



ORDINARY MEETING AGENDA

15 August 2023

**Conapaira Hotel
2 Boomerang Street, Rankins Springs**

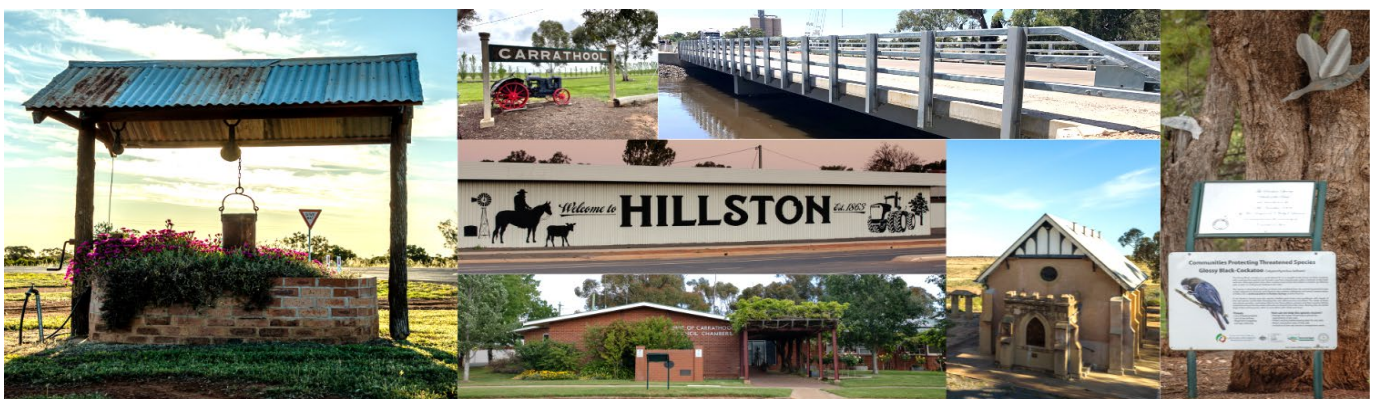


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Definitions

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

Council's Vision & Goals

Motto

Council's Motto is:

"Promoting our future through diversity"

Vision

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

"Carrathool Shire Council's VISION is to have a connected and thriving community enjoying active and fulfilling lives while protecting and appreciating our environment and unique way of life."

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 CONAPAIRA HOTEL RANKINS SPRINGS
TUESDAY, 15 AUGUST 2023 COMMENCING AT 10.00 AM

Recording of Meeting

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

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

1. Present

2. Apologies

3. Declaration of Pecuniary and Conflicts of Interest

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

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

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

4. Confirmation of the Previous Minutes

Ordinary Council Meeting 18 July 2023

5. Business Arising

6. Motions & Questions (notice given)

7. Presentations/Public Addresses (where scheduled)

Parts of the Meeting that can be Closed to the Public

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

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

Matters & Information

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

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

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

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

8. Mayoral Report

8.1 Mayors Report

GOV:MCCC:MRPC

Author: Mayor Jardine

Purpose: To inform Council of the Mayor's activity since the meeting held 18 July 2023.

Background

On Tuesday 1 August, I attended a meeting with the Billy Lids committee regarding the operation of the centre. Suggestions were put forward of which I will inform Council at the meeting this month.

At the time of writing my report several other activities are scheduled including:

Wednesday 9 August – meeting with Andrew Cottrill from the NBN Co. to discuss the latest plans from NBN for our region.

On the same day the inaugural meeting is being held with Councillors and staff regarding the submissions received for the Hillston Water Tower mural project.

Later that day the General Manager and I will be travelling to Cobar for the Western Division annual general meeting and conference being held on the Thursday and Friday.

I will be able to expand on the above topics at the Council meeting.

Recommendation:

That Council note the Mayors report to the July 2023 meeting.

9. Delegates Report

10. General Managers Report

10.1 Ongoing Action from Previous Business Papers

GOV:MCCC:CR

Author: General Manager

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

Background

1045/20.08.19 – Hillston Common

Responsible Officer: GM

DECISION	ACTION TAKEN
Council renegotiate with the Department of Industry regarding the water licence of 972ML currently held by the Hillston Common Trust, being transferred to Council should it resolve to become the land manager of the land under the <i>Crown Lands Act 2016</i> .	Discussed with Griffith Office of Crown Lands – Position is unchanged. See precis of correspondence this meeting.

0280/ 20.09.22 – Lachlan River Road Flooding

Responsible Officer: ADIS

DECISION	ACTION TAKEN
Develop design & costings to alleviate the current flooding corner Lachlan River Rd for future road programs	DIS has been holding discussions with other party.

0301/ 20.09.22 – Rezoning of Land in Rankins Springs & Merriwagga

Responsible Officer: MBRS

DECISION	ACTION TAKEN
Item 3. Prepare a planning proposal for submission for a gateway determination by the NSW Dept Planning & Environment for both zoning and minimum lot size adjustments.	Additional issues raised by department of planning being addressed.

0341/ 18.10.22 – Sponsorship Opportunity – Pedal Boats

Responsible Officer: CDO

DECISION	ACTION TAKEN
Item 2. Staff further develop the proposal in more detail for future consideration by Council.	Information to be provided as becomes available.

0414/ 21.02.23 – Disaster Ready Fund Rd 1, 2023/2024

Responsible Officer: DIS

DECISION	ACTION TAKEN
Prepare Submission for future rounds on Kidman Way Nth Wallanthery Bridge to alleviate flooding closing the road.	DIS also holding discussion with interested party

0452/ 21.03.23 – Carrathool Water Supply

Responsible Officer: DCCS

DECISION	ACTION TAKEN
3. Undertake reviews of the other town water supplies.	Pending

0462/ 21.03.23 – Sale of Land for Unpaid Rates and Charges

Responsible Officer: DCCS

DECISION	ACTION TAKEN
1. Resolved to sell the land as listed in the report for overdue rates and charges.	Verbal report this meeting.

0472/ 21.03.23 – Lake Woorabinda User Agreement

Responsible Officer: GM

DECISION	ACTION TAKEN
2. Provide information it considers relevant and necessary to develop a new agreement.	Awaiting response following club meeting. Club contacted again 6 July 2023.
3. Consider a new agreement at a future meeting.	Pending

0483/ 18.04.23 – Electric Vehicle Destination Feasibility Assessment

Responsible Officer: GM

DECISION	ACTION TAKEN
2. request Council staff provide a further report and submission on the installation of EV charging stations at Goolgowi and Hillston when funding opportunities are available.	Pending – Funding availability

0508/ 16.05.23 – Umbrella Creek Bridge (Motions & Questions)

Responsible Officer: DIS

DECISION	ACTION TAKEN
1. Council increase the width of the culvert bridge over the Umbrella Creek on the Mossgiel Road by two culvert widths being approximately 2.5 metres.	Design to be brought back to Council
2. Council staff bring a costing back to the June Council meeting giving the approximate cost expected in undertaking the work, and	
3. funding be sourced from the 2023/24 Regional Road maintenance expense currently budgeted for \$611,000.	

0579/ 18.07.23 – Local Road and Community Infrastructure Program

Responsible Officer: GM

DECISION	ACTION TAKEN
3. nominate projects for scoping by staff.	In progress.
4. make a final determination of projects at the December 2023 meeting of Council.	

0582/ 18.07.23 – Camerons Road – Upgrade Options

Responsible Officer: DIS

DECISION	ACTION TAKEN
2. utilise \$450,000 from the Local Roads and Community Infrastructure Round 4 to resheet Camerons Road.	Report this meeting
3. staff bring back a report on final costings for the project and other external funding sources that may be used.	

0595 18.07.23 – Award Tender 2022-006 – Rehabilitation Mt Grace Road 31.3 km

Responsible Officer: DIS

DECISION	ACTION TAKEN
1. award Tender 2022-006 Rehabilitation Mt Grace Road 31.3km to GA & JG Young Pty Ltd in the sum of \$385,032 excluding GST.	DIS verbal report to meeting.
2. authorises the Director Infrastructure Services negotiate a variation in work to modify pavement width and increase the pavement thickness to 100mm on a 5m base within the budget allocation.	

That Council note the update on action report for August 2023.

10.2 Precis of Correspondence

GOV:MCCC:MRPC

Author: General Manager

Purpose: Matters for consideration by Council.

Information Items: 10.2.2 – Hillston Hogs Fundraising.

10.2.3 – Department of Planning and Environment

10.2.1 NSW Reconstruction Authority

Informing Council that the NSW Reconstruction Authority has been established to improve how NSW plans for disaster and ensure communities recover faster.

The Primary functions are:

- Mitigation and adaptation including public infrastructure, homes and land use planning.
- Local preparedness including education and community information.
- Community centred recovery.
- Long term rebuilding and reconstruction.

They will be developing the State Disaster Mitigation Plan expected to be delivered mid December 2023. They will also be developing local or regional disaster adoption plans – expected to be delivered in mid November 2023.

It is anticipated they will be engaging with Councils and communities in the near future in the development of their plan.

Recommendation:

That Council note the development of State, Regional and Local disaster plans by NSW Reconstruction Authority to be delivered late 2023.

10.2.2 Hillston Hogs Fundraising

Requesting a donation from Council for the “Hillston Long White Lunch” to be held on 9 September 2023. The funds raised will be donated to Hillston Can Assist.

The club has also submitted an application under the Community Grants Program for \$1,500.

Recommendation:

For Council Determination.

10.2.3 Department of Planning and Environment – Hillston Common

Informing Council that after representation from Helen Dalton MP to the Minister for Lands and Property, Stephen Kamper MP the department will not transfer the water licence as part of any management of the Hillston Common.

Further stating the department is not pursuing any changes to the current management arrangements.

Recommendation:

That Council note the response from the Department of Planning and Environment in regard to the Water Licence attached to the Hillston Common.

10.3 General Managers Performance Review

PER:PAA

Author: General Manager

Purpose: To inform Council of the pending performance review of the General Manager.

Background

Clause 7 of the Standard Contract of Employment of General Managers of Local Councils in NSW requires a performance review to be undertaken annually by Council. The last two appraisals have been undertaken by full Council.

Issues

Council and the General Manager entered into a performance agreement in 2022 following the last review. Council will need to set a date for the review.

The last review was conducted in September 2022 and it is suggested that the review be conducted by Council following the conclusion of the September 2023 Council meeting at Hillston.

The Current contract with the General Manager expires on 20 January 2024.

Financial implications

Nil

Statutory implications (Governance including Legal)

Local Government Act 1993

Standard Contract of Employment for General Managers

Policy implications

Nil

Risk implications

Nil

Community Strategic Plan

Nil

Recommendation:

That Council:

1. note the requirement for a review of the performance of the General Manager.
2. conduct the review in September 2023 following the ordinary meeting at Hillston.
3. the review be conducted by full Council.

10.4 Caravan Parks - Operations

CP:MAINT:CP

Author: General Manager

Purpose: To update Council as to the operations of the caravan parks for the 2022/2023 Financial year.

Background

Council operates caravan parks at Hillston, Goolgowi and Rankins Springs. The amenities at all locations are satisfactory with only ongoing maintenance required.

The following table details operational revenue and expenditure for the facilities, depreciation has been excluded.

Goolgowi

INCOME	2020/21	2021/22	2022/23
Fees & Charges	\$18,128	\$29,675	\$39,407
EXPENDITURE			
Rates/Charges/Insurance	\$5,812	\$5,117	\$7,136
Electricity	\$3,197	\$4,933	\$6,054
Maint. & Repairs	\$28,304	\$26,508	\$30,773
	\$37,313	\$36,588	\$43,963
(DEFICIT)	(\$19,185)	(\$6,883)	(\$4,556)

Rankins Springs

INCOME	2020/21	2021/22	2022/23
Fees & Charges	\$11,776	\$14,335	\$16,274
EXPENDITURE			
Rates/Charges/Insurance	\$2,918	\$3,304	\$3,358
Electricity	\$2,816	\$3,216	\$3,076
Maint. & Repairs	\$51,796	\$48,537	\$58,954
	\$57,530	\$55,057	\$65,388
(DEFICIT)	(\$45,754)	(\$40,722)	(\$49,114)

Hillston Caravan Park

Contains 30 powered grass sites, and 24 Cabins.

There is a constant demand for cabin accommodation with very high occupancy rates, the facility is unable to accommodate demand.

INCOME	2020/21	2021/22	2022/23
Cabin Rent	\$332,731	\$392,472	\$395,414
Site Rent	\$106,773	\$130,643	\$123,901
Sundry Income	\$15,229	\$11,478	\$41,626
	\$454,733	\$534,593	\$560,941
EXPENDITURE			
Wages	\$126,630	\$141,847	\$170,531
Rates/Charges/Insurance	\$22,190	\$24,014	\$24,385
Electricity	\$35,435	\$36,793	\$40,554
Maintenance & Repairs	\$63,774	\$80,492	\$57,560
	\$248,029	\$283,146	\$293,030
SURPLUS/(DEFICIT)	\$81,625	\$206,704	\$267,911

During the year Council also received \$30,000 for the sale of two decommissioned cabins. This was in accordance with resolution 0368 from the November 2022 meeting, this amount was transferred to reserve. At the time of writing this report the cabins are yet to be removed.

Capital Updates:

Stormwater Drainage Improvements – Council in April 2022 resolved to finance drainage improvements to the park from the Caravan Park Reserve. Soon after this an opportunity arose to potentially fund the works under an application to the Crown Land Managers Improvement Fund – unfortunately Council was not successful with this application and funding will come from the reserve as originally proposed. It is anticipated the work will commence in October at the planned cost of \$160,000.

Cabin Replacement – At the November 2022 meeting Council resolved to sell two old cabins and install one two bedroom cabin similar to those recently purchased. Council at the December 2022 meeting consequently identified the caravan park upgrade as a project when determining a new section 7.12 contribution plan. The cabin has been ordered and again it is anticipated the delivery will be later this year with the cabin and associated works being within the budget of \$155,000.

Financial implications

The Hillston caravan park is giving a solid return to Council and should it adopt the recommended reserves will have a reserve balance of \$687,086.

Statutory implications (Governance including Legal)

Nil

Policy implications

Nil

Risk implications

Nil should Council continue to maintain and manage the park on current management principles.

Community Strategic Plan

Goal 4 – Reliable and Relevant Services.

Recommendation:

That Council:

1. note the results of the caravan parks for the 2022/23 financial year.
2. note the progress of both the Hillston Caravan Park Drainage project and the installation of the cabin later this year.

10.5 Infrastructure Report

RD:IR

Author: Director Infrastructure Services

Purpose: To Summarise Infrastructure Services Activities for July 2023.

Attachment: Register of Roads Maintenance

Background

Reporting Period 24 June 2023 to 21 July 2023

The Infrastructure Report is provided for Council’s information.

