



ATTACHMENTS

Ordinary Council Meeting

15 May 2024

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Investment Report

01/04/2024 to 30/04/2024



Portfolio Valuation as at 30/04/2024

| Issuer | Rating | Type | Allocation | Interest Paid | Purchase Date | Maturity Date | Rate (%) | Capital Value (\$) | Face Value (\$) | Accrued (\$) | Accrued MTD (\$) |
|-------------------------------------|---------|------|------------|---------------|---------------|---------------|----------|--------------------|-----------------|--------------|------------------|
| P&N Bank | BBB+ | TD | GENERAL | Annual | 09/05/2023 | 07/05/2024 | 4.9500 | 1,000,000.00 | 1,000,000.00 | 48,550.68 | 4,068.49 |
| ING Bank (Australia) Ltd | A | TD | GENERAL | At Maturity | 24/05/2022 | 28/05/2024 | 3.7600 | 1,000,000.00 | 1,000,000.00 | 72,933.70 | 3,090.41 |
| ING Bank (Australia) Ltd | A | TD | GENERAL | At Maturity | 06/06/2023 | 06/06/2024 | 5.1000 | 1,000,000.00 | 1,000,000.00 | 46,109.59 | 4,191.78 |
| ING Bank (Australia) Ltd | A | TD | GENERAL | At Maturity | 13/06/2023 | 13/06/2024 | 5.4100 | 500,000.00 | 500,000.00 | 23,937.40 | 2,223.29 |
| ING Bank (Australia) Ltd | A | TD | GENERAL | At Maturity | 13/06/2023 | 13/06/2024 | 5.4100 | 750,000.00 | 750,000.00 | 35,906.10 | 3,334.93 |
| Westpac | AA- | TD | GENERAL | Quarterly | 18/06/2021 | 18/06/2024 | 0.8000 | 1,500,000.00 | 1,500,000.00 | 1,446.58 | 986.30 |
| Warwick Credit Union | Unrated | TD | GENERAL | Annual | 28/06/2023 | 26/06/2024 | 5.7800 | 1,000,000.00 | 1,000,000.00 | 48,773.70 | 4,750.68 |
| ING Bank (Australia) Ltd | A | TD | GENERAL | Annual | 28/06/2023 | 27/06/2024 | 5.6200 | 2,000,000.00 | 2,000,000.00 | 94,847.12 | 9,238.36 |
| BOQ | A- | TD | GENERAL | Annual | 28/06/2023 | 27/06/2024 | 5.5800 | 1,000,000.00 | 1,000,000.00 | 47,086.03 | 4,586.30 |
| Westpac | AA- | TD | GENERAL | Quarterly | 06/07/2021 | 09/07/2024 | 0.8000 | 1,000,000.00 | 1,000,000.00 | 504.11 | 504.11 |
| Commonwealth Bank | AA- | TD | GENERAL | Semi-Annual | 20/07/2022 | 23/07/2024 | 4.3700 | 1,000,000.00 | 1,000,000.00 | 11,972.60 | 3,591.78 |
| Heritage and Peoples Choice Limited | BBB+ | TD | GENERAL | Annual | 25/07/2023 | 24/07/2024 | 5.7000 | 1,000,000.00 | 1,000,000.00 | 43,882.19 | 4,684.93 |
| NAB | AA- | TD | GENERAL | Annual | 26/07/2023 | 30/07/2024 | 5.5000 | 600,000.00 | 600,000.00 | 25,315.07 | 2,712.33 |
| AMP Bank | BBB+ | TD | GENERAL | Annual | 08/08/2023 | 13/08/2024 | 5.4500 | 1,000,000.00 | 1,000,000.00 | 39,867.12 | 4,479.45 |
| AMP Bank | BBB+ | TD | GENERAL | Annual | 15/08/2023 | 20/08/2024 | 5.3000 | 1,000,000.00 | 1,000,000.00 | 37,753.42 | 4,356.16 |
| Westpac | AA- | TD | GENERAL | Quarterly | 23/08/2022 | 23/08/2024 | 4.3800 | 500,000.00 | 500,000.00 | 4,080.00 | 1,800.00 |



| Issuer | Rating | Type | Allocation | Interest Paid | Purchase Date | Maturity Date | Rate (%) | Capital Value (\$) | Face Value (\$) | Accrued (\$) | Accrued MTD (\$) |
|--------------------------|---------|------|------------|---------------|---------------|---------------|----------|--------------------|-----------------|--------------|------------------|
| Australian Military Bank | BBB+ | TD | GENERAL | Quarterly | 29/08/2022 | 29/08/2024 | 4.4500 | 1,000,000.00 | 1,000,000.00 | 7,558.90 | 3,657.53 |
| NAB | AA- | TD | GENERAL | At Maturity | 31/08/2023 | 03/09/2024 | 5.2200 | 1,000,000.00 | 1,000,000.00 | 34,895.34 | 4,290.41 |
| Westpac | AA- | TD | GENERAL | Quarterly | 30/08/2022 | 03/09/2024 | 4.4400 | 1,000,000.00 | 1,000,000.00 | 7,541.92 | 3,649.32 |
| BOQ | A- | TD | GENERAL | At Maturity | 30/08/2022 | 03/09/2024 | 4.4000 | 1,000,000.00 | 1,000,000.00 | 73,534.25 | 3,616.44 |
| NAB | AA- | TD | GENERAL | Quarterly | 05/09/2023 | 10/09/2024 | 5.2000 | 1,000,000.00 | 1,000,000.00 | 8,120.55 | 4,273.97 |
| P&N Bank | BBB+ | TD | GENERAL | Quarterly | 08/09/2022 | 10/09/2024 | 4.4000 | 1,500,000.00 | 1,500,000.00 | 9,221.92 | 5,424.66 |
| P&N Bank | BBB+ | TD | GENERAL | Annual | 13/09/2022 | 13/09/2024 | 4.4500 | 500,000.00 | 500,000.00 | 14,081.51 | 1,828.77 |
| NAB | AA- | TD | GENERAL | Annual | 13/09/2023 | 17/09/2024 | 5.2400 | 1,500,000.00 | 1,500,000.00 | 49,744.11 | 6,460.27 |
| BOQ | A- | TD | GENERAL | Annual | 27/03/2024 | 24/09/2024 | 5.0900 | 1,000,000.00 | 1,000,000.00 | 4,880.82 | 4,183.56 |
| AMP Bank | BBB+ | TD | GENERAL | Annual | 20/10/2022 | 21/10/2024 | 4.9000 | 1,000,000.00 | 1,000,000.00 | 26,043.84 | 4,027.40 |
| ING Bank (Australia) Ltd | A | TD | GENERAL | Annual | 07/11/2023 | 05/11/2024 | 5.4800 | 1,000,000.00 | 1,000,000.00 | 26,424.11 | 4,504.11 |
| AMP Bank | BBB+ | TD | GENERAL | Annual | 22/11/2022 | 19/11/2024 | 4.7000 | 750,000.00 | 750,000.00 | 15,548.63 | 2,897.26 |
| AMP Bank | BBB+ | TD | GENERAL | Annual | 29/11/2022 | 03/12/2024 | 4.6500 | 1,000,000.00 | 1,000,000.00 | 19,619.18 | 3,821.92 |
| Westpac | AA- | TD | GENERAL | Quarterly | 05/12/2023 | 05/12/2024 | 5.3000 | 750,000.00 | 750,000.00 | 6,207.53 | 3,267.12 |
| BOQ | A- | TD | GENERAL | Annual | 11/12/2023 | 10/12/2024 | 5.3200 | 1,500,000.00 | 1,500,000.00 | 31,045.48 | 6,558.90 |
| Bank of Sydney | Unrated | TD | GENERAL | Annual | 12/12/2023 | 12/12/2024 | 5.3500 | 500,000.00 | 500,000.00 | 10,333.56 | 2,198.63 |
| Westpac | AA- | TD | GENERAL | Quarterly | 13/02/2024 | 18/02/2025 | 5.1200 | 500,000.00 | 500,000.00 | 5,470.68 | 2,104.11 |
| P&N Bank | BBB+ | TD | GENERAL | Annual | 21/02/2023 | 25/02/2025 | 5.0000 | 1,000,000.00 | 1,000,000.00 | 9,589.04 | 4,109.59 |
| Bank of Sydney | Unrated | TD | GENERAL | At Maturity | 27/02/2024 | 26/02/2025 | 5.1700 | 500,000.00 | 500,000.00 | 4,532.60 | 2,124.66 |



| Issuer | Rating | Type | Allocation | Interest Paid | Purchase Date | Maturity Date | Rate (%) | Capital Value (\$) | Face Value (\$) | Accrued (\$) | Accrued MTD (\$) |
|--------------------------|---------|------|------------|---------------|---------------|---------------|----------|--------------------|-----------------|--------------|------------------|
| ING Bank (Australia) Ltd | A | TD | GENERAL | Annual | 02/03/2023 | 04/03/2025 | 5.1000 | 500,000.00 | 500,000.00 | 4,052.05 | 2,095.89 |
| Police Credit Union SA | Unrated | TD | GENERAL | At Maturity | 14/03/2023 | 18/03/2025 | 4.9400 | 1,000,000.00 | 1,000,000.00 | 56,031.78 | 4,060.27 |
| Westpac | AA- | TD | GENERAL | Quarterly | 26/03/2024 | 26/03/2025 | 4.9700 | 1,000,000.00 | 1,000,000.00 | 4,901.92 | 4,084.93 |
| Summerland Bank | Unrated | TD | GENERAL | Annual | 29/03/2023 | 01/04/2025 | 4.8700 | 1,000,000.00 | 1,000,000.00 | 4,536.44 | 4,002.74 |
| Auswide Bank | BBB | TD | GENERAL | Annual | 04/04/2023 | 08/04/2025 | 4.9000 | 900,000.00 | 900,000.00 | 3,262.19 | 3,262.19 |
| AMP Bank | BBB+ | TD | GENERAL | Annual | 09/05/2023 | 06/05/2025 | 5.0000 | 1,000,000.00 | 1,000,000.00 | 49,041.10 | 4,109.59 |
| ING Bank (Australia) Ltd | A | TD | GENERAL | Annual | 28/06/2023 | 26/06/2025 | 5.5500 | 1,000,000.00 | 1,000,000.00 | 46,832.88 | 4,561.64 |
| P&N Bank | BBB+ | TD | GENERAL | Annual | 11/07/2023 | 09/07/2025 | 5.8000 | 1,000,000.00 | 1,000,000.00 | 46,876.71 | 4,767.12 |
| BOQ | A- | TD | GENERAL | Annual | 10/08/2021 | 12/08/2025 | 1.0000 | 1,000,000.00 | 1,000,000.00 | 7,260.27 | 821.92 |
| ING Bank (Australia) Ltd | A | TD | GENERAL | Annual | 05/09/2023 | 09/09/2025 | 5.0500 | 500,000.00 | 500,000.00 | 16,533.56 | 2,075.34 |
| Westpac | AA- | TD | GENERAL | Quarterly | 12/09/2023 | 16/09/2025 | 5.0200 | 1,500,000.00 | 1,500,000.00 | 10,315.07 | 6,189.04 |
| ING Bank (Australia) Ltd | A | TD | GENERAL | At Maturity | 28/09/2023 | 30/09/2025 | 5.2500 | 1,000,000.00 | 1,000,000.00 | 31,068.49 | 4,315.07 |
| ING Bank (Australia) Ltd | A | TD | GENERAL | At Maturity | 04/10/2023 | 07/10/2025 | 5.3000 | 1,000,000.00 | 1,000,000.00 | 30,493.15 | 4,356.16 |
| P&N Bank | BBB+ | TD | GENERAL | Annual | 29/11/2023 | 28/11/2025 | 5.4500 | 1,000,000.00 | 1,000,000.00 | 22,994.52 | 4,479.45 |
| ING Bank (Australia) Ltd | A | TD | GENERAL | Annual | 30/11/2023 | 02/12/2025 | 5.4200 | 1,000,000.00 | 1,000,000.00 | 22,719.45 | 4,454.79 |
| Warwick Credit Union | Unrated | TD | GENERAL | Annual | 20/12/2023 | 18/12/2025 | 5.2000 | 2,000,000.00 | 2,000,000.00 | 37,895.89 | 8,547.95 |
| Suncorp | A+ | TD | GENERAL | Annual | 23/01/2024 | 27/01/2026 | 5.0500 | 2,000,000.00 | 2,000,000.00 | 27,394.52 | 8,301.37 |





| Issuer | Rating | Type | Allocation | Interest Paid | Purchase Date | Maturity Date | Rate (%) | Capital Value (\$) | Face Value (\$) | Accrued (\$) | Accrued MTD (\$) |
|--------------------------|--------|------|------------|---------------|---------------|---------------|----------|----------------------|----------------------|---------------------|-------------------|
| Suncorp | A+ | TD | GENERAL | Annual | 06/02/2024 | 10/02/2026 | 4.9300 | 2,000,000.00 | 2,000,000.00 | 22,961.64 | 8,104.11 |
| ING Bank (Australia) Ltd | A | TD | GENERAL | Annual | 09/04/2024 | 14/04/2026 | 4.9300 | 1,000,000.00 | 1,000,000.00 | 2,971.51 | 2,971.51 |
| P&N Bank | BBB+ | TD | GENERAL | Annual | 18/04/2023 | 20/04/2027 | 5.0000 | 1,000,000.00 | 1,000,000.00 | 1,780.82 | 1,780.82 |
| P&N Bank | BBB+ | TD | GENERAL | Annual | 14/02/2023 | 15/02/2028 | 5.2000 | 500,000.00 | 500,000.00 | 5,484.93 | 2,136.99 |
| NAB | AA- | CASH | GENERAL | Monthly | 30/04/2024 | 30/04/2024 | 3.7500 | 3,497,869.35 | 3,497,869.35 | 10,741.68 | 10,741.68 |
| Macquarie Bank | A+ | CASH | GENERAL | Monthly | 30/04/2024 | 30/04/2024 | 4.1500 | 3,860,427.28 | 3,860,427.28 | 13,117.34 | 13,117.34 |
| NAB | AA- | CASH | GENERAL | Monthly | 30/04/2024 | 30/04/2024 | 2.8500 | 2,643,032.67 | 2,643,032.67 | 8,549.39 | 8,549.39 |
| TOTALS | | | | | | | | 66,751,329.30 | 66,751,329.30 | 1,435,176.69 | 253,485.25 |



Portfolio by Asset as at 30/04/2024

Asset Type: CASH

| Issuer | Rating | Type | Allocation | Interest Paid | Purchase Date | Maturity Date | Rate (%) | Capital Value (\$) | Face Value (\$) | Accrued (\$) | Accrued MTD (\$) |
|-----------------------|--------|------|------------|---------------|---------------|---------------|----------|----------------------|----------------------|------------------|------------------|
| NAB | AA- | CASH | GENERAL | Monthly | 30/04/2024 | 30/04/2024 | 3.7500 | 3,497,869.35 | 3,497,869.35 | 10,741.68 | 10,741.68 |
| Macquarie Bank | A+ | CASH | GENERAL | Monthly | 30/04/2024 | 30/04/2024 | 4.1500 | 3,860,427.28 | 3,860,427.28 | 13,117.34 | 13,117.34 |
| NAB | AA- | CASH | GENERAL | Monthly | 30/04/2024 | 30/04/2024 | 2.8500 | 2,643,032.67 | 2,643,032.67 | 8,549.39 | 8,549.39 |
| CASH SUBTOTALS | | | | | | | | 10,001,329.30 | 10,001,329.30 | 32,408.40 | 32,408.40 |

Asset Type: TD

| Issuer | Rating | Type | Allocation | Interest Paid | Purchase Date | Maturity Date | Rate (%) | Capital Value (\$) | Face Value (\$) | Accrued (\$) | Accrued MTD (\$) |
|--------------------------|---------|------|------------|---------------|---------------|---------------|----------|--------------------|-----------------|--------------|------------------|
| P&N Bank | BBB+ | TD | GENERAL | Annual | 09/05/2023 | 07/05/2024 | 4.9500 | 1,000,000.00 | 1,000,000.00 | 48,550.68 | 4,068.49 |
| ING Bank (Australia) Ltd | A | TD | GENERAL | At Maturity | 24/05/2022 | 28/05/2024 | 3.7600 | 1,000,000.00 | 1,000,000.00 | 72,933.70 | 3,090.41 |
| ING Bank (Australia) Ltd | A | TD | GENERAL | At Maturity | 06/06/2023 | 06/06/2024 | 5.1000 | 1,000,000.00 | 1,000,000.00 | 46,109.59 | 4,191.78 |
| ING Bank (Australia) Ltd | A | TD | GENERAL | At Maturity | 13/06/2023 | 13/06/2024 | 5.4100 | 500,000.00 | 500,000.00 | 23,937.40 | 2,223.29 |
| ING Bank (Australia) Ltd | A | TD | GENERAL | At Maturity | 13/06/2023 | 13/06/2024 | 5.4100 | 750,000.00 | 750,000.00 | 35,906.10 | 3,334.93 |
| Westpac | AA- | TD | GENERAL | Quarterly | 18/06/2021 | 18/06/2024 | 0.8000 | 1,500,000.00 | 1,500,000.00 | 1,446.58 | 986.30 |
| Warwick Credit Union | Unrated | TD | GENERAL | Annual | 28/06/2023 | 26/06/2024 | 5.7800 | 1,000,000.00 | 1,000,000.00 | 48,773.70 | 4,750.68 |
| ING Bank (Australia) Ltd | A | TD | GENERAL | Annual | 28/06/2023 | 27/06/2024 | 5.6200 | 2,000,000.00 | 2,000,000.00 | 94,847.12 | 9,238.36 |





| Issuer | Rating | Type | Allocation | Interest Paid | Purchase Date | Maturity Date | Rate (%) | Capital Value (\$) | Face Value (\$) | Accrued (\$) | Accrued MTD (\$) |
|-------------------------------------|--------|------|------------|---------------|---------------|---------------|----------|--------------------|-----------------|--------------|------------------|
| BOQ | A- | TD | GENERAL | Annual | 28/06/2023 | 27/06/2024 | 5.5800 | 1,000,000.00 | 1,000,000.00 | 47,086.03 | 4,586.30 |
| Westpac | AA- | TD | GENERAL | Quarterly | 06/07/2021 | 09/07/2024 | 0.8000 | 1,000,000.00 | 1,000,000.00 | 504.11 | 504.11 |
| Commonwealth Bank | AA- | TD | GENERAL | Semi-Annual | 20/07/2022 | 23/07/2024 | 4.3700 | 1,000,000.00 | 1,000,000.00 | 11,972.60 | 3,591.78 |
| Heritage and Peoples Choice Limited | BBB+ | TD | GENERAL | Annual | 25/07/2023 | 24/07/2024 | 5.7000 | 1,000,000.00 | 1,000,000.00 | 43,882.19 | 4,684.93 |
| NAB | AA- | TD | GENERAL | Annual | 26/07/2023 | 30/07/2024 | 5.5000 | 600,000.00 | 600,000.00 | 25,315.07 | 2,712.33 |
| AMP Bank | BBB+ | TD | GENERAL | Annual | 08/08/2023 | 13/08/2024 | 5.4500 | 1,000,000.00 | 1,000,000.00 | 39,867.12 | 4,479.45 |
| AMP Bank | BBB+ | TD | GENERAL | Annual | 15/08/2023 | 20/08/2024 | 5.3000 | 1,000,000.00 | 1,000,000.00 | 37,753.42 | 4,356.16 |
| Westpac | AA- | TD | GENERAL | Quarterly | 23/08/2022 | 23/08/2024 | 4.3800 | 500,000.00 | 500,000.00 | 4,080.00 | 1,800.00 |
| Australian Military Bank | BBB+ | TD | GENERAL | Quarterly | 29/08/2022 | 29/08/2024 | 4.4500 | 1,000,000.00 | 1,000,000.00 | 7,558.90 | 3,657.53 |
| NAB | AA- | TD | GENERAL | At Maturity | 31/08/2023 | 03/09/2024 | 5.2200 | 1,000,000.00 | 1,000,000.00 | 34,895.34 | 4,290.41 |
| Westpac | AA- | TD | GENERAL | Quarterly | 30/08/2022 | 03/09/2024 | 4.4400 | 1,000,000.00 | 1,000,000.00 | 7,541.92 | 3,649.32 |
| BOQ | A- | TD | GENERAL | At Maturity | 30/08/2022 | 03/09/2024 | 4.4000 | 1,000,000.00 | 1,000,000.00 | 73,534.25 | 3,616.44 |
| NAB | AA- | TD | GENERAL | Quarterly | 05/09/2023 | 10/09/2024 | 5.2000 | 1,000,000.00 | 1,000,000.00 | 8,120.55 | 4,273.97 |
| P&N Bank | BBB+ | TD | GENERAL | Quarterly | 08/09/2022 | 10/09/2024 | 4.4000 | 1,500,000.00 | 1,500,000.00 | 9,221.92 | 5,424.66 |
| P&N Bank | BBB+ | TD | GENERAL | Annual | 13/09/2022 | 13/09/2024 | 4.4500 | 500,000.00 | 500,000.00 | 14,081.51 | 1,828.77 |
| NAB | AA- | TD | GENERAL | Annual | 13/09/2023 | 17/09/2024 | 5.2400 | 1,500,000.00 | 1,500,000.00 | 49,744.11 | 6,460.27 |
| BOQ | A- | TD | GENERAL | Annual | 27/03/2024 | 24/09/2024 | 5.0900 | 1,000,000.00 | 1,000,000.00 | 4,880.82 | 4,183.56 |
| AMP Bank | BBB+ | TD | GENERAL | Annual | 20/10/2022 | 21/10/2024 | 4.9000 | 1,000,000.00 | 1,000,000.00 | 26,043.84 | 4,027.40 |
| ING Bank (Australia) Ltd | A | TD | GENERAL | Annual | 07/11/2023 | 05/11/2024 | 5.4800 | 1,000,000.00 | 1,000,000.00 | 26,424.11 | 4,504.11 |





| Issuer | Rating | Type | Allocation | Interest Paid | Purchase Date | Maturity Date | Rate (%) | Capital Value (\$) | Face Value (\$) | Accrued (\$) | Accrued MTD (\$) |
|--------------------------|---------|------|------------|---------------|---------------|---------------|----------|--------------------|-----------------|--------------|------------------|
| AMP Bank | BBB+ | TD | GENERAL | Annual | 22/11/2022 | 19/11/2024 | 4.7000 | 750,000.00 | 750,000.00 | 15,548.63 | 2,897.26 |
| AMP Bank | BBB+ | TD | GENERAL | Annual | 29/11/2022 | 03/12/2024 | 4.6500 | 1,000,000.00 | 1,000,000.00 | 19,619.18 | 3,821.92 |
| Westpac | AA- | TD | GENERAL | Quarterly | 05/12/2023 | 05/12/2024 | 5.3000 | 750,000.00 | 750,000.00 | 6,207.53 | 3,267.12 |
| BOQ | A- | TD | GENERAL | Annual | 11/12/2023 | 10/12/2024 | 5.3200 | 1,500,000.00 | 1,500,000.00 | 31,045.48 | 6,558.90 |
| Bank of Sydney | Unrated | TD | GENERAL | Annual | 12/12/2023 | 12/12/2024 | 5.3500 | 500,000.00 | 500,000.00 | 10,333.56 | 2,198.63 |
| Westpac | AA- | TD | GENERAL | Quarterly | 13/02/2024 | 18/02/2025 | 5.1200 | 500,000.00 | 500,000.00 | 5,470.68 | 2,104.11 |
| P&N Bank | BBB+ | TD | GENERAL | Annual | 21/02/2023 | 25/02/2025 | 5.0000 | 1,000,000.00 | 1,000,000.00 | 9,589.04 | 4,109.59 |
| Bank of Sydney | Unrated | TD | GENERAL | At Maturity | 27/02/2024 | 26/02/2025 | 5.1700 | 500,000.00 | 500,000.00 | 4,532.60 | 2,124.66 |
| ING Bank (Australia) Ltd | A | TD | GENERAL | Annual | 02/03/2023 | 04/03/2025 | 5.1000 | 500,000.00 | 500,000.00 | 4,052.05 | 2,095.89 |
| Police Credit Union SA | Unrated | TD | GENERAL | At Maturity | 14/03/2023 | 18/03/2025 | 4.9400 | 1,000,000.00 | 1,000,000.00 | 56,031.78 | 4,060.27 |
| Westpac | AA- | TD | GENERAL | Quarterly | 26/03/2024 | 26/03/2025 | 4.9700 | 1,000,000.00 | 1,000,000.00 | 4,901.92 | 4,084.93 |
| Summerland Bank | Unrated | TD | GENERAL | Annual | 29/03/2023 | 01/04/2025 | 4.8700 | 1,000,000.00 | 1,000,000.00 | 4,536.44 | 4,002.74 |
| Auswide Bank | BBB | TD | GENERAL | Annual | 04/04/2023 | 08/04/2025 | 4.9000 | 900,000.00 | 900,000.00 | 3,262.19 | 3,262.19 |
| AMP Bank | BBB+ | TD | GENERAL | Annual | 09/05/2023 | 06/05/2025 | 5.0000 | 1,000,000.00 | 1,000,000.00 | 49,041.10 | 4,109.59 |
| ING Bank (Australia) Ltd | A | TD | GENERAL | Annual | 28/06/2023 | 26/06/2025 | 5.5500 | 1,000,000.00 | 1,000,000.00 | 46,832.88 | 4,561.64 |
| P&N Bank | BBB+ | TD | GENERAL | Annual | 11/07/2023 | 09/07/2025 | 5.8000 | 1,000,000.00 | 1,000,000.00 | 46,876.71 | 4,767.12 |
| BOQ | A- | TD | GENERAL | Annual | 10/08/2021 | 12/08/2025 | 1.0000 | 1,000,000.00 | 1,000,000.00 | 7,260.27 | 821.92 |
| ING Bank (Australia) Ltd | A | TD | GENERAL | Annual | 05/09/2023 | 09/09/2025 | 5.0500 | 500,000.00 | 500,000.00 | 16,533.56 | 2,075.34 |



| Issuer | Rating | Type | Allocation | Interest Paid | Purchase Date | Maturity Date | Rate (%) | Capital Value (\$) | Face Value (\$) | Accrued (\$) | Accrued MTD (\$) |
|--------------------------|---------|------|------------|---------------|---------------|---------------|----------|----------------------|----------------------|---------------------|-------------------|
| Westpac | AA- | TD | GENERAL | Quarterly | 12/09/2023 | 16/09/2025 | 5.0200 | 1,500,000.00 | 1,500,000.00 | 10,315.07 | 6,189.04 |
| ING Bank (Australia) Ltd | A | TD | GENERAL | At Maturity | 28/09/2023 | 30/09/2025 | 5.2500 | 1,000,000.00 | 1,000,000.00 | 31,068.49 | 4,315.07 |
| ING Bank (Australia) Ltd | A | TD | GENERAL | At Maturity | 04/10/2023 | 07/10/2025 | 5.3000 | 1,000,000.00 | 1,000,000.00 | 30,493.15 | 4,356.16 |
| P&N Bank | BBB+ | TD | GENERAL | Annual | 29/11/2023 | 28/11/2025 | 5.4500 | 1,000,000.00 | 1,000,000.00 | 22,994.52 | 4,479.45 |
| ING Bank (Australia) Ltd | A | TD | GENERAL | Annual | 30/11/2023 | 02/12/2025 | 5.4200 | 1,000,000.00 | 1,000,000.00 | 22,719.45 | 4,454.79 |
| Warwick Credit Union | Unrated | TD | GENERAL | Annual | 20/12/2023 | 18/12/2025 | 5.2000 | 2,000,000.00 | 2,000,000.00 | 37,895.89 | 8,547.95 |
| Suncorp | A+ | TD | GENERAL | Annual | 23/01/2024 | 27/01/2026 | 5.0500 | 2,000,000.00 | 2,000,000.00 | 27,394.52 | 8,301.37 |
| Suncorp | A+ | TD | GENERAL | Annual | 06/02/2024 | 10/02/2026 | 4.9300 | 2,000,000.00 | 2,000,000.00 | 22,961.64 | 8,104.11 |
| ING Bank (Australia) Ltd | A | TD | GENERAL | Annual | 09/04/2024 | 14/04/2026 | 4.9300 | 1,000,000.00 | 1,000,000.00 | 2,971.51 | 2,971.51 |
| P&N Bank | BBB+ | TD | GENERAL | Annual | 18/04/2023 | 20/04/2027 | 5.0000 | 1,000,000.00 | 1,000,000.00 | 1,780.82 | 1,780.82 |
| P&N Bank | BBB+ | TD | GENERAL | Annual | 14/02/2023 | 15/02/2028 | 5.2000 | 500,000.00 | 500,000.00 | 5,484.93 | 2,136.99 |
| TD SUBTOTALS | | | | | | | | 56,750,000.00 | 56,750,000.00 | 1,402,768.29 | 221,076.85 |



Portfolio by Asset Totals as at 30/04/2024

| Type | Capital Value (\$) | Face Value (\$) | Accrued (\$) | Accrued MTD (\$) |
|---------------|----------------------|----------------------|---------------------|-------------------|
| CASH | 10,001,329.30 | 10,001,329.30 | 32,408.40 | 32,408.40 |
| TD | 56,750,000.00 | 56,750,000.00 | 1,402,768.29 | 221,076.85 |
| TOTALS | 66,751,329.30 | 66,751,329.30 | 1,435,176.69 | 253,485.25 |



Counterparty Compliance as at 30/04/2024

Long Term Investments

| Compliant | Bank Group | Term | Rating | Invested (\$) | Invested (%) | Limit (%) | Limit (\$) | Available (\$) |
|-----------|--------------------------|------|---------|---------------|--------------|-----------|------------|----------------|
| ✓ | Commonwealth Bank | Long | AA- | 1,000,000.00 | 1.50 | 25.00 | - | 15,687,832.33 |
| ✓ | NAB | Long | AA- | 10,240,902.02 | 15.34 | 25.00 | - | 6,446,930.31 |
| ✓ | Westpac | Long | AA- | 7,750,000.00 | 11.61 | 25.00 | - | 8,937,832.33 |
| ✓ | Suncorp | Long | A+ | 4,000,000.00 | 5.99 | 20.00 | - | 9,350,265.86 |
| ✓ | Macquarie Bank | Long | A+ | 3,860,427.28 | 5.78 | 20.00 | - | 9,489,838.58 |
| ✓ | ING Direct | Long | A | 12,250,000.00 | 18.35 | 20.00 | - | 1,100,265.86 |
| ✓ | BOQ | Long | A- | 5,500,000.00 | 8.24 | 20.00 | - | 7,850,265.86 |
| ✓ | AMP Bank | Long | BBB+ | 5,750,000.00 | 8.61 | 15.00 | - | 4,262,699.40 |
| ✓ | P&N Bank | Long | BBB+ | 7,500,000.00 | 11.24 | 15.00 | - | 2,512,699.40 |
| ✓ | Australian Military Bank | Long | BBB+ | 1,000,000.00 | 1.50 | 15.00 | - | 9,012,699.40 |
| ✓ | Heritage Bank | Long | BBB+ | 1,000,000.00 | 1.50 | 15.00 | - | 9,012,699.40 |
| ✓ | Auswide Bank | Long | BBB | 900,000.00 | 1.35 | 15.00 | - | 9,112,699.40 |
| ✓ | Summerland Credit Union | Long | Unrated | 1,000,000.00 | 1.50 | 5.00 | - | 2,337,566.47 |
| ✓ | Bank of Sydney | Long | Unrated | 1,000,000.00 | 1.50 | 5.00 | - | 2,337,566.47 |

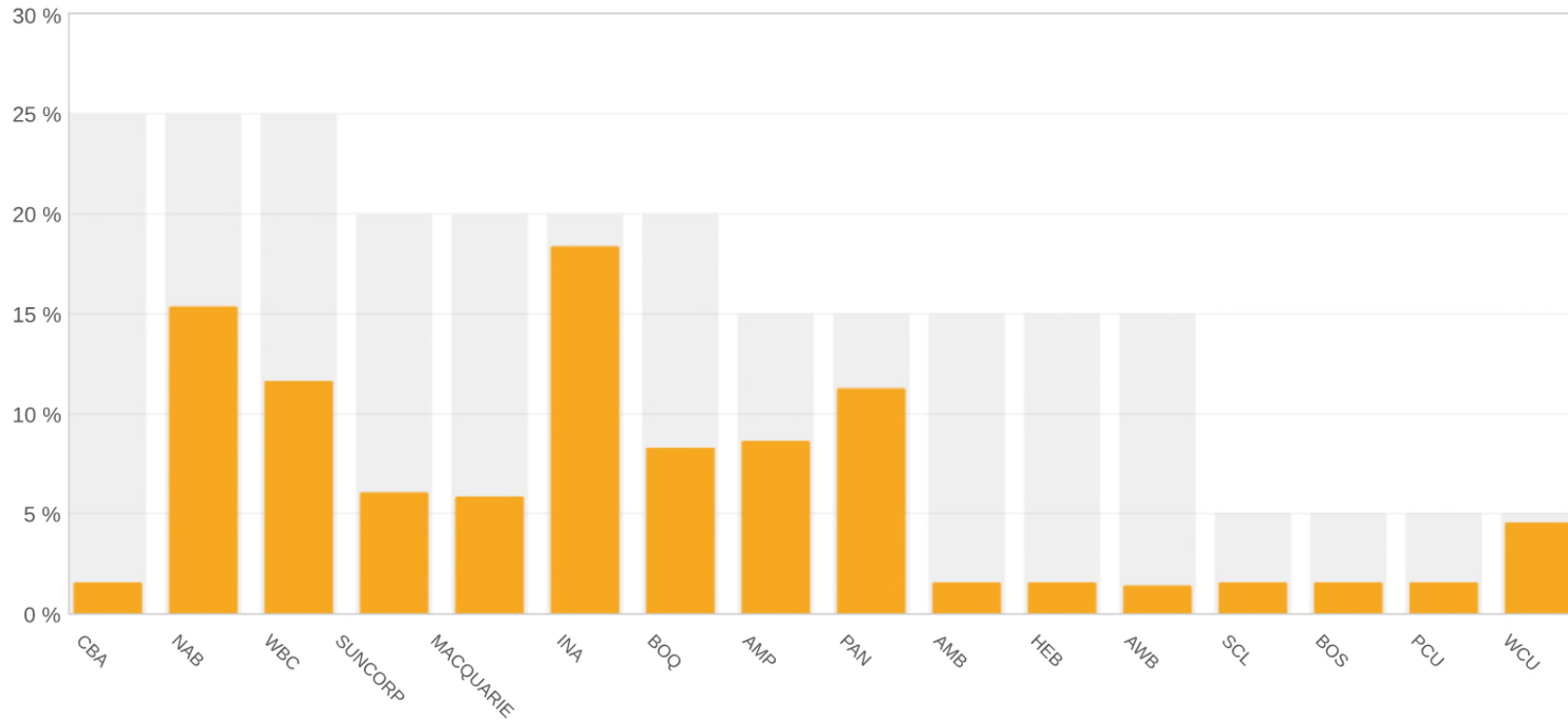




| Compliant | Bank Group | Term | Rating | Invested (\$) | Invested (%) | Limit (%) | Limit (\$) | Available (\$) |
|---------------|------------------------|------|---------|----------------------|---------------|-----------|------------|----------------|
| ✓ | Police Credit Union SA | Long | Unrated | 1,000,000.00 | 1.50 | 5.00 | - | 2,337,566.47 |
| ✓ | Warwick Credit Union | Long | Unrated | 3,000,000.00 | 4.49 | 5.00 | - | 337,566.47 |
| TOTALS | | | | 66,751,329.30 | 100.00 | | | |



Counterparty Compliance - Long Term Investments



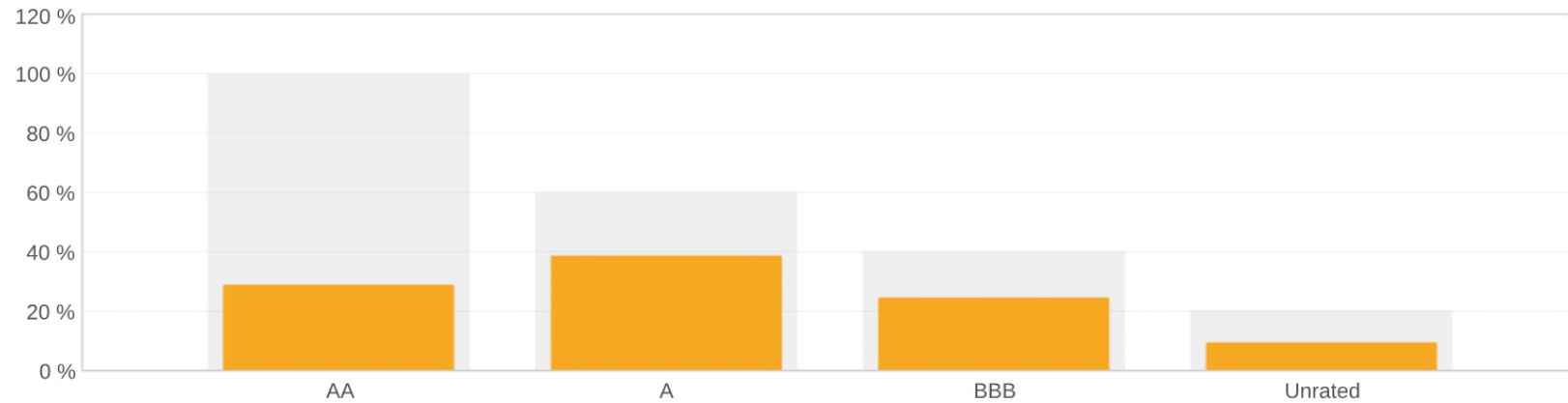


Credit Quality Compliance as at 30/04/2024

Long Term Investments

| Compliant | Rating | Invested (\$) | Invested (%) | Limit (%) | Available (\$) |
|---------------|---------|----------------------|---------------|-----------|----------------|
| ✓ | AA | 18,990,902.02 | 28.45 | 100.00 | 47,760,427.28 |
| ✓ | A | 25,610,427.28 | 38.37 | 60.00 | 14,440,370.30 |
| ✓ | BBB | 16,150,000.00 | 24.19 | 40.00 | 10,550,531.72 |
| ✓ | Unrated | 6,000,000.00 | 8.99 | 20.00 | 7,350,265.86 |
| TOTALS | | 66,751,329.30 | 100.00 | | |

Credit Quality Compliance - Long Term Investments

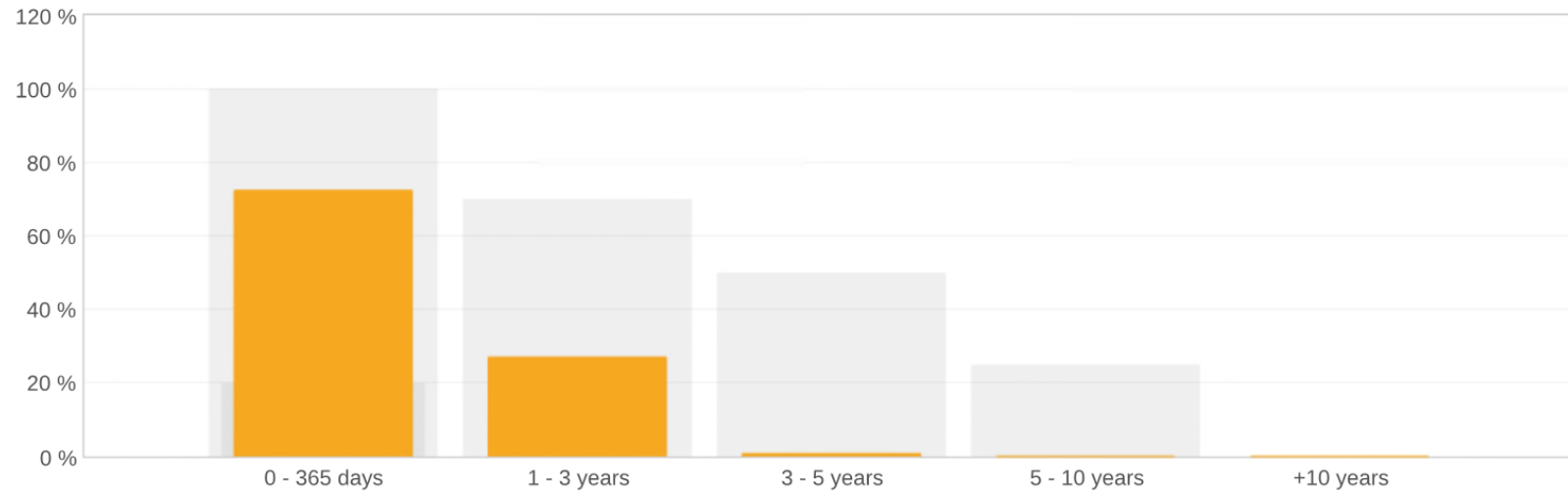




Maturity Compliance as at 30/04/2024

| Compliant | Term | Invested (\$) | Invested (%) | Min Limit (%) | Max Limit (%) | Available (\$) |
|---------------|--------------|----------------------|---------------|---------------|---------------|----------------|
| ✓ | 0 - 365 days | 48,251,329.30 | 72.28 | 20.00 | 100.00 | 18,500,000.00 |
| ✓ | 1 - 3 years | 18,000,000.00 | 26.97 | 0.00 | 70.00 | 28,725,930.51 |
| ✓ | 3 - 5 years | 500,000.00 | 0.75 | 0.00 | 50.00 | 32,875,664.65 |
| ✓ | 5 - 10 years | - | 0.00 | 0.00 | 25.00 | 16,687,832.33 |
| ✓ | +10 years | - | 0.00 | 0.00 | 0.00 | - |
| TOTALS | | 66,751,329.30 | 100.00 | | | |

Maturity Compliance

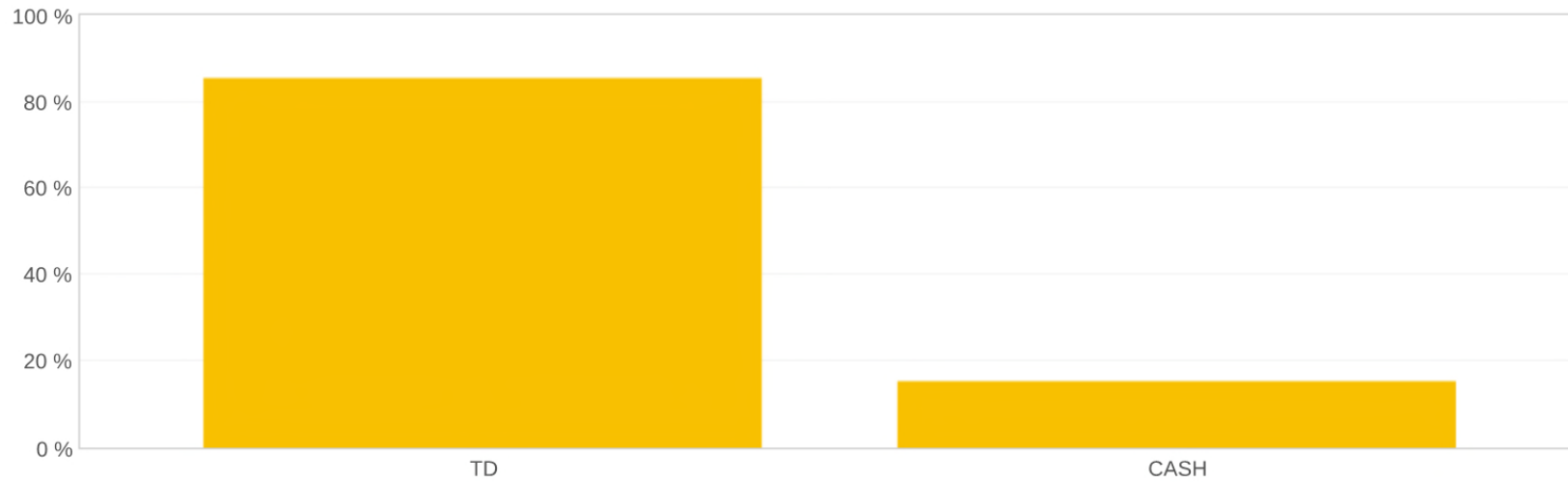




Asset Class as at 30/04/2024

| Code | Number of Trades | Invested (\$) | Invested (%) |
|---------------|------------------|----------------------|--------------|
| TD | 56 | 56,750,000.00 | 85.02 |
| CASH | 3 | 10,001,329.30 | 14.98 |
| TOTALS | 59 | 66,751,329.30 | 100.0 |

Asset Class Distribution



ACTIVE RESOLUTIONS AS AT 15 MAY 2024

| LACHLAN SHIRE COUNCIL REPORT TO COUNCIL MEETING TO BE HELD 15 MAY 2024 | | | | |
|--|-------|---|---|---------------------|
| AUTHOR: GENERAL MANAGER | | | | |
| | Dept. | Resolution | Action Taken to Date | Expected Completion |
| April 2024 | GM | 79/2024 18. SALE OF LAND FOR UNPAID RATES RESOLVED THAT: <ol style="list-style-type: none"> The General Manager be delegated authority to negotiate the sale of Lot 5 DP752102. A further report be submitted to Council on the outcome of the negotiations. <p style="text-align: right;">Mortimer/Harris</p> | Several attempts have been made to contact the adjoining land owner including via their solicitor without success. Further attempts will be made. | July 2025 |
| March 2024 | GM | 2024/56 17.7 SRL OPS PTY LTD - REQUEST FOR EXTENSION OF S.138 CONSENT AND SUBSTRATUM LEASE RESOLVED THAT: <ol style="list-style-type: none"> The General Manager’s report No. R24/64 be received and noted. Council approve the request from SRL Ops to extend the Sunset Date of the Road Occupancy Lease and the S.138 consent to 25 March 2027, subject to an additional payment of the Road Occupancy Fee adjusted for inflation. <p style="text-align: right;">Brady/Turner</p> | SRL Ops advised of Council’s resolution and they have accepted the condition of paying an additional Road Occupancy Fee subject to Forbes Shire Council also agreeing to extend the licence agreement. Awaiting confirmation of FSC resolution before issuing a Tax Invoice for the additional fee. Letters agreeing to extending the licence have been exchanged and a Tax Invoice for | Complete |

ACTIVE RESOLUTIONS AS AT 15 MAY 2024

| | | | | |
|------------|----|--|--|---------------|
| | | | the additional Road Occupancy fee has been issued and paid. Complete | |
| March 2024 | GM | <p>2024/55 17.6 LAND ACQUISITION - JONES LANE CONDOBOLIN</p> <p>RESOLVED THAT:</p> <ol style="list-style-type: none"> 1. The General Manager’s report No. R24/66 be received and noted. 2. Council resolve to pursue the compulsory acquisition of the subject property located in Jones Lane Condobolin in accordance with the Land Acquisition (Just Terms Compensation) Act 1991 (Just Terms Act). 3. The Mayor and General Manager be delegated authority to negotiate, complete and sign any necessary documentation and affix the Council seal if required to facilitate the acquisition. 4. The General Manager be instructed and authorised to engage a legal representative to assist Council with all aspects of the acquisition. Bartholomew/Mortimer | <p>Instruction given to Council’s legal representative to commence compulsory acquisition. Action deferred for 1 month following communication from landowner’s representative that they are obtaining a valuation. No further communication from landowner so legal representative instructed to issue compulsory acquisition notice.</p> | December 2024 |
| March 2024 | GM | <p>2024/54 17.5 LACHLAN SHIRE COUNCIL WORKS DEPOT CONSTRUCTION ARRANGEMENTS</p> <p>RESOLVED THAT:</p> <ol style="list-style-type: none"> 1. The General Manager’s Report No. R24/65 be received and noted. 2. Option 5. (Invite tenders for Project Management and Site Supervision services only. Invite separate tenders from suitable qualified tradespeople and sub-contractors for a Panel Contract) be | <p>Tender documents are being prepared. RFT should be distributed by June 2024. Survey and Geotechnical investigation undertaken to determine appropriate</p> | July 2024 |

