



**Bland Shire Council**  
**Business Paper**  
**Extraordinary Council Meeting**  
**2 June 2015**



# OUR VISION, MISSION AND VALUES



**ETHICAL DECISION MAKING AND CONFLICTS OF INTEREST**  
**A guiding checklist for Councillors, Officers and Advisory Committees**

**Ethical Decision Making**

- Is the decision or conduct legal?
- Is it consistent with Government policy, Council's objectives and Code of Conduct?
- What will the outcome be for you, your colleagues, the Council, anyone else?
- Does it raise a conflict of interest?
- Could your possible conflict of interest lead to private gain or loss at public expense?
- Can the decision be justified in terms of public interest?
- Would it withstand public scrutiny?

**Conflict of Interest**

- A conflict of interest is a clash between private interest and public duty. There are two types of conflict: Pecuniary – regulated by the Local Government Act and Office of Local Government and, Non-pecuniary – regulated by Codes of Conduct and policy. ICAC, Ombudsman, Office of Local Government (advice only).

**The test for conflict of interest**

- Is it likely I could be influenced by personal interest in carrying out my public duty?
- Would a fair and reasonable person believe I could be so influenced?
- Conflict of interest is closely tied to the layperson's definition of "corruption" – using public office for private gain.
- Important to consider public perceptions of whether you have a conflict of interest

**Identifying Problems**

1<sup>st</sup> - Do I have private interest affected by a matter I am officially involved in?

2<sup>nd</sup> - Is my official role one of influence or perceived influence over the matter?

3<sup>rd</sup> - Do my private interests conflict with my official role?

Whilst seeking advice is generally useful, the ultimate decision rests with the person concerned.

**Agency Advice**

Officers of the following agencies are available during office hours to discuss the obligations placed on Councillors, Officers and Advisory Committee members by various pieces of legislation, regulation and Codes.

Contact	Phone	Email	Website
Bland Shire Council	6972 2266	<a href="mailto:council@blandshire.nsw.gov.au">council@blandshire.nsw.gov.au</a>	<a href="http://www.blandshire.nsw.gov.au">www.blandshire.nsw.gov.au</a>
ICAC	8281 5999 Toll Free: 1800 463 909	<a href="mailto:icac@icac.nsw.gov.au">icac@icac.nsw.gov.au</a>	<a href="http://www.icac.nsw.gov.au">www.icac.nsw.gov.au</a>
Office of Local Government	4428 4100	<a href="mailto:dlq@dlq.nsw.gov.au">dlq@dlq.nsw.gov.au</a>	<a href="http://www.dlg.nsw.gov.au">www.dlg.nsw.gov.au</a>
NSW Ombudsman	9286 1000 Toll Free: 1800 451 524	<a href="mailto:nswombo@ombo.nsw.gov.au">nswombo@ombo.nsw.gov.au</a>	<a href="http://www.ombo.nsw.gov.au">www.ombo.nsw.gov.au</a>



**Council Meeting Agenda**  
**Extraordinary 2 June 2015**  
**commencing at 6:30PM**

**1.0 INTRODUCTION**

*Let us acknowledge the Wiradjuri people, their elders past and present, traditional custodians of the land we now share.  
Let us be inspired by the resilience, innovation and perseverance of past generations.  
Let us honour those who protect this great land,  
may you draw strength from your God or Faith  
so that we may, here today, on behalf of our community, - build a vibrant future together.  
("Pause for Reflection").*

**2.0 ATTENDANCE**

**2.1 Councillors**

Cr P Grellman  
Cr L Hampton  
Cr K Keatley  
Cr T Lord  
Cr L McGlynn  
Cr B Monaghan  
Cr L Pike  
Cr N Pokoney  
Cr P Templeton

**2.2 Staff**

General Manager – Ray Smith  
Director Asset & Engineering Services – Will Marsh  
Director Corporate, Community & Development Services – Adele Casey  
Executive Assistant – Julie Sharpe

**2.3 Apologies**

### 3.0 DECLARATIONS OF INTEREST

A pecuniary interest is an interest that a person has in a matter because of a reasonable likelihood or expectation of appreciable financial gain or loss the person or another person with whom the person is associated.

A person does not have a pecuniary interest in a matter if the interest is so remote or insignificant that it could not reasonably be regarded as likely to influence any decision a person might make in relation to a matter.

Councillor/Officer	Item	Nature of Interest

### 4.0 STAFF REPORTS

That the Council receive the staff reports.

#### **Section 1 – Office of the General Manager** (*reports for decision*)

4.1	Integrated Planning and Reporting Framework – Adoption of Draft Documents .....	1
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### 5.0 CLOSE OF THE MEETING

# SECTION 1 – OFFICE OF THE GENERAL MANAGER

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## 4.1 Integrated Planning and Reporting Framework – Adoption of Draft Documents

*Our leadership*

*Setting a benchmark for community standards*

*Vision: A well run council acting as the voice of the community*

*15 – To provide quality leadership, governance and management.*

**Author:** General Manager

**Officer's Recommendation:**

**That council consider the submissions to the Draft Integrated Planning and Reporting documents prior to adopting each of the associated plans and programs.**

**Introduction**

Council's suite of Draft Integrated Planning and Reporting (IP & R) documents have been on public exhibition for a period of 28 days with the receipt of all submissions closing at the COB on Tuesday 26 May 2015.

An overall total of 6 submissions have been received by the closing date and time. The submissions all relate to the proposed fees and charges for Family Day Care.