Maintenance Reporting

Local Roads

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

Pothole (each)	
Roto Road	104
TOTAL	104
Temporary Pavement Repair (m²)	
Carrathool Road	25
Erigolia Road	550
Munros Road	370
Roto Road	300
TOTAL	1245
Routine Bridge Maintenance (job)	
Mount Grace Road	1
TOTAL	1
Servicing Signs (each)	
Whitton Stock Route	1
Wiltshire Road	2
TOTAL	3
Guideposts (each)	
Lachlan River Road	25
Merungle Road	6
Roto Road	99
Wiltshire Road	11
TOTAL	141

Vegetation Control (each)	
Roto Road	11
TOTAL	11
Mowing and Slashing (hect)	
Back Hillston Road	4
Cahills Road	8
Lachlan River Road	38.5
Melbergen Road	4
Mitchells Road	2
Saleyard Road	1.6
TOTAL	58.1
Maintain Unsealed Shoulders (shldr kms)	
Altys Road	2.4
Euratha Road	4
McKinley Road	4
TOTAL	10.4
Gravel Resheeting (m²)	
Peters Road	6000
TOTAL	6000
Stock Grid Maintenance (each)	
Mount Grace Road	2
Roto Road	1
TOTAL	3

Maintenance Grading (cl kms)	
Altys Road	4.5
Darts Road	4.7
Euratha Road	3
Foys Road	3
Merri Road	10.5
Jones Road	2
McKinley Road	12.7
McMasters Road	9.1
Melbergen Road	17.7
Motts Road	4.2
Monia Gap Road	6
Bandys Road	2
Parkers Road	12.5
Parrs Road	11.8
Redbank Road	2
Reids Road	3.5
Roto Road	27
Schneiders Road	8
Vearings Road	8.5
Wallanthery Road	25.5
Wiltshire Road	1.5
TOTAL	179.7

Regional Roads

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

Description	244R Tabbata Lane	321R Rankins Springs Rd	368R The Springs Rd	501R Lachlan Valley Way	80R Mossgiel Rd	371R Lake Cargelligo Rd
Pothole (ea)		2		2		1
Temporary Pavement Repair (m ²)		736		455	985	15
Vegetation Control (each)				10	1	
Mowing & Slashing (hect)			22	20	16.5	
Litter and Amenity Maintenance (job)				4		
Guideposts (ea)			21	94	9	
Maintenance Grading (cl kms)				13.7	49.5	

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-428	Service Rest Area	each	5
C-111	Safety Inspection	km	156.23
C-201	Repair Pothole	each	10
S-241	Grade Shoulder	km	2.54
S-272	Sweep Road Pavement	km	4.84
S-615	Sign Replacement	each	2

Urban Maintenance

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

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

Description	Activity	Carrathool	Goolgowi	Hillston	Merriwagga	Rankins Springs	Total Hours per Activity
Patching	1110/ 1150						0
Footbridge Maintenance	1200						0
Drainage & S/Water	1510						0
Sign Maintenance	1610					30.50	30.50
Sign Replacement	1620						0
Resealing	4000						0
Mowing	5100		46.50	16.50		34	97
Slashing	5200			10		3.50	13.50
Spraying	5300		10	53.50		11.50	75
Tree Maintenance	5400		10	40		20	70
Tree Removal	5410						0
Watering	5500		5			6	11
Weeding	5600		5.50	124.50		45.50	175.50
Mowing – Stan Peters Oval	5710			15.50			15.50
Slashing – Stan Peters Oval	5720						0
Spraying – Stan Peters Oval	5730						0

Watering – Stan Peters Oval	5740						0
Weeding – Stan Peters Oval	5750			2.50			2.50
Playground Equipment	5800						0
Litter Collection	6100		10.50	10	7	20.50	48
Street Sweeper	6200			34.50	7		41.50
Hand Broom Gutters	6300						0
Toilets	6400	2	7.50	20	9	7	45.50
Footpath Maintenance	7100			9			9
Clear Culverts	7100			24.50			24.50
Street Maintenance	7200		3.50	5		50.50	59
Miscellaneous Items	7500						0
Playground Inspection	7510						0
Office	7520						0
Town Improvements	7530						0
Graffiti Removal	7540						0
Park Furniture/Fences	7540		9.50	18			27.50
Total Hours per Town		2	108	383.50	23	229	745.50
Town % of Total Hours		0.27%	14.49%	51.44%	3.09%	30.72%	

Sewer Maintenance

Description	Mainline Choke	Service line Choke	Pump Station Fault	Pressure Sewer Fault	STW – Screen Unit Fault
Hillston		1		1	
Goolgowi					
Rankins Springs Sullage					
Totals	0	1	0	1	0

Water Maintenance

Description	Mainline Breaks	Service line Breaks	Water Meter/Tap Leaking	Pump Station Faults	Telemetry Faults	Replaced Meter	New Connection
Hillston		1	5				
Langtree (Langtree Bore/Merriwagga/Goolgowi)							
Yoolaroi/Goolgowi Rural (Palmyra to Y4 & Y5/Y6)	4		1				
Bunda/Goorawin	1						
Carrathool							
Merriwagga Village	1		1				
Goolgowi Village Raw							
Goolgowi Village Potable			1				
Rankins Springs Potable			3				
Rankins Springs Raw Town							
Rankins Springs Rural			1		4		
Melbergen			1		2	2	
Total	6	1	13	0	6	2	0

Project Updates:

Hillston Sub-Division Water Supply:

Council has constructed, tested and commissioned a new water main to service 20 lots of new sub-division at Hillston. A service line to each block will be built after installing other services, such as underground power and NBN, to avoid any water infrastructure damage during the construction.

Flood Recovery:

Consultants have assessed 100% of the road network. The final damage estimates are expected Friday 4 August for Package 1 and the remaining road damages due Friday 11 August.

Jacksons Bridge:

No further changes to date.

Carrathool Road:

No further changes to date.

Hillston River Bank Stabilisation:

No further changes to date.

Mt Grace Road:

Tender awarded and start date currently being negotiated around gravel availability.

Heavy Vehicle Feasibility Study:

Consultants are in the final stages of the draft report, they expect to have this ready for Council to review within the next few weeks.

Issues

Nil

Financial Implications

Nil

Statutory Implications (Governance including Legal)
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Nil

Policy Implications

Nil

Risk Implications

Nil

Community Strategic Plan

Goal 2 – Accessible and Connected

Recommendation:

That Council note the Infrastructure Report for August 2023.





ATTACHMENT

Road Hierarchy Number	Road Name	Road No.	Date Last Maintenance Grading Carried Out	Quantity (cl km)	Total Length of Road
2	Alexanders Road	102	16/09/2020	3.00	3.08
6	Altys Road	103	27/06/2023	4.50	4.46
6	Andersons Lane	105	25/08/2022	8.20	12.46
6	Andersons Road	104	8/09/2020	1.50	6.32
7	Arcadia Lane	106	14/12/2022	2.00	15.43
6	Audrey Lea Road	107	22/08/2019	22.60	30.79
6	Avondale Road	108	3/08/2020	4.00	31.56
2	Back Hillston Road	109	29/05/2023	71.80	71.14
4	Bakers Road	110	3/01/2023	4.40	4.46
	Bales Avenue	101	23/10/2019	4.00	94.08
2	Bandys Road	204	17/07/2023	2.00	2.22
6	Barrys Road	112	14/12/2021	3.00	4.83
4	Barrys Scenic Drive	113	29/11/2022	5.00	8.05
7	Belaley Road	114	18/01/2023	6.00	7.55
7	Berangerine Road	115	25/01/2023	2.80	8.39
4	Billings Road	116	3/04/2023	16.00	9.85
3	Black Stump Road	118	19/10/2021	35.00	15.60
6	Blackgate Road	117	9/12/2022	5.00	7.92
3	Booligal Road	119	16/12/2022	1.00	36.43
4	Boorga Road	120	5/06/2023	9.90	15.39
7	Bretags Road	122	4/04/2023	4.00	15.04
7	Brewer Road	123	19/06/2023	3.00	5.81
6	Bunda North Road	125	17/06/2023	4.50	6.60
2	Bunda Road	126	30/06/2022	9.50	13.04
6	Burchers Road	127	5/09/2022	2.00	7.69
7	Burgess Lane	128	22/07/2020	3.00	2.71
3	Cameron Road	130	18/04/2023	12.00	15.51
7	Campbell Lane	240	2/09/2021	0.80	7.08
6	Cannards Road	133	3/11/2021	2.30	20.39
6	Carnells Road	132	12/12/2022	7.00	7.32
2	Carrathool Road	134	10/05/2021	27.00	43.70
7	Carrego Lane	135	22/07/2019	9.00	8.20
	Chedburgh Road	136	19/12/2022	1.00	1.08
6	Clare Road	111	6/08/2020	2.00	7.49
7	Coates Lane	137	29/09/2020	1.40	1.85
6	Coombie Road	138	13/09/2021	16.00	40.26
2	Crows Nest Road	139	3/02/2023	1.00	17.60
5	Darts Road	140	21/07/2023	4.70	5.56
6	Dirrung Road	141	18/05/2023	7.20	7.79
6	Dumossa Road	142	8/09/2022	13.00	18.62
6	Eight Mile Tank Road	143	12/01/2023	14.50	5.74
6	Euratha Road	146	12/07/2023	3.00	9.66

7	Five Oaks Road	147	22/08/2022	12.50	12.29
6	Flanagans Lane	148	30/09/2022	5.00	5.18
2	Foys Road	149	15/07/2023	3.00	3.24
7	Gandys Road	150	3/06/2021	1.30	1.46
2	Garrong Road	151	31/10/2022	3.00	7.87
7	Girdlers Road	153	13/12/2022	3.00	7.08
6	Goorawin East Road	154	2/12/2022	4.00	12.75
6	Goorawin Road	155	19/02/2021	8.00	10.22
5	Greenhills Road	156	10/11/2022	16.50	18.66
6	Grieves Road	157	18/02/2022	22.30	5.67
2	Gullifers Road	158	21/02/2022	2.30	23.99
7	Gunbar Road	159	14/12/2022	5.50	34.62
7	Halcyon Park Road	160	9/03/2022	3.00	3.28
6	Heaths Road	161	24/08/2022	2.00	6.14
5	Higgins Lane	162	22/01/2021	16.60	8.02
6	Hillmans Lane	163	9/05/2023	15.40	5.23
6	Holdens Road	164	19/06/2023	9.00	9.51
6	Huxleys Road	165	28/04/2023	17.00	8.55
2	Ilkadoon Road	166	30/10/2022	5.50	11.66
6	Jardines Road	167	31/05/2023	16.00	24.08
6	Jennings Road	168	25/05/2023	10.60	8.33
6	Johnstons Road	169	4/01/2023	4.00	11.30
5	Jones Road	170	21/07/2023	2.00	12.99
6	Killara Road	171	27/02/2023	2.50	2.30
6	Kites Road	172	15/12/2022	5.50	5.48
2	Lachlan River Road	173	18/06/2023	6.10	39.09
2	Langtree Road	174	3/05/2023	29.70	12.14
2	Lowlands Road	175	6/05/2023	16.00	44.68
6	Luelfs Road	176	7/02/2023	9.90	78.00
2	Mallee Downs Road	177	15/02/2023	8.40	11.32
7	Mallee Point Road	178	23/11/2017	1.50	8.32
6	Matakana Road	179	3/12/2020	10.90	18.11
2	McDonalds Road	180	15/06/2023	7.50	12.16
7	McGills Road	181	8/11/2022	1.00	4.25
7	McKays Road	182	27/04/2023	16.00	6.25
	McKenzies Lane	183	8/06/2021	1.00	7.42
2	McKinley Road	184	21/07/2023	12.70	61.39
2	McMasters Road	185	17/07/2023	9.10	16.19
7	McRaes Road	186	24/01/2018	4.00	2.42
2	Melbergen Road	187	21/07/2023	17.70	43.95
	Mena Road	266	20/03/2012	1.00	0.87
6	Merri Road	152	20/07/2023	10.50	39.77
5	Merriwagga Road	190	3/04/2023	10.50	12.53
4	Merrondale Lane	188	20/09/2022	6.00	8.02
6	Merungi Road	191	2/06/2023	19.00	19.07
2	Merungle Road	192	14/02/2023	1.50	65.47

2	Mitchells Road	193	22/06/2023	31.00	34.22
6	Monia Gap Road	202	17/07/2023	6.00	6.11
7	Moores Road	195	19/08/2019	1.00	4.55
2	Motts Road	196	11/07/2023	4.20	4.20
4	Mount Bingar Road	197	20/12/2022	6.00	4.20
3	Mount Daylight Road	198	24/06/2022	37.00	8.77
5	Mount Grace Road	145	25/05/2023	2.00	32.92
7	Muirheads Road	199	4/02/2021	4.00	2.13
4	Munros Road	200	21/03/2022	7.00	13.42
	Murrumbidgee River Roa	201	4/02/2023	2.50	73.97
6	Nancarrows Lane	203	15/02/2023	7.70	3.75
	Norwood Lane	205	14/07/2022	2.70	8.82
6	OBriens Road	206	17/11/2022	3.50	4.20
7	ODonnells Road	207	20/03/2018	4.00	3.97
6	OKeeffes Road	208	27/03/2023	7.10	14.74
7	Old Gunbar Road	209	25/07/2019	9.50	9.72
2	Parkers Road	210	13/07/2023	12.50	13.81
3	Parrs Road	211	27/07/2023	11.80	18.29
6	Parslows Road	212	3/08/2021	3.30	1.21
7	Parsons Road	213	12/01/2018	1.20	0.84
7	Paton Road	214	9/09/2021	1.80	1.12
2	Peters Road	215	17/05/2023	9.90	10.66
3	Pinteebakana Road	216	12/01/2023	18.00	25.31
6	Pleasant Valley Road	217	6/12/2022	19.00	14.83
5	Prestage Road	218	1/06/2023	6.00	6.05
7	Pulletop Road	219	24/08/2022	1.50	9.23
7	Ravenshaw Road	220	NIL	0.00	9.44
5	Redbank Road	221	23/06/2023	15.70	23.64
6	Reids Road	222	21/07/2023	3.50	
6	Richards Road	223	6/10/2021	8.00	4.05
7	Roberts Road	224	14/02/2022	3.00	5.86
PRV	Rothdene Lane	242	8/09/2022	1.60	9.42
2	Roto Road	225	14/07/2023	27.00	50.78
6	Ryans Road	226	29/04/2023	16.00	10.33
	Saleyard Lane	194	12/08/2015	3.00	0.96
6	Sawmill Road	227	12/10/2022	1.00	1.72
6	Schmetzers Lane	228	6/10/2021	6.50	6.36
2	Schneiders Road	229	14/07/2023	8.00	4.16
	Simpkins Lane	231	2/05/2023	4.50	2.00
6	Sloanes Road	232	2/09/2022	7.70	8.00
7	Square Well Lane	233	12/01/2023	1.40	4.17
7	Stackpoole Road	234	22/08/2018	7.00	1.42
7	Stewarts Lane	235	17/06/2023	15.90	13.29
6	Streaths Road	236	20/09/2021	8.90	6.23
6	Swansons Road	237	6/07/2022	3.30	3.44

5	Taylors Road	238	22/06/2023	18.00	6.10
6	The Bluff Road	239	7/12/2022	3.00	11.95
6	Trida Road	241	30/09/2022	18.30	34.42
6	Tysons Road	243	22/02/2022	2.00	2.60
7	Vaggs Road	244	30/07/2019	7.70	7.71
6	Vearings Road	245	20/07/2023	8.50	13.21
6	Wakefield Road	246	25/02/2023	10.00	6.48
2	Wallanthery Road	247	20/07/2023	25.50	27.80
7	Wandella Road	248	NIL	0.00	4.53
7	Wantwood Road	249	7/07/2022	4.50	3.76
6	Warburtons Lane	230	15/06/2023	3.90	3.83
6	Watkins Road	250	1/03/2023	6.50	15.36
7	Watsons Road	251	14/01/2021	15.00	11.83
6	Weavers Road	252	27/05/2023	22.60	10.00
6	Wee Elwah Road	253	7/02/2022	15.50	23.26
6	Wells Road	254	20/06/2023	9.40	17.97
7	West's Road	255	13/09/2021	9.00	6.50
4	Whealbah Road	256	3/05/2023	5.00	85.32
6	Whitton Stock Route Roa	257	12/01/2023	19.10	50.24
7	Wild Horse Tank Road	258	3/09/2021	9.50	9.06
6	Wiltshires Road	259	21/07/2023	1.50	12.68
5	Wollarma Road	260	12/05/2023	63.70	33.79
7	Wongalea Road	261	11/07/2022	4.50	4.92
6	Woods Lane	262	28/09/2021	5.00	4.98
7	Wrights Lane	263	NIL	0.00	0.92
7	Youngs Road	264	24/09/2020	2.30	11.27

	> 5 Years Since Last Mtce Grading
	1-5 Years Since Last Mtce Grading
	1 Year Since Last Mtce Grading
	Nil Record for Mtce Grading
Road Hierarchy	
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

10.6 Camerons Road Upgrade

RD:LR:CAM

Author: Director Infrastructure Services

Purpose: To provide Council with treatment and costing information as to proposed upgrade of Camerons Road.

Background

At the May Council meeting it was asked that a report be prepared for Council to consider upgrade options for the Camerons Road and associated costs. A report was presented to the July meeting and Council requested a further detailed report be presented back to Council in August for a 5-metre wide and 100mm thick gravel overlay treatment.

