



# ORDINARY MEETING AGENDA

## 16 February 2021

Hillston District Office  
139-145 High Street, Hillston

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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)

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## Council's Vision & Goals

### Motto

Council's Motto is:

***"Promoting our future through diversity"***

### Vision

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

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

The vision is the long term planning focus of council.

### Mission

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

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

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

### Values

We value:

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

**ORDINARY COUNCIL MEETING AGENDA**  
**OF THE CARRATHOOL SHIRE COUNCIL TO BE HELD**  
**AT THE HILLSTON DISTRICT OFFICE ON**  
**TUESDAY, 16 FEBRUARY 2021 COMMENCING AT 10.00 AM**

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***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.*

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**1. Present**

**2. Apologies**

**3. Declaration of Pecuniary and Conflicts of Interest**

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

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

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

**4. Confirmation of the Previous Minutes**

Ordinary Council Meeting     16 December 2020

**5. Business Arising**

## 6. Motions & Questions (notice given)

### 6.1 Notice of Motion – Lot Size Dwelling Entitlement – Rankins Springs

LUP:PL:LEP

Author: General Manager

Purpose: Cr Groat made a request for an issue to be discussed at the February 2021 Council meeting regarding land lot size at Rankins Springs – the General Manager confirmed with Cr Groat it would be appropriate to deal with the item by way of Notice of Motion.

#### Background

Cr Groat has provided information regarding Lot 31 DP 751690:

“I realise the lot size on the RU1 zone is 40 hectares and the lot in question is 2.6 hectares. We as a Council should be catering for our community to expand and as the land zoning is at the moment there is limited space or blocks available in the district for any young couple that has a desire to invest in this district. I believe we should revisit the land zoning as a matter of urgency and also the implications of connecting potable water to these blocks. I would be very interested to include this discussion at the next Council meeting.”

#### Issues:

There are two issues at play within the LEP that cause confusion, ie. Land use zone and minimum lot size – particularly for a dwelling entitlement.

Each of the land use zones specify the objective for development, and development that requires consent, and development that is prohibited.

Minimum subdivision lot size is applicable to various zones throughout the Shire to ensure subdivision of land occurs in a manner that promotes suitable land use and development - this can and does vary upon location of towns and villages.

The most consistent minimum lot size across the Shire is the rural zone or RU1, Primary Production this appears to be 40 hectares across the Local Government Area.

Residential zones can vary with minimum lot sizes being as follows:

Town	Minimum Lot Size
Hillston	600 sq m
	2,000 sq m
	4,000 sq m
	2 hectares
Goolgowi	600 sq m
	2 hectares
Rankins Springs	4,000 sq m
Merriwagga	4,000 sq m
Carrathool	600 sq m

As the current LEP was adopted in 2012 no explanation can be offered for the inconsistency within the minimum lot sizes across the Shire area.

Council at the December 2020 meeting considered an initial report for potential re-zoning of land within Hillston township. The minute reflects that a report is to be brought back to Council for consideration of a planning review and proposal. It may be appropriate if Council wishes to consider changes to other locations to do a full review of the LEP or only a gateway proposal on selected areas.

Cr Groat has also asked about implications of supplying potable water - this can be determined upon Council agreeing and identifying any potential changes to the Rankins Springs zone, and as a consequence the minimum lot size.

**Financial implications**

A planning proposal will need to be developed and submitted to the Department of Planning to comply with statutory requirements. An anticipated cost is between \$10,000 and \$50,000, and an expected time frame of eighteen months is envisaged, depending upon complexity.

**Statutory implications (Governance including Legal)**

*Environmental Planning and Assessment Act 1979.*  
Division 3.4 Environmental Planning Instruments.

**Policy implications**

Nil

**Risk implications**

Nil

**Community Strategic Plan**

Theme 3b: Growth is supported through revised land use planning.

**Recommendation:**

**That Council determine a course of action regarding land use planning for Rankins Springs.**

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

### Parts of the Meeting that can be Closed to the Public

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

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

#### Matters & Information

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

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

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

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



## 8. Mayoral Report

### 8.1 Mayors Report

GOV:MCCC:AGA

Author: Mayor Jardine

Purpose: To inform Council of recent activity by the Mayor since the December 2020 meeting.

#### Background

Welcome back to Councillors and Staff for our first meeting of 2021. I do hope this year is a prosperous one for all building on from a successful harvest period at the end of last year and recent rainfalls we have experienced across the Shire.

During December I attended the staff Christmas meeting, an annual event for indoor and outdoor staff to come together to acknowledge achievement throughout the year and recognise staff who have provided five, ten and fifteen years' service to the community. This year several members of staff had provided in excess of thirty years' service. Congratulations to these people and on behalf of Council thank you for your contribution to the community.

The buy local campaign appeared to be a success it was well received by the business community and well supported by local residents. Council hopes to be able to keep the "Buy Local" message to the fore and continue promotion in conjunction with the business community throughout the year.

The Australia Day event this year was held at Rankins Springs – thank you to the ladies of the Rankins Springs Hall Committee and other community members for the effort to make the event the success it was, given the underlying difficulty of compliance with COVID 19 regulatory requirements.

Our Ambassador this year was Mr Victor Kavalenko OAM. Victor is the head coach of the Australian yachting team and is currently preparing the squad for the Tokyo Olympics. Victor was accompanied by his wife Tatiana. Alison and I had the pleasure of hosting them to dinner at "Windarra" on the evening of Australia Day.

Australia Day is a day when we celebrate the achievements of our people. This year we recognised our citizens who made contributions to the community through civic activities and sporting accomplishments. Congratulations to these people recognised for their commitment to the community, not only the winners of various categories but also to all nominated for awards this in itself is appreciation by the community of your contribution.

#### Financial implications

Nil

#### Statutory implications (Governance including Legal)

Nil

#### Policy implications

Nil

#### Risk implications

Nil

#### Community Strategic Plan

Nil

#### Recommendation:

**That Council note the report provided of the Mayor for December 2020 and January 2021.**

## 9. Delegates Report

Nil

## 10. General Managers Report

### 10.1 Ongoing Action from Previous Business Papers

GOV:MCCC:CR

Author: General Manager

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

#### Background

#### 1045/20.08.19 – Hillston Common

Responsible Officer: GM

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

#### 1159/19.11.19 – Council Water Supply Update

Responsible Officer: DIS

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

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

Responsible Officer: MWS

DECISION	ACTION TAKEN
Council continue to examine options and treatments with Public Health Unit and Department Primary Industry and Environment.	Bore assessment project due to be undertaken between February – July 2021.
Council continue to pursue construction funding for a new bore at the location.	Outcome of the study and full report to be presented to the April 2021 meeting for further determination of bore 5.
A further report on the cost estimates of a new bore in the same area of bore three and five be presented to Council.	Quotes received from Watson Drilling. Four options available to Council. Costing to be included as an option in interim report at the April meeting.

#### 1361/21.07.20 – Weed Spraying on Local Roads

Responsible Officer: DIS

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

**1384/18.08.20 – Successful Application for Fixing Local Roads Round One – Carrathool Road**

**Responsible Officer: DIS**

<b>DECISION</b>	<b>ACTION TAKEN</b>
A report be provided to Council on Stage One when it is near to completion.	Report this February 2021 meeting.

**1455/20.10.20 – Request to go to Select Tender – Road & Traffic Signage**

**Responsible Officer: DIS**

<b>DECISION</b>	<b>ACTION TAKEN</b>
Council select the selective tender method and report back to council with a summary of tenders.	Report to February 2021 meeting.

**1469/20.10.20 – Economic Development Officers Report – September 2020**

**Responsible Officer: EDO**

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

**1470/20.10.20 – Funding Opportunity for Old Council Building, Goolgowi**

**Responsible Officer: GM**

<b>DECISION</b>	<b>ACTION TAKEN</b>
Council renovate the old Council Building under grant funding.	In progress, to be submitted under LRCI program.

**1507/17.11.20 – Real Café (Cordatos Building) Restoration**

**Responsible Officer: MBRS**

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

**1519/15.12.20 – Goolgowi Branch CWA – Request for Assistance**

**Responsible Officer: GM**

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

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

**Responsible Officer: DIS**

<b>DECISION</b>	<b>ACTION TAKEN</b>
Undertake an assessment of Council roads to determine suitability of roads for heavy vehicle use.	Waiting on project approval. Funding body has requested additional information.
Advertise and seek submissions from the public once the assessment is completed.	
Council to make a final determination to nominate roads suitable for heavy access to the National Heavy Vehicle Regulator for inclusion in the approved network in time for the 2021 harvest period.	

**1524/15.12.20 – Regional Airports Program – Round 2 Funding**

**Responsible Officer: DIS**

<b>DECISION</b>	<b>ACTION TAKEN</b>
Council make an application under the current round of the Regional Airports Program (Round 2) for an amount up to \$300,000 to rehabilitate the apron, upgrade the terminal, purchase of a new traffic counter, construction of additional wind sock and install new aerodrome signage.	Application submitted December 2020.

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

**Responsible Officer: BRSM**

<b>DECISION</b>	<b>ACTION TAKEN</b>
Advertise lot 25, DP 755143 Zara Street Goolgowi seeking expressions of interest including offers to purchase the land, and report back to the February meeting.	Advertisement placed report to March 2021 meeting.

**1532/15.12.20 – Council Policy 125 – Staff Gratuity Policy**

**Responsible Officer: DCCS**

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

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

**Responsible Officer: DCCS**

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

**Financial implications**

Nil

**Statutory implications (Governance including Legal)**

Nil

**Policy implications**

Nil

**Risk implications**

Nil

**Community Strategic Plan**

Nil

**Recommendation:**

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

**10.2 Precis of Correspondence**

GOV:MCCC:AGS

Author: General Manager

Purpose: Matters for consideration by Council

Information Items: 10.2.1 Crown Reserves Improvement Grant – Informing Council of Grant  
 10.2.2 ANZAC Day - requesting assistance with road closures and traffic control  
 10.2.3 Hillston Outback Triathlon – requesting assistance and support with promotion and traffic control

**10.2.1 Crown Reserves Improvement Grant**

Council has received advice from the Hon. Melinda Pavey MP, Minister for Water, Property and Housing that it has received a grant of \$97,400 for upgrade and repair of the amenities at the rear of the Hillston Caravan Park.

An application for funding was submitted in July 2020 by Council’s Planning and Project Officer to upgrade the secondary amenities block in accordance with the recommendation from the review of Operation and Redevelopment Strategy for the Hillston Caravan Park. There is no contribution required by Council under this grant.

**Recommendation:**

**That Council note the successful grant of \$97,400 under the Crown Reserves Improvement Fund for upgrade of the Hillston Caravan Park amenities block at the rear of the park.**

**10.2.2 ANZAC Day**

Council in the past has worked with Hillston RSL Sub Branch to provide traffic control for the ANZAC Day March, assistance in this regard has been requested for 25 April 2021.

The request for necessary street closures has been approved in principle by the Traffic Committee and TfNSW agreeing to the closure of the Kidman Way with appropriate detours in place.

Council assistance would involve setting up traffic control and manning the major detours, and removal of traffic control signage after the event. It is anticipated Council expense would be less than \$1,500.00.

**Recommendation:**

**That Council agree to provide traffic control for the 2021 ANZAC Day March.**

**10.2.3 Hillston Outback Triathlon – Event Organiser Robin Bartholomew**

Requesting continued Council support for the event to be held on 7 March 2021. Council in the past has been supportive in the provision of advertising, assisting with road closures and where Council employees may volunteer time in attending the road closures. At the March 2020 meeting Council resolved to include the annual event in the budget. Should it be necessary for external traffic control to be used an approximate cost of \$1,500 would be necessary.

At the time of writing the report there is approximately \$7,000 remaining in the vote.

**Recommendation:**

**That Council continue to support the Hillston Outback Triathlon with promotion and if necessary traffic control to \$1,500 for the 2021 event.**

**10.3 Caravan Parks - Operations**

CP:MAINT:CP

Author: General Manager

Purpose: To update Council as to the operations of the caravan parks for the first half of the 2020/2021 Financial year.

**Background**

Council operates caravan parks at Hillston, Goolgowi and Rankins Springs. Both Goolgowi and Rankins Springs operate at a deficit and have done for some time, the operations are subsidised by other Council revenue.

Goolgowi Caravan Park

Contains 16 sites of which power are available to 13. The standard of amenities is considered satisfactory and requiring only ongoing maintenance. During the 2020/2021 Financial Year an irrigation system has been installed using Drought Community Funds.

A bush kitchen is to be installed in the immediate future as soon as a concrete pad can be completed.

Rankins Springs Caravan Park

Contains 16 sites of which 8 can be reasonably used. The amenities are in new condition having been refurbished during 2020/2021 using the Drought Communities Funding. There is only a need for operational maintenance for the foreseeable future.

The following table details the operational revenue and expenditure for the Goolgowi and Rankins Springs Parks. Depreciation has been excluded.

Goolgowi

<b>INCOME</b>	<b>2018/19</b>	<b>2019/20</b>	<b>To 31/12/2020</b>
Fees & Charges	\$32,238	\$22,670	\$7,768
<b>EXPENDITURE</b>			
Rates/Charges/Insurance	\$4,983	\$5,765	\$4,618
Electricity	\$6,158	\$4,575	\$1,684
Maint. & Repairs	\$26,813	\$25,590	\$12,010
	\$37,954	\$35,930	\$18,312
<b>(DEFICIT)</b>	<b>(\$5,716)</b>	<b>(\$13,260)</b>	<b>(\$10,544)</b>

Rankins Springs

<b>INCOME</b>	<b>2018/19</b>	<b>2019/20</b>	<b>To 31/12/2020</b>
Fees & Charges	\$16,639	\$13,880	\$4,600
<b>EXPENDITURE</b>			
Rates/Charges/Insurance	\$2,252	\$2,088	\$2,509
Electricity	\$3,970	\$3,613	\$1,525
Maint. & Repairs	\$45,016	\$44,342	\$24,908
	\$51,238	\$50,043	\$28,942
<b>(DEFICIT)</b>	<b>(\$34,599)</b>	<b>(\$36,163)</b>	<b>(\$24,342)</b>

Hillston Caravan Park

Contains 30 powered grass sites, and 24 Cabins. Over the past two years using Drought Community Funding and Building Stronger Country Communities Funds two additional cabins have been constructed, seven cabins have been refurbished, the amenities block refurbished and camp kitchen renovated.

During this process parts of the park have also had electrical upgrades to carry required loads.

There is a constant demand for cabin accommodation with very high occupancy rates, the facility is unable to accommodate demand. As Council is aware management issues at the park have been addressed with the following table reflecting this improvement.

<b>INCOME</b>	<b>2018/19</b>	<b>2019/20</b>	<b>To 31/12/2020</b>
Cabin Rent	\$233,448	\$288,266	\$159,281
Site Rent	\$108,721	\$73,205	\$45,060
Sundry Income	\$9,607	\$10,273	\$9,152
	<b>\$351,776</b>	<b>\$371,744</b>	<b>\$213,493</b>
<b>EXPENDITURE</b>			
Wages	\$163,188	\$167,672	\$62,968
Rates/Charges/Insurance	\$16,303	\$17,274	\$18,280
Electricity	\$53,495	\$42,013	\$21,776
Maintenance & Repairs	\$104,936	\$63,160	\$26,749
	<b>\$337,922</b>	<b>\$290,119</b>	<b>\$129,773</b>
<b>SURPLUS/(DEFICIT)</b>	<b>(\$13,854)</b>	<b>\$81,625</b>	<b>\$83,720</b>

**Financial implications**

At the completion of the Stronger Country Communities Round Two, Council will have spent approximately \$550,000 on upgrades to the Caravan Park in accordance with the agreement. This has greatly improved the standard of cabins and park amenities. Council has determined a redevelopment strategy for the park with various recommendations for further improvement.

Council currently holds \$305,000 in internal restriction to address funding opportunities and unexpected expenses at the parks. Consideration should be given to the position of the revenue funds at the end of the current financial year.

The day to day operations now appear to be providing a surplus which allows for required maintenance on the capital improvements made over the past two years.

**Statutory implications (Governance including Legal)**

Nil

**Policy implications**

Nil

**Risk implications**

Council should review its strategy each year in conjunction with the estimates process. This will allow Council to determine the level of service and expenditure required to address the condition of the park's assets.

**Community Strategic Plan**

Theme 2 – Infrastructure for a Sustainable Future.

**Recommendation:**

**That Council note the report on the operations of its three caravan parks.**

**10.4 Building Better Regions Fund – Infrastructure Projects Stream**

GS:PGM:2019BBRF

Author: General Manager

Purpose: To inform Council that round 5 of the Building Better Regions Fund opened and applications will close on 5 March 2021.

**Background**

Grants are available from \$20,000 to a maximum of \$10 million, for Carrathool Shire Council which is classified as remote up to 75% of a project will be funded as against the normal 50% funding contribution. The contribution required is a cash contribution.

Eligible activities include construction, upgrade or extension of infrastructure that provides economic and social benefit to regional and remote areas. Projects need to be investment ready – this means construction should be able to commence within 12 weeks of executing the agreement. There is some focus on Tourism related projects.

The project will be assessed on the following criteria:

- 1) Economic benefit of the project for the region
- 2) Social benefits of the project for the region
- 3) Capacity, capability and resources to deliver the project
- 4) Impact of funding on the project

**Potential Project**

There has been a considerable amount of funding made available to Council over the past two years, many shovel ready projects have been completed and Council has a substantial road construction and maintenance program identified over the next year. With this in mind the Hillston Caravan Park lends itself to this funding round. Staff have put together the following project and costing for Council consideration.

