the Riverina Murray Region**

**10.2.3    M. Clarke – Request use of old Council Building**

Requesting use of the renovated (old) Council Building in Stipa Street, Goolgowi for use by mental health professionals for counselling sessions. Although frequency of use is not known it may be on a regular basis.

**Recommendation:**

**That Council approve the use of the building for mental health professionals to conduct counselling as requested, with the building to remain available for use for other purposes when not used by mental health counsellors.**

<b>10.3</b>	<b>2021 NSW Local Government Election – Key Dates</b>
-------------	---

GOV:ELE:ARR

Author: General Manager

Purpose: To update Council on the 2021 Local Government Elections

<b>Background</b>
-------------------

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. Once again elections have been postponed with the proposed date being 4 December 2021. The election to be held in 2021 does not affect future elections and the following election will still be held in September 2024.

<b>Issues</b>
---------------

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.

Following the postponement of the election to 4 December the following dates are now relevant:

Complete information is available at [www.elections.nsw.gov.au](http://www.elections.nsw.gov.au)

Monday 25 October

- 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 3 November

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

Friday 5 November

- Caretaker period commences

Monday 22 November

- Pre-poll voting period opens

Friday 26 November

- 5pm: Close of registrations of electoral material

Monday 29 November

- 5pm: Close of postal vote applications

Friday 3 December

- Close of pre-poll voting

Saturday 4 December

- Election Day

Friday 17 December

- Return of postal votes closes.

Tuesday 21 December

- Progressive declaration of results.

**Financial Implications**

The general election in December is anticipated at \$27,270.

**Statutory Implications (Governance including Legal)**

Nil

**Policy Implications**

Nil

**Risk Implications**

Nil

**Community Strategic Plan**

Nil

**Recommendation:**

**That Council note the Key Dates leading up to the 4 December, 2021, ordinary election.**

**10.4 Post Election Considerations**

GOV:ELE:ARR

Author: General Manager

Purpose: To update Council as to the arrangements following the election until the first Council meeting.

**Background**

Council elections will be held on 4 December 2021. At this date all Councillors cease to hold office including the office of the Mayor until the Council meeting where elections for the Mayor will be held. Should the declaration of the poll not be made until 21 December 2021, it is likely the election for Mayor, at the first Council meeting will be held sometime between 4 January and 11 January 2022, to keep within legislative timeframes. During this time the organisation will effectively have no elected representation.

**Issues**

Given that there may be occasions during this time when the presence of the Mayor may be required it is proposed that Council delegates the civic and ceremonial aspects of the role to the current Mayor until elections are held in January 2022.

Included with the business papers are the following publications for Council information:

- Pre-election guide
- Post-election guide

These documents provide summary information regarding timeframes and aspects of civic responsibility.

**Financial implications**

Nil

**Statutory implications (Governance including Legal)**

*Local Government Act 1993*

**Policy implications**

Nil

**Risk implications**

Nil

**Community Strategic Plan**

Nil

**Recommendation:**

**That Council note the office of all Councillors will cease on 4 December 2021, and Council delegate to the current Mayor civic and ceremonial responsibility until the election of the Council in January 2022.**

**10.5 Office of Local Government Council Comparisons 2019-2020**

GR:SL:SG

Author: General Manager

Purpose: To inform Council of the release of the Office of Local Government data, measuring performance for NSW Councils.

Separately Circulated: Office of Local Government Comparisons

**Background**

Each year the Office of Local Government (OLG) releases comparison data for NSW Councils. It is possible to look up any Council in NSW at the website [www.yourcouncil.nsw.gov.au](http://www.yourcouncil.nsw.gov.au). The publication for Carrathool Shire is included for Council information.

**Issues**

The report contains information regarding rates, charges, demographics and Council facilities. Of interest is also the Council Performance data that is used by the Office of Local Government to analyse Councils sustainability. These are detailed below along with a brief description of what ratio means to financial performance.

Our Source Revenue

Carrathool Shire 34.1%      Group Average 43.6%

This measures Councils reliance of external funding given such as grants and contribution own source revenue includes rates and charges and user charges. The benchmark for the ratio is 60% - difficult to achieve unless Council has quarry product, roadwork contracts or parking income.

Council will note that for the group average (rural Councils) the average is well below the benchmarks. Carrathool Shire had a grant and contribution rate of 65.9% compared to the group average of 56.5%

Operating Performance Ratio

Carrathool Shire 13.5%      Group Average 2.2%

This ratio measures Councils performance in containing operating expenditure within operating income. In essence the ratio is obtained by subtracting operating expenses from the operating revenue divided by the total continuing operating revenue. The benchmark for the ratio is 0% or greater – meaning expenses are less then revenue on an operational basis.

Unrestricted Current Ratio

Carrathool Shire 8.3      Group Average 6.0

This ratio is the ability of Council to meet unrestricted current liabilities from unrestricted current assets. In Councils situation there are \$8.30 current assets to meet each \$1.00 of current liability. A ratio of 1.5 is considered not satisfactory and would be an indicator of some financial risk. It is calculated by dividing unrestricted current assets by unrestricted current liabilities.

Outstanding Rates and Charges

Carrathool Shire 10.1%      Group Average 9.8%

This ratio assesses the impact of uncollected rates and charges on liquidity and the efficiency of Councils debt recovery. While Council may have arrangements in place to collect rates these outstanding amounts are still included in the ratio.

Debt Service Cover Ratio

Carrathool Shire 23.5                      Group Average 30.9

This ratio measures the operating cash available to service debt, interest principal and leave payments. The benchmark is 2-0. With the above ratio Council has 23.5 times as much financial assets as they do to borrowings.

Cash Expenses Cover Ratio

Carrathool Shire 17.2 months                      Group Average 13.9 months

This ratio measures the number of months a Council can continue to pay immediate expenses without any cash inflow. The benchmark is set at 3 months. The ratio is calculated by dividing the current cash and equivalents by cash flow operating expenses multiplied by 12.

Debt Service Ratio

Carrathool Shire 2.0%                      Group Average 1.8%

This ratio measures the proportion of general income use to pay debt and interest. The benchmark is above 0% and below 20%. The ratio is calculated by dividing the cost of debt service by continuing operating revenue. For the 2019/20 financial year Council paid \$146,000 in interest charges.

**Financial implications**

The information contained in the report is gathered from various resources including annual financial statements. Comparisons can be made by the NSW Government, Council and the community as to how that Council compares on a financial basis to others.

**Statutory implications (Governance including Legal)**

Benchmarks have been set by the Office of Local Government as to Councils operations and it is expected that they provide solid guidelines to operational outcomes.

**Policy implications**

Nil

**Risk implications**

Ratios determined by the Office of Local Government can be considered on early warning signal as to sustainability issues that may be relevant to Councils.

**Community Strategic Plan**

Theme 5 - Leadership & Governance

When viewed in its entirety the report gives an indication as to the Councils direction and management of the organisation compared to like Councils.

**Recommendation:**

**That Council note the information provided by the Office of Local Government in measuring Councils performance and comparative information of Councils for the 2019/20 financial year.**

**10.6 Pool Opening 21-22 Season and COVID-19**

CP:USE:SP

Author: Human Resources Manager

Purpose: To seek Council's approval to delay the opening of the Goolgowi and Hillston Swimming Pools for one month (from Saturday, 6 November 2021 until Saturday, 4 December 2021) to comply with the requirements of the *Public Health (COVID-19 General) Order 2021*.

**Background**

Traditionally, Council opens the Goolgowi and Hillston Swimming Pools in the first weekend in November. On Thursday, 7 October 2021, Council received advice from the NSW Government outlining the easing of Covid-19 restrictions with the release of the latest *Public Health (COVID-19 General) Order 2021* to take effect from Monday, 11 October 2021 and conclude 1 December 2021.

**Issues**

The updated Order forms part of the Reopening NSW Roadmap which sets the minimum requirements for operating Council facilities including swimming pools. *Division 5, Unvaccinated adults – additional restrictions, Clause 2.18 Premises closed to unvaccinated adults*' states:

- (1) *The occupier of the following premises in the general area must take reasonable steps to ensure that an unvaccinated adult is not on the premises –*
  - (a) *higher risk premises,*
  - (b) *business premises that are hairdressers, spas, nail salons, beauty salons, waxing salons, tanning salons, tattoo parlours or massage parlours,*
  - (c) *recreation facilities (indoors),*
  - (d) *public swimming pools,*
  - (e) *information and education facilities,*
  - (f) *retail premises, but not critical retail premises.*
- (2) *An unvaccinated adult must not be on premises referred to in subclause (1) in the general area.*
- (3) *The occupier of higher risk premises in the general area must ensure that a person who is under 16 years of age and who is not a fully vaccinated person is not on the premises unless the person is accompanied by a person who is:-*
  - (a) *a member of the person's household, and*
  - (b) *a fully vaccinated person*

Most patrons attending Council's swimming pools are children / teenagers and staff will now be required to request proof of identity and a record of vaccination status of all patrons under the terms outlined above. The Public Health Order does not provide legal authority to anyone other than Police or 'authorised officers' to require this information.

Should staff encounter an unvaccinated patron, they are placed in a position of either refusing entry or asking a patron to leave which may introduce the risk of patron aggression and having the police attend.

Council's pools are categorised as low patronage pools which only requires one Pool Lifeguard to be in attendance the primary duty of the Lifeguard is to ensure the safety of the patrons attending the pool and the added burden imposed by the Public Health Order on Council's lifeguards will compromise their ability to focus on patrons in and around the pool. Expecting staff to 'police' patrons could also increase the risk of unsolicited harassment and violence.

Therefore, it is recommended that Council consider delaying the opening of Council's swimming pools for one month to abrogate any risks to Council and staff.

**Financial implications**

Nil

**Statutory implications (Governance including Legal)**

Nil

**Policy implications**

Nil

**Risk implications**

Nil

**Community Strategic Plan**

Nil

**Recommendation:**

**That Council delay the opening of Council's swimming pools to 4 December 2021 to abrogate any risks to Council and staff due to the inadequacy of administration of the Public Health Order.**

**10.7 Christmas and New Year Closure**

PER:EC:EA

Author: Human Resources Manager

Purpose: To seek Council's approval to close the offices, library, and depots from 3pm Friday 24 December 2021 and reopen on Tuesday, 4 January 2022.

**Background**

Traditionally, Council has closed the offices, library and depots between Christmas and New Year. To facilitate the closure, staff would be expected to utilise available leave entitlements over this period with the option of attending for work if required.

Public holidays for the Christmas / New Year period are Monday, 27 December 2021 proclaimed (Boxing Day) and Monday, 3 January 2022 proclaimed (New Year's Day).

It is suggested that Council close its offices for the working days of Tuesday, 28, Wednesday, 29, Thursday, 30 and Friday, 31 December 2021 reopening on Tuesday, 4 January 2022. Staff utilising leave entitlements over this period will also contribute to lowering Council's leave liability.

A skeleton crew of operational and maintenance staff will work as required over this period to provide essential services to the community.

**Issues**

Nil

**Financial implications**

Nil

**Statutory implications (Governance including Legal)**

Nil

**Policy implications**

Nil

**Risk implications**

Nil

**Community Strategic Plan**

Nil

**Recommendation:**

**That the Council approve the closure of Council Offices, Library and Depots from 3pm Friday 24 December 2021 and reopen on Tuesday 4 January 2022.**

**10.8 Infrastructure Report**

RD:IR

Author: Director Infrastructure Services

Purpose: To Summarise Infrastructure Services Activities for September 2021

Attachment: Register of Roads Maintenance – September 2021

**Background**

**Reporting Period 04 September 2021 to 01 October 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

Temporary Pavement Repair (m <sup>2</sup> )		Replace Signs (ea)		Maintenance Grading (cl kms)	
Black Stump Road	31	Altys Road	1	Arcadia Lane	8.5
Erigolia Road	275	Back Hillston Road	1	Barrys Road	4.9
Lachlan River Road	439	Barrys Road	1	Brewer Road	4.8
Munros Road	247	Cahills Road	1	Bunda North Road	3.4
Murrumbidgee River Road	77	Carrathool Road	2	Coombie Road	16
Cobram Street	6	Dirrung Road	1	McDonalds Road	15.76
Napier Lane - North	40	Jones Road	2	Norwood Lane	3
Zara Street	35	Langtree Road	1	O’Keeffes Road	7.5
Boundary Road - West	1	Merrondale Lane	1	Paton Road	1.8
Florence Street	14	Merungi Road	2	Sawmill Road	1
High Street	26	Prestage Road	1	Streets Road	8.9
Milton Street	20	Taylors Road	1	Trida Road	15
<b>TOTAL</b>	<b>1211</b>	Aiden Street	1	Wests Road	9
Miscellaneous Road Items (ea)		Herrick Street	1	Whitton Stock Route Road	5.4
Youngs Road	4	High Street	1	Woods Lane	5
<b>TOTAL</b>	<b>4</b>	Molesworth Street	2	<b>TOTAL</b>	<b>109.96</b>
Edge Repair (m)		Oxley Ave	2	Inspect Local & Regional Roads (ea)	
Black Stump Road	91	<b>TOTAL</b>	<b>22</b>	Mount Daylight Road	1
Lachlan River Road	25			Pintebakana Road	1
Murrumbidgee River Road	43			<b>TOTAL</b>	<b>2</b>
<b>TOTAL</b>	<b>159</b>			Servicing Signs (ea)	
				Burns Street	2
				Byron Street – North	1
				Regent Street	1
				<b>TOTAL</b>	<b>4</b>

**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 <sup>2</sup> )			20	69	47	185
Mowing & Slashing (ha)	18			20.5		
Maintain Unsealed Shoulders (shldr kms)						
Vegetation Control (ea)				1		

Replace Signs (ea)			1			
Servicing Signs (ea)	1	3	2			4
Traffic Counters (ea)						
Pavement Marking Maintenance (m2)		3				
Inspection (ea)	1					

### **Transport for NSW 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-321	Slashing	m <sup>2</sup>	50,032
A-421	Service Toilet	each	6
A-428	Service Rest Area	each	23
C-111	Safety Inspection	km	634.2
C-301	Remove dead animal	each	17
C-614	Reinstate Sign	each	1
S-272	Sweep Road Pavement	km	60

### **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		7	8			15
Footbridge Maintenance	1200						0
Drainage & S/Water	1510						0
Sign Maintenance	1610			2		13	15
Sign Replacement	1620			6.50		8	14.50
Resealing	4000						0
Mowing	5100	29	83.50	34.50	16	52	215
Slashing	5200	7		108		33.50	148.50
Spraying	5300			29		11	40
Tree Maintenance	5400	3	7	18.50	2	2	32.50
Tree Removal	5410						0
Watering	5500	0.50	7.50	53.50		18	79.50
Weeding	5600		18.50	81		18	117.50
Mowing – Stan Peters Oval	5710			9.50			9.50
Spraying – Stan Peters Oval	5730			8.50			8.50
Watering – Stan Peters Oval	5740			1			1
Weeding – Stan Peters Oval	5750						0
Playground Equipment	5800						0
Litter Collection	6100	2.50	12	13	8	14.50	50
Street Sweeper	6200			22.50			22.50
Hand Broom Gutters	6300			3			3
Toilets	6400	1.50	7	27	5.50	4.50	45.50
Footpath Maintenance	7100			50			50

Clear Culverts	7100			16.50			16.50
Street Maintenance	7200		8.50	3		13.50	25
Miscellaneous Items	7500			3.50			3.50
Playground Inspection	7510						0
Office	7520						0
Town Improvements	7530						0
Graffiti Removal	7540					2.50	2.50
Park Furniture/Fences	7540			6.50			6.50
<b>Total Hours per Town</b>		<b>43.50</b>	<b>151</b>	<b>505</b>	<b>31.50</b>	<b>190.50</b>	<b>921.50</b>
<b>Town % of Total Hours</b>		<b>4.72%</b>	<b>16.39%</b>	<b>54.80%</b>	<b>3.42%</b>	<b>20.67%</b>	

**Sewer Maintenance**

Description	Service Line Chokes	Mainline Chokes	Overflows	Pressure System Fault	Pump Station Fault	New Connections	Screen Unit Faults
Hillston	1						
Goolgowi		1					
Rankins Springs Sullage							
<b>Totals</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

**Water Maintenance**

Description	Mainline Breaks	Service Line Breaks	Water Meter/Tap Leaking	Pump Station Faults	AMR Replacement
Hillston		2			
Langtree (Langtree Bore/Merriwagga/Goolgowi)					
Yoolaroi/Goolgowi Rural (Palmyra to Y4 & Y5/Y6)	1			3	
Bunda/Goorawin					
Carrathool				1	
Merriwagga Village					
Goolgowi Village Raw					
Goolgowi Village Potable					1
Rankins Springs Potable					
Rankins Springs Raw Town			2		
Rankins Springs Rural				1	
Melbergen					
<b>Total</b>	<b>1</b>	<b>2</b>	<b>2</b>	<b>5</b>	<b>1</b>

**Project Updates:**

**Hillston Floodplain Management Study:**

A draft report has been submitted to the Floodplain Risk Management Committee (FRMC) for review and comment. A FRMC meeting is scheduled for early October. Milestone 3 claim has been submitted to the funding authority. Milestone 4 is due for completion February 2022, Milestone 5 is due for completion May 2022 with the full grant acquittal expected by July 2022.

**Hillston Riverbank Stabilisation Project:**

The tender for the construction phase has been awarded subject to funding. It is anticipated that the Department of Planning, Industry and Environment (DPIE) will advise outcome of funding applications between November and December 2021. Council personnel is meeting with the contractor (Civil & Earth) over the month of October to commence the methodology of the works and some planning, so that when funding is awarded the project commences with minimum delay.

**Groundwater study (Bore assessment):**

Works complete. Report to the January Council meeting.

**Integrated Water Cycle Management System (IWCM)**

Work is well underway by the Public Works Advisory (PWA) to develop the IWCM strategy, with monthly progress meetings being held between Council and DPIE. PWA plans to release the first draft issue paper at the end of October 2021. Following a full review by staff members, it will then be tabled at the January Council meeting in detail, for input and comment from Council.

**Carrathool Road Construction:**

Works are tracking well with 10km having been sealed to date. The sealing contractor had sealed the remaining 2km on 9 September 2021. Sub-grade stabilisation of 100mm for 3km is currently underway with 150mm overlay following that. The gravel haulage should be completed by late September 2021 and the construction process will continue for the next stage (Stage 3) heading past the Corynnia Station gateway. Line marking for 3km new works will take place when Council's contractor is cleared from Covid-19 restrictions.

**Fixing Local Roads (Round 2 Funding):**

A contract for the works has now been executed. LG Civil has been awarded the works. The scope includes approx. 3.65km of existing bitumen pavement rehab, the Murrumbidgee River Road/Carrathool Road intersection upgrade, multiple culvert replacements and approx. 7.85km of new pavement. Surveying and design are currently in progress with construction expected to commence over the month of October.

**Fixing Local Roads (Round 3 Funding):**

Report to the October Council meeting.

<b>Financial Implications</b>
-------------------------------

Nil

<b>Statutory Implications (Governance including Legal)</b>
--

Nil

<b>Policy Implications</b>
----------------------------

Nil

<b>Risk Implications</b>
--------------------------

Nil

<b>Community Strategic Plan</b>
---------------------------------

Theme 2 - Infrastructure for a Sustainable Future

<b>Recommendation:</b>
------------------------

<b>That Council note the Infrastructure Report for September 2021.</b>
--

ATTACHMENT

<b>Register of Local Road Maintenance</b>									
Road Hierarchy Number	Road Name	Road No.	Date Last Maintenance Grading Carried Out	Quantity (cl km)					
2	Alexanders Road	102	16/09/2020	3.00					> 5 Years Since Last Mtce Grading
	Alpens Lane	131	NIL	0.00					1-5 Years Since Last Mtce Grading
6	Altys Road	103	10/12/2020	1.90					1 Year Since Last Mtce Grading
6	Andersons Lane	105	22/10/2020	16.10					Nil Record for Mtce Grading
6	Andersons Road	104	9/10/2017	1.50					
7	Arcadia Lane	106	16/09/2021	8.50					
6	Audrey Lea Road	107	15/08/2019	22.60					
6	Avondale Road	108	27/07/2017	4.00					
2	Back Hillston Road	109	24/08/2021	16.20					
4	Bakers Road	110	6/08/2021	4.40					
	Bales Avenue	101	23/10/2019	4.00					
2	Bandys Road	204	4/08/2021	1.40					
6	Barrys Road	112	23/09/2021	4.90					
4	Barrys Scenic Drive	113	7/07/2021	5.50					
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	6/07/2021	9.00					
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	7/09/2021	4.80					
3	Bringagee Road	124	SEALED	0.00					
6	Bunda North Road	125	7/09/2021	3.40					
2	Bunda Road	126	26/04/2021	26.00					
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	2/09/2021	0.80					
6	Cannards Road	133	28/09/2019	24.70					
6	Carnells Road	132	20/07/2021	4.50					
2	Carrathool Road	134	10/05/2021	27.00					
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	13/09/2021	16.00					
2	Crows Nest Road	139	13/07/2021	17.40					
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	31/08/2021	6.80					
2	Erigolia Road	144	SEALED						
6	Euratha Road	146	25/08/2021	15.80					
7	Five Oaks Road	147	22/06/2021	9.30					
6	Flanagans Lane	148	26/08/2021	5.30					
2	Foys Road	149	27/08/2018	3.00					
7	Gandys Road	150	3/06/2021	1.30					
2	Garrong Road	151	23/06/2021	5.00					
7	Girdlers Road	153	30/06/2019	10.00					

6	Goorawin East Road	154	20/05/2021	13.00
6	Goorawin Road	155	19/02/2021	8.00
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	13/07/2021	8.00
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	23/06/2021	1.50
2	Lachlan River Road	173	8/07/2021	17.50
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	16/09/2021	15.76
7	McGills Road	181	23/08/2010	1.00
7	McKays Road	182	30/08/2021	7.10
	McKenzies Lane	183	8/06/2021	1.00
2	McKinley Road	184	31/08/2021	31.38
2	McMasters Road	185	17/02/2021	2.00
7	McRaes Road	186	24/01/2018	4.00
2	Melbergen Road	187	17/05/2021	33.50
	Mena Road	266	20/03/2012	1.00
6	Merri Road	152	24/08/2021	47.00
5	Merriwagga Road	190	4/11/2019	2.50
4	Merrondale Lane	188	22/06/2021	6.00
6	Merungi Road	191	18/07/2019	12.00
2	Merungle Road	192	30/04/2021	2.00
7	Mitchell Track	189	23/11/2017	4.50
2	Mitchells Road	193	22/03/2021	1.50
6	Monia Gap Road	202	31/08/2021	6.00
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	20/08/2021	10.20
5	Mount Grace Road	145	5/08/2021	27.35
7	Muirheads Road	199	4/02/2021	4.00
4	Munros Road	200	30/09/2019	
3	Murrumbidgee River Road	201	SEALED	
6	Nancarrow Lane	203	1/06/2019	4.00
	Norwood Lane	205	9/09/2021	3.00
6	OBriens Road	206	4/10/2017	2.50

7	O'Donnells Road	207	20/03/2018	4.00
6	O'Keeffes Road	208	16/09/2021	7.50
7	Old Gunbar Road	209	25/07/2019	9.50
2	Parkers Road	210	4/02/2021	9.90
3	Parrs Road	211	1/07/2021	0.50
6	Parslows Road	212	3/08/2021	3.30
7	Parsons Road	213	12/01/2018	1.20
7	Paton Road	214	9/09/2021	1.80
2	Peters Road	215	29/07/2021	9.30
3	Pinteebakana Road	216	9/02/2021	4.40
6	Pleasant Valley Road	217	19/07/2021	10.20
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	13/05/2021	5.00
6	Reids Road	222	25/08/2021	8.50
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	29/07/2021	13.00
6	Ryans Road	226	30/06/2019	4.00
	Saleyard Lane	194	12/08/2015	3.00
6	Sawmill Road	227	8/09/2021	1.00
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	12/05/2021	2.00
7	Stackpoole Road	234	22/08/2018	7.00
7	Stewarts Lane	235	3/09/2021	10.50
6	Streats Road	236	20/09/2021	8.90
6	Swansons Road	237	18/08/2021	2.00
5	Taylors Road	238	3/09/2021	9.20
6	The Bluff Road	239	2/08/2021	10.50
6	Trida Road	241	17/09/2021	15.00
6	Tysons 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	8/06/2021	7.00
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	16/08/2021	9.60
6	Wee Elwah Road	253	21/11/2019	24.10
6	Wells Road	254	4/07/2019	17.00
7	West's Road	255	13/09/2021	9.00
4	Whealbah Road	256	27/04/2021	3.00
6	Whitton Stock Route Road	257	8/09/2021	5.40
7	Wild Horse Tank Road	258	3/09/2021	9.50
6	Wiltshires Road	259	10/07/2019	10.00
5	Wollarma Road	260	27/11/2020	33.10
7	Wongalea Road	261	8/06/2021	4.92
6	Woods Lane	262	28/09/2021	5.00
7	Wrights Lane	263	NIL	0.00
7	Youngs Road	264	23/07/2019	2.30

**10.9 Jackson’s Bridge - Update**

MP:JB2020

Author: Director Infrastructure Services

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

Attachment: Works Program – Jacksons Bridge, Progress Photos

**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 Transport for NSW 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 were successful in tendering for the works and the construction aspect of the project is fully underway.

**Issues**

Over the month of September, a number of inspections have been carried out on site and accurate records taken of the construction progress. Decommissioning of the old wooden bridge is currently ongoing and at 95% complete, with the old wooden piers still to be removed. Piling is now complete at the centre of the bridge and abutments. Precast abutments and the pier cross-head are now installed and fully anchored. Moulding of the super T-beams commenced in late September off-site, with 3 T-beams fully constructed at the time of drafting this report. The total number of super T-beams required for the project is eight. There is a curing requirement of 7 days for the beams prior to them being transported to Hillston. The beams will also require two cranes to lift them into place on site. During this process traffic control will be essential as the temporary bridge will be utilised.

Works on site over the month of October will be relatively tame due to the majority of works being undertaken off site. Water levels of the Lachlan River have had little to no effect on current work plans. The detour and temp bridge are in a very satisfactory condition under current traffic loadings. Some minor dust issues occur from time to time and a water truck is on standby should any safety concerns arise.

The following claims have been made to the funding body:

Item	Amount (ex. Gst)	Comments
Milestone 1 – 15%	\$324,941.25	Payment Received
Milestone 2 – 15%	\$324,941.25	Payment Received
Milestone 3 – 60%	\$1,299,765.00	Payment Received
<b>Total Submitted to Date</b>	<b>\$1,949,647.50</b>	Milestone 4 to be submitted upon project completion.

Progress claims to date submitted from the Contractor to Council for review are as follows:

Item	Amount (ex. Gst)	Comments
Progress Claim 1	\$79,000	February 2021-Approved
Progress Claim 2	\$182,437.50	June 2021-Approved
Progress Claim 3	\$600,875.00	July/August Claim – Approved
Progress Claim 4	\$350,000.00	Estimated for September Claim – Pending
<b>Variations</b>		
Variation 1	\$20,000	Telstra Relocation
Variation 2	Pending	Contractor Down Time
<b>Total Claims Approved</b>	<b>\$862,312.50</b>	

The contractor has submitted three requests to date for an extension of time, due to inclement weather. A total of nine days has been approved so far. This will not affect the outlined budget for the project.

