



ORDINARY MEETING AGENDA

21 February 2023

Hillston District Office
139 – 146 High Street Hillston



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Definitions

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

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 HILLSTON DISTRICT OFFICE
TUESDAY, 21 FEBRUARY 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 20 December 2022

5. Business Arising

6. Motions & Questions (notice given)

7. Presentations/Public Addresses (where scheduled)

10.00 am Citizenship Ceremony:

Mrs Cheryl Watts

10.15 am Boorga Road:

Mr Brett Turner (Letter and photos included in envelope)

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 20 December 2022.

Background

Australia Day

Australia Day this year was held at the Goolgowi Swimming Pool. It was pleasing to see a good roll up of people from across all of our shire. The venue was well presented and functional on the day and without doubt all who attended had an enjoyable day.

Thank you to our Australia Day Ambassador Warren Potent for his attendance on the day. During his speech Warren touched on what it means to be an Australian, and how in small practical ways we can all contribute to ensure our country remains the best place in the world to live.

Warren talked about what it meant to him to be recognised for his achievements and the importance of the contribution made by people nominated for our Australia Day Awards to our local community.

Congratulations to all nominees and to the winners of the following 2022 categories:

Citizen of the year – Nick Smith

Junior Citizen of the year – Rankins Springs SRC & Students

Sportsperson of the year – Geoff Hale

Junior Sportsperson of the year (Secondary) – Jasvir Singh-Clark

Junior Sportsperson of the year (Primary) – Blake Blight

Community Event of the Year – Hillston Breast Cancer Awareness Fundraiser

Thank you to the Goolgowi P & C for providing the lunch on the day, Councillors who also attended, and to the staff involved who ensured the success of the event.

Groove on the Grass

On the evening of Australia Day entertainment was provided at the Goolgowi sportsground by the Capital Club Band.

This event rounded out activities for the day and was appreciated by the residents. Also thank you to the Goolgowi Rabbitohs Rugby League Football Club for their assistance through the evening.

Hillston Pool Party

Council again conducted a Pool party at Hillston on Saturday 28 January. This was well supported with over 150 people attending the event. A BBQ lunch, ice creams and other treats were provided to patrons on the day. Despite the 40 degree plus day all indications are that the event was a success.

Flood Event

While the immediate concern of flooding has passed with the river receding, the clean up continues and Council is assessing and repairing damage to infrastructure across the shire. Works to repair, on roadwork in particular could extend over a two year period.

It was a devastating time for many of our rural producers with domestic, infrastructure, stock and crop losses. If community members who have been impacted by the flood have not sought recovery assistance, I would encourage all to contact Service NSW on 13 77 88 or visit the webpage; www.service.nsw.gov.au/guide/storm-and-flood-recovery

I was also able to catch up with Sam Faraway in early January when he came to announce the Stronger Country Communities Fund grants. Naturally roads where the topic of conversation.

Recommendation:

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

9. Delegates Report

9.1 Western Riverina Libraries Committee Report

CS:LPIA:WRL

Author: Cr Julie Potter

Purpose: To provide Council with a report of the Western Riverina Libraries Committee meeting held 24th November 2022 and Carrathool Shire Library Updates.

Background

A Western Riverina Libraries Committee meeting was held via zoom, and was attended by Cr Julie Potter and Library Manager Helen Underwood.

Issues

Western Riverina Libraries Annual Report 2021/2022

The annual report was presented. A statistical overview of WRL indicated that there were 139,000 visits to the library, 187,683 books borrowed and 21,086 website visits, 20,042 members which equates to 43.9% of the population

Library Management System Review - Library Management System (Spydus) Update

A review of the Library Management System utilised by WRL has determined that Spydus by Civica is the preferred option. It is anticipated the cost savings for Western Riverina Libraries could be up to \$100,000

Training in the use of the system commenced in February 2023.

Carrathool Shire Library 70th Birthday

On 13 December 2022 the library held a children's party event to celebrate the Carrathool Shire Free Public Library's 70th birthday.

Mobile Library – Carrathool Shire and Narrandera Shire

The Mobile library had not been delivered to the Griffith City Council depot by the time the WRL meeting was held in November. It was discussed at the meeting to hold a launch for the new mobile library. Carrathool Library staff were hoping to show the van off in March 2023 at the upcoming WRL March meeting. The new mobile library has been delivered in December 2022. An induction on the vehicle took place on 2 February 2023 for Narrandera and Carrathool library staff. Narrandera Shire is rostered to use the van first.

Local Special Projects Funding - Carrathool Shire Library

Projects to be undertaken include digitise historical records, author visit to celebrate book week, youth gaming, chairs, signage, shelving, collections, reprinting historical book "Where the River Divides".

Seniors Festival 2023

The 2023 Seniors Festival Luncheon was held at Tony's Restaurant. Over 70 Seniors attended the event. Andrew Cottrill from the NBN gave a presentation on SCAMS. How to avoid them and what to look out for. Andrew has plans to return to the Library with follow up workshops for Seniors over the next few months. Proposed workshops include: How to use digital devices and more in-depth workshops on SCAMS.

Financial implications

Nil

Statutory implications (Governance including Legal)

Nil

Policy implications

Nil

Risk implications

Nil

Community Strategic Plan

Goal 4 – Reliable and Relevant Services.

Recommendation:

That Council note the Western Riverina Libraries Committee report and Carrathool Shire Library Updates

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.

1848/ 19.10.21 – Economic Development Unit Report – October 2021

Responsible Officer: CDO

DECISION	ACTION TAKEN
That the EDO investigate possible grant funding for research and publication of other historically significant sites throughout the Shire.	Pending, contact being made with historians in the Griffith Area

0054/ 15.02.22 – Remote Roads Upgrade Pilot Program

Responsible Officer: ADIS

DECISION	ACTION TAKEN
Nominate Mt Grace Rd gravel resheeting project under this program .	Advice received December 2022 that funding agreement soon to be prepared.
Council fund the co-contribution of 20% (\$234,000) from roads reserve	

0124/ 19.04.22 – Hillston Caravan Park – Stormwater Drainage Improvements

Responsible Officer: ACPPO

DECISION	ACTION TAKEN
3. finance the stormwater drainage improvements of \$160,000 from the Hillston Caravan Park Reserve.	Application was unsuccessful.

0169/ 17.05.22 – Land Plane/Scraper Test

Responsible Officer: DIS

DECISION	ACTION TAKEN
Council undertake a trial to determine the suitability to repair a section of Mossgiel Road using Cr Geoff Peters equipment.	Pending.

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	To be undertaken when river subsides.

0293/ 20.09.22 – Electric Vehicle Charging Stations

Responsible Officer: ADIS

DECISION	ACTION TAKEN
Item 3. A feasibility study be done at no cost to Council for EV Charging Stations at Rankins Springs, Goolgowi, and Hillston.	Pending – report will be provided.

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.	Manager Building & Regulatory Services advises contractor in discussion with Department of Planning.

0317/ 20.09.22 – General Road Conditions Update

Responsible Officer: ADIS

DECISION	ACTION TAKEN
Council approach landholders to reinstate borrow pits on roads with poor drainage excavated material to be used on road surface.	Discussion held with landowners differing ideas being evaluated. Not getting any traction.
Allocate \$80,000 to resheet the southern section of Pinteebakana Rd with little or no gravel.	Completed
Identify suitable roads where cutbacks can be dragged onto road surface and commence this practise ASAP.	To commence following dry weather.
Discuss and investigate with landowners in the southern area on problem roads, the possibility of draining water from the roads through paddocks towards the flow of natural water courses.	Discussions being held with landowners. Pending weather conditions

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.

0368/ 21.11.22 – Hillston Caravan Park Cabins Repairs/Replacement

Responsible Officer: ACD&PM

DECISION	ACTION TAKEN
Expression of Interest to sell cabins 10 & 12	Underway - EOI outcome report to Council in new year

0386/ 20.12.22 – Carrathool Potable Water Supply - Snapshot

Responsible Officer: MWS

DECISION	ACTION TAKEN
A further report on water charges be presented to the March Meeting.	Pending

Recommendation:

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

10.2 Precip of Correspondence

GOV:MCCC:MRPC

Author: General Manager

Purpose: Matters for consideration by Council.

Information Items: 10.2.1 Catherine King MP
 10.2.3 Rankins Springs P & C
 10.3.4 Carrathool Jockey Club

10.2.1 Catherine King MP – Mt Grace Road

Confirming the approval of the project under the Remote Roads Upgrade Pilot Program, stating that financing documents will soon be made available to Council however not to commence works prior to approval and that works are to be completed by December 2024.

Recommendation:

Council note the advice that the Mt Grace Road funding is soon to be provided by the Federal Government.

10.2.2 TfNSW – Road Maintenance Council Contract (RMCC)

Informing Council that the current contract expires on 30 June 2023 and that TfNSW proposes to review the contract that it will offer to Council from 1 July 2023. In order to propose a new contract formal notice has been given in accordance with clause 33.1 of the termination of the current arrangements.

TfNSW have been informed that Council meet each month on the third Tuesday and any new contract will be subject to Council resolution. TfNSW was also requested to provide full and complete documentation for Council information well prior to the commencement date of any new contract.

Recommendation:

That Council note the termination of the Road Maintenance Council Contract arrangements with TfNSW on 30 June 2023 and that, future contracts will be subject to Council decision.

10.2.3 Rankins Springs P & C Golf Day – Requesting Sponsorship

Informing Council that the 43rd Annual Golf Charity Day will be held Saturday 18 March 2023, to raise funds for Rankins Springs Public School.

Council have contributed in the past. There are several different sponsorship packages on offer ranging from \$1000 to \$100.

Recommendation:

For Council determination.

10.2.4 Carrathool Jockey Club – Requesting Assistance

Requesting Council undertake mowing of the grounds throughout the year. Stating it takes them approximately one hour every six to eight weeks.

(GM Note: Council currently has one employee located at Carrathool working 20 per week. There is a mower down there which would need to be driven to and from the racecourse as there is no trailer. Concerns are raised that a quick run over with the mower will develop into further maintenance activity over time.)

Recommendation:

For Council Determination.

10.2.5 NSW Electoral Commission

Providing Council with an estimate of \$28,982 to conduct the 2024 general Council elections. This figure is based on the election being fully contested. Further stating increases in costs that support the increase.

(GM Note: The cost of the 2021 election was \$25,687.)

Recommendation:

That Council note the estimate of \$28,982 provided by the NSW Electoral Commission to conduct the 2024 Council elections.

10.2.6 Hon. Alister Henskens MP

Informing Council of a successful grant application of \$188,000 to upgrade lighting at the Goolgowi Sportsground under the Female Friendly Community Sports Facilities program. Further stating that the grant will improve facilities for both female and male participants.

Recommendation:

That Council note the successful funding application of \$188,000 to upgrade the lighting at the Goolgowi Sportsground, funded by the NSW Office for Sport.

10.2.7 Country Mayors Association of NSW

Providing Council with a copy of the State Election Priorities document which has been communicated to various electoral proponents. Further informing Council that there is a political leaders forum to be held 21 February 2023. Both documents are included in the business paper envelope for Council information.

Recommendation:

That Council note the State Election Priorities, and the Political Leaders Forum information provided by Country Mayors Association of NSW.

10.3 Closure of Council Offices for Union Picnic Day

PER:IR:UM

Author: HR/WHS & Risk Coordinator

Purpose: To advise the date for Union Picnic Day

Background

The *Local Government (State) Award 2020*, which currently covers employees of Council, provides for the granting of a Union Picnic Day (for Union members) on a day which is agreed between the Council and the Union.

Council's picnic day has traditionally been taken on the Tuesday following Easter, which will be Tuesday 11 April, this year.

The United Services Union (USU) has requested that Council's current financial Union members be granted the picnic day on Tuesday, 11 April 2023.

It has also been past practice to grant the picnic day to all permanent employees of the Council and it is requested that Council continue this practice.

Therefore, it is recommended that Council agree that the Union Picnic Day be held on Tuesday 11 April 2023 and that in keeping with past practice, Council approve special leave for that day to all permanent employees.

Due to Picnic Day the Council offices, library and depots will be closed. The normal advertisements will be placed to advise of the closures.

Issues

Nil

Financial Implications

Nil

Statutory Implications (Governance including Legal)

Local Government (State) Award 2020 requirement

Policy Implications

Nil

Risk Implications

Nil

Community Strategic Plan

Nil

Recommendation:

That Council note that the Union Picnic Day will be held on Tuesday 11 April 2023 and that in keeping with past practice, Council approve special leave for that day to all permanent employees.

10.4 Caravan Parks - Operations

CP:MAINT:CP

Author: General Manager

Purpose: To update Council as to the operations of the caravan parks to 31/12/2022.

Background

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

Goolgowi Caravan Park

Contains 16 sites of which power are available to 13. The standard of amenities is considered satisfactory and requiring only ongoing maintenance.

Rankins Springs Caravan Park

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

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

Goolgowi

INCOME	2019/20	2020/21	2021/22	31/12/22
Fees & Charges	\$22,670	\$18,128	\$29,675	\$19,740
EXPENDITURE				
Rates/Charges/Insurance	\$5,765	\$5,812	\$5,117	\$4,238
Electricity	\$4,575	\$3,197	\$4,933	\$3,873
Maint. & Repairs	\$25,590	\$28,304	\$26,508	\$16,657
	\$35,930	\$37,313	\$36,588	\$24,768
(DEFICIT)	(\$13,260)	(\$19,185)	(\$6,883)	(\$5,028)

Rankins Springs

INCOME	2019/20	2020/21	2021/22	31/12/22
Fees & Charges	\$13,880	\$11,776	\$14,335	\$7,054
EXPENDITURE				
Rates/Charges/Insurance	\$2,088	\$2,918	\$3,304	\$2,051
Electricity	\$3,613	\$2,816	\$3,216	\$1,531
Maint. & Repairs	\$44,342	\$51,796	\$48,537	\$28,915
	\$50,043	\$57,530	\$55,057	\$32,497
(DEFICIT)	(\$36,163)	(\$45,754)	(\$40,722)	(\$25,443)

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	2019/20	2020/21	2021/22	31/12/22
Cabin Rent	\$288,266	\$332,731	\$392,472	\$198,836
Site Rent	\$73,205	\$106,773	\$130,643	\$71,139
Sundry Income	\$10,273	\$15,229	\$11,478	\$4,990
	\$371,744	\$454,733	\$534,593	\$274,965
EXPENDITURE				
Wages	\$167,672	\$126,630	\$141,847	\$83,271
Rates/Charges/Insurance	\$17,274	\$22,190	\$24,014	\$20,685
Electricity	\$42,013	\$35,435	\$36,793	\$23,178
Maintenance & Repairs	\$63,160	\$63,774	\$80,492	\$29,396
	\$290,119	\$248,029	\$283,146	\$156,530
SURPLUS/(DEFICIT)	\$81,625	\$206,704	\$251,447	\$118,435

Financial implications

The day to day operations now appear to be providing a surplus which allows for required maintenance and on the capital improvements that will be necessary.

At the April 2022 meeting Council resolved to finance stormwater drainage works of \$160,000 from the Hillston Caravan Park Reserve which prior to the committed expenditure of \$160,000 had a balance of \$437,888.

Subsequently the Crown Reserve Improvement Fund opened and an application was made under this program for funding to carry out these works. Announcements of the successful application will be made in November 2022. As advised to Council in May it would be prudent to defer the works until outcomes of the funding are known. Council is still waiting for the determination from Crown Lands as to funding arrangements. Council staff followed up the status of this grant and were informed it was still being determined.

Statutory implications (Governance including Legal)

Nil

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 report on the operations of its three caravan parks to 31/12/2022.

10.5 Disaster Ready Fund Round 1, 2023-2024

GS:PRO:GP

Author: General Manager

Purpose: To inform Council of the opening of applications for the Disaster Ready Fund Round 1.

Background

Council has been notified that the Australian Government has opened round one of the Disaster Ready Fund. Only Australian State and Territory governments are eligible under the fund to apply for funding.

Issues

The Disaster Ready Fund is a one billion dollar fund committed over the next five years with \$200 million available each year to state and territory governments. The NSW Reconstruction Authority will co-ordinate the applications and has complete discretion on what projects are put forward for ministerial approval.

Eligible projects include infrastructure projects and systemic risk reduction projects such as capacity building planning and enhanced decision making. At the discretion of the applicant other organisations including local government can be invited to be involved. There is a minimum 50% contribution of expenditure required from applicants. There is a minimum project spend of \$7.5 million per state.

It would be expected that any applications submitted by the NSW government would have different priorities than Carrathool Shire Council and it would be anticipated major flood issues and bushfire response / prevention would be high on the list. The program is over five years and undoubtedly processes after the first year will become clearer.

Financial Implications

Nil

Statutory Implications (Governance including Legal)

Nil

Policy Implications

Nil

Risk Implications

Nil

Community Strategic Plan

Nil

Recommendation:

That Council:

1. note the opening of the Disaster Recovery Fund Round 1, 2023-24.
2. note that applications are open only to state and territory governments.
3. note the program is over five years and review potential opportunities at the opening of each new funding round.

10.6 Regional Drought Resilience Planning Program, 2022-2024

GS:PRO:GP

Author: General Manager

Purpose: To inform Council of the introduction of the Regional Drought Resilience Program.

Background

The NSW government is funding programs to develop drought resistance plans that can be implemented by Councils to manage future drought risks. The program is available from 2022-2024 to support local government consortiums to develop the Regional Drought Resilience Plan.

Issues

Council was originally included in the consortium group consists of Griffith, Leeton, Narrandera and Murrumbidgee Shire Councils. Following discussion with Hay Shire Council and Regional NSW department approval has been given for Hay and Carrathool to form a consortium seeing as there are many commonalities not aligned with the original geographic determinations. It is anticipated application will be made to the second round of funding opening in June for the 2023-24 financial year.

