



# ORDINARY MEETING AGENDA

## 11 January 2022

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

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## Definitions

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

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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 GOOLGOWI COUNCIL CHAMBERS ON**  
**TUESDAY, 11 JANUARY 2022 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    19 October 2021

**5. Business Arising**

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

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

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

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

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

#### Matters & Information

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

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

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

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

**8. Mayoral Report**

**9. Delegates Report**

**9.1 Western Riverina Libraries Committee Report**

GOV:MCC:AG

Author: Cr Bev Furner

Purpose: To provide Council with the information presented at the 25 November 2021 Western Riverina Libraries Committee Meeting.

**Background**

This meeting was held in Narrandera on 25 November 2021 and attended by Cr Bev Furner. Library Manager Helen Underwood attended via Zoom.

**Issues**

**Library Collections**

The past year has been challenged by COVID and public health and safety measures that have fundamentally changed the way we connect and interact with each other. Public libraries and their communities have been affected by the ebb and flow of restrictions on service delivery, interrupting the regularity and consistency of established programs and services. This past years' statistics reflect this disruption to services and are anomalous from the previously strong and consistent growth in community support and usage.

By necessity there has been a heightened focus on remote address through digital services and collections. Overall visits to the WRL libraries decreased by 3.4% from the previous year with a corresponding decrease of 5.1% in physical loans. WRL website visits increased by 9%.

Our partnership with South-West Zone (SWZ) NSW Public Libraries and the collaboratively funded SWZ Digital Library continues to deliver benefits for WRL members by providing free access to BorrowBox with over 8400 eBooks and over 5600 eAudiobooks, and Libby with over 3600 eMagazine titles.

**NSW Government Public Library Funding Strategy**

20/21 was the second year of this initiative for 2019/20 to 2022/23, resulting in increased funding for NSW Public Libraries. The increased financial support has allowed WRL branches to innovate, improve facilities and expand services:

- increase public programs and community events
- increase marketing and promotion
- update shelving, furniture and signage
- update and increase collections
- prepare and develop the 1000 Books Before School early literacy program
- develop a new WRL app.

2021/22 is the third year of a quadrennial increase in NSW Public Library funding resulting from **Per Capita Subsidy**. Remaining Per Capita increases:

Year	New per capita amount
2021/22	\$2.65
2022/23	\$2.85

### Subsidy Adjustment

The Subsidy Adjustment comprises a flat rate of \$50,000 per Council plus a SEIFA (Socio-Economic Indexes for Areas developed by the Australian Bureau of Statistics) component, which allocates a pre-determined funding figure according to the Council's SEIFA score.

### Local Priority Grant component

At least 30% of the Subsidy Adjustment must be allocated to local priority projects under the categories of Technology, Collections, Building, Research, and Promotion. This allows flexibility in the allocation of the remaining 70% Subsidy Adjustment funding.

### 2021/22 NSW Public Library Funding Payments – WRL Councils

Local Government Area	ABS Population 30 June 2019	\$2.65 per capita	Subsidy Adjustment		Total 2021/22	Total per capita
			Flat rate \$50k	SEIFA (\$1,197k)		
Carrathool	2,796	\$ 7,409	\$ 50,000	\$ 9,468	\$ 66,877	\$ 23.92
Griffith	27,155	\$ 71,961	\$ 50,000	\$ 9,468	\$ 131,428	\$ 4.84
Hay	2,943	\$ 7,799	\$ 50,000	\$ 12,987	\$ 70,786	\$ 24.05
Murrumbidgee	3,916	\$ 10,377	\$ 50,000	\$ 12,987	\$ 73,365	\$ 18.73
Narrandera	5,858	\$ 15,524	\$ 50,000	\$ 12,987	\$ 78,511	\$ 13.40

### NSW Public Library Funding Increases – Four-year comparison 2018/19 to 2021/22

LGA	Total 2021/22	Total 2020/21	Total 2019/20	Total 2018/19	Increase 2018/19 to 2021/22	Increase 2020/21 to 2021/22
Carrathool	\$ 66,877	\$ 66,605	\$ 66,333	\$ 22,602	\$ 44,275	\$ 272
Griffith	\$ 131,428	\$ 128,392	\$ 125,329	\$ 75,946	\$ 55,482	\$ 3,036
Hay	\$ 70,786	\$ 70,507	\$ 70,286	\$ 23,261	\$ 47,525	\$ 279
Murrumbidgee	\$ 73,365	\$ 72,976	\$ 72,692	\$ 34,928	\$ 38,437	\$ 389
Narrandera	\$ 78,511	\$ 78,030	\$ 77,518	\$ 29,838	\$ 48,673	\$ 481

### WRL Collections Stocktake – Progress report

Location	Method	Target year	Status
Carrathool	RFID	2021	Complete.
Griffith	RFID	2019	Complete.
Griffith and Murrumbidgee Mobile Library	RFID	2019	Complete.
Hay	Manual	2020	Complete.
Jerilderie	RFID	2021	Need to reschedule, aim for 2022?
Narrandera	RFID	2021	Reschedule, 2022?



**Carrathool Shire W.G. Parker Memorial Library & Carrathool Mobile Library**

Helen reported that the increased NSW State Government funding for Public Libraries resulting from the Renew Our Libraries campaign went towards a number of projects, including:

- LED signage
- Collection resources
- Security cameras
- Promotion/Theme – Emus
- Tables/chairs – junior section

Due to COVID restrictions the Book Week author visit was cancelled but the library focused on a competition and activities which were enjoyed in the schools in the Shire.

The library received grant funding from the “Be Connected” program and ran courses in Digital Training for Seniors, aimed at increasing the confidence, skills and online safety of older Australians when using the internet. All participants enjoyed the course.

Due to social distancing restrictions 106 shire residents enjoyed council funded meal vouchers to celebrate Seniors Festival at local restaurants in each community instead of attending the annual luncheon event.

Contrary to the average visits over the WRL service, visits to the library rose by 29% compared to last year with loans decreasing by 6%. While some have been reticent to resume their prior social activities, attendance at children’s events has returned to pre-COVID numbers.

**Financial implications**

Nil

**Statutory implications (Governance including Legal)**

Nil

**Policy implications**

Nil

**Risk implications**

Nil

**Community Strategic Plan**

Delivery Program

5.1 Provide a dynamic, responsive and well-equipped library service.

5.1.1 Maintain membership of the Western Riverina Library Service.

**Recommendation:**

**That the Council note the Western Riverina Libraries Committee report.**

## 10. General Managers Report

### 10.1 Ongoing Action from Previous Business Papers

GOV:MCCC:CR

Author: General Manager

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

#### Background

#### 1045/20.08.19 – Hillston Common

Responsible Officer: GM

DECISION	ACTION TAKEN
Council renegotiate with the Department of Industry regarding the water licence of 972ML currently held by the Hillston Common Trust, being transferred to Council should it resolve to become the land manager of the land under the <i>Crown Lands Act 2016</i> .	Recent discussion with Crown Lands officers that there is no appetite for a common or for Council to retain the water licence for any activity.

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

Responsible Officer: MBRS

DECISION	ACTION TAKEN
Review LEP with a view to look at all land use zones and minimum lot sizes for all urban areas within the LGA this to be included in the 2021-2022 budget for Council consideration for funding.	To commence following spot rezoning in Hillston.

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

Responsible Officer: MBRS

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

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

Responsible Officer: GM

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

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

Responsible Officer: DIS

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

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

**Responsible Officer: WHS/GM**

<b>DECISION</b>	<b>ACTION TAKEN</b>
That Council consider the cost and scope of the works once quotations are received	See report this meeting.

**1829/19.10.21 – Regional Road Transfer and NSW Road Classification Review**

**Responsible Officer: DIS**

<b>DECISION</b>	<b>ACTION TAKEN</b>
That Council nominate Carrathool Road, Murrumbidgee Road, Bringagee Road, and Roto Road (to the cotton gin) for classification from Local to Regional status with Council maintaining management.	Roads have been nominated for reclassification.

**1848/ 19.10.21 – Economic Development Unit Report – October 2021**

**Responsible Officer: EDO**

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

**1851/ 19.10.21 – Cowper Street – Land Acquisition**

**Responsible Officer: DIS**

<b>DECISION</b>	<b>ACTION TAKEN</b>
Staff report back to the Council on costs and a new design for the road opening.	Pending

**Recommendation:**

**That Council note the update on action report for January 2022.**

**10.2      Precis of Correspondence**

GOV:MCCC:AGA

Author:    General Manager

Purpose:    Matters for consideration by Council

Information Items: 10.2.1 Hillston Central School

                  10.2.2 St Joseph's Parish School

**10.2.1    Hillston Central School – Requesting donation**

Requesting donation from Council to assist providing a kitchen/garden program in conjunction with the primary school students.

*General Managers note:* Provision of funding for education is the role of the State Government, Council is continually called on to provide support due to inadequate state responsibility.

**Recommendation:**

**That due to financial constraints Council is unable to provide financial assistance to the Hillston Central School for their Kitchen/Garden Program.**

**10.2.2    St Joseph's Parish School Hillston – Requesting donation**

Requesting donation from Council to assist in sealing the staff car park.

*General Managers note:* Provision of funding for education is the role of the State Government, Council is continually called on to provide support due to inadequate state responsibility, a costing provided by the DIS details the price at \$25,000.

**Recommendation:**

**That due to financial constraints Council is unable to provide financial assistance to St Joseph's Parish School for sealing the staff carpark area.**

<b>10.3 Local Roads and Community Infrastructure Round 3</b>
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GS:PRS:LRCIRd3

Author: General Manager

Purpose: Local Roads and Community Infrastructure Round 3

<b>Background</b>
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Council will recall advice was provided some months back that this round of funding would open in January 2022. Council has been informed it will be eligible for \$2,913,422 this round bringing the total for the three rounds to \$5,414,851. Advice has been received that the funding round is now open and projects can be submitted for approval up to 30 June 2022. While there are many projects worthy of consideration Council has time available to ensure best use is made of the funding opportunity and a decision does not have to be made at this meeting to expend all funds.

Eligible projects include local roads - construction or maintenance, community infrastructure projects - construction or maintenance of assets that are generally accessible to the public. Projects must be completed by 30 June 2023. Included below are some potential projects that could be funded from the grant opportunity.

1. Water Tower Hillston – Relining & Exterior Cleaning \$196,500 and \$67,000.  
To prolong the effective life of the water tower it will need to be relined. Upon completion of the Integrated Water Cycle Management (IWCM) plan further opportunities should open up for grant funding to improve water storage capacity. Having additional storage facilities will reduce reliance on pump pressure.

During late November the water tower exhibited a substantial leak approximately three quarters of the way up the tower. To alleviate the leak the tower has been set to not fill past the leak, this has resulted in noticeable loss of pressure in Hillston.

The process involves high pressure water blasting of all interior surfaces, sand blasting of vertical and horizontal cracks and the application of Fosroc system product and sealing of the entire interior of the tower. The treatment has a ten year warranty period. Currently Hillston Water Bank Account has a balance of approximately \$1.3 million.

Further consideration could be given to sandblasting the outside of the tower at the same time – quote for this has been sourced at \$67,000, as this is from the same contractor establishment costs are minimised.

2. Hillston Residential Subdivision.  
Potentially a cost of around \$800,000 to provide 20 fully services blocks. Council has reserve funds of \$250,000 towards the subdivision. Costs are being further refined and will be available to Council at a future meeting.
3. Road Resheeting.  
Council has in the past considered substantial resheeting of Mt Grace Road at a cost of \$595,000. Other roads are in need of similar works with Mitchells Road needing considerable work to bring to standard.
4. Road Sealing.  
Lachlan River Road has been nominated as a potential project \$1,032,000 from grant funds and \$343,000 from Roads to Recovery for a total cost of \$1,375,000. Other roads within the shire are also suitable for nomination by Council.

**Issues**

Nil

**Financial Implications**

Nil

**Statutory Implications (Governance including Legal)**

Nil

**Policy Implications**

Nil

**Risk Implications**

Nil

**Community Strategic Plan**

Nil

**Recommendation:**

**That Council nominate projects it feels are in need of immediate consideration under the Local Roads and Community Infrastructure Program Round 3, and consider other projects at future Council meetings.**

**10.4 Gunbar Private Water Supply Board – Carrathool Road Project**

WS:LSN:RM

Author: General Manager

Purpose: To inform Council of the progress of the proposed Carrathool Road Project.

**Background**

Council will recall that at the October 2021 meeting James Bissett and Don Lowe addressed Council regarding an augmentation of the Gunbar Water Supply network.

Gunbar Water is a private stock and domestic district water operating under the Water Management Act. It provides piped filtered water from the Murrumbidgee River to over 200,000Ha between Hay, Carrathool and to the North of Gunbar.

**Issues**

Gunbar Water is seeking funding from the Federal Department of Agriculture, Water and the Environment to increase the delivery infrastructure associated with the current operations. Council has an opportunity to participate in the feasibility study to determine if it is economical to be involved in the project. Council's Water and Sewer Manager has had discussions with representatives of the board to advise of Council's infrastructure requirements to be considered through the investigation phase. This phase will develop a costing model when required assets will be identified – during this process it will also be determined where assets will be vested.

