



Ordinary Meeting of Council

Wednesday 28 July 2021

4.00pm

Council Chambers

209 Comur Street, Yass

PRAYER:

All Stand:

Mayor: *Let us be still and remember the presence of God. As we commence our meeting let us together pray for guidance and help.*

All say together:

Almighty God, we ask your blessing upon this Council.

Direct and prosper our deliberations to the true welfare of Australia and the people of Yass Valley Amen.

FUTURE MEETINGS

August 2021

Wednesday 25th

4.00pm

Ordinary Meeting of Council

Ordinary Meeting of Council

A G E N D A

Open Forum

Page No.

Webcasting

This meeting is being webcast, a reminder to those in attendance that you should refrain from making any defamatory statements.

Acknowledgement of Country

I acknowledge that we are meeting on the ancestral land of the Ngunnawal people. I recognise the Ngunnawal as the traditional custodians and pay respect to the Elders of the community and their descendants.

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	Nil	

Close of Meeting Time

Chris Berry
GENERAL MANAGER



Minutes of the Ordinary Meeting of Council

Wednesday 23 June 2021

4.00pm

Council Chambers

209 Comur Street, Yass

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Open Forum

Nil

Presentations to Council – Items on the Meeting Agenda

Council Meeting - The Mayor declared the meeting open at 4.20 pm.

Present

Councillors Rowena Abbey, Mayor, in the chair, Cecil Burgess, Geoff Frost, Nathan Furry (Conference call), Allison Harker, Jasmin Jones (conference call), Michael McManus, Mike Reid and Kim Turner.

Also present were the General Manager – Chris Berry, Director Planning & Environment – Julie Rogers, Director Infrastructure & Assets – James Dugdell, Acting Director Corporate & Community – Tracy Silgar, Manager Governance – Kevin Gaddes and Corporate Projects Officer – Anita Tilley

Acknowledgement of Country

1. Prayer

2. Apologies

Nil

3. Declaration of Interest/Disclosures

Councillor Abbey declared a significant non pecuniary conflict of interest in Item 13.1 Tender Evaluation Report – Nanima Road Rehabilitation Stage 2 YVC.IA21.2021 and Item 13.3 –Rebate for Undetected Water Leaks Policy – Marginal Cost of Supplying Water and stated that she believed her interest would preclude her from voting.

Reason: Councillor Abbey declared an interest as she has a prior association with one of the companies involved in Item 13.1 and had a close association with the resident involved in Item 13.3.

Councillor McManus declared a non significant, non pecuniary interest in item 13.2 Sale of Land for Unpaid Rates.

Reason: Councillor McManus advised that he lived in one of the streets listed in the properties for sale.

4. Confirmation of Minutes

RESOLVED that the minutes of the Ordinary Council Meeting held on 26 May 2021 covered by page numbers 1-17 inclusive and resolution numbers 83-112 inclusive, copies of which had been circulated to all Councillors, be taken as read and confirmed.

(Turner/Reid) 113

FOR: Councillors R Abbey, C Burgess, G Frost, N Furry, A Harker, J Jones, M McManus, M Reid and K Turner

AGAINST: Nil

5. Mayoral Minute

Nil

6. Director of Planning & Environment Reports

6.1 DRAFT HEAVY HAULAGE DEVELOPMENT CONTRIBUTIONS PLAN

SUMMARY

To present a report seeking approval to place the new draft Yass Valley Heavy Haulage Development Contributions Plan on public consultation.

RESOLVED that

- 1. The draft Heavy Haulage Development Contributions Plan be placed on public exhibition***
- 2. The draft Heavy Haulage Development Contributions Plan be adopted if no significant objections are received during public consultation***
- 3. The Yass Valley Heavy Haulage Section 94 Plan (2006) be repealed if no significant objections are received during public consultation***

(Frost/Reid) 114

FOR: Councillors R Abbey, C Burgess, G Frost, N Furry, A Harker, J Jones, M McManus, M Reid and K Turner

AGAINST: Nil

6.2 DRAFT FILLING POLICY

SUMMARY

The draft Filling on Rural Properties Policy has been reviewed following exhibition and consideration of submissions. It is recommended that the revised draft be exhibited.

RESOLVED that the revised draft Filling Policy be placed on public exhibition (including notification to the authors of the submissions of the previous draft Filling on Rural Properties Policy) and adopted if there are no significant issues raised in submission

(Reid/Harker) 115

FOR: Councillors R Abbey, C Burgess, G Frost, N Furry, A Harker, J Jones, M McManus, M Reid and K Turner

AGAINST: Nil

7. Director of Infrastructure & Assets Reports

7.1 SAFETY CONCERNS, STEPHENS STREET, BINALONG - PROPOSAL TO CLOSE FITZROY STREET

SUMMARY

To present the outcomes from the consultation with the Binalong community on the proposal to close Fitzroy Street, Binalong as part of a process to address safety concerns on Stephens Street, Binalong. It is recommended that the closure of Fitzroy Street not proceed.

RESOLVED that :

- 1. The option of closing Fitzroy Street Binalong not be progressed further***
- 2. Any further safety concerns in relation to traffic on Stephens Street Binalong be referred to TfNSW for their action as appropriate***
- 3. The residents requesting the installation of guard rail be advised of the decision***
- 4. TfNSW be advised of this outcome***

(Turner/Burgess) 116

FOR: Councillors R Abbey, C Burgess, G Frost, N Furry, A Harker, J Jones, M McManus, M Reid and K Turner

AGAINST: Nil

7.2 ILLALONG ROAD PARTIAL ROAD CLOSURE

SUMMARY

Development Consent has been issued for a subdivision along Henderson Lane, Binalong, adjacent to Illalong Road. The Consent conditions included a requirement for a part road closure.

RESOLVED that :

- 1. The part closure of Illalong Road, Binalong be approved***
- 2. The road closure process be commenced and notification be undertaken in accordance with the Roads Act 1993***
- 3. The closed road be dedicated as Operational Land under the Local Government Act 1993 and transferred to the adjacent property owner as compensation for the land to be dedicated as public road***
- 4. The existing section of Illalong Road be dedicated as public road as part of the registration of the subdivision***
- 5. The General Manager and Mayor be authorised to sign documentation associated with the closure***

(Turner/Burgess) 117

FOR: Councillors R Abbey, C Burgess, G Frost, N Furry, A Harker, J Jones, M McManus, M Reid and K Turner

AGAINST: Nil

7.3 ROADSIDE SLASHING

SUMMARY

To request consideration of reducing contract 'Roadside Slashing' within Yass and villages by not mowing nature strip areas.

RESOLVED that the new 'Roadside Slashing' contract mowing areas to not include mowing of nature strips within Yass and villages be placed on public exhibition.

(Frost/Reid) 118

FOR: Councillors R Abbey, C Burgess, G Frost, N Furry, A Harker, J Jones, , M Reid and K Turner

AGAINST: Cr McManus

8. Director of Corporate & Community Reports

8.1 2021/22 OPERATIONAL PLAN (INCLUDING MAKING OF THE RATES)

SUMMARY

In April 2021, Council determined that the Draft 2021/22 Operational Plan be placed on public exhibition. A total of 31 submissions were received with relevant issues informing proposed amendments to the draft plan.

In addition to the adoption of the Operational Plan, Council must, each year, 'make' the rates and charges by resolution.

RESOLVED that :

- 1. The 2021/22 Operational Plan be adopted as amended following consideration of the submissions received.***
- 2. The annual Ordinary Rates for 2021/22 be made as detailed in the following table and in accordance with the Statement of Revenue Policy within the 2021/22 Operational Plan.***

CATEGORY	SUB - CATEGORY	AD VALOREM	MINIMUM CHARGE	BASE CHARGE	INCOME
<i>Farmland</i>		<i>0.0018441</i>		<i>\$700.50</i>	<i>\$4,404,424</i>
<i>Residential</i>	<i>Non-Urban</i>	<i>0.0018154</i>		<i>\$457.00</i>	<i>\$3,667,043</i>
<i>Residential</i>	<i>Yass</i>	<i>0.0038409</i>	<i>\$694.50</i>		<i>\$1,996,673</i>
<i>Residential</i>	<i>Binalong</i>	<i>0.0033556</i>	<i>\$694.50</i>		<i>\$141,840</i>
<i>Residential</i>	<i>Bowning</i>	<i>0.0033556</i>	<i>\$694.50</i>		<i>\$78,920</i>
<i>Residential</i>	<i>Wee Jasper</i>	<i>0.0033556</i>	<i>\$694.50</i>		<i>\$30,558</i>
<i>Residential</i>	<i>Bookham</i>	<i>0.0033556</i>	<i>\$694.50</i>		<i>\$11,112</i>
<i>Residential</i>	<i>Murrumbateman</i>	<i>0.0025376</i>	<i>\$694.50</i>		<i>\$185,221</i>
<i>Residential</i>	<i>Gundaroo</i>	<i>0.0025376</i>	<i>\$694.50</i>		<i>\$177,753</i>
<i>Residential</i>	<i>Sutton</i>	<i>0.0025376</i>	<i>\$694.50</i>		<i>\$73,811</i>
<i>Business</i>	<i>Sutton & Gundaroo</i>	<i>0.0018154</i>		<i>\$457.00</i>	<i>\$17,998</i>
<i>Business</i>	<i>Yass & Other Villages</i>	<i>0.0090412</i>	<i>\$694.50</i>		<i>\$827,603</i>

				TOTAL INCOME	\$11,612,955

3. *Each annual and consumption charge for water, sewer, liquid trade waste and waste for 2021/22 be made as detailed in the following table and in accordance with the Statement of Revenue Policy.*

<i>Description</i>	<i>Annual Charge</i>	<i>Consumption Charge (Per kilolitre)</i>
WATER CHARGES		
<i>Water Availability Charge 20mm-32mm</i>	\$500.00	
<i>Water Usage Charge for the first 5Kl per day</i>		\$3.57
<i>Water Usage Charge in excess of 5Kl per day</i>		\$4.70
SEWER CHARGES		
<i>Sewer Residential Charge</i>	\$734.00	
<i>Description</i>	<i>Annual Charge</i>	<i>Consumption Charge (Per kilolitre)</i>
<i>Sewer Non-Residential Charge (based on previous years water consumption)</i>	Minimum \$734.00	
TRADE WASTE CHARGE		
<i>Liquid Trade Waste charge with appropriate pre treatment</i>		\$2.20
<i>Liquid Trade Waste charge without appropriate pre-treatment</i>		\$18.00
WASTE MANAGEMENT CHARGES		
<i>Domestic Kerbside Collection</i>	\$415.00	
<i>Vacant Properties</i>	\$30.00	
<i>Business Waste Collection</i>	\$415.00	
<i>Waste Management Environmental Charge</i>	\$128.00	
STORMWATER MANAGEMENT CHARGE		
<i>Stormwater Management Charge</i>	\$25.00	
ON SITE SEWAGE MANAGEMENT CHARGE		
<i>On Site Sewer Management Charge</i>	\$35.00	

4. *Interest rate payable on overdue rates and charges to be set at the maximum rate specified by the Minister for Local Government at 6.0% pa.*

(Turner/Reid) 119

FOR: Councillors R Abbey, C Burgess, G Frost, N Furry, A Harker, J Jones, M McManus, M Reid and K Turner

AGAINST: Nil

8.2 INVESTMENT AND BORROWINGS REPORT - MAY 2021

SUMMARY

In accordance with the Clause 212 *Local Government (General) Regulation 2005*, this report provides a summary of Council's investments as at 31 May 2021. In accordance with paragraph (1)(b), it can be certified that the investments listed have been made in accordance with the Act, the Regulations and Council's Investment Policy.

RESOLVED that the Investment Report as at 31 May 2021 be received and it be noted that the summary has been prepared in accordance with the Act, the Regulations and Council's Investment Policy.

(Reid/Harker) 120

FOR: Councillors R Abbey, C Burgess, G Frost, N Furry, A Harker, J Jones, M McManus, M Reid and K Turner

AGAINST: Nil

8.3 INVESTMENT POLICY REVIEW

SUMMARY

In accordance with s625 *Local Government Act 1993* and Ministerial Investment Order dated 12 January 2011, this report provides a review of the Investment Policy.

RESOLVED that the revised Investment Policy be adopted.

(Reid/Frost) 121

FOR: Councillors R Abbey, C Burgess, G Frost, N Furry, A Harker, J Jones, M McManus, M Reid and K Turner

AGAINST: Nil

8.4 DEBT MANAGEMENT POLICY REVIEW

SUMMARY

Council's external auditors identified the Debt Management Policy as being outdated and in need of a review. A review of the Debt Management Policy has now been undertaken and is presented for adoption.

RESOLVED that the revised Debt Management Policy be adopted.

(Frost/Reid) 122

FOR: Councillors R Abbey, C Burgess, G Frost, N Furry, A Harker, J Jones, M McManus, M Reid and K Turner

AGAINST: Nil

9. General Manager Reports

9.1 MURRUMBATMAN OLD SCHOOL AND SCHOOL HOUSE

SUMMARY

To present a report advising of the current status of the Plan of Management and License for the use of the Murrumbatman Old School and School House.

RESOLVED that:

- 1. The preparation of the Plan of Management and any Licence for future use of the Old School and School House be deferred until plans for the proposed Murrumbatman Primary School are approved by DPIE**
- 2. Discussions continue between Council, Department of Education and Crown Lands in relation to options for utilising Crown Reserves in Murrumbatman to accommodate and complement the functions of the proposed primary school**
- 3. A submission be made on the Development Application for the proposed school site at the corner of the Barton Highway and Fairley Street indicating:**
 - Council is supportive of a new school site for the Murrumbatman community**
 - The submitted design does not make adequate provision for:**
 - Bus pick up and set down**
 - Safe pedestrian movements for children between the bus bay and the school site**
 - Traffic movements to and from the site and the Barton Highway and any intersection improvements with the Barton Highway**
 - Playground/sporting areas for students**
 - The importance of community access to school playgrounds/sporting areas and hall outside of school hours**
 - The Applicant should be negotiating with Crown Lands for the incorporation and use of the adjoining Crown Land (formerly used as a school site) to be used to expand the playground/sporting areas for the proposed school**

(Reid/Jones) 123

FOR: Councillors R Abbey, C Burgess, G Frost, N Furry, A Harker, J Jones, M McManus, M Reid and K Turner

AGAINST: Nil

9.2 TENDER EVALUATION REPORT - NANIMA ROAD REHABILITATION STAGE 2 YVC.IA.21.2021

SUMMARY

This report provides advice on the submission of tenders for Nanima Road Rehabilitation Stage 2.

RESOLVED that this item be classified CONFIDENTIAL in accordance with Section 10A(2)(di) of the Local Government Act 1993, which permits the meeting to be closed to the public for business relating to commercial information of a confidential nature that would, if disclosed, prejudice the commercial position of the person who supplied

(Turner/Harker) 124

FOR: Councillors R Abbey, C Burgess, G Frost, N Furry, A Harker, J Jones, M McManus, M Reid and K Turner

AGAINST: Nil

9.3 SALE OF LAND FOR UNPAID RATES

SUMMARY

To consider the sale of eight properties for unpaid rates under s713 *Local Government Act 1993*.

RESOLVED that the item be classified confidential in accordance with Section 10A(2)(b) of the Local Government Act 1993, which permits the meeting to be closed to the public for business relating to the personal hardship of a resident or ratepayer.

(Turner/Harker) 125

FOR: Councillors R Abbey, C Burgess, G Frost, N Furry, A Harker, J Jones, M McManus, M Reid and K Turner

AGAINST: Nil

9.4 REBATE FOR UNDETECTED WATER LEAKS POLICY - MARGINAL COST OF SUPPLYING WATER

SUMMARY

In May 2021 Council adopted a revised *Rebate for Undetected Water Leaks Policy*. At the same meeting Council deferred consideration of a request for a further rebate for an undetected leak and sought additional information on the marginal cost of supplying water.

RESOLVED that:

- 1. The marginal cost method for determining water rebates be used as a method of calculating rebates for water leaks resulting in an excess bill of greater than \$500***
- 2. The marginal cost method be applied on water usage greater than \$500 and the total excess be capped at \$1,000 over the average water bills for the same consumption period for the previous two years***
- 3. The current Rebate for Undetected Water Leaks Policy as approved in May 2021 be amended to incorporate the above changes***
- 4. The revised policy be applied to any undetermined rebate requests***

(Jones/Reid) 126

FOR: Councillors R Abbey, C Burgess, G Frost, A Harker, J Jones, , M Reid and K Turner

AGAINST: Crs N Furry, M McManus

Note:

Council did not resolve to consider this matter in Closed Session but preferred to consider the policy aspects of this report in Open Council. In considering this matter Council considered the following:

In May 2021 Council adopted a revised Rebate for Undetected Water Leaks Policy. The policy provides for:

- Staged payments on outstanding water bills in excess of \$2,500 following the application of the rebate
- A consistent time period for calculating average water use (i.e. 2 years)

At the same meeting Council considered a request for a further rebate for an undetected water leak and determined to defer consideration for this request pending a further report on the marginal cost of supplying water.

The marginal cost of water was calculated by taking those costs that can be directly attributable to the production and pumping of water and excluding costs related to upgrade and maintenance of the production and supply network. The included costs are for raw water cost, labour, maintenance contractors, chemicals and electricity.

The marginal cost of supplying water is \$0.60/kL for 2019/20.

If the marginal cost of supplying water is used as the basis for determining the rebate for an undetected water leak, then an excess water bill would be calculated as follows:

- $\text{Rebate} = [(\text{High Water Reading}) - (\text{Average Water Reading the same period for last 2 years})] * [(\text{Applicable Tariff}) - (\text{Marginal Cost of Water Production})]$
- As an example, if a standard bill over a 90 day period with a water reading of 2,000kl (\$8,505) with an average usage water reading of 200kl (\$680), the rebate would be:
 - $(2,000 - 450) * (4.50 - 0.60) + (450 - 200) * (3.40 - 0.60) = \$6,065 + \$700 = \$6,765$
 - This would give a bill of $\$8,505 - \$6,765 = \$1,740$
- Under the current policy the rebate would be $(\$8,505 - \$680)/2 = \$3,912.50$

Rather than using the marginal cost of supply water to determine the rebate it may be simpler to have a cap on large water bills. Icon Water uses a cap (i.e. \$2,500) and the Victorian Water Industry Association Inc recommend the use of a cap (i.e. \$1,000). However as these utilities are larger than Yass Valley Water, Council considered a cap of \$1,000.

The decision in relation to any undetermined water rebate request Council considered this to be an operational matter for the General Manager to determine in accordance with any revised policy.

10. Notice of Motion

Nil

11. Questions with Notice

Nil

12. Minutes and Recommendations of Council Committees

12.1 MINUTES OF THE LOCAL EMERGENCY MANAGEMENT AND RESCUE COMMITTEES HELD ON 19 MAY 2021

REPORT

The minutes of the Local Emergency Management Committee and Rescue Committee meetings held on 19 May 2021 are included in **Attachments A** and **B**.

From these minutes there are no items which covers a matter that:

- Requires expenditure not provided for in the current Operational Plan
- Involves a variation to a Council policy
- Is contrary to a previous decision or position of Council
- Relates to a matter which requires Council to form a view or adopt a position

- Deals with a matter of specific interest

Accordingly the minutes are presented for information.

RESOLVED that the minutes of the Local Emergency Management Committee and Rescue Committee meetings held on 19 May 2021 be noted.

(Turner/Reid) 127

FOR: Councillors R Abbey, C Burgess, G Frost, N Furry, A Harker, J Jones, M McManus, M Reid and K Turner

AGAINST: Nil

12.2 MINUTES OF THE COUNTRY MAYORS ASSOCIATION MEETING HELD ON 28 MAY 2021

SUMMARY

The minutes of the Country Mayors Association meeting held on 28 May 2021 are included in **Attachment A**.

From these minutes there are no items which covers a matter that:

- Requires expenditure not provided for in the current Operational Plan
- Involves a variation to a Council policy
- Is contrary to a previous decision or position of Council
- Relates to a matter which requires Council to form a view or adopt a position
- Deals with a matter of specific interest

Accordingly the minutes are presented for information.

RESOLVED that the minutes of the Country Mayors Association meeting held on 28 May 2021 be noted

(Harker/Reid) 128

FOR: Councillors R Abbey, C Burgess, G Frost, N Furry, A Harker, J Jones, M McManus, M Reid and K Turner

AGAINST: Nil

13. Confidential Matters

RESOLVED that pursuant to Section 10A of the Local Government Act, 1993 the following items on the agenda be classified as CONFIDENTIAL and considered in the Closed Meeting of Council in accordance with Section 10A(2) of the Local Government Act for the reasons as specified:

13.1 Tender Evaluation Report - Nanima Road Rehabilitation Stage 2 YVC.IA.21.2021
Item 13.1 is confidential in accordance with section s10(A)(2)(di) of the Local Government Act because it contains commercial information of a confidential nature that would, if disclosed prejudice the commercial position of the person who supplied it and discussion of the matter in an open meeting would be, on balance, contrary to the public interest.

13.2 Sale of Land for Unpaid Rates
Item 13.2 is confidential in accordance with section s10(A)(2)(b) of the Local Government Act because it contains the personal hardship of a resident or ratepayer and discussion of the matter in an open meeting would be, on balance, contrary to the public interest.

(Burgess/Reid) 129

FOR: Councillors R Abbey, C Burgess, G Frost, N Furry, A Harker, J Jones, M McManus, M Reid and K Turner

AGAINST: Nil

Closed Council commenced at 5.25 pm

At 05:26 pm Councillor Abbey left the Chambers.

Cr McManus took the chair.

13.1 TENDER EVALUATION REPORT - NANIMA ROAD REHABILITATION STAGE 2 YVC.IA.21.2021

SUMMARY

This report provides advice on the submission of tenders for Nanima Road Rehabilitation Stage 2.

RESOLVED that :

- 1. The tender submitted by Hewatt Civil Pty Ltd under the Nanima Road Rehabilitation Stage 2 contract YVC.IA.21.2021 be accepted for a total cost of \$662,770.40***
- 2. A contingency allowance of \$100,000 be allocated for latent conditions.***
- 3. The schedule of rates submitted by Hewatt Civil Pty Ltd for the Nanima Road Rehabilitation Stage 2 be accepted for undertaking additional safety improvements on Nanima Road to the value of any project budget remaining***

(Frost/Reid) 130

FOR: Councillors C Burgess, G Frost, N Furry, A Harker, J Jones, M McManus, M Reid and K Turner

AGAINST: Nil

At 05:30 pm Councillor Abbey returned to the Chambers.

13.2 SALE OF LAND FOR UNPAID RATES

SUMMARY

To consider the sale of eight properties for unpaid rates under s713 *Local Government Act 1993*.

RESOLVED that :

- 1. The land as listed for overdue rates and charges be sold***
- 2. The auction date be 17 November 2021, commencing at 10.00am at the Council Chambers, 209 Comur Street, Yass***
- 3. Notice of the proposed sale be given by an advertisement published in the NSW Government Gazette and one other newspaper***
- 4. From the date of this meeting, no property listed shall be withdrawn from sale unless all amounts due at are paid in full or an arrangement satisfactory to Council for payment of all rates and charges being entered into by the rateable person***

5. *Delegated authority is given to the General Manager, Director Corporate & Community Services and the Chief Financial Officer to jointly consider any requests for payment arrangements*
6. *Delegated authority is given to the General Manager to set reserve prices in consultation with the Chief Financial Officer and the appointed auctioneer*
7. *Any lot not sold by auction remains with the appointed auctioneers for sale by private treaty*

(Turner/Frost) 131

FOR: Councillors R Abbey, C Burgess, G Frost, N Furry, A Harker, J Jones, M McManus, M Reid and K Turner

AGAINST: Nil

13.3 REBATE FOR UNDETECTED WATER LEAKS POLICY - MARGINAL COST OF SUPPLYING WATER

SUMMARY

In May 2021 Council adopted a revised Rebate for Undetected Water Leaks Policy. At the same meeting Council deferred consideration of a request for a further rebate for an undetected leak and sought additional information on the marginal cost of supplying water.

No decision made

RESOLVED that the meeting move into Open Council.

(Reid/Turner) 132

FOR: Councillors R Abbey, C Burgess, G Frost, N Furry, A Harker, J Jones, M McManus, M Reid and K Turner

AGAINST: Nil

Open Council resumed at 5.40pm.

RESOLVED that the recommendations in Closed Council be adopted.

(Reid/Turner) 133

FOR: Councillors R Abbey, C Burgess, G Frost, N Furry, A Harker, J Jones, M McManus, M Reid and K Turner

AGAINST: Nil

The meeting closed at 5:47 pm.

6.1 2021/22 LOCAL HERITAGE GRANT PROGRAM

SUMMARY

To present a report on the completion of the 2020/21 Local Heritage Grants and the recommendations from the 2021/22 Local Heritage Grants Assessment Panel.

RECOMMENDATION

That:

1. *The expenditure and reimbursement for the 2020/21 Local Heritage Grants Program be noted.*
2. *The following funding be provided un the 2021/22 Local Heritage Grant Program:*

<i>Binalong Mechanics Institute, Binalong</i>	<i>\$2,500</i>
<i>Cooma Cottage, Yass</i>	<i>\$1,500</i>
<i>"Caledonia Store", 32 Cork St Gundaroo</i>	<i>\$2,075</i>
<i>"General Store" 28 Fitzroy Street Binalong</i>	<i>\$3,000</i>
<i>"Darcysville", 18 Pritchett Street Yass</i>	<i>\$2,000</i>
<i>Bowning Hall</i>	<i>\$3,300</i>
<i>St James Church Bowning</i>	<i>\$625</i>
<i>St Mark's Church Gundaroo</i>	<i>\$2,000</i>
<i>"The Parsonage" 120 Rossi Street Yass</i>	<i>\$2,000</i>

FINANCIAL IMPLICATIONS

In May 2021, Council accepted a two year funding offer from Heritage NSW for 2021/22 and 2022/23 of 1:1 up to \$5,500 (ex GST) per year. In the 2021/2022 budget Council contributed \$13,500 towards a total budget of \$19,000.

POLICY & LEGISLATION

- Yass Valley Local Environment Plan 2013
- Local Heritage Grants Policy

REPORT

Each year Council with the assistance from Heritage NSW facilitates an annual Local Heritage Grant Program. In May 2021, Council accepted a two year funding offer for 2021/22 and 2022/23 of 1:1 up to \$5,500 (ex GST) per year. In 2021/22 Council has contributed \$13,500 towards an annual budget of \$19,000.

2020/21 Local Heritage Grant Program

As part of the 2020/21 Local Heritage Grants program six grants were awarded with five projects successfully completed. The types of work undertaken included stained glass window restoration work.

At the completion of the 2020/21 program, \$16,723 was awarded to five applicants that successfully completed the program as detailed below:

Heritage Item Address	Project Description	Project cost	Applicant's contribution	Local Heritage Funding
St Andrew's Uniting Church, 2 Cliff Street Yass	Preparation and painting of fascia's and gutters	\$11,650	\$7,650	\$3,825
St Patrick's Church Binalong, 27 Manning Street Binalong	Restoration of Stained Glass Windows	\$85,775	\$82,275	\$3,500
The Royal Hotel, 11 Queen Street Binalong	Drainage work and painting	\$8,060	\$4,860	\$3,200
Binalong Mechanics Institute, Wellington Street Binalong	Sand, prime, repaint window architraves and doors	\$4,572	\$2,286	\$2,286
Binalong Court House, Queen Street Binalong	Sand and coat hardwood tongue and groove flooring. Replace all damaged joists and boards	\$7,824	\$3,912	\$3,912
	TOTAL	\$117,881	\$100,983	\$16,723

2021/22 Local Heritage Grant Program

This year's Local Heritage Grant Program received 14 applications. A panel comprising of Council's Heritage Advisor, Strategic Planning Manager and Cr Frost assessed all applications against the Local Heritage Grants Policy.

Declarations on pecuniary and non-pecuniary interests were determined prior to assessment. No interests were declared by Panel Members.

A summary of the assessment Panel's findings is included in **Attachment A**.

The Panel recommends that the following applications be offered funding under the 2021/22 Local Heritage Grants Program:

Heritage Item Address	Project Description	Proposed Project Cost	Requested Funding	Recommended Funding
Binalong Mechanics Institute, 15 Wellington Street, Binalong	New timber flooring on the stage area including fine sand and coat	\$5,445	\$2,722	\$2,500
Cooma Cottage, Yass Valley Way, Yass	Provide new post and wire fencing between internal grounds and paddocks	\$7,500	\$3,750	\$1,500
The Caledonia Store, 32 Cork Street, Gundaroo	Restore balustrade with bespoke 3-rail timber dowell slat balustrade	\$6,300	\$2,100	\$2,075
28 Fitzroy Street, Binalong (General Store)	Replace leading roof with a like for like replacement	\$25,000	\$4,000	\$3,000

"Darcyville", 18 Pritchett Street, Yass	Clean, repair and paint roof	\$4,000	\$2,000	\$2,000
Bowning Hall	Repair water damaged floor in the hall supper room	\$6,908	\$3,312	\$3,300
St James' Church, Bowning	Seal the roof and external wall at the western end of Church to prevent bird access	\$1,250	\$1,250	\$625
St Mark's Church, Gundaroo	Repairs and maintenance to the roof area of the Church	\$8,800	\$4,000	\$2,000
120 Rossi Street, Yass	Replace the verandah	\$8,200	\$4,000	\$2,000
	Total	\$73,403	\$27,134	\$19,000

There were five applications which were lodged that the Panel determined should not be eligible for funding in 2021/22:

- 6 Monteagle Street and 57 Fitzroy Street, Binalong**
 The two applications are for repairs/preparation and exterior painting. Both addresses are not listed heritage items and are not in a conservation area within the LEP. Not overly prominent buildings within village.
- Binalong Courthouse**
 The application is for replacement of the timber joists and boards on the exterior verandah. The Binalong Courthouse has received grants through both the Local Heritage Fund and Community Fund in 2019/20 and 2020/21. The applicant is encouraged to reapply next year with evidence of operation or a business plan for the Museum.
- Friends of the Liberty**
 The application is for the design and printing of posters for the external notice boards on the theatre to advertise a meeting for the purpose of attracting new members with the intention of raising funds to acquire the building. Unclear when meeting is proposed to be held and not clear how the project will directly protect and maintain heritage. Are professional posters needed when there are alternative (free/low cost) methods of advertising a meeting e.g. Social media, Yass FM. Encourage group to reapply for projects once they have a business plan in place.
- Golden Fleece – 48 Queen Street, Binalong**
 The application is for repair of brickwork, floorboards and ceiling, including rodent damage. While this appears to be a worthwhile project the application was not accompanied by a quote. The applicant is encouraged to reapply in 2022/23 and to also have an assessment completed by the Heritage Advisor.

STRATEGIC DIRECTION

Key Pillar 3. Our Community

CSP Strategy CO4 - Recognise and celebrate our diverse cultural identities, and protect and maintain our community's natural and built cultural heritage

Delivery Program Action CO4.3 - Continue the local Heritage Grants Program

Operational Plan Activity CO4.3.1 - Encourage owners of local heritage properties to seek funding for small conservation projects

ATTACHMENTS: A. 2021/22 Assessment Matrix [↓](#)

6.1 2021/22 Local Heritage Grant Program
Attachment A 2021/22 Assessment Matrix

[illegible]

6.2 PUBLIC SPACE LEGACY PROGRAM

SUMMARY

The first stage of the Public Spaces Legacy Program has been successfully completed.

RECOMMENDATION

That the successful completion of the first stage of the Public Spaces Legacy Program be noted.

FINANCIAL IMPLICATIONS

Council committed \$104,000 for additional resources for development assessment in September 2020 and will receive \$1,784,700 in funding for the 'Adventure Playground' at Riverbank Park, Yass.

POLICY & LEGISLATION

- Operational Plan 2020/21

REPORT

1. Public Spaces Legacy Program

Council was accepted to participate in the Public Spaces Legacy Program. The Program offered funding for public space projects if it achieved efficiency targets in development assessment and transitioned to the NSW Planning Portal.

The program targets were as follows:

- 10% reduction in gross median assessment times for development applications from 1 September to 31 December 2020 (58 days)
- 15% reduction in gross median assessment times for development applications from 1 January to 30 June 2021 (55days)
- 50% of all new applications lodged through the NSW Planning Portal between 1 September and 31 December 2020 targeting applicants who regularly lodge applications with Council
- Transition 100% uptake of the NSW Planning Portal by 1 July 2021
- Process improvements based on best practice

2. Program Outcomes

While Council's results are still to be reviewed by DPIE through an Independent Assessment Panel from a review by Council staff all of the efficiency targets in development assessment have been achieved.

The gross median assessment times for Development Applications varied from a minimum of 6.5 days to a maximum of 24 days which was well below the targets set. Council transitioned to 100% usage of the NSW Planning Portal in February 2021 and are continuing to take up the new modules as they are released along with the training that is being provided. A fast track Development Assessment Team has also been established focussing on the assessment of the smaller development applications.

The success of our participation in the program has been as a result of the commitment of a number of parts of Council particularly the Development Control Team. They have been engaged and focussed on achieving the efficiency targets for the benefit of all of the community. It should also be acknowledged that the additional staff resources committed by Council at its meeting on 23 September 2020 contributed to this success.

The program now moves to the next stage being the planning and construction of the 'Adventure Playground' at Riverbank Park, Yass.

STRATEGIC DIRECTION

Key Pillar	1. Our Environment
CSP Strategy	EN4 - Maintain a balance between growth, development and environmental protection through sensible planning
Delivery Program Action	EN4.2 - Ensure development application assessment is thorough and efficient
Operational Plan Activity	EN4.2.1 - Implement the development process and implement changes aligning with the NSW Government's best practice guidelines

ATTACHMENTS: Nil

6.3 BUSH FIRE PRONE LAND MAP

SUMMARY

To present the draft bush fire prone land map for the Yass Valley prepared by the Rural Fire Service (RFS).

RECOMMENDATION

That the draft Bushfire Prone Map be approved and a request be made to the Rural Fire Service for its certification.

FINANCIAL IMPLICATIONS

Nil

POLICY & LEGISLATION

- *Environmental Planning & Assessment Act 1979*
- Planning for Bushfire Protection 2019

REPORT

Section 10.3(1) *Environmental Planning & Assessment Act* requires Council to request the RFS Commissioner every 5 years to prepare a map designating land within Yass Valley as bush fire prone land having regard to any bush fire risk management plan. The last map was prepared in 2014 and the most recent request was made in 2018. This mapping has now been finalised.

The purpose of the mapping is to inform strategic planning such as strategies and planning proposals, development assessment and provide information on 10.7 Certificates. The current mapping is included in **Attachment A** while the draft mapping that has been prepared and which Council is requesting be endorsed is included in **Attachment B**. The mapping in **Attachment B** has taken into account several suggestions from Council in relation to land recently developed for urban purposes or is under active management by Council.

It should be noted that the draft mapping includes grasslands (includes grasslands, freshwater wetlands, semi-arid woodlands, alpine complex and arid shrub lands) as a vegetation category for the assessment of bushfire risk. This has come about as a result of changes to *Australian Standard 3959 Construction of Buildings in Bushfire Prone Areas*. The additional vegetation category will mean additional properties will be identified as being bushfire prone and as such the requirements particularly around development assessment will increase.

The RFS have requested a letter from Council approving and requesting the certification of the map in **Attachment B**. The RFS are the experts in assessing bush fire risks and Council relies on their advice.

STRATEGIC DIRECTION

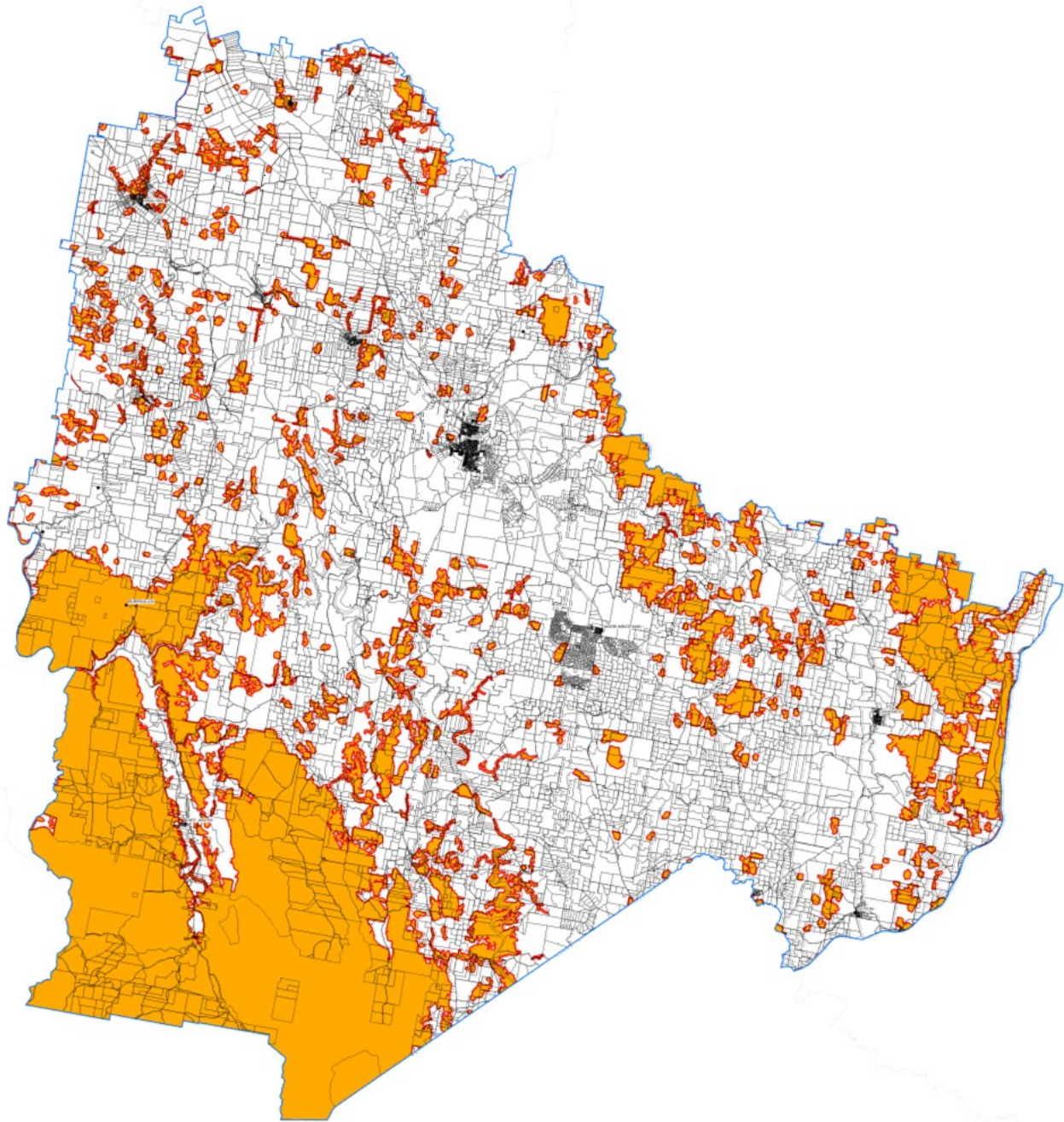
Key Pillar	1. Our Environment
CSP Strategy	EN4 - Maintain a balance between growth, development and environmental protection through sensible planning
Delivery Program Action	EN4.1 - Ensure Council's statutory planning instruments are up to date and reflective of the community needs
Operational Plan Activity	EN4.1.1 – Undertake ongoing strategic land use planning and reviews of existing instruments

- ATTACHMENTS:**
- A. RFS Bushfire Prone Land Map (2014) [↓](#)
 - B. Draft RFS Bushfire Prone Land Map (2021) [↓](#)

6.3 Bush Fire Prone Land Map
Attachment A RFS Bushfire Prone Land Map (2014)

Valley Council LGA

Yass Valley Council

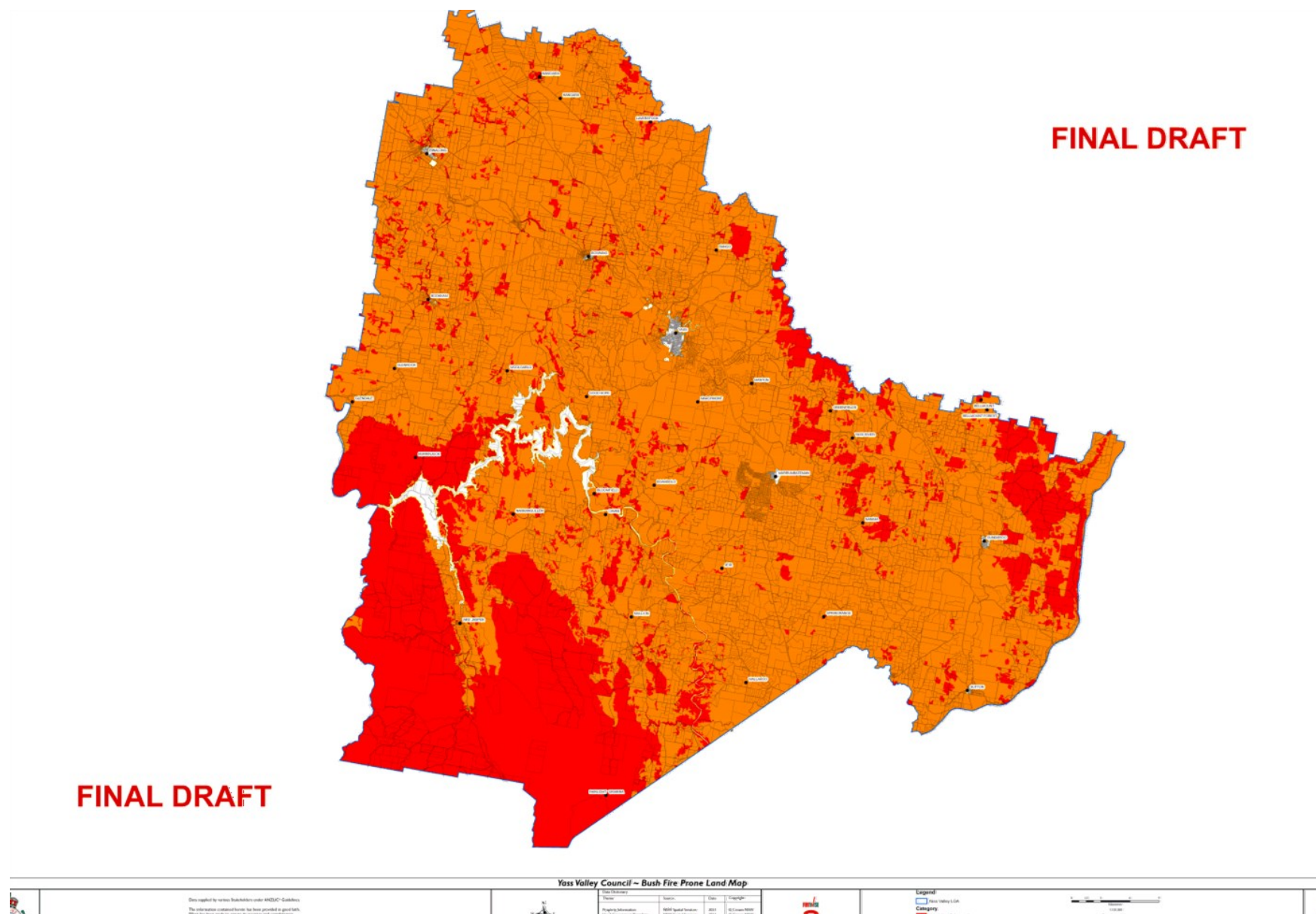


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approval of Section 146 (2) of the
Local Planning and Environment Act, 1979
is hereby certified as being a Bush Fire
Prone Land Map for the Local Government Area
Map Covered in Table 1

100000
Department of Planning
and Environment

Yass Valley Council LGA Bush Fire Prone Land Map

	Data Dictionary						Bush Fire Prone Land  Negation Category 1  Negation Category 2  Negation Category 3	 Scale: 1:10,000 Produced by the GIS Services Unit			
	Data supplied by various Stakeholders under ANZLIC Guidelines.										
	The information contained herein has been provided in good faith. Efforts have been made to ensure its accuracy and completeness.										
	The Stakeholders take no responsibility for errors or omissions.										
		Theme:	Source	Date	Copyright						
Property Information Local Government Boundary		NSW LPI	NSW LPI	2014	© Crown NSW						



6.4 DRAFT VICTORIA PARK MASTERPLAN

SUMMARY

The purpose of this report is to recommend public exhibition of the draft Victoria Park Masterplan.

RECOMMENDATION

That the draft Victoria Park Masterplan be placed on public exhibition and be adopted if no substantial objections are received or substantial revisions to the plan are required.

FINANCIAL IMPLICATIONS

Funding was provided by NSW Crown Lands to support Council's preparation of Plans of Management (POM). As a Masterplan would be used to inform the POM for Victoria Park it was agreed that the funding could be used for this purpose.

POLICY & LEGISLATION

- *Crown Lands Management Act 2016*
- *Local Government Act 1993.*
- Yass Valley Community Engagement Strategy

REPORT

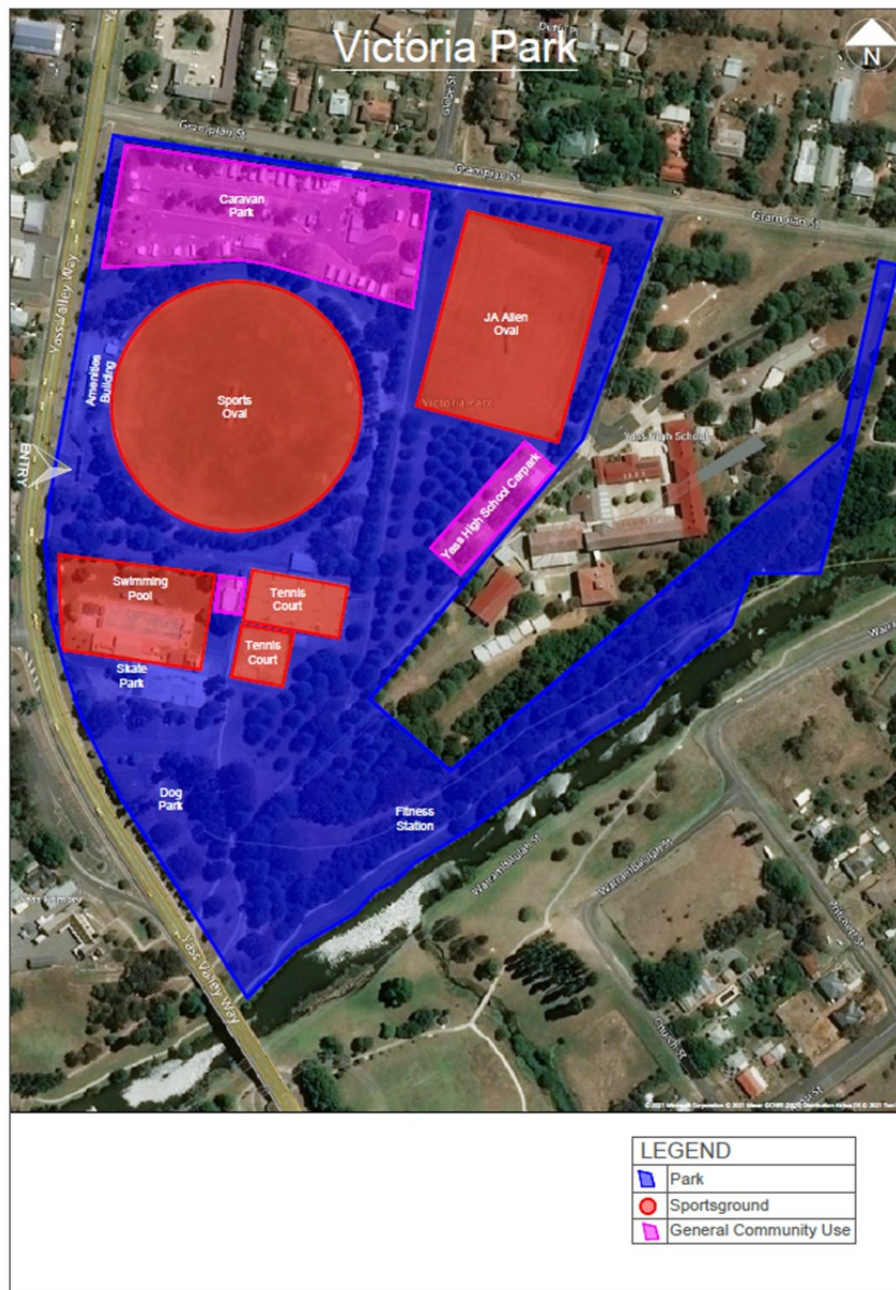
1. Background

Victoria Park is a Crown Reserve managed by Council with an area of 13.9ha. It includes the Yass Caravan Park, Memorial Swimming Pool, sporting ovals, tennis courts, dog park, skate park, Yass High School car park and significant established vegetation. The extent of the Crown Reserve is shown on the aerial image below.

Council, as Crown Land Manager is required to prepare a Plan of Management (POM) to meet our obligations under the *Crown Land Management Act 2016* and the *Local Government Act 1993*. Given the broad range of facilities and uses within the park, existing infrastructure, level of usage and the need to ensure that the park is continuing to meet the needs of residents and visitors, a masterplan is being prepared to inform the POM and provide a framework for its future development and management. It is important to note that any improvements or upgrades identified within the plan are likely to be eligible for funding under the annual Crown Reserves Improvement Fund (CRIF).

Landscape Architects, Taylor Brammer, have been engaged to prepare the masterplan with the input of internal Council stakeholders. The consultant team met with these stakeholders and undertook detailed site investigations of Victoria Park, as well as other recreation spaces and facilities in Yass town. Input was sought from the current Contract Managers for the Caravan Park.

A preliminary consultation session was also held with key user groups, represented by Yass Rams Rugby (Seniors and Juniors), Yass Cricket (Seniors and Juniors), Hume Tennis, Spinifex Tennis, Yass High School and Yass Little Athletics. Discussion focussed on the usage of facilities, key events, challenges and aspirations for the use of the park. The input from all stakeholders and user groups has informed the preparation of the draft masterplan.



2. Draft Masterplan

The draft Masterplan is included in **Attachment A** and circulated separately to this report. It includes recommendations for improvements and upgrades to:

- Main oval, including two full size rugby fields with central wicket
- JA Allen Oval including resurfacing for two junior rugby fields
- Tennis courts including two additional tennis courts
- Vehicle and pedestrian entry from Laidlaw Street
- Caravan park office, amenities buildings, barbeques, signs
- Formalised car parking areas
- Teen play area including two new basketball courts adjacent to skate park
- Overgrown riverbank area, including weed control, revegetation and walking/ bike track

Note that the proposed swimming pool refurbishment/redevelopment component has not been reconsidered as part of this process. As that project has progressed to a concept design stage and

Council has resolved to support it subject to funding availability, the current development footprint has been included for the purposes of this draft.

If Council resolves to proceed with the draft masterplan, the next step will be broader community consultation during public exhibition. This will include:

- Further consultation with user groups (including input from Yass High school students, Parkrun organisers, dog park users, Caravan Park visitors etc)
- Drop in session/s for community members (subject to any COVID restrictions that may be in place)
- Broader community consultation on the draft Masterplan, through publishing on Council's website, promoting through Council's Facebook page and newsletter

STRATEGIC DIRECTION

Key Pillar 4. Our Infrastructure

CSP Strategy IN4 - Maintain and update existing community facilities, and support the development of new community infrastructure as needed

Delivery Program Action IN4.1 - Develop and maintain new and existing recreational and community assets to address our communities needs in a sustainable manner

Operational Plan Activity IN4.1.1 - Develop and maintain sports grounds and associated facilities to standard that enables use by a variety of users

ATTACHMENTS: A. Draft Victoria Park Masterplan (*Under Separate Cover*) ➡

6.5 PLANNING PROPOSAL - HIGHWAY SERVICE CENTRE, MURRUMBATEMAN

SUMMARY

To present the outcomes of the consultation for the Planning Proposal seeking amendment to the *Yass Valley LEP 2013* to permit a highway service centre on the Barton Highway, Murrumbateman. It is recommended that the Planning Proposal be endorsed and an amendment be made to the *Yass Valley LEP 2013*.

RECOMMENDATION

That:

1. *The Planning Proposal – Highway Service Centre, Murrumbateman (PP.2020.01) be adopted*
2. *The opinion of the NSW Parliamentary Counsel's Office (PCO) be sought whether the amendment to the Yass Valley LEP 2013 can legally be made*
3. *The amendment to the Yass Valley LEP 2013 be made as a local plan-making authority*

FINANCIAL IMPLICATIONS

Resources for the assessment of Planning Proposals are provided for in the 2021/22 Operational Plan - Fees and Charges.

POLICY & LEGISLATION

- *Environmental Planning & Assessment Act 1979*
- *Yass Valley Local Environmental Plan 2013*

REPORT

1. Background

A Planning Proposal for a highway service centre at Murrumbateman was submitted in February 2020. In April 2020 Council endorsed the proposal to proceed to a Gateway determination.

The subject site is located to the western side of the Barton Highway with the part of the land being considered for the proposed highway service centre located to the north of Long Rail Gully Road at its intersection with the Barton Highway (refer **Figure 1**).

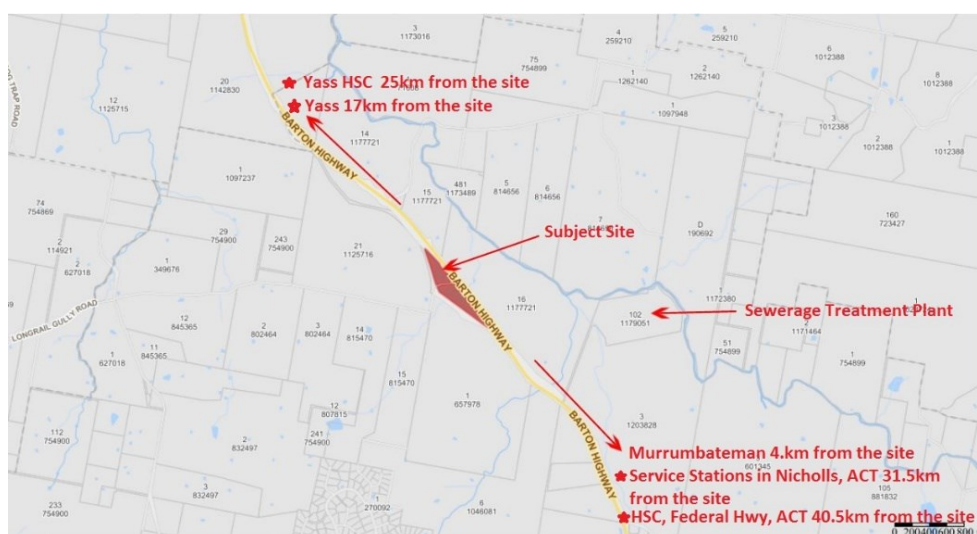


Figure 1: Location of subject site

2. Planning Proposal

The Planning Proposal seeks a site specific amendment to the *Yass Valley LEP 2013* to permit a highway service centre with development consent on the specific land within the subject site.

The Planning Proposal is intended to amend Schedule 1 Additional Permitted Uses of the *Yass Valley LEP 2013* by including the following:

1. *Use of certain land at Barton Highway/Long Rail Gully Road, Murrumbateman*

- (1) *This clause applies to land at Barton Highway/Long Rail Gully Road intersection being part Lot 12 DP 1158637, identified as “2” on the Additional Permitted Uses Map.*
- (2) *Development for the purposes of highway service centre is permitted with development consent.*

The Planning Proposal is supported by Ecological, Traffic Impact, Aboriginal Due Diligence and Hydrogeological assessment reports.

3. Gateway Determination

The Department of Planning, Industry & Environment (DPIE) issued a Gateway determination in May 2020 with a requirement for a traffic impact assessment to be undertaken to the satisfaction of Transport for NSW (TfNSW) prior to public consultation.

TfNSW accepted the traffic impact assessment (refer **Attachment A**) in May 2021.

4. Public Exhibition

The Planning Proposal was placed on public exhibition from 6 May to 7 June 2021. The community was informed about the consultation through Council website, Facebook, newsletters and notification to the Murrumbateman Progress Association. Letters were also sent to four adjoining and adjacent landholders (refer **Figure 2**) notifying them of the consultation.

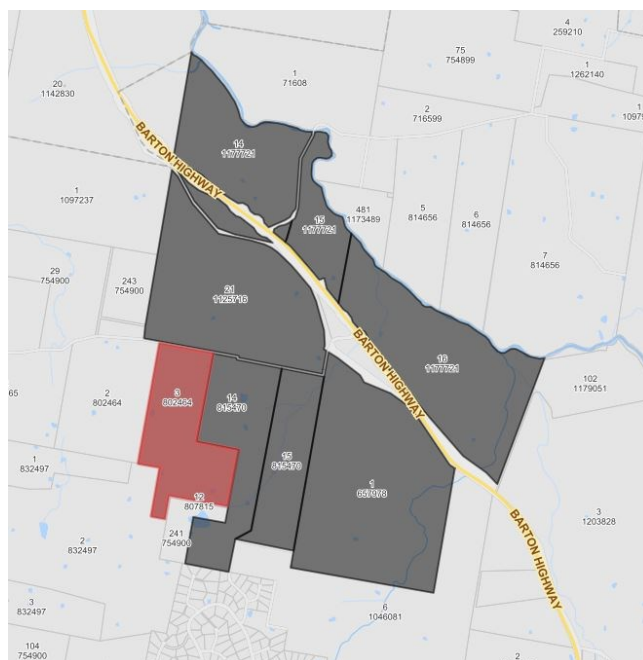


Figure 2: Neighbours notified about the proposal

A total of 34 submissions have been received (refer **Attachment B**) during the public exhibition. A number of households made multiple submissions. The proponent responded to the issues raised (refer **Attachment C**). A Planning Forum was also held on 14 July 2021.

5. Public Submissions

The main issues raised by the submissions and the planning response are discussed as follows.

5.1 Right Hand Turn from Long Rail Gully Road

The proposed Highway Service Centre does not propose to remove the ability to turn right from Long Rail Gully Road onto the Barton Highway. Design work has not yet commenced for this section of the Barton Highway duplication. TfNSW has confirmed that the proposal would not influence any decision on retaining a right turn at this intersection. This issue is a matter to be considered for the commercial feasibility of any future operator, as there is a risk that this development may only be able to service northbound traffic in the longer term.

The other issue raised was B-doubles turning right from Long Rail Gully Road. Council staff also recognised this as an issue as the right turning of B-doubles from the site would take up the entire southbound lane of the Barton Highway. This is an obvious safety issue with a large slow vehicle entering a high speed traffic environment. Further design work (including any upgrades) would be required to ensure a safe access point which can be dealt with at the Development Application stage in the planning process. If this cannot be achieved, then access would need to be restricted. Although the traffic impact assessment indicates that B-doubles may utilise the site, there are alternative options for the refuelling of these vehicles and use rest facilities at the Yass Highway Service Centre if travelling from Melbourne, or Eaglehawk Truck Stop if travelling from Sydney to Canberra.

The safety issue of turning onto the Barton Highway during low visibility conditions (e.g. fog) was also raised. Weather conditions, particularly during winter present a challenge for any vehicle access onto major roads within the Yass Valley. As TfNSW are the road authority for the Barton Highway, their advice has been sought regarding the safety of this proposal at this intersection, and weather visibility was not raised.