The program aims to build capacity and empower regional communities to plan and act early to reduce and respond to drought risks. The development of the drought plans should consider and develop:

- Growing the self-reliance and drought resilience of regional communities including the agricultural sector.
- Improving the natural capital of agricultural landscapes for better environmental outcomes.
- Strengthening the wellbeing and social capital of rural, regional and remote communities.

Financial Implications

Should the application be successful the consortium may receive \$200,000 for the development of the drought plan that covers the drought resilience of the region.

A further \$250,000 will be available for implementation once the plan is completed and demonstrates that it meets the requirements of the funding deed.

Statutory Implications (Governance including Legal)

Nil

Policy Implications

Nil

Risk Implications

Nil

Community Strategic Plan

Nil – An initiative of the NSW state government.

Recommendation:

That Council:

1. note the introduction of the Regional Drought Resilience Planning Program, 2022-2024.
2. note Carrathool Shire and Hay Shire Councils will form a consortium for the purpose of the development of the plan.

10.7 Regional and Local Roads Repair Program

GS:PRO:GP

Author: General Manager

Purpose: To provide Council with information regarding the above grant funded program.

Background

In January the NSW government announced a \$500 million grant package to address issues across the state road network following the recent flood events. This follows from the \$50 million pothole repair package announced in late 2022. The funding has been split, Regional / Rural Councils \$280 million and Urban / Metro Councils \$220 million.

Issues

Council received \$896,464 as its share of the Pothole repair funding program in 2022. Funding was based on the length of local and regional roads within the shire. This \$500 million program is based on the same criteria. Council staff have submitted an application for funding due to the closing date of 20 January 2023.

Recent information has been provided allocating Council \$4,760,000 under this program.

Under the program the works are permitted only on local and regional roads. The funding will cover:

- Corrective Maintenance and
- Renewals
- But not upgrades.

Corrective Maintenance Includes:

- Patching
- Heavy Patching
- Smoothing and reshaping
- Drainage and Culverts
- Renewal Works
- Limited Rehabilitation

Asset upgrades that go beyond renewals by creating new assets thereby significantly enhancing the asset are not permitted. An asset renewal which is allowable will bring an asset to its as new condition – but not beyond.

Repairs to bridges are not permitted however culvert work is permitted.

The guidelines indicate the government will move quickly to determine allocations once the funding applications close.

Financial Implications

Councils will receive 100% upfront funding once funding deeds are signed.

Statutory Implications (Governance including Legal)

Nil

Policy Implications

Nil

Risk Implications

Council has been in receipt of several sources of funding recently which have project completion deadlines and while this funding must be expended by February 2024 it would be appropriate to build on funding resources with earlier completion dates.

Community Strategic Plan

Goal 2 – Accessible and Connected Community

Recommendation:

That Council:

1. **note the provisions of the Regional and Local Roads Program that closed in January 2023.**
2. **note Council has received \$4,760,000 under this program.**

10.8 Stronger Country Communities Fund

GS:PRO:GP

Author: General Manager

Purpose: To inform Council of the outcome of the Stronger Country Communities Fund Applications Round 5

Background

In September 2022 Council submitted an application for four projects under the Stronger Country Communities Fund (SCCF) Round 5. The projects totalled \$867,998.

Issues

In January Council received notification it had been successful in three of the projects and partially successful in Community Infrastructure Project however, the Rankins Springs Caravan Park had been deemed as not meeting the guidelines. This was the upgrade of the office and provision of a storage shed at the park in total \$38,040 leaving Council with projects totalling \$829,958. It is understood that additional funds were provided to the community groups that applied in the shortfall amount to Council.

The following projects were approved by the NSW government and contains the projects identified by Council at the August 2022 meeting.

PROJECT 1 Hillston Water Tower	PROJECT 2 Lake Woorabinda Upgrade	PROJECT 3 Community Infrastructure Projects		PROJECT 4 Town Beautification Projects	
Design	BBQ	Merriwagga Hall	\$79,544	Town Signage	\$52,017
Painting	Shelters	Pinkers Beach	\$64,979	Rankins Springs Footpath	\$50,350
Cleaning	Fountain	DA & Contingency	\$17,000	Contingency	\$12,000
Sealing	Signage / Artwork			Settlers Park Irrigation	\$39,650
\$280,680	\$228,714	\$166,547		\$154,017	

The funding deed has now been signed and projects are ready to commence subject to availability of tradespeople.

Financial Implications

The projects are fully funded and costed accordingly however recent experience has shown that costs do rise from the time of application to approval to completion. Most contractor quotes only remain valid for 30 days and these quotes are sourced and required to be provided with the application which in this situation was three months earlier than notification of approval.

Statutory Implications (Governance including Legal)

Nil

Policy Implications

Nil

Risk Implications

There could be some increase in cost due to inflation and as with past practise should they be material in nature will be reported to Council when known.

Community Strategic Plan

Goal 1 – Thriving and Liveable Communities

Recommendation:

That Council note the status of the application for Stronger Country Community Funds Round 5, and note the approved projects;

Project 1 Hillston Water Tower	\$280,680
Project 2 Lake Woorabinda Upgrade	\$228,714
Project 3 Community Infrastructure	\$166,547
Project 4 Town Beautification	\$154,017

10.9 NSW Recovery Grants Program

GS:PRO:GP

Author: General Manager

Purpose: To inform Council of the introduction of the NSW Recovery Grants Program. This program is advertised by the Office Local Government.

Background

The Local Government Recovery Grants Program will provide up to \$1,000,000 to Councils impacted by the recent natural Disasters. There are specific guidelines detailing criteria, eligible and ineligible projects along with the administrative arrangements. Complete reporting requirements are yet to be finalised.

Issues

The objective of the grant is to:

- Facilitate community relief and recovery following the disaster event, and;
- Promote projects that increase disaster resilience to reduce the impact of future disaster events.

Councils are required to submit a Program of Works, including a program budget that make up eligible costs. This program of works is to be submitted within 3 months of receipt of funds. Work must be completed by 30 June 2025.

For Councils declared under natural disaster events in 2022 and not having received funding before, the following eligibility criteria must be met:

- Diverse local recovery needs are balanced.
The community must have a demonstrated need for the projects and or outcomes.
- Alignment
The Project must contribute to community relief / recovery after an eligible event. Promote or increase disaster resilience.
- Local Support and Delivery
The community supports the project, should optimise local and indigenous employment.
- Feasibility
Risks and consequences are acceptable.
Can demonstrate delivery capacity, Council can demonstrate how infrastructure can be maintained and cost schedules.

Project Categories

Social or/and Economic Recovery, activities that support social support, economic recovery, tourism and small business initiatives, projects that support not for profit groups.

Example:

- arid zone botanic garden
- buy Local Campaign
- mental health and support programs
- evacuation and relief centre
- upgrade SES facilities

Built and / or Environmental Recovery, activities that address the causes of risks and hazards, and implement disaster reduction initiatives across built and natural environment. Reconstruction of assets **directly impacted** by the event not covered by other disaster funding arrangements. However, it does not include the building of new infrastructure which did not exist prior to the event.

Example:

- upgrading stormwater gates and pump sumps
- permanent levee structure around water supply and sewer pump stations
- upgrading retention pits in town and associated draining works.
- building infrastructure to mitigate risk
- damage to parks and gardens, walking tracks, playing fields, river creek banks

Resilience, programs and activities designed to support ongoing sustainability and preparedness for natural disaster.

Example:

- purchasing essential critical equipment
- rebuilding community networks
- workshops and forums to address sustainability of community

Business as usual costs and other operational core responsibility costs cannot be included in the program.

Financial Implications

Eligible projects and programs are fully funded to a maximum of one million dollars of the grant offer.

Statutory Implications (Governance including Legal)

Council is eligible under AGRN 1034, NSW Severe Flooding from 14 September 2022 onwards.

Policy Implications

N/A

Risk Implications

Council will need to identify and cost projects that meet eligibility criteria and be able to deliver by 30 June 2025.

Community Strategic Plan

N/A recovery following natural disaster.

Recommendation:

That Council nominate projects or programs that meet the criteria and these projects be costed and confirmed at the April 2023 meeting.

10.10 Works Schedule – 2023/24

GS:PGM:GEN

Author: General Manager

Purpose: To inform Council of the potential works schedule for the coming financial year.

Background

Council has received substantial grant money over the recent past and it is expected more will become available over the next few months in particular relating to roadworks. This report will provide Council with a snapshot of works and funding obligations for the immediate future.

Issues

There will be a much greater amount of roadwork scheduled, it is anticipated that Council may receive the following grant opportunities over the next 12 to 18 months.

Grant	\$	Time Frame
Regional Road Block/Repair	1,900,000	30/06/2024
Fixing Local Roads (anticipated)	900,000	28/02/2025
Fixing Country Roads (anticipated)	2,000,000	28/02/2025
Roads to Recovery	100,000	30/06/2024
Pothole Repair (Underway)	800,000	30/12/2023
Regional & Local Roads Repair	4,760,000	29/02/2024
Local Government Recovery Grant	1,000,000	30/06/2025
Flood Repair (potentially)	10,000,000	30/06/2025
Remote Roads Pilot Program (Mt Grace)	900,000	30/06/2024
Total	22,360,000	

Council also has various other grant funded programs to complete, most of them are in hand and scheduled for completion in the near future.

There are also several other funded projects and should Council be successful in obtaining these they will also be completed in the coming two years.

Financial implications

Several funded projects have tight completion deadlines and many are interdependent and need to compliment various work schedules. Given the amount of roadwork to be undertaken in the next year it is likely Council will need to undertake only essential reactive maintenance, suspend Council funded capital roadworks and place the bulk of its own funds normally allocated for roadworks into reserve. This can be discussed fully at the roads committee meeting planned for the April meeting of Council.

Statutory implications (Governance including Legal)

Council needs to be aware that it has a balancing act in that it is required to maintain its own spend on roadworks to be eligible for future Roads to Recovery funding. Council also need to expand grant money for the purpose for which it is obtained.

Policy implications

As the amount of funding is unusually large council will need to deal with policy issues on a case by case basis.

Risk implications

Careful planning and sequencing of work will be required to obtain best value for the community while meeting deadlines and objectives of the various funding programs.

Community Strategic Plan

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

Recommendation:

That Council note the anticipated funding and roadworks activity expected to be undertaken within the 2023/24 and 2024/25 financial years.

10.11 Hillston Floodplain Risk Management Study and Plan (Draft Report)

GS:PRO:FMG:2019-20

Author: General Manager

Purpose: To provide Council with the **urban** flood study management plan information.

Attachments: FRMC minutes – November 2022

Separately Circulated: Hillston FPRMS FWC Presentation – Catchment Simulation Solutions.

Hillston FPRMS Final Report and Appendices

Background

Council through the Floodplain Management Committee has for some time been developing the “Hillston Flood Plain Risk Management Study and Plan”. The committee has endorsed the plan and recommended to Council that the final draft be approved.

Issues

This plan is the Hillston Urban Plan and not the rural floodplain plan 2005 referred to by Council during the recent flood events. Discussion with the Department of Environmental and Planning is that the Lachlan River Floodplain Management Plan will be reviewed in the near future.

Once adopted by Council the data and plan will be uploaded to the departments portal which will then allow applications to be made to fund the options identified in section eight of the report as opportunity becomes available.

When all data has been uploaded Council will have completed the final milestone for this project.

Financial Implications

Nil

Statutory Implications (Governance including Legal)

The Hillston Urban Flood Study is required for Council to avail themselves of any funding opportunity to mitigate flood risks in Hillston.

Policy Implications

N/A

Risk Implications

Nil for this process.

Community Strategic Plan

Goal 4.1 – Maintain functional and attractive built environment.

Recommendation:

That Council:

1. **note the minutes of the FRMC meeting held in November 2022,**
2. **endorse the Hillston Floodplain Risk Management Study and Plan noting it is for the urban area of Hillston.**

ATTACHMENT

 <p>Carrathool Shire Council</p>	<p>Carrathool Shire Council Hillston Flood Study & Floodplain Management Study Meeting</p>
	<p>Date: 03 November 2022</p> <p>Time: 10.00am</p> <p>Location: Hillston District Office/Zoom</p>

Minutes

PRESENT: Prawi Woods (Catchment Simulation Solutions)
 Steve Manwaring (DPIE)
 Bert Breuling (Carrathool Shire Council)
 Geoff Peters (Councillor/Committee Member)
 Peter Hognno (Committee Member)
 Kent Burgess (Committee Member)

ABSENT: John Millay (Committee Member)
 Chris Potter (Committee Member)
 David Fensom (Councillor/Committee Member/Chair)
 Craig Ronan (SES)

TOPIC OF DISCUSSION		ACTION
1.	Welcome of all attendees <ul style="list-style-type: none"> o Advised that presentation will be given by Prawi Woods (Catchment Simulation Solutions) 	
2.	Apologies received from David Fensom (Committee Member/Chair)	
3.	Update from Catchment Simulation Solutions:- <ul style="list-style-type: none"> • Some minor changes made to final Study & Plan from Craig Ronan – SES. • No submissions received during the public exhibition conducted in Hillston by Tim Morrison 	
4.	Committee endorsed the submission to Council of the final Floodplain Risk Management Study and Plan. Moved: B Breuling Seconded: Kent Burgess	
5.	General Business <ul style="list-style-type: none"> • S Manwaring asked about handover of documentation – hard copy or via the portal. • B Breuling advised that Council would require hard copies x 2 – Prawi Woods to provide. • S Manwaring suggested that the final milestone claim be processed as soon as possible as the finalisation of this project may work 	

	<p>favourably with regard to the current funding request for the feasibility study of the Eastern Levy/Bypass .</p> <ul style="list-style-type: none"> • S Manwaring suggested that Council may want to look at a variation for the Riverbank Stabilisation project in view of the rising river conditions. CW to check on status of this. • P Hogno advised that he had been in contact with local Police regarding an illegal levee bank. He has contacted Natural Resource Access regarding this. • B Breuling advised that there is some erosion at a point on the Lachlan Street Levee – it has been stabilised and Council are monitoring it regularly. The Eastern Levee has been sandbagged and Council are happy that the levee is secure. • S Manwaring raised the importance of collecting as much flood intelligence as possible during this current flood situation. • P Hogno advised that the flood water had finally reached the high bank. • G Peters advised that he had been contacted by A Cashmere regarding issue at Clifton Channel – in 2016 the bank was breached and may need to do again. B Breuling to make contact with A Cashmere and J Singh regarding issue. • P Hogno advised that the channel on Merungle Road is still in place despite assurance from land holder some time ago that it would be removed. • S Manwaring advised that water is soon to be released from Barren Box swamp by MI. B Breuling advised that Council had been in constant communication with GCC regarding this issue. 	
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MEETING CLOSED: 11.00AM

10.12 Unsupervised Swimming Pool

CP:USE:SP

Author: Acting Community Development & Project Manager

Purpose: To Provide Council with information so an informed decision can be made with respect to unsupervised swimming pool.

Background

Council operates two swimming pools at Hillston and Goolgowi.

Council has, to date, struggled to employ adequate numbers of casual lifeguard staff to supervise swimming pools. Despite repeated advertising, liaising with employment agencies, schools, and community groups limited applicants apply each year for the positions. This results in frequent swimming pool closures, manning of pools with staff at penalty rates and complaints from the community about Council's inability to provide the service in hot summer months.

Additionally, this has resulted in the reduction of the Hillston Swimming pool to 3 hours on a standard weekday 7.5 hours during school holidays. Goolgowi Swimming pool has been operating as an unsupervised facility for the majority of this season with no issues reported in concern to not having a supervisor at the pool.

Issues

To help encourage further use of Councils Swimming facilities it is proposed that council implement unsupervised swimming pool similar to what has been implemented at Goolgowi and reduce or waive entry fees to the facilities.

Unsupervised Pool

The proposal to conduct these operations has been utilised at Regional and Remote Council facilities including multiple Council Sea Baths operated by coastal Councils. State-wide Mutual members have utilised unsupervised operations, the underwriters accept liability risk on approved operation systems which include documentation and inspection regime.

JLT Public Sector Account Manager and Regional Risk Manager can assist in establishment and review of systems and signage requirements. Associated Mutual Councils are also available to assist in development of documentation and access systems.

Unsupervised pools require:

- Approved signage to be determined and installed in accordance with the State-wide Best Practice Manual 'Signs as Remote Supervision'.
- Swimming Pool Management Plans to be updated to provide pool facilities which promote a healthy lifestyle and social interaction for the residents and visitors of the Hillston areas.
- Swimming Pool Operations Manuals to be updated to provide site specific information and evidence of compliance to regulations and WHS Policy.
- Reference to and compliance with the NSW Government Practice Note 15, Water Safety, revised *October 2018*. This is the principal reference document in relation to the specific day to day management of swimming pools.
- Personal Access (PA) gates fitted with Mag locks and accessed via a card reader or similar.
- Possible CCTV monitoring
- Patrons to attend Council offices to undertake a pool induction process including paying for and receipt of a card to access the swimming pool. It is proposed to include all immediate family members on one card signatory list.

Entry Fee

Currently both Swimming facilities have an entry fee of:

- \$3.50 13yrs +
- \$2.50 under 13
- \$2.00 for spectators and seniors
- \$70 Individual season pass
- \$140 Family season pass

While Goolgowi is unsupervised it is only accessible to season ticket holders and entry fees are taken at the gate only on weekends and public holidays. Income sits as of the end of January at \$12,570 for Hillston and \$3,500 for Goolgowi this is including season ticket takings and entry takings at the gate.

It is suggested that in order to increase usage of the facility Council consider the fees applicable for the use of the pool.

Security of the facility can still be maintained through use of the “pass card system” with a security deposit being required for the issue and return of the card.

