



Transport
Roads & Maritime
Services

ROADS AND MARITIME SERVICES
ABN: 76 236 371 088
RECIPIENT CREATED TAX INVOICE

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UPPER LACHLAN COUNCIL
PO BOX 10
CROOKWELL NSW 2583

Document no. Invoice Date Supplier's ABN
5500990134 21.05.2013 81011241552
Your vendor number in our co. 5011003

Processed by
Tanya SPENCER
Telephone no.
02 4221 2708
Fax no.
02 4221 2782

As agreed, we have settled the following goods and services as detailed below:

Material	PO	Qty.	UOM Description	Taxc	Net Value
00001	4510268223	0.00	AUD Local roads 10/11 funding	P1	0.00
Reference Note: 4801					
		0.00	AUD Regional Roads	P1	0.00
Reference Note: 4801					
		0.00	AUD State Roads	P1	0.00
Reference Note: 4801					
		0.00	AUD Local rds 2011/2012 funding	P1	0.00
Reference Note: 4801					
		0.00	AUD Local roads 2012/13 funding	P1	0.00
Reference Note: 4801					
		18,087.00	AUD Regional roads 12/13 funding	P1	18,087.00
Reference Note: 4801					
		0.00	AUD State Roads 12/13 funding	P1	0.00
Reference Note: 4801					
Total net value					18,087.00
GST, 10%					1,808.70
Total					19,895.70

The GST is payable by the supplier.

ROADS AND MARITIME SERVICES
ABN 76 236 371 088
REQUEST FOR RECIPIENT CREATED TAX INVOICE

Attention: Bruce Johnston

File No: 454,5358

The General Manager
 Upper Lachlan Council
 PO Box 10
 CROOKWELL NSW 2563

ABN 81 011 241 552

Council Code 454
 Vendor No 5011003
 Voucher No 4603
 Purchase Order No 4510258223
 Service Entry No 5001362054
 1000758634

SCHEDULE OF WORKS DATED
JANUARY 2013

RMS Share \$5,419,209
 Council's Share \$29,000
TOTAL \$5,448,209

WORK

Natural Disaster Funding
 Flood Damage DECEMBER 2010
LOCAL ROADS including Emergency Works

PAYMENT DETAILS

Inv No	Project No	WBS	COA	Fin Year	Payment Amount
13	A/06765	MLRFLUL/11	7382	2010/2011	\$0.00
13	A/06765	MLRFLUL/12	7382	2011/2012	\$0.00
13	A/06765	MLRFLUL/13	7382	2012/2013	\$130,517.00
GST	053 / 000 / ZGSTDR		1270		\$13,051.70
TOTAL					\$143,568.70

FUNDING DETAILS

Allocation Amount	Less Payments Made	Cash Available	Less Amount not bona fide	Allocation remaining
\$1,274,091	\$1,274,091	\$0	\$0	\$0
\$2,548,707	\$2,548,707	\$0	\$0	\$0
\$1,266,495	\$1,023,495	\$335,000	\$130,517	\$204,483
\$5,181,293	\$4,846,293	\$335,000	\$130,517	\$204,483

Progress Payment No. 13 in the amount of \$143,568.70

COMMONWEALTH TRADING BANK for transmission to the

CROOKWELL Branch for credit to Council's Account No. 062-530 000-023

Certified at (amount in words) **ONE HUNDRED AND FORTY-THREE THOUSAND FIVE HUNDRED AND SIXTY-EIGHT DOLLARS AND SEVENTY CENTS**

EFT: 22/6/2013

The GST is Payable by the Supplier



Transport
Roads & Maritime
Services

ROADS AND MARITIME SERVICES
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As agreed, we have settled the following goods and services as detailed below:

Material	PO	Qty.	UOM Description	Taxc	Net Value
00001	4510268223	0.00	AUD Local roads 10/11 funding	P1	0.00
Reference Note: 4803					
		0.00	AUD Regional Roads	P1	0.00
Reference Note: 4803					
		0.00	AUD State Roads	P1	0.00
Reference Note: 4803					
		0.00	AUD Local rds 2011/2012 funding	P1	0.00
Reference Note: 4803					
		130,517.00	AUD Local roads 2012/13 funding	P1	130,517.00
Reference Note: 4803					
		0.00	AUD Regional roads 12/13 funding	P1	0.00
Reference Note: 4803					
		0.00	AUD State Roads 12/13 funding	P1	0.00
Reference Note: 4803					
Total net value					130,517.00
GST, 10%					13,051.70
Total					143,568.70

The GST is payable by the supplier.

Finance and Administration - 18 September 2014

ITEM 11.7 **Natural Disaster Relief and Recovery Program - Finalisation of 2010 and 2012 Flood Events**

FILE REFERENCE **I14/437**

AUTHOR **Director of Finance and Administration**

ISSUE

Final certification of Natural Disaster Relief and Recovery Arrangements Program for the flood events that occurred in December 2010 and February 2012.

RECOMMENDATION That -

1. Council receive and note the report as information.

BACKGROUND

Nil

REPORT

Project – Natural Disaster Relief and Recovery Arrangements (NDRRA) Program (2012 and 2010 flood events)

(2012 RMS Project Numbers - A/09934, A/09914 and A/10243)
(2010 RMS Project Numbers - A/08786, A/08776 and A/08782)

Project Scope

The approved road works are for emergency response and road restoration on the State Road (MR54), Regional Roads, and local road network relating to flood events in December 2010 and February 2012.

Project Funding

The project was funded under the Commonwealth Government - Natural Disaster Relief and Recovery Arrangements (NDRRA) Program administered by the NSW Roads and Maritime Services (RMS). Upper Lachlan Shire Council LGA was declared a Natural Disaster.

The total approved project funding for the 2012 flood event was \$2,129,134. The Council share of total funding was \$29,000.

The total approved project funding for the 2010 flood event was \$6,043,532. The Council share of total funding was \$29,000.

Ordinary Meeting of Council held on 18 September 2014

Finance and Administration**NATURAL DISASTER RELIEF AND RECOVERY PROGRAM - FINALISATION OF 2010 AND 2012 FLOOD EVENTS cont'd****Project Schedule of Works**

The Schedule of Works was for the completion of road flood damage restoration to restore roads to original condition as prior to flood event to ensure road safety for the road user. Also, included in the scope of works was the initial emergency response expense to Council.

The 2012 road restoration included works on State Road MR54, work on 4 Regional Roads, and works on 91 local roads in the Shire.

The 2010 road restoration included works on State Road MR54, work on 5 Regional Roads, and works on 162 local roads in the Shire.

Project Certification

- The expenditure is bona fide incurred and relates solely to flood damage road works in accordance with approved Schedule of Works issued by the RMS;
- The funds have been expended in accordance with the Schedule of Works and have been acquitted by Council and accords with Council's accounting records;
- The project works have been executed in accordance with appropriate prevailing standards, sound engineering practice and legislation. On classified roads prevailing technical specifications were applied;
- The 2012 flood event, under the NDRRA program was finalised on 16 July 2014; and
- The 2010 flood event, under the NDRRA program was finalised on 21 November 2013.

Financial Certificates of Expenditure**2012 Flood Event Project Financial Report**

Description	Total Expense	RMS Project Budget	Variation Budget to Actual	% Expended
2012 Local Roads	1,930,180	1,964,396	34,216	98.25%
2012 Regional Roads	152,988	147,400	-5,588	103.80%
2012 State Road	16,932	17,338	406	97.65%
Total Project	2,100,100	2,129,134	29,034	98.64%

Variations Comment 2012 Flood Event

Under the NDRRA Program \$2,071,100 was paid to Council. The required Council contribution to project expense was \$29,000. Therefore, there was \$29,034 unspent from the project allocation, these project cost savings are retained by the Commonwealth Government.

Finance and Administration**NATURAL DISASTER RELIEF AND RECOVERY PROGRAM - FINALISATION OF 2010 AND 2012 FLOOD EVENTS cont'd****2010 Flood Event Project Financial Report**

Description	Total Expense	RMS Project Budget	Variation Budget to Actual	% Expended
2010 Local Roads	5,209,385	5,447,209	237,824	95.63%
2010 Regional Roads	396,791	434,123	37,332	91.40%
2010 State Road	162,122	162,200	78	99.95%
Total Project	5,768,298	6,043,532	275,234	95.45%

Variations Comment 2010 Flood Event

Under the NDRRA Program \$5,739,298 was paid to Council. The required Council contribution to project expense was \$29,000. Therefore, there was \$275,234 unspent from the project allocation, these project cost savings are retained by the Commonwealth Government.

POLICY IMPACT

Nil

OPTIONS

Nil

FINANCIAL IMPACT OF RECOMMENDATIONS

The total cost to Council for remediation of roads as a consequence of the flood events was \$58,000. The total funded expense by the NDRRA Program for the two flood events totalled \$7,810,398.

RECOMMENDATION That -

1. Council receive and note the report as information.

ATTACHMENTS

Nil



UPPER LACHLAN SHIRE COUNCIL SALEYARDS ROAD

LOT 179, DP753042, CROOKWELL NSW 2583

PROPOSED COMMUNITY AND CIVIC CENTRE

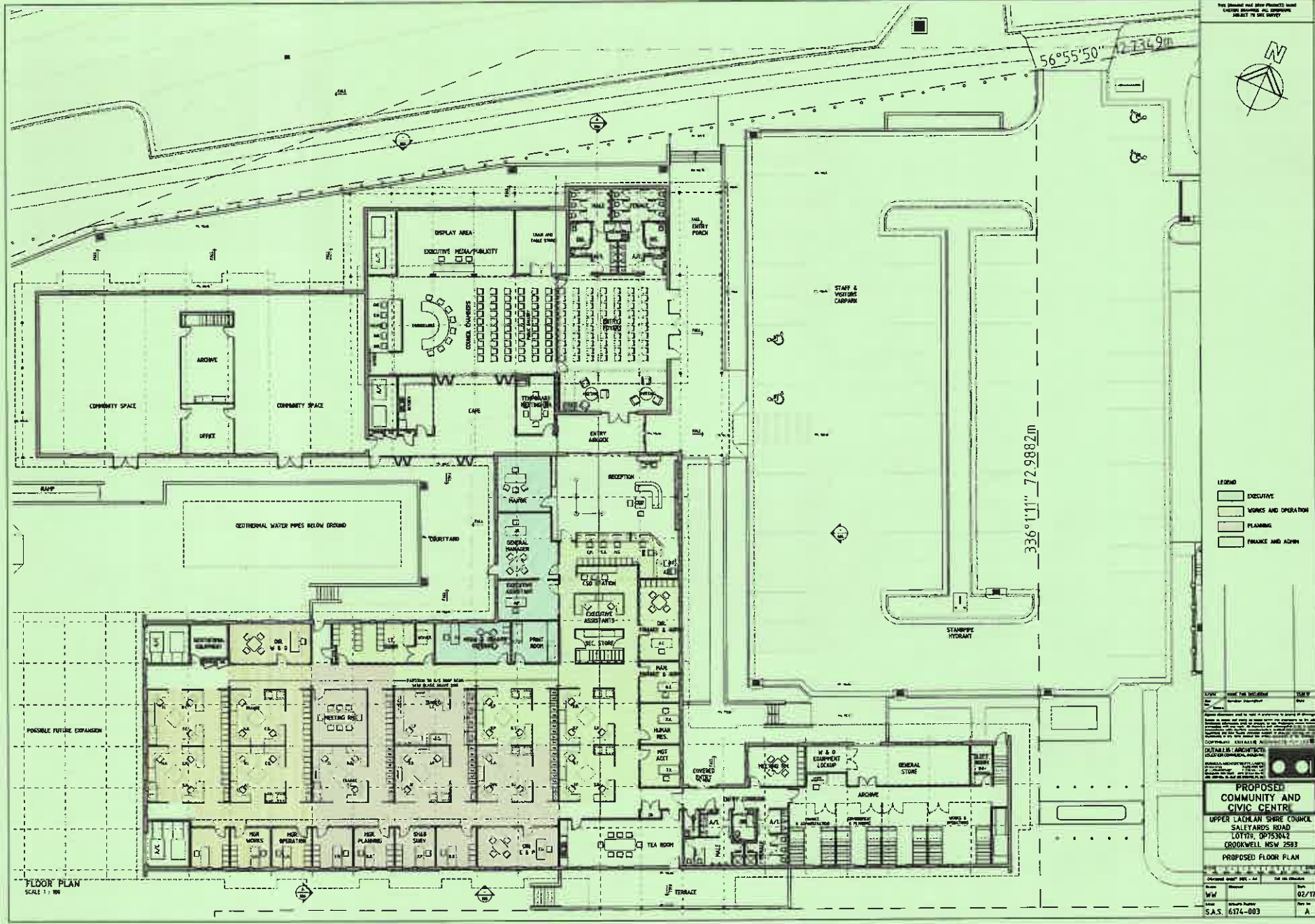
ARCHITECTURAL DRAWINGS:	
DWG NUMBER	TITLE
BD1-001	COVER SHEET
BD1-002	EXISTING PLAN
BD1-003	SITE PLAN
BD1-004	FLOOR PLAN
BD1-005	ROOF PLAN
BD1-006	ELEVATIONS AND SECTION
BD1-007	PLAN OF SETTING

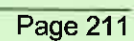
DUTAILLIS | ARCHITECTS
EDUCATION COMMERCIAL INDUSTRIAL
DUTAILLIS ARCHITECTS PTY. LIMITED
10/100-102 Macquarie Street Sydney NSW 2000
Tel: 0467 287 247 118957088 0471 8 020 4662 3065
E: info@dutaildis.com.au
www.dutaildis.com.au



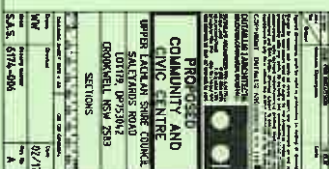












Upper Lachlan Shire

Event impact calculator

Events are very important contributors to local and regional economies. A successful well run event can provide significant value to an area by adding jobs and money to the local economy and providing additional cultural and social benefits. Alternatively, the wrong event may have considerable negative impacts such as a loss of money or reputation.

The event impact calculator can indicate the potential economic impact a successful event may have across a range of economic measures such as output, employment, wages and salaries and local jobs.

This tool uses input/output estimates to calculate the impact of an event based on the average spend per day by visitors to the event. Simply enter the type of event, the significance of the event, the duration of the event and the average spend per day to calculate the potential economic impact.

As events can also contribute to an area in other ways, such as socially, culturally and environmentally, it is important that other tools or methods are also used to evaluate the potential or benefit of an event.

Event Impact Summary

Upper Lachlan Shire - Conference at Civic centre - Modelling the effect of \$61,100 from a Business event with Local significance

	Output (\$)	Value-added (\$)	Employment (annual FTE)	Resident Jobs (annual FTE)
Direct impact	52,546	27,502	0.5	
Industrial impact	28,001	12,841	0.1	
Consumption impact	11,882	6,065	0.1	
Total Impact on Upper Lachlan Shire economy	92,430	46,409	0.7	0.6

Source: [National Institute of Economic and Industry Research \(NIEIR\)](#) ©2016. Compiled and presented in economy.id by .id, the population experts.

Note: All \$ values are expressed in 2013-14 base year dollar terms.



Sample: The proposed Conference at Civic centre event is planned to start on the 27/02/2017 and run for 2 days. It is an event of Local significance and is estimated to attract 130 visitors per day over the 2 days, with an average spend per person per day of \$235. This equals a total visitor spend of \$61,100 attributed to this event. Assuming the event will be held in Upper Lachlan Shire, it is calculated to have the following potential impact:

Impact on Output

The total visitor spends of \$61,100 attributed to staging the Conference at Civic centre would lead to a direct impact on output of \$52,546. This additional direct output from the economy would also lead to an increase in indirect demand for intermediate goods and services across related industry sectors. These indirect industrial impacts (Type 1) are estimated to be an additional \$28,001 in Output.

There would be an additional contribution to Upper Lachlan Shire economy through consumption effects as correspondingly more wages and salaries are spent in the local economy. It is estimated that this would result in a further increase in Output of \$11,882.

The combination of all direct, industrial and consumption effects would result in total estimated rise in Output of \$92,430 in Upper Lachlan Shire economy.

Impact on Value add and GRP

The impact of an additional of \$61,100 spend to the local economy as a result of running Conference at Civic centre in Upper Lachlan Shire would lead to a corresponding direct increase in Value-added of \$27,502. A further \$12,841 in Value-added would be generated from related intermediate industries.

There would be an additional contribution to Upper Lachlan Shire economy through consumption effects as correspondingly more wages and salaries are spent in the local economy. It is estimated that this would result in a further increase in Value-added of \$6,065.

The combination of all direct, industrial and consumption effects would result in an estimated addition in Value-added of \$46,409 in Upper Lachlan Shire economy.

Value-added by industry represents the industry component of Gross Regional Product (GRP). The impact on Upper Lachlan Shire's GRP as a result of staging this event is directly equivalent to the change in Value-added outlined above.

In summary, GRP in Upper Lachlan Shire is estimated to increase by \$46,409.

Impact on Employment (jobs, 12mth FTE)

The employment impact of an event is expressed in Full Time Equivalent (FTE) jobs. For example, an event that generates 4 weeks of full time work for 13 people (52 weeks of full time work in total), would have an employment impact equivalent to 1.0 annual FTE job.

The direct addition of \$61,100 spend to the local economy as a result of staging the Conference at Civic centre event in Upper Lachlan Shire is estimated to lead to a corresponding direct increase of employment equivalent to 0.5 annual FTE jobs across a range of industries. From this direct expansion in the economy it is anticipated that there would be flow on effects into other related intermediate industries, creating an additional employment equivalent to 0.1 annual FTE jobs.

This addition of employment in the local economy would lead to a corresponding increase in wages and salaries, a proportion of which would be spent on local goods and services, creating a further increase equivalent to 0.1 annual FTE jobs through consumption impacts.

The combination of all direct, industrial and consumption effects would result in a total estimated increase of employment equivalent to 0.7 annual FTE jobs located in Upper Lachlan Shire.



Evidence of Capacity:

- 1. Gunning Water Treatment Plant Information**
- 2. Information on ULS Director of Works**

Gunning Water Treatment Plant

The \$10.8M Gunning and Dalton water security improvement projects objective was to provide the townships of Gunning and Dalton with secure and reliable water supplies that provide quality drinking water that complies with the Australian Drinking Water Guidelines (2011). The project also resulted in more efficient use of water within those communities.

BACKGROUND

The existing town water supplies in Gunning and Dalton had significant limitations in terms of water security and water quality.

The Gunning system relied on pumping directly from the Lachlan River with chlorination the only form of treatment. When water quality in the river was poor this translated directly to the water provided at the consumers tap. With very limited water storage available, dry periods and flood events had a significant impact on water available to the township.

The Dalton town water supply was sourced from two groundwater bores located within the village. The bore water was of poor quality with elevated salts, Hardness and Iron levels. Treatment was limited to chlorination only. As a result, the elevated salts, hardness and Iron problems of the bore water were apparent in the water provided to consumers. The existing bores were relatively low flow with dry periods impacting upon the quantity of water available to the township.

FUNDING

The Gunning Dalton Water Security Improvement Project was made possible by a funding agreement between all three levels of Government. The funding included an Australian Government contribution of \$5.4M from its Strengthening Basin Communities Program, NSW Government Funding of \$4.3M from its Country Town Water Supply and Sewerage Program, and \$1.1M from Councils Water Fund. On final report the following funds were used:

Gunning-Dalton Water Security Project Contributions/Income

Australian Government	\$5,315,473.73
NSW Government	\$4,300,000.00
Interest (on Aust.Govt Funds)	\$80,336.00
Council	\$1,095,809.72
Total:	\$10,791,919.45

REPORT

The comprehensive project included the construction of: a 1ML/day Dissolved Air Flotation and Filtration (DAFF) Water Treatment Plant; a 100ML Off-stream Water Storage Reservoir; a 10.5km pipeline linking the Gunning and Dalton Water Supply systems; an upgraded raw water pumping station of the Lachlan River together with a new rising main pipeline and; water main replacement and water efficient device programs to improve water reliability and efficiency.

The 1ML/day DAFF WTP was designed and constructed by Laurie Curran Water Pty Ltd. The process includes fluoride dosing for health benefits as well as disinfection by Chlorine gas. Water produced by the plant is fully compliant with the Australian Drinking Water Guidelines 2011. The plant has capacity to cater for significant growth in Gunning and Dalton.

The 100ML Storage reservoir was designed by NSW Public Works and constructed by a local Goulburn company, Divall's Earthmoving and Bulk Haulage. The storage provides up to 12 months reliable raw water supply for Gunning and Dalton.

In recognition of the high standard of work achieved on the Gunning water storage, in June 2014 Divall's Bulk Haulage and Earthmoving won the highly prestigious Earth Awards, Category 2, from the Civil Contractors Federation of NSW for the outstanding work they undertook on the construction of the 100ML Gunning water storage as part of the Gunning-Dalton Water Supply Scheme.

The Dalton pipe line was constructed by Council, with the assistance of local contractors. The pipeline will carry water directly from the Gunning system to the existing Dalton service reservoir providing Dalton with water far superior to that currently provided by two groundwater bores. The pipeline follows the Gunning to Dalton road, which provides an efficient hydraulic route with minimal pumping required to transfer the water.

The raw water pump station upgrade, mains replacement and installation of water saving devices has been undertaken by Council and complements the other components of the project to provide the Gunning and Dalton community with a first class water supply system. The quality system will assist with the further development and growth of the villages, providing facilities that other towns and villages could only envy.

COMPLETION AND EXPENDITURE

The Gunning-Dalton Water Security Improvement Project was completed in April 2014 ahead of time. The final project cost was \$10,791,619.45. This equated to the project being \$8,380.55 under budget. A summary of the project expenditure is provided below;

Gunning-Dalton Water Security Project Expenditure

Raw Water Pumping Station Intake	\$706,631.51
Rising Main	\$733,525.32
100ML Offstream Storage	\$2,915,318.93
Dalton Pipeline	\$934,292.28
Gunning water Treatment Plant	\$3,735,458.50
Reticulation Renewals	\$229,543.66
Water Saving Devices	\$6,191.88
Investigation, Design Studies, Project Management, Construction Management	\$1,530,657.37
Total:	\$10,791,619.45

Gunning Water Reservoir Wins Industry Award (Media Release)

Upper Lachlan Shire Council congratulates local company, Divall's Bulk Haulage and Earthmoving on winning the highly prestigious Earth Awards, Category 2, from the Civil Contractors Federation of NSW for the outstanding work they undertook on the construction of the 100ML Gunning water reservoir as part of the Gunning-Dalton Water Supply Scheme.

Divall's Bulk Haulage and Earthmoving (Divall's) was the construction contractor for the Gunning water reservoir. Upper Lachlan Shire Council and its funding partners the NSW Office of Water and the Australian Government Department of the Environment, are extremely pleased with the completion of the \$3M Gunning 100ML water storage.

"Divall's performance throughout the contract was exemplary," said Mr Luke Moloney, Council's Manager of Operations. "They demonstrated a can do attitude and a commitment to quality that saw the storage completed ahead of time and on budget," said Mr Moloney.

The project was not without its challenges, with a major seam of hard rock that was required to be excavated, and crushed from the Gunning Reservoir footprint, and then reused to line the inner walls of the dam, treatment ponds and drains. Other environmental achievements included the use of a geosynthetic liner on the inside of the reservoir instead of importing thousands of tonnes of clay. Local Dalton sand was also utilised, decreasing the truck emissions that would have been required to import sand from further afield. Hydroseeding and clever use of rocky outcrops reclaimed the surrounds of the reservoir, assisting the blending of the project site into the hillside.

Divall's safety record and quality finish on the project was showcased and commended at the Earth Awards. Innovative solutions were used to solve technical difficulties in the construction of the reservoir. A high frequency, low blast was required at 80% construction of the dam when unexpected bedrock was located; this saved weeks of hammering to remove the rock.

"Divall's clear communication methods, together with their extensive plant and equipment resources and industry contacts enabled them to address all challenges in a timely, practical and efficient manner," said Mr Moloney. Being based in the area, Divall's genuine commitment to doing the right thing by the community was obvious.

Mayor of Upper Lachlan Shire, Cllr John Shaw is extremely pleased with the high quality town water supply scheme at Gunning and Dalton that provides for current residents and substantial future growth. "Upper Lachlan Shire Council congratulates Divall's Earthmoving and Bulk Haulage on winning this prestigious industry award, which they rightly deserve for delivering this outstanding project. Council is very proud of this achievement and thanks Divall's for its major contribution towards the success of the project," said Mayor John Shaw.



Works and Operations - 21 August 2014

ITEM 10.4 **Gunning-Dalton Water Security Improvement Project-Final Report**

FILE REFERENCE 114/393

AUTHOR **Manager of Operations**

ISSUE

Providing details of the final project expenditure and income as detailed in an independent audit of the Gunning-Dalton Water Security Improvement Project financials.

RECOMMENDATION That -

1. Council receive the report and note the information.

BACKGROUND

The Gunning Dalton Water Security Improvement Project was made possible by a funding agreement between all three levels of Government. The funding included an Australian Government contribution of \$5.4M from its Strengthening Basin Communities Program, NSW Government Funding of \$4.3M from its Country Town Water Supply and Sewerage Program, and \$1.1M from Councils Water Fund.

REPORT

The Gunning-Dalton Water Security Improvement Project has now been completed. Both the Australian Government and NSW Government have signed off on the project. All parties are extremely pleased with what has been a very successful project.

The projects financials have been independently audited (in accordance with funding agreement requirements).

The final project cost was \$10,791,619.45. This equates to the project being \$8,380.55 under budget. A summary of the project expenditure is provided in the table below;

Gunning-Dalton Water Security Project Expenditure

Item	\$
Raw Water Pumping Station and Intake	\$706,631.51
Rising Main	\$733,525.32
100ML Off-stream Storage	\$2,915,318.93

Works and Operations**GUNNING-DALTON WATER SECURITY IMPROVEMENT PROJECT-FINAL REPORT cont'd**

Dalton Pipeline	\$934,292.28
Gunning Water Treatment Plant	\$3,735,458.50
Reticulation Renewals	\$229,543.66
Water Saving Devices	\$6,191.88
Investigation, Design Studies, Project Management, Construction Management	\$1,530,657.37
Total	\$10,791,619.45

Gunning-Dalton Water Security Project Contributions/Income

Australian Government	\$5,315,473.73
NSW Government	\$4,300,000.00
Interest (on Aust. Government funds)	\$80,336.00
Council	\$1,095,809.72
Total	\$10,791,619.45

POLICY IMPACT

Nil

OPTIONS

Nil

FINANCIAL IMPACT OF RECOMMENDATIONS

A saving of \$4,190.28 to the Councils budgeted contribution of \$1,100,000.00

RECOMMENDATION That -

1. Council receive the report and note the information.

ATTACHMENTS

Nil

Council's representative for the works will be its Director of Works and Operations – Mr Phil Newham.

Phil heads up a very capable team of engineering staff that have had significant success in delivering many large budget projects in recent years. The team has expertise in surveying , design ,contract documentation ,water and sewage processing as well general road ,water and sewer construction works. ULSC has a modern plant fleet with seven graders (two of which have machine control and guidance systems). Council has also invested in "state of the art" electronic survey and design systems in recent years .Some of the highlights of Phil's career (and achievements made by his team) are as follows:

i)Whilst working at Cowra Municipal Council (and later Cowra Shire Council) from 1975 to 2003

a) Managed construction of new water filtration plant at Cowra (was employed as Water and Sewer Engineer at the time).Value of the project exceeded \$1M.

b)Managed N.S.W. RTA Single Invitation Roads maintenance contract for many years (value regularly exceeded \$1M. –was employed as Works Engineer at the time)

c) Managed most of Councils roadwork, bridges, drainage, sewerage and water supply projects during employment at Cowra.

ii) Whilst working as Director of Technical Services at Lachlan Shire Council –Condobolin from 2005-2010.

a). Managed a joint project for Lachlan, Carrathool, Parkes and Narromine Councils to reconstruct and seal 21km of road (and replace 1 bridge) between Hillston and Eumungerie. The project was all carried out by each Council's day labour workforce and was funded by the Australian Government Auslink Program and the partner councils on a 2 to 1 ratio. The project cost \$1M and was delivered on time and under budget.

b) Managed several water supply drought survival projects at Condobolin and Lake Cargelligo that involved ground water exploration , the construction of kilometres of water harvesting and diversion channels , temporary water storage and harvesting facilities , construction of a new water filtration plant at Lake Cargelligo and a 35 km long water pipeline from Merri-Abba to Lake Cargelligo. The total value of these projects exceeded \$22M. All of the projects were completed on time and within budget. The projects were funded by The Australian Government, N.S.W. Government and Lachlan Shire Council. Phil was instrumental in conceiving the projects and negotiating funding for them.

c) Managed several Natural Disaster Recovery Projects that resulted from storms in 2005 and 2007 the storms disrupted roads, water supply and drainage systems. Recovery from the events cost in excess of \$4M.

iii) Whilst working as Director of Works and Operations at Upper Lachlan Shire Council –Crookwell.

a) Reconstruction and sealing of parts of Grabine Rd (which services the Grabine State Recreation Area) .The road is the only road access to the recreation area which caters for 30,000 visitors annually. The estimated cost of the works is \$3.0M which is being delivered in two tranches – tranche 1 has been completed on budget and ahead of schedule .Work on tranche 2 is due to commence shortly. The project was funded jointly by ULSC and the N.S.W. Government on a 50/50 basis. The work involves reconstruction and sealing of steep parts of the road, gravel construction of other parts and reconstruction of a bridge sized culvert (to replace a corroded corrugated steel culvert). The work was managed by Phil and his staff with all work being done “in house “using Council’s engineering staff and day labour. Phil also played a major role in designing the project and negotiating the funding for the work.

b) ULSC has constructed a water filtration plant at Gunning (previously Gunning residents did not have access to treated water). The project involved the construction of water harvesting pump system, significant rising mains, reticulation mains, 100ML off stream storage dam, water filtration plant and an 11km long rising main to Dalton village. The works cost \$10.8 M and were funded by the Australian Government, N.S.W. Government and ULSC. The project was managed “in house “by ULSC staff with the dam and filtration plant being constructed by sub contractors –assistance was provided by N.S.W. Public Works for tender documentation and calling of tenders. All other works were constructed by using Council day labour. Phil and his staff conceived the total project and were heavily involved in securing the funding for it. The project was completed under budget and on time with the finished system having completed the first year of service recently without any problems whatsoever.

c) The village of Taralga has received the benefit of a new water filtration plant that has been in operation for approximately 18 months. The work was managed “in house” by council staff using contractors to design and construct the plant. The work involved construction of a new filtration plant and storage reservoir. Cost of the works was \$1.8M by the Sydney Catchment Authority and Council. This plant is operating reliably and providing high quality water to the residents of Taralga.

d) ULSC will shortly complete reconstruction and sealing of approximately 15kms of Main Road 54 between Crookwell and Taralga. The project has been running since 2005 and has involved the construction of two bridges, many stormwater culverts and much earthworks (the project crosses very challenging terrain). The project will allow 25m B-Doubles (and other SPV’s) to use the route. The total expenditure for the work will be approx. \$5.9M. To date, the project is on time and under budget. The works have been funded from N.S.W. Government Special grants, RMS Block Grant Funding, Roads to Recovery Program and ULSC own funds.

e) Council is also constructing 10km of new roadworks on State Road 54N which runs from Goulburn to Bathurst. The contract value of the works is \$10M and is being fully funded by N.S.W. RMS. – the road is the only unsealed state road remaining in N.S.W. The first stage is complete (on time and budget) with work ready to commence on Stage 2. The contract term for completion of all of the works is three years, with the project being on time and on budget. The ULSC team has conceived the project, designed it and constructed all of it using “in house” resources. This project will ink

Bathurst, Mudgee and Lithgow to the new international airport at Canberra, provides Canberra residents with another route to Queensland as well as opening up safer, easier, more cost effective freight routes for local produce to move to market.

f) During the last five years, the ULSC engineering team has also carried private contract works to a value in excess of \$9.5M to provide safe access to the Walwa (Gunning), Gullen Range and Taralga wind farms. The works were mostly organised 'in house' with subcontractors and contractors used to perform some of the work. All of the projects were negotiated and designed by Council staff using "in house resources". The works enabled the components and materials required for the construction of 155 turbines to be delivered safely to the various sites whilst sharing the ULSC road network with its regular, everyday users.

g) ULSC carries out contract Maintenance work for N.S.W. RMS on State Road 54 for a distance in excess of 100kms. The contract extends into a neighbouring LGA and has an annual value of approximately \$2M – the work includes routine maintenance, improvements and road safety works. RMS continuously assesses ULSC contractor performance with all reports that have been received to date being excellent. These reports earn Council the right to continue to work for RMS as contractor without restrictions on the type and scope of works being carried out.

FEASIBILITY STUDY

NEW CIVIC CENTRE

AT

44 SPRING STREET

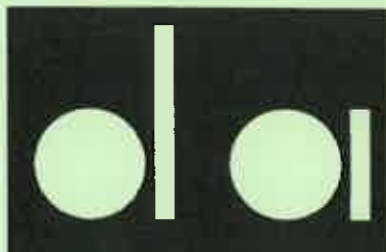
CROOKWELL NSW 2583

FOR

UPPER LACHLAN SHIRE COUNCIL

MARCH 2017

DUTAILLIS | ARCHITECTS
EDUCATION COMMERCIAL INDUSTRIAL
DUTAILLIS ARCHITECTS PTY. LIMITED
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EMAIL : office@dutailisarchitects.com.au



1.0 GENERAL

Dutailis Architects have been commissioned to advise on the suitability of the existing location of the Upper Lachlan Shire Council as a development site for a new, modern civic centre (to be referred to as the 44 Spring Street site).

The feasibility of this site as a new, modern civic centre with related community facilities is prepared with comparisons to a proposed new civic centre at the Greenfields site (to be referred to as the Laggan Road site).

The new civic centre proposed on Laggan Road adjacent to Viewhaven Lodge has been viewed as a site that is remote from the existing town centre.

Dutailis Architects advises that our office has prepared the current preferred design scheme for the Laggan Road site. It may be perceived that preparing this report is in conflict with an objective view of a proposal to demolish and build a civic centre at the Spring Street site. However, we would be prepared to design a building for either circumstance.

Valuation reports for council infrastructure and land have been provided to assist this report.

2.0 SITE ANALYSIS

The site at 44 Spring Street is a pair of allotments as follows:-

Lot 101 DP208578 Area 878.9 m²

Lot 102 DP208578 Area 1144.0 m²

The survey plan prepared in 1957 indicated that the Shire Office was in place on lot 101, and three other buildings including the Council Chambers were in place on lot 102. Refer to Appendix A.

The aerial photo and site inspection indicates that a number of additions and changes have occurred since 1957. Both major buildings on the site have been added to and their uses and public access have been altered.



Figure 1 – Locality Plan

The 44 Spring Street site is bordered on three sides by public roads and lanes (Robertson Street, Spring Street and Robertson Lane). The south-east boundary is shared with a private dwelling house.

The land at 44 Spring Street is Zoned R2 – Low Density Residential. The alternative Greenfields site has a similar zoning. In both cases the use of this land as a “Public Administration Building” is a prohibited use. Council should seek a zoning change to a use such as SPI Special Uses or SP2 Infrastructure for the preferred site of the Civic Centre.

The 44 Spring Street site is within 60 metres of the main street of Crookwell (Goulburn Street) but the main public entry in Robertson Street is approximately 140 metres from the main street. By comparison, the proposed building entry for the Laggan Road site is 820 metres from the corner of Goulburn Street and Roberts Street.