5.2 Proximity to/Number of other Service Stations

A number of submissions raised the need for another service station or highway service centre, given the distance between Yass and the ACT, as well as the existing service station in Murrumbateman. This is a commercial consideration. As previously reported to Council, there is no specific policy on separation distances for highway service centres from TfNSW, and policies in other jurisdictions advise locations should be market driven.

Given the high volumes of commuter traffic utilising the Barton Highway, it is considered justified on that basis. Any potential loss of a right hand turn from the site and any restriction on vehicle types using the site is a commercial consideration for a future operator.

Difficulties with the entry and exit access at the existing service station in Murrumbateman have been highlighted (e.g. entry and exit particularly at peak times or if towing a trailer). The highway service centre proposal offers an alternative fuelling point to this facility.

The transition towards electric vehicles has been raised. This is noted particularly given the significant proportion of employees within the region who commute to the ACT for work, and the ACT Government plan to increase the uptake of zero emissions vehicles. However, this is a commercial decision for any future operator.

5.3 Inappropriate Location

While this site has not been strategically identified for this purpose, the *Murrumbateman Structure Plan (2014)* did identify a site for this purpose on Hillview Drive on the eastern side of the proposed bypass. There is no indication from TfNSW when the bypass will be designed or constructed, as neither has been funded to date.

The overall lack of commercial space within Murrumbateman is recognised particularly given the population size. Unfortunately, the area which had been identified (with approvals in place) for this purpose has been acquired for the construction of the new primary school. Preliminary planning work with adjacent landowners to the north has commenced which will identify additional commercial areas. It is considered that this proposal will complement the existing limited retail services already in Murrumbateman particularly before and after hours. Its

location is also adjacent to the northern area of land identified for growth within the *Yass Valley Settlement Strategy*.

Concerns raised in relation to the loss of agricultural land are noted, however the Gounyan Curves realignment resulted in the subject site being disconnected from the surrounding land. The presence of the former Barton Highway road pavement has already reduced its production potential. Issues raised with the fragmentation of the rural landscape and loss of lifestyle is at odds with the level and direction of growth proposed for Murrumbateman within the *Yass Valley Settlement Strategy*.

The potential amenity impacts of light and noise pollution are acknowledged, and these would be considered along with potential mitigation strategies during the assessment of any future Development Application.

5.4 Water Supply

The ability to connect the proposed development with the Yass to Murrumbateman water supply pipeline was raised. Connecting into the trunk main along its alignment is not permitted as the design of the pipeline is to service development and growth in Murrumbateman.

The hydrogeological testing has confirmed that there is sufficient groundwater available, and a water quality management plan can be required to utilise rainwater within any future commercial businesses.

The contamination risk is noted and can be addressed as part of any future Development Application through design (i.e. bunding, stormwater management) and monitoring requirements for underground petroleum storage tanks required under the *Protection of the Environment Operations Act 1997*.

6. Transport for NSW

The Planning Proposal was referred to TfNSW who advise they have no objection to the proposal (refer **Attachment D**). TfNSW also made several recommendations that can be dealt with at the Development Application stage.

7. Conclusion

In regard to the Planning Proposal at this stage in the planning process Council can:

- **Reject** the proposal
- **Modify** the proposal
- **Adopt** the proposal as exhibited.

The advice from TfNSW and the technical assessment by staff has not raised any significant or critical issues warranting rejection or modification. Most of the concerns raised in the submissions are matters that can be dealt with at the Development Application stage following receipt of a detailed design, should the Planning Proposal be adopted by Council.

STRATEGIC DIRECTION

Key Pillar	1. Our Environment
CSP Strategy	EN4 - Maintain a balance between growth, development and environmental protection through sensible planning
Delivery Program Action	EN4.1 - Ensure Council's statutory planning instruments are up to date and reflective of the community needs
Operational Plan Activity	EN4.1.1 – Undertake ongoing strategic land use planning and reviews of existing instruments

- ATTACHMENTS:**
- A. Traffic Impact Assessment (*Under Separate Cover*) [⇒](#)
 - B. Submissions (*Under Separate Cover*) [⇒](#)
 - C. Response to Submissions [↓](#)
 - D. TfNSW Submission [↓](#)



Catalyze Property Consulting Pty Ltd
M: [REDACTED]
E: [REDACTED]
PO Box 44 Islington, NSW 2296

Response to Submissions

Planning Proposal PP.2020.01 Highway Service Centre, Barton Highway, Murrumbateman

13 July 2021

We have reviewed the submissions received by Yass Valley Council (Council) in response to the public exhibition of Planning Proposal PP.2020.01.

Many of the issues raised in the submissions are duplicated and we have summarised the primary matters raised and provide responses below.

1. Loss of right turn from Longrail Gully Road to Barton Highway & Inadequate Traffic Impact Assessment

The Planning Proposal to facilitate a Highway Service Centre (HSC) on the Site is accompanied and supported by a detailed Traffic Impact Assessment prepared by SECA Solution dated 22 April 2021.

This Assessment, including the Methodology and Conclusions, has been thoroughly reviewed and endorsed for exhibition by TfNSW.

The Concept Plan that accompanies this Assessment includes an intersection concept plan for Longrail Gully Road and Barton Highway. This Concept Plan maintains the right turn to and from the Barton Highway and improves the safety of the intersection via upgrading works.

In terms of any future upgrades of the Barton Highway, there are currently no design plans or budget allocation for this work.

Further, TfNSW specifically advised that the existence of a HSC on this Site will not influence the decision one way or the other on whether there will remain a right turn on the Barton Highway in any future upgrade.

Conclusion – The Planning Proposal does not remove the right hand turn to and from the Barton Highway.

2. Impact on Water Supply

The Planning Proposal is accompanied and supported by a Hydrogeological Assessment incorporating a 48 Hour Pump Test prepared by ENRS Pty Ltd dated December 2019.

ABN: 72 107 434 417



Catalyze Property Consulting Pty Ltd
M: [REDACTED]
E: [REDACTED]
PO Box 44 Islington, NSW 2296

This Assessment concludes:

Based on the capable yield the recommended pumping regime is considered low risk for groundwater impacts. Final drawdown in the bore was 19.64 mbgl which is significantly shallower than the available drawdown limit at a depth of 80 m below ground level at the top of the primary aquifer zone. No registered water bores are present within a 1 km radius of the site and similarly no GDEs were identified at the Site area. Hence, it is assessed that under the proposed operating regime the bore will have no significant measurable impact on the groundwater environment and existing users in the area.

We further note that Water Supply is licenced by the NSW Government and for the Project to proceed the Applicant will be required to obtain the required allocation.

Conclusion – There is sufficient volume and quality of water to support the proposal without causing impact on the ground water environment and existing users.

3. Detrimental effect on existing BP Service Station/Oversupply of service stations

In making land use decisions, it is not Council's role to maintain a monopoly for any one business in a community.

In any event, the existing BP Service Station is not designed to allow trucks and longer vehicles and has no driver rest facilities.

On this basis, it can be expected that that proposed HSC will serve a client base that the existing BP Service Station currently does not and will capture spending that is escaping the local community.

In terms of whether the HSC is commercially required, it should be noted that in order for the development to proceed, the Applicant will be required to secure a fuel operator for the Site. This will require that operator to undertake a detailed analysis of supply and demand and for the Site to be deemed feasible from a commercial perspective. In this regard, the Applicant has already had significant, genuine commercial interest in the Site and is confident of securing an Operator soon after the LEP Amendment is confirmed.

Conclusion – It is not Council's role to protect monopolies of individual businesses in a community and the market will ultimately determine if there is an oversupply of Service Stations.

4. No direct benefit to the Community

The proposal will result in investment in the local area.

Initially there will be construction jobs created and when the Site is operational, there will be a range of employment opportunities on-site full-time and entry level positions . In addition, there will be employment for support roles such as cleaning.

ABN: 72 107 434 417



Catalyze Property Consulting Pty Ltd
M: [REDACTED]
E: [REDACTED]
PO Box 44 Islington, NSW 2296

Other benefits to the community include additional facilities and services being available and improved road safety, as it offers a rest point for users of the Barton Highway, that is not otherwise provided at Murrumbateman.

It also needs to be considered that Council has significant residential growth planned for Murrumbateman and the proposed HSC will assist service this growth.

Conclusion – There are direct and indirect benefits to the Community.

5. Site and Location not appropriate

In terms of whether the Site is the appropriate location we note Council's Assessment Report of 22 April 2020 states that:

Regardless of the distance specified in each policy, all advise that locations should be market-driven, located only where it has been demonstrated that existing highway service centres and towns do not already provide this service for highway users. The crucial separation distance for this Highway Service Centre is to the ACT given the significant commuter traffic and freight movement.

The Report concludes that the "location is considered to have strategic merit".

We also draw on information provided on the Queensland Government StreetSmarts website which states that:

Any driver can suffer tiredness, even on short trips. Over 50% of fatigue-related crashes happen within 25km of the departure point.

This clearly supports the proposition that HSCs are not required to be placed 100s of kms apart to serve a role in improving driver safety.

As to whether the Site is commercially viable, please see our response to Issue 3.

In relation to other Site suitability matters, we note that the Site has been comprehensively assessed in relation to Ecology and Biodiversity, Bushfire, Cultural Heritage, Soil Capability, Ground Water, Traffic and land use compatibility and found to be suitable on all matters.

Conclusion – The location and Site characteristics are appropriate for the proposed development.

6. Will fragment and conflict with agricultural land

The land on which the Planning Proposal relates is an existing Lot and will not fragment any existing agricultural land holding. The subject Site is a separate, unusually shaped lot that is too small to be viably used for agriculture and is a remnant of a previous highway straightening project.

ABN: 72 107 434 417



Catalyze Property Consulting Pty Ltd
M: [REDACTED]
E: [REDACTED]
PO Box 44 Islington, NSW 2296

Further, the operation of a HSC on the subject Site will not conflict with the adjoining agricultural land in different ownership and it will not compromise the use or productivity of that land.

Conclusion: The proposal will not fragment and conflict with agricultural land

7. Amenity impacts

Concern has been raised as to the visual impact from residences with a line of sight view and the impact from light spill and noise.

Based on analysis of aerial photography the closest residence to the Site is approximately 1.1km away.

In any event, when the Development Application is being prepared, particular care will be given to ensure light spill and noise are assessed in detail and addressed through the design process.

Conclusion: The Site is remote from existing residential properties and all amenity impacts will be carefully considered and addressed during the detailed design process.



Transport
for NSW

SWT2020/098
SF2020/149581
MM

25 June 2021

The General Manager
Yass Valley Council
PO Box 6
YASS NSW 2582

Attention: Arif Chohan

PLANNING PROPOSAL (PP 2020.1) – PROPOSED MODIFICATION TO YASS VALLEY LEP TO ALLOW HIGHWAY SERVICE CENTRE, LOT 12 DP 1158637, LONGRAIL GULLY ROAD, MURRUMBATEMAN.

I refer to your correspondence regarding the subject Planning Proposal which was referred to the TfNSW for assessment and comment.

From the information provided it is understood that the Planning Proposal represents an amendment to the Yass Valley LEP 2013 with the intent to include the subject site in Schedule 1 Additional Permitted Uses of the LEP to permit a highway service centre on land zoned RU1 Primary Production which is currently prohibited under the YVLEP.

TfNSW has completed its consideration of the Planning Proposal, based on the information provided and focussing on the impact to the state road network. TfNSW notes the following in respect to this proposal:

- It is understood that whilst this amendment to the Yass Valley LEP may allow for the proposed land use the development of the subject site as such requires the submission and exhibition of a Development Application in future;
- Access to the proposed development is proposed to be from Longrail Gully Road only. No direct vehicle access is proposed to the Barton Highway. This is consistent with Clause 101 from the SEPP (Infrastructure) 2007;
- The proposed development has frontage and access to Longrail Gully Road but relies on access from the Barton Highway via its intersection with Longrail Gully Road. The proposal includes works to upgrade the intersection of Longrail Gully Road with the Barton Highway. The proposed works will maintain right and left turn manoeuvres between Longrail Gully Road and the Barton Highway. The required treatment will be finalised as part of any future Development Application;
- The submitted documentation references advice from TfNSW that the future plans for the duplication of the Barton Highway have not yet been finalised for this section of the highway, however the existing controls and turn movements available at this intersection may be reviewed as part of the future duplication of the highway;
- The proposal intends to accommodate B-Double vehicles (up to 26m). This will impact on the intersection of Long Rail Gully Road with the Barton Highway. The future intersection treatment is to be designed with the B-Double heavy combination as the design vehicle.

Transport for NSW

193-195 Morgan Street Wagga Wagga NSW 2650 | PO Box 484, Wagga Wagga NSW 2650
W transport.nsw.gov.au | ABN 18 804 239 602

TfNSW has reviewed the planning proposal on the basis of the supporting documentation provided and advises that no objection is raised to the proposed amendment to the Yass Valley LEP to allow this additional permitted use subject to consideration of the issues outlined above in this correspondence.

TfNSW highlights that in determining the application it is the consent authority's responsibility to consider the environmental impacts of any road works which are ancillary (proposed or deemed necessary) to the development. This may include the need for further environmental assessment for any ancillary road works.

Upon determination of this matter, please send a copy of the decision in respect to the Planning Proposal to development.south.west@transport.nsw.gov.au.

Any enquiries regarding this correspondence may be referred to Maurice Morgan, TfNSW (South Region), phone (02) 6923 6611.

Yours faithfully



Maurice Morgan
Team Leader, Development Services South

6.6 DEVELOPMENT APPLICATION NO DA210001 - SUBDIVISION & CONSTRUCTION OF PRIVATE ROAD, 298 PARKWOOD ROAD, WALLAROO

SUMMARY

To present the assessment of Development Application No DA210001 for the construction of a private road and subdivision of 298 Parkwood Road, Wallaroo. The proposal is referred to Council as the application attracted five submissions. Approval is recommended.

RECOMMENDATION

That conditional Development Consent be issued for Development Application No 210001 for the construction of a private road and subdivision of 298 Parkwood Road, Wallaroo.

FINANCIAL IMPLICATIONS

Resources for development assessment are provided for in the current Operational Plan.

POLICY & LEGISLATION

- *Environmental Planning & Assessment Act 1979*
- *Environmental Planning & Assessment Regulation 2000*
- *Roads Act 1993*
- State Environmental Planning Policy (Infrastructure) 2007
- Yass Valley Local Environmental Plan (Parkwood) 2020

REPORT

1. Application Details

Date Received	-	1 February 2021
Land	-	Lots 1-3 DP 771051, 298 Parkwood Road, Wallaroo
Area	-	251ha
Zoning	-	R1 General Residential, E2 Environmental Conservation, E3 Environmental Management

2. Site Description and Locality

The site is located at 298 Parkwood Road, Wallaroo, predominantly on the southern side of Parkwood Road. The land forms part of the broader Ginninderry Development (referred to as 'Parkwood' within NSW). The site is bound to the north by Parkwood Road, to the south by the NSW/ACT State Border and to the west by the Murrumbidgee River and a rural property, also recently rezoned as part of the Parkwood Planning Proposal.

The development site has a total area of 251ha and generally supports vacant, agricultural land. The area of impact associated with the proposed internal access road is highly modified and consists only of exotic vegetation, whilst land closer to the river corridor (proposed Lot 1) has been appropriately zoned to contain land of environmental value.

A Locality Plan is included in **Attachment A**.

3. Background

The 'Parkwood' Planning Proposal was gazetted in July 2020, rezoning the development site and surrounding land for urban development and a conservation corridor that will be managed by a

Conservation Trust (already operational in the ACT) when future residential development occurs, in accordance with the Ginninderry Conservation Corridor Management Plan. The *Yass Valley LEP (Parkwood) 2020* provides the roadmap to the delivery of the Ginninderry Development in NSW. The 'new' zoning and the Ginninderry masterplan are included in **Attachment B**.

The LEP was approved by DPIE as a priority project to provide an immediate or short term economic stimulus to aid recovery from the pandemic induced economic downturn. The LEP approval was subject to a Development Application being lodged within six months of the rezoning.

The *Yass Valley LEP (Parkwood) 2020* was gazetted in July 2020 and the Development Application lodged with Council in early 2021 to meet the timing commitments.

4. Proposal

The submitted application involves:

- A two lot subdivision to reflect recent E2 Environmental Conservation and R1 General Residential zoning in the recently gazetted Parkwood LEP (refer **Attachment C**)
- The construction of a private internal access road providing connection from Parkwood Road (NSW) to the future extension of Pro Hart Drive (ACT). The road will serve as an additional access for the current landowners, as well an alternate bushfire egress for Neighbourhood 2 of the Ginninderry Development (refer **Attachment D**)

It should be noted that plans and details submitted with the application indicate the construction of a dual carriageway road. This is not part of the subject application and is to be undertaken as part of subsequent stages of the proposed road construction (i.e. Stages 2 and 3). This level of detail was included to provide context for the proposed road and clarification of the road alignment as it relates to the broader Ginninderry Development.

5. Public Exhibition

Public exhibition included notice to 10 neighbouring landowners. A total of five submissions were received (refer **Attachment E**) raising concerns which relate to the broader issue of the dumping of ACT construction waste in the Yass Valley. In particular, the submissions raise the following issues:

- Volume, management and disposal of material from the site
- Unwillingness of Council and ACT Government to monitor and take required compliance action in relation to the disposal of material
- Lack of information provided by the applicant

One of the submissions also suggest Consent conditions to address potential issues.

The Applicant's response to the issues raised in the submissions is included in **Attachment F**.

In response to the issues raised and to clarify details of the proposed development, additional information was requested from the Applicant i.e.

- Material is not required to be imported to the site
- The extent of cut and fill will result in 14,446m³ of *excavated* material (refer Grading Plan in **Attachment D**) which is to be stockpiled on site

6. Referrals

The application was referred to Rural Fire Service (RFS), TransGrid and ACT Government. ACT Government raised no objections and General Terms of Approval were issued by RFS and TransGrid, which can be included in any Consent that may issue.

7. Assessment

An assessment of the proposal has been completed in accordance with the planning legislation. The proposal generally complies with the relevant planning controls, policies and guidelines.

Issues raised in submissions relate to the broader issue of the dumping of ACT construction waste in the Yass Valley and the concern that material, from the ACT, will be exported to the site for the purpose of road construction. The planning response to these issues is as follows.

- The proposed development does not involve importing material to the site. Concerns associated with importing fill material (i.e. noise pollution, impacts to road safety, amenity of neighbouring properties, quality of fill) are not relevant to the proposal
- The excavated material is to be stockpiled within the development site (i.e. not exported off site). Impacts associated with transporting material off site are not relevant to the proposal
- As no material is required to be imported or exported for the purposes of the development, it is anticipated that minimal compliance action will be required of Council
- The stockpiles are to be located within an area which does not support any significant biodiversity values. A condition can be included in any Consent that may issue to address this matter
- The development involves the construction of a private internal access road only (i.e. Stage 1) and does not include the construction of a dual carriageway (i.e. Stages 2 and 3). The upgrade to a dual carriageway will be part of a future stage of development

The submissions also made suggestions for Consent conditions relating to traffic and access, sediment and erosion control and the retainment of material within the site. Requirements can be included in any Consent that may issue to address these issues.

8. Conclusion

From the assessment of the proposal and consideration of issues raised in submissions, it is recommended that a Development Consent be issued. Draft conditions are included in **Attachment G**.

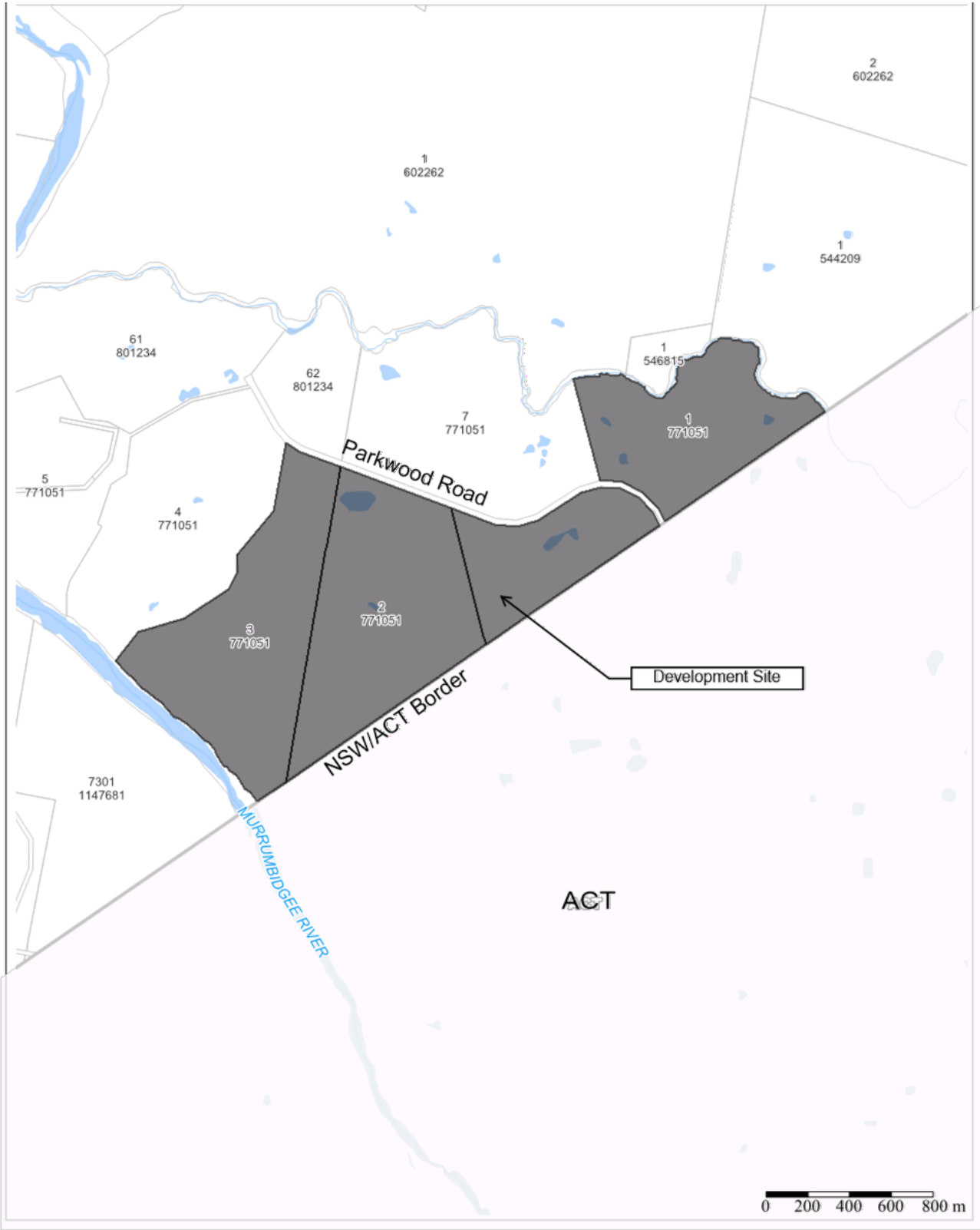
STRATEGIC DIRECTION

Theme	1. –	Our Environment
Long Term Goal	EN4 –	Maintain a balance between growth, development and environmental protection through sensible planning
Strategy	EN4.2 –	Ensure development application assessment is thorough and efficient
Strategic Action	EN4.2.1 –	Implement the development process and implement changes aligning with the NSW Government's best practice guidelines.

ATTACHMENTS:

- A. Locality Plan [↓](#)
- B. Zoning Plan and Ginninderry Masterplan [↓](#)
- C. Plan of Subdivision [↓](#)
- D. Details of Proposed Road [↓](#)
- E. Submissions [↓](#)
- F. Applicant's Response to Submissions [↓](#)
- G. Draft Consent [↓](#)

6.6 Development Application No DA210001 - Subdivision & Construction of Private Road, 298 Parkwood Road, Wallaroo
Attachment A Locality Plan



yass valley council
the country the people

Yass Valley Council
PO Box 6
209 Cornar Street
YASS NSW 2582
Telephone: 02 6226 1477
Email: council@yass.nsw.gov.au

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Drawn By: Kate Baker

Projection: GDA94 (1984 zone 55)

Date: 8/05/2021 9:35 AM

Map Scale: 1:24433 at A4

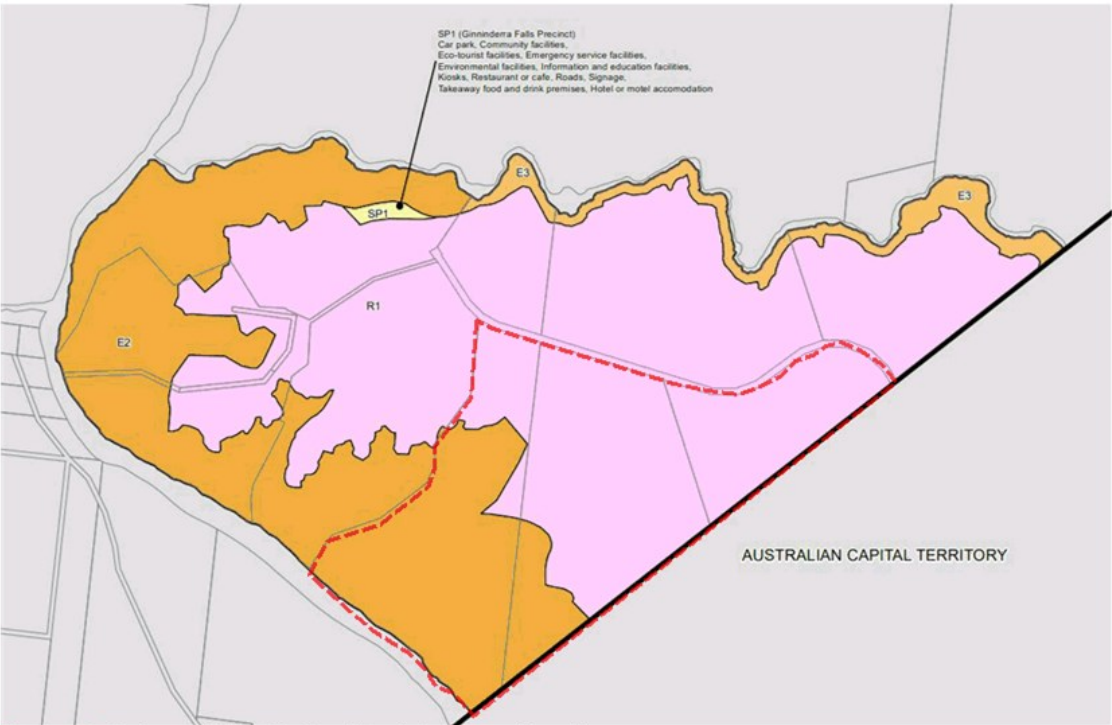


Figure 2: Parkwood LEP Zoning Plan (site shown in red)

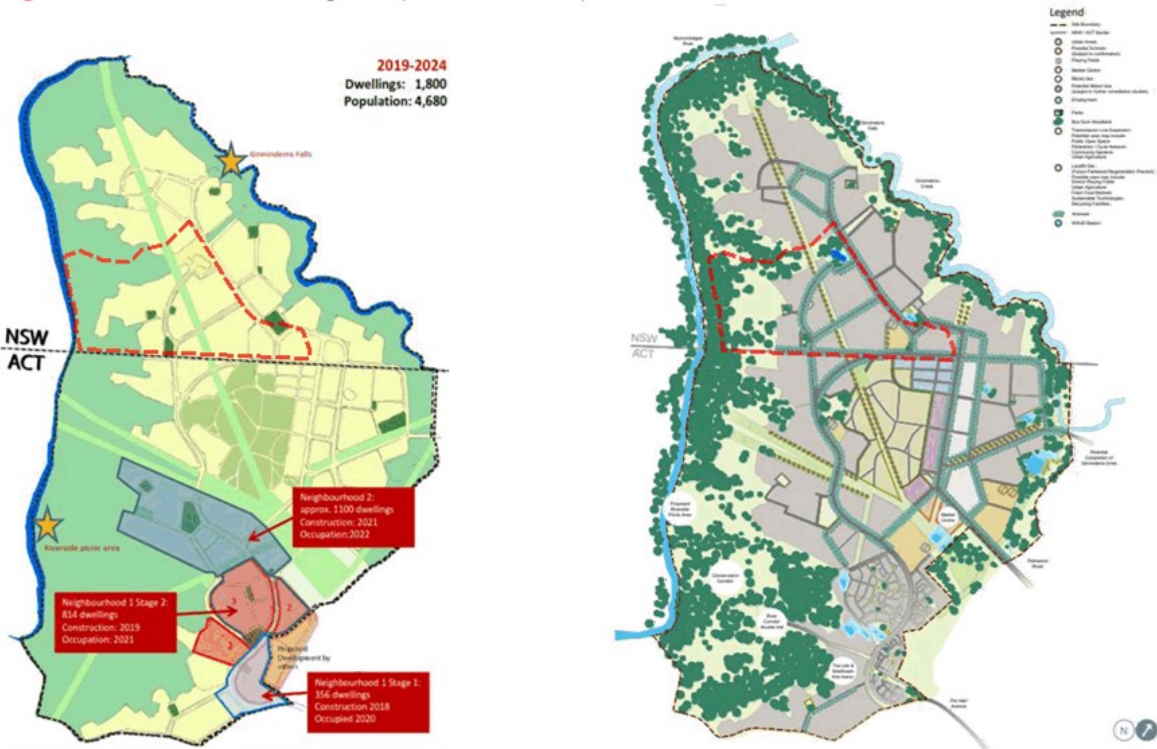
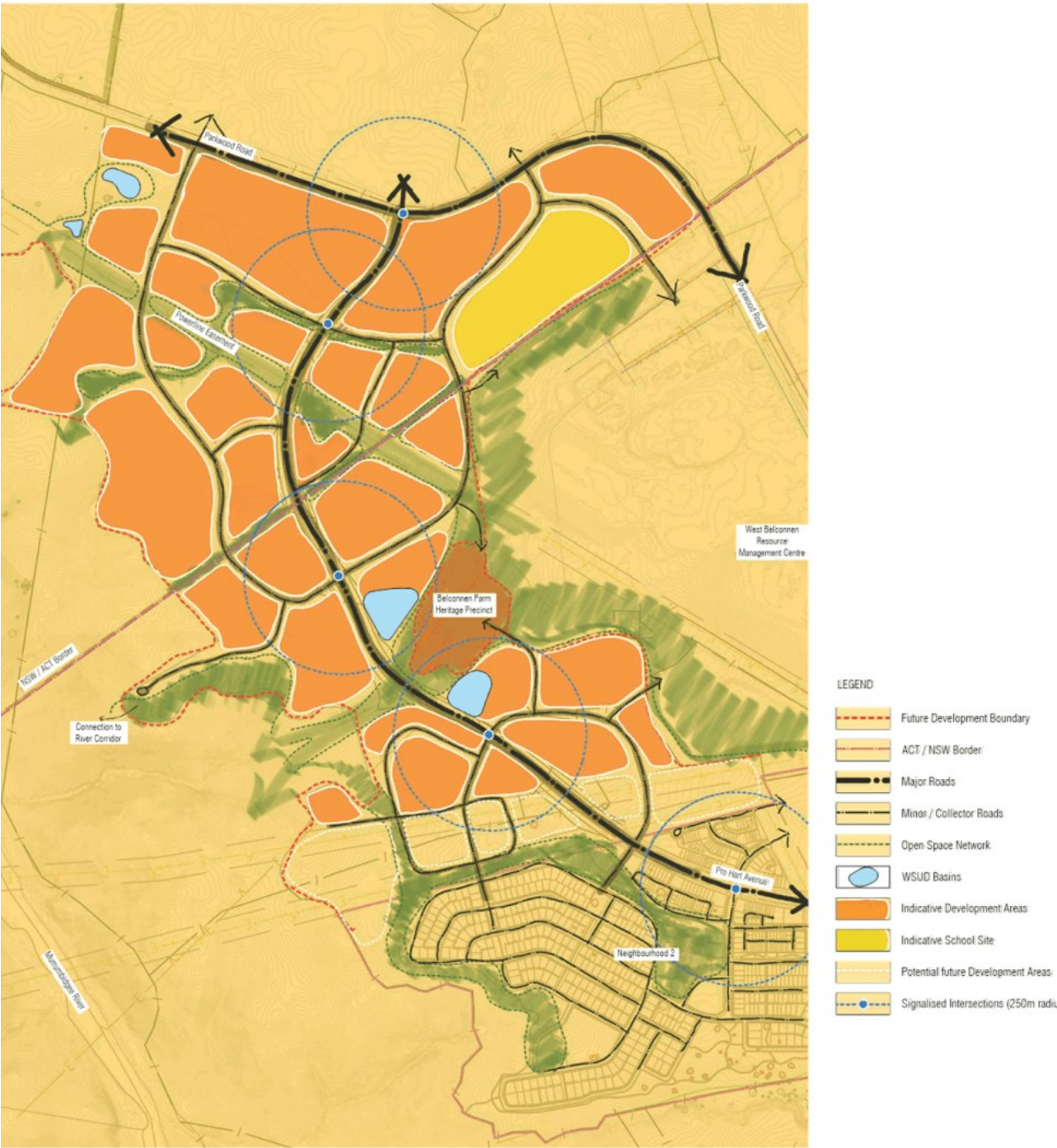
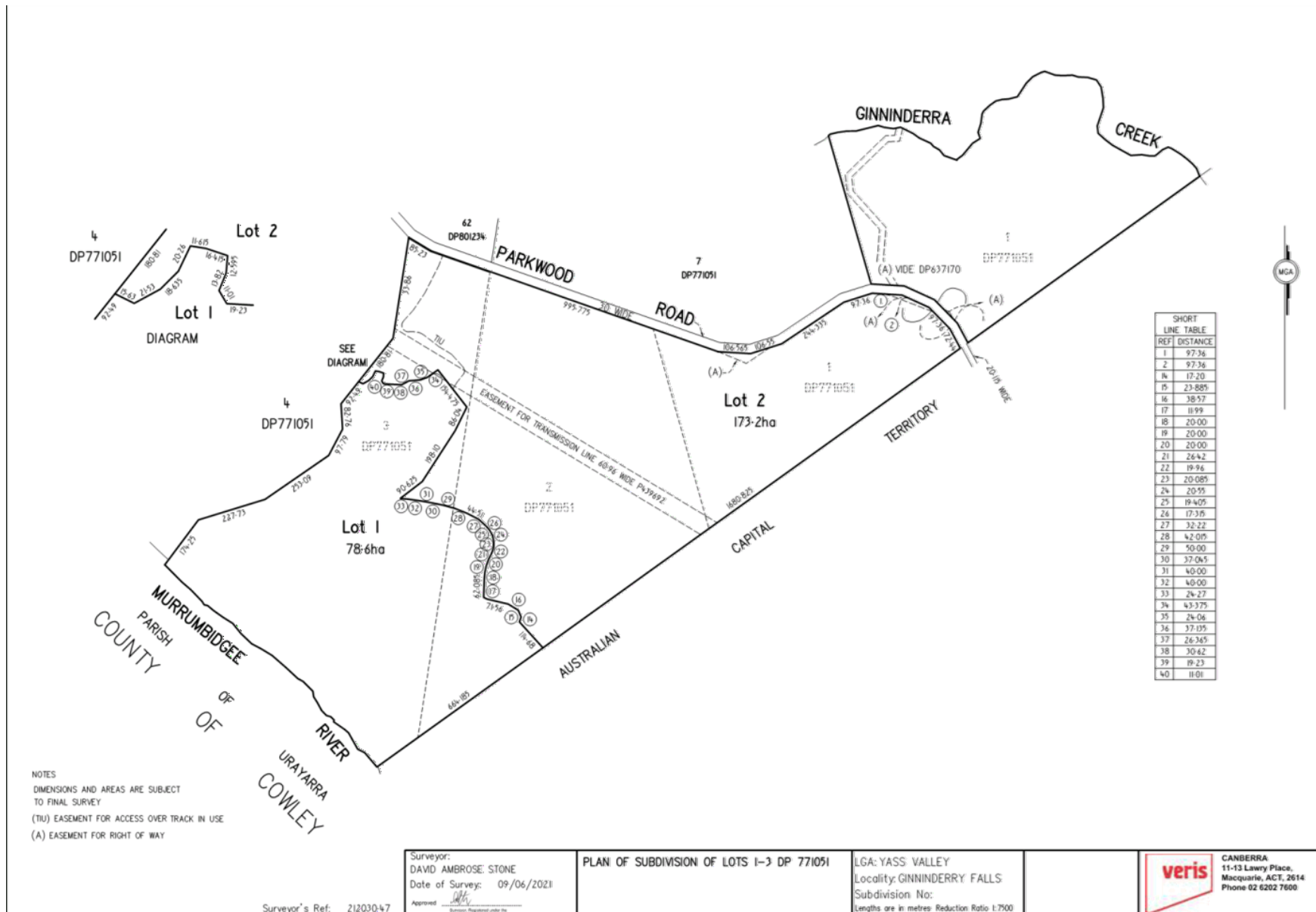
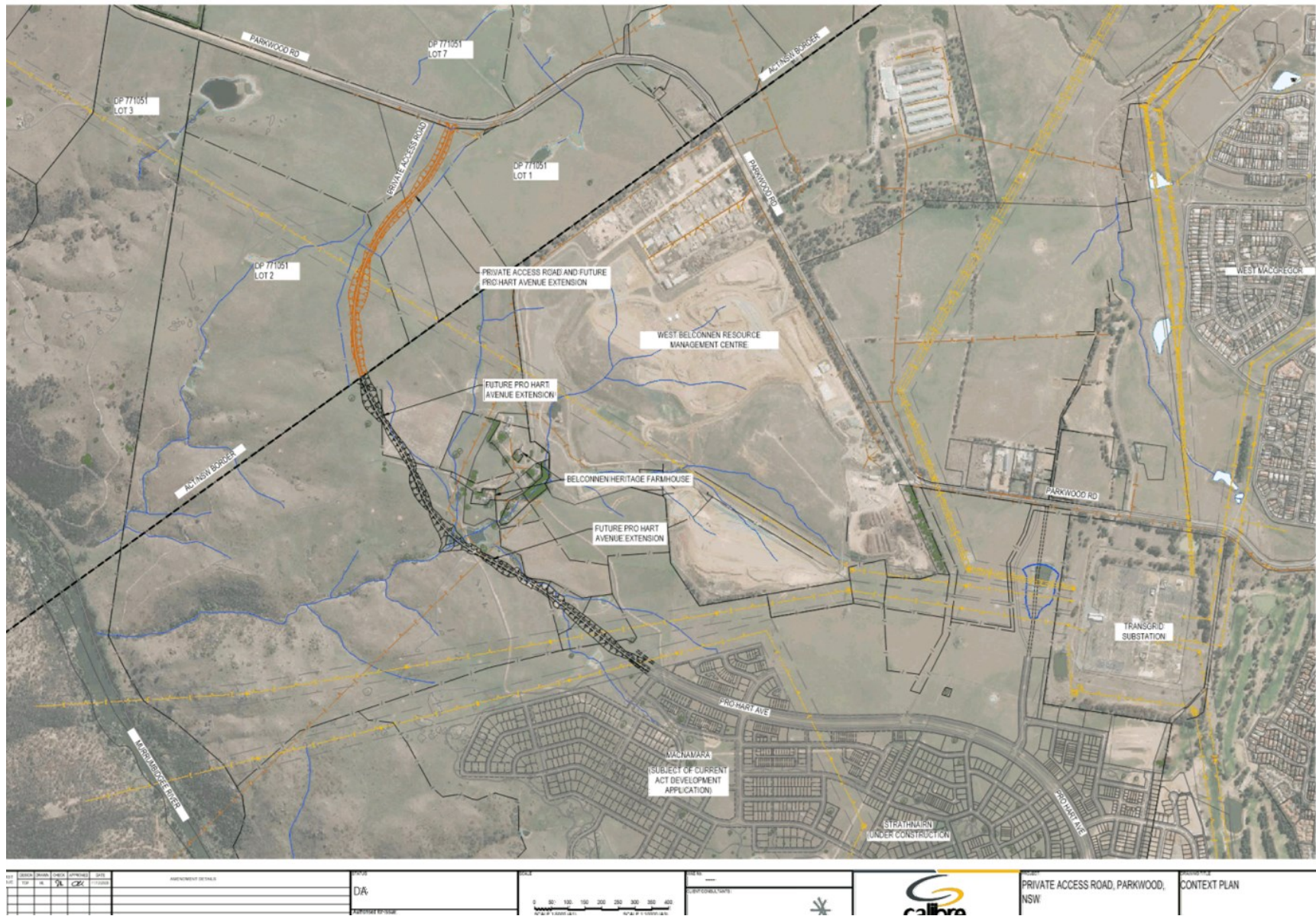


Figure 3: Summary of existing and anticipated delivery (left), Ginninderry Masterplan (right) (Approximate location of the site shown in red)

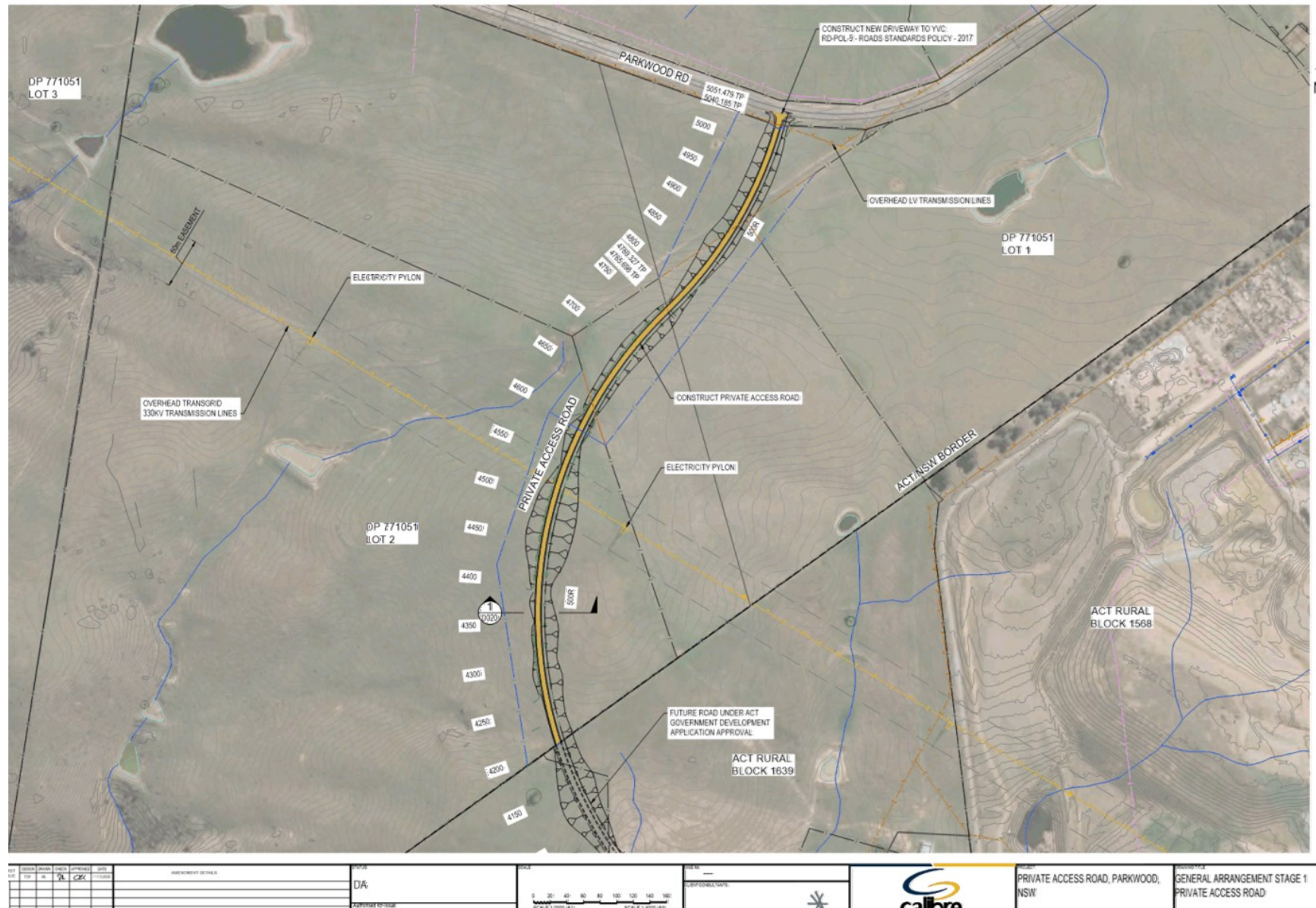




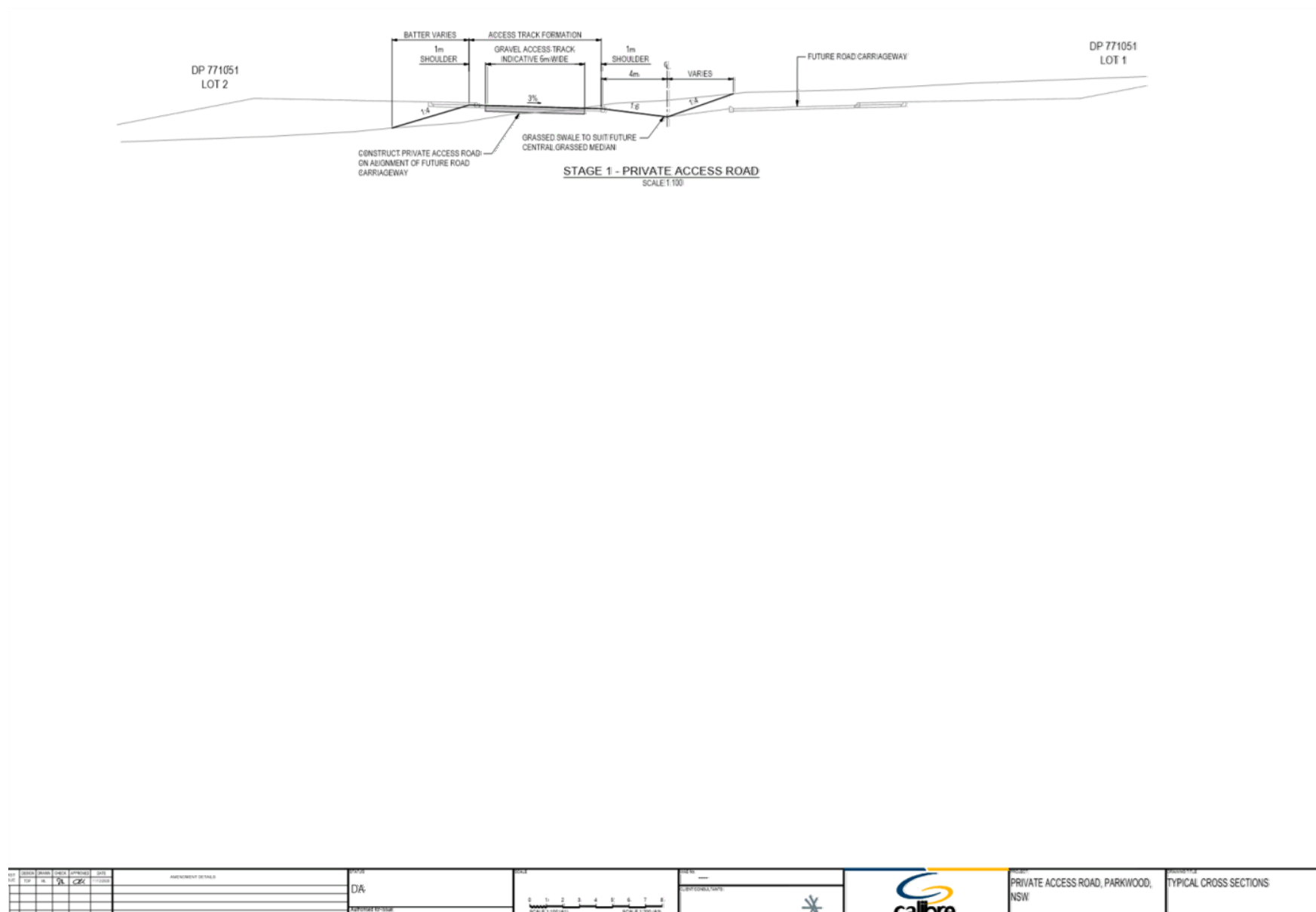
6.6 Development Application No DA210001 - Subdivision & Construction of Private Road, 298 Parkwood Road, Wallaroo
Attachment D Details of Proposed Road

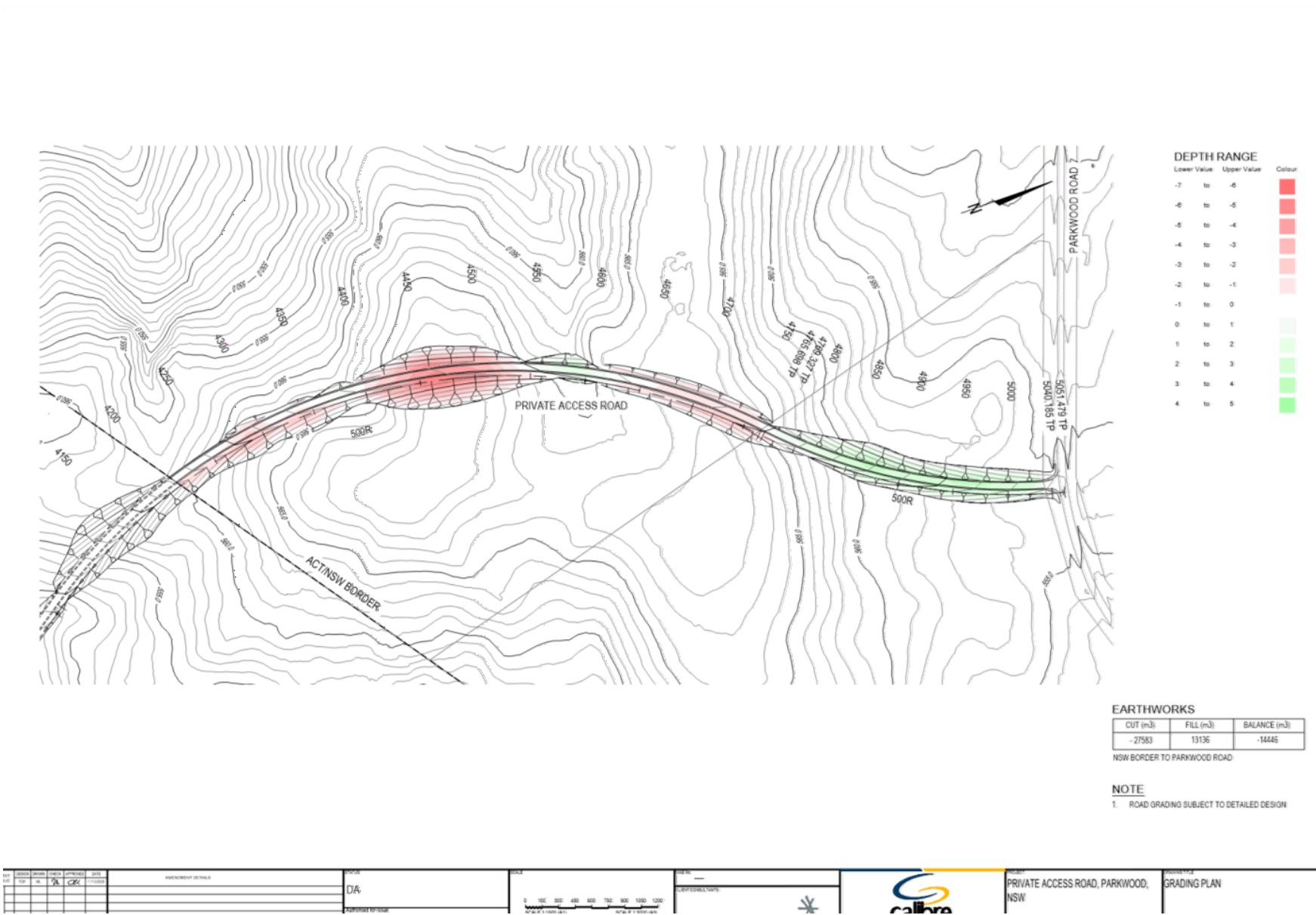


6.6 Development Application No DA210001 - Subdivision & Construction of Private Road, 298 Parkwood Road, Wallaroo
Attachment D Details of Proposed Road



6.6 Development Application No DA210001 - Subdivision & Construction of Private Road, 298 Parkwood Road, Wallaroo
Attachment D Details of Proposed Road





From: [Yass Valley Council](#)
Sent: Monday, 1 March 2021 9:51 PM
To: [YVC Customer Service Team](#)
Subject: Public Consultation online submission [#234]

[EXTERNAL] Please exercise caution when clicking on links or attachments from external sources.

Name *	[REDACTED]
Address *	[REDACTED]
Email *	[REDACTED]
Phone Number *	[REDACTED]
What item are you making a submission on? *	DA210001 - 298 Parkwood Road, Wallaroo

Submission *

- ACT building and construction waste has been the source of the vast majority of material dumped into the Wallaroo, Jeir, Spring Range and Murrumbateman areas over recent years, much of it into the Catchment's gullies. This has been through a combination of approved DA's; amounts exceeding approved amounts, but unmonitored; and unapproved works. YVC has been unable and/or unwilling to put a stop to this gully filling and the direct, indirect and intangible costs that the Shire's ratepayers and the environment has been subjected to.
- The ACT, as a 'sustainable waste' jurisdiction, has failed to recognise and prevent this problem at its source; or, indeed, is either negligent in allowing it; or complicit in its design and execution. Consequently:
 - o ACT consumers pay more for land, homes and community facilities than would be required if the disposal of this waste was not an on-cost that, ultimately, had to be factored into their purchase price. This sees a beneficial transfer to the NSW landowners, mostly construction industry people who receive this money to accept the waste (also being subsidised by Yass Shire's ratepayers who pay for the road repairs and enduring the dumping shuttles, etc).
 - o Waste has to be trucked through ACT suburbs enroute to the NSW dumping sites, adding to noise and emission pollution, even before it gets to rural roads that are even less suited to this traffic.
 - o The Murrumbidgee Catchment, as the primary destination for this material, is being exposed to immediate and long-term assault.
 - o Measures for 'certification' of some of this material are not applied or so lax as to be non-existent; adding to the potential for environmental damage.
 - o Environmental and community-benefit opportunities for the utilisation of this waste are not being seized within the ACT. Environmental landscaping, noise abatement banks and roadway lane separation mounds are the types of projects that this material could be directed to.
- ACT and NSW negotiated the cross-border Ginninderry development over recent years. With the result that the Yass Valley Local Environmental Plan (Parkwood) 2020 (LEP Parkwood 2020) was established under the NSW Environmental Planning and Assessment Act 1979. The aims of that Plan, which governs development in that area are:

"(1) This Plan aims to make local environmental planning provisions for land in Yass Valley known as Parkwood in accordance with the relevant standard environmental planning instrument under section 3.20 of the Act.

(2) The particular aims of this Plan are as follows—

(a) to achieve an economically, environmentally and socially sustainable urban development within Parkwood,

....

"The consent authority for the purposes of this Plan is (subject to the Act) the Council."
- The current DA is the first access road and sub-division on the NSW side of the Ginninderry development.

Whatever happens with this DA will establish the benchmark for all other NSW-side Ginninderry works.

- This DA contains various plans and the list of works includes: "Removal of topsoils and subsoils in the roadway alignment." There is no detail of what is to be done with the topsoil and subsoils that are to be removed. The Statement of Environmental Effects also fails to address what is the effect on any environment into which this waste material is to be moved either within Ginninderry or beyond it. Similarly, the Ecological Impact Assessment for a proposed private access road, Parkwood, NSW, fails to address this important aspect.
- There is no readily identifiable assessment of proposed quantities of soil disturbance/required dumping.
- The roadway design plans show very traditional verge and median constructions, each contributing to a stormwater drainage. There are no apparent noise abatement banks, or median strip mounding - both of which would account for significant utilisation of the waste topsoil and subsoils.

While LEP Parkwood 2020 aims to provide economically, environmentally and socially sustainable urban development, the design, planning and construction of the Ginninderry/Parkwood must be considered with respect to the Catchment beyond the development precinct and the impact that the works and the management of waste from those works have on ACT and other Shire residents. Equally, if the construction costs include provision for the removal and disposal of waste, such as spoil, this must be minimised or avoided completely.

This DA cannot be approved while it fails to:

1. incorporate design and construction that actively reduces the need for waste material to be removed from the development precinct; and
2. address the economic, environmental and social impact of removal and disposal of waste material that cannot be fully contained and dealt with within the precinct (numbers of truck movements, noise impacts and mitigation, loss of amenity in recipient locations, intended dumping sites, environmental control, environmental bonds, rehabilitation plans, road safety, etc).

The Murrumbidgee Catchment has been under assault by the uncontrolled dumping of ACT building and construction waste. The chain of costs, direct, indirect and intangible is long and complex, with the only winners being the building and construction industry orchestrating the dumping trade. This is an opportunity for Yass Shire Council to cut off the need for dumping at its source, through the application of clever design, planning and compliance regimes.

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Kate Baker

From: Yass Valley Council <no-reply@wufoo.com>
Sent: Tuesday, 2 March 2021 9:31 AM
To: YVC Customer Service Team
Subject: Public Consultation online submission [#235]

[EXTERNAL] Please exercise caution when clicking on links or attachments from external sources.

Name *

Address *



Email *

Phone

Number *

What item DA 210001 – 298 Parkwood Road

**are you
making a
submission
on? ***

Submission *

This submission outlines serious concerns about DA210001 (298 Parkwood Road) particularly in the context of the continuing dumping of ACT building and construction waste in the Wallaroo, Jeir, Spring Range and Murrumbateman areas over recent years, much of it into the Murrumbidgee River's catchment's gullies.

This has been through a combination of approved DA's; amounts exceeding approved amounts, but unmonitored; and unapproved works.

The history of dumping in the Yass Shire has revealed the Council's inability or unwillingness to stop dumping of construction waste and with it the direct, indirect and intangible costs that the Shire's ratepayers and the environment has been subjected to.

DA210001 is the first access road and sub-division on the NSW side of the Ginninderry development. Whatever happens with this DA will establish the benchmark for all other NSW-side Ginninderry works.

The list of works includes: "Removal of topsoils and subsoils in the roadway alignment," but there is no detail of what is to be done with the topsoil and subsoils that are to be removed.

The Statement of Environmental Effects also fails to address the effects on the environment where this waste material is dumped or whether this waste material is to be moved either within Ginninderry or beyond it.

Similarly, the Ecological Impact Assessment for a proposed private access road, Parkwood, NSW, fails to address this important aspect. There is no readily identifiable assessment of proposed quantities of soil disturbance/required dumping. The roadway design plans show very traditional verge and median constructions, each contributing to a stormwater drainage. There are no apparent noise abatement banks, or median strip mounding – both of which would account for significant utilisation of the waste topsoil and subsoils.

It is important to consider this development application in the context of the Yass Valley Local Environmental Plan (Parkwood) 2020 (LEP Parkwood 2020), established under the NSW Environmental Planning and Assessment Act 1979. The aims of that Plan, which governs development in that area are:

"(1) This Plan aims to make local environmental planning provisions for land in Yass Valley known as Parkwood in accordance with the relevant standard environmental planning instrument under section 3.20 of the Act.

(2) The particular aims of this Plan are as follows—

(a) to achieve an economically, environmentally and socially sustainable urban development within Parkwood

While LEP Parkwood 2020 aims to provide economically, environmentally and socially sustainable urban development it is equally important that the design, planning and construction of the Ginninderry/Parkwood does not threaten the Murrumbidgee catchment area through the dumping of construction waste.