Financial implications

Reduction in supervisory costs

Hillston Pool Wages 23/24	\$40,000
Hillston Pool Wages Weekends Lifeguard Only	\$17,000
Saving	\$23,000

Initial capital costs

PA Gate Magnetic Lock Gate	\$15,000
Signs for Remote Supervision	\$2,000
Camera System	\$5,000
Public Access Defibrillator	\$3,000
Total	\$25,000

Admission fee.

Current Income Hillston Pool	\$13,000
Current income for Goolgowi Pool	\$4,000
Proposed Income for Hillston Pool	\$0
Proposed Income for Goolgowi Pool	\$0
Total	(\$17,000)

Statutory implications (Governance including Legal)

In accordance with NSW Government Practice Note 15, Water Safety, revised July 2018
 In accordance with “Signs as Remote Supervision”

Policy implications

In accordance with the Councils Risk Management Policy:

Risk implications

Council's Risk Management Policy and Framework is consistent with AS/NZS ISO31000:2018 and provides the foundation for the effective management of Council's strategic and operational risks. A Risk Assessment must be undertaken to inform the strategies and actions to address risks associated with the management and operation of all Swimming Pools.

Community Strategic Plan

Goal 4 – Reliable and relevant services

Recommendation:

That Council:

- 1. give consideration to the non supervised operation of the Hillston Swimming Pool**
- 2. seek community feedback regarding the proposal.**
- 3. develop costings to enable non supervised operation of the Hillston pool**
- 4. consider the cost of admission fees for unsupervised swimming facilities in the 2023/24 fees and charges**

10.13 Infrastructure Report

RD:IR

Author: Director Infrastructure Services

Purpose: To Summarise Infrastructure Services Activities for December 2022 to January 2023.

Attachment: Register of Roads Maintenance

Background

Reporting Period 26 November 2022 to 20 January 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:

Temporary Pavement Repair (m²)		Mowing and Slashing (hect)		Maintenance Grading (cl km)	
Back Hillston Road	40	Carnells Road	3.728	Arcadia Lane	2
Bretags Road	20	Lachlan River Road	13.576	Back Hillston Road	1.5
Bringagee Road	13	Mitchells Road	2.28	Bakers Road	4.4
Cahills Road	150	Smith Road	2.52	Barrys Scenic Drive	5
Carrathool Road	1847	TOTAL	22.104	Belaley Road	6
Dumossa Road	20	Servicing Signs (ea)		Berangerine Road	7
Erigolia Road	2651	Mount Grace Road	4	Blackgate Road	5
Lachlan River Road	272	TOTAL	4	Booligal Road	1
Melbergen Road	450	Replace Signs (ea)		Carnells Road	7
Murrumbidgee River Road	2186	McKinley Road	2	Chedburgh Road	1
Parslows Road	10	TOTAL	2	Crows Nest Road	2
Pinteebakana Road	30	Accident/Vandalism/Storm (ea)		Eight Mile Tank Road	14.5
Regent Street	20	Sloans Road	1	Girdlers Road	3
Roto Road	1973	TOTAL	1	Goorawin East Road	4
Schmetzers Lane	150	Heavy Patching (m²)		Gunbar Road	3.5
Zara Street	200	Back Hillston Road	30	Johnstons Road	4
TOTAL	10032	Bales Road	40	Jones Road	1
Vegetation Control (ea)		Erigolia Road	34	Kites Road	5.5
Lachlan River Road	1	Square Well Lane	110	McKinley Road	27.5
TOTAL	1	TOTAL	214	McMasters Road	1
		Inspect Regional & Local Roads (ea)		Melbergen Road	16.2
		Cannards Road	1	Mitchells Road	20.8
		Eight Mile Tank Road	1	Mount Bingar Road	6
		Pinteebakana Road	1	Pinteebakana Road	18
		Streets Road	1	Pleasant Valley Road	19
		TOTAL	4	Ryans Road	1
				Square Well Lane	1.4
				The Bluff Road	3
				Watkins Road	2.5
				Whitton Stock Route	19.1
				TOTAL	212.9

Regional Roads

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

Description	244R Tabbita Lane	321R Rankins Springs Rd	368R The Springs Rd	501R Lachlan Valley Way	80R Mossgiel Rd	371R Lake Cargelligo Rd
Temporary Pavement Repair (m ²)	2811	1645		40	65	
Edge Repair (m)					50	
Mowing and Slashing (hect)				3.6		
Litter and Amenity Maintenance (job)				7		
Installation of New Culverts				2		
Maintenance Grading (cl kms)			8.3	6	19.8	

TfNSW Road Maintenance Council Contract

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

Code	Description	Unit	Accomplishment
A-312	Trim Tree Branches	each	20
A-428	Service Rest Area	each	25
C-111	Safety Inspection	km	635
C-201	Repair Pothole	m	105
C-202	Repair Pavement Edge	m	20
C-203	Repair Wearing Surface	m ²	12
C-204	Minor Pavement Patching	m ²	4806
C-301	Remove Dead Animal	each	3
C-614	Reinstate Sign	each	2
S-242	Resheet Shoulder	km	2.42
S-272	Sweep Road Pavement	km	19.36
S-615	Scheduled Sign Replacement	each	4

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		19				19
Footbridge Maintenance	1200						0
Drainage & S/Water	1510						0
Sign Maintenance	1610						0
Sign Replacement	1620						0
Resealing	4000						0
Mowing	5100	1	171	97		77.50	346.50
Slashing	5200	13.75	4	231.50	5	67	321.25
Spraying	5300		18	69.50			87.50
Tree Maintenance	5400	13	15.50	79		2	109.50
Tree Removal	5410						0
Watering	5500	20.50	36.50	133	1	18.50	209.50

Weeding	5600	4.50	7.50	121		33.50	166.50
Mowing – Stan Peters Oval	5710			40.50			40.50
Slashing – Stan Peters Oval	5720						0
Spraying – Stan Peters Oval	5730			7.50			7.50
Watering – Stan Peters Oval	5740			31.50			31.50
Weeding – Stan Peters Oval	5750			35			35
Playground Equipment	5800			5.50			5.50
Litter Collection	6100	4	25	42	14	31	116
Street Sweeper	6200		14	38			52
Hand Broom Gutters	6300			15.50		8.50	24
Toilets	6400	4	18	46.50	13.50	7.50	89.50
Footpath Maintenance	7100			18			18
Clear Culverts	7100	2.50					2.50
Street Maintenance	7200			7.50		81	88.50
Miscellaneous Items	7500						0
Playground Inspection	7510						0
Office	7520						0
Town Improvements	7530						0
Graffiti Removal	7540						0
Park Furniture/Fences	7540			52		2.50	54.50
Total Hours per Town		63.25	328.50	1070.50	33.50	329	1824.75
Town % of Total Hours		3.47%	18%	58.67%	1.84%	18.03%	

Sewer Maintenance

Description	Mainline Choke	Service line Choke	Pump Station Fault	Pressure Sewer Fault	STW – Screen Unit Fault
Hillston		3	4		
Goolgowi					
Rankins Springs Sullage					
Totals		3	4		

Water Maintenance

Description	Mainline Breaks	Service line Breaks	Water Meter/Tap Leaking	Pump Station Faults	Telemetry Faults	Replaced Meter	New Connection
Hillston			5	1	9		
Langtree (Langtree Bore/Merriwagga/Goolgowi)					1		
Yoolaroi/Goolgowi Rural (Palmyra to Y4 & Y5/Y6)	4			13			
Bunda/Goorawin	4						
Carrathool							
Merriwagga Village							
Goolgowi Village Raw							
Goolgowi Village Potable							
Rankins Springs Potable		1	1				
Rankins Springs Raw Town			1	2			
Rankins Springs Rural		1					
Melbergen	5		2				
Total	13	2	9	16	10	0	0

Project Updates:

The Springs Road MR368 Pave and Seal Project:

The construction crew have started the 2.2km Pave & Seal Project after the completion of MR368/Cowper Street works. 150mm Gravel has been transported and spread along the site during the previous Financial Year. The construction crew will rework and compact the existing gravel pavement prior to applying a 14/7seal.

Cowper Street Heavy Vehicle By-Pass:

Works have recommenced and earthworks and primary seal have been completed by week ending 10 February. A reseal is scheduled for late March and line marking several weeks after that.

Rankins Springs Road MR321 Flood damage Repairs:

A single culvert has been installed at a damaged causeway on MR321 and 4 defects are being rehabilitated to repair flood damage. The Heavy Patch Crew will move onto the Carrathool Road Bridge over the Murrumbidgee River to rehabilitate a 12m road width defect on the Northern approach to the bridge. Once the works are completed, the crew will commence the RMS Work Orders at Kidman Way MR410.

Flood Recovery:

Council staff are busy completing the application for the permanent repair works for submission to TfNSW for determination.

Hillston Sewer Re-lining:

Works have now been completed.

Hillston Water Main Replacement – Burns Street:

Works are continuing on the water main replacement in Burns Street. Planned water disruption are scheduled for Tuesday 28 February and Thursday 2 March. Works will be completed shortly afterwards.

Goolgowi Water Main Replacement – Stipa Street:

Works have now been completed, only road rehabilitation remains.

Issues

Nil

Financial Implications

Nil

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 Infrastructure Report for February 2023.

ATTACHMENT





Register of Local Road Maintenance

Road Hierarchy Number	Road Name	Road No.	Date Last Maintenance Grading Carried Out	Quantity (cl km)
2	Alexanders Road	102	16/09/2020	3.00
	Alpens Lane	131	NIL	0.00
6	Altys Road	103	10/12/2020	1.90
6	Andersons Lane	105	25/08/2022	8.20
6	Andersons Road	104	8/09/2020	1.50
7	Arcadia Lane	106	14/12/2022	2.00
6	Audrey Lea Road	107	22/08/2019	22.60
6	Avondale Road	108	3/08/2020	4.00
2	Back Hillston Road	109	14/12/2022	1.50
4	Bakers Road	110	3/01/2023	4.40
	Bales Avenue	101	23/10/2019	4.00
2	Bandys Road	204	4/08/2021	1.40
6	Barrys Road	112	14/12/2021	3.00
4	Barrys Scenic Drive	113	29/11/2022	5.00
7	Belaley Road	114	18/01/2023	6.00
7	Berangerine Road	115	20/01/2023	7.00
4	Billings Road	116	10/11/2022	7.00
3	Black Stump Road	118	19/10/2021	35.00
6	Blackgate Road	117	9/12/2022	5.00
3	Booligal Road	119	16/12/2022	1.00
4	Boorga Road	120	10/11/2022	5.00
	Bradys Road	121	SEALED	
7	Bretags Road	122	11/05/2022	1.00
7	Brewer Road	123	25/06/2022	3.00
3	Bringagee Road	124	SEALED	0.00
6	Bunda North Road	125	1/08/2022	3.50
2	Bunda Road	126	30/06/2022	9.50
6	Burchers Road	127	5/09/2022	2.00
7	Burgess Lane	128	22/07/2020	3.00
2	Cahills Road	129	SEALED	
3	Cameron Road	130	14/09/2022	11.50
7	Campbell Lane	240	2/09/2021	0.80
6	Cannards Road	133	3/11/2021	2.30
6	Carnells Road	132	12/12/2022	7.00
2	Carrathool Road	134	10/05/2021	27.00
7	Carrego Lane	135	22/07/2019	9.00
	Chedburgh Road	136	19/12/2022	1.00
6	Clare Road	111	6/08/2020	2.00
7	Coates Lane	137	29/09/2020	1.40
6	Coombie Road	138	13/09/2021	16.00
2	Crows Nest Road	139	20/01/2023	2.00
5	Darts Road	140	25/09/2019	13.14
6	Dirrung Road	141	22/07/2022	10.00
6	Dumossa Road	142	8/09/2022	13.00
6	Eight Mile Tank Road	143	12/01/2023	14.50
2	Erigolia Road	144	SEALED	
6	Euratha Road	146	25/08/2021	15.80
7	Five Oaks Road	147	22/08/2022	12.50
6	Flanagans Lane	148	30/09/2022	5.00
2	Foys Road	149	17/08/2021	2.00

7	Gandys Road	150	3/06/2021	1.30
2	Garrong Road	151	31/10/2022	3.00
7	Girdlers Road	153	13/12/2022	3.00
6	Goorawin East Road	154	2/12/2022	4.00
6	Goorawin Road	155	19/02/2021	8.00
5	Greenhills Road	156	10/11/2022	16.50
6	Grieves Road	157	18/02/2022	22.30
2	Gullifers Road	158	21/02/2022	2.30
7	Gunbar Road	159	14/12/2022	5.50
7	Halcyon Park Road	160	9/03/2022	3.00
6	Heaths Road	161	24/08/2022	2.00
5	Higgins Lane	162	22/01/2021	16.60
6	Hillmans Lane	163	16/02/2022	5.50
6	Holdens Road	164	26/07/2022	4.60
6	Huxleys Road	165	14/09/2022	5.50
2	Ilkadoon Road	166	30/10/2022	5.50
6	Jardines Road	167	15/02/2022	5.00
6	Jennings Road	168	20/09/2022	9.50
6	Johnstons Road	169	4/01/2023	4.00
5	Jones Road	170	6/12/2022	1.00
6	Killara Road	171	30/09/2020	6.12
6	Kites Road	172	15/12/2022	5.50
2	Lachlan River Road	173	2/05/2022	0.80
2	Langtree Road	174	11/08/2022	18.40
2	Lowlands Road	175	7/09/2022	7.00
6	Luelfs Road	176	15/10/2021	9.86
2	Mallee Downs Road	177	14/07/2022	9.50
7	Mallee Point Road	178	23/11/2017	1.50
6	Matakana Road	179	3/12/2020	10.90
2	McDonalds Road	180	20/07/2022	14.50
7	McGills Road	181	8/11/2022	1.00
7	McKays Road	182	3/08/2022	6.50
	McKenzies Lane	183	8/06/2021	1.00
2	McKinley Road	184	12/12/2022	27.50
2	McMasters Road	185	5/12/2022	1.00
7	McRaes Road	186	24/01/2018	4.00
2	Melbergen Road	187	7/12/2022	13.20
	Mena Road	266	20/03/2012	1.00
6	Merri Road	152	24/08/2022	2.00
5	Merriwagga Road	190	4/11/2019	2.50
4	Merrondale Lane	188	20/09/2022	6.00
6	Merungi Road	191	10/11/2022	5.50
2	Merungle Road	192	11/10/2022	1.00
7	Mitchell Track	189	23/11/2017	4.50
2	Mitchells Road	193	15/12/2022	12.80
6	Monia Gap Road	202	30/06/2022	1.00
7	Moores Road	195	19/08/2019	1.00
2	Motts Road	196	26/07/2022	4.00
4	Mount Bingar Road	197	20/12/2022	6.00
3	Mount Daylight Road	198	24/06/2022	37.00
5	Mount Grace Road	145	4/10/2022	2.00
7	Muirheads Road	199	4/02/2021	4.00
4	Munros Road	200	21/03/2022	7.00
3	Murrumbidgee River Roa	201	SEALED	

6	Nancarrows Lane	203	6/07/2022	23.00
	Norwood Lane	205	14/07/2022	2.70
6	OBriens Road	206	17/11/2022	3.50
7	ODonnells Road	207	20/03/2018	4.00
6	OKeeffes Road	208	16/09/2021	7.50
7	Old Gunbar Road	209	25/07/2019	9.50
2	Parkers Road	210	25/01/2022	4.50
3	Parrs Road	211	15/06/2022	17.70
6	Parslows Road	212	3/08/2021	3.30
7	Parsons Road	213	12/01/2018	1.20
7	Paton Road	214	9/09/2021	1.80
2	Peters Road	215	2/09/2022	15.50
3	Pinteebakana Road	216	12/01/2023	18.00
6	Pleasant Valley Road	217	6/12/2022	19.00
5	Prestage Road	218	22/03/2022	1.00
7	Pulletop Road	219	24/08/2022	1.50
7	Ravenshaw Road	220	NIL	0.00
5	Redbank Road	221	23/06/2022	23.10
6	Reids Road	222	25/08/2021	8.50
6	Richards Road	223	6/10/2021	8.00
7	Roberts Road	224	14/02/2022	3.00
PRV	Rothdene Lane	242	8/09/2022	1.60
2	Roto Road	225	18/08/2022	16.50
6	Ryans Road	226	5/01/2023	1.00
	Saleyard Lane	194	12/08/2015	3.00
6	Sawmill Road	227	12/10/2022	1.00
6	Schmetzers Lane	228	6/10/2021	6.50
2	Schneiders Road	229	19/01/2022	4.70
	Simpkins Lane	231	17/03/2020	2.00
6	Sloanes Road	232	2/09/2022	7.70
6	Smith Road	267	SEALED	
7	Square Well Lane	233	12/01/2023	1.40
7	Stackpoole Road	234	22/08/2018	7.00
7	Stewarts Lane	235	30/06/2022	9.80
6	Streets Road	236	20/09/2021	8.90
6	Swansons Road	237	6/07/2022	3.30
5	Taylor's Road	238	26/07/2022	5.50
6	The Bluff Road	239	7/12/2022	3.00
6	Trida Road	241	30/09/2022	18.30
6	Tysons Road	243	22/02/2022	2.00
7	Vaggs Road	244	30/07/2019	7.70
6	Vearings Road	245	21/08/2020	13.00
6	Wakefield Road	246	30/09/2020	13.00
2	Wallanthery Road	247	15/06/2022	27.50
7	Wandella Road	248	NIL	0.00
7	Wantwood Road	249	7/07/2022	4.50
6	Warburtons Lane	230	8/07/2022	11.00
6	Watkins Road	250	14/01/2023	2.50
7	Watsons Road	251	14/01/2021	15.00
6	Weavers Road	252	19/07/2022	10.00
6	Wee Elwah Road	253	7/02/2022	15.50
6	Wells Road	254	6/07/2022	17.00
7	West's Road	255	13/09/2021	9.00
4	Whealbah Road	256	29/07/2022	31.00

4	Whealbah Road	256	29/07/2022	31.00
6	Whitton Stock Route Roa	257	12/01/2023	19.10
7	Wild Horse Tank Road	258	3/09/2021	9.50
6	Wiltshires Road	259	10/02/2022	2.00
5	Wollarma Road	260	24/08/2022	2.00
7	Wongalea Road	261	11/07/2022	4.50
6	Woods Lane	262	28/09/2021	5.00
7	Wrights Lane	263	NIL	0.00
7	Youngs Road	264	24/09/2020	2.30

	> 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	

10.14 Establishment of the Rankins Springs Flood Study Committee

GS:PRO:RS:FMP0006:21-22

Author: Director Infrastructure Services

Purpose: To establish a committee for the Rankins Springs Flood Study

Background

Council were successful in securing funding to undertake a Flood Study of the Rankins Springs area – in particular the area around Sims Gap which has been subject to flash flooding. The study is being undertaken by Catchment Simulation Solutions who have recently undertaken the Floodplain Study and Plan for Hillston.