It will be appropriate and more effective if council deals with each document separately noting that in some circumstances a change to one document will automatically create a change to a corresponding document. (An example is: if there is a change to the draft budget this could result in a change to the Long Term Financial Plan).

Consequently, the documents are now presented for individual consideration prior to their adoption.

## **Operational Plan 2015/16**

- Changes to 'draft' as adopted at Council's meeting on 28<sup>th</sup> April and prior to release for public exhibition:
  - Draft Budget 2015/16 – updated individual line items to:
    - Add \$150,000 for establishing a VIC at 184 Main Street West Wyalong
    - Add \$50,000 (P.A x 4 years) for main street works
    - Reinstatement of Tourism Projects to \$35,000
    - Reinstatement of Promote Tourism to \$35,000
    - Reinstatement of Donations to \$50,000
    - Addition of \$5,000 towards the Festival in the West for 2015
    - Allocation of \$50,000 for Public Relations
  - Updated formatting, wording and financial information throughout the document

### **Officer's Recommendation:**

**That Council adopts the Operational Plan 2015-2016 subject to the amendments agreed to at this meeting.**

### **Submissions received relating to the Revenue Policy 2015/16 which forms part of the Operational Plan are as follows:**

#### **Individual submissions in relation to the proposed increase in the Family Day Care (FDC) Scheme Levy Administration and Registration fees**

1. Submission from Temora and Aria Park Family Day Care Educators, Heather Krause, Julie Colwill, Vicki King, Deanne Haddrill – opposed to the large increase in fees for the same services and suggesting a review into the management of FDC and areas to improve services and reduce costs
2. Submission from Temora and Aria Park Family Day Care Educators, Heather Krause, Julie Colwill, Vicki King, Deanne Haddrill, Sharon Reddie, Kim Philp, Hope Oliver, Carol Pringle, Alicia Wilesmith and Denise Melzer – opposed to the large increase in fees for the same services and suggesting a review into the management of FDC and areas to improve services and reduce costs
3. Submission from Jane Cooper – querying the substantial fee increase and suggesting additional preschool places
4. Submission from Belinda Potts – objecting to the proposed increase in fees and suggesting a review of FDC
5. Submission from Sharon – long term FDC educator expressing concern at the increase in fees and supporting the establishment of a Temora FDC Scheme
6. Submission from Kate Slapp – acknowledging the need to increase fees however opposing to the doubling of the fees

### Comment from Director Corporate, Community & Development Services

Due to not yet being advised with regard to the operational funding for Bland /Temora Family Day Care service, the budget and resultant revenue policy have been developed with the assumption of no grant funding. If the funding application is successful, the insertion of 'maximum' into the document will allow a reduced rate to be implemented. Regardless of funding, the overall outcome will result in \$0 balance.

### **Revenue Policy 2015/16**

- Updated formatting and wording throughout the document
- Page 6, Interest – addition of "(8.5%)" as the interest rate for outstanding rates and charges
- Fees & Charges Schedule, page 4 – change from \$70 to \$75 for Certificates Section 603 Rates Certificate
- FDC Schedule, Scheme Levy, page 38 – addition of "Maximum" to individual line items for Parent Administration, Educator Administration and Educator Annual Registration Fee

#### **Officer's Recommendation:**

**That Council adopts the Revenue Policy 2015/16 subject to the amendments agreed to at this meeting.**

### **Delivery Program 2013-2016**

- Changes to 'draft' as adopted at Council's meeting on 28<sup>th</sup> April and prior to release for public exhibition:
  - Financial information updated throughout the document as a result of additions to the Draft Budget 2015/16

#### **Officer's Recommendation:**

**That Council adopts the Delivery Program 2013-2016 subject to the amendments agreed to at this meeting.**

Council's Delivery Program and Operational Plan is the point where the community's strategic goals are systematically translated into actions. These are the principal activities to be undertaken by the Council to implement the strategies established by the Community Strategic Plan within the resources available under the Resourcing Strategy.

The Delivery Program is designed as the single point of reference for all principal activities undertaken by the council during its term of office. All plans, projects, activities and funding allocations must be directly linked to this Program.

### **Workforce Assessment Plan & Strategy 2015-2019**

- Updated formatting and wording throughout the document

#### **Officer's Recommendation:**

**That Council adopts the Workforce Assessment Plan & Strategy 2015-2019 subject to the amendments agreed to at this meeting.**

### **Asset Management Plan 2015**

- Updated formatting and wording throughout the document

#### **Officer's Recommendation:**

**That council adopts the Asset Management Plan 2015 subject to the amendments agreed to at this meeting.**

### **Long Term Financial Plan 2015-2025**

- Changes to 'draft' as adopted at Council's meeting on 28<sup>th</sup> April and prior to release for public exhibition:
  - Financial information updated throughout the document as a result of additions to the Draft Budget 2015/16
  - Updated formatting, wording and financial information throughout the document
  - Review and updating of Scenarios

#### **Officer's Recommendation:**

**That Council adopts the Long Term Financial Plan 2015-2025 subject to the amendments agreed to at this meeting.**

### **Conclusion**

This is the fourth period for Council under the integrated planning and reporting framework. Over the coming months planning will be finalised for the review of progress in implementing the Community Strategic Plan and presentation of the Councillor's End of Term Report.

### **Financial Implications**

The adoption of the IP & R suite of documents will incorporate the annual budget and revenue policy for the 2015-2016 financial period and the usual process of monthly financial reports to council as well as the quarterly budget reviews will continue.