This DA cannot be approved while it fails to:

1. incorporate design and construction that actively reduces the need for waste material to be removed from the development precinct
2. address the economic, environmental and social impact of removal and disposal of waste material that cannot be fully contained and dealt with within the precinct (numbers of truck movements, noise impacts and mitigation, loss of amenity in recipient locations, intended dumping sites, environmental control, environmental bonds, rehabilitation plans, road safety, etc).

The Murrumbidgee Catchment has been under assault by the uncontrolled dumping of ACT building and construction waste. The chain of costs, direct, indirect and intangible is long and complex, with the only winners being the building and construction industry orchestrating the dumping trade. This is an opportunity for Yass Shire

Council to cut off the need for dumping at its source, through the application of clever design, planning and compliance regimes.

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Kate Baker

From: [REDACTED]
Sent: Tuesday, 2 March 2021 4:48 PM
To: YVC Customer Service Team
Subject: DA210001 - 298 Parkwood Road, Wallaroo - Submissions

[EXTERNAL] Please exercise caution when clicking on links or attachments from external sources.

To Whom It May Concern,

Submissions re DA210001

This is by no means a comprehensive assessment of the DA, but I would like to make the following comments:

1. The Civil Plans, under “Environmental Notes” says:

- 1. The contractor shall design and obtain the necessary approval for temporary water pollution and erosion control measures prior to the commencement of works.*
- 2. Stockpiles locations, haul roads & associated temporary works shall be confirmed on site with the superintendent.*

The ACT construction industry has clearly demonstrated that it can’t be trusted to self-regulate, particularly in relation to dumping of construction waste into NSW. The stockpile locations, haul roads and proposed dump sites must be assessed and agreed as part of the DA process. There is insufficient information in the current DA to allow effective community consultation (and indeed, Council evaluation) on these matters.

2. Whilst the EIA notes that a Construction Environmental Management Plan will be adapted for the project, and that this will account for “traffic and access controls” and clearing procedures, sediments/erosion control etc, for the reasons set out above, these have to be part of the DA process and subsequent DA conditions, not left for the applicant to determine subsequently.

3. The EIA purports to “determine and assess the likely impacts of the proposed development upon habitat for terrestrial flora and fauna species and ecological communities listed pursuant to the NSW Biodiversity Conservation Act 2016 (BC Act)” but for the site location only, not the sites that will also be impacted, via dumping of spoil.

4. Whilst the EIA notes that Water Sensitive Urban Design measures will be implemented to manage surface run-off and changes to hydrology, again, that is only at the project site, not the locations that spoil will be dumped, wherever they may be.

5. The SEE notes “Minor Earthworks are proposed as part of the application. The impacts of the earthworks associated with the private road construction have been considered in the attached reports and confirm the matters for consideration under subclause (3)” – yet there is no consideration of what is happening with the spoil from the earthworks and where that is going to be dispersed or the impacts at those locations.

6. The SEE also notes “The works proposal will not have any adverse environmental impact on the design of the existing land use or the surrounding locality.” Yet there is no assessment of the impact of waste soil disposal

on the surrounding locality and conversely there is no undertaking that there won't be distribution of construction waste outside the project area.

7. Calling an 8-metre wide carriage way, that includes cycle and footpaths, a median strip and plans for future dual carriageway a 'private access road' is a farce, presumably to fly under the radar for the DA process.

It is critical that all ENM, VENM and construction waste generated as a result of this project be used within the project land. There is plenty of room to do so. YVC rate payers should not be expected to foot the bill, or the risks, of having the material transported offsite. It's unnecessary. This DA presents a golden opportunity for Council to demonstrate a sustainable approach to management of construction waste. It is a chance to have control over, and indeed to prevent, the export of construction waste into the rest of Yass Shire for the profit of the ACT construction industry. The addition of a DA condition that all construction waste is to be retained within the applicant's land envelope would be simple to implement, reduce the costs to the landholder, remove impacts on the local community and the environment and represent a positive outcome for all involved.

Kind Regards,

[Redacted signature]

[Redacted text]

[Redacted text]

[Redacted text]

[Redacted text]

[Redacted text]

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Kate Baker

From: [REDACTED]
Sent: Tuesday, 2 March 2021 6:16 PM
To: YVC Customer Service Team
Subject: Submission for the DA21001, 298 Parkwood Road, Wallaroo

[EXTERNAL] Please exercise caution when clicking on links or attachments from external sources.

Submission for the DA21001, 298 Parkwood Road, Wallaroo.

As a resident of the ACT, I am concerned about illegal and uncontrolled dumping of the ACT's building waste over the border, contaminating gullies that feed into our rivers. Rivers know no borders and are valuable habitat for our wildlife. River quality is essential for our own wellbeing and freshwater is Australia's most scarce resource. Please take the opportunity of this DA to get the planning and provisions right so that dumping of waste does not occur. Our rivers are too valuable to destroy. Responsible waste disposal needs to be factored into planning developments. I am therefore writing to support the concerns of the Wallaroo Landcare Group:

BACKGROUND

- ACT building and construction waste has been the source of the vast majority of material dumped into the Wallaroo, Jeir, Spring Range and Murrumbateman areas over recent years, much of it into the Catchment's gullies.
- This has been through a combination of approved DA's; amounts exceeding approved amounts, but unmonitored; and unapproved works.
- YVC has been unable and/or unwilling to put a stop to this gully filling and the direct, indirect and intangible costs that the Shire's ratepayers and the environment has been subjected to.
 - Waste has to be trucked through ACT suburbs enroute to the NSW dumping sites, adding to noise and emission pollution, even before it gets to rural roads that are even less suited to this traffic.
 - The Murrumbidgee Catchment, as the primary destination for this material, is being exposed to immediate and long-term assault.
 - Measures for 'certification' of some of this material are not applied or so lax as to be non-existent; adding to the potential for environmental damage.
 - Environmental and community-benefit opportunities for the utilisation of this waste are not being seized within the ACT. Environmental landscaping, noise abatement banks and roadway lane separation mounds are the types of projects that this material could be directed to.
- ACT and NSW negotiated the cross-border Ginninderry development over recent years. With the result that the **Yass Valley Local Environmental Plan (Parkwood) 2020** (LEP Parkwood 2020) was established under the NSW Environmental Planning and Assessment Act 1979. The aims of that Plan, which governs development in that area are:

"(1) This Plan aims to make local environmental planning provisions for land in Yass Valley known as Parkwood in accordance with the relevant standard environmental planning instrument under section 3.20 of the Act.

(2) The particular aims of this Plan are as follows—

(a) to achieve an economically, environmentally and socially sustainable urban development within Parkwood,

- This DA contains various plans and the list of works includes: *"Removal of topsoils and subsoils in the roadway alignment."* There is no detail of what is to be done with the topsoil and subsoils that are to be removed.
- The *Statement of Environmental Effects* also fails to address what is the effect on any environment into which this waste material is to be moved either within Ginninderry or beyond it. Similarly, the *Ecological*

Impact Assessment for a proposed private access road, Parkwood, NSW, fails to address this important aspect.

- There is no readily identifiable assessment of proposed quantities of soil disturbance/required dumping.
- The roadway design plans show very traditional verge and median constructions, each contributing to a stormwater drainage. There are no apparent noise abatement banks, or median strip mounding – both of which would account for significant utilisation of the waste topsoil and subsoils.

While LEP Parkwood 2020 aims to provide economically, environmentally and socially sustainable urban development, the design, planning and construction of the Ginninderry/Parkwood must be considered with respect to the Catchment beyond the development precinct and the impact that the works and the management of waste from those works have on ACT and other Shire residents. Equally, if the construction costs include provision for the removal and disposal of waste, such as spoil, this must be minimised or avoided completely. The Murrumbidgee Catchment has been under assault by the uncontrolled dumping of ACT building and construction waste. The chain of costs, direct, indirect and intangible is long and complex, with the only winners being the building and construction industry orchestrating the dumping trade. This is an opportunity for Yass Shire Council to cut off the need for dumping at its source, through the application of clever design, planning and compliance regimes.

Best regards,

[Redacted signature block]

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Kate Baker

From: [REDACTED]
Sent: Tuesday, 2 March 2021 9:14 PM
To: YVC Customer Service Team
Subject: DA210001 objection

[EXTERNAL] Please exercise caution when clicking on links or attachments from external sources.

To Whom it May Concern,
I am a long time resident [REDACTED] of Yass Valley Council area.

I would like to bring to your attention the impact of allowing the transfer of builders waste and large amounts to of dirt through our area.

I live on [REDACTED] and have been subject over the last 4 years or so to the regular transfer of waste and dirt [REDACTED]

It started with the filling of a large pit on the the property of 496 Wallaroo Rd. I did ask council to investigate but they didn't look in the correct place. They looked at some landscape supplies that were on a different part of the property that is now 103 Woodburn Lane. This pit has been filled with all manner of builders wast, bitumen, cement and possibly contaminants we are not aware of e.g. asbestos.

For the last 2 weeks we have been subjected to our neighbour bringing in large amounts of dirt for a supposed building development. I have no DA number as we were never sent, as joining boundary property, a proposal of the application.

This is supposedly to complete 'batters' around his house to gain council approval for certificate of occupancy. [REDACTED]

The amount of soil being brought must be hundreds of tonnes. There are at least 30-40 rigid tipper truck and dog trailers coming in every day. That is in and out

The trucks are noisy, travelling at excessive speed [REDACTED] and the dirt blowing in off the road is excessive and affecting our lives. I can't have the house open for fresh air due to the dirt and my washing is covered in dirt when put on the line.

What I want you to be aware of is that businesses bring in rubble, dirt and unknown rubbish to fill in large deficits in their paddocks and around their new housing sites.

There is no consideration to the effect on the roads, other properties, landowners, residents. I can't dry my washing on the clothes line due to the dust being made by the trucks. Surely as council you should be monitoring the 'dirt' coming in. The amount of dirt/rubble, frequency and why it needs to be brought in, in such large quantities.

Are these quantities really necessary?

Who pays for the road repairs, not just on main roads but on right of ways shared by a number of residents?

The effect on the mental health and physical health of residents affected by the constant noise and dust on their respiratory issues and inability to go outside due to the constant truck traffic.

Consider the impact on the environment with unknown waste going into landfill and water sources.

Thank you for you time.

Kind regards

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]



8 June 2021
Our Ref 17-004-1

Mr Chris Berry
The General Manager
Yass Valley Council
PO Box 6
YASS NSW 2582

Attention: Kate Baker (Development Control Manager)
Submitted Via email and NSW Planning Portal

Development Application – Statement of Environmental Effects

Proposal: Private Access Road and Subdivision of Land

Address: 298 Parkwood Road, Wallaroo (Lot 1, Lot 2 and lot 3 in DP 771051)

Dear Kate,

This letter has been prepared to provide a response to public submissions made during the exhibition of the above Development Application (DA), and to provide clarification and additional information to request for information of Yass Valley Council.

1. Response to Submissions

The Development Application was publicly exhibited from 16 February to 2 March 2021. Five submissions were received, and a redacted copy of each has been provided by Council and reviewed by the project team. We understand that Council policy requires that applications which attract three or more submissions are reported to Council for determination.

Summary of Submissions

The submission raise the following key concerns that are addressed under the headings of this letter, along with the response to clarifications of Council, received on 29 March 2021. The concerns raised can be summarised as:

- management and disposal of construction waste – including where and how any waste will be disposed of;
- concerns over illegal and uncontrolled dumping;
- clarification of the amount of soil disturbance and/or waste; and
- impacts from truck movements including noise and dust.

2. Clarification of Proposal – Stage 1 Only

The scope of works in **the DA as submitted relates to Stage 1 of the roadworks only – Private Access Road** (as shown on DA006) and includes subdivision of the recently gazetted R1 and E2 land. We apologise for any confusion in the way the staging was communicated in other parts of the application.

The Civil Plans (by Calibre) and the overview of the development (3.1 of the SEE) outline the subsequent stages of the proposed road (stage 2 and 3), which have been included in the plan package to provide context of the future intent, and clarification of the alignment as it relates to the delivery of the future residential development.

3. Justification for establishment of a Site Compound

Confirmation has been provided from the civil engineer, Calibre. Given the location and nature of the works a small site compound has been proposed adjacent to Parkwood Road to provide for:

- Site office (controlling access into and out of the site of workers)
- lunch room
- toilet facilities
- amenities required for workers onsite.

T +61 2 9036 6666
GPO Box 187, Sydney NSW 2001
Level 22, Angel Place, 123 Pitt Street
Sydney NSW 2000

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4. Clarification of Earthworks Extent

As part of the Civil Engineering Drawing Package, plan D120 (Calibre) provides a grading plan with earthwork extent and quantities. The design of the earthworks is proposed to be graded to the levels proposed the final design of the road (Stage 2 and 3). This has the benefit of ensure the impact of the proposal is appropriately and comprehensively considered before any works commence and to assist with stormwater management/runoff.

The quantities show cut through the two knolls/ridges through the centre of the alignment (red) and fill on the eastern portion (green). There is a larger amount of cut to fill and so will end up approximately 14,446m³ of excavated material. Arrangement for the management of this material is addressed in the section below. An extract of this plan is provided attached (**Attachment A**).

5. Proposed Arrangement for Management of Soil

As outlined above, and shown in the Civil Engineer Drawings by Calibre, the proposal involves earthwork that will result in excavated material to be managed. The suggestion and assumption made in the submissions that spoil material will be trucked off site or potentially 'dumped' is not correct in any way for the following reasons:

- The Ginninderry project to date has not taken very limited soil materials off site. The designs are generally balanced in cut and fill, however from time to time limited excess soil is held in stockpiles within the development areas for later development use. This is managed and protected during its stockpiling by contractors to limit the impact on the surrounding environment.
- Generally the topsoil that is stripped is returned to site after the infrastructure works are complete to allow revegetation of the site along roadways, parks and within lots. However, the project has been working with local landscape suppliers in the ACT and providing them with topsoil from the site for incorporation into their soil mixes. This movement is done in accordance with ACT EPA requirements and with their approval as it involves the movement of VENM. This helps the Ginninderry project manage topsoil stockpiles.
- All natural rock that has been excavated on site for infrastructure provision has been reused on site.
- Ginninderry's main contractors are required to report on their management of spoil and waste to highlight the percentages of materials that are reused / recycled and where the waste that cannot be recycled is taken.
- Civil contractors are independently audited monthly for their environment protection works.

As noted above, the movement of soil on the Ginninderry Project to date has been tracked through the major civil contractor for the project (works in the ACT). The figures represent what has already been achieved on the site, with key items as follows:

- **Excavated material** – 100% reuse on site. That is not excavated material has left the Ginninderry land holdings, in particular no material has gone into NSW. The project stockpiles on site for later reuse and this material is managed in accordance with ACT EPA requirements.
- **Topsoil** – 100% reuse on site or transferred to local landscape suppliers where stockpiling would be required.
- **Unsuitable material** – 100% reuse on site. As above.
- **Green waste** – 100% reuse on site.
- **Asphalt** – 97.25% reuse on site & 2.75% recycled off site at Canberra concrete recyclers.
- **Gravel** – 100% reuse on site.
- **Timber (pallets)** – 100% recycled via returns to multiple suppliers.
- **Metal** – 100% recycled via Sims Metal Fyshwick.
- **Cardboard & Plastics** – 100% recycled via general recycling in the ACT.
- **Mixed waste** – 100% to landfill within the ACT

In addition to the above the project is utilising:

- All excavated rock material on site either crushing for reuse in the road construction profile or as stabilisation material around significant stormwater recycling network of basins, creek and stream rehabilitation works and within landscape works throughout the estate. No excavated rock material has left site;
- An Asphalt material that incorporates recycled plastics, print toner, crushed glass and asphalt components for current works with the intention to use more of this material for future works where supply can match demand; and
- A trialling of 'green' concrete product – a lower carbon concrete

The initial development in NSW of the private access road DA will be held to the same performance criteria as the work undertaken by the Ginninderry project team in the ACT. Therefore, it would be expected that it will achieve the same reuse, recycle and land fill statistics for all soil and waste material as the work carried out in the ACT, with the excess soil kept with the site.

6. Illegal and uncontrolled dumping + Truck Movements

We note that any earthworks and transportation of soil will be controlled by conditions of development consent and separate EPA legislation and requirements.

7. Context and Background to the Development Application

The background of the proposed private access road is provided below to give context to the lodgement of the DA

In responding to the Covid-19 Pandemic the NSW Department of Planning Industry and Environment (DPIE) developed the "Priority Projects Criteria" to enable the prioritisation of projects that would have immediate or short term economic stimulatory effects to aid recovery from the pandemic induced economic downturn. Projects that would stimulate economic activity and that would be able to have a DA lodged within six months of the rezoning being approved were eligible for prioritisation.

A submission was made to this process and the Parkwood Planning Proposal was subsequently nominated in Tranche 3 of the Fast Track Assessment program. The Yass Valley Local Environmental Plan (Parkwood) 2020 ('Parkwood LEP') was gazetted in July 2020.

To meet the timing commitments of the nomination in the program, as per the criteria established, this DA has been prepared for lodgement to Yass Valley Council. An indicative masterplan showing the proposed road alignment in relation to the remainder of the development has been prepared by Place Logic as part of the DA package. The private access road (Stage 1) will serve as an access for the current landowners, as well as potential for additional bushfire escape routes and access for the Rural Fire Service, to Neighbourhood 2 of the Ginninderry Development

Whilst the potential for other DAs on the Parkwood site were investigated, for several reasons these were not able to be realised within the nominated timeframe of the priority project criteria.

8. Draft Plan of Subdivision

An updated plan of subdivision has been prepared by Veris and is attached to this letter. The following inclusions and revisions have been made as requested

- The entirety of Lot 1 DP 771051 – the north eastern section of Lot 1 is now shown on the plan –
- The proposed private road has been removed from the draft plan of subdivision. Should this be subdivided in further this will be completed as a separate application
- The entirety of the Right of Way (shown as 'A' on the plan) is shown on the Plan

9. External Referrals

We understand the application was externally referred to NSW Rural Fire Service (RFS) and TransGrid.

General terms of approval were issued by NSW RFS on 12 May 2021. Additional information as requested by TransGrid on 22 April 2021 and response provided directly, copying Council, on 24 April 2021. We understand in discussion with YVC that the TransGrid referral is imminent.

10. Conclusion

We trust this letter provides a detailed response to the submissions raised, and additional information/clarification requests to allow the Development Application to be considered at the next Council meeting in June 2021. Should you have any questions, please do not hesitate to contact me on the details below.

Sincerely,



Stephen Gouge
Planning Manager
T: +61 2 9036 6888
M: 0410 291 014
stephen.gouge@au.knightfrank.com

Attachments

Attachment A – Grading Plan, prepared by Calibre (provided in the DA submission, attached for reference)
Attachment B – Revised Draft Plan of Subdivision prepared by Veris,

Draft Conditions

Part A General Conditions

1. Consent is granted generally in accordance with the plans and details submitted to Yass Valley Council (Council) with the Development Application. The plans and details have been stamped and attached to this consent. The development must be carried out in accordance with the stamped plans or as modified by these conditions.
2. This approval relates only to the development referred to in the Development Application and does not approve or accept any works or buildings already erected on the land, whether or not those works or buildings are the subject of a prior approval.
3. The capacity and effectiveness of runoff and erosion control measures, including techniques to suppress dust and the tracking of sediment onto existing sealed roads, must be maintained at all times to the satisfaction of Council.
4. All adjustments to existing utility services, whether caused directly or indirectly by the approved development, must be undertaken at no cost to Council.
5. All engineering design and construction work must be undertaken in accordance with the following, current at the time of the Construction Certificate being issued:
 - Council's Road Standards Policy RD-POL-09
 - Council's Design and Construction Specification – AUS-SPEC #1
 - Australian Standards.

Part B Before the commencement of road construction

6. In accordance with [s.7.12 EP&A Act](#) and the [Yass Valley Development Contributions Plan 2018](#), a monetary contribution must be paid to Council if the proposed cost of carrying out the development exceeds \$100,000.

The cost of carrying out development is to be determined by adding up all the costs and expenses that have been or are to be incurred by the applicant in carrying out the development, including the following (as applicable to the development):

- Materials and labour required for the erection of building/s
- Materials and labour for the internal fit out of all buildings
- Demolition works
- Excavation and site preparation including earthworks for access construction
- Driveway construction/upgrade
- Water, sewer and stormwater infrastructure

The contribution rate is determined in accordance with the table below:

Proposed cost of carrying out the development	Contribution Rate
Up to and including \$100,000	Nil
More than \$100,000 and up to and including \$200,000	0.5% of that cost
More than \$200,000	1% of that cost

7. Council must be informed of the date work is proposed to commence ([Form 131](#)), no later than two days prior to the works commencing.
8. A **Construction Environmental Management Plan** must be submitted to Council for approval. The plan must address the following matters:
- Appropriate definition of clearing boundaries
 - Buffer zones around sensitive values
 - Clearing procedures
 - Location of the site compound within the 'study area' identified by the Ecological Impact Assessment prepared by Capital Ecology, dated 9 March 2020.
 - Weed management procedures during construction
 - Sediment and erosion controls to prevent site run-off during construction
 - Sediment and erosion controls to prevent run-off associated with the material stockpile
 - Water Sensitive Urban Design measures to manage surface run-off and changes to hydrology
 - Measures to prevent the tracking of sediment and other pollutants by vehicles onto sealed roads servicing the development
 - Flow controls
 - Pollution and waste management
 - Location of material stockpiles within the 'study area' identified by the Ecological Impact Assessment prepared by Capital Ecology, dated 9 March 2020.
 - Water treatment standards before release
 - Avoidance of riparian habitat areas
 - Worker and public health and safety policies
 - Monitoring, reporting, and compliance requirements
 - Appropriate surface remediation post-construction and rehabilitation activities.

All measures must be implemented before the commencement of road construction.

9. A **Transport Management Plan** must be submitted to Council for approval. The plan must address the following matters, as applicable to the development:
- The number of haulage vehicles used to transport fill to the site must not exceed 20 vehicle trips per day (20 deliveries).
 - Measures for managing delivery of fill material to the site in order to minimise potential for disruption to local traffic including school bus movements.
 - Measures to address restrictions on haulage routes during periods of low visibility (e.g. heavy rain periods or fog)
 - Measures to ensure that all loaded vehicles entering or leaving the site are covered
 - Expected driver behaviour and speed limits
 - Points of potential conflict, including concealed driveways on the transport route
 - Details of procedures for receiving and addressing complaints from the community
 - Use of airbrakes
 - Measures to ensure that the provisions of the Transport Management Plan are implemented and complied with.

All measures must be implemented before the commencement of road construction.

10. Any contractor undertaking works in an existing Council road reserve must submit the following details to Council, no later than three days prior to work commencing:
- A current public liability certificate with a minimum cover of \$20 million

- Current plant / vehicle insurance
- A certified traffic control plan for the proposed works

11. Sediment and erosion controls must be installed in accordance with the approved Construction Environmental Management Plan.

12. A sign must be erected in a prominent position on the development site which indicates:

- (a) the name, address and telephone number of the Principal Certifier for the work, and
- (b) the name and after-hours contact phone number of the principal contractor (if any) for any building work, and
- (c) unauthorised entry to the site is prohibited.

This sign must be maintained while work is being carried out and must be removed upon completion of the work.

13. Toilet facilities must be available or provided at the work site before works commence and must be maintained until the works are completed.

The toilets must be provided in accordance with the following:

- (a) at a ratio of one toilet plus one additional toilet for every 20 persons employed at the site and
- (b) is a temporary chemical closet approved under the *Local Government Act 1993*.

14. The applicant must nominate a suitably qualified and experienced person to the satisfaction of Council to be responsible for the day to day environmental management of the site and liaising between the Applicant and all relevant government agencies including Council.

15. 'Trucks Entering' (W5-22C) signs must be installed on the approaches to the development site warning motorists along Parkwood Road of heavy vehicles. The signs must be maintained at all times whilst trucks are entering and exiting the site.

Part C While road construction is being carried out

NSW Rural Fire Service

16. The development must be undertaken in accordance with the General Terms of Approval issued by the NSW Rural Fire Service dated 12 May 2021 and included as Appendix A to this Development Consent.

TransGrid

17. The development must be undertaken in accordance with the conditions issued by TransGrid dated 23 June 2021 and included as Appendix B to this Development Consent.

Environmental Heritage

18. If an Archaeology object is discovered during the course of work:

- (a) All work must stop immediately and
- (b) The *Department of Planning, Industry and Environment* must be advised of the discovery.

Depending on the significance of the object, an archaeological assessment and excavation permit issued under the *Heritage Act 1997*, may be required before work can continue.

19. If an Aboriginal object (including evidence of habitation or remains) is discovered during the course of work:

- (a) All must stop immediately and
- (b) The *Department of Planning, Industry and Environment* must be advised of the discovery in accordance with s.89A *National Parks and Wildlife Act 1974*.

Depending on the nature of the discovery, an Aboriginal Heritage Impact Permit issued under the *National Parks and Wildlife Act 1974*, may be required before work can continue.

Earthworks

20. All excavated material resulting from the construction of the internal access road must remain within proposed Lot 2 and be stockpiled wholly within the 'study area' as identified by the Ecological Impact Assessment prepared by Capital Ecology, dated 9 March 2020.
21. Erosion and sediment control measures must be installed and maintained in accordance with the Construction Environmental Management Plan approved by Council.
22. Dust, noise and odour emissions from works associated with the proposed development must comply with the provisions of the *Protection of the Environment Operations Act 1997*.
23. The applicant, at no cost to Council, will assume accountability for site clean-up and remediation measures in the event that material other than virgin excavated natural material (VENM) has been used.
24. Material imported to the site for the construction of the proposed development must be suitable for the proposed application/fit for purposes and:
- (a) Sourced from a suitably licenced facility (i.e. landscaping supplies or quarry operation)
 - (b) VENM as defined in the *Protection of the Environment Operations Act 1997* or
 - (c) ENM as defined in the *Protection of the Environment Operations (Waste) Regulation 2014 – Excavated Natural Material Resource Recovery Exemption 2014*.

The document titled *Certification: Virgin excavated natural material* as published by the *Environmental Protection Authority* in September 2013 is considered a suitable form of certification to achieve compliance with this condition for VENM.

The use of ENM must be in accordance with the requirements of:

- The *Protection of the Environment Operations (Waste) Regulation 2014 – Excavated Natural Material Resource Recovery Exemption 2014* and
- *Protection of the Environment Operations (Waste) Regulation 2014 – Excavated Natural Material Resource Recovery Order 2014* (as modified or superseded).

25. Evidence must be submitted to Council classifying the material used as VENM or ENM, prior to it arriving at the site.

26. Heavy vehicle movements associated with the development are restricted as follows, unless otherwise approved in writing by Council:
- (a) A maximum of 20 movements per day (1 movement = in and out of the site);
 - (b) No movements on Saturday and Sundays or NSW/ACT public holidays;
 - (c) Movements must occur between 7:00am and 6:00pm Monday to Friday
27. If required, the movement of heavy vehicles associated with the delivery of material must comply with the conditions of any heavy vehicle permit issued by Council.
28. A 'Fill Delivery Record' must be established and must record:
- The source address of the fill
 - Whether the fill has been certified as VENM or ENM
 - The volume of material delivered
 - The name, contact details, and organisation or affiliation of the person delivering the material
 - Vehicle registration
 - The date of delivery.
29. A copy of the 'Fill Delivery Record' must be submitted to Council within seven days of a request, including a copy of all record sheets and a spreadsheet in a Microsoft Excel (.xls) format with all record lines entered and tabulated.
30. A project status report must be submitted to Council every six months from the date of commencement until the date of completion. The project status report must include:
- (a) The date on which the project status report relates.
 - (b) Evidence classifying the material used in the cell as being virgin excavated natural material (VNEM) or excavated natural material (ENM).
 - (c) A copy of the 'Fill Delivery Record', including a copy of all record sheets and a spreadsheet in a Microsoft Excel (.xls) format with all record lines entered and tabulated.
 - (d) A copy of the 'Complaints Register'.
 - (e) Actions taken in relation to the management of the sediment and erosion control ponds.
 - (f) A statement from the site's nominated environmental manager confirming that the work has been undertaken in accordance with Council approved documents:
 - Plans stamped approved
 - Construction Environmental Management Plan
 - Transport Management Plan

Inspections

To arrange an inspection with Council please use the on-line booking system on Council's website: yassvalley.nsw.gov.au > Our Services > Planning and Building > Certification and Inspections > [Inspections](#).

31. A compliance certificate must be obtained from Council's Infrastructure and Assets Division at the following stages of construction:

Inspection	Hold Point
------------	------------

- (a) **Vehicular access** Upon completion of the vehicular access at Parkwood Road.

Part D Completion of road construction

32. The road construction will not be considered completed until all relevant conditions of this consent have been complied with in accordance with the provisions of the *Environmental Planning and Assessment Act 1979* and *Environmental Planning and Assessment Regulation 2000*.
33. Evidence of compliance with the General Terms of Approval issued by the NSW Rural Fire Service (refer [Appendix A](#)) must be submitted to Council.
34. Evidence of compliance with the conditions issued by TransGrid must be satisfied (refer [Appendix B](#)).
35. The property vehicular access from Parkwood Road to the property boundary must be constructed in accordance with Council's [Road Standards Policy RD-POL-09](#).
36. A final project report must be submitted to Council and must include (as applicable):
- (a) The dates between which work was commenced and completed.
 - (b) Evidence classifying the material used being virgin excavated natural material (VEM) or excavated natural material (ENM).
 - (c) A copy of the 'Fill Delivery Record', including a copy of all record sheets and a spreadsheet in a Microsoft Excel (.xls) format with all record lines entered and tabulated.
 - (d) A copy of the 'Complaints Register'
 - (e) A statement from a suitably qualified person confirming that the work has been completed in accordance with the approved plans.
37. The developer must restore, replace or reconstruct any damage caused to road pavements, surfaces, street furniture, roadside drainage, street lighting or underground facilities as a result of the development.

Part E Before the issue of a Subdivision Certificate

38. The applicant must confirm by survey that the formation and associated batters and drainage structures of Parkwood Road along the frontage of the subject property, are within the road reserve.
- Where the existing road is within the subject land, the applicant must ensure that the legal and physical attributes coincide by adjustment of the road reserve. The Applicant's request for a Subdivision Certificate must include specific reference to the review and whether or not adjustment of the road reserve is necessary.
39. Easements must be created on the final plan of subdivision centred on any existing or new power lines/cables, stormwater drainage lines, water mains, or sewer mains passing

through private property and must be in accordance with the service providers requirements.

40. An application for a Subdivision Certificate must be lodged with Council through the NSW Planning Portal.

The application is to be accompanied by the following:

- (a) A plan of subdivision (line plan) acceptable for registration by the NSW Land and Property Information Office.
- (b) An Administration Sheet which incorporates a subdivision certificate acceptable for registration by the NSW Land and Property Information Office.
- (c) Where easements, rights of carriageway or restrictions on the use of land are proposed or required to be created under Section 88 of the Conveyancing Act 1919, a copy of the relevant instrument.
- (d) The relevant documents required by the NSW Land and Property Information Office for the registration of a Community scheme or a Strata scheme, if applicable.
- (e) The applicant must create, where applicable, 20 metre wide easements over the final plan of subdivision in favour of Essential Energy, centred on all existing power lines which cross the subdivision.
- (f) A copy of relevant development consent or complying development certificate.
- (g) A copy of any relevant construction certificate.
- (h) A copy of any relevant compliance certificates, letters from authorities and receipts for payment of any fees/contributions.
- (i) A copy of detailed subdivision engineering plans, where relevant.
- (j) Evidence that the applicant has complied with all conditions of consent that it is required to comply with before a subdivision certificate can be issued.
- (k) For subdivision involving subdivision work, evidence that the work has been completed, or:
 - Agreement has been reached with the relevant consent authority as to payment of the cost of work and as to the time for carrying out the work, or
 - Agreement has been reached with the relevant consent authority as to security to be given to the consent authority with respect to the completion of the work.
- (l) The relevant fee payment at the date of application for the subdivision certificate.

41. The subdivision certificate will not be issued until all relevant conditions of this consent have been complied with in accordance with the provisions of the *Environmental Planning and Assessment Act 1979* and *Environmental Planning and Assessment Regulation 2000*.

Appendix A



NSW RURAL FIRE SERVICE

Yass Valley Council
Locked Bag 6
YASS NSW 2582

Your reference: (CNR-17818) DA210001
Our reference: DA20210211000558-Original-1

ATTENTION: Jeremy Knox

Date: Wednesday 12 May 2021

Dear Sir/Madam,

Integrated Development Application

s100B - Subdivision - Torrens Title Subdivision

298 PARKWOOD RD WALLAROO NSW 2618, 2//DP771051, 7//DP771051, 3//DP771051, 1//DP771051

I refer to your correspondence dated 10/02/2021 seeking general terms of approval for the above Integrated Development Application.

The New South Wales Rural Fire Service (NSW RFS) has considered the information submitted. General Terms of Approval, under Division 4.8 of the *Environmental Planning and Assessment Act 1979*, and a Bush Fire Safety Authority, under section 100B of the *Rural Fires Act 1997*, are now issued subject to the following conditions:

Access - Public Roads

Intent of measures: to provide safe operational access for emergency services personnel in suppressing a bush fire, while residents are accessing or egressing an area.

1. Prior to the development of any residential precincts within the Masterplan area, roads must be constructed to a minimum public road standard as outlined in Planning for Bush Fire Protection, 2019.

Access - Property Access

Intent of measures: to minimise the risk of bush fire attack and provide protection for emergency services personnel, residents and others assisting firefighting activities.

2. The proposed 'private access' road must comply (as a minimum) with the property access section of Table 5.3b of Planning for Bush Fire Protection 2019 as follows;

- a. property access roads are two-wheel drive, all-weather roads;
- b. the capacity of road surfaces and any bridges/causeways are sufficient to carry fully loaded firefighting vehicles (up to 23 tonnes), bridges and causeways are to clearly indicate load rating;
- c. minimum 4m carriageway width;
- d. a minimum vertical clearance of 4m to any overhanging obstructions, including tree branches;
- e. curves have a minimum inner radius of 6m and are minimal in number to allow for rapid access and egress;
- f. the minimum distance between inner and outer curves is 6m;
- g. the crossfall is not more than 10 degrees; and

1

Postal address

NSW Rural Fire Service
Locked Bag 17
GRANVILLE NSW 2142

Street address

NSW Rural Fire Service
4 Murray Rose Ave
SYDNEY OLYMPIC PARK NSW 2127

T (02) 8741 5555
F (02) 8741 5550
www.rfs.nsw.gov.au

- h. maximum grades for sealed roads do not exceed 15 degrees and not more than 10 degrees for unsealed roads.

Landscaping Assessment

Intent of measures: to minimise the risk of bush fire attack and provide protection for emergency services personnel, residents and others assisting firefighting activities.

3. Landscaping to the site shall not pose a bush fire risk to existing or future residential development, or to access routes. The requirements of Appendix 4 of Planning for Bushfire Protection, 2019 are applicable in this regard.

General Advice – Consent Authority to Note

The New South Wales Rural Fire Service has no objection to the proposed development subject to the final road layout being consistent with the Parkwood Masterplan (Indicative Layout).

For any queries regarding this correspondence, please contact Katrina Lindsay on 1300 NSW RFS.

Yours sincerely,

Alan Bawden
**Supervisor Development Assessment & Plan
Built & Natural Environment**



NSW RURAL FIRE SERVICE

BUSH FIRE SAFETY AUTHORITY

Subdivision – Torrens Title Subdivision
298 PARKWOOD RD WALLAROO NSW 2618, 2//DP771051, 7//DP771051, 3//DP771051, 1//DP771051
RFS Reference: DA20210211000558-Original-1
Your Reference: (CNR-17818) DA210001

This Bush Fire Safety Authority is issued on behalf of the Commissioner of the NSW Rural Fire Service under s100b of the Rural Fires Act (1997) subject to the attached General Terms of Approval.

This authority confirms that, subject to the General Terms of Approval being met, the proposed development will meet the NSW Rural Fire Service requirements for Bush Fire Safety under *s100b of the Rural Fires Act 1997*.

Alan Bawden
Supervisor Development Assessment & Plan
Built & Natural Environment

Wednesday 12 May 2021

Appendix B



ABN 70 250 995 390

Sydney West

200 Old Wallgrove Road
PO Box 87 Horsley Park
NSW 2175 Australia
T (02) 9620 0777
F (02) 9620 0384

23/06/2021

Kate Baker
Development Planner
Yass Valley Council

Dear Kate,

TransGrid Ref Number: 2021-179

Location: CNR-17818, DA210001 – 298 Parkwood Road, Wallaroo (Lot 1-3 in DP 771051)

Proposal: Two lot subdivision and construction of an access road.

TransGrid: Canberra Loop 330KV TL (Feeder 9, Structure Span 6-10)

Thank you for requesting TransGrid's permission to carry out the **Two lot subdivision and construction of an access road** described in Civil Plans_298 Parkwood Road, Wallaroo_PAN-57496.pdf, Plan of Subdivision_298 Parkwood Road, Wallaroo_PAN-57496.pdf at **CNR-17818, DA210001 – 298 Parkwood Road, Wallaroo (Lot 1-3 in DP 771051)**, within TransGrid easement Canberra Loop 330KV TL (Feeder 9, Structure Span 6-10) (TransGrid ID: 2021-179).

Please be advised that after reviewing your proposal, TransGrid gives its permission subject to the following conditions:

1. General Conditions:

- i. All works must be carried out as per in Civil Plans_298 Parkwood Road, Wallaroo_PAN-57496.pdf, Plan of Subdivision_298 Parkwood Road, Wallaroo_PAN-57496.pdf
- ii. TransGrid shall be notified of any amendments/ modifications to the proposal which may change proposed distances to TransGrid structures or conductors.
- iii. All works must be carried out in accordance with NSW WorkCover *'Working near overhead powerlines' Code of Practice 2006*.
- iv. All fencing (including temporary fencing) must comply with *TransGrid's Fencing Guidelines*.
- v. No mounds of earth or other materials may be left on the easement during and after earthworks, as this creates a hazard by reducing the vertical clearances to transmission lines.
- vi. During construction, traffic control measures need to be implemented to prevent vehicles colliding with TransGrid's transmission towers.

www.transgrid.com.au

2. Technical Conditions:

- i. The excavation contrary to TransGrid Easement Guidelines is well outside the 30m exclusion zone from any tower so there are no structural issues and TransGrid have assessed that there are no ground clearance issues created by the cut and fill for the road. So the excavation is approved.
- ii. Fences no greater than 2.5m.
- iii. Trees and shrubs no greater than 4m maximum height at maturity.

Please note the following guidelines apply to:

a) Fences containing metallic elements:

- i. Metal fences that run across an easement, within 25m of the base of a transmission line structure must install isolation panels where the fence enters or exits the easement and provide earthing either side of the isolation panels
- ii. Metal fences located within an easement and running parallel to a transmission line must have earthing and isolation panel installed 25m either side of each structure and additional earth should be installed around the middle of each span if the fence passes more than one structure. In addition to the above, fence must be earthed at each end.
- iii. Metal fence within 10m outside the easement must be earthed once in line with each structure and once in the middle of each span.
- iv. Metal fence within 20m of the easement must be earthed once in line with each structure

b) Lighting / external sources of power:

- i. At least 30 metres from any Transmission Line (TL) structure or supporting guy above 132kV
- ii. No greater than 4.3 metres in height or potential height for any object. Light posts greater than 4.3 metres in height can be permitted if at least 17 metres from the transmission line centre line above 132kV AND electrical clearances to ordinary persons (as per SafeWork NSW Code of Practice for Work Near Overhead Powerlines) are maintained to all parts of the installation.
- iii. Connection to the local electricity system is only permitted if electrically isolated per AS 3000 and the point of isolation is located outside of the easement. An isolated and independent solar, wind or battery powered system is also permitted

c) During construction of any TransGrid approved development, plans and conditions of consent shall provide for the following considerations:

- i. Vehicles, mobile plants, or equipment having a height exceeding of 4.3 m when fully extended shall not be brought onto or used within the easement area without prior TransGrid approval.
- ii. Where temporary vehicular access of parking during the construction period is within 16m of transmission line structure, adequate precautions shall be taken to protect the structure from accidental damage. Plans need to be submitted to TransGrid for prior approval.
- iii. The easement area shall not be used for temporary storage of construction spoil, topsoil, gravel, or any other construction materials.

- A. Any construction work for the proposed work within the easement shall maintain safety clearances to the exposed conductors.
- B. TransGrid is not to be restricted from undertaking normal maintenance and inspection activities, and, at completion of works, access to Transmission Lines and structures shall always be available for TransGrid plants and personnel.
- C. No metallic installations unless they form part of the approved plans.

3. Access and Maintenance Conditions:

With regard to the Private Access Road and TransGrid's access & the carrying out of maintenance activities, please be advised as follows:

The proposed Private Access Road is to ultimately become the future Pro Hart Avenue extension, from Strathnairn (ACT) to this subject site location (NSW).

The Staged works will include the construction of a Wide Gravel Private Access Road (Stage 1) to a Two Lane Dual Lane Carriageway, ultimately becoming Pro Hart Ave (Stages 2 & 3).

A. Proposed Private Access Roads:

- a. The proposed Private Access Road & future Pro Hart Avenue extension is shown to cross the Transmission Line (TL) 9 easement corridor in the vicinity of Structure 7, between Structures 7 & 8. Temporary fencing is to also cross the easement corridor, running parallel to the proposed road
- b. The proposed Private Access Road & future Pro Hart Avenue extension is to cross an existing track which TransGrid System shows as being TransGrid's current access route to Structures 7 & 8 at the location.
- c. Alternate access means may need to be considered to these structures as it would be expected that the current access means would be impacted on.
- d. The proponent to provide suitable alternative access to the TransGrid structures

The proponent's provided drawings indicate that the proposed road pavement distance to the nearest Structure 7 is to be approximately just over 70m in Stage 1 & nearing to approximately 65m in Stages 3.

The proposed edge of batter shown in the drawings is shown to come to approximately 60m in Stage 1 to approximately 40m in Stage 3.

1. We advise as follows:

- a. Access to the easement and structures at the location is to be maintained/provided and made available at all times for TransGrid plant and personnel
- b. Access points off the proposed Private Access Road & future Pro Hart Avenue are requested to be provided both sides of the road at the easement location, to enable & maintain travel and access to both Structures 7 & 8
- c. Any slopes for where travel is required by TransGrid's heavy maintenance vehicles must not have a grade steeper than 1:6 (1:8 or less is preferred) – batter slopes to comply
 - i. Temporary Fencing crossing the easement is to include gates at the easement location to enable continuous travel between Structures 7 & 8
- d. Temporary fencing and gates within the easement corridor are to be installed in accordance to TransGrid Fencing Guidelines
- e. Consideration is to be given in the design works for any proposed access ways/roads to TransGrid's easement & structures to cater for the weight and size of TransGrid's maintenance vehicles - to withstand the 40tonne load capacity of maintenance trucks.
- f. To assist with any design works, please find attached information on typical TransGrid heavy maintenance vehicle used & associated turning circles
- g. It must be ensured that the trench backfill for any services proposed at the easement location (& for where travel may be required by TransGrid maintenance vehicles) can safely withstand the 40tonne load capacity of maintenance trucks, without causing damage to any pipes/conduits and services.
- h. During construction, adequate precaution shall be taken to protect structures from accidental damage, and the easement area shall not be used for temporary storage of construction spoil, topsoil, gravel or any other construction material.

2. Safety clearances will need to be observed near powerlines

From an access & maintenance perspective only, **provided access to the easement & structures is provided/maintained and clearances observed**, we would not expect any issue with the Private Access Road & future Pro Hart Avenue extension proposal.

All works near or within the easement will be required to be carried out in accordance to TransGrid's Easement Guidelines, TransGrid Fencing Guidelines and Workcover's Code of Practice 2006 – 'Work Near Overhead Powerlines'

Please note, this is TransGrid's permission as easement holder only, and it does not constitute planning approval under the Environmental Planning and Assessment Act 1979.

If you have any questions, please do not hesitate to contact TransGrid's Easements & Development Team at Easements&Development@transgrid.com.au.

- A. Please find attached TransGrid's easement Guidelines, Fencing Guidelines for your review
- B. Please see link to TransGrid online guidelines : <https://www.transgrid.com.au/being-responsible/public-safety/Living-and-working-with-electricity-transmission-lines/Pages/default.aspx>
- C. Please see link to the PDF version: <https://www.transgrid.com.au/being-responsible/public-safety/Living-and-working-with-electricity-transmission-lines/Documents/Easement%20Guidelines.pdf>

Yours faithfully

Easements & Development Team
TransGrid

Figure 1 – Plan view: Civil works within easement

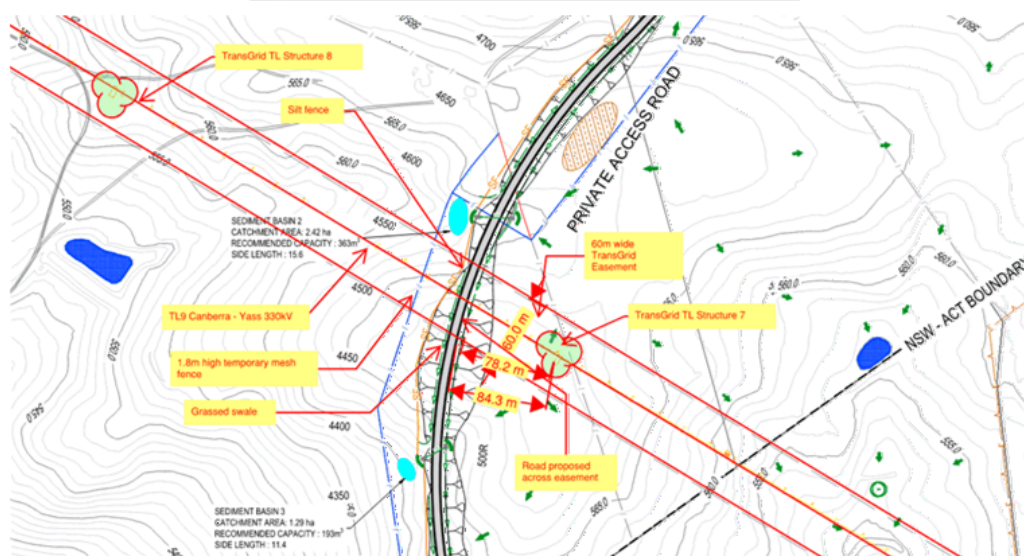
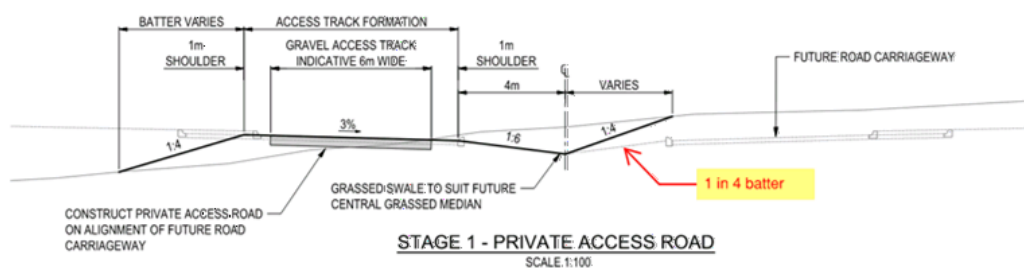


Figure 2 – Cross section: Future proposed landscaping of median strip and batters (Stages 1, 2 and 3)



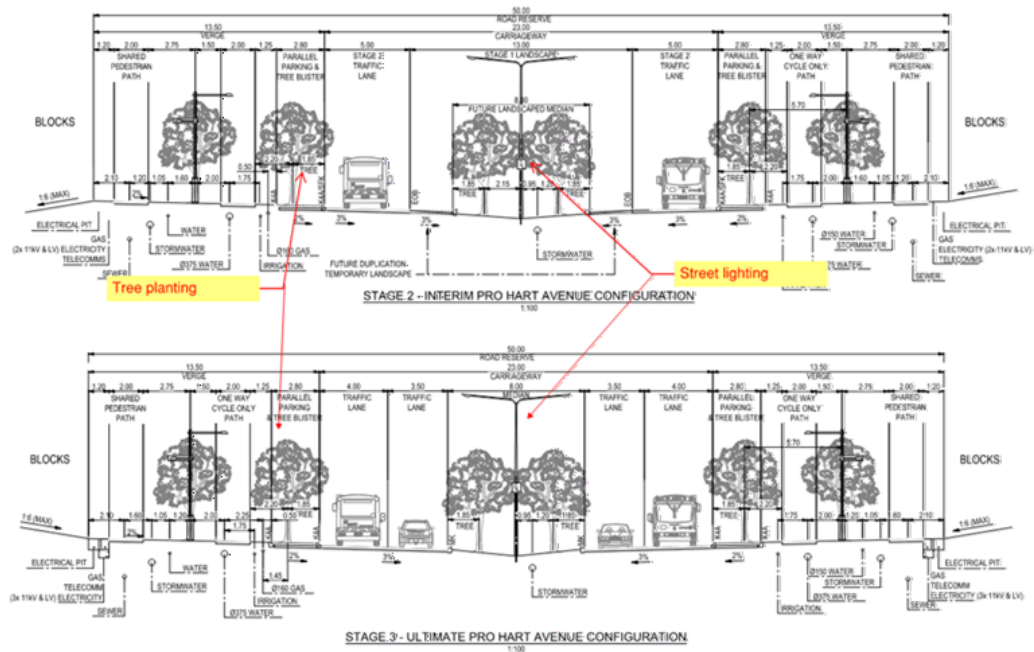


Figure 3 – Plan view: Cut and fill

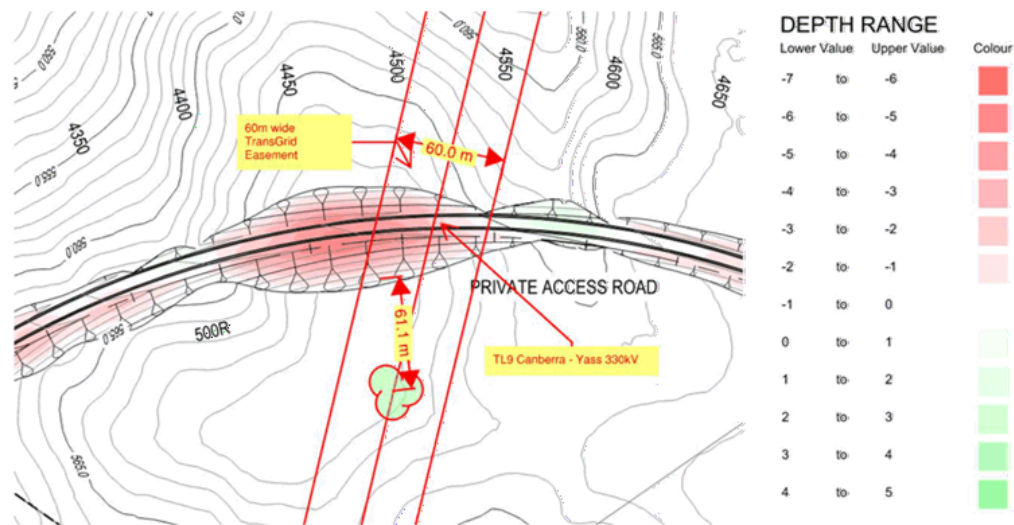


Table 1 – Modelled Span Clearances (Road 100 NSW MGA.dxf)

Transmission line	Back Structure Number	Ahead Structure Number	Controlling Weather Case	Clearance Margin Radial (m)	OK	Controlling Point ID	Controlling Point Station (m)	Controlling Point Offset (m)	Controlling Point Z (m)	Clearance Required Radial (m)
9	7	8	Tmax (85C)	3.13	OK	DXF	2482.99	-9.00	567.11	8

6.7 DEVELOPMENT APPLICATION NO 210076 - YASS HIGH SCHOOL MULTI-PURPOSE HALL, 39 GRAMPIAN STREET, YASS

SUMMARY

A Development Application for a multi-purpose school hall at Yass High School has been lodged with Council and is to be determined by the Southern Regional Planning Panel. Council has been advocating for several years for improved facilities at the high school.

RECOMMENDATION

That the determination of Development Application No DA210076 for a multi-purpose school hall at Yass High School, 39 Grampian Street, Yass by the Southern Regional Planning Panel be noted.

FINANCIAL IMPLICATIONS

Resources for development assessment are provided for in the current Operational Plan.

POLICY & LEGISLATION

- *Environmental Planning & Assessment Act 1987*
- State Environmental Planning Policy (State & Regional Development) 2011
- Yass Valley Local Environmental Plan 2013
- Development & Assessment Decision Making Policy

REPORT

Development Application No 210076 was lodged by DFP Planning Consultants on behalf of School Infrastructure NSW (SINSW) for the construction of a new multi-purpose school hall at Yass High School, 39 Grampian Street, Yass.

The proposed development comprises:

- Demolition of basketball court with shade structure and seven demountable classrooms
- Removal of four trees
- Site excavation
- Construction of new multi-purpose hall
- Associated landscaping, stairwell and circulation works.

A site plan and elevations are included in **Attachment A** and a photomontage of the proposed hall is included as **Attachment B**.

The proposal is a Crown Development Application under s4.33 *Environmental Planning & Assessment Act 1979 (EP&A Act 1979)*.

Under Schedule 7 *State Environmental Planning Policy (State & Regional Development) 2011* the proposal is regionally significant development as it is development carried out by or on behalf of the Crown and has a capital investment value of more than \$5 million.

Under s4.5 *EP&A Act 1979*, the Consent Authority for Regionally Significant Development in Yass Valley is the Southern Regional Planning Panel. Council's *Development Assessment & Decision Making Policy* requires that an application to be determined by the Joint Regional Planning Panel must be referred to Council.

The application was placed on public exhibition for a period of 14 days and no submissions have been received. No referrals to State agencies is required.

The application is currently being assessed by planning staff and the assessment report will be presented to the Southern Regional Planning Panel for determination.