As part of the Terms of Reference it is a requirement that a committee be established consisting of:-

- Up to three council members
- Up to three local residents
- One representative from DPIE (Steve Manwaring)
- One representative from SES (Craig Ronan)
- Council’s Director Infrastructure Services

Issues

In order to meet the Terms of Reference required, Council needs to nominate up to three Councillor representatives and seek three nominations from the local community. One of the Councillors will also chair the meetings.

Council has three Councillors on the Lachlan Floodplain Management Committee, Cr Jardine, Peters and Fensom. It is suggested these Councillors also be Councils delegates to the Rankins Springs Flood Study Committee, similar in how they also represent Council on the Hillston Flood Study Committee.

Financial implications

Funding Deeds have been signed and funding already approved. Councils’ contribution for the project is \$17,052 and the Office of Environment and Heritage will contribute \$102,318.

Statutory implications (Governance including Legal)

Nil

Policy implications

Nil

Risk implications

It is prudent to conduct a flood study in Rankins Springs township to identify areas prone to flash flooding from the surrounding areas, most notably Sims Gap.

Community Strategic Plan

- Goal 1: Thriving and liveable communities
- Goal 2: Accessible and connected
- Goal 4: Reliable and relevant services

Recommendation:

That Council nominate the delegates of the Lachlan Floodplain Management Committee Crs Jardine, Peters and Fensom as its delegates to the Rankins Springs Flood Study Committee.

10.15 Request to go to Tender – Gravel Production

TND2022-004

Author: Director Infrastructure Services

Purpose: To request approval from Council to go to tender for the Drilling, Blasting, Crushing of Gravel

Background

The existing contract 2017-005 Drilling, Blasting, Crushing of Gravel ends in April 2023.

Issues

Council needs to go to tender and enter a new contract for production of road base materials to be used on future capital and maintenance projects.

Financial implications

The cost of gravel supply/production is included in approved capital work projects. The cost for Council to produce its own gravel under contract is cheaper than purchasing similar products from external suppliers.

Statutory implications (Governance including Legal)

Local Government Act 1993 Sect 55
 Local Government (General) Regulation 2021 – Part 7

Policy implications

In accordance with the Councils Procurement and Credit Card Policy: 166

Risk implications

Council producing its own gravel source will reduce the cost of road construction works.

Community Strategic Plan

Goal 2: Accessible and connected

Recommendation:

That Council select the open tender method in accordance with clause 166a of the Local Government (General) Regulation 2021 for the Drilling, Blasting, Crushing of Gravel.

10.16 Barry Scenic Drive Proposed Amendment to Local Roads Capital Project

RDS:LRD:BSD

Author: Manager Infrastructure Services

Purpose: To inform Council of a proposed amendment to a Capital Project on the above subject.

Background

At Council Roads Committee Meeting held on 19 April 2022, it was recommended to Council that a concrete causeway be constructed on Barry Scenic Drive for a cost of \$100,000.

Issues

After the recent stormwater inundation, and consultation with local landowners it has been suggested by Cr WR Kite that instead of Council constructing a concrete causeway, this project be replaced by installing two box culverts. The project cost will be the same.

Financial Implications

Nil, as this money has already been allocated in the 2022/23 budget.

Statutory Implications (Governance including Legal)

Nil

Policy Implications

Nil

Risk Implications

Nil

Community Strategic Plan

Goal 2 – Accessible and Connected
 Goal 4 – Reliable and Relevant Services

Recommendation:

That Council approve the change in the project on Barry Scenic Drive from installation of a concrete causeway to installing two box culverts with no alteration in project cost of \$100,000 as recommended to Council from the Roads Committee.

10.17 Tender – Supply and Delivery of Fuels and Lubricants

TND 2022-003

Author: Manager Fleet and Town Services

Purpose: To request approval from Council to call tenders for supply and delivery of fuels and lubricants.

Background

Councils current contract for the Supply of Fuels and Lubricants expired in December 2022

Issues

This contract will exceed the tender regulation threshold of \$250,000 and therefore must be tendered. It is recommended that Council use the open tendering method.

The selection criteria and specifications will be based on the following:

- Cost of supplied goods to Council
- Suitability to Council operations
- Ability to supply both depot stock fuel and lubricants as well as in the field mobile fuel trailers.

Financial Implications

Nil

Statutory Implications (Governance including Legal)

Local Government Act 1993

Local Government (General) Regulations 2021 – Reg 166,167

Policy Implications

In accordance with the Councils Procurement and Credit Card Policy: 166

Risk Implications

Nil

Community Strategic Plan

Goal 5 – Civic Leadership and Governance

Objective 5.2.1 – Manage contracts and resources efficiently to ensure strongest financial outcome and suitability to Council operations.

Recommendation:

That Council:

1. **select the open tender method for the Supply and Delivery of Fuels and Lubricants for a term of 36 months commencing from day of acceptance with an extension option of a further two terms of 24 months,**
2. **note that tender submissions will be the subject of a report to Council at a later date for determination.**

10.18 Plant Report

PES:MAIN:PSR

Author: Manager Fleet & Town Services

Purpose: Plant Report as per 8 February 2023

Background

PLANT NO	HOURS KMS	TYPE	DETAILS
3069	2,072 hrs	John Deere Tractor	Replace LH front wheel centre. (Crack found)
2578	12 yrs old	Tri star Side Tipper	Replace burnt out tarp control electric motor.
5126	849 hrs	Husqvarna ride on Mower	Replace deck spindle and stone shield deflector.
2075	78,009 kms	Hino Tipper	Free up seized tail gate hinges.
2072	78,168 km	Paveline tar truck	Replace hydraulic hose on controls for emulsion.
2545	22 yrs old	Tieman water tanker	Replace water pump hydraulic drive motor.
2069	298,761 km	Kenworth truck	Replace rear diff housing gasket.
5129	1,829 hrs	Kubota Mower	Replace windscreen. (hit by rock)

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 8 February 2023.

10.19 Development Applications - December 2022 / January 2023

GOV:MTG:CR

Author: Manager Building & Regulatory Services

Purpose: Development Applications & Determinations – December 2022 / January 2023

Background

Lodgements

Type/No.	Name	Address	Development
DA2023/014	Moora Farming Pty Ltd	12577 Kidman Way Hillston NSW 2675	2 x Machinery sheds
DA2023/003 REVIEW	Jeegar Property Holdings Pty Ltd	6-8 Bank Street Hillston NSW 2675	4 x Manufactured dwellings
DA2023/015	Tidebill Pty Ltd	'Garrong' 1256 Tabbita Lane Goolgowi NSW 2652	Machinery storage shed
DA2017/033 MODIFICATION	Delta Poultry Pty Ltd	'Allwood' Tabbita Lane Tabbita NSW 2652	Poultry Production Facility
DA2015/040 MODIFICATION	Riverina Poultry Pty Ltd	'Allwood' Tabbita Lane Tabbita NSW 2652	Poultry Production Facility
DA2023/016	Carrathool Shire Council	Moira Street Goolgowi NSW 2652	Chemical storage shed
DA2023/017	Carrathool Shire Council	22-40 McGregor Street Hillston NSW 2675	Subdivision
DA2023/018	Transport for New South Wales	Midwestern Highway Erigolia NSW 2669	Demolition of Railway section hut
Total Estimated Value of Works			\$810,113.00

Determination: Approved

Type/No.	Name	Address	Development	Processing Time
DA2023/013	Narelle & Shane Slade	12 Molesworth Street Hillston NSW 2675	Demolition of Dwelling Destroyed by Fire	6
DA2023/014	Moora Farming Pty Ltd	12577 Kidman Way Hillston NSW 2675	2 x Machinery sheds	34
DA2023/015	Tidebill Pty Ltd	'Garrong' 1256 Tabbita Lane Goolgowi NSW 2652	Machinery storage shed	5

Issues

Nil

Financial implications

Nil

Statutory implications (Governance including Legal)

Nil

Policy implications

Nil

Risk implications

Nil

Community Strategic Plan

Nil

Recommendation:

That the Determinations for Development Applications received for December 2022 and January 2023 be noted.

10.20 Variations to Development Standards – 2022 Last Quarter

DBC:STD:BR

Author: Manager Building & Regulatory Services

Purpose: Variations to Development Standards approved October to December 2022

Background

Planning Circular PS 20-002 sets out certain procedural and reporting requirements for the processing of Clause 4.6 LEP variations to development standards. This report addresses those requirements for Quarter 4 (Q4) from October to December 2022.

Issues

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

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

No Development Standard variations were approved for Quarter 4 of 2022.

Financial implications

Nil

Statutory implications (Governance including Legal)

Nil

Policy implications

Nil

Risk implications

Nil

Community Strategic Plan

Nil

Recommendation:

That Council note the Clause 4.6 LEP Variations to Development Standards received for October - December 2022.

10.21 Development Application 2023/003-Use of Land to Install 4 Manufactured Dwellings

DA2023/003

Author: Manager Building and Regulatory Services

Purpose: Request to amend Development Application Conditions

Background

At the ordinary Council meeting on 20 September 2022, Council resolved to approve Development Application 2023/003-Use of Land to Install four (4) manufactured homes, subject to the conditions imposed including additional conditions relating to fencing, landscaping and rubbish bins screens. The proposal is to be located at lots 30 & 31, Section 7, DP 3357, 8 Bank street Hillston.

Issues

Since the approval, Council staff Bert Breuling (ADIS) and Jason Nicholson (MBRS), have met with the applicant on site to go through a number of conditions that the applicant would like Council to review. This type of review is permissible for an applicant to request under Section 8.2 of the *Environmental Planning and Assessment Act 1979*. The conditions that the applicant requests to be reviewed are listed below, with staff response;

HEALTH AND AMENITY

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

The applicant has quoted requirements from the New South Government which governed by the *Protection of the Environment Operations Act 1997*. Council enforce noise complaints during the day whilst the Police are responsible for complaints made after hours. However, Council has placed the same condition on similar developments in the past without complaint. This condition gives Council extra comfort to act on complaints if they arise. Staff recommend this condition not be deleted.

ENGINEERING REQUIREMENTS

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

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

Applicants Request

No traffic control plan required, as per site visit by Jason and Bert.

Staff Response

This is a requirement of Council Infrastructure Department for all works carried out within Council's road reserves and therefore Council staff recommend the condition not be deleted.

22. VEHICULAR ACCESS WITHIN ROAD RESERVE

Vehicular access within the road reserve must be constructed to Council standards, at full cost to the developer, by a licensed Council approved contractor.

Applicants Request

We would like to get more detailed information on what we need to build from our side. full road planning and upgrade is a huge cost for us, and it would make the project non-feasible; we would respectfully like the council to reconsider this condition.

Staff Response

The applicant has misinterpreted this condition, as it only requires access from the edge of the carriageway to the applicant's front boundary to be constructed in accordance with Council's standards, and therefore staff recommend this condition not be deleted.

24. ALL WEATHER ACCESS, MANOEUVRING & PARKING

All weather access, manoeuvring and parking areas being provided and maintained within the site.

Applicants Request

As per site visit by Jason and Bert, the parking and manoeuvring area can be finished with compacted gravel inside the property.

Staff Response

The applicant appears to agree with the requirement of this condition and therefore no changes to the condition are recommended.

25. CAR PARKING – LAYOUT

The car park and all associated facilities must be laid out in accordance with Australian Standard AS2890.2 2002.

Applicants Request

This plan was submitted after the site visit. (Attached in this submission)

Staff Response

The applicant has provided plans which show eight (8) carparking spaces and staff will ensure that the car parking spaces comply with the relevant Australian Standard at the final inspection and prior to the issue of any completion certificate.

26. The applicant is to continue Council's kerb and gutter infrastructure along the northern and southern boundaries for the duration of the applicant's Lot along Bank Street. The new kerb and gutter is to match the existing kerb and gutter in McGee Street. The new kerb and guttering should include provisions for drainage where necessary.

Applicants Request

We would like the council to reconsider this condition and permit us to build the kerb and gutter only on our land boundary.

Staff Response

As the proposal will create stormwater drainage issues, it is recommended by the Infrastructure Department along with the Building and Regulatory Services Department that this condition not be amended, however Council could consider funding the length of kerb and gutter along Bank Street and charge the applicant for his portion only. The remaining length of kerb and gutter in Bank Street will be charged to the owner of lot 27, Section 7, DP3357, 4 McGee Street as part of a Development Application for four (4) short stay units approved at a previous Council Meeting.

PRIOR TO THE COMMENCEMENT OF ANY WORKS

27. The road surface is to be upgraded to Council's specifications for the duration of Bank Street. The applicant is to provide a road construction plan in accordance with Council's guidelines, for approval, prior to works commencing on site.

Applicants Request

Full Road planning and upgrade is a huge cost for us, and it would make the project non-feasible; we would respectfully like the council to reconsider this condition.

Staff Response

It is necessary for Bank Street to be upgraded to comply with Council' standard will create extra traffic movements in the street and this should not be the responsibility of Council nor a burden to other

ratepayers. Therefore, staff recommend this condition not be deleted as it is a legitimate condition on developments that have the potential to create many more traffic movements in the locality.

28. A kerb inlet drainage pit is to be installed near the intersection of Bank Street and McGee Street so that stormwater is disposed of in a satisfactory manner. All drainage works are to comply with the provisions of AS/NZS 3500, at the applicant's cost.

Applicants Request

Storm water can be disposed of on Gilmore Lane as discussed with Jason and Bert, so we won't need any kerb, gutter, and drain pit, on bank street please confirm.

Staff Response

Despite the applicant's recollection, staff **did not** agree at the site meeting that storm water can be disposed of to Gilmore Lane. Staff with the applicant explored the possibility but the levels of the site would not allow stormwater to be disposed of to Gilmore lane. Also disposing of stormwater in Gilmore Lane would create water drainage issues for adjoining and adjacent landowners in the vicinity of the proposed development. It is recommended this condition not be deleted.

31. The applicant is to submit to Council for approval, a detailed plan showing the proposed perimeter fence. The side and rear fence should be a colorbond fence 1.8 meters in height where practical, while the front fence is to be constructed so as to shield the development from the road. The fence is to be the same colour as the roof on the dwellings.

Applicants Request

Side and rear fence will be 1.8m High and the front fence will be 600-800mm high. Same colour as the roof of the houses.

Staff Response

The applicant's response is noted, however a detailed plan of the proposed fencing has not been submitted as required by the condition. Therefore, staff recommend this condition not be deleted

32. The applicant should supply Council with a detailed landscaping plan, along with a landscaped maintenance schedule. Landscaping must be maintained on the subject land, with the replacement of failed plants, a regular mowing schedule, regular maintenance on irrigation systems, and rubbish removal. The plan should also include details on how the rubbish bins will be screened from public view.

Applicants Request

A detailed Landscaping plan showing the bins area, post box area and all plants has been submitted after the site meeting. The landscaping and lawn area would be maintained every 6-8 weeks as per seasonal need.

Staff Response

The applicant has submitted a site plan showing the landscaping along with the bin area. The screening of the bin area will be checked at the final inspection to ensure it meets Councils requirements. Therefore, staff recommend this condition not be deleted.

Summary

Council staff at the request of the applicant, have carried out a Section 8.2 review of certain conditions of DA 2023/003. As a result of this review, the recommendation as made below is referred to Council for its determination.

Financial implications

Nil

Statutory implications (Governance including Legal)
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Nil

Policy implications

Nil

Risk implications

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

Community Strategic Plan

Goal 1 - Thriving and Liveable Communities

Objective 1.1.1 - Land Use planning supports population and business growth

Recommendation:

That Council resolve to approve staff recommendations in the above report in respect to the request by the applicant to review various conditions of DA 2023/003 under Section 8.2 of the *Environmental Planning and Assessment Act 1979*.