The overall project is currently tracking on time and on budget. Progress photos and the latest program of works are attached for Council viewing.

**Financial implications**

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

Council's contribution for the project was \$133k, covering the design aspect and project management 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 progress report of Jacksons Bridge for the month of September 2021.**







Super T-Beams – Moulding of Structure in Progress



Super T-Beams – Completed Moulds of Beam Structures



East Abutment – Precast Structure in Place and Anchored



West Abutment – Precast Structure in Place and Anchored

**10.10 Flood Damage 2019 - Update**

GS:PRO:NDRD2019

Author: Director Infrastructure Services

Purpose: To update Council on the progress of the 2019 flood damage rehab works.

Attachment: CSC DRFA PM Dashboard, CSC DRFA Progress Map, Flood Damage Progress Photos

**Background**

Following heavy rainfall over the Easter break and up to the 7 May 2019, Council incurred a lot of damage to 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 Transport for NSW, Council were officially awarded funding in the region of \$8.4m. Both Council personnel and Contractors will undertake the works which has a deadline of March 2022.

**Issues**

Symal is nearing completion of their work on the DRFA flood repairs with only Youngs Road and several sections of maintenance grading to complete pending a break in the recent wet weather.

Symal completed the process of upgrading floodway's on Cannards Road earlier this month concluding the scope of their culvert upgrade programme.

Council crews continue to prioritise the constructions plan for this financial year and recent urgent damage from heavy rainfall. Some DRFA works are being completed incidentally as this work continues

The total works claimed to date are outlined as follows:

Submission	Claim	Amount
Emergency Works		\$110,290.04
Immediate Reconstruction Works		\$55,409.73
Reconstruction Works	Council Portion	\$244,574.34
	Contractor Portion	\$5,732,644.23
<b>Total</b>		<b>\$6,142,918.34</b>

The following is a list of roads completed by Council up to the month of September and their associated budgets:

Road Asset Name	DRFA Budget	Expenditure Est.	Expenditure Mtce Est	Comments
Streets Road	\$15,930.00	\$1,425.00	\$2,025	
Wests Road	\$928.90	\$600	\$6,000	
<b>TOTALS</b>	<b>\$16,858.90</b>	<b>\$2,025.00</b>	<b>\$8,025</b>	

The following is a list of roads completed by the contractor (Symal) up to the month of September and their associated budgets:

Road Name	Asset	DRFA Budget	Expenditure FD	Expenditure Mtce	Comments
Merungle Road		\$431,401.09	\$348,212.56	\$18,388.35	Works Complete. 3.6kmm DRFA FD works – medium formation grading & gravel resheet. Rest of road maintenance graded
Carrego Lane		\$258,047.39	\$212,384.68	\$26,364.30	Works Complete. 22.5km DRFA FD works - medium formation grading & gravel resheet. Rest of road maintenance graded
<b>TOTALS</b>		<b>\$689,448.48</b>	<b>\$560,597.24</b>	<b>\$44,752.65</b>	

The following list outlines the works planned over the next 3 months:

Road Asset	Comments
Monia Gap Road	Council Works
Mt Daylight	Council Works
Andersons Lane	Council Works
Bandy's Road	Council Works
Barry's Road	Council Works
Billings Road	Council Works
Blackgate Road	Council Works
Burchers Road	Council Works
Gullifers Road	Council Works
Halycon Park Road	Council Works
Heaths Road	Council Works
Jennings Road	Council Works
Johnstons Road	Council Works
Luelfs Road	Council Works
Nancarrows Lane	Council Works
Richards Road	Council Works
Ryan's Road	Council Works
Whitton Stock Route	Council Works
Woods Lane	Council Works
Youngs Road	Contractor Works

Following discussions with the project management team and the contractor, a project completion date is currently set for December 2021. Council have also agreed in principal with the contractor of a rate of \$1,350 per kilometre for maintenance grading (out of scope works). The out of scope works will be completed concurrently with the flood damage works on each road.

Council is working closely with the community to be certain there is as little interruption as possible for road users, especially during the harvest seasons. Attachment 1 (DRFA PM Dashboard) and attachment 2 (DRFA Progress Map) outlines the progress in more detail.

**Financial implications**

The aforementioned projects are reimbursed from the Australian Government OEM.

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

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

The causeway constructions at Carnells, Cannards and Pleasant Valley Way are covered under the roads to recovery program.

Out of scope works have been agreed to in principal at a rate of \$1,350 per kilometre. These works will be funded from Councils maintenance budget.

**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:**

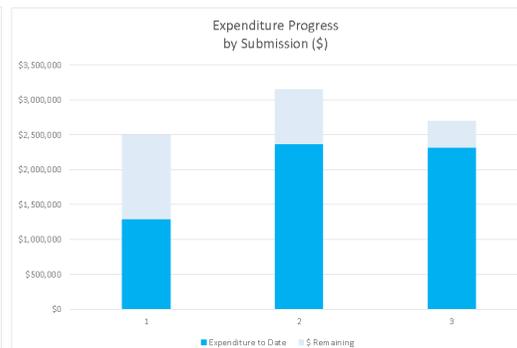
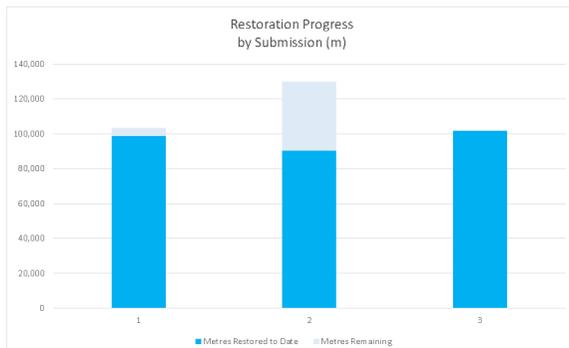
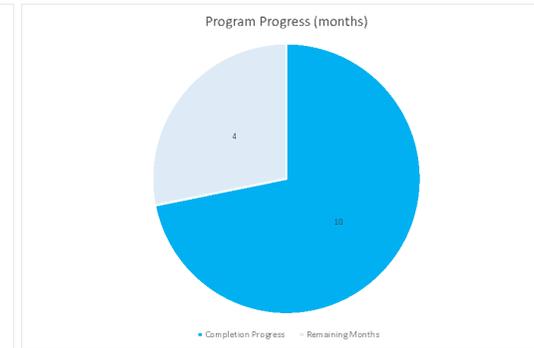
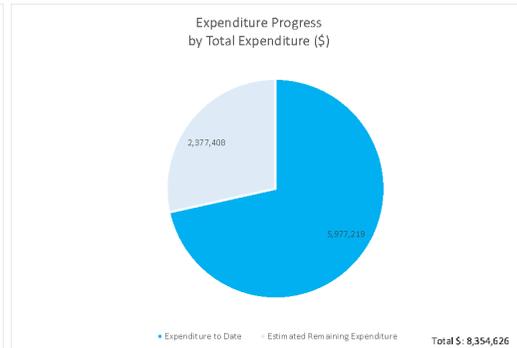
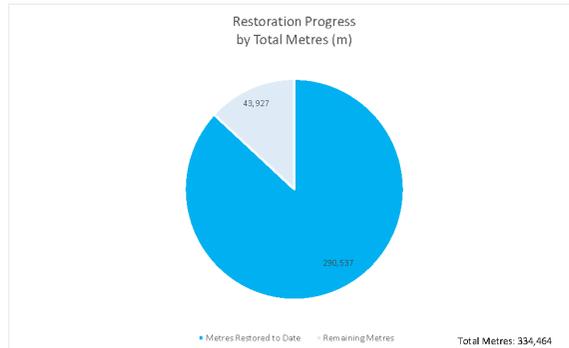
**That Council note the progress of the 2019 flood damage rehab works for September 2021**

ATTACHMENT

Carrathool Shire Council DRFA - Reconstruction Works Progress Dashboard

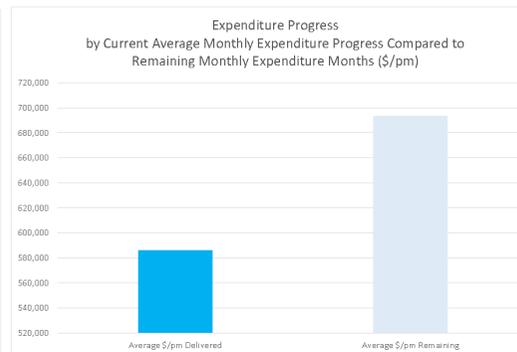
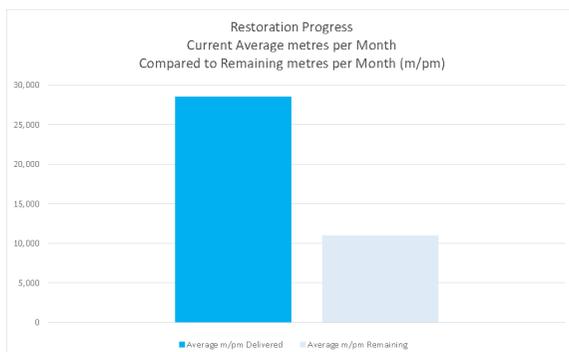
Report No. 8  
 Project No. 7201  
 Current-to Date: 17/09/2021

Council: Carrathool Shire Council  
 Event: AGRN 869, Carrathool Floods  
 Administering Body: Transport for New South Wales



Progress Summary	
Restoration	86.87%
Expenditure	71.54%
Program	71.83%

Progress Summary per Submission		
Submission	Metres	Expenditure
1	95.66%	51.59%
2	69.62%	75.15%
3	100.00%	85.80%



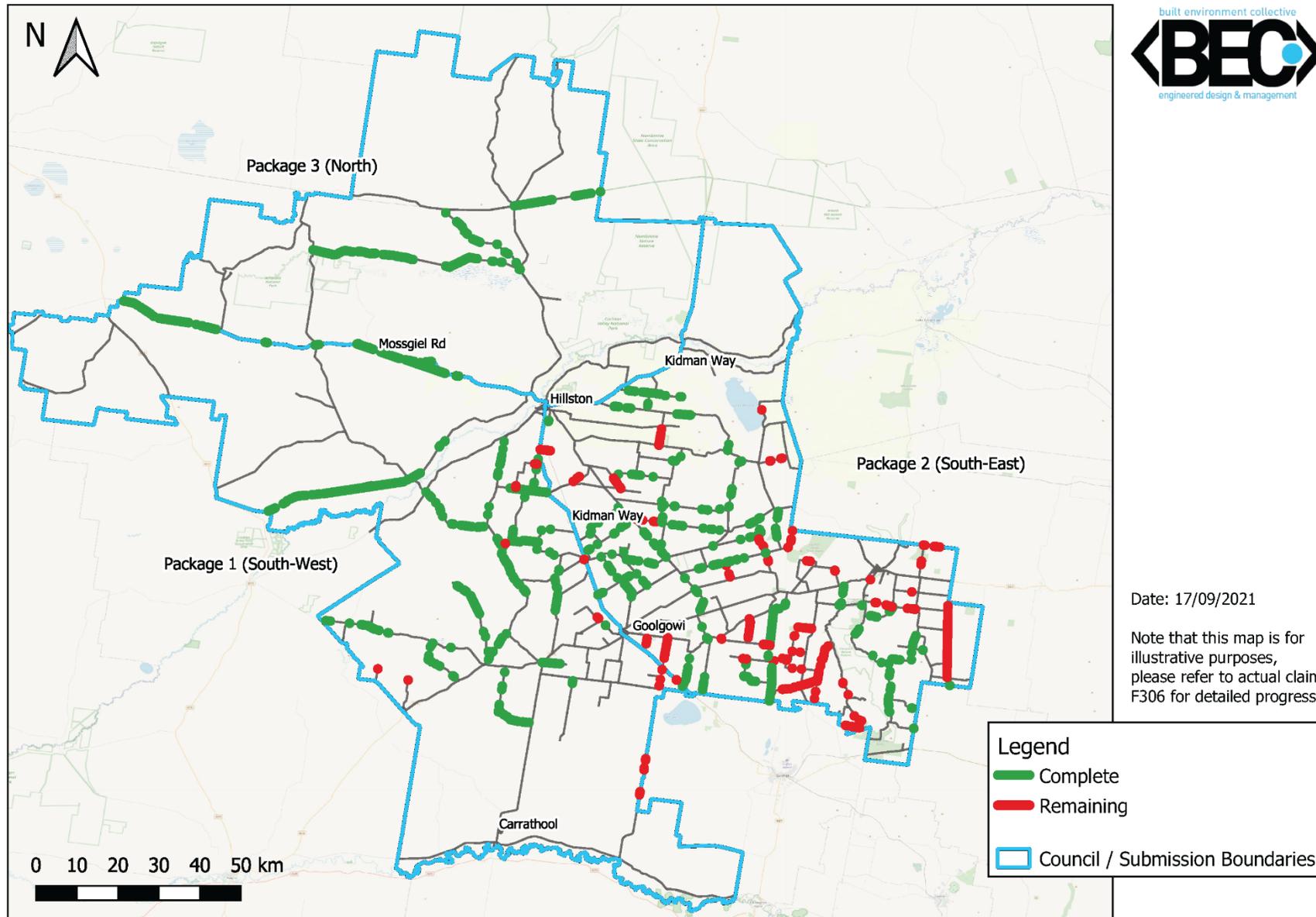
**ISSUE REPORT:**

- Note that Progress in Metres is higher than Progress by Expenditure, as delays exist with the tracking and reporting of work expenditure.

**POTENTIAL RISKS**

- Damage to roads caused by cartage of material. To be mitigated by careful programming and monitoring. Contractors have been made aware during Pre-Start meeting.

Progress Map - 7201 Carrathool Shire Council, AGRN 869; Carrathool Floods - 22 April Onwards.





Carrego Lane – Flood Damage



Carrego Lane – Post Treatment

Carrego Lane – Post Treatment



Carrego Lane – Flood Damage



Carrego Lane – Post Treatment

**10.11 Regional Road Transfer and NSW Road Classification Review**

RDS:ACRC

Author: Director Infrastructure Services

Purpose: To update Council on the developments of the NSW Road Classification Review

Separately Circulated: Regional Road Transfer Program Guidelines, Frequently Asked Questions (FAQ's)

**Background**

In February 2019, the Deputy Premier and Minister for Roads, Maritime and Freight announced the initiation of a Road Classification Review and the transfer of up to 15,000 kilometres of Council owned and managed roads to State management. These commitments are now being carried forward as the Road Classification Review and Transfer project, led by an independent panel.

This project combines a comprehensive review of road classifications around NSW with broader considerations around how we think about our road network and its capacity to meet the needs of industry and the community. To make informed and meaningful recommendations to government, the Independent Panel is entering into a conversation with local councils and other stakeholders and road users to find out how we can best manage our roads, sustain healthy communities, promote economies and work together to support a cohesive, well run road network.

Applications have opened for the full round of the Regional Road Transfer and Road Classification Review. Only roads outside the Greater Sydney, Newcastle and Wollongong LGAs are eligible for transfer. The Review will also allow all NSW councils to make applications to change the classification of a road or section of road to Local, Regional or State. The Review could see up to 15,000 kilometres of regional-classified roads transferred to State management. The panel is inviting submissions from Monday 27 September to 5pm Friday 24 December 2021.

Council currently have a number of important roads listed in the adopted hierarchy under regional roads as follows:

- 7606R & 244R Tabbita Lane
- 321R Rankins Springs Road
- 368R The Springs Road
- 371R The Lakes Road
- 501R Lachlan Valley Way
- 80R Mossgiel Road

Council resolved at the June 2019 meeting to seek approval from Transport for New South Wales (TfNSW previously RMS) to upgrade Carrathool Road, Murrumbidgee River Road and Roto Road (to the Cotton Gin) from local to regional status (minute 0983). In addition to this, Griffith City Council (GCC) is applying for their section of Bringagee Road to be upgraded to regional status. As part of this road asset falls within the Carrathool LGA, it would also be worth upgrading our section to regional status. If approved, GCC will be applying on our behalf.

Eligible proposals that can be applied for through this program is detailed in the table below.

**Reclassification proposals**

Current classification	Proposed classification	Management Changes?	Notes
Local Road	Regional Road	No	Council will maintain management. Classification affects funding arrangements for maintenance.
Regional Road	State Road	Yes	State will assume management of the road due to State-classified roads being managed by the State.

<b>Local Road</b>	State Road	Yes	State will assume management of the road due to State-classified roads being managed by the State.
<b>State Road</b>	Local Road	Yes	Council will assume management of the road due to Local-classified roads being managed by councils.
<b>State Road</b>	Regional Road	Yes	Council will assume management of the road due to Regional-classified roads being managed by councils.
<b>Regional Road</b>	Local Road	No	Council will maintain management. Classification affects funding arrangements for maintenance.
<b>Current management</b>	<b>Proposed management</b>	<b>Management Changes?</b>	<b>Changes to road classification?</b>
<b>Council managed Regional Road</b>	State managed Regional Road	Yes	No. Applicable for roads classified as Regional Roads only and for eligible councils only (non-metropolitan areas). Road remains classified as a Regional Road managed by the State.

Following a review of the terms of reference and other information papers circulated from TfNSW regarding the regional road reform, there is no clear outline of what impacts this will have on block grants and other funding. Additionally, the independent panel have noted that Councils will not be financially affected only the State Government will be. There are also no indications that if a local road is upgraded to regional status, that it will adversely affect the FAG's grant, i.e. reduction in funding. However, the overall level of funding is outside the Terms of Reference for the Independent Panel and will be a matter for the government.

Councils Director of Infrastructure Services has been in contact with neighbouring Councils to get a feel of their ideas on the situation, with most saying they will submit a number of roads due to the possibility of additional funding streams. Some other comments that have risen is that if a local road is upgraded to regional status, it would fast-track funding in a much earlier timeframe.

### Indicative Timeline

Panel appointed	February 2020
Draft Terms of Reference released for council feedback	February 2020
Terms of Reference established	June 2020
Information Paper released	June 2020
Consultation period	July - August 2020
Consultation report provided to Minister's Office	September 2020
Deadline for nominations on all roads proposed for priority and non-priority reclassification and/or transfer	September 2020
Priority submissions open	November 2020
Priority submissions close	December 2020
Provide interim report to Minister for Regional Transport and Roads including proposed priority list of roads to be transferred to state management	February 2021
Submissions for full round open	27 September 2021
Submissions for full round close	24 December 2021
Independent Panel delivers final report and recommendations through the Minister for Regional Transport and Roads for consideration by the NSW Government on the Regional Road Transfer and Road Classification Review	30 June 2022 TBC*

*\*The timeframe for delivery of the final report will be subject to the number of applications received and the time required for the evaluation process.*

### Financial implications

There are no indications in the guidelines to suggest that Councils will be financially affected by the regional road reform.

The guidelines suggest that reclassification of roads will primarily affect the State Government financially.

There is no clear outline of what impact this will have on block grants or financial assistance grants (FAG's).

There are no indications that Councils will be restricted to funding.

**Statutory implications (Governance including Legal)**

Nil

**Policy implications**

Nil

**Risk implications**

There are no indications at this stage that regional roads placed under State Government control may lead to additional administrative stress.

**Community Strategic Plan**

Theme 2 - Infrastructure for a Sustainable Future

**Recommendation:**

**That Council:**

1. consider upgrading Carrathool Road, Murrumbidgee River Road, Bringagee Road and Roto Road (to the cotton gin) from Local to Regional status with Council maintaining management;
2. support the neighbouring Councils of Hay, Murrumbidgee and Griffith City Council for joint submissions of the aforementioned roads.

**10.12 Bore Condition Assessments**

WS:MNTCE:BORES

Author: Manager Water &amp; Sewer

Purpose: To provide information to Council on Bore condition assessments and findings.

Attachment: Bore Condition Table

**Background**

A 30-year Integrated Water Cycle Management (IWCM) strategy and strategic business plan (SBP) are the chief planning documents for local water utilities to provide sustainable water supply and sewerage services.

Under the IWCM strategy, Council has undertaken bore condition and hydrogeological assessments to determine the current bore supplies' long-term viability and identify any needs for urgent repairs and maintenance.

The bore condition and hydrogeological assessment works were undertaken by ACS Equip and Reditus Consulting, respectively. Reditus has provided a summary report for Council to note for all bore fields with current and future outlooks.

**Issues**

Some of the critical points of initial findings from the condition and hydrogeological assessment work are outlined below:

1. Structurally, all bores have a life expectancy of >15 years, subject to ongoing preventative maintenance.
2. An Annual routine maintenance/treatment program is required to ensure optimal bore efficiency and to prolong bore operational life.
3. All Bore headworks appear to be of poor design require corrective works undertaken to meet NSW health guidelines for groundwater.
4. All bores appear to have sufficient capacity at present, while future water demand can be met by increasing the pump size and lowering the pump.
5. Hillston Bore-2 and Bore-4 have sufficient capacity to meet the Town water supply (TWS) demand during "worst case" prolonged drought conditions (following pump alteration and minor rehabilitation works) to 2051.
6. Langtree bore, with the current decreasing (water level) trend, even under drought conditions, will meet the current and future demand until 2051.
7. Carrathool Bore, under continued drought conditions, there is potential that the groundwater level will drop below the current pump level (40m), but lowering the pump to the maximum depth (68.2m) can produce enough water to supply to 2051.
8. Rankins Springs, under continued drought conditions, there is potential that the groundwater level will drop below the current pump level (50m) but lowering the pump to the maximum depth (87m) will produce enough water to supply to 2051.
9. Melbergen, with the current decreasing trend, even under drought conditions, will meet demand until 2031 but not at 2051. Following the meter calibration review, Council may be required to buy additional allocation of water entitlements to meet water demands, possibly in consultation with Golden Fields Water.

In short, based on current findings and hydraulic modelling:

- Council has excellent capacity for water extraction from Hillston, Langtree, and Melbergen bores until 2031 at the current declining trend of water levels.
- Carrathool and Rankins Springs require the pump's lowered to meet the water demands at 2031 & 2051.

- At 2051, all bore pumps require lowering to a maximum depth to meet future water demands, except Melbergen bore, where the pump is already at maximum depth. It may be worth Council considering constructing a new bore for this area in near future.
- Carrathool village has no back-up bore, it may also be worth considering an additional bore for this area.
- Council may be required to buy additional water entitlements for the Melbergen scheme following a review of the water demand.

#### **Financial implications**

Council requires allocating a budget to undertake corrective actions identified in the condition assessment report to comply with NSW Health requirements.

A co-contribution will be required under any funding stream from the State or Federal Government if options are to construct a new bore at Melbergen and an additional bore at Carrathool.

For any other options, Council may need to allocate funds from the Water & Sewer reserve.

#### **Statutory implications (Governance including Legal)**

Australian Drinking Water Guidelines (ADWG)  
Public Health Act and Legislation.

#### **Policy implications**

Nil

#### **Risk implications**

Bore water quality is essential to avoid unnecessary health issues to the public.

#### **Community Strategic Plan**

Theme 2: Infrastructure for a sustainable Future

#### **Recommendation:**

**That Council note the report of the bore condition assessment.**

**ATTACHMENT**

**Table-1: The current and future water extraction capacity of bores:**

Water Supply Schemes		Council Water Entitlements (ML/Year)	Current Average Water Usage (ML/Year)	Bore yield (2031)		Bore yield (2031)		Bore yield (2051)		Comments
				At current ground water level		At current decreasing groundwater level		At current decreasing groundwater level		
				At Current Pump Depth (ML/Year)	At Maximum Pump Depth (ML/Year)	At Current Pump Depth (ML/Year)	At Maximum Pump Depth (ML/Year)	At Current Pump Depth (ML/Year)	At Maximum Pump Depth (ML/Year)	
Hillston	Bore-2	1600	438			1677	2202	262.6	789	
	Bore-4					416	4211	Water level below the pump	2150	
Langtree (Merriwagga-Goolgowi)	Bore 1 & Bore 2	230	182.5	848.10	1913	685	1750	359	1424	
Carrathool	Bore 1	50	43.8	369	2583	Water level below the pump	1013	Water level below the pump	228	No back-up bore.
Rankins Springs	Bore 1	62	20	166	618	Water level below the pump	435	Water level below the pump	251	Rankins Springs also has channel water supply
Melbergen	Bore 1 & Bore 2	417	417*	1167	-----	839	-----	183	-----	Pumps are at maximum depth.

\* Melbergen current average water usage under review

**10.13 Floodplain Management Committee Minutes**

GS:PRO:FMG:2019-20

Author: Director Infrastructure Services

Purpose: For Council to note the floodplain management committee meeting during the month of October.

Attachment: FRMC minutes – October 21

Separately Circulated: Flood Study Report – Sep 21.

**Background**

Council and stakeholders undertook a flood management committee meeting (FRMC) over the month of October 2021. The main topics of discussion from the agenda where:

- Hillston Flood Study Report (approve for adoption)
- Hillston Riverbank Stabilisation Project (Update)
- Hillston Levee – Maintenance (Update)

**Hillston Flood Study Report (Milestone 3)**

A presentation was provided by the Consultant 'Catchment Simulation Solutions' (CSS). This project is now into the fourth stage of the funding milestone and the following items were discussed:

- Hydrologic model development for the Lachlan River
- Design flood modelling and sensitivity analysis
- Floor level estimates and flood damage assessment
- Draft flood study report (final)

Questions were raised with regard to factoring in of flood modelling upper areas of the catchment where a lot of the possible flood waters may be diverted across Mossgiel Road to relieve pressures at the Hillston Levees. Other items of interest were the consideration of the removal of obsolete channels allowing flood areas to flow in their natural course. The Clifton Channel was again highlighted as this area may be required to be enhanced/modified. Overland flow information was also discussed and the possibility of improvement the catchments off Keats St or adding to the stormwater network.

**Hillston Riverbank Stabilisation:**

An update was provided on the latest for this project with the tender being awarded to Civil & Earth, subject to funding. Steve Manwaring (DPIE) advised that Federal funding for this was unsuccessful and that State funding outcomes would be announced closer to December. Council are due to meet with representatives from Civil & Earth to commence planning for the works over the month of October. Civil & Earth are fully aware that at this point in time no funding is currently available.

**Hillston Levee – Maintenance:**

One main update was that the eastern levee maintenance was now complete with the Lachlan St levee planned in the coming weeks, weather permitting.

The next Floodplain Management Committee meeting is scheduled for early 2022. The final flood study report for Hillston is attached for Council review and adoption.