Council will retain ownership of its water and an arrangement would be negotiated for delivery of water similar to that currently with Murrumbidgee Irrigation.

Gunbar Water have requested a letter of support from Council that could be included as part of the case for funding for the feasibility study. It may be appropriate for Council to support the investigation process without committing to a decision until further facts are determined.

The proposal would see a pipeline constructed from the Murrumbidgee River at Carrathool up Carrathool Road and from Council's prospective deliver water to storage tanks at Goolgowi back past Palmyra Dam to the current Gunbar Water Reticulation Scheme.

It is stressed the proposal is in its infancy and much detail will be determined through the investigation.

**Financial Implications**

To be determined during feasibility stage.

**Statutory Implications (Governance including Legal)**

Nil

**Policy Implications**

Nil

**Risk Implications**

To be considered following feasibility report.

**Community Strategic Plan**

Theme 2: Infrastructure for a Sustainable Future.

**Recommendation:**

**That Council:**

- 1. note the status of the Gunbar Private Water Supply Board proposal for it's Carrathool Road Water Project**
- 2. provide a letter of support for a feasibility study to be undertaken in regard to this potential project.**



**10.5 2022/23 Rate Pegging Cap - IPART**

RCV:NOT:REP

Author: General Manager

Purpose: To inform Council of the allowable increase in rates for the 2022/2023 financial year.

**Background**

Information has been provided by Local Government NSW of the allowable increase in the rates for the next financial year. Carrathool Council has a 0.7% increase and with zero population growth identified by Independent Pricing and Regulatory Tribunal (IPART) no further adjustment has been made. Most rural Councils have had an increase of only 0.7%.

**Issues**

The IPART information paper on the rate peg for NSW Councils for 2022/23 is included for Councillors to read.

It should be noted from the document the identified Local Government Cost Index to June 2021 was 0.9%. A downward adjustment of 0.2% as this was included last year to address Council elections. A population factor is included which for Carrathool Shire Council is zero.

While IPART have identified costs that have increased they are of the opinion that the following items used extensively by Council have reduced in cost:

- Telecommunication Services (2.4%)
- Fuel (2.4%)
- Electricity (3.8%)
- Water and Sewer (6.6%)

On many occasions the comparison has been made between the allowable rate increase and the known wages and salary increases for the coming year under the Local Government Award.

Rate Increase \$3,522,000 x 0.7%	=	\$24,464
Wage Increase \$6,011,000 x 2.0%	=	(\$120,220)
		(\$95,566)

Based on last years figures from the Annual Financial Statements Council will need to find an additional \$95,000 to maintain the current level of Council funded services. Past transactions have a cumulative effect on Council and far between are the years when the rate peg has matched the employee expenses.

**Financial Implications**

Council will need to find efficiencies of \$95,000 to maintain the same level of services provided by the General Fund.

**Statutory Implications (Governance including Legal)**

The rate cap or maximum allowable rate increase that Council may collect is determined by the NSW State Government.

**Policy Implications**

Nil

**Risk Implications**

Council will need to monitor operations and maintain budgetary control or risk reducing service levels.

**Community Strategic Plan**

Nil

**Recommendation:**

**That Council:**

- 1. note the inadequacy of the 0.7% rate increase determined by IPART.**
- 2. write to the Minister for Local Government, The Premier of NSW, Minister for Agriculture and Western NSW and the President of Local Government NSW expressing Council's concern at the application the broad brush approach to the method of determination and the impact this has on rural Council's such as Carrathool Shire Council.**

**10.6 Local Government NSW Special Conference**

GR:LRL:LGSA

Author: General Manager

Purpose: To inform Council of the upcoming Special Conference of Local Government NSW.

**Background**

Due to various circumstances and to comply with legislative requirements the Annual Conference of Local Government NSW (LG NSW) was conducted virtually on 29 November 2021 and attended by the Mayor and General Manager.

The Conference was limited to governance issues and the Special Conference scheduled for 28 February to 2 March 2022 will deal with debate of various motions and topics.

**Issues**

With the postponement of the Local Government Elections and the declaration of the poll not available until late December 2021, Council was not able to consider sending delegates to the event until this meeting. Registration of delegates closes on 14 February 2022, cost per delegate is \$1,094.50 with the conference dinner, to be held Tuesday evening, 1 March being an additional \$176.00.

Voting delegates need to attend the conference and be registered as the Council nominee. Registration closes for the voting delegate on 17 February, 2022.

In anticipation of Council sending delegates to the conference at the Hyatt Regency three rooms have been reserved, for 28 February and 1 March 2022.

The deadline for submitting motions for the conference business paper is 30 January 2022.

**Financial Implications**

The cost per delegate to attend including accommodation and conference dinner is \$1,930 per delegate. Vehicle expense and car parking will be additional.

**Statutory Implications (Governance including Legal)**

Nil

**Policy Implications**

Nil

**Risk Implications**

Nil

**Community Strategic Plan**

Nil

**Recommendation:**

**Should Council wish to attend the Local Government NSW Special Conference it:**

1. nominate delegates to attend the conference.
2. nominate the voting delegate for motions put forward at the conference.

**10.7 Statistics on Code of Conduct Complaints**

CM:RP:SR

Author: HR/WHS & Risk Coordinator

Purpose: To report the statistics on the Code of Conduct complaints received about Councillors and the General Manager.

**Background**

The Model Code of Conduct requires the complaints coordinator from each council to report on a range of complaints statistics to the Council and to the Office of Local Government (OLG) within three months of the end of September each year. The reporting period is 1 September 2020 – 31 August 2021.

In accordance with Part 11.1 and 11.2 of the Procedure for the Administration of the Model Code of Conduct 2020, the complaints coordinator must arrange for Code of Conduct Complaints statistics (36 questions in six (6) separate categories) be reported to the council.

As Council did not receive any Code of Conduct complaints during the reporting period, Council's response to each question was nil.

**Issues**

Nil

**Financial implications**

Nil

**Statutory implications (Governance including Legal)**

Procedure for the Administration of the Model Code of Conduct for Local Councils in NSW 2020.

**Policy implications**

Nil

**Risk implications**

Nil

**Community Strategic Plan**

Nil

**Recommendation:**

**That Council note there were no reportable code of conduct matters with the Administration of the Code of Conduct for Local Councils during the year ended 30 September 2021.**

**10.8 Infrastructure Report**

RD:IR

Author: Director Infrastructure Services

Purpose: To Summarise Infrastructure Services Activities for November 2021

Attachment: Register of Roads Maintenance – November 2021

**Background**

**Reporting Period 30 October 2021 to 26 November 2021**

The Infrastructure Report is provided for Council’s information.

**Maintenance Reporting**

**Local Roads**

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

Temporary Pavement Repair (m <sup>2</sup> )		Mowing and Slashing		Heavy Patching (m <sup>2</sup> )	
Lachlan River Road	111	Black Stump Road	20	Garrong Road	10
Melbergen Road	70	Cahills Road	27	<b>TOTAL</b>	10
Aiden Street	210	Merriwagga Road	12	<b>Maintenance Grading (cl kms)</b>	
Charles Street	220	<b>TOTAL</b>	59	Back Hillston Road	5
Henry Street	440	<b>Surface Drains &amp; Floodway (m)</b>		Bunda Road	1
Herrick Street	170	Roto Road	400	Cannards Road	2.3
High Street	10	<b>TOTAL</b>	400	Parkers Road	9
<b>TOTAL</b>	1231	<b>Replace Signs (ea)</b>		Wollarna Road	15.5
<b>Pavement Patching (m<sup>2</sup>)</b>		Carrathool Road	8	<b>TOTAL</b>	32.8
McGee Street	6	<b>TOTAL</b>	8	<b>Stock Grid Maintenance (ea)</b>	
Milton Street	8	<b>Guide Posts (ea)</b>		Mount Grace Road	1
Molesworth Street	28	Erigolia Road	15	<b>TOTAL</b>	1
Hillston Pool Car Park	63	Mitchell Road	6	<b>Inspect Regional &amp; Local Roads (ea)</b>	
<b>TOTAL</b>	105	Merungle Road	20	Tyson's Road	1
<b>Culvert &amp; Pits Maintenance (ea)</b>		Roto Road	15	<b>TOTAL</b>	1
Garrong Road	1	<b>TOTAL</b>	56		
<b>TOTAL</b>	1				

**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		
Inspect Regional & Local Roads (ea)		1	1			2
Mowing & Slashing (hect)	35			7		
Litter & Amenity Maintenance (job)				4		
Culvert & Pits Maintenance (ea)						1
Guide Posts (ea)					10	
Maintenance Grading (cl kms)	2					

**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-321	Slashing	m <sup>2</sup>	461,000
A-421	Service Toilet	each	9
A-428	Service Rest Area	each	16
C-111	Safety Inspection	km	478
C-201	Repair Pothole	each	33
C-203	Repair Wearing Surface	m <sup>2</sup>	14
C-204	Minor Pavement Patching	m <sup>2</sup>	270
C-301	Remove Dead Animal	ea	2
C-611	Reinstate non-pavement delineation	each	12
S-272	Sweep Road Pavement	km	14.52

**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			14			14
Footbridge Maintenance	1200						0
Drainage & S/Water	1510						0
Sign Maintenance	1610			3			3
Sign Replacement	1620						0
Resealing	4000						0
Mowing	5100	25	80	46	16.50	56.50	224
Slashing	5200		8	78		22.50	108.50
Spraying	5300			13		8.50	21.50
Tree Maintenance	5400		12.50	64		7	83.50
Tree Removal	5410						0
Watering	5500	5	5.50	25.50	1	3.50	40.50
Weeding	5600	7.50	15.50	66		19.50	108.50
Mowing – Stan Peters Oval	5710			5			5
Slashing – Stan Peters Oval	5720			6			6
Spraying – Stan Peters Oval	5730			6			6
Weeding – Stan Peters Oval	5750			2			2
Playground Equipment	5800						0
Litter Collection	6100	6.50	18	23.50	7.50	17.50	73
Street Sweeper	6200			37.50			37.50
Hand Broom Gutters	6300			1.50			1.50
Toilets	6400	2.50	7	28	7	3	47.50

Footpath Maintenance	7100		3				3
Clear Culverts	7100			100.50			100.50
Street Maintenance	7200						0
Miscellaneous Items	7500	7		1		10	18
Playground Inspection	7510						0
Office	7520						0
Town Improvements	7530						0
Graffiti Removal	7540						0
Park Furniture/Fences	7540	1		13		21.50	35.50
<b>Total Hours per Town</b>		<b>54.50</b>	<b>149.50</b>	<b>533.50</b>		<b>32</b>	<b>169.50</b>
<b>Town % of Total Hours</b>		<b>5.80%</b>	<b>15.92%</b>	<b>56.82%</b>		<b>3.41%</b>	<b>18.05%</b>

### **Sewer Maintenance**

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

### **Water Maintenance**

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

### **Project Updates:**

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

A flood committee meeting was held over the month of October. Works on the project are progressing well. Milestone 3 claim has been approved by the funding authority. Milestone 4 is due for completion in February 2022, Milestone 5 is due for completion May 2022 with the full Grant acquittal expected by July 2022.

**Hillston Riverbank Stabilisation Project:**

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

**Groundwater study (Bore assessment):**

Works complete. Information to be disclosed to Department of Primary Industries and Environment (DPIE) for inclusion in the Integrated Water Cycle Management System (IWCM).

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

The IWCM is a 30-year plan for Councils water and sewer infrastructure. The project is being driven by the Department of Primary Industries and Environment (DPIE). All Councils in NSW are expected to have a 30-year plan in place in order to be eligible to seek external funding. The project objective is aimed for Councils to have much better planning controls for their water and sewer networks. Work is well underway by the Public Works Advisory (PWA) to develop the IWCM strategy, with monthly progress meetings being held between Council and DPIE. PWA plans to release the first draft issue paper at the end of October 2021. Following a full review by staff members, it will then be tabled at the February Council meeting in detail, for input and comment from Council.

**Carrathool Road Construction:**

The sealing contractor had sealed 3km of Stage 3 on 23 November 2021. There is 2km remaining of Stage 3 to complete. Sub-grade stabilisation of 100mm for 2km is currently underway with 150mm overlay following that. It is hoped that 1km of stabilised road pavement will be sealed before the Christmas break. The remainder will be completed in the New Year and line marking for 5km new works will take place when Council has completed Stage 3. A series of culverts will be ordered to replace existing butt joined culverts. The delivery and installation of RRJ pipes will take place in January 2022. Stock pile sites have been ripped and material moved further South to pre-selected sites and reconstructed in order to accommodate storage of future road construction aggregate and to facilitate quicker gravel hauling truck turn around. Gravel haulage is continuing above expectations with 100km of travel per round trip. There have been minor delays due to Milbrae blasting at Carlon's Pit and rain has stopped construction for a couple of days at every rain event.

**Mossgiel Road Construction:**

Road construction for 2.77km has been completed together with a 14/7mm seal to Merrowie Creek. Table drain reconstruction has been complete and an extension of 1km road construction is underway which is expected to be sealed before the Christmas break. In addition to this the 1.4km existing pavement over Merrowie Creek will also receive a reseal.