10.22 Finance Report – Statement of Bank Balances – December 2022

FMAN:FREP

Author: Director Corporate & Community Services

Purpose: Statement of Bank Balances – December 2022

Background

The reconciliation of Council's main bank account with the cash book controls within Practical (Council finance software) for the month of December 2022 has been completed, as shown in the table below:

Statement of Bank Balances as at 31 December 2022				
CASHBOOK SUMMARY				Data for December 2022
Balance As at 1/12/2022 (Consolidated Funds)				\$357,686.48
		Add For December 2022	Total for 01/07/2022 to 30/06/2023	
Rates/Water/Debtor Receipts	\$4,702,259.41	\$391,546.75	\$5,093,806.16	
Investments Recalled	\$7,048,028.08	\$500,000.00	\$7,548,028.08	
RMS - RMCC, Block, Repair	\$1,040,586.33	\$0.00	\$1,040,586.33	
RMS - Bridge	\$0.00	\$0.00	\$0.00	
RMS - Flood Damage	\$70,400.00	\$0.00	\$70,400.00	
RMS - Regional Roads	\$0.00	\$0.00	\$0.00	
Grant - Roads to Recovery Program	\$770,836.00	\$0.00	\$770,836.00	
FAG - General & Local Roads	\$991,374.00	\$0.00	\$991,374.00	
All Other Misc Grant Payments	\$195,225.68	\$161,299.13	\$356,524.81	
Planning Receipts	\$342,047.00	\$29,849.00	\$371,896.00	
Plant / Property Trade-Ins & Sales	\$451,145.02	\$99,906.00	\$551,051.02	
Other Receipts	\$1,401,225.24	\$253,600.42	\$1,654,825.66	
Sub Total Receipts	\$17,013,126.76	\$1,436,201.30	\$18,449,328.06	\$1,436,201.30
		Add For December 2022	Total for 01/07/2022 to 30/06/2023	
LESS PAYMENTS				
Wages (Net of PAYG & Other Deductions)	(\$2,475,900.53)	(\$483,614.10)	(\$2,959,514.63)	
Plant Acquisitions	(\$722,165.32)	\$0.00	(\$722,165.32)	
Invested	(\$5,523,176.32)	\$0.00	(\$5,523,176.32)	
Other Creditors Payments	(\$8,093,130.13)	(\$940,403.89)	(\$9,033,534.02)	
Sub Total Payments	(\$16,814,372.30)	(\$1,424,017.99)	(\$18,238,390.29)	(\$1,424,017.99)
Cashbook Balance 31/12/2022				\$369,869.79
BANK STATEMENTS				
Opening Balance 01/12/2022 (CSC's CBA Main Transaction Account)				\$350,085.61
Less Bank Payments				(\$1,373,843.39)
Plus Bank Receipts				\$1,393,254.57
Total As Per Bank Statements				\$369,496.79
Plus Unpresented Deposits				\$373.00
Less Unpresented Cheques				\$0.00
Reconciliation Cash Book Balance to Bank Statements 31/12/2022				\$369,869.79

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 December 2022 and confirm payment of accounts as summarised in the reconciliation statement totalling \$1,424,017.99.

10.23 Finance Report – Investments Schedule – December 2022

FMAN:FREP

Author: Director Corporate & Community Services

Purpose: Schedule of Investments – December 2022

Background

A complete listing of Council's investments as at 31 December 2022 is detailed below. A summary of opening and closing investment balances together with an analysis of movements during the month of December 2022 is included on the following page.

CARRATHOOL SHIRE COUNCIL INVESTMENTS - 31 DECEMBER 2022							
Last Month @ 30/11/22	Financial Institution	Date Raised	Interest Rate	Duration (Days)	Maturity Date	Current Month @ 31/12/22	Change
\$516,736.75	CBA	10-Oct-22	3.45%	91 Days	09-Jan-23	\$516,736.75	\$0.00
\$536,381.49	CBA	29-Sep-22	3.98%	180 Days	28-Mar-23	\$536,381.49	\$0.00
\$508,389.39	CBA	19-Oct-22	3.52%	90 Days	17-Jan-23	\$508,389.39	\$0.00
\$500,000.00	CBA	15-Dec-22	3.92%	90 Days	15-Mar-23	\$507,146.99	\$7,146.99
\$512,740.79	CBA	29-Sep-22	3.85%	151 Days	27-Feb-23	\$512,740.79	\$0.00
\$507,455.46	CBA	21-Oct-22	3.71%	122 Days	20-Feb-23	\$507,455.46	\$0.00
\$506,602.72	CBA	28-Nov-22	3.66%	91 Days	27-Feb-23	\$506,602.72	\$0.00
\$507,112.40	CBA	29-Nov-22	3.71%	90 Days	27-Feb-23	\$507,112.40	\$0.00
\$504,290.72	CBA	27-Sep-22	3.72%	120 Days	25-Jan-23	\$504,290.72	\$0.00
\$507,423.74	CBA	31-Oct-22	3.64%	91 Days	30-Jan-23	\$507,423.74	\$0.00
\$509,159.12	CBA	29-Sep-22	3.71%	120 Days	27-Jan-23	\$509,159.12	\$0.00
\$508,969.28	CBA	04-Oct-22	3.64%	93 Days	05-Jan-23	\$508,969.28	\$0.00
\$5,570,511.66	CBA	18-Nov-22	3.72%	122 Days	20-Mar-23	\$5,570,511.66	\$0.00
\$507,116.56	CBA	27-Oct-22	3.61%	90 Days	25-Jan-23	\$507,116.56	\$0.00
\$553,466.72	CBA	06-Sep-22	3.21%	120 Days	04-Jan-23	\$553,466.72	\$0.00
\$504,588.33	CBA	18-Oct-22	3.62%	120 Days	15-Feb-23	\$504,588.33	\$0.00
\$506,527.71	CBA	28-Nov-22	3.66%	91 Days	27-Feb-23	\$506,527.71	\$0.00
\$509,606.18	CBA	07-Dec-22	3.85%	90 Days	07-Mar-23	\$513,413.57	\$3,807.39
\$506,030.49	CBA	26-Aug-22	3.10%	4 Months	23-Dec-22	\$506,030.49	\$0.00
\$504,714.68	CBA	04-Oct-22	3.75%	120 Days	01-Feb-23	\$504,714.68	\$0.00
\$500,000.00	CBA	21-Nov-22	3.62%	91 Days	20-Feb-23	\$500,000.00	\$0.00
\$506,781.72	CBA	03-Nov-22	3.61%	90 Days	01-Feb-23	\$506,781.72	\$0.00
\$499,630.43	CBA	29-Jul-22	3.07%	153 Days	29-Dec-22	\$499,630.43	\$0.00
\$512,085.18	Bendigo Bank	05-Dec-22	2.35%	123 Days	07-Apr-23	\$514,587.38	\$2,502.20
\$96,079.31	Bendigo Bank	03-Dec-22	2.35%	121 Days	03-Apr-23	\$96,296.08	\$216.77
\$25,226.08	Bendigo Bank	10-Oct-22	1.80%	123 Days	10-Feb-23	\$25,226.08	\$0.00
\$506,747.02	Westpac	23-Aug-22	3.04%	122 Days	23-Dec-22	\$506,747.02	\$0.00
\$523,305.14	NAB	05-Sep-22	3.03%	122 Days	05-Jan-23	\$523,305.14	\$0.00
\$502,025.21	NAB	05-Dec-22	3.75%	121 Days	05-Apr-23	\$505,579.83	\$3,554.62
\$504,456.09	NAB	19-Dec-22	4.03%	121 Days	19-Apr-23	\$508,631.61	\$4,175.52
\$507,474.61	NAB	21-Nov-22	3.70%	120 Days	21-Mar-23	\$507,474.61	\$0.00
\$507,943.47	NAB	13-Oct-22	3.45%	90 Days	11-Jan-23	\$507,943.47	\$0.00
\$508,201.81	NAB	20-Oct-22	3.45%	90 Days	18-Jan-23	\$508,201.81	\$0.00
\$518,433.74	NAB	14-Nov-22	3.58%	91 Days	13-Feb-23	\$518,433.74	\$0.00
\$503,579.49	NAB	05-Dec-22	3.75%	121 Days	05-Apr-23	\$507,145.11	\$3,565.62
\$539,043.65	IMB	25-Oct-22	3.50%	125 Days	27-Feb-23	\$539,043.65	\$0.00
\$513,480.92	IMB	03-Aug-22	3.05%	159 Days	09-Jan-23	\$513,480.92	\$0.00
\$531,431.01	IMB	17-Nov-22	3.50%	92 Days	17-Feb-23	\$531,431.01	\$0.00
\$505,963.96	IMB	30-Nov-22	3.55%	92 Days	02-Mar-23	\$505,963.96	\$0.00
\$504,633.56	IMB	15-Nov-22	3.50%	91 Days	14-Feb-23	\$504,633.56	\$0.00
\$504,034.74	IMB	06-Oct-22	3.55%	181 Days	05-Apr-23	\$504,034.74	\$0.00
\$506,515.01	IMB	16-Dec-22	3.80%	122 Days	17-Apr-23	\$512,676.45	\$6,161.44
\$506,236.60	IMB	29-Nov-22	3.70%	120 Days	29-Mar-23	\$506,236.60	\$0.00
\$511,405.02	IMB	14-Sep-22	3.30%	124 Days	16-Jan-23	\$511,405.02	\$0.00
\$513,272.64	IMB	30-Nov-22	3.85%	154 Days	03-May-23	\$513,272.64	\$0.00
\$27,145,810.60						\$27,176,941.15	\$31,130.55

ON CALL INVESTMENTS							
\$1,999,933.08	CBA	Variable	0.85%	N/A	On Call A/c	\$1,503,701.96	(\$496,231.12)
	Movements On Call Funds		CBA				
	01-Dec-22	Interest	\$3,768.88				
	During Month	From On Call	(\$500,000.00)				
	During Month	To On Call	\$0.00				
	On Call - Net Change for Month		(\$496,231.12)				
\$1,999,933.08						\$1,503,701.96	(\$496,231.12)
\$29,145,743.68						\$28,680,643.11	(\$465,100.57)
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 1/12/22	CLOSING 31/12/22	VARIATION DEC
IBDs	27,145,810.60	27,176,941.15	31,130.55
On Call Funds	1,999,933.08	1,503,701.96	(496,231.12)
TOTAL	29,145,743.68	28,680,643.11	(465,100.57)

Analysis – Change During Month:

	VARIATION – DEC 2022
ADD – Interest Incorporated in IBDs Rolled Over	31,130.55
ADD – New IBDs	0
LESS – IBDs recalled	0
ADD – Interest from On Call Funds	3,768.88
LESS – On Call Funds recalled	(500,000.00)
ADD – Funds applied to On Call Funds	0
TOTAL VARIATION	(465,100.57)

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 02/2023) \$25,226.08

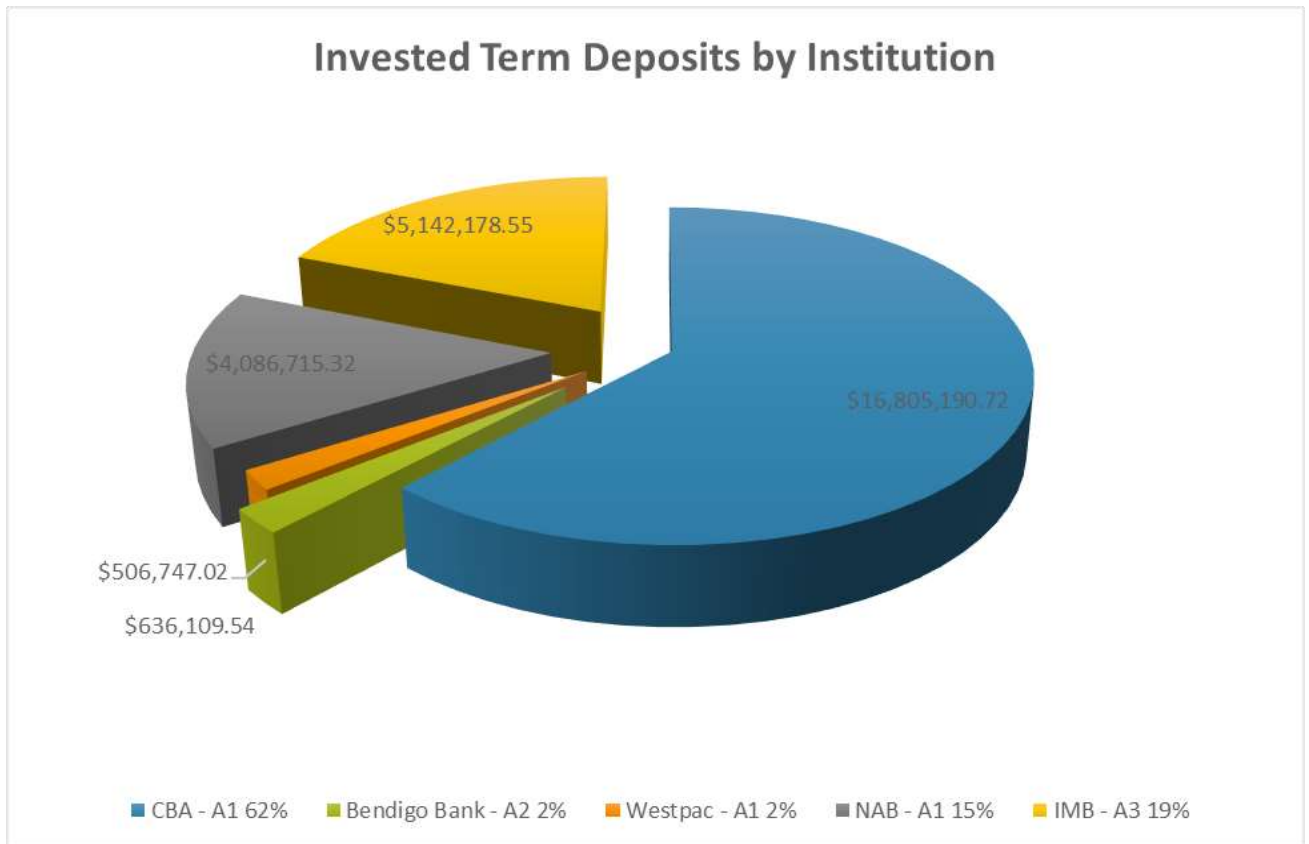
Compliance with Policy Limits:

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:

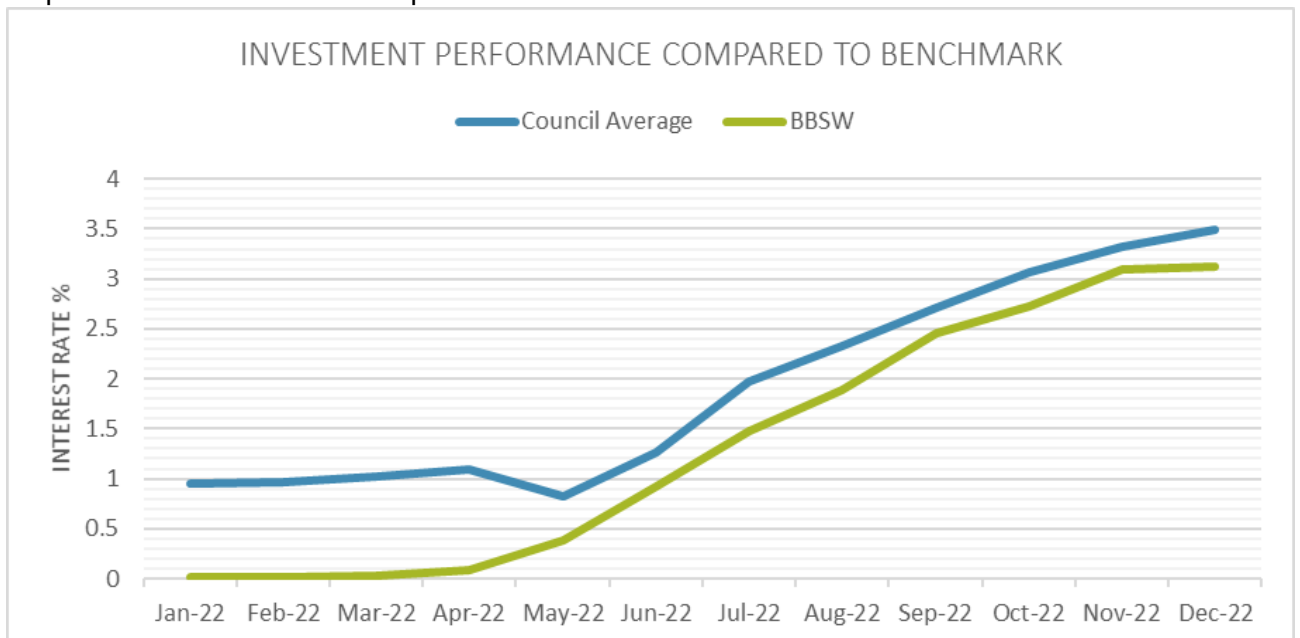
S&P Long Term Credit Rating*	S&P Short Term Credit Rating*	Portfolio Maximum
AAA Category	A1 +	50%
AA Category or Major Bank	A1	50%
A Category	A2	30%
BBB Category	A3	30%
NSW Treasury Corp Hour Glass Facility	Unrated	30%
Unrated Authorised Deposit Taking Institution	Unrated	10%

*Moody's/Fitch equivalent **

Council funds invested in term deposits continue to exceed single institution threshold limits as previously detailed. Council is able to invest up to 50% of funds in a single AA rated organisation. CBA term deposits remains consistent at 62% of invested funds. Details are provided in the chart below:



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:

1. receive the investment report as at 31 December 2022 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.
2. note that the investments reported exceed the single institution exposure limit within the Investment Policy due to a substantial disparity in interest rates offered to Council.