**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:**

- 1. note the minutes of the FRMC meeting held in October 2021.**
- 2. adopt the Hillston flood study report completed under milestone 3 of the floodplain risk management funding.**

**ATTACHMENT**

 <p>Carrathool Shire Council</p>	<p><b>Carrathool Shire Council Hillston Flood Study &amp; Floodplain Management Study Meeting Inception Meeting</b></p> <p>Date: 7 October 2021</p> <p>Time: 2.00pm</p> <p>Location: Hillston District Office/Zoom</p>
<p><b>Minutes</b></p>	

**PRESENT:** Tim Morrison (Catchment Simulation Solutions)  
 Steve Manwaring (DPIE)  
 Craig Ronan (SES)  
 Paul Farrell (Carrathool Shire Council)  
 David Fensom (Councillor/Committee Member/Chair)  
 Geoff Peters (Councillor/Committee Member)  
 Graham Gordon (Griffith City Council)

**ABSENT:** John Milay (Committee Member)  
 Chris Potter (Committee Member)  
 Kent Burgess (Committee Member)  
 Peter Hogno (Committee Member)

	TOPIC OF DISCUSSION	ACTION
1.	Welcome of all attendees <ul style="list-style-type: none"> <li>○ Advised that presentation will be given by Tim Morrison (Catchment Simulation Solutions)</li> </ul>	
2.	Apologies received from Chris Potter (Committee Member), Kent Burgess (Committee Member)	
3.	Actions arising from previous meeting (28 June 2021): <ul style="list-style-type: none"> <li>• N/A</li> </ul>	
4.	Hillston Floodplain Risk Management Study – tabling of Final Flood Study Report and Options Assessment Workshop: <ul style="list-style-type: none"> <li>• PF proposed Committee vote on the submission of the Flood Study Plan to Council for adoption. SM requested confirmation on whether there had been any submissions as a result of public exhibition – TM advised only one submission.</li> <li>Committee voted unanimous</li> <li>• T Morrison reiterated the various mitigation options as raised as the previous meeting, namely: -                             <ul style="list-style-type: none"> <li>a) Response modification option</li> </ul> </li> </ul>	Tim Morrison

J:\04-Committees\1. Floodplain Management Committee\Minutes\Minutes - 07 October 2021.docx

	<p>b) Property modification option c) Flood modification option</p> <p>Discussion on the following: -</p> <p>Kidman Way/Clifton Channel – study indicates Clifton Channel will breach causing flooding to the SE of township.</p> <p>Options to rectify this include: -</p> <ul style="list-style-type: none"> <li>- Reinststate the old levee</li> <li>- Divert water flow to the East</li> <li>- Enhance the existing Clifton Channel</li> </ul> <p>Enhancing Clifton Channel would be easiest solution (upgrade culvert through channel) however committee advised that channel is owned by four separate landowners which could present a possible problem.</p> <p>GP suggested option of utilising existing box culverts 1.5km upstream of Jackson’s Bridge – 4 x 1.5 metre culverts in a row. Look at enhancing Myalla channel.</p> <p>Golf Course levee – look at lowering or change direction of flow. Committee hesitant to alter this levee as significant money recently spent by Golf Club so would not be receptive to any proposed changes that could impact on club.</p> <p>Treatment Plant Levee – Need to check the height of this levee.</p> <p>Northern River Levee – May need some repair. DF raised point that this levee may not have been made to a specific standard, built up from spoil.</p> <p>SM advised that DPIE wants to ensure properly constructed levees – they would need assurance of structural integrity. DPIE are also responsible for construction of levees, not maintenance of existing levees.</p> <p>Sump drainage near Historical Society – natural low point. Flood water endangering row of houses along Keats Street however committee do not believe it is necessary to consider house raising. Since maintenance of, and stormwater upgrades the water is dissipating faster however still pooling and pump has to be utilised to clear water.</p> <p>Option to rectify: add an additional water pipe, deepen existing basin and continue to utilise pumps to clear water.</p> <p>PF advised that hesitant to add additional pipes as it would increase pressure on the existing stormwater system.</p> <p>SM advised that deepening basin and relying on pumps is contrary to studies. During significant flood events there may be issues with power and/or supply of diesel to runs pumps. A more effective option may be to install another basin to the north of the township.</p>	
--	---	--

J:\04-Committees\1. Floodplain Management Committee\Minutes\Minutes - 07 October 2021.docx

	<p>SM also suggested that report should clearly indicate “Overland Flow” not riverine flow at this area otherwise existing residences could face issues with Insurance companies. If Council were ever approached by insurance agencies they should only ever provide them with Riverine Flood maps. He also suggested that the Flood Study Report not be uploaded publicly until the process is complete.</p> <p>Lachlan St Levee changes – TM to make direct contact with Peter Hogno as he is well versed on levee but was not present at meeting.</p> <p>TM confirmed that the new Jackson’s Bridge will have no impact on flood study.</p> <p>It was suggested that as soon as COVID permits, TM will come out to Hillston so that he and the committee members can visit the various areas to assist in making valued judgements on the various options available.</p>	
5.	<p>Other business: -</p> <ul style="list-style-type: none"> <li>• SM gave update on grant funding for Riverbank Stabilisation.             <ul style="list-style-type: none"> <li>- Council unsuccessful with Federal Funding but still in line for State funding but outcome not expected to be known until November/December.</li> </ul> </li> </ul> <p>PF advised that Mohammed (Project Engineer) now onboard and will be the lead on this project. The tenderer is keen to come out for a site visit. HL2 site is showing some additional minor erosion that may need to be considered.</p> <ul style="list-style-type: none"> <li>• PF advised that maintenance completed on Eastern Levee</li> <li>• PF advised that funding was available to undertake maintenance on the Western Levee but at this stage work has not commenced.</li> <li>• PF requested that TM’s report be moved</li> </ul> <p>Moved: D Fensom Seconded: G Peters</p>	

**MEETING CLOSED: 3.30PM**

**NEXT MEETING: Early 2022.**

**10.14 Request to go to Tender – Fixing Local Roads Round 3**

RDS:LR:CR

Author: Director Infrastructure Services

Purpose: To request approval from Council to go to tender for the construction of remaining pavement on Carrathool Road

**Background**

The Fixing Local Roads (Round 3) Program is a \$691 million NSW Government and Commonwealth program to be delivered over five years. Fixing Local Roads is a grant-based program where councils can apply for funding to repair, patch, maintain and seal priority local council roads. This will assist councils in significantly reducing their local roads maintenance backlog.

Over the month of September, Council received notification from the office of Paul Toole, Minister for Regional Transport and Roads that it was successful in securing \$2.5 million of round three (3) funding for the pave and seal of Carrathool Road. Council are committed to a funding co-contribution to the project (\$625,000) totalling \$3.125m.

**Issues**

Under the funding conditions, the project requires to be delivered within two years of the announcement and must commence within 6 months of the notification of funding. Council are currently committed to various road projects throughout the Shire over the coming months and do not have the capacity to deliver this project. It would be in Councils best interest to go to the market for a design and construct (D&C) tender.

The project will be the remaining section of 5.2km of gravel road located approx. half way between Tabbita Lane and Carrathool Village. The pave and seal project will involve the following:

- New sealed section of pavement 5.2km
- Culvert replacement
- Subgrade strengthening
- Crash Barrier Upgrades
- New Floodway Construction

**Financial Implications**

Councils apportionment cost for the project is currently estimated at \$625,000. With \$400,000 from Roads to Recovery and \$225,000 from reserve.

**Statutory Implications (Governance including Legal)**

*Local Government Act 1993 Sec 55*

*Local Government (General) Regulation 2005- Regulation 166*

**Policy Implications**

In line with Council's Procurement Policy 137

**Risk Implications**

Upgrading of the Carrathool Road to a new pave and seal will assist councils in significantly reducing their local roads maintenance backlog, and improve the safety of the road corridor.

**Community Strategic Plan**

Theme 2 - Infrastructure for a Sustainable Future

**Recommendation:**

**That Council:**

- 1. adopt the selective tender method in accordance with clause 166c of the Local Government (General) Regulation 2005.**
- 2. receive a report with a summary of tenders.**

**10.15 Request for Speed Reduction Signage Kidman Way-Tabbita Lane**

RDS:SR:MR80

Author: Director Infrastructure Services

Purpose: To inform Council of the request received regarding safety concerns at Tabbita Lane – Kidman Way Intersection

Attachment: Traffic Count Data, Location Map

Information Item: Letter of Request - Speed Reduction Kidman Way

**Background**

Council are in receipt of a request from Robertson Bus Services with regard to safety concerns at the Kidman Way and Tabbita Lane intersection. The company have requested the speed to be reduced from 100km/h to an 80km/h speed zone. The Kidman Way is a State controlled road while Tabbita Lane is a Council regional Road. Tabbita lane has an average of 400 vehicles per day, 41% of which are heavy vehicles.

**Issues**

Following review of past traffic data, it's evident that Tabbita Lane is one of the busiest routes regarding heavy vehicle traffic. The need for school buses to travel in 'high speed' traffic zones on routes featuring significant hazards such as narrow/steep lanes and a prevalence of heavy vehicles, is considered to have the highest potential to lead to incidents such as bus crashes and roll-overs. Bus drivers also report significant safety concerns where bus stops are located on 'high speed' sections, where other vehicles can find it difficult to slow to 40km/h when passing a stationary bus.

NSW speed zoning guidelines ensure the needs of safety are carefully balanced against the need for mobility. In some locations, road conditions, usage by vehicle type or traffic volume may have changed over time. It may be appropriate for speed limits to be reviewed to ensure the guidelines are being correctly applied. Advice from the NSW Centre for Road Safety is that bus operators or parent/school groups with serious concerns about speed limits, can approach their local Transport for NSW regional office to seek speed zone reviews be conducted on particular bus routes.

**Financial Implications**

Costs are recovered from the State Government.

**Statutory Implications (Governance including Legal)**

Nil

**Policy Implications**

Nil

**Risk Implications**

The need for school buses to travel in 'high speed' traffic zones feature significant hazards.

**Community Strategic Plan**

Theme 2 - Infrastructure for a Sustainable Future

**Recommendation:**

**That Council approve the request for Traffic Committee members to approach Transport for NSW, to seek approval for the Kidman Way/Tabbita Lane intersection to be reduced to an 80km/h speed zone.**

ATTACHMENT

Metro Counters 2017 - Onwards						
Date	Short	Med	long	med/long	Average	% Heavies
Site 10		Tabbita Ln @ Tabbita end				
Light (1 to 3) Heavy (4 to 13)						
Monday	short (1)	med (2)	long (3)	med/long (4)	Total Average (Daily)	% Heavies
6/11/2017	148	19	21	35	223	34%
13/11/2017	266	59	48	49	425	37%
20/11/2017	255	64	91	40	453	43%
27/11/2017	227	57	36	34	356	36%
4/12/2017	229	43	21	26	322	28%
11/12/2017	232	52	39	28	354	34%
18/12/2017	244	42	31	25	345	29%
25/12/2017	162	25	29	19	239	31%
1/01/2018	204	39	55	26	327	37%
8/01/2018	227	58	57	45	389	41%
15/01/2018	251	63	49	62	428	41%
22/01/2018	209	45	33	26	313	33%
29/01/2018	240	41	27	25	334	28%
5/02/2018	242	48	28	25	343	29%
12/02/2018	220	53	30	24	327	33%
19/02/2018	227	55	31	35	349	35%
26/02/2018	256	68	39	45	407	37%
5/03/2018	250	55	50	48	402	38%
12/03/2018	260	60	55	56	432	40%
19/03/2018	302	66	67	61	497	39%
26/03/2018	246	52	52	36	385	36%
2/04/2018	227	47	36	29	340	33%
9/04/2018	230	43	33	36	343	33%
16/04/2018	245	47	39	50	381	36%
23/04/2018	208	43	45	36	333	37%
30/04/2018	271	65	51	66	453	40%
7/05/2018	245	58	50	43	395	38%
14/05/2018	248	64	53	56	422	41%
21/05/2018	284	75	48	60	467	39%
28/05/2018	290	75	62	56	483	40%
4/06/2018	237	55	35	31	358	34%
11/06/2018	224	49	34	30	337	34%
18/06/2018	239	55	40	41	375	36%
25/06/2018	252	57	44	46	398	37%
2/07/2018	269	72	47	51	439	39%
9/07/2018	255	71	66	44	435	42%
16/07/2018	299	74	75	63	511	41%
23/07/2018	342	93	93	73	602	43%
30/07/2018	291	103	67	27	488	40%
6/08/2018	263	54	42	33	393	33%
13/08/2018	297	64	45	34	440	33%
20/08/2018	243	56	44	37	380	36%
27/08/2018	227	86	48	50	411	45%
3/09/2018	238	60	46	55	400	40%
10/09/2018	246	65	57	50	420	41%
17/09/2018	270	70	91	51	482	44%
24/09/2018	Tubes Broken, fixed 17th October 2018					
1/10/2018						
8/10/2018						
15/10/2018						
22/10/2018	227	105	51	56	439	48%
29/10/2018	232	109	57	54	454	49%
5/11/2018	227	107	43	56	433	48%
12/11/2018	244	113	50	47	453	46%
19/11/2018	266	130	93	71	560	53%
26/11/2018	336	162	127	112	737	54%
3/12/2018	227	97	38	37	400	43%
10/12/2018	232	80	33	32	377	38%

17/12/2018	240	84	33	35	393	39%
24/12/2018	138	45	19	25	227	39%
31/12/2018	183	64	31	48	326	44%
7/01/2019	222	99	44	67	432	49%
14/01/2019	225	95	48	55	422	47%
21/01/2019	265	120	81	79	545	51%
28/01/2019	216	107	53	44	421	49%
4/02/2019	303	108	48	34	493	39%
11/02/2019	305	105	43	45	497	39%
18/02/2019	283	98	46	40	466	39%
25/02/2019	308	100	52	56	516	40%
4/03/2019	234	95	34	51	414	43%
11/03/2019	256	96	40	49	441	42%
18/03/2019	250	99	89	53	490	49%
25/03/2019	255	98	83	54	490	48%
1/04/2019	306	121	98	56	581	47%
1/04/2019	201	71	47	12	331	39%
8/04/2019	234	89	32	28	384	39%
15/04/2019	193	65	31	27	317	39%
22/04/2019	144	50	21	33	247	42%
29/04/2019	180	68	30	36	315	43%
6/04/2019	218	86	49	63	416	48%
27/05/2019	133	44	8	11	196	32%
3/06/2019	239	81	51	29	400	40%
10/06/2019	183	66	35	25	310	41%
17/06/2019	213	78	23	28	343	38%
24/06/2019	210	71	22	37	339	38%
1/07/2019	223	72	23	44	362	38%
1/07/2019	211	61	25	27	324	35%
8/07/2019	217	66	21	43	348	37%
15/07/2019	246	71	36	55	408	40%
22/07/2019	249	93	52	50	443	44%
27/07/2019	237	95	65	86	482	51%
29/07/2019	219	64	51	46	380	42%
5/08/2019	266	89	57	53	465	43%
12/08/2019	245	87	64	53	448	45%
19/08/2019	222	78	31	42	373	40%
26/08/2019	217	68	27	41	352	39%
2/09/2019	200	66	36	55	357	44%
9/09/2019	214	72	31	50	367	42%
16/09/2019	206	80	48	61	395	48%
23/09/2019	213	86	50	76	426	50%
30/09/2019	239	90	51	72	453	47%
7/10/2019	234	90	46	65	435	46%
7/10/2019	164	53	37	23	277	41%
14/10/2019	218	83	56	31	387	44%
21/10/2019	209	84	25	32	349	40%
28/10/2019	201	67	26	37	331	39%
4/11/2019	193	69	28	28	318	39%
11/11/2019	236	78	25	60	399	41%
11/11/2019	185	53	40	51	328	44%
18/11/2019	203	80	58	66	407	50%
25/11/2019	210	76	56	68	410	49%
2/12/2019	241	95	74	87	497	52%
2/12/2019	236	84	53	84	456	48%
9/12/2019	248	92	43	84	468	47%
16/12/2019	219	82	49	42	391	44%
23/12/2019	133	41	13	6	194	31%
30/12/2019	112	39	11	9	170	35%
6/01/2020	161	61	22	40	284	43%
13/01/2020	175	62	33	50	320	45%
20/01/2020	186	68	29	59	343	46%
27/01/2020	177	72	34	62	345	49%
3/02/2020	254	99	60	105	517	51%
3/02/2020	106	41	8	29	184	42%

Ordinary Meeting Agenda

10/02/2020	225	90	44	80	438	49%
17/02/2020	214	88	53	52	407	47%
24/02/2020	229	82	40	39	391	41%
2/03/2020	258	91	27	41	417	38%
2/03/2020	152	60	14	16	241	37%
9/03/2020	214	74	24	44	356	40%
16/03/2020	207	71	27	47	352	41%
23/03/2020	204	66	29	61	360	43%
30/03/2020	148	56	31	56	291	49%
6/04/2020	155	59	38	54	306	49%
13/04/2020	196	71	37	62	367	46%
20/04/2020	200	83	49	47	378	47%
27/04/2020	138	63	33	19	253	45%
4/05/2020	158	76	22	16	272	42%
4/05/2020	163	59	17	23	262	38%
11/05/2020	180	70	24	35	308	42%
18/05/2020	184	65	27	35	312	41%
25/05/2020	192	70	40	46	347	45%
1/06/2020	219	76	24	74	393	44%
1/06/2020	198	54	35	54	341	42%
8/06/2020	175	69	39	44	327	46%
15/06/2020	331	72	73	48	525	37%
22/06/2020	269	81	67	52	469	43%
29/06/2020	238	88	39	45	410	42%
29/06/2020	164	63	27	32	287	43%
6/07/2020	171	66	30	27	294	42%
13/07/2020	173	59	26	34	292	41%
20/07/2020	184	85	31	42	342	46%
20/07/2020	130	53	14	27	224	42%
27/07/2020	175	71	35	52	332	47%
3/08/2020	158	76	42	54	330	52%
5/10/2020	251	50	29	43	372	33%
12/10/2020	305	76	31	60	472	35%
19/10/2020	271	72	60	53	455	41%
26/10/2020	233	58	30	25	345	33%
26/10/2020	169	48	15	20	251	33%
2/11/2020	219	55	18	37	329	33%
9/11/2020	205	55	23	27	309	34%
16/11/2020	257	57	48	43	405	37%
23/11/2020	260	56	39	62	417	38%
30/11/2020	314	67	52	86	518	39%
30/11/2020	223	53	30	43	349	36%
7/12/2020	276	76	52	69	473	42%
14/12/2020	311	75	36	57	478	35%
21/12/2020	195	46	24	24	288	33%
28/12/2020	130	27	8	8	173	25%
4/01/2021	177	45	13	24	260	32%
11/01/2021	207	49	23	31	310	33%
18/01/2021	226	52	20	65	363	38%
25/01/2021	193	50	22	51	316	39%
1/02/2021	273	82	28	67	449	39%
1/02/2021	216	65	50	70	400	46%
8/02/2021	291	84	50	69	494	41%
15/02/2021	274	71	46	39	430	36%
22/02/2021	266	52	32	38	388	31%
1/03/2021	268	59	19	67	414	35%
8/03/2021	245	50	32	63	390	37%
15/03/2021	276	59	42	95	470	42%
22/03/2021	230	47	33	65	375	39%
29/03/2021	340	75	74	124	613	45%
29/03/2021	242	47	40	61	391	38%
5/04/2021	270	65	42	80	456	41%
12/04/2021	274	76	50	70	470	42%
19/04/2021	223	61	59	40	383	42%
26/04/2021	209	53	28	37	327	36%
3/05/2021	235	54	24	52	363	36%
						#DIV/0!
<b>Total</b>	<b>227</b>	<b>70</b>	<b>41</b>	<b>47</b>	<b>385</b>	<b>41%</b>

Created on 13/08/2021 2:27 PM



<p><small>Carrathool Council 6-11 Colson Street Carrathool NSW 2822 Ph (02) 6963 1000 Fax (02) 6963 1270 Email <a href="mailto:enquiries@carrathool.nsw.gov.au">enquiries@carrathool.nsw.gov.au</a></small></p>	<p><b>Important Notice!</b> <b>This map is not a precise survey document. Accurate locations can only be determined by a survey on the ground.</b> This information has been prepared for Council's internal purposes and for no other purpose. No statement is made about the accuracy or suitability of the information for use for any purpose (whether the purpose has been notified to Council or not). While every care is taken to ensure the accuracy of this data, neither the Carrathool Shire Council nor the LPI makes any representations or warranties about its accuracy, reliability, completeness or suitability for any particular purpose and disclaims all responsibility and all liability (including without limitation, liability in negligence) for all expenses, losses, damages (including indirect or consequential damage) and costs which you might incur as a result of the data being inaccurate or incomplete in any way and for any reason. © The State of New South Wales (Land and Property Information), © Carrathool Shire Council.</p>	<p>True North, Grid North and Magnetic North are shown diagrammatically for the centre of the Carrathool Local Government Area. Magnetic North is correct for 2008 moving easterly by 0.04° in about five years.</p>	<p>Projection:  Date: 13/08/2021  Drawn By: Christine Williams</p>	<p><b>PROPOSED SPEED REDUCTION - TABBITA</b></p>
		<p><b>Important</b> This map was produced on the GEOCENTRIC DATUM OF AUSTRALIA 1994 (GDA94), which has superseded the Australian Geographic Datum of 1984 (AGD84). Heights are referenced to the Australia Height Datum (AHD) heights. For most practical purposes GDA94 coordinates and satellite derived (GPS) coordinates based on the World Geodetic Datum 1984 (WGS84) are the same.</p>	<p>Map Scale: 1:18056 at A4</p>	

**10.16 Plant Report**

PES:MAIN:PSR

Author: Manager Fleet & Town Services

Purpose: Plant Report as per 6 October 2021

**Background**

PLANT NO	HOURS KMS	TYPE	DETAILS
3067	5,266 hrs	New Holland Tractor	Replace front transmission seal.
5117	426 hrs	Husqvarna Ride on Mower	Replace main drive tensioner pulley assembly.
3526	4,800 hrs	John Deere Grader	Replace blade slides, adjust circle. Adjust cap ends on blade lift rams and side shift ram.
3060	2,837 hrs	MST Backhoe	Replace leaking gasket on top of transmission control valve.
2063	398,000 kms	Kenworth truck	Replace radiator core and gasket.
2594	2 yrs old	Triaxle Side tipper	Replace leaking seal in main bowl lift ram.
4534	7 yrs old	Combination Roller	Replace drum lock ram on right hand side if roller (scored shaft).

**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 September 2021 be received.**

**10.17 Plant Replacement**

PES:AD:CRRPD

Author: Manager Fleet & Town Services

Purpose: Plant Replacement Report for October 2021

**Background**

The following vehicles were replaced during October as per the adopted replacement schedule for 2021/2022.

**Plant No. 1578 Toyota Hilux 4x2 Single Cab Petrol utility Rego: CW96EC (45,000km).**

Budget \$3,976.18 under 2021/22 budget estimates.

		Amount \$ (excl GST)
<b>Successful Supply</b>		
Leo Franco Motors Griffith	Isuzu DMAX 4x2 Single Cab Diesel utility	\$31,197.73
<b>Successful Purchase</b>		
Valley Motors Auctions	47 Munibung Road, Cardiff NSW 2285	\$23,900.91
<b>Changeover cost (after GST adjustment)</b>		<b>\$7,296.82</b>

**Plant No. 1326 Mazda CX8 4x2 wagon Rego: EIU51Y (40,000km, 1 yr old) – Director Infrastructure Services vehicle.**

Budget \$3,476.00 under 2021/22 budget estimates

		Amount \$ (excl GST)
<b>Successful Supply</b>		
Doms Motors Griffith	Mazda CX8 4x2 SUV	\$36,138.19
<b>Successful Purchase</b>		
Pickles Auctions	36 Nagle Street, Wagga Wagga NSW 2650	\$30,978.19
<b>Changeover cost (after GST adjustment)</b>		<b>\$5,160.00</b>

**Plant No. 1328 Nissan Pathfinder 4x2 wagon Rego: EKT76L (55,000km, 2 yrs old).**

Budget \$277.00 over 2021/22 budget estimates.

		Amount \$ (excl GST)
<b>Successful Supply</b>		
Leo Franco Motors Griffith	Isuzu MUX 4x2 SX wagon	\$37,598.10
<b>Successful Purchase</b>		
Pickles Auctions	36 Nagle Street, Wagga Wagga NSW 2650	\$29,139.10
<b>Changeover cost (after GST adjustment)</b>		<b>\$8,459.00</b>

**Plant No. 1579 Ford Ranger 4x2 Dual Cab utility Rego: CW70DT (50,000km) – Water and Sewer Team Leader vehicle.**

Budget \$719.96 over 2021/22 budget estimates.

		Amount \$ (excl GST)
<b>Successful Supply</b>		
Lanhams Motors Griffith	Ford Ranger XL 4x4 Dual Cab Diesel utility	\$38,184.65
<b>Successful Purchase</b>		
Pickles Auctions	36 Nagle Street, Wagga Wagga NSW 2650	\$27,738.19
<b>Changeover cost (after GST adjustment)</b>		<b>\$10,446.46</b>

Managers Note: This unit is a change from 4x2 to 4x4 as this is all that is available until December 2021 - February 2022.

**Issues**

Nil

**Financial implications**

Nil

**Statutory implications (Governance including Legal)**

Nil

**Policy implications**

Nil

**Risk implications**

Nil

**Community Strategic Plan**

Nil

**Recommendation:**

**That Council receive the Plant Replacement report for October 2021.**

**10.18 Development Applications September 2021**

GOV:MTG:CR

Author: Manager Building &amp; Regulatory Services

Purpose: Development Applications &amp; Determinations – September 2021

**Background**Lodgements

Type/No.	Name	Address	Development
DA2022/010	Sharon Skinner & Phillip Shilvock	22 Napier Street Goolgowi NSW 2652	Garaport garage
DA2022/011	Telstra Corporation Limited	Farrer Street Goolgowi NSW 2652	Antenna
DA2022/003 Modification	Australian Frozen Foods Pty Ltd	2877 Tabbita Lane Tabbita NSW 2652	Machinery shed
DA2022/012	John C Merrylees	1577 Carrathool Road Carrathool NSW 2711	Solar farm
Total Estimated Value Of Works			\$339,318.00

Determination: Approved

Type/No.	Name	Address	Development	Processing Time
DA2022/001	Kelvin & Beverley Furner	'Belah' 134 Tabbita Lane Carrathool NSW 2711	450ML Water storage dam	46
DA2022/004	Tabbita Poultry Pty Ltd and Kidman Poultry Pty Ltd	Tabbita Lane Tabbita NSW 2652 and 2245 Tabbita Lane Goolgowi NSW 2652	Subdivision	48
DA2022/006	Allan & Karlene Hutchison	'Allarosa' 255 Lachlan River Road Hillston NSW 2675	Manufactured dwelling	40
DA2022/009	Bellquin Pty Ltd	'Quindalup' 5057 Murrumbidgee River Road Carrathool NSW 2711	Prefabricated office building	19
DA2022/010	Sharon Skinner & Phillip Shilvock	22 Napier Street Goolgowi NSW 2652	Garaport garage	21
DA2022/003 Modification	Australian Frozen Foods Pty Ltd	2877 Tabbita Lane Tabbita NSW 2652	Machinery shed	5

**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 September 2021 be noted.**

**10.19 Variations to Development Standards – 2021 Quarter 3**

DBC:PCS

Author: Manager Building &amp; Regulatory Services

Purpose: Variations to Development Standards approved July-September 2021

Attachment: Variations to Development Standards Q3 July-September 2021

**Background**

Planning Circular PS 20-002 sets out certain procedural and reporting requirements for the processing of Clause 4.6 LEP variations to development standards. This report addresses those requirements for Quarter 3 (Q3) from July-September 2021.

**Issues**

In order to ensure transparency and integrity in the planning framework the below Departmental monitoring and reporting measures must be followed when development standards are being varied:

1. Proposed variations to development standards cannot be considered without a written application objecting to the development standard and dealing with the matters required to be addressed by the relevant instrument.
2. A publicly available online register of all variations to development standards approved by the consent authority or its delegates is to be established and maintained. This register must include the development application number and description, the property address, the standard to be varied and the extent of the variation.
3. A report of all variations approved (including under delegation) must be submitted through the NSW Planning Portal at [www.planningportal.nsw.au](http://www.planningportal.nsw.au) within four weeks of the end of each quarter (ie. March, June, September and December) in the form provided by the Department.
4. A report of all variations approved under delegation from a council must be provided to a meeting of the council at least once each quarter.

