



ORDINARY MEETING AGENDA

15 March 2022

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



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Definitions

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

Council's Vision & Goals

Motto

Council's Motto is:

"Promoting our future through diversity"

Vision

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

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

The vision is the long term planning focus of council.

Mission

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

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

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

Values

We value:

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

ORDINARY COUNCIL MEETING AGENDA
OF THE CARRATHOOL SHIRE COUNCIL TO BE HELD
AT THE GOOLGOWI COUNCIL CHAMBERS ON
TUESDAY, 15 March 2022 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 15 February 2022

5. Business Arising

6. Motions & Questions (notice given)

7. Presentations/Public Addresses (where scheduled)

Parts of the Meeting that can be Closed to the Public

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

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

Matters & Information

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

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

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

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

8. Mayoral Report

8.1 Mayors Report

GOV:MCCC:AGA

Author: Mayor Jardine

Purpose: To inform Council of the Mayor's activity for February 2022.

Background

Since the last Council meeting I have attended a board meeting of Riverina and Murray Joint Organisation (RAMJO) and in the company of the Deputy Mayor and the General Manager attended the Local Government NSW Special Conference in Sydney.

RAMJO Board Meeting

Following the recent Council elections, a new chair and deputy chair were elected by the member Councils – congratulations to Cr Matthew Hannon from Berrigan Shire who was elected chairperson and also to Cr Pat Bourke from Federation Council who was elected deputy chairperson.

During the meeting representatives received updates from Mr Giles Butler, Director of the Riverina Murray office of the Department of Regional NSW.

The Office of Local Government was represented by the engagement officer, Mr Cameron Templeton and the Executive Director Local Government Ms Ally Dench.

Following the Joint Organisation Review it appears there is no commitment from the State Government to fund the operation of the joint organisations and the review has identified the sustainability of the Riverina and Murray Joint Organisation as marginal. The financial forecast for RAMJO general fund is a deficit of \$252,866 for the current financial year.

Local Government NSW Special Conference

The conference was held over 3 days commencing Monday 28 February 2022.

On the Monday afternoon I attended the politician's forum, given the weather issues facing the government at that time there was no minister available and while understandable it was disappointing considering Local Government NSW is the peak body of all Councils and County Councils across NSW.

Tuesday was reserved for debate on motions I was able to support several motions moved by Hay Shire Council in regard to the criteria for distribution of the Financial Assistance Grants and cost shifting by the state to local Councils.

It is clear there is a different focus on issues between rural, regional and metropolitan Councils. There was a focus on climate change and the environment as well as planning and development concerns from the larger Councils. Rural Councils seem to be concentrating on roads and services to a dispersed population.

The Deputy Mayor may wish to provide comment on her observations of the conference.

The 2022 Local Government Annual Conference to be held Sunday 23 October to Tuesday 25 October 2022 at Crown Plaza Hunter Valley, (close to Cessnock).

Recommendation:

That Council note the Mayors report to the March 2022 meeting.

9. Delegates Report

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> .	Response received requesting further information.

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.	To commence following spot rezoning in Hillston.

1754/17.08.21 – Application for Mobile Food Van

Responsible Officer: MBRS

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

1794/21.09.21 – Back Hillston Road Resheet

Responsible Officer: DIS

DECISION	ACTION TAKEN
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.	

1848/ 19.10.21 – Economic Development Unit Report – October 2021

Responsible Officer: EDO

DECISION	ACTION TAKEN
That the EDO investigate possible grant funding for research and publication of other historically significant sites throughout the Shire.	Pending

1851/ 19.10.21 – Cowper Street – Land Acquisition

Responsible Officer: DIS

DECISION	ACTION TAKEN
Staff report back to the Council on costs and a new design for the road opening.	Pending – report this meeting

0041/ 15.02.22 – Australia Day Event and Categories

Responsible Officer: EDO

DECISION	ACTION TAKEN
Staff report back to the Council on reviewing starting times and categories for the Australia Day Event.	Pending – report May 2022.

0055/ 15.02.22 – Hillston Heavy Vehicle Bypass - Update

Responsible Officer: DIS

DECISION	ACTION TAKEN
The GM call for EOI for feasibility study for a bypass east of Cowper St linking to Milton St.	Pending
Staff report to Council for low-cost options to improve the Cowper St, Springs Rd Intersection.	Pending

0077/ 15.02.22 – Lake Woorabinda

Responsible Officer: GM

DECISION	ACTION TAKEN
Staff review the status of the Lake and foreshore use and management report back to the Council.	Pending. April meeting.

Recommendation:

That Council note the update on action report for February 2022.

10.2 Precis of Correspondence

GOV:MCCC:AGA

Author: General Manager

Purpose: Matters for consideration by Council

Information Items: 10.2.1 Bert Eade – Hillston RSL Sub-Branch
 10.2.2 United Services Union
 10.2.3 Resilience and Recovery Agency

10.2.1 Bert Eade – Hillston RSL Sub-Branch Memorial Stone

Requesting permission to install a stone tablet detailing Hillston residents who served their country following WW2. Stating the cost will be met by the sub-branch, however a donation would be appreciated.

Recommendation:

For Council determination

10.2.2 United Services Union – Rate Cap 2022

Writing to advise Council they have engaged Professor Brian Dollery to commission a report regarding rate pegging in NSW Local Government as well as concerns regarding the methodology used by IPART to determine the rate cap for next financial year.

A copy of Professor Dollery’s report is included in the business paper envelope.

Recommendation:

That Council note the report by Professor Brian Dollery regarding rate cap and methodology of IPART determination as commissioned by the United Services Union.

10.2.3 Resilience and Recovery Agency – Waiving Hire Fees Stan Peters Oval

Requesting Council wave the hire fees for the use of the Stan Peters’ Oval for the Sara Storer concert to be held on 24 March 2022.

The usual fee charged is \$350.00 per day.

Recommendation:

For Council determination.

10.2.4 Hillston Central School – Waiving Hire Fees Community Hall Hire

Requesting the waiver of fees for the use of the Hillston Community Hall for practice sessions and for the two performance days for the concert.

The cost to hire the hall for eight practise sessions and two performances followed by a clean-up session amounts to \$1,365.

Schools are funded by the state government and with Council only allowed a 0.7% increase in rates this financial year all reductions in revenue need to be considered.

Recommendation:

That Council inform the Hillston Central School that due to financial constraints it is unable to waive fees for the use of the Hillston Community

10.3 Western Regional Planning Panel - Representation

LUP:PL:SEPP

Author: General Manager

Purpose: To inform Councillors of the current status of representation on the Regional Planning Panel.

Background

Council has been contacted by the NSW Department of Planning, following the Council Election to nominate representatives on the Western Regional Planning Panel.

Issues

Following the election Council will need to nominate representatives.

Planning panels (outside of Greater Sydney Region) operate in the Hunter and Central Coast, Southern NSW, Northern NSW, and Western NSW.

The planning panels determine “regionally significant” development applications

- Development with a capital investment of over \$30 million
- Development with a capital investment of over \$5 million where the development is Council related, lodged by the crown, private infrastructure and community facilities
- ECO tourist facilities
- Extractive industries.

Developments of state significance are not determined by Planning Panels, The Minister for Planning is generally the consent authority for state significant developments.

Local Councils are required to carry out a proper and professional assessment of a proposal for the planning panel to determine a development application.

Financial Implications

Nil

Statutory Implications (Governance including Legal)

Panels are formed under the *Environmental Planning and Assessment Act 1979*.

Policy Implications

Council has previously appointed the Mayor and General Manager as representatives on the panel.

Risk Implications

Nil

Community Strategic Plan

Nil

Recommendation:

That Council nominate the Mayor and General Manager as its representative for the Western Regional Planning Panel

10.4 Councillor Superannuation Payments

GOV:CNL:BPEF

Author: General Manager

Purpose: To determine whether superannuation contribution payments will be made on behalf of Councillors from 1 July 2022.

Background

The Local Government Amendment Act 2021 (Amendment Act) was passed by the NSW Parliament on 13 May 2021. One of the reforms in the Amendment Act was to give Council the option to make superannuation contribution payments for councillors from 1 July 2022.

Issues

Under Section 254B of the NSW Local Government Act 1993, Council will have the option to make superannuation contribution payments equivalent in amount to superannuation guarantee payments (currently 10%). Payments must be made as a contribution to a superannuation account nominated by a councillor.

To approve the superannuation contribution payments under the new legislation, Council are required to:

- (a) pass a resolution at an open meeting to make the superannuation contribution payments to its councillors, and
- (b) councillor's must nominate a superannuation account for the payment, before the end of July 2022.

If Council approves the superannuation contribution payment, councillors individually; still have the option to agree in writing to forgo or reduce the payment.

Additionally, a councillor is not taken to be an employee of a council and is not disqualified from holding civic office merely because a superannuation contribution payment is made. A superannuation contribution payment does not constitute salary for the purposes of any legislative Act.

Financial implications

The draft 2022/23 budget which is currently in development includes proposed payments to the Mayor and Councillors totalling \$159,000 pending the final IPART determination. Superannuation contributions of 10% would require an addition to the 2022/23 budget of \$15,900 should Council resolve to commence superannuation contributions.

Statutory implications (Governance including Legal)

Local Government Act 1993 – s254B, s251

Policy implications

Nil

Risk implications

Nil

Community Strategic Plan

Theme 5 - Leadership & Governance

Recommendation:

That Council determine whether superannuation contribution payments equivalent to the superannuation guarantee are made for Councillors from 1 July 2022.

10.5 Community Strategic Plan

CM:PLN:SCBP

Author: General Manager

Purpose: To inform Council of the Progress of the Community Strategic Plan.

Separately Circulated: Draft Community Strategic Plan

Background

Sec 402 of the Local Government Act requires Council to develop a Community Strategic Plan (CSP) (with a minimum 10 year timeframe) identifying the main priorities and aspirations of the community for the future of the local government area.

The community strategic plan must be reviewed every 4 years and each newly elected Council must complete the review by 30 June in the year following the local government elections and maintain a minimum 10 year horizon.

Issues

Community consultation was held over the months of October and November 2021 to talk with people and get their input into the future of the shire area. Council staff visited all towns and villages within the shire on two occasions and gathered community input. The purpose being to determine whether community priorities and objectives remained the same or if there were any significant changes that would affect Council strategies.

In total 586 people engaged with Council during the consultation process.

Overall the feedback from the community was positive and consistent with services provided by Council. For the purpose of the CSP comments and feedback regarding community expectations and needs fall broadly within the following five goal categories;

Goal 1 – Thriving and Livable Community

The presentation of the towns, streets, park and gardens, came through as important. The Lachlan River and well maintained open spaces were also well covered with the community wanting to take advantage of the natural landscape. The Lake Woorabinda precinct was highly regarded with the development and use of this asset identified as a priority.

The availability of land for housing was also strongly identified through the process to enable the community to grow and for people to remain in the towns.

Goal 2 – Accessible and Connected

It was identified as important that the road network is reliable and well maintained. Pedestrian access to facilities was also to the fore of the community feedback.

The ability to move freight and produce via the road network was also an expectation.

Goal 3 – Resilient and Welcoming

Issues of concern were the ability to retain our young people within the Shire by improving opportunities for them. Each town and village has a strong sense of community and looking out for each other.

Tourism and the economic base of the shire were identified as important, identifying tourism opportunities also ranked high in the feedback.

Also important was the ability for the population to age in place, within their community.

Goal 4 – Reliable and Relevant Services

Water and waste were recognised as major areas of concern. Other areas where Council is currently providing services include library, public infrastructure, roads, parks and gardens. It was important that services are reliable and meet the needs of the community, that they are effectively maintained satisfactorily to continue to provide current services.

Goal 5 – Civic Leadership and Governance

Identified themes that came from the consultation were that people had an opportunity for input into the direction and decisions of Council and that their input was considered in making decisions.

People also wanted to be informed about what was happening and that the leadership of the shire was strong and effective.

Delivery Program

Council is also required to develop a delivery program – this document is designed to be a single point of reference for all the principal activities undertaken by Council during its term in Office.

Should Council be satisfied with the direction of the CSP the delivery program will be developed from the goals of the CSP.

Operational Plan

Supporting the delivery program is the annual operational plan – it outlines the individual projects and activities that will be undertaken each year.

Financial implications

The CSP has been reviewed by Council staff, there has been no external consultants used to produce the plan.

Statutory implications (Governance including Legal)

Local Government Act 1993
Local Government (General) Regulation 2021
Office of Local Government – IP & R guidelines 2021

Policy implications

Nil

Risk implications

Nil

Community Strategic Plan

Nil

Recommendation:

That Council review the draft Community Strategic Plan and provide input into the document.