10.24 Finance Report – Statement of Bank Balances – January 2023

FMAN:FREP

Author: Director Corporate & Community Services

Purpose: Statement of Bank Balances – January 2023

Background

The reconciliation of Council’s main bank account with the cash book controls within Practical (Council finance software) for the month of January 2023 has been completed, as shown in the table below:

Statement of Bank Balances as at 31 January 2023				
CASHBOOK SUMMARY				Data for January 2023
Balance As at 1/01/2023 (Consolidated Funds)				\$369,869.79
		Add For January 2023	Total for 01/07/2022 to 30/06/2023	
Rates/Water/Debtor Receipts	\$5,093,806.16	\$196,422.84	\$5,290,229.00	
Investments Recalled	\$7,548,028.08	\$700,000.00	\$8,248,028.08	
RMS - RMCC, Block, Repair	\$1,040,586.33	\$934,884.10	\$1,975,470.43	
RMS - Bridge	\$0.00	\$0.00	\$0.00	
RMS - Flood Damage	\$70,400.00	\$1,396,464.41	\$1,466,864.41	
RMS - Regional Roads	\$0.00	\$0.00	\$0.00	
Grant - Roads to Recovery Program	\$770,836.00	\$0.00	\$770,836.00	
FAG - General & Local Roads	\$991,374.00	\$0.00	\$991,374.00	
All Other Misc Grant Payments	\$356,524.81	\$312,992.00	\$669,516.81	
Planning Receipts	\$371,896.00	\$22,849.00	\$394,745.00	
Plant / Property Trade-Ins & Sales	\$551,051.02	\$120,873.00	\$671,924.02	
Other Receipts	\$1,654,825.66	\$168,756.54	\$1,823,582.20	
Sub Total Receipts	\$18,449,328.06	\$3,853,241.89	\$22,302,569.95	\$3,853,241.89
LESS PAYMENTS				
		Add For January 2023	Total for 01/07/2022 to 30/06/2023	
Wages (Net of PAYG & Other Deductions)	(\$2,959,514.63)	(\$506,767.60)	(\$3,466,282.23)	
Plant Acquisitions	(\$722,165.32)	\$0.00	(\$722,165.32)	
Invested	(\$5,523,176.32)	(\$2,100,000.00)	(\$7,623,176.32)	
Other Creditors Payments	(\$9,033,534.02)	(\$1,312,324.66)	(\$10,345,858.68)	
Sub Total Payments	(\$18,238,390.29)	(\$3,919,092.26)	(\$22,157,482.55)	(\$3,919,092.26)
Cashbook Balance 31/01/2023				\$304,019.42
BANK STATEMENTS				
Opening Balance 01/01/2023 (CSC's CBA Main Transaction Account)				\$369,496.79
Less Bank Payments				(\$3,865,923.45)
Plus Bank Receipts				\$3,818,928.10
Total As Per Bank Statements				\$322,501.44
Plus Unpresented Deposits				\$1,311.50
Less Unpresented Cheques				(\$19,793.52)
Reconciliation Cash Book Balance to Bank Statements 31/01/2023				\$304,019.42

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 January 2023 and confirm payment of accounts as summarised in the reconciliation statement totalling \$3,919,092.26.

10.25 Finance Report – Investments Schedule – January 2023

FMAN:FREP

Author: Director Corporate & Community Services

Purpose: Schedule of Investments – January 2023

Background

A complete listing of Council’s investments as at 31 January 2023 is detailed below. A summary of opening and closing investment balances together with an analysis of movements during the month of January 2023 is included on the following page.

CARRATHOOL SHIRE COUNCIL INVESTMENTS - 31 JANUARY 2023							
Last Month @ 31/12/22	Financial Institution	Date Raised	Interest Rate	Duration (Days)	Maturity Date	Current Month @ 31/01/23	Change
\$516,736.75	CBA	09-Jan-23	3.45%	93 Days	12-Apr-23	\$521,181.39	\$4,444.64
\$536,381.49	CBA	29-Sep-22	3.98%	180 Days	28-Mar-23	\$536,381.49	\$0.00
\$508,389.39	CBA	17-Jan-23	4.17%	120 Days	17-May-23	\$512,801.93	\$4,412.54
\$507,146.99	CBA	15-Dec-22	3.92%	90 Days	15-Mar-23	\$507,146.99	\$0.00
\$512,740.79	CBA	29-Sep-22	3.85%	151 Days	27-Feb-23	\$512,740.79	\$0.00
\$507,455.46	CBA	21-Oct-22	3.71%	122 Days	20-Feb-23	\$507,455.46	\$0.00
\$506,602.72	CBA	28-Nov-22	3.66%	91 Days	27-Feb-23	\$506,602.72	\$0.00
\$507,112.40	CBA	29-Nov-22	3.71%	90 Days	27-Feb-23	\$507,112.40	\$0.00
\$504,290.72	CBA	25-Jan-23	4.01%	91 Days	26-Apr-23	\$510,458.26	\$6,167.54
\$507,423.74	CBA	30-Jan-23	4.24%	91 Days	01-May-23	\$512,028.65	\$4,604.91
\$509,159.12	CBA	27-Jan-23	4.24%	122 Days	29-May-23	\$515,369.47	\$6,210.35
\$508,969.28	CBA	05-Jan-23	4.04%	90 Days	05-Apr-23	\$513,689.73	\$4,720.45
\$5,570,511.66	CBA	18-Nov-22	3.72%	122 Days	20-Mar-23	\$5,570,511.66	\$0.00
\$507,116.56	CBA	25-Jan-23	4.01%	91 Days	26-Apr-23	\$511,630.59	\$4,514.03
\$553,466.72	CBA	04-Jan-23	4.13%	120 Days	04-May-23	\$559,352.34	\$5,885.62
\$504,588.33	CBA	18-Oct-22	3.62%	120 Days	15-Feb-23	\$504,588.33	\$0.00
\$506,527.71	CBA	28-Nov-22	3.66%	91 Days	27-Feb-23	\$506,527.71	\$0.00
\$513,413.57	CBA	07-Dec-22	3.85%	90 Days	07-Mar-23	\$513,413.57	\$0.00
\$506,030.49	CBA	03-Jan-23	4.02%	90 Days	03-Apr-23	\$511,144.86	\$5,114.37
\$504,714.68	CBA	04-Oct-22	3.75%	120 Days	01-Feb-23	\$504,714.68	\$0.00
\$500,000.00	CBA	21-Nov-22	3.62%	91 Days	20-Feb-23	\$500,000.00	\$0.00
\$506,781.72	CBA	03-Nov-22	3.61%	90 Days	01-Feb-23	\$506,781.72	\$0.00
\$499,630.43	CBA	03-Jan-23	4.14%	120 Days	03-May-23	\$506,060.06	\$6,429.63
\$514,587.38	Bendigo Bank	05-Dec-22	2.35%	123 Days	07-Apr-23	\$514,587.38	\$0.00
\$96,296.08	Bendigo Bank	03-Dec-22	2.35%	121 Days	03-Apr-23	\$96,296.08	\$0.00
\$25,226.08	Bendigo Bank	10-Oct-22	1.80%	123 Days	10-Feb-23	\$25,226.08	\$0.00
\$506,747.02	Westpac	03-Jan-23	3.95%	120 Days	03-May-23	\$512,220.16	\$5,473.14
\$523,305.14	NAB	05-Jan-23	3.10%	90 Days	05-Apr-23	\$528,605.01	\$5,299.87
\$505,579.83	NAB	05-Dec-22	3.75%	121 Days	05-Apr-23	\$505,579.83	\$0.00
\$508,631.61	NAB	19-Dec-22	4.03%	121 Days	19-Apr-23	\$508,631.61	\$0.00
\$507,474.61	NAB	21-Nov-22	3.70%	120 Days	21-Mar-23	\$507,474.61	\$0.00
\$507,943.47	NAB	11-Jan-23	3.10%	90 Days	11-Apr-23	\$512,264.47	\$4,321.00
\$508,201.81	NAB	18-Jan-23	4.13%	120 Days	18-May-23	\$512,525.01	\$4,323.20
\$518,433.74	NAB	14-Nov-22	3.58%	91 Days	13-Feb-23	\$518,433.74	\$0.00
\$507,145.11	NAB	05-Dec-22	3.75%	121 Days	05-Apr-23	\$507,145.11	\$0.00
\$539,043.65	IMB	25-Oct-22	3.50%	125 Days	27-Feb-23	\$539,043.65	\$0.00
\$513,480.92	IMB	09-Jan-23	3.75%	95 Days	14-Apr-23	\$520,303.18	\$6,822.26
\$0.00	IMB	30-Jan-23	4.00%	122 Days	01-Jun-23	\$500,000.00	\$500,000.00
\$531,431.01	IMB	17-Nov-22	3.50%	92 Days	17-Feb-23	\$531,431.01	\$0.00
\$505,963.96	IMB	30-Nov-22	3.55%	92 Days	02-Mar-23	\$505,963.96	\$0.00
\$504,633.56	IMB	15-Nov-22	3.50%	91 Days	14-Feb-23	\$504,633.56	\$0.00
\$504,034.74	IMB	06-Oct-22	3.55%	181 Days	05-Apr-23	\$504,034.74	\$0.00
\$512,676.45	IMB	16-Dec-22	3.80%	122 Days	17-Apr-23	\$512,676.45	\$0.00
\$506,236.60	IMB	29-Nov-22	3.70%	120 Days	29-Mar-23	\$506,236.60	\$0.00
\$511,405.02	IMB	16-Jan-23	3.80%	91 Days	17-Apr-23	\$517,138.36	\$5,733.34
\$513,272.64	IMB	30-Nov-22	3.85%	154 Days	03-May-23	\$513,272.64	\$0.00
\$27,176,941.15						\$27,761,418.04	\$584,476.89

ON CALL INVESTMENTS							
\$1,503,701.96	CBA	Variable	0.85%	N/A	On Call A/c	\$2,408,343.06	\$904,641.10
	Movements On Call Funds		CBA				
	01-Jan-23	Interest	\$4,641.10				
	During Month	From On Call	(\$700,000.00)				
	During Month	To On Call	\$1,600,000.00				
	On Call - Net Change for Month		\$904,641.10				
\$1,503,701.96						\$2,408,343.06	\$904,641.10
\$28,680,643.11						\$30,169,761.10	\$1,489,117.99
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 1/1/23	CLOSING 31/1/23	VARIATION JAN
IBDs	27,176,941.15	27,761,418.04	584,476.89
On Call Funds	1,503,701.96	2,408,343.06	904,641.10
TOTAL	28,680,643.11	30,169,761.10	1,489,117.99

Analysis – Change During Month:

	VARIATION – JAN 2023
ADD – Interest Incorporated in IBDs Rolled Over	84,476.89
ADD – New IBDs	500,000.00
LESS – IBDs recalled	0
ADD – Interest from On Call Funds	4,641.10
LESS – On Call Funds recalled	(700,000.00)
ADD – Funds applied to On Call Funds	1,600,000.00
TOTAL VARIATION	1,489,117.99

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 02/2023) \$25,226.08

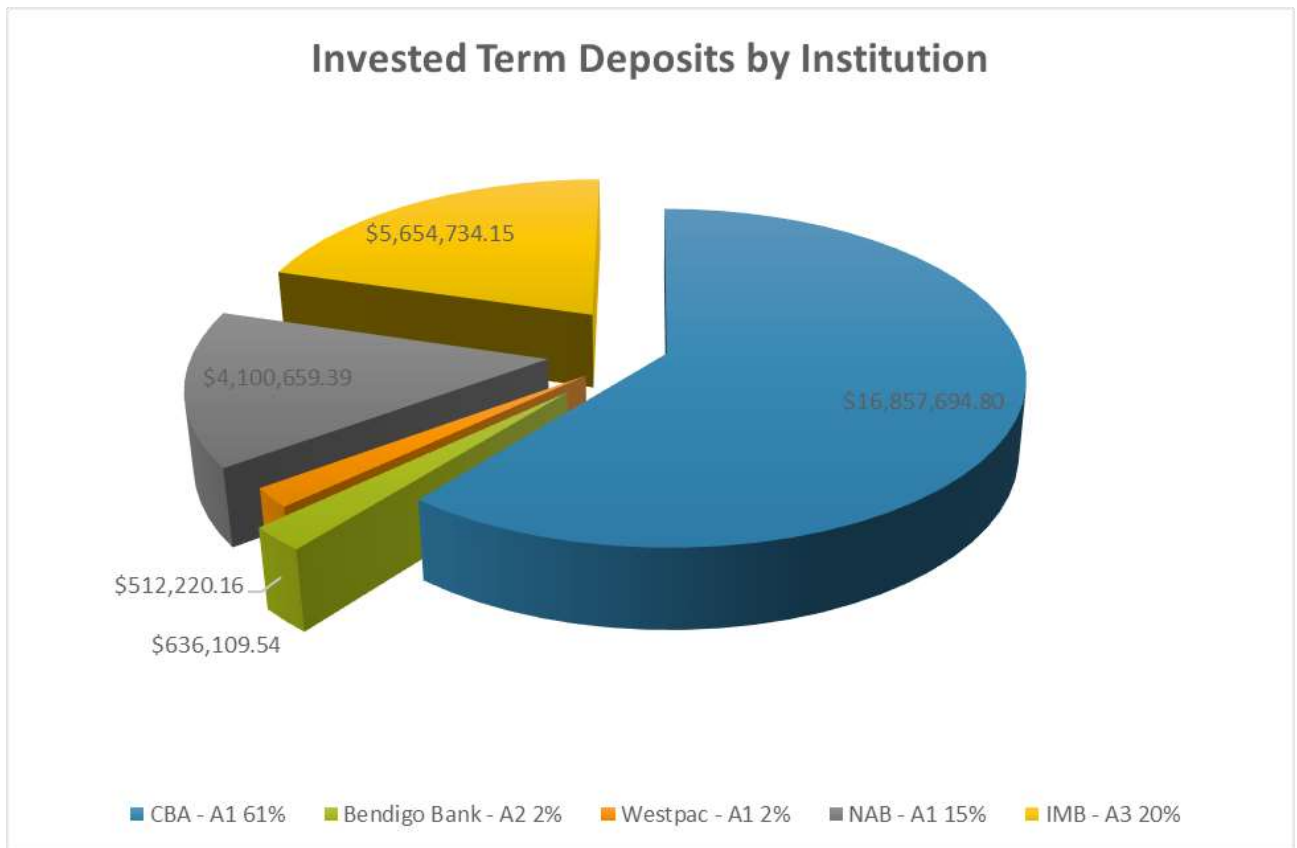
Compliance with Policy Limits:

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:

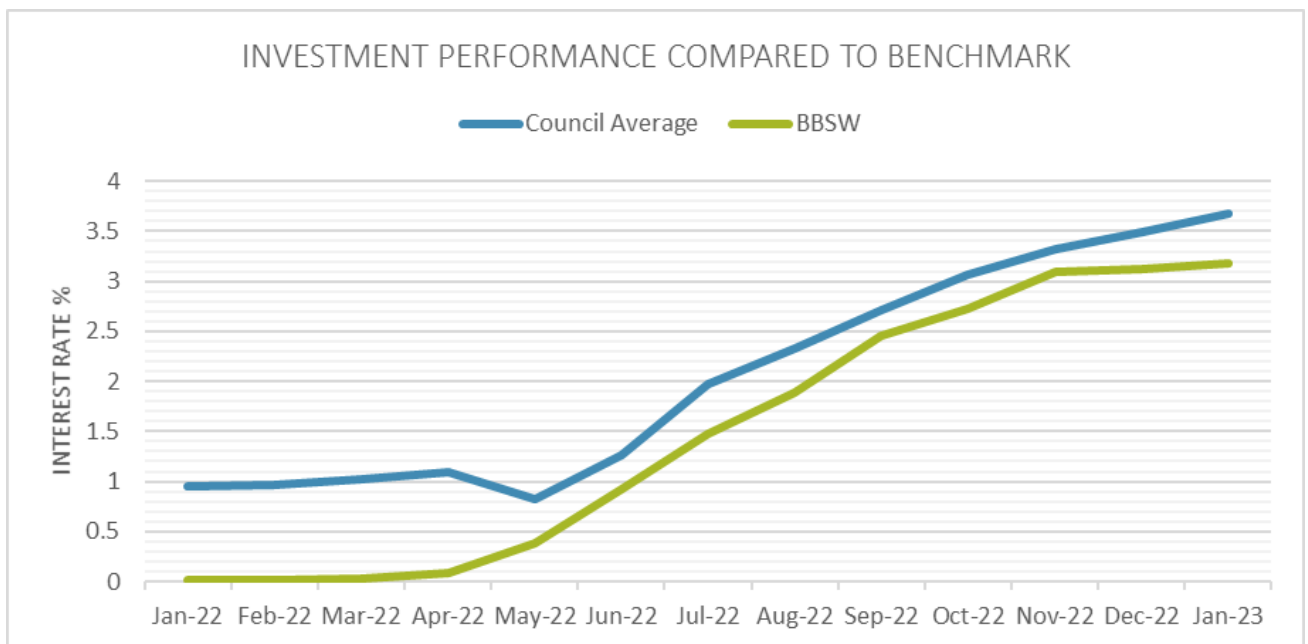
S&P Long Term Credit Rating*	S&P Short Term Credit Rating*	Portfolio Maximum
AAA Category	A1 +	50%
AA Category or Major Bank	A1	50%
A Category	A2	30%
BBB Category	A3	30%
NSW Treasury Corp Hour Glass Facility	Unrated	30%
Unrated Authorised Deposit Taking Institution	Unrated	10%

*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 January 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.

10.26 Council Policy 082 - Councillors Expenses and Facilities Policy

CM:POL:CWP

Author: Director Corporate & Community Services

Purpose: Statutory annual review - Councillors Expenses and Facilities Policy

Attachment: Councillors Expenses and Facilities Policy.

Background

Section 252 of the *Local Government Act 1993* requires Council to adopt or amend a policy annually for the payment of expenses and the provision of facilities to the mayor, deputy mayor and other councillors. Councillors may only be reimbursed for expenses and provided with facilities in accordance with this policy.

The policy has been reviewed and no amendments have been proposed. The document requires re-adoption for a twelve-month period.

Financial implications

Provision for payments arising from this policy are made annually in Council's budget.

Statutory implications (Governance including Legal)

Local Government Act 1993 - s252 and s253

Local Government (General) Regulation 2021 clause 403

Policy implications

It is standard practice to review Council policies regularly to ensure continuing functionality. It is a legislative requirement that Council review and adopt this policy annually (s252).