Attached for Council's information is the tabulated Development Standard variations approved for Quarter 3 of 2021. One variation in total was reported, this was a variation to clause 4.1 (minimum subdivision lot size) made by the Western Regional Planning Panel. No variations were made under delegated authority.

**Financial implications**

Nil

**Statutory implications (Governance including Legal)**

Nil

**Policy implications**

Nil

**Risk implications**

Nil

**Community Strategic Plan**

Nil

**Recommendation:**

**That Council note the Clause 4.6 LEP Variations to Development Standards received for July-September 2021.**

## ATTACHMENT

## CLAUSE 4.6 LEP VARIATIONS TO DEVELOPMENT STANDARDS

Q3 July – September 2021

<b>Council DA Reference number</b>	DA2020/017
<b>Description</b>	2 x 5MW Solar Farm & Subdivision
<b>Lot number</b>	103
<b>DP number</b>	755189
<b>Apartment/Unit number</b>	N/A
<b>Street number</b>	N/A
<b>Street name</b>	Kidman Way
<b>Suburb/Town</b>	Hillston
<b>Postcode</b>	2675
<b>Category of development</b>	9: Mixed
<b>Environmental planning instrument</b>	Carrathool Local Environmental Plan 2012
<b>Zoning of land</b>	RU1 Primary Production
<b>Development standard to be varied</b>	Clause 4.1 minimum subdivision lot size
<b>Justification of variation</b>	The development is in the public interest because it is consistent with the objectives of clause 4.1(minimum lot size) of the LEP and the objectives for development in the RU1 Primary Production zone. The built form is appropriate and relates well to the surrounding development. The non-compliant lot area does not result in any unreasonable visual impacts. The amenity of neighbours is not unreasonably impacted and the proposal would not compromise the character or nature of the area sought by the local environmental planning framework.
<b>Extent of variation</b>	68.7%
<b>Concurring authority</b>	Western Regional Planning Panel
<b>Date DA determined</b>	13/09/2021

**10.20 Development Application 2021/040 - Short Stay Accommodation**

DA2021-040

Author: Manager Building and Regulatory Services

Purpose: Development Application 2021/040 for Determination by Council

Attachment: Site Plan, Development Consent Conditions

**Background**

On the 23 June 2021, Carrathool Shire Council received a Development Application (DA) and supporting documentation from Felicity Hutchinson for the erection of three (3) manufactured homes to be used as short stay accommodation. The proposal is to be located at Lot 10 DP35909, 189 High Street Hillston.

Each building contains two bedrooms, a combined living and dining area, a kitchen and a bathroom with laundry. The buildings are 48.5 m<sup>2</sup> in size, with provisions for two (2) carparking spaces.

The subject site is Zoned RU5-Village and is not listed as a heritage item in Schedule 5 of *Carrathool Local Environmental Plan (LEP) 2012*.

**Issues**

The proposal was notified to adjoining landowners for a period of 28 days whilst also advertised in the Hillston Spectator for the same time. During the notification period there were three (3) submissions received. A summary of the issues raised are listed below;

**Submission 1- (Adjoining Landowner Relative)**

- Traffic Generation
- Noise impacts
- Waste Management
- Heritage
- Layout and Style of Buildings

**Submission 2- (Adjoining Landowner Relative)**

- On-Line Booking System
- On-Site Parking
- Orientation of Cabins
- Sewer Services

**Submission 3- (Adjoining Landowner)**

- Waste Management
- Location of Buildings
- Overcrowding
- Traffic
- Location of Gas Tank

Of the three submissions received, there is a common concern on a number of issues, a review of these is listed below;

**Traffic**

Each bedroom will not be individually let out, each building will be let out to a single person, couple, family of co-workers. It is expected that each building will only have a single vehicle or in some cases two. The expected trip generation of the proposal would not be expected to impact the capacity or efficiency of High Street or the surrounding road network.

### **Noise**

With any development, be it a single dwelling or multiple dwellings, there is always a chance noise will be a concern to adjoining landowners, and the area in general. The applicant will require each occupant to adhere to a strict code of conduct to ensure any impacts on the locality, including neighbours, is avoided. The applicant has stated she will give her contact details to adjoining landowners should any issues arise to lodge a complaint, with the owner to swiftly resolve any problems that may occur.

### **General Design and Layout**

Adequate landscaping will be provided and a condition on the DA consent will ensure Council will have to approve the landscaping design. The dwellings are of single storey in nature with similar type buildings - transportable, in the vicinity of the proposal. There is adequate carparking, with setbacks to adjoining buildings being 2m from the western boundary and 16.87m from the High Street boundary.

A screen is to be installed around the gas bottle which is located 13m from the front boundary, whilst the screen will also house the household waste bins. The buildings are a contemporary design and a neutral colour scheme is proposed which should provide for a visually appealing development.

### **Heritage**

The site is not listed as a heritage item or in a conservation area, however, there are three heritage items located to the east of the site;

- Tattersalls Hotel
- Brian Lloyd Motors
- Montague A. Hart Wool Merchants

The site forms a boundary with Tattersalls Hotel, with the built form of the proposal being located 18m from the side wall of the hotel.

The proposed buildings have been setback 16.87m from the front boundary to avoid any impacts on the heritage significance of the hotel. Landscaping will be planted at the front boundary similar to surrounding dwellings in the area for added privacy.

The proposal is not expected to negatively impact the heritage significance of the three listed buildings due to the relatively small scale of the proposal and the large setbacks of the dwellings from the aspect of the hotel.

### **Waste Management**

The three (3) submissions raised issues with the sewer in that particular area of High Street Hillston. The proposal was referred to Council's Water and Sewer Department for comment and it would appear there has been issues in the past with the sewer line that runs through 191 High Street. It was noted that when there are large gatherings or crowds at the Tattersalls Hotel the manhole at the rear of 191 High Street at times blocks. It would appear baby wipes and the like are usually the problem.

Council's water and sewer staff have inspected the sewer pipe and noted it was in sound condition with the pipe being 6 inches in diameter. With six (6) bedrooms in total, it would seem reasonable that the most people at any one time occupying the units would be 12 people. It does not appear that there would be an excessive load placed on Council's existing sewer system.

<b>Summary</b>
----------------

The reason Council advertises Development Applications is to ensure the public is made aware of proposal that may affect them. Each submission received raised some valid points, although nearly all have been addressed in the detailed Statement of Environmental Effects.

It should be noted, the three (3) buildings once installed would be short-term rental accommodation, presently defined in the *Carrathool Local Environmental Plan 2012* as a 'Serviced apartment' which means:

*"a building (or part of a building) providing self-contained accommodation to tourists or visitors on a commercial basis and that is regularly serviced or cleaned by the owner or manager of the building or part of the building or the owner's or manager's agents."*

**Note**—*Serviced apartments are a type of tourist and visitor accommodation."*

The proposal is permitted with consent of Council and meet the objectives of the *Carrathool Local Environmental Plan 2012*.

With a lack of accommodation, and the high number of seasonal workers required to service the thriving agriculture sector in the Hillston area, the proposal will have a positive impact on the community and the area.

<b>Financial implications</b>
-------------------------------

Nil

<b>Statutory implications (Governance including Legal)</b>
--

Nil

<b>Policy implications</b>
----------------------------

Nil

<b>Risk implications</b>
--------------------------

Nil

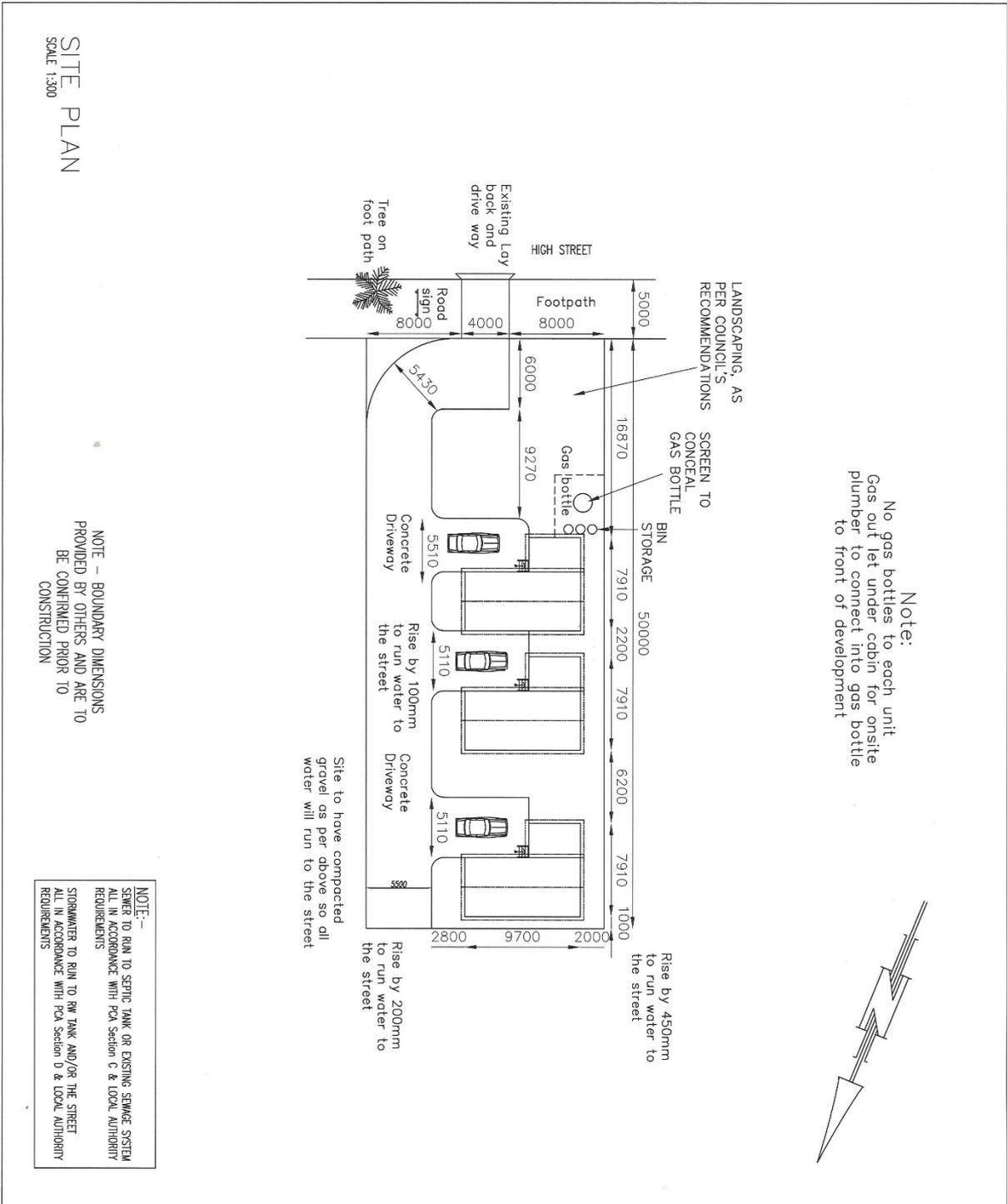
<b>Community Strategic Plan</b>
---------------------------------

Nil

<b>Recommendation:</b>
------------------------

<b>That Council approve DA2021/040 for the installation of three (3) manufactured homes to be used as short stay accommodation subject to the conditions imposed.</b>
---

**ATTACHMENT – SITE PLAN**



**ATTACHMENT - DRAFT CONDITIONS DA2021/040**

**1. PLANS**

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

Statement of Environmental Effects by SKM Planning <i>Lot 10 DP35909, 189 High Street, Hillston</i> dated 13 June 2021
Site Classification Job No. 7648 <i>189 High Street Hillston NSW 2675</i> by McMahon Earth Science dated March 2021
Specifications (7 pages) and Drawings: Job No. 21153(6 Sheets) Rev B <i>189 High Street Hillston NSW 2675</i> dated 06.09.21 by Taylor Made Buildings
Structural Drawings: Number 19920-(S01 Rev4 12.08.2019, S02 Rev2 13.06.2017, S03 Rev1 18.10.2016, S04 Rev1 18.10.2016, S05 Rev1 18.10.2016, S06 Rev1 18.10.2016, S07 Rev3 28.06.2019, S08 Rev2 03.05.2019, S09 Rev1 18.10.2016, S10 Rev1 18.10.2016, S11 Rev2 09.12.2016, S12 Rev2 09.12.2016, S13 Rev3 13.06.2017, S14 Rev1 18.10.2016, S15 RevA 22/4/2015, S16 Rev0 10/11/2016, S17 Rev1 14.12.2016 & S18 Rev0 06/12/2016 by Barnson.

and as modified by any conditions of this consent.

**2. CONFORM WITH APPROVED PLANS**

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

3. 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.

**4. DEVELOPMENT APPLICATION RECORD TO BE KEPT ONSITE**

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.

**5. SIGNS**

No more than two signs shall be erected at the front of the site to display the following details at the appropriate times. At least one of these signs shall have the following minimum information:

- the name of the Approval & Inspection Authority, their address and telephone number;
- the name of the person in charge of the work site and telephone number at which that person may be contacted outside working hours;
- that unauthorised entry to the work site is prohibited;

and each of the signs shall be maintained to a tidy and legible standard at all times and must be removed when the work has been completed.

**SITE PREPARATION**

**Cut and Fill**

6. The applicant shall ensure that any cut or fill on site is appropriately graded, drained, retained and vegetation commenced.
7. It is a prescribed condition of this consent that if the development involves an excavation that extends below the level of the base of the footings of a building on adjoining land, the person having the benefit of the consent shall, at the person's own expense:

- a) Protect and support the adjoining premises from possible damage from the excavation; and
- b) Where necessary, underpin the adjoining premises to prevent any such damage;
- c) This condition does not apply if the person having the benefit of the consent owns the adjoining land or the owner of the adjoining land has given written consent to this condition not applying.

## **8. EROSION CONTROL**

Erosion and sedimentation control measures shall be implemented on the site prior to work commencing.

**\*NOTE: ENSURE THAT SEDIMENT AND EROSION CONTROL ARE IN PLACE BEFORE EARTHWORKS COMMENCE**

## **HEALTH AND AMENITY**

### **Smoke Alarms**

9. A smoke alarm system complying with Australian Standard *AS3786 Self Contained Smoke Alarms* or listed in the Scientific Services Laboratory (SSL) *Register of Accredited Products - Fire Protection Equipment* shall be installed in suitable locations on or near the ceiling in every sleeping room.

10. No noise or nuisance sound exceeding 5dB(A) above the background ambient sound pressure level area shall leave this site, when measured at the boundary of the nearest residential receptor.

11. No parties, music or gatherings involving music, loud noise or raucous behaviour shall occur after 8pm on any night of the week from this development.

## **STORMWATER DRAINAGE**

12. Stormwater from roof and hardstand areas as well as any overflow from a tank shall be conveyed to the street piped drainage system. Connection to this system shall be under the supervision of Council's Utilities Staff.

## **WASTEWATER DRAINAGE**

13. The top of the yard gully to the sanitary drainage system is to be minimum of 150 mm below the finished floor level and a minimum of 150 mm above the finished ground level.

14. Separate Application shall be made for a Section 68 approval under the Local Government Act for the connection of the Plumbing & Drainage to Council's infrastructure, or modifying or amplifying that existing on site.

## **15. 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.

## **16. 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.

**17. 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
	Internal House Drainage	When all internal plumbing work is installed and prior to concealment.
	External House Drainage	When all external plumbing work is installed and prior to concealment.
	Stormwater Drainage	When all external stormwater drainage work is installed and prior to concealment.
	Final	Prior to occupation of the building.

**18. LICENSED PLUMBER**

All plumbing and drainage work must be carried out by a Licensed Plumber and Drainer and to the requirements of AS/NZS 3500 and New South Wales Code of Practice, Plumbing and Drainage.

**19. HOURS OF OPERATION**

For reasons of residential amenity in the neighbourhood, work on the project shall be limited to the following hours:

- (i) Monday to Friday - 7:00 am to 6:00 pm
- (ii) Saturday- 8:00 am to 5:00 pm
- (iii) No work to be carried out on Sunday/Public Holidays, without the prior written consent of Council.

**ENGINEERING REQUIREMENTS**

**Roads**

**20.** Any construction work, including accesses, footpaths, or the like on public roads (Council or Crown Road Reserves) shall comply with the following requirements;

- a) Application made to Council for a Works Within Road Reserve Permit for the site
- b) Works Within Road Reserve Permit issued by Council for the site
- c) Works constructed in accordance with Works Within Road Reserve Permit for the site.

**21.** Any works within the road reserve requires the following to be carried out prior to commencement;

- a) Traffic Control Plan (TCP) shall be prepared and submitted to Council for approval
- b) The Traffic Control Plan shall be developed by an accredited person and it shall contain the certification number and the date of issue by the accredited person.

**PRIOR TO THE COMMENCEMENT OF ANY WORKS**

**22.** The Applicant is to submit a Plan of Management and the proposed Code of Conduct for the occupiers, to Council for approval.

**23.** The Applicant is to submit a detailed Landscaping Plan to Council for approval.

**24.** Prior to commencing excavation of pier holes, the Applicant is to inform Council of their intention to commence work. Council's Water and Sewer department will locate the sewer main running through the property, before any works commence. No building is to be located over Council's sewer main.

## **PRIOR TO OCCUPYING THE BUILDING**

### **25. COMPLETION CERTIFICATE**

The applicant must obtain a Completion Certificate, pursuant to Clause 69 of the Local Government (Manufactured Home Estates, Caravan Parks, Camping Grounds and Moveable Dwellings) Regulation 2005, from Council prior to occupation of the building.

## **REASONS FOR CONDITIONS**

The reason for the imposition of the above consent conditions is as follows:-

1. To achieve the objectives of *section 5(a) of the Environmental Planning and Assessment Act 1979*, having regard to the relevant matters for consideration contained in *section 79C 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. The above consent is not an approval to commence work or to carry out any structural work. A Construction Certificate under Part 4 of the Environmental Planning & Assessment Act 1979 (preceding the 1 March 2018 amendments) shall be sought and obtained before any work is carried out to implement the above consent. Also the applicant is not relieved of any obligation to obtain an approval required under any other Act.
2. This Notice of Determination does not remove the applicant's obligation to obtain approvals required by any other legislation.
3. Section 97 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.
4. 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.
5. The applicant should be aware of the provisions of the *Disability Discrimination Act 1992*. This Act imposes responsibilities additional to planning legislation.

6. 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

7. Section 82A 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 2021/042 – Poultry Production Facility**

DA2021-042

Author: Manager Building and Regulatory Services

Purpose: Development Application 2021/042 for Determination by Council

Attachment: Site Plan, Development Consent Conditions

**Background**

On 23 June 2021, Council received a Development Application (DA) and supporting documentation, to construct 20 poultry production sheds and associated infrastructure on Lot 5 DP756057 and Lot 5 DP1210276, 'Allwood' (Farm 5), 2245 Tabbita Lane GOOLGOWI NSW 2652.

The proposed development forms part of the greater "Allwood Poultry Production Complex" which, in total, includes existing farms 1 to 4 which have all been previously approved under separate Development Consents. The proposal consists of the construction of 20 poultry sheds, with each shed having a capacity to house a maximum of 62,402 birds at any one time, equating to a total farm population of up to 1,248,040 birds for the 20 sheds.

The Development Application was notified to adjoining landowners and relevant Government agencies for a period of 28 days, with a no submissions received during the notification period.

The proposed development has a capital investment value of \$22,970,000 and has been assessed as both Integrated and Designated development.

The subject site is Zoned RU1-Primary Production and is not listed as a heritage item in Schedule 5 of Carrathool LEP 2012 (LEP).

**Description of Proposed Development**

The proposed development consists of the construction of 20 x 172 m long x 18 m wide fully enclosed climate-controlled sheds with tunnel ventilation, with a total floor area of 3096m<sup>2</sup>. The proposed sheds have a concrete floor, insulated panel walls and zincalume roofs. The sheds will be fitted with purpose-built infrastructure associated with poultry production facilities including fans, heaters, water and feed lines and artificial lighting.

Other ancillary buildings and supporting infrastructure will include grain storage silos, staff amenities, access road, power supply, water pipes and pumps.

**Subject Site and Locality Deception**

The subject site is Lot 5 DP756057 & Lot 5 DP1210276 'Allwood' (Farm 5) 2245 Tabbita Lane GOOLGOWI NSW 2652, with the Lots being 1245 Ha in size.

**Financial implications**

Nil

**Statutory implications (Governance including Legal)**

The application has been assessed in accordance with Section 4.15 of the *Environmental Planning and Assessment Act 1979* and associated Regulations.

**Policy implications**

Nil

**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 resolve to grant Development Consent for DA2021/042 for construction of a poultry production facility (20 sheds) along with associated infrastructure, subject to the conditions imposed.**

**ATTACHMENT – SITE PLAN**



REVISION	DATE	BY	DESCRIPTION
1	21.03.2021	SK01	ISSUED FOR PERMIT
2	12.04.2021	SK01	REVISED PER DISTANCE

PROJECT NO.	1084
PROJECT NAME	LOCALITY PLAN FARM 5
CLIENT	TABBITA POULTRY PTY LTD
PROJECT LOCATION	TABBITA FARM 5 TABBITA LANE, TABBITA

DATE	07.03.2021
PROJECT NO.	1084
PROJECT NAME	LOCALITY PLAN FARM 5
CLIENT	TABBITA POULTRY PTY LTD
PROJECT LOCATION	TABBITA FARM 5 TABBITA LANE, TABBITA

DATE	12 APRIL 2021
PROJECT NO.	1084
PROJECT NAME	LOCALITY PLAN FARM 5
CLIENT	TABBITA POULTRY PTY LTD
PROJECT LOCATION	TABBITA FARM 5 TABBITA LANE, TABBITA

DATE	12 APRIL 2021
PROJECT NO.	1084
PROJECT NAME	LOCALITY PLAN FARM 5
CLIENT	TABBITA POULTRY PTY LTD
PROJECT LOCATION	TABBITA FARM 5 TABBITA LANE, TABBITA

DATE	12 APRIL 2021
PROJECT NO.	1084
PROJECT NAME	LOCALITY PLAN FARM 5
CLIENT	TABBITA POULTRY PTY LTD
PROJECT LOCATION	TABBITA FARM 5 TABBITA LANE, TABBITA

**ATTACHMENT - DRAFT CONDITIONS DA2021/042**

**GENERAL**

1. Development Consent is issued subject to the conditions stated hereunder, in accordance with Section 4.17 of the *Environmental Planning and Assessment Act 1979*. Consent is granted for the construction and use of a **Livestock Intensive Agriculture (Poultry Production Facility)** development, generally entailing:

- twenty (20) poultry sheds;
- thirty (30) free-standing silos;
- two (2) generator sheds;
- one (1) amenities/workshop/storage building;
- ten (10) water tanks, each of 225,000 litres capacity;
- one (1) water storage dam of 50 megalitre capacity;
- three (3) stormwater dams;
- construction of internal driveways, parking areas and stormwater works;
- extension and alteration of services;
- water treatment facility;
- four (4) x 250KVA backup generators.

To confirm and clarify the terms of consent, the development must be carried out in accordance with the following, unless where amended by Council in red and as modified by any conditions of this development consent:

1. Environmental Impact Statement, titled *Tabbita Poultry Farm 5, Tabbita NSW*, dated 21 June 2021 including appendices, but excluding Appendix 7 which is superseded by 2) below;
  2. Revised Appendix 7 "Noise Impact Statement", titled *Proposed Poultry Complex Farm 5 Tabbita Lane Tabbita NSW* dated March 2021;
  3. Response to further Information Requested from WaterNSW prepared by PSA Consulting dated 9 August 2021 and Response to further Information Requested by Department of Primary Industries – Agriculture prepared by PSA Consulting dated 10 August 2021.
2. The applicant must comply with all prescribed conditions of development consent relevant to the proposed development as contained within division 8A of the *Environmental Planning and Assessment Regulation 2000* (as detailed within this consent).
3. In accordance with section 4.16(4) of the *Environmental Planning and Assessment Act 1979*, the following parts and/or aspects of the development are **not approved** via this development consent:
- a) The above ground 75,000 litre LPG gas tank as shown on plan and as described in the EIS.
  - b) The dwelling-houses referred to as "caretakers residences" in the EIS.
  - c) The proposed solar panels as referred to on page 13 of the EIS.
- Parts and aspects in a), b) and c) above are subject to **separate approval** and must be accompanied with appropriate & relevant supporting information & documentation.
4. The proposed development must take place in accordance with Murrumbidgee Irrigation's relevant Water Delivery Contract applicable to the subject site and their Development Rules. Further information regarding these requirements can be obtained from Murrumbidgee Irrigation and at [www.mirrigation.com.au/Customers/Contracts-Rules](http://www.mirrigation.com.au/Customers/Contracts-Rules).
5. If the proposed development changes, there may be potential safety risks and it is recommended that Essential Energy is consulted for further comment.

6. Any existing encumbrances in favour of Essential Energy (or its predecessors) noted on the title of the subject site are to be complied with.
7. Any activities, located near any electricity infrastructure, within the location must be undertaken in accordance with the latest industry guideline currently known as ISSC 20 Guideline for the Management of Activities within Electricity Easements and Close to Infrastructure.

**NSW ENVIRONMENT PROTECTION AUTHORITY – GENERAL TERMS OF APPROVAL**

Protection of the Environment Operations Act 1997

**General Terms of Approval -  
Issued**



Notice No: 1611728

**Attachment 'A'**

**Administrative conditions**

**A1. Information supplied to the EPA**

A1.1 Except as expressly provided by these general terms of approval, works and activities must be carried out in accordance with the proposal contained in:

- the development application No. 2021/042 submitted to Carrathool Shire Council on 23 June 2021; and
- any environmental impact statement titled "Tabbita Poultry Farm 5" and its attachments dated 21 June 2021 relating to the development.

**A2. Fit and Proper Person**

A2.1 The applicant must, in the opinion of the EPA, be a fit and proper person to hold a licence under the Protection of the Environment Operations Act 1997, having regard to the matters in s.83 of that Act.

**A3. Premises to which these General Terms of Approval apply**

A3.1 These General Terms of Approval apply to the following premises:

The property known as 'Tabbita Poultry Farm 5' at Lot 1 DP 722019, Lot 5 DP 756057 and Lot 5 DP 1210276 1 Tabbita Lane Carrathool as depicted in Figure 6 of the environmental impact statement.

**Limit conditions**

**L1. Pollution of waters**

L1.1 Except as may be expressly provided by a licence under the Protection of the Environment Operations Act 1997 in relation of the development, section 120 of the Protection of the Environment Operations Act 1997 must be complied with.

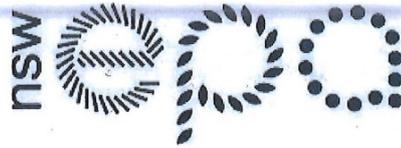
**L2. Waste**

L2.1 The licensee must not cause, permit or allow any waste generated outside the premises to be received at the premises for storage, treatment, processing, reprocessing or disposal or any waste generated at the premises to be disposed of at the premises, except as expressly permitted by a licence under the Protection of the Environment Operations Act 1997.