Figure 2 – Plan showing distance from Main Street.

3.0 SIZE AND AMENITY

To adequately assess the site suitability of 44 Spring Street for a new civic centre a comparison to the proposal in Laggan Road should be made.

	Available Land Area	Proposed Building Area
Laggan Road	10931m ² with further land available to the south east site.	Building – 2465m ² Car parking – 2175m ² Public Open – 2000m ² plus space
Spring Street	2022m ² with no opportunity to expand.	Building – 2100m ² (estimated) Car parking – 1100m ² (estimated) Public Open Space 500m ² (estimated)

The area and amenity at the Greenfields site has been developed in detailed consultation with council's professional staff and elected representatives. It has been designed to suit a growing population and the potential for further boundary changes that may occur to the Shire as directed by the State Government.

The 44 Spring Street site would require a lesser amount of off street parking than the Greenfields site, but an amount of on-site parking should be considered as a compliance requirement. Council should endeavour to comply with the Local Environment Plan and Development Control Plans that are council's regulatory framework. This would be consistent with community expectations. An allowance for 40 on-site car spaces has been included, as a basement or ground floor parking area.

The 44 Spring Street site would need to accommodate the public accessible parts of the civic centre at ground level. This would include council chambers, reception, entry foyers, amenities and some meeting facilities. The areas allocated for staff would be on an upper floor. A lift and egress stairs would be required for this building configuration, which adds to the overall floor area but reduces the net usable area. It is expected that a civic centre at 44 Spring Street built to a similar space allocation as Laggan Road would be a minimum of two storeys with basement car parking. This would not include any community space which would need to be accommodated elsewhere in Crookwell.

4.0 HERITAGE

The current buildings at 44 Spring Street are not an item of Environmental Heritage. However, the site is directly adjacent to a listed item of environmental heritage and nearby to listed items in the main street. There would be an expectation that any design be respectful to the adjacent heritage items. This would include materials, setbacks and the impacts of overshadowing. A detailed heritage report would be required to support the new civic centre. Boundary setbacks and frontage setback would reduce the overall available building footprint at 44 Spring Street but would also limit the acceptable height of the new building to limit overshadowing.

The heritage impact at the Greenfields site of Laggan road would be negligible.

5.0 CONTAMINATION, HAZARDOUS MATERIALS AND LATENT CONDITIONS

The existing buildings at 44 Spring Street are of an age and a history of use that are indicative of contaminated soils and asbestos used in the building construction. The use of the site would require detailed investigation by Asbestos Auditors and Occupational Hygienists to identify issues, provide advice on removal, carrying out testing at completion for satisfactory remediation and to certify the process.

It is noted that previous uses of the site have included vehicle servicing and maintenance. There has also been advice provided on the likelihood of underground fuel tanks that are buried under the carpark with no remediation. There is a likelihood of contaminated soils and other materials from these uses.

The potential for contamination and latent condition issues at the Greenfields site is significantly less than those of 44 Spring Street. This site has been previously investigated at the time of the construction of Viewhaven Lodge.

It is expected that a contamination audit of the Laggan Road site will be required for any proposed use.

6.0 OPINION OF PROBABLE COST

As a brief guide to the costs associated with the redevelopment of 44 Spring Street, we advise that the following costs should be considered. These opinions may need to be substantiated by a more detailed study if this option is pursued.

Demolition

The cost for demolition of the buildings of the site at 44 Spring Street and its related contamination audit, clean up and certification is as follows:-

Demolition	\$260,000.00
Consultancy	\$ 43,000.00
SUB-TOTAL COST (EXTRA)	\$303,000.00

Construction – Car parking

The difference in car parking costs for 40 on-site car spaces versus the 61 on-site spaces proposed for the Greenfields site is as follows:-

Roadworks & Car parking (As per QS Report)	\$ 643,200.00
Estimate for 40 basement car spaces (Published guide and QS advice)	\$2,328,320.00
SUB-TOTAL COST (EXTRA)	\$1,685,120.00

Construction – Building

A two or three story building (basement included) will have a higher cost for the building area due to the need for greater fire resistant materials, systems and safety. In addition, higher costs for a more robust structure will apply. The building will also need lifts and egress stairs. The rates per square meter are as follows:-

44 Spring Street 2100m ² x \$4400/sqm ²	=	\$9,240,000.00
Laggan Road 2678m ² x \$3480//sqm ²	=	\$9,320,000.00
SUB-TOTAL COST (DEDUCTION)		\$ - 80,000.00

Community Facilities

The above building costs are based on the expectation that community facilities will not be included in the civic centre at 44 Spring Street. An amount of additional funds for community facilities, possibly at a different site or involving a purchase of a different building, should be allocated to the proposal for a civic centre at 44 Spring Street. We would suggest the following allocation.

Fund for Community facilities	\$1,000,000.00
SUB-TOTAL COST (EXTRA)	\$1,000,000.00

Temporary Accommodation

The council would need to continue to operate by relocating during a 12 to 18 month construction period at 44 Spring Street. This would involve accommodating staff at Taralga and Gunning, renting available space in Crookwell and provide temporary fitout for those spaces. An allowance for these temporary spaces needs to be considered. The costs for the temporary arrangements would be as follows:-

Rent	\$240,000.00
Fitout I.T. & Furniture	\$180,000.00
Storage	\$ 60,000.00
Moving Costs	\$ 80,000.00
Staff additional travel costs	\$ 50,000.00
Miscellaneous	\$ 70,000.00
SUB-TOTAL (EXTRA)	\$680,000.00

Land Values and Sale

The valuations prepared for the two sites was provided. In either instance, the land and buildings may be sold to fund council's activities. The Fair Value of the 44 Spring Street site is in the order of \$1,075,000.00. The Fair Value of the Laggan Road site is in the order of \$765,000.00. Accordingly, the use of the 44 Spring Street Site as a civic centre may be viewed as a net loss of a potential sale and an extra cost on the project overall.

Extra cost for Land Value	\$310,000.00
SUB-TOTAL COST (EXTRA)	\$310,000.00

Summary of Extra Costs (all prices excluding GST)**TOTAL EXTRA COST**

(44 Spring Street Site)

\$ 3,898,120.00

For a

TOTAL PROJECT COST

(44 Spring Street site)

\$13,218,530.00

Vs

TOTAL PROJECT COST

(Laggan Road site)

\$ 9,320,410.00

7.0 RECOMMENDATIONS

For a civic centre and community spaces of a similar scope to the proposal at Laggan Road there are the following disadvantages to the redevelopment of the 44 Spring Street site.

These are as follows:-

1. Additional cost in the order of \$3,898,120
2. No scope for additional growth
3. A dual relocation exercise for staff.
4. Community facilities may not be available due to a lack of a suitable site or building.
5. No opportunity to realise any value for the sale of 44 Spring Street.

There may be an opportunity to use the 44 Spring Street site for a civic centre of a reduced scope which will meet a similar budget to the proposed Greenfields site.

However, this would be a scheme with no community facilities and no practical opportunities for future expansion of the building.

The advantages of the 44 Spring Street Site are as follows:-

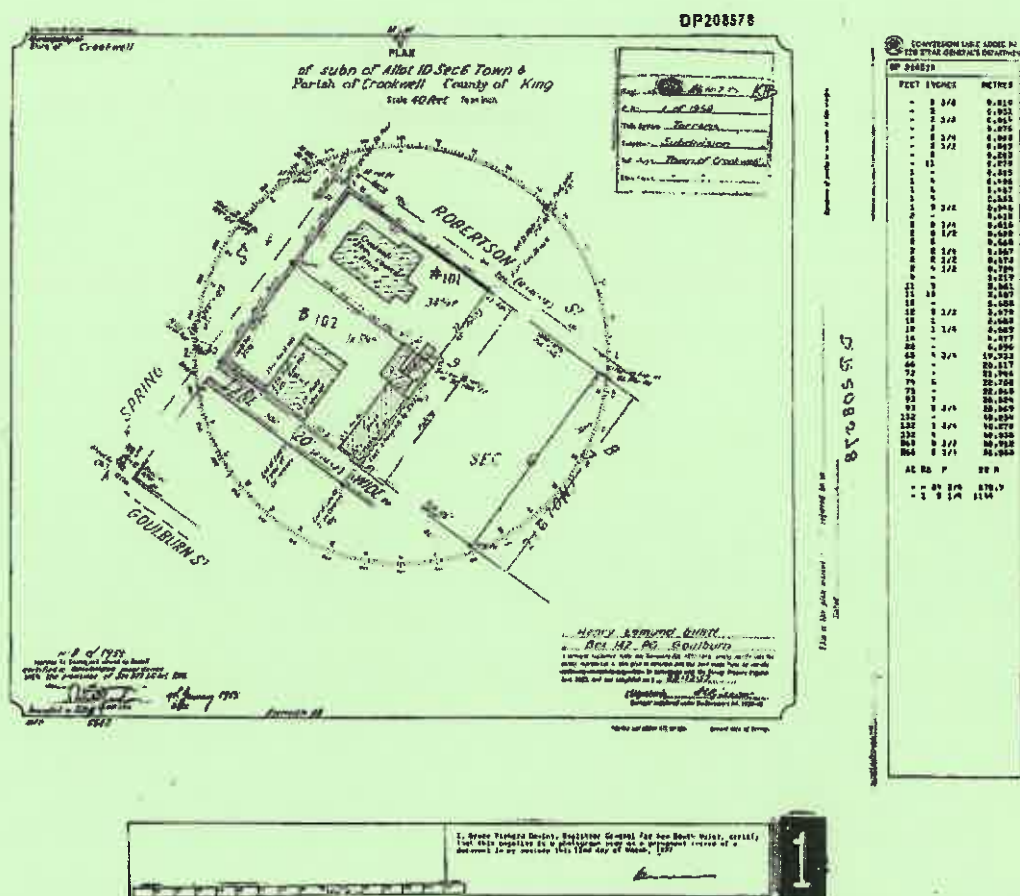
1. Proximity to the centre of Crookwell.
2. Use of a traditional location.

The Laggan Road location is 820 meters travel versus perhaps 100 meters for a new building at 44 Spring Street to the main street of Crookwell. There is a wide pedestrian and bicycle path to the Laggan Road location. Additional parking has been considered at the Laggan Road site.

In our opinion the advantages of the 44 Spring Street site are outweighed by the disadvantages.

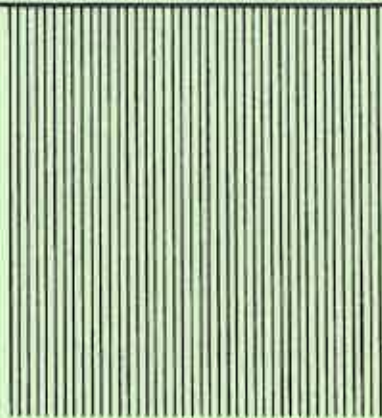
APPENDIX A

Survey Plan



APPENDIX B

Valuation Reports



VALUATION

for

UPPER LACHLAN SHIRE COUNCIL

as at

30 JUNE 2014

MEMBER OF
API AUSTRALIAN
PROPERTY INSTITUTE
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*Feasibility Study for Upper Lachlan Shire Council
44 Spring Street Crookwell*

*Job No: 6202
3 March 2017*



SCOTT FULLARTON VALUATIONS PTY. LTD. ACN 601163 ABN 67 601163 628
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GPO Box 203, Sydney NSW 2001 • Email: info@sfv.com.au • www.sfv.com.au

SCHEDULE OF VALUES

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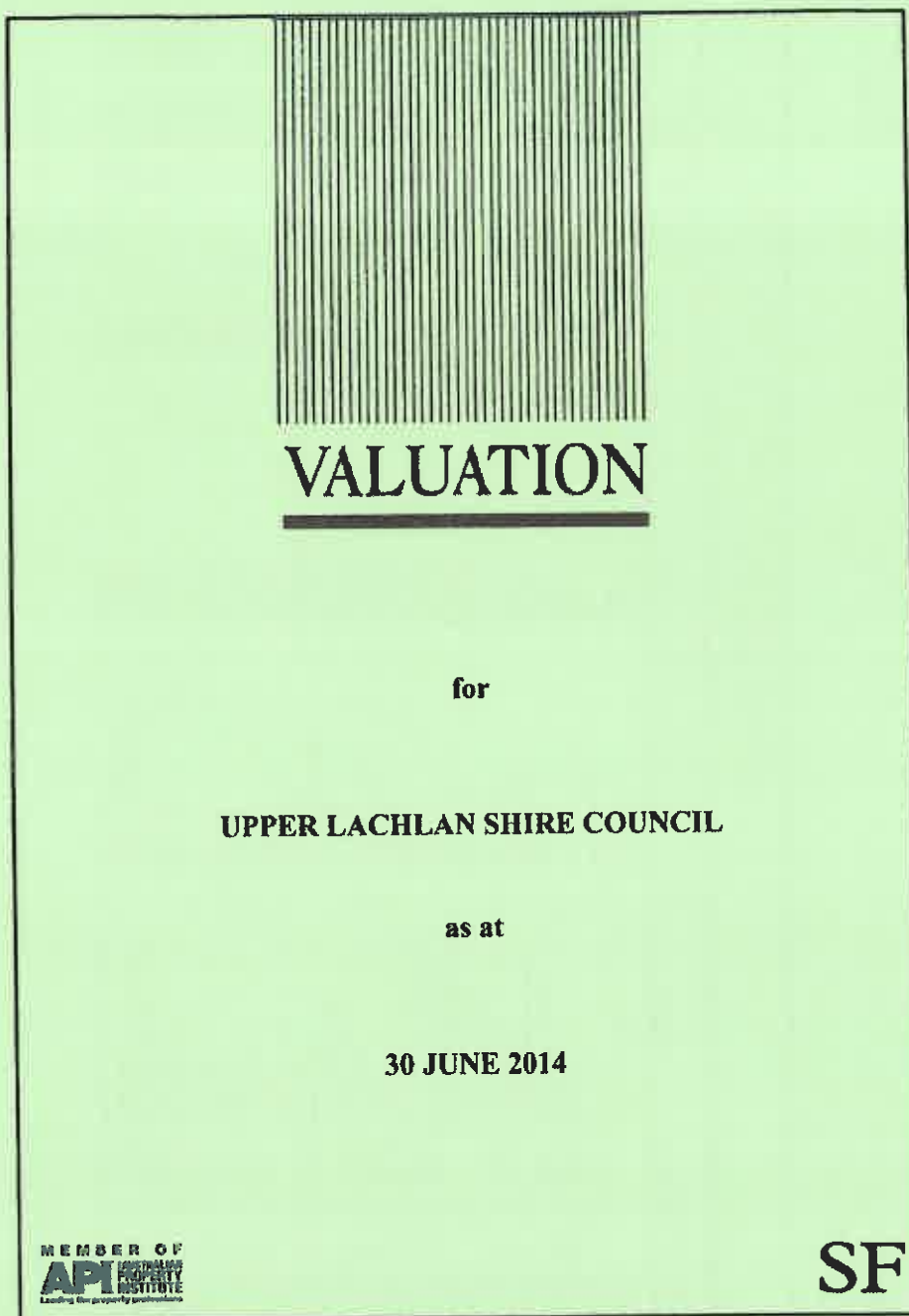
30 JUNE 2014

under instruction from

**UPPER LACHLAN SHIRE COUNCIL
PO BOX 42
GUNNING NSW 2581**

SF

UPPER LACHLAN SHIRE COUNCIL OPERATIONAL LAND FAIR VALUE SCHEDULE AS AT 30 JUNE 2014														
Upper Lachlan OL Schedule FV14														
SFV No.	Asset No.	Type Ref	Val No.	Description	Street No.	Street	Suburb	Lot	Sec	Proposed Plan	Zoning LSP 2010	Land Area m ²	Rate per m ²	Land Value
OL1001		LO		Fire Brigade Station	-	Brayton Road	Big Hill	Road	-	Reserve		-	\$	500
OL1002	117	LO	421730	Vacant Land	-	Riggs Street	Bigga	4	2	758104	RU5	2,023.0	\$ 5.00	\$ 10,000
OL1003	102	LO	421717	Garbage Depot	-	Gribane Road (off)	Bigga	1	-	501913	SP1	16,160.0	\$ 0.20	\$ 3,000
OL1004	199	LO	421799	Vacant Land	-	Lachlan Street	Bigga	8	12	758104	RU5	2,023.0	\$ 2.25	\$ 4,500
OL1005	8090	LO	3311078	Cemetery	-		Bigga	7,003	-	1026239	RU2	36,985.0	\$ 0.50	\$ 18,500
OL1006		LO	3317598	Cemetery Lease No.1013168	-	Bird Street	Birds	7012; 7013	-	94664; 1108659		46,600.0	\$ 0.30	\$ 14,000
OL1007		LO		Stockpile (acquisition of road)	-	Old Home Highway	Broadbent	-	-	Unknown		-	\$	500
OL1008	7468	LO	3379135	Fire Brigade Station	-	Blackwell Creek Rd	Broadway	2	-	1121922	RU2	801.0	\$ 1.00	\$ 1,000
OL1009	5807	LO	2954968	Fire Brigade Station	-	Brennan Street	Collecaw	10	-	1046757	RU5	838.0	\$ 40.00	\$ 34,000
OL1010		LO		Snowy Mt Repeter Base	-	Bigga Road	Crookwell	Road	-	Reserve		-	\$	500
OL1011		LO		Brooklands Footbridge	-	Brooklands Street	Crookwell	-	-	Unknown		-	\$	2,000
OL1012		LO		Pump Station (adj. Lot 19 DP 23831)	-	Carrington Street	Crookwell	Road	-	Reserve		-	\$	500
OL1013	748	LO	422329	Pre-School Res. No. R91469	-	Colyer Street	Crookwell	1	-	39590	RE1	2,134.0	\$ 30.00	\$ 64,000
OL1014	904	LO	422485	Vacant Land (adj. Crookwell River)	-	Denison St	Crookwell	4.5	19	758308	R2	4,452.0	\$ 4.00	\$ 18,000
OL1015	816	LO	422395	Vacant Land	-	Comper Street	Crookwell	1	19	758308	R2	2,327.0	\$ 4.00	\$ 9,500
OL1016	1057	LO	422629	Ancient	-	Goulburn Street	Crookwell	6	-	662951	B2	482.8	\$ 80.00	\$ 38,500
OL1017	639	LO	422208	Garbage Depot	4070	Grathen Gullen Road	Crookwell	1	-	332252	SP1	77,200.0	\$ 0.35	\$ 27,000
OL1018	590	LO	3510694	Golf Course (part)	-	Grange Road	Crookwell	2; 48	-	200924; 754108	RE1	183,820.0	\$ 0.75	\$ 138,800
OL1019		LO		Water Supply Bore (2)	-	Harley Road	Crookwell	Road	-	Reserve		-	\$	1,000
OL1020	3716	LO	423868	Reservoirs 1 & 2	-	Hay St & Waterworks Rd	Crookwell	1	-	843754	RU2	1,316.0	\$ 1.70	\$ 2,200
OL1021	7042	LO	3320043	Pump Station	-	Kennedy Street	Crookwell	1	-	442801	R2	404.7	\$ 1.50	\$ 600
OL1022		(A)		Water Supply Bore	-	Kennedy Street	Crookwell	Road	-	Reserve		-	\$	500
OL1023	1878	LO	423463	Aerodrome	-	Kialla Road	Crookwell	421; 417	-	257517; 754115	SP2	113,700.0	\$ 0.40	\$ 45,000
OL1024	3662	LO	3169913	Health Care Centre	-	Kialla Road	Crookwell	2	-	1018699	SP2	1,944.0	\$ 75.00	\$ 146,000
OL1025	3714	LO	422134	Reservoir 3	-	Kialla Road	Crookwell	1	-	826195	RU1	593.3	\$ 2.00	\$ 1,200
OL1026	1283	LO	422846	Residence	14	King Road	Crookwell	39	-	250695	R2	826.9	\$ 80.00	\$ 66,000
OL1027	1276	LO	422839	Vacant Land	-	King Road	Crookwell	4	-	587369	R2	2,107.0	\$ 60.00	\$ 126,000
OL1028	1337	LO	3375003	Caravan Park	-	Laggan Road	Crookwell	283	-	751042	R2	6,703.0	\$ 7.00	\$ 47,000
OL1029	1301	LO	3325398	Former Sakeyards	-	Laggan Road	Crookwell	3	-	1112816	R2	25,500.0	\$ 30.00	\$ 765,000
OL1030	1373	LO	422895	Operational Vacant Land	-	Laggan Road	Crookwell	2	-	534602	R5	657.6	\$ 60.00	\$ 39,000
OL1031	7385	LO	3325396	Vacant block (next to view haven)	-	Laggan Road, cnr Sakeyards Rd	Crookwell	1	-	1112816	R2	923.3	\$ 30.00	\$ 28,000
OL1032	7717	LO	423871	Effluent Ponds	-	McIntosh - Waterworks Rds	Crookwell	1-3	-	789227	RU2	37,700.0	\$ 0.40	\$ 15,000
OL1033	3869	LO	2846589	Emergency Services RFS Building	-	McIntosh Road	Crookwell	10	-	1031350	R5	29,200.0	\$ 12.00	\$ 350,000



*Feasibility Study for Upper Lachlan Shire Council
44 Spring Street Crookwell*

*Job No: 6202
3 March 2017*

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***Feasibility Study for Upper Lachlan Shire Council
44 Spring Street Crookwell***

***Job No: 6202
3 March 2017***

SF

SFV Photo No.	Asset ID	Classification	Description	No.	Street	Suburb/Town	Cond Rating 1-5	Val In \$'000				
								Gross Value	Accumulated Depreciation	Useful Life (years)	Remaining Useful Life (years)	Fair Value
2354	6730	Specialised	Kiosk		Robertson Street, Memorial Oval	Crookwell	4	\$ 24,000	\$ 19,200	50	10	\$ 4,800
2355		Specialised	Centaph-War Memorial		Robertson Street, Memorial Park	Crookwell	2	\$ 72,000	\$ 23,100	100	70	\$ 53,900
2356		Specialised	Gazebo/Shelter		Robertson Street, Memorial Park	Crookwell	1	\$ 12,000	\$ 2,400	50	40	\$ 9,600
2357		Specialised	Toilet Blocks (2)		Robertson Street, Memorial Park	Crookwell	4	\$ 70,000	\$ 56,000	50	10	\$ 14,000
2358	6734	Specialised	Cricket Wicket		Sadden Road, Gordon Park	Crookwell	5	\$ 9,000	\$ 7,800	15	2	\$ 1,200
2359		Specialised	Administration Offices	41	Spring Street	Crookwell	3	\$ 1,204,000	\$ 672,262	80	32	\$ 526,638
2360		Specialised	Council Chamber/Offices/Store	41	Spring Street	Crookwell	4	\$ 1,526,800	\$ 972,763	80	24	\$ 548,237
2361		Specialised	Bus Shelter		Spring Street	Crookwell	1	\$ 14,000	\$ 2,800	50	40	\$ 11,200
2362	6709	Specialised	Senior Citizens Centre		Spring Street	Crookwell	2	\$ 566,000	\$ 168,587	80	56	\$ 397,413
2363		Specialised	Car Park		Spring Street	Crookwell	3	\$ 35,000	\$ 21,000	50	20	\$ 14,000
2364		Specialised	Amenities Block		Spring Street, Depot	Crookwell	4	\$ 437,000	\$ 305,900	50	15	\$ 131,100
2365		Specialised	Main Shed		Spring Street, Depot	Crookwell	1	\$ 952,000	\$ 501,924	80	64	\$ 750,176
2366	6751	Specialised	Workshop/awning		Spring Street, Depot	Crookwell	4	\$ 457,000	\$ 319,950	50	15	\$ 137,100
2367		Specialised	Chlorine Building		Waterworks Road (via Iron Mine Rd)	Crookwell	3	\$ 9,000	\$ 5,400	50	20	\$ 3,600
2368		Specialised	Pumphouse		Waterworks Road (via Iron Mine Rd)	Crookwell	4	\$ 35,000	\$ 28,000	100	20	\$ 7,000
2369		Specialised	Storage Shed (new)		Waterworks Road (via Iron Mine Rd)	Crookwell	1	\$ 30,000	\$ 7,800	50	40	\$ 21,700
2370	10540	Specialised	Store		Waterworks Road (via Iron Mine Rd)	Crookwell	2	\$ 25,000	\$ 10,000	50	30	\$ 15,000
2371		Specialised	Water Treatment Building		Waterworks Road (via Iron Mine Rd)	Crookwell	4	\$ 799,000	\$ 639,205	100	20	\$ 159,800
2401		Specialised	Fire Brigade Station		Chapel Street	Dalton	2	\$ 83,000	\$ 33,200	50	30	\$ 49,800
2402		Specialised	Town Fire Shed		Church & Johnson Streets	Dalton	4	\$ 22,000	\$ 15,400	50	15	\$ 6,600
2403	8771	Specialised	Playground Equipment		Gunning & Chapel Streets	Dalton	3	\$ 15,000	\$ 9,000	15	0	\$ 6,000
2404		Specialised	Shelters (2)		Gunning Street, Reserve	Dalton	3	\$ 19,000	\$ 9,500	50	25	\$ 9,500
2405		Specialised	Tennis Clubhouse		Gunning Street, Reserve	Dalton	4	\$ 23,000	\$ 18,400	50	10	\$ 4,600
2406		Specialised	Tennis Court		Gunning Street, Reserve	Dalton	2	\$ 39,000	\$ 11,700	50	35	\$ 27,300
2407	8773	Specialised	Toilet Block		Gunning Street, Reserve	Dalton	3	\$ 31,000	\$ 15,500	50	25	\$ 15,500
2408		Specialised	Bar		Gunning Street, Reserve	Dalton	5	\$ 18,000	\$ 16,200	50	5	\$ 1,800
2409		Specialised	Change Rooms/Kiosk		Gunning Road, Recreation Reserve	Dalton	4	\$ 117,000	\$ 81,900	50	15	\$ 35,100
2410		Specialised	Shearing Shed		Gunning Road, Recreation Reserve	Dalton	4	\$ 35,000	\$ 26,400	50	10	\$ 6,600
2411	8776	Specialised	Shelter		Gunning Road, Recreation Reserve	Dalton	3	\$ 9,000	\$ 4,500	50	25	\$ 4,500
2412		Specialised	Synthetic Wicket		Gunning Road, Recreation Reserve	Dalton	3	\$ 9,000	\$ 5,400	15	6	\$ 3,600
2413		Specialised	Toilet Block		Gunning Road, Recreation Reserve	Dalton	2	\$ 106,000	\$ 42,400	50	30	\$ 63,600
2601		Specialised	Fire Brigade Station (Fullerton)		Fullerton Road, Hall Site	Fullerton	1	\$ 89,000	\$ 19,580	50	39	\$ 69,420
2602	6394	Specialised	Fire Brigade Station (Burra Lakes)		Golspe Road	Golspe	1	\$ 41,000	\$ 1,640	50	48	\$ 39,360
2603		Specialised	Fire Brigade Station (Wylandra)		Golspe Road	Golspe	2	\$ 85,000	\$ 25,500	50	35	\$ 59,500
2604		Specialised	Fire Brigade Station (Graham Gullen)		Golspe Road	Graham Gullen	1	\$ 53,000	\$ 10,600	50	40	\$ 42,400
2605		Specialised	Amenities Block		Camp Street	Gunning	2	\$ 48,000	\$ 21,600	50	30	\$ 26,400
2606	8793	Specialised	Storage Sheds (2)		Biala Street, Sewerage Works	Gunning	3	\$ 5,000	\$ 3,000	50	20	\$ 2,000
2607		Specialised	Amenities/Shower Block		Copeland Street, Endavour Park, Rec Reserve	Gunning	3	\$ 178,000	\$ 87,813	75	38	\$ 90,187
2608		Specialised	Callers Box		Copeland Street, Endavour Park, Rec Reserve	Gunning	4	\$ 13,000	\$ 9,100	50	15	\$ 3,900
2609		Specialised	Canteen		Copeland Street, Endavour Park, Rec Reserve	Gunning	3	\$ 56,000	\$ 33,600	50	20	\$ 22,400
2610	8799	Specialised	Gazebo		Copeland Street, Endavour Park, Rec Reserve	Gunning	2	\$ 8,000	\$ 2,400	50	35	\$ 5,600
2611		Specialised	Horse Stalls (2)		Copeland Street, Endavour Park, Rec Reserve	Gunning	4	\$ 108,000	\$ 86,400	50	10	\$ 21,600
2612		Specialised	Horse Stalls/Stables		Copeland Street, Endavour Park, Rec Reserve	Gunning	3	\$ 137,000	\$ 91,800	50	20	\$ 45,200
2613		Specialised	Kiosk		Copeland Street, Endavour Park, Rec Reserve	Gunning	5	\$ 39,000	\$ 15,100	50	5	\$ 3,000

Upper Lachlan Shire Council

Scott Fullerton Valuer

Feasibility Study for Upper Lachlan Shire Council
44 Spring Street Crookwell

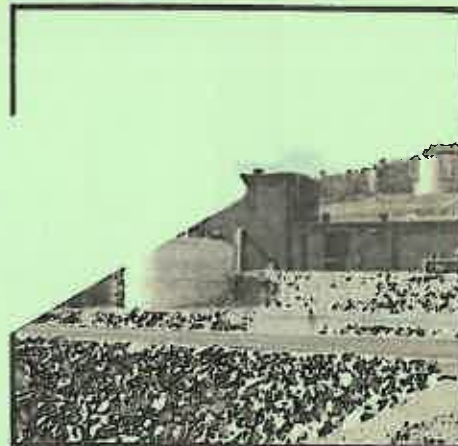
Job No: 6202
3 March 2017

SF

SFV No.	Asset No	Type Ref	Val No	Description	Street No	Street	School	Lot	Sec	Organised Plan	Zoning LEP 2016	Land Area m ²	Rate per m ²	Land Value
OL1034	7046	LO	9999	Sewerage Treatment Works	-	McIntosh Road	Crookwell	190-192	-	753042	SP2	310,600.0	\$ 0.35	\$ 109,000
OL1035	1417	LO	423002	Residence	10	Parker Street	Crookwell	15	-	236490	R2	682.9	\$ 100.00	\$ 68,000
OL1036	7045	LO	3496020	Cemetery	-	Pine Avenue	Crookwell	7005-7009	-	94922	RU1	30,250.0	\$ 0.40	\$ 12,000
OL1037	1223	LO	422782	Vacant Land	-	Harley Road	Crookwell	1	-	169107	R2	328.8	\$ 12.00	\$ 4,000
OL1038	2286	LO	423893	Repeater/Radio Base Station	-	Redground Road	Crookwell	2	-	604838	RU2	1,296.0	\$ 0.40	\$ 500
OL1039	1455	LO	423038	Residence	-	Redground Road	Crookwell	6, 7	4	1809	R2	1,727.0	\$ 50.00	\$ 86,000
OL1040	3715	LO	423808	Reservoir	-	Reservoir Road	Crookwell	1	-	826196	R5	1,623.0	\$ 2.00	\$ 3,000
OL1041	3716	LO	423868	Reservoir 1	-	Reservoir Road & Hwy Street	Crookwell	1	-	843754	RU2	1,316.0	\$ 2.50	\$ 3,500
OL1042	1464	LO	423047	Car Park	-	Roberts Street	Crookwell	3, 4	-	912070	B4	12,640.6	\$ 50.00	\$ 632,000
OL1043	-	LO	-	Pump Station	-	Swindon Road	Crookwell	16, 17	-	1809 Rd Res	-	-	-	\$ 500
OL1044	1545	LO	423127	Administration Offices/Chamber	44	Spring Street	Crookwell	101, 102	-	208578	R2	2,023.0	\$ 80.00	\$ 162,000
OL1045	1566	LO	423147	Car Park	51	Spring Street	Crookwell	2	-	570842	B2	432.3	\$ 75.00	\$ 34,000
OL1046	1574	LO	423155	Depot	-	Spring Street	Crookwell	1, 2, 3, 6	45	78308	R2	5,305.0	\$ 20.00	\$ 106,000
OL1047	2214	LO	423807	Water Treatment Works	85	Waterworks Road	Crookwell	1-8	-	188231	RU2	240,100.0	\$ 0.40	\$ 96,000
OL1048	5937	LO	439075	Fire Brigade Station	10	Chapel Street	Dalton	42	-	749724	RU5	434.0	\$ 30.00	\$ 29,000
OL1049	-	LO	-	Town Fire Station	-	Church & Johnson Streets	Dalton	Road	-	Reserve	-	1,343.0	\$ 4.00	\$ 5,400
OL1050	5991	LO	439130	Water Treatment Works	-	Midway Street	Dalton	4	-	606993	RU5	456.0	\$ 1.20	\$ 500
OL1051	5906	LO	3714713	-	-	Howard Street	Dalton	1	-	1178908	RU2	16,950.0	\$ 1.00	\$ 17,000
OL1052	3958	LO	2882348	Fire Brigade Station	2058	"Wylandra" Golspe Road	Golspe	3	-	1036831	RU2	713.9	\$ 1.50	\$ 1,100
OL1053	7391	LO	3333493	Clouded Road	-	Sapphire Road	Gunning	1, 2, 13	-	862900; 864688	RU2	14,359.0	\$ 0.25	\$ 5,000
OL1054	-	LO	-	Repeater Stations	-	Crookwell Street	Gunning	-	-	-	-	-	-	\$ 500
OL1055	6202	LO	439573	Residence	7	Hume Street	Gunning	22	-	859571	RU5	1,695.0	\$ 30.00	\$ 51,000
OL1056	6234	LO	439605	Fire Brigade Station	-	Nelungio Street	Gunning	1	-	843551	RU5	2,997.0	\$ 25.00	\$ 75,000
OL1057	6274	LO	439646	Coronation Park	2-8	Warraway Street	Gunning	9, 10	15	758493	RU5	2,150.0	\$ 30.00	\$ 65,000
OL1058	6265	LO	439636	Medical/Community Centre	20	Warraway Street	Gunning	2; 23	-	809950; 754267	RU5	2,816.0	\$ 25.00	\$ 70,000
OL1059	6287	LO	3455234	Cemetery	-	Warraway Street	Gunning	2, 3-4	-	634719; 330225	RU5	7,418.0	\$ 1.00	\$ 7,400
OL1060	6057	LO	439422	Water Pumping Station	-	Grabben Gillen Road	Gunning	1	-	221946	RU2	404.7	\$ 2.00	\$ 800
OL1061	6368	LO	439742	Council Chambers/Depot	-	Yates & Nelungio Streets	Gunning	9, 10	9	758493	RU5	3,817.0	\$ 25.00	\$ 95,000
OL1062	6308	LO	439681	Library	92	Yates Street	Gunning	6	20	758493	RU5	1,012.0	\$ 30.00	\$ 30,000
OL1062	6358	LO	439732	Court House	101	Yates Street	Gunning	27, 28	-	823512	RU5	1,605.0	\$ 28.00	\$ 45,000
OL1064	6366	LO	439740	SES Control Centre	119	Yates Street	Gunning	3	-	843551	RU5	979.0	\$ 30.00	\$ 29,000
OL1065	4083	LO	3055119	Fire Brigade Station	-	Peelwood Road	Laggan	15	3	1697	RU5	1,505.0	\$ 10.00	\$ 15,000
OL1066	7479	LO	3372378	Park Reserve	-	Laggan Road	Laggan	7,004	-	94383	-	2,068.0	\$ 1.00	\$ 2,100
OL1067	2342	LO	423967	Garbage Depot	-	Laggan Road	Laggan	316	-	46298	SP1	3,994.0	\$ 1.00	\$ 4,000
OL1068	-	LO	-	Repeater Stations	2568	Tarralga Road	Laggan	7,003	-	94450	-	-	-	\$ 500
OL1069	-	LO	-	Fire Brigade Station	-	Gunning & Crookwell Rds, Spring Range	Mount Mary	-	-	-	-	7,392.0	\$ 0.20	\$ 1,500
OL1070	-	LO	-	Repeater Stations	-	Crookwell & St Stephens Rds	Mount Mary	-	-	-	-	-	-	\$ 500
OL1071	2906	LO	424432	-	-	Blackney Creek Road	Padman Hill	Road	-	Reserve	-	-	-	\$ 400
OL1072	4814	LO	447792	Tarralga Wier	-	Cobden & Loftus Sts	Rooslyn	5	10	758660	E3	151.8	\$ 2.50	\$ 400
OL1073	7369	LO	3324439	Transfer/Waste Disposal	-	Off Golspe Road	Tarralga	1	-	223786	RU2	3,750.0	\$ 0.70	\$ 2,500
					-	Old Showground Road	Tarralga	194, 200, 245, 248	-	750017	SP1	76,690.0	\$ 0.60	\$ 46,000

Upper Lachlan Shire Council

GENERAL PURPOSE FINANCIAL STATEMENTS for the year ended 30 June 2015



Summary



Council's Mission

To provide services and facilities to enhance
the quality of life and economic viability within the Council area.