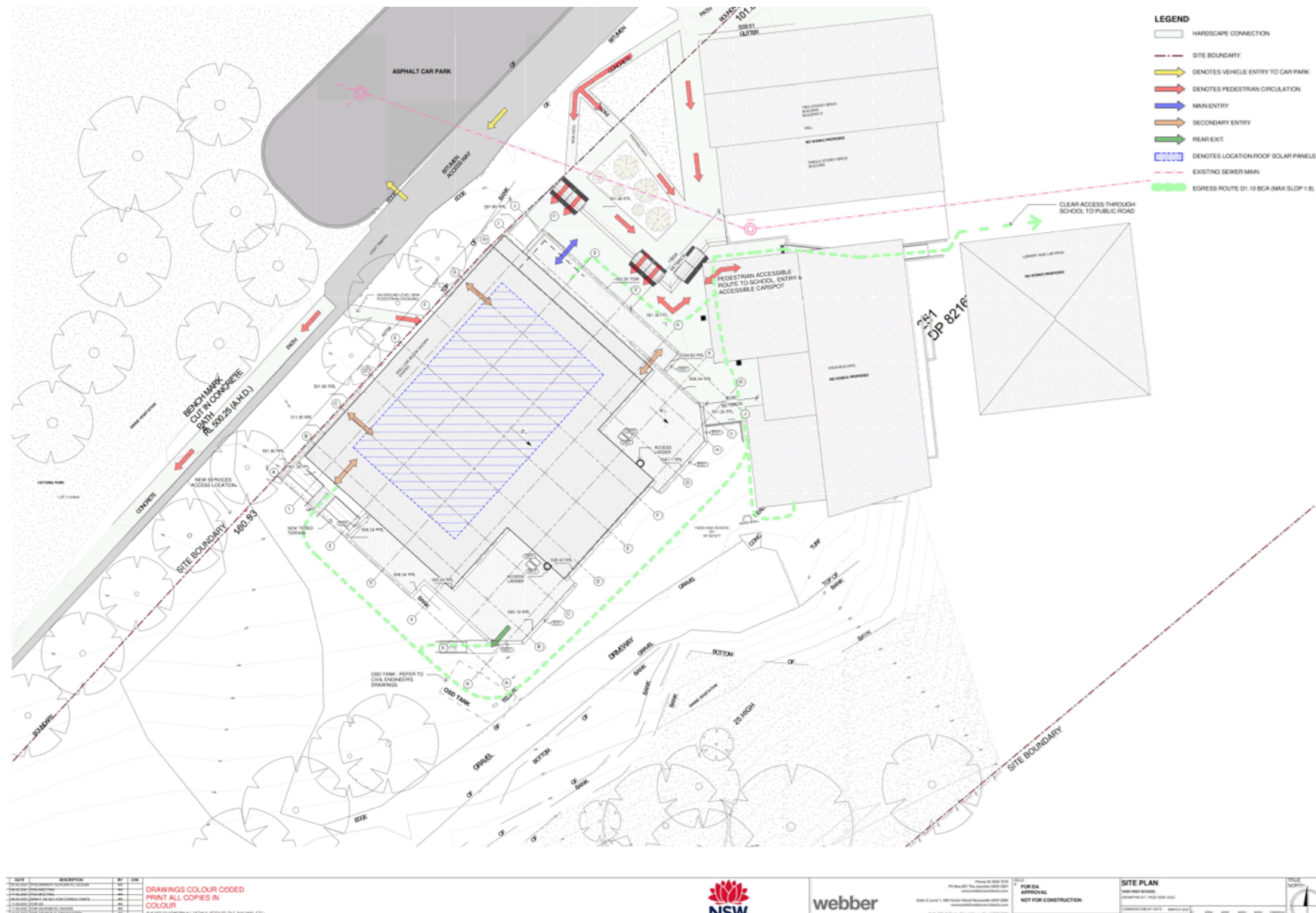
STRATEGIC DIRECTION

Key Pillar	1. Our Environment
CSP Strategy	EN4 - Maintain a balance between growth, development and environmental protection through sensible planning
Delivery Program Action	EN4.2 - Ensure development application assessment is thorough and efficient
Operational Plan Activity	EN4.2.1 - Determine applications for development for local activities

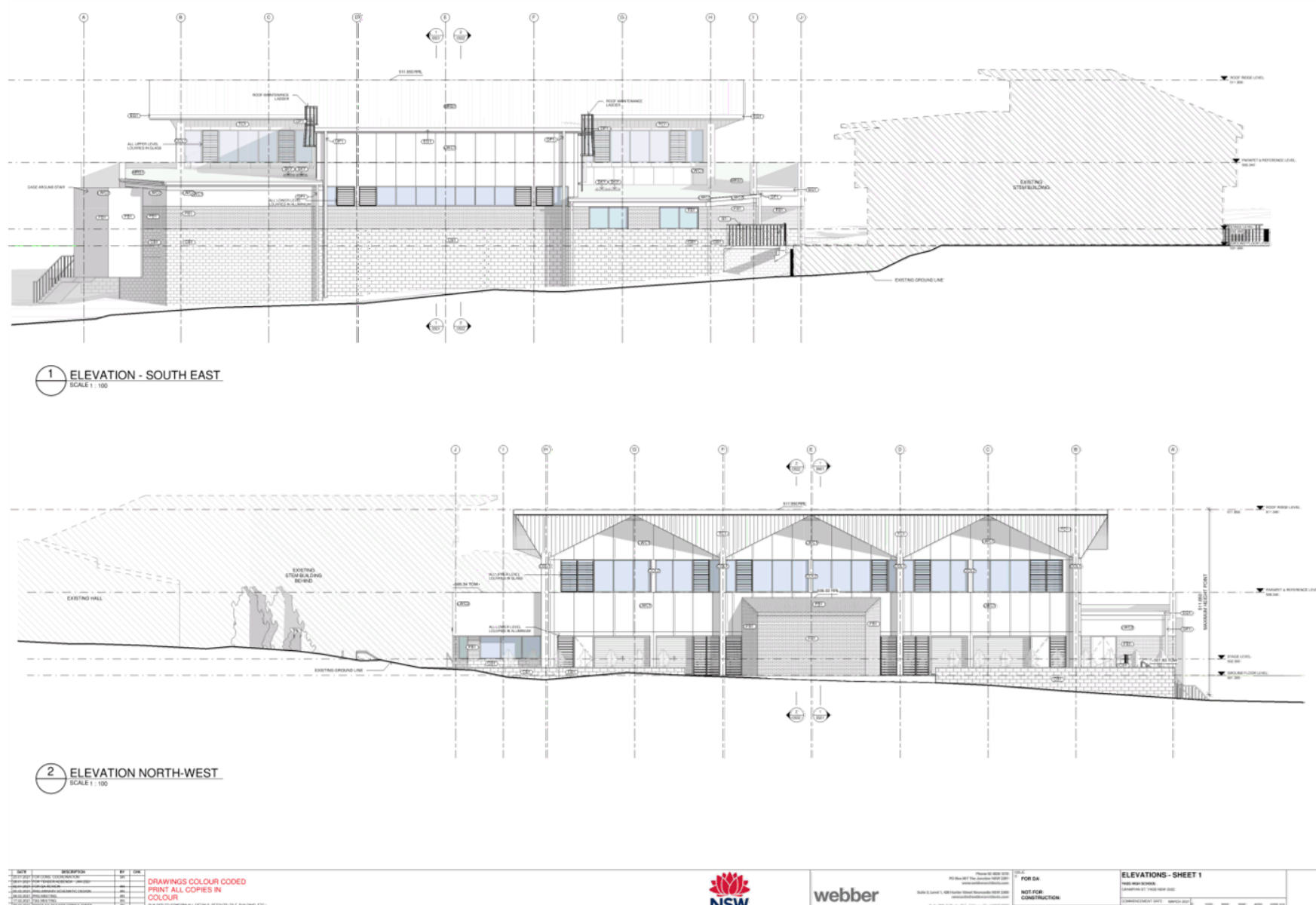
ATTACHMENTS:

- A. Submitted Site Plan and Elevations [↓](#)
- B. Photomontage of Proposed Building [↓](#)

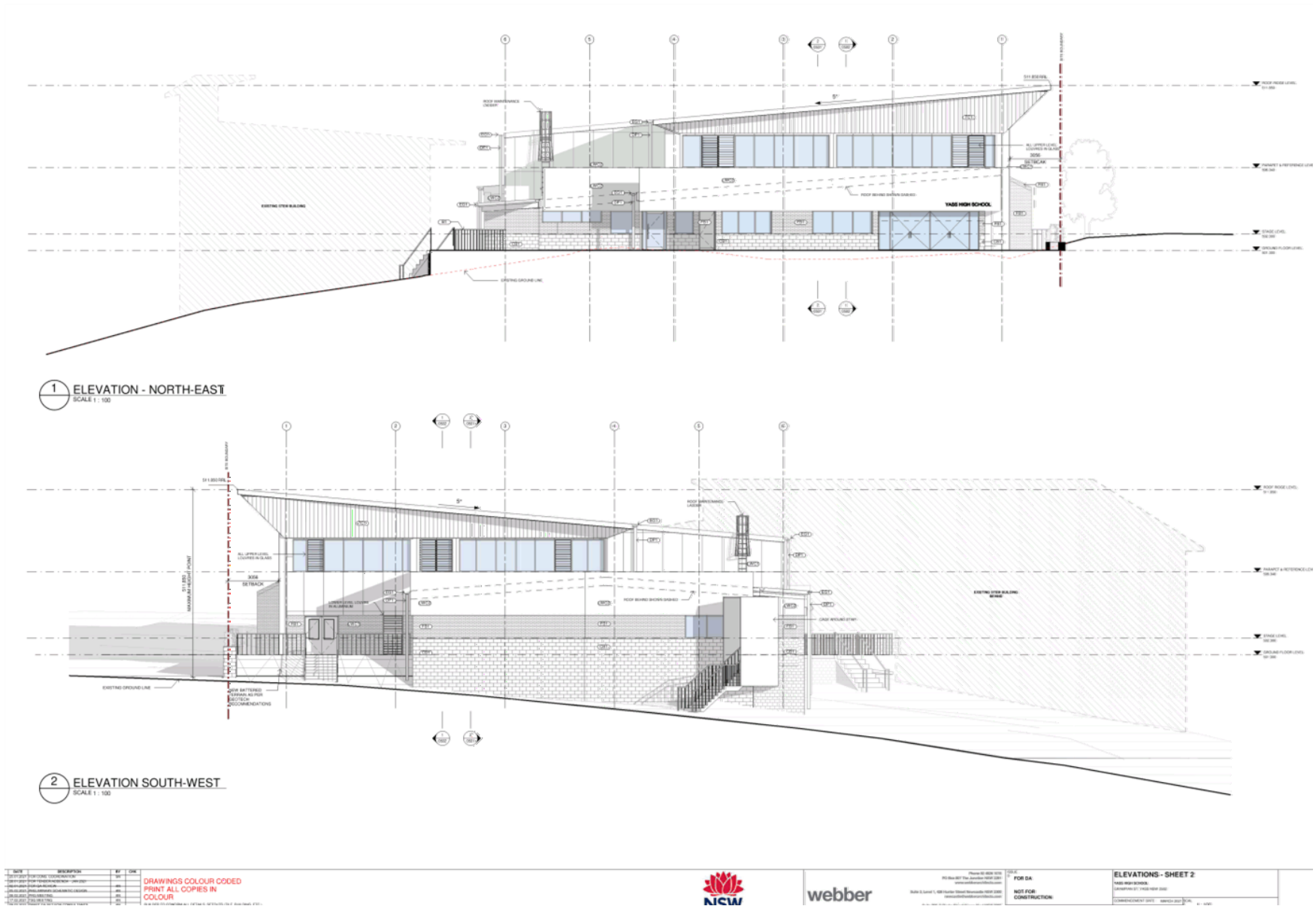
6.7 Development Application No 210076 - Yass High School Multi-Purpose Hall, 39 Grampian Street, Yass
Attachment A Submitted Site Plan and Elevations



6.7 Development Application No 210076 - Yass High School Multi-Purpose Hall, 39 Grampian Street, Yass
Attachment A Submitted Site Plan and Elevations



6.7 Development Application No 210076 - Yass High School Multi-Purpose Hall, 39 Grampian Street, Yass
Attachment A Submitted Site Plan and Elevations



Photomontage of proposed multi-purpose hall



Source: Webber Architects

7.1 YASS WATER TREATMENT PLANT UPGRADE PROJECT - DESIGN AND BUSINESS CASE PREPARATION UPDATE

SUMMARY

The Yass Water Treatment Plant Upgrade Project is an important and challenging project for the Yass Valley Council. In December 2020 an update on progress of the Yass Water Treatment Plant Upgrade Project was provided which outlined significant challenges to the progression of the project. Council requested bimonthly update reports be provided on the project. This report is the third update.

RECOMMENDATION

That:

1. *The update report and work completed on the Water Treatment Plant Upgrade Project be noted.*
2. *The submission for funding of Stage 1 Construction Works estimated at \$2.543m made to Housing Acceleration Fund (HAF)/RestartNSW be noted.*
3. *The funding for construction of Stage 1 Works from HAF be accepted when approved.*
4. *The General Manager be delegated to execute the Funding Deed for Yass WTP Upgrade: Stage 1 Construction.*
5. *Work on the Design and Business Case for Stage 2 & 3 Upgrade Works be recommenced on the basis of the Peer Review recommendations and stakeholder feedback.*
6. *The 2021/22 Operational Plan/Budget be modified to reflect the above recommendations to include \$2.543M of capital grant funds to cover \$2.543M capital expenditure.*

FINANCIAL IMPLICATIONS

In December 2018 Council accepted a grant of \$1,200,000 for preparing a detailed design and final business case under the State Government's Restart NSW Housing Acceleration Fund (HAF) for the Yass Murrumbateman – Water Quality Improvement Project.

Funding for construction is subject to further application to Restart NSW and its approval to a maximum of \$10M, including the cost of the detailed design and business case preparation.

The scope and staging for the project has changed since December 2020 and the estimated project cost for delivery of the upgrade works utilising a three stage process is now in the order of \$33.2M.

Budget has been allocated in the 2019/20, 2020/21 and 2021/22 financial years for \$1.2M. Due to additional scope for the Stage 1 works additional funding request is included in the Draft Operational Plan for 2021/22.

Cost of the preferred option for Stage 2 Construction will be estimated subject to the finalisation of Peer Review.

The impact of including \$2.543M capital grant income to fund a corresponding amount of \$2.543M capital expenditure for Stage 1 construction into the 2021/22 budget is that the net operating result before grants and contributions provided for capital purposes remains unchanged as a surplus of \$32K.

POLICY & LEGISLATION

- *Local Government Act 1993*

REPORT

1. Background

The upgrade of the Yass Water Treatment Plant is being progressed in three stages:

1. Early Works package including: installation of bubble plume aeration at Yass Dam, upgrade of Raw Water Pump Station, and urgent works at Yass Water Treatment Plant
2. Major treatment plant upgrades
3. Rehabilitation of selected existing treatment plant process units

A Councillor Workshop held on 7 December 2020 provided an overview of the project progress since May 2020. Council's position at the time was that implementation of options other than a new Water Treatment Plant would present significant risks. Equally, DPIE (Water) did not agree with the comprehensive nature of the upgrade proposed by Council for a range of technical, operational and cost related reasons. It was agreed that a three Stage process (incorporating an Independent Peer Review) should now form the basis of delivering upgraded water treatment facilities in Yass.

Council has requested bi-monthly updates on the progress of the project.

2. Progress to date

2.1 Stage 1 Design and Business Case Preparation

- Risk assessments, review of information, objective setting, investigations and design basis confirmation were completed for the three packages. Scope statements were prepared for each package including preliminary cost estimates and were shared with DPIE (Water) for comments. Discussions were held on 14 April 2021 on the technical details of the plume aeration. Design basis for the three packages were finalised.
- Draft Business Case was submitted for review by the Funding Agency (HAF).
- Concept Design and Detailed Design for the three packages are in progress and will be completed by the end of July 2021.

2.2 Peer Review

City Water Technology (CWT) was engaged by Council to undertake a peer review. Works completed by CWT consisted of:

- Identification of raw water quality envelopes to confirm the design basis for any new and/or upgraded treatment processes to achieve the water quality goals
- Draft report summarising CWT's review of the proposed Stage 1 Works (reported in March 2021) and commentary of their impact on Stage 2 works.
- Draft Report on Stage 2 Works was provided to DPIE (Water), NSW Health and HunterH2O for their comments by 28 May 2021.
- The Review reinforced the challenges with the Yass Dam raw water quality envelope and the deficiency of the existing process units to treat the water to meet the requirements of ADWG (Australian Drinking Water Guidelines). It also includes recommendations for some significant departures from the process units originally proposed by Council, namely the type of clarifiers (recommending lamella plate clarifiers), number of filters (six filters) and the type of softening process (side-stream reverse osmosis process).
- Comments were received from DPIE (Water), NSW Health, and Hunter H2O on the Peer Review Report which resulted in some minor amendments to the report. Responses from DPIE (Water) to the Peer Review indicate that there has been little change in their view of WTP Upgrade.
- Council notified DPIE (Water) on 9 July 2021 of its intention to proceed with the design and business case development of an option that incorporates the Peer Review recommendations and feedback of all stakeholders (**Attachment A**).
- The Peer Review process is now complete.

2.3 Consultation with DPIE (Water)

- Updates have been regularly provided to DPIE (Water) technical team. Feedback was received on the 'Peer Review Scope' and has been provide to Peer Reviewer
- Scope statements for each of the packages to be delivered as part of Stage 1 have been sent to DPIE (Water) for comment and included in the development of the packages.
- DPIE (Water) technical team provided support to the discussion with HAF.
- Council provided the draft Peer Review Report for Stage 2 to DPIE (Water) and other stakeholders for their comments on 14 May 2021. Comments from DPIE Water were received on 18 June 2021. Some elements of their response were included in the updated Peer Review report, however there is still a significant departure between the recommendations of Hunter H2O and CWT and the position of DPIE (Water).
- The Business Case for Stage 1 was reviewed by HAF/DPIE and below is an excerpt of the comments by DPIE:

It is recommended that Council allow the Stage 1 works sufficient duration to demonstrate the expected improvements in removal of turbidity and manganese. Understanding the impact of the Stage 1 works may offer the opportunity to Council to further optimise Stage 2 with a view to reducing costs.

The Stage 1 works Business Case acknowledges that Stage 1 addresses key issues and will help to inform the medium-term Stage 2 and 3 works to provide a more robust treatment plant, suitable for longer-term operation and compliance with ADWG requirements. DPIE looks forward to working with Council and the design team as the Stage 2 design continues.

- Preparation of Detailed Design and Business Case for Stages 2 & 3 will commence with consultation with DPIE and NSW Health.

2.4 Funding Deed with Housing Acceleration Fund

Council staff discussed the amendment required to the current HAF Funding Deed for \$1.2M with the DPIE HAF Fund Managers. Formal approval was obtained from HAF/RestartNSW on 11 May 2021.

The milestones for the Deed was amended as follows.

- Milestone 1 Stage 1 Business Case - June 2021 (Complete)
- Milestone 2 Peer Review Report - May 2021 (Complete)
- Milestone 3 Stage 2 & 3 Business Case - February 2022

The Business Case for Stage 1 was accepted by HAF and DPIE on 14 July 2021. Stage 1 Construction is estimated at \$2.543M and Council is pursuing with InfrastructureNSW/RestartNSW/HAF to arrange for the funding approval and a funding Deed.

2.5 Stage 2 – New Water Treatment Facilities

Council will now restart the design and business case development for Stage 2 works based on the recommendations of the Peer Reviewer. The Stage 2 design will now consider the following processes:

- Contact tanks for oxidation and organic absorption
- Coagulation
- Clarification via Lamella Plate Clarifiers
- High rate dual media filters
- Side stream nanofiltration for softening

- Fluoridation
- Disinfection via UV treatment and Chlorine Gas

2.6 Stage 3 – Rehabilitation of Existing Treatment Process Units

The Stage 3 design and business case tasks have not yet commenced and will recommence based on the recommendations of the Peer Reviewer.

3. Next Steps

- Complete the Stage 1 Concept Design, Detailed Design and tender documents
- Order long lead time items for Stage 1.
- Liaise with Infrastructure NSW to enter into a funding Deed of \$2.543M for Stage 1 Construction
- Commence and finalise Stage 2 &3 Concept Design, Detailed Design and Business Case.

STRATEGIC DIRECTION

Key Pillar 4. Our Infrastructure

CSP Strategy IN5 - Ensure high quality water supply options for the towns in the region

Delivery Program Action IN5.1 - Council to supply quality water, cater for growth and quality enhancements that addresses the community needs

Operational Plan Activity IN5.1.1 - Council to supply quality water, cater for growth and quality enhancements that addresses the community needs

ATTACHMENTS: A. Letter to DPIE on 7 July 2021 - **Confidential**

7.2 "OLD" YASS WATER TREATMENT BUILDING

SUMMARY

To present a report advising of the current unsafe condition of the Old Water Treatment Building, and to advise that Yass Community Radio Association (Yass FM100.3) have vacated the building and implemented interim transmission measures while alternate accommodation options are being explored.

RECOMMENDATION

That the report on the "Old" Yass Water Treatment Building be noted,

FINANCIAL IMPLICATIONS

Nil.

POLICY & LEGISLATION

- Local Government Act 1993
- Leasing of Council Property Policy

REPORT

1. Background

The 'Old' Water Treatment Plant building at Cooks Hill Road became redundant to Council's operational requirements in 1990.

On 26 May 2000 the then Yass Shire Council and Yass Community Radio Association Incorporated entered into a signed Memorandum of Understanding (MoU) to allowing the Yass Community Radio (Yass FM 100.3) use of the disused water treatment plant building under certain terms and conditions as contained in the MoU.

In April 2021 discussions started regarding the building being becoming unsafe for use and Yass FM were advised to consider alternate options for locations for the operation of Yass FM, and were asked to find an alternate location in three months. However; electrical and water issues, among others, rendered the building unsafe for use from 28 April 2021.

Following is a timeline of events leading up to the building being declared unfit for purpose:

19 April 2021	Yass FM requested Council inspect the building due concerns around the building being unsafe.
21 April 2021	Building inspection undertaken by Council staff with members of Yass FM100.3 Executive Committee in attendance. Agreed safety measures put in place regarding non-use of wet areas and the recording room as interim safety measure.
6 May 2021	Council letter sent to Yass FM100.3 regarding health and safety issues associated with continued operation from the building: <ul style="list-style-type: none"> • Rising damp, mould and flaking paint • Algae build up and damp areas. • Water leaks with water pooling in walkways • Concern regarding safe exit point from building.

	<ul style="list-style-type: none"> • Old electrical wiring • No safe exit from upper level recording room. Building non safety compliant for purpose • No ventilation in transmission room. • Possible lead paint • Possible asbestos sheeting <p>Request to notify Council within three months of plans for moving Yass to a suitable alternate location.</p>
Mid May 2021	Electrical fire from a power point in the kitchenette located in the entry and exit point to the building. Electrician made power point safe.
28 June 2021	<p>Request by Yass FM for Council to inspect building as water after recent heavy rain, had pooled throughout parts of the building in particular on the concrete floor where the main electrical cabinet is situated.</p> <p>Council Staff, including the Risk Coordinator, inspected the building in consultation with an executive committee member from Yass FM. With the possibility of further wet weather, Council Staff considered the building unsafe to occupy. Alternate transmission discussions were held with the committee member present to enable the building to be secured until such time as it was assessed as safe to remove equipment and disconnect electricity to the building.</p> <p>The building was locked and interim broadcasting arrangements were put in place to keep Yass FM on air until alternate location can be found.</p>

The building and grounds will be secured and off limits to the public, electrical supply will be maintained to the TV Repeaters and Telstra 5G tower, however power to the remainder of the building will be disconnected for safety reasons.

2. Request for Support

On 30 June 2021 Council received correspondence from the President, on behalf of the Board of Yass FM, seeking support with sourcing alternate location to operate Yass FM and listed three possible locations for Yass FM to relocate.

Staff have reviewed the suggested possible locations and provide the following feedback:

- **Community Centre** – The current Development Consent restricts the usage of the upstairs portion of the building due to fire separation and compliance issues. Space within the Community Centre lower floor is not considered an option as it would impede the amenity for other regular users
- **Yass Memorial Hall** – During a community consultation process on the future use of the hall Yass FM forwarded an expression of interest to relocate to northern front rooms as did a number of other local not for profit organisations and businesses. Council will not make a decision on tenancy of this building until a full engineering and safety assessment and cost estimates are completed. The entire building may need repairs to make it safe.
- **Yass Railway Museum** – Council does not control the approval for organisations to occupy this site. The approval process with State Government and John Holland Rail, the land managers, could span an indeterminable timeframe with added approvals from Yass Railway Heritage Centre. This is not considered an immediate option but could be progressed as a long term option if Yass FM chooses.

As explained above none of the three proposed options above were considered a viable immediate alternative for Yass FM to relocate. However, further sites have been suggested for your consideration:

3. Proposed Location Options

- **Old School Master's House at Murrumbateman** - This would only to be short term/temporary (6 months) as the school house is being offered to the Department of Education as part of the Murrumbateman School Project so it would have to be limited to end January 2022. Advice is being sort on a short term licence to operate with the Crown Lands Department and also further consultation with the Murrumbateman Community Association would be critical on any future decision.
- **Long Term Relocation Options:**
 1. A (Yass FM supplied) demountable building near the Men's Shed, Yass Valley Way – this has the benefit of existing service infrastructure for power, water and sewer and is the preferred option that will be presented to Council for agreement.
 2. A (Yass FM supplied) demountable building at the Morton High Level Reservoir site on Morton Ave – space is available for a demountable building and car parking. The site has power and water but would have additional costs for sewer, car parking, and an enclosure fence.

Note: Options 1 and 2 above would require Development Application approval for the erection and use of a demountable building and demountable storage containers.
- **Short/Medium Term Option:**
 1. The Old RFS Shed at Bowning – This shed will be vacant in coming months, as new shed currently being built, but will likely be 4-6 months before becoming vacant. It is an unlined shed with no amenities. Council may consider disposal of the land in the future.

STRATEGIC DIRECTION

Key Pillar	5. Our Civic Leadership
CSP Strategy	CL1 - Effect resourceful and respectful leadership and attentive representation of the community
Delivery Program Action	CL1.1 - Ensure activities carried out in Yass Valley are in a safe manner and meet legislative requirements
Operational Plan Activity	CL1.1.5 - Undertake Work Health & Safety improvement actions

ATTACHMENTS: Nil

7.3 LEASE OF YASS MEMORIAL POOL AREA FOR CONSTRUCTION OF A HEATED POOL

SUMMARY

The construction of a new indoor heated pool for swimming lessons and rehabilitation is part of the Council's vision for the development of the Victoria Park Precinct. The draft Victoria Park Masterplan which will form the basis of the Victoria Park Plan of Management has identified the area around the existing Yass War Memorial Pool as the location of the Indoor Heated Pool. Council has been approached by a private company looking for a location to develop an indoor heated pool. The option for a lease of the site exists to enable the construction and management of an appropriate facility for the community.

RECOMMENDATION

That the process required under the Local Government Act 1993 and the Crown Lands Management Act 2016 be commenced to enable the release of an expression of interest for the lease of the Yass Memorial Pool site for the purpose of construction and operating an indoor heated pool and (if requested) the operation of the existing pool facility.

FINANCIAL IMPLICATIONS

Council currently expends approximately \$100,000 more than it recovers on the operation of the Yass War Memorial Pool annually. There is currently no budget allocation for construction of an indoor heated pool within Council budget.

POLICY & LEGISLATION

- *Local Government Act 1993*
- *Crown Lands Management Act 2016*

REPORT

1. Background

In August 2019, Council considered the Redevelopment Options for the Yass War Memorial Pool precinct (refer **Attachment A**) to include an indoor heated pool and a new entry, change rooms and kiosk. Council has subsequently commissioned a Feasibility Study (refer **Attachment B**) that indicated that the annual operating loss on the pool would increase for a development and management style based on Council operating the pool. An additional study was also commissioned into the condition of the existing pool (refer **Attachment C**) which indicated that the pool was likely to need a major upgrade in the future however interim works have been undertaken that appear to be maintaining the pool in a good condition. It is assessed that this is a risk that Council will need to maintain and be prepared to fund should any lease be provided for the management of the pool.

The draft *Victoria Park Masterplan* has identified the area around the War Memorial Pool for expansion of the site to include an indoor heated pool and supporting infrastructure. The draft *Victoria Park Masterplan* will form the basis of the Plan of Management for Victoria Park. Victoria Park is Crown Land for which Council is the Crown Land Manager.

In early 2021, Council was approached by a private company enquiring about locations to build an indoor heated pool for commercial purposes. The preferred option for land Council has to offer is the current location at Victoria Park, however it required a Masterplan and Plan of Management to be developed to enable any further progression of providing an offer to the company to utilise the land.

The timeline for the Public Exhibition and the development of the Plan of Management will require a number of months, as will the public notification and development of Expressions of Interest (EOI) for the use of the site for management of the existing pool and providing an indoor heated pool. In order

to reduce the delay, staff believe, the two processes can be run in parallel provided there is consistency between the Masterplan and Plan of Management and the proposed use for the land by anyone leasing the land.

2. Legislative Requirements

2.1 *Crown Lands Management Act 2016*

The *Crown Lands Management Act 2016*, Division 3.4 requires Council to manage the Crown Reserve as if it was community land, operational land or public reserve as specified within the *Local Government Act 1993*. The area of Victoria Park currently occupied by the War Memorial Swimming Pool and the area allocated for the indoor heated pool is classified as community land and as such council should manage this land in accordance with the *Local Government Act 1993*, including for leasing.

2.2 *Local Government Act 1993*

The *Local Government Act 1993* provides that Council may lease a land classified as community land provided that it meets a number of criteria i.e.

1. There must be a Plan of Management that specifies that the land is to be used for the purpose of the lease
2. That, if the lease is to be for a period of greater than 5 years, the lease must be publically tendered

If a Council proposes to grant a lease in respect of community land for a period exceeding 5 years, it must:

- a) Give public notice of the proposal (including on the Council's website), and
- b) Exhibit notice of the proposal on the land to which the proposal relates, and
- c) Give notice of the proposal to such persons as appear to it to own or occupy the land adjoining the community land, and
- d) Give notice of the proposal to any other person, appearing to the Council to be the owner or occupier of land in the vicinity of the community land, if in the opinion of the Council the land the subject of the proposal is likely to form the primary focus of the person's enjoyment of community land.

A notice of the proposal must include:

- a) Information sufficient to identify the community land concerned
- b) The purpose for which the land will be used under the proposed lease
- c) The term of the proposed lease (including particulars of any options for renewal)
- d) The name of the person to whom it is proposed to grant the lease (if known)
- e) A statement that submissions in writing may be made to the Council concerning the proposal within a period, not less than 28 days, specified in the notice

Any person may make a submission in writing to Council during the period specified for the purpose in the notice. Before granting the lease, Council must consider all submissions duly made to it. Council must not grant the lease, except with the Minister's consent, if:

- a) A person makes a submission by way of objection to the proposal, or
- b) In the case of a lease, the period (including any period for which the lease or licence could be renewed by the exercise of an option) of the lease or licence exceeds 21 years.

3. Development Process

In order to ensure that the EOI produces an outcome suitable to the needs of the community, the following process is proposed for the conduct of the leasing of the Land for the management of the

current swimming pool and construction and management of an indoor heated swimming pool and associated facilities.

1. Community consultation with interested parties to establish the range of services to be provided for the existing pool and the proposed indoor pool (2-4 weeks)
2. Notification of the proposal to lease for the land in accordance with the *Local Government Act 1993* (5 weeks).
3. If no objections are received, development, advertisement, and assessment of the EOI for potential providers (8-10 weeks) If objections are received the proposal will be returned to Council for consideration and a request made to the Minister for approval or the proposal halted for re-evaluation.
4. EOI results presented to Council for approval.
5. Issue of a lease for a period of up to 21 years after the Victoria Park Plan of Management is approved (as appropriate).

The EOI will provide for the option to lease of the portion of land currently allocated to the indoor heated pool as a separate entity as well as the potential to include the existing War Memorial Pool and facilities. The EOI will require that as a minimum the services currently provided by Council at the Yass War Memorial Pool are continued by those wishing to lease the pool, including 6 months minimum annual operation, swimming lessons, access for school carnivals, and operation of the kiosk. Additional services desired for the indoor heated pool will also be outlined and the EOI will be assessed against the provision of these services. At the conclusion of the lease all facilities constructed will be vested in Council.

STRATEGIC DIRECTION

Key Pillar	4. Our Infrastructure
CSP Strategy	IN4 - Maintain and update existing community facilities, and support the development of new community infrastructure as needed
Delivery Program Action	IN4.1 - Develop and maintain new and existing recreational and community assets to address our communities needs in a sustainable manner
Operational Plan Activity	IN4.1.1 - Develop and maintain sports grounds and associated facilities to standard that enables use by a variety of users

ATTACHMENTS:	A. Yass Aquatic Centre Design Report (<i>Under Separate Cover</i>) ➡
	B. Indoor Heated Feasibility Study (<i>Under Separate Cover</i>) ➡
	C. Structural Report on Yass Pool (<i>Under Separate Cover</i>) ➡

7.4 ELECTRIC VEHICLE CHARGING NETWORK PROPOSALS

SUMMARY

This report provides advice on a number of Electric Vehicle (EV) Charging Networks Proposals that have been submitted.

RECOMMENDATION.

That:

1. *The Tesla Supercharger proposal for 6 carparks at 81-83 Meehan Street, Yass be supported.*
2. *The ActewAGL/Envie EV Charging proposal for Jones Park, Murrumbateman be supported.*
3. *The General Manager be approved to execute the licence agreements.*

FINANCIAL IMPLICATIONS

Neither proposal require upfront capital or investment from Council for the charger infrastructure or installation at the proposed sites.

Both proposals are drafted as such that the cost of electricity for charging are born by the provider and not Council.

Negotiations for the licence will seek to include profit or revenue sharing options after an initial 5 year free period as Council's contribution to the establishment of electric vehicle charging infrastructure in the region.

POLICY & LEGISLATION

- *Local Government Act 1993*
- *Leasing of Council Property*
- *Environmental Sustainability Policy*

REPORT

1. Background

Council has already approved the installation of a NRMA in the carpark at 81-83 Meehan St, Yass.

Council has recently been approached by Tesla and ActewAGL and Envie Networks with proposals to develop reliable high speed (greater than 100kW) EV Charging Infrastructure within Yass Valley.

The ActewAGL/Envie Network proposal is has requested a single bay in the carpark at the Jones Park Rest Area in Murrumbateman (refer **Attachment A**). There are no other suitable locations in Murrumbateman for this infrastructure. The current carpark at Jones Park has 15 spaces, this proposal will take one space for electric vehicles.

Tesla has requested the allocation of six bays for the carpark at 81-83 Meehan St, Yass adjacent to Banjo Patterson Park. The most likely location, depending on a final site analysis, is on the same side but at the opposite end to the existing NRMA Charger to enable future expansion of the site (refer **Attachment B**). The current carpark has 40 spaces, this proposal will result in 8 spaces in total being allocated to electric vehicles Alternate options within Yass were considered at the Park and Ride on and the Council Carpark on Lead Street but these were discounted due to electrical infrastructure challenges.

Both locations have been identified as being the preferred location due to the availability of electrical infrastructure, public toilets, playgrounds and food service areas. Both companies are seeking approval to begin the works as soon as possible to enable roll out before the end of this year. Alternate locations

in Yass have been considered but the availability of sufficient electrical infrastructure prohibits their development at this time.

2. Licence Arrangements

Both companies are seeking 5 + 5 licence arrangements for the installation of their infrastructure. As council is committed to developing sustainable services, the provision of a 5 year free allocation followed by an agreed commercial arrangement based on profit or revenue sharing will support this development. The licence will provide use of the Council parking areas which will be signed posted for electric vehicles only for the duration of the licence period.

STRATEGIC DIRECTION

Key Pillar	4. Our Infrastructure
CSP Strategy	IN4 - Maintain and update existing community facilities, and support the development of new community infrastructure as needed
Delivery Program Action	IN4.1 - Develop and maintain new and existing recreational and community assets to address our communities needs in a sustainable manner
Operational Plan Activity	IN4.1.2 - Develop and maintain parks, playgrounds and other open spaces to a standard that enables use by a variety of users

ATTACHMENTS:	A. ActewAGL + Evie Networks - Murrumbateman EV Charging Network Proposal ↓
	B. Tesla Supercharger Proposal - Yass ↓

ActewAGL

ACTEWAGL + EVIE NETWORKS

MURRUMBATEMAN EV Charging Network Proposal

Leverage local know-how + a national network.





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Introduction

The ActewAGL and Evie Networks Electric Vehicle (EV) Charging Network Proposal provides Yass Valley Council with an option for reliable EV charging infrastructure within the Murrumbateman town centre with no upfront costs.

With the availability and take up of electric vehicles significantly increasing year on year, access to EV charging in the Murrumbateman town centre (alongside the re-fuelling options for traditionally fuelled vehicles) will support tourism and economic development, and provide an additional solution for those living in, visiting or travelling through the area.

ActewAGL, with its national partner Evie Networks, is expanding its EV charging network across the Capital Region and beyond, to ensure a well-connected community and provide a sustainable, decarbonised transport solution. Initial plans will see the current public ActewAGL/ Evie Networks EV charging infrastructure double in capacity between now and 2022. Both ActewAGL and Evie Networks are also members of the Australian Electric Vehicle Council.

This proposal outlines the benefits of a partnership between ActewAGL/ Evie Networks and the Yass Valley Council, and details a potential approach relevant to sites, charging options, costs, benefits and future opportunities.

Why Electric Vehicles?

EVs are fast becoming a mainstream transport option and are expected to transform private and public transport across the next decade. ActewAGL is actively participating in this transition and working with a national partner, Evie Networks, to significantly expand and strengthen EV charging infrastructure across the Capital Region and beyond.

Expanding the existing EV charging network will send a clear signal to electric vehicle owners that they can readily access charging infrastructure as they journey throughout the Yass Valley, including seamless cross border travel between Canberra and Murrumbateman.

The proposed charging infrastructure in Murrumbateman will open up the area to electric vehicle owners who previously weren't able to access the region because of a lack of charging facilities. For those who travel more broadly, the greater Evie Networks charging infrastructure extends well beyond the Capital Region with coverage along the entire Eastern Seaboard of Australia.



Yass Valley Council Strategic Pillars: realising value from Public Charging

The installation of this public EV charging capability directly supports the Yass Valley Council's Strategic Pillars, as published in 'The Tablelands Regional Community Strategic Plan 2016-2036' and outlined below.

Environment Strategy EN2 & EN5	Economy Strategy EC1 & EC2	Community Strategy CO1	Infrastructure Strategy IN2	Civic Leadership Strategy CL4
EV charging supports the Yass Valley sustainability initiatives focused on reducing emissions from transport, and improving environmental outcomes. EV charging also supports a reduction in noise pollution and smog when compared with traditionally fuelled vehicles.	Being part of an extended EV charging network (especially when combined with the existing ActewAGL and Evie Networks charging infrastructure) helps further support the regional tourism economy. EVs also support a smarter and more resilient economy with opportunities for sustainable, decarbonised economic development.	An expanded EV charging network across the region supports equitable access to contemporary (decarbonised) transport options. It ensures drivers of less expensive vehicles (which can come with a lower range) can access adequate charging infrastructure as they move throughout the local area between charges.	Improved public transport infrastructure, facilitated through the convenient location of public EV charging, further connects Murrumbateman and the surrounding areas with other locations.	Yass Valley Council can leverage ActewAGL's direct experience with EV solutions and energy more broadly. Collaboration with ActewAGL will provide Yass Valley Council with an opportunity to foster awareness of EVs, and demonstrate how successfully they can be integrated within the community - across both the built and natural environments.



Why ActewAGL?

Along with its predecessors, ActewAGL has been providing safe and reliable essential energy since 1915. With a clear focus on a sustainable future, ActewAGL is committed to reimagining energy solutions now and for future generations.

Charging EVs since 2016

Initially commencing during 2016 as a pilot for early adopters of EVs, ActewAGL's existing EV network has provided valuable insights into what is required to successfully operate a public EV charging network.

So far, ActewAGL's public charging infrastructure has supported over 400,000kms of travel for electric vehicles, with plans for much more to come.

The REVS Project: driving EV capability forward

ActewAGL is the lead proponent on the ARENA-funded Realising Electric Vehicle-to-Grid Services project. This project is at the forefront of EV charging technology and is realising the country's first coordinated vehicle-to-grid dispatch, to better understand the collective value available from EVs and battery technologies. The project demonstrates ActewAGL's expertise in this field and ongoing commitment to EV-related services and possibilities.

Local experience, expert advice

ActewAGL is one of the region's largest private employers with local operations. Its extensive industry knowledge and experience means expert advice, every time.

ActewAGL is familiar with end-to-end energy needs and solutions for both homes and businesses, and is continuing to monitor and respond to future-focused smart energy solutions.

Giving back since 1915

For over 100 years, ActewAGL has also been giving back to the local community through various support initiatives and partnerships, including support for the Yass Roos Australian Football Club.



Beyond existing partnerships, ActewAGL continues to encourage Yass Valley community organisations to apply for support through ActewAGL's community grants program.

More information on ActewAGL is available at www.actewagl.com.au.



Why Evie Networks?

A national network

Evie Networks provides Australia's largest ultra-fast EV charging network, with an extensive east coast footprint, demonstrating the highest local penetration. An Evie Networks charger is underpinned by robust industry-leading technology to support maximum availability and optimum EV driver experience. All Evie Networks chargers are powered by 100% renewable energy.

An integrated experience

Evie Networks provides high-quality, safe and integrated charging options including initial infrastructure and deployment across design, build and install. A complete turnkey design and installation solution ensures a seamless launch across all sites. Beyond public EV charging stations, Evie Networks also provides custom solutions for fleet management.

Evie Networks operates in integrated billing, charger management and customer experience so no ongoing effort is required.

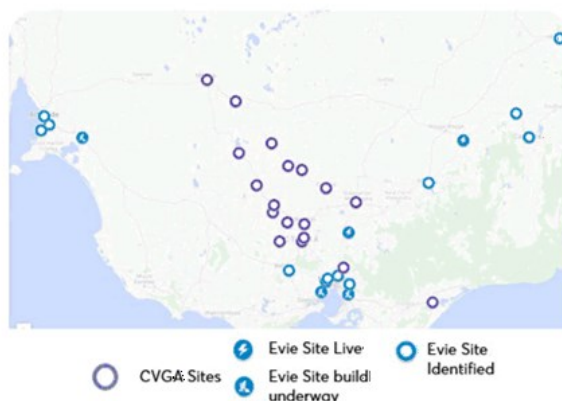
Bespoke solutions

Evie Networks has a track record of implementing EV charging stations options for trusted brands across all categories, with a focus on safety, security, lighting and ease of accessibility.

The team has been successful in supporting a range of councils across the country with public EV fast charging, including through the Central Victoria Greenhouse Alliance and there is planning in progress to install an additional ultra-fast charger in Yass.

Central Victoria Greenhouse Alliance

During 2020, Evie Networks was awarded the tender for EV fast charging across regional Victoria. Alongside a supporting investment contribution, the team identified 20 sites across 10 councils, to deploy public 50kW fast charging. Evie Networks is project managing the rollout, procuring the equipment and installation works. In addition, Evie Networks has been appointed as the operations, maintenance and software provider for the next five years.



Yass Valley 350kW ultra-fast charger

Evie Networks' is committed to identifying a location for an ultra-fast charger within the Yass Valley, as part of its ARENA-funded project to install 42 such units. An ultra-fast EV charger in the Yass Valley would support highway journeys and further connect the East Coast of Australia for EV drivers - from Cairns, all the way through to Adelaide. A 350kW ultra-fast charger can charge an EV in just minutes, and can add up to 350km range within 15 minutes (depending on the EV model). Site assessments are underway with private land holders in Yass.

More information on Evie Networks is available at www.goevie.com.au.



EV charging for Murrumbateman

ActewAGL and Evie Networks consider maximised, shared value would be achieved through a long-term partnership as EV penetration increases over time. A partnership to expand EV charging infrastructure would further open up Murrumbateman and the Yass Valley region to owners of EVs, and boost regional tourism by giving certainty to drivers that they can journey across the state without fear of running out of charge.

Public fast charging infrastructure to support journeys

As an initial project, ActewAGL is proposing a Tritium 50kW fast charger at the Jones Park Rest Area in Murrumbateman, as shown in Figure 1.

The Jones Park Rest Area is considered an optimal EV charging site as it has facilities and amenity for users close by, is in close proximity to the Essential Energy electricity distribution network and is on a main transport thoroughfare. Having EV charging infrastructure in this location would increase Murrumbateman foot traffic and encourage dwell time (20 to 60 minutes).

Should this proposed location not be considered suitable, ActewAGL and Evie Networks would welcome the opportunity to discuss alternatives with the Yass Valley Council for a more appropriate location.

From an accessibility perspective, EV drivers would access the charger through Evie Network's national charging platform. Figure 2 outlines the current and future electric charging infrastructure for the ACT and Yass Valley region which EV drivers could access throughout their travels.

As demonstrated in Figure 3, the Tritium 50kW fast charger would enable an EV to have a 10-minute charge and be able to make a return journey to Canberra. It has the capability to charge two EVs simultaneously and can charge most EV models to 80% in approximately 40 minutes, providing confidence to EV drivers that they are supported to undertake regional travel.

It is essential EV charging stations use adequate safety barriers such as bollards to protect property and equipment. As part of the installation ActewAGL will ensure barriers are installed to protect the Tritium 50kW fast charger as well as help define the separation between other areas such as general parking spaces and pedestrian walkways.

ActewAGL has selected Tritium as its EV charging stations technology partner as the organisation has successfully achieved all three ISO certifications for quality, health and safety, and environmental standards.

Yass Valley Council investment

There is no requirement for any upfront capital or investment required from the Yass Valley Council for the charger infrastructure or installation at the proposed location.

Whilst the proposed location has established street lighting, ActewAGL will assess the lighting and if suitable work with the Yass Valley Council to ensure the location is appropriately lit to ensure the maximum level of comfort and security for users of the charging station.

A 10-year site lease would be required to ensure there is a return on the upfront capital of the charger installation as well as ongoing operation and maintenance.

ActewAGL/ Evie Networks would welcome any opportunities to discuss additional EV charging sites across the Yass Valley.



Proposed installation timeline

Subject to this proposal being accepted and predicated on Essential Energy network connectivity, ActewAGL would endeavor to have the Murrumbateman EV charger installed and operational prior to the Murrumbateman Field Days scheduled for October 2021, recognising the significance of this event for the region.

The proposed schedule of activity would be as follows:

Activity	Indicative completion timeframes
Yass Valley Council proposal acceptance	3 weeks
Site assessment	2 weeks
Network assessment and approval	4 weeks
Civil assessment	1 week
Site lease agreement	2 weeks
Design and build	4 weeks
Commissioning	1 week

Charging ahead

ActewAGL/ Evie Networks, would welcome the opportunity to discuss this proposal in further detail to deliver optimised EV charging infrastructure for those drivers living in, visiting or travelling through the area.

For more information

For more information, please email ActewAGL's EV team - evchargingteam@actewagl.com.au.



Figure 1 - Suggested Murrumbateman EV Charger location and site

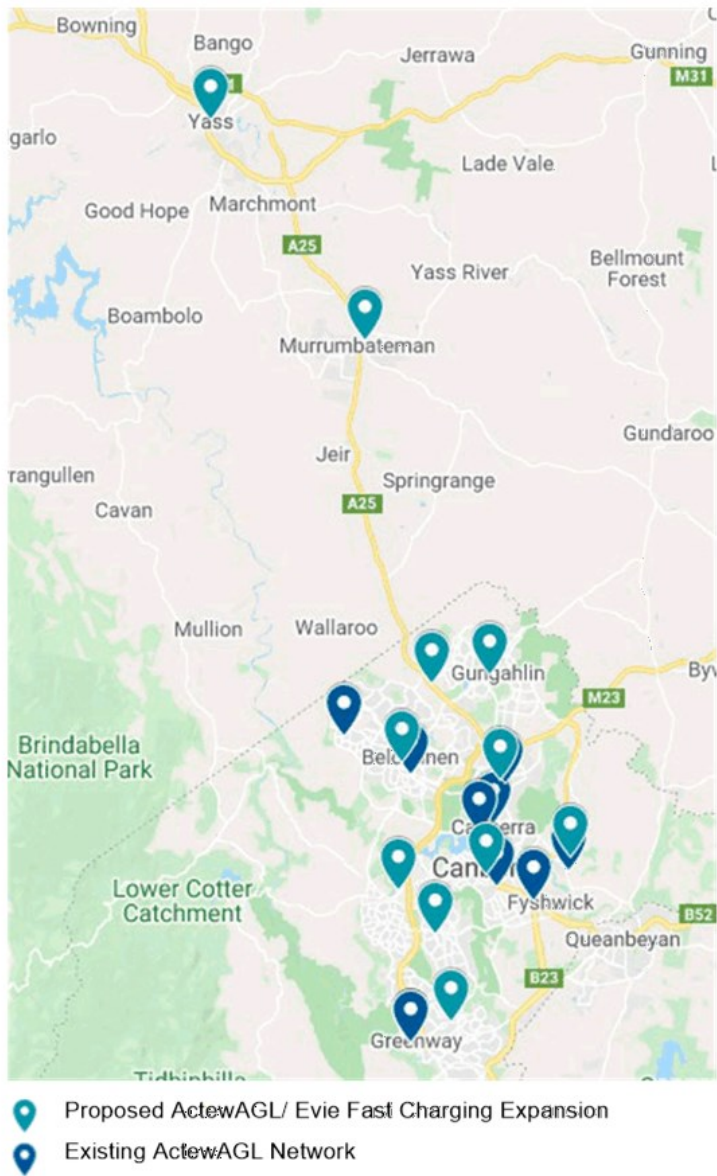




Figure 2 - Current and planned charger locations

ActewAGL/ Evie Networks are actively participating in the electrification of transport across the Capital Region and beyond, with initial plans to double the current public EV charging infrastructure capacity between now and 2022.

Yass to Canberra is a key transport corridor to enable increased utilisation of electric vehicles in the Capital Region.



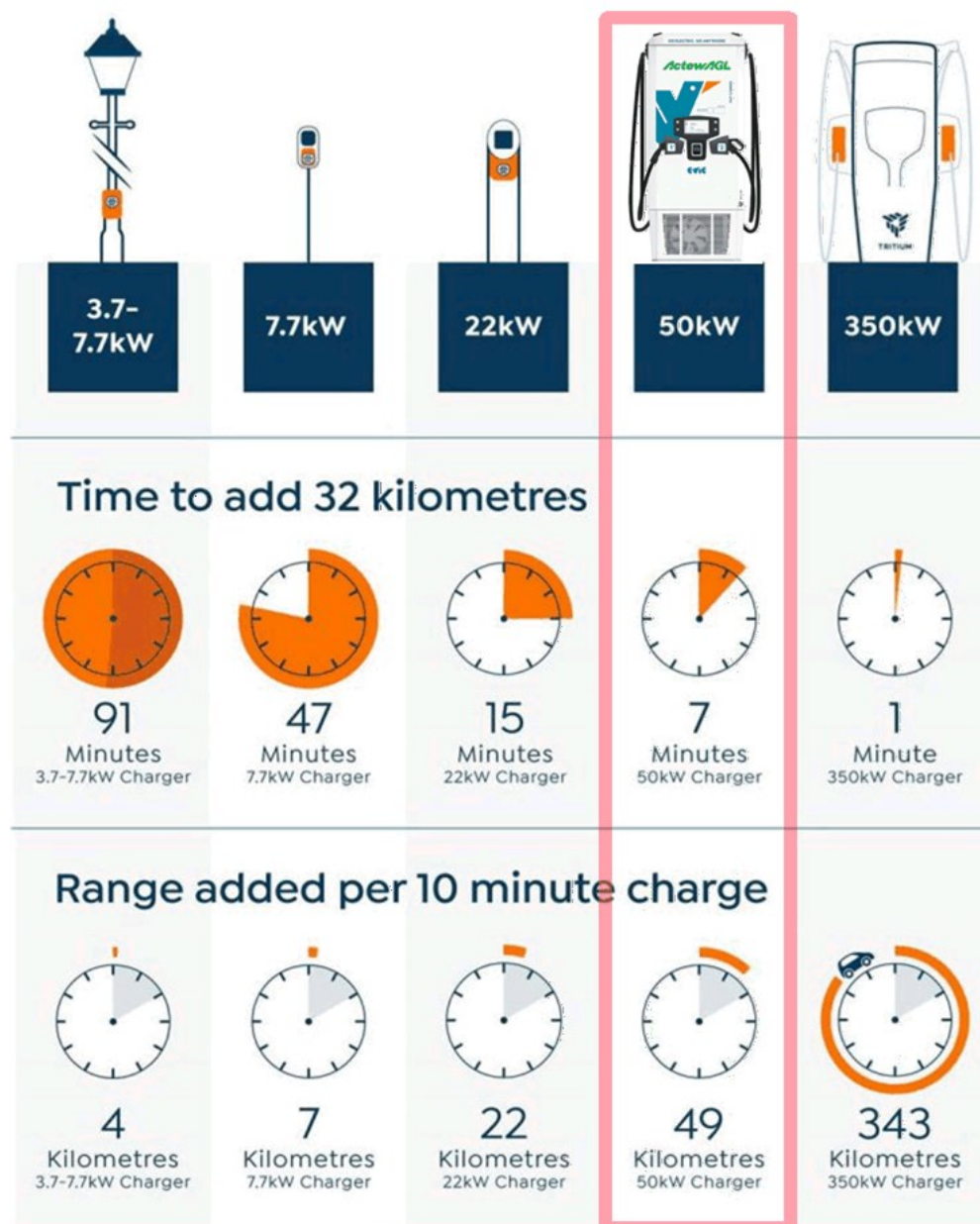
ActewAGL/ Evie Networks are investing in electric vehicle charging stations across the Capital Region, including all major transport routes into the ACT.



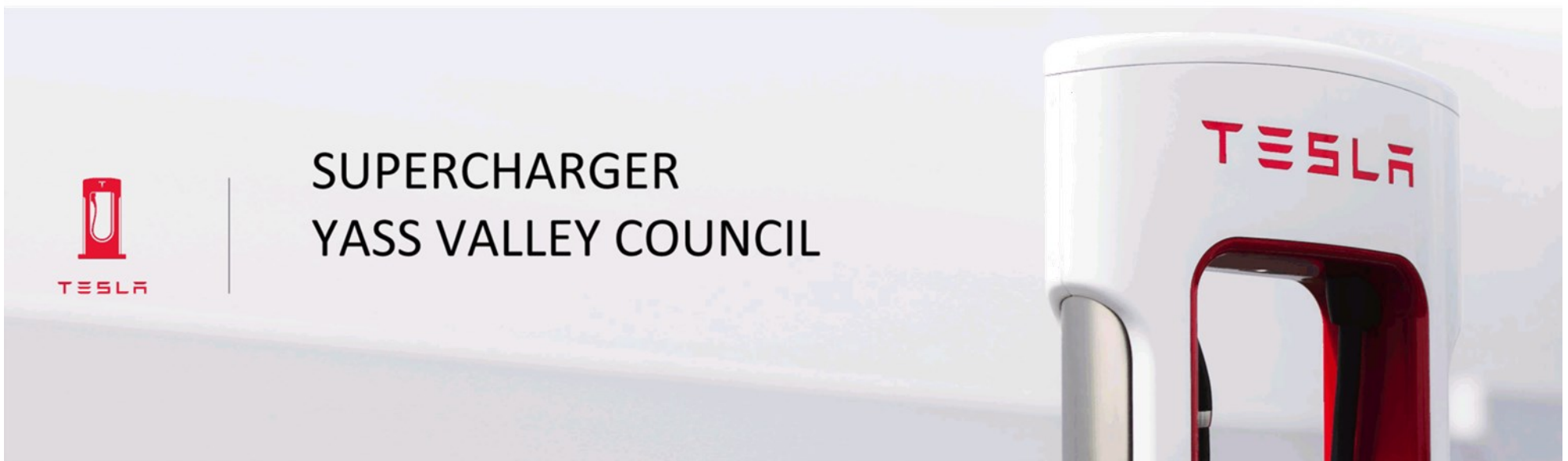
Figure 3 - Optimal charging infrastructure

The 50kW charger is recommended to meet the short to medium charging requirements in the Murrumbateman town centre.

As the EV market expands and demand for public charging increases, ActewAGL will work with the Yass Valley Council to determine the appropriate path for additional chargers to meet the market demand for charging.



Charging speed and outcomes are indicative. Actual charging speed and vehicle battery capacity depends on the vehicle being charged. Actual results will vary from vehicle to vehicle. Image credit: Tritium.



OUR MISSION



CHARGING JOURNEY



Navigate

Enter a destination on your touchscreen and Trip Planner will automatically route you through convenient Superchargers along the way.



Recharge

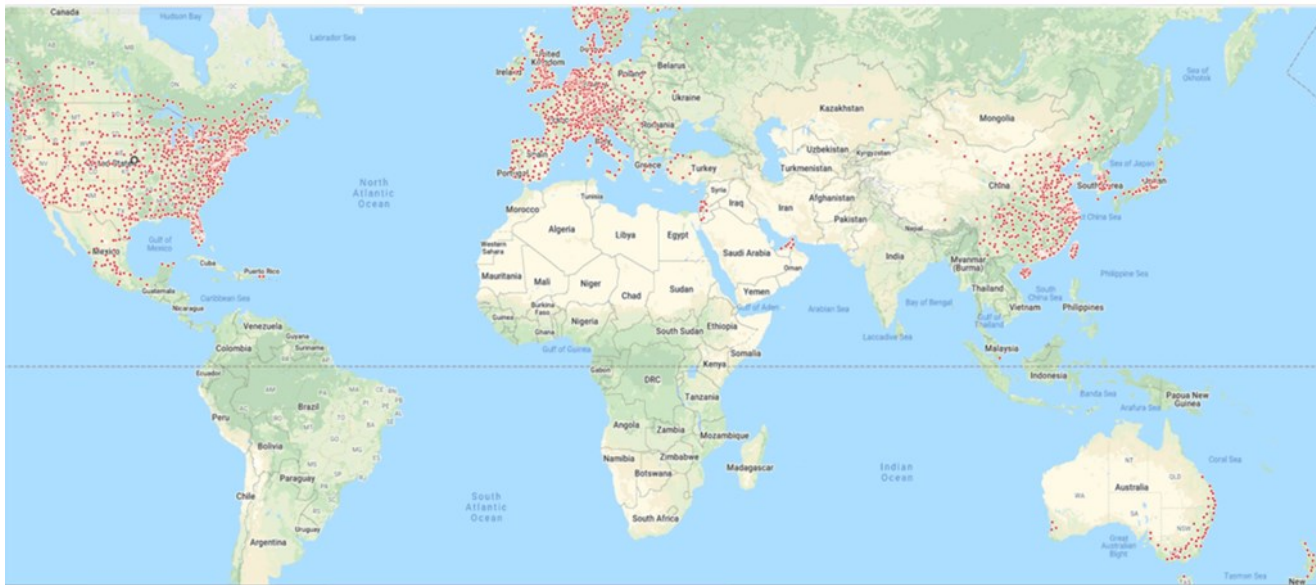
Plug in for about 30 minutes and grab a cup of coffee or a quick bite to eat while you charge.



Journey

Get notified from your Tesla app when your vehicle is ready to go.

TESLA GLOBAL SUPERCHARGING NETWORK



2,500+ Supercharger Stations

25,000+ Supercharger Bays

Provision of reliable and consistent charging
infrastructure for EV users

Forecasted Increased growth in EV and
Supercharging

TESLA SALES UPWARD TREND



- Consistent Upward Trend of Tesla Global Sales and Deliveries (Annual Figures)
- Tesla Holds Dominant Position in Australian EV Market
- Recent Government Announcements on EV & Charging Strategy (i.e., NSW net zero emissions by 2050)

TESLA SUPERCHARGING STATIONS



Strategically Placed Near Highways

Eliminates Range Anxiety

Close to Amenities

Multiple Superchargers at Stations

Average Dwell Time: Approx. 30 - 40 mins

Average sessions per month:

Year on Year: 2019: 230+ / 2021:650+*

SITE BENEFITS & TESLA DIGITAL PLATFORM



Increased Foot Traffic

Opportunity to Increase Tourism

Brand Association

Environmental Benefits

Connects Owners to Local Businesses

Site and Town Listed on Tesla.com

Email Announcement Upon Opening

Listed in Trip Planner Destinations

MINIMAL COST



Tesla to Manage Ongoing Maintenance

Tesla To Cover Capital Expenditure

Tesla To Cover Operating Expenditure

Deployment Team to Work With Utility to Manage
Installation

CASE: DUBBO SUPERCHARGER



Installation within the parking area of the Western

Plains Cultural Centre

- Washrooms & Café in walking distance
- Adjacent to bowling club and Victoria park
- Grand Opening Event with Media, Locals and Council

CASE: FRANKLIN ST, ADELAIDE



City of Adelaide Electric Vehicle Charging Hub

Re-purposing of an under-utilized space into flagship charging location in the heart of the city offering,

- Café adjacent
- Hotels & restaurants within a few minutes walk
- Bathrooms in the adjacent bus terminal

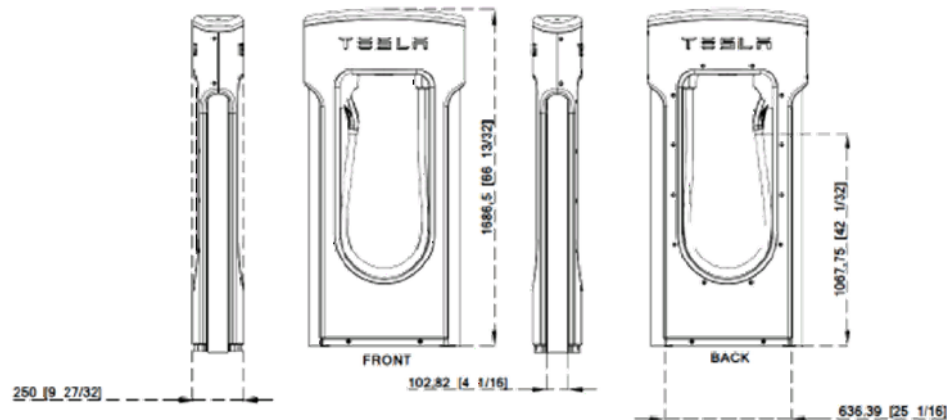
YASS PROPOSED SITE (MEEHAN ST)



81-83 Meehan St, Yass – Parking Bays

- Close to Comur St
- Proximity to Main Shops and Amenities
- Key location to bring visitors in town
 - 24 Hour Access and Visibility
- Opportunity for Underutilized Parking

SITE REQUIREMENTS – YASS, NSW



Minimum Requirements

- 6x Car Spaces (250kw per bay)
- 5-6m² for Equipment
- 24 hr access
- 1000Amp Transformer
- Bays Kept Vacant for EV Charge Vehicles

BECOME PART OF THE CHANGE



menewman@tesla.com

TESLA

7.5 CRAGO MILL PRECINCT - DEVELOPMENT APPLICATION SUBMISSION

SUMMARY

The Crago Mill Precinct Concept Design has been developed to a point where it is suitable for submission for Development Application assessment and approval. Community consultation and internal staff consultation have been completed and the outcomes are being considered as part of the design process. This report seeks Council's approval for the submission of the Development Application package based on the Concept Designs.

RECOMMENDATION

That the Crago Mill Precinct Development Application be submitted based on the Concept Designs.

FINANCIAL IMPLICATIONS

The delivery of the Crago Mill is not currently funded within the 2021/22 budget and will require a separate resolution of Council once development approval has been completed. Funding will be sort through grants and loans.

An allocation of \$10,000 has been made in the 2021/22 budget for the conduct of external assessment of the Crago Mill Development Application.

Design and Project Management fees for the development of the Crago Mill Precinct to Development Application stage were included in the 2020/21 Budget and the remaining funds will be carried over in the 2021/22 budget.

POLICY & LEGISLATION

Nil.

REPORT

1. Design Development

Design development for the Crago Mill Precinct has progressed through a number of stages. This has included the identification of the preferred site, the development of masterplans for the site and the development of concept designs. The most recent version of the Concept Design for the precinct is included in **Attachment A**.

2. Consultation

2.1 Community Consultation

Community Consultation has occurred at multiple stages during the development of designs for the Crago Mill Precinct. This has taken many forms to secure community input at key stages of the process. An outline of the community feedback and the response is in **Attachment B** and the unedited written feedback is in **Attachment C**.

2.2 Staff Consultation

Staff have been provided with options to input into the development of the project through face to face and e-mail consultation. Staff have received a presentation on the Concept Designs and their feedback has been included in **Attachment B**.