Issues

Camerons Road is an unsealed formed road. Some sections of the road are in better condition than others. The road shows evidence of deterioration due to wet weather and poor pavement material. The total length of roadway is approximately 15.4km long, of which approximately 13.2 km would benefit from some form of pavement upgrade.

The first 3.9 kms was in fair condition with good shape and would benefit from additional gravel. This section of road is from Tabbita Lane through to the first channel crossing and entrance to the quarry. The next section through to the shearing shed (just past the entrance to "Caloundra") is in poor condition and needs shape correction works and a gravel overlay. The next section through to the "Bundarra" property entrance is also in poor condition at the time of the last inspection and would benefit from shape correction works and a gravel overlay.

Therefore, the proposed final treatment would be to apply a 100mm gravel overlay to approximately 13 kms of Camerons Road. The remaining 2.3 kms of roadway is in good condition and has been excluded from upgrade works. Minor vegetation and tidy up works will also be undertaken at the channel crossings.

Using locally sourced gravel from Council's pit, the cost estimate to construct a 5-metre wide and 100mm thick gravel overlay on Camerons Road is \$467,500.

Financial Implications

No provisions have been made for these works within the current 2023/24 Council road budget, however could consider funding these works under Part B of the Local Road Community Infrastructure Program.

Statutory Implications (Governance including Legal)

Nil

Policy Implications

Nil

Risk Implications

Nil

Community Strategic Plan

Goal 2 – Accessible and connected

Recommendation:

That Council note the details, costings for the upgrade works to Camerons Road and consider funding as part of the Local Road Community Infrastructure Program – Part B.

10.7 Funded Works Program – Pothole Repair

GS:PGM:GP

Author: Manager Infrastructure Services

Purpose: To Inform Council of the status of the program.

Background

Council received \$896,464 on 1 December 2022 to undertake pothole repair works. Council has expended \$457,628 to 31 July 2023.

Issues

Council continues to make progress under this program and it is anticipated funds will be fully expended by mid September 2023, with approximately one week being lost during July due to wet weather.

The following list of roads detail the program scoped under both the pothole repair program and the funding provided under the Regional and Local Road Repair program.

- Cowper Street
- Molesworth Street
- Lachlan Street
- Lachlan River Road
- Tabbita Lane
- Pintebakana Road
- Munros Road
- Erigolia Road

These roads have been completed under the program:

- Bradys Road
- Cahills Road
- Melbergen Road
- Devon Street

Financial implications

Once funds are expended under pothole repair work will continue on patching, alongside grading works of unsealed local roads until the second program is also exhausted – anticipated around the end of December 2023.

Statutory implications (Governance including Legal)

Nil

Policy implications

Nil

Risk implications

Resources are adequate to complete the programs. However, unfavourable weather could be an impact.

Community Strategic Plan

Goal 2 – Accessible and connected

Recommendation:

That Council note the status of the Pothole Repair Program.

10.8 Funded Works Program – Regional and Local Roads Repair Program

GS:PGM:RLRRP14

Author: Manager Infrastructure Services

Purpose: To inform Council of the status of the program.

Background

Council received \$4,759,721 on 1 February 2023 to undertake Regional and Local Roads repairs with the works to be completed by 31 December 2023. To 31 July 2023 Council has expended \$1,832,529.

Issues

Since the last Council Meeting the repair program has experienced an increase in roads that have been completed. The favourable weather has increased the accomplishments and the projected completion date is still well on track.

The following roads have been identified for repair during August:

Northern Roads	Southern Roads
McKinley Road	Melbergen Road
Merri Road	Higgins Lane
Coombie Road	Watsons Road
Goorawin Road	Ravenshaw Road
Bunda Road	Vearings Road
Swansons Road	Wilshires Road
Mt Daylight Road	Ryans Road
Mossgiel Road	Euratha Road
Clare Road	Gunbar Road
Avondale Road	Old Gunbar Road

Financial implications

Council is on track to complete works to expend the grant funds provided by the end of December 2023.

Statutory implications (Governance including Legal)

Nil

Policy implications

Nil

Risk implications

Resources are adequate to complete the program.

Community Strategic Plan

Goal 2 – Accessible and connected

Recommendation:

That Council note the status of the Repair Program.

10.9 Local Road and Community Infrastructure Program

GS:PGM:LRCI4

Author: Manager Infrastructure Services

Purpose: To provide Council with projects to be considered under the Local Roads and Community Infrastructure Program.

Background

Council will recall funding is available for road projects \$840,263 and for either roads or other community infrastructure \$1,456,711.

Issues

Council at the previous meeting resolved to allocate \$450,000 of the roads component to Camerons Lane for resheeting. \$250,000 was allocated to complete works at the Hillston subdivision.

Although Council will not be able to fund all the roads below they are put forward for Council consideration to determine if scoping works should take place.

Northern Area:

- Mossgiel Road – Linking Hillston with producers in the West of the Shire and for tourist traffic traveling from or to Lake Cargelligo.
- Lachlan Valley Way (West) – Linking Hillston with Booligal and creating a thoroughfare for traffic from Cobar and Lake Cargelligo.
- Roto Road – Servicing primary producers from the North of Hillston to markets in the South.
- Wallanthery Road – Creating a link road between The Springs Road to Goolgowi via Back Hillston Road and Cahills Road.
- Back Hillston Road – From The Springs Road to Melbergen Road intersection.
- The Springs Road MR368 – Gravel re-sheet between the bitumen seal in the North and to the South.
- Mt Daylight Road / Brewer Road – Link The Springs Road MR368 to Bland Shire.

Southern Area:

- Melbergen Road (West) – Back Hillston to Merriwagga. Service primary producers to bulk grain receiver site.
- Melbergen Road (East) – Gravel from end of seal to MR368.
- Merungi Road – Link Melbergen Road to Mid-Western Highway.
- Euratha Road – Link Bland Shire to Narrandera Shire. Facilitates grain movement to grain receival sites to the North and South.
- Gunbar / Booligal Road – Link West of Shire to Griffith via Mid-Western Highway and Tabbita Lane.

Other Infrastructure for Consideration:

There are several rural water projects that could be considered some have been costed others are currently in process.

- Bunda Road Water Line Clearing – 2.5 kms of poly pipe needs to be replaced on Bunda Road – it is anticipated cost to replace would be \$80,000. To facilitate the installation vegetation would need to be cleared current estimate \$3.80 per lineal metre. Should this be undertaken it would make sense to clear the remaining 4.5 kms to Back Hillston Road giving

a total amount required for clearing of around \$30,000. There may be other clearing along water lines should Council wish to consider this.

- Melbergen Water Scheme – 1,530 metres of poly pipe should be replaced at an estimated cost of \$67,500.00
- The Yoolaroi Scheme – has a section of 1,500 metres that should be replaced estimated cost is \$60,000.
- Stan Peters Oval – the Hillston Swans have requested Council consider upgrades to lighting should the opportunity arise – anticipated expense \$100,000.
- Stormwater Alleviation – it would be discernible to increase the stormwater capacity of Collins Street at Hillston with new pipework - \$120,000.
- Kerb and Guttering – Substantial work has been undertaken in Hillston over the past few years to correct kerb and gutter alignment. Other streets have been identified in need of rectification, Lowan Street (Goolgowi), Byron and Herrick, Florence, Haines, Molesworth and Regent Streets overall estimated cost \$250,000.
- Goolgowi Oval – A digital scoreboard has been mentioned – cost unknown at this stage.
- Goolgowi Park – replacement of the toilet block with increased capacity and disabled access. Costs to be determined.
- Goolgowi Caravan Park – construct sealed roadway within the caravan park.

Financial implications

Further costings of any projects identified by Council will need to be undertaken prior to November 2023 to allow submission.

Statutory implications (Governance including Legal)

Nil

Policy implications

Nil

Risk implications

Nil

Community Strategic Plan

Goal 4 – Reliable and relevant services

Recommendation:

That Council nominate any projects they consider appropriate to enable costings to be undertaken.

10.10 Plant Report

PES:MTN:PR

Author: Manager Fleet & Town Services

Purpose: Plant Report as per 31 July 2023

Background

PLANT NO	HOURS KMS	TYPE	DETAILS
2075	88,296 kms	Hino Tipping Truck	Repair tail gate hinge.
3052	5,727 hrs	938 Cat Loader	Replace seals on main bucket tilt ram.
2052	8,462 hrs 160,898 kms	Iveco Garbage Truck	Replace top tank radiator gasket. Replace radiator hoses and coolant. Evaluate body condition for future replacement / repairs.
3528	4,557 hrs	Caterpillar 150M Grader	Replace air compressor governor valve.
3529	2,467 hrs	John Deer Grader	Transport Grader to Albury for differential replacement (Warranty). All expenses including hire of grader covered by John Deere.

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 Council note the Plant Report as at 31 July 2023.

10.11 Development Applications – August 2023

GOV:MTG:CR

Author: Manager Building & Regulatory Services

Purpose: Development Applications & Determinations – July 2023

Background

Lodgements

Type/No.	Name	Address	Development
DA2024/001	Gurnam Singh and Jasvir Kaur	19 Jardines Road Hillston NSW 2675	Farm Shed
Total Estimated Value Of Works			\$65,000.00

Determination: Approved

Type/No.	Name	Address	Development	Processing Time
DA2023/027	Gillian and Robert Gordon	9 Stipa Street Goolgowi NSW 2652	Manufactured Dwelling and Demolish Existing Building	54
DA2023/028	Carrathool Shire Council	Oxley Avenue Hillston NSW 2675	Steel Structure	65
DA2023/032	Rycom Ag Pty Ltd and GB & JM Holding Pty Ltd	9430 Murrumbidgee River Road Willbriggie NSW 2680	Subdivision	1

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 July 2023 be noted.

10.12 Development Application DA2023/030 – Extractive Industry – Quarry

DA2023-030

Author: Manager Building and Regulatory Services

Purpose: To update Council on the progression of Development Application 2023/030

Background

On 8 May 2023, Carrathool Shire Council received a Development Application (DA2023/030) and supporting documentation from Retcorp Commodities to establish an extractive industry, this being a quarry. The site is Lot 44, DP 751729, 797 Pleasant Valley Road BINYA New South Wales 2665.

The subject site is Zoned RU1-Primary Production.

The proposed Development Application was notified in accordance with Council Policy 109, Development Applications-Exhibition and Notification Policy, for a period of 28 days. The proposal was advertised on Councils social media platforms along with advertisement in the area News, with a submission received during this period with 40 signatories attached.

Issues

As mentioned above, during the notification period Council received one submission with 40 signatories attached. When the notification period ended, Council staff forwarded the submission onto the applicant for the right of reply. On 28 July 2023 the applicant submitted a written response to the issues outlined by the concerned landowners.

Conclusion

Council staff are in the process of carrying out an assessment of the development application in accordance with all the relevant legislation that applies. It is envisaged that a report will be submitted to the ordinary meeting of Council in September.

Financial implications

Nil

Statutory implications (Governance including Legal)

Nil

Policy implications

Nil

Risk implications

Nil

Community Strategic Plan

CSP

DP

Recommendation:

That Council notes the progress of Development Application DA2023/030

10.13 Finance Report – Statement of Bank Balances – July 2023

FM:FR

Author: Director Corporate & Community Services

Purpose: Statement of Bank Balances – July 2023

Background

The reconciliation of Council's main bank account with the cash book controls within Practical (council finance software) for the month of July 2023 is complete as shown in the table below:

Statement of Bank Balances as at 31 July 2023				
CASHBOOK SUMMARY				Data for July 2023
Balance As at 1/07/2023 (Consolidated Funds)				\$542,302.61
		Add For July 2023	Total for 01/07/2023 to 30/06/2024	
Rates/Water/Debtor Receipts	\$0.00	\$934,031.55	\$934,031.55	
Investments Recalled	\$0.00	\$0.00	\$0.00	
RMS - RMCC, Block, Repair	\$0.00	\$1,371,388.33	\$1,371,388.33	
RMS - Bridge	\$0.00	\$0.00	\$0.00	
RMS - Flood Damage	\$0.00	\$0.00	\$0.00	
RMS - Regional Roads	\$0.00	\$0.00	\$0.00	
Grant - Roads to Recovery Program	\$0.00	\$0.00	\$0.00	
FAG - General & Local Roads	\$0.00	\$0.00	\$0.00	
All Other Misc Grant Payments	\$0.00	\$1,749,805.21	\$1,749,805.21	
Planning Receipts	\$0.00	\$5,765.00	\$5,765.00	
Plant / Property Trade-Ins & Sales	\$0.00	\$0.00	\$0.00	
Other Receipts	\$0.00	\$361,115.37	\$361,115.37	
Sub Total Receipts	\$0.00	\$4,422,105.46	\$4,422,105.46	\$4,422,105.46
		Add For July 2023	Total for 01/07/2023 to 30/06/2024	
LESS PAYMENTS				
Wages (Net of PAYG & Other Deductions)	\$0.00	(\$595,179.84)	(\$595,179.84)	
Plant Acquisitions	\$0.00	(\$387,758.10)	(\$387,758.10)	
Invested	\$0.00	(\$1,300,000.00)	(\$1,300,000.00)	
Other Creditors Payments	\$0.00	(\$2,406,588.30)	(\$2,406,588.30)	
Sub Total Payments	\$0.00	(\$4,689,526.24)	(\$4,689,526.24)	(\$4,689,526.24)
Cashbook Balance 31/07/2023				\$274,881.83
BANK STATEMENTS				
Opening Balance 01/07/2023 (CSC's CBA Main Transaction Account)				\$372,732.05
Less Bank Payments				(\$4,257,274.47)
Plus Bank Receipts				\$4,155,898.18
Total As Per Bank Statements				\$271,355.76
Plus Unpresented Deposits				\$12,030.48
Less Unpresented Cheques				(\$8,504.41)
Reconciliation Cash Book Balance to Bank Statements 31/07/2023				\$274,881.83

Issues

Nil

Financial implications

Nil

Statutory implications (Governance including Legal)

Local Government Act (1993)

Local Government General Regulation (2021)

Policy implications

Nil

Risk implications

Nil

Community Strategic Plan

Goal 5 – Civic Leadership and Governance

Objective 5.2 – Manage our resources to ensure that Council is financially sustainable over the long term.

Recommendation:

That Council note the Statement of Bank Balances as at 31 July 2023 and confirm payment of accounts as summarised in the reconciliation statement totalling \$4,689,526.24.