Provision of two new cabins similar to the last constructed, with one cabin being an accessible cabin to accommodate people with disability. Provision of a three unit motel type cabin to be placed towards the rear of the park adjacent to the old amenities block.

The project has been scoped and costed by component however due to overall cost the construction will need to go to a tender process and could be prone to some cost creep over time.

2 x Cabins	\$230,000
3 Unit Cabin Block	<u>\$160,000</u>
	\$390,000
Fitout and Services	<u>\$110,000</u>
Project total	\$500,000

Should Council wish to proceed it will need to identify 25% or \$125,000 contribution to the project. There is potential for this contribution to come from the Caravan Park Revenue, current balance of \$305,000 or potentially though s94 contributions, current balance \$400,000 however the s94 plan needs to be reviewed to identify facilities to be provided as many of the infrastructure projects identified have been completed using various grant funds in recent times. Should Council identify a source of contribution for such a project it is still able to proceed the contribution from another source at a later date.



**Financial Implications**

The anticipated cost of the total project is \$500,000, a cash contribution of \$125,000 is required to meet the assessment criteria.

**Statutory Implications (governance including Legal)**

Nil

**Policy Implications**

The project falls within the recommendation and scope of the Hillston Caravan Park Redevelopment Strategy.

**Risk Implications**

The project has been adequately scoped and costed to enable a grant application to be submitted.

**Community Strategic Plan**

Nil

**Recommendation:**

**That Council:**

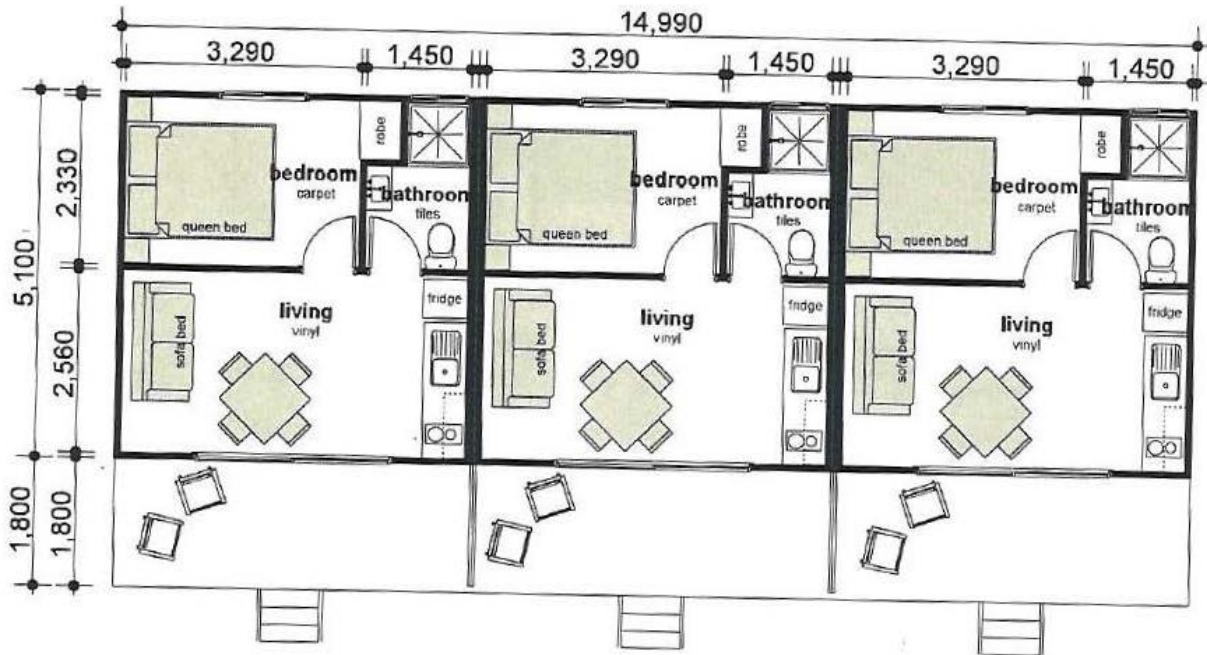
1. note the funding opportunity available under the Building Better Regions Fund – Round five.
2. submit an application to the fund to develop the Hillston Caravan Park through provision of two new cabins (one being assessable) and a three unit cabin (motel style accommodation).
3. identify a contribution of up to \$125,000 from the Caravan Park Revenue as the 25% required for a \$500,000 total project.

ATTACHMENT

Motel style accommodation – Hillston Caravan Park



Floor plan



**10.5 Infrastructure Report**

RD:IR

Author: Director Infrastructure Services

Purpose: To Summarise Infrastructure Services Activities for December 2020 & January 2021

Attachment: Register of Roads Maintenance - November 2020

**Background**

**Reporting Period 28 November 2020 to 22 January 2021**

The Infrastructure Report is provided for Council's information.

**Maintenance Reporting**

**Local Roads**

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

Temporary Pavement Repair (m <sup>2</sup> )		Mowing/Slashing (ha)		Maintenance Grading (cl kms)	
Bradys Road	20.00	Vaggs Road	6.00	Altys Road	4.3
Carrathool Road	923.00	<b>TOTAL</b>	<b>6</b>	Back Hillston Road	7.1
Erigolia Road	41.00	<b>Traffic Counters (ea)</b>		Higgins Road	8.6
Lachlan River Road	353.00	Booligal Road	1	Holdens Road	5.2
Melbergen Road	26.00	Lachlan River Road	2	Malley Downs Road	7.2
Murrumbidgee River Road	701.00	Mount Grace Road	1	Matakana Road	15.2
Pinteebakana Road	108.00	<b>TOTAL</b>	<b>4</b>	McDonalds Road	6.2
Roto Road	932.00	<b>Inspect Local/Regional Rds (ea)</b>		Ravenshaw Road	6.5
Wollarma road	75.00	Booligal Road	2	Taylor's Road	6.1
<b>TOTAL</b>	<b>3179</b>	Cannards Road	1	Trida Road	20.0
<b>Pavement Marking Maint (m<sup>2</sup>)</b>		<b>Carrathool Road</b>	1	Watsons Road	15.0
Lachlan River Road	110,000	Coombie Road	2	Wee Elwah Road	18.6
<b>TOTAL</b>	<b>110,000</b>	Matakana Road	1	<b>TOTAL</b>	<b>120</b>
<b>Edge Repair (m)</b>		Merri Road	1		
Murrumbidgee River Rd	56.00	Pleasant Valley Road	1		
<b>TOTAL</b>	<b>56</b>	Trida road	1		
		Wee Elwah road	1		
			<b>11</b>		

**Regional Roads**

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

Description	244R Tabbita Lane	321R Rankins Springs Rd	368R The Springs Rd	501R Lachlan Valley Way	80R Mossgiel Rd	371R Lake Cargelligo Rd
Temporary Pavement Repair (m <sup>2</sup> )	47.00	46.00	20.00	238.00	199.00	13.00
Edge Repair (m)	10.00		11.00			
Mowing/Slashing (ha)				30.00	23.00	
Maintenance Grading (cl km)			3.50	16.3	8.20	
Servicing Signs (ea)						
Traffic Counters (ea)	2.00			2.00		
Inspections (ea)			1.00	1.00	1.00	

**TfNSW Road Maintenance Council Contract**

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

Code	Description	Unit	Accomplishment
A-322	Weed Spraying	m <sup>2</sup>	300,000
A-421	Service Toilet	each	12
A-428	Service Rest Area	each	37
C-111	Safety Inspection	km	662.08
C-201	Repair Pothole	each	5
C-203	Repair Wearing Surface	m <sup>2</sup>	190
C-204	Minor Pavement Patching	m <sup>2</sup>	613
C-611	Reinstate Guide Post	each	68
C-614	Reinstate Sign	each	12
S-242	Resheet Shoulder	km	1.8
S-272	Sweep Road Pavement	km	108

**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		68.00	171.5			239.5
Footbridge Maintenance	1200						
Drainage & S/Water	1510						
Sign Maintenance	1610		1.0	11.0			12.0
Sign Replacement	1620			18.0			18.0
Resealing	4000						
Mowing	5100	344.0	533.0	491.5	13.5	393.5	1775.5
Slashing	5200	62.0	28.0	637.0		82.0	809.0
Spraying	5300		115.5	331.5	5.5	58.0	510.5
Tree Maintenance	5400	15.0	22.5	129.5			167.0
Tree Removal	5410						
Watering	5500	44.5	121.0	362.5	8.5		536.5
Weeding	5600	58.5	144.0	364.5	5.0	71.0	643.0
Mowing – Stan Peters Oval	5710			88.0		52.0	140.0
Spraying – Stan Peters Oval	5730			40.0			40.0
Watering – Stan Peters Oval	5740			18.0			18.0
Weeding – Stan Peters Oval	5750			120.5			120.5
Playground Equipment	5800		1.0	4.5	1.0	1.0	7.5
Litter Collection	6100	14.5	29.0	35.5	1.5	27.0	107.5
Street Sweeper	6200		21.0	40.5			61.5
Hand Broom Gutters	6300		4.0	4.0		1.5	9.5
Toilets	6400	25.0	12.5	41.0	28	19.5	126.0
Footpath Maintenance	7100			26			26.0
Clear Culverts	7100			12			12.0

Street Maintenance	7200		3.0			9.0	12.0
Miscellaneous Items	7500						
Playground Inspection	7510						
Office	7520						
Town Improvements	7530			25.0			25.0
Park Furniture/Fences	7540			40.0			40.0
<b>Total Hours per Town</b>		<b>563.5</b>	<b>1103.5</b>	<b>3012.0</b>	<b>63.0</b>	<b>714.5</b>	<b>5456.5</b>
<b>Town % of Total Hours</b>		<b>10.33</b>	<b>20.22</b>	<b>55.20</b>	<b>1.16</b>	<b>13.09</b>	

### **Sewer Maintenance**

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

### **Water Maintenance**

Description	Mainline Breaks	Service line Breaks	Water Meter/Tap Leaking	Pump Station Faults	Telemetry Faults	Replaced Meters
Hillston		4	6	2	3	2
Langtree Bore/Merriwagga/Goolgowi)			1	1	2	
Yoolaroi/Goolgowi Rural (Palmyra to Y4 & Y5/Y6)				2	2	
Bunda/Goorawin		1		1	1	1
Carrathool			2			
Merriwagga Village	1				1	
Goolgowi Village Raw			1			
Goolgowi Village Potable			4		2	
Rankins Springs Potable		1				1
Rankins Springs Town Raw	1		2			
Rankins Springs Rural			1	1		
Melbergen	1		1			
<b>Total</b>	<b>3</b>	<b>6</b>	<b>18</b>	<b>7</b>	<b>11</b>	<b>4</b>

### **Project Updates**

#### **Hillston Floodplain Management Study**

Milestone 2 (\$24,617.14) has been submitted following the Flood Committee meeting held on 3 December 2020.

A Draft Floodplain Study Report has been circulated to committee members for their input prior to public exhibition.

The next flood committee meeting is scheduled for March 2021 to review and approve the flood study report before going before Council to be adopted.

Milestone 3 is due to be completed by 29 July 2021.

#### **Flood Damage 2019**

An update will be presented to Council for the February meeting.

**Lachlan River Road construction**

Complete.

**MR368 The Springs Road Construction**

Complete.

**Private Works – Hillston Radar Station – Road Works**

Complete.

**Hillston Riverbank Stabilisation Project:**

Milestone 2 (\$24,531.43) has been submitted. Milestone 2 included the draft detailed design for riverbank stability work, damages assessment, bill of quantities and construction costs and preparation of tender documentation.

The draft design highlighted a third point of high sheer stress and subsequently a variation request has been submitted to Department of Planning, Industry and Environment to increase funding by \$4,233.43 to enable inclusion of this in the stabilisation work.

**Carrathool Road Fixing Local Roads Project**

Drainage, formation and subgrade stabilisation complete for stage 1 (first 5km). The first 1km has been sealed with a further 2 km being sealed on 9 February 2021. Gravel haulage from Tabbita is expected to be completed by 12 February 2021. The remaining 2 kms will be sealed immediately thereafter.

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

Quotations were received for this work however they were considered to be unusually high. As a consequence, consideration is being given to this work being undertaken in-house.

**Hillston Stormwater**

Works completed in December from Total Drain Cleaning Solutions. Council are awaiting their condition assessment report. An outline of this report will be presented to Council at the March meeting.

**Goolgowi Aerodrome**

This project is scheduled to commence once the 2020-2021 Heavy Patching project is completed.

**Local Roads & Community Infrastructure Program**

MR368 The Springs Road Upgrade – WIP – Design alignment complete. Survey mark relocation commissioned. Construction works commenced 1 February 2021.

**Groundwater Study (Bore assessment)**

Council has awarded Groundwater study work to Reditus Consulting Services in consultation with DPIE's hydrogeologist. Reditus has worked on many projects to undertake Bore assessment in regional areas of NSW. Contract signed, and works plan received for the council to review. First inception meeting will be held in February to discuss a plan moving forward.

Proposed Bore assessment work is eligible for funding under the Safe and Secure Water Program (SSWP) with council contribution will be known at a later stage.

**High Street Water Mains**

Council has commenced replacing the old 200mm PVC water main with 250mm poly (HDPE) on High street between the Hillston motel and Haines street. This section failed previous pressure testing.

During the construction phase, a leak was found near 212 high street (Ambulance Station) and has since been rectified. The works are expected to be completed by the third week of Feb 2021. A

pressure test will be conducted at the end of the completion to make sure no leaks are present for quality purposes.

**Lake Woorabinda**

Council received a letter from the Hon minister for water, property and Housing, Malinda Pavey outlining council's issues, including filling Lake Woorabinda back in November 2020.

The lake was left dry due to formal requirements to have an approved IWCM strategy under clause 17(5) of the "Access Licence Dealings Principles Order 2004", which was later removed. This then opened up the possibility of filling the lake.

New pumps and pipework were installed in January and certified by the Water NSW requirements. Pumping commenced on 29th January 2021. Council were able to allocate the unused high-security town water supply (from the Lachlan River) which has a limit 270ML.

**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 December 2020 and January 2021.**

ATTACHMENT

<b>Register of Local Road Maintenance</b>						
Road Hierarchy Number	Road Name	Road No.	Date Last Maintenance Grading Carried Out	Quantity (cl km)		
2	Alexanders Road	102	24/05/2019	4.00		> 5 Years Since Last Mtce Grading
	Alpens Lane	131	NIL	0.00		1-5 Years Since Last Mtce Grading
6	Altys Road	103	1/07/2019	3.50		1 Year Since Last Mtce Grading
6	Andersons Lane	105	29/10/2019	16.10		Nil Record for Mtce Grading
6	Andersons Road	104	9/10/2017	1.50		
7	Arcadia Lane	106	29/05/2020	12.00		<b>Road Hierarchy</b>
6	Audrey Lea Road	107	15/08/2019	22.60	1	Regional Roads
6	Avondale Road	108	27/07/2017	4.00	2	School Bus Routes
2	Back Hillston Road	109	24/11/2020	7.50	3	Link Roads
4	Bakers Road	110	9/03/2020	5.00	4	Strategic Link Roads
	Bales Avenue	101	23/10/2019	4.00	5	Collector Roads
2	Bandys Road	204	30/06/2019	2.50	6	Local Roads
6	Barrys Road	112	25/09/2019	5.00	7	Local Roads - Maintenance as Required
4	Barrys Scenic Drive	113	19/05/2020	9.50		
7	Belaley Road	114	20/03/2019	3.58		
7	Berangerine Road	115	15/01/2018	1.00		
4	Billings Road	116	16/10/2019	11.50		
3	Black Stump Road	118	SEALED			
6	Blackgate Road	117	10/10/2019	9.00		
3	Booligal Road	119	15/05/2020	44.90		
4	Boorga Road	120	10/03/2020	5.50		
	Bradys Road	121	SEALED			
7	Bretags Road	122	30/06/2019	12.00		
7	Brewer Road	123	24/07/2018	5.00		
3	Bringagee Road	124	SEALED	0.00		
6	Bunda North Road	125	1/08/2018	1.50		
2	Bunda Road	126	12/03/2020	13.00		
6	Burchers Road	127	3/11/2020	7.00		
7	Burgess Lane	128	NIL	0.00		
2	Cahills Road	129	SEALED			
3	Cameron Road	130	20/03/2020	10.00		
7	Campbell Lane	240	29/08/2017	1.00		
6	Cannards Road	133	28/09/2019	24.70		
6	Carnells Road	132	29/05/2020	6.00		
2	Carrathool Road	134	22/10/2019	7.00		
7	Carrego Lane	135	22/07/2019	9.00		
	Chedburgh Road	136	30/06/2019	1.90		
6	Clare Road	111	12/07/2017	2.00		
7	Coates Lane	137	13/02/2018	1.50		
6	Coombie Road	138	31/08/2017	1.20		
2	Crows Nest Road	139	28/10/2019	7.00		
5	Darts Road	140	25/09/2019	13.14		
6	Dirrung Road	141	4/07/2018	8.50		
6	Dumossa Road	142	22/07/2019	10.00		
6	Eight Mile Tank Road	143	5/09/2019	6.00		
2	Erigolia Road	144	SEALED			
6	Euratha Road	146	31/05/2019	31.90		