L2.2 This condition only applies to the storage, treatment, processing, reprocessing or disposal of waste at the premises if it requires an environment protection licence under the Protection of the Environment Operations Act 1997.

Protection of the Environment Operations Act 1997

## General Terms of Approval - Issued



Notice No: 1611728

### **L3. Noise limits**

**L3.1** Noise from the premises must not exceed an Leq (15 minute) noise emission criterion of 40dB(A) during the day time period (7.00am to 6.00pm) and 35dB(A) at all other times.

**L3.2** Noise from the premises is to be measured at the nearest affected sensitive receptor not associated with the development to determine compliance with this condition.

### **Definition**

Leq(15 minute) is the level of noise equivalent to the energy average of noise levels occurring measured over a 15 minute period.

### **L4. Hours of operation**

**L4.1** All construction work at the premises must only be conducted between:

- a) 7.00am and 6.00pm Monday to Friday;
- b) 8.00am to 1.00pm Saturday; and
- c) at no time on Sundays or Public Holidays

**L4.2** The hours of operation specified in conditions L4.1 may be varied with written consent if the EPA is satisfied that the amenity of the residents in the locality will not be adversely affected.

### **L5. Other limit conditions**

**L5.1** The total number of birds accommodated at the premise, at any one time, must not exceed 1,248,040.

**L5.2** All waste water collection ponds must have a minimum base and wall permeability of  $1 \times 10^{-9}$  metres per second over a thickness of 600 millimetres or be artificially lined with an impermeable high density polyethylene liner.

**L5.3** All waste water collection ponds must be designed, constructed and maintained to accommodate the stormwater runoff volume generated by the intensity, frequency and duration of a 1 in 20 year, 24 hour rainfall using a volumetric runoff coefficient of 0.8.

**L5.4** The applicant shall not populate the farm with the total number of broilers permitted simultaneously at the commencement of a production cycle.

**L5.5** The shed 'down-time' for clean out between each batch of birds must be equal to or greater than 9 days.

## **Operating conditions**

### **01. Odour**

**01.1** No condition of this Approval identifies a potentially offensive odour for the purposes of section 129 of the *Protection of the Environment Operations Act 1997 (POEO Act)*.

Page 4

Protection of the Environment Operations Act 1997

## General Terms of Approval - Issued



Notice No: 1611728

*Note: The POEO Act states that no offensive odour may be emitted from particular premises unless potentially offensive odours are identified in an environment protection licence and the odours are emitted in accordance with conditions specifically directed at minimising the odours permitted.*

**01.2** The premises must not emit offensive odour beyond the boundary of the premises.

### **02. Dust**

**02.1** Activities occurring at the premises must be carried out in a manner that will minimise emissions of dust from the premises.

**02.2** Trucks entering and leaving the premises that are carrying loads must be covered at all times, except during loading and unloading.

### **03. Waste management**

**03.1** The premises must have;

- a) sufficient on site chillers to store all bird mortality's (~0.5% of birds on site at any time);
- b) remove all mortality's found in the sheds immediately to the chillers; and
- c) ensure that when chillers are in use they are kept at  $\leq 4$  degrees celcius.

**03.2** Any bird mortality's generated at the premises are not permitted to be buried on site. Bird mortality's must be disposed or processed at a facility that can lawfully receive the waste.

*Note: This condition does not apply if the applicant is directed by the NSW Department of Primary Industries to bury the birds on site.*

### **04. Waste water management**

**04.1** All waste water and contaminated stormwater must be captured in a waste water collection system which prevents waste water from leaving the premises.

*Note: This condition does not apply in rainfall events which create greater volumes of stomwater than an event with an average recurrence interval of a local 1 in 20 year, 24 hour rain event.*

### **05. Air quality conditions**

**05.1** All activities carried out in and on the premises must be undertaken in a manner that prevents and/or minimises the emission of air pollutants from the premises.

## Monitoring and recording conditions

### **M1 Monitoring records**

**M1.1** The results of any monitoring required to be conducted by the EPA's general terms of approval, or a licence under the Protection of the Environment Operations Act 1997, in relation to the development or in order to comply with the load calculation protocol must be recorded and retained as set out in conditions M1.2 and M1.3.

Page 5

Protection of the Environment Operations Act 1997

## General Terms of Approval - Issued



Notice No: 1611728

**M1.2** All records required to be kept by the licence must be:  
in a legible form, or in a form that can readily be reduced to a legible form;  
kept for at least 4 years after the monitoring or event to which they relate took place; and  
produced in a legible form to any authorised officer of the EPA who asks to see them.

**M1.3** The following records must be kept in respect of any samples required to be collected: the date(s) on which the sample was taken;  
the time(s) at which the sample was collected;  
the point at which the sample was taken; and  
the name of the person who collected the sample.

### Reporting conditions

#### **R1. Annual returns**

**R1.1** The applicant must provide an annual return to the EPA in relation to the development as required by any licence under the Protection of the Environment Operations Act 1997 in relation to the development. In the return the applicant must report on the annual monitoring undertaken (where the activity results in pollutant discharges), provide a summary of complaints relating to the development, report on compliance with licence conditions and provide a calculation of licence fees (administrative fees and, where relevant, load based fees) that are payable.

### Special conditions

#### **E1. Air quality management plan**

**E1.1** The Applicant must develop and implement an Air Quality Management Plan (AQMP) that includes all project particulate emissions from all sources and a ranking of the project particulate sources.

The AQMP must identify the control measures that will be implemented for each emission source.

The AQMP must nominate for each of the proposed controls;

- a. Key performance indicator;
- b. Monitoring method;
- c. Location, frequency and duration of monitoring;
- d. Record keeping;
- e. Response mechanisms; and
- f. Compliance reporting.

#### **E2. Odour complaints**

##### **E2.1 Odour validation report**

Based on odour complaints and when directed by the Environment Protection Authority (EPA) the Applicant must submit an Odour Validation Report (OVR) to the EPA.

Page 6

## General Terms of Approval - Issued



Notice No: 1611728

The OVR must:

- Be carried out by a suitably qualified independent person experienced in the characterization and treatment of odours from chicken broiler farms;
- Include a summary of any odour complaints received and actions taken to reduce odour emissions where complaints are verified;
- Where possible includes a field odour survey that characterises the frequency, intensity, duration, offensiveness, location and extent of off-site odours;
- Benchmark the design and management practices at the premises against industry best practice for minimising odour emissions, including investigation of newly developed and emerging control technology.
- Determine the premises compliance with S129 of the *Protection of the Environment Operations Act 1997* and recommend if additional odour mitigation measures are required.
- Where additional odour mitigation measures are recommended, nominate appropriate mitigation measures or management practices to ensure that odour is minimised as far as practicable.
- Any odour mitigation measures nominated must include a timetable for implementation.

### **E2.2 De-stocking of sheds**

1. Where additional mitigation measures are recommended in any OVR submitted to the EPA, the applicant must de-stock sheds as directed by the EPA during the interim period until the mitigation measures have been physically installed, commissioned and are operating.
2. Should odour reports be received and verified by the EPA after the implementation of the additional odour mitigation measures the licensee must de-stock the premises as directed by the EPA until such time as the odour issues are addressed to the satisfaction of the EPA.

*Note: The intent of this condition is to stagger de-stocking in consultation with the applicant until offensive odours are not leaving the boundary of the premises. Bird age and batch stage may be taken into consideration by the EPA when directing the de-stocking of sheds.*

## General Terms of Approval - Issued



Notice No: 1611728

### Attachment 'B' – Mandatory Conditions for all EPA licences

#### Administrative conditions

##### Other activities

(To be used on licences with ancillary activities)

This licence applies to all other activities carried on at the premises, including:

- **waste storage (broiler mortality's in chillers)**

#### Operating conditions

##### Activities must be carried out in a competent manner

Licensed activities must be carried out in a competent manner.

This includes:

- a. the processing, handling, movement and storage of materials and substances used to carry out the activity; and
- b. the treatment, storage, processing, reprocessing, transport and disposal of waste generated by the activity.

##### Maintenance of plant and equipment

All plant and equipment installed at the premises or used in connection with the licensed activity:

- a. must be maintained in a proper and efficient condition; and
- must be operated in a proper and efficient manner.

#### Monitoring and recording conditions

##### Recording of pollution complaints

The licensee must keep a legible record of all complaints made to the licensee or any employee or agent of the licensee in relation to pollution arising from any activity to which this licence applies.

The record must include details of the following:

- the date and time of the complaint;
- the method by which the complaint was made;
- any personal details of the complainant which were provided by the complainant or, if no such details were provided, a note to that effect;
- the nature of the complaint;

Page 8

Protection of the Environment Operations Act 1997

## General Terms of Approval - Issued



Notice No: 1611728

- the action taken by the licensee in relation to the complaint, including any follow-up contact with the complainant; and
- if no action was taken by the licensee, the reasons why no action was taken.

The record of a complaint must be kept for at least 4 years after the complaint was made.

The record must be produced to any authorised officer of the EPA who asks to see them.

### Telephone complaints line

The licensee must operate during its operating hours a telephone complaints line for the purpose of receiving any complaints from members of the public in relation to activities conducted at the premises or by the vehicle or mobile plant, unless otherwise specified in the licence.

The licensee must notify the public of the complaints line telephone number and the fact that it is a complaints line so that the impacted community knows how to make a complaint.

This condition does not apply until 3 months after this condition takes effect.

## Reporting conditions

### Annual Return documents

#### ***What documents must an Annual Return contain?***

The licensee must complete and supply to the EPA an Annual Return in the approved form comprising:

- a. Statement of Compliance; and
- b. Monitoring and Complaints Summary.

A copy of the form in which the Annual Return must be supplied to the EPA accompanies this licence. Before the end of each reporting period, the EPA will provide to the licensee a copy of the form that must be completed and returned to the EPA.

#### ***Period covered by Annual Return***

An Annual Return must be prepared in respect of each reporting, except as provided below

*Note: The term "reporting period" is defined in the dictionary at the end of this licence. Do not complete the Annual Return until after the end of the reporting period.*

Where this licence is transferred from the licensee to a new licensee,

- a. the transferring licensee must prepare an annual return for the period commencing on the first day of the reporting period and ending on the date the application for the transfer of the licence to the new licensee is granted; and
- b. the new licensee must prepare an annual return for the period commencing on the date the application for the transfer of the licence is granted and ending on the last day of the reporting period.

*Note: An application to transfer a licence must be made in the approved form for this purpose.*

Page 9

Protection of the Environment Operations Act 1997

## General Terms of Approval - Issued



Notice No: 1611728

Where this licence is surrendered by the licensee or revoked by the EPA or Minister, the licensee must prepare an annual return in respect of the period commencing on the first day of the reporting period and ending on

- a. in relation to the surrender of a licence - the date when notice in writing of approval of the surrender is given; or
- b. in relation to the revocation of the licence – the date from which notice revoking the licence operates.

### **Deadline for Annual Return**

The Annual Return for the reporting period must be supplied to the EPA by registered post not later than 60 days after the end of each reporting period or in the case of a transferring licence not later than 60 days after the date the transfer was granted (the 'due date').

### **Notification where actual load can not be calculated**

(Licences with assessable pollutants)

Where the licensee is unable to complete a part of the Annual Return by the due date because the licensee was unable to calculate the actual load of a pollutant due to circumstances beyond the licensee's control, the licensee must notify the EPA in writing as soon as practicable, and in any event not later than the due date.

The notification must specify:

- a. the assessable pollutants for which the actual load could not be calculated; and
- b. the relevant circumstances that were beyond the control of the licensee.

### **Licensee must retain copy of Annual Return**

The licensee must retain a copy of the annual return supplied to the EPA for a period of at least 4 years after the annual return was due to be supplied to the EPA.

### **Certifying of Statement of Compliance and Signing of Monitoring and Complaints Summary**

Within the Annual Return, the Statement of Compliance must be certified and the Monitoring and Complaints Summary must be signed by:

- a. the licence holder; or
- b. by a person approved in writing by the EPA to sign on behalf of the licence holder.

A person who has been given written approval to certify a Statement of Compliance under a licence issued under the Pollution Control Act 1970 is taken to be approved for the purpose of this condition until the date of first review this licence.

### **Notification of environmental harm**

Note: The licensee or its employees must notify the EPA of incidents causing or threatening material harm to the environment immediately after the person becomes aware of the incident in accordance with the requirements of Part 5.7 of the Act

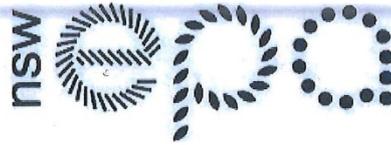
Notifications must be made by telephoning the EPA's Pollution Line service on 131 555.

The licensee must provide written details of the notification to the EPA within 7 days of the date on which the incident occurred.

Page 10

Protection of the Environment Operations Act 1997

## General Terms of Approval - Issued



Notice No: 1611728

### **Written report**

Where an authorised officer of the EPA suspects on reasonable grounds that:

- a. where this licence applies to premises, an event has occurred at the premises; or
- b. where this licence applies to vehicles or mobile plant, an event has occurred in connection with the carrying out of the activities authorised by this licence,

and the event has caused, is causing or is likely to cause material harm to the environment (whether the harm occurs on or off premises to which the licence applies), the authorised officer may request a written report of the event.

The licensee must make all reasonable inquiries in relation to the event and supply the report to the EPA within such time as may be specified in the request.

The request may require a report which includes any or all of the following information:

- a. the cause, time and duration of the event;
- b. the type, volume and concentration of every pollutant discharged as a result of the event;
- c. the name, address and business hours telephone number of employees or agents of the licensee, or a specified class of them, who witnessed the event; and
- d. the name, address and business hours telephone number of every other person (of whom the licensee is aware) who witnessed the event, unless the licensee has been unable to obtain that information after making reasonable effort;
- e. action taken by the licensee in relation to the event, including any follow-up contact with any complainants;
- f. details of any measure taken or proposed to be taken to prevent or mitigate against a recurrence of such an event;
- g. any other relevant matters.

The EPA may make a written request for further details in relation to any of the above matters if it is not satisfied with the report provided by the licensee. The licensee must provide such further details to the EPA within the time specified in the request.

## **General conditions**

### **Copy of licence kept at the premises or on the vehicle or mobile plant**

A copy of this licence must be kept at the premises or on the vehicle or mobile plant to which the licence applies.

The licence must be produced to any authorised officer of the EPA who asks to see it.

The licence must be available for inspection by any employee or agent of the licensee working at the premises or operating the vehicle or mobile plant.

**WATER NSW – GENERAL TERMS OF APPROVAL**



**General Terms of Approval**

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

<b>Reference Number:</b>	IDAS139285
<b>Issue Date of GTA:</b>	12 August 2021
<b>Type of Approval:</b>	Water Supply Work
<b>Description:</b>	50ML Storage Dam
<b>Location of work/activity</b>	Lot 5 DP 756057, "Allwood" 2245 Tabbita Lane, Goolgowi NSW
<b>DA Number:</b>	DA 2021/042 CNR-24361
<b>LGA:</b>	Carrathool Shire Council
<b>Water Sharing Plan Area:</b>	Murrumbidgee Unregulated River Water Sources

**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.

<b>Condition Number:</b>	<b>Details</b>
GTA00001	A. This General Terms of Approval (GTA) only applies to the proposed water supply work(s) described in the plans and associated documents found in Schedule 1, relating to development application DA 2021/042 provided by Council to WaterNSW. B. Any amendments or modifications to the proposed water supply work(s) may render the GTA invalid. If the proposed water supply work(s) is amended or modified, WaterNSW, Deniliquin Office must be notified in writing to determine if any variations to the GTA will be required.
GTA00002	Before constructing or carrying out any proposed water supply work(s), an application must be submitted to WaterNSW, and obtained, for a new or amended water supply work(s) approval under the Water Management Act 2000.
GTA00003	A. The application for a water supply work(s) approval must include the document(s) listed in Schedule 1.

8-20 Edwardes Street, Deniliquin NSW 2710 | PO Box 453 Deniliquin NSW 2710  
Telephone 1300 662 077 | [www.watnsw.com.au](http://www.watnsw.com.au)

GTA00004	Any water management work(s) must comply with the conditions of the rules of the Water Sharing Plan where the work is to be constructed and used.
GTA00005	Water NSW reserves the right to apply discretionary conditions to any approval granted, from time to time as required.
GTA00006	The water supply work must be constructed and maintained in a way that will: <ul style="list-style-type: none"> <li>A. Ensure the work's safe construction and operation, and</li> <li>B. Prevent the possibility of damage being caused by the work resulting from the work, to any public or private interest</li> </ul>
GTA00007	Monitoring piezometers must be installed to monitor the groundwater levels and quality. If monitoring shows adverse changes or impacts on groundwater levels, remedial work will be required.
GTA00008	The application for a water supply work(s) approval must include the following: The location proposed of monitoring piezometers; <ul style="list-style-type: none"> <li>a) The proposed sampling regime of proposed monitoring piezometers.</li> <li>b) Proposed mitigation measures should dam leakage be identified.</li> </ul>
GTA00009	a) The water management work must be constructed in accordance with the document listed in Schedule 1.

**SCHEDULE 1**

The plans and associated documentation listed in this schedule are referred to in general terms of approval (GTA) issued by WaterNSW for integrated development associated with DA 2021/042 as provided by Council:

- Development Application for proposed 50ML Storage Dam, Lot 5 DP 756057, "Allwood" 2245 Tabbita Lane Goolgowi NSW

## **TRANSPORT FOR NSW CONDITIONS**

1. As a minimum the access driveway to Tabbita Lane shall be constructed as a "Rural Property Access" in accordance with the Austroads Guide to Road Design as amended by the supplements adopted by Transport for NSW and with a minimum width of 6 metres to accommodate 2 way movement and be bitumen sealed with a pavement and road surface suitable for road trains for a minimum length of 40 metres from the carriageway of Tabbita Lane.
2. The proposed treatment of the intersection of Tabbita Lane and the driveway shall be constructed as a sealed Basic Right Turn (BAR) and Basic Left Turn (BAL) intersection treatment in accordance with the Austroads Guide to Road Design for a Road Train route for the posted speed limit.
3. Any entry gate to the subject site from Tabbita Lane shall be located at least 40m from the edge of seal of the carriageway or at the property boundary, whichever is the greater. This is to allow for the standing of large vehicles when gates are to be opened.
4. The access driveway shall be sealed from the carriageway of Tabbita Lane to the access gate. A management plan to provide measures to suppress dust generation from the development site and the access road shall be prepared and implemented to the satisfaction of Council and Transport for NSW.
5. The intersection of the proposed driveway with Tabbita Lane is to be designed, constructed and maintained to prevent water from proceeding onto, or ponding within, the carriageway of Tabbita Lane. If a culvert is to be installed and is to be located within the clear zone of the highway for the posted speed limit is to be constructed with a traversable type headwall.

## **NSW RURAL FIRE SERVICE CONDITIONS**

1. A minimum 20 m APZ is to be maintained around each proposed dwelling as mapped on Figure 4.
2. The APZ and defendable space surrounding buildings is to be maintained to achieve the performance requirement of an Inner Protection Area (IPA) as described by Appendix 4 of PBP. The following landscaping specifications have been designed to achieve the IPA at this site:
  - a. Trees
    - Trees at maturity should not touch or overhang the building;
    - Tree canopies should not be connected when at maturity. Gaps between crowns or groups of crowns are to be maintained at distances of 2 to 5m; and
    - Preference should be given to smooth barked and evergreen trees.
  - b. Shrubs
    - Shrubs should not comprise of more than 20% of the APZ.
    - Ensure gaps in the vegetation to prevent the spread of fire towards the building;
    - Shrubs should be separated from glazing and doors by a distance of at least twice the height of the vegetation.

c. Groundcovers

- Grass should be kept mown (no more than 100 mm in height);
  - Leaves and vegetation debris should be regularly removed;
  - Organic mulch is not to be used within 1 m of a building.
3. The dwellings are to be designed and constructed to comply with AS 3959 BAL-12.5 and the NSW variation to AS 3959 which can be found at Section 7.5.2 of PBP.
  4. The proposed internal access road is to comply with the PBP design and construction standards for 'property access' roads as listed in Table 5.3b of PBP. The standards are repeated below.
    - a. *Minimum 4 m carriageway. Some short constrictions in the access may be accepted where they are not less than 3.5 m wide, extend for no more than 30m and where the obstruction cannot be reasonably avoided or removed.*
    - b. *In forest, woodland and heath situations, rural property roads have passing bays every 200m that are 20m long by 2m wide, making a minimum trafficable width of 6m at the passing bay.*
    - c. *A minimum vertical clearance of 4m to any overhanging obstructions, including tree branches.*
    - d. *Property access must provide a suitable turning area.*
    - e. *Curves have a minimum inner radius of 6m and are minimal in number to allow for rapid access and egress.*
    - f. *The minimum distance between inner and outer curves is 6m.*
    - g. *The crossfall is not more than 10°.*
    - h. *Maximum grades for sealed roads do not exceed 15° and not more than 10° for unsealed roads.*
    - i. *A development comprising more than three dwellings has access by dedication of a road and not by right of way.*
  5. Each dwelling is to have a water supply tank with a minimum volume of 10,000 litres that can be shared for domestic requirements. The tank, or its outlet, is to be located within 4 m of the standing position of a Category 1 tanker, such as the driveway or turning facility. The outlet is to be fitted with 65 mm metal Storz outlet with gate or ball valve. An above ground tank is to be non-combustible.
  6. So that the occupants can access the water supply for fire-fighting, a minimum 3 kW (5 hp) diesel powered pump should be provided with enough fire hose (19 mm diameter) to reach all sides of a dwelling.
  7. To inform responding brigades of the presence of a static water supply on the property, a 'SWS' marker obtained from the local NSW Rural Fire Service brigade is to be positioned in a visible position and on the outlet.
  8. The vegetation distances to any overhead electrical supply line is to comply with the clearance distances specified in *ISSC 3 Guideline for Managing Vegetation Near Power Lines* (Industry Safety Steering Committee 2005). The guidelines specify a clearance distance of 0.5 m for a typical connection for a single residential dwelling.
  9. Any gas services are to be installed and maintained in accordance with *AS/NZS 1596-2014 The storage and handling of LP gas* (Standards Australia, 2014).
  10. The storage tanks are to have an outlet within 4 m of the standing position of a Category 1 tanker, such as the driveway or turning facility. The outlet is to be fitted with 65 mm metal Storz outlet with gate or ball valve.
  11. Any hazardous materials such as fuels are to be stored in compliance with the relevant Australian Standard in a location that has a managed area (i.e. APZ) of at least 20 m surrounding.

## **PRIOR TO THE ISSUE OF ANY CONSTRUCTION CERTIFICATE**

**8.** Prior to the issue of a Construction Certificate, a contribution in the amount of \$229,700.00 is payable to Council in accordance with the Carrathool Shire Council Section 7.12 Fixed Levy Plan. This figure is subject to increase under the consumer price index (CPI) and the final amount payable will be calculated by Council at the date of payment.

**9.** In relation to the proposed dams, details and justification of the developments stock water requirements and water management arrangements must be provided to Council for approval prior to the issue of a Construction Certificate. Geotechnical and any other associated design information supporting the suitability of soils for the proposed dams must also form part of documentation provided to a certifying authority for a Construction Certificate.

**10.** Prior to the issue of a Construction Certificate, a suitably qualified and experienced environmental consultant/ecologist is to be appointed to provide advice and monitoring throughout the development, specifically in relation to the felling of trees approved for removal and potential fauna impacts. Details of the consultant/ecologist are to be provided to Council and the certifying authority.

**11.** Prior to the issue of a Construction Certificate, a Construction Management Plan is to be submitted to Council for approval that details at minimum the following information:

- a) Traffic management, including safe access to and from the site, including heavy equipment, plant, materials delivery and the like. It must include proposed methods and locations of loading and unloading excavation machines within the site.
- b) The proposed areas within the site to be used for a site office and amenities, the storage of excavated material, construction materials and waste containers during the construction period.
- c) How it is proposed to ensure that soil/excavated material is not transported on wheels or tracks of vehicles or plant and deposited on the roadway.
- d) Proposed dust suppression measures during construction.
- e) Construction noise control measures recommended within the noise impact assessment prepared by Reverb Acoustics, document ref: 20-2534-R1, dated March 2021.
- f) A Soil and Water Management Plan detailing all necessary erosion and sedimentation controls.

## **PRIOR TO THE COMMENCEMENT OF ANY WORKS**

**12.** No activity is to be carried out on site until a Construction Certificate has been issued by a certifying authority, other than:

- a) Site investigation for the preparation of the construction, and/or
- b) Implementation of environmental protection measures, such as erosion control etc that are required by this consent.

**13.** The Construction Certificate for the work is to be issued and the person having the benefit of the development consent must appoint a Principal Certifier prior to the commencement of any building works.

The Principal Certifier (if not the Council) is to notify Council of their appointment and notify the person having the benefit of the development consent of any critical stage inspections and other inspections that are to be carried out in respect of the building work no later than 2 days before the building work commences.

**14.** Approval is to be obtained from Council in accordance with section 68 of the *Local Government Act 1993* for the installation of all proposed on-site sewerage management systems. Plans and specifications of the type of system, including any required geotechnical reports are to be included with the application.

**15.** A Section 138 approval pursuant to the *Roads Act 1993* is required to be obtained from Council for any required works to be undertaken within Council's road reserve(s) in relation to the provision of a water supply pipeline to the development. The proponent will also be required to enter into an agreement with Council for the occupation of the road reserve. This agreement must be established prior to the commencement of works.

**16.** Erosion and sediment control measures shall be undertaken and maintained in respect to any part of the land where the natural surface is disturbed or earthworks are carried out. Measures are to be installed in accordance with the details specified in the Soil and Water Management Plan which forms part of the approved Construction Management Plan.

**17.** A Waste Management Plan is to be submitted to Council. The plan must detail estimated construction waste generation, on-site storage during construction and proposed disposal.

**18.** Prior to carrying out any works, a "Dial Before you Dig" enquiry must be undertaken in accordance with the requirements of *Part 5E (Protection of Electricity Power Lines) of the Electricity Supply Act 1995 (NSW)*.

**19.** Prior to the commencement of any landscaping works, a detailed Landscaping Plan is to be submitted to Council for approval. The plans must include proposed species, planted and mature heights suitable for the development proposal.

#### **DURING WORKS**

**20.** All development activities and traffic movements must be carried out in accordance with the approved Construction Management Plan. All controls in the Plan must be maintained at all times. A copy of the Plan must be kept on site at all times and made available to the certifying authority and Council on request.

**21.** Prior to tree removal approved under this consent, the appointed environmental consultant/ecologist is to inspect the trees and provide a report to Council regarding the habitat value of the trees and any potential fauna impacts, specifically, the report must address the potential roosting habitat for microbats as identified by OEH along with any other native fauna. If any fauna is encountered (such as microbats) the report must detail proposed methods to be undertaken prior to tree felling to ensure the fauna population will not be adversely impacted upon.

**22.** All mature native vegetation to be retained within the vicinity of the proposed development must be suitably protected at all times during construction. Excess fill/spoil material resulting from the construction phase must also not be placed around any mature vegetation.

**23.** The internal driveway/road extension works to service the proposed development must be undertaken to as to not result in any tree removal or adverse impacts to condition and health of any existing trees.