10.14 Finance Report – Investments Schedule – July 2023

FM:FR

Author: Director Corporate & Community Services

Purpose: Schedule of Investments – July 2023

Background

Details of Council’s investments as at 31 July 2023 are provided below:

CARRATHOOL SHIRE COUNCIL INVESTMENTS - 31 JULY 2023							
Last Month @ 30/06/23	Financial Institution	Date Raised	Interest Rate	Duration (Days)	Maturity Date	Current Month @ 31/07/23	Change
\$526,599.39	CBA	12-Jul-23	4.89%	90 Days	10-Oct-23	\$532,126.66	\$5,527.27
\$517,521.28	CBA	15-Jun-23	4.78%	90 Days	13-Sep-23	\$517,521.28	\$0.00
\$520,907.42	CBA	27-Jul-23	4.86%	92 Days	27-Oct-23	\$530,604.85	\$9,697.43
\$519,102.15	CBA	22-May-23	4.48%	91 Days	21-Aug-23	\$519,102.15	\$0.00
\$517,173.90	CBA	29-May-23	4.52%	91 Days	28-Aug-23	\$517,173.90	\$0.00
\$1,000,000.00	CBA	27-Jul-23	4.94%	123 Days	27-Nov-23	\$1,018,616.45	\$18,616.45
\$2,800,000.00	CBA	28-Jun-23	5.19%	120 Days	26-Oct-23	\$2,800,000.00	\$0.00
\$522,673.31	CBA	29-May-23	4.52%	91 Days	28-Aug-23	\$522,673.31	\$0.00
\$518,806.92	CBA	05-Jul-23	4.85%	90 Days	03-Oct-23	\$524,265.34	\$5,458.42
\$5,699,814.91	CBA	19-Jun-23	4.86%	91 Days	18-Sep-23	\$5,699,814.91	\$0.00
\$516,745.63	CBA	25-Jul-23	5.09%	150 Days	22-Dec-23	\$522,148.10	\$5,402.47
\$515,868.82	CBA	16-May-23	4.54%	120 Days	13-Sep-23	\$515,868.82	\$0.00
\$505,091.78	CBA	08-May-23	4.44%	91 Days	07-Aug-23	\$505,091.78	\$0.00
\$518,543.91	CBA	27-Jun-23	4.84%	92 Days	27-Sep-23	\$518,543.91	\$0.00
\$516,211.50	CBA	03-Apr-23	4.30%	122 Days	03-Aug-23	\$516,211.50	\$0.00
\$518,009.12	CBA	01-Jun-23	4.58%	90 Days	30-Aug-23	\$518,009.12	\$0.00
\$511,292.77	CBA	03-Jul-23	4.87%	92 Days	03-Oct-23	\$520,448.41	\$9,155.64
\$512,948.02	CBA	03-May-23	4.44%	90 Days	01-Aug-23	\$512,948.02	\$0.00
\$518,662.49	Bendigo Bank	07-Apr-23	4.05%	122 Days	07-Aug-23	\$518,662.49	\$0.00
\$97,046.27	Bendigo Bank	03-Apr-23	4.05%	275 Days	03-Jan-24	\$97,046.27	\$0.00
\$25,591.17	Bendigo Bank	12-Jun-23	4.55%	122 Days	12-Oct-23	\$25,591.17	\$0.00
\$518,872.01	Westpac	03-May-23	4.49%	124 Days	04-Sep-23	\$518,872.01	\$0.00
\$0.00	Westpac	25-Jul-23	5.16%	155 Days	27-Dec-23	\$500,000.00	\$500,000.00
\$505,280.55	Westpac	09-Jun-23	4.76%	94 Days	11-Sep-23	\$505,280.55	\$0.00
\$1,000,000.00	Westpac	27-Feb-23	4.63%	182 Days	28-Aug-23	\$1,000,000.00	\$0.00
\$532,645.58	NAB	05-Apr-23	4.35%	121 Days	04-Aug-23	\$532,645.58	\$0.00
\$511,864.95	NAB	04-Jul-23	4.93%	122 Days	03-Nov-23	\$517,178.53	\$5,313.58
\$504,901.10	NAB	08-May-23	4.24%	92 Days	08-Aug-23	\$504,901.10	\$0.00
\$500,000.00	NAB	20-Jul-23	4.84%	90 Days	18-Oct-23	\$507,303.29	\$7,303.29
\$515,426.79	NAB	18-Jul-23	4.84%	90 Days	16-Oct-23	\$520,637.55	\$5,210.76
\$505,063.02	NAB	19-May-23	4.40%	123 Days	19-Sep-23	\$505,063.02	\$0.00
\$513,647.73	NAB	21-Mar-23	4.53%	184 Days	21-Sep-23	\$513,647.73	\$0.00
\$2,000,000.00	NAB	28-Jun-23	4.84%	92 Days	28-Sep-23	\$2,000,000.00	\$0.00
\$516,180.14	NAB	11-Apr-23	4.35%	122 Days	11-Aug-23	\$516,180.14	\$0.00
\$1,014,432.88	NAB	27-Jun-23	4.93%	122 Days	27-Oct-23	\$1,014,432.88	\$0.00
\$519,484.12	NAB	18-May-23	4.35%	90 Days	16-Aug-23	\$519,484.12	\$0.00
\$528,303.38	NAB	15-May-23	4.40%	123 Days	15-Sep-23	\$528,303.38	\$0.00
\$513,449.69	NAB	05-Apr-23	4.35%	121 Days	04-Aug-23	\$513,449.69	\$0.00
\$1,561,256.24	IMB	31-May-23	4.75%	154 Days	01-Nov-23	\$1,561,256.24	\$0.00
\$525,381.48	IMB	14-Apr-23	4.20%	123 Days	15-Aug-23	\$525,381.48	\$0.00
\$500,000.00	IMB	07-Jun-23	4.85%	92 Days	07-Sep-23	\$500,000.00	\$0.00
\$500,000.00	IMB	26-Apr-23	4.45%	152 Days	25-Sep-23	\$500,000.00	\$0.00
\$0.00	IMB	25-Jul-23	5.35%	181 Days	22-Jan-24	\$500,000.00	\$500,000.00
\$506,684.93	IMB	01-Jun-23	4.80%	183 Days	01-Dec-23	\$506,684.93	\$0.00
\$2,000,000.00	IMB	28-Jun-23	5.05%	92 Days	28-Sep-23	\$2,000,000.00	\$0.00
\$543,104.96	IMB	13-Jun-23	4.90%	122 Days	13-Oct-23	\$543,104.96	\$0.00
\$514,169.22	IMB	17-May-23	4.60%	92 Days	17-Aug-23	\$514,169.22	\$0.00
\$512,907.82	IMB	05-Jul-23	5.10%	121 Days	03-Nov-23	\$518,214.66	\$5,306.84
\$519,188.14	IMB	17-Jul-23	5.10%	123 Days	17-Nov-23	\$524,495.24	\$5,307.10
\$512,394.66	IMB	25-Jul-23	5.10%	119 Days	21-Nov-23	\$519,600.47	\$7,205.81
\$522,037.71	IMB	17-Apr-23	4.20%	122 Days	17-Aug-23	\$522,037.71	\$0.00
\$37,315,287.86						\$38,404,792.92	\$1,089,505.06

ON CALL INVESTMENTS							
\$2,575,403.44	CBA	Variable	0.85%	N/A	On Call A/c	\$2,881,831.97	\$306,428.53
	Movements On Call Funds		CBA				
	01-Jul-23	Interest	\$6,428.53				
	During Month	From On Call	\$0.00				
	During Month	To On Call	\$300,000.00				
	On Call - Net Change for Month		\$306,428.53				
\$2,575,403.44						\$2,881,831.97	\$306,428.53
\$39,890,691.30						\$41,286,624.89	\$1,395,933.59
I certify that the above Investments have been made in accordance with the Local Government Act, the Regulations thereunder and Council's Investment Policy.							
Signed copy held in Council records			Robert Rayner				
			Director Corporate Services				

Analysis – Opening and Closing Balances:

INVESTMENT TYPE	OPENING 1/7/23	CLOSING 31/7/23	VARIATION JULY
IBDs	37,315,287.86	38,404,792.92	1,089,505.06
On Call Funds	2,575,403.44	2,881,831.97	306,428.53
TOTAL	39,890,691.30	41,286,624.89	1,395,933.59

Analysis – Change During Month:

	VARIATION – JULY 2023
ADD – Interest Incorporated in IBDs Rolled Over	89,505.06
ADD – New IBDs	1,000,000.00
LESS – IBDs recalled	0
ADD – Interest from On Call Funds	6,428.53
LESS – On Call Funds recalled	0
ADD – Funds applied to On Call Funds	300,000.00
TOTAL VARIATION	1,395,933.59

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 (matures 10/2023) \$25,591.17

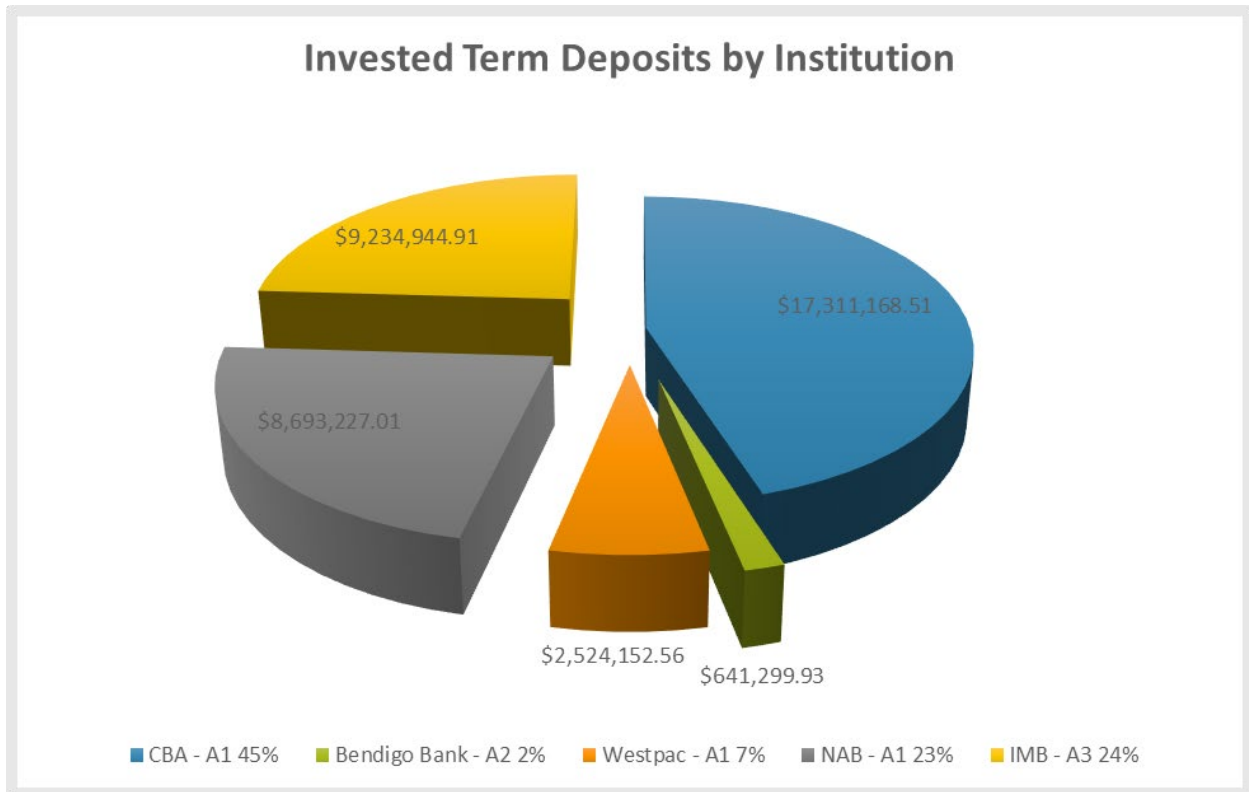
Compliance with Policy Limits:

Council Policy 019 – Investment of Surplus Funds limits the exposure of invested funds to an individual organisation by the credit rating of the organisation so that single entity exposure is limited as detailed in the table below:

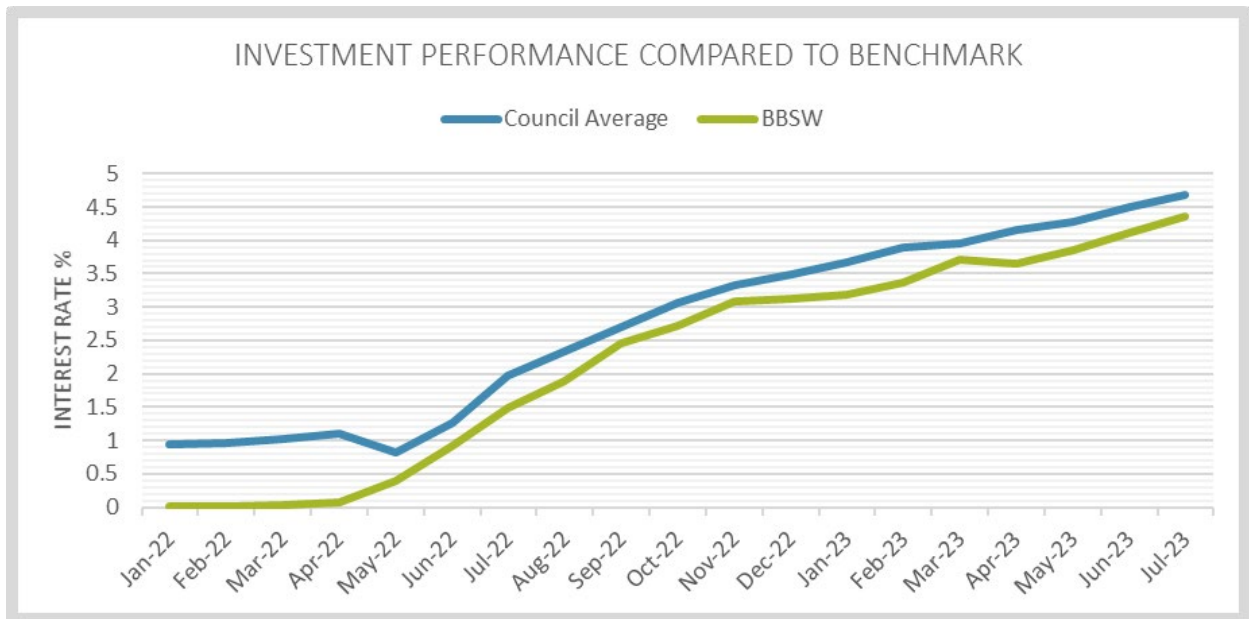
S&P Long Term Credit Rating*	S&P Short Term Credit Rating*	Portfolio Maximum
AAA Category	A1+	50%
AA Category or Major Bank** (see note below)	A1	50%
A Category	A2	30%
BBB Category	A3	30%
NSW Treasury Corp Hour Glass Facility	Unrated	30%
Unrated Authorised Deposit Taking Institution	Unrated	10%

*Moody's/Fitch equivalent

**ANZ, Commonwealth Bank, National Australia Bank & Westpac including their subsidiaries and brands (eg St George). Where the institution is a major bank, the portfolio maximum may be increased to 70% should a significant benefit to Council be identified.*



The graph below details the performance of Council’s investment portfolio against the standard comparative – the Bank Bill Swap Rate.



Issues

Lack of diversification within the investment portfolio has the potential for higher risk to Council.

Financial implications

Council’s investment portfolio provides funding for some projects identified in the Operational Plan.

Statutory implications (Governance including Legal)

Local Government Act (1993) s625

Local Government General Regulation (2021) Reg 205

Ministerial Investment Order (2011)

Policy implications

Council Policy 019 - Investment of Surplus Funds

Risk implications

Nil

Community Strategic Plan

Goal 5 – Civic Leadership and Governance

Objective 5.2 – Manage our resources to ensure that Council is financially sustainable over the long term

Recommendation:

That Council receive the investment report as at 31 July 2023 and it be noted that in accordance with clause 212 paragraph (1)(b) of the *Local Government (General) Regulation 2021*, it can be certified that the investments listed have been made in accordance with the Act, the Regulations and Council's Investment Policy.

10.15 Internal Reserves 2022/23

FM:FR

Author: Director Corporate & Community Services

Purpose: To confirm and approve internal reserve balances for the 2022/23 financial year

Background

Council's internal reserves are approved by Council and are reported at Note C1-3 in the Annual Financial Statements each year.

Council holds internal reserves for a number of reasons, including gravel pit and tips remediation provisions, employee leave entitlements etc. and for various business units like caravan parks.

These movements in reserves are estimated during the budget process and then calculated once the financial year is completed and the balances adjusted accordingly. This report confirms and approves these adjustments.

The following table shows the internal reserves movements during the year both to and from reserves and the closing balance to be reported in the annual financial statements.