7	Five Oaks Road	147	9/01/2018	1.00
6	Flanagans Lane	148	3/09/2019	7.00
2	Foys Road	149	27/08/2018	3.00
7	Gandys Road	150	NIL	0.00
2	Garrong Road	151	30/06/2019	7.00
7	Girdlers Road	153	30/06/2019	10.00
6	Goorawin East Road	154	28/08/2018	4.00
6	Goorawin Road	155	3/09/2018	3.00
5	Greenhills Road	156	28/08/2019	4.00
6	Grieves Road	157	24/10/2017	2.00
2	Gullifers Road	158	20/11/2019	5.00
7	Gunbar Road	159	5/08/2019	20.50
7	Halcyon Park Road	160	NIL	0.00
6	Heaths Road	161	6/03/2018	0.80
5	Higgins Lane	162	23/08/2018	4.20
6	Hillmans Lane	163	23/07/2019	5.20
6	Holdens Road	164	24/07/2019	8.00
6	Huxleys Road	165	18/07/2019	13.00
2	Ilkadoon Road	166	8/05/2019	14.50
6	Jardines Road	167	9/10/2019	11.00
6	Jennings Road	168	29/08/2019	7.00
6	Johnstons Road	169	28/10/2019	1.00
5	Jones Road	170	26/09/2019	6.50
6	Killara Road	171	3/07/2019	2.31
6	Kites Road	172	14/05/2020	6.60
2	Lachlan River Road	173	12/03/2020	14.00
2	Langtree Road	174	6/08/2019	13.00
2	Lowlands Road	175	19/12/2019	34.20
6	Luelfs Road	176	9/08/2019	12.00
2	Mallee Downs Road	177	22/07/2019	9.32
7	Mallee Point Road	178	23/11/2017	1.50
6	Matakana Road	179	26/11/2020	10.41
2	McDonalds Road	180	25/07/2019	12.67
7	McGills Road	181	23/08/2010	1.00
7	McKays Road	182	3/10/2019	2.00
	McKenzies Lane	183	NIL	0.00
2	McKinley Road	184	15/05/2020	3.00
2	McMasters Road	185	2/10/2019	16.12
7	McRaes Road	186	24/01/2018	4.00
2	Melbergen Road	187	16/03/2020	5.00
	Mena Road	266	20/03/2012	1.00
6	Merri Road	152	25/11/2019	32.60
5	Merriwagga Road	190	4/11/2019	2.50
4	Merrondale Lane	188	10/09/2019	7.00
6	Merungi Road	191	18/07/2019	12.00
2	Merungle Road	192	10/12/2019	10.50
7	Mitchell Track	189	23/11/2017	4.50
2	Mitchells Road	193	29/11/2019	25.40
6	Monia Gap Road	202	1/03/2018	2.50
7	Moores Road	195	11/09/2018	4.00
2	Motts Road	196	16/07/2019	4.21

4	Mount Bingar Road	197	30/06/2019	21.50
3	Mount Daylight Road	198	1/08/2018	2.10
5	Mount Grace Road	145	3/11/2020	7.00
7	Muirheads Road	199	9/10/2019	4.50
4	Munros Road	200	30/09/2019	
3	Murrumbidgee River Road	201	SEALED	
6	Nancarrows Lane	203	1/06/2019	4.00
	Norwood Lane	205	30/06/2019	1.20
6	OBriens Road	206	4/10/2017	2.50
7	ODonnells Road	207	20/03/2018	4.00
6	OKeeffes Road	208	23/09/2019	8.00
7	Old Gunbar Road	209	25/07/2019	9.50
2	Parkers Road	210	15/07/2019	13.30
3	Parrs Road	211	2/09/2019	7.00
6	Parslows Road	212	24/05/2016	2.50
7	Parsons Road	213	12/01/2018	1.20
7	Paton Road	214	1/02/2010	4.00
2	Peters Road	215	6/08/2018	4.80
3	Pinteebakana Road	216	17/03/2020	23.00
6	Pleasant Valley Road	217	26/05/2020	12.00
5	Prestage Road	218	17/05/2017	3.50
7	Pulletop Road	219	1/03/2018	1.20
7	Ravenshaw Road	220	NIL	0.00
5	Redbank Road	221	15/08/2019	22.00
6	Reids Road	222	30/11/2018	5.00
6	Richards Road	223	16/05/2018	4.20
7	Roberts Road	224	NIL	0.00
PRV	Rothdene Lane	242	30/06/2019	0.50
2	Roto Road	225	25/11/2020	17.00
6	Ryans Road	226	30/06/2019	4.00
	Saleyard Lane	194	12/08/2015	3.00
6	Sawmill Road	227	12/09/2019	2.00
6	Schmetzers Lane	228	25/09/2017	1.90
2	Schneiders Road	229	14/04/2016	6.00
	Simpkins Lane	231	30/07/2019	2.00
6	Sloanes Road	232	5/09/2019	8.00
6	Smith Road	267	SEALED	
7	Square Well Lane	233	28/10/2016	2.20
7	Stackpoole Road	234	22/08/2018	7.00
7	Stewarts Lane	235	19/07/2018	4.00
6	Streaths Road	236	19/09/2019	8.00
6	Swansons Road	237	29/08/2018	4.00
5	Taylor's Road	238	30/06/2019	6.00
6	The Bluff Road	239	4/09/2019	1.00
6	Trida Road	241	18/11/2020	15.00
6	Tyson's Road	243	11/07/2019	1.50
7	Vaggs Road	244	30/07/2019	7.70
6	Vearings Road	245	11/07/2019	7.00
6	Wakefield Road	246	10/07/2019	15.30
2	Wallanthery Road	247	17/09/2019	30.82
7	Wandella Road	248	NIL	0.00

7	Wantwood Road	249	15/11/2017	1.00
6	Warburtons Lane	230	30/06/2019	4.26
6	Watkins Road	250	2/07/2019	4.50
7	Watsons Road	251	8/11/2016	6.50
6	Weavers Road	252	15/10/2019	9.00
6	Wee Elwah Road	253	21/11/2019	24.10
6	Wells Road	254	4/07/2019	17.00
7	West's Road	255	27/05/2020	5.00
4	Whealbah Road	256	29/05/2020	56.00
6	Whitton Stock Route Road	257	16/09/2019	24.00
7	Wild Horse Tank Road	258	30/08/2019	3.00
6	Wiltshires Road	259	10/07/2019	10.00
5	Wollarma Road	260	27/11/2020	33.10
7	Wongalea Road	261	16/04/2019	22.50
6	Woods Lane	262	24/09/2019	5.00
7	Wrights Lane	263	NIL	0.00
7	Youngs Road	264	23/07/2019	2.30

**10.6 Update on Carrathool Road Construction**

GS:PRO:FLR

Author: Director Infrastructure Services

Purpose: To update Council on the progress of the Carrathool Road sealed pavement construction - Fixing Local Roads project.

**Background**

The Fixing Local Roads Program is a \$500 million NSW Government program over five years, to assist Councils in reducing their local council roads maintenance backlog. Fixing Local Roads is a grant-based program where Councils can apply for funding to repair, patch, maintain and seal priority local council roads.

In July 2020 Council received notification from the office of Paul Toole, Minister for Regional Transport and Roads that Council was successful in securing \$5 million of round one funding for the sealing of Carrathool Road. Under the funding conditions, the project needs to be delivered within two years of the announcement (April 2022). Council have also committed to a funding co-contribution to the project (\$500,000).

The project is currently well under way with the first 5km (stage 1) set to be sealed by early February. A budget of \$1,250,000 was outlined for the first 5km works (\$250,000/km). At the time of drafting this report, the budget forecast expenditure was currently tracking at \$1,080,245 which translates to \$216,049/km.

Council may note that there are two other funding's associated with this project (Roads to Recovery and Local Roads and Community Infrastructure Program). These funding groups have a deadline of June 2021 and all monies associated with the funding must be expended by the date or Council risk losing the funds.

The plan moving forward for the next stages of the project is as follows:

Stage	Expected Km's to be completed	Comments
1	5km	Works to be completed Feb 2021
2	2km	\$500k R2R funding (Deadline June 21)
2	2km	\$500k Infrastructure & Community Program (Deadline June 21)
2	1km	\$250k Fixing Local Roads
3	5km	\$1,250,000 Fixing Local Roads
4	5km	\$1,250,000 Fixing Local Roads
5	4km	\$1,000,000 Fixing Local Roads
<b>Total</b>	<b>24km</b>	Expected overall project completion April 2022

The project is currently running on target and should there be any underspent funds, Council will continue to construct additional pavement until all funds are expended. Additionally, should Council struggle to meet deadlines with certain targets, some of the aforementioned works may be tendered out to local contractors. It may also be worth mentioning that Council will be working on stage 2 of the project using the grader GPS system (Trimble), thus saving time with setting out of the road alignment.

Council is still awaiting outcomes from Fixing Local Roads (round 2) with media releases on successful projects due early 2021. Council have submitted a new pave and seal project (10km 7m width two coat seal) under Fixing Local Roads round 2 and if successful, Council will tender out that portion of works. That project is estimated to cost \$2.3m with Council having a co-contribution of \$585k.

**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**

Theme 2: Infrastructure for a sustainable future

**Recommendation:**

**That Council note the report on the update of the Carrathool Road construction.**

**10.7 Plant Report**

PES:MAIN:PSR

Author: Manager Fleet & Town Services

Purpose: Plant Report as per 2 February 2021

**Background**

PLANT NO	HOURS KMS	TYPE	DETAILS
2578	10 yrs	Tri Axle Side Tipper	Replace brake pads on all axles.
2579	10 yrs	Tandem Dolly	Replace turntable pins and bushes. Replace locking jaws.
2069	185,727 kms	Kenworth Prime Mover	Replace air conditioning compressor and receiver drier. Replace leaking low pressure hose and re-gas system.
4527	13 yrs	Combination Roller	Replace all rear axle brake shoes. Replace worn bearings and seals on rear axles.
2545	20 yrs	Tri Axle Water Tanker	Replace brake shoes on LH middle axle. Replace king pin.
3526	3,526 hrs	John Deere Grader	Replace wiring loom for transmission control unit in cabin (warranty).
5578	13 yrs	Selwood 6" Pump	Replace main drive coupling between engine and pump.

**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 January 2021 be received.**

**10.8 Development Applications December 2020 and January 2021**

GOV:MTG:CR

Author: Building & Regulatory Services Manager

Purpose: Development Applications & Determinations – December 2020 and January 2021

**Background**

Lodgements

Type/No.	Name	Address	Development
DA2021/019	Bryan McIntyre & Michelle Litchfield	41 Napier Street Goolgowi NSW 2652	Shed
DA2021/020	Shamsher Virk	176-178 High Street Hillston NSW 2675	Change of use (Commercial building to dwelling)
DA2021/021	Mellisa McGovern	18 Napier Street Goolgowi NSW 2652	Carport
DA2021/022	Karl & Tania Dalton	'Narrabri' 7667 The Springs Road Hillston NSW 2675	Subdivision
DA2021/023	Jarrod Cahill & Sara Scott	35 McGregor Street Hillston NSW 2675	Dwelling
DA2021/024	Nathan Cahill	50-50A Byron Street Hillston NSW 2675	Garage
DA2021/025	Gavin & Jodi Simpkin	'Redbank' Lachlan River Road Hillston NSW 2675	Dwelling
DA2021/026	Lachlan Lodge Incorporated	48D Burns Street Hillston NSW 2675	Shed
DA2021/027	Carrathool Shire Council	173-175 High Street Hillston NSW 2675	Replace existing sign with LED sign
Total Estimated Value Of Works			\$839,500.00

Determination: Approved

Type/No.	Name	Address	Development	Processing Time
DA2021/011	Ron Potter (Farms) Pty Ltd	'Mountain Creek' 4902 Lachlan Valley Way Wallanthery NSW 2675	Intensive Livestock Agriculture - Feedlot	39
DA2021/018	Anthony R Upton	106-108 Cowper Street Hillston NSW 2675	Shed	28
DA2021/019	Bryan McIntyre & Michelle Litchfield	41 Napier Street Goolgowi NSW 2652	Shed	14
DA2021/021	Mellisa McGovern	18 Napier Street Goolgowi NSW 2652	Carport	19

**Recommendation:**

**That the Determinations for Development Applications received for December 2020 & January 2021 be noted.**

**10.9 Development Application 2020/012 - Poultry Production Facility, Farm 1 Expansion**

DA2020/012

Author: Manager Building and Regulatory Services

Purpose: Development Application 2020/012 for Determination by Council

Attachment: Site Plan  
 Submissions  
 Development Consent Conditions

**Background**

On 11 November 2019, Council received a Development Application (DA) and supporting documentation, to construct an additional 8 poultry production sheds, associated surface water management features and all-weather access road on 'Farm 1', Lots 1 & 6, DP1220390 'The Ranch' 149 Back Hillston Road Tabbita NSW 2652.

The proposed development forms part of the greater "The Ranch Poultry Production Complex" which, in total, includes existing farms 1 to 5 which have all been previously approved under separate Development Consents. As part of the expansion each additional shed will have the capacity to house a maximum of 66,090 birds at any one time, equating to a total farm population of up 528,720 for the additional 8 sheds and 1,057,440 birds for the 16 sheds.

The Development Application was notified to adjoining landowners and relevant Government agencies for a period of 28 days, with a number of submissions received during the notification period. A summary of the submissions received and subsequent response from the applicant are itemised in attachment 2.

The proposed development has a capital investment value of \$5,000,000 and has been assessed as both integrated and designated development.

The subject site is Zoned RU1-Primary Production and is listed as a heritage item in Schedule 5 of Carrathool LEP 2012 (LEP).

**Description of Proposed Development**

The proposed development consists of the construction of 8 x 172 m long x 18 m wide fully enclosed climate-controlled sheds with tunnel ventilation. Along with the shed construction the proposal also includes the construction of an all-weather access road along with surface water management work to harvest excess stormwater from the site.

**Subject Site and Locality Deception**

The subject site is lots 1 & 6, DP 1220390 'The Ranch' 149 Back Hillston Road Tabbita NSW 2652 with the lot being 40.63 Ha in size.

**Financial implications**

Nil

**Statutory implications (Governance including Legal)**

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

**Policy implications**

Nil



**Risk implications**

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

**Community Strategic Plan**

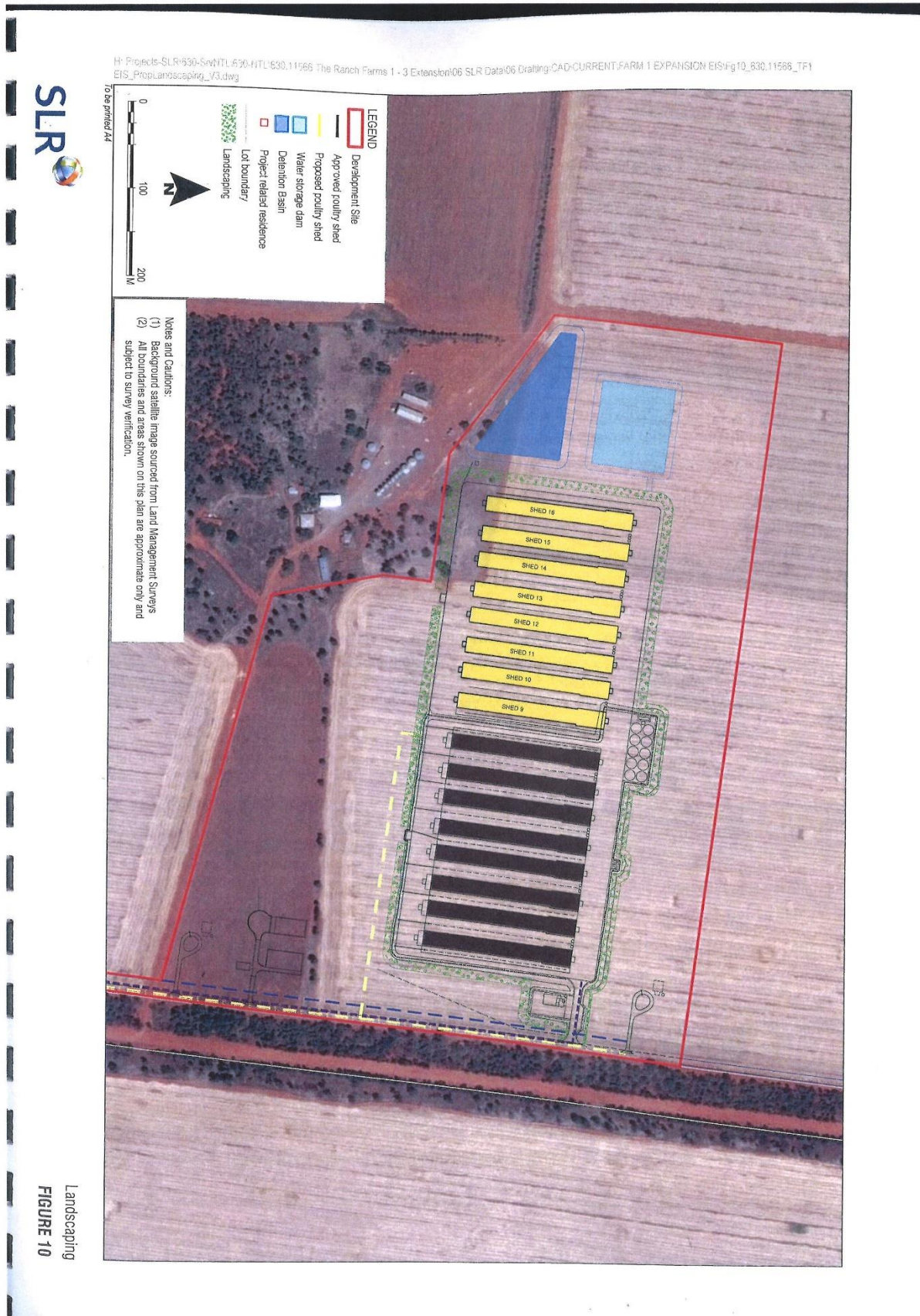
Nil

**Recommendation:**

**That Council resolves to grant Development Consent for DA2020/012 for construction of a poultry production facility (8 sheds) along with associated surface water management features and all-weather access road, subject to the conditions imposed.**

ATTACHMENT

SITE PLAN



**SUBMISSIONS**

**Table 1 EPA Submission and Responses**

Issues Raised	Response
Issue 1	
The EPA requests the AQIA is revised to include additional modelling with the start date of day 1 of placement offset by 2 weeks and then a further 2 weeks.	The AQIA has been updated to reflect the full growing cycle. Refer to Table 19 of the AQIA.
Issue 2	
The EPA requests the proponent provides further supportive evidence for the use of a K factor of 1.1 for The Ranch 1 expansion, including:	Refer below:
1. Confirmation that the monitoring campaign was undertaken for the existing operations of The Ranch Farm 1 covering the breadth of the growing cycle and seasons.	Refer to Tables 6 and 7 of the AQIA which provides details on sampling events with reference to seasons and growing cycle.
2. Demonstrates that the monitoring was undertaken on days of the highest bird density	Refer to Table 6 and Figure 4 of the AQIA which provides a correlation between sampling events and peak bird density over the growing cycle.
3. Conduct additional monitoring if the monitoring campaign was not undertaken at The Ranch Farm 1 or did not cover the breadth of the growing cycle and seasons. Alternatively, a K factor of 2 should be used for the calculation of the odour emission rates.	As per discussions with EPA, additional odour monitoring was undertaken in the first quarter of 2020. Refer to Table 6 of the AQIA. This sampling covered all Ranch farms operating at the time (except Sampling Week 7 due to restrictions of availability of odour panel). Given that these sheds are all relatively new with similar design and that they all operate under the same odour management regimes, the duplicate sampling of replicate samples at three sheds per sampling event can be expected to provide a good representation of the odour emissions for all five farm operations (including farms yet to be built at the time).