Upper Lachlan Shire Council

General Purpose Financial Statements
 for the financial year ended 30 June 2015

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- Statement of Financial Position	6
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Overview

- (i) These financial statements are General Purpose Financial Statements and cover the consolidated operations for Upper Lachlan Shire Council.
- (ii) Upper Lachlan Shire Council is a body politic of NSW, Australia - being constituted as a Local Government area by proclamation and is duly empowered by the Local Government Act (LGA) 1993 of NSW.
- Council's Statutory Charter is detailed in Paragraph 8 of the LGA and includes giving Council;
- the ability to provide goods, services & facilities, and to carry out activities appropriate to the current & future needs of the local community and of the wider public,
 - the responsibility for administering regulatory requirements under the LGA and
 - a role in the management, improvement and development of the resources in the area.
- A description of the nature of Council's operations and its principal activities are provided in Note 2(b).
- (iii) All figures presented in these financial statements are presented in Australian Currency.
- (iv) These financial statements were authorised for issue by the Council on 02 October 2015. Council has the power to amend and reissue these financial statements.
-

Upper Lachlan Shire Council

Notes to the Financial Statements for the financial year ended 30 June 2015

Understanding Council's Financial Statements

Introduction

Each year, individual Local Governments across NSW are required to present a set of audited financial statements to their Council & Community.

What you will find in the Statements

The financial statements set out the financial performance, financial position & cash flows of Council for the financial year ended 30 June 2015.

The format of the financial statements is standard across all NSW Councils and complies with both the accounting & reporting requirements of Australian Accounting Standards and requirements as set down by the Office of Local Government.

About the Councillor/Management Statement

The financial statements must be certified by Senior staff as "presenting fairly" the Council's financial results for the year, and are required to be adopted by Council - ensuring both responsibility for & ownership of the financial statements.

About the Primary Financial Statements

The financial statements incorporate 5 "primary" financial statements:

1. The Income Statement

Summarises Council's financial performance for the year, listing all income & expenses.

This statement also displays Council's original adopted budget to provide a comparison between what was projected and what actually occurred.

2. The Statement of Comprehensive Income

Primarily records changes in the fair values of Council's Infrastructure, Property, Plant & Equipment.

3. The Statement of Financial Position

A 30 June snapshot of Council's financial position indicating its Assets, Liabilities & "Net Wealth".

4. The Statement of Changes in Equity

The overall change for the year (in dollars) of Council's "Net Wealth".

5. The Statement of Cash Flows

Indicates where Council's cash came from and where it was spent.

This statement also displays Council's original adopted budget to provide a comparison between what was projected and what actually occurred.

About the Notes to the Financial Statements

The Notes to the financial statements provide greater detail and additional information on the 5 primary financial statements.

About the Auditor's Reports

Council's financial statements are required to be audited by external accountants (that generally specialize in Local Government).

In NSW, the Auditor provides 2 audit reports:

1. An opinion on whether the financial statements present fairly the Council's financial performance & position, &
2. Their observations on the conduct of the Audit including commentary on the Council's financial performance & financial position.

Who uses the Financial Statements ?

The financial statements are publicly available documents & must be presented at a Council meeting between 7 days & 5 weeks after the date of the Audit Report.

Submissions from the public can be made to Council up to 7 days subsequent to the public presentation of the financial statements.

Council is required to forward an audited set of financial statements to the Office of Local Government.

Financial Statements 2015

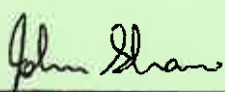
Upper Lachlan Shire Council

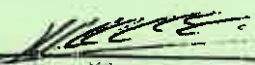
General Purpose Financial Statements
for the financial year ended 30 June 2015Statement by Councillors and Management
made pursuant to Section 413(2)(c) of the Local Government Act 1993 (as amended)**The attached General Purpose Financial Statements have been prepared in accordance with:**

- The Local Government Act 1993 (as amended) and the Regulations made thereunder,
- The Australian Accounting Standards and professional pronouncements, and
- The Local Government Code of Accounting Practice and Financial Reporting.

To the best of our knowledge and belief, these Financial Statements:

- present fairly the Council's operating result and financial position for the year, and
- accords with Council's accounting and other records.

We are not aware of any matter that would render the Reports false or misleading in any way.**Signed in accordance with a resolution of Council made on 17 September 2015.**

MAYOR

COUNCILLOR

GENERAL MANAGER

RESPONSIBLE ACCOUNTING OFFICER

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Financial Statements 2015

Upper Lachlan Shire Council

Income Statement

for the financial year ended 30 June 2015

Budget 2015	\$ '000	Notes	Actual 2015	Actual 2014
Income from Continuing Operations				
<i>Revenue:</i>				
9,710	Rates & Annual Charges	3a	9,593	9,244
5,586	User Charges & Fees	3b	6,980	7,802
562	Interest & Investment Revenue	3c	699	729
747	Other Revenues	3d	563	465
7,060	Grants & Contributions provided for Operating Purposes	3e, f	7,262	6,034
3,875	Grants & Contributions provided for Capital Purposes	3e, f	2,002	7,711
<i>Other Income:</i>				
63	Net gains from the disposal of assets	5	124	-
-	Net Share of interests in Joint Ventures & Associates using the equity method	19	-	-
27,603	Total Income from Continuing Operations		27,223	31,985
Expenses from Continuing Operations				
9,032	Employee Benefits & On-Costs	4a	9,597	8,573
314	Borrowing Costs	4b	230	256
5,838	Materials & Contracts	4c	6,734	6,430
5,568	Depreciation & Amortisation	4d	5,403	5,155
-	Impairment	4d	-	-
2,728	Other Expenses	4e	2,399	2,356
-	Net Losses from the Disposal of Assets	5	-	92
23,480	Total Expenses from Continuing Operations		24,363	22,862
4,123	Operating Result from Continuing Operations		2,860	9,123
Discontinued Operations				
-	Net Profit/(Loss) from Discontinued Operations	24	-	-
4,123	Net Operating Result for the Year		2,860	9,123
4,123	Net Operating Result attributable to Council		2,860	9,123
-	Net Operating Result attributable to Non-controlling Interests		-	-
Net Operating Result for the year before Grants and Contributions provided for Capital Purposes				
248			858	1,412

Council's Budget has approved by Council on 16 March 2017.

The Budget has been approved by Council on 16 March 2017. The Budget has been approved by Council on 16 March 2017. The Budget has been approved by Council on 16 March 2017.

This Statement should be read in conjunction with the accompanying Notes.

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Financial Statements 2015

Upper Lachlan Shire Council

Statement of Comprehensive Income
 for the financial year ended 30 June 2015

\$ '000	Notes	Actual 2015	Actual 2014
Net Operating Result for the year (as per Income statement)			
		2,860	9,123
Other Comprehensive Income:			
Amounts which will not be reclassified subsequently to the Operating Result			
Gain (loss) on revaluation of I,PP&E	20b (ii)	(32,463)	9,007
Total items which will not be reclassified subsequently to the Operating Result		(32,463)	9,007
Amounts which will be reclassified subsequently to the Operating Result when specific conditions are met			
Nil			
Total Other Comprehensive Income for the year		(32,463)	9,007
Total Comprehensive Income for the Year		(29,603)	18,130
Total Comprehensive Income attributable to Council		(29,603)	18,130
Total Comprehensive Income attributable to Non-controlling Interests		-	-

This Statement should be read in conjunction with the accompanying Notes.

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Financial Statements 2015

Upper Lachlan Shire Council

Statement of Financial Position
as at 30 June 2015

\$ '000	Notes	Actual 2015	Actual 2014
ASSETS			
Current Assets			
Cash & Cash Equivalents	1a	5,058	8,266
Investments	1b	15,700	10,100
Receivables	7	1,833	1,726
Inventories	8	1,052	1,364
Other	8	67	89
Non-current assets classified as "held for sale"	22	-	-
Total Current Assets		23,710	21,545
Non-Current Assets			
Investments	6a	-	-
Receivables	7	32	64
Inventories	8	-	-
Infrastructure, Property, Plant & Equipment	9	383,136	414,556
Investments accounted for using the equity method	10	-	-
Investment Property	14	-	-
Intangible Assets	25	-	-
Total Non-Current Assets		383,168	414,620
TOTAL ASSETS		406,878	436,165
LIABILITIES			
Current Liabilities			
Payables	10	1,644	1,346
Borrowings	10	238	220
Provisions	10	3,803	3,583
Total Current Liabilities		5,685	5,149
Non-Current Liabilities			
Payables	10	-	-
Borrowings	10	2,347	2,585
Provisions	10	784	766
Total Non-Current Liabilities		3,131	3,351
TOTAL LIABILITIES		8,816	8,500
Net Assets		398,062	427,665
EQUITY			
Retained Earnings	20	273,085	270,225
Revaluation Reserves	20	124,977	157,440
Council Equity Interest		398,062	427,665
Non-controlling Equity Interests		-	-
Total Equity		398,062	427,665

This Statement should be read in conjunction with the accompanying Notes.

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Financial Statements 2015

Upper Lachlan Shire Council

Statement of Changes in Equity
for the financial year ended 30 June 2015

\$ '000	Notes	Retained Earnings	Reserves (Refer 2015)	Council Interest	Non-controlling Interest	Total Equity
2015						
Opening Balance (as per Last Year's Audited Accounts)		270,225	157,440	427,665	-	427,665
a. Correction of Prior Period Errors	20 (c)	-	-	-	-	-
b. Changes in Accounting Policies (prior year effects)	20 (d)	-	-	-	-	-
Revised Opening Balance (as at 1/7/14)		270,225	157,440	427,665	-	427,665
c. Net Operating Result for the Year		2,860	-	2,860	-	2,860
d. Other Comprehensive Income						
- Revaluations : IPP&E Asset Revaluation Rsve	20b (ii)	-	(32,463)	(32,463)	-	(32,463)
- Revaluations: Other Reserves	20c (iv)	-	-	-	-	-
- Transfers to Income Statement	20b (ii)	-	-	-	-	-
- Impairment (loss) reversal relating to IPP&E	20b (ii)	-	-	-	-	-
Other Comprehensive Income		-	(32,463)	(32,463)	-	(32,463)
Total Comprehensive Income (c&d)		2,860	(32,463)	(29,603)	-	(29,603)
e. Distributions to/(Contributions from) Non-controlling Interests		-	-	-	-	-
f. Transfers between Equity		-	-	-	-	-
Equity - Balance at end of the reporting period		273,085	124,977	398,062	-	398,062

\$ '000	Notes	Retained Earnings	Reserves (Refer 2015)	Council Interest	Non-controlling Interest	Total Equity
2014						
Opening Balance (as per Last Year's Audited Accounts)		261,102	148,433	409,535	-	409,535
a. Correction of Prior Period Errors	20 (c)	-	-	-	-	-
b. Changes in Accounting Policies (prior year effects)	20 (d)	-	-	-	-	-
Revised Opening Balance (as at 1/7/13)		261,102	148,433	409,535	-	409,535
c. Net Operating Result for the Year		9,123	-	9,123	-	9,123
d. Other Comprehensive Income						
- Revaluations : IPP&E Asset Revaluation Rsve	20b (ii)	-	9,007	9,007	-	9,007
- Revaluations: Other Reserves	20b (ii)	-	-	-	-	-
- Transfers to Income Statement	20b (ii)	-	-	-	-	-
- Impairment (loss) reversal relating to IPP&E	20b (ii)	-	-	-	-	-
Other Comprehensive Income		-	9,007	9,007	-	9,007
Total Comprehensive Income (c&d)		9,123	9,007	18,130	-	18,130
e. Distributions to/(Contributions from) Non-controlling Interests		-	-	-	-	-
f. Transfers between Equity		-	-	-	-	-
Equity - Balance at end of the reporting period		270,225	157,440	427,665	-	427,665

This Statement should be read in conjunction with the accompanying Notes.

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Financial Statements 2015

Upper Lachlan Shire Council

Statement of Cash Flows

for the financial year ended 30 June 2015

Budget 2015	\$ '000	Notes	Actual 2015	Actual 2014
Cash Flows from Operating Activities				
<u>Receipts:</u>				
9,710	Rates & Annual Charges		9,678	9,236
5,586	User Charges & Fees		6,870	10,623
562	Investment & Interest Revenue Received		739	701
10,935	Grants & Contributions		9,264	14,553
-	Bonds, Deposits & Retention amounts received		-	25
747	Other		473	1,235
<u>Payments:</u>				
(8,782)	Employee Benefits & On-Costs		(9,103)	(8,547)
(5,627)	Materials & Contracts		(6,432)	(7,646)
(284)	Borrowing Costs		(212)	(227)
-	Bonds, Deposits & Retention amounts refunded		(20)	-
(2,728)	Other		(2,323)	(3,606)
10,119	Net Cash provided (or used in) Operating Activities	11f	8,934	16,347
Cash Flows from Investing Activities				
<u>Receipts:</u>				
-	Sale of Investment Securities		10,100	9,900
394	Sale of Infrastructure, Property, Plant & Equipment		802	247
<u>Payments:</u>				
-	Purchase of Investment Securities		(15,700)	(9,700)
(9,992)	Purchase of Infrastructure, Property, Plant & Equipment		(7,124)	(15,102)
(9,598)	Net Cash provided (or used in) Investing Activities		(11,922)	(14,655)
Cash Flows from Financing Activities				
<u>Receipts:</u>				
1,012	Proceeds from Borrowings & Advances		-	-
<u>Payments:</u>				
(317)	Repayment of Borrowings & Advances		(220)	(204)
695	Net Cash Flow provided (used in) Financing Activities		(220)	(204)
1,216	Net Increase/(Decrease) in Cash & Cash Equivalents		(3,208)	1,488
8,266	plus: Cash & Cash Equivalents - beginning of year	11a	8,266	6,778
9,482	Cash & Cash Equivalents - end of the year	11a	5,058	8,266
Additional Information:				
	plus: Investments on hand - end of year	11f	15,700	10,100
Total Cash, Cash Equivalents & Investments			20,758	18,366

Please refer to Note 11 for information on the following:

- Non Cash Financing & Investing Activities.
- Financing Arrangements.
- Net cash flow disclosures relating to any Discontinued Operations

This Statement should be read in conjunction with the accompanying Notes.

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**INDEPENDENT AUDITOR'S REPORT TO THE COUNCIL
ON THE GENERAL PURPOSE FINANCIAL STATEMENTS OF
UPPER LACHLAN SHIRE COUNCIL**

Report on the Financial Statements

We have audited the accompanying general purpose financial statements of Upper Lachlan Shire Council (Council) for the financial year ended 30 June 2015. The financial statements comprise the Statement by Councillors and Management, Income Statement, Statement of Comprehensive Income, Statement of Financial Position, Statement of Changes in Equity, Statement of Cash Flows and accompanying Notes to the Financial Statements.

Council's Responsibility for the Financial Statements

The Council are responsible for the preparation and fair presentation of the financial statements in accordance with the *Local Government Act 1993* (NSW). This responsibility includes establishing and maintaining internal controls relevant to the preparation and fair presentation of the financial statements that are free from material misstatement, whether due to fraud or error; selecting and applying appropriate accounting policies; and making accounting estimates that are reasonable in the circumstances.

Auditors Responsibility

Our responsibility is to express an opinion on the financial statements based on our audit. Our audit responsibility does not extend to the original budget figures included in the Income Statement and Statement of Cash Flows, the original budget disclosures in Notes 2(a) and 16, nor the projected revenue and expenditure of developer contributions reported in Note 17 and accordingly, we express no opinion on them. We conducted our audit in accordance with Australian Auditing Standards. These Auditing Standards require that we comply with relevant ethical requirements relating to audit engagements and plan and perform the audit to obtain reasonable assurance whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgement, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by Council, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Independence

In conducting our audit, we followed applicable independence requirements of Australian professional ethical pronouncements.



Matters Relating to the Electronic Presentation of the Audited Financial Statements

This auditor's report relates to the general purpose financial statements of Upper Lachlan Shire Council for the year ended 30 June 2015 included on Council's web site. Council is responsible for the integrity of Council's web site. We have not been engaged to report on the integrity of the web site. The auditor's report refers only to the statements named above. It does not provide an opinion on any other information which may have been hyperlinked to/from these statements. If users of this report are concerned with the inherent risks arising from electronic data communications they are advised to refer to the hard copy of the audited financial statements to confirm the information included in the audited financial statements presented on this web site.

Audit Opinion

In our opinion:

- (a) the Council's accounting records have been kept in accordance with the requirements of the *Local Government Act 1993* (NSW), Chapter 13, Part 3, Office 2;
- (b) the Council's financial statements:
 - (i) have been prepared in accordance with the requirements of this Division;
 - (ii) are consistent with the Council's accounting records;
 - (iii) present fairly the Council's financial position, the results of its operations and cashflows; and
 - (iv) are in accordance with applicable Australian Accounting Standards (including the Australian Accounting Interpretations).
- (c) all information relevant to the conduct of the audit has been obtained; and
- (d) there are no material deficiencies in the accounting records or financial statements that have come to light in the course of the audit.



intentus

291 Stewart Street
Bathurst
Dated: 2 October 2015



LR Smith
Director



Thorough. Authentic. Earnest.

2 October 2015

The Mayor
Upper Lachlan Shire Council
PO Box 42
GUNNING NSW 2581

Dear Mr Mayor

**INDEPENDENT AUDITOR'S REPORT ON THE CONDUCT OF THE AUDIT – Section 417 (3)
UPPER LACHLAN SHIRE COUNCIL**

We advise having completed our audit of the financial statements of Upper Lachlan Shire Council (Council) for the financial year ended 30 June 2015. Our audit resulted in the issuing of an unmodified audit report on both the general purpose and special purpose financial statements of Council.

In accordance with Section 417 of the *Local Government Act 1993* (NSW) we submit our report on the conduct of the audit of Upper Lachlan Shire Council for the year ended 30 June 2015. Our audit reports on the general purpose financial statements of Council and the special purpose financial statements on Council's business units outline the legislative framework of our audit and should be referred to in order to establish the context in which our comments are made.

Council's Responsibility for the Financial Report

The Council is responsible for the preparation and fair presentation of the financial statements in accordance with the *Local Government Act 1993* (NSW). This responsibility includes establishing and maintaining internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error; selecting and applying appropriate accounting policies; and making accounting estimates that are reasonable in the circumstances.

Auditor's Responsibility

Our responsibility is to express an opinion on the financial statements based on our audit. We conducted our audit in accordance with Australian Auditing Standards. These Auditing Standards require that we comply with relevant technical and ethical requirements relating to audit engagements and plan and perform the audit to obtain reasonable assurance whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgement, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by Council, as well as evaluating the overall presentation of the financial statements.

The following comments are provided in accordance with Section 415 (3) of the *Local Government Act 1993* (NSW) and Regulation 227 of the *Local Government (General) Regulation 2005* (NSW) to assist in the understanding of the financial statements and our reports.



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Review of the Financial Statements

(a) Operating Result

As disclosed in Council's Income Statement, the year's operations resulted in a surplus from continuing operations after capital amounts of \$2,860,000 (2014 – \$9,123,000). Some items of note in the Income Statement include:

Revenue

- The operating surplus from continuing operations *before* capital amounts was \$858,000 (2014 – \$1,412,000).
- Rates and annual charges increased by \$349,000 (3.78%) to \$9,593,000 (2014 – \$9,244,000). This is a combination of the approved variation increase for general rates of 2.4% coupled with Council determined increases in special rates and waste charges.
- User charges and fees decreased by \$822,000 to \$6,980,000 (2014 – \$7,802,000). Council saw a large decrease in Private Work amounts, with the wind farms within the Council area requiring less works than in the previous year, offset by an increase in RMS charges, largely attributable to additional funding received for the MR54 (Goulburn to Bathurst) State Road project.
- Grants and contributions provided for operating purposes increased from \$6,034,000 in 2014 to \$7,262,000 in 2015 (increase of \$1,228,000). The main contributor to this was an increase in funds received under the Federal Financial Assistance Grant (FAG) program of \$2,106,000. This was offset by a reduction in contributions received for Natural Disaster road rehabilitation projects of \$983,000. Whilst 2013-'14 saw a reduction in FAG funds received due to the timing of payments received (Council received only two (2) payments), payments normalised in 2014-'15, with Council receiving the standard four (4) payments under this program. Funds for Natural Disaster road rehabilitation projects were received in response to flood events which occurred in 2010 and 2012. The work in rehabilitating the roads damaged as a result had been completed by the end of 2013-'14, and hence no funds were received in 2014-'15.
- Grants and contributions provided for capital purposes decreased to \$2,002,000 from \$7,711,000 in 2014 (decrease of \$5,709,000). During the year ended 30 June 2014, Council received a total of \$6,109,000 in funding from the Federal Government and the NSW Office of Water for the construction of new water filtration plants in Gunning and Taralga and the construction of the Dalton water pipeline. This is compared to just \$252,000 received in 2014-'15 (decrease of \$5,857,000) as these projects reached completion.

Expenditure

- Council's total employee costs for the year increased by \$1,024,000 to \$9,597,000 (2014 – \$8,573,000). Of this increase, approximately \$220,000 was driven by an award increase of 2.60% and an additional \$110,000 in salary progression increases. Another \$194,000 of the increase was in relation to a decrease in salaries and wages costs which were capitalised during in 2014-'15 compared to 2013-'14 due to a change in the mix of operational and capital works. Employee leave entitlements increased by \$366,000 as a result of less leave having been taken during the year in conjunction with the award increase.

(b) Financial Position

The Statement of Financial Position disclosed that for the year ended 30 June 2015 Council's net assets stood at \$398,062,000 (2014 – \$427,665,000), which is a decrease of \$29,603,000.

This is the combined effect of the operating surplus from continuing operations of \$2,860,000 and a net downward movement of \$32,463,000 in relation to the valuation of Council's infrastructure, property, plant and equipment.

This movement in Council's revaluation reserves includes revaluation decrements related to the revaluation of Council's roads, bridges, footpaths, bulk earthworks and stormwater drainage, as well as the revaluation increments related to the indexation of the fair value of Council's water supply and sewerage network assets.

To assess the appropriateness or otherwise of Council's net current asset position (available working capital) it is necessary to review the level of restrictions placed against the use of Council's assets. The notes to the financial statements indicate clearly where restrictions exist and the effect of the restrictions is summarised as follows:-

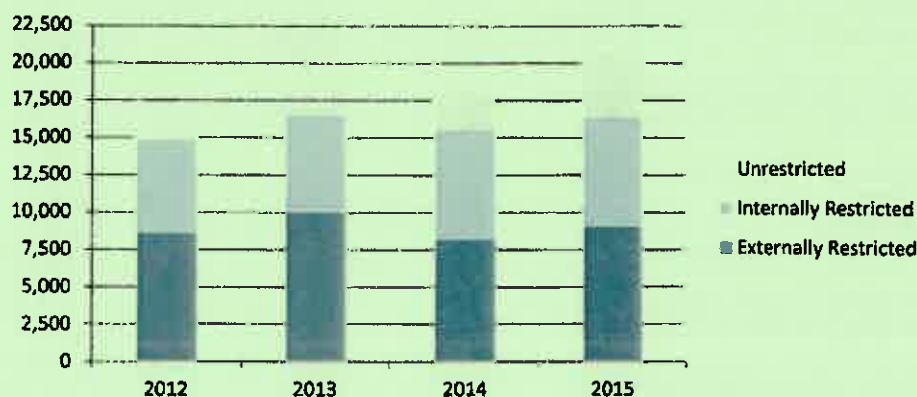
	2015 \$'000	2014 \$'000
Net current assets	18,025	16,396
Less: Amounts externally restricted for special purposes (refer Notes 6; 7; & 8 of financial statements)	(9,165)	(8,508)
Less: Council internally imposed restrictions (refer Note 6 of financial statements)	(7,345)	(7,360)
Add: Applicable current liabilities (refer Note 10)		
- Water	197	204
- Sewerage	152	151
- Domestic Waste Management	97	81
Less: Inventories classified as current but not expected to be settled within 12 months	(129)	(450)
Add: Employee leave entitlements classified as current but not expected to be settled within 12 months	2,693	2,472
Unrestricted net current asset surplus/(deficit)	4,525	2,986
Unrestricted net current assets comprise:		
<i>Unrestricted Current Assets</i>		
Cash and Investments	4,392	2,831
Receivables	1,689	1,393
Inventories	1,052	1,364
Other assets	67	89
	7,200	5,677
<i>Unrestricted Current Liabilities</i>		
Payables	(1,619)	(1,321)
Provisions	(99)	(91)
Interest Bearing Liabilities	(3,521)	(3,301)
Unrestricted net current asset surplus/(deficit)	(5,239)	(4,713)
Less: Inventories classified as current but not expected to be settled within 12 months	(129)	(450)
Add: Employee leave entitlements classified as current but not expected to be settled within 12 months	2,693	2,472
	4,525	2,986

The positive unrestricted net current asset position of Council has improved since the prior year, however will require continued management to ensure it remains positive in subsequent financial years.

It is also important to note that, while not as significant as in prior years, this position continues to be underpinned by relatively high levels of receivables and inventories. The realisation and usage of these assets during 2015-'16 will impact Council's ability to provide services to the community. Council's flexibility to respond to community needs as required may be restricted until these assets are realised / used.

Whilst the analysis of the net current asset position is a succinct review of Council's short-term position, the strength of that position is determined by the liquidity of those assets, hence Council's ability to operate effectively is largely governed by the amount of available cash.

Cash, Cash Equivalents and Investments



Liquidity

Note 6 to the accounts discloses total cash and investments of \$20,758,000 (2014 – \$18,366,000). Of this amount \$9,021,000 (2014 – \$8,175,000) is subject to external restrictions requiring Council to commit those funds to the purposes for which they were provided and \$7,345,000 (2014 – \$7,360,000) is subject to internal restrictions agreed upon by Council for designated purposes which may be altered at the discretion of Council, consistent with their operational plan.

The unrestricted balance of \$4,392,000 (2014 – \$2,831,000) represents funds available to cover non-budgeted discretionary expenditure and short-term cash flow requirements.

(c) Performance Indicators

Note 13 to the Financial Statements provides a measure of Council's performance using a number of selected ratios as follows:

Operating Performance

This indicator is intended to measure whether Council has contained its operating expenditure within its operating revenue.

The current year result of 2.92% indicates that Council has successfully contained its operating expenditure for the year within the constraints of its operating revenue.

Own Source Operating Revenue

This indicator is intended to measure Council's fiscal flexibility by showing its degree of reliance on external funding sources such as grants and contributions. The higher the ratio, the more financially flexible Council is considered to be.

At 65.81% (2014 – 57.03%) Upper Lachlan Shire Council's result indicates a degree of financial flexibility which is above the benchmark of greater than 60% determined by the Office of Local Government.

Unrestricted Current Ratio

The Unrestricted Current Ratio is a measure of Council's liquidity that demonstrates its ability to satisfy obligations out of short-term and immediate asset balances. Council's ratio of 5.66:1 (2014 – 5.62:1) indicates that it is comfortably able to settle its debts as and when they fall due.

However, as noted above, Council's current assets include relatively high levels of receivables and inventories which will need to be realised before Council is able to fully utilise the value of these assets in its day to day operations.

Debt Service Cover Ratio

This ratio measures the ability of council to service debt by expressing that capacity as a multiple of the operating result from continuing operations, excluding capital items and depreciation / impairment, over the principal and interest costs.

At 14.15 times (2014 – 15.03) Upper Lachlan Shire Council's ratio indicates that Council can comfortably meet its current levels of debt.

Rates & Annual Charges, Interest & Extra Charges Outstanding Ratio

The ratio is a measure of management efficiency. Whilst prevailing economic conditions may influence Council's ability to collect revenue, the efficiency and application of collection procedures are still the largest determinant of this ratio.

Upper Lachlan Shire Council's rates and annual charges outstanding percentage of 2.17% (2014 – 3.21%) has decreased slightly since the prior year and continues at a level which indicates effective rates debtor management and reflects the continuing efforts of Council staff to actively managing outstanding rates and annual charges.

Cash Expense Cover Ratio

The purpose of this ratio is to indicate the number of months a Council can continue paying for its immediate expenses without additional cash inflow. The benchmark is greater than three (3) months.

We suspect that this is a ratio that may vary considerably from year-to-year depending on the timing of payments for materials and contracts which is the component in the denominator most susceptible to fluctuation on a yearly basis. Upper Lachlan Shire Council's ratio for the year ended 30 June 2015 was 13.60 months (2014 – 10.89 months) and is above the benchmark recommended by the Office of Local Government.

(d) Statement of Cash Flows

The Statement of Cash Flows reports a net decrease in cash assets held of \$3,208,000 (2014 increase - \$1,488,000) as follows:

	2015 \$'000	2014 \$'000	Movement \$'000
Cash flow provided by / (used in)			
Operating activities	8,934	16,347	(7,413)
Investing activities	(11,922)	(14,655)	2,733
Financing activities	(220)	(204)	(16)
Net increase / (decrease) in cash held during the year	(3,208)	1,488	(4,696)

Cash Flows from Operating Activities

The net cash flow provided by operating activities totalled \$8,934,000 (2014 – \$16,347,000). Council has continued to generate a positive cash flow from operating activities.

A key contributor to this decrease was the fact that Council received a total of \$6,109,000 in funding in 2013-'14 from the Federal Government and the NSW Office of Water for the construction of new water filtration plants in Gunning and Taralga and the construction of the Dalton water pipeline. This funding was not replicated in 2014-'15. In addition, whilst Council has seen an increase in funds received under the (FAG) program of \$2,106,000, this has been mostly offset by a reduction in contributions received for Natural Disaster road rehabilitation projects of \$983,000 and in Private Work monies received.

Cash Flows from Investing Activities

The net cash flow used in investing activities totalled \$11,922,000 (2014 – \$14,655,000).

Cash outflows for the purchase of infrastructure, property, plant and equipment totalled \$7,124,000 (2014 – \$15,102,000). The outflows in 2014-'15 included \$1,951,000 for purchases of plant & equipment and \$4,769,000 for works completed on Council's infrastructure assets.

Cash Flows from Financing Activities

The net cash inflows used in financing activities was \$220,000 compared to net cash outflows in 2014 of \$204,000. No borrowings were drawn during the current financial year.

(e) Comparison of Actual and Budgeted Performance

Council's net operating result for the year was a surplus of \$2,860,000 compared to a budgeted surplus of \$4,123,000.

The nature of this report does not lend itself to detailed analysis of individual budget variations. Council has provided a commentary on these variations in Note 16.

(f) Other Matters**National Competition Policy**

In accordance with the requirements of National Competition Policy guidelines, Upper Lachlan Shire Council has prepared a special purpose financial report on its business units for the year ended 30 June 2015. Council has determined that it has three (3) business units within its operations being Water, Sewerage and Domestic Waste Management.

The Department of Local Government's July 1997 guidelines 'Pricing and Costing for Council Businesses: A Guide to Competitive Neutrality' outlines the process for identifying and allocating costs of activities and provide a standard of disclosure requirements. These disclosures are reflected in Council's pricing and/or financial reporting systems and include taxation equivalents, Council subsidies, rate of return on investments in business units and dividends paid.

An unqualified audit report on the special purpose financial reports for the year ended 30 June 2015 has been issued.

Management Letters

An Interim management letter was issued on 12 June 2015 whilst a final letter will be prepared upon completion of our year end review.

(g) Legislative Compliance

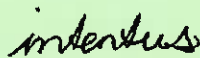
As a result of our audit we advise that there are no material deficiencies in the accounting records or financial reports that have come to our attention during the conduct of the audit and that Upper Lachlan Shire Council's accounting records have been kept in accordance with the requirements of the *Local Government Act 1993* (NSW) and regulations.

(h) Matters Relating to the Electronic Presentation of the Audited Financial Report

This auditor's report relates to the financial report of Upper Lachlan Shire Council for the year ended 30 June 2015 included on Council's web site. Council is responsible for the integrity of Council's web site. We have not been engaged to report on the integrity of the web site. The auditor's report refers only to the statements named above. It does not provide an opinion on any other information which may have been hyperlinked to/from these statements. If users of this report are concerned with the inherent risks arising from electronic data communications they are advised to refer to the hard copy of the audited financial report to confirm the information included in the audited financial report presented on Council's web site.

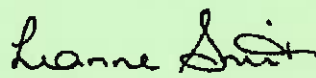
Conclusion

- (a) Upper Lachlan Shire Council's accounting records have been kept in a manner and form that facilitated the preparation of the general purpose financial statements and allowed proper and effective audit of these statements;
- (b) Upper Lachlan Shire Council's accounting records have been kept in a manner and form that facilitated the preparation of the special purpose financial statements and allowed proper and effective audit of these statements; and
- (c) all information relevant to the conduct of the audit has been obtained.



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291 Stewart Street
Bathurst
Dated: 2 October 2015



LR Smith
Director

Upper Lachlan Shire Council

SPECIAL PURPOSE FINANCIAL STATEMENTS
for the year ended 30 June 2015

Council's Mission - To provide services and facilities to enhance the quality of life and economic viability within the Council area.





ULSC Financial Statements 2015-16



Upper Lachlan Shire Council

GENERAL PURPOSE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2016



Upper Lachlan Shire Council

GENERAL PURPOSE FINANCIAL STATEMENTS
for the year ended 30 June 2016

Council's Mission - To provide services and facilities to enhance the quality of life and economic viability within the Council area.



Upper Lachlan Shire Council

General Purpose Financial Statements

for the year ended 30 June 2016

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Overview

- (i) These financial statements are General Purpose Financial Statements and cover the operations for Upper Lachlan Shire Council.
- (ii) Upper Lachlan Shire Council is a body politic of NSW, Australia – being constituted as a local government area by proclamation and is duly empowered by the *Local Government Act 1993* (LGA).

Council's Statutory Charter is detailed in Paragraph 8 of the LGA and includes giving Council;

- the ability to provide goods, services and facilities, and to carry out activities appropriate to the current and future needs of the local community and of the wider public,
- the responsibility for administering regulatory requirements under the LGA and
- a role in the management, improvement and development of the resources in the area.

A description of the nature of Council's operations and its principal activities are provided in Note 2(b).

- (iii) All figures presented in these financial statements are presented in Australian currency.
- (iv) These financial statements were authorised for issue by the Council on 07 October 2016. Council has the power to amend and reissue these financial statements.