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

A contract for the works has now been executed. LG Civil has been awarded the works. The scope includes approx. 3.65km of existing bitumen pavement rehab, the Murrumbidgee River Road/Carrathool Road intersection upgrade, multiple culvert replacements and approx. 7.85km of new pavement. Surveying and design are at an advanced stage with construction of the culverts almost complete. The contractor is hoping to complete 3.5km of sealing works prior to the Christmas break.

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

The tendering process is underway and closes in December. Outcomes and recommendations will be presented to Council at the February meeting.

<b>Financial Implications</b>
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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 November 2021.**

<b>Register of Local Road Maintenance</b>						
Road Hierarchy Number	Road Name	Road No.	Date Last Maintenance Grading Carried Out	Quantity (cl km)		
2	Alexanders Road	102	16/09/2020	3.00		> 5 Years Since Last Mtce Grading
	Alpens Lane	131	NIL	0.00		1-5 Years Since Last Mtce Grading
6	Altys Road	103	10/12/2020	1.90		1 Year Since Last Mtce Grading
6	Andersons Lane	105	22/10/2020	16.10		Nil Record for Mtce Grading
6	Andersons Road	104	9/10/2017	1.50		
7	Arcadia Lane	106	16/09/2021	8.50		
6	Audrey Lea Road	107	15/08/2019	22.60		
6	Avondale Road	108	27/07/2017	4.00		
2	Back Hillston Road	109	24/11/2021	5.00		
4	Bakers Road	110	6/08/2021	4.40		
	Bales Avenue	101	23/10/2019	4.00		
2	Bandys Road	204	4/08/2021	1.40		
6	Barrys Road	112	23/09/2021	4.90		
4	Barrys Scenic Drive	113	7/07/2021	5.50		
7	Belaley Road	114	20/03/2019	3.58		
7	Berangerine Road	115	15/01/2018	1.00		
4	Billings Road	116	16/10/2019	11.50		
3	Black Stump Road	118	SEALED			
6	Blackgate Road	117	10/10/2019	9.00		
3	Booligal Road	119	6/07/2021	9.00		
4	Boorga Road	120	17/02/2021	8.00		
	Bradys Road	121	SEALED			
7	Bretags Road	122	30/06/2019	12.00		
7	Brewer Road	123	7/09/2021	4.80		
3	Bringagee Road	124	SEALED	0.00		
6	Bunda North Road	125	7/09/2021	3.40		
2	Bunda Road	126	2/11/2021	1.00		
6	Burchers Road	127	15/02/2021	3.00		
7	Burgess Lane	128	NIL	0.00		
2	Cahills Road	129	SEALED			
3	Cameron Road	130	20/03/2020	10.00		
7	Campbell Lane	240	2/09/2021	0.80		
6	Cannards Road	133	3/11/2021	2.30		
6	Carnells Road	132	20/07/2021	4.50		
2	Carrathool Road	134	10/05/2021	27.00		
7	Carrego Lane	135	22/07/2019	9.00		
	Chedburgh Road	136	30/06/2019	1.90		
6	Clare Road	111	12/07/2017	2.00		
7	Coates Lane	137	13/02/2018	1.50		
6	Coombie Road	138	13/09/2021	16.00		
2	Crows Nest Road	139	13/07/2021	17.40		
5	Darts Road	140	25/09/2019	13.14		
6	Dirrung Road	141	4/07/2018	8.50		
6	Dumossa Road	142	22/07/2019	10.00		
6	Eight Mile Tank Road	143	31/08/2021	6.80		
2	Erigolia Road	144	SEALED			
6	Euratha Road	146	25/08/2021	15.80		

<b>Road Hierarchy</b>	
1	Regional Roads
2	School Bus Routes
3	Link Roads
4	Strategic Link Roads
5	Collector Roads
6	Local Roads
7	Local Roads - Maintenance as Required

7	Five Oaks Road	147	22/06/2021	9.30
6	Flanagans Lane	148	26/08/2021	5.30
2	Foys Road	149	27/08/2018	3.00
7	Gandys Road	150	3/06/2021	1.30
2	Garrong Road	151	23/06/2021	5.00
7	Girdlers Road	153	30/06/2019	10.00
6	Goorawin East Road	154	20/05/2021	13.00
6	Goorawin Road	155	19/02/2021	8.00
5	Greenhills Road	156	28/08/2019	4.00
6	Grieves Road	157	24/10/2017	2.00
2	Gullifers Road	158	20/11/2019	5.00
7	Gunbar Road	159	13/07/2021	8.00
7	Halcyon Park Road	160	NIL	0.00
6	Heaths Road	161	6/03/2018	0.80
5	Higgins Lane	162	23/08/2018	4.20
6	Hillmans Lane	163	23/07/2019	5.20
6	Holdens Road	164	24/07/2019	8.00
6	Huxleys Road	165	18/07/2019	13.00
2	Ilkadoon Road	166	8/05/2019	14.50
6	Jardines Road	167	9/10/2019	11.00
6	Jennings Road	168	28/10/2021	4.40
6	Johnstons Road	169	28/10/2019	1.00
5	Jones Road	170	26/09/2019	6.50
6	Killara Road	171	3/07/2019	2.31
6	Kites Road	172	23/06/2021	1.50
2	Lachlan River Road	173	8/07/2021	17.50
2	Langtree Road	174	6/08/2019	13.00
2	Lowlands Road	175	19/12/2019	34.20
6	Luelfs Road	176	15/10/2021	9.86
2	Mallee Downs Road	177	22/07/2019	9.32
7	Mallee Point Road	178	23/11/2017	1.50
6	Matakana Road	179	26/11/2020	10.41
2	McDonalds Road	180	16/09/2021	15.76
7	McGills Road	181	23/08/2010	1.00
7	McKays Road	182	30/08/2021	7.10
	McKenzies Lane	183	8/06/2021	1.00
2	McKinley Road	184	31/08/2021	31.38
2	McMasters Road	185	17/02/2021	2.00
7	McRaes Road	186	24/01/2018	4.00
2	Melbergen Road	187	17/05/2021	33.50
	Mena Road	266	20/03/2012	1.00
6	Merri Road	152	24/08/2021	47.00
5	Merriwagga Road	190	4/11/2019	2.50
4	Merrondale Lane	188	22/06/2021	6.00
6	Merungi Road	191	19/10/2021	20.00
2	Merungle Road	192	30/04/2021	2.00
7	Mitchell Track	189	23/11/2017	4.50
2	Mitchells Road	193	7/10/2021	7.00
6	Monia Gap Road	202	31/08/2021	6.00
7	Moores Road	195	11/09/2018	4.00
2	Motts Road	196	8/02/2021	4.00

4	Mount Bingar Road	197	30/06/2019	21.50
3	Mount Daylight Road	198	20/08/2021	10.20
5	Mount Grace Road	145	5/08/2021	27.35
7	Muirheads Road	199	4/02/2021	4.00
4	Munros Road	200	30/09/2019	
3	Murrumbidgee River Road	201	SEALED	
6	Nancarrows Lane	203	7/10/2021	3.80
	Norwood Lane	205	9/09/2021	3.00
6	OBriens Road	206	4/10/2017	2.50
7	ODonnells Road	207	20/03/2018	4.00
6	OKeeffes Road	208	16/09/2021	7.50
7	Old Gunbar Road	209	25/07/2019	9.50
2	Parkers Road	210	18/11/2021	9.00
3	Parrs Road	211	1/07/2021	0.50
6	Parslows Road	212	3/08/2021	3.30
7	Parsons Road	213	12/01/2018	1.20
7	Paton Road	214	9/09/2021	1.80
2	Peters Road	215	29/07/2021	9.30
3	Pintebakana Road	216	9/02/2021	4.40
6	Pleasant Valley Road	217	19/07/2021	10.20
5	Prestage Road	218	17/05/2017	3.50
7	Pulletop Road	219	1/03/2018	1.20
7	Ravenshaw Road	220	NIL	0.00
5	Redbank Road	221	13/05/2021	5.00
6	Reids Road	222	25/08/2021	8.50
6	Richards Road	223	6/10/2021	8.00
7	Roberts Road	224	NIL	0.00
PRV	Rothdene Lane	242	30/06/2019	0.50
2	Roto Road	225	29/07/2021	13.00
6	Ryans Road	226	30/06/2019	4.00
	Saleyard Lane	194	12/08/2015	3.00
6	Sawmill Road	227	8/09/2021	1.00
6	Schmetzers Lane	228	6/10/2021	6.50
2	Schneiders Road	229	5/02/2021	4.70
	Simpkins Lane	231	30/07/2019	2.00
6	Sloanes Road	232	5/09/2019	8.00
6	Smith Road	267	SEALED	
7	Square Well Lane	233	12/05/2021	2.00
7	Stackpoole Road	234	22/08/2018	7.00
7	Stewarts Lane	235	3/09/2021	10.50
6	Streets Road	236	20/09/2021	8.90
6	Swansons Road	237	18/08/2021	2.00
5	Taylors Road	238	3/09/2021	9.20
6	The Bluff Road	239	2/08/2021	10.50
6	Trida Road	241	17/09/2021	15.00
6	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	8/06/2021	7.00
7	Wandella Road	248	NIL	0.00

7	Wantwood Road	249	15/11/2017	1.00
6	Warburtons Lane	230	7/10/2021	0.90
6	Watkins Road	250	2/07/2019	4.50
7	Watsons Road	251	8/11/2016	6.50
6	Weavers Road	252	16/08/2021	9.60
6	Wee Elwah Road	253	21/11/2019	24.10
6	Wells Road	254	4/07/2019	17.00
7	West's Road	255	13/09/2021	9.00
4	Whealbah Road	256	27/04/2021	3.00
6	Whitton Stock Route Road	257	8/09/2021	5.40
7	Wild Horse Tank Road	258	3/09/2021	9.50
6	Wiltshires Road	259	27/10/2021	10.57
5	Wollarma Road	260	23/11/2021	15.50
7	Wongalea Road	261	8/06/2021	4.92
6	Woods Lane	262	28/09/2021	5.00
7	Wrights Lane	263	NIL	0.00
7	Youngs Road	264	23/07/2019	2.30

**10.9 Flood Damage 2019 - Update**

GS:PRO:NDRD2019

Author: Director Infrastructure Services

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

**Background**

Following heavy rainfall in April and May 2019, Council received approximately \$8.4 million in January 2021 for flood damage to the road network. The restoration works need to be completed by March 2022.

**Issues**

Works have been ongoing and the total works claimed to date are outlined as follows:

Submission	Claim	Amount
Emergency Works		\$110,290.04
Immediate Reconstruction Works		\$55,409.73
Reconstruction Works	Council Portion	\$383,492.40
	Contractor Portion	\$6,431,064.81
	<b>Total</b>	<b>\$6,980,256.98</b>

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

Road Asset Name	DRFA Budget	Expenditure Est.	Expenditure Mtce Est	Comments
Blackstump Road	\$3,403.50	\$75.00	-	Expenditure only includes Labour Rates at this time. Plant rate of bitumen seal to be invoiced.
Luelfs Road	\$9,133.20	\$1,200.00	\$ 11,400	
Merungi Road	\$12,531.60	\$750.00	\$13,125	
Monia Gap Road	\$5,310.00	\$600.00	\$7,500	
Nancarrows Lane	\$12,341.20	\$1,800.00	\$1,650	
Richards Road	\$7,033.10	\$600.00	\$1,950	
Wiltshire Road	\$6,464.65	\$600.00	\$3,300	
Billings Road	\$16,896.85			Works completed recently. Final costs still pending.
<b>TOTALS</b>	<b>\$73,114.10</b>	<b>\$5,625.00</b>	<b>\$38,925</b>	

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

Road Name	Asset	DRFA Budget	Expenditure FD	Expenditure Mtce	Comments
Andersons Road		\$5,918.50	\$4,734.80	\$16,213.50	Works Complete. 400m DRFA FD works – medium formation grading. Rest of road mtce graded
Blackgate Road		\$26,174.80	\$20,939.84	\$7,600.50	Works Complete. 2.29km DRFA FD works – medium formation grading. Rest of road mtce graded

Heaths Road	\$371.70	\$74.34	\$8,289.00	Works Complete. 35m DRFA FD works – medium formation grading. Rest of road mtce graded
Whitton Stock Route	\$212.40	\$169.92	\$7,965.00	Works Complete. 3.6km DRFA FD works – medium formation grading & gravel resheet. Rest of road mtce graded
Youngs Rad	\$81,445.81	\$63,608.54	\$14,885.10	Works Complete. 2.14km DRFA FD works – medium formation grading. Rest of road mtce graded
<b>TOTALS</b>	<b>\$114,123.21</b>	<b>\$89,527.44</b>	<b>\$54,953.10</b>	

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

Road Asset	Comments
Monia Gap Road	Council Works
Mt Daylight	Council Works
Andersons Lane	Council Works
Bandys Road	Council Works
Barrys Road	Council Works
Billings Road	Council Works
Blackgate Road	Council Works
Burchers Road	Council Works
Gullifers Road	Council Works
Halycon Park Road	Council Works
Heaths Road	Council Works
Jennings Road	Council Works
Johnstons Road	Council Works
Luelfs Road	Council Works
Nancarrows Lane	Council Works
Richards Road	Council Works
Ryans Road	Council Works
Whitton Stock Route	Council Works
Woods Lane	Council Works

The project completion date is currently set for December 2021. It is also expected some smaller sections of Council works may need to be completed in the starting months of the new year, as repairs from recent heavy rainfall and heavy harvest traffic take priority.