ACTIVE RESOLUTIONS AS AT 15 MAY 2024

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|------------|----|---|---|----------|
| | | <p>endorsed as the preferred arrangement to complete the Depot Construction Project.</p> <p>Harris/Medcalf</p> | <p>foundation remediation treatment.</p> | |
| March 2023 | GM | <p>2023/58 17.6 50 LACHLAN STREET CONDOBOLIN - OFFER TO PURCHASE</p> <p>RESOLVED THAT:</p> <ol style="list-style-type: none"> 1. The General Manager’s Report No. R23/63 be received and noted. 2. The General Manager be authorised to negotiate the sale of 50 Lachlan Street Condobolin (lots 1//DP319876; B//DP408388; Y//DP448903; 3/4/5//10//DP758271; and 6//DP81908) at the price recommended in the independent market appraisal attached to the report. 3. Council’s legal representative be engaged to prepare a contract of sale. 4. The sale contract include appropriate conditions regarding timeframes for the lodgment of a development application and commencement of construction etc., as contemplated in the offer to purchase, in addition to conditions outlined in the report. 5. Proceeds from the sale of the property be proportionally refunded to the Plant and Gravel Pit Rehabilitation Reserves. 6. The Mayor and General Manager be authorised to sign the contract of sale documents and affix the Council seal. 7. A further report on negotiations be reported to Council. <p>Phillips/Harris</p> | <p>Negotiations have progressed favourably and Councils legal representative is preparing a contract of sale.</p> <p>A meeting with the purchaser is planned for late May to continue negotiation discussions.</p> <p>Meeting held with prospective purchaser.</p> <p>Agreement reached on conditions of sale and option agreements.</p> <p>Purchaser is preparing concept plans to inform subdivision needs.</p> <p>Site meeting with purchaser and architect. Preliminary plans received mid-August.</p> <p>Proponent finalising subdivision layout plan.</p> <p>Concept plans with required lot dimensions</p> | Complete |

ACTIVE RESOLUTIONS AS AT 15 MAY 2024

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|------------|-----|--|--|----------|
| | | | <p>received in late October. Detail provided to Council’s surveyor for preparation of the necessary plan of subdivision. Once subdivision plans prepared contracts of sale can be finalised. Contracts issued for signature, exchange expected within 2 weeks. Sale contracts exchanged and 10% deposit paid. Settlement not due until development approval is obtained within 12 months. Complete</p> | |
| April 2024 | DEP | <p>68/2024 9.3.1 LACHLAN HOUSING STRATEGY</p> <p>RESOLVED THAT: That:</p> <ol style="list-style-type: none"> 1. The Director of Environment, Tourism and Economic Development Report No. R24/72 be received and noted. 2. Council endorse the adoption of the Lachlan Housing Strategy (as presented) and 3. Authorise completion of the necessary arrangements to finalise and implement the strategy. <p style="text-align: right;">Harris/Medcalf</p> | Complete | Complete |

ACTIVE RESOLUTIONS AS AT 15 MAY 2024

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|---------------|-----|---|---|--------------|
| March 2024 | DEP | <p>53/2024 17.4 RIVERVIEW CARAVAN PARK MANAGEMENT - CONTRACT REMUNERATION REVIEW</p> <p>RESOLVED THAT:</p> <ol style="list-style-type: none"> 1. The Director of Environmental and Planning Report No. R24/62 be received and noted. 2. Council endorse option 1 of the report. <p style="text-align: right;">Harris/Turner</p> | Awaiting final draft of contract variation from Solicitors. | June 2024 |
| March 2024 | DEP | <p>2024/50 17.1 LAKE CARGELLIGO MUSEUM – UPGRADE</p> <p>RESOLVED THAT:</p> <ol style="list-style-type: none"> 1. The Director of Environmental and Planning Report No. R24/71 be received and noted. 2. Council endorse option 2 of the report. <p style="text-align: right;">Harris/Turner</p> | Purchase orders have been issued for approved works. Committee have been notified of outcome of report. | 30 June 2024 |
| March 2024 | DEP | <p>2024/42 9.3.2 EVOLUTION MINING OPEN CUT MINING EXTENSION APPLICATION - ROAD MAINTENCE CONTRIBUTION</p> <p>RESOLVED THAT:</p> <ol style="list-style-type: none"> 1. The Director Environment and Planning Report No. R24/54 be received and noted. 2. The offer from Evolution Mining to increase the road maintenance contribution under the Memorandum of Understanding (MoU) by 50% be accepted. 3. The Mayor and General Manager be authorised to sign the MoU variation. <p style="text-align: right;">Harris/Medcalf</p> | Evolution Mining advised of Council’s resolution. Awaiting amended MOU for signing | June 2024 |
| February 2024 | DEP | <p>23/2024 17.3 53-59 BATHURST STREET, CONDOBOLIN - FORMER TARGET BUILDING</p> | Market appraisals have been obtained. | June 2024 |

ACTIVE RESOLUTIONS AS AT 15 MAY 2024

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|---------------|-----|--|--|-----------|
| | | <p>RESOLVED THAT:</p> <ol style="list-style-type: none"> 1. The Acting Director of Environmental and Planning Report No. R24/7 be received and noted. 2. Council endorse option 3 of the report, and 3. A further report be presented to Council in regard the outcome of option 3. <p style="text-align: right;">Bartholomew/Mortimer</p> | Discussions and negotiation commenced. | |
| November 2023 | DEP | <p>2023/287 17.16 1 MCINNES STREET LAKE CARGELLIGO - MASTER PLAN UPDATE</p> <p>RESOLVED THAT:</p> <ol style="list-style-type: none"> 1. The Acting Director of Environment, Tourism and Economic Development Report No. R23/341 be received and noted. 2. Council endorse the undertaking of urban design concepts, water and sewer main investigation, stormwater investigation, electrical and telecommunication/NBN connection investigation by the preferred consultant. 3. A further report be presented to Council in the first quarter of 2024 with an update on the budget, the findings of the investigations and the progression of the planning proposal. <p style="text-align: right;">Harris/Medcalf</p> | Preferred contractor advised of outcome of Council meeting. The consultant is currently working through final design changes and options paper before the matter can be presented back to Council. | June 2024 |
| November 2023 | DEP | <p>2023/276 17.5 GOANNA MANOR - LIONEL HUNT PARK, 125 BATHURST STREET, CONDOBOLIN</p> <p>RESOLVED THAT:</p> <ol style="list-style-type: none"> 1. The Acting Director of Environment, Tourism and Economic Development Report No. R23/261 be received and noted. 2. The condition of the building be noted, the premises remain vacant, and \$60,000 from the current SRV building budget for 2023/2024 be allocated for the demolition of the building, including undertaking a historic and photographic record. | EOI developed for demolition and currently open. Discussions held with Heritage advisor in February regarding best method to complete historic and photographic record. | June 2024 |

ACTIVE RESOLUTIONS AS AT 15 MAY 2024

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|---------------|-----|---|---|----------|
| | | <p>3. Stakeholder consultation be undertaken prior to the demolition of the building, subject to any regulatory requirements.</p> <p>4. The Callara Cultural and Heritage Aboriginal Corporation be advised that the building is not available for their requested use.</p> <p style="text-align: right;">Harris/Medcalf</p> | <p>Stakeholder consultation currently underway – public notice was issued on 2 April 2024. Report on submissions received following public consultation presented to the May 2024 Council meeting</p> <p>CCHAC have been advised that the building is not available for their requested use.</p> | |
| November 2023 | DEP | <p>2023/265 9.3.3 DRAFT LACHLAN HOUSING STRATEGY</p> <p>RESOLVED THAT:</p> <p>1. The Acting Director of Environment, Tourism and Economic Development Report No. R23/337 be received and noted.</p> <p>2. The draft Lachlan Housing Strategy be placed on public exhibition for a minimum period of 28 days until 5 February 2024.</p> <p style="text-align: right;">Harris/Medcalf</p> | <p>Public exhibition has finalised. Consultation with state agencies has now been completed and submissions are being considered. Strategy has been updated with appointed consultant in March and April 2024. A report to Council for adoption of the Strategy will be provided to Council in April 2024. Council endorsed adoption of the</p> | Complete |

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ACTIVE RESOLUTIONS AS AT 15 MAY 2024

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|----------------|-----|---|--|----------|
| | | | strategy in April 2024. Complete | |
| September 2023 | DEP | <p>2023/216 9.3.1 TEMPORARY AND SEASONAL WORKERS' ACCOMMODATION TOOLKIT</p> <p>RESOLVED THAT:</p> <ol style="list-style-type: none"> 1. The Director Environment, Tourism and Economic Development Report No. R23/253 be received and noted. 2. Council lodge a submission as per Option 1 of this report. 3. Investigate adding local provisions into Lachlan LEP 2013 around temporary workers accommodation and rural workers' dwellings as part of the housing strategy and determine what zones should permit temporary workers accommodation; and 4. A further report be presented to Council following these investigations to ensure that Council is ready to respond within the three (3) months. <p style="text-align: right;">Phillips/Bartholomew</p> | A submission was made as per Option 1 of the report. Investigations will now commence around adding local provisions into Lachlan LEP 2013 around temporary workers accommodation and rural workers' dwellings as part of the housing strategy. The housing strategy incorporates a number of provisions relating to temporary and seasonal workers' accommodation and is being presented to the April 2024 Council meeting. Complete | Complete |

ACTIVE RESOLUTIONS AS AT 15 MAY 2024

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|-----------|-----|--|--|-----------|
| July 2023 | DEP | <p>2023/175 17.5 WILLOW BEND SPORTS CENTRE IMPROVEMENTS</p> <p>RESOLVED THAT:</p> <ol style="list-style-type: none"> 1. The Director Environment, Tourism and Economic Development Report No. R23/195 be received and noted. 2. That Council proceed with Option 3 as outlined in this report. <p style="text-align: right;">Harris/Mortimer</p> | <p>A variation request will be lodged for the LRCI grant as per Council’s resolution. Purchase Orders have been placed for the cubicle works and flooring. Works schedule has been finalised with contractor for commencement by end of November. Operator has been notified of works schedule for amenities. The majority of works have been undertaken and finalisation is expected shortly.</p> | June 2024 |
|-----------|-----|--|--|-----------|

ACTIVE RESOLUTIONS AS AT 15 MAY 2024

| | | | | |
|------------------|------------|--|--|-----------------|
| <p>July 2023</p> | <p>DEP</p> | <p>2023/177 17.7.1 MCINNES STREET LAKE CARGELLIGO MASTER PLAN</p> <p>RESOLVED THAT:</p> <ol style="list-style-type: none"> 1. The Director of Environment, Tourism and Economic Development Report No. R23/211 be received and noted. 2. A planning proposal be prepared and lodged with Department of Planning and Environment to re-zone the site RU5 Village under Lachlan Local Environmental Plan 2013. 3. Detailed contamination and geotechnical soil investigations be undertaken by the preferred consultant. 4. A further \$100,000 from the Housing and Development reserve be approved to continue investigations into 1 McInnes Street to determine the development potential of the site and prepare the preliminary design for the site. 5. A further report be presented to Council in the final quarter of 2023 with an update on the budget, the findings of the investigations and the progression of the planning proposal. <p style="text-align: right;">Carter/Phillips</p> | <p>The contamination and geotechnical investigations were undertaken by Barnson and detailed reports were received in September. A planning proposal is currently being prepared and is expected to be lodged with the Department of Planning and Environment in December.</p> <p>A report is provided in this business paper - Fee proposals for preliminary site layout and essential services investigations have been received by suitably qualified consultants and subject to Council resolution are likely to commence in December. Subject to this a further report is expected be provided in the first quarter 2024.</p> | <p>Ongoing.</p> |
|------------------|------------|--|--|-----------------|

ACTIVE RESOLUTIONS AS AT 15 MAY 2024

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|--|--|--|---|--|
| | | | <p>Planning proposal to re-zone the site RU5-Village was lodged with Department of Planning in March 2024.</p> <p>Investigations have progressed and are now with Calare Civil. An update report will be provided once the consultants have completed some minor design changes.</p> <p>Gateway approval for rezoning was received from Department of Planning Housing & Industry on 12 April 2024. Public exhibition and agency consultation will be undertaken in May 2024.</p> | |
|--|--|--|---|--|

ACTIVE RESOLUTIONS AS AT 15 MAY 2024

| | | | | |
|-----------|-----|---|---|-----------|
| July 2023 | DEP | <p>2023/174 17.4 PROPERTY VALUATION</p> <p>RESOLVED THAT:</p> <ol style="list-style-type: none"> 1. The Director of Environment, Tourism and Economic Development Report No. R23/190 be received and noted. 2. The General Manager be authorised to commence negotiations with the landowner with a view to purchasing of the property in accordance with option 1 of the report. 3. A further report be provided advising Council on the outcome of the negotiations. <p style="text-align: right;">Harris/Bartholomew</p> | <p>The General Manager has commenced negotiations with the property owner. Request for zoning information and any planning proposals received from landowners solicitor and response sent.</p> <p>See resolution 2024/55 Complete</p> | Complete |
| May 2023 | DEP | <p>2023/116 11.2 NOTICE OF MOTION - MEMORIAL TO DAVID DOYLE AND NEIL DUNNE</p> <p>RESOLVED THAT:</p> <ol style="list-style-type: none"> 1. Notice of Motion Report No. R23/115 be received and noted. 2. Council investigate and liaise with the families of the late David Doyle & Neil Dunne of D&D Technologies in honoring them for the life saving device they developed which has saved countless children’s lives world-wide. 3. Council communicate with the Doyle and Dunne families and D&D Technologies to see what type of memorial they would prefer and determine if they will finance the memorial and support Council with this proposed project. <p style="text-align: right;">Brady/Carter</p> | Investigation/research is currently in progress. | June 2024 |

ACTIVE RESOLUTIONS AS AT 15 MAY 2024

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| <p>May 2023</p> | <p>DEP</p> | <p>2023/127 17.6 CONSIDERATIONS IN THE FUTURE DELIVERY OF WASTE SERVICES FOR BURCHER RESIDENTS.</p> <p>RESOLVED THAT:</p> <ol style="list-style-type: none"> 1. The Director Environment Tourism and Economic Development Report No. R23/135 be received and noted. 2. Stakeholder consultation be undertaken regarding the future delivery of waste services in Burcher in accordance with a stakeholder consultation plan. 3. A further report be provided to Council, outlining stakeholder feedback and to seek a final decision from Council on the delivery of waste services in Burcher. <p style="text-align: right;">Phillips/Bartholomew</p> | <p>Stakeholder consultation has been completed. Information collected during the consultation period is now being collated.</p> <p>Further public consultation is to be organised in June/July 2024. Project has been added to funding list requested by Roy Butler MP for consideration in the State Budget.</p> | <p>July 2024</p> |
| <p>July 2022</p> | <p>DEP</p> | <p>2022/222 NSW FLOOD PLANNING PACKAGE</p> <p>RESOLVED THAT:</p> <p>Council resolve to amend Lachlan DCP 2018 to include flood planning controls and mapping and that a further report be presented outlining the proposed changes before the draft DCP is placed on public exhibition.</p> <p style="text-align: right;">Harris/Bendall</p> | <p>The Draft DCP is being prepared.</p> | <p>July 2024</p> |

ACTIVE RESOLUTIONS AS AT 15 MAY 2024

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| MAY 21 | DEP | <p>92/2021 HONOUR ROLL/ACKNOWLEDGEMENT BOARD</p> <p>RESOLVED THAT:</p> <p>That an Acknowledgement Board project be considered, along with other meritorious projects, for a funding application under the Stronger Country Communities Fund – Round 4.</p> <p>Subject to Council approval, and a successful grant application for the Acknowledgement Board project, expressions of interest be invited from community members to assist with the determination of appropriate criteria for a person’s name to be considered for inclusion on the board. The advisory group is also to make recommendations to Council on the initial list of people’s names for inclusion on the board.</p> <p>A further report be presented to Council following determination of the project funding application.</p> <p style="text-align: right;">Harris/Brady</p> | <p>The project was not supported by Council for funding under the Stronger Country Communities Fund – Round 4 or the LRCI4A funding programs. Other funding opportunities will now need to be identified.</p> | <p>Ongoing.</p> |
| FEB 18 | DEP | <p>28/18 LAKE CARGELLIGO WASTE FACILITY – LAND ACQUISITION</p> <p>RESOLVED THAT:</p> <p>Approve the proposal to acquire 72,700 square metres of crown land comprising part lot 7308 DP 1151003, lot 7009 DP 1057453 and lots 7005 and 7006 DP: 1029763.</p> <p>Authorise the General Manager to lodge a Compulsory Acquisition Consent to Acquire Crown Land Application to the Department of Industry – Lands.</p> <p>The DIS provide an estimated cost of the access road to the March Ordinary Council meeting.</p> <p style="text-align: right;">Phillips/Hall</p> | <p>Now that the acquisition process is complete, an estimated cost will be determined for the construction of the access road for funding consideration.</p> | <p>July 2024</p> |

ACTIVE RESOLUTIONS AS AT 15 MAY 2024

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| DEC 2017 | DEP | <p>326/17 HERITAGE COMMITTEE MEETING 22 NOVEMBER 2017</p> <p>RESOLVED THAT: Adopt the recommendations made by the Heritage Advisory Committee as follows;</p> <p>a) That Council implement a Conservation Management Plan for small rural cemeteries within the Shire.</p> <p>b) That Council award \$6,000 to Meredith Ervin for works to the NAB and residence in Lake Cargelligo; \$6,000 to Katrina & Jim Thomas for restoration works at Melrose Homestead, and \$2,000 to the Tottenham & Albert Cemetery Committee for headstone restoration.</p> <p style="text-align: right;">Rees/ Frankel</p> | <p>Melrose Homestead – funds acquitted. Cemetery funds acquitted. Ervin – works not complete and funds now no longer available. The Heritage Advisor has provided a quote for the preparation of the CCMP for \$9,900. The Heritage Advisor was initially to prepare the plan for Condobolin in December 2018. However, the heritage advisor was focused on the completion of the Beech Periscope in Memorial Park and ensuring that Council submitted applications for a number of grants which were available in the heritage space, including the grant for the Aboriginal Heritage Study. The Heritage Advisor visited Tottenham, Albert and Fifield cemeteries in May 2020. Draft Plans for Albert, Tottenham, Tullibigeal and Fifield</p> | July 2024 |
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ACTIVE RESOLUTIONS AS AT 15 MAY 2024

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| | | | have been provided by the Heritage Advisor and are being reviewed by Council Officers. | |
| April 2024 | C&CS | <p>2024/67 9.2.2 COMMUNITY DONATION AND EVENT SUPPORT PROGRAM</p> <p>RESOLVED THAT:</p> <p>3. Council provide a financial donation of \$100 to the RSL Life Care William Beech Gardens for their Cancer Council Australia’s Biggest Morning Tea. This donation is to be funded from the Annual Budget for General Donations - Elected Members and is conditional on the event proceeding.</p> <p>4. Council provide a financial donation of \$100 directly to the Cancer Council. This donation is to be funded from the Annual Budget for General Donations Elected Members.</p> <p style="text-align: right;">Harris/ Mortimer</p> | <p>Correspondence issued D24/6806 Cheque Req is in progress</p> <p>Morning tea to be organised to fundraise for the Cancer Council.</p> | June 2024 |
| April 2024 | C&CS | <p>2024/66 9.2.2 COMMUNITY DONATION AND EVENT SUPPORT PROGRAM</p> <p>RESOLVED THAT:</p> <p>Council provide a \$500 sponsorship for the Lake Cargelligo Tigers Australia Football & Netball Club Speed Shear event. This sponsorship is to be funded from the Annual Budget for General Donations - Elected Members and is conditional on the event proceeding.</p> <p style="text-align: right;">Blewitt/Medcalf</p> | <p>Correspondence issued D24/6804 Cheque Req is in progress</p> | June 2024 |

ACTIVE RESOLUTIONS AS AT 15 MAY 2024

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| March 2024 | C&CS | <p>2024/37 9.2.3 ADOPTION OF A PRIVACY MANAGEMENT PLAN</p> <p>RESOLVED THAT:</p> <ol style="list-style-type: none"> The Director Corporate and Community Services Report R24/17 be received. The Draft Lachlan Shire Council Privacy Management Plan 2024 be placed on public exhibition for 28 days, and be adopted as presented if no significant matters are raised. <p style="text-align: right;">Harris/Mortimer</p> | <p>Public exhibition closed 30.04.2024 No public submissions received. Updated Councillors at the May Pre-meeting Briefing. COMPLETE</p> | <p>COMPLETED</p> |
| April 2024 | IS | <p>78/2024 17.4 SUPPLY AND DELIVERY OF ONE NEW STREET SWEEPER</p> <p>RESOLVED THAT:</p> <ol style="list-style-type: none"> The Director Infrastructure Services Report R24/101 be received and noted The offer from Rosmech for the supply of one new Rosmech Merlin/Hino FG1628 and their trade offer for fleet no. 7027 (Option 1) be accepted. <p style="text-align: right;">Harris/Mortimer</p> | <p>Order for new street sweeper has been placed. Complete</p> | <p>COMPLETE</p> |

ACTIVE RESOLUTIONS AS AT 15 MAY 2024

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| <p>April 2024</p> | <p>IS</p> | <p>77/2024 17.3 TENDER ASSESSMENT - KIACATOO ROAD FLOOD RESTORATION WORK</p> <p>RESOVLED THAT:</p> <ol style="list-style-type: none"> 1. The Director Infrastructure Services Report No R24/87 be received and noted. 2. Council award a contract to Country Wide Asphalt Pty Ltd for T2024/03 – Flood Restoration Work – Kiacatoo Road (MR 7521). 3. The Mayor and General Manager be authorised to sign the contract documents and affix the Council seal if required. <p style="text-align: right;">Blewitt/Harris</p> | <p>Contract executed.</p> <p>Works to commence Complete</p> | <p>COMPLETE</p> |
| <p>April 2024</p> | <p>IS</p> | <p>76/2024 17.2 SUPPLY AND DELIVERY OF ONE NEW ARTICULATED MOTOR GRADER.</p> <p>RESOLVED THAT:</p> <ol style="list-style-type: none"> 1. The Director Infrastructure Services Report R24/85 be received and noted 2. The offer from Westrac Pty Ltd for the supply of one new Caterpillar 150 articulated Motor Grader and their trade offer for plant no. 6014 (Caterpillar 140M) articulated Motor Grader be accepted. <p style="text-align: right;">Medcalf/Rees</p> | <p>Order for grader has been placed. Complete</p> | <p>COMPLETE</p> |

ACTIVE RESOLUTIONS AS AT 15 MAY 2024

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| <p>April 2024</p> | <p>IS</p> | <p>75/2024 17.1 TENDER ASSESSMENT - PLANT HIRE</p> <p>RESOLVED THAT:</p> <ol style="list-style-type: none"> 1. The Director Infrastructure Services Report R24/84 be received and noted. 2. Tendered rates for the plant and equipment term panel contract be accepted for all tenders received (including late tenders), subject to all insurance and registration information being provided. 3. The General Manager be authorised to execute the contract documentation <p style="text-align: right;">Medcalf/Turner</p> | <p>Contract documents sent and are at various stages of execution.</p> | <p>June 2024</p> |
| <p>April 2024</p> | <p>IS</p> | <p>70/2024 9.4.2 PART ROAD CLOSURE - LACHLAN VALLEY WAY, FAIRHOLME</p> <p>RESOLVED THAT:</p> <ol style="list-style-type: none"> 1. The Director Infrastructure Services Report No. R24/102 be received and all feedback from the consultation be noted. 2. Council resolve to close that part of MR 377 Lachlan Valley Way, Fairholme, as identified in the report. 3. Council authorise the Mayor and General Manager to execute the necessary documents and affix the Council seal. <p style="text-align: right;">Harris/Mortimer</p> | <p>Gazette published 26 April. 60 day mandatory waiting period commenced.</p> | <p>June 2024</p> |

ACTIVE RESOLUTIONS AS AT 15 MAY 2024

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| <p>April 2024</p> | <p>IS</p> | <p>69/2024 9.4.1 ROAD MAINTENANCE COUNCIL CONTRACT</p> <p>RESOLVED THAT:</p> <ol style="list-style-type: none"> 1. The Director of Infrastructure Services Report No. R24/93 be received and noted. 2. Council formally write to Transport for New South Wales to advise: - <ol style="list-style-type: none"> (a) Given the current 2022 flood recovery priorities, Lachlan Shire Council is unable to sufficiently resource the new R2 Category Pre-qualification requirements of the Road Maintenance Council Contract. (b) Lachlan Shire Council understands that this will terminate the current Roads Maintenance Council Contract and Council will work with TfNSW to terminate this at the end of this current financial year. (c) Once the current 2022 flood recovery work is completed, Lachlan Shire Council would like the opportunity to revisit the R2 category Pre-qualification with TfNSW and reconsider the viability of obtaining this pre-qualification for the routine maintenance of 25km of Henry Parkes Way. <p style="text-align: right;">Harris/Medcalf</p> | <p>TfNSW have formally been advised.</p> <p>All parties working towards an alternate service provider being in place by July 2024</p> | <p>June 2024.</p> |
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| <p>March 2024</p> | <p>IS</p> | <p>2024/44 9.4.2 CROWN RESERVE 96552 AND 96536 LAKE CARGELLIGO</p> <p>RESOVLED THAT:</p> <ol style="list-style-type: none"> 1. The Director Infrastructure Services Report No. R24/70 be received and noted. 2. Council acknowledge that Crown Reserve 96552 will be devolved to Council once the Lake Cargelligo Sport Club Ltd ceases to be the Crown Land Manager. 3. Council write to Department of Planning Housing & Infrastructure - Crown Lands and discuss possible future options for the Management of Crown Reserve 96536. <p style="text-align: right;">Harris/Brady</p> | <p>Crown has been advised of Council Resolution. Discussions continue.</p> | <p>June 2024</p> |
| <p>March 2024</p> | <p>IS</p> | <p>2024/43 9.4.1 HOLT STREET DRAINAGE - CONSULTATION UPDATE</p> <p>RESOVLED THAT:</p> <ol style="list-style-type: none"> 1. The Director Infrastructure Services Report No. R24/69 be received and noted. 2. Council continue discussions with land owners of Lot 3 Section 26 DP 75859 and Lot 4 Section 24 DP 758595 with the intention of formalising an additional drainage easement adjacent to the current drainage easement. 3. Council prepare detailed design drawings and cost estimate for drainage upgrade on the concrete trapezoidal drain option. <p style="text-align: right;">Mortimer/Medcalf</p> | <p>Nil action</p> | <p>June 2024</p> |

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| <p>November 2023</p> | <p>IS</p> | <p>2023/280 17.9 CONTRACTS FOR THE SUPPLY AND DELIVERY OF ROAD SIGNS</p> <p>RESOLVED THAT:</p> <ol style="list-style-type: none"> 1. The Director Infrastructure Services Report No. R23/323 be received and noted 2. Contracts for the supply and delivery of road signs from the following suppliers be accepted: <ol style="list-style-type: none"> (a) Artcraft, (b) Barrier Signs, (c) DeNeefe Signs and (d) Hi-Vis Group 3. The General Manager be authorised to sign the contract documents and affix the Council seal. <p style="text-align: right;">Harris/Medcalf</p> | <p>Contract documents sent for execution. Awaiting response</p> | <p>June 2024</p> |
| <p>March 2023</p> | <p>IS</p> | <p>2023/49 9.4.1 ROAD ENCROACHMENT ORANGE STREET, CONDOBOLIN</p> <p>RESOLVED THAT:</p> <ol style="list-style-type: none"> 1. The Director Infrastructure Services Report No. R23/62 be received and noted. 2. The Council acquire part of Lot 3, Sec A, DP 16964 pursuant to section 177 of the Roads Act 1993 for the purpose of road widening at the intersection of Orange, Tasker and Fay Streets, Condo bolin. 3. The Council will acquire the Land by compulsory process pursuant to section 30 of the Land Acquisition (Just Terms Compensation) Act 1991. 4. The Council instructs its solicitors to make application to the Minister of Local Government to approve the acquisition under the Land Acquisition (Just Terms Compensation) Act 1991. <p style="text-align: right;">Brady / Rees</p> | <p>Solicitor has been advised and requested to progress the matter.</p> | <p>June 2024.</p> |

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| <p>February 2023</p> | <p>IS</p> | <p>2023/26 17.5 LAND ACQUISITION - LACHLAN VALLEY WAY FOR ROAD WIDENING AND CONDOBOLIN BORE FIELDS</p> <p>RESOLVED THAT:</p> <ol style="list-style-type: none"> 1. The General Manager’s Report No R23/38 be received and noted. 2. Council note the conditions of the draft Deed of Agreement for the Acquisition of Land and Grant of Easement and Water Use. 3. Council authorise General Manager to negotiate and accept any minor variations to the agreement requested by the landowner that do not materially change the agreement. 4. The Mayor and General Manager be authorised to sign the Deed of Agreement for the Acquisition of Land and Grant of Easement and Water Use upon acceptance by the landowner. 5. Upon signing the Deed of Agreement Council acquire the land shown as New Road Land in Schedule 2 of the Deed of Agreement under the Land Acquisition (Just Terms Compensation) Act 1991 (NSW). 6. Upon signing the Deed of Agreement Council close and transfer the redundant road reserve shown as Verge Land in Schedule 2 of the Deed of Agreement to the landowner under Section 44 of the Roads Act 1993. 7. The Mayor and General Manager be authorised to sign all necessary documents, applications and plans associated with the acquisition, closure, transfer and registration of the land matters contemplated in this report and affix the Council seal as necessary. <p style="text-align: right;">Phillips/Mortimer</p> | <p>See Resolution 2024/16</p> | <p>June 2024.</p> |
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ACTIVE RESOLUTIONS AS AT 15 MAY 2024

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| OCT 21 | IS | <p>243/2021 FY21/22 UTILITIES MONTHLY UPDATE FOR SEPTEMBER</p> <p>RESOLVED THAT:</p> <p>Refer the RNSW842 Sewage Effluent Reuse Management System project costings for Tottenham to the Project Steering Committee for further discussion, highlighting the high ongoing cost for the proposed system.</p> <p style="text-align: right;">Harris/Hall</p> | Public Expression of Interest process to be undertaken to identify potential users | June 2024. |
| JUNE 21 | IS | <p>147/2021 BURCHER WATER TREATMENT UPDATE</p> <p>RESOLVED THAT:</p> <p>The outcomes from the stakeholder information session held on 1 June 2021 be noted.</p> <p>Council provide guidance on the matter of water supply for the community of Burcher.</p> <p style="text-align: right;">Harris/Bendall</p> | Ongoing. | Ongoing. |

HOW TO READ THIS DOCUMENT

The data included has been collated under four themes which reflect the quadruple bottom line: community, economy, urban and natural environment, and community leadership.

Lachlan has been compared to the same data for the Central NSW region as a whole, including the 10 local government areas of Bathurst, Blayney, Cabonne, Cowra, Forbes, Lithgow, Oberon, Orange, Parkes and Weddin.

The data included for Lachlan is reflected as follows:

Indicates Lachlan's data is comparable with the region as a whole (or a comparison is not useful).

Lachlan's data shows a **higher result** which is **positive** compared to the regional average.

Lachlan's data shows a **lower result** which is **positive** compared to the regional average.

Lachlan's data shows a **higher result** which is **negative** compared to the regional average.

Lachlan's data shows a **lower result** which is **negative** compared to the regional average.

Data boxes flagged with a **green** or **red** triangle highlight the data that deviates by more than 10% from the CNSW average.



SOURCING THE DATA

This Snapshot relies on data from a number of sources. These data sets are updated with varying frequency.

The most recent and up-to-date data is included in the summary (and the date of its publication is provided in each data cell). This means that some data is older than others. The primary sources of data used in this Snapshot include:

- Australian Bureau of Statistics
- NSW Bureau of Crime Statistics and Research
- Transport for NSW road safety statistics
- SnapshotClimate.com.au
- NSW Health
- NSW Electoral Commission
- Destination NSW
- Local councils



LACHLAN NSW

OUR STATISTICAL SNAPSHOT 2023



LACHLAN AT A GLANCE

- 6,131 population
- 40.8 average age
- \$785 median weekly income
- 3.2% unemployment rate
- \$210,000 average house price

ABOUT THIS SNAPSHOT OF LACHLAN

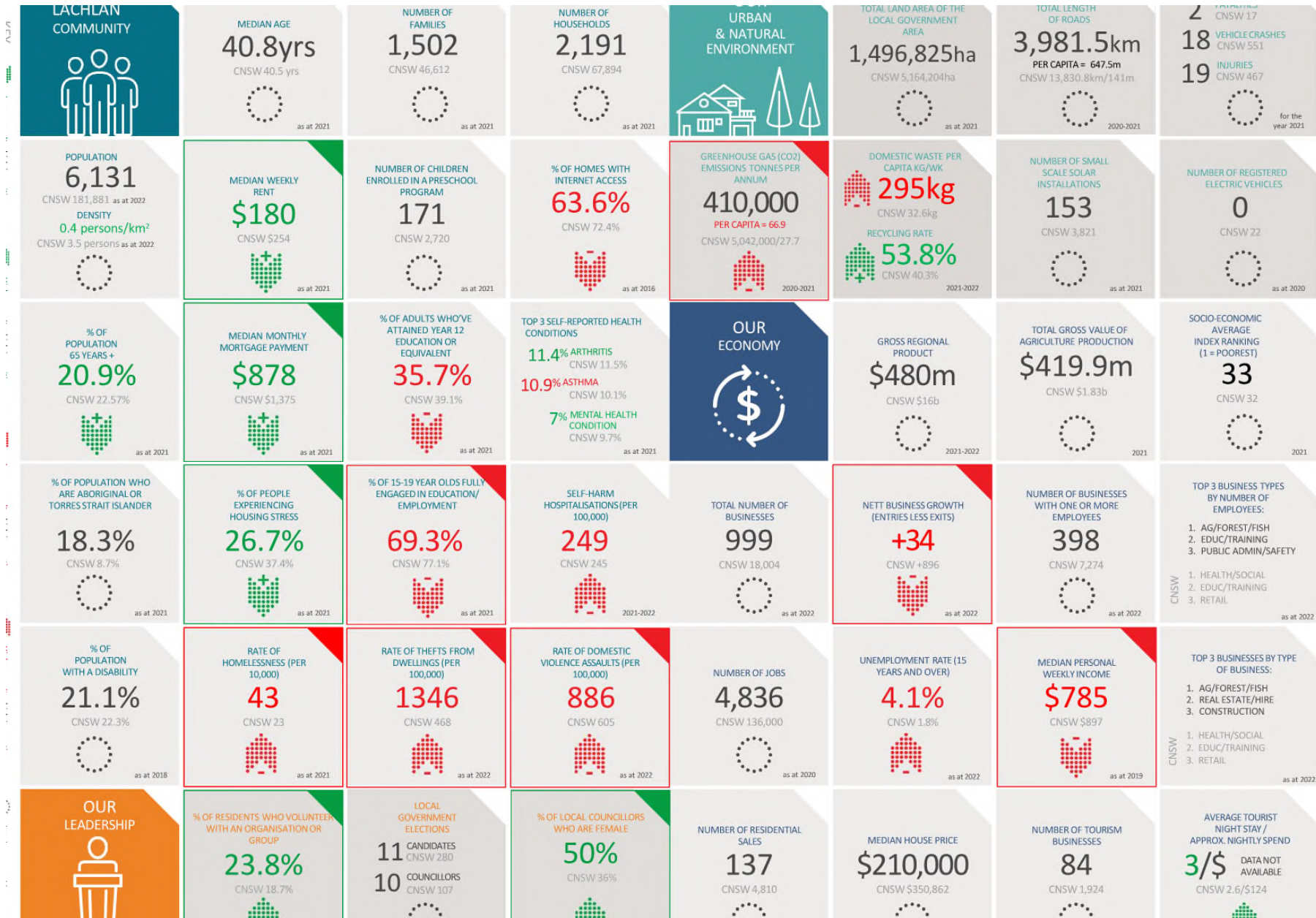
This Snapshot provides a non-exhaustive summary of information about the Lachlan Local Government Area at a point in time. It helps our local community, government and other decision-makers to understand where some of the opportunities and challenges exist in the local area.

It is intended that this Snapshot will be updated with contemporary data ahead of each local government election (usually every four years) and will be available to local communities to inform the review and development of each Community Strategic Plan. Information on how to read this document is provided on the back page.



Central NSW Joint Organisation (CNSWJO) provides strong cohesive leadership that aligns all tiers of government to deliver our region's community derived strategic priorities. CNSWJO has co-ordinated this project.

Our member councils Bathurst Regional Council, Blayney Shire Council, Cabonne Council, Cowra Shire Council, Forbes Shire Council, Lachlan Shire Council, Lithgow City Council, Oberon Council, Orange City Council, Parkes Shire Council, and Weddin Shire Council all have unique strengths and weaknesses which shape their individual opportunities and challenges, as demonstrated in the following data Snapshot of Lachlan.





LACHLAN SHIRE COUNCIL

PUBLIC INTEREST DISCLOSURE POLICY

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|--|-----------------|--------------------|---------------------------|--------------------------|--------------------------|-----------------------------|
| Name of Policy | | | | | | Page 1 of 31 |
| Further Information: ☎ 02 6895 1900 ✉ Email: council@lachlan.nsw.gov.au | | | | | | |
| Version: | Adopted: | Resolution: | Commencement Date: | Last Review Date: | Next Review Date: | Content Manager Ref: |
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1. BACKGROUND

Lachlan Shire Council (Council) is committed to the aims and objectives of the *Public Interest Disclosures Act 2022*, and does not tolerate serious wrongdoing.

This policy is prepared in accordance with Section 42 of the *Public Interest Disclosures Act 2022* (PID Act) and reflects the NSW Ombudsman model PID policy.

2. SCOPE

This policy applies to all staff, councillors, contractors, subcontractors, volunteers, committee members, and anyone providing services or exercising functions on behalf of Council.

This policy applies to, and for the benefit of, all public officials in NSW. A public official is:

- a person employed in or by an agency or otherwise in the service of an agency
- a person having public official functions or acting in a public official capacity whose conduct or activities an integrity agency is authorised by another Act or law to investigate
- a person providing services or exercising functions on behalf of Council, including a contractor, subcontractor or volunteer
 - Note that if Council engages consultants to assist Council with its work, these consultants are not considered public officials under the PID Act
- an employee, partner or officer of an entity that provides services, under contract, subcontract or other arrangement, on behalf of Council or exercises functions of Council, and are involved in providing those services or exercising those functions

Public officials who work in and for the public sector, but do not work for Council, may use this policy if they want information on who they can report wrongdoing to within Council.

The General Manager, other nominated disclosure officers, directors and managers within Council have specific responsibilities under the PID Act. This policy also provides information on how people in these roles will fulfil their responsibilities.

This policy does not apply to:

- people who have received services from Council and want to make a complaint about those services
- people, such as contractors, who provide services to Council (for example, employees of a company that sold computer software to Council).

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This means that if you are not a public official, this policy does not apply to your complaint (there are some circumstances where a complaint can be deemed to be a voluntary PID, see below in this policy for more information).

However, you can still make a complaint to Council. This can be done by contacting Council’s Public Officer in person at our Administration Centre, or by email at council@lachlan.nsw.gov.au or by phone 02.68951900.

3. OBJECTIVE

At Council we take reports of serious wrongdoing seriously. We are committed to building a ‘speak up’ culture where public officials are encouraged to report any conduct that they reasonably believe involves wrongdoing.

The integrity of our agency relies upon our staff, volunteers, contractors and subcontractors speaking up when they become aware of wrongdoing.

This policy sets out:

- How Council will support and protect you if you come forward with a report of serious wrongdoing
- how we will deal with the report and our other responsibilities under the PID Act
- who to contact if you want to make a report
- how to make a report
- the protections which are available to you under the PID Act.

This policy also documents our commitment to building a ‘speak-up’ culture. Part of that speak-up culture is having in place the *Public Interest Disclosures Act 2022* (PID Act) framework that facilitates public interest reporting of wrong-doing by:

- protecting those who speak up from detrimental action
- imposing duties on agencies who receive reports of wrongdoing to take appropriate action to investigate or otherwise deal with them.

This policy should be read in conjunction with relevant Council policies including *Code of Conduct Policy, Conflict of Interest Policy, Fraud and Corruption Policy, Gift, Benefits and Bribes Policy, and Complaints Management Policy.*

4. DEFINITIONS

Definitions under this policy include the following:

Public Interest Disclosure A disclosure about wrongdoing in the public sector, that serves the public interest. Public officials (disclosers) who suspect wrongdoing within the public sector can raise their concerns under the *Public Interest Disclosure Act* (PID Act). Allegations made under the PID Act are public interest disclosures (PIDs).

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Disclosure Officer

Disclosures officers are frontline points of contact within the internal reporting system who can provide advice about the system and the internal reporting policy, receive reports of wrongdoing and assist staff to make reports.

Disclosure officers are those identified and listed in Appendix 1 of this LSC PID policy. Note that to be a PID, a report of serious wrongdoing must generally be made to a person’s own manager, or to an agency’s disclosure officer. Even when a PID is made to a manager, the manager’s role is then to ensure that the PID is reported to a disclosure officer.

Disclosure officers are therefore central players under the PID Act. If a public official makes a report about serious wrongdoing, but the person they disclose the information to is not a disclosure officer (and not their own manager), then the report will generally not be a PID and they will not be protected by the PID Act.

Note that reports made to integrity agencies, such as ICAC and the Ombudsman, also need to be made to their disclosure officers to be PIDs.

Disclosure Coordinator

The disclosure coordinator has a central role in the authority’s internal reporting system. The disclosures coordinator is responsible for receiving, assessing and managing reports, and is the primary point of contact in the authority for the reporter.

Principal Officer

The PID Act identifies the General Manager as the principal officer, who has ultimate responsibility for maintaining the internal reporting system and workplace reporting culture, and ensuring Council complies with the PID Act.

Public Official

Under this policy and the PID Act, a public official includes Council employees, councillors, committee members, contractors or subcontractors or volunteers or anyone who provides services and/or exercises functions on behalf of Council (but not consultants who assist Council with its work); an employee, partner or officer of an entity that provides services, under contract, subcontract or other arrangement, on behalf of Council or exercises functions of Council, and are involved in providing those services or exercising those functions.

Manager

Under section 15 of the PID Act, *manager* means as follows:

- For individual contractors, subcontractors or volunteers providing services or exercising functions on behalf of an agency, their manager is taken to be the public official in that agency who oversees those services or functions, or

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who manages the relevant contract or volunteering arrangement.

- For staff of entities that are contracted to provide services or exercise functions on behalf of an agency, their manager is taken to be the public official in that agency who oversees those services or functions, or who manages the relevant contract.
- For all other public officials, their manager is the person who directly or indirectly supervises them.

Integrity Agency

A public official can make a PID to a disclosure officer of their agency or of any other agency. There is no requirement that a public official report serious wrongdoing to the 'right' agency for the report to constitute a PID.

The PID Act classifies certain agencies as 'integrity agencies', as listed at Appendix 2 of this policy. These are likely to be the external agencies to which a public official might wish to make a PID, outside of their own agency. Generally, PIDs would be expected to be directed to the most relevant integrity agency — for example, a report of corrupt conduct would be reported to the ICAC, a report of serious maladministration to the NSW Ombudsman, and a report of a government information contravention to the NSW Information and Privacy Commission. However, again, public officials are able to disclose any type of serious wrongdoing to any integrity agency. It does not need to be a report of the type of serious wrongdoing that the integrity agency typically investigates.

5. POLICY IN BRIEF

This policy provides information in accordance with the PID Act about the following:

- ways you can make a voluntary PID to Council under the PID Act
- the contact details for the nominated Disclosure Officers of Council
- the responsibilities of people who hold particular roles under the PID Act and who are employees of Council
- what information you will receive once you have made a voluntary PID
- the protections available to people who make a report of serious wrongdoing under the PID Act and what we will do to protect you
- our procedures for dealing with disclosures
- our procedures for managing the risk of detrimental action and reporting detrimental action
- our record-keeping and reporting requirements
- how Council will ensure it complies with the PID Act and this policy

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6. POLICY IN DETAIL

6.1 HOW TO MAKE A REPORT OF SERIOUS WRONGDOING

6.1.1 Reports, Complaints and Grievances

When a public official reports suspected or possible wrongdoing in the public sector, their report will be a PID if it has certain features which are set out in the PID Act.

Some internal complaints or internal grievances procedures may also be PIDs, as long as they have the features of a PID. If an internal complaint or grievance is a report of serious wrongdoing, we will consider whether it is a PID. If it is a PID, we will deal with it as set out in this policy.

It is important that we quickly recognise that we have received a PID. This is because once a PID is received, the person who has made the report is entitled to certain protections. Certain decisions have to be made on how the PID will be dealt with to determine how the person who has made the report will be protected and supported.

6.1.2 When will a report be a PID?

There are three types of PIDs in the PID Act. These are:

- *Voluntary PID* – this is a PID where a report has been made by the public official because they decided, of their own accord, to come forward and disclose what they know.
- *Mandatory PID* – this is a PID where the public official has made a report about serious wrongdoing because they have a legal obligation to make that report, or because making that report is an ordinary aspect of their role or function in an agency.
- *Witness PID* – this is a PID where a person discloses information during an investigation of serious wrongdoing following a request or requirement of the investigator.

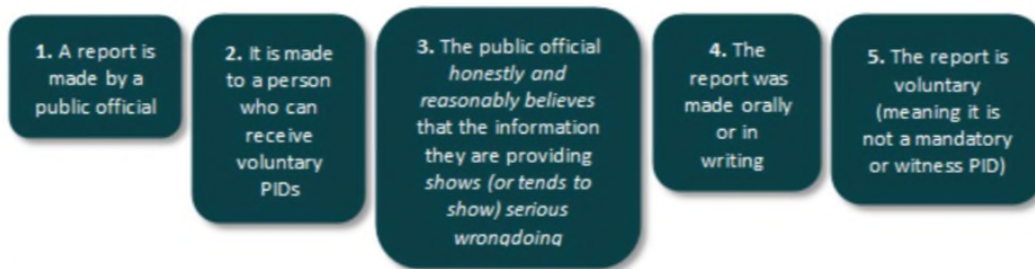
This policy mostly relates to making a voluntary PID and how voluntary PIDs will be dealt with. People who make a voluntary PID or a witness PID are still entitled to protection. More information about protections is available below in this Policy.

Voluntary PIDs are the kind of PIDs most people have in mind when they think about public interest reporting and ‘whistleblowing’.

They involve a public official making a report because they have information that they believe shows (or tends to show) serious wrongdoing, where they are not under a legal obligation to make that report and where it is not an ordinary part of their role to report such wrongdoing.

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A report is a voluntary PID if it has the following five features, which are set out in sections 24-27 of the PID Act:



If the report has all five features, it is a voluntary PID.

You will not be expected to prove that what you reported actually happened or is serious wrongdoing. *You do have to honestly believe, on reasonable grounds that the information you are reporting shows or tends to show serious wrongdoing.*

Even though you do not have to prove the serious wrongdoing happened or provide evidence, a mere allegation with no supporting information is unlikely to meet this test.

If an error is made and it is not identified that you have made a voluntary PID, you will still be entitled to the protections under the PID Act.

If you make a report and believe an error has been made by not identifying your report as a voluntary PID, you should raise this with a nominated Disclosure Officer or your contact officer for the report.

If you are still not satisfied with this outcome, you can seek an internal review or we make seek to conciliate the matter. You may also contact the NSW Ombudsman. Further information on rights to internal review and conciliation is detailed in this policy.

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6.1.3 Who can make a voluntary PID?

Any public official can make a voluntary PID. You are a public official if:

- you are employed by Council
- you are an elected Councillor of Council
- you are a member of a Committee of Council
- you are a contractor, subcontractor or volunteer who provides services, or exercises functions, on behalf of Council, or
- you work for an entity (such as a non-government organisation) who is contracted by Council to provide services or exercise functions on behalf of Lachlan Shire Council if you are involved in undertaking that contracted work.

A public official can make a PID about serious wrongdoing relating to any agency, not just the agency they are working for. This means that we may receive PIDs from public officials outside our agency.

It also means that you can make a PID to any agency, including an integrity agency like the Independent Commission against Corruption (ICAC) and the NSW Ombudsman. Refer to Appendix 2 of this policy for a list of integrity agencies.

6.1.4 What is a serious wrongdoing?

Reports must be of one or more of the following categories of *serious wrongdoing* to be a voluntary PID (in addition to having the other features set out here). Serious wrongdoing is defined in the PID Act as:

- *corrupt conduct* – such as a public official accepting a bribe
- *serious maladministration* – such as an agency systemically failing to comply with proper recruitment processes when hiring staff
- *a government information contravention* – such as destroying, concealing or altering records to prevent them from being released under a Government Information Public Access application
- *a local government pecuniary interest contravention* – such as a senior council staff member recommending a family member for a council contract and not declaring the relationship
- *a privacy contravention* – such as unlawfully accessing a person’s personal information on an agency’s database
- *a serious and substantial waste of public money* – such as an agency not following a competitive tendering process when contracting with entities to undertake government work.