## **CONDITIONS OF APPROVAL DA2020/012**

### **GENERAL**

#### **1. DEVELOPER COSTS**

The developer is responsible for any costs relating to alterations and extensions of existing roads, drainage and services for the purposes of the development.

**REASON:** To ensure the development has no financial burden to the Council or other agencies.

#### **2. SECTION 7.12 CONTRIBUTION**

Pursuant to s7.12 of the Environmental Planning and Assessment Act 1979 and Carrathool Shire Council Section 7.12 Fixed Levy Plan, prior to the issue of an Occupation Certificate, the applicant must pay to Council a levy in the amount of \$50,000.00 towards the cost of one or more of the public facilities specified in the Works Schedule to that Plan.

This amount must be indexed in accordance with clause 25J(4) of the Environmental Planning and Assessment Regulation 2000 and clause 11 of the Carrathool Shire Council Section 7.12 Fixed Levy Plan. A copy of the Carrathool Shire Council Section 7.12 Fixed Levy Plan, is available for inspection at Council Chambers, 9-11 Cobram Street, Goolgowi.

**REASON:** Having considered the development in accordance with Section 7.12 of the *Environmental Planning and Assessment Act 1979*, as amended, Council is satisfied that the development will require the provision of, or increase the demand for, public infrastructure, public amenities or services within the area. Section 4.17(1)(h) of the *Environmental Planning and Assessment Act 1979*, as amended.

#### **3. LANDSCAPE PLAN**

The applicant shall submit a detailed landscape plan and legend to be approved prior to the release of the Construction Certificate.

**REASON:** To ensure that landscaping will be provided on the subject land. Section 4.15(1)(b) of the *Environmental Planning and Assessment Act 1979*, as amended.

#### **4. STORMWATER MANAGEMENT**

A stormwater management plan is to be developed to outline the strategies to be used for the management and disposal onsite of stormwater generated by the development and submitted to Council for approval prior to the commencement of any works on site.

**REASON:** The character of the development is such that storm water runoff will be increased. Section 4.15(1)(b) of the *Environmental Planning and Assessment Act 1979*.

#### **5. OPERATIONAL ENVIRONMENTAL MANAGEMENT PLAN**

A site-specific Operational Environmental Management Plan (OEMP) is to be prepared and submitted to Council prior to the issue of an occupation certificate for the site.

**REASON:** To ensure that all environmental requirements have been included. Section 4.15(1)(b) of the *Environmental Planning and Assessment Act 1979*, as amended.

#### **6. SITE ACCESS**

All vehicular access (construction & operational traffic) to and from the site is to be via the new access to be constructed on Tyson Road only. No vehicles associated with the approved development are to use Back Hillston Road. The OEMP is required to clearly detail the required traffic route to be used.

**REASON:** To ensure that all only approved roads are used. Section 4.15(1)(b) of the *Environmental Planning and Assessment Act 1979*, as amended.

## 7. ABORIGINAL FINDINGS

In the event that any Aboriginal objects are discovered and/or harmed in, or under the land, while undertaking the development activities, the proponent must:

- Not further Harm the object;
- Immediately cease all work at the particular location;
- Secure the area so as to avoid further harm to the Aboriginal object;
- Notify OEH as soon as practical on 131 555, providing any details of the Aboriginal object and its location;
- Not recommence any work at the particular location unless authorised in writing by OEH.

**REASON:** To ensure that Aboriginal sites are protected. Section 4.15(1)(b) of the *Environmental Planning and Assessment Act 1979*, as amended.

## 8. ACCESS FOR PEOPLE WITH DISABILITIES

Provision must be made in the building and on the site for:

- a) access to the building for people with disabilities in accordance with the Building Code of Australia;
- b) toilet facilities for people with disabilities in accordance with the Building Code of Australia, and such toilet facilities must be accessible to all persons working in, or using, the building; and
- c) one motor vehicle parking space on the site for the exclusive use of people with disabilities in accordance with the Building Code of Australia.

NOTE: The applicant must ensure that these matters are addressed in the plans and specifications submitted with the application for a Construction Certificate.

## 9. CONSTRUCTION CERTIFICATE

The applicant must obtain a CONSTRUCTION CERTIFICATE pursuant to Section 6.3 of the *Environmental Planning and Assessment Act 1979*, as amended from either Council or an accredited certifying authority certifying that the proposed works are in accordance with the Building Code of Australia, PRIOR to any works commencing.

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

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

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

**REASON:** To ensure the design of the proposed work may be assessed in detail before construction commences and because it is in the public interest that the development complies with the appropriate construction standards. Section 4.15(1)(e) of the *Environmental Planning and Assessment Act 1979*, as amended.

## 10. BUILDING CODE COMPLIANCE

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

**REASON:** To ensure the development complies with the requirements imposed under Clause 98 of the *Environmental Planning and Assessment Regulations 2000*, as amended, and Section 4.17(11) of the *Environmental Planning and Assessment Act 1979*, as amended.

## 11. SIGNS TO BE ERECTED ON BUILDING AND DEMOLITION SITES

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

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

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

NOTE: This condition does not apply to:

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

**REASON:** It is in the public interest that adequate safety measures are provided. Section 4.15(1)(e) of the *Environmental Planning and Assessment Act 1979*, as amended.

## 12. NOTICE OF COMMENCEMENT

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

**REASON:** Because it is in the public interest that Council receive notification in accordance with the provision of the *Environmental Planning and Assessment Act 1979*, as amended and Section 4.15(1)(e) of the *Environmental Planning and Assessment Act 1979*, as amended.

## 13. DEVELOPMENT APPLICATION RECORD TO BE KEPT ON SITE

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

**REASON:** It is in the public interest that a copy of the Construction Certificate plans are available, and Section 4.15(1)(e) of the *Environmental Planning and Assessment Act 1979*, as amended).

## 14. HOURS OF OPERATION

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

**REASON:** To ensure building works do not have adverse effects on the amenity of the area. Section 4.15(1)(b) of the *Environmental Planning and Assessment Act 1979*, as amended, and to comply with the Environmental Noise Control Manual, Chapter 171.



## 15. FIRE PRECAUTIONS

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

**REASON:** To ensure that adequate fire protection services are provided in the building to restrict fire growth, to facilitate the fighting of fire to minimise damage to the building and its contents and to prevent the spread of fire to adjoining properties. Section 4.15(1)(e) of the *Environmental Planning and Assessment Act 1979*, as amended.

## 16. RUBBISH AND DEBRIS

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

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

NOTE 2: The suitable container for the storage of rubbish must be retained on site until an Occupation Certificate is issued for the development.

**REASON:** To ensure that the building site and adjoining public places are maintained in a clean and tidy condition so as not to interfere with the amenity of the area. Section 4.15(1)(b) and (e) of the *Environmental Planning and Assessment Act 1979*, as amended.

## 17. SITE DISTURBANCE

Any ground disturbance must be contained to the areas identified within the application, as assessed and should that impacted area change the proponent must seek further approval from Council and OEH.

**REASON:** To ensure that the area is protected. Section 4.15(1)(b) of the *Environmental Planning and Assessment Act 1979*, as amended.

## 18. EROSION AND SEDIMENT CONTROL

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

**REASON:** To ensure the impact of the work on the environment in terms of soil erosion and sedimentation is minimised. Section 4.15(1)(b) of the *Environmental Planning and Assessment Act 1979*, as amended.

## 19. BUILDING NUMBER

A rural address number must be displayed in a position clearly visible from the road, at the entrance to the property (Tyson Road), in letters having a height of not less than 75 mm. The number must be visible against the background on which it is placed.

**REASON:** It is in the public interest that the building/property be easily identifiable. Section 4.15(1)(e) of the *Environmental Planning and Assessment Act 1979*, as amended.

## 20. TOILET FACILITIES

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

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

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

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

NOTE 3: The toilet facilities are to comply with all Work Cover NSW requirements.

**REASON:** To provide adequate sanitary facilities during the construction phase. Section 4.15(1)(b) of the *Environmental Planning and Assessment Act 1979*, as amended.

## 21. EXCAVATIONS AND BACKFILLING

All excavation and backfilling associated with the erection/demolition of the building must be properly guarded and protected to prevent them from being dangerous to life or property.

**REASON:** It is in the public interest that all building elements are able to withstand the combination of loads and other actions to which it may be subjected. Section 4.15(1)(b) and (e) of the *Environmental Planning and Assessment Act 1979*, as amended).

## 22. LICENSED PLUMBER

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

A Section 68 approval under the *Local Government Act 1993* must be obtained by a Licensed Plumber and Drainer, prior to any sewer or stormwater work being carried out on site. Further, a final inspection must be carried out upon completion of plumbing and drainage work and prior to occupation of the development.

**REASON:** It is in the public interest that plumbing work is carried out in accordance with AS/NZS 3500 and New South Wales Code of Plumbing Practice, Plumbing and Drainage. Section 4.15(1)(e) of the *Environmental Planning and Assessment Act 1979*, as amended.

## 23. PLUMBING INSPECTIONS

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

	COLUMN 1	COLUMN 2
C	Stormwater Drainage	When all external stormwater drainage work is installed and prior to concealment.
E	Final	Prior to occupation of the building.

**REASON:** It is in the public interest that plumbing work is certifying as complying with AS/NZS 3500 and New South Wales Code of Plumbing Practice, Plumbing and Drainage. Section 4.15(1)(e) of the *Environmental Planning and Assessment Act 1979*, as amended.



## **24. ESSENTIAL ENERGY AND TELECOMMUNICATIONS – BUILDING**

Prior to the commencement of construction, arrangements satisfactory to Country Energy and the relevant telecommunications authority, for both the provision of electrical power and telephone lines respectively, to fully service the development, are made.

The developer must furnish documentary evidence that arrangements, satisfactory to Country Energy and the relevant telecommunications authority, for both the provision of electrical power and telephone lines respectively, to fully service the development, have been made.

**REASON:** To ensure electrical power and telephone lines are available to service the development. Section 4.15(1)(b) of the Environmental Planning and Assessment Act 1979, as amended.

## **25. WATER**

The water supply system for the poultry sheds is treated to drinking water standards in accordance with the recommendations by the National Water Biosecurity manual – Poultry Production (DAFF 2009).

**REASON:** To comply with the provisions of the National Biosecurity requirements.

## **26. OCCUPATION CERTIFICATE**

The applicant must obtain an Occupation Certificate, pursuant to Section 6.3 of the Environmental Planning and Assessment Act 1979, from either Council or an accredited certifying authority, prior to occupation of the building.

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

**REASON:** It is in the public interest that an Occupation Certificate be issued prior to occupation of the building. Section 4.15(1)(e) of the Environmental Planning and Assessment Act 1979, as amended.

## **27. BIODIVERSITY AND ABORIGINAL CULTURAL HERITAGE**

The follow requirements have been prepared by Council based on the recommendations of the NSW Office of Environment & Heritage and must be complied with throughout the project:

- Mapping of native vegetation extent and plant community types on and adjacent to the proposed access on Tyson Road, including threatened ecological communities and assessment of remnant vegetation and vegetation for threatened species habitat values must be undertaken. This assessment must be provided to Council prior to any works within this area commencing.
- Details of all proposed vegetation and soil disturbance associated with the development, including ancillary infrastructure such as the water storage, residential dwellings, water pipelines and fences should be provided along with assessment of the impact to threatened species or populations, ecological communities or their habitats due to this vegetation disturbance, and identification of methods to minimise the impact of the proposal.
- Revegetation works within 100 metres of remnant native vegetation should be with species that naturally occur within the relevant community. Pasture species, weed seeds from hay bales and non-local native plants should not be introduced into native remnant vegetation.
- A minimum 20-meter buffer should be maintained between the construction footprint (including revegetation sites and vehicle access tracks) and the boundary of areas of remnant vegetation.
- A visual inspection of the site should be undertaken by suitably qualified and experienced person/s to determine whether any Aboriginal cultural heritage is, or likely to be, present at the development site. The site inspection is to be inclusive of all mature native trees at the development site to be impacted by the proposal or associated ancillary infrastructure.

**CARRATHOOL SHIRE COUNCIL - Amended**

- a) B-double access will only be allowed on this road, after written application is received by Council and approval is given by National Heavy Vehicle Regulator (NHVR). Note: B-Double access would be granted at this stage only for their vehicles at the number that has been identified, any increase in traffic numbers may require the road to be sealed.
- b) The intersection of the access driveway with Tysons Road is to be located and the roadside maintained so as to provide the required Safe Intersection Sight Distance (SISD) in either direction in accordance with the Austroads Publications for the prevailing speed limit.
- c) As a minimum the driveway to Tysons Road shall be constructed as a "Rural Property Access" type treatment in accordance with the Austroads Guide to Road Design. The driveway is to be constructed to provide for two-way movement for at least 100 metres from its intersection with Tysons Road and with a minimum width to accommodate the largest size of vehicle likely to access the subject site.
- d) As a minimum a sealed Basic Left Turn (BAL) treatment is to be constructed at the intersection of the access driveway with Tysons Road in accordance with the Austroads Guide to Road Design for the prevailing speed limit and shall be designed to accommodate road train vehicles.
- e) Any entry gate to the site shall be located at least 40m from the edge of seal of the carriageway of Tysons Road or at the property boundary whichever is the greater. This is to allow for the standing of large vehicles when gates are to be opened.
- f) Where a proposed driveway intersects with a sealed road, the driveway shall be sealed from the edge of seal of the carriageway to the entry gate or the property boundary whichever is the greater.
- g) The driveway access within the subject property shall be constructed using an all-weather surface, with a management plan to provide measures to suppress dust generation from the development site and Tyson Road shall be prepared and implemented to the satisfaction of Council. Dust management measures will be included in the approved Operational Environmental Management Plan (OEMP) for the Complex.
- h) The access driveway is to be designed and constructed so as not to interfere with the capacity of the current roadside drainage network and to prevent water from proceeding onto, or ponding within, the carriageway of Tysons Road. Any culvert proposed to be located within the clear zone of the carriageway for the prevailing speed zone is to be constructed with a traversable type headwall.
- i) Prior to B-double access on Tysons Road, you will need to seek advice and information from Griffith City Council for road access and condition, as they are responsible for a part of the section of Tysons Road.

**REASON:** to ensure safe road network and access to the site and suitable protection to Council asset.

**GRIFFITH CITY COUNCIL**

- a) Tysons Road is to be upgraded to a sealed rural access road standard with a formation width of 10.6 metres from the intersection of Kidman Way to the proposed accessway servicing the proposed development. Tysons Road is to comply with the rural road specifications outlined in Griffith City Council's Engineering Guidelines – Subdivisions and Development Standards. **Prior to commencement of work**, detailed engineering design drawings for the roadworks shall be submitted to Griffith City Council for approval. Such plans shall include design and specifications for all proposed work as required for approval by Council.
- b) The intersection of the accessway with Tysons Road is to be constructed and the roadside maintained to provide the required Sight Distance criteria for a reaction time of 2.5 seconds in accordance with the Austroads Publications as amended by the supplements adopted by Roads and Maritime Services for the posted speed limit.
- c) The driveway shall be designed and constructed to provide for two-way movement for the largest size vehicle (B-Doubles) accessing the site from its intersection with Tysons Road. The driveway shall be designed and constructed so that the largest size vehicle entering or exiting the development site is not required to cross the opposing travel lane of Tysons Road or the driveway in order to perform the access or egress manoeuvre to/from the development site. Associated line marking and signage is to be installed and maintained in accordance with Australian Standards.
- d) All traffic associated with the use of the development are to access the site from the main entrance located on Tysons Road. No access to the site is permitted off Back Hillston Road.
- e) Any works to be conducted in Griffith City Council's Local Government Area are to be approved by Griffith City Council in accordance with the *Roads Act 1993*.