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

**Financial implications**

The aforementioned projects are reimbursed from the Australian Government OEM.

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

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

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

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

**Statutory implications (Governance including Legal)**

Nil

**Policy implications**

Nil

**Risk implications**

All flood damage is to be completed by March 2022.

**Community Strategic Plan**

Theme 2 - Infrastructure for a Sustainable Future

**Recommendation:**

**That Council note the progress of the 2019 flood damage rehabilitation works for December 2021 .**



**10.10 Carrathool Road Construction - Fixing Local Roads Round 1 - Update**

GS:PGM:2019FLR

Author: Director Infrastructure Services

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

Attachment: Progress Photos

**Background**

In July 2020 Council received notification from the office of Paul Toole, Minister for Regional Transport and Roads that Council was successful in securing \$5million 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 (August 2022). Council have also committed to a funding co-contribution to the project (\$500,000).

**Issues**

Carrathool Road construction is currently tracking on time considering the recent inclement weather. To date a total of 15km has been completed with 9km remaining to be constructed by the aforementioned deadline (August 2022). Council will also have to take into consideration the timeframe for cooler weather for the remaining sealing works. A more favourable deadline for pavement construction would be most likely May/June 2022.

The following table outlines expenditure and achievements up to end of December 2021:

<b>Name of the Funding</b>	<b>Funding Amount</b>	<b>Completed to date</b>	<b>Remaining Amount</b>
FLR Round 1	\$5,000,000.00	\$2,817,539.99	\$2,182,460.01
RTR	\$500,000.00	\$500,000.00	\$0.00
ICF	\$500,000.00	\$500,000.00	\$0.00
<b>Total</b>	<b>\$6,000,000.00</b>	<b>\$3,817,539.99</b>	<b>\$2,182,460.01</b>
<b>Total Road Construction</b>	<b>24Km</b>	<b>15Km</b>	<b>9Km</b>
<b>\$/km</b>	<b>\$250,000</b>	<b>\$254,503</b>	<b>\$242,496</b>

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

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

Stage 3 (5km): 3km of stage was sealed on 23 November 2021. The next 2km of pavement preparation work is ongoing. The contractor has been booked for sealing a further 2Km of road over the month of December & January.

Stage 4 & 5 (9km): Survey and geotechnical investigation is now complete and Council are awaiting the report from the engineers. Drainage culverts/pipes have been ordered before the Christmas holidays in order to commence the drainage work early in the new year. With the current progress, Council are expecting to complete this portion of the project by August 2022.

The plan moving forward for the remaining stages of the project are outlined below:

Stage	Expected Km's to be completed	Comments
1	5km - Completed	Works completed Feb 2021
2	2km - Completed	R2R funding contribution
2	2km - Completed	Infrastructure & Community Program contribution
2	1km - Completed	Fixing Local Roads Round 1
3	3km - Completed	Fixing Local Roads Round 1
3	2km - Current	Sealing December/January 2022
4	5km – Drainage work commenced	Drainage work will commence early 2022
5	4km – Drainage work commenced	Drainage work will commence early 2022
<b>Total</b>	<b>24km</b>	<b>Expected overall project completion August 2022</b>

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

Reports for Fixing Local Roads (round 2 and 3) will be covered in separate reports to Council in due course.

**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 for the Carrathool Road construction for the month of December.**

**ATTACHMENT**



Carrathool Road Construction – Stage 2



Carrathool Road Construction – Stage 2





Carrathool Road Construction – Stage 2



Carrathool Road Construction – Stage 2





Carrathool Road Construction – Stage 3



Carrathool Road Construction – Stage 3





Carrathool Road Construction – Stage 3



Carrathool Road Construction – Stage 3





Carrathool Road Construction – Stage 3



Carrathool Road Construction – Stage 3





Carrathool Road Construction – Stage 3



**10.11 Plant Report**

PES:MAIN:PSR

Author: Manager Fleet & Town Services

Purpose: Plant Report as per 23 November 2021

**Background**

PLANT NO	HOURS KMS	TYPE	DETAILS
2073	172,309 kms	Kenworth Truck	Replace wheel bearings and hub seal on right hand front axle.
3525	5,775 hrs	Cat 140m Grader	Replace circle wear shoes top and bottom. Readjust circle.
5116	5 yrs old	Howard Slasher	Replace clutch assembly and drive shaft.
2065	6,821 hrs	Kenworth Prime Mover	Replace cab mounts. Replace alternator.
2052	7,843 hrs	Garbage Truck	Replace bearings in bin lift slide arm assembly.
4531	1,186 hrs	Padfoot Roller	Replace air conditioner blower fan.
3528	2,498 hrs	Cat Motor Grader	Replace blade slide inserts and adjust circle.

**Issues**

Nil

**Financial implications**

Repairs made from existing budget.

**Statutory implications (Governance including Legal)**

Nil

**Policy implications**

Nil

**Risk implications**

If repairs are not made safety issues would remain.

**Community Strategic Plan**

Nil

**Recommendation:**

**That the Plant Report for as at 23 November 2021 be received.**

**10.12 Plant Replacement**

PES:AD:CRRPD

Author: Manager Fleet & Town Services

Purpose: Plant Replacement Report for November 2021

**Background**

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

**Plant No. 1332 Toyota Camry Hybrid Sedan Rego: ENK 92M (40,000km) – General Managers Vehicle.**

Budget \$5,361.58 under 2021/22 budget estimates.

		<b>Amount \$ (excl GST)</b>
<b>Successful Supply</b>		
Owen Toyota	Toyota Camry Ascent Hybrid Sedan	\$28,801.23
<b>Successful Purchase</b>		
Pickles Auctions	36 Nagle St, Wagga Wagga NSW 2650	\$29,601.81
<b>Changeover cost (after GST adjustment)</b>		<b>(\$800.58)</b>

**Plant No. 1857 Nissan Navara 4x4 Dual Cab Rego: CU68ZO (45,000km 2 yrs old) – Town Services Overseers Vehicle.**

Budget \$1,702.91 over 2021/22 budget estimates

		<b>Amount \$ (excl GST)</b>
<b>Successful Supply</b>		
Owen Toyota	Toyota Hilux 4x4 Dual Cab Utility	\$46,149.09
<b>Successful Purchase</b>		
Valley Motor Auctions	47 Munibung Road, Cardiff NSW 2285	\$36,628.18
<b>Changeover cost (after GST adjustment)</b>		<b>\$9,520.91</b>

**Issues**

Nil

**Financial implications**

Nil

**Statutory implications (Governance including Legal)**

Nil

**Policy implications**

Nil

**Risk implications**

Nil

**Community Strategic Plan**

Nil

**Recommendation:**

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

**10.13 Development Applications October 2021**

GOV:MTG:CR

Author: Manager Building &amp; Regulatory Services

Purpose: Development Applications &amp; Determinations – October 2021

**Background**Lodgements

Type/No.	Name	Address	Development
DA2022/013	Roger & Julie Allen	10 Boundary Road Hillston NSW 2675	Shed
DA2022/014	Paul & Belinda Mulcahy	9 Florence Street Hillston NSW 2675	Single Storey Dwelling
DA2022/015	Telstra Corporation Ltd	47A Molesworth Street Hillston NSW 2675	Satellite Ground Network Earth Station
DA2022/016	Gareth & Julieann Wilson	22 Stipa Street Goolgowi NSW 2652	Carport
DA2022/017	Thomas Andrew Stalley	2553 Trida Road Roto NSW 2675	Subdivision
Total Estimated Value of Works			\$502,160.00

Determination: Approved

Type/No.	Name	Address	Development	Processing Time
DA2021/040	Felicity Jackson	189 High Street Hillston NSW 2675	Short stay accommodation (3 x Manufactured dwellings)	89
DA2021/042	Tabbita Poultry Pty Ltd	'Allwood' 2245 Tabbita Lane Goolgowi NSW 2652	Livestock Intensive Industry (Poultry Production Facility)	76
DA2022/002	Allan & Karlene Hutchison	136-138 High Street Hillston NSW 2675	3 x Manufactured dwellings	60
DA2022/008	Hugh Cashmere	11 Boundary Road Hillston NSW 2675	Subdivision	42
DA2022/011	Telstra Corporation Ltd	Farrer Street Goolgowi NSW 2652	Satellite Ground Network Earth Station	9
DA2022/012	John Charles Merrylees	1577 Carrathool Road Carrathool NSW 2711	20KW Ground Mounted Solar System	35
DA2022/013	Roger & Julie Allen	10 Boundary Road Hillston NSW 2675	Shed	25

**Issues**

Nil

**Financial implications**

Nil

**Statutory implications (Governance including Legal)**

Nil

**Policy implications**

Nil

**Risk implications**

Nil

**Community Strategic Plan**

Nil

**Recommendation:**

**That the Determinations for Development Applications received for October 2021 be noted.**

**10.14 Development Applications November 2021**

GOV:MTG:CR

Author: Manager Building &amp; Regulatory Services

Purpose: Development Applications &amp; Determinations – November 2021

**Background**Lodgements

Type/No.	Name	Address	Development
DA2022/018	MRA Merowie Pty Ltd	514 Mossgiel Road Hillston NSW 2675	Manufactured Dwelling
DA2022/019	Andrew & Jodie Feeney	10 – 14 Cowper Street Hillston NSW 2675	Shed
DA2022/020	David Fensom	9784 Lachlan Valley Way Hillston NSW 2675	Machinery Shed
Total Estimated Value Of Works			\$465,363

Determination: Approved

Type/No.	Name	Address	Development	Processing Time
DA2022/005	John & Dorothea Ward	Murrumbidgee River Road Carrathool NSW 2711	Subdivision	83
DA2022/007	Kalrag Pty Ltd	“Koomaringa” 439 Wiltshire Road Rankins Springs NSW 2669	Subdivision	41
DA2022/014	Paul & Belinda Mulcahy	9 Florence Street Hillston NSW 2675	Dwelling	36
DA2022/015	Telstra Corporation Ltd	47A Molesworth Street Hillston NSW 2675	Satellite Ground Network Earth Station	11
DA2022/017	Thomas Stalley	2553 Trida Road Roto NSW 2675	Subdivision	28

**Issues**

Nil

**Financial implications**

Nil

**Statutory implications (Governance including Legal)**

Nil

**Policy implications**

Nil

**Risk implications**

Nil

**Community Strategic Plan**

Nil

**Recommendation:****That the Determinations for Development Applications received for November 2021 be noted.**

**10.15 Carrathool Shire Council Community Participation Plan**

CM:PLN:SCBP

Author: Manager Building and Regulatory Services

Purpose: To inform Council on the progress of the Community Participation Plan

**Background**

Changes made to the *Environmental Planning and Assessment Act 1979 (EP&A Act)* requiring all planning authorities, to prepare a Community Participation Plan (CPP) outlining how the authority will engage with the community in carrying out its planning functions.

At the September meeting of Council, it was resolved to place the draft Community Participation Plan on public exhibition seeking submissions and consider adoption at the next available meeting.

No submissions were received.

**Issues**

Nil

**Financial implications**

Nil

**Statutory implications (Governance including Legal)**

Nil

**Policy implications**

Nil

**Risk implications**

Nil

**Community Strategic Plan**

Nil

**Recommendation:**

**That due to no submissions being received during the public exhibition period Council adopt the Draft Carrathool Shire Council Community Participation Plan.**

**10.16 Finance Report – Statement of Bank Balances – October 2021**

FM:RPT:SR

Author: Director Corporate & Community Services

Purpose: Statement of Bank Balances – October 2021

**Background**

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

<b>Statement of Bank Balances as at 31 October 2021</b>				
<b>CASHBOOK SUMMARY</b>				<b>Data for October 2021</b>
<b>Balance As at 1/10/2021 (Consolidated Funds)</b>				<b>\$140,777.13</b>
		<b>Add For October 2021</b>	<b>Total for 1/7/2021 to 30/6/2022</b>	
Rates/Water/Debtor Receipts	\$3,038,279.14	\$261,277.95	\$3,299,557.09	
Investments Recalled	\$5,100,000.00	\$1,400,000.00	\$6,500,000.00	
RMS - RMCC, Block, Repair	\$3,159,653.35	\$0.00	\$3,159,653.35	
RMS - Bridge	\$0.00	\$0.00	\$0.00	
RMS - Flood Damage	\$3,566,758.17	\$1,028,710.10	\$4,595,468.27	
RMS - Regional Roads	\$0.00	\$0.00	\$0.00	
Grant - Roads to Recovery Program	\$76,985.00	\$0.00	\$76,985.00	
FAG - General & Local Roads	\$874,387.00	\$0.00	\$874,387.00	
All Other Misc Grant Payments	\$45,047.94	\$220,962.00	\$266,009.94	
Planning Receipts	\$86,004.20	\$4,017.00	\$90,021.20	
Plant / Property Trade-Ins & Sales	\$154,712.00	\$193,237.00	\$347,949.00	
Other Receipts	\$1,205,316.50	\$317,462.72	\$1,522,779.22	
<b>Sub Total Receipts</b>	<b>\$17,307,143.30</b>	<b>\$3,425,666.77</b>	<b>\$20,732,810.07</b>	<b>\$3,425,666.77</b>
		<b>Add For October 2021</b>	<b>Total for 1/7/2021 to 30/6/2022</b>	
<b>LESS PAYMENTS</b>				
Wages (Net of PAYG & Other Deductions)	(\$1,322,031.66)	(\$505,334.19)	(\$1,827,365.85)	
Plant Acquisitions	(\$375,134.23)	(\$78,326.90)	(\$453,461.13)	
Invested	(\$7,400,000.00)	\$0.00	(\$7,400,000.00)	
Other Creditors Payments	(\$8,279,508.07)	(\$1,850,486.49)	(\$10,129,994.56)	
<b>Sub Total Payments</b>	<b>(\$17,376,673.96)</b>	<b>(\$2,434,147.58)</b>	<b>(\$19,810,821.54)</b>	<b>(\$2,434,147.58)</b>
<b>Cashbook Balance 31/10/2021</b>				<b>\$1,132,296.32</b>
<b>BANK STATEMENTS</b>				
<b>Opening Balance 1/10/2021 (CSC's CBA Main Transaction Account)</b>				<b>\$150,962.92</b>
Less Bank Payments				<b>(\$2,439,468.28)</b>
Plus Bank Receipts				<b>\$3,423,533.18</b>
<b>Total As Per Bank Statements</b>				<b>\$1,135,027.82</b>
Plus Unpresented Deposits				<b>\$667.00</b>
Less Unpresented Cheques				<b>(\$3,398.50)</b>
<b>Reconciliation Cash Book Balance to Bank Statements 31/10/2021</b>				<b>\$1,132,296.32</b>