3. Submission of Development Application

Community and staff consultation has not resulted in the identification of any areas of the design that will result in suggested or required changes that will impact the ability of the design team to complete

and submit a Development Application based on the Concept Designs. Internal consultation with council planning staff has identified a number of areas for development prior to submission of the Development application that will be completed prior to submission. The application will be independently assessed and the Joint Regional Planning Panel will consider the application. The Development Application will be submitted with a staging plan that will allow the four individual elements to be progressed separately enabling Council to select elements to progress in a stage manner if desired, albeit all elements will require the construction of the new Administration Building and car parking due to the need for site servicing.

4. Future Development

Future project development is currently planned along the following timeline but will be heavily dependant on Development application approval and Council Approval to continue the project:

- Development Application Submission – August 2021
- Development Application Assessment and Public Display –October 2021
- Development Application Forum (if required) –November 2021
- Development Application Approval –January 2022
- Development of Business Case –January 2022
- Approval to proceed to Construction –February 2022
- Completion of For Construction Designs –May 2022
- Construction Start – June 2022

STRATEGIC DIRECTION

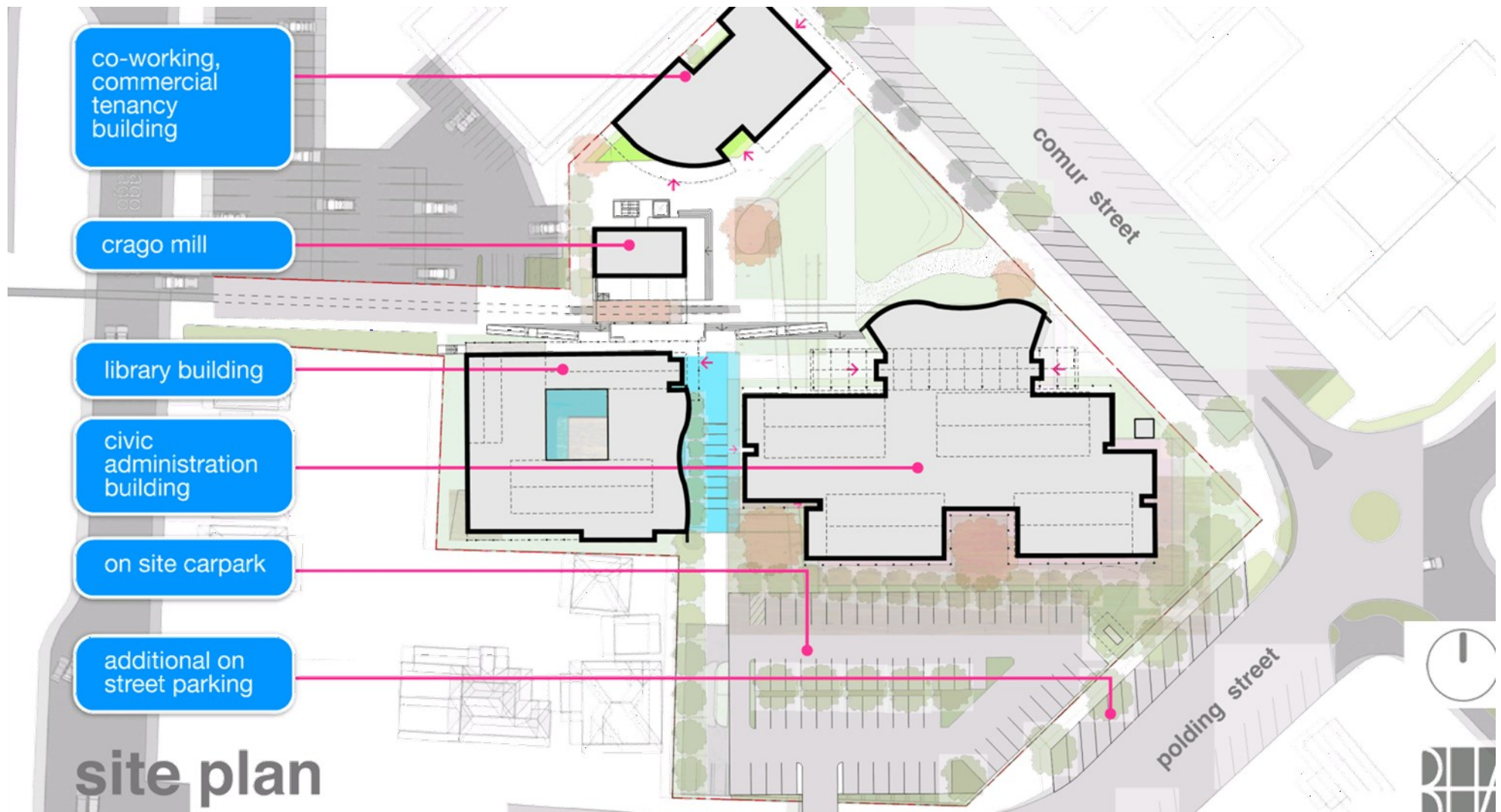
Key Pillar	4. Our Infrastructure
CSP Strategy	IN4 - Maintain and update existing community facilities, and support the development of new community infrastructure as needed
Delivery Program Action	IN4.1 - Develop and maintain new and existing recreational and community assets to address our communities needs in a sustainable manner
Operational Plan Activity	IN4.1.4 - Manage Council's properties and buildings

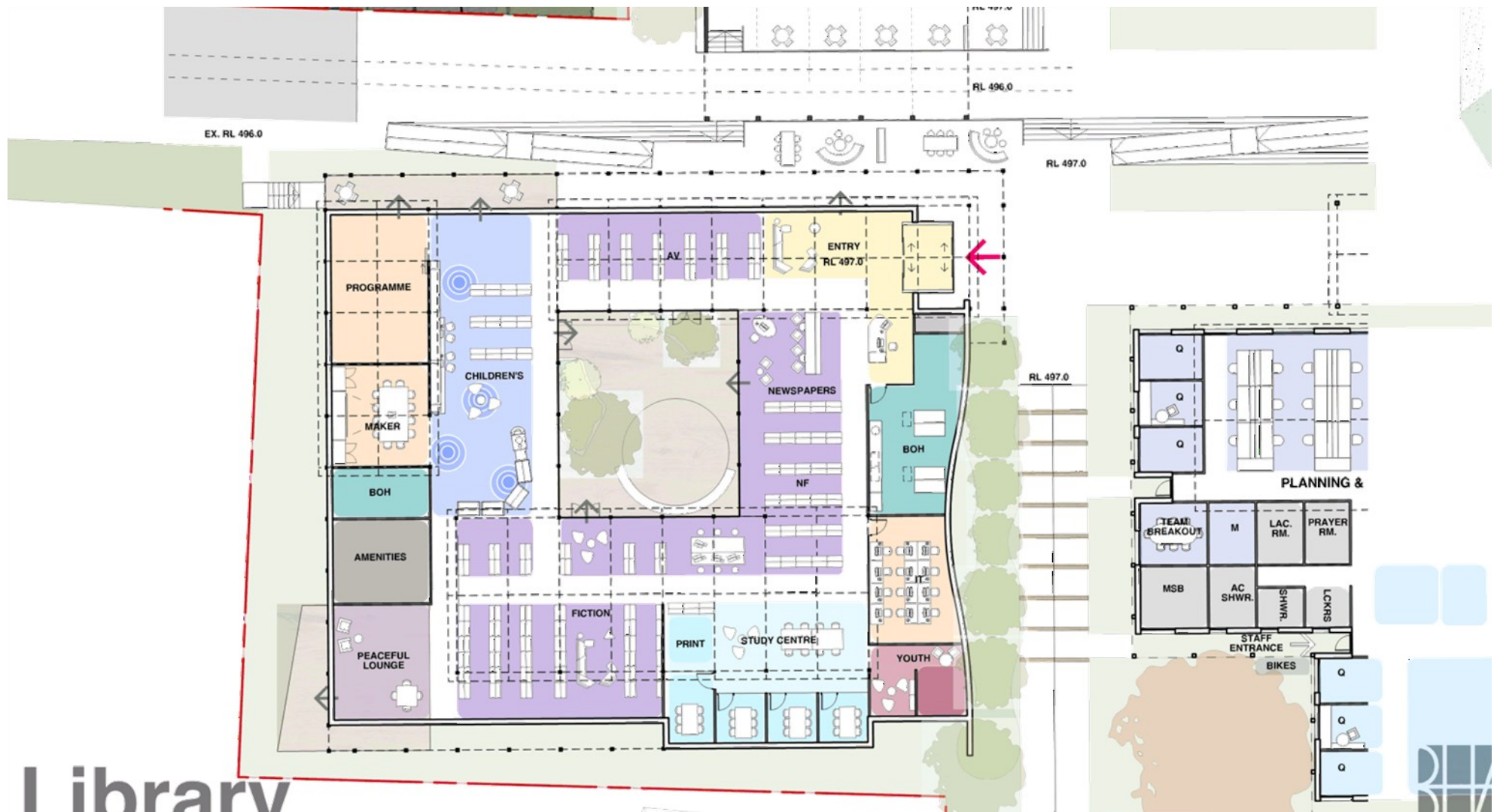
ATTACHMENTS:	A. Crago Mill Precinct - Concept Design ↓
	B. Crago Mill Precinct - Consolidated Feedback - 16 July 2021 ↓
	C. Crago Mill Precinct - Submissions (<i>Under Separate Cover</i>) ⇒

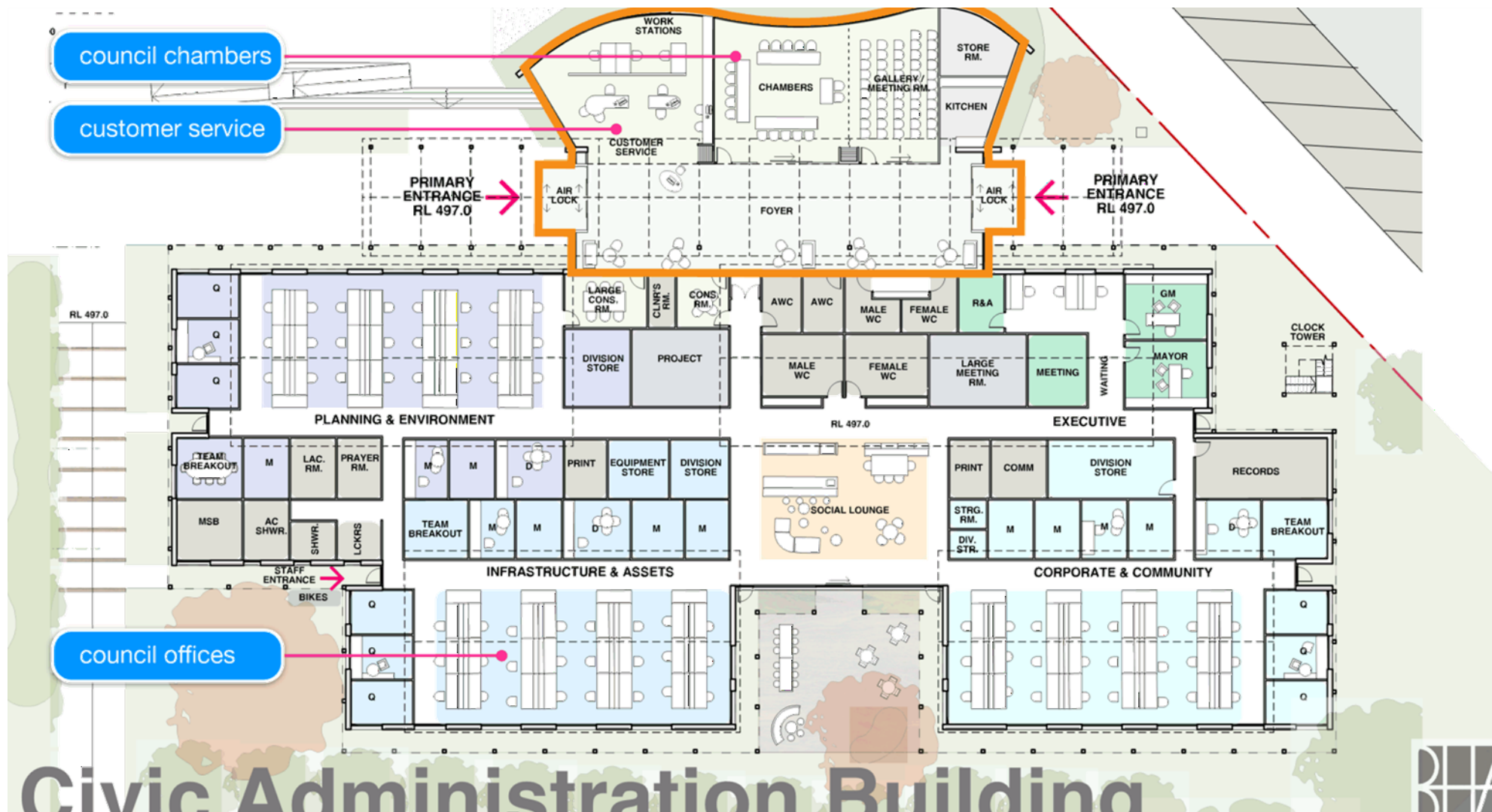
Crago Mill Precinct - Concept Design



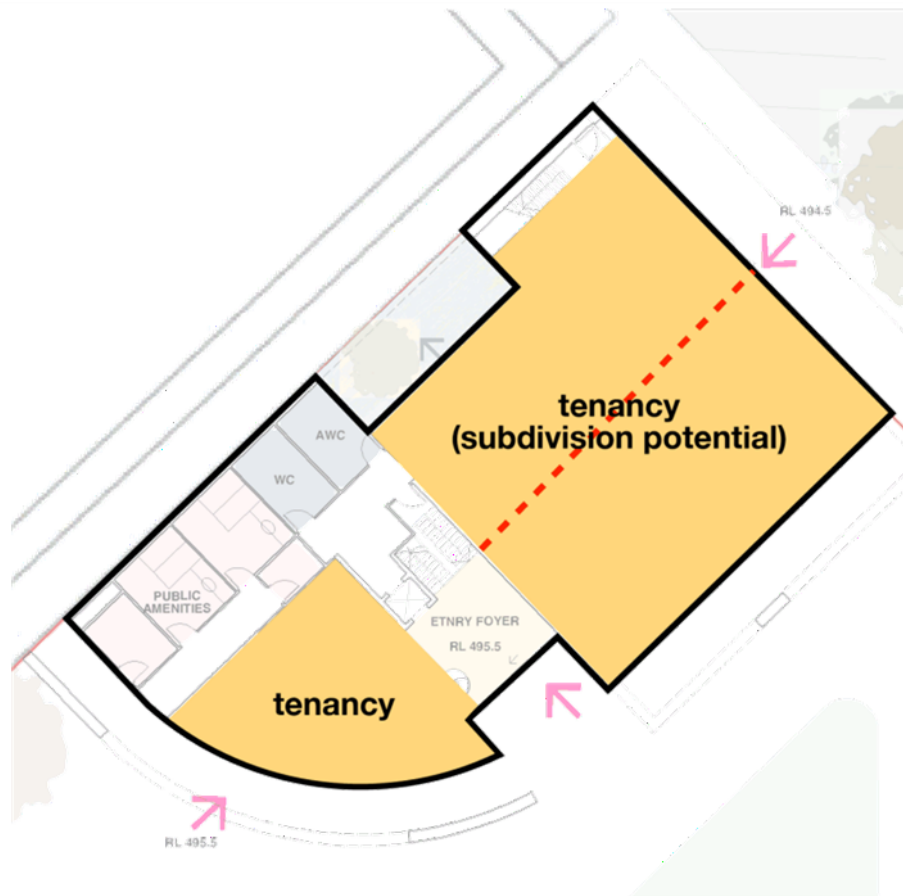
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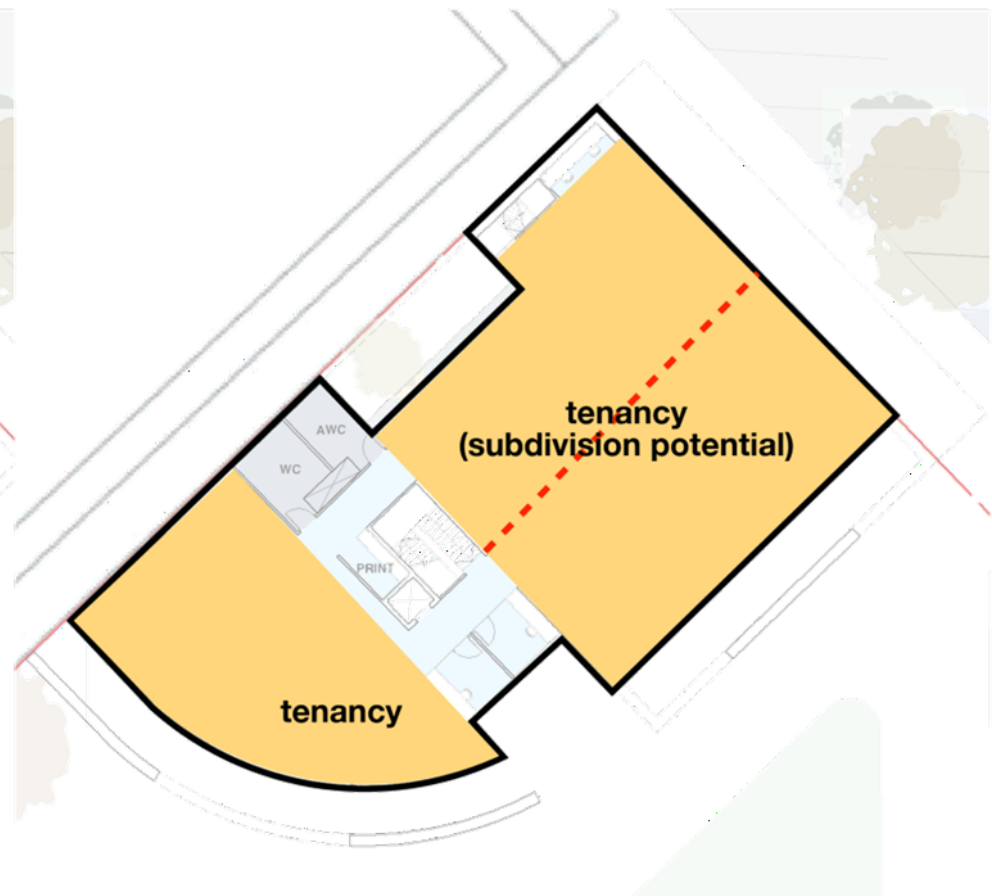








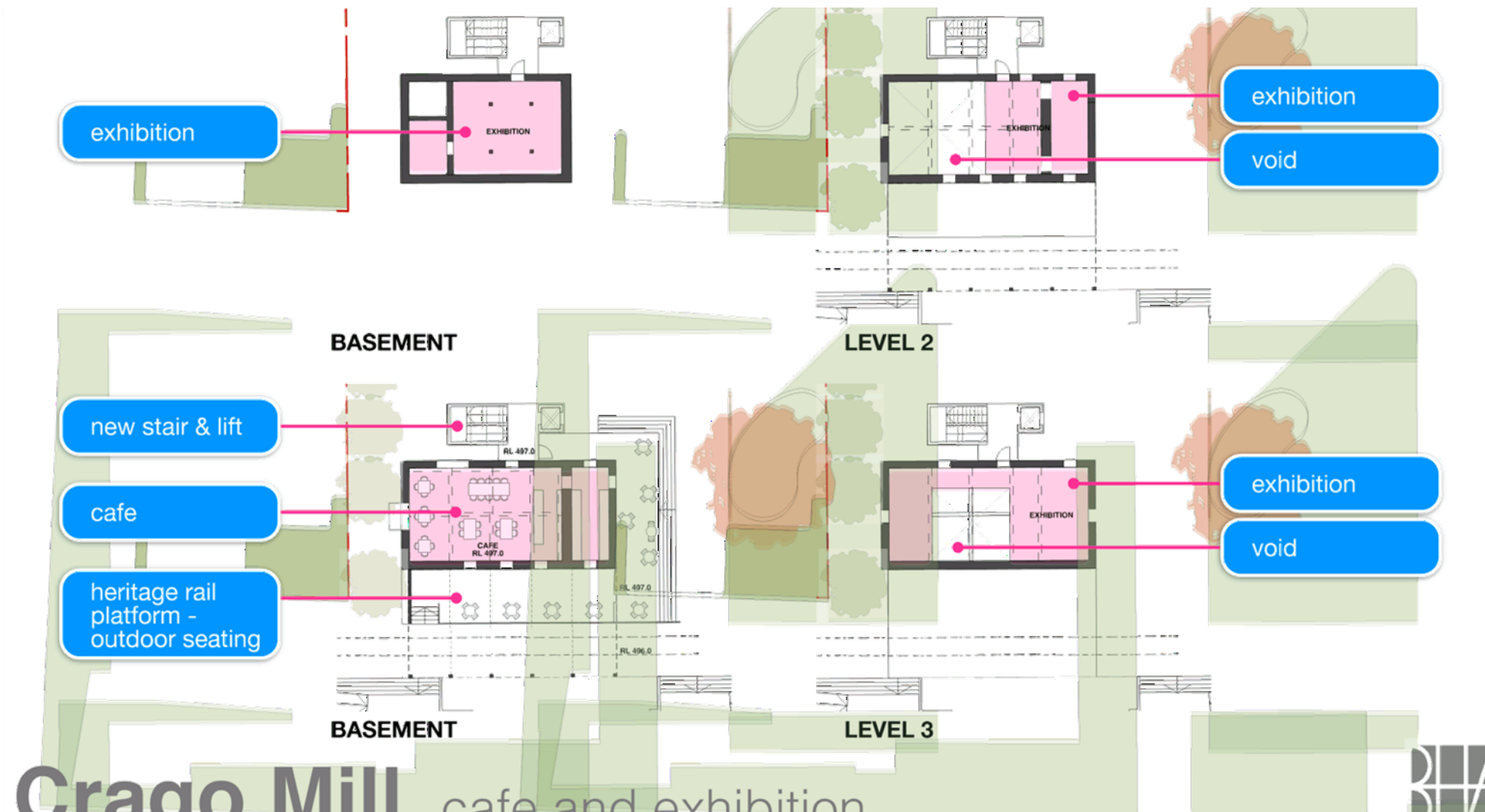
LEVEL 1



LEVEL 2

Co-working / Commercial





**Crago Mill Precinct Project
Initial Community Feedback**

Comment	Response
General Comments	
Use whole council area on Comur St	Included
Provide adequate parking/underground parking	No underground parking due to expense. Parking being analysed by traffic engineer to ensure sufficient in Precinct
Enhance Heritage Assets – Do not build out Crago Mill	Crago Mill to be feature of precinct
Include museum	Not included, provided for elsewhere in Yass. Potential exhibition space in Crago Mill for specific heritage presentations.
Include library	Included
Information Centre	To remain at current location at entry to town.
No accommodation	Not provided for in the current precinct designs. Will be considered as a separate option for Council.
Include solar panels	Included
Automatic Entry and Exit Doors	Included
Public toilets with disability access	Included
Shop fronts onto Comur St	Still a point of discussion - included in future design options
Welcoming court yard with mix of trees	Included
Multi-story building including apartments and commercial space	Multi-story does not meet the precinct design philosophy as will build out Crago Mill and adds additional expense
Free Wi-Fi	This will be an operational decision for Council but provision will be made for multi-purpose light poles and Wi-Fi Access points within buildings.

**Crago Mill Precinct Project
Initial Community Feedback**

Comment	Response
Library	
Children's area	Included
Study area with computers	Included
Technology hub	Included
General reading for newspapers and magazines	Included
Large print area	Included
Good lighting	Included
Early opening and late closing days	For later consideration as part of operational requirement.
Archives housed in library	Not included – relocation to be determined in consultation with Historical Society
Small gift shop	Not included – available at Visitors Centre, flexible spaces in the Crago Mill may be suitable for this.
Community Meeting Spaces	Included in Council Offices and Library
Use of Crago Mill	
Community Space	Potential Inclusion on upper floors, spaces are available in the Library and Council Chambers
Arts Space	Potential Inclusion on upper floors
Youth Centre	Not included – provided for elsewhere in Yass
Open Plan Office Space for staff or community	Included in Council Offices and Commercial Building
Focal point of the Precinct	Included

**Crago Mill Precinct Project
Initial Community Feedback**

Comment	Response
Council Chambers	
Council chambers as a flexible space that is light and bright	Included
Short term office space for start-ups	Potential inclusion in Commercial Building – Options being developed as part of Concept Designs, this will be an operational decision on the use of the flexible Commercial Space.
Short term business leasing	Potential inclusion in Commercial Building – Options being developed as part of Concept Designs, this will be an operational decision on the use of the flexible Commercial Space.
Provision of power and amenities to community during disaster management •Power •Showers •Laundry •Kitchen •Printing service	Emergency management control centre being considered for specific use within the Council Office space as well as •Power will be available to the landscaped area •Showers only included for staff, provided through alternate means as part of Local Emergency Management Plan •Laundry not included, provided through alternate means as part of Local Emergency Management Plan. •Kitchen only for staff, provided through alternate means as part of Local Emergency Management Plan. •Printing available in Library
Water tanks	Included for watering of plants on site as part of Local Emergency

**Crago Mill Precinct Project
Initial Community Feedback**

Comment	Response
Wider Points Raised	
Purchase of Liberty Theatre	No current plans or business need for the purchase of the Liberty Theatre.
Heated Pool	Currently under consideration as part of Victoria Park Masterplan and alternate options for delivery through commercial arrangements are being considered by Council.
Purchase of Landmark Building - Sport and recreation centre leased to community organisations at low cost	Already purchased by private investor.
Revamp of Memorial Hall	Being considered as part of alternate project.
Public events space at Banjo Paterson Park	Revamp of Banjo Patterson Park being considered as part of Yass Main street Masterplan.
Revamp rail line as walking trail	A request for the vesting of the rail line in council for future development as part of a heritage and walking trail has been made to the State Government.

**Crago Mill Precinct Project
Masterplan Feedback**

Comment	Response
Need for the Main Street Masterplan to inform the Design	Main Street Masterplan is being developed concurrently with the landscaping plan to ensure that there is a link from Riverbank Park through to the Crago Mill Precinct.
Conduct of needs analysis for commercial and co-working space	Design for the Commercial buildings have been made as flexible as possible as the building will not be completed for two years. The final fit out will be decided on as an Operational decision.
Use of Crago Mill as a community space, particularly for creative activities	Possible on Upper Floors
Activation of Crago Mill as a café	Included
Concern about Council providing accommodation for staff	No longer included in the precinct design options.
Public open space allocation	Included
Linking of library to Crago Mill	Included
Carpark allocation sufficient for the site	Traffic engineer currently developing options for the provision of sufficient parking on site and on street to meet the needs of visitors and staff on site. The design will cater for the expected requirements. The maximum requirement (assessed as a wake for a well loved community member at the bowling club) will not be used as the basis for design as this will provide a large area of unused space.
Use of Council Seal from 1960s	Potential for landscape or Heritage plan within the Crago Mill.
Provide additional space for commercial activities on the Main Street	Potential inclusion in Commercial Building – Options being developed as part of Concept Designs
Provide additional space for co-working	Potential inclusion in Commercial Building – Options being developed as part of Concept Designs
Inclusion of 'Bush Tucker Garden'	Not appropriate for the landscaping of the site, the provision of one at Riverbank Park is being investigated.
Provide a space for Yass FM	This will be an operational decision as to how to allocate any space in the commercial building or within the Crago Mill. At this stage this is not a planned use of any of the facilities
Parents Room	The size and amenity for the precinct does not normally require a parents room. One is not currently planned for the space, however one is being considered as part of the Library in the Detailed Design Phase

**Crago Mill Precinct Project
Masterplan Feedback**

Comment	Response
Cycle access	The precinct will have paths through it linking to the Bowls Club and the Rail Museum. Cycling in the precinct will not be encouraged as it is a public space.
Use of recycled Materials	This will be considered in Detail Design and during construction.
Public Art	Public art and engagement with the community will be considered as part of the landscape design.
Indigenous heritage education	Indigenous heritage is being developed as part of the Riverbank Park redevelopment. The start point and link to the river will be considered as part of the development of the precinct.
Sell to the community in a better way.	Multiple levels of community consultation in different ways is being conducted through the project life. Use of Local media, public forums, and social media. Project website a part of Council Webpage is being considered.
Identification of an appropriate name.	Council has identified the Crago Mill Precinct as the best name for the site.
Small art gallery	Being considered as part of the Crago Mill Development.
Community Art Hub	Being considered as part of the Crago Mill Development.
Space made available to the public free of charge for Arts	Being considered as part of the Crago Mill Development.
Do we need another Café?	The activation of the space needs a facility that will be open and available to the public on a daily basis that gives them a reason to go to the site. This was seen as the best option. The space will be made available through an EOI in accordance with the requirements of the Local Government Act.
Meeting Spaces for Community groups	Meeting spaces will be available in a number of locations within the precinct. The library will have the Maker Room and Activity Room available for use. The Council Chambers is specifically designed to accommodate different size meetings and the Commercial building is currently planned to include a number of meeting rooms. All will be available to the public. The cost will be dependant on Council's Decision on the fee structure for use of Council Facilities.

**Crago Mill Precinct Project
Masterplan Feedback**

Comment	Response
Space for community classes such as Dance and Presentation	The space is not likely to cater for presentations such as dance or large music presentations. These will be best held in the Memorial Hall which is designed for this type of activity. Space for the conduct of presentations will be made available within the library and the Council Chamber area. The landscaping design is also examining the development of an outdoor presentation area from near the Crago Mill onto the public area.
The Library should be moved to the front of the site	This was considered as part of the masterplan development but was discounted as it blocked the Crago Mill and other buildings had less interaction with the mill. The rear location was selected as the best site for the Library.
The Buildings should address the main street and not be built at a 45deg angle.	This was considered as part of the masterplan development and discounted as moving a greater mass of buildings to the main street would impede the view and centrality of the Crago Mill to the precinct. Detailed Design will consider ways in which the Council Administration Building will address the main street.
Build Multiple storey Council office to enable space in the precinct to attract large business or Government department to Yass. This building should also include the library.	This would be too expensive and no government department has indicated an interest in moving to Yass at this stage. Service NSW has been approached about moving to the site.
All car parking underground	This is would be too expensive at this stage.
Investigate the potential for a private operator to redevelop the Crago Mill	Council has decided that as the preferred option is to have multiple flexible public spaces within the facility this is not the preferred method to redevelop the site.
Relocate the Archives to the old library site.	This option is being investigated as a solution to moving the archives from the upper floors of the Memorial Hall.
Full Public disclosure of all costs spent on acquiring the land and previous design and development work be released to the public.	The consolidation of this information is possible for those interested by reviewing the council meeting minutes since 1997. A full Business case detailing the costs and benefits of the project will be developed for council prior to approval of the project.

**Crago Mill Precinct
Concept Design Feedback**

Comment	Response
Internal Council Presentations	
Linking of rail line.	A request for the vesting of the rail line in council for future development as part of a heritage and walking trail has been made to the State Government.
How will the 'start-up' building be used?	The Commercial Building will be developed as a flexible space that can be used in a number of different ways from Commercial Space, Start-up offices, co-working offices, or a combination of all. The concept of how the facility will be operated is currently being considered along the same philosophy as the facility at Goulburn with space being made available to commercial, community and not-for profit organisations on a pre-determined fee structure that will have different rates for each type of occupancy. The occupancy may be for a day, a week or a longer-term occupancy of a single office through to a whole floor depending on the operational needs of Council and the facility at the time.
Are there adequate parking spaces?	Traffic engineer currently developing options for the provision of sufficient parking on site and on street to meet the needs of visitors and staff on site. The design will cater for the expected requirements. The maximum requirement (assessed as a wake for a well loved community member at the bowling club) will not be used as the basis for design as this will provide a large area of unused space.
How will the carpark interact with the Bowling Club, given current usage when an event is being held at the club during office hours?	As above
Has Water Sensitive Urban Design been considered in the design of landscaped areas?	Yes - Detailed Design phase will determine the final layout.
Will solar panels be installed in the facility?	Yes - Detailed Design phase will determine the number and location.
What is area of each individual workspace?	Desks are about 2.1m x .9m with a 2 to 2.5m space between rows.
Adequate lighting in the carpark to ensure it is a safe area for those leaving the office later in the evening	Lighting design has been considered and the appropriate lighting of access pathways and the carpark is part of the landscaping concept.

**Crago Mill Precinct
Concept Design Feedback**

Comment	Response
Possibility of separation between Planning Customer Service and technical staff (i.e. officers frequently on the phone may disturb others who are more 'task' focused.)	Detailed design for the final internal fit out of the building will examine ways to cater for different working environments within all areas of Council, however the final fit out will seek to make the spaces as flexible as possible.
If animal is being held in the vehicle, Ranger needs to be close to the ranger vehicle (i.e. carpark) and the vehicle would require shade	Location of Planning and Environment within the building to be reconsidered as part of Detailed Design. Operational procedures to be analysed to determine if this is the correct process. Specific parking requirements for Council specialist vehicles to be considered as part of Detailed Design.
Ranger vehicle to be secured overnight as it can be target for vandalism – currently stored in garage next to Health office	Specific parking requirements for Council specialist vehicles to be considered as part of Detailed Design.
Preferred if weeds vehicle is also secured overnight – it is currently stored 1km from the Health office	Specific parking requirements for Council specialist vehicles to be considered as part of Detailed Design.
Security of the reading balconies within the library	Secret Garden will be secure. Balconies fronting onto the public space will need additional consideration as part of detailed design and operational procedures.
Location of staff toilet for the Library	Potential for toilet to be included as part of the general amenities area or within the Back of House area. Further work to be undertaken as part of Detailed Design.
Provision for mobile library and where is it parked.	Specific parking requirements for Council specialist vehicles to be considered as part of Detailed Design.
Parking on Comur St and the loss of the loading zone in front of the old Service Station.	The change in usage of this end of Comur St will determine a change in the allocation of parking spaces. The loading zone may be removed or spaces may be made available for specific periods of time for loading zones.
How much glass in the external façade.	Still to be determined but there will be some glass as well as solid walls.
Through line for the entry being a pathway rather than an entry.	This is unlikely due to the main flow paths being from the main car park or the on street carpark. Foot traffic through the open space may increase peoples awareness of council functions and provide opportunities to present council functions and history.

**Crago Mill Precinct
Concept Design Feedback**

Comment	Response
Will all staff have their own desk space	Current policy is for all staff to have their own desk except for some customer service functions.
Is there sit to stand desks	Current planning is for all desk spaces to include electrically controlled sit to stand desks.
Is the outdoor area undercover, potentially under cover area, or pull out.	This will be considered further within detailed design. Options include partial coverage or a pull out cover amongst others.
Clock tower and impact on the existing post office clock tower.	To be reviewed.
Plant selection and maintenance for the internal garden in the Library.	To be developed as part of detailed design in consultation with Council Staff and community.
Rain water management from peaked roofs on a flat roof area.	This will be further developed as part of the detailed design to ensure that internal flooding probability is minimised.
Are Accessible toilets available to the public in the Administration building?	Yes. One is available for staff and one for public access.
Separation of the Social Lounge from the Toilet	Further development to be completed in detailed design to screen toilets and work spaces for the social lounge.
Workspace specifically for IT to set up computers and phones.	To be developed further in detailed design.
Fire safety system - need for sprinklers?	Not needed as part of fire safety systems. Fire and smoke detections to be used. Need to discuss this with the insurers as part of asset protection requirements? May need sprinklers in the Crago Mill - safety and asset protection. Additional discussions with insurer to occur.

Crago Mill Precinct Concept Design Feedback

Comment	Response
Community Presentation	
Site including public domain, carpark and general requirements	
Will the precinct be set up for active travel? Bike paths and bike racks? End of trip facilities for Council staff?	Active travel is important for the community. For the next design phase, design team will be looking at active travel for the public area including lockable bike racks. Also, change rooms and bike racks will be provided for council staff within civic admin building.
How is wind going to be managed? Those long lines suggest that it will blow through...	At concept design stage, we have not looked into details regarding wind management. Design team will look at how to manage wind through the site and show how it has been managed and incorporated in design.
<p>What was the thought process for the façade of the buildings? It doesn't seem very sympathetic to the existing buildings in town?</p> <p>My concern is that the lack of a Main Street Plan means there could be gaps that have not been addressed within this plan. I would expect the Main Street plan should influence the plans for this precinct rather than the other way around.</p> <p>It is much harder to retrofit a building than it is to build something that addresses the pain points we currently have with our main street.</p> <p>how do those curving walls and cut-out windows link to the look of the main street? [I guess because there is no "main street strategy</p>	<p>For further design development, use of material and landscape will be looked at to be fit into current main street. Design team tried to pick up and copy architectural language of the building such as Crago Mill pitched roof to commercial building and library.</p> <p>Design has introduced modern free flowing element as well to promote heritage elements on site.</p> <p>Design team is aware of importance of connection to existing community landscape and will further look at this.</p> <p>Main Street master plan is currently progressing. it will be discussed in the next council meeting to determine public consultation. This will be progressing through the rest of this year and influence the design of precinct development.</p> <p>Cultural and heritage elements will be included in the main street masterplan.</p> <p>Riverbank Parkland Playground project will deliver a new playground with some cultural heritage elements.</p> <p>Rail Line - Council has request to state government to investigate the vesting of the rail line to link north and south Yass as a walking ad cycling trail.</p>

**Crago Mill Precinct
Concept Design Feedback**

Comment	Response
There doesn't seem to be a dedicated space for a parents room? That is something that is very much needed in town.	The design did not provide dedicated parent room. The current library and public area provide various type of open spaces for parents. Design team will develop inclusion of an enclosed parent room - Most likely within the Library building.
What considerations have gone into access for people with disabilities?	Any new development always include facilities for people with disabilities. Design should provide friendly and easy facilities for disabilities as much as it can. For this development, disability parking area and accessible ramps for different terracing, Doors, corridor for all buildings will be accessible as well. Also, accessible toilets will be provided in public domain, library and public area at commercial building.
Will the car parking include provision for EV charging?	The project is to make sure spare capacity within the substation to support EV chargers for council vehicles. This will predominantly be 7 or 22 kW charging with a load management system which will be expanded as Council's fleet of electric vehicles grows over the next 5-10 years. Public provision of EV chargers have been considered however as there are numerous commercial providers in the market already providing this service (as evidenced by recent requests for council car parking space for high speed >100kW chargers) these will be provided by private companies.
Can you shed light on the thinking behind the clock tower? Clock tower doesn't look good.	The bulk of the buildings are horizontal buildings and the clock tower was an idea to include another vertical element on site. Design team will further look at details.
Such a strong indigenous history in this area but very little/nil acknowledgement of that in this precinct.	These will be further developed in next design stage. Design team will engage with a number of advisory groups to get the best ideas. Usage of public space and library - opening market, art exhibition etc. will be considered.
Public Toilet availability noting the site is currently fenced from ALDI.	Toilets at co-working building will be accessible from ALDI site. The fence will be removed.

**Crago Mill Precinct
Concept Design Feedback**

Comment	Response
Library	
Coffee facilities in the library?	Large library and specific demographic is required to have coffee facilities in the library from Architect's previous experience. Café at Crago Mill is a great complement and reading balcony will be shared for people for library and Crago Mill.
Secret Garden can be cold in Winter.	Noted. Further design will consider to fit the climate.
Civic Administration Building	
Prayer room	The prayer room indicated on the plans can be used for multi purpose such as religious pray, meditation, resting for a short period without being surrounding by people etc.
Given the predicted population growth over the next 10-15 years, how will this building be able to cope with the expansion of council staff numbers that will be required in order to service the demands of a much bigger population? Would it not have made more sense to have a double storey building that council could grow into?	Double storey option was considered. Future growth has been considered for size and design of the facilities. For heritage building at Polding Street and Crago Mill, there are defined lines of appropriate heights and size of mass so as not to interfere with the heritage aspect of the area. Also multi storey building to include administration, commercial and library would not likely work for the community as the library is important for community and can get lost in the administration building. Council looked at potential growth and reviewed other councils that are of a similar size as to what Yass' growth is expected to be and these have been considered into the design. Commercial building can also be utilised for additional growth if required.
Community meeting room for after hours?	Chamber and meeting rooms in public zone at council building can be used for public after hours. Design caters for separation of the public and administration zones. Also meeting rooms at co-working building will be available for public. How this will work will be an operational decision once the facilities have been completed.

**Crago Mill Precinct
Concept Design Feedback**

Comment	Response
Crago Mill	
No Toilets at Café?	Noted. Design team will look into it. In terms of size of Crago Mill, it is not required to have toilet for each level and distance to the public toilet will be reviewed by design team.
Environment and Sustainability	
Any plans for solar to be added to the building? Water catchment?	Solar will be included as well as water harvest and water tanks to collect rainwater. Further design will provide details how these are incorporated.
Other	
Include Historical Society and Tourist Information Centre into the project.	Council does not intent to include into this project. The precinct will form a hub from which people can be encouraged through temporary and semipermanent exhibitions to spread out to multiple area in the community.

7.6 DRAFT 2021 STRATEGIC PLAN MURRUMBATEMAN RECREATION GROUNDS USER GROUP FORUM

SUMMARY

To advise on the outcomes of a forum undertaken with submitters in May 2021 to finalise the draft '2021 Strategic Plan Murrumbateman Recreation Grounds.

RECOMMENDATION

That:

1. *The revised 2021 Strategic Plan Murrumbateman Recreation Grounds be adopted.*
2. *The original amenities building location not be changed due to the cost and opposition from other site users.*

FINANCIAL IMPLICATIONS

Multiple capital projects were identified within the 2020/21 Operational Plan.

POLICY & LEGISLATION

- *Local Government Act 1993*
- *Strategic Plan Murrumbateman Recreation Grounds 2017*

REPORT

1. Background

In 2018 Council adopted a strategic plan for the Murrumbateman Recreation Grounds.

In October 2020 an updated *Draft Murrumbateman Recreation Grounds Strategic Plan* was placed on public exhibition for wider community comment. Submissions were received from most of the site users along with several submissions from the general Murrumbateman community. In December 2021 Council determined to conduct a user group forum in 2021. This was completed in May 2021.

In December 2020 Council also determined that the location of the amenities building and equestrian storage facilities to expedite the approval, construction process and meet grant funding timelines for facilities.

Over 10 groups and various individuals attended the forums. It is apparent that the Murrumbateman Recreation Grounds area is a diverse site which caters to many different needs. The main issues which were a common theme throughout discussions are discussed below. Some issues of an operational nature discussed will be dealt with through a 'Plan of Management' for the site. The draft Plan has been revised taking into account the comments from the forums. This Plan will be identified as the *2021 Strategic Plan Murrumbateman Recreation Grounds* (refer **Attachment A**).

2. Amenities Building

It has been proposed by the Murrumbateman AFL Football Club that the amenities building be relocated to the north western side of the oval (refer **Attachment B**). The Club has suggested this location would be ideal for sporting participants to view sport, enter the field safely or conduct other organised sporting/group activities. This location would limit vehicular traffic driving around the oval for other activities such as the markets and scouts access. Other site users are also concerned about accessibility throughout the main areas of the Recreation Ground especially the potential for vehicle/pedestrian conflicts as the road will have a pinch point near the existing hall and village green with an additional traffic.

The site, directly beside the existing scouts building, was identified in both the 2018 plan and the draft 2020 plan. This location was selected so that the Scouts Building and new amenities building can have a common pressured sewer station which will allow both buildings to have sewer provided in one facility reducing the need to duplicate services and lower costs. The Murrumbateman Scout Group need access to sewer to be able to obtain occupancy to their Scout Building and gain better utilisation of the facility. It also provides an opportunity to formalise car parking for both amenities and scouts building in one location maximising these facilities and allow equitable safe access for pedestrian/equestrian and other user groups.

During the forums groups other than AFL were concerned that changing the location of the amenities building would impact the visual amenity of the oval as the amenities building would be the main feature visible when entering the site taking away from the heritage aspect of the oval (visible mature trees). Additional consultation after the forum was completed by the AFL club to garner support for a change of building location. Sporting groups were agreeable with a change however other site users did not support the change due to accessibility, safety and visual amenity.

3. Enclosed All Weather Multipurpose Sports Courts

All groups expressed the desire to construct an all-weather multipurpose sports courts at the site. This could be used for tennis as well as any other court sport. This facility would also be utilised for markets, field days and other site sports. This would be located near the existing tennis courts. A recommended netball court in the draft plan would not be required as it would be provided within an enclosed multipurpose sports court facility (refer [Attachment C](#)).

4. Enclosed Dog Park on Existing Southern Sand Arena

All groups and individuals expressed concern about the proposal to enclose the existing southern sand arena for a dog park. This item was opposed by all persons at the forums as it is currently used by equestrian day users as well as for field days. All groups are concerned that dogs and horses are a safety concern if allowed in the same space. One very dedicated person who has been involved with the site over many years recommended an area for the facility at the site along the Barton Highway which is currently not used. This has been investigated and is suitable for the dog park location (refer [Attachment C](#)).

5. Site Storage for All Groups

All groups are in agreement that additional storage space is required at the site as well as the proposed equestrian storage facility. The proposed netball court (not required) area would be utilised as a storage area as well as an additional site above the existing scouts building for the Murrumbateman Lion's Club (refer [Attachment C](#)).

6. Jones Park Playground

There was concern raised that the Jones Park Playground area has very little in the way playground equipment. Groups have a desire to upgrade the equipment while another location is found within the Murrumbateman community. This would be in line with a Category 2 playground with Council's 2017 *Park & Playground Strategy* (refer [Attachment C](#)).

7. Equestrian Storage and Horse Yards

Fields days and equestrian groups agree that car parking for their respective activities are important. They have indicated they will work together to make the area indicated for horse yards within the equestrian precinct work for both groups.

8. Sand Arenas Equestrian Precinct

Equestrian groups indicated that they want to improve the sand within the current arenas as they have indicated it is currently too coarse and not stable for the activities undertaken by their clubs. Council has indicated that funding available is not sufficient to complete the program as per the group's requests. It was agreed that equestrian groups seek grant funding to complete works with Council support.

9. Oval Irrigation

Sporting groups that utilise the oval have a desire for irrigation to safely develop team sports. It was understood that it is a priority for these groups and Council will continue to work through long term solutions for the site to secure a permanent water source.

10. Existing Tennis Courts

Tennis groups have indicated that the courts are a priority for replacement as they are nearing the end of their useful life. It is acknowledged that Murrumbateman Tennis manage the tennis courts and Council will provide support to assist the club seek grant funding for upgrading. They are in support of relocating the existing cricket nets to a safer location on the site in consultation with cricket.

11. Safety issues

Groups are concerned with safety at the site and would like greater use of 'signs as remote supervision' to control the following issues:

- Speed zones especially around existing amenity/hall building and oval
- Dog on lead outside enclosed dog park
- Equestrian activities/sport/pedestrian shared zones
- Prohibitions/warning

As mentioned there is also a strong desire to relocate the existing cricket nets due to safety and consultation will be undertaken with cricket users to find a suitable location before removal of existing.

12. Conclusion

All issues discussed within the forum have been identified with an 'Action Plan' list within the Strategic Plan. Other items such as the community hall at the site were not discussed in detail during the forum therefore there is no commentary provided. Future potential loss of area due to the Barton Highway was discussed however it was explained to the forum individuals/groups that this Plan will deal with current site issues and that other matters will be discussed with the community by the relevant State Government agencies. It is the intention to revise the Plan within two years with the community to ensure it is current with site needs.

It is recommended that the revised *2021 Strategic Plan Murrumbateman Recreation Grounds* be adopted.

STRATEGIC DIRECTION

Key Pillar	4. Our Infrastructure
CSP Strategy	IN4 - Maintain and update existing community facilities, and support the development of new community infrastructure as needed
Delivery Program Action	IN4.1 - Develop and maintain new and existing recreational and community assets to address our communities needs in a sustainable manner
Operational Plan Activity	IN4.1.1 - Develop and maintain sports grounds and associated facilities to standard that enables use by a variety of users

ATTACHMENTS:

- A. Revised 2021 Strategic Plan Murrumbateman Recreation Ground [↓](#)
- B. AFL Proposed Amenities Building Location [↓](#)
- C. Updated Site Plan [↓](#)

yass valley council

the country the people



2021 STRATEGIC PLAN

This Strategy guides the future development and maintenance of Murrumbateman Recreation Ground within the Yass Valley.

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1. INTRODUCTION

Murrumbateman Recreation Ground is a multi-use facility located along the Barton Highway within the main township of Murrumbateman. The facility is approximately 45 hectares in size and includes an equestrian precinct, sporting field, tennis courts, playground, community hall, amenities building, public toilets and passive open space areas.

The purpose of this strategic plan is to provide Yass Valley Council and the community with a direction for structured development of the Murrumbateman Recreation Ground as well as meeting the legislative requirements of the *Local Government Act 1993*.

The objectives of this strategic plan is to identify the current uses of the area and outline the long term direction of the development of the recreation grounds.

2. BACKGROUND

Yass Valley Council has 10 sporting facilities, which are well distributed throughout the municipal area providing a range of varying sporting activities.

In 2017 Council developed an upgrade program based off consultation with sporting user groups for existing assets located at sporting facilities in the Yass Valley LGA. This program supports the significant increase of participants in sports and provides an opportunity to introduce new sporting codes to the LGA. This program also aligns with the renewal program identified in Council's Asset Management Plan.

The heavy use of sporting grounds by multiple user groups has considerably increased in the past three years which has caused Council to review the demands placed on the individual sporting venues.

It is important to ensure that Council's facilities are well managed, maintained and meets the growing needs and expectations of both residents and visitors to Yass Valley. Council has committed to the ongoing maintenance, enhancement and redevelopment of sporting facilities within the Yass Valley, and this is assisted through this strategic plan.

3. AIMS AND OBJECTIVES

The aims and objectives of the strategic plan are:

- To provide quality sporting and recreational space for the community.
- To provide a management approach that delineates and integrates activities within the site and surrounding recreational areas that will identify the various elements.
- To provide a proposed program for the development of the site to a regional or national sporting level.
- Identify the need to develop a Plan of Management that will meet legislative requirements and be a supporting document for any grant funding applications.
- To enhance the aesthetics for the natural environment of the Murrumbateman Recreation Ground.

4. CURRENT FACILITY PURPOSES

Murrumbateman Recreation Ground is a facility that is utilised for active and passive recreation. The local activities undertaken include:

- | | |
|---|---|
| <ul style="list-style-type: none"> • Tennis • Cricket • Equestrian activities • AFL • Little Athletics • Scouts • Dog Shows • Dancing • Karate • Community Events | <ul style="list-style-type: none"> • Men's Shed • Yoga • Mothers & children playgroups • Village Markets • Film evenings • Christmas Carols • Wine shows • Field Days |
|---|---|

The Murrumbateman Recreation Ground has recently been developed with new an equestrian facility which removes equestrian activities from the main sporting oval. Council is undertaking works to the main oval to bring the surface up to a suitable playing standard. These upgrades will create an opportunity for sporting events to commence such as

- Soccer
- Rugby League
- Rugby Union

The recreation grounds has a designated passive recreation area known as Jones Park which includes a category 3 playground and significant open space area. Service levels for this park aligns with Council's adopted 2017 Parks and Playground Strategy.

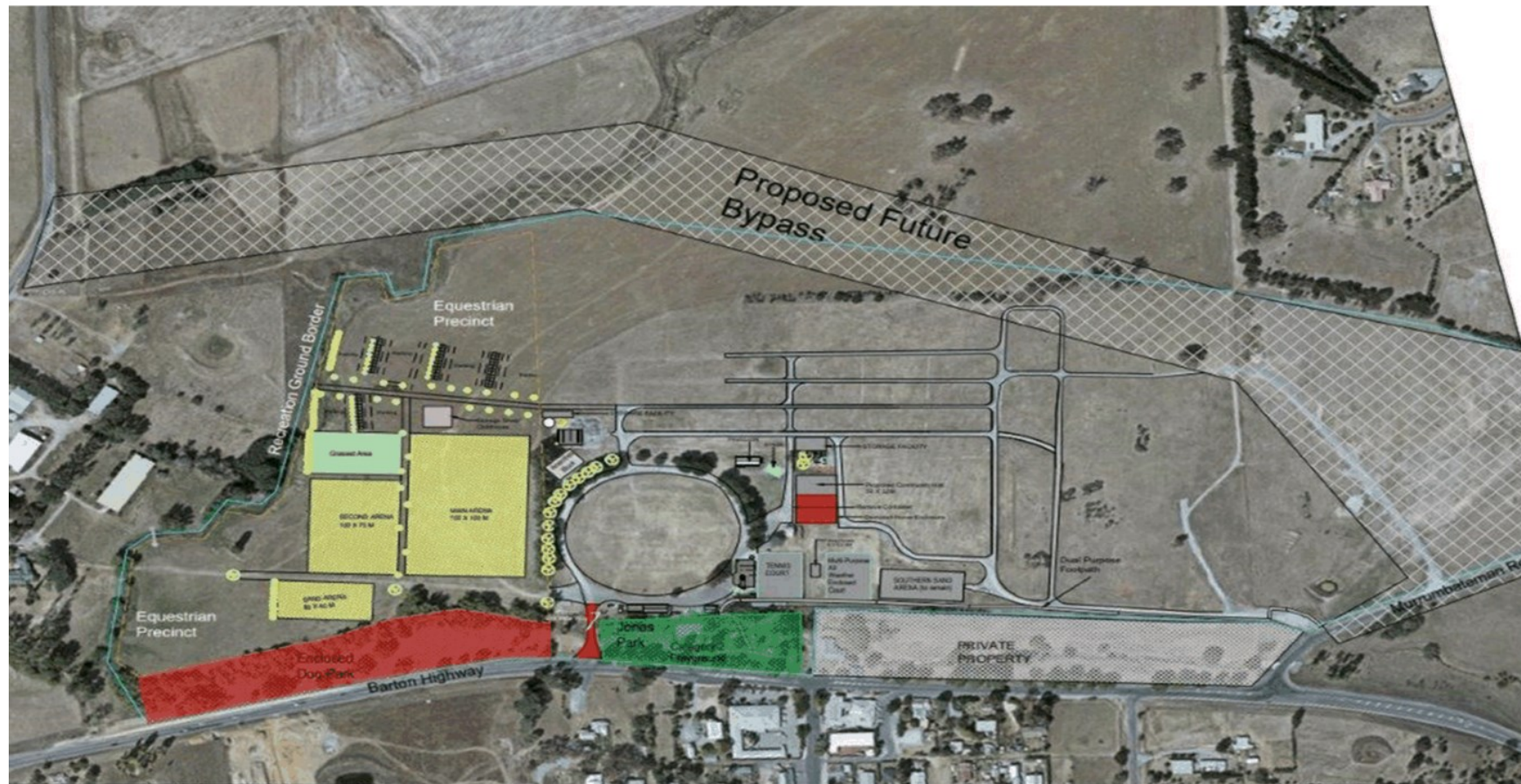
5. CONSULTATION

Yass Valley Council will use in its methodology for consultation a holistic approach to each facility including both internal and external stakeholders to understand and develop the assets required through the strategic direction in which Murrumbateman Recreation Ground needs to move towards to create more sporting opportunities for the community.

Council has previously worked extensively within the community and with local sporting bodies to gain an understanding of the future requirements for the Murrumbateman Recreation Grounds which is reflected in the actions list in this strategic plan.

5. STRATEGIC PLAN

Figure 1 – Aerial Overview



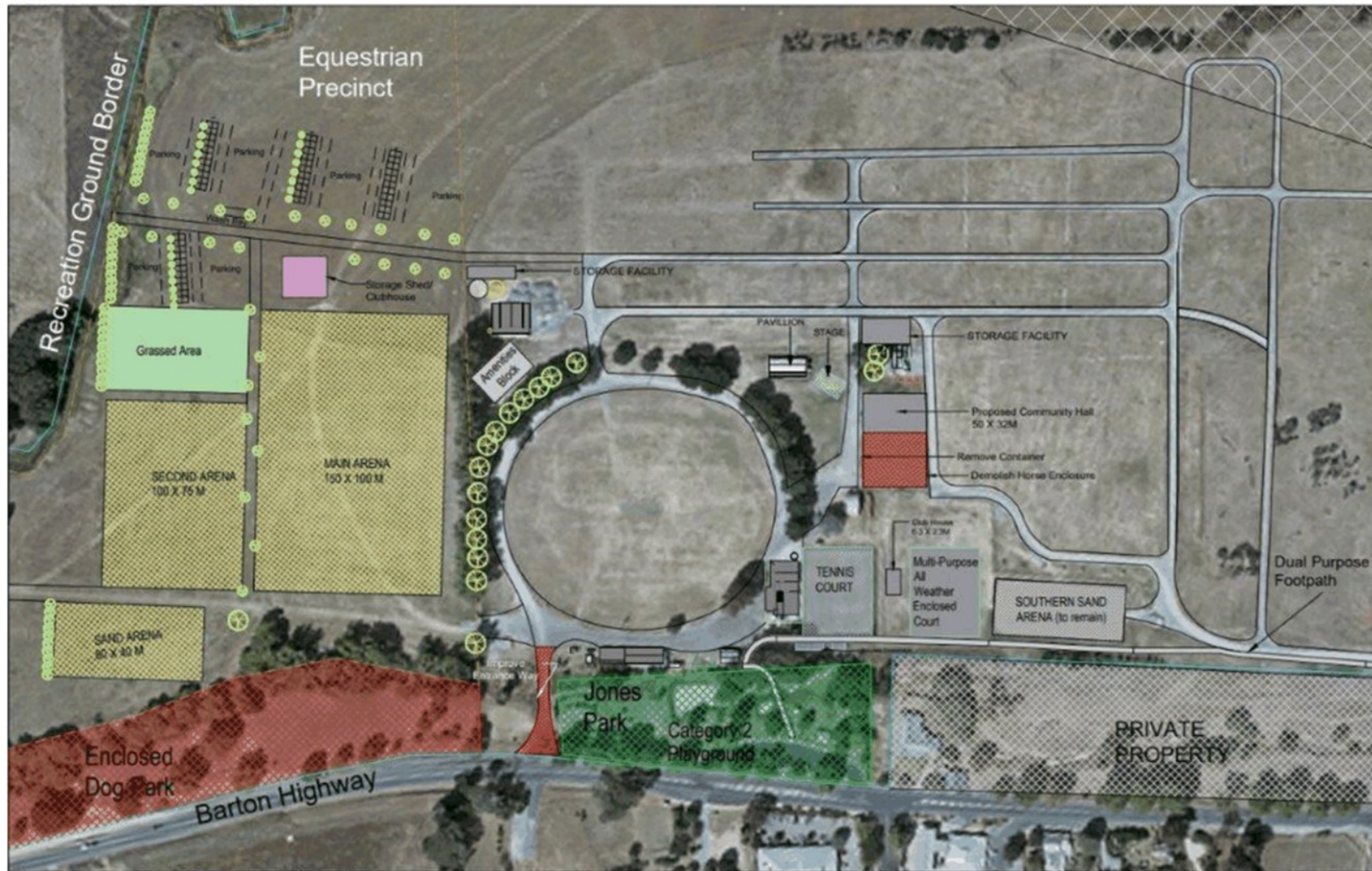


Figure 2 – Aerial Facility Overview

7. MANAGEMENT ZONES

Sporting and Active Zones

This zone provides an area which can be utilised for both sporting and active recreation. The site includes a playing field, multiple equestrian arenas and open space for equestrian activities.