**EPA CONDITIONS**

Protection of the Environment Operations Act 1997

**General Terms of Approval -  
Issued**



Notice No: 1588390

**Attachment 'A'**

**Administrative conditions**

***A1. Information supplied to the EPA***

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

- the Development Application No 2020/012 submitted to Carrathool Shire Council dated 19/11/2020; and
- the environmental impact statement titled 'Intensive Livestock Agriculture, The Ranch Poultry Production Complex, Farm1 Expansion' and its Appendices prepared by SLR Consulting Ltd dated November 2019 relating to the development, and
- the additional information titled 'The Ranch Poultry Production Complex, Farm 1 Expansion, Response to Submissions' prepared by SLR Consulting dated September 2020.

***A2. Fit and Proper Person***

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

**Limit conditions**

***L1. Pollution of waters***

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

***L2. Waste***

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

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

***L3. Noise limits***

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

Protection of the Environment Operations Act 1997

## General Terms of Approval - Issued



Notice No: 1588390

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

### Definition

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

### L4. Hours of operation

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

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

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

### L5. Other limit conditions

**L5.1** The total number of birds accommodated at the premise, at any one time, must not exceed 1,057,440.

**L5.2** The proponent shall not populate the farm with the permitted number of broilers specified under condition L5.1 simultaneously at the commencement of a production cycle.

**L5.3** All poultry shed ventilation exhaust fans must be constructed to vent to a stack (fan box) with a minimum release height of 5.8 meters.

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

**L5.5** The shed 'down-time' for clean out between each batch of birds must be equal to or greater than 10 days.

**L5.6** The exit velocity for all poultry shed vents must be no less than 3 metres per second when in use.

**L5.6** The maximum bird density within a shed, expressed as live bird weight, must not exceed 34 kg/m<sup>2</sup> at any time.

## Operating conditions

### O1. Odour

**O1.1** No condition of this Approval identifies a potentially offensive odour for the purposes of section 129 of the *Protection of the Environment Operations Act 1997 (POEO Act)*.

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

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Protection of the Environment Operations Act 1997

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### **02. Dust**

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

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

### **03. Waste management**

**03.1** The premises must have;

- a) sufficient on site chillers to store all bird mortality's (~1% of birds on site at any time);
- b) remove all mortality's found in the sheds immediately to the chillers; and
- c) ensure that when chillers are in use they are kept at  $\leq 4$  degrees celcius.

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

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

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

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

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

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

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

**05.2** The premises must be designed, constructed, operated and maintained in a manner that does not preclude the retrofit of air quality (including odour) emission controls and management measures.

**05.3** A vegetation screen shall be planted around the perimeter of the farm as follows:

- a. Minimum total width of 40 metres
- b. Contain consistent, yet random plantings of a variety of tree and shrub species of differing growth habits, at a spacing of 4 metres to 7 metres
- c. Include species with long, thin and rough foliage
- d. Achieve a porosity of 0.5 (50% of the screen will be air space)
- e. Include species that are hardy and fast growing
- f. Foliage from base to crown (i.e. lower and upper storey vegetation)

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### Monitoring and recording conditions

#### **M1 Monitoring records**

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

**M1.2** All records required to be kept by the licence must be:

in a legible form, or in a form that can readily be reduced to a legible form;

kept for at least 4 years after the monitoring or event to which they relate took place; and

produced in a legible form to any authorised officer of the EPA who asks to see them.

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

the time(s) at which the sample was collected;

the point at which the sample was taken; and

the name of the person who collected the sample.

#### **M2 On-site meteorological monitoring station**

**M2.1** The meteorological weather station must be maintained to be capable of continuously monitoring the parameters specified in condition M2.2.

For each monitoring point specified in the table below the licensee must monitor (by sampling and obtaining results by analysis) the parameters specified in Column 1. The licensee must use the sampling method, units of measure, averaging period and sample at the frequency, specified opposite in the other columns.

The proponent must maintain and calibrate the meteorological monitoring station in accordance with the reference test methods and manufacturer's specifications. Records of the calibration and maintenance must be made available to EPA upon request

#### **M2.2** Point X

Parameter	Units of measure	Frequency	Averaging Period	Sampling Method <sup>1 2</sup>
Rainfall	mm/hour	continuous	1 hour	AM-4
Sigma theta	degrees	continuous	10 minute	AM-2 and AM-4
Siting				AM-1

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Temperature at 2 metres	kelvin	continuous	10 minute	AM-4
Temperature at 10 metres	kelvin	continuous	10 minute	AM-4
Total solar radiation	watts per square metre	continuous	10 minute	AM-4
Wind Direction at 10 metres	degrees	continuous	10 minute	AM-2 and AM-4
Wind Speed at 10 metres	metres per second	continuous	10 minute	AM-2 and AM-4

Note 1 – Any other method approved in writing by the EPA

Note 2 – The weather monitoring instrumentation installed and operated at the site must have a stall speed or lower limit of measure for measuring wind speed less than 0.2 m/s.

### Reporting conditions

#### R1. Annual returns

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

### Special conditions

#### E1. Air quality management plan

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

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

The AQMP must nominate for each of the proposed controls.

- a. Key performance indicator;
- b. Monitoring method;
- c. Location, frequency and duration of monitoring;
- d. Record keeping;

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- e. Response mechanisms; and
- f. Compliance reporting.

### **E2. Odour complaints**

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

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

The OVR must:

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

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

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

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

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

#### Operating conditions

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

Licensed activities must be carried out in a competent manner.

This includes:

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

##### Maintenance of plant and equipment

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

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

#### Monitoring and recording conditions

##### Recording of pollution complaints

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

The record must include details of the following:

- the date and time of the complaint;
- the method by which the complaint was made;
- any personal details of the complainant which were provided by the complainant or, if no such details were provided, a note to that effect;
- the nature of the complaint;
- the action taken by the licensee in relation to the complaint, including any follow-up contact with the complainant; and
- if no action was taken by the licensee, the reasons why no action was taken.

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

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

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### Telephone complaints line

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

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

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

## Reporting conditions

### Annual Return documents

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

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

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

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

#### *Period covered by Annual Return*

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

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

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

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

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

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

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

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### ***Deadline for Annual Return***

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

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

(Licences with assessable pollutants)

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

The notification must specify:

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

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

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

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

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

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

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

### ***Notification of environmental harm***

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

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

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

### ***Written report***

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

- a. where this licence applies to premises, an event has occurred at the premises; or



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

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

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

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

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

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

### General conditions

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

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

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

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

**Advice to Applicant**

The applicant to contact Mr Paul Farrell, Director of Infrastructure Services to establish a supervisor and inspection protocol to cover works being undertaken on local roads under the control of Carrathool Shire Council.

**10.10 Hillston Caravan Park – Redevelopment Strategy**

CP:MAINT:CP

Author: Planning & Project Officer

Purpose: To provide Council an update of the actions taken based on the Hillston Caravan Park Redevelopment Strategy.

**Background**

Council will recall at the July 2020 meeting it adopted the Review of Operations and the Redevelopment Strategy for Hillston Caravan Park (resolution no. 1354) which identified areas of operations that can be refined to ensure an efficient management of the Park. It also suggested improvements to the current assets of the Park and acquisition of new assets through government funded grant opportunities to ensure a contemporary accommodation offering.

Following the adoption of the Redevelopment Strategy, Council applied for a grant of \$97,400 under the Crown Reserves Improvement Fund (CRIF) Program to refurbish the old amenities at the rear of the Hillston Caravan Park comprising of a shower and a toilet block. Council was notified on 20 January 2021 that it had been successful in securing the grant in full. The works will commence in mid-2021.

Council has been able to refurbish the existing Jayco and Olympic cabins by utilising the Stronger Country Communities Funding (Round Two). To further improve the Park facilities, Council is eligible to apply for Building Better Region Fund (Round Five) to potentially construct two more cabins and a motel type of accommodation to better respond to the continual demand of cabin accommodation.

The Hillston Caravan Park has now a website of its own ([www.hillstoncaravanpark.com.au](http://www.hillstoncaravanpark.com.au)). The website was created as a part of the marketing strategy to reach new audiences and promote the accommodation offering as well as showcase the attractions around Hillston. The website also gives the Park a fresh and contemporary look which further assists in attracting new guests.

The RMS property management software has been utilised in sending customer surveys to guests after their visit to gain feedback of the Park’s operations and guest experience. The guests are asked to rate the following items using a rating scale from 1 to 10:

- \*NPS Rating
- Service
- Standard of Facilities
- Area
- Value for Money

\*Net Promoter Score Rating (NPS Rating) asks the guests to rate how likely it is that they will recommend the Park to a friend or colleague. Based on the results, a Net Promoter Score is calculated. The closer the score is to 100, the more likely the guest recommends the Park to others. When comparing the averages, Hillston Caravan Park has outperformed the rest of the NSW caravan parks in all areas surveyed as seen in the table below.

Guest Survey Results - Hillston Caravan Park and NSW averages between 1/8/2020 - 31/12/2020					
	*NET Promoter Score	Service	Standard of Facilities	Area	Value for Money
Hillston Caravan Park	73.27	9.22	9.09	8.83	9.07
New South Wales	62.16	8.99	8.42	8.49	8.38

\*NET Promoter Score Categories: -100-0 = Poor, 1-40 = Good, 41-70 = Great, 71-100 = Excellent

Further actions taken to improve the operations of the Park include:

- The Park's policies have been updated
- Monthly Operations Meetings are conducted to track the performance of the Park
- The Park Management has started to hire out linen packages for long-term cabins for guests' convenience. To further add to the guest experience, a small kiosk has been established to the premises selling confectionaries, toiletries, soft drinks and ice bags.

**Financial implications**

Nil

**Statutory implications (Governance including Legal)**

Nil

**Policy implications**

Nil

**Risk implications**

Nil

**Community Strategic Plan**

Section 2: Infrastructure for a Sustainable Future

**Recommendation:**

**That Council note the actions taken following the adoption of the report on Hillston Caravan Park – Review of Operations and Redevelopment Strategy.**



**10.11 Finance Report – Statement of Bank Balances – December 2020**

FM:RPT:SR

Author: Director Corporate & Community Services

Purpose: Statement of Bank Balances – December 2020

**Background**

The reconciliation of Council's main bank account with the cash book controls within the Practical System for the month of December 2020 has now been completed, as shown in the tables below:

Statement of Bank Balances as at 31 December 2020				
CASHBOOK SUMMARY				Data for December 20
Balance As at 1/12/2020 (Consolidated Funds)				<b>\$237,938.98</b>
		<b>Add For December 2020</b>	<b>Total for 1/7/2020 to 31/12/2020</b>	
Rates/Water/Debtor Receipts	\$4,471,652.29	\$648,540.89	\$5,120,193.18	
Investments Recalled	\$6,422,536.20	\$5,525,913.56	\$11,948,449.76	
RMS - RMCC, Block, Repair	\$1,273,922.33	\$0.00	\$1,273,922.33	
RMS - Bridge	\$0.00	\$0.00	\$0.00	
RMS - Flood Damage	\$0.00	\$0.00	\$0.00	
RMS - Regional Roads	\$0.00	\$0.00	\$0.00	
Grant - Roads to Recovery Program	\$85,138.00	\$0.00	\$85,138.00	
FAG - General & Local Roads	\$1,534,334.50	\$0.00	\$1,534,334.50	
All Other Misc Grant Payments	\$7,169,451.45	\$422,585.72	\$7,592,037.17	
Planning Receipts	\$41,829.00	\$7,408.00	\$49,237.00	
Plant / Property Trade-Ins & Sales	\$533,828.00	\$0.00	\$533,828.00	
Other Receipts	\$2,110,433.95	\$202,910.40	\$2,313,344.35	
<b>Sub Total Receipts</b>	<b>\$23,643,125.72</b>	<b>\$6,807,358.57</b>	<b>\$30,450,484.29</b>	<b>\$6,807,358.57</b>
		<b>Add For December 2020</b>	<b>Total for 1/7/2020 to 31/12/2020</b>	
<b>LESS PAYMENTS</b>				
Wages (Net of PAYG & Other Deductions)	(\$2,582,865.35)	(\$640,586.16)	(\$3,223,451.51)	
Plant Acquisitions	(\$1,356,414.32)	(\$481,362.13)	(\$1,837,776.45)	
Invested	(\$11,900,000.00)	(\$750,000.00)	(\$12,650,000.00)	
Other Creditors Payments	(\$7,980,937.83)	(\$2,995,689.23)	(\$10,976,627.06)	
<b>Sub Total Payments</b>	<b>(\$23,820,217.50)</b>	<b>(\$4,867,637.52)</b>	<b>(\$28,687,855.02)</b>	<b>(\$4,867,637.52)</b>
<b>Cashbook Balance 31/12/2020</b>				<b>\$2,177,660.03</b>
<b>BANK STATEMENTS</b>				
Opening Balance 1/12/2020 (CSC's CBA Main Transaction Account)				<b>\$220,818.36</b>
Less Bank Payments				<b>(\$4,775,224.95)</b>
Plus Bank Receipts				<b>\$6,731,473.12</b>
<b>Total As Per Bank Statements</b>				<b>\$2,177,066.53</b>
Plus Unpresented Deposits				<b>\$648.50</b>
Less Unpresented Cheques				<b>(\$55.00)</b>
<b>Reconciliation Cash Book Balance to Bank Statements 31/12/2020</b>				<b>\$2,177,660.03</b>

**Financial implications**

Nil

**Statutory implications (Governance including Legal)**

Nil

**Policy implications**

Nil

**Risk implications**

Nil

**Community Strategic Plan**

Nil

**Recommendation:**

**That Council note the Statement of Bank Balances as at 31 December 2020 and confirm payment of accounts as summarised in the reconciliation statement totalling \$4,867,637.52.**

**10.12 Finance Report – Investments Schedule – December 2020**

FM:RPT:SR

Author: Director Corporate & Community Services

Purpose: Schedule of Investments – December 2020

**Background**

Carrathool Shire Council Investments - As at 31 December 2020							
Last Month (As at 30/11/20)	Financial Institution	Date Raised	Interest Rate	Duration (Days)	Maturity Date	Current Month (As at 31/12/20)	Change
\$508,233.45	CBA	14-Dec-20	0.42%	6 Months	15-Jun-21	\$510,098.46	\$1,865.01
\$528,308.60	CBA	01-Dec-20	0.46%	6 Months	01-Jun-21	\$530,262.62	\$1,954.02
\$501,849.32	CBA	24-Nov-20	0.40%	5 Months	23-Apr-21	\$501,849.32	\$0.00
\$506,395.49	CBA	02-Nov-20	0.53%	7 Months	03-May-21	\$506,395.49	\$0.00
\$500,000.00	CBA	31-Aug-20	0.64%	6 Months	01-Mar-21	\$500,000.00	\$0.00
\$500,000.00	CBA	31-Aug-20	0.65%	7 Months	29-Mar-21	\$500,000.00	\$0.00
\$500,000.00	CBA	01-Sep-20	0.64%	6 Months	01-Mar-21	\$500,000.00	\$0.00
\$500,000.00	CBA	03-Nov-20	0.53%	7 Months	01-Jun-21	\$500,000.00	\$0.00
\$500,000.00	CBA	03-Nov-20	0.53%	6 Months	03-May-21	\$500,000.00	\$0.00
\$500,000.00	CBA	26-Nov-20	0.48%	6 Months	25-May-21	\$500,000.00	\$0.00
\$502,416.44	CBA	15-Dec-20	0.42%	6 Months	15-Jun-21	\$504,249.92	\$1,833.48
\$500,000.00	CBA	30-Oct-20	0.52%	5 Months	29-Mar-21	\$500,000.00	\$0.00
\$302,925.94	Bendigo Bank				Recall IBD \$302,925.94 + \$616.75		(\$302,925.94)
\$505,893.14	Bendigo Bank	03-Jun-20	1.00%	215 Days	04-Jan-21	\$505,893.14	\$0.00
\$95,348.31	Bendigo Bank	03-Oct-20	0.75%	7 Months	03-May-21	\$95,348.31	\$0.00
\$510,541.46	Bendigo Bank	03-Sep-20	0.80%	214 Days	05-Apr-21	\$510,541.46	\$0.00
\$25,000.00	Bendigo Bank	12-Oct-20	0.55%	4 Months	10-Feb-21	\$25,000.00	\$0.00
\$512,309.04	Bendigo Bank	08-Jun-20	1.00%	7 Months	08-Jan-21	\$512,309.04	\$0.00
\$500,000.00	Bendigo Bank				Recall IBD \$500,000 + \$2,924.31		(\$500,000.00)
\$500,000.00	Bendigo Bank	03-Nov-20	0.70%	7 Months	03-Jun-21	\$500,000.00	\$0.00
\$506,922.30	Bendigo Bank	02-Dec-20	0.60%	7 Months	02-Jul-21	\$507,678.53	\$756.23
\$500,000.00	Westpac	28-May-20	0.80%	8 Months	28-Jan-21	\$500,000.00	\$0.00
\$500,000.00	Westpac				Recall IBD \$500,000.00 + \$2,243.84		(\$500,000.00)
\$500,000.00	ANZ				Recall IBD \$500,000.00 + \$2,016.43		(\$500,000.00)
\$500,000.00	ANZ				Recall IBD \$500,000.00 + \$2,016.43		(\$500,000.00)
\$500,000.00	ANZ	29-May-20	0.80%	8 Months	29-Jan-21	\$500,000.00	\$0.00
\$500,000.00	ANZ	29-May-20	0.80%	8 Months	29-Jan-21	\$500,000.00	\$0.00
\$518,454.72	NAB	03-Dec-20	0.45%	90 Days	03-Mar-21	\$519,754.41	\$1,299.69
\$531,762.45	NAB	04-Dec-20	0.45%	4 Months	02-Apr-21	\$532,986.24	\$1,223.79
\$502,403.43	NAB				Recall IBD \$502,403.43 + \$2,379.88		(\$502,403.43)
\$500,000.00	NAB	26-Nov-20	0.45%	4 Months	26-Mar-21	\$500,000.00	\$0.00
\$500,000.00	NAB	26-Nov-20	0.45%	5 Months	26-Apr-21	\$500,000.00	\$0.00
\$500,000.00	NAB	27-Aug-20	0.72%	183 Days	26-Feb-21	\$500,000.00	\$0.00
\$501,603.64	NAB	16-Nov-20	0.45%	4 Months	16-Mar-21	\$501,603.64	\$0.00
\$565,485.87	NAB	23-Jul-20	1.12%	90 Days	21-Jan-21	\$565,485.87	\$0.00
\$508,885.56	NAB	01-Jun-20	1.02%	7 Months	01-Jan-21	\$508,885.56	\$0.00
\$502,116.85	NAB	28-Oct-20	0.55%	90Days	26-Jan-21	\$502,116.85	\$0.00
\$500,000.00	NAB	01-Sep-20	0.70%	4 Months	01-Jan-21	\$500,000.00	\$0.00
\$502,582.05	NAB	27-Nov-20	0.45%	4 Months	26-Mar-21	\$502,582.05	\$0.00
\$509,499.66	NAB				Recall IBD \$509,499.66 + \$851.50		(\$509,499.66)
\$510,258.13	NAB	17-Sep-20	0.70%	4 Months	18-Jan-21	\$510,258.13	\$0.00
\$506,615.86	NAB	01-Dec-20	0.45%	5 Months	30-Apr-21	\$507,885.85	\$1,269.99
\$511,747.65	NAB	29-Jul-20	0.90%	6 Months	29-Jan-21	\$511,747.65	\$0.00
\$500,000.00	NAB	30-Oct-20	0.50%	3 Months	29-Jan-21	\$500,000.00	\$0.00
\$500,000.00	NAB	30-Oct-20	0.50%	4 Months	01-Mar-21	\$500,000.00	\$0.00
\$532,993.08	IMB	25-Nov-20	0.40%	91 Days	24-Feb-21	\$532,993.08	\$0.00
\$510,635.87	IMB	04-Nov-20	0.45%	92 Days	04-Feb-21	\$510,635.87	\$0.00
\$524,153.77	IMB	19-Nov-20	0.40%	92 Days	19-Feb-21	\$524,153.77	\$0.00
\$503,667.15	IMB	23-Nov-20	0.40%	120 Days	23-Mar-21	\$503,667.15	\$0.00
\$502,698.11	IMB	23-Nov-20	0.40%	151 Days	23-Apr-21	\$502,698.11	\$0.00
\$505,044.22	IMB	15-Dec-20	0.40%	121 Days	15-Apr-21	\$507,161.25	\$2,117.03
\$505,707.48	IMB	27-Nov-20	0.40%	91 Days	26-Feb-21	\$505,707.48	\$0.00
\$520,585.02	IMB	05-Nov-20	0.40%	92 Days	05-Feb-21	\$520,585.02	\$0.00
<b>\$25,783,044.06</b>						<b>\$23,480,534.27</b>	<b>(\$2,302,509.79)</b>
<b>ON CALL INVESTMENTS</b>							
\$3,030,740.62	CBA	Variable	0.25%	N/A	On Call A/c	\$1,080,963.11	(\$1,949,777.51)
	Summary Movements On Call Funds		CBA				
	01-Dec-20	Interest	\$222.49				
		During Month From On Call Fund	(\$2,200,000.00)				
		During Month To On Call Funds	\$250,000.00				
		On Call Funds - Net Change for Month	(\$1,949,777.51)				
<b>\$3,030,740.62</b>						<b>\$1,080,963.11</b>	<b>(\$1,949,777.51)</b>
<b>\$28,813,784.68</b>						<b>\$24,561,497.38</b>	<b>(\$4,252,287.30)</b>