**Issues**

Nil

**Financial implications**

Nil

**Statutory implications (Governance including Legal)**

Nil

**Policy implications**

Nil

**Risk implications**

Nil

**Community Strategic Plan**

Theme 5 - Leadership & Governance

**Recommendation:**

**That Council note the Statement of Bank Balances as at 31 October 2021 and confirm payment of accounts as summarised in the reconciliation statement totalling \$2,434,147.58.**



**10.17 Finance Report – Investments Schedule – October 2021**

FM:RPT:SR

Author: Director Corporate & Community Services

Purpose: Schedule of Investments – October 2021

**Background**

The full schedule of Council investments is detailed below:

Carrathool Shire Council Investments - As at 31 October 2021								
Last Month (As at 30/9/21)	Financial Institution	Date	Raised	Interest Rate	Duration (Days)	Maturity Date	Current Month (As at 31/10/21)	Change
\$511,172.60	CBA	15-Jun-21		0.38%	6 Months	13-Dec-21	\$511,172.60	\$0.00
\$531,985.61	CBA	29-Sep-21		0.24%	91 Days	29-Dec-21	\$531,985.61	\$0.00
\$503,000.12	CBA	23-Jul-21		0.32%	150 Days	20-Dec-21	\$503,000.12	\$0.00
\$508,318.00	CBA	30-Sep-21		0.26%	120 Days	28-Jan-22	\$508,318.00	\$0.00
\$502,419.96	CBA	27-Sep-21		0.26%	120 Days	25-Jan-22	\$502,419.96	\$0.00
\$501,405.78	CBA	26-Oct-21		0.26%	120 Days	23-Feb-22	\$501,933.29	\$527.51
\$501,146.85	CBA	02-Jun-21		0.34%	6 Months	29-Nov-21	\$501,146.85	\$0.00
\$502,214.03	CBA	29-Jul-21		0.31%	153 Days	29-Dec-21	\$502,214.03	\$0.00
\$502,002.83	CBA	29-Sep-21		0.24%	91 Days	29-Dec-21	\$502,002.83	\$0.00
\$501,759.11	CBA	31-Aug-21		0.34%	7 Months	28-Jan-22	\$501,759.11	\$0.00
\$500,000.00	CBA	27-Sep-21		0.24%	93 Days	29-Dec-21	\$500,000.00	\$0.00
\$500,000.00	CBA	27-Sep-21		0.24%	93 Days	29-Dec-21	\$500,000.00	\$0.00
\$505,305.94	CBA	13-Oct-21		0.20%	90 Days	11-Jan-22	\$505,904.00	\$598.06
\$502,750.54	CBA	28-Sep-21		0.26%	121 Days	27-Jan-22	\$502,750.54	\$0.00
\$500,000.00	CBA	05-May-21		0.33%	180 Days	01-Nov-21	\$500,000.00	\$0.00
\$500,000.00	CBA	08-Oct-21		0.29%	180 Days	06-Apr-22	\$500,509.59	\$509.59
\$500,000.00	CBA	10-Jun-21		0.34%	6 Months	07-Dec-21	\$500,000.00	\$0.00
\$500,000.00	CBA	30-Jun-21		0.35%	6 Months	29-Dec-21	\$500,000.00	\$0.00
\$500,000.00	CBA	31-Aug-21		0.33%	4 Months	29-Dec-21	\$500,000.00	\$0.00
\$500,000.00	CBA	31-Aug-21		0.36%	8 Months	28-Apr-22	\$500,000.00	\$0.00
\$510,126.74	Bendigo Bank	04-Jul-21		0.30%	6 Months	04-Jan-22	\$510,126.74	\$0.00
\$95,763.18	Bendigo Bank	03-May-21		0.35%	7 Months	03-Dec-21	\$95,763.18	\$0.00
\$501,741.79	Bendigo Bank	02-Jul-21		0.30%	186 Days	04-Jan-22	\$501,741.79	\$0.00
\$512,932.44	Bendigo Bank	05-Apr-21		0.35%	214 Days	05-Nov-21	\$512,932.44	\$0.00
\$25,108.66	Bendigo Bank	10-Aug-21		0.35%	7 Months	10-Mar-22	\$25,108.66	\$0.00
\$516,582.45	Bendigo Bank	08-Jul-21		0.30%	6 Months	08-Jan-22	\$516,582.45	\$0.00
\$509,447.07	Bendigo Bank	02-Jul-21		0.30%	186 Days	04-Jan-22	\$509,447.07	\$0.00
\$502,684.93	Westpac	28-Jan-21		0.35%	10 Months	24-Nov-21	\$502,684.93	\$0.00
\$520,934.33	NAB	30-Aug-21		0.20%	3 Months	29-Nov-21	\$520,934.33	\$0.00
\$534,360.63	NAB	29-Sep-21		0.20%	90 Days	28-Dec-21	\$534,360.63	\$0.00
\$501,295.50	NAB	22-Sep-21		0.20%	90 Days	21-Dec-21	\$501,295.50	\$0.00
\$501,180.61	NAB	25-Oct-21		0.20%	90 Days	23-Jan-22	\$501,430.52	\$249.91
\$502,396.52	NAB	26-Aug-21		0.20%	90 Days	24-Nov-21	\$502,396.52	\$0.00
\$503,626.07	NAB	16-Sep-21		0.20%	90 Days	15-Dec-21	\$503,626.07	\$0.00
\$568,794.18	NAB	18-Oct-21		0.20%	88 Days	14-Jan-22	\$569,074.69	\$280.51
\$513,147.92	NAB	01-Aug-21		0.20%	3 Months	01-Nov-21	\$513,147.92	\$0.00
\$502,072.34	NAB	30-Jul-21		0.25%	6 Months	31-Jan-22	\$502,072.34	\$0.00
\$503,877.94	NAB	22-Sep-21		0.20%	90 Days	21-Dec-21	\$503,877.94	\$0.00
\$500,678.32	NAB	18-Aug-21		0.20%	3 Months	16-Nov-21	\$500,678.32	\$0.00
\$512,543.41	NAB	17-Sep-21		0.20%	90 Days	16-Dec-21	\$512,543.41	\$0.00
\$509,138.76	NAB	29-Jul-21		0.25%	6 Months	28-Jan-22	\$509,138.76	\$0.00
\$515,012.67	NAB	27-Oct-21		0.20%	90 Days	25-Jan-22	\$515,266.65	\$253.98
\$501,422.67	NAB	30-Aug-21		0.20%	3 Months	29-Nov-21	\$501,422.67	\$0.00
\$534,191.15	IMB	26-Oct-21		0.22%	121 Days	24-Feb-22	\$534,460.44	\$269.29
\$511,987.19	IMB	03-Sep-21		0.20%	91 Days	03-Dec-21	\$511,987.19	\$0.00
\$525,329.10	IMB	18-Oct-21		0.20%	92 Days	25-Feb-22	\$525,591.04	\$261.94
\$500,000.00	IMB	27-Sep-21		0.19%	101 Days	06-Jan-22	\$500,000.00	\$0.00
\$500,000.00	IMB	27-Sep-21		0.19%	101 Days	06-Jan-22	\$500,000.00	\$0.00
\$504,681.57	IMB	22-Jun-21		0.22%	182 Days	21-Dec-21	\$504,681.57	\$0.00
\$500,000.00	IMB	29-Oct-21		0.20%	91 Days	28-Jan-22	\$500,252.05	\$252.05
\$503,843.81	IMB	22-Oct-21		0.22%	122 Days	21-Feb-22	\$504,095.04	\$251.23
\$508,150.29	IMB	14-Oct-21		0.20%	91 Days	13-Jan-22	\$508,403.67	\$253.38
\$506,840.06	IMB	27-Oct-21		0.20%	124 Days	28-Feb-22	\$507,095.56	\$255.50
<b>\$26,033,373.67</b>							<b>\$26,037,336.62</b>	<b>\$3,962.95</b>
<b>ON CALL INVESTMENTS</b>								
\$3,382,647.65	CBA	Variable	0.25%	N/A	On Call A/c		\$1,982,888.96	(\$1,399,758.69)
	Summary Movements On Call Funds		CBA					
	01-Oct-21	Interest	\$241.31					
	During Month	From On Call Funds	(\$1,400,000.00)					
	During Month	To On Call Funds	\$0.00					
	On Call Funds - Net Change for Month		(\$1,399,758.69)					
<b>\$3,382,647.65</b>							<b>\$1,982,888.96</b>	<b>(\$1,399,758.69)</b>
<b>\$29,416,021.32</b>							<b>\$28,020,225.58</b>	<b>(\$1,395,795.74)</b>
I certify that the above Investments have been made in accordance with the Local Government Act, the Regulations thereunder and Council's Investment Policy.								
Signed copy held in Council records				<b>Robert Rayner, Director Corporate &amp; Community Services</b>				

**Analysis – Opening and Closing Balances:**

<b>Investment Type</b>	<b>Opening Balance 1/10/2021</b>	<b>Closing Balance 31/10/2021</b>	<b>Change During October 2021</b>
IBDs	26,033,373.67	26,037,336.62	3,962.95
On Call Funds	3,382,647.65	1,982,888.96	(1,399,758.69)
<b>Total</b>	<b>29,416,021.32</b>	<b>28,020,225.58</b>	<b>(1,395,795.74)</b>

**Analysis – Change During Month:**

	<b>Change During September 2021</b>
ADD – Interest Incorporated in IBDs Rolled Over	3,962.95
ADD – New IBDs	0
LESS – IBDs recalled	0
ADD – Interest from On Call Funds	241.31
LESS – On Call Funds recalled	(1,400,000.00)
ADD – Funds applied to On Call Funds	0
<b>Total Change for Month</b>	<b>(1,395,795.74)</b>

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

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

- IBD with Bendigo Bank – Ref No. 173016924                      \$25,108.66

**Statutory implications (Governance including Legal)**

Nil

**Policy implications**

Nil

**Risk implications**

Nil

**Community Strategic Plan**

Nil

**Recommendation:**

**That Council note the Schedule of Investments as at 31 October 2021.**

**10.18 Finance Report – Statement of Bank Balances – November 2021**

FM:RPT:SR

Author: Director Corporate &amp; Community Services

Purpose: Statement of Bank Balances – November 2021

**Background**

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

<b>Statement of Bank Balances as at 30 November 2021</b>				
<b>CASHBOOK SUMMARY</b>				<b>Data for November 2021</b>
<b>Balance As at 1/11/2021 (Consolidated Funds)</b>				<b>\$1,132,296.32</b>
		<b>Add For November 2021</b>	<b>Total for 1/7/2021 to 30/6/2022</b>	
Rates/Water/Debtor Receipts	\$3,299,557.09	\$1,146,365.05	\$4,445,922.14	
Investments Recalled	\$6,500,000.00	\$400,000.00	\$6,900,000.00	
RMS - RMCC, Block, Repair	\$3,159,653.35	\$81,878.50	\$3,241,531.85	
RMS - Bridge	\$0.00	\$0.00	\$0.00	
RMS - Flood Damage	\$4,595,468.27	\$2,338,999.28	\$6,934,467.55	
RMS - Regional Roads	\$0.00	\$0.00	\$0.00	
Grant - Roads to Recovery Program	\$76,985.00	\$1,379,726.00	\$1,456,711.00	
FAG - General & Local Roads	\$874,387.00	\$874,387.00	\$1,748,774.00	
All Other Misc Grant Payments	\$266,009.94	\$37,672.16	\$303,682.10	
Planning Receipts	\$90,021.20	\$11,556.00	\$101,577.20	
Plant / Property Trade-Ins & Sales	\$347,949.00	\$129,150.00	\$477,099.00	
Other Receipts	\$1,522,779.22	\$394,378.20	\$1,917,157.42	
<b>Sub Total Receipts</b>	<b>\$20,732,810.07</b>	<b>\$6,794,112.19</b>	<b>\$27,526,922.26</b>	<b>\$6,794,112.19</b>
		<b>Add For November 2021</b>	<b>Total for 1/7/2021 to 30/6/2022</b>	
<b>LESS PAYMENTS</b>				
Wages (Net of PAYG & Other Deductions)	(\$1,827,365.85)	(\$484,664.63)	(\$2,312,030.48)	
Plant Acquisitions	(\$453,461.13)	(\$293,050.37)	(\$746,511.50)	
Invested	(\$7,400,000.00)	(\$3,800,000.00)	(\$11,200,000.00)	
Other Creditors Payments	(\$10,129,994.56)	(\$2,782,203.56)	(\$12,912,198.12)	
<b>Sub Total Payments</b>	<b>(\$19,810,821.54)</b>	<b>(\$7,359,918.56)</b>	<b>(\$27,170,740.10)</b>	<b>(\$7,359,918.56)</b>
<b>Cashbook Balance 30/11/2021</b>				<b>\$566,489.95</b>
<b>BANK STATEMENTS</b>				
<b>Opening Balance 1/11/2021 (CSC's CBA Main Transaction Account)</b>				<b>\$1,135,027.82</b>
Less Bank Payments				<b>(\$7,146,643.41)</b>
Plus Bank Receipts				<b>\$6,580,287.62</b>
<b>Total As Per Bank Statements</b>				<b>\$568,672.03</b>
Plus Unpresented Deposits				<b>\$9,248.30</b>
Less Unpresented Cheques				<b>(\$11,430.38)</b>
<b>Reconciliation Cash Book Balance to Bank Statements 30/11/2021</b>				<b>\$566,489.95</b>