Financial Statements 2016

Upper Lachlan Shire Council

General Purpose Financial Statements
for the year ended 30 June 2016**Statement by Councillors and Management**
made pursuant to Section 413(2)(c) of the *Local Government Act 1993 (NSW)* (as amended)

The attached General Purpose Financial Statements have been prepared in accordance with:

- the *Local Government Act 1993 (NSW)* (as amended) and the regulations made thereunder,
- the Australian Accounting Standards and professional pronouncements, and
- the Local Government Code of Accounting Practice and Financial Reporting.

To the best of our knowledge and belief, these financial statements:

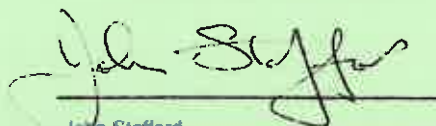
- present fairly the Council's operating result and financial position for the year, and
- accord with Council's accounting and other records.

We are not aware of any matter that would render these statements false or misleading in any way.

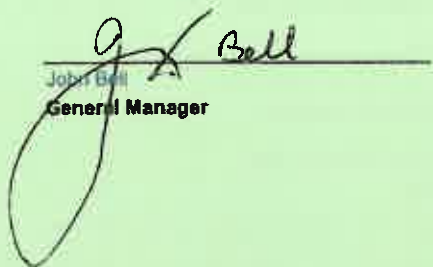
Signed in accordance with a resolution of Council made on 22 September 2016.



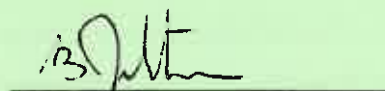
Brian McCormack
Mayor



John Stafford
Councillor



John Bell
General Manager



Bruce Johnston
Responsible Accounting Officer

page 3

Upper Lachlan Shire Council

Income Statement

for the year ended 30 June 2016

Budget 2016	\$ '000	Notes	Actual 2016	Actual 2015
Income from continuing operations				
<i>Revenue:</i>				
10,047	Rates and annual charges	3a	9,680	9,357
6,125	User charges and fees	3b	9,039	7,216
566	Interest and investment revenue	3c	719	699
783	Other revenues	3d	892	563
8,164	Grants and contributions provided for operating purposes	3e, f	8,919	7,262
5,051	Grants and contributions provided for capital purposes	3e, f	1,895	2,002
<i>Other income:</i>				
50	Net gains from the disposal of assets	14	19	124
–	Net share of interests in joint ventures and associates using the equity method	19	–	–
<u>30,786</u>	Total income from continuing operations		<u>31,163</u>	<u>27,223</u>
Expenses from continuing operations				
9,446	Employee benefits and on-costs	4a	9,624	9,597
247	Borrowing costs	4b	206	230
5,740	Materials and contracts	4c	7,226	6,734
5,413	Depreciation and amortisation	4d	5,922	5,403
–	Impairment	4d	–	–
3,437	Other expenses	4e	2,465	2,399
<u>24,283</u>	Total expenses from continuing operations		<u>25,443</u>	<u>24,363</u>
<u>6,503</u>	Operating result from continuing operations		<u>5,720</u>	<u>2,860</u>
Discontinued operations				
–	Net profit/(loss) from discontinued operations	24	–	–
<u>6,503</u>	Net operating result for the year		<u>5,720</u>	<u>2,860</u>
6,503	Net operating result attributable to Council		5,720	2,860
–	Net operating result attributable to non-controlling interests		–	–
Net operating result for the year before grants and contributions provided for capital purposes				
<u>1,452</u>			<u>3,825</u>	<u>858</u>

Original budget as approved by Council – refer Note 10

This statement should be read in conjunction with the accompanying notes.

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Financial Statements 2016

Upper Lachlan Shire Council

Statement of Comprehensive Income

for the year ended 30 June 2016

\$ '000	Notes	Actual 2016	Actual 2015
Net operating result for the year (as per Income Statement)		5,720	2,860
Other comprehensive income:			
Amounts which will not be reclassified subsequently to the operating result			
Gain (loss) on revaluation of I,PP&E	2(00) (11)	586	(32,463)
Total items which will not be reclassified subsequently to the operating result		586	(32,463)
Amounts which will be reclassified subsequently to the operating result when specific conditions are met			
Nil			
Total other comprehensive income for the year		586	(32,463)
Total comprehensive income for the year		6,306	(29,603)
Total comprehensive income attributable to Council		6,306	(29,603)
Total comprehensive income attributable to non-controlling interests		-	-

This statement should be read in conjunction with the accompanying notes.

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Financial Statements 2016

Upper Lachlan Shire Council

Statement of Financial Position

as at 30 June 2016

\$ '000	Notes	Actual 2016	Actual 2015
ASSETS			
Current assets			
Cash and cash equivalents	6a	5,218	5,058
Investments	6b	20,100	15,700
Receivables	7	1,366	1,833
Inventories	8	771	1,052
Other	8	95	67
Non-current assets classified as 'held for sale'	22	-	-
Total current assets		27,550	23,710
Non-current assets			
Investments	6b	-	-
Receivables	7	56	32
Inventories	8	-	-
Infrastructure, property, plant and equipment	9	385,803	383,136
Investments accounted for using the equity method	19	-	-
Investment property	14	-	-
Intangible assets	25	-	-
Total non-current assets		385,859	383,168
TOTAL ASSETS		413,409	406,878
LIABILITIES			
Current liabilities			
Payables	10	1,837	1,644
Borrowings	10	240	238
Provisions	10	4,060	3,803
Total current liabilities		6,137	5,685
Non-current liabilities			
Payables	10	-	-
Borrowings	10	2,107	2,347
Provisions	10	797	784
Total non-current liabilities		2,904	3,131
TOTAL LIABILITIES		9,041	8,816
Net assets		404,368	398,062
EQUITY			
Retained earnings	20	278,805	273,085
Revaluation reserves	20	125,563	124,977
Council equity interest		404,368	398,062
Non-controlling equity interests		-	-
Total equity		404,368	398,062

This statement should be read in conjunction with the accompanying notes.

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Financial Statements 2016

Upper Lachlan Shire Council

Statement of Changes in Equity
for the year ended 30 June 2016

\$ '000	Notes	Retained earnings	Reserves	Council controlling interest	Non-controlling interest	Total equity
2016						
Opening balance (as per last year's audited accounts)		273,085	124,977	398,062	—	398,062
a. Correction of prior period errors	201(d)	—	—	—	—	—
b. Changes in accounting policies (prior year effects)	201(d)	—	—	—	—	—
Revised opening balance (as at 1/7/15)		273,085	124,977	398,062	—	398,062
c. Net operating result for the year		5,720	—	5,720	—	5,720
d. Other comprehensive income						
– Revaluations: IPP&E asset revaluation rsve	201(d)	—	586	586	—	586
– Revaluations: other reserves	201(d)	—	—	—	—	—
– Transfers to Income Statement	201(d)	—	—	—	—	—
– Impairment (loss) reversal relating to I,PP&E	201(d)	—	—	—	—	—
– Joint ventures and associates	191(b)	—	—	—	—	—
Other comprehensive income		—	586	586	—	586
Total comprehensive income (c&d)		5,720	586	6,306	—	6,306
e. Distributions to/(contributions from) non-controlling interests		—	—	—	—	—
f. Transfers between equity		—	—	—	—	—
Equity – balance at end of the reporting period		278,805	125,563	404,368	—	404,368

\$ '000	Notes	Retained Earnings	Reserves	Council controlling interest	Non-controlling interest	Total Equity
2015						
Opening balance (as per last year's audited accounts)		270,225	157,440	427,665	—	427,665
a. Correction of prior period errors	201(d)	—	—	—	—	—
b. Changes in accounting policies (prior year effects)	201(d)	—	—	—	—	—
Revised opening balance (as at 1/7/14)		270,225	157,440	427,665	—	427,665
c. Net operating result for the year		2,860	—	2,860	—	2,860
d. Other comprehensive income						
– Revaluations: IPP&E asset revaluation rsve	201(d)	—	(32,463)	(32,463)	—	(32,463)
– Revaluations: other reserves	201(d)	—	—	—	—	—
– Transfers to Income Statement	201(d)	—	—	—	—	—
– Impairment (loss) reversal relating to I,PP&E	201(d)	—	—	—	—	—
– Joint ventures and associates	191(b)	—	—	—	—	—
Other comprehensive income		—	(32,463)	(32,463)	—	(32,463)
Total comprehensive income (c&d)		2,860	(32,463)	(29,603)	—	(29,603)
e. Distributions to/(contributions from) non-controlling interests		—	—	—	—	—
f. Transfers between equity		—	—	—	—	—
Equity – balance at end of the reporting period		273,085	124,977	398,062	—	398,062

This statement should be read in conjunction with the accompanying notes.

page 7

Upper Lachlan Shire Council

Statement of Cash Flows
for the year ended 30 June 2016

Budget 2016	\$ '000	Notes	Actual 2016	Actual 2015
Cash flows from operating activities				
<u>Receipts:</u>				
10,047	Rates and annual charges		9,662	9,678
6,125	User charges and fees		9,465	6,870
566	Investment and interest revenue received		645	739
13,215	Grants and contributions		10,814	9,264
-	Bonds, deposits and retention amounts received		19	-
783	Other		1,001	473
<u>Payments:</u>				
(9,236)	Employee benefits and on-costs		(9,647)	(9,103)
(5,598)	Materials and contracts		(6,598)	(6,432)
(216)	Borrowing costs		(193)	(212)
-	Bonds, deposits and retention amounts refunded		-	(20)
(3,437)	Other		(2,386)	(2,323)
12,249	Net cash provided (or used in) operating activities	11L	12,782	8,934
Cash flows from investing activities				
<u>Receipts:</u>				
-	Sale of investment securities		15,700	10,100
322	Sale of infrastructure, property, plant and equipment		185	802
<u>Payments:</u>				
-	Purchase of investment securities		(20,100)	(15,700)
(12,505)	Purchase of infrastructure, property, plant and equipment		(8,169)	(7,124)
(12,183)	Net cash provided (or used in) investing activities		(12,384)	(11,922)
Cash flows from financing activities				
<u>Receipts:</u>				
1,000	Proceeds from borrowings and advances		-	-
<u>Payments:</u>				
(280)	Repayment of borrowings and advances		(238)	(220)
720	Net cash flow provided (used in) financing activities		(238)	(220)
786	Net increase/(decrease) in cash and cash equivalents		160	(3,208)
5,058	Plus: cash and cash equivalents – beginning of year	11a	5,058	8,266
5,844	Cash and cash equivalents – end of the year	11a	5,218	5,058
Additional Information:				
	plus: Investments on hand – end of year	6f	20,100	15,700
	Total cash, cash equivalents and investments		25,318	20,758

Please refer to Note 11 for information on the following:

- Non-cash financing and investing activities
- Financing arrangements
- Net cash flow disclosures relating to any discontinued operations

This statement should be read in conjunction with the accompanying notes.

page 8



**AUDITOR'S REPORT
PERMISSIBLE GENERAL INCOME (SPECIAL SCHEDULE No. 8)
OF UPPER LACHLAN SHIRE COUNCIL**

Scope

We have audited the special purpose financial report comprising the reconciliation of total permissible general income (Special Schedule No. 8) of Upper Lachlan Shire Council for the 2016-'17 financial year.

Responsibility of Council for Special Schedule No. 8

The Council is responsible for the preparation and fair presentation of Special Schedule No. 8 in accordance with the Local Government Code of Accounting Practice and Financial Reporting (Guidelines) Update No. 24. This responsibility includes the maintenance of adequate accounting records and internal controls designed to prevent and detect fraud and error; designing, implementing and maintaining internal controls relevant to the preparation and fair presentation of Special Schedule No. 8 that is free from material misstatement, whether due to fraud or error; selecting and applying appropriate accounting policies; and making accounting estimates that are reasonable in the circumstances.

Responsibility of the Auditor

Our responsibility is to express an opinion on Special Schedule No. 8 based on our audit. We conducted our audit in accordance with Australian Auditing Standards. These Auditing Standards require that we comply with relevant ethical requirements relating to audit engagements and plan and perform the audit to obtain reasonable assurance whether Special Schedule No. 8 is free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in Special Schedule No. 8. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of Special Schedule No. 8, whether due to fraud or error. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of Special Schedule No. 8.

Because of the inherent limitations of an audit, together with the inherent limitations of internal control, there is an unavoidable risk that some material misstatements may not be detected, even though the audit is properly planned and performed in accordance with Australian Auditing Standards.

In making our risk assessments, we consider internal controls relevant to the entity's preparation of Special Schedule No. 8 in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Audit Opinion

In our opinion, the reconciliation of Council's total permissible general income (Special Schedule 8) which shows a carry forward catch up total for 2016-'17 of **three thousand one hundred and twenty three dollars (\$3,123)** is properly drawn up in accordance with the requirements of the Office of Local Government and in accordance with the books and records of the Council.



Liability limited by a scheme approved under Professional Standards legislation

Basis of Accounting and Restriction on Distribution

Without modifying our opinion, we draw attention to the fact that Special Schedule 8 - the reconciliation of total permissible general income is a special purpose financial report which has been prepared for distribution to the Council and the Office of Local Government for the purposes of confirming that Council's reconciliation of Council's total permissible general income is presented fairly. As a result, the financial report may not be suitable for another purpose. We disclaim any assumption of responsibility for any reliance on this report or on the financial statements to which it relates to any person other than the Council or the Office of Local Government or for any purpose other than for which the financial report was prepared.



intentus

291 Stewart Street
Bathurst
Dated: 7 October 2016



LR Smith
Director



ABN 81 013 241 552

Upper Lachlan Shire Council

All correspondence addressed to the General Manager, PO Box 42, Gunning NSW 2581

Crookwell Office: 44 Spring Street, Crookwell NSW 2583

p: 02 4830 1000 | f: 02 4832 2066 | e: council@upperlachlan.nsw.gov.au | www.upperlachlan.nsw.gov.au

Gunning Office: 123 Yass Street, Gunning NSW 2581

p: 02 4845 4100 | f: 02 4845 1426 | e: council@upperlachlan.nsw.gov.au

Taralga Office: Taralga Community Service Centre, Orchard Street, Taralga NSW 2580

p: 02 4840 2099 | f: 4840 2296 | e: taralgacsc@ceinternet.com.au

Ref: F16/210

Building Better Regions Fund

To whom it may concern

Re: Evidence of Contribution for Building Better Regions Fund application Upper Lachlan Community and Civic Centre

This letter confirms Upper Lachlan Shire Council's support for our application under the Building Better Regions Fund.

I am authorised to commit the contribution of the Former Saleyards Land on Laggan Road, valued at \$765,000 in 2014 to the project

Yours sincerely

A handwritten signature in black ink, appearing to read "John Bell".

John Bell

General Manager

28 February 2017



Letters of Support:

- 1. Regional Development Australia Southern Inland**
- 2. Canberra Region Joint Organisation**
- 3. Central NSW Councils**
- 4. Angus Taylor MP – Federal Member for Hume**
- 5. Pru Goward – Member for Goulburn**
- 6. Bronnie Taylor – Parliamentary Secretary to the Deputy Premier NSW**
- 7. Lions Club of Crookwell Inc**
- 8. Crookwell Probus Club**
- 9. Crookwell A P & H Society Inc.**
- 10. Crookwell R & SL Sub Branch**



ABN: 16 954 663 226
Shop 5 158-162 Auburn Street
PO Box 775 Goulburn NSW 2560
Ph: 02 4622 6397
www.rdasidna.com.au

Mr Brian McCormack
Mayor
Upper Lachlan Shire Council
PO Box 42
GUNNING NSW 2581

Dear Brian

**Letter of Support – Building Better Regions Fund, Infrastructure Stream
Upper Lachlan Shire Council**

I am writing to strongly support the Upper Lachlan Shire Council's application for funding via the Building Better Regions Fund, Infrastructure Stream, for a purpose-built Community and Civic Centre.

RDA Southern Inland (RDASI) is part of a national network of 55 Regional Development Australia committees across Australia. RDASI is a State and Federally funded non-government body encompassing seven Local Government Areas – Wingecarribee, Goulburn Mulwaree, Yass Valley, Upper Lachlan, Hilltops, Queanbeyan Palerang and Snowy Monaro. Its role is to promote economic development in the region by identifying opportunities for business development and linking businesses and community organisations with government grants, programs and infrastructure investments, creating jobs and encouraging prosperity for the region's population.

The Upper Lachlan Shire Council is proposing a purpose-build Community and Civic Centre on Council owned land in Crookwell. The current Council administration buildings are inadequate in size and architecture to meet the current and future requirements of the Upper Lachlan Shire Council, and prohibit further extensions.

The Community and Civic Centre will amalgamate community facilities and Council's services into one building, encouraging community cohesion and enhanced community identity and pride. Smart work hub meeting rooms, an art gallery and conference facilities will be incorporated. The Centre will also support the community by providing a range of disabled and elderly accessible conference and meeting areas, business spaces and services. Work, Health & Safety for Council staff and visitors will be updated and enhanced.

RDA Southern Inland strongly believes the project meets the Building Better Regions Fund Guidelines, specifically:

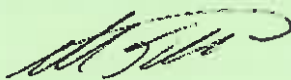
- Upper Lachlan Shire Council will be applying for the Exceptional Circumstances co-funding exemption as outlined in the Program Guidelines, based on natural disaster events which have occurred in the last seven years. The project is also ready to commence within 12 weeks of executing the grant agreement.

- The project is of economic benefit to the region during and post construction phase. It is estimated an expected 50 FTE jobs will be created during the construction phase of the project, as well boosting the regional economy through sourcing local suppliers. The addition of community spaces and meeting rooms will allow Council to host regional conferences, art and sculpture exhibitions and workshops. In the longer term, service delivery will be increased through effectiveness and efficiency gains, and Council can expand and grow its staff.
- The project has a number of social benefits including enhancing Upper Lachlan Shire as a relocation option. Smart work meeting rooms will offer work from home choices. The provision of community spaces in the Centre will bring people together or art shows, displays, meeting and conferences, increasing community cohesion.
- Although Upper Lachlan Shire Council is applying for an exemption from co-funding due to exceptional circumstances, value for money is demonstrated by Council's in-kind contributions and, in the longer term, the efficiencies that will be gained from the purpose-built Centre.
- Upper Lachlan Shire Council has the necessary capacity, capability and resources to carry out the project.

The building of a new Community and Civic Centre is an important and necessary step for Upper Lachlan Shire Council's future, providing a strong regional focus for the towns within the Local Government Area of Crookwell, Gunning and Taralga. The project aligns well with the Council's Community Strategic Plan Vision 2013, including provision of greater access to the Council for the disabled and elderly groups, and use of green and renewable energy. Greater efficiency and increased customer service standards will be met in the purpose-built Centre, as well as greater focus on Work, Health & Safety and risk management.

RDA Southern Inland commends the project team on your application. The RDA Southern Inland Committee and staff wish you every success with your endeavour.

Sincerely



Mark Schweikert
Chairman, RDA Southern Inland

E chairman@rdasi.org.au

W www.rdasi.org.au

23 February 2017

Canberra Region

JOINT ORGANISATION

NSW Member Councils include: Iscaga Valley | Eurobodalla | Goulburn Mulwaree | Hilltops | Gungahlin-Parramatta | Snowy Monaro |
Upper Lachlan | Yass Valley and ACT Government

PO Box 348
Bungendore NSW 2621
ABN: 701 605 876 877

Telephone: (02) 6238 8111

www.canberraregion.org.au

14 February 2017

Contact: Gabrielle Cusack
0418 940 137

Mr John Bell
General Manager | Upper Lachlan Shire Council
PO Box 42
GUNNING NSW 2581
E: jbell@upperlachlan.nsw.gov.au

Dear Mr Bell

Building Better Regions Fund: Upper Lachlan Shire Community Civic Centre


I am writing to support the funding submission by Upper Lachlan Shire Council under the Building Better Regions Fund for the Upper Lachlan Shire Community Civic Centre. This Centre is a key piece of infrastructure to be built at Crookwell to become a 'one stop' for both the Community and Upper Lachlan Shire Council offices.

There is no Community Civic Centre in Crookwell. The community is a regional growth centre and this building will become the focal point for the community. It is critically important for the community of Crookwell and surrounding villages. At present there is a Council operation existing across four separate buildings in different parts of the town. This facility will enable all Council operations and activities to be located under the one roof that will have long term benefits for those that live and work in the community.

Upper Lachlan Shire Council is the largest employer in the region and by having a centralised facility and operational centre, it is a cost effective measure that is practical; with sound evidence regarding economy of scale, access for all members of the Upper Lachlan Shire community and the return on investment would be evident within the first year of operation.

The Canberra Region Joint Organisation supports the submission by the Upper Lachlan Shire Council for this infrastructure project and believes it will contribute to continued growth and prosperity of the region. This project is looking at a long term solution to ensure the operational activity and community interaction and engagement will continue to be a focal point of this resilient and vibrant rural community of South East NSW.

Kind Regards



Executive Officer
CANBERRA REGION JOINT ORGANISATION



Chairman: O Garry Bush, Mayor, Bathurst Regional Council

Centroc
PO Box 333
Forbes NSW 2871
Phone: 0428 690 935
Email: jennifer.bennett@centroc.com.au

21 February 2017

Reference: group 001 1201
Chairman: O Garry Bush, Mayor, Bathurst Regional Council
Phone: 0428 690 935
Email: jennifer.bennett@centroc.com.au

Senator the Hon Fiona Nash
Minister for Regional Development
Building Better Regions Fund
PO Box 6100
Senate
Parliament House
Canberra ACT 2600

Dear Senator Nash,

Re: Support to Upper Lachlan Shire Council for the Building Better Regions Fund, Community and Civic Centre,

Central NSW Councils (Centroc) represents over 205,663 people covering an area of more than 50,281 sq/kms comprising the Local Government Areas of Bathurst, Blayney, Cabonne, Cowra, Hilltops, Forbes, Lachlan, Lithgow, Oberon, Parkes, Upper Lachlan, Weddin and Central Tablelands Water.

Centroc advocates on agreed regional positions and priorities while working co-operatively to benefit the councils and communities of Central NSW.

Centroc supports Upper Lachlan Shire Councils application to the Building Better Regions Fund, for the Community and Civic Centre, in the Crookwell CBD.

We understand the Community and Civic Centre will support and facilitate service to and with the community and the surrounding council areas, and will provide:

- Flexible meeting and community spaces with high speed telecommunications to address a range of community needs including wellbeing and productivity issues for Shire workers travelling to Canberra and Sydney and larger regional centres for work.
- Professional meeting facilities for small businesses, wind farms and government agencies.
- A Council Chamber doubling as a seminar space for community conferences and forums which will increase social connectedness and assist with community skills development and pride. It will support events and cultural expression and allow all the community to attend Council Meetings.
- Disabled community and staffing access and facilities.
- Reduced long-term maintenance costs, increased efficiency and reduction in existing operating expenses.

The Community and Civic Centre will also provide a range of positive economic, social and environmental benefits to the community and the broader region including increasing Council's workforce productivity with a new front service area providing compliant RMS testing. It will increase connectedness between the Council and the community.

This Regional Organisation of Councils speaks for over 205,663 people covering an area of more than 50,281 sq/kms comprising the Local Government Areas of Bathurst, Blayney, Cabonne, Cowra, Hilltops, Forbes, Lachlan, Lithgow, Oberon, Parkes, Upper Lachlan, Weddin and Central Tablelands Water.

The current Council Administration Buildings in Spring Street Crookwell were built in 1912. They consist of a group of ad hoc, dilapidated buildings which are inadequate in size and architecture to meet the current and future requirements of the Council. The current building does not meet WH&S standards for staffing.

Upper Lachlan Shire Council had utilised a local architect to examine the option of constructing additions and renovations to the current administration office premises, with the response that it would be impractical to add on to the current buildings.

We offer this letter of support for Upper Lachlan Shire Councils request for funding for a Community and Civic Centre.

Should you have any further questions about any of the above, please contact our Executive Officer Jenny, Bennett on 0428 690 935.

Yours sincerely,



Cr Gary Rush
Chair

Central NSW Councils (Centroc)

This Regional Organisation of Councils speaks for over 205,663 people covering an area of more than 50,281 sq/kms comprising the Local Government Areas of Bathurst, Blayney, Cabonne, Cowra, Hilltops, Forbes, Lachlan, Lithgow, Oberon, Parkes, Upper Lachlan, Weddin and Central Tablelands Water.



Letter of support – New Crookwell Community & Civic Centre

To Whom It May Concern

I am pleased to provide a letter of support for the Upper Lachlan Shire Council's application for funding under the Federal Government's *Building Better Regions Fund*. This funding would be put towards establishing a new Community and Civic Centre for the Crookwell community, located just out of the town's CBD.

The current facility used as the Upper Lachlan Council administration building was built in 1912 and is rapidly deteriorating and unsuitable for the future requirements of both the Council and the community.

There are currently over 50 staff members working at the current council chamber's site and overcrowding of facilities and amenities is starting to impact on the office adhering to Work Health and Safety standards. Work spaces are overcrowded with desks and storage; there are not adequate toilet facilities for staff numbers, and the air-conditioning system struggles to provide satisfactory heating and cooling to all rooms due to ceiling heights making working conditions uncomfortable.

The lack of space is also impacting on Council's ability to cater for public gallery viewing during council meetings, as onlookers often must stand around the room or outside to listen.

I would like to express my strong support as I feel this project will meet the *Building Better Regions Fund* requirements by providing a range of positive economic, social and environmental benefits to the Crookwell community.

Yours sincerely

Angus Taylor MP
Federal Member for Hume

Goulburn Office 191 Auburn Street (PO Box 700), Goulburn NSW 2580 Phone 02 4822 2277 Fax 02 4822 1029
Camden Office Suite 2a/190 Argyle Street, Camden NSW 2570 Freecall 1300 301 826
Email Angus.Taylor.MP@aph.gov.au Web www.angustaylor.com.au f /Angustaylor4hume @AngusTaylorMP



**Letter of Support
Upper Lachlan Shire Council
Building Better Regions Fund**

To whom it may concern,

I write to support the Upper Lachlan Shire Council's application to the Building Better Regions Fund for the planning and construction of a new Community and Civic Centre on Laggan Road, Crookwell.

The current facilities staff and Councillors work from in Crookwell is old, dilapidated and increasingly becoming a workplace health and safety hazard. Built in 1912, the chambers at Spring Street, Crookwell are historic but failing to keep up with the growing demands of a Council in 2017. For example:

- There are 24 female and 28 male staff at the Crookwell Council site with one gender designated toilet each and one disabled toilet between the two genders.
- The current building does not comply with Workplace Health and Safety standards for staffing.
- Staff are segmented in to small 'dog boxes' often overcrowded with desks/storage and sometimes with no natural lighting or windows. Access to some offices is through other offices, which is disruptive to staff.
- Numerous staff are currently located in what was a former toilet block and part of a garage/storage shed complex. A Senior Officer shares his office with a urinal that has been renovated into a book case.
- The use of 'make do' separated buildings and areas between Finance and Administration, Works and Maintenance and Environment and Planning Staff means that there is a 'triple up' of resources like photocopiers which impacts on costs, the storeman and IT specialists.
- Open wiring can be seen for the PABX system which should be in with the server but there is no room in the photocopier room where the server is located.
- The current air-conditioning/heating system does not cope with the current building which has variances in ceiling heights and small rooms. Some staff experience extremes in air-conditioning temperatures creating uncomfortable work conditions.
- Important documents including Development Application Files are being kept in storage containers.
- Council does not have the space to put in a backup generator and has to close down in blackouts.

167-169 Auburn Street, Goulburn NSW 2580
PO Box 168 Goulburn NSW 2580
Tel (02) 4822 6444 fax (02) 4822 6400

email: goulburn@parliament.nsw.gov.au
web: www.pruoward.com.au

- The size of the Council Chambers at Crookwell cannot adequately cater for the public gallery at Council meetings with members of the public forced to stand around the walls or forced to listen from the car park.
- The administrative service area is small, has no room for seating and is accessed by double doors which are impossible to navigate in a wheel chair or by the elderly.

A new Community and Civic Centre will also provide a range of positive economic, social and environmental benefits to the community and the broader region including increasing Council's workforce productivity with a new front service area providing compliant RMS testing. It will also provide:

- Flexible meeting and community spaces with high speed telecommunications to address a range of community needs including wellbeing and productivity issues for Shire workers travelling to Canberra and Sydney and larger regional centres for work.
- Professional meeting facilities for small businesses, wind farms and government agencies.
- A Council Chamber doubling as a seminar space for community conferences and forums which will increase social connectedness and assist with community skills development and pride. It will support events and cultural expression and allow all the community to attend Council Meetings.
- Disabled community and staffing access and facilities.
- Reduced long-term maintenance costs, increased efficiency and reduction in existing operating expenses.

I am pleased to offer my sincere support to the Upper Lachlan Shire Council and look forward to your favourable consideration of their application.

Yours sincerely,



THE HON. PRU GOWARD MP
Member for Goulburn



HON **Bronnie Taylor** MLC
MEMBER OF THE LEGISLATIVE COUNCIL

27 February 2017

Mr John Bell
General Manager, Upper Lachlan Shire Council
PO Box 42
GUNNING NSW 2581
E: jbell@upperlachlan.nsw.gov.au

Dear Mr Bell

Building Better Regions Fund - Upper Lachlan Shire Community Civic Centre

I am pleased to support the submission by Upper Lachlan Shire Council for the infrastructure project to build the Upper Lachlan Community Centre.

The project value of \$10 million with a contribution from the Commonwealth of \$9.5 million has multiple benefits and will provide much needed accommodation not only for the Council itself, but also a meeting place for community members from across the Local Government Area. It will provide a pathway for economic growth and development with the inclusion of a Smart Work Hub, enabling those that work outside the region to have the capacity to work remotely from the Civic Centre.

This project has merit and will provide a much needed boost to a community that has been ravaged by natural disasters and drought over the past decade. Rural communities need a central meeting place, which is an important part of the social fabric of the regional communities across Southern NSW that I represent.

Sincerely

Bronnie Taylor MLC
Parliamentary Secretary to the Deputy Premier and Southern NSW

bronnietaylor@parliament.nsw.gov.au www.nswnationals.org.au
Room 112B, Parliament House, Macquarie St, Sydney NSW 2000
☎ 02 9230 3795 ☎ 02 9230 2423



THE NATIONALS for Regional NSW

Lions Club of Crookwell Inc.

ABN: 66 923 055 904

PO Box 2
CROOKWELL NSW 2583



President: John Gray
Secretary: Norm Fountain
Ph: (02) 4832 0047
Mob: 0402 852 220

www.crookwell.nsw.lions.org.au

email: Lionscrookwell52@gmail.com
Norman.fountain@bigpond.com

22nd February 2017

Mr John Bell

General Manager

Upper Lachlan Shire Council

Ref Community and Civic Centre

The lions club of Crookwell Inc. strongly supports the Upper Lachlan Shire Council to construct a new Community and Civic Centre for the future of the Shire, and to improve working conditions of our council management and staff and to aid the community better, this would also allow dignitaries to visit a more up to date and more modern facilities which in return would aid our own environment

Having this facilities would allow organizations, like our lions club to have the ability to run a District convention that would bringing tourist dollars into the town and area by having a new and modern building plus these facilities are long over due

Kind Regards

Norman Fountain

Secretary

Crookwell Lions Club



SERVING OUR COMMUNITY FOR 40 YEARS

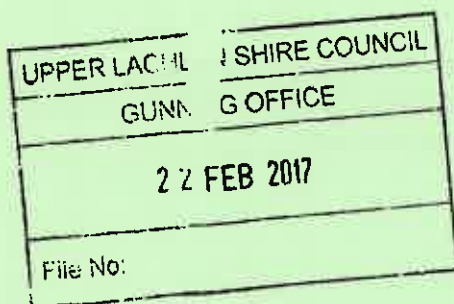
CROOKWELL PROBUS CLUB20th February 2017

Linus Nesbitt-Hawes
Grants/Projects Officer
Upper Lachlan Shire Council

The Probus Club of Crookwell are pleased to support the council in their effort to obtain a Grant from the Building Better Regions Fund for a new Community and Civic Centre.

Yours Faithfully

Phyllis Lavery President.



Crookwell A P & H Society Inc. (Est. 1878)

ABN: 29 322 539 552

PO Box 13
Crookwell NSW 2583
Showground Ph: (02) 4832 1140

www.crookwellshow.com



President: Ken Ikin

Secretary: Laura Clements

Ph:

Mobile: 0434 685 449

secretary@crookwellshow.com.au

22nd February, 2017

Mr J.K. Bell
General Manager
Upper Lachlan Shire Council
44 Spring Street
CROOKWELL NSW 2583

Dear Sir,

**re: Proposed new Community and Civic Centre –
Laggan Road, Crookwell**

I write to state my enthusiastic support of the application by the Upper Lachlan Shire Council for grant funding to the Building Better Regions Fund.

The project will vastly improve Councils ability to support the community with meeting rooms, business spaces, conference areas and community space with better access to Council support services and a much needed Council Chamber.

Council has a highly professional support staff team of 24 female and 28 male personnel which will be catered for with WH&S compliant standards for staffing and separate male, female and disabled toilets.

The proposed new Community and Civic Centre will significantly benefit the residents of the Upper Lachlan Shire, along with the Shire's management and staff.

I commend the Upper Lachlan Shire Council for their continuing their decade long efforts to help the community of Crookwell, surrounding villages and residents with an up to date facility such as the proposed new Community and Civic Centre.

I now strongly support the Shire's application for funding and trust it will meet with the approval of the Building Better Regions Fund.

Yours sincerely,

Paul Anderson
Executive Officer

"Somerset"

Fish River Road

Crookwell NSW 2583

20 February 2017

Mr John Bell

General Manager

Upper Lachlan Shire Council

Dear John

RE: Support for Council's Grant Application to the Building Better Regions Fund

The Crookwell R & SL Sub-Branch strongly supports Council's application for funding from this worthwhile (Regional) program so that our proud Shire can at last have a much-needed, purpose-built headquarters building.

Our members and their families, most of whom are elderly and have some degree of infirmity, use the Council offices for a variety of purposes – to pay rates, to re-new driving licences and vehicle registrations, to speak to staff on matters of concern, attend community group meetings in the so-called Chamber and attend Council meetings.

On these occasions we find the facilities to be barely basic, often physically uncomfortable, requiring excessive movement from building to building, and often unable to cope with the number present.

For example, a recent Council meeting had over 40 ratepayers in the Gallery and some half of these had to stand, the main administrative 'foyer' can seat 4 waiting to be dealt with, but often there are 6, 7 or 8 in line, and the RMS agency (a busy and convenient facility especially for the elderly) in the same area has no privacy for testing, does not meet RMS standards and could be closed down.

Some of our members have friends and family who work in the present Council buildings so we know that the building in which they work are really a 'rabbit warren' of converted garages, toilets, store rooms and even a stable. These small, crowded, converted spaces do not meet WH&S standard, impact on staff morale, often lack natural lighting, and are quite inefficient because of the physical separation of the Works, Planning and Finance departments in to separate buildings.

Furthermore the creation of meeting and conference spaces will help to bring vitality and vibrancy to the Shire with the possibility of people working from home. Regional areas

especially benefit from remote working hubs with people moving in to the area aware that they do not have to commute to work in the larger adjoining Shires.

The elderly community enjoy and need community gatherings and the possibility of having art and historical displays would mean a lot to us all. Social inclusion will be improved when disabled and full access to all facilities is available in a new Community and Civic Centre.