Figure 3 – playing field



Figure 4 – equestrian arenas

Passive Recreation Zones

This zone includes Jones Park, a category 3 playground which was installed in 1999 and a passive recreational open space area. There is significant support to upgrade the playground to a category 2 playground.



Figure 5- Jones Park



Figure 6- Passive open space area

8. PLAN OF MANAGEMENT PROGRAM

Under Section 36 of the Local Government Act 1993, Council must prepare Plans of Management for community land.

All Council owned sporting facilities will be incorporated in a generic Plan of Management. This will provide management actions that relate to all sporting facilities and will comprise the following:

- A plan of management for community land must identify the category of the land
- A current description of the natural and cultural resources.
- Planning considerations relevant to the land.
- A statement of the long term objectives for the reserve and the associated management targets for the specified period.
- Method of assessment of organized objectives and targets.
- The condition of the land, and of any buildings or other improvements on the land, as at the date of adoption of the plan of management.

9. PROPOSED ACTIONS

It is important to develop Murrumbateman Recreation Ground in a sequential and detailed approach. This allows the various tasks to be identified, resourced and programmed as appropriate. Projects can be considered annually by Council for consideration in its yearly operational plan and also identified for grant funding where applicable.

The proposed actions as outlined hereunder will provide the guidelines for the enhancement and development of Murrumbateman Recreation Ground and its immediate surrounds.

10. ACTION PLAN

Item	Activity	Priority
1	Construct new Amenities Building	High
2	Construct new storage facility/clubhouse – equestrian precinct	High
3	Upgrade tennis synthetic grass courts	Medium
4	Construct new storage for sporting/club groups	Medium
5	Remediate sand within equestrian arenas	Medium
6	Investigate power upgrade to recreation grounds	Medium
7	Construct new Community Hall	Medium
8	Seal internal roadway around oval and delineate parking	Medium
9	Cricket net – Investigate new site to relocate nets	Medium
10	Install remote supervision signs throughout the recreation grounds	Medium
11	Install directional signs for equestrian facilities & reduced speed signs around oval	Medium
12	Construct new Dog Park	Medium
13	Install new playground at Jones Park	Medium
14	Construct improvements to Barton Highway entrance into recreation ground (including culvert crossing of watercourse)	Medium
15	Construct linked pathway to dog park / winery trail	Medium
16	Upgrade existing public toilets	Medium
17	Upgrade internal roadway to equestrian precinct	Medium
18	Investigate water supply options following commissioning of the Yass to Murrumbateman pipeline.	Medium
19	Prepare a Traffic and Parking Plan	Medium

10

2021 Strategic Plan – Murrumbateman Recreation Ground

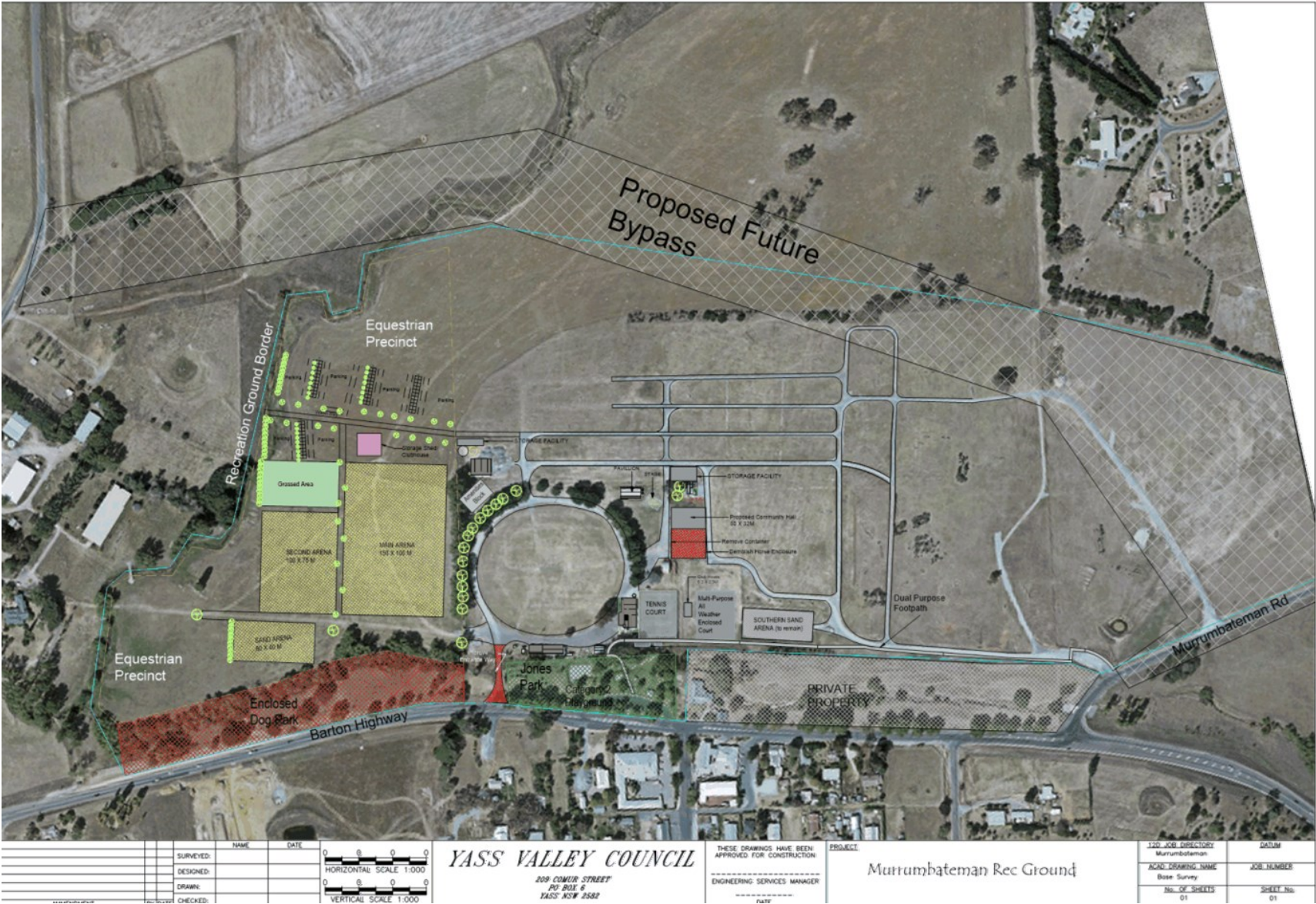
20	Examine options for tennis court cover	Low
21	Relocate internal fencing to increase parking around sporting oval	Low
22	Formalise wash bay / car parking – equestrian precinct	Low
23	Installation of irrigation to sporting oval & install 120,000 litre tank	Low
24	Construct new enclosed all weather multipurpose sports courts	Low

NB: priorities and funding will be subject to consideration annually by Council in its Operational Plan Process.

DRAFT



FOOD SHED IS 22.5m x 9m
BINAROUS AMENITIES BLDG IS 29m x 15m
THE SAME BLDG SCALE IS SHOWN ON N E CORNER OF OVAL



7.7 LOCAL ROADS AND COMMUNITY INFRASTRUCTURE GRANTS PHASE 3

SUMMARY

To accept and apart allocate determine the allocation of funds of \$1,714,454 provided by Australian Government under the Local Roads and Community Infrastructure (LRCI) Program Phase 3.

RECOMMENDATION

That:

1. *The Local Roads & Community Infrastructure Program Phase 3 grant for the amount of \$1,714,454 be accepted*
2. *The grant funding be allocated as follows:*
 - *\$1,000,000 for gravel re-sheeting of Council's unsealed road network to be allocated \$250,000 to 2021/22 and \$750,000 to 2022/23*
 - *\$714,454 be subject to a further report to Council*
3. *The 2021/22 Operational Plan/Budget be modified to reflect the above recommendations to include \$250,000 of grant funds to cover \$250,000 capital expenditure*

FINANCIAL IMPLICATIONS

The LRCI Phase 3 grant will 100% fund all project cost and as such will have a zero impact on Council's net position.

The net operating result before grants and contributions provided for capital purposes remains unchanged as a surplus of \$32k.

In addition, in-line with previous funding phases, the grant will be paid to Council in a number of instalments as follows albeit is unclear whether the Phase 3 grants, since they run over 18 months, will have three or more instalments:

- Instalment 1 - 50% of the total grant within 4 weeks after the Work Schedule is approved. Estimated date to receive funds is October 2021
- Instalment 2 – actual expenditure within 4 weeks of receiving progress report due June 2022 (assumed) less funds received in instalment 1 and 10% of the grant allocation
- Instalment 3 – residual amount of grant within 4 weeks of receiving final completion report due when all work is completed or 30 June 2023 less instalments paid to date

POLICY & LEGISLATION

- *Local Government Act 1993*

REPORT

The Local Roads & Community Infrastructure (LRCI) Program aims to assist a community led recovery from COVID-19 by supporting local jobs, firms and procurement.

It is expected that Councils, where possible, will use local businesses and workforces to deliver projects under the LRCI Program to ensure stimulus funds flow into local communities.

Council has previously received \$857,227 under Phase 1 and \$1,020,648 under Phase 2 of the LRCI program.

Advice has recently been received advising Council has been offered an additional grant of \$1,714,454 under Phase 3 the LRCI Program.

Currently the guidelines for LRCI Program Phase 3 are being drafted. However, the advice indicates that the funding will be available from 1 January 2022 with the program to be completed by 30 June 2023.

To allow Council to consider projects for nomination and to be ready for when the program commences it has been assumed the program guidelines will be consistent with the Phase 1 and 2 program.

Under the Phase 1 and 2 guidelines for a project(s) to be eligible for the funding the following requirements must be met:

- **General**

- The project(s) must be in addition to Council's existing works programs
- The project(s) must deliver benefits to the community
- Grant funds not spent within the required timeframes will be lost

- **Local Roads Projects – Eligible Projects**

Eligible Local Road Projects are projects that involve the construction or maintenance of roads managed by Local Government. As per the guidelines for Phase 1 these projects could include:

- Construction of new road
- Sheetting/re-sheetting
- Reconstruction and rehabilitation
- Widening, sealing and resealing
- Drainage

Local Government is encouraged to consider works that support improved road safety outcomes.

This could include projects involving any of the following associated with a road:

- Traffic signs
- Traffic control equipment
- Street lighting equipment
- A bridge or tunnel
- A facility off the road used by heavy vehicles in connection with travel on the road (for example, a rest area or weigh station)
- Facilities off the road that support the visitor economy
- Road and sidewalk maintenance, where additional to normal capital works schedules.

- **Community Infrastructure - Projects Eligible**

Community Infrastructure Projects are projects that involve the construction, maintenance and/or improvements to council-owned assets (including natural assets) that are generally accessible to the public. 'Generally accessible to the public' means that the project, or the amenity provided by the project, is generally accessible to the public at large. Some areas are clearly publicly accessible as they are areas that are open to all members of the public such as parks, playgrounds, footpaths and roads. Projects will also be considered generally publically accessible if they are in a location that is:

- Generally, publically accessible to the wider public undertaking a specific activity (for example council operated sporting fields)
- Generally, publically accessible for a limited age group of the Community as a whole i.e. a kindergarten building
- Used for the provision of an essential service or community service, as determined by the Department, and the amenity of the asset is publicly accessible and benefits the community
- All projects whether carried out on council owned land, or another type of public land, must deliver benefits to the community, such as improved accessibility, visual amenity, and/or safety. Examples of eligible works include:
 - Closed Circuit TV (CCTV)

- Bicycle and walking paths
- Painting or improvements to community facilities
- Repairing and replacing fencing
- Improved accessibility of community facilities and areas
- Landscaping improvements, such as tree planting and beautification of roundabouts
- Picnic shelters or barbeque facilities at community parks
- Community/public art associated with an Eligible Project (Eligible Funding Recipients will need to provide a clear description of the conceptual basis of the artwork)
- Playgrounds and skate parks (including all ability playgrounds)
- Noise and vibration mitigation measures
- Off-road car parks (such as those at sporting grounds or parks)

It is noted that Council allocated 100% of the LRCI Phase 2 funding to gravel re-sheeting. Based on this and that currently Council has no revenue funded gravel re-sheeting works funded with in the 2021/22 Operational Plan it will be recommended that \$1M of the Phase 3 grant be allocated to gravel re-sheeting (\$250k in 2021/22 and \$750k in 2022/23). The remainder of the grant will be subject to a further report to Council.

STRATEGIC DIRECTION

Key Pillar 4. Our Infrastructure

CSP Strategy IN3 - Maintain and improve road infrastructure and connectivity

Delivery Program Action IN3.1 - Deliver transport asset infrastructure, maintenance, renewal and enhancement programs for urban, rural and regional roads to maintain or improve overall condition

Operational Plan Activity IN3.1.1 - Develop and deliver annual programs for urban, rural and regional road renewal and construction, including bridges and stormwater

ATTACHMENTS: Nil

7.8 2021/22 SAFER ROADS PROGRAM GRANT

SUMMARY

To accept funds of \$455,000 provided under the NSW 2021/22 Safer Roads Program.

RECOMMENDATION

That:

1. *The NSW2021/22 Safer Roads program grant for \$455,000 be accepted*
2. *The grant funding be allocated as follows:*
 - *\$100,000 in 2021/22*
 - *\$355,000 in 2022/23*
3. *The 2021/22 Operational Plan/Budget be modified to reflect the above recommendations to include \$100,000 of capital grant funds to cover \$100,000 capital expenditure*

FINANCIAL IMPLICATIONS

The NSW 2021/22 Safer Roads program grant will 100% fund all project cost and as such will have a zero impact on Council's net position.

The net operating result before grants and contributions provided for capital purposes remains unchanged as a surplus of \$32k.

The grant has been offered over two financial years as follows:

- \$100,000 in 2021/22
- \$355,000 in 2022/23

In addition, in-line with previous Safer Road grants Council will be paid on a monthly basis on the proviso of a standard report and based on the actual expenditure for the month

POLICY & LEGISLATION

- *Local Government Act 1993*

REPORT

In September 2020 Council submitted a number of grant applications for funding under the NSW Safer Roads program.

Council has recently been advised that it has been successful in obtaining a grant for \$455,000 under this program for safety works on Nanima Road.

The works includes:

- Provision of chevron assisted markers (CAMs) on selected bends;
- Curve and speed advisory signs;
- Audible tactile line marking.

The grant has been offered over two financial years as follows and is recommended for acceptance:

- \$100,000 in 2021/22
- \$355,000 in 2022/23

STRATEGIC DIRECTION

Key Pillar 4. Our Infrastructure

CSP Strategy IN3 - Maintain and improve road infrastructure and connectivity

Delivery Program Action IN3.1 - Deliver transport asset infrastructure, maintenance, renewal and enhancement programs for urban, rural and regional roads to maintain or improve overall condition

Operational Plan Activity IN3.1.1 - Develop and deliver annual programs for urban, rural and regional road renewal and construction, including bridges and stormwater

ATTACHMENTS: Nil

7.9 2021/22 SCHOOL ZONE INFRASTRUCTURE SUB-PROGRAM GRANT TRANCHE 3

SUMMARY

To accept funds of \$871,306 provided under the joint Federal and NSW 2021/22 School Zone Infrastructure Sub-Program Tranche 3.

RECOMMENDATION

That

1. *The 2021/22 School Zone Infrastructure Sub-Program Tranche 3 grant for \$871,306 be accepted.*
2. *The 2021/22 Operational Plan/Budget be modified to reflect the above recommendations to include \$871,306 of capital grant funds to cover \$871,306 capital expenditure.*

FINANCIAL IMPLICATIONS

The School Zone Infrastructure Sub-Program Tranche 3 grant will 100% fund all project cost and as such will have a zero impact on Council's net position.

The net operating result before grants and contributions provided for capital purposes remains unchanged as a surplus of \$32k.

All work must be undertaken between 1 January 2022 and 30 June 2022.

In-line with previous TfNSW grants Council will be paid on a monthly based on the provision of a standard report and based on the actual expenditure for the month.

POLICY & LEGISLATION

- *Local Government Act 1993*

REPORT

The Australian Government has committed an additional \$540 million for a new Road Safety Program. The jointly funded program will also see the State Government contribute to this program funding 50% of urban projects and 20% of rural projects under the program. This allocation is in addition to the Federal commitment of \$540M.

The School Zone Infrastructure sub-program is part of the \$540 million Federal Stimulus NSW Road Safety Program, which was announced on 4 March 2021.

The aim of the program is to deliver improvements to pedestrian facilities around schools such as raised pedestrian crossings, pedestrian refuges and signs.

Council submitted four of grant applications for funding under the School Zone Infrastructure Sub-program.

Council has recently been advised that it has been successful in obtaining a grant for \$871,306 under this program to deliver these four submitted projects.

The projects are:

1. **Gundaroo Public School** – \$64,000 - install pedestrian refuge, formalise car parking, new shared pathway, 'kiss and drop' zone, disable car park and relocate bus zone.
2. **Mt Carmel School** - \$64,000 - upgrade non-standard children's crossing in Rossi Street:
3. **Yass Public School** - \$530,000 – upgrade school bus stop location including safety barriers, safety upgrades to pedestrian and traffic flow within the school car park

4. **Berinba Public School** - \$213,306 – 450m of shared path between Morton Avenue and Church Street including safe pedestrian crossing points at intersections

All projects briefs have been developed after extensive consultation with the associated school.

The grant has been offered on the basis all work must be undertaken between 1 January 2022 and 30 June 2022 and is recommended for acceptance.

STRATEGIC DIRECTION

Key Pillar 4. Our Infrastructure

CSP Strategy IN3 - Maintain and improve road infrastructure and connectivity

Delivery Program Action IN3.1 - Deliver transport asset infrastructure, maintenance, renewal and enhancement programs for urban, rural and regional roads to maintain or improve overall condition

Operational Plan Activity IN3.1.1 - Develop and deliver annual programs for urban, rural and regional road renewal and construction, including bridges and stormwater

ATTACHMENTS: Nil

7.10 YASS FLOODPLAIN RISK MANAGEMENT PLAN & STUDY

SUMMARY

A draft *Yass Flood Risk Management Plan & Study* has been prepared to assess the impacts of flooding, review existing Council policies as they relate to development of land in flood liable areas and to consider measures for the management of flood affected land. The draft plan has been placed on public exhibition, submissions received and a final draft is now presented for adoption by Council.

RECOMMENDATION

That the draft Yass Flood Risk Management Plan & Study be adopted.

FINANCIAL IMPLICATIONS

Nil

POLICY & LEGISLATION

- NSW Flood Prone Land Policy

REPORT

1. Background

The NSW State Government's *Flood Prone Land Policy* is directed at providing solutions to existing flooding problems in developed areas and to ensuring that new development is compatible with the flood hazard and does not create additional flooding problems in other areas. Under the Policy, the management of flood liable land remains the responsibility of local government. The State subsidises flood mitigation works to alleviate existing problems and provides specialist technical advice to assist councils in the discharge of their floodplain management responsibilities. The Policy provides for technical and financial support by the Government through the following four sequential stages:

- Flood Study - determines the nature and extent of flooding
- Floodplain Risk Management Study - evaluates management options for the floodplain in respect of both existing and proposed development
- Floodplain Risk Management Plan - involves formal adoption by Council of a plan of management for the floodplain
- Implementation of the Plan - construction of flood mitigation works to protect existing development. Use of Local Environmental Plans to ensure new development is compatible with the flood hazard. Improvements to flood emergency management measures

In 2019/20 Council commenced the preparation of the *Yass Floodplain Risk Management Plan & Study* (*Yass FRMP&S*). This project is jointly funded by Council and the NSW Government, via the Department of Planning, Industry & Environment (DPIE).

The overall objectives of the project were to assess the impacts of flooding, review existing Council policies as they relate to development of land in flood liable areas, consider measures for the management of flood affected land and to develop the *Yass FRMP&S*, which:

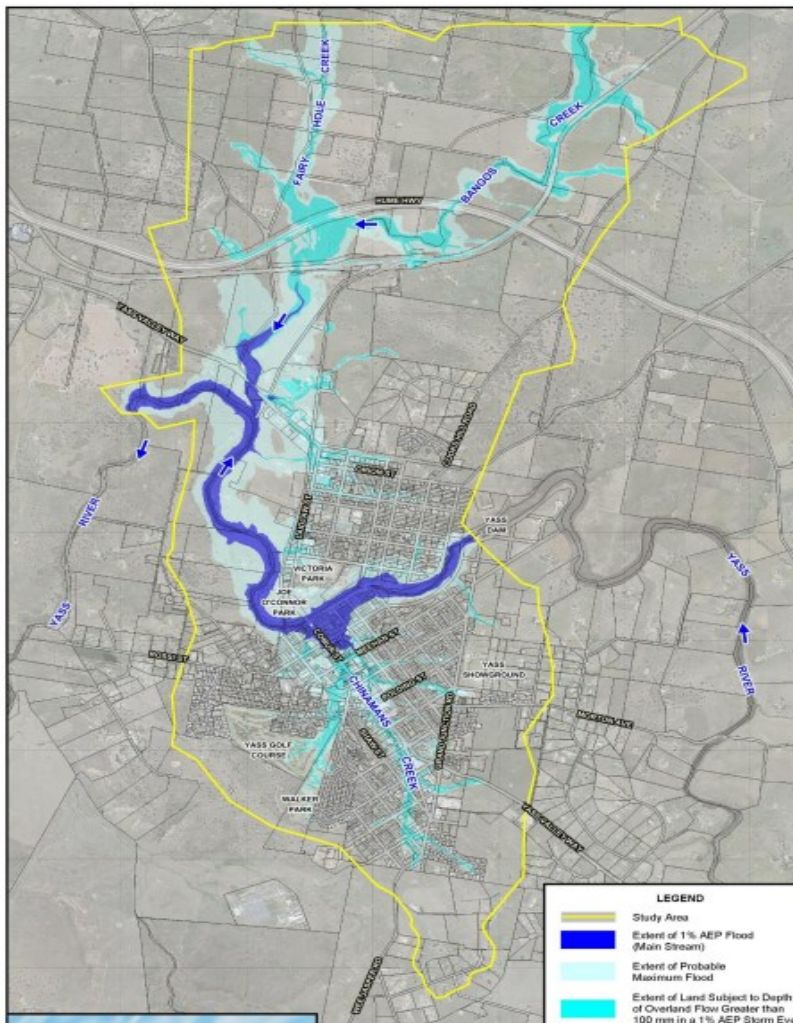
- Proposes modifications to existing Council policies to ensure that the development of flood affected land is undertaken so as to be compatible with the flood hazard and risk
- Sets out the recommended program of works and measures aimed at reducing over time, the social, environmental and economic impacts of flooding

- Provides a program for implementation of the proposed works and measures

The study area for the *Yass FRMP&S* applies to areas that are affected by the following two types of flooding at Yass:

- Main Stream Flooding, which occurs when floodwater surcharges the inbank area of the existing river and creek systems. Main Stream Flooding is typically characterised by relatively deep and fast flowing floodwater, but may be shallower and slower moving in flood fringe areas
- Major Overland Flow which occurs during storms which result in the surcharge of the existing piped drainage system. It is also present in the upper reaches of the study catchments

The following map shows the area cover by the *Yass FRMP&S*.



Prior to commencing the *Yass FRMP&S* it was determined that the *Yass Flood Study* required to be updated to add missing information, reflect changes in the Australian Rainfall & Runoff Manual and the potential impact of climate change.

The *Yass FRMP&S* has been prepared under the guidance of a Steering Committee comprising representatives from Council, the NSW Department of Planning, Industry & Environment, the NSW State Emergency Service and community representatives.

General community input to the project was obtained via hardcopy community newsletter (distributed to all residents in Yass township) and a questionnaire (hardcopy or on-line)

The draft *FRMP&S* identifies a number of priority flood management measure, which are estimated to cost approximately \$7M. These measures can be broadly grouped as follows:

1. Flood Modification

Development and implementation of a *Vegetation Management Plan* for Chinaman's Creek. This would require the removal of dense vegetation from the inbank area, which will significantly reduce the frequency of nuisance flooding and blockage risk of hydraulic structures.

2. Property Modification

- Update wording in the *Yass Local Environmental Plan 2013*
- Improvements to planning and development controls for future development in flood prone areas. This includes a graded set of planning controls for future development that recognises the location of the development within the floodplain and applied consistently across the whole of the LGA
- Potential inclusion of 12 properties identified at possible risk during serious flooding event in future rezoning plans or future NSW Government's voluntary purchase or house raising schemes

3. Response Modification

- Improvements to emergency response planning including working with the SES to update the *Yass Valley Local Flood Plan*
- Increase public awareness of the risks of flooding in the community. This may include working with the SES to prepare a Flood Information brochure
- Investigation and design of an integrated flood warning system for the Yass Valley. This may include the installation of a network of pluviographic rain gauges, telemetered stream gauges etc. Council will be responsible for the maintenance of this network
- Implementation of an integrated flood warning system for the Yass Valley

The draft *Yass FRMP&S* was referred to the Steering Committee on the 25 March 2021. The Steering Committee has endorsed the draft plan to be referred to Council for public exhibition.

The draft *Yass FRMP&S* was referred to Council's April 2021 meeting and recommended that it be placed on public exhibition.

2. Action Taken

To ensure the community had adequate opportunities to be consulted on the draft *Yass FRMP&S* and its implications the following actions were taken:

- The draft *YFRMP&S* was placed on exhibition for an extended period from 1 May 2021 to 26 June 2021. The exhibition period was extended for an additional week due to issues with distribution the newsletter/flyer
- A newsletter/flyer was developed (see below) to explain the outcomes of the draft document in simple terms, and was delivered to every household in Yass township including a feedback form (the distribution was delayed due to postal issues)
- Advertisement placed in the local paper
- An on-line information campaign was developed by Council's Communications Team
- A drop-in information session occurred on 16 June 2021 from 6.00pm to 8.00pm in the Council Chambers with representative from Council, DPIE, Lyall & Associates, and SES. Five residents attended the session
- The 12 properties identified as at potential risk during a serious flood event were be separately and individually consulted. All properties were visited 1 June 2021 by representative of DPIE, Council and SES. Not all residents were home and detail were left to contact Council;
- 3-D modelling to show flood levels was produced and utilised at the drop-in information session
- Flood Banners were produced and located in the carpark near Riverbank Park and adjacent to the Court House. Banners were onsite for a week. SES representatives attended on several days



Flood Banner – Riverbank Park



Flood Banner – Court House

- All documentation was made available at the Council's Customer Service Counter and on Council's website
- A Council briefing session was held on 31 May 2021 to discuss the major changes that will result from the adoption of the draft *Yass FRMP&S*

3. Outcome

As a result of the above actions five resident submissions were received along with submissions from Council staff and DPIE. These can be summarised as follows:

- Three resident submissions noting their support for the draft *Yass FRMP&S* – no action required
- One resident submission requesting information on levels – information supplied prior to the drop-in session
- One resident submission in relation localised flooding in Browne Street – this was noted within the final report including that Council had previously considered this matter. However, since the flooding does not relate to risk to person and/or property it was considered outside the scope of the draft *Yass FRMP&S*. A separate future Council report will be prepared in relation to this matter
- One submission from DPIE requesting the draft be updated to reflect recent changes to the NSW Flood Prone Land Package. These changes have been included however do not change the basic outcome of the draft *Yass FRMP&S*
- One submission from staff to reflect concerns raised by Councillors in the briefing session in relation to the difficulty for sensitive use and facilities in Flood Planning Constraint Category 4 (FPCC 4). The draft *Yass FRMP&S* has been changed to make the minimum habitable floor level for FPCC 4 the same as FPCC 3 (i.e. 1% flood level plus 500mm)

Based on the exhibition process and submission received a new draft *Yass FRMP&S* has been created. This draft document has been distributed to the Steering Committee and a number of editorial changes have been made.

The final version of the draft *Yass FRMP&S* is provided in **Attachments A** and **B** (provided under separate cover). This version of the draft *FRMP&S* is recommended for adoption by Council.

STRATEGIC DIRECTION

Key Pillar 1. Our Environment

CSP Strategy EN4 - Maintain a balance between growth, development and environmental protection through sensible planning

Delivery Program Action EN4.1 - Ensure Council's statutory planning instruments are up to date and reflective of the community needs

Operational Plan Activity EN4.1.1 – Undertake ongoing strategic land use planning and reviews of existing instruments

ATTACHMENTS: A. Yass Floodplain Risk Management Plan & Study - Report (*Under Separate Cover*) ➡
B. Yass Floodplain Risk Management Plan & Study - Figures (*Under Separate Cover*) ➡

7.11 MURRUMBATAMAN, BINALONG, BOOKHAM & BOWNING FLOOD STUDIES

SUMMARY

To adopt the Murrumbateman, Binalong, Bookham and Bowning Flood Studies including addendums created to ensure a consistent set of flood related planning controls can be applied to future development in the Local Government Area.

RECOMMENDATION

That the draft Murrumbateman, Binalong, Bookham and Bowning Flood Studies and addendums be adopted.

FINANCIAL IMPLICATIONS

Nil.

POLICY & LEGISLATION

- NSW Flood Prone Land Policy.

REPORT

1. Background

The State Government's *Flood Prone Land Policy* is directed at providing solutions to existing flooding problems in developed areas and to ensuring that new development is compatible with the flood hazard and does not create additional flooding problems in other areas. Under the Policy, the management of flood liable land remains the responsibility of Local Government. The State subsidises flood mitigation works to alleviate existing problems and provides specialist technical advice to assist Councils in the discharge of their floodplain management responsibilities. The Policy provides for technical and financial support by the Government through the following four sequential stages:

- **Flood Study** - determines the nature and extent of flooding
- **Floodplain Risk Management Study** - evaluates management options for the floodplain in respect of both existing and proposed development
- **Floodplain Risk Management Plan** - involves formal adoption by Council of a plan of management for the floodplain
- **Implementation of the Plan** - construction of flood mitigation works to protect existing development. Use of Local Environmental Plans to ensure new development is compatible with the flood hazard. Improvements to flood emergency management measures

In 2019/20 Council commenced the preparation of the *Murrumbateman, Bowning, Bookham and Binalong Flood Study (MBBB Flood Study)* and the *Yass Floodplain Risk Management Plan and Study (Yass FRMS&P)*. These projects were jointly funded by Council and the State Government, via the Department of Planning, Industry & Environment (DPIE).

In June 2020 the draft *MBBB Flood Study* was reviewed by the Steering Committee and was placed on public exhibition from 16 June 2020 to 17 July 2020. No public submissions were received. Copies of the MBBB Flood Study documents are included in **Attachments A, B and C**.

During this period work also commenced on the *Yass FRMS&P*. The approach used included the development of a series of maps which enable Council to apply a specific set of flood related controls to future development based on the existing flood risk and the proposed land use. Following a review of this approach with DPIE it was determined that it was necessary to develop a similar approach

for the villages of Murrumbateman, Bowning, Bookham, Binalong, Gundaroo and Sutton. This would result in a consistent set of flood related planning controls can be applied to future development in the Local Government Area.

Council, with the support of DPIE, have issued variations to the contractor developing the *MMMMB Flood Study* to develop flood mapping for the villages of Murrumbateman, Bowning, Bookham, Binalong, Gundaroo and Sutton.

This flood study mapping work has been completed as an addendum document prepared (refer **Attachments D** and **E**).

This Addendum document was presented to the Steering Committee on 7 April 2021. The Steering Committee has endorsed the addendum to be referred to Council for public exhibition.

Council considered a report at it April 2021 meeting and resolve to place the Addendums on public exhibition.

2. Action Taken

The draft Addendum Report and Figures for *MBBB Flood Study* were placed on public exhibition from 1 May 2021 to 25 June 2021.

No Submissions were received and it is recommended that the draft *MBBB Flood Study* including Addendums be adopted

STRATEGIC DIRECTION

Key Pillar	1. Our Environment
CSP Strategy	EN4 - Maintain a balance between growth, development and environmental protection through sensible planning
Delivery Program Action	EN4.1 - Ensure Council's statutory planning instruments are up to date and reflective of the community needs
Operational Plan Activity	EN4.1.1 – Undertake ongoing strategic land use planning and reviews of existing instruments

ATTACHMENTS:	A. Murrumbateman, Bowning, Bookham and Binalong Flood Study - Report Volume 1 (Under Separate Cover) ➡
	B. Murrumbateman, Bowning, Bookham and Binalong Flood Study - Figures Volume 2 (Under Separate Cover) ➡
	C. Murrumbateman, Bowning, Bookham and Binalong Flood Study - Figures Volume 3 (Under Separate Cover) ➡
	D. Murrumbateman, Bowning, Bookham and Binalong Flood Study - Addendum Report (Under Separate Cover) ➡
	E. Murrumbateman, Bowning, Bookham and Binalong Flood Study - Addendum Figures (Under Separate Cover) ➡

8.1 INVESTMENT AND BORROWINGS REPORT - JUNE 2021

SUMMARY

In accordance with the Clause 212 *Local Government (General) Regulation 2005*, this report provides a summary of Council's investments as at 30 June 2021. In accordance with paragraph (1)(b), it can be certified that the investments listed have been made in accordance with the Act, the Regulations and Council's Investment Policy.

RECOMMENDATION

That the Investment Report as at 30 June 2021 be received and it be noted that the summary has been prepared in accordance with the Act, the Regulations and Council's Investment Policy

FINANCIAL IMPLICATIONS

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

POLICY & LEGISLATION

- *s625 Local Government Act 1993*
- *Clause 212 Local Government (General) Regulation 2005*
- Investment Policy

REPORT

Comments on Economic Climate

The RBA held the cash rate at 0.10%.

US inflation was stronger than expected, with improvements in used car prices that are reflecting temporary supply constraints. Business confidence is high and global consumer sentiment measures are also high, suggesting that global growth in the second half of 2021 should remain strong.

The China economy appears to be decelerating following the removal of some stimulus measures. Service activity has slowed from its rapid recovery in late 2020. Policymakers are prepared to support activity if growth slows much further.

The Australian economic data continues to indicate a rapidly recovering economy. Unemployment rate fell to 5.1% in May. House prices have continued to rise at a rapid pace.

The NSW Government delivered its 2021/22 budget with a forecast to return to surplus by 2021-25, the deficit in 2021/22 was larger than some market investors expected. This is a cautious approach considering the ongoing risks to growth while vaccination rates stay low and international borders remain closed.

The recent outbreak with the highly contagious "Delta variant" of COVID-19 vindicated the NSW Government's budget measures, maintaining some stimulus measures. Recent Australian experience suggests that spending quickly rebounds once restrictions are removed, which should limit the implications for financial markets.

Council Investments

Valuations of Council investments are detailed in [Attachment A](#).

Council Loans

Council has five loans with balance owing as at 30 June 2021 of \$15.46m. The table below provides loan details as at 30 June 2021. Indicative repayments for 2021/22 are shown for both principal and interest for all current loans. Balances will not change on a monthly basis as the most frequent repayment cycle is quarterly.

	Balance as at 30 June 2021	Projected Balance as at 30 June 2022	Interest rate	Comment	Principal 2021/22	Interest 2021/22
General Loan	\$ -	\$ -	-	-	\$ -	\$ -
Sewer - CBA Loan for Sewer Infrastructure	\$ 3,778,024	\$ 3,593,096	4.82% Fixed	Payable over 20 years, fully repaid in 2035/36	\$ 184,928	\$ 178,809
Water - NAB Dam wall	\$ 8,611,093	\$ 8,275,818	6.96% Fixed	Total loan over 30 years. Fixed rate period of 10 years to Aug 2022, to be renegotiated at that time	\$ 335,274	\$ 607,414
Water - Yass to Murrumbateman water supply (Tcorp)	\$ 1,988,019	\$ 1,761,055	2.55% Fixed	Payable over 10 years, fully repaid in 2029	\$ 226,964	\$ 48,536
Water main and pump station upgrades (Tcorp)	\$ 1,086,237	\$ 962,226	2.55% fixed	Payable over 10 years, fully repaid in 2029	\$ 124,011	\$ 26,519
TOTAL LOANS	\$ 15,463,373	\$ 14,592,195			\$ 871,177	\$ 861,278

STRATEGIC DIRECTION

Key Pillar 5. Our Civic Leadership

CSP Strategy CL1 - Effect resourceful and respectful leadership and attentive representation of the community

Delivery Program Action CL1.6 - Maximise Council's ability to generate income

Operational Plan Activity CL1.6.3 - Review commercial activities to ensure Council is maximising returns

ATTACHMENTS: A. June 2021 Investments Report [↓](#)

8.1 Investment and Borrowings Report - June 2021

Attachment A June 2021 Investments Report

a) Council Investments as at 30 June, 2021

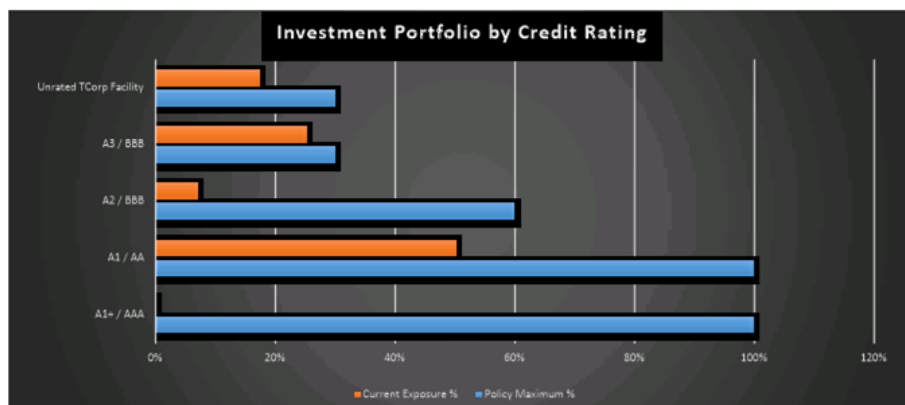
Investment Type	Market Value \$	Credit rating	Date Lodged	Maturity date	Term (Days)	Rate
Cash Working Accounts						
NAB Working Account ¹	3,618,544.79	A1/AA	n/a	n/a	at call	0.25%
Tcorp Strategic Cash Facility ²	5,868,898.25	unrated	n/a	n/a	at call	0.46%
	9,487,443.04					
Term Deposits < 12 Months						
NAB Term Deposit	2,700,000.00	A1/AA	28/06/21	27/09/21	91	0.27%
NAB Term Deposit	2,000,000.00	A1/AA	31/05/21	30/08/21	91	0.30%
NAB	1,000,000.00	A1/AA	16/03/21	14/07/21	120	0.30%
BOQ	1,000,000.00	A2/BBB	28/01/21	29/07/21	182	0.32%
BOQ	1,400,000.00	A2/BBB	03/12/20	30/09/21	301	0.50%
AMP	2,000,000.00	BBB+	05/03/21	05/08/21	153	0.70%
AMP	2,000,000.00	BBB+	01/12/20	01/12/21	365	0.75%
ME	1,000,000.00	BBB+	01/12/20	02/07/21	213	0.45%
ME	1,000,000.00	BBB+	25/03/21	23/09/21	182	0.40%
Bendigo Bank	1,500,000.00	BBB+	10/12/20	06/09/21	270	0.40%
Macquarie	1,000,000.00	BBB+	08/12/20	03/11/21	330	0.50%
CBA	2,100,000.00	A1/AA	28/04/21	25/10/21	180	0.34%
CBA	2,000,000.00	A1/AA	31/05/21	30/11/21	183	0.33%
CBA	1,500,000.00	A1/AA	24/05/21	21/09/21	120	0.30%
CBA	2,000,000.00	A1/AA	12/04/21	10/08/21	120	0.27%
	24,200,000.00					
Total Short Term	33,687,443.04					
Investment Property						
Hawthorn - Current Fair Value	4,350,000.00	Revalued March 2020				

1. The NAB account balance shown above includes deposits at month end not processed to Council's financial system and excludes cheques that have not been presented.

2. Tcorp Strategic Cash Facility is an allowable investment under the Ministerial Order.

b) Investment Exposure by Credit Rating Type

S&P Rating (or equivalent)	Policy Maximum %	Current Exposure %	Current Investment \$
A1+ / AAA	100%	0.00%	-
A1 / AA	100%	50.22%	16,918,544.79
A2 / BBB	60%	7.12%	2,400,000.00
A3 / BBB	30%	25.23%	8,500,000.00
Unrated TCorp Facility	30%	17.42%	5,868,898.25



c) Exposure to a Single Institution

Institution	S&P Rating	Policy Maximum %	Current Exposure %	Current Investment \$
NAB	A1/AA	100%	27.66%	9,318,544.79
AMP	BBB+	60%	11.87%	4,000,000.00
IMB	A3	30%	0.00%	-
CBA	A1/AA	100%	22.56%	7,600,000.00
BOQ	A2/BBB	60%	7.12%	2,400,000.00
Macquarie	BBB+	60%	2.97%	1,000,000.00
ME	BBB+	60%	5.94%	2,000,000.00
Bendigo	BBB+	60%	4.45%	1,500,000.00
TCorp	unrated	30%	17.42%	5,868,898.25

8.1 Investment and Borrowings Report - June 2021

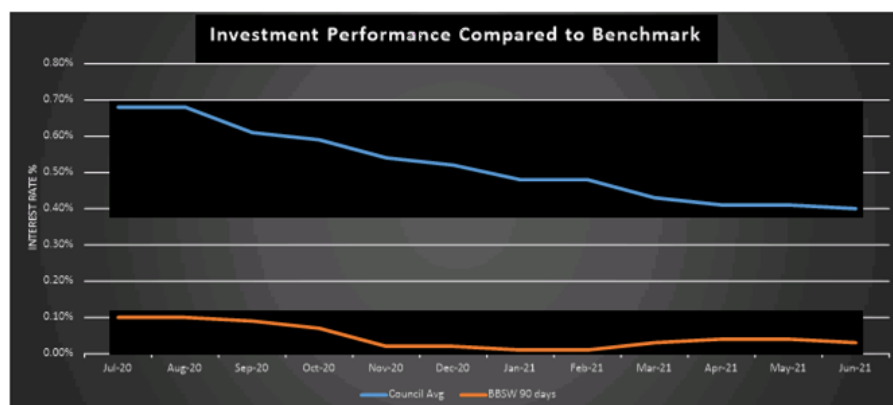
Attachment A June 2021 Investments Report

d) Investment Portfolio Performance

UBS 90 day bank bill index

Investment Performance vs Benchmark

	Investment Portfolio return (%pa)	Benchmark: BBSW 90 day Bank Bill Index (source RBA)
1 month average	0.40%	0.03%
3 month average	0.41%	0.04%
6 month average	0.44%	0.03%
12 month average	0.52%	0.05%



e) Application of Invested Funds

Restricted Funds	Description	Value
Externally Restricted	Unexpended Grants	315,265
	Water Supplies	3,524,577
	Sewerage Services	2,204,218
	Waste management	1,179,902
	Stormwater Management	178,449
	Water	2,994,557
	Sewer	1,274,124
	Heavy Haulage	1,261,700
	S7.11 Yass Valley Council Area	4,601,483
Internally Restricted	Plant & Vehicle Replacement	833,000
	Employee Leave Entitlements	820,336
	Binalong Pool	21,475
	Comar Street Rehabilitation	20,925
	Infrastructure	1,584,420
	Local Government Elections	134,304
	Murrumbateman S355	123,179
	Quarry Rehabilitation	105,419
	Roads	560,506
	Victoria Park	488,267
	Advancement of Young People	-
	Electricity Reserve	30,000
	General Revenue Carry Forward	-
Unrestricted funds		11,431,337.04
TOTAL INVESTMENTS		33,687,443.04

The above application of invested funds reflects draft unaudited budgeted balances as at 31 March 2021.

The values are subject to change.

The unrestricted funds balance forms available cash to fund Council's ongoing budget operations.

8.2 RATES ARREARS

SUMMARY

To update Council on rate arrears to the end of the fourth quarter of the 2020/21 financial year.

Rate arrears totalled \$1,129,323.95 as at 30 June 2020 and this has now been reduced to \$474,301.11 as of 30 June 2021. This represents an improvement of \$655,022.84 or 58.0 %.

RECOMMENDATION

That the report on rates arrears be noted.

FINANCIAL IMPLICATIONS

Nil.

POLICY & LEGISLATION

Rate arrears are closely monitored and debt recovery is fully compliant with Council's *Debt Recovery Policy*.

REPORT

The rate arrears as of 30 June 2020 showed an outstanding balance of \$1,129,323.95 which has now been reduced to \$474,301.11 as shown in Table 1. The yearly breakup of these arrears is shown in Table 2.

Table 1 – Arrears as of 30 June 2021

	Rates and Charges Levied (include interest)	Paid 1 July to 30 June	Balance Outstanding	% Paid 1 July to 30 June
Arrears to 30/6/2020	\$1,129,323.95	\$655,022.84	\$474,301.11	58.00%
Current Years Rates, Charges and Interest billed since 1/7/19	\$18,421,578.43	\$17,654,618.18	\$766,960.25	95.84%
TOTALS	\$19,550,902.38	\$18,309,641.02	\$1,241,261.36	93.65%

Table 2 – Summary of Prior Year's Outstanding Balance as of 30 June 2021

Year	No. of assessments	Amount	Details
2004/05	1	\$201.52	Proposed private cemetery in middle of Crown Land – never developed – no burials (1)
2005/06	1	\$309.09	As Above
2006/07	1	\$342.02	As Above
2007/08	1	\$437.26	As Above
2008/09	5	\$4,043.92	As Above / Private Cemetery (2) / Pt Bendenine Rd (1) /Pt Riverbank Park (1) / Vacant Block Kangiara Village (1)
2009/10	5	\$3,079.84	As Above
2010/11	5	\$3,408.90	As Above
2011/12	5	\$3,923.27	As Above
2012/13	5	\$4,277.60	As Above

2013/14	5	\$4,628.24	As Above
2014/15	8	\$10,426.05	To be sold by auction for overdue rates and charges on 17 Nov 2021
2015/16	8	\$11,518.39	As Above
2016/17	12	\$16,154.75	As Above / Additional properties subject of ongoing debt recovery action
2017/18	32	\$45,349.94	As Above / All additional properties with either payment arrangements or subject of ongoing debt recovery action
2018/19	55	\$92,322.50	
2019/20	208	\$273,877.82	
	TOTAL	\$474,301.11	

Legend – (1) Owner(s) Deceased – (2) Company Deregistered

The rates and charges levied and the payments made up until the end of the financial year is shown in Table 3. Also included are comparative figures for the previous three financial years.

Table 3 – Rates and Charges Levied and Payments Made 1 July to 30 June

	Rates and Charges Levied (includes interest)	Paid 1 July to 30 June	Balance Outstanding	% Paid 1 July to 30 June
1/7/17 – 30/6/18	\$15,356,312.72	\$14,796,884.05	\$559,428.67	96.36%
1/7/18 – 30/6/19	\$16,643,861.37	\$15,635,118.34	\$1,008,743.03	93.94%
1/7/19 – 30/6/20	\$17,790,080.38	\$16,946,959.47	\$843,120.91	95.26%
1/7/20 – 30/6/21	\$18,421,578.43	\$17,654,618.18	\$766,960.25	95.84%

Note: Special rate variation was in place 2016/17 to 2019/20

STRATEGIC DIRECTION

Key Pillar 5. Our Civic Leadership

CSP Strategy CL4 - Actively investigate and communicate funding sources and collaboration opportunities that can strengthen the region

Delivery Program Action CL4.1 - Monitor and distribute information from government agencies relating to funding opportunities

Operational Plan Activity CL4.1.1 - Provide information to community organisations on funding opportunities

ATTACHMENTS: Nil

8.3 REVOTES FROM 2020/21 TO 2021/22

SUMMARY

To submit proposed revotes and project costs to be carried forward from 2020/21 to the new financial year 2021/22.

RECOMMENDATION

That:

1. *The budgets detailed in Attachment A Revotes from 2020/21 to 2021/22 be revoted.*
2. *The budgets detailed in Attachment B Carry Forward funds from 2020/21 to 2021/22 be noted.*

FINANCIAL IMPLICATIONS

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

POLICY & LEGISLATION

- *Local Government Act 1993*

REPORT

At the conclusion of each financial year, some works remain either not commenced or not completed. Under Clause 211 (Authorisation of Expenditure) *Local Government (General) Regulation (2005)*, it is necessary for Council each year to revoke funds for those works that are not commenced for the works be carried out during the following financial year. It is not a requirement for Council to revoke funds for works that have commenced or for works which have been contracted to be carried out. However, these projects are provided for information.

The table in **Attachment A** summarises projects included in the 2020/21 Operational Plan which have not yet commenced and require funding to be Revoted into the current financial year, to ensure work is completed.

The amount proposed for revoting is \$2,483,224 comprising of:

- Revotes from the General fund: \$754,828
- Revotes from Reserves: \$957,770
- Unexpended grants and contributions: \$770,626

The proposed revoke amount represents an increase of \$1,953,224 in comparison to the projects revoted in the previous financial year.

The table in **Attachment B** summarises projects included in the 2020/21 Operational Plan which have not yet been completed, requiring funding to be carried forward into the current financial year to ensure continued works. These funds include allocation of grants over multiple financial years, with the majority of the projects being multi-financial year, with works planned to be completed in FY2021/22.

The amount being carried forward into the 2021/22 financial year totals \$9,842,487 comprising of:

- Carry forward from general revenue: \$1,028,245
- Carry forward from reserves: \$4,531,171
- Carry forward from Unexpended grants and contributions: \$4,283,071

The large amount of carry forward budget from 2020/21 to 2021/22 is primarily due to delays in completing scheduled works due to weather events and COVID-19 restrictions.

The economic impact of COVID-19 has resulted in a delay to the completion of some projects from the 2020/21 financial year. With delays in sourcing materials, some projects have been required to be carried forward into 2021/22 financial year.

The carry forward amount represents an increase of \$2,095,274 in comparison to the projects carried forward in the previous financial year.

Future multi-financial year grants will be allocated across financial years, in accordance with Accounting Standards, and not in a single financial year which should reduce the carry over and revote amounts.

STRATEGIC DIRECTION

Key Pillar 5. Our Civic Leadership

CSP Strategy CL1 - Effect resourceful and respectful leadership and attentive representation of the community

Delivery Program Action CL1.4 - Be compliant, more efficient and effective

Operational Plan Activity CL1.4.2 - All regulated compliance is adhered to

ATTACHMENTS: A. Revotes from 2020/21 to 2021/22 [↓](#)
B. Carry Forward Funds from 2020/21 to 2021/22 [↓](#)

8.3 Revotes from 2020/21 to 2021/22
Attachment A Revotes from 2020/21 to 2021/22

Project Expenditure to be Revoted to 2021/22

Project Code	Description of Project	Operational or Capital Project	2020/21 Budget \$	2020/21 Expense \$	Revote 21/22 \$	Revotes from General Revenue Amount \$	Revotes from Reserves \$	Unexpended Grant \$
Local Roads								
5020013	Local Roads Rehabilitation - Dog Trap Rd Seg 7B:	Capital	400,000	-	400,000	400,000		
5020052	Resheeting - Back Creek Road, Seg 4 & 8	Capital	20,695	-	20,695			20,695
5020053	Resheeting - Bango Lane, Seg 1,3,4 & 5	Capital	50,800	-	50,800			50,800
5020056	Resheeting - Coolalie Road, Seg 7,8 & 9	Capital	96,600	-	96,600			96,600
5020057	Resheeting - Dicks Creek Road, Seg 3 & 4	Capital	51,450	-	51,450			51,450
5020060	Resheeting - Longrail Gully Road, Seg 7	Capital	17,500	-	17,500			17,500
5020061	Resheeting - Lucernvale Road, Seg 1	Capital	35,000	-	35,000			35,000
5020062	Resheeting - Old Gap Road - Seg 2	Capital	38,500	-	38,500			38,500
5020063	Resheeting - Springramge Road, Seg 7-8	Capital	80,500	-	80,500			80,500
5020064	Resheeting - Tallagandra Lane, Seg 2,3 & 5	Capital	64,680	-	64,680			64,680
5020065	Resheeting - Yass River Road, Seg 35	Capital	42,398	-	42,398			42,398
Parks & Gardens								
4920001	Murrumbateman sand asema stabilisation	Capital	50,000	-	50,000	50,000		
4920002	Murrumbateman Rec grounds Dog Park	Capital	20,000	-	20,000	20,000		
5019010	Village Ovals Bore water Investigations	Capital	37,828	-	37,828	37,828		
5019014	Murrumbateman Rec Grounds Club House	Capital	60,000	-	60,000	60,000		
5019019	Walker Park Sporting Complex	Capital	378,390	-	378,390		378,390	
5019022	Murrumbateman Rec Ground Storage & Horse Yards Upgrade	Capital	125,160	-	125,160			125,160
5019023	Yass Learn to Ride Centre	Capital	114,000	-	114,000			114,000
Cemeteries								
5015009	New Toilet at Lawn Cemetery	Capital	50,000	-	50,000	50,000		
Water Supply Network								
5027025	Developer Servicing Plan	Capital	27,503	-	27,503			27,503
5027030	Water Main Extension Murrumbateman North	Capital	100,000	-	100,000		100,000	
Waste								
5025126	Murrumbateman Stg 2 Landfill Rehabilitation	Capital	254,380	-	254,380		254,380	
5026013	Landfill Closure Plans	Capital	25,000	-	25,000			25,000
5026014	Closure Murrumbateman Landfil	Capital	200,000	-	200,000		200,000	
Information Technology								
TBA	Modernise IT Systems	Operational	80,000	-	80,000	80,000		
1201007	Network switches	Operational	57,000	-	57,000	57,000		
Public Health								
2013009	Weeds Inspection Tablet	Capital	5,840	-	5,840			5,840
	TOTAL		2,483,224	-	2,483,224	754,828	957,770	770,626

8.3 Revotes from 2020/21 to 2021/22
Attachment B Carry Forward Funds from 2020/21 to 2021/22

Project Expenditure to be Carried Forward to 2021/22

Project Code	Description of Project	Operational or Capital Project	2020/21 Budget \$	2020/21 Expense \$	Carried Forward 21/22 \$	General Revenue Amount \$	Reserves \$	Unexpended Grant \$
Local Roads								
5010011	Shingle Hill Way Bridge Replacement	Capital	355,000	281,622	73,378			73,378
5010012	Bango Bridge	Capital	338,000	55,890	282,310		50,000	232,310
5020011	Local Roads Resealing (includes heavy patching)	Capital	895,000	524,902	170,098			170,098
5020027	Winery Trail	Capital	1,269,738	378,042	891,694		891,694	
5020029	Nanima Rd Rehabilitation	Capital	2,742,194	2,279,556	462,638	462,638		
5020033	Construction of Shared paths	Capital	311,922	284,204	27,718			27,718
5020035	Roadside Weed Management Program	Capital	79,888	73,184	6,702			6,702
5020036	Illalong Road Seg 7	Capital	440,000	64,417	375,583		48,875	328,708
5020037	Yass River Road Seg 5B & 6	Capital	580,000	54,308	525,694		188,875	338,819
5020038	Moreton Avenue	Capital	445,000	28,010	416,990		51,875	365,115
5020039	Walls Junction Road Seg 3	Capital	433,000	61,408	371,592		39,875	331,717
5020040	Cusack Place Seg 1	Capital	395,000	61,885	333,115		1,875	331,240
5020041	Faulder Avenue Seg 2	Capital	428,000	58,069	369,931		34,875	335,056
5020042	Good Hope Road Seg 6	Capital	422,054	58,398	363,656		51,875	311,783
5020043	FLR Grant Resealing Program	Capital	1,545,000	1,358,215	186,785		186,785	
5020046	Traffic facilities - Yass Public School	Capital	30,000	7,267	22,733		22,733	
5020048	Detailed Design for 21/22 Transport Asset - Local Roads	Capital	50,000	18,548	31,452			31,452
5020049	Concept Designs for Bridge renewal Rd 5 - Greenwood Rd x3	Capital	25,000	3,458	21,544			21,544
5020050	Concept Designs for Fixing Country Roads Rd 2021	Capital	50,000	5,577	44,423			44,423
5020051	Detailed Design for 21/22 sealing an unsealed road	Capital	50,000	16,380	33,620			33,620
5020054	Resheeting - Casey Close, Seg 1	Capital	20,720	728	19,994			19,994
5020055	Resheeting - Connell's Lane, Seg 1 & 2	Capital	53,900	4,990	48,910			48,910
5020058	Resheeting - Dog Trap Road, Seg 14-19	Capital	222,800	79,777	142,823			142,823
5020059	Resheeting - Gum's Lane, Seg 4-8	Capital	140,000	32,962	107,038			107,038
Regional Roads								
5021013	Wee Jasper Rd Rehabilitation Seg 68	Capital	896,000	830,498	65,502			65,502
5021014	Detailed design for 21/22 Transport Asset - Wee Jasper Seg 70 & 71	Capital	50,000	18,731	31,269		31,269	
Parks & Gardens								
4920004	Bowning Rec Ground new septic system	Capital	35,000	21,630	13,370	13,370		
4920006	Murrumbateman Rec Ground Amenities	Capital	660,000	80	659,920	384,955		274,965
4920007	Gundaroo Amenities Building	Capital	576,000	210,195	365,805		238,500	129,305
4920009	Playground Equipment Replacement - Binalong	Capital	60,000	54,021	5,979			5,979
5019011	Murrumbateman Equestrian Ground Oval Upgrade	Capital	24,919	820	24,099		24,099	
5019015	Sutton Rec Grounds Stage 1	Capital	24,460	1,889	22,571	12,230	10,341	
Stormwater								
5023020	Yass Flood Risk Management Plan	Capital	97,910	55,477	42,433	14,167	28,266	
Caravan Park								
5012003	Amenities Upgrade	Capital	232,210	1,728	230,484		230,484	
Plant & Equipment								
	Vehicle Purchases	Capital	1,147,000	678,189	468,811		468,811	
Water Supply Network								
5027013	Integrated Water Cycle Management Plan	Capital	140,000	40,819	99,181		99,181	
5027017	Water Pump / Motor Replacement	Capital	100,000	2,199	97,801		97,801	
5027026	Telemetry System Upgrade Strategy - Water & Sewer	Capital	80,000	45,069	34,931		34,931	
5027027	Water Quality Improvements Yass	Capital	1,009,694	402,712	606,982			606,982
5027028	Water Reservoir Upgrade program	Capital	70,000	5,521	64,479		64,479	
Sewer Supply Network								

8.3 Revotes from 2020/21 to 2021/22
Attachment B Carry Forward Funds from 2020/21 to 2021/22

Project Expenditure to be Carried Forward to 2021/22

Project Code	Description of Project	Operational or Capital Project	2020/21 Budget \$	2020/21 Expense \$	Carried Forward 21/22 \$	General Revenue Amount \$	Reserves \$	Unexpended Grant \$
5022015	Ford Street SPS Generator Design	Capital	365,721	149,713	216,008		216,008	
5022018	Wellington Road Sewerage Pump Station	Capital	1,900,000	1,267,663	632,337		632,337	
5022026	Wastewater Treatment Plant Upgrade	Capital	30,000	12,656	17,344		17,344	
5022027	Wastewater Pump Station Upgrade program	Capital	100,000	37,432	62,568		62,568	
	Waste Services							
5026016	Gundaroo Transfer station Trailer Pad	Capital	50,000	30,694	19,306		19,306	
	Engineering Management							
1101007	Crago Mill Precinct	Capital	922,000	360,630	561,070		561,070	
	Organisational Development							
1101006	WHS projects	Operational	36,664	17,762	18,902			18,902
	Economic Development							
2010008	Mainstreet Lighting	Operational	40,000	18,616	21,084	21,084		
	Information Technology							
1201006	HRMS System - ELMO	Operational	45,000	7,469	37,531	37,531		
	Development Services							
2012017	10.7 Certificates project	Operational	20,000	12,150	7,850	7,850		
	Strategic Planning							
2012009	Settlement Strategy - Murumbateman Land Investigation	Operational	79,268	18,716	60,552	60,552		
710240310	Donations	Operational	55,000	41,132	13,868	13,868		
	Public Health							
730222234	Weeds Officer - Grant funded	Operational	115,674	105,617	10,057			10,057
	TOTAL		20,084,532	10,242,045	9,842,487	1,028,245	4,531,171	4,283,071

8.4 RESTRICTED ASSETS POLICY

SUMMARY

In accordance with the *Local Government Act 1993*, this report provides a review of the Restricted Assets Policy.