INTERNAL RESERVE PURPOSE	OPENING BALANCE 1/7/2022	TRANSFERS TO RESERVES	TRANSFERS FROM RESERVES	CLOSING BALANCE 30/6/23
Caravan Parks	\$639,050	\$363,636	(\$315,600)	\$687,086
Hillston Comm. Hall	\$96,079	\$967		\$97,046
Plant & Vehicles	\$1,150,000	\$90,430	(\$400,000)	\$840,430
Employee Leave Ent.	\$1,591,521	Nil		\$1,591,521
Buildings	\$401,956	Nil		\$401,956
Carry over works	\$573,573	\$1,285,373	(\$573,573)	\$1,285,373
Council Dwellings	\$1,487	Nil		\$1,487
Gravel Pits	\$1,834,349	Nil		\$1,834,349
Tip Remediation	\$174,461	Nil		\$174,461
Road Warranty Fund	\$350,000	Nil		\$350,000
Local Roads	\$3,789,636	\$1,474,773	(\$540,000)	\$4,724,409
Cordatas Building	0	\$500,000		\$500,000
Office Furniture	\$14,810	Nil		\$14,810
Staff Training	\$25,000	Nil		\$25,000
Domestic Waste Reserve	\$19,217	Nil		\$19,217
Tourism & ED	\$41,266	Nil		\$41,266
Grant Reserve	\$150,000	Nil		\$150,000
Development Reserve	\$715,714	\$150,000	(\$150,000)	\$715,714
FAGS in Advance	\$5,379,335	\$7,874,497	(\$5,379,335)	\$7,874,497
TOTAL	\$16,947,454			\$20,828,622

Financial implications

Council's internally restricted funds will have increased from \$16,947,454 to \$20,828,622. The major increases contributing to the increase in internal reserves are:

- FAGs in advance where Council has received the full payment for 2023/24 in June 2023 with only minor adjustment payments due in 2023/24.
- Carryover works where a higher proportion of 2022/23 jobs funded from general revenue are proposed to be carried into 2023/24 (note that Council also received substantial grant funding for works during 2022/23).
- Roads Reserve where additional grant funding enabled Council to move \$1m of FAGs roads funding to reserves (note that the original budget for 2023/24 will see an additional \$2m moved to the roads reserve).

Statutory implications (Governance including Legal)

Local Government Act 1993 - s413 Preparation of financial reports

Policy implications

Nil

Risk implications

Council's financial statements may not comply with audit requirements

Community Strategic Plan

CSP

DP

Recommendation:

That Council confirm and approve the internal reserve balances for the 2022/23 financial year.

10.16 Revotes from 2022/23 to 2023/24

FM:BUD:REV

Author: Director Corporate & Community Services

Purpose: To submit proposed revotes and project costs to be carried forward from 2022/23 to the new financial year 2023/24

Attachment: A. Project Expenditure to be Revoted to 2023/24

B. Project Expenditure to be Carried Forward to 2023/24

Background

At the conclusion of each financial year, some works remain either not commenced or not completed. Under Clause 211 (Authorisation of Expenditure) *Local Government (General) Regulation (2021)*, it is necessary for Council each year to revoke funds for those works that have not been commenced in the preceding financial year in order for the works to be carried out during the current financial year (Attachment A). It is not a requirement for Council to revoke funds for works which have either commenced or been contracted to be carried out. These projects are provided for information in Attachment B.

The table in Attachment A summarises projects included in the 2022/23 Operational Plan which have not yet commenced and require funding to be revoted into the current financial year to ensure that projects are undertaken. The amount proposed for revoting is \$3,247,640 from funding sources as detailed below:

GENERAL FUND		\$2,947,640
Grants	\$1,766,252	
Reserves	\$717,002	
Untied Revenue	\$464,386	
WATER SERVICES		\$200,000
Water Fund Reserves	\$200,000	
SEWER SERVICES		\$100,000
Sewer Fund Reserves	\$100,000	
TOTAL REVOTES		\$3,247,640

The table in Attachment B summarises projects included in the 2022/23 Operational Plan which have not yet been completed requiring funding to be carried forward to the current financial year for the continuation of these projects. The amount being carried forward to the 2022/23 financial year budget is \$9,070,801 from funding sources as detailed below. The major component of these carry forward amounts relates to additional roads grant funding received during 2022/23 (\$6,593,997). Additional major grant projects being carried forward include SCCF 5 works (\$411,889) and LRCI 3 projects (\$327,285).

GENERAL FUND		\$8,613,638
Grants	\$7,338,372	
Reserves	\$454,279	
Untied Revenue	\$820,987	
WATER SERVICES		\$436,820
Water Fund Reserves	\$436,820	
SEWER SERVICES		\$20,343
Grants	\$20,343	
TOTAL CARRY FWD		\$9,070,801

Financial implications

Projects to be revoted are being funded from unexpended grants, reserves and general Council revenue.

Statutory implications (Governance including Legal)

Local Government Act 1993

Local Government (General) Regulation 2021 Clause 211

Policy implications

N/A

Risk implications

Council staff would contravene the regulations if the approval of the Council was not sought.

External grant funding provided would have to be returned if projects are not completed.

Community capital infrastructure projects would not be completed

Community Strategic Plan

CSP

Recommendation:

That Council:

1. **revote the budgets detailed in Attachment A totalling \$3,247,640.**
2. **note the budgets detailed in Attachment B totalling \$9,070,801.**

ATTACHMENT

A

ATTACHMENT A: PROJECT EXPENDITURE TO BE REVOTED TO 2023/24							
Job No	Description	2022/23 Budget \$	2022/23 Expenditure \$	2023/24 Carry Forward \$	Revote from:		
					General Revenue \$	Reserves \$	
						Unexpended Grants \$	
1475-4300-0002	Goolgowi & Hillston Phone System Replacement	36,000	-	36,000	36,000		
1475-4300-0003	Cyber Security Improvements	33,000	-	33,000	33,000		
1080-4999-0003	LRCI 2 - Rankins Springs Sportsground Amenities	200,000	-	200,000			200,000
1095-4999-0000	Places to Play Grant - Goolgowi Pump Track	170,910	-	170,910			170,910
1071-0002-0000	SCCF 5 - Lake Woorabinda Upgrade	228,714	-	228,714			228,714
1071-0003-0001	SCCF 5 - Merriwagga Hall	83,544	-	83,544			83,544
1071-0003-0003	SCCF 5 - Rankins Springs Caravan Park	9,024	-	9,024			9,024
8260-4307-0000	Dwelling - 4 Frank Campbell Cres Goolgowi - Replace Doors	5,000	-	5,000	5,000		
8260-4309-0000	Dwelling - 23 Cowper St Hillston - Minor Works	5,000	-	5,000	5,000		
8263-4310-0000	Dwelling - 44 Napier St Goolgowi - Roller Door/Painting	7,386	-	7,386	7,386		
8246-4300-0001	Carrathool Hall - new septic tank	18,000	-	18,000	18,000		
8245-4300-0000	Rankins Springs Hall - Ceiling work & painting	30,000	-	30,000	30,000		
8164-4300-0000	Goolgowi Records Storage Facility	5,000	-	5,000	5,000		
2080-4300-0000	Hillston Subdivision	150,000	-	150,000	150,000		
2405-4999-0000	Hillston Subdivision - Loan Funded Works	250,000	-	250,000	250,000		
4162-4300-0000	Plant Acquisitions - Trailer	157,002	-	157,002	157,002		
4840-4323-0000	Hillston - Re turf centre garden section near Harveys service centre	10,000	-	10,000	10,000		
4840-4335-0000	Hillston - High Street Footpath Irrigation	30,000	-	30,000	30,000		
4840-4359-0000	Goolgowi - Settlers Park Irrigation Stage 2	40,000	-	40,000	40,000		
8660-4300-0000	Goolgowi Cemetery - Seating & Landscaping	35,000	-	35,000	35,000		
0004-0001-0138	R2R Rural Rds - Mitchells Road	70,000	-	70,000	70,000		70,000
	R2R Unallocated Works	68,060	-	68,060	68,060		68,060
0006-0006-0876	Murrumbidgee River Rd - Edge Repair	50,000	-	50,000	50,000		
0006-0006-0877	Barry Scenic Dr - Construct Concrete Causeway	100,000	-	100,000	100,000		
4965-4300-0000	Goolgowi Aerodrome - Reshape Airstrip	45,000	-	45,000	45,000		
5085-4300-0000	Rankins Springs Tip - Fencing & Security	15,000	-	15,000	15,000		
6040-4999-0009	Additional Water storages (Y4,Y5)	10,000	-	10,000		10,000	
6140-4999-0016	Fencing Upgrades (Aerodrome Bore-4)	15,000	-	15,000	15,000		
6140-4999-0019	Hillston Subdivision Utility Connection - Water	150,000	-	150,000	150,000		
6440-4999-0006	Fencing Upgrades - Carrathool Water	25,000	-	25,000	25,000		
6640-4999-0006	Hillston Subdivision Utility Connection - Sewer	100,000	-	100,000	100,000		
4613-4999-0000	Remote Rds Upgrade Pilot Program - Mt Grace Rd Resheeting	936,000	-	936,000	936,000		
NEW	Hillston Caravan Park Stormwater Drainage Improvements	160,000	-	160,000	160,000		936,000
		\$ 3,247,640	\$ -	\$ 3,247,640	\$ 464,386	\$ 1,017,002	\$ 1,766,252

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ATTACHMENT B: PROJECT EXPENDITURE TO BE CARRIED FORWARD TO 2023/24						
Job No	Description	2022/23 Budget \$	2022/23 Expenditure \$	2023/24 Carry Forward \$	General Revenue \$	Carry Forward from: Reserves \$, Unexpended Grants \$
2270-4310-0000	Goolgowi & Hillston IT Equipment	30,000	4,095	25,905	25,905	
1070-4999-0001	SCCF 4 - Hillston Swimming Pool Changeroom Upgrade	74,091	68,890	5,201		5,201
1067-2310-0000	FFCSF Lighting Upgrades Program - Goolgowi Sportsground	188,009	84,607	103,402		103,402
1080-4999-0002	LRCI 3 - Carrathool Township Drainage	60,000	29,460	30,540		30,540
1080-4999-0004	LRCI 3 - Goolgowi Park & Carpark Rehabilitation	230,000	208,640	21,360		21,360
1080-4999-0006	LRCI 3 - Hillston Subdivision	261,722	89,739	171,983		171,983
1071-0001-0000	SCCF 5 - Hillston Water Tower Art	280,680	796	279,884		279,884
1071-0003-0002	SCCF 5 - Pinkers Beach	73,979	12,464	61,515		61,515
1071-0004-0001	SCCF 5 - Town Signage (Hillston/Goolgowi)	56,017	41,017	15,000		15,000
1071-0004-0002	SCCF 5 - Rankins Springs Footpath	54,350	3,600	50,750		50,750
1071-0004-0003	SCCF 5 - Settlers Park Irrigation	43,650	38,910	4,740		4,740
5280-4300-0002	Hillston Pool - Separate shed for chemicals	30,000	12,698	17,302	17,302	
5380-4999-0006	Goolgowi Pool - Separate shed for chemicals	30,000	21,083	8,917	8,917	
5380-4999-0005	Goolgowi Pool - Kiosk Refurbishment	15,000	8,862	6,138	6,138	
5280-4300-0003	Hillston Pool - Replace pool shelter	67,500	7,872	59,628	59,628	
8771-4310-0000	Hillston Caravan Park - Purchase of New Cabins	155,600	1,818	153,782	153,782	
4275-4300-0000	Goolgowi Depot - Upgrade Sheds for chemical & minor plant (mowers)	80,712	21,288	59,424	59,424	
4270-4300-0000	Hillston Depot - Upgrade Stores/Skillion for Machinery	10,346	3,099	7,247	7,247	
4840-4359-0000	Goolgowi - Settlers Park Irrigation Stage 2	40,000	-	40,000	40,000	
8601-4300-0000	Goolgowi Dog Pound - New Build	10,000	6,000	4,000	4,000	
8020-2310-0000	Planning Instruments - LEPs	37,184	30,990	6,194	6,194	
4840-4319-0000	Rankins Springs Rec Grounds - Shed & Slab/Upgrade Kiosk/Water System	22,442	12,674	9,768	9,768	
4840-4317-0000	Carrathool Sports Ground & Building	14,894	6,092	8,802	8,802	
4840-4328-0000	Hillston - Lions Park stage 2 irrigation	40,000	10,995	29,005	29,005	
4840-4355-0000	Hillston - High st pop up sprinklers Fire station to Kidman Way Motel	20,000	1,430	18,570	18,570	
4840-4358-0000	Merriwagga - Park Fence, Tidy town park refurbish and landscape	50,000	910	49,090	49,090	
8650-4300-0000	Hillston Cemetery - Landscaping	40,000	31,065	8,935	8,935	
4607-4999-0000	FLR 3 Carrathool Road	2,500,000	1,979,498	520,502		520,502
0006-0006-0873	FLR 3 Program - Carrathool Rd (Council contribution from roads reserve)	312,274	11,777	300,497		300,497
4603-2310-0145	Remote Rds Upgrade Pilot Program (RRUP) Council Contribution	234,000	55,010	178,990	178,990	
0006-0006-0875	Hillston HV Bypass - Upgrade	200,000	61,550	138,450	138,450	
4609-4999-0000	FLR 4 Program -Gravel Resheeting Project (multiple rds) Minute 252	2,475,415	256,973	2,218,442		2,218,442
0009-0006-0015	Footpath replacement Hillston - Oval entrance to caravan park	20,000	9,318	10,682	10,682	
0009-0009-0007	K&G Rep - Malesworth & Collins st 150mt change to Florence Street	40,000	2,765	37,235	37,235	
0009-0009-0008	K&G Rep - Haines st	15,000	10,852	4,148	4,148	

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5071-4300-0000	Hillston Tip Upgrade - Fence & Remediation	69,634	19,804	49,830	49,830		
5090-4300-0000	Carrathool Tip	70,000	27,273	42,727	42,727		
1085-2310-0000	RR NSW Community Events 2022/23	119,972	84,840	35,132	35,132		35,132
4602-2330-0000	Total FLR Potholes Program funding	896,464	395,055	501,409	501,409		501,409
4603-2310-0000	Regional and Local Roads Repair Program	4,759,721	1,441,209	3,318,512	3,318,512		3,318,512
6140-4999-0005	HWS - WCM Strategy (10% co-contribution all schemes)	425,320	64,991	360,329	360,329		
6140-4999-0018	HWS - Additional water storages (Aerodrome, Bore-4)	65,000	37,136	27,864	27,864		
6240-4999-0017	RSWS - Storage Shed Construction(WTP & R3)	25,000	20,561	4,339	4,339		
6240-4999-0018	Telemetry Upgrades - Rankins Springs Water	32,000	9,856	22,144	22,144		
6340-4999-0005	Telemetry Upgrades - Melbergen Water	32,000	9,856	22,144	22,144		
6540-4999-0009	GSF Sewer Ponds Relining (LRCI 3)	230,000	209,657	20,343	20,343		20,343
		\$ 14,537,976	\$ 5,467,175	\$ 9,070,801	\$ 820,987	\$ 891,099	\$ 7,358,715

10.17 Community Development Officer Report – August 2023

ED:TOUR:TEP

Author: Community Development Officer

Purpose: To advise Council of recent activities undertaken by the Community Development Officer.

Background

Each month the Community Development Officer provides Council with an update of activity that has taken place and future proposals for Council consideration.

Issues**Community Grant Scheme 2023-2024**

Applications for the 2023-2024 Council Community Grants closed on 2 August. A separate report has been prepared for Council's deliberation.

Small Business Month 2023

Small Business Month will be held in October 2023. A grant application has been submitted for \$1500.00 to hold a free online half day Xero workshop for small businesses throughout the Shire.

Hillston Water Tower Mural

Expressions of Interest closed on 19 July 2023 with 17 EOI's received. A panel consisting of Councillors, staff and community representatives will meet next week to start the assessment process.

Lake Woorabinda Festival 2024

A grant application is being prepared through Create NSW to assist with the festival in 2024. The grant closes 21 August 2023. The application will include music, children's entertainment, fireworks and the lanterns. The lanterns will include a workshop prior to the festival to create larger scale lanterns to be displayed on and around the lake for the festival as well as the box lanterns.

Paddleboat – Sponsorship Opportunity

AMP Energy and GranSolar have withdrawn their interest in this project. New partnership/grant opportunities will be investigated.

Updated Tourism Maps & Signage

Updated town maps have been finalised and printed. Each town has their own town map with the reverse including accommodation and food information and information about the town. A new sign has been ordered for the Hughie Cameron Park with a town map and points of interest.

Information Distributed to the Community

- 2023-2024 Federal Government Volunteer Grants
- Carrathool Shire Community Grants
- Nutrien Ag Solutions Community Grants
- FRRR – ANZ Seeds of Renewal Grants
- NSW Small Business Grants
- Letter of Support Request – Lake Woorabinda Festival 2024 Grant Application

Financial implications

Existing CDO budget and grant funding.