Our members fully support this application and hope Council invites the assessment panel to visit our Shire Offices to see firsthand what we are talking about.

Yours faithfully

Phil Mahoney, Hon.Sec, Crookwell R & SL Sub Branch

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

Photos of Upper Lachlan Shire Council's Administrative Buildings

44 Spring Street Crookwell



The Council Chambers has very limited room in the gallery for the community. The air conditioning broke down in this meeting when temperatures were high 30s. The roof leaks and buckets are used to catch drips.



The 44 staff share a six seated lunch room and 1 male, 1 female toilet and a disabled toilet. The toilets are also used during Council meetings by the public. The lunch room sometimes doubles as a meeting room



Administrative Reception is small and the counter not ergonomic as staff cannot put their legs underneath when seated. The reception seats 4 people, is cramped, unsafe and does not have a separate area for RMS testing.



Storage is an ongoing problem with hallways used to store everything from possum traps to stationary. Two containers have been placed between the Administration Department building and Works/Planning Building for storage of development applications and sensitive material.



General Managers Executive Assistant, Grants Officer and Publicity Officer are in a corridor to the General Manager's office and the IT section. There is no natural lighting and IT storage cupboards sit to the left of the EA's desk.

These offices made in the toilet block still have the trappings of their former use – The bookshelf has been made from the men's urinal. On the other side of the urinal, taps from the shower are still on the wall.





The General Managers Office (left) shows the need for separate air-conditioning units in some offices. When the Council Chambers is being used for auditors or meetings the General Managers table has been used for interviews and other meetings sometimes pulling in 10 chairs around the small table. The Director of Works office has no windows and has been created out of a former garage.



Left - There are three workstations in this area which also acts as an access area to photocopier and Director of Works.



The Customer Service Officer (right) barely has room for a desk in the office whilst the front office staff share the one small desk behind the front counter (left).



Top Left – PABX for phones is located in hall outside General Managers Office.

Above – Server is located in print room making it impossible to have more than one person at a time in the room.

Left – there is the need for 3 large photocopiers due to the distance between departments.



The Council Chambers kitchenette is an embarrassment, used by both staff and public and an access to Planning and Environment offices.



The original Council Administration building was built in 1907 and has had ad-hoc changes to house current staff. Wheelchairs and the elderly find it difficult to gain access through 2 sets of heavy entry doors. Behind the Administration building is the Works Department and Planning and Environment Department housed in a renovated toilet and garage block.



POLICY:-	
Policy Title:	Purchasing – Acquisition of Goods and Services Policy
File reference:	TRIM F10/943 and TRIM F10/618
Date Policy was adopted by Council initially:	18 November 2004
Resolution Number:	319/04
Other Review Dates:	19 March 2009, 16 December 2010
Resolution Number:	116/09, 472/10
Current Policy adopted by Council:	15 December 2011
Resolution Number:	489/11
Next Policy Review Date:	2013

PROCEDURES/GUIDELINES:-	
Date procedure/guideline was developed;	
Procedure/guideline reference number:	

RESPONSIBILITY:-	
Draft Policy Developed by:	Director of Finance and Administration
Committee/s (if any) consulted in the development of this policy:	Audit and Investment Committee
Responsibility for implementation:	Director of Finance and Administration
Responsibility for review of Policy:	Director of Finance and Administration

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OBJECTIVES

That Council staff when inviting tenders and / or expressions of interest for the carrying out of work, or the supply of goods and services for the Upper Lachlan Shire Council local government area will have regard to the following principles:-

1. Open and effective competition;
2. Value for money;
3. Ethical behaviour, honesty, fairness and probity in all procurement dealings;
4. Ensure the process is consistent with no conflict of interest or improper advantage to potential tenders and / or suppliers;
5. Maintain confidentiality of information obtained that relates to procurement activities;
6. Accountability, transparency and observance of the Local Government Act 1993 together with other related statutory requirements and standards.

SUSTAINABLE PROCUREMENT

Sustainable procurement seeks to ensure that Council meets its needs for goods and services in a way that achieves value for money on a whole of life basis, generating organisational, social, environmental and economic benefits.

Sustainable procurement considers ensuring that products and services:-

- Are appropriate for their purpose to meet Council's needs in terms of quality, quantity, time and location;
- Are procured at the best possible total cost, wherever appropriate;
- Minimise damage to the environment and communities from resource extraction, manufacturing, production, transport, consumption, use and maintenance, recycling and disposal options; and
- Promote fair and open competition while minimising possible exposure to fraud and corruption.

POLICY STATEMENT

Purchasing (Procurement) is a function that is high risk in terms of corruption and it is subject to tight rules and processes. Successful procurement provides opportunities to use the community's money wisely and to deliver much needed goods and services in a sustainable way.

This policy is designed to provide clarity of accountabilities and guidance for Council officers engaged in purchasing, tendering, contract management, and supplier payments relating to the acquisition and use of goods and services.

Council's procurement procedures are designed to provide ethical business dealings and maintain a system of internal control to pass scrutiny from internal and external stakeholders.

Council will reinforce with its employees the requirement to understand and comply with all applicable procurement legislation and applicable Council policies and procedures.

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LEGISLATIVE PROVISIONS

Section 55, of the Local Government Act 1993, outlines the requirements which relate to tendering when purchasing goods and contracting services. In addition, the Local Government (General) Regulation 2005, Part 7 – Tendering and Divisions 1-4 apply.

The following legislation, Council policies, and other documents relevant to the operation of this policy include:-

- Local Government Act 1993;
- Local Government (General) Regulation 2005;
- Council's Code of Conduct;
- Tendering Guidelines for NSW Local Government;
- NSW State Government Code of Practice for Procurement;
- Independent Commission against Corruption Act 1988 and ICAC Guidelines;
- NSW Ombudsman Guidelines;
- Government Information (Public Access) Act 2009 (GIPA);
- A New Tax System (Goods and Services Tax) Act 1999;
- Anti Discrimination Act 1977;
- Industrial Relations Act 1996;
- Privacy and Personal Information Protection Act 1998;
- Environmental Planning and Assessment Act 1979;
- Work Health and Safety Act 2011;
- Public Interest Disclosures Act 1994;
- NSW State Records Act 1998;
- Trade Practices Act 1974;
- Crimes Act 1900;
- Local Government (State) Award 2010;
- Council's Code of Meeting Practice;
- Council's Code of Business Practice ;
- Occupational Health and Safety (OH&S) Policy;
- Complaints Management Policy;
- Grievance Policy;
- Public Interest Disclosures Policy;
- Disciplinary Policy;
- GIPA Policy;
- Staff Training Policy;
- Fraud and Corruption Prevention Policy;
- Borrowings / Loans Policy;
- Delegations of Authority Policy;
- Corporate Credit Card Policy;
- Payment of Expenses and Provision of Facilities Policy; and
- Bribes, Gifts and Benefits Policy.

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RISK MANAGEMENT

Managing risk is fundamental to effective procurement. Risk management is as much about identifying opportunities as avoiding and mitigating losses. Identification, analysis, assessment, treatment and monitoring of risk in procurement will contribute to successful outcomes.

Adverse consequences of poor procurement policies and practices can include budget overruns, delays in delivery or implementation, goods that don't meet quality or practical requirements, disruption to business, significant diversion of resources to investigate, and loss of reputation. The onus is on Council and senior management to have effective policies, responsibility systems, training, detection system, project management and review systems.

To reduce risk associated with procurement activities, Council staff must:-

1. Determine the level of risks associated with the acquisition when deciding on the method of purchase to be used;
2. Comply with Council procedures relating to procurement and OH&S;
3. Ensure segregation of duties in the requisitioning, approval and payment functions;
4. Use internal procurement services, Council stores, State Government Contracts, Local Government Procurement Contracts, and CENTROC and SEROC contracts whenever possible;
5. Consider not just the purchase price but also the whole of life costs including those associated with acquisition, implementation, running, maintenance, depreciation, decommissioning and disposal;
6. Provide suppliers with Council's standard Purchase Order and/or Contract Number prior to supply; and
7. Maintain a contract register and procedures for contractor evaluation, including clear guidelines of expectations for contractor performance and maintenance by contractors of agreed insurance and liability coverage.

PURCHASING ETHICS

In the application of this Policy it is expected that Council officers will display a high standard of ethics. All Council officers involved in procurement activities shall act in such a way as to be beyond reproach and always have their own integrity and that of Council in mind, in accordance with Council's Code of Conduct.

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OVERVIEW OF PROCUREMENT PROCESS

A broad overview of the procurement process is as follows:-

- Establish a procurement policy framework;
- The identification of a genuine need to meet business objectives;
- The identification of available funding source to meet a business objective;
- The development of options to meet the need;
- The evaluation of options / selection of preferred method;
- The development and approval of the procurement concept;
- The development of a detailed procurement plan;
- The development of a specification;
- Determining whether to use a tender or quotation process;
- Sourcing offers from the market place and selecting according to the evaluation criteria;
- Obtaining approval and contract formation;
- Procurement / project management;
- Implementation or operating the asset; and
- Evaluating and reporting outcomes and lessons learnt.

TENDER PROCEDURES

The Local Government Act 1993 (specifically Section 23A), the Local Government (General) Regulation 2005, and Tendering Guidelines for NSW Local Government; must be taken into consideration for any tender and / or contract for the amount of \$150,000 or above (this amount is GST inclusive).

A contract for the purposes of determining when a tender should be called is defined as the procurement of a service stream or supply of good(s) or service(s) that will be undertaken in either single or multiple purchases from the same supplier over any two year period or that exceeds \$150,000 in value (GST inclusive).

Contracts involving expenditure exceeding \$150,000 (GST inclusive) shall be subject of a formal tender process and reported to Council for approval. In this instance all tenders for the contracting of goods and / or services will require Council officers to comply with the

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Tendering Assessment Checklist included at Appendix 2.

As a basic rule, a tender is required when either:-

- A contract requiring the payment of instalments by the Council over a period of two (2) or more years; or
- Where purchases have a value of \$150,000 or more including GST, regardless of the timeframe.

Legislative provisions sets out two exceptions to the above rule, these being for:-

- Purchases made under an approved government contract; i.e. NSW State Contract and Local Government Procurement (LGP) Contract; and / or
- Purchases made from Council's preferred suppliers named on the Preferred Supplier List where suppliers have already been competitively selected via a tender process.

Formal public tenders are to be invited by the following means:-

- Open tendering method by way of a public advertisement in accordance with Section 55, of the Local Government Act 1993 and Part 7 – Tender under the Local Government (General) Regulation 2005; or
- From selective tendering method from persons short listed as a result of a public advertisement asking for expressions of interest (EOI); or
- From selective tendering method by inviting recognised contractors selected from a list prepared or adopted by the Council to tender for a contract.

Detailed tender documentation and tender specifications must be provided by the relevant Council officer and made available to all potential tenderers upon request. All communication and meetings with potential tenderers should be documented as part of tender selection process and all briefings should avoid one on one communication.

Tenders are to be lodged in the Council tender box and tender submissions will not be received or accepted by facsimile and / or email.

TENDER - SUPPLIER EVALUATION (ASSESSMENT) CRITERIA

When calling for tenders or expressions of interest there must be a predetermined criterion upon which Council can evaluate suppliers and award the contract and / or project. The assessment criteria can be either compliance (yes or no) or qualitative (subjectively assessed).

The Assessment Criteria that would most commonly be used are as follows:-

- a) Best value for money;
- b) The lump sum price and schedule of prices;

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- c) Whole-of-life costs, including costs of disposal;
- d) Sustainability and value adding components such as economic, social and environmental development initiatives;
- e) Innovation / alternatives offered;
- f) Delivery times offered;
- g) Ability to meet service requirements;
- h) Compliance with Australian Standards;
- i) Quality offered (assurance);
- j) Previous performance of Tenderer;
- k) Demonstrated experience of Tenderer; including the personnel and plant and equipment proposed;
- l) Demonstrated capability and capacity of Tenderer, including technical, management, human resource, organisational and financial;
- m) Tenderer's OH&S management practices and performance, workplace and industrial relations management, environmental management and social impact and community relations practices and performance;
- n) Disaster recovery (business continuity); and
- o) Conformity of Tender with requirements and specifications such as adequacy of insurances and workers compensation coverage.

The above Assessment Criteria will vary depending on the type of specification for each individual tender or project. The above criteria are not in order of priority nor are they exhaustive, and Council and senior management will determine what weight for each component is used in the evaluation.

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CONTRACTS

It is necessary to consider during the planning stage which contractual arrangement will suit Council best. The choice will depend on such factors as:-

- a) Nature and duration of the requirement;
- b) Value of the business involved;
- c) Complexity of the marketplace;
- d) Degree of dependency on the commodity;
- e) Extent of competition; and
- f) The potential sustainability outcomes that could be generated through the supply, including potential innovation opportunities.

A contract can be simply defined as a legally binding agreement between two or more parties. For complex and high-cost procurement, specific performance targets and measures should be included in the terms and conditions of a contract.

In order to form a contract there are a number of elements which must be present. These include:-

- Offer and Acceptance – an unconditional agreement to do certain things;
- An intent to create a legal relationship;
- Consideration – the exchange of things of value;
- Legal capacity – the power to legally enter the contract;
- Consent – genuine and honest concurrence;
- Legality of objects – the objectives intended must be proper and legal; and
- Certainty of terms – agreement on the essential terms of the exchange.

The terms and conditions of any contract should ensure that Council obtains the value for money benefits it selected or which the supplier proposed. A contract should, where appropriate, seek to protect Council's interests.

All contracts entered into from a tender process and that are subject of a Council resolution must be signed by the supplier first and then is to have Council's Official Seal Affixed and the contract is to be signed by the General Manager and Mayor (where appropriate). The contract is then to be added to Council's Contract Register and all contract documentation must then be referred to the Records Management Officer to be registered as a legal document in TRIM.

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EMERGENCY SITUATIONS

In terms of Section 55(3) of the Local Government Act 1993, when a situation has arisen, requiring immediate action to limit damages or prevent injury, Council must act immediately and take all reasonable and necessary action to mitigate any continuing risk associated with the situation. While procurement guidelines are to be followed as much as possible, normal tender / quotation procedures need not apply.

As soon as practicable, the Council purchase orders are to be approved by an appropriately delegated officer and issued. If the value of the works exceeds \$150,000 the action must be reported at the next Council Meeting. Remedial work following the emergency should follow normal procurement procedures.

Where, in the opinion, of the General Manager it is an emergency and there is not sufficient time to call tenders to rectify a situation the matter may be reported directly to Council and the "Tender Procedures" outlined in this policy shall not apply.

PROCUREMENT PROCEDURES

The aim of the following procedures is to clearly define the process followed by Council in the procurement of materials and, goods and services.

1. For "transactions" that do not involve expenditure of \$150,000 or greater (GST inclusive) the following procedures shall apply (and must be undertaken by Council officers within their limits of delegations of authority):-
 - a. **Transactions involving \$1 to \$100;** may be undertaken without a formal requisition order only where it is impractical for a purchase order to be transacted and the purchase is minor in amount and nature; i.e. limited travelling and sustenance expenses. For the majority of purchases a formal requisition order is necessary. However, the Council officer must have delegated authority to purchase goods and services to this nominal value and shall obtain a tax invoice or receipt of payment.
 - b. **Orders / transactions involving \$100 to \$10,000;** can be undertaken at the discretion of the Council officer on the basis that competitive pricing exists and a verbal quote is received from the supplier prior to a purchase. A purchase order is to be completed by the Purchasing Officer. Quotations may be obtained if deemed necessary by Department Manager.
 - c. **Orders / transactions involving \$10,000 to \$50,000;** a minimum of two written quotations are to be obtained by the Council officer under delegation of authority. Details of same to be retained as part of payment authorisation and attached to the creditor batch file. A purchase order is to be completed by the Purchasing Officer.
 - d. **Orders / transactions involving \$50,000 to \$149,999;** a minimum of three written quotations must be provided. A purchase order is to be completed by the Purchasing Officer. Details of same to be retained as part of payment authorisation and attached to the creditor batch file.

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For items greater than **\$75,000** the process to be followed is completion of the Council Tender Assessment Checklist form. Decision is to be made if a tender is necessary by the relevant Council Manager. The Manager is to document the reasons why a tender was not required in Council's Procurement Plan. A purchase order is then to be approved by the Council Department Manager or Director.

- e. In circumstances where the above procedures cannot be implemented (i.e. only one suitable supplier) details are to be noted with procurement records by the Purchasing Officer and counter signed by the Department Director.
2. Formal tenders and / or expressions of interest **may** be invited for items of a lesser value than \$150,000. In such cases the tender process included in the Local Government Act 1993 and Local Government (General) Regulation 2005 will be followed and the tenders referred to Council for approval.
3. On an annual basis (by advertisement) Council will call for the names and labour rates of tradespersons interested in being included in Councils' "trades' directory". Details in regard to licence and insurance (industry standard public liability, third party property and workers compensation) will be requested and a register updated and retained by Council's Purchasing Officer. The directory may be added to at any time.
4. Plant and motor vehicles items purchased under the Local Government Procurement Program (Contract) are not covered by this procedure. However, the acquisition of large plant and equipment items to a value of \$150,000 or greater will be subject to approval by the Council.
5. Contract Plant / Truck Hire; at two year intervals (by advertisement) Council will call for the names and rates of plant and truck contractors interested in being included in Councils' "trades' directory." Details in regard to plant / truck specifications, insurance (industry standard public liability, third party property and workers compensation), occupational health and safety and other necessary information will be requested. A register will be updated and retained by Council's Purchasing Officer. For specific projects the procedures in Clause 2 above may be applied.
6. When tenders, expressions of interest or quotations are called for by Council, there is no obligation on Council to accept the lowest tender price or quotation price. The lowest price does not automatically represent the best value for money.
7. Suppliers will be eliminated from all procurement processes if they are found to be lobbying Councillors or Council staff during the procurement and / or tender process. Suppliers that are found to be providing inducements, goods or services to Council staff will be eliminated from all future procurement processes.
8. All meetings with supplier representatives require two Council officers to attend the meeting. Council officers are prohibited from attending a meeting with a supplier representative over the course of a meal or drinks.

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9. A Council officer who accepts an inducement and / or a gift will be subject to the provisions of Council's Code of Conduct. Disciplinary procedures may be instigated after a formal investigation is conducted either by Council and / or NSW Police if the matter is of a serious criminal and / or fraudulent nature.

PURCHASE OF GOODS AND SERVICES CHECKLIST

Prior to committing Council to the purchase of goods or contracting in of services, the following steps must be adhered to by all Council staff who have delegated authority to purchase goods and services:-

- Ensure there is a clear understanding of the product required, the purpose for which it will be used, quantities which will be consumed over a period of time, its shelf life;
- Identify a number of suppliers from whom competitive quotes may be obtained;
- As a minimum, quotations, expressions of interest (EOI), and tenders shall be evaluated on the following basis; price, quality of goods or service, warranties, contractual terms, reliability of supply, delivery schedules, payment terms and capacity of the person, including experience and track record;
- Purchase Orders for goods and services shall only to be initiated by an authorised Council officer within the delegated authority for that person;
- Purchase Orders for goods and services may only be transacted in Civica Purchasing module by the dedicated Council Purchasing Officer(s);
- Purchase Orders for goods and services may only be initiated where:-
 - The expenditure is covered by a specific provision in the approved operating and / or capital budget;
 - If Council approval has been obtained (when required).
- A tender evaluation team must be set up when considering and evaluating tenders – refer to Tendering Assessment Checklist at Appendix 2;
- All tender documentation, for each specific tender, must be filed electronically in Council's TRIM EDM document management system. The central repository for all hard file tender documentation is the Gunning File Storage Facility. The relevant Department Manager and / or Director are to ensure all tender and EOI documentation is provided to the Records Management Coordinator.

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PROCUREMENT PLAN

The purposes of a Procurement Plan are as follows:-

- a) Establish a time frame and sequence for the procurement activity;
- b) Provide a framework against which we can monitor and evaluate progress and outcomes;
- c) Record the procurement method, the proposed contractual arrangements, the targets and performance measures; and
- d) Record project terms of reference, and accountabilities and responsibilities of the project manager and relevant Council Department.

Council senior management team (MANEX) are to conduct a formal analysis of procurement expenditure over the prior two year period by supplier and amount expended. Management are to evaluate the procurement method criteria in line with the intention of Section 55, of the Local Government Act 1993 and recognised good practice.

Senior management may specifically identify those purchases and suppliers which should be subject to tender and incorporate this information into the annual Procurement Plan for Council.

The Council Procurement Plan will identify those major suppliers (materiality threshold of \$75,000 or greater purchased per annum) subject to tender and those major suppliers which are not subject to tender and the reasons for the decision. The Procurement Plan will be reported and approved by the General Manager every year.

PROCUREMENT REPORTING AND VALIDATION PROCESS

A monthly trial balance of Civica Purchasing Module subsidiary ledger to general ledger is to be processed each month by the Council Expenditure Officer and counter signed, checked and authorised by the Manager of Finance and Administration.

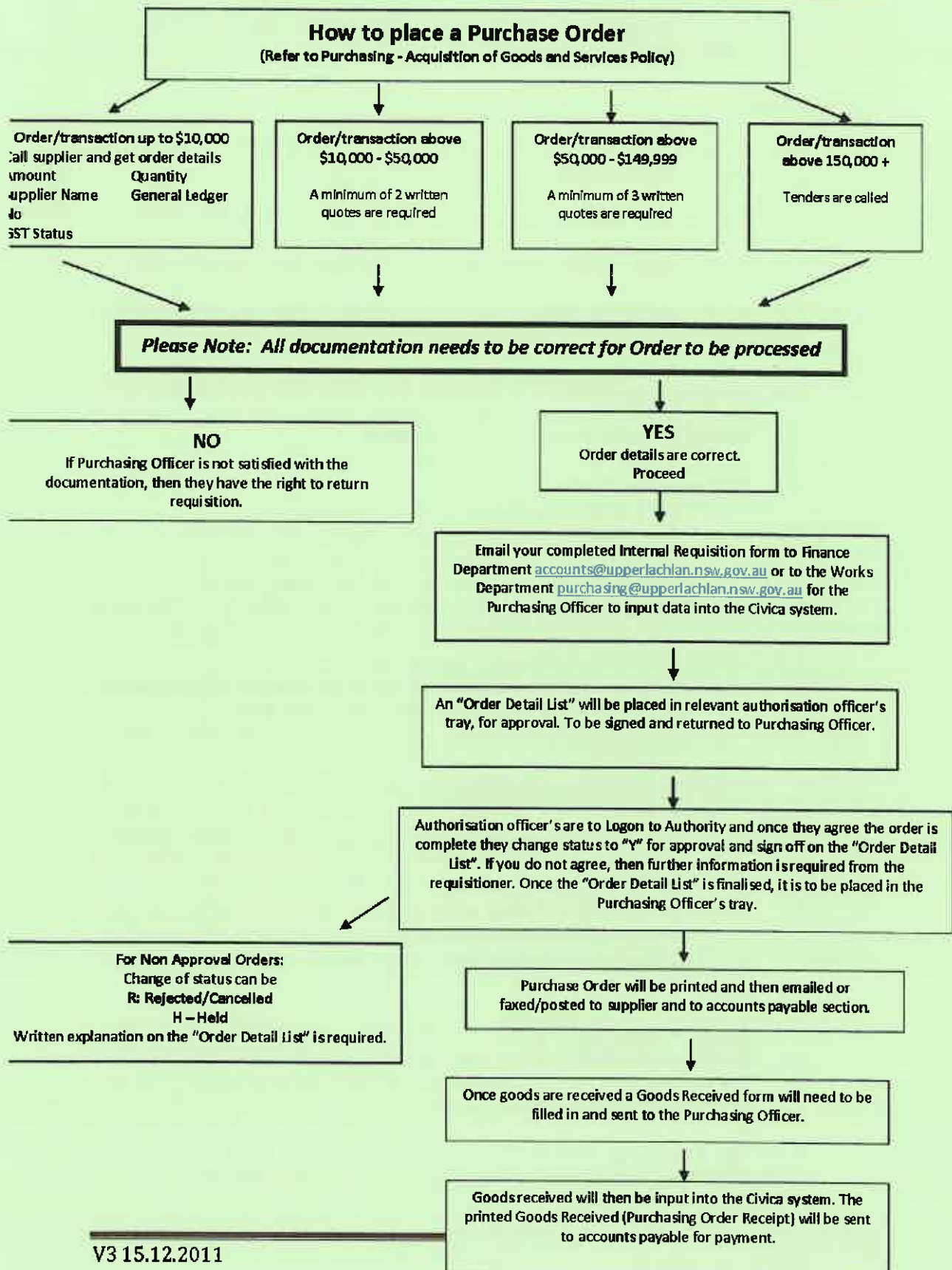
A monthly Purchase Order Variation report is to be reviewed by the Manager of Finance and Administration.

A monthly Purchase Order Exception report is to be reported to MANEX which highlights all purchase orders post dated or raised subsequent to receipt of a tax invoice.

REVIEW OF POLICY

Council reserves the right to review, vary or revoke this policy.

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V3 15.12.2011

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APPENDIX 1 - PROCEDURES FOR THE ORDERING, RECEIVING AND PAYMENT OF GOODS AND SERVICES

Purchase Orders:-

1. Every request for goods or services must be accompanied by an official Council purchase order.
2. There must be funds available in the current financial year budget to cover the purchase of the required goods or services. The Council officer is to check the relevant ledger / costing number prior to proceeding with a purchase order.
3. Purchase orders are to be initiated by the Council officer requesting the goods or services prior to the delivery or supply of the goods or services.
4. All purchase orders are to be documented in Civica Purchasing module by the Purchasing Officer. All required information must be entered on the purchase order and must be accurate, clear and complete.

Purchase orders must:-

- Be dated and created prior to the delivery of goods.
 - Clearly identify the suppliers name, address and contact details.
 - Detail the goods and/or services in sufficient detail e.g.: type, quantity, to clearly identify the goods and/or services being ordered.
 - Note the tendered, quoted, offered or estimated cost of the goods and/or services being ordered (GST inclusive where applicable).
 - Note the relevant ledger / costing number.
 - Detail the Contract Number / Reference and contract schedule of rates should be verified, held on file and with creditor batch.
 - Note the method of delivery required and expected delivery date (as appropriate).
 - Note the location that the goods and/or services are to be delivered to.
 - Be signed by an authorised Council officer with delegated authority from the General Manager to purchase goods and services on behalf of Council. The authorised officer will also ensure the value of the order does not exceed the monetary limit of their delegated authority.
 - The Purchasing Officer and authorising officer will ensure the above details are complete in all respects and ascertain that the correct purchasing procedures have been followed before countersigning orders.
5. Suppliers who provide goods or services to Council will be advised that a purchase order must be obtained before the supply of any goods or services is made. Suppliers who cannot produce a valid purchase order may have payment delayed or withheld.
 6. The 'Purchasing - Acquisition of Goods and Services' Policy and procedures does not apply to the payment of goods or services out of petty cash.

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7. The following services are exempt from the above purchase order procedures; Rural Fire Services (RFS) expenditure, and Council telephone, electricity, gas, postage, rates, legal costs, taxation liabilities, insurances, workers compensation, superannuation, and similar regular recurring accounts.
8. The purchase / lease of land and property, and land acquisition / road resumption transactions are excluded from this procedure.

Emergency Purchase Orders

1. If there is a situation where goods are required urgently, written permission may be obtained from a Department Director with delegated authority to acquire the goods.
2. A purchase order must be made and given to the supplier as soon as practicable.
3. Where delivery is urgent, goods and services may be purchased from the supplier who can meet the deadlines specified.

Receiving Goods and Services

1. Delivery dockets should be obtained with all goods received and are to be checked by the Purchasing Officer and/or by the Council officer receiving the goods to ensure:-
 - That all goods on the delivery note/tax invoice have actually been delivered.
 - That the goods delivered are actually those that were ordered.
 - That the good delivered are in good condition and fit for the purpose for which they were purchased.
 - The cost of the goods as shown on the invoice/delivery docket is correct.
2. Once the above checks have been made and the goods are acceptable the Purchasing Officer will complete a 'Goods Received Docket'. Goods Received dockets must:-
 - Be completed and dated the day goods were received.
 - Show the suppliers name.
 - Show the purchase order number where the goods were ordered.
 - Detail the goods and/or services in sufficient detail e.g.: type, quantity and any special features (or by reference to a detailed schedule attached or a tender or quotation received) to clearly identify the goods and/or services being received.
 - Note the relevant ledger/costing number.
 - Show the stores bin/item number where the received goods are to go into Council's stores.

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- Be signed by the Council officer confirming receipt of the goods or services.

Incomplete Purchase Orders

No purchase orders will be created or processed by the Purchasing Officer(s) until all relevant documentation is provided to commence a purchase.

Quotations

It is the responsibility of all Council officers with delegated authority to comply with the Procurement Procedures as outlined in Council's Purchasing – Acquisition of Goods and Services Policy in regards to obtaining written quotations from suppliers. Materiality thresholds are to be adhered to.

As part of the purchase validation checks, the Purchasing Officer is to ensure the correct number of written quotations is obtained from potential suppliers prior to a purchase order being created by Council and prior to payment of a tax invoice to a supplier.

The quote number / reference must be recorded on the purchase order and copies of the quotations are to be retained by Accounts Payable section with the creditor batch.

It is the responsibility of the Purchasing Officer to ensure that written quotations are provided to the Accounts Payable section. If written quotations are not obtained the matter is to be reported directly to the General Manager.

Payment for Goods and Services

The Expenditure Officer is responsible for payment of accounts payable to creditors by the Council subject to the expenditure having been authorised in accordance with Council's policies and procedures.

1. All tax invoices are to be sent by the supplier to Council's accounts payable.
2. Full documentation of all acquisitions of goods and services (subject to the correct and complete supply of goods or services shown on a purchase order) should be received by the Expenditure Officer within five (5) working days of Council receiving the goods or services.
3. Tax Invoices are to be matched to purchase orders and goods received dockets (where available) by the Expenditure Clerk. Council will in most instances pay upon receipt of a Tax Invoice. In limited circumstances e.g. urgent matters a cheque, credit card and or EFT will be drawn based on the written authorisation of the General Manager and Council Director.
4. Costing details (estimates/quotes vs. actual costs charged, quantities ordered and received etc.) are to be checked. The Expenditure Officer is to ensure that prices / quotes and quantities are checked to the purchase order, quantities

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checked to the goods received docket and all computations are checked. Discounts are to be taken when appropriate.

- Any material variances in items or quantities received to that ordered will be referred to the Purchasing Officer for investigation and correction of the goods received docket as required.
 - Any material variances or errors in prices (i.e. tax invoice calculation and GST errors) calculated will be investigated by the Expenditure Officer and amended tax invoices requested from the supplier as required.
5. All Tax Invoice payments (by cheques and electronic funds transfers) shall be prepared by the Expenditure Officer in compliance with Council's internal control procedures.
 6. All calculations, documentation and data entered will be checked by the Expenditure Officer for accuracy and completeness and forwarded to the countersigning officers.
 7. The countersigning officers to the payment authorisation shall examine the payments processed to ascertain their compliance with purchasing, receiving and costing procedures and, if satisfied that such procedures are correct, will authorise payment of the tax invoice for the goods and/or services provided.
 8. For the release of EFT payments one of the countersigning officers must be the Director of Finance and Administration or Manager Finance and Administration to allow the release of funds.
 9. Progress or milestone payments required in terms of the provisions of a contract are to be detailed as separate lines on the purchase order so each can be receipted and paid as they become eligible for payment.

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LIST OF TENDERS RECEIVED

(NAME OF TENDER)

(TENDER REFERENCE NUMBER)

Tender Closing Date and Time

No.	List of Tenderers	Opened By	Opened By	Scrutineer
1				
2				
3				
4				
5				
6				
7				

Opening of Tender Box

Date and Time

Declaration of Conflict of Interest

Yes/No

Declaration of Confidentiality

Yes/No

Tender Panel Recommendation

Tender Panel Signatures

Date

ULSC Purchasing Acquisition of Goods and Services Policy
Adopted: 15 December 2011

APPENDIX 2 - TENDERING ASSESSMENT CHECKLIST

Contract:		
Contract Sum:		
1. Evidence Council selected open or selective tendering methods (clause 166), together with reasons, recorded on file?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
2. Copy of advertisement for tender is on file?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
3. Copy of all documents provided to tenders on file?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4. Documents provided to tenderers include:		
❖ Details of work, facilities or services	Yes <input type="checkbox"/>	No <input type="checkbox"/>
❖ Compliance with <i>Regulation</i> cl.170(1)(e)(if appropriate)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
❖ Closing date and tender lodgement requirements	Yes <input type="checkbox"/>	No <input type="checkbox"/>
❖ Outline of policies applicable to the procurement; i.e. Council's Code of Conduct and Council's Code of Business Practice	Yes <input type="checkbox"/>	No <input type="checkbox"/>
❖ Evaluation criteria and methodology	Yes <input type="checkbox"/>	No <input type="checkbox"/>
❖ Specify contact person	Yes <input type="checkbox"/>	No <input type="checkbox"/>
❖ Whether formal tender documents are required and how to obtain them	Yes <input type="checkbox"/>	No <input type="checkbox"/>
❖ Information in obtaining copies of relevant Council policies	Yes <input type="checkbox"/>	No <input type="checkbox"/>
❖ Proposed terms and conditions of contract	Yes <input type="checkbox"/>	No <input type="checkbox"/>
❖ Specify criteria on which tenders will be assessed	Yes <input type="checkbox"/>	No <input type="checkbox"/>
❖ A statement that unethical or inappropriate conduct will result in the tender being disqualified	Yes <input type="checkbox"/>	No <input type="checkbox"/>
❖ Advice to tenderers of steps to take if they suspect corrupt and the action the Council will take if it suspects corrupt conduct	Yes <input type="checkbox"/>	No <input type="checkbox"/>
❖ Include information on interaction between Council and tenderers including prohibition on contacting Councillors	Yes <input type="checkbox"/>	No <input type="checkbox"/>
5. Record of all requests for tender documents on file?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
6. Record of staff involved in preparing and issuing tender documents on file?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
7. Declaration of conflicts of interest for all staff involved on file?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
8. Written records of all communications between tenderers and Council staff on file (including records of attendance and information provided at any briefing sessions)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
9. Full documentation of any changes made to tender specifications (including who made the change and why)?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
10. Evidence any changes to tendering specifications communicated to all tenderers or potential tenderers and that no tenderer or potential tenderer was disadvantaged on file?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
11. Records of any variation to closing date (including reasons and identity of who made the decision)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
12. Evidence Council took all reasonable steps to inform tenderers or potential tenderers of the later closing date?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
13. All tender dates and times stamped?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
14. Records of tender opening carried out in accordance with clause 175 of the <i>Regulation</i> (two persons also present/members of the public able to attend)?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
15. Documentation recording the acceptance of any late tenders,	Yes <input type="checkbox"/>	No <input type="checkbox"/>

ULSC Purchasing Acquisition of Goods and Services Policy

Adopted: 15 December 2011

including when received and why accepted?		
16. Documented tender assessment criteria on file?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
17. Documented tender list in alphabetical order of amounts prepared and displayed at Council as per clause 175 of the Tendering Regulation	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Tender Assessment documents		
18. Details of any non-complying tenders and why they were assessed as non-complying?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
19. Documented tender assessment matrix completed for every member of assessment panel?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
20. Tender assessment panel members identified and include declaration of conflicts interest?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
21. Records kept of all communication between potential tenderers and panel members on file?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
22. Records of any variations to tenders under clause 176 including reasons why tender(s) varied and evidence all other tenders of same or similar characteristics were given the same opportunity?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
23. Recommendation for preferred tenderer is in line with assessment documents?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
24. Report to Council on the tender includes:		
❖ Background information on the calling of tenders including history of decision to go to tender	Yes <input type="checkbox"/>	No <input type="checkbox"/>
❖ Background information of the performances of the previous contractor, if any	Yes <input type="checkbox"/>	No <input type="checkbox"/>
❖ Advice on whether, for continuing contracts, the terms of the terms of contract have been reviewed	Yes <input type="checkbox"/>	No <input type="checkbox"/>
❖ A summary of the tender process	Yes <input type="checkbox"/>	No <input type="checkbox"/>
❖ Details of tenders received and details of any non-complying tenders	Yes <input type="checkbox"/>	No <input type="checkbox"/>
❖ Financial analysis of the comparative tenders based on unit price/service price/annual cost/total contract cost	Yes <input type="checkbox"/>	No <input type="checkbox"/>
❖ Details of assessment criteria used together with weightings	Yes <input type="checkbox"/>	No <input type="checkbox"/>
❖ Details of post-tender communication with tenderers	Yes <input type="checkbox"/>	No <input type="checkbox"/>
❖ Compliance with <i>Regulation</i> cl. 178(1A)(if appropriate)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
❖ Conclusion and recommendation based on analysis of assessment criteria results	Yes <input type="checkbox"/>	No <input type="checkbox"/>
❖ If recommendation is not to accept any tender, the reasons for the recommendation	Yes <input type="checkbox"/>	No <input type="checkbox"/>
25. Evidence contract entered by Council is in accordance with the tender?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
26. Where Council enters into negotiations with one or more unsuccessful tenderers, Council resolution includes reasons for that decision, including the choice of tenders with whom it negotiates?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
27. Evidence Council advised all tenderers of outcome of process and copy notice displayed at Council advising of outcome (clause 179 of the <i>Regulation</i>)?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Upper Lachlan Shire Council – Community & Civic Centre Construction Budget Estimate

Prepared for:
Muttallis Architects – Andrew Randall



Contacts: Mr James Brandtman
Phone: 02 9525 8000
Email: james@mitbrand.com
Date: February 2017
SUE: 1.0

Mitchell Brandtman
Quantity Surveyors & Construction Cost Managers
www.mitbrand.com



1 SUMMARY

As requested, we have reviewed the available documentation in order to express an opinion regarding an achievable construction budget for the proposed Community & Civic Centre for the Upper Lachlan Shire Council in Crookwell NSW.