Risk implications

Meets governance requirements in accordance with the Act.

Community Strategic Plan

Goal 5 – Civic Leadership and Governance

Objective 5.1.1 Develop and implement frameworks and policies to ensure that outcomes are transparent, consistent and ethical

Recommendation:

That Council:

1. adopt the **Councillors Expenses and Facilities Policy** and that the draft policy be placed on public exhibition for a period of 28 days.
2. adopt the policy after the public exhibition period if no submissions are received

ATTACHMENT

Doc Id:334970

Council Policy 82



Councillor Expenses and Facilities

Application	Councillors/General Manager/Corporate Services
Responsible Officer	General Manager
File No	CM:POL:CWP
Authorised by	Council
Effective Date	0069 / 15.02.2022
Distribution	Internet / Intranet / Public Exhibition

Purpose

This policy enables the reasonable and appropriate reimbursement of expenses and provision of facilities to councillors to help them undertake their civic duties.

It ensures accountability and transparency, and seeks to align councillor expenses and facilities with community expectations. Councillors must not obtain private or political benefit from any expense or facility provided under this policy.

Definitions

Term	Definition
accompanying person	Means a spouse, partner or de facto or other person who has a close personal relationship with or provides carer support to a councillor
appropriate refreshments	Means food and beverages, excluding alcohol, provided by council to support councillors undertaking official business
Act	Means the <i>Local Government Act 1993 (NSW)</i>
clause	Unless stated otherwise, a reference to a clause is a reference to a clause of this policy
Code of Conduct	Means the Code of Conduct adopted by Council or the Model Code if none is adopted
Councillor	Means a person elected or appointed to civic office as a member of the governing body of council who is not suspended, including the mayor
General Manager	Means the general manager of Council and includes their delegate or authorised representative
incidental personal use	Means use that is infrequent and brief and use that does not breach this policy or the Code of Conduct
long distance intrastate travel	Means travel to other parts of NSW of more than three hours duration by private vehicle
maximum limit	Means the maximum limit for an expense or facility provided in the text and summarised in Appendix 1
NSW	New South Wales
official business	Means functions that the mayor or councillors are required or invited to attend to fulfil their legislated role and responsibilities for council or result in a direct benefit for council and/or for the local government area, and includes: <ul style="list-style-type: none"> • meetings of council and committees of the whole • meetings of committees facilitated by council • civic receptions hosted or sponsored by council • meetings, functions, workshops and other events to which attendance by a councillor has been requested or approved by council
professional development	Means a seminar, conference, training course or other development opportunity relevant to the role of a councillor or the mayor

Uncontrolled document when printed. Please refer to website or intranet for controlled document	Effective Date:	15.02.2022
	Version No.:	19



Council Policy 082

Regulation year	Means the Local Government (General) Regulation 2005 (NSW) Means the financial year, that is the <u>12 month</u> period commencing on 1 July each year
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Reference

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

- *Local Government Act 1993*, Sections 252 and 253
- *Local Government (General) Regulation 2005*, Clauses 217 and 403
- Guidelines for the payment of expenses and the provision of facilities for Mayors and Councillors in NSW, 2009
- Local Government Circular 09-36 Guidelines for Payment of Expenses and Facilities
- Local Government Circular 05-08 legal assistance for Councillors and Council Employees.

Policy statements

This policy has been prepared in accordance with the *Local Government Act 1993* (the Act) and *Local Government (General) Regulation 2005* (the Regulation), and complies with the Office of Local Government's Guidelines for the payment of expenses and provision of facilities to Mayors and Councillors in NSW.

The policy sets out the maximum amounts council will pay for specific expenses and facilities. Expenses not explicitly addressed in this policy will not be paid or reimbursed.

The main expenses and facilities are summarised in the table below. All monetary amounts are exclusive of GST.

General travel expenses	\$1,500.00 per councillor \$4,000.00 for the Mayor	Per year
Interstate, overseas and <u>long distance</u> intrastate travel expenses	\$2,500.00 total for all councillors	Per year
Accommodation and meals	As per the NSW Crown Employees (Public Service Conditions of Employment) Reviewed Award 2009, adjusted annually	Per meal/night
Professional development	\$2,500.00 per councillor	Per year
Conferences and seminars	\$8,500.00 total for all councillors	Per year
ICT expenses	\$200.00 per councillor	Per year
Carer expenses	\$1,000.00 per councillor	Per year
Access to facilities in a Councillor common room	Provided to all councillors	Not relevant
Furnished office	Provided to the mayor	Not relevant
Number of exclusive <u>staff</u> supporting Mayor and Councillors	Provided to the mayor and councillors	Not relevant

Individual reimbursements for accommodation and meals will be as per the NSW Crown Employees (Public Service Conditions of Employment) Reviewed Award 2009, adjusted annually.

Additional costs incurred by a councillor in excess of these limits are considered a personal expense that is the responsibility of the councillor.



Council Policy 082

Councillors must provide claims for reimbursement within three months of an expense being incurred. Claims made after this time cannot be approved.

Detailed reports on the provision of expenses and facilities to councillors will be publicly tabled at a council meeting every six months and published in full on council's website. These reports will include expenditure summarised by individual councillor and as a total for all councillors.

Part A – Introduction

Introduction

The provision of expenses and facilities enables councillors to fulfil their civic duties as the elected representatives of Carrathool Shire Council.

The community is entitled to know the extent of expenses paid to councillors, as well as the facilities provided.

The purpose of this policy is to clearly state the facilities and support that are available to councillors to assist them in fulfilling their civic duties.

Council staff are empowered to question or refuse a request for payment from a councillor when it does not accord with this policy.

Expenses and facilities provided by this policy are in addition to fees paid to councillors. The minimum and maximum fees a council may pay each councillor are set by the Local Government Remuneration Tribunal as per Section 241 of the Act and reviewed annually. Council must adopt its annual fees within this set range.

Policy objectives

The objectives of this policy are to:

- enable the reasonable and appropriate reimbursement of expenses incurred by councillors while undertaking their civic duties
- enable facilities of a reasonable and appropriate standard to be provided to councillors to support them in undertaking their civic duties
- ensure accountability and transparency in reimbursement of expenses and provision of facilities to councillors
- ensure facilities and expenses provided to councillors meet community expectations
- support a diversity of representation
- fulfil the council's statutory responsibilities.

Principles

Council commits to the following principles:

- Proper conduct: councillors and staff acting lawfully and honestly, exercising care and diligence in carrying out their functions
- Reasonable expenses: providing for councillors to be reimbursed for expenses reasonably incurred as part of their role as councillor
- Participation and access: enabling people from diverse backgrounds, underrepresented groups, those in carer roles and those with special needs to serve as a Councillor
- Equity: there must be equitable access to expenses and facilities for all councillors
- Appropriate use of resources: providing clear direction on the appropriate use of council resources in accordance with legal requirements and community expectations



Council Policy 082

- Accountability and transparency: clearly stating and reporting on the expenses and facilities provided to councillors.

Private or political benefit

Councillors must not obtain private or political benefit from any expense or facility provided under this policy.

Private use of council equipment and facilities by councillors may occur from time to time. For example, telephoning home to advise that a council meeting will run later than expected.

Such incidental private use does not require a compensatory payment back to council.

Councillors should avoid obtaining any greater private benefit from Council than an incidental benefit. Where there are unavoidable circumstances and more substantial private use of council facilities does occur, councillors must reimburse the council.

Campaigns for re-election are considered to be a political benefit. The following are examples of what is considered to be a political interest during a re-election campaign:

- production of election material
- use of council resources and equipment for campaigning
- use of official council letterhead, publications, websites or services for political benefit
- fundraising activities of political parties or individuals, including political fundraising events.

Part B – Expenses

General expenses

All expenses provided under this policy will be for a purpose specific to the functions of holding civic office. Allowances for general expenses are not permitted under this policy.

Expenses not explicitly addressed in this policy will not be paid or reimbursed.

Specific expenses

General travel arrangements and expenses

All travel by councillors should be undertaken using the most direct route and the most practicable and economical mode of transport.

Each councillor may be reimbursed up to a total of \$1,500.00 per year, and the mayor may be reimbursed up to a total of \$3,000.00 per year, for travel expenses incurred while undertaking official business or professional development or attending approved conferences and seminars within NSW. This includes reimbursement:

- for public transport fares
- for the use of a private vehicle or hire car
- for parking costs for Council and other meetings
- for tolls
- by Cabcharge card or equivalent
- for documented ride-share programs, such as Uber, where tax invoices can be issued.

Allowances for the use of a private vehicle will be reimbursed by kilometre at the rate contained in the Local Government (State) Award.



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Councillors seeking to be reimbursed for use of a private vehicle must keep a log book recording the date, distance and purpose of travel being claimed. Copies of the relevant log book contents must be provided with the claim.

Interstate, overseas and long distance intrastate travel expenses

In accordance with Section 4, Council will scrutinise the value and need for councillors to undertake overseas travel. Councils should avoid interstate, overseas and long distance intrastate trips unless direct and tangible benefits can be established for the council and the local community. This includes travel to sister and friendship cities.

Total interstate, overseas and long distance intrastate travel expenses for all councillors will be capped at a maximum of \$2,500.00 per year. This amount will be set aside in Council's annual budget.

Councillors seeking approval for any interstate and long distance intrastate travel must submit a case to, and obtain the approval of, the general manager prior to travel.

Councillors seeking approval for any overseas travel must submit a case to, and obtain the approval of, a full council meeting prior to travel.

The case should include:

- objectives to be achieved in travel, including an explanation of how the travel aligns with current council priorities and business, the community benefits which will accrue as a result, and its relevance to the exercise of the councillor's civic duties
- who is to take part in the travel
- duration and itinerary of travel
- a detailed budget including a statement of any amounts expected to be reimbursed by the participant/s.

For interstate and long distance intrastate journeys by air of less than three hours, the class of air travel is to be economy class.

For interstate journeys by air of more than three hours, the class of air travel may be premium economy.

For international travel, the class of air travel is to be premium economy if available. Otherwise, the class of travel is to be economy.

Bookings for approved air travel are to be made through the general manager's office.

For air travel that is reimbursed as council business, councillors will not accrue points from the airline's frequent flyer program. This is considered a private benefit.

Travel expenses not paid by Council

Council will not pay any traffic or parking fines or administrative charges for road toll accounts.

Accommodation and meals

In circumstances where it would introduce undue risk for a councillor to travel to or from official business in the late evening or early morning, reimbursement of costs for accommodation and meals on the night before or after the meeting may be approved by the general manager. This includes where a meeting finishes later than 9.00pm or starts earlier than 7.00am and the councillor lives more than 50 kilometres from the meeting location.

Council will reimburse actual costs for accommodation and meals while councillors are undertaking prior approved travel or professional development outside the Riverina.

The daily limits for accommodation and meal expenses within Australia are to be consistent with those set out in Part B Monetary Rates of the NSW Crown Employees (Public Service Conditions of Employment) Reviewed Award 2009, as adjusted annually.



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The daily limits for accommodation and meal expenses outside Australia are to be determined in advance by the general manager, being mindful of Clause 6.19.

Councillors will not be reimbursed for alcoholic beverages.

Refreshments for council related meetings

Appropriate refreshments will be available for council meetings, council committee meetings, councillor briefings, approved meetings and engagements, and official council functions as approved by the general manager.

As an indicative guide for the standard of refreshments to be provided at council related meetings, the general manager must be mindful of Part B Monetary Rates of the NSW Crown Employees (Public Service Conditions of Employment) Reviewed Award 2009, as adjusted annually.

Professional development

Council will set aside \$1,000.00 per councillor annually in its budget to facilitate professional development of councillors through programs, training, education courses and membership of professional bodies.

In the first year of a new council term, Council will provide a comprehensive induction program for all councillors which considers any guidelines issued by the Office of Local Government (OLG). The cost of the induction program will be in addition to the ongoing professional development funding.

Annual membership of professional bodies will only be covered where the membership is relevant to the exercise of the councillor's civic duties, the councillor actively participates in the body and the cost of membership is likely to be fully offset by savings from attending events as a member.

Approval for professional development activities is subject to a prior written request to the general manager outlining the:

- details of the proposed professional development
- relevance to council priorities and business
- relevance to the exercise of the councillor's civic duties.

In assessing a councillor request for a professional development activity, the general manager must consider the factors set out in Clause 6.27, as well as the cost of the professional development in relation to the councillor's remaining budget.

Conferences and seminars

Council is committed to ensuring its councillors are up to date with contemporary issues facing council and the community, and local government in NSW.

Council will set aside a total amount of \$8,000.00 annually in its budget to facilitate councillor attendance at conferences and seminars. This allocation is for all councillors. The general manager will ensure that access to expenses relating to conferences and seminars is distributed equitably.

Approval to attend a conference or seminar is subject to a written request to the general manager. In assessing a councillor request, the general manager must consider factors including the:

- relevance of the topics and presenters to current council priorities and business and the exercise of the councillor's civic duties
- cost of the conference or seminar in relation to the total remaining budget.

Council will meet the reasonable cost of registration fees, transportation and accommodation associated with attendance at conferences approved by the general manager. Council will also meet the reasonable cost of meals when they are not



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included in the conference fees. Reimbursement for accommodation and meals not included in the conference fees will be subject to Clauses 6.18-6.21.

Information and communications technology (ICT) expenses

Council will provide or reimburse councillors for expenses associated with appropriate ICT devices and services up to a limit of \$200.00 per annum for each councillor. This may include mobile phones and tablets, mobile phone and tablet services and data, and home internet costs.

Reimbursements will be made only for communications devices and services used for councillors to undertake their civic duties, such as:

- receiving and reading council business papers
- relevant phone calls and correspondence
- diary and appointment management.

Councillors may seek reimbursement for applications on their mobile electronic communication device that are directly related to their duties as a councillor, within the maximum limit.

Special requirement and carer expenses

Council encourages wide participation and interest in civic office. It will seek to ensure council premises and associated facilities are accessible, including provision for sight or hearing impaired councillors and those with other disabilities.

Transportation provisions outlined in this policy will also assist councillors who may be unable to drive a vehicle.

In addition to the provisions above, the general manager may authorise the provision of reasonable additional facilities and expenses in order to allow a councillor with a disability to perform their civic duties.

Councillors who are the principal carer of a child or other elderly, disabled and/or sick immediate family member will be entitled to reimbursement of carer's expenses up to a maximum of \$1,000.00 per annum for attendance at official business, plus reasonable travel from the principal place of residence.

Child care expenses may be claimed for children up to and including the age of 16 years where the carer is not a relative.

In the event of caring for an adult person, councillors will need to provide suitable evidence to the general manager that reimbursement is applicable. This may take the form of advice from a medical practitioner.

Insurances

In accordance with Section 382 of the Local Government Act, Council is insured against public liability and professional indemnity claims. Councillors are included as a named insured on this Policy.

Insurance protection is only provided if a claim arises out of or in connection with the councillor's performance of his or her civic duties, or exercise of his or her functions as a councillor. All insurances are subject to any limitations or conditions set out in the policies of insurance.

Council shall pay the insurance policy excess in respect of any claim accepted by council's insurers, whether defended or not.

Appropriate travel insurances will be provided for any councillors travelling on approved interstate and overseas travel on council business.

Legal assistance

Council may, if requested, indemnify or reimburse the reasonable legal expenses of:



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- a councillor defending an action arising from the performance in good faith of a function under the Local Government Act provided that the outcome of the legal proceedings is favourable to the councillor
- a councillor defending an action in defamation, provided the statements complained of were made in good faith in the course of exercising a function under the Act and the outcome of the legal proceedings is favourable to the councillor
- a councillor for proceedings before an appropriate investigative or review body, provided the subject of the proceedings arises from the performance in good faith of a function under the Act and the matter has proceeded past any initial assessment phase to a formal investigation or review and the investigative or review body makes a finding substantially favourable to the councillor.

In the case of a code of conduct complaint made against a councillor, legal costs will only be made available where the matter has been referred by the general manager to a conduct reviewer and the conduct reviewer has commenced a formal investigation of the matter and makes a finding substantially favourable to the councillor.

Legal expenses incurred in relation to proceedings arising out of the performance by a councillor of his or her functions under the Act are distinguished from expenses incurred in relation to proceedings arising merely from something that a councillor has done during his or her term in office. For example, expenses arising from an investigation as to whether a councillor acted corruptly would not be covered by this section.

Council will not meet the legal costs:

- of legal proceedings initiated by a councillor under any circumstances
- of a councillor seeking advice in respect of possible defamation, or in seeking a non-litigious remedy for possible defamation
- for legal proceedings that do not involve a councillor performing their role as a councillor.

Reimbursement of expenses for reasonable legal expenses must have Council approval by way of a resolution at a council meeting prior to costs being incurred.

Part C – Facilities

General facilities for all councillors

Facilities

Council will provide the following facilities to councillors to assist them to effectively discharge their civic duties:

- a councillor common room appropriately furnished to include telephone, desks, and appropriate refreshments (excluding alcohol)
- access to shared car parking spaces while attending council offices on official business
- personal protective equipment for use during site visits
- a name badge which may be worn at official functions, indicating that the wearer holds the office of a councillor and/or mayor or deputy mayor.

Councillors may book meeting rooms for official business in a specified council building at no cost. Rooms may be booked through a specified officer in the mayor's office or other specified staff member.

The provision of facilities will be of a standard deemed by the general manager as appropriate for the purpose.



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Stationery

Council will provide the following stationery to councillors each year:

- letterhead, to be used only for correspondence associated with civic duties
- business cards

Administrative support

Council will provide administrative support to councillors to assist them with their civic duties. Only. Administrative support may be provide by a member of council's administrative staff as arranged by the general manager or their delegate.

As per Section 4, council staff are expected to assist councillors with civic duties only, and not assist with matters of personal or political interest, including campaigning.