Statutory implications (Governance including Legal)

Nil

Policy implications

Nil

Risk implication

Nil

Community Strategic Plan

Goal 1 – Thriving and liveable communities

Goal 3 – Resilient and welcoming

Recommendation:

That Council note the Community Development Officers report for August 2023.

10.18 Service NSW for Business

ED:PRG:BD

Author: Community Development Officer

Purpose: To inform Council regarding the Service NSW for Business program and seek support to enter into an agreement with Service NSW to consider future business improvement initiatives.

Attachment: Partnership Agreement

Background

Council currently has an agreement in place with Service NSW to promote and provide access to NSW Government information and services to better assist business owners and to support the local economy.

The support provided by Council to individuals and businesses to access these services has been invaluable, particularly during these challenging times.

Issues

REPORT/PROPOSAL

Service NSW for Business provides free, personalised support to small business owners, to help them understand industry regulations, to guide them through transactions, and to access support.

The services provided to business owners include:

- Business Concierges offering over-the-phone, email and face-to-face support and case management.
- An online Business Profile to make it faster and easier for business owners to transact with NSW Government.
- Guidance and support for small business owners impacted by natural disasters or emerging issues to access a range of Government stimulus, support and information.
- Online business information hubs including how-to guides to help business owners understand key tasks and the support available when starting and running a business in NSW.

A new Partnership Agreement has been developed to provide consistency across all councils, reflect the broader focus of Service NSW for Business and provide the opportunity for Carrathool Shire Council to engage with all services across Service NSW now and into the future.

The new Partnership Agreement includes further detail and clarity about the roles and responsibilities of all agencies in relation to the collection, storage and security of personal information.

The intention of the Partnership Agreement is to build awareness of specialist advice services available, ensure Council staff can direct enquiries to these services and provide applicants with the skills to be better informed and researched prior to lodging any applications.

For Carrathool Shire Council, the process is to endorse the proposed recommendations and to inform Service NSW when this endorsement has occurred.

By Carrathool Shire Council supporting this initiative, the local business community and potential business investors can have some confidence that Carrathool Shire Council is supportive of small business and is actively trying to reduce the costs associated with small business startup.

Financial implications

This program is at no cost to Carrathool Shire Council to participate. Support material, training and advice is provided by Service NSW for Business at no cost. Implementation of the program should lead to reduced processing times and costs relating to applications to Council.

Statutory implications (Governance including Legal)

Council would still undertake all assessments as per appropriate legislation.

Policy implications

Nil

Risk implications

Nil

Community Strategic Plan

Goal 1 – Thriving and liveable communities

Goal 3 – Resilient and welcoming

Goal 4 – Reliable and relevant services

Goal 5 – Civic leadership and governance

Recommendation:

That Council considers entering into a Partnership Agreement with Service NSW.

ATTACHMENT



PARTNERSHIP AGREEMENT

Between **Service NSW** (ABN 37 552 837 401) and the Carrathool Shire Council (the '**Council**)
(the '**Parties**')

Last Updated: 27 July 2021

1. Purpose

1.1. The purpose of this Agreement is to:

- A. Provide the services of Service NSW for Business, which is a division of Service NSW with a mandate of being the one front door for businesses in NSW to access government information and services.
- B. Provide the framework within which Services will be delivered;
- C. Document the responsibilities of Service NSW and the Council on the provision of Services;
- D. Provide mechanisms to manage the relationship between the Parties;
- E. Promote a collaborative approach to working together in a timely and effective manner and to act in good faith.

This Agreement is not legally binding.

2. Background

- 1) Service NSW is a Division of the Government Service established under the Service Act. The functions of Service NSW include the exercise of customer service functions, within the meaning of the Service Act; other functions conferred by statute; and other functions relating to the delivery of Government services, as directed by the Minister responsible for Service NSW.
- 2) Section 7 of the Service Act makes provision for customer service functions to be delegated by other NSW Government agencies to the Chief Executive Officer ('CEO').
- 3) The functions of the CEO are exercised by the staff of Service NSW.
- 4) Section 8 of the Service Act enables the CEO to enter into Agreements with local government agencies for the exercise of a non-statutory customer service function of the agency; or with respect to the exercise of a customer service function delegated to the CEO.
- 5) Subsection 8(4) of the Service Act provides that an Agreement with a council, a county council or a joint organisation within the meaning of the *Local Government Act 1993* must be approved by a resolution of the council, county council or joint organisation, must be approved before it is entered into.
- 6) Service NSW partners with the Council to promote and deliver the services of Service NSW for Business to businesses across NSW.

29/3/21

7) the purpose of this collaboration is to ensure awareness and access to Government services to all businesses in NSW.

8) the Services of Service NSW for Business are free for the Council and for customers.

9) The PPIP Act and the HRIP Act set out information handling principles that apply to public sector agencies (as defined in section 3 of the PPIP Act). As public sector agencies, the parties must not do anything, or engage in any practice, that contravenes a privacy principle that applies to them.

10) Section 14 of the Service Act makes provision for the disclosure and use of information, including personal information, for the purposes of the exercise of customer service functions by the CEO. Section 14 has effect despite the provisions of any other Act, including the PPIP Act and the HRIP Act.

11) Section 15 of the Service Act makes provision for the collection of personal information for the purposes of the PPIP Act and the HRIP Act, by Service NSW.

12) Section 16 of the Service Act enables an Agreement made under the Service Act, or a delegation of a customer service function by an agency to the CEO, to provide for the exercise by Service NSW of functions relating to access to information under the Government Information (Public Access) Act 2009 and functions relating to the State Records Act 1998, in connection with the functions of the council concerned. The responsibilities of Agencies under the *State Records Act 1998* include making and keeping full and accurate records of their office.

13) The Parties have agreed to enter into an Agreement under section 8 of the Service Act, incorporating the terms on this Agreement.

3. Guiding Principles

3.1. The Parties will:

- A. Work collaboratively and in good faith in a timely and effective manner, with open communication to achieve shared objectives;
- B. Facilitate a partnership relationship that promotes and achieves continuous improvement and accountability;
- C. Ensure that each of its Personnel complies with this Agreement and all applicable laws and policies relating to the Services, including the *Work Health and Safety Act 2011*;
- D. Comply with the agreed timelines for meeting obligations to ensure efficient and effective delivery of Services;
- E. Work together to identify and manage shared risks;
- F. Work together to prioritise initiatives and enhancements, particularly where there are limitations on time and resources; and
- G. Work together to respond to the media, advise Ministers, and consult each other when developing communications that impact on Services.

4. Roles and Responsibilities

4.1. Service NSW will:

- A. Provide the Services in accordance with the terms of this Agreement, subject to any Change Request;
- B. Exercise the required standard of skill, care and diligence in its performance of the Services and ensure that its Personnel have appropriate qualifications and skills to provide the Services;
- C. Take responsibility for the management of records it creates or holds as a result of the exercise of a customer service function, where required; and
- D. Take responsibility for performing necessary maintenance of its systems and data managing the impact on customers from Service NSW system outages and working in conjunction with the Council.

4.2. The Council will:

- A. Provide Service NSW with all information, inputs, resources and subject matter expertise in a timely manner as required to enable Service NSW to provide the Services as set out in the Agreement;
- B. Take responsibility for the management of records it receives or holds following the exercise of a customer service function by Service NSW.

4.3. The Parties undertake to maintain open channels of communication by:

- A. Making available Personnel, data, reports and computer systems for the purposes of resolving customer issues;
- B. Appointing a Relationship Manager with responsibility for managing the contractual and operational aspects of the Services. The Relationship Manager may be varied.

5. Services

A. Service NSW will:

- (i) provide the relevant information and contacts to Council to ensure its local businesses are aware and can access the Service NSW for Business services
- (ii) provide a single point of contact for Council to ensure it can access Service NSW for Business services.

B. the Council will:

- (i) refer eligible customers to the Program;
- (ii) provide guidance to Service NSW staff to assist in responding to inquiries;
- (iii) inform customers and Service NSW of the outcome of relevant applications in line with privacy requirements
- (iv) provide updates on changes to local government policies, guidelines or other matters which may affect the Program;
- (v) identify local opportunities to inform customers of the program;
- (vi) provide Service NSW with feedback on the effectiveness and performance of the Program.

6. Liability

- 6.1. To the full extent permitted by law, neither Council or Service NSW will be liable to the customer for the customer's actions or responsible for any liability, loss or cost suffered directly or indirectly by the business in connection with the Service NSW for Business service.

7. Data and Data Security

- 7.1. Each party retains ownership of its Data.
- 7.2. Except as required by law, neither party must, and must ensure that its Personnel will not:
- A. use the Data belonging to the other party for any purpose other than the performance of its obligations under this Agreement; or
 - B. sell, commercially exploit, let for hire, assign rights in or otherwise dispose of any Data. or
 - C. Make the other party's Data available to a third party including another government agency or body, other than an approved Subcontractor, and only to the extent required under this Agreement.
- 7.3. Each party must establish and maintain safeguards against the destruction, loss or alteration of either party's Data in the possession or control of that party which are is consistent with and no less rigorous than those maintained by either party to secure its own data; and comply with all applicable laws and policies.
- 7.4. In particular, the Parties will ensure the secure transmission and storage of data, at standards no less than those recommended by Cyber Security NSW.

8. Confidential Information

- 8.1. The Parties must, in respect of any Confidential Information:
- A. Keep the Confidential Information confidential and not disclose that information to any person without the prior written consent of the disclosing party, other than to its Personnel, professional advisors or contractors requiring access to the Confidential Information in connection with providing the Services;
 - B. Use the Confidential Information solely for the purpose of carrying out its obligations;
 - C. Not permit the Confidential Information to be reproduced except to the extent reasonably required to carry out its obligations;
 - D. Not do anything that would cause the disclosing party or its Personnel to breach their obligations under Privacy Law; and
 - E. Notify the other party as soon as possible upon becoming aware of any breach of this clause.

9. Privacy

- 9.1. Each party and its Personnel must:
- A. Comply with Privacy Laws; and

- B. Do all that is reasonably necessary to enable the other party to comply with Privacy Laws, including the development of documentation to demonstrate compliance with Privacy Laws, as agreed between the parties;

9.2. In particular, Service NSW acknowledges that:

- A. The collection of personal or health information will take place in compliance with the Privacy Laws, as modified by section 15 of the Service Act; and
- B. the use, disclosure, storage and retention of such information will be in accordance with the Privacy Laws, and in accordance with applicable policies.

Schedule 3 documents the respective responsibilities of Service NSW and the Council in relation to the collection, storage, use, retention and disclosure of personal information.

9.4 Personal and health Information collected, used, disclosed or retained between the parties will be managed and retained by the parties in accordance with the *State Records Act 1998* (NSW) and all other applicable laws, including Privacy Laws.

9.5 Once either of the Parties has reasonable grounds to believe there has been unauthorised access to, unauthorised disclosure of, or a loss of Personal or Health Information, dealt with in connection with this Agreement ('Data Incident'):

- A. The party must immediately (but in any event, no later than 72 hours of becoming aware of the Data Incident) notify the other party of that contravention together with all relevant information relating to the contravention;
- B. Consult with the other party as to which party should have primary responsibility for investigating and dealing with the breach or possible breach;
- C. Consider, having regard to the scope of the Data Incident and the nature of the personal or health information involved, together with any other relevant factors, whether the Data Incident is serious.
- D. The party with primary responsibility for the breach must notify the Privacy Commissioner as soon as practicable that a serious Data Incident has occurred; and
- E. The parties must co-operate and collaborate in relation to assessment and investigation of the Data Incident, and action required to prevent future Data Incidents.

9.6 If either of the Parties receives a complaint or request for an internal review of conduct in relation to a breach or alleged breach of a Privacy Law, including under section 53 of the PPIP Act, (a 'Complaint'), the following will apply:

- A. It is the responsibility of the party that receives the Complaint to perform a preliminary investigation to determine the party responsible for the conduct;
- B. If responsibility lies wholly with the party that received the Complaint, then that party is responsible for responding to the complaint or conducting the internal review of conduct;
- C. If, after performing the investigation, the relevant party reasonably considers that the Complaint should be transferred to the other party, it will (after obtaining the consent of the customer) promptly transfer the Complaint and any further information obtained by the party from its preliminary investigation, to the other party, no later than 20 days after receipt of the original Complaint;
- D. If the Complaint relates jointly to the conduct of both parties, then the party that received the Complaint will (after obtaining the consent of the Customer) notify the other party no later than 20 days after its receipt of the original Complaint and provide any further information obtained by that party from its preliminary investigation. The parties will then work together to coordinate

a joint response from the parties within 60 days of receipt of the Complaint. This response may include an internal review of conduct.

10. Intellectual Property

- 10.1 Each party will retain the Intellectual Property Rights in its Existing Material.
- 10.2 Each party agrees to grant to the other party a non-exclusive and royalty free licence to use, sublicense, adapt, or reproduce:
 - A. Their Existing Material; and
 - B. All methodologies, processes, techniques, ideas, concepts and know-how embodied in their Existing Material,
 - C. To the extent their Existing Material is required for use by the other party, solely in connection with provision of the Services.
- 10.3 Each party represents and warrants to the other party that it has all required rights and consents for its Existing Material to be used for the Services.
- 10.4 Intellectual Property Rights in all New Contract Material will vest in the Council.
- 10.5 The Council grants a perpetual, worldwide, irrevocable and royalty free licence to the Intellectual Property Rights in all New Contract Material to Service NSW for the purpose of performing the Services.
- 10.6 Subject to clauses 10.1 and 10.4, Service NSW will own all Intellectual Property Rights in the provision of the Services, including any solution and service design.

11. Performance Management and Continuous Improvement

- 11.1 Service NSW for Business does not require any provisions in relation to performance management
- 11.2 Service NSW for Business will work collaboratively with Council to ensure continuous improvement of its services to Council.
- 11.3 Any future extension of this Agreement by Service NSW with Council will specify the relevant performance management and continuous improvement provisions required.

12. Reporting

- 12.1 Service NSW for Business does not require any reporting arrangements
- 12.2 Any future arrangements that require reporting will be outlined in a Schedule to this Agreement.

13. Change Management

- 13.1 Each party will comply with the Change Management Process set out in Schedule 4.

- 13.2 The parties agree to complete a Change Request in the form set out in Schedule 4 to add to or vary the Services.

14. Governance

- 14.1 The parties agree to comply with the Governance Framework.

15. Business Continuity and Disaster Recovery

- 15.1 Each party will maintain Business Continuity and Disaster Recovery Plan arrangements to ensure that each party is able to continue to perform its obligations under this Agreement, or where performance is not possible, resume performance as soon as reasonably practicable in the event of a Disaster.

16. Dispute Resolution

- 16.1 In the event of a dispute between the parties, a party will:
- Raise the dispute with the other party's Relationship Manager and use best efforts to resolve the dispute;
 - If the dispute is not resolved within a reasonable period, the Chief Executive of the Council or their delegate will meet with the Chief Executive Officer of Service NSW (or their delegate) with a view to resolving the dispute.
 - If the dispute is not resolved under clauses 16.1(b) within a reasonable period, attempt to resolve any dispute in accordance with the Premier's Memorandum M1997-26.
- 16.2 Despite the existence of a dispute, each party must continue to perform its obligations.

17. Termination

- 17.1 Either party may terminate this Agreement in whole or in part by giving the other party 90 days written notice or as otherwise agreed.
- 17.2 On notice of termination or where Service NSW is otherwise required to cease to perform some or all of the Program, the parties will work together in good faith to finalise and agree a transition out plan to facilitate smooth and orderly transition of the relevant Program to the Council or the Council's nominated third party. Where the parties cannot agree, the dispute resolution provisions in clause 16 will apply.
- 17.3 Upon termination, each party agrees to return all Data and property belonging to the other party within 30 days of the termination date and comply with the transition out plan agreed under clause 17.2.

18. Miscellaneous

18.1 Entire Agreement

This Agreement supersedes all previous Agreements, understandings, negotiations, representations and warranties and embodies the entire Agreement between the Parties about its subject matter.