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When you make your report, you do not need to state to us what category of serious wrongdoing you are reporting, or that you are reporting serious wrongdoing.

6.1.5 Who can I make a voluntary PID to?

For a report to be a voluntary PID it must be made to certain public officials.

You can make a report inside Lachlan Shire Council to:

- The General Manager
- a Disclosure Officer of Council – Refer to Appendix 1 of this policy for a list of Council’s Disclosure Officers.
- your Manager – this is the person who directly, or indirectly, supervises you. It can also be the person who you directly, or indirectly, report to. You may have more than one manager. Your manager will make sure that the report is communicated to a Disclosure Officer on your behalf or may accompany you while you make the report to a Disclosure Officer.
- for a public official who is a person providing services or exercising functions on behalf of an agency (including a contractor, subcontractor or volunteer) – your Manager is taken to be the public official in that agency who oversees those services or functions, or who manages the relevant contract or volunteering arrangements.

You can also make your report to a public official in another agency (meaning an agency you do not work for) or an integrity agency, including;

- the head of any public service agency
- an integrity agency – a list of integrity agencies is provided at Appendix 2 of this policy
- a Disclosure Officer from another agency. The contact information for Disclosure Officers is located in an agency’s PID policy which can be found on their website
- a Minister or a member of a Minister’s staff but the report must be made in writing

If you choose to make a disclosure outside of Council, it is possible that your disclosure will be referred back to us so that appropriate action can be taken.

Disclosures to MPs or journalists are different to other reports. You can only disclose a report of wrongdoing as a voluntary PID to an MP or journalist in the following circumstances:

- you must have first made substantially the same disclosure (described here as a ‘previous disclosure’) to someone who can receive disclosures
- the previous disclosure must be substantially true

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- you did not make the previous disclosure anonymously
- you did not give a written waiver of your right to receive information relating to your previous disclosure
- you did not receive the following from Council:
 - notification that we will not investigate the serious wrongdoing and will also not refer the previous disclosure to another agency, or
 - following the end of the investigation period, notice of our decision to investigate the serious wrongdoing
 - following the end of the investigation period, a description of the results of the investigation
 - following the end of the investigation period, details of proposed or recommended corrective action as a result of the previous disclosure or investigation

Investigation period means:

- after six months from the previous disclosure being made, or
- after 12 months if you applied for an internal review of the agency’s decision within six months of making the disclosure

If all the above requirements are met, your disclosure to an MP or journalist may be a voluntary PID.

6.1.6 What form should a voluntary PID take?

You can make a voluntary PID:

- in writing – via email or letter to a person who can receive voluntary PIDs.
- orally – have a private discussion face-to-face, via telephone or virtually with a person who can receive voluntary PIDs.
- anonymously – write an email or letter or call a person who can receive PIDs to make a report without providing your name or anything that might identify you as the maker of the report. A report will only be considered anonymous if there is no reasonable or practical way of communicating with the person making the report. Even if you choose to remain anonymous, you will still be protected under the PID Act. It may be difficult, however, for us to investigate the matter(s) you have disclosed if we cannot contact you for further information.

6.1.7 What should I include in my report?

You should provide as much information as possible so the report can be dealt with effectively. The type of information you should include is:

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- Date, time and location of key events
- Names of person(s) involved in the suspected wrongdoing, their role, title and how they are involved
- Your relationship with the person(s) involved, such as whether you work closely with them
- Your explanation of the matter you are reporting
- Possible witnesses
- Other information you have that supports your report.

6.1.8 What if I am not sure if my report is a PID?

You should report all wrongdoing you become aware of regardless of whether you think it is serious wrongdoing. It is important for us to understand what is or may be occurring.

We are then responsible for making sure your report is handled appropriately under the PID Act, or if it is not a PID, in line with our other policies or procedures. Even if your report is not a PID, it may fall within another one of Council’s policies for dealing with reports, allegations, or complaints.

6.1.9 Deeming that a report is a voluntary PID

The General Manager can, in certain circumstances, determine that a report is a voluntary PID even if the report does not otherwise have all the features of a voluntary PID. This is known as the ‘deeming power’.

By deeming that a report is a voluntary PID, it ensures that reporters are provided with protections under the PID Act.

If you make a report that has not met all of the requirements of a voluntary PID, you can refer your matter to the Disclosure Coordinator, or the General Manager to request that consideration be given to deeming your report to be a voluntary PID.

A decision to deem a report to be a voluntary PID is at the discretion of the General Manager. For more information about the deeming power, see the NSW Ombudsman’s guideline ‘Deeming that a disclosure is a voluntary PID’.

6.1.10 Who can I talk to if I have questions or concerns?

If you have questions or concerns you can contact Council’s Disclosure Coordinator, or any of the Disclosure Officers, as listed in Appendix 1 of this policy.

6.2 PROTECTIONS

6.2.1 How is the maker of a voluntary PID Protected?

When you make a voluntary PID you receive special protections under the PID Act.

We are committed to taking all reasonable steps to protect you from detriment as a result of having made a PID. We are also committed to maintaining your confidentiality as much as possible while the PID is being dealt with.

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We will not tolerate any type of detrimental action being taken against you because you have made a report, might make a report or are believed to have made a report.

The maker of a voluntary PID is protected in the following ways:

❖ *Protection from detrimental action*

A person cannot take detrimental action against another person because they have made a voluntary PID or are considering making a PID. Detrimental action includes bullying, harassment, intimidation or dismissal.

Once we become aware that a voluntary PID by a person employed or otherwise associated with Council that concerns serious wrongdoing relating to Council has been made, we will undertake a risk assessment and take steps to mitigate the risk of detrimental action occurring against the person who made the voluntary PID.

It is a criminal offence for someone to take detrimental action against a person because they have made or may make a voluntary PID. It is punishable by a maximum penalty of 200 penalty units or imprisonment for five years or both.

A person may seek compensation where unlawful detrimental action has been taken against them.

A person can apply for a court order (injunction) where detrimental action is threatened or has occurred (for example, an order to prevent dismissal or to require reinstatement).

Note: A person who makes a PID can still be subject to reasonable management action (such as ordinary performance reviews and performance management). Provided such action is not taken because of the PID, it is not detrimental action under the PID Act.

❖ *Immunity from civil and criminal liability*

Some public officials are often subject to a duty of confidentiality that prevents them disclosing certain information that they obtain or become aware of at work. Sometimes, in order to make a PID, public officials will need to breach or disregard such confidentiality duties. If that happens, a public official cannot be disciplined, sued or criminally charged for breaching confidentiality.

An example of where this may occur is the requirement to release information regarding PIDs to third parties where there is a legal obligation to provide this information. Mandatory reports include Section 11 notifications to ICAC, legislative reports to Integrity Agencies. Council’s Disclosure Coordinators can provide further information or clarity on these requirements.

❖ *Confidentiality*

Public officials and agencies must not disclose information tending to identify a person as the maker of a voluntary PID unless doing so is permitted by the PID Act.

❖ *Protection from liability for own past conduct*

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The Attorney General can give the maker an undertaking that a disclosure of their own past conduct will not be used against them if a person discloses their own wrongdoing or misconduct while making a report. This undertaking can only be given on application by an integrity agency to the Attorney General.

6.2.2 Protections for people who make mandatory and witness PIDs

Apart from PIDs that are made voluntarily by public officials, there are other types of reports that are recognised as PIDs under the PID Act:

- A Mandatory PID – this is a PID where the public official has made the report about serious wrongdoing because they have a legal obligation to make that report, or because making that report is an ordinary aspect of their role or function in an agency.
- A Witness PID – this is a PID where a person discloses information during an investigation of serious wrongdoing following a request or requirement of the investigator.

Protections for makers of mandatory and witness PIDs are detailed in the following table.

| Protection | Mandatory PID | Witness PID |
|--|---------------|-------------|
| <p>Detrimental action It is an offence to take detrimental action against a person based on the suspicion, belief or awareness that a person has made, may have made or may make a PID.</p> | ✓ | ✓ |
| <p>Right to compensation A person can initiate proceedings and seek compensation for injury, damage or loss suffered as a result of detrimental action being taken against them.</p> | ✓ | ✓ |
| <p>Ability to seek injunction An injunction can be sought to prevent the commission or possible commission of a detrimental action offence against a person. For example, an order to prevent dismissal or to require reinstatement.</p> | ✓ | ✓ |
| <p>Immunity from civil and criminal liability A person will not incur civil or criminal liability if the person breaches a duty of confidentiality while making a disclosure. This means that legal action cannot be taken against a person for:</p> <ul style="list-style-type: none"> • breaching a duty of secrecy or confidentiality, or • breaching another restriction on disclosure. | ✓ | ✓ |

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6.3 REPORTING DETRIMENTAL ACTION

If you experience adverse treatment or detrimental action, such as bullying or harassment, you should report this immediately. You can report any experience of adverse treatment or detrimental action directly to Disclosure Coordinators or Disclosure Officers, or to an integrity agency.

A list of integrity agencies is located at Appendix 2 of this policy.

6.4 GENERAL SUPPORT

The key persons that will provide ongoing support to individuals who have made a report will be Council’s Executive Leadership Team and Disclosure Coordinators. The Disclosure Coordinators will be the key contact and will ensure that the necessary steps are taken to protect the person who has made the report from risk of detrimental action.

The Executive Team and Disclosure Coordinators will also provide confidential employee assistance.

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6.5 HOW WE DEAL WITH VOLUNTARY PIDs

6.5.1 Acknowledging and receiving a report

When a Disclosure Officer receives a report which is a voluntary PID, or looks like it may be a voluntary PID, the person who made the report will receive the following information:

- You will receive an acknowledgment from Council’s Disclosure Coordinator that the report has been received. This acknowledgement will:
 - state that the report will be assessed to identify whether it is a PID
 - state that the PID Act applies to how we deal with the report
 - provide clear information on how you can access this PID policy
 - provide you with details of a contact person and available support, including Council’s employee assistance program.
- If the report is a voluntary PID, we will inform you as soon as possible how we intend to deal with the report. This may include:
 - that we are investigating the serious wrongdoing
 - that we will refer the report to a different agency (if appropriate) to deal with the voluntary PID. If we do this, we will provide you with details of this referral
- If we decide to not investigate the report and to not refer it to another agency for it to be investigated, we will tell you the reasons for this decision. We will also notify the NSW Ombudsman of this decision.
- If we decide to investigate the serious wrongdoing, we will provide you with updates on the investigation at least every three months. During this time, if you would like more frequent updates, you should contact the contact person who was nominated when you made the report.
- If we investigate the serious wrongdoing, we will provide you with the following information once the investigation is complete:
 - a description of the results of the investigation — that is, we will tell you whether we found that serious wrongdoing took place.
 - information about any corrective action as a result of the investigation/s — this means we will tell you what action we took in relation to the person who engaged in the serious wrongdoing or if the serious wrongdoing was by our agency, what we have put in place to address that serious wrongdoing.

Corrective action could include taking disciplinary action against someone or changing the practices, policies and procedures that we have in place which led to the serious wrongdoing.

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There may be some details about both the findings made as a result of the investigation and the corrective action taken that cannot be revealed to you. We will always balance the right of a person who makes a report to know the outcome of that report, with other legal obligations we have.

If you have made an anonymous report, in many cases we may not be able to provide this information to you.

6.5.2 How we will deal with voluntary PIDs

Once a report that may be a voluntary PID is received we will look at the information contained in the report to see if it has the features of a voluntary PID. This assessment is undertaken to identify whether the report is a voluntary PID or another type of disclosure, and to make sure that the right steps are followed. If it is a voluntary PID, we will ensure that we comply with the requirements in the PID Act.

Report not a voluntary PID

Even if a report is not a voluntary PID, it will still need to be dealt with in a manner consistent with our Complaints Management Policy.

If the report is not a voluntary PID, we will let you know that the PID Act does not apply to the report and how we will deal with the concerns raised in the report.

If you are not happy with this assessment or otherwise disagree with it, you can

- raise it with the person who has communicated the outcome with you or a Disclosure Officer
- request an internal review or request that the matter be conciliated.

We can, but do not have to, request the NSW Ombudsman to conciliate the matter.

Appendix 2 provides a list of integrity agencies that can be contacted should you wish to obtain any clarification on management of PID.

Cease dealing with report as voluntary PID

We may stop dealing with a voluntary PID because it is not actually a voluntary PID (meaning does not have all the features of a PID).

In this situation we will provide you with reasons in writing as to why we had ceased dealing with the report as a voluntary PID.

Where the report is a voluntary PID

In most cases we will conduct an investigation to make findings about whether the serious wrongdoing disclosed in the report occurred, who was involved, who was responsible, and whether the people involved, or the agency engaged, in serious wrongdoing.

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There may be circumstances where we believed an investigation is not warranted, for example, if the conduct has previously been investigated.

There may also be circumstances where we decide that the report should be referred to another agency, such as an integrity agency. For example, reports concerning possible corrupt conduct maybe required to be reported to the ICAC in accordance with Section 11 of the Independent Commission against Corruption Act 1988.

Before referring a matter, we will discuss the referral with the other agency, and we will provide you with details of the referral and a contact person within the other agency.

If we decide not to investigate a report and to not refer the matter to another agency, we must let you know the reasons for this and notify the NSW Ombudsman.

6.5.3 How will we protect the confidentiality of the maker of a voluntary PID?

We understand that people who make voluntary PIDs may want their identity and the fact that they have made a report to be confidential.

Under the PID Act, information tending to identify a person as the maker of a voluntary PID (known as identifying information) is not to be disclosed by a public official or an agency.

There are certain circumstances under the PID Act that allow for the disclosure of identifying information. These include:

- where the person consents in writing to the disclosure
- where it is generally known that the person is the maker of the voluntary PID because of their voluntary self-identification as the maker
- when the public official or Council reasonable considers it necessary to disclose the information to protect the person from detriment
- where it is necessary the information be disclosed to a person whose interests are affected by the disclosure
- where the information has previously been lawfully published
- when the information is disclosed to a medical practitioner or psychologist for the purposes of providing medical or psychiatric care, treatment or counselling to the individual disclosing the information
- when the information is disclosed for the purposes of proceedings before a court or tribunal
- when the disclosure of the information is necessary to deal with the disclosure effectively
- if it is otherwise in the public interest to disclose the identifying information.

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We will not disclose identifying information unless it is necessary and authorised under the PID Act.

We will put in place steps to keep the identifying information of the maker and the fact that a report has been made confidential. It may not be possible for us to maintain complete confidentiality while we progress the investigation, but we will do all that we practically can to not unnecessarily disclose the information from which the maker of the report can be identified. We will do this by:

- limiting the number of people who are aware of the maker’s identity or information that could identify them
- if we must disclose information that may identify the maker of the PID, we will still not disclose the actual identity of the maker of the PID, unless we have their consent to do so
- we will ensure that any person who does know the identity of the maker of the PID is reminded that they have a legal obligation to keep their identity confidential
- we will ensure that only authorised persons have access to emails, files or other documentation that contain information about the identity of the maker. These authorised officers will be limited to the General Manager and Disclosure Coordinators
- we will undertake an assessment to determine if anyone is aware of the maker’s identity and if those persons have a motive to cause detrimental action to be taken against the maker or impede the progress of the investigation
- we will provide information to the maker of the PID about the importance of maintaining confidentiality and advising them how to best protect their identity, for example, by telling them not to discuss their report with other staff.

If confidentiality cannot be maintained or is unlikely to be maintained, we will implement strategies, including a risk management plan, to minimise the risk of detrimental action. The person making the disclosure will be provided with support throughout the process.

6.5.4 How we will assess and minimise the risk of detrimental action

Council will not tolerate any detrimental action being taken by any person against a person who has made a PID, investigators, witnesses or the person the report is about.

We will assess and take steps to mitigate detrimental action from being taken against the maker of a voluntary PID, the person whose conduct is the subject of a PID, investigators and witnesses.

We will take steps to assess and minimise the risk of detrimental action by:

- explaining that a risk assessment will be undertaken, and a risk management plan will be created (including reassessing the risk throughout the entirety of the matter)

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- providing details of the Disclosure Coordinator, being Director Corporate and Community who oversees risk management function in the organisation, who will be responsible for undertaking a risk assessment
- explaining how Council will communicate with the maker of the PID the identified risks and controls
- listing the protections that will be offered, such as potential for remote working or approved leave, for the duration of the investigation
- outlining what support will be provided

Detrimental action against a person is an act or omission that causes, comprises, involves or encourages detriment to a person or a threat of detriment to a person (whether express or implied). Detriment to a person includes:

- injury, damage or loss
- property damage
- reputational damage
- intimidation, bullying or harassment
- unfavourable treatment in relation to another person’s job
- discrimination, prejudice or adverse treatment
- disciplinary proceedings or disciplinary action, or
- any other type of disadvantage.

Detrimental action does not include:

- lawful action taken by a person or body to investigate serious wrongdoing or other misconduct
- the lawful reporting or publication of a finding of serious wrongdoing or other misconduct
- the lawful making of adverse comment, resulting from investigative action
- the prosecution of a person for a criminal offence
- reasonable management action taken by someone in relation to a person who made or may make a PID. For example, a reasonable appraisal of a PID maker’s work performance.

6.5.5 How we will deal with allegations of a detrimental action offence

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If we become aware of an allegation that a detrimental action offence has occurred or may occur, we will:

- take all steps possible to stop the action and protect the person(s)
- take appropriate disciplinary action against anyone that has taken detrimental action
- refer any evidence of a detrimental action offence to the Commissioner of Police and the ICAC or the Law Enforcement Conduct Commission (whichever is applicable)
- notify the NSW Ombudsman about the allegation of a detrimental action offence being committed
- advise and update the person who the alleged detrimental action has been taken against of the actions we have taken/are taking, who is managing those actions, and, should they require it, how they can access support.

If any persons within Council, including the maker of a PID, believes that a detrimental action offence has occurred, then this is to be immediately reported to the Disclosure Coordinators or the General Manager.

6.5.6 What we will do if investigation finds that serious wrongdoing has occurred

If, after an investigation, it is found that serious wrongdoing or other misconduct has occurred, we will take the most appropriate action to address that wrongdoing or misconduct. This is also known as corrective action. Corrective action can include:

- a formal apology
- improving internal procedures or policies to adequately prevent and respond to similar instances of wrongdoing
- providing additional education and training to staff where required
- taking industrial action against persons involved in the wrongdoing, in accordance with the disciplinary procedures as set out in the Local Government State Award
- payment of compensation to people who have been affected by serious wrongdoing or other misconduct

The Disclosure Coordinators oversee or directly manage the investigation process for PIDs.

The findings from the investigation process are provided to the General Manager and relevant integrity agencies.

The maker of the PID will be notified, as appropriate without breaching confidentiality, of the corrective action taken by the Disclosure Coordinator.

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6.6 REVIEW AND DISPUTE RESOLUTION

6.6.1 Internal Review

People who make voluntary PIDs can seek internal review of the following decisions made by Lachlan Shire Council:

- that Council is not required to deal with the report as a voluntary PID
- to stop dealing with the report because we decided it was not a voluntary PID
- to not investigate the serious wrongdoing and not refer the report to another agency
- to cease investigating the serious wrongdoing without either completing the investigation or referring the report to another agency for investigation.

Council will ensure internal reviews are conducted in compliance with the PID Act.

If you would like to make an application for an internal review, you must apply in writing to the General Manager within 28 days of being informed of our decision. The application should state the reasons why you consider the decision should not have been made. You may also submit any other relevant material with your application.

The review will be undertaken by the General Manager within 28 days of receipt of the application.

6.6.2 Voluntary Dispute Resolution

If a dispute arises between us and a person who has made a report which is, or may be, a voluntary PID, we may request the NSW Ombudsman to conciliate the dispute.

Conciliation is a voluntary process and will only be suitable for disputes where Council and the maker of the report are willing to resolve the dispute.

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6.7 OTHER AGENCY OBLIGATIONS

6.7.1 Record-keeping requirements

Council has responsibilities under the State Records Act 1998 to keep full and accurate records with respect to all information received in connection with the PID Act.

PID reports, investigation reports and associated documents and information will be stored in Council’s electronic information management system. Access to the information will be restricted to the General Manager and Disclosure Coordinators.

Disclosure Officers and Managers who receive PID related information are required to refer it to a Disclosure Coordinator so that it can be managed in a secure environment.

6.7.2 Reporting of voluntary PIDs and annual return to the NSW Ombudsman

Each year we provide an annual return to the NSW Ombudsman which includes:

- information about voluntary PIDs received by Council during each return period (yearly with the start date being 1 July)
- action taken by Council to deal with voluntary PIDs during the return period
- how Council promoted a culture in the workplace where PIDs are encouraged.

Information for the annual return is collected by the Disclosure Coordinators, and they are responsible for the preparation and provision of the information to the NSW Ombudsman. This information is stored in Council’s electronic document management system.

6.7.3 How we will Ensure Compliance with the PID Act and this Policy

Council will ensure compliance with the PID Act through:

- ensuring appropriate training is provided to support and develop understanding of the PID Act and its requirements
- supporting managers and Disclosure Officers in undertaking their roles
- auditing and reporting of PID processes
- monitoring review timeframes and addressing non-compliance

7. ROLES AND RESPONSIBILITIES

Certain people within Council have responsibilities under the PID Act, including the following:

7.1 General Manager

The General Manager is responsible for:

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- Fostering a workplace culture where reporting is encouraged
- Receiving disclosures from public officials
- Ensuring public officials of Council comply with this policy and the PID Act
- Supporting Supervisors, Managers, Disclosure Officers, Disclosure Coordinators in understanding their requirements under the PID Act by ensuring the provision of adequate training and resources
- Ensuring that Lachlan Shire Council has appropriate systems for :
 - overseeing internal compliance with the PID Act
 - supporting public officials who make voluntary PIDs, including by minimising the risk of detrimental action
 - implementing corrective action if serious wrongdoing is found to have occurred
 - complying with reporting obligations regarding allegations or findings of detrimental action
 - complying with annual reporting obligations to the NSW Ombudsman.

7.2 Disclosure Coordinators

Disclosure Coordinators are responsible for:

- receiving reports from public officials;
- assisting supervisors and managers in accepting reports
- receiving reports from Disclosure Officers
- ensuring that any oral reports that have been received are recorded in writing
- supporting persons who have made PID reports throughout the process
- supporting Disclosure Officers and managers in their roles under the PID Act
- coordinating or undertaking investigations into reports of wrongdoing
- overseeing the external reporting requirements under PID Act
- coordinating training on PID Act requirements.

7.3. Disclosure Officers

Disclosure Officers are responsible for:

- receiving reports from public officials
- receiving reports when they are passed on to them by managers
- ensuring reports are dealt with appropriately, including by referring the matter to the Disclosure Coordinators.

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- ensuring that any oral reports that have been received are recorded in writing.
- maintaining strict confidentiality of the PID maker and all associated persons

7.4 Managers

The responsibilities of Directors, Managers, Section Managers, Supervisors, Team leaders, Coordinators, include:

- Receiving reports from persons that report to them or that they supervise
- Passing on reports they receive to a Disclosure Officer
- Maintaining strict confidentiality of the PID maker and all associated persons

All Employees

All employees must:

- report suspected serious wrongdoing or other misconduct
- participate in any training on PID Act or this policy as provided Council
- use their best endeavours to assist in an investigation of serious wrongdoing if asked to do so by a person dealing with a voluntary PID on behalf of Council
- treat any person with or investigating reports of serious wrongdoing with respect.
- maintain strict confidentiality of any PID processes and all associated persons of which they may be aware

Employees must not take detrimental action against any person who has made, may in the future make, or is suspected to having made, a PID.

8. FURTHER INFORMATION

If you require further information about this policy, how public interest disclosures will be handled and the PID Act you can:

- confidentially contact a nominated disclosure officer within Council – Refer to Appendix 1 of this policy for a list of Council’s disclosure officers
- contact the NSW Ombudsman PID Advice Team by phone: (02) 9286 1000 or email: pidadvice@ombo.nsw.gov.au
- access the NSW Ombudsman’s PID guidelines which are available on its website.

If you require legal advice with respect to the PID Act or your obligations under the PID Act, you may need to seek independent legal advice.

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9. RELATED DOCUMENTS

Related LSC policies include:

- Code of Conduct for Council Staff
- Code of Conduct for Councillors
- Conflict of Interest Policy
- Gifts, Benefits and Bribes Policy
- Fraud and Corruption Policy
- Complaints Management Policy
- Risk Management Policy

Related Legislation includes:

- Public Interest Disclosures Act 2022
- Local Government Act 1993
- Local Government (General) Regulations 2021
- Government Information (Public Access) Act 2009 (GIPA Act)
- Independent Commission Against Corruption Act 1988.

Nothing in this policy limits any applicable legislation.

Greg Tory

GENERAL MANAGER

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APPENDIX 1: LACHLAN SHIRE COUNCIL DISCLOSURE COORDINATORS AND DISCLOSURE OFFICERS

| DISCLOSURE COORDINATORS | CONTACT INFORMATION |
|---|---|
| General Manager | Lachlan Shire Council, 58-64 Molong Street, CONDOBOLIN NSW 2877 Telephone: 02 68951900 Email: council@lachlan.nsw.gov.au |
| Director Corporate and Community Services | As above |

| DISCLOSURE OFFICERS | CONTACT INFORMATION |
|---|---|
| General Manager | Lachlan Shire Council, 58-64 Molong Street, CONDOBOLIN NSW 2877 Telephone: 02 68951900 Email: council@lachlan.nsw.gov.au |
| Director Corporate and Community Services | As above |
| Director Infrastructure Services | As above |
| Director Environment and Planning | As above |
| Human Resources Manager | As above |
| Finance Manager | As above |
| Information Services Manager | As above |

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| DISCLOSURE OFFICERS | CONTACT INFORMATION |
|--|---------------------|
| Town Planning Manager | As above |
| Projects and Building Manager | As above |
| Roads Manager | As above |
| Urban Works Manager | As above |
| Utilities Manager | As above |
| Tourism Manager | As above |
| Environment and Waste Coordinator | As above |
| Customer Service Supervisor | As above |
| Communication and Community Engagement Officer | As above |
| Work Health and Safety Officer | As above |
| Any other staff member who supervises staff. | As above. |
| | |

In addition to the listed disclosure officers, staff can report to their Manager or Supervisor.

For public officials providing services or exercising functions on behalf of Council, such as *contractors, subcontractors* or *volunteers*, your Manager is taken to be the person in Council who oversees those services or functions, or who manages your contract or volunteering arrangement.

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APPENDIX 2: LIST OF INTEGRITY AGENCIES

| Integrity agency | What they investigate | Contact information |
|---|---|---|
| The NSW Ombudsman | Most kinds of serious maladministration by most agencies and public officials (but not NSW Police, judicial officers or MPs) | Telephone: 1800 451 524 between 9am to 3pm Monday to Friday Writing: Level 24, 580 George Street, Sydney NSW 2000 Email: info@ombo.nsw.gov.au |
| The Auditor-General | Serious and substantial waste of public money by auditable agencies | Telephone: 02 9275 7100 Writing: GPO Box 12, Sydney NSW 2001 Email: governance@audit.nsw.gov.au |
| Independent Commission Against Corruption | Corrupt conduct | Telephone: 02 8281 5999 or toll free on 1800 463 909 (callers outside Sydney) between 9am and 3pm, Monday to Friday Writing: GPO Box 500, Sydney NSW 2001 or faxing 02 9264 5364 Email: icac@icac.nsw.gov.au |
| The Inspector of the Independent Commission Against Corruption | Serious maladministration by the ICAC or the ICAC officers | Telephone: 02 9228 3023 Writing: PO Box 5341, Sydney NSW 2001 Email: oiicac_executive@oiicac.nsw.gov.au |
| The Law Enforcement Conduct Commission | Serious maladministration by the NSW Police Force or the NSW Crime Commission | Telephone: 02 9321 6700 or 1800 657 079 Writing: GPO Box 3880, Sydney NSW 2001 Email: contactus@lecc.nsw.gov.au |
| The Inspector of the Law Enforcement Conduct Commission | Serious maladministration by the LECC and LECC officers | Telephone: 02 9228 3023 Writing: GPO Box 5341, Sydney NSW 2001 Email: olecc_executive@olecc.nsw.gov.au |

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| Integrity agency | What they investigate | Contact information |
|--------------------------------|--|--|
| Office of the Local Government | Local government pecuniary interest contraventions | Email: olg@olg.nsw.gov.au |
| The Privacy Commissioner | Privacy contraventions | Telephone: 1800 472 679 Writing: GPO Box 7011, Sydney NSW 2001 Email: ipcinfo@ipc.nsw.gov.au |
| The Information Commissioner | Government information contraventions | Telephone: 1800 472 679 Writing: GPO Box 7011, Sydney NSW 2001 Email: ipcinfo@ipc.nsw.gov.au |

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DRAFT

LACHLAN SHIRE COUNCIL

MODERN SLAVERY POLICY V1

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1. BACKGROUND

The *Modern Slavery Act 2018 (NSW)* (the MSA) created obligations for councils under the *Local Government Act 1993 (the LGA)* relating to modern slavery. Local councils are required to take reasonable steps to ensure that the goods and services they procure are not the product of modern slavery, and to report on those steps.

The NSW Anti-Slavery Commissioner has issued Guidance on Reasonable Steps to manage modern slavery risks in operations and supply chains, operative from 1 January 2024.

This policy is prepared in accordance with the requirements of the *Modern Slavery Act 2018 (NSW)* and Guidance on Reasonable Steps.

2. SCOPE

This Policy applies to all persons and entities working for and with Lachlan Shire Council (Council) or on its behalf in any capacity.

3. OBJECTIVE

The purpose of this policy is to:

- outline Council’s commitment to:
- identifying, managing and minimising the risk of modern slavery in its operations and supply chains; and
- taking steps to ensure that Council suppliers and others it does business with are adequately managing modern slavery risks;
- ensure Council is compliant with its obligations under the Modern Slavery Act; and
- ensure that Council employees are aware of the requirements in relation to Modern Slavery.

4. DEFINITIONS

Employees:

All Council employees including permanent (whether full-time or part-time), temporary, agency contractors (labour hire), casual employees, contractors and consultants working for an on behalf of council, and apprentices/trainees.

Modern Slavery:

As defined by the Modern Slavery Act, including the following types of exploitation:

- Trafficking in people – the recruitment, harbouring and movement of persons for the purposes of exploitation through modern slavery. This includes sexual exploitation, forced labour or services and slavery and practices similar to slavery.
- Slavery – when a person exercises power of ownership over another.

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- Servitude – a situation where an individual’s freedom is significantly restricted, for example they are not free to stop working or to leave their place of work.
- Forced labour – where violence or other methods (for example accumulation of debt, retention of identity papers) are used to coerce victims to work.
- Forced marriage – where an individual is forced or deceived into marrying.
- Debt bondage – where a victim’s services are pledged as security for a debt and the debt is excessive, or the length and nature of services are not defined, or the value of the services is not applied against the debt.
- The worst forms of child labour - situations where children are subjected to slavery or similar practices, or engaged in hazardous work which could harm their health and safety.

Modern Slavery Act: *The Modern Slavery Act 2018 (NSW).*

Modern Slavery Laws:

All applicable modern slavery laws, statutes, regulations and codes from time to time in force which prohibit exploitation of workers, human trafficking, slavery, servitude, forced labour, debt bondage or deceptive recruiting for labour or services, or similar (Modern Slavery Laws), including but not limited to the Modern Slavery Act 2018 (Cth) and the Modern Slavery Act 2018 (NSW), which came into effect in 2022.

Supplier

Any entity supplying goods and/or services to Council.

5. POLICY STATEMENT

Modern Slavery is a human rights violation and a serious crime. Council is committed to respecting and protecting human rights and identifying, managing and minimising Modern Slavery risks within its supply chains.

Council will strive for collaborative action and continuous improvement in its approach to Modern Slavery, and will continue to work with key stakeholders and suppliers to review, and improve its practices and procedures in this area on a regular basis.

6. POLICY IN DETAIL

6.1 Supply Chain

Council will engage with its Suppliers to identify, manage and minimise risks and instances of modern slavery in their supply chains and business operations. Specifically, Council will:

- identify modern slavery risks in its supply chain, including the extent of those risks and act to manage or minimise them;
- engage with suppliers to understand their commitment to minimising the risk of modern slavery in their own supply chains and operations;
- include modern slavery considerations in its procurement processes as guided by legislation, best practice, NSW Anti-Slavery Commissioner *Guidance on Reasonable Steps* (GRS), and incorporate the GRS Model Tender clauses as applicable;

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- ensure Council’s standard contracts contain clauses requiring suppliers to take reasonable steps to identify, assess and address Modern Slavery risks within their operations and supply chains and comply with Modern Slavery Laws, and incorporate GRS Model Contract Clauses as applicable;
- where Modern Slavery risks are identified that are outside of Council’s direct control, engage with key stakeholders to leverage its influence and encourage positive and permanent change; and
- implement an internal reporting process to enable Council employees to raise concerns about any potential or suspected instances of Modern Slavery in Council’s supply chain.
- ensure Modern Slavery reporting obligations are met, including consideration of the NSW Anti-Slavery Commissioner *Guidance on Reasonable Steps* Reporting Template.

6.2 Training and Capacity Building

Council will ensure that relevant employees have the knowledge, tools and capacity to comply with Council’s obligations to reduce the risks of Modern Slavery.

6.3 Reporting

Council will comply with its reporting obligations under the Local Government Act 1993 (NSW) as updated from time to time.

Annual reporting and transactional reporting on certain procurements is required in accordance with the *Guidance on Reasonable Steps*. From 1 July 2024, councils must file an online report with the Office of the Anti-slavery Commissioner within 45 days of the entry into force of any contract:

- arising from a ‘heightened’ modern slavery due diligence procurement process; and
- with a value of \$150,000 (including GST) or more.
- Reporting will be in accordance with the *Guidance on Reasonable Steps* and its Annual Reporting Template (see Appendix K of the GRS) as issued by the NSW Anti-Slavery Commissioner.

7. FURTHER INFORMATION

Further information about this policy can be obtained by:

- contacting the Governance and Risk Officer
- contacting the Director Corporate and Community Services
- contacting the Office of the NSW Anti-Slavery Commissioner GRS@dcj.nsw.gov.au for information updates, newsletters and GRS documentation
- contacting NSW Communities and Justice /Anti-slavery commissioner website: <https://dcj.nsw.gov.au/legal-and-justice/our-commissioners/anti-slavery-commissioner/due-diligence-and-reporting.html>: for information & documents:
- *Guidance on Reasonable Steps* (GRS)
- GRS annual reporting - form and reporting templates,
- model tender clauses
- model contract clauses

| | | | | | | |
|---|-----------------|--------------------|---------------------------|--------------------------|--------------------------|-----------------------------|
| Name of Policy | | | | | Page 5 of 7 | |
| Further Information: ☎ 02 6895 1900 ✉ Email: council@lachlan.nsw.gov.au | | | | | | |
| Version: | Adopted: | Resolution: | Commencement Date: | Last Review Date: | Next Review Date: | Content Manager Ref: |
| 1 | DD/MM/YYYY | YYYY/NNN | Month Year | Month Year | Month Year | D23/NNNN |

8. RELATED DOCUMENTS

Related Council policies include:

- Procurement Policy
- Disposal of Assets Policy
- Local Preference Policy
- Code of Conduct Policies for Councillors and Staff
- Terms and Conditions of Business
- Statement of Business Ethics

Related Legislation includes:

- The Modern Slavery Act 2018 (NSW)
- Local Government Act 1993 (NSW)
- Local Government Regulations 2021
- The *Guidance on Reasonable Steps* (GRS) issued by the NSW Anti-Slavery Commissioner, operative from 1 January 2024, including:
 - Model Tender Clauses (GRS Appendix I)
 - Model Contract Clauses (GRS Appendix J)
 - Modern Slavery Reporting Template (GRS Appendix K)
- The GRS has been drafted to align with various international standards, including :
 - ISO 20400:2017 Sustainable Procurement – Guidance.
 - ISO 31000:2018 Risk management – Guidelines.
 - BS 25700:2022 Organisational responses to modern slavery – Guidance.

Nothing in this policy limits any applicable legislation.

9. RIGHT TO VARY/TERMINATE

Council reserves the right to vary or terminate this policy at any time.

Greg Tory

GENERAL MANAGER

| | | | | | | |
|---|-----------------|--------------------|---------------------------|--------------------------|--------------------------|-----------------------------|
| Name of Policy | | | | | | Page 6 of 7 |
| Further Information: ☎ 02 6895 1900 ✉ Email: council@lachlan.nsw.gov.au | | | | | | |
| Version: | Adopted: | Resolution: | Commencement Date: | Last Review Date: | Next Review Date: | Content Manager Ref: |
| 1 | DD/MM/YYYY | YYYY/NNN | Month Year | Month Year | Month Year | D23/NNNN |

| | | | | | | |
|---|-----------------|--------------------|---------------------------|--------------------------|--------------------------|-----------------------------|
| Name of Policy | | | | | | Page 7 of 7 |
| Further Information: ☎ 02 6895 1900 ✉ Email: council@lachlan.nsw.gov.au | | | | | | |
| Version: | Adopted: | Resolution: | Commencement Date: | Last Review Date: | Next Review Date: | Content Manager Ref: |
| 1 | DD/MM/YYYY | YYYY/NNN | Month Year | Month Year | Month Year | D23/NNNN |

| | |
|-----------------------------|---|
| Circular Details | 23-17 / 21 December 2023 / A884602 |
| Previous Circular | 22-09 Councils' obligations under the Modern Slavery Act 2018 |
| Who should read this | Councillors / General Managers / Council governance and procurement staff members |
| Contact | Office of the Anti-slavery Commissioner/ GRS@dcj.nsw.gov.au |
| Action required | Council to Implement |

Update on councils' obligations under the *Modern Slavery Act 2018* (NSW)

What's new or changing

- The *Modern Slavery Act 2018* (NSW) (the MSA) created new obligations for councils under the *Local Government Act 1993* (the LGA) relating to modern slavery.
- Local councils are required to take reasonable steps to ensure that the goods and services they procure are not the product of modern slavery, and to report on those steps.
- The sector and other covered entities identified there was limited formal, authoritative guidance available to manage their modern slavery risk management efforts.
- As a result, the NSW Anti-slavery Commissioner (the Commissioner) has issued guidance on reasonable steps to manage modern slavery risks in operations and supply chains (the Guidance on Reasonable Steps) which is available [here](#).
- The Guidance on Reasonable Steps will become operative on **1 January 2024**.

What this will mean for your council

- Commencing from the 2022/23 financial year, each council is required to publish in their annual reports:
 - a statement of the action taken by the council in relation to any issue raised by the Commissioner during the year concerning the operations of the council and identified by the Commissioner as being a significant issue, and
 - a statement of steps taken to ensure that goods and services procured by and for the council during the year were not the product of modern slavery within the meaning of the MSA.
- The Commissioner acknowledges that annual reporting occurring prior to 31 December 2023 will deal with activity undertaken before the Guidance on Reasonable Steps was operative.
- The Commissioner encourages councils to use the Guidance on Reasonable Steps, including the annual reporting template offered in Appendix K, to guide their reporting.
- The Commissioner however will be cognisant of the fact that the Guidance on Reasonable Steps was not yet available or operative.

Office of Local Government
 5 O'Keefe Avenue NOWRA NSW 2541
 Locked Bag 3015 NOWRA NSW 2541
 T 02 4428 4100 F 02 4428 4199 TTY 02 4428 4209
 E olg@olg.nsw.gov.au W www.olg.nsw.gov.au ABN 20 770 707 468

- For annual reporting between 1 January 2024 and 31 December 2024, the Guidance on Reasonable Steps will be in effect and councils are expected to report in accordance with it.
- **From 1 January 2024**, councils should report annually in two places:
 - by including relevant information in their agency's formal annual report; and
 - using the online GRS Annual Reporting Form.
- In addition to annual reporting, the Guidance on Reasonable Steps provides for transactional reporting of certain procurements.
- **From 1 July 2024**, councils must file an online report with the Office of the Anti-slavery Commissioner within 45 days of the entry into force of any contract:
 - arising from a 'heightened' modern slavery due diligence procurement process; and
 - with a value of AUD \$150,000 (including GST) or more.
- The Commissioner will monitor compliance by the local government sector and will keep a register that may identify any entity failing to comply, as well as any other information the Commissioner thinks appropriate.

Key points

- The Guidance on Reasonable Steps is the central plank of the Shared Implementation Framework developed by the Commissioner in consultation with the NSW Procurement Board and covered entities.
- The Guidance on Reasonable Steps provides detailed guidance for councils on managing modern slavery risks in their operations and supply chains.
- It is anticipated that the Guidance on Reasonable Steps will be integrated with existing procurement policy frameworks through incorporation by reference into the Office of Local Government's Procurement Guidelines (the Procurement Guidelines).
- The Procurement Guidelines will be issued under section 23A of the LGA which requires councils to consider them when exercising their functions.

Where to go for further information

- The Guidance on Reasonable Steps is available [here](#).
- Additional resources breaking down key concepts and processes in the Guidance on Reasonable Steps are available [here](#).
- Information on modern slavery is available [here](#).
- The MSA is available [here](#).
- For more information on these requirements contact the Office of the Anti-slavery Commissioner by email at GRS@dcj.nsw.gov.au.

Brett Whitworth
Deputy Secretary, Local Government

Office of Local Government
5 O'Keefe Avenue NOWRA NSW 2541
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2023/2024 Donations
As at 8/05/2024

| Organisation/Individual | Work order number | Annual Budget for Special Events - in kind | General Ledger-Master/sub account number | Annual Budget for Community Events - specified donations & contributions | Amount paid for Community Events - specified donations & contributions | General donations - elected members | Rates/water - elected members | Community Events - general | Special Events-in kind support only | Donation Purpose |
|--|-------------------|--|--|--|--|-------------------------------------|-------------------------------|----------------------------|-------------------------------------|---|
| Master. Sub | | | | | 3820.various | 3020.0405 | 3020.0406 | 3820.0460 | 3230.509 | |
| Annual Budget | | | | | \$27,540 | \$9,900 | \$147,146 | \$123,229 | | |
| Donations - NAIDOC week | | | 3820.409 | \$1,440 | \$450 | | | | | Koori Kids - approved by GM & Mayor |
| Special Event - CWFS Women & Youth Conference | | | | | | \$338 | | | | 50% contribution toward SRA Hall Hire Costs |
| Condobolin Sports Club Limited | | | | | | | | \$400 | | Triple Bowls |
| Lake Cargelligo Rotary | | | | | | | | \$1,000 | | Christmas Tree Event |
| Rotary - Condobolin | | | | | | | \$806 | | | Rates assessment 1003888 |
| *Born to Read* | | | | | | | | \$886 | | *Reconnecting Regional NSW Community grants program funding. Carry over from 22.23 |
| *Mingle in the Middle* | | | | | | | | \$11,225 | | *Reconnecting Regional NSW Community grants program funding. Carry over from 22.23 |
| *Spring Story Spectacular* | | | | | | | | \$5,082 | | *Reconnecting Regional NSW Community grants program funding. Carry over from 22.23 |
| *Tottenham Gymkhana* | | | | | | | | \$3,371 | | *Reconnecting Regional NSW Community grants program funding. Carry over from 22.23 |
| *Utes, Boots & Beats* | 1,062 | \$0 | | | | | | \$33,117 | | funding. Carry over from 22.23 |
| *Various costs* - VIC opening | | | | | | | | \$13,084 | | *Reconnecting Regional NSW Community grants program funding. Carry over from 22.23 |
| Aboriginal Evangelical Fellowship NSW (AEF) | | | | | | \$792 | | | | AEF NSW Annual Family Camp-billed 50% of the cost reflecting council's resolution in March 24. |
| Australia Day events | | | 3020.343 | \$32,020 | \$16,997 | | | | | Various |
| Cancer Council | | | | | | \$100 | | | | Resolution No.: 2024/67 Cancer Council Biggest Morning Tea Advertisement for Community Donation & Event Support Program |
| Condobolin Argus Advertising Community Donation | | | | | | | | \$146 | | |
| Condobolin Chamber of Commerce | | | | | | | | \$1,000 | \$0 | Christmas Street Party - Res R23/309 |
| Condobolin Junior Cricket Association | | | | | | | | | \$416 | Dry Hire Cost Vehicle |
| Condobolin Junior Rugby League Football club | | | | | | \$250 | | | | Sponsorship |
| Condobolin Sports Promotion | | | | | | | | \$5,000 | \$5,367 | Contribution running cost event 2024 - Condo 750. Actual cost to 8.5.24 |
| Condobolin Sports Promotion | | | | | | | | | \$7,860 | Contribution running cost event 2024 - Condo 750 (balance of approved amount) |
| Lachlan & Western Regional Services (WPRD) | | | 3820.476 | \$58,860 | \$55,530 | | | | | Contribution towards administration costs |
| Lachlan Shire Council - Rates | | | | | | | \$2,535 | | | Tottenham Youth centre building rates & water consumption. Assessment 1023781 |
| Lake Cargelligo Australian football & Netball Inc | | | | | | \$500 | | | | Resolution No.: 2024/66 - Speed Shear Event 01.06.2024 |
| Lake Cargelligo Community Gym | | | 3820.483 | \$7,390 | \$7,338 | | | | | Contribution towards gym insurance |
| Lake Cargelligo Tourism | | | 3920.480. | \$5,150 | | | | | | Tourism based initiatives |
| Lower Lachlan Community Services | | | 3820.477 | \$58,860 | \$58,860 | | | | | Contribution towards administration costs |
| Phoenix Foundry | | | | | | \$552 | | | | Plaque & installation - CWA Centenary. Resolution 2022/276 October 2022 |
| ISL LifeCare | | | | | | \$100 | | | | Resolution No.: 2024/67 Biggest Morning Tea 2024 |
| Tess cross Memorial Team Penning Event | | | | | | | | | \$0 | Contribution for fixed toilet & Council facilities Resolution 2024/57 - 20/3/24 \$400. Rescinded at May 24 meeting as event cancelled |
| Tottenham Tennis Club Winter 2024 Clinic | | | | | | \$1,000 | | | | Contribution to running costs - Clinic July 2024 |
| Lachlan Arts Council - the Tile Project | | | | | | \$500 | | | | Contribution to finish the tile project. Must be spent by 31 March 24 or to be repaid to Council |
| Tottenham Tourism | | | 3920.481 | \$3,100 | \$3,100 | | | | | Contribution towards rent on the building |
| Tottenham Welfare Council | | | 3920.478 | \$4,000 | \$4,000 | | | | | Contribution towards administration costs |
| Tullibigeal Pool operations | | | 3720.405 | \$55,000 | \$55,000 | | | | | Pool contribution \$45,000 plus additional \$10,000 for salt/chlorine cell |
| Tullibigeal Progress Association | | | 3820.479 | \$4,000 | \$0 | | | | | Contribution to Australia Day Luncheon 2024 |
| Special Event - Breast Screen Van Movement | 1,081 | | | | | | | | \$1,024 | |
| Special Event - ANZAC day | 1,072 | | | | | | | | \$3,404 | |
| Special Event-Lachlan Christmas Fiesta | 1,873 | | | | | | | | \$59 | In Kind support |
| Special Event - Back to Lake Cargelligo Festival | 1,848 | | | | | | | | \$4,586 | In Kind support |
| Special Event - As per 2024 Donation budget | 4,087 | \$123,229 | | | | | | | | |
| Special Event - Condo Classic Annual Open Shoot | | | | | | | | \$1,000 | | Contribution to running costs - Event March 2024 |
| Special Event - Condo Skylest | | | | | | | | \$1,000 | | Contribution to Light and Sound display - April 2024 Res 2023/241 |
| Special Event - Condobolin & District Kennel Club Dog Show | | | | | | | | \$1,246 | | Portable lights hire |
| Special Event - Condobolin International Women's Day | | | | | | | | \$300 | | Lucky Door Prizes - Event March 2024 |
| Special Event - Condobolin Races | 812 | | | | | | | | \$17,649 | In Kind support - Event 2024. |
| Special Event - Condobolin Show | 1,163 | | | | | | | | \$22,262 | In Kind support |
| Special Event - Lake Cargelligo Central School | | | | | | | \$100 | | | Annual presentation evening - 12/12/2023 |
| Special Event - Lake Cargelligo Show | 1,221 | | | | | | | | \$6,406 | In Kind support |
| Special Event - Lower Lachlan Community Services | | | | | | | \$0 | | | Event Cancelled lake's long lunch R24/31 |
| Special Event - NAIDOC Week | 1,505 | \$0 | | | | | | | | |
| Special Event - Poppers in the Pines | 1,408 | | | | | | | | \$2,194 | In Kind support |
| Special Event - Rotary Christmas event Condobolin | 1,362 | \$0 | | | | | | | \$3,880 | In Kind support and contribution to running costs |
| Special Event - Rotary Christmas event Lake Cargelligo | 1,363 | \$0 | | | | | | | \$3,378 | Contribution to Monster Fireworks Display |
| Special Event - Tottenham Central School | | | | | | | \$100 | | | School presentation |
| Special Event - Tottenham Christmas Tree | 1,364 | \$0 | | | | | \$500 | | \$1,787 | In kind contribution |
| Special Event - Tottenham Gymkhana | 1,231 | | | | | | | \$500 | | Volunteer shirts & sun protection |
| Special Event - Tottenham Races | 813 | | | | | | | | \$6,512 | In Kind support - Event 2024 |
| Special Event - Tullibigeal Carols | 1,365 | | | | | | | | \$2,926 | In kind support |
| Special Event - Tullibigeal Gymkhana | 1,232 | | | | | | | | \$0 | |
| Special Event - Tullibigeal Races | 1,061 | | | | | | | | \$1,982 | Tulli Races 23/03/2024. Includes in kind support for Mayfield Hotel post races event \$1,306 |
| Special Event - Tullibigeal Swimming pool | | | | | | | | \$1,000 | | Christmas Tree Event |
| Special Event - West Milby Rodeo & Gymkhana | 1,234 | | | | | | | \$1,000 | | Event support-in kind & financial |
| Special Event - White Ribbon march | 2,653 | \$0 | | | | | | | | |
| Special Event - Yellow Mountain Cross Country | 1093 | | | | | | | | \$3,311 | In kind support |
| TOTAL | | \$ 123,229 | | \$229,820 | \$201,275 | \$4,832 | \$3,341 | \$80,356 | \$100,704 | |

LACHLAN SHIRE COUNCIL

Community Donation and Event Support Policy

FUNDING APPLICATION FORM



Please read the policy carefully before completing this application form, as applications that do not meet the stated funding criteria may be deemed ineligible. Should you require assistance or advice in completing the application form, please contact Council on (02) 895 1900.