**Issues**

Nil

**Financial implications**

Nil

**Statutory implications (Governance including Legal)**

Nil

**Policy implications**

Nil

**Risk implications**

Nil

**Community Strategic Plan**

Theme 5 - Leadership & Governance

**Recommendation:**

**That Council note the Statement of Bank Balances as at 30 November 2021 and confirm payment of accounts as summarised in the reconciliation statement totalling \$7,359,918.56.**

**10.19 Finance Report – Investments Schedule – November 2021**

FM:RPT:SR

Author: Director Corporate & Community Services

Purpose: Schedule of Investments – November 2021

**Background**

The full schedule of Council investments is detailed below:

Carrathool Shire Council Investments - As at 30 November 2021							
Last Month (As at 31/10/21)	Financial Institution	Date Raised	Interest Rate	Duration (Days)	Maturity Date	Current Month (As at 30/11/21)	Change
\$511,172.60	CBA	15-Jun-21	0.38%	6 Months	13-Dec-21	\$511,172.60	\$0.00
\$531,985.61	CBA	29-Sep-21	0.24%	91 Days	29-Dec-21	\$531,985.61	\$0.00
\$503,000.12	CBA	23-Jul-21	0.32%	150 Days	20-Dec-21	\$503,000.12	\$0.00
\$508,318.00	CBA	30-Sep-21	0.26%	120 Days	28-Jan-22	\$508,318.00	\$0.00
\$502,419.96	CBA	27-Sep-21	0.26%	120 Days	25-Jan-22	\$502,419.96	\$0.00
\$501,933.29	CBA	26-Oct-21	0.26%	120 Days	23-Feb-22	\$501,933.29	\$0.00
\$0.00	CBA	30-Nov-21	0.32%	90 Days	28-Feb-22	\$500,000.00	\$500,000.00
\$0.00	CBA	30-Nov-21	0.35%	150 Days	29-Apr-22	\$500,000.00	\$500,000.00
\$0.00	CBA	30-Nov-21	0.42%	209 Days	27-Jun-22	\$500,000.00	\$500,000.00
\$501,146.85	CBA	29-Nov-21	0.40%	182 Days	30-May-22	\$501,987.13	\$840.28
\$502,214.03	CBA	29-Jul-21	0.31%	153 Days	29-Dec-21	\$502,214.03	\$0.00
\$502,002.83	CBA	29-Sep-21	0.24%	91 Days	29-Dec-21	\$502,002.83	\$0.00
\$501,759.11	CBA	31-Aug-21	0.34%	7 Months	28-Jan-22	\$501,759.11	\$0.00
\$500,000.00	CBA	27-Sep-21	0.24%	93 Days	29-Dec-21	\$500,000.00	\$0.00
\$500,000.00	CBA	27-Sep-21	0.24%	93 Days	29-Dec-21	\$500,000.00	\$0.00
\$505,904.00	CBA	13-Oct-21	0.20%	90 Days	11-Jan-22	\$505,904.00	\$0.00
\$502,750.54	CBA	28-Sep-21	0.26%	121 Days	27-Jan-22	\$502,750.54	\$0.00
\$500,000.00	CBA	01-Nov-21	0.40%	182 Days	02-May-22	\$500,813.70	\$813.70
\$500,509.59	CBA	08-Oct-21	0.29%	180 Days	06-Apr-22	\$500,509.59	\$0.00
\$500,000.00	CBA	10-Jun-21	0.34%	6 Months	07-Dec-21	\$500,000.00	\$0.00
\$500,000.00	CBA	30-Jun-21	0.35%	6 Months	29-Dec-21	\$500,000.00	\$0.00
\$500,000.00	CBA	31-Aug-21	0.33%	4 Months	29-Dec-21	\$500,000.00	\$0.00
\$500,000.00	CBA	31-Aug-21	0.36%	8 Months	28-Apr-22	\$500,000.00	\$0.00
\$510,126.74	Bendigo Bank	04-Jul-21	0.30%	6 Months	04-Jan-22	\$510,126.74	\$0.00
\$95,763.18	Bendigo Bank	03-May-21	0.35%	7 Months	03-Dec-21	\$95,763.18	\$0.00
\$501,741.79	Bendigo Bank	02-Jul-21	0.30%	186 Days	04-Jan-22	\$501,741.79	\$0.00
\$512,932.44	Bendigo Bank	05-Nov-21	0.15%	94 Days	07-Feb-22	\$513,985.01	\$1,052.57
\$25,108.66	Bendigo Bank	10-Aug-21	0.35%	7 Months	10-Mar-22	\$25,108.66	\$0.00
\$516,582.45	Bendigo Bank	08-Jul-21	0.30%	6 Months	08-Jan-22	\$516,582.45	\$0.00
\$509,447.07	Bendigo Bank	02-Jul-21	0.30%	186 Days	04-Jan-22	\$509,447.07	\$0.00
\$502,684.93	Westpac	24-Nov-21	0.31%	180 Days	23-May-22	\$504,131.01	\$1,446.08
\$520,934.33	NAB	29-Nov-21	0.30%	6 Months	30-May-22	\$521,194.09	\$259.76
\$534,360.63	NAB	29-Sep-21	0.20%	90 Days	28-Dec-21	\$534,360.63	\$0.00
\$0.00	NAB	29-Nov-21	0.30%	6 Months	30-May-22	\$500,000.00	\$500,000.00
\$501,295.50	NAB	22-Sep-21	0.20%	90 Days	21-Dec-21	\$501,295.50	\$0.00
\$501,430.52	NAB	25-Oct-21	0.20%	90 Days	23-Jan-22	\$501,430.52	\$0.00
\$502,396.52	NAB	24-Nov-21	0.25%	90 Days	22-Feb-22	\$502,644.28	\$247.76
\$503,626.07	NAB	16-Sep-21	0.20%	90 Days	15-Dec-21	\$503,626.07	\$0.00
\$569,074.69	NAB	18-Oct-21	0.20%	88 Days	14-Jan-22	\$569,074.69	\$0.00
\$513,147.92	NAB	01-Nov-21	0.25%	6 Months	02-May-22	\$513,406.59	\$258.67
\$502,072.34	NAB	30-Jul-21	0.25%	6 Months	31-Jan-22	\$502,072.34	\$0.00
\$503,877.94	NAB	22-Sep-21	0.20%	90 Days	21-Dec-21	\$503,877.94	\$0.00
\$500,678.32	NAB	16-Nov-21	0.20%	90 Days	14-Feb-22	\$500,925.23	\$246.91
\$512,543.41	NAB	17-Sep-21	0.20%	90 Days	16-Dec-21	\$512,543.41	\$0.00
\$509,138.76	NAB	29-Jul-21	0.25%	6 Months	28-Jan-22	\$509,138.76	\$0.00
\$515,266.65	NAB	27-Oct-21	0.20%	90 Days	25-Jan-22	\$515,266.65	\$0.00
\$501,422.67	NAB	29-Nov-21	0.25%	3 Months	28-Feb-22	\$501,672.70	\$250.03
\$534,460.44	IMB	26-Oct-21	0.22%	121 Days	24-Feb-22	\$534,460.44	\$0.00
\$511,987.19	IMB	03-Sep-21	0.20%	91 Days	03-Dec-21	\$511,987.19	\$0.00
\$525,591.04	IMB	18-Oct-21	0.20%	92 Days	25-Feb-22	\$525,591.04	\$0.00
\$500,000.00	IMB	27-Sep-21	0.19%	101 Days	06-Jan-22	\$500,000.00	\$0.00
\$0.00	IMB	29-Nov-21	0.25%	183 Days	31-May-22	\$500,000.00	\$500,000.00
\$500,000.00	IMB	27-Sep-21	0.19%	101 Days	06-Jan-22	\$500,000.00	\$0.00
\$504,681.57	IMB	22-Jun-21	0.22%	182 Days	21-Dec-21	\$504,681.57	\$0.00
\$500,252.05	IMB	29-Oct-21	0.20%	91 Days	28-Jan-22	\$500,252.05	\$0.00
\$504,095.04	IMB	22-Oct-21	0.22%	122 Days	21-Feb-22	\$504,095.04	\$0.00
\$508,403.67	IMB	14-Oct-21	0.20%	91 Days	13-Jan-22	\$508,403.67	\$0.00
\$507,095.56	IMB	27-Oct-21	0.20%	124 Days	28-Feb-22	\$507,095.56	\$0.00
<b>\$26,037,336.62</b>						<b>\$28,542,752.38</b>	<b>\$2,505,415.76</b>
<b>ON CALL INVESTMENTS</b>							
\$1,982,888.96	CBA	Variable	0.25%	N/A	On Call A/c	\$2,883,114.63	\$900,225.67
	Summary Movements On Call Funds		CBA				
		01-Nov-21	Interest	\$225.67			
		During Month	From On Call Funds	(\$400,000.00)			
		During Month	To On Call Funds	\$1,300,000.00			
		On Call Funds - Net Change for Month		\$900,225.67			
<b>\$1,982,888.96</b>						<b>\$2,883,114.63</b>	<b>\$900,225.67</b>
<b>\$28,020,225.58</b>						<b>\$31,425,867.01</b>	<b>\$3,405,641.43</b>
I certify that the above Investments have been made in accordance with the Local Government Act, the Regulations thereunder and Council's Investment Policy.							
Signed copy held in Council records				<b>Robert Rayner - Director Corporate &amp; Community Services</b>			

**Analysis – Opening and Closing Balances:**

<b>Investment Type</b>	<b>Opening Balance 1/10/2021</b>	<b>Closing Balance 31/10/2021</b>	<b>Change During November 2021</b>
IBDs	26,037,336.62	28,542,752.38	2,505,415.76
On Call Funds	1,982,888.96	2,883,114.63	900,225.67
<b>Total</b>	<b>28,020,225.58</b>	<b>31,425,867.01</b>	<b>3,405,641.43</b>

**Analysis – Change During Month:**

	<b>Change During November 2021</b>
ADD – Interest Incorporated in IBDs Rolled Over	5,415.76
ADD – New IBDs	2,500,000.00
LESS – IBDs recalled	0
ADD – Interest from On Call Funds	225.67
LESS – On Call Funds recalled	(400,000.00)
ADD – Funds applied to On Call Funds	1,300,000.00
<b>Total Change for Month</b>	<b>3,405,641.43</b>

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

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

- IBD with Bendigo Bank – Ref No. 173016924                      \$25,108.66

**Statutory implications (Governance including Legal)**

Nil

**Policy implications**

Nil

**Risk implications**

Nil

**Community Strategic Plan**

Nil

**Recommendation:**

**That Council note the Schedule of Investments as at 30 November 2021.**

**10.20 Audit Report on Annual Financial Statements for 2020/21**

FM:AUD:CASA

Author: Director Corporate and Community Services

Purpose: Tabling of the audit report for 2020/21

**Background**

Council's Annual Financial Statements for 2020/21 have been finalised and submitted to the Office of Local Government in accordance with statutory requirements.

In accordance with Council's standard arrangements, both the NSW Audit Office and their contracted auditor, Crowe Horwath, were invited to formally present the audit report for 2020/21 to the November meeting of Council. Due to the cancellation of the November meeting and the unknown timing of the first meeting following the upcoming local government election, it was decided to table the audit reports only.

Copies of the audited financial statements incorporating the independent auditor reports have been available for inspection at both Council offices (Goolgowi & Hillston) as well as the Hillston Library and also on Council's website since Thursday 4 November 2021.