18.2 Survival

The following clauses survive termination or expiry of the Agreement: Clauses 4, 6, 7, 8, 9, 10, 14, 15, 16, 17, 18, 19 and any other clause which by its nature is intended to survive termination or expiry of the Agreement.

18.3 Notices

A notice under this Agreement must be in writing and delivered to the address or email address of the recipient party.

18.4 Variation

All variations to this Agreement and all consents, approvals and waivers made under this Agreement must be evidenced in writing and variations signed by both parties.

18.5 Waiver

If a party does not exercise (or delays in exercising) any of its rights, that failure or delay does not operate as a waiver of those rights.

18.6 Applicable law

The Agreement is governed by, and is to be construed in accordance with, the laws in force in NSW.

18.7 Counterparts

The Agreement may consist of a number of counterparts and if so, the counterparts taken together constitute one and the same instrument.

19. Execution

Council has reviewed and accepts this Agreement

Signed for and on behalf of Council by its authorised signatory	Signed for and on behalf of Service NSW by its authorised signatory
Name:	Name:
Title:	Title:
Date:	Date:
Signature:	Signature:
Witness:	Witness:
Signature:	Signature:

Schedules

Schedule 1 - Definitions

In these Partnership Agreement, except where a contrary intention appears:

Business Continuity and Disaster Recovery Plan means a business continuity and disaster recovery plan which documents the back-up and response actions each of the parties will take to continue its obligations if a Disaster occurs;

Change Request means the request for a change to the scope of Services in the form set out in Schedule 4;

Commencement Date means the date of start of this Agreement.

Confidential Information of a party means any written or oral information of a technical, business or financial nature disclosed to the other party, including its employees or agents, by the disclosing Party (whether orally or in writing) whether before or after the Commencement Date, that:

- A. is by its nature confidential; or
- B. is designated as confidential; or
- C. the other party knows or ought to know is confidential,
- D. but does not include information which:
 - a. is or becomes public knowledge other than by breach of this Agreement; or
 - b. is in the lawful possession of the Party without restriction in relation to disclosure before the date of receipt of the information; or
 - c. is required to be disclosed by Law, government policy or legal process.

Contact Centre has the meaning set out in Schedule 2;

Continuous Improvement Principles have the meaning set out in Schedule 2;

Continuous Improvement Process has the meaning set out in Schedule 2;

Data means the data of each party and all data and information relating to their operations, Personnel, assets, customers and systems in whatever form that may exist, including Confidential Information;

Disaster means an event that causes, or is likely to cause, a material adverse effect on the provision of the Services that cannot be managed within the context of normal operating procedures including interruption, destruction or other loss of operational capacity;

Existing Material means any material that is developed prior to entering into a Partnership Agreement, or developed independently of a Partnership Agreement, and includes any enhancements and modifications to its Existing Material created as part of a Partnership Agreement;

HRIP Act means the *Health Records and Information Privacy Act 2002* (NSW);

Instrument of Delegation means the instruments of delegation (including its terms and conditions) made by the Council in relation to the Delegated Functions.

Intellectual Property Rights includes patent, knowhow, copyright, moral right, design, semi-conductor, or circuit layout rights, trademark, trade, business or company names or other proprietary rights and any rights to registration of such rights, whether created before or after the Commencement Date, in Australia or elsewhere;

Middle Office has the meaning set out in Schedule 2;

Moral Rights means the right of integrity of authorship and the right not to have authorship falsely attributed, as confined by the *Copyright Act 1968* (Cth) and the rights of similar nature anywhere in the world, whether in existence before or after the Commencement Date;

New Contract Material means new data created, other than the solution or service design;

Partnership Agreement means these terms and conditions and includes Schedules 1, 2, 3 and 4.

Personal Information has the meaning given to it in the Privacy Laws, as amended from time to time;

Personnel means the person or persons employed or otherwise contracted by either party under this Agreement, as the context requires;

PIIP Act means the *Privacy and Personal Information Protection Act 1998* (NSW);

Privacy Law means any law that applies to either or both of the parties which affect privacy or any personal information or any health information (including its collection, storage, use or processing) including:

- A. the PPIP Act; and
- B. the HRIP Act.

Program means the Easy to do Business program;

Quarterly Forecast has the meaning set out in Schedule 2;

Relationship Manager means the nominated relationship managers of either party, as set out in the Service Agreement, or as otherwise nominated by a party from time to time;

Service Act means the *Service NSW (One-stop Access to Government Services) Act 2013* (NSW);

Service Centre has the meaning set out in Schedule 2;

Service NSW Standard Operating Conditions means the standard operating conditions met by Service NSW in the usual course of its performance of the Services set out in Schedule 2;

Subcontractor means a third party to which Service NSW has subcontracted the performance or supply of any Services;

Schedule 2

1. Service NSW Standard Operating Conditions

In addition to the Partnership Agreement this section covers the standard omnichannel service inclusions.

1.1. Service Centre

Similar services as those available at Service Centres may be offered through Mobile Service Centres. The Mobile Service Centre timetable is published regularly on the Service NSW website.

Inclusion	Description
Concierge and digital assisted services	A Service NSW Concierge will greet and direct customers to the appropriate channel and dispense a ticket where applicable. If the transaction can be completed online, a Digital Service Representative will assist the customer to complete the transaction
Customer sentiment surveys	Before leaving the centre, customers will be offered the option of leaving feedback via a digital terminal

1.2. Contact Centre

Similar services (to that of phone-based) may be offered through a web chat feature accessible via the Service NSW website.

Inclusion	Description
Virtual hold call back system	During high volume periods, customers will be offered the option of leaving their details with an Interactive Voice Response (IVR) auto attendant. Customers can hang up while holding their place in the queue. Their call will be returned by the next available operator
Inbound number	Service NSW will answer all inbound enquiries on 13 77 88 as 'Service NSW'
Call coding	A Customer Service Representative will record the customer's reason for calls and the outcome
Customer sentiment surveys	Once the call is complete, customers will be offered the option of leaving feedback via an automated IVR system

1.3. Middle Office

Inclusion	Description
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Enquiry triage	Service NSW will triage enquiries received to info@service.nsw.gov.au or via Service NSW website 'Contact Us' page and <ul style="list-style-type: none"> - Resolve these enquiries or; - Refer it to the appropriate business area at the Council
Enquiry coding	A Customer Service Representative will record the customer's reason for enquiring and the outcome

1.4. Service NSW Website and Mobile App

Inclusion	Description
Scheduled maintenance and planned outages	Service NSW will conduct regularly scheduled maintenance of the website and mobile app. 10 business days of notice will be provided regarding outages from planned and scheduled maintenance Maintenance activities with negligible impact or outage, such as enhancements to optimise for cybersecurity or performance, may occur without notification to the Council

1.5. Service NSW for Business

Service NSW for Business provides a multi-channel service including digital, phone and face-to-face services for metro and regional businesses in NSW and develops relationships with councils and business associations to promote the offering to local businesses.

Inclusion	Description
Relationship management	Business Customer Service staff initiate and maintain relationships with councils and business associations to promote awareness and use of the service offering by such stakeholders and their local business community. It may include, but is not limited to, information sharing, regular liaison at events and stakeholder premises and issue of surveys.
Scheduled Maintenance and Planned Outages	Digital products controlled by Service NSW for Business will be regularly updated, upgraded and maintained without any outages.

1.6. Training

Service NSW will provide appropriately trained Personnel to deliver the Services.

1.7. Language

Service NSW will provide services in English and may arrange translation and interpreter services for customers from non-English speaking backgrounds if required.

1.8. Branding

Unless otherwise set out in the Partnership Agreement, Service NSW channels are singularly branded. Marketing communication is limited to Service NSW led or co-led campaigns and programs.

1.9. Contractors and Agents

Service NSW may use contractors and agents in connection with the delivery of Services. Such agents and contractors are approved persons under Part 2 Section 12 of the Service Act.

1.10. Out of Scope Services

Any item, service or deliverable that is not specified in a Partnership Agreement is deemed to be out of scope for Service NSW.

2. Operational Framework

Service NSW operational framework outlines how operations are managed on a day-to-day basis.

Operational Support	Description
Knowledge Management	Service NSW creates and maintains support material (knowledge articles) for serving customers. These will be sent to the Council for endorsement of content accuracy bi-annually
Complaints Management	Service NSW will record complaints and its supporting information unless resolved at the outset. Service NSW will contact the Council where assistance is required
Issues Management	<p>Issues relating to existing products and services should be raised via partnerships@service.nsw.gov.au or directly with the Relationship Manager</p> <p>The Relationship Manager will assess the issue and facilitate a resolution within Service NSW, providing regular updates</p>
Quality control framework/ compliance	<p>Service NSW has a quality control framework that governs transactional activities in line with risk assessment at the time of onboarding</p> <p>The framework includes:</p> <ul style="list-style-type: none"> - Regular review of contact centre calls, including being assessed against procedure and process used by the agent during the call - Daily quality checks of transactions undertaken by the service centre - Quarterly compliance reviews and certifications provided by all service delivery channels

2.1. IT Operations & Support

Service NSW runs a 24/7, 365 days a year service desk. Unplanned interruptions or degradations in quality of service should be raised to the Service NSW Service Desk on 1300 697 679 (option 2) or [servicedesk@service.nsw.gov.au](mailto: servicedesk@service.nsw.gov.au)

Incident response times in our production environment are prioritised based upon urgency and impact, with associated response and resolution times.

Priority Code	Service Level Target Response/Resolution Time
P1 - Critical	Response: Immediate response, action/update within 15 minutes Resolution: 2 hours
P2 - High	Response: Immediate response, action/update within 30 minutes Resolution: 4 hours
P3 - Medium	Response: 8 hours Target Resolution: 10 working days
P4 - Low	Response: Email notification of call being logged within 2 days. Response by email or phone within 2 working days Target Resolution: 20 working days

Where vendors or other government platforms are involved, Service NSW utilises a best practice vendor governance framework for service level Agreements and for priority 1 and 2 incidents.

2.2. System and Security Maintenance

Service NSW complies with the NSW Government Cyber Security Policy and operates an information security management system that is certified against ISO 27001. These engagement Terms do not extend the certification scope to the Council's specific activities.

3. Customer Payments

Service NSW will collect payments from customers for transactions set out in the Service Agreement. Cash, cheque, money order, credit or debit card may be accepted and merchant fees plus GST will be recovered.

Service NSW will provide remittances and reconciliation files to the Council which include:

- A. Credit T+2 value for cash, cheques* and bank card payments
- B. Credit T+2 value for AMEX payments
- C. Debit any cheques dishonoured
- D. Debit any card payment chargebacks
- E. Debit any refunds processed on behalf of the Council

Cheque payments received over \$50,000 will be remitted back to the Council once the funds clear the Service NSW remitting bank account.

4. Business Continuity and Disaster Recovery

Service NSW will maintain an Enterprise Risk Management Framework focused on managing risks to Service NSW, including mitigation of the likelihood and impact of an adverse event occurring. As a function of risk management, business continuity management will enable Service NSW to minimise disruptive risks and restore and recover its business-critical services within acceptable predefined timeframes should an adverse event or other major business disruption occur.

Recovery and timeframes may be impacted when events or disruptions are related to dependencies on partner Agencies. The Parties will agree on Recovery Point Objectives and Recovery Time Objectives and associated charges prior to designing the system and will periodically review these objectives.

All systems and technology provided by Service NSW internally and through third-party vendors, operate through multiple data centres to achieve high availability. Service NSW systems are architected, where practicable and possible, to ensure continuity of service in the event of a data centre disruption or outage.

Definitions

Recovery Point Objectives means the age of files that must be recovered from backup storage for normal operations to resume if a computer, system, or network goes down as a result of a hardware, program, or communications failure.

Recovery Time Objectives means the targeted duration of time and a service level within which a business process must be restored after a disaster (or disruption) in order to avoid unacceptable consequences associated with a break in business continuity.

5. Continuous Improvement

Service NSW regularly reviews improvement ideas from employees and customers. We will provide you with any ideas relevant to your agency for consideration.

'Continuous Improvement' refers to identifying a process, system or policy opportunities that will deliver a benefit for our people, our customers or the NSW government. These improvements may be delivered in house where possible or by engaging our partnering agencies where further input or decisions are required under policy or legislation. A Continuous Improvement:

- A. Puts the customer first
- B. Makes the customer service job easier
- C. Improves a step in a process
- D. Changes the way a task is completed so that it doesn't take as long
- E. Reduces handling time and is cost effective
- F. Allows others to benefit from best practices
- G. Allows us to do things better locally, regionally or organisation-wide
- H. Is a low-investment process change and not a policy change
- I. Improves accountability within the various stages of the process
- J. Removes steps that don't add any value to a process

Service NSW will consider several factors such as cost to implement, cost savings, customer experience, team member experience and operational efficiency in prioritising continuous improvements.

5.1. Continuous Improvement Process

The parties will identify new continuous improvement initiatives on an annual basis, with a 6-monthly

check-in on ongoing continuous improvement initiatives.

When establishing a new continuous improvement initiative, the parties will classify the initiative based on whether it can be implemented as:

- A. part of the ongoing 'business as usual' services (cost and resourcing to be absorbed by Service NSW;
or
- B. a new project initiative (cost and resourcing to be agreed by the parties).

A prioritisation process will be agreed upon between the parties to prioritise initiatives (for Service NSW, this will be performed by the Partnerships team).

The Council may be required to effect policy, system or regulatory changes to assist in delivering the service process improvement, as agreed with Service NSW. Where a review of Council policy, system or regulatory changes is requested by Service NSW from the Council, these should be conducted within timeframes agreed between the respective Relationship Managers.

Schedule 3 – Privacy and Data Security

(a) General

- (i) Service NSW may collect, use, disclose, store and retain personal information when exercising functions for the Council:
- (ii) Where Service NSW exercises functions for the Council, Service NSW can share information it obtains with the Council without separately requesting the customer's consent. Service NSW can also share the information it obtains with any person that the Council is authorised or required to disclose the information to in accordance with the *Service Act*.

(b) Access to Agency Systems

- (i) The Parties agree that Service NSW will not have access to the Council's information system.

(c) Collection of information

- (i) Service NSW may incidentally collect Personal Information via call recordings in the course of answering queries on behalf of Council or referring customers to Council. Personal Information collected may include: full name, address, contact number or email address.
- (ii) Service NSW will take reasonable steps to ensure that the Personal or Health Information it collects on behalf of the Council is, relevant, accurate, up-to-date and complete.
- (iii) Service NSW will provide a privacy collection notice to customers whenever it collects their information.
- (iv) If Service NSW collects personal information for its own internal purposes, when exercising functions for the Council, it will ensure that the privacy collection notice meets the requirements of section 10 of the *PIPA Act* in light of section 15(3) of the *Service Act*.
- (v) The notice will address each of the matters that a privacy collection notice is, by law, required to address. Service NSW will develop the content of the notice in consultation with Council.

(d) Internal records maintained by Service NSW

- (i) Under the *Service Act*, Service NSW is permitted to collect, maintain and use the following records for its internal administrative purposes, including for the purposes of its interactions with customers for whom functions are exercised:
 - Details of transactions between customers and Service NSW
 - The preferences of customers for transacting matters with Service NSW and Council, and
 - Other information about customers.
- (ii) Service NSW collects, maintains and uses the following information for its internal administrative purposes:
 - Details of transactions between customers and Service NSW
 - The preferences of customers for transacting matters with Service NSW and Council and
 - Other information about customers.

(e) Use of information

- (i) Service NSW can use information in accordance with the *Service Act*, PPIP Act and HRIP Act.
- (ii) Service NSW uses Personal Information for the purposes of assisting customers in directing queries to Council, training and quality purposes.