**24.** Requirements of the Waste Management Plan shall be complied with during site preparation and throughout construction. Waste management and storage must not pose a threat to public health or the environment.

**25.** Appropriate dust monitoring and suppression in accordance with the approved Construction Management Plan is to be implemented on site. Dust suppression measures must also be implemented at the request of Council should any complaints be received.

**26.** A copy of the stamped approved plans must be kept on site for the duration of site works and be made available upon request to either the Principal Certifier or an officer of the Council.

**27.** The proposed development is to comply with the relevant requirements of the Disability (Access to Premises – Buildings) Standards 2010.

**28.** Any fill material which may be required to be brought onto site for the proposed development must be virgin excavated natural material (VENM) as defined under the *Protection of the Environment Operations Act 1997*. Any excess excavated material required to be removed from the site must be disposed of lawfully at a licenced landfill.

**29.** Given there is electricity infrastructure in the area, it is the responsibility of the person/s completing any works around powerlines to understand their safety responsibilities. SafeWork NSW ([www.safework.nsw.gov.au](http://www.safework.nsw.gov.au)) has publications that provide guidance when working close to electricity infrastructure. There include the Code of Practice – Work Near Overhead Power Lines and Code of Practice – Work Near Underground Assets.

**30.** Recommendations contained within the Aboriginal Due Diligence Report, titled Tabbita Poultry Farm #5, prepared by OzArk Environment and Heritage, dated February 2021 are to be complied with at all times.

**31.** If any Aboriginal object is discovered and/or harmed in, or under the land, while undertaking the proposed development activities, the proponent must:

- a) Not further harm the object
- b) Immediately cease all work at the particular location;
- c) Secure the area so as to avoid further harm to the Aboriginal object;
- d) Notify the Officer of Environment & Heritage (OEH) as soon as practical on 131555, providing any details of the Aboriginal object and its locations; and
- e) Not commence any work at the particular location unless authorised in writing by OEH

In the event that skeletal remains are unexpectedly encountered during the activity, work must stop immediately, the area secured to prevent unauthorised access and NSW Police and OEH contacted.

#### **PRIOR TO THE ISSUE OF AN OCCUPATION CERTIFICATE**

**32.** Application is to be made to the Principal Certifier for an Occupation Certificate.

**33.** No use or Occupation of any component of the development proposal must occur until such time an Occupation Certificate is issued.

**34.** Council must be provided with written certification from the operators of the facility that the completed development complies with the requirements of applicable standards, guidelines, codes of practice and requirements of the NSW Department of Primary Industries – Agriculture, including but not limited to the Best Practice Management for Meat Chicken Production in NSW Guidelines, Manuals 1 and 2, Australian Animal Welfare Standards and Guidelines and relevant poultry industry authorities relating to Intensive Livestock Agriculture (Poultry Production Facility) developments.

This must include but is not limited to animal health and welfare matters and must certify that required infrastructure/works for heating, cooling, water, air, food, lighting and other relevant animal health and welfare matters are completed/installed and commissioned prior to any use and the issue of any Occupation Certificate.

**35.** Certification is to be provided to the Principal Certifier that the development has been completed in accordance with the noise controls recommendations as contained within the Noise Impact Assessment prepared by Reverb Acoustics titled, Proposed Poultry Complex Farm 5 Tabbita Lane Tabbita NSW, document ref: 20-2534-R1, dated March 2021.

**36.** A weather station is to be installed at a suitable location to measure meteorology in the area around the farm units.

**37.** An Emergency Management Plan for the facility is to be provided to Council prior to the issue of any Occupation Certificate. The plan is to be prepared in accordance with any relevant SafeWork

NSW guidelines and should address, biosecurity emergencies, natural hazards, bush and building fires, emergency training of staff and incident management.

**38.** Stormwater must be disposed of in a manner so as to not cause interference of nuisance to adjoining allotments, the public and internal road network or adjoining landowners generally. Works must be completed as per hydraulic details approved via the relevant Construction Certificate(s) and to the EPA's requirements.

**39.** An "Approval to Operate the Onsite Sewage Management Facilities" pursuant to Section 68 of the *Local Government Act 1993* must be applied for, and issued by Council, prior to the issue of any Occupation Certificate.

**40.** Internal roads, driveways and carparking areas must be completed and be of all-weather purpose for heavy vehicles prior to the issue of an Occupation Certificate.

**41.** BAR and BAL treatments at the intersection of Tabbita Lane and the access point to the site must be completed to Council's requirements. Council's Engineering Services division is to be contacted to undertake an inspection. Any additional works considered required by Council must be completed at the applicant's expense and to the satisfaction of Council.

**42.** All landscaping must be completed as per the approved Landscape Plan. A Landscape Management Plan must also be submitted to Council prior to the issue of an Occupation Certificate which details on-going landscaping management arrangements for the site.

**43.** A Biosecurity Management Plan and a Mortality Management Plan must be submitted to Council for approval prior to the issue of any Occupation Certificate. The plans must be prepared in accordance with any relevant Department of Primary Industry – Agriculture requirements, standards and/or guidelines.

**44.** Lighting installed in the open and/or public spaces must comply with AS1158 series-lighting for roads and public spaces. The design and placement must be so that lighting does not create a nuisance or negatively affect surrounding land owners or road users within the vicinity of the site. To this end, the lighting must also comply with Australian Standard AS4282 - Control of the Obtrusive Effects of Outdoor Lighting.

**45.** If any imported fill material has been brought onto the site, the Principal Certifying Authority is to be provided with certification that it meets the requirements to be VENM as defined within the *Protection of the Environment Operations Act 1997*.

**46.** To ensure current and future on-going lawful access to the site, prior to the issue of an Occupation Certificate, evidence of the registration and creation of an easement for the right of access over Lot 5 DP756057 in favour of Lot 5 DP1210276 must be provided to Council.

**47.** To ensure future and continuing operation of the development any infrastructure shared or otherwise which services the proposed development (including but not limited to matters such as water supply, electricity, storage sheds etc), prior to the issue of an Occupation Certificate, evidence of the registration and creation of required easements for services infrastructure over all applicable allotments in favour of Lot 5 DP1210276 must be provided to Council.

**48.** Full plans, details and specifications as follows are to be included in documentation for an application for a Construction Certificate to a certifying authority (note that the certifying authority may also seek information additional to that listed below):

- a) Structural Engineering details for all structures proposed, prepared by a suitably qualified and practising structural engineer.
- b) Hydraulic design details prepared by a suitably qualified and practising hydraulic engineer for the proposed disposal and drainage of stormwater from the development, including any

system of on-site stormwater detention which may be required. The design must also take into account requirements of the EPA.

- c) Civil design details for the proposed internal driveways/roads and parking areas. They are to be prepared by a suitably qualified and practising civil engineer.

Council requires the submission of Works as Executed (WAE) plans relating to civil works for both b) and c) above, prior to issue of an Occupation Certificate.

**49.** The applicant must submit to Council the following information prior to the issue of an Occupation Certificate:

- a) Evidence that the proposed water storage dam and three (3) stormwater dams do not require a license or approval under the *Water Management Act 2000*, or another Act, or
- b) If a licence or approval is required under the *Water Management Act 2000*, or another Act, a copy of such licence or approval.

### **ON-GOING USE**

**50.** The on-going use of the development must be undertaken in accordance with the requirements of applicable standards, guidelines, codes of practice and requirements of the NSW Department of Primary Industries – Agriculture, including but not limited to the *Best Practice Management for Meat Chicken Production in NSW Guidelines, Manuals 1 and 2*, Australian Animal Welfare Standards and Guidelines and relevant poultry industry authorities relating to Intensive Livestock Agriculture (Poultry Production Facility) developments.

**51.** The development must be operated in accordance with the recommendation contained within the Noise Impact Assessment prepared by Reverb Acoustics titled, Proposed Poultry Complex Farm 5 Tabbita Lane Tabbita NSW, document ref: 20-2534-R1, dated March 2021 and the requirements of the EPA.

**52.** The storage of baits for pests, chlorine, chlorine dioxide, diesel and any other chemicals & fuels proposed to be stored on-site must not exceed the quantity thresholds as detailed within *State Environmental Planning Policy No. 33* and its relevant guidelines. They must at all times be kept in bunded areas and containers which comply with relevant and applicable Australian Standards for the storage of such materials.

**53.** Heavy vehicle access to the development is not permitted to be taken via Coates Lane.

**54.** Should the ownership of any of the allotments of land involved in this development consent change so as that they become owned by separate parties, and if any of these allotments contain one or more dwelling-houses, a Land Use Conflict Management Plan must be prepared in consultation with Council, the NSW Department of Primary Industries, the Environmental Protection Authority and any other relevant authorities, and be authorised by Council.

The plan must address how potential health, safety and amenity issues for any residents of the dwelling-houses and any on-going operational matters to protect the continued operation of the poultry farms will be managed. The title of the relevant allotment(s) must be amended to include a positive covenant in accordance with the *Conveyancing Act 1919* which enforces the requirements of the authorised Land Use Conflict Management Plan.

### **PRESCRIBED CONDITIONS OF DEVELOPMENT CONSENT**

**55.** For a development that involves any building work, that the work must be carried out in accordance with the requirements of the *Building Code of Australia*.

**56.** In the case of residential building work for which the *Home Building Act 1989* requires there to be a contract of insurance in force in accordance with Part 6 of that Act, that such a contract of insurance is in force before any building work authorised to be carried out by the consent commences.

**57.** For development that involves any building work, subdivision work or demolition work, a sign must be erected in a prominent position on any site on which building work, subdivision work or demolition work is being carried out:

- a) showing the name, address and telephone number of the principal certifier for the work, and
- b) showing the name of the principal contractor (if any) for any building work and a telephone number on which that person may be contacted outside working hours, and
- c) stating that unauthorised entry to the work site is prohibited.

Any such sign is to be maintained while the building work, subdivision work or demolition work is being carried out, but must be removed when the work has been completed.

**58.** Residential building work within the meaning of the *Home Building Act 1989* must not be carried out unless the principal certifying authority for the development to which the work relates (not being the council) has given the council written notice of the following information:

In the case of work for which a principal contractor is required to be appointed:

- (i) the name and licence number of the principal contractor, and
- (ii) the name of the insurer by which the work is insured under Part 6 of that Act,

In the case of work to be done by an owner-builder:

- (i) the name of the owner-builder, and
- (ii) if the owner-builder is required to hold an owner-builder permit under that Act, the number of the owner-builder permit.

If arrangements for doing the residential building work are changed while the work is in progress so that the information notified under subclause (2) becomes out of date, further work must not be carried out unless the principal certifying authority for the development to which the work relates (not being the council) has given the council written notice of the updated information.

## **ADVICE**

**59.** A future development application for the 75,000 litre LPG storage tank which exceeds thresholds to not be considered potentially hazardous, must be accompanied by a Preliminary Hazard Analysis (PHA) and any other documentation/information required the relevant environmental planning instruments.

**60.** Future applications for the construction, installation or erection of dwelling-houses on any allotment to which this development consent relates must take into consideration the potential health, safety, amenity and land use conflict issues associated with their proximity to the approved intensive livestock agricultural developments within the area. Any such application received by Council may be referred to the NSW Department of Primary Industry – Agriculture for comments to assist Council in the determination of the application. This advice in no way infers that development consent will be granted for any such application(s) submitted to Council in the future.

**61.** Any future developments upon the site must take into consideration the potential future traffic generation which may result. This in turn may require road network upgrades within Tabbita Lane and/or Kidman Way. Future development applications to Council must provide relevant information to support the development and details any road network upgrades required.

**62.** Notations will be made on Council's property system against allotments subject to this consent with regard to ownership of allotments containing a dwelling-house listed in this development consent to ensure such requirements are identified on any future Planning Information Certificates issued by Council under section 10.7 of the *Environmental Planning and Assessment Act 1979*.

**63.** It is the sole responsibility of the owner, builder and developer, to ensure that the proposed development meets requirements of the *Disability Discrimination Act 1992 (Cth)*.

**NOTE:** The *Disability Discrimination Act 1992* (the DDA) is a Federal anti-discrimination law. The DDA covers a wide range of areas including employment, education, sport and recreation, the provision of goods, services and facilities, accommodation and access to premises. The DDA seeks to stop discrimination against people with any form of disability including physical, intellectual, sensory, psychiatric, neurological, learning, disfigurement or presence in the body of a disease-causing organism. This development consent issued by does not indicate nor confirm that the application satisfies requirements of the DDA.

**The reason for the imposition of the above consent conditions is as follows:-**

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**

8. The above consent is not an approval to commence work or to carry out any structural work. A Construction Certificate under Part 4 of the *Environmental Planning & Assessment Act 1979* (preceding the 1 March 2018 amendments) shall be sought and obtained before any work is carried out to implement the above consent. Also, the applicant is not relieved of any obligation to obtain an approval required under any other Act.
9. This Notice of Determination does not remove the applicant's obligation to obtain approvals required by any other legislation.
10. *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.
11. 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.
12. The applicant should be aware of the provisions of the *Disability Discrimination Act 1992*. This Act imposes responsibilities additional to planning legislation.
13. 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
- 14 *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.

**10.22 Development Application 2022/002-Three (3) Manufactured Dwellings**

DA2022-002

Author: Manager Building and Regulatory Services

Purpose: Development Application 2022/002 for Determination by Council

Attachment: Site Plan, Development Consent Conditions

**Background**

On the 6 July 2021, Carrathool Shire Council received a Development Application (DA) and supporting documentation from Allan and Karlene Hutchinson for the erection of three (3) Manufactured homes. The proposal is to be located at Lot 1 DP182609 and Lot 10 Section 6 DP257, 136-138 High Street Hillston NSW 2675.

The subject site is Zoned RU5-Village and is not listed as a heritage item in Schedule 5 of *Carrathool Local Environmental Plan (LEP) 2012*.

The proposal was notified to adjoining landowner with an advertisement placed in the Hillston Spectator for a period of 28 days. During the notification period there were no submissions received.

**Description of Proposed Development**

Each building contains three (3) bedrooms, a combined living, dining and kitchen area, and a bathroom with a separate laundry facility. Each building has a 24m<sup>2</sup> carport attached. Buildings 1 and 2 are 88.11m<sup>2</sup> in size, whilst building 3 is slightly larger, being 97.21m<sup>2</sup> in size. There are provisions on site for two (2) visitor carparking spaces.

**Subject Site and Locality Deception**

The subject site is Lot 1 DP182609 & Lot 10 Section 6 DP257, 136-138 High Street Hillston New South Wales 2675, with the total area of the site being 1429m<sup>2</sup>. The site will be accessed by High Street, with adequate setbacks in place. Stormwater from the proposal will be required to be directed to Council's kerb and gutter infrastructure, while water, sewer, electricity and telephone already connected.

**Financial implications**

Nil

**Statutory implications (Governance including Legal)**

Nil

**Policy implications**

Nil

**Risk implications**

Nil

**Community Strategic Plan**

Nil

**Recommendation:**

**That Council approve DA2022/002 for the installation of three (3) Manufactured homes subject to the conditions imposed.**



**ATTACHMENT - DRAFT CONDITIONS DA2022/002**

**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. SHORING AND ADEQUACY FOR ADJOINING PROPERTIES (Prescribed Condition)**

1. For the purposes of Section 4.17 of the *Environmental Planning and Assessment Act 1979*, it is a prescribed condition of the development consent that if the development involves an excavation that extends below the level of the base of the footings of a building on adjoining land, the person having the benefit of the development consent must, at the person's own expense:
  - a) protect and support the adjoining premises from possible damage from the excavation, and
  - b) where necessary, underpin the adjoining premises to prevent any such damage.
2. The condition referred to in subclause (1) does not apply if the person having the benefit of the development consent owns the adjoining land or the owner of the adjoining land has given consent in writing to that condition not applying.

#### **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. CONFORM WITH APPROVED PLANS**

The development shall take place in accordance with the approved development plans as submitted with DA2022/002. Any alterations or additions marked by Council on the approved plans and/or the specifications must be carried into effect.

#### **7. 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.

#### **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. 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.

## 10. 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.

## 11. PLANS

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

Site Classification Report Job No. 7646 136-138 High Street Hillston NSW 2675 by McMahon Earth Science dated March 2021
Site Plan Project No. 200503 Sheet No.BD01 Rev D dated April 2021 and Statement of Environmental Effects Proposed unit development 136-138 High Street, Hillston dated 17.06.21 by MJM Consulting Engineers
Unit 1 & 2: Floor Plan & Elevations (1 sheet) dated 09/10/19 by Betterlook Homes. Unit 3: Floor Plan & Elevations (1 sheet) dated 21/05/20 by Lloyds Transportable Homes. Drawing No. 15S005-ST-(S01, S03 & S04 RevA) dated 15.01.15, Specifications (Part A & B), Wet Area Floor Joint Waterproofing Detail (1 Sheet), Shower Waterproofing Detail (1 Sheet) and Typical section (1 sheet) by Betterlook/Lloyd Homes

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. 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.

	COLUMN 1	COLUMN 2
A	Site Inspection	Prior to any works commencing on the site.
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.

### 13. 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.

### 14. ACTIVITY APPROVAL

Separate Application shall be made for a Section 68 approval under the Local Government Act for the connection of the Plumbing & Drainage to Council's infrastructure, or modifying or amplifying that existing on site.

### 15. 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.

### 16. 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
	Internal House Drainage	When all internal plumbing work is installed and prior to concealment.
	External House Drainage	When all external plumbing work is installed and prior to concealment.
	Stormwater Drainage	When all external stormwater drainage work is installed and prior to concealment.
	Final	Prior to occupation of the building.

**17. LICENSED PLUMBER**

All plumbing and drainage work must be carried out by a Licensed Plumber and Drainer and to the requirements of AS/NZS 3500 and New South Wales Code of Practice, Plumbing and Drainage.

**18. CONSOLIDATION – URBAN**

Lot 1 DP182609 and Lot 10 Section 6 DP257 are to be consolidated into one lot prior to the issue of a Completion Certificate.

**NOTE:** Evidence of consolidation must be provided to Council

**19. ACCESS**

The residents occupying each building at 136-138 High Street Hillston are only to access the property from the High Street entrance. At no time are the residents to use the rear track that runs off Molesworth Street.

**PRIOR TO THE COMMENCEMENT OF ANY WORKS**

**20. FURTHER PLANS REQUIRED**

Prior to work commencing on site, the applicant is to submit plans and specifications for each proposed carport shown on the site.

**21. LANDSCAPING PLAN**

Prior to work commencing on site, the Applicant is to submit a detailed Landscaping Plan to Council for approval.

**PRIOR TO OCCUPYING THE BUILDING**

**22. COMPLETION CERTIFICATE**

The applicant must obtain a Completion Certificate, pursuant to Clause 69 of the *Local Government (Manufactured Home Estates, Caravan Parks, Camping Grounds and Moveable Dwellings) Regulation 2005*, from Council prior to occupation of the building.

**ROADS & MARITIME SERVICES CONDITIONS**

1. Only one (1) access driveway is permitted to High Street. This common driveway shall be constructed as one driveway and with a minimum width of 6 metres to provide for two-way movement. Appropriate legal measures shall be implemented to provide for continued legal access for each residential unit to High Street. This legal agreement shall be written with Council empowered to uplift.
2. As a minimum the access driveway to the development shall be sealed from the carriageway to the property boundary and constructed so that the formed vehicle path rises to the level of the pedestrian footpath along the frontage of the site and not have the footpath step down onto the roadway.
3. The access driveway and the internal layout of the development shall be designed and maintained to allow all vehicles to enter and exit the subject site in a forward direction and not be required to reverse onto the adjoining road reserve.
4. Any landscaping or fencing to be provided within the site or along the boundary with any adjoining road reserve is to be designed and maintained to provide safe sight distance to pedestrians for motorists entering and exiting the subject site to minimise conflict in accordance with AS2890.1-2004 "Off-street car parking".
5. Stormwater run-off from the subject site onto the adjoining road reserve as a result of the proposed development is not to exceed the existing level of run-off from the subject site. Suitable provision should be made to retard any increased storm water run-off from the site.
6. A construction management plan to address demolition and construction activity, access and parking, is to be prepared to ensure that suitable provision is available on site for all vehicles associated with the construction of the development to alleviate any need to park within, or load/unload from the road reserve of High Street. The storage of any material within the road reserve of High Street is denied. Appropriate signage and fencing is to be installed and maintained to effect this requirement.
7. Prior to any works within the road reserve the applicant must apply for and obtain approval under Section 138 of the Roads Act, 1993 from the road authority (Council) and concurrence from Transport for NSW. The developer is responsible for all public utility adjustment/relocation works, necessitated by the proposed works and as required by the various public utility authorities and/or their agents.
8. Any works associated with the proposed development shall be at no cost to Transport for NSW.

Further to the above suggested conditions the Council may also give consideration to the following requirements for future development of the created allotments.

1. The residential units should be designed and treated such that rail infrastructure noise is mitigated by durable materials, in accordance with the Environmental Protection Authority criteria 'Rail Infrastructure Noise Guidelines. In accordance with SEPP (Infrastructure) Clause 87 the following internal noise objectives shall be complied with for all habitable rooms under ventilated conditions:
  - in any bedroom in the residential accommodation - 35 dB(A) at any time between 10.00 pm and 7.00 am,
  - anywhere else in the residential accommodation (other than a garage, kitchen, bathroom or hallway) - 40 dB(A) at any time.

## **TRANSPORT FOR NSW CONDITIONS**

### **Construction Impacts**

Prior to issue of a construction certificate, the applicant must provide JHR with a Risk Assessment/Management Plan and detailed Safe Work Method Statements for its review and comment.

#### *Reason for condition*

The Plans indicate that Proposed Unit 3 is in close proximity to the boundaries of the rail corridor. It is important for JHR to be satisfied that Proposed Unit 3 does not have any adverse impacts on the rail corridor during construction.

### **Excavation in, above, below or adjacent to rail corridors**

Prior to issue of a construction certificate, the applicant must obtain approval from JHR in respect of construction activities to the extent of excavation and earthworks in the event that the development involves the penetration of ground to a depth of at least 2m below ground level on land within 25m of a rail corridor.

#### *Reason for condition*

The Statement of Environmental Effects states proposed development will not involve major earthworks but does not provide details on earthworks or footings of each dwelling for JHR and TfNSW to determine if TfNSW's concurrence is required in accordance with Clause 86 of the ISEPP.

Clause 86 of the ISEPP stipulates that the consent authority must not grant consent without consulting with the rail authority and obtaining concurrence consistent with clauses 86(2) – (5) in the event that the development involves the penetration of ground to a depth of at least 2m below ground level on land within 25m of a rail corridor.

### **Cranes and Equipment**

1. The applicant must submit an application to John Holland Rail for approval of TAHE prior to any use of cranes and equipment in the air space over the rail corridor.
2. The use of cranes and equipment must be in accordance with the AS 2550 series of Australian Standards, Cranes, Hoist and Winches, including AS2550 15-1994 Cranes – Safe Use - Concrete Placing Equipment.

The applicant is advised to contact JHR's Third party works team via [CRN.3rdpartyworks@jhq.com.au](mailto:CRN.3rdpartyworks@jhq.com.au) for more information.

#### *Reason for condition*

The Statement of Environmental Effects does not state regarding use of a crane in the air space above the rail corridor. As such, should such equipment be required to be used in the air space

over the rail corridor at any time, the applicant must submit an application to JHR for its endorsement and TAHE's approval in advance.

#### **Stormwater Management**

Prior to issue of a construction certificate, the Applicant must obtain written approval from JHR and TfNSW to its stormwater management documents including but not limited to a final stormwater drainage design evidencing the pre- development and post-development flows.

#### Reason for condition

The Statement of Environmental Effects does not contain information regarding stormwater management. The Guideline provides that discharge of stormwater from a development during and after construction should be designed to ensure that no adverse effects will be had on the existing watercourse and drain infrastructure system.

#### **Fencing**

Prior to commencing any works on the Land, the boundary fencing along the rail corridor must be installed and maintained at all times by the applicant at its costs in accordance with JHR's engineering standards which are available at <http://jhrcrn.com.au/media/2071/crn-cp-511-v1-1.pdf>. The applicant should contact JHR's Third party works team via [CRN.3rdpartyworks@jhg.com.au](mailto:CRN.3rdpartyworks@jhg.com.au) for more information

#### Reason for condition

It is important for fencing along the rail corridor boundaries to be installed before commencing any works on the Land as the rail corridor is currently in operation. Prior to installation, the applicant will be required to submit an application to JHR for its endorsement and for TAHE's approval.

#### **Access to the Land**

Access to the rail corridor is strictly prohibited unless otherwise permitted in writing during construction and occupation.

#### Reason for condition

To ensure that access to the Land remains unchanged as its access continues to be via High Street.

#### **Noise, vibration & air quality**

1. The applicant prepares and provide JHR with an acoustic assessment confirming that residents in the dwellings would not be subjected to adverse noise, vibration and air quality due to the volume of rail traffic, particularly should the frequency and the volumes of the rail traffic increase in the future.
2. The requirements of Clause 87 of the ISEPP 2007 must be met as the Proposal contains construction of dwellings.

Reason for condition

The Statement of Environmental Effects states that the site is proximity to the Temora-Roto railway line which is a partly closed railway line and is not likely to have any adverse noise or vibration impacts on the development. To the contrary, the railway line is currently in operation. Clause 87 of the ISEPP 2007 provides that if the development is for the purpose of a building for residential use, the consent authority must be satisfied that appropriate measures for noise levels will be taken to ensure that the following LAeq levels are not exceeded:

- in any bedroom in the building: 35dB(A) at any time 10 pm to 7 am;
- anywhere else in the building (other than a garage, kitchen, bathroom or hallway):40dB(A) at any time.

## REASONS FOR CONDITIONS

The reason for the imposition of the above consent conditions is as follows:-

1. To achieve the objectives of *section 5(a) of the Environmental Planning and Assessment Act 1979*, having regard to the relevant matters for consideration contained in *section 79C 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. The above consent is not an approval to commence work or to carry out any structural work. A Construction Certificate under Part 4 of the Environmental Planning & Assessment Act 1979 (preceding the 1 March 2018 amendments) shall be sought and obtained before any work is carried out to implement the above consent. Also the applicant is not relieved of any obligation to obtain an approval required under any other Act.
2. This Notice of Determination does not remove the applicant's obligation to obtain approvals required by any other legislation.
3. Section 97 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.
4. 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.
5. The applicant should be aware of the provisions of the *Disability Discrimination Act 1992*. This Act imposes responsibilities additional to planning legislation.
6. 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
7. Section 82A 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.

**10.23 Development Application 2022/008 - Subdivision**

DA2022-008

Author: Manager Building and Regulatory Services

Purpose: Development Application 2022/008 for Determination by Council

Attachment: Site Plan, Development Consent Conditions

**Background**

On 23 August 2021, Carrathool Shire Council received a Development Application (DA) and supporting documentation from Hugh Cashmere seeking approval from Council to subdivide Lot 3 DP1268143, 11 Boundary Road Hillston. The proposal involves subdividing an existing 30.874-hectare lot into 13 lots, ranging from 2 hectares in size, to lots totalling 4 hectares in size.

The lot is Zoned R5-Large Lot Residential under *Carrathool Local Environmental Plan (LEP) 2012*. The minimum lot size for subdivision, according to the lot size map in the LEP, is 2 hectares.