Based on rates set against detailed measurement of materials set out your supplied documentation, we believe a construction budget of approximately \$9,320,410.00 (Excl. GST) should apply.

2 CONSTRUCTION COSTS

DEMOLITION	12,500	12,500
EXCAVATION	182,600	182,600
CONCRETE	181,353	181,353
WATERPROOFING	6,960	6,960
MASONRY	115,495	115,495
STRUCTURAL STEEL	344,280	344,280
METALWORK	84,068	84,068
CARPENTER & JOINER	631,663	631,663
EXTERNAL CLADDING SYSTEMS	128,074	128,074
PARTITIONS	164,990	164,990
DOORS & HARDWARE	62,964	62,964
ALUMINIUM WINDOWS	255,314	255,314
ROOF & ROOF PLUMBING	321,856	321,856
PLASTERING	114,639	114,639
CEILINGS	100,170	100,170
TILING	58,757	58,757
CARPET & RESILIENT FINISHES	134,925	134,925
PAINTING	124,626	124,626
HYDRAULICS	265,783	265,783
ELECTRICAL	615,880	615,880
MECHANICAL	519,960	519,960
FIRE SERVICES	96,003	96,003
EXTERNAL WORKS	398,164	398,164
LANDSCAPING	40,000	40,000
FF&E	654,500	654,500
CIVIL & ROADWORKS	643,320	643,320
Subtotal		4,361,024
PRELIMINARIES	938,827	938,827
Subtotal		7,197,671
BUILDERS PROFIT	575,814	575,814
Subtotal		7,773,485
CONTINGENCY	777,349	777,349
CONSULTANT'S FEES	769,576	769,576
TOTAL EXCL. GST		9,320,410

**All figures noted here and throughout the report are exclusive of GST.*



Upper Lachlan Shire Council

3 EXCLUSIONS

- Escalation from February 2017
- Land Costs
- Government Charges

4 QUALIFICATIONS

We note that the above estimate is classed as indicative only and would recommend a full detailed assessment be carried out as the design documentation progresses in consultation with the relevant services consultants.

This estimate has been undertaken without any specific architectural details, complete structural design or services documentation / budgets.

Yours Sincerely

A handwritten signature in blue ink, appearing to read 'J.B.M.' followed by a stylized flourish.

James Brandtman
Senior Quantity Surveyor

ESTIMATE SUMMARY

Job Name :	19763 UPPER LACHLAN	Job Description
Client's Name:	Dutailis Architects	Construction Budget Estimate Proposed Community & Civic Centre Crookwell NSW

Trd No.	Trade Description	Trade %	Cost/m2	Sub Total	Mark Up %	Trade Total
1	DEMOLITION	0.13	4.67	12,500		12,500
2	EXCAVATION	1.96	68.19	182,600		182,600
3	CONCRETE	1.95	67.72	181,353		181,353
4	WATERPROOFING	0.07	2.60	6,960		6,960
5	MASONRY	1.24	43.13	115,495		115,495
6	STRUCTURAL STEEL	3.69	128.56	344,280		344,280
7	METALWORK	0.90	31.39	84,068		84,068
8	CARPENTER & JOINER	6.78	235.87	631,663		631,663
9	EXTERNAL CLADDING SYSTEMS	1.37	47.82	128,074		128,074
10	PARTITIONS	1.77	61.61	164,990		164,990
11	DOORS & HARDWARE	0.68	23.51	62,964		62,964
12	ALUMINIUM WINDOWS	2.74	95.34	255,314		255,314
13	ROOF & ROOF PLUMBING	3.45	120.19	321,856		321,856
14	PLASTERING	1.23	42.81	114,639		114,639
15	CEILINGS	1.07	37.40	100,170		100,170
16	TILING	0.63	21.94	58,757		58,757
17	CARPET & RESILIENT FINISHES	1.45	50.38	134,925		134,925
18	PAINTING	1.34	46.54	124,626		124,626
19	HYDRAULICS	2.85	99.25	265,783		265,783
20	ELECTRICAL	6.61	229.98	615,880		615,880
21	MECHANICAL	5.58	194.16	519,960		519,960
22	FIRE SERVICES	1.03	35.85	96,003		96,003
23	EXTERNAL WORKS	4.27	148.68	398,164		398,164
24	LANDSCAPING	0.43	14.94	40,000		40,000
25	FF&E	7.02	244.40	654,500		654,500
26	CIVIL & ROADWORKS	6.90	240.22	643,320		643,320
27	Subtotal					<u>4,961,024</u>
28	PRELIMINARIES	10.07	350.57	938,827		938,827
29	Subtotal					<u>7,197,671</u>
30	BUILDERS PROFIT	6.18	215.02	575,814		575,814
31	Subtotal					<u>7,773,485</u>
32	CONTINGENCY	8.34	290.27	777,349		777,349
33	CONSULTANT'S FEES	8.26	287.37	769,576		769,576

MITCHELL BRANDTMAN (NSW) P/L
10/15 KUMULLA ROAD MIRANDA NSW 2228

Page : 1 of 2

Date of Printing: 21/Feb/17
Global Estimating System (32 Bit) - J

ESTIMATE SUMMARY

Job Name :	19763 UPPER LACHLAN	Job Description
Client's Name:	Dutailis Architects	Construction Budget Estimate Proposed Community & Civic Centre Crookwell NSW

Trd No.	Trade Description	Trade %	Cost/m2	Sub Total	Mark Up %	Trade Total
	GFA: 2,678 m2.	100.00	3,480.36	9,320,410		9,320,410

Final Total : \$	9,320,410
G.S.T. 10.00% :	932,041
Final Total Incl G.S.T. : \$	10,252,451

Trade Breakup

Job Name : 19763 UPPER LACHLAN

Job Description

Client's Name: Dutailis Architects

Construction Budget Estimate
Proposed Community & Civic Centre
Crookwell NSW

Item No.	Item Description	Quantity	Unit	Rate	Mark Up %	Amount
Trade : 1 DEMOLITION						
<u>NOTES AND ITEMS</u>						
1	Allow to visit the site to determine the full extent of Demolition work.	1.00	Item			INCL
2	Allow to pay of all fees and costs in connection with the demolition work.	1.00	Item			INCL
3	Allow to carry out site investigation and prepare demolition plan as specified.	1.00	Item			INCL
<u>DEMOLITION</u>						
4	Allow for demolition works complete.	1.00	Item	12,500.00		12,500.00
<u>DEMOLITION</u> Total :						12,500.00
Trade : 2 EXCAVATION						
<u>NOTES AND ITEMS</u>						
1	Allow for keeping excavations free from rain and percolating water by pumping or by other means deemed necessary as specified.	1.00	Item	1,500.00		1,500.00
2	Allow for mulching approved vegetation and stockpile for re-use.	1.00	Item			INCL
3	Allow to planking and strutting.	1.00	Item			INCL
4	Allow to restore site.	1.00	Item	1,100.00		1,100.00
<u>SITE CLEARANCE</u>						
5	Clear the site area of all vegetation, rubbish, etc.(Site area)	8,590.00	m2	2.00		17,180.00
6	Strip topsoil and stockpile in mounds for future use as required.(Site area)	8,590.00	m2	2.00		17,180.00
7	Allow for removal of trees.	1.00	Item	5,000.00		5,000.00
8	Allow for existing trees to be retained.	1.00	Item	1,500.00		1,500.00
<u>SITE LEVELLING</u>						
9	Allowance for groundworks to create required site levels as required.	3,310.00	m2	25.00		82,750.00
<u>DETAIL EXCAVATION in material as found</u>						
10	Excavate trench for strip/beam footing.	171.00	m3	120.00		20,520.00
11	Excavate pit for pad footing.	23.00	m3	125.00		2,875.00
12	Extra over for excavation in rock.	1.00	Item			EXCL
<u>SAND BLINDING</u>						
13	50mm Sand bedding laid on sub-grade.	1,245.00	m2	4.00		4,980.00

Trade Breakup

Job Name :	19763 UPPER LACHLAN	Job Description
Client's Name:	Dutallis Architects	Construction Budget Estimate Proposed Community & Civic Centre Crookwell NSW

Item No.	Item Description	Quantity	Unit	Rate	Mark Up %	Amount
Trade : 2 EXCAVATION (Continued)						
<u>SURFACE PREPARATION</u>						
14	Surface preparation to sub-grade under slab.	1,245.00	m2	5.00		6,225.00
<u>VAPOUR BARRIER</u>						
15	Vapour barrier laid on sand blinding.	1,370.00	m2	5.00		6,850.00
<u>TERMITE TREATMENT</u>						
16	Allow for inspection and termite treatment to area under Building slab.	1,245.00	m2	12.00		14,940.00
<u>EXCAVATION</u>						Total : 182,600.00
Trade : 3 CONCRETE						
<u>NOTES AND ITEMS</u>						
1	Allow for taking samples, testing and reporting.		Item			INCL
2	Allow for curing all surfaces.		Item			INCL
<u>GROUND FLOOR LEVEL</u>						
3	120mm Concrete slab on ground and attached thickenings including reinforcement, joints and finish.	1,245.00	m2	82.00		102,090.00
4	600 x 500mm Strip/beam footing including reinforcement and formwork.	165.00	m	123.00		20,295.00
5	600 x 600mm Strip/beam footing including reinforcement and formwork.	202.00	m	148.00		29,896.00
6	800 x 600mm Strip/beam footing including reinforcement and formwork.	100.00	m	197.00		19,700.00
7	900 x 900 x 600mm Pad footing including reinforcement.	14.00	No	199.00		2,786.00
8	600 x 600 x 600mm Pad footing including reinforcement.	74.00	No	89.00		6,586.00
<u>CONCRETE</u>						Total : 181,353.00
Trade : 4 WATERPROOFING						
<u>WET AREAS</u>						
1	Assumed height of 1800mm to walls in shower recess.		Note			
2	Liquid applied waterproofing to floors in wet areas including 100mm "turn-up".	105.00	m2	60.00		6,300.00
3	Liquid applied waterproofing to shower walls.	11.00	m2	60.00		660.00
<u>WATERPROOFING</u>						Total : 6,960.00

Trade Breakup

Job Name :	19763 UPPER LACHLAN	Job Description
Client's Name:	Dutailis Architects	Construction Budget Estimate Proposed Community & Civic Centre Crookwell NSW

Item No.	Item Description	Quantity	Unit	Rate	Mark Up %	Amount
Trade : 5 MASONRY						
COMMON BRICKWORK						
Below Ground Floor Level						
1	110mm Brick wall.	28.00	m2	90.00		2,520.00
Ground Floor Level						
2	230 x 230 Isolated pier.	3.00	m3	660.00		1,980.00
3	110mm Skin of cavity wall.	378.00	m2	90.00		34,020.00
FACE BRICKWORK						
Below Ground Floor Level						
4	110mm Brick wall.	113.00	m2	120.00		13,560.00
Ground Floor Level						
5	110mm Skin of cavity wall.	478.00	m2	120.00		57,360.00
6	Extra over brick on edge cant sill.	111.00	m	5.00		555.00
SUNDRIES						
7	Allow for all lintels, flashings, DPC's, cappings, cavity ties, expansion joints, control joints etc. (5%)	1.00	Item	5,500.00		5,500.00
MASONRY						Total : 115,495.00
Trade : 6 STRUCTURAL STEEL						
NOTES AND ITEMS						
1	Allow for shop drawings.	1.00	Item			INCL
2	Allow for temporary bracing.	1.00	Item			INCL
3	Allow for site welding as required.	1.00	Item			INCL
4	Allow for the inspection of welds.	1.00	Item			INCL
ROOF FRAMING						
5	Allow for all steelwork roof framing complete.	819.00	m2	240.00		196,560.00
6	Allow for all steelwork columns complete.	2,463.00	m2	50.00		123,150.00
7	Roof purlins to roofing including bracing and tie rods. (Msd. flat on plan)	819.00	m2	30.00		24,570.00
8						
STRUCTURAL STEEL						Total : 344,280.00
Trade : 7 METALWORK						

Trade Breakup

Job Name :	19763 UPPER LACHLAN	Job Description
Client's Name:	Dutailis Architects	Construction Budget Estimate Proposed Community & Civic Centre Crookwell NSW

Item No.	Item Description	Quantity	Unit	Rate	Mark Up %	Amount
Trade : 7 METALWORK						
<u>NOTES AND ITEMS</u>						
1	Steel door frames have been measured in DOORS & HARDWARE SECTION.		Note			
<u>PIPE BOLLARDS</u>						
2	1200mm Pipe bollard comprising 100mm (nom.) tube cast 300mm into and including 450 x 450 x 450mm concrete footing and filled with concrete including forming domed top.	2.00	No	260.00		520.00
<u>BALUSTRADES AND HANDRAILS</u>						
3	Raking aluminium handrail with powdercoat finish fixed to wall.	18.00	m	154.00		2,772.00
4	1000mm Aluminium balustrade with powder coated finish.	76.00	m	366.00		27,816.00
5	1000mm Raking aluminium balustrade with powder coated finish.	7.00	m	366.00		2,562.00
<u>ROOF SKYLIGHT</u>						
6	4500x4100mm Feature entry skylight roof fixed to roof framing.	1.00	No	16,200.00		16,200.00
<u>GARAGE DOORS</u>						
7	2400 x 2700mm Pre-finished power operated garage roller door including remote contro, operator button fixed to masonry and all hardware.	1.00	No	1,425.00		1,425.00
<u>MIRRORS</u>						
8	Mirror plugged and fixed to rendered wall with and including c.p. domed head screws.	13.00	No	150.00		1,950.00
<u>FIXTURES & FITTINGS</u>						
9	Supply and fix s.s. towel rail.	2.00	No	139.00		278.00
10	Supply and fix shower shelf.	2.00	No	177.00		354.00
11	Supply and fix robe hook.	2.00	No	46.00		92.00
12	Supply and fix toilet roll holder.	13.00	No	102.00		1,326.00
13	Supply and fix paper towel dispenser.	13.00	No	97.00		1,261.00
14	Supply and fix soap dispenser.	13.00	No	146.00		1,898.00
15	Supply and fix 400mm s.s. grab rail.	11.00	No	141.00		1,551.00
16	Supply and fix 1000mm s.s. grab rail.	3.00	No	190.00		570.00
17	Supply and fix warm air hand drier.	7.00	No	499.00		3,493.00
<u>SIGNAGE</u>						
18	Allow for signage.	1.00	Item	20,000.00		20,000.00

Trade Breakup

Job Name :	19763 UPPER LACHLAN	Job Description
Client's Name:	Dutailis Architects	Construction Budget Estimate Proposed Community & Civic Centre Crookwell NSW

Item No.	Item Description	Quantity	Unit	Rate	Mark Up %	Amount
<u>METALWORK</u>						Total : 84,068.00
Trade : 8 <u>CARPENTER & JOINER</u>						
<u>NOTES AND ITEMS</u>						
1	Timber doors have been measured in DOORS & HARDWARE SECTION.		Note			
<u>ROOF TRUSS FRAMING</u>						
2	Timber roof framing including standard trusses, hip trusses, saddle trusses, timber blocking and all associated fixings. (msd. flat on plan)	2,245.00	m2	70.00		157,150.00
<u>FLOOR FRAMING</u>						
3	Timber floor framing including joists and bearers supported on piers.	1,335.00	m2	65.00		86,775.00
<u>FLOORING</u>						
4	19mm Particleboard flooring fixed to timber floor framing.	1,216.00	m2	36.00		43,776.00
5	18mm Compressed fibrous cement flooring fixed to timber floor framing.	47.00	m2	114.00		5,358.00
6	Floating timber flooring laid on concrete including underlay	320.00	m2	118.00		37,760.00
7	Timber decking fixed to framing.	76.00	m2	150.00		11,400.00
<u>WALL FRAMING</u>						
8	90mm Timber stud veneer wall.	855.00	m2	50.00		42,750.00
9	90mm Timber stud wall.	1,010.00	m2	50.00		50,500.00
<u>EAVES SOFFIT</u>						
10	4.5mm Fibre cement eaves soffit lining fixed to and including framing.	496.00	m2	78.00		38,688.00
<u>INSULATION</u>						
11	R2.0 Insulation fitted between studs of wall.	765.00	m2	11.00		8,415.00
12	R4.0 Fibreglass insulation fitted to ceiling batts.	2,245.00	m2	15.00		33,675.00
13	Selected insulation panel to Plant room walls.	197.00	m2	60.00		11,820.00
<u>TIMBER STAIRCASES</u>						
14	Approx. 1200mm wide internal timber stair. (Balustrade msd. sep.)	4.00	m/r	1,700.00		6,800.00
<u>JOINERY</u>						
15	Allowance for fixed joinery.	1.00	Item	50,000.00		50,000.00
<u>TIMBER SKIRTING</u>						

Trade Breakup

Job Name :	19763 UPPER LACHLAN	Job Description
Client's Name:	Dutailis Architects	Construction Budget Estimate Proposed Community & Civic Centre Crookwell NSW

Item No.	Item Description	Quantity	Unit	Rate	Mark Up %	Amount
Trade : 8 <u>CARPENTER & JOINER</u> (Continued)						
16	Selected timber skirting with arris to top edge fixed to metal stud wall. <u>TIMBER TRIMS</u>	884.00	m	19.00		16,796.00
17	Allow for sills, reveals, architraves and miscellaneous timber trims and detailing. <u>CARPENTER & JOINER</u>	1.00	Item	30,000.00		30,000.00
Total :						631,663.00
Trade : 9 <u>EXTERNAL CLADDING SYSTEMS</u>						
<u>EXTERNAL CLADDING SYSTEM</u>						
1	Select 3 colours stone cladding fixed to masonry wall.	287.00	m2	425.00		121,975.00
<u>SUNDRIES</u>						
2	Allow for sundry trims and flashings. (5%)	1.00	Item	6,099.00		6,099.00
Total :						128,074.00
Trade : 10 <u>PARTITIONS</u>						
<u>GLAZED PARTITIONS</u>						
1	Pre-finished aluminium framed glazed partition.	140.00	m2	450.00		63,000.00
2	Extra over for auto sliding door including hardware.	1.00	No	3,000.00		3,000.00
3	Extra over for door including hardware.	20.00	No	750.00		15,000.00
4	Extra over for pair of doors including hardware.	1.00	No	1,500.00		1,500.00
<u>LAMINATED TOILET PARTITIONS</u>						
5	Division panel to toilet cubicle.	29.00	m2	220.00		6,380.00
6	Front blade panel to toilet cubicle.	2.00	m	250.00		500.00
7	Nib panel to toilet cubicle.	2.00	m	235.00		470.00
8	Single cubicle door including hardware.	14.00	No	510.00		7,140.00
<u>OPERABLE WALLS</u>						
9	Pre-finished STC-50 acoustic operable wall.	52.00	m2	1,200.00		62,400.00
10	Structural steel head support beam.	20.00	m	280.00		5,600.00
Total :						164,990.00
Trade : 11 <u>DOORS & HARDWARE</u>						
<u>NOTES AND ITEMS</u>						

Trade Breakup

Job Name :	19763 UPPER LACHLAN	Job Description
Client's Name:	Dutailis Architects	Construction Budget Estimate Proposed Community & Civic Centre Crookwell NSW

Item No.	Item Description	Quantity	Unit	Rate	Mark Up %	Amount
Trade : 11 <u>DOORS & HARDWARE</u> (Continued)						
1	Installation of hardware to be included with doors and frames. <u>EXTERNAL DOORS</u>		Note			
2	Single solid core door including steel frame and hardware.(Entry)	4.00	No	943.00		3,772.00
3	Pair of solid core door including steel frame and hardware.(Entry) <u>INTERNAL DOORS</u>	2.00	No	1,806.00		3,612.00
4	Single hollow core door including steel frame and hardware.	34.00	No	437.00		14,858.00
5	Single hollow core sliding door including steel cavity frame and hardware.	1.00	No	803.00		803.00
6	Pair hollow core timber door including steel frame and hardware. <u>FIRE RATED DOORS</u>	3.00	No	1,191.00		3,573.00
7	Single 1 hour fire door and frame including hardware.	8.00	No	1,282.00		10,256.00
8	Pair 1 hour fire rated doors including frame and hardware. <u>ACCESSORIES</u>	1.00	No	2,184.00		2,184.00
9	Allowance for door accessories. <u>ACCESS HARDWARE</u>	1.00	Item	3,906.00		3,906.00
10	Allowance for specialised access hardware. <u>DOORS & HARDWARE</u>	1.00	Item	20,000.00		20,000.00
Total :						62,964.00
Trade : 12 <u>ALUMINIUM WINDOWS</u>						
1	Allow for shop drawings as specified. <u>ALUMINIUM WINDOWS</u>		Item			
2	Aluminium glazed windows and doors with powdercoat finish. (commercial)	422.00	m2	497.00		209,734.00
3	Extra over glazed windows for pair glazed doors including hardware and automatic door opening device.	2.00	No	9,975.00		19,950.00
4	Extra over for door including hardware.	2.00	No	750.00		1,500.00
5	Extra over for pair of doors including hardware. <u>FLYSCREENS</u>	1.00	No	1,500.00		1,500.00
6	Aluminium framed flyscreens. (window area msd) <u>BI-FOLD GLAZED DOORS</u>	215.00	m2	32.00		6,880.00

Trade Breakup

Job Name :	19763 UPPER LACHLAN	Job Description
Client's Name:	Dutailis Architects	Construction Budget Estimate Proposed Community & Civic Centre Crookwell NSW

Item No.	Item Description	Quantity	Unit	Rate	Mark Up %	Amount
Trade : 12 ALUMINIUM WINDOWS (Continued)						
7	Pre-finished aluminium framed glazed bi-fold overhead sectional doors including all hardware, opening device and accessories.	15.00	m2	1,050.00		15,750.00
ALUMINIUM WINDOWS						Total : 255,314.00
Trade : 13 ROOF & ROOF PLUMBING						
METAL ROOFING with colorbond finish						
1	0.48mm Metal roof decking with "XRW"colorbond finish on and including insulation, vapour barrier and safety mesh to timber roof framing. (Msd. flat on plan)	3,031.00	m2	80.00		242,480.00
2	Barge capping.	388.00	m	45.00		17,460.00
3	Ridge and hip capping.	149.00	m	45.00		6,705.00
4	Parapet capping.	58.00	m	45.00		2,610.00
5	Allow for closing ends and lipping.	1.00	Item	2,693.00		2,693.00
6	Allow for all flashings.	1.00	Item	13,598.00		13,598.00
GUTTERS AND DOWNPIPES						
7	150mm colorbond eaves gutter including stop ends, joints, outlet and fixing brackets.	312.00	m	65.00		20,280.00
8	Box gutter 600mm wide fixed to and including gutter support and bracket.	58.00	m	125.00		7,250.00
9	Valley gutter 500mm wide fixed to and including gutter board.	23.00	m	100.00		2,300.00
10	75 x 100mm Colorbond downpipe fixed to masonry with brackets including bend, elbow or shoe.	80.00	m	59.00		4,720.00
11	750mm spreader.	10.00	No	85.00		850.00
12	Connect downpipe to gutter and stormwater drainage.	26.00	No	35.00		910.00
ROOF & ROOF PLUMBING						Total : 321,856.00
Trade : 14 PLASTERING						
CEMENT RENDERING						
1	15mm Cement rendering to brick wall. (external)	119.00	m2	60.00		7,140.00
INTERNAL WALL FINISHES						
2	13mm Plasterboard lining fixed to timber stud wall framing.	3,317.00	m2	30.00		99,510.00
3	Extra-over for water resistant lining in wet areas	362.00	m2	4.00		1,448.00
ANGLE TRIMS ETC.						

Trade Breakup

Job Name :	19763 UPPER LACHLAN	Job Description
Client's Name:	Dutailis Architects	Construction Budget Estimate Proposed Community & Civic Centre Crookwell NSW

Item No.	Item Description	Quantity	Unit	Rate	Mark Up %	Amount
Trade : 14 <u>PLASTERING</u>						(Continued)
4	Allow for purpose made metal angle beads, stop beads, casing beads, expansion joints and the like. (5%)	1.00	Item	5,405.00		5,405.00
5	Allow for forming openings for light fittings, diffusers, grilles etc. (1%)	1.00	Item	1,136.00		1,136.00
<u>PLASTERING</u>						Total : 114,639.00

Trade : 15 <u>CEILINGS</u>						
<u>NOTES AND ITEMS</u>						
1	Allow for providing spare materials.		Item			
<u>PLASTERBOARD CEILING</u>						
2	13mm Plasterboard ceiling lining fixed to timber ceiling framing.	1,440.00	m2	30.00		43,200.00
3	13mm Plasterboard raking ceiling lining fixed to timber ceiling framing.	825.00	m2	40.00		33,000.00
4	Moisture resistant plasterboard ceiling lining fixed to timber ceiling framing.	95.00	m2	35.00		3,325.00
5	500 x 500mm Plasterboard access panels including framing.	8.00	No	150.00		1,200.00
<u>CORNICES</u>						
6	Cornice detail.	1,373.00	m	10.00		13,730.00
<u>ANGLE TRIMS ETC.</u>						
7	Allow for purpose made metal angle beads, stop beads, casing beads, expansion joints and the like. (5%)	1.00	Item	4,723.00		4,723.00
8	Allow for forming openings for light fittings, diffusers, grilles etc.	1.00	Item	992.00		992.00
<u>CEILINGS</u>						Total : 100,170.00

Trade : 16 <u>TILING</u>						
<u>NOTES AND ITEMS</u>						
1	Allow for spare tiles as specified.	1.00	Item	150.00		150.00
2	Allow for covering, protecting surfaces from the weather and building operations.	1.00	Item			INCL
<u>FLOOR TILING - INTERNALLY</u>						
3	\$50.00/m2 PC Sum supply only.		Note			
4	Ceramic floor tiling laid on and including mortar bed to concrete.	168.00	m2	123.00		20,664.00
5	Ceramic floor tiling laid to falls and cross-falls on and including mortar bed to concrete.	95.00	m2	93.00		8,835.00

Trade Breakup

Job Name :	19763 UPPER LACHLAN	Job Description
Client's Name:	Dutailis Architects	Construction Budget Estimate Proposed Community & Civic Centre Crookwell NSW

Item No.	Item Description	Quantity	Unit	Rate	Mark Up %	Amount
Trade : 16 <u>TILING</u> (Continued)						
6	Ceramic skirting tile adhesive fixed to wall.	76.00	m	27.00		2,052.00
	<u>WALL TILING</u>					
7	\$25.00/m2 PC Sum supply only.		Note			
8	Ceramic tiling adhesive fixed to wall.	316.00	m2	83.00		26,228.00
9	Ceramic tiled splashbacks adhesive fixed to wall.	9.00	m2	92.00		828.00
	<u>TILING</u>				Total :	58,757.00
Trade : 17 <u>CARPET & RESILIENT FINISHES</u>						
	<u>NOTES AND ITEMS</u>					
1	Allow for spare materials as specified.	1.00	Item			INCL
	<u>CARPET</u>					
2	Supply and lay selected capret tile and underlay.	1,504.00	m2	75.00		112,800.00
	<u>VINYL FLOORING</u>					
3	2mm Vinyl sheet flooring adhesive to concrete floor.	295.00	m2	75.00		22,125.00
	<u>THRESHOLD STRIPS</u>					
4	Threshold strips at junction of varying floor finishes.	1.00	Item			INCL
	<u>CARPET & RESILIENT FINISHES</u>				Total :	134,925.00
Trade : 18 <u>PAINTING</u>						
	<u>EXTERNALLY</u>					
	<u>Prepare, prime and paint the following:-</u>					
1	Fibre cement eaves soffit.	496.00	m2	13.00		6,448.00
2	Single timber door including frame.	4.00	No	105.00		420.00
3	Pair of timber doors including frame.	2.00	No	182.00		364.00
4	Line marking to car bays.	59.00	No	26.00		1,534.00
5	Additional parking markings.	1.00	Item	1,200.00		1,200.00
6	Miscellaneous external painting.	1.00	Item	5,000.00		5,000.00
	<u>Prepare and apply textured paint finish to the following:-</u>					
7	Rendered wall.	119.00	m2	30.00		3,570.00
	<u>INTERNALLY</u>					

Trade Breakup

Job Name :	19763 UPPER LACHLAN	Job Description
Client's Name:	Dutailis Architects	Construction Budget Estimate Proposed Community & Civic Centre Crookwell NSW

Item No.	Item Description	Quantity	Unit	Rate	Mark Up %	Amount
Trade : 18 PAINTING						(Continued)
	<u>Prepare, prime and paint the following:-</u>					
8	Plasterboard wall lining.	3,317.00	m2	12.00		39,804.00
9	Plasterboard ceiling lining.	2,813.00	m2	12.00		33,756.00
10	Moisture resistant ceiling lining.	95.00	m2	12.00		1,140.00
11	Single timber door including frame.	35.00	No	105.00		3,675.00
12	Pair of timber doors including frame.	3.00	No	182.00		546.00
13	Cornice.	1,373.00	m	5.00		6,865.00
14	Timber skirting.	884.00	m	6.00		5,304.00
15	Miscellaneous external painting.	1.00	Item	15,000.00		15,000.00
	PAINTING				Total :	124,626.00
Trade : 19 HYDRAULICS						
	STORMWATER DRAINAGE					
1	Allow for stormwater drainage and pits complete.	1.00	Item	120,000.00		120,000.00
	SEWER DRAINAGE					
2	Allow for sewer drainage and pits complete.	1.00	Item	35,000.00		35,000.00
	PLUMBING INSTALLATION					
3	Installation of sanitaryware and tapware including hot and cold reticulation and waste complete. (Price per fixture)	104.00	No	700.00		72,800.00
	AGRICULTURE DRAINS					
4	100mm Dia. agricultural drain wrapped in filter fabric including excavation and backfilling with porous material.	84.00	m	37.00		3,108.00
	SANITARYWARE (SUPPLY ONLY)					
5	Access w.c. suite.	3.00	m	1,200.00		3,600.00
6	W.C. suite.	14.00	No	435.00		6,090.00
7	S.s. wall hung urinal stall and cistern.	7.00	No	1,750.00		12,250.00
8	Vanity basin.	10.00	No	205.00		2,050.00
9	Access wash hand basin.	3.00	No	245.00		735.00
10	Single bowl s.s. sink.	2.00	No	295.00		590.00
11	Cleaners sink.	2.00	No	900.00		1,800.00

Trade Breakup

Job Name :	19763 UPPER LACHLAN	Job Description
Client's Name:	Dutailis Architects	Construction Budget Estimate Proposed Community & Civic Centre Crookwell NSW

Item No.	Item Description	Quantity	Unit	Rate	Mark Up %	Amount
Trade : 19 <u>HYDRAULICS</u> (Continued)						
12	Floor wastes.	18.00	No	25.00		450.00
	<u>TAPWARE (SUPPLY ONLY)</u>					
	Allow for supply of all tapware to the following fittings:-					
13	Stopcock and c.p.pipe to w.c. suite.	24.00	No	65.00		1,560.00
14	Vanity set.	10.00	No	260.00		2,600.00
15	Wash hand basin set.	3.00	No	260.00		780.00
16	Sink mixer.	4.00	No	355.00		1,420.00
17	Shower set.	2.00	No	305.00		610.00
18	Dishwasher set.	2.00	No	170.00		340.00
	<u>HYDRAULICS</u>				Total :	265,783.00
Trade : 20 <u>ELECTRICAL</u>						
	<u>ELECTRIC LIGHT AND POWER</u>					
1	Allow for electric, light and power complete. (Commercial)	2,462.00	m2	240.00		590,880.00
2	Allow for builders work in connection.	1.00	Item			INCL
	<u>EXTERNAL LIGHTING</u>					
3	Allow for external lighting.	1.00	Item	25,000.00		25,000.00
4	Allow for builders work in connection.	1.00	Item			INCL
	<u>SECURITY</u>					
5	Security system complete.	1.00	Item			INCL
6	Allow for builders work in connection.	1.00	Item			INCL
	<u>ELECTRICAL</u>				Total :	615,880.00
Trade : 21 <u>MECHANICAL</u>						
	<u>MECHANICAL VENTILATION TO WET AREAS</u>					
1	Allow for mechanical ventilation to bathroom including ducting.	14.00	No	1,200.00		16,800.00
2	Allow for builders work in connection.	1.00	Item			INCL
	<u>GEOHERMAL SYSTEM</u>					
3	Allowance for geothermal system.	1.00	Item	60,000.00		60,000.00
4	Allow for builders work in connection.	1.00	Item			INCL

Trade Breakup

Job Name :	19763 UPPER LACHLAN	Job Description
Client's Name:	Dutailis Architects	