PART A - Applicant Details

Name of group/organisation:

Dance 2873

Postal Address:

145 Albert Rd, Albert NSW 2873

Contact Person:

Natasha Levick

Position in group\organisation:

Owner/Principal Teacher

Telephone/Mobile:

0457 230 557

Email Address

natasha.levick@yahoo.com

Is your organisation incorporated?

Yes

No

Does your organisation have an ABN?

Yes

No

ABN

79 710 062 018

Does your organisation have Public Liability Insurance?

Yes

No

If yes, please attach a valid Certificate of Currency.

PART B - Project Details

Project Title:

Dance Workshop

Project Location:

Tottenham NSW

Proposed Start Date:

06/07/2024

Proposed End Date:

06/07/2024

Summary of Project:

A dance workshop where we get a teacher from a large population centre (sydney for example) to work with our dance students here at Tottenham for the day - possibly other students from Dubbo or Parkes as well. This kind of workshop is not normally available to our students as it requires much travel which is often not feasible.

Briefly summarise what your organisation does i.e. its mission.

Dance studio teaching our rural children dance in a unique environment for our small community

How will this project benefit the local community?

Offering our students an opportunity to participate in a professional level workshop which is normally not available to our children with the isolation of our small town. It will benefit them not only in their dance training progression but also by introducing them to the possibilities of something like professional dance which would normally not have the opportunity to experience this.

Please estimate the number of participants and/or spectators in your project.

30 children

How will the success of the project be evaluated by your organisation?

The success of the workshop would be evaluated by the attendance numbers but also the feedback received from parents and children that have participated.

How will your organisation acknowledge the financial contribution from Council?

When advertising for this workshop we would acknowledge the sponsorship of council - which would also include advertisement into further communities like Dubbo and Parkes.

Please outline how your organisation will manage this project.

(Natasha Levick) would be the primary organiser for the workshop, sourcing and booking our workshop teacher, dealing with the financials like I would with my Dance business weekly and advertising the workshop as well as recording the participants and running the day. I have been organising and running Tottenham Community Christmas Tree for 3 years alongside only one other person thus evidence of my capability to be able to run such a workshop I am requesting financial support for.

PART C - Funding Sources

Has your organisation received funding assistance from Council before?

Yes

No

If Yes, in which financial year did your organisation last receive funding:

Please provide details of any funding sought from other sources for this project.

| Funding Source | Amount | Secured (Yes or No) |
|----------------|--------|---------------------|
| | | |
| | | |
| | | |

Please outline how your organisation intends to manage and be accountable for the funds allocated, should your submission be successful.

will have a separate bank account that is dedicated to the funds for this particular project, ensuring the funds are used specifically for this project. In terms of accountability this separation would ensure I have a clear paper trail for any monies coming and going for this project.

PART D - Project Budget

Please provide a detailed budget for your project. It is important that you clearly identify expenses by type and that every effort is made to reasonably estimate the level of income expected from sources such as entrance fees and sponsorship.

Is your project budget attached before? Yes No

| Project Budget Summary: | Amount |
|--|--------|
| Cash contributed by your organisation: | 500 |
| Cash from other sources: | |
| In kind contribution, approximate value e.g. Volunteer | |
| Amount requested from Lachlan Shire Council | 1500 |
| Total Cost of Project: | 2000 |

Authorisation:

I, (print name)

certify that this application for funding was approved by the management committee of this organisation on

(insert Date).

Signed: Date:

LACHLAN SHIRE COUNCIL

Community Donation and Event Support Policy

FUNDING APPLICATION FORM



Please read the policy carefully before completing this application form, as applications that do not meet the stated funding criteria may be deemed ineligible. Should you require assistance or advice in completing the application form, please contact Council on (02) 95 1900.

ART A - Applicant Details

Name of group/organisation:

LACHLAN ARTS COUNCIL

Postal Address:

'GUMLEA' 599 KIACATOO ROAD, CONDOBOLIN NSW 2877

Contact Person:

Karen Tooth

Position in group/organisation:

LAC COMMITTEE MEMBER

Telephone/Mobile:

0427 952833

Email Address

karentoothart@gmail.com

Is your organisation incorporated?

Yes

No

Does your organisation have an ABN?

Yes

No

ABN

967766 17732

Does your organisation have Public Liability Insurance?

Yes

No

If yes, please attach a valid Certificate of Currency.

ART B - Project Details

Project Title:

Film footage of Lachlan River + Condrobolin Environs

Project Location:

Lachlan Shire

Proposed Start Date:

June 2024

Proposed End Date:

June 2025

Summary of Project:

As part of the creation of the 'Utes in the Paddock - the musicals', LAC would like to develop a film of the Lachlan River to enhance the musical's messaging of the power of place, celebrations of outback life and connecting to indigenous culture + heritage. Indigenous music performers are to be sourced for part of the sound track.

Briefly summarise what your organisation does i.e. its mission.

LAC's mission is to promote community engagement through initiating, facilitating and/or collaborating with partners a variety of cultural and/or educational experiences. We initiate and respond to the needs of the community such as workshops, concerts, performances and community gatherings.

How will this project benefit the local community?

The film footage and music will be used in the production of the 'Utter in the Paddock' - the musical.
 The film has the potential to be used as tourism promotion and used on a loop at the new Visitor Information Centre and general Lachlan Shire advertising.
 We envision that this project will enhance both the musical production + the tourism experience at the VIC.
 The musical itself will be continuing a local performance tradition - a fun performance for both participants + audience.

Please estimate the number of participants and/or spectators in your project.

Six participants involved in filming, still photography, music making + recording and editing.
 Spectators @ musical ≥ 300 people
 Spectators @ VIC = countless

How will the success of the project be evaluated by your organisation?

Audience response to footage of film.
 Surveys completed at the VIC.
 Audience reaction to the musical performance.
 Number of participants attending performances of the musical

How will your organisation acknowledge the financial contribution from Council?

Include acknowledgements in musical program and on film credits.
 Logo of LSC in any advertising
 Presentation of film to L.S.C.

Please outline how your organisation will manage this project.

LAC to hire Videographer, indigenous and local musicians (eg Adam Kerezy of Lake Cargelligo)
 a timeline will be created with deadlines for the creation of the film.

ART C - Funding Sources

Has your organisation received funding assistance from Council before?

Yes

No

If Yes, in which financial year did your organisation last receive funding:

2023

Please provide details of any funding sought from other sources for this project.

| Funding Source | Amount | Secured (Yes or No) |
|----------------|--------|---------------------|
| NIL | | |
| | | |
| | | |

successful.

Funds transferred into our general account. On excel spreadsheet, funds will be kept separate. All invoices & payments will be online banking. Books are audited by Lewis + Rederbach Accountants. Final acquittal report will be completed & submitted to L.S.C.

PART D - Project Budget

Please provide a detailed budget for your project. It is important that you clearly identify expenses by type and that every effort is made to reasonably estimate the level of income expected from sources such as entrance fees and sponsorship.

Is project budget attached before? Yes No

| Project Budget Summary: | Amount |
|--|------------|
| Cash contributed by your organisation: | Nil |
| Cash from other sources: | Nil |
| In kind contribution, approximate value e.g. Volunteer | \$ 5029.50 |
| Amount requested from Lachlan Shire Council | \$ 2,000 |
| Total Cost of Project: | \$ 7029.50 |

Authorisation:

I, KAREN TOOTH (print name)

certify that this application for funding was approved by the management committee of this organisation on

6th April, 2024 (insert Date).

Signed: [Signature] Date: 6.4.2024

In Kind contribution.

Volunteers = 3 people for 4 days (8 hrs/day) @ \$40 per hour
 32 hours x 3 people = 96 hours x \$40
 = \$3840

Vehicle use @ 85 cents/km

2 x 22 km to Lilla Park = 37.40
 2 x 45 km to Yarrabandi = 76.50
 40 km around Lendohain = 34.00
 2 x 48 km to Manna Mountain = 81.60
 } \$229.50

Lunch + refreshments for film crew

4 days morning tea x 6 @ \$10 @ = \$240.00
 4 days lunches x 6 people @ \$20 @ = \$480.00
 4 days drinks x 6 people @ \$10 @ = \$240.00
 } \$960.00

LACHLAN SHIRE COUNCIL

Community Donation and Event Support Policy

FUNDING APPLICATION FORM



Please read the policy carefully before completing this application form, as applications that do not meet the stated funding criteria may be deemed ineligible. Should you require assistance or advice in completing the application form, please contact Council on (02) 6895 1900.

PART A - Applicant Details

Name of group/organisation:

Lachlan Arts Council

Postal Address:

"Gumlea" 599 Kiacateo Rd Condobolin

Contact Person:

Heather Blackley

Position in group/organisation:

chairperson

Telephone/Mobile:

0487352983

Email Address

heatherblackley2014@icloud

Is your organisation incorporated?

Yes

No

Does your organisation have an ABN?

Yes

No

ABN

96776617732

Does your organisation have Public Liability Insurance?

Yes

No

If yes, please attach a valid Certificate of Currency.

PART B - Project Details

Project Title:

"The Tile Project"

Project Location:

Condobolin Community Centre

Proposed Start Date:

May/June 2024

Proposed End Date:

November 2024

Summary of Project:

See previous application and attached summary. We are reapplying for permission to retain the \$500 that L.S.C. allocated to "The Tile Project." we have now received extra funding from Evolution

Briefly summarise what your organisation does i.e. its mission.

mining and CSU Community Programs. We can now go ahead with the installation of the tiles onto a large frame and have the frame cemented into the yard at the Community Centre.

How will this project benefit the local community?

Please estimate the number of participants and/or spectators in your project.

How will the success of the project be evaluated by your organisation?

How will your organisation acknowledge the financial contribution from Council?

Please outline how your organisation will manage this project.

PART C - Funding Sources

Has your organisation received funding assistance from Council before?

Yes

No

If Yes, in which financial year did your organisation last receive funding:

2023 = \$ 500

Please provide details of any funding sought from other sources for this project.

| Funding Source | Amount | Secured (Yes or No) |
|------------------------|---------|---------------------|
| Evolution Mining | \$2,900 | Yes |
| CSU Community Projects | \$1,000 | Yes |
| | | |

Please outline how your organisation intends to manage and be accountable for the funds allocated, should your submission be successful.

PART D - Project Budget

Please provide a detailed budget for your project. It is important that you clearly identify expenses by type and that every effort is made to reasonably estimate the level of income expected from sources such as entrance fees and sponsorship.

Is project budget attached before? Yes No

| Project Budget Summary: | Amount |
|--|--------|
| Cash contributed by your organisation: | |
| Cash from other sources: | |
| In kind contribution, approximate value e.g. Volunteer | |
| Amount requested from Lachlan Shire Council | |
| Total Cost of Project: | |

Authorisation:

I, Heather Blackley (print name)

certify that this application for funding was approved by the management committee of this organisation on

16th April 2024 (Insert Date).

Signed: Heather Blackley Date: 11-4-24

combuilders

From: combuilders
Sent: Tuesday, 20 February 2024 10:13 AM
To: cherise.small@lachlan.nsw.gov.au
Cc: Heather Blackley
Subject: The Tile Project

Hi Cherise, this is a description of the project. We are applying to Evolution for funding to complete the installation. We have had many discussions about this and the community are really keen to see that their tiles go up on display. Many thanks for your help. This is being sent from my work email address.

The Tile Project was initially started as part of "The Heart of NSW" rejuvenation in 2002 when Lachlan Shire Council employed a consultant to create a Strategic Plan for the Lachlan Shire. Part of this plan was to have large sculptures around Gum Bend Lake and to create a sculpture that depicted the entrance to Condobolin, Digger's Avenue. Eg. Utes in the Paddock.

Community residents were invited to participate and two components were designed that would go together to create a large scale sculpture.

Component 1. This was a large-scale art piece made of steel pieces and welded together under the instructions of Ralph Tikerpea, representing a plough

Component 2. This was the creation on terracotta tiles which formed the base around the steel plough in a circle. Many community members joined this group and under the tutoring of Artists, Pol Cruz and Karen Tooth, they designed and made their own tiles. This was done at the Condobolin High School and 51 tiles were made by representatives from Medical Centre, schools, service providers, government departments, Indigenous groups and many individuals of all ages.

The LAC has prioritised this project and has investigated how it can be completed. We have secured quotes for getting the frame made from the design provided by the LSC engineer. We have asked local Mosaic artist Kelly Mackay to assist with completing the centre piece and gluing the tiles onto the frame. We have sought permission from Lachlan Shire Council and the Community Centre Committee to have the frame installed inside the yard on the northern side of the building and this has been approved, by Council.

This installation will be a great addition to the 'sculptures expansion' and point of interest for visitors and community when in Condobolin. It also aligns with the Sculpture Trail which has now become a major tourist attraction for our area.

This project is truly "a whole of community" project and should be completed and treated with the respect it deserves.

| |
|---|
| <p>The tile artists are both Indigenous and non-Indigenous and all parties will be invited to the unveiling of "The Tiles".</p> |
| <p>Project Outcomes <i>Please outline the key outcomes of the project, with reference to the key focus areas above.</i></p> |
| <p>Creating a display of artworks made by individuals, combined groups and services. A collaboration of stories, history, background and cultural designs. Official opening with guest speaker and sponsors meeting artists and community members. This installation will feature on LSC website and promotional material as part of tourism and historical initiative. This is showcasing intergenerational art works from local families and individuals who resided in Condobolin at the time. The activity will further promote the importance of "cultural identity", such as our past and current Indigenous Heritage, the farming pioneers and our multicultural presence today.</p> |





LACHLAN SHIRE COUNCIL

Community Donation and Event Support Policy

FUNDING APPLICATION FORM



Please read the policy carefully before completing this application form, as applications that do not meet the stated funding criteria may be deemed ineligible. Should you require assistance or advice in completing the application form, please contact Council on (02) 6895 1900.

PART A - Applicant Details

Name of group/organisation:

Can Assist Fundraiser

Postal Address:

Fountaindale 5980 Henry Parkes Way Condobolin NSW 2877

Contact Person:

Frances Colless

Position in group/organisation:

Financial

Telephone/Mobile:

0429962230

Email Address

fredcolless@gmail.com

Is your organisation incorporated?

Yes

No

Does your organisation have an ABN?

Yes

No

ABN

Does your organisation have Public Liability Insurance?

Yes

No

If yes, please attach a valid Certificate of Currency.

PART B - Project Details

Project Title:

Annual Can Assist Fundraiser Hight Tea

Project Location:

Condobolin Sports Club

Proposed Start Date:

Sunday 9 March 2025

Proposed End Date:

Sunday 9 March 2025

Summary of Project:

Womens Gathering to listen to key note speakers and have a general catchup
 Afternoon starts at 1.30pm and finishes at 5pm
 Afternoon tea is supplied and a great time is had by all

This year was our first - it was a sellout (130 tickets) - We will not change much at all as it was such a success

Briefly summarise what your organisation does i.e. its mission.

We are a group of 6 women who wanted to "give back" to our community and Can Assist was our chosen group to assist by hosting the annual high tea to raise funds for them

How will this project benefit the local community?

This year we were able to donate \$8500 to the local can assist so they can support cancer patients within the Lachlan Shire with medication, travel and accommodation during their treatment

Please estimate the number of participants and/or spectators in your project.

130

How will the success of the project be evaluated by your organisation?

The success is not only evaluated by the amount of money we make to donate but also by gathering women of all ages to have a fun afternoon chatting and listening to cracking speakers

How will your organisation acknowledge the financial contribution from Council?

We would advertise the Council as a sponsor when we start advertising the event through Social Media networks and printed posters which will be displayed in local business houses

Please outline how your organisation will manage this project.

Our organisation will manage this project through regular meetings to work out funding (to keep ticket prices affordable), which guest speakers to ask, employing caterers, decorating the club and anything else that comes along we need to deal with
We also have a group chat on what's app to keep in contact

PART C - Funding Sources

Has your organisation received funding assistance from Council before?

Yes

No

If Yes, in which financial year did your organisation last receive funding:

2023

Please provide details of any funding sought from other sources for this project.

| Funding Source | Amount | Secured (Yes or No) |
|----------------|--------|---------------------|
| None to date | | |
| | | |
| | | |

Please outline how your organisation intends to manage and be accountable for the funds allocated, should your submission be successful.

If we were successful in our application, the money would go towards catering so to make tickets much for affordable for those attending

PART D - Project Budget

Please provide a detailed budget for your project. It is important that you clearly identify expenses by type and that every effort is made to reasonably estimate the level of income expected from sources such as entrance fees and sponsorship.

Is project budget attached before?

Yes No


| Project Budget Summary: | Amount |
|--|--|
| Cash contributed by your organisation: | 0 |
| Cash from other sources: | Ticket Sales are worked out to cover costs after all funding has been sorted |
| In kind contribution, approximate value e.g. Volunteer | Volunteer, Gifts for lucky door prizes, music, some speakers |
| Amount requested from Lachlan Shire Council | \$1000.00 |
| Total Cost of Project: | \$5000.00 |

Authorisation:

I, Frances Colless (print name)

certify that this application for funding was approved by the management committee of this organisation on

10 April 2024 (insert Date).

Signed:  Date: 10.04.24

LACHLAN SHIRE COUNCIL

Community Donation and Event Support Policy

FUNDING APPLICATION FORM



Please read the policy carefully before completing this application form, as applications that do not meet the stated funding criteria may be deemed ineligible. Should you require assistance or advice in completing the application form, please contact Council on (02) 6895 1900.

PART A - Applicant Details

Name of group/organisation:

Anglican Parish of Lake Cargelligo

Postal Address:

39-43 Lorne Street, Lake Cargelligo NSW 2672

Contact Person:

Fr Paul Kumasaka

Position in group/organisation:

Rector of Parish

Telephone/Mobile:

02 6898 1083

Email Address

paulnk@westserv.net.au

Is your organisation incorporated?

Yes

No

Does your organisation have an ABN?

Yes

No

ABN

69213316739

Does your organisation have Public Liability Insurance?

Yes

No

If yes, please attach a valid Certificate of Currency.

PART B - Project Details

Project Title:

Storage Shed

Project Location:

39-43 Lorne Street, Lake Cargelligo NSW 2672

Proposed Start Date:

06/05/2024

Proposed End Date:

20/05/2024

Summary of Project:

Leveling out foundations. Boxing up, pouring and finishing concret slab. Once slab in dry, construction of 3x3 lock up storage shed will take place.

Briefly summarise what your organisation does i.e. its mission.

Our Parish has been serving our community for over 100 years. The Church provides the community with the only full time ministry in various ways including, Sunday Services, Pastoral care, Baptisms, Wedding, Conformations and Funerals. We hope to keep our Church in a safe and comfortable way for all the community and surrounds to use when needed.

How will this project benefit the local community?

By installing a small lock up storage shed outside it will make more room in the Church to provide more space for the community to come and sit together for which ever their situation calls for. Quite often there is not enough space inside the Church to cater for everyone so they have to stand outside. This lock up storage shed will help immensely by providing a designated area for the churches items to be stored. This will inturn create more space inside the Church, where people will feel welcome and more comfortable.

Please estimate the number of participants and/or spectators in your project.

There will be one main trades person.

How will the success of the project be evaluated by your organisation?

It will make more room in the Church, providing less clutter and a much safer area for the community to use.

How will your organisation acknowledge the financial contribution from Council?

We will acknowledge the Council by installing a Kindly Donated by Lachlan Shire Council sign on the shed as well as thank you advertisement on our Facebook page and in the Local Lake News.

Please outline how your organisation will manage this project.

We will self manage our project by working together with JD Carpentry to achieve the outcome we hope for.

PART C - Funding Sources

Has your organisation received funding assistance from Council before? Yes No

If Yes, in which financial year did your organisation last receive funding:

Please provide details of any funding sought from other sources for this project.

| Funding Source | Amount | Secured (Yes or No) |
|----------------|--------|---------------------|
| | | |
| | | |
| | | |

Please outline how your organisation intends to manage and be accountable for the funds allocated, should your submission be successful.

We will do a regular audit of the funds to make sure all the funds are accounted for.

PART D - Project Budget

Please provide a detailed budget for your project. It is important that you clearly identify expenses by type and that every effort is made to reasonably estimate the level of income expected from sources such as entrance fees and sponsorship.

Is project budget attached before? Yes No

| Project Budget Summary: | Amount |
|--|--|
| Cash contributed by your organisation: | \$1000.00 |
| Cash from other sources: | 0 |
| In kind contribution, approximate value e.g. Volunteer | Volunteer project manager \$40 hr for 24 hrs. Total \$960.00 |
| Amount requested from Lachlan Shire Council | \$2796.00 |
| Total Cost of Project: | \$3796.00 |

Authorisation:

I, Paul Noboru Kumasaka (print name)

certify that this application for funding was approved by the management committee of this organisation on

Friday 12 April 2024 (insert Date).

Signed:  Date: 12/04/2024

Anglican Parish of Lake Cargelligo Project Plan.

SUMMARY

The goal of this project is to bring the level of safety and comfort of the Church up to today's standard. It is our responsibility to look after all people who come to our Church. To do so, we need to make sure that we are always welcoming them, by assuring them comfort and safety.

This includes: -

- Construction of a lock up 3x3 storage shed with concrete slab.

TIMELINE:

The total time to complete the storage shed is approximately 1- 2 weeks

Below is a breakdown the trade and estimated timeframe of the job,

JD Carpentry - 1-2 weeks

- Level out foundations.
- Setting up box.
- Pouring and finishing concrete.
- Installing 3x3 lock up storage shed.

RISK MANAGEMENT PLAN

| RISK | PROBABILITY | IMPACT | MITIGATION |
|-----------------|---------------|--------|--|
| Bad weather | MEDIUM | MEDIUM | Avoid: choose days with fine weather to carry out the outdoor work |
| Scope creep | VERY UNLIKELY | MEDIUM | Each trade has been onsite and have provided written quotes on the specific work to be carried out. |
| Budget blowout | VERY UNLIKELY | HIGH | Approach each trade before work has commenced, to get revised quotes if existing quotes are no longer valid. |
| Timeline delays | MEDIUM | MEDIUM | Good communication with all trades, to ensure the project runs smoothly. |



Telephone: +61 9285 4170
 Website: wtwco.com.au
 Email: sandrine.chinapen@wtwco.com

Issue Date: 25 March 2024

To Whom It May Concern

**Certificate of Insurance
 General Liability**

In our capacity as Insurance Broker to the Named Insured shown below, we confirm having arranged the following insurance, the details of which are correct as at the Issue Date:

- Named Insured:** The Anglican Diocese of Riverina and Riverina Diocesan Trust

- Insurer(s):** Community Underwriting Agency Pty Ltd on behalf of Berkley Insurance Company Trading as Berkley Insurance Australia

- Policy Number:** WILLSYD00000034

- Covering:** All sums which you become legally liable to pay as compensation in respect of
 - personal injury; and/or
 - property damage; and/or
 - advertising injury,
 happening during the Period Of Insurance within the Geographical Limits as a result of an occurrence in connection with your business subject to the terms and conditions of the policy wording.

- Limit of Liability:** AUD 20,000,000 any one occurrence and in the aggregate with respect to Products Liability.

- Geographical Limit:** Anywhere in the world excluding the United States of America or Canada.

- Expiry Date:** 4pm on 31 March 2025

Signed for and on behalf of
Willis Australia Ltd ("WTW")

Disclaimer:

This document has been prepared at the request of our client and does not represent an insurance policy, guarantee or warranty and cannot be relied upon as such. All coverage described is subject to the terms, conditions and limitations of the Insurance policy and is issued as a matter of record only. This document does not alter or extend the coverage provided or assume continuity beyond the Expiry Date. It does not confer any rights under the insurance policy to any party. WTW is under no obligation to Inform any party if the insurance policy is cancelled, assigned or changed after the Issue Date.

Willis Australia Limited
 ABN 90 000 321 237
 AFSL No: 240600
 v 1.2.29 April 2022



QUOTE

Anglican Church

Date
14 Mar 2024

Expiry
13 Apr 2024

Quote Number
QU-0012

ABN
12 162 616 451

JDCarpentry
ABN 12 162 616 451
No GST is charged

| Description | Quantity | Unit Price | Amount AUD |
|---|----------|------------------|-----------------|
| construction of 3x3 garden shed with concrete slab | | | |
| materials | 1.00 | 1,896.00 | 1,896.00 |
| concrete | | | |
| mesh | | | |
| plastic | | | |
| garden shed and fixtures | | | |
| labour | 1.00 | 1,900.00 | 1,900.00 |
| leveling out foundation | | | |
| setting up boxing | | | |
| pouring and finishing concrete | | | |
| installing 3x3 garden shed | | | |
| | | Subtotal | 3,796.00 |
| | | TOTAL AUD | 3,796.00 |

LACHLAN SHIRE COUNCIL

Community Donation and Event Support Policy

FUNDING APPLICATION FORM



Please read the policy carefully before completing this application form, as applications that do not meet the stated funding criteria may be deemed ineligible. Should you require assistance or advice in completing the application form, please contact Council on (02) 6895 1900.

PART A - Applicant Details

Name of group/organisation:
 Callara Culture & Heritage Aboriginal Corporation

Postal Address:
 c/- Lachlan & Western Regional Services, 18 William St Condobolin NSW 2877

| | |
|-------------------------------------|--|
| Contact Person: Rebecca Shepherd | Position in group\organisation: Director & Contact Person |
| Telephone/Mobile: 0497 821921 | Email Address: condowag@gmail.com |

Is your organisation incorporated? Yes No

Does your organisation have an ABN? Yes No

ABN
 91 638 315 398

Does your organisation have Public Liability Insurance? Yes No

If yes, please attach a valid Certificate of Currency.

PART B - Project Details

Project Title:
 Family Tracks 1 & 2 (Lake Cargelligo & Condobolin)

Project Location:
 Lachlan Shire - Lake Cargelligo & Condobolin

| | |
|-----------------------------------|-------------------------------------|
| Proposed Start Date: June 2024 | Proposed End Date: February 2025 |
|-----------------------------------|-------------------------------------|

Summary of Project:
 The outcome of this project will be the production of 2 quality books that will document the local Indigenous Wiradjuri history & heritage of the Lachlan Shire, through historical records & oral histories of women living within Lachlan Shire. The first book "Family Tracks" has been completed ready for printing & the 2nd book will focus on Condobolin . In partnership with LALCs & other strategic Community Organisations as well as Aboriginal persons & Traditional Owners with personal &/or Family connection to Condobolin, Murrin Bridge, Euabalong & Lake Cargelligo. Group & Individual sessions will be facilitated to record oral histories, which will be included in these publications, & made available as a resource to Community, including schools, libraries, LALCs, Local Family History Groups & LSC Tourist Information Centre (Utes in the Paddock).

Briefly summarise what your organisation does i.e. its mission.

Incorporated under ORIC & a Full Member of ACHAA Galleries & Museums, the Callara Culture & Heritage Aboriginal Corporation (CC&HAC), has a history of supporting local Artists & Performers, also Aboriginal Culture & Heritage research, consultation & family oral history recording & documentation for over 25 years. We have compiled & published a number of books & publications about the Indigenous history & stories of the Lachlan & Forbes Shires & have a history of partnership with LALCs & Elders of Condobolin & Lake Cargelligo.

How will this project benefit the local community?

Our Cultural Collection, library & Family History Records are available to schools. Community & other researchers. These 2 books will be a valuable resource for the Lachlan Shire & will help inform, educate & share our history for not only locals but also for visitors & tourism into the future.

Please estimate the number of participants and/or spectators in your project.

There will be about 20 to 25 womens stories included in the 2 books. Other project participants will be local schools, LALCs & Community Organisations. After the publication of the books, Members of the CC&HAC will volunteer time at the LSC Tourist Information Centre on a weekly ongoing basis to promote & share our local history & stories. Similarly local primary & high schools will be invited to participate into the future as part of the student curriculum contents.
100 plus participants at Book Launch

How will the success of the project be evaluated by your organisation?

The project will be evaluated based upon Community involvement & participation in the project ongoing feedback by participants during the project the production of 2 quality books.
All funding will be acquitted in a timely manner to LSC

How will your organisation acknowledge the financial contribution from Council?

The LSC will be acknowledged as a funding partner throughout the life of the project, in any publicity, in each of the books & also at the book launch at the completion of the project & in local newspaper.

Please outline how your organisation will manage this project.

Flyers will be produced & distributed in the Community inviting expressions of interest by local Indigenous women who would like to be included in the publications. Local Community groups will assist with meeting rooms for community consultations about what participants would consider priorities for inclusion in the book (eg Indigenous Servicemen, Cultural sites, etc). Group sessions will be facilitated for participants to share stories & photos & approve the final draft of the book prior to printing. CC&HAC will complete final editing ready for printing. Book Launch will be held on a significant date (eg NAIDOC week), with Community Notices of this event.

PART C - Funding Sources

Has your organisation received funding assistance from Council before? Yes No

If Yes, in which financial year did your organisation last receive funding:

Please provide details of any funding sought from other sources for this project.

| Funding Source | Amount | Secured (Yes or No) |
|----------------|--------|---------------------|
| | | |
| | | |
| | | |

Please outline how your organisation intends to manage and be accountable for the funds allocated, should your submission be successful.

Records of all expenditure will be retained for final acquittal by our treasurer to LSC
 BudgetIn Kind
 CC&HAC – editing & publishing ready for printer - \$6,500.00 Meeting costs (room hire & refreshments) - \$2,500
 Funding LSC – \$9680.00 Research costs - \$2,000.00 Admin costs - \$1,500.00 Meeting Costs - \$500.00
 Book Launch - \$500.00
 Printing 2 books @ 250 pages per book - \$2,590.00 for 50 copies per book = \$5,180.00

PART D - Project Budget

Please provide a detailed budget for your project. It is important that you clearly identify expenses by type and that every effort is made to reasonably estimate the level of income expected from sources such as entrance fees and sponsorship.

Is project budget attached before? Yes No

| Project Budget Summary: | Amount |
|--|--------------------|
| Cash contributed by your organisation: | nil |
| Cash from other sources: | nil |
| In kind contribution, approximate value e.g. Volunteer | \$9,000.00 |
| Amount requested from Lachlan Shire Council | \$9,680.00 |
| Total Cost of Project: | \$18,680.00 |

Authorisation:

I, Tanya Atkinson, Chairperson CC&HAC (I have signed cover letter due to issues with electronic signature below) (print name)

certify that this application for funding was approved by the management committee of this organisation on

8 April 2024 (insert Date).

Signed: _____ Date: 12 April 2024

Certificate of Membership



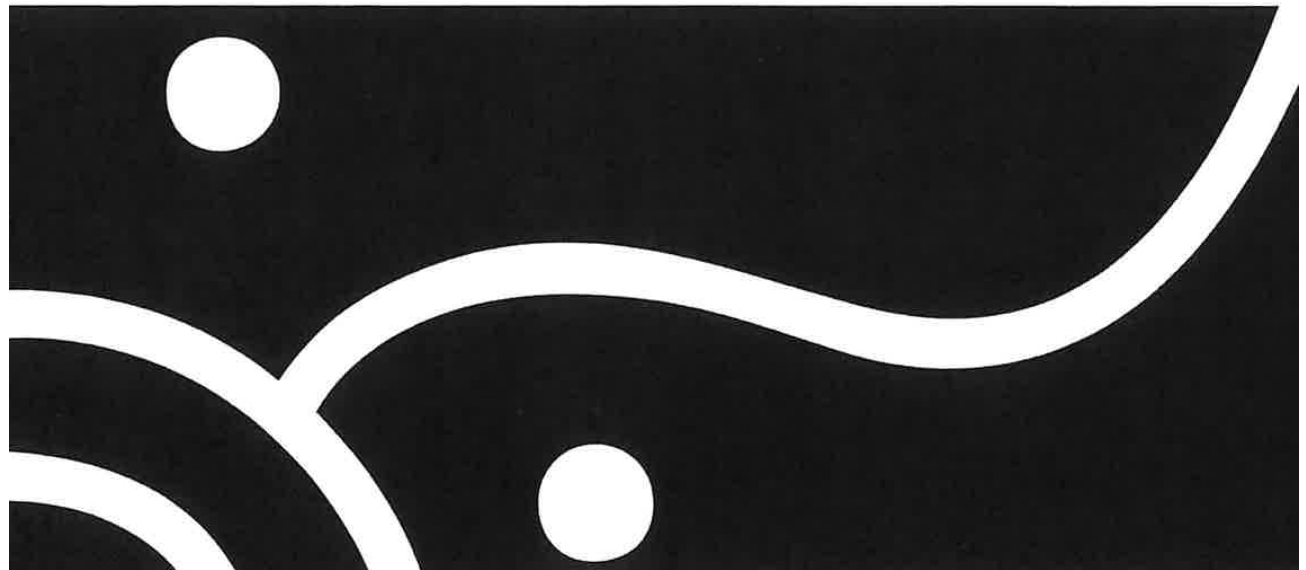
This certificate acknowledges that

**Callara Culture and
Heritage Aboriginal Corporation**

is a member of

the NSW Aboriginal Culture, Heritage & Arts Association
for the 2023 - 2024 financial year

Member No. C1043



Progress Printing West PTY LTD | ABN 85 123 328 290
 2 Galari Circuit (PO Box 151) Condobolin NSW 2877
P 02 6895 3833 **T** 1800 656 328
E sales@progressprinting.com.au **W** www.progressprinting.com.au



ProgressPrinting
Going The Extra Mile

Quotation Number

EST-0040259

05/02/2024
Cash Sales
Attn: Cash Sale

Dear Cash Sale,
 Thank you for your request for quotation. Our price is based on our understanding of the information provided.

| | |
|------------------|---|
| TITLE | A4 Pur Bind Book - 250pp + Cover |
| SIZE | A4: 297 x 210mm |
| PRINT | Full colour print throughout |
| MATERIAL | -Cover – 350gsm gloss with gloss lam 1 side -Internal pages 150gsm satin |
| FINISHING | PUR Bind, gloss laminated cover |
| ARTWORK | To be supplied as a high res pdf with 3mm bleed and trim marks |
| PACKING | Suitable packaging material provided. |
| PROOFS | PDF proof available on request |
| DELIVERY | Local collection |

| | | |
|------------------------------|------------------------------|------------------------------|
| Quantity: 50 | Quantity: 100 | Quantity: 150 |
| \$2,590.00 Excl. GST* | \$4,165.00 Excl. GST* | \$5,500.00 Excl. GST* |
| \$51.80 per unit^ | \$41.65 per unit^ | \$36.67 per unit^ |

Acceptance of Quotation

Please order via return Email: sales@progressprinting.com.au

Full Name: _____ Signature: _____ Date: _____

Purchase Order No: _____ Quantity: _____ Contact Number: _____

Progress Printing West PTY LTD | ABN 85 123 328 290

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P 02 6895 3833 **T** 1800 656 328

E sales@progressprinting.com.au **W** www.progressprinting.com.au



TITLE **A4 Pur Bind Book - 200pp + Cover**
SIZE A4: 297 x 210mm
PRINT Full colour print throughout
MATERIAL -Cover – 350gsm gloss with gloss lam 1 side
 -Internal pages 150gsm satin
FINISHING PUR Bind, gloss laminated cover
ARTWORK To be supplied as a high res pdf with 3mm bleed and trim marks
PACKING Suitable packaging material provided.
PROOFS PDF proof available on request
DELIVERY Local collection

| | | |
|------------------------------|------------------------------|------------------------------|
| Quantity: 100 | Quantity: 150 | Quantity: 50 |
| \$3,595.00 Excl. GST* | \$4,800.00 Excl. GST* | \$2,280.00 Excl. GST* |
| \$35.95 per unit^ | \$32.00 per unit^ | \$45.60 per unit^ |

TITLE **100pp + Cover Wiro Bound**
SIZE A4: 297 x 210mm
PRINT One colour print 1 side - Black
MATERIAL -350gsm gloss cover with gloss lam 1 side
 -180gsm uncoated pages internal
FINISHING Wire bound LHS
ARTWORK To be supplied as a high res pdf with 3mm bleed and trim marks
PACKING Suitable packaging material provided.
PROOFS PDF proof available on request
DELIVERY Local delivery

| | | |
|------------------------------|------------------------------|------------------------------|
| Quantity: 50 | Quantity: 100 | Quantity: 150 |
| \$1,020.00 Excl. GST* | \$1,640.00 Excl. GST* | \$2,190.00 Excl. GST* |
| \$20.40 per unit^ | \$16.40 per unit^ | \$14.60 per unit^ |

Acceptance of Quotation

Please order via return Email: sales@progressprinting.com.au

Full Name: _____ Signature: _____ Date: _____

Purchase Order No: _____ Quantity: _____ Contact Number: _____

Progress Printing West PTY LTD | ABN 85 123 328 290
2 Galari Circuit (PO Box 151) Condobolin NSW 2877
P 02 6895 3833 **T** 1800 656 328
E sales@progressprinting.com.au **W** www.progressprinting.com.au



*All prices are EXCLUSIVE of GST unless otherwise stated. GST of 10% applies to all invoices issued. This quotation and any subsequent order received is subject to our standard Terms & Conditions which can be viewed online www.progressprinting.com.au. ^per unit price is a rounded rate and excludes GST.

Kind Regards,
Caleb Dunn

Acceptance of Quotation

Please order via return Email: sales@progressprinting.com.au

Full Name: _____ Signature: _____ Date: _____

Purchase Order No: _____ Quantity: _____ Contact Number: _____

Callara Culture & Heritage Aboriginal Corporation



ICN # 8610

email: condowag@gmail.com

Ph: 0497 821921

ABN - 91 638 315 398

Direct Deposit Details:

Bendigo Bank BSB 633 000 Acc No. 192 629 954

11th April 2024

RE - Lachlan Shire Council Community Funding Application

ATTN – Greg Tory, General Manager, LSC

Email - council@lachlan.nsw.gov.au

Please see attached -

- Community Funding Application Form.

Other documents attached –

- Allianz Public Liability Insurance Certificate of Currency
- ORIC Incorporation Confirmation
- ACHAA Membership
- Progress Printing quotes
- Family Tracks Flyer Volume ONE
- Family Tracks book cover Volume ONE
- Family Tracks contributors Volume ONE
- Support letter Central West Family Support

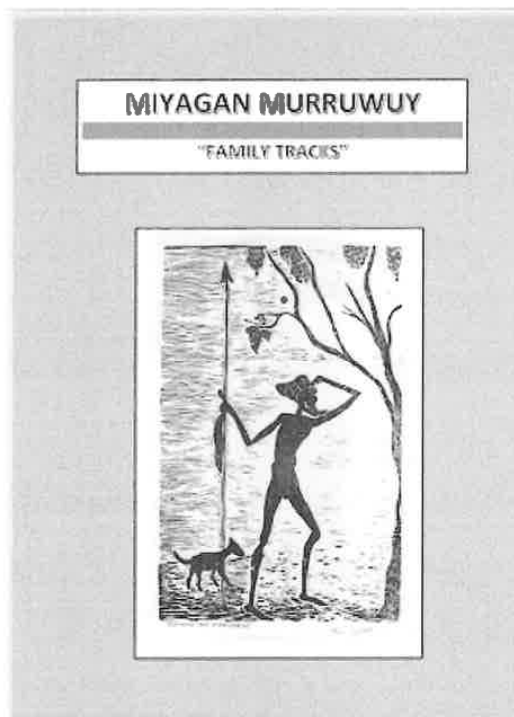
Thank you for considering this application.

Yours Faithfully

A handwritten signature in black ink, appearing to read 'Tanya Atkinson', written in a cursive style.

Tanya Atkinson,

Chairperson CC&HAC



Callera Culture & Heritage Aboriginal Corporation



ABORIGINAL FAMILY HISTORY PROJECT

Commencing WEDNESDAY 19th April 2023

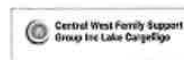
10am to 2pm for 6 weeks

Come along, have a yarn & share your stories about
LAKE CARSELLIGO, MURRUM BRIDGE & EUABALONG

EVERYONE WELCOME - NO COST, LUNCH PROVIDED

Register your place at Murrum Bridge LALC, Catholic Care
Wilcannia-Perbes or Central West Family Support Group

BOOK LAUNCH - October 2023 "Festival of the Lake"



PARTNERS & CONTRIBUTORS

Callara Culture & Heritage Aboriginal Corp'n – CC&HAC

Murrin Bridge Local Aboriginal Land Council - MBLALC

Central West Family Support, Condobolin & Lake Cargelligo - CWFSS

Catholic Care Wilcannia/Forbes

Eleanor Williams Gilbert

Joan Chatfield

Michael Bennett

Rebecca Shepherd

Josephine Harris

Maureen Bryden

Leonie O'Neill

Sheryl Vincent,

Jenny Doecke

Evelyn Coe

Louise Davis

Beryl Powell

Bonnie Johnson



Central West
Family Support Group

Someone to listen... Someone who cares..
ABN 53 559 367 363

12th April 2024

To Whom It May Concern;

We are writing to support the Callara Culture and Heritage Aboriginal Corporation for funding with their program "Family Tracks" which is focusing on women's oral history recording and research for women from Lake Cargelligo, Murrin Bridge and Euabalong.

Further funding for this program through the Callara Culture and Heritage Aboriginal Corporation will help provide a valuable resource to our communities throughout generations to come. Central West Family Support Group Inc have a high number of Indigenous families attending our service and some of those families were involved in this program.

The printing of the books created from this program will help continue to assist displaced families and other families with their own family histories providing support and in some incidents closure to some of those families.

Regards

A handwritten signature in black ink, appearing to read 'Fiona Skipworth'.

Fiona Skipworth
Executive Officer
Central West Family Support Group Inc

Central West Family Support Group Inc
PO Box 278 Condobolin NSW
Ph: 02 68952533
Fax: 02 68954672
Email: koricare@cwfsa.org.au

LACHLAN SHIRE COUNCIL

Community Donation and Event Support Policy

FUNDING APPLICATION FORM



Please read the policy carefully before completing this application form, as applications that do not meet the stated funding criteria may be deemed ineligible. Should you require assistance or advice in completing the application form, please contact Council on 6895 1900.

PART A - Applicant Details

Name of group/organisation:

Condobolin Public School P and C

Postal Address:

68 Molong St, Condobolin

Contact Person:

Katrina Thomas

Position in group\organisation:

Secretary

Telephone/Mobile:

0403295554

Email Address

condopublicpandc@gmail.com

Is your organisation incorporated?

Yes

No

Does your organisation have an ABN?

Yes

No

ABN

17 562 758 185

Does your organisation have Public Liability Insurance?

Yes

No

If yes, please attach a valid Certificate of Currency.

PART B - Project Details

Project Title:

Get Arty

Project Location:

Condobolin Public School

Proposed Start Date:

8/7/24

Proposed End Date:

18/7/24

Summary of Project:

'Get Arty' is about fostering up to 30, year 5/6 students at CPS who are interested in learning different art techniques and immersing themselves in art and their creative side.

Briefly summarise what your organisation does i.e. its mission.

Condobolin public school P and C is about supporting CPS students in all areas of their learning and extra curricular activities and giving them access to new experiences that they might not otherwise get to try.

Project benefit the local community:

The project will benefit up to 30, year 5/6 CPS students that are interested in art and being creative. The project will also benefit the wider community as the artwork from the students will be able to be displayed at the Condobolin PA & H Show in August 2024, adding to the pavillion exhibits.

Please estimate the number of participants and/or spectators in your project.

Up to 30 participants, numerous spectators (at the Show)

How will the success of the project be evaluated by your organisation?

Successfully running 2 art workshops, with pieces of art to be displayed at the Condobolin show and happy kids.

How will your organisation acknowledge the financial contribution from Council?

The 'Get Arty' workshops will be promoted on the CPS facebook page and in the Condobolin Argus.

Please outline how your organisation will manage this project.

The project will be managed by the CPS P and C committee.

PART C - Funding Sources

Has your organisation received funding assistance from Council before?

Yes

No

If Yes, in which financial year did your organisation last receive funding:

Please provide details of any funding sought from other sources for this project.

| Funding Source | Amount | Secured (Yes or No) |
|----------------|--------|---------------------|
| | | |
| | | |
| | | |

successful.

...manage and be accountable for the funds allocated, should your submission be

The accounts will be managed by the CPS P and C committee, mainly the treasurer to ensure the funds are spent correctly.

PART D - Project Budget

Please provide a detailed budget for your project. It is important that you clearly identify expenses by type and that every effort is made to reasonably estimate the level of income expected from sources such as entrance fees and sponsorship.

Is project budget attached before?

Yes No

| Project Budget Summary: | Amount |
|--|----------------------------------|
| Cash contributed by your organisation: | |
| Cash from other sources: | |
| In kind contribution, approximate value e.g. Volunteer | 700 (venue hire and morning tea) |
| Amount requested from Lachlan Shire Council | 1200 |
| Total Cost of Project: | 1900 |

Authorisation:

I, Katrina THomas (print name)

certify that this application for funding was approved by the management committee of this organisation on

11/4/2024 (insert Date).

Signed:

Katrina Thomas

Date:

12/4/24

LACHLAN SHIRE COUNCIL

Community Donation and Event Support Policy

FUNDING APPLICATION FORM



LACHLAN SHIRE COUNCIL
Winejuri Country

Please read the policy carefully before completing this application form, as applications that do not meet the stated funding criteria may be deemed ineligible. Should you require assistance or advice in completing the application form, please contact Council on (06895 1900.

PART A - Applicant Details

Name of group/organisation:

Condobolin RSL Diggers Swimming Club

Postal Address:

Melrose 5158 Henry Parkes Way, Condobolin NSW 2877

Contact Person:

Katrina Thomas

Position in group/organisation:

Scorer

Telephone/Mobile:

0403295554

Email Address

melrosefarming@gmail.com

Is your organisation incorporated?

Yes

No

Does your organisation have an ABN?

Yes

No

ABN

26 895 827 369

Does your organisation have Public Liability Insurance?

Yes

No

If yes, please attach a valid Certificate of Currency.