(f) Disclosure

- (i) Service NSW can disclose information in accordance with the *Service Act*, PPIP Act and HRIP Act.
- (ii) Where Service NSW performs a transaction for a customer, when exercising functions for the Council, it will ask the customer for consent before sharing that information with a different agency,

(g) Retention

- (i). Personal Information collected via call recordings is stored in Genesys. The length of data retention will be directly related to the purpose for which it was collected and retained. Data is maintained for the minimum period required. Call recordings are available for 3 months and subsequently archived. **(h)**

(h) Data Security

- (i). Personal Information stored in Genesys follows a comprehensive User Access Matrix controlled by Government Technology Platforms Virtual Contact Centre Team. Role based access to the system is granted to users at the minimum level required to perform their duties and to protect against unauthorised access, use, modification or disclosure. Access vi SSO with [dfs.okta.com](#). The Genesys PureCloud environment is whitelisted and only users on the corporate network or VPN can access the platform. The User Access Matrix is reviewed monthly and a detailed review is conducted every 6 months. The User Access Matrix is a comprehensive document that shows details such as the time of last login, date the account was disabled, date of termination, date of extension, date of role review, name of the reviewer.

(i) Privacy Management plans

The parties agree to update and periodically review their privacy management plans or other relevant policy documents so that any person can ascertain whether Service NSW or the Council holds personal information relating to that person and if so, the nature of the information, the main purposes for which it is used and the person's entitlement to access the information, in relation to the services covered by this Agreement.

(j) Access to and amendment of Personal Information

- (i) Service NSW agrees that it will provide any individual who requests it with access to their own personal information without excessive delay and without any expense, in relation to information it holds as a result of exercising functions for the Council.

(k) Privacy Officer

The parties have nominated a Privacy Officer who is the point of contact for dealing with complaints, applications for internal reviews, data breaches, employee education and other privacy matters.

Privacy Officers can be contacted as follows:

Service NSW:
Privacy Officer
Service NSW
2-24 Rawson Place, Sydney NSW 2000
Phone: 13 77 88
Email: privacy@service.nsw.gov.au

[Name of Council Privacy Officer]:

Schedule 4- Change Management

1. Change Management Process

Change is defined as any alteration to services, process, technology or product. Changes may be initiated by Service NSW or the Council. Where a change to the Services is requested by a party, set out below is the following process:

- 1.1. The party requesting the change will notify the other party's Relationship Manager as soon as possible;
- 1.2. The Relationship Managers will meet within 5 days to discuss the requested change;
- 1.3. The Relationship Managers will work collaboratively to conduct a high-level change assessment of the change, and agree and draft a Change Request, considering the following factors:
 - A. Current state and desired future state outcomes;
 - B. Impacts on customers and both parties informed by end-to-end customer journey;
 - C. Additional resource effort; potential cost and timing of implementation;
 - D. Implementation and testing requirements;
 - E. Legislation/policy that may be required;
 - F. Whether variation to the Partnership Agreement will be required; and
 - G. Continuous Improvement Principles
- 1.4. The parties will sign the Change Request, which will be incorporated into this Agreement.

Where a change relates to Service NSW's IT systems, the Council will notify Service NSW within a reasonable period to outline the proposed change and requested timeframes. Service NSW will consider the change and advise whether an increased cost to implement the change is required.

Service NSW will assess the results and implement corrective action to ensure sustainability of the change to the Services. Changes to the Services will be reported on in the monthly management meeting between Relationship Managers.

2. Change Request Template

This Change Request is created in accordance with the Partnership Agreement	
Date of Change Request	
Originator of Change Request	
Proposed Implementation Date	
Cost	<Cost>
Summary and scope:	
Service NSW responsibilities:	

29/3/21

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Council responsibilities:
Change plan:
Change impact (Including the effect on service levels):
Assumptions and exclusions:
List of documents forming part of this change request:
Clauses affected by this change request:

10.19 Creation of Shovel Ready Project List

GS:PGM:GEN

Author: Community Development Officer

Purpose: To advise Council of potential projects and for Council to determine which projects to progress.

Background

Grant opportunities are becoming more competitive and more time consuming. To aid the grant application process, it is proposed to create a list of possible shovel ready projects within Carrathool Shire with costings, letters of support and other information to make the project shovel ready when grant opportunities arise. Typically, the lead time between funding opportunities opening and when they close is usually 4-6 weeks. Having a list of ready to go projects preapproved by Council will assist this process.

Below is the suggested list, which can be added to, if required, as projects are highlighted by Council.

Lachlan River Art Trail

The Forbes Shire Council and their local Art Society have installed an art trail along the Lachlan River titled “Sculpture Down the Lachlan” which is a permanent, inland public art trail stretching 100km between Forbes and Condobolin NSW. Art embedded in nature. Designed to showcase the raw, unmanicured beauty of the rural landscape in which envelops the larger-than-life installations along the meandering Lachlan River.

Continuation of this art exhibition into our Shire along the Lachlan River utilising crown reserves and road reserves along both the Lachlan Valley Way and the recently sealed Lachlan River Road could help draw tourists to the area.

Estimated costs would be dependent on the amount of sculpture stops Council resolve to install and their locations. From discussions with Forbes Shire Council it is estimated in excess of \$50,000 per sculpture site would be required for each site including the sculpture/art form, road ways into sites, car parking areas and outdoor furniture.

Some examples of the Lachlan River Art Trail are shown below:



Town Heritage Walk Upgrades

A number of years ago each town and village in the shire had a heritage walk outlined with a printed guide and signage throughout each location. This project will update both the guide and the signage in each location. The possibility also exists to create audio using the IZI App, which visitors could download and listen to the information as they follow the trail. QR Codes could also be utilised so visitors could investigate history further or have an interactive element which can bring history to life for the visitor.

Hughie Cameron Park Board Walk

The Hughie Cameron Park is situated in on High Street, Hillston surrounded by local businesses. A boardwalk bringing people out over the bank and the water of the river will help highlight the Lachlan River giving tourists views of the walking track as well as the suspension bridge. This project will allow the River to be enjoyed by visitors should another flood event occur which closes the Riverside Walking Trail.

Costings will need to be sourced however the proposed area would be extending from the existing boundary to the river 8 - 10 meters and continuing 20 - 30 meters along the river's edge.

Examples of the Barham River Boardwalk are shown below:



Black Stump Trail

Development of a Black Stump Trail, a driving route that would include interpretive signage depicting the folklore and the area through history.

This trail would direct tourists from the Black Stump Park in Merriwagga down Black Stump Road and onto McKinley Road, past the Memorial and onto the Gunbar Cemetery. Updating the current signage along the trail with installation of a gravel turning area / parking areas and inclusion of outdoor furniture at the memorial on McKinley Road.

Carrathool Caravan Park / RV Dump point

The township of Carrathool gets a number of curious travellers that camp down by the bridge or Pinkers beach and the suggestion has been raised with the local business that a RV dump point for their sewerage would be extremely useful.

Upon inspection there is an area that is utilised by some caravaners situated in Wade street just west of Pioneers Park, which could be developed to include a small unmanned caravan park with potentially 10 powered or unpowered sites.

Ardlethan have implemented a similar system in their main street to help promote business to the local café's and bowling club.

Ardlethan Camp:



Old Carrathool Bridge

The old Carrathool bridge is a heritage-listed bascule lift span bridge completed in 1922 and the lift span was last opened for river traffic in the 1930s. This historical bridge could benefit from installation of interpretive signage and a designated walking track to the bridge and across the bridge from the parking area.

Free Camp Area

With an influx of travellers touring Australia in caravans and Victorians escaping north away from the cold during the winter months a large number of caravans have been camping down by Jacksons Bridge, while the bulk of caravan goers are respectful of the area it is proposed that Council arrange this area to be a designated free camp area offering bins and bin collection, gravelled roads, parking areas and outdoor furniture such as table and chairs. The extent to which this work can go would vary and inclusion of walking paths from the area to the lake connecting the campers to the town could also be considered for future projects as well. This area is under the control of Local Land Services who would need to be consulted prior to the project.

Hillston Museum Project

The Hillston Museum, situated on the Kidman Way has potential as a popular tourist attraction for passing travellers through our area. However, the museum needs restoration. Currently the museum is opened by appointment only through the Historical Society. This project will look at how they operate their museums unsupervised, supplying those that enquire an entry code. The sites will need to have the appropriate signs for remote supervision and CCTV to mitigate risks to the public as well as offering security to the sites.

This project would consist of installation of the CCTV, signs as remote supervision, remote access gate system and restoration of the grounds and possibly some restoration to the building.

Rankins Springs Bird Watching Trail

This project would update the existing bird watching trails and restoration of the hides. This project would be in partnership with the Lachlan Fold Wildlife Group.

Paint the Clover Leaf Silo

The Silo Art Trail throughout Victoria and New South Wales is a drawcard for travellers. Painting the clover leaf silo at the eastern entry to Rankins Springs would provide a feature to the township. This project would also include entry to the silo from the Midwestern Highway and a parking/viewing area.

Rankins Spring Train Turntable

This is another area that could be developed to allow travellers to investigate the old infrastructure and history of the railways. The project would also include signage and a gravel car park.

Flat Mountain Bike Track – Bicycle Trails

Many visitors are now travelling with bicycles, to encourage these travellers to stop it is proposed to develop one or more bicycle tracks within the Shire.

Flat Mountain Bike Tracks are similar to pump tracks with raised sections, berms and other popular obstacles.

Alternatively, simple bicycle trails could be developed through some of our natural bush areas, such as the Bunyip walk at Goolgowi or the State Forest just outside Hillston.

It has become more and more common that people look for an adventurous activity while touring the country. This project would investigate the possibility to partner with State Forest's within our LGA to develop the bicycle riding tracks and trails.



Hillston Showground Amenities

The Hillston Show grounds host many events in the local community including the Hillston show, annual Races and more recently the Gap 440 show and shine. The amenities currently at the show grounds are not adequate for these events. This project would consist of constructing new amenities with the capacity to handle high usage during the events.

This project would be in partnership with the Hillston Showground Trust as the landowners.

Issues

Nil

Financial implications

Grant funding

Statutory implications (Governance including Legal)
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Nil

Policy implications

Nil

Risk implications

Nil

Community Strategic Plan

Nil

Recommendation:

<p>That Council determine projects to be developed, costed and scoped for inclusion in a “Shovel Ready” list.</p>
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10.20 2023-2024 Council Community Grants Scheme

GS:PGM:CGS

Author: Community Development Officer

Purpose: To advise Council of the Community Grant Applications received for 2023-2024

Separately Circulated: 2023-2024 Carrathool Shire Community Grant Scheme – Applications Assessment Summary

Background

Council has received 25 applications for the 2023-2024 Community Grants Scheme which closed on 2 August 2023. All applications meet relevant applicable criteria. Applications are listed below:

Applicant		Project Name	Amount Requested
GOOLGOWI			
1	Goolgowi CWA	Chair Replacement	\$1,350.00
2	Goolgowi Ex-Servicemen's Club	Coolroom Refurbishment Project	\$1,500.00
3	Goolgowi Public Hall	Upgrade/Replace Tables	\$1,500.00
SUBTOTAL			\$3,885.00
HILLSTON			
4	Hillston Baptist Church	Replace Floor Coverings – Kitchen	\$1,500.00
5	Hillston Bluebirds Rugby League Club	First Aid Training & Member Safety	\$1,500.00
6	Hillston Hogs Rugby Union Club	Long White Lunch	\$1,500.00
7	Hillston Hospital Auxiliary	Catering Equipment	\$1,500.00
8	Hillston Ladies Golf Club	Upgrade Heating & Cooling	\$1,500.00
9	Hillston Central School P & C Association	Point of Sale System – Canteen	\$1,500.00
10	Hillston Swans Football & Netball Club	Kiosk Equipment	\$1,500.00
11	Active Farmers – Hillston	Sporting Equipment	\$1,500.00
12	Willanthry Hall Sports & Social Club	Cement Cricket Pitch at Willanthry	\$1,500.00
13	Hillston Creative Arts Council	Artist Easels & Backboards	\$1,240.97
14	Hillston CWA	Bathroom Improvements – CWA Hall	\$1,500.00
15	Hillston Hook Line & Sinker Festival	Equipment & Advertising Upgrades	\$1,284.20
16	St Josephs School P & F Association	Pat O'Sullivan Memorial Chocolate Wheel	\$1,390.00
17	Hillston Basketball Association	New Equipment & Supplies	\$1,278.53
18	Hillston Show Society	Office Furniture Upgrade	\$1,500.00
SUBTOTAL			\$21,693.70
RANKINS SPRINGS			
19	Rankins Springs Golf Club	Block Out Holland Blinds	\$1,189.00
20	Rankins Springs Public School	New Library Shelving	\$1,500.00
21	Rankins Springs Rugby League Club	Canteen Equipment	\$1,039.79
22	Rankins Springs Pre-School	Climbing frame – Woodland Treehouse	\$1,500.00
23	Rankins Springs Progress Association	Rankins Springs Centenary Signs	\$1,500.00
24	Rankins Springs Progress Association	Centenary Fireworks	\$1,500.00
25	Rankins Springs Progress Association	Bus Hire for Centenary Tours	\$1,054.35
SUBTOTAL			\$9,283.14
CARRATHOOL & MERRIWAGGA			
No applications received			
SUBTOTAL			\$0
TOTAL			\$35,326.84

Financial implications

There is an allocation of \$22,500 for Community Grants within the current Council budget.

Statutory implications (Governance including Legal)

Nil

Policy implications

In accordance with Council's Donations/Assistance and Sponsorship Policy.

Risk implications

Nil

Community Strategic Plan

Goal 1 – Thriving and liveable communities

Goal 3 – Resilient and welcoming

Recommendation:

That Council consider all applications for community grants, and determine successful applications.

11. Committee Reports

12. Closed Council Reports

12.1 Hillston Medical Centre – Update

CP:LEA:HMC

Author: General Manager

Purpose: To provide Council with information regarding the status of the Hillston Medical Centre.

Background

Council is asked to consider this report Hillston Medical Centre – Update 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 Plant Update – New Item of Plant – 15 Tonne Excavator Tender 2023-003

TND2023-003

Author: Manager Fleet & Town Services

Purpose: Plant Replacement Report for August 2023.

Background

Council is asked to consider this report Plant Update – New Item of Plant Tender 2023-003 in Closed Council under the provisions of section 10A (c) of the *Local Government Act 1993*.

Financial implications

Nil

Statutory implications (Governance including Legal)

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

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

Policy implications

Nil

Risk implications

Nil

Community Strategic Plan

Nil

Recommendation:

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

12.3 Plant Update – Tender 2023-001 Plant Number 2052

TND2023-001

Author: Manager Fleet & Town Services

Purpose: Plant Replacement Report for August 2023.

Background

Council is asked to consider this report Plant Update – Tender 2023-001 Plant number 2052 in Closed Council under the provisions of section 10A (c) of the *Local Government Act 1993*.

Financial implications

Nil

Statutory implications (Governance including Legal)

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

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

Policy implications

Nil

Risk implications

Nil

Community Strategic Plan

Nil

Recommendation:

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

12.4 Plant Update – Tender 2023-002 Plant Number 3052

TND2023-002

Author: Manager Fleet & Town Services

Purpose: Plant Replacement Report for August 2023.

Background

Council is asked to consider this report Plant Update – Tender 2023-002 Plant number 3052 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*.

12.5 Plant Update –Plant Number 3062

PES:AD:PLD

Author: Manager Fleet & Town Services

Purpose: Plant Replacement Report for August 2023.

Background

Council is asked to consider this report Plant Update – Plant number 3062 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*.

12.6 Plant Update –Plant Number 3055

PES:AD:PLD

Author: Manager Fleet & Town Services

Purpose: Plant Replacement Report for August 2023.

Background

Council is asked to consider this report Plant Update – Plant number 3055 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*.

12.7 Hillston & Goolgowi Water Supply

WS:FCW

Author: Director Corporate & Community Services

Purpose: To provide a report on the position of the Hillston & Goolgowi Water Supply schemes.

Background

Council is asked to consider this report Hillston & Goolgowi Water Supply in Closed Council under the provisions of section 10A (c) of the *Local Government Act 1993*.

Financial implications

Nil

Statutory implications (Governance including Legal)

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

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

Policy implications

Nil

Risk implications

Nil

Community Strategic Plan

Nil

Recommendation:

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

13. Next Meeting

The next **Ordinary Meeting** of Council will be held at the **Hillston District Office** on **19 September 2023** commencing at **10.00am**.