In accordance with section 420 of the *Local Government Act 1993 (NSW)*, any person may make a submission in writing to Council with respect to Council's audited financial statements or the audit reports.

A copy of the Annual Financial Statements 2020/21 will be tabled at the meeting, a summary is provided below:

	<b>2021</b>	<b>2020</b>
	<b>\$,000</b>	<b>\$,000</b>
<b>Income Statement</b>		
Total Income from Continuing Operations	28,337	32,267
Total Expenses from Continuing Operations	26,375	21,775
<b>Operating Result from Continuing Operations</b>	<b>1,962</b>	<b>10,492</b>
<b>Net Operating Result for the year</b>	<b>1,962</b>	<b>10,492</b>
<b>Net Operating Result before Grants &amp; Contributions provided for Capital Purposes</b>	<b>(1,611)</b>	<b>3,785</b>
<b>Statement of Financial Position</b>		
Total Current Assets	29,908	27,516
Total Current Liabilities	(10,207)	(5,096)
Total Non Current Assets	230,895	225,418
Total Non Current Liabilities	(5,300)	(5,398)
Total Equity	245,296	242,440
<b>Other Financial Information</b>		
Unrestricted Current Ratio (x)	5.31	8.32
Operating Performance Ratio (%)	(5.84)	13.52
Debt Service Cover Ratio (x)	13.00	23.45
Rates & Annual Charges Outstanding Ratio (%)	10.13	10.13
Buildings and Infrastructure renewals ratio (%)	135.39	135.39
Own Source Operating Revenue Ratio (%)	34.11	34.11
Cash Expense Cover Ratio (months)	17.19	17.19

**Financial implications**

Nil

**Statutory implications (Governance including Legal)**

*Local Government Act 1993*

Section 418 (3) – Public notice to be given of presentation of financial reports

Section 420 - Submissions

**Policy implications**

Nil

**Risk implications**

Nil

**Community Strategic Plan**

Theme 5: Leadership and Governance

**Recommendation:**

**That Council note the 2020/21 independent audit reports on the annual financial statements.**



**10.21 Annual Report**

IM:PUB:AR

Author: Director Corporate &amp; Community Services

Purpose: To present the 2020/21 Annual Report

Separately Circulated: Annual Report 2020/2021

**Background**

Under the provisions of Section 428 *Local Government Act 1993*, Council is required to prepare an Annual Report by 30 November each year reporting on its achievements during the previous financial year against objectives and performance targets set out in the Community Strategic Plan – Towards 2030, together with any other information required by clause 217 *Local Government (General) Regulation 2021* or the integrated planning and reporting guidelines provided by the Office of Local Government. The Annual Report must be placed on Council's website and the URL advised to the Office of Local Government.

Specifically, Council must report on its achievements in implementing both the Delivery Program and Operational Plan and the effectiveness of its principal activities in achieving the Program's objectives. The Annual Report contains comprehensive information on all key initiatives and recurrent programs/projects undertaken during 2020/21.

**Financial Implications**

Nil

**Statutory Implications (Governance including Legal)***Local Government Act 1993* section 428*Local Government (General) Regulation 2021* clause 217**Policy Implications**

Nil

**Risk Implications**

Nil

**Community Strategic Plan**

Theme 5: Leadership and Governance

Section 5d: The community to be better informed of local issues and activities and have increased opportunity to participate in decision making.

**Recommendation:****That Council adopt the Annual Report for 2020/2021 Financial Year.**

**10.22 Council Policy 019 - Investment of Surplus Funds Policy**

CM:POL:CWP:AP

Author: Director Corporate and Community Services

Purpose: Review of the existing Council Policy 19 – Investment of Surplus Funds.

Attachment: Existing Council Policy 19 – Investment of Surplus Funds

**Background**

The Office of Local Government Investment Policy Guidelines (2010) recommend that the investment policy of Council be reviewed annually. This policy was last adopted by Council in December 2020. The policy has been reviewed and no changes to the existing policy have been proposed. There is no requirement to place this policy on public exhibition as no changes have been made to either the substance or intent of the existing policy.

**Financial implications**

Council's investment portfolio based on the requirements of this policy, provides funding for some projects identified in the Operational Plan

**Statutory implications (Governance including Legal)**

This policy has been prepared to encompass the legislative requirements and obligations for the investment of Council funds.

*Local Government Act 1993, s625*

*Local Government (General) Regulation 2021, clause 16*

*Ministerial Investment Order 2011*

*NSW Office of Local Government Investment Policy Guidelines 2010*

Council Code of Conduct

**Policy implications**

It is standard practice to review Council policies regularly to ensure continuing functionality. The Office of Local Government Investment Policy Guidelines (2010) recommends that council investment policies be reviewed annually. This policy was last reviewed in February 2018.

**Risk implications**

It is incumbent on Council to minimise financial risk when considering potential investment returns. This policy is designed to establish a framework to ensure Council's invested funds are exposed to minimal risk.

**Community Strategic Plan**

Theme 5 – Leadership and Governance

**Recommendation:**

**That Council adopt the unchanged Council Policy 19 – Investment of Surplus Funds.**

**ATTACHMENT**



Doc Id: 344360  
**Council Policy 19**

**Investment of Surplus Funds**

Application	All Staff with Investment Delegations
Responsible Officer	Director Corporate & Community Services
File No	POL:CWP:DCWP
Authorised by	Council
Effective Date	10 February 2021
Distribution	Internet / Intranet / Public Exhibition

**Purpose**

To provide a framework for the investment of Council funds that seeks to maximise earnings whilst having due consideration of the risk and security for that investment; and to ensure that Council's liquidity requirements are being met.

Preservation of capital is the principal purpose of the investment portfolio. Investments are to be placed in a manner that seeks to ensure the security and safeguarding of the investment portfolio. This includes managing credit and interest rate risk within identified thresholds and parameters.

**Definitions**

Authorised Deposit-Taking Institution (ADI) – a corporation that is authorised under the *Banking Act 1959* to take deposits from customers.

Bill of Exchange – an unconditional order in writing, addressed by one person to another, signed by the person giving it, requiring the addressee to pay on demand or at a fixed/determinable future time, a documented monetary sum to the order of a specified person or to bearer.

Bank Bill Swap reference rate (BBSW) – midpoint of the nationally observed best bid and offer for AFMA Prime Bank eligible securities. It is calculated daily.

Debenture – a document evidencing an acknowledgement of debt created by a company for the purpose of raising capital.

Floating Rate Note (FRN) – a medium to long term fixed interest investment where the coupon (interest) is a set margin over a benchmark (floating rate). The benchmark is usually the BBSW and is reset regularly - most commonly quarterly.

Bank Bill Index – represents the performance of a notional rolling parcel of bills averaging 45 days. It is a widely used benchmark for local councils and other institutional cash investments.

**Policy Statement**

Delegation of Authority

Authority for implementation of the Investment Policy is delegated by Council to the General Manager in accordance with the *Local Government Act (1993) s327*.

The General Manager has in turn delegated the day-to-day management investments to the Director Corporate and Community Services, the Management Accountant and the Finance Officer who must ensure adequate skill, support and oversight is exercised in the investment of Council funds.

The General Manager must approve delegations in writing and record them in the Delegations Register. Delegated officers are required to acknowledge that they have received a copy of this policy and understand their obligations in this role.

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

Prudent Person Standard

The investments will be managed with the care, diligence and skill that a prudent person would exercise. As trustees of public monies, officers are to manage and safeguard the portfolio in accordance with the spirit of this Investment Policy and not for speculative purposes.

Ethics and Conflicts of Interest

Officers should refrain from personal activities that would conflict with the proper execution and management of Council's investment portfolio. Council's Code of Conduct provides guidance for recognising and disclosing any conflicts of interest. Disclosures of conflicts of interest are to be made to the General Manager.

Independent investment advisors must declare that they have no actual or perceived conflict of interest. They must not receive inducements in relation to Council's investments.

Authorised Investments

Carrathool Shire Council approves the following investments allowed by the *Ministerial Investment Order 2011*:

- Commonwealth/State/Territory government securities e.g. bonds
- Interest bearing deposits/senior securities issued by an eligible ADI
- Bills of exchange (< 200 days duration) guaranteed by an ADI
- Debentures issued by a NSW Council under the *Local Government Act 1993*
- Deposits with T-Corp &/or investments in T-Corp IM Funds
- Existing investments grandfathered under the *Ministerial Investment Order 2011*

Prohibited Investments

In accordance with the *Ministerial Investment Order 2011*, this investment policy prohibits any investment carried out for speculative purposes including, but not limited to:

- Derivative based instruments
- Principal only investments or securities that provide potentially nil or negative cash flow
- Standalone securities issued that have underlying futures, options, forward contracts or swaps of any kind
- The use of leveraging (borrowing to invest) for an investment.
- Land Mortgages

Nothing in the policy shall prohibit the short-term investment of loan proceeds where the loan is raised for non-investment purposes and there is a delay prior to the expenditure of the funds.

Risk Management Guidelines

All investments entail some risk. Generally, the higher the anticipated rate of return of an investment, the higher the risk and variability of investment returns. Investing should produce a diversified portfolio that reflects reasonable market rates of return.

This Investment Policy states a conservative, risk averse investment profile and recognises that Council has a low tolerance to investment risks which would result in a loss of investment capital. The nature of a conservative approach to investments recognises that the expectations of returns on investments would also need to be conservative. A risk averse investment policy acts to preserve capital, but also affects the contribution of earnings from investments and the growth in value of the investment portfolio. This approach accepts that Council's return on investment could be lower than average market expectations, particularly where average market expectations are based on rates of return for risk diversified portfolios.

One of the central roles of the Investment Policy is to provide guidance on risk minimisation. The following points provide a background (but not an exhaustive list), of risk exposures to be considered when managing Council's investment portfolio:

- Preservation of Capital – the requirement for preventing losses in an investment portfolio's total value.

- **Credit Risk** – the risk that a party or guarantor to a transaction will fail to fulfil its obligations. This relates to the risk of loss due to the failure to pay to Council interest and/or repay principal.
- **Diversification** – the requirement to place investments in a broad range of products to avoid over-exposure to a particular sector of the investment market.
- **Liquidity Risk** – the risk that an institution runs out of cash and is unable to redeem investments at a fair price within a timely period. This may result in Council incurring additional costs and/or possibly being unable to execute its spending plans.
- **Market Risk** – the risk that fair value or future cash flows will fluctuate due to changes in market prices. Benchmark returns may unexpectedly overtake the investment return.
- **Maturity Risk** – the risk relating to the length of term to maturity of the investment. The longer the term, the greater the length of exposure and risk to market volatilities.
- **Rollover Risk** – the risk that income will not meet expectations or budgeted requirement because interest rates are lower than expected in future.

**Investment Advisor**

Should it be deemed necessary to consult an investment advisor, any such advisor must be approved by Council and licensed by the Australian Securities and Investment Commission. The advisor must be an independent person who has no actual or potential conflict of interest in relation to the investment products being recommended and is free to choose the most appropriate product within the terms and conditions of the investment policy.

**Credit and Maturity Guidelines**

Primary control of credit quality is the prudential supervision and government support and explicit guarantees of the ADI sector, not ratings. Not less than three (3) quotations must be obtained prior to investing council funds. The best quote on the day will be successful after allowing for administrative and banking costs. Ratings are used to provide credit framework limits. Investments are to comply with three key criteria relating to:

- i. To control the credit quality of the entire portfolio, the following credit framework limits the percentage of the portfolio exposed to any particular credit rating category. While TCorp Facilities are not rated they typically maintain a credit score consistent with a AAA rating for the *Hour Glass Cash Facility* and a AA rating for the *Hour Glass Strategic Cash Facility*.

S&P Long Term Credit Rating*	S&P Short Term Credit Rating*	Portfolio Maximum
AAA Category	A1 +	100%
AA Category or Major Bank**	A1	100%
A Category	A2	45%
BBB Category	A3	30%
Unrated Authorised Deposit Taking Institution	Unrated	10%
NSW Treasury Corp Hour Glass Facility	Unrated	30%

Moody's/Fitch equivalent \*  
 ANZ, Commonwealth Bank, National Australia Bank & Westpac including their subsidiaries and brands (eg St George) \*\*

- ii. Exposure to an individual institution will be restricted by their credit rating so that single entity exposure is limited as detailed in the table below:

S&P Long Term Credit Rating*	S&P Short Term Credit Rating*	Portfolio Maximum
AAA Category	A1 +	50%
AA Category or Major Bank	A1	50%
A Category	A2	30%
BBB Category	A3	30%
NSW Treasury Corp Hour Glass Facility	Unrated	30%
Unrated Authorised Deposit Taking Institution	Unrated	10%

Moody's/Fitch equivalent \*

ANZ, Commonwealth Bank, National Australia Bank & Westpac including their subsidiaries and brands (eg St George) \*\*

- iii. The investment portfolio is to be invested within the following maturity constraints:

Overall Portfolio Term to Maturity Limits			
Description	Investment Horizon	Minimum	Maximum
Working Capital Funds	0-3 months	10%	100%
Short Term Funds	3-12 months	10%	100%
Short-Medium Term Funds	1-3 years	0%	20%
Medium Term Funds	3-5 years	0%	0%
Long Term Funds	5-10 years	0%	0%

Performance Benchmarks

The performance of each investment will be assessed against the benchmarks listed in the table below.