PART B - Project Details

Project Title:

Diggers weekly swims

Project Location:

Condobolin swimming pool

Proposed Start Date:

16th October 2024

Proposed End Date:

16th March 2025

Summary of Project:

Every Sunday morning in pool season the Diggers swim club runs a carnival for members. Swimmers then race to swim to their time and the closest to their time in each heat (minimum of 4 in heat) wins a cooked chook voucher at Chamens.

Briefly summarise what your organisation does i.e. its mission.

The RSL Diggers Swimming club is a club that encourages participation for swimmers of all ages and abilities.

How will the project benefit the local community?

The RSL Diggers swimming club is about participation. Its a non-competitive format where each swimmer swims against themselves each week to be as close to their nominated time as possible. It is a safe place for kids (and adults) to learn the skills of competitive swimming, to swim and have fun and feel good as anybody can win, not just the fastest swimmer.

Please estimate the number of participants and/or spectators in your project.

50-60 participants

How will the success of the project be evaluated by your organisation?

Our project will be successful if we continue to entice partipants to swim and have fun and can continue to support the 'winners' with a chook voucher throughout the season, to encourage further participation.

How will your organisation acknowledge the financial contribution from Council?

We will acknowledge them intermittenly on our Facebook page.

Please outline how your organisation will manage this project.

The committee mainly the treasurer, secretary and president along with myself (Katrina Thomas) will be responsible for managing the project and completing the necessary information for Council.

ART C - Funding Sources

Has your organisation received funding assistance from Council before?

Yes

No

Yes, in which financial year did your organisation last receive funding:

Please provide details of any funding sought from other sources for this project.

| Funding Source | Amount | Secured (Yes or No) |
|----------------|--------|---------------------|
| | | |
| | | |
| | | |

successful. The organisation intends to manage and be accountable for the funds allocated, should your submission be

The committee mainly the treasurer, secretary and president will be responsible for allocating the funds and will complete a spreadsheet of winners and chook vouchers.

PART D - Project Budget

Please provide a detailed budget for your project. It is important that you clearly identify expenses by type and that every effort is made to reasonably estimate the level of income expected from sources such as entrance fees and sponsorship.

Is project budget attached before?

Yes

No

| Project Budget Summary: | Amount |
|--|--------|
| Cash contributed by your organisation: | 2640 |
| Cash from other sources: | |
| In kind contribution, approximate value e.g. Volunteer | 3120 |
| Amount requested from Lachlan Shire Council | 1200 |
| Total Cost of Project: | 6960 |

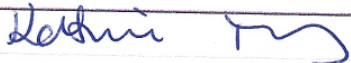
Authorisation:

I, Katrina Thomas (print name)

certify that this application for funding was approved by the management committee of this organisation on

11/04/2023 (insert Date).

Signed:



Date:

11/4/2023

LACHLAN SHIRE COUNCIL

Community Donation and Event Support Policy

FUNDING APPLICATION FORM



Please read the policy carefully before completing this application form, as applications that do not meet the stated funding criteria may be deemed ineligible. Should you require assistance or advice in completing the application form, please contact Council on (02) 895 1900.

PART A - Applicant Details

Name of group/organisation: _____

Lakes Alive / Lake Cargelligo Progress Association

Postal Address: _____

Contact Person: _____ Position in group\organisation: _____

Tina McFadyen Chsirperson

Telephone/Mobile: _____ Email Address

0429 981232 tina@mardapartnership.com.au

Is your organisation incorporated? Yes No

Does your organisation have an ABN? Yes No

ABN

31065027949

Does your organisation have Public Liability Insurance? Yes No

If yes, please attach a valid Certificate of Currency.

PART B - Project Details

Project Title: _____

"Beautification of Frog's Hollow"

Project Location: _____

Frogs Hollow Lake Cargelligo

Proposed Start Date: _____ Proposed End Date: _____

20.04.2024 02.05.2024

Summary of Project: _____

Continue with the beautification of the area know in Lake Cargelligo as "Frog's Hollow". This is a popular boating, fishing and camping area. To date trees have been planted in what was a barren ground, as well as grass runners being planted. To date local volunteers have been carting water themselves to help with establishing these. Previously we have sought funding to erect as shelter and BBQ area. Council does have a donation box at this area.

The money requested would assist with the purchase of poly pipe and a pump that would help with watering, thus saving a lot of time, which is all voluntary.

Briefly summarise what your organisation does i.e. its mission. _____

"Lakes Alive / Lake Cargelligo Progress Association" works to promote Lake Cargelligo and helps with the beautification of the town - making is a pleasant environment for locals to live in and to help promote tourism to the area, bringing in funds to support local businesses.

How will this project benefit the local community?

The addition of trees and grassed area would beautify the area which before was bare dirt. The area is a popular picnic, boating and fishing area with the locals. It is also a popular camping area with many visitors to town. It has a covered BBQ area and toilet. By beautifying the area it would encourage more people to stay in the town helping local businesses. More locals would also use the area and hopefully take pride in the area by continuing to look after it.

Please estimate the number of participants and/or spectators in your project.

20

How will the success of the project be evaluated by your organisation?

Reviews on "Wikicamps". a popular resource used by travellers.
Increase of people coming to the town and hopefully staying rather than driving through, which would increase tourism dollars.

How will your organisation acknowledge the financial contribution from Council?

Local newspaper. Facebook.

Please outline how your organisation will manage this project.

Raising with locals and volunteers. Funds

PART C - Funding Sources

Has your organisation received funding assistance from Council before? Yes No

If Yes, in which financial year did your organisation last receive funding:

Please provide details of any funding sought from other sources for this project.

| Funding Source | Amount | Secured (Yes or No) |
|----------------|--------|---------------------|
| | | |
| | | |
| | | |

Please outline how your organisation intends to manage and be accountable for the funds allocated, should your submission be successful.

Funds will be used to purchase poly pipe and a pump, saving volunteers from carting water.

PART D - Project Budget

Please provide a detailed budget for your project. It is important that you clearly identify expenses by type and that every effort is made to reasonably estimate the level of income expected from sources such as entrance fees and sponsorship.

Is project budget attached before? Yes No

| Project Budget Summary: | Amount |
|--|----------------------------------|
| Cash contributed by your organisation: | \$400.00 |
| Cash from other sources: | \$4400.00 |
| In kind contribution, approximate value e.g. Volunteer | Volunteer labour approx \$8,000. |
| Amount requested from Lachlan Shire Council | \$950.00 |
| Total Cost of Project: | \$5750.00 |

Authorisation:

I, (print name)

certify that this application for funding was approved by the management committee of this organisation on

(insert Date).

Signed: Date:

Marie Roussety

From: Carol-Ann Malouf <carol-annmalouf@bigpond.com>
Sent: Monday, 15 April 2024 10:44 PM
To: Council
Subject: SHOWGROUND BOOKING - Lachlan Shire Council Community Donation and Event Support Policy
Attachments: 1_2024_LSC Event Application _ Condobolin PAHI _ Condobolin Show.pdf; 2_2024 in-kind-application-form.pdf; 3_2024 _IndemnityForm_DPI_CrownLandsDiv_CondobolinShow 001.jpg; 4_PL CoC_Condobolin P.A.H. & I. Association Inc.pdf; 5_SRA GROUND_Site Map_Annual show.jpg; 6_2024_Section-68-Activity-Application.pdf; 7_2024 Schedule 1_Notice of Intention.pdf; 8_Condo show TCP - 1.pdf; 9_Condo show TCP - 2.pdf; 10 _Cert_Incorporation PAHI 001.jpg

Hello Maree

Good to speak with you last week and thank you for your response to my questions.

I'm afraid that I could not get this to you by COB as a close relative (not in Condobolin) had a crisis that required urgent assistance. That was a 4.30 – so I almost made it! Hope this is still O.K. while it is still the 15th!

On behalf of Condobolin PAH&I Association Inc (better known as “the show Society”), a not-for-profit organisation, I am submitting the paperwork dealing with Condobolin Show, including the requisite forms. For the Show Ball which is a fortnight prior to the Show, I will also be sending that application within the next day or so.

For the Show, please note that this association is not seeking a cash donation. Council staff maintain the SRA Ground, including the Showground portion, in a magnificent condition throughout each year, and for that reason are best placed to know the requirements for each Show, as loosely itemised in the second attachment herewith. The association has long been reliant on the condition in which the Showground is maintained and particularly in the month to 6 weeks prior to the Show work with Council staff to ensure that the ground is not only a credit to staff and to Lachlan Shire Council but also presents a magnificent backdrop to the Show for the community and hundreds of visitors.

Therefore the association seeks continued “In-Kind” support of the nature that has been delivered for so many years.

Attached are:

- 1 Event Application (with Risk Assessment)
- 2 Requests from Council document
- 3 Indemnity Form – DPI – Crown Lands Division
- 4 Public Liability CoC – please note, new CoC to be issued on 1 June as per norm. If this is an issue, I can obtain an updated copy by return from broker. Otherwise will forward as soon as available. Meantime the current CoC is attached.
- 5 Site Plan
- 6 Section 68 Activity Application
- 7 Schedule 1 – Notice of Intention to hold a Public Assembly
- 8 Traffic Control Plan – as prepared by Stephen Taylor in 2023 – Page 1
- 9 Traffic Control Plan – as above – Page 2
- 10 Certificate of Incorporation

In due course I shall forward the CoC, Workcover and License information for the licensed pyrotechnician who will be attending the Show.

The association will of course continue to extend favourable supporter status to Council. This will include but not be restricted to widespread logo placement and acknowledgement in Show promotions including media, show schedule and the Condobolin Show Facebook page; a complimentary display site at the Show, including additional sites for ancillary Shire entities; and a supply of complimentary entry tickets. Please let me know if there are any other ways in which we can acknowledge Council's support.

If anything has been inadvertently overlooked in the attachments please let me know.

The Association thanks Council for their consideration of this application and looks forward to working together in presenting another top-class Annual Show, the 128th in the association's 139 years.

Kind regards
Carol-Ann

Carol-Ann Malouf OAM
Show Secretary
Condobolin PAH & I Association Inc
PO Box 320
Condobolin NSW 2877
Tel: 0428 681 099
Tel: 02 6895 2274
E: carol-annmalouf@bigpond.com
E: condoshow@outlook.com



EVENT MANAGEMENT GUIDE

Thank you for your interest in holding an event in the Lachlan Shire.

If you have questions regarding this form or hosting an event in the Lachlan Shire please contact Council's Events Officer on 02 6895 1900, email council@lachlan.nsw.gov.au or visit the Lachlan Shire Administration Building, 58-64 Molong Street, Condobolin.

YOUR APPLICATION MUST BE SUBMITTED TO COUNCIL 12 WEEKS BEFORE YOUR EVENT DATE

Please contact Council's Events Officer to schedule a meeting before you submit your event application. During this meeting it will be discussed if your event needs any additional information.

- Application Form**
Please complete the application form with as much information as possible about your event.
- Risk Assessment**
Please consider all risks involved with your event including all equipment being used.
- Public Liability**
Please attach a copy of your public liability with your application. This should be a minimum of \$20,000,000 and Lachlan Shire Council should be named as a interested party on the certificate. This is not required for private events.
- Site Plan**
Please supply a plan of your event and mark all activities taking place and also include exit doors and an emergency evacuation site. Council's Events Officer can supply you with a site map if needed.
- Section 68 Activity Application**
Please complete the questionnaire on page 3 and identify if you need to attach an Activity Application with your Event Application.
- Notice of Intention to hold a Public Assesmbly**
For all public events a Notice of Intention to hold a Public Assesmbly form will need to be completed. This form will be forwarded to NSW Police, Lachlan Area Command.
- Requests from Council Form**
Please complete this form and return with your event application. Requests are granted on availability.
- Indemnity Form - Department of Primary Industries - Crown Lands Division**
If your event is held on Crown Land you will be required to complete this form. This will be determined once you have spoken to the Events Officer.
- Traffic Control Plan**
A Traffic Control Plan will be required if you need a road closure or other special signage to control traffic.
- Special Event Transport Management Plan**
Does your event require a Transport Management Plan? This will also be discussed in the meeting with the Events Officer.



Event Application Form

Thank you for your interest in holding an event in the Lachlan Shire.

If you have questions regarding this form or hosting an event in the Lachlan Shire please contact Council's Events Officer on 02 6895 1900, email council@lachlan.nsw.gov.au or visit the Lachlan Shire Administration Building, 58-64 Molong Street, Condobolin.

Applicant Details

| | | | |
|------------|---|---------------|----------------------------------|
| Name: | MISS CAROL-ANN MALOUF OAM | Organisation: | CONDOBOLIN P A H & I ASSOCIATION |
| Address: | PO BOX 320 CONDOBOLIN NSW 2877 | Phone: | 02 6895 2274 |
| | | Mobile: | 0428 681 099 |
| Email: | condoshow@outlook.com / carol-annmalouf@bigpond.com | | |
| Facebook: | | Instagram: | |
| Signature: | <i>Carol-Ann Malouf</i> | Date: | 15.4.2024 |

Event Details

| | | | |
|---|--|----------------------------|-------------------------|
| Event Name: | CONDOBOLIN ANNUAL SHOW | Event Date: | 22-24 August 2024 |
| | | Event Times: | 6.30 a.m. to 10.00 p.m. |
| | | Expected event attendance: | |
| Event Location: | Condobolin Showground, SRA Ground, Diggers Avenue (a.k.a. Gipps Way), Condobolin | | |
| Describe the main purpose of your event and what activities will be involved: | <p>Condobolin Annual Show Conducted for the community of Condobolin and District and Lachlan Shire by the Condobolin Pastoral, Agricultural, Horticultural and Industrial Association Inc (PAH&I and a.k.a. Condobolin Show Society) and its many and various elected committee members and some additional (approximately) 140 volunteers, as it has been for 139 years thus far (established 1885). A not-for-profit organisation that is one of a network of 502 agricultural show societies nationwide and 198 in NSW all under the auspices of Agricultural Societies Australia and AgShows NSW.</p> | | |

| | | |
|--|--|--|
| Is this event likely to become an annual event? | <input type="checkbox"/> No | <input checked="" type="checkbox"/> Yes |
| Will your event be open to the public? | <input type="checkbox"/> No | <input checked="" type="checkbox"/> Yes - You will be required to complete a Notice of public assembly form; this will need to be submitted to Police (Lachlan Area Command). Duly completed and herewith. |
| Will there be food and/or drinks for sale? | <input type="checkbox"/> No | <input checked="" type="checkbox"/> Yes - You will be required to comply with any food or health regulations |
| Will there be goods for sale? | <input type="checkbox"/> No | <input checked="" type="checkbox"/> Yes - You will be required to complete Section 68 Certificate |
| Will alcohol be served and/or for sale? | <input type="checkbox"/> No | <input checked="" type="checkbox"/> Yes - RSA/ Liquor licence |
| Will there be animal involvement? | <input type="checkbox"/> No | <input checked="" type="checkbox"/> Yes |
| Will amusement devices or other entertainment be operating? (eg. jumping castle, mechanical ride, performers or attractions). | <input type="checkbox"/> No | <input checked="" type="checkbox"/> Yes Only as approved by our insurer and governing bodies, ASA and ASC |
| Will you require Civic support from the Office of the Mayor? (eg. civic reception, Mayoral welcome/opening, Councillor involvement) | <input checked="" type="checkbox"/> No | <input type="checkbox"/> Yes - subject to availability |
| Are you requesting any road/footpath closures or road/footpath occupation? | <input checked="" type="checkbox"/> No | <input type="checkbox"/> Yes |
| Are you requesting any assistance from Council? (eg. marketing, promotion, monetary, in-kind support etc.) | <input type="checkbox"/> No | <input checked="" type="checkbox"/> Yes - please specify below |
| Will you require additional portable toilets? | <input type="checkbox"/> No | <input checked="" type="checkbox"/> Yes - additional fees apply |
| Will you be erecting a structure? (Marquee, Tent, Stage etc.) | <input checked="" type="checkbox"/> No | <input type="checkbox"/> Yes |
| Any further information to assist your application: Please specify any information you have not already stated above. | <p>As an agricultural Show, some of the above are essential components, not provided by the PAH&I, but provided to the PAH&I and to the community of Condobolin. The PAH&I occupies the Showground and works in preparedness (more intensively than an at any other period during the year) for the two-week period immediately prior to and including the show with this year's actual Show occurring from 22 to 24 August.</p> <p>In relation to Council support, to be as previously and to be further discussed with the Mayor and General Manager and relevant directors if and as necessary.</p> <p>In relation to Council in-kind assistance, we respectfully ask that it be as previously and to be further discussed with General Manager and relevant directors if and as necessary, as per previously regular annual practice. Basically, this "in-kind" relates to normal Ground maintenance and preparation with particular attention to a number of items that are either unique to this major local community event and/or that Council ground staff are highly experienced at delivering.</p> <p>Portable toilets - Council, at their own discretion have always furnished additional portable toilets at no cost to this association for the wellbeing, health and safety of the community over the three days of the Show. In addition, the association at its own expense also hires further portable toilets for placement in the north eastern corner of the Showground and has recently purchased an additional portable toilet for this area. The toilets and showers in the Sports Kiosk are of course also utilised as well as toilets (Saturday only) on the Condobolin Rugby League Ground.</p> <p>We appreciate that Council's outdoor staff under the expert direction of Mr Reid and his staff are very familiar and practised with all that is required on the showground for the annual Show and would also be able to add any items that have been inadvertently overlooked on our list of Requirements.</p> | |

RISK ASSESSMENT

What is the importance of a risk assessment?

Completing a risk assessment for your event is an integral part of planning. This involves:

- Identifying potential hazards;
- Assessing the risks associated with these hazards; and
- Setting measures in place to eliminate or reduce the likelihood of these risks.

It is your responsibility as an Event Organiser to manage the risk assessment process before, during and after an event. Events held on Council property must have a risk management plan.

Detailed risk management plans ensure the safety of volunteers, attendees and the wider community partaking in the event. This can also reduce the possibility of damage to property and costs that can occur with accidents.

What is Risk?

Risk is the probability of a person being harmed or experience an injury if exposed to a hazard.

What is a Hazard?

A Hazard is the potential to cause harm; identifying the hazard will reduce the risk of an accident or injury.

What will happen if I don't lodge a Risk Management Plan?

Your event will not be approved.

Council's *Risk Management Plan* template is the document to accompany this Guide. Below you will find the Risk Assessment Matrix that will assist you in determining the level of your risks on the Risk Management Plan on the next page.

Event Organisers should use this template in the planning stage of their event.

RISK ASSESSMENT MATRIX

LEGEND

The risk rating number indicates the priority of the risk :

- 1 - Top Priority: Do something immediately
- 6 - Low Priority: Do something when possible

| How severe could it hurt someone or how ill it could make someone | 2. How likely is it to be that bad? | | | |
|---|-------------------------------------|---------------------------------|--|---|
| | Very Likely Could Happen Anytime | Likely Could happen sometime | Unlikely Could happen but very rarely | Very Unlikely Could happen but probably never will |
| Kill or cause permanent disability or ill health | 1 | 1 | 2 | 3 |
| Long term illness or serious injury | 1 | 2 | 3 | 4 |
| Medical Attention and several days off work | 2 | 3 | 4 | 5 |
| First aid needed | 3 | 4 | 5 | 6 |

COMMUNITY EVENT RISK ASSESSMENT FORM

CONDOBOLIN ANNUAL SHOW

22-24 August 2024

Prepared by Carol-Ann Malouf OAM

Environment: SRA Ground, Condobolin – Open country bordered by riverbank, bushland, main roads

Date risk review: Various & ongoing /to be further updated as Show approaches. This version 14.24

| Identified risk or hazard to the event | Outcome of Hazard or Risk | Risk Level | Control/Actions | Responsibility |
|--|--|------------|---|--|
| Uneven surfaces with identified trip hazard such as rocks, stones, holes | Injury or trauma to attendee | 2 | Inspection of the venue (ongoing) prior to event and any trip hazards removed or barricaded off | PAHI to assist in identifying - discuss with Council if assistance needed. |
| Any tree/s with wind/weather damaged branches | Injury or trauma to attendees, livestock and property | 2 | Regular inspection | PAHI to assist in identifying - discuss with Council if assistance needed. |
| Waste Management | Danger of location & collision. Overflowing bins causing bad appearance, rodents, trip hazard, projectiles | 5 | a) Bins monitored and emptied through Friday b) Bins monitored Saturday and emptied Sunday and Monday | a) Council (business hours) b) PAHI through contractors plus donation of collection and manpower by JR Richards |
| In-ground Vehicle speed | Injury or trauma | 4 | Admin control: Advice to all users/hirers and speed lowered to 10k.hr at Show, plus bump-in/-out times set. Limited persons permitted and only with waiver from drivers. | PAH&I |
| In-ground parking / vehicle access | Injury or trauma | 4 | Adequate with signage. Gate-keepers (in high-vis vests) to control and instructed on their authority, speed limit, waivers, special parking permits etc and also as previous control measures | PAH&I |
| Uneven ground in sideshow area | Injury or trauma | 3 | Inspection of ground to ensure dry and level prior to set-up. Further inspection once set up. Inspection and collection CoC (PAHI – prior to set-up) and Shire at their pre-arranged time. | PAHI PAHI and Council |
| Pedestrian access – clear access; trip hazards | Injury or trauma | 5 | Adequate with appropriate signage on Diggers Ave as per TCP. Inspection by PAHI prior to opening. Signage. | PAHI plus PAHI will liaise with Council and discuss in relation to any signage required. |
| COVID 19 and livestock disease management: Biosecurity | | 4 | A COVID-Safe event with adherence to any restriction in place at the time. Encourage cashless. Signposted sanitising stations in animal areas; posters on hand; ticketed bar. | PAHI |

| Identified risk or hazard to the event | Outcome of Hazard or Risk | Risk Level | Control/Actions | Responsibility |
|---|---------------------------|------------|---|---|
| Animal access and control | Injury or trauma | 2 | Biosecurity and insurer requirements being observed and promoted. Directional signage | PAHI |
| Sideshow and rides. Mechanical Services. Trip & electrocution hazards of power cables, water hoses etc. | Injury or trauma | 2 | Inspection of DLI certificates and CoC before op. Any trip hazards to be buried or suspended. All electrical leads to be tagged. | PAHI but LSC likewise |
| Other independent and various traders, site holders etc | Injury or trauma | 2 | CoC to be submitted pre-Show with application for site. | PAHI Council welcome to liaise with PAHI if any concerns |
| Communication and crowd control | | 5 | SOP includes professional PA services and additional comms assistance sought as and when required. SOP also includes professional monitored equipment. | PAH&I |
| Security in office, bar, pavilion | | 5 | Encouraging increasingly cashless event. Security overnight in pavilion. Security service as approved by OLGR for bar | PAHI |
| First Aid and Medical Emergency | | 2 | SOP includes employed medic service; circulation of local ambulance procedures and use of PA, Mobiles, UHF's | PAH Plus may need stretcher and small tent if medics do not supply. Again PAHI detail. |
| Lost Children | | 5 | SOP which includes stewards, safe area, various comms as above | PAHI |
| | | | | |
| | | | | |

NB: As usual for an event of this nature, the RISK MANAGEMENT PLAN is reviewed and updated until the event itself and run in accordance with instructions and checklisted RMP for agricultural associations provided by insurer, Lloyds of London and Chubb.



REQUESTS FROM COUNCIL

To be completed and returned to Council 16 weeks before your event.

Council cannot guarantee requests can be granted, if received within 12 weeks of the event.

EVENT: CONDOBOLIN ANNUAL SHOW VENUE: Condobolin Showground, SRA Ground

DATE: 22-24 August 2024

| EQUIPMENT REQUESTED | YES | NO |
|---|-----|--------------------------|
| Traffic Control Plan - Road Closure or activity in the street | X | <input type="checkbox"/> |
| Bins (specify number) - approximately \$6.50 per bin * <small>All available. Outdoor staff have map & we are guided by their advice</small> | X | <input type="checkbox"/> |
| Barricades/ Bollards/Safety Netting – specify location and approximate length * As arranged prior to event with Council staff who have mapped out requirements. | X | <input type="checkbox"/> |
| Hang Street Banner – Section 68 form part E1 has to be completed and submitted * | X | <input type="checkbox"/> |
| Portable toilets * | X | <input type="checkbox"/> |
| Mobile Disabled toilet * | X | <input type="checkbox"/> |
| Fixed toilet facilities | X | <input type="checkbox"/> |
| Tiered Seating * <small>Have always used all available in town. Note - post 2022 Show were stored on area of ground that was under flood and all are now rusted. For 2023 Show PAH&I painted several before out of time</small> | X | <input type="checkbox"/> |
| Water Truck (subject to availability of volunteer Council Staff to operate). May not require - subject to weather | X | <input type="checkbox"/> |
| Use of Council owned or managed SRA grounds/halls/ovals/ sportsground /racecourses - Contact the committee who manages the facility for Council. The exceptions to this are; <u>Condobolin</u> To book all Council owned and managed facilities contact 02 6895 1900 (Hire fees will also apply) <u>Lake Cargelligo</u> To Book the Show Ground contact the Committee on 02 6896 9811 To Book the Recreation Ground contact Lower Lachlan 02 6898 1772 | X | <input type="checkbox"/> |
| Ground Maintenance before the event <small>As per regular liaison with Ground Manager</small> | X | <input type="checkbox"/> |
| Other: All steel tables - these have been made by Shire, by PAH&I and by Noel Donnelly, including replacements. Ground Manager and Ground Maintenance staff are familiar with requirements as insufficient space on this form. Very happy to answer any questions of expand on foregoing at any time. Some items are also dependent on weather. Discussions with Shire management etc take place in an ongoing basis through until Show, to keep them in "loop". | | |

- Not for profit organisations - Section 68 fee does not apply PAH&I is n.f.p.
- Not for profit organisations – a discount to some fees may apply. Please refer to council’s fees and charges for details. Thank you.
- **Council’s Fees and Charges are available on www.lachlan.nsw.gov.au or contact Council via email or phone for costing. All fees must be paid prior to the event, If you are requesting in-kind support, please submit your request 16 weeks prior to the event.**

| Condo Show In Kind Support | | | | | | |
|-----------------------------------|--|-----------------|-------------|-------------|----------------------------------|----------------|
| Item | Description | Quantity | Unit | Rate | Estimate Total ex GST | Comment |
| 1 | Labour - 4 men set up, signage and other work as needed. | 140 | hours | \$ 50.00 | \$ 7,000.00 | |
| 2 | Saw dust supply and install, including plant | 1 | item | \$ 3,000.00 | \$ 3,000.00 | |
| 3 | Usage of Plant light vehicles and machinery for general use | 1 | item | \$ 1,500.00 | \$ 1,500.00 | |
| 4 | Cleaning sundries, including toilet paper, soap, paper towel etc | 1 | item | \$ 1,750.00 | \$ 1,750.00 | |
| 5 | Clean up and unexpected works | 1 | item | \$ 2,000.00 | \$ 2,000.00 | |
| Total | | | | | \$ 15,250.00 | |

LACHLAN SHIRE COUNCIL

Community Donation and Event Support Policy

FUNDING APPLICATION FORM



Please read the policy carefully before completing this application form, as applications that do not meet the stated funding criteria may be deemed ineligible. Should you require assistance or advice in completing the application form, please contact Council on (02) 6895 1900.

PART A - Applicant Details

Name of group/organisation:
 Condobolin Campdraft Association

Postal Address:
 268 Mulguthrie Rd Ootha NSW 2875

| | |
|-----------------------------------|---|
| Contact Person: Grace Hadley | Position in group\organisation: Secretary |
| Telephone/Mobile: 0497 556 241 | Email Address: condobolincampdraft@gmail.com |

Is your organisation incorporated? Yes No

Does your organisation have an ABN? Yes No

ABN

Does your organisation have Public Liability Insurance? Yes No

If yes, please attach a valid Certificate of Currency.

PART B - Project Details

Project Title:
 Condobolin Campdraft

Project Location:
 Condobolin Pony Club Grounds

| | |
|--------------------------------|------------------------------|
| Proposed Start Date: 18 May | Proposed End Date: 19 May |
|--------------------------------|------------------------------|

Summary of Project:

Hosting a 2 day family fun campdrafting event that will provide a competition and spectator sporting opportunity for both local people and people from away. This will be good for the town by bringing people together, bringing business to town and creating a good atmosphere.

Briefly summarise what your organisation does i.e. its mission.

To host campdraft events as well as training and upskilling clinics in the future, hosted by locals.

How will this project benefit the local community?

This will be good for the town by bringing people together, bringing business to town and creating a good atmosphere.

Please estimate the number of participants and/or spectators in your project.

150 approximately

How will the success of the project be evaluated by your organisation?

A successful weekend will be achieved if a lot of competitors enjoy a family fun day- both from the area and not.

How will your organisation acknowledge the financial contribution from Council?

It will be advertised through facebook, on our programs and through the commentary throughout the weekend.

Please outline how your organisation will manage this project.

The committee is very committed to a successful event, we have had numerous meeting and will continue to do so to aim to host a very successful event by working with council and locals.

PART C - Funding Sources

Has your organisation received funding assistance from Council before?

Yes

No

If Yes, in which financial year did your organisation last receive funding:

Please provide details of any funding sought from other sources for this project.

| Funding Source | Amount | Secured (Yes or No) |
|----------------|----------------|---------------------|
| Sponsorship | Approx. \$4000 | Yes |
| | | |
| | | |

Please outline how your organisation intends to manage and be accountable for the funds allocated, should your submission be successful.

With accuracy and detail, all use of the allocated funds will require a detailed receipt and attached justification for use of the money in contributing to event success and/or improvement of grounds

PART D - Project Budget

Please provide a detailed budget for your project. It is important that you clearly identify expenses by type and that every effort is made to reasonably estimate the level of income expected from sources such as entrance fees and sponsorship.

Is project budget attached before? Yes No

| Project Budget Summary: | Amount |
|--|----------|
| Cash contributed by your organisation: | \$2,000 |
| Cash from other sources: | \$10,000 |
| In kind contribution, approximate value e.g. Volunteer | \$3,000 |
| Amount requested from Lachlan Shire Council | \$500 |
| Total Cost of Project: | \$10,000 |

Authorisation:

I, Grace Hadley (print name)

certify that this application for funding was approved by the management committee of this organisation on

10/04/2024 (insert Date).

Signed:  Date: 10/04/2024



REQUESTS FROM COUNCIL

To be completed and returned to Council 16 weeks before your event.

Council cannot guarantee requests can be granted, if received within 12 weeks of the event.

EVENT: Condobolin Campdraft VENUE: Condobolin Campdraft & Showgrounds

DATE: 18 & 19 May, 2024

| EQUIPMENT REQUESTED | YES | NO |
|--|-------------------------------------|-------------------------------------|
| Traffic Control Plan - Road Closure or activity in the street | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Bins (specify number) - approximately \$6.50 per bin * 20 | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Barricades/ Bollards/Safety Netting – specify location and approximate length * | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Hang Street Banner – Section 68 form part E1 has to be completed and submitted * | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Portable toilets * trailer with mens and womens split | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Mobile Disabled toilet * | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Fixed toilet facilities | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Tiered Seating * | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Water Truck (subject to availability of volunteer Council Staff to operate). | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Use of Council owned or managed SRA grounds/halls/ovals/sportsground /racecourses - Contact the committee who manages the facility for Council. The exceptions to this are; <u>Condobolin</u> To book all Council owned and managed facilities contact 02 6895 1900 (Hire fees will also apply) <u>Lake Cargelligo</u> To Book the Show Ground contact the Committee on 02 6896 9811 To Book the Recreation Ground contact Lower Lachlan 02 6898 1772 | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Ground Maintenance before the event | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Other: Require the overhead arena lights to be fixed | | |

- Not for profit organisations - Section 68 fee does not apply
- Not for profit organisations – a discount to some fees may apply. Please refer to council’s fees and charges for details.
- **Council’s Fees and Charges are available on www.lachlan.nsw.gov.au or contact Council via email or phone for costing. All fees must be paid prior to the event, If you are requesting in-kind support, please submit your request 16 weeks prior to the event.**

| Campdraft In Kind Support | | | | | | |
|----------------------------------|--|-----------------|-------------|-------------|----------------------------------|----------------|
| Item | Description | Quantity | Unit | Rate | Estimate Total ex GST | Comment |
| 1 | Labour - 2 men seating bins toilets etc | 24 | hours | \$ 50.00 | \$ 1,200.00 | |
| 2 | Bins | 20 | item | \$ 6.50 | \$ 130.00 | |
| 3 | Usage of Plant light vehicles use seating, mowing etc | 1 | item | \$ 500.00 | \$ 500.00 | |
| 4 | Cleaning sundries, including toilet paper, soap, paper towel etc | 1 | item | \$ 600.00 | \$ 600.00 | |
| 5 | Clean up and unexpected works | 1 | item | \$ 1,000.00 | \$ 1,000.00 | |
| Total | | | | | \$ 3,430.00 | |

LACHLAN SHIRE COUNCIL

Community Donation and Event Support Policy

FUNDING APPLICATION FORM



Please read the policy carefully before completing this application form, as applications that do not meet the stated funding criteria may be deemed ineligible. Should you require assistance or advice in completing the application form, please contact Council on (02) 6895 1900.

PART A - Applicant Details

Name of group/organisation:
 Tottenham Hospital Auxiliary Branch

Postal Address:
 "Nuran" 3475 Tabratong crossing Rd, Tottenham, NSW, 2873

| | |
|---------------------------------|--|
| Contact Person: Fiona Starr | Position in group\organisation: Treasurer |
| Telephone/Mobile: 0427535951 | Email Address: fifishpool@hotmail.com |

Is your organisation incorporated? Yes No

Does your organisation have an ABN? Yes No

ABN

Does your organisation have Public Liability Insurance? Yes No

If yes, please attach a valid Certificate of Currency.

PART B - Project Details

Project Title:
 Spring Fair Luncheon

Project Location:
 Tottenham War Memorial Hall, Tottenham, NSW, 2873

| | |
|---|---|
| Proposed Start Date: 13th September 2024 | Proposed End Date: 13th September 2024 |
|---|---|

Summary of Project:
 Spring Fair Luncheon - provide a free luncheon for our community in conjunction with the Spring Fair. The Annual Spring Fair is the major fundraiser for the Tottenham Hospital Auxiliary and is the equivalent of a show for our town. It is an important social community event and allows the children of our community to display their artwork and win prizes while raising funds for the patients of the Tottenham MPS. As our volunteer numbers have dwindled and age of our volunteers has increased it has been necessary to consider how we continue to do what we do. Traditionally we provide a free luncheon run by volunteers to engage the community, encourage attendance and attract new members. We have not been able to do this since before COVID. To reinvigorate our Spring Fair and attract new members without overtaxing our current volunteers we are applying for this grant so that we can again provide a free luncheon with the assistance of a caterer.

Briefly summarise what your organisation does i.e. its mission.
 The Tottenham Hospital Auxiliary fundraising for thge Tottenham MPS to assist with patient comfort and care.

How will this project benefit the local community?

This free community luncheon in conjunction with our Spring Fair will:

1. Provide a social occasion for isolated community members
2. Provide the opportunity for different age groups and different interest groups to interact.
3. Encourage community members to share their interests and be recognised for their achievements in horticulture, agriculture, etc.
4. Children can showcase their artwork in a wider setting and have the opportunity to participate in a local friendly competition
5. Encourage community members to volunteer in our organisation that supports our local hospital

Please estimate the number of participants and/or spectators in your project.

Luncheon - 100 people
Spring Fair - 150 people

How will the success of the project be evaluated by your organisation?

Our success will be evaluated by:

- the number of attendees to the luncheon
- the number of entrances to the spring fair
- number of entries in each section of the spring fair
- amount raised for the Tottenham Hospital Auxiliary
- number of entries from children as this is their local show

How will your organisation acknowledge the financial contribution from Council?

We will acknowledge the donation from council in advertisements, we will invite our local deputy Mayor to open the event and we would also provide Lachlan Shire with space and facilities to display information as we have in previous years.

Please outline how your organisation will manage this project.

We have regular meetings to outline the schedule, roles and resources required to ensure we have all jobs and roles filled for the day. This allows us to optimise our resources and source additional volunteers if needed to ensure a smooth running of the day. This also ensures transparent and efficient use of funds for the day.

PART C - Funding Sources

Has your organisation received funding assistance from Council before? Yes No

If Yes, in which financial year did your organisation last receive funding:

Please provide details of any funding sought from other sources for this project.

| Funding Source | Amount | Secured (Yes or No) |
|----------------|--------|---------------------|
| | | |
| | | |
| | | |

Please outline how your organisation intends to manage and be accountable for the funds allocated, should your submission be successful.

We will obtain quotes and use a caterer to ensure we remain within budget. All financial decisions will be minuted within committee meetings. We will use spreadsheets to itemise and record use of funding.

PART D - Project Budget

Please provide a detailed budget for your project. It is important that you clearly identify expenses by type and that every effort is made to reasonably estimate the level of income expected from sources such as entrance fees and sponsorship.

Is project budget attached before? Yes No

| Project Budget Summary: | Amount |
|--|-------------|
| Cash contributed by your organisation: | 100 |
| Cash from other sources: | 450 |
| In kind contribution, approximate value e.g. Volunteer | 3500 |
| Amount requested from Lachlan Shire Council | 3000 |
| Total Cost of Project: | 7050 |

Authorisation:

I, Fiona Starr (print name)

certify that this application for funding was approved by the management committee of this organisation on

3/4/2024 (insert Date).

Signed: *F Starr* Date: 15/4/2024

Tottenham Hospital Auxiliary Annual Spring Fair 2024 Budget.

| Sources of Income | Income amounts | Expected Expenses | Expense Amounts |
|--|----------------|---|-----------------|
| Community Event Grant amount requested from Lachlan Shire Council | \$3000 | Free Luncheon – Caterer quote sourced and quote for \$30/hd with expected 100 attendees | \$3000 |
| Admission Fee at \$10/person with an expected number of 150 attendees | \$1500 | Hall Hire based on last year's invoice | \$50 |
| Entry fees \$1 per entry with expected number of entries over 8 different sections (school entries are free) | \$250 | Advertisement in Talking Tottenham, Facebook and community notice boards. | \$0 |
| Cash contribution from Tottenham Hospital Auxiliary | \$100 | Printing of the Program | \$100 |
| Funding from other sources (e.g. donations for prizes and raffles) | \$450 | Prizes and raffle awards (funding sourced from community) | \$400 |
| Value of in-kind support from the Tottenham Hospital Auxiliary in the form of labour and donations | \$3500 | Labour – set up and running of sections throughout the day at \$30/hr/person | \$3500 |
| TOTAL INCOME | \$8800 | TOTAL EXPENSES | \$7050 |

Profit = \$1750

This budget does not include the expected income from raffle and donations.

All profit goes towards items for the patients at the Tottenham Multipurpose Centre.

LACHLAN SHIRE COUNCIL

Community Donation and Event Support Policy

FUNDING APPLICATION FORM



Please read the policy carefully before completing this application form, as applications that do not meet the stated funding criteria may be deemed ineligible. Should you require assistance or advice in completing the application form, please contact Council on (02) 6895 1900.

PART A - Applicant Details

Name of group/organisation:

Tottenham Welfare Council Inc.

Postal Address:

PO Box 22, Tottenham NSW 2873

Contact Person:

Jenny Attenborough

Position in group/organisation:

Assistant **TREASURER**

Telephone/Mobile:

0427130947

Email Address

jenny.attenborough@bigpond.com

Is your organisation incorporated?

Yes

No

Does your organisation have an ABN?

Yes

No

ABN

56664539828

Does your organisation have Public Liability Insurance?

Yes

No

If yes, please attach a valid Certificate of Currency.

PART B - Project Details

Project Title:

"Bakery Box"

Project Location:

Tottenham MPD Community Centre

Proposed Start Date:

20 June 2024

Proposed End Date:

ongoing

Summary of Project:

The "Bakery Box" project is the updating and improving of the kitchenette in the Community Room, with the inclusion of installation of a stove and microwave.

The Community Room is designed to be a communal space that brings together community members in a safe and friendly environment.

Briefly summarise what your organisation does i.e. its mission.

Tottenham Welfare Council Inc. (TWC) is a not-for-profit that started in the 1970's to assist local people in need. We are involved in most facets of community life and work towards maintaining and increasing local services and activities. Our activities help sustain our community, against the trend of similar towns. Tottenham has maintained its population.

We form partnerships with other local community organisations by financially or logistically supporting their projects, with our goal being the ongoing viability of our town. The Welfare Council works with Lachlan Shire Council to achieve the best outcomes of all residents of Tottenham.

How will this project benefit the local community?

The community currently needs access to a communal working kitchen to create a usable safe environment. A place where intergenerational activities can be held in a social environment. A place where community can come together, regroup, share a meal and enjoy a stress free outing.

The installation of a stove and microwave in the the communal kitchen will allow continual benefit to the community for gatherings and functions.

Studies suggest that regular community gatherings, that include a meal, promote small acts of creativity. This can help ones self feel more relaxed, happier and enthusiastic about life. A shared meal that is prepared as a group, can also contribute to a feeling of selfworth and personal growth.

Partners that will also benefit from our "Bakery Box" project are the local schools, community groups and local health services. These partners will directly benefit as they currently use the community room and often have a morning tea or afternoon tea as part of their visit.

Please estimate the number of participants and/or spectators in your project.

As the Community room is used on a weekly basis by a minimum of two to three community groups, it is anticipated that a minimum of 15 guests every week will benefit from the kitchenette upgrade.

We are estimating, the number of people who benefit from Bakery Box overall, will be above and beyond our population as we endeavour to ensure postive outcomes from meals shared, will filter down through families and communities.

How will the success of the project be evaluated by your organisation?

The project will achieve overall improved well being of many community members. It is our main aim to encourage healthier eating and diet by having the kitchenette installed with an stove and microwave. This in turn, will allow for future possibilities of hosting intergenerational cooking classes. We intend to have healthy recipes and resources available in the "Bakery Box" kitchenette.

Over time, we anticipate decreased referrals for GP's, Dietician and Community Health Centre as result of our project. We intend to conduct an evaluation survey post community groups using the kitchenette. Through local newspapers and media we hope to share the success stories of our updated "Bakery Box" kitchenette.

How will your organisation acknowledge the financial contribution from Council?

- We plan to acknowledge the Lachlan Shire Council's contribution through
- Social Media
- Plaques on the equipment purchased
- Inviting Council members to attend "Bakery Box" opening day
- Acknowledging Council publicly

Please outline how your organisation will manage this project.

- Define the project scope and deliverables
- Set goals and milestones
- delegate volunteers
- monitor and report progress regularly
- adjust and improve plan as needed

PART C - Funding Sources

Has your organisation received funding assistance from Council before? Yes No

If Yes, in which financial year did your organisation last receive funding:

Please provide details of any funding sought from other sources for this project.

| Funding Source | Amount | Secured (Yes or No) |
|----------------|--------|---------------------|
| | | |
| | | |
| | | |

Please outline how your organisation intends to manage and be accountable for the funds allocated, should your submission be successful.

- Create the budget
- Follow the budget
- Use free and low cost items where able
- Negotiate with vendors
- be flexible and adaptable
- Budget attached in seperate word document)

PART D - Project Budget

Please provide a detailed budget for your project. It is important that you clearly identify expenses by type and that every effort is made to reasonably estimate the level of income expected from sources such as entrance fees and sponsorship.

Is project budget attached before? Yes No

| Project Budget Summary: | Amount |
|--|---------|
| Cash contributed by your organisation: | |
| Cash from other sources: | |
| In kind contribution, approximate value e.g. Volunteer | 1150.00 |
| Amount requested from Lachlan Shire Council | 1500.00 |
| Total Cost of Project: | 2650.00 |

Authorisation:

I, JENNIFER GAI ATTENBOROUGH (print name)

certify that this application for funding was approved by the management committee of this organisation on

8th APRIL, 2024 (insert Date).

Signed: J.G. Attenborough Date: 15.4.2024

ASSOCIATIONS INCORPORATION ACT 1984

Section 10 (1)

NEW SOUTH WALES



CORPORATE AFFAIRS COMMISSION

CERTIFICATE OF INCORPORATION

Registered No: Y 12045-09

This is to certify that

TOTTENHAM WELFARE COUNCIL INCORPORATED

is on and from the TWENTY EIGHTH day of AUGUST 19 91

incorporated under the **ASSOCIATIONS INCORPORATION ACT, 1984.**

Given under the seal of the Corporate Affairs Commission at Sydney,

This TWENTY EIGHTH day of AUGUST 1991

A handwritten signature in cursive script, appearing to read 'M. Lemaire'.



A person authorised by the
Corporate Affairs Commission of New South Wales

| AMOUNT OF FUNDING BEING SOUGHT <i>(include what funding will be used for)</i> | | |
|---|----------|--------------------|
| INCOME | | |
| Item | | \$ |
| Lachlan Shire Council | | \$1500.00 |
| | | |
| IN KIND | | |
| | | |
| Community room chairs/tables etc | | \$450 |
| Kitchen oven installation-Tottenham MPS | | \$450 |
| Maintenance crew | | |
| Advertising (Tottenham Community Health) | | \$250 |
| | | |
| Total income | | \$2650.00 |
| EXPENDITURE | | |
| Item | Total \$ | Grant Contribution |
| Cooking appliances- Oven | \$820 | \$820 |
| Cooking appliances- Microwave | \$240 | \$240 |
| Cooking bowls, cake tins, tableware, linen, utensils | \$440 | \$440 |
| Community room chairs/tables etc | \$450 | In Kind |
| Kitchen oven installation-Tottenham MPS | \$450 | In Kind |
| Maintenance crew | | |
| Advertising (Tottenham Community Health) | \$250 | In kind |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| Total Expenditure | | \$2650.00 |



Local Community Insurance Services

19 December 2023

Tottenham Welfare Council Inc.
 C/- Jenny Attenbrough
 13 Merilba St
 Tottenham, NSW 2873

A division of
JLT Risk Solutions Pty Ltd
 ABN 69 009 098 864
 Level 1
 148 Frome Street
 ADELAIDE SA 5000
 GPO Box 1693
 ADELAIDE SA 5001
 Tel 1300 853 800
 Fax: +61 8 8235 6448
 Direct 1300 853 800
 insurance@lcis.com.au
 www.localcommunityinsurance.com.au

**CERTIFICATE OF CURRENCY
 PUBLIC & PRODUCTS LIABILITY**
Quote Number: 37447881244

THIS CERTIFICATE OF CURRENCY PROVIDES A SUMMARY OF THE POLICY COVER AND IS CURRENT ON THE DATE OF ISSUE. IT IS NOT INTENDED TO AMEND, EXTEND, REPLACE OR OVERRIDE THE POLICY TERMS AND CONDITIONS CONTAINED IN THE ACTUAL POLICY DOCUMENT. THIS CERTIFICATE OF CURRENCY IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. WE ACCEPT NO RESPONSIBILITY WHATSOEVER FOR ANY INADVERTENT OR NEGLIGENT ACT, ERROR OR OMISSION ON OUR PART IN PREPARING THESE STATEMENTS OR IN TRANSMITTING THIS CERTIFICATE BY EMAIL OR FOR ANY LOSS, DAMAGE OR EXPENSE THEREBY OCCASIONED TO ANY RECIPIENT OF THIS LETTER.

| | |
|------------------------------|---|
| INSURED NAME | Tottenham Welfare Council Inc. |
| INTERESTED PARTY | Interested party Endorsement Lachlan Shire Council Lessor/Landlord Endorsement "You, Your insured" at 2.21 under DEFINITIONS is amended to include an additional paragraph: (h) Lachlan Shire Council as Lessor/Landlord in respect of their liability arising from the activities under a lease or permit to occupy premises or land, but subject always to the extent of coverage and the limit of liability provided by this policy. Indemnity will not be provided however where any claim arises from the negligence of the Lessor/Landlord. |
| POLICY INCEPTION DATE | 18-12-2023 |

| | |
|---------------------------|---|
| POLICY EXPIRY DATE | 18-12-2024 |
| SITUATION | Worldwide excluding USA and Canada |
| LIMIT OF LIABILITY | Public \$20,000,000 any one event Products \$20,000,000 in the aggregate any one year |
| DEDUCTIBLE/EXCESS | The insured shall bear the first \$100 of each and every Property Damage claim or series of Property Damage claims arising out of any one Occurrence. |
| SPECIAL CONDITIONS | N/A |
| SPECIAL NOTE | THIS POLICY DOES NOT COVER FAIRS, FESTIVALS, FETES, PARADES, MARCHES OR OTHER SPECIAL EVENTS THAT YOUR GROUP ORGANISE WHERE MORE THAN 500 PEOPLE ARE EXPECTED UNLESS AGREED BY LCIS AND NOTED IN THE SPECIAL CONDITIONS ABOVE |
| INSURER | QBE Insurance (Australia) Ltd |
| PROPORTION | 100.000% |
| POLICY NUMBER | LCI026369PLB |

Yours sincerely,



Local Community Insurance Services

LACHLAN SHIRE COUNCIL

Community Donation and Event Support Policy

FUNDING APPLICATION FORM



Please read the policy carefully before completing this application form, as applications that do not meet the stated funding criteria may be deemed ineligible. Should you require assistance or advice in completing the application form, please contact Council on (02) 6895 1900.