RECOMMENDATION

That the Restricted Assets Policy be adopted.

FINANCIAL IMPLICATIONS

Council's investment portfolio and the restriction of those funds provides funding for some projects identified in the Operational Plan.

POLICY & LEGISLATION

- *s625 Local Government Act 1993*
- *Local Government (General) Regulation 2005*
- *Local Government Code of Accounting Practice and Financial Reporting*

REPORT

In accordance with the *Local Government Act 1993*, in the interest of good financial management, Council will restrict funds from time to time to either meet external statutory obligations (such as restrictions relating to grant funding or development contributions) or to set aside funding for future commitments.

The *Restricted Assets Policy* outlines what future works Council's surplus funds are being held for.

STRATEGIC DIRECTION

Key Pillar 5. Our Civic Leadership

CSP Strategy CL1 - Effect resourceful and respectful leadership and attentive representation of the community

Delivery Program Action CL1.6 - Maximise Council's ability to generate income

Operational Plan Activity CL1.6.3 - Review commercial activities to ensure Council is maximising returns

ATTACHMENTS: A. Restricted Assets Policy [↓](#)

Restricted Assets Policy

Purpose

To establish what funds shall be placed into Council's reserves and the purposes for which those reserve funds shall be applied.

The objective of this policy is to detail what funds Council should be setting aside funding for and the desired level of funding to be set aside. The policy also details the rationale for the creation of each of Council's internally restricted assets.

Scope

This policy applies to all Council cash and investments.

Definitions

Term	Meaning
Restricted Asset	Restricted assets refer to funds that are kept restricted (ie, cannot be used for general purpose) as they are either subject to some form of external legislative or contractual obligation, or are kept for the purpose of covering Council commitments that are expected to arise in the future.
Internally Restricted Asset	Assets restricted by resolution of council. Internal restrictions are developed by Council to cover commitments/obligation that are expected to arise in the future and where it is prudent for Council to hold cash in restrictions to cover those obligations.
Externally Restricted Asset	Restricted assets that relate to funds that are subject to external legislative or contractual obligations.

Legislative Framework

Local Government Code of Accounting Practice and Financial Reporting

Responsibilities and Review

The Chief Financial Officer is responsible for the implementation of, and adherence to, this policy.

This document is to be reviewed every 4 years, and at any other time that Council may decide to review its internally restricted assets.

Policy Statement

Council, in the interest of good financial management will restrict funds from time to time to either meet external statutory obligations (such as restrictions relating to grant funding or developer contributions), or to set aside funding for future commitments.

Council will establish, utilise and maintain the following Restricted Assets:

1. Externally Restricted Assets

1.1 Unexpended Grants

The Unexpended Grants reserve was established to hold the balance of planned capital and project works that were unexpended at the reporting date. These funds will be restricted for use, ensuring that there is funding available to complete these works.

Unexpended budgets that are required for the completion of capital works and projects are transferred in to reserve at year end, on Council resolution.

The funds shall be used for the completion of the identified project and capital works in a subsequent financial year.

1.2 Water Supplies

This reserve is to hold the balance of surplus funds from Council's Water Fund operations. Funds can only be spent on Water Services.

1.3 Sewerage Services

This reserve is to hold the balance of surplus funds from Council's Sewer Fund operations. Funds can only be spent on Sewer Services.

1.4 Waste Management

This reserve is to hold the balance of surplus funds from Council's Waste Management operations. Funds can only be spent on Waste Services.

1.5 Stormwater

This reserve is to hold the unspent balance of the annual stormwater charge. Funds are to be spent on Stormwater management activities.

1.6 S64 Water Reserve

This reserve is to hold the balance of developer contributions paid as a result of new development. These funds are then utilised to provide for that increased demand.

1.7 S64 Sewer Reserve

This reserve is to hold the balance of developer contributions paid as a result of new development. These funds are then utilised to provide for that increased demand.

1.8 Developer Contributions Reserve

This reserve is to hold the balance of contributions made by developers to be used for the provision of infrastructure, services and amenities, in accordance with Council's Developer Contributions Plan.

2. Internally Restricted Reserves

2.1 Plant and Vehicle Replacement

This reserve was established to hold the balance of Council's accumulated cash surplus relating to Council's general fund plant operation. Funds are to be used to fund Council's plant replacement in accordance with Council's plant replacement program.

Internal plant charge out rates are to be set to ensure that the full cost of plant operation is funded, and funds are set aside for all plant replacement.

Interest earned by investing the balance of reserve funds shall be added to the reserve annually.

2.2 Employee Leave Entitlements

Council shall hold funds to cover its anticipated short to medium term liability to pay employee leave entitlements (ELE). The reserve amount will be recommended annually to maintain funding for an adequate proportion of the liability for accrued employee annual leave and long service leave which has been earned, but not yet paid, as at the last reporting date. Reserve funding is to be based on current liabilities and age of employees, as follows:

Over 60 years	100% funding of ELE
55 to 60 years	60% funding of ELE
50 to 55 years	40% funding of ELE
45 to 50 years	20% funding of ELE
Under 45 years	10% funding of ELE

2.3 Binalong Pool

This reserve was established to finance the acquisition of pool equipment specifically for the pool at Binalong.

2.4 Comur Street Rehabilitation

This reserve was established to finance works to be undertaken along Comur Street, Yass.

2.5 Land & Assets

This reserve was established to finance work to be undertaken on the renewal of Transport assets and provide for the co-funding of grant opportunities. Funds will be allocated in each budget to build up this reserve.

2.6 Local Government Elections

This reserve is built up in between election years, to assist with funding the cost of the Council election every four years. Consideration shall be given in the annual budget to provide for a transfer to or from this reserve to spread the funding of estimated election costs evenly over each year within the four year period.

2.7 Murrumbateman S355

This reserve was established upon the winding up of the Murrumbateman s355 committee. These funds are to be used to cover projects in the Murrumbateman area.

2.8 Quarry Rehabilitation

This reserve was established to provide for future quarry restoration/rehabilitation.

A fixed rate per cubic metre of gravel used from the quarry is to be determined and charged to works and transferred to the Reserve annually.

2.9 Roads

This reserve was established to assist with the funding of works on State roads, due to timing of cash flows and to cover expenditure incurred that may not be claimable.

2.10 Victoria Park

This reserve was established to ensure income earned on this Crown land is to fund works to be carried out on this Crown reserve.

2.11 Electricity Savings Reserve

This reserve was established to ensure savings from electricity cost saving measures are used to fund environmentally friendly projects. Any rebates received will be added to this reserve.

2.12 General Revenue Carry Forward

This reserve was established to hold the balance of planned project works initially funded from General revenue, that were unexpended at the reporting date. These funds will be restricted for use, ensuring that there is funding available to complete these works.

Unexpended budgets that are required for the completion of projects are transferred to reserve at year end, with a Council resolution.

The funds shall be used for the completion of the identified project in a subsequent financial year.

3. References

This policy is to be read in conjunction with the following:

Legislation	• <i>Local Government Act 1993,</i>
	• <i>Local Government (General) Regulation 2005, clause 16</i>
	• <i>Local Government Code of Accounting Practice and Financial Reporting</i>
Policies and procedures	

4. Document Control

Stage	Date	Comment	MagiQ Reference
Initial	July 2021	In accordance with LG Regulation 2005, clause 16	

5. Ownership and Approval

Responsibility	Role
Author	Chief Financial Officer
Owner	Director Corporate & Community Services
Endorser	EMT
Approver	Council

8.5 SERVICE NSW PARTNERSHIP AGREEMENT

SUMMARY

The purpose of this report is to seek support to enter into an agreement with Service NSW and to consider future business improvement initiatives.

RECOMMENDATION

That the General Manager be delegated authority to enter into an agreement with Service NSW.

FINANCIAL IMPLICATIONS

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

POLICY & LEGISLATION

- *Regional Community Strategic Plan 2016-2026*
- *Local Government Act*

REPORT

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

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

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

The services provided to business owners include:

- Business Concierges offering over-the-phone, email and face-to-face support and case management.
- An online Business Profile to make it faster and easier for business owners to transact with NSW Government.
- Guidance and support for small business owners impacted by natural disasters or emerging issues to access a range of Government stimulus, support and information.

Online business information hubs including how-to guides to help business owners understand key tasks and the support available when starting and running a business in NSW.

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

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

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

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

STRATEGIC DIRECTION

Key Pillar 2. Our Economy

CSP Strategy EC3 - Support and foster conditions that enable local and small/home-based businesses to grow

Delivery Program Action EC3.1 - Identify and participate in initiatives that assist small business

Operational Plan Activity EC3.1.2 - Collaborate with Yass Valley Business Chamber, State and Federal agencies to deliver skills development workshops and networking events for small business

ATTACHMENTS: A. ServiceNSW Agreement [↓](#)



PARTNERSHIP AGREEMENT

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

Last Updated: 9 July 2021

1. Purpose

1.1. The purpose of this Agreement is to:

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

This Agreement is not legally binding.

2. Background

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

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

8) the services of SNSW for Business are free for the Council and for customers.

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

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

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

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

13) The Parties have agreed to enter into an Agreement under section 8 of the Service Act, incorporating these Standard Terms of Engagement.

3. Guiding Principles

3.1. The Parties will:

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

4. Roles and Responsibilities

4.1. Service NSW will:

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

4.2. The Council will:

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

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

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

5. Services

A. Service NSW will:

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

B. the Council will:

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

6. Liability

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

7. Data and Data Security

7.1. Each party retains ownership of its Data.

7.2. Except as required by law, neither party must ensure that its Personnel will not:

- A. use the Data belonging to the other party for any purpose other than the performance of its obligations under this Agreement
- B. sell, commercially exploit, let for hire, assign rights in or otherwise dispose of any Data; or

Each party must establish and maintain safeguards against the destruction, loss or alteration of either party's Data in the possession or control of that party which are consistent with and no less rigorous than those maintained by either party to secure its own data; and comply with all applicable laws and policies.

In particular, the Parties will ensure the secure transmission and storage of data, at standards no less than those recommended by Cyber Security NSW.

8. Confidential Information

8.1. The Parties must, in respect of any Confidential Information:

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

9. Privacy

9.1 Each party and its Personnel must:

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

9.2. In particular, Service NSW acknowledges that:

- A. The collection of personal or health information will take place in compliance with the Privacy Laws, as modified by section 15 of the Service Act; and

- B. the use, disclosure, storage and retention of such information will be in accordance with the Privacy Laws, and in accordance with applicable policies.

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

- 9.4 Personal and health Information collected, used, disclosed or retained between the parties will be managed and retained by the parties in accordance with the *State Records Act 1998* (NSW) and all other applicable laws, including Privacy Laws.
- 9.5 Once either of the Parties has reasonable grounds to believe there has been unauthorised access to, unauthorised disclosure of, or a loss of Personal or Health Information, dealt with in connection with this Agreement ('Data Incident'):
- A. The party must immediately (but in any event, no later than 72 hours of becoming aware of the Data Incident) notify the other party of that contravention together with all relevant information relating to the contravention
 - B. Consult with the other party as to which party should have primary responsibility for investigating and dealing with the breach or possible breach
 - C. Consider, having regard to the scope of the Data Incident and the nature of the personal or health information involved, together with any other relevant factors, whether the Data Incident is serious.
 - D. The party with primary responsibility for the breach must notify the Privacy Commissioner as soon as practicable that a serious Data Incident has occurred; and
 - E. The parties must co-operate and collaborate in relation to assessment and investigation of the Data Incident, and action required to prevent future Data Incidents.
- 9.6 If either of the Parties receives a complaint or request for an internal review of conduct in relation to a breach or alleged breach of a Privacy Law, including under section 53 of the PPIP Act, (a 'Complaint'), the following will apply:
- A. It is the responsibility of the party that receives the Complaint to perform a preliminary investigation to determine the party responsible for the conduct
 - B. If responsibility lies wholly with the party that received the Complaint, then that party is responsible for responding to the complaint or conducting the internal review of conduct
 - C. If, after performing the investigation, the relevant party reasonably considers that the Complaint should be transferred to the other party, it will (after obtaining the consent of the customer) promptly transfer the Complaint and any further information obtained by the party from its preliminary investigation to the other party, no later than 20 days after receipt of the original Complaint
 - D. If the Complaint relates jointly to the conduct of both parties, then the party that received the Complaint will (after obtaining the consent of the Customer) notify the other party no later than 20 days after its receipt of the original Complaint and provide any further information obtained by that party from its preliminary investigation. The parties will then work together to coordinate a joint response from the parties within 60 days of receipt of the Complaint. This response may include an internal review of conduct.

10. Intellectual Property

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

11. Performance Management and Continuous Improvement

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

12. Reporting

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

13. Change Management

- 13.1 Each party will comply with the Change Management Process set out in Schedule 4.
- 13.2 The parties agree to complete a Change Request in the form set out in Schedule 4 to add to or vary the Services.

14. Governance

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

15. Business Continuity and Disaster Recovery

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

16. Dispute Resolution

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

17. Termination

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

18. Miscellaneous

18.1 Entire Agreement

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

18.2 Survival

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

18.3 Notices

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

18.4 Variation

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

18.5 Waiver

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

10.6. Applicable law

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

18.7 Counterparts

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

19. Execution

Yass Valley Council has reviewed and accepts this Agreement

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

Schedules

Schedule 1 - Definitions

In these Standard Terms, except where a contrary intention appears:

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

Change Request means the request for a change to the scope of Services in the form set out in Schedule 2

Commencement Date means the date of start of this Agreement.

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

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

Contact Centre has the meaning set out in Schedule 1

Continuous Improvement Principles have the meaning set out in Schedule 1

Continuous Improvement Process has the meaning set out in Schedule 1

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

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

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

Governance Framework means the governance arrangements set out in the Service Agreement

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

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

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

elsewhere

Middle Office has the meaning set out in Schedule 1

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

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

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

Personnel means the person or persons employed or otherwise contracted by either party under these Standard Terms, as the context requires

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

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

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

Program means the Easy to do Business program

Quarterly Forecast has the meaning set out in Schedule 1

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

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

Service Centre has the meaning set out in Schedule 1

Service NSW Standard Operating Conditions means the standard operating conditions met by Service NSW in the usual course of its performance of the Services set out in Schedule 1

Service Levels means the service levels, operating conditions and service levels relating to the Services as set out in the Service Agreement

Standard Terms of Engagement or **Standard Terms** means these terms and conditions and includes Schedules 1 and 2

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

Schedule 2

1. Service NSW Standard Operating Conditions

In addition to the Project Agreement, Service Agreement or Research Agreement, this section covers the standard omnichannel service inclusions.

1.1. Service Centre

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

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

1.2. Contact Centre

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

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

1.3. Middle Office

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

1.4. Service NSW Website and Mobile App

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

1.5. Service NSW for Business

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

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

1.6. Training

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

1.7. Language

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

1.8. Branding

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

1.9. Contractors and Agents

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

1.10. Out of Scope Services

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

2. Operational Framework

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

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

2.1. IT Operations & Support

29/3/21

14

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

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

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

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

2.2. System and Security Maintenance

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

3. Customer Payments

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

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

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

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

4. Business Continuity and Disaster Recovery

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

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

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

Definitions

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

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

5. Continuous Improvement

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

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

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

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

5.1. Continuous Improvement Process

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

When establishing a new continuous improvement initiative, the parties will classify the initiative based on

whether it can be implemented as:

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

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

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

Schedule 3 – Privacy and Data Security

(a) General

(i) Service NSW may collect, use, disclose, store and retain personal information when exercising functions for the Council:

(iv) Where Service NSW exercises functions for the Council, Service NSW can share information it obtains with the Council without separately requesting the customer's consent. Service NSW can also share the information it obtains with any person that the Council is authorised or required to disclose the information to in accordance with the Service Act.

(c) Collection of information

(i) Service NSW will collect the following information when exercising functions for the Council:

(ii) Service NSW will take reasonable steps to ensure that the personal or health information it collects on behalf of the Council is accurate, up-to-date and complete.

(iii) Service NSW will provide a privacy collection notice to customers whenever it collects their information.

(iv) If Service NSW collects personal information for its own internal purposes, when exercising functions for the Council, it will ensure that the privacy collection notice meets the requirements of section 10 of the *PPIP Act* in light of section 15(3) of the *Service Act*.

(v) The notice will address each of the matters that a privacy collection notice is, by law, required to address. Service NSW will develop the content of the notice in consultation with Yass Valley Council.

(d) Internal records maintained by Service NSW

(i) Under the *Service Act*, Service NSW is permitted to collect, maintain and use the following records for its internal administrative purposes, including for the purposes of its interactions with customers for whom functions are exercised:

- Details of transactions between customers and Service NSW
- The preferences of customers for transacting matters with Service NSW and Yass Valley Council, and
- Other information about customers.

(ii) Service NSW collects, maintains and uses the following information for its internal administrative purposes:

- Details of transactions between customers and Service NSW
- The preferences of customers for transacting matters with Service NSW and Yass Valley Council, and
- Other information about customers.

(e) Use of information

- (i) Service NSW can use information in accordance with the *Service Act*, PPIP Act and HRIP Act.

(f) Disclosure

- (i) Service NSW can disclose information in accordance with the *Service Act*, PPIP Act and HRIP Act.

(ii) Where Service NSW performs a transaction for a customer, when exercising functions for the Council, it will ask the customer for consent before sharing that information with a different agency, unless there is another legal basis for Service NSW sharing the information.

(g) Privacy Management plans

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

(h) Access to and amendment of

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

(i) Privacy Officer

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

Privacy Officers can be contacted as follows:

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

Yass Valley Council:

9.1 LOCAL GOVERNMENT ELECTION 2021

SUMMARY

The declaration of the 2021 Local Government Election clashes with the current scheduled Council meeting date. It is recommended that the September 2021 Council meeting not be held and a Council meeting be held on 6 October 2021.

RECOMMENDATION

That the 22 September 2021 Council meeting be cancelled and a Council meeting be held on 6 October 2021 for the purposes of taking the oath of office, electing a Mayor and Deputy Mayor and the appointments to any internal committees

FINANCIAL IMPLICATIONS

Nil

POLICY & LEGISLATION

- Local Government Act 1993
- Code of Meeting Practice

REPORT

The NSW Electoral Commission has recently updated the timelines for the upcoming Local Government Elections i.e.

Date	Activity
23 August 2021	Pre-poll voting period opens
3 September 2021	Close of pre-poll voting period
4 September 2021	Election day (8am–6pm)
17 September 2021	Return of completed postal vote certificates (6pm)
20–22 September 2021	Conduct of distribution of preferences
21–23 September 2021	Declaration of results

As there is some uncertainty in the date for the declaration of election results it may not be possible for the scheduled September 2021 meeting to proceed on the 22 September 2021. The next scheduled meeting is not until 27 October 2021 approximately four weeks after the election.

All Councillor positions (including the Mayor and the Deputy Mayor) will be vacated on Election Day. Under the current Code of Meeting Practice there is no provision for the General Manager to call an Extraordinary Meeting.

To enable a new Council to be functional as soon as practical following the election it is recommended that the September 2021 meeting be cancelled and a Council Meeting be held on the 6 October 2021 to conduct the oath of office, elect the Mayor and Deputy Mayor and make appointments to internal committees.

STRATEGIC DIRECTION

Key Pillar 5. Our Civic Leadership

CSP Strategy CL1 - Effect resourceful and respectful leadership and attentive representation of the community

Delivery Program Action CL1.3 - Meet its objectives through improving the effectiveness of risk management, controls and governance processes

Operational Plan Activity CL1.3.1 - Provide independent, objective assurance and consulting activity to add value and improve Yass Valley Council's obligations

ATTACHMENTS: Nil

9.2 COUNCIL COMMITTEES - FRAMEWORK AND TRANSITION ARRANGEMENTS

SUMMARY

To present the framework for Council Committees and the transitional arrangements for endorsement.

RECOMMENDATION

That the Committee Framework and Transition Arrangements be endorsed

FINANCIAL IMPLICATIONS

Nil

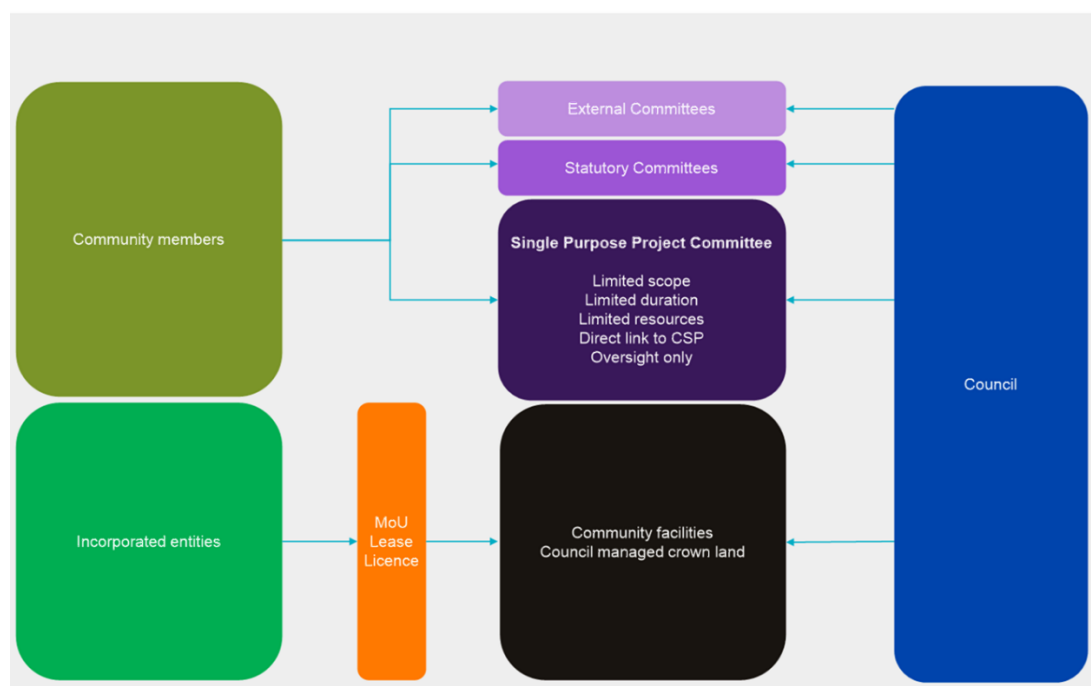
POLICY & LEGISLATION

- *Local Government Act 1993*

REPORT

In April 2021 Council considered a review by the Audit, Risk & Improvement Committee on the governance of Council Committees. The review recommended a streamlined framework for the ongoing operation of Council Committees i.e.

Simplified committee and facility management framework



Council determined that a transition plan be prepared and a Councillor Workshop be held. The workshop was held on the 12 July 2021 and presentation is included in **Attachment A**. The following table details the transition plan.

Who	Action	Responsibility	Completion Date
Committee Members	<ul style="list-style-type: none"> • Inform term of appointment ends with the Elections in September 2021 • Thank members for their service/certificates of appreciation • Invite to reapply following the Election and Council review of its Committees 	General Manager	Completed
Council	<ul style="list-style-type: none"> • Councillor Workshop • Council endorsement of framework and transition arrangements 	<ul style="list-style-type: none"> • General Manager • Council 	<ul style="list-style-type: none"> • 12 July 2021 • 28 July 2021
Staff	<ul style="list-style-type: none"> • Streamline Terms of Reference • Revise Standard Constitution and meeting procedures 	Manager Governance	October 2021
NSW Electoral Commission	<ul style="list-style-type: none"> • Conduct Election • Proclamation of Polls 	NSW Electoral Commission	September 2021
Staff	Brief new Councillors on: <ul style="list-style-type: none"> • Framework • Terms of Reference • Meeting procedures • Constitution 	General Manager	October 2021
Council	Endorse Framework, Terms of Reference and Constitution Recruitment of Committees Consider applications for membership	Council	November 2021 December 2021 / January 2022 February 2022

It is recommended that the Committee Framework and Transition Arrangements be endorsed.

STRATEGIC DIRECTION

Key Pillar 3. Our Community

CSP Strategy CO2 - Encourage and facilitate active and creative participation in community life

Delivery Program Action CO2.2 - Ensure the community is well informed about its projects, policies and programs

Operational Plan Activity CO2.2.1 - Undertake community engagement activities

ATTACHMENTS: A. Councillor Workshop Presentation [↓](#)

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the country the people

Council Committees

Councillor Workshop

12 July 2021

Working Together for our Community

Visit us at www.yassvalley.nsw.gov.au or



- THIS IS NOT A DECISION MAKING FORUM
- Information / Training Session
- In accordance with the principles and importance of open meetings, discussion at briefing sessions and workshops must not result in Councillors deciding how they will vote on any matter



Legislative Framework

- s355 Local Government Act 1993
- Council function can be undertaken by a Committee
- Membership – can include Councillors and other persons
- Committee can be advisory only or delegated decision making responsibilities
- Generally at Yass Valley Committees have had an advisory function
 - Consider matters referred by Council for advise
 - Make recommendations to Council on matters consistent with ToR

Existing Committees

Current Committees grouped into three categories i.e.

1. Committees of Council
 - Internally focused
2. Advisory and Community Facilities Committees
 - Provide advice to Council
 - Undertake projects
 - Have an external focus
3. External Committees
 - External to Council
 - Established under separate legislation
 - Council invite to provide a representative

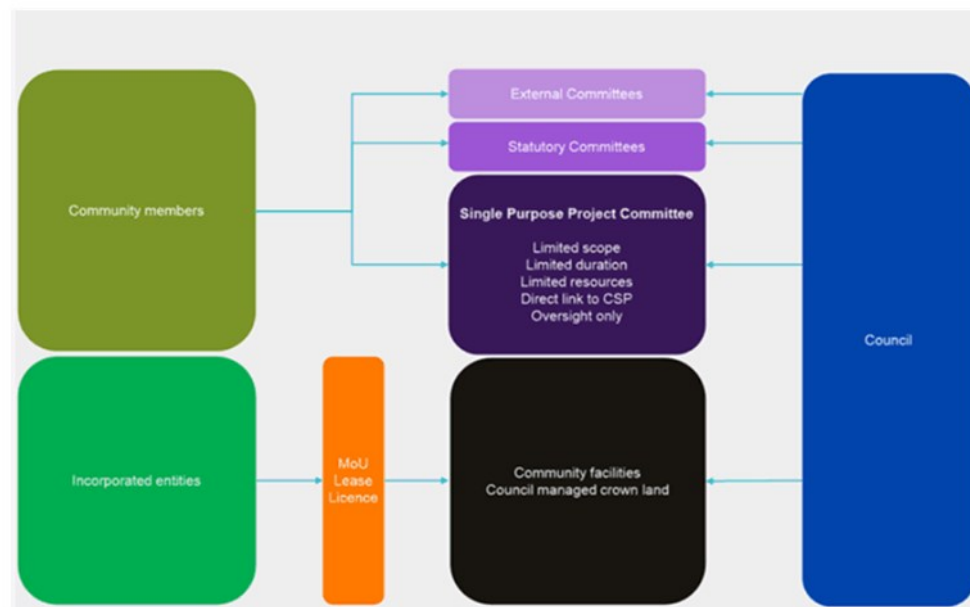
Existing Committees (cont)

Committees of Council	Advisory and Community Facilities Committees	External Committees
GM Performance Review Audit, Risk & Improvement	<p><u>Advisory Committees</u></p> <p>Economic Development Public Arts Focus Group Community Access Youth Council Sports Council Aboriginal Consultative Community Enhancement Funds</p> <p><u>Community Facilities Committees</u></p> <p>Murrumbateman Old School Grounds Murrumbateman Recreation Grounds Mullion Recreation Grounds Wee Jasper Hall Sutton Hall Precinct Yass Soldiers Memorial Hall Yass Community Centre</p>	<p>Canberra Region Joint Organisation Joint Regional Planning Panel Local Emergency Management Committee Local Rescue Committee Regional Emergency Management Committee Bushfire Management Committee Bushfire Zone Liaison Committee Local Traffic Committee Ginninderry Conservation Trust ACT & Region Catchment Management Coordination Group Southern Tablelands Regional Arts South East Weights of Loads Group South West Regional Waste Management</p>

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Simplified Framework

Simplified committee and facility management framework



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Transition Status

Community Facilities Committee	Status
Murrumbateman Old School Grounds Committee	<ul style="list-style-type: none">Accepted in principle to join Murrumbateman Progress Association as a sub-committeeNo progress on MoU/Licence
Murrumbateman Recreation Grounds Committee	<ul style="list-style-type: none">Accepted in principle to join Murrumbateman Progress Association as a sub-committee
Mullion Recreation Grounds Committee	<ul style="list-style-type: none">No meeting during this term of CouncilManagement of facility being undertaken by Council
Wee Jasper Hall Committee	<ul style="list-style-type: none">Transitioned to Incorporated bodyNo progress on MoU/Licence
Sutton Hall Precinct Committee	<ul style="list-style-type: none">No meeting during this term of CouncilManagement of facility being undertaken by Council
Yass Soldiers Memorial Hall Committee	<ul style="list-style-type: none">Continued to meet through the current term of Council and advise Council on operations and Hall management
Yass Community Centre Management Committee	<ul style="list-style-type: none">DissolvedManagement being undertaken by Council

Transition Pathway

- Existing operational committees remain in place until Sept 2021
- Committee members to be:
 - Sent a reminder of this arrangement
 - Thanked for their service
 - Invited to consider reapplying (if they chose) once new Council has determined Committees
- Existing Committee Members conclude in Sept 2021
- Committee framework to be endorsed
- Standard constitution and terms of reference be developed
- Continue negotiations with those incorporated organisations interested in managing facility
- Following 2021 Elections new Council determines its committees and terms of reference
- Recruitment of members for Committees



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Transition Plan

Who	Action	Responsibility	Completion Date
Committee Members	<ul style="list-style-type: none"> Inform term of appointment ends with the Elections in September 2021 Thank members for their service Invite to reapply following the Election and Council review of its Committees 	General Manager	Completed
Council	<ul style="list-style-type: none"> Councillor Workshop Council endorsement of framework and transition arrangements 	<ul style="list-style-type: none"> General Manager Council 	<ul style="list-style-type: none"> 12 July 2021 28 July 2021
Staff	<ul style="list-style-type: none"> Streamline Terms of Reference Revise Standard Constitution 	Manager Governance	October 2021
NSW Electoral Commission	<ul style="list-style-type: none"> Conduct Election Proclamation of Polls 	NSW Electoral Commission	September 2021
Council	Brief new Councillors on: <ul style="list-style-type: none"> Framework Terms of Reference Constitution 	General Manager	October 2021
	Endorse framework, Terms of Reference and Constitution	Council	November 2021
	Recruitment of Committees	Council	December 2021 / January 2022
Council	Consider applications for membership	Council	February 2022

Revised Constitution

New standard constitution to include:

- Advisory role only
- Not bound by Council's *Code of Meeting Practice*
- Simplify operational procedures
 - Clear terms of reference
 - Membership based on skills and experience relating to the terms of reference
 - Meeting notes rather than minutes
 - Recording of Committee decisions, actions and recommendations to Council



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Questions & Discussion



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12.1 MINUTES OF THE BANGO WIND FARM COMMUNITY CONSULTATIVE COMMITTEE HELD ON 24 MAY 2021

REPORT

The minutes of the Bango Wind Farm Community Consultative Committee meeting held on 24 May 2021 are included in **Attachment A**.

From these minutes there are no items which covers a matter that:

- Requires expenditure not provided for in the current Operational Plan
- Involves a variation to a Council policy
- Is contrary to a previous decision or position of Council
- Relates to a matter which requires Council to form a view or adopt a position
- Deals with a matter of specific interest

Accordingly the minutes are presented for information.

RECOMMENDATION

That the minutes of the Bango Wind Farm Community Consultative Committee meeting held on 24 May 2021 be noted.

ATTACHMENTS: A. Bango Wind Farm Community Consultative Committee Minutes 24 May 2021 [↓](#)



COMMUNITY CONSULTATIVE COMMITTEE

**Minutes of meeting held
on Monday 24th May 2021
Club House Hotel, Yass**

Attendees:

Lisa Andrews (LA)	Independent Chair
Malcolm Moore (MM)	CWP Renewables (Site Supervisor)
Lyn Diskon (LD)	CWP Renewables (Community Engagement Officer)
Cr Geoff Frost (GF)	Yass Valley Council delegate CWP Renewables
Thomas McGrath (TM)	Community Representative (Host Landholder)
Terry Sellwood (TS)	Community Representative (<i>arrived at 11.07am</i>)
Brooke Watson (BW)	Yass Valley Business Chamber delegate

Apologies:

Laurie Hutchison	Ngunnawal Aboriginal Corporation
Jonathan Post	CWP Renewables (Project Manager)
Jayne Apps	Boorowa District Landscape Guardians
Michael McNally	CWP Renewables (Maintenance Manager)
Cr John Walker	Hilltops Council delegate

Absent:

Andrew Winterflood	Community Representative
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Meeting commenced at 11.02am.

Welcome and Introductions

The Chair welcomed everyone to the Bango Wind Farm (BWF) Community Consultative Committee.

Apologies

As listed above.

Declaration of Interest

The Chair declared her interest as Independent Chairperson of the BWF CCC, approved by the Department of Planning, Industry and Environment, and engaged by CWP Renewables to chair the meeting.

No changes to previous declarations by members.

Business Arising from Previous Minutes

Minutes of CCC held in Boorowa on 15th February 2021, were finalised and emailed to members on 1st March 2021.

Action Items from Previous Meeting

Item	Issue	Responsibility
1	Confirm where the next round of advertising for jobs will be. MM advised that GE will be on site in June carrying out maintenance and should be advertising for positions. Likely to be via SEEK. LA asked MM to keep CCC informed.	MM
2	Copy of letter sent to neighbours to be provided to CCC members (Complete – sent to members with draft minutes 19/2/21).	LD

Out of Hours Work

LA enquired whether there had been any response/concerns raised from neighbours that had received correspondence within the 4km radius of the site regarding the proposed amendment to the project's "Out of Hours" (OOHW) application with DPIE.

MM advised that the application to amend the condition was approved by DPIE, but was due to expire at the end of this month. Unfortunately, the OOHW has not commenced due to some on site issues, accordingly, CWP will seek an extension of time with DPIE.

TM commented that he had noticed an area lit up at night. MM confirmed that this was a blade being erected.

No other business arising.

Correspondence

Correspondence as sent out with the meeting notice on 22nd May 2021

- 19/2/21 – Email to members with the draft minutes for review, with presentation, copy of letter sent to residents (Action item 2).
- 1/3/21 – Email to members with the finalised minutes.
- 1/3/21 – Letter to TS with finalised minutes.
- 22/3/21 – Email from LD with the latest Community Newsletter.
- 29/3/21 – Email to CCC members with the latest Community Newsletter.
- 22/4/21 – Email to DPIE with chair's annual report on the operations of the CCC from 2020-2021.
- 11/5/21 – Email to members with meeting notice and agenda.
- 11/5/21 – Letter to TS with the same information.
- 22/5/21 – Email to members with a reminder for this CCC & the correspondence report.

Accepted.

Project Update – CWP Renewables

MM presented the project update and construction status; questions were asked and answered throughout. A copy of the document forms as an addendum to these minutes.

MM advised that 12 towers are fully erected. The original crane contractor went into administration and Boom Cranes have taken over the work. GF enquired whether there were any delays encountered as a result of the changeover. MM advised that it was 8-12 weeks interruption.

- A further 23 with tower base sections installed in preparation of full installation (11 still to move on).

- The crane required to start the assembly will arrive this week and will get a roll on in the eastern cluster.
- Tracks on the site are 90% complete. Tracks to turbine sites 40-46 are in the final stages of construction.
- Western Section Feeder 2A – (WTG 01 – 10) turbines were energised April 28th 2021 and will progressively start to energise the erected towers (1 & 2 have been energised and turning). Initial tests undertaken. First main testing for first two towers will be conducted with the Energy Authority. Eastern Section Cabling continues.
- WTG Component Deliveries 33 Complete sets of towers delivered to site.
- Handover of the hard stand areas over the next 6-8 weeks.

Next 3 months

- Completion and hand over of remaining hardstands in the Eastern Cluster. General rehabilitation and remediation works across all parts of the project.
- Progressive Electrical Cable Terminations.
- Installation of Underground Reticulation in the Eastern Cluster.
- Energisation of Western Feeder 2B (WTG 11 – 21).
- Continued delivery of Wind Turbine Components.
- Main Lift and WTG Installation (tower sections, nacelles, blades, etc)
- Energisation / Commissioning / Hold Point Testing of WTG Units in the Western Cluster.

GF commented that a lot of people are looking at CWP to see what they are doing (leading the way in terms of new wind farm developments progressing in the future).

GF asked how many hardstands are still to go? MM advised that there are 7.

GF asked if contractors are energising and how long before power is put into the grid. MM advised that they are commissioning at the moment. Stating that they are unable to exceed two turbines under the current approved Hold Point Testing with energy authority. Once Hold Point Tests report gets completed and issued to AEMO and when they are comfortable with test results and information provided, AEMO will grant approval to allow the next stage of testing.

GF stated that Coppabella is building a new line to put its energy into the grid, at a cost of \$20M, asking MM if CWP had the same issues and/or capacity to input. MM responding that more equipment was required, such as harmonic filters in the substation to assist. Further that there has been lots of backwards and forwards between Transgrid to expedite.

GF asked if there would be another committee for the Community Enhancement Fund (CEF). LD advised that she has been in contact with Yass Valley Council's General Manager and with Hilltops Council. Councils are to establish S-355 committees for governance. The committee will create a charter in line with the conditions of consent approval, Council and Voluntary Planning Agreements (VPAs).

It is proposed that the CEF Committee will comprise of:

- o The Mayor (or elected member)

- o General Manager or delegate
- o 2 x non-affiliated community members; and
- o 1 representative from CWP.

Both S-355 Committees are to be established early in 2022. Starting too early will set up expectations in the community, so will take things slowly and not rush in.

Key areas of focus will be health and wellbeing, education, community development and environment; with priority to be given to projects within 20kms of BWF.

The Sapphire Wind Farm in the northern tablelands has two round of grant applications per year. Each CEF Committee for State Significant Developments does things differently, however, all are based on the project's consent conditions.

TM enquired if there an estimated date of when construction will be complete. MM – practically completed – 2nd week.

GF asked how long the CCC will go for. LA advised that it will operate for the life of the wind farm and throughout rehabilitation of the site.

MM advised that there are currently 200 workers on site, including management and blue collar workers.

Civil works account for around 40-50 of the 200 personnel. Eventually it will come down to a small team for rehabilitation, etc.

TM asked whether the previous crane staff transferred over to the new company. MM responded that he believed they did. So, generally the same group of people.

BW asked LD about her presentation to the Yass Connect - Regional Development Australia, Southern Inland Group and whether there was any feedback. LD advised that the evening was mostly successful and she received positive feedback.

LD advised that she would be attending the Boorowa Business Chamber meeting that evening.

Community Complaints Register

Complaints Register between January 1st 2020 and April 31st 2021, there have been a total of nine (9)

No changes from previous period. Complaints registered (see Slide 9 of presentation), mainly relating to:

- o Visual impact
- o Traffic issues
- o Noise

All complaints were investigated and no non-compliances were found.

General Communications Register

Between 1st January 2020 and 31st January 2021 there were 181 communications via the 1300 phone number and the info@bangowindfarm.com.au email address 2020 January:

10 enquiries in past 3 months on the 1300 telephone number, generally people looking for directions to the site for deliveries and seeking details on hours of operation.

- 38% - potential suppliers
- 26% - individuals seeking employment on the project
- 36% - other reasons – mostly seeking physical location of wind farm for delivery of items etc; and offers of accommodation. (includes one asking for clarification of pronunciation – BanJo or BanGo) Of these contact

General Business

- TM asked about the red light on Tower 1. MM advised that there will be 26 towers with red lights installed on them, which is an aviation requirement imposed by CASA. **Action.** LD to include these nominated towers on the site location map.
- GF commented that the span of the blades is similar to the size of the SCG.
- TS commented that you can see the light flashing when driving.
- GF advised that he would not be standing for re-election at the upcoming September 2021 local government elections. Advising that Council will go into caretaker mode in August, however, he would still attend the next CCC. LA thanked him for his attendance and representation on the CCC and asked whether he would consider staying on as a community representative given his knowledge and history of the project.

Next Meeting

It was confirmed that the next meeting will be held on **Monday 16 August 2021 commencing at 11am**; likely to be on site – LA to confirm.


The final CCC for the year will be: Monday - 15 November 2021 in Yass


Meeting closed at 11.33am with LA thanking all for their attendance.

Action Items


Item	Issue	Responsibility
1	Site map to be provided to CCC and include towers nominated for aviation lighting.	LD
2	Confirm venue for next CCC on 16/08/21 in Boorowa.	LA







10 Towers fully erected




CCC Meeting 24th May 2021



Bango

Wind Farm




A further 23 with Tower
base sections installed
in preparation of full
installation




CCC Meeting 24th May 2021

Page




Bango

Wind Farm



Approximately 90%
of all site tracks are
complete



CCC Meeting 24th May 2021



Western Section Feeder 2A
– (WTG 01 – 10)
was energised April 28th
Eastern Section Cabling
continues.



Bango

Wind Farm



WTG Component Deliveries

33 Complete sets delivered to site



CCC Meeting 24th May 2021

Page 5



Next 3 Months:

- Completion and hand over of remaining hardstands in the Eastern Cluster. General Rehabilitation and remediation works Across all parts of the project.
- Progressive Electrical Cable Terminations
- Installation of Underground Reticulation in the Eastern Cluster
- Energisation of Western feeder 2B (WTG 11 – 21).
- Continued delivery of Wind Turbine Components
- Main Lift and WTG Installation (tower sections, nacelles, blades, etc)
- Energisation / Commissioning / Hold Point Testing of WTG Units in the Western Cluster





Complaints Register Between January 1st 2020 and April 31st 2021, there have been a total of nine (9) complaints registered – as below

ID	Date	Received by	Method	Nature	Action taken	Date of Action	Status
BAN126	16.01.2020	LD Community Engagement	E-mail	Concern re visuals from home @ distance of 4.3km	This matter had been addressed Oct/Nov 2018 by K Old. On advice from J Post - reiterated information provided by K Old as it was still relevant/accurate.	16.01.2020	Ongoing – 24.01.2020
Anon	23.06.2020	LD Community Engagement	1300 phone	"Bango Projects – contractors that travelling up the Lachlan Valley and they are driving really dangerously – overtaking risks to – like cowboys"	Anonymous call – no details left. Unable to respond to caller. Indicative advice provided to Downer by CWP	24.06.2020	
SafeWork NSW	15.05.2020	CWPAM Cabrera Office	Letter	Inadequate noise and dust controls	CWP notified contractors of letter.		Addressed
DS-N'br	19.07.2020	MM LD	1300 phone & LD phone	Noise complaint - Sunday and lots of hammering noise	Matter addressed with contractors DS advised	20.07.2020	Addressed
RV - N'br	19.07.2020	MM	1300 phone	Noise complaint - Sunday sounds like blasting noise	Matter addressed with contractors RV advised – not blasting	20.07.2020	Addressed
BAN126	20.07.2020	LD	Email	Unhappy with current vehicle movements along Lachlan Valley Way	Complaint noted	20.07.21	Noted
	20.07.2020	MM	Phone Call	National Windfarm Commissioner Representative	Called to discuss noise complaint and about works being undertaken over weekend. Confirmed details sent to Resident involved and emailed same information to representative	20.07.2020	Addressed
BAN126	03.10.2020	LD	E-mail	Noise from traffic movement along LNW making it difficult to sleep – esp at 1:00am.	Advised complainant of the TMP (on project website); that BWF undertakes works in accordance with TMP and conditions of the project approvals, including allowed hours of operation. Offered to meet with complainant to discuss further.	06.10.2020	Noted
	02.11.2020	LD	1300 phone	Unhappy with visibility of turbines from property; unhappy with traffic movement on Lachlan Valley Way; unhappy with after-hours works on site	Offer rejected by complainant. MM & LD visited complainant. Letter to complainant outlining BWF compliance with approvals related to complaints.	Visit – 06.11.2020 Letter – 11.11.2020	Addressed

No changes from previous period

General Communications Register

Between 1st January 2020 and 31st January 2021
There have been **181** communications via the
1300 phone number and the
info@bangowindfarm.com.au email address

Of these contacts:

- **38%** - potential suppliers
- **26%** - individuals seeking employment on the project
- **36%** - other reasons – mostly seeking physical location of wind farm for delivery of items etc; and offers of accommodation.
(includes one asking for clarification of pronunciation – BanJo or BanGo)

Breakdown of communications by month:

2021	2020
January14	January 5
	February 11
	March 18
	April 16
	May 15
	June 16
	July 25
	August 11
	September ... 11
	October 18
	November..... 11
	December..... 10



Bango

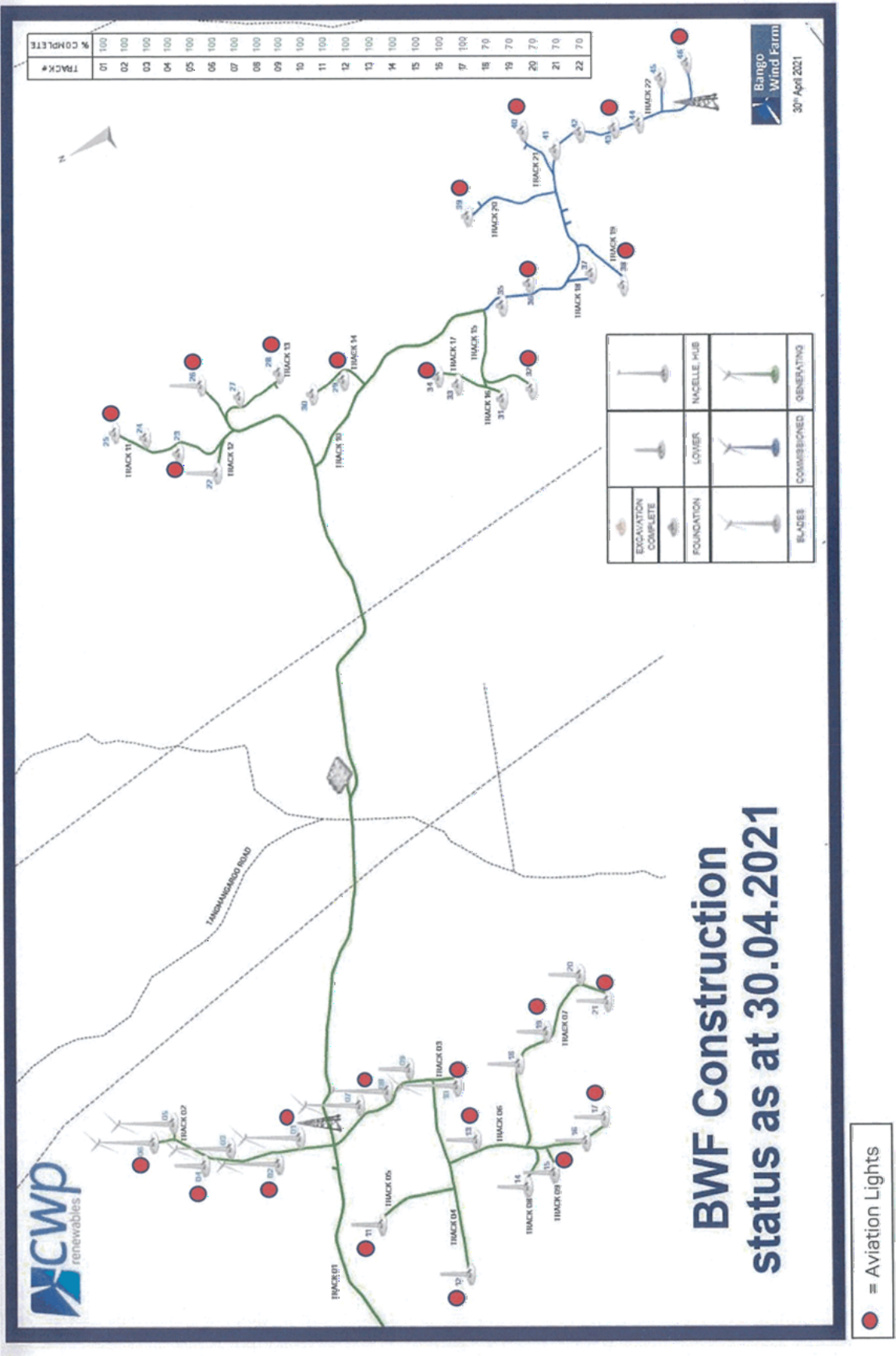
Wind Farm





CCC Meeting 24th May 2021

10



12.2 MINUTES OF THE CANBERRA REGION JOINT ORGANISATION HELD ON 11 JUNE 2021

REPORT

The minutes of the Canberra Region Joint Organisation meeting held on 11 June 2021 are included in **Attachment A**.

From these minutes there is one item which covers a matter that:

- Requires expenditure not provided for in the current Operational Plan
- Involves a variation to a Council policy
- Is contrary to a previous decision or position of Council
- Relates to a matter which requires Council to form a view or adopt a position
- Deals with a matter of specific interest

The Board considered a report examining the options on how member Councils could proceed to satisfy the regulatory framework for audit, risk and improvement responsibilities under the *Local Government Act 1993*.

In determining how to best approach satisfying the requirements of the proposed regulatory framework three possible options were identified i.e.

- **Option 1**
Establish a standalone independent ARIC and Internal Audit function
- **Option 2**
Establish a shared independent ARIC and Internal Audit function between a limited number of partner Councils within the CRJO
- **Option 3**
Establish Internal-Audit-as-a-Service (IAaaS) to be provided by the Canberra Region Joint Organisation (CRJO) to member Councils

Member Councils can choose to standalone or opt to joint in a share service arrangement.

The CRJO Board determined that member Councils are to indicate their preference for a shared ARIC model or maintenance of an individual ARIC for their Local Government Area.

The new regulatory framework provides for Councils to have an internal audit function and for an Audit, Risk & Improvement Committee comprising of independent members from a pool of prequalified persons. The sharing an ARIC by participating member Councils will save expenses for each Council having to establish and resource its own committee.

As Council is already in a shared service arrangement and taking into consideration the recent resignation of the Manager Risk, Audit & Improvement (a shared position between Yass Valley, Goulburn Mulwaree and Upper Lachlan Shire Councils) and the difficulties in recruiting specialist staff the consideration of an alternative service arrangement is timely. This matter was referred to the Audit, Risk & Improvement Committee for consideration (refer separate report).

RECOMMENDATION

That the minutes of the Canberra Region Joint Organisation meeting held on 11 June 2021 be noted.

ATTACHMENTS: A. Canberra Region Joint Organisation Minutes 11 June 2021 [↓](#)



CANBERRA REGION
JOINT ORGANISATION

CRJO Board Meeting

Friday, 11 June 2021

09:00am – 12:30pm

JFK & CDG Rooms, The Vibe Hotel Canberra

Join Zoom Meeting:

<https://zoom.us/j/98843659107?pwd=SUtScTlhNTRObGI3Y0hxdGJNL2JJZz09>

Meeting ID: 988 4365 9107

Passcode: 179844

Our Region...

Dynamic

Innovative

Connected

...Compelling!

CRJO Board Meeting – 11 June 2021

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CRJO Board Meeting – 11 June 2021

MEMBERS	
Bega Valley Shire Council	Mayor Cr Russell Fitzpatrick Ms Leanne Barnes OAM
Eurobodalla Shire Council	Mayor Liz Innes Dr Catherine Dale
Goulburn Mulwaree Council	Mayor Bob Kirk Mr Warwick Bennett
Hilltops Council	Mayor Brian Ingram Mr Anthony O'Reilly
Queanbeyan-Palerang Regional Council	Mayor Tim Overall Mr Peter Tegart
Snowy Monaro Regional Council	Mayor Peter Beer Mr Peter Bascomb
Snowy Valleys Council	Mayor James Hayes OAM – Deputy Chairperson Mr Matthew Hyde
Upper Lachlan Shire Council	Mayor John Stafford Ms Colleen Worthy
Wingecarribee Shire Council	Mr Viv May Mr Les McMahon
Yass Valley Council	Mayor Rowena Abbey – Chairperson Mr Chris Berry
ACT Government	Ms Wilhelmina Blount Dr David Clapham
East Gippsland Shire Council	Mayor Mende Urie Mr Anthony Basford
Wagga Wagga City Council	Mayor Greg Conkey OAM Mr Peter Thompson
Canberra Airport	Mr Noel McCann
Canberra Region Joint Organisation	Ms Kalina Koloff Ms Sophie Rice-Boshi
ATTENDEES	
Resilience NSW	Mr David Timmins
Office of Local Government	Ms Karen Purser Ms Alison Murphy
NSW Government – Regional NSW	Ms Megan Cleary
NSW Cross Border Commissioner and Regional Town Water Supply Coordinator	Ms Emma Watts Mr James McTavish
Jennifer Lang Australia	Ms Jennifer Lang
Local Land Services	Ms Alison Harker Ms Megan Wylie

CRJO Board Meeting – 11 June 2021

1. Opening Meeting

The Chairperson will open the meeting.

2. Welcome & Acknowledgement of Country

The Chairperson will welcome members and guests and make an acknowledgment of country.

3. Disclosure of Interest

With reference to Chapter 14 of the Local Government Act 1993, and CRJO's Code of Conduct, Councillors are required to declare any conflicts of interest in the matters under consideration by CRJO at this meeting.

4. Apologies

The CRJO Board resolved that the apologies of James McTavish (NSW Cross Border Commission), Les McMahon (Wingecarribee Shire Council), Mayor Mendy Urie (East Gippsland Shire Council), Anthony Basford (East Gippsland Shire Council), Greg Conkey (Wagga Wagga City Council), Brian Ingram (Hilltops Council), and Noel McCann (Canberra Airport) be accepted.

James Hayes/Tim Overall

CARRIED

5. Urgent Business

The Chairperson will call for any Additional Business pursuant to Clause 9.3 of the Code of Meeting Practice. Any additional business to be discussed requires a Board resolution or a ruling by the Chairperson that the matter is of great urgency.

The CRJO Board may resolve to accept any late item, information, or urgent business to be discussed and/or determined at this meeting.

James Hayes/Bob Kirk

CARRIED

6. Network Updates

6.1. ACT Government

6.2. Resilience NSW

6.3. Regional NSW

6.4. Office of the Cross Border Commissioner

6.5. Office of Local Government

CRJO Board Meeting – 11 June 2021

7. Confirmation of Minutes

Attachment: 6.1 CRJO Board Meeting Minutes - March 26 2021

RESOLVED

That the CRJO Board Meeting minutes from March 26 2021 be accepted.

Liz Innes/Tim Overall

CARRIED

8. Reports to the Board

8.1. CRJO Budget 2021/22

Reporting officer: Kalina Koloff & Jennifer Lang

Attachments:

7.1.1 Draft CRJO Operational Budget 2021/22

7.1.2 Detailed Draft 2021-22 CRJO Budget

RESOLVED

That the CRJO Board

- 1. Note the CRJO is budgeted to achieve an operating surplus of \$82k with total income of \$2,125k and expenses of \$2,043k for the 2021-2022 Financial Year.*
- 2. Adopt the CRJO Draft Budget 2021-2022*
- 3. Note potential additional income of \$2,780,632 if the application to the Bushfire Local Economic Recovery Fund is successful (NB: announcement expected in July 2021)*

Tim Overall/Liz Innes

CARRIED

8.2. Shared Audit and Risk Services

Reporting officer: Kalina Koloff

Attachment: 7.2 Proposal - Internal Audit as a Shared Service

RESOLVED

That the CRJO Board

- 1. Receive and note the proposal and the opt in nature*
- 2. Indicate their willingness to participate in a program to deliver an internal audit and risk function through a program office located in the CRJO*

CRJO Board Meeting – 11 June 2021

3. *Indicate preference for a shared ARIC model or maintenance of individual ARIC per LGA within four weeks*
4. *Upon confirmation of participation the CRJO CEO to prepare a report detailing actual costs and timeline for delivery for endorsement by Councils*
5. *Note appreciation to Jovan Pejic for extensive work completed in this presentation*

Bob Kirk/John Stafford

CARRIED

8.3. CRJO Operational Report

Reporting officer: Kalina Koloff

Attachment: 7.3 CRJO Operational Report

RESOLVED

That the CRJO Board receive the CRJO operational report.

James Hayes/Tim Overall

CARRIED

8.4. CRJO Financial Report

Reporting officer: Kalina Koloff & Jennifer Lang

Attachments:

7.4.1 – Balance Sheet

7.4.2 – Profit and Loss - Overview

7.4.3 – Profit and Loss - Programs

RESOLVED

That the CRJO Board receive the CRJO Finance Report and note the financial position of the Organisation as at 30 April 2021.

John Stafford/Bob Kirk

CARRIED

8.5. Submissions and Representations

Reporting officer: Kalina Koloff

Attachments:

7.5.1 Letter of Support – Canberra Raiders for Stadium Australia

7.5.2 Letter of Support – Stronger Country Community Fund – Goulburn Mulwaree Council

7.5.3 Representation at NSW Inquiry into Inland Rail

CRJO Board Meeting – 11 June 2021

7.5.4 Submission – IPART Review on Rate Peg and Population

RESOLVED

That the CRJO Board note the submissions and representations

James Hayes/John Stafford

CARRIED

8.6. Update from the JO Chairs Forum and Network

Reporting officer: Kalina Koloff and Peter Tegart GM QPRC (Items 7.6.1 and 7.6.2)

Attachments:

7.6.2 IPART Review on Rate Peg and Population

7.6.3 Presentation – Town Water Risk Reduction Program

7.6.4 Presentation – ARDT JO Review

8.6.1. Advocacy on the Emergency Services Levy

8.6.2. IPART and Rate Peg Review

8.6.3. Working with DPIE on the Town Water Risk Reduction Program

8.6.4. Review of Joint Organisations

RESOLVED

That the CRJO Board note the updates from the JO Chairs Forum and Network.

Peter Beer/Bob Kirk

CARRIED

9. Presentations

9.1. Review and Reflection – End of Term

Reporting officer: Rowena Abbey, Mayor Yass Valley Council and Kalina Koloff

Attachment: 8.1. CRJO End of Term Report

RESOLVED

That the CRJO Board note the end of term report.

Tim Overall/James Hayes

CARRIED

CRJO Board Meeting – 11 June 2021

9.2. LLS South East – Weeds Program

Reporting officer: Allison Harker, Chair LLS South East and colleague Megan Wylie

Attachment: 8.2. LLS South East – Weeds Program

RESOLVED

1. That the CRJO Board note the presentation on the South East Weeds Program.

12:00pm - James Hayes, Mathew Hyde, Bob Kirk, Warwick Bennett, Liz Innes, Catherine Dale and Colleen Worthy left the meeting. QUORUM lost

10. Notice of Rescission

Nil.