10.6 Infrastructure Report

RD:IR

Author: Director Infrastructure Services

Purpose: To Summarise Infrastructure Services Activities for February 2022

Attachment: Register of Roads Maintenance

Background

Reporting Period 22 January 2022 to 18 February 2022

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 ²)		Mowing and Slashing (hect)		Culverts & Pits Maintenance (ea)	
Crows Nest Road	8	Cahills Road	6	Pinteebakana Road	5
Lachlan River Road	125	Erigolia Road	27	Whitton Stock Route	10
Melbergen Road	110	Melbergen Road	24	TOTAL	15
Munros Road	18	Merungle Road	10.76	Servicing Signs (ea)	
Murrumbidgee River Road	259	Parrs Road	4	Boorga Road	2
Roto Road	150	Whitton Stock Route	2.5	TOTAL	2
Henry Street	898	TOTAL	74.26	Replace Signs (ea)	
TOTAL	1568	Maintenance Grading (cl kms)		Back Hillston Road	1
Inspect Regional & Local Roads (ea)		Back Hillston Road	3	Langtree Road	1
Back Hillston	1	Grieves Road	22.3	Weavers Road	1
Murrumbidgee River Road	1	Hillmans Road	5.5	TOTAL	3
TOTAL	2	Ilkadoon Road	3.4		
		Jardines Road	5		
		Lowlands Road	35		
		McGills Road	4		
		Motts Road	4		
		Parkers Road	4.5		
		Pleasant Valley Road	7.4		
		Roberts Road	3		
		Sloans Road	13		
		Wee Elwah Road	15.5		
		Wiltshire Road	2		
		TOTAL	127.6		

Regional Roads

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

Description	244R Tabbita Lane	321R Rankins Springs Rd	368R The Springs Rd	501R Lachlan Valley Way	80R Mossgiel Rd	371R Lake Cargelligo Rd
Temporary Pavement Repair (m ²)		77	32			60
Inspect Regional & Local Roads (ea)						
Mowing and Slashing (hect)	30		8	13.6		
Vegetation Control (ea)						
Litter & Amenity Maintenance (job)				3		

Traffic Counters (ea)						
Guide Posts (ea)						
Replace Signs (ea)				1	2	
Maintenance Grading (cl kms)			8		2.5	
Stock grid Maintenance (ea)						

TfNSW Road Maintenance Council Contract

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

Code	Description	Unit	Accomplishment
A-312	Trim tree branches	each	4
A-316	Remove tress	each	3
A-421	Service Toilet	each	6
A-428	Service Rest Area	each	17
C-111	Safety Inspection	km	330.6
C-201	Repair Pothole	each	2
C-204	Minor Pavement Patching	m ²	1270
C-301	Remove Dead Animal	ea	1
C-611	Reinstate non-pavement delineation	each	1
S-272	Sweep Road Pavement	km	12.1

Urban Maintenance

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

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

Description	Activity	Carrathool	Goolgowi	Hillston	Merriwagga	Rankins Springs	Total Hours per Activity
Patching	1110/ 1150						0
Footbridge Maintenance	1200						0
Drainage & S/Water	1510						0
Sign Maintenance	1610						0
Sign Replacement	1620						0
Resealing	4000						0
Mowing	5100	11.75	124.50	104.50	16	73	329.75
Slashing	5200	64.50	8	137.50	11	69	290
Spraying	5300			97.50		8	105.50
Tree Maintenance	5400			42		8.50	50.50
Tree Removal	5410						0
Watering	5500		12	44.50	2		58.50
Weeding	5600	8		28		14	50
Mowing – Stan Peters Oval	5710			25.50			25.50
Slashing – Stan Peters Oval	5720			8.50			8.50
Spraying – Stan Peters Oval	5730			14.50			14.50
Watering – Stan Peters Oval	5740			13			13

Weeding – Stan Peters Oval	5750			10			10
Playground Equipment	5800			2			2
Litter Collection	6100	5	12.50	16.50	7.50	10.50	52
Street Sweeper	6200			27			27
Hand Broom Gutters	6300			4		2	6
Toilets	6400	8	3	35	6.5	9	61.50
Footpath Maintenance	7100			3.50			3.50
Clear Culverts	7100	4		5			9
Street Maintenance	7200			4		6	10
Miscellaneous Items	7500						0
Playground Inspection	7510						0
Office	7520						0
Town Improvements	7530						0
Graffiti Removal	7540						0
Park Furniture/Fences	7540		5.50	5		2	12.50
Total Hours per Town		101.25	165.50	627.50	43	202	1139.25
Town % of Total Hours		8.89%	14.53%	55.08%	3.77%	17.73%	

Sewer Maintenance

Description	Service Line Chokes	Mainline Chokes	Overflows	Pressure System Fault	Pump Station Fault	New Connections	Screen Unit Faults
Hillston	1				2		
Goolgowi					2		
Rankins Springs Sullage							
Totals	1	0	0	0	4	0	0

Water Maintenance

Description	Mainline Breaks	Service Line Breaks	Water Meter/Tap Leaking	Pump Station Faults	Telemetry Faults
Hillston		1	1	2	1
Langtree (Langtree Bore/Merriwagga/Goolgowi)					
Yoolaroi/Goolgowi Rural (Palmyra to Y4 & Y5/Y6)				1	1
Bunda/Goorawin	1				
Carrathool		1			
Merriwagga Village	1	1			
Goolgowi Village Raw				2	
Goolgowi Village Potable					
Rankins Springs Potable				3	
Rankins Springs Raw Town	1				
Rankins Springs Rural					
Melbergen				2	
Total	3	3	1	10	2

Project Updates:

Hillston Floodplain Management Study:

A flood committee meeting is scheduled for March. Works on the project are progressing satisfactorily. Milestone 4 deadline has been revised to April 2022, Milestone 5 is due for completion May 2022. The full Grant acquittal is expected to be completed by July 2022.

Hillston Riverbank Stabilisation Project:

DPIE have advised that Council were successful in their funding for the construction component of the project. Council personnel met with the contractor (Civil & Earth) over the month of December to commence the methodology of the works and some planning. With the Lachlan River levels receding, works can commence as soon as the contractor is ready.

Integrated Water Cycle Management Strategy (IWCM):

The IWCM is a 30-year plan for Councils water and sewer infrastructure to provide appropriate, affordable, cost-effective and sustainable services that meet community needs and protect public health and the environment.

Council expects the first draft issue paper to be presented to the Infrastructure department for review in early March.

Public Works Advisory will present the final draft issue paper to the Project Reference Group (PRG). The PRG is made up of representatives from the council, NSW public works (PWA), Department of primary industry and Environment (DPIE), NSW public Health units and neighbouring Councils. This meeting is expected to be held in early April 2022, with the final issue paper brief being presented to Council in May 2022.

IWCM strategy is expected to be completed by December 2022.

Mossiel Road Construction:

Road construction for 2.77km has been completed to Merrowie Creek. Table drain reconstruction has been completed and an extension of 1km road construction was also completed and sealed in early February. In addition to this 1.4km of existing pavement over Merrowie Creek was also resealed.

Remote Airstrip Upgrade Program – Round 8

The reseal of the Hillston Aerodrome was completed in early February. The application was a 7mm spray seal to the existing bitumen runway only. Other items for this project include upgrade of the tie down areas for light aircraft as well as edge line marking. The project is fully funded from the Federal Government at a value of \$150,000. The project is expected to be completed by June 2022.

High St – Stage 4 Rehab

The planning for these works is well underway with construction expected to commence in April 2022. The rehab of part of High St from Hughie Cameron Park to the Roundabout adjacent to the Oval and to the railway line is in dire need of repairs. This section of road is a shared asset between State Government and Council, where TfNSW primarily own and maintain the traffic lanes. Works are expected to be completed over a 2-month period.

Jacksons Bridge

With the Lachlan River level receding, planning is currently underway for the finalisation of the bridge. The contractor (Murray Constructions) is expected to be on site over the month of March to complete the works. The final tie beam, decommissioning of the temp bridge and site tidy up are the remaining works. Official opening of the bridge is scheduled for May 2022.

Financial Implications

Nil

Statutory Implications (Governance including Legal)

Nil

Policy Implications

Nil

Risk Implications

Nil

Community Strategic Plan

Theme 2 - Infrastructure for a Sustainable Future

Recommendation:

That Council note the Infrastructure Report for February 2022.

ATTACHMENT

Register of Local Road Maintenance					
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	Road Hierarchy
6	Avondale Road	108	27/07/2017	4.00	1 Regional Roads
2	Back Hillston Road	109	9/02/2022	3.00	2 School Bus Routes
4	Bakers Road	110	6/08/2021	4.40	3 Link Roads
	Bales Avenue	101	23/10/2019	4.00	4 Strategic Link Roads
2	Bandys Road	204	4/08/2021	1.40	5 Collector Roads
6	Barrys Road	112	14/12/2021	3.00	6 Local Roads
4	Barrys Scenic Drive	113	13/01/2022	8.10	7 Local Roads - Maintenance as Required
7	Belaley Road	114	20/03/2019	3.58	
7	Berangerine Road	115	15/01/2018	1.00	
4	Billings Road	116	21/12/2021	11.85	
3	Black Stump Road	118	14/01/2022	35.00	
6	Blackgate Road	117	10/10/2019	9.00	
3	Booligal Road	119	6/07/2021	9.00	
4	Boorga Road	120	6/12/2021	4.00	
	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	2/11/2021	1.00	
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	3/11/2021	2.30	
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	18/02/2022	22.30	
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	16/02/2022	5.50
6	Holdens Road	164	24/07/2019	8.00
6	Huxleys Road	165	18/07/2019	13.00
2	Ilkadoon Road	166	21/01/2022	2.00
6	Jardines Road	167	15/02/2022	5.00
6	Jennings Road	168	28/10/2021	4.40
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	13/01/2022	17.00
2	Lowlands Road	175	18/02/2022	35.00
6	Luelfs Road	176	15/10/2021	9.86
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	31/01/2022	4.00
7	McKays Road	182	30/08/2021	7.10
	McKenzies Lane	183	8/06/2021	1.00
2	McKinley Road	184	17/01/2022	1.00
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	19/10/2021	20.00
2	Merungle Road	192	9/12/2021	17.30
7	Mitchell Track	189	23/11/2017	4.50
2	Mitchells Road	193	10/12/2021	2.80
6	Monia Gap Road	202	31/08/2021	6.00
7	Moores Road	195	11/09/2018	4.00
2	Motts Road	196	31/01/2022	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	Nancarrows Lane	203	7/10/2021	3.80
	Norwood Lane	205	9/09/2021	3.00
6	OBriens Road	206	4/10/2017	2.50
7	ODonnells Road	207	20/03/2018	4.00
6	OKeffes Road	208	16/09/2021	7.50
7	Old Gunbar Road	209	25/07/2019	9.50
2	Parkers Road	210	25/01/2022	4.50
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	8/12/2021	8.00
6	Pleasant Valley Road	217	4/02/2022	7.40
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	6/10/2021	8.00
7	Roberts Road	224	14/02/2022	3.00
PRV	Rothdene Lane	242	30/06/2019	0.50
2	Roto Road	225	29/07/2021	13.00
6	Ryans Road	226	13/12/2021	7.00

	Saleyard Lane	194	12/08/2015	3.00
6	Sawmill Road	227	8/09/2021	1.00
6	Schmetzers Lane	228	6/10/2021	6.50
2	Schneiders Road	229	19/01/2022	4.70
	Simpkins Lane	231	30/07/2019	2.00
6	Sloanes Road	232	10/02/2022	13.00
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	18/01/2022	4.00
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	7/10/2021	0.90
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	7/02/2022	15.50
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	10/02/2022	2.00
5	Wollarma Road	260	23/11/2021	15.50
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

10.7 Request to go to Tender – LRCI Phase 3

CM:TND

Author: Director Infrastructure Services

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

Background

At the February Council meeting, Council approved the construction of 5.6km of new pavement for the Lachlan River Road with a budget amount of \$1.3m

Issues

Under the funding conditions, the project requires to be delivered by June 2023. 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 5.6km of gravel road located at the northern end of Lachlan River Road near Wallanthery. The pave and seal project will involve the following:

- New double sealed section of pavement 5.6km
- Subgrade strengthening
- Removal of some large trees due to safety
- Improved drainage

Financial Implications

Project is fully funded under the LRCI Phase 3 program.

Statutory Implications (Governance including Legal)

Local Government Act 1993 Sec 55

Local Government (General) Regulation 2021 - Regulation 166, Regulation 167

Policy Implications

In line with Council's Procurement Policy 137

Risk Implications

Upgrading of the Lachlan River 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 select the open tender method in accordance with clause 166c of the Local Government (General) Regulation 2021 for the design and construction of 5.6 km of Lachlan River Road.

10.8 Request to go to Tender – Rankins Springs Flood Study

CM:TND

Author: Director Infrastructure Services

Purpose: To request approval from Council to go to tender for the Rankins Springs Township Flood Study.

Background

The Floodplain Management Program provides financial support to local councils and eligible public land managers to help them manage flood risk in their communities. The program supports the implementation of the NSW Government's Flood Prone Land Policy, which is outlined in the Floodplain Development Manual.

Support provided under the programs usually involves \$2 from government for every \$1 provided by the applicant.

Under the 2021–22 funding round, \$9,537,320 was awarded to local councils and other authorities to undertake 49 projects to assess the risks and reduce the impacts of flooding in New South Wales.

Issues

Over the month of February, Council were notified of the successful funding application for the Rankins Springs Flood Study. The Department of Primary Industries & Environment (DPIE) have issued the funding deed to Council for the amount of \$64,000.

Under clause 17.2 of the Deed of Agreement, Council must undertake a tendering process. This process must be undertaken in order for Council to receive payment for milestone claims.

Financial Implications

DPIE funding for the project is \$64,000. Councils apportionment cost for the study is \$22,400

Statutory Implications (Governance including Legal)

Local Government Act 1993

Local Government (General) Regulation 2021 - Reg 166

Policy Implications

In line with Council's Procurement Policy 137

Risk Implications

Undertaking the flood study of Rankins Springs Township will assist in alleviating issues that arise in flash flooding, putting preventative measures in place.

Community Strategic Plan

Theme 2 - Infrastructure for a Sustainable Future

Recommendation:

That Council select the open tender method in accordance with clause 166c of the Local Government (General) Regulation 2021 for the Rankins Springs Flood Study.

10.9 Hillston Heavy Vehicle Bypass - Update

RDS:RRDS:368R

Author: Director Infrastructure Services

Purpose: To inform Council of the latest update on the Hillston Heavy Vehicle Bypass

Attachment: Cowper Street Intersection Plan

Background

The Heavy Vehicle Bypass project originally required the upgrading of 3,310m of existing carriageway from the intersection of Cowper Street at MR368 right through to the intersection of the Lachlan River Road/Milton St. The main objective of the project was to design an 8m seal on 10m formation on the existing pavement and by providing safe intersections where required which in turn reduces heavy vehicle traffic movements through the Central Business District (CBD) of Hillston. Council have decided to review alternative locations for the new Heavy Vehicle Bypass project by first undertaking a feasibility study. In the short term, the Cowper Street intersection will be the main focus due to the safety concerns of heavy vehicle movements.

Issues

At the February Council meeting, Council resolved the following:

(Res 0055) That Council:

1. *Call for expressions of interest to undertake a feasibility study for a heavy vehicle bypass east of Cowper Street linking to Milton St.*
2. *A report be brought back to Council outlining low-cost options for possible improvements to the Springs Rd and Cowper St intersection.*

Moved: Cr DP Fensom / Seconded: Cr GR Peters

For the realignment of the Cowper St/Springs Rd intersection to occur, a compulsory land acquisition will be required as outlined under section 178 of the *Local Roads Act 1993*. The land is currently owned by MRA Merrowie Pty Ltd (DP2559). In September 2020 Council engaged PHL Surveyors to carry out a new lot plan for the acquired area for the Springs Rd/Cowper St realignment. This is currently being modified based on Councils resolution.

MIA Valuers were also engaged to price the acquired land from Merrowie Pty Ltd. The rate for the land currently stands at \$10/m² and was also cross referenced with the Valuer Generals price for the acquired land. The realignment plan of Cowper St is attached for Council viewing.

To date the following costings have been estimated for the Cowper Street realignment:

Item	Estimate	Comments
Earthworks	\$67,350.00	
Road Pavement Upgrade	\$361,125.00	Upgrade of 230m of Pavement
Drainage Works	\$6,000.00	20m Drainage Upgrade
Land Acquisition	\$31,500.00	MIA Valuers Quote (\$10/m ²)
Line Marking	\$4,015.00	
Contingency (10%)	\$46,999.00	High Risk Project based on the location.
Total Project Cost	\$516,989.00	(GST excl.)

Council are also looking into the possibility of Essential Energy relocating their asset (overhead wires) and pole to a more suitably and safe location. At the time of drafting this report, Council are awaiting a response from Essential Energy regarding the proposal.

Council may also wish to note that regardless of the Essential Energy asset outcome, the intersection will still require upgrading to accommodate heavy vehicle movements through Hillston CBD. The current intersection is simply not adequate for turning movements of heavy vehicles.

There is currently no budget outlined for this financial year to undertake these works. Council may seek funding opportunities in the near future or alternatively fund from the road reserve.

The expression of interest (EOI) for the feasibility study is in its final stages of production and will be advertised shortly.

Financial Implications

There is no budget currently allocated to this project for this financial year.

Statutory Implications (Governance including Legal)

Roads Act 1993 – Sect 178

Land that is authorised to be acquired under this Division may be acquired by agreement or by compulsory process in accordance with the *Land Acquisition (Just Terms Compensation) Act 1991*.

Policy Implications

Nil

Risk Implications

Nil

Community Strategic Plan

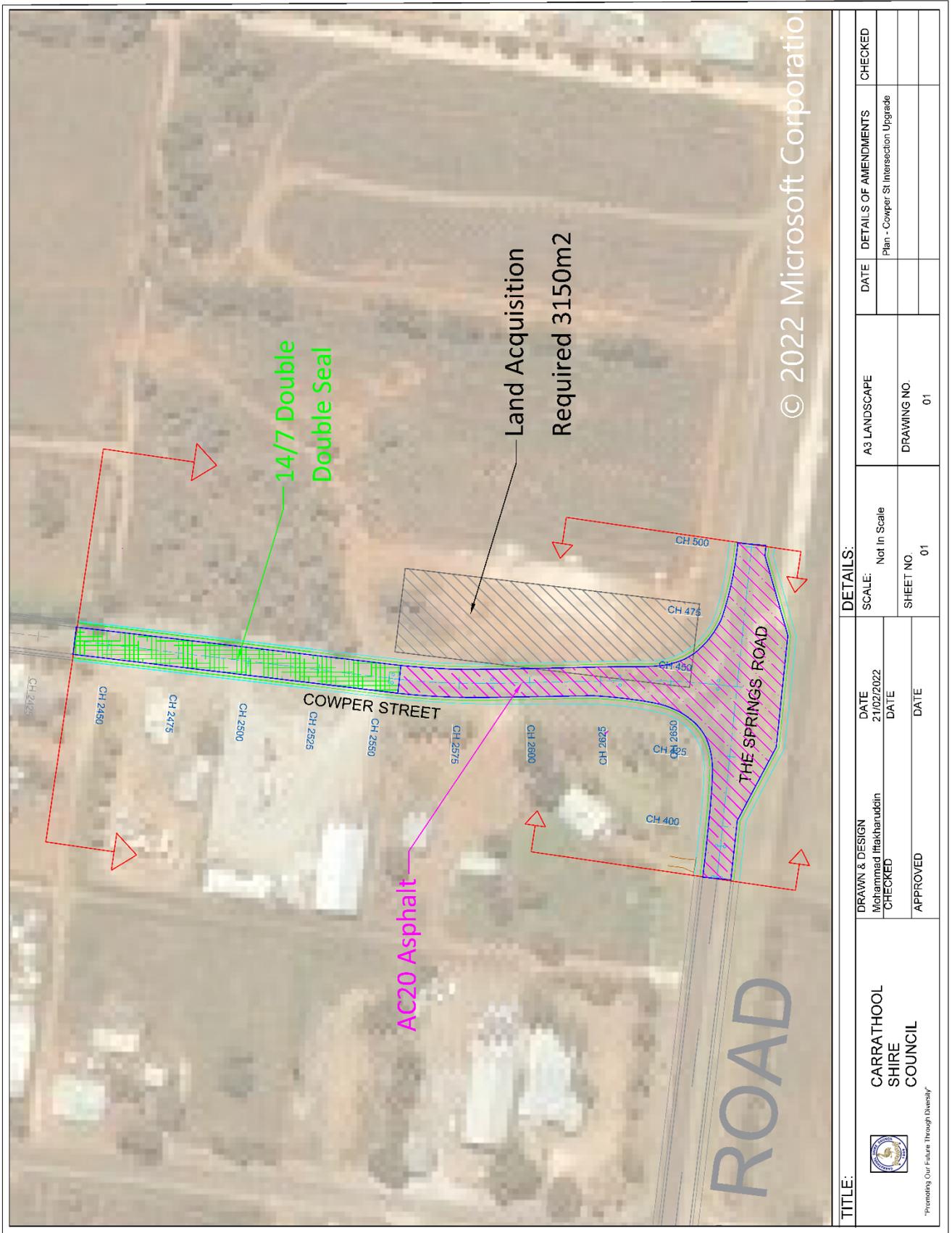
Theme 2 - Infrastructure for a Sustainable Future

Recommendation:

That Council:

- 1. note the update on the Hillston Heavy Vehicle bypass.**
- 2. seek funding opportunities for the construction of the Cowper Street/Springs Road intersection upgrade.**

ATTACHMENT



TITLE:	DRAWN & DESIGN	DATE	DETAILS:		A3 LANDSCAPE	DATE	DETAILS OF AMENDMENTS	CHECKED
	Mohammed Iftekharruddin CHECKED	21/02/2022 DATE	SCALE:	Not in Scale	DRAWING NO.		Plan - Cowper St Intersection Upgrade	
	APPROVED	DATE	SHEET NO.	01				

10.10 Carrathool Road Construction - Update

GS:PGM:FLR:RD3

Author: Director Infrastructure Services

Purpose: To update Council on the progress of the Carrathool Road sealed pavement construction.

Attachments: Progress Photos

Background

Since July 2020 Council received notification from the office of Paul Toole, Minister for Regional Transport and Roads that Council was successful in securing \$9.24m for the sealing of Carrathool Road (Fixing Local Roads rounds 1,2 & 3). Under the funding conditions, the project needs to be delivered within two years of the announcement of each funding round. Council have also committed to a funding co-contribution for each round totalling \$2.205m.

The full road construction for the Carrathool project comes in at \$11.445m, to pave and seal 40.5km of new road.

Issues

Carrathool road has been broken down into the following construction stages for ease of management, with their respective funding rounds:

- Stage 1 – 5km (Council Works – FLR1)
- Stage 2 – 5km (Council Works – FLR1)
- Stage 3 – 5km (Council Works – FLR1)
- Stage 4 – 5km (Council Works – FLR1)
- Stage 5 – 4km (Council Works – FLR1)
- Stage 6 – 11.5km (Contractor Works – FLR2)
- Stage 7 – 5km (Contractor Works – FLR3)

Total works to be constructed is 40.5km including rehab works at Carrathool village and Murrumbidgee River Road intersection. Works completed to date by both Council and the Contractor have been very satisfactory.

At the end of February, the following construction progress can be noted with their respective costs:

Construction Stage	Pavement Works Target	Pavement Works Complete	Budget	Expenditure	Surplus/Deficit \$	Comments
1	5km	5km	\$1,250,000	\$1,250,000	\$0	Works Completed
2	5km	5km	\$1,250,000	\$1,250,000	\$0	Works Completed
Stage	Pavement Works Target	Pavement Works Complete	Budget	Expenditure to Date	Surplus/Deficit \$	Comments
3	5km	5km	\$1,250,000	\$1,250,000	\$0	Works Completed
4	5km – In Progress	2km	\$1,250,000	\$524,397	+\$725,603	Works on target to be completed by due date
5	4km – In Progress	0km	\$1,000,000	\$584,793	+\$415,207	Works on target to be completed by due date

6	11.5km – In Progress	7.85	\$2,320,000	\$799,123	+\$1,520,877	Works on target to be completed by due date
7	5km – Not Started	0km	\$3,125,000	\$0	+\$3,125,000	Survey & Design has Commenced. Contract drafted and sent to Contractor
Total	40.5km	24.85km	\$11,445,000	\$5,658,313	+\$5,786,687	

Stage 1 (5km): Stage 1 was fully sealed on 19 February 2021.

Stage 2 (5km): Stage 2 was fully sealed on 28 June 2021.

Stage 3 (5km): Stage 3 scheduled to be sealed on 9 March 2022.

Stage 4 & 5 (9km): The survey and geotechnical investigation is now complete. Drainage culverts/pipes have been installed. The first 1km of road pavement on this stage has been sealed. With the current progress, Council are expecting to complete this portion of the project by August 2022.

Council has currently allocated one road construction crew on the Carrathool Road project. An additional crew will join this team around Mid-March 2022. The additional use in resources will aid in the timely completion of this section of the project. Works completed to date are holding up quite well, despite the recent rains and excessive heavy traffic. Some photos of the latest construction are attached for Council viewing.

Stage 6 (11.5km): In this section LG Civil (contractor for the works) are continuing with the pavement construction. To date the contractor has completed the 7.85km pavement of old gravel road and this 7.85km section has now been sealed. The rehab of the remaining 3.65km of existing sealed road has commenced and expected completion is June 2022.

Stage 7 (5km): Tender evaluation has been completed and the project awarded to LG Civil. The contractor has commenced the survey & design work and is expected to commence construction in April 2022. The expected completion time for this portion of works is October 2022.

Financial implications

Nil

Statutory implications (Governance including Legal)

Nil

Policy implications

As per Councils Transport Asset Management Plan.

Risk implications

All funding to be expended by their respective deadlines or Council risk losing that funding.

Community Strategic Plan

Section 2: Infrastructure for a sustainable future

Recommendation:

That Council note the report for the Carrathool Road construction, with further reports to Council as the project progresses.

ATTACHMENT



Photo 1 – Carrathool Road Construction – Stage 3



Photo 2 – Carrathool Road Construction – Stage 3



Photo 3 – Carrathool Road Construction – Stage 3



Photo 4 – Carrathool Road Construction – Stage 4&5



Photo 5 – Carrathool Road Construction – Stage 4&5



Photo 6 – Carrathool Road Construction – Stage 6

10.11 Plant Report

PES:MAIN:PSR

Author: Manager Fleet & Town Services

Purpose: Plant Report as per 2 March 2022

Background

PLANT NO	HOURS KMS	TYPE	DETAILS
2066	350,173 kms	Hino Water Truck	Replace drivers' seat. Replace Intercooler.
3527	4,235 hrs	Cat Motor Grader	Replace cracked exhaust manifold and gaskets.
2052	163,123 kms	Iveco Garbage Truck	Replace brake shoes and linings on front steer axle.
5083	11 yrs old	Howard Slasher	Replace cracked "A" frame and supports.
2063	478,286 kms	Kenworth Truck	Replace torque rod bushes on both diffs.
2062	124,434 kms	Hino Tipper	Replace shock absorbers on drive axles.
2077	1,278,541 kms	Kenworth	Replace starter motor and cables.
2579	11 yrs old	Trailer dolly	Replace "Z" bar bushes. Replace turntable bushes and pins. Replace 1 brake rotor and all brake pads.

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 as at 2 March 2022 be received.

10.12 Plant Replacement

PES:AD:CRRPD

Author: Manager Fleet & Town Services

Purpose: Plant Replacement Report for March 2022

Background

The following vehicles are to be replaced during March as per the adopted replacement schedule for 2021/2022.

Plant No. 1583 Ford Ranger 4x2 Dual Cab Utility (47,000km) – Rankins Springs Water Vehicle.
Budget \$2,369.06 under 2021/22 budget estimates.

		Amount \$ (excl GST)
Successful Supply		
Lanham Ford	Ford Ranger 4x4 Dual Cab Utility	\$43,284.57
Successful Purchase		
PVT Sales	36 Nagle Street, Wagga Wagga NSW 2650	\$32,926.63
Changeover cost (after GST adjustment)		\$10,357.94

Please note the current vehicle is 2 wheel drive the replacement vehicle is 4 wheel drive.

Plant No. 1337 Isuzu MUX 4x2 Wagon (40,000km) – Manager Building & Regulatory Services Vehicle.

Budget \$8,298.36 under 2021/22 budget estimates.

		Amount \$ (excl GST)
Successful Supply		
Leo Franco Motors	Isuzu MUX 4x4 Wagon	\$42,292.74
Successful Purchase		
Blacklocks Motors	587 Wagga Road Lavington	\$42,409.10
Changeover cost (after GST adjustment)		Cash Back to Council (\$116.36)

Please note the current vehicle is 2 wheel drive the replacement vehicle is 4 wheel drive.

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 March 2022.

10.13 Rankins Springs Landfill Update

WM:MTC:GD-RS

Author: Manager Fleet and Town Services

Purpose: To update Council on the restricted operating hours for Rankins Springs Landfill Site.

Background

The Rankins Springs landfill has been operating with restricted hours since January 2022. The site is manned on Tuesdays and Thursdays from 1.00 pm – 4.00 pm and Sundays from 9.00 am – 12.00 noon.

Issues

Data being collected by staff include the type of waste being delivered, eg: green waste, general household waste, metal, tyres etc, the quantity and by whom. Security cameras also capture all vehicle movements in and out of the landfill site. This data is sent to the EPA for annual processing as per our statutory requirements.

The data collection also shows during weekday hours, (Tuesday and Thursday) there is an average of six to eight vehicles a day utilising the landfill. Sundays shows an average of twelve to fourteen vehicles.

The amount of waste being delivered to Rankins Springs landfill has decreased dramatically since the restricted hours and on-site staff were introduced. Security cameras have also been a deterrent for illegal dumping and non-residents travelling from other areas to dump rubbish.

This has had a positive impact on the life of the landfill, potentially increasing it by several years. Council has not received any negative feedback from local residents since the current arrangements have been in place.

Unfortunately, there now appears to be a considerable increase in the amount of “external “ waste being dumped at Merriwagga landfill. Cameras are being installed hoping to identify where it is being generated from.

Financial implications

Nil

Statutory implications (Governance including Legal)

Nil

Policy implications

Nil

Risk implications

Nil

Community Strategic Plan

Nil

Recommendation:

That Council continue with the current hours of operation for the Rankins Springs landfill, and monitor local residents’ feedback.

10.14 Development Applications February 2022

GOV:MTG:CR

Author: Manager Building & Regulatory Services

Purpose: Development Applications & Determinations – February 2022

Background

Lodgements

Type/No.	Name	Address	Development
DA2022/024	Kevin & Karol Neal	46-50 Collins Street Hillston NSW 2675	Addition of a Storage Building ancillary to an existing building
DA2022/025	Nathan Morris & Grace Cashmere	28 Moore Street Hillston NSW 2675	Dwelling
DA2022/026	Christopher & Lynette Paull	69 Lachlan Street Hillston NSW 2675	Shed
Total Estimated Value of Works			\$508,240.00

Determination: Approved

Type/No.	Name	Address	Development	Processing Time
DA2022/021	Adam Waide & Ellie Baillie	88-90 Mackellar Street Hillston NSW 2675	Shed	6
DA2021/035	Fairglen Investments Pty Ltd	'Springdale' Carrathool Road Carrathool NSW 2711	Livestock Intensive Industry (Poultry Production Facility)	132
DA2022/024	Kevin & Karol Neal	46-50 Collins Street Hillston NSW 2675	Addition of a Storage Building ancillary to an existing building	12

Issues

Nil

Financial implications

Nil

Statutory implications (Governance including Legal)

Nil

Policy implications

Nil

Risk implications

Nil

Community Strategic Plan

Nil

Recommendation:

That the Determinations for Development Applications received for February 2022 be noted.

10.15 Council Policy 060 – Cemetery Management Policy

CM:POL:CWP

Author: Building and Regulatory Services Manager

Purpose: To approve the Cemetery Management Policy

Attachment: Draft Policy 060 (with track changes) & Existing Policy 060

Background

Council is required to review and amend policies on a regular basis as defined within the policy wording.

Issues

The Cemetery Management Policy has been reviewed and updated to be clearer on Councils maintenance obligations in the monumental sections of the Hillston, Rankins Springs and Carrathool Cemeteries.

Financial implications

Nil

Statutory implications (Governance including Legal)

Nil

Policy implications

The policy will remain in place until the next review.

Risk implications

Nil

Community Strategic Plan

Nil

Recommendation:

That Council:

1. adopt the Cemetery Management Policy and place the draft policy on public exhibition for a period of 28 days.
2. adopt the policy after the public exhibition period if no submissions are received

ATTACHMENT

Doc ID: 332970



Council Policy 60

Cemetery Management Policy

Application	All Staff
Responsible Officer	Building and Regulatory Services Manager
File No	CM:POL:CWP
Authorised by	Council
Effective Date	
Distribution	Internet / Intranet / Public Exhibition

Purpose

The purpose of this policy is to regulate cemetery processes in order to ensure consistency across the shire and applies to all cemeteries which are controlled, managed and maintained by Carrathool Shire Council.

Definitions

Council: Carrathool Shire Council

Reference

This policy complements other legislation and where it is silent on matters referred to in the following legislation such matters must be followed in accordance with the legislation.

- Anti-Discrimination Act 1977
- Birth Deaths and Marriages Registration Act 1995
- Cemeteries and Crematoria Act 2013
- Cemeteries and Crematoria Regulation 2014
- Coroners Act 2009
- Crown Lands Act 1989
- Crown Lands (General Reserves) By-law 2006
- Environmental Planning & Assessment Act 1979
- Environmental Planning & Assessment Regulation 2000
- Government Information (Public Access) Act 2009
- Health Records Information Privacy Act 2002
- Heritage Act 1977
- Local Government Act 1993
- Privacy & Personal Information Protection Act 1998
- Public Health Act 2010
- Public Health Regulation 2012
- State Records Act 1998
- Work Health and Safety Act 2011
- Work Health and Safety Regulation 2011
- Workers Compensation Act 1987
- Workplace Injury Management & Workers Compensation Act 1998.

Policy statements

Cemeteries

Public Cemeteries - Controlled, Managed or Maintained by Council

- Hillston Cemetery
- Goolgowi Cemetery
- Rankins Springs Cemetery
- Carrathool Cemetery

Please note: Council does not allow reservations.

	Effective Date:	
Uncontrolled document when printed. Please refer to website or intranet for controlled document	Version No.:	2.1



Council Policy 60

Cemeteries - Controlled by an external organisation

- Merriwagga Cemetery - Controlled by the Merriwagga Cemetery Trustees
- Gunbar Cemetery - Controlled by the Gunbar Cemetery Trustees

Burial Permits

Council's Application for Burial Permit must be completed and submitted eight days prior to any burial taking place.

Interment

Two working days notice must be given to allow sufficient time for grave digging to be completed. Burials with less than 48 hours notice will be considered in exceptional circumstances. Burials shall take place within the following hours:

- Weekdays – Between the hours of 8.30am and 4pm.
- Weekends and Public Holidays – Between the hours of 9am and 3pm. (Additional fees are payable).
- Outside normal working hours – Will only be permitted by arrangement. (Additional fees are payable).
- Christmas and New Year Period – Council's office is closed during the Christmas / New Year period, however burials can still be conducted by contacting Council's Building and Regulatory Services Manager.

Interment must be conducted by an approved Undertaker instructed by the next of kin or executor of the estate of the deceased. The transportation, storage of bodies, and burial are to be in accordance with the relevant acts and regulations in force at that time.

Digging of graves shall only be undertaken by Council staff (or those contracted by Council).

All bodies for interment must be encased in a coffin or casket with the lid securely sealed. Graves are to be closed within one hour of the conclusion of the funeral service, or as soon as the attendees have vacated.

The erection of vaults and other forms of above ground interments are not permitted in cemeteries in the Carrathool Shire local government area.

Interment fees for Lawn Cemeteries include a standard nickel plaque and bronze container. Fees are reviewed annually by Council and can be found on Council's website.

Allotment sizes

Lawn Cemetery allotment sizes are 2.4m x 1.2m and are of sufficient depth to allow for two burials.

Plaques

Flush bronze plaques affixed to the concrete pathway are obligatory on all graves. All plaques are to be of a basic uniform design and size (381mm x 279mm); where provision is being made for two interments in the one grave, the plaque is to remain the same basic uniform size.

Interment of Ashes and Memorial Plaques

Council's application for interment of ashes must be completed and a fee which includes a standard niche plaque, must be paid prior to ashes being interred in the Crematorium Wall. Fees are reviewed annually by Council and can be found on Council's website.

- Contact Council prior to interment of ashes.
- Arrangements can be made to have the ashes interred and the plaques fitted on weekends or after hours for an additional fee.
- The ashes interment size for Crematorium wall is 178mm x 102mm.
- Interment of ashes in graves must be carried out by Council staff.



Council Policy 60

Council staff will take all reasonable care not to cause any damage however if a plaque is inadvertently damaged during this process Council will not be held responsible for any repairs.

Before an Australian service emblem can be placed on a memorial plaque, permission must be obtained from the Office of Australian War Graves prior to ordering the plaque.

Note: Memorial plaques may be placed on the Crematorium Walls without ashes being interred.

Tributes – Ornaments, Floral and Other

Council's first priority remains public safety and Council must ensure that respect is shown at all times to all mourners. Therefore, Council advise that items placed at gravesites are limited to floral arrangements.

Council reserves the right to remove any tributes on a gravesite, niche or plot that cause safety concerns to visitors, Council staff and Council equipment, interferes with any maintenance work or burials, or encroaches upon other graves and plots.

Register of Burials

Prior to Council taking on the cemetery management, the previous management and records were administered by various church and community trustees, and consequently some records are incomplete, missing or incorrect.

Council ensures the current recording of burials complies with the provisions of the *Cemeteries & Crematoria Act 2013* and its *Regulations*. Additional information may be recorded for family history purposes.

The information contained in the burial register is available for viewing at the Goolgowi Council Chambers, Hillston District Officer or Hillston Library. A copy of any entry is available on request for which an administration fee may apply.

Exhumation

An exhumation can only take place where it has been ordered by a Coroner or approved by the Secretary of Health.

Approval for exhumation by the Secretary of Health is pursuant to:

- Public Health Regulation, 2012; and
- Approval from Council as per the Cemeteries and Crematoria Act 2013, Section 66

An exhumation of cremated remains does not require NSW Health approval and can be conducted with Council approval only. All applications to have cremated remains removed from any cemetery for any reason, must be made in writing and be signed by family members of the deceased or the Executors of the Estate. Removal of ashes must be carried out by Council staff. An administration fee will be payable for this service. Additional fees may also be payable if the entrance of the niche is damaged during the removal of the memorial plaque.

Burials on Private Property

Periodically Council receives enquiries regarding burials on private land. Council has a role in the approval process for such burials which is summarised in this policy. Detailed requirements are contained in NSW Health Guidance on Burying a Body on Private Land – Public Health Regulation 2012.

Clause 66 (1) (c) of the Public Health Regulation 2012 provides that "A person must not place a body in any grave or vault unless that grave or vault is located on private land where the area of landholding is 5 hectares or more and the location has been approved for that purpose by the local authority. Clause 66(2) states "A person must not bury a body in or on any land if



Council Policy 60

to do so would make likely the contamination of a drinking water supply or a domestic water supply.”

An application to Council to bury a body on private land will need to consider the following:

- Landholding restrictions
- Geotechnical reports for likelihood of ground/surface water contamination
- Burial depth and materials
- Adjoining property concurrence
- Access
- Fencing
- Building envelope restrictions
- Planning Implications for future use and conveyance of property (planning certificates)

Council will endeavour to process applications as expeditiously as possible. It is noted that the extent of information and assessment required would not normally allow an approval to be achieved within days of the death of a person.

Cemetery Maintenance

Council is not responsible for the maintenance, upkeep, repair or replacement of any monument or grave site located in the old sections of Hillston, Rankins Springs or Carrathool Cemeteries.

Revision Table

Minute /Date	Amendment Reason or Reference
1056/20.08.2019	Combine and reword Policies: Policy 60 Cemeteries (Lawn) – Hillston and Goolgowi Policy 61 Cemeteries – Merriwagga and Gunbar
	Review of policy wording

Associated Documents

Nil

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.



Council Policy 60

Cemetery Management Policy

Application	All Staff
Responsible Officer	Building and Regulatory Services Manager
File No	CM:POL:CWP
Authorised by	Council
Effective Date	20 August 2019
Distribution	Internet / Intranet / Public Exhibition

Purpose

The purpose of this policy is to regulate cemetery processes in order to ensure consistency across the shire and applies to all cemeteries which are controlled, managed and maintained by Carrathool Shire Council.

Definitions

Council: Carrathool Shire Council

Reference

This policy complements other legislation and where it is silent on matters referred to in the following legislation such matters must be followed in accordance with the legislation.

- Anti-Discrimination Act 1977
- Birth Deaths and Marriages Registration Act 1995
- Cemeteries and Crematoria Act 2013
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- Crown Lands (General Reserves) By-law 2006
- Environmental Planning & Assessment Act 1979
- Environmental Planning & Assessment Regulation 2000
- Government Information (Public Access) Act 2009
- Health Records Information Privacy Act 2002
- Heritage Act 1977
- Local Government Act 1993
- Privacy & Personal Information Protection Act 1998
- Public Health Act 2010
- Public Health Regulation 2012
- State Records Act 1998
- Work Health and Safety Act 2011
- Work Health and Safety Regulation 2011
- Workers Compensation Act 1987
- Workplace Injury Management & Workers Compensation Act 1998.

Policy statements

Cemeteries

Public Cemeteries - Controlled, Managed or Maintained by Council

- Hillston Cemetery
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- Carrathool Cemetery

Please note: Council does not allow reservations.

O:\Common\Document Control\Council Policy\Adopted\Cemetery Management Policy 070.docx	Effective Date:	20/08/2019
Uncontrolled document when printed. Please refer to website or intranet for controlled document	Version No.:	1.1



Council Policy 60

Cemeteries - Controlled by an external organisation

- Merriwagga Cemetery - Controlled by the Merriwagga Cemetery Trustees
- Gunbar Cemetery - Controlled by the Gunbar Cemetery Trustees

Burial Permits

Council's Application for Burial Permit must be completed and submitted eight (8) days prior to any burial taking place.

Interment

Two working days notice must be given to allow sufficient time for grave digging to be completed. Burials with less than 48 hours notice will be considered in exceptional circumstances. Burials shall take place within the following hours:

- Weekdays – Between the hours of 8.30am and 4pm.
- Weekends and Public Holidays – Between the hours of 9am and 3pm. (Additional fees are payable).
- Outside normal working hours – Will only be permitted by arrangement. (Additional fees are payable).
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Interment must be conducted by an approved Undertaker instructed by the next of kin or executor of the estate of the deceased. The transportation, storage of bodies, and burial are to be in accordance with the relevant acts and regulations in force at that time.

Digging of graves shall only be undertaken by Council staff (or those contracted by Council).

All bodies for interment must be encased in a coffin or casket with the lid securely sealed. Graves are to be closed within one hour of the conclusion of the funeral service, or as soon as the attendees have vacated.

The erection of vaults and other forms of above ground interments are not permitted in cemeteries in the Carrathool Shire local government area.

Interment fees include a standard nickel plaque and bronze container. Fees are reviewed annually by Council and can be found on Council's website.

Allotment sizes

Lawn Cemetery allotment sizes are 2.4m x 1.2m and are of sufficient depth to allow for two burials.

Plaques

Flush bronze plaques affixed to the concrete pathway are obligatory on all graves. All plaques are to be of a basic uniform design and size (381mm x 279mm); where provision is being made for two interments in the one grave, the plaque is to remain the same basic uniform size.

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- Interment of ashes in graves must be carried out by Council staff.



Council Policy 60

Council staff will take all reasonable care not to cause any damage however if a plaque is inadvertently damaged during this process Council will not be held responsible for any repairs.

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Register of Burials

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Council ensures the current recording of burials complies with the provisions of the *Cemeteries & Crematoria Act 2013* and its *Regulations*. Additional information may be recorded for family history purposes.

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Approval for exhumation by the Secretary of Health is pursuant to:

- Public Health Regulation, 2012; and
- Approval from Council as per the Cemeteries and Crematoria Act 2013, Section 66

An exhumation of cremated remains does not require NSW Health approval and can be conducted with Council approval only. All applications to have cremated remains removed from any cemetery for any reason, must be made in writing and be signed by family members of the deceased or the Executors of the Estate. Removal of ashes must be carried out by Council staff. An administration fee will be payable for this service. Additional fees may also be payable if the entrance of the niche is damaged during the removal of the memorial plaque.

Burials on Private Property

Periodically Council receives enquiries regarding burials on private land. Council has a role in the approval process for such burials which is summarised in this policy. Detailed requirements are contained in NSW Health Guidance on Burying a Body on Private Land – Public Health Regulation 2012.

Clause 66 (1) (c) of the Public Health Regulation 2012 provides that "A person must not place a body in any grave or vault unless that grave or vault is located on private land where the area of landholding is 5 hectares or more and the location has been approved for that purpose by the local authority. Clause 66(2) states "A person must not bury a body in or on any land if



Council Policy 60

to do so would make likely the contamination of a drinking water supply or a domestic water supply.”

An application to Council to bury a body on private land will need to consider the following:

- Landholding restrictions
- Geotechnical reports for likelihood of ground/surface water contamination
- Burial depth and materials
- Adjoining property concurrence
- Access
- Fencing
- Building envelope restrictions
- Planning Implications for future use and conveyance of property (planning certificates)

Council will endeavour to process applications as expeditiously as possible. It is noted that the extent of information and assessment required would not normally allow an approval to be achieved within days of the death of a person.

Revision Table

Minute /Date	Amendment Reason or Reference
1056/20.08.2019	Combine and reword Policies: Policy 60 Cemeteries (Lawn) – Hillston and Goolgowi Policy 61 Cemeteries – Merriwagga and Gunbar

Associated Documents

Nil

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.

10.16 Finance Report – Statement of Bank Balances – February 2022

FM:RPT:SR

Author: Director Corporate & Community Services

Purpose: Statement of Bank Balances – February 2022

Background

The reconciliation of Council's main bank account with the cash book controls within the Practical System for the month of February 2022 has now been completed, as shown in the tables below:

Statement of Bank Balances as at 28 February 2022				
CASHBOOK SUMMARY				Data for February 2022
Balance As at 1/02/2022 (Consolidated Funds)				\$223,737.92
		Add For February 2022	Total for 1/7/2021 to 30/6/2022	
Rates/Water/Debtor Receipts	\$5,102,274.09	\$848,725.27	\$5,950,999.36	
Investments Recalled	\$11,020,048.69	\$1,215,351.83	\$12,235,400.52	
RMS - RMCC, Block, Repair	\$4,148,820.15	\$111,911.16	\$4,260,731.31	
RMS - Bridge	\$0.00	\$0.00	\$0.00	
RMS - Flood Damage	\$7,771,806.19	\$164,384.80	\$7,936,190.99	
RMS - Regional Roads	\$0.00	\$0.00	\$0.00	
Grant - Roads to Recovery Program	\$1,456,711.00	\$0.00	\$1,456,711.00	
FAG - General & Local Roads	\$1,748,774.00	\$874,387.00	\$2,623,161.00	
All Other Misc Grant Payments	\$648,791.04	\$45,047.98	\$693,839.02	
Planning Receipts	\$104,084.20	\$4,195.00	\$108,279.20	
Plant / Property Trade-Ins & Sales	\$584,902.00	\$0.00	\$584,902.00	
Other Receipts	\$2,476,584.20	\$369,285.99	\$2,845,870.19	
Sub Total Receipts	\$35,062,795.56	\$3,633,289.03	\$38,696,084.59	\$3,633,289.03
LESS PAYMENTS				
		Add For February 2022	Total for 1/7/2021 to 30/6/2022	
Wages (Net of PAYG & Other Deductions)	(\$3,526,788.83)	(\$487,007.05)	(\$4,013,795.88)	
Plant Acquisitions	(\$889,493.85)	(\$48,097.10)	(\$937,590.95)	
Invested	(\$13,500,000.00)	(\$1,000,000.00)	(\$14,500,000.00)	
Other Creditors Payments	(\$17,133,082.75)	(\$1,690,970.19)	(\$18,824,052.94)	
Sub Total Payments	(\$35,049,365.43)	(\$3,226,074.34)	(\$38,275,439.77)	(\$3,226,074.34)
Cashbook Balance 28/2/2022				\$630,952.61
BANK STATEMENTS				
Opening Balance 01/02/2022 (CSC's CBA Main Transaction Account)				\$222,502.91
Less Bank Payments				(\$3,176,834.35)
Plus Bank Receipts				\$3,570,165.58
Total As Per Bank Statements				\$615,834.14
Plus Unpresented Deposits				\$15,716.30
Less Unpresented Cheques				(\$597.83)
Reconciliation Cash Book Balance to Bank Statements 28/2/2022				\$630,952.61

Issues

Nil

Financial implications

Nil

Statutory implications (Governance including Legal)

Nil

Policy implications

Nil

Risk implications

Nil

Community Strategic Plan

Theme 5 - Leadership & Governance

Recommendation:

That Council note the Statement of Bank Balances as at 28 February 2022 and confirm payment of accounts as summarised in the reconciliation statement totalling \$3,226,074.34.

10.17 Finance Report – Investments Schedule – February 2022

FM:RPT:SR

Author: Director Corporate & Community Services

Purpose: Schedule of Investments – February 2022

Background

The full schedule of Council investments as at 28 February 2022 is detailed below:

Carrathool Shire Council Investments - As at 28 February 2022										
Last Month (As at 31/01/22) ↓	Certificate No. ↓	Financial Institution ↓	Investment Type ↓	Date Raised ↓	Interest Rate ↓	Duration (Days) ↓	Maturity Date ↓	Current Month (As at 28/02/22) ↓	Change ↓	Details ↓
\$512,135.85	B33854603.493	CBA	IBD	13-Dec-21	0.32%	91 Days	14-Mar-22	\$512,135.85	\$0.00	
\$532,000.00	B33854603.507	CBA	IBD	30-Dec-21	0.40%	180 Days	28-Jun-22	\$532,000.00	\$0.00	
\$503,661.60	B33854603.438	CBA	IBD	20-Dec-21	0.32%	91 Days	21-Mar-22	\$503,661.60	\$0.00	
\$508,752.51	B33854603.528	CBA	IBD	28-Jan-22	0.46%	123 Days	31-May-22	\$508,752.51	\$0.00	
\$501,933.29	B33854603.539	CBA	IBD	23-Feb-22	0.43%	120 Days	23-Jun-22	\$502,362.34	\$429.05	Rollover & Interest
\$500,000.00	B33854603.542	CBA	IBD	28-Feb-22	0.32%	91 Days	30-May-22	\$500,398.90	\$398.90	Rollover & Interest
\$500,000.00	B33854603.486	CBA	IBD	30-Nov-21	0.35%	150 Days	29-Apr-22	\$500,000.00	\$0.00	
\$500,000.00	B33854603.487	CBA	IBD	30-Nov-21	0.42%	209 Days	27-Jun-22	\$500,000.00	\$0.00	
\$501,987.13	B33854603.483	CBA	IBD	29-Nov-21	0.40%	182 Days	30-May-22	\$501,987.13	\$0.00	
\$505,000.00	B33854603.508	CBA	IBD	30-Dec-21	0.40%	180 Days	28-Jun-22	\$505,000.00	\$0.00	
\$505,000.00	B33854603.509	CBA	IBD	30-Dec-21	0.35%	151 Days	30-May-22	\$505,000.00	\$0.00	
\$502,460.20	B33854603.531	CBA	IBD	28-Jan-22	0.45%	180 Days	27-Jul-22	\$502,460.20	\$0.00	
	B33854603.535	CBA	IBD	08-Feb-22	0.46%	120 Days	08-Jun-22	\$550,000.00	\$550,000.00	New IBD
	B33854603.536	CBA	IBD	16-Feb-22	0.48%	152 Days	18-Jul-22	\$500,000.00	\$500,000.00	New IBD
\$500,000.00	B33854603.510	CBA	IBD	30-Dec-21	0.35%	151 Days	30-May-22	\$500,000.00	\$0.00	
\$500,000.00	B33854603.511	CBA	IBD	30-Dec-21	0.32%	90 Days	30-Mar-22	\$500,000.00	\$0.00	
\$506,153.49	B33854603.517	CBA	IBD	11-Jan-22	35.00%	150 Days	10-Jun-22	\$506,153.49	\$0.00	
\$503,183.87	B33854603.522	CBA	IBD	27-Jan-22	0.46%	120 Days	27-May-22	\$503,183.87	\$0.00	
\$500,813.70	B33854603.407	CBA	IBD	01-Nov-21	0.40%	182 Days	02-May-22	\$500,813.70	\$0.00	
\$500,509.59	B33854603.420	CBA	IBD	08-Oct-21	0.29%	180 Days	06-Apr-22	\$500,509.59	\$0.00	
\$500,838.36	B33854603.490	CBA	IBD	07-Dec-21	0.32%	91 Days	08-Mar-22	\$500,838.36	\$0.00	
\$500,000.00	B33854603.512	CBA	IBD	30-Dec-21	0.32%	90 Days	30-Mar-22	\$500,000.00	\$0.00	
\$497,501.31	B33854603.514	CBA	IBD	30-Dec-21	0.33%	120 Days	29-Apr-22	\$497,501.31	\$0.00	
\$500,000.00	B33854603.449	CBA	IBD	31-Aug-21	0.36%	8 Months	28-Apr-22	\$500,000.00	\$0.00	
\$510,898.22	168594943	Bendigo Bank	IBD	04-Jul-21	0.40%	396 Days	04-Aug-22	\$510,898.22	\$0.00	
\$95,959.69	172804304	Bendigo Bank	IBD	03-Dec-21	0.25%	6 Months	03-Jun-22	\$95,959.69	\$0.00	
\$502,508.84	179451638	Bendigo Bank	IBD	04-Jan-22	0.35%	186 Days	09-Jul-22	\$502,508.84	\$0.00	
\$513,985.01	167316306	Bendigo Bank	IBD	Recall IBD \$513,985.01 + \$194.55					(\$513,985.01)	Recall IBD
\$25,108.66	173016924	Bendigo Bank	IBD	10-Aug-21	0.35%	7 Months	10-Mar-22	\$25,108.66	\$0.00	
\$517,372.18	163668247	Bendigo Bank	IBD	10-Jan-22	0.35%	182 Days	11-Jul-22	\$517,372.18	\$0.00	
\$510,225.90	169169521	Bendigo Bank	IBD	04-Jan-22	0.35%	186 Days	09-Jul-22	\$510,225.90	\$0.00	
\$504,131.01	8577175	Westpac	IBD	24-Nov-21	0.31%	180 Days	23-May-22	\$504,131.01	\$0.00	
\$521,194.09	30-684-6701	NAB	IBD	29-Nov-21	0.30%	6 Months	30-May-22	\$521,194.09	\$0.00	
\$534,624.16	94-944-1750	NAB	IBD	28-Dec-21	0.25%	90 Days	28-Mar-22	\$534,624.16	\$0.00	
\$500,000.00	32-139-3861	NAB	IBD	29-Nov-21	0.30%	6 Months	30-May-22	\$500,000.00	\$0.00	
\$501,542.71	58-480-7296	NAB	IBD	21-Dec-21	0.25%	90 Days	21-Mar-22	\$501,542.71	\$0.00	
\$502,644.28	38-945-9429	NAB	IBD	22-Feb-22	0.25%	90 Days	23-May-22	\$502,954.13	\$309.85	Rollover & Interest
\$503,874.44	77-905-0684	NAB	IBD	15-Dec-21	0.25%	90 Days	15-Mar-22	\$503,874.44	\$0.00	
\$569,349.10	77-167-7829	NAB	IBD	14-Jan-22	0.25%	90 Days	14-Apr-22	\$569,349.10	\$0.00	
\$513,406.59	34-136-0311	NAB	IBD	01-Nov-21	0.25%	6 Months	02-May-22	\$513,406.59	\$0.00	
\$502,708.53	50-787-9296	NAB	IBD	31-Jan-22	0.25%	91 Days	02-May-22	\$502,708.53	\$0.00	
\$504,126.43	12-478-7749	NAB	IBD	21-Dec-21	0.25%	90 Days	21-Mar-22	\$504,126.43	\$0.00	
\$500,925.23	75-786-9533	NAB	IBD	Recall IBD \$500,925.23 + \$247.04					(\$500,925.23)	Recall IBD
\$512,796.18	90-506-7410	NAB	IBD	16-Dec-21	0.25%	90 Days	16-Mar-22	\$512,796.18	\$0.00	
\$509,776.93	92-264-7046	NAB	IBD	28-Jan-22	0.25%	90 Days	28-Apr-22	\$509,776.93	\$0.00	
\$501,672.70	72-501-2834	NAB	IBD	28-Feb-22	0.25%	91 Days	30-May-22	\$501,985.39	\$312.69	Rollover & Interest
\$534,460.44	54150	IMB	IBD	24-Feb-22	0.40%	151 Days	25-Jul-22	\$534,850.23	\$389.79	Rollover & Interest
\$512,242.48	53963	IMB	IBD	03-Dec-22	0.30%	90 Days	03-Mar-22	\$512,242.48	\$0.00	
\$525,856.00	54059	IMB	IBD	18-May-22	0.35%	120 Days	18-May-22	\$525,856.00	\$0.00	
\$500,262.88	54015	IMB	IBD	06-Jan-22	0.35%	120 Days	06-May-22	\$500,262.88	\$0.00	
\$500,000.00	53948	IMB	IBD	29-Nov-21	0.25%	183 Days	31-May-22	\$500,000.00	\$0.00	
\$500,262.88	54016	IMB	IBD	06-Jan-22	0.40%	181 Days	06-Jul-22	\$500,262.88	\$0.00	
\$505,235.20	53988	IMB	IBD	21-Dec-21	0.35%	121 Days	21-Apr-22	\$505,235.20	\$0.00	
\$500,501.49	54086	IMB	IBD	28-Jan-22	0.35%	119 Days	27-May-22	\$500,501.49	\$0.00	
\$504,095.04	54138	IMB	IBD	21-Feb-22	0.35%	121 Days	22-Jun-22	\$504,465.72	\$370.68	Rollover & Interest
\$508,657.18	54042	IMB	IBD	13-Jan-22	0.35%	120 Days	13-May-22	\$508,657.18	\$0.00	
\$507,095.56	54157	IMB	IBD	28-Feb-22	0.30%	92 Days	31-May-22	\$507,474.56	\$379.00	Rollover & Interest
\$27,039,430.93				SUB TOTAL IBD INVESTMENTS				\$27,077,110.65	\$37,679.72	
ON CALL INVESTMENTS										
\$2,583,537.58	28022022_CBA	CBA	On Call	Variable	0.25%	N/A	On Call A/c	\$2,883,670.98	\$300,133.40	
		Summary Movement On Call Funds								
		01-Feb-22	Interest							\$133.40
		During Month	From On Call Funds							(\$200,000.00)
		During Month	To On Call Funds							\$500,000.00
		On Call Funds - Net Change for Month								\$300,133.40
\$2,583,537.58				SUB TOTAL ON CALL INVESTMENTS				\$2,883,670.98	\$300,133.40	
\$29,622,968.51				GRAND TOTALS				\$29,960,781.63	\$337,813.12	
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						Robert Rayner - Director Corporate Services				

A summary of opening and closing investment balances together with an analysis of movements during the month of February 2022 is detailed below.

Analysis – Opening and Closing Balances:

Investment Type	Opening Balance 1/2/2022	Closing Balance 28/2/2022	Change During February 2022
IBDs	27,039,430.93	27,077,110.65	37,679.72
On Call Funds	2,583,537.58	2,883,670.98	300,133.40
Total	29,622,968.51	29,960,781.63	337,813.12

Analysis – Change During Month:

	Change During February 2022
ADD – Interest Incorporated in IBDs Rolled Over	2,589.96
ADD – New IBDs	1,050,000.00
LESS – IBDs recalled	(1,014,910.24)
ADD – Interest from On Call Funds	133.40
LESS – On Call Funds recalled	(200,000.00)
ADD – Funds applied to On Call Funds	500,000.00
Total Change for Month	337,813.12

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 28 February 2022.

10.18 Draft 2022/23 General Rate Levy

RCV:NOT:REP

Author: Director Corporate & Community Services

Purpose: To provide the proposed 2022/23 rating structure showing the impacts on individual rating categories.

Attachment: Summary Proposed 2022/23 Rating

Separately Circulated: Sample Proposed 2022/23 Rating

Background

Rates and charges represent the process whereby Council recovers the cost of providing its services within the boundaries of the local government area. With ordinary land rates, the rate increase must not be above the limits set by the Minister for Local Government (unless a special variation to general income has been approved). For 2022/23, it is proposed that Council adopt the 0.7% rate peg set by IPART.

In the case of water, sewer and tipping charges, proposed price increases reflect the cost of providing these services following a user-pays philosophy. Proposed charges for these services will be addressed within the proposed fees and charges in the draft 2022/23 Operational Plan.

A table showing the proposed rating structure is as follows:

Rate Type	Category	Sub-category	Ad Valorem Amount (c in \$)	Minimum Rate	Approximate Rate Yield 2021/22
Ordinary	Farmland	General	0.2324948	\$510.00	\$1,819,257
Ordinary	Farmland	Irrigable S6A(3) Land Valuation Act	0.3176902	\$510.00	\$1,162,454
Ordinary	Farmland	Farmland West	0.2533923	\$510.00	\$21,554
Ordinary	Residential	General	1.5389584	\$375.00	\$366,378
Ordinary	Residential	Rural	0.8354182	\$375.00	\$28,692
Ordinary	Business	Hillston	4.4135649	\$510.00	\$91,083
Ordinary	Business	Hillston/Main	4.7070740	\$510.00	\$92,496
Ordinary	Business	Goolgowi	4.2413273	\$510.00	\$12,100
Ordinary	Business	Villages	2.6772796	\$510.00	\$6,044
Ordinary	Business	Rural	2.4014892	\$510.00	\$52,173

The proposed total rate yield for 2022/23 is \$3,654,600 which represents an increase of \$22,647 over the rate yield for 2021/22. The maximum allowable minimum or base rate is currently \$526.00.

The attachment to this report shows detailed projections for each rates category as well as a summary report with comparisons to the 2021/22 general rate levy.

Issues

The rates and charges detailed in both this report and the draft 2022/23 Operational Plan are designed to provide the net source of income after allowing for loans, contributions and government grants to complete the programs and initiatives identified in the operational plan. If rate levy amounts are reduced, some Council programs and projects may require reduction and/or postponement.

Financial implications

The draft 2022/23 General Rate Levy as proposed, results in an increase in general rate revenue of approximately \$22,647.

Statutory implications (Governance including Legal):

The rating structure adopted by Council must comply with the *Local Government Act 1993*:
s494 – ordinary rates must be made and levied annually
s497 – detailing how rates may be calculated
s506 – specifies the use of the rate peg amount as determined by the Minister

Policy implications:

Nil

Risk implications:

Nil

Community Strategic Plan:

Theme 5 – Leadership and Governance

Recommendation:

That Council adopt the rating structure for inclusion in the draft Operational Plan, noting the increase as approved by IPART will be 0.7%.

10.19 Farmland Rate Categories

RCV:VAL:VOR

Author: Director Corporate and Community Services

Purpose: To provide Council with a report on farmland rate categories

Background

Council requested another review into the Farmland Rating Categories at its meeting in April 2021.

Currently Council has three Farmland Rating Categories - Farmland General, Farmland Irrigable (based on the land valuation 6A (3)) and Farmland West. The Farmland Rating Categories generate approximately three million dollars in general rate revenue. Their current details are as follows:

Category	Number Of Assessments	Land Value \$	Ad Valorem Rate	Minimum Rate
Farmland General	631	752,807,770	0.2315685	\$505.00
Farmland Irrigable	289	361,609,630	0.3164245	\$505.00
Farmland West	7	8,579,300	0.2516309	\$505.00

History

The following information is a brief precis of historical Council reports previously provided on the subject of Farmland Rating Categories:

- 17 April 2007 - Council resolved to introduce the new farmland irrigable rate category due to the separation of the water entitlement from land with respect to the valuation.
- 25 June 2013 - Council received a report on surrounding Council farmland rate categories, where 50% of identified Councils had multiple farmland rate categories. Council also resolved to make a submission to the Valuer General in relation to the Section 6A (3) property valuation.
- 20 August 2013 - Council resolved to send a letter to the Member for Murrumbidgee in relation to the valuation process for land.
- 18 March & 15 April 2014 - Council discussed alternatives in relation to the amalgamation of the Farmland General and Farmland Irrigable Rating Categories for the 2014/15 Financial Year or a staged proposal over 4, 5 or 10 years. Council opted to retain the existing rating categories.
- 18 November 2014 & 17 March 2015 - Council, after receiving a request from a ratepayer for a review of rates under Section 525 of the Local Government Act 1993, sought legal advice and determined to retain the Farmland Irrigable Rate Category based on the 6A (3) land valuation category.
- 23 June 2015 - Council requested another review of the Farmland Rating Categories. This review was undertaken and Council staff recommending that the Farmland Irrigable and Farmland General rate categories be amalgamated. Community consultation was to take place during 2015/16 with the changes to commence in the 2016/17 financial year with a staged four-year implementation., Council resolved instead to write to the Minister for Lands about the land valuations in the Shire.
- 15 December 2015 & 16 February 2016 - The Minister for Lands referred the matter to the Minister for Finance, Services and Property. Council determined from the Minister's reply that the costs involved in the survey of the irrigable assessments would be in the order of \$1,500,000. Council determined to note the report and take no further action.

Issues

Council reviewed a number of neighbouring Councils and determined that Griffith and Murrumbidgee Council both still have Farmland Irrigable Categories as well as normal farmland.

It appears the main problem caused by the use of the 6A (3) valuation category for Farmland Irrigable occurs where ratepayers have a mixture of dryland and irrigation on the one assessment. The Minister in 2016 suggested proportional rate valuations based on surveys of the ratepayer's property to determine what area of their property is subject to irrigation. The problems presented with this included the cost of the surveys and the ongoing review of these properties to determine the land use in the future. It was decided not to go down this path but to retain the Farmland Irrigable Category based on the 6A (3) valuation type.

It would still be possible for Council to amalgamate both or all the Farmland Rate Categories over an extended period (4 years or less) to soften the blow on the Farmland General Category. Community consultation would be required as a starting point for this process.

The following table indicates effects on properties with land values of \$500,000 and \$1,200,000 across both farmland categories. The average ad valorem rate for Farmland General and Irrigable is 0.2739965.

Land value \$500,000	Farmland General	Farmland Irrigable
Current AV rate	\$1,157.84	\$1,582.12
New Average AV rate	\$1,369.98	\$1,369.98
Difference	\$212.14 More	\$212.14 Less
Land value \$1,200,000	Farmland General	Farmland Irrigable
Current AV rate	\$2,778.82	\$3,797.09
New Average AV rate	\$3,287.96	\$3,287.96
Difference	\$509.14 More	\$509.13 Less

The final ad valorem may require adjustment as the income generated from general fund rates must not exceed the current income generated. Therefore, the adjustment of the ad valorem rate in any rating category does not generate any further income but shifts the rating burden around within each category.

If Council wishes to retain the current rating structure and to overcome further objections it is recommended to suggest to those ratepayers that have current assessments with dryland and irrigation to split their assessments along these lines. Ratepayers would have to apply to the Department of Lands for their approval and any costs would be at the ratepayer's expense. This decision would be solely the ratepayers or their advisors and would be in no way be advice from Council.

Financial implications

Revenue generated from general fund rates will remain the same

Statutory implications (Governance including Legal)

Local Government Act 1993

Policy implications

Nil

Risk implications

Amalgamation of the Council's farmland rate category may reduce rate complaints and reviews

Community Strategic Plan

Theme 5 Leadership and Governance

Recommendation:

That Council receive the report on farmland rate categories.

10.20 New Council Policy – Procurement & Credit Card Policy

CM:POL:CWP

Author: Director Corporate and Community Services

Purpose: Replacement of the existing Procurement policy with a new policy incorporating credit & fuel cards.

Attachment: Draft Policy – Procurement and Credit Card Policy
Existing Policy 137 – Procurement and Tendering

Background

An effective policy needs to provide clear guiding principles for the procurement of goods and/or services through quotations and tendering, credit and fuel card use. The implementation of this policy will assist in meeting the needs of the community while ensuring best value for money, good management practices, transparency, probity, environmental performance and the sustainable use of resources. This policy was last adopted by Council in October 2019.

Issues

Nil

Financial implications

There are no financial implications of this policy additional to Council’s standard administrative processes.

Statutory implications (Governance including Legal)

This policy has been prepared to encompass the legislative requirements and obligations for the procurement of goods and/or services together with best practice operation of corporate credit and fuel cards.

- *Local Government Act 1993*
- *Local Government (General) 2021 Part 7 Tendering*
- *Work Health & Safety Act 2011*
- OLG Tendering Guidelines for NSW Local Government October 2009
- Policy 088 - Statement of Business Ethics
- Policy 090 – Work Health & Safety
- Code of Conduct
- Delegations Register

Policy implications

It is standard practice to review Council policies regularly to ensure continuing functionality. With the use of corporate cards becoming more prevalent in local government as a way to better address increasingly diverse procurement needs it would be appropriate to incorporate these cards more formally into a Council policy. This policy was last reviewed in October 2019.

Risk implications

It is incumbent on Council to provide clear guidelines for the procurement of goods and/or services and the use of corporate cards in order to minimise possible risk – both financial and/or reputational. This policy is designed to establish a framework to ensure that Council is following best practice in all procurement activities.

Community Strategic Plan

Theme 5 – Leadership and Governance

Recommendation:

That Council:

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

ATTACHMENT



Council Policy NEW

Doc Id:

Procurement and Credit Card Policy

Application	All Council procurement activities
Responsible Officer	General Manager
File No	CM:POL:CWP
Authorised by	Council
Effective Date	
Distribution	Internet / Intranet / Public Exhibition

Purpose

Carrathool Shire Council is committed to effective, efficient, economical and sustainable procurement to ensure that goods and services are of high quality, sufficient and fit for purpose.

The goal of this policy is to provide clear guiding principles for the procurement of goods and/or services through quotations and tendering, credit and fuel card use. The implementation of this policy will assist in meeting the needs of the community while ensuring best value for money, good management practices, transparency, probity, environmental performance and the sustainable use of resources.

Objective

The objectives of this policy are to:

1. ensure that procurement delivers value for money and that all transactions are conducted in an honest, fair and equitable way
2. ensure that the procurement is sustainable
3. comply with work health and safety good practice with regard to the procurement of goods and/or services
4. encourage the development and promotion of business and industry within the local economy
5. establish rules for the use of corporate cards (credit and fuel) issued by Council
6. ensure that organisational transactions are carried out as efficiently as possible through the use of corporate cards when appropriate
7. provide an alternative mechanism for the purchase of fuel for Council supplied vehicles
8. guard against possible misuse of corporate cards (credit and fuel) issued by Council
9. ensure the use of corporate cards (credit and fuel) is in accordance with relevant legislation

Definitions

Procurement: Deals with the identification of needs, sourcing activities, negotiation and the strategic selection of goods and/or services that are of importance to an organisation. It involves selecting vendors, establishing payment terms, strategic vetting, selection, negotiation of contracts, the actual purchasing of goods and/or services and post contract activities such as contract and supplier management. Procurement covers all activities involved in acquiring goods and/or services that are vital to Council.

Purchasing: A subset of procurement. Refers simply to the transactional processes of buying goods and/or services, including receiving and payment.

	Effective Date:	
Uncontrolled document when printed. Please refer to website or intranet for controlled document	Version No.:	1



Council Policy NEW

Reference

This policy complements other legislation and where it is silent on matters referred to in the following legislation such matters must be followed in accordance with the legislation.

- *Local Government Act 1993*
- *Local Government (General) 2021 Part 7 Tendering*
- *Work Health & Safety Act 2011*
- OLG Tendering Guidelines for NSW Local Government October 2009
- Policy 088 - Statement of Business Ethics
- Policy 090 – Work Health & Safety
- Code of Conduct
- Delegations Register

Policy Statements

Procurement Principles

Council's procurement related activities shall be conducted in a manner that complies with these general procurement policies:

1. obtaining value for money in the procurement of goods and/or services, using open and effective competition wherever practicable.
2. Quality, price, delivery and service along with local benefit shall generally be considered the main criteria in assessing Council's procurement of goods and/or services together with experience, conformance with specifications, WHS record and systems/project specific matters.
3. Council expects its contractors and suppliers to comply with ethical business standards and practices in all procurement activities.
4. Council will strictly implement its Code of Conduct, guidelines and other relevant policies on matters relating to all procurement activities.
5. All staff are required to consistently apply and implement Council's procurement policies and procedures. Appropriate remedial action will be taken for non-compliance.
6. Elimination of unnecessary purchasing reduces costs and waste.

Procurement Delegations

Purchases valued at less than \$250,000 inclusive of GST will be authorised by appropriate council officers in accordance with the criteria listed below. Appropriate council officers will be delegated authority by the General Manager to approve the purchase of goods and/or services within specified limits. These limits will be strictly adhered to and will be monitored regularly. The onus will be on the individual employee to ensure that they do not abuse their authority level. At no time are orders to be split so that the total value of the order falls under an employee's delegated authority level.



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Value (incl GST)	Quotations	Details
< \$5,000	1	Supplier may be selected directly by a Council Officer with the appropriate level of authority
\$5,000 - \$29,999	3	At least 3 verbal quotations sought and documented Where 3 quotations are not available the reason should be documented Where the lowest quotation is not accepted, supporting documentation must be provided to the relevant supervisor Where a supplier other than the recommended is accepted, justification for this decision must be documented
\$30,000 - \$249,999	3	At least 3 written quotations sought and documented with written specifications provided Where the lowest quotation is not accepted, supporting documentation must be provided to the relevant supervisor Where a supplier other than the recommended is accepted, justification for this decision must be documented
\$250,000 +	Tender	Complete tender suite of documentation
Annual Schedule of Rates	EOI	Must be publicly advertised annually calling for fixed rates for work, plant hire and projects (<\$250k) on an as required basis Selections must be approved by Council's Tender Panel

Tendering

Council will seek tenders where required by the Act and when deemed appropriate by the General Manager. Tendering selection criteria may be modified with the approval of the General Manager. Value for public money to achieve positive outcomes for the community is the core principle underpinning Council's procurement system. This will involve a comparative analysis of all relevant costs and benefits of each proposal throughout the whole procurement cycle. To carry out the comparative analysis, Council will use appropriate evaluation criteria. A weighting will be applied to each evaluation criterion. Evaluation criteria and weighting will be set by the responsible officer with the exception of Local Benefit which will have a maximum weighting of 10%.

Compliance and Fraud

Areas of non-compliance will be dealt with by the General Manager. All suspected fraudulent activity will be dealt with in accordance with Council's Fraud and Corruption Prevention Strategy.

CASH, CREDIT CARDS & FUEL PURCHASES

All supporting vouchers and tax invoices must be obtained for all purchases.

Petty Cash

Council's petty cash limit is \$50. Cash purchases must be supported by receipts. Only the General Manager or the relevant Director may approve reimbursements of expenditure without the production of a receipt in certain circumstances.

Credit Cards

Council credit cards may be issued only to approved persons on the authority of the General Manager in accordance with Council policy. Requests for a Council credit card will be assessed by the General Manager on a needs basis, i.e.:



Council Policy NEW

- officers who are required to make transactions in a timely manner; and
- purchases unable to be made through Council's procurement system (eg flights, accommodation)

Council credit cards must not be used to incur personal expenditure or expenditure on behalf of other organisations. Misuse of a Council credit card may lead to the cancellation of the card together with a requirement for the cardholder to pay restitution to Council. Cardholders must certify their monthly credit card expenses, confirming that the costs incurred were for official purposes. The General Manager must authorise all credit card expenditure with the Director Corporate & Community Services authorising the General Manager's credit card expenditure. Each corporate credit card will be issued to a specific person who will remain personally responsible for the use of the card.

Cardholder Responsibilities

It will be the responsibility of the cardholder to –

1. obtain and retain sufficient supporting documentation (tax invoices) to validate the expense and attach these to the monthly statement from the bank
2. review the monthly statement and verify that the goods and/or services listed were received and report any inaccuracies to the Director Corporate & Community Services
3. sign the monthly statement to verify that the transactions have been made for official purposes
4. take adequate measures to ensure the security of the credit card
5. notify the bank and the Director Corporate & Community Services immediately if the card is lost or stolen or if any unauthorised transaction is detected or suspected
6. The credit card is not to be attached to any reward system offered by the provider
7. return the card to the Director Corporate & Community Services where the card has been withdrawn as detailed below

Withdrawal of Corporate Credit Cards

A corporate Credit card may be withdrawn or cancelled for the following reason –

1. the cardholder ceases to be an employee of Council
2. it is determined that there is no longer a need for the existing cardholder to utilise a credit card facility
3. misuse of the credit card by the cardholder including inappropriate expenditure or non-compliance with the conditions of use set out in this Policy

Fuel Cards

Issue of Fuel Cards

1. The Manager Town Services & Fleet will be responsible for issuing fuel cards to employees who are provided with a council vehicle in the course of their employment
2. The recipient of the fuel card will be required to sign a document acknowledging and agreeing to the conditions of use outlined in this Policy
3. The Manager Town Services & Fleet will maintain a register of all employees who have been issued with a council fuel card

Fuel Card Usage

1. The fuel card must only be used for the vehicle it is assigned to and must not be utilised to refuel another vehicle
2. The fuel card must be retained with the associated vehicle at all times
3. The fuel card is not to be attached to any reward system offered by the fuel provider

Cardholder Responsibilities

It will be the responsibility of the cardholder to –

1. Sign the fuel receipt issued at the fuel outlet



Council Policy NEW

2. Forward all fuel receipts to the Creditors Officer in a timely manner (fortnightly, at the end of each payroll period)
3. Take adequate measures to ensure the security of the fuel card
4. Notify the Manager Town Services & Fleet immediately if the fuel card is lost or stolen
5. Return the fuel card to the Manager Town Services & Fleet on request

Withdrawal of Fuel Cards

A fuel card may be withdrawn or cancelled for the following reasons –

1. The cardholder ceases to be an employee of the Council
2. It is determined that there is no longer a need for the cardholder to have a fuel card
3. Misuse of the fuel card by the cardholder including non-compliance with the conditions of use set out in this Policy

Revision Table

Minute /Date	Amendment Summary (Reason or Reference)
	New Council policy to incorporate and supersede Council Policy 137 Procurement and Tendering and Management Policy CM-001 Corporate Credit Cards Policy and fuel cards.

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.



Council Policy NEW

CORPORATE CREDIT CARD

CARDHOLDER APPROVAL AND ACKNOWLEDGEMENT

Approval

Cardholders Name:
Position:
Credit Limit (Monthly):
General Manager Signature:
Date:

Acknowledgement

<p>I acknowledge receipt of the Carrathool Shire Council Corporate Credit Card and agree that:</p> <ol style="list-style-type: none"> 1. I will not use the corporate credit card, nor permit it to be used, other than for official Council purposes 2. I will not use the credit card to withdraw cash 3. I will not use the credit card for prohibited or illegal purchases that may bring the name of Council into disrepute 4. I will ensure the security of the credit card at all times 5. If the corporate credit card is lost or stolen, I will immediately report it to both Council's bank and the Director Corporate & Community Services 6. If my position with Carrathool Shire Council changes or my employment ceases, or I am asked to surrender the card for any other reason, I will immediately return the card 7. I will retain all original supporting documentation that meets the requirements of a tax invoice for presentation to the relevant authorising officer.
--

Cardholders Signature

Card No:	Expiry:
Cardholders Signature:	Date:
Witness Name:	Signed:



Council Policy NEW

FUEL CARD

CARDHOLDER APPROVAL AND ACKNOWLEDGEMENT

Approval

Cardholders Name:
Position:
Credit Limit (Monthly):
General Manager Signature:
Date:

Acknowledgement

<p>I acknowledge receipt of the Carrathool Shire Council Fuel Card and agree that:</p> <ol style="list-style-type: none"> 1. I will not use the fuel card, nor permit it to be used, other than for refilling the Council vehicle for which it has been issued 2. I will ensure the security of the fuel card at all times 3. If the fuel card is lost or stolen, I will immediately report it missing to the Director Corporate & Community Services 4. If my position with Carrathool Shire Council changes or my employment ceases, or I am asked to surrender the card for any other reason, I will immediately return the card 5. I will retain all fuel receipts and forward them to the Creditors Officer as required under this Policy

Cardholders Signature

Fuel Company Name:	
Card No:	Expiry:
Cardholders Signature:	Date:
Witness Name:	Signed:



Doc Id: 334812

Council Policy 137

Procurement and Tendering

Application	All council staff, delegates or external entities
Responsible Officer	General Manager
File No	CM:POL:CWP
Authorised by	Council
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Purpose

The objectives of Carrathool Shire's Procurement Policy are as follows:

- To ensure Council is at all times in compliance with the *Local Government Act 1993* and *Local Government (General) Regulation 2005*;
- To define a procurement framework and the associated processes;
- To assist Council in achieving the best value for money in all of its procurement transactions;
- To ensure that Council's procurement processes are of best practice and meet the highest level of accountability and transparency;
- To encourage the development and promotion of business and industry from within the Carrathool Shire boundaries.

Definitions

Council:	Carrathool Shire Council
Tender Panel:	Reviews and endorses the form of tendering, quoting and contract documentation. The panel consists of the General Manager, Director Corporate and the relevant Department Manager.
Contract:	a legally binding agreement between the Principal and the Contractor providing the relevant materials, equipment, works and services. All applicable legislation and policies are to be considered in respect of the drafting, awarding and execution of the relevant contract.
Contractor:	Entity entering a contract with the principal, charged with providing goods and services pursuant to the contract.
Principal	Carrathool Shire Council
Local Supplier	A supplier of goods and/or services who conducts their business from within the Carrathool Shire area.
Preferred Supplier	A supplier of goods and/or services who has been selected as sole or one of limited number of suppliers. Preferred suppliers may be appointed following a competitive selection process or appointed on another basis, such as a sole local supplier with relevant experience. In the latter case, the rationale for not approaching other suppliers must be contestable and documented.

Reference

This policy complements other legislation and where it is silent on matters referred to in the following legislation such matters must be followed in accordance with the legislation.

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- The procurement of goods and services by Council must be in accordance with the legislative framework prescribed by the *Local Government Act 1993* and the *Local Government (General) Regulation 2005*.
- Section 55 of the *Local Government Act 1993* details the requirements for tendering by Council. Clauses 165 to 179 of the *Local Government (General) Regulation 2005* detail the administration of tenders, including prerequisite requirements and the processes associated with the opening and determination of tenders.
- Clauses 209 and 211 of the *Local Government (General) Regulation 2005* provide for the particular responsibilities of the General Manager and the authorisation of expenditure.

Policy statements

Audit/Risk Analysis

Internal audits and risk analysis of Council's procurement activities will be carried out on a regular basis.

Procurement System

Council's procurement activities shall be carried out in accordance with this policy. Council Officers are obliged to ensure that all of its activities relating to procurement are carried out having regard to the following principles.

(a) Open and Effective Competition

The objective of this principle is to maximise the prospect of obtaining the most advantageous outcome for Council. This will be achieved by:

- Procurement procedures being visible to Council, contractors, suppliers and the general public.
- All practices and procedures regardless of the size of the transaction being able to withstand public scrutiny.
- Contractors and suppliers having a real opportunity to do business with Council.
- Testing the market and encouraging competition among contractors and suppliers.

(b) Value for Money

Council bases procurement decisions on the principle of 'value for money' over the life cycle of products rather than merely basing value on the 'lowest cost'.

(c) Ethical Behaviour

Council has a Statement of Business Ethics, which outlines the standards to be observed and applied by the organisation in carrying out its business. The statement should govern all decision-making behaviour within the organisation.

Council officers should inform or provide potential contractors and suppliers of the Statement of Business Ethics.

(d) Conflict of Interest

Council Officers are advised to avoid situations where private interests conflict (or may be perceived as conflicting) with their professional duties and should be mindful of the provisions of Council's Code of Conduct.

Purchasing Delegations

Appropriate levels of authority to incur and approve expenditure as delegated by the General Manager will be strictly adhered to and will be monitored regularly with the onus being on the individual employee to ensure they do not abuse their authority level.



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Procurement Categories

Council's procurement activities operate within seven prescribed categories however staff should check with store/office before items are purchased that they are not carried in stock before committing to purchase.

The categories are as follows:

(i) Goods and Services less than \$5,000.00 - Direct Procurement

Council Officers with appropriate authority are granted the ability to purchase goods and services up to the value of \$5,000.00 depending entirely on each individual's level of authority.

A supplier may be selected directly to provide goods and services where the expenditure is less than \$5,000.00. Under no circumstances are orders to be split so that the total value of the order falls under the amount of the individuals delegated authority level.

(ii) Goods and Services between \$5,000.00 and \$29,999.99 - Verbal Quotations

At least three verbal quotations are to be sought and documented where expenditure is between \$5000.00 and \$29,999.99. If three verbal quotations are not possible the reason should be documented.

Under no circumstances are orders to be split so that the total value of the order falls under the amount of the individuals delegated authority level.

The officer will review all quotations and if not accepting the lowest quotation, then the reasons must be documented and forwarded to their direct supervisor for acceptance.

If the relevant supervisor decides to accept a supplier other than the supplier recommended, full justification for this decision must be documented and recorded.

(iii) Goods and Services between \$30,000 and \$250,000 - Written Quotations

At least three written quotations are to be sought and documented where expenditure is between \$30,000 and \$250,000. If three written quotations are not possible the reason should be documented.

Under no circumstances are orders to be split so that the total value of the order falls under the amount of the individuals delegated authority level.

The officer will review all quotations and if not accepting the lowest quotation, then the reasons must be documented and forwarded to their direct supervisor for acceptance.

If the relevant supervisor decides to accept a supplier other than the supplier recommended, full justification for this decision must be documented and recorded.

Note: The threshold for contracts involving services provided by council employees at the time of entering the contract remains at \$150,000.

(iv) Expressions of Interest – Annual Schedule of Rates

Expressions of interest must be publicly advertised on an annual basis, calling for fixed rates from contractors for work, plant hire and projects (under the \$250,000.00 tender threshold) on an 'as required basis'.

Expressions of interest for the Annual Schedule of Rates may be invited by Council directly, or may be invited through entities such as the RAMROC, Local Government Procurement or the NSW State Government. The outcome of the expression of interest process, through which the relevant contractors are selected, must be approved by Council's Tender Panel.



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(v) Preferred supplier agreements

For relevant goods, competitive quotations are to be invited from all relevant suppliers for a set time period, such as one or two years. A preferred supplier or more than one can be appointed.

(vi) Local Government Procurement

As a member of the LGNSW Council supports using the services of Local Government Procurement period contracts and procurement services, where relevant.

(vii) Public Tender

Pursuant to Section 55 of the *Local Government Act 1993*, tenders are to be sought where expenditure is expected to be equal or greater than the amount of \$250,000.00 (as prescribed by the *Local Government (General) Regulation 2005*).

Section 55(3) of the *Local Government Act 1993* provides specific exemptions to the tendering requirement. In such cases, Council may utilise direct procurement processes after approval by way of Council resolution.

Council should select either the open or selective tendering methods (Clause 166 *Local Government (General) Regulation 2005*).

Local Supplier Preference

Where the results of an evaluation against the specific selection criteria and procurement categories are equal, the Council officer should purchase the goods or services in question (or the relevant panel should recommend the tender/quotation to Council) from a local supplier.

Entering a contract for goods or services

In the majority of purchases by Council it will not be necessary to also enter a separate formal contract document that is signed by the parties. Contracts are to be entered on procurements of a critical nature such as IT applications or high-value procurements such as major works, where the impacts of non-performance, delays or poor quality performance might have substantial adverse consequences.

Managers or Directors must exercise judgment in assessing the merit of entering a formal contract for the specific procurement at hand to ensure Council's interests are protected.

Major Contract Performance Review

At regular intervals during the life of any major supply or services contract or sole local preferred supplier agreement, and also following the expiry of the contract, the Director of the relevant Council division shall conduct and document contract performance reviews.

Emergency Procurement Procedures

Circumstances may arise whereby goods or services are required immediately, for example, in response to an emergency.

The same practices are to be followed as in ordinary cases where practicable, especially in regard to ensuring that the person requesting "emergency" goods or services has the appropriate authority to do so. In such situations if the purchase price exceeds the value of the employee's delegated authority the order should be referred to their immediate supervisor for approval. If this is not possible, the reasons should be recorded and referred to their supervisor as soon as is practicable after the emergency purchase.



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These processes must not impede the urgent nature of such requests, but are intended to uphold the transparency that Council requires in all procurement transactions.

Procurement of Services

All council staff, delegates, contractors or external entities in the procurement of goods and services for Carrathool Shire Council projects shall use judgement when selecting the plant to be used for a project based on the suitability of plant for the task, the reliability of the plant, the competence of the operators and the hire price including total cost of the project i.e. 'value for money'. For instances where plant is charged on an hourly basis or at a per kilometre rate, or where 'dry' hire or 'wet' hire provides the best value for any individual project.

Work Health & Safety

Carrathool Shire Council endeavours 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, WHS principles must be considered when purchasing or hiring new plant or equipment and, where possible, in the purchase of everyday materials. Contractor appointment must also address WHS considerations to a standard that conforms to Council's prevailing policies.

Revision Table

Minute /Date	Amendment Summary (Reason or Reference)
0730 / 20.09.2005	Replace 2.9.1 Tendering for Goods
1446 / 20.02.2007	
1481 / 20.03.2007	
0707 / 20.07.2010	Definitions – Preferred Supplier Procurement Categories – (v) Preferred Supplier Agreements (vi) Local Government Procurement
0658 / 15.04.2014	Reaffirmed
0741 / 16.10.2018	Minor wording changes
1131/ 22.10.2019	Amend Tendering threshold from \$150,000 to \$250,000

Associated Documents

- Tendering Guidelines for NSW Local Government, NSW Department of Premier and Cabinet Division of Local Government
- Tendering and Procurement Manual
- Statement of Business Ethics
- Code of Conduct
- Policy 90 – Work Health & Safety
- Policy 152 – On-Time Payment Policy

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.

10.21 Economic Development Unit Report – March 2022

ED:TOUR:TEP

Author: Economic Development Officer

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

Background

Each month the Economic Development Unit (EDU) provides Council with an update of activity that has taken place and future proposals for Council consideration.

Issues

International Women’s Day

The 2022 International Women’s day was held on 5 March 2022. A Create and Connect afternoon was held in partnership with the Hillston CWA. The day included a painting class that was delivered online and afternoon tea supplied by the Hillston CWA. Further details will be presented at the April Council meeting.

A further 3 additional Create and Connect workshops are being planned for Goolgowi, Rankins Springs and Carrathool in May/June in consultation with the communities.

Youth Week

Planning is underway for the 2022 Youth Week event which will be in early April. Options under investigation include public art workshop, digital animation workshop and a movie night. Local schools will be included in the consultation prior to a final decision on the format.

Goolgowi Skate Park Project

The installation of the toilet amenities and water bubbler is now complete. The final elements of the overall project will commence in the coming weeks. These include turfing, concrete edging of the fitness park, bubbler installation, pathways and rubberized softfall to the surrounds of the skate park. The colour and pattern of the softfall has been chosen in consultation with the students of Goolgowi Public School.

Information Distributed to the Community

- Regional Job Creation Fund Information
- Online workshop for tendering processes
- Social Media training
- Small Business Month with Free digital workshops available
- Carrathool Shires Create and Connect Day in partnership with Hillston CWA
- Stay NSW and Parents Voucher information
- Select Harvest Grant Opportunity

Brochure Reprint

The Art Brochure and Drive Brochure have been updated with the new information and been sent for reprinting.

Grants

Grant applications have been submitted for the boat ramps located in Hillston and Carrathool as well as applications for pump tracks in Hillston, Goolgowi and Rankins Springs.

Street Banner Project

The existing street banners will be removed in the coming week. Concurrence has been received from Transport for NSW regarding the installation of new banner poles along the footpath of High Street. The new poles will allow for the raising and removing of flags from ground level as well as allowing communities groups to advertise their community events. A set of flags (16 poles) costs approximately \$2,000.00. Community groups will be encouraged to purchase their own set to be displayed on the new poles.

Uses for the existing vinyl flags are being considered with suggestions welcome.

Financial implications

Existing EDU budget and grant funding.

Statutory implications (Governance including Legal)

Nil

Policy implications

Nil

Risk implications

Nil

Community Strategic Plan

This report covers activities in accordance with the following CSP 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 March 2022

11. Committee Reports

Nil

12. Closed Council Reports

12.1 Carrathool Shire Council Scholarship Scheme

PSL:ES:SCH

Author: General Manager

Purpose: To determine the successful applicants under the 2022 Carrathool Shire Council Scholarship Scheme for Charles Sturt University.

Background

Council is asked to consider this report Carrathool Shire Council Scholarship Scheme for Charles Sturt University 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 Proposed Land Rezoning Hillston – Progress Report

LUP:PL:LEP

Author: Manager Building and Regulatory Services

Purpose: To inform Council of the progress in proposed land rezoning in Hillston

Background

Council is asked to consider this report proposed land rezoning in Hillston for 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 Hillston District Office on **19 April 2022** commencing at **10.00am**.