PART A - Applicant Details

Name of group/organisation:
 Born to Read Condobolin

Postal Address:
 PO Box 211, Condobolin NSW 2877

| | |
|---------------------------------|--|
| Contact Person: Amy Milne | Position in group\organisation: President |
| Telephone/Mobile: 0423915613 | Email Address: Hi_Aims@yahoo.com |

Is your organisation incorporated? Yes No

Does your organisation have an ABN? Yes No

ABN
 68 146 115 992

Does your organisation have Public Liability Insurance? Yes No

If yes, please attach a valid Certificate of Currency.

PART B - Project Details

Project Title:
 Born To Read 20 Year Celebration

Project Location:
 Condobolin Public School

| | |
|------------------------------------|----------------------------------|
| Proposed Start Date: 12/09/2024 | Proposed End Date: 12/09/2024 |
|------------------------------------|----------------------------------|

Summary of Project:
 Our Annual Born to Read event promotes and celebrates reading across the town, by involving all schools and services, shops in the main street and the local library. The event involves bringing special entertainment to town for the children, a readathon and letter banner competition in the lead up to the event, and the handing out of promotional material, books and craft activities to all children participating. The event has always been a free event (or gold coin donation some years) to allow equal access to all children.

We are very excited to be able to hold the 20th event this year, and plan some special celebrations to recognise this accomplishment.

Briefly summarise what your organisation does i.e. its mission.
 Our mission is to promote the joy of reading as a life long skill, with our aim to encourage and inspire children aged 0-8. We do this through numerous ways. Our Joey reader club, in which registered children aged 0-5 receive a special book every year on their birthday. Our Pop-up reading events promote the idea of reading anywhere, anytime, and demonstrate members of the community valuing reading in their work and personal lives. The annual Born to Read celebration is an important part of our mission, giving us a larger platform to share and spread the message of the importance of reading at any age.

How will this project benefit the local community?

As referred to above, the event is a part of the fabric of the Condobolin community, and continues to engage the collective memory of all involved. This year we are celebrating 20 years. Not only does it continue to promote the value of education, which is of great importance to every member of the community, but it also engages the community by linking local businesses and families of young children through the readathon and banner competition. Anecdotally, all involved value and appreciate the benefits of connection and community engagement that this event creates.

Please estimate the number of participants and/or spectators in your project.

Approximately 350 children attend, and then also their parents and carers. As mentioned above various businesses also take part in the lead up and appreciate the value of the event and the contribution they can make through it to the community.

How will the success of the project be evaluated by your organisation?

Last year we talked to the businesses and families involved and took anecdotal evidence of the outcomes. We also keep track of all the children attending the event through the handing out of gift bags, which gives us a number for child participation. As this event is an ongoing annual event, the evidence can also be seen in the memories of children and adults who have participated in the past, and who continue to remember fondly the impact of the event.

How will your organisation acknowledge the financial contribution from Council?

As in previous years, the main funding bodies will be recognised on all advertising and on the day of the event.

Please outline how your organisation will manage this project.

event is already being planned through our monthly committee meetings. Committee members have already been allocated roles and are working towards the fulfillment of these jobs. All decisions are made together as a committee and then jobs delegated to various members. All members have contributed to the event in previous years and have proven their ability to achieve their delegated roles and responsibilities.

PART C - Funding Sources

Has your organisation received funding assistance from Council before? Yes No

If Yes, in which financial year did your organisation last receive funding:

Please provide details of any funding sought from other sources for this project.

| Funding Source | Amount | Secured (Yes or No) |
|------------------|--------|---------------------|
| Mineral Hill | open | No |
| Evolution Mining | Open | No |
| | | |

Please outline how your organisation intends to manage and be accountable for the funds allocated, should your submission be successful.

Last year our funding came from the NSW Governments Reconnecting Regional NSW - Community Events Program. Our funds were stewarded by the council, and so our funds were managed by payments being made via purchase orders straight from council. This meant that we as an organisation did not touch the funds, we simply kept to (or below as the case was) budget requirements. We supplied all receipts necessary for acquittal.
Our event is carefully planned to fit within the budget constraints, and any excess we will cover from our own fundraising.

PART D - Project Budget

Please provide a detailed budget for your project. It is important that you clearly identify expenses by type and that every effort is made to reasonably estimate the level of income expected from sources such as entrance fees and sponsorship.

Is project budget attached before? Yes No

| Project Budget Summary: | Amount |
|--|---|
| Cash contributed by your organisation: | 1500 |
| Cash from other sources: | We are currently persuing all possible avenues for funding. |
| In kind contribution, approximate value e.g. Volunteer | 800 |
| Amount requested from Lachlan Shire Council | 6500 |
| Total Cost of Project: | Approximately 8800 |

Authorisation:

I, Amy Milne (print name)

certify that this application for funding was approved by the management committee of this organisation on

15/04/2024 (insert Date).

Signed:



Date:

15/04/2024

Projected expenses for Born To Read Event 20th Celebration

| Expense | Estimated cost | Funded by | Sourced from |
|--|-------------------------------|--|---|
| Books for gift bags And gift bags | \$1500 | Born to Read Committee | Scholastic book club packs and Officeworks or equivalent |
| Entertainment, and entertainers' accommodation, travel and food | \$6500 | Funding Grants | Stardust Kids or equivalent |
| Craft activities | \$50 | Born to Read Committee | Various |
| Advertising | \$0-300 Pending funding | Born to Read Committee Or Funding Grants | Social Media if budget is \$0, Newspaper and posters if budget is \$300 |
| Decorations | \$50 | Born to Read Committee, donations, borrowed | Various – personal, schools, borrowed. |
| Event management and set up | \$0 | Donated | Born to Read Committee and Volunteers |
| Venue Hire | \$0 | Donated | Condobolin Public School |
| Total | approximately \$8500 | | |



Hire Pricing Proposal for: Condobolin & District Kennel Club (CA)

Reference: PKS98370 | Date: 04-Sep-2023

Attn: Gail Keegan | Company: Condobolin & District Kennel Club (CA)

PO Box 9
Cessnock NSW 2325

Ph: 0419 691 719
Mob: 0419691719
Email: skysilk@bigpond.com

Prepared by: Scott Lowe at PremiAir Hire
Phone: 0499 337 070 | Email:scott.lowe@premiar.net.au

| QTY | PRODUCT DESCRIPTION | PERIOD | RATE | PRICE |
|------------------------------|---|------------|----------|-------------------|
| 3 | LED TL90 Light Towers | ea per Day | \$75.00 | \$1,125.00 |
| 3 | LED TL90 Light Towers Stand down Rate | ea per Day | \$37.50 | \$562.50 |
| | Damage Waiver - charged at 12.5% of the hire charge | | | \$210.94 |
| | Environmental Levy - Charged at 1% of the hire charge | | | \$16.88 |
| HIRE ITEM TOTAL: | | | | \$1,915.32 |
| ADDITIONAL COSTS | | | | |
| 100 | Fuel | each | \$2.95 | \$295.00 |
| SALES ITEM TOTAL: | | | | \$295.00 |
| | Delivery | | \$740.00 | \$740.00 |
| | Collection | | \$740.00 | \$740.00 |
| TRANSPORT TOTAL: | | | | \$1,480.00 |
| Subtotal (ex GST): | | | | \$3,690.32 |
| GST @ 10%: | | | | \$369.03 |
| EQUIPMENT HIRE TOTAL: | | | | \$4,059.35 |

NOTE:

- Customer to ensure the product is suitable for the application
- Any damage outside of fair wear and tear will be charged to the customer
- Quote is based on 10 hour max usage per day, over a 5 day week. Extended hours will be charged accordingly.
- Transport quoted based on delivery/pickup standard operating hours 8am-3pm (MON-FRI)
- Transport based on delivery with Tilt-Tray truck. If HIAB is required this will be at an additional charge.
- Customer is responsible for any damage or theft
- If equipment is damaged during hire period equipment it will remain on hire until fully repaired
- Fuel upon return is additional currently charged at \$ 3.00/ltr + GST
- Cash accounts are required to pay upfront. Credit Card surcharges are 1.3% Visa/Mastercard or 2.4% AMEX



LACHLAN SHIRE COUNCIL

Community Donation and Event Support Policy

FUNDING APPLICATION FORM



Please read the policy carefully before completing this application form, as applications that do not meet the stated funding criteria may be deemed ineligible. Should you require assistance or advice in completing the application form, please contact Council on (02) 6895 1900.

PART A - Applicant Details

Name of group/organisation:

CONDOBOLIN & DISTRICT KENNEL CLUB INC

Postal Address:

PO BOX 9, CESSNOCK NSW 2325

Contact Person:

Gail Keegan

Position in group\organisation:

Secretary

Telephone/Mobile:

0419 691 719

Email Address

dogsnswwr@gmail.com

Is your organisation incorporated?

Yes

No

Does your organisation have an ABN?

Yes

No

ABN

Does your organisation have Public Liability Insurance?

Yes

No

If yes, please attach a valid Certificate of Currency.

PART B - Project Details

Project Title:

NSW CENTRAL WEST ALL BREEDS DOG SHOW CIRCUIT

Project Location:

GORDON McCARRON DOG ARENA, DIGGERS AVENUE, CONDOBOLIN

Proposed Start Date:

10th August, 2024

Proposed End Date:

28th August, 2024

Summary of Project:

All Breeds Championship Dog Shows - two shows to be held for 11,12,13th and 18th,19th and 23rd,24th August, 2024. An additional Nine (9) shows to be held as part of the Western Circuit - these additional shows will be held in the afternoon/evening where lighting will be a requirement. Once dusk arrives it becomes a condition of DogsNSW that lighting be available - if not the Club is fined and can be denied the opportunity to hold these shows at this venue.

Briefly summarise what your organisation does i.e. its mission.

We strive to present our Dogs to the visiting interstate Judges in the approved manner and to utilise the majority of August each year as part of the local community supporting the town businesses

How will this project benefit the local community?

During the month that we are based at the Riverview Caravan Park, Condobolin, we endeavour to support the local businesses by shopping for groceries, meals at the local hotels, Clubs. We book our interstate judged into local motels and purchase show prizes locally

Please estimate the number of participants and/or spectators in your project.

People use the month of August for their annual holiday and the majority come as a family. Numbers can vary but estimates of approx 200 - 300 people plus visitors. We often have the local school children visit.

How will the success of the project be evaluated by your organisation?

By the number of entries we receive and the number of people in attendance

How will your organisation acknowledge the financial contribution from Council?

Acknowledgement in Catalogues and on our Notice Board at the show Office - also on our facebook group and website

Please outline how your organisation will manage this project.

The funds will be utilised to pay the hire fees for 3 mobile lighting towers, generators and associated costs

PART C - Funding Sources

Has your organisation received funding assistance from Council before?

Yes

No

If Yes, in which financial year did your organisation last receive funding:

2023

Please provide details of any funding sought from other sources for this project.

| Funding Source | Amount | Secured (Yes or No) |
|----------------|--------|---------------------|
| | | |
| | | |
| | | |

Please outline how your organisation intends to manage and be accountable for the funds allocated, should your submission be successful.

The funds will be used to hire 3 lighting towers, generators and fees associated with the delivery and setting up the towers and at the completion of the Circuit collect the lighting towers.

PART D - Project Budget

Please provide a detailed budget for your project. It is important that you clearly identify expenses by type and that every effort is made to reasonably estimate the level of income expected from sources such as entrance fees and sponsorship.

Is project budget attached before? Yes No

| Project Budget Summary: | Amount |
|--|------------|
| Cash contributed by your organisation: | |
| Cash from other sources: | |
| In kind contribution, approximate value e.g. Volunteer | |
| Amount requested from Lachlan Shire Council | \$4,095.39 |
| Total Cost of Project: | \$4,095.39 |

Authorisation:

I, (print name)

certify that this application for funding was approved by the management committee of this organisation on

(insert Date).

Signed: Date:



CERTIFICATE OF CURRENCY

| CERTIFICATE NO. 75112 | |
|--|---|
| This certificate confirms that the under mentioned policy is effective in accordance with the details shown. | |
| Name of Insured: | ROYAL NEW SOUTH WALES CANINE COUNCIL LIMITED T/AS DOGS NSW AND RNSWCC HEALTH & WELFARE CHARITY; KENNEL CONTROL PTY LIMITED |
| Cover: | Public Liability: \$20,000,000 any one occurrence Products Liability: \$20,000,000 any one occurrence and in the aggregate (For The Business of Canine Association Promoting Dog Ownership/registrations/functions/demonstrations/dog Shows/dog Training & Trials only) |
| Activity/Business: | Canine Association Promoting Dog Ownership/registrations/functions/demonstrations/dog Shows/dog Training & Trials |
| Excess: | As per policy schedule |
| Period of Insurance: | 28/2/2024 to 28/2/2025 |
| Underwriter: | Certain underwriters at Lloyd's & HDI Global Specialty SE-Australia |
| Policy Number: | PMEL99/0122451 |
| Territorial Scope: | Worldwide Excluding USA and Canada |
| Jurisdictional Limits: | Commonwealth of Australia and New Zealand |
| Counterparties: | Wollondilly All Breeds Kennel Club Inc, Wollondilly Shire Council, Lake Macquarie Council, Port Macquarie Dog Club, Hungarian Vizsla Club of NSW Inc, Metropolitan Mid-Week Dog Training Club Inc, Port Macquarie Hastings Council, Orana K9 Training Club Inc, Lachlan Shire Council, Bankstown City Council, City of Canterbury Bankstown, Whippet Club of NSW, Cessnock City Council, Agility Dog Club of NSW, Manly & District Kennel & Dog Training Club Inc, Northern Beaches Council, North Sydney Council, Ku-ring-gai Council, Wagga Wagga City Council, Southern Highlands Kennel & Obedience Club, The Border Collie Club of NSW, Armidale and All Breeds Kennel Club, Uralla and District Kennel Club, New England Celtic and All Breeds Kennel Club, Gunnedah Shire Council, Mid-Western Regional Council, Mudgee & District Kennel & Obedience Club, Tamworth Regional Council, Kyeamba Kennel & Training Club, |

• Melbourne • Sydney • London

Melbourne: 271-273 Wellington Rd, Mulgrave
Locked Bag 6003, Wheelers Hill, VIC 3150
T: +61 (0)3 8562 9100 **F:** +61 (0)3 8562 9111
Claims Hotline: 1300 134 956 (Aust Only)

Sydney: Suite 305, 25 Lime Street, Sydney
PO Box Q896, QVB, NSW 1230
T: +61 (0)2 9268 9100 **F:** +61 (0)2 9268 9111
Email: info@activeuw.com



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Wingecarribee Shire Council, Port Stephens Dog Training Club, Newcastle All Breeds Dog Training, Maitland Dog Obedience Club, Illawarra Dog Training Club, Northern Suburbs Dog Training Club, Combined Northern Canine Committee, St George District Kennel Club, Campbelltown City Council, City of Ryde Council, Glenreagh Recreation Grounds Trust, Roads & Maritime Services NSW, Royal Agricultural Society of NSW, Strathfield Council, The Hillsborough Showground (R86839) Reserve Trust, Central Coast Dog Obedience & Training Club Inc, The Irish Wolfhound Club of NSW Inc, Snowy Monaro Regional Council, The French Bulldog Club of NSW, British Bulldog Club of NSW, Cooma & District Kennel & Obedience club, Cootamundra ABKC, SWS ABKC, Temora ABKC, Asian Breeds club of New South Wales, Wollongong Dog Sports Club, Central Coast Council, Inverell Kennel & Training Club, Werriwa All Breeds Dog Training Club Inc, Cavalier King Charles Spaniel Club NSW, Watagans Agility Group, Parkes and District Kennel Club Inc, Cairn Terrier Club of NSW Inc, Wollongong City Council and Royal Agricultural Society of NSW trading as Sydney Showground and Sydney Royal Easter Show, Cowra & District Kennel Club, Cessnock Dog Club, NSW Utility Gundog Field Trial Association Inc, Blue Mountains Dog Training Club, Lithgow District Kennel Club, Bathurst District Kennel Club, Forestry Corporation of NSW, Broken Hill All Breeds Obedience Dog Club Inc, Orange City Council, Broken Hill City Council, Australian Stockdog Club of NSW Inc, Shoalhaven City Council, The Dobermann Club of NSW Inc, Western Sydney Scent Work Club Inc, Clarence Dog Sports Inc., The Dachshund Club of New South Wales Inc shall be indemnified for acts of negligence by the Insured only arising out The Business nominated in the schedule.

For full terms, conditions and exclusions please refer to Your Policy Wording version Active_Liability_Policy_Wording_04.23.



28/02/2024

DATE

Marie Roussety

From: Marie Roussety
Sent: Wednesday, 24 April 2024 9:40 AM
To: Cherise Small; Events
Cc: Baden Hall
Subject: RE: Grant Application & response email
Attachments: Lake Show.pdf

Hi Cherise and Allison,

Karen is happy for Baden to cost up the same in kind that was done last year. I have attached the documents that was sent to August 2023 council meeting.

Baden, can you please send us an updated estimate based on the last year application.

Thanks kindly
Marie



Marie Roussety
Administration Officer
P: (02) 6895 1903

PO Box 216 CONDOBOLIN NSW 2877
www.lachlan.nsw.gov.au

From: Cherise Small <Cherise.Small@lachlan.nsw.gov.au>
Sent: Wednesday, 24 April 2024 9:15 AM
To: Marie Roussety <Marie.Roussety@lachlan.nsw.gov.au>; Events <Events@lachlan.nsw.gov.au>
Subject: RE: Grant Application & response email

Hi Marie and Ally,

Hope you are doing well today.

We have not received any feedback from Topsy at this point – Allison did send her all the forms and even filled it in for her, she just needs to sign the forms.

I tried to phone Topsy again just now – no answer.

When I spoke with her on Monday she confirmed that they did not want any financial donations just the in-kind support as per their request to council (which she confirmed is the same as last year).

I will try to make contact with her again and ask her to confirm this in writing.

I suggest if we don't get hold of her we submit the in-kind request to the May Council Meeting – if they request financial assistance they can always submit a late request to council or council can approve the donation after the event with the second round of funding – we can just confirm with Karen Pegler if they are allowed to do this just to be 100% sure – I know this makes things very difficult with the budget 😊

I will advise as soon as I spoke with Topsy.

Have a great day!! 😊



Cherise Small
Executive Assistant
P: (02) 6895 1969 M: 0448 558 184
PO Box 216 CONDOBOLIN NSW 2877
www.lachlan.nsw.gov.au

From: Marie Roussety <Marie.Roussety@lachlan.nsw.gov.au>
Sent: Wednesday, 24 April 2024 8:22 AM
To: Events <Events@lachlan.nsw.gov.au>
Cc: Cherise Small <Cherise.Small@lachlan.nsw.gov.au>
Subject: RE: Grant Application & response email

Good Morning Allison,

Any news about Lake Show?

Regards
Marie



Marie Roussety
Administration Officer
P: (02) 6895 1903
PO Box 216 CONDOBOLIN NSW 2877
www.lachlan.nsw.gov.au

From: Events <Events@lachlan.nsw.gov.au>
Sent: Monday, 22 April 2024 3:30 PM
To: Marie Roussety <Marie.Roussety@lachlan.nsw.gov.au>
Subject: RE: Grant Application & response email

She rang Cherise, she's trying to get the form across. I'll follow her up 😊

From: Marie Roussety <Marie.Roussety@lachlan.nsw.gov.au>
Sent: Monday, 22 April 2024 2:59 PM
To: Events <Events@lachlan.nsw.gov.au>
Subject: RE: Grant Application & response email

Thanks Allison!

I've tried calling Topsy after lunch today and went to voicemail.

I've sent her an email as well.

Kind regards
Marie



Marie Roussety
Administration Officer
P: (02) 6895 1903

PO Box 216 CONDOBOLIN NSW 2877
www.lachlan.nsw.gov.au

From: Events <Events@lachlan.nsw.gov.au>
Sent: Monday, 22 April 2024 2:58 PM
To: Marie Roussety <Marie.Roussety@lachlan.nsw.gov.au>; Events <Events@lachlan.nsw.gov.au>
Subject: RE: Grant Application & response email

Hi Marie

Thanks for sending this FYI.

I sent Gail all the event forms last Thursday. I'm just going to start on Topsy's and I'll call Catholic Care to follow up.

Thanks
Allison

From: Marie Roussety <Marie.Roussety@lachlan.nsw.gov.au>
Sent: Monday, 22 April 2024 1:22 PM
To: Events <Events@lachlan.nsw.gov.au>
Subject: FW: Grant Application & response email

Good afternoon,

FYI - Please read below.

Have you received anything from Lake Annual Show & Catholic Care Wilcannia-Forbes?

Kind regards
Marie



Marie Roussety
Administration Officer
P: (02) 6895 1903

PO Box 216 CONDOBOLIN NSW 2877
www.lachlan.nsw.gov.au

From: Karen Pegler <Karen.Pegler@lachlan.nsw.gov.au>
Sent: Thursday, 18 April 2024 6:49 AM

To: Records <Records@lachlan.nsw.gov.au>

Subject: Grant Application & response email



Karen Pegler
Director Corporate and Community Services
P: (02) 6895 1902 M: 0419 420 522

PO Box 216 CONDOBOLIN NSW 2877
www.lachlan.nsw.gov.au

From: dogsnswwr@gmail.com <dogsnswwr@gmail.com>

Sent: Monday, 15 April 2024 2:53 AM

To: Karen Pegler <Karen.Pegler@lachlan.nsw.gov.au>

Cc: Guy Marchant <Guy.Marchant@lachlan.nsw.gov.au>; Jon Shillito <Jon.Shillito@lachlan.nsw.gov.au>

Subject: Grant Application

Hi Everyone,

I'm not sure who this should be addressed to so I have attached it as part of this email.

This year we have nine (9) extra shows - 3 on each of the three weekends – this will mean 2 shows on most of our show days and as I've stated in the form should be run into dusk and do not have lights the Clubs will be fined and DogsNSW can refuse our shows next year.

Last year we used the lights for the shows on the middle weekend.

Could I also have a list of the forms required for approval or are they the same as last year.

Tks
Take Care
Gail Keegan

| Lake Show In Kind Support | | | | | |
|--|----------|-------|-------------|-----------------------|---------|
| Description | Quantity | Unit | Rate | Estimate Total ex GST | Comment |
| Labour - 3 men set up, signage and other work as needed. | 60 | hours | \$ 50.00 | \$ 3,000.00 | |
| Supply of Plant and clean up of horse track | 1 | item | \$ 500.00 | \$ 500.00 | |
| Supply of Bins | 30 | item | \$ 6.00 | \$ 180.00 | |
| Cleaning sundries, including toilet paper, soap, paper towel etc | 1 | item | \$ 800.00 | \$ 800.00 | |
| Clean up and unexpected works | 1 | item | \$ 1,500.00 | \$ 1,500.00 | |
| | | | | \$ 5,980.00 | |



LACHLAN SHIRE COUNCIL COMMUNITY DONATION AND EVENT SUPPORT POLICY V2

| | | | | | |
|---|-----------|--------------------|-------------------|-------------------|-----------------|
| Community Donation and Event Support Policy | | | | | Page 1 of 11 |
| Further Information: Lachlan Shire Council ☎ 02 6895 1900 ✉ Email: council@lachlan.nsw.gov.au | | | | | |
| Version: 2 | ADOPTED: | Commencement Date: | Last Review Date: | Next Review Date: | Content Manager |
| Council Meeting Day Month Year | RES Year/ | July 2023 | May 2024 | July 2026 | Reference Dyr/ |

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| Community Donation and Event Support Policy | | | | | Page 2 of 11 |
| Further Information: Lachlan Shire Council ☎ 02 6895 1900 ✉ Email: council@lachlan.nsw.gov.au | | | | | |
| Version: 2 | ADOPTED: | Commencement Date: | Last Review Date: | Next Review Date: | Content Manager |
| Council Meeting | Day Month Year | RES Year/ | July 2023 | May 2024 | July 2026 |
| | | | | | Reference Dyr/ |

1. BACKGROUND

Lachlan Shire Council (Council) values and acknowledges the contributions made by community organisations in promoting and coordinating initiatives that enhance the wellbeing and quality of life for residents of the Lachlan Shire.

Council receives regular applications: for fee or charge concessions, financial donations and event in kind support. Where possible, and up to the limit set in the Annual Budget, Council will commit funds and/or resources to assist organisations and individuals, where the request complies with this policy.

Council can provide financial assistance through an annual donation program in accordance with section 356 of the *Local Government Act 1993*. In addition, fee concessions are permissible in accordance with section 610E and 610F of the *Local Government Act 1993*.

Donation requests made by organisations or individuals who act for personal gain will be subject to Section 356 (2) of the *Local Government Act 1993*.

“A proposed recipient who acts for private gain is not ineligible to be granted financial assistance but must not receive any benefit under this section until at least 28 days’ public notice of the council’s proposal to pass the necessary resolution has been given.”

For the purpose of this policy ‘Donation’ also means financial contribution, event in-kind support, and Fee and Charge concessions, unless specified otherwise.

2. SCOPE

This policy applies to all applications received under any category, as described in this policy. Applications shall only be granted to community groups or individuals who either reside in the Lachlan Shire or those events which will deliver a direct and tangible benefit to the residents of the Lachlan Shire.

3. OBJECTIVE

The purpose of the policy is to;

- Provide a framework for the granting of donations
- Ensure an open and transparent decision making process is applied to all applications; and
- Ensure the granting of financial and non-financial support represents value for money for both Council and the community.

| | | | | | |
|---|----------------|--------------------|-------------------|-------------------|-----------------|
| Community Donation and Event Support Policy | | | | | Page 3 of 11 |
| Further Information: Lachlan Shire Council ☎ 02 6895 1900 ✉ Email: council@lachlan.nsw.gov.au | | | | | |
| Version: 2 | ADOPTED: | Commencement Date: | Last Review Date: | Next Review Date: | Content Manager |
| Council Meeting | Day Month Year | RES Year/ | July 2023 | May 2024 | July 2026 |
| | | | | | Reference Dyr/ |

This policy sets out the;

- Funding Categories;
- Eligibility criteria;
- Exclusions; and
- Dates for Funding rounds

4. DEFINITION/S

Donation: is a financial contribution made by Council without conditions other than the donation must be used in accordance with the application, must meet Council’s objectives, and must have a demonstrable benefit to the community.

In-kind: is a non-financial contribution made by Council through the provision of staff services, equipment, plant or facilities to assist an event and or project in delivering a demonstrable benefit to the community. In kind support does have a financial cost to Council so is limited.

Fee concession: a fee concession is the reduction or waiving of a fee charged by Council. Examples of fee concessions may include reducing or waiving fees associated with the use of Council owned facilities, Section 68 event application fees, and annual rates and/or annual charges concessions. Some concessions have already been granted through the adoption of the annual Fees and Charges. This policy applies to all other requests for concessions not detailed in the adopted Fees and Charges document which is available on Council’s website. Generally, no further reduction will be applied to already reduced fees, annual charges and/or annual rates.

Community events: Council will make provision as part of the annual budget for community events held across Lachlan Shire such as the Agricultural Shows, Christmas Festivals, Picnic Races, and other whole of community annual events that deliver significant benefits to the community. The application process as detailed in this policy will apply to Special Events, even if you have previously received funding or support from Council.

Other funded organisations: Council makes provision under its annual budget to provide support to ‘not for profit’ organisations across the shire. If this applies to your group, Council will have written to you and will provide support up to the budget limit. This generally applies to organisations which provide services on behalf of Council.

Not-for-profit: describes a type of organisation that does not earn profits. All money earned by or donated to a not-for-profit organisation is used in pursuing the organisations objectives and keeping it running. It does not operate for profit or personal gain of individual members. No part of any income is distributed to members and is normally voluntary run in nature. Various organisations may be classified as not-for-profit, though for the purpose of this policy an organisation that charges a fee for delivering their primary service is not considered not-for-profit. Examples would include, but are not limited to an Aged Care Facility, a Childcare Centre or where an organisation rents a property/ies on a commercial or residential basis.

| | | | | | |
|---|----------------|--------------------|-------------------|-------------------|-----------------|
| Community Donation and Event Support Policy | | | | Page 4 of 11 | |
| Further Information: Lachlan Shire Council ☎ 02 6895 1900 ✉ Email: council@lachlan.nsw.gov.au | | | | | |
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| Council Meeting | Day Month Year | July 2023 | May 2024 | July 2026 | Reference Dyr/ |

The Mayor and General Manager have delegated authority, under section 377 (1A) of the *Local Government Act 1993*, to approve applications of less than \$500. The Mayor and General Manager must both approve the application.

You must apply in writing to Council. If you apply during the advertised funding round period, you will be requested to apply through the funding round, and won't be able to utilise the small fund process.

A report detailing all applications approved under delegated authority will continue to be provided to Council on a quarterly basis.

5. POLICY

Each year, Council will make provisions in the budget to provide financial and in-kind assistance to community organisations and individuals.

In most instances, applicants shall only receive financial or in-kind support once per financial year; however, Council may consider additional meritorious applications on written request.

Financial and in-kind assistance is allocated at the discretion of Council, and is subject to budgetary and resourcing constraints. No application is guaranteed support or that the full amount requested will be approved.

All requests must be submitted in writing or on the relevant application form. Prior to completing the application form the applicant should ensure they meet the eligibility criteria as detailed in this policy.

All decisions will require a resolution of Council and Council's decision is final.

If a successful applicant wishes to modify the original scope of the application, the applicant must make this request in writing. It is at Council's discretion as to whether the intent of the modification meets Council's objectives and receives approval.

Donations can only be made to the bank account of the community group, we cannot pay to the bank account of individuals associated with the group.

Council may use its discretion to deal with applications on a case by case basis received under any category in this policy. Any decision to support an application that is outside of the scope of this policy requires a resolution of Council.

Council retains the right to approve one off donations, concessions or in kind support via a resolution of Council.

| | | | | | |
|---|----------------|--------------------|-------------------|-------------------|-----------------|
| Community Donation and Event Support Policy | | | | | Page 5 of 11 |
| Further Information: Lachlan Shire Council ☎ 02 6895 1900 ✉ Email: council@lachlan.nsw.gov.au | | | | | |
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A written report will be provided to Council on a quarterly basis listing all donations or support provided under the delegation of the General Manager and Mayor.

6. ELIGIBILITY CRITERIA

Council will consider providing assistance to community based and not-for-profit organisations, teams or individuals where:

- The community or not-for-profit organisation has significant local membership;
- The individual resides in the Lachlan Shire or has a strong connection to the area, e.g. the individual’s parents reside in the shire and the individual is under 18 years of age and attends an educational facility outside of the shire; or the event provides benefit to a large majority of Shire residents.
- The project or event will deliver tangible benefits of economic, social, health, educational or environmental nature to the residents of the Lachlan Shire area;
- The project or event will be administered and conducted on a non-discriminatory basis;
- The event or project is determined to be self-funding or self-sustainable once the funds or assistance granted by Council are exhausted. Council will provide partial assistance or support however Council’s contribution cannot fund the entire event or project;
- The organisation or individual is contributing real or “in-kind” value to the project or event;
- Funds are available within the Councils budget for that year;
- Funding is for an activity or service to be provided within the financial year as approved by Council; and
- Applications are received in writing or on the correct application form with all requested information provided.

7. EXCLUSIONS

Generally, Council does not grant financial or other support under this policy for:

- Retrospective applications;
- Where the individual or organisation can fund the project or event from other means such as, but not limited to, a loan through an associated organisation;
- Federally or State funded initiatives;
- Organisations raising funds on behalf of another organisation which is the recipient of financial assistance from the State or Funded Government;
- Concessions on Water consumption unless specifically listed in the Fees and Charges or Revenue Policy;
- Further concession on already reduced Fees and Charges as listed in Council’s Fees and Charges document;
- Concessions on already reduced annual rates and availability charges listed on your rates notice;
- Concessions of waiving of Security Bond payments. Security Bonds are refundable providing all conditions of use / hire have been met.

| | | | | | |
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8. APPLICATION CATEGORIES

When requesting support from Council, applicants will need to determine which category they wish to request assistance from and complete all required information on the application form. All applications must be received in writing.

Applicants may request support from various categories. Applications received without the application form or with missing information, may be deemed ineligible.

Financial donation:

When requesting a financial donation, the applicant must be matching the requested amount dollar for dollar or with “in-kind” value for the project or event. Cash donations cannot be used to cover insurance costs for the project or event.

If the event proceeds, any unspent funds must be returned to Council.

If the event does not proceed, all funds need to be refunded to Council. If organisations are able to demonstrate they have utilised funds for an event that was cancelled at the last minute due to unforeseen circumstances outside of their control, for example, poor weather, they may write to Council asking to retain the funds. Any decision will require a resolution of Council and Council’s decision will be final.

All requests for cash donations of **\$500 or more** are at the decision of Council. Funding rounds ARE applicable for all cash donations of **\$500 or more**, and a completed application form must be submitted.

In-Kind Support:

When requesting in-kind support, the applicant must identify what is required from Council, whether it is equipment, plant, facilities or the provision of a service. The value of the request will then be determined for Council’s consideration and possible approval. A written request is required.

Request for in-kind support of **\$1,000 or less** can be approved under delegated authority by the General Manager and Mayor, under section 377(1A) of the *Local Government Act 1993*.

All requests having an in-kind value greater than \$1,000 must be approved by Council through the funding rounds.

Acquittals for all in kind support and financial support of \$1,000 of more

Beginning 1 July 2025, acquittals will be required for all in kind and financial support of \$1,000 or more. This will commence without the need for 28 days public consultation.

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Acquittals will not apply to:

- Fee concessions
- Water consumption concessions
- Concession on Ordinary Rates/or Annual availability charges that appear on your rates notice.
- Funding provided for under Council’s Annual Budget

Fee Concession:

Some concessions on fees and charges have already been granted through the adoption of the annual Fees and Charges. This policy applies to all other requests for concessions not detailed in the adopted Fees and Charges. Applicants should review the Fees and Charges on Council’s website prior to making application. If the Fees and Charges document details a concession, generally no further concession on that fee or charge will be approved.

Charge types that can receive a concession include:

- Facility Hire Fee
- Equipment Hire Fee
- Others fees as detailed in the adopted Fees and Charges

When requesting a fee concession, the applicant must identify what charge they are requesting a concession on and the value of the concession in dollar amount.

The General Manager and Mayor have delegated authority to approve a **one-off fee or charge concession of \$500 or less**, if not already detailed in the adopted Fees and Charges, as authorised under clause 377(1A) of the *Local Government Act 1993* NSW. A written application must be submitted to Council.

Applications requesting **fee concessions of greater than \$500** must go through the funding rounds to be determined by Council. On the occasion that a fee is payable prior to a Council decision being made, a refund of the fee paid will be provided should Council approve the application.

Rates and Annual Charges Concession as appearing on your rates notice:

Charge types that can receive a concession include:

- Annual Ordinary Rate
- Annual Charges – Water, Sewer, waste management charges (also known as tip management fee). This concession does not include domestic waste or non-domestic waste charges.

A concession will be provided on one property assessment only per not for profit organisation.

No concessions will be provided on a property/ies that are rented on a commercial or residential basis, unless they are specifically listed in Council’s Revenue Policy or Fees and Charges.

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No concessions will be provided to schools, education facilities or non-rateable Crown Lands.

Where Council pays a fee, rent, licence fee or similar, on a regular basis, to utilise a premise or have access to a premise, no concession will apply to that property.

Council may upon written application, provide a 50% concession for one property assessment only, on annual availability charges for:

- water (metered connections, non-metered connections and unconnected allotments);
- sewer residential and non-residential; and
- waste management charges (also known as tip management fee) - this concession does not include domestic waste or non-domestic waste charges

Where there are multiple water meters on the property assessment, the concession will apply to one water meter only, and the concession will apply to the smallest water meter.

Where there are multiple non-metered connections or multiple unconnected allotments on the property assessment, only one concession will apply. The concession will be provided on the charge with the lowest cost.

No concession will apply on:

- storm water charges as this is a statutory fee set by legislation
- domestic waste or non-domestic waste charges, as council pays an external contractor to provide this service.

Concessions on water consumption are not permissible, unless they are specifically listed in Council’s Fees and Charges document or Revenue Policy.

If a property is exempt from Ordinary rates and/ or annual charges, no further concessions will be provided, unless they are specifically listed in Council’s Revenue Policy or Fees and Charges document.

Council may use its discretion to deal with applications on a case by case basis received under this category. Any decision will require a resolution of Council.

For applications approved to receive a concession on rates or availability charges the granting of the concession is for a period of one year. Further concessions will only be provided following a new application in following years.

Funding provided for under Council’s Annual Budget

Council makes a provision as part of the annual budget to provide financial support to a number of community organisations up to a predetermined limit. These are generally organisations that provide services on behalf of Council. The value of support is reviewed and approved by Council on an annual basis. There is no guarantee of ongoing funding. Your organisation will have received written correspondence from Council if this applies to you.

| | | | | | |
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If the organisation wishes to apply for further assistance, a written application will be required under a category listed in this policy. Any assistance already committed to by Council, will be noted by Council staff in the report to Council.

9. FUNDING ROUNDS

You do not need to apply through the funding rounds for:

- Fee concessions listed in the Fees and Charges document (available on Council’s website)
- In kind support of \$500 or less
- Annual Rates and Charges concessions listed in the Revenue Policy or Fees and Charges
- Concessions or rebates available under an adopted Council Policy such as but not limited to Home Dialysis.
- Financial donation of \$500 or less
- Fee or charge concessions of \$500 or less
- If you have approved funding through Council’s Adopted Budget (Council will have written to you).

You are required to provide a written application for the above listed items and Council staff can provide a decision in writing. You may be asked to provide further information in order for a decision to be made.

If you aren’t sure if you need to apply through the funding rounds, call Council’s Corporate and Community Services Administration Officer for advice and assistance.

Council will open and advertise for applications to the Community Donation and Event support Program twice per year. All decisions will require a resolution of Council.

Round 1: Opens 1 March and closes 15 April each year. Applicants notified end of May.

Round 2: Opens 1 August and closes 15 September each year. Applicants notified end of October.

Council may use its discretion to deal with applications received outside of the funding rounds or within the above policy scope.

10. ACKNOWLEDGEMENT OF COUNCIL’S SUPPORT

Recipients of donations and community support are required to give public recognition and acknowledgement of Council’s assistance on related printed and/or promotional material in either hardcopy or digital formats.

| | | | | | |
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11. RELATED DOCUMENTS

Related Lachlan Shire Council policies include:

- Code of Conduct for Council Staff
- Code of Conduct for Councillors
- Related Parties Disclosure Policy
- Lachlan Shire Council Fees and Charges

Related Legislation includes

- Public Interest Disclosure Act 2022
- Local Government Act 1993
- Local Government (General) Regulation 2021
- Government Information (Public Access) Act 2009 (GIPA Act)
- Privacy & Personal Information Protection Act 1998 (PPIP Act)

Nothing in this policy limits any applicable legislation.

12. RIGHT TO VARY OR TERMINATE

Council reserves the right to vary this policy at any time. Council reserves the right to terminate this policy at any time.

Greg Tory

General Manager

| | | | | | |
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| Operational Budget Budget 2023-2024 | | | | | | | | |
|---|---|-------------------------------------|---|-------------------------------|----------------------|----------------------|----------------------|---|
| Description | Original Annual Budget - Operating Plan 2023/2024 | Actual YTD Results as at 31/03/2024 | Percentage Actual YTD/Adj Annual Budget | Revotes & additional projects | Adjustments for QBR1 | Adjustments for QBR2 | Adjustments for QBR3 | Proposed Amended Annual Budget as at 30/06/24 |
| CONSOLIDATED RESULTS | | | | | | | | |
| Income | | | | | | | | |
| Rates & Annual Charges | (13,764,498) | (13,344,449) | 96.9% | - | | | | (13,764,498) |
| User Charges & Fees | (3,618,404) | (1,754,300) | 46.2% | - | (152,982) | (28,227) | | (3,799,613) |
| Interest & Investment Revenue | (2,314,993) | (989,044) | 42.7% | - | - | | | (2,314,993) |
| Other Revenues | (1,153,244) | (462,848) | 31.9% | - | | (295,796) | | (1,449,040) |
| Other Income | (333,482) | (139,595) | 37.5% | | (39,088) | | (1,084) | (373,654) |
| Grants & Contributions - Operating | (18,074,301) | (17,836,308) | 61.1% | (54,100) | (10,894,949) | (156,160) | (12,000) | (29,191,510) |
| Grants & Contributions - Capital | (3,303,869) | (8,005,980) | 67.9% | (2,094,262) | (1,257,999) | (5,134,953) | (44,713) | (11,835,796) |
| Net Gains from the Disposal Of Assets | 0 | (83,231) | 0.0% | | | | | 0 |
| Total Income from Continuing Operations | (42,562,792) | (42,615,754) | 68.0% | (2,148,362) | (12,345,018) | (5,615,136) | (57,797) | (62,729,106) |
| Expenses | | | | | | | | |
| Employee Costs | 11,577,771 | 6,919,613 | 59.2% | | 115,820 | (9,420) | 58,682 | 11,742,853 |
| Borrowing Costs | 325,260 | 212,500 | 65.3% | | | | | 325,260 |
| Materials & Contracts | 13,289,437 | 14,976,963 | 60.5% | 8,579,844 | 2,231,324 | 647,319 | 121,010 | 24,868,934 |
| Depreciation | 11,533,805 | 8,650,354 | 75.0% | | | | | 11,533,805 |
| Other Expenses | 2,170,769 | 1,214,704 | 53.4% | | 20,120 | 84,833 | (33,000) | 2,242,722 |
| Total Expenses from Continuing Operations | 38,897,042 | 31,974,134 | 63.2% | 8,579,844 | 2,367,264 | 722,732 | 146,692 | 50,713,574 |
| Operating Result from continuing operations - (Gain)/Loss | (3,665,750) | (10,641,621) | | 6,431,481 | (9,977,754) | (4,892,404) | 88,895 | (12,015,532) |
| Operating Result from continuing operations before Capital income (Gain)/Loss | (361,881) | (2,552,409) | | 8,525,744 | (8,719,755) | 242,549 | 133,608 | (179,736) |
| Capital Expenditure | 16,580,890 | 19,157,090 | 55.6% | 8,508,614 | 3,589,998 | 5,794,189 | 57,480 | 34,531,171 |
| Loan Funds Utilised | 0 | 0 | 0.0% | | | | | 0 |
| Loan Principal Repaid | 469,353 | 320,893 | 68.4% | | | | | 469,353 |
| Transfers to Restricted Assets (Reserves) | 183,556 | 368,071 | 100.0% | | 123,970 | 60,545 | 68,797 | 436,868 |
| Transfers from Restricted Assets (Reserves) | (2,318,415) | (22,262,110) | 100.0% | (14,940,095) | (2,417,918) | (2,585,681) | (234,980) | (22,497,090) |
| Depreciation Contra | (11,533,805) | (8,650,354) | 75.0% | | | | | (11,533,805) |
| Net Unrestricted Cash (Surplus)/Deficit | (284,171) | (21,708,030) | | \$ - | (8,681,705) | (1,623,351) | (19,808) | (10,609,035) |

| Proposed Quarterly Budget Adjustments March 2024 | | |
|--|---|---------------------|
| | DETAILS | \$ |
| <u>INCOME - OPERATING</u> | | |
| Energy Fund credits | - | 1,084.00 |
| | Total Adjustment for Operating Income (Increase) | - 1,084.00 |
| <u>INCOME - CAPITAL GRANTS & CONTRIBUTIONS</u> | | |
| Evolution Mining Roads Contribution - VPA | - | 21,000.00 |
| S7.12 Contributions | - | 23,713.00 |
| | Total Adjustment for Capital Grants & Contributions (Increase) | - 44,713.00 |
| <u>INCOME - OPERATING GRANTS</u> | | |
| Noxious Weeds - Biodiversity Grant | - | 12,000.00 |
| | Total Adjustment for Operating Grants (Increase) | - 12,000.00 |
| <u>EXPENDITURE</u> | | |
| Engineering Services - Asset Revaluations | - | 30,000.00 |
| Corporate Services - Asset Revaluations | - | 39,000.00 |
| Corporate Services - Office Administration | - | 3,000.00 |
| Corporate Services - Subscriptions for Pulse Delegations update | - | 2,500.00 |
| Corporate Services - Debt Collection Services | - | 2,500.00 |
| Corporate Services - Professional Services | - | 218,000.00 |
| Corporate Services - Salaries and Wages | - | 140,000.00 |
| Corporate Services - Building Maintenance | - | 30,000.00 |
| Buildings Dwellings - Building M & R | - | 5,000.00 |
| Medical Centres - Building M & R | - | 10,000.00 |
| Building Maintenance - New Depot | - | 7,240.00 |
| Building Maintenance - New Depot | - | 10,450.00 |
| Professional Services - NSW Audit Fee | - | 24,600.00 |
| Tourism Salary and Wages | - | 62,100.00 |
| Tourism Superannuation | - | 7,032.00 |
| Lake Museum - Building Works | - | 30,500.00 |
| Buildings - Cleaning | - | 58,850.00 |
| Community Activities and Events - Regional NSW | - | 60,000.00 |
| | Total Adjustment for operating Expenditure (Increase) | - 146,692.00 |
| <u>CAPITAL EXPENDITURE</u> | | |
| Evolution Mining Roads Contribution - VPA | - | 21,000.00 |
| Upgrade of Councils IT Disaster Recovery location (with move to new Depot) - UPS | - | 30,000.00 |
| Purchase of Communication devices & IT equipment for New Depot | - | 30,000.00 |
| Software - Authority App & Procure to Pay | - | 44,000.00 |
| Footpaths - Lachlan Street Condobolin | - | 125,980.00 |
| Condobolin: Rodeo and Pony Club Facility Expansion - LRCI P4 | - | 125,000.00 |
| Lake Cargelligo: Liberty Park New Footpaths 150m - LRCI P4 | - | 50,000.00 |
| Lake Cargelligo: Liberty Park Irrigation and Landscaping - LRCI P4 | - | 50,000.00 |
| Lake Cargelligo: Liberty Park Bench Seating - LRCI P4 | - | 25,000.00 |
| Lake Recreation Ground - Sealing Carpark and Roadway | - | 30,000.00 |
| Lake Museum Fence | - | 28,500.00 |
| Building Capital Works Special Variation Component | - | 59,000.00 |
| Lake Cargelligo Recreation Ground - Replacement Irrigation Pump | - | 15,000.00 |
| | Total Adjustment for Capital Expenditure (Increase) | - 57,480.00 |
| <u>TRANSFER TO RESERVES</u> | | |
| Transfer to IT Reserve - Authority App and Procure to Pay | - | 44,000.00 |
| Transfer to Revolving Energy Reserve | - | 1,084.00 |
| Transfer To S7.12 Reserve | - | 23,713.00 |
| | Total Adjustment for Transfers to Reserves | - 68,797.00 |
| <u>TRANSFER FROM RESERVES</u> | | |
| Transfer from unfinished works reserve - Footpaths Lachlan Street | - | 125,980.00 |
| Transfer from unfinished works reserve - RSL Memorial | - | 4,000.00 |
| Transfer from unfinished works reserve - Lake Netball courts carpark | - | 30,000.00 |
| Transfer from unfinished works reserve - Irrigation Pump | - | 15,000.00 |
| Transfer from unspent grants reserve - Community Events Program | - | 60,000.00 |
| | Total Adjustment for Transfers from Reserves | - 234,980.00 |

2024 RESERVE MOVEMENTS

| Details | Opening Balance 1/07/2023 | Approved by Cnl Resln June 23 | | Approved by Cnl Resln August 2023 | Approved by Cnl Resln November 23 | | Approved by Cnl Resln February 2024 | | Proposed | | Proposed Balance |
|---|---------------------------|---------------------------------|----------------------------------|-----------------------------------|-----------------------------------|-------------------|-------------------------------------|------------------|-----------------|------------------|-------------------|
| | | 2024 Annual Budget transfers in | 2024 Annual Budget transfers out | Budget Revotes transfers out | QBR 1 adj trf in | QBR 1 adj trf out | QBR2 adj trf in | QBR2 adj trf out | QBR3 adj trf in | QBR3 adj trf out | |
| 19550/29550/39550 - Other Reserves | | | | | | | | | | | |
| 9550 - Reserve ELE | 2,068,012 | | | | | | | | | | 2,068,012 |
| 9551 - Reserve Unexpended Grants | 13,207,739 | | | 9,935,304 | | 6,919 | | | | 60,000 | 3,205,516 |
| 9552 - Reserve Uncompleted Works | 2,608,617 | | | 210,608 | | 100,000 | | | | 174,980 | 2,123,029 |
| 9553 - Reserve Election | 25,245 | 30,000 | | | | | | | | | 55,245 |
| 9554 - Reserve Chambers/Computers | 138,371 | | | 80,890 | | | | | 44,000 | | 101,481 |
| 9555 - Reserve Meals on Wheels | 65,319 | | | | | | | | | | 65,319 |
| 9556 - Reserve Town Planning | 118,071 | | | 58,468 | | | | | | | 59,603 |
| 9557 - Reserve Cemetery | 89,756 | | | 57,099 | | | | | | | 32,657 |
| 9558 - Reserve Plant | 7,657,430 | | 398,761 | 1,020,668 | | | | | | | 6,238,001 |
| 9559 - Reserve Housing & Development | 1,992,020 | | | 46,906 | | 130,000 | | | | | 1,815,114 |
| 9562 - Reserve Swimming Pools | 81,266 | | | | | | | | | | 81,266 |
| 9563 - Reserve Retirement Village Proceeds | 930,686 | | | 16,392 | | | | | | | 914,294 |
| 9568 - Reserve Aerodromes | 45,568 | 5,000 | | | | | | | | | 50,568 |
| 9570 - Reserve Gravel Restoration Reserve | 712,954 | | 20,000 | | | 50,000 | | | | | 642,954 |
| 9571 - Reserve Gum Bend Lake | 68,508 | | | | | 23,000 | 2,340 | | | | 47,848 |
| 9572 - Reserve HACC | 25,000 | 40,956 | | | | | | | | | 65,956 |
| 9575 - Reserve Domestic Waste Management | 107,081 | | | | | | | | | | 107,081 |
| 9576 - Reserve Capital Improvements | 1,487,981 | | | | | | | | | | 1,487,981 |
| 9577 - Reserve Tip Restoration | 206,983 | | | | | | | | | | 206,983 |
| 9580 - Reserve Stormwater Drainage | 693,755 | 52,600 | 50,000 | 50,000 | | | | | | | 646,355 |
| 9582 - Reserve Condobolin Main Street Improve | 104,261 | | | | | | | | | | 104,261 |
| 9583 - Reserve FAG GP & Road Grant Rec'd in Advance | 12,436,906 | | | | | | | | | | 12,436,906 |
| 9586 - Reserve Waste Management Improvements | 298,946 | 20,000 | 199,342 | 35,000 | | | | | | | 84,604 |
| 9587 - Reserve Depot Improvements | 6,095,093 | | | | | | | 1,784,067 | | | 4,311,026 |
| 9589 - Reserve Section 7.12 Contributions | 345,787 | 35,000 | | 100,000 | 84,882 | | | 50,000 | 23,713 | | 439,382 |
| 9592 - Reserve Revolving Energy Fund | 117,495 | | | | 39,088 | | | | 1,084 | | 157,667 |
| 29550.9591 - S64 Contributions Water | 26,254 | | | | | | 6,375 | | | | 32,629 |
| 29550.9578 - Water Supply Reserve | 7,267,902 | | 639,748 | 2,755,646 | | 1,257,999 | | 602,637 | | | 2,011,872 |
| 39550.9591 - S64 Contributions Sewer | 7,659 | | | | | | 1,830 | | | | 9,489 |
| 39550.9578 - Sewer Supply Reserve | 6,778,687 | | 1,010,564 | 573,115 | | 850,000 | | 198,977 | | | 4,146,031 |
| 19550 - Other Reserves Total | 65,809,353 | 183,556 | 2,318,415 | 14,940,095 | 123,970 | 2,417,918 | 60,545 | 2,585,681 | 68,797 | 234,980 | 43,749,131 |



26 April 2024

Mr Greg Tory
General Manager
Lachlan Shire Council
PO Box 216
CONDOBOLIN NSW 2877

Subject: Invitation to Participate in the 2024-25 Bush Bursary Program

Dear Mr Tory:

I hope this letter finds you well. I am writing to extend an invitation to Lachlan Shire Council to participate in the 2024-25 Bush Bursary Program, an initiative aimed at fostering rural health exposure and experience amongst medical, nursing, and midwifery students.