11. Notice of Motions

Nil.

12. Chair's Minute

Pursuant to Clause 9.6 of the Code of Meeting Practice the Chairperson without notice put to the meeting minutes on any matter or topic that is within the jurisdiction of the CRJO.

Action: The Board agrees, while out of session, that the October Board Meeting is to be face-to-face instead of online.

13. Confidential Matters

Nil.

14. Late Items to be Resolved

Attachments:

14.1 CRJO Annual Audit Engagement Plan (Confidential)

14.2 CRJO Statement of Revenue Policy

14.1. CRJO Annual audit engagement plan

The annual audit engagement plan prepared by Deloitte was received by the CEO CRJO on 11th June.

The scope of the audit comprises an audit of the CRJO's General Purpose Financial Report, with an Independent Auditor's Report on the general purpose financial statements in accordance with section 417 of the *Local Government Act 1993* (LG Act) and a Report on the Conduct of the Audit in accordance with section 417(3) of the LG Act.

CRJO Board Meeting – 11 June 2021

14.2. CRJO Statement of Revenue Policy

The Canberra Region Joint Organisation is governed by the Local Government Act 1993 and under REG 397 (i) joint organisations must have a statement of their revenue policy for each year. This policy should include:

- (a) an estimate of income and expenditure
- (b) the types of fees proposed to be charged
- (c) any proposed fees for non-business activities
- (d) statement of any proposed borrowings

The 2021-2022 Statement of Revenue Policy has been prepared and is presented for endorsement by the CRJO Board.

RESOLVED

That the CRJO Board adopt the proposed CRJO Annual Audit Engagement Plan and the CRJO Statement of Revenue Policy.

Resolved via email

CARRIED

15. Close

Mayor Tim Overall on behalf of the CRJO Board and colleagues thanked Mayor Rowena Abbey for her stewardship and consistent efforts in her role as the CRJO Board Chair and wished her all the best in her future endeavours.

Thanks were also expressed to each member of the CRJO Board and the CRJO Team for a successful year in very challenging circumstance and best wishes and thanks given to outgoing Bega Valley Shire GM Leanne Barnes.

The Chairperson closed the meeting at 12:30pm

12.3 MINUTES OF THE AUDIT, RISK & IMPROVEMENT COMMITTEE HELD ON 29 JUNE 2021

REPORT

The minutes of the Audit, Risk & Improvement Committee meeting held on 29 June 2021 are included in **Attachment A**.

From these minutes there is one item which covers a matter that:

- Requires expenditure not provided for in the current Operational Plan
- Involves a variation to a Council policy
- Is contrary to a previous decision or position of Council
- Relates to a matter which requires Council to form a view or adopt a position
- Deals with a matter of specific interest

The item relates to a shared service for Council's audit, risk and improvement requirements under the *Local Government Act 1993*. The matter was recently considered by the Canberra Region Joint Organisation (refer **Attachment B**). The CRJO supported the establishment of an independent ARIC and internal audit function as a service to member Councils.

The proposal was referred to Council's Audit, Risk & Improvement Committee for consideration. The Committee discussed key risks with outsourcing Internal Audit and ARIC functions to the CRJO Shared Service and considered these need to be addressed by Council. These risks are:

- The need to ensure a shared Internal Audit and ARIC function through the CRJO is not going to result in degradation of Internal Audit and ARIC services provided to Yass Valley Council
- Any shared service arrangement through the CRJO needs to accommodate a tailored risk based Internal Audit Plan specific to Yass Valley Council
- The need for the CRJO to be held accountable and any arrangements agreed need to be contractually enforceable

Council's experience with a shared service is that there has not been a service reduction. In fact, sharing a service enable the attraction of a quality staff member who provided focus and drive to the internal audit. As a result, the shared internal audit role provided a sound framework for the three Councils to develop and deliver on audit priorities. Prior to this Council was struggling with the direction and delivery of the internal audit role.

The CRJO report indicated that while a shared service is expected to provide cost savings to participating Councils there was also several other benefits e.g.

- Consistency on risk management and internal audit frameworks for partner Councils
- Sharing of insights between partner Councils
- Audit function being conducted at arm's length from Council and management reducing compliance risks and providing greater independence
- Attraction of skilled staff and the management/supervision of the staff

It is recommended that Council agree to participate in an independent ARIC and internal audit function established by the CRJO to provide a service to member Councils in accordance with the ARIC recommendations.

RECOMMENDATION

That the minutes of the Audit, Risk & Improvement Committee meeting held on 29 June 2021 be noted and the following recommendation be adopted:

Item 4.4 CRJO Internal Audit Service

That Council agree to participate in an independent ARIC and internal audit function established by the CRJO to provide a service to member Councils noting the need:

- *To mitigate key risks including by ensuring that any shared service arrangement does not result in degradation of Internal Audit Services to Council*
- *For a risk based internal audit plan to be maintained for Yass Valley Council*
- *All agreed governance and service arrangements are contractually enforceable*

ATTACHMENTS: A. CRJO Internal Audit Service Report (May 2021) [↓](#)

CANBERRA REGION JOIN ORGANISATION MEETING – 21 MAY 2021

ITEM Internal Audit as a Service

**FILE
REFERENCE**

AUTHOR Jovan Pejic (Manager Audit Risk and Improvement,
Yass Valley Council)

ISSUE

In an effort to improve risk management and drive greater levels accountability in local government the NSW Government introduced a mandate in 2016 under **Section 428** of the Local Government Act 1993 requiring all councils to establish an independent Audit, Risk and Improvement Committee (ARIC) and Internal Audit function as part of their broader Risk Management and Internal Audit Framework by **March 2022**.

The challenge to member councils of the Canberra Region Joint Organisation is to satisfy the new regulatory requirements in an economical, timely, efficient and effective manner.

RECOMMENDATION

It is recommended that an independent Audit Risk and Improvement Committee and Internal Audit function are established by the Canberra Region Joint Organisation (CRJO) and provided as a service to member councils due to the following potential cost savings described in detail in this report.

CRJO Member Council	Option 1 vs Option 2				Option 1 vs Option 3		
	Initial Standalone IA	IAaaS - Initial Cost Estimate	Difference (B) - (A)	Cost Saving	IAaaS - Full Scale Cost	Difference (C) - (A)	Cost Saving
Yass Valley Council	\$ 172,600	\$ 79,331	-\$ 93,269	-54%	\$ 63,994	-\$ 108,606	-63%
Goulburn Mulwaree Council	\$ 179,600	\$ 120,943	-\$ 58,657	-33%	\$ 92,265	-\$ 87,335	-49%
Upper Lachlan Shire Council	\$ 172,600	\$ 52,881	-\$ 119,719	-69%	\$ 46,024	-\$ 126,576	-73%
Snowy Monaro Regional Council	\$ 179,600	\$ 100,087	-\$ 79,513	-44%	\$ 71,296	-\$ 108,304	-60%
Snowy Valleys Council	\$ 179,600	\$ 71,019	-\$ 108,581	-60%	\$ 57,680	-\$ 121,920	-68%
Wingecarribee Shire Council	\$ 179,600	\$ 181,820	\$ 2,220	1%	\$ 132,400	-\$ 47,200	-26%
Hilltops Council	\$ 179,600	\$ 81,562	-\$ 98,038	-55%	\$ 66,568	-\$ 113,032	-63%
Bega Valley Shire Council	\$ 179,600	\$ 107,477	-\$ 72,123	-40%	\$ 95,640	-\$ 83,960	-47%
Eurobodalla Shire Council	\$ 179,600	\$ 105,078	-\$ 74,522	-41%	\$ 103,543	-\$ 76,057	-42%
Queanbeyan-Palerang Council	\$ 179,600	\$ 140,875	-\$ 38,725	-22%	\$ 140,875	-\$ 38,725	-22%

1. PURPOSE

The purpose of this report is to evaluate options to satisfy the new regulatory requirements available to member councils of the Canberra Region Joint Organisation. These include:

- Establishing a **standalone** independent ARIC and Internal Audit function by all member councils of the CRJO (**Option 1**)
- Establishing a **shared** independent ARIC and Internal Audit function between a limited number of partner councils within the CRJO (**Option 2**)
- Establishing **Internal-Audit-as-a-Service (IAaaS)** to be provided by the Canberra Region Joint Organisation (CRJO) to member councils (**Option 3**)

2. BACKGROUND

2.1 REGULATORY FRAMEWORK

NSW Government introduced a mandate in 2016 under **Section 428** of the Local Government Act 1993 requiring all councils to establish an Audit, Risk and Improvement Committee (ARIC), risk management framework and internal audit function as part of their broader Risk Management and Internal Audit Framework by **March 2022**.

In order to enable effective implementation of requirements, NSW Government has developed a proposed Risk Management and Internal Audit Framework (**Attachment 1**) that will support the operations of ARICs, and the establishment of a risk management and internal audit functions in NSW councils.

The proposed Risk Management and Internal Audit Framework introduces **9 core requirements** that all councils, county councils and joint organisations will be required to comply with when establishing their ARICs, risk management frameworks and internal audit functions. They include:

- **Core requirement 1**
Appoint an independent Audit, Risk and Improvement Committee.
- **Core requirement 2**
Establish a risk management framework consistent with the current Australian risk management standards.
- **Core requirement 3**
Establish an internal audit function mandated by an Internal Audit Charter
- **Core requirement 4**
Appoint internal audit personnel and establish reporting lines
- **Core requirement 5**

- Develop a internal audit work program
- **Core requirement 6**
Perform and report on internal audits
- **Core requirement 7**
Establishment of a quality assurance and improvement program
- **Core requirement 8**
Undertake ongoing monitoring and reporting
- **Core requirement 9**
Where appropriate establishing shared internal audit arrangements

For full details on the core requirements noted above please refer to **Attachment 1** to this report.

2.2 IMPLEMENTATION TIMELINE

Full compliance with the core requirements of the regulatory framework and section 428 of the Local Government Act is expected by **2027**.

The following implementation timeline has been proposed by NSW Government:

By March 2022

Audit, Risk and Improvement Committee established and appointed (core requirement 1 or 9 for shared arrangements)

By December 2023

Risk management framework developed, including appointment of a Risk Management Coordinator (core requirement 2) Internal audit function established, including employment of a Chief Audit Executive and personnel (core requirements 3-4 or 9 for shared arrangements)

By 2025

Risk management framework fully implemented throughout council and operating in compliance with regulatory requirements (core requirement 2) Internal audit function fully implemented by the council and operating in compliance with regulatory requirements (core requirements 5- 8)

By 2027

Audit, Risk and Improvement Committee's role expanded to include compliance, fraud control, financial management, governance, integrated planning and reporting, service reviews, performance measurement data and performance improvement in compliance with section 428A of the Local Government Act.

3. OPTION EVALUATION

The proposed Risk Management and Internal Audit framework introduces significant compliance cost to small and medium size member councils of the CRJO.

It is critically important for member councils of the CRJO to satisfy the new regulatory requirements in an economical, timely, efficient and effective manner.

In determining how to best approach satisfying the requirements of the proposed regulatory framework member councils can choose to implement one of three possible options.

Option 1

Establish a **standalone** independent ARIC and Internal Audit function.

Option 2

Establish a **shared** independent ARIC and Internal Audit function between a limited number of partner councils within the CRJO.

Option 3

Establish **Internal-Audit-as-a-Service (IAaaS)** to be provided by the Canberra Region Joint Organisation (CRJO) to member councils.

3.1 OPTION ONE – ESTABLISH A STANDALONE ARIC AND INTERNAL AUDIT FUNCTION

A member council of the CRJO may choose to establish a standalone ARIC and Internal Audit function to meet core requirements of the new regulatory framework.

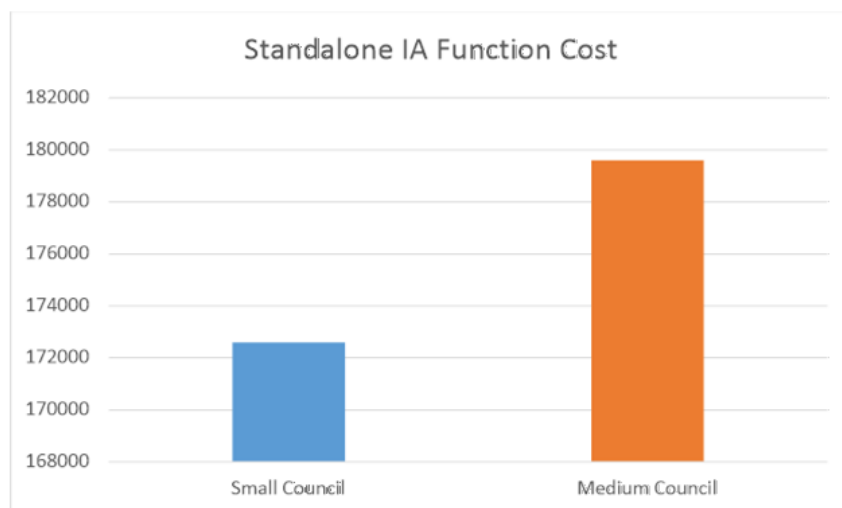
3.1.1 Standalone function cost estimate

A **small** council in the CRJO may expect to incur the following initial function costs:

Initial Function Cost	Amount
IA Manager - Base Salary	\$120,000
IA Manager - Superannuation (10%)	\$12,000
IA Manager - On-costs (15%)	\$18,000
Independent ARIC (3 Members, 4 meetings per annum)	\$22,600
Total Initial Function Cost Estimate	<u>\$172,600</u>

For a **medium** size council, the cost of running an Independent ARIC (3 members) further increase by **\$7,000** per annum resulting in a total initial function cost estimate of **\$179,600** as summarised in the chart below.

Chart 3.1 – Standalone internal audit function cost for a small and medium size council



3.1.2 Subsequent cost factors

Subsequent cost factors that might further affect the initial function cost estimate include:

- Increase in the independent ARIC member base e.g. from 3 to 5 members
- Increase in frequency of ARIC meetings i.e. special meetings
- Availability of adequately qualified audit and risk management personnel in the local government area
- Additional risk management and internal audit personnel to effectively segregate risk management and internal audit functions per best practice and facilitate delivery of internal audit program
- Additional direct on-costs for staff e.g. vehicles
- Co-sourcing an internal audit service provider to facilitate delivery of the audit work program on technical subject matters e.g. IT.

3.1.3 Benefits and limitations

In evaluating the feasibility of the standalone internal audit function, it is important to consider the important trade-offs between unique set of benefits and limitations that this option presents. These trade-offs are outlined below:

Option benefits

- Full flexibility to manage and coordinate assurance and risk management activities across council
- Audit and Risk Management personnel can focus on the unique characteristics of the local government area and develop deep understanding of council and its operations
- Independent Audit Risk and Improvement Committee can focus on the unique characteristics of the local government area and develop deep understanding of council and its operations
- All independent members of the Audit Risk and Improvement Committee are to be selected by the member council.
- Greater opportunity for council officers and councillors to provide ARIC with context and observe committee meetings
- Greater assimilation and familiarity of audit personnel with other council employees leading to lower levels of cultural resistance to internal audit

Option limitations

- Costs of running a standalone ARIC and Internal Audit function can be prohibitive and expensive to scale for a small and medium size councils
- The cost of running a standalone ARIC and internal Audit function can be significantly more expensive when compared to alternatives

presented in **Option 2** and **Option 3** discussed in **Section 3.2** and **3.3** of this report respectively.

- Audit and risk management personnel will most certainly have limited technical subject matter expertise e.g. IT. Additional assistance may be required from external service providers to address specific technical areas of enterprise risk leading to further increases in function costs
- Lower levels of internal audit independence from executive management of council
- Lower levels of collaboration and knowledge sharing with neighbouring councils

3.2 OPTION 2 – ESTABLISH A SHARED INDEPENDENT ARIC AND INTERNAL AUDIT FUNCTION BETWEEN A LIMITED NUMBER OF PARTNER COUNCILS WITHIN THE CRJO

Core Requirement 9 of the proposed Risk Management and Internal Audit Framework allows for the establishment of a shared ARIC and Internal Audit function. This core requirement is the basis for **Option 2** discussed in the following sections of this report.

3.2.1 Shared function cost estimate

Member council of the CRJO may choose to establish a shared ARIC and Internal Audit function directly with partner councils within the CRJO.

The MoU between Yass Valley Council, Goulburn-Mulwaree Council and Upper Lachlan Shire Council is an example of this approach and serves as the baseline model against which we can evaluate alternative options discussed in this paper.

The following table presents a cost estimate of establishing a shared ARIC and Internal Audit function between **three (3)** partner councils.

Initial Shared Function Cost	Amount
IA Manager - Base Salary	\$150,000
IA Manager - Superannuation (10%)	\$15,000
IA Manager – Direct on-costs (vehicle)	\$15,000
IA Manager - On-costs (15%)	\$22,500
CRJO Desk (\$250 per week)	\$13,000
Shared Independent ARIC (3 Members, 4 meetings per annum)	\$37,656
Total Initial Shared Function Cost Estimate	<u>\$253,156</u>

Cost assumption detailed above are based on the **Memorandum of Understanding (MoU)** between Yass Valley Council, Goulburn-Mulwaree Council and Upper Lachlan Shire Council.

The cost assumptions for a Shared Independent ARIC are based on the size and number of partner councils and are detailed in the discussion paper on

the New Risk Management and Internal Audit Framework released by the Office of Local Government and presented in **Attachment 1** to this report.

3.2.2 Subsequent cost factors

Subsequent cost factors that might further affect the initial shared function cost estimate include:

- Increase in the independent ARIC member base e.g. from 3 to 5 members
- Increase in frequency of ARIC meetings i.e. special meetings
- Availability of adequately qualified audit and risk management personnel in the local government area
- Additional risk management and internal audit personnel to effectively segregate risk management and internal audit functions per best practice and facilitate delivery of internal audit program
- Additional direct on-costs for staff e.g. vehicles
- Co-sourcing an internal audit service provider to facilitate delivery of the audit work program on technical subject matters e.g. IT.

3.2.3 Shared function cost allocation

With the initial estimated shared function cost of **\$253,156**, the function cost needs to be equitably shared between partner councils by accounting for the population size and annual expenditure of each partner council.

The cost allocation methodology is based on two components:

- Evenly split component of **34%** - this component is evenly split between partner councils.
- Proportionally split component of **66%** - this component is split between partner councils based on the relative population size of each LGA

Following the above methodology, shared function costs are allocation to each partner council and are summarised in the table 3.2 below:

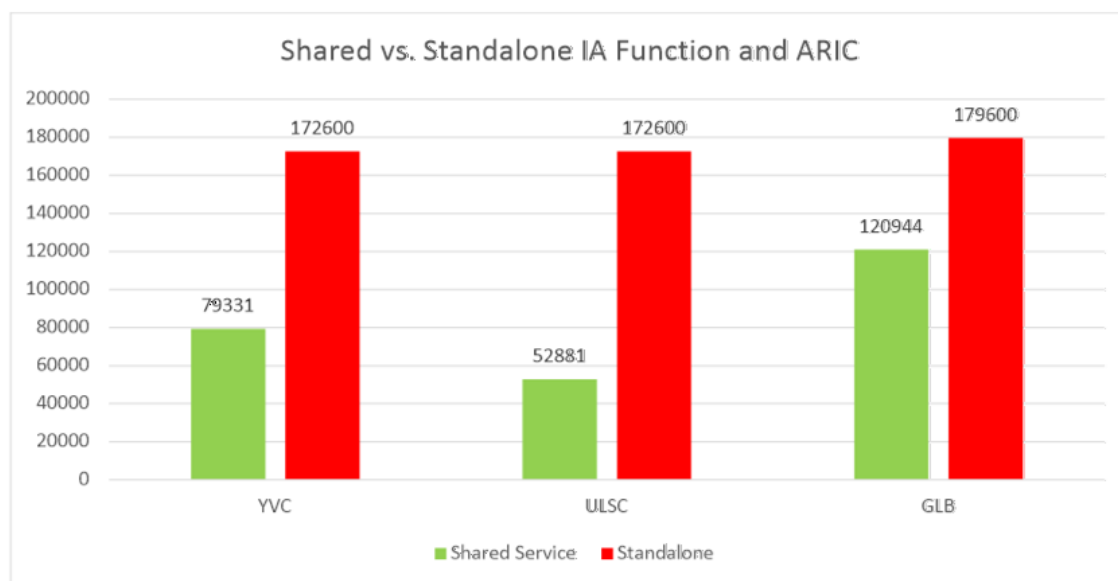
Table 3.2 – shared function cost allocation

Partner Council	Size Classification	Population Base FY20	Cost Allocation
Yass Valley Council	Small	17321	\$79,331
Goulburn-Mulwaree Council	Medium	31554	\$120,944
Upper Lachlan Shire Council	Small	8274	\$52,881
		Total	\$253,156

3.2.4 Cost savings

The following chart demonstrates the significant cost savings possible by establishing a shared ARIC and Internal Audit function discussed in **Section 3.2** versus a standalone ARIC and Internal Audit function discussed in **Section 3.1**.

Chart 3.2 – Standalone versus shared Internal Audit function cost



3.2.5 Benefits and limitations

In evaluating the feasibility of the shared internal audit function, it is important to consider the important trade-offs between unique set of benefits and limitations that this option presents. This trade-offs are outlined below:

Option benefits

- Significant cost savings versus running a standalone function considered in **Option 1**
- Greater sharing of insights and resources between partner councils on matters of internal audit and risk management.
- Ability to make joint position statements and representation to regulatory bodies e.g. Office of Local Government
- Grater levels of internal audit independence from executive management of council versus **Option 1**.
- Alignment of audit plans between partner councils can lead to audit efficiencies.

Option limitations

- Each member council can only appoint 1 independent member to the shared Audit Risk and Improvement Committee
- Varying levels of organisational maturity between partner Councils can result in unbalanced use of audit resources
- Limited flexibility to adapt assurance and risk management activities to individual partner councils.
- It is expensive to scale Internal Audit and Risk Management services
- Audit and risk management personnel have limited technical subject matter expertise e.g. IT. Additional assistance may be required from external service provider to address specific technical areas of enterprise risk.
- Greater number of stakeholders to manage
- Audit personnel spread their focus across multiple organisations

3.3 OPTION 3 – INTERNAL AUDIT AS A SERVICE (IAaaS)

Core Requirement 9 of the proposed Risk Management and Internal Audit Framework allows for the establishment of shared ARIC and Internal Audit arrangements. This core requirement is the basis for **Option 3** discussed in the following sections of this report.

Expanding on the concept presented in **Section 3.2**, member council of the CRJO may choose to establish Internal-Audit-as a-Service (IAaaS) to be provided by the CRJO.

Under this arrangement, CRJO would be responsible for providing ARIC and Internal Audit Services to member councils that ensure compliance with the proposed regulatory framework.

3.3.1 Internal-Audit-as-a-Service cost estimate

Table 3.3 presents the IAaaS initial function cost estimates as the service is scaled to all members of the CRJO.

The IAaaS initial function cost estimate and assumptions build on top of the cost estimates presented in **Option 2** detailed in **Section 3.2** of this report with all further key assumptions presented in **Table 3.4**.

The IAaaS initial cost estimate is described in 8 key stages. The stages are optimised to minimise cost volatility to participating councils as IAaaS function scales. This is best presented in **Chart 3.3** in the following section of this report.

Each of the key stages of the IAaaS cost estimate are described in detail in the following sections of this report.

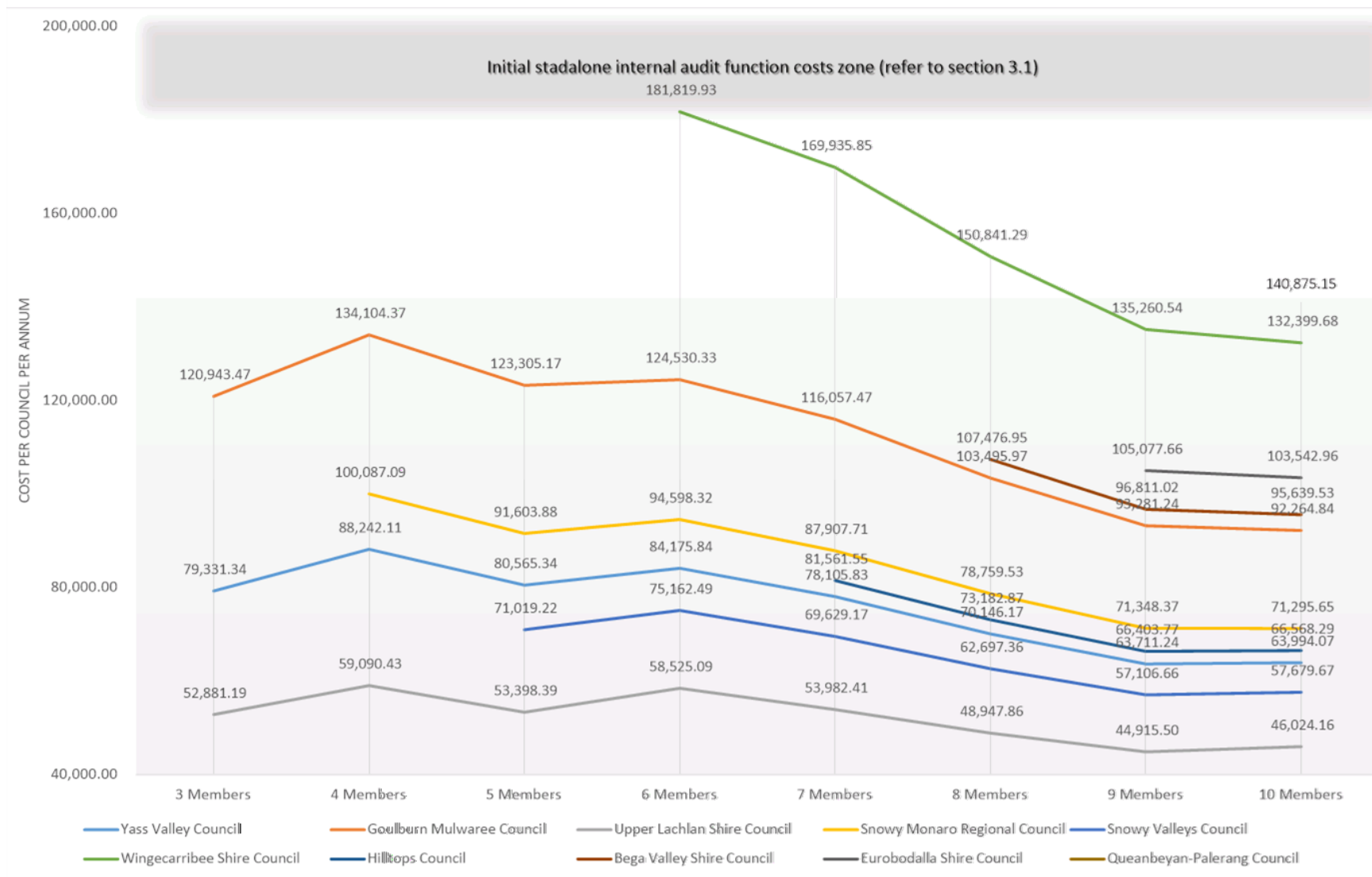
able 3.3 – Internal-Audit-as-a-Service function cost estimate

CRJO INTERNAL AUDIT		Phase 1		Phase 2				Phase 3	
		Stage 1	Stage 2	Stage 3	Stage 4	Stage 5	Stage 6	Stage 7	Stage 8
Function Cost									
CRJO Audit Manager		215,500.00	215,500.00	215,500.00	215,500.00	215,500.00	215,500.00	215,500.00	215,500.00
Senior Auditor		-	-	-	148,000.00	148,000.00	148,000.00	148,000.00	148,000.00
Junior Auditor									98,000.00
Service Provider (Outsourced)		-	120,000.00	150,000.00	180,000.00	210,000.00	240,000.00	270,000.00	300,000.00
Shared ARIC (3 Members)		37,656.00		-	75,312.00	37,656			
Shared ARIC (4 Members)			46,024.00			46,024.00	92,048.00	46,024	
Shared ARIC (5 Members)				54,392.00				54,392.00	108,784.00
TOTAL FUNCTION COST		253,156.00	381,524.00	419,892.00	618,812.00	657,180.00	695,548.00	733,916.00	870,284.00
Cost Allocation									
Member Council	Population FY20	3 Members	4 Members	5 Members	6 Members	7 Members	8 Members	9 Members	10 Members
Yass Valley Council	17321	79,331.34	88,242.11	80,565.34	84,175.84	78,105.83	70,146.17	63,711.24	63,994.07
Goulburn Mulwaree Council	31554	120,943.47	134,104.37	123,305.17	124,530.33	116,057.47	103,495.97	93,281.24	92,264.84
Upper Lachlan Shire Council	8274	52,881.19	59,090.43	53,398.39	58,525.09	53,982.41	48,947.86	44,915.50	46,024.16
Snowy Monaro Regional Council	20997		100,087.09	91,603.88	94,598.32	87,907.71	78,759.53	71,348.37	71,295.65
Snowy Valleys Council	14142			71,019.22	75,162.49	69,629.17	62,697.36	57,106.66	57,679.67
Wingecarribee Shire Council	51760				181,819.93	169,935.85	150,841.29	135,260.54	132,399.68
Hilltops Council	18617					81,561.55	73,182.87	66,403.77	66,568.29
Bega Valley Shire Council	33253						107,476.95	96,811.02	95,639.53
Eurobodalla Shire Council	37232							105,077.66	103,542.96
Queanbeyan-Palerang Council	56027								140,875.15
TOTAL COST ALLOCATED		253,156.00	381,524.00	419,892.00	618,812.00	657,180.00	695,548.00	733,916.00	870,284.00
Variance check		-	-	-	-	-	-	-	-

Table 3.4 – Internal-Audit-as-a-Service key assumptions

KEY ASSUMPTIONS:							
Cost allocation between member councils has two components. A component that is evenly split between members and a component proportionally split between members.				6. Shared ARIC Fees assuming 4 ARIC meeting per year per committee			
	Evenly split component	34%		Stage	No. Councils	No. Committees	ARIC Fees
	Proportionally split component	66%		Stage 1	3	Shared ARIC (3 Members) x 1 Committee	37,656
Balances are ex-GST				Stage 2	4	Shared ARIC (4 Members) x 1 Committee	46,024
CRJO Audit Manager Salary				Stage 3	5	Shared ARIC (5 Members) x 1 Committee	54,392
	Base Salary		150000	Stage 4	6	Shared ARIC (3 Members) x 2 Committees	75,312
	Superannuation (10%)	10%	15000	Stage 5	7	Shared ARIC (3 Members) + Shared ARIC (4 members)	83,680
	Vehicle direct costs		15000	Stage 6	8	Shared ARIC (4 Members) x 2 Committees	92,048
	On-costs (15%)	15%	22500	Stage 7	9	Shared ARIC (4 Members) + Shared ARIC (5 members)	100,416
	CRJO Desk	\$250p/hr	13000	Stage 8	10	Shared ARIC (5 Members) x 2 Committees	108,784
			215500	7. Each member council will have the opportunity to elect one independent member to the Shared ARIC			
Senior Auditor Salary				8. Council size classification based on annual expenditure			
	Base Salary		100000	Council Profile	Population	Expenditure FY20	Classification
	Superannuation (10%)	10%	10000	Yass Valley Council	17321	28 million	Small
	Vehicle direct costs		10000	Goulburn Mulwaree Council	31554	65 million	Medium
	On-costs	15%	15000	Upper Lachlan Shire Council	8274	28 million	Small
	CRJO Desk	\$250p/hr	13000	Queanbeyan-Palerang Council	56027	147 million	Medium
			148000	Snowy Monaro Regional Council	20997	83 million	Medium
Junior Auditor Salary				Hilltops Council	18617	68 million	Medium
	Base Salary		60000	Eurobodalla Shire Council	31232	130 million	Medium
	Superannuation (10%)	10%	6000	Bega Valley Shire Council	33253	104 million	Medium
	Vehicle direct costs		10000	Snowy Valleys Council	14142	59 million	Medium
	On-costs	15%	9000	Wingecarribee Shire Council	51760	118 million	Medium
	CRJO Desk	\$250p/hr	13000				
			98000				
Service Provider (Mid-Tier)							
	Number of IA Review per Council per annum		2				
	Fee per IA Review		15000				
		No. of Service Provider Reviews	Fees				
	Stage 1	0	-				
	Stage 2	8	120,000				
	Stage 3	10	150,000				
	Stage 4	12	180,000				
	Stage 5	14	210,000				
	Stage 6	16	240,000				
	Stage 7	18	270,000				
	Stage 8	20	300,000				

Chart 3.5 – Internal-Audit-as-a-Service function cost estimate



3.3.1.1 STAGE 1 – GLB, YVC AND ULSC (3 MEMBERS)

- The MoU between Yass Valley Council, Goulburn-Mulwaree Council and Upper Lachlan Shire Council is to be transferred to the CRJO and form initial basis of the IAaaS function offered by the CRJO at a cost of **\$215,500**.
- CRJO Independent Shared ARIC with 3 members is to be established by the CRJO with an estimated cost of **\$37,656**.
- Total IAaaS function cost at stage 1 is estimated to be **\$253,156**
- IAaaS function costs are to be split and allocated to member councils in two components. These are:
 - Evenly split component of 34% of total function cost
 - Proportional component of 66% split according to the relative population size of member councils
- Each member council may elect an independent member to serve on the ARIC as long as they meet the ARIC member prequalification scheme requirement.
- IAaaS is to be delivered by one CRJO Audit Manager and no additional staff.
- CRJO Audit Manager is expected to deliver 2 internal audit reviews per annum per member for a total of 6 internal audit reviews across 3 member councils.

3.3.1.2 STAGE 2 – SNOWY MONARO REGIONAL COUNCIL (4 MEMBERS)

- IAaaS membership base is expended to 4 councils
- Snowy Monaro Regional Council with the population base of 20,997 becomes a member of the CRJO Internal-Audit-as-a-Service resulting in additional function cost causing cost variability (+10%) to existing members.
- There are no changes to CRJO internal audit personnel fees
- An Internal Audit Service Provider is sourced by the CRJO to assist the CRJO Audit Manager in delivering 2 internal audit reviews per annum per member council for a total of 8 internal audit reviews within a 12 month period resulting in a total increase to function cost of **\$120,000** per annum assuming a per internal audit review budget of **\$15,000**.
- CRJO Independent Shared ARIC is expended to 4 members resulting in further increase to ARIC fees of \$8,368 resulting in a total ARIC fee **\$46,024**.
- Total IAaaS function cost at stage 2 is estimated to be **\$381,524**.
- IAaaS function costs are to be split and allocated to member councils in two components. These are:
 - Evenly split component of 34% of total function cost

- Proportional component of 66% split according to the relative population size of member councils
- An additional independent ARIC member is appointed to the CRJO Shared ARIC by the joining council.

3.3.1.3 STAGE 3 – SNOWY VALLEY SHIRE COUNCIL (5 MEMBERS)

- IAaaS membership base is expended to 5 councils
- Snowy Valley Shire Council with the population base of 14,142 becomes a member of the CRJO Internal-Audit-as-a-Service effectively absorbing the additional IAaaS function costs and causing minimal cost variability (<10%) to existing members.
- There are no changes to CRJO internal audit personnel fees
- Internal Audit Service Provider scope is expended to deliver an additional 2 internal audit reviews per annum for a total of 10 internal audit reviews within a 12 month period resulting in an increase to Service Provider fees of **\$30,000** assuming a per internal audit review budget of **\$15,000** for a total service provider fee of **\$150,000**.
- CRJO Independent Shared ARIC is expended to 5 members resulting in further increase to ARIC fees of **\$8,368** resulting in a total ARIC fee **\$54,392**
- Total IAaaS function cost at stage 3 is estimated to be **\$419,892**.
- IAaaS function costs are to be split and allocated to member councils in two components. These are:
 - Evenly split component of 34% of total function cost
 - Proportional component of 66% split according to the relative population size of member councils.
- An additional independent ARIC member is appointed to the CRJO Shared ARIC by the joining council.

3.3.1.4 STAGE 4 – WINGECARRIBEE SHIRE COUNCIL (6 MEMBERS)

- IAaaS membership base is expended to 6 council members.
- Wingecarribee Shire Council with the population base of 51,760 becomes a member of the CRJO Internal-Audit-as-a-Service effectively absorbing the additional IAaaS function costs and causing minimal cost variability (<10%) to existing members.
- An Internal Audit Service Provider scope is expended to deliver additional 2 internal audit reviews per annum for a total of 12 internal audit reviews within a 12 month period resulting in an increase to Service Provider fees of **\$30,000** assuming a per internal audit review budget of **\$15,000** for a total service provider fee of **\$180,000**.
- CRJO Independent Shared ARIC is split and a 2nd CRJO Independent Shared ARIC is established consisting of 3 independent members each,

resulting in an increase to ARIC fees by **\$20,920** for a total ARIC fee of **\$75,312**

- CRJO sources a Senior Auditor to assist the CRJO Manager in managing the Service Provider in delivery of 12 internal audit reviews within a 12 month period and facilitating the 2nd ARIC at an estimated cost of **\$148,000**.
- Total IAaaS function cost at stage 4 is estimated to be **\$618,812**.
- IAaaS function costs are to be split and allocated to member councils in two components. These are:
 - Evenly split component of 34% of total function cost
 - Proportional component of 66% split according to the relative population size of member councils.
- An additional independent ARIC member is appointed to the CRJO Shared ARIC by the joining council.

3.3.1.5 STAGE 5 – HILLTOPS COUNCIL (7 MEMBERS)

- IAaaS membership base is expended to 7 council members.
- Hilltops Council with the population base of 18,617 becomes a member of the CRJO Internal Audit as a Service effectively absorbing the additional IAaaS function costs and causing minimal cost variability (<10%) to existing members.
- There are no changes to CRJO internal audit personnel fees
- An Internal Audit Service Provider scope is expended to deliver additional 2 internal audit reviews per annum for a total of 14 internal audit reviews within a 12 month period resulting in an increase to Service Provider fees of **\$30,000** assuming a per internal audit review budget of **\$15,000** for a total service provider fee of **\$220,000**.
- One of the two CRJO Independent Shared ARICs is expended and now consist of 4 independent members, resulting in an increase to ARIC fees by \$8,368 for a total ARIC fee of **\$83,680**
- Total IAaaS function cost at stage 5 is estimated to be **\$657,180**.
- IAaaS function costs are to be split and allocated to member councils in two components. These are:
 - Evenly split component of 34% of total function cost
 - Proportional component of 66% split according to the relative population size of member councils
- An additional independent ARIC member is appointed to the CRJO Shared ARIC by the joining council.

3.3.1.6 STAGE 6 – BEGA VALLEY SHIRE COUNCIL

- IAaaS membership base is expended to 8 council members.
- Bega Valley Shire Council with the population base of 33,253 becomes a member of the CRJO Internal Audit as a Service effectively absorbing the

additional IAaaS function costs and causing minimal cost variability (<10%) to existing members.

- There are no changes to CRJO internal audit personnel fees
- An Internal Audit Service Provider scope is expended to deliver additional 2 internal audit reviews per annum for a total of 16 internal audit reviews within a 12 month period resulting in an increase to Service Provider fees of **\$30,000** assuming a per internal audit review budget of **\$15,000** for a total service provider fee of **\$250,000**.
- The 2nd CRJO Independent Shared ARICs is expended and now also consist of 4 independent members, resulting in an increase to ARIC fees by **\$8,368** for a total ARIC fee of **\$92,048**.
- Total IAaaS function cost at stage 6 is estimated to be **\$695,548**.
- IAaaS function costs are to be split and allocated to member councils in two components. These are:
 - Evenly split component of 34% of total function cost
 - Proportional component of 66% split according to the relative population size of member councils
- An additional independent ARIC member is appointed to the CRJO Shared ARIC by the joining council.

3.3.1.7 STAGE 7 – EUROBODALLA SHIRE COUNCIL

- IAaaS membership base is expended to 9 council members.
- Eurobodalla Shire Council with the population base of 37,232 becomes a member of the CRJO Internal Audit as a Service effectively absorbing the additional IAaaS function costs and causing minimal cost variability (<10%) to existing members.
- There are no changes to CRJO internal audit personnel fees
- An Internal Audit Service Provider scope is expended to deliver additional 2 internal audit reviews per annum for a total of 18 internal audit reviews within a 12 month period resulting in an increase to Service Provider fees of **\$30,000** assuming a per internal audit review budget of **\$15,000** for a total service provider fee of **\$280,000**.
- One of the two CRJO Independent Shared ARICs is expended and now consist of 5 independent members, resulting in an increase to ARIC fees by **\$8,368** for a total ARIC fee of **\$100,416**
- Total IAaaS function cost at stage 7 is estimated to be **\$733,916**.
- IAaaS function costs are to be split and allocated to member councils in two components. These are:
 - Evenly split component of 34% of total function cost
 - Proportional component of 66% split according to the relative population size of member councils
- An additional independent ARIC member is appointed to the CRJO Shared ARIC by the joining council.

3.3.1.8 STAGE 8 – QUEANBEYAN-PALERANG COUNCIL

- IAaaS membership base is expended to 10 council members.
- Queanbeyan-Palerang Council with the population base of 56,027 becomes a member of the CRJO Internal Audit as a Service effectively absorbing the additional IAaaS function costs and causing minimal cost variability (<10%) to existing members.
- An Internal Audit Service Provider scope is expended to deliver additional 2 internal audit reviews per annum for a total of 20 internal audit reviews within a 12 month period resulting in an increase to Service Provider fees of **\$30,000** assuming a per internal audit review budget of **\$15,000** for a total service provider fee of **\$310,000**.
- CRJO sources a Junior Auditor to assist the CRJO Manager and Senior Auditor in managing the Service Provider in delivery of 20 internal audit reviews within a 12 month period and facilitating the two ARICs at an estimated cost of **\$98,000**.
- The 2nd CRJO Independent Shared ARICs is expended and now also consist of 5 independent members, resulting in an increase to ARIC fees by **\$8,368** for a total ARIC fee of **\$108,784**.
- Total function cost at stage 8 is estimated to be **\$870,284**.
- IAaaS function costs are to be split and allocated to member councils in two components. These are:
 - Evenly split component of 34% of total function cost
 - Proportional component of 66% split according to the relative population size of member councils
- An additional independent ARIC member is appointed to the CRJO Shared ARIC by the joining council.

3.3.2 BENEFITS AND LIMITATIONS

In evaluating the feasibility of Internal-Audit-as-a-Service, it is important to consider the important trade-offs between unique set of benefits and limitations this option presents. This trade-offs of establishing IAaaS are outlined below:

Option benefits

- Significant cost savings can be achieved by all councils of the CRJO versus running a standalone function.
- Additional cost savings are achieved by member councils as IAaaS function scales its membership base as demonstrated in Chart 3.3
- Compliance risk with the new regulatory framework is effectively outsourced to the CRJO
- CRJO and audit personnel serve as the buffer between member councils and the Internal Audit Service Provider to facilitate the delivery of the internal audit plan. This ensures minimal disruption to operational staff as all audit requirements are facilitated by CRJO audit personnel through remote access and hot desk arrangements
- HR responsibilities of the internal audit function are outsourced to the CRJO
- Internal Audit delivery risk is outsourced to the Internal Audit Service Provider
- IAaaS provided through the CRJO has greater purchasing power than standalone councils
- Greater continuity and function resilience to personnel changes
- Greater access to subject matter expertise through the Internal Audit Service Provider
- Greater synergies and sharing of insights and resources between partner councils on matters of internal audit and risk management
- Greater consistency and uniformity across member councils of the CRJO on risk management and internal audit frameworks
- Greater ability to lobby and make representation to regulatory bodies e.g. Office of Local Government
- Professionally delivered Internal Audit Services and professionally written internal audit reports
- All administrative and secretariat roles are consolidated to the CRJO for greater capital efficiency.
- CRJO is able to provide attractive office location to attract and retain internal audit talent
- Greater access to Internal Audit resources and templates through the Internal Audit Service Provider

- Grater levels of internal audit independence from executive management of council.
- All ARIC meetings are facilitated by the CRJO and its personnel

Option limitations

- Varying levels of organisational maturity between members of IAaaS
- Standardised Internal Audit Plan across member councils with limited tailoring and customisation
- Large number of stakeholders
- Lack of flexibility to manage and coordinate assurance activities across council
- Lower scope for internal audit personnel to focus on the unique characteristics of the local government area and develop deep understanding of council and it's operations
- Lower scope for Independent Audit Risk and Improvement Committee to focus on the unique characteristics of the local government area and develop deep understanding of council and it's operations
- Only one independent members of the Audit Risk and Improvement Committee is to be appointed by each member council.
- Limited opportunity for council officers and councillors to provide ARIC with context and observe committee meetings
- Lower assimilation and familiarity of audit personnel with other council employees leading to higher levels of cultural resistance to internal audit

12.4 MINUTES OF THE TRAFFIC FACILITIES MANAGEMENT COMMITTEE HELD ON 30 JUNE 2021

REPORT

The minutes of the Traffic Facilities Management Committee meeting held on 30 June 2021 are included in **Attachment A**.

From these minutes there are three items which cover matters that:

- Requires expenditure not provided for in the current Operational Plan
- Involves a variation to a Council policy
- Is contrary to a previous decision or position of Council
- Relates to a matter which requires Council to form a view or adopt a position
- Relates to a delegation that Council only can consider
- Deals with a matter of specific interest

Accordingly, the minutes are presented for information and endorsement.

RECOMMENDATION

That the minutes of the Traffic Facilities Management Committee meeting held on 30 June 2021 be noted and adopt the following recommendations:

1. **Wine N Vibe 2021 Event**

That the 2021 Wine N Vibe event be approved subject to the following conditions:

1. *The organiser is to supply Council with a copy of the current Public Liability Insurance for the event with a minimum \$20,000,000 indemnity*
2. *The event organiser develop and implement a Traffic Management Plan (TMP) and associated Traffic Guidance Scheme (TSG), in-line with the recommendations from the NSW Police*
3. *The event organiser is responsible for directly notifying all residents that may be affected by the approved events as soon as possible*
4. *Event marshals, event participants etc. will at all times obey the provisions of NSW Transport Legislation*
5. *The event organiser is to arrange the supply and installation/removal of appropriate signs etc. identified in the TMP and associated TGS. All personnel involved must be appropriate accredited*
6. *The event organiser is to ensure any local traffic, emergency services vehicles etc can safely and efficiently access/egress any property impacted by the TMP and associated TGS*
7. *Event organisers, event marshals, volunteers, event participants etc. are to take all possible actions to minimise the effect of the event on the non-event community, throughout the event*
8. *The event organiser is to take appropriate actions to ensure no traffic is backed up on the Federal Highway*
9. *The event organisers to work with the police in relation to the potential for a paid NSW Police presence to manage unforeseen risks*
10. *The event organiser is direct advise LiveTraffic so the event can be highlighted on the website*
11. *The event organiser must comply with any COVID-19 restrictions current at the time of the event including compliance with Restrictions on Gathering and Movement Public Health Orders, which may require developing and complying with a COVID-19 safety Plan*
12. *The event organisers are to apply for a Road Occupancy Licence (ROL) and Speed Zone Agreement (SZA) from TfNSW prior to the event*
13. *Event organisers shall comply with the above conditions and the undertakings in its submission. Failure to comply will immediately void this approval*

2. **Pollie Pedal 2021 – ‘Soldier on’ Charity Bicycle Ride**

That the 2021 Pollie Pedal – ‘Soldier On’ charity bicycle ride be approved by Council subject to the following conditions:

1. *The organiser is to supply Council with a copy of the current Public Liability Insurance for the event with a minimum \$20,000,000 indemnity*
2. *The event organiser develop and implement a Traffic Management Plan (TMP) and associated Traffic Guidance Scheme (TSG)*
3. *The event organiser is responsible for directly notifying all residents that may be affected by the approved events as soon as possible*
4. *Event marshals, event participants etc. will at all times obey the provisions of NSW Transport Legislation*
5. *The event organiser is to arrange the supply and installation/removal of appropriate signs etc. identified in the TMP and associated TGS. All personnel involved must be appropriate accredited*
6. *The event organiser is to ensure any local traffic, emergency services vehicles etc can safely and efficiently access/egress any property impacted by the TMP and associated TGS*
7. *Event organisers, event marshals, volunteers, event participants etc. are to take all possible actions to minimise the effect of the event on the non-event community, throughout the event*
8. *The event organiser must comply with any COVID-19 restrictions current at the time of the event including compliance with Restrictions on Gathering and Movement Public Health Orders, which may require developing and complying with a COVID-19 safety Plan*
9. *The event organisers are to apply for a Road Occupancy Licence (ROL) and Speed Zone Agreement (SZA) from TfNSW prior to the event*
10. *The event organisers are to consider implementing a temporary speed zone reduction and lane closure as part of the traffic management plans and appropriate modify the event’s TMP and TGS*
11. *The event organiser shall ensure the VMS messages are set-up to display a range of messages based on the various risk management requirements*
12. *Event organisers shall comply with the above conditions and the undertakings in its submission. Failure to comply will immediately void this approval*

3. Inward Bound 2021 Event

That the Inward Bound 2021 event be approved by Council subject to the following conditions:

1. *The organiser is to supply Council with a copy of the current Public Liability Insurance for the event with a minimum \$20,000,000 indemnity*
2. *The event organiser develop and implement a Traffic Management Plan (TMP) and associated Traffic Guidance Scheme (TSG)*
3. *The event organiser is responsible for directly notifying all residents that may be affected by the approved events as soon as possible*
4. *Event marshals, event participants etc. will at all times obey the provisions of NSW Transport Legislation*
5. *The event organiser is to arrange the supply and installation/removal of appropriate signs etc. identified in the TMP and associated TGS. All personnel involved must be appropriate accredited*
6. *The event organisers are to ensure that risk associated with roadside vegetation are considered particularly on Mulligans Flat Road near the ACT border and on Marked Tree Road*
7. *The event organiser is to ensure any local traffic, emergency services vehicles etc can safely and efficiently access/egress any property impacted by the TMP and associated TGS*
8. *Event organisers, event marshals, volunteers, event participants etc. are to take all possible actions to minimise the effect of the event on the non-event community, throughout the event*
9. *The event organiser must comply with any COVID-19 restrictions current at the time of the event including compliance with Restrictions on Gathering and Movement Public Health Orders, which may require developing and complying with a COVID-19 safety Plan*
10. *Event organisers shall comply with the above conditions and the undertakings in its submission. Failure to comply will immediately void this approval*

ATTACHMENTS: A. Traffic Facilities Committee Minutes 30 June 2021 [↓](#)



Minutes of the Traffic Facilities Management Committee Meeting

Wednesday 30 June 2021

Council Chambers
209 Comur Street, Yass

Minutes of the Traffic Facilities Committee Meeting held on 30 June 2021

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Minutes of the Traffic Facilities Committee Meeting held on 30 June 2021

Start: 10:37am

Acknowledgement of Country

Present

Cr Jasmin Jones (Chairperson), Terry Cooper (Engineering Services Manager), Jayd Marsh (TfNSW), Nicole Brodie (TfNSW) & Meryl Hinge (RSO Officer) attending meeting by Zoom link. Matt Murphy (NSW Police) and Trish Reynolds (Minutes) attended meeting in Council office.

1. Apologies

Steven Pidgeon (NSW Police)

2. Declarations of Interest

Nil

3. Confirmation of Minutes

COMMITTEE DECISION

That the minutes of the Traffic Facilities Committee Meeting held on 3 February 2021 be taken as read and confirmed

4. Matters Arising From Minutes

Nil

5. Matters Considered Between Meetings

5.1 2021 GUNDAROO SCHOOL - CROSS COUNTRY

SUMMARY

To provide the Committee an update of an event approved between meetings of the Traffic Committee. Council received a request from the Gundaroo Public School for approval and support to undertake a cross country event in the local roads around the school.

COMMITTEE DECISION

That the information be noted.

Minutes of the Traffic Facilities Committee Meeting held on 30 June 2021

5.2 2021 SUTTON PUBLIC SCHOOL – CROSS COUNTRY

SUMMARY

To provide the Committee an update of an event approved between meetings of the Traffic Committee. Council received a request from the Sutton Public School for approval and support to undertake a cross country event in the local roads around the school.

COMMITTEE DECISION

That the information be noted.

6.0 ITEMS DELEGATED TO COUNCIL

6.1 WINE N VIBE 2021 EVENT

SUMMARY

To consider a request to hold an event. The event will be held at the Lake George Winery on Saturday 6th November 2021.

RECOMMENDATION

That the 2021 Wine N Vibe event be approved subject to the following conditions:

- 1. The organiser is to supply Council with a copy of the current Public Liability Insurance for the event with a minimum \$20,000,000 indemnity*
- 2. The event organiser develop and implement a Traffic Management Plan (TMP) and associated Traffic Guidance Scheme (TSG), in-line with the recommendations from the NSW Police.*
- 3. The event organiser is responsible for directly notifying all residents that may be affected by the approved events as soon as possible;*
- 4. Event marshals, event participants etc. will at all times obey the provisions of NSW Transport Legislation;*
- 5. The event organiser is to arrange the supply and installation/removal of appropriate signs etc. identified in the TMP and associated TGS. All personnel involved must be appropriate accredited;*
- 6. The event organiser is to ensure any local traffic, emergency services vehicles etc can safely and efficiently access/egress any property impacted by the TMP and associated TGS;*
- 7. Event organisers, event marshals, volunteers, event participants etc. are to take all possible actions to minimise the effect of the event on the non-event community, throughout the event;*
- 8. The event organiser is to take appropriate actions to ensure no traffic is backed up on the Federal Highway*
- 9. The event organisers to work with the police in relation to the potential for a paid NSW Police presence to manage unforeseen risks*
- 10. The event organiser is direct advise LiveTraffic so the event can be highlighted on the website*
- 11. The event organiser must comply with any COVID-19 restrictions current at the time of the event including compliance with Restrictions on Gathering and Movement Public Health Orders, which may require developing and complying with a COVID-19 safety Plan;*

Minutes of the Traffic Facilities Committee Meeting held on 30 June 2021

12. The event organisers are to apply for a Road Occupancy Licence (ROL) and Speed Zone Agreement (SZA) from TfNSW prior to the event;
13. Event organisers shall comply with the above conditions and the undertakings in its submission. Failure to comply will immediately void this approval.

6.2 POLLIE PEDAL 2021 - 'SOLDIER ON' CHARITY BICYCLE RIDE

SUMMARY

To consider a request to have a bicycle charity ride on roads within Yass Valley.

RECOMMENDATION

That the 2021 Pollie Pedal – 'Soldier On' charity bicycle ride be approved by Council subject to the following conditions:

1. The organiser is to supply Council with a copy of the current Public Liability Insurance for the event with a minimum \$20,000,000 indemnity
2. The event organiser develop and implement a Traffic Management Plan (TMP) and associated Traffic Guidance Scheme (TSG);
3. The event organiser is responsible for directly notifying all residents that may be affected by the approved events as soon as possible;
4. Event marshals, event participants etc. will at all times obey the provisions of NSW Transport Legislation;
5. The event organiser is to arrange the supply and installation/removal of appropriate signs etc. identified in the TMP and associated TGS. All personnel involved must be appropriate accredited;
6. The event organiser is to ensure any local traffic, emergency services vehicles etc can safely and efficiently access/egress any property impacted by the TMP and associated TGS;
7. Event organisers, event marshals, volunteers, event participants etc. are to take all possible actions to minimise the effect of the event on the non-event community, throughout the event;
8. The event organiser must comply with any COVID-19 restrictions current at the time of the event including compliance with Restrictions on Gathering and Movement Public Health Orders, which may require developing and complying with a COVID-19 safety Plan;
9. The event organisers are to apply for a Road Occupancy Licence (ROL) and Speed Zone Agreement (SZA) from TfNSW prior to the event;
10. The event organisers are to consider implementing a temporary speed zone reduction and lane closure as part of the traffic management plans and appropriate modify the event's TMP and TGS
11. The event organiser shall ensure the VMS messages are set-up to display a range of messages based on the various risk management requirements
12. Event organisers shall comply with the above conditions and the undertakings in its submission. Failure to comply will immediately void this approval.

Minutes of the Traffic Facilities Committee Meeting held on 30 June 2021

6.3 INWARD BOUND 2021 EVENT

SUMMARY

To consider a request to hold an event. Inward Bound (IB) is a navigation-based endurance footrace held annually in the natural surrounds of Australia's national capital, Canberra. The roads in Yass Valley that will be impacted by the event Nottingham Road and Two Sticks Road

RECOMMENDATION:

That the Inward Bound 2021 event be approved by Council subject to the following conditions:

1. *The organiser is to supply Council with a copy of the current Public Liability Insurance for the event with a minimum \$20,000,000 indemnity*
2. *The event organiser develop and implement a Traffic Management Plan (TMP) and associated Traffic Guidance Scheme (TSG);*
3. *The event organiser is responsible for directly notifying all residents that may be affected by the approved events as soon as possible;*
4. *Event marshals, event participants etc. will at all times obey the provisions of NSW Transport Legislation;*
5. *The event organiser is to arrange the supply and installation/removal of appropriate signs etc. identified in the TMP and associated TGS. All personnel involved must be appropriate accredited;*
6. *The event organisers are to ensure that risk associated with roadside vegetation are considered particularly on Mulligans Flat Road near the ACT border and on Marked Tree Road;*
7. *The event organiser is to ensure any local traffic, emergency services vehicles etc can safely and efficiently access/egress any property impacted by the TMP and associated TGS;*
8. *Event organisers, event marshals, volunteers, event participants etc. are to take all possible actions to minimise the effect of the event on the non-event community, throughout the event;*
9. *The event organiser must comply with any COVID-19 restrictions current at the time of the event including compliance with Restrictions on Gathering and Movement Public Health Orders, which may require developing and complying with a COVID-19 safety Plan;*
10. *Event organisers shall comply with the above conditions and the undertakings in its submission. Failure to comply will immediately void this approval.*

6.4 CIVIC2SURF 2021 EVENT

SUMMARY

To consider a request to hold the 2021 Civic2Surf running event. The event will be in Yass Valley on Saturday 5 September 2021. The route through Yass Valley will be Mulligans Flat Road, Sutton Road, Cork Street, Rosamel Road and Mark Tree Road.

COMMITTEE DECISION

That the Committee note the proposed event and that further information has been requested and will be provided when available as a matter between Committee meeting.

Minutes of the Traffic Facilities Committee Meeting held on 30 June 2021

7. UPDATE ON CURRENT TRAFFIC MANAGEMENT COMMITTEE ISSUES

SUMMARY

To provide the Committee an update on progress on Committee issues/activities..

COMMITTEE DECISION

That:

1. *Information was noted.*
2. *Council has allocated \$30,000 budget in the 2021/22 Operational Plan to implement works identified by the Committee*

8. COMMITTEE MEMBER UPDATES

SUMMARY

To provide each Committee member an opportunity to provide the Committee with an update on traffic matters as it relates to their area of responsibility.

The following updates be provided as provided from:

- **NSW Police**
Nil
- **TfNSW**
Taemas Bridge is to have narrow bridge warning signs installed by TfNSW. TfNSW will liaise with Council before these are installed.
TfNSW investigating options to improve safety of Stephens Street Binalong near the intersection with Fitzroy Street.
- **Council**
Council has resolved not to consider any further investigation for a guardrail barriers along Stephens Street near the intersection with Fitzroy Street Binalong.

9. Next Meeting

Wednesday 3 November 2021, at 10.30am in Council Chambers
209 Comur Street, Yass

The meeting closed at 11:15 am