The proposal was notified to adjoining landowners for a period of 28 days whilst also advertised in the Hillston Spectator for the same time. No submissions were received.

**Issues**

The proposal is currently located outside Carrathool Shire Council's pressure sewer area. A recent meeting on-site between the General Manager, Director of Infrastructure Services, Manager Water and Sewer Services and the Manager Building and Regulatory Services confirmed a number of issues raised in the initial assessment of the proposal.

With the area of the lots being a minimum of 2 hectares in size, there would be no issue with the installation of on-site sewer management systems. The applicant mentioned in their Statement of Environmental Effects that potable water is located on the northern boundary of Boundary Road and would be the responsibility of prospective owners of the lots to make application with Council to connect. While water is located in Boundary Road, initial discussions with the Manager of Water and Sewer indicates that the town potable water system is not capable of handling the extra load that would be placed on the system.

The applicant has not contacted Council and requested confirmation that water would be able to be connected to the lots. It should not be the responsibility of Council to make upgrades to the system when the applicant will be the beneficiary of selling the lots. If the applicant wants water connected to the lots, they should bear the cost, not Council.

**Description of Proposed Development**

The proposal is to subdivide a 30.874-hectare lot into 13 lots. The breakdown of the lots is listed below:

1. 8 lots at 2 ha
2. 1 lot at 2.07 ha
3. 1 lot at 2.155 ha
4. 1 lot at 2.4 ha
5. 1 lot at 4 ha and
6. 1 lot at 4.206

Access for each lot will require culverts to be installed, with seven (7) lots having access from Boundary Road, and 6 lots having access from Lachlan Valley Way.

**Subject Site and Locality Deception**

The subject site is Lot 3 DP1268143, 11 Boundary Road Hillston New South Wales 2675, with the total area of the site being 30.874 hectares. The area is semi-rural, with a zoning of R5 Large Lot Residential, in accordance with *Carrathool Local Environmental Plan (LEP) 2012*.

**Financial implications**

Nil

**Statutory implications (Governance including Legal)**

Nil

**Policy implications**

Nil

**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**

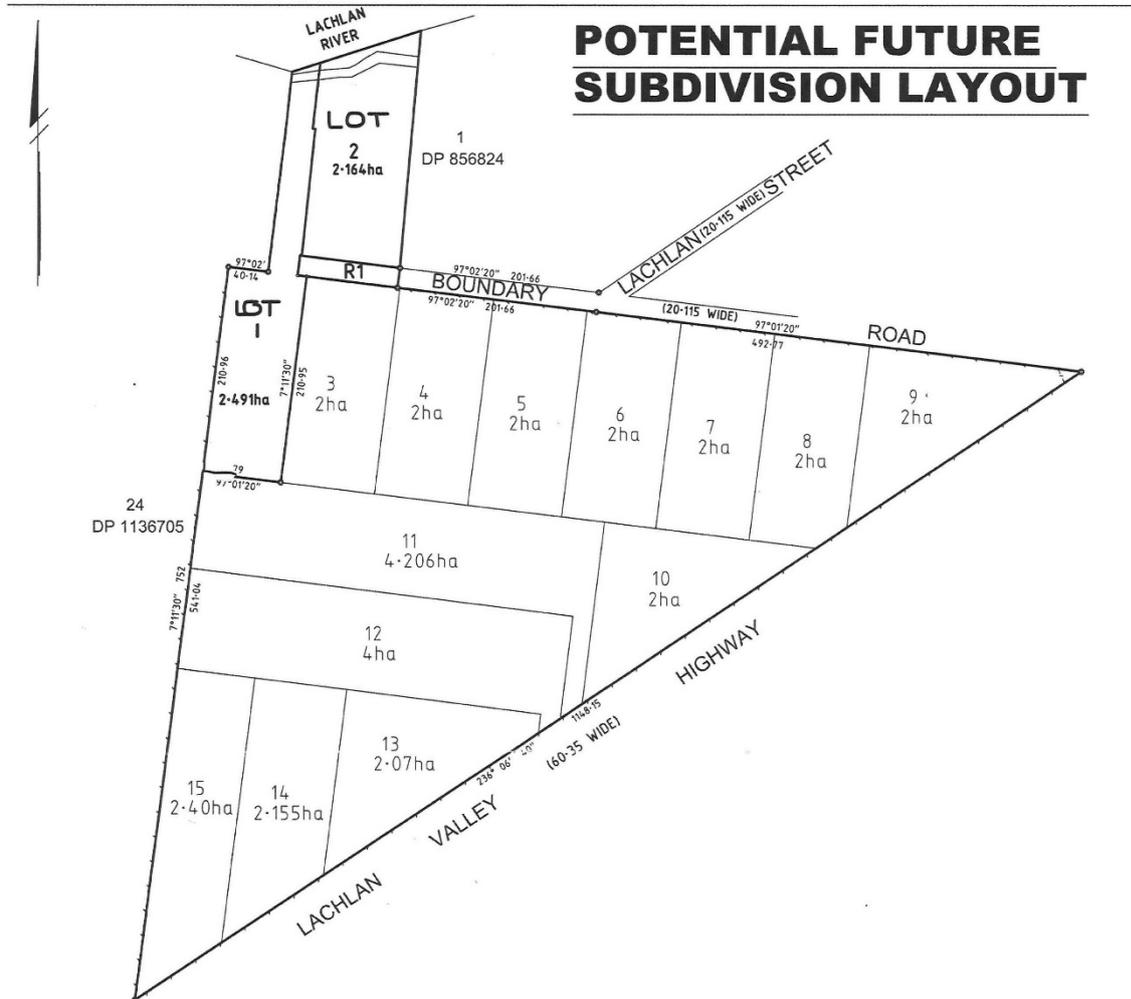
Nil

**Recommendation:**

**That Council resolve to grant Development Consent for DA2022/008 for a 13-lot subdivision subject to the conditions imposed.**

**ATTACHMENT – SITE PLAN**

**SUBDIVISION PLAN**



**ATTACHMENT - DRAFT CONDITIONS DA2022/008**

**1. PLANS**

The development shall be undertaken generally in accordance with the stamped approved plans detailed as follows except where modified in red or by any of the following conditions:

Title/Plan no:	Subdivision Plan of Lot 3 Known as 11 Boundary Rd, Hillston NSW
Ref no:	None
Sheet no:	1 of 1
Drawn by:	Unknown
Dated:	None

**2. SUBDIVISION CERTIFICATE REQUIRED**

The applicant must obtain a Subdivision Certificate, pursuant to Section 6.3 of the *Environmental Planning and Assessment Act 1979*, as amended from Council, prior to its lodgement with the Lands Titles Office.

The Final Survey Plan (two paper copies and an electronic copy) must be submitted to Council along with the application for Subdivision Certificate and associated checklist.

NOTE: Council will only consider issuing a Subdivision Certificate in relation to this subdivision when it is satisfied that all conditions of development consent relating to the subdivision have been complied with and the appropriate fee paid.

**3. EVIDENCE OF REGISTRATION OF SUBDIVISION**

No work is to commence until such time as the subdivision approved under Development Application 2022/008 has been registered with the Land Titles Office. In this regard, a Construction Certificate will not be issued to erect buildings until appropriate evidence has been received to indicate the subdivision has been registered.

**4. ALL-WEATHER ACCESS**

The construction of a 4.0-metre-wide all-weather vehicular access from the road to each proposed Lot property boundary is required. No work is to commence until such time as the subdivision approved under Development Application 2022/008 has been registered with the Land Titles Office. This access roadway must be appropriately formed and contain suitable measures for the prevention of soil erosion, including mitre drains and piped culverts where necessary. All such works are to be completed at the cost of the developer.

**5. WATER & SEWER SYSTEMS**

Each of the proposed lots will not be connected to Council's reticulated water and sewer systems. Any future dwellings on the individual lots are to have an on-site sewer Management system (OSSMS) and adequate water supply via rainwater tanks installed on site.

**REASON:** Council's water and sewer infrastructure is unable to be extended to service the subdivision.

**PRIOR TO ISSUE OF SUBDIVISION CERTIFICATE**

**6. ELECTRICITY SUPPLY**

A notice of arrangement from the electricity supply authority shall be provided to Council, prior to the issue of a subdivision certificate, stating that-

- a) All required easements have been shown on the plan, if any; and
- b) All required works for electrical reticulation have been carried out (or satisfactory arrangements made for them to be carried out).

**REASON:** To ensure that adequate provision has been made for services.

7. Unless the Registered Proprietor obtains the prior written consent of Council, the Registered Proprietor shall not:
- (i) Construct more than one dwelling on the Lot Burdened;
  - (ii) Construct any building of the nature known as semi-detached duplex on the Lot Burdened;
  - (iii) Install any building of the nature known as a 'donga' on the Lot Burdened;
  - (iv) Use or permit to be used the Lot Burdened for any purpose other than as a private dwelling;
  - (v) Alter a building on the Lot Burdened in such a way as to create a further dwelling on the Lot Burdened;
  - (vi) No garage or outbuilding shall be erected or permitted on the Lot Burdened except until after or concurrently with the erection of a dwelling;
  - (vii) No garage or shed on the Lot Burdened shall be used as, or converted for the use as, any habitable area. For the purpose of this restriction a habitable area shall be defined as any room capable of being lived in, and shall include kitchens, bedrooms, bathrooms, living rooms, rumpus rooms and sunrooms, or the like, either singularly or in combination with each other, or with other rooms, however, this does not exclude the installation of a toilet and basin.

### **REASONS FOR CONDITIONS**

The reason for the imposition of the above consent conditions is as follows:-

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. *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.

**10.24 Finance Report – Statement of Bank Balances – September 2021**

FM:RPT:SR

Author: Director Corporate &amp; Community Services

Purpose: Statement of Bank Balances – September 2021

**Background**

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

<b>Statement of Bank Balances as at 30 September 2021</b>				
<b>CASHBOOK SUMMARY</b>				<b>Data for September 2021</b>
<b>Balance As at 1/9/2021 (Consolidated Funds)</b>				<b>\$374,968.02</b>
		<b>Add For September 2021</b>	<b>Total for 1/7/2021 to 30/6/2022</b>	
Rates/Water/Debtor Receipts	\$2,707,753.48	\$330,525.66	\$3,038,279.14	
Investments Recalled	\$3,500,000.00	\$1,600,000.00	\$5,100,000.00	
RMS - RMCC, Block, Repair	\$3,159,653.35	\$0.00	\$3,159,653.35	
RMS - Bridge	\$0.00	\$0.00	\$0.00	
RMS - Flood Damage	\$0.00	\$3,566,758.17	\$3,566,758.17	
RMS - Regional Roads	\$0.00	\$0.00	\$0.00	
Grant - Roads to Recovery Program	\$76,985.00	\$0.00	\$76,985.00	
FAG - General & Local Roads	\$874,387.00	\$0.00	\$874,387.00	
All Other Misc Grant Payments	\$45,047.94	\$0.00	\$45,047.94	
Planning Receipts	\$33,856.20	\$52,148.00	\$86,004.20	
Plant / Property Trade-Ins & Sales	\$0.00	\$154,712.00	\$154,712.00	
Other Receipts	\$822,683.98	\$382,632.52	\$1,205,316.50	
<b>Sub Total Receipts</b>	<b>\$11,220,366.95</b>	<b>\$6,086,776.35</b>	<b>\$17,307,143.30</b>	<b>\$6,086,776.35</b>
		<b>Add For September 2021</b>	<b>Total for 1/7/2021 to 30/6/2022</b>	
<b>LESS PAYMENTS</b>				
Wages (Net of PAYG & Other Deductions)	(\$920,976.39)	(\$401,055.27)	(\$1,322,031.66)	
Plant Acquisitions	(\$139,556.02)	(\$235,578.21)	(\$375,134.23)	
Invested	(\$4,100,000.00)	(\$3,300,000.00)	(\$7,400,000.00)	
Other Creditors Payments	(\$5,895,174.31)	(\$2,384,333.76)	(\$8,279,508.07)	
<b>Sub Total Payments</b>	<b>(\$11,055,706.72)</b>	<b>(\$6,320,967.24)</b>	<b>(\$17,376,673.96)</b>	<b>(\$6,320,967.24)</b>
<b>Cashbook Balance 30/9/2021</b>				<b>\$140,777.13</b>
<b>BANK STATEMENTS</b>				
<b>Opening Balance 1/9/2021 (CSC's CBA Main Transaction Account)</b>				<b>\$369,737.84</b>
Less Bank Payments				<b>(\$6,210,393.24)</b>
Plus Bank Receipts				<b>\$5,991,618.32</b>
<b>Total As Per Bank Statements</b>				<b>\$150,962.92</b>
Plus Unpresented Deposits				<b>\$991.00</b>
Less Unpresented Cheques				<b>(\$11,176.79)</b>
<b>Reconciliation Cash Book Balance to Bank Statements 30/9/2021</b>				<b>\$140,777.13</b>

**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 30 September 2021 and confirm payment of accounts as summarised in the reconciliation statement totalling \$6,320,967.24.**

**10.25 Finance Report – Investments Schedule – September 2021**

FM:RPT:SR

Author: Director Corporate & Community Services

Purpose: Schedule of Investments – September 2021

**Background**

Carrathool Shire Council Investments - As at 30 September 2021							
Last Month (As at 31/8/21)	Financial Institution	Date Raised	Interest Rate	Duration (Days)	Maturity Date	Current Month (As at 30/9/21)	Change
\$511,172.60	CBA	15-Jun-21	0.38%	6 Months	13-Dec-21	\$511,172.60	\$0.00
\$531,478.88	CBA	29-Sep-21	0.24%	91 Days	29-Dec-21	\$531,985.61	\$506.73
\$503,000.12	CBA	23-Jul-21	0.32%	150 Days	20-Dec-21	\$503,000.12	\$0.00
\$507,733.76	CBA	30-Sep-21	0.26%	120 Days	28-Jan-22	\$508,318.00	\$584.24
\$502,048.58	CBA	27-Sep-21	0.26%	120 Days	25-Jan-22	\$502,419.96	\$371.38
\$501,405.78	CBA	28-Jun-21	0.32%	4 Months	26-Oct-21	\$501,405.78	\$0.00
\$501,146.85	CBA	02-Jun-21	0.34%	6 Months	29-Nov-21	\$501,146.85	\$0.00
\$502,214.03	CBA	29-Jul-21	0.31%	153 Days	29-Dec-21	\$502,214.03	\$0.00
\$501,524.66	CBA	29-Sep-21	0.24%	91 Days	29-Dec-21	\$502,002.83	\$478.17
\$501,759.11	CBA	31-Aug-21	0.34%	7 Months	28-Jan-22	\$501,759.11	\$0.00
\$0.00	CBA	27-Sep-21	0.24%	93 Days	29-Dec-21	\$500,000.00	\$500,000.00
\$0.00	CBA	27-Sep-21	0.24%	93 Days	29-Dec-21	\$500,000.00	\$500,000.00
\$505,305.94	CBA	15-Jun-21	0.36%	4 Months	13-Oct-21	\$505,305.94	\$0.00
\$501,869.86	CBA	28-Sep-21	0.26%	121 Days	27-Jan-22	\$502,750.54	\$880.68
\$500,000.00	CBA	05-May-21	0.33%	180 Days	01-Nov-21	\$500,000.00	\$0.00
\$500,000.00	CBA	10-Jun-21	0.31%	4 Months	08-Oct-21	\$500,000.00	\$0.00
\$500,000.00	CBA	10-Jun-21	0.34%	6 Months	07-Dec-21	\$500,000.00	\$0.00
\$500,000.00	CBA	30-Jun-21	0.35%	6 Months	29-Dec-21	\$500,000.00	\$0.00
\$500,000.00	CBA	31-Aug-21	0.33%	4 Months	29-Dec-21	\$500,000.00	\$0.00
\$500,000.00	CBA	31-Aug-21	0.36%	8 Months	28-Apr-22	\$500,000.00	\$0.00
\$510,126.74	Bendigo Bank	04-Jul-21	0.30%	6 Months	04-Jan-22	\$510,126.74	\$0.00
\$95,763.18	Bendigo Bank	03-May-21	0.35%	7 Months	03-Dec-21	\$95,763.18	\$0.00
\$501,741.79	Bendigo Bank	02-Jul-21	0.30%	186 Days	04-Jan-22	\$501,741.79	\$0.00
\$512,932.44	Bendigo Bank	05-Apr-21	0.35%	214 Days	05-Nov-21	\$512,932.44	\$0.00
\$25,108.66	Bendigo Bank	10-Aug-21	0.35%	7 Months	10-Mar-22	\$25,108.66	\$0.00
\$516,582.45	Bendigo Bank	08-Jul-21	0.30%	6 Months	08-Jan-22	\$516,582.45	\$0.00
\$509,447.07	Bendigo Bank	02-Jul-21	0.30%	186 Days	04-Jan-22	\$509,447.07	\$0.00
\$502,684.93	Westpac	28-Jan-21	0.35%	10 Months	24-Nov-21	\$502,684.93	\$0.00
\$520,934.33	NAB	30-Aug-21	0.20%	3 Months	29-Nov-21	\$520,934.33	\$0.00
\$534,097.23	NAB	29-Sep-21	0.20%	90 Days	28-Dec-21	\$534,360.63	\$263.40
\$501,048.40	NAB	22-Sep-21	0.20%	90 Days	21-Dec-21	\$501,295.50	\$247.10
\$501,180.61	NAB	26-Jul-21	0.20%	3 Months	25-Oct-21	\$501,180.61	\$0.00
\$502,396.52	NAB	26-Aug-21	0.20%	90 Days	24-Nov-21	\$502,396.52	\$0.00
\$502,865.57	NAB	16-Sep-21	0.20%	90 Days	15-Dec-21	\$503,626.07	\$760.50
\$568,794.18	NAB	20-Jul-21	0.20%	90 Days	18-Oct-21	\$568,794.18	\$0.00
\$513,147.92	NAB	01-Aug-21	0.20%	3 Months	01-Nov-21	\$513,147.92	\$0.00
\$502,072.34	NAB	30-Jul-21	0.25%	6 Months	31-Jan-22	\$502,072.34	\$0.00
\$503,629.57	NAB	22-Sep-21	0.20%	90 Days	21-Dec-21	\$503,877.94	\$248.37
\$500,678.32	NAB	18-Aug-21	0.20%	3 Months	16-Nov-21	\$500,678.32	\$0.00
\$511,908.09	NAB	17-Sep-21	0.20%	90 Days	16-Dec-21	\$512,543.41	\$635.32
\$509,138.76	NAB	29-Jul-21	0.25%	6 Months	28-Jan-22	\$509,138.76	\$0.00
\$515,012.67	NAB	29-Jul-21	0.20%	90 Days	27-Oct-21	\$515,012.67	\$0.00
\$501,422.67	NAB	30-Aug-21	0.20%	3 Months	29-Nov-21	\$501,422.67	\$0.00
\$534,191.15	IMB	26-Jul-21	0.20%	92 Days	26-Oct-21	\$534,191.15	\$0.00
\$511,719.27	IMB	03-Sep-21	0.20%	91 Days	03-Dec-21	\$511,987.19	\$267.92
\$525,329.10	IMB	19-Jul-21	0.20%	91 Days	18-Oct-21	\$525,329.10	\$0.00
\$0.00	IMB	27-Sep-21	0.19%	101 Days	06-Jan-22	\$500,000.00	\$500,000.00
\$0.00	IMB	27-Sep-21	0.19%	101 Days	06-Jan-22	\$500,000.00	\$500,000.00
\$504,681.57	IMB	22-Jun-21	0.22%	182 Days	21-Dec-21	\$504,681.57	\$0.00
\$500,000.00	IMB	29-Jul-21	0.20%	92 Days	29-Oct-21	\$500,000.00	\$0.00
\$503,843.81	IMB	23-Jul-21	0.20%	91 Days	22-Oct-21	\$503,843.81	\$0.00
\$508,150.29	IMB	15-Jul-21	0.20%	91 Days	14-Oct-21	\$508,150.29	\$0.00
\$506,840.06	IMB	27-Jul-21	0.30%	92 Days	27-Oct-21	\$506,840.06	\$0.00
<b>\$24,028,129.86</b>						<b>\$26,033,373.67</b>	<b>\$2,005,243.81</b>
<b>ON CALL INVESTMENTS</b>							
\$3,682,394.90	CBA	Variable	0.25%	N/A	On Call A/c	\$3,382,647.65	(\$299,747.25)
	Summary Movements On Call Funds		CBA				
	01-Sep-21	Interest	\$252.75				
	During Month	From On Call Funds	(\$1,600,000.00)				
	During Month	To On Call Funds	\$1,300,000.00				
	On Call Funds - Net Change for Month		(\$299,747.25)				
<b>\$3,682,394.90</b>						<b>\$3,382,647.65</b>	<b>(\$299,747.25)</b>
<b>\$27,710,524.76</b>						<b>\$29,416,021.32</b>	<b>\$1,705,496.56</b>
I certify that the above Investments have been made in accordance with the Local Government Act, the Regulations thereunder and Council's Investment Policy.							
Signed copy held in Council records			<b>Robert Rayner</b>				
			<b>Director Corporate Services</b>				

**Analysis – Opening and Closing Balances:**

<b>Investment Type</b>	<b>Opening Balance 01/07/2021</b>	<b>Closing Balance 30/09/2021</b>	<b>Change During August 2021</b>
CBA - On Call Funds	\$4,081,828.60	\$3,382,647.65	(\$699,180.95)
CBA - IBD	\$8,069,270.92	\$10,073,481.37	\$2,004,210.45
IMB	\$3,592,183.21	\$5,095,023.17	\$1,502,839.96
Bendigo Bank	\$2,665,590.52	\$2,671,702.33	\$6,111.81
NAB	\$7,683,544.57	\$7,690,481.87	\$6,937.3
Westpac	\$502,684.93	\$502,684.93	\$0.0
<b>Total</b>	<b>\$26,595,102.75</b>	<b>\$29,416,021.32</b>	<b>\$4,219,280.47</b>

**Analysis – Change During Month:**

	<b>Change During September 2021</b>
ADD – Interest Incorporated in IBDs Rolled Over	\$5,243.81
ADD – New IBDs	\$252.75
LESS – IBDs recalled	\$0.00
ADD – Interest from On Call Funds	\$2,000,000.00
LESS – On Call Funds recalled	(\$1,600,000.00)
ADD – Funds applied to On Call Funds	\$1,300,000.00
<b>Total Change for Month</b>	<b>\$1,705,496.56</b>

**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                      \$25,108.66

**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 30 September 2021.**

**10.26 First Quarter Budget Review 2021/22**

FM:AUD:REP

Author: Director Corporate &amp; Community Services

Purpose: Review Revenue & Expenditure Projections – 1<sup>st</sup> Quarter of 2021/22Separately Circulated: Consolidated Budget Review Statement – 1<sup>st</sup> Quarter 2021/22**Background**

Council is required to report not later than 2 months after the end of each quarter (except the June quarter), a budget review statement that shows, by reference to the estimate of income and expenditure set out in the statement of the council's revenue policy included in the operational plan for the relevant year, a revised estimate of the income and expenditure for that year.

The separately circulated Budget Review Statement relates to the General Fund, Water Supply & Sewer Services from 1 July 2021 to 30 September 2021.

This Statement provides a global analysis of actual revenue and expenditure for the 1<sup>st</sup> Quarter of 2021/22 and includes the following summaries:

- General Fund Operational Service Summary;
- General Fund Operational Vote Variation Commentary;
- General Fund Capital Expenditure;
- General Fund Capital Vote Variation Commentary;
- Water & Sewer Operational Summary,
- Water & Sewer Operational Vote Variation Commentary,
- Water & Sewer Capital Expenditure
- Water & Sewer Capital Vote Variation Commentary,
- Movements associated with External & Internal Restrictions on Cash & Investments.

**Financial Implications****General Fund - Adjusted Bottom Line Analysis:**

The adopted Operational Plan for the general fund showed a surplus budget of \$24,292 for 2021/22. The net vote variations proposed for the 1<sup>st</sup> Quarter of 2021/22 result in a surplus of \$655,532.

The adopted Operational Plan for the water funds showed a deficit budget of \$75,450 for 2021/22. The net vote variations proposed for the 1<sup>st</sup> Quarter of 2021/22 result in a deficit of \$69,484.

The adopted Operational Plan for all the sewer funds showed a surplus budget of \$114,325 for 2021/22. The net vote variations proposed for the 1<sup>st</sup> Quarter of 2021/22 result in a surplus of \$126,217.

**Contracts Awarded by Council:**

The following Table provides details of various contracts and the payments that have been made by Council:

<b>Contractor</b>	<b>Details</b>	<b>Contract Value</b>	<b>Start Date</b>	<b>Duration of Contract</b>	<b>Budgeted Y/N</b>
Civil & Earth Aust P/L	Hillston Riverbank Stabilisation Construction Works	\$1,041,656	August 21	N/A	N Subject to grant funding
Midland P/L	Plant - Lowloader	\$254,431	Sept 21	N/A	Y
LG Civil P/L	Carrathool Rd Design & Construct	\$1,773,607	Sept 21	2021/22	Y

**Legal & Consultancy Fees Incurred – as at 30 September 2021:**

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

Details of legal & consultancy fees paid are shown below:

<b>Expense</b>	<b>Q1 Expenditure (\$)</b>	<b>Budgeted (Y/N)</b>
Consultants	0	
Legal Fees	0	

**Cash & Investments Held – as at 30 September 2021:**

As at 30 September 2020, Council had the following cash amounts (which had been reconciled to the various control accounts within the Practical System) namely:

Cash at Bank (All Funds)	\$140,777
<u>Investments (On Call &amp; Term Deposits)</u>	<u>\$29,416,021</u>
Cash & Investments – as at 30/09/2021	<b><u>\$29,556,798</u></b>

**Statutory Implications**

*Local Government Act 1993*  
*Local Government General Regulation 2005*  
 QBRS Guidelines, Office of Local Government 2010

**Policy Implications**

Nil

**Risk Implications**

Nil

**Community Strategic Plan**

Theme 5. Leadership and Governance

**Report by Responsible Accounting Officer:**

The following statement is made in accordance with Clause 203 (2) of the Local Government (General) Regulations 2005:

It is my opinion that the Quarterly Budget Review Statement for Carrathool Shire Council for the Quarter ended 30 September 2021 indicates that Council's projected financial position at 30 June 2022 will be satisfactory at year end, having regard to the projected estimates of income and expenditure and the original/revised budgeted income and expenditure.

**Recommendation:**

**That the Budget Review for the 1<sup>st</sup> Quarter of 2021/22 be received and the vote variations as listed in the Budget Review Statements be made.**

**10.27 Pecuniary Interest Returns**

GOV:CRS:PEC

Author: Director Corporate & Community Services

Purpose: To table completed pecuniary interest returns

**Background**

Section 449 of the *Local Government Act 1993* requires Councillors and Designated Officers to complete a pecuniary interest return and lodge it with the General Manager within 3 months of 30 June each year.

Council's current policy identifies the following staff positions as designated officers:

- General Manager
- Director Infrastructure Services
- Director Corporate & Community Services

All Councillors and designated officers have completed the pecuniary interest return for the period 1 July 2020 to 30 June 2021.

In accordance with both the *Local Government Act 1993* and the Model Code of Conduct 2020 (clause 4.25), returns are required to be lodged with the General Manager within 3 months of 30 June each year and must be tabled at the first meeting of the council after the last day the return is required to be lodged.