Investment	Performance Benchmark	Time Horizon
Overnight Account (11am), Term Deposits, Cash Management Accounts, Professional Funds Accounts	Bank Bill Index (BBI)	3 months or less
Short dated bills, deposits issued by ADI (appropriate term), Term Deposits	Bank Bill Index (BBI)	3-12 months
Term Deposits within the applicable maturity range	Bank Bill Index (BBI)	1-3 years

It is Council's expectation that the performance of each investment will be greater than or equal to the applicable benchmark - taking into account risks, liquidity and other benefits. It is also expected that Council will take due steps to ensure that any investment is executed at the best pricing reasonably possible.

**Reporting**

Documentary evidence must be held for each investment and details thereof maintained in the investment register. Details to be included are:

- The amount of money invested
- Particulars of the security or form of investment in which the money is invested
- The term of the investment, and
- The rate of interest to be paid, and the amount of money that Council has earned, in respect of the investment.

The documentary evidence must provide Council legal title to the investment. Certificates must be obtained from the financial institutions confirming the amounts of the investments held on the Council's behalf as at 30 June each year and be reconciled to Council records. All investments are to be appropriately recorded in Council's financial records and reconciled at least monthly.

Council will be provided with a written report each month setting out the details of the entire investment portfolio. The report will confirm compliance of Council's investments with legislative and policy requirements. Council may nominate additional content for reporting.

**Reference**

This policy has been prepared to encompass the legislative requirements and obligations for the investment of Council funds. Where this policy is silent on matters referred to in the following legislation, such matters must be followed in accordance with the legislation.

**Associated Documents**

- Local Government Act 1993, section 625*
- Local Government (General) Regulation 2005, clause 16*
- Ministerial Investment Order 2011*
- Trustee Act 1925, section 14*
- Local Government Code of Accounting Practice & Financial Reporting*
- Australian Accounting Standards*
- NSW Office of Local Government Investment Policy Guidelines 2010*
- NSW Office of Local Government Circulars*
- Council Code of Conduct

**Work Health & Safety**

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

**Revision Table**

Minute /Date	Amendment Summary – Reason or Reference
21.10.2003	Adopted
0467 / 20.02.2018	Include risk management principles, credit quality benchmarks and reporting guidelines.
1533 / 15.12.2020	Delegations – Incl. Management Accountant Credit Maturity Guidelines ii. – Incl. NSW Treasury Corp

**Review**

This policy will be reviewed annually or as required in the event of legislative changes. This Investment Policy may also be changed as a result of other amendments that are to the advantage of Council and in the spirit of this policy. Any amendment to the Investment Policy must be by way of Council resolution.

**10.23 Transfer of Land to Council**

RCV:PAY:DR

Author: Director Corporate & Community Services

Purpose: To report on a request to transfer land to Council

**Background**

Council have received a request from the owner of 15 Devon Street Merriwagga Assessment No.966-33 to transfer the vacant block to Council, in exchange for clearance of the outstanding rates and all legal costs.

**Issues**

The ratepayer has tried unsuccessfully to sell the land and feels it is a financial burden on her to continue paying the rates. The block was purchased by her on 31/01/2019 for \$9,450.00. The Director Corporate and Community Services has discussed the matter with her and has provided as much assistance as possible.

The rates are currently \$1,020.00 per annum and the VG's valuation is currently \$3,000.00.

**Financial implications**

The current rates owed on the assessment are \$820.00. The legal fees would be paid by Council and would be approx. \$1,400.00.

**Statutory implications (Governance including Legal)**

*Local Government Act 1993 - Sec 570*

570 Transfer of land in payment of rates or charges

A council may accept a transfer of the land in respect of which rates or charges are or accrued interest is due and payable in full satisfaction of the rates, charges or accrued interest.

**Policy implications**

Nil

**Risk implications**

Nil

**Community Strategic Plan**

Nil

**Recommendation:**

**That:**

1. Council approve the transfer of the land to Council's name for the value of the unpaid rates.
2. the land is to be classified as operational land.



**10.24 Council Meeting Dates**

GOV:MCCC:CMA

Author: Director Corporate and Community Services

Purpose: To consider proposed Council meeting dates for 2022

**Background**

In accordance with the *Local government Act 1993 s365*, Council is required to meet at least 10 times each year, each time in a different month. Council is asked to consider the dates, times and venues proposed for Council meetings during 2022 in accordance with Council's Code of Meeting Practice.

The Department of Immigration & Citizenship requires prior advice of dates for the conduct of citizenship ceremonies with dates of conferral being pre-printed on all citizenship certificates. Council has previously nominated Australia Day and the dates of its ordinary meetings as dates for citizenship ceremonies.

Council has traditionally set the third Tuesday of each month commencing at 10.00 am for its ordinary meetings. Council has also previously resolved (on a rotational basis) to hold at least one meeting per annum in a centre other than Goolgowi (Min 0491/15.12.2009). This year's August meeting was held in Merriwagga and it is recommended that the August 2022 meeting be held at Carrathool. Five meetings are scheduled to be held in the Hillston District Office during 2022.

<b>Date</b>	<b>Meeting</b>	<b>Venue</b>	<b>Time</b>
15/02/22	Ordinary Council Meeting	Hillston	10.00 am
15/03/22	Ordinary Council Meeting	Goolgowi	10.00 am
19/04/22	Ordinary Council Meeting	Hillston	10.00 am
17/05/22	Ordinary Council Meeting	Goolgowi	10.00 am
21/06/22	Ordinary Council Meeting	Hillston	10.00 am
19/07/22	Ordinary Council Meeting	Goolgowi	10.00 am
16/08/22	Ordinary Council Meeting	Carrathool	10.00 am
20/09/22	Ordinary Council Meeting	Hillston	10.00 am
18/10/22	Ordinary Council Meeting	Goolgowi	10.00 am
15/11/22	Ordinary Council Meeting	Hillston	10.00 am
20/12/22	Ordinary Council Meeting	Goolgowi	10.00 am

Should Council not wish to hold the November meeting it can be removed from the schedule.

**Financial implications**

Budgets for members fees and travel costs are included in the 2021/22 Operational Plan

**Statutory implications (Governance including Legal)**

*Local Government Act 1993* – s 9(1), s 365

Council Code of Meeting Practice

**Policy implications**

Nil

**Risk implications**

Nil

**Community Strategic Plan**

Theme 5 Leadership and Governance

Section 5d. The community to be better informed of local issues and activities and have increased opportunity to participate in decision making.

**Recommendation:**

**That Council resolve to hold Council meetings at the following venues and times for the 2022 calendar year.**

<i>Date</i>	<i>Meeting</i>	<i>Venue</i>	<i>Time</i>
15/02/22	Ordinary Council Meeting	Hillston	10.00 am
15/03/22	Ordinary Council Meeting	Goolgowi	10.00 am
19/04/22	Ordinary Council Meeting	Hillston	10.00 am
17/05/22	Ordinary Council Meeting	Goolgowi	10.00 am
21/06/22	Ordinary Council Meeting	Hillston	10.00 am
19/07/22	Ordinary Council Meeting	Goolgowi	10.00 am
16/08/22	Ordinary Council Meeting	Carrathool	10.00 am
20/09/22	Ordinary Council Meeting	Hillston	10.00 am
18/10/22	Ordinary Council Meeting	Goolgowi	10.00 am
15/11/22	Ordinary Council Meeting	Hillston	10.00 am
20/12/22	Ordinary Council Meeting	Goolgowi	10.00 am

**10.25 Economic Development Unit Report – November/December 2021**

ED:TOUR:TEP

Author: Economic Development Officer

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

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

To publicise the beginning of the swimming season, Council held Pool Parties at the Goolgowi and Hillston Pools. This year the Parties were held on 4 and 5 December. There was extra entertainment provided on the day, and this year the offer included a range of pool inflatables, a free barbeque as well as free ice cream for all children attending. The catering is usually offered to local community groups, and this year the Goolgowi P&C and the Hillston Swim Club took on the opportunity. Turnout at both events was the highest yet, with over 100 participants at Goolgowi and 150 attending at Hillston.

**Kidman Way Promotional Committee**

Council is a founding member of the Kidman Way Promotional Way whose purpose is to promote the use of the north-south highway from Jerilderie in Murrumbidgee Shire to Bourke. The EDU leads a variety of promotional activities including participation at caravan and camping trade shows in Melbourne, production of promotional brochures, Facebook presence, print media advertising and editorial together with a standalone website. The EDU is currently revamping the website in conjunction with other member Councils.

**Australia Day 2022**

Planning is well underway for the Australia Day 2022 celebrations which will be held this year in Carrathool. The location of the event each year is shared around the towns and villages of the Shire. The 2022 event will be held at the Carrathool Hall and will have a family picnic theme. The program begins at 10am with the Australia Day Awards ceremony finishing by 11am. A barbecue lunch will follow. To encourage attendance from the community, family fun attractions will include a water slide, a jumping castle and a laser tag course. Jeff Gardner Country Entertainment from Griffith has been booked to provide music for the day. Catering and hall decoration will be provided by the Carrathool Combined Sports Committee. The Australia Day Ambassador this year is Elysha O'Neill – Australia Water Polo Team member.

**Tourism Photos**

The EDU has engaged 2 photographers to compile a portfolio of relevant images to update Council's Tourism Photo Library. As well as images for tourism purposes, the photos will be appropriate for other uses such as website, publications, staff recruitment and social media. The photography has been conducted over an extended timeframe during the past 4 months to ensure the best possible results. The portfolio will be finalised by end of February 2022.

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

The EDU has commenced the initial stages of the new Shop Carrathool Shire Gift Card Program. The aim of this program is to encourage locals to shop within the Carrathool Shire by the purchase of our local branded gift cards which can only be redeemed at participating businesses within the Shire. Many businesses have already registered to participate. The program was launched in November 2021, and participating stores have received their cards.

**Cemetery History**

The EDU has assisted a local historian in compiling a comprehensive narrative of historic tragic interments in various public and private cemeteries within the southern parts of the Shire. At the October Meeting, Council approved funds to assist with costs incurred in publishing the book. The EDU is working with the Merriwagga Tabbita Gunbar Goolgowi History Group who will be auspicing the funds. The book is expected to be published in April.

**Hillston Arid Zone Botanic Gardens Project**

The EDU continues with the preparatory work involved in the establishment of the planned Hillston Arid Zone Botanic Gardens. The Gardens Project was proposed by the EDU because of the potential economic development benefits which would flow from increased tourism stay and expenditure in the Shire. A Master Plan for the site together with project costings has already been prepared by landscape architects and quantity surveyors. Meetings have been held with a number of local and regional tourism bodies, as well as with the Winangakirri Aboriginal Corporation due to the project site including 2 registered Aboriginal Scar Trees. A funding application to undertake to complete all stages of the Gardens is being prepared for submission to the Building Better Regions Fund, with no Council financial contribution required. A comprehensive briefing on the project will be provided to Council at a later date.

**Council Christmas Promotional Giveaway**

The EDU conducted Council’s \$7,000 Christmas Shopping Competition in the weeks leading up to Christmas. The aim of the competition is to reward Shire residents for doing their Christmas shopping locally. The competition commenced on 15<sup>th</sup> November 2021 and ran until 22 December. There were 4 weekly draws of \$250 Gift Cards for 7 lucky shoppers together with weekly Gift Card draws for 2 lucky participating businesses. The Gift Cards are redeemable at participating business throughout the Shire. Shoppers had to spend \$50 or more at local businesses, and place their receipt into the various entry boxes around the Shire. All draws were at the Hillston District Office. As in the previous year, the competition was well supported with over 600 entries over the 4 week period.

**Community Consultation – Community Strategic Plan**

The EDU assisted with the community consultation phase of the preparation of the 2022 Community Strategic Plan. There were daytime and evening community engagement sessions in all towns and villages in the Shire.

**Issues**

Nil

**Financial implications**

Existing EDU budget and grant funding.

**Community Strategic Plan**

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

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

**Recommendation:**

**That Council note the Economic Development Officer’s report for December 2021.**

**11. Committee Reports**

Nil

**12. Closed Council Reports**

**12.1 Rural Water Schemes Waterline Vegetation Clearing**

WS:MCE:WMP

Author: WHS / Risk Officer

Purpose: To update Council of the rural water schemes waterline vegetation clearing.

**Background**

Council is asked to consider this report Rural Water Schemes Waterline Vegetation Clearing in Closed Council under the provisions of section 10A (c) of the *Local Government Act 1993*

**Financial implications**

Nil

**Statutory implications (Governance including Legal)**

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

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

**Policy implications**

Nil

**Risk implications**

Nil

**Community Strategic Plan**

Nil

**Recommendation:**

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

**12.2 Hillston Medical Centre - Status**

CP:LEA:HMC

Author: General Manager

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

**Background**

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

**Financial implications**

Nil

**Statutory implications (Governance including Legal)**

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

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

**Policy implications**

Nil

**Risk implications**

Nil

**Community Strategic Plan**

Nil

**Recommendation:**

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

**13. Next Meeting**

The next **Ordinary Meeting** of Council will be held at the Hillston District Office on **15 February 2022** commencing at **10.00am**.