Additional facilities for the mayor

Council will provide the mayor with a furnished office incorporating a computer configured to council's standard operating environment, telephone and meeting space.

In performing his or her civic duties, the mayor will be assisted by a small number of staff providing administrative and secretarial support, as determined by the general manager.

As per Section 4, staff assisting the mayor are expected to work on official business only, and not for matters of personal or political interest, including campaigning.

Part D – Processes

Approval, payment and reimbursement arrangements

Expenses should only be incurred by councillors in accordance with the provisions of this policy.

Approval for incurring expenses, or for the reimbursement of such expenses, should be obtained before the expense is incurred.

Up to the maximum limits specified in this policy, approval for the following may be sought after the expense is incurred:

- local travel relating to the conduct of official business
- ICT expenditure.

Final approval for payments made under this policy will be granted by the general manager or their delegate.

Direct payment

Council may approve and directly pay expenses. Requests for direct payment must be submitted to the general manager for assessment against this policy using the prescribed form, with sufficient information and time to allow for the claim to be assessed and processed.

Reimbursement

All claims for reimbursement of expenses incurred must be made on the prescribed form, supported by appropriate receipts and/or tax invoices and be submitted to the general manager.

Notification

If a claim is approved, council will make payment directly or reimburse the councillor through accounts payable.

If a claim is refused, council will inform the councillor in writing that the claim has been refused and the reason for the refusal.



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Reimbursement to council

If council has incurred an expense on behalf of a councillor that exceeds a maximum limit, exceeds reasonable incidental private use or is not provided for in this policy:

- council will invoice the councillor for the expense
- the councillor will reimburse council for that expense within 14 days of the invoice date.

If the councillor cannot reimburse council within 14 days of the invoice date, they are to submit a written explanation to the general manager. The general manager may elect to deduct the amount from the councillor's allowance.

Timeframe for reimbursement

Unless otherwise specified in this policy, councillors must provide all claims for reimbursement within three months of an expense being incurred. Claims made after this time cannot be approved.

Disputes

If a councillor disputes a determination under this policy, the councillor should discuss the matter with the general manager.

If the councillor and the general manager cannot resolve the dispute, the councillor may submit a notice of motion to a council meeting seeking to have the dispute resolved.

Return or retention of facilities

All unexpended facilities or equipment supplied under this policy are to be relinquished immediately upon a councillor or mayor ceasing to hold office or at the cessation of their civic duties.

Should a councillor desire to keep any equipment allocated by council, then this policy enables the councillor to make application to the general manager to purchase any such equipment. The general manager will determine an agreed fair market price or written down value for the item of equipment.

The prices for all equipment purchased by councillors under Clause 13.2 will be recorded in Council's annual report.

Publication

This policy will be published on council's website.

Reporting

Council will report on the provision of expenses and facilities to councillors as required in the Act and Regulations.

Detailed reports on the provision of expenses and facilities to councillors will be publicly tabled at a council meeting every six months and published in full on council's website. These reports will include expenditure summarised by individual councillor and as a total for all councillors.

Auditing

The operation of this policy, including claims made under the policy, will be included in council's audit program and an audit undertaken at least every two years.

Breaches

Suspected breaches of this policy are to be reported to the general manager.



Council Policy 082

Alleged breaches of this policy shall be dealt with by following the processes outlined for breaches of the Code of Conduct, as detailed in the Code and in the Procedures for the Administration of the Code.

Revision Table

Minute / Date	Amendment Summary	Reason or Reference
0251/21.09.04	New policy LGA s.252	Statutory
0835/15.11.05	Annual review	Statutory
1322/17.10.06	Annual review	Statutory
1351/21.11.06	New DLG Guidelines	Statutory
1618/17.07.07	New model template	Statutory
1884/18.03.08	Superannuation clause	Statutory
0458/17.11.09	New DLG Guidelines	Statutory
0781/21.09.10	Update travel rates & delete 2 organisations	Statutory
1146/20.09.11	Update travel rates & include Care expenses	Statutory
0096/20.11.12	Update rates, include i-pads, + appendix	Statutory
0433/19.11.13	Annual review	Statutory
0846/21.10.14	Annual review	Statutory
1178/20.10.15	Rate Limits	Statutory review
0060/15.11.16	Rate Limits include Meals	Statutory review
0450/20.02.18	Amend using OLG template and update to fit Council's current budget and circumstances	Statutory review
0766/20.11.18	Minor amendments to budget amounts	Statutory Review
1169/19.11.19	Annual Review	Statutory Review
1429/15.09.20	Annual Review – No changes	Statutory Review
0069/15.02.22	Removal of Appendix III	Statutory Review
	Annual Review – no changes	Statutory Review

Associated Documents

- Code of Conduct
- Communication Devices Policy

Review

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

10.27 Second Quarter Budget Review 2022/23

FM:BUD:REV

Author: Director Corporate & Community Services

Purpose: Review Revenue & Expenditure Projections – 2nd Quarter of 2022/23

Separately Circulated: Consolidated Budget Review Statement – 2nd Quarter 2022/23

Background

In accordance with Clause 203 (Budget Review Statements and Revision of Estimates) of the *Local Government (General) Regulation 2021*:

Not later than 2 months after the end of each quarter, the responsible accounting officer of a Council must prepare and submit to the Council a budget review statement that shows, by reference to the estimate of income and expenditure set out in the Council's Revenue Policy included in the Operational Plan for the relevant year, a revised estimate of the income and expenditure for that year.

A budget review statement must include or be accompanied by:

- (a) A report as to whether or not the responsible accounting officer believes that the statement indicates that the financial position of the Council is satisfactory, having regard to the original estimate of income and expenditure; and
- (b) If that position is unsatisfactory, recommendation for remedial action.

In accordance with Clause 211 (Authorisation of expenditure) of the *Local Government (General) Regulation 2021*:

(1) A council, or a person purporting to act on behalf of a council, must not incur a liability for the expenditure of money unless the council at the annual meeting held in accordance with subclause (2) or at a later ordinary meeting:

- (a) has approved the expenditure, and
- (b) has voted the money necessary to meet the expenditure.

Issues

The Quarterly Budget Review Statement (QBRS) presents a summary of Council's financial position at the end of the first quarter for the financial year ended 30 June 2023.

The quarterly budget review process is the mechanism through which Council and the community are informed of Council's progress against the Operational Plan (annual budget), together with recommendations for changes and reasons for any budget variations.

The QBRS provides a global analysis of actual revenue and expenditure for the 2nd quarter of 2022/23 and includes the following summaries:

- General Fund Operational Summary by Function
- General Fund Operational Summary by Business Unit
- General Fund Capital Expenditure
- GF Operational/Capital Variation Commentary
- GF Council Meeting Resolution Adjustments
- Water & Sewer Schemes Financial Summary
- Water & Sewer Schemes Operational/Capital
- Water & Sewer Schemes Variation Commentary
- Movements associated with External & Internal Restrictions on Cash & Investments

Budget items not impacting the financial result

Council was successful in receiving a number of grants program approvals during the 2nd quarter. Additionally, a number of grant projects have been included in the budget pending the success of grant applications. If grant applications are unsuccessful, income and expenditure budgets will be reduced accordingly. Grant programs will not have an impact on the financial results as the grant income is offset by an equal expenditure amount for each program.

Grant programs include:

- Summer 22/23 Holiday Break Program (\$15,000)
- Regional Arts Fund Grant (\$15,000)
- Stronger Country Communities fund (SCCF) 5 (\$829,958)
- Community Building Partnership (CBP) Program (\$66,500)
- Emergency Response Disaster Grant (\$500,000) with an additional \$500k in Q3
- FLR Pothole Program (\$896,465).

Council is also expected to receive funding under the Regional & Local Rds Repair Program during quarter 3 (\$4,759,721). Council is also awaiting the outcome of grant applications for Fixing Country Rds 6 (\$5,200,000) and Fixing Local Rds 4 \$2,475,415.

Financial Implications

GENERAL FUND – ADJUSTED BOTTOM LINE ANALYSIS

The adopted Operational Plan for the general fund showed a surplus budget of \$48,719 for 2022/23. At the completion of the 1st quarter review, the projected surplus was \$347,605. The net vote variations proposed for the 2nd quarter of 2022/23 result in a surplus of \$390,909.

This improved surplus primarily results from increased projected interest income (\$253,800) offset primarily by the following expenditure increases – asset management plan development (\$40,000), employee costs related to wet days & leave entitlements (\$53,000) and external asset revaluations (\$25,000) together with a reduction in fuel tax rebate income of \$90,000 due to the temporary suspension of the fuel excise.

WATER – ADJUSTED BOTTOM LINE ANALYSIS

The adopted Operational Plan for the combined water funds showed a deficit budget of \$495,437 for 2022/23. At the completion of the 1st quarter review, the projected deficit was \$659,293. The net vote variations proposed for the 2nd quarter of 2022/23 result in a deficit of \$650,779.

The only adjustment required for this quarter was an increase in the water access charges income for the Melbergen water scheme to match actual income (\$8,514).

SEWER – ADJUSTED BOTTOM LINE ANALYSIS

The adopted Operational Plan for the combined sewer funds showed a surplus budget of \$14,314 (including telemetry) for 2022/23. At the completion of the 1st quarter review, the projected deficit was \$897. The net vote variations proposed for the 2nd quarter of 2022/23 result in a slightly increased deficit of \$3,897.

Two adjustments were required across the sewer schemes during this quarter – a \$2,000 increase in treatment operations expenses for the Goolgowi sewer fund and a \$1,000 increase in telemetry expenses in the Rankins Springs sullage scheme.

CONTRACTS

The following table provides details of contracts entered into by Council during the December quarter:

Carrathool Shire Council		Quarterly Budget Review Statement for the period 01/10/22 to 31/12/22				
Contracts Budget Review Statement						
Budget review for the quarter ended 30 September 2022						
Part A - Contracts Listing - contracts entered into during the quarter						
Contractor	Contract detail & purpose	Contract Value	Start Date	Duration of Contract	Budgeted (Y/N)	Notes
Wagga Trucks	Prime Mover	378,400		On Receipt	Y	
Westrac Pty Ltd	Motor Grader	560,890		On Receipt	Y	
Notes:						
1. Minimum reporting level is 1% of estimated income from continuing operations of Council or \$50,000 - whichever is the lesser.						
2. Contracts listed are those entered into during the quarter being reported and exclude contractors on Council's Preferred Supplier list.						
3. Contracts for employment are not required to be included.						

CONSULTANCY & LEGAL EXPENSES

Details of consultancy and legal fees paid are shown in the table below:

Carrathool Shire Council		Quarterly Budget Review Statement for the period 01/10/22 to 31/12/22	
Consultancy & Legal Expenses Budget Review Statement			
Consultancy & Legal Expenses Overview			
Expense	YTD Expenditure (Actual Dollars)	Budgeted (Y/N)	
Consultants	-	Y	
Legal Fees (Debt Recovery)	279	Y	
Legal Fees	585	Y	
<u>Definition of a consultant:</u>			
A consultant is a person or organisation engaged under contract on a temporary basis to provide recommendations or high level specialist or professional advice to assist decision making by management. Generally it is the advisory nature of the work that differentiates a consultant from other contractors.			

CASH & INVESTMENTS HELD AT 31 DECEMBER 2022

Funds have been invested in accordance with the *Local Government Act 1993*, the *Local Government General Regulation 2021*, Council's Investment Policy and Council meeting resolutions.

The Cash at Bank figure has been reconciled to Council's physical bank statements. The completion date of this bank reconciliation is 31 December 2022.

Cash at Bank (All Funds)	\$369,869.79
<u>Investments (On Call & Term Deposits)</u>	<u>\$28,680,643.11</u>
Cash & Investments – as at 30/9/22	<u>\$29,050,512.90</u>

Statutory Implications

Local Government Act 1993

Local Government (General) Regulation 2021 – Clause 203 & Clause 211

QBRS Guidelines, Office of Local Government 2010

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 the budget review for the 2nd quarter of 2022/23 be received and the vote variations as listed in both the budget review statement and this report be implemented.

10.28 Delivery Program Performance Report

CM:PLA:SCBP

Author: Director Corporate & Community Services

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

Separately Circulated: Delivery Program Performance Report

Background

The Delivery Program (DP) is the statement of commitment to the community from each newly elected council and it translates the community’s strategic goals into clear actions.

It is the primary reference point for all activities undertaken by council during its term of office.

The Delivery Program allows council to determine:

- what is achievable over the term
- what the priorities are
- how programs will be scheduled.

Importantly, the Delivery Program allows council to demonstrate how its ‘business-as-usual’ activities help achieve Community Strategic Plan (CSP) objectives (e.g., garbage collection achieves a safe and healthy environment objective).

(Office of Local Government NSW, 2022)

Issues

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

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

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

Financial implications

Nil

Statutory implications (Governance including Legal):

Local Government Act 1993, s404 5

Policy implications:

Nil

Risk implications:

Nil

Community Strategic Plan:

This report covers all the objectives within the Community Strategic Plan

Recommendation:

That Council note the Delivery Program progress report for February 2023.

10.29 Community Development Officer Report – February 2023

ED:TOUR:TEP

Author: Community Development Officer

Purpose: To advise Council of recent activities undertaken by the Community Development Unit (CDU).

Background

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

Issues

Stronger Country Communities Fund (SCCF) Round 5

The funding deed has been executed and the first instalment has been received. Works on the various projects will commence shortly.

School Holiday Break Program

Over the summer holidays (21 December 2022 – 3 February 2023) a total of 15 youth focussed events were held. The events included three youth fun days with inflatables, parkour as well as a movie night. Three cake decorating workshops, 2 pool parties and three trivia nights. These events were targeting at the 12-24 years and funded through the NSW Government School Holiday Break Program. The Carrathool Fun Day and movie afternoon with waterslide, kids’ activities and free BBQ was also held during the holidays with funding through the Reconnecting Regional NSW Community Event Program.

Australia Day 2023

Australia Day celebrations took place at the Goolgowi Pool Complex with over 150 people attending. Mr Warren Potent, an Olympic Rifle Shooter was our Ambassador. Guests enjoyed a BBQ lunch under the large marquee provided by Goolgowi P & C Association. Mr Twister was in attendance and a water slide was enjoyed by the children. The pool party followed.

Gowi Groove on the Grass was held Australia Day night at the Goolgowi Rec Ground. This included live music from Capital Club band from Canberra and BBQ dinner provided by the Goolgowi Football Club. This event was free thanks to funding from the Australia Day Council and was attended by approximately 60 people.

Reconnecting Regional NSW – Community Events Program

These events will continue to be held until the end of March. Council events continue to be organised. Upcoming Council events include:

11 March 2023 – The Lake Woorabinda Festival. This event will include markets, children’s activities, lantern workshops (these will be lit & floated on the Lake at dusk), live music and fireworks.

18 March 2023 - Wobbly Boot at the Hillston Hall – will include a sit-down dinner and music following. Seats for dinner are limited and can be booked through Council’s website.

25 March 2023 - Wobbly Boot at Goolgowi Exies Club includes food and live music.

All three events are funded through the Reconnecting Regional NSW Community Events Program and are free to attendees.

Two community events have requested a time extension due to the prolonged rainfall and flooding late 2022; Hillston CWA Community Connect Night and Merriwagga Ball in the Hall. Council is awaiting the outcome of the request.

2023 Caravan & Camping Supershow – Flemington

The Community Development Officer is currently in Melbourne as part of the Kidman Way Promotional Committee manning the Kidman Way stall with other member Councils – Griffith, Murrumbidgee, Bourke & Cobar.

Grant Applications Update

Boat Ramp Update

Notification has not been received as yet for the two applications submitted in Round 4 of the Boating Now Fund.

Goolgowi Pump Track Project

Notification has not yet been received regarding the outcome of this application.

Goolgowi Recreation Ground – Lighting Upgrade

This application for \$188,016 was submitted to the Female Friendly Community Sport Facilities & Lighting Upgrades Grant Program on behalf of the Goolgowi Football Club with information supplied by the committee. Notification has been received that the application is successful. The CDU will liaise with the Manager Building & Regulatory Services to progress this project.

Information Distributed to the Community

- Recovery Assistance Point Information
- Qantas Regional Grant Fund
- Business Information – Flooding Impacts
- FRRR Grant Opportunities
- NAB Foundation Community Grants
- Lake Woorabinda Festival – Stall holder information & request
- Australia Day Celebration Invitation
- Rural Aid Assistance
- Coles Nurture Fund Information
- Volunteering Diversity & Inclusion Project Funding

Financial implications

Existing CDU budget and grant funding.

Statutory implications (Governance including Legal)
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Nil

Policy implications

Nil

Risk implications

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 February 2023.

11. Committee Reports

Nil

12. Closed Council Reports

12.1 Hillston Medical Centre - Update

CP:LEA:HMC

Author: General Manager

Purpose: To inform Council of 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 Rankins Springs Caravan Park

CP:MAINT:CP

Author: General Manager

Purpose: To inform Council of an enquiry regarding possible lease of the Rankins Springs Caravan Park

Background

Council is asked to consider this report Rankins Springs Caravan Park 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 Fixing Local Roads Upgrade (Under Embargo)

GS:PRO:FLR400019

Author: General Manager

Purpose: To inform Council of the status of Fixing Local Roads Round 4 application.

Background

Council is asked to consider this report of Fixing Local Roads Upgrade (Under Embargo) in Closed Council under the provisions of section 10A (c) of the *Local Government Act 1993*

Financial implications

Nil

Statutory implications (Governance including Legal)

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

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

Policy implications

Nil

Risk implications

Nil

Community Strategic Plan

Nil

Recommendation:

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

13. Next Meeting

The next **Ordinary Meeting** of Council will be held at the **Goolgowi Council Chambers** on **21 March 2023** commencing at **10.00am**.