A folder with the returns has been tabled and is available for perusal.

**Financial Implications**

Nil

**Statutory Implications**

*Local Government Act 1993* s449

**Policy Implications**

Council Policy 21 - Designated Officers' Pecuniary Interest Provisions

Model Code of Conduct 2020.

**Risk Implications**

If pecuniary interest returns are not completed correctly, Councillors and designated officers may be held accountable and be subject to disciplinary actions

**Community Strategic Plan**

Theme 5 - Leadership and Governance

**Recommendation:**

**That Councillors note the tabling of the pecuniary interest returns for the period 1 July 2020 to 30 June 2021.**

**10.28 Councillor Expenses and Facilities Report**

GOV:COU:BPEF

Author: Director Corporate and Community Services

Purpose: To report on councillor expenses and facilities for the year ended 30 June 2021

**Background**

Council Policy 82, 'Councillor Expenses & Facilities Policy' requires that a detailed report on the provision of expenses and facilities to councillors be tabled at a council meeting and published in full on Council's website every six months. The report is to include expenditure summarised by councillor together with whole of council totals.

The information provided below is for the 2020/21 financial year and will appear in Council's annual report. The annual report will be published on Council's website. The details are as follows:

Councillor	Members Fees	Mayoral Allowance	Travel Allowance	Training Expenses
Darryl Jardine	\$12,159.96	\$26,529.96	\$987.48	
Scott Groat	\$12,159.96		\$1,404.00	
Mick Armstrong	\$12,159.96		\$374.40	
Russell Campbell	\$12,159.96		\$243.36	
David Fensom	\$12,159.96		\$686.40	
Bev Furner	\$12,159.96		\$1,068.60	
Bill Kite	\$12,159.96		\$1,801.80	
Geoff Peters	\$12,159.96		\$383.76	
Brett Lewis	\$3,039.99		\$54.60	
<b>Total</b>	<b>\$100,319.67</b>	<b>\$26,529.96</b>	<b>\$7,004.40</b>	<b>NIL</b>

Councillor expenses for conferences, seminars and meetings totalled \$3,080.93.

All councillors are provided with an Apple iPad and have access to the facilities in a common room. The Mayor also has access to a furnished office.

**Financial implications**

All expenditure was within the allocated budget funding.

**Statutory implications (Governance including Legal)**

Nil

**Policy implications**

In accordance with the Council's Councillor Expenses and Facilities Policy.

**Risk implications**

Nil

**Community Strategic Plan**

Theme 5 - Leadership and Governance

**Recommendation:**

**That Council note the report on Councillors Expenses and Facilities and that it will appear in the annual report for 2020**

**10.29 Council Policy 153 – Community Grants and Donations**

POL:CWP:AP

Author: Director Corporate & Community Services

Purpose: To consider the attached review of the existing Council Policy 153 – Donation/ Assistance and Sponsorship

Attachment: Draft Policy 153 – Community Grants and Donations, Existing Policy 153 Donation/Assistance and Sponsorship

**Background**

At the August meeting of Council, it was resolved that the existing Donation/Assistance and Sponsorship Policy be reviewed (Minute 1762). The policy layout has been simplified and reworked to ensure a more user-friendly document. Procedural information such as eligibility and assessment criteria have been removed and included with application forms in information packs which will be supplied to potential applicants on request.

**Issues**

Nil

**Financial implications**

In developing the annual Operational Plan, Council budgets for programs included in this policy.

**Statutory implications (Governance including Legal)**

*Local Government Act 1993 (as amended) s356, s377 and s610e*

Community Strategic Plan – Towards 2030

**Policy implications**

It is standard practice to review Council policies regularly to ensure continuing functionality. This policy was last reviewed in July 2017.

**Risk implications**

Nil

**Community Strategic Plan**

Theme 1 - An Inclusive, Connected and Healthy Community

**Recommendation:**

**That Council:**

1. approve the draft **Community Grants and Donations Policy** and place the draft policy on public exhibition for 28 days.
2. adopt the policy after the exhibition.

**ATTACHMENT**

Doc Id:

**Council Policy 153**



**Community Grants and Donations Policy**

Application	All Staff/General Public
Responsible Officer	Director Corporate & Community Services
File No	
Authorised by	
Effective Date	
Distribution	Internet / Intranet

**Purpose**

To provide a basis for the operation of Council's Community Grants and Donations program

**Reference**

*Local Government Act 1993 (as amended) s356, s377 and s610e*  
 Community Strategic Plan – Towards 2030

**Policy statements**

Carrathool Shire Council recognises the importance of assisting non-profit community groups and organisations that are interested in, and are working towards, the enhancement and wellbeing of its community.

Council's community grants program is designed to provide opportunities for community groups and organisations to identify and respond to local issues and needs through the provision of assistance towards new projects or additions to existing projects and activities.

There is an upper limit of \$1,500 for each community grant and the grant must not total more than 50% of the cost of the project.

Applications for community grants open annually in July/August. Details of the program are advertised on Facebook, in local print media and on Council's website. Application packs will be available to download on Council's website. Packs contain both application forms and eligibility/assessment criteria.

Council provides additional donations and assistance to the community through the following programs:

- Recurrent Funding Program – applications close last business day in January each year
- Quick Response Grant (QR) – maximum \$1,000 with applications considered on submission
- Youth Development QR – maximum \$250 with applications considered on submission
- Sponsorships – applications for assistance for new or one-off events may be submitted at any time
- Use of Council plant at minimum cost – community organisation requests considered on application

Guidelines on eligibility and assessment criteria for these programs are available by contacting Council's Goolgowi office on 6965 1900.

Uncontrolled document when printed. Please refer to website or intranet for controlled document	Effective Date:	22.10.2019
	Version No.:	3



## Council Policy 121

### Work Health & Safety

Carrathool Shire Council will endeavour to reduce hazards in the workplace for its employees, by ensuring that a safe and healthy working environment is maintained. As a component of the work health and safety management practices of Council, WH&S principles must be considered when in-kind support is provided.

### Revision Table

Minute /Date	Amendment Summary	Reason or Reference
31/08/2021	Complete Rework of Policy	Review

### Associated Documents

Community Grants Program Guidelines  
 Additional Grants & Donations Guidelines

### Review

This policy may be amended from time to time and will be reviewed within four years of its adoption (or latest amendment) with reference to any relevant legislation and best practice guides.



### Donations/Assistance and Sponsorship Policy

Application	Councillors, Council Staff and General Public
Responsible Officer	Director Corporate & Community Services
File No	CM:POL:CWP
Authorised by	General Manager
Effective Date	260/18.07.17
Distribution	Internet / Intranet / Public Exhibition

**Purpose**

To broadly cover Carrathool Shire Council’s means of providing assistance to organisations, community groups and individuals and more specifically the processes and procedures that apply to its grant programs.

Carrathool Shire Council recognises the importance of assisting non profit community groups and organisations that are interested in, and are working towards, the enhancement and wellbeing of its Community.

Council provides assistance via a number of avenues including grants, sponsorship, donations, use of Council’s plant and/or labour resources and the waiving of Council fees and charges. This policy will guide and assist Council in assessment of these requests.

**Definitions**

For the purposes of this policy “Assistance” refers to financial support, waiving of fees and charges and use of Council’s resources.

**Reference**

Section 356, 377 and 610E of the *Local Government Act 1993 (as amended)*, Community Strategic Plan Securing our Future Together 2012 to 2022.

**Policy Statements**

- To comply with the provisions of the Local Government Act 1993.
- To provide a framework within which requests to Council for financial assistance are assessed.
- To ensure transparency and accountability to the Community.
- To provide an accessible and equitable process for non-profit organisations and individuals to seek support from Council.

**Avenues for Assistance**

The below table provides a summary of the various assistance measures available:

Community Grants Scheme	<p><u>One off Projects</u> (Maximum \$1,500.00)                  Provides funding support to community groups and organisations in their endeavours to establish, strengthen and/or implement projects which will benefit the Carrathool Shire Community. Subsidy support can also be provided via use of Council’s plant and/or labour resources. It also supports applications for waiving of hire fees for Council’s facilities. Applications open once per year.</p>
-------------------------	--

O:\Typing Drafts\Typing to Be Done\Donations Assistance and Sponsorship Policy v3 153.docx	Effective Date:	18.07.17
Uncontrolled document when printed. Please refer to website or intranet for controlled document	Version No.:	3



	<p><u>Recurrent Funding Program</u> Community groups and organisations can apply for recurrent establishment funding for a maximum of three years for projects and activities of Community benefit. Applications are to be submitted by January for consideration in the forthcoming financial year.</p>
Quick Response Grants	<p><u>Community Support – One off projects (Maximum \$1,000)</u> This grant fund is designed to respond to activities that support the community that arise unexpectedly with limited notice outside of the once yearly funding round of the Community Grants Scheme and applies to requests for funding, in-kind support, waiving of Council fees and charges, the use of Council facilities and other assets. .</p> <p><u>Youth Development (Maximum \$250)</u> This fund is available to support young individuals who have been selected to participate at a State, National or International level event in sport, academia or arts.</p>
Sponsorships	<p>Requests for sponsorship must have a clear benefit for the Community and Council and will be assessed at time of receipt. Council has current commitments to sponsoring a number of longstanding regular events within the Community. These are recognised in Appendix 3.</p>
Use of Council Plant	<p>Council is committed to assisting worthy community organisations to perform and/or carry out their community activity by making available at minimal cost Council plant and equipment. It is an accepted practice that Council employees donate their labour to such community organisations.</p>

This Policy does not cover donations or assistance for matters pertaining to financial hardship. This is covered by a separate policy – refer to:

- Rates – Hardship Assistance for Rates & Annual Charges Policy.

**Process involved with management of community strengthening and quick response grants:**

All requests for assistance are received by the Corporate & Community Services Division. Corporate & Community Services processes the applications according to program guidelines. Other relevant Council staff will be consulted for a preliminary evaluation. All information is then assessed with a recommendation provided to Council. Necessary reporting and follow up with acquittals will be undertaken by Corporate & Community Services.

**Funding Pool**

An annual allocation is set aside by Council to support the Community Grants Scheme and the Quick Response Grants. No further funds will be available for the year should these funds become exhausted unless Council approval is sought.

**Assessment**

Assessment of applications to both the Community Grants Scheme and the Quick Response Grants will be guided by scoring against the assessment criteria table and Community Grants Scheme Guidelines Refer Appendix 2.

O:\Typing Drafts\Typing to Be Done\Donations Assistance and Sponsorship Policy v3 153.docx	Effective Date:	18.07.17
Uncontrolled document when printed. Please refer to website or intranet for controlled document	Version No.:	3



**IMPORTANT NOTE:**

During the assessment it may be elected to fund none, some or all of the eligible applications according to the funding available. Council's decision will be final and no correspondence will be entered into.

**Funding Agreement**

All successful applicants will be required to sign a funding agreement prior to assistance being released acknowledging acceptance of the following conditions:

- That Council will be acknowledged as providing funds for the project (use of Council logo on flyers etc)
- Assistance provided is to be expended only on projects outlined in the funding application
- That a fully completed acquittal report will be submitted by date specified on the agreement including evidence of project completion
- Projects/activities are agreed to be commenced within 6 months of receiving funding

Assistance will be released once the signed agreement is received by Council

**Acquittal Report**

An acquittal report will be required for all assistance provided. The amount of detail required will be directly relevant to the amount of assistance provided. Amounts of under \$1,000 value will require completion of a one page report and submission of at least one piece of evidence to show that the project was undertaken and finished.

Grants with amounts of \$1,000 or more will require the additional submission of a financial report and/or invoice(s) and other relevant evidence.

**Individual requirements for all forms of assistance**

Specific information (including requirements) for each form of assistance is listed on the following pages.

**Community Grants Scheme – Maximum \$1,500.00**

Carrathool Shire Council offers Community Grants to support the efforts to build upon the strength and life of the communities within the Shire. These grants are designed to provide opportunities for community groups and organisations to identify and respond to local issues and needs by providing assistance with developing new or building upon existing projects and activities.

Assistance is provided financially and/or subsidy support for Community projects/activities via use of Council's plant and/or labour resources, as well as waiving of hire fees of Councils facilities.

Utilisation of Councils resources and reduction or waiving of fees still incurs a cost to Council, whereby the estimated value of such resources will be taken into consideration when calculating the amount of the application. This will ensure a measure of equity between all program applicants regardless if their request is for financial and/or "in-kind" support. General eligibility conditions apply.

Examples of subsidy support items are road closures for events, waste services for events, venue hire, and one off ground preparation, design and printing. General eligibility conditions apply.

O:\Typing Drafts\Typing to Be Done\Donations Assistance and Sponsorship Policy v3 153.docx	Effective Date:	18.07.17
Uncontrolled document when printed. Please refer to website or intranet for controlled document	Version No.:	3



Available: Once per year in July/August  
 Promoted: Advertised on Facebook in the Area News & Spectator and Website: [www.carrathool.nsw.gov.au](http://www.carrathool.nsw.gov.au)  
 Eligibility: General Eligibility (Appendix 1)  
 Apply: By completing all details on the Community Grants Application Form

**Recurrent Funding Program**

Organisations applying for recurrent assistance (financial and/or subsidy grant) will be considered as part of the budget process of Council. Recurrent funding will only be provided for up to a 3 year period. Funding beyond this will require a fresh application and assessment of the goals and outcomes of the project.

General eligibility conditions apply **with the addition** of the following:

- ✓ Applications must be received before February for consideration in the upcoming financial year budget considerations.
- ✓ Provide an evidence base for their proposal.
- ✓ Demonstrate clearly the need for support beyond a 12 month period.
- ✓ Provide a copy of their financial statements from the previous financial year
- ✓ Agree to provide an annual report on their activities and application of funds received and a final report at the end of the three year period. Failure to provide adequate reporting may jeopardise future requests.

Available: Once per year in February  
 Promoted: Advertised on Facebook in the Area News & Spectator and Website: [www.carrathool.nsw.gov.au](http://www.carrathool.nsw.gov.au)  
 Eligibility: General Eligibility (Appendix 1)  
 Apply: By completing all details on the Recurrent Funding Application Form

**Quick response grant**

All requests for assistance are received by the Corporate & Community Services Division.

- Community Support QR – Maximum \$1,000

The purpose of this grant is to respond to opportunities that have clear community benefit and arise unexpectedly with little notice and fall outside the normal application openings for Council’s other programs. General eligibility conditions apply with an additional requirement that applications have to show why a quick response is necessary.

Projects/activities requiring a quick response because of poor planning will not be considered.

Available: All year round  
 Promoted: Details available at [www.carrathool.nsw.gov.au](http://www.carrathool.nsw.gov.au)  
 Eligibility: General Eligibility (Appendix 1)  
 Apply: By completing all details on the Quick Response Grant Form

**Youth Development QR – Maximum \$250**

This fund is available to support the youth of the Carrathool Shire who demonstrate high achievement in a cultural, academic or sporting activity and have been nominated to represent at a State, National or International level. Applicants must reside within the Carrathool Shire Local Government Area and be aged under 21. This grant is aimed at assisting individuals and not intended for local teams. Council reserves the right to apply

O:\Typing Drafts\Typing to Be Done\Donations Assistance and Sponsorship Policy v3 153.docx	Effective Date:	18.07.17
Uncontrolled document when printed. Please refer to website or intranet for controlled document	Version No.:	3



limits to the number of times that a particular individual is supported.

- Available: All year round
- Promoted: Details available at [www.carrathool.nsw.gov.au](http://www.carrathool.nsw.gov.au)
- Eligibility: As stated above
- Apply: By completing all details on the Youth Development Grant Form

**Sponsorships**

All requests for assistance are received by the Corporate & Community Services Division.

Council currently supports a set number of regular longstanding local events with sponsorship (financial and resources). A list of the current sponsorships supported by Council is attached at Appendix 3.

Council will consider assistance on application for new or one off events and applications may be received at any time.

Applications for assistance will need to be supported by:

- A clear description of the event, including the objective and goals for holding the event, including a clear set of measurable outcomes, the target market, likely benefits to the economy of Carrathool Shire.
- A description of the assistance required from Council that clearly demonstrates the need for this support.
- If the event was held in previous years, a copy of the financial statements from the previous financial year.
- Agreement to provide an annual report on activities and application of funds received and a final report at the end of the three year period. Failure to provide adequate reporting may jeopardise future requests.

- Available: All year round
- Promoted: Details available at [www.carrathool.nsw.gov.au](http://www.carrathool.nsw.gov.au)
- Eligibility: As stated above
- Apply: By completing all details on the Sponsorship Request Form

**Use of Council Plant**

All requests for assistance are received by the General Manager.

Council is committed to assisting worthy community organisations to perform and/or carry out their community activity by making available at minimal cost Council plant and equipment. It is an accepted practice that Council employees donate their labour to such community organisations.

- Council plant will be made available to carry out works for worthy community organisations for the cost of fuel and wages only.
- All appropriate Council procedures are to be completed before plant is allocated, including ensuring that operators are appropriately qualified.
- A plant hire form is to be completed prior to the utilisation of the plant.

- Available: All year round
- Promoted: Details available at [www.carrathool.nsw.gov.au](http://www.carrathool.nsw.gov.au)
- Eligibility: As stated above
- Apply: By completing all details on the Use of Council Plant form

O:\Typing Drafts\Typing to Be Done\Donations Assistance and Sponsorship Policy v3 153.docx	Effective Date:	18.07.17
Uncontrolled document when printed. Please refer to website or intranet for controlled document	Version No.:	3



**Other support outside of the grant program**

Council provides annual financial contributions to schools within the Shire towards their awards nights. These are listed at Appendix 3

Council also support the community through assistance with hosting Community events such as Seniors Week, International Women’s Day, Youth Week, Volunteers Week, and other activities as it deems appropriate. This support is managed by the Corporate & Community Services division through separate budgets which are outside the grants allocation.

Charles Sturt Scholarships Program is managed under a separate budget.

**Associated Documents**

- Community Grants Scheme Guidelines

**Review**

This policy may be amended from time to time and will be reviewed within four years of its adoption (or latest amendment) with reference to any relevant legislation and best practice guides.

SIGNED: ..... POSITION: GENERAL MANAGER

DATE:...../...../.....

**Revision Table**

Minute /Date	Amendment Summary	Reason or Reference
16/08/2016		Public Exhibition
214/16.05.17	Quick Response Grants	Review
260/18.07.17	Appendix 3 – Hook Line Sinker Fest	Review

O:\Typing Drafts\Typing to Be Done\Donations Assistance and Sponsorship Policy v3 153.docx	Effective Date:	18.07.17
Uncontrolled document when printed. Please refer to website or intranet for controlled document	Version No.:	3



**Appendix 1**

**General Criteria**

Eligibility

- ✓ Only non-profit organisations or groups within the Carrathool Shire Local Government Area can apply
- ✓ Assistance will only be provided to establish, strengthen and/or implement projects which can demonstrate clear benefits for the Carrathool Shire Community
- ✓ Can demonstrate contributions in the form of cash, voluntary service and/or in-kind support – see note below
- ✓ Projects must not duplicate an existing service or activity
- ✓ Applications must be properly completed with all relevant information provided

What will not be supported

- × Applications from commercial organisations/sole traders
- × Fundraisers and general donations to registered charities
- × Ongoing staffing and operational costs
- × Political parties or activities
- × Activities that are overtly religious in nature
- × Schools or tertiary institutions (outside of Council’s annual sponsorship of presentation awards) and Charles Sturt Scholarships
- × State or Federal Government departments or agencies

**Conditions**

- Incomplete applications will not be considered. **It is the responsibility of the applicant to seek advice from Council staff to clarify any issues with completion of the form well before it is due for submission.**
- Grants will not be issued retrospectively
- Approval is subject to annual budgetary limits with no further support available once the pool is exhausted.
- Any previous grant funding will need to have been successfully acquitted in the time allowed
- Only one application per group per year
- Any asset, fixture or fitting acquired through the Grants program and located on Council owned or managed property will remain in Council ownership

**Community Contributions towards projects/activities**

Contributions by the Community allows Council to support local priorities while encouraging communities to become self driven and sustainable. Community contributions can include direct cash input through donations, income generated, fundraising or “in-kind” contributions such as donated supplies/materials and volunteer time. As a guide general volunteer time contributed to a project should be calculated at \$25 and volunteer professional advice/service at \$75.

O:\Typing Drafts\Typing to Be Done\Donations Assistance and Sponsorship Policy v3 153.docx	Effective Date:	18.07.17
Uncontrolled document when printed. Please refer to website or intranet for controlled document		Version No.:
		3



**Appendix 2**

**Assessment for community & quick response grants**

Assessment will be guided by scoring against the Assessment Criteria set out in the table below.

Assessment will be undertaken by a panel of at least 3 relevant staff depending on the nature of the applications and will include at least one Director.

All panel members will be required to notify prior to assessment of any conflicts of interest that has potential to impact on their judgement of the applications.

All applications will be submitted to Council at the next available Council meeting with all applicants being notified of the result of their application not later than 1 week thereafter.

Quick Response Grants will be subject to approval by the Council with applications reported to the next available council meeting.

<b>Assessment Criteria</b>	<b>Weighting or Score (out of)</b>
Evidence of level of funds available from other sources such as cash and/or in-kind contributions provided by the group towards the project	20
A need has been demonstrated with details provided to show that the project is appropriate to that need	20
Links to the strategies of the Community Strategic Plan have been identified	12
Shows ability to manage the grant	12
The purpose has been clearly stated	12
There is a clearly defined community target group e.g. village, sporting group, young people, seniors	12
The application lists strong partnerships and shows community involvement	12
<b>TOTAL SCORE</b>	<b>/100</b>

**Assessment for sponsorships**

The assessment for applications for assistance for Events will be undertaken by the Director Corporate & Community Services, in consultation with the Director Development Services, and General Manager.

Events assistance will be subject to approval by the Council with applications reported to the council at the next available council meeting.

**Approval for the use of Council plant**

The approval to use Council plant on community projects must be granted by the General Manager, or delegated persons.

**Assessment and Approval for Youth Development**

The assessment for applications for assistance for Youth Development will be undertaken by the Director Corporate & Community Services in consultation with the Director Development Services, and approved by the General Manager and/or Mayor.

O:\Typing Drafts\Typing to Be Done\Donations Assistance and Sponsorship Policy v3 153.docx	Effective Date:	18.07.17
Uncontrolled document when printed. Please refer to website or intranet for controlled document	Version No.:	3



**Appendix 3**

**Set Donations as approved by Council are as follows:**

**Events List**

Anzac Day Marches	\$500 (volunteers signage & printing)
Birds of the Bush Festival	\$550 (Insurance)
Carrathool Races	in kind support
Hillston Hook Line & Sinker Festival	in kind support
Hillston Show Society	in kind support & printing
Hillston Triathlon	in kind support and signage

**School List**

Carrathool Public School	\$ 50
Goolgowi Public School	\$ 50
Hillston Central School (Primary)	\$ 50
Hillston Central School (Secondary)	\$100
Rankins Springs Public School	\$ 50

O:\Typing Drafts\Typing to Be Done\Donations Assistance and Sponsorship Policy v3 153.docx	Effective Date:	18.07.17
Uncontrolled document when printed. Please refer to website or intranet for controlled document	Version No.:	3

**10.30 Economic Development Unit Report – October 2021**

ED:TOUR:TEP

Author: Economic Development Officer

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

**Background****2021 Summer Season Pool Parties**

Planning has commenced for the Annual Council Pool Parties which will be held at the Goolgowi and Hillston Pools. The events will be held in November/December with the actual dates yet to be confirmed. Entertainment will include water slides, jumping castles, a free barbeque as well as ice cream for all children attending.

**Benny Walker Concert and Workshops**

This activity has now been re-scheduled (again) to 22nd October 2021, after postponements due to COVID lockdowns. As previously advised, the EDU, in collaboration with South West Music and South West Arts, has assisted in the holding of the concert in Hillston Hall. The concert will follow school music workshops at Hillston Central School. Benny is a singer songwriter across various music genres including ballads, blues and rock. The concert and workshops are funded through CreateNSW.

**Kidman Way Promotional Committee**

The EDU is currently revamping the Kidman Way website in conjunction with other member Councils. A review of future trade show participation is also underway. The new website is planned to be operational by December/January 2022.

**Australia Day 2022**

Planning has commenced for the Australia Day 2022 celebrations which are due to be held in Carrathool. The 2022 event will be held at the Carrathool Racecourse and will have a family picnic theme. To encourage attendance from the community, attractions such as a water slide, a jumping castle and laser tag games have already been booked. Entertainment and catering will be confirmed in the coming weeks. The EDU has submitted an EOI to the Australia Day Council to participate this year in the Ambassador Program which will bring a sporting or civic celebrity or similar to the event.

**Tourism Photos**

The EDU has engaged 2 photographers to compile a portfolio of relevant images to update Council's Tourism Photo Library persons. As well as images for tourism purposes, the photos will be appropriate for other uses such as website, publications, staff recruitment and social media. The photography will be conducted over a 3-month period to ensure the best possible results.

**Shop Carrathool Shire Gift Card Program - Why Leave Town**

As previously advised, the EDU has commenced the initial stages of the new Shop Carrathool Shire Gift Card Program. The aim of this program is to encourage locals to shop within the Carrathool Shire by the purchase of our local branded gift cards which can only be redeemed at participating businesses within the Shire. Many businesses have already registered to participate. The program launch date is planned for mid-October when the gift cards arrive.

**Cemetery History**

The EDU has assisted a local historian in compiling a comprehensive narrative of historic interments as a result of tragedy in various public and private cemeteries within the southern parts of the Shire. The EDU will be working with the Merriwagga Tabbita Gunbar Goolgowi History Group regarding a possible application for a 2022 Council Community Grant to assist with costs incurred in publishing the book.

**Financial implications**

Existing EDU budget and grant funding.

**Community Strategic Plan**

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

- 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 Officer's report for October 2021.**

**11. Committee Reports**

Nil

**12. Closed Council Reports**

**12.1 Medical Centre Services - Hillston**

CP:LEA:HMC

Author: General Manager

Purpose: To inform Council of the status of the Medical Centre services.

**Background**

Council is asked to consider this report Medical Centre Services - Hillston in Closed Council under the provisions of section 10A (c) of the *Local Government Act 1993*

**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*.**

**12.2 Cowper Street – Land Acquisition**

RD:RR:368R:TSR

Author: Director Infrastructure Services

Purpose: To inform Council of land to be acquired for the realignment of Cowper Street/The Springs Road intersection.

**Background**

Council is asked to consider this report Cowper Street – Land Acquisition/The Springs Road intersection in Closed Council under the provisions of section 10A (c) of the *Local Government Act 1993*

**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*.**

**12.3 NSW Planning Portal Grant Funds**

DBC:PRCS

Author: General Manager

Purpose: To inform Council of status of expenditure of Planning Portal Grant Funding.

**Background**

Council is asked to consider this report NSW Planning Portal Grant Funding in Closed Council under the provisions of section 10A (c) of the *Local Government Act 1993*

**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*.**

**12.4 Audit, Risk and Improvement Committee**

CM:AUD:OC

Author: General Manager

Purpose: To inform Council of developments in regard to the above committee.

**Background**

Council is asked to consider this report Audit, Risk and Improvement Committee in Closed Council under the provisions of section 10A (c) of the *Local Government Act 1993*

**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 at the Goolgowi Council Chambers on **a date to be advised in January 2022** commencing at **10.00am**.