Item No.	Item Description	Quantity	Unit	Rate	Mark Up %	Amount
Trade : 21 (Continued)						
<u>AIR CONDITIONING SYSTEM</u>						
5	Allow for air conditioning system complete. (Commercial)	2,462.00	m2	180.00		443,160.00
6	Allow for builders work in connection.	1.00	Item			INCL
Total :						519,960.00
Trade : 22 <u>FIRE SERVICES</u>						
<u>DETECTION</u>						
1	Allow for detection system including FIP and communications.	2,463.00	m2	25.00		61,575.00
2	Allow for builders work in connection.	1.00	Item			INCL
<u>FIRE HYDRANT & HOSEREELS</u>						
3	Allow for the complete fire hydrant installation.	2.00	Item	9,750.00		19,500.00
4	Allow for fire hose reel.	4.00	No	3,000.00		12,000.00
5	Allow for builders work in connection.	1.00	Item			INCL
<u>FIRE EXTINGUISHERS</u>						
6	Fire extinguisher "4.5 Kg ABE Dry Chemical"	4.00	No	157.00		628.00
7	Fire extinguisher "5 Kg CO2 Fire Extinguisher"	4.00	No	435.00		1,740.00
8	Fire blanket.	4.00	No	140.00		560.00
<u>FIRE SERVICES</u>						Total : 96,003.00
Trade : 23 <u>EXTERNAL WORKS</u>						
<u>EXISTING PARKING</u>						
1	Allow for modifying and making good existing parking area as required.	1.00	Item	15,000.00		15,000.00
<u>RETAINING WALLS</u>						
<u>DETAIL EXCAVATION in material as found</u>						
2	Excavate trench for retaining wall footing.	84.00	m	42.00		3,528.00
<u>REINFORCED CONCRETE</u>						
3	900 x 250mm Retaining wall footing including reinforcement.	84.00	m	117.00		9,828.00
<u>FACE BRICKWORK</u>						
4	230mm Retaining wall.	42.00	m2	221.00		9,282.00
<u>WATERPROOFING</u>						

Trade Breakup

Job Name : 19763 UPPER LACHLAN		Job Description				
Client's Name: Dutallis Architects						
Item No.	Item Description	Quantity	Unit	Rate	Mark Up %	Amount
Trade : 23 EXTERNAL WORKS		<i>(Continued)</i>				
5	Waterproof membrane including protection board, drainage cell and filter fabric to block retaining wall. <u>ASPHALTIC CONCRETE PAVING</u> <u>Sub-basecourse</u>	42.00	m2	70.00		2,940.00
6	200mm Hardcore sub-basecourse laid to falls and cross-falls compacted to 98% of standard max. dry density to receive concrete. <u>Basecourse</u>	2,518.00	m2	23.00		57,914.00
7	150mm Hardcore basecourse laid to falls and cross-falls compacted to 95% of standard max. dry density to receive concrete. <u>Asphaltic Concrete</u>	2,518.00	m2	17.00		42,806.00
8	Prepare and prime basecourse with hot cut-back bitumen.	2,518.00	m2	8.00		20,144.00
9	30mm Asphaltic concrete "AC10" laid on primer seal coat to falls and cross-falls. <u>CONCRETE</u>	2,518.00	m2	21.00		52,878.00
10	1200mm Concrete steps on ground including reinforcement and formwork.	2.00	m/r	885.00		1,770.00
11	1800mm Concrete steps on ground including reinforcement and formwork.	2.00	m/r	885.00		1,770.00
12	2600mm Concrete steps on ground including reinforcement and formwork.	2.00	m/r	1,925.00		3,850.00
13	4600mm Concrete steps on ground including reinforcement and formwork. <u>BRICK PAVING</u>	2.00	m/r	3,400.00		6,800.00
14	Brick paving laid on and including sand bed. <u>KERB AND GUTTERING</u>	905.00	m2	120.00		108,600.00
15	Kerb and gutter including bedding.	393.00	m	60.00		23,580.00
16	Kerb and gutter c.o.p. including bedding. <u>WHEEL STOPS</u>	45.00	m	92.00		4,140.00
17	Precast concrete wheel stop fixed to concrete paving. <u>ROAD CROSSOVERS</u>	59.00	No	116.00		6,844.00
18	Allow for concrete council crossover including bed, finish, kerbs, etc <u>METAL FENCING to Boundary</u>	2.00	Item	2,250.00		4,500.00
19	1800mm Palisade fence on and including steel posts and rails set in concrete including all excavation.	118.00	m	180.00		21,240.00
20	Extra over pair gates.	1.00	No	750.00		750.00

Trade Breakup

Job Name : 19763 UPPER LACHLAN		Job Description				
Client's Name: Dutailis Architects						
Item No.	Item Description	Quantity	Unit	Rate	Mark Up %	Amount
EXTERNAL WORKS						Total : 398,164.00
Trade : 24 LANDSCAPING						
SOFT LANDSCAPING						
1	Allow for soft landscaping complete.	1.00	Item	40,000.00		40,000.00
2	Allow for including irrigation system.	1.00	Item			INCL
LANDSCAPING						Total : 40,000.00
Trade : 25 FF&E						
FF&E						
1	Allowance for Furniture, Fixtures & Equipment.	1,870.00	m2	350.00		654,500.00
FF&E						Total : 654,500.00
Trade : 26 CIVIL & ROADWORKS						
ROADWORKS						
1	Allow for road widening and parking works complete.	3,574.00	m2	180.00		643,320.00
CIVIL & ROADWORKS						Total : 643,320.00
Trade : 27 Subtotal						
Subtotal						Total :
Trade : 28 PRELIMINARIES						
1						
PRELIMINARIES						Total :
Trade : 29 Subtotal						
1						
Subtotal						Total :
Trade : 30 BUILDERS PROFIT						
1						
BUILDERS PROFIT						Total :

Trade Breakup

Job Name :	19763 UPPER LACHLAN	<u>Job Description</u>
Client's Name:	Dutailis Architects	

Item No.	Item Description	Quantity	Unit	Rate	Mark Up %	Amount
Trade : 31 <u>Subtotal</u>						
1						
	<u>Subtotal</u>					Total :
Trade : 32 <u>CONTINGENCY</u>						
1						
	<u>CONTINGENCY</u>					Total :
Trade : 33 <u>CONSULTANT'S FEES</u>						
1						
	<u>CONSULTANT'S FEES</u>					Total :

RISK ASSESSMENT FORM

Project/Activity: Crookwell Administration Building
Site Supervisor: John Bell
Signature:
Dates:

Manager:	
<input type="checkbox"/> I have viewed this generic Risk Assessment and agree that it is satisfactory as a Assessment of the activity being undertaken	
Signature:	Date:

Specific Task/Activity	Potential Hazards/Consequences	How Severe	How Likely	Risk Rating	Description	SW MS Nos
RTA and Public entrance	Manual Handling	VL	M	2	<ul style="list-style-type: none"> Lack of room for storage. What shelving there is Inappropriate with many heavy items having to be stored on the ground or placed on top shelf. 	
	Storage of files and reference material	VL	M	2	<ul style="list-style-type: none"> Current storage has run out with files having to be stored on the ground creating potential trip hazards. Some files are being stored on shelving that is to high, staff have to stand on chairs or over extend them selves to reach. 	
	Cash handling	L	S	2	<ul style="list-style-type: none"> Council does not have any locked cash boxes to store daily cash takings. This may greatly increase the likely hood of a hold-up. 	
	Heating	L	S	2	<ul style="list-style-type: none"> Heat escapes building every time a customer enters the building. Small foot heaters being used by staff to keep 	

					warm, these heaters greatly increase the risk of a building fire.	
	Personal space	VL	F	3	<ul style="list-style-type: none"> Due to the size of the building and improvised storage arrangements, staff have to climb over the top of each other to reach materials they need when serving customers. 	
	Ergonomics	VL	M	2	<ul style="list-style-type: none"> Staff are unable to sit at the counter as they can't get their legs underneath the bench increasing the risk of back strains and RSI. 	
	Poor public perception	VL	F	3	<ul style="list-style-type: none"> Bench tops and desks are full to over flowing making them look cluttered and disorganised. 	
	Little room to do paper work	VL	F	3	<ul style="list-style-type: none"> Due to the need to have computers, EFTPOS machines etc on the counter top, there is very little room for staff to handle customer's paper work. 	
	Computer cords hanging over the front counter	L	S	1	<ul style="list-style-type: none"> Cords hanging down the back of the counter and hang at the perfect height for young children to grab and pull items off the counter. 	
	Struck by objects	VL	F	3	<ul style="list-style-type: none"> Internal doors open out into the area where the public is waiting for service. Chance of being struck by door. 	
Administration area	Heating / Cooling	L	S	2	<ul style="list-style-type: none"> Inadequate heating available as all administration staff require a foot heater to keep warm. Potential fire risk. 	
	Emergency evacuation	U	K	2	<ul style="list-style-type: none"> There is no evacuation lighting or alarm system, fire doors or sprinkler system to warn and protect workers in the case on an emergency. 	

Upper Lachlan Shire Council
OHS&R MANUAL

Form PC 02

	File storage	VL	M	2	<ul style="list-style-type: none"> All current file storage areas are full, with files being placed in plastic boxes that are stored on the ground. This greatly increases the chance of a manual handling risk when these boxes need to be moved. Creates trip hazards as the are spilling out into walkways.
	trips	VL	M	2	<ul style="list-style-type: none"> Due to lack of storage and the age of the building there are a number of trip hazards present, these include incoming mail stored on floor waiting to be processed, plastic boxes extending out onto walkways, files and reference materials stored on the floor.
Manager of Finance Office	File storage	L	M	3	<ul style="list-style-type: none"> All current file storage areas are full, with files being placed in plastic boxes that are stored on the ground. This greatly increases the chance of a manual handling risk when these boxes need to moving. Creates trip hazards as the are spilling out into walkways.
	Emergency evacuation	U	K	2	<ul style="list-style-type: none"> No evacuation lighting or alarm system, fire doors or sprinkler system to warn and protect workers in the case on an emergency.
	Entry and exit	U	K	2	<ul style="list-style-type: none"> There is only one point of entry and exit, greatly increasing the risk of injury if there was an emergency situation.
	Heating / Cooling	L	S	2	<ul style="list-style-type: none"> Inadequate heating available as all administration staff require a foot heater to keep warm. Potential fire risk.

EDITION 1 / REVISION 0

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Upper Lachlan Shire Council
OHS&R MANUAL

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Hall way	Storage	VL	M	2	<ul style="list-style-type: none"> Files and administration supplies are being stored in the hallway, creating potential trip hazards and reducing the effectiveness of the hallway in an emergency situation.
	Exposed wiring	L	F	4	<ul style="list-style-type: none"> Telephone wires are hanging loose on the wall.
	Security	VL	M	2	<ul style="list-style-type: none"> Unauthorised personal can gain access to this hall way through the public toilets.
	Emergency evacuation	U	K	2	<ul style="list-style-type: none"> There is no evacuation lighting or alarm system, fire doors or sprinkler system to warn and protect workers in the case on an emergency.
Safe	Injuries	VL	F	3	<ul style="list-style-type: none"> Potential for head injuries as the entrance into the safe is very low.
	Trips and falls	VL	F	3	<ul style="list-style-type: none"> Safe has a lip that sticks up above floor level.
	Confined space	VU	K	3	<ul style="list-style-type: none"> There is no air ventilation or way of communicating if some one was accidentally shut inside..
	File storage	VL	F	3	<ul style="list-style-type: none"> All current file storage areas are full, with files being placed in plastic boxes that are stored on the ground. This greatly increases the chance of a manual handling risk when these boxes need to be moved. Creates trip hazards as the are spilling out into walkways.

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Rates office area	Heating / Cooling	VL	F	3	<ul style="list-style-type: none"> Inadequate heating available as all administration staff require a foot heater to keep warm. Potential fire risk. 	
	Storage	VL	F	3	<ul style="list-style-type: none"> Shelving badly designed. Staff have to stretch and overextend themselves to reach files and reference materials. 	
	Manual handling	VL	M	2	<ul style="list-style-type: none"> Heavy files and boxes have to be lifted from ground level Staff have to stretch and overextend themselves to reach files and reference materials. 	
	Emergency evacuation	U	K	2	<ul style="list-style-type: none"> There is no evacuation lighting or alarm system, fire doors or sprinkler system to warn and protect workers in the case on an emergency. 	
	Lighting	L	M	3	<ul style="list-style-type: none"> Poor natural lighting and old inadequate electrical lighting. 	
	Falls	L	S	2	<ul style="list-style-type: none"> Risk of staff falling off ladders and chairs whilst trying to reach office supplies. 	
GM office	Heating / Cooling	VL	F	3	<ul style="list-style-type: none"> Inadequate heating available as GM requires a foot heater to keep warm. Potential fire risk. 	
	Lighting	L	M	3	<ul style="list-style-type: none"> Poor natural lighting and old inadequate electrical lighting. 	
	Exposed computer wiring	L	M	3	<ul style="list-style-type: none"> Computer cables are exposed and left dangling down the back of desk that face out onto walkways. Increasing the risk of a trip hazard or electrical 	

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					fault.	
	Space	L	F	4	<ul style="list-style-type: none"> Not enough space to hold meetings people constantly being hit by the door when in meetings. 	
	Emergency evacuation	U	K	2	<ul style="list-style-type: none"> There is no evacuation lighting, alarm system, fire doors or sprinkler system to warn and protect workers in the case on an emergency. 	
Director of Finance	Storage of Files	VL	F	3	<ul style="list-style-type: none"> All storage areas are full with contents overflowing onto floor, Increasing the risk of a trip hazard. 	
	Manual handling	L	M	3	<ul style="list-style-type: none"> Staff have to stretch and overextend themselves to reach files and reference materials. 	
	Emergency evacuation	U	K	2	<ul style="list-style-type: none"> There is no evacuation lighting, alarm system, fire doors or sprinkler system to warn and protect workers in the case on an emergency 	
	Access to mains switch board	L	S	1	<ul style="list-style-type: none"> Mains electrical switchboard located above the Director of Finances desk. Anyone needing to access this switchboard has to climb over chairs and the desk to get to it , increasing the risk of falls.. 	
Engineering / IT	Exposed computer wiring	L	M	3	<ul style="list-style-type: none"> Computer cables are exposed and left dangling down the back of desks that face out onto walkways Increasing the risk of a trip hazard or electrical fault 	
	Storage	VL	F	3	<ul style="list-style-type: none"> All storage areas are full with contents overflowing onto floor, Increasing the risk of a trip hazard. 	

Upper Lachlan Shire Council
OHS&R MANUAL

Form PC 02

	Lighting	L	M	3	<ul style="list-style-type: none"> Poor natural lighting and old inadequate electrical lighting.
	Natural lighting	VL	F	3	<ul style="list-style-type: none"> Sun causes very bad glare on computer screens late in the afternoon. Causing eye strain.
	Emergency evacuation	U	K	2	<ul style="list-style-type: none"> There is no evacuation lighting, alarm system, fire doors or sprinkler system to warn and protect workers in the case on an emergency
	Heating / Cooling	VL	F	3	<ul style="list-style-type: none"> Inadequate heating available as staff require a foot heaters to keep warm. Potential fire risk.
Director of Works	Storage	VL	F	3	<ul style="list-style-type: none"> All storage areas are full with contents overflowing onto floor, Increasing the risk of a trip hazard.
Council cambers	Trip hazard	VL	M	2	<ul style="list-style-type: none"> Electrical wires running across floor.
	Size	VL	F	3	<ul style="list-style-type: none"> No public gallery to allow resident to sit in bad wether public has to congregate in the car park.
Health and building public access area	Security	L	S	1	<ul style="list-style-type: none"> No security for measures for staff in this building. No way for staff to alert police or other work mates if they are being held up or customer turns violent
	Emergency evacuation	U	K	2	<ul style="list-style-type: none"> There is no evacuation lighting, alarm system, fire doors or sprinkler system to warn and protect workers in the case on an emergency.

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OHS&R MANUAL

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	Trip hazard	L	M	2	<ul style="list-style-type: none"> Mats on floor to prevent dirt and leaves entering the building create trip hazard
	No disabled access	VL	F	3	<ul style="list-style-type: none"> Disabled customers are unable to access this building
	Steps starting to crack	VL	M	2	<ul style="list-style-type: none"> Stairs are ageing and are starting move and crack. Cracks are large enough for ladies high healed shoes to get caught in
	No railing on stairs	VL	S	1	<ul style="list-style-type: none"> No railings on stairs for customers to use, Making it especially hard for elderly people to enter the building
Health and Building office area	Exposed computer wiring	L	M	3	<ul style="list-style-type: none"> Computer cables are exposed and left dangling down the back of desk that face out onto walkways. Increasing the risk of a trip hazard or electrical fault.
	Roof is bowing	L	F	4	<ul style="list-style-type: none"> Roof material is very old and is starting to bow, may fall and injure staff members working in this area.
	Poor natural ventilation	VL	F	3	<ul style="list-style-type: none"> Offices get very stuffy.
	Heating / Cooling	VL	F	3	<ul style="list-style-type: none"> Inadequate heating available as all administration staff require a foot heater to keep warm. Potential fire risk.
	Storage	VL	F	3	<ul style="list-style-type: none"> All storage areas are full with contents overflowing onto floor, Increasing the risk of a trip hazard.
	Manual handling	VL	M	2	<ul style="list-style-type: none"> Heavy files and boxes have to be lifted from ground level.

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					<ul style="list-style-type: none"> Staff have to stretch and overextend themselves to reach files and reference materials. 	
	Trips	VL	M	2	<ul style="list-style-type: none"> Small step that is hard to see leads from staff offices into the garage 	
	Security	L	S	1	<ul style="list-style-type: none"> No security for measures for staff in this building. No way for staff to alert police or other work mates if they are being held up or customer turns violent 	
Director of Health and Building	Heating / Cooling	VL	F	3	<ul style="list-style-type: none"> Inadequate heating available as staff require a foot heater to keep warm. Potential fire risk. 	
	Storage	VL	F	3	<ul style="list-style-type: none"> All storage areas are full with contents overflowing onto floor, increasing the risk of a trip hazard. 	
Shed	Roof leaks badly during heavy rains	VL	F	3	<ul style="list-style-type: none"> Potential to destroy contents stored in this shed. Floor becomes very slippery. 	
	Leaves and dirt constantly entering building underneath closed doors	VL	M	2	<ul style="list-style-type: none"> Slips trips and falls hazard. 	
	Rodents	VL	M	2	<ul style="list-style-type: none"> Rodents chewing on phone lines and power cables, increasing the risk of electrical fire. 	
	Exposed wiring	L	S	2	<ul style="list-style-type: none"> Wires left exposed and hanging on wall and from roof increasing the chance of electrocution 	

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Noxious weeds and rangers Office	Poor ventilation	VL	F	3	<ul style="list-style-type: none"> Offices get very stuffy.
	Exposed computer wires	L	M	3	<ul style="list-style-type: none"> Computer cables are exposed and left dangling down the back of desk that face out onto walkways. Increasing the risk of a trip hazard or electrical fault.
	Emergency evacuation	U	K	2	<ul style="list-style-type: none"> There is no evacuation lighting, alarm system, fire doors or sprinkler system to warn and protect workers in the case on an emergency.
Manager for water and Sewers office	Wiring running across floor	L	M	3	<ul style="list-style-type: none"> Lack of power points, power cables have to be run across the floor to the nearest power point, creating a potential trip hazard.
	Heating / Cooling	VL	F	3	<ul style="list-style-type: none"> Inadequate heating available as all administration staff require a foot heater to keep warm. Potential fire risk.
	Storage of files and reference materials	L	F	4	<ul style="list-style-type: none"> All storage areas are full with contents overflowing onto floor, Increasing the risk of a trip hazard.
	Taps sticking out of walls				
	Holes on wall				
	Entry and exit	VL	S	1	<ul style="list-style-type: none"> Exit opens out onto traffic leaving or entering council's car park. Employees and members of public visiting run

Upper Lachlan Shire Council
OHS&R MANUAL

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					the risk of being struck by a vehicle.	
	Lighting	L	M	3	<ul style="list-style-type: none"> Poor natural lighting and old inadequate electrical lighting. 	
OHS officers office	Poor storage area for files and reference materials	VL	F	3	<ul style="list-style-type: none"> Old Urinal converted into shelving. 	
	Entry and exit	VL	S	1	<ul style="list-style-type: none"> Exit opens out onto traffic leaving or entering council's car park. Employees and members of public visiting run the risk of being struck by a vehicle. 	
	Lighting	L	M	3	<ul style="list-style-type: none"> Poor natural lighting and old inadequate electrical lighting. 	
	Heating / Cooling	VL	F	3	<ul style="list-style-type: none"> Inadequate heating available as staff require a foot heater to keep warm. Potential fire risk. 	
HR office	Mats on floor	L	M	2	<ul style="list-style-type: none"> Slips trips and falls hazard. 	
	Entry and exit	VL	S	1	<ul style="list-style-type: none"> Exit opens out onto traffic leaving or entering council's car park. Employees and members of public visiting run the risk of being struck by a vehicle. 	
	Wires on floor	L	F	3	<ul style="list-style-type: none"> Lack of power points, power cables have to be run across the floor to the nearest power point, creating a potential trip hazard. 	
Building exterior	Poor security lighting					

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	Security	L	S	1	<ul style="list-style-type: none"> Members of public may enter into council building with out any one knowing. No way of accounting for members of the public in an emergency situation.
	Traffic	L	S	1	<ul style="list-style-type: none"> Car park and area leading into car park used by both pedestrians and vehicles, chance of persons being struck greatly increased
	Disabled access	VL	F	3	<ul style="list-style-type: none"> Access to disabled toilets does not met standards. Disabled personal would struggle to use these facilities.

This Risk Assessment is to be viewed as generic for CounRodentscils normal activities. Supervisors are responsible for ensuring daily Risk Assessments in the form of a "Toolbox Talk" is undertaken to: 1. Ensure hazards and controls above are relevant.No natural lighting 2. Assess additional hazards that are not listed on this generic Risk Assessment.

Risk Register

Crookwell Community and Civic Centre

January 2017

ULSG's Crookwell Community and Civic Centre - Risk Assessment

Ref #	Risk Category	Risk description	Without existing (or controls)			Risk Owner	Current Controls (C) and Control Descriptions (CD)	Current Rating			Report risk upwards?	Response Strategy
			Likelihood	Conseq.	Rating			Likelihood	Conseq.	Rating		
1	Strategic	Planning - unaware of environmental planning requirements resulting in additional planning tasks to be undertaken	Possible	Moderate	Medium	ULSC	Consult with Council's planning dept to identify EPA Act requirements - DA to be assessed by the 4 party consultation process.	Unlikely	Major	Medium	No	Accept
2	Strategic	Failure to identify stakeholders requires additional planning and consultation to address specific stakeholder issues. Project delays will be experienced.	Possible	Moderate	Medium	ULSC	Develop stakeholder register - Develop and notify stakeholder management plan leverage Council's community consultation process - develop project specific publicity campaign.	Unlikely	Moderate	Medium	No	Accept
3	Strategic	Fail to identify building requirements at site which will cause delay in additional design work.	Possible	Major	High	ULSC	Pre-construction investigations have been carried out. Architect has carried out adequate investigation to identify design inputs.	Unlikely	Major	Medium	No	Accept
4	Strategic	Failure to submit Funding Deed in a comprehensive manner and on time.	Likely	Major	High	ULSC	Director of Works to submit funding deed with help of Manager of Works on Site with clear description of project delivery.	Unlikely	Major	Medium	No	Accept
5	Financial	Full scope of the work not clearly defined by the technical documents, this may lead to scope changes in the quotation and project phases	Likely	Moderate	High	ULSC	Design development meetings have been held with architect. Tendering process for construction will also help identify any problems.	Unlikely	Moderate	Medium	No	Accept
6	Financial	Inadequate procurement processes lead to uncompetitive tendering	Likely	Major	High	ULSC	Follow local government tendering procurement policies, Section 55 LG Act - Review Council's tender call for suitability - O.P. vendor panel -	Unlikely	Major	Medium	No	Accept
7	Financial	Essential variations due to discrepancies in the documentation	Likely	Moderate	High	ULSC	Design review prior to inviting tenders. Estimate of cost prepared by registered Quantity Surveyor.	Unlikely	Moderate	Medium	No	Accept
8	Financial	Construction costs exceed funding deed	Likely	Major	High	ULSC	Fixed Manager to track costs on a weekly basis. Any potential cost over runs to be investigated and controlled.	Unlikely	Major	Medium	No	Accept
9	Financial	Major flooding resulting in damage to the structure resulting in rework.	Possible	Major	High	ULSC	It is not likely to flood. Estimate of costs will be for effort to prevent rainwater seeping excavations.	Unlikely	Moderate	Medium	No	Accept
11	Operational	Wet weather resulting in the extension of time to project timeline	Almost Certain	Minor	Medium	ULSC	Allow for wet weather days in project program.	Likely	Minor	Medium	No	Accept
12	Operational	Resource unavailability or unsuitability	Likely	Major	High	ULSC	Selection of suppliers (e.g. contractor) with demonstrated good performance with appropriate quality and off-site approvals and workmanship. Contractor to supply a clear project timeline that shows realistic delivery times for the product.	Unlikely	Major	Medium	No	Accept

[illegible]



Scope of Works

Upper Lachlan Shire Community and Civic Centre

The overall purpose of the Crookwell Community and Civic Centre is to provide a new purpose made building to provide the Crookwell community with meeting rooms and a location to conduct online business. The building will also house approximately forty of Upper Lachlan Shire Council's staff and provide much needed space for Council (and its various committees) to meet. The project will be built on a "green fields" site in Laggan Road at Crookwell.

The following information relates to the scope of the project:

i) Demolition

There are several small concrete slabs on the site. The successful tenderer will be required to prepare a plan to carry out what demolition work that is required.

ii) Excavation

Excavation work is required to prepare the site for construction including works such as:

- a) Clearance
- b) Levelling to create site levels as required.
- c) Detail excavation to prepare for strip and pad footings.
- d) Sand blinding over sub grade works.
- e) Installation of vapour barrier
- f) Application of termite treatment as required.

iii) Concrete

- a) Supply and place concrete for footings
- b) Supply and place concrete for floor slabs

iv) Masonry

- a) Supply and lay common and face bricks

v) Structural steel

- a) Supply, fabricate and erect structural steel framework to support the roof of the building.
- b) Supply and Install roof cladding

vi) Metalwork

- a) Fabricate and supply metal fixtures and fittings

- b) Fabricate and supply balustrades, handrails and bollards
- c) Fabricate, supply and install signage.

vii) Carpentry

Supply and install:

- a) Roof truss framing.
- b) Floor framing
- c) Timber flooring.
- d) Wall framing
- e) Staircases
- f) Timber trims and fittings
- g) Doors

viii) Partitions

Supply and install;

- a) Glazed partitions
- b) Laminated (toilet) partitions.

ix) Aluminium windows

x) Plastering

xi) Ceilings

xii) Floor and Wall tiling

xiii) Carpets and Resilient Finishes.

xiv) Painting

xv) Hydraulics

xvi) Electrical

xvii) Mechanical

- a) Supply and install mechanical ventilation to wet areas
- b) Supply and install geothermal air-conditioning system (including underground heat exchange system) and solar panels.

xviii) Fire Services

ix) External Works

- a) Parking Area
- b) Concrete steps and paths
- c) Boundary fencing
- d) Landscaping

xx) Furniture, Fixtures and Equipment

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VALUATION

for

UPPER LACHLAN SHIRE COUNCIL

as at

30 JUNE 2014

MEMBER OF
API AUSTRALIAN
PROPERTY
INSTITUTE
Leading the property profession

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SCHEDULE OF VALUES

of

**BUILDINGS,
OTHER STRUCTURES
&
LAND**

throughout

Upper Lachlan Shire Council

on the basis of

FAIR VALUE

as at

30 JUNE 2014

under instruction from

**UPPER LACHLAN SHIRE COUNCIL
PO BOX 42
GUNNING NSW 2581**

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UPPER LACHLAN SHIRE COUNCIL OPERATIONAL LAND FAIR VALUE SCHEDULE AS AT 30 JUNE 2014															
Ref: Upper Lachlan OL Schedule FV14															
SFV No.	Assess No.	Type Ref	Val No.	Description	Street No.	Street	Suburb	Lot	Sec	Deposited Plan	Zoning LEP 2010	Land Area m ²	Rate per m ²	Land Value	
OL1001		LO		Fire Brigade Station	-	Brayton Road	Big Hill	Road	-	Reserve	-	-	\$	500	
OL1002	117	LO	421730	Vacant Land	-	Bigga Street	Bigga		4	2	758104	RU5	2,023.0	\$ 5.00	\$ 10,000
OL1003	102	LO	421717	Garbage Depot	-	Grabine Road (off)	Bigga		1	-	501913	SP1	16,160.0	\$ 0.20	\$ 3,000
OL1004	199	LO	421799	Vacant Land	-	Lachlan Street	Bigga		8	12	758104	RU5	2,023.0	\$ 2.25	\$ 4,500
OL1005	8000	LO	3371078	Cemetery	-		Bigga		7,003	-	1026239	RU2	36,985.0	\$ 0.50	\$ 18,500
OL1006		LO	3317598	Cemetery Lease No:1013168	-	Brief Street	Binda	7012; 7013	-	94664; 1108659	-	46,600.0	\$ 0.30	\$ 14,000	
OL1007		LO		Stockpile (acquisition of road)	-	Old Hume Highway	Breadalbane		-	Unknown	-	-	\$	500	
OL1008	7468	LO	3379135	Fire Brigade Station	-	Flackwell Creek Rd	Broadway		2	-	1121922	RU2	801.0	\$ 1.00	\$ 1,000
OL1009	5807	LO	2954968	Fire Brigade Station	-	Brennan Street	Collector		10	-	1046757	RU5	838.0	\$ 40.00	\$ 34,000
OL1010		LO		Snowy Mt Repeater Base	-	Bigga Road	Crookwell	Road	-	Reserve	-	-	\$	500	
OL1011		LO		Brooklands Footbridge	-	Brooklands Street	Crookwell		-	Unknown	-	-	\$	2,000	
OL1012		LO		Pump Station (adj. Lot 19 DP 2383)	-	Carrington Street	Crookwell	Road	-	Reserve	-	-	\$	500	
OL1013	748	LO	422329	Pre-School Res. No. R91469	-	Colyer Street	Crookwell		1	-	39590	RE1	2,134.0	\$ 30.00	\$ 64,000
OL1014	904	LO	422485	Vacant Land (adj. Crookwell River)	-	Denison St	Crookwell	4, 5	19	758308	R2	4,452.0	\$ 4.00	\$ 18,000	
OL1015	816	LO	422395	Vacant Land	-	Cowper Street	Crookwell		1	19	758308	R2	2,327.0	\$ 4.00	\$ 9,500
OL1016	1057	LO	422629	Amenities	-	Goulburn Street	Crookwell		6	-	662951	B2	482.8	\$ 80.00	\$ 38,500
OL1017	639	LO	422208	Garbage Depot	4070	Grabben Gullen Road	Crookwell		1	-	332252	SP1	77,200.0	\$ 0.35	\$ 27,000
OL1018	590	LO	3510694	Golf Course (part)	-	Grange Road	Crookwell	2; 48	-	200924; 754108	RE1	183,820.0	\$ 0.75	\$ 138,000	
OL1019		LO		Water Supply Bores (2)	-	Harley Road	Crookwell	Road	-	Reserve	-	-	\$	1,000	
OL1020	3716	LO	423868	Reservoirs 1 & 2	-	Hay St & Waterworks Rd	Crookwell		1	-	843754	RU2	1,316.0	\$ 1.70	\$ 2,200
OL1021	7042	LO	3320043	Pump Station	-	Kennedy Street	Crookwell		1	-	442801	R2	404.7	\$ 1.50	\$ 600
OL1022		LO		Water Supply Bore	-	Kennedy Street	Crookwell	Road	-	Reserve	-	-	\$	500	
OL1023	1878	LO	423463	Aerodrome	-	Kialla Road	Crookwell	421; 417	-	257517; 754115	SP2	113,700.0	\$ 0.40	\$ 45,000	
OL1024	3662	LO	3169913	Health Care Centre	-	Kialla Road	Crookwell		2	-	1018699	SP2	1,944.0	\$ 75.00	\$ 146,000
OL1025	3714	LO	422134	Reservoir 3	-	Kialla Road	Crookwell		1	-	826195	RU1	593.3	\$ 2.00	\$ 1,200
OL1026	1283	LO	422846	Residence	14	King Road	Crookwell		59	-	250695	R2	826.9	\$ 80.00	\$ 66,000
OL1027	1276	LO	422839	Vacant Land	-	King Road	Crookwell		4	-	587369	R2	2,107.0	\$ 60.00	\$ 126,000
OL1028	1337	LO	3375003	Caravan Park	-	Laggan Road	Crookwell		283	-	753042	R2	6,703.0	\$ 7.00	\$ 47,000
OL1029	1301	LO	3325398	Former Saleyards	-	Laggan Road	Crookwell		3	-	1112816	R2	25,500.0	\$ 30.00	\$ 765,000
OL1030	1373	LO	422895	Operational Vacant Land	-	Laggan Road	Crookwell		2	-	534602	R5	657.6	\$ 60.00	\$ 39,000
OL1031	7385	LO	3325396	Vacant block (next to view haven)	-	Laggan Road, cnr Saleyards Rd	Crookwell		1	-	1112816	R2	923.3	\$ 30.00	\$ 28,000
OL1032	3717	LO	423871	Effluent Ponds	-	McIntosh - Waterworks Rds	Crookwell	1-3	-	789227	RU2	37,700.0	\$ 0.40	\$ 15,000	
OL1033	3869	LO	2846589	Emergency Services RFS Building	-	McIntosh Road	Crookwell		10	-	1031350	R5	29,200.0	\$ 12.00	\$ 350,000



VALUATION

for

UPPER LACHLAN SHIRE COUNCIL

as at

30 JUNE 2014

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SCHEDULE OF VALUES

of

**BUILDINGS,
OTHER STRUCTURES
&
LAND**

throughout

Upper Lachlan Shire Council

on the basis of

FAIR VALUE

as at

30 JUNE 2014

under instruction from

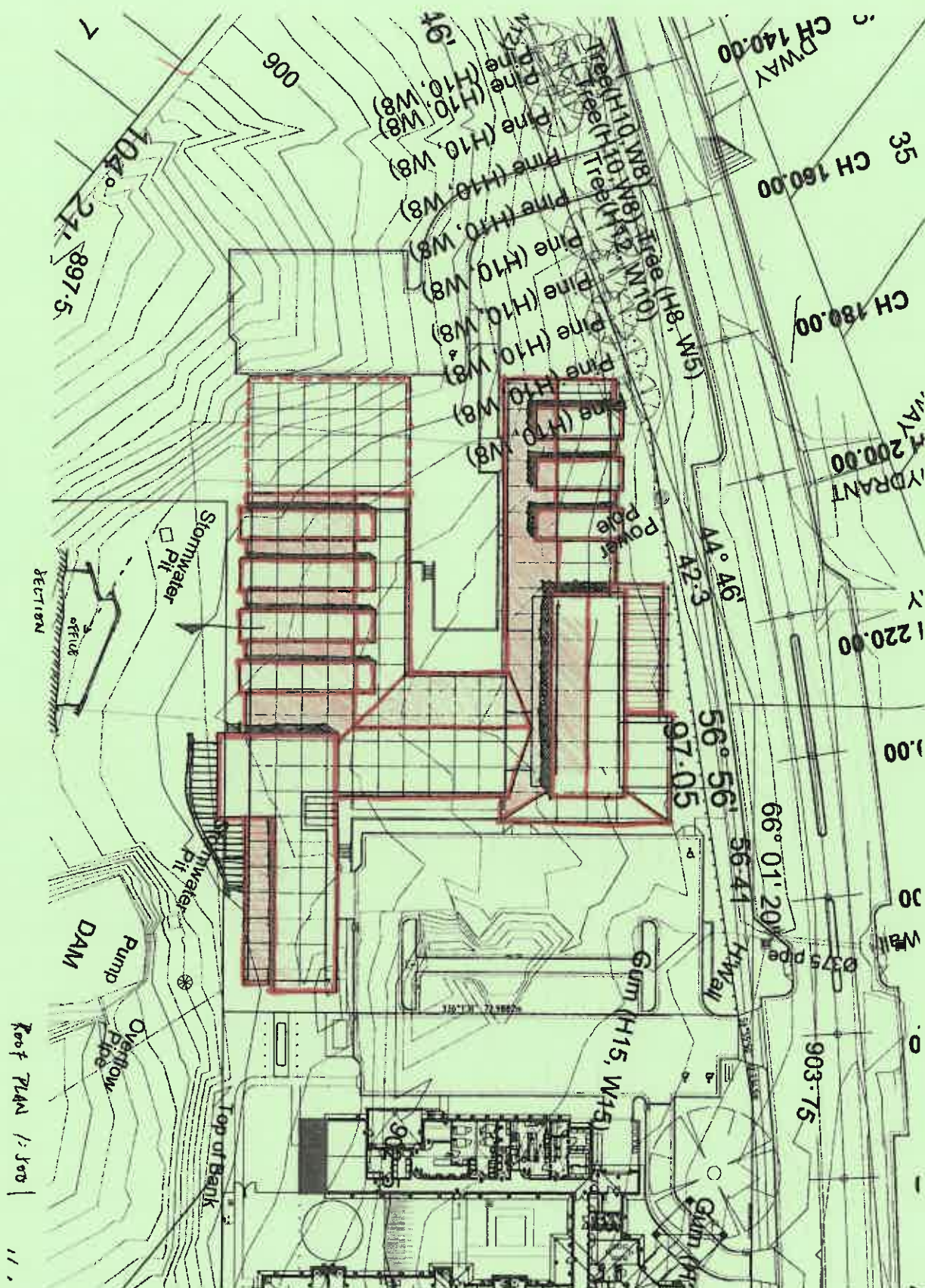
**UPPER LACHLAN SHIRE COUNCIL
PO BOX 42
GUNNING NSW 2581**