The Bush Bursary Program, funded by rural councils and across NSW and administered by the Rural Doctors Network (RDN), offers selected students an invaluable opportunity to undertake a two-week rural immersion experience in country NSW during their university holidays.

Since its inception by Lachlan Shire Council in 1996, the Bush Bursary Program has been instrumental in providing students with firsthand exposure to rural health practice. Over the years, it has grown to be a well-respected initiative, with over 500 students now having participated over the past 27 years.

Last year alone, we received a total of 116 applications from students all over the state. Even with a record 43 placements available, excellent applicants did miss out on the opportunity to explore rural living. It's clear from these numbers that the demand for the experiences this program offers outpaces the availability of placements.

It is worth noting that the Bush Bursary Program remains the only initiative of its kind, offering students an immersive experience of rural life outside the walls of healthcare facilities. By spending two weeks both working and living in country NSW, students gain a more holistic understanding of rural communities and lifestyles. This unique aspect of the program provides valuable insights into the incredible rewards and challenges of rural living - an integral piece of the puzzle when considering their future career options.

Indeed, research has shown the program to be an effective strategy in inspiring students to pursue careers in rural health. A longitudinal study tracking the career choices and practice locations of program participants from 1996 to 2006 was completed in 2012. Some key findings from that research highlight the efficacy of this program: 25% of previous scholarship holders were still working in a rural or regional area at the time of the survey, with even more participants having spent their first three postgraduate years in a non-metropolitan hospital. These figures equate to a combined total of 140 years spent in the non-metropolitan health workforce, demonstrating a high prevalence of program participants spending an important and formative part of their careers as junior doctors in rural or regional settings.

Furthermore, we are in the final stages of completing a new longitudinal evaluation, which will provide updated insights into the program's impact and effectiveness. This evaluation is expected

Address Level 7, 33 Chandos Street St Leonards NSW 2065

Tel +61 2 4924 8000 **Fax** +61 2 4924 8010 **Web** www.nswrdn.com.au **Email** info@nswrdn.com.au **ABN** 52 081 388 810
NSW Rural Doctors Network activities are financially supported by the Australian and NSW governments



to be released in the coming months, further strengthening the evidence base for the Bush Bursary Program's contribution to rural healthcare workforce sustainability.

Key Details of the 2024-25 Program:

1. **Program Overview:**
Selected students receive up to \$1,500 each to assist with placement-related expenses, including travel, meals, and discretionary spending. The two-week placements typically occur between November and January and are coordinated by participating councils in collaboration with RDN.
2. **Application and Selection Process:**
Eligible students enrolled at NSW or ACT universities are invited to apply online. The selection process is highly competitive, with applicants assessed based on their interest in rural health and their commitment to the program's objectives.
3. **Placement Details:**
Placements are two weeks in duration, including travel to and from the placement location, usually arriving on a Sunday and leaving on a Saturday with 12 days of activities in between. Students are paired up by RDN and allocated to specific locations, where they engage with a diverse range of both health care and community/social settings.
4. **Role of Councils:**
Participating councils play a vital role in the program by organising accommodation, ensuring the safety and success of the placements within their respective LGAs, and, ideally, using their firsthand experience of the area to develop an engaging and immersive placement itinerary for the students.
5. **Role of Health Care Professionals:**
Health care facilities involved in the program host students on placement in a shadowing/observership capacity, offering mentorship and exposure to rural health practice. Please note that there are no clinical outcomes required for this program and therefore no additional paperwork required from hosting facilities/clinicians.
6. **Role of Rural Doctors Network (RDN):**
RDN facilitates and oversees the program, liaising with various stakeholders and supporting councils, students, and health care professionals throughout the program's duration. Dependent on capacity, RDN may be able to provide support for developing placement itineraries.

Lachlan Shire Council's sponsorship of the Bush Bursary Program in 2024-25 will help bridge the gap in demand for placements while contributing to the development of a skilled and sustainable rural health workforce, crucial for addressing health disparities in rural areas. By supporting this initiative, you help inspire the next generation of rural health professionals and showcase the amazing opportunities available in country NSW.

To participate, please complete our new digital sponsorship form by Monday, 29 July 2024. Should you require further information or assistance, please do not hesitate to contact Stevie Adomski, Program Lead - Future Workforce, at (02) 4924 8054 or sadomski@nswrdn.com.au.

Thank you for considering your support for a program that benefits both students and rural communities. We look forward to your involvement in the 2024-25 Bush Bursary Program.

Yours sincerely,

Chris Russell
Future Workforce Manager





students@nswrdn.com.au
(02) 4924 8000

[Link to Sponsorship Form](#)



Sponsorship Confirmation - 2024-25 Bush Bursary Program

Your Council is Invited to Participate in the 2024-25 Bush Bursary Program!

if you wish to sponsor students to visit your LGA, **please complete the following form before Monday, 29 July 2024**. Please note that submissions received after that date may be subject to inclusion in the 2025-26 program instead.

Alternatively, if you require any further information, please contact Stevie Adomski on sadomski@nswrdn.com.au or on (02) 4924 8054.

* 1. How many students do you wish to sponsor?

Note: Sponsorship is \$1,500 + GST per student

- One Student (*total of \$1,500.00+GST*)
- Two Students (*total of \$3,000.00+GST*)
- Three Students (*total of \$4,500+GST*)
- Four Students (*total of \$6,000.00+GST*)

We would like to discuss further

* 2. When would you like to receive the invoice?

Before 30 June 2024 (FY 2023-24)

After 1 July 2024 (FY 2024-25)

* 3. Name of Sponsoring Organisation

* 4. Designated Contact's Name

* 5. Designated Contact's Position Within Organisation

* 6. Designated Contact's Phone Number

* 7. Designated Contact's Email Address

* 8. Organisation's Mailing Address

For use on invoice

Placement Planning Information

With the goal in mind of creating an enjoyable immersion experience of living and working within the placement LGA, **a local contact collaborating with community members on the ground is usually best placed to develop an itinerary** showcasing the area.

In the event that assistance is required for the development of an itinerary, RDN will oversee and support the work of the contact where required, providing support and advice in organising an immersive, diverse, engaging, and safe placement program.

* 9. Do you have a preference for when the placement happens?

(i.e. "late summer," "November 2024", "5-18 January 2025", etc)

- No
- Yes (please specify)

* 10. Is someone at the organisation able to organise accommodation for the placement?

Please note that RDN does have a limited budget to cover accommodation costs, but our strong preference is for low or no cost accommodation (i.e. hospital or council accommodation, community billet, etc)

No

Yes

* 11. Is someone at the organisation able to host a half or full day tour of the area towards the start of the placement?

No

Yes; half
day tour

Yes; full
day tour

* 12. Is someone at the organisation able to plan the placement(s), including organising the itinerary?

No

Yes



Done



RURAL DOCTORS NETWORK

Bush Bursary and Country Women's Association Scholarship

2024 Program Guidelines

Rural Doctors Network
www.nswrdn.com.au

Supporting rural health in New South Wales

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Enquiries about this document or the program can be directed to

Stevie Adomski
Program Lead - Future Workforce

Rural Doctors Network
t 02 4924 8000
e students@nswrdn.com.au
w nswrdn.com.au

1. Background

Rural Doctors Network (RDN) [Bush Bursaries and Country Women's Association \(CWA\) Scholarships](#) provide selected medical, midwifery, and nursing students in NSW/ACT with up to \$1,500 each to assist with the costs associated with participating in the program, including travel to and from the placement, meals, and other discretionary spending during the placement.

Recipients are partnered by RDN and spend two weeks on a placement in country NSW during their university holidays. The placement aims to provide a rural immersion experience by combining the enjoyable aspects of country life and rural medicine.

The program is funded by individual rural councils and community groups across NSW and scholarships are funded by the Country Women's Association of NSW. They are administered by RDN. As such, available placement locations may differ each year due to the involvement of different councils.

Placements are typically undertaken between November and January, but can be at different times of the year as circumstances require. Itineraries and accommodation are coordinated by the rural councils hosting the placement.

Students not honouring their commitment to undertake a rural placement and subsequently provide the necessary documentation from their experiences are required to pay back all money granted to them.

Abbreviations Used Throughout This Document

| Full Term | Shortened Term(s) |
|---|---|
| Rural Doctors Network | RDN |
| Country Women's Association | CWA |
| Bush Bursaries and Country Women's Association Scholarships | Bush Bursary, the program, or the placement |
| Council Designated Contact | Contact |

2. Application and Selection Process

Applications for the 2024 Bush Bursaries and Country Women's Association Scholarships will close on Monday, 1 July, 2024 at 9:00am.

To be eligible to apply for the program, students must meet the following requirements:

- Australian or New Zealand citizen or permanent resident of Australia
- Enrolled in a NSW or ACT university in
 - First or second year (postgrad) medical degree
 - Any year nursing degree
 - Any year midwifery degree
- Completed all university study requirements at the time of application
- Read and understood the information set out in these program guidelines
- Both rural and urban based students are eligible to apply for the program

The application process is done online through MyRDN, where students will answer questions and provide documentation, including but not limited to the following:

- Personal details and contact information
- Degree/study information
- Various short essay questions exploring the student's motivation to apply for the program and demonstrating how they would make the most of their time on placement

Each year, the program receives a high volume of applications which outnumber the placement spots available. Because of this, the selection process is highly competitive and successful applicants must demonstrate an active interest in a rural lifestyle, an understanding of the realities of health care provision in rural medical practice, and a genuine motivation to undertake a full rural immersion experience as part of the program.

Once applications close, RDN staff will review all submissions and develop a shortlist of students to be offered the opportunity to attend a virtual interview via Microsoft Teams in the second half of 2024. Students who are not offered an interview will also be notified of the outcome by email.

Interviews are typically around 20 minutes in duration, and spend time exploring students' motivation and interest in a rural lifestyle and rural medicine in order to ensure that the rural immersion experience offered by this program will be a good fit.

All applicants will be notified regardless of the outcome of their application.

Students being granted a placement will be required to provide further documentation to facilitate their placement. Documents requested at that stage will include (but is not limited to) the following:

- Working with Children Check
- National Police Check, completed in the past 3 years
- Evidence of up-to-date vaccinations
- Evidence of professional indemnity insurance (applicable for medical students only)

Successful applicants will also be required to complete and provide certificates for e-learning modules around cultural responsiveness and basic infection control before commencing their placement.

3. Placement Details

3.1 Overview

Successful students are paired up with a fellow Bush Bursary recipient and allocated by RDN to a specific location to undertake their placement. The total duration of a placement is two weeks, which is comprised of one day each for travel time to and then from the placement location with twelve days of activities in between. Typically, the program sees students arriving on a Sunday and leaving 13 days later on Saturday.

During this time, students are to keep a daily diary of activities undertaken. A template for this will be provided by RDN. After the placement is complete, students are required to submit their diaries along with a placement report summarising their experience to RDN. These documents will then be included in the annual report RDN sends to councils participating in the program.

After the placement is finished, students will also be required to fill out a program evaluation form. This document will not be shared with councils.

3.2 Student Preferences

RDN will attempt to allocate students to placements based on their preferred rural location; however, not all students will be placed in their location of preference due to a number of factors including student and/or council availability and changes in council participation for a given year.

Students will engage with a diverse and varying range of social and health care settings within the broader rural setting. To the best of our ability, RDN and councils developing itineraries will take into account student preferences regarding social and clinical interests; however, as rural health services and providers are often limited and unique to the needs of their respective communities, we cannot guarantee that preferences will be catered for.

Please note that the Program is **not** clinical in nature and hands-on clinical activities are not a guaranteed part of undertaking a placement. As such, Bush Bursary placements do not contribute toward placement hours for your degree.

3.3 Payment Schedule

Students will receive up to \$1,500 to assist with the costs associated with participating in the program, including travel to and from the placement, meals, and other discretionary spending during the placement. A contribution of up to \$500 may be deducted from the final bursary amount to help cover accommodation.

Bush Bursary payments are released in two instalments. The first will be made after relevant onboarding documents are received but before the placement commences. The second instalment will be released after the placement has finished and students have submitted their diaries, placement reports, and feedback surveys to RDN.

Please note that students not honouring their commitment to undertake a rural placement and subsequently provide the necessary documentation from their experiences are required to pay back all money granted to them.

3.4 Travel to and From Placements

Because public transport services in many rural and remote settings are few and far between, students are expected to drive a personal vehicle to their placement locations. Having access to a personal vehicle during the placement will allow students to access a wide range of social, community, recreational, and clinical experiences during their stay.

Paired students may wish to drive together in a single vehicle if practical.

Costs incurred to travel to, from, and around the placement location are to be covered using Bush Bursary funds.

3.5 Accommodation During the Placement

Accommodation will be organised by the sponsoring council or by RDN as a component of the placement itinerary. Accommodation types may vary depending upon location, including staying with a host family, hospital staff accommodation, or other types of accommodation.

If accommodation is not appropriate or conditions are inadequate, students are to contact RDN as soon as possible for other arrangements to be made.

If there is a cost associated with the accommodation, a maximum of \$500 will be deducted from the student's final bursary payment, with any remaining balance to be paid by RDN.

3.6 Dress Code

As a general guideline, the dress code for time spent in clinical settings is similar to other placements students may undertake throughout the course of their studies: smart casual professional attire and footwear with closed in toes. In some cases, students may be advised that unbranded scrubs are acceptable attire within certain health care facilities.

3.7 Designated Council/Community Contact

Participating councils assign a contact who will liaise with RDN to organise the placement(s) in their LGA. Additionally, the contact will be students' main touchpoint during their placement, particularly in the case of circumstances arising which need to be resolved urgently (i.e. students locking themselves out of accommodation).

3.8 Insurance

No medical student will be permitted to undertake their placement unless they have arranged medical indemnity insurance for the period of their placement. Students must provide a copy of the cover note of their medical indemnity policy specifically noting the dates of their coverage. Failure to provide this document will result in the student being unable to attend their placement.

RDN will provide insurance cover for nursing and midwifery students.

All students should ensure they take a hard copy of their insurance paperwork with them on placement as local health facilities may request it prior to entering the facility.

3.9 Social and Community Engagement

The social and lifestyle aspects of living rurally are a hugely important factor in a health professional's decision of whether or not to pursue a career in rural health care. It is for this reason that a focus of the program is to showcase what rural life is really like outside of a clinical setting if a health care professional chooses to go rural. The program aims to realise that goal through both formal and informal social and community engagement.

Placement itineraries may include formal engagement with community such as interviews with local newspapers or radio stations or events with community groups like the local CWA or Rotary Club. Informal social and community engagement can take many forms, and students are expected to be proactive in seeking out and taking advantage of opportunities presented to them while on placement.

3.10 Clinical Experiences

The program aims to enable students to engage with a diverse range of clinical services across a variety of clinical settings and within a multidisciplinary team. Students must note that they are very likely to be undertaking placements in areas other than their own area of study/interest in order to see and experience the full realm of services available within a rural health setting.

Placements within facilities are undertaken on an observership basis. Any potential hands-on clinical experiences are negotiated between the student and the provider and are outside the scope of RDN's involvement.

3.11 Student Expectations

All students are expected to represent RDN in a proud, mature, and engaging manner.

To maintain professionalism in both personal and professional conduct while on placement, students are expected to be punctual, listen actively, communicate clearly and appropriately, maintain confidentiality, and always show respect for all individuals and community groups they encounter.

Specifically, RDN encourages students to:

- Engage with and ask questions of the health professionals encountered during placement regarding their knowledge and experience, the rural community, and their scope of practise working as a rural clinician
- Proactively seek out social, community, and clinical experiences and embrace those opportunities with grace and enthusiasm
- Be open and receptive to information, guidance, and constructive comments
- Engage in responsible decision making

Students are to keep a daily journal/diary of their activities and experiences during the placement. That document along with a report summarising the placement experience is to be submitted to RDN, at which time, students will receive their final Bush Bursary payment.

4. Role of Councils

Rural councils are contacted by RDN to engage with and financially support the program. Councils willing to engage will assign their own council/community contact who will liaise with RDN throughout the process of organising the placement.

The designated contact is to work in collaboration with RDN as well as health services and social/community groups within their LGA to develop a 12 day schedule for the placement.

With the goal in mind of creating an enjoyable immersion experience of living and working in rural NSW, and specifically within the placement LGA, a contact collaborating with community members on the ground is usually best placed to develop an itinerary showcasing their LGA. In the event that assistance is required for the development of an itinerary, RDN will oversee and support the work of the contact where required, providing support and advice in organising an immersive, diverse, engaging, and safe placement program.

In practice, the main responsibilities of councils participating in the program are as follows:

- Provide accommodation for students for the duration of their stay in the LGA
 - In the event that non-council and non-health service accommodation, and therefore payment, is required, a maximum of \$500 will be deducted from the student's funding amount, with RDN to pay the balance
- Work with health care facilities and other key stakeholders to be involved in the placement to determine an appropriate time to undertake the placement, specifically ensuring that health care facilities will have the capacity to host the students during their stay
- Link with health care providers and services within the community to engage in the program and collaborate with them to arrange time(s) for students to undertake placements within the facilities
- Link with social and community groups (i.e. CWA, Rotary Club, etc.) to engage in the program and arrange time(s) for students to meet the respective groups and individuals, ensuring rich social and community engagement over the course of their stay
- Ensure all services, accommodation, and social/community groups are safe for student engagement
- Provide students with a placement itinerary at minimum two weeks before the start of their placement
- Be the main point of call to provide on the ground support within the community in the case of unforeseen circumstances (i.e. becoming locked out of accommodation)

5. Role of Health Care Professionals

Health care facilities are contacted by the council appointed contact or by RDN to organise a suitable time(s) for students on placement to shadow a health care professional(s) working at the facility.

Clinicians willing to participate are to share their knowledge, skills, and experiences with the students, acting in the capacity of a mentor and positive role model for the time the student spends in the facility. Where appropriate, professionals are encouraged to provide guidance and constructive feedback around both clinical and career topics.

Placements within facilities are undertaken on an observership basis. Any potential hands-on clinical experiences are negotiated between the student and the provider and are outside the scope of RDN's involvement.

As such, there are no clinical outcomes to be met and no additional paperwork required of clinicians or facilities who host students.

6. Role of Rural Doctor's Network

Rural Doctors Network facilitates and oversees the program.

Ensuring that the program runs effectively requires RDN to liaise with various stakeholders throughout the course of the program each year. The main stakeholders RDN work with each year are councils and students, though communication and collaboration can and does happen with other parties as required.

Engagement with Councils

Each year, RDN will make contact with rural councils of NSW to invite them to engage with the program.

RDN will then liaise with participating councils to determine the level of support required by the council and their designated contact to develop an enriching and immersive placement program. Ideally, the designated contact will undertake the majority of placement development due to their expertise on their LGA, but RDN will provide support and assistance as needed and as capacity allows.

As the placement draws closer, RDN will be in touch with councils and their designated contacts to connect them with the students undertaking a placement within their LGA. RDN is to ensure all parties are aware of the specifics of the placement.

Throughout the placement period, RDN will be available to assist with any concerns that arise.

Finally, after the placement is complete, RDN will collate students' diaries and placement reports to include in a report to the council, which will be sent via email. The timeline for councils and contacts to receive their report varies depending on when the placement takes place, but will typically be between January and March.

Engagement with Students

RDN holds the responsibility of promoting the program to students. This is achieved through various means, including presentations at universities throughout the state, electronic direct mail marketing, social media, and other methods.

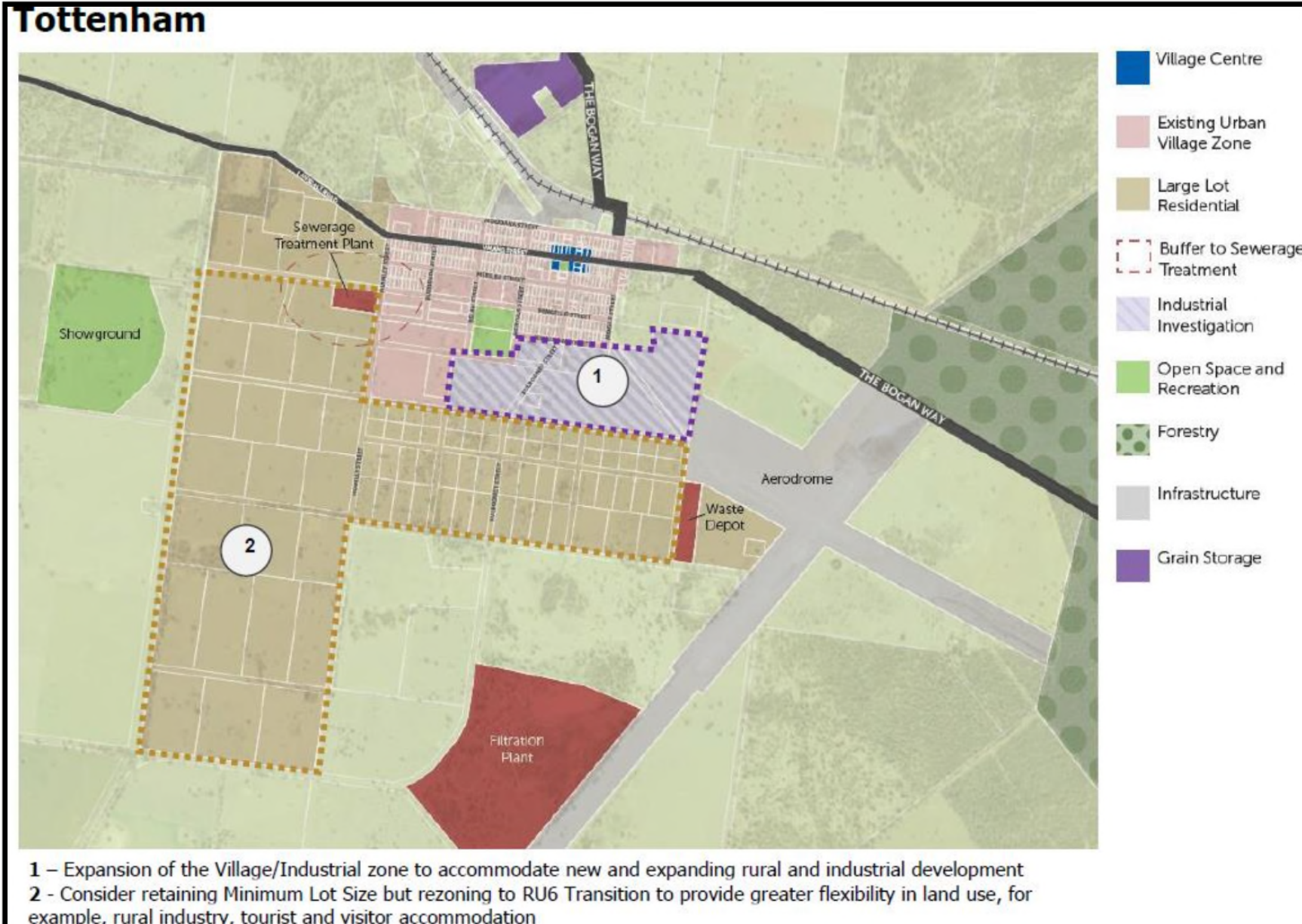
Applications for the program will be facilitated by RDN. After the application period concludes, RDN will review all submitted applications and select applicants to proceed to the interview stage. RDN will then conduct virtual interviews and make the final decision on which students are granted a spot on the program. All students will be informed of the outcome of their application whether successful or not.

Once selections are finalised, RDN will engage with students to understand their placement preferences, and will endeavour to include those in the development of the placement program where possible. RDN will pair students and allocate them to a participating council. Prior to placements commencing, RDN will provide e-learning modules to students and collate documentation needed to undertake placement. RDN will also be available to provide advice and guidance in the lead up to and then during the placement.

As the placement draws closer, RDN will link students and council contacts and ensure all parties are aware of placement specifics.

RDN will be available to assist with any concerns that arise during the placement period.

After the placement is complete, RDN will receive and process students' diaries, placement reports, and program evaluations.



Guy Marchant

From: Liam Harris [REDACTED]
Sent: Saturday, 20 April 2024 12:00 PM
To: Council
Subject: OpenCities Enquiry about Goana Manor

Hi, just a quick pointer about the Goana manor demolishing situation.

From what I've been hearing from customers that come into our shop, there's a lot more talk about the mural painted on the manor being the larger concern. People seem to understand the Idea of the building being unsafe once it's explained to them, but keep mentioning having the mural gone is the bigger concern.

So what if the building was demolished, but the wall with the mural was left up? Structurally reinforce it, build something around it to make it safer, maybe even put a small park or seating arrangement around it so it can be viewed. That could show that the council views are trying to keep in line with community chatter and are willing to meet half way.

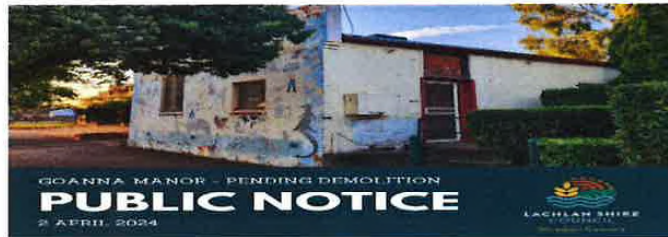
Thanks.

Liam Harris

URGENT ACTION REQUIRED!!!

We the undersigned Members of the Condobolin Community are concerned that Lachlan Shire Council has voted to demolish Goanna Manor without first considering alternative Community options for the use of this historically significant building.

We would like to see this decision reviewed and revoked.



| Name | Address | Contact Number |
|------------------|---|-----------------|
| Pauline Robinson | 4 Maiden Gully Vic. | 68952487 ✓ both |
| Nad Carey | 22 GATENB-1st Condo | — |
| Denise Watt | 2 Doyle St Con. | 68952802 |
| Jay Thomas | 205 Bathurst Condo | |
| REXPRESS | Mieqbil, 10960 Lachlan Valley Way Condo | 0488 750 388 |

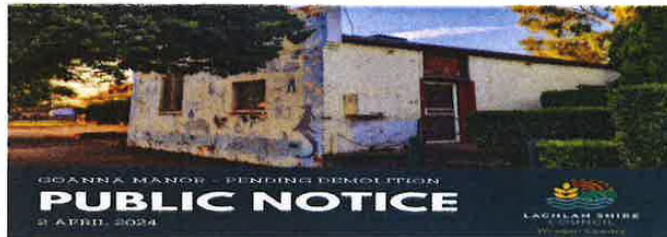
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| Name | Address | Contact Number |
|---------------|--------------------------------|----------------|
| C Wheeler | 22 Rogers St Condobolin | 68952533 |
| D Weatherall | 3 Cunningham St | 0481012438 |
| A. Brown | 24 Myregor St | 0455327102 |
| A Brick | 3368 Crown Camp rd | 0428719371 |
| Michele Croot | 377 Simpson Lane Myall Park | 0428 691641 |

| Name | Address | Contact Number |
|------------------|------------------------|----------------|
| Suzanne Mitchell | 1 MILLER ST CONDOROLIN | 0439 367 605 |
| Heather Blackley | 2 Innes St, Condobolin | |
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We would like to see this decision reviewed and revoked.



| Name | Address | Contact Number |
|-----------------|--------------------------|----------------|
| Mick Ticehurst | 10070 Lachlan Valley way | 0499233772 |
| Alison mooney | Hassans lane Condo | 0427042672 |
| KEITH SKEEN | 7 BRADY ST COND | 0423638158 |
| MARGARET BAXTER | 5 FAY ST Condo | 0427 151259 |
| | | |

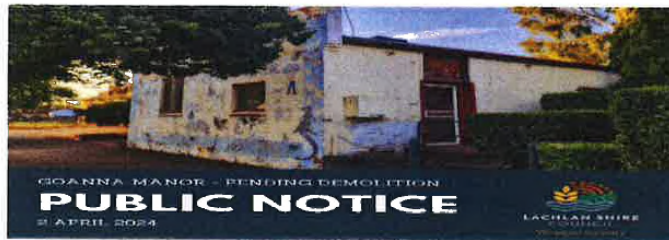
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URGENT ACTION REQUIRED!!!

We the undersigned Members of the Condobolin Community are concerned that Lachlan Shire Council has voted to demolish Goanna Manor without first considering alternative Community options for the use of this historically significant building.

We would like to see this decision reviewed and revoked.



| Name | Address | Contact Number |
|----------------|--------------------------|----------------|
| Mandy Black. | 42 Busby St. Condobolin. | 04 39850555 |
| LAUREL GIBSON | 16 OFFICERS ADE CONDOLIN | 02 68 952831 |
| MARIAN GUTHRIE | 44 BUSBY ST CONDOLIN | 02 68 953413 |
| JANICE GOX | 52 DRANG ST CONDOLIN | 02 68 95 2296 |
| | | |

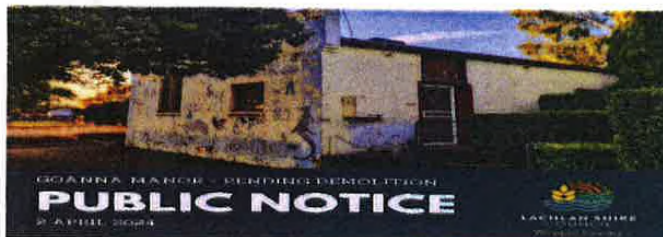
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| Name | Address | Contact Number |
|------------------|---------------------|----------------|
| JEAN PIPER | 21 ONLEY ST Cond | 0437953452 |
| Nola Reeves | Madline ST. | 0458291944 |
| Eline Fitzgerald | 118 Henry Poles Way | 0407191130 |
| Sook TANSWELL | 2 Goodwill | |
| KEITH SKEEN | 7 BRADY ST COND | 0423638158 |

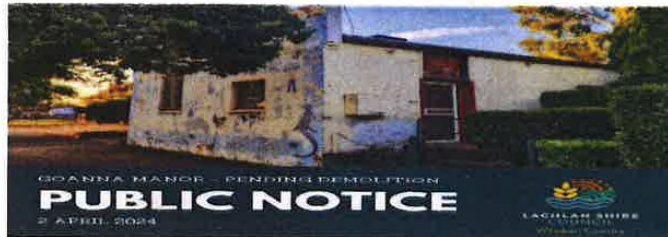
| Name | Address | Contact Number |
|-------------------|--------------------------------|----------------|
| Iain Track | 278 north forbes RD | 0429 729181 |
| John Bell | 8299 Henry Parkes Way Dringery | 0458 675248 |
| Peter Gwyn | 153 Dalhurst St | |
| Jade Thomas | — | — |
| Susi Brangwin | Condo | 0459 304 317. |
| David Brangwin | Condo boln | 0428 578 552. |
| Phil Kison | ORANGE | 0429 610 485 |
| Col Hope | 25 Turner St | — |
| Maree Hawton | Condo boln | — |
| Lorraine Barnes | Crouch St | |
| Alan Barnes | Crouch St. | |
| Michael Ticehurst | 44 Napier St | — |
| Lawn Kruse | " " | — |
| Kelly Worthington | Condo boln | 0472 56845 |
| Jennifer Brady | 108 Parkes Rd Condo | — |

| Name | Address | Contact Number |
|------------------|-----------------------|-----------------|
| Noah Turner | 10 Marsden St | 0457 362 625 |
| WAYNE WICK | 12 TURNER | 0428 17 12 96 |
| Mark Marshall | 3 Sten House | 0419 7911 99 |
| ALAN BARNES | 6 CROUCH ST | 0432 305956 - |
| I. Haworth | 390 Carawatha Rd | 0427 0310 89 |
| Gyphay Stahl | Condo - | 0490 543 - 600. |
| Terrence O'Byrne | Brady St Condo | |
| Joe Kiss | 92 Orange St | 0428 952210 |
| BRODIE ATKINSON | 8 BRADY ST | 0434 555043 |
| Wayne Brand | 28 Denison ST | |
| Alexa Ren | 176 Bathurst St Condo | 04 |
| gents | CONDO | |
| M Mory | Condo | 0428 985892 |
| | | |

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| Name | Address | Contact Number |
|--------------|----------------------|----------------|
| Steve Taylor | "BANDOL" Condobolin | 0409320177 |
| S Pannaby | 38 Moulden St Condob | 0428952644 |
| Reeshaw | 14 Melrose St Conde | 0415955064 |
| | | |
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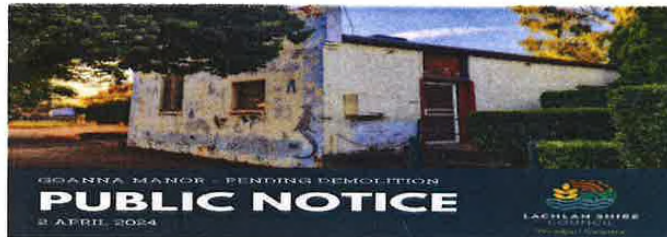
| Name | Address | Contact Number |
|------------------|----------------------|----------------|
| Rebecca McKelvie | 16 Hughes St, Condo | 0497 821 921 |
| Merwyn Nighton | 4 Gookbang St, Condo | 0459533008 |
| Amanda Cole | 23 Gordon St Condo | 0402690993. |
| Tina Harris | 35 William St Condo | 0475 694 168 |
| Ellen Doole | 15 mnes st Condo | 0481 194 810 |

| Name | Address | Contact Number |
|------------------|-------------------------|------------------------------|
| Louise Davis | 53 Mc Donnell St. Condo | 0488 0456 808 401 |
| A Ganssen | 90 Mowat St Condo | |
| Marilyn Singh | 3 Mahonga St Condo | 0472 734 696 |
| Colleen Campbell | 7 Miller St Condo | 0488 508 523 |
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| Name | Address | Contact Number |
|-----------------------------|------------------|----------------|
| Chloey Powell | 1 Oxely Street | 0484528599 |
| Amanda Hull | 5 Lestrangle St | 0481380075 |
| BREIT MICHIE | 3 WATTLE ST | |
| Steve Hughes | 3/63 Bathurst st | 0459218729 |
| Cara Powell /Jeston Benedic | 31 Craft Cres | 0401015851 |

11

| Name | Address | Contact Number |
|--------------------------|------------------|----------------|
| M PAUSEY | 20 Melroses St | 04030004 |
| S. Johnson | 50 William ST | 0434 482 726. |
| M. Johnson | 28 McGregor St | 0421387067 |
| A. Rosberg | 14 Church St | 0428132292 |
| Peter Gwyn | 153 Bathurst St. | |
| Adam Brown | 24 McGregor St | 0455327107. |
| RALPH MARTIN | 122 OFFICERS RD | 0428953435 |
| Paul Hazara | 1 Oxley St | 045290867 |
| Walter Wilson | | |
| Blake Jansin | 5 Oxley St. | |
| E. E. Benbow | _____ | _____ |
| Sarah O'Shea | 14 Miller St | |
| SCOTT ELLIOTT | 82 Orange St | 0428339655 |
| Mary Weston | 3 Hall St | 0401803068. |
| PETER MCNEILY | 107- MCNEILS ST | 0429667770 |

| Name | Address | Contact Number |
|-----------------------|---------------------------|----------------|
| Sandra Richi | 2 Croobang St Condok | 0487729056 |
| Samantha Saddle | 1 Hall St | 0488337001 |
| DARAL DICE | 8 BRADY | 0434241728 |
| BRODIE ATKINSON | — | — |
| David Wend | 75 Oung St | 0419120004 |
| Joanne Price | 22 Church St OOTHA | 0427391397 |
| Waye Brandy | 28 Denison St | |
| DAVID FORBES | — | 0427687009 |
| Guann colliss | 7 Evansham | |
| JASON Kirby | DAVID | |
| KERRY COE | 20 ^A molong st | |
| Nataya Brandy | 4/32 Oxley St | |
| Dey Coe | 4/32 Oxley St | |
| Desmond Ritchie | 73 Orange St | |
| Elizabeth Keen | 2 C'Estrange St | |

Contact Us Form



Submitted on 3 Apr 2024, 4:34PM
 Receipt number 41
 Related form version 0

Your Details

First Name Sue
 Last Name Thomas
 Email Address [REDACTED]
 Phone Number [REDACTED]
 Address [REDACTED]
 Preferred Contact Method
 Phone
 Email

Details of Request

Talk to us about Planning / Building
 Other (please specify)
 Request information
 I see that Goanna Manor is up for demolition. Some years back Family Support had a drop in centre Country Kids. Would it be appropriate for Family Support to use the centre for a similar purpose? We have a new staff member who is a keen Furniture restorer and would be happy to help young parents learn to redo old furniture.... At the same time, we are helping some parents with some parenting tips or sharing problems with a willing and supportive ear. Not sure if the building would be suitable with a little tidy up?

██████████
Invergowrie 2350
NSW
11th April 2024

Mr Tony Greg
General Manager
Lachal Shire Council
PO Box 216,
CONDOBLIN NSW 2877

Dear Tony,

I'm writing to you in regard to the proposed demolition of Goanna Manor. I was one of the artists involved in creating the mural on the front of the building. I was Judith-Ann Bahr, daughter of May and Bill Bahr, formerly of 44 William Street Condobolin.

The project to create the mural was initiated by The Central Western Region Community Arts Committee in 1984 and involved myself, my parents and a large number of individuals and businesses in Condobolin. It represents a significant part of the community's history and is a legacy to all involved including myself. Speaking as one of the artists, indeed any artist would not like to see their work destroyed. I ask you to not allow this building and its mural to be demolished .

Thank you for your time. Looking forward to your reply.

Yours respectivley,

Judith-Ann Betts

Judith-Ann Betts

2 April 2024
 Mayor: Councillor Paul Phillips
 General Manager: Greg Tory



FOR IMMEDIATE RELEASE

PUBLIC NOTICE

GOANNA MANOR – PENDING DEMOLITION

At the Ordinary Meeting of Council held on 29 November 2023, Council considered a report regarding options available for the future of Goanna Manor, in Bathurst Street Condobolin.

Due to the dilapidated state of the building and the estimated costs associated to make the building safe exceeding \$237,000, Council resolved to demolish the building. This decision is subject to historic and photographic records being gathered, particularly in regard to the mural, and community consultation being undertaken.

Council staff are actively engaging with representatives from Lachlan Arts Council to record the details behind the mural project including the name of those who participated in the project.

Council is now seeking the community’s feedback regarding the proposed demolition. Submissions can be made by any of the following methods:

- Hand deliver: 58-64 Molong Street Condobolin
 Or 35A foster Street Lake Cargelligo
- Post: PO Box 216, CONDOBLIN NSW 2877.
- Email: council@lachlan.nsw.gov.au
- Website: www.lachlan.nsw.gov.au (Select contact us on the home page)

All submissions must be received prior to 4:00pm Friday 26 April 2024.

ENDS

| | |
|--|---|
| Summary: Goanna Manor – pending demolition | |
| Authorised By: Greg Tory General Manager | Contact: Lachlan Shire Council Ph: (02) 6895 1900 |
| Distribution: Local Media, Council Website, Council Face book page. | |

26th APRIL 2024.

LACHLAN SHIRE COUNCIL
 RECEIVED
 30 APR 2024
 FILE NO.
 REFERRED TO: G. Marchant

GENERAL MANAGER.
 LACHLAN SHIRE COUNCIL.
 MR GARY TORY.
 58-64 MOLONE ST
 CONDOBOLIN
 NSW 2877

DEAR SIR,

I AM WRITING TO ASK THAT THE DECISION TO DEMOLISH GOANNA MANOR BE RECONSIDERED.

I DO NOT WANT TO SEE GOANNA MANOR DEMOLISHED.

THE BUILDING HAS HISTORICAL SIGNIFICANCE AND SHOULD BE KEPT AS PART OF OUR HERITAGE AND CONDOLIN STORY.

IN THE LATE 1800'S IT WAS BUILT FOR THE MUNICIPAL COUNCIL AS THE FIRST LIBRARY.

IT HAS MANY COMMUNITY USES SUCH AS: A FLORIST / CRAFT SHOP / A PRINTING OFFICE AND THEN IN THE 1980'S LACHLAN SHIRE HAD IT FOR AN OFFICE FOR TOURISM, RURAL SKILLS, COMMUNITY WORKER, AND FAMILY DAY CARE.

THE MURAL WAS PAINTED IN 1984 ASSISTED BY THE ARTS AND CRAFTS SOCIETY AND OVER 90 PEOPLE WORKED AND PAINTED THE DRAWINGS. THIS MURAL HAS PAINTINGS DEPICTING THE LIFESTYLE AND HISTORY OF CONDOLIN COMMUNITY.

THERE WAS AN ENORMOUS INPUT FROM THE ABORIGINAL COMMUNITY WHOSE NAMES ARE STILL ON THE WALL.

THIS SHOULD BE RESPECTED AND NOT
PULLED DOWN.

I AM A CWA MEMBER, COMMUNITY
MEMBER ON A FAMILY SUPPORT GROUP
AND INVOLVED IN MANY OTHER ISSUES
IN OUR GREAT COMMUNITY.

I CAN SEE THAT THIS BUILDING
WITH A LITTLE TLC. COULD BE USED
FOR SO MANY THINGS..

I WOULD ACTUALLY LIKE TO SEE IT
HANDLED OVER TO ONE OF OUR GROUPS.

IN THE COMMUNITY THAT COULD SPEND
A FEW DOLLARS ON IT AND USED FOR
GREATER THINGS.

THE GROUP I WOULD LIKE TO
SEE IT HANDLED TO WOULD BE

CONDORON FAMILY SUPPORT, THAT
DOES SO MANY YOUTH PROGRAMS
AND THIS WOULD BE IDEAL FOR
THEM. TO GET THE YOUTH WORKING
ON IT.

PLEASE THINK CAREFULLY BEFORE
WE LOSE ANOTHER ICONIC BUILDING
FROM OUR GREAT LITTLE TOWN.

Yours Sincerely

JAN PIPER

SIGNED [REDACTED]

CONTACT [REDACTED]

Cherise Small

From: Michael Schultz <michaelschultz@msn.com.au>
Sent: Friday, 12 April 2024 3:40 PM
To: Council
Subject: Lake Cargelligo Hospitality to Visitors

I would appreciate this email being passed on to Paul Phillips Mayor of Lachlan Shire

Dear Councillor Philips,
Congratulations on being the Lachlan Shire Councils Mayor.
I am writing to you specifically as Councillor of E Ward being Lake Cargelligo.
There were many comments of thanks to you for the nice paving along Foster Street.

We are two guys 83 and 73 who visited Lake Cargelligo from 5-9 April from Sydney.
Why did we come that answer is easy:
1. For two retired guys a short country visit to observe the Lachlan River and its water management i.e. weirs and irrigation.
2. The scenery driving to and from.
3. Interpretive signs were much appreciated here.

We visited, Condobolin, Tullibigeal, and other areas outside the shire, using Lake Cargelligo as the base it was easy.

During the stay in Lake Cargelligo, we wish to report the fabulous country hospitality we received which is not present in high populated cities like Sydney.

Examples were:

1. Passers by in the street of all ages and gender saying hi or more likely "how you going mate".
2. The friendly valuable advice from the Volunteers at the Visitors Bureau.
3. The Commercial Hotel for many good meals.
4. Fisho's for daily breakfasts .
5. The Mayfield Hotel at Tullibigeal for a Sunday Roast.

At all of the places above we met many patrons giving opportunity to ask questions on various things we have seen or going to visit.

Thank you Mayor Phillips and I do hope you can pass this on to the People of Lake Cargelligo with our thanks.