**Analysis – Opening and Closing Balances:**

Investment Type	Opening Balance 1/12/2020	Closing Balance 31/12/2020	Change During December 2020
IBDs	25,783,044.06	23,480,534.27	(2,302,509.79)
On Call Funds	3,030,740.62	1,080,963.11	(1,949,777.51)
<b>Total</b>	<b>28,813,784.68</b>	<b>24,561,497.38</b>	<b>(4,252,287.30)</b>

**Analysis – Change During Month:**

	Change During December 2020
ADD – Interest Incorporated in IBDs Rolled Over	12,319.24
ADD – New IBDs	1,000,000.00
LESS – IBDs recalled	(3,314,829.03)
ADD – Interest from On Call Funds	222.49
LESS – On Call Funds recalled	(2,200,000.00)
ADD – Funds applied to On Call Funds	250,000.00
<b>Total Change for Month</b>	<b>(4,252,287.30)</b>

**Funds Held on Behalf of Other Organisations:**

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

- IBD with Bendigo Bank – Ref No. 173016924                      \$25,000.00

The Council as per the Investment of Surplus Funds policy has requested the following information on the credit and maturity guidelines and performance benchmarks quarterly.

The table below represents the level of deposits held with each Authorised Deposit-Taking Institution (ADI), determined by their credit rating and the percentage held at each ADI of Council’s investment portfolio.

**Credit Quality**

Approved Deposit Institution (ADI)	Long Term Rating (S&P)	Maximum Holding Allowed for rating (%)	Maximum Holding per ADI (%)	Actual Holding (%)
CBA	AA-	100	50	31.08
Westpac	AA-	100	50	2.04
Bendigo Bank	BBB+	30	30	12.85
NAB	AA-	100	50	33.24
IMB	BBB	30	30	16.72
ANZ	AA-	100	50	4.07

The table below represents the maturity spread of Council’s investments as a percentage of total portfolio.

**Investment Horizon Limits**

Investment Horizon Description	Investment Horizon	Minimum Allocation (%)	Maximum Allocation (%)	Actual Allocation (%)
Working capital funds	0 – 3 months	10	100	4
Short term funds	3 – 12 months	10	100	96
Short-Medium term funds	1 – 3 years	0	20	No allocation

This table below details the performance of Council's investment portfolio against the AusBond Bank Bill Index. It is anticipated that the performance of the investments will be greater than or equal to the applicable benchmark.

**Performance Benchmarks**

<b>Investment</b>	<b>Performance Benchmark (BBI) (%)</b>	<b>Time Horizon</b>	<b>Average Interest Rate Achieved (%)</b>
11 am accounts, cash management & TDs	0.00	Less than 3 months	0.25
Bank bills & TDs	0.02	3 months to less than 12 months	0.59
Bank bills & TDs	0.34	1 year to less than 3 years	No allocation

- **BBI is the AusBond Bank Bill Index**

**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 31 December 2020.**

**10.13 Finance Report – Statement of Bank Balances – January 2021**

FM:RPT:SR

Author: Director Corporate & Community Services

Purpose: Statement of Bank Balances – January 2021

**Background**

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

Statement of Bank Balances as at 31 January 2021				
CASHBOOK SUMMARY				Data for January 21
Balance As at 1/1/2021 (Consolidated Funds)				<b>\$2,177,660.03</b>
		<b>Add For January 2021</b>	<b>Total for 1/7/2020 to 31/1/2021</b>	
Rates/Water/Debtor Receipts	\$5,120,193.18	\$666,522.06	\$5,786,715.24	
Investments Recalled	\$11,948,449.76	\$400,000.00	\$12,348,449.76	
RMS - RMCC, Block, Repair	\$1,273,922.33	\$0.00	\$1,273,922.33	
RMS - Bridge	\$0.00	\$0.00	\$0.00	
RMS - Flood Damage	\$0.00	\$0.00	\$0.00	
RMS - Regional Roads	\$0.00	\$0.00	\$0.00	
Grant - Roads to Recovery Program	\$85,138.00	\$0.00	\$85,138.00	
FAG - General & Local Roads	\$1,534,334.50	\$0.00	\$1,534,334.50	
All Other Misc Grant Payments	\$7,592,037.17	\$1,045,947.10	\$8,637,984.27	
Planning Receipts	\$49,237.00	\$6,406.00	\$55,643.00	
Plant / Property Trade-Ins & Sales	\$533,828.00	\$0.00	\$533,828.00	
Other Receipts	\$2,313,344.35	\$548,297.62	\$2,861,641.97	
<b>Sub Total Receipts</b>	<b>\$30,450,484.29</b>	<b>\$2,667,172.78</b>	<b>\$33,117,657.07</b>	<b>\$2,667,172.78</b>
<b>LESS PAYMENTS</b>				
		<b>Add For January 2021</b>	<b>Total for 1/7/2020 to 31/1/2021</b>	
Wages (Net of PAYG & Other Deductions)	(\$3,223,451.51)	(\$539,073.14)	(\$3,762,524.65)	
Plant Acquisitions	(\$1,837,776.45)	\$0.00	(\$1,837,776.45)	
Invested	(\$12,650,000.00)	(\$1,600,000.00)	(\$14,250,000.00)	
Other Creditors Payments	(\$10,976,627.06)	(\$2,583,484.73)	(\$13,560,111.79)	
<b>Sub Total Payments</b>	<b>(\$28,687,855.02)</b>	<b>(\$4,722,557.87)</b>	<b>(\$33,410,412.89)</b>	<b>(\$4,722,557.87)</b>
<b>Cashbook Balance 31/1/2021</b>				<b>\$122,274.94</b>
<b>BANK STATEMENTS</b>				
Opening Balance 1/1/2021 (CSC's CBA Main Transaction Account)				<b>\$2,177,066.53</b>
Less Bank Payments				<b>(\$4,555,338.02)</b>
Plus Bank Receipts				<b>\$2,524,582.77</b>
<b>Total As Per Bank Statements</b>				<b>\$146,311.28</b>
Plus Unpresented Deposits				<b>\$133.00</b>
Less Unpresented Cheques				<b>(\$24,169.34)</b>
<b>Reconciliation Cash Book Balance to Bank Statements 31/1/2021</b>				<b>\$122,274.94</b>

**Financial implications**

Nil

**Statutory implications (Governance including Legal)**

Nil

**Policy implications**

Nil

**Risk implications**

Nil

**Community Strategic Plan**

Nil

**Recommendation:**

**That Council note the Statement of Bank Balances as at 31 January 2021 and confirm payment of accounts as summarised in the reconciliation statement totalling \$4,722,557.87.**

**10.14 Finance Report – Investments Schedule – January 2021**

FM:RPT:SR

Author: Director Corporate & Community Services

Purpose: Schedule of Investments – January 2021

**Background**

Carrathool Shire Council Investments - As at 31 January 2021							
Last Month (As at 31/12/20)	Financial Institution	Date Raised	Interest Rate	Duration (Days)	Maturity Date	Current Month (As at 31/12/20)	Change
\$510,098.46	CBA	14-Dec-20	0.42%	6 Months	15-Jun-21	\$510,098.46	\$0.00
\$530,262.62	CBA	01-Dec-20	0.46%	6 Months	01-Jun-21	\$530,262.62	\$0.00
\$501,849.32	CBA	24-Nov-20	0.40%	5 Months	23-Apr-21	\$501,849.32	\$0.00
\$506,395.49	CBA	02-Nov-20	0.53%	7 Months	03-May-21	\$506,395.49	\$0.00
\$500,000.00	CBA	31-Aug-20	0.64%	6 Months	01-Mar-21	\$500,000.00	\$0.00
\$500,000.00	CBA	31-Aug-20	0.65%	7 Months	29-Mar-21	\$500,000.00	\$0.00
\$500,000.00	CBA	01-Sep-20	0.64%	6 Months	01-Mar-21	\$500,000.00	\$0.00
\$500,000.00	CBA	03-Nov-20	0.53%	7 Months	01-Jun-21	\$500,000.00	\$0.00
\$500,000.00	CBA	03-Nov-20	0.53%	6 Months	03-May-21	\$500,000.00	\$0.00
\$500,000.00	CBA	26-Nov-20	0.48%	6 Months	25-May-21	\$500,000.00	\$0.00
\$504,249.92	CBA	15-Dec-20	0.42%	6 Months	15-Jun-21	\$504,249.92	\$0.00
\$500,000.00	CBA	30-Oct-20	0.52%	5 Months	29-Mar-21	\$500,000.00	\$0.00
\$0.00	\$0.00	00-Jan-00	0.00%	\$0.00	00-Jan-00	\$0.00	\$0.00
\$505,893.14	Bendigo Bank	04-Jan-21	0.50%	6 Months	04-Jul-21	\$508,865.03	\$2,971.89
\$95,348.31	Bendigo Bank	03-Oct-20	0.75%	7 Months	03-May-21	\$95,348.31	\$0.00
\$510,541.46	Bendigo Bank	03-Sep-20	0.80%	214 Days	05-Apr-21	\$510,541.46	\$0.00
\$25,000.00	Bendigo Bank	12-Oct-20	0.55%	4 Months	10-Feb-21	\$25,000.00	\$0.00
\$512,309.04	Bendigo Bank	08-Jan-21	0.50%	6 Months	08-Jul-21	\$515,304.78	\$2,995.74
\$0.00	\$0.00	00-Jan-00	0.00%	\$0.00	00-Jan-00	\$0.00	\$0.00
\$500,000.00	Bendigo Bank	03-Nov-20	0.70%	7 Months	03-Jun-21	\$500,000.00	\$0.00
\$507,678.53	Bendigo Bank	02-Dec-20	0.60%	7 Months	02-Jul-21	\$507,678.53	\$0.00
\$500,000.00	Westpac	28-Jan-21	0.35%	10 Months	24-Nov-21	\$502,684.93	\$2,684.93
\$0.00	\$0.00	00-Jan-00	0.00%	\$0.00	00-Jan-00	\$0.00	\$0.00
\$0.00	\$0.00	00-Jan-00	0.00%	\$0.00	00-Jan-00	\$0.00	\$0.00
\$0.00	\$0.00	00-Jan-00	0.00%	\$0.00	00-Jan-00	\$0.00	\$0.00
\$500,000.00	ANZ	29-May-20	0.80%	8 Months	29-Jan-21	\$500,000.00	\$0.00
\$500,000.00	ANZ	29-May-20	0.80%	8 Months	29-Jan-21	\$500,000.00	\$0.00
\$519,754.41	NAB	03-Dec-20	0.45%	90 Days	03-Mar-21	\$519,754.41	\$0.00
\$532,986.24	NAB	04-Dec-20	0.45%	4 Months	02-Apr-21	\$532,986.24	\$0.00
\$0.00	\$0.00	00-Jan-00	0.00%	\$0.00	00-Jan-00	\$0.00	\$0.00
\$500,000.00	NAB	26-Nov-20	0.45%	4 Months	26-Mar-21	\$500,000.00	\$0.00
\$500,000.00	NAB	26-Nov-20	0.45%	5 Months	26-Apr-21	\$500,000.00	\$0.00
\$500,000.00	NAB	27-Aug-20	0.72%	183 Days	26-Feb-21	\$500,000.00	\$0.00
\$501,603.64	NAB	16-Nov-20	0.45%	4 Months	16-Mar-21	\$501,603.64	\$0.00
\$565,485.87	NAB	21-Jan-21	0.35%	90 Days	21-Apr-21	\$568,023.59	\$2,537.72
\$508,885.56	NAB	01-Jan-21	0.41%	7 Months	01-Aug-21	\$511,928.84	\$3,043.28
\$502,116.85	NAB	28-Oct-20	0.55%	90Days	26-Jan-21	\$502,116.85	\$0.00
\$500,000.00	NAB	01-Jan-21	0.36%	4 Months	01-May-21	\$501,169.87	\$1,169.87
\$502,582.05	NAB	27-Nov-20	0.45%	4 Months	26-Mar-21	\$502,582.05	\$0.00
\$0.00	\$0.00	00-Jan-00	0.00%	\$0.00	00-Jan-00	\$0.00	\$0.00
\$510,258.13	NAB	18-Jan-21	0.35%	3 Months	19-Apr-21	\$511,461.78	\$1,203.65
\$507,885.85	NAB	01-Dec-20	0.45%	5 Months	30-Apr-21	\$507,885.85	\$0.00
\$511,747.65	NAB	29-Jul-20	0.90%	6 Months	29-Jan-21	\$511,747.65	\$0.00
\$500,000.00	NAB	30-Oct-20	0.50%	3 Months	29-Jan-21	\$500,000.00	\$0.00
\$500,000.00	NAB	30-Oct-20	0.50%	4 Months	01-Mar-21	\$500,000.00	\$0.00
\$532,993.08	IMB	25-Nov-20	0.40%	91 Days	24-Feb-21	\$532,993.08	\$0.00
\$510,635.87	IMB	04-Nov-20	0.45%	92 Days	04-Feb-21	\$510,635.87	\$0.00
\$524,153.77	IMB	19-Nov-20	0.40%	92 Days	19-Feb-21	\$524,153.77	\$0.00
\$503,667.15	IMB	23-Nov-20	0.40%	120 Days	23-Mar-21	\$503,667.15	\$0.00
\$502,698.11	IMB	23-Nov-20	0.40%	151 Days	23-Apr-21	\$502,698.11	\$0.00
\$507,161.25	IMB	15-Dec-20	0.40%	121 Days	15-Apr-21	\$507,161.25	\$0.00
\$505,707.48	IMB	27-Nov-20	0.40%	91 Days	26-Feb-21	\$505,707.48	\$0.00
\$520,585.02	IMB	05-Nov-20	0.40%	92 Days	05-Feb-21	\$520,585.02	\$0.00
<b>\$23,480,534.27</b>						<b>\$23,497,141.35</b>	<b>\$16,607.08</b>
<b>ON CALL INVESTMENTS</b>							
\$1,080,963.11	CBA	Variable	0.25%	N/A	On Call A/c	\$2,281,140.12	\$1,200,177.01
		Summary Movements On Call Funds		CBA			
		01-Jan-21	Interest			\$177.01	
		During Month	From On Call Funds			(\$400,000.00)	
		During Month	To On Call Funds			\$1,600,000.00	
		On Call Funds - Net Change for Month				\$1,200,177.01	
<b>\$1,080,963.11</b>						<b>\$2,281,140.12</b>	<b>\$1,200,177.01</b>
<b>\$24,561,497.38</b>						<b>\$25,778,281.47</b>	<b>\$1,216,784.09</b>



**Analysis – Opening and Closing Balances:**

<b>Investment Type</b>	<b>Opening Balance 1/01/2021</b>	<b>Closing Balance 31/01/2021</b>	<b>Change During January 2021</b>
IBDs	23,480,534.27	23,497,141.35	16,607.08
On Call Funds	1,080,963.11	2,281,140.12	1,200,177.01
<b>Total</b>	<b>24,561,497.38</b>	<b>25,778,281.47</b>	<b>1,216,784.09</b>

**Analysis – Change During Month:**

	<b>Change During January 2021</b>
ADD – Interest Incorporated in IBDs Rolled Over	16,607.08
ADD – New IBDs	0
LESS – IBDs recalled	0
ADD – Interest from On Call Funds	177.01
LESS – On Call Funds recalled	(400,000.00)
ADD – Funds applied to On Call Funds	1,600,000.00
<b>Total Change for Month</b>	<b>1,216,784.09</b>

**Funds Held on Behalf of Other Organisations:**

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

- IBD with Bendigo Bank – Ref No. 173016924          \$25,000.00

**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 31 January 2021.**

**10.15 Operational Plan 2020/21 – Budget Review Statement for 2<sup>nd</sup> Quarter of 2020/21**

FM:AUD:REP

Author: Director Corporate & Community Services

Purpose: Review Revenue & Expenditure Projections – 2<sup>nd</sup> Quarter of 2020/21

Separately Circulated: Consolidated Budget Review Statement – 2<sup>nd</sup> Quarter 2020/21

**Background**

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

This separately circulated Budget Review Statement relates to the General Fund, Water Supply & Sewer Services for the first 6 months of 2020/21 from 1 July 2020 to 31 December 2020.

This Statement provides a global analysis of actual revenue and expenditure for the 2<sup>nd</sup> Quarter of 2020/21 and includes the following summaries:

- General Fund Revenue Summary;
- General Fund Operational Expenditure Summary;
- General Capital Expenditure;
- Schedule of Plant acquisitions and sales;
- Schedule of General Fund Vote Variations;
- Water Services Financial Summary,
- Sewer Services Financial Summary,
- Water & Sewer Capital Expenditure
- Schedule of Water & Sewer Vote variations,
- Movements associated with External & Internal Restrictions on Cash & Investments.

**Financial Implications**

**General Fund Proposed Vote Variations for 2<sup>nd</sup> Quarter of 2020/21:**

Following consultations with the Directors and relevant Managers, there are a number of vote variations for the 2<sup>nd</sup> Quarter of 2020/21. These are listed in the “Schedule of Vote Variations” incorporated in the Budget Review Statement.

**Water Supply Services and Sewer Services:**

Following consultations with the relevant Director and Manager, there are a number of vote variations for the 2<sup>nd</sup> Quarter of 2020/21. These are listed in the “Schedule of Vote Variations” incorporated in the Budget Review Statement.

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

The adopted Operational Plan for the general fund showed a surplus budget of \$56,699 for 2020/21. At the completion of the 1<sup>st</sup> quarter review, the projected surplus was \$237,501. The net vote variations for the 2<sup>nd</sup> Quarter result in a projected surplus of \$270,659 for the 2020/21 financial year. This adjustment is represented by 2<sup>nd</sup> quarter increases in Revenue of \$9,839,793 less increased Operational Expenditure of \$9,798,473 less increased Capital Expenditure of \$8,162.

These substantial adjustments primarily reflect the inclusion of flood damage funding and associated works to the value of \$8,825,930 in the budget. Other major adjustments include provision for additional RMS Special Work Orders (\$630,705) and the inclusion of a one-off grant to assist Council with the payment of Emergency Services levies.

**Water - Adjusted Bottom Line Analysis:**

The adopted Operational Plan for the combined water funds showed a deficit budget of \$458,173 for 2020/21. At the completion of the 1<sup>st</sup> quarter review, the projected deficit was \$464,673. The net vote variations for the 2<sup>nd</sup> quarter result in a projected deficit of \$483,073 for the 2020/21 financial year. This adjustment is represented by a 2<sup>nd</sup> quarter increase in Revenue of \$16,600, an increase in Operational Expenditure of \$30,000 and an increase in Capital Expenditure of \$5,000.

Adjustments within water have primarily resulted from increases in maintenance activities including the investigation of the high water table issue on High Street. An additional 200m of water mains were also replaced while a contractor was on site which will eliminate a future cost in this area.

**Sewer - Adjusted Bottom Line Analysis:**

The adopted Operational Plan for the combined sewer funds showed a surplus budget of \$23,139 for 2020/21. At the completion of the 1<sup>st</sup> quarter review, the projected surplus was \$16,353. The net vote variations for the 2<sup>nd</sup> Quarter of 2020/21 result in a projected surplus of \$41,139 for the 2020/21 financial year. The only adjustment during the 2<sup>nd</sup> quarter was an adjustment to revenue due to an increase in the uptake of pressure sewer systems connections in Hillston (\$24,786).

**Contracts Awarded by Council:**

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

<b>Contract Details</b>	<b>Contract value Net of GST</b>	<b>Less Payments to 31 Dec 2020</b>	<b>Balance remaining as at 30 Dec 2020</b>
Flood Damage Project Management – Built Environment Collective Pty Ltd Tender 20/008. (21/07/2020 Minute No.1371)	\$515,240	\$176,614	\$338,626
Bitumen Supply Services – Downer EDI Works Pty Ltd Tender 20/009 (21/07/2020 Minute No.1372)	Contract Rate Only	Contract Rate Only	Contract Rate Only
Line Marking Services – Central West Line Marking Services Pty Ltd Tender 20-010 (21/07/2020 Minute No.1373)	Contract Rate Only	Contract Rate Only	Contract Rate Only
Scarab Mistral Sweeper – Rosmech Pty Ltd Tender 21/001 (18/08/2020 Minute No.1400)	\$364,686	364,686	Nil
<b>Totals</b>	<b>\$879,926</b>	<b>\$541,300</b>	<b>\$338,626</b>

**Legal & Consultancy Fees Incurred – as at 31 December 2020:**

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

Details of legal & consultancy fees paid are shown below:

<b>Details</b>	<b>Expenditure for 2<sup>nd</sup> Quarter of 2020/21</b>	<b>Expenditure within budget (Y/N)</b>
Noyce Salmon & D’Aquino – Medical Centre Contract Preparation	\$430.00	Y
<b>Total</b>	<b>\$430.00</b>	

**Cash & Investments Held – as at 31 December 2020:**

As at 31 December 2020, Council had the following cash amounts (which had been reconciled to the various control accounts within the Practical System) namely:

Cash at Bank (All Funds)	\$2,177,660.03
<u>Investments (On Call &amp; Term Deposits)</u>	<u>\$24,561,497.38</u>
Cash & Investments – as at 31/12/2020	<b><u>\$26,739,157.41</u></b>

**Statutory Implications**

Local Government (General) Regulation 2005  
203 Budget review statements and revision of estimates

**Policy Implications**

Nil

**Risk Implications**

Nil

**Community Strategic Plan**

Theme 5. Leadership and Governance

**Report by Responsible Accounting Officer:**

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

It is my opinion that the Quarterly Budget Review Statement for Carrathool Shire Council for the Quarter ended 31 December 2020 indicates that Council's projected financial position at 30 June 2021 will be satisfactory at year end, having regard to the projected estimates of income and expenditure and the original/revised budgeted income and expenditure.

**Recommendation:**

**That the Budget Review for the 2<sup>nd</sup> Quarter of 2020/21 be received and the vote variations as listed in the Budget Review Statement be made.**

**10.16 Delivery Plan Performance Report**

CM:POL:SCBP

Author: Director Corporate & Community Services

Purpose: To provide Council with a report on progress against the Delivery Plan

Attachment: Delivery Plan Performance Report

**Background**

Council is required to report on progress with respect to principal activities in the Delivery Program at least every six months.

These progress reports are to be received in the months of February and August each year as this aligns with the outgoing report from one Council to another at the end of a Council term, and for Annual Reporting Requirements.

The report has been completed and is attached for your reference.

**Financial implications**

Nil

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

*Local Government Act 1993, Section 404 5)* The General Manager must ensure that regular progress reports are provided to the Council reporting as to its progress with respect to the principal activities detailed in its delivery program. Progress reports must be provided at least every 6 months.

**Policy implications:**

Nil

**Risk implications:**

Nil

**Community Strategic Plan:**

This report covers all the themes within the Community Strategic Plan

**Recommendation:**

**That Council receive the Delivery Plan Progress Report for February 2021.**

ATTACHMENT

Action	Responsible Directorate	Partners	Performance Measure	Target Quarter		Outcome
				1 <sup>st</sup> Quarter	2 <sup>nd</sup> Quarter	
<b>1 An Inclusive, Connected and Healthy Community</b>						
<b>1b A connected community for pedestrians thought well planned walking tracks</b>						
1b(ii) Implement Footpath Master plan	MTFS		Footpath Master plan implemented		x	Draft plan partially completed
<b>2 Infrastructure for a Sustainable Future</b>						
<b>2c A community where increased number of community members have access to water supply</b>						
2c(iv) Raise community awareness re water supply matters	DIS		Water Supply Community Awareness Program implemented		x	Council produce information in Council newsletters and mail drops.
<b>3 Growing and Diverse Economy</b>						
<b>3c Promote opportunities for local economic diversity</b>						
3c(iii) Canvas potential businesses to implement new business opportunities	GM		New potential businesses identified and canvassed		x	GM's work in this area has been ongoing.
3c(iv) Work with businesses through the Development Application process if required	GM		EDO and planning staff working with DA clients as required	x	x	Council staff work closely with clients as required
<b>4 Sustainable Natural Environment</b>						
<b>4b Educate our future generations about the natural environment</b>						
4b(ii) Attend local and regional events to inform about noxious weeds and general bio-security obligations	BRSM		Report to Council re attendance at local and regional events		x	Reports will be provided when events are attended but COVID has severely limited any activity
4b(iii) Facilitate road side clean ups and other activities across the Shire	BRSM		Report to Council re attendance at local and regional events	x	x	Road side clean ups are ongoing and community groups are used.
4b(iv) Support major events such as Tree Day and Clean Up Australia Day	BRSM		Major environmental events in Shire publicised and promoted as required	x	x	Events are ongoing and are supported as required but COVID has severely limited any activity
<b>4d Provide a safe environment for the local fauna and flora</b>						
4d(ii) Identify advocate groups for various flora and fauna	GM		Information paper released identifying advocacy groups for various flora and fauna		x	Council will continue to work with local land care groups and National Parks to continue to assist in the protection of our natural environment.

**10.17 Council Policy 152 – On Time Payments**

CM:POL:CWP:DCWP

Author: Director Corporate & Community Services

Purpose: To consider the attached review of the existing Council Policy 152 – On Time Payments

Attachment: Draft Council Policy 152 – On Time Payments

**Background**

Council Policy 152 – On Time Payments is currently due for review. Council is committed to maintaining effective supplier relationships through the application of the Small Business Friendly Councils program. Minor amendments have been made to the existing policy as detailed in the attachment.

**Financial implications**

There are no financial implications of this policy additional to Council’s ongoing obligations regarding payment for goods and services received.

**Statutory implications (Governance including Legal)**

Policy 088 – Business Ethics Statement  
Policy 137 – Procurement Policy

**Policy implications**

It is standard practice to review Council policies regularly to ensure continuing functionality. This policy was last reviewed in October 2018.

**Risk implications**

Nil

**Community Strategic Plan**

Theme 5 – Leadership & Governance

**Recommendation:**

**That Council:**

- 1. Approve the draft On Time Payments 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 152**

**On-Time Payment Policy**

<b>Application</b>	Finance Staff, Registered Small Business Owners
<b>Responsible Officer</b>	Director Corporate & Community Services
<b>File No</b>	CM:POL:CWP
<b>Authorised by</b>	Council
<b>Effective Date</b>	16 October 2018
<b>Distribution</b>	Internet / Intranet / Public Display

**Purpose**

The purpose of this policy is to ensure that Council conforms to the commitment to pay invoices from eligible small business suppliers within 30 days of receipt as part of the Small Business Friendly Councils Program

**Definitions**

- Council:** Carrathool Shire Council
- Small Business:** Small businesses are Australian based firms ~~with that have~~ an annual turnover of under \$2 million in the latest financial year.
- Goods and Services:** For the purposes of this policy goods and services are as defined in the Public Sector Employment and Management (Goods and Services) Regulation 2010. In general terms, goods and services exclude construction and property contracts.
- Correctly Rendered Invoice or Statement:** is an invoice or statement which:
- Is rendered in accordance with all of the requirements of the approved purchase order and, where applicable, the written contract;
  - Is for amounts correctly calculated; and
  - Is for work properly performed (i.e. goods received in good order and condition, and/or service satisfactorily carried out).
- Day that payment is made:** Is the day that funds are transferred into the banking system for payment to suppliers or a cheque is sent.
- Standing offer:** Is an agreement for the provision or disposal of goods or services over a certain period on the order of any customer for whom the agreement had been arranged.

**Reference**

Office of Small Business Commissioner

**Policy statements**

Background:

The Office of the NSW Small Business Commissioner in partnership with the NSW Business Chamber has developed a program to proactively work with and support businesses in local government areas and enhance the business relationship with Councils. A key component to the program is to develop an 'On time payment policy'

Policy:

Carrathool Shire Council will pay small business suppliers for the provision of goods and services not later than 30 days from the date of receipt of a correctly rendered invoice or statement, unless an existing contract or standing offer provides for an alternative agreed time period.

P:\Meetings 2021\February 2021\Done\Draft - 152 On Time Payment Policy v2 2018-10-16.docx	Effective Date:	16.10.2018
Uncontrolled document when printed. Please refer to website or intranet for controlled document	Version No.:	2





## Council Policy 152

Payment terms longer than 30 days are permitted only where the nature of goods and services or the structure of the purchase make it impractical to require payment within 30 days.

[Individual council officers do not have the authority to make or guarantee the date on which a payment will be processed. If confirmation of a payment date is required, please contact Council's Creditors Officer located at the Goolgowi Office \(Ph: 02 6965 1900\).](#)

### Revision Table

Minute /Date	Amendment Summary	Reason or Reference
1205 / 17.11.2015		Policy Adoption
0741 / 16.10.2018		Amended
	<u><a href="#">Reviewed</a></u>	<u><a href="#">Amended</a></u>

### Associated Documents

[Policy 088](#) - Business Ethics Statement

[Policy 137](#) - Procurement Policy

### Review

This policy may be amended from time to time and will be reviewed within 2 years of its adoption (or latest amendment) with reference to any relevant legislation, best practice guides, or other factor.

**10.18 Carrathool/Narrandera Mobile Library Replacement**

CS:LPIA:HL

Author: Director Corporate & Community Services

Purpose: To supply information on the replacement of the mobile library

**Background**

A joint submission by Carrathool and Narrandera Shires to State Libraries for grant funding to replace the existing mobile library was successful late last financial year with \$196,000 of grant funding received.

The current mobile library is 16 years old and needs replacement. Two quotes have been obtained from companies that specialise in the fabrication of the body for the Isuzu truck. The weight of the truck will be limited to ensure that the vehicle can be driven by a person with a class C licence.

Further discussion will be had with Narrandera Shire in relation to the final choice of company to supply the new mobile library. Either choice is above the grant funding and it will require the Councils to partly use the mobile library reserve held by Western Riverina Library, which currently stands at \$69,639.73.

The project is anticipated to be completed prior to the end of this financial year.

**Financial implications**

Apart from the grant funding of \$196,000 Council will utilise between \$20,000 to \$34,000 of the mobile library reserve. The sale of the existing vehicle will be completed by expression of interest and funds placed back into the mobile library reserve.

**Statutory implications (Governance including Legal)**

Nil

**Policy implications**

Nil

**Risk implications**

Nil

**Community Strategic Plan**

Theme 1. An inclusive, connected and healthy community

Theme 2. Infrastructure for a sustainable future

**Recommendation:**

**That Council receive the report on the replacement of the mobile library.**

**10.19 New Rural Fire Service Stations**

FM:AUD:REP

Author: Director Corporate & Community Services

Purpose: To request support for the location of two new fire stations for the NSW Rural Fire Service

Information Items: Location information for Rankins Springs and Erigolia and station floor plan.

**Background**

Council have received a request for support for the locations of two new NSW Rural Fire Service (RFS) fire stations at Rankins Springs and Erigolia.

Precise suggested locations are contained within the information items, including a suggested floor plan for the fire stations. The station at Erigolia will be located on crown land and is yet to be secured by the RFS and may take some time to do so. The other location at Rankins Springs would be on the site of the original brigade station in the main street, which does not meet current requirements and is currently vacant. The other fire station currently in use on Bales Ave does not meet the current needs of the brigade.

The two new fire stations will include amenities for brigade members including toilets, kitchen, meeting room and office.

It is anticipated that the Rankins Springs station will commence construction in 2021/22 with the Erigolia Station in 2022/23.

**Financial implications**

Budget for the Erigolia station is projected to be \$20,000 in the 2021/22 financial year with a further \$350,000 in 2022/23. The Rankins Springs station budget is anticipated to be \$300,000 in the 2021/22 financial year. Council's contribution to the whole of the NSW RFS budget remains at 11.7%.

**Statutory implications (Governance including Legal)**

NSW Rural Fires Act 1997

**Policy implications**

Nil

**Risk implications**

Nil

**Community Strategic Plan**

Theme 2. Infrastructure for a sustainable future

**Recommendation:**

**That Council support the locations of the two new Rural Fire Service fire stations at Rankins Springs and Erigolia.**

**10.20 Economic Development Unit Report – February - 2021**

EDU:Tou:TE

Author: Economic Development Officer

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

**Background****Christmas Buy Local Competition**

In the lead up to Christmas, the EDU conducted a Council Buy Local campaign in the Shire to encourage residents to increase their local spend amongst the Shire's businesses. The campaign commenced with the first draw held on 1 December 2020 which was followed by a further 3 weekly draws finishing on 22 December 2020. Overall prizes for the campaign were \$10,000 in vouchers redeemable at any participating businesses in the Shire. 51 local businesses registered to participate in the campaign. Over 2400 entries were received during the competition. All costs for the campaign were met from the existing Economic and Community Development budgets.

**Australia Day Celebrations 2021**

Australia Day Celebrations were held in Rankins Springs in January 2021. Mr Victor Kovalenko OAM, Olympic sailing coach and his wife Tatiana were the guests of honour. Approximately 80 guests from all parts of the Shire attended the luncheon supplied by the Rankins Springs community. The Billboard Art Competition was won by Ms Heather Lyall with her entry Australia Our Country, and plans are now underway to erect the billboard. The location suggested is on the Kidman Way, Hillston (pending RMS approval) adjacent to the Hillston Hardware storage shed.

**Murrumbidgee Primary Health Network – Grant**

The EDU has submitted a grant application to the Murrumbidgee Primary Health Network to hold a youth focussed activity. The proposed event will include a Pound Fit class, laser tag game and T-shirt painting. A bus will be available to transport youth from Rankins Springs, Goolgowi and Merriwagga (numbers permitting). The day will be scheduled between 16 – 24 April 2021, NSW Youth Week 2021.

**Stronger Country Communities Fund Round 3**

Works are continuing at the Stan Peters Oval as part of the SCCF Round 3 funding. The new goal posts (AFL & NRL) have arrived and the new LED scoreboard/video screen has been installed with training taking place onsite. The old steel fence is currently being removed and the new picket fence is being erected. An opening event will be scheduled when works are complete.

**Shovel Ready Project - Goolgowi Pump Track**

Discussions are underway with suitable contractors for the design and construction of a Pump Track in Settlers Park Goolgowi adjacent to the skate park. It is planned to integrate the Pump Track within the existing footprint of the Skate Park. Further details of the preliminary concept will be tabled at the February meeting.

**Royal Flying Doctor Service Outback Car Trek 2021**

Discussions have commenced with the organisers of the 2021 RFDS Outback Car Trek who are planning to stay for one night in Hillston on June 6 during their rally. It is expected that the event will attract over 250 participants. The EDU will facilitate discussions for the organisers with local accommodation providers e.g. motels, hotels, B & Bs, caravan park etc.

**Publicity - Lake Woorabinda Filling**

The EDU has implemented an effective publicity campaign across local print and electronic media regarding the commencement of filling of Lake Woorabinda. The campaign aimed at informing the community of the positive results by Council of their lengthy endeavours which finally resulted in securing permission to fill Lake Woorabinda.

**Community Welfare Initiatives – Goolgowi**

Discussions are continuing with community representatives in Goolgowi regarding the use of the old Council offices in Stipa Street as counselling rooms once they have been renovated. It is planned for Council to undertake the renovations in the latter part of 2021 utilising external grant funds. As a temporary location, the Goolgowi Golf Club may be suitable depending on costings for minor ceiling repairs. Preliminary planning is underway for a community ecumenical blessing event at the Goolgowi Oval in the coming months. Later in 2021, a community fundraising event is planned to be held at the Goolgowi Hall. Investigations continue to decide a suitable site for the community Quiet Space, details of which have been previously advised to Council.

**Financial implications**

Existing EDU budget and grant funding.

**Statutory implications (Governance including Legal)**

Nil

**Policy implications**

Nil

**Risk implications**

Nil

**Community Strategic Plan**

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

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

**Recommendation:**

**That Council note the Economic Development Officers report for December 2020 - January 2021.**

**10.21 Request for Council to coordinate a local small business marketing strategy**

EDU:Tou:TE

Author: Economic Development Officer

Purpose: To advise Council of a request for Council to coordinate a marketing strategy for Hillston small businesses.

Information item: Copy of email request

**Background**

Council, through its membership of the Kidman Way Promotional Group, conducts collaborative marketing activities by advertising in a discrete number of magazines that focus on the “grey nomad” market. Accordingly, the Promotional Group has booked advertising space in the upcoming addition of The Wanderer Magazine. The EDU has emailed appropriate members of the Hillston community to advise them that there is an opportunity, if they so wish, to place their own advertisements in the magazine.

Mr Revell has contacted the EDU suggesting that Council take on the coordinating role to produce an advertising supplement with placements from local businesses.

The style of travel and caravanning magazines such as The Wanderer does not usually provide the appropriate marketplace for small businesses who are not in the direct accommodation or hospitality sectors. The readership of these publications are mostly looking for experiences and facilities directly related to their travel activity.

Council does support local businesses in a number of ways. Apart from facilitating small business training and development workshops, Council conducted a very successful “buy local” campaign in December 2020. It is intended to build on the success of that campaign and explore further options for a similar activity over a longer period in 2021/2022

**Financial implications**

The cost of producing and placing an appropriate advertising supplement or destination feature in a national travel magazine such as The Wanderer or Caravanning Australia would commence at approximately \$13,000. This would involve approximately \$5,000 from Council and \$8-\$10,000 from local businesses. It would be expected that participation from at least 10-12 businesses would be needed to provide support for the Council feature. These cost estimates do not include photography or images for businesses, which would need to be upgraded in the majority of cases.

**Statutory implications (Governance including Legal)**

Council's Community Strategic Plan 3A states:

Establish Carrathool Shire as a welcoming and exciting place for our community and visitors.

**Policy implications**

Nil

**Risk implications**

Nil

**Community Strategic Plan**

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

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

**Recommendation:**

**That Council consider the request to coordinate an advertising strategy wholly funded by local businesses.**

**10.22 Stan Peters Oval Refurbishment Works - Update**

EDU:Tou:TE

Author: Economic Development Officer

Purpose: To advise Council of the progress of the refurbishments to Stan Peters Oval.

**Background**

As previously advised, the EDU is currently project managing the Stan Peters Oval Refurbishment Project costing \$197,231 which is funded by the Stronger Country Communities Fund. The major elements in the refurbishment works are the installation of a new white picket boundary fence, new goal posts and an electronic scoreboard.

All works have been carried out in line with the manufacturers' guidelines; however extra metal conduit protection has been installed on the scoreboard wiring to protect from corella damage. The picket fence has been erected as per the manufacturer's, Bluedog Fences, recommendation with the palings on the inside of the fence. Bluedog has supplied picket fencing for over 50 sporting ovals throughout Eastern Australia, and the majority have been installed in a similar manner to that at Stan Peters Oval. Notwithstanding this common practice, some fences have been installed in the reverse manner due to either existing fencing or strict heritage requirements.

There is fall across the Oval of approximately 500mm. This factor has been accommodated by the fencing contractor by introducing very small set-downs to picket panels when required. The average picket gap at ground level will average 100mm which is within the manufacturer's specification.

Refurbishment works are expected to be completed mid-February 2021.

**Financial implications**

Project funded by Stronger Country Communities Fund

**Community Strategic Plan**

Council's Community Strategic Plan 2B states:

**Recommendation**

**That Council receive the update on the refurbishment works at Stan Peters Oval.**



## 11. Committee Reports

### 11.1 Floodplain Management Committee Minutes

GS:PRO:FMG:2019-20

Author: Director Infrastructure Services

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

Attachments: Flood Management Committee Meeting Minutes - Dec 2020

#### Background

Council and stakeholders undertook a flood committee meeting over the month of December 2020. The main topics of discussion from the agenda where:

- Hillston Floodplain Management Study (Update)
- Hillston Riverbank Stabilisation Project (Update)
- Hillston Levee – Maintenance Manual

#### Hillston Floodplain Management Study:

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

- Outcomes of the Community Consultation
- Hydrologic model development for the Lachlan River
- Design flood modelling and sensitivity analysis
- Hydraulic and hazard categorisation
- Floor level estimates and flood damage assessment

Questions were raised with regard to factoring in of vegetation into the modelling as well as accurate and updated storm water assessment runoff. Other items of interest were the consideration of the removal of obsolete channels allowing flood areas to flow in their natural course. The Clifton Channel was also on the list as this area may be required to be enlarged/modified. Due to time constraints for the meeting the overland flow information was deferred until the next committee meeting.

#### Hillston Riverbank Stabilisation:

A presentation was provided by the Consultant 'Alluvium'. This project is now into the detail design and tender stage, following earlier preliminary design approval. Items of interest to this project included the following:

- Estimated cost of implementing the preferred (rock rip-rap) option at \$715,350.00
- Methodology for placing of the rock rip-rap at site HL1 (Adjacent to the HDO)
- Future options for funding for the construction phase – estimated opportunity is early 2021.

#### Hillston Levee – Maintenance Manual:

Steve Manwaring from the Department of Primary Industries and Environment (DPIE), provided an update on the possibility of a rollout of a levee maintenance manual that would be universal for all NSW Councils. Members from the Office of Public Works have already undertaken a visual inspection of the east and west levees in Hillston, and this information will be fed into the manual. Council have also requested this additional information for their own records.

One main item of discussion was the possibility that the eastern levee would certainly require maintenance, judging by the history of previous inspections and with the levee currently showing heavy vegetation growth in multiple areas.

The next Floodplain Management Committee meeting is scheduled for March 2021.

**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 minutes of the floodplain committee meeting held in December 2020.**

**ATTACHMENT**

 <p>Carrathool Shire Council</p>	<p><b>Carrathool Shire Council Hillston Flood Study &amp; Floodplain Management Study Meeting Inception Meeting</b></p> <p>Date: 03 December 2020</p> <p>Time: 3.00pm</p> <p>Location: Hillston District Office</p>
<b>Minutes</b>	

**PRESENT:** Tim Morrison (Catchment Simulation Solutions)  
 Lara Davis (Catchment Simulation Solutions)  
 Steve Manwaring (DPIE)  
 Craig Ronan (SES)  
 Darryl Heaslip (SES)  
 Nicholas Kuster (SES)  
 Paul Farrell (Carrathool Shire Council)  
 David Fensom (Councillor/Committee Member/Chair)  
 Geoff Peters (Councillor/Committee Member)  
 Kent Burgess (Committee Member)  
 Peter Hogno (Committee Member)  
 Neal Albert (Alluvium Consultants)

**ABSENT:** John Milay (Consultant)  
 Chris Potter (Committee Member)  
 Rick Warren (GM – Carrathool Shire Council)

TOPIC OF DISCUSSION		ACTION
1.	Welcome and introduction of all attendees - D Fensom welcomed all attendees - Advised that presentations will be given by Neal Albert on Riverbank Stabilisation Design Works progress and Tim Morrison (Catchment Simulation Solutions)	
2.	Apologies received from Chris Potter (Committee Member)	
3.	Update on the Hillston Riverbank Stabilisation Design Works progress was presented by Neal Albert of Alluvium. - Hard copy of report will be forwarded to committee members via the post. - Issues raised as a result of the report included:- <ul style="list-style-type: none"> <li>• Cost of implementing preferred option (rock rip-rap) estimated at \$715,350.00</li> <li>• S Manwaring suggested that it was important to source quotes from local suppliers of rock as costings could potentially blow out and under funding arrangements only a 30% maximum leeway would be considered.</li> </ul>	

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	<p>P Farrell advised that Council would contact Milbrae Quarries for costings.</p> <p>Committee suggested sourcing rock from McKeon Pit as it was of a particular quality – P Farrell advised that as this pit was on Crown land consideration would have to be given to crown land royalty costs.</p> <ul style="list-style-type: none"> <li>• Implementation of the rock rip-rap at location HL1 would mean the removal of the pontoon located at “The Shed” – P Farrell to look into the regulations regarding the construction of pontoons on the river to determine if Council responsible for reinstating structure once rip-rap completed.</li> <li>• S Manwaring suggested ensuring that Council apply for funding for next stage when portal opens shortly regardless of whether this stage is complete so that no lengthy delays are incurred in completing project. On this basis it is important to ensure that all costs are correct.</li> </ul>	
4.	<p>Issues arising from minutes of previous meeting (27 November 2019):</p> <ul style="list-style-type: none"> <li>- Concern expressed over the strength of the Lachlan Street Levee <ul style="list-style-type: none"> <li>• P Farrell advised that an assessment had recently been undertaken of the levee for the production of the Levee Operations Manual – a project currently underway by DPIE</li> </ul> </li> </ul>	
5.	<p>Overview of Stage 2 of the Hillston Floodplain Risk Management Study was presented by Tim Morrison.</p> <ul style="list-style-type: none"> <li>- Presentation included (refer to attached powerpoint presentation):- <ul style="list-style-type: none"> <li>• Outcomes of community consultation – Stage 1</li> <li>• Hydrologic model development for Lachlan River and local Hillston catchment.</li> <li>• Hydraulic model development for Lachlan River and local Hillston catchment</li> <li>• Calibration and validation</li> <li>• Design flood modelling and sensitivity analysis</li> <li>• Hydraulic and hazard categorisation</li> <li>• Floor level estimates and flood damage assessment</li> </ul> </li> <li>- Questions arising:- <ul style="list-style-type: none"> <li>• D Fensom asked if variation in vegetation was factored into study T Morrison advised that one roughness value is used.</li> <li>• F Farrell advised that additional information was now available following storm water assessment – to be forwarded to T Morrison for consideration.</li> <li>• Need to consider removal of obsolete channels</li> <li>• 1%AEP will more than likely result in flooding of township due to need to breach Clifton Channel.</li> <li>• Clifton Channel main area of concern – may need to be enlarged</li> <li>• Eastern levee on wrong alignment – may need to be altered</li> <li>• Defer overland flow information to next stage in relation to new buildings and Councils’ revised LEP.</li> </ul> </li> </ul>	Tim Morrison
6.	<p>Next Step</p> <ul style="list-style-type: none"> <li>• Complete draft flood study and place on public exhibition</li> <li>• Complete final steps of floodplain risk management study</li> </ul>	Tim Morrison

J:\04-Committees\1. Floodplain Management Committee\Minutes\Minutes - 03 December 2020.docx

7.	<p>Project schedule</p> <ul style="list-style-type: none"> <li>• Draft Flood Study Public Exhibition – February-March 2021</li> <li>• FRMC Meeting No 3 – March 2021</li> <li>• Final Flood Study – July 2021</li> <li>• Community consultation and Floodplain risk management options assessment – July-November 2021</li> <li>• Draft Floodplain Risk Management Study &amp; Plan – February 2022</li> <li>• FRMC Meeting No 4</li> <li>• Public Exhibition of Draft Floodplain Risk Management Study and Plan – March-April 2022</li> <li>• Community Consultation</li> <li>• FRMC Meeting No 5</li> <li>• Final Floodplain Risk Management Study and Plan May 2022</li> <li>• FRMC Meeting No 6 (Final Meeting)</li> </ul>	Tim Morrison
8.	<p>Other business arising</p> <ul style="list-style-type: none"> <li>• Levee Operations Manual – in DRAFT and will be finalised by DPIE/OPW early in the new year for review and circulation to committee.</li> <li>• Concern that there has been no upgrade of Eastern levee for some time – inspection carried out by OPW (Fred Spain) as part of Levee Operations manual process. Awaiting information so any issues arising may be actioned.</li> <li>• Craig Ronen (SES) raised issue of impending heavy rainfall and whether levees are well maintained at present.</li> </ul>	Paul

**MEETING CLOSED: 5.20PM**

**NEXT MEETING: March 2021 (Specific date to be advised)**

## 12. Closed Council Reports

### 12.1 Medical Services - Hillston

CP:LEA:HMC

Author: General Manager

Purpose: To inform Council of the status of the medical centre services.

#### Background

Council is asked to consider the report on Medical Services - Hillston in Closed Council under the provision of section 10A(2) (d) of the *Local Government Act 1993*.

#### Financial implications

Nil

#### Statutory implications (Governance including Legal)

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

- (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*

#### Policy implications

Nil

#### Risk implications

Nil

#### Community Strategic Plan

Nil

#### Recommendation:

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

**12.2 Tender 2021-007 Supply of Road Traffic Signs and Accessories**

TDR 2021/007

Author: Director Infrastructure Services

Purpose: To appoint a successful tender for Supply of Road Traffic Signs and Accessories.

**Background**

Council at the October 2020 Council meeting, resolved to use the selective tender process for Supply of Road Traffic Signs and Accessories.

Following this Council called for select tenders which closed on Friday 29 January 2021.

Council is asked to consider the report on Tender 2021-007 – Supply of Road Traffic Signs and Accessories in Closed Council under the provision of section 10A(2) (d) of the *Local Government Act 1993*.

**Financial implications**

Nil

**Statutory implications (Governance including Legal)**

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

- (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*

**Policy implications**

Nil

**Risk implications**

Nil

**Community Strategic Plan**

Theme 2: Infrastructure for a Sustainable Future

**Recommendation:**

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

### **13. Next Meeting**

The next **Ordinary Meeting** of Council will be held in Goolgowi on **Tuesday 16 March 2021** commencing at **10.00am**.