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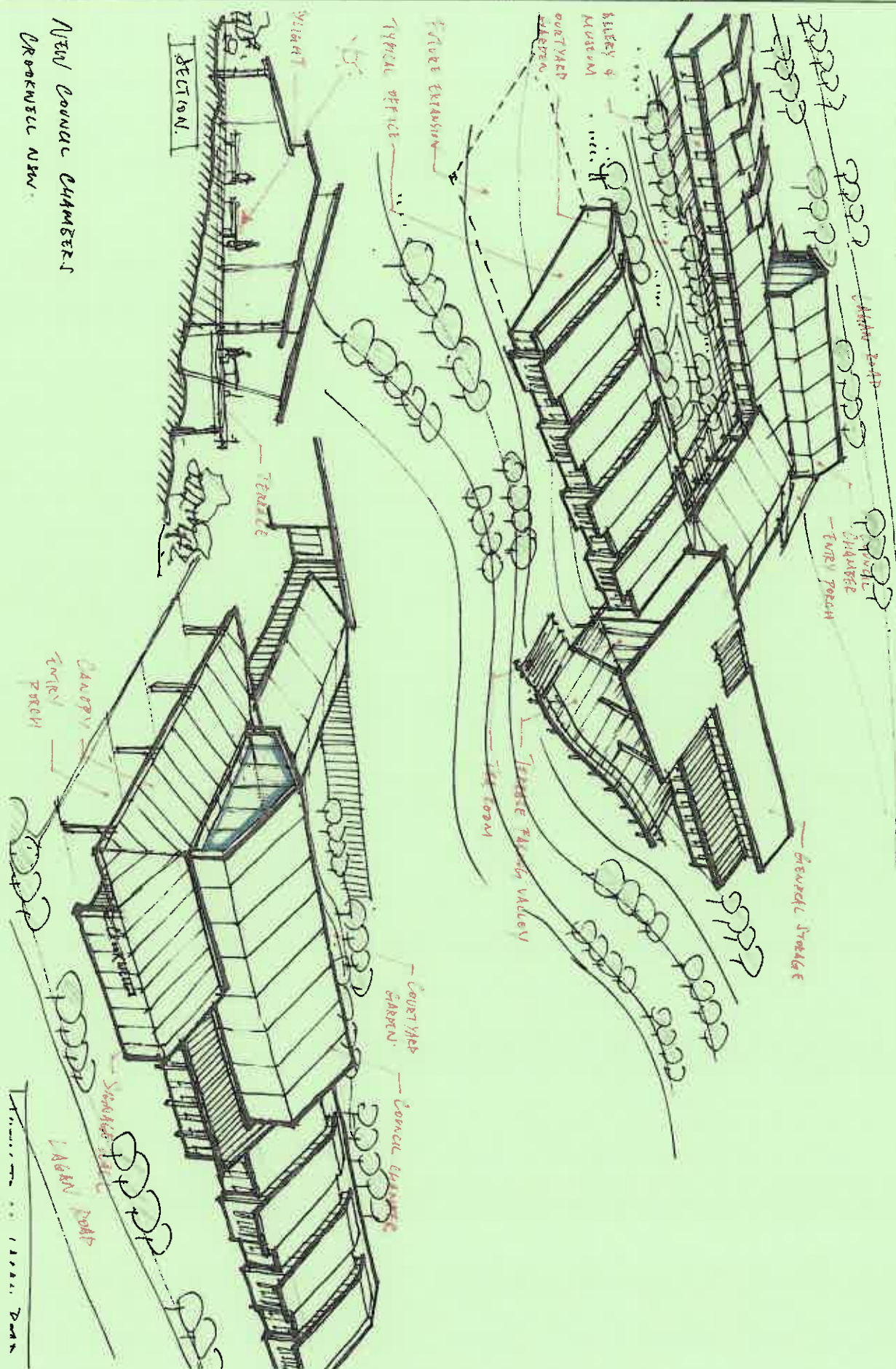
SFV Photo No	Asset ID	Classification	Description	No.	Street	Suburb/Town	Cond'n Rating 1-5	Whole Building				
								Gross Value	Accumulated Depreciation	Useful Life (years)	Remaining Useful Life (years)	Fair Value
2354	6730	Specialised	Kiosk	-	Robertson Street, Memorial Oval	Crookwell	4	\$ 24,000	\$ 19,200	50	10	\$ 4,800
2355		Specialised	Cenotaph/War Memorial	-	Robertson Street, Memorial Park	Crookwell	2	\$ 77,000	\$ 23,100	100	70	\$ 53,900
2356		Specialised	Gazebo/Shelter	-	Robertson Street, Memorial Park	Crookwell	1	\$ 12,000	\$ 2,400	50	40	\$ 9,600
2357	6734	Specialised	Toilet Blocks (2)	-	Robertson Street, Memorial Park	Crookwell	4	\$ 70,000	\$ 56,000	50	10	\$ 14,000
2358		Specialised	Cricket Wicket	-	Soudan Road, Gordon Park	Crookwell	5	\$ 9,000	\$ 7,800	15	2	\$ 1,200
2359	6320-6322	Specialised	Administration Offices	44	Spring Street	Crookwell	3	\$ 1,204,000	\$ 677,362	80	32	\$ 526,638
2360	6323/6768	Specialised	Council Chamber/Offices/Store	44	Spring Street	Crookwell	4	\$ 1,526,000	\$ 977,763	80	24	\$ 548,237
2361		Specialised	Bus Shelter	-	Spring Street	Crookwell	1	\$ 14,000	\$ 2,800	50	40	\$ 11,200
2362	6703	Specialised	Senior Citizens Centre	-	Spring Street	Crookwell	2	\$ 566,000	\$ 168,587	80	56	\$ 397,413
2363		Specialised	Car Park	-	Spring Street & Goulburn Lane	Crookwell	3	\$ 35,000	\$ 21,000	50	20	\$ 14,000
2364	6748/6751	Specialised	Amenities Block	-	Spring Street, Depot	Crookwell	4	\$ 437,000	\$ 305,900	50	15	\$ 131,100
2365	6750	Specialised	Main Shed	-	Spring Street, Depot	Crookwell	1	\$ 952,000	\$ 201,824	80	64	\$ 750,176
2366	6752	Specialised	Workshop/Awning	-	Spring Street, Depot	Crookwell	4	\$ 457,000	\$ 319,900	50	15	\$ 137,100
2367	6844	Specialised	Chlorine Building	G85	Waterworks Road (via Iron Mine Rd)	Crookwell	3	\$ 9,000	\$ 5,400	50	20	\$ 3,600
2368		Specialised	Pumphouse	G85	Waterworks Road (via Iron Mine Rd)	Crookwell	4	\$ 35,000	\$ 28,000	100	20	\$ 7,000
2369	10540	Specialised	Storage Shed (new)	G85	Waterworks Road (via Iron Mine Rd)	Crookwell	1	\$ 39,000	\$ 7,800	50	40	\$ 31,200
2370		Specialised	Store	G85	Waterworks Road (via Iron Mine Rd)	Crookwell	2	\$ 25,000	\$ 10,000	50	30	\$ 15,000
2371	6843	Specialised	Water Treatment Building	G85	Waterworks Road (via Iron Mine Rd)	Crookwell	4	\$ 799,000	\$ 639,200	100	20	\$ 159,800
2401	8772	Specialised	Fire Brigade Station	-	Chapel Street	Dalton	2	\$ 83,000	\$ 33,200	50	30	\$ 49,800
2402	8771	Specialised	Town Fire Shed	-	Church & Johnson Streets	Dalton	4	\$ 22,000	\$ 15,400	50	15	\$ 6,600
2403		Specialised	Playground Equipment	-	Gunning & Chapel Streets	Dalton	3	\$ 15,000	\$ 9,000	15	6	\$ 6,000
2404		Specialised	Shelters (2)	-	Gunning Street, Reserve	Dalton	3	\$ 19,000	\$ 9,500	50	25	\$ 9,500
2405		Specialised	Tennis Clubhouse	-	Gunning Street, Reserve	Dalton	4	\$ 23,000	\$ 18,400	50	10	\$ 4,600
2406		Specialised	Tennis Court	-	Gunning Street, Reserve	Dalton	2	\$ 39,000	\$ 11,700	50	35	\$ 27,300
2407	8773	Specialised	Toilet Block	-	Gunning Street, Reserve	Dalton	3	\$ 31,000	\$ 15,500	50	25	\$ 15,500
2408		Specialised	Bar	G1020	Gunning Road, Recreation Reserve	Dalton	5	\$ 18,000	\$ 16,200	50	5	\$ 1,800
2409	8765-8766	Specialised	Change Rooms/Kiosk	G1020	Gunning Road, Recreation Reserve	Dalton	4	\$ 117,000	\$ 81,900	50	15	\$ 35,100
2410	8767	Specialised	Shearing Shed	G1020	Gunning Road, Recreation Reserve	Dalton	4	\$ 33,000	\$ 26,400	50	10	\$ 6,600
2411	8770	Specialised	Shelter	G1020	Gunning Road, Recreation Reserve	Dalton	3	\$ 9,000	\$ 4,500	50	25	\$ 4,500
2412		Specialised	Synthetic Wicket	G1020	Gunning Road, Recreation Reserve	Dalton	3	\$ 9,000	\$ 5,400	15	6	\$ 3,600
2413	8768-8769	Specialised	Toilet Block	G1020	Gunning Road, Recreation Reserve	Dalton	2	\$ 106,000	\$ 42,400	50	30	\$ 63,600
2501		Specialised	Fire Brigade Station (Fullerton)	-	Fullerton Road, Hall Site	Fullerton	1	\$ 89,000	\$ 19,580	50	39	\$ 69,420
2601		Specialised	Fire Brigade Station (Burra Lake)	1,023	Golspie Road	Golspie	1	\$ 41,000	\$ 1,640	50	48	\$ 39,360
2602	6394	Specialised	Fire Brigade Station (Wyandra)	-	Golspie Road	Golspie	2	\$ 85,000	\$ 25,500	50	35	\$ 59,500
2701	6399	Specialised	Fire Brigade Station (Grabben Gullen)	125	Camp Street	Grabben Gullen	1	\$ 53,000	\$ 10,600	50	40	\$ 42,400
2801	8793	Specialised	Amenities Block	-	Biala Street, Sewerage Works	Gunning	2	\$ 54,000	\$ 21,600	50	30	\$ 32,400
2802	8794	Specialised	Storage Sheds (2)	-	Biala Street, Sewerage Works	Gunning	3	\$ 5,000	\$ 3,000	50	20	\$ 2,000
2803	8761	Specialised	Amenities/Shower Block	-	Copeland Street, Endeavour Park, Rec Reserve	Gunning	3	\$ 178,000	\$ 87,813	75	38	\$ 90,187
2804		Specialised	Callers Box	-	Copeland Street, Endeavour Park, Rec Reserve	Gunning	4	\$ 13,000	\$ 9,100	50	15	\$ 3,900
2805	8799	Specialised	Canteen	-	Copeland Street, Endeavour Park, Rec Reserve	Gunning	3	\$ 56,000	\$ 33,600	50	20	\$ 22,400
2806		Specialised	Gazebo	-	Copeland Street, Endeavour Park, Rec Reserve	Gunning	2	\$ 8,000	\$ 2,400	50	35	\$ 5,600
2807		Specialised	Horse Stalls (2)	-	Copeland Street, Endeavour Park, Rec Reserve	Gunning	4	\$ 108,000	\$ 86,400	50	10	\$ 21,600
2808		Specialised	Horse Stalls/Stables	-	Copeland Street, Endeavour Park, Rec Reserve	Gunning	3	\$ 153,000	\$ 91,800	50	20	\$ 61,200
2809	8759	Specialised	Kiosk	-	Copeland Street, Endeavour Park, Rec Reserve	Gunning	5	\$ 39,000	\$ 35,100	50	5	\$ 3,900

SF

SFV No.	Assess No	Type Ref	Val No	Description	Street No	Street	Suburb	Lots	Sec	Deposited Plan	Zoning LEP 2010	Land Area m ²	Rate per m ²	Land Value
OL1034	7046	LO	9999	Sewerage Treatment Works	-	McIntosh Road	Crookwell	190-192	-	753042	SP2	310,600.0	\$ 0.35	\$ 109,000
OL1035	1417	LO	423002	Residence	10	Parker Street	Crookwell		15	236490	R2	682.9	\$100.00	\$ 68,000
OL1036	7045	LO	3496020	Cemetery	-	Pine Avenue	Crookwell	7005-7009	-	94922	RU1	30,250.0	\$ 0.40	\$ 12,000
OL1037	1223	LO	422782	Vacant Land	-	Harley Road	Crookwell		1	169107	R2	328.8	\$ 12.00	\$ 4,000
OL1038	2286	LO	423893	Repeater/Radio Base Station	-	Redground Road	Crookwell		2	604838	RU2	1,296.0	\$ 0.40	\$ 500
OL1039	1455	LO	423038	Residence	-	Redground Road	Crookwell	6, 7	4	1809	R2	1,727.0	\$ 50.00	\$ 86,000
OL1040	3715	LO	423808	Reservoirs	-	Reservoir Road	Crookwell		1	826196	R5	1,623.0	\$ 2.00	\$ 3,000
OL1041	3716	LO	423868	Reservoir 1	-	Reservoir Road & Hay Street	Crookwell		1	843754	RU2	1,316.0	\$ 2.50	\$ 3,500
OL1042	1464	LO	423047	Car Park	-	Roberts Street	Crookwell	3, 4	-	912070	B4	12,640.6	\$ 50.00	\$ 632,000
OL1043		LO		Pump Station	-	Soudan Road	Crookwell	16, 17	-	1809 Rd Res.				\$ 500
OL1044	1545	LO	423127	Administration Offices/Chamber	44	Spring Street	Crookwell	101, 102	-	208578	R2	2,023.0	\$ 80.00	\$ 162,000
OL1045	1566	LO	423147	Car Park	51	Spring Street	Crookwell		2	570842	B2	452.3	\$ 75.00	\$ 34,000
OL1046	1574	LO	423155	Depot	-	Spring Street	Crookwell	1, 2, 3, 6	45	758308	R2	5,305.0	\$ 20.00	\$ 106,000
OL1047	2214	LO	423807	Water Treatment Works	85	Waterworks Road	Crookwell	1-8	-	188231	RU2	240,100.0	\$ 0.40	\$ 96,000
OL1048	5937	LO	439075	Fire Brigade Station	10	Chapel Street	Dalton		42	749724	RU5	934.0	\$ 30.00	\$ 28,000
OL1049		LO		Town Fire Station	-	Church & Jobson Streets	Dalton	Road	-	Reserve		1,343.0	\$ 4.00	\$ 5,400
OL1050	5991	LO	439130	Water Treatment Works	-	Medway Street	Dalton		4	606993	RU5	456.0	\$ 1.20	\$ 500
OL1051	5906	LO	3714713		-	Howard Street	Dalton		1	1178908	RU2	16,950.0	\$ 1.00	\$ 17,000
OL1052	3958	LO	2882348	Fire Brigade Station	2058	"Wylandra" Golspie Road	Golspie		3	1036831	RU2	713.9	\$ 1.50	\$ 1,100
OL1053	7391	LO	3333493	Closed Road	-	Sapphire Road	Gunning	1, 2; 13	-	862990; 864688	RU2	14,358.0	\$ 0.35	\$ 5,000
OL1054		LO		Repeater Stations	-	Crookwell Street	Gunning		-					\$ 500
OL1055	6202	LO	439573	Residence	7	Hume Street	Gunning		22	859571	RU5	1,695.0	\$ 30.00	\$ 51,000
OL1056	6234	LO	439605	Fire Brigade Station	-	Nelanglo Street	Gunning		1	843551	RU5	2,997.0	\$ 25.00	\$ 75,000
OL1057	6274	LO	439646	Coronation Park	2-8	Warrataw Street	Gunning	9, 10	15	758493	RU5	2,150.0	\$ 30.00	\$ 65,000
OL1058	6265	LO	439636	Medical/Community Centre	29	Warrataw Street	Gunning	2; 23	-	809950; 734267	RU5	2,816.0	\$ 25.00	\$ 70,000
OL1059	6287	LO	3455234	Cemetery	-	Wombat Street	Gunning	2; 3-4	-	634719; 330225	RU5	7,418.0	\$ 1.00	\$ 7,400
OL1060	6057	LO	439422	Water Pumping Station	-	Grabben Gullen Road	Gunning		1	221946	RU2	404.7	\$ 2.00	\$ 800
OL1061	6368	LO	439742	Council Chambers/Depot	-	Yass & Nelanglo Streets	Gunning	9, 10	9	758493	RU5	3,817.0	\$ 25.00	\$ 95,000
OL1062	6308	LO	439681	Library	92	Yass Street	Gunning		6	758493	RU5	1,012.0	\$ 30.00	\$ 30,000
OL1063	6358	LO	439732	Court House	101	Yass Street	Gunning	27, 28	-	823512	RU5	1,605.0	\$ 28.00	\$ 45,000
OL1064	6366	LO	439740	SES Control Centre	119	Yass Street	Gunning		3	843551	RU5	979.0	\$ 30.00	\$ 29,000
OL1065	4083	LO	3055519	Fire Brigade Station	-	Peelwood Road	Laggan		15	1697	RU5	1,505.0	\$ 10.00	\$ 15,000
OL1066	7479	LO	3372378	Park Reserve	-	Laggan Road	Laggan	7,004	-	94383		2,068.0	\$ 1.00	\$ 2,100
OL1067	2342	LO	423967	Garbage Depot	2568	Taralga Road	Laggan	316	-	46298	SP1	3,994.0	\$ 1.00	\$ 4,000
OL1068		LO		Repeater Stations	-	Gunning & Crookwell Rds, Spring Range	Mount Mary	7,003	-	94459				\$ 500
OL1069		LO		Fire Brigade Station	-	Crookwell & St Stephens Rds	Mount Wayo		-			7,392.0	\$ 0.20	\$ 1,500
OL1070		LO		Repeater Station	-	Blakney Creek Road	Pudman Hill	Road	-	Reserve				\$ 500
OL1071	2806	LO	424432		-	Cobden & Loftus Sts	Roslyn		5	758660	E3	151.8	\$ 2.50	\$ 400
OL1072	4814	LO	447792	Taralga Wier	-	Off Golspie Road	Taralga		1	223786	RU2	3,750.0	\$ 0.70	\$ 2,500
OL1073	7369	LO	3324439	Transfer/Waste Disposal	-	Old Showground Road	Taralga	194, 200, 245, 248	-	750017	SP1	76,690.0	\$ 0.60	\$ 46,000



VIEW FROM VALLEY



RISK ASSESSMENT FORM

Project/Activity: Crookwell Administration Building
Site Supervisor: John Bell
Signature:
Dates:

Manager: John Bell	
<input type="checkbox"/> I have viewed this generic Risk Assessment and agree that it is satisfactory as a Assessment of the activity being undertaken	
Signature:	Date:

Specific Task/Activity	Potential Hazards/Consequences	How Severe	How Likely	Risk Rating	Description	SW MS Nos
RTA and Public entrance	Hazardous manual handling/lack of storage	MO	P	3	<ul style="list-style-type: none"> Lack of room for storage. What shelving there is, is inappropriate, with many heavy items having to be stored on the ground or placed on top shelf. 	
	Slips and Trips	MI	P	4	<ul style="list-style-type: none"> Current storage is full, some files have to be stored on the ground creating potential trip hazards. 	
	Lighting	MI	VL	3	<ul style="list-style-type: none"> The office area has glare and refraction issues. A Lux measurement of 9000 was made. A reading of 320 to 400 would be the recommended reading for this location (Ref Managing the Work environment and Facilities 2011) 	
	Armed hold ups (Cash handling)	MA	U	3	<ul style="list-style-type: none"> Council does not have any locked cash boxes to store daily cash takings. 	
	Heating	MI	VL	3	<ul style="list-style-type: none"> Heat / cooling escapes building every time a customer enters the building. Small foot heaters being used by staff to keep warm, these heaters greatly increase the risk of a fire. 	

	Personal space	N	C	4	<ul style="list-style-type: none"> Due to the size of the building and improvised storage arrangements, staff have to climb over each other to reach materials they need when serving customers. 	
	Ergonomics	MO	VL	2	<ul style="list-style-type: none"> Staff are unable to sit at the counter as they cannot get their legs underneath the bench increasing the risk of back strains and RSI. Some files are stored on shelving that is too high, staff have to stand on chairs or over extend themselves to reach. 	
	Insufficient Workspace	C	MI	3	<ul style="list-style-type: none"> Due to the need to have computers, EFTPOS machines etc on the counter top, there is very little room for staff to handle customer's paper work. 	
	Struck by object (Computer cords hanging over the front counter)	MA	U	3	<ul style="list-style-type: none"> The public counter wasn't designed to accommodate so many computers. Cords are protruding out the back of electronic items and are at the perfect height for young children to grab and pull off the counter. 	
	Struck by objects	MO	p	3	<ul style="list-style-type: none"> Internal access doors open out into the public area and this increases the chance of a person being struck by a door. 	
	Traffic	MA	p	2	<ul style="list-style-type: none"> The public access leads out onto a drive way area increasing the risk of members of the public being hit by a vehicle. 	
Administration area	Heating / Cooling	MA	U	3	<ul style="list-style-type: none"> Due to the varied nature of the building inadequate heating available eg administration staff require a foot heater to keep warm in winter. Potential fire risk is greatly increased due to use of additional appliances. 	
	Emergency evacuation	MA	R	4	<ul style="list-style-type: none"> There is no evacuation lighting, alarm system, fire doors or sprinkler system to warn and protect workers in the case on an emergency. 	
	Hazardous manual handling/lack of storage	MO	P	3	<ul style="list-style-type: none"> File storage is inadequate / or full this greatly increases the chance of a manual handling risk when the file boxes need to be moved out of the building. 	

	Trips/ Slips/ Falls	MO	P	3	<ul style="list-style-type: none"> Due to lack of storage and the age of the building there are a number of trip hazards present, these include incoming mail stored on floor waiting to be processed, plastic boxes extending out onto walkways, files and reference materials stored on the floor, possum traps stored in hallway 	
Manager of Finance Office	Hazardous manual handling/lack of storage	MI	C	3	<ul style="list-style-type: none"> All current file storage areas are full, with files being placed in plastic boxes that are stored on the ground. This greatly increases the chance of a manual handling risk when these boxes need moving. Creates trip hazards as they are spilling out into walkways. 	
	Emergency evacuation	MA	R	4	<ul style="list-style-type: none"> No evacuation lighting, alarm system, fire doors or sprinkler system to warn and protect workers in the case on an emergency. 	
	Entry and exit	MA	R	4	<ul style="list-style-type: none"> There is only one point of entry and exit, greatly increasing the risk of injury if there was an emergency situation. 	
	Heating / Cooling	MA	U	3	<ul style="list-style-type: none"> Inadequate heating available as all administration staff require a foot heater to keep warm. Potential fire risk is greatly increased due to use of additional appliances. 	
Hallway	Lack of Storage	MI	C	3	<ul style="list-style-type: none"> Files and administration supplies are being stored in the hallway, creating potential trip hazards and reducing the effectiveness of the hallway in an emergence situation. 	
	Exposed wiring	MO	U	4	<ul style="list-style-type: none"> Telephone wires are hanging lose on the wall. 	
	Emergency evacuation	MA	R	4	<ul style="list-style-type: none"> There is no evacuation lighting, alarm system, fire doors or sprinkler system to warn and protect workers 	

					in the case on an emergency.	
	Housekeeping	MO	P	3	<ul style="list-style-type: none"> Employees try to keep walkways clear of obstructions put due to limited room there are times when items are stored in the walkways when they shouldn't be. 	
Safe	Striking object	MI	P	4	<ul style="list-style-type: none"> Potential for head injuries as the entrance into the safe is very low. 	
	Trips and falls	MI	P	4	<ul style="list-style-type: none"> Safe has a lip that sticks up above floor level. 	
	Hazardous manual handling/lack of File storage	VL	MO	2	<ul style="list-style-type: none"> All current file storage areas are full, with files being placed in plastic boxes that are stored on the ground. This greatly increases the chance of a manual handling risk when these boxes need to be moved. Creates trip hazards as these are spilling out into walkways. 	
Rates office area	Inadequate Storage	MO	P	3	<ul style="list-style-type: none"> The shelves have been designed to fit in a nook of the office these shelves are not designed for everyday use. They have created ergonomic issues, falls issues due to Staff having to stretch, overextend or climb ladders to reach files and reference materials. 	
	Hazardous manual handling	MO	P	3	<ul style="list-style-type: none"> Heavy files and boxes have to be lifted from ground level Staff have to stretch and overextend themselves to reach files and reference materials. 	
	Emergency evacuation	MA	R	4	<ul style="list-style-type: none"> There is no evacuation lighting, alarm system, fire doors or sprinkler system to warn and protect workers in the case on an emergency. 	

	Trips and falls	MO	P	3	<ul style="list-style-type: none"> • Risk of staff falling off ladders and chairs whilst trying to reach office supplies. 	
GM office	Exposed computer wiring	MI	U	5	<ul style="list-style-type: none"> • Computer cables are exposed and left dangling down the back of desk that faces out onto walkways. • Increasing the risk of a trip hazard or electrical fault. 	
	Lack of office Space	MI	C	3	<ul style="list-style-type: none"> • Not enough space to hold meetings people constantly being hit by the door when in meetings. 	
	Emergency evacuation	MA	R	4	<ul style="list-style-type: none"> • There is no evacuation lighting, alarm system, fire doors or sprinkler system to warn and protect workers in the case on an emergency. 	
					<ul style="list-style-type: none"> • No insulation in walls or ceiling – inadequate heating and cooling. 	
HR office	Lack of Storage for Files	MI	P	4	<ul style="list-style-type: none"> • All storage areas are full with contents overflowing onto floor, increasing the risk of a trip hazard. 	
	Hazardous manual handling	MO	P	3	<ul style="list-style-type: none"> • Staff have to stretch and overextend themselves to reach heavy files and reference materials. 	
	Emergency evacuation	MA	R	4	<ul style="list-style-type: none"> • There is no evacuation lighting, alarm system, fire doors or sprinkler system to warn and protect workers in the case on an emergency 	
	Access to mains switch board	MI	P	4	<ul style="list-style-type: none"> • Mains electrical switchboard located above the HR Coordinators desk. Anyone needing to access this switchboard has to climb over chairs and the desk to get to it 	
	Lighting	MI	P	4	<ul style="list-style-type: none"> • A Lux measurement of 190 was made. A reading of 320 to 400 would be the recommended reading for this location (Ref Managing the Work environment and Facilities 2011) 	

EA/Grants Officer / IT	Storage / trip hazards	MO	P	3	<ul style="list-style-type: none"> All storage areas are full with contents overflowing onto floor, Computer cables are exposed and left dangling down the back of desks that face out onto walkways 	
	Lighting	MI	P	4	<ul style="list-style-type: none"> Sun causes very strong glare on computer screens late in the afternoon. 	
	Emergency evacuation	MA	R	4	<ul style="list-style-type: none"> There is no evacuation lighting, alarm system, fire doors or sprinkler system to warn and protect workers in the case on an emergency 	
	Heating / Cooling	MA	U	3	<ul style="list-style-type: none"> Inadequate heating available as staff require a foot heaters to keep warm. Potential fire risk. 	
Director of Finance	Storage / trip hazards	MO	P	3	<ul style="list-style-type: none"> All storage areas are full with contents overflowing onto floor. 	
	Emergency evacuation	MA	R	4	<ul style="list-style-type: none"> There is no evacuation lighting, alarm system, fire doors or sprinkler system to warn and protect workers in the case on an emergency 	
Council Chambers	Trip hazard	MI	P	4	<ul style="list-style-type: none"> Electrical wires running across floor. There is a hole in the floor between the desk and the wall housing the projector screen. 	
	Size	MI	P	4	<ul style="list-style-type: none"> No room for a public gallery, residents have to stand out outside once improvised seating has been filled. 	
	Emergency evacuation	MA	R	4	<ul style="list-style-type: none"> There is no evacuation lighting, alarm system, fire doors or sprinkler system to warn and protect workers in the case on an emergency 	

					<ul style="list-style-type: none"> The roof leaks in various places but especially through the down lights creating the possibility of electrical faults. 	
Environment and Planning public access area	Security	MA	R	4	<ul style="list-style-type: none"> No security measures for staff in this building. No inconspicuous way for staff to raise alert for help if they are being threatened or a customer turns violent eg no duress system. 	
	Emergency evacuation	MA	R	4	<ul style="list-style-type: none"> There is no evacuation lighting, alarm system, fire doors or sprinkler system to warn and protect workers in the case on an emergency 	
Environment and Planning office area	Trip hazard	MI	P	4	<ul style="list-style-type: none"> Computer cables are exposed and left dangling down the back of desk that face out onto walkways. All storage areas are full with contents overflowing onto floor, increasing the risk of a trip hazard. 	
	Hazardous manual handling	MO	P	3	<ul style="list-style-type: none"> Heavy files and boxes have to be lifted from ground level. Staff have to stretch and overextend themselves to reach files and reference materials. 	
	Security	MA	R	4	<ul style="list-style-type: none"> No security for measures for staff in this building. No way for staff to alert police or other workers if they are being held up or customer turns violent 	
	Lighting	MI	P	4	<ul style="list-style-type: none"> Five of the 10 workstations measured had insufficient light. <ul style="list-style-type: none"> Ranger 230 Lux Senior Strategic Planner 178 Lux Trainee Health and Building Surveyor 206 Lux Building Surveyor 204 Lux Enviro Services Officer 230 Lux A reading of 320 to 400 would be the recommended reading for these location (Ref Managing the Work environment and Facilities 2011) 	

Director of Environment and Planning	Trip hazard	MI	P	4	<ul style="list-style-type: none"> All storage areas are full with contents overflowing onto floor, Increasing the risk of a trip hazard. 	
	Emergency evacuation	MA	R	4	<ul style="list-style-type: none"> There is no evacuation lighting, alarm system, fire doors or sprinkler system to warn and protect workers in the case on an emergency 	
Works and Operation	Trip hazard	MI	P	4	<ul style="list-style-type: none"> All storage areas are full with contents overflowing onto floor, increasing the risk of a trip hazard. Computer cables are exposed and left dangling down the back of desk that face out onto walkways 	
	Lighting	MI	P	4	<ul style="list-style-type: none"> Five of the 11 workstations measured had insufficient light. <ul style="list-style-type: none"> Engineering Assistant 301 Lux Cadet Engineer 278 Lux Engineering Assistant 181 Lux Assets & Risks Co-ordinator 181 Lux Works & Operations Maintenance Support Officer 181Lux A reading of 320 to 400 would be the recommended reading for these location (Ref Managing the Work environment and Facilities 2011) 	
	Emergency evacuation	MA	R	4	<ul style="list-style-type: none"> There is no evacuation lighting, alarm system, fire doors or sprinkler system to warn and protect workers in the case on an emergency 	
Manager of Operations office	Trip hazard	MI	P	4	<ul style="list-style-type: none"> All storage areas are full with contents overflowing onto floor, 	

	Entry and exit	MA	U	3	<ul style="list-style-type: none"> Exit opens out into traffic leaving or entering council's car park. Employees and members of public visiting run the risk of being struck by a vehicle. 	
	Emergency evacuation	MA	R	4	<ul style="list-style-type: none"> There is no evacuation lighting, alarm system, fire doors or sprinkler system to warn and protect workers in the case on an emergency 	
RMCC officer / Engineering Assistant office	Entry and exit	MA	U	3	<ul style="list-style-type: none"> Exit opens out into traffic leaving or entering council's car park. Employees and members of public visiting run the risk of being struck by a vehicle. 	
	Ergonomics (Inappropriate workstation size)	MO	P	3	<ul style="list-style-type: none"> RMCC Officer working in converted urinal the space is inappropriate for the activities carried out 	
	Emergency evacuation	MA	R	4	<ul style="list-style-type: none"> There is no evacuation lighting, alarm system, fire doors or sprinkler system to warn and protect workers in the case on an emergency 	
Manager of Works office	Entry and exit	MA	U	3	<ul style="list-style-type: none"> Exit opens out into traffic leaving or entering council's car park. Employees and members of public visiting run the risk of being struck by a vehicle. 	
	Trip hazard	MI	P	4	<ul style="list-style-type: none"> Lack of power points, power cables have to be run across the floor to the nearest power point, creating a potential trip hazard. 	
	Emergency evacuation	MA	R	4	<ul style="list-style-type: none"> There is no evacuation lighting, alarm system, fire doors or sprinkler system to warn and protect workers in the case on an emergency 	

Item: 12.5

General						
	Traffic	MA	P	2	<ul style="list-style-type: none"> • Car park and area leading into car park used by both pedestrians and vehicles, chance of persons being struck greatly increased 	
	Disabled access	MI	P	3	<ul style="list-style-type: none"> • Access to disabled toilets does not met Australian standards. • Disabled personal would struggle to use these facilities. 	
	Amenities	MI	VL	3	<ul style="list-style-type: none"> • Toilet facilities are only just within acceptable limits eg Males should have 1 Closet pan per 20 and 1 Urinal per 25, Females should have 1 closet pan per 15. However when council is conducting meetings or events the facility are inadequate and do not meet the standards. • Design of toilets are inadequate, urinal to the male toilet can be seen from the hallway when someone is entering or leaving the male toilets. 	
Access to Works and Operations and Council chambers	Trip / slip hazards	MO	P	3	<ul style="list-style-type: none"> • Staff and members of the public are at risk of tripping over old infrastructure left from pre-existing site uses eg concrete slab near Works and Operations access door. • Pavement is braking up. • Exposed areas of loose gravel where underground assets have had to be repaired. • In the winter time ice forms in shaded areas of the carpark area. 	