Kind regards,
Michael Schultz & Brian Mitchell
Sydney



16 April 2024

The Hon Chris Minns, MP
Premier of New South Wales
GPO Box 5341
SYDNEY NSW 2001

By email: 16 April 2024

Dear Premier,

RE: REGIONAL JOBS AND INVESTMENT FUNDS – ROYALTIES FOR REJUVENATION – RESOURCES FOR REGIONS

The Association of Mining and Energy Related Councils, the Mining and Energy Union and the NSW Minerals Council write concerning the NSW Government's commitment to support mining and energy communities as part of the NSW energy transition. The positions advanced in this correspondence have also been circulated amongst several councils which are not members of MERC in the Hunter, Central West, and North West and have had regard for the positions those councils have taken in relation to this same matter.

We welcome the Government's commitment to establish four jobs and investment authorities to support coal mining regions across NSW. We also recognise the Government's policy priorities of strengthening regional funding frameworks and ongoing sustainability of the NSW budget.

Two recent decisions taken by the NSW Government, however, cause us some concern. These are that Resources for Regions will not be carried forward as an ongoing program and that expenditure of the Royalties for Rejuvenation Fund is locked until 2028/29 or when the balance of the Fund reaches \$250 million.

Regional Economic Transition Funding – Royalties for Rejuvenation

Leading practice for responding to regional economic disruption has substantially changed in recent times with contemporary practice much more focused on early intervention, collaboration between stakeholders, and building regional adaptive capacity and resilience in advance of large industrial closures. Whilst the impact of the energy transition will have differing timing and impact across NSW regions, some communities will almost certainly be left behind if the support of the NSW Government is essentially suspended until 2028.

We are particularly concerned about regions which carry some of the following risk characteristics:

- Regions where market switching of thermal coal mining from domestic production to seaborne trade is not an option.

- Regions in which the deployment of renewable energy projects is likely to substantially overwhelm the resources of regional communities.
- Local government areas in which critical strategic land-use planning is required to leverage diversified industry investment. Particularly those regions where that work has not been adequately undertaken or will need to be re-evaluated in advance of large industrial closures. This work can be lengthy where ecological, heritage and other multi-criteria land use studies are required to support the re-use of former power stations and mines.
- Local government areas and regions have comparatively low existing levels of social advantage, and relatively poor workforce adaptive capacity and resilience. International experience demonstrates that substantial investment in STEM education and other initiatives which build workforce adaptive capacity in advance of economic disruption can substantially reduce the potential for entrenched economic and social disadvantage.

There is a real prospect, in our view, that the NSW Government's decision to suspend the resourcing of transitions management in any meaningful way until 2028 will result in entrenched social disadvantage in some NSW regions – even if the full extent of the outcomes is not appreciated for many years. We ask that the NSW Government reconsider its position.

Regional Mining Community Funding – Resources for Regions

Whilst we understand that the NSW Government wishes to review and re-frame its regional policy settings – including Resources for Regions – it is important to emphasise that Resources for Regions was, on the whole, working well. The policy filled a significant policy gap that existed prior to 2013, which led some communities in adjoining local government areas with mining activity bearing the impact of mining without having a revenue stream to adequately manage those impacts – particularly road impacts. The policy also partially addressed benefit sharing principles ensuring that local communities got a reasonable share of the value created by international-scale mining activity in their region.

We urge the NSW State Government to work more closely with our organisations and to swiftly identify adequate long-term funding streams to support the State's mining and energy regions going forward.

Our organisations would welcome the opportunity to meet with you to address this matter more directly.

Yours sincerely,



Dr Michael Askew
Executive Officer
NSW Mining and Energy Councils



Mr Stephen Galilee
Chief Executive Officer
NSW Minerals Council



Mr Grahame Kelly
General Secretary
Mining and Energy Union

CC:

*The Hon Daniel Mookhey, MLC
Treasurer*

*The Hon Courtney Houssos, MLC
Minister for Finance, Minister for Domestic Manufacturing and Government Procurement, and Minister for Natural Resources*

*The Hon Tara Moriarty, MLC
Minister for Agriculture, Minister for Regional New South Wales, and Minister for Western New South Wales*

Department of Planning, Housing and Infrastructure -
Office of Local Government



Ref: A896115
Contact: Performance Team
Phone: 02 4428 4100

Mr Greg Tory
General Manager
Lachlan Shire Council
PO Box 216
CONDOBOLIN NSW 2877

Via email: [REDACTED]

22 April 2024

Re Dispensing with By-election

Dear Mr Tory

Thank you for your letter of 4 April 2024 to the Minister for Local Government, the Hon. Ron Hoenig MP, regarding the absence of Councillor David Carter from 3 consecutive ordinary council meetings, which I understand has created a vacancy on Lachlan Shire Council's (Council) civic office. The Minister has referred your correspondence to me for response.

I note your advice that at its meeting of 3 April 2024, Council resolved to seek from the Minister an order under section 294 of the *Local Government Act 1993* (the Act) that this casual vacancy not be filled.

Under delegation from the Minister for Local Government and pursuant to section 294(2)(a) of the Act, I have determined to order that this casual vacancy in civic office not be filled.

This means that Council may dispense with the need to conduct a by-election to fill this casual vacancy. I shall notify the NSW Electoral Commissioner of my decision on today's date.

I trust my decision is of assistance to Council.

Yours sincerely

A handwritten signature in black ink, appearing to read "D Walther".

Douglas Walther
Acting Deputy Secretary
Office of Local Government

T 02 4428 4100 TTY 02 4428 4209, E olg@olg.nsw.gov.au
Locked Bag 3015 NOWRA NSW 2541
www.olg.nsw.gov.au



NSW Local Government Grants Commission
5 O'Keefe Avenue NOWRA NSW 2541
Locked Bag 3015 NOWRA NSW 2541

OUR REFERENCE: A893889
CONTACT: Helen Pearce
(02) 4428 4131
(02) 4428 4100
helen.pearce@olg.nsw.gov.au
olg@olg.nsw.gov.au

Mr Greg Tory
General Manager
Lachlan Shire Council

By email: greg.tory@lachlan.nsw.gov.au
cc: council@lachlan.nsw.gov.au

23 April 2024

Dear Mr Tory

This is an update to the letter emailed to Council in August 2023 containing advice about the 2023-24 Financial Assistance Grant (FA Grant) estimated entitlements (ref: A830268).

Following the Commonwealth's early payment of 100% of the 2023-24 FA Grant estimated entitlements on 27 June 2023, the Commission undertook a review of the payments and noticed a transposition discrepancy in the data, affecting Council's general purpose component (GPC) calculation.

To continue to apply the FA Grant funds consistently and equitably, the GPC calculation has subsequently been revised to reverse the discrepancy. The adjustment to be applied to Council's 2024-25 FA Grant estimated entitlement is \$-14,763.00. The adjustment will not affect future payments.

The Commission apologises for any inconvenience. If you have any questions, please contact me on (02) 4428 4131.

Yours sincerely

A handwritten signature in blue ink that reads 'Helen Pearce'.

Helen Pearce
Executive Officer

T 02 4428 4100 F 02 4428 4199 TTY 02 4428 4209
E olg@olg.nsw.gov.au
W <http://www.olg.nsw.gov.au>
(follow the "Commissions & Tribunals" links)





Advocacy Update

April 2024



**ONE VOICE
FOR COUNCILS**

Working in partnership across our sector we have collectively achieved some substantial wins.

Just over one year on from the NSW State Election, I'm pleased to provide an update on progress towards our **2023-2024 Local Government NSW advocacy priorities**.

Thank you to the councils that have amplified our campaigns (from cost shifting to the Emergency Services Levy), informed our advocacy agenda through motions submitted to our annual conferences, and joined in united advocacy on these critical matters for our sector and the communities we represent.



Yours sincerely






Cr Darriea Turley AM
President



ROADS AND INFRASTRUCTURE

| Asks | Outcomes |
|--|--|
| <p>We asked for a boost to needs based roads funding to respond to unprecedented damage</p> | <p> Roads to Recovery funding has been doubled from \$500 million to \$1 billion each year, and annual Black Spot funding has seen a \$40 million increase. However, significant cuts to federal infrastructure funding are disappointing.</p> <p>In NSW, the new Regional Emergency Road Repair Fund has delivered \$390 million to rural and regional councils as at March 2024.</p> |
| <p>We asked the NSW Government to protect local government ownership of council water utilities and invest in them to bolster water security.</p> | <p> In progress. In March 2024 the parliamentary inquiry into protecting water utilities from privatisation tabled its report recommending that the NSW Government:</p> <ul style="list-style-type: none"> • Consult extensively with councils to develop legislation to protect LWUs from privatisation, forced amalgamations and sell-offs. • Fund the Town Water Risk Reduction Program beyond Phase 2, determining the next phase of workstreams in consultation with the local water utilities sector. |

FINANCIAL SUSTAINABILITY

| Asks | Outcomes |
|---|---|
| <p>We asked for amendments to the rate peg methodology to prevent future financial shocks to the sector and to ultimately remove rate pegging.</p> | <p> IPART introduced a new methodology to more accurately reflect council costs, including an adjustment to fully cover the costs of any increases in the Emergency Services Levy. IPART has also advised it will consider whether there is a case for a special adjustment factor in a future rate peg for recent inflationary pressures.</p> |
| <p>We asked for the government to rebate increases in council Emergency Services Levy (ESL) contributions and replace the levy with a sustainable funding model.</p> | <p> In progress. While the NSW Government has ceased its rebates, councils now have a mechanism to recover the costs of any increase through the rate peg.</p> <p>Longer term, LGNSW is represented on the Treasurer’s new taskforce seeking a sustainable funding model for funding emergency services beyond the ESL.</p> |
| <p>We asked for a public inquiry into cost shifting in NSW to address the financial sustainability of local government, with a view to ending cost shifting.</p> | <p> Following on from the release of LGNSW’s cost shifting report, the Minister for Local Government initiated a parliamentary inquiry into the ability of councils to fund infrastructure and services. The inquiry will consider the impact of cost shifting and rate pegging on councils, reflecting the NSW Government’s acknowledgment that cost shifting is a real issue.</p> |
| <p>We asked for legislative amendments to make clear that Rural Fire Service mobile assets (the ‘Red Fleet’) are vested in the Rural Fire Service.</p> | <p> In progress. The Opposition has introduced a private members bill into parliament in line with our advocacy. The Minister for Local Government has acknowledged the seriousness of our position by initiating a parliamentary inquiry into the assets and funding of the RFS.</p> |
| <p>We asked for fairness, transparency, integrity and certainty of grant funding to councils.</p> | <p> In progress. In May 2023 new legislation passed parliament aiming to bolster the integrity and transparency of NSW Government grant funding arrangements. The legislation will require most grant information to be made publicly available unless there is an overriding public interest against disclosure of the information.</p> |

RESILIENCE TO NATURAL DISASTERS

| Asks | Outcomes |
|--|--|
| <p>We asked for increased funding for betterment, early warning and monitoring and community recovery officers in councils.</p> | <p>✓ The second round of the Australian Government's \$200m annual Disaster Ready Fund is now proceeding, after the success of round 1 which delivered millions in funding for council betterment and risk reduction projects.</p> <p>The Australian Government's independent inquiry into Disaster Recovery Funding Arrangements is also considering options for betterment, risk reduction and resilience and is expected to issue a final report in April. The level of need is vast, and we will continue to call for greater investment in betterment.</p> <p>The Bureau of Meteorology will acquire, upgrade and integrate local and state government-owned rain and river gauges into its existing flood warning network.</p> <p>Disaster impacted councils across NSW also continued to receive funding for community recovery officers following severe flooding.</p> |
| <p>We asked for proactive strategies to respond to natural disasters and adapt to climate risks.</p> | <p>✓ The NSW Government has released its first State Disaster Mitigation Plan following close consultation with the local government sector. The plan includes a priority action for the NSW Government to investigate options to support resourcing and capability-building in councils by the end of this year. It also provides further detail on the first Disaster Adaptation Plans that are being developed in partnership with councils.</p> |



ENVIRONMENT AND THE CIRCULAR ECONOMY

| Asks | Outcomes |
|---|--|
| <p>We asked for policies and programs to achieve the 2030 greenhouse gas emissions reduction target of 50% and the 2050 net zero emissions target.</p> | <p>✓ In progress. The Climate Change (Net Zero Future) Act, which commenced in December, enshrines whole-of-government climate action to deliver net zero by 2050.</p> <p>The NSW Government is aiming to establish a Net Zero Commission in the first half of 2024.</p> |
| <p>We asked for reinvestment of 100% of the Waste Levy to funding priority infrastructure and waste programs</p> | <p>— While we are yet to see action on reinvestment of the Waste Levy, the NSW Government has foreshadowed a review of the Levy will take place this year, presenting a key advocacy opportunity for our sector.</p> |
| <p>We asked for amendments to the Biodiversity Offsets Scheme to make it fit for purpose and address issues of over- and under-regulation.</p> | <p>✓ In progress. The NSW Government is now considering its response to the review of the Biodiversity Conservation Act. Many of the recommendations of the review aligned with LGNSW's advocacy, and the NSW Government response is expected in coming months.</p> |
| <p>We asked to protect koalas and their habitats and end logging in NSW native forests.</p> | <p>✓ In progress. The NSW Government has committed to creating a Great Koala National Park on the mid north coast, with \$80 million in funding.</p> |



SKILLS AND LABOUR SHORTAGE

| Asks | Outcomes |
|--|--|
| <p>We asked for investment in skills, training, professional development and cadetships to support current and future local government workforce needs.</p> | <p>✔ In progress. Some good initiatives have been rolled out, including grants for 74 councils for cadetships for the next generation of council planners, and fee-free training for councils and Joint Organisations to upskill and reskill staff in water operation roles.</p> |



RURAL, REGIONAL AND COMMUNITY HEALTH

| Asks | Outcomes |
|---|---|
| <p>We asked for full implementation of the recommendations of the parliamentary inquiry into rural and regional health services.</p> | <p>✔ In progress. The NSW Government has committed to implementing the recommendations in full. A series of further parliamentary inquiries are monitoring progress.</p> |
| <p>We asked for increased funding for specialised youth and community wellbeing and mental health services to bolster resilience, particularly after disaster.</p> | <p>✔ In progress. The new State Disaster Mitigation Plan includes an action to develop a framework for social infrastructure and cohesion with a focus on natural hazard risk, which will detail funding needs.</p> |



STRONGER COMMUNITIES

| Asks | Outcomes |
|---|--|
| <p>We asked for a local government Closing the Gap grant program.</p> | <p>✓ In progress. The role of councils in has been recognised through LGNSW being invited as a signatory for the new NSW Partnership Agreement for Closing the Gap. However, council contributions have not yet been accelerated with NSW Government funding support.</p> |
| <p>We asked for investment in community safety and crime prevention.</p> | <p>✓ In progress. The NSW Government has announced \$12.9m for crime prevention initiatives such as expansion of youth action meetings in nine police districts and justice reinvestment grants. The NSW Government has also initiated an inquiry into community safety in regional and rural communities.</p> |
| <p>We asked for council early childhood education and care services to be eligible for all new funding programs for that sector.</p> | <p>✓ Council services have been eligible for new funding programs, including \$12 million for workforce skills and training for the early childhood sector.</p> |
| <p>We asked the equitable distribution of arts and culture funding across NSW.</p> | <p>✓ In progress. The remit of the NSW 24 Hour Economy Commissioner has been expanded beyond greater Sydney to the whole of NSW.</p> <p>The NSW Government has released a new Arts, Culture and Creative Industry Policy for NSW. While a promising start that makes multiple mentions of partnering with local government, the policy does not yet have associated funding.</p> |



HOUSING AND HOMELESSNESS

| Asks | Outcomes |
|---|--|
| <p>We asked governments to build 5,000 additional units of public and social housing each year for the next 10 years to contribute to addressing the homelessness and housing affordability crisis right across NSW.</p> | <p> Disappointingly, NSW is yet to see substantial investment in public and social housing after decades of neglect.</p> |
| <p>We asked for minimum targets for public, social and affordable housing.</p> | <p> NSW Government has committed that any properties on surplus government land will be subject to a mandatory minimum of 30% social and affordable housing.</p> |
| <p>We asked for a ministry solely dedicated to addressing homelessness and the housing crisis.</p> | <p> In progress. NSW now has a Minister for Housing and Homelessness, and a new agency (Homes NSW) to bring together maintenance, tenant services and homelessness support.</p> |



PLANNING

| Asks | Outcomes |
|---|--|
| <p>We asked the NSW Government to commit to councils being empowered to make decisions about development that affects their communities.</p> | <p> LGNSW remains concerned that the NSW Government is not working in genuine partnership with councils and communities to deliver density done well. Councils want to support housing growth in locations where their communities have been consulted and there is a plan for enabling infrastructure in place to support it.</p> |
| <p>We asked for local government not to be any worse off under future infrastructure contribution reforms.</p> | <p> The NSW Government amended legislation for state infrastructure contributions, again committing not to make changes to local contributions collected by councils. At the same time, the reforms established a grant funding stream of up to \$1 billion over ten years for councils to deliver local infrastructure.</p> |
| <p>We asked for urgent improvements to address issues with the planning portal.</p> | <p> In progress. While significant challenges remain, the NSW Government has prioritised addressing a backlog of issues, moved to limit the schedule of major changes to the Portal to reduce operational impact on councils and established new reference groups with councils to inform continuous improvement of the portal.</p> |
| <p>We asked for the government to address the issue of 'zombie developments' (delayed implementation of decades-old development consents).</p> | <p> In progress. The NSW Government has initiated a parliamentary inquiry into historical development consents, which will also consider policy and legal solutions to address concerns.</p> |
| <p>We asked for adoption of new accessibility standards for housing that have recently been inserted in the national construction code.</p> | <p> Disappointingly, NSW remains one of just two states that have not adopted the new standards.</p> |

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Department of Planning, Housing and Infrastructure



Pre-election guide for councils

April 2024

olg.nsw.gov.au





Acknowledgement of Country

The Department of Planning, Housing and Infrastructure acknowledges that it stands on Aboriginal land. We acknowledge the Traditional Custodians of the land, and we show our respect for Elders past and present through thoughtful and collaborative approaches to our work, seeking to demonstrate our ongoing commitment to providing places in which Aboriginal people are included socially, culturally and economically.

Published by NSW Department of Planning, Housing and Infrastructure

olg.nsw.gov.au

Pre-election guide for councils

First published: April 2024

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Introduction

This Guide provides comprehensive guidance to councils on key tasks that need to be completed prior to the 2024 Local Government elections. The Guide also provides guidance on the rules, restrictions and other considerations that apply to the decisions councils make and the way they exercise their functions in the lead up to the election. The Local Government elections are due to be held on Saturday, 14 September 2024.

Preparation and confirmation of non-residential electoral rolls

Under the *Local Government Act 1993* (the Act), all non-resident owners, occupiers and ratepaying lessees of rateable land in each local government area are eligible to vote at Local Government elections. These electors are referred to as 'non-residential electors'.

There are two non-residential rolls:

- the roll of non-resident owners of rateable land, and
- the roll of occupiers and rate-paying lessees.

These are referred to as the non-residential rolls.

After each election, the non-residential rolls lapse and the general manager must prepare new rolls for the next election and keep them updated.

Councils need to ensure that everyone eligible to vote at their elections, including non-residential electors, can do so.

Councils should provide information, including eligibility criteria and the process for making a claim for inclusion on the non-residential rolls on their websites.

Councils should also make their customer service staff aware of this so that they can assist any person wishing to make a claim for inclusion on the rolls.

The non-residential rolls must include the names of the persons who:

- have applied, at any time, for the inclusion of their name in the relevant roll, and

- on the closing date (40 days prior to election day) are, in the opinion of the general manager, qualified for inclusion in that roll.

This means that when preparing the non-residential rolls, the general manager must:

- include the names of all persons who have previously applied for enrolment, and
- check that those persons continue to be eligible to be enrolled.

Forty days before election day, general managers must finalise the non-residential rolls.

In the case of Local Government elections administered by the NSW Electoral Commissioner (NSWEC), the general manager must certify each roll as being, in the general manager's opinion, a roll of the persons who on the closing date are qualified for inclusion in the roll. The NSWEC must confirm the non-residential rolls after they are certified by the general manager.

In the case of Local Government elections administered by a provider other than the NSWEC, the general manager must confirm each roll if, in the general manager's opinion, the roll contains the names of the persons who on the closing date are qualified for inclusion in the roll.

Further information about the preparation of non-residential rolls is available on the NSWEC's website at www.elections.nsw.gov.au.

Information for candidates

Nominations open at 8am on 5 August 2024 and close 12pm on 14 August 2024.

Further information about how to nominate and register as a candidate is available on the NSWEC’s website at www.elections.nsw.gov.au.

The NSWEC provides support and assistance to candidates to help them understand their legal obligations regarding political donations and electoral expenditure.

Pre-election candidate information sessions

Councils are encouraged to conduct at least one pre-election candidate information session prior to nominations closing on 14 August 2024.

Candidate training tool

The Office of Local Government (OLG) will launch an online candidate information tool.

The interactive resource provides candidates with an introduction to the roles and responsibilities of councils and councillors.

It is designed to equip candidates with an understanding of what their role and responsibilities will be as a councillor if they are elected.

The tool will be available on OLG’s website at www.olg.nsw.gov.au.



Use of council resources, council publications and other activities prior to the elections

Councils and all council officials should be mindful of the need to maintain community confidence in the integrity of the performance of the council's functions and activities in the lead-up to elections.

Councils also need to be mindful of how the community may perceive any of their activities or actions during this time.

Use of council resources for election purposes

Council resources (including council information) are public resources and must be used ethically, effectively, efficiently, and carefully.

The rules governing the use of council resources for election purposes are prescribed under the *Model Code of Conduct for Local Councils in NSW* (the Model Code of Conduct) and councils' adopted codes of conduct. There are two key obligations:

- Clause 8.17: This provides that council resources (including council staff), property or facilities must not be used for the purpose of assisting anyone's election campaign unless the resources, property or facilities are otherwise available for use or hire by the public and any publicly advertised fee is paid for use of the resources, property, or facility.
- Clause 8.18: This provides that council letterhead, council crests, council email or social media or other information that could give the appearance it is official council material must not be used for the purpose of assisting anyone's election campaign.

Councils and all council officials should consider the following matters to ensure compliance with clauses 8.17 and 8.18:

- council "resources" include council ICT (including phones, social media sites, email addresses), intellectual property, staff and council facilities
- council resources including intellectual property should not be used by candidates in such a way to suggest they are supported or endorsed by the council
- the prohibition on the use of council resources does not only apply to each councillor's election campaign – it also applies to the election campaigns of other candidates
- the prohibition on the use of council resources also applies to council staff who are campaigning for election to another council or supporting the election campaign of candidates
- it is permissible to use council facilities but on the same terms as all other candidates including the payment of any advertised fee for use
- breaches by councillors and staff are grounds for disciplinary action.

Staff political activities

There is no outright ban on staff participation in candidates' campaigns under the Model Code of Conduct.

This is in recognition of the implied freedom of political communication under the Australian Constitution. This provides that legislation cannot impermissibly burden political communication

(including participation in political activities) other than for a legitimate public purpose and only in a way that is proportionate to that purpose.

However, clause 7.5(b) of the Model Code of Conduct places an obligation on staff to ensure that any participation in political activities outside the service of the council does not interfere with the performance of their official duties.

Risks to manage in relation to staff participation in political activities include the following:

- staff do not participate in campaigning activities during work time
- staff do not use council resources for campaigning purposes (see clauses 8.17 and 8.18)
- managing interactions between staff and councillors whose campaigns they are supporting
- managing community perceptions arising from council staff participation in councillors' campaigns.

Council publications during the “regulated period”

To keep elections fair, and ensure voters are not misled, there are strict rules about the information that candidates and their supporters can publish or distribute.

These rules are prescribed under the *Local Government (General) Regulation 2021* (the Regulation) and are enforced by the relevant election manager.

These rules apply during what is known as the “regulated period”. The “regulated period” starts when the electoral rolls close 40 days before election day and ends on election day.

The key requirement is that all “electoral material” published or distributed during the “regulated period” must contain the name and address of the person who authorised the material and the name and address of the printer.

This is an important electoral integrity measure which is designed to ensure electors can verify the bona fides of electoral material that is printed, published, distributed, or publicly

displayed for campaigning purposes during the “regulated period”.

The key definitions are contained in clause 356A of the Regulation.

“Electoral material” is defined very broadly under the Regulation. It means anything, including without limitation a ‘how-to-vote’ card, poster, or advertisement, containing “electoral matter” (whether in a tangible or an electronic form).

“Electoral matter” is in turn defined to include:

- any matter that is intended or calculated or likely to affect or is capable of affecting the result of any election held or to be held or that is intended or calculated or likely to influence or is capable of influencing an elector in relation to the casting of his or her vote at any election, or
- the name of a candidate at any election, the name of the party of any such candidate, the name or address of the committee rooms of any such candidate or party, the photograph of any such candidate, and any drawing or printed matter that purports to depict any such candidate or to be a likeness or representation of any such candidate.

Councils need to be aware that their publications may contain “electoral matter” and may therefore be inadvertently captured within the definition of “electoral material”.

Whether a council publication constitutes “electoral material” is an assessment that needs to be made by each council on a case-by-case basis.

A council publication that makes no reference to the mayor or councillors who are candidates and does not carry their images or statements will not constitute “electoral material” if it is not intended or likely to affect voting at the election.

However, council publications that promote the achievements of the council may potentially have this effect and therefore may constitute “electoral material” even if they do not carry the images or statements of the mayor or councillors.

Affected publications may include:

- the mayoral column where the mayor is a candidate
- any publication or material carrying the name and/or images of the mayor or councillors who are candidates.

The requirements that apply to council publications published or distributed during the “regulated period” containing “electoral matter” can be easily satisfied by including the name and address of the general manager and the printer of the publication.

However, the perceptions that this may give rise to, including that the council is a participant in the election and that council resources may be seen to have been utilised to support the campaigns of the incumbent mayor and councillors, are not as easily addressed.

Mitigation strategies to address this risk may include:

- publishing the mayoral column in the 40 days preceding the election as a generic council column
- deferring issuing potentially affected publications until after the election.

Attendance at community events

Mayors and councillors will continue to need to exercise their official functions in the lead up to the election. This is both permissible and appropriate.

Mayors or councillors who are candidates may continue to attend or preside over council-arranged or community events in the lead up to the election in an official capacity.

However, mayors or councillors who are candidates must not use council arranged events that they attend in an official capacity to actively campaign for re-election.

Media comment

There is nothing to prevent the mayor or councillors who are candidates from offering media comment, provided that comment is not made in an advertisement, newspaper column, or a radio or television broadcast paid for by the council or produced by the council or with council resources.

When making media and any other public comment, mayors and councillors should continue to comply with the council's adopted media policy.



Council decision-making

Caretaker restrictions

Under the Regulation, councils are required to assume a “caretaker” role in the four weeks preceding the election day (see section 393B).

The caretaker restrictions are designed to prevent outgoing councils from making major decisions that will bind the new council or limit its actions.

The caretaker period for the 2024 Local Government elections commences on Friday 16 August 2024 and ends on Saturday 14 September 2024.

During the caretaker period, councils, general managers, and other delegates of councils (other than a joint regional planning panel, a local planning panel or the Central Sydney Planning Committee) must not exercise the following functions:

- enter into any contract or undertaking involving an expenditure or receipt by the council of an amount equal to or greater than \$150,000 or 1% of the council’s revenue from rates in the preceding financial year (whichever is the larger)
- determine a “controversial development application”, except where a failure to make such a determination would give rise to a deemed refusal, or such a deemed refusal arose before the commencement of the caretaker period, or
- appoint or reappoint the council’s general manager (except for temporary appointments).

“Controversial development application” means a development application for designated development under section 4.10 of the *Environmental Planning and Assessment Act 1979* for which at least 25 persons have made submissions during community consultation.

Councils should plan ahead to avoid the need to make these types of decisions during the caretaker period.

In certain circumstances, these functions may be exercised with the approval of the Minister

Timing of the first meeting of the new council following the election

Postal votes may be received for up to 13 days after election day.

This means that councils’ elections are not likely to be declared before 30 September 2024.

Councils should schedule the timing of their first meetings following the election on this basis.

Councils that elect their mayor must hold a mayoral election within 3 weeks of the declaration of the ordinary election and are required to schedule a meeting for this purpose within 3 weeks of the declaration of the election. However, councils coming out of administration who elect their mayors must hold a mayoral election within 14 days of the declaration of the ordinary election.

Delegations during the election period

Under the Act, all current councillors and mayors elected by the councillors cease to hold their civic offices on election day 14 September 2024.

This means that councils will be without a governing body from 14 September 2024 until the declaration of the election on 30 September 2024 at the earliest.

As noted above, councils that elect their mayor will be required to meet within 14 days or 3 weeks of the declaration of the ordinary election to hold a mayoral election.

Prior to the election, councils should ensure that appropriate delegations are in place for their general managers so that they can continue to exercise the functions of the council as required in the period between election day and the first meeting of the council following the election.

Councils may wish to consider delegating all delegable functions to the general manager at the last meeting before the election for the period between election day and the first meeting of the council following the election.

Councils that elect their mayors will not have a mayor in the period between election day and the first meeting after the election when the mayoral election is held.

There is nothing to prevent councils from authorising the general manager to exercise the civic and ceremonial functions normally exercised by the mayor during this period in the absence of a mayor.

OLG is aware that some councils that elect their mayors have expressed a preference that the outgoing mayor should continue to exercise the functions of mayor in the period between election day and the holding of the mayoral election after the election.

There is nothing to prevent councils from authorising the outgoing mayor to continue to exercise the civic and ceremonial functions normally exercised by the mayor during this period in the absence of a mayor should they wish to do so (even though the outgoing mayor will have ceased to hold any civic office in the council as of the day of the election).

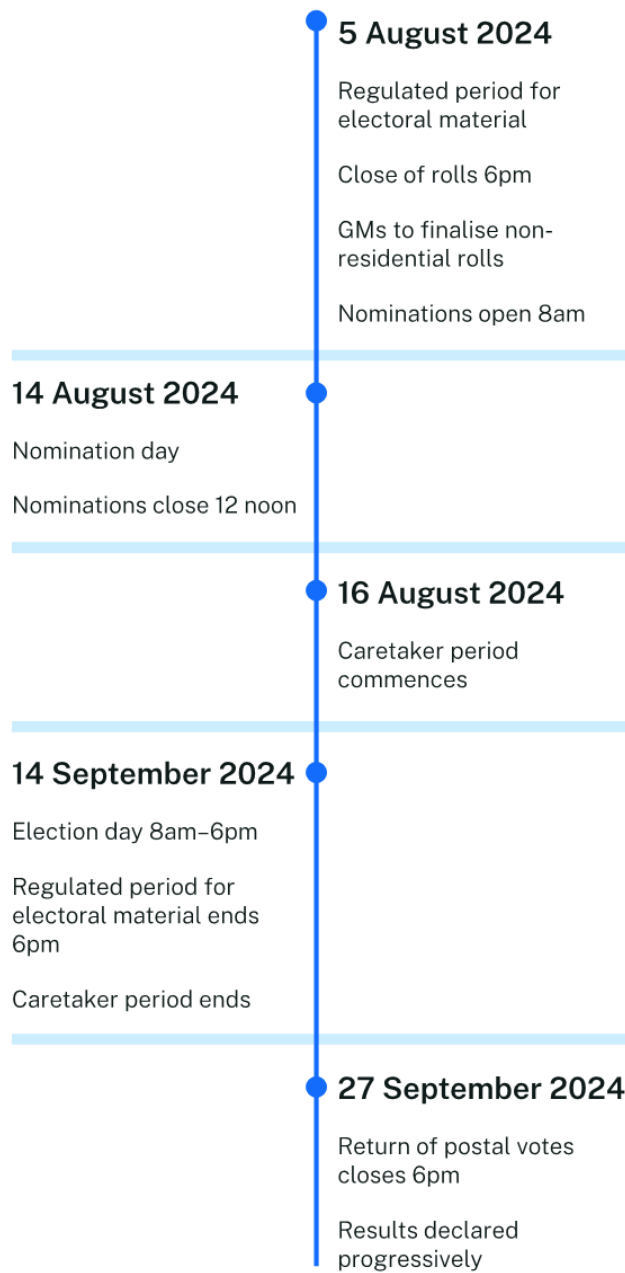
Given the possibility that the outgoing mayor may not be re-elected at the election and may therefore cease to be accountable to the council and the community, councils should refrain from making any delegations to the outgoing mayor.





Key dates

2024 Local Government Elections



Cherise Small

From: Kerry Kempnich
Sent: Thursday, 9 May 2024 9:00 AM
To: Cherise Small
Subject: FW: The Basin State

Hi,

Can you please include this correspondence in the May Council Meeting.

Kind regards

From: Benjamin Allmon <allmonbenjamin@gmail.com>
Sent: Sunday, 28 April 2024 12:48 PM
To: Council <council@lachlan.nsw.gov.au>
Subject: The Basin State

Dear Mayor Phillips and Councillors,

My name is Benjamin Allmon. I am an author and film producer, and I'm writing to you regarding my next book and film, **The Basin State**. Over the course of the next few years I will be walking, paddling, and riding throughout the Murray Darling Basin, exploring the idea behind this project with the people who call the Basin home. I am reaching out to you in your capacity as Councillor for your region, because in my experience, Councillors are the best placed to know who in their community I should talk to.

A Bit About The Basin State:

- What if the Murray-Darling Basin were its own State?
- What if, instead of five government jurisdictions – QLD, NSW, ACT, VIC, SA – there was one? Instead of five bureaucracies, one?
- What if the arbitrary lines drawn on a map over a century ago aren't as fixed as we assume?
- What if the most important food and water resource in the driest inhabited continent was managed by the people who live in that system, who understand it? Instead of decisions made by policymakers living outside the Basin - in Sydney, Brisbane, and Melbourne – who have no stake in the outcomes of their decisions, they were made by those who do.
- What if Australia was the first country in the world to arrange its regions of governance around a natural resource? That in doing so, we solve that intractable problem of intergenerational responsibility - whereby everything we do flows downstream, literally and figuratively – by overlaying the system of governance onto the natural system, synchronising our society with the land it depends upon.
- What if, instead of persisting with a system that no longer makes sense, we created one that does, for the land and its people – Refederation.

A Bit About Me:

I'm a storyteller from Queensland. I write about my adventures: the history of where I go, the people that I meet, the landscape and its stories. I'm simply a conduit, a point of connection through which others' stories flow. The way I do this is usually by walking.

My first book, **Foot Notes**, was the story of my 1000km, 50-day walk from the Gold Coast to Sydney in 2006. My second book (and first film), **The Saltwater Story**, was about my years with the Bundjalung peoples: making traditional canoes and paddling them 70km along an ancient sea route of connection for the first time in over 100 years. The book was recognised for the Premier's Award for a Work of State Significance (2018 QLD Literary Awards), and SBS recently purchased the film to screen for the next three

years. The canoes went back into the Bundjalung and Quandamooka communities, and the project became a QLD Government Case Study for successful black-white collaboration. For my third book, **The Black & White Braid**, I walked 600km for a month around Queensland's Scenic Rim, following the threads of that country's stories, told through the voices of 140 country folk, black and white (many of whom I met through the local Councillors). I was welcomed into many homes, and my time with these people - who often acted as the memories of their towns - were very special indeed, and many became like family. I was privileged to record history and lore that would otherwise have been lost.

The Basin State and the Lachlan Shire:

That brings me to why I am writing to you: my desire to listen and learn from those who know the country best, for **The Basin State**. As indicated above, it is about making a State out of the Murray-Darling Basin...a State that combines the best of Indigenous principles with country folks' knowledge, that empowers the people of the Basin, that works for the rivers, the land and its people.

Each river in the Basin will correspond to a chapter in the book and an episode in the film series. I will also physically journey down portions of each of the 19 major rivers. As you know, Lachlan Shire is part of two major river catchments, which I have listed with their corresponding themes:

Bogan: Non-Indigenous History
Lachlan: Decentralisation

I would dearly appreciate you passing this around to whomever in your community might be interested in sitting down with me to discuss my idea over a cuppa – perhaps even yourself. People with whom I can discuss places I should walk, and perhaps, to walk alongside me. I am politically neutral, a non-judgmental listener, and go to great lengths to present all sides of an argument fairly. My books reflect this approach, and with a project as complex as **The Basin State**, it is especially crucial.

I am reaching out to the 40+ Indigenous Nations and the 120+ Local Councils across the Basin, and as I hear back from people over the coming weeks I will work out an itinerary to meet up for an initial chat, whether that be at home, on the farm, in a café or office, or wherever suits people best.

Here is the link to the project website: thebasinstate.com.au

Thank you all for your time,

Best wishes,

Ben.

Benjamin Allmon
benjaminallmon.com
thebasinstate.com.au
allmonbenjamin@gmail.com
0411062241



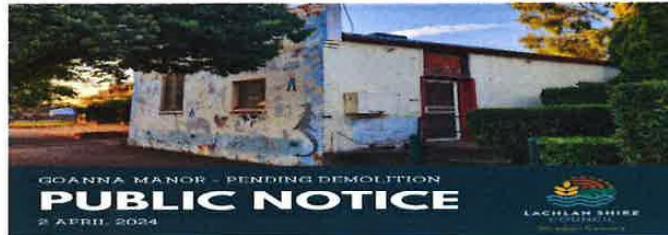
Kerry Kempnich
Communication & Community Engagement Coordinator
P: (02) 6895 1931 M: 0439 651 300
PO Box 216 CONDOBOLIN NSW 2877
www.lachlan.nsw.gov.au



URGENT ACTION REQUIRED!!!

We the undersigned Members of the Condobolin Community are concerned that Lachlan Shire Council has voted to demolish Goanna Manor without first considering alternative Community options for the use of this historically significant building.

We would like to see this decision reviewed and revoked.



| Name | Address | Contact Number |
|------------------|--|-------------------|
| Pauline Robinson | Maideren Gully Vic. | 689 52 487 ✓/Lach |
| Vad Carey | 22 GATENB-ST Condo. | — |
| Dennis Watt. | 2 Doyle St Con. | 68952802 |
| Jay Thomas | 205 Bathurst Condo. | |
| REXPRESS | Miqbil, 10960 Lachlan Valley Way Condo | 0488 750 388. |

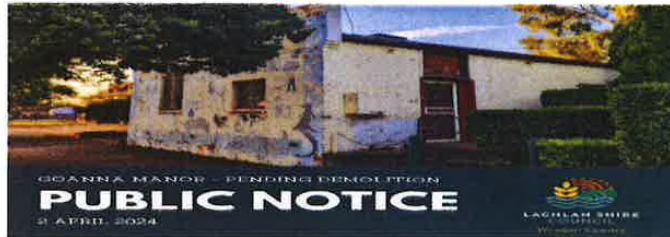
| Name | Address | Contact Number |
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| Pol Cruz | | 68641052 |
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| Name | Address | Contact Number |
|---------------|--------------------------------|----------------|
| C Wheeler | 22 Rogers St Condobolin | 68952533 |
| D Weatherall | 3 Cunningham St | 0481012438 |
| A. Brown | 24 Myregor St | 0455327102 |
| A Brick | 3368 Crown Camp rd | 0428719371 |
| Michele Croot | 377 Simpson Lane Myall Park | 0428 691641 |

| Name | Address | Contact Number |
|------------------|------------------------|----------------|
| Suzanne Mitchell | 1 MILLER ST CONDOBOLIN | 0439 367 605 |
| Heather Blackley | 2 Innes St, Condobolin | |
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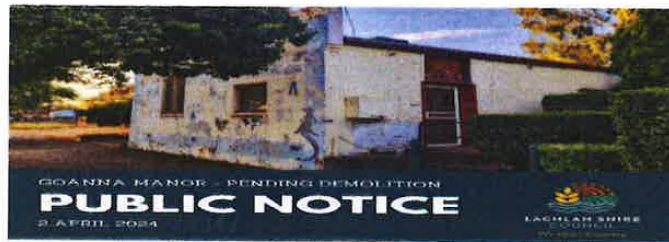
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URGENT ACTION REQUIRED!!!

We the undersigned Members of the Condobolin Community are concerned that Lachlan Shire Council has voted to demolish Goanna Manor without first considering alternative Community options for the use of this historically significant building.

We would like to see this decision reviewed and revoked.



| Name | Address | Contact Number |
|-----------------|--------------------------|----------------|
| Mick Ticehurst | 10070 Lachlan Valley way | 0499233772 |
| Alison Mooney | Hassans lane Condo | 0427042672 |
| KEITH SKEEN | 7 BRADY ST COND | 0423638158 |
| MARGARET BAXTER | 5 FAY ST CONDO | 0427 151259 |
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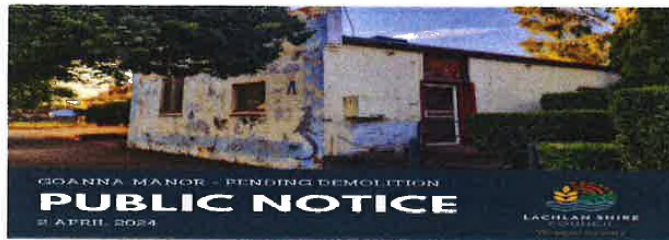
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| Name | Address | Contact Number |
|----------------|--------------------------|----------------|
| Mandy Black. | 42 Busby St. Condobolin. | 04 39850555 |
| LAUREL GIBSON | 16 OFFICERS ADE CONDOLIN | 02 68 952831 |
| MARIAN GUTHRIE | 44 BUSBY ST CONDOLIN | 02 68 953413 |
| JANICE GOX | 52 DRANG ST CONDOLIN | 02 68 95 2296 |
| | | |

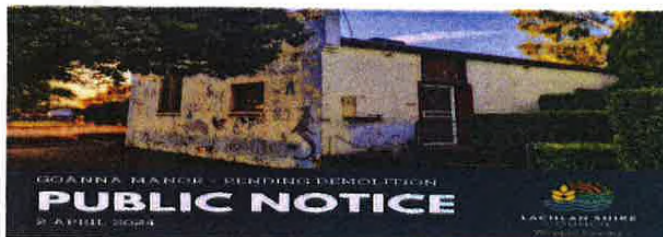
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| Name | Address | Contact Number |
|------------------|---------------------|----------------|
| JEAN PIPER | 21 ONLEY ST Cond | 0437953452 |
| Nola Reeves | Madline ST. | 0458291944 |
| Eline Fitzgerald | 118 Henry Poles Way | 0407191130 |
| Sook TANSWELL | 2 Goodwill | |
| KEITH SKEEN | 7 BRADY ST COND | 0423638158 |

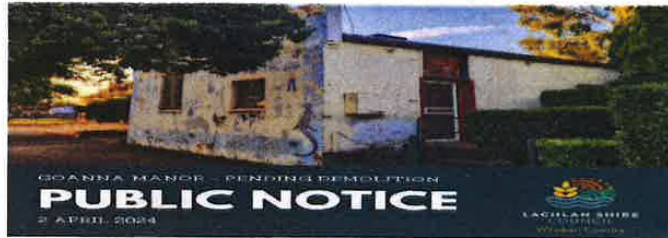
| Name | Address | Contact Number |
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| Iain Track | 278 north forbes RD | 0429 729181 |
| John Bell | 8299 Henry Parkes Way Dringery | 0458 675248 |
| Peter Gwyn | 153 Dalhurst St | |
| Jade Thomas | — | — |
| Susi Brangwin | Condo | 0459 304 317. |
| David Brangwin | Condo boln | 0428 578 552. |
| Phil Kison | ORANGE | 0429 610 485 |
| Col Hope | 25 Turner St | — |
| Maree Hawton | Condo boln | — |
| Lorraine Barnes | Crouch St | |
| Alan Barnes | Crouch St. | |
| Michael Ticehurst | 44 Napier St | — |
| Lawn Kruse | " " | — |
| Kelly Worthington | Condo boln | 0472 56845 |
| Jennifer Brady | 108 Parkes Rd Condo | — |

| Name | Address | Contact Number |
|------------------|-----------------------|-----------------|
| Noah Turner | 10 Marsdon St | 0457 362 625 |
| WATNE Wick | 12 TURNER | 0428 17 17 96 |
| Mark Marshall | 3 Sten House | 0419 7911 99 |
| ALAN BARNES | 6 CROUCH ST | 0432 305 956 - |
| I. Haworth | 390 Carawatha Rd | 0427 0310 89 |
| Gyphay Stahl | Condo - | 0490 543 - 600. |
| Terrence O'Byrne | Brady St Condo | |
| Joe Kiss | 92 Orange St | 0428 952 210 |
| BRODIE ATKINSON | 8 BRADY ST | 0434 555 043 |
| Wayne Brand | 28 Denison ST | |
| Alexa Ren | 176 Bathurst St Condo | 04 |
| gents | CONDO | |
| M Mory | Condo | 0428 985 892 |
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| Name | Address | Contact Number |
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| Steve Taylor | "BANDOL" Condobolin | 0409320177 |
| S Pannaby | 38 Moulden St Condob | 0428952644 |
| Reeshaw | 14 Melrose St Conde | 0415955064 |
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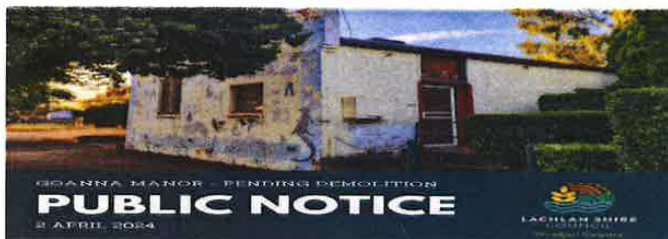
| Name | Address | Contact Number |
|------------------|----------------------|----------------|
| Rebecca McKelvie | 16 Hughes St, Condo | 0497 821 921 |
| Merwyn Nighton | 4 Gookbang St, Condo | 0459533008 |
| Amanda Cole | 23 Gordon St Condo | 0402690993. |
| Tina Harris | 35 William St Condo | 0475 694 168 |
| Ellen Doole | 15 mnes st Condo | 0481 194 810 |

| Name | Address | Contact Number |
|------------------|------------------------|------------------------------|
| Louise Davis | 53 McDonnell St. Condo | 0488 0456 808 401 |
| A Ganssen | 90 Mowat St Condo | |
| Marilyn Singh | 3 Mahonga St Condo | 0472734696 |
| Colleen Campbell | 7 Miller St Condo | 0488 508 523 |
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| Chloey Powell | 1 Oxely Street | 0484528599 |
| Amanda Hull | 5 Lestrangle St | 0481380075 |
| BREIT MICHIE | 3 WATTLE ST | |
| Steve Hughes | 3/63 Bathurst st | 0459218729 |
| Cara Powell /Jeston Benedic | 31 Craft Cres | 0401015851 |

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| Name | Address | Contact Number |
|--------------------------|------------------|----------------|
| M PAUSEY | 20 Melroses St | 04030004 |
| S. Johnson | 50 William ST | 0434 482 726. |
| M. Johnson | 28 McGregor St | 0421387067 |
| A. Rosberg | 14 Church St | 0428132292 |
| Peter Gwyn | 153 Bathurst St. | |
| ADAM BROWN | 24 McGregor St | 0455327107. |
| RALPH MARTIN | 122 OFFICERS RD | 0428953435 |
| Paul Hazara | 1 Oxley St | 045290867 |
| WALTER WILSON | | |
| Blake Jansin | 5 Oxley St. | |
| E. E. Benbow | _____ | _____ |
| Sarah O'Shea | 14 Miller St | |
| SCOTT ELLIOTT | 82 Orange St | 0428339655 |
| Mary Weston | 3 Hall St | 0401803068. |
| PETER MCNEILY | 107- MCNEILS ST | 0429667770 |

| Name | Address | Contact Number |
|-----------------------|---------------------------|----------------|
| Sandra Richi | 2 Croobang St Condole | 0487729056 |
| Samantha Saddle | 1 Hall St | 0488337001 |
| DARAL DICE | 8 BRADY | 0434241728 |
| BRODIE ATKINSON | — | — |
| David Wend | 75 Oung St | 0419120004 |
| Joanne Price | 22 Church St OOTHA | 0427391397 |
| Waye Brandy | 28 Denison St | |
| DAVID FORBES | — | 0427687009 |
| Guann colliss | 7 Evansham | |
| JASON Kirby | DAVID | |
| KERRY COE | 20 ^A molong st | |
| Nataya Brandy | 4/32 Oxley St | |
| Dey Coe | 4/32 Oxley St | |
| Desmond Ritchie | 73 Orange St | |
| Elizabeth Keen | 2 